MAY
2022

SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

Board Meeting
June 28, 2022

Student Affairs and Enrollment Management

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	MATTHEW S. HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	JUNE 28, 2022
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2022 THROUGH MAY 31, 2022

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-Presidents
- South Texas College Pre-Cabinet One to One meeting with Vice-Presidents
- South Texas College Coordinated Operations Council meeting
- Roundtable discussion with CEOs from Area Hospitals regarding Health Care Pathways
- South Texas College Commencement Ceremonies May 6-7, 2022 at Bert Ogden Arena Edinburg, TX
- Interviews and Forums for the position of Vice- President of Academic Affairs
- Paid Internship Discussion work-based learning opportunity meeting with Grants Office
- STC Recruitment Presentation Navy Technical Training Center Lackland San Antonio, TX with Ruben Villanueva, Director of Training/Operations Officer.

ATTENDED

- Library and Learning Support Services Support for Cosmetology meeting
- Workforce Summit
- Grow with Google HIS Career Readiness Program
- Developing Hispanic-Serving Institutions Quarterly meeting with Carla M. Rodriguez
- South Texas College and TX DOT Safety and Health Degree Pathway
- Meeting to discuss the Mexican-Reynosa Market

- College Wide days planning meeting for 2022
- Police Memorial Ceremony – Pharr Police Department
- South Texas College and University of Texas Rio Grande Valley joint admissions meeting
- Meeting with Senator Cornyn Office Institutional Advancement
- Dual Credit Structure meeting

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2022 semester and Fall 2022 semester on March 7, 2022. **11,760** students have registered online for Summer 2022 semester and **7,172** students have registered online for Fall 2022 semester after OAR processed the required documents and cleared the students to register.
- Assisted students by responding to hundreds of emails sent to the admissions address and registration address, as well as on the phone and in person at the Enrollment Centers located at Pecan, Mid-Valley, and Starr County campuses.
- Assisted students by responding to **632** chat sessions during May 2022.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting, President's Administrative Staff meeting and Board of Trustees meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as BUGS meeting, census data, Commencement Ceremonies – recap, Data Management & Integrity, Enrollment Appeals, paid internships, virtual dual credit programs, SACSCOC substantive changes, STC/UTRGV joint admissions, and TACRAO (Texas Association of Collegiate Registrars & Admissions Officers) Summer Meeting.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff, and students to provide guidance, assist with duties, and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation, and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the Compliance Specialist, who assists with related reports.
- Compliance Coordinator, Compliance Specialist and Institutional Research Analyst traveled to San Antonio, Texas to attend Texas Connection Consortium Conference on May 24 – 27, 2022.
- **2,100** potential May 2022 graduates participated in the five Spring 2022 Commencement Ceremonies held at Bert Ogden Arena on May 6 and May 7.
- Graduation Analysts completed the certification of most May 2022 graduates, including **149** Bachelor Degrees, **1,830** Associate Degrees and **713** Certificates.
- Specialists downloaded, reviewed, and verified **3,801** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering first-year students, returning and transfer students) during May 2022.
- Residency Specialist reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an Affidavit, and assisted students with residency requirements, as needed.
- Specialist for International Students assisted them with all aspects of admissions and registration.
- STC has **17** international students enrolled for Summer 2022 semester and **24** international students enrolled for Fall 2022 semester.
- Processed **258** course substitutions and exceptions in Degree Works during May 2022.
- Processed grade changes for **397** students during May 2022.
- Processed reinstatement requests for **02** students during May 2022.
- Processed **1,886** high school and **934** college/university transcripts during May 2022.
- Evaluated **819** transcripts from other colleges and universities during May 2022.

- Received requests via USPS mail, Jagnet and National Student Clearinghouse, processed and distributed **3,445** STC transcripts during May 2022.
- Scanned and indexed **3,574** documents submitted by students during May 2022.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report May 2022					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT / HISET Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2021**
Pecan Campus	**24**			**ACT**	**508**
Mid- Valley	**35**	**50**	**45 (90%show)**	**TSI EXAM**	**262**
Starr Campus	**54**	**29**	**26 (90% show)**	**TSI EXAM**	**115**
Pecan Plaza	**44**	**62**	**50 (80% show)**	**GED/ PEARSON**	**376**
Pecan Plaza		**211**	**199 (94% show)**	**TSI EXAM/ includes TSI Online**	**1,141**
Pecan Plaza		**4**	**4 (100% show)**	**TCOLE/ Proctored Exams**	**112**
Pecan Plaza		**145**	**121 (83%show)**	**HESI**	**675**
Mid-Valley		**75**	**74 (99% show)**	**HESI**	**351**
Starr		**21**	**15 (71% show)**	**HESI**	**81**
TOTAL:	**157**	**597**	**534 (89% show)**		**3,621- – All Campuses YTD**

TSIA 2.0 Scores: by placement score

English Language Arts and Reading College and Career Readiness (ELAR)

Monthly (05/01/2022 – 05/31/2022)		Year To Date (09/01/2021 - 05/31/2022)	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	25	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	208
Developmental Ed (945+ & 0-4 Essay	25	Developmental Ed (945+ & 0-4 Essay	176
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	4	ELAR Diagnostic Level 5	37
ELAR Diagnostic Level 4	66	ELAR Diagnostic Level 4	358
ELAR Diagnostic Level 3	25	ELAR Diagnostic Level 3	225
ELAR Diagnostic Level 2	11	ELAR Diagnostic Level 2	124
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**156**	**Total**	**1128**

Mathematics College and Career Readiness

Monthly (05/01/2022 – 05/31/2022)		Year To Date (09/01/2021 - 05/31/2022)	
College Ready (950+ or 910+ & 6+ Diag)	39	**College Ready (950+ or 910+ & 6+ Diag)**	182
Mathematics Diagnostic Level 5	24	Mathematics Diagnostic Level 5	87
Mathematics Diagnostic Level 4	92	Mathematics Diagnostic Level 4	460
Mathematics Diagnostic Level 3	41	Mathematics Diagnostic Level 3	255
Mathematics Diagnostic Level 2	22	Mathematics Diagnostic Level 2	183
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**218**	**Total**	**1167**

Data retrieved from College Board Accuplacer

Date: 06/01/2022

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **30** events and served **486** students and parents during the month of April.
- Department staff continues to assist ISDs in enrolling students for Summer and Fall semesters including provide support with recruitment, admission, and registration.
- Department has developed a technical training schedule for all staff to support the department's transition to the new role as the Office of Student Engagement & Completion Services. Trainings include sessions on programs of study, services and resources for adult learner and stop-out students.
- Director has developed an Enrollment Plan for Adult Learner students that will include direct outreach and customized supports. Director is meeting with other administrators to plan for the implementation of the new enrollment model which will include targeted communications and personalized supports with the enrollment processes.

SNAPSHOTS

Dual2Degree department retreat session was held in-person for staff at the Pecan Campus

Border Patrol Recruitment Presentation was held in-person at the STC Regional Center for Public Safety Excellence

ENROLLMENT SERVICES

Event	High School Served	Date	Location	**Total Served**
Registration Drive	Calvillo CTE Complex	05/02/2022	ISD	4
Registration Drive	Calvillo CTE Complex	05/03/2022	ISD	5
Registration Drive	Edcouch-Elsa ECHS	05/10/2022	ISD	20
Registration Drive	McAllen Rowe HS	05/16/2022	ISD	115
Registration Drive	McAllen HS	05/17/2022	ISD	110
Registration Drive	Academy of Health Science Professions & STEM	05/18/2022	ISD	32
			Total	**286**

WORKFORCE RECRUITMENT

Event	High School Served	Date	Location	**Total Served**
Law Enforcement Recruitment	U.S. Navy	05/02/2022	Lackland	15
Law Enforcement Recruitment	Border Patrol	05/03/2022	RCPSE	10
Law Enforcement Recruitment	Border Patrol	05/04/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	05/04/2022	Edinburg	11
Law Enforcement Recruitment	Border Patrol	05/05/2022	RCPSE	12
Law Enforcement Recruitment	Border Patrol	05/09/2022	RCPSE	6
Law Enforcement Recruitment	Border Patrol	05/10/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	05/11/2022	RCPSE	9
Law Enforcement Recruitment	Border Patrol	05/12/2022	RCPSE	5
Law Enforcement Recruitment	Border Patrol	05/16/2022	RCPSE	5
Law Enforcement Recruitment	Border Patrol	05/17/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	05/18/2022	RCPSE	10
Law Enforcement Recruitment	Border Patrol	05/18/2022	Edinburg	11
Law Enforcement Recruitment	Border Patrol	05/19/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	05/20/2022	RCPSE	3
Law Enforcement Recruitment	Border Patrol	05/23/2022	RCPSE	2
Recruitment Presentation	TXDOT (Texas Department of Transportation)	05/24/2022	Virtual	5
Law Enforcement Recruitment	Border Patrol	05/24/2022	RCPSE	5
Recruitment Presentation	TXDOT	05/24/2022	Virtual	9
Recruitment Presentation	TXDOT	05/24/2022	Virtual	6
Law Enforcement Recruitment	Border Patrol	05/26/2022	RCPSE	11
Law Enforcement Recruitment	Border Patrol	05/26/2022	Edinburg	16
Law Enforcement Recruitment	Border Patrol	05/27/2022	RCPSE	10
Law Enforcement Recruitment	Border Patrol	05/31/2022	RCPSE	7
			Total	**200**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:</u>
  - Progreso HS/ECHS
  - Weslaco Joe Calvillo Complex
  - Weslaco East HS/ECHS

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Staff Meetings
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Monthly Department Meeting
- Dual2Degree Personnel Committee Meeting
- Dual2Degree Enrollment Services Meeting

- Dual2Degree Student Success Meeting
- Navy Recap Meeting
- Reskilling Grant Weekly Check in Meeting
- Library & Learning Support Services for Cosmetology Meeting
- Department Retreat Planning Meeting
- STC Course Offerings and Logistics Meeting
- 2022 Seal of Excelencia Recertification
- Reskilling Grant Deadlines Meeting
- #RealCollegeTX Group Coaching Office Hour
- DCP Enrollment Services Assignments Meeting
- Mongoose Training
- DCP ISD Assignments Meeting
- Retreat Sessions Planning Meeting
- SAEM Division Leaders Meeting
- SEAL of Excelencia Recertification
- FY 2022-2023 Budget Committee Meeting
- DCP Scheduling Meeting
- College-Wide Days 2022-2023 Planning Meeting
- Seal of Excelencia Recertification Enrollment Practices Review
- TPP Institute #5 Team Meeting
- SEAL of Excelencia Meeting
- Spring 2022 - Virtual Dual Credit Programs Taskforce Meeting
- EAB | South Texas - Pre-Production Meeting
- SEAL of Excelencia Recertification
- Excelencia Recertification Progress Review
- Adult Learner Enrollment Framework Review
- SEAL of Excelencia Recertification
- STC & 21st CTE Meeting #6
- EAB Bank of America Grant Meeting
- Reskilling Grant Transition Meeting
- Review of Enrollment Services Manual Meeting
- Reskilling Grant Reporting Meeting
- Student Success Module Review Meeting
- SAEL of Excelencia Recertification
- STC & IDEA Enrollment Services Meeting

PROFESSIONAL DEVELOPMENT

- 2022 American Association of Community Colleges
- Spring 2022 Commencement Ceremonies
- DocuSign Workshop
- Commencement Appreciation Luncheon
- 2022 Department Retreat

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines, and College Updates in regards to COVID-19 via TEAMS
- SFS Staff has been assisting students with FAFSA application via Live Chat, Virtual Lobby, and in-person for Summer 2022
- SFS Department welcomed Javier Guajardo as our new Coordinator of Veteran Recruitment and Engagement
- Staff has been assigned to be at the NAHC or TECH for Fast Track events
- Administrative Assistant attended the Overtime Training on using DocuSign
- SFS Department has notified staff about our hours of operations, staff has been given 2 options to work (7:30 a.m. to 5:00 p.m. with half hour lunch or 8:00 a.m. to 6:00 p.m. with hour lunch) and must follow it until further notice.
- VA Certifying Officials continue to work and awarding and adjusting VA student files. Interviews have also taken place for the vacant work-study positions they have.
- Student files are being completed and awarded, files are coming in via email, fax, and mail. R2TIV calculations are being processed for drops of Spring 2022 semester.

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- Dual Credit Programs Mexico Schools Partnership Mapping Process
- Gecko Engage Meeting
- 2023 CIVSA Annual Conference Meeting
- International Dual Credit Partnership Video Logistics Meeting
- 2023 CIVSA Annual Conference

RECRUITMENT

- Mexican Consulate Ventanilla Recruitment
- Jimmy Carter Early College Decision Day
- Roma High School Decision Day
- Edinburg North High School Decision Day
- Mercedes High School Recruitment Presentation
- La Joya High School Decision Day
- Juarez Lincoln High School Decision Day
- Rio Grande City High School Decision Day
- Individual Student Appointment – 12 appointments
- Parent and Family Engagement Program College Presentation
- The Boys & Girls Club of Pharr Career Fair
- PSJA Ballew High School Decision Day
- PSJA Sonia Sotomayor Decision Day
- Vanguard Rembrandt Secondary Decision Day
- Vanguard Mozart Secondary Decision Day

- Region One SbySTech22 Conference College Fair
- Santa Rosa High School Decision Day
- IDEA College Preparatory Mission – Campus Visit
- Donna North High School Apply Texas Drive
- IDEA Public Schools Decision Day
- Grulla High School Career Fair
- Rio Grande City High School Career Fair
- Hidalgo Early College High School Decision Day
- Valley View High School Decision Day
- College and Career Expo at UTRGV
- Sharyland Pioneer High School Decision Day
- Mission Veterans Memorial HS Campus Visit
- Triumph Public High Schools College Fair

FAST TRACK

- Academy of Health Science Profession/STEM
- Rio Grande City High School
- Donna North High School
- Valley View High School
- IDEA College Preparatory North Mission
- Weslaco East High School
- Weslaco High School
- Mercedes High School
- PSJA ISD
- Vanguard Academy
- IDEA College Preparatory Weslaco
- IDEA College Preparatory Edinburg
- Hidalgo Early College High School
- Juarez-Lincoln High School
- IDEA College Preparatory San Juan

CAMPUS TOURS

- Pecan
  - Personal Tour – 5 visitors
- MidValley
  - Personal Tour – 2 visitors
- NAH
  - Personal Tour – 1 visitor
  - Academy of Health Science Profession/STEM – 26 visitors
  - Veterans Memorial High School – 43 visitors

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYE SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
1214	Student Contacts, Outreach & Virtual Appointments
242	CTE Student Contacts
31	Student & Alumni Registered on CCN
19	Student & Alumni Resumes Revised/Uploaded on CCN
10	New Employer Registered on CCN
45	Jobs posted to CCN
1	Workshops Presented
18	Resumes Reviewed Online by Employers via CCN
1815	Career Coach Total Visits

** Indicates, No Change since previous reporting period.*

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Bridgestone Retail Operations, LLC.
- City of South Padre Island
- Colair Inc.
- Dixie Iron Works, Ltd/MSI
- Entravision Communications Corp
- GRT Transportation, LLC
- Hill & Romero Certified Court Reporters
- Patterson-UTI
- Payne Insurance Group
- PMG, Inc.
- Radio United LLC
- SOS International LLC
- Sunshine Retirement Living
- The Borgen Project
- The County of Hidalgo
- Total Computing Solutions of America, Inc.
- White & Case LLP

Presentations/Workshops

- Virtual Interview for Success Workshop

Employer Outreach

- SOS International LLC
- Freightliner
- SOS International LLC
- Colair Inc.
- Customs and Border Protection
- Zero Energy Solar Panels

Employer Registrations

- Blue Raven Innovations
- Colair Inc.
- Entravision Communications Corp
- McCathern, Shokouhi, Evans, Grinke
- Meddeas
- NewNew
- Patterson-UTI
- SOS International LLC
- SpawGlass
- White & Case LLP

Coordination of Upcoming Events

- Summer Workshop Calendar

Meetings & Miscellaneous information

- Career and Employment Services participated in the Institutional e Portfolio Taskforce
- Conducted outreach to Biology students and alumni majors for a local U.S. Department of Agriculture/CBP employment opportunity via the College Central Network (CCN) Online job board
- Career and Employment Services participated in the Office of Professional Development Committee
- Career and Employment Services was in contact with representatives of SOSi of Reston, Virginia regarding local job development and recruitment opportunities for STC students.
- Conducted outreach to STC media students and alumni majors for an employment opportunity with Entravision via the College Central Network (CCN) Online job board
- Career and Employment Services was in contact with representatives of Freightliner of San Antonio for job development and recruitment opportunities for STC students.
- Career and Employer Services is collaborating with Student Activities to participate in the Future Jaguars Leadership Camp
- Career and Employment Services was in contact with representatives of Zero Energy Solar Panels of McAllen, Texas regarding job development and recruitment opportunities for STC students.
- CES in collaboration with the Public Relations Department hosted the *Financial Literacy Awareness* speaker series at the Starr County campus in cooperation with Texas Regional Bank.
- CES participated in the Automotive/Diesel Career Expo
- Career and Employer Services staffed an informational booth for Tech Campus PASS Program 2-day event (20, 51 attendees)

- Conducted outreach to electrical students and alumni majors for a County of Hidalgo Electrician employment opportunity via the College Central Network (CCN) Online job board
- Career Services departmental meeting, CES overview and trainings
- Conducted outreach with American Sign Language student and alumni majors for an employment opportunity via Online job board – College Central Network (35 students/37 alumni)
- CES coordinated meeting with CCN to discuss the Texas Community College Jobs Consortium
- CES staff submitted Campus Security Authority (CSA) form for compliance to department of public safety
- Compiling, preparation, and submission of FY22 Biannual Perkins Time on Task documentation
- Conducted virtual open workshop via Microsoft Teams
- CES attended a meeting with Sgt. Melody Fierro of the U.S. Army recruiting office and planned to facilitate her future on-campus recruiting efforts.
- Conducted outreach efforts with FSID, a transport facility regarding employment opportunities for STC students and alumni
- Created Marketing outreach for CTE workforce opportunities for U.S. Customs and Border Protection
- Continued marketing outreach via CES social media for HACU online seminar sessions, employer spotlights, scholar programs.
- Continued with Hospital Corporation of America Healthcare StaRN Virtual Hiring Event, ADN/LVN outreach efforts.
- Conducted outreach to HVAC students and alumni, on behalf of Air Cool Tech Corp, notifying of available employment opportunities.
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Conducted compiling of data and preparation of FY22 Biannual Perkins reporting.
- Continuing to assist Tech Campus staff by coordinating an introductory presentation to the Emsi Skillabi - Skills Matching System with Emsi representatives to help Tech staff achieve compliance with their Lumina grant reporting requirements.
- Conducted outreach efforts to HVAC students/alumni for workforce opportunity
- Conducted outreach marketing efforts to students and alumni on behalf of IOC Company LLC regarding employment opportunities for diesel and heavy equipment mechanic helper
- Conducted outreach and created social media marketing for HCA Healthcare South Texas Virtual Hiring event for Nursing students and for registration Updated and created Spring/Summer CTE workshop calendar, links, and evaluations
- Maintained NAH Spring 2022 1st Friday Virtual Workshop schedule and links.
- Facilitated Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted HCA Healthcare StaRN Virtual Hiring Event to ADN and LVN students.
- Promoted Threads Spring Donation Drive marketing.
- Outlined Spring/Summer CTE program collaborative projects and targeted student-based events.
- Conducted outreach to Automotive students via CCN for workforce opportunities
- Continued collaborative project with various programs to facilitate career portfolio reviews and mock interviews.
- CES staff continues to facilitate resume reviews via College Central Network.
- CES Director is coordinating with iGrad to update the STC website by modifying the iGrad program link in the financial literacy learning platform for FTIC college students, in support of a DHSI grant

funded initiative, as part of a project to establish a Financial Wellness Center. This initiative will keep STC compliant with Department of Education requirements to receive financial aid.

- Contacted, promoted, and posted on all CES social media platforms employment opportunities on behalf of various employers
- Created Financial Wellness CTE student outreach materials.
- CES assisted U.S. Customs in conducting on-campus recruiting efforts.
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, regarding new initiatives and to gain insight of industry needs.
- CES staff conducted Dual Credit + BA Capstone Career Presentations: InterviewStream, CCN, Resume Reviews.
- CES staff participated in NACE (National Association of Colleges & Employers) Affinity Meetings
- Promoted Marketing Edge Student Virtual Student Career Forums to Faculty/Staff and to students registered on College Central Network.
- CES attended DHSI grant presentation
- CES director is conducting updates and revisions for the Institutional Effectiveness (IE) Plan for CES.
- CES is continuing its involvement in the Excelencia Leadership Conference.
- CES is participating in the Texas Pathways Institute.
- CES Director conducting Title IX case reviews.
- CES continues to support and monitor the Interview Stream platform for student support and maintenance issues.
- CES prepared and completed the CES Comprehensive Operational Plan for submittal.
- CES continues to provide workshops for Interview Stream use and navigation.
- CES Director prepared responses the DHSI Financial Literacy External Evaluator questions.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for May 2022.
- CES coordinated tech support with vendor for the continuing updates of the IGrad platform on the CES website.
- Facilitated *Get to Know Career Services* NAH virtual workshop, providing an overview of CES services and platforms.
- Continuing to compile and submit additional data and reporting for Carl Perkins Grant.
- Updated CTE record retention, evidence, and time on task for Carl Perkins.
- Viewed *A Culture of Assessment*, Inside Higher Ed online seminar.
- Reviewed *Comparing NACE Career Competencies Virtually Through Intern Self-Assessments and Employer Assessments*, NACE article.
- Reviewed *Facilitating Faculty Buy in to Career Services*, NACE article.
- Reviewed *Repositioning Career Services*, NACE article.
- Attended CES staff meeting discussing Spring 2022 events, staff updates, and projects.
- Researching work safe event strategies to support a planned Spring 2022 event.
- Reviewed, *The Attributes Employers Seek on Students' Resumes*, NACE article.
- Viewed *Bringing Your Campus Back to Life*, Inside Higher Ed online seminar.
- Facilitated NAH Virtual Workshop *"Creating Your Career Portfolio"* career boost workshop.
- Completed "*Learning to be Promotable*" LinkedIn Online training.
- Conducted CES website updates.
- Reviewed *Key Factors When Choosing Between Equal Candidates*, NACE article.

- Reviewed, *The Next COVID-19 Issues: Mandating the Vaccine*, NACE article.
- Reviewed, *The Attributes Employers Seek on Student Resumes*, NACE article.
- 55 student resume revisions via CCN, 9 student outreaches, 11 students walk in

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- The Office of Student Rights & Responsibilities participated in the Facilitation Skills Course conducted by Austin Dispute Resolution Center.

OFFICE OF STUDENT CONDUCT

- The Office of Student Rights & Responsibilities participated in the Facilitation Skills Course conducted by Austin Dispute Resolution Center.

BEHAVIORAL INTERVENTION TEAM

- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.
- The Behavioral Intervention Team is preparing for the upcoming National Association of Behavioral Intervention Team.

STUDENT ACTIVITIES AND WELLNESS

- But First, Cafecito & Pan Dulce (NAH)

- Best Day Ever! (Technology)

- Mother's Day Picture Frames (Pecan)

- Taco Tuesday (NAH)

- Finals Week Breakfast (Starr County)

- Let’s Fiesta Your Finals (Technology)

- Cinco de Mayo Celebration (Technology)

- Cinco de Mayo Fiesta (Pecan)

- Water Balloon Challenge (Pecan)

- Tamale Thursday! 5 De Mayo (NAH)

- 5 de Mayo (Starr County)

- Student Leadership Academy Ceremony (District-Wide)

- 2022 Spring Commencement Ceremonies

- 2022 Intramural Sports Student Appreciation Banquet

- Good Luck on Finals (Starr County)

COUNSELING AND STUDENT DISABILITY SERVICES

May 2022					
Services	**Mid-Valley**	**NAH**	**Pecan**	**Starr**	**Technology**
Special Programs, COVID-19 Contacts, Other	14	7	27	1	0
Academic Advising	28	2	246	28	3
Career and Transfer	6	1	3	0	80
Academic Probation and Academic Suspension	87	24	131	13	13
Mental Health Counseling	43	32	68	17	36
Total	**178**	**68**	**475**	**59**	**132**

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Accessibility Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- Sign Language Interpreter's Student Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination and creation of documents for semester mental health & personal growth workshops
- Academic, Career, & Mental Health Counseling
- Student Accessibility Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Review, refer and respond to Counseling and Student Accessibility Service Department Emails
- Title IX Committee Meetings
- Behavioral Intervention Team Meetings
- Fast Track Events
- 504 Meeting
- High School Admission, Renewal, Dismal Meetings

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 4,492 contacts with students were conducted by Academic Advisors and PASS Program Advisors in May 2022
  - Received/managed all student advising requests received via email, telephone, in-person, and chat system and assigned them to an advisor for individualized education planning

- Continued implementation of Advising Chat so that students can chat with an advisor and do not need to visit campus for services

- **Faculty Advising**
  - Updated Master List of Faculty Advisors to reflect faculty still at the college, per Division, and Program which will be used to assign students to faculty advisors
  - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support to faculty advisors when advising students
  - Updated training content and continued developing specific training for Dual Credit Faculty Advisors
  - Actively recruited Faculty Advisors to participate in Summer Training
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** new training for Spring Cohort will be held the week of June 13th; recruitment for participants is ongoing; training focuses on participants from within our K-12 partner districts to provide foundational knowledge on crucial student support services and resources that STC delivers; it also includes a campus tour of our Career and Technical Programs so that they can have first-hand knowledge of STC's state of the art facilities
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings and communicated daily with mentors; guided mentors to make phone calls to First time in college students (FTIC) Career and Technical Students (CTE) students and inform them of the PASS Program and remind them to register for the Summer and Fall semesters; collaborated with Office of Financial Services to ensure mentors meet compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors for the Summer semesters
  - **Monitoring Beacon Mentor Program** –Beacon Mentoring will resume Fall 2022 semester
- **PASS Program**
  - PASS Program Manager joined the team on May 2nd
  - Met with new PASS Manager to discuss state of the Program and plan for enhancements, CLNA (Comprehensive Local Needs Assessment), FY2023 Perkins Basic Application
  - Staff provided academic advisement to PASS Program participants virtually and in person
  - Staff maintained ongoing contacts with students on their caseloads;
  - Reviewed ongoing Childcare services paperwork and met with students to ensure compliance with grant requirements
  - PASS Program staff participated in the Talking Sessions virtual meetings held by THECB regarding documentation of special populations
  - Perkins funded staff documented their work activities on an hourly basis in compliance with Grants Office Time on Task requirements
  - PASS Program met with Business Office to review purchase process for instructional supplements (electronic and hard copy) and discuss more innovative ways of completing the process and maintaining grant compliance at the same time
- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
  - Maintained continued contact with Grants Office on Perkins V staff, compliance, and grant activities

- Maintained contact with SAEM Directors for ongoing Perkins V Grant implementation and so that everyone can be familiarized with the activities that must be completed this fiscal year and to update the CLNA
- Responded to feedback/questions by Grant Office for Student Affairs & Enrollment Management Perkins V CLNA
- Met with PASS Program staff to review past activities and plan for the semester
- Participated in the Talking Series sessions provided by THECB

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways** – Director serves as Co-lead; reviewed advance work regarding Basic Needs and Mental Health in preparation for Institute; participated in #RealCollegeTX Hope Center meetings to review and discuss basic needs for students; met with core group (Financial Aid, Research & Analytical Services, Counseling, Advising, Academic Affairs) to review Levels of Partnership with the HOPE Center and select a level;
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; met with Achieving the Dream Coach and SAEM Directors overseeing orientation to refine and enhance the College Connections to FYC to Advising/QEP/MAP student experience; held the Fast Tracks 2.0; planned out ATD (Achieving the Dream) FY2023 focus; completed Year One Annual Report and submitted to Dean of Institutional Research, Effectiveness, and Strategic Planning
- **STC & UTRGV Collaborative** – STC Advising Department now houses a UTRGV representative from Monday thru Thursday, 8 am to 5 pm to facilitate student transfer from STC to UTRGV; Director maintains ongoing communication with UTRGV to facilitate services; Advising Department Leaders and 2 advisors participated in the Texas Association of Community Colleges UT System Virtual Transfer Advising Institute to spend time with our four year transfer partner advising staff and discuss the critical role advising plays in transfer student success and how we can enhance it
- **National Alliance for Partnerships in Equity (NAPE)**– PASS Program staff along with other STC personnel participated in NAPE Annual Conference as part of the collaboration for the Perkins grant with Temple College to address equity for non-traditional students (as defined by Perkins V) within STC CTE Programs and participating in the PASS Program;

Preliminary Forms

- Reviewed/approved timecards, reports, invoices, activity reports, grant forms, and other department/grant related items

Finance and Administrative Services

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. RICARDO J. SOLIS, PRESIDENT

FROM: MARY G. ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

DATE: JUNE 22, 2022

SUBJECT: ACTIVITY REPORT FOR MAY 1, 2022 THROUGH MAY 31, 2022

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, Special Board Meeting, Cabinet Meeting, President's Administrative Staff Meeting, and Coordinated Operations Council Meeting.
- Held or Attended meetings or discussions on the following items:
  - Business Office/Cashiers:
    - Board Committee packet review with the Comptroller and Accounting Group Manager.
    - Budget Committee meeting topics review with Comptroller and Budget Manager.
    - Credit Card use review with Comptroller and Associate Comptroller.
    - FY 2022-2023 Budget Committee Meeting.
    - STC Foundation discussion with Comptroller, Associate Comptroller, and Vice President for Institutional Advancement and Economic Development.
    - Unrestricted Budget Amendment review with Budget Manager.
  - Human Resources:
    - FY 2023 Staffing Plan-Budget review with the Director of Human Resources and the Assistant Director of Human Resources.
    - Letter of Appointments (LOA) meeting with Chief Assistant to the President, Interim for Academic Affairs, Associate Professor of Sociology, and Drama Instructor.
    - Office of Human Resources department staff meeting with the Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
  - Facilities Planning and Construction:
    - Future Facilities projects review with the Director of Facilities Planning and Construction and the College President.
    - Master Unexpended Plant Fund Budget and R&R reports with the Director of Facilities Planning & Construction, FAS Project Manager, FAS Administrative Officer, Comptroller, and Accounting Group Manager.
    - Pecan Library renovation and expansion project meeting with FPC personnel and Architects.

- Weekly Facilities Planning and Construction meetings on Facilities projects, Facilities Committee and Board packet items, COC Agenda items, and other outstanding items with the Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.

- Purchasing:
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
- COVID-19:
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
- Title IX:
  - Office of Institutional Equity bi-weekly meetings to discuss several matters with the Interim Director of Institutional Equity.
  - Title IX Employee and Student case discussions with Committee.
  - Title IX Investigator positions for the Office of Institutional Equity department meeting with VP for Student Affairs and Enrollment Management, Dean of Student Affairs, and Director of Institutional Equity.
- Other Meetings:
  - Audit discussion with Internal Auditor.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with the Finance and Administrative Services Reporting Coordinator.
  - Board of Directors Oath of Office Ceremony.
  - Candidate forum for the position of VP for Academic Affairs.
  - Consultant Services contract and property purchase review with Legal Counsel.
  - Current and upcoming projects with the Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Enterprise Resource Planning (ERP) system discussion with Director of Human Resources, Assistant Director of Human Resources, HRIS Manager, Comptroller, Associate Comptroller, and Business System Analyst.
  - Enterprise Resource Planning (ERP) system follow-up meeting with Director of Human Resources, Assistant Director of Human Resources, HRIS Manager, Comptroller, Business System Analyst, Director of Accountability, Risk, and Compliance, FAS Administrative Officer, and Business Systems Specialist.
  - FAS Graphic Designer interview.
  - Finance and Administrative Services Director's meeting.
  - Finance and Facilities Agenda items review with the College President.
  - Office of the Vice President for Finance and Administrative Services staff meetings.
  - Overview of several matters with the Chief Assistant to the President regarding Board agenda and items for the President.
  - Police Memorial Ceremony for the Pharr Police Department at the Regional Center for Public Safety Excellence.
  - Popular Report, Investment, and Management Reports with the Finance and Administrative Services Reporting Coordinator.
  - Roundtable Discussion with CEO's from Hospitals with College President, Vice-Presidents, and Dean for Nursing & Allied Health.
  - South Texas College & Lopez Foundation meeting with College President, Vice-Presidents, and Chief Assistant to the President.
  - South Texas College Workforce Summit.
  - Staffing Plan change requests with the College President and Chief Assistant to the President.
  - TACCBO 2022 Conference Planning weekly meetings.
  - TACCBO CFO Meeting with THECB Staff and Researchers on the Expenditure Data Request for the Community College Finance Commission.
  - TACCBO financial records meeting review.
  - TASB Compensation Study Draft review meeting with TASB representative, Director of Human Resources, Assistant Director of Human Resources, Compensation and Payroll Manager, and Compensation Specialist.

- TASB Compensation Study Preliminary Report meeting with TASB representative, College President, Vice-Presidents, and other College Administrators.
- U.S. Senator meeting with College President, Vice-Presidents, and other College Administrators.
- Vehicle Use in Mexico discussion with Director of Accountability, Risk, and Compliance, Risk Manager, Comptroller, Director of Purchasing, Senior Buyer, and FAS Administrative Officer.
- VP for Academic Affairs interviews.
- VP for Academic Affairs Search Committee meeting.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - RGV Chapter of the ACFE - Emerging Trends in Fraud Investigation & Prevention Conference.

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - <u>Business Office/Cashiers:</u>
    - Auxiliary Fund Reserve and Reconciliation review.
    - Budget Development for FY 2022 & FY 2023.
    - Expenditure Budget Analysis.
    - FY 22 Budget Amendment.
    - FY 23 Budget Guidelines Review.
    - FY 23 Excess Fund Allocation and Comparison Reports.
    - FY 23 Salary Budget Review.
    - HEERF III Reconciliations.
    - HEERF III Use of Funds Quarterly/Annual Reports & Expenditures.
    - Tuition & Fees review.
  - <u>Facilities Planning and Construction:</u>
    - Capital Improvement Projects Master Budget.
    - Facilities Planning and Construction project updates (timelines and budget).
  - <u>Facilities Operations and Maintenance:</u>
    - Electricity Bill Management Report.
  - <u>Title IX:</u>
    - Title IX Case Review and Follow-ups.
    - Title IX Employee & Student cases.
  - <u>Other:</u>
    - Activity Report for Board.
    - Board Budget Presentation.
    - Board Meeting Agenda items review.
    - Bond Counsel Cost Reconciliation Report for Bond 2021.
    - Budget Transfer approvals.
    - Enrollment Headcount and Credit Hour Report.
    - Enterprise Resource Planning (ERP) system review.
    - FAS Accounts Reconciliations.
    - Finance & Facilities Committee Agenda items review with the President and Staff.
    - IT Project updates.
    - Management Report files for meetings.
    - Plant Funds Expenditure Approvals.
    - Police Department Report.
    - President's Meeting Backup Documents.
    - Procedures proposed for travel to Mexico.
    - Public Information Requests.
    - Review and Approval of Documents.
    - Review request to purchase/lease vehicle for use in Mexico.

- Staffing Plan revision request and Budget Scenarios for Salary Allocations for FY 2022-2023.
- STC Foundation account review.
- TACCBO 2022 Conference Planning.
- TACCBO Treasurer duties.
- TASB Compensation Study review.
- TASB Policy Localization.
- TimeClock Plus (TCP) approvals.
- VPAA interviews – reviewed applicants and provided feedback.

- Monthly Reports provided to President's Cabinet members as follows:
  - Leave (Sick and Vacation) Reports (April 2022).
  - Overtime Reports - Hours Worked by Employee (April 2022).
  - Salary Savings Reports (April 2022).
  - TCP Verification Reports (April 2022).
  - Travel by Employee Reports (April 2022).
  - Vacancy Reports (April 2022).

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at <u>May</u> Finance, Facilities, and Board meetings on the following items:
    - Hidalgo County Tax Resale Private Bid and Resolution #2022-013 Authorizing Tax Resale Bid
    - Award of Proposal, Rejection of Proposal, Purchases, Renewal, and Interlocal Agreement

      A. Award of Proposals
        1. Building Moving Services - II (Award)
        2. Insurance Risk Management Consultant Services (Award)
        3. Telephone Services (Award)
        4. Temporary Personnel Services (Award)

      B. Rejection of Proposal
        5. District Wide Wireless Network Equipment (Reject)

      C. Purchases and Renewals

        a. Instructional Items
        6. Online Tutoring Services (Purchase)

        b. Non-Instructional Items
        7. Bond Counsel Services (Renewal)
        8. Collection Agency Services (Renewal)
        9. Custodial Supplies (Renewal)
        10. Geotechnical and Materials Testing Services (Renewal)

        c. Technology Items
        11. Audio Visual Equipment (Purchase)
        12. Computers, Laptops, and Tablets (Purchase)
        13. Software License, Maintenance, and Support Agreement (Renewal)
        14. Time and Attendance Software License, Maintenance, and Support Agreements (Renewal)
    - Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to FY 2021 – 2022 Amended Budget
    - Unrestricted Fund Balance Designations as of August 31, 2022 and Funding Plan for the Construction Projects Using the Unrestricted Fund Balance Designations
    - Metric to Determine the Minimum Unrestricted Fund Financial Reserve Level
  - Reviewed the following agenda items for the Board meeting:
    - Approval to Contract Architectural Services for the Pecan Campus North Academic Humanities Building P Renovations for the Office of the Vice President for Finance and Administrative Services, the Accountability, Risk, and Compliance Department, and the Office of Institutional Equity
    - Approval to Contract Engineering Services for the District Wide Air Handler Replacements
    - Approval of Schematic Design of the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion

- Approval to Proceed with Solicitation of Construction Services for the Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion
- Approval to Proceed with Solicitation of Construction Services for the Pecan Campus Library Building F Renovation and Expansion
- Approval of Substantial Completion of the Deferred Maintenance of District Wide Roofs at Starr County Campus
- Review and Action as Necessary on Authorization to Proceed with Project Development of the Pecan Campus Cosmetology Building
- Update on Status of Unexpended Plant Fund Construction Projects and Renewals & Replacements Projects

- Started working on the following items for June Finance, Facilities, and Board meetings:
  - Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2022 – 2023
  - Award of Proposals, Rejection of Proposal, Purchases, and Renewals

    A. Award of Proposals
    1. Library Serials (Award)
    2. Maintenance and Repair Parts, Materials, and Supplies (Award)
    3. Nursing and Allied Health Equipment and Supplies (Award)
    4. Purchase of Automatic Heavy-Duty Tractor Trailer Unit (Award)

    B. Rejection of Proposal
    5. Travel Services (Reject)

    C. Purchases and Renewals
    a. Instructional Items
    6. Books and Educational Materials (Renewal)
    7. Library Materials (Renewal)
    8. Science Laboratory Supplies (Renewal)
    9. Graduation Facility Lease Agreement (Lease/Purchase)

    b. Non-Instructional Items
    10. Consultant Services Contract (Purchase)
    11. Furniture (Purchase)
    12. Geotechnical and Materials Testing Services (Renewal)
    13. Glass, Plexiglass, and Installation (Renewal)
    14. Mail Services (Renewal)
    15. Mass Notification System Agreement (Renewal)
    16. Promotional Items for Student Outreach (Renewal)
    17. Promotional Items for T-Shirts (Renewal)

    c. Technology Items
    18. Computers and Laptops (Purchase)
    19. Software License Agreement (Renewal)

    d. Contract Extension
    20. Travel Services (Contract Extension)
  - Use of a Purchasing Card (P-Card) by College Employees
  - Texas Association of School Boards Compensation Study
  - Proposed Staffing Plan Revisions Requests for FY 2022 – 2023

    A. Faculty Instructional Pool Funding Increase
    B. Critical New Non-Faculty Position
    C. Reclassifications of Vacant Non-Faculty Positions
    D. Funding of Selected Previously Frozen Positions
    E. Pool Adjustment to Instructional Direct Wage Pool, Non-Faculty Temp Pools, and FY 2022 – 2023 Position Salary Funding Reserve
    F. Title Changes of Non-Faculty Positions
    G. Funding Sources: 1) Deletion of Vacant Non-Faculty Positions and Pool and 2) Reduction of Direct

Wage Pools
H. TASB Compensation Study Recommendations
I. FY 2021 – 2022 Position Salary Adjustments Approved by the President

- Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to FY 2021 – 2022 Amended Budget
- Proposed Auxiliary Fund Budget Amendment for FY 2021 - 2022
- Approval to Contract Architectural Services for the Pecan Campus Kinesiology Building Phase I
- Approval to Contract Architectural Services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs
- Approval on the Schematic Design of the Mid Valley Campus Workforce Program Projects
  A. Workforce Center Building D Welding Lab Expansion and Renovation
  B. Workforce Center Building D Automotive Lab Expansion
  C. Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion
- Approval on the Schematic Design of the Technology Campus Exterior Solar Panels Structures
- Proposed Changes to the Scope of the Pecan Campus Library Building F Expansion and Renovation Project
- Approval to Contract Construction Services for the District Wide Repainting of Exterior Stucco & Panels
- Approval of Substantial and Final Completion for the Pecan Campus Information Technology Building M Generator Replacement
- Approval of Substantial and Final Completion for the District Wide Flooring Replacements Phase I at Mid Valley Campus
- Approval of Substantial Completion of the District Wide Automatic Door Openers Phase IV
- Final Completion of the Deferred Maintenance of District Wide Roofs at Nursing and Allied Health Campus
- Final Completion of the Deferred Maintenance of District Wide Roofs at Starr County Campus
- Renewal of Lease Agreement with City of Edinburg for the Fire Department Training Facility
- Facilities Usage Agreement with the Mission Economic Development Corporation for the Mission Center for Education and Economic Development Sound Studio
- Review Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2022 – 2023
- Review Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2022 – 2023

- Finance and Administrative Services Administrative Officer worked on the following items:
  - Assisted with finalizing agenda/items for Cabinet.
  - Attended PAS Meeting.
  - Compensation Analysis call with (Texas Association of School Boards) TASB.
  - Enterprise Resource Planning (ERP) meeting with Human Resources department.
  - Exempt 4 hour leave procedures updates.
  - FAS Directors meeting agenda and backup documents.
  - Gathered Monthly Mileage Log reports from Accounting Group Manager and Chief Assistant to the President.
  - Interview Committees review process and/or post interview meetings:
    - Academic Affairs Grants/Initiatives Officer position
    - FAS Project Manager (remote)
  - Reduced Work Schedule – 4 ½ days
    - Motion
    - Analysis/feedback Wrap up
    - FAQ's
    - Keynote
  - Texas Association of Community College Business Officers (TACCBO) reconciliation of payments received.
- Project Manager worked on the following items:

- Attended kick-off meeting with T2 Flex, a parking permit and citation software company, to implement a new system for the Department of Public Safety.
- Attended meeting with Facilities Planning and Construction to review and discuss the new Capital Improvement Projects (CIP) and preliminary budgets requested for FY 2022 – 2023 and reviewed projects on the 10-year Comprehensive Plan for CIP Projects.
- Continued to worked on the FY2022-2023 Staffing Plan Revision Request for the June Finance Committee packet.
- Finalized FY 2023 budget increase request for technology equipment purchase for future conference room use.
- Finalized QBQ Speaker Agreement and signed from both parties scheduled for the Fall 2022 Professional Development Day.
- Participated in and attended the weekly Facilities Planning and Construction meetings to discuss the statuses of projects and any other issues.
- Prepared and finalized President's Cabinet meeting packet.
- Prepared the monthly construction report included in the Facilities Committee packet.
- Reviewed and assisted in developing the Facilities Committee and Finance, Audit, and Human Resources Committee packets.
- Worked on the monthly legal counsel log.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Accounts Payable pending items with Accounts Payable Supervisor.
- Alamo Foundation with Alamo College staff and Business Office staff.
- Audit planning with Business Office staff.
- Bank reconciliation automation with System Analyst and General Ledger Accountant.
- Banner Security Project.
- Banner User Group (BUGs).
- Bond counsel expenses incurred during the Bond 21 refunding.
- Budget Committee meeting with the Vice President for Finance and Administrative Services and committee members.
- Cash flow statement preparation with GASB reports in Banner with Associate Comptroller.
- Cashier Office staff expectations review with Associate Comptroller and Bursar.
- Child Care Access Means Parents in School (CCAMPIS) Budget with Childcare Services Developer.
- Conducted Cashier interviews.
- Copier month to month contracts with Business Office and Purchasing Office.
- Discuss collection process for former employees with Payroll and Accounts Receivable staff.
- Discuss Dahill/Xerox Business Solutions issues with Business Office and Purchasing Office.
- Discuss Travel and Accounts Payable supervisory duties with Accounts Payable Supervisor.
- DocuSign functions with Associate Comptroller, Accounting Group Managers and Business System Analyst.
- Electronic Notice of Employment with Business Office staff and Human Resources staff.
- Expectations and Logistics with Associate Comptroller.
- External Audit Kick-Off.
- Fiscal Year 2022-2023 Staffing Plan discussion with Human Resources and Business Office staff.
- Foundation plans with Associate Comptroller.
- Foundation meeting with Vice Presidents of Institutional Advancement & Economic Development and Vice President of Finance and Administrative Services.
- Foundation with Associate Comptroller and General Accounting Manager.
- FY 2022 and FY 2023 Budget Items with the Vice President for Finance and Administrative Services.
- GASB 96 Subscription Based Information Technology Arrangements (SBITA) with Business Office staff.

- Governmental Accounting Standards Board (GASB) 84 Implementation with Associate Comptroller and Budget.
- Grant Interim Audit & Budget with Grant Supervisor.
- Grant budget with Grant Accounting Supervisor.
- Grant module with Business Office staff.
- HEERF tuition refund training.
- Institute for Advanced Manufacturing (IAM).
- Interim audit call with external auditor.
- Library Services regarding Texas Supports Library Grant Zoom Licenses.
- Staff meeting with Associate Comptroller and Accounting Group Managers.
- New Funds and Organizations for GASB 84 Implementation contracts with Business Office staff.
- Notice of Employment for grants with various departments from the College.
- Outstanding Hiring Proposals with Human Resources administrators.
- Paid student internship discussion with Human Resources and Grants Compliance.
- PNC SpendNet discussion with PNC and Business Office staff.
- Preliminary FY 2023 Staffing Plan with Human Resources.
- Procedures to travel to Mexico with Associate Comptroller and Accounts Payable Supervisor.
- Reorganization in Business Office with Comptroller and Accounting Group Managers.
- Review estimated projections of tax collection with Property Tax Accountant.
- Weekly status meeting for the Accounts Payable automation system.
- Trainings or Webinars:
  - ACFE webinar

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on April board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- Accounts Payable / Grants and Contracts:
  - Worked on the Fiscal Year 2022-2023 Estimated Grant Budget.
  - Completed Administrative Cost Allowance for March.

Bank No.	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr	22-May
01 E&G	253	328	303	365	272	324	437	398	486
01 Direct Deposit	83	179	160	175	119	154	208	200	240
03 Student	13,530	1,934	1,164	183	15,996	7,424	2,070	393	1,001
12 I&S Taxes	-	-	-	-	-	1	-	-	-
16 I&S Bond	-	-	-	-	-	-	-	-	-
17 Plant	2	6	11	9	1	3	-	11	6
17 Direct Deposit	1	-	1	2		-	-	-	-
31 Virtual Card	268	281	228	254	217	315	383	328	496
32 AP Card	2	4	3	2	3	3	4	3	4
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-	-

- Budget and Reporting:
  - Estimates for Higher Education Emergency Relief Fund (HEERF) Spring Lost Revenue.
  - Finance Committee Motions, Presentations, and Supporting Documentation.

- FY 2023 Budget Scenarios.
- FY 2023 Excess Revenue Division Allocations.
- Projections for FY 2023 revenues and expenditures.

- Cash Management/ Special Projects/ Office Support:
  - Foundation Franchise Tax.
  - Prepared Revenue and Expense Reports.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	7	493
01 Direct Deposit	4	224
02 Payroll	4	294
02 Direct Deposit	3	2,222
03 Student	6	1,001
12 I&S	0	0
16 I&S	0	0
17 Plant	2	6
17 Plant Direct Dep.	0	0
38 Bond Series 2014	0	0
Total	26	4,240

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	17
Bank Transfers between Bank Accounts	35
Wire Transfers for Benefits, New Investments, and International	1

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared 109 Board and management reports and staff continues to work on monthly reconciliations.
  - Report prepared for variances from last fiscal year and the preliminary figures on property values for Hidalgo County.

Duties	Total
Approval - Requisition queues approval	14
Bank - Download bank info. for bank reconciliations	1
Bank - Prepare daily deposits	23
Bank - Transactions removed from Banner Bank Recon.	5,208
Bond - Bank Statement and Checks Printed for bank 12,16,17,37 & 38	307
Budget - Preparation of budgets	18
Budget - Review Construction budget transfers	6
Check - Provide a copy of cashed check to AP/Payroll	22
Check - Verification of checks for AP / Payroll / Student	52
Checks - 30-90 days o/s checks letters mail-hours used to search for updated address	5

Duties	Total
Checks - Stale-dated checks list prepared	4
Checks - 30-90 days outstanding checks letters mailed	567
Checks - 30-90 days outstanding checks letters returned and logged	67
Checks - Stop payments processed (including stale-dated checks	29
Checks Returned - Logged and Filed the returned checks by mail	14
Checks Returned- Disbursed to student/staff/vendor	20
Donations - telephone calls received - FOAP questions	49
Emails - Initiated and/or responses to emails	710
Emails - received and viewed/read	982
FOAP - Changed financial manager	4
FOAP - Created including Activity codes and FOAP updates	161
IDT's - reviewed	43
IDT's - Submitted for posting	40
Invoices - and Encumbrances reviewed	40
Invoices - submitted to AR for billing	1
Journal Entries - Copies requested	5
Journal Entries - Filed and Organized including labeling	1,630
Journal Entries - Hours used to filed and Organized including labeling	6.5
Journal Entries - Hours used to for scanning	29
Journal Entries - Hours used to Log Scanned JE	25
Journal Entries - Hours used to prepare documents for scanning	4
Journal Entries - Logged	1,210
Journal Entries - Number of JE scanned	1,210
Journal Entries - Posted to GL including FUPLOAD	907
Journal Entries - Posted Transactions processed	6,162
Journal Entries - Prepared	82
Journal Entries - Reviewed	83
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	14.25
Meetings - General Accounting Department Review meeting	31
Positive Pay - Exceptions researched/verified (quantity)	20
Positive Pay - Submitted and/or Exceptions approved (quantity)	21
Report - Prepare LRGVDC report and compile backup	17
Reports - Download/Save Daily and End of Month General Ledger reports	223
Reports - Download/Save Hours used to download 15 Monthly Reports	1.5
Reports - Prepare Bank reconciliations	8
Reports - Prepare Board and Management Report	109
Reports - Reviewed Board and Management Reports/Motions	127
Requisitions - Prepare requisitions	1
Requisitions - Review requisitions	1

Duties	Total
Testing - Banner/FUPLOAPS/Bank	8

Description	May-22
General Journal Entry (Intra-Fund) (JE 15)	251
General Journal Entry (Inter-Fund) (JE 16)	68
Cash Receipts (CR 05)	529
Encumbrance Liquidation (E032)	2
Encumbrance Liquidation (E020)	3
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE17)	0
Misc. Receipt Payments (CA10)	5

- Cashiers:
  - Assisted students with payments and questions for Summer 2022.
  - Publications for Summer and Fall 2022.
  - Bond counsel cost detail report requested by Board member.

Payroll Processes for the Month Ending May 31, 2022	
Payroll Re-issue Processed	1
Payroll Cycles	6
Payroll Checks & DD	2,808
TimeClock Plus Access Forms Processed	53
Number of Employees with OT reviewed for OT Memos	257
NOEs Approved	349
Salary Budget Transfer Forms Processed	13

Number of Employees & Deposits Processed			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,982	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	539	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 4/16 - 4/30) SR09	275	Salaried	1
(Waged 05/01 - 05/15) SR10	270	Waged	
Regular (Salaried: May) MR05	4,454		
Supplemental (Salaried:)		**Void Checks Processed**	
Supplemental (Salaried:)		Salaried	1
NOE's Approved		Waged	
Approved NOE's	349		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	1
(Additions, Deletions, Changes)	12	Waged	

Salaried	159		
FLAC (Additions, Deletions, Changes)	1	**Salary Budget Transfer Forms Processed**	13
FLAC	3		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	2	Salaried	0
Waged	17	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	10	Salaried	0
Salaried: MR05	48	Waged	0
Salaried:			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	259
Waged	0	Total Net	$218,390.19
(Waged:)	0		
Liabilities Processed			
ORP	11	Waged	34
Annuity	12	Total Net	$10,440.60
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	1,991
IRS Levy	0	Total Net	$5,385,220.00
Withholding & FICA	3		
Met Life	1	Waged	524
Legal Judgement	1	Total Net	$160,307.54
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
PNC Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

DEPARTMENT OF PUBLIC SAFETY - RUBEN SUAREZ, CHIEF OF POLICE, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Coordinated Operations Council (COC) to discuss several building renovation/expansion construction projects with COC members.
- Department of Public Safety meeting to discuss camera team processes with Security & Parking Services Manager and Security Guard Specialist.
- Director's Meeting to discuss different topics with Vice President for Finance and Administrative Services (FAS) and FAS Directors.
- Held a background investigator training to conduct backgrounds as required by Texas Commission on Law Enforcement for newly appointed police officers and dispatchers.

- Hidalgo County Sheriff's Office Memorial Ceremony with other law enforcement partners from the Rio Grande Valley.
- Internal meeting for the T2 Parking Software Kick Off Meeting.
- McAllen Police Memorial Ceremony with other law enforcement partners from the Rio Grande Valley.
- Meeting with the Business Office regarding the Interlocal Agreement between South Texas College Transportation and Lower Rio Grande Valley Development Council.
- Meeting with Valley Metro regarding the Interlocal Transportation Agreement.
- Mission Police Department New Chief Swearing-In Ceremony.
- Police Equipment Instructor Training.
- Spring 2022 Graduation Ceremonies at Bert Ogden Arena to provide security and traffic control.
- Teams "Stop the Bleed" presentation for college stake holders.
- Teams Behavioral Intervention Team (BIT) Meetings to discuss threat assessments on several cases with BIT members.
- Teams Safety Meetings to discuss safety topics with Vice President for Finance & Administrative Services (FAS) and other FAS Directors.
- Texas Police Chief Leadership Series (TPCLS Training).
- Transportation Oversight Compliance Review to discuss bus route operation with Valley Metro personnel and Public Safety & Transportation Services Manager.
- Vice President for Academic Affairs Forums.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Referral sent to Risk Management.
  - Reviewed incident reports on Department of Public Safety Automated Reporting Management System (ARMS).
- Surveillance Cameras:
  - Assisted with camera proposed placement for Planning and Construction Projects.
  - Camera maintenance campus district wide.
  - Continued working on camera projects, replacements, installations, etc.
  - Started summer cleaning on all cameras, campus wide.
- Training:
  - Continued to train the newly identified Campus Security Authorities (CSA).
  - Evacuation Drills at Pecan Campus Building G, Mid Valley Campus Building H, and Starr Campus Building C.
  - Reviewed Active Shooter Civilian/Police Training for June 2022 with Department of Public Safety Police Lieutenant.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved leave request on Time Clock.
  - Approved times on Time Clock.
  - Continued to provide security services campus wide.
  - Reviewed hiring process for positions in the Human Resources People Admin.
  - Submitted memo to request to post the Dispatcher position (1).
  - Submitted required memos to post positions for (1) Security Guard Specialist and (3) Security Guards.
  - Submitted three hiring proposals for Security Guard.
- Purchases and Repairs:
  - Approved requisitions.
  - Completed budget request forms for FY2023
  - Estimates for college transport passenger vehicles and Capital Expense request form for FY2023.
  - Estimates for college transport passenger vehicles and Capital Expense request form for FY2023.
  - Maintenance on police, security, and transportation vehicles.

- Shuttle Buses and Parking:
  - Completed Transportation Drug and Alcohol Program Compliance Review.
  - Counted FY23 Permits (complete order).
  - Hosted Appeals Meeting.
  - Issued 177 parking permits, 48 temporary permits, and 1 permit replacement.
  - Looking at replacement uniforms for bus drivers.
  - Prepared for the T2 Parking Software Kick Off Meeting.
  - Received 24 event parking requests.
  - Reserved parking for vaccination clinic at Pecan Campus Student Union.
  - Submitted all requested supporting documentation for the Drug and Alcohol Compliance Review to Valley Metro.
  - Submitted monthly reports to Valley Metro Transit, ridership report, trip log report and driver manifest which totals service hours driving and service miles.
  - Submitted supporting documentation for the Transportation Department Compliance Review to Valley Metro.
  - Updated the Transportation Drug and Alcohol Program Procedure for South Texas College Administration approval.
  - Working on the FY 2023 Interlocal Agreement, Board Motion, and Presentation.
- Other:
  - Assisted with A-Frame placement for Planning and Construction Projects.
  - Continued to review Department of Public Safety Procedures.
  - Finalized Department of Public Safety equipment inventory.
  - Finalized Incident Action Plan for the South Texas College Spring 2022 Graduation Ceremonies at the Bert Ogden Arena in Edinburg.
  - Maintained and Serviced Automated External Defibrillators.
  - Monthly AED Log check as per Texas Senate Bill 199.
  - Placed Pecan Campus Maps in frames for the Northside entrances to Building A, X, & D.
  - Planned and attended both graduation ceremonies.
  - Received campus maps to be sent to Mid-Valley, Starr, and Pecan.
  - Updated Campus Personal Protection Act Letter.
  - Verified Department of Public Safety equipment inventory.

FACILITIES PLANNING & CONSTRUCTION - RICARDO DE LA GARZA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Coordinated Operations Council Meeting.
- District Wide Air Handlers Replacements-meeting to discuss process for use of funds from Higher Education Emergency Relief Fund (HEERF) with College staff.
- District Wide District Wide Repainting of Exterior Stucco & Panels (Pecan, Mid Valley, and Starr County Campuses and Pecan Plaza)-attended Pre-Proposal Conference.
- District Wide Furniture Replacement-meeting to discuss process for use of funds from HEERF with College staff.
- Finance & Administrative Services Director's Meeting.
- May Board Meeting
- May Facilities Committee Meeting.
- Meeting to discuss existing wall cracks at Nursing and Allied Health Campus NAH West & Simulation Center Building B with architect, contractor, and College staff.
- Meeting to review Facilities Committee Meeting packet with Administration.
- Meeting with a local contractor representative requesting information on upcoming projects.
- Meeting with Finance & Administrative Services and Facilities Planning & Construction staff to review Capital Improvement Proposal (CIP) budgets.

- Meeting with flooring representative providing new product information.
- Meeting with new marketing representative for one of College's on-call testing services.
- Mission Center for Education and Economic Development (CEED) Lease Agreement-update with staff from Learning Commons & Open Labs.
- Phone conversation with flooring manufacturer representative to get clarification on warranty products and updates on material shipments and availability.
- Phone conversation with flooring manufacturer representative to request material, warranty, and availability for President's and Vice-President's Office suites.
- Retirement Celebration for Board Member.
- Mid-Valley Campus:
  - Mid Valley Campus Building A Center for Learning Excellence Space Renovation for Culinary Arts Program-contract negotiations meeting with Contractor; meeting to discuss equipment list and procurement timeline.
  - Mid Valley Campus Building A Center for Learning Excellence Space Renovation for Culinary Arts Program-attended pre-construction meeting with architect, college staff, and contractor.
  - Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas-meeting with public adjuster to discuss requested building assessment testing services.
  - Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas-attended meeting with Purchasing department, Account, Risk & Compliance department, Facilities Planning and Construction Department, Architect, and Public Adjuster to discuss materials testing proposal.
  - Mid Valley Campus Workforce Building D Projects-meeting to review schematic design drawings with Architect and College staff; meeting to discuss project scope with College staff.
  - Mid Valley Campus-meeting on current status of construction costs and delivery issues with the Associated Builders and Contractors-Texas Coastal Bend.
- Pecan Campus:
  - Pecan Campus Building A Renovation for Administrative Offices-contract negotiations meeting with the architect.
  - Pecan Campus Building A Renovation for Administrative Offices-design development meeting with the Architect.
  - Pecan Campus Building J and Nursing and Allied Health Campus Building A Generator(s) Replacement-meeting on site for a project walk through with Engineer and College staff.
  - Pecan Campus Building M Generator Replacement-meeting on site for a Final Completion Walk-through with Engineer, Contractor, and College staff.
  - Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-Pre-qualifications Conference for Architectural Services.
  - Pecan Campus East Drive Resurfacing-attended design kick off meeting with Engineer and South Texas College staff.
  - Pecan Campus Kinesiology Building Phase I-Pre-qualifications Conference for Architectural Services
  - Pecan Campus Library Building F Renovation and Expansion-meeting to review and discuss the proposed Café Space with Library staff.
  - Pecan Campus Library Building F Renovation and Expansion-meeting to review and discuss building automation system with Facilities Operations and Maintenance staff; meeting to discuss café redesign and updated possible construction costs estimated with Architect and College staff.
  - Pecan Campus Library Building F Renovation and Expansion-meeting to review and discuss the 90% Construction Documents with Facilities Operations and Maintenance and Library department staff; attended meeting to discuss building occupancy classification with Architect and City of McAllen staff.
  - Pecan Campus Library Building F Renovation and Expansion-meeting to review presentation of possible options for reduction of scope as prepared by Library department staff; meetings to review finishes and materials of library and mechanical, electrical, plumbing, technology equipment with Architect, Engineer, and College staff.
  - Pecan Campus North Academic Humanities Building P Renovations for Administrative and Support Services Office-evaluations of Request for Qualifications Proposals.
- Regional Center for Public Safety Excellence:

- Regional Center for Public Safety Excellence Skill Pad and Emergency Vehicle Operator Course (EVOC) Lighting-meeting to review 50% construction documents and provide comments to Engineer.
- Regional Center for Public Safety Excellence Skill Pad and Emergency Vehicle Operator Course (EVOC) Lighting-meeting to identify lighting circuits and lighting path requirements with Engineer and College staff.
- Regional Center for Public Safety Excellence Two Story Fire Training Structure-meeting to review schematic design options with Architect and College staff.

- Starr County Campus:
  - Starr County Campus Automotive Lab Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area Addition-meeting to review mechanical, electrical, and plumbing design drawings with Architect, Engineer, and College staff.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-meeting to discuss alternate locations for welding classes during construction with College staff.
  - Starr County Campus Workforce Center Welding Lab Expansion-meeting to review scope of project for re-bid with Architect and College staff.
- Technology Campus:
  - Technology Campus Shipping & Receiving Building D Fence Enclosure-Pre-construction meeting with successful vendor.
  - Technology Campus Solar Panel Structures-attended a design review and budget meeting with Architect and South Texas College staff.
  - Technology Campus Welding Expansion Building F-attended design kick off meeting with Architect and South Texas College staff.

WORKED ON THE FOLLOWING ITEMS:

- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Reviewing proposal fee for a Building Assessment & Condition report from testing company for possible future purchase of property; worked on presentation of existing conditions.
- Worked on fact sheets for various projects.
- Worked on Fiscal Year 2022-2023 Proposed Capital Improvement Proposals spreadsheet.
- Worked on Fiscal Year 2022-2023 Unexpended Plant Fund and Renewal & Replacement budget spreadsheet.
- Worked on June Facilities Committee agenda and write ups.
- Worked on May Board meeting write ups and backups.
- Worked on May Facilities Committee agenda and write ups.
- Worked on request of Building Assessment & Condition report from testing company for possible future purchase of property.
- Worked on review of May Facilities Committee agenda and write ups.
- Worked on review of storage capacities for the Technology Campus Portable Building used by Accountability, Risk, & Compliance.
- Worked on the draft of the May Facilities Committee agenda and write ups.
- Worked on updating part-time Project Technician job description.
- District Wide:
  - District Wide Air Handlers Replacements-participated in evaluations of Request for Qualifications for Engineering Services.
  - District Wide Deferred Maintenance of Roofs Nursing & Allied Health Campus-performed walk through with Contractor, College staff, and Architect to verify completion of change order work.
  - District Wide Deferred Maintenance of Roofs Nursing Allied & Health Campus-reviewed pay applications and closeout documents.
  - District Wide Deferred Maintenance of Roofs Starr County Campus-performed Final Walk-through with Architect, Contractor, and College staff to verify completion of punch list.
  - District Wide Deferred Maintenance of Roofs Starr County Campus-reviewed pay applications and closeout documents.

- District Wide Floor Replacement Mid Valley Campus Student Union Building F-performed Substantial Completion Walk-through with the Contractor and College staff.
- District Wide Flooring Replacement Mid Valley Campus Student Union Building F-performed Final Completion Walkthrough to verify all punch list items.
- District Wide Flooring Replacement Pecan Campus Building J-performed site visit to verify status of construction progress.
- District Wide Flooring Replacement-attended walk-through with Curriculum staff to verify status of faculty offices.

- Mid Valley Campus:
  - Mid Valley Campus Building A Center for Learning Excellence Space Renovation for Culinary Arts Program-received and reviewed Owner/Contractor agreement.
  - Mid Valley Campus Workforce Building D Projects-reviewed and provided comments on schematic design drawings provided by architect.
- Nursing & Allied Health Campus
  - Nursing and Allied Health Campus Occupational Therapy Kitchen Expansion-reviewed schematic design presentation from architect.
  - Nursing and Allied Health Campus Stair Repairs and Replacement-performed site visits to verify status of construction progress.
- Pecan Campus:
  - Pecan Campus Building A Renovation for Administrative Offices-performed site visit with the architect and College staff.
  - Pecan Campus Building A Renovations for Administration Staff-worked on changes to the carpet flooring and storefront windows.
  - Pecan Campus Building D-assisted in acquiring information and quote to replace seating in auditorium as requested by Operations & Maintenance staff.
  - Pecan Campus Building J and Nursing and Allied Health Campus Building A Generator(s) Replacements-worked on review of Owner/Engineer agreement.
  - Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-reviewed Architects' Statements of Qualifications.
  - Pecan Campus Cosmetology Building-worked on power point presentation for June Facilities
  - Pecan Campus Cosmetology Building-worked on updating the power point presentation.
  - Pecan Campus East Drive Resurfacing-worked on review of Owner/Engineer agreement
  - Pecan Campus Kinesiology Building Phase I-received Architects' Statement of Qualifications.
  - Pecan Campus Kinesiology Building Phase I-reviewed Architect qualifications.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-reviewed submittals, engineer invoice, project manual; performed site visits to verify construction progress.
- Starr County Campus
  - Starr County Campus Automotive Lab Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area Addition-reviewed and provided comments on design development drawings provided by Architect.
  - Starr County Campus Student Services Building G-assisted Operations & Maintenance staff with a design for drainage issue.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-discussed revised scope of project for re-bid with Architect.
  - Starr County Campus Workforce Center Building D Automotive Lab Expansion-received and reviewed design development drawing; forwarded to College staff for review.
  - Starr County Campus Workforce Center Building D Automotive Lab Expansion-reviewed and provided comments for design development drawing to Architect.
- Technology Campus
  - Technology Campus Shipping & Receiving Building D Fence Enclosure-assisted Purchasing with construction contract agreement for vendor.

- Technology Campus Shipping & Receiving Building D Fence Enclosure-site visits to verify status of construction progress.
- Technology Campus Solar Panel Structures-reviewed Architect's schematic design presentation.

FACILITIES OPERATIONS AND MAINTENANCE - GEORGE McCALEB, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Ceremonial Oath of Office for the South Texas College Board of Trustees.
- Coordinated Operations Council Meeting with the Vice President for Finance and Administrative Services.
- Discussion with Public Adjuster meeting with the Manager for Accountability, Risk and Management Department.
- Emergency Finance and Administrative Services Safety meeting with the Vice President for Finance and Administrative Services.
- Evaluation meeting of Requests for Qualification of Cooper Center for Performing Arts Building L at Pecan Campus to Evaluate Expansion and Renovations with Planning and Construction Department.
- Evaluation meeting of Requests for Qualification of Kinesiology Building at Pecan Campus with Planning and Construction Department.
- Facilities Committee Meeting at the Board Room.
- Facilities Operations & Maintenance Support Staff meeting to gather department updates.
- Facilities Operations and Maintenance Managers Meeting to Gather Department Updates.
- Facilities Operations Council meeting with the Facilities Planning & Construction department.
- Finance and Administrative Services Director's meeting with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services meeting with the Director for Facilities Planning and Construction.
- Finance Committee Meeting at the Board Room.
- Meeting to Compile Responses for D. Fuentes Lawsuit with the Vice President for Finance and Administrative Services.
- Meeting with the Attorney, Managing partner, and shareholder for Storm Lex.
- Meeting with the Board of Trustees to update information for the month of May.
- Meeting with the Facilities Planning and Construction Department.
- Pecan Campus North Academic Humanities Building P Renovations for Administrative and Support Services office meeting with the Director for Facilities Planning and Construction to evaluate proposal.
- Regional Center for Public Safety Excellence meeting to discuss chiller installation with the Department of Planning and Construction.
- Review of Pecan Campus Library Construction Documents Meeting.
- Sand Bag Distribution meeting with Attorney for City of McAllen.
- Special Board Meeting at the Board Room.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - District Wide Campuses
    - Hood cleanings completed.
    - Met with Johnson Controls regarding communication issues and outstanding repair work needing completion.
    - Tree trimming is ongoing.
    - Typical pest control issues and equipment rentals.
    - Working with Unifirst to continue working out issues with new uniforms.
  - Mid Valley Campus
    - Fire devices on second floor removed or replaced. Awaiting completion of first floor.
    - Obtained quotes for soft washing under Review for approval in building G.

- Nursing & Allied Health Campus
  - Obtained quotes for soft washing under Review for approval in Building B.
- Pecan Campus
  - Otis repaired a problem with the elevator's door restrictor at Building U. Regional Center for Public Safety Excellence Campus
  - Smoke detector replaced to correct red tag in Building B.
- Starr Campus
  - Visited and spoke with TLC management about areas needing improvement.

- Custodial Department:

Duties	Number of Requests
Set-Ups	298
Moves/Relocations	49

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	181	$2,507.81
Electrical	129	$ 11,135.06
Energy Management	34	$1,150.60
HVAC	70	$10,638.72
Locksmith	116	$5,009.87
Painting	36	$1,760.92
Plumbing	109	$12,816.85
Plant Services	1	$519.48
General Maintenance	1	$557.43
Total Work Orders	**677**	
Total Cost		**$46,096.74**

ACCOUNTABILITY, RISK, AND COMPLIANCE - JASON GUTIERREZ, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Attended Finance, Audit and Human Resources Committee.
  - Automobile coverage logistics with South Texas College Police Department staff and with Texas Association of School Boards.
  - Foreign coverage logistics with Montalvo Insurance and Texas Association of School Boards.
  - Incident matters with Environmental Health and Safety Manager.
  - Insurance request for proposal matters with Director of Purchasing, Human Resource staff, Carlisle Insurance, Texas Association of School Boards and Director of Student Activities and Wellness.
  - Local policy with Chief of Department of Public Safety.
  - Localization write-up template with Finance and Administrative Services Reporting Coordinator.
  - Mid Valley Campus Building H environmental testing matters with Facilities Planning & Construction staff, Purchasing staff, Public Adjuster and Architect.
  - Mid Valley Campus Building H, property insurance claim with Public Adjuster.
  - Operating Vehicle in Mexico with Vice President for Finance and Administrative Services and college staff.
  - Owner-Controlled Insurance Program (OCIP) claim with adjuster.

- Pecan Campus Building P logistics with Owner Controlled Insurance Program (OCIP claim) with adjuster.
- Public adjuster contract and requests for proposals matters with Director of Purchasing.
- Public adjuster matters with Facilities Planning & Construction staff.
- Request for Proposals with Director of Purchasing and public adjuster.

- Other:
  - Accountability & Compliance Coordinator reference checks.
  - Board narrative standardized template and instructions.
  - Candidate forums for Vice President – Academic Affairs.
  - Finance and Administrative Services Director's meeting.
  - Finance and Administrative Services Safety Team meeting.
  - Hiring proposal for Accountability & Compliance Coordinator.
  - Identifying a location or space to maintain official college records with Director of Facilities, Planning, and Construction.
  - Interviews for Accountability and Compliance Coordinator position.
  - Motion template with Finance and Administrative Services Reporting Coordinator.
  - Nonstandard deviations for Business Office records with Accounting Group Manager, Accounting Assistant, and Accountability and Compliance Manager.
  - P-Card logistics with College staff.
  - Reviewed and revised meeting recap with Business Office staff.
  - South Texas College Board Meeting.
  - Staff meeting.
  - Telecommute procedures with legal counsel, Director of Human Resources, and Finance and Administrative Services Officer.
  - Weekly department huddles.
- Records Management and Retention:
  - Recap on Business Office retention records with Accountability and Compliance Manager.
  - Retention box inventory counts and layout for Technology Campus Retention Center 7B and 7A.
  - Secured shredding bin services for May and June for Pecan Campus Building J with Faculty Secretary.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Motion templates with Director of Accountability, Risk, and Compliance.
  - Phase 1 Policy review meeting with Accountability, Risk, and Compliance staff, Board Liaison, Chief Assistant to the President, and Legal Counsel – Javier Villalobos.
  - Policy GK notification with Finance and Administrative Services supporting coordinator.
  - Texas Association of School Boards (TASB) Legal Policy Review Phase 1 meeting setup with Accountability, Risk, and Compliance Specialist and Legal Counsel – Mr. Villalobos.
  - Texas Association of School Boards (TASB) Localization Timeline meeting with Accountability, Risk, and Compliance staff and Texas Association of School Boards Policy Specialist.
- Title IX:
  - 504 Case Interview with 504 Coordinator and Accountability, Risk, and Compliance Support Specialist.
  - 504 matters with 504 Coordinator, Director of Counseling and Student Accessibility Services, Employee Relations Officer, and Accountability, Risk, and Compliance Support Specialist.
  - 504 Meeting with 504 Coordinator, Director of Human Resources, Director of Counseling and Student Accessibility Services, Employee Relations Officer, and Accountability, Risk, and Compliance Support Specialist.
  - Associations of Title IX Administrators Procedures Review and Development Meeting with Association of Title IX TNG Partner, Title IX Coordinator, and Title IX Liaison.
  - Title IX Consultation Meeting with Title IX Coordinator, Title IX Liaison, and ATIXA TNG Partner.
  - Title IX Employee Meeting with Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Liaison.
  - Title IX Matters with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaison.
  - Title IX Meeting: Students with Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Liaisons.
  - Title IX Pregnancy and Parenting logistics with Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Liaison.

- Title IX Pregnancy and Parenting Meeting with Title IX Coordinator and Title IX Liaisons.
- Title IX Pregnancy and Parenting Reconciliation Meeting with Counseling and Student Accessibility Services staff, Title IX Coordinator, and Title IX Liaisons.
- Title IX Programming meeting with Title IX Coordinator, Title IX Liaison, Librarian II- Programming, Librarian III – Outreach and Instruction, and Manager for Equity and Access CTE.
- Title IX training software meeting with Title IX Liaison and Vector Solutions Senior Enterprise Account Executive.

PROJECTS IN PROGRESS:

- Insurance and Risk Management:
  - 2022-2023 Property / Casualty Insurance Request for Proposal respondent inquiries.
  - 2022-2023 Property / Casualty Insurance Request for Proposal.
  - 2022-2023 Student Insurance Request for Proposal.
  - Guidelines for operating a vehicle in Mexico.
  - Internal Incident Investigation draft procedures.
  - Operating a vehicle in Mexico matrix.
  - Owner Controlled Insurance Program (OCIP) claim – Pecan Campus Building P.
  - Property Insurance Claim – Mid Valley Campus Building H.
  - Research on insurance coverage when operating vehicle outside of the United States.
  - Research on supervisor training modules on workplace incidents.
  - Respondent inquires on annual insurance Request for Proposal.
  - Review and feedback on fire safety awareness notice.
  - Reviewed and revised email to legal counsel.
- Records Management and Retention:
  - Completed verifying records processed by RCI and identified variances.
  - Continued reviewing variances on retention records processed by RCI.
  - Destruction log and record inventory requirement research.
  - Essential Records email notification for Record Coordinators.
  - Finalized retention box counts and layout by destruction year for Human Resources Retention Center.
  - Inventory Count by Destruct year per retention center location.
  - Nonstandard retention deviations for Business Office records.
  - Rearrangement of record retention boxes at Retention Centers.
  - Re-arrangement of retention boxes at Tech Center.
  - Record Coordinators email notification on essential records.
  - Record processing verification.
  - Record Retention combined inventory updates.
  - Relocated retention boxes from Star Storage Unit to Tech Center.
  - Retention box inventory counts and layout for Technology Campus Retention Center 7B and 7A.
  - Reviewed Records destruction reports for accuracy.
  - Updated shelf placement of retention boxes from Technology Campus Retention Center 7A.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Compliance Assessment House Bill 449 research and updates.
  - Policy CRA (Local): Technology Resources – Website Postings matrix.
  - Revised notification on policy GK – Relations with Educational Accreditation Agencies.
  - Texas Association of School Boards Policy Localization; Cabinet – Status Update, Policy 5350: Unrestricted Fund Balance review, Policy GE – Advertising and Fundraising follow-up, Legal Counsel Log, Policy CRA(Legal) – Technology Resources – Website Postings Matrix, and Phase 1 Status Matrix updates.
  - Texas Association of School Boards Policy Localization; Numbered Update 43 Notice, TASB Meeting Agenda draft, Policy GK College-wide Notification, Cabinet – Status Update, Policy 5350: Unrestricted Fund Balance review, Policy Historical Record Agenda, Policy GE – Advertising and Fundraising follow-up, Legal Counsel Meeting Agenda, Legal Counsel – Phase 1 Crosswalk, and Phase 1 Status Matrix updates.

- Texas State Library and Archives Commission email correspondence guidance.
- Transition Phase 1
  - April Legal Counsel Log.
  - Board Motion Template
  - College-wide Policy Adoption Notification.
  - Crosswalk.
  - Follow-up email draft.
  - Legal Counsel follow-up.
  - Model Policy Crosswalk.
  - Numbered Update 43.
  - Policy GK – Relations Statistics.
  - Policy GK – Relations with Educational Accreditation Agencies follow-up.
  - South Texas College vs. Texas Association of School Boards
  - Status Matrix updates.
  - Texas Association of School Boards Policy Localization.
- Transition Phase 2
  - Crosswalk.
  - Follow-up Notification.
  - Policy Owners Email List.
  - Statistics
  - Status Matrix.

- <u>Title IX:</u>
  - Reviewed and revised email to legal counsel.
  - Revised notification on policy GK – Relations with Educational Accreditation Agencies.
  - Title IX Consultation Meeting with Title IX Coordinator, Title IX Liaison, and ATIXA TNG Partner.
  - Title IX Employee Meeting with Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Liaison. Title IX training software meeting with Title IX Liaison and Vector Solutions Senior Enterprise Account Executive.
  - <u>Title IX updates and review:</u>
    - Non-Title IX Case Status Report.
    - Report an Accessibility Issue Form.
    - Section 504 Case Status Report review and updates.
    - Title IX April Sexual Assault Awareness Month Flyer.
    - Title IX Case Status Report review and updates.
    - Title IX Maxient Updates.
    - Title IX Meeting Agenda.
    - Title IX Pregnancy and Parenting Case List.
    - Title IX Procedures.
    - Title IX Student Transform Form Completed.
    - Title IX Updates and Review.
    - Title IX Weekly Cabinet Report.

- <u>Other:</u>
  - Business Office meeting recap provided recommendations.
  - Campus carry policy and procedures.
  - College Safety Committee minutes.
  - Environmental, Health, and Safety internal audit.
  - Institutional department moves
  - Keynote memo on 4.5 work week schedule.
  - Motion on Purchasing Card reviewed and provided feedback.
  - P-Card board narrative.
  - P-Card research on institutional procedures.
  - Policy GDA Research.

- Project status update memo to Vice President for Finance and Administrative Services on the number of policies board adopted as of Fall 2022.
- Purchase card research and procedures.
- Reference Check for Accountability & Compliance Coordinator.
- Researched Community Colleges and Universities on retaining and disposing employee electronic mail.
- Researched Community Colleges/Universities use of P Card.
- Researched Financial Aid records on superseding agency retention requirements.
- Researched Texas Association of School Boards policy related to Policy 5350.
- Reviewed and provided feedback on the vacation and sick leave policies keynote notification.
- Reviewed and revised meeting recap with Business Office staff.
- Reviewed departmental invoices.
- Reviewed meeting recap regarding non-standards.
- Staff meeting.
- Title IX Case Status Report review and updates.
- Title IX updates; Pregnancy and Parenting Case List, Title IX Weekly Cabinet Report, Title IX Procedures, and Non-Title IX Case Status Report.

PURCHASING AND DISTRIBUTION SERVICES - BECKY CAVAZOS, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged sixteen (16) 1295 Forms with the Texas Ethic Commission.
- Attended May Finance Committee Meeting and Regular Board Meeting.
- Attended the External Audit – Kick Off meeting at the Business Office.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted a staff meeting to discuss the new AP Invoice Automation System.
- Created, reviewed and/or negotiated changes to thirty-five (35) vendor agreement/contracts.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packet.
- Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Acknowledged sixteen (16) 1295 Forms with the Texas Ethic Commission.
  - Attended May Finance Committee Meeting and Regular Board Meeting.
  - Attended the External Audit – Kick Off meeting at the Business Office.
  - Completed the monthly account reconciliation for nine (9) accounts/budget.
  - Conducted a staff meeting to discuss the new AP Invoice Automation System.
  - Created, reviewed and/or negotiated changes to thirty-five (35) vendor agreement/contracts.
  - Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
  - Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
  - Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packet.
  - Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 21-22-1062 District Wide Wireless Network Equipment Upgrade (HEERF).

- Request for Proposals: 21-22-1063 Insurance Risk Management Consultant Services.
- Request for Proposals: 21-22-1064 Student Insurance.
- Request for Proposals: 21-22-1065 Nursing & Allied Health Equipment and Supplies.
- Request for Proposals: 21-22-1066 Purchase of Automatic Heavy-Duty Tractor Trailer Unit.
- Request for Proposals: 21-22-1069 Travel Services.
- Request for Proposals: 21-22-1070 District Wide Repainting of Exterior Stucco & Panels (Pecan, Mid Valley, and Starr County Campuses and Pecan Plaza.
- Request for Proposals: 22-23-1003 Maintenance and Repair Parts, Materials, and Supplies.
- Request for Proposals: 22-23-1004 Library Serials.
- Request for Qualifications: 21-22-1067 Architectural Services – Pecan Campus Kinesiology Building Phase I.
- Request for Qualifications: 21-22-1068 Architectural Services – Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs.

▪ Prepared the following Request for Proposals/Quotes/Qualifications:
- Request for Proposals: 21-22-1070 District Wide Repainting of Exterior Stucco & Panels (Pecan, Mid Valley, and Starr County Campuses and Pecan Plaza).
- Request for Proposals: 22-23-1001 Property and Casualty Insurance.
- Request for Proposals: 22-23-1002 Childcare Services.
- Request for Qualifications: 21-22-1069 Travel Services.

- Fixed Assets Department:
  - Reviewed all assets purchased and paid through May 31, 2022 as follows:
    - Adjusted twenty-eight (28) assets in Banner for the month of May.
    - Approved three hundred twenty-six (326) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed five hundred seventy-nine (579) deliveries (purchase orders and complimentary books) and two thousand three hundred forty-eight (2,348) packages/boxes.
  - Completed sixty-two (62) faculty/staff moves in May.
  - Received and posted five hundred fifty-six (556) purchase orders in Banner.
  - Transferred/relocated eight thousand eight hundred fifteen (8,815) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed fifty-three thousand seven hundred forty-seven (53,747) copies at the copy center for the month of May.
  - Mailed out a total of thirty-seven thousand one hundred forty-six (37,146) letters and seven hundred five (705) letters were returned to South Texas College due to incorrect addresses.
  - Processed the following mail and copy requests:
    - Business Office/Cashiers - $2,520.96
    - Student Financial Aid - $7,138.48

OFFICE OF INSTITUTIONAL EQUITY – LAUREN STARNES, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Vice President for Finance and Administrative Services:
  - Vice President for Finance and Administrative Services to discuss specific Title IX cases and other cases that involve Policy #4216.
  - Vice President for Finance and Administrative Services to discuss Office of Institutional Equity matters and updates.
- Student Affairs and Enrollment Management:
  - Coordinator of Enrollment Services to discuss process for dropping students from specific courses related to Title IX matters and questions relating to student-specific issues.

- Counseling and Student Accessibility Services counselors and Employee Relations Officers discuss 504 related matters.
- Director of Counseling and Student Accessibility Services to discuss counseling referrals submitted by Title IX for specific cases involving students.
- Director of Counseling and Student Accessibility Services to discuss various 504 related cases involving students.
- Director of Counseling and Student Accessibility Services and Accountability Risk and Compliance Specialist to discuss various Title IX appeals and reports relating to pregnant and parenting individuals.
- Director of Counseling and Student Accessibility Services and other members of hiring committee in order to conduct interviews and discuss finalists for position of Student Accessibility Services Manager.
- Library Outreach and Instruction to discuss speakers and programming to celebrate the 50th Anniversary of Title IX.
- Meetings with Human Resources Employee Relations Officer to discuss specific reports and cases related to Section 504 and the Americans with Disabilities Act.
- Program Chair and instructor of the Associate Degree of Nursing to discuss 504 and Title IX related matters, as well as specific cases.
- Various faculty members and Department Chairs related to students' grade appeals that are based either on Title IX Pregnancy and Parenting or 504/ADA related concerns.

- <u>Title IX and House Bill 1735:</u>
  - Behavior Intervention Team meetings to discuss specific individuals and cases.
  - Calls with Chief of Police of the Department of Public Safety, relating to certain reports submitted by employees and students.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss Title IX case updates and SB 212 reporting.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss updates on various ongoing projects, including final revisions to Policy #4216 Grievance Procedures.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss further updates to Title IX website, including significant expansion of Frequently Asked Questions section.
  - Meeting with Institutional Compliance Solutions to check in regarding Title IX training package.
  - Meeting with consultant from the Association of Title IX Administrators to discuss specific reports, policies, procedures, and upcoming presentation to Board of Trustees.
  - Meeting with Digital Services Manager to discuss updates to Title IX website and "Report an Incident" landing page.
  - Meetings with Human Resources Employee Relations Officer to discuss specific Title IX related reports and cases.
  - Meetings with Director of Human Resources to discuss specific Title IX reports and ongoing cases.
  - Meetings with Director of Human Resources, Assistant Director for Human Resources, and Talent and Learning Manager to discuss Vector Solutions required trainings for employees.
  - Title IX Committee twice monthly meetings to discuss reports received and cases relating to employees.
  - Title IX Committee twice monthly meetings to discuss reports received and cases relating to students.
  - Various South Texas College instructors to discuss reports they have submitted relating to students.
  - Various South Texas College staff to discuss reports they have submitted relating to students as well as other employees.
  - Various Independent School District Administrators, complainants, and complainants' parents to discuss reports related to Title IX cases involving dual enrollment students and employees.
  - Various South Texas College students to discuss reports received relating to Title IX cases.
  - Vector Solutions Customer Service Representative to discuss options and pricing for Title IX training for students.
  - Vice President for Student Services and Enrollment Management, Vice President for Finance and Administrative Services, and Dean for Judicial Affairs to discuss position for Office of Institutional Equity Investigator.
- <u>Training(s)/Webinar(s):</u>
  - Husch Blackwell LLP Webinar for Search and Seizure on Campus.

- Institutional Compliance Solutions Title IX 101 Training.
- Institutional Compliance Solutions Title IX Coordinator Refresher training.
- Presentation on Title IX and related Texas laws to South Texas College Board of Trustees.
- Various Vector Solutions trainings to review, analyze, and recommend required and recommended annual training for employees.
- Various Vector Solutions trainings to review, analyze, and recommend required and recommended annual training for new and incoming students.

- Departmental Meetings to discuss the following topics throughout the month:
  - Individual Title IX reports and cases as needed.
  - Title IX Case Status Reports and updates to same.
  - Updates to website, Title IX informational flyer, and other Title IX related documents and guides.
  - Weekly Cabinet Reports, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.
  - Procedures updates and revisions.

PROJECTS IN PROGRESS:

- Creating comprehensive repository of templates for corresponding with parties and third-parties regarding reports.
- Drafting comprehensive Complaint Resolution Procedures Handbook for resolving complaints governed by Policy # 4216 - Freedom from Discrimination, Harassment, Sexual Misconduct and Retaliation and Title IX/HB1735.
- Drafting 504/ADA Handbook, including procedures, and resources related to disability services and ADA/504 related complaints.
- Drafting Pregnancy and Parenting Handbook, including policies, procedures, and resources related to pregnancy and parenting cases.
- Drafting internal procedures for both the Office of Institutional Equity and Title IX relating to intake, SB 212 reporting requirements, and policy and procedure updates.
- Updating Title IX webpage to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.
- Dismissed reports that did not fall under Title IX jurisdiction and referred each dismissed case to the appropriate office for further review to determine if other College policies were violated.
- Drafted Five-Point Assessments for determining whether a report falls under Title IX jurisdiction or should be referred to another office.
- Drafted, finalized, and sent Memos to Admissions and Registrar and Cashiers Department related to administrative drops for Pregnancy and Parenting students.
- Drafted, finalized, and sent email correspondence and letters to students and employees dismissing cases and reports from Title IX Grievance process.
- Prepared Five-Point Assessments and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.
- Reviewed and edited weekly Title IX Reports for Cabinet to Vice President for Finance and Administrative Services.
- Reviewed and edited Title IX Case Status Report for Vice President for Finance and Administrative Services.
- Reviewed and responded to emails.
- Reviewed daily Association of Title IX Administrators (ATIXA) listserv emails in order to stay up to date on current Title IX related issues nationwide.
- Revised Presentation on Title IX and related Texas laws to South Texas College Board of Trustees and accompanying Motion.
- Updated Title IX website.
- Worked on individual Title IX related cases.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attended Alternative Dispute Resolution Mediation Seminar hosted by The Institute for Advanced Manufacturing.
  - Attended RGV (Rio Grande Valley) InfraGard Open Forum Meeting.
  - Attended the Banner User Groups (BUGs) meeting. As the Human Resources Information Services manager presented the South Texas College v report. The session was recorded.
  - Attended the Data Management & Integrity Committee Meeting and discussed the requirements and roles of each team.
  - Attended the Employee Self-Service Personnel Actions 101 session.
  - Attended the Open Forms for the Vice President of Academic Affairs.
  - Human Resources fiscal year-end processing team met to discuss the requirements for the upcoming fiscal year-end and to set the schedule for the Ellucian consultant.
  - Human Resources managers met to discuss Human Resources (HR) and Information technology (IT) requirements.
  - Met several times within the month with the Human Resources Staffing team at the Human Resources training room and reviewed the new PeopleAdmin classification and position management forms for both Faculty and Staff. The group noted the changes and errors to present them to the PeopleAdmin reengineering team.
  - Met with Human Resources administrators and payroll manager to discuss the results of the findings for the "Seal of Excellencia Recertification" Application. A decision was given to use the (IPEDS (Integrated Postsecondary Education Data System)) Integrated Postsecondary Education Data System for the previous years. A new shared drive folder was created to keep this information and enable the future reporting analysts to have precise information on how this report is created.
  - Met with Human Resources and Business Office Payroll groups to discuss the procedures and requirements for the forthcoming Staffing Plan.
  - Met with the Business Office administrators and the payroll team to discuss the use of DocuSign for the Notice of Employment Forms (NOEs). A decision was given to use DocuSign along instead of Adobe Acrobat software.
  - Met with the Payroll Manager and Human Resources Administrators to review and complete the "Seal of Excellencia Recertification" Application.
  - Met with the VectorSolutions Sales Solution engineer to go over the data requirements of the Human Resources and Facilities Operations & Maintenance departments. We presented our requirements and a report for them to review. We were told they will produce a temporary solution.
  - Reviewed and approved the FLAC (Faculty Load And Compensation) transactions.
  - Reviewed the PeopleAdmin part-time Faculty (Adjunct) and part-time Staff (Direct Wage) process and noted the requirements for the PeopleAdmin support team.
  - The Human Resources Information Services (HRIS) team met the discuss the Excel data model process and where and when to use it.
  - The Human Resources Information Services (HRIS) team prepared the preliminary staffing plan report for Human Resources and Business Office payroll group. New specifications were recorded, responsibilities assigned, and a schedule created.
  - The Human Resources Information Services (HRIS) team update the Texas Association of School Boards (TASB) report and provided it to the team to review.
  - The Human Resources Managers and Administrators met to review the Texas Association of School Boards (TASB) data.
  - The Human Resources Managers and Administrators, the Business Office Administrators, and the Vice President of Finance and Administrative Service (FAS) met to discuss the Enterprise Resource Planning (ERP) transformation project.

- The Human Resources Texas Association of School Boards (TASB) compensation team formed of the Human Resources Information Services (HRIS) team, Human Resources Administrators, and Human Resources Payroll and Compensation team met to review the updated data provided by the TASB group.
- Together with the Human Resources staffing team, attended the weekly PeopleAdmin reengineering team to review, update audit and approve the changes this support team is performing.
- Updated the faculty teaching schedule report to provide the faculty degrees.
- Updated the PeopleAdmin Hiring Proposal Document type upon request of Staffing group.
- Worked on fixing the issue with the PDR (Payroll Distribution Report). We are reviewing if this process is needed.
- Worked on the Texas Association of School Boards (TASB) data and updated the report with the added information since the last report was provided on February 18th, 2022.

- <u>Payroll/Compensation:</u>
  - Attended Ellucian Team meeting on year end roll processes.
  - Attended meeting for verification manual.
  - Data entry, review, verification and processing for MR 05 Payroll.
  - Met TASB representative on Draft compensation review.
  - Met via TEAMS with Assistant Director and Payroll Manager to review staffing plan updates.
  - Met via TEAMS with Compensation and Payroll Manger to review compensation hiring setups (Various).
  - Met with Assistant Director of Human Resources to review compensation study report and updates.
  - Met with Assistant Director to Review Compensation on job offer Salary reviews.
  - Met with Assistant Director to review compensation setup various times.
  - Met with Assistant Director to review Faculty compensation.
  - Met with Assistant Director to review special assignment compensation review and setup for exempt employee.
  - Met with Director of Human Resources to review compensation study report various times.
  - Met with TASB HR team to review compensation study excel file and documentation gathering various times.
  - Monthly HR Departmental meeting.
  - Participation in an Interview Search Committee for Full Time Temporary Payroll Specialist.
  - Processed Division Code Changes.
  - Processing Direct Wage and Work-study payroll.
  - Verification of Employment via e-mail, call or in person drop off forms.
  - Worked on US Regulatory for new hires.
- <u>Staffing:</u>
  - Attended Alternative Dispute Resolution Mediation Seminar hosted by The Institute for Advanced Manufacturing.
  - Attended FY2023 Staffing Plan Changes Faculty.
  - Attended Human Resources departmental meeting.
  - Attended meeting with IT/Administrators to discuss Faculty Letter of Appointments.
  - Attended TASB Compensation Study Review meeting.
  - Attended Texas Society for Human Resources (SHRM) – I9 webinar on Form I-9 and E-Verify Compliance: Recent Developments & Upcoming Changes.
  - Attended weekly staff meetings to discuss weekly and procedures updates held by Staffing & Recruiting Manager.
  - Hosted interviews for Temp Agency Human Resources Assistant.
  - Met for job description reviews and approvals with Staffing and Recruiting Manager.
  - Met with a new staffing specialist to continue one on one training.
  - Met with staffing team for Teams training sessions.
  - PeopleAdmin weekly working sessions.
  - Worked on assigning Search Committee pool members for exempt positions.
- <u>Benefits:</u>
  - Attended Alternative Dispute Resolution Mediation Seminar hosted by The Institute for Advanced Manufacturing.

- Attended the interviews for Benefits Specialist Posting.
- Met on discussion with Business Office of Ellucian consultant dates for assistance in rollover process.
- Met on discussion on Employee Assistance Program with Purchasing Specialist.
- Attended the External Audit kick off meeting with Business Office on how external audit will be processed.
- Met on discussion on Family Medical Leave Act policy with Director of Human Resources.
- Attended the Finance and Administrative Services Safety meeting to discuss campus safety and ongoing safety issues.
- Attended the Human Resources departmental meeting.
- Met on discussion overpayment collection with Business Office.
- Review of frequently asked questions by the Finance and Administrative Services Officer regarding the new Summer Schedule.
- Met to review Sick leave policy with Finance and Administrative Services Officer.
- Attended the Texas Community Colleges quarterly call regarding Teacher Retirement System Reporting errors.
- Attended the WebMD presentation on employee wellness initiatives.
- Met on discussion on year-end roll dates with Payroll and Compensation Manager.

- Employee Relations (ER):
  - Met on disciplinary written reprimand regarding employee with supervisor.
  - Met on discussion of faculty Family and Medical Leave Act (FMLA) and non-Family Medical Leave Act (FMLA) with Dean of Social and Behavioral Sciences.
  - Met on policies and procedures concerning departmental issues regarding employees with supervisors.
  - Met on policies and procedures concerning departmental issues with employees.
  - Met on the administrative leave suspension process with supervisors regarding employees.
  - Met on the discussion of 504 cases with the Director Intuitional Equality/Title IX and 504.
  - Met on the discussion of aiding with memo findings for referred cases.
  - Attended Alternative Dispute Resolution Mediation Seminar hosted by The Institute for Advanced Manufacturing.
  - Met on the discussion of Campus Security Authority Training hosted by Stafford and Associates.
  - Met on the discussion of cases, duties and special projects with Employee Relations Team.
  - Met on the discussion of closing files with the Director of Human Resources.
  - Met on the discussion of closing of Hotline Cases.
  - Met on the discussion of easing potential campus-wide training on social media best practices with the South Texas College Public Relations department and Office of Professional and Organizational Development.
  - Met on the discussion of Equal Employment Opportunity Commission Mediation Department hosted by Monday with Marvis and Marina.
  - Met on the discussion of Equal Employment Opportunity Commission lists and Potential Lawsuits with the Director of Human Resources.
  - Met on the discussion of Global Positioning System consent form with the Director of Facilities Operations and Maintenance, the Assistant Director of Facilities Maintenance Services and the Assistant Director of Custodial Support Services.
  - Met on the discussion of On Campus Open Forums with the Finalists for Vice President for Academic Affairs.
  - Met on the discussion of Safety Meeting policies and procedures via Teams.
  - Met on the discussion of Search Committee Pool and Trainings with the Human Resources Staffing and Recruiting Manager.
  - Met on the discussion of Texas Department of Public Safety Background Check online training.
  - Met on the discussion of the Behavioral Intervention Team.
  - Met on the discussion of the Pay Plan with Director of Human Resources.
  - Met on the discussion of the review of the Vector Solutions Trainings for the Office of Human Resources staff.
  - Met on the discussion of the search committee for the Office of Institutional Equity Manager position with the Director of Office of Institutional Equity.

- Met on the discussion of the Teacher Retirement System Employee Relations Employment after Retirement Report Deadline with Director of Human Resources.
- Met on the discussion of Title IX 101 (Higher Education) online training.
- Met on the discussion of Title IX cases with the Director Intuitional Equality/Title IX and 504.
- Met on the review of active complaints received with the Director of Human Resources.
- Met on the review of Human Resources departmental agendas.
- Met on the review of personnel files for potential employment with Federal Agencies Background Investigators and Office of Personnel Management.
- Met via Teams for Faculty Senate Special Meeting to discuss faculty salary increases.
- Met via Teams on the review of 504 Case Status Report with the Director of Office of Institutional Equity.
- Met via telephone hearings on appeal submitted by the College and provided testimony and evidence for the case with the Colorado Department of Labor and Employment.
- Met via telephone hearings on appeals submitted by the College and provided testimony and evidence for the cases with the Texas Workforce Commission (TWC).
- Met with the Director Intuitional Equality as a co-investigator regarding an investigation.
- Prepared and responded to litigation counsels' requests for claim file materials.
- Prepared and responded to personnel counsel request for claim file materials to prepare position statement request by Equal Employment Opportunity Commission.

- <u>Talent and Learning:</u>
  - Attended a review of the trainings provided by Vector Solutions.
  - Attended Alternative Dispute Resolution Mediation Seminar hosted by The Institute for Advanced Manufacturing.
  - Attended Human Resources departmental meeting.
  - Attended meeting with Texas Association of School Boards (TASB) consultant.
  - Attended People Admin Training with HR Staffing and Human Resources Information Systems.
  - Attended Region One Professional Development Training.
  - Attended Vector Solutions Operational Management meeting with Title IX Coordinator and Human Resources.
  - Attended Webinar "Mondays with Marvis & Marina: Mediation Training".
  - Compiled research for Staff Council/Organization from other organizations.
  - Completed the Campus Safety Report for Public Safety Department.
  - Continued the updates on the Employee Handbook.
  - Created a potential timeline for distribution of mandatory trainings for Faculty and Staff.
  - Developed a custom Cybersecurity Awareness Training on Vector Solutions Learning Management System.
  - Meeting with Employee Relations Officers and Human Resources Staffing manager to discuss training of the Hiring Committee Process.
  - Met and worked on Texas Association of School Boards (TASB) data and evaluated placements, and compiled data into one document.
  - Met on Employee Handbook with Employee Relations Officer.
  - Met with Chief Information Security Officer for the development of a custom Cybersecurity Awareness Training.
  - Met with Employee Relation Officers on documentation needed for pending case.
  - Met with the Director of Admissions and Record to discuss potential Family Educational Right and Privacy Act (FERPA) training and editing of a FAQ (Frequently Asked Questions).
  - Met with the Director of Institutional Equity and Title IX to discuss upcoming trainings.
  - Met with Vector Solutions Sales Engineer to discuss potential adjustment of data input to meet needs of the Human Resources department for reporting purposes.
  - Presented at new hire orientations.
  - Reviewed trainings from Vector Solutions Learning Management System to provide recommendations for mandatory trainings that will be distributed.
  - Revised the presentation for new employee orientation.
  - Summarized report and returned items for the 2022 Adjunct Job Fair.

- Summarized report for results on 4.5 work week.
- Worked on Title IX ATIXA (Association of Title IX Administrators) trainings.

PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Compensation Study results.
  - Cross Training of payroll staff.
- Benefits:
  - Active review of Sick Leave Policy with Finance and Administrative Services Office.
  - Completion of Employee Demographic files for the completion of the Teacher Retirement System Regular Payroll Report.
  - Completion of the monthly Teacher Retirement System After Retirement Report.
  - Gathering of ERS and TRS information for external audit.
  - New hire orientations for both full-time and part-time staff.
  - Ongoing training of new Benefits Specialist.
  - Research of Employee Assistance Programs.
  - Review of ACA hours eligibility for TRS/Benefits.
  - Revisions to procedures of exempt paid leave due to the new Summer Schedule.
- Employee Relations (ER):
  - Submitted Texas Workforce Commission multi-site report for 2nd, 3rd, and 4th quarters of 2021 and 1st quarter of 2022.
  - Training of new employees, HR Specialist – Employee Relations and Employee Relations Officer.
  - Worked with Business Office Accounts Payable and Human Resources Information Systems teams to automate multisite reports.
  - Working on access to computer resources for Employee Relations Specialist and Employee Relations Officer.
  - Working on Employee Relations cases and reviews.
  - Working on reaching out to South Texas College supervisors to gauge need and supply training to departments on employee relations topics.
  - Working on Texas Workforce Commission files.
  - Working on update to South Texas College Employee Relations web page.
  - Working on updating the filing system for Employee Relations files and cases.
  - Working on updating the South Texas College complaint landing page with the Director of Office of Institutional Equity.
- Human Resources Information System (HRIS):
  - Converting all the Manual (PAFs) Personal Action Forms to DocuSign.
  - The Fiscal Year End process has been started. Working with the Human Resources and Business Office Payroll groups to go ahead with the updates, audit, and automation of the process.
  - Updating the Performance Evaluation forms to Fillable Adobe Acrobat version.
  - Working on automating Staffing Plan data auto development processes.
  - Working on automating the academic affairs vacancy report.
  - Working on compensation study data requirements and pay plan automation.
  - Working on coordinating and setting up the vendor evaluations for the ERP (Enterprise Resource Planning) transformation project.
  - Working on the data definition specifications for Vector Solutions LMS (Learning Management System) Software.
  - Working with the Business Offices team and external auditors to provide the required reports and files for the yearly audit.
  - Working with the Ellucian Field Services Representative, STC (South Texas College) IT department, Human Resources, and Business Office Payroll group and Ellucian consultant to schedule the consultation dates.

- Working with the PeopleAdmin reengineering team and Human Resources Staffing group to redesign the posting section of the ATS (Applicant Tracking System). Classification and Position Management processes for both Faculty and Staff products have been completed. A deep dive testing still needed to be conducted.

- Staffing:
  - Met with HRIS team for PeopleAdmin Testing.
  - Processed Faculty Letter of Appointments for FY2022-23.
  - Processed Texas Pre-freshmen Engineering Program (TexPREP) Program new hire packets.
  - Worked on creating manual Letter of Appointments for Faculty.
  - Worked on Direct Wage form Excel spreadsheet and added questions and concerns for staffing and recruiting manager and HRIS team.
  - Worked on sending updated list to Deans and Dr Petrosian for FY2022-23 Faculty appointment letter acknowledgement.
- Talent and Learning:
  - Continue the 40 hour - Alternative Dispute Resolution Training days 3 - 5.
  - Working on PeopleAdmin Training Manual.
  - Working on release schedule for mandatory trainings offered through Vector Solutions.
  - Working on updated for Employee handbook.

HRIS -			
Type of Access Provided	**Count**		
Active Directory	5		
AppTrack	1		
Argos Access	1		
Banner	3		
Credential Database	1		
DFS (Distributed File System)	3		
FLAC	1		
JagNet Forms Management			
Job Submission Service turn-on	1		
Send As – Email	2		
SSN	1		
Web Tailor Access	1		
Xtender access	3		
Total Count	**23**		
Visio Charts	**Created**	**Updated**	**Published**
Count	1	1	0
Information Services and Planning (IS&P) Issues	**Assigned**	**Resolved**	**Open**
Count	12	14	9
PeopleAdmin Issues	**Assigned**	**Resolved**	**Open**

Count	2	1	1
EverFi Issues	**Assigned**	**Resolved**	**Open**
Count	1	0	1
Human Resources Website Updated Main | JagNet	2		0

Report Development	**28**
Internal Reports	**12**
Human Resources – Director of Human Resources	1
Human Resources – Employee Relations	2
Human Resources – Payroll	1
Human Resources – Staffing Evaluators	4
Human Resources – Staffing Manager	1
Human Resources - Talent and Learning Manager	3
External Reports	**13**
Academic Affairs – Vice President	2
Academic Affairs – Distance Learning	2
Academic Affairs - Div. of Math Science IT & BA Prog.	1
Academic Affairs - OPOD	1
Finance and Administrative Services – Accountability, Risk, & Compliance	3
Finance and Administrative Services – Business Office	1
Finance and Administrative Services – Vice President	2
Information Technology – Applications Development	1
Federal/ State/Local Government Reports	**3**
IPEDS (Yearly)	0
TWC (Texas Workforce Commission) Multi-Site Worksite Report	0
Bureau of Labor Statistics – Current Employment Statistics (Monthly)	1
Texas Higher Education Coordinating Board	2
Survey of Public Employment & Payroll (Yearly)	0
HEERF CARES Act 2018-2021 data request (On-Demand)	0
Telecommunicating Automation Workflow and Front-end User System	0 Updates/Adjustments to App 0 Workflow Test Runs

Faculty Staffing	**Count**
Position requests w/job descriptions	4
Positions posted	6
Positions reposted	0
Positions extended	1

Faculty Staffing	Count
Positions canceled	0
Search committees' forms requested	5
Search committees assigned	5
Hiring proposals reviewed (HR Staffing Review workflow)	10
Job offers	19
Review Adjunct/Dual Credit applications	33
New Hire Email Notifications	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	2
Positions filled	0
PeopleAdmin user updates	25
Advertisements placed (Monitor, Town Crier, etc.)	1
Email Activation/Deactivation	4
SOAPCOL	36
PEAFACT	36
Resignations/Terminations	0
SACS Audit Credential Review	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	1
Reviewed in PeopleAdmin	8
Notices (1st, 2nd & Final notice)	18
Extension requests	0
Credential entered in credential database Faculty/Staff	36
Vacancy Reports completed NOE course and Rate Review	51
Educational Supplements (Review, log, memo, send to payroll and faculty)	4
New hire/re-hire/transfer files (closing onboarding process) track transcripts	36
Purged Monthly Adjunct Applications	291
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	

Support	Count
Visitors Assisted	284
E-Verify	
Cases submitted	15
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	0
Name changes	0
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	0
Applications	
Processed On-Line	327
Processed Paper	79
Postings	
Closed (On-Line)	50
On Boarding	
New Hires	15
Transfers	14
Returning	6
Adjunct	10

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	18
Record Requests: External	7
Records Filed (by page)	702
Files Scanned & Indexed	794
New Hire/Active Personnel Files Prepared	31
New Hire/Active Transcript Files Prepared	17
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	0
Telecommunicating - Activity Reports Received and Logged	231
Telecommunicating - Agreements Received and Logged	19

Records	Count
Employment Reference Checks Logged	15
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	3

Staffing/Staffing Support (Staff)	Count
Position requests	7
Job Descriptions reviewed and approved	3
Positions posted	5
Positions reposted	6
Positions extended	10
Positions canceled	10
Search committees' forms requested	5
Search committees assigned	20
Hiring proposals reviewed (HR Staffing Review workflow)	30
Job offers	33
New Hire Email Notifications:	
Full-time staff	28
Part-time staff (DW/WS)	11
Trainers	1
Positions filled	16
PeopleAdmin user updates	15
Advertisements placed (Monitor, Town Crier, etc.)	5
Resignations/Terminations (HR Benefits):	
Full-time staff	15
Part-time staff	3
NOEs:	
Full-time temporary staff	3
Part-time staff (WS)	0
Part-time staff (DW)	206
Trainers	60
Temporary Agency Employees:	
Request	6
Replacements	0

Staffing/Staffing Support (Staff)	Count
Assignment Extension	6

Employee Relations	Count				
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	556	67	TWC Claims	31	3
Fingerprints	307	19	Open Records Requests	5	1
DPS Driver Eligibility Checks	64	4			

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	8
Internal Transfers	8
Benefits Credits/Collections	3
TRS ED Records reported	200+
TRS RR Records reported	21
TRS Prior Yrs. of Svc Verifications	20
TexaSaver 457/403B Accounts	2
Faculty (Adjunct, Temporary)	0
Exits	
Full Time	19
Retirees	5
FMLA Requests	
New	11
On-Going Cases	4
Closed	10
FMLA Intermittent Requests	
New	1
On-Going	2
Closed	2
Approved Leave of Absence	
New	2
On-Going	2
Closed	0
Workers Compensation Claims	
New	4
On-Going Cases	4
Closed	4

Tuition Reimbursement Applications Processed	4
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	38
Dependent	5
Promissory Notes	2
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	3
Sick Leave Pool Donations	N/A
Medical Support Orders	0
ERS Changes	1
Vacation Settlement Worksheets	11

Payroll	**Count**
PDR Notifications	
Direct Deposit Transactions	
Full Time	0
Direct Wage/Work Study/Trainer	2
Resignations	
Full Time	8
Direct Wage/Work Studies	8
Garnishments	0
State Charitable Deductions	0
TXOAG Reporting	16
Payroll DOC/ADJ/SLP Worksheets	0
New Hires, Rehires, Transfers	0
Name Changes	0
Address Changes	2
Form W-4 Changes	21
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	96
Forms processed	56
TWC	1

Letters sent	1
Phone Calls	75
Cell Phone Stipends	1
Adjunct Leave Forms	0
NOE	0
Letters of Appt Verification and Matching	0
Letter of Appointment Staff Full Time Regular	0
Direct Wage	122
Work-Study	0
Adjunct	5
Overload	66
FLAC (Faculty Load and Compensation) Dual Credit assignments reviewed	3
FLAC entries reviewed and applied	3
Trainers	66
Dual Enrollment	0
Fac. Salary Retro-Pay Adj	0
Fac. Base Salary Pay-Off	4
Substitute NOES	45
Full-time Regular Faculty Pay-Off	5
Faculty Special Assignment Other	25
Faculty Classification Changes	0
Special Assignments	2
Course-Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	0
Staff Special Assignment	0
Large Class Payments	0
11/12 Salary Pay off	0
Educational Increase	1
Mini-mesters	3
Certification Stipend	0
PeopleAdmin Transactions	
Compensation worksheet setup	58
Approvals	26
Hiring Proposals	18
Payroll Worksheets	39
Move Request Updates	21
Compensation Worksheets/Updates	3

Academic Affairs

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	JUNE 22, 2022
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2022 – MAY 31, 2022

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Learning Outcomes Committee Development Meeting, May 4
- Coordinated Operations Council (COC), May 4
- South Texas College Inaugural Workforce Summit, May 5
- South Texas College Commencement Ceremonies, May 6-7
- RGV College Articulation Agreement, May 9
- DHSI Quarterly Meeting, May 9
- EWDC Meeting, May 10
- South Texas College Board Committee Meetings, May 10
- Academic Affairs Chair Appreciation Breakfast, May 13
- Met with OPOD to discuss College-Wide Days for 2022-2023, May 16
- Police Memorial Ceremony - Pharr Police Department, May 17
- Attended webinar - Changing landscape of credentials, May 17
- Attended meeting with Senator Cornyn's Office, May 17
- Cabinet Meeting, May 18
- South Texas College Special Board Meeting, May 18
- Attended meeting with Lopez Foundation, May 18
- Met with Kris Wickerham HEB corporate to discuss HEB employee classes, May 19
- Spring 2022 - Dual Credit Programs Taskforce Meeting, May 19
- Met with HR Director to discuss Letter of Appointments, May 19
- Apprenticeship Navigator Booster Meetings, May 19
- Commencement Employee Appreciation Luncheon, May 20
- Regional Council Meeting, May 23
- Met with SBS Dean to discuss Child Development Center, May 23
- Enrollment Team Meeting, May 24
- Cabinet Meeting, May 25
- Met with Dual Credit Dean on JET Grant Application, May 25
- Attended tour of Texas A&M Health Science Center, May 26
- Board of Trustees Ceremonial Oath of Office, May 26

- Board Meeting, May 26
- Review of CLNA with BPST Dean, May 31

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinated inaugural STC Workforce Summit
- Coordinating Annual "A Night with the Stars" Gala
- Coordinating STC & UTRGV Collaborative
- Coordinating *Faculty Spotlight*
- Working on Pay Plan revisions
- Working on Staffing Plan and Budgets
- Working on Academic Grant Activities
- Coordinating office relocations for Distance Learning Department
- Monitoring Faculty Reports
- Developing a procedures manual for CBE
- Developing a student GUIDE (online modules) for each Meta-Major
- Implementing Action Plan for 2021-2022 Academic Affairs Strategic Priorities
- Academic Affairs Taskforces
    - Faculty Online Teaching Guidelines
    - ePortfolio Platform
    - Test Proctoring Platform
- Implementing Guided Pathways Project
- Academic Affairs Risk Management Plan
- New Program Development Proposals
- Developing guidelines and templates for the division
- Updating all manuals and reports for the division
- Developing the Handbook of Operating Procedures Template
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard

SARA LOZANO
DIVISION DEAN – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY

DIVISION DEAN'S REPORT:

- Attended AACC, in New York, NY, April 29-May 3
- "Donuts with the Dean" honoring Kenedy Scholarship recipients, May 4
- Discussion and walk-through of PSJA facility to be used for Fall 2022 semester, May 4
- Student Government Association meeting with Dean, May 4
- Coordinated Operations Council Meeting, May 4
- South Texas College's inaugural Workforce Summit, May 5
- Spring 2022 Commencement Ceremonies, May 6- 7
- Pharr EDC Foundation Scholarship Ceremony, May 6
- Starr County Campus Welding Lab Expansion meeting, May 9
- VPAA Candidate Forum, May 9, 11, & 12
- Education and Workforce Development Committee meeting for presentation of Surveying and Geospatial Engineering Technology and Cosmetology, May 10
- Sharyland ISD Mock Interviews, May 11
- Chair Appreciation breakfast, May 13
- Mi Casita luncheon, May 13
- Budget Committee meeting, May 13
- Department Chair meeting, May 16

- Meeting with Project Manager, May 16
- Police Memorial Event at the RCPSE, May 17
- Lunch meeting with Joey Trevino from RGV Association of General Contractors and Gabe Puente from RGVision, May 17
- Meeting with Senator Cornyn's office staff about initiatives at the college, May 17
- Perkins Application workshop with Department Chairs, May 18
- Attended RGV Focus Scorecard, May 19
- Starr County Campus Automotive and HVAC-R expansion projects meeting update, May 19
- Appreciation Lunch for participants of commencement ceremonies, May 20
- Enrollment team update and planning for Fall 2022 semester, May 24
- PSJA and STC-RCPSE leadership meeting regarding facility use of the RCPSE, May 24
- Region One Career Expo and Tour, May 25
- Internal Academic Affairs – JET Grant Application process meeting, May 25
- Technology Campus Welding Lab expansion project discussion, May 26
- Ceremonial Oath of Office for STC Board of Trustees, May 26
- Attended Board of Trustees regular board meeting, May 26
- Advisory Board meeting to request approval of Telecommunicator course, May 27

DEPARTMENT/PROGRAM REPORTS:

Project Manager

- Division of BPST and BPST Project Manager Monthly Check In, May 2
    - Planning Perkins Workshops for BPST Programs for FY 21-22
    - PLA Planning for BPST Programs
    - BPST Programs Facility Updates (CIP's/Space Modifications/ Maintenance Requests)
- Role Clarity Survey Data Meeting with Inside Track, May 3
- Donut with the Dean, Kenedy Scholarship Recipients, May 4
- STC RCPSE Plan and Review and Coordination for Projects, May 4
- Meeting with Business Office, Human Resources, and Grants, for NOEs, May 4
- Automotive/Diesel Employer Expo, May 4
- Workforce Summit, May 5
- WE CAN TX May Convening in Austin, TX, May 9-10
- VPAA Forums, May 11-12
- Mi Casita Luncheon, May 13
- Public Relations Meeting Update with Grants, May 16
- Pharr PD Fallen Office Memorial, May 17
- Perkins Basic with Manager of Equity and Access, May 17
- Perkins Basic Workshop – BPST, May 18
- Public Relations Meeting Update with Grants – Budget, May 18
- Technology Campus Tour for Workforce Summit Attendees, May 18
- RGV Focus Scorecard Reading, May 19
- Economides High School Tour, May 19
- RGV Partnership Leadership Class, May 20
- Region One Career Expo – Technology Campus, May 25
- Technology Campus Welding Lab Expansion, May 26
- Ceremonial Oath of Office, May 26
- Meeting with STC Photographer, May 27

Guided Pathway Specialist - Business

- Student contacts and advisement activities:
    - 123 Telephone contacts
    - 226 Personal emails
    - 60 Student registrations
    - 44 Students advised

- 6 Student meetings
- 42 Course substitutions

Emerging Technology Simulations Specialists

- Automotive Expo and CTE scholarship, May 4
- Work Force Summit at Pecan Campus, May 5
- Work Force Summit tour, May 18
- Economedes High School tour, May 19
- Information Security Event, May 21
- Region One Career Expo, May 25

Architectural & Engineering Design Technology

- Program Development Surveying & Geospatial Technology Enrollment Management meeting, May 3
- SACSCOC Prospectus for Surveying and Geospatial Technology meeting, May 3
- Surveying & Geospatial Course Enrollment Review meeting with Curriculum, May 4
- Kenedy Scholarship - Donuts with Dean, May 4

- South Texas College Workforce Summit, May 5
- Spring 2022 Final Project Review, May 5
- AEDT faculty conducted a Virtual Lab Demo, May 5
- Surveying & Geospatial Technology PLO Meeting, May 6

- AEDT Departmental Meeting: End of Semester Check-In, May 6
- Commencement Ceremony, May 7
- Final Spring Design Studio Review, May 9
- Faculty attended the Z-Space Training, May 10

- Surveying & Geospatial Technology program presentation to EWDC Committee, May 10
- Associates of Science in Architecture proposed program development meeting with Dean, May 11

- AEDT faculty attended AR Sandbox training, May 11
- AEDT: End of Semester Luncheon, May 12
- AEDT Faculty attended the IDEA Owassa High School Career Day, May 13

- Chair Appreciation Breakfast, May 13
- Perkins Application Workshop, May 18
- TWC committee members Tour, May 18
- J55 3D Printer Training May 18
- AEDT Curriculum Meeting, May 19
- Economedes High School AEDT Tour, May 19
- Associates of Science in Architecture follow up meeting with Dean, May 20
- Planning Meeting for Region One Career Expo, May 24
- Region One Career Expo, May 25
- AEDT Lecturers attended NISOD International Conference on Teaching and Leadership Excellence, May 28-31

<u>Upcoming Travel, Meetings, Conferences:</u>

- Texas Society of Professional Surveyors RGV Chapter meeting, June 8

Culinary Arts

- Mentor Monday Event: Mobile Kitchen Operations with Chef Lawrence Lu Sheng Chang and Chef Jennifer Perez, May 2
- Attended Council of Chairs meeting, May 3
- Worked with Owner of Santa Fe, Republic of the Rio Grande, University Draft house to hire culinary graduates, May 3
- Attended Behavioral Intervention Team (BIT) meeting, May 4
- Faculty "road trip" to present/ promote culinary arts at Los Fresnos HS and Progresso HS
- Attended Student Art Exhibition and Reception, May 11

- Attended New Student Orientation for BASOL program, May 11
- Attended BASOL department Meeting, May 12
- Attended Chair Appreciation Breakfast, May 13
- Meeting with Vanguard ISD regarding dual enrollment program starting Fall 2022, May 13
- Faculty attended American Culinary Federation Advance Pastry Summit, May 14-15
- Worked with owners and Chefs at Rosmani to hire students, May 18
- Submitted Perkins information to Dean, May 19
- Correspondence with Chef/Owner of Bonhomia regarding the hiring of culinary students, May 23
- Asst. Chair attended MVC culinary arts renovation pre-construction meeting, May 25
- Pre-meeting with Advisory Board Chair, May 25
- Advisory Board Meeting, May 25
- Registered for the Course Hero Education Summit, May 25

Human Resources and Office Administration

- Attended Council of Chairs Meeting, May 3
- Faculty attended Stop the Bleed Training, May 4
- Faculty attended Library and Learning Support, May 4
- Faculty attended Workforce Summit, May 5
- Faculty attended Dual Credit Graduation in Edinburg, May 6
- Faculty attended PLO meeting, May 6
- Attended Transfer Academy TX A&M, May 6
- Faculty attended Traditional Graduation, May 7
- Faculty attended NISOD webinar, May 9
- Attended Faculty Senate meeting, May 16
- Attended Dean's meeting, May 17
- Attended Perkins Application Workshop, May 18
- HR faculty attended TX SHRM Webinar; I-9 & E-verify compliance, May 18
- Faculty attended La Grulla HS CTE Career Fair, May 18
- Faculty attended NetCom Learning Webinar Microsoft 365, May 18
- Faculty attended Rio Grande City HS CTE Career Fair, May 19
- HR faculty attended SHRM Board and Chapter meeting, May 20
- HR & OA faculty assisted with Advising, Counseling, Registrations and Tutoring – Various times, all month, Degree works and GPS
- The HR & OA faculty from Pecan, Mid Valley and Starr Campuses will continue to recruit and market both the Human Resources and Office Administration programs.

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Division Dean presented at the Catch the Next Spring 2022 Gala, May 12
- Attended the Chair Appreciation Breakfast, May 13
- Attended the Board Oath of Office Ceremony, May 26
- Participated in a national webinar/discussion on "Rediscovering Your Joy at Work: A Discussion for Higher Ed Leaders", May 31
- Participated on the VPAA Search Committee

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies

- Ballet Folklórico South Texas College (BFSTC) presented Tradiciones 2022 as invited guests at Walt Disney's World !magination Campus in Orlando, FL, May 6

- BFSTC was invited to perform at Ballet Folklórico Viva Mexico's "Mexico: Fiesta y Tradicion" in Corpus Christi, TX on June 11, 2022. Preparations for the presentation were conducted throughout the month of May.
- Coordinator for CMAS, crafted an outline and began preparations for Summer 2022 dance and musical workshops with guest performers for BFSTC. Four (4) guest performers were contacted and agreed to travel to South Texas College to work with BFSTC students.

Art

- During the month of May, planning began for the installation of the 14th Annual Ceramic Showdown exhibition. Event is to be hosted in collaboration with the Library Art Gallery and will feature multiple institutions.
- Art students are working on a large mural in the Center for Learning Excellence (CLE).

Music

- The Music Department did a wide variety of high-quality end-of-semester student recitals and concerts in the Cooper Theater, as follows:
  - May 2: Sophomore Violin Recital
  - May 3: Woodwind Studio Recital
  - May 4: Brass Ensemble Concert
  - May 5: String Ensemble Concert
  - May 6: Choir Ensemble Concert
  - May 7: Percussion Ensemble Concert
  - May 10: Jazz Ensemble Concert
  - May 11: Piano Studio Recital
- Music Faculty sang the national anthem for all five (5) graduation ceremonies, May 6 – 7
- The Music Department hosted Edinburg CISD's Economedes High School String Students' end-of-year performance as a recruitment event, May 24
- Daniel Cather, Department Chair, and Ron Schermerhorn, Music Faculty, performed at the Oath of Office Ceremony for elected Board of Trustees members, May 26

DR. ALI ESMAEILI
DIVISION DEAN – MATH, SCIENCE, INFORMATION TECHNOLOGY, AND BACHELOR PROGRAMS

DIVISION DEAN'S REPORT:

- Attended American Association of Community College conference in New York, May 2-3
- Facilitated Division Program Chair meeting, May 4, 12
- Coordinated Council Meeting, May 4
- Workforce Summit, May 5
- Attended Chair Appreciation breakfast, May 13
- CCBA virtual Board meeting, May 13
- FY 2022-2023 Budget Committee meeting, May 13
- Attended Manager Training STC/Inside Track meeting and manager meeting, May 17
- Commencement Appreciation Luncheon, May 20
- Attended Enrollment Team meeting, May 24
- Division Convocation Planning meeting, May 25
- JET Grant Application and budget meeting, May 27
- Attended Texas Hispanic Serving Institution Consortium, May 30

Project Manager

- Attended Role Clarity meeting with InsideTrack, May 3
- Program Chair meeting, May 4, 12
- InsideTrack update meeting, May 6
- DHSI Quarterly Meeting, May 9
- Virtually attended VPAA forums, May 9, 11, & 12
- Attended meeting with InsideTrack to discuss Quality Report, May 11
- Online course integrity meeting, May 16
- Manager Training with InsideTrack, May 17
- Final Role Clarity consulting meeting with InsideTrack, May 17
- Attended DLA informational session, May 18
- InsideTrack update meeting, May 19
- Attended DHSI Evaluator meeting, May 19
- Met with biology department to discuss grant budgets, May 24
- Attended planning meeting for fall division meeting, May 25
- JET Grant Application and Budget meeting with Vanguard and IT, May 27
- STEM Academy meeting, May 31
- Assisted in preparing for Capture the Flag event by Cybersecurity
- Continued work on the Perkins application

BACHELOR PROGRAMS:

BASOL

- Participated in the Council of Chairs Monthly meeting, May 3
- Met with Texas Women's University representative to discuss BASOL pathway, May 3
- Attended the Program Chair meeting, May 4
- Attended the STC/Anthology Portfolio Teams meeting, May 4
- Attended the Workforce Summit, May 5
- Participated in the South Texas College Commencement Ceremonies as Master of Ceremonies for both ceremonies, May 7
- Attended the VPAA Candidate Forum #1, May 9
- Met with Distance Learning Dean and Instructional Designer, MHSM, and TMGT program chairs to discuss the CBE Fundamentals Certification, May 10
- Attended the Leadership McAllen Class '41 Graduation, May 10
- Attended the VPAA Candidate Forum #2, May 11
- Attended and participated in the Bachelor Program New Student Orientation, May 11
- Facilitated the AAWCC May Membership Meeting, May 12
- Attended the VPAA Candidate Forum #3, May 12
- Facilitated the BASOL Capstone II Graduation Celebration, May 12
- Attended the Chair Appreciation Breakfast, May 13
- Participated in the Online Course Integrity meeting, May 16
- Participated in the Faculty Senate Special Meeting, May 16
- Facilitated the Review of CBE questions with MHSM and TMGT program chairs, May 16
- Attended the Competency-Based Education Network (C-BEN) Board meeting on Mackinac Island, Michigan, May 18-22
- Participated in the MSITB Division Planning Meeting, May 25
- Facilitated meeting with HR program faculty to discuss potential HR certificate for the BASOL program, May 26

Technology Management

- Met with Jonathon Little from Monroe Community College in New York regarding an International Exchange Student Program I am exploring incorporating into our program, May 19
- Attended City of McAllen Convention Center/Performing Arts Center Board Meeting, May 23
- Created an APA Workshop Series and conducted the first workshop for STC students, May 25
- Met with Lourdes Ayala from the T-Mobile Call Center in Mission to discuss future marketing opportunities for program, May 26

- Met with Isabel Torres from the Spectrum Call Center in McAllen to discuss future marketing opportunities for program, May 26

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended Council of Chairs Meeting, May3
- Program Chair Meeting, May 4
- South Texas/Anthology Portfolio Part 2 Meeting, May 4
- Attended the Neuroscience Journal Club Dr. Diana Cooper-Differential Grey Matter Volumes Meeting, May 10
- Attended Chair Appreciation Breakfast Meeting, May 13
- Online Course Integrity Meeting, May 16
- NSF HIS Grant UTRGV/STC Meeting, May 18
- Attended Online Integrity/Grant Budget Meeting, May 24
- Division Planning Meeting, May 25

Information Technology

- IT Program chair and assistant chair attended BMST Division Program Chair meeting, May 4
- Hosted the IT Advisory Committee Meeting, May 5
- IT and CAAT faculty attended IT luncheon, May 6
- Attended Graduation ceremony, May 6
- Met with Vanguard regarding Jet Grant, May 27

Physical Science

- Attended Council of Chairs meeting on zoom, May 3
- Reviewed and approved the Agriculture and Food Research Initiative (PANACEAS) grant program subaward documents, May 6
- Attended graduation ceremony, May 6
- Attended Pre-Submission Webinar: NASA Office of STEM Engagement's 2023 Opportunity for Minority-Serving Institution STEM and/or Education Faculty/Staff, May 9
- Attended on Campus Open Forums with the Finalists for Vice President for Academic Affairs, May 9
- Chair and Engineering Program faculty met with the MSITB Dean and discussed the status and future plans of the Engineering program, May 11
- Attended on Campus Open Forums with the Finalists for Vice President for Academic Affairs, May 11
- Chair and Engineering program coordinator met with the director of facilities and planning and visited the engineering program lab facilities and discussed Space Modification proposal, May 11
- Attended on Campus Open Forums with the Finalists for Vice President for Academic Affairs, May 12
- Attended Chair Appreciation Breakfast, May 13
- Attended Online Course Integrity Meeting, May 16
- Revised GEOL 1403 Physical Geology OER course to obtain the Quality Matters certification, May 18

UNIVERSITY RELATIONS:

- **Agreements in Progress:**
  - University of Houston - Victoria
  - Southern New Hampshire University
  - Lamar University Program Articulations
  - University of the Incarnate Word Feik College of Pharmacy
  - Texas A&M University at San Antonio
  - TAMUK BAAS (STC Fire Science to BAAS)
  - Community College of the Air Force
  - TAMU Biomedical Sciences
  - TAMU Engineering
  - Texas Women's University Culinary Program
  - Texas A&M University – Corpus Christi
  - University of Arizona Global Campus
- **Agreements Awaiting Presidential Approval:**
  - Rio Grande Valley College Pathway to PTA program and Contingency agreements

    - Universidad Autonoma de Tamaulipas
- **Agreements Being Edited:**
    - Texas State Technical College
- Worked on adding Pathways to Bachelor's Degrees on a new website where potential students will be able to access them, ongoing
- Attended the Math, Science, Information Technology and Bachelor Program Division meeting, May 4
- Met with a representative from Texas Woman's University about potential ways we can partner, May 4
- Attended the South Texas College Workforce Summit, May 5
- Conducted the Transfer Advising Academy – Texas A&M University Higher Education Center at McAllen session, May 6
- Met with representatives from South Texas College and Rio Grande Valley College regarding agreements for their application for accreditation for their PTA Program, May 9
- Attended the Candidate Forum for the VPAA Candidate Dr. Tom Neville, May 9
- Attended the Candidate Forum for the VPAA Candidate Dr. Anahid Petrosian, May 11
- Attended the Math, Science, Information Technology and Bachelor Programs Program Chair meeting, May 12
- Participated in the May Membership meeting for the American Association for Women in Community Colleges, May 12
- Attended the Candidate Forum for VPAA Candidate Dr. Joanna Kile, May 12
- Participated in the Online Course Integrity Meeting for the Division of Math, Science, Information Technology and Bachelor Programs, May 17
- Participated in the UT System – Texas Association of Community Colleges Virtual Transfer Advising Institute, May 17 – 18
- Met with a broad-based South Texas College team about use of Transfer Finder versus Transferology, May 26
- **Upcoming Events:**
    - Signing Ceremony with Texas A&M University College of Agriculture and Life Science, TBD
    - Signing Ceremony with Texas A&M University – Corpus Christi, TBD
    - Launch event with University of Maryland-Global Campus, TBD

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Reviewed promotional materials provided by Prominence Health Plan
- Attended meeting with TAMUCC College of Nursing & Health Sciences executive associate dean, May 2
- Attended planning meeting held by the Organization for Associate Degree Nursing (OADN), May 3
- Attended the OADN Board of Directors May Meeting, May 3
- Attended the Coordinated Operations Council Meeting, May 4
- Attended graduation celebration hosted by the Valley Initiative for Development and Advancement (VIDA)
- Followed up on general education articulation agreement with RGV College
- Attended/welcomed new students at the ADN Boot Camp, May 5
- Attended the STC Workforce Summit which brought together many different stakeholders in workforce development to discuss regional needs and how STC can address them, May 5

- Attended roundtable discussion with hospital CEOs hosted by the STC president, May 5
- Met with clinical affairs staff to discuss operations, May 5
- Attended STC graduation ceremonies, May 6 – May 7
- Attended the RGV College Articulation Agreement Meeting with leadership from STC and RGVC, May 9
- Hosted the Secretary's Mother's Day Luncheon Meeting, May 9
- Attended the VPAA Forums, May 9, 11 & 12
- Met with HR compensation and payroll manager to discuss faculty member resignation, May 9
- Attended retirement party held for HAS faculty member, Irma Rodriguez, May 10
- Attended the Educational and Workforce Development Committee Meeting, May 10
- Attended the Medication Error Criminalization – Nurse Educators Discuss Patient Safety Targeting Medication Administration and Just Culture webinar, May 11

- Attended the Project ECHO on Racism in Nursing – Session 6 meeting hosted by the American Nurses Association (ANA), May 11
- Met with HR director to discuss the grant-funded academic coach assignment, May 11
  Attended meeting with Texas A&M College of Nursing dean, May 12
- Attended the EMT Department Course Completion Ceremonies for Basic EMT, AEMT, and paramedic, May 12
- Attended the Catch the Next Ascender Program Virtual Gala, May 12
- Attended the Chair Appreciation Breakfast hosted by the VPAA, May 13
- Attended meeting with the VP for Information Services and Planning to discuss the BSN Program, May 13
- Attended debriefing session with VP candidates for the academic officer position, May 13
- Attended meeting with budget manager to discuss FY 2022 – 2023 budget updates, May 13
- Attended the National Commission Education WG Meeting, May 16
- Attended the Prep for Healthcare Apprenticeship Meeting, May 16
- Attended the Healthcare and Nursing Apprenticeship Virtual Meeting hosted by the Texas Workforce Commission (TWC), May 17
- Met with the dean for Dual Credit Programs to discuss TWC dual credit grants, May 17
- Attended the Indicators for Higher Education Equity in the US: 2022 Historical Trends Report – "Reimagining Higher Education as a Human Right" webinar hosted by the Pell Institute and PennAHEAD, May 17
- Attended meeting with US senator John Cornyn and Institutional Advancement staff, May 17
- Attended meeting to discuss VPAA candidates, May 17
- Followed up on low enrollment reports for the N12, L2, N14, and L1 minimester sessions
- Attended the Seal of Excelencia Meeting with the dean of Institutional Research and Effectiveness to discuss the recertification application, May 19
- Attended the Physical Therapist Assistant Pinning Ceremony, May 19
- Attended the OADN Diversity, Equity, and Inclusion Committee Meeting, May 20
- Attended the TWC Workforce Forum held in Austin, TX, May 22 – May 24
- Attended the Bureau of Health Workforce (BHW) Grand Rounds Series: Telehealth Webinar, May 24
- Attended the NLN Taking Aim: Beyond Diversity and Between Equity and Inclusion webinar, May 24
- Attended the STC Board Meeting, May 24
- Attended meeting with Region One staff to discuss CNA planning, May 25
- Attended the Project ECHO on Racism in Nursing – Session 7 meeting, May 25
- Held meeting with representative from MRG Health and the dean for BPST, May 26
- Attended meeting with VPAA, May 27
- Held meeting with LVN-ADN transition student, May 27
- Participated in OADN CEO interview, May 27
- Attended the 2022 National Institute for Staff and Organizational Development (NISOD) Conference held in Austin, TX, May 28 – May 31

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Faculty members attended the 2022 NISOD Conference on Teaching and Leadership Excellence held in Austin, TX. Dr. Daffodils Abraham and Ms. Beena Johnson received the NISOD Excellence Award, May 28-31

Diagnostic Imaging Department

- Faculty members attended several Blackboard Ultra Training Sessions hosted by Distance Learning in preparation for the Summer 2022 Session.
- Faculty members attended the STC May Commencement Exercises, May 7
- Faculty members and staff attended the DMS Spring 2022 Pinning Ceremony, May 13
- Faculty members and staff attended the farewell party for the DID faculty secretary, May 13
- DID Applications Committee evaluated RADT Program applications for acceptance of the new cohort
- Chair prepared final expenses for the FY 2021-2022 budget

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Participated as a member of the BASOL Full-Time Faculty Hiring Committee, May 2 and 6
- Planning session with Blackboard Data Management Team, May 2
- Redesign meeting with Psychology Dept, May 3
- Portfolio evaluation committee meeting, May 3
- Met with Blackboard Assessment Management Team, May 9
- Redesign Team Lead- CBE Faculty Fundamentals, May 10
- Adobe VR Creation Meeting with CS Faculty, May 11
- DHSI Grant Meeting, May 12
- PAACE Grant Meeting, (Continuing Ed) May 16, May 26
- Inside Track Manager Training, May 17
- Coordinated New Professional Development Tracking System, May 16-20
- Attended Region 1 Tech Conference, May 17-20
- Participated in the International Exchange Student Planning Meeting with Dr. Flores, May 19
- DHSI Planning Updates, May 19
- Inside Track Manager Mentoring, May 20
- Blackboard/Anthology Pre-contract renewal meeting, May 20
- Enrollment Team Meeting (VP Hebbard) May 24
- Met with DL Director and eLearning Manager to review Key Performance Indicator project
- Academic Coach and SSS Role Clarity Meeting (Dr. Petrosian), May 27
- Facilitated an Instructional Design team pre-semester launch meeting, May 31

DIRECTOR'S REPORT:

- Met with Blackboard Analytics admin executives to review data on faculty's activity reporting, May 2
- Participated in TDM configuration meeting, May 3 and 18
- Participated in the Banner User Groups Committee meeting, May 10
- In collaboration with IS&P, provided updates needed to the Crosslist web application, May 4
- Met with HR Employee Relationship Officers for guidance with employee performance and standards of conduct, May 6, 12, and 23
- Participated with the Pronto admin executives to review new product features, May10
- Participated at the SPOL Technical Review meeting, May 11
- Met with e-Instructional Manager to discuss Performance and Standards of Conduct at HR, May 23
- Updated Help Desk Specialist job description, May 13
- Submitted staff position request form for Instructional Designer II and Help Desk Specialist, May 16 and 25
- Met with Blackboard Data Institutional Hierarchy admin to auto-update hierarchy names using ILP, May 25
- Met with e-Instructional Manager to discuss Project List, Timeline and expectations, May 26
- Completed the Distance Learning web application portal which contains a status and approval on all course approval forms and DL certifications for divisions and departments, May 1-31

PROJECTS:

- Learning Management System (LMS)
    - Batch upload Summer 2022 courses and the faculty/student enrollments through ILP Admin, May 1-31
    - Converted pending original Summer 2022 and Fall 2022 courses to Ultra view.
    - In collaboration with IS&P, troubleshoot ILP in Blackboard Ultra with settings from Ellucian, May 1-31
    - Created 40 summer Crosslist requests in Blackboard, May 1-31
    - Updated information modules and pop-ups in Blackboard, May 1-31
    - Updated the institutional hierarchy for all Summer/Fall 2022 term, May 1-31

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
    - Numbers for the month

Blackboard Student/ Faculty Tickets:	613

Helpdesk Phone Calls from DL Staff:	41
Social Intent – Distance Learning Chat	147
After-hours Chats:	13
After-hours Calls:	211
Total	1,025

- **Trainings/ Workshops/ Professional Development**
  - Trainings:
    - Student Success Team participated in the Inside Track one-on-one Training, May 5
    - Student Success Team participated in the Inside Track Group Training, May 19
    - Student Success Team facilitated a Blackboard Presentation at the Mercedes Early College High School, May 17
    - Instructional Designer and Course Development Specialist coordinated the Ultra Gradebook Training for the Biology Department, May 21
  - Workshops:
    - Coordinated the Blackboard Grade Center (Hands-On) Workshop, May 6
    - Coordinated the Gradebook for Open Lab Sessions Workshop, May 9, 13, 16
  - Professional Development:
    - Student Success Team participated in the Transfer Advising Academy, May 6
    - Student Success Team participated in Blackboard Recording: Guide to Building Mobile Content, May 19
  - Event(s):
    - Participated in VP Academic Affairs Forum: Anahid Petrosian, May 11
    - Participated in VP Academic Affairs Forum: Joann Kyle, May 12
- **Student Success Activities:**

Type of Service	**Number of Students Visit**
• General Advising	82
• Telephone/ Text Contacts:	95
• Virtual Campus Advising Email:	171
• Radius Inquires:	166
• Student Registrations:	7
• TxDOT Registrations:	8
• Enroll Students for BB Orientation:	6
• Social Intents – DL Chat	19
• Blackboard Orientation Certificates Sent	511
• Academic Coach Sessions:	17
Total:	**1,082**

DISTANCE LEARNING MEETINGS:

- Distance Learning Student Success Team held Student SharePoint Update Meeting, May 3
- Held Distance Learning Department Technologies Team meeting, May 5, 11, and 26
- Distance Learning Student Success Team participated in Pronto Meeting, May 12
- Distance Learning Student Success Team held Creating SharePoint List Meeting, May 16

DR. REBECCA DE LEON
DEAN – DUAL CREDIT PROGRAMS & SCHOOL DISTRICT PARTNERSHIPS

DEAN'S REPORT:

- Dual Credit Programs worked the STC Spring 2022 Dual Credit Commencement Ceremonies for over 1,300 prospective graduates from partnering school districts, May 6
- Dean presented to the Educational Workforce Development Committee the AY 2022-2023 Dual Credit Programs Interlocal Agreements and Memorandum of Understanding for partnering school districts, May 10

- Project Manager conducted 26 pre-interview orientations to Prospective Dual Credit Faculty candidates
- Dean along with PREP Site Director, met with Hidalgo ISD to discuss the future partnership with PREP for the 2022-2023 Academic Year, May 18
- Interim Vice President for Academic Affairs and Dean hosted the Virtual Dual Credit Programs Taskforce Meeting with Student Affairs and Academic Affairs Representatives, May 19
- Relations Manager created and emailed the "Save the Date" for the Prepare to Become a Dual Credit Faculty Workshop to be held in September 2022 for partnering school districts.
- Dean hosted a Dual Credit Programs Leadership Retreat for Directors and Managers in which a review of Priorities and SWOT Analysis was conducted, May 23
- Dual Credit Programs hosted its final non-compliance meeting with a partnering school district as part of an action plan, May 24
- Dean coordinated and attended the South Texas College and PSJA ISD Regional Center Meeting to review and discuss the current Agreement and dual credit program offering, May 24
- Dean presented at the STC Board Meeting on the National Summer for Dual Credit Programs, May 26

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff provided Notification of Selection via the Radius to Academy Program Applicants who were selected for the 2022-2024 Cohort. A total of one hundred fifty-two (152) were accepted with the Mid Valley Campus seeing a 58% increase in accepted students.
- Staff held a meeting with Texas A&M University Irma Rangel College of Pharmacy Admissions Counselor/Faculty to discuss recruitment results, planning for future recruitment, and scheduling workshop presentations for fall 2022, May 4
- Staff completed review of applications for the Dual Enrollment Academy Programs for the new 2022-2024 cohorts. A total of one hundred seventy-four (174) applications were reviewed by the Selection Committees:

Campus	Program	Accepted	Waitlisted	Declined
Mid Valley	DEMSA-Biology	48	8	3
Mid Valley	DEEA-Engineering	37	0	0
Mid Valley	DECJA-Criminal Justice	13	0	0
Pecan	DEMSA-Biology	39	1	0
Pecan	DEEA-Engineering	13	0	0
	DEBAA-Business Administration	12	0	0
Total		**162**	**9**	**3**

- Director along with Dean for Dual Credit Programs held a meeting with Fine & Performing Arts Chairs and Division Dean to discuss a Dual Credit-Performing Arts Academy Program's Model, Staff provided draft Visual Arts Degree Plan and DEMSA schedule to assist Division with planning, May 16

- Staff conducted the following case management meetings:

Campus	Case Management Sessions
Pecan Campus	6
Mid Valley	6

- Academies Program hosted two Mandatory Student Parent Orientation/Meeting sessions for the 2022-2024 cohorts at the Pecan Campus. Staff hosted two sessions in the evening for the Dual Enrollment Medical Science Academy (DEMSA), Dual Enrollment Engineering Academy (DEEA), and the Dual Enrollment Business Administration Academy (DEBAA) Programs, which were attended by fifty-four (54) students, May 12
- Department hosted two Mandatory Student Parent Orientation/Meeting sessions for the new Academy Programs 2022-2024 cohorts at the Mid Valley Campus. Staff hosted two sessions in the evening for the Dual Enrollment Medical Science Academy (DEMSA), Dual Enrollment Engineering Academy (DEEA), and the Dual Enrollment Criminal Justice Academy (DECJA) Programs, which were attended by eight-three (83) students and their parents/guardians, May 17
- Staff attended a scheduled meeting with Weslaco ISD CTE Development Advisor, Dean for Dual Credit Programs, Director for Professional and Workforce Education to discuss Industry Based Certifications and Licenses, as it relates to Project Learning Outcomes, May 16

- Staff attended a meeting with Dean for Dual Credit Programs & School District Partnership and Hidalgo ISD Administrative Staff to discuss TexPREP Program data, Instructor Credentials & Job Descriptions, Current & Future Program Cost, Year 5 option, and Academy Programs recruitment information, May 18
- Staff held a follow up Mandatory Student Parent Orientation/Meeting for those that were not able to attend the originally scheduled meeting, May 25:
    - Pecan Campus: Thirteen (13) Students & Parent/Guardian
    - Mid Valley Campus: Seven (7) Students & Parent/Guardian
- Staff attended the Region One CTE Career Expo at the Technology Campus with approximately one hundred (100) students in attendance, May 25

DUAL CREDIT ACADEMIC PATHWAYS:

- Director along with Dual Credit Programs Dean and Project Manager met with Dean of Institutional Research and Director of Research and Analytical Services to discuss Dual Credit Success Metrics, May 16
- Director met with Research and Analytical Services Director to discuss Dual Credit Programs Reporting to improve the current processes, May 17
- Director participated in the Virtual Dual Credit Programs Taskforce Meeting, May 19
- Staff conducted Advising session with approximately 180 dual credit students, May 16-20
- Director collaborated with University Transfer Center to create a video presentation explaining transfer considerations for dual credit students. Staff will review the material for final approval and launch by May 24
- Department has scheduled 15 Summer Bridge events with partnering designated schools with approximately 1500 students to attend scheduled events. These events include team building activities, student life activities, department presentations and apply Texas sessions, May 26
- Director attended a Q&A session with TEA leadership to discuss considerations of changing ECHS Blueprint standards and ECHS metrics called Objective Base Measures (OBM's). These OBM's are the minimum expected outcomes that ECHS designated schools should comply with. This discussion may lead to corrective action efforts by ECHS schools not meeting or exceeding OBM's, May 23
- The DCAP team has been running reports to assess compliance to Policy 3232 maximum enrolled course requirements. The team has found several students that were in violation of policy requirements which was communicated with schools so that students may drop and stay within policy, May 26
- Staff conducting advising sessions with approximately 125 students, May 23-27
- The following meetings and/or sessions were held with Staff:

Meeting Type	School/ISD	DCP Team
Palmview PTECH Leadership Meeting	La Joya	Starr
PSJA Southwest Parent Presentation	PSJA	Pecan
Vanguard – 10th & 11th grade students Parents night	Vanguard	Pecan
Edinburg Economedes Parents Night presentation	Edinburg	Pecan
Economedes ECHS Pecan Campus tour	Edinburg	Pecan
Mercedes ECHS Blackboard orientation	Mercedes	Mid-Valley
Rio Prep ECHS Leadership meeting	Rio Grande	Starr
Parents Night Vanguard	Vanguard	Pecan
PSJA North Site Visit	PSJA	Pecan
La Villa registration support	La Villa	Pecan
Edinburg Collegiate 11&12 campus tour	Edinburg	Pecan
PSJA TSTEM 10th grade Orientations	PSJA	Pecan
Juarez Lincoln TSTEM Academy Leadership Meeting	La Joya	STARR
Leadership Meeting Mercedes ECHS	Mercedes	Mid-Valley

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Dual Credit Planning and Compliance Manager attended the Management Integrity Committee Meeting, May 10
- Dual Credit Planning and Compliance Manager had a discussion meeting regarding the STC and Vanguard ISD: Culinary Arts options for this upcoming Fall 2022 semester, May 13

- DC Scheduling and Compliance Assistant worked with business office to continue the process of invoicing our partnering school districts the (DECAS)Dual Credit Course Agreements and other Fees for summer 2022.
- DC Scheduling and Compliance Assistant processed faculty assignments on FLAC for summer Mini semesters D1 and N10.
- Scheduling and Compliance Staff continued working with program chairs on faculty and room assignment changes for summer 2022 and fall 2022 dual credit schedules.
- Dual Credit Scheduling and Compliance Manager met with Dual2Degree to review the Academic standing report and process, May 26.
- Dual Credit Scheduling and Compliance Manager rolled over the fall 2022 term on the Dual Credit Web System.
- Scheduling and Compliance staff processed 262 scheduling requests for summer 2022 and 415 for fall 2022. Please see the breakdown below:

Summer 2022

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections
262	**262**	**95**	**97**	**70**	**354**

Fall 2022

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections
415	**154**	**175**	**166**	**64**	**1282**

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Team met with members of Educational Technologies to discuss logistics for upcoming South Texas Leadership Academy (STLA), May 3
- OPOD Manager and Educational Technologies team, including AV Events Manager met at Mission Event Center to review logistics for upcoming Academic Affairs Convocation, May 4
- Associate Dean met with OPOD manager and Administrative Assistant to review department budget and allocation for upcoming OPOD events, May 11
- OPOD Team met with McAllen Chamber of Commerce to assess locations for possible trainings, May 24

ACADEMIES AND TRAININGS:

- OPOD assisted with the facilitation of Chair Appreciation Breakfast, May 13
- OPOD facilitated DLA Informational Session workshop, May 18

PROGRAMS IN DEVELOPMENT:

- Jaguar Academy, June 2022
- Faculty and Staff Awards, August 2022
- Academic Affairs Convocation, August 2022
- Professional Development Week, August 2022
- Adjunct & Dual Credit Professional Development Day, August 2022
- Distinguished Leadership Academy (DLA), August 2022
- College Wide Professional Development Day, September 2022

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Attended COC Meeting, May 4
- Participated in VPAA Interviews and Candidate Forums, Various Dates
- Hosted Annual End of Year BBQ for faculty and staff, May 20
- Student Activities hosted various activities:
    - Stress Free Week activities, May 3-5
    - Transfer Center hosted information table and assisted students, Various dates
- Dual Credit Pathways hosted DE Academy Student/ Parent Orientation, May 17 & 24

COMMUNITY ENGAGEMENT:

- Participated in National Day of Prayer Event, May 5
- Attended "Sabor de Weslaco" hosted by Weslaco Chamber of Commerce, May 5
- Ribbon Cutting, "Wake N' Shake LLC", May 10
- Participated in Weslaco Museum, Board of Director's Meeting, May 10
- Attended Business Expo at McAllen Convention Center, May 16
- Ribbon Cutting, Texas Farm Credit, May 26
- Breakfast with Mayor and City Manager of Weslaco event, May 27
- RGV TASO Football held meeting for local officials, May 4
- Associated Builders and Contractors – Texas Coastal Bend Chapter hosted workshop for local contractors and engineers, May 19

ENROLLMENT ACTIVITIES:

- Assisted Enrollment Services and students with registration/financial aid issues throughout the month.

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended Starr County Community Coalition meeting with goal to keep young people off of drugs & alcohol.
- Attended South Texas College commencements.
- Served on search committee for VPAA.
- Attended campus forums for VPAA candidates.
- Served as master of ceremonies for TRANCASA partnership to offer CDL certification in Starr County.
- Attended retirement event for board of trustees' member.
- Attended RGC HS graduation ceremony as stage guest.
- Attended Grulla HS graduation ceremony as stage guest.

COMMUNITY ENGAGEMENT:

- Financial Literacy Presentation, May 3
- Homeland Security Investigations Interdiction Training, May 9
- CDL Class KICK-OFF, May 10
- Advance PCEP Training, May 13
- Pass Program Event, May 18
- Texas A&M International University Campus Visit, May 19
- STC/CTE Dual Enrollment Banquet, May 20
- Customs & Border Protection Training, May 27

ENROLLMENT ACTIVITIES:

- Surveyed new assignments of Student Services staff specifically Recruiter and Outreach person.
- Discussed new assignment of Dual Enrollment staff and assigned new office.
- Coordinated two radio station remote sessions for month of July & August for recruiting purposes.
- Coordinated post card mail outs with Public Relations Department for recruiting purposes.

- Received list of county-wide high school graduates to mail postcard and flyer for recruiting purposes.
- Continued efforts through Student Success Specialist and GPS to contact students through Starfish.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Conference call with THECB staff to discuss the Off-Site Instructional Plan and course offerings outside of the service region, May 3
- Attended meeting with Director of Institutional Effectiveness, Assessment and Accreditation to discuss the prospectus for the proposed Surveying & Geospatial Technology program and task assignment, May 3rd.
- Met with the program developer for the Surveying & Geospatial Technology program to discuss the course enrollment projections in the Enrollment Management Plan and revised based on the persistence rate for the related programs, May 4
- Attended the Stop the Bleed Training scheduled for May 4
- Attended the South Texas Workforce Summit, May 5
- Attended and presented at the Education and Workforce Development Committee on the proposed Cosmetology Operator and AAS/Certificate in Surveying and Geospatial Technology. Also, presented on the AY23-24 Academic Calendar, May 10.
- Attended the VPAA Open Forums, May 10 and May 12
- Participated in discussion of VPAA candidates with the administrators for the Academic Affairs division, May 17
- Attended the South Texas Higher Education Regional Council Meeting to present on the off-site instructional plan for South Texas College, May 23
- Met with the Special Assistant to the Vice President for Academic Affairs to discuss the content for a presentation for the upcoming Texas Community College Instructional Administrators (TCCIA) conference, May 23
- Met with Dean of BPST to discuss class capacity and uniform class times exceptions; discussed plans to schedule meeting with the department chairs to provide input, May 24
- Attended meeting with Applications Development Manager to discuss Transferology and Transfer Finder and determine whether moving forward is the best option, May 26
- Attended meeting with the Instructional Deans and Starfish Administrator to clarify the roles of Guided Pathways Specialists, Academic Coaches, etc., May 27th. This information will be added to the TSI Developmental Plan to provide information on TSI compliance and who will be responsible for monitoring students.
- Viewed recordings for the Leapfrog User Conference which included "An Overview of CLSS" and "Validation Set-up; Rules, Tests, Filters and Settings" to research on 3rd party scheduling applications.
- Participated in "The Changing Credential Landscape"; a webinar that focused on micro-credentialing and navigating through the different types of credentials and how to communicate the value of these programs.
- Finalized Spring 2022 Off-Site Instruction Report and submitted to OVPAA's office for approval and submission.
- Worked on teach out plan with department chair for inactivation of AS - Computer Information Systems degree.
- Began working on the revisions to the Faculty Handbook for the curriculum and program development content.
- Completed the documentation for the Special Topics/Local Needs annual review and submission process; added it to the training documentation for the department's handbook of operations.
- Sent out the Summer/Fall 2022 OER report to chairs to review and requested submission of modifications.
- Worked on a historical report of online and hybrid course offerings percentages for a grant requested by the Director of Centers for Learning Excellence.
- Worked on an LHE report for Summer 2021 to show total LHE calculations for course offerings, at the request of the Special Assistant to the VPAA.
- Worked on setup and testing of Degree Works (DW) scribe files for courses linked (INRW 0030/ENGL 1301 and MATL/MATH) due to HB2223 for the purpose of converting sections to DW prerequisites starting Fall 2022.
- Continued converting Degree Works prerequisites for course offerings with a high volume of sections; converted 9 unique courses. Also updated sections for Spring 2023 resulting in approximately 800 sections converted.
- Assisted the Curriculum & Scheduling Coordinator with rolling the Spring 2023 schedule to prepare the schedules to be sent to the instructional Deans.

- Completed an audit of courses converted to Degree Works prerequisites to update sections that rolled from the Spring 2023 schedule.
- Assisted the Academic Operations Officer with reviewing the Summer 2022 FLAC Calendar and Pay Distribution schedule for inconsistencies.
- Reviewed the Summer 2022 Course Evaluation schedule and provided feedback to the Curriculum and Scheduling Coordinator.
- Prepared the THECB Certification Forms for the proposed Cosmetology Operator and AAS/Certificate in Surveying and Geospatial Technology in preparation for the STC Board Meeting scheduled for May 26.
- Worked on the Texas Community College Instructional Administrators (TCCIA) PowerPoint presentation on scheduling processes and contact hour calculations for the upcoming conference.
- Pulled the EMSI job projection and wage data for the occupational groups and the enrollment and graduation data for UTRGV to document for the proposed BAS - Child and Family Development, at the request of the VPAA.
- Finalized and certified the annual physical inventory for the Curriculum department.
- Tested and uploaded Concourse Syllabi data feeds for Summer 2022; completed audit of instructional policies.
- Compiled the first CV and Concourse Syllabi reports for Summer 2022; sent to the department chairs and Deans.
- Continued working on updating the Surveying & Geospatial Technology proposed budget based on feedback from the IEA/RAS department for the SACSCOC prospectus.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended the Banner User Group (BUGs) meeting to discuss the upcoming Banner patches schedule, Oracle 19c migration, and the introduction of the ERP Transformation initiative, May 10
- Attended the Concourse User Permissions workshop offered by the vendor to obtain best practices on using the system user permissions and the domain level capabilities, May 12
- Attended the Concourse User Permissions Part 2 workshop offered by the vendor to obtain best practices on the use and evaluation of user permissions for groups, May 19
- Continued working on the Degree Works Prerequisite initiative. A total of 125 courses have been converted since April 28, 2022, and 183 sections have been updated in Banner for Summer and Fall 2022.
- Processed the Spring 2023 course schedule roll in Banner. The deadline to submit 1st reviews is June 30, 2022.
- Audited the Summer and Fall 2022 schedules for instructional method/instruction mode, CBE, and percentage responsibility discrepancies.
- Worked on the 2022-2023 Faculty Handbook draft.
- Reviewed and updated job and wage projection data for proposed Associate of Applied Science in Biotechnology.
- Held a Concourse – Training for Instructors (online):

Date	No. of Participants
5/13/2022	5
5/20/2022	8

- Finalized course evaluations in SmartEvals for Spring 2022 sessions:

M3	27%
N9	25%

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with faculty to assist with JagPRIDE PLO and Core Objective data submissions, May 2-26
- Met with program chairs to revise instructor of record in JagPRIDE and sunset sections, May 2-26
- Met with the Director of Institutional Effectiveness, Assessment, and Accreditation to discuss student learning outcome data collection process, preparation for accreditation, ePortfolio, and assessment management platform solutions, May 3
- Met with HMAS program chair and faculty to update PLO Targeted Improvement Plans, Curriculum Map, and PLO Summary, May 3

- Met with the BSN program chair to provide support on the PLO Assessment Plan, Curriculum Map, and PLO Summary based on ACEN reviewer questions, May 3
- Met with the NAH Dean to update the PLO Assessment Plan in compliance with ACEN accreditation standards and recommendations from reviewers, May 3
- Met with faculty and program chairs to provide updates on the ePortfolio Taskforce and answer questions, May 3
- Met with the Director of Institutional Effectiveness, Assessment, and Accreditation to review progress on the Surveying and Geospatial PLO Assessment Plan in preparation for the SACSCOC Prospectus submission, May 3
- Met with Suitable to provide a demo and overview of ePortfolio services, May 4
- Met with Cosmetology coordinator to update proposed PLO Assessment Plan in preparation for SACSCOC Prospectus submission, May 4
- Met with division deans to discuss the development of a Learning Outcomes Committee, faculty representation, ad and overview of responsibilities, May 4
- Met with Anthology to review ePortfolio and assessment management platform options, May 4
- Met with IVPAA to discuss the development of a Learning Outcomes Committee, faculty representation, ad and overview of responsibilities, May 4
- Met with ExamSoft to explore course assessment tools to improve development, data collection, and analysis, May 5
- Met with Weave to review assessment management platform and learning outcome reporting options, May 5
- Met with the Dean of Institutional Research and Effectiveness to discuss student learning outcome data collection process, preparation for accreditation, ePortfolio, and assessment management platform solutions, May 5
- Met with Surveying and Geospatial Technology program chair to update proposed PLO Assessment Plan in preparation for SACSCOC Prospectus submission, May 6
- Met with Cosmetology coordinator to update proposed PLO Assessment Plan in preparation for SACSCOC Prospectus submission, May 6
- Participated in Vice President of Academic Affairs Open Forum for Dr. Nevill, May 9
- Met with the BSN program chair to update the PLO Assessment Plan in compliance with ACEN accreditation standards and recommendations from reviewers. Shared revised documentation to program chair, May 9
- Met with SPOL for an assessment management platform technical and reporting meeting, May 10
- Participated in Vice President of Academic Affairs Open Forum for Dr. Petrosian, May 11
- Met with Director of Career and Employer Services to provide an update on the ePortfolio Taskforce developments, May 11
- Met with SPOL to SPOL to review assessment management platform, learning outcome reporting, and dashboard options, May 11
- Met with Information Security Officer to determine which certifications would be required by potential software vendors, May 12
- Met with SPOL to discuss how the application could potentially tag aligned assignments within the LMS, May 12
- Participated in Vice President of Academic Affairs Open Forum for Dr. Kyle, May 12
- Met with IT Applications Development Manager to troubleshoot JagPRIDE issues and review pending service tickets, May 12
- Met with Suitable to review College needs and the best alignment of application services, May 13
- Met with IT Applications Development Manager to discuss JagPRIDE application and potential ePortfolio and assessment management options, May 13
- Met with Suitable to discuss service agreement details and pricing tiers, May 13
- Met with the Assistant Director of Purchasing to review procurement options for ePortfolio software, May 16
- Participated in VPAA Candidates Discussion meeting with Academic Affairs administrators, May 17
- Met with the Assistant Director of Purchasing to review sole source documentation, May 17
- Met with Suitable to receive additional clarification on Qualtix survey tools, May 18
- Met with Director of Purchasing and Purchasing Specialist to follow up on airline credit and submitted sole source justification, May 19
- Met with Information Security Officer to receive the Educause IT Questionnaire needed to proceed with the ePortfolio procurement, May 23
- Met with Suitable to receive formal quote and contract, May 24

- Met with Assistant Director of Purchasing to review which documents were pending and needed to proceed with ePortfolio procurement process, May 24
- Met with eLumen to review assessment management platform and learning outcome reporting options, May 25
- Met with Suitable to discuss the Educause IT Questionnaire and formal contract, May 27

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access OneDrive Folders. Cross-referencing WECM, ACGM, and Concourse to align Course Learning Outcomes. Audited PLO Summary dashboard to provide program chairs and faculty a quick reference guide of pending revisions and deadlines for each program. Reviewing PLO Targeted Improvement Plan submissions and following up with program chairs.
- 2021-2022 Physical Inventory – Completed a full physical inventory of all department items, updated the corresponding spreadsheet, and submitted the certification.
- Academic Affairs Comprehensive Operational Plan: In collaboration with RAS and the Biology, History, and Psychology program chairs. The online student survey was conducted and completed. The revised methodology resulted in a sample size of 324 students, up 14% from the previous combined efforts of spring 2020 and summer 2020 surveys. However, the sample size was only 8% of the eligible cohort of 3,928 students, with 66% taking the targeted course online. Improvement plans will be drafted in fall 2022 and implemented in spring 2023.
- Annual Physical Inventory: Updated department inventory records and verified the working condition of all items.
- Assessment Management Platform: Continued meeting with several vendors to find a solution to streamline the data collection process while improving reliability and validity. Pending follow-up meetings with SPOL, eLumen, and Anthology.
- Budget: Completed 2021-2023 purchases.
- Concourse Learning Outcomes Update: Meeting with Program Chairs to ensure consistency in documentation across the PLO Curriculum Maps, ACGM, WECM, Concourse, and updating documentation as needed.
- Cosmetology PLO Assessment Plan for SACSCOC Prospectus: Met with stakeholders and drafted the PLO descriptions, course alignment, expected proficiencies, PLO targets, curriculum maps, and PLO summaries for the certificate. Pending the assessment methodologies to complete the learning outcomes portion of the SACSCOC Prospectus.
- ePortfolio Taskforce: Developed a faculty survey to ensure all needs were accounted for and all current vendors were on the list of demos. Met with twelve vendors and proceeded with follow-up demos and meetings to determine which would best meet institutional needs. Participating in initial discussions to determine which vendors met the requirements before scheduling demos. Suitable met all conditions and provided student engagement and gamification elements not offered by other vendors. Met with IT, Purchasing, and the Information Security Officer to ensure Suitable was TX-RAMP certified. Completed the sole source justification, which was approved. Received three-year quote, formal contract, and completed IT questionnaire. Pending follow-up to proceed with procurement.
- Faculty Handbook – Revised and completed department summary along with program chair responsibilities.
- Handbook of Operations: Revised JagPRIDE Admin Guide, JagPRIDE FAQ, Mass Activity Inserts, pivot tables, and creating a JagPRIDE service ticket.
- JagPRIDE Spring 2022: Ran audit reports twice a day to troubleshoot any issues with data submissions or discrepancies. Collaborated with IT to resolve technical issues. Shared weekly flyers and reminders via Faculty/Staff News. Assisted faculty members with JagPRIDE data entry and navigation. Collaborated with program chairs to update instructor of record as needed and sunsetting sections that did not make. Sent program chairs and deans updates on faculty pending completed data entry.
- Learning Outcomes Committee: Drafted general committee overview including, membership representation with two faculty members from each meta-major, Bachelor Programs, and the College-Wide Curriculum Committee, timeline, and scope of responsibilities.
- Surveying & Geospatial Technology PLO Assessment Plan for SACSCOC Prospectus: Met with stakeholders and drafted the PLO descriptions, course alignment, assessment methodologies, expected proficiencies, PLO targets, curriculum maps, and PLO summaries for the CT1 and AAS. The documentation was shared with the Director of Institutional Effectiveness Assessment and Accreditation, completing the learning outcomes portion of the SACSCOC Prospectus.

Reports:

- JagPRIDE Master Audit Report - Developed report by combining elements from several Argos reports to verify courses that did not make, instructors of record, sections, and sessions. Used to cross reference data submission reports. Discrepancies were reported to IT.
- Spring 2022 JagPRIDE Data Submission
    - Core Objectives Data Submission: 98% completion (220 out of 224 faculty complete with 588 unduplicated sections)
    - PLO Data Submission: 99% completion (442 out of 445 faculty complete with 1,079 unduplicated sections).
    - An overview of the data submissions by division was shared with the IVPAA and deans.

GRANT & PROJECTS:

- Collaborating with campuses, program chairs, faculty, and campus schedulers to schedule summer and fall 2022 courses in the ALCs.
- Collaborating with OPOD to schedule ALCs for department meetings and trainings. Requests approved in the PD system.
- Collaborating with departments and campus schedulers to schedule summer and fall 2022 events in the ALCs.
- Completed silver tag inventory for assigned financial management ALC and laptop items.
- Reassigned financial management of laptops to Advising and OPOD. Items were purchased to support sustained grant initiatives.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Mailed Sponsorship request booklet packets to previous sponsors and to new potential sponsors. Created and signed advertisement agreements with Texas Border Business and Mega Doctor News. We also received in-kind donation from SOCIALIFE for magazine ads. Started processing ANWTS cash donations.
    - Cash Donations: $3,300
    - In-Kind Donations: 25,000
    - Pledges: $3,500
- **Recruitment-** Send out acceptance letters and started meeting with students to sign acceptance agreements. Continued reviewing new applications.
- **Administrative –** Placed an order of Polo shirts for the incoming class of Valley Scholars, Cohort 26. Signed agreement to continue Adopt-a-Highway partnership for volunteering opportunities. Submitted requests for Summer funding. Distributed graduation regalia and collected Alumni forms.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa.
- **Meetings** – Held the PTK general meeting on Thursday, May 26th at 4:30pm via Teams. Had weekly meetings with PTK officers on Sundays at 3:00pm.
- **Administrative-** Updated PTK system to move graduated students from active into alumni list. Submitted final travel reports for PTK. Sent reminders regarding final opportunity to accept Spring membership. Sent reminders for purchasing of graduation regalia. Recruited another officer to the officer team. Began reviewing themes for the Honors-in-Action project.

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program in the Fall.
- **Administrative** – Sent reminders regarding final opportunity to accept Spring membership. Sent reminders for purchasing of graduation regalia. Recruited another officer to the officer team. Began reviewing themes for the Honors-in-Action project.

SHANNON PERALES

STARFISH ADMINISTRATOR

MEETINGS:

- Inside Track Role Clarity Committee, Survey Analysis Data, May 3
- DHSI Quarterly Meeting, Review Year 2 Progress, May 9
- Starfish-Dual Credit Summer Schedule Meeting, May 9
- Inside Track Role Clarity Project Wrap-Up, May 17
- Seal of Excelencia Team Meeting, May 18
- DHSI Evaluation Meeting with External Evaluator, May 19
- Role Clarity Discussion, May 27

PROJECTS:

- Starfish Summer Attendance and Progress Survey creation, definitions, and scheduling. Reporting data and analysis from Spring 2022 pass rates, intake survey, and flag clearing.
- Development of Role Clarity Chart for evaluation and development in usage for Academic Affairs identification of role specific duties.
- Monthly reporting data from Guided Pathways Specialists

Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	573
Flags Addressed:	
To-Do's:	
Referrals: (Tutoring)	
Kudo's: (Paws up Jaguar)	
Notes:	353
Total Number:	**926**
Advising/GPS Activities:	
Type of Service:	**Number of students:**
Advising-Degree Audits:	628
Course Substitutions:	46
Email/Phone:	3276
Financial Aid Addendums:	66
Graduation-Degree Audits:	49
Registration:	580
Schedule Changes/Cancellations:	108
Total Number:	4753

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

PROJECTS – BOOKLETS, EVENTS, HIGHLIGHTS, PRESENTATIONS AND REPORTS:

- Began coordinating design, content, and photo sessions for the 2021-2022 South Texas College Faculty Spotlight
- Began designing PowerPoint presentation for 2022 Academic Affairs Convocation
- Continued to assist with coordination of Academic Affairs events
    - "A Night with the Stars" Gala

        - Finalized Sponsorship Request booklet and cover letter for first round of distribution (to renewals)
        - Began coordinating PowerPoint presentation for Board Meeting
        - Began process of documenting donations and sending "thank you" letters
        - Drafted, finalized, and distributed notification letters to honorees selected
    - STC Workforce Summit
        - Assisted with final revisions to PowerPoint presentation
        - Coordinated with ET for all video and audio needs for event
        - Reviewed and provided edits to PR for workforce program booklets
        - Followed up with Deans regarding campus tours registrations
- Coordinated distribution of medallions for retirees who did not attend Ceremony
- Coordinated presentations for EWDC Meeting
- Coordinated progress update submissions from STC/UTRGV Collaborative Workgroups
- Coordinated review and final approvals for all IE Plans within Academic Affairs
- Drafted, finalized, and distributed notification emails to Distinguished Teaching and Learning Award recipients
- Finalized Monthly Activity Report for Division of Academic Affairs
- Reviewed and edited 2022 NSDCP Conference PPT presentation for STC Board Meeting
- Submitted Off-Campus Instructional Plan to Texas Higher Education Regional Council portal

SUPERVISED GRAPHIC DESIGN WORK: CONTENT AND/OR UPDATES

- 2022 Academic Affairs Convocation booklet
- 2022 TCCIA PowerPoint art
- 2022-2023 Faculty Handbook cover design
- "A Night with the Stars" event designs
    - Sponsorship Request booklet
    - "Thank You" Stationery Art
    - PowerPoint Cover Slide design
    - SociaLife Magazine ad
- Began working on 2021-2022 Faculty Spotlight
- Continued working on STLA event designs
- Dual Credit Research Subcommittee Annual Report 2022 cover design
- STC and H-E-B Project PowerPoint designs
    - H-E-B Partners' Foundations of Tech Writing
    - H-E-B Partners' Retail Math

MEETINGS:

- Final Logistics Meeting for Workforce Summit, May 2
- Meeting via Teams with ET to discuss poll options for Summit, May 2
- Run through meeting with ET for Workforce Summit, May 3
- Met with PR to set up for Workforce Summit, May 4
- Assist with Workforce Summit, May 5
- Attended VPAA Candidate Forums, May 9, 11, 12
- Attended EWDC Meeting, May 10

Information Services, Planning, Performance and Strategic Initiatives

OFFICE OF THE VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES

TO: DR. RICARDO J. SOLIS, PRESIDENT

FROM: DR. DAVID C. PLUMMER, VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)

DATE: JUNE 1, 2022

SUBJECT: ACTIVITY REPORT FOR MAY 1, 2022 THROUGH MAY 31, 2022

DR. DAVID C. PLUMMER, VICE PRESIDENT
OFFICE OF ISPP&SI

Event / Project / Task	Description	Completed Tasks	Next Steps
Youth Camps Summer 2022	Summer Camps offered by STC Faculty and Staff on multiple campuses and online.	9 Camps at Capacity	• Student/Parent Reminders • PR Directional Signs • T-Shirt Distribution • Student Registration Count (weekly from CE)
Border Patrol Training Agreement	Border Patrol Trainings at RCPSE for driving course, driving simulator, and classroom space.	BP Training Ongoing at RCPSE	• Wrap-Up Meeting Scheduled 6/9/2022 • Final BP Training Day 6/10/2022
Navy Law Enforcement	Sharing Law Enforcement AAS with Navy Law Enforcement Officers and advise of escrow credit options	Visit to Lackland Air Force Base, San Antonio on 5/1/2022	
Bus Lease Agreement	Need for school busses and city busses available for STC to teach bus driving courses.	Agreement with Vanguard to lease a school bus.	Working on an agreement with City of McAllen to lease a city bus. Awaiting approval by FTA review.
Spring 2022 Commencement Ceremonies		Attended all commencement ceremonies held at Bert Ogden Arena the May 13th & 14th	

MEETINGS

- Board Meetings
- Board Committee Meetings
- Cabinet Meetings
- ISPPSI Leadership Team
- Presidential Administrative Staff (PAS)
- Planning and Development Council (PDC)
- National Small Business Week
- Advisory Summit: Emerging Technology to Boost Student Persistence
- COC

- Workforce Summit
- Meet with CEO's from hospitals
- HEB & STC Project
- RGVTA Executive Committee
- VPAA Interviews and Forums
- DHSI Quarterly Meeting
- TxDOT Safety and Health Degree Pathways
- Catch the Next Spring Gala Meetings
- Mi Casita Affordable Housing Project
- BSN
- Police Memorial Ceremony
- STC/UTRGV Joint Admissions Meetings
- Senator Cornyn Office Institutional Advancement Meetings
- Board Member Dr. Fred Farias, Texas Higher Education Foundation
- STC and Lopez Foundation
- MEDC Monthly Board of Directors Meeting
- BSides Rio Grande Valley
- STC & PSJA ISD Meeting

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Applications Development Team continues to work on the Banner 9 upgrade project which consists of enhancing the self-service module, as well as an upgrade to the Oracle database. The Financial Manager's Handbook acknowledgement pages are pending final approval before being published. However, the work on the student financial obligation pages continued and Cashiers will test processes before going live. Additional apps will continue to be converted through the rest of the 2022 year. Several of the databases have been upgraded to Oracle 19c and are now residing in the new environment. The Team will continue to upgrade the new Oracle 19c environment throughout the summer and expects to complete the project by early August.

JAGNET

The Jagnet Content Committee Meeting was rescheduled to the week of July 6th due to other project priorities. The Team plans to showcase the new baseline improvements that have been completed in the SSB environment and how to navigate to the new links and icons.

DEGREE WORKS

The Applications Development Team reached out to the Student Affairs and University Relations functional teams to discuss the need of partnering with another HE institution to kickoff this project which allows automated student transfers between institutions. After some consideration, the Project Team decided to put the project on hold. The Project Team decided to re-evaluate the project in the Fall and reach out to our HE partners, TAMUK and UTRGV (University of Texas Rio Grande Valley), to determine if there is new momentum to move forward with the project. At this time, TAMUK is using a different software solution for transferring students which is called Transferology and this software is not a good fit for STC (South Texas College) students. The main emphasis with UTRGV continues to be on automatic enrollments for students from STC to UTRGV.

OFFICE 365 MIGRATION

The MS Office Project Team is implementing a password reset utility within Office 365 to make it easier for students, faculty, and staff to change their password, unlock their account, and secure their account with multifactor authentication using their existing STC credentials. The Go-Live project is scheduled for June 8th.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT (Information Technology) Team continues monitoring the health and performance of the data replication from Pecan to both locations Starr County and TJC (Tyler Junior College); no issues have been encountered. Additionally, The Team continues to configure and test the VMware Site Recovery Manager (SRM) and vSphere Replication solutions. These solutions are being evaluated to automate and streamline the Banner server replication to TJC and allow to swap traffic between sites to make TJC an active site for business continuity and disaster recovery.

The new gas generator which powers the Data Center in building M was installed and it is now functional. The generator performed as expected by keeping the Data Center running during a recent power outage on May 16th when it ran for a couple of hours before power was restored.

VIRTUALIZATION PHASE II

The second phase of the virtualization project allows students to use virtual software applications from any computer in the district. The virtual applications are now available on the pre-selected Open Lab computers and are ready for students to use. Open Lab's staff are promoting the software virtualization option to students using the labs. The IT Team will monitor usage during the summer classes.

The Engineering Department continues to use the instructional virtual environment with no issues. The IT Team reached out to the Engineering Department to discuss summer classes readiness. The Engineering Department requested to include ChemDraw on the list of virtual apps to pilot this summer. The Team will work on this app and will monitor the usage over the summer.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY – NO UPDATE

MFA: TWO-FACTOR AUTHENICATION

- Finalizing some follow-up from the two audits conducted by Carr Riggs & Ingram (CRI).
- Working with Sterling to get a Scope-of-Work for a pen-test. Currently they provided a assessment to gather more information about IPs and applications. Renewing DUO license and increasing license numbers to accommodate students for accesses specialty software from home using VDI. Those students will need MFA to connect from home into South Texas College network.
- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Currently enrollment for new employees is being processed manually, we contiune to work with IT to automate this process. We have identifed other application/serivices were risk can be reduced with multi-factor authentication.

GOVERNANCE

- Getting ready to launch the Cyber Security Awareness training.
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- Completed our annual Risk Assessments for both IT and InfoSec and was reviewed and approved by Dr. Plummer. A copy of the signed Risk Assessment was sent to Risk Management.
- Performed a health check to our vulnerability scanning solution with vendor.
- Completed our End-Point-Protection project of moving services to the cloud with McAfee support. Next month practical training will occur for IT and InfoSec staff.

COMPLIANCE

- Worked on the security plans that get submitted in June 2022.
- Assisted Business Officer with the ACH compliance questionnaire.
- Performed two Table Top Exercises with key folks.
- Additionally, we coordinated with Human Resources management to consolidate all of the required employee training for ease of compliance reporting and helped with cost of the training.
- The bill does not require us to report completion of cybersecurity awareness training at this time, but the plan is to maintain records of cybersecurity in case reporting requirements change cybersecurity.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement.
- Received scanning results from PCI and is currently reviewing report to determine if any changes are needed.

INFORMATION SECURITY PROGRAM METRICS

- McAfee Professional Services to configure CASB, Cloud Access Security Broker, to monitor all activities in our cloud products and enforce security policies.
- We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.
- We will be leveraging an enterprise security log solution for analytics-driven security and advanced threat detection.
- A standard success plan is being coordinated with IT Risk & Security to expand our current use case.

DATA LOSS PREVENTION

- McAfee MVISION DLP on the CASB environment is 100% configured. In the future we plan cutting over from Office 365 to McAfee.
- Configuration policies that will help us automated and reduce the manual tasks involved in management have been applied.
- We have been monitoring logs to identify any false positives with the DLP technology.
  DLP is key component of our security it must be configured with industries best practices

DR. FERNANDO CHAPA, DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

SACSCOC

- AA Childcare Program Packet Reviewed
- Cosmetology Operator Prospectus
- Letter for Closure of Off-Campus Site Donna ECHS
- Deactivation of program AS in Computer Information Systems

MEETINGS / TRAININGS

- IRESP Administrators Meeting
- Meeting with Dr. Plummer
- RGV Articulation Agreement Discussion
- Strategic Planning Meeting
- STC Course Offering and Logistics at PSJA Dr. Daniel King College & Univ. Center
- VP for Academic Affairs Forums
- Budget Committee – FY 2022-2023
- Dual Credit Success Metrics Meeting

PROJECTS

- COP - Status Report
- Review the Recommendations for the Office of the President's IE Plan
- Seal of Excelencia
- Continuing Education Program Review
- Data Management & Integrity Committee
- Dual Sites Addresses Review

MISCELLANEOUS

- IRE May's Weekly Reports to ISPP&SI
- IRE April's Monthly Report to ISPP&SI
- Compilation of IRE-IEA-RAS Weekly Reports
- Annual Inventory Verified

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for IE Plan Development (2021-2023) or 2019-2021 IE Plan Report Completion
- 2021-2023
  - Rubric templates report
  - Submission Track Status
- 2019-2021
  - Submission Track Status
- Comprehensive Operational Plan (COP)
  - Final Excel Master Report
  - AY 2020-2021Status Report
  - Completion of AY 2020-2021 Update
- Cabinet Level IE Plan Integration
- SACSCOC Ongoing Activities
  - Notification for deactivation of program
  - Substantive change for the faculty handbook
  - Support throughout the process of establishing the STC foundation
  - Presentation to the Substantive Change Committee
- Indirect Support to Departments/Divisions for IE Plan Development (2021-2023) or 2019-2021 IE Plan Report Completion
- IE Reports Data Support

MEETINGS / TRAININGS

- Weekly Meeting with IE Analyst
- QEP Follow-Up
- IE Analyst Research and Self Training
- Data Management & Integrity (DMI) Committee Meeting
- Strategic Planning/IE Plan Objectives
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning
- IEA Staff Weekly Meeting
- DLA Informational Session
- Meeting with Dr. Plummer (VP-ISPPSI)
- Data Literacy Academy and Workshops

FACTBOOKS AND DATA PORTAL

- Data Portal Update
- Fact Book Update

DATA REQUESTS AND SACSCOC

- QEP Assessment Data Support
- Substantive Change Support
- Strategic Planning/KPI Data Support
- Ad Hoc Discussions with RAS and/or STC Constituent(s)
- Ad-Hoc Data Request
- Data Requests

MISCELLANEOUS

- IEA May's Weekly Reports to ISPP&SI
- IEA April's Monthly Report to ISPP&SI
- Annual Inventory Verified

SERKAN CELTEK, DIRECTOR RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Data for 2022 Seal of Excelencia Recertification Application
- Summer and Fall 2022 Enrollment, Credit Hours, and Contact Hours
- Summer 2022 Campus Enrollment Report

SURVEYS

- ADN Simulation Survey for Spring 2022
- COP #3 Survey
- Dual Credit Faculty Survey
- HEDS graduate Survey 2022 Administration
- Library Services Survey for Spring 2022
- Starfish Student Intake Survey Spring 2022
- Tech Campus Facilities Planning Survey
- Workforce Summit Evaluation Survey

QUALITATIVE STUDIES

- CDC/CCAMPIS Grant Focus Group

DATA REQUESTS

- American Association of Colleges and Universities Grant Data: Enrollment Demographics
- BSN Student Profile Data
- Checked Out Laptop Group vs General Pop Pass Rate & GPA Spring 2022
- Dual Credit students in non-S sections report - high school and course summary
- Dual Indicators Fall 2021 and Fall 2020 Matriculation and persistence rates
- Fall 2021 Student Demographics
- Fall 2022 New Student - Pecan, Mid-Valley, Starr County Campus
- HEERF Hotspot Student Academic Performance Comparisons
- iGrad registrations of FTIC students report (for DHSI grant)

- PCT graduates into LVN and ADN success and retention rates Fall 2021-Spring 2022
- Perkins Students' Participating in Hotspot and Smartphone Program Academic Performance Comparisons
- Starfish GPS notes report Spring 2022
- Tech. Campus Emended Tutoring Participants' Success Measures Fall 2021
- Texas State Library Archives Commission Grant Data: Spring Academic Performance

MEETINGS

- Council of Chairs Meeting
- Data Academy Meeting
- Data Management & Integrity Committee Meeting
- Differentiated Advisement and FTIC Information (QEP) Meeting
- Discussion on Census Data Meeting
- IRESP Weekly Meeting
- Plática: Crafting your Goals to 2025 Meeting
- RAS Team Meeting
- Review of Dual Credit Reports Meeting
- Review of Dual Credit Success Metrics Meeting
- Seal of Excelencia Group Meetings
- Seal of Excelencia Recertification Team Meeting
- South Texas College Workforce Summit Meeting
- Texas Pathways Institute #5 Team Meeting

OTHER RESEARCH/SUPPORT

- Adult learners Fall 2017 - Fall 2019 Course Modality
- Census Info for new programs
- Data Academy training modules
- Developmental Education presentation for PDC
- Evaluation plan support for The Project ACCESS
- Excel macros for two dual credit reports
- Fall 2019, 2021, 2022 Traditional Enrollment Progress Chart
- Fall 2022 enrollment projections
- IPEDS HR survey data 2017-18 and 2018-19
- RAS paragraph edits (IRB info) for faculty handbook
- Review of Persistence data for DHSI grant Year 2
- Seal of Excelencia Recertification data updates
- SP1833 Analyst hiring committee, interviews, reference checks
- Spring Summer Fall 2022 student type verification file sent to Admissions and Records
- Summer 2021 v 2022 credit hours and contact hours syntax updated and tested

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Coordinated development of alternative Pecan Campus Library renovation plan.
- Revised staffing plan request.
- Coordinated development of alternative Pecan Campus Library renovation plan.
- Completed review and submitted comments on 90% Pecan Campus Library Renovation construction drawings.
- Coordinated possible receipt of donation of artwork and books by the Library Art Gallery.
- Visited Higher Education Center at Pharr to assess requirements for providing learning support services at that location.
- Visited Regional Center for Public Safety Excellence for operational assessment.
- Visited Bert Ogden Arena to do an AV setup walk-through with Director of Educational Technologies in preparation of commencement ceremonies.
- Coordinated review of 90% Pecan Campus Library Renovation construction drawings.

MEETING HIGHLIGHTS

- Participated in meeting with Facilities Planning & Construction (FPC) and VP of Finance & Administration to discuss Pecan Campus Library renovation plan.
- Participated in meeting with CIO to discuss LLSS IT projects.

- Participated in Texas Council of Academic Libraries Committee meeting.
- Participated in meeting to discuss plans for College-Wide Professional and Organizational Development Day.
- Participated in Texas Council of Academic Libraries Executive Board meeting.
- Participated in Budget Committee meeting.
- Participated in meeting with ERO architects and FPC department staff to discuss 90% Pecan Campus Library Renovation and Expansion project drawings.
- Met to discuss possible Congressional Art Competition exhibit in the Library Art Gallery.
- Convened meeting of colleagues to discuss student support requirements and options to support proposed Cosmetology program.
- Participated in meeting of colleagues to discuss student support requirements and options to support proposed survey and geospatial program.
- Participated in Coordinated Operations Council meeting.
- Participated in meeting with ERO architects and FPC department staff to discuss cost estimates for Pecan Campus Library Renovation and Expansion project.
- Participated in meeting to review and revise quote request for electronic resource management solution.
- Participated in Texas Library Association committee meeting.

TRAINING HIGHLIGHTS

- Participated in Region One ESC Technology Conference

LISA B. WALTERS ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- TSLAC Grant
- Hotspot Devices
- Records Retention
- Laptop Equipment – HEERF Grant
- Pecan Campus Library Renovation & Expansion

MEETING HIGHLIGHTS

- Attended TSLCA Grant Meeting
- Attended Grant Training Meeting
- Attended Fire Marshal Visit Meeting
- Attended Renovation Revision Meetings
- Attended Del Mar College Discussion Meeting
- Attended Associate Dean of Library Bi-Weekly Meeting
- Attended Discovery Request Meeting
- Attended Lawsuit Responses Meeting
- Attended Interview Committee Meeting
- Attended Niche Academy Setup Meeting
- Attended 4.5 Hour & Operating Hours Meeting
- Attended Equipment Circulation Update Meeting
- Attended Team Building Activity Meeting
- Attended NAH Accreditation Meeting
- Attended Librarian II weekly Meeting
- Attended Librarian III Weekly Meeting
- Attended Beliefs Meeting

LIBRARY DATA:

Monthly Statistics

- Library Website Visits # 5,524
- Discovery Search Visits # 3,009
- Active Community Users # 180
- Visitors # 15,029
- Reference/Research: 15

- Non-Reference/Research: __25___
- Library Art Gallery Events # __2__
  - Attendance: In person __27__
- Library Events # ___5___
  - Attendance: In person __461__

Events and Library Art Gallery Highlights

"STC Drawing Students"		
STC Drawing I Students	**Location: Pecan Campus Library**	**May 2, 2022 – May 12, 2022**

STC Drawing 1 Students Final Exam. 60 artworks

"Time and a Half"		
Jason Valdez, MFA (STC Alum) + Community Artists	**Location: Technology Campus Library**	**February 16, 2022 – August 5, 2022**

"Time and a Half," features artwork by Jason Valdez, an STC graduate and now a professor at Victoria College. His work bridges the conversation of visual art with vocational careers and reflects Valdez's upbringing in a family of mechanics and welders in the Rio Grande Valley. The exhibition also features a call for automotive-themed artwork. https://library.southtexascollege.edu/time-and-a-half/

"Who's the Bandit?"		
Josue Ramirez, BA (Cont. Ed Student)	**Location: Mid-Valley Campus Library**	**March 2, 2022 – August 5, 2022**

Ramirez, is originally from Ciudad Mante, Tamaulipas, Mexico, and grew up in the Rio Grande Valley. In this exhibit, he uses found objects to create an installation that engages the conversation of housing advocacy. Rawmirez received his B.A. in Mexican American Studies from the University of Texas at Austin. Rawmirez is currently continuing his education by taking courses with the STC Art Department. https://library.southtexascollege.edu/josue-rawmirez/

PROJECT HIGHLIGHTS

Weed Collection	**Progress:** 98%	**End Date:** Spring 2022
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase IV – Auction all discarded Items	Phase I – 100% Phase II – 99% Phase III – 90%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		

Web Checkout	**Progress:**	**End Date:** October 2022
Phase I – Open Labs inventory Phase II – Library inventory Phase III – CLE Inventory Phase IV – Library Art Gallery inventory	Phase I – 100% Phase II – 70% Phase III – 5% Phase IV – 0%	
Configure and deploy a cloud-based inventory management system. Open Labs is now using WebCheckout for furniture items and plans and initial steps have been taken to prepare the Open Labs computer equipment and Library inventory data imports.		

Library Faculty Portal	**Progress:** 85%	**End Date:** June 2022
Create a Power App that allows faculty to request library support for a wide range of services through a single portal and a corresponding Power App for staff to manage faculty requests. The team is currently building 6 modules and working to set up email notifications for each set of stakeholders.		

Annual Reporting (ACRL, iPEDS, STC)	**Progress:**	**End Date:** September 2022

Phase I – Assign sections of survey to teams Phase II – Compile and review data Phase III – Write the annual report (STC Annual) Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V – Complete the ACRL web survey (February date) Phase VI – Complete the iPEDS web survey (February date)	Phase I – 100% Phase II – 100% Phase III – 95% Phase IV – 25% Phase V – 100% Phase VI – 100%	
There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY21 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, Open Labs staff, and Administration. Sections have been assigned to subgroups of the ACRL survey. When the ACRL survey is complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY21 STC report will be completed after all the data is collected.		

ACTIVITY HIGHLIGHT

- Furniture Re-Upholstery Project – Ongoing
- Desktracker reports/edits – Ongoing
- Library Survey Results – Ongoing
- TSLAC (equipment student satisfaction survey) – Ongoing
- History 1301 and 1302 Book Collection Project – Ongoing
- Building Leak Report - Complete
- American Association of Museums
- Organizational Leadership Library Instruction Session
- Librarian II-Academic Outreach Position Interviews Scheduled
- Art Gallery Associate FT Temp Position Interviews Scheduled
- Fire Marshal Inspection Visit
- Mission Veteran High School Mid Valley Campus Tour
- American Association of Museums Conference Attendance
- Pecan Campus Administrator Assistant Search Committee Participation
- Nursing & Allied Health Campus HEERF & TSLAC Hotspot Checkout Data Compilation
- Desktracker reports/edits – Ongoing
- Collection Inventory – Complete
- LibAnswer Tickets – Ongoing
- Furniture Photo Updates – Ongoing
- Re-scheduling May 20th training – Ongoing
- 4.5 Hour Schedules Implementation – Ongoing
- Finals Fuel Event
- MVC – 2 days – 175 attendees
- NAH – 2 days – 80 attendees
- Pecan – 2 days – 175 attendees
- Starr – 2 days – 77 attendees
- Tech – 1 day – 15 attendees
- LAG Destress Crafts Event
- Technology Campus 360 Video in Progress
- Hotspot Project/Laptop/Smartphones (Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- Weeding General Collection Project – Ongoing
- Collection Development - Ongoing
- Records Retention Project - Ongoing
- Library Renovation – Ongoing
- OER Math Grant Project – Ongoing
- HEERF Laptops Project – Ongoing
- Personnel Activity Report (OER Project)
- Personnel Activity Report (Smartphones direct wage) - Ongoing
- Smartphones circulation/check-ins – Ongoing
- Work from Home Time and Effort Reports –Ongoing
- Work from Home Schedule Weekly – Ongoing
- BAT Laptops cataloging/circulation – Ongoing
- HEERF Laptops circulation/check-ins – Ongoing
- Finals Week Event Planning – Ongoing

- May 20th Team Planning – Ongoing
- Engineering MOU – ongoing
- LinkedIn Learning April Challenge: Protect Our Planet
- Starr County Campus Roma High School Fast Track Students Tour

MEETING HIGHLIGHTS

- Staff members participated in Fall Art Exhibit Meeting
- Staff members participated in Tidbit Newsletter Meeting
- Staff member participated in Search Committee Meeting
- Staff members participated in Campus Librarian Meeting
- Staff members participated in Librarian II Weekly Meeting
- Staff members participated in Librarian III Weekly Meeting
- Staff members participated in Art Department Grant Meeting
- Staff members participated in Mid Valley Coordination Meeting
- Staff members participated in Library Instruction Virtual Meeting
- Staff members participated in Nursing & Allied Health Weekly Meeting
- Staff members participated in Open Educational Resources Grant Project Meeting
- Staff members participated in ACRL Framework Workshop Preparation Meeting
- Staff member participated in Bachelor of Applied Science in Organizational Learnership Meeting
- Staff members participated in Open Educational Resources Grant Project Meeting
- Staff member participated in Office of Professional & Organizational Development Meeting
- Staff members participated in Planning & Construction Meeting
- Staff members participated in Fire Marshall Visit Meeting
- Staff members participated in APA Workshop Series Meeting
- Staff members participated in Budget/Honorarium Meeting
- Staff member participated in Institutional Equity Meeting
- Staff members participated in Tidbit Meeting
- Staff members participated in Teams Meeting
- Staff members participated in Mid Valley Weekly Staff Meeting
- Staff members participated in May 20 Teams Training Meeting
- Staff member participated in Kirk Clark Retrospective Exhibit Meeting
- Staff member participated in Associate Dean of Library Services Meeting
- Staff members participated in Mid Valley Study Rooms Site Visit Meeting
- Staff members participated in Intersession & Operational Hours Meetings
- Staff member participated in Campus Administrator Search Committee Meeting
- Staff members participated in Niche Academy Meeting
- Staff member participated in Potential Exhibit Meeting
- Staff member participated in Case Preparation Meeting
- Staff members participated in Budget/Honorarium Meeting
- Staff members participated in 4 ½ day Work Week Meeting
- Staff members participated in Re-upholstery Meeting
- Staff members participated in Direct Wage Staff Meeting
- Staff members participated in Beliefs Meeting
- Staff members participated in Campus Librarian Meeting
- Staff members participated in Reflection Activity Meeting
- Staff members participated in Librarian I Weekly Meeting
- Staff members participated in Librarian II Weekly Meeting
- Staff members participated in Librarian III Weekly Meeting
- Staff members participated in Stress Relieve for Finals Meeting
- Staff members participated in Library Technician Search Committee
- Staff member participated in Student Advisory Committee Meeting
- Staff members participated in Mid Valley Advisory Committee Meeting
- Staff members participated in Mid Valley Reading Committee Meeting
- Staff members participated in Instruction Team Group Project Meeting
- Staff member participated in Art Department Grant Development Meeting
- Staff members participated in Library Instruction Presentation Preparation Meeting

TRAINING HIGHLIGHTS

- Staff member attended Unit 3 of Texas Association of Museums – Statewide Virtual Programs Workshop.
- Staff member attended SharePoint Training
- Staff member attended virtual conference: Seguimos Creando Enlaces Library Conference – Hosted by CaLL (California Libraries Learn)
- Staff member attended Unit 3 of Texas Association of Museums – Statewide Virtual Programs Workshop.
- Staff member attended & completed LinkedIn Learning training – Social Media for Working Professionals
- Staff member attended virtual training with STC's Dr. Flores – APA workshop
- Staff member attended virtual webinar: When to Go Hybrid
- Staff member attended Device Application Training
- Staff members attended in-person ROPES Training
- Staff member attended MS 365 Training
- Staff member began Unit 1 of Texas Association of Museums – Statewide Virtual Programs Workshop.
- Staff member attended STC virtual training: DocuSign Requests for Overtime and Straight Time
- Staff member attended the virtual webinar: TLA Talks – Censorship in Academia
- Staff member attended Title IX Training - Title IX Appellate Decision Maker
- Staff member attended virtual webinar: Managing Up

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 5/02/2022: ET Project Update Meeting
- 5/03/2022: South Texas Leadership Academy for Staff Brainstorming, Council of Chairs
- 5/04/2022: COC Meeting, TCEA Teacher Appreciation Week Session: Pernille Ripp
- 5/05/2022: ET Director One-on-One, Emerging Issues
- 5/06/2022: STC Graduation Ceremonies
- 5/07/2022: STC Graduation Ceremonies
- 5/09/2022: ET Project Update Meeting, VP Forum
- 5/10/2022: Review of Pecan Campus Library 90% Construction Drawings Meeting, ET Emergency Leadership Meeting
- 5/11/2022: VP Forum, Collaboration Meeting
- 5/12/2022: Possible Exhibit and Display of Congressional Art Competition Works, Planning Meeting, VP Forum
- 5/13/2022: Install Team Meeting, Spring 2022 Graduation Debrief, Graduation Appreciation Luncheon
- 5/16/2022: ET Project Update Meeting
- 5/17/2022: Technology Conference
- 5/18/2022: Technology Conference
- 5/19/2022: Technology Conference
- 5/23/2022: ET Project Update Meeting
- 5/24/2022: Monthly Department Team Meeting
- 5/25/2022: Follow Up Meeting Install
- 5/26/2022: ET/IT Meeting

MONTHLY SPECIAL EVENTS COMPARISON

2021	
Jan	33
Feb	35
Mar	62
Apr	76
May	89
Jun	113
Jul	73
Aug	92
Sept	81
Oct	105
Nov	120
Dec.	85
Total:	964

2022	
Jan	16
Feb	85
Mar	77
Apr	111
May	119
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	408

Total Man Hours

2021	
Jan	100
Feb	89
Mar	227.25
Apr	371
May	391.75
Jun	170.25
Jul	151
Aug	230
Sept	251
Oct	292.25
Nov	236
Dec	546.5
Total:	3056

2022	
Jan	67.75
Feb	149.25
Mar	312
Apr	293.75
May	753.75
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	1576.5

Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	38	1	0	0	0
Data Projector	33	0	3	0	8
Projector/ Laptop	0	4	0	0	0
Computer	36	15	2	0	4
Microphone (Hand Held)	30	8	3	0	12
Microphone (Lapel)	11	0	0	0	1

RF Remote	21	3	0	0	3
PA System	3	1	0	0	6
TV/ Display	16	2	0	0	8
Screen	0	0	2	0	0
Portable Table	1	2	0	0	6
Keyboard/ Mouse	0	0	0	0	0
Mic Stands	0	4	0	0	4
Table Top Mic Stands	0	4	0	0	0
Document Camera	0	0	0	0	0
iPad	9	2	0	0	0
Mixer	0	2	0	0	5
Webcam	0	0	0	0	7
MAC Adaptor	0	1	0	0	0
Video Camera	0	1	1	0	0
Direct Box	6	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	11	0	1	0	12
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	3	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	18	1	0	0	1
Polycom Phone	0	0	0	0	0
Stooges (switcher)	4	0	0	0	0
LANC Controller	0	1	1	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	12	0	0	0	0
Interactive Display	2	2	0	0	0
PTZ Joystick	12	0	0	0	0
Gooseneck Mic	9	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***275***	***54***	***13***	***0***	***77***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held the weekly Pecan Renovation Planning meetings with the Pecan Logistics Manager and Open Labs Analyst.
- The Director met with Librarian III - Systems & Apps to discuss MS365 Power Users.
- The Director met with the Pecan Logistics Manager and a Pecan Lab Supervisor to discuss MS365 Power Users.
- The Director held the weekly Open Labs Marketing Team meetings.
- The Director attended a meeting with the Fabman representative, Open Labs Specialists, and Pecan Logistics Manager.
- The Director held one-on-one meetings with the Logistics Managers.
- The Director traveled to the Nursing and Allied Health Campus to discuss operations.
- The Director attended one-on-one meetings with the Dean of Library & Learning Support Services to provide updates on the Learning Commons & Open Labs.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to discuss the preliminary review of 90% drawings for the Pecan Library Renovation.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services for the CLE, Library, and Open Labs review of the 90% drawings for the Pecan Library Renovation.
- The Director met with the Open Labs Analyst to conduct a walkthrough of the storage and table grommets for the F-130 lab.
- The Director attended a meeting with Facilities Operations & Maintenance, IT, Library, & Open Labs to review the Pecan Campus Library 90% drawings.
- The Director held the weekly Makerspace meetings with the Pecan Logistics Manager and Open Lab Specialists.
- The Director attended a meeting with Educational Technologies, Library, & Open Labs to review the Pecan Campus Library 90% construction drawings.
- The Director held the weekly Direct Reports meetings with the Logistics Managers, Open Labs Analyst, and Administrative Assistant.
- The Director held the monthly Learning Commons & Open Labs Leadership Team meeting.
- The Director attended the Pecan Renovation and Expansion flip page review.
- The Director met with the Dean of Library & Learning Support Services to discuss computer use.
- The Director held a meeting with the Open Labs Analyst to discuss the SSD project.
- The Director held a meeting with the Logistics Managers regarding the Annual Inventory reporting.
- The Director met with the Graphics & Multimedia Specialist to discuss the Makerspace layout.
- The Director met with the Pecan Logistics Manager to discuss the Annual Steward Inventory.
- The Director met with the Logistics Managers to discuss the Library & Learning Support Services Annual Survey Comment Review.
- The Director met with the Dean of Library & Learning Support Services regarding the Summer 2022 Hours of Operation.
- The Director met with the Logistics Manager and Open Labs Analyst regarding the LabStats reporting for the Nursing and Allied Health Campus.
- The Director met with the Logistics Managers for the Annual Silver Tag confirmation.
- The Director met with the Logistics Manager and Administrative Assistant to review the Summer 2022 Hours of Operation.
- The Director completed the Annual Physical Inventory verification for the Learning Commons & Open Labs.
- The Director met with the Dean of Library & Learning Support Services to review the Makerspace.
- The Director met with the Logistics Managers to review the Starr Hiring Proposal.
- The Director met with the Graphics and Multimedia Specialist and Pecan Logistics Manager to discuss to Makerspace design.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs' computer replacement cycle is underway.
- The Learning Commons & Open Labs assisted with the Fast Track Registration Event at the Nursing & Allied Health Campus.
- The Learning Commons & Open Labs modified staff schedules to follow the 4-and-a-Half-Day Work Schedule.
- The Learning Commons & Open Labs reviewed the inventory procedures.
- The Learning Commons & Open Labs completed the annual silver and purple tag inventory.
- JagPrint credits have been allocated to students for the Summer sessions.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – MAY 2022 ATTENDANCE STATISTICS: 2,368

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
La Joya Higher Education Center	6	5	
Mid-Valley Campus	2,148	485	
Nursing and Allied Health Campus	1,628	541	
Pecan Campus	2,018	944	6

Pharr Regional Center for Public Safety Excellence	100	27	
Starr County Campus	321	137	
Technology Campus	728	359	
Campus Totals:	**6,949**	**2,498**	**6**

OPEN LABS PRESENTATION, 3D PRINTING, AND RESERVATION STATISTICS:

Campus	Number of Presentations	Number of 3D Print Requests
Nursing and Allied Health Campus	2	
Technology Campus		4
Total:	**2**	**4**

JagPrint - Printing Report
May 1, 2022 to May 31, 2022

Totals

Type	Users	Jobs	Pages
Printing	2660	14563	22944
Web Printing	841	5271	24353
Total	3501	19834	47297

	Prints by Campus			Mobile Prints by Campus			Print Totals		
Campus	Users	Jobs	Pages	Users	Jobs	Pages	Users	Jobs	Pages
La Joya	0	0	0	0	0	0	0	0	0
Mid -Valley	323	1543	11106	92	382	1763	415	1925	12869
NAH	504	3410	29383	501	3755	15158	1005	7165	44541
Pecan	677	3088	23197	192	851	5717	869	3939	28914
RCPSE	21	98	775	0	0	0	21	98	775
Starr	94	452	3674	43	207	1396	137	659	5070
Tech	200	701	2999	17	80	319	217	781	3318

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **May 2022**

- Tutoring Sessions:
  - In-Person: 408
  - Online: 354
  - In-Class: 17
- Assignment Review:
- Supplemental Instruction: 157
- Visitors: 10,314
- Workshops: 2
- Workshop Attendance: 133
- Independent Study: 311
- Starfish Flags addressed: 5
- CLE Information Requests: 12

PROJECT HIGHLIGHTS

NSF Grant Year 3 **Progress: 60%** **End Date: December 2022**

CLE is currently supporting the NSF students by providing tutoring and a variety of academic support. For Summer semester, we will be split funding several tutors to offer support to the grant. Discuss staffing for Fall 2022 semester and faculty has been contacted.

CLE Marketing Spring 2022	**Progress: 100%**	**End Date: May 2022**
CLE coordinators met to discuss marketing initiatives for Spring 2022. They have developed a social media strategy and launched campus visits to develop content. The CLE distributed the CLE SWAY to Counseling, Academic Advising, and other departments to increase awareness of the wide array of services. CLE has uploaded CLE tour video on social media and created a new Tutor Success Story for the website. Promotion for joint Student Success Workshop Series via flyers, social media, and email. Tutor Spotlight videos and tours of the CLE are being developed and posted regularly. The CLE has marketed second round of Student Success Workshops. The CLE will be participating in Career Fair for recruitment. Finals Countdown flyers have been distributed. Game Night Flyer will be posted on STC calendar and flyers will be distributed across campus. Emails have been sent out to recruit new CLE staff. CLE staff presenting at department meeting for recruitment of new staff. Social media ads have also been posted for upcoming events. CLE participated in Spring Expo 2022. CLE participated in IT Career Expo. CLE has completed Finals Countdown and distributed flyers for the May the 4th Game Night event. CLE coordinators will meet to discuss marketing initiatives for Summer 2022.		
Tutor Training for FY2021-2022	**Progress: 93%**	**End Date: August 2022**
Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. Coordinators met to discuss Fall 2022 and Spring 2023 Tutor Training Days and have solidified dates. Coordinators met to develop Fall 2022 trainings for their respective campuses.		

IE PLAN PROJECTS HIGHLIGHTS

IE Plan Objective 1: Increase Access to CTE Learning Support Services

Repository for NAH Student Support resources at Academic Coach page **IE Plan Objective 1**	**COP (2020-21) 2**	**Progress: 62%** **End Date: June 2022**
APA resources have been developed, videos have begun to be created and writing team met with academic coaches to review the Libguides platform. Video creation and posting schedule continues. Added additional workshops to resources. Met with Pecan Specialist for video editing techniques and quality control. Reviewing Dosage Calculation content for video uploads. Revamping PowerPoints and using editing software to prepare material. Videos have been reviewed and assigned to staff. OTA is working on content specific videos as well. Dosage Cal series frame and disclaimer have been completed. May be incorporating skills videos. Series for Dosage Cal is complete. Team is compiling videos that assisted them through the ADN program.		

IE Plan Objective 2: Expand Online Learning Support Services

Year 2 DHSI Grant Participation **IE Plan Objectives: 2**	**COP (2021-22) 3**	**Progress: 72%** **End Date: August 2022**
Add additional virtual tutoring support for MATH 1442, CHEM 1412, and BIOL2401. Hiring of additional online tutors for year 2 has begun. Planning meeting was held for carry over funding spending plan. Participated in Year 2 Evaluation Kick off meeting. Promotional materials for Dual Credit students currently being vetted through PR. Met with Public Relations Department and discussed marketing materials. Vendors are currently being assembling the toolkits. The magnet materials have been delivered and will be disseminated through Dual Credit Programs and High School counselors. Video production draft has been received. Feedback has been sent back to video production team. Magnet materials have been handed out to dual credit programs for dissemination. Reference Cards have been delivered and will be distributed in the Fall 2022 semester to students who received tutoring. Toolkits have been received by the CLE. Hiring of fourth tutor is in process. Data report from Spring 2022 has been received.		
Development of CLE Online Trainings **IE Plan Objectives: 2**	**COP (2020-21) 3**	**Progress: 5%** **End Date: May 2023**
Learning Support Manager and Online Specialist met to review ACTLA standards for certification. Certification would complement the standardization of online tutor trainings. Online Specialist will develop trainings based on certification requirements. Meetings with fellow colleges that are certified will be scheduled.		

IE Objective 3: Refine Embedded Tutoring and Supplemental Instruction

Quantitative Assessment of Embedded Tutoring **IE Plan Objectives: 3**	**COP (N/A)**	**Progress: 100%** **End Date: September 2022**
Pilot an assessment of the correlation between participation in ET and course performance. Developed and trained staff on Excel spreadsheet for tracking Embedded Tutoring attendance and participation. The embedded tutoring sessions are occurring and being recorded. Reports for Fall 2021 and Spring 2022 are complete.		
Assess Student Satisfaction of Embedded Tutoring & SI **IE Plan Objectives: 3**	**COP (N/A)**	**Progress: 100%** **End Date: May 2022**

Distribute and assess student satisfaction for Embedded Tutoring and Supplemental Instruction through a qualitative survey for Spring 2022. Coordinator and manager have sent course list to RAS analyst to finalize distribution of survey. Met with RAS analyst. Surveys have been sent out to students via email. CLE staff has promoted surveys in order to gain a greater response from students in all courses. Survey have been completed

IE Objective 4: Increase Faculty Confidence and Collaboration

Implement Faculty Assisted Training for SLAs		**Progress: 73%**
IE Plan Objective 4	**COP (2021-22) 7**	**End Date: August 2022**

Plans to collaborate with faculty to develop trainings for Student Learning Assistants on various topics. Coordinator of College Success has volunteered to conduct trainings for the CLE. Second Logic Model was held. Data analysis has been conducted on most tutored subjects and meeting was held. Coordinators will assess which courses they would like their tutors to sit in class to expand their skill set and collaborate with faculty during Summer 2022. Chemistry series would be developed and launched in Summer 2022 to expand tutor skill set. Met with SLAs from Starr and Pecan to discuss development of series. All Chemistry topics have been finalized and series is being developed. Schedules have been distributed. SLAs met to discuss topics.

EVENTS HIGHLIGHTS

CLE Game Night **Event Dates: May 4, 2022**

The Centers for Learning Excellence held a game night at Pecan campus. About 40 students and staff were in attendance! The event encouraged students to enjoy a night of fun while familiarizing themselves with the learning center and our services. The event also built great rapport with the students on campus.

TxNCLCAConference **Event Dates: May 25-26, 2022**

CLE supervisors and staff attended the Texas National College Learning Center Association conference where the theme was Virtual Beginnings. Sessions focused on concepts such as: "Leading the Pack to Becoming Pack Leaders," "Fostering Faculty Partnerships in Your Learning Center," "Collaborate and Innovate to Support Students Now and in the Future," "Beginning Academic Coaching Conversations Campus Wide," and more.

Architectural Engineering & Desing Technologies Career Expo **Event Dates: May 31, 2022**

CLE participated in the Spring 2022 Architectural Engineering & Design Technologies Career Expo. At the event the CLE led workshops for AEDT students and promoted the career opportunities that are currently available at our learning centers.

Finals Countdown **Event Dates: April 25-May 12, 2022**

The Centers for Learning Excellence is currently hosting Finals Countdown event from April 25th to May 12th. Students are encouraged to stop by the CLE, study, and receive tutoring. The event provides study snacks for students as they prepare for their upcoming finals.

MEETING HIGHLIGHTS

- Met with OTA Chair for Readmission Measures
- Met with ADN Academic Coach ATI additions
- Met with Open Lab Supervisor to discuss coverage
- Summer Chem 1411 topics meeting
- Role Clarity Project - survey update meeting
- LLSS Support for Cosmetology Program
- Creative Community College Collaborators monthly meeting
- STC Monthly Check-in
- PCN Library Renovation: Review of 90% Drawings
- Hiring Procedures Training
- Employee Goals Check Ins
- CRLA Training Planning Meeting
- Upswing Troubleshooting Meeting
- Met with MVC Open Lab Supervisor
- Upswing Monthly Meeting
- Development of APA Training Meeting
- Academic Coaching Meeting
- SI Meeting
- Review of Building Rapport Presentation
- Forums with the Finalists for Vice President for Academic Affairs
- Perkins application planning meeting - TCH
- Perkins application planning meeting - Library Services
- DHSI Quarterly meeting
- RAS Search committee interviews (2)
- Met with Open Lab Supervisor
- Employee Goals Meeting
- Admin Lite Testing
- Shark Tank Meeting
- Smart Evaluations Overview
- SI Room Reservations and Blackboard Meeting
- SI Guidelines & Schedule Meeting
- Fall and Spring Tutor Training Days Meeting
- Online Tutor Training Meeting
- Fall TTD PCN Brainstorm session
- Met with ADN instructor to discuss Remediation
- Met with ADN Advisor about ADN Bootcamp
- Search committee post-interview meeting
- Pecan Library Renovation meeting
- DHSI Role Clarity Project meeting
- DHSI evaluation meeting
- C4 Virtual Tutor Conference Planning meeting
- Embedded Tutoring Data Collection Meeting with LS Manager
- Student Service Data Meeting
- SI Marketing Meeting

- RAS Data Meeting
- Marketing SI Meeting
- Fall 2022 TTD
- Embedded Data Meeting
- Presentation of CLE Services to IDEA School Regional Team
- LLSS Mid Valley Coordination Meeting
- PT Staff 1 on 1 Meetings
- Shark Tank Team Check-Ins
- Chemistry 1411 tutor recap meeting
- Met with Open Lab Supervisor
- Hiring Committee Preliminary meeting
- Met with PTA Chair and tutor about Remediation
- Met with OTA Chair and tutor about Remediation Binder
- Met with RT tutor about Remediation
- Met with ADN faculty about Remediation and incoming cohort
- LES summer project meeting
- President's Administrative Staff (PAS) Meeting
- SI Scheduling Meeting
- Hiring Committee Meeting
- Data Insights on CLE Social Media
- ACTLA Tutor Trainings Meeting
- Monthly Upswing Meeting
- Game Night Planning Meeting
- Upswing Troubleshooting Meeting
- Mentorship Meeting
- SLA Interview
- MVC All-Staff Meeting
- Met with Student Activities Coordinator

TRAINING HIGHLIGHTS

- Building Instructional Immediacy in the Online Classroom
- Perkins Talking Session: Definitions of Special Populations
- Stop the Bleed Training
- Staff Scheduling Training
- SI Schedules Training
- NISOD Training: Developing New, Better, and More Loves
- Staff Scheduling Training
- Hiring Protocols Training
- Pooling resources=Serving Students=Financial Savings!
- The Ultimate Partnerships
- Fostering Faculty Partnerships in Your Learning Center
- The Pandemic Made Me Do It: Transitioning to Online Services
- Supporting Students with ADHD in the New Normal
- Active Listening and Paraphrasing to Build Positive Reinforcement
- SWOT Training

EVENT HIGHLIGHT

- Spring 2022 Career Expo
- May the 4th CLE Game Night
- Shark Tank: OTA Community Projects
- ADN Bootcamp
- Time Management and LSI Workshops
- Attended National Association for Career & Technical Education Information Conference
- AA VP Candidate Forum #1
- AA VP Candidate Forum #2
- AA VP Candidate Forum #3
- PTA Pinning
- Records Retention Work Session

- Career Expo
- NCLCA Affiliate Meeting, Installation of Officers
- Architectural Engineering & Design Technologies Career Expo
- FYC Student Orientation Meeting for Summer
- MVC First Year Connection Tabling
- First Year Connection Presentations

PROJECT COMPLETION HIGHLIGHTS

- CLE Marketing Summer and Fall 2022
- Assess Student Satisfaction of Embedded Tutoring & SI
- Virtual CLE Quality Assurance
- CLE Wage Proposal Submitted for FY 22-23
- Upswing Platform Consolidation completed
- Live Chat Launch completed
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grand Participation
- NSF Grant Participation Year 1
- CLE Marketing Spring 2021
- Complete Hire of Perkins CTE Specialist
- Complete Hire of Online Specialist
- CLE Spring 2021 Marketing
- Cabinet Report/Strategic Plan Implementation
- Faculty Focus Group Completed
- Auxiliary Space at Starr Completed
- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors
- Develop Faculty Outreach -COP 20-21
- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- CLE Marketing Summer 2021
- TSIA Preparation Resources
- Update Focus Group Protocols for Embedded Tutoring
- Assess Student Satisfaction of Embedded Tutoring & SI
- Assess support needs of RCPSE and MVC for CTE student support
- TSI Resource Marketing
- CLE Marketing Fall 2021
- NSF Grant Year 2
- Floor Plan Redesign: Mid Valley Campus

ISAAC GARZA, PROJECT MANAGER

Project Role: Project Manager/Grant Manager
Project Name: Micro Grant: Fall 2021 to Spring 2022
Scope: 1. Expend Grant Funds to pay for 120 IBC Exams for STC Students.
2. 100 STC Students Obtain an IBC in a High Demand Occupation.
Status Summary: STC Board formally accepted the grant award on 8/24/2021
Milestone(s): On Target to Meet Grant Goals, and expend all funds.
Grant Fund Status:

# of Exams Paid with Grant Funds	# of Exams Passed	Passing Rate
Grant Target 120	Grant Target: 100	No Passing Rate Goal in Grant
STC Paid So Far: 322	STC Certified So Far: 214	67.45%: STC Passing Rate
** Goal Met**	*Goal Met*	*No Grant Passing Rate Requirement*

Grant Funds Spent	% of Funds Spent	Grant Funds Remaining to be Spent	Total Grant Funds Budgeted	% of Grant Funds to be Spent
$20,434.80	68.11%	$9,565.20	$29,855.60	99.51%

Project Role: Project Manager/Facilitator
Project Name: IT & CS: Web Redesign
Scope: Redesign the IT & CS Home Page to improve the student user experience
Status Summary: Final Development of Beta
Have started the process to update web page video(s)
Next Steps: Final Mock Up Approval before publishing in the Summer.
Updating of Web Page Video's

Project Role: Project Resource
Project Name: DHSI Grant
Scope: Serve as a project related resource to the DHSI Grant Administrator, as needed
Status Summary: Annual Report has been submitted to DOE
Grant Goal Work (Year 2) Continues
Next Steps: Complete Quarterly DOE Reports
Continue with Year 2 Improvements

CARLA M. RODRIGUEZ, PROJECT COORDINATOR
DEVELOPING HISPANIC-SERVING INSTITUTIONS (DHSI) GRANT

Project Name	**South Texas College DHSI Project**
Project Role	Project Coordinator
Grant Period of Performance	October 1, 2020 – September 30, 2025
Report Period	May 2, 2022 – May 31, 2022
Grant Goals	1. Provide students with accessible pathways that promote persistence, educational attainment, academic achievement, personal, and professional growth. 2. Provide accessible and inclusive educational opportunities that enable seamless transfer to advanced degrees or align with emerging workforce needs. 3. Increase accessibility to an expanded use of technology-based resources. 4. Increase students' ability to effectively manage debt and stay on a path leading to program completion and employment.
Grant Strategies to Achieve Goals	1. Academic Coaching 2. Online Tutoring 3. Starfish Intervention 4. Financial Literacy
Grant Project Activities	Project activities vary but focus on the integration of a uniform and streamlined academic coaching model; expanding online tutoring services to include additional subjects and course levels; providing Starfish training to faculty, staff and students and developing a workable intervention plan; providing an online money management tool to Hispanic First Time in College students that provides courses and tools related to money management, financial aid instruction, credit/debit practices, budgeting, and savings/investing.

Year 2 Grant Expenditures to Date

The table below lists the Year 2 Grant Expenditures to Date. Expense totals include Personnel, Fringe Benefits, Supplies and Contractual Costs.

Total Grant Funds October 1, 2021 – September 30, 2022 (Year 2 + Year 1 Carryover)	Grant Funds Expended to Date	Percentage Expensed
$894,273.89	**$437,610.87**	**48.9%**

Summary Status

Academic Coaching:

- Attended InsideTrack/STC Partnership meeting on May 6.
  - InsideTrack will send a no-cost change order for signature to confirm the decision to have two participants joining Network FCT by adjusting the number of onsite trainings from 4 to 3.
  - InsideTrack is considering an onsite visit in October that would include a Reinforcement training with the Academic Coaches. STC to work on the logistics and solidify dates and content.
  - Quality Report received from InsideTrack on April 29 and will be reviewed with Dr. Esmaeili, Dalina, and DHSI Project Coordinator.
  - Distance Learning Academic Coach Elba Coronado is ready to apply for Coach Certification. She will receive instructions soon and is likely to complete the process by the end of June.
  - InsideTrack reported that 111 responses have been received from the survey that was sent out on April 26 to Academic Coaches, Advisors, Student Success Specialists, and Guided Pathway Specialists. Survey results will support the Role Clarity project and will defining roles and ownership amongst these positions at different points in the student experience.
- Met with InsideTrack and the Academic Coaching team on May 11 to review and discuss the Quality Report. This report highlights the progress made from September 2021 to April 2022. Nine (9) participants have been through the observation process, which started in November 2021. Initially, the average score was at 6.0, which is high for beginners. Scores have increased to an average of 7.5, which is already above the 7.0 threshold to be eligible to apply for certification. One participant, Ms. Elba Coronado, has applied for certification for June 2022. Everyone else, including 2 new additional participants, are on track to apply for certification in November 2022.
- Attended final Role Clarity Project Meeting on May 17. Reviewed the final report and discussed the observations and recommendations made by InsideTrack in an effort to identify the next steps in the project.
- Attended InsideTrack/STC partnership meeting on May 19.
  - Foundational Coach Training (FCT) and Reinforcement Training: Network FCT manuals are in the process of being sent out.
  - Quality Coach Certification: remain on track to have all coaches certified by October.
  - Staffing update: Tina Long will be leaving InsideTrack on May 20. The new Learning and Development lead will be announced soon.

Online Tutoring:

- Received BarCharts Reference Cards on May 12. Center for Learning Excellence (CLE) AA provided the original Key Receiving Form (KRF) for our files.
- Centers for Learning Excellence (CLE) Administrative Assistant received and accounted for the Online Tutoring toolkit boxes delivered on May 16. Key receiving form (KRF) was provided to DHSI administration for record keeping.

Starfish:

- Starfish AA received and accounted for the office supplies ordered and provided the KRF to DHSI administration for record keeping on May 16.

Financial Literacy:

- Met with Financial Literacy Project Owner and iGrad consultants on May 18 to review iGrad contract. STC would like to amend the contract to include faculty, staff and traditional students in addition to the targeted First Time in College (FTIC) students.
  - iGrad reviewed the pricing for the three-year agreement and emphasized that the next invoice will be available before the July 14 renewal date.
  - With regards to amending the contract to open iGrad to faculty, staff and traditional students, iGrad indicated that this was possible and would be accessible to up to 30,000 people. Pricing will remain the same.

	○ Project Coordinator asked the iGrad team about embedding the survey questions onto the platform to increase survey responses. A Call to Action button to complete the survey would appear after completion of the two modules students are required to take. iGrad will provide an invoice for this $500 added feature. • Project Owner provided DHSI Project Coordinator and External Evaluator the data of FTICs who have registered with iGrad to date. • Project Owner met with DHSI Project Coordinator and External Evaluator on May 27 and provided the results of the Financial Literacy Satisfaction Survey. **DHSI Administration**: • Met with RDMC compliance officer Myra Ochoa on May 2 to review the Grant Activity and Budget sections of the APR in preparation for a meeting with DOE Program Officer Dr. Robin Dabney. • Met with InsideTrack's Colleen Arrey on May 3 to follow up on the Role Clarity Survey Data. To date, there is a sufficient number of responses to the survey (over 300), so there was no need to send a reminder message. • Met with DOE Program Officer Dr. Robin Dabney on May 4 to review the Grant Activity and Budget sections of the APR. As requested by Dr. Dabney, notes were applied to her PDF using verbatim language from the grant narrative to describe the Objective and Performance Measures. Additionally, in the budget section, Dr. Dabney requested input as to why the budget transfers were necessary, which relates back to grant submission when an insufficient amount of funds was allocated toward Benefits for the number of positions under the grant. All budget transfers however were under the 10% rule as allowed under the Uniform Administrative Requirements for Federal Awards, CRF 200.308. • Facilitated second Quarterly Meeting with Project Owners and External Evaluator on May 9. Each Project Owner provided an update on their component's progress with regards to meeting grant objectives and completing project activities for year 2. The external evaluator reminded the project owners that he needs to receive their data as soon as possible in order to complete both formative and summative evaluations as required under the DHSI grant project. • Reviewed the DHSI Financial Report for the month of April and sent message with Financial Manager (FM) approval to Grants Accounting office. • Attended Seal of Excelencia Meeting on May 17. This meeting was facilitated by Dr. Fernando Chapa and the purpose was to review, discuss and follow up on the recertification application. • Received and signed a Change to Order form from InsideTrack on May 18. With this form, both parties acknowledge that one onsite visit will be repurposed to accommodate two additional coaches in the Network Foundational Coach Training (FCT), beginning June 6, 2022. This change will come at no additional cost. • Facilitated meeting with DHSI Project Owners and External Evaluator on May 19. The External Evaluator met with each Project Owner and reviewed the status of their year 2 activities. He also provided a list of data necessary to complete the summative evaluation for year 2. • Met with External Evaluator on May 23 to discuss the timeline/checklist that will be provided to Project Owners for the submission of reports necessary for summative evaluations. • Met with Financial Literacy Project Owner and Office of Strategic Initiatives Project Manager on May 24 to review and discuss Year 2 mapping. • Provided the projected budget for FY23 to Grants Accounting on May 25. • The following requisitions were submitted in May 2022: ○ R0121319 – Gateway Printing & Office Supplies – office supplies for Starfish Admin. ○ R0121799 – CDW Government – computer supplies for DHSI Administration ○ R0121803 – Dell Marketing – computer supplies for DHSI Administration ○ R0121810 – CDW Government – sit-stand desk for Starfish Administrator ○ R0121881 – iGrad Inc – custom content; call to action link to facilitate survey • Disbursements were made to pay the following invoices: ○ SHI Government – Adobe Creative Cloud Licenses ($981.45) ○ Verizon – HotSpots ($2,429.35) ○ Gateway Printing – Office Supplies ($68.57)
Next Steps	• Attend InsideTrack/STC partnership meeting on June 2. • Attend President's Administrative Staff (PAS) Meeting on June 3. • Attend STC/iGrad monthly meeting on June 14. • Attend Role Clarity Follow-up Meeting on June 15. Meeting to decide on the next steps moving forward with the work completed from InsideTrack's Role Clarity Project.

	• Attend InsideTrack/STC partnership meeting on June 16. • Hold a quarterly meeting in July with Project Owners which will include a review of programmatic and fiscal activity, including a discussion about the Formative and Summative Evaluation processes. • Continue to lead, manage, and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy.