August
2022

SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

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:	SEPTEMBER 27, 2022
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2022 THROUGH AUGUST 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
- South Texas College Administrative Staff meeting
- South Texas College Education Workforce Committee meeting
- Student Affairs and Enrollment Management Directors meeting
- Debrief meeting on the South Texas College Promise Program Dallas visit
- Meeting with Chief Schultz, McAllen Fire Department
- Meeting with Dara and Maggie Hinojosa of the University of Texas Rio Grande Valley on Higher Education
- Meeting with the President of Texas A&M University – Kingsville, Dr. Robert H. Vela Jr.
- Texas A&M University and South Texas College Memorandum of Understanding
- Workday Discovery Session – Executive Assessment
- Prosperity Task Force conference at the Edinburg Conference Center at Renaissance

ATTENDED

- The first GED Graduation Ceremony for South Texas College graduates
- Bank of America grant meeting with Amanda Sotelo
- Recertification Interview: South Texas College and Excelencia
- South Texas College Resource Spotlight: Learn Your Way South Texas College, Get Your $800
- McAllen Border Patrol Muster meeting
- South Texas College and Texas Workforce Commission Internship meeting
- Enrollment Services Updates
- Surprise send-off for Frank Perez
- Border Patrol Leadership Training discussion
- Texas A&M Construction Undergrad Committee McAllen visit
- Border Patrol Resume Training and Interview skills
- PNC Bank Table for students
- South Texas College Student Services Planning with Texas Workforce Solutions Vocational Rehabilitation
- Basic Needs for Postsecondary Students Program
- Basic Needs Grant Planning Meeting
- Construction Trades Luncheon
- Basic Needs Grant Timeline, Absolute Priority Areas and Evidence Based Systemic Approach
- Strategy for Mexico Enrollment
- Discussion of South Texas College Promise Announcement with Rosangela Mancillas
- Ruben Villanueva Fall visit
- Farewell Retirement Celebration for Lynn Golden
- Hidalgo County Prosperity Task Force meeting

ENROLLMENT SERVICES AND REGISTRAR

- **_28308_** students are registered for Fall 2022 semester, which began on August 22, 2022, after OAR processed the required documents and cleared them to register.
- Opened the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses for extended hours on Saturdays, 10:00 am – 2:00 pm, to assist students with admissions and registration, prior to the start of the Fall 2022 semester.
- Assisted students by responding to **_1491_** chat sessions during August 2022.
- 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.
- 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, Enrollment Appeals, enrollment data request discussion, GED graduation ceremony, TACRAO Summer Meeting wrap-up, and Workday discovery session.
- 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.

- Graduation Analysts certified most August 2022 graduates, including **_108__** Bachelor Degrees, **_342_** Associate Degrees and **_166_** Certificates.
- Specialists downloaded, reviewed and verified **_4260_** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during August 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 **_64_** international students enrolled for Fall 2022 semester.
- Processed **_210__** course substitutions and exceptions in DegreeWorks during August 2022.
- Processed grade changes for **_114__** students during August 2022.
- Processed reinstatement requests for **_18_** students during August 2022.
- Processed schedule changes (drop requests) for **_1924_** students, prior to the deadline to withdraw from Summer II minimester on August 5, 2022.
- Processed **_3517__** high school and **__926__** college/university transcripts during August 2022.
- Evaluated **_615_** transcripts from other colleges and universities during August 2022.
- Received requests via USPS mail, Jagnet and National Student Clearinghouse, processed and distributed **_4288__** STC transcripts during August 2022.
- Scanned and indexed **_3183_** documents submitted by students during August 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.

STUDENT ENGAGEMENT AND COMPLETION SERVICES

IMPORTANT HIGHLIGHTS

- Department staff held **27** events and served **1,067** students during the month of August
- As of August 31, 2022, **73** students have been awarded through the Texas Reskilling Support Fund Grant period for Summer 2022 and **47** students have been awarded for Fall 2022
- Department received **35** program inquiries for the month of August with a total of **27** enrolled for the Fall 2022 semester from partnering Public Safety & Military Agencies.
- Department continues to work with the Office of Public Relations & Marketing to finalize recruitment deliverables for Spring 2023 enrollment targeting adult learners and students with some college hours, no credential.
- Department has finalized enrollment communication campaigns for Spring 2023 that will be utilized in October 2022 to target adult learners and students with some college hours, no credential.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center					
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	**74**			**ACT**	**614**
Mid- Valley	**50**	**152**	**142 (93%show)**	**TSI EXAM**	**518**
Starr Campus	**124**	**110**	**106 (96% show)**	**TSI EXAM**	**329**
Pecan Plaza	**57**	**19**	**16 (84% show)**	**GED/ PEARSON**	**526**
Pecan Plaza		**712**	**618 (87% show)**	**TSI EXAM/ includes TSI Online**	**2,289**
Pecan Plaza		**17**	**17 (100% show)**	**TCOLE/ Proctored Exams**	**173**
Pecan Plaza		**151**	**124 (82%show)**	**HESI**	**1,079**
Mid-Valley		**48**	**46 (96% show)**	**HESI**	**515**
Starr		**13**	**13 (100% show)**	**HESI**	**119**
TOTAL:	**305**	**1,222**	**1082 (89% show)**		**6,162 – All Campuses YTD**

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (08/01/2022 – 08/31/2022)		**Year To Date (09/01/2021 - 08/31/2022)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	127	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	453
Developmental Ed (945+ & 0-4 Essay	86	Developmental Ed (945+ & 0-4 Essay	348
ELAR Diagnostic Level 6 & Essay < 5	1	ELAR Diagnostic Level 6	1
ELAR Diagnostic Level 5 & Essay < 5	19	ELAR Diagnostic Level 5	68
ELAR Diagnostic Level 4	201	ELAR Diagnostic Level 4	749
ELAR Diagnostic Level 3	172	ELAR Diagnostic Level 3	547
ELAR Diagnostic Level 2	67	ELAR Diagnostic Level 2	257
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**673**	**Total**	**2423**
Mathematics College and Career Readiness			
Monthly (08/01/2022 – 08/31/2022)		**Year To Date (09/01/2021 - 08/31/2022)**	
College Ready (950+ or 910+ & 6+ Diag)	96	**College Ready (950+ or 910+ & 6+ Diag)**	383
Mathematics Diagnostic Level 5	28	Mathematics Diagnostic Level 5	161
Mathematics Diagnostic Level 4	233	Mathematics Diagnostic Level 4	975
Mathematics Diagnostic Level 3	148	Mathematics Diagnostic Level 3	537
Mathematics Diagnostic Level 2	131	Mathematics Diagnostic Level 2	396
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**636**	**Total**	**2452**
Data retrieved from College Board Accuplacer			
Date: 09/01/2022			

SNAPSHOTS

Student Engagement & Completion Services staff held an in-person recruitment session for the U.S. Navy at the Lackland Air Force Base in San Antonio, TX

Student Engagement & Completion Services staff assisted with the first in-person STC GED Graduation Ceremony which was held at the Pecan Campus

COMMUNITY OUTREACH & RECRUITMENT

Event	Agency	Date	Total Served
Law Enforcement Recruitment Presentation	U.S. Navy	08/09/2022	16
Law Enforcement Recruitment Presentation	Border Patrol	08/10/2022	13
Law Enforcement Recruitment Presentation	Border Patrol	08/11/2022	14
STC GED Graduation Ceremony	STC Continuing Ed. Dept.	08/17/2022	21
Law Enforcement Recruitment Presentation	Border Patrol	08/31/2022	4
		Total	**68**

Agency	Total Inquiries Received This Month	YTD Inquiries As of 03/01/22	YTD Students Enrolled As of 03/01/22
Basic Peace Officer	2	12	3
Criminal Investigator	1	1	0
Fire Science	2	2	1
TxDOT	0	30	18
U.S. Border Patrol	14	21	3
U.S. Navy	16	17	2
Total	**35**	**83**	**27**

STUDENT RE-ENGAGEMENT

Texas Reskilling Support Fund Grant			
Total Students Contacted	**Total Students Awarded Summer 2022**	**Total Students Awarded Fall 2022**	**Total Funds Awarded (YTD)**
2,561	**73**	**47**	**$452,800**

DUAL ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Registration Drive	Edinburg North HS/ECHS	08/01/2022	ISD	64
Registration Drive	Achieve ECHS	08/01/2022	ISD	15
Registration Drive	Jimmy Carter	08/01/2022	ISD	28
Registration Drive	Vanguard Rembrandt	08/02/2022	ISD	11
Registration Drive	Jimmy Carter	08/02/2022	ISD	24
Registration Drive	Mission HS	08/02/2022	ISD	84
Registration Drive	Hidalgo ECHS	08/03/2022	ISD	34
Registration Drive	Edinburg North	08/03/2022	ISD	59
Registration Drive	Pioneer High School	08/03/2022	ISD	22
Registration Drive	Pioneer HS	08/04/2022	ISD	18
Registration Drive	Veterans Memorial HS	08/04/2022	ISD	125
Registration Drive	PSJA Memorial	08/09/2022	ISD	17
Registration Drive	PSJA Southwest	08/09/2022	ISD	47
Registration Drive	PSJA North	08/10/2022	ISD	47
Registration Drive	Weslaco East HS/ECHS	08/10/2022	ISD	12
Registration Drive	Weslaco HS	08/11/2022	ISD	84
Registration Drive	PSJA ECHS HS	08/11/2022	ISD	46
Registration Drive	PSJA Southwest	08/11/2022	ISD	40
Registration Drive	PSJA ECHS	08/12/2022	Virtual	28
Registration Drive	Weslaco HS	08/12/2022	ISD	48
Registration Drive	La Joya ECHS	08/17/2022	ISD	116
Registration Drive	La Joya HS	08/19/2022	ISD	30
			Total	**999**

DUAL MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Fall enrollment:</u>
  - Edinburg CISD
  - La Joya ISD

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Student Engagement & Completion Services Weekly Staff Meetings
- Student Engagement & Completion Services Weekly Coordinator Meetings
- Student Engagement & Completion Services Weekly Supervisor Meetings
- Student Engagement & Completion Services Monthly Department Meeting
- GED Graduation Ceremony Planning Meeting
- Public Safety Discussion
- Lackland Airforce Base Visit Discussion
- Competency Based Education Overview
- Texas Accelerate Student Success Community of Practice Meeting
- Full Measure Follow-up Meeting
- Advanced Analytics: Identify, Engage & Enroll Adult Learners
- Recertification Interview: South Texas College & Excelencia
- AL Promotional Items Meeting
- Presidents' Administrative Staff Meeting
- Reskilling Follow Up Meeting
- Lackland Air Force Base Visit
- Review and Assessment of DC Enrollment
- Full Measure Follow Up with Purchasing Office
- McAllen Border Patrol Visit
- Stop-Out Student Campaign for Spring 2023
- Enrollment Services Updates
- BPST Division Meeting
- Reskilling Review Meeting
- ARGOS Compliance Reports Review Meeting
- Compensation Results Forum
- STC X Full Measure: ASE Check In
- Basic Needs for Postsecondary Students Program
- Student Basic Needs Committee Meeting
- Basic Needs Grant Planning Meeting
- Coordinator Mongoose Training
- Meeting with Accelerating Student Success Planning Grant Coach
- Coordinator's Planning Meeting
- Basic Needs Grant Meeting
- RGV Hispanic Chamber of Commerce Legislative Update
- TxDOT Invoicing Meeting
- AEB Technical Training Discussion
- STC X Full Measure: ASE Follow Up
- New Department IE Plan Review
- Reskilling Reporting Review
- Basic Needs Grant Narrative Review
- TXDOT Timelines Meeting

- TXDOT Timelines Follow-up Meeting
- Reconciliation Process Follow Up Training
- Follow Up Meeting with Accelerating Student Success Planning Grant Coach
- Adult Learner and Stop-Out Initiatives

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 and HEERF application via Live Chat, Virtual Lobby and in-person for Fall 2022
- Staff worked 10:00 a.m. to 2:00 p.m. on Saturdays for the month of August (6th, 13th and 20th)
- SFS FA Outreach Specialist assisted with the Summer Bridge Program and local events to provide information on Financial Aid.
- SFS Veterans Office worked on awarding VA students and dependents for the Fall 2022
- Interviews were done August 25th and 26th for the 22-23 work-study program
- All Xerox copiers rentals were extended for the new fiscal year 2023
- All type of financial assistance for Fall 2022 paid out August 12th and book allowance will be sent on August 19th, 23rd and 25th. Final refunds will be paid out September 2nd.
- Student files are being completed and awarded, files are coming in via email, fax and mail.

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- South Texas College Extended Hours
- LeadX Educator Academy
- CIVSA Annual Conference Committee Standing Meeting
- CIVSA Community Colleges Meeting
- Debrief of STC Promise Program
- NAH Division Meeting
- Patient Care Program Orientation
- EMT Program Orientation
- Colegio Mexicano Meeting
- EMS KICKOFF: Rural College Promise Cohort 2 Planning Grant
- Strategy for Mexico Enrollment Meeting

RECRUITMENT

- Mexican Consulate Ventanilla Recruitment
- Individual Student Appointment – 31 appointments

- Colegio Mexicano - Apply Texas
- Dual Credit Information Session
- Radio Interview at The Rock 94.5
- Radio Interview at KVLY 107.9
- Radio Interview at Fuego 99.5
- Radio Interview at KFRQ 94.5
- Radio Interview at KBFM 104.1
- Weslaco ISD Back to School Bash
- TV "In-Studio" Interview Entravision
- Interview at Entravision Studios
- Interview at the Mexican Consulate
- Lark Community Center – College Fair
- La Plaza Mall 14th Annual Back to School Bash
- McAllen Police Department National Night Out 2022 – Table Set up
- Edinburg North High School – Table Set Up
- STC Child Development and Early Childhood Dept. – College Presentation
- Johnny G. Economedes High School – College Fair

CAMPUS TOURS

- Pecan Campus
  - Personal Tour – 4 visitors
  - UTRGV Talent Search – 40 visitors
- Technology Campus
  - Personal Tour – 4 visitors
- MidValley Campus
  - Personal Tour – 1 visitor
- NAH Campus
  - Personal Tour – 1 visitor
  - UTRGV Talent Search – 40 visitors

CALL CENTER

Phone Calls	
Inbound Calls	9,060 Calls

Mongoose Text Campaigns			
Campaign	**Reached**	**Replied**	**Total Messages**
Fall 2022 Applied Not Registered	803	225 (28%)	262
Unpaid List No HEERF	747	384 (51%)	458
Spring 2022 Not Enrolled Fall 2022	2336	40 (2%)	115
Unpaid List No FASFA No HEERF	396	94 (24%)	123
Unpaid List No FASFA No HEERF	218	54 (25%)	58

Radius			
Campaign	**Emails Sent**	**Emails Viewed**	**Total Students**
Fall 2022 Recruitment – Last Push	7199	2577	7368
2021 Seniors Missing High School Transcript	24	11	25

EVENT PHOTOS

The "39th National Night Out"

South Texas College representing at the McAllen Police Department - The "39th National Night Out"

The College Connections Department attended the 14th Annual Back to School Bash at La Plaza Mall.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
200	Student Contacts, Outreach & Virtual Appointments
500, 25, 50,	CTE Student Contacts
35	Student & Alumni Registered on CCN
22	Student & Alumni Resumes Revised/Uploaded on CCN
9	New Employer Registered on CCN
52	Jobs posted to CCN
1	Workshops Presented
46	Resumes Reviewed Online by Employers via CCN
1894	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Alamo Law Center, PLLC
- Beto for Texas
- Bridgestone Retail Operations, LLC.
- Cayetano Development, LLC
- City of South Padre Island
- CSM French Ellison
- Entravision Communications
- Gartner
- Journey Business Solutions-RGV
- Meddeas
- SoberSense LLC
- The Borgen Project
- Tony Sanchez, CPA

- Total Computing Solutions of America, Inc

Presentations/Workshops

- Vocational Nursing virtual class presentation- Career Services/1 Hour Resume

Employer Outreach

- United Rental
- ABA ProBar
- CHRISTUS Spohn Health System
- BISSELL Homecare
- Valley Baptist Medical Center
- CSM Companies
- Tropical Texas Behavioral Health
- Sandra Martinez Law Firm

Employer Registrations

- Beto for Texas
- CHRISTUS Spohn Health System
- Eclipse Consulting
- Ellis County Sheriff's Office
- Journey Business Solutions-RGV
- Neuro Rehab & Pain Institute
- PREMIER COMPREHENSIVE PHYSICAL THERAPY
- SoberSense LLC
- United Launch Alliance
- University Health
- Zarate Home Designs LLC

Coordination of Upcoming Events

- Summer Bridge- Tech campus
- Bachelor Program Faculty request for assistance

MEETINGS AND MISCELLANEOUS INFORMATION

- Coordinating internship opportunities with United Rental for the Diesel program.
- Participated in Welcome Week at the Technology Campus by staffing the Career Services and Financial Wellness promotion table.
- CES contacted students, via mass email, who completed the two required courses on the iGrad Financial Wellness platform to inform them to pick up their Financial Wellness Toolkit.
- Participated in Welcome Week at the Nursing and Allied Health Campus by staffing the Career Services and Financial Wellness promotion table.
- Conducted outreach efforts to approximately 50 nursing students and graduates for potential employment opportunities with University Health via CCN online job board.
- CES staff attended Cash Handling Teams meeting with STC Business department
- Participated in First Year Connection event that was held at the Technology Campus
- CES participated in the First Year Connection event that was held at the Starr county campus.
- Staff gave provided a CES overview presentation at the Business and Technology Division Meeting.

- Conducted outreach efforts to 502 Automotive & Diesel students/for employment opportunities with CSM French Ellison
- CES staff cleaned the exported student module completion data from the iGrad platform, prior to sending out mass email to ensure that toolkits are received only by those students who completed the two required courses.
- Conducted outreach efforts to Nursing and Allied Health students/for employment opportunities with Valley Baptist Health System
- Coordinating the dissemination 0f 2000 Financial Wellness kits for students that have completed the online workshop module.
- Conducted outreach efforts to NAH students and alumni for potential employment opportunities with Valley Baptist Medical Center
- Compiled career services events data for CTE tech manager for equity and access
- Conducted presentation for Nursing & Allied students
- CES is promoting the *Grow with Google HIS Career Readiness Program* by coordinating with PR to update the STC website to incorporating the Grow with Google program link in the CES website.
- 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.
- CES assisted the BASOL and Medical and Health Services Management programs by trouble shooting and maintaining the InterviewStream platform to facilitate student's online assignments.
- Conducted outreach activities with STC students for Financial Wellness platform and supported services via CCN online platform, CES social media platforms
- Participated in First Year Connections Summer Orientations for district wide campus- Career Services Informational Tables
- Collected donations from STC Staff and Community Partners for Threads: Career Closet
- Career and Employment Services participated in the Institutional e Portfolio Taskforce
- Career and Employment Services participated in the Office of Professional Development Committee
- 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 Employment Services was in contact with representatives of ZOHO of Austin and McAllen, Texas regarding job development and recruitment opportunities for STC students.
- Career and Employer Services conducted a CES overview presentation for the Dual Credit Program staff.
- Conducted outreach to students and alumni for Alps Alpine North America employment opportunity via the College Central Network (CCN) Online job board
- Career Services departmental meeting, CES overview and trainings
- 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 Empower Brokerage 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 webinar sessions, employer spotlights, scholar programs.
- Continued with Hospital Corporation of America Healthcare StaRN Virtual Hiring Event, ADN/LVN outreach efforts.
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Conducted outreach efforts to HVAC students/alumni for workforce opportunity
- Conducted outreach marketing efforts to students and alumni on behalf of United Rental regarding employment opportunities for diesel and heavy equipment mechanic helper
- 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.
- 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.
- 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 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 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.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for June 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 webinar.
- 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 webinar.
- 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.
- 73 resume revisions via CCN, 9 student outreach, 2 alumni walk ins
- 36 resume revisions via CCN, 3 student outreaches, 2 students walk-ins

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 and Responsibilities held a department meeting with Mr. Paul Hernandez, Dean of Student Affairs.
- The Office of Student Rights and Responsibilities attended and obtained certificate of competition for the CPS Mediation Training.
- The Office of Student Rights and Responsibilities participated on Welcome Week events with Student Activities at all campuses.
- The Office of Student Rights and Responsibilities set up booths at all campuses to distribute school supplies.
- The Office of the Ombuds is working on the Ombudsperson position search committee.
- The Office of Student Rights and Responsibilities is working on the Administrative Assistant, Direct Wage, and Work Study positions.

BEHAVIORAL INTERVENTION TEAM

- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.
- The Behavioral Intervention Team is working on registering for the annual National Behavioral Intervention Team and Threat Assessment Rubric.

OFFICE OF STUDENT CONDUCT

- The Office of Student Rights and Responsibilities held a department meeting with Mr. Paul Hernandez, Dean of Student Affairs.
- Ms. Maria Alonso met with Ms. Lauren Starnes, Title IX Coordinator, regarding Title IX updates.
- The Office of Student Rights and Responsibilities attended and obtained certificate of competition for the CPS Mediation Training.
- The Office of Student Rights and Responsibilities participated on Welcome Week events with Student Activities at all campuses.
- The Office of Student Rights and Responsibilities set up booths at all campuses to distribute school supplies.
- The Office of Student Conduct is beginning the interview process for the Student Conduct Specialists positions.
- The Office of Student Rights and Responsibilities is working on the Administrative Assistant, Direct Wage, and Work Study positions.

STUDENT ACTIVITIES AND WELLNESS

- Ice Cream Social (Starr)

- Let's Flamingle (Starr)

- Texas Male Student Leadership Summit in Austin, Tx

- FYC New Student Orientations (Pecan, Technology, Starr, Mid-Valley)

- Welcome Week (Mid-Valley)

- Welcome Week (NAH)

- Welcome Week (Pecan)

- Welcome Week (Technology)

- Welcome Week (Starr)

- Intramural Sports Triathlon (District-wide)
- Dual Academy Program Workshop (Pecan)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services

August 2022					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Special Programs, Other	72	8	141	49	0
Academic Advising	64	2	584	15	6
Career and Transfer	4	0	7	2	18
Academic Probation and Academic Suspension	125	15	261	49	27
Mental Health Counseling	3	65	52	11	14
Total	268	90	1045	126	65

COVID-19 Services

August 2022	
COVID-19 Student Contacts	118

Student Accessibility Services

August 2022	
Student Contacts	136

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
- COVID-19-On-going contacts with students and faculty
- SAEM Director's Meeting
- Summer Bridge Program
- Counseling Search Committee Meeting/Interview
- CSAS Manager's Meeting

COMPREHENSIVE ADVISING

A. Programs/Activities/Meetings:

- **Academic Advising**
  - 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
  - Contacts – total of 7,902 contacts with students were conducted by Academic Advisors and PASS Program Advisors in August 2022 including textbook lending and childcare services contacts
  - Continued implementation of Advising Chat so that students are able to chat with an advisor and do not need to visit campus for services (883 Live Chats in August)
  - Advising Centers in Starr, Mid-Valley, and Pecan were open all Saturdays in August
- **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
  - Held session 6 of the faculty advising certification training

- **Mentoring Services**
  - **College Advising Training Program (CATP)-** recruitment for participants is ongoing; training is scheduled for September and will focus 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; coordinated 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 and Fall semesters
  - **Monitoring Beacon Mentor Program** –Beacon Mentoring resumed Fall 2022 semester; a total of 10 (5 ENGL 1301 and 5 Math 1414) Beacon Mentoring sections will be held fall semester; mentors will be contacting students 4 times during the semester to guide them and connect them to resources as needed.

- **PASS Program**
  - Met with PASS Manager to discuss state of the Program and plan for enhancements, CLNA, FY2023 Perkins Basic Application submitted to Grants Office
  - Staff provided academic advisement to PASS Program participants virtually and in person
  - Staff maintained ongoing contacts with students on their caseloads;
  - Perkins funded staff documented their work activities on an hourly basis in compliance with Grants Office Time on Task requirements
  - PASS Program manger completed portions of the SAEM report and collaborated with SAEM Directors to collect the data to complete the Final Perkins Report for SAEM
  - Applications for fall 2022 were reviewed and notifications were sent to students
  - Textbooks and electronic instructional supplements were purchased for qualifying students
  - Final participation numbers for Fall 2022 will be reported on the October Activity Report as purchase orders for textbook lending are still being completed

- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
  - Met with CTE PASS Manger to review program activities, textbook lending, FY2023 budget, and to review and update FY22 Perkins Evaluation
  - 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 FOLLOWING

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; met with Achieving the Dream (ATD) Coach and SAEM Directors overseeing orientation to wrap up to plan for ATD FY2023 action plan on enhancing services for students; held meeting with ATD Coach and SAEM Directors on Adult Education students and services and how to better serve this student population; Director led Basic Needs Workgroup meeting to review status of activities/assessment and next steps for serving students as well as a single repository of special populations (as defined by THECB for Perkins purposes) data.
- **Guided Pathways –** Director participated in Texas Success Center Guided Pathways Leads orientation for Fall 2022 Institute to be held in November.

Preliminary Forms

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

Finance and Administrative Services

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: SEPTEMBER 21, 2022

SUBJECT: ACTIVITY REPORT FOR AUGUST 1, 2022 THROUGH AUGUST 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 Finance Committee Meeting, Public Budget Hearing Meeting, Cabinet Meeting, President's Administrative Staff Meeting, and Coordinated Operations Council Meeting.
- Held or Attended meetings or discussions on the following items:
  - <u>Business Office/Cashiers:</u>
    - Board Committee packet review with the Comptroller and Accounting Group Manager.
    - Child Care Fund Balance review with Comptroller.
    - Employee Stipend Payment from HEERF funds review on retention and training with Comptroller, Budget Manager, and FAS Administrative Officer.
    - HEERF funds discussion with Comptroller and FAS Administrative Officer.
    - Payroll Direct Deposit initiative meeting with Comptroller, Director of Human Resources, Assistant Director of Human Resources, Accounting Group Manager, Compensation and Payroll Manager, and FAS Project Managers.
    - A/R and PO's for Police Officer classes review with Comptroller, Associate Comptroller, and Accounting Group Manager.
    - STC Foundation discussion meeting with Comptroller and Associate Comptroller.
  - <u>Human Resources:</u>
    - Human Resources meeting with the President and Director of Human Resources to review various matters.
    - Human Resources Staff Organization and Employee Recognitions meeting with Director of Human Resources, Assistant Director of Human Resources, and Talent and Learning Manager.
    - Letters of Appointment review meeting with Director of Human Resources, Assistant Director of Human Resources, and Staffing and Recruiting Manager.
    - Office of Human Resources department staff meetings with the Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
    - Pay Plan, Staffing Plan, and Motions format discussion with Director of Human Resources, Assistant Director of Human Resources, and Compensation and Payroll Manager.
    - Position discussion with Director of Human Resources, Assistant Director of Human Resources, and 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.
  - 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:
  - Monthly College Safety Committee meeting.
  - Weekly meetings on 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.
- Other Meetings:
  - Accounting Assistant interview.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with the Finance and Administrative Services Reporting Coordinator.
  - Current and upcoming projects with the Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Cyber Insurance Binding meeting with Director of Accountability, Risk, and Compliance, Risk Manager, Director of Purchasing, and Chief Information Security Officer.
  - Employee Forums on the Compensation Study.
  - ERP Executive Assessment on Workday's Discovery Session with VP's, Chief of Staff, and FAS Project Manager.
  - ERP meeting with Workday Representatives, HRIS Manager, and FAS Project Manager.
  - External Auditors annual interview meeting on Fraud Inquiries.
  - Faculty Compensation analysis meeting with FAS Administrative Officer, Comptroller, Budget Manager, Assistant VP for Academic Advancement, and Special Assistant to the Office of the VP for Academic Affairs.
  - FAS Directors meeting.
  - FAS Division New Hires Meet and Greet meeting with new employees and FAS Directors.
  - Finance and Facilities Agenda items review with the College President.
  - First Day Complete meeting on the free books' initiative with Bookstore Representative and FAS Project Manager.
  - Holiday Hours for Extended 4 ½ Work Week Schedule meeting with Comptroller, Associate Comptroller, Accounting Group Manager, Director of Human Resources, Assistant Director of Human Resources, and Benefits Manger.
  - Investment Banker meeting with Comptroller and Accounting Group Manager.
  - Legal Counsel meeting to discuss mediation case status.
  - Overview of several matters with the Chief Assistant to the President regarding Board agenda and items for the President.
  - Policies review meeting with Director of Accountability, Risk, and Compliance, and Accountability and Compliance Manager.
  - Popular Report, Investment, and Management Reports with the Finance and Administrative Services Reporting Coordinator.

- RGV Hispanic Chamber of Commerce's Legislative Update Luncheon with the College President and other VP's.
- STC Dining Services updates with FAS Project Manager, Director of Purchasing, and Director of Facilities Operations, and Maintenance.
- TACCBO Executive Committee meeting.
- TASB Compensation Results Forum.
- TASB Compensation Study follow-up meetings with Comptroller, FAS Administrative Officer, Director of Accountability, Risk, and Compliance, TASB Representative, Talent and Learning Manager, Comptroller, and Special Assistant to the Office of the VP for Academic Affairs.
- TASB Compensation Study new methodology meeting with FAS Administrative Officer, Comptroller, and Budget Manager.
- TASB Forum discussion meeting with TASB Representative, Director of Human Resources, Assistant Director of Human Resources, Talent and Learning Manager, Compensation and Payroll Manager, and Compensation Specialist.
- TASB Pay Procedures and Salary Calculation worksheets review with TASB Representatives, Director of Human Resources, Assistant Director of Human Resources, Compensation and Payroll Manager, Compensation Specialist, Comptroller, Director of Accountability, Risk, and Compliance, and FAS Administrative Officer.
- TASB Policies new strategies review meeting with Director of Accountability, Risk, and Compliance, and Accountability and Compliance Manager.
- TASB Policy DGBA (Local) Employee Grievances meeting with Director of Human Resources, Assistant Director of Human Resources, Employee Relations Officers, Director of Institutional Equity, Institutional Equity Manager, and Chief of Staff.
- Work from Home procedures meeting with FAS Administrative Officer and Director of Accountability, Risk, and Compliance.

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.
    - Budget review for A&M Building in 2022 & 2023.
    - Expenditure Budget analysis.
    - FY 22 Budget Amendment.
    - FY 23 Auxiliary Budget review for VP's.
    - FY 23 Budget Guidelines review.
    - FY 23 Budget review for DW Pools.
    - FY 23 Excess Fund Allocation and Comparison Reports.
    - FY 23 Property Tax Rates review.
    - FY 23 Salary Budget review.
    - HEERF III Reconciliations.
    - HEERF III Use of Funds Quarterly/Annual Reports & Expenditures.
    - I&S Cash Fund Balance Reserve to reduce the Tax Rate.
    - Legislative Appropriations Request for FY 24 – 25.
    - Pay Card initiative review for employees.
    - Staffing Plan Positions revision request review and Budget Scenarios for Salary Allocations for FY 2022-2023.
    - Summer and Fall 2022 Enrollment Progress Report review.
    - Tuition & Fees review.
    - Utilization of Fund Balance of MV Campus Child Development Center review.

- Facilities Planning and Construction:
  - Capital Improvement Projects Master Budget.
  - Facilities Planning and Construction project updates (timelines and budget).
- Facilities Operations and Maintenance:
  - Electricity Bill Management Report.
- Title IX:
  - Title IX Case Review and Follow-ups.
  - Title IX Employee & Student cases.
- Other:
  - 4 ½ Day Work Week Cost Savings/Employee Results review and motion write-up.
  - Activity Report for Board.
  - Annual Department Risk Assessment review.
  - Board Budget Presentation review.
  - Board Meeting Agenda items review.
  - Budget Transfer approvals.
  - Cafeteria Dining Services updates on vendors.
  - Campus Security Authorities (CSA's) training completion report of Non-Compliance.
  - Civilian Response to Active Shooter training review.
  - Compensation Study and Staffing Plan review.
  - Consultant Services contract review.
  - Continuing Education Building Plan review.
  - COVID-19 Continued Awareness – Monitoring notices and protocols.
  - Director of Legal Services job description review.
  - Ellucian Banner Report review.
  - Employee questions on Salary increases review.
  - Enrollment Headcount and Credit Hour Reports.
  - Enterprise Resource Planning (ERP) System Assessment and Execution Plan review.
  - ERP Selection and Implementation team review.
  - Executive Administrative Assistant and Accounting Specialist submission of evaluations.
  - Exercise Equipment for Wellness Center review.
  - FAS Accounts Reconciliations.
  - FAS Division – New Employee Hires Meet and Greet meetings.
  - FAS Keynote on Cafeteria openings.
  - Finance & Facilities Committee Agenda items review with the President and Staff.
  - First-Class Travel criteria review for College Employees.
  - Fixed Assets Technology disposal review.
  - FY 2022-2023 Executive/Administrative Letter of Appointment.
  - Human Resources Mandatory training deadline review.
  - Human Resources Summer Workshops for College Supervisors.
  - Institutional Procedures research and review.
  - Investment Report Questions from Board review.
  - Letter of Recommendation on Delinquent Tax Attorney.
  - Management Report files for meetings.
  - Meal Expense Reimbursement for Board Members review.
  - Monkeypox Keynote write-up.
  - Non-Disclosure Agreement review.
  - Organizational charts review.
  - Payroll Direct Deposit initiative.
  - Plant Funds Expenditure Approvals.
  - Policy review of Alcohol use on Campus.
  - Portable Buildings Direct Sale to Third Parties review under Policy 5135.
  - President's Meeting Backup Documents.

- President's Update Report (PUR).
- Public Information Requests.
- Reclassification of Non-Faculty Vacant positions review for FY23.
- Registration of vendors to new online portal.
- Review and Approval of Documents.
- STC Foundation Articles and Bylaws review.
- TASB Compensation Pay Plan Adjustments overview of examples for presentation to the Board of Trustees.
- TASB Compensation Study review.
- TASB Compensation Study Salary Forum.
- TASB Pay Procedures and Salary Calculation worksheets review.
- TASB Procedures inquiry regarding Employee Promotions.
- Tax Rate Hearing and Budget/Tax Rate Adoption review.
- TimeClock Plus (TCP) approvals.
- Timeline for Completion of Building A Office renovations.
- Vacation Balances Report of over 80 hours as of July 2022 to President and all VP's.
- Vehicle for local travel review.
- Work from Home/ Telecommuting/ Remote procedures review and updates.

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

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at <u>August</u> Finance, Facilities, and Board meetings on the following items:
    - Solicitation of Proposals, Purchases, Renewals, and Interlocal Agreement

      A. Solicitation of Proposals
        1) Campus Dining Services – Food Trucks (Solicit)
        2) District Wide Network Equipment Upgrade (Solicit)
        3) Purchase of Portable Air Purifiers (Solicit)

      B. Purchases and Renewals

        a. Technology Items
        4) Banner Application Maintenance Agreement (Renewal)
        5) Communication Software Agreement (Renewal)
        6) Data Hosting and Maintenance Agreement (Renewal)
        7) Data Storage Hardware Maintenance Agreement (Renewal)
        8) Email Backup Online License Subscription (Renewal)
        9) Email Security Software License Agreement (Renewal)
        10) Enterprise Software Licenses and Maintenance Agreements (Renewal)
        11) Internet Service – District Wide (Renewal)
        12) Network Hardware and Software Maintenance Agreement (Renewal)
        13) Oracle License Maintenance Agreement (Renewal)
        14) Public Website Hosting Services (Renewal)
        15) Server Hardware Maintenance and Support Agreement (Renewal)
        16) Support Services Agreement (Renewal)
        17) System Appliance Maintenance Agreement (Renewal)

      C. Interlocal Agreement
        18) Service Agreement (Interlocal Agreement)
    - Vendor Registration on the Electronic Bids and Proposals System for Receiving Notification of College Solicitations

- Evaluation Criteria for Competitive Procurement of Products, Services, and Products and Services
- Update on Staffing Plan and Pay Plan for FY 2022 – 2023
- Extend the Current Pilot for the Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023
- South Texas College Proposed 2022 Tax Year Tax Rate
- Recommend Record Vote and Schedule A Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the No-New-Revenue Tax Rate and/or the Voter-Approval Tax Rate
- Acceptance of Internal Auditor's Annual Statement of Organizational Independence
- Internal Audit Charter
- Proposed Projects for Internal Auditor for FY 2022 – 2023

- Reviewed the following agenda items for the Board meeting:
  - Project Scope Location for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity
  - Proposed Modifications and Phases for the Pecan Campus Library Building F
- Started working on the following items for <u>September</u> Finance, Facilities, and Board meetings:
  - Purchases, Renewals, and Interlocal Agreements
    - A. Purchases and Renewals
      - a. Instructional Item
        - 1) Industrial Supplies, Materials, and Accessories (Renewal)
      - b. Non-Instructional Items
        - 2) Audio Visual Equipment and Supplies (Purchase)
        - 3) Computer Components, Peripherals, Software, and Supplies (Purchase)
        - 4) Maintenance Equipment, Parts, and Supplies (Purchase)
        - 5) Mobile Hotspot Devices and Services (Purchase)
        - 6) Institutional Membership – TACC (Renewal)
      - c. Technology Items
        - 7) Student Enrollment Management System Agreement (Renewal)
    - B. Interlocal Agreements
        - 8) Facility Usage Interlocal Agreement (Lease/Rental)
  - Resolution 2023-002 to Cease Collection Efforts for Delinquent Student Accounts Outstanding More than Ten Years
  - Mandate Direct Deposit for Employee Payroll and Expense Reimbursements
  - Revise Policy #4213: Drug-Free and Alcohol-Free Workplace and Campus
  - Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2021 – 2022 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c)
  - Acceptance of Internal Audit Reports in the Areas of HR Processes – Faculty Credentials and the Science Lab Safety and Storage Compliance
  - Acceptance of the Internal Audit Annual Report for FY 2022
  - Authorization to Proceed with Solicitation of Civil Engineering Services for the following projects:
    - A. Pecan Campus Ann Richards Administration Building A Additional Parking Lot
    - B. Technology Campus Truck Driving Range Expansion
  - Contracting Construction Services for the following projects:
    - A. Pecan Campus South Academic Building J Generator Replacement
    - B. Nursing and Allied Health Campus NAH East Building A Generator Replacement
    - C. Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion
    - D. Starr County Campus Automotive Lab Expansion and North Academic Building C HVAC-R Outdoor Covered Area Addition
    - E. Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area

- FAS Administrative Office worked on the following items:
  - Assisted with finalizing agenda/items for Cabinet.
  - Attended new FAS Hires Meet and Greet meeting.
  - Attended PAS Meeting.
  - Compensation and Benefits Leaves and Absences Policy
  - Meetings with Human resources department to review Legal Counsel's comments
  - Updated policy based on comments
  - FAS Director's meeting agenda and backups.
  - FAS Keynote on 4.5 work week extension.
  - Gathered Monthly Mileage Log reports from Accounting Group Manager and Chief Assistant to the President.
  - Participated in Interview Search Committee.
  - Reviewed applicants and leave comments
  - Interviewed applicant
  - Obtained three references
  - Self-Staff Performance Appraisals.
  - Staffing Plan Non-Exempt Salary Recalculation.
  - Included years of experience as variable needed for compensation calculation
  - Meetings with Human Resources department and Comptroller
  - Meetings with TASB consultant
- Project Manager worked on the following items:
  - Assisted the Office of Human Resources in finalizing the FY 2022 – 2023 Staffing Plan and Pay Plan.
  - Began coordinating the logistics of the College-Wide Professional Development Day for the Finance and Administrative Services Division with the guest speaker, Educational Technologies Department, Facilities Operation & Maintenance Department, and office staff.
  - Held weekly meetings with T2 Parking and Citation Software vendor to implement the new system to be used by students, staff, faculty, and visitors.
  - 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.
  - 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:

- Accelerating Credentials Planning regarding Notice Of Employment with Payroll Manager from Payroll and Associate Comptroller
- Accounts Payable Supervisor interviews
- Accounts Receivable and Cashier biweekly meeting
- Amendment for Childcare Services Developer and Associate Professor of Child Development
- Blackbaud call with College staff and Blackbaud employee
- Board members per diem reimbursement with Accounts Payable and Travel staff
- Commercial card implementation with Purchasing staff and Citi Bank staff
- Continue working on DocuSign-journal entries with Property Tax Accountant, Accounting Assistant and Construction Accountant
- Continuing Education's negative balances with Director
- Desk Review for Susan Harwood Fund with Associate Comptroller and Accounting Group Manager
- DocuSign journal entry format with Systems Analyst
- Fee Reversal meeting with Cashiers and Business Office staff

- Financial Transaction Export - T2
- Form 990-T meeting with Payroll Manager
- Foundation - Chart of Account with Business Office staff
- Foundation - ERP System with College staff
- FY 2023 Retirement of Indebtedness Budget meeting with Property Tax
- FY 2023 Staffing Plan Team Meeting with Human Resources
- GASB 87 with Construction Accountant
- Grant end date for Covid-19 relief Funds with Grant Accounting and Grant Compliance staff
- Growth Limitation meeting with Payroll Manager
- Image Processing Systems (IPS) status call
- Interest & Sinking debt rate with VP-FAS and Property Tax Accountant
- Interest and Sinking projection with Bonds Financial Advisor and Vice President for Finance and Administrative Services
- Internship grant meeting with Business Office and other College staff
- ITED transfer to Unrestricted Fund with Accounts Receivable Manager
- Job Posting with Grant Supervisor and Accounts Receivable Manager
- Host Software Lease with Associate Comptroller and General Accounting staff
- Manager meeting with Business Office Staff
- Notice of Employment (NOE) process with Human Resources and Business Office staff
- Set up P-card codes with Accounts Payable Manager and Travel supervisor
- Set up P-card with Purchasing and Business Office staff
- Skills for Small Business Grant meeting
- Software subscription presentations with Associate Comptroller and Construction Accountant
- Student travel with Grant Compliance
- Susan Harwood Monitoring visit with Grant Compliance
- Travel Process with Risk Compliance staff
- Workman's Compensation Credit with Associate Comptroller
- Trainings or Webinars:
  - EZLease, Lease Query, and Visual Lease Presentations

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on July 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:
  - Accounts Payable Automation progress with Accounts Payable Automation vendor.

Bank No.	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug
01 E&G	253	328	303	365	272	324	437	398	486	498	412	497
01 Direct Deposit	83	179	160	175	119	154	208	200	240	263	227	194
03 Student	13,530	1,934	1,164	183	15,996	7,424	2,070	393	1,001	1,855	1,463	5,329
12 I&S Taxes	-	-	-	-	-	1	-	-	-	-	-	1
16 I&S Bond	-	-	-	-	-	-	-	-	-	-	-	-
17 Plant	2	6	11	9	1	3	-	11	6	8	9	18
17 Direct Deposit	1	-	1	2		-	-	-	-	-	-	-

Bank No.	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul	22-Aug
31 Virtual Card	268	281	228	254	217	315	383	328	496	373	232	291
32 AP Card	2	4	3	2	3	3	4	3	4	2	4	3
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-	-	-	-	-

- Budget and Reporting:
  - Disaster Federal Funds Submission Quarterly Report for Higher Education Emergency Relief Funds.
  - FY 2023 Budget Booklet for Finance Committee meeting.
  - FY 2023 Budget Booklet, Motion, Presentation for August Committee and Board Meetings.
  - Legislative Appropriations Request for FY 2024-25.
  - Restricted Fund budget as requested by Budget Manager.
  - Submitted Legislative Appropriations Request for FY 2024-25 to Legislative Budget Board and External Agencies.
- Cash Management/ Special Projects/ Office Support:
  - Interim Audit
  - Internal Control Memos
  - Journal entry support testing sample
  - Prepared evaluation appraisals
  - Tuition revenue screenshots
  - Various Interim Audit items from Payroll, Grant and Accounts Payable
  - Walkthrough: Fixed Asset deletion support-24 Passenger Bus P Tag N00018187
  - Walkthrough: TouchNet, Montalvo Ins., and Oracle
  - Walkthrough: Wire transfer approval

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	11	506
01 Direct Deposit	6	178
02 Payroll	7	105
02 Direct Deposit	3	1,931
03 Student	7	5,329
12 I&S	1	1
16 I&S	0	0
17 Plant	4	18
17 Plant Direct Dep.	0	0
38 Bond Series 2014	0	0
Total	39	8,068

Description	Number of Transactions

ACH Direct Deposit-payments to vendors, students & employees	23
Bank Transfers between Bank Accounts	48
Wire Transfers for Benefits, New Investments, and International	1

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared 78 board and management reports and staff continues to work on monthly reconciliations
  - Requested the Truth in Taxation information from Hidalgo County and Starr County to work on the tax rate for FY 2023
  - Projected and discussed possible tax rate to be adopted

Duties	Total
Approval - Requisition queues approval	6
Audit - Hours used to pull out information for the auditor	1.75
Bank - Download bank info. for bank reconciliations	1
Bank - Prepared daily deposits	29
Bank - Transactions removed from Banner Bank Recon.	404
Bond - Bank Statement and Checks Printed for bank 12,16,17,37 & 38	234
Budget - Review Construction budget transfers	16
Checks - Provide a copy of cashed check to AP/Payroll	23
Checks - Verification of checks for AP / Payroll / Student	47
Checks - 30-90 days o/s checks letters mail-hours used to search for updated address	4.5
Checks - Stale-dated checks list Prepared	3
Checks - 30-90 days outstanding checks letters mailed	238
Checks -30-90 days outstanding checks letters returned and logged	22
Checks - Stop payments processed (including stale-dated checks)	81
Checks Returned - Logged and Filed the returned checks by mail	10
Checks Returned- Disbursed to student/staff/vendor	18
Donations - telephone calls received - FOAP questions	70
Emails - Initiated and/or responses to emails	616
Emails - received and viewed/read	1,116
Errands - In and out of campus deliveries	113
FOAP - Changed financial manager	12
FOAP - Created including Activity codes and FOAP updates	33
IDT's - reviewed	19
IDT's - Submitted for posting	18
Invoices - and Encumbrances reviewed	79
Journal Entries - Copies requested	13
Journal Entries - Filed and Organized including labeling	1,730

Duties	Total
Journal Entries - Hours used to for scanning	32
Journal Entries - Hours used to Log Scanned JE	4
Journal Entries - Logged	1,295
Journal Entries - Number of JE scanned	1,295
Journal Entries - Posted to GL including FUPLOAD	981
Journal Entries - Posted Transactions processed	6,421
Journal Entries - Prepared	103
Journal Entries - Reviewed	130
Meetings - General Accounting Department Review meeting (hours)	31.75
Meetings - FPC, Purchasing, and other STC departments - hours	3
Motion - Number of motions submitted to VP-FAS Office	6
Motions-Prepared, revised, reconciliations, Prepared backups	5
Open Records Request	1
Positive Pay - Exceptions researched/verified (quantity)	23
Positive Pay - Submitted and/or Exceptions approved (quantity)	12
Record Retention - Hours used in boxing and organizing	4
Report - Prepared LRGVDC report and compile backup	8
Reports - Download/Save Daily and End of Month General Ledger reports	220
Reports - Download/Save Hours used to download 15 Monthly Reports	2.5
Reports - Prepared Bank reconciliations	8
Reports - Reviewed Board and Management Reports/Motions	85
Requisitions - Prepared requisitions	10
Testing and Problems with Banner/FUPLOAPS/Bank/computer/printer	1.25
Training - Webinars - Other than HR/AP/Banner - hours	4

Description	Aug-22
General Journal Entry (Intra-Fund) (JE 15)	253
General Journal Entry (Inter-Fund) (JE 16)	93
Cash Receipts (CR 05)	804
Encumbrance Liquidation (E032)	18
Encumbrance Liquidation (E020)	-
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE17)	20
Misc. Receipt Payments (CA10)	4

- Cashiers:
  - Assisted students with payments and questions for Fall 2022

Payroll Processes for the Month Ending August 31, 2022	
Payroll Re-issue Processed	6
Payroll Cycles	7
Payroll Checks & DD	2,304
TimeClock Plus Access Forms Processed	75
Number of Employees with OT reviewed for OT Memos	293
NOEs Approved	272
Salary Budget Transfer Forms Processed	9

Number of Employees & Deposits Processed			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1605	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	426	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 07/16 - 07/31) SR15	214	Salaried	1
(Waged 08/01 - 08/15) SR16	222	Waged	0
Regular (Salaried: July) MR08	2,567		
Supplemental (Salaried:)		**Void Checks Processed**	
Supplemental (Salaried:)		Salaried	5
NOE's Approved		Waged	0
Approved NOE's	272		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	5
(Additions, Deletions, Changes)	65	Waged	0
Salaried	174		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	9
FLAC	385		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	7	Salaried	1
Waged	32	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	43	Salaried	
Salaried: MR05	55	Waged	
Salaried:			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	68
Waged	0	Total Net	$173,215.32
(Waged:)			
Liabilities Processed			

ORP	11	Waged	31
Annuity	12	Total Net	$9,212.87
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	1,791
IRS Levy	0	Total Net	$5,293,836.27
Withholding & FICA	3		
Met Life	1	Waged	414
Legal Judgement	1	Total Net	$141,825.32
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 Operation Council (COC) Meeting to discuss South Texas College (STC) building projects with COC members.
- Department of Public Safety Supervisor's Meeting to discuss incident with Police Lieutenant and Sergeant.
- District Wide.
- Emergency Teams Safety Meeting to discuss Monkeypox with Vice President for Finance and Administrative Services (FAS) and FAS Safety Team.
- Fall 2022 Student Orientations to answer any questions students might have at Campuses
- Finance and Administrative Services (FAS) Meet and Greet with new FAS employees.
- Finance and Administrative Services Director's Meeting to discuss different topics with FAS Vice President and FAS Directors.
- Meeting at Technology Campus to discuss communication concerns with Director of Maintenance & Facilities, Police Sergeant, and Communication Consultant.
- Police Active Shooter Training with law enforcement partners in Rio Grande City.
- Police Active Shooter/Attack training with McAllen Police at Pecan Campus.
- Police Officer Active Shooter Training with Law Enforcement partners in McAllen.
- Police Supervisor Meeting to discuss police processes and operation with Police Lieutenant and Sergeants.
- Presentation to discuss Safety Topics for students at Nursing & Allied Health.
- Presentation to discuss safety topics to new students in the Nursing & Allied Health Occupational Therapy Assistant Program.
- South Texas College & Rio Grande Valley (RGV) College Partnership Ceremony.
- Teams Behavioral Intervention Team (BIT) Meetings to discuss threat assessment cases with BIT Team.
- Teams Civilian Response Active Shooter Presentation for the South Texas College Library and Learning Support Services personnel.
- Teams Civilian Response to Active Shooter/Attack Presentation for staff/faculty Campus District Wide.
- Teams Condensed Presentation on Civilian Response to Active Shooter/Attack for the South Texas College Dual Credit Program (DCP).

- Teams Meeting to discuss the All Hazards Emergency Plan, Crisis Management Team, Incident Command Team, and National Incident Management System (NIMS) with Director and Manager for Risk Management.
- Teams Meeting to discuss transfer on current board policies to Texas Association of School Boards (TASB) Policies with Human Resources Director and Employee Relations Officer.
- Teams Safety Meeting to discuss Reportable Communicable Diseases for Employees & Students and other safety topics with Finance and Administrative Services (FAS) Safety Team.
- Teams Safety Meeting to discuss TASB Policies DH and FLBE (Local) with Risk Management, Human Resources, and Department of Public Safety.
- Teams Safety Meetings to discuss COVID-19 numbers and other safety topics with Vice President for Finance and Administrative Services (FAS) and FAS Safety Team.
- Zoom Meeting to discuss personnel matter with Vice President for Finance and Administrative Services (FAS), Human Resources Director, and College Attorney.
- Zoom Texas Association of School Boards (TASB) Meeting to discuss the South Texas College Compensation Study with personnel Campus District Wide.
- Zoom Training to discuss the use and storage of Narcan to help with Opiod Overdoses with South Texas College Employees Campus District Wide.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Referral sent to Human Resources.
  - Reviewed and approved incident reports on the Department of Public Safety Automated Reporting Management System (ARMS).
- Surveillance Cameras:
  - Completed camera replacement projects, and installations for FY 2022.
  - Continued maintenance on surveillance cameras campus district wide.
- Training:
  - Evacuation Drills at Pecan Campus Building Y.
  - Evacuation Drills at Pecan Plaza Building A, Nursing Campus Building A, Mid Valley Campus Building F, and Starr Campus Building G.
  - Planned and Coordinated Police Active Shooter Training with law enforcement partners in Weslaco.
  - Provided Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillators (AED)/First Aid Trainings for college staff.
  - Updated Active Shooter section on the South Texas College Emergency Preparedness webpage.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved leave requests on Time Clock.
  - Approved times on Time Clock.
  - Completed security guard scheduling for the beginning of the Fall 2022 to ensure adequate coverage at all campuses.
  - One Security Guard Specialist was hired for the Starr Campus.
  - Two Security Guards were hired for the McAllen Campuses.
- Purchases and Repairs:
  - Approved requisitions.
  - Closed open purchase orders accounts.
  - Inventoried arrival of new police equipment.
  - Maintenance on police/security guard communication radios.
  - Preventive maintenance on police, transportation, and security guard vehicles.
- Shuttle Buses and Parking:
  - Assisted students with bus transportation schedules for yellow and green lines.
  - Attended weekly New Parking Software meetings.
  - Completed 27 event parking requests.
  - Created Transportation Fall Semester Driver Schedules.
  - Issued and mailed out 4,177 parking permits.

- Prepared Business Office Parking Permit Inventory Report.
- Re-wrapping South Texas College Transportation Buses with new Jag Express Logo completed by Public Relations.
- Set up new handhelds and printers for the new parking software system.
- Submitted COVID-19 Response from to the National Transit Database for the month of July.
- Submitted Jag Parking Information Technology (IT) ticket work order.
- Submitted monthly reports to Valley Metro Transit: ridership report, trip log report and driver manifest which totals service hours driving and service miles.
- Traffic control at Pecan Campus.
- Updated Jag Express Website with current route information.

- Other:
  - Completed monthly Automated External Defibrillators (AED) checks as required by Texas Senate Bill 199.
  - Department of Public Safety overview presented at Human Resources new hire orientations.
  - Finalizing Annual Security Report as required by Department of Education.
  - Issued out 1,450 surgical 3-ply masks and 450 KN95 Masks.
  - Police and Security Guard provided extra patrol at events Campus District Wide.
  - Processed request for Clery crime statistics.
  - Provided security at the Committee, Special, and Regular Board Meetings.
  - Submitted monthly gas logs/interdepartmental transfers for all department units.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Active Shooter Training.
- August Board Meeting.
- August Facilities Committee Meeting
- Compensation Results Forum.
- Coordinated Operations Council Meeting.
- Finance & Administrative Services Facilities & Planning meeting.
- Finance and Administrative Services & Facilities Planning meeting.
- Finance and Administrative Services Directors meeting.
- Finance and Administrative Services New Hires Meet and Greet.
- Food Service Vendors meeting.
- Meeting to review August Facilities Committee meeting packet with Administration.
- Meeting with Administration to discuss district wide portable building status.
- Meeting with the City of McAllen Planning Department to discuss upcoming projects.
- Participated in an interview committee for a Secretary position.
- President's Administrative Staff Meeting.
- Retirement Celebration for Dr. Virginia Champion.
- Zoom meeting with a vendor to review new Space Management software.
- District-Wide:
  - District Wide Refinishing of Exterior Walls-met College's Public Relations staff on alternate color for Pecan Campus buildings.
- Mid-Valley Campus:
  - Mid Valley Campus Building K Health Professions-meeting on site to discuss chemical room exhaust issue for chemistry labs with Engineer.
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program- meeting to review interior color selections with Architect and College staff.
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program- attended construction meeting with Architect, Contractor, and College staff.

- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus NAH West Building A-attended site meeting to review wall issues at the kitchen area with Architect, Contractor, Operations & Maintenance staff, and Facilities Planning & Construction staff.
  - Nursing and Allied Health Campus Occupational Therapy Kitchen Expansion-attended Pre-proposal Conference for Construction Services.
  - Nursing and Allied Health Campus Occupational Therapy Kitchen Expansion-site visit with potential contractor.
  - Nursing and Allied Health Campus Occupational Therapy Kitchen Expansion-Bid Proposal opening for construction services.
- Pecan Campus:
  - Pecan Campus Ann Richards Building A Renovation of Administration Offices-attended meeting to review proposed door hardware for the project with College staff.
  - Pecan Campus Ann Richards Building A Renovation of Administration Offices-attended Preproposal Conference for construction services with, Architect, potential Contractors, and College staff.
  - Pecan Campus Ann Richards Building A Renovation of Administration Offices-attended Bid Proposal Opening for Construction Services.
  - Pecan Campus Ann Richards Building A Renovation of Administration Offices-attended contract negotiations meeting with Architect, Contractor, and Facilities Planning & Construction staff.
  - Pecan Campus Building J Generator Replacement and Nursing & Allied Health Campus Building A Generator Replacement-attended Pre-proposal Conference with Engineer, Contractors, and College staff.
  - Pecan Campus Culinary Arts Building-project development meeting with College staff.
  - Pecan Campus Library Building F Renovation-attended meeting to discuss proposed phased projects with College staff.
- Pecan Plaza:
  - Pecan Plaza Exterior Wayfinding Signage-attended Substantial Completion Walkthrough with contractor.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-attended meeting to discuss status of electrical study and project delays with Engineer, Contractor, and College staff.
  - Regional Center for Public Safety Excellence Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles-attended Bid Proposal Opening for Construction Services.
  - Regional Center for Public Safety Excellence Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles-meeting to discuss invoices with Architect.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting-attended Bid Proposal opening for construction services and no bids were submitted.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting-attended Pre-proposal Conference for Construction Services.
  - Regional Center for Public Safety Excellence Two Story Fire Training Structure-attended design coordination meeting with Architect and College staff.
  - Regional Center for Public Safety Excellence-meeting with Dr. Plummer to review updating the Master Plan information on the website.
- Starr County Campus:
  - Starr County Campus Automotive Lab & Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area-attended receiving of construction proposals with Architect and College staff.
  - Starr County Campus Automotive Lab & Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area-pre-proposal conference with Architect, Contractors, and College staff.
  - Starr County Campus Welding Lab Expansion-attended bid opening for construction services.
  - Starr County Campus Welding Lab Expansion-meeting to discuss invoices with Architect.

- Technology Campus:
  - Technology Campus Building F Welding Expansion-meeting to review schematic design with College staff.

WORKED ON THE FOLLOWING ITEMS:

- August Facilities Committee meeting packet and draft packets.
- Coordinated a meeting with the City of McAllen Planning Department.
- Mandatory Higher Education Online Training.
- Monthly Fact Sheets.
- Performed interviews for Facilities Planning & Construction secretary position.
- Performed reference checks and Hiring Proposal for Facilities Planning & Construction Secretary position.
- Review applications for vacant Facilities Planning & Construction secretary position.
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Reviewed August Facilities Committee meeting packet.
- Worked on current and new fiscal year Status of Construction Project budget updates.
- Worked on draft September Facilities Committee agenda and write ups.
- Worked on Employee Evaluation forms.
- Worked on Monthly Fact Sheets.
- Worked on office signage for Vice President of Institutional Advancement and Economic Development.
- Worked on Status of Construction Projects information for August Facilities Committee Meeting Agenda.
- Worked on timeline for the repainting of the McAllen water towers.
- Worked on updating job description for Facilities Planning & Construction Assistant Director
- Worked with Purchasing on spreadsheet for recent construction proposal submissions.
- District Wide:
  - District Wide Refinishing of Exterior Walls-worked on alternate colors for the repainted exterior wall finishes.
- Mid Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-performed site visit to verify status of construction progress; reviewed submittals and Requests for Information (RFI) on Owner Insite.
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-performed site visit to verify status of construction progress; reviewed submittals and Architect's invoice, reviewed Requests for Information (RFIs) on Owner Insite.
- Nursing & Allied Health Campus
  - Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Expansion- reviewed Request for Proposal documents and construction documents.
  - Nursing and Allied Health Campus East Building A Stair Repairs and Replacement-performed site visits to review status of construction progress.
- Pecan Campus:
  - Pecan Campus Ann Richards Administration Building A Vice President's Office Renovation-performed site visits to verify status of construction progress.
  - Pecan Campus Ann Richards Administration Building A Renovation of Administration Offices-reviewed construction documents and project manual with Architect and College staff.
  - Pecan Campus Ann Richards Administration Building A Renovation of Administration Offices-performed the evaluations of bid proposals for construction services.
  - Pecan Campus Building J Generator Replacement and Nursing and Allied Health Campus Building A Generator Replacement-reviewed Request for Proposal documents.
  - Pecan Campus Building J Generator Replacement and Nursing and Allied Health Campus Building A Generator Replacement-reviewed construction documents and addendums from Architect.

- Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-uploaded as-builts and documents to Owner-Insite; reviewed preliminary estimate from Architect.
- Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-reviewed design services fee proposal from Architect and provided comments.
- Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-reviewed revised fee proposal from Architect with Facilities Planning & Construction staff.
- Pecan Campus East Drive Resurfacing-reviewed construction documents from Architect.
- Pecan Campus East Drive Resurfacing-reviewed Request for Proposal documents.
- Pecan Campus Kinesiology Building-reviewed Owner / Architect agreement from Architect.
- Pecan Campus Library Renovation-revised proposed phased projects presentation.

- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-performed site visit to verify status of construction progress; reviewed contractor's pay application.
  - Regional Center for Public Safety Excellence Chiller Installation-reviewed control sequence of operations submittal.
  - Regional Center for Public Safety Excellence Shooting Range-reviewed additional services fee proposal from Architect.
  - Regional Center for Public Safety Excellence Shooting Range-worked on processing additional services fee proposal from Architect.
  - Regional Center for Public Safety Excellence Shooting Range-worked on updating project presentation.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting-reviewed Request for Proposal (RFP) documents.
- Starr County Campus
  - Starr County Campus Automotive Lab & Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area-reviewed addendum with Architect and College staff.
  - Starr County Campus Automotive Lab & Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area-worked on re-bid Request for Proposal; reviewed re-bid construction documents; reviewed architect invoice.
  - Starr County Campus Automotive Lab & Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area- reviewed re-bid construction documents and Architect's invoice.
  - Starr County Campus Welding Lab Expansion-reviewed revised Architect's invoice and Amendment #2 for additional services.

- Technology Campus
  - Technology Campus Building F Welding Expansion-reviewed and researched use of various exterior metal panels as proposed for project by Architect.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- "Is the operation of your dust/fume collection system truly energy efficient?" webinar via Zoom.
- August Board of Trustees Meeting at the Board Room.
- BIT meeting with the Office of Student Rights and Responsibilities department.
- College Safety Committee Meeting with the Vice President for Finance and Administrative Services.
- Coordinated Operations Council meeting with the Vice President for Finance and Administrative Services.
- Facilities Committee meeting at the board room.
- Facilities Operations and Maintenance Managers meeting to gather department updates.

- Facilities Operations and Maintenance Monthly Support Staff meeting to gather department updates.
- Finance and Administrative Services Directors Meeting with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Emergency Safety Meeting with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Safety meeting with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Safety Team Meeting with the Director for Accountability, Risk and Compliance.
- Finance Committee meeting at the board room.
- Online "Civilian Response to Active Shooter Events" workshop.
- Pecan Building A Renovation of Administration Offices Bid Proposals Evaluation meeting with Facilities Planning and Construction department.
- President's Administrative Staff Meeting with the Vice President for Information Services and Planning department.
- South Texas College Dinning Services update meeting with the Vice President for Finance and Administrative Services.
- South Texas College Mid Valley Campus Roof Coating Walkthrough with Beam Professionals and Planning and Construction department.
- South Texas College Technology Campus Walkthrough with the Department of Public Safety.
- Special Board of Trustees meeting at the board room.
- Starr County Campus Welding Lab Proposal Evaluation meeting with Planning and Construction Department.
- Two Story Fire Training Structure Coordination Meeting for the Regional Center for Public Safety Excellence with Facilities Planning and Construction Department.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - District Wide Campuses
    - Met with Johnson Controls regarding ongoing issues with chill water systems district wide.
    - Met with Unifirst regarding invoice issues for the maintenance and custodial departments.
    - Notified Snack Time of several vending machines that are not working properly.
    - Typical pest control issues and equipment rentals.
  - Mid Valley Campus
    - Visited Buildings E, F and G to inspect roofing issues with architect and contractor. Warranty requests submitted.
  - Pecan Campus
    - Replacement of clean agent fire suppression system completed in Building M.

- <u>Custodial Department:</u>

Duties	Number of Requests
Set-Ups	148
Moves/Relocations	63

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	191	$8,663.61
Electrical	122	$8,890.39
Energy Management	49	$1,197.07
HVAC	95	$8,261.54
Locksmith	159	$6,467.48
Painting	42	$6,701.55
Plumbing	88	$21,354.84
Plant Services		$19,491.85
General Maintenance	2	$17,485.15
Totals	**748**	**$98,513.48**

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Attended meeting with Chief Information Security Officer and Cyber Liability insurance carrier.
  - Attended meeting with Chief of Police and Risk Manager to discuss All Hazards Emergency Plan and responses to Safety and Security Audit.
  - Evaluations on cyber liability insurance policy.
  - Held discussions with attorney and adjuster regarding Pecan Campus Building P insurance claim.
  - Incident investigation training with Talent and Learning manager.
  - Logistics with the Director of Purchasing and Carlisle Insurance regarding insurance award letters and Cyber Liability Request for Proposal.
  - Loss runs matters with Montalvo Insurance.
  - Pecan Campus Building P insurance claim matters with the adjuster.
  - Request for a certificate of insurance with Senior Buyer.
- Records Management and Retention:
  - Am I the Record Custodian Guide for frequently used records with Faculty staff.
  - Outstanding Shred-it Invoices with Associate Comptroller, Accounting Group Manager, Senior Buyer, and departmental staff.
  - Processing of electronic records with RCI.
  - Record retention process with Advanced Manufacturing Technology staff.
  - Record Series for Certificates of Completion with Learning Commons and Open Labs staff.
  - Records retention requests with Student Financial Services staff.
  - Reprocessing record retention boxes with RCI.
  - Shred-it invoices with variances and credit memos recap with the Accountability and Compliance Manager.
  - Shred-it invoices with variances updates with the Accountability and Compliance Manager and departmental staff.
  - Shred-It Status with Purchasing Department Senior Buyer.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Compensation study with college staff and Texas Association of School Boards representative.
  - Foundation policies with Texas Association of School Boards legal.
  - Held several discussions with Texas Association of School Boards and Purchasing regarding certificates of insurance and additional insureds.
  - Local policies with Employee Relations Officer.
  - Local Policy GCB Public Information Program – Requests for Information with Chief of Staff.

- Local Policy GCB: Public Information Program – Requests for Information with the Legal Counsel, Texas Association of School Boards Director Community College Services, and Chief of Staff.
- Local policy status update report, compliance assessments, and requirements to maintain specific content on the College's website with Vice President for Finance and Administrative Services.
- Phase 1 Policies with Board Liaison Officer.
- Policy BDB – Board Meetings Public Participation with Board Liaison Officer and College, Legal Counsel.
- Policy FLBE (legal) Student Conduct – Alcohol and Drug Use with Texas Association of School Boards Legal.
- Policy GE – Advertising and Fundraising with Vice President for Institutional Advancement and Economic Development and Executive Director for Public Relations and Marketing.
- Policy Localization with Vice President for Finance and Administrative Services and Board Liaison Officer.
- Texas Association of School Boards Policy Localization Summary update and compliance assessments with the Vice President for Finance and Administrative Services.

- Title IX:
  - Title IX Case matters with Title IX Coordinator and Title IX Liaison.
  - Title IX Employee matters with Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Liaison.
  - Title IX Higher Education Back to School Webinar.
- Other:
  - Board approved salary adjustment with Assistant Director for Human Resources.
  - College Safety Committee Meeting.
  - College Safety items and authority with Environmental, Health, and Safety manager.
  - College-wide Procedure Directory with Vice President for Finance and Administrative Services.
  - Departmental huddles.
  - Disposition log recommendations with Texas State Library and Archives Commission Analyst.
  - Faculty staff College records with Human Resources Specialist Instructor.
  - Finance and Administrative Officer and Comptroller on various items.
  - Finance and Administrative Safety Team Meeting.
  - Finance and Administrative Services Director's meeting.
  - Finance and Administrative Services New Hires Meet and Greet.
  - Finance and Administrative Services Safety Team meeting.
  - Fraud Survey with Vice President for Finance and Administrative Services.
  - Information on syllabi with the Director of Curriculum.
  - July 2022 Board meeting.
  - Master File updates with the Accountability and Compliance Coordinator.
  - Multiple discussions with college staff on compensation study.
  - Multiple meetings with Vice President for Finance and Administrative Services on new projects.
  - Pay plan and staffing plan with Finance and Administrative Services Project Manager.
  - President's Administrative Staff meeting.
  - Remote Work Procedures with Vice President for Finance and Administrative Services and Finance and Administrative Services Officer.
  - Safety and Security audit and related items with the Chief of Police.
  - Safety plans and authority with Environmental, Health, and Safety Manager.
  - Travel Process with Business Office Travel staff.
  - Various items with Vice President for Finance and Administrative Services.
  - Weekly department huddles.

PROJECTS IN PROGRESS:

- Insurance and Risk Management:
  - 2021 Fraud Survey Summary.
  - All Hazards Emergency Plan.
  - Annual Departmental Risk Assessment kickoff electronic mail.
  - Annual departmental risk assessment notice.

- Board Motion – Cyber Security Insurance.
- Certificate of insurance.
- Communicable Diseases Reporting Form for Employees.
- Communicable Diseases Reporting Form for Students.
- Cyber Liability Insurance Application.
- Cyber Liability Insurance request for proposal.
- Draft Incident Investigation training.
- Incident Investigation training module.
- Insurance claim – Mid Valley Campus Building H.
- Insurance Claim – Pecan Campus Building P.
- Mid-Valley Campus Building H insurance claim timeline.
- National Incident Management System Training.
- Owner Controlled Insurance Program claim – Pecan Campus Building P.
- Pecan Campus Building P insurance claim timeline.
- Researched general liability claims and invoices.
- Researched incident investigation trainings.
- Reviewed public adjuster contract.
- Safety and Security Audit/All Hazards Emergency Plan edits.
- Student Insurance website links.
- Updated Crisis Management Team organizational chart.
- Updated Incident Command Team organizational chart.

- <u>Records Management and Retention:</u>
  - 2021 Records Destruction Recap.
  - Identification of records due for 2022 destruction.
  - Master File Inventory updates.
  - Master File Record Inventory updates.
  - Master File Records Inventory, cross-verified shelf layout, box location, and share drive totals.
  - Master File Records Inventory; box location updates; created shelf layout template.
  - Microsoft Form: Standard Response for Disposal of Media Items.
  - Outstanding Shred-it invoices; credit memo research, meeting recap.
  - RCI reports verification on reprocessed records.
  - Record boxes for RCI's onsite review and reprocessing.
  - Record Control Schedule research.
  - Records Management Procedures Appendices updates.
  - Records Management Program Procedures updates.
  - Review of 80 records processed by RCI.
  - Reviewed Record Processing.
  - Shred-it June 2020 - June 2021 invoices; anticipated credit research, pricing variances.
  - Standard Response for Disposal of Media Items draft.
  - Took images at Retention Center 7A and 7B.
  - Took images of retention boxes at Tech 7A and updated them on share drive and Master File.
  - Updated column A, Fiscal Year on Master File for Human Resources, Tech 7A & 7B.
  - Updated images of Tech7A and 7B onto Share Drive.
  - Updated information on Master File for Retention Centers, Tech 7A and 7B.
  - Updated Tech 7A and 7B information on to Master File.
  - Verified contents of record boxes processed in 2021 to resolve variances.
- <u>Texas Association of School Boards (TASB) Policy Manual Localization:</u>
  - Foundation policies.
  - HB 3834 Compliance Assessment.
  - Local Policy CIA: Equipment and Supplies Management – Records Management.
  - Policy Localization comprehensive crosswalk.

- Policy Localization items.
- Policy Localization Master Crosswalk.
- Policy localization project.
- Policy Localization Summary Status Update documents.
- Policy Localization.
- Remote Work Procedures.
- Reviewed Texas Education Code 37.108 and provided summary/findings to the Director of Accountability, Risk, and Compliance.
- Shred It Variances Summary.
- Texas Association of School Boards Policy Localization; Legal Counsel Log, Legal Counsel Policies Review Requests.
- Transition Phase 1
  - Follow-ups.
  - Policy Reference Matrix.
  - Status Matrix updates.
- Transition Phase 2
  - Follow-ups.
  - Policy Reference Matrix.
  - Status Matrix Updates.
- Transition Phase 3
  - Status Matrix Updates.

- <u>Title IX:</u>
  - Title IX updates and review:
    - Non-Title IX Case Status Report.
    - 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 Outreach Correspondence.
    - Title IX Pregnancy and Parenting Case List.
    - Title IX Updates.
    - Title IX Weekly Cabinet Report.
- <u>Other:</u>
  - Active shooter flyer checklist.
  - Annual employee training.
  - Cabinet Status Summary Update.
  - College Active Shooter Procedure Check List.
  - College-wide Procedures Directory draft.
  - Cyber Liability Board Motion.
  - Draft communicable diseases reporting forms.
  - Drug and alcohol-related local and current policies.
  - Evaluated responses to Cyber Liability Insurance Request for Proposal.
  - Fiscal Year 2021 Travel Delay Time Analysis.
  - Fiscal Year 2021 Travel Delay Time Summary draft.
  - Fiscal Year 2022 Hiring Process test work.
  - Fiscal Year 2023 Accountability and Compliance Project Status template.
  - Hiring Plan Management Plan.
  - Hiring Process sample selection.
  - July Activity Report.
  - Local policies on alcohol consumption and distribution with Vice President for Finance and Administrative Services and college staff.

- Local policy regarding competency-based education with the Dean of Institutional Research and Effectiveness.
- Localization on project status update and a new step in the process per board committee members' request with Vice President for Finance and Administrative Services.
- Manual Requisition for copier lease renewal.
- Monkeypox college notice.
- Pay plan and staffing plan.
- Reviewed and approved invoices.
- Reviewed Business Office Non-Standards.
- Reviewed DMS Program Model Patient Waiver.
- Reviewed previous travel process map and data.
- Reviewed travel data.
- Safety and Security Audit.
- Safety Committee Self-Assessment.
- Safety training module.
- South Texas College COVID-19 daily data.
- Texas State Library and Archives Commission Records Control Schedule research.
- Updated All Hazards Emergency Plan.
- Updated department inventory.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged ninety-five (95) 1295 Forms with the Texas Ethic Commission.
- Attended August Finance Committee Meeting and Regular Board Meeting.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted a staff meeting to discuss year end FY2022 and new year FY2023.
- Created, reviewed and/or negotiated changes to thirty-five (35) vendor agreement/contracts.
- Participated in a conference call with the Foundation and Business Office to discuss the purchase of a software program.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the conference call with Citi Bank and the Business Office to discuss the P-Card implementation.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Participated in the quarterly Bonfire meeting and requested an additional meeting to discuss the vendor registration process.
- Prepared FY2022 request for proposals and request for qualifications for the External Auditor to review.
- 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.
- Purchasing, Central Receiving, and Mail Services staff participated in the TASB Compensation Study webinar/presentation.

PROJECTS IN PROGRESS:

- <u>Purchasing Department:</u>
  - Approved one hundred forty-eight (148) online Banner requisitions.
  - Created or updated fifty-nine (59) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved (65) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed four hundred twelve (412) purchase orders.

- Reviewed and updated Department procedures as needed.
- Submitted ten (10) new records and updated nineteen (19) existing records to the Legislative Budget Board to report all purchases/contracts at $50,000 and above.
- Conducted Public Bid Openings for the following:
  - Request for Proposals: 22-23-1007 Regional Center for Public Safety Excellence: Flammable Liquid and Gas – Fire Training Center Area, Canopies for Students, Instructors, and Safety Training Vehicles (Contractor)
  - Request for Proposals: 22-23-1008 Dr. Ramiro R. Casso – Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion (Contractor)
  - Request for Proposals: 22-23-1010 Ann Richards Administration – Pecan Campus Building A Renovation of Administration Offices
  - Request for Proposals: 22-23-1013 Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course Lighting (Contractor)
  - Request for Proposals: 22-23-1015 Cyber Liability Insurance
- Prepared the following Request for Proposals/Quotes/Qualifications:
  - Request for Proposals: 22-23-1007 Regional Center for Public Safety Excellence: Flammable Liquid and Gas – Fire Training Center Area, Canopies for Students, Instructors, and Safety Training Vehicles (Contractor)
  - Request for Proposals: 22-23-1008 Dr. Ramiro R. Casso – Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion (Contractor)
  - Request for Proposals: 22-23-1013 Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course Lighting (Contractor)
  - Request for Proposals: 22-23-1014 Dr. Ramiro R. Casso – Nursing and Allied Health Campus East Building A and Pecan Campus South Academic Building J Generator Replacement
  - Request for Proposals: 22-23-1016 Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Covered Area Addition (Contractor)
  - Request for Proposals: 22-23-1017 Catering Services
  - Request for Proposals: 22-23-1018 Equipment Rental Services
  - Request for Proposals: 22-23-1019 Fire Suppression Systems Service
  - Request for Proposals: 22-23-1020 In-Store Purchase of Materials and Supplies
  - Request for Proposals: 22-23-1021 Campus Dining Services – Food Trucks

- Fixed Assets Department:
  - Reviewed all assets purchased and paid through August 31, 2022 as follows:
    - Adjusted ninety-one (91) assets in Banner for the month of August.
    - Approved one hundred seventy-two (172) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed three hundred seventy-one (371) deliveries (purchase orders and complimentary books) and nine thousand one hundred eleven (9,111) packages/boxes.
  - Completed twenty-seven (27) Faculty/Staff moves in August.
  - Received and posted three hundred five (305) purchase orders in Banner.
  - Transferred/relocated six thousand eight hundred twenty (6,820) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Mailed out a total of forty-seven thousand eight hundred fourteen (47,814) letters seven hundred fifty-four (754) letters were returned to South Texas College due to incorrect addresses.
  - Processed the following mail and copy requests:
    - Business Office/Account Receivables - $1,189.40
    - Business Office/Cashiers - $9,394.05
    - Student Financial Aid - $3,368.35

OFFICE OF INSTITUTIONAL EQUITY – LAUREN STARNES, DIRECTOR OF INSTITUTIONAL EQUITY, TITLE IX & 504 COORDINATOR

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.
  - Meeting with Employee Relations Officers, Director of Human Resources, Vice President for Finance and Administrative Services to discuss Texas Association of School Boards Policy DGBA (Local) Employee Grievances.
- Student Affairs and Enrollment Management:
  - Adjunct and Dual Credit Faculty Professional Development Day Presenter and Co-Host Pre-Meeting with the Office of Professional and Organizational Development.
  - 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.
  - Dean for Dual Credit Programs and School District Partnerships to plan and prepare for Title IX presentations at Dual Credit Leadership meetings.
  - Director and Managers of Counseling and Student Accessibility Services to discuss counseling referrals submitted by Title IX for specific cases involving students.
  - Director and Mangers of Counseling and Student Accessibility Services to discuss various 504 related cases involving students.
  - Director and Managers 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, as well as recent legal changes to Title IX as it relates to pregnant and parenting individuals.
  - Library Outreach and Instruction to discuss speakers and programming to celebrate the 50th Anniversary of Title IX, including Title IX film showings and speaker series for the Fall 2022 semester.
  - Meetings with Human Resources Employee Relations Officer to discuss specific reports and cases related to Section 504 and the Americans with Disabilities Act.
  - Planning meeting for Perkins Special Population Workshop Series for 504/ADA students with Office of Professional and Organizational Development Coach, Manager for Counseling and Student Accessibility Services, and Manager for Equity and Access Career Technical Education (CTE).
- Title IX and House Bill 1735:
  - Behavior Intervention Team meeting 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.
  - Fall 2022 New Student Orientation Events to provide sexual violence prevention outreach and information to new and incoming 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 updates to the Title IX Weekly Cabinet Report, Quarterly, and Annual Reports.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss finalizing updates to Title IX website, including significant expansion of Frequently Asked Questions section and supporting informational handbooks and other documents.
  - Meeting with ATIXA consultant from the Association of Title IX Administrators to discuss specific reports.
  - 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.

- Meeting with Vector Implementation Manager II to discuss implementation of Vector Solutions' Sexual Violence Prevention training for new and incoming students.
- Texas Higher Education Coordinating Board Negotiated Rulemaking Committee on Sexual Misconduct Substantial Compliance and Penalty Matrix.
- Texas Higher Education Coordinating Board Negotiated Rulemaking Committee Working Group Pre-Meeting on Sexual Misconduct Substantial Compliance and Penalty Matrix.
- Title IX Committee twice monthly meetings to discuss reports received and cases relating to employees.
- Title IX Committee monthly meetings to discuss reports received and cases relating to students.
- Various South Texas College instructors and administrators 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 South Texas College students to discuss reports received relating to Title IX cases.

- <u>Training(s)/Webinar(s):</u>
  - Back to School Workshop for Learning Management System (LMS).
  - Present Title IX and Office of Institutional Equity Bootcamp at Breakout Session 1 for Adjunct and Dual Credit Faculty Professional Development Day.
  - Present Title IX and Office of Institutional Equity Bootcamp at Breakout Session 2 for Adjunct and Dual Credit Faculty Professional Development Day.
  - Present Incorporating Principles of Equity in presentation at Nursing and Allied Health Fall 2022 Division meeting.
  - Present at Gearing Up for Fall: Essential Information for Chairs – Fall 2022.
  - Present at Fall 2022 Departmental Chair Meeting.
- <u>Departmental Meetings to discuss the following topics throughout the month:</u>
  - Individual Title IX reports and cases as needed.
  - Title IX Case Status Reports and updates to same.
  - Updates to website, Title IX Pool, and training matrix
  - Weekly Cabinet Reports, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.
  - Procedures updates and supporting informational documents.

PROJECTS IN PROGRESS:

- Creating comprehensive repository of templates for corresponding with parties and third-parties regarding reports.
- Created custom Title IX, 504, and Office of Institutional Equity presentations for Academic Chairs, Adjunct and Dual Credit Faculty, and Nursing and Allied health faculty.
- 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.
- 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.
- Finalized updates to the Title IX website to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.
- Prepared Five-Point Assessments and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.

- Prepared Motion and Back Up (S.B. 212 Annual Report) to present to South Texas College Board of Trustees at September 2022 Board Meeting.
- Prepared S.B. 212 Quarter 4 Report.
- Prepared Office of Institutional Equity Organizational Chart.
- Reviewed and made edits to Clery Annual Security Report for FY 2022.
- 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.
- Updated Title IX Flyer and Resource Guide.
- Worked on individual Title IX related cases.
- Worked on launching Vector Solutions Sexual Violence Prevention for Students training module, including gathering and inputting user data, customizing course, and preparing Blackboard and email announcements to be sent to students.
- Worked on updates to the Title IX informational display and banners.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- <u>Human Resources Information System (HRIS):</u>
  - Attended the BUGs (Banner User Groups) monthly meeting to discuss the Banner upgrades. HRIS (Human Resources Information Services) informed the group of the Workday discovery session towards the end of the month.
  - Attended the weekly PeopleAdmin re-engineering meeting and reviewed the performed updates and made a new list with the new ones.
  - Attended the workday assessment Kick-off. This was the first meeting to kick off the "Value Assessment" process to understand your executive goals and how a new ERP (Enterprise Resource Planning) deployment will align with those goals.
  - Attended the workday Finance assessment.
  - Attended the workday Human Resources assessment.
  - Attended the workday Student assessment.
  - Created more than 25 versions of the Staffing Plan Excel Dataset which was reviewed and updated by members of the Human Resources compensation team, the comptroller, the FAS (Finance & Administrative Services) vice-president and the staff, AA (Academic Affairs) vice-president and staff.
  - Created several copies of the board's PDF version of the staffing plan.
  - I virtually attended the Compensation Forum.
  - Met with Human Resources Staffing team and tested the re-engineered PeopleAdmin changes. Prepared a report and sent it to the PeopleAdmin support team.
  - Met with TASB (Texas Association of School Boards) and Human Resources Compensation team to go over the reports.
  - Met with the Ellucian consultants, the Human Resources and Business Office Payroll staff, and the Information Technology staff and reviewed the custom SQL script written by the Ellucian consultant.
  - Met with the FAS (Finance & Administrative Services) project manager to plan and discuss the Workday discovery meetings and create the list of functional area members to invite.
  - Met with the FAS (Finance & Administrative Services) vice-president to discuss the HRIS (Human Resources Information Services) Records maintenance positions. Approval was received to go ahead with the Staffing Plan Specialist and Full-time temporary Records Technician positions.
  - Met with the Human Resources Compensation team several times and reviewed the Fiscal Year 2022 – 2023 Staffing Plan dataset and the report.
  - Met with the PeopleAdmin re-engineering support team and new project manager and discussed the plan of action and the time of the project.

- Met with the Workday sales representative and went over the Joint Engagement Plan.
- Our group met with Human Resources administrators, the Human Resources Staffing p, and the Information Technology Application development group to discuss the Letter of Appointment automation. A decision was made to proceed to use the DocuSign application as it was originally proposed by our group.
- The search committee is comprised of two HRIS (Human Resources Information Services) and one Business Office staff interviewed four prospective applicants for the HRIS Reporting and Data Analyst Position.

- Payroll/Compensation:
  - Assisted with reports to review data analysis of staffing plan.
  - Assisted with the preparation of compensation forum examples and updates.
  - Assisted with the review of staffing plan updates reviews.
  - Assisted with the updates of Administrative Technical Support (ATS) and Operation Support (OS) staff TASB worksheet update for new hire, resignation and internal hires updated for Comptroller.
  - Attended Civilian Response: Active Shooter Meeting.
  - Attended FY 2022-2023 Roll Over Meeting via Teams.
  - Attended meeting for Compensation Non Exempt Worksheet setup.
  - Attended Staffing Plan Meeting via Teams.
  - Attended TASB questions meeting via Teams with TASB consultant Luz Cadena.
  - Attended the workday Human Resources assessment.
  - Meeting with Compensation Payroll Manager for Employment verification clarification on years of service for employees.
  - Meeting with the Ellucian consultant for EPAF upload process and testing.
  - Met for Final Feed Back of TASB Report via Teams.
  - Met with Assistant Director and Compensation Payroll Manager to review compensation (various).
  - Monthly HR Departmental meeting.
  - Review of year end process for annual fiscal year roll over process.
- Staffing:
  - Met for job description reviews and approvals with Staffing and Recruiting Manager.
  - Met regarding FY23 Pay Plan Updates Meeting.
  - Met regarding FY23 Staffing Plan Updates Meeting.
  - Met regarding Human Resources Compensation Group Call.
  - Met regarding Workday Discovery Session for HR Assessment.
  - Met with Employee Relations regarding Hiring inquiries.
  - Met with IT to discuss Letter of Appointment for Administrators and Executive.
  - Met with IT to identify Letter of Appointment Addendum distribution options.
  - Met with Talent and Learning Manager for Dual Credit Hiring Process Workshop Presentation.
  - PeopleAdmin Re-implementation testing with HRIS.
  - Provided support during Academic Affairs Chair Meeting Fall 2022.
  - Provided support during TASB open forum in which Luz Cadena, TASB Analyst, had the opportunity to review the compensation study methodology and answer questions.
  - Training meeting for new Staffing Specialist- Assigning Search Committee.
  - Training meeting for new Staffing Specialist- Banner screens.
  - Training meeting for new Staffing Specialist- continuation Full Time Temporary.
  - Training meeting for new Staffing Specialist- continuation Trainer NOE's.
  - Training meeting for new Staffing Specialist- Direct Wage.
  - Training meeting for new Staffing Specialist- Hire Approved.
  - Training meeting for new Staffing Specialist- Hiring Proposal.
  - Training meeting for new Staffing Specialist- Job Description.
  - Training meeting for new Staffing Specialist- Job Offer.
  - Training meeting for new Staffing Specialist- PeopleAdmin.
  - Training meeting for new Staffing Specialist- Position Description.
  - Training meeting for new Staffing Specialist- Posting.
  - Training meeting for new Staffing Specialist- Updating User Access on PeopleAdmin.

- Training meeting for new Staffing Specialist-Full-Time Temporary NOE's.
- Training meeting for new Staffing Specialist-Trainer NOEs.
- Weekly staff meetings to discuss weekly and procedures updates held by Staffing & Recruiting Manager.

- Benefits:
  - College Safety Committee meeting on monkeypox protocol, current COVID-19 protocol and number of COVID-19 cases.
  - Discussion on South Texas College/Texas Workforce Commission potential internship.
  - Ellucian consultant training on EPAF upload.
  - Employee Assistance Program discussion with University of Texas Health Systems on programs offered by their institution.
  - Finance and Administrative Services Safety meeting on monkeypox protocols and procedures.
  - Follow up review of Texas Association of School Boards Leave and Absences Policy.
  - Presentation for Educational Technologies Department on leave and benefits.
  - Review of Compensation and Benefits – Leave and Absences Texas Association of School Boards Policy with Director of Human Resources, Finance Administrative Officer and Employee Relations Officer.
  - Workday discovery session to discuss overview of current internal processes and procedures.
- Employee Relations (ER):
  - Met on additional material for New Employee Presentation to improve metrics and gain constructive feedback.
  - Met on disciplinary written warning technical assistance regarding employee with supervisor.
  - 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 assisting with memo findings for referred cases.
  - Met on the discussion of cases, duties and special projects with Employee Relations Team.
  - Met on the discussion of closing Hotline cases, Maxient cases, and Employee Relations cases.
  - Met on the discussion of editing and finalizing employee relations new hire presentation.
  - Met on the discussion of implementing a college-wide Employee Assistance Program.
  - Met on the discussion of Records Management of Essential Records pertaining to employee records.
  - Met on the discussion of request for supervisor training.
  - Met on the discussion of South Texas College Policy 4115.
  - Met on the discussion of the Background Check Guide.
  - Met on the discussion of the President's Administrative Staff/PDC Phase 1and 3 Policies Review Period.
  - Met on the discussion of Title IX cases with the Office of Institutional Equity/Title IX and 504 Staff.
  - Met on the review of active complaints and closure of files with the Director of Human Resources.
  - Met on the review of personnel files for potential employment with Federal Agencies Background Investigators and Office of Personnel Management.
  - Met via Teams on the discussion of Phase 3 of the Policy Review project.
  - Met via Teams with Human Resources managers regarding coordination of pay and staffing plan implementation.
  - Met via Teams with the Staffing and Recruiting Manager regarding the Letters of Appointment Distribution for Faculty and Administrators.
  - Met via Teams with the Vice President of Finance and Administrative Services on the discussion of Human Resources Bi-weekly updates.
  - Met with Office of Student Rights and Responsibilities Staff on the discussion of BIT Meeting.
  - Met with the CC Vendor on Product Agreement.
  - Met with the Interim Vice President of Academic Affairs on the discussion of yearly performance appraisals.
  - Met with the Staffing and Recruiting Manager on the discussion of the Not Eligible Email to Special Handling Applicants.
  - Met with the Talent and Learning Manager on the discussion of identifying the buildings and locations for workforce posters project.
  - Met with the Talent and Learning Manager on the discussion of new hire presentation.

- Participated in presenting employee relations topics at new hire orientation.
- Participated in the Fall 2022 Semester Chair Meeting.
- Participated in the GoToWebinar regarding Employee Engagement-Strategies for Success.
- Participated in the President's Administrative Staff Meeting.
- Participated via Teams in the Dual Credit Programs ISD Leadership Events Presentation.
- Participated via Teams in the Texas Association of School Boards' Compensation Study Forum.
- Participated via Zoom in the Workday Discovery Session – Human Resources Assessment Session
- Prepared and responded to litigation counsels' requests for claim file materials.
- Prepared and responded to Office of the President's request for claim file materials.
- Trained and assigned duties to Temporary Agency Human Resources Assistant – Employee Relations.
- Worked on Outlook Signatures (Templates) for Options Emails, Recommendation for Termination Update Emails, etc.

- <u>Talent and Learning:</u>
  - Attended the workday Human Resources assessment.
  - Attended webinar: "Building a Culture for Distributed Teams".
  - Attended webinar: "Crafting a Powerful Vision".
  - Attended webinar: "Mondays with Marvis & Marina: Harassment in the Workplace".
  - Completed the Campus Safety Report (CSA) for Public Safety Department.
  - Created Reports for mandatory trainings for non-faculty staff through Vector Solutions.
  - Met and worked on Texas Association of School Boards (TASB) data and evaluated placements.
  - Met for a review of the finalization of the Employee Handbook.
  - Met for the development of Dual Credit Hiring Process Presentation.
  - Met for the development of training presentations for Search Committees.
  - Met for the distribution plan of the Non-Discrimination notices.
  - Met on pay plan methodology and questions from employees.
  - Met on Staff organization & employee recognitions with Human Resources Director and Vice-President of Finance Administrative Services.
  - Met on the development of Staffing and Pay Plans.
  - Met on the discussion of implementing a college-wide Employee Assistance Program.
  - Met with Bucketlist for employee recognition program.
  - Met with Employee Relation Specialist on the new employee presentation.
  - Met with Employees Relations Officers to develop a list of the staff that would be changing exempt status.
  - Met with Hiring Committee for Human Resources Talent and Learning Coach position.
  - Met with Human Resources administration on the ATS Pay Plan.
  - Met with Human Resources Director and Assistant Director on the development of a TASB Compensation Forum with the TASB Consultant.
  - Met with Human Resources Director and Assistant Director on the development of Information Sessions for Faculty and Staff.
  - Met with Human Resources managers and the Office of Institutional Equity on the development of office hours at different campuses.
  - Met with Office of Professional and Organizational Development on the planning for the College Wide Professional Development Day.
  - Met with Office of Professional and Organizational Development on the planning of a training sessions for specific department request.
  - Met with Office of Professional and Organizational Development on the transition plan.
  - Met with Office of Professional and Organizational Development, Human Resources Administrators to continue the discussion and development of Staff Council.
  - Met with TASB (Texas Association of School Boards) and Human Resources Compensation team to go over the reports.
  - Met with the Vice-President of Finance and Administrative Services on the discussion of Human Resources Bi-weekly Updates.
  - Presented at new hire orientations.

- Worked on updated for Employee handbook.

PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Added new employees into TCP Plus for timekeeping.
  - Assisted adding an employee into clone testing (Banner) to calculate overpayment.
  - Attended New Hire Orientation.
  - Child Support data entry.
  - Composed Pay Plan Workbook for 2022-2023.
  - Data entry, review, verification and processing for MR08 Payroll.
  - Filed Self-Identification forms for New Hires.
  - Finalized Payroll for Trainer NOE's, Grant Funded NOE's and Special Assignments.
  - Packed and sent out Regular and Trainer NOE's.
  - Processed compensation reviews.
  - Processed employment verifications.
  - Processed positions on position control.
  - Processed resignations.
  - Processing of Faculty resignations.
  - Record Retention on Verification of Employment and NOE's for July 2022.
  - Review Pay plan.
  - Sent out Trainer NOE's and Grant Funded NOE's By Inner Campus Mail to BO needing Nora/Esmer' Approval.
  - Trained other staff members on Staff NOE's, HP's and PDR updates.
  - Training/Input on Address Change for Employees.
  - Vector, LMS, Higher Education Edition Online Training.
  - Verification of Employment via e-mail, call or in person drop off forms.
  - Worked on adding information for the EPAF upload spreadsheet.
  - Worked on adding salaries to a restricted report.
  - Worked on Compensation worksheets.
  - Worked on TXOAG Reporting for New Hires.
  - Worked on US Regulatory for New Hires.
- Benefits:
  - Completion of Employee Demographic files for Teacher Retirement System Regular Payroll Report.
  - Completion of Teacher Retirement System Employee After Retirement Report.
  - Fiscal year 2022 leave audits.
  - Manual leave deduction of all August leave for incoming fiscal year audits.
  - Ongoing research on Employee Assistance Programs.
  - Ongoing review of Compensation and Benefits – Leave and Absences Texas Association of School Boards Policy.
  - Ongoing training of new Benefits Specialist.
  - Research on adjunct and dual credit faculty ACA hour calculations.
  - Summer Enrollment file review for new fiscal year.
- Employee Relations (ER):
  - Human Resources administrators working on reviewing personnel policy updates related to Texas Association of School Boards.
  - Training of new employees: HR Specialist – Employee Relations, Employee Relations Officer, and Temporary Agency Human Resources Assistant – Employee Relations.
  - Working on Employee Relations cases and reviews.
  - Working on the Employee Relations Background Check Guide.
  - Working on updating filing system for Employee Relations files and cases.
  - Working on updating South Texas College Employee Handbook and Acknowledgements.
  - Working on updating the College's Legal, Safety, and Nondiscrimination poster notices distribution.

- Human Resources Information System (HRIS):
  - Designing the automation of the Staffing Plan documentation.
  - Working on (LOA) Letters of Appointment automation on the DocuSign application.
  - Working on position control standardization to automate the Staffing Plans of the future.
- Staffing:
  - Letter of Appointment for Administrators and Executive.
  - PeopleAdmin Re-implementation testing with HRIS.
  - Search Committee PowerPoint revision.
  - Staffing Plan FY2022-2023.
- Talent and Learning:
  - Development of Compensation Study: Information Sessions (10).
  - Tracking progress for mandatory trainings.
  - Working on TASB Compensation.
  - Working on Title IX ATIXA trainings.
  - Working on updated for Employee handbook.
  - Working on updating South Texas College Employee Handbook and Acknowledgements.
  - Working on updating the College's Legal, Safety, and Nondiscrimination poster notices distribution.

HRIS -			
Type of Access Provided	**Count**		
Active Directory	0		
AppTrack	1		
Argos Access	2		
Banner	16		
Credential Database	1		
DFS (Distributed File System)	4		
FLAC	4		
JagNet Forms Management	5		
Job Submission Service turn-on	1		
Send As – Email	2		
SSN	3		
Web Tailor Access	3		
Xtender access	2		
Total Count	**21**		
Visio Charts	**Created**	**Updated**	**Published**
Count	2	2	1
Information Services and Planning (IS&P) Issues	**Assigned**	**Resolved**	**Open**
Count	32	38	8
PeopleAdmin Issues	**Assigned**	**Resolved**	**Open**
Count	2	2	0
Vector Solutions Issues	**Assigned**	**Resolved**	**Open**

Count	1	0	1
Human Resources Website Updated Main | JagNet	5	0	

Report Development	**41**
Internal Reports	**16**
• HRIS - LMS Support	1
• Human Resources – Compensation	6
• Human Resources - Director of Human Resources	2
• Human Resources - Employee Relations	1
• Human Resources – Payroll	2
• Human Resources – Staffing	3
• Human Resources - Talent and Learning Manager	1
External Reports	**23**
• Academic Affairs – Curriculum	2
• Academic Affairs – Distance Learning	1
• Academic Affairs - Dual Credit Program	2
• Auditor (External)	3
• Finance and Administrative Services – Accountability, Risk, & Compliance	4
• Finance and Administrative Services – Business Office	2
• Finance and Administrative Services – Vice President	5
• Information Technology –Research and Analytical Services	3
• Institutional Advancement and Economic Development - Vice President	1
Federal/ State/Local Government Reports	**2**
Bureau of Labor Statistics	1
TCCTA survey	1
Telecommunicating Automation Workflow and Front-end User System	1 Updates/Adjustments to App 2 Workflow Test Runs

Faculty Staffing	**Count**
Position requests w/job descriptions	0
Positions posted	0
Positions reposted	1
Positions extended	2
Positions canceled	0
Search committees' forms requested	3

Faculty Staffing	Count
Search committees assigned	6
Hiring proposals reviewed (HR Staffing Review workflow)	32
Job offers	67
Review Adjunct/Dual Credit applications	51
New Hire Email Notifications	
Faculty	18
Lecturers	13
Adjuncts/Dual Credit	34
Positions filled	6
PeopleAdmin user updates	6
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	36
SOAPCOL	49
PEAFACT	53
Resignations/Terminations	
SACS Audit Credential Review	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	1
Reviewed in PeopleAdmin	
Notices (1st, 2nd & Final notice)	7
Extension requests	0
Credential entered in credential database Faculty/Staff	21
Vacancy Reports completed NOE course and Rate Review	0 17
Educational Supplements (Review, log, memo, send to payroll and faculty)	2
New hire/re-hire/transfer files (closing onboarding process) track transcripts	57
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	
Visitors Assisted	391

Support	Count
E-Verify	
Cases submitted	62
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	220
Processed Paper	209
Postings	
Closed (On-Line)	40
On Boarding	
New Hires	61
Transfers	23
Returning	8
Adjunct	22

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	0
Record Requests: External	4
Records Filed (by page)	819
Files Scanned & Indexed	748
New Hire/Active Personnel Files Prepared	18
New Hire/Active Transcript Files Prepared	22
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	222
Telecommunicating - Agreements Received and Logged	85
Employment Reference Checks Logged	21

Records	Count
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	25
Job Descriptions reviewed and approved	26
Positions posted	27
Positions reposted	16
Positions extended	9
Positions canceled	6
Search committees' forms requested	5
Search committees assigned	22
Hiring proposals reviewed (HR Staffing Review workflow)	48
Job offers	21
New Hire Email Notifications:	
Full-time staff	8
Part-time staff (DW/WS)	11
Trainers	5
Positions filled	36
PeopleAdmin user updates	23
Advertisements placed (Monitor, Town Crier, etc.)	
Resignations/Terminations (HR Benefits):	
Full-time staff	18
Part-time staff	6
NOEs:	
Full-time temporary staff	76
Part-time staff (WS)	0
Part-time staff (DW)	188
Trainers	73
Temporary Agency Employees:	
Request	1
Replacements	
Assignment Extension	5

Employee Relations	Count				
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	786	116	TWC Claims	35	1
Fingerprints	367	26	Open Records Requests	6	0
DPS Driver Eligibility Checks	326	6			

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	10
Internal Transfers	9
Benefits Credits/Collections	1
TRS ED Records reported	200+
TRS RR Records reported	17
TRS Prior Yrs. of Svc Verifications	45
TexaSaver 457/403B Accounts	2
Faculty (Adjunct, Temporary)	1
Exits	
Full Time	13
Retirees	1
FMLA Requests	
New	4
On-Going Cases	8
Closed	20
FMLA Intermittent Requests	
New	1
On-Going	16
Closed	1
Approved Leave of Absence	
New	0
On-Going	1
Closed	5
Workers Compensation Claims	
New	7
On-Going Cases	2
Closed	14
Tuition Reimbursement Applications Processed	12

Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	140
Dependent	52
Promissory Notes	64
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	N/A
Sick Leave Pool Donations	N/A
Medical Support Orders	3
ERS Changes	6
Vacation Settlement Worksheets	20

Payroll	**Count**
PDR Notifications	223
Direct Deposit Transactions	
Full Time	2
Direct Wage/Work Study/Trainer	62
Resignations	
Full Time	49
Direct Wage/Work Studies	4
Garnishments	34
State Charitable Deductions	
TXOAG Reporting	56
Payroll DOC/ADJ/SLP Worksheets	
New Hires, Rehires, Transfers	
Name Changes	
Address Changes	2
Form W-4 Changes	81
FY21 Staffing Plan Salary Inc Rev	
Verification of Employment	116
Forms processed	55
TWC	
Letters sent	5
Phone Calls	89

Cell Phone Stipends	
Adjunct Leave Forms	
NOE	44
Letters of Appt Verification and Matching	
Letter of Appointment Staff Full Time Regular	
Direct Wage	76
Work-Study	8
Adjunct	
Overload	59
FLAC (Faculty Load and Compensation) Dual Credit assignments reviewed	
FLAC entries reviewed and applied	
Trainers	42
Dual Enrollment	
Fac. Salary Retro-Pay Adj	
Fac. Base Salary Pay-Off	
Substitute NOES	13
Full-time Regular Faculty Pay-Off	
Faculty Special Assignment Other	57
Faculty Classification Changes	
Special Assignments	1
Course-Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	
Staff Special Assignment	
Large Class Payments	
11/12 Salary Pay off	
Educational Increase	1
Mini-mesters	2
Certification Stipend	
PeopleAdmin Transactions	10
Compensation worksheet setup	
Approvals	24
Hiring Proposals	0
Payroll Worksheets	
Move Request Updates	19
Compensation Worksheets, PeopleAdmin Transactions/Updates	

Academic Affairs

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. RICARDO SOLIS, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	SEPTEMBER 21, 2022
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2022 – AUGUST 31, 2022

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Wk#232220: Gearing Up for Fall: Essential Information for Chairs, August 5
- President's Administrative Staff Meeting, August 5
- Meet with Distance Learning Instructional Designer to go over the access of the learning activities for competencies three and four of CBE Fundamentals, August 6
- Instructional Continuity Course, August 8
- Meeting with Faculty Senate President and STC President, August 8
- Meet with Division Deans to discuss Fall semester and HERF funds for faculty, August 8
- Meet with Deputy Division Director of Workforce Education for recommendation for AEL Service Grant Application, August 8
- Program Development Discussion with Curriculum, August 9
- Mission Chamber of Commerce Buenas Tardes, August 10
- GPS-Starfish Monthly Meeting, August 10
- STC and RGV College new partnership, August 10
- New partnership with Metro McAllen, August 11
- TWC AEL RFA Potential Partnership - Region One and STC, August 11
- Meet and Greet - Roma ISD Superintendent - Carlos Gonzalez Jr., August 11
- Met with Distance Learning Dean, August 12
- Meet and greet with TAMUK President, August 12
- CNA Commencement Ceremony, August 12
- Facilitated Academic Affairs Convocation, August 12
- Met with VP Plummer to discuss Border Patrol request for leadership training, August 16
- Attended GED Graduation (1st ceremony), August 17
- Follow up meeting on potential partnerships with the Construction Science Program at Texas A&M and several programs at STC, August 18
- Planning and Development Council (PDC) Meeting, August 19
- Meeting with OPOD to go over upcoming events, August 22
- Meeting to discuss potential project for the use of year two carryover DHSI funds, August 22
- Attend the retirement celebration for Dr. Champion. August 23

- Attended Board Meeting, August 23
- Meeting to discuss next step in development of the Aviation Program, August 44
- Construction Trades Luncheon, August 24
- Valley Grande Institute (VGI) Partnership Initial Meeting, August 25
- RGV Hispanic Chamber of Commerce's Legislative Update Luncheon, August 25
- Chair Leadership Meeting - Fall 2022, August 15
- Hidalgo County Prosperity Task Force - Prep Meeting, August 30
- Workday Discovery Session - Executive Assessment with college departments to understand their needs and offer software solutions, August 30
- South Texas College & La Joya ISD Partnership Counselor Workshop, August 31

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- 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:

- Housing Insecurity initiation project – meeting with Dr. Rodney Rodriguez, August 1
- Coordinated Operations Council, August 2
- Group meeting with Dean and Custodians, August 3
- Excelencia recertification interview, August 4
- President's Administrative Staff meeting, August 5
- Deans updates – Meeting with Dean for Institute for Advanced Manufacturing, August 8
- HEERF Grant News Conference and Announcement, August 9
- Board of Trustees – Facilities Committee meeting, August 9
- Update meeting on Cosmetology facility, August 10
- Partnership with RGV College ceremony, August 10
- New Faculty Orientation luncheon and panel discussion, August 11

- STC and McAllen Metro partnership, August 11
- Pharr EDC Foundation Board meeting, August 11
- Division Leadership meeting and semester planning, August 12
- 27th Annual Police Academy Graduation, August 12
- Academic Affairs Convocation, August 15
- Division meeting – Faculty return, August 15
- Leadership training for Border Patrol – planning meeting, August 16
- GED Graduation, August 17
- Ancestral Craft Spirits Distillery visit and tour, August 17
- Border Patrol Leadership meeting to discuss training, August 18

- Texas A&M – McAllen meeting with undergraduate committee for Construction Science, August 18. Meeting and tour were held at Texas A&M McAllen Campus and then at STC Technology Campus.
- College Safety Committee Meeting, August 18
- Meeting of new department chairs for BPST Division, August 19
- Planning & Development Council meeting, August 19
- Tour of MVC extra offices and planning for future needs of workforce building, August 22
- Retirement Lunch for Dr. Virginia Champion, August 23
- Review and update of SACSCOC Presentation, August 23
- Discuss UTRGV Social Work Program and potential partnership with STC for Special Populations, August 24
- Construction Industry Expo and luncheon, August 24
- Completion of wall art for the Technology Campus, Au August g 24
- InsideTrack meeting to discuss expansion of needs for DHSI Grant, August 25
- Department Chair orientation and lunch, August 26
- Hidalgo County Prosperity Taskforce, August 31

DEPARTMENT/PROGRAM REPORTS:

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- Academic Affairs Convocation, August 15
- Academic Affairs Division Meeting, August 15
- Public Safety Department Meeting, August 17
- Public Safety Adjunct Instructor Meeting, August 20
- RCPSE Polling Location survey meeting with Leonel Pruneda, August 23
  - Election Day November 8
- Met with STCPD Training Officer George Barreiro over future trainings, August 24
- Met with Federal Probation Salvador Gonzalez and Christy Martinez classes and job fair at RCPSE, August 25

Major Activities:

- Pharr Fire Department "She's My Hero" program female participants utilize the FLAIM Virtual Reality Fire Simulators (20 participants), Aug 6
- Pharr Fire Department Aerial Operator Course (21 participants), Aug 8-12
- Pharr Police Department Spike Strip Training (6 participants), Aug 10
- STC Police Academy Graduation (part-time students), Aug 12
- Virtra Simulator Familiarization Training (4 participants), Aug 19
- Tour for Congressional Candidate Monica De La Cruz, Aug 24
  - Present also were members of the US Border Patrol Union
- Emerging Trends Advance Training Series (National Center for Missing and Exploited Children) (63 participants), Aug 16-18
- Pharr EMS Vehicle Operator Safety Course (11 participants), Aug 19
- Pharr Police Department Motorcycle Unit Department Inservice Training (4 participants), Aug 31

- Pharr Police Department K9 Unit Department Inservice Training (9 participants), Aug 31

External Visits

- Pharr Pistol and Rifle Club Meeting to discuss partnership, August, 2

Accomplishments

- Vinyl Walls Installation of Decorative Art, Aug 9
- 1 Lecturer for Law Enforcement, 1 Adjunct for Law Enforcement, and 1 Adjunct for Paralegal hired for Fall 2022, Aug 22

Upcoming Events

- Introduction to Communications Technologies for Law Enforcement, September 7-9
- Pharr PD Agility Test/STC Police Academy Recruitment, September 17
- Pharr PD Inservice Training, September 19-23
- MCTC Physical Surveillance Training, August 19-23
- Texas Alcohol Beverage Commission Training, September 27-29
  - The State of Law Enforcement: Back to the Basics
  - HB 1927 Firearm Carry Act of 2021 (Constitutional Carry)
- Texas Commission on Fire Protection Testing, September. 27

Guided Pathway Specialist – Business

- Student contacts and advisement activities:
  - 164 Telephone contacts
  - 241 Personal emails
  - 60 Student registrations
  - 12 Student changes
  - 37 Students advised
  - 15 Graduation audits
  - 23 Student meetings
  - 2 Financial aid appeals
  - 3 Course substitutions

Guided Pathway Specialist – Public Safety

- Student contacts and advisement activities:
  - 76 Students registered
  - 47 Email contacts
  - 62 Phone contacts
  - 41 Students advised
  - 27 Student meetings (in person)
  - 3 Starfish contracts
  - 6 Financial aid addendums
  - 8 Course substitutions

Guided Pathway Specialist – Technology

- Student contacts and advisement activities:
  - 93 Telephone contacts
  - 342 Email contacts
  - 112 Student registrations
  - 134 Students advised
  - 3 Student meetings (In person)
  - 3 Events
  - 2 Division/Program meetings
  - 5 Course substitutions

Automotive and Diesel

- Department Chair and Assistant Chair met with Toyota Dealer Service Manager and two Toyota representatives to discuss partnership between Toyota Service and STC Automotive Program to hire and train students, Aug 23
- GM ASEP program instructors attended a meeting to discuss ASEP students' recruitment, retention, and graduation success, August 31

Culinary Arts

- Mid-Valley Construction meeting, August 3
- Academic Affairs Convocation and Division meeting, August 15
- Mid-Valley Construction meeting, August 17
- Faculty toured Ancestral Craft Spirits Distillery, August 17
- Welcomed first cohort of dual enrollment student from Vanguard Academy, August 22

Design and Building Technology (Construction Supervision, Electrician Assistant and Heating, Ventilation, Air Conditioning and Refrigeration

Major Meetings:

- Faculty and staff attended Fall 2022 Convocation, August 15
- Department Meeting, August 16, 19 & 26
- Employers Expo event meeting and site visit, August 17
- Electrician Assistant instructor attended a meeting with Program Chairs and visited Starr count campus, August 19
- Mid-Valley Campus expansion meeting, August 25
- Chair Meeting, August 26

Major Activities:

- Faculty and staff attended the Career EXPO event, August 2

Law Enforcement

- Recruitment activities
  - Public Administration Program, Program Coordinator, presented to Hidalgo County DA's Office and City of Edinburg employees, over 40 in attendance, August 17
  - Public Administration Program, Program Coordinator, presented to City of Edinburg employees, August 24
- Participation in Community Events
  - Police academy attended the South Texas College Industry Expo, Aug 24
  - Police academy attended K9 demonstration by the Hidalgo County Sheriff's Office, August 26
  - Fire Science instructor assisted the Mission Fire Department conduct forcible entry training to the Hidalgo County Sheriff's Office SWAT Team, August 11
  - Police academy participated in a memorial service for fallen San Antonio police officer Justin Michael Garcia. The memorial service was held in Mission, TX. Justin was a South Texas College Police Academy Alumni. He graduated from the 6th Academy in December 2014. August 30

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Attended the Gearing Up for Fall workshop for Department Chairs, August 5
- Hosted and ran the Liberal Arts Division meeting to kick off the Fall semester, August 15
- Attended the STC GED graduation ceremony, August 17

- Participated in the Remote Delivery (Z section) orientation, August 17
- Attended the Full Time Faculty Teaching Dual Credit Courses PD Day, August 18
- Participated in the STC Student Basic Needs Committee meeting, August 18
- Co-presented on the STC IOER initiative at PDC, August 19
- Attended the Fall 2022 Chair Meeting Workshop, August 26
- Attended the 2nd AAC&U IOER webinar: The OER Sustainability Toolkit, August 31
- Hosted a workshop for LA Division Chairs: Using Data for IE Plans and Beyond, August 31

DEPARTMENT/PROGRAM REPORTS:

Arts

- Continued preparation for the Faculty Art Exhibit to take place September 6 – 23 with a Closing Reception on September 22nd.

Center for Mexican American Studies (CMAS)

- As part of its Summer Workshop Series, Ballet Folklórico South Texas College (BFSTC) completed two separate dance and musical workshops with the following guest performers:
  - Hidalgo Workshop with Emmanuel Coronel Rico, August 17 – 20
  - Veracruz Workshop with Ernesto Luna Ramirez, August 22 – 27
- CMAS Coordinator began preparations for upcoming lectures and presentations including a guest speaker, Dr. Cynthia E. Orozco, who agreed to travel to South Texas College to present (September 22nd).
- Preparations were initiated for the upcoming Fall semester and performances by BFSTC. Mr. Gomez was in contact with several festivals and coordinators around the state receiving invitations requesting BFSTC attendance and participation.

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

DIVISION DEAN'S REPORT:

- Attended Coordinated Operations Council meeting, August 2
- Participated in Competency Based Education and Prior Learning meeting with PBSC BAS, August 3
- Meeting regarding Instructional Integrity, August 3
- Attended Cabinet on behalf of Interim Vice President for Academic Affairs, August 29
- Attended meeting to review College Readiness Workshop for Math Discipline, August 4
- Workshop Gearing Up for Fall: Essential Information for Chairs, August
- Attended President's Administrative Staff meeting, August 5
- HEERF Grant News Conference and Announcement, August 9
- Attended STC and RGV College PTA program signing of Memorandum of Understanding, August 10
- CCBA Board meeting, August 12
- Attended Academic Affairs Convocation
- Hosted Fall Division of Math, Science, IT and Bachelor Programs meeting, August 15
- GED Graduation Ceremony, August 17
- Construction Industry Expo, August 24
- Attended Microsoft Teams interview for SACSCOC Presentation, August 25
- Hidalgo County Prosperity Task Force - Prep Meeting, August 30

Project Manager

- Facilitated meeting to discuss Chemical Hygiene Plan, August 2
- Meeting on Instructional Integrity, August 3
- Attended meeting with Academic Initiative Officer to review MSITB grants, August 5
- Meeting to review NSF Annual Reporting, August 11
- Coordinated and organized Fall 2022 Division Meeting, August 15

- Coaching Reinforcement Training, August 19
- Attended meeting to discuss DHSI Carryover Funds, August 22
- Attended meeting to discuss Faculty Duties for CBE, August 23
- InsideTrack and STC Partnership meeting, August 25
- InsideTrack Manager Training: Leveraging Your Strengths, August 29
- Coaching Powered Leadership training with InsideTrack, August 30
- Attended GIM for TAB Marketing and Recruitment Grant, August 30
- Using Data for IE Plans and Beyond, August 31

BACHELOR PROGRAMS:

BASOL

- Conducted training on InterviewStream for BASOL faculty, August 2
- Participated in the CBE Team's meeting with Palm Beach State College, FL, August 3
- Instructional Integrity meeting with MSITB faculty and Dean, August 3
- Participated in a meeting regarding CBE Fundamentals with Distance Learning, August 3
- Attended the McAllen Chamber of Commerce New President and CEO Josh Mejia Reception, August 4
- Participated in the MSITB Division Planning final meeting, August 9
- McAllen Chamber of Commerce Ambassador Monthly meeting, August11
- Participated in the Academic Affairs Convocation, August 15
- Academic Affairs Division Meetings, August 15
- Attended the STC GED Graduation Ceremony, August 17
- Participated in the Bachelor Programs New Student Orientation, August 17
- Participated in the McAllen Chamber Ribbon cutting for Black Bear Diner, August 23
- Participated in the Faculty Duties for CBE Meeting, August 23
- Attended the Leadership McAllen Class XLII (42) Welcome Reception, August 23
- Participated in the Harmonize Demo with Distance Learning, August 24
- Participated in the STC & Institute for CBE meeting, August 25
- Facilitated the BASOL Capstone Student Pre-Celebration Dinner, August 25
- Participated in the Using Data for IE Plans and Beyond, August 31
- Participated in the IRCs for BASOL program and the Special Assistant to the President for Continuing Education, August 31

Computer Information Technology/Computer Science

- Participated in MS Teams Meeting Accelerating Grant, August 1 – 29
- Participated in Competency Based & Prior Learning via Zoom with Laura Babooram, August 3
- Participated in MS Teams Meeting to review CBE Fundamental Questions with Dr. Andres Padilla-Oviedo, August 3
- Participated in MS Teams Meeting with Dr. Rachel Sale to review CBE Fundamentals, August 3
- Attended Workshop Gearing up for Fall via MS Teams, August 5
- Participated in MS Teams Meeting GEAR Up Information Technology & Cyber Security, August 8
- Participated in MS Teams Meeting Review your Certification, August 10
- Attended Academic Affairs Convocation, August 15
- Participated in MS Teams Meeting Fall 2022 COSC/CITP Faculty Preparation Day, August 16
- Participated in MS Teams Meeting with COSC/CITP Faculty, August 17
- Attended Industry Certifications Meeting via MS Teams, August 18
- Participated in Adjunct and Dual Credit Meeting via MS Teams, August 20
- Participated in MS Teams Meeting to revise proposal, August 23
- Participated in MS Teams Meeting Capstone Orientation for CITP4301, August 23
- Participated in MS Teams Meeting to prepare for SACSCOC Interview, August 25
- Attended Cybersecurity Presentation via MS Teams, August 25
- Meeting with Laredo College to discuss Google Certificate, August 29
- Attended Meeting with Amanda Sotelo for SACSCOC Presenter Group Picture, August 30
- Meeting with Project Manager-Using Data for IE Plans and Beyond, August 31
- Participated in MS Teams Meeting to work on IE Report with Nicholas Hinojosa, August 31

- Participated in MS Teams Meeting to complete Proof of Effort Report (Grant), August 31

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Chemistry

- Attended Using Data for IE Plans & Beyond to discuss the mid-biennium reports and data relevant to the report, August 31
- Reviewed job descriptions for Lab Specialist IIs, Lab Assistants, and Lab Technicians and compared FY22 and FY23 Pay plans, August 24-31
- Attended meeting with HR Director and Biology Department Chair to discuss Lab Specialist II and Secretary compensation and job descriptions, August 24
- Facilitated F2F Adjunct & Dual Credit department meeting to discuss enrollment, curriculum, IE Plan, course success rates, Meta-majors, PLOs/CLOs, Instructional Integrity, and review Chemical Hygiene Plan, Aug 20
- Facilitated F2F department meeting to review IE Plan, Committee Assignments, Course Success Rates, Blackboard Ultra, and review Chemical Hygiene Plan (CHP), August 19
- Facilitated F2F department meeting to discuss enrollment, fall schedule, program goals, Instructional Integrity, Meta-Majors, Success Rates, Onboarding processes, PLOs and CLOs, August 17
- Attended Academic Affairs Division Meeting, August 15
- Attended Academic Affairs Convocation morning session, August 15
- Attended meeting with HR Representative to discuss faculty related issue, August 10-12
- Attended Gearing Up for Fall: Essential Information for Chairs virtual meeting, August 4
- Held virtual meeting on Instructional Integrity, August 3
- Met with Division Project Manager to update Chemical Hygiene Plan, August 2

Information Technology

- Participated in Instructional Integrity Committee meeting, August 3
- Participated in Gearing Up for Fall: Essential Information for Chairs workshop, August 5
- Attended GEAR Up Information Technology & Cyber Security | STC (Initiatives), August 8
- Faculty and staff attended Academic Affairs Convocation - In Person and Online, August 15
- Faculty and staff attended Cengage Meeting, August 18
- Program Chair and Dual credit coordinator hosted IT & CAAT Program Dual Credit Faculty Fall 2022 Meeting, August 20
- Program Chair and faculty attended review grant available for CompTIA A+ and Server + Meeting, August 23
- Program Chair and Assistant Chairs attended Chair Leadership Meeting – Fall 2022, August 26
- Program Chair attended Using Data for IE Plans and Beyond workshop, August 31

Upcoming Events:

- Rockin' IT, October 28

Mathematics

- Faculty attended MSITB Division Instructional Integrity meeting, August 3
- Chair attended meeting re: College Algebra Gamification Course pilot, August 3, 5
- Chair coordinated meeting with Dr. Virginia Champion re: Bill&Melinda Gates grant project with Lumen Learning & American Public & Land Grant Universities (APLU), August 3
- Chair coordinated meeting re: set-up of Instructional Studio in Bldg. J 3.1206, August 3
- Faculty attended Review and Discussion of College Readiness Workshop for Math, August 4
- Faculty attended THECB OER Development Grant Meeting, August 4
- Chair attended Gearing-Up for Fall Chairs' Meeting as presented by VPAA, August 5
- Mathematics Leadership Team met to discuss preparation for upcoming semester, August 9, 12
- Faculty and staff attended Academic Affairs Convocation, August 15
- Chair met with IT to discuss EquatIO software license renewal, August 17
- Chair attended meeting with Lumen Learning re: potential grant initiative, August 17
- Faculty attended Full-time Faculty teaching Dual Credit Courses Professional Development meeting, August 18
- Faculty attended Compensation Results Forum, August 17-18
- Faculty and staff attended Mathematics Department Professional Development Day, August 19
- Faculty attended Ascender Team Meeting, August 19

- Faculty attended Adjunct & Dual Credit Faculty Professional and Organizational Development Day, August 20
- Chair and Mathematics Dual Credit Coordinator Faculty facilitated Mathematics Department Adjunct and Dual Credit Department Meeting, August 20
- Chair met with Cengage representative re: textbooks & learning resources, August 25
- Chair attended Academic Affairs Chair Meeting, August 26
- Chair attended discussion on NSF/HSI STEM education grant and potential collaboration with UTRGV, August 30
- Faculty attended Using Data for IE Plans and Beyond Meeting, August 31

Physical Sciences and Engineering Department Chair

- Engineering program coordinator attended Grant collaboration meeting with Engineering faculty from UTRGV Mechanical Engineering Department, Discussed STC Engineering Program roll in USDOT grant that was submitted on August 24, August 1
- Met with the Chemistry and Biology program chairs, to continue to revise the Chemical Hygiene plan, August 2
- Attended Instructional Integrity meeting, August 3
- Met with the department lab staff and discussed Lab Safety Agreements, August 3
- Attended Workshop #232220: Gearing Up for Fall: Essential Information for Chairs, August 5
- Reviewed and approved USDA PANACEAS grant subaward forms, August 8
- Met with the STC Public Relations department Communications and PR Manager and discussed strategies to promote Physics and Engineering programs, August 10
- Engineering Program Coordinator met with the Director of Learning Commons & Open Lab and discussed potential partnership in the development of a Makerspace in the STC library, August 10
- Attended Workshop #231094: Academic Affairs Convocation and Division meetings, August 15
- Met with the Physics program faculty and lab staff to review physics program and course learning outcomes, August 17
- The search committee for Lab Coordinator position conducted interviews, August 18
- Chair, Engineering program faculty and Engineering lab staff met with the Director and Coordinators of Dual Credit Academies & Career Pathways and discussed academy student engagement strategies and future events, August 18
- Met with the geology faculty and the laboratory staff and discussed new geology lecture/lab classroom spaces and student engagement strategies in geology courses, August 18
- Reviewed and approved USDA PANACEAS grant subaward forms, August 24
- Met with the Engineering program faculty and discussed 2021-2023 IE Plan activities and program goals and planned for future activities, August 25
- Met with the physics and engineering laboratory specialists and lab assistant and planned for the Fall 2022 laboratory preparation and laboratory material purchase management, August 25
- Attended Workshop #229645: VPAA Chair Leadership Meeting – Fall 2022, August 26
- Engineering program coordinator met with the program faculty and engineering lab assistant to plan and set goals for 2022-23 academic year, August 26
- Chair and Physics lab specialist reviewed the cost analysis for PHYS1401 College Physics I and PHYS2425 University Physics I courses, August 29
- Engineering program faculty and lab specialists participated in the three-day Welcome Back Week with an Engineering Program booth, August 30

- Engineering program faculty and lab specialists participated in the three-day Welcome Back Week with an Engineering Program booth, August 31
- Attended IE Discussion meeting virtually, presented by the RAS department, August 31

UNIVERSITY RELATIONS:

- **Agreements in Progress**:
  - Columbia Southern University
  - 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 A&M University – Corpus Christi
    - University of Arizona Global Campus
- **Agreements Being Edited:**
    - Texas State Technical College
    - Texas Women's University Culinology Program
- **Representative Campus Visits:**
    - Texas A&M University Education Program, August 30
    - Bellevue University, August 30
- Worked on adding Pathways to Bachelor's Degrees on a new website where potential students will be able to access them, ongoing
- Participated in the division Instructional Integrity meeting, August 3 and August 10
- Attended the American Association of Women in Community Colleges ongoing webinar series, August 3
- Attended the workshop: "Accelerating Transfer Student Success and Equity: A Mini-Transfer Intensive Workshop," August 3
- Participated in the Distinguished Leadership Academy Selection, August 3
- Attended the President's Administrative Staff meeting, August 5
- Presented to students enrolled in the capstone courses of BAS-OL, August 9
- Emceed the South Texas College – Rio Grande Valley College Signing Ceremony, August 10
- Presented to counselors from the McAllen Independent School District, August 11
- Met with Dr. Vela (President) and Dr. Silva (Vice President for Enrollment Management) from Texas A&M University – Kingsville, August 12
- Participated in Academic Affairs and Math, Science, Information Technology and Bachelor Programs Convocations, August 15
- Presented to the faculty of the Education Department, August 16
- Presented to the faculty of the Child Development Department, August 16
- Attended and Tabled at New Student Orientation, August 17
- **Upcoming Events:**
    - Fall 2022 College Fairs, October 31 – November 2
    - 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:

- Attended the ADN Leadership Meeting, August 1
- Organization for Associate Degree Nursing (OADN) Board of Directors August Meeting, August 2
- Evaluation Review Panel held by the Accreditation Commission for Education in Nursing (ACEN), August 3
- Attended meeting hosted by the dean for Industry Training and Economic Development to discuss the development of nursing apprenticeship programs, August 3
- Gave opening remarks at the ADN Boot Camp held for incoming students, August 4
- Attended the Advanced Analytics: Identify, Engage and Enroll Adult Learners webinar, August 4
- Attended ribbon-cutting ceremony for the South Texas Health System Edinburg Hospital's new five-story, $100 million patient tower, August 5
- Interviewed by Nexstar Media for a news story on KVEO, August 8
- Attended the Dare to Care: Improve Blended Learning Outcomes Through Applications of Instructor Immediacy Behaviors webinar, August 9
- Attended the HEERF Grant News Conference and Announcement hosted by Congressman Henry Cuellar, August 9

- Participated in the 2022 Information Sessions for the Robert Wood Johnson Foundation Health Policy Fellows, August 9
- Attended the Educational and Workforce Development Committee Meeting, August 9
- Attended the Mission ISD Nurses Training held at the NAH Campus simulation hospital, August 10
- Took lead during the STC press conference announcing a partnership with RGV College for their PTA Program, August 10
- Attended the STC and McAllen Metro CDL press conference announcing a new partnership in which STC will train bus drivers for the city, August 11
- Attended the New Faculty Orientation Luncheon. Took part in the Q&A session to answer questions regarding the NAH Division, August 11
- Attended the Dare to Care: Improve Blended Learning Outcomes Through Applications of Instructor Immediacy Behaviors webinar, August 11
- Reviewed the Nursing Shortage Reduction Program Grant.
- CNA Commencement Ceremony held at the DHR Health conference center, August 12
- Academic Affairs Convocation, August 15
- Attended the Nursing and Allied Health Division Meeting, August 15
- STC and ZOHO signing and partnership announcement, August 16
- Attended the Apprenticeship Follow-Up Meeting, August 17
- Gave opening remarks at the OTA New Student Orientation, August 18
- Attended the Transforming the Education-Workforce Pipeline Through New Learning Models and Partnerships webinar, August 18
- Worked on presentation for the upcoming La Joya ISD Counselor Workshop.
- Met with students of the new PTA 2022-2023 Cohort, August 19
- Met with Unbound Medicine representative to discuss the Nursing Central DEI Course, August 19
- Gave opening remarks at the VN New Student Orientation, August 22
- Attended the retirement celebration for Dr. Virginia Champion, August 23
- STC Board Meeting, August 23
- Attended the Construction Industry Expo and Industry Luncheon, August 24
- Attended the Active Learning in Your Classroom: A Panel Discussion, August 24
- Gave presentation of STC's nursing programs to City of McAllen officials, August 24
- Followed up on the status of the college's certificate of liability of insurance for the 2022 – 2023 school year.
- Attended the Valley Grande Institute (VGI) Partnership Initial Meeting, August 25
- Attended the Career Development with Equity in Mind virtual event hosted by Inside Higher Ed, August 25
- Followed up on the Progressando Grant provided by Bank of America.
- Attended the STC Foundation Board induction ceremony and reception, August 25
- Presented at the Fall 2022 Capstone Orientation held by the VN Program, August 26
- Attended the 2022 HNSS Fact Sheet Review and Recommendation Meeting, August 29
- Attended the Hidalgo County Prosperity Task Force Prep Meeting, August 30
- Attended the La Joya ISD Counselor Workshop, August 31
- Worked on arrangements for NAH Division students to staff a booth at the upcoming Second Chance Job Fair being held at the Regional Center for Public Safety Excellence.

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Level 2 LVN to RN students presented on diabetes management focused on common ailments within health care and the local region at the Gardens at Brook Ridge Assisted Living & Memory Care as part of their community project. Students used visual aids that included a presentation boards and pamphlets with helpful references. Students engaged attendees through the use of games and conversations, August 1
- Advisors presented at Traditional Track and EMT Paramedic Transition Track Boot Camp, August 4

- Level 2 Transitional Clinical students presented on stress management and the impact of stress on human health at a Target store as part of their community project. Students used visual aids that included a presentation boards and flyers. Students engaged attendees through the use of games and conversations, August 9

- Advisors handled 2,217 emails, 509 phone calls, 33 signed degree plans, provided 205 individuals online advising sessions, and group information sessions for 60 students during the month of August.

Diagnostic Imaging Department

- Chair contacted 2022 RADT graduates on numerous occasions regarding local employment opportunities to assist with job placement and meet the needs of the workforce.
- DID faculty attended the Academic Affairs Convocation, August 15
- DID faculty attended the Nursing and Allied Health Division Meeting, August 15
- Chair attended the Fall 2022 Chair Meeting, August 26

Physical Therapist Assistant

- New PTA students for the Class of 2024 were officially notified the first week of August of acceptance and began the onboarding process.
- The Class of 2023 Student PTA Club completed their annual academic calendar fundraiser. Distribution of the calendar was completed in late August.
- Two PTA c/o 2017 alumni earned doctoral degrees in physical therapy via the UTMB Galveston DPT Bridge Program (STC-UTMB articulation agreement), August 19
- The department partnered with the NAH CLE to provide a successful New Student Bootcamp series, August 15 – August 18
- Program faculty hosted the Annual New Student Orientation Program which included activities such as campus resource presentations, a "taste of lab" session, a Meet & Greet luncheon hosted by students from the Class of 2022, a VIDA presentation, teambuilding activities, Q&A sessions, and more, all designed to promote student collaboration, preparation and success, August 19

- Chair and faculty member participated in a "PTA in the RGV" podcast interview with Mike Garcia, STC c/o 2016 PTA alum and owner of Bio-Dynamic Athletics, LLC on August 17. They discussed the history, scope, and success of the PTA Program since its inception in the late 90's. The podcast will air in September.
- Chair and PTA Club Advisor, along with Level II students and those accepted to the new cohort, volunteered at the 5th Annual CSA Sporting Clay Tournament sponsored by Challenged Sportsman of America, Inc., August 20

- PTA department partnered with the Counseling Department and Campus Security for presentations to help inform new students about campus resources, August 24 & August 26
- Club Advisors, attended the Level 2 SPTA Club meeting to elect new officers and discuss fall fundraising and professional activity planning, August 29
- Chair participated in the Chair Workshop, August 26

- Chair participated in the STC Behavioral Intervention Team meetings, August 17 and August 31
- Karina Chavarria led Level II students in an inter-professional collaboration activity with ADN students. PTA students taught the student nurses about bed mobility, transfers, and gait skills, August 25
- Chair collaborated with Public Relations for development and publication of an article highlighting the 100% licensure exam pass rate for graduates.

Vocational Nursing

- Faculty members attended the Elsevier onboarding training to learn how to implement the updated Elsevier/Sherpath/EAQ platforms into the curriculum, August 18
- The program held the Fall 2022 New Student Orientation, August 22
- Faculty member attended the ATI Analytics Review Training to learn the use of analytics to adjust curriculum, August 31

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Attended the Coordinated Operations Council to review schematic design of the Technology Campus Building F Welding Lab, Review and discussion on proposed modification and phases for the Pecan Campus Library Building F, Review and discussion on Capital Improvement Projects for FY22-23 and beyond, August 2
- Attended President's Administrative Staff Meeting, August 5
- New Faculty Orientation by OPOD, August 11
- Academic Affairs Convocation at the Mission Event Center, August 15
- Held a MS TEAMS Division Meeting, August 15
- Attended the GED Graduation, August 17
- Meeting for Full Time Faculty Teaching Dual Credit Courses on PD Day, August 18
- Attended a Planning and Development Council Meeting, August 19
- Held a MS TEAMS Program Chairs' meeting, August 24
- Attended a Chair Leadership Meeting, August 26
- Attended a MS TEAMS CDEC Orientation, August 26
- Attended meeting for CDC -Oversight Committee Meeting, August 31

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- Held a MS TEAMS CDEC Orientation for all students but mainly for incoming freshman. We covered Degree works, Starfish, Communication, talking points, course offerings, etc., by having the orientation early, students can make the appropriate adjustments to their schedules before Census Day, August 26
- Held a Zoom Meeting for CDA Orientation for students interested in pursuing a Child Development Associate Credential. Workforce Solutions also attended along with candidates they are planning on sending to STC to attend the CDA Classes. The requirements for the credential and course information were discussed, August 27

Psychological Science

- Department Chair presented as a panelist in the symposium *Highly Effective Teaching and Learning Tools and Strategies---All for* free at the American Psychological Association. She described opportunities for how undergraduate students at the associate level could gain research skills and experience with their participation in the Psi Beta National Research Project held annually. also participated in the Business Meeting of Psi Beta's Executive Council where she serves dual appointments as the President-Elect and Southwestern Regional Vice President of the Psi Beta National Honor Society for Two-Year colleges. This year will mark her 6th year as a member of the Psi Beta Executive Council, August 4- 6

- Faculty were featured on this year's South Texas College Faculty Spotlight Magazine distributed during the Academic Affairs Convocation. They were both featured together for "Successfully Navigating Student Club Virtually through the Pandemic." Alex Sarabia was additionally individually featured for "Inspiring Students through 'RGV Stars' Show." August 15

- The Department participated in two sessions of the First Year Connection New Student Orientation sessions taking place at the Pecan Campus. Department chair and Faculty represented the department, and distributed infographs and other materials related to the psychological science major. Students were also encouraged to register for classes and future minimesters taking place in the Fall 2022 semester. Students had the opportunity to speak with faculty about specific course offerings, career options in the field of psychological science, and ask questions about the major, August 19-20

Guided Pathway Specialist

- Participated in STC Welcome Week Fall 2022 at the Starr Campus. Departments were invited to set up an information table at Building H Event Center from 11:00 am -1:00 pm. Students had a day of fun, music and activities, August 30-31

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Participated in COC meeting, August 2.
- Digital Signage Planning Session, August 2
- CBE Fundamentals Course workshop, August 3
- Organizational Leadership Course Revision Workshop, August 4
- Presented at the Gearing up for Fall: Essential Information for Chairs, August 5
- Participated at the President's Administrative Staff meeting, August 5
- System Reorganization meeting with Dr. Chapa, August 8
- Presented an Intro to Distance Learning, New Faculty Orientation, August 11,
- Met with Dean of Math, Science and Bachelor Programs, Dean of Distance Learning and Biology's Department Chair to discuss the learning management system concerns and solutions, August 12, 16
- Keynote, Fall 2022 CS/CITP Faculty Preparation Meeting
- Participated at Convocation, August 15
- Participated at the ADC Presenter, August 16
- Participated at the GED Graduation Ceremony, August 17
- Hosted a Blackboard workshop for Biology department to assist all faculty with copy content, gradebook and settings in their fall courses, August 17
- Presenter, "Planning Your Professional Development," 2 sessions during Adjunct PD day, August 20
- Harmonize (vendor) presentation, August 22
- Attended Retirement ceremony for Dr. Virginia Champion, August 23
- OPOD Event Focus Meeting, August 24
- Inside Track Manager Meeting, August 25
- Participated in the Prosperity Task Force meeting, August 31

DIRECTOR'S REPORT:

- Develop and implemented an On-Call schedule for the department to follow for afterhours and weekend support for the month of August, August 1
- Participated in the Concourse LTI 1.3 Integration meeting, August 4
- Participated in the Posting SP1975 Coordinator of Distance Learning committee meeting, August 4
- Presented at the Gearing up for Fall: Essential Information for Chairs, August 5
- Participated at the President's Administrative Staff meeting, August 5
- Participated in the Banner User Groups Committee meeting, August 9
- Met with Dean of Math, Science and Bachelor Programs, Dean of Distance Learning and Biology's Department Chair to discuss the learning management system concerns and solutions, August 12, 16
- Participated at Convocation, August 15
- Met with Child Development Program Chair to discuss certifications and course approval form process, August 15
- Participated at the ADC Presenter and Co-host meeting, August 16
- Participated at the GED Graduation Ceremony, August 17
- Provided a Blackboard workshop for Biology department to assist all faculty with copy content, gradebook and settings in their fall courses, August 17

- Co-presenter at the Blackboard Gradebook and Setting session during Adjunct PD day, August 20
- Presented during the Open Panel session at the Chair Leadership – Fall 2022 meeting, August 26
- Participated in TDM meeting, August 23 and 31

PROJECTS:

- Learning Management System (LMS)
  - Batch upload for all Fall 2022 courses and faculty/student enrollments through ILP Admin, August 1-31
  - Batch upload for all drop students in term Fall 2022 courses through the Blackboard integration, August 1,8,15,22 and 29
  - Converted pending original Fall 2022 courses to Ultra view, August 1-31
  - Created 230 Fall 2022 Crosslist requests in Blackboard, August 1-31
  - Updated information modules and pop-ups in Blackboard, August 1-31
  - Updated the institutional hierarchy for all Fall 2022 term, August 1-31

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	1,063
Helpdesk Phone Calls from DL Staff:	489
Social Intent – Distance Learning Chat	372
Blackboard Support Chats/Calls:	324
Total	**2,248**

- **Trainings/ Workshops/ Professional Development**
  - Trainings:
    - Distance Learning Student Success Team participated in Inside Track One-on-One Training, August 4
    - Distance Learning Technology Team presented Gradebook and Settings Training, August 17
    - Distance Learning Technology Team facilitated Importing Course Content to ULTRA Shells Training for the Biology Department, August 17
  - Workshops:
    - Distance Learning Media Manager presented Tips, Tools and Tricks to help you create your Multimedia Project, August 1-4
    - Distance Learning Student Success Team participated in the Distance Learning Blackboard Announcement Request, August 24
    - Distance Learning Student Success Team participated in the CLE Introduction of New Academic Coaches Workshop, August 24
  - Professional Development:
    - Distance Learning Department participated in the Academic Affairs Convocation, August 15
    - Distance Learning Dean facilitated Planning Your Professional Growth in the 2022-2023 School Year during Adjunct and Dual Credit Faculty Professional Development Day, August 20
    - Distance Learning Technology Team facilitated Blackboard Gradebook and Settings during Adjunct and Dual Credit Faculty Professional Development Day, August 20
  - Events:
    - Distance Learning Student Success Team participated in the First Year Connection for Pecan, Technology and Mid-Valley Campus, August 15-20
    - Distance Learning Student Success Team facilitated Blackboard Orientation Presentation to the following High Schools: Vanguard Mozart HS, PSJA North HS, Vanguard Rembrandt HS, PSJA Memorial HS, PSJA Southwest HS, and PSJA Sotomayor HS, August 18, 29-31
- **Student Success Activities:**

Type of Service	**Number of Students Visit**
• General Advising	171
• Telephone/ Text Contacts:	254

• Virtual Campus Advising Email:	264
• Radius Inquires:	173
• Student Registrations:	14
• TxDOT Registrations:	8
• Enroll Students for BB Orientation:	2,817
• Social Intents – DL Chat	48
• Academic Coach Sessions:	30
• Email Reminders Sent:	6,936
• Event(s)/ Presentation(s)	7
Total:	**10,722**

DISTANCE LEARNING MEETINGS:

- Distance Learning Technology Team meet with Student Success Team to discuss Back to School Schedule/ plan, August 3
- Distance Learning Technology and Student Success Weekly Meeting, August 11
- Distance Learning Student Success Team participated in the CLE Learning Strategies Workshop Development Meeting, August 31

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

DEAN'S REPORT:

- Dual Credit Programs attended the La Joya ISD Back to School Bash and shared information on South Texas College along with program details, August 4
- Dual Credit Programs Leadership met with Roma ISD Superintendent and Campus Leadership to discuss the expansion of their dual credit course offerings and faculty credentials, August 9
- Dual Credit Programs hosted a McAllen ISD Counselor Workshop for over 40 in attendance providing the latest information from Enrollment Services, Advising, Student Resources, Continuing Education and Transferability, August 11
- Dean represented South Texas College at the McAllen ISD Back to School General Assembly. Dual Credit Programs Managers also hosted a table in which they provided latest information to Followed up with new DCF and assist with question regarding pending STC Credentials and upcoming professional development registration

- Dean and Director for Dual Credit Academic Pathways presented at the PSJA Secondary Best Practice Conference on the Dual Credit Roadmap Towards Completion, August 17
- Dean presented at the Full-Time Faculty Teaching Dual Credit Professional Development to over 120 attendees on the State of Dual Credit Programs and heard from a Panelist of STC Faculty who shared their Experience for Student Success, August 18
- Dual Credit Programs hosted the Adjunct and Dual Credit Faculty Professional Development Day with over 350 attendees who received Dual Credit Programs Updates and attended breakout sessions focused on discipline specific training, August 20

- Dean and Director of Academies & Career Technical Pathways met with Santa Maria ISD Administration to discuss Dual Credit Programs Partnership, August 30
- Dual Credit Programs hosted approximately 50 Middle and High School Counselors from La Joya ISD for a workshop focused on increasing knowledge of program and facilities at South Texas College NAH and Technology Campuses, August 31

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff assisted the DCP Scheduling & Enrollment Services Department with facilitating the following enrollment events:

Date	Campus
August 1	Edinburg North HS
August 3	Weslaco CTE ECHS
August 4	Weslaco CTE ECHS
August 10	Weslaco HS & PSJA ECHS
August 11	Weslaco HS; PSJA ECHS; PSJA North ECHS

- Staff processed over 250-degree audits for dual credit students on Career & Technical Education Pathways from partnering school districts.
- Staff hosted a New Student Orientation for Dual Enrollment Criminal Justice Academy (DECJA) in which 13 Students attended, August 12
- Staff presented at the McAllen ISD Counselor Workshop hosted at the Pecan Campus and provided an overview of the Department and Services, August 11
- Staff conducted Summer II Final Grade Audits for one hundred eight seven (187) Academy Students that were enrolled for courses and conducted case management.
- Staff conducted the following case management for Academy Program Students:

Campus	Case Management Sessions
Pecan Campus	36
Mid Valley Campus	16

- Staff hosted "Welcome Back" Friday Workshops for Academy Students at the Mid Valley and Pecan Campuses, August 26:
  - Mid Valley Campus: One hundred four (104) Academy Program Students attended the "Welcome Back" Workshop hosted by Department Staff, which focused on providing students with an overview of program requirements and course expectations.

  - Pecan Campus: Eighty-five (85) Academy Program Students attended the "Welcome Back" Workshop hosted by Department Staff, which focused on providing students with an overview of program requirements and course expectations. Student Activities staff also welcomed students back to campus with a variety of fun and engaging activities.
  - Weslaco East HS, Weslaco CTE ECHS, Weslaco HS

DUAL CREDIT ACADEMIC PATHWAYS:

- Director met with Texas Education Agency representative to discuss possible changes to ECHS Blueprint Objective Based Measures. The discussion also included possible impacts to high schools if they are found to be out of compliance, August 5
- Staff attended the La Joya ISD Back to School Bash at the three partnering high school campuses, August 4.
- Pathways Staff provided support for the Enrollment Services Staff at registration drives being held at approved campus sites, August 8-11
- The following sessions were held in which 110 students visited with staff for individual advising:

Type	School/ISD
Advising Sessions	PSJA Collegiate ECHS
Advising Sessions	Vanguard Rembrandt ECHS
Advising Sessions	Vanguard Beethoven ECHS
Vanguard Mozart ECHS advisement	Vanguard
Vanguard Rembrandt ECHS advisement	Vanguard
Vanguard Beethoven ECHS advisement	Vanguard
Vanguard Blackboard Orientation	Vanguard
La Joya GPA below 2.0	La Joya

- Staff conducted enrollment reports to assess compliance to Policy 3232 and provided non-compliance report to the respective school, August 19
- Director and Dean for Dual Credit Programs presented at the PSJA Secondary Best Practice Conference on the Dual Credit Roadmap Towards Completion, August 17
- Staff held advising sessions with over 110 students at partnering school districts.
- Director and Coordinator met with Donna ISD Dual Credit Programs Leadership to discuss future needs, expectations and challenges, August 26

- Pathways Staff continues to update degree audits for student advising with partnering school districts in preparation for Fall 2022.

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Dual Credit Scheduling and Compliance Specialist processed requests received from the DC Portal website and/or via emails from ISD's and Department Chairs for the upcoming Fall 2022 semester.
- Director attended the monthly BUGs meeting, August 9
- Director of Dual Credit Scheduling and Enrollment Services attended McAllen ISD Counselor Workshop held at the STC Pecan Campus, August 11
- Scheduling and Compliance Assistant processed changes as requested by chair departments: instructional method, faculty name, time, and location for Fall 2022 semesters.
- The Dual Credit Enrollment Services Staff hosted the following registration events to support dual credit students needing to enroll in their Fall 2022 courses:

Registration Events	
Campus	**Date**
Edinburg North High School	August 1-4, 2022
Vanguard Mozart ECHS	Aug 1, 2022
Vanguard Rembrandt ECHS	Aug 1-2, 20222
Edinburg J. Economedes ECHS	Aug 1-3
Jimmy Carter ECHS	Aug 1-2
Juarez Lincoln High School	Aug 1
McAllen Achieve ECHS	Aug 1
Sharyland SA 3	Aug 1
Edinburg Robert Vela HS	Aug 2-3
Weslaco CTE 21st Century	Aug 2-4
Hidalgo ECHS	Aug 3
Science Academy	Aug 4-5
Mission Veterans Memorial HS	Aug 4
PSJA ECHS	August 8-10
Rio Grande HS	August 8-9
Hidalgo ECHS	August 9
PSJA Collegiate	August 9
PSJA Southwest	August 9-10
PSJA North	August 10-12
PSJA TSTEM	August 10-12
Weslaco HS/ECHS	August 10-12
Science Academy	August 11-12
STISD Science Academy	August 15
Mission Veterans High School	August 15
Vanguard Rembrandt	August 16-18
Edinburg J Economedes HS	August 17
La Joya Early College HS	August 17
La Joya Academy Health Sciences	August 19
PSJA ECHS	August 22

- Scheduling and Compliance Assistant created (19) New Dual Credit Faculty and assigned them to their sections while receiving emails from the STC Human Resource Office.
- Director presented at the South Texas College & La Joya ISD Partnership Counselor Workshop at the Nursing & Allied Campus, August 31
- Dual Credit Scheduling staff processed 1,229 schedule changes for fall 2022.
  Please see chart below:

Fall 2022

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
1230	1229	332	638	260	1,314	806	508

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Associate Dean met with Director of Human Resources and Talent and Learning Manager to discuss the transition plan for professional development of staff over the next fiscal year, August 3
- Facilities Manager met with OPOD Team to discuss August room reservations and events room setup requirements, August 3
- OPOD Manager and Instructional Coach attended the Monthly STC Tech Support Committee meeting, August 9
- Associate Dean co-facilitated the Chair Leadership Meeting attended by 70 Department Chairs and Presenters, August 26

ACADEMIES AND TRAININGS:

- Associate Dean assisted with the facilitation of Gearing Up for Fall: Essential Information for Chairs, August 5
- Instructional Coach facilitated New Faculty Orientation, attended by 19 new faculty for South Texas College, August 11
- Academic Affairs Convocation – approximately 631 participants attended the session both virtually and in person. The annual event was held at the Mission Event Center. Keynote speaker, Dr. Todd Zakrajsek, presented on the topic, *Getting Back in the Groove and Staying Out of a Rut*, August 15
- Associate Dean and Dean of Dual Credit facilitated *South Texas College Full-Time Faculty Teaching Dual Credit Courses PD Day*, where 114 Dual Credit faculty attended the online session, August 18
- Adjunct Dual Credit Professional Development Day was attended by 367 participants virtually. Twenty-two breakouts were offered virtually to faculty. Topics included: *Microsoft Outlook: Top Ten Tips Every Professional Needs to Know, Blackboard Gradebook and Setting, and Tilting Assignments*, August 20

PROGRAMS IN DEVELOPMENT:

- Distinguished Leadership Academy (DLA), September 2022
- Teaching & Learning Academy (TLA), September 2022
- College Wide Professional Development Day, September 2022
- Chair Academy, September 2022
- Adjunct Dual Credit Professional Development Day, January 2023
- College Wide Professional Development Day, January

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mr. Montez was involved with several departments and organizations district-wide.
  - Attended COC Meeting, August 2
  - Participated in Narcan Training, August 2

- Attended President's Administrative Staff Meeting, August 5
- Participated in Virtual Service Area Tour Presentation for New Faculty Orientation, August 11
- Attended Fall 2022 OPMG Department Meeting, August 18
- Attends MVC Building A Culinary Arts Renovation Construction Meeting bimonthly

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
  - Attended Ribbon Cutting: Raven Fitness, August 1
  - Attended Sister City Signing Ceremony and Celebration, August 2
  - Did a presentation for John Knox Village, August 4
  - Attended Ribbon Cutting: Ruben Cardenas State Farm, August 11
  - Attended Board of Directors Meeting for Weslaco Museum, August 11
  - Attended Weslaco Chamber Executive Board Meeting, August 16
  - Attended Weslaco Chamber Board Meeting, August 16
  - Attended Ribbon Cutting: Hidalgo County Pct. 1 Commissioner David L. Fuentes & City of Weslaco, August 17
  - Participated in the WISD Fair, August 19
  - Attended Weslaco EDC: Clever Foods & Supplements Facility Tour, August 25
  - RGV TASO Football organization holds meetings for local officials, various dates
  - Gear UP: Region One holds staff meeting, August 9
  - Memorial for fallen soldier SSG Alex/Rios in cooperation with TX Army National Guard, August 12

ENROLLMENT ACTIVITIES:

- Student Activities and Wellness Department host various events for students.
  - First Year Connection held for freshman/first year students, August 17
  - Welcome Tables to provide assistance to Faculty, Staff and Students for new semester, August 22 & 23
  - Lemonade Day – Welcome Week Activities, August 29
  - "Craft"ernoon Tea – Welcome Week Activities, August 30
  - Kickball Tournament, August 31

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended workforce education lecture Starr County Industrial Foundation
- Attended HEERF Grant Announcement Starr County Campus.
- Attended STC-UTRGV Partnership Event.
- Attended "Meet the Superintendent" for new leader Roma ISD.
- Attended GED Graduation Pecan Campus
- Visited new brewery grand opening in Roma.
- Attended ISD ground breaking ceremony for new facility at Ft. Ringgold.

COMMUNITY ENGAGEMENT:

- Student Activities, "Ice Cream Social", August 2
- Active Shooter Course, August 3
- Student Government Association meeting, August 3
- YCT Candidate Meet and Greet, August 4
- Rio Grande City Grulla ISD CTE In-Service Teachers, August 8-August 10
- Men's Prayer Breakfast, August 9
- HEERF Conference, August 9
- Texas A&M AgriLife Extension-Volunteer Recognition Event, August 10
- Student Activities "Flamingle", August 10
- Drones Piloting Camp, August 13
- Student Activities & Wellness "First Year Connection", August 18

- Texas A&M AgriLife Extension Services “Healthy Parks and Connectivity Action Institute”, August 23-August 25
- Rio Grande City Lions Club Meeting, August 23
- Office of Student Rights & Responsibilities “ Ombuds Information Booth”, August 24
- TRTA District Executive Committee Meeting, August 29
- Student Activities “Welcome Week Fall 2022”, August 30&31

ENROLLMENT ACTIVITIES:

- Monitored first day of class to help students drop/add courses if needed.
- Guided students on first day of class to help find facilities.
- Radio remote “La Pistolera” to promote continued enrollment during first week of class retention effort.
- Interview from “La Pistolera” for Student Services offered on campus as recruitment and retention effort.
- Monitored Z course activities for Fall semester.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR’S REPORT:

- Met with Concourse Syllabi Management support team and Director of Distance Learning to discuss and test the LTI 1.3 integration, August 4
- Attended meeting with Dean of BPST, Academic Operations Officer and Cashier's staff to discuss process for charging students the student accident premium based on specific courses/programs, August 4
- Met with the Biology Department Chair to discuss program development for the proposed AAS in Biotechnology, August 4
- Attended and presented on Concourse Syllabi & CV Management at the "Gearing up for Fall" department chairs event, August 5th
- Met with SACSCOC Liaison and IVPAA to discuss modifications to the program development process to include review of the proposal for Substantive Change and allow time for edits prior to starting the approval process. Discussed changing the 2-year phase development to apply only to programs that require a SACSCOC prospectus, August 9th
- Attended the STC & RGV College Partnership Announcement event, August 10
- Met with SACSCOC Liaison, IVPAA, Dean of BPST and department chair for HVACR to discuss the response to SACSCOC regarding policy for approval of CBE course offerings and discussed next steps to comply with SACSCOC standards, August 10
- Presented on Concourse Syllabi & CV Management at the New Faculty Orientation, August 11
- Met with the Concourse Syllabi vendor’s Project Manager to provide feedback on updates to the application and discuss potential ideas for new features and reports, August 11
- Attended the BPST Division run-through to prepare for the division meeting presentation scheduled for August 15
- Attended the Academic Affairs Convocation event, August 15
- Presented on behalf of the Curriculum Department at the BPST Division Committee meeting, August 15
- Attended the virtual TASB Compensation Forum, August 17
- Attended the GED Graduation Ceremony, August 17
- Attended the virtual Planning and Development Council meeting, August 19
- Presented on Concourse Syllabi & CV Management at the Adjunct and Dual Credit Faculty Professional Development Day, August 20
- Met with Academic Operations Officer to review the draft Faculty Handbook and update content, August 23
- Attended the OPOD Even Focus Group Meeting to discuss opportunities and strategies to recruit volunteers for assisting with events, August 24
- Facilitated meeting with Dean of Institutional Research, Effectiveness & Strategic Planning and Director of Institutional Effectiveness, Assessment and Accreditation to discuss revisions the program development proposal to align with requirements for a SACSCOC prospectus, August 25
- Attended the Fall 2022 Chair Meeting and participated in the panel for questions regarding HB2504, August 26

- Worked on the PowerPoint presentations for the "New Faculty Orientation", "Gearing up For Fall" and "BPST Division Meeting" for Concourse Syllabi & CV Management.
- Began working on the PowerPoint presentation for the Adjunct/Dual Credit Professional Development Day to present on Concourse Syllabi Management.
- Completed an audit on the Instructional Policies for the Concourse Master Syllabi Templates in preparation for the Fall 2022 data loads.
- Tested the Concourse Syllabi data loads for Fall 2022 courses and uploaded them into the production environment; sent notification to Department Chairs and Deans to inform them of the availability of section outlines and share important resources for faculty.
- Continued to upload Concourse Data Feeds for syllabi and course changes the remainder of August.
- Worked on creating documentation to outline instructions on how to run a CV report for the department chairs as well as instructions for creating the CV compliance report
- Finalized the Curriculum Vitae report instructions for department chairs and updated the Concourse Chair User Guide.
- Submitted work order to update "Course and Instructor Information" on the STC main page to revise procedures for CV management through the Concourse application effective Fall 2022.
- Worked on the initial Curriculum Vitae compliance report; sent both CV and Syllabi compliance reports to the Department Chairs to provide status percentages.
- Sent email to Instructional Deans to conduct elections for Division and College-Wide Curriculum Committee representation for AY22-23.
- Submitted work order to Ellucian to troubleshoot updating the Dual Credit stipend amounts effective Fall 2022 for the Faculty Load & Compensation process.
- Finalized the 2022-2023 Prior Learning Assessment manual with updates and submitted to the OVPAA's office for review and upload.
- Reviewed the Fall 2022 Course Evaluation Schedule and provided feedback to the Curriculum & Scheduling Coordinator.
- Continued working on converting courses to Degree Works prerequisites; project is currently at 90% completion, which exceeded our 25% target for the year.
- Audited Degree Works prerequisites for the Fall 2022 schedule.
- Reviewed the Faculty Handbook draft; updated the Program Development process to align with recent changes to the process.
- Worked on a Fall 2022 Student Traffic report at the request of the FAS division; data would be used to determine time frame of high volume of students on campus.
- Began compiling the program development proposal for the proposed AAS in Biotechnology.
- Worked on updating EMSI data and finalizing the program development proposal for the non-credit Patient Care and Administrative Technician certificate.
- Worked on a program brief for the Commercial Pilot sector; included information on Texas schools offering the credential and supporting enrollment/graduation data
- Worked on finalizing the non-credit Patient Care and Administrative Technician program development proposal in preparation for the approval process.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended a SmartEvals Satisfaction Team meeting to obtain information on how evaluation question sets are assigned, and the process of auditing currently assigned traits, August 2
- Attended Train the Trainer II workshop provided by Concourse to obtain best practices on how to develop training for instructors, August 4
- Attended the President's Administrative Staff Meeting, on behalf of the Director of Curriculum, via Microsoft Teams to obtain updates provided by various areas from the college, August 5
- Attended the Banner User Group meeting to obtain project status and upcoming downtimes and upgrades occurring around the College, August 9
- Attended the Fall 2022 Academic Affairs Convocation, August 15
- Met with the Curriculum team to discuss completed audits, next steps, and training on how to complete Curriculum Vitae in Concourse, August 17
- Held a Concourse Curriculum Vitae Open Lab and had 4 faculty members attend, August 18

- Held a Concourse Syllabi Faculty Training and had 8 faculty members attend, August 18

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Participated in Suitable, ePortfolio, pre-kick off meeting to review deliverables and timelines, August 1
- Met with Purchasing to review the procurement timeline for board approved ePortfolio application, Suitable, August 1
- Met with ePortfolio vendor, Suitable, to provide updates and develop a timeline for training and implementation, August 1
- Met with program chairs and faculty to assist with JagPRIDE PLO and Core Objective data submissions, August 1- 22
- Met with SPOL to discuss assessment management platform and data collection option, August 3
- Met with the IT Applications Manager to review ePortfolio implementation, August 3
- Met with IT Analyst to review JagPRIDE data loads, pending service tickets, and troubleshooting Argos reports, August 4
- Met with Helio/AEFIS to review updates to assessment management platform suite, August 4
- Presented and participated in the Gearing Up for Fall: Essential Information for Chairs workshop, August 5
- Participated in the President's Administrative Staff Meeting, August 5
- Met with Human Resources Benefits Manager to review Campus Safety Protocols and documentation, August 8
- Presented and participated in New Faculty Orientation, August 11
- Participated in practice run for BPST division meeting, August 12
- Participated in Academic Affair Convocation, August 15
- Presented and participated in BPST Division Meeting, August 15
- Presented JagPRIDE, PLO Assessment Plan, Curriculum Mapping, and ePortfolio updates at the Education Department Meeting, August 16
- Met with IT to troubleshoot PLO cloned data project, August 16
- Attended the GED Graduation Ceremony, August 17
- Presented an overview of JagPRIDE and PLO Assessment Plans at the Welding Department Meeting, August 17
- Met with the IT Applications Manager to review ePortfolio implementation, August 3
- Participated in Planning Development Committee meeting, August 19
- Met with IT to review status of PLO cloned data project, August 22 - 23
- Participated in OPOD Event Focus Group Meeting, August 24
- Met with Suitable to gain access to application, August 24
- Participated and paneled at the Fall 2022 Chair Meeting, August 26
- Attended the Retirement Celebration for SAEM AA, August 29
- Participated in Workday Discovery Student Assessment Session, August 30
- Participated in Suitable, ePortfolio, Kickoff Meeting to review project and IT collaboration, August 31

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access OneDrive Folders. 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.
- 2021-2023 IE Plan – Updating biennium findings and activity reports for each Learning Outcomes PLO, CLO, CO, and staff professional development goals.
- Assessment Management Platform: Continued meeting with vendors to find a solution to streamline the data collection process while improving reliability and validity.
- Budget: Began planning 2022-2023 encumbrances.
- Concourse Learning Outcomes Update: Began the review of Course Learning and Program Learning Outcome alignment in fall 2022 master syllabi.
- ePortfolio: Finalized board approved procurement and met with Suitable to gain access to the application and begin developing a timeline for SSO, API, and LTI. The Education and Organizational Leadership programs are planned for the fall 2022 pilot study.

- Handbook of Operations: Updated the following: Master Audit Report and Program Chair Quick Reference.
- JagPRIDE Fall 2022 – Updated application and menu access for new program chairs.
- JagPRIDE Summer 2022: Ran audit reports twice daily to troubleshoot any data submissions or discrepancies issues. Collaborated with IT to resolve technical problems. Shared weekly flyers and reminders via Faculty/Staff News. Assisted faculty members with JagPRIDE data entry and navigation. Teamed 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. Requested updates from HR and IT for faculty with student emails.
- JagPRIDE Training – Developed data collection process infographic, JagPRIDE aligned division course lists, and differentiated PLO assessment plan time lines shared with program chairs, deans and IVPAA. Created presentations for Gearing Up for Fall Program Chair meeting with embedded survey, BPST Division Meeting, Welding and Education Department Meetings.
- Learning Outcomes Committee: Shared the scope of the liaison responsibilities with Deans for meta-major liaison voting. The faculty member with the most votes will serve a two-year commitment on the committee, with the runner-up serving one-year.
- SharePoint – Continued research on SharePoint options to update website to improve content and navigation, as well as review of faculty resources and video options. Further research needed to embed ADA compliant video tutorials. Tested direct access to existing program and Data Summit folders.

Reports:

- JagPRIDE PLO and Core Objective Master Audit Report - Developed report by combining elements from several Argos reports verifying courses that did not make, instructors of record, sections, and sessions. Used to cross-reference data submission reports and data loads.
- Summer 2022 JagPRIDE Data Submission – Created and shared flyers with program chairs, deans, and Faculty/Staff news to inform that the JagPRIDE application was open for summer data entry. Provided faculty training. Emailed all program chairs with pending session data five days before the deadline with follow up reminder on the due dates. This proactive measure resulted in better response rates from faculty. Daily reminders were shared with program chairs with a list of pending faculty members. Deans were copied on the correspondence on third day following the due date.
    - Core Objectives Data Submission: 99% completion (114 out of 115 faculty complete with 235 sections)
    - PLO Data Submission: 99% completion (198 out of 199 faculty complete with 316 unduplicated sections)
- Summer 2022 PLO and Core Objective Division Report: Shared with deans and IVPAA.
- Summer 2022 PLO and Core Master Audit Reports – Completed. JagPRIDE is restricted to section information and not sessions. The master reports are a combination of multiple Argos reports to monitor section due dates and provide program chairs with early reminders of upcoming due dates for faculty. Early intervention has improved data collection rates.
- 2021-2022 PLO Target Report – Updated division reports for an overview of the status of all PLOs and improvement plans. Pending summer 2022 data.

GRANT & PROJECTS:

- Collaborating with campuses, program chairs, faculty, and campus schedulers to schedule fall 2022 and spring 2023 courses in the ALCs.
- Collaborating with OPOD to schedule ALCs for department meetings and training. Requests approved in the PD system.
- Collaborating with departments and campus schedulers to schedule fall 2022 and spring 2023 events in the ALCs.
- Provided ALC committee spreadsheets and pivot tables of scheduled fall 2022 courses and events prior to the first day of class and on the first day of class.
- Cleared waitlist requests for fall 2022 course scheduling.

LACY CULPEPPER
COORDINATOR - ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Sent out August ads to Texas Border Business and Mega Doctor News. Started email campaign to past sponsors that have not yet sponsored this year. Went to Corinthian for food tasting, and to choose linen and décor. Purchased necessary paper for Event brochure mail out. Confirmed participation of Folklorico, Jazz Ensemble, Culinary Arts, PR and Educational Technologies. Started creating the invitation. Continued processing ANWTS donations.
    - Cash Donations: $29,500
    - In-Kind Donations: 29,300
    - Pledges: $16,400
- **Recruitment-** Continued meeting with students to sign acceptance agreements.
- **Meetings:** Held the Class 26 Valley Scholars Orientation on August 3rd from 9am-1pm at the Student Union, East wing Ballroom. Scheduled all Valley Scholars meetings for Fall.
- **Scholarship –** Sent Pre- Census Scholarship Report to Financial Aid office
- **Administrative –** Attended the Academic Affairs Convocation on Monday, August 15

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, August 25th at 4:30pm via Teams. Held Weekly Meetings with officer team.
- **Administrative**- Sent reminders for monthly meeting.

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program.
- **Administrative** –Worked with RAS to update Argos recruitment reports. Reviewed degree plans and qualifications of Fall 2022 applicants. Requested honors section requests with department chairs, faculty, and curriculum staff. Registered students in honors courses and collected required documents

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Onboarding session with Mid-Valley Student Success Specialist, August 1
- Dishing About Data, Virtual EAB Workshop, August 3
- PR and Starfish Collaboration of Fall 2022 goals and expectations, August 4
- Workshop # 232220: Gearing Up for Fall, Essential Information for Chairs, August 5
- Design Development and Poster creations for internal use, Starfish Team, August 9
- Monthly GPS Meeting with Training, Computer Lab Pecan Campus, August 10
- EAB, STC Information Technology Team, Starfish Administrator, Organization Design, August 11
- Attended Academic Affairs Convocation, August 15
- Presenter for BPST Division Meeting, August 15
- First Year Connection, New Student Orientation 229 students at Pecan Campus, August 15
- Presenter Business Administration Meeting, Fall 2022 Updates, August 16
- Presenter CDEC Department Meeting, Fall 2022 Update, August 16
- First Year Connection, New Student Orientation 87 students at Technology Campus, August 16
- Attended South Texas College GED Graduation Ceremony, August 17
- First Year Connection, New Student Orientation 115 students at Starr Campus, August 18
- First Year Connection, New Student Orientation 232 students at Pecan Campus, August 19

- Planning and Development Committee Meeting, August 19
- Workshop # 234184 & # 234185, Adjunct and Dual Credit Professional Development, 64 Faculty, August 20
- First Year Connection, New Student Orientation 191 students at Pecan Campus, August 20
- Attend Business Administration Adjunct and Dual Credit Department meeting, August 20
- DHSI Carryover Meeting and Discussions, August 22
- Chairs Meeting, Fall 2022, August 26
- Welcome Back Student Activities events, 360 students, August 30 & 31

PROJECTS:

- Fall 2022 STC Starfish Guest Speaker Video, Valley Scholars Induction Ceremony
- Fall 2022 Timeline of Activities for Starfish, website update
- CONNECTED Conference Presentation Team Meeting, EAB national conference presentation team to include The Ohio State University and South Texas College about Change Management: Expanding your Reach in Decentralized Campuses
- Schedule Designs for Semester Training Process with DHSI objectives alignment, OPOD Training sessions, discussions, and meeting to occur on monthly, semester, and annual basis
- My Success Network, recruitment and creation of process flows to gather information for creation within the Starfish Early Alert System. The service tab will allow students easy click service information within the My Success Network with Starfish application.
- Restructure design and deployment for the 1st Week Starfish Access Activity availability for all Faculty to utilize in students updating Starfish accounts, JagNet usage, and Intake Survey data gathering
- Customer Service Provided to Faculty, Staff, and Students during first month of courses. Telephone, email, training sessions, prompt too one-on-one meetings, to provide real time solutions for account issues with data corrections
- Welcome Back Faculty Training August 29, 30, & 31

Management of Starfish Flags:	
Type:	**Number of students:**
Dual Credit Notes by Starfish:	351
Tracking: (Attendance Concern, Participation, No shows)	752
Flags Addressed:	0
To-Do's:	0
Referrals: (Tutoring)	0
Kudo's: (Paws up Jaguar)	0
Notes:	4926
Total Number:	**6029**
Advising/GPS Activities:	

OLIVIA DE LA ROSA
DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Held our first GED graduation ceremony on August 17

- Successfully completed the summer C.N.A. program for La Joya that we did in collaboration with Dean Valerio and faculty from the Patient Care Technician program
- In collaboration with the City of McAllen, launched our Bus Driving program on August 11

PROJECTS:

- Collaborating with Dean Lozano's division on the Border Patrol leadership course that will be starting in September
- Finalizing our new ESL program being developed by English department faculty
- Finalized Insurance Agent Test Preparation course

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

PROJECTS:

- Developing action plans for responding to Perkins Basic FY22-23 for Division of Academic Affairs.
- Reviewing and developing plans for submission of Advisory Meeting Minutes throughout Academic Affairs.
    - Work with OPOD to plan for trainings for upcoming fiscal year.
- Gathering information for AA division and sub-division needs for upcoming grants to align with OVPAA divisional mission

ACADEMIC GRANTS:

- Perkins Basic FY22, Phase: Monitoring and Controlling
    - Working with divisions to submit reporting of measures.
    - Compiling and verifying Inventory Disposition Report.
    - Compile and submit pending documentation for special assignments to Grants & HR Office.
- Perkins Basic FY 22, Project: Marketing of BPST CTE Programs. Phase: Closing
    - Completion of Perkins Basic CTE programs Marketing.

- Perkins Leadership FY 22: Phase: Closing
    - Close out special assignments and submit documentation to Grants & HR Office.
    - Planning for Building Communities Conference" BCC" to discuss/promote career and technical education programs
    - Plan for Lessons Learned meeting for reporting.
- Work-based Learning Grant, Phase: Closing
    - Role: Project Director
        - Submitting reporting documents to THECB.
        - Awarding of **$218,830** was distributed for unpaid internship, differential wages, and financial assistance to 72 students in programs Paralegal, Human Resources, HVAC&R, Construction Supervision, Electrician Technology and Architectural & Engineering Design Technology.

MEETINGS: HELD OR ATTENDED

- Liberal Arts Division Meeting with Dean over Grant, August 4
- MSITB Grants Meeting with Project Manager, August 5
- Meeting regarding vinyl wall wraps for Tech campus and Regional Center with PR, Grants, and BPST August 5
- Meeting at Technology Campus with Vendor and PR for Vinyl Walls, August 8
- Meeting with Business Office, Grants Accounting, Grants over Work-based Learning Internship Documentation, August 8
- Meeting at Regional Center for Public Safety Excellence with Vendor and PR for Vinyl Walls, August 9
- STC Press Conference - Partnering up with RGV College for Physical Therapy Assistance Program, August 10

- OER Course Implementation Meeting with - LA Division, Grants Accounting, Grants Office, and HR August 11
- Meeting with Faculty Internships under Perkins Basic FY22 for HVAC&R Faculty, August 12
- BPST Division Leadership Meeting - Presentation over Advisory Committee Meeting Minutes August 12
- Academic Affairs Convocation, August 15
- RGV Partnership – Leadership Committee Meeting, August 18

MONICA PEREZ
ACADEMIC OPERATIONS OFFICER

PROJECTS:

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Continue working on FLAC Calendar for Spring 2022
    - Continue working with BO and HR on Spring 2022 Payroll Pay Dates & Fraction of Payment schedule
    - PEPFLAC for contract types: OV, 45, NA, DC, and PS
    - Final SIAASGN/PEPFLAC for part of term: L4, N15, and S2
    - Total records uploaded: 342
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - MV/PCN/TECH/STRC: Office Administration Classrooms and Labs
    - Mid Valley Campus: Building A Cafeteria to Culinary Arts Instructional Kitchen
    - Mid Valley/Starr County Campus: Building D Automotive Lab Expansion
    - Mid Valley/Starr County Campus: Building D HVACR Classroom/Outdoor Covered Area
    - Mid Valley/Starr County Campus: Building D Welding Lab Expansion
    - NAH Campus: Building A Occupational Therapy Kitchen Lab Expansion
    - Pecan Campus: Building A Distance Learning Department Relocation
    - Pecan Campus: Building D-106 Training Room to Office Conversion
    - Pecan Campus: Building P 3rd Floor- Classroom/Lab to Office Conversion
    - Pecan Plaza: Dance Studio Expansion
    - Technology Campus: Master Plan for buildings A and B; Cosmetology Program; Building B Automotive Lab Exhaust System; Exterior Solar Panels Structure
    - Move/Setup Request for Faculty and Staff.
- Continued working on updating Grade Appeal Procedures
- Continue working with HR on FY23 Staffing Plan (changes to classification, salary, org, etc.)
- Created workflows to relocate computer lab furniture in PCN P due to conversion for staff offices
- Begin working on assembling Grade Appeal Committee for FY23
- Finalized FY23 Pay Plan
- Finalized Important Dates Template for Academic Affairs SharePoint Site

MEETINGS: HELD OR ATTENDED

- Attended COC Meeting with Mary Elizondo, August 2
- Attended virtual Title IX Meeting to discuss and review student cases, August 2
- Attended virtual meeting to discuss MVC Bldg. A, Culinary Arts Renovation, August 3
- Met with Space Management Technician and FPC Technician to discuss layout for PCN A-121 and PCN X-210, August 3
- Attended virtual meeting with BO and BPST Dean to discuss BPST Accidental Insurance, August 4
- Participated in virtual Excelencia Recertification Interview, August 4
- Presented updates to FLAC during Gearing Up for Fall: Essential Information for Chairs meeting, August 5
- Met with FPC and BPST Dean to discuss regarding Cosmetology program, August 10
- Presented FLAC to new faculty during “Tips for Success Presentation: New Faculty Orientation”, August 11
- Attended New Faculty Orientation Luncheon, August 11
- Attended virtual meeting to discuss MVC Bldg. A, Culinary Arts Renovation, August 3
- Attended OPOD Event Focus Group Meeting, August 24
- Served as Panelist to discuss FLAC during Chair Meeting-Fall 2022, August 26
- Attended virtual Title IX Meeting to discuss and review student cases, August 29

LISA ALEMAN
PROJECT MANAGER – ACADEMIC AFFAIRS

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

- Assisted with development of promotional flyer for "Z" courses
- Assisted Dual Credit Programs with handouts for La Joya ISD Counselors Workshop
- Assisted with ANWTS Sponsorship Renewals and communication to sponsors
- Assisted with development invitations and tickets for ANWTS
- Assisted with development of 2022-2023 Major Priorities for OVPAA
- Assisted with updates to PLA Manual and requested upload to web
- Began coordinating Guided Pathways Progress Report
- Completed mandatory HR Training
- Coordinated updates for a 2022-2023 STC Programs and Degrees bi-fold brochure
- Finalized 2021-2022 Faculty Spotlight
- Finalized Fall 2022 PowerPoint presentations
    - Academic Affairs Convocation
    - New Faculty Orientation
    - Chair Leadership Meeting
    - Superintendents Leadership Meeting
    - La Joya ISD Counselors Workshop
- Reviewed and edited the following:
    - ANWTS Promotional Ads and Event Information Brochure
    - Articulation Agreement
    - Dual Credit Programs Success Metrics Report
    - Message from the OVPAA re: Fall 2022 Face-to-Face Sections Offered at ISD Sites
    - OVPAA Monthly Activity Report
    - (2) Press Releases

SUPERVISED DESIGN WORK: CONTENT AND/OR UPDATES

- 2022 Convocation
    - Assisted OPOD and OVPAA with artwork for PowerPoint presentations
    - Worked on Convocation booklet artwork and content updates
- Assisted Finance and Administrative Services with cover designs for the following:
    - Employee Pay Plan and Staffing Plan
    - Employee Benefits and Employee Handbook
- Assisted Nursing and Allied Health with logo/patch updates for Emergency Medical Services
- Assisted OVPAA with academic related design projects and requests
    - Worked on Message from the Office of the Vice President for Academic Affairs header
    - Worked on reconstruction of Academic Affairs Seal to vector format in preparation for new STC colors
- Assisted with Starfish table banner
- Began working on "Z" Courses flyer
- Continued working on 2021-2022 Faculty Spotlight
- Continued working on 2022 Bachelor Programs booklet artwork
- Continued working on A Night with the Stars event designs
    - Event Information Brochure
    - SociaLife, Mega Doctor News, and Texas Border Business ads for September
    - Retractable Banner
    - Event Ticket design updates
    - Event Invitation
    - Thank You 2021 Sponsors page for web
    - Bulletin Board poster
    - 2022 Sponsors PowerPoint Slide designs
- Updated 2022-2023 Prior Learning Assessment cover

- Worked on 2022 Non-Credit Programs of Study bi-fold flyer updates
- Worked on 2022-2023 STC Programs and Degrees booklet content updates and design updates

MEETINGS:

- Menu tasting for "A Night with the Stars" Gala, August 10
- New Faculty Orientation, August 11
- Setup Meeting for Academic Affairs Convocation, August 12
- Academic Affairs Convocation, August 15
- GED Graduation Ceremony, August 17
- Attended meeting regarding "A Night with the Stars" Gala, August 17
- Planning session for Chair Leadership Meeting, August 18
- Facilitated progress check meeting for "A Night with the Stars" Gala, August 22
- OPOD Focus Group Meeting, August 24
- Chair Leadership Meeting, August 26

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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: SEPTEMBER 1, 2022

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

DR. DAVID PLUMMER, VICE PRESIDENT ISPP&SI

Event / Project	Description	Completed	Next Steps
Navy Partnership	Met with Navy to enroll in STC programs	Enrolled students at Lackland Air Force Base in San Antonio	Continue to maintain relationship with Dept of the Navy for future recruitment opportunities
Bus Partnership	City of McAllen and STC partnership for commercial bus driver training	Bus Wrap McAllen Metro STC Partnership Media Kickoff	
Aviation Program	Possibility to offer aviation program for students to fly aircrafts	Met with McAllen Airport	Discuss Pilot Training Program
RCPSE Training Agreements	Partnership agreements between agencies for future training.	MOU's and Facility Use Agreements created and signed.	Continue reviewing upcoming training scheduled with 3rd party and request signed agreements

MEETINGS

- Board Meetings
- Board Committee Meetings
- Special Board Committee Meeting
- Cabinet Meetings
- Pharr Pistol and Rifle Club
- Strategic Planning Steering Committee Meeting
- Seal of Excelencia
- Recertification
- McAllen Chamber of Commerce New President Meeting
- Navy Recruiting
- Cosmetology Program Meeting
- Mission Chamber of Commerce Luncheon
- McAllen Fire Department Meeting
- McAllen Metro STC Partnership Event
- IT Job Fair
- TAMUK President
- Leadership Training for BP
- GED Graduation Ceremony
- Ancestral Craft Spirits Distillery Meeting
- McAllen EDC Board of Directors Meeting
- Texas A&M Construction Undergrad Committee
- RCPSE Master Plan
- PDC Meeting
- DHSI Meeting
- Dr. Virginia Champion Retirement Ceremony
- Construction Trades Luncheon
- Tour RCPSE with Monica De La Cruz -Candidate, U.S. House Texas
- Legislative Update Luncheon
- Mexico Enrollment Strategy Meeting
- Hidalgo County Prosperity Task Force Prep 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 Team continues to coordinate testing with Cashiers to complete the Student Financial Obligation application. The Team will schedule a meeting after census to finalize the testing. Once completed, the Team will target a date in September to push the pages to production. The Applications Development Team will continue to convert applications to Banner 9 through the rest of 2022. All Oracle databases have been upgraded, except for Banner, the database upgrade for Banner 9 has been postponed to November to push important Banner patches and upgrades to production.

JAGNET

Due to the latest upgrades to Banner 9 Self-Service, Admissions and the Applications Development Team had to remove links pointing to the old Banner 8 Self-Service. The Applications Development Team, along with the IT Service Desk, created a video on how faculty can navigate through Banner 9 Self-Service and view their student roster, class schedule, and other features. These updates will be reviewed at the Jagnet Content Committee that was postponed until September. The Team will respond to any feedback that is received at the Council of Chairs and propose necessary modifications to assist faculty with their students.

DEGREE WORKS

The Team proposed the idea of upgrading DegreeWorks to the latest version at the Banner User Group Committee. The Team proposed a tentative timeline to update the test environment in November and production in March 2023 before Summer and Fall registration opens. Once DegreeWorks has been upgraded, the project Team will review transfer tools that are available and will reach out to our HE partners to determine if the timing is good to move forward with a solution.

OFFICE 365 MIGRATION

The MS Office project Team implemented a self-service password reset utility within Office 365 to make it easier for students, faculty, and staff to change their password and to unlock and secure their accounts with multifactor authentication using their existing STC credentials.

The IT Team coordinated with Student Services in providing guidance to students during orientation on utilizing the new self-service password rest tool. The IT Team also worked in conjunction with the Public Relations Team to promote the new password reset tool on the overhead digital signage screens college wide. The number of calls from students having password expiration issues have decreased. Nerveless, the IT Team will continue promoting and communicating the new password utility tool to all students, faculty and staff.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT Team continues monitoring the health and performance of the data replication from Pecan to both locations Starr County and TJC; no issues have been encountered. The VMware Site Recovery Manager (SRM) and vSphere Replication solutions are being evaluated in order to automate and streamline the Banner server replication to TJC and ultimately allow the swapping of traffic between sites to make TJC an active site for business continuity and disaster recovery.

The IT Team worked on configuring the server replication between the STC Pecan datacenter and the TJC datacenter. The server was created at Pecan and was replicated to TJC without any errors. The next step is for the Team to test the application replication and reconfiguration of settings once the server has been replicated and becomes active.

The IT Team will follow up with Facilities and the Operations and Maintenance Team regarding the status of the Alert Notification System purchase for the new gas generator. The Facilities Operations and Maintenance Team was reviewing

the purchase of the modules required for monitoring and alerting. This add-on feature will help notify the IT and FOM departments when the generator is powered on or off. The FOM Team is reviewing module options and will be coordinating with IT when it comes to the purchase and consequent requirements for the installation.

VIRTUALIZATION PHASE II

The IT Team continues monitoring the utilization of software applications for this second phase of the virtualization project. It will allow students to use virtual software applications from any computer in the district by utilizing a link. The IT Team will continue collaborating with the Open Labs staff to promote the utilization of the VDI labs for the fall semester.

The Engineering department sent the IT Team the list of the new cohort of students for the fall semester. The Team also cleaned up the lists of previous students that had access to the virtual environment. The IT Team will continue monitoring the usage and performance of the virtual environment.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Conducting a feasibility assessment on two-factor authentication for students.
- 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

- Cyber Security Awareness training has ended for all staff with Vector Solution (LMS). Due on August 15th, 93.9% completed the training. Reported to Texas DIR on August 31st.
- 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.
- Reviewing a health check of our email security.
- 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

- Finalized the security plans that get submitted in June 2022.
- Audit from Carr Riggs & Ingram (CRI), filling out questionnaire with IT. Addressing follow-up questions.
- Performed two Table Top Exercises with key folks.
- 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

- Notification to SACS of an Off-Campus Instructional Site
- Discuss Plan for Possible Revision for Program Review, Development, and Evaluation
- Program Development Impact on the SACS Prospectus
- CBE Institutional Approval
- Worked with Dean Lozano on a SACS Presentation

MEETINGS / TRAININGS

- Weekly IRE&SP Administrators Meeting
- President's Administrative Staff Meeting (PAS)
- Planning and Development Council Meeting (PDC)
- Completed STC Mandatory Courses
- Meeting with Ms. Maria Evans
- NSF STEM Academy
- BPS&T Division Meeting
- Meeting with Dr. Rodney Rodriguez (IE Plan and Accreditation)
- DHSI Carryover Funds Discussion
- IE Plan Mid-Biennium Report Workshop for ISPP&SI Division

PROJECTS

- Seal of Excelencia – Interview for Recertification (Aug. 8)
- Data Dashboards – Discuss Educate Texas and Perking
- BPS&T and Office of the President IE Planning Review
- College Readiness - Discuss workshops for the English discipline
- College Readiness – Discuss workshops for the Math discipline
- College Reorganization – Reviewing proposal
- Apprenticeships – Discuss the topic with Dr. Margo
- Valley Grande Institute Partnership
- InsideTrack + STC Role Clarity – Reviewed phase 2 of the project

MISCELLANEOUS

- IRE August's Weekly Reports to ISPP&SI
- IRE Project Manager Hire Process – Recommendation sent to the Office of the President
- IRE July's Monthly Report to ISPP&SI
- Closed Budget for FY 21-22
- Gift Cards to Winner Students (Surveys)
- Closed Travel Expense Reports

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
    - Student Engagement & Completion department
    - SAEM division (three departments)
    - ISPPSI division (one department)
    - Migration of the Dual2Degree department to the Dual Credit area
- 2021-2023 Rubric Templates Report – Created analytical notes for BPS&T, and Liberal Arts, as well as continuing with the escalating notes
- 2021-2023 and 2019-2021 Submission Track Status – Analytical notes for the departments under the Office

of the President, Academic Advancement, and Bachelors programs

- C.O.P. Status Report AY 2020-2021 – Under the phase of checking for technical issues to be published.
- C.O.P. Status Report AY 2021-2022 – Created templates for all departments involved.
- 2019-2021 Submission Track Status – Identified areas needing adjustments
- Completion of 2020-2021 COP Update – Assistance to the Human Resources department.
- SACSCOC Ongoing Activities
    - Report to PAS and PDC on the fifth-year interim report
    - Met with the Dean of IRE&SP and Director of Curriculum to align the STC internal proposal for new programs with the SACSCOC requirements for information mandated in a substantive change prospectus.
    - Discussion regarding the possibility to adjust the program development process in light of current SACSCOC prospectus requirements
- Review of 2021-2023 IE Plans
- Indirect Support to Departments/Divisions for IE Plan Development 2021-2023 or 2019-2021 IE Plan Report Completion – Presentation at the PAS meeting including a discussion of the upcoming 2021-2023 IE Plan mid-biennium report due date and materials/frameworks supporting these activities
- IE Reports Data Support - Updated the IEA website with the most recent data, range of use, and projections, as well as the IE planning and COP timeline

MEETINGS / TRAININGS

- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning
- IEA Staff Weekly Meeting
- President's Administrative Staff Meeting (PAS)
- Planning and Development Council Meeting (PDC)
- Data Literacy Academy and Workshops - Scheduling the Workshop "Using Data for IE Plans and Beyond" for Liberal Arts, Math, Science, IT & Bachelor programs

FACTBOOKS AND DATA PORTAL-

- Data Portal Update
    - KPI
    - Licensure exam passing rates (program level) for the post-graduation success
    - High school graduates enrolled in higher education report
    - Perkins reports
    - SAGs for Factbook

DATA REQUESTS AND SACSCOC

- Strategic Planning/KPI Data Support – KPI Update and licensure exam passing rates
- QEP Assessment Data Support - Cohort data update
- Ad Hoc Discussions with RAS and/or STC Constituent(s)
    - Reviewing data for monitoring and managing student success
    - Status of program accreditation vs institutional accreditation
    - Use of Texas workforce commission data
    - Reorganization of PDC and PAS meetings
    - CBE classes/sections factor
- Data Requests - KINE course enrollment data

PROJECTS

- Institutional Effectiveness Analyst Hiring Process
- Enrollment Dashboard – Collecting information

MISCELLANEOUS

- IEA August's Weekly Reports to ISPP&SI
- IEA July's Monthly Report to ISPP&SI
- Closed Budget for FY 21-22

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Fall 2022 Campus Enrollment Report

- Fall 2022 Enrollment, Credit Hours, and Contact Hours

SURVEYS

- Annual fraud survey
- Classroom tech survey, Summer 2022
- Liberal Arts election survey
- Pharmacy Tech employer survey

QUALITATIVE STUDIES

- CDC/CCAMPIS Grant Focus Group

DATA REQUESTS

- AY2122 Dual Seniors List
- BASOL program retention report
- Child Development and Early Childhood Program enrollment and graduates
- College Readiness Data for Matriculated Dual Students
- Continuing Education Program Review
- December and May graduation award counts by program
- Dec 2021 and May 2022 graduates
- Enrollment composition Fall 2020
- Fall 2020 Dual % of Fails
- Fall 2020 Dual Seniors - Earned Hours and GPA
- Fall 2021 FTIC into Fall 2022 Tracking
- Fall 2021 Traditional Student Demos and Financial Aid Data
- FY 2021-2022 Kinesiology enrollment by semester
- Online tutoring pass rate for BIOL MATH CHEM ENGL courses
- MATH0100 enrolled fall 2022 having TSIA2 Diagnostic Level of 4 or 5 for SSS/GPS advisement
- PASS Program Grant Student Demographic Data
- Registered Student MATH 0100 TSIA2 Diagnostic Test Score Placement
- Starfish tutoring referrals analysis
- Starr County Campus - Student Persistence
- Texas State Library Archives Commission Grant Data: Spring Academic Performance
- The # of Starr County Campus students persisted from Fall 2021 to Spring, Summer, Fall 2022
- Traditional Enrollment progress chart updated
- Verification of 2021-2022 Nursing Graduates data
- 2021-2022 enrollment and change from prior year by semester

MEETINGS

- Ascender Courses Data Meeting
- BASOL Retention Reports Meeting
- BUGs Committee Meeting for August
- Data Academy Meeting
- Data dashboard from Educate Texas & Perkins Meeting
- Enrollment Data Request Discussion Meeting
- IE Plan Mid-Biennium Report Workshop for ISPPSI Division Meeting
- IRESP Weekly Meeting
- PAS Meeting
- PDC Meeting
- Review and Discussion of College Readiness Workshop for English and Math Discipline Meeting
- Student Basic Needs Committee Meeting

OTHER RESEARCH/SUPPORT

- College Readiness workshop data presentation
- Enrollment, Credit Hours and Contact Hours Fall 2022 v 2021 report testing
- Institutional Effectiveness and Comprehensive Operational Plan updates
- IPEDS 2022-23 Registration
- Jorgensen IRB
- Miscellaneous updates to survey report

- Using Data for IE Plans and Beyond presentation edits
- Review changes for the IPEDS 2022-21 collection cycle
- Review of Data Dashboard from Educate Texas

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Developed presentation on Pecan Campus Library renovation for Council of Chairs
- Coordinated and participated in Library and Learning Support Services update to BPST Division.
- Corresponded on Texas Council of Academic Libraries (TCAL) Board projects.
- Coordinated revision and administrative approval of CLE pay scale with HR and CLE staff.
- Prepared for LLSS Professional Development Day.
- Worked on staff performance appraisals.
- Presented on Phased Pecan Campus Renovation plan to Coordinated Operations Council.
- Worked with STC Team on action plan for the AAC&U Institute on Open Educational Resources.

MEETING HIGHLIGHTS

- Visited Starr County and Mid-Valley to meet with Library and Learning Support Services staff on operations.
- Participated in IE Plan Mid-Biennium Report Workshop for ISPP&SI administrators.
- Participated in PDC meeting and presented to the group on AAC&U Institute on OER
- Convened LLSS Administrator Coordination meeting.
- Participated in TCAL Board Meeting.
- Attended STC-RGV College partnership agreement signing ceremony.
- Attended prep meeting for BPST Division training.
- Participated in President's Administrative staff meeting.
- Met with Educational Technologies team to discuss installation team staff assignments.

TRAINING HIGHLIGHTS

- Participated in LLSS Group Professional Development Day including session on Active Attacker Response.

LISA B. WALTERS, ASSOCIATE DEAN
LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- LLSS Professional Development Day 2022
- Attended Outreach & Instruction Meeting
- Attended Friday Hours Discussion Meeting
- Attended Collection Development Meeting
- Attended Performance Appraisal Meeting
- Attended EIWG Meeting
- Risk Assessment

MEETING HIGHLIGHTS

- Attended SAGE Business Resources Meeting
- Attended Power Platform Consultation Meeting
- Attended Texas Association of School Boards Meeting
- Attended F102 Discussion Meeting
- Attended BLUEcloud Analytics Meeting
- Attended IE Plan Mid-Biennium Report Workshop for ISPPSI Division Meeting

LIBRARY DATA:

Monthly Statistics

- Library Website Visits # 7,633
- Discovery Search Visits # 2,306
- Active Community Users # 161
- Visitors # 23,370
- Reference/Research: 16
- Non-Reference/Research: 30

Events and Library Art Gallery Highlights

"Time and a Half"

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

South Texas College's Library Art Gallery presents its latest exhibit highlighting the connection between the visual arts and vocational careers such as welding and auto mechanics.

"Time and a Half," featuring artwork by Jason Valdez, an STC graduate and now a professor at Victoria College, 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**

South Texas College's Library Art Gallery presents "Who's the Bandit," a multidisciplinary exhibit with Josue Ramirez that features installation, performance, and video. In this exhibit, Ramirez uses found objects to create an installation that engages the conversation of housing advocacy through art. Ramirez received his B.A. in Mexican American Studies from the University of Texas at Austin and continues his education by taking courses with the STC Art Department. https://library.southtexascollege.edu/josue-rawmirez/

"14th Annual Ceramic Showdown: The Future is Fluid. Is Function Fixed?"

Julian Rodriguez MFA & Carla Hughes
With Collaborative Constructions from Colleges and Universities Across the U.S.

Location: Art Dept. Gallery

June 6, 2022 – July 1, 2022
Thursday, June 16, 2022
9 a.m. – 2 p.m. Clay Demos
6 p.m. – 7 p.m. Art Talk
6 p.m. – 8 p.m. Reception
Friday, June 17, 2022
9 a.m. – 12 p.m. Clay Demos

South Texas College kicks off its 14th Annual South Texas Ceramic Showdown with two days of demonstrations, art talks, a reception, and a month-long exhibit with esteemed local ceramicists Julian Rodriguez and Carla Hughes, as well as ceramic work from universities and colleges across the U.S. –including work by STC students.

https://library.southtexascollege.edu/south-texas-college-gears-up-for-its-14th-annual-ceramics-conference/

"Juneteenth & Bethel Mural Display"		
	Location: Pecan Campus Library	**June 16, 2022 – July 16, 2022**

A small informational display with 7 historical text panels, a memorial tapestry, and photos that document a community outreach mural project at local historical site where Juneteenth is hosted.

"Who's the Bandit?"		
	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

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 – 72% 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:** 99%	**End Date:** August 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 finalizing all modules and staff have received training on two modules.		
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 – 50% Phase IV – 0% 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.		
Folio ERM	**Progress:** 5%	**End Date:** October 2022

Configure and implement a cloud-based, open-source Electronic Resource Management (ERM) system for managing library electronic collections, including holdings, licenses, and invoices. Staff have received training on the ERM and Acquisitions modules. Technical staff are working to configure high-level settings and electronic resources staff are starting to identify which modules and features they would like to use.

ACTIVITY HIGHLIGHT

- Engineering MOU – pending items for checklist
- Collection Project (shelving building H books & Shifting) – Complete
- Nursing & Allied Health Library Orientations
- NAH Library Orientation for Occupational Therapy Department
- Preliminary FY-21-22 Library Instruction Report Submission
- STARR First Year Connection Table
- First Year Connection Presentations
- RCPSE Library Resources Presentation
- STARR Math Department Presentation
- Outreach & Programming Art Department Presentation
- Outreach & Programming Organizational Leadership Department Presentation
- Outreach & Programming Division of Business, Public Safety& Technology Presentation
- Outreach & Programming Dual & Adjunct Faculty Professional Development Day Presentation
- Performance Appraisals – Ongoing
- Summer Bridge Informational Presentation & Table
- Furniture Re-Upholstery Project (storing furniture) – Ongoing
- Nursing & Allied Campus Library Orientation - Associate Degree Nursing
- Creative Commons Certification (2 Librarians) – Ongoing
- OERTX Institutional Hubs Possible Design for STC Participation – Ongoing
- HEERF hotspots/laptops statistics reports – Ongoing (Prep for Fall)

MEETING HIGHLIGHTS

- Staff members participated Tidbits Meeting
- Staff members participated in F102 Booking Meeting
- Staff members participated in October Presenter Meeting
- Staff member participated in Cosmetology Program Meeting
- Staff members participated in Faculty Portal Project Meeting
- Staff members participated in Career Services Director Meeting
- Staff members participated in ACRL Instruction Mentor Meeting
- Staff members participated in Course Reserves Training Meeting
- Staff members participated in Data Analysis & Strategies Meeting
- Staff members participated in New Desk Tracker Practices Meeting
- Staff members participated in Art Department Spring 2023 Grant Meeting
- Staff member participated in Art Department Library Instruction Dates Meeting
- Staff member participated in Compensation Study
- Staff member participated in Math Department Meeting
- Staff member participated in Human Resources Meeting
- Staff member participated in OPOD Presentation Meeting
- Staff member participated in Technology Division Meeting
- Staff member participated in First Year Connection Meeting
- Staff member participated in Academic Affairs Convocation Meeting
- Staff member participated in NAH Basic Instruction Lab Teams Meeting
- Staff member participated in Associated Dean of Library Services Meeting
- Staff members participated in Human Resources Compensation Results Forum Meeting
- Staff members participated in Formstack Meeting
- Staff members participated in Projects Check-In Meeting
- Staff members participated in Friday Hours Discussion Meeting
- Staff members participated in Library Weekend Location Meeting
- Staff members participated in Library Art Gallery Workroom Layout Meeting
- Staff members participated in Library Instruction Faculty Portal Module Meeting
- Staff members participated in Library Training Session Presentation Feedback/ Run -Through Meeting
- Staff members participated in Library Liaison Meeting
- Staff members participated in Yuja Follow-Up Meeting

- Staff members participated in Title IX Series Planning Meeting
- Staff members participated in Library Training Session Meeting
- Staff member participated in Niche Academy Integration Meeting
- Staff members participated in Mid Valley Campus Weekly Staff Meeting
- Staff members participated in Creative Commons Final Project Meeting
- Staff members participated in Open Educational Resources Grant Meeting
- Staff members participated in Mid Valley Campus Performance Appraisals Individual Staff Meeting
- Staff members participated in Art Department & Grant Department Spring Events/Exhibits Meeting
- Staff members participated in NewsBank Meeting

TRAINING HIGHLIGHTS

- Staff members attended NISOD webinar: "Investing"
- Staff members attended virtual training: "Course Reserves"
- Staff member attended the virtual webinar: "From the Great Resignation to the Great Reset"
- Staff member attended the virtual webinar: "Connecting Through Communications at a Distance"
- Staff member attended virtual Texas Association of School Boards Presentation
- Staff member attended the virtual webinar: "Cultivating Civility and Resilience in Libraries: Challenges and Solutions"
- Staff member attended the virtual webinar: "Open Access by the Numbers"
- Staff member attended the virtual webinar: "There's a Week for That – Exploring Federal Government Resources for Diverse Weekly Celebrations"
- Staff member attended Infobase webinar: "Video Streaming for Education"
- Staff members attended Library Assessment Conference webinar: "Mindful Self-Compassion at Harvard Library"
- Staff member attended virtual training: "The OER Creation Toolkit-Improvements & Collaboration
- Staff member attended virtual training: "OER in Course Development & Adoption Workflow
- Staff member attended the virtual webinar: "Leading with Emotional Intelligence"
- Staff member attended the free virtual webinar: "Is Reference Dead?"
- Staff members participated in IndexData FOLIO ERM training

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 8/01/2022: ET Project Update
- 8/02/2022: COC Meeting, Installation Team Meeting
- 8/04/2022: PAS Presentation Prep
- 8/05/2022: ET Department Meeting, President's Administrative Staff Meeting
- 8/08/2022: ET Leadership Meeting
- 8/10/2022: Meeting w/ Fernando Chapa, Employee Recognition Committee Meeting, Classroom Technologies PPT w/ Yolanda Martinez
- 8/11/2022: ET Director One-To-One with Dr. Jesus H. Campos, New Faculty Orientation luncheon, Classroom Technologies Overview and Demonstration
- 8/12/2022: LLSS Group Training Day, HR Employee Benefits Training, Meet and Greet Omar Zuniga W/ Nydia Garcia, ET Part II Training, ED Leaders Networking Event, Area 1 Member Meetup
- 8/15/2022: Educational Technology Project Update/ Leadership Meeting, BPST Divisional Meeting, Division Presentation to BPST
- 8/16/2022: ADC presenter and Co-host meeting w/ Erika Leal, Update Web 2.0 Presentation for Adjunct/Dual
- 8/17/2022: Appraisal Review w/ Yolanda Martinez, Meeting Regarding New Spaces; President's office, Access to F conference Room/Lounge meeting w/ Yolanda Martinez
- 8/18/2022: Monthly Department Team meeting, CCUMC professional development committee, LLSS Administrator Meeting, Staff Work Practices
- 8/19/2022: Educational Technologies Leadership Meeting
- 8/20/2022: What's new with web 2.0 tools w/ Erika Leal
- 8/22/2022: Instructional Support Appraisals, F Davila Improvement Plan
- 8/23/2022: Howard technology solutions Visit
- 8/24/2022: Performance Appraisal w/ Dr. Jesus H. Campos, Administrative Services meeting, IE Plan Mid-Biennium Report Workshop for ISPPSI Division
- 8/25/2022: Samsung Visit, ET Director One-to-One w/ Dr. Jesus H. Campos
- 8/26/2022: Educational Technologies meeting with Yolanda Martinez

- 8/29/2022: ET Project Update/ Leadership Meeting, Leadership Appraisal review, Operations Appraisals, Administrative Manager Team Meeting, Review Positions HR

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	72
Jul	86
Aug	89
Sept	
Oct	
Nov	
Dec.	
Total:	**655**

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	141.5
Jul	121.15
Aug	124.15
Sept	
Oct	
Nov	
Dec	
Total:	**1963.30**

Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	6	1	0	4	6
Data Projector	91	30	10	4	4
Projector/ Laptop	0	4	0	0	1
Computer	55	18	10	2	5
Microphone (Hand Held)	39	44	9	6	6
Microphone (Lapel)	2	2	1	2	1
RF Remote	30	2	0	2	4
PA System	2	2	0	4	8
TV/ Display	2	18	14	0	4
Screen	2	22	7	0	1
Portable Table	3	1	0	0	5
Keyboard/ Mouse	1	2	0	0	0
Mic Stands	0	4	0	0	0
Table Top Mic Stands	0	0	0	0	2
Document Camera	0	4	8	0	0
iPad	2	1	0	0	0
Mixer	2	1	0	0	8
Webcam	0	2	0	0	6
MAC Adaptor	0	1	0	0	0
Video Camera	0	0	0	0	0
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	0	0	0	0	8
Headphones	0	1	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	3	0	0	0	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	5	0	0	0	0
LANC Controller	0	0	0	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	4	0	6	0	0
Interactive Display	1	0	0	0	0
PTZ Joystick	4	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***254***	***160***	***65***	***24***	***69***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director met with the Pecan Logistics Manager and Open Labs Analyst to discuss the Pecan Renovation.
- The Director met with the Learning Commons & Open Labs Marketing Team to review and discuss marketing initiatives.
- The Director hosted the monthly Learning Commons & Open Labs Leadership Team Meeting to discuss updates at the Open Labs district-wide.

- The Director had one-on-one meetings with the Logistics Managers, Open Labs Analyst, and a Pecan Lab Supervisor to assess the Open Labs operations.
- The Director held meetings with the Pecan Logistics Manager and Open Lab Specialists to discuss the Makerspace.
- The Director had a one-on-one with the Dean of Library & Learning Support Services to review the department operations.
- The Director attended the President's Administrative Staff Meeting.
- The Director held a meeting with AEDT department to discuss the Learning Commons & Open Labs initiatives.
- The Director held a meeting with Advanced Manufacturing Technology department to discuss the Learning Commons & Open Labs initiatives.
- The Director held a meeting with the Engineering and Physics department to discuss the Learning Commons & Open Labs initiatives.
- The Director attended the Library & Learning Support Services Professional Development Day.
- The Director met with the Logistics Managers to discuss and review the Open Lab Technician job description.
- The Director presented at the Business, Public Safety, and Technology Division Meeting.
- The Director held meetings with the Logistics Managers and Administrative Assistant to review job descriptions and develop Training and Professional Development goals for the department.
- The Director attended the Library & Learning Support Services Administrator meeting.
- The Director met with the Graphics and Multimedia Specialist and Pecan Logistics Manager to discuss the F-134 redesign.
- The Director held meetings with the Logistics Managers, Open Labs Analyst, and Administrative Assistant to discuss Open Lab updates.
- The Director attended the IE Plan Mid-Biennium Report Workshop for ISPP&SI Division.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs continued the SSD installation project at the Open Labs district-wide.
- The Learning Commons & Open Labs staff began their FY2022 Performance Appraisals.
- The laptop program at the Nursing and Allied Health and Mid-Valley Campus Open Labs has been initiated.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – AUGUST 2022 ATTENDANCE STATISTICS: 4,249

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
Mid-Valley Campus	2,331	957	
Nursing and Allied Health Campus	2,784	755	
Pecan Campus	4,176	1,806	3
Pharr Regional Center for Public Safety Excellence	478	63	
Starr County Campus	995	333	
Technology Campus	1,719	669	
Campus Totals:	**12,483**	**4,583**	**3**

OPEN LABS PRESENTATION & LAB RESERVATION STATISTICS:

Campus	Number of Presentations
Mid-Valley Campus	3
Nursing and Allied Health Campus	6
Pecan Campus	3
Starr County Campus	6
Technology Campus	9
Total:	**27**

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

Totals

Type	Users	Jobs	Pages
Printing	5346	29680	38692
Web Printing	1248	7488	24662
Total	6594	37168	63354

	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	788	3312	22169	106	486	1697	894	3798	23866
NAH	929	7858	47567	733	5406	15337	1662	13264	62904
Pecan	1506	6758	50458	332	1317	6465	1838	8075	56923
RCPSE	93	659	8598	8	21	94	101	680	8692
Starr	262	1053	7629	34	143	691	296	1196	8320
Tech	520	2552	8334	39	119	378	559	2671	8712

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **August 2022**

- Tutoring Sessions:
  - In-Person: 583
  - Online: 243
  - In-Class: 431
- Assignment Review: 191
- Supplemental Instruction: 196
- Visitors: 14,687
- Workshops: 20
- Workshop Attendance: 624
- Independent Study: 586
- Starfish Flags addressed: 27
- CLE Information Requests: 11

PROJECT HIGHLIGHTS

NSF Grant Year 3 **Progress: 100%** **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. Will meet with faculty chair to discuss year 4 plans for NSF Grant.

CLE Marketing Spring 2022 **Progress: 80%** **End Date: December 2022**

CLE coordinators met to discuss marketing initiatives for Summer 2022 and analyzed social media marketing on various platforms. CLE hosted June 8th Game Night event at TECH campus. Pecan CLE tabling in K building reached over 100 students. First Year Connection continued this week. CLE Specialists have created a schedule for CLE promotional video releases. You-Visit photographer will be at NAH video taping center. Participated in several Outreach events in collaboration with the Student Activities Department. CLE incorporating a positivity wall in the center. Met to discuss Fall and end of Summer marketing strategies. The August Game Night was held at PCN campus. NAH participated in bootcamps throughout the month. Schedule for FYC tabling have been finalized. CLEs is continuing to table at the Admissions building and has talked to more than 100 students. CLE is currently taking many requests from faculty for in-class presentation and student workshops. CLE has also received a lot of CLE tours. Student Services has also provided snacks for promotional purposes. CLE has also conducted bootcamps and orientation presentations for NAH cohorts. Staff is currently participating in Welcome Week. STC official social media have been promoting CLE services.

Tutor Training for FY2021-2022 **Progress: 100%** **End Date: August 2022**

Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. Coordinator 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. Creating activities

to utilize in training days. NAH held Fall Training Day for staff. Coordinators will meet to discuss Spring 2023 Tutor Training Days. They will utilize the CLE Amazing Race activity.

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		Progress: 100%
IE Plan Objective 1	COP (2020-21) 2	End Date: August 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. Electrical and HVAC tutors have started collecting resources to add to the Libguides page. NAH staff moving forward with editing videos and have scheduled a training for July 28th. Coordinators met to discuss Libguides and Niche Academy platform, and are currently compiling resources. PCN Specialist completed audio/video training to NAH staff. Both pages for NAH and TECH resources are formatted and resources are continuing to be added. Resources have been uploaded and year one IE objective is complete.

IE Plan Objective 2: Expand Online Learning Support Services

Year 2 DHSI Grant Participation		Progress: 100%
IE Plan Objectives: 2	COP (2021-22) 3	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 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. Fourth tutor will start in August 2022. Spring 2022 data has been reported. Marketing plan for tool kit dissemination has been created. Video has been finalized. The campaign has begun and will run through the end of September. CLE website has been created with information about the tool kit. Information was sent out to Dual Credit Office. DHSI goals for year 2 have been completed.

Development of CLE Online Trainings		Progress: 45%
IE Plan Objectives: 2	COP (2020-21) 3	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. Met with UMN Crookston regarding ACTLA Certification. Completed Training Session Plan for the Communication Training. Continuing the Diversity, Equity, and Inclusion training template. Session plan for Technology and accompanying ppt are about half complete; Session Plan for Diversity and PPT are also about half complete.

IE Objective 4: Increase Faculty Confidence and Collaboration

Implement Faculty Assisted Training for SLAs		Progress: 100%
IE Plan Objective 4	COP (2021-22) 7	End Date: August 2022

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. First session was held on Dimensional Analysis. Second session was held on Stoichiometry. Third session was held on Stoichiometry part 2. Fourth session was held on Oxidation. Fifth session was held on Acidic and Basic Reactions. Sixth session was held on Calorimetry. Seventh session on Gas Laws. Potentially will develop a training series for Statistics. Final Review session was held this week.

EVENTS HIGHLIGHTS

Tutor Training Days & SI Training Day **Event Dates: August 10-19, 2022**

The Centers for Learning Excellence held their tutor training day across the district. The training breakout sessions focused on Building Rapport with Online Students, Resolving Technical Issues, Encouraging Student Engagement Online, Virtual Kit Setup & Applications, and more.

CLE Game Night **Event Dates: August 3, 2022**

The Centers for Learning Excellence held a game night at Pecan campus. 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.

ADN Bootcamp **Event Dates: August 4, 2022**

The Centers for Learning Excellence held several workshops during the PTA Bootcamp for Fall 2022. Students interacted with tutors and reviewed concepts such as Writing for PTA Program, Professionalism, and more.

PTA Bootcamp **Event Dates: August 15-18, 2022**

The Centers for Learning Excellence held several workshops during the ADN Bootcamp for Fall 2022. Students interacted with tutors and reviewed concepts such as Basic A&P Concepts, Note-Taking, Time Management, Study Tips, and more.

Welcome Week Event **Event Dates: August 22-31, 2022**

Tutor Training Days & SI Training Day **Event Dates: August 10-19, 2022**

The Centers for Learning Excellence participated in several STC events to welcome and market our variety of services to all the new students. CLE participated in First Year Connections, Welcome Week, Department Meetings, and a variety of tabling events. The CLE reached over 500 students through these marketing efforts.

MEETING HIGHLIGHTS

- SI Interviews
- Staff Annual Performance Appraisals
- MVC Fall Training Planning
- Libguides System Meeting with Library Application Specialist
- Libguides Check-in Meeting
- CRLA Conference Prep Bi-Weekly Meeting
- Tech TTD Planning Meeting
- Starfish Tutoring Referral Data Meeting
- SLA FT meeting
- TxNCLCA Conference Planning
- 4C Virtual Tutoring Conference Planning
- ATIXA Training/Conference pre-planning
- Pecan Coordinator Onboarding Meeting
- Presidents Administrative Staff Meeting
- Upswing Meeting
- Pharmacy Technology Chair-mandatory student hours
- DHSI Webpage Meeting
- HR Meeting
- CLE Leadership PayScale Meeting
- Pandemic Skill Gaps, Mental Health & The Socio-Emotional Impact of COVID: How To Use Online Resources To Support Students
- Met with ADN Faculty about Dosage Cal resources.
- Met with Student Activities for Welcome week
- Met with PTA Chair Bootcamp changes
- LLSS Administrators Meeting
- Yuja Blackboard Testing Meeting
- Met with OTA chair to discuss Visible Body software implementation and his Innovative Educator Award
- Met with ADN faculty for Round Robin Dosage Calculation event
- TxNCLCA Conference Marketing and Communications Committee
- Performance Appraisals
- DHSI Data Meeting
- ACTLA Tutor Training Meeting
- Academic Coaching Meeting
- Distance Learning Academic Coaching Meeting
- LibGuides Meeting
- CLE Webpage Updates Meeting
- Tutor Success Story Meeting
- Staff annual appraisals
- DHSI Carryover Funds Discussion
- OPOD Transition Discussion
- IE Plan Mid-Biennium Report Workshop
- NOE Work Session
- OTA Chair
- BSN Academic Coach

- ADN Faculty
- Respiratory Faculty
- ADN Academic Coach
- Met with Open Labs
- Pharmacy Tech Orientation
- BSN Academic Coach
- ADN Faculty Meeting
- Library and Open Labs Support for RCPSE Meeting
- Academic Coaching Meeting
- OPOD Meeting on Go2Knowledge
- Work-Study Specialist Meeting
- Distance Learning Academic Coach Meeting
- Adulting Training: Making and Keeping a Budget Meeting
- Evaluations for PT SI Staff Meeting
- Upswing Prep Meeting
- STC Upswing Monthly Meeting
- PT LES Job Description Meeting
- TxNCLCA Marketing & Communications Committee
- Monthly Upswing Check-in
- Embedded Tutoring and SI IE Reporting
- Employee Appraisals
- Discussion of Bldg F. Meeting
- MVC Biology Faculty Recruitment Strategizing
- Starr SI Staff Meetings
- SI SWOT Planning
- Mid Valley LLSS Coordination Meeting
- Work Study Customer Service Clerk Interviews
- Perkins Hotspot Program Data Review

TRAINING HIGHLIGHTS

- Chemistry 1411 Series: Gas Laws
- Chemistry 1411 Series: Final Review
- Academic Coaches Training
- PCN Tutor Training Day
- MVC Tutor Training Day
- TECH Tutor Training Day
- STARR Tutor Training Day
- S.I. Leader Training Day
- Faculty & Staff Mental Health
- Active Listening Training
- IE's Open Education Resources: How to Support Student, Faculty & Staff Success
- Coffee Collaborative
- New Hire Training
- In Class Presentations
- MVC Specialist Budget and NOE Training

EVENT HIGHLIGHT

- ADN Bootcamp
- CLE Game Night
- Summer Bridge Program at TECH
- First Year Connections Tabling
- BPST Division Meeting
- TASB Compensation Forum
- Academic Affairs Convocation
- Adjunct Faculty Presentations
- Faculty Department Presentations
- Workflows Inventory
- PTA Bootcamp:

    - Time management
    - Growth vs. fixed mindset
    - Writing in PTA/ APA, Presentation skills
    - A&P refresher session
    - Study skills and note taking
    - Professionalism, and Transference- The power of touch
- OTA Bootcamp:
    - Time management
    - A&P Refresher session
    - Visible Body Overview
- Farewell Party for Ana Karen Castillo
- LVN Bootcamp
- Pharmacy Tech Orientation
- Virginia Champion Retirement
- Welcome Week at all campuses
- Dual Credit Academies CLE Presentation
- Math faculty in-class presentations
- Coffee Collaborative: Coming Back to the New Normal

PROJECT COMPLETION HIGHLIGHTS

- Tutor Training for FY 2021-2022
- NSF Grant Year 3
- Implement Faculty Assisted Training for SLAs
- 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
- Quantitative Assessment of Embedded Tutoring

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

1. **Project Role:** Project Manager/Grant Manager
2. **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: Final report submitted 9/15/2022

Milestone(s): Grant Goals Met:

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: 623	STC Certified So Far: 403	84%: STC Passing Rate
**** Goal Met****	*Goal Met*	*No Grant Passing Rate Requirement*

Grant Funds Spent	% of Funds Spent	Grant Funds Remaining
$30000	100%	$0

*With Approval from Educate Texas all remaining funds will be used to provide Micro-Grant Scholarships to STC Summer II students.

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 Step: 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	August 1, 2022 – August 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	**$664,010.61**	**74.25%**

Summary Status

Academic Coaching:

- STC/InsideTrack Partnership Meeting held August 25:
  - Coaching Powered Leadership participants will need to attend one session of two scheduled each month. Dates and times for these sessions from November through January have been sent out.
  - A second cohort will be formed and undergo Quality Development, Coaching Certification and Reinforcement Training. To reduce the cost of adjustment, InsideTrack will look to repurpose existing Reinforcement Trainings and Onsite Training. One suggestion is to reduce the number of Reinforcement Trainings from 26 to 20.
  - Coaching reinforcement training schedule will remain the same through October, but another day/time will be established since STC has moved forward with a half-day schedule on Fridays.
  - Two coaches have applied for coaching certification. One additional coach needs one more observation to complete to qualify for certification as well.

Starfish:

- Starfish Administrator met with DHSI Project Coordinator on August 22 to discuss the interview process for the Guided Pathways Specialist (GPS) position.

DHSI Administration:

- Developed the DHSI Grant Website Content overview to share with the Digital Services Developer. This document highlights the purpose of the DHSI program, provides contact information of DHSI staff, and details the project goals and objectives of each of the four grant components.
- Developed Year 2 DHSI Review in preparation for the DHSI Project Status meeting with RDMC on August 3. This document provides answers to the questions that RDMC outlined and would like to discuss at the upcoming meeting.
- Met with RDMC on August 3 to discuss DHSI components and project status. Provided documentation regarding InsideTrack and the Role Clarity Project.
- Reviewed and approved payroll register for the month of July.
- Obtained Financial Manager's signature on the final invoice for InsideTrack in the amount of $18,900. Submitted to accounts payable office for payment processing.
- Attended DOE Virtual Office Hours on August 16. Grantees were informed that it takes Program Officer 20 to 30 days to review carryover plans, so we are to submit keeping that in mind as related to the end of the grant year on September 30.
- Met with RDMC on August 16 to review carryover estimates and recommended projects for the use of funds into year three.
- Finalized the budget narrative of the Year 2 Carryover Plan.
- Received the mock-up for the DHSI website from PR & Marketing.
- Facilitated meeting with Role Clarity participants and other grant stakeholders on August 22. Project Coordinator presented two projects and recommended entering into contract with InsideTrack for Phase Two of the role clarity project as part of the use of year two carryover funds into year three. Group agreed with Project Coordinator's recommendation to proceed, as this project aligns with the QEP, the Title V grant program to facilitate change and stability in the institution and is a direct outcome from the Program Diagnostic. Project Coordinator will inform InsideTrack of scope of work and wait for a quote and proposal.
- Attended IE Plan Mid-Biennium Report Workshop on August 24.
- Met with Role Clarity and InsideTrack teams on August 25 to discuss the details of Phase Two of the Role Clarity Project. InsideTrack will update the proposal and quote to include the key points discussed for this rebranded project now known as the Continuity of Care Project, as it goes deeper than role clarity, as the project will promote continuity of care across student support units and will drive student and organizational success through strategic, operational and organizational initiatives.

	• Submitted Year Two Carryover Expense Plan to DOE Program Officer on August 26. • Prepared Semi-Annual Certification documents to submit to RDMC for processing on September 1. • Received confirmation from DOE on August 30 that the Year Two Carryover Expense Plan was approved.
Next Steps	• Meet with InsideTrack to finalize proposal elements of the Continuity of Care Project. • Attend STC/InsideTrack Partnership meeting September 8. • Attend DOE Virtual Office Hours on September 13. • Attend STC/InsideTrack Partnership meeting September 22. • Continue to lead, manage, and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy.