September
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:	OCTOBER 18, 2022
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2022 THROUGH SEPTEMBER 30, 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
- South Texas College Professional Development College Wide Day
- Student Affairs and Enrollment Management Directors meeting
- Texas A&M visit and tour of South Texas College
- WEWC Presentation

ATTENDED

- BASIC needs grant meeting
- Meeting with Ventura Perez, Bank of America President of San Antonio, TX
- Superintendent's Leadership meeting
- South Texas College Promise Program: Planning work session with Economic Mobility Systems with Dr. Rebecca De Leon
- Faculty Senate Luncheon
- CARE Fest 2022 Dinner
- Guidelines for Student Activities purchases
- Consulmex: Invite for TEAM for EWC
- SAEM IE Plans
- South Texas College & University of Texas Rio Grande Valley Joint Admissions Agreement Signing Ceremony
- Next Steps Discussion with Dara with University of Texas Rio Grande Valley

ENROLLMENT SERVICES AND REGISTRAR

- Contributed to the official census day enrollment on September 7, 2022 of **_27997_** students for Fall 2022 semester, which began on August 22.
- Participated in the Professional and Organizational Development Day on September 23, 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.
- Assisted students by responding to **_455_** chat sessions during September 2022.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting and President's Administrative Staff meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as STC/UTRGV Joint Admissions Agreement Signing, Academic Council, Curriculum Committee, Data Management & Integrity Committee, December 2022 Commencement Exercises, Enrollment Appeals, Policy Review, CB Reporting, and search/hiring committees.
- 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 reporting specialist, who assists with related reports.
- Graduation Analysts began reviewing potential December 2022 graduates.
- Document Management Specialist downloaded, reviewed and verified **_6574_** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during September 2022.

- Specialists for international students and residency reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an *Affidavit*, and assisted international students with all aspects of admissions and registration.
- As per the official census day enrollment, STC has **_76_** international students for Fall 2022 semester.
- Processed **_103__** course substitutions and exceptions in DegreeWorks during September 2022.
- Processed grade changes for **_48_** students during September 2022.
- Processed reinstatement requests for **_122_** students during September 2022.
- Processed schedule change requests for **_1179_** students during September 2022.
- Processed **_1225_** high school and **_287_** college/university transcripts during September 2022.
- Evaluated **_542_** transcripts from other colleges and universities during September 2022.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **_2436__** STC transcripts during September 2022.
- Scanned and indexed **_5304_** documents submitted by students during September 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 served **200** students at events during the month of September
- As of September 30, 2022, **73** students have been awarded scholarships through the Texas Reskilling Support Fund Grant period for Summer 2022 and **70** students have been awarded for Fall 2022
- Department received **36** program inquiries for the month of September with a total of **19** enrolled for the Fall 2022 & Spring 2023 semester from partnering government 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
- Department is working with the Grants Office to secure additional funding opportunities for adult learners and students with some college hours, but no credential

SNAPSHOTS

Student Engagement & Completion Services staff attended the in-person College-Wide Professional and Organizational Development Day at the McAllen Convention Center on September 23, 2022

COMMUNITY OUTREACH & RECRUITMENT

Event	Agency	Date	Total Served
Law Enforcement Recruitment Presentation	U.S. Border Patrol	09/08/2022	10
Law Enforcement Recruitment Presentation	U.S. Border Patrol	09/14/2022	12
Recruitment TACRAO Event	Edcouch Elsa HS	09/21/2022	110
Recruitment TACRAO Event	Sharyland HS	09/22/2022	50
Law Enforcement Recruitment Presentation	U.S. Border Patrol	9/28/2022	10
Recruitment Presentation	McAllen High School	09/30/2022	8
		Total	**200**

Academic Program	Total Inquiries Received This Month	YTD Inquiries	YTD Enrolled
Associates in Law Enforcement	9	9	0
Bachelor of Operations Management	2	2	1
Bachelor in Organizational Leadership	22	22	18
TxDOT Partnerships • **Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies** • **Associates of Science in Interdisciplinary Studies Mathematics, Engineering**	3	3	0
Total	**36**	**36**	**19**

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)**
2,581	73	70	$537,500

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
- Student Affairs & Enrollment Management (SAEM) Division Leaders Meeting
- Closing Out Your GEER I Grant Webinar
- Accelerating Student Success Action Plan RAS Review
- Texas Department of Transportation Meeting
- Accelerating Student Success Grant Planning Meeting
- SAEM Student Engagement & Completion Services Overview Meeting
- Full Measure Meeting
- Accelerating Student Success Planning Grant Data Meeting

- IDEA - STC Connect Meeting
- Mongoose Review Meeting
- Basic Needs Grant Discussion
- Board of Trustee Meeting
- Bachelor Program Meeting
- STC/UTRGV Joint Agreement Signing
- Basic Needs Committee Meeting
- Grant Updates Meeting
- Student Dashboard Training
- Reskilling Grant Follow Up Meeting
- Fall 2022 Graduation Meeting
- Accelerating Student Success Grant Follow-up Meeting
- Corrections Academy Planning Meeting
- Accelerating Student Success Planning Grant Action Plan Literature Review
- Accelerating Student Success Planning Grant Goals and KPIs Meeting
- Bachelor Program Process Meeting
- TX Latino Adult Student Success (LASS) Academy Kickoff
- 2022 Student Success Acceleration Program (SSAP) Implementation Grant Webinar
- Council for Adult and Experiential Learning Membership Testimonial
- Customer Relationship Management (CRM)/Mongoose Planning Meeting
- Student Affairs & Enrollment Management Division - Administrative Assistants Meeting

PROFESSIONAL DEVELOPMENT

- Student Engagement & Completion Services Department Retreat
- Diversity Awareness Profile Workshop
- Supporting Students with Disabilities Workshop
- Setting Attainable Goals Workshop
- College-Wide Professional and Organizational Development Day
- Design Thinking Principles for Complex Challenges Workshop
- Title IX Presentation
- Accounts Receivable Presentation

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2022**
Pecan Campus	**45**	**145**	**115 (79%show)**	**ACT**	**115**
Mid- Valley	**20**	**31**	**29 (94%show)**	**TSI EXAM**	**29**
Starr Campus	**18**	**14**	**13 (93% show)**	**TSI EXAM**	**13**
Pecan Plaza	**40**	**70**	**58 (83% show)**	**GED/ PEARSON**	**58**
Pecan Plaza		**98**	**90 (92% show)**	**TSI EXAM/ includes TSI Online**	**90**
Pecan Plaza		**18**	**18 (100% show)**	**TCOLE/ Proctored Exams**	**18**
Pecan Plaza		**80**	**70 (88%show)**	**HESI**	**70**
Mid-Valley		**20**	**19 (95% show)**	**HESI**	**19**
Starr		**6**	**5 (83% show)**	**HESI**	**5**
TOTAL:		**482**	**417 (87% show)**		**417 – All Campuses YTD**

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (09/01/2022 – 09/30/2022)		**Year To Date (09/01/2022 - 09/30/2022)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	18	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	18
Developmental Ed (945+ & 0-4 Essay	16	Developmental Ed (945+ & 0-4 Essay	16
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	4	ELAR Diagnostic Level 5	4
ELAR Diagnostic Level 4	35	ELAR Diagnostic Level 4	35
ELAR Diagnostic Level 3	19	ELAR Diagnostic Level 3	19
ELAR Diagnostic Level 2	12	ELAR Diagnostic Level 2	12
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**104**	**Total**	**104**
Mathematics College and Career Readiness			
Monthly (09/01/2022 – 09/30/2022)		**Year To Date (09/01/2021 - 09/30/2022)**	
College Ready (950+ or 910+ & 6+ Diag)	7	**College Ready (950+ or 910+ & 6+ Diag)**	7
Mathematics Diagnostic Level 5	10	Mathematics Diagnostic Level 5	10
Mathematics Diagnostic Level 4	35	Mathematics Diagnostic Level 4	35
Mathematics Diagnostic Level 3	30	Mathematics Diagnostic Level 3	30
Mathematics Diagnostic Level 2	18	Mathematics Diagnostic Level 2	18
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**100**	**Total**	**100**
Data retrieved from College Board Accuplacer			
Date: 10/01/2022			

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
- SFS Coordinator Yesenia Garcia held interviews for the vacant Financial Aid Technician position at the Mid-Valley Campus.
- September 17th Constitution Day, information was posted on college website.
- SFS Department welcomed Lorena Martinez as our new Financial Aid Scholarship Specialist.
- SFS Department sent out the annual Clery Act postcards to all current students before the Department of Education deadline.
- Staff attended Professional Development Day either at the McAllen Convention Center or at their office.
- SFS Administrative Assistant attend the SAEM Administrative Assistants Meeting
- Student files are being completed and awarded, files are coming in via email, fax and mail.
- SFS Outreach Specialist Irene Rodriguez has been attending local High School FAFSA events throughout the month of September.

COLLEGE CONNECTIONS

SOUTH TEXAS COLLEGE

- STC/UTRGV Joint Admissions Agreement Signing Ceremony
- STARN Meeting

DEPARTMENT MEETINGS AND EVENTS

- CIVSA Annual Conference Committee Standing Meeting
- CIVSA Community College Engagement Meeting
- Debrief of STC Promise Program
- STC Promise Planning Work Session with Economic Mobility Systems
- Deep South Texas Financial Literacy Alliance Meeting
- Dual Credit Non-Resident Explore Event Meeting
- 2022-2023 Dual Credit Programs Mexico Schools Partnership Virtual Meeting
- EMS + STC - Regional Talent Network Course Coaching Session - Module 1
- EMS + STC - Regional Talent Network Course Coaching Session - Module 2

RECRUITMENT

- Mexican Consulate Ventanilla Recruitment
- Individual Student Appointment – 7 appointments
- Donna North High School – Recruitment Presentation
- Roel A. & Celia R. Saenz Elementary – Recruitment Presentation
- Roma High School – College Presentation
- Mercedes Academic Academy – Recruitment Presentation
- Vanguard Mozart Secondary – Recruitment Presentation
- La Villa High School – College Presentation
- Vanguard Academy Together for Mental Health – Table Set Up
- Roma High School – Apply Texas
- McAllen Memorial High School – Apply Texas
- Edcouch Elsa High School – Apply Texas
- La Joya High School – Recruitment Presentation
- Jimmy Carter Early College High School – Recruitment Presentation
- Sharyland Advanced Academic Academy – Recruitment Presentation
- Lamar Academy – Apply Texas
- PSJA Southwest High School – Recruitment Presentation
- Palmview High School – Recruitment Presentation
- La Joya ISD-Academy of Health Science Professions – Recruitment Presentation
- RGCGISD College Admission Night
- Mercedes Early College High School – Recruitment Presentation
- Juarez-Lincoln High School – Recruitment Presentation
- McAllen Memorial High School – Apply Texas
- Valle View High School – Recruitment Presentation
- Consulado de Mexico "El Grito en el Mundo" – Table Set Up
- Donna High School – Recruitment Presentation
- Roma High School – Community Outreach
- McAllen High School – TACRAO College Fair
- Rio Grande City ISD – TACRAO College Fair
- Grulla ISD – TACRAO College Fair
- La Joya ISD – TACRAO College Fair
- Weslaco High School – Recruitment Presentation
- Nikki Rowe High School – Apply Texas Drive
- Johnny G. Economedes High School – Apply Texas Drive
- Donna ISD – TACRAO College Fair
- Mission CISD – TACRAO College Fair
- PSJA ISD – TACRAO College Fair
- Vanguard Academy Public Charter School College Night – Table Setup
- Grulla High School – Recruitment Presentation
- Sharyland Pioneer High School – Recruitment Presentation
- Rio Grande City High School – Recruitment Presentation

- Edinburg CISD – TACRAO College Fair
- South Texas ISD – TACRAO College Fair
- Weslaco ISD – TACRAO College Fair
- Edcouch Elsa ISD – TACRAO College Fair
- Mercedes ISD – TACRAO College Fair
- Sharyland High School – TACRAO College Fair
- Juarez Lincoln High School – Recruitment Presentation
- Edinburg North High School – Recruitment Presentation
- Travis Middle School – Community Outreach
- Weslaco High School – Apply Texas Drive
- Morris Middle School – Recruitment Presentation
- EISD Gear Up College Day – Recruitment Presentation
- Jimmy Carter Early College High School – Apply Texas
- Donna North High School – Apply Texas
- Memorial Middle School, La Joya ISD – Community Outreach
- Weslaco High School – Apply Texas
- PSJA North High School – Recruitment Presentation
- Region One ESC – Community Outreach
- Premier Edinburg – Recruitment Presentation
- Ringgold Middle School – Recruitment Presentation
- McAllen High School- Recruitment Presentation

CAMPUS TOURS

- Pecan Campus
  - Sharyland ISD – 30 visitors
- Starr Campus
  - IDEA Public School - 90 visitors
- MidValley Campus
  - Personal Tour – 2 visitors

CALL CENTER

Phone Calls	
Inbound Calls	5,915 Calls

EVENT PHOTOS

TACRAO College Fair at McAllen High School

The College Connections Department
attended the TACRAO College Fair at
McAllen High School

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
1412	Student Contacts, Outreach & Virtual Appointments
1126	CTE Student Contacts
23	Student & Alumni Registered on CCN
7	Student & Alumni Resumes Revised/Uploaded on CCN
19	New Employer Registered on CCN
61	Jobs posted to CCN
3	Workshops Presented
21	Resumes Reviewed Online by Employers via CCN
2441	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Alps Alpine North America Inc
- Arqcarpa Design & Construction
- Austin-Travis Co EMS, City of Austin
- BISSELL
- Bridgestone Retail Operations, LLC.
- Camp Cody
- City of South Padre Island
- Cowen Garza LLP
- Ellis County Sheriffs Office
- Entravision Communications
- Evident Change
- FlexTrades
- Green, Rubiano &Associates
- Littera Education
- Meddeas
- Netsync
- R&H Staffing Services LLC
- Radio United LLC
- SUPER STARR INTERNATIONAL
- The Borgen Project
- Total Computing Solutions of America, Inc.
- Trevinos Auto Mart
- Vector Marketing

Presentations/Workshops

- Fall Open Workshops
- Career Services Presentations for Starr Campus
- Career Services Presentations for Starr Campus
- Interview for Success Open workshop (1 attendee)

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

- Oracle
- BISSELL
- Camp Cody
- Cowen Garza LLP
- Evident Change
- Gulf Coast Eye Institute
- Jovanna Diaz Farmers Insurance
- Littera Education
- MARQUEZ EXPRESS, INC
- Netsync
- R&H Staffing Services LLC
- Region One ESC
- Rodeo Dental & Orthodontics
- State Farm Insurance Agency
- TMF Health Quality Institute
- Trevinos Auto Mart
- TUM Logistics Carrier Division, Inc
- UNFI
- United Petroleum Transports
- Ziwa Corporation

Coordination of Upcoming Events

- Fall Open Workshops
- Career Services Presentations for Pioneer High School
- Career Services Presentations for Automotive Students

Meetings & Miscellaneous information

- Conducted interview and resume writing workshops for U.S. Customs and Border Protection Office of Border Patrol at Rio Grande Valley Sector Headquarters
- Meet with Big Interview vendor for demonstration and training Q&A.
- Coordinating the dissemination of 2000 Financial Wellness kits for students who have completed the online workshop module
- 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.
- Conducted Interview for Success Open workshop
- Create and update Grow with Google instructional flyer
- Automotive class presentations
- Participated in 2-day workshop event presentations for Border Patrol Agents/Federal admin employees
- Participation for welcome week Tech & NAH campuses- Career Services Informational Tables
- Create, update on CES website all Fall 2022 workshop calendar
- Outreached Architectural students and alumni on employment opportunity with Green, Rubio Associations
- Met with Automotive Faculty for upcoming CES presentations

- Coordination of upcoming workshop for Starr Campus students
- Outreached via social media platforms for fall open workshops
- Career Readiness Presentation at Starr Campus (32 attendees)
- Grow with Google training for Career Services Staff
- Provided Grow with Google presentation via Teams for Starr Campus students
- Attended College Wide Professional Development Day
- 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 nursing students and graduates for potential employment opportunities with Christus Spohn Health via CCN online job board.
- Staff gave provided a CES overview presentation at the Business and Technology Division Meeting.
- Conducted outreach efforts 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 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 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 ePortfolio 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 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.
- 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.
- 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
- Facilitated Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- 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 September 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 Fall 2022 events, staff updates, and projects.
- Researching work safe event strategies to support a planned Fall 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.
- 49 resume revisions via CCN, 2 students walk in, 6 student outreaches via phone

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- The Office of Ombuds held Lunch with the Ombuds at all campuses.
- The Office of the Ombuds is working on the Ombudsperson position search committee.
- The Office of Student Rights and Responsibilities set up booths and had a Create a Bracelet activity at all campuses.
- The Office of Student Rights and Responsibilities attended Professional Development.
- The Office of Student Rights and Responsibilities cohosted Student Affairs and Enrollment Management Secretary and Administrative Assistant meeting.
- The Office of Student Rights and Responsibilities is working on the Administrative Assistant, Ombudsperson, Direct Wage, and Work Study positions.
- The Office of Ombuds presented on the Ombuds Services for Professional Development Chair meeting at the Pecan Campus.
- The Office of Ombuds presented on the Ombuds Services for Professional Development Faculty meeting via Teams.

OFFICE OF STUDENT CONDUCT

- The Office of Student Rights and Responsibilities set up booths and had a Create a Bracelet activity 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 interviewed for the Student Conduct Specialists positions.
- The Office of Student Rights and Responsibilities is working on the Administrative Assistant, Student Conduct Specialists, Direct Wage, and Work Study positions.
- The Office of Student Rights and Responsibilities attended Professional Development.
- The Office of Student Conduct presented on the Student Conduct Administrative Process for Professional Development Chair meeting at the Pecan Campus.
- The Office of Student Conduct presented on the Student Conduct Administrative Process for Professional Development Faculty meeting via Teams.
- The Office of Student Rights and Responsibilities cohosted Student Affairs and Enrollment Management Secretary and Administrative Assistant meeting.

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 submitting paperwork for the annual National Behavioral Intervention Team and Threat Assessment Rubric.

STUDENT ACTIVITIES AND WELLNESS

- Club Fair Day 1 &2(Pecan)

- September 11 Remembrance Ceremonies (District-wide)

- Student Leadership Academy Kickoffs (District-wide)

- Banana Splits (Mid-Valley)

- National Video Game Day (Starr)

- 16 de Septiembre Celebration Day 1 (Technology)

- Fiesta Mexicana at NAH Campus Day 1 (NAH)

- 16 de Septiembre Celebration Day 2 (Technology)

- Fiesta Mexicana Day at NAH Campus Day 2 (Starr)

- Mexican Independence Day (Mid-Valley)

- National Video Game Day (Pecan)

- Mexican Independence Celebration (Pecan)

- Club Fair (Starr)

- Viva Mexico! 16 de Septiembre Celebration (Starr)

- Constitution Day Trivia (Pecan)

- Dual Leadership Academy (Mid-Valley)

- National Pepperoni Pizza Day (Technology)

- National Pizza Day at NAH Campus (NAH

- Movie Day (Technology)

- Canvas Painting (Mid-Valley)

- Movie Day (Starr)

- Hispanic Heritage Month Loteria Day (Starr)

- Game Day at NAH! (NAH)

- National Pepperoni Pizza Day/Voter Registration Day (Pecan)

- Movie Day (Pecan)

- National Love People Day: Best Friends Game (Pecan)

- The Price is Right at NAH Campus! (NAH)

- A Sip into Fall (Technology)

- Create a Carta (Pecan)

- Dipping into Fall (Technology)

- Ping Pong Tournament (Mid-Valley)

- 4v4 Flag Football Tournament (Starr)

- Madden Video Game Tournament (District-wide)
- Triathlon (NAH)
- 4v4 Flag Football Tournament (Pecan)
- Men's/Coed/Women's 7 v 7 Flag Football League (Pecan)
- Coed/Women's Indoor Volleyball League (Mid-Valley)
- Idea Tour Presentation (Starr)
- Classroom Presentations – Dr. Bean (Pecan)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- Student Government Association Kickoffs (District-wide)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services

September 2022					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Special Programs, Other	30	6	60	7	1
Academic Advising	14	9	74	6	16
Career and Transfer	3	0	2	0	0
Academic Probation and Academic Suspension	17	9	24	1	0
Mental Health Counseling	15	32	98	3	22
Total	**79**	**56**	**258**	**17**	**39**

COVID-19 Services

September 2022	
COVID-19 Student Contacts	152

Student Accessibility Services

September 2022	
Student Contacts	174

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 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, Contact Us Forms, Referral Forms, Presentation Requests Form
- Title IX Committee Meetings
- Behavioral Intervention Team Meetings
- Fast Track Events
- 504 Meetings
- COVID-19-On-going contacts with students and faculty
- Counselor Interviews
- Senior ASL Interpreter Interviews
- SEAM Division Leader's Meeting
- SAEM Director's Meeting
- CSAS Manager's Meeting
- Proclamation: Suicide Awareness
- Superintendent Leadership Meeting
- WIC Mobile Unit Clinics
- Fitness Classes
- Well-Being Check Up's
- Basic Needs Committee Meetings
- STC/UTRGV Joint Admissions Agreement Signing Ceremony
- Vaccination Clinics
- Training for Forms and Power Automate Workflows Meetings
- Kick-Off Carl Perkins Basic FY-23
- Staff Performance Appraisals

WORKSHOPS/PRESENTATIONS

- Suicide Prevention
- Getting Familiar with Mental Health
- National Suicide Prevention, Out of the Darkness Walk
- Balancing Your Wellness Wheel
- What is Alcohol and Effects on Our Body

- Juggling Multiple Roles
- Setting Attainable Goals
- Depression: More Than the Blues & The Blahs
- ASL Interpreter Meeting/Deaf Awareness Month Event
- Student Accessibility Services and Mental Health

PROFESSIONAL DEVELOPMENT

- Fueling HOPE Conference-South Padre Island, TX
- P.A.T.H.S Conference-Mission, TX
- College Wide Professional Development Day
- Resolving Conflict Presentation for Chair Academy

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

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 1,505 contacts with students were conducted by Academic Advisors and PASS Program Advisors in September 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 (198 Live Chats in September)
  - Completed Employee Appraisals for Department staff for FY2022
- **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

- **Mentoring Services**
  - **College Advising Training Program (CATP)-** recruitment for participants is ongoing; training is scheduled for October 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 and services
  - **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
    - Textbooks and electronic instructional supplements were distributed to students
- **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 to review/discuss adult learners and 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 –** planned and prepared for Institute to be held in November
- **Basic Needs Workgroup –** met to review services offered to students, interactive resources flyer, webpage, and connecting with community resources as well as College participation in County committees.

Preliminary Forms

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

Finance and Administrative Services

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: OCTOBER 13, 2022

SUBJECT: ACTIVITY REPORT FOR SEPTEMBER 1, 2022, THROUGH SEPTEMBER 30, 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:
  - Business Office/Cashiers:
    - Board Committee packet review with the Comptroller and Accounting Group Manager.
  - Human Resources:
    - Employee Compensation meeting with Director of Human Resources, Assistant Director of Human Resources, Compensation and Payroll Manager, and FAS Administrative Officer.
    - Office of Human Resources department staff meetings with the Director of Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS).
  - 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.
  - Safety:
    - 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:
  - 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 Managers and FAS Administrative Officer.
  - ERP Conversion Project meeting with HRIS Manager, FAS Project Manager, Comptroller, Director of Human Resources, and Business System Analyst.
  - ERP Executive Presentation preview with Ellucian's representatives and HRIS Manager.
  - FAS Staff meeting with Project Managers and FAS Administrative Officer.
  - Finance and Facilities Agenda items review with the College President.
  - I.E. Plans – Mid-Biennium Workshop with FAS Directors, FAS Administrative Officer, and Director of Research and Analytical Services.
  - Interview for FAS Graphic Designer.
  - 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.
  - Popular Report, Investment, and Management Reports with the Finance and Administrative Services Reporting Coordinator.
  - Special Work Session to discuss Board Policies with Board Liaison Officer.
  - STC & UTRGV Joint Admission Agreement Signing Ceremony.
  - TACCBO Executive Committee meeting.
- Participated in Webinars/Webcasts/Conferences/Trainings:
  - NACUBO 2022 Planning, Budgeting, and Analytics Forum (virtual).

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:
  - Business Office/Cashiers:
    - Auxiliary Fund Reserve and Reconciliation review.
    - Differential Tuition Models.
    - 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 Salary Budget review.
    - HEERF III Reconciliations.
    - HEERF III Use of Funds Quarterly/Annual Reports & Expenditures.
    - ITED Mexico (International) Fund Budget analysis.
    - 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.
  - 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:
  - Activity Report for Board.
  - ADT Pay Card for Employees.
  - Annual Department Risk Assessment review.
  - Board Budget Presentation review.
  - Board Meeting Agenda items review.
  - Budget Transfer approvals.
  - Cafeteria Dining Services updates on vendors.
  - Compensation Study and Staffing Plan review.
  - Consultant Services contract review.
  - Continuing Education Building Plan review.
  - COVID-19 Continued Awareness – Monitoring notices and protocols.
  - Crisis Management Team and Incident Command Team – NIMS training updates.
  - DLC Policy review on Employee Performance Promotion and Demotion.
  - Ellucian Banner Report review.
  - Employee Performance Promotion Policy review.
  - Employee questions on Salary increases review.
  - Enrollment Headcount and Credit Hour Reports.
  - Enterprise Resource Planning (ERP) System Assessment and Execution Plan review.
  - ERP Conversion Project and Implementation Action Plan team review.
  - Exercise Equipment for Wellness Center review.
  - FAS Accounts Reconciliations.
  - FAS Daily Update Brief Report for President.
  - Finance & Facilities Committee Agenda items review with the President and Staff.
  - First-Class Travel criteria review for College Employees.
  - FY 2022-2023 Executive/Administrative Letters of Appointment.
  - HR Processes review.
  - Inter-Local Contracts, Agreements, & MOU review with Legal Counsel.
  - Letter of Appointments notice review for Administrative and Executive employees.
  - Letter of Recommendation on Financial Advisor firm.
  - Management Report files for meetings.
  - Monkeypox Keynote write-up.
  - National Incident Management System (NIMS) training review.
  - New Hires Report review.
  - Organizational charts review.
  - Plant Funds Expenditure Approvals.
  - Policy 4213 review on Drug and Alcohol Policies.
  - Policy 6320 review on Prohibition of Drugs and Alcohol on Campus.
  - Portable Buildings Direct Sale to Third Parties review under Policy 5135.
  - President's Meeting Backup Documents.
  - Procedures for Alcohol Policy.
  - Public Information Requests.
  - Registration of vendors to new online portal.
  - Review and Approval of Documents.
  - Starr County Cultural Arts Center – Use of Wellness Equipment review with Trustee.
  - Student Activities fees review.
  - T2 Parking and Citation Software review.
  - TASB CGE Safety Program Medical Treatment review.
  - TASB Compensation Pay Plan Adjustments overview of examples for presentation to the Board of Trustees.
  - TASB Localization update review.

- Technology payment and retention incentive review.
- Technology Resources – Website postings review.
- TimeClock Plus (TCP) approvals.
- Timeline for Completion of Building A Office renovations.
- Vacation Balances and Extensions 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 (August 2022).
  - Overtime Reports - Hours Worked by Employee (August 2022).
  - Salary Savings Reports (August 2022).
  - TCP Verification Reports (August 2022).
  - Travel by Employee Reports (August 2022).
  - Vacancy Reports (August 2022).

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

- Started working on the following items for October Finance, Facilities, and Board meetings:
  - Award of Proposals, Rejection of Qualifications, Purchases, Renewals, and Interlocal Agreements:
    A. Award of Proposals
      1) Catering Services (Award)
      2) Equipment Rental Services (Award)
      3) Fire Suppression Systems Service (Award)
      4) In-Store Purchase of Materials and Supplies (Award)
    B. Rejection of Qualifications
      5) Civil Engineering Services – Subdivision Plat Pecan Campus West Property (Reject)
    C. Purchases and Renewals
      a. Instructional item
        6) Admission Assessment Exams (Purchase)
      b. Non-Instructional Items
        7) Chiller Maintenance Agreement and Repair Services (Purchase)
        8) Purchase of Materials and Supplies (Purchase)
        9) Purchase of Law Enforcement Vehicles (Purchase)
        10) Depository Bank Services Agreement (Renewal)
        11) Graduation Caps and Gowns (Renewal)
        12) HEP Grant Consultant (Renewal)
        13) Merchant Services (Renewal)
        14) Signs, Banners, and Related Products (Renewal)
        15) Vehicle Fuel Program (Renewal)
      c. Technology Items
        16) Computers and Laptops (Purchase)
        17) Microsoft Campus License Agreement (Renewal)
    D. Interlocal Agreements
      18) Facility Usage Interlocal Agreements (Lease/Rental)
      19) City Vehicle Usage Interlocal Agreement Ratification (Lease/Rental)
  - Contracting Construction Services for the following projects:
    A. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting
  - Evaluation Criteria for Competitive Procurement of Products, Services, and Products and Services
  - Interagency Contract for an Employee Assistance Program (EAP) between South Texas College and The University of Texas Health Science Center at Houston (UTHealth - UTEAP)
  - Technology Support Reimbursement Benefit Payment for Full-Time Regular and Full-Time Temporary Employees
  - Use of Unrestricted Funds for a Retention Payment for Regular and Temporary Full-Time and Part-Time Employees
  - Proposed Budget Amendment for FY 2022 – 2023
  - Revise Policy #5120: Investment Policy and Investment Strategy Statement
  - Resolution 2023-003 Authorizing Investment Brokers, Dealers, Banks, and Investment Pools
- FAS Administrative Officer worked on the following items:
  - Assisted with finalizing agenda/items for Cabinet.
  - Attended Institutional Effectiveness (IE) Mid-Biennium Workshop.
  - Attended PAS Meeting.
  - Attended Project Management workshop/training.
  - Compensation and Benefits Leaves and Absences Policy:
    - Meetings with Human resources department to review attorney comments
    - Updated policy based on comments
  - Director's meeting preparation/attendance.
  - Enterprise Resource Planning (ERP) meeting to discuss next steps.
  - Executive Human Resource and Talent Management Director:
    - Reviewed job descriptions from other colleges

    - Generated an internal Job Description
  - Gathered Monthly Mileage Log reports from Accounting Group Manager and Chief Assistant to the President.
  - Interview Committee - Hiring Manager:
    - Project Manager-Academic Affairs Division
    - Review applicants and leave comments
  - Staffing Plan
    - Addressed final questions/concerns in regards to new hires
    - Generated a Summary of Cost Estimates
    - Minor assistance with the Information Session email
  - Texas Association of Community College Business Officers (TACCBO)
    - Finalized the reconciliation for June 2022's conference
    - Began the reconciliation for October 2022's conference
    - Generated an updated Statement of Activity
  - Reviewed incentive payment motion
  - Reviewed the 96 max hour carryover and extension requests for earned vacation leave
- Project Managers worked on the following items:
  - Project Manager #1 -
    - Assisted the Office of Human Resources in finalizing a presentation regarding the FY 2022 – 2023 Staffing Plan and Pay Plan.
    - Attended Project Management Fundamental One Day training at the Pecan Campus Bldg C.
    - Continued to coordinate 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.
  - Project Manager #2 -
    - Attended meeting with South Texas College Environmental Health and Safety Manager and the Chief of Police from Texas State Technical College to review their safety plan internal workflow.
    - Attended meeting with the Vice President for Finance and Administrative Services and the Senior Director for Client Solutions from Barnes and Noble College for detail information related to the free book's initiative.
    - Attended meeting with the Vice President for Finance and Administrative Services, Business Office, and Human Resources staff regarding the Payroll Direct Deposit initiative.
    - Attended the bi-weekly Enterprise Resource Planning Conversion Project meeting with the Vice President for Finance and Administrative Services, Human Resources Information Systems, Business System Analyst, and Finance and Administrative Services Officer to report status of the project.
    - Attended the Workday Rising Conference in Orlando, FL from September 12-15, 2022.
    - Continued collaborations with our cafeteria vendors located in Pecan, Technology, Mid-Valley and Nursing and Allied Health campuses.
    - Coordinated and attended the Discovery meetings with Workday vendor and college departments, Executive leaders, Human Resources, Information Technology, Business Office, Cashier, and Student services on August 30, August 31 and September 1, to evaluate software requirements.
  - Project Manager #3 -
    - Assisted in forwarding Title IX potential claims to TASB.
    - Assisted in preparing letter of recommendation for STC's financial advisor.

- Assisted in the completion of the Finance, Facilities, and Board packets.
- Assisted Internal Auditor with requisitions and backup paperwork.
- Assisted with the submission of the Title IX SB212 Q4 Report to the President.
- Attended meeting with the Vice President for Finance and Administrative Services, Business Office, and Human Resources staff regarding the Payroll Direct Deposit initiative.
- Attended Project Management Fundamental One Day training at the Pecan Campus Bldg C. on Sept. 29th.
- Compiled and prepared the President's Update Report.
- Compiled information for the monthly Activity Reports under the FAS Division.
- Compiled the FAS departments Organizational Charts and Director's Job Descriptions.
- Continued assisting in performing Executive AA duties until new employee begins their assignment.
- Gathered Management Reports and other backup documents for any Purchasing items listed in current month's committee packet.
- Prepared monthly FAS Account Reconciliations.
- Prepared recap summary of the 2018-2021 Junior College Audit Report (JCAR).
- Re-assigned former Executive AA position duties to new employee.
- Researched information on other colleges Board motion formats.
- Verified Legal Counsel communications listed on invoice(s).

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Accounts Payable invoice review discussion with Accounts Payable staff
- Award Kick-off meeting for Child and Adult Care Food Program (CACFP) with Childcare, Grant Compliance and Business Office
- Banner Patches with Business System Analyst, Accounts Receivable and Grants Manager
- Blackbaud technical call with vendor and Information Technology staff
- Bond 2021 deferred loss and schedules with Construction Accountant
- Business Office Performance Appraisal for Accounts Payable
- Construction Grant for Continuing Education with Business Office staff
- Disaster Federal Funds Submission (ABEST) with Budget Manager
- Dual Credit Student Travel Guidelines with Travel
- Employee Retirement System (ERS) Appropriation review with Associate Comptroller and Payroll Manager
- Fair Labor Standards Act (FLSA) Classification meeting with Human Resources and Business Office staff
- Fiscal Year 2022 activity questions for Carl Perkins Fund with Library, Grant Compliance and Grant accounting staff
- GASB 87 journal entries with Construction Accountant
- Governor's Emergency Education Relief grant questions with Financial Aid, Grant Compliance and Grant Accounting staff
- Grant agreement question with Associate Comptroller, Cash Management and Grant staff
- Grant Initiation meeting for EDA Grant with Construction and Planning, Grant Compliance and Business Office
- Grant Initiation meeting for Reporting Modernization Grant with Information Technology, Grant Compliance and Business Office
- Grant reconciliation with Associate Comptroller, Accounts Receivable and Grants Manager
- Guidelines for Student Activities Purchases with Student Activities, Purchasing and Business Office staff
- Kick off meeting for Economic Development Administration (EDA) grant with College staff
- Kick-Off Carl Perkins Basic FY 2023 grant with College staff and Grant accounting
- Kick-Off Supplemental support under the American Rescue Plan (SSARP) grant with Financial Aid, Grant Compliance and Grant Accounting staff
- Missing Position on Staffing Plan with Human Resources and Institute for Advanced Manufacturing (IAM)

- P-card Enrollment call with Citi card Bank, Purchasing staff and Associate Comptroller
- Performance Appraisal for FY 2021-2022 with Grant and Accounts Payable staff
- Revised Grant set up forms with Business System Analyst and Grant Accounting Supervisor
- Software solution for GASB 87 and GASB 96 with Associate Comptroller, General Accountant Manager and staff
- Status call with external Auditor and Cash Management Manager
- Virtual monitoring review South Texas College with Grant Compliance, Continuing Education and Business Office staff
- Trainings or Webinars:
  - Award Cash Management Service and Year-End Critical Dates webinar
  - Citi-Bank trainings for the new P-card
  - Closing Out Your GEER I Grant webinar
  - College-Wide Professional and Organizational Development Day (In Person and Online)
  - Compensation Study - Information Session for Administrative Technical Support (ATS) Pay Group
  - Compensation Study - Information Session for Executive Administrative Professional (EAP) Pay Group
  - National Association of College and University Business Officers (NACUBO) Planning and Budget Forum

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on August 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.	22-Sept
01 E&G	401
01 Direct Deposit	150
03 Student	9,803
12 I&S Taxes	-
16 I&S Bond	-
17 Plant	23
17 Direct Deposit	-
31 Virtual Card	338
32 AP Card	1
37 Unexp-LT Bond Series 2015	-
38 Unexp-LT Bond Series 2014	-

- Budget and Reporting:
  - Policy Transition to Texas Association of School Boards Policy Manual
  - State Appropriation On-Behalf Journal Entries
  - Student Activity Fee Research
  - Disaster Federal Funding Report Data Compilation
  - Higher Education Employees Group Insurance State Appropriation Research
  - Higher Education Emergency Relief Fund (HEERF) Lost Revenue Estimation
  - Disaster Federal Funds Submission (DFFS) Quarter 4 Report Submission
  - FY 2023 Budget Amendment Draft
- Cash Management/ Special Projects/ Office Support:
  - External Audit / Year End activities

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	14	408
01 Direct Deposit	8	137
02 Payroll	9	297
02 Direct Deposit	4	2,431
03 Student	7	9,803
12 I&S	0	0
16 I&S	0	0
17 Plant	4	23
17 Plant Direct Dep.	0	0
38 Bond Series 2014	0	0
Total	46	13,099

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	26
Bank Transfers between Bank Accounts	52
Wire Transfers for Benefits, New Investments, and International	2

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared 101 board and management reports and staff continues to work on monthly reconciliations
  - Bond confirmation letter
  - Banner testing as requested by IT

Duties	Total
Approval - Requisition queues approval	103
Audit - Prepared audit reports	2
Audit - Review audit report	32
Bank - Download daily bank info. formatted, and email them to specified staff	1
Bank - Prepared daily deposits	27
Bank - Transactions removed from Banner Bank Recon.	832
Bond - Bank Statement and Checks Printed for bank 12,16,17,37 & 38	379
Bond - Checks and Bank statements provided for Arbitrage	14
Budget - Review Construction budget transfers	2
Checks - Provide a copy of cashed check to AP/Payroll	32
Checks - Verification of checks for AP / Payroll / Student	62
Checks - Stale-dated checks list Prepared	4
Checks - 30-90 days outstanding checks letters mailed	205
Checks - 30-90 days outstanding checks letters returned and logged	31

Duties	Total
Checks - Stale-dated stop payment verification	6
Checks - Stop payments processed (including stale-dated checks)	82
Checks Returned - Logged and Filed the returned checks by mail	153
Checks Returned- Disbursed to student/staff/vendor	229
Donations - telephone calls received - FOAP questions	68
Emails - Initiated and/or responses to emails	1,029
Emails - received and viewed/read	1,281
FOAP - Changed financial manager	31
FOAP - Created including Activity codes and FOAP updates	24
FOAP - provided for deposits and/or other depts requesting info.	33
IDT's - reviewed	10
IDT's - Submitted for posting	10
Invoices - and Encumbrances reviewed	26
Journal Entries - Copies requested	9
Journal Entries - Filed and Organized including labeling	1,810
Journal Entries - Hours used to filed and Organized including labeling & boxing/RR log	8
Journal Entries - Hours used to for scanning	59
Journal Entries - Hours used to Log Scanned JE	35
Journal Entries - Hours used to Prepared documents for scanning	5
Journal Entries - Logged	2,110
Journal Entries - Number of JE scanned	2,110
Journal Entries - Posted to GL including FUPLOAD	1,223
Journal Entries - Posted Transactions processed	9,983
Journal Entries - Prepared	119
Journal Entries - Reviewed	203
Meetings - General Accounting Department Review meeting (hours)	13
Meetings - FPC, Purchasing, and other STC departments - hours	1.5
Positive Pay - Exceptions researched/verified (quantity)	23
Positive Pay - Submitted and/or Exceptions approved (quantity)	33
Professional Development - hours - Attended	24
Reports - Download/Save Daily and End of Month General Ledger reports	275
Reports - Download/Save Hours used to download 15 Monthly Reports	1.5
Reports - Prepared Bank reconciliations	9
Reports - Reviewed Board and Management Reports/Motions	106
Requisitions - Prepared requisitions	6
Requisitions - Review requisitions	1
Special Project - GASB 87 Leases - hours	11.5

Duties	Total
Special project - Hours to Prepared performance appraisal	8
Special Project - Prepared RFQ- Software Leases	1
Special Project -hours -LRGVDC-meetings/projection/motion	17
Testing and Problems with Banner/FUPLOAPS/Bank/computer/printer	4
Training - HR/AP/Banner	0.5

Description	Sept-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 September 30, 2022	
Payroll Re-issue Processed	5
Payroll Cycles	4
Payroll Checks & DD	3,025
TimeClock Plus Access Forms Processed	100
Number of Employees with OT reviewed for OT Memos	342
NOEs Approved	869
Salary Budget Transfer Forms Processed	26

Number of Employees & Deposits Processed			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	2,285	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	435	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 08/16 - 08/31) SR15	207	Salaried	1
(Waged 09/01 - 09/15) SR16	243	Waged	0
Regular (Salaried: Sept.) MR08	3,966		
Supplemental (Salaried:)	394	**Void Checks Processed**	
Supplemental (Salaried:)		Salaried	3

NOE's Approved		Waged	2
Approved NOE's	869		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	3
(Additions, Deletions, Changes)	437	Waged	2
Salaried	2,394		
FLAC (Additions, Deletions, Changes)	1	**Salary Budget Transfer Forms Processed**	26
FLAC	1,690		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	14	Salaried	0
Waged	286	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	21	Salaried	0
Salaried: MR05	10	Waged	0
Salaried:	18		
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	2	Salaried	250
Waged	7	Total Net	$232,816.27
(Waged:)			
Liabilities Processed			
ORP	11	Waged	42
Annuity	12	Total Net	$12,816.49
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	2,321
IRS Levy	0	Total Net	$5,567,566.09
Withholding & FICA	4		
Met Life	1	Waged	412
Legal Judgement	1	Total Net	$177,153.54
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
PNC Bank Direct Deposit File	4		
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:

- 2022 Fall Graduation Meeting to discuss updates/changes with Director for Admissions and other Campus District Wide Directors.
- 911 Ceremony at Nursing & Allied Health, Technology, and Pecan Campuses.
- Board Meeting regarding Policy #4213 Drug-Free and Alcohol-Free Workplace and Campus.

- Meeting to discuss proposed Civilian Response to Active Shooter hands on training with Police Lieutenant and Sergeant.
- Meeting to discuss the All Hazards Emergency Plan Active Threat Annex and Active Shooter Appendix with Department of Public Safety Police Sergeant.
- Meeting to discuss the proposed plan to move out some Pecan Campus Portables Building with Director for Planning and Construction and other Campus District Wide employees.
- Professional Development at the McAllen Convention Center.
- South Texas College Apprenticeship Graduation & Apprenticeship Expansion Grant Award Ceremony at Technology Campus.
- Teams Behavioral Intervention Team (BIT) Meetings to discuss threat assessments on cases with BIT Team Members.
- Teams Conference Call Meeting to discuss procedures on the Drug-Free and Alcohol-Free Workplace and Campus Policy #4213 with College Legal Counsel, Vice President for Finance and Administrative Services (FAS), Human Resources Director and Employee Relations Officer.
- Teams Meeting to discuss college training agreements as it relates to Title IX and Clery Statistics with South Texas College Continuing Education Training Staff and Title IX Director.
- Teams Meeting to discuss the reorganization of information on the Emergency Preparedness College web page with Risk Management and Department of Public Safety Team.
- Teams Meeting to discuss updates to current Policy 4213 and Board Motion with Human Resource Director.
- Teams Meeting to discuss updates to South Texas College policy 4213 with College Attorney, Director for Human Resources, Employee Relations Officer, and Police Academy Department Chair.
- Teams Safety Meetings to discuss safety topics with Vice President for Finance and Administrative Services (FAS) and FAS Safety Team.
- Weekly meetings regarding the Parking Software implementation process.
- Workshop to discuss process when working on the Institutional Effectiveness Mid-Biennium.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Contacted Admissions to send the Post Cards to all students regarding the posting of the 2022 Annual Security Report and Clery Statistics.
  - Finalized and entered the 2021 Clery Statistics in the Department of Education data base.
  - Finalized and posted on College Website the 2022 Annual Security Report.
  - Referral sent to Title IX Coordinator.
  - Referrals sent to Risk Management.
  - Reviewed incident reports in the Department of Public Safety Automated Reporting Management System (ARMS).
  - Submitted the updated South Texas College All Hazards Emergency Plan, Active Threat Annex, and Active Shooter Appendix to the Texas School Safety Center (TxSSC) for review.
- <u>Surveillance Cameras:</u>
  - Started on the FY2022-2023 planned/coordinated surveillance camera inoperable replacement projects Campus District Wide.
- <u>Training:</u>
  - Evacuation Drills at Nursing & Allied Health Building B, Mid Valley Campus Building D, Starr Campus Building L, and Regional Center for Public Safety Excellence.
  - Evacuation Drills at Pecan Campus Building H & M, Starr Campus Building H, and Nursing & Allied Health Building B.
  - Proficiency police equipment training for all Department of Public Safety police officers.
- <u>Staffing Requests, Assignment of Duties, and Other Personnel Issues:</u>
  - Approved times on Time Clock.
  - Approved leave request on Time Clock.
  - New hire procedures process for security guards.

- Purchases and Repairs:
  - Budget Transfer Requests for surveillance cameras.
  - Completed requisition for bus wraps
  - Created and approved FY2023 requisitions.
  - Maintenance on Police, Security Guard, and Transportation Vehicles.
  - Quotes on replacement police vehicles, and security guard & transportation vehicles.
  - Submitted monthly gas logs/interdepartmental transfers for all department units.
  - Submitted Travel for Mileage Encumbrances.
- Shuttle Buses and Parking:
  - 40 Event Parking Requests.
  - Appeals Meeting (25 Reviewed and 45 Pending).
  - Business Office Permit Inventory Report:
    - FY2022 Permit Pickup (purge).
    - August permit Report.
  - Completed Transit Asset Management Plan for Transportation Services as required by Federal Transit Administration (FTA).
  - Issued 1,659 parking permits, 26 replaced permits, 18 general permits, and 1,000 temporary parking permits.
  - Issued and placed two-wheel locks.
  - Issued course temporary permits to Continuing Education/Workforce.
  - Jag Parking Information Technology (IT) Service Tickets:
    - Vehicle Addition.
    - Microsoft Forms-Handicap (Pending).
    - Appeal and Ticket Trax Issues (Pending).
    - Banner not updating student's name on Jag Parking (Pending).
  - Submitted COVID-19 Response to the National Transit Database for month of August.
  - Submitted monthly reports to Valley Metro Transit, ridership report, trip log report and driver manifest which totals service hours driving and service miles.
  - Submitted reserved parking spaces work orders:
    - Cafeteria Visitor Parking Campus District Wide.
    - Loading and Unloading Pecan Campus.
    - VIP Parking for Board Members.
  - Updated Double Map Global Positioning System (GPS) with route change information.
  - Updated Fall Semester Driver Schedules.
  - Updated Jag Express Website with route changed information.
- Other:
  - Completed monthly Automated External Defibrillators Log checks as per Texas Senate Bill 199.
  - Finalized the Active Threat/Active Shooter annex/appendix to the All Hazards Emergency Plan.
  - Issued out face masks Campus District Wide:
    - 5,000 Surgical 3-Ply Masks
    - 500 KN95 Masks.
  - Requested from Planning & Construction all college agreements where we lease and have educational programs off site any South Texas College Campus so we can track any Clery related crimes.
  - Security at the Board Work Session at Pecan Campus Student Union.
  - Started to plan/coordinate the safety plans for the 2022 Fall Graduation at the Bert Ogden Arena.
  - Updating Department of Public Safety Procedures.
  - Worked on an Active Shooter Appendix that will be included in the South Texas College All Hazards Emergency Plans.
  - Worked on several Texas Association of School Board (TASB) policies.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Building Communities Conference.
- Facilities Committee meeting.
- Facilities Planning & Construction Staff meetings.
- Finance & Administrative Services and Facilities Planning meetings.
- Institutional Effectiveness Plans-Mid Biennium Workshop.
- Meeting to review options for the relocation of weight lifting equipment from Pecan Plaza Wellness Center to the Starr County Campus with College staff.
- Professional Development Day.
- September Facilities Committee packet review with Administration.
- District-Wide:
  - District Wide Flooring Replacement-attended discussion of upcoming flooring replacement projects with department staff.
  - District Wide Portables-coordination meeting with all College departments associated with upcoming removal of portable buildings and relocation of existing staff, faculty, furniture, and equipment at the Pecan Campus.
  - District Wide Portables-on-site meeting with Rio Grande City Consolidated Independent School District to inspect existing portables at the Pecan Campus that may be removed from inventory.
  - District Wide Repainting of Stucco and Panels Mid Valley Campus-site visit to review existing exterior stucco finish colors.
- Mid-Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-discussed project construction delays with College Dean and Facilities Planning & Construction project manager.
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-attended construction meeting with Architect, Contractor, and College staff.
  - Mid Valley Campus South Academic Building H Roof Replacement-attended meeting with Architect, Public Adjuster, and College staff to discuss next steps.
  - Mid Valley Campus Workforce Center Building D Automotive Lab and Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) Classroom & Outdoor Lab and Welding Lab Expansions-attended Mechanical, Electrical, and Plumbing design meeting with Architect and College staff.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus NAH East Building A Stair Repairs and Replacement-attended a construction progress meeting with contractor.
  - Nursing and Allied Health Campus Occupational Therapy Kitchen Expansion-attended the evaluation of proposals for construction services.
- Pecan Campus:
  - Pecan Campus Ann Richards Administration Building A Renovation of Administration Offices-attended preconstruction meeting with the Architect, Contractor, and College staff; issued Notice to Proceed to the Contractor.
  - Pecan Campus Building J Generator Replacement and Nursing & Allied Health Campus Building A Generator Replacement-attended bid opening of construction services proposals from Contractors with Engineer and College staff.
  - Pecan Campus Continuing Education Building-Grant Initiation Meeting for Economic Development Administration (EDA) Grant to discuss grant requirements with College staff; attended prequalification's conference for civil engineering services.
  - Pecan Campus Continuing Education Building-Grant Initiation Meeting for Economic Development Administration (EDA) Grant to discuss grant requirements with College staff.

- Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-attended meeting to discuss project scope with Facilities Planning & Construction staff.
- Pecan Campus Kinesiology Building-attended Project Kick Off meeting with Architect and College staff.
- Pecan Campus Library Building F Renovations-meeting to discuss Space Modification Requests for Phase I with College staff.
- Pecan West Site Continuing Education Building-meeting to discuss budget revisions with Facilities Planning & Construction staff.

- Pecan Plaza:
  - Pecan Plaza Human Resources Building A-meeting to review possible options for future layout of building as part of Space Modification Request.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-TEAMS meeting to review electrical current arc flash study report with Engineer, Contractor, and College staff.
  - Regional Center for Public Safety Excellence Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles-meeting to discuss contractor proposals with Architect.
  - Regional Center for Public Safety Excellence Perimeter Fence-meeting to review proposed project with College staff.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting project-attended Pre-proposal Conference.
  - Regional Center for Public Safety Excellence Skills Two Story Structure-met the drilling company at the site to locate boring location.
- Starr County Campus:
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-meeting to review lease agreement with Rio Grande City Grulla Independent School District staff and College staff.
- Technology Campus:
  - Technology Campus Solar Panel Structures-attended meeting with new Architect staff member to review project status, possible material changes, and schedule.

WORKED ON THE FOLLOWING ITEMS:

- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Reviewed applications for Fixed Assets and Receiving Technician position.
- Reviewed Monthly Fact Sheets.
- Worked on Current Project Budget Variance spreadsheet.
- Worked on list of office vacancies in all instructional buildings as requested by Academic Affairs.
- Worked on Monthly Fact Sheets.
- Worked on office signage for Vice President of Institutional Advancement and Economic Development.
- Worked on Pecan Campus Building X 2nd Floor Space Modification layout options.
- Worked on review of existing plans and codes for the Pecan Campus Building X 2nd Floor Space Modification of hallway space.
- Worked on September Facilities Committee agenda and write ups.
- Worked on Staff Performance Appraisals.
- Worked on updating the department's Hiring Plan.
- Worked on Weekly Updates for Cabinet.
- District Wide:
  - District Wide Painting of Exterior Stucco and Panels-reviewed paint colors submitted by contractor or approval; Mid Valley Campus site visit to review existing exterior stucco finish colors.
  - District Wide Portables-worked on presentation to develop process and schedule for the removal of portable buildings and relocation of existing staff, faculty, furniture, and equipment at the Pecan Campus.

- District Wide Portables-worked on presentation to site plan to develop future drop off drives to existing portable buildings.
- District Wide Portables-worked on scheduling site visit to review existing College portables that may be removed from inventory.
- District Wide Portables-worked on updating list of portable buildings and their current occupancies; worked on options for relocation and re-assignment of occupancies in portables.
- District Wide Repainting of Stucco and Panels Mid Valley Campus-reviewed paint color submittals to match existing exterior stucco finish colors.

- Mid Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-performed site visits to verify status of construction progress; reviewed submittals; reviewed change proposal request; discussed change proposal request with contractor and Architect.
  - Mid Valley Campus Workforce Center Building D Automotive Lab and Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) Classroom & Outdoor Lab and Welding Lab Expansions-reviewed 50% Design Development drawings from Architect.
  - Mid Valley Campus Workforce Center Building D Automotive Lab and Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) Classroom & Outdoor Lab and Welding Lab Expansions-reviewed 100% Design Development drawings from Architect.
- Nursing & Allied Health Campus
  - Nursing and Allied Health Campus NAH East Building A Stair Repairs and Replacement-performed site visit to verify status of construction progress.
  - Nursing and Allied Health Campus-performed site visits to verify status of construction progress.
- Pecan Campus:
  - Pecan Campus Ann Richards Administration Building A Renovation of Administration Offices-worked on proposals from consultant and contractor to remove existing building mastic material.
  - Pecan Campus Ann Richards Administration Building A Renovation of Administration Offices-reviewed submittals and draft invoice from contractor.
  - Pecan Campus Ann Richards Building A Renovation of Administration Offices-reviewed owner contract agreement for processing.
  - Pecan Campus Building J Generator Replacement and Nursing & Allied Health Campus Building A Generator Replacement-performed evaluation of proposals for construction services from Contractors with Engineer and College staff.
  - Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-scheduled meeting with Facilities Planning & College staff.
  - Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-reviewed Architect's probable construction cost estimate.
  - Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-worked on providing information to end user on current programing for dance and music programs.
  - Pecan Campus Library Building F Renovations and Expansion-worked on final invoice due to termination of contract with Architect.
  - Pecan West Site Continuing Education Building-worked on brief summary of project as requested by Public Relations; worked on grant documents and forwarded to Administration.
  - Pecan West Site Continuing Education Building-worked on the Facilities Space Program for Continuing Education staff to review.
- Pecan Plaza:
  - Performed site visits to Pecan Plaza Wellness Center and Starr Cultural Arts Center to verify existing equipment and stored materials; worked on option to convert Cultural Arts Center into new wellness center for Starr County Campus.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-performed site visits to verify status of construction progress; reviewed control sequence of operations submittal; reviewed pay application.

- Regional Center for Public Safety Excellence Chiller Installation-reviewed comments on electrical current arc flash study from Engineer.
- Regional Center for Public Safety Excellence Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles-performed evaluations of proposals for construction services from Contractors with Architect and College staff.
- Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting-worked on Newspaper Ad and Front-end Documents with Purchasing Department.
- Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting-reviewed addendums from Engineers for construction services.
- Regional Center for Public Safety Excellence Two Story Fire Training Structure-reviewed fee proposal for geotechnical services from consultant.
- Regional Center for Public Safety Excellence Two Story Fire Training Structure-worked on proposal for geotechnical services from consultant.

- Starr County Campus
  - Starr County Campus Automotive Lab & Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area-attended bid opening of construction services proposals from Contractors with Architect and College staff.
  - Starr County Campus Automotive Lab & Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area-performed evaluations of proposals for construction services from Contractors with Architect and College staff.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-reviewed Owner/Contractor Agreement and returned to Architect with comments.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-reviewed Lease Agreement and returned to College staff with comments.
- Technology Campus
  - Technology Campus Chiller Retrofit-reviewed pay application; performed site visit to verify status of construction progress.

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.
- Board of Trustees Public Hearing and Special Board Meeting at the Board Room.
- Decarbonization and Electrification with Modular Multipurpose Chiller meeting via Zoom.
- Discussion meeting of the Proposed Plan for Pecan Campus South and West Portables with Facilities Planning and Construction department.
- Energy Efficiency of Buildings and Nearly Zero Energy Buildings in Slovakia Meeting via Zoom
- Facilities Committee meeting at the Board Room.
- Facilities Operations and Maintenance Managers meeting to gather department updates.
- Finance and Administrative Services Facilities & Planning 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 Committee Meeting at the Board Room.
- Fire Suppression Systems Services Bid Evaluation Meeting with Purchasing Department.
- IE Plans Mid-Biennium Workshop with the Vice President for Finance and Administrative Services.
- Mechanical, Electrical and Plumbing Project Meeting Questions with PBK Architects.
- Nursing and Allied Health Occupational Therapy Program Kitchen Expansion Construction Proposal Evaluations Meeting with Planning and Construction Department.
- Professional and Organizational Development Day at the McAllen Convention Center.

- Re-Bid Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Covered Area Addition Construction Services Proposal Evaluation with Planning and Construction Department.
- Regional Center for Public Safety Excellence Proposed Heavy Rescue Site Meeting with the Law Enforcement Instructor.
- September Board of Trustees Meeting at the Board Room.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - District Wide Campuses
    - Completed evaluation of fire inspection RFP. Recommendations to be submitted to board.
    - Met with Bug Off owner about performance and new procedures for service calls.
    - Met with maintenance supervisors regarding uniform procedures.
    - Met with TLC about change in personnel and issues to correct.
    - Received price change proposal from Snack Time vending. Reviewing with Purchasing.
    - Reviewed and approved proposed fire alarm monitoring RFP.
    - Typical pest control issues and equipment rentals.
  - Starr Campus
    - Damaged light pole repaired by TLC.
    - TLC completed palm tree trimming.
- Custodial Department:

Duties	Number of Requests
Set-Ups	343
Moves/Relocations	41

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	191	$4,289.39
Electrical	102	$6,328.77
Energy Management	33	$170.98
HVAC	79	$6,295.21
Locksmith	104	$3,629.86
Painting	55	$6,352.22
Plumbing	78	$4,609.34
Plant Services		$31.07
General Maintenance	1	$2,253.45
Totals	**643**	**$33,960.29**

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Communicable disease procedures with the Environmental, Health, and Safety Manager.
  - Cyber Liability Insurance invoice matters with the Director of Purchasing.
  - Discussions with Insurance Consultant regarding full prior acts for cyber liability insurance.

- Discussions with Texas Association of State Boards regarding addition of new vehicle to South Texas College fleet.
- Durable Medical Equipment Sonography Waiver logistics with Legal Counsel.
- Finance and Administrative Services Safety Meeting.
- Held discussions with Public Adjuster regarding Mid-Valley Campus Building H.
- Insurance inquiries related to new vehicle purchase with Purchasing Department, Senior Buyer.
- Meeting with Public Adjuster, Architect, and Facilities and Planning Construction staff to discuss Mid Valley Campus Building H repairs and next steps.
- National Incident Management System training report with Finance and Administrative Services Project Manager.
- Pecan Campus North Academic Building P renovation.
- Travel Waiver matters with the Director of Student Activities and Wellness.
- Window testing for Pecan Campus Building P, Owner Controlled Insurance Program Claim with attorney, Amtech, and Facilities Operations and Maintenance staff.

- Records Management and Retention:
  - Contents and records series of previously processed records with records retention processing vendor.
  - Non-Standard Record Retention Deviation with Office of the President staff.
  - Outstanding Shred-it Invoices status with Shred-it staff, Associate Comptroller, Accounting Group Manager, Senior Buyer, and departmental staff.
  - Processing financial aid records with Student Financial Services staff.
  - Records control schedules and record retention schedules with Texas State Library and Archive Commission Analyst and departmental staff.
  - Records control schedules.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Academic Affairs policies with Professor of English.
  - Agenda items for Board Work Session with Board Liaison.
  - Agenda items for Board Work Session with Vice President for Finance and Administrative Services
  - Board Work Session with Board Liaison Officer.
  - Board Work Session with Texas Association of School Boards Policy Specialist and Board Liaison Officer.
  - Compliance assessment: SB18 with Director of Facilities, Operations, and Maintenance.
  - House Bill 3834 with Chief Information Security Officer.
  - Local policy DBF, CKE, and DLC with Human Resources Director and staff.
  - Local policy DLC and CKE with Vice President for Finance and Administrative Services.
  - Policy Localization with the College Legal Counsel and Board Liaison Officer.
- Other:
  - Accountability and Compliance Project Status updates with department staff.
  - Board Work Session.
  - Campus safety website design and restructuring of specific safety functions with Police Chief.
  - Finance and Administrative Services Safety Team meeting.
  - Hiring process test work data with Human Resources Staffing Specialist.
  - Human Resources, Zoom Compensation Study.
  - Institutional Effectiveness Plan Mid-Biennium.
  - Institutional procedures with College staff.
  - Local policy and current College policy regarding the consumption of alcohol on campus with Human Resources Director and Police Chief.
  - Multiple meetings with Accountability and Compliance Manager on the localization project.
  - Professional Development Day.
  - Safety-related procedures, roles, and responsibilities with Environmental, Health, and Safety Manager.
  - Staff performance appraisals with departmental team.
  - Status of a position with the Human Resources Staff and Recruiting Manager and staff.
  - Weekly department huddles.

PROJECTS IN PROGRESS:

- Insurance and Risk Management:
  - All Hazards Emergency Plan.
  - Certificates of Insurance.
  - Communicable Disease Procedures.
  - Communicable Disease Reporting Forms.
  - Crisis Management Team Organizational Chart.
  - Cyber Liability Insurance binding.
  - Emergency Preparedness website update.
  - Flowchart – Communicable Disease Reporting.
  - Incident Command Team organizational chart.
  - Incident Command Team organizational chart.
  - Incident Reporting college-wide notice.
  - Incident Reporting email notice.
  - Incident Reporting individual flowcharts.
  - Incident Reporting procedures.
  - Mid Valley Campus Building H insurance claim.
  - Mid Valley Campus Building H Timeline.
  - Multiple meetings on hiring process with Vice President for Finance and Administrative Services.
  - Multiple meetings on local policy DH and FLBE with College staff and Vice President for Finance and Administrative Services.
  - National Incident Management System Training List.
  - National Incident Management System training report.
  - National Incident Management System training update.
  - Nursing and Allied Health Sonography Waiver.
  - Owner-Controlled Insurance Program policy review.
  - Reviewed and approved invoices for Cyber Liability insurance.
  - Reviewed Cyber Liability Insurance invoice.
  - Reviewed Risk Assessments and provided feedback.
- Records Management and Retention:
  - Cross-referenced several columns on Master File Record Inventory for variances.
  - July 2022 Shred-it invoices variances.
  - Local Government Records Act review on training requirements.
  - Local policy CIA (records management).
  - Master File Record Inventory variances.
  - Mid-valley record retention center layout.
  - Outstanding Shred-it invoices status meeting recap.
  - Record Coordinator Notification on email records.
  - Records Control Schedule draft.
  - Records Management Inventory review.
  - Records Management records review.
  - Researched retention of electronic mail and official records.
  - Review and approve invoices.
  - Shred-it Fiscal Year 2021 and Fiscal Year 2022 outstanding invoices; Fiscal Year expense accrual, variances recap, cross-referenced paid invoices.
  - Took images of retention boxes at Tech center 7A, 7B, and Human Resources.
  - Updated department organization chart.
  - Updated images onto share drive and Master File Inventory.
  - Updated retention boxes information on share drive Master File.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Researched community colleges policy index on DLC & CKE local policies.

- Revisions made to local policy CIA.
- Texas Association of School Boards Policy localization items including, Report Card, Amended Schedule, Master Crosswalk, Unique X policies, Policy Localization project and related items, Policy Localization project items.
- Texas Association of School Boards Policy Master Policy Report Card.
- Transition Phase 1
  - Crosswalk.
  - Follow-up email draft.
  - Local Government Records Act review on training requirements.
  - Texas Association of School Boards Policy Localization.
- Transition Phase 2
  - Crosswalk.
  - Statistics.
  - Status Matrix.

- Other:
  - 2021-2023 Mid-Biennium Report.
  - Activity Report.
  - All Hazards Emergency Plan update.
  - All Hazards Emergency Plan.
  - August Activity Report.
  - Business Income Worksheet.
  - COVID website edit /revisions and daily data.
  - COVID-19 daily report and electronic mail notice.
  - Crisis Management Team organizational chart.
  - Fiscal Year 2022 Hiring Process test work.
  - Fiscal Year 2022 Hiring process; test work analysis, delay time template updates.
  - Hiring process fiscal year 2022 data analysis and summary.
  - Hiring Process Fiscal Year 2022 delay time graphs and charts.
  - Hiring Process Fiscal Year 2022 Summary.
  - Institutional Effectiveness Mid-Biennium Report.
  - Notice to policy owners on new schedule per board members.
  - President's Update Report.
  - Procedure template for college-wide use.
  - Reorganization of JagReady webpage.
  - Requisitions for supplies.
  - Summary report on the status of Finance and Administrative Services vacant position.
  - Updated General Safety Procedures.
  - Updated Remote Work Procedures.
  - Vice President memo justifying the hiring of vacant positions.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged nine (9) 1295 Forms with the Texas Ethic Commission.
- Attended September 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 forty-two (42) vendor agreement/contracts.
- Meeting with Legal Counsel to review the request for proposals evaluation criteria.

- Participated in a meeting with Public Relations and Marketing related to a new request for proposals for advertising services.
- Participated in a meeting with Student Services related to the guidelines for student fee expenditures.
- Participated in a meeting with the Business Office related to a software subscription for GASB 87 and 96 leases.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Carl Perkins grant FY2023 kick off meeting to discuss the procurement of assets.
- 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 IT Plan Mid-Biennium Workshop.
- Participated in the quarterly Bonfire meeting and requested an additional meeting to discuss the vendor registration process.
- Participated in the Student Services Graduation meeting to discuss the December ceremony.
- 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.

PROJECTS IN PROGRESS:

- <u>Purchasing Department:</u>
  - Approved one thousand three hundred seventy-two (1,372) online Banner requisitions.
  - Created or updated one hundred thirty-nine (139) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved six hundred ninety-four (694) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed one thousand three hundred thirty-nine (1,339) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Submitted nine (9) new records and updated three (3) existing records to the Legislative Budget Board to report all purchases/contracts at $50,000 and above.
  - <u>Conducted Public Bid Openings for the following</u>:
    - 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: 22-23-1015 Cyber Liability Insurance
    - Request for Proposals: 22-23-1016 Rebid Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Covered Area Addition
    - 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
    - Request for Proposals: 22-23-1022 Rebid Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course Lighting
    - Request for Qualifications: 22-23-1023 Civil Engineering Services – Subdivision Plat for the Pecan Campus West Property
    - Request for Proposals: 22-23-1024 Mid Valley Campus Building G Analog to Digital Audio Visual Upgrade – Phase II
    - Request for Proposals: 22-23-1025 Audio Visual Equipment and Installation Classroom Upgrades – Mid Valley and Starr County Campuses
  - <u>Prepared the following Request for Proposals/Quotes/Qualifications:</u>
    - Request for Proposals: 22-23-1026 Purchase of Portable Air Purifiers – II

- Request for Proposals: 22-23-1027 Full Size Sport Utility Vehicle
- Request for Proposals: 22-23-1028 Purchase of Automatic Heavy-Duty Tractor Trailers
- Request for Proposals: 22-23-1029 Technology Campus Building A – Analog to Digital Audio Visual Upgrade
- Request for Proposals: 22-23-1030 Compact Utility Vehicle

- Fixed Assets Department:
  - Reviewed all assets purchased and paid through September 30, 2022 as follows:
    - Approved ninety-six (96) assets.
    - Adjusted one hundred four (104) assets in Banner for the month of September
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed two hundred sixty-eight (268) deliveries (purchase orders and complimentary books) and two thousand three hundred ninety-nine (2,399) packages/boxes.
  - Received and posted two hundred seventy-six (276) purchase orders in Banner.
  - Transferred/relocated five thousand eight hundred thirty-nine (5,839) assets and/or boxes as per move/set up request forms.
  - Completed thirty-two (32) Faculty/Staff moves in September.
- Mail Services/Copy Center:
  - Mailed out a total of eighteen thousand nine hundred forty-three (18,943) letters four hundred seventy-two (472) letters were returned to South Texas College due to invalid addresses.
  - Processed ninety-two thousand four hundred ninety-seven (92,497) copies for the month of September.
  - Processed the following mail and copy requests:
    - Business Office/Cashiers - $455.39
    - Student Financial Aid - $3,856.29
    - VP Academic Affairs - $700.29

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.
- Student Affairs and Enrollment Management:
  - Director and Managers of Counseling and Student Accessibility Services to discuss counseling referrals submitted by Title IX for specific cases involving students.
  - Director and Managers of Counseling and Student Accessibility Services to discuss various 504 related cases involving students.
  - Director and Managers of Counseling and Student Accessibility Services and Institutional Equity Manager/Title IX and 504 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.
- 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.

- Meetings with Institutional Equity Manager/Title IX and 504 to discuss Title IX case updates and SB 212 reporting.
- Meetings with Institutional Equity Manager/Title IX and 504 to discuss updates on various ongoing projects, including updates to the Title IX Weekly Cabinet Report, Quarterly, and Annual Reports.
- Meetings with Institutional Equity Manager/Title IX and 504 to discuss updates to Title IX website to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.
- Meeting with Title IX 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 updates on 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>
  - Attended Institutional Compliance Solutions Title IX Coordinator 2022 Refresher course.
  - Attended Labor and Employment Virtual Series – National.
  - Attended Institutional Effectiveness Plans – Mid-Biennium Workshop.
  - Attended the College-Wide Professional and Organizational Development Day.
  - Attended the Remote Work as an ADA Accommodation: Balancing the Interests in a Return-to-Campus World workshop.
  - Hosted Title IX 50th Anniversary series with the classic film "A League of Their Own" in collaboration with Library Services.
  - Presented SB 212 Annual Report to South Texas College Board of Trustees at September 2022 Board Meeting.
  - Presented Title IX presentation at Superintendent Leadership Meeting for Dual Credit.
  - Presented Title IX presentation for Dual Credit Leadership.
  - Presented Title IX and 504-ADA presentation at the "So I'm a Chair….Expect the unexpected Presentation for Chair Academy".
  - Presented to the Political Science Departmental Meeting Presentation Series on 504-ADA Accommodations.
  - Presented Two Part Presentation as part of 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).
  - Presented to Admissions and Records on Title IX Support for Nontraditional Students.
- <u>Departmental Meetings to discuss the following topics throughout the month:</u>
  - Individual Title IX reports and cases as needed.
  - Individual Section 504/ADA cases as needed.
  - Procedures updates and supporting informational documents.
  - 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.

PROJECTS IN PROGRESS:

- Created custom Title IX, 504, and Office of Institutional Equity presentations for Academic Chairs.
- Creating comprehensive repository of templates for corresponding with parties and third-parties regarding reports.
- 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.
- 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.
- 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 to stay up to date on current Title IX related issues nationwide.
- Worked on individual Title IX related cases.
- Worked on Vector Solutions Sexual Violence Prevention for Students training module, including gathering and inputting user data, answering emails and phone calls pertaining to the training, and reviewing internal compliance reports.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attended the Professional Development training at the McAllen convention center.
  - Attended the Workday Rising conference in Orlando, Florida.
  - Created an updated organizational chart of the Human Resources department.
  - Met with Staffing Department and reviewed the latest PeopleAdmin specs.
  - Met with the compensation team to discuss the scope and the process of the Faculty Letters with salary information.
  - Met with the Data Management and Integrity Committee and discussed the new specifications.
  - Met with the Ellucian consultant and went over the action plan for the EPAF (Electronic Personnel Action Forms) batch upload process.
  - Met with the Ellucian representatives and the Vice President for Finance and Administrative Services to talk through findings and recommendations at a high level prior to the executive presentation.
  - Met with the Information Technology and Workday for the "Value Assessment" process to understand your current state, desired future state, and how a new ERP (Enterprise Resource Planning) deployment will align with those goals.
  - Met with the Payroll department, Information Technology, and the Ellucian consultants and tested the EPAF upload script on the test environment.

- Met with the Payroll department, Information Technology, and the Ellucian consultants and uploaded the new fiscal year data to the Production Banner.
- Met with the PeopleAdmin reimplementation Project Manager and reviewed the timeline.
- Met with the PeopleAdmin rep to discuss the Certified Admin Training for the HRIS Analyst and the Staffing Manager.
- Met with the Workday representative to discuss the scheduling of the Demo sessions.
- Met with Vectors Solutions' Customer Success Manager to discuss the layout of the dataset for the LMS (Learning Management System) training modules.
- Project Management team met with the Vice President for Finance and Administrative Services and the finance department to discuss the status of the ERP transformation Project.
- The Enterprise Resource Planning (ERP) Project Management Team met with the Oracle representative to plan the next steps for the Oracle evaluation.
- The ERP transformation PMO (Project Management Office) met with the Workday sales rep to debrief the conference visit and arrange the discovery meetings.

- <u>Payroll/Compensation:</u>
  - Assisted with reports to review data analysis of staffing plan and EPAF.
  - Assisted with the review of staffing plan and EPAF updates.
  - Assisted with the updates of ATS (Administrative Technical Support) and OS (Operation Support) staff TASB (Texas Association of School Boards) worksheet update for new hire, resignation and internal hires updated for Myriam Lopez.
  - Attended Chrome River Meeting.
  - Attended College-Wide Professional Development.
  - Attended Educational Supplement for Staff via Teams.
  - Attended EPAF (Electronic Personnel Action Form) meeting with Ellucian Consultant.
  - Attended EPAF upload process (Electronic Personnel Action Form) meeting with Ellucian Consultant.
  - Attended FLSA (Fair Labor Standards Act) meeting with HR Director.
  - Attended HR Compensation Forum.
  - Attended HR departmental meeting.
  - Attended ITED (Ind Trng & Eco Dev) FY 23 Staffing Plan Positions Meeting.
  - Attended logistics meeting for HR forums.
  - Attended meeting for Compensation Non-Exempt Worksheet setup.
  - Attended Ner/Internal Hire Compensation Worksheet Meeting.
  - Attended New Hire/Internal Hire Worksheet Inquire for Blanket of new and internal hire
  - Attended Payroll Direct Deposit Initiative Meeting.
  - Attended Special Assignment Compensation Meeting.
  - Attended validation of Test Environment with Ellucian Consultant.
  - Attended various Compensation Inquiry Meetings with different employees throughout the month.
  - Attended various Forums for employees.
  - Attended Year-End Roll Over Meeting with Business Office.
  - Meeting HR Compensation Forums – Logistics.
  - Met with Assistant Director to review FY 2023 president salary based on 3% GPI (General Pay Increase).
  - Met with ERO to review formulas used for TASB/Eddies compensation calculations.
  - Met with various employees one on one to review their compensation.
  - Monthly HR Departmental meeting.
  - Review and updated compensation worksheet for new hires not included on initial TASB report.
  - Assisted with the FY 23 September payroll EPAF load review of entries and worksheets update.
- <u>Staffing:</u>
  - Attended Employee Professional Development Day.
  - Attended Headshot with PR.
  - Attended Human Resources Forum Logistics meeting.
  - Attended weekly Staffing Meetings regarding hiring updates.
  - Conducted interview for Human Resources Staffing Specialist Temporary Agency.

- Met regarding Trainer Assignments for Current Dual Credit and Adjunct.
- Met weekly with People Admin regarding reengineer.
- Met with Director of Accountability, Risk and Compliance to discuss People Admin audit.
- Met with HRIS regarding Letter of Appointment Addendum for Administrators and Executive.
- Met with HRIS regarding Letter of Appointment Addendum for Faculty.
- Met with staff member to provide Hiring Proposal guidance.
- Met with Staffing Specialist via Teams for training on Cascade.
- Met with the Accountability and Compliance Coordinator to discuss People Admin audit.
- Met with the team to discuss the Faculty Letter of Appointment with salaries.
- Presented Hiring Process for Faculty and Staff Presentation during New Chair Academy.
- Provided support during Human Resources Compensation Study Information Sessions.
- Staffing team attended Human Resources department meeting.

- Benefits:
  - Attended college wide professional development day.
  - Attended Finance and Administrative Services safety meeting to discuss current safety protocols and new emergency preparedness website.
  - Discussion of Human Resources space modification with Director of Human Resources and Facilities team.
  - Discussion of institutional effectiveness plan with Human Resources managers and Director of Human Resources.
  - Discussion of the Human Resources organizational chart and employee wellness with Director of Human Resources and Vice President of Finance and Administrative Services.
  - Held meeting with faculty member regarding current benefit elections and how they are deducted on the monthly payroll.
  - Held new hire benefits orientation for new employees.
  - Held part time orientation for new direct wage and work study employees.
  - Met with Director of Office of Institutional Equity and Human Resources Managers to discuss possible office hours on different campuses.
- Employee Relations (ER):
  - Distributed the South Texas College Faculty and Employee Handbooks and Acknowledgement.
  - Met on additional material for New Employee Presentation to improve metrics and gain constructive feedback by providing evaluations for new hires to complete.
  - 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 discussion of cases, duties and special projects with Employee Relations Team.
  - Met on the discussion of closing 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 preparing memo findings.
  - Met on the discussion of Records Management of Essential Records pertaining to recordings.
  - Met on the discussion of Risk Management of Essential Records pertaining to employee records.
  - Met on the discussion of South Texas College Policy 4115.
  - Met on the discussion of the Background Check procedures.
  - Met on the discussion of the proposed Nepotism Policy.
  - Met on the discussion of Title IX cases with the Office of Institutional Equity/Title IX and 504 Staff.
  - Met on the review of personnel files for potential employment with Federal Agencies Background Investigators and Office of Personnel Management.
  - Met to discuss Exempt Statuses for Grand-funded positions.
  - Met via Team regarding the Academic Council Meeting to provide update on progress.
  - Met via Teams with Human Resources managers regarding coordination of Fair Labor Standards Act changes and notifications.

- Met via Teams with Office of Institutional Equity staff to discuss presentation for Office of Professional and Organizational Development's Fall 2022 Chair Academy regarding Title IX topics.
- Met via Teams with the Staffing and Recruiting Manager regarding the Letters of Appointment Distribution for Faculty and Administrators.
- Met with employee regarding fingerprint background check results statement.
- Met with employees regarding additional background information for employee applications.
- Met with Human Resources Administrative team and Office of the President staff to prepare for employee hearing.
- Met with Human Resources Compensation Specialist to discuss Compensation Study Salary Formula.
- Met with Human Resources Compensation Specialist to discuss Compensation Study Salary Formula.
- Met with South Texas College Child Development Center staff to discuss Substitute form and formation of pool.
- Met with supervisors regarding the Conduct and Performance Improvement Plan (Policy 4911).
- Met with the Accountability and Compliance Manager to discuss Policy questions.
- Met with the Associate Director of Grant Management & Compliance in the discussion of reclassification question and Fair Labor Standards Act question for grant funded positions.
- Met with the Director of Accountability, Risk, & Compliance regarding Texas Association of School Boards Policy Discussion
- Met with the Director of Human Resources regarding Fair Labor Standards Act.
- Met with the Director of Human Resources regarding Human Resources Department Organizational Chart.
- Met with the Director of Human Resources regarding Position Review.
- Met with the Director of Human Resources regarding Review Motion for Employee Assistance Program.
- Met with the Director of Institutional Equity/Title IX & 504 Coordinator regarding office hours planning.
- Met with the Institutional Equity Manager/Title IX & 504 regarding planning for the Dual Credit Programs ISD Leadership Events presentation.
- Met with the Institutional Equity Manager/Title IX & 504 regarding 504 case status report.
- Met with the Institutional Equity Manager/Title IX & 504 to learn about Maxient Pings.
- Met with the Institutional Equity Manager/Title IX and 504 regarding investigation planning.
- Met with the Vice President for Finance and Administrative Services to discuss Texas Association of School Boards policy updates.
- Met with the Vice President of Finance and Administrative Services regarding the Human Resources organizational chart & employee wellness program.
- Met with various South Texas College supervisors and employees regarding the Human Resources Department Fair Labor Standards Act Exemption Reclassification Information Sessions and the Texas Association of School Boards Compensation Study.
- Met with Vice President of Finance and Administrative Services regarding discussion of an investigation.
- Participated in and presented at the South Texas College Office of Professional and Organizational Development's Fall 2022 Semester Chair Academy.
- Participated in presenting employee relations topics at Human Resources New Hire Orientation.
- Participated in the College Wide Professional and Organizational Development Day.
- Participated in the Human Resources Departmental Meeting.
- Participated in the Labor and Employment Virtual Series – National online seminar.
- Participated in the Remote Work as an ADA Accommodation: Balancing the Interests in a Return-to-Campus World online seminar.
- Participated in the Texas Association of School Boards' Compensation Study Information Session Forums.
- Prepared and responded to Office of the President's request for claim file materials.
- Presented at and participated in the Dual Credit Programs ISD Leadership Events at Pecan Campus Student Union.
- Sent letters to all employees whose Fair Labor Standards Act status changed due to the board approved Texas Association of School Boards Compensation Study.
- Trained and assigned duties to Temporary Agency Human Resources Assistant – Employee Relations.

- Talent and Learning:
  - Attended College-wide Professional Development day.
  - Attended Distinguished Leadership Academy.
  - Attended online seminar: "Mondays with Marvis & Marina".
  - Finalization of Employee Handbook and launched.
  - Held Interviews for Talent and Learning Coach.
  - Hosted 10 Compensation Study Information Sessions for the 5 new pay grades.
  - Met for a practice run at the McAllen Convention Center for College-wide Professional Development day.
  - Met on Employee Wellness and Staff organization with Director of Human Resources and Vice President of Financial Administrative Services.
  - Met on logistics planning for compensation forums.
  - Met on mandatory trainings with Vector Solutions representative and Human Resources Information Services.
  - Met on new hire process and worksheets with Compensation team, and Human Resources leadership.
  - Met on with HR Managers and the department of Office of Institutional Equity on planning office hours at various campuses.
  - Met with Assistant Director of Custodial Support Services on the distribution of Non-Discrimination Posters.
  - Met with Benefits team with on the development of benefits presentation.
  - Met with employees on compensation results.
  - Met with Office of Professional Development on walkthrough and planning of College-wide Professional Development Day.
  - Presentation to new hires.
  - Tracking progress for mandatory trainings.

PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Added new employees to TCP (Time Clock Plus) Plus for timekeeping.
  - Child Support data entry.
  - Compensation Study Inquires.
  - Data entry, review, verification and processing for MR 09 Payroll.
  - Data entry, review, verification and processing for MR09 Payroll.
  - EPAF (Electronic Personnel Action Form) Upload.
  - Job Updates for TASB/2022-2023 Pay Plan.
  - PEAEMPL Termination Clean Up in Banner.
  - Processed compensation reviews.
  - Processed employment verifications.
  - Processed positions on position control.
  - Processed resignations.
  - Review Data from EPAF.
  - Review reports for payroll and EPAF validation.
  - Trained other staff members on Staff NOE's, HP's and PDR updates.
  - Worked on adding information for the EPAF upload spreadsheet
  - Worked on Compensation worksheets.
  - Worked on State Employee Contribution Campaign Donor List.
- Benefits:
  - Completion of Prior Year Vacation Roll for fiscal year 2022.
  - Completion of the fiscal year 2022 leave audits for all full-time employees.
  - Completion of the Texas Higher Education Coordinating Board Optional Retirement Program Report.
  - Employee Retirement System salary upload completion for fiscal year 2023.
  - Ongoing review of Texas Association of School Boards benefits policies.
  - Ongoing training of new benefits specialist.
  - Provided Insurance Data Report for fiscal year 2022 to Accounting Group Manager.

- Teacher Retirement Report Employee Demographic records entered for completion of Regular Payroll Report.
- Teacher Retirement Report Employment After Retirement report completion.
- Updating Employee Benefits Handbook for fiscal year 2023.
- Upload of Employee Retirement System Summer Enrollment changes in the September payroll.
- Working on leave liability report for fiscal year 2023.

- Employee Relations (ER):
  - Distribution of Non-discrimination posters with the Custodial department in progress.
  - Employee Handbook project completed.
  - 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 logging system for Employee Relations files and cases.
- Human Resources Information System (HRIS):
  - Automating the Position Reclassification Request Form. A project has started to review the specification, and define the use cases, the requirements, and the approval levels.
  - Initiated the Banner positions standardization, position classification clean-up and the new salary group and grades.
  - Updating the design of the PeopleAdmin reimplementation project after discussing it with the Human Resources administrators, the risk and accountability department, and the Vice President for Finance and Administrative Services.
- Staffing:
  - Administrators Letter or Appointment Addendums distribution.
  - Faculty Letter of Appointment Addendums distribution.
  - People Admin working session with vendor representative for reengineering.
  - Working on Audit report for hiring process- FT regular staff.
  - Working on I9 Audit.
- Talent and Learning:
  - Tracking progress for mandatory training.
  - Updating Hiring Manual.
  - Working on Staff Council constitution.
  - Working on Title IX ATIXA (Association of Title IX Administrators) training.

HRIS -

Type of Access Provided	Count
Active Directory	0
AppTrack	0
Argos Access	10
Banner	15
Credential Database	7
DFS (Distributed File System)	2
FLAC	12
JagNet Forms Management	0
Job Submission Service turn-on	0

Send As – Email			4
SSN			0
Web Tailor Access			7
Xtender access			4
Total Count			**61**
Visio Charts	**Created**	**Updated**	**Published**
Count	1	4	3
Information Services and Planning (IS&P) Issues	**Assigned**	**Resolved**	**Open**
Count	26	32	10
PeopleAdmin Issues	**Assigned**	**Resolved**	**Open**
Count	1	1	0
Vector Solutions Issues	**Assigned**	**Resolved**	**Open**
Count	2	1	1
Human Resources Website Updated Main | JagNet	2		0
Report Development			**28**
Internal Reports			**10**
• Human Resources – Assistant Director of Human Resources			2
• Human Resources – Employee Relations			2
• Human Resources – Payroll			2
• Human Resources – Staffing			2
• Human Resources – Talent and Learning Manager			1
• Human Resources – Assistant			1
External Reports			**18**
• Academic Affairs – OPOD (Office of Professional & Organizational Development)			1
• Academic Affairs – Vice President			6
• Auditor (External)			1
• Finance and Administrative Services – Business Office			4
• Finance and Administrative Services – Vice President			3
• Information Technology –Research and Analytical Services			1
• Systems & Applications Librarian			2
Federal/ State/Local Government Reports			**0**
Telecommunicating Automation Workflow and Front-end User System			0 Updates/Adjustments to App

	0 Workflow Test Runs

Faculty Staffing	**Count**
Position requests w/job descriptions	2
Positions posted	2
Positions reposted	0
Positions extended	0
Positions canceled	0
Search committees' forms requested	0
Search committees assigned	11
Hiring proposals reviewed (HR Staffing Review workflow)	1
Job offers	3
Review Adjunct/Dual Credit applications	5
New Hire Email Notifications	
Faculty	0
Lecturers	1
Adjuncts/Dual Credit	2
Positions filled	0
PeopleAdmin user updates	13
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	3
SOAPCOL	17
PEAFACT	18
Resignations/Terminations	
SACS Audit Credential Review	
Faculty	8
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	0
Reviewed in PeopleAdmin	
Notices (1st, 2nd & Final notice)	17
Extension requests	0
Credential entered in credential database Faculty/Staff	69
Vacancy Reports completed NOE course and Rate Review	0 120
Educational Supplements (Review, log, memo, send to payroll and faculty)	4

Faculty Staffing	Count
New hire/re-hire/transfer files (closing onboarding process) track transcripts	64
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	
Visitors Assisted	
E-Verify	
Cases submitted	
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	
Name changes	2
Revisions	
Updated employment authorization documents	
Emails for expiring documents	
Applications	
Processed On-Line	273
Processed Paper	142
Postings	
Closed (On-Line)	45
On Boarding	
New Hires	67
Transfers	9
Returning	7
Adjunct	2

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	0
Record Requests: External	7
Records Filed (by page)	878
Files Scanned & Indexed	949
New Hire/Active Personnel Files Prepared	35

Records	Count
New Hire/Active Transcript Files Prepared	27
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	15
Telecommunicating - Activity Reports Received and Logged	216
Telecommunicating - Agreements Received and Logged	109
Employment Reference Checks Logged	28
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	4

Staffing/Staffing Support (Staff)	Count
Position requests	31
Job Descriptions reviewed and approved	22
Positions posted	25
Positions reposted	14
Positions extended	3
Positions canceled	3
Search committees' forms requested	6
Search committees assigned	24
Hiring proposals reviewed (HR Staffing Review workflow)	18
Job offers	130
New Hire Email Notifications:	
Full-time staff	54
Part-time staff (DW/WS)	57
Trainers	16
Positions filled	
PeopleAdmin user updates	8
Advertisements placed (Monitor, Town Crier, etc.)	
Resignations/Terminations (HR Benefits):	
Full-time staff	5
Part-time staff	3

Staffing/Staffing Support (Staff)	Count
NOEs:	
Full-time temporary staff	
Part-time staff (WS)	52
Part-time staff (DW)	23
Trainers	102
Temporary Agency Employees:	
Request	5
Replacements	0
Assignment Extension	0

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH (Computerized Criminal History) Background Checks	108	108	TWC Claims	1	1
Fingerprints	16	16	Open Records Requests	1	1
DPS Driver Eligibility Checks	14	14	Federal Investigator Background Checks	2	2

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	10
Internal Transfers	8
Benefits Credits/Collections	0
TRS ED Records reported	18
TRS RR Records reported	200+
TRS Prior Yrs. of Svc Verifications	40
TexaSaver 457/403B Accounts	3
Faculty (Adjunct, Temporary)	4
Exits	
Full Time	10
Retirees	2
FMLA Requests	
New	9
On-Going Cases	14
Closed	6
FMLA Intermittent Requests	

New	6
On-Going	7
Closed	3
Approved Leave of Absence	
New	0
On-Going	0
Closed	1
Workers Compensation Claims	
New	5
On-Going Cases	3
Closed	4
Tuition Reimbursement Applications Processed	4
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	7
Dependent	4
Promissory Notes	0
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	2
Sick Leave Pool Donations	2
Medical Support Orders	3
ERS Changes	10
Vacation Settlement Worksheets	2

Payroll	**Count**
PDR Notifications	
Direct Deposit Transactions	68
Full Time	2
Direct Wage/Work Study/Trainer	
Resignations	
Full Time	7
Direct Wage/Work Studies	3
Garnishments	

State Charitable Deductions	
TXOAG Reporting	34
Child Support	38
Payroll DOC/ADJ/SLP Worksheets	
New Hires, Rehires, Transfers	
Name Changes	2
Address Changes	2
Form W-4 Changes	83
FY21 Staffing Plan Salary Inc Rev	
Verification of Employment	
Forms processed	68
TWC	
Letters sent	4
Phone Calls	104
Cell Phone Stipends	65
Adjunct Leave Forms	
NOE	
Letters of Appt Verification and Matching	
Letter of Appointment Staff Full Time Regular	
Direct Wage	225
Work-Study	97
Adjunct	26
Overload	107
Staff	10
FLAC (Faculty Load and Compensation) Dual Credit assignments reviewed	784
FLAC entries reviewed and applied	1687
EPAF Upload	1548
Trainers	60
Dual Enrollment	174
Full Time Temp Assignments	70
Fac. Salary Retro-Pay Adj	
Fac. Base Salary Pay-Off	
Faculty Base Salary Month Ext	
Full-time Regular Faculty Pay-Off	
New FT Temp Faculty-Lecturers	78
Faculty Special Assignment Other	97
Extensions	1
Faculty Classification Changes	

Special Assignments	
Course-Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	96
Staff Special Assignment	
Large Class Payments	87
11/12 Salary Pay off	
Educational Increase	
Mini-mesters	
Certification Stipend	3
PeopleAdmin Transactions	
Approvals	
Hiring Proposals	29
Payroll Worksheets	11
Move Request Updates	22
Compensation Worksheets/Updates	51
FY 23 Staffing Plan EPAF Reviews	906

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:	OCTOBER 12, 2022
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2022 – SEPTEMBER 30, 2022

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Meeting with VP Finance on the CBE Tuition, September 1
- Met with HR for position reviews, September 2
- HEP Grant Monitoring Review, September 6
- Academic Advancement "Using Data for IE Plans and Beyond Workshop, September 6
- Hosted Dual Credit Superintendent Leadership Meeting, September 8
- STC Promise Program: Planning Work Session with Economic Mobility Systems, September 8
- Board Meeting, September 13
- STC/UTRGV Joint Admissions Agreement Signing Ceremony, September 14
- Presented at Chair Academy, September 16
- Met with Division Deans, to discuss several instructional issues, September 19
- Attended Virtual State of Higher Education in Texas webinar, September 19
- Office of Migrant Education (OME) Virtual Monitoring Review - "Administrative Management", September 20

- Executive Thought Leadership Roundtable: How Texas Universities are Expanding Education Access for Equity, September 20
- Apprenticeship Graduation and Grant Award Ceremony, September 21
- Mid Valley Advisory Committee Meeting, September 22
- College-Wide Professional Development, September 23
- Academic Council Meeting, September 26
- Meeting with Dr. Rao – DHR-NAH, September 27
- Discussion with President regarding Dual Credit Program Strategy, September 27
- Meeting with Curriculum to discuss changes with program development process revisions, September 29
- Advisory Committee Guidelines Presentation Meeting, September 29
- Attended annual VIDA Gala, September 29

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinating Annual "A Night with the Stars" Gala
- Coordinating STC & UTRGV Collaborative
- Working on Pay Plan revisions
- Working on Staffing Plan and Budgets
- Working on Academic Grant Activities
- Monitoring faculty and enrollment reports
- Revised the CBE Handbook
- Working with faculty moves from portables
- Reviewing the policy changes for TASB transition
- Developing a student GUIDE (online modules) for each Meta-Major
- Implementing Action Plan for 2021-2022 Academic Affairs Strategic Priorities
- Working with Academic Affairs Taskforces
- Implementing Action Plan for the 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:

- BPST Division Leadership Workshop 1: Reviewing CLNA for Carl Perkins Application, September 2
- Visit, tour, and lunch with Texas A&M at the Technology Campus, September 7
- Superintendent Leadership Meeting, September 8
- Attended as volunteer and panel speaker at the Lower RGV-AIA's Building Communities Conference and Tradeshow from Thursday, Sep 9 Panel was regarding architecture education in the RGV.
- Sep 11 Remembrance Ceremony at Technology Campus, September 12
- Lunch meeting to discuss the Social Work program at UTRGV and working with STC, September 12
- Visit to Ballew Center to review Cosmetology location, September 13
- STC and UTRGV Joint Admissions Agreement Signing, September 14
- WECM Advisory Committee Meeting, September 16
- Perkins Basic FY23 Planning Meeting, September 19
- Update and planning for Caruth Leadership Institute – upcoming training, September 20
- InsideTrack and STC proposal for continued project discussion, September 20
- Construction Superintendent Apprenticeship Graduation Ceremony, September 21
- Binational Educational Symposium meeting with PR Team, September 21
- Apprenticeship Texas Conference, September 22–23
- Teacher Apprenticeship Workshop, Sep 27, 2022 at Communities Foundation of Texas.
- WE CAN TX Fall Convening, September 28–29
- RGV Focus Fall Retreat – attended and moderated panel discussion, September 30
- Pharr EDC Foundation Board Workshop, September 30

DEPARTMENT/PROGRAM REPORTS:

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- Met with South Texas Director of Texas Law Enforcement Peer Network Michael Mata regarding January 2023 classes, September 1
- Met with Pharr Fire Captain Bustamante to discuss Heavy Rescue and Basic Wildland class, September 12
- Met with STC Police Chief and HR Director to discuss alcohol policy for instructional programs, September 12
- Met with STC Sgt. Barreiro to plan and discuss Firearms Instructor and Patrol Rifle Instructor Classes for Spring 2023, September 14
- Met with Texas Workforce Commission representative Frank Campos to discuss services that could be provided to both Police and Fire cadets, September 15
- Met with Student Services Director regarding planned "Good Neighbor" event being held for the police and fire students held at the RCPSE, September 19
- Met with Vice President, Information Services, Planning and Strategic Initiatives and BPST Dean to provide updates on the Leadership Development for Law Enforcement Officers (Caruth Leadership Institute) upcoming class, September 20
- Met with Pharr Fire Chief Pilar Rodriguez, Pharr Fire Captain Bustamante, and Vice President, Information Services, Planning and Strategic Initiatives concerning the proposed site for the Heavy Rescue class on the RCPSE grounds, September 20

- Met with Coordinator of Student Engagement and Completion Services, Student Engagement and Completion Specialist, and Public Safety Department Chair concerning "Inquiry Form" and mapping for the Basic County Corrections Course landing page, September 21
- Met with Vice President, Information Services, Planning and Strategic Initiatives and Marcel Brunel from the Brunel Group concerning his participation in the Leadership Development for Law Enforcement Officers Class, September 26
- Met with CE Director concerning Continuing Education reporting responsibilities and forms required for reporting, September 29

Major Activities:

- Attended bid evaluation for FLAG Fire training area, canopies for students, instructors, and safety training vehicles, September 6
- Attended meeting to discuss CLNA for upcoming Perkins grant with faculty at RCPSE, September 7
- Attended Facilities Committee Meeting at the board room regarding alcohol policy for instructional programs, September 13
- Attended bid opening at Facilities and Planning for the skills pad and EVOC lighting project at the RCPSE, September 27

External Visits

- Met with Alamo Fire Chief Rogelio Contreras at Alamo Fire Station #2 to discuss partnership and schedule a vehicle extrication class for November 2022, September 8
- Attended the San Juan Police Department's swearing in ceremony for four of our former students, September 28
- Met with Alamo Fire Chief Rogelio Contreras at Alamo Fire Station #2 to discuss the Vehicle Extrication Class scheduled for November 12th, September 29

Events held at RCPSE:

- Introduction to Communications Technologies for Law Enforcement, September 7-9
- Pharr Police Department Agility Test/STC Police Academy Recruitment (59 participants), September 17
- PSJA ISD Central Office Cabinet Retreat (20 participants), September 20-21
- Pharr Police Department Inservice Training (65 participants), September 19-23
- MCTC Physical Surveillance Training (26 participants), September 19-23
- Vanguard School Security Department Use of Force Training (33 participants), September 26

- Texas Alcohol Beverage Commission Training, September 27-29
    - CPR Training (34 participants)
    - The State of Law Enforcement: Back to the Basics (40 participants)
    - HB 1927 Firearm Carry Act of 2021 (Constitutional Carry) (41 participants)
    - Response to Active Attack (35 participants)
- Stafford Police Department Recruiting Event, September 27

Upcoming RCPSE Events:

- Leadership Development for Law Enforcement Officers, Oct 3-7 and Oct 17-21
- Pharr Fire Department Inservice Training (Hose Demo), Oct 3-5
- Technology Threats and Trends Against Law Enforcement, Oct 4-6
- Crime Scene Investigation Class, Oct 10-14
- Texas Workforce Commission/Federal Probation Classes and Job Fair, Oct 11 -13
- Job Fair will be held on October 13th
- Pharr Police Department In-Service Courses, Oct 20-21
- Future Heroes 5K Run/Walk, Nov 19
- Texas Commission on Law Enforcement Conference (Corpus Christi), Oct 24-2

Guided Pathway Specialist – Business

- Student contacts and advisement activities:
    - 67 Telephone contacts
    - 308 Personal emails
    - 2430 Email reminders (Graduation Checklist, Student Success CLE Workshops, and Meta-major info. session flyer)
    - 13 Student registrations
    - 16 Students advised
    - 27 Graduation audits
    - 8 Student meetings
    - 236 Starfish Flags Addressed
    - 1 Financial aid appeals
    - 1 Course substitutions

Guided Pathway Specialist – Public Safety

- Student contacts and advisement activities:
    - 65 Telephone contacts
    - 568 Personal emails
    - 112 Students registrations
    - 47 Students advised
    - 1 Student meetings (in person)
    - 3 Course substitutions
    - 1 Event
    - 3 Division/Program meetings
    - 2 Trainings

Guided Pathway Specialist – Technology

- Student contacts and advisement activities:
    - 3 Students registered
    - 22 Email contacts
    - 35 Phone contacts
    - 21 Students advised
    - 11 Student meetings (In person)
    - 15 Starfish contacts
    - 8 Financial Aid Addendums
    - 9 Course substitutions

Emerging Technology Simulation Specialists

- Hands-on drone training with ET at Pecan campus, September 14
- Zspace exploration for cosmetology program, September 21
- Street Smarts Demo with Law Enforcement Faculty, September 28

Advanced Manufacturing Technology

- Collaboration Meeting with Pharr EDC, Started Planning for MFG Day, September 6
- AMT Participated in the Visit and Tour from Texas A&M at Technology Campus, September 7
- Attended Dual Credit Program Leadership, where dual credit metrics were distributed, September 9
- Faculty Senate Meeting, Dr. Solis, Administration, and Faculty Senate Luncheon, had 2 AMT Faculty Represent BPST, September 9
- PR Leadership Meeting at Tech Campus, Planning for STC MFG Day Event, September 12
- Faculty member attended the Latina Leadership Conference by the RGV Hispanic Chamber, and served as a moderator, September 16

- Inhouse PLC Training from Famous YouTuber, PLC Professor, Tim Gates, M-TR, Tech Campus, September 19-22
- Faculty member attended the PSJA advisory Committee, zoom meeting to plan for the year, September 27
- Participated in McAllen ISD Advisory Board Member, September 28

- AMT Participated in the Visit and Tour from a Solar Panel Manufacturing Prospect, at Tech Campus, September 29
- Manufacturing Plant tour with Rio Grande High school; Cinch Connectors & Royal Technologies, September 30

Architectural & Engineering Design Technology

- Division Leadership Workshop 1: Review of Perkins CLNA, September 2

- AEDT faculty prepared for presenting at the Building Communities Conference by testing equipment and holding discussions for feedback/review of presentations, September 2
- Submitted confirmation of AEDT attendance and participation in Fall 2022 Family Reading Night at Mid Valley Campus, September 2
- Faculty and staff showed support for Uvalde by wearing maroon, September 6

- Visit and Tour from Texas A&M, September 7
- TSPS Education Forum Fall 2022, September 7
- Curriculum Management – Chair Training for Workforce Programs (Online) Workshop, September 8
- Scheduling Management – Chair Training for both Technical and Academic Programs (Online) Workshop, September 9
- Faculty attended and presented at the LRGV-AIA Building Communities Conference at South Padre Island Convention Center, September 9-10
- Surveying & Geospatial Technology meeting with Program Coordinator, September 13

- Learn Ultra Course Seminar – Sessions, September 14-15
- Submitted JET final quarterly report, September 15
- Submitted program story details to PR for student attendance at LRGV-AIA Building Communities Conference and logo design selection, September 15
- Submitted BPST Advisory Committee nominations, September 15
- Communicated with Mission CISD CTE Director to plan for AEDT course offerings in Spring 2023, September 19
- NASA MINDS 2023 Design Competition meeting, September 21
- Submitted AEDT and Surveying & Geospatial Technology programs Meta Major Slides, September 21

- Student Activities and Wellness 16 de September Event, Class Trip, September 15
- Deans, Chairs, and GPS Presentation Orientation Divisions BPST & Liberal Arts, September 27
- Meta-major Presentation Orientation meeting, September 27
- OVPAA Meeting – Building X Remodel Project, September 29
- Assisted in Laser Cutting Training for faculty, September 29
- ACD2 Advisor/Officers Meeting, September 29

Departmental/Student Recognitions:

- AEDT Student Gualberto Gomez' logo design entry was selected for Building Communities Conference 2022 official logo by LRGV-AIA.
- AEDT students attend LRGV-AIA Building Communities Conference to network and seek career opportunities, September 8-9

Culinary Arts

- Advanced Pastry students make Funnel Cake for the first time, September 15
- Cake Decorating II students apply flower technique to modeling chocolate, September 20
- Faculty attended Night of the Stars planning meeting, September 20
- Faculty attended PSJA College Night, September 20
- Faculty attended Vanguard College Night, September 20
- Faculty member met with Student Life to plan Thanks for Giving Bakesale, September 22
- Faculty member visited with Juniors and Seniors from Valley View High School, September 26

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

Major Meetings:

- STARR Expansion Bid meeting, September 7
- Department Chair and Assistant Chair attended the Curriculum Management workshop, September 8
- Department Chair and Assistant Chair attended the Scheduling Management workshop, September 9
- Mid-valley campus expansion meeting, September 12
- HVAC Program purchase planning meeting, September 12
- Supporting Students with Disabilities workshop, September 15
- Chair Academy meeting, September 16
- HVAC instructor met with HART 2445 sections in a construction site so they could see the different building materials used in construction, September 16

- HVAC faculty attended the PSJA ISD Annual College Night, September 20
- Open Texas online conference, September 21
- Construction graduation ceremony for IAM, September 21
- HVAC course meeting, September 21
- Faculty attended first HVAC Student Association meeting, September 21
- Met with BPST division curriculum committee chair to discuss process, September 26

- Supporting students with disabilities workshop, September 29
- PLO assessment Plan meeting, September 29
- ELPT and HVAC lab tours for IAM guest, September 29
- HVAC instructor met with Hector Garcia from McAllen Convention Center to plan and discuss upcoming project HART 2431.WY1 will perform, September 29
- HVAC faculty attended Gear Up and the Cyber Monitoring Initiative, September 30
- Chair Academy workshop, September 30

Major Activities:

- Chair Academy Assignment 1, September 8
- HVAC instructor met with Primary Comfort and students for commercial AC class in Anytime Fitness in Edinburg. We showed students proper maintenance, changing belts, checking electrical components in commercial units, September 7
- HVAC Student Association met at Quinta Mazatlán to do maintenance on AC systems, September 30

Grant Activity:

- Contacted vendor for quote on Perkins grant, September 12

Law Enforcement

- Trainings attended

    - Law Enforcement (LE) Instructor attended Taser Instructor Certification at South Padre Island, September 12
    - LE Instructors attended a workshop for the Street Smarts simulator, September 27
- External Visits to schools, agencies, etc.
    - LE Instructor attended the Vanguard Annual College Night at South Texas College Student Union Building, September 20
    - Program Chair and LE Instructor attended the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) College Night at PSJA High School, September 20
    - Public Administration (PA) Instructor and Law Enforcement Instructor attended the Mercedes High School career fair, September 22

- Recruitment activities
    - RCPSE hosted the Pharr PD physical agility row test; LE Instructor assisted and provided information about the STC Police Academy to those in attendance, September 17
    - Stafford PD (suburb of Houston) visited the police academy and discussed employment opportunities; three students applied and passed the entry exam. The students were interviewed and passed that as well. The students will move forward with the hiring process, September 26
    - Roerig, Oliveira, & Fisher, LLP and Cantu Law Firm recruiting students from the paralegal program

- Participation in Community Events
    - Fire Academy attended the Elsa Veterans of Foreign Wars (VFW) 9/11 Memorial Ceremony at Elsa VFW Park, September Police academy attended the South Texas College Industry Expo, September 13
    - Police Academy participated in the City of Pharr's Diez y seis de Septiembre Festival, September 16

- Major Activities
    - LE Instructor attended the San Juan PD swearing-in ceremony of four police academy graduates, September 28
    - Paralegal (PL) Instructor spoke to Senator Ted Cruz's office about the internship program, September 22
    - PL Instructor preparing for management course in BASOL
- Accomplishments
    - Paralegal program has increased job placement

Upcoming Events:

- Weslaco PD National Night Out event, October 1 (6:30 pm – 8:30 pm)
- Caruth Institute Training, (All LE Instructors participating in Instruction), October 3 – 7 & 17 – 21
- Meta-Major presentation, October18 (2:00 pm – 4:00 pm)
- Future Heroes 5k Run, November 19 (7:00 am – 8:30 am)
- 29th Full-time Police Academy completion ceremony, December 7 (6:00 pm – 8:00 pm)

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Attended the Texas Pathways Project Leads Orientation for Institute #6, September 2
- Finalized the travelling team for Texas Pathways Project Institute #6, September 6
- Continued work with Facilities Planning & Construction on plans for renovation/expansion of the Cooper Center, September 7, 12, 14, & 19
- Attended the Superintendent Leadership Meeting, September 8
- Attended the STC Team check-in with our AAC&U IOER Coach, September 8
- Continued to partner with and assist in preparations for the College Readiness Workshop, September 12 & 28
- Coordinated the first meeting of the Digital Video and Cinema Production AAS exploratory development group, September 12

- Attended the STC & UTRGV Joint Admissions MOU signing event, September 14
- Continued to partner and assist in the preparation of the Fine and Performing Arts GUIDE and Humanities GUIDE events, September 14, 15, 27, & 30
- Attended the meeting of the Basic Needs Supports Committee, September 15
- Served on a panel for the Chair Academy, September 16
- Attended the STC IOER Team meeting, September 16
- Met with the Director of the National Alliance of the Humanities to discuss institutional membership, September 19
- Attended the 2nd Annual "Open Texas Conference" hosted by the THECB, September 21 – 23
- Attended the special afternoon Workshop on Design Thinking with CWPOD Day Keynote Speaker, September 23
- Presented updates on Pathways Projects and OER to Academic Council, September 26
- Met with a representative from Texas College Bridge to discuss potential partnerships, September 28
- Asked to serve as the Higher Learning Subgroup leader for the region-wide Prosperity Task Force, September 28
- Worked with various stakeholders to modify plans to relocate the Pecan Campus Percussion Studios, September 30

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies CMAS

- Art Faculty currently have artworks on display in a printmaking exhibition titled Sequence in Print "Creatures of the Night" hosted by the Library Art Gallery, September 19 – 22

Art

- Art Faculty, has artwork published in BIPOC Alliances: Building Communities and Curricula which is a collection of reflective experiences that confront, challenge, and resist hegemonic academic canons. (Chapter 3 Visual Testimonios: Artist Writer acts of resistance and recovery.)
- Art Faculty, processed 70 Voter Registration applications from Mid-Valley students after a dozen classroom presentations, September 1 – 30
- Spanish Faculty completed a mural for Keep McAllen Beautiful. The mural is located on a standpipe at Lark Avenue and 23rd Street. Art Faculty, where he was encouraged to submit a design that was selected for use in Keep McAllen Beautiful' s irrigation pipe project. Mr. Corpus worked with Mr. Silva through the logistical and planning stages of the mural.
    - The article on the mural was published on September 2, 2022 and may viewed at: https://news.southtexascollege.edu/stc-professor-turned-student-completes-mcallen-mural/

- Art Faculty, has artwork on display, "Texican – Group Exhibition" at Hinovations Art Gallery in McAllen about the experience of cultural blending while living on the border, September 2- October 28
- The Art Department, in collaboration with the Library Art Gallery, hosted an art exhibition showcasing STC Art alumni and students at the McAllen Creative Incubator. The reception was hosted during the McAllen ArtWalk. Art Faculty, hosted a clay workshop for the public during the opening reception. The exhibition, September 2 — 9
    - The exhibit may be viewed at: https://news.southtexascollege.edu/collaborative-art-exhibit-showcases-stc-alumni-and-students/

- Art Faculty, will have artwork on display at the Nepantla Cultural Arts Gallery in Seattle, Washington, September 3 — September 25
- The 2022 Art Faculty Exhibition showcased work by both Full Time and Adjunct Faculty and featured a wide variety of media. Each year the exhibition highlights the broad pool of talent that is the STC Art Faculty and offers an opportunity for students, colleagues, and the community to gain insight into the instructors and professors that serve the community, September 6 —23
    - The exhibit may be viewed at: https://express.adobe.com/page/Ipm6QqHoMnNjk/
- Mr. Eduardo Garcia, Mr. Christopher Leonard, and Ms. Alexis Marie Ramos currently have artworks on display in a printmaking exhibition titled Sequence in Print "Creatures of the Night" hosted by the Library Art Gallery. Mr. Christopher Leonard and Ms. Melissa Terry offered a Printmaking on Clay Workshop to students and community members in support of the event, September 19 — December 2
- Art Faculty, currently has artwork on display at the Centro de Artes in San Antonio, August 9 — December 30

History and Philosophy

- The History Department, Mexican American Studies Program, and the Center for Mexican American Studies presents "'Mejor Texas': Mexican American Civil Rights Activists," with Dr. Cynthia E. Orozco, September 22

Music

- Music Faculty, and STC jazz students performed at the Faculty Senate Retreat in the Student Union Ballroom, September 30

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

DIVISION DEAN'S REPORT:

- Attended Superintendent Leadership meeting, September 8
- Met with representatives from South Texas College and Our Lady of the Lake University about the status of our partnership and opportunities for the future, September 8
- Attended Division Curriculum Committee meeting, September 8
- Review and Discussion of College Readiness Workshop for Math Discipline, September 12
- Met with Liberal Arts Dean to discuss classroom and office spaces, September 13
- Attended STC/UTRGV Joint Admissions Agreement signing ceremony, September 14
- InsideTrack Manager Training, September 14
- Review of CBE Fundamentals Test, September 19
- Interviewed by Public Relations regarding Innovation Award, September 20
- Apprenticeship Graduation and Grant Award ceremony, September 21
- Met with John Carrillo, Executive Director of Student Completion and Community College Partnerships at TAMUK, September 22
- Texas Workforce Commission 6th Annual Apprenticeship conference, September 22
- Carl Perkins Basic meeting, September 27
- Attended meeting regarding the Division Institutional Effectiveness Plans, September 28

Project Manager

- Attended Distinguished Leadership Academy, September 8
- Met with Liberal Arts Dean to discuss classroom and office spaces, September 13
- Attended InsideTrack Manager Training, September 14
- Bachelor's Program mapping meeting, September 22
- Attended STRiVE meeting to discuss capstone pilot, September 26
- TAB Marketing & Recruitment Grant meeting with PR, September 26
- Carl Perkins Basic meeting, September 27
- Attended meeting to finalize IE Plans, September 28
- Project Management Training, September 29

BACHELOR PROGRAMS:

BASOL

- Participated in the Learning Innovation Network: Info-Session on Competency-Based Education, September 6
- Met with Director of Learning Outcomes to discuss BASOL's e-portfolio, Sep 7
- Participated in the Curriculum Management Chair Training for Academic programs/ Workforce programs, September 8
- Attended the Dr. Solis, Administration, and Faculty Senate Luncheon-TASB Discussion, September 9
- Participated in the Leadership McAllen Class 42 Retreat, September 9, 10
- Participated in the Student Success Specialist and Academic Coaching, Instructional Designer meeting with Distance Learning, September 12
- Attended the Organization of Women Executives Luncheon, September 13
- Participated in the Texas Women in Higher Education 2023 Conference Committee meeting, September 13

- Facilitated a meeting with BASOL faculty regarding a course design, September 13
- Meeting with C-BEN regarding the upcoming CCBA conference in 2023, September 14
- STC and Amber Garrison Duncan from C-BEN, September 14
- Participated in a meeting with a C-BEN Board member, September 14
- Suitable Implementation meeting, September 14
- Participated in a meeting with the AACRAO organization to prepare for the upcoming ACCRAO Strategic Enrollment Management webinar, September 15
- Participated in the National Society for Leadership and Success New Member Orientation, September 17
- Review of the CBE Fundamentals Post-Tests, September 19
- Participated in the (Update) Bachelor's Program Recruitment Process #4 Meeting, September 22
- STRIVE – Capstone Pilot Program Meeting, September 26
- Participated in the AAWCC Board meeting, September 26
- Presented at the McAllen High School STC Bachelor programs event, September 27
- Participated in the C-BEN Conference Planning meeting, September 27
- Participated in the Suitable+ South Texas College Implementation Meeting, September 27
- Attended the Annual Hispanic Women's Network of Texas "Ayer y Ahora" Conference in San Antonio, September 29 – Oct 2
- Participated in the prep meeting with the AACRAO organization to prepare for the upcoming ACCRAO Strategic Enrollment Management webinar, September 30

Computer Information Technology/Computer Science

- Participated in Council of Chairs Meeting via Zoom, September 6
- Learning Innovation Network: Info-Session on Competency-Based Education Webinar via Zoom, September 6
- STC Bachelor Program Presentations at Nikki Rowe High School, September 7
- Participated in MS Teams Meeting with Lucio Gonzalez to discuss Windows 11 and Office 2021 Projects, September 7
- Division Curriculum Committee Meeting FY22-23 with BASOL Chair via MS Teams, September 8
- Participated in Cybersecurity Presentation with Guest Speaker via MS Teams, September 8
- Attended Dual Credit Programs Leadership Meeting with Rosangela Mancillas, September 9
- Participated in Workshop: Scheduling Management-Chair Training for both Technical and Academic Programs via MS Teams, September 9
- Meeting with BASOL Chair and Amber Garrison Duncan from C-BEN via Zoom, September 14
- Worked on IE Report- IE Plan Mid Biennium with Faculty via MS Teams Meeting, September 21, 22
- STRIVE-Capstone Pilot Program Meeting via Zoom, September 26
- Participated in CITP and CS Website Meeting via MS Teams, September 27
- Worked on COSC/CITP PLO Improvement Plans, September 27
- STC Bachelor Program Presentations at Mission High School, September 28
- Meeting with Yolanda Jaramillo and COSC/CITP Faculty regarding PLOs, September 28
- Attended Deans, Chairs and GPS Presentation Orientation, September 29
- Meeting with COSC/CITP Faculty in Department Meeting to Discuss PLO Targeted Improvement Plans, September 30

Operations Management

- Facilitated day long Bachelor program presentations at Nikki Rowe High School in McAllen, September 7
- Collaborated with T-Mobile Call Center management to hold a Table Day where we displayed our program's material and answered any questions their employees had about our programs, September 19
- Attended the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) College Fair at Mission High School in the morning where we answered questions and gave out literature to students interested in our program, September 20
- Attended the Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) College Fair at Donna North High School in the afternoon where we answered questions and gave out literature to students interested in our program, September 20
- Conducted a presentation to Border Patrol Officers on Effective Followership and Participant Leadership as well as spoke about our program, September 27

- Conducted a presentation to Border Patrol Officers on Bases of Power as well as spoke about our program, September 29
- Presented to potential students at Mission High School, September 28

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended Biology Department Speaker Series Meeting, September 2
- Fume Hood Inspections, September 7
- Dual Credit Leadership Workshop, September 9
- Presented at Dual Credit- Prepare to Become Dual Credit Faculty Workshop, September 10
- Attended Mission Jr. High Recruitment meeting, September 15
- Presented Dual Credit Biology Lab Workshop, September 21
- Attended Planning for SI Support (Spring 2023) meeting with CLE, September 26
- Biotechnology Program Development, September 28
- Presented Biology Department Dual Credit Safety Concerns, September 29
- Attended Deans, Chairs, GPS Orientation Presentation, September 29
- Attended Sea Phage Virtual Check In, September 30

Chemistry

- Instructor held ACS local section officer meeting, September 30
- Instructor held Chemistry club meeting, September 29
- Chair attended Deans, Chairs, and GPS Presentation Orientation Divisions MSITB and SBS, September 29
- Chair attended STC/UTRGV Collaboration Committee, September 28
- Instructor attended ACS webinar- Building Your Mental Stamina, Sept 27
- Instructor attended ACS meeting- local section grant planning, September 23
- The Pre-Pharmacy Club hosted the first College of Pharmacy Admission Symposium, September 22
- Chair attended STC-UTRV Chair Collative Logistics virtual meeting, September 22
- Instructor attended ACS NCW Online Presentation, September 21
- Instructor attended ACS NCW online meeting to finalize presentation, September 19
- Chair hosted department meeting which included presentation from the Director of the University Relations & Transfer Center, personnel from the CLE, discussions on search committees, science Olympiad, OER committee and faculty evaluations. The department Lab Specialist II presented the updated experiment Risk Assessments. The department faculty and staff worked together to add mid biennium findings and activities to the 2021-2023 Department IE Plan, September 16
- Instructor attended Local Emergency Planning Committee (LEPC) at the Pharr Fire Department, September 15
- Chair attended STC/UTRGV Committee meeting, September 14
- Chair attended Blackboard training on release conditions, visibility features, and accessibility via the roster, September 14
- Chair attended Curriculum Management-Chair Training for Academic Programs virtual meeting, September 8
- Pre-Pharmacy club prepared and participated in the STC Fall Club Fair held at the Student Union Building, September 7-8
- Faculty member attended Starfish training, September

Science Olympiad Coordinator

- Finalized Science Olympiad list of events and sent out to teams and potential event coordinators, September 27
- Worked on events and sent out emails to team and new recruits, September 19-22
- Attended meeting with Public Relations for Science Olympiad, September 15
- Updated website for Science Olympiad and sent out emails to potential teams, September 1-9
- Filled out director's forms and contacted state several times with questions, September 1-9

Cybersecurity

- Attended a virtual meeting with Alex Velazquez (City of Pharr Security Manager) to plan cybersecurity events hosted by City of Pharr and STC Cybersecurity department, September 2
- Attended a virtual meeting with representatives from Fortinet to discuss their security academy for our students, September 7, 9

- Attended the curriculum management training hosted by Grants Accounting, September 8
- Met with Edinburg High GEAR UP Facilitator to discuss logistics of the Cybersecurity Hackathon event we are hosting on October 27th, September 12
- Conducted a virtual meeting with Region One STEM Specialist to discuss a Cybersecurity Camp for their students, September 13
- Met with Outpost24 representatives to discuss some of their products that would be suitable for our cybersecurity program, September 14
- Attended a virtual meeting with Grant Accounting to discuss the replacement of the ITSY2417 Wireless Security Development course to be effective Fall 2023, September 21
- Attended a demo of the HIAB product conducted by Outpost24, September 22
- Attended the September Monthly meeting hosted by EI-ISAC, September 27
- Met with IE representative to discuss the Cybersecurity Mid-Bi Report, September 28, 30
- Attended the Deans, Chairs, and GPS Presentation Orientation, September 29

Information Technology

- Accepted into the NCWIT Academic Alliance, Aug 31
- Chair attended Computer Information Technology Career Pathway meeting, September 7
- Chair attended Windows 11 and Office 2021 meeting, September 7
- IT faculty attended Faculty Advising Certification Training, September 8
- Attended Division Curriculum meeting, September 8
- Chair and Ducal Credit Coordinator attended DC Programs Leadership meeting, September 9
- Attended Get to know Starfish! workshop, September 12
- Attended Blackboard Ultra using Release Conditions, visibility features, September 13
- Attended Improving and diversifying the STEM student experience: What's Next? webinar, September 14
- Chair attended Supporting Students with Disabilities - Part 1 of 6 Sessions, September 15
- IT faculty attended Faculty Advising Certification Training - Session 2, September 15
- Attended Chair Academy - Fall 2022, September 16
- Attended IT Degrees meeting with Vanguard, September 21

Mathematics

- Chair & Faculty attended THECB OER GEER Grant meeting regarding the closing-out of our Development grant, September 1
- Faculty attended NSF HSI grant open Office Hours to obtain additional information and ask questions regarding a potential grant application in association with UTRGV Mathematics Department, September 1, 8, 15, 22, 29
- Faculty attended Fall Start of Semester Check-In, September 2
- Faculty met with the MSITB Dean to discuss TSI support for students enrolled in Dev Math, September 6
- Chair & Faculty attended Ascender Directors Meeting, September 6
- Chair attended Council of Chairs Meeting, September 6
- Faculty discussed status of Micro Credentials Statistics courses, September 7
- Attended Dual Credit Programs Leadership, September 9
- Participated on Panel presentation for the Prepare to Become a Dual Credit Faculty Workshop, September 10
- Attended Review and Discussion of College Readiness Workshop for Math Discipline, September 12
- Faculty met with MSITB team leadership re: grant opportunities for TSIA2, September 20
- Chair attended Meeting to discuss STC and TAMUK EC-6 Math Content, September 20
- Chair & Faculty attended Ascender Spring Schedules Meeting, September 21
- Chair met with UTRGV Mathematics Faculty re: NSF HSI Grant Planning Meeting, September 22
- Chair attended Design Thinking Principles for Complex Challenges hosted by CWPOD Keynote Speaker, Dakota Pawlicki, September 23
- Chair attended meeting with Kendall Hunt Publishing, September 28
- Chair attended Feedback Session with Lumen Learning/APLU re: grant implementation for Spring 2023, September 28
- Chair met with Dual Credit Office re: preparations for the College Readiness Workshop for English and Math Discipline, September 28
- Chair attended Deans, Chairs, and GPS Presentation Orientation Division MSITB and SBS, September 29
- Faculty attended NAH Readiness Committee Meeting Fall 2022, September 29

- Developmental Mathematics Coordinator organized for Mathematics Faculty to take a TSIA2 Demo via the STC Testing Center
- Department of Mathematics, in collaboration with Educational Technologies, installed a Media Room in PCN Bldg. J 3.1206 for recording various modes of instruction
- Faculty collaborated with Continuing Education to design and schedule TSI BootCamp classes in December 2022, two at Pecan Campus and one Online
- Chair & Faculty worked on 2021-2023 IE Mid-Biennium Report
- Faculty worked on Blackboard shells to create/update Master templates, certify/re-certify Quality Matters (QM) designation, house content for all ASCENDer course sections, and attain certification for Competency Based Education (CBE)
- Chair & Faculty helped to close-out RAND grant initiatives with a balance of near zero
- Faculty & Chair helped to compile documentation needed to close-out THECB GEER OER Development grant with sub-awardees, UTRGV & UT-Dallas
- Faculty & Chair worked to complete all requirements to close-out sub-award grant from UTRGV re: MicroCredentials

Physical Sciences and Engineering Department Chair

- Attended Fume Hood Inspections meeting, September 7
- Engineering instructor held Engineering Club recruitment booth, September 7, 8

- Attended Dual Credit Programs Leadership meeting, September 9
- Engineering coordinator and engineering faculty worked on Dual Enrollment Workshop development. Engineering program is developing hands on activities to conduct workshops for Dual Enrollment students during the month of October. The workshops will incorporate basic programming and mechanical design using LEGO EV3 systems as the design platform. September 9
- Met with Engineering program faculty and dual credit academy staff and discussed Engineering competition/workshop for the dual education engineering academy cohorts, September 12
- Physics lab specialist completed Dual Credit Lab Site inspection at Hidalgo Early College High School, September 12
- Attended webinar The Evolution of Higher Education with Industry Micro-Credentials presented by the Dean of the College of Business, Hawai'i Pacific University and Global Head, Coursera for Campus, September 13
- Developed a physics degree plan revision proposal to establish a Geosciences track in the Associate of Science in Physics program, September 15
- Attended NISOD Workshop: How to Engage the Unmotivated Learner, September 15
- Physics faculty was interviewed by TELEMUNDO 40 about Starlink satellites: https://www.telemundo40.com/noticias/local/no-fueron-ovnis-experto-explica-importancia-de-lo-que-se-vio-en-cielo-de-texas/2227127/
- Attended US Department of Energy Office of Science: Initiatives for Diverse and Inclusive Energy Sciences Workforce webinar, September 21
- Engineering coordinator attended the Regional Water Resources Advisory meeting as a voting member, September 21
- Met with the engineering program coordinator and reviewed the 2021-2023 IE Plan Mid-biennium report, September 22
- Completed Guides to Exploring Meta-Majors at STC – for Physics and Engineering, September 22
- Department Chair and Engineering Coordinator attended PSJA Engineering Institute Advisory Board - Initial Meeting, September 27
- Completed 2021-2023 IE Plan Mid-biennium reports for Physics and Engineering programs, September 27
- Organized classroom visits and virtual presentation covering Engineering Career by Project Engineer, MasterFlo, September 28
- Engineering coordinator met with a representative with SolidWorks to discuss offering industry certification in the use of SolidWorks to our students at no cost. The STC Engineering Program applied and was granted to be an Academic Provider for SolidWorks certification. Certification tests will be offered this Fall as a pilot program to select students. Certification will be offered to all students enrolled in Engineering Graphics beginning in Spring 2023. September 28

- Engineering coordinator attended a meeting with a Society of Manufacturing Engineering (SME) representative to discuss the possibility of offering Additive Manufacturing (3D printing) industry certifications to students enrolled in Introduction to Engineering courses. September 28
- Engineering coordinator and engineering faculty worked on Dual Enrollment Workshop development. Engineering program is developing hands on activities to conduct workshops for Dual Enrollment students during the month of October. The workshops will incorporate basic programming and mechanical design using LEGO EV3 systems as the design platform. September 30

UNIVERSITY RELATIONS:

- **Agreements in Progress**:
  - Texas Southern University College of Pharmacy
  - 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:**
  - UTRGV Transfer Admissions, every Monday through Thursday
  - Texas A&M University – Kingsville Education Program, every Tuesday
  - Bellevue University, every Tuesday (PCN), September 14 (MVC)
  - University of Houston, September 9
  - UTRGV College of Education, September 13
  - Texas A&M University Education Programs, September 13
  - University of Houston – Victoria, September 28
- Worked on adding Pathways to Bachelor's Degrees on a new website where potential students will be able to access them, ongoing
- Met with Admissions Representative from the University of Houston, September 7
- Attended the Texas A&M University – Kingsville Counselor Update, September 8
- Met with representatives from South Texas College and Our Lady of the Lake University about the status of our partnership and opportunities for the future, September 8
- Webinar on "Covid-19 Transfer, Mobility, and Progress Report Release," September 13
- Attended the Starfish Liaison training, September 13
- Attended the STC-UTRGV Joint Admissions Agreement Signing Ceremony, September 14
- NACADA Transfer Steering Committee meeting, September 14
- Participated in the September 2022 Transfer Talk on "Celebrating Our Students During National Transfer Student Week," September 16
- Met with representatives from Texas Southern University College of Pharmacy about potential agreement, September 20
- Met with Cindy Mata-Vasquez from Our Lady of the Lake University La Feria Campus about ways that we can partner together, September 21
- Met with John Carrillo, Executive Director of Student Completion and Community College Partnerships at TAMUK, September 21
- Met with representatives from the University of Houston Bauer College about potential ways to inform STC students about their programs, September 22
- Participated in the "Design Thinking Principles for Complex Challenges" workshop, September 23

- Chaired the Executive Board Meeting for the American Association for Women in Community Colleges, September 26
- Met with Billie Jo Norton from Bellevue University about the status of our partnership, September 27
- Attended the University of Texas at Dallas Counselor Update, September 28
- Attended the "Best in Texas Counselor Update" for the University of Houston and Texas Tech University, September 29
- Met with representatives from the Agricultural Economics program at the Texas A&M University Higher Education Center in McAllen, September 29
- Hosted the first session of the Fall 2022 Transfer Advising Academy on Transfer Tips and Tricks, September 30
- Met with Jerry Gutierrez from University of Houston about the Cougar Prowl Event, September 30
- Presented to Academy Student at the Mid Valley Campus, September 30
- **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:

- Worked on presentation for the upcoming Healthcare Taskforce meeting hosted by Workforce solutions.
- Attended the Organization for Associate Degree Nursing (OADN) Board of Directors Meeting, September 6
- Worked on arrangements to have NAH students perform health screenings at the RCPSE Second Chance Job Fair.
- Attended the 2022 Superintendent Leadership Meeting hosted by the Dual Credit Programs, September 8
- Attended the Curriculum Management – Chair Training for Workforce Programs workshop, September 8
- Meeting with Business Office staff to discuss rule changes regarding non-custodial funds, September 8
- Met with simulation coordinator to discuss simulation logistic issues, September 9
- Followed up on planning for participation in the "Under the Big Top" Healthy Aging Senior Seminar.
- Attended the Evolution of Higher Education with Industry Micro-Credentials webinar, September 13
- Educational and Workforce Development Committee Meeting, September 13
- STC and UTRGV Joint Admission Agreement Ceremony. The agreement will create a pathway for students who are not yet eligible for UTRGV admission to attend STC and earn college credits while developing the academic skills necessary for admission to UTRGV, September 14
- Attended meeting to discuss planning for the NAH Harvest of Health event, September 14
- Presented at the Healthcare Taskforce meeting hosted by Workforce Solutions, September 14
- Attended meeting with Business Office and RDMC staff to discuss Nursing Shortage Reduction Program (NSRP) Grant expenses, September 14
- Followed up with HR regarding positions funded by the Carl Perkins Grant
- Attended the grand opening ceremony for South Texas Health System's (STHS) patient tower located in Edinburg, September 15
- OADN Diversity, Equity, and Inclusion Committee Meeting, September 19
- Attended the Nursing Shortage Taskforce Meeting, September 20
- Level 1 Trauma Center Designation One Year Anniversary and Dedication of the Dr. Kenneth L. Mattox Trauma Unit ceremonies hosted by DHR Health, September 20
- Attended meeting with the EMS department and the internal auditor, September 20
- STC Apprenticeship Graduation and Apprenticeship Expansion Grant Award Ceremony, September 21
- Attended the 6th Annual Apprenticeship Texas Conference sponsored by TWC, September 22
- Certificate Program Design in Half the Time webinar hosted by the University of South Florida, September 22
- Attended the Hard Truths: The Current and Future State of the Nursing Workforce webinar, September 22
- Held meeting with student to discuss pathway to the ADN program, September 26
- Worked on the Departmental Risk Assessment for the NAH Division.
- Followed up on arrangements for Career Day at Cesar Chavez Middle School.

- Reviewed Nursing Education Program Information Survey (NEPIS) data provided by the Texas Board of Nursing.
- Meeting with the executive VP for Research and Leadership Development at DHR and STC leadership, September 27
- Data-Driven Integrated Planning: Methodologies in Action webinar, September 27
- Attended meeting with VN program leadership to discuss Accreditation Commission for Education in Nursing (ACEN) accreditation, September 27
- Attended the Award Kick-Off hosted by RDMC to discuss the purpose, requirements, deadlines, and reporting requirements for the Carl Perkins Grant, September 27
- Reviewed the NSRP financial reports.
- Attended the health screening event held at the Pecan Campus and conducted by NAH Division students, September 28
- Attended the Strategic Priority #3 Discussion, September 29
- Worked on duties for the Carl Perkins Grant and other active grants.

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Level 1 RNSG students hosted an informational session at the Pecan Campus on violence prevention and recognition. They used poster boards and a PowerPoint presentation. In addition, they performed checks on vital signs, oxygen saturation levels, and body weight, September 14
- Level 2 RNSG 2161.A01 students hosted an informational session at the Pecan Campus on hypertension. Students gave attendees an overview of the condition and information on causes and prevention. In addition, they provided blood pressure checks, September 14

- Level 3 RNSG 2260.A01 students hosted an informational session at Southwest Key Casa Oasis on suicide prevention and recognition. Students presented to 40 attendees on the topic, September 19
- Advisors attended the PSJA College Night event which 700 students attended, September 20
- Advisors attended the Vanguard College Night Out event which 300 students attended, September 20
- Level 1 RNSG 1262.A03 and RNSG 2361.A01 students participated in a health awareness event at the Pecan Campus. They took weight measurements, vital signs, glucose levels, performed COVID tests, and educated the community about the importance of exercise in daily life, September 21

- Level 2 RNSG 2161.A01 students hosted an informational session at the Holiday Heritage Village RV Park on hypertension. Students used poster boards and a PowerPoint presentation. They engaged attendees in a Q & A discussion and provided goodie bags with healthy snacks and other items. In addition, they provided blood pressure checks, September 27

Diagnostic Imaging Department

- Faculty responded to DMS and RADT Program student inquiries on a weekly basis throughout the month of September to include holding program information sessions for students.
- DMS Program received approval for the continuation of model patients for simulation purposes for FY 2022-2023.
- Faculty attended the Starfish Liaison Training, September 12

- Faculty began planning for Medical Ultrasound Awareness Month (MUAM) and National Radiologic Technology Week (NRTW) for DMS and RADT students in celebration of each scope of practice during the months of October and November.

Vocational Nursing

- Students completed their N95 fitting at Knapp Medical Center, September 8
- Faculty attended the ACEN Self Study Conference in Atlanta, GA, September 14
- Faculty attended and assisted with the VN Huddle for Level 1 students, September 21

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Attended a MS TEAMS meeting for Ascender Directors, September 6
- Attended a MS TEAMS COVID & Dual Sites meeting, September 7
- South Texas College Dual Credit Programs Superintendents Leadership meeting at the Pecan Campus Student Union, September 8
- STC/UTRGV Joint Admissions Agreement Signing Ceremony at the Pecan Student Union, September 14
- Dean held a Program Chairs' meeting. Special Guest were Bradley Davis and Serkan Celtek who discussed IE Plans in anticipation of the Oct. 7 deadline, September 14
- Attended a MS TEAMS meeting for CCAMPIS Evaluation year 4 to review grand objectives for FY21-22, closing out this cycle of CCAMPIS grant, September 27

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- Parent Orientation held at Mid-Valley Campus Child Development Center 10:00 am in person for parents enrolled. Parent handbook and CCAMPIS program were reviewed, September 19
- Parent Orientation held via TEAMS for parents enrolled at the Mid-Valley Campus Child Development Center. Parent handbook and CCAMPIS program were reviewed, September 15
- Nutrition & Physical Activity Classes for Mid-Valley Child Development Center parents. Topics will include Introduction to Eating Smart; Plan, Shop, Save; and Fruits & Veggies. Sessions sponsored by the Hidalgo County Health and Safety Department, September 9, 16, and 30

- The South Texas College Mid Valley Campus Child Development Center continues to implement new studies as we go into our fifth week into the Fall semester. Teachers have started lessons on themes such as All about Me, Community Helpers, Shadows, and even celebrated 16 de Septiembre by dressing up in the traditional Mexican clothing and sharing foods from the Mexican culture. Some of our children are taking weekly walking field trips to our Mid Valley Campus Library so that they are exposed to literacy. We are looking forward to planning more Fall outdoor events this year, which will include parent-child activities and STC student-led activities, which will be in coordination with our STC Child Development department.

Education

- The Education Department presented to a group of 40 high school students from Sharyland Pioneer High School and Sharyland High School. These students are Education majors and plan to complete their associate's degree in Education at STC after their high school graduation. Chair and Faculty presented on the three associate degrees the Education Department offers and the articulation agreements/transfer options available for students, September 13

- Representatives from Starr Student Activities and Wellness presented to EDUC1300 class is beginning a semester long service learning project focused on motivational behaviors and aligned with STC's core objectives. SAW presented opportunities for collegiate involvement such as Student Government Association, Student Leadership Academy, and volunteer opportunities at the Food Pantry, September 19

- Students in EDUC 1300 courses created vision boards as a concrete reminder of where they are trying to go in life and to help maintain motivation and to inspire them to take daily action in moving close to reaching their goals. Some of the goals included on their vision boards are their learning goals while here at STC. These goals are specific and measurable with an end point in mind. This project came after a module on Motivation and Values/Goals.

- The Education Club in Starr county had their kick-off meeting. They celebrated with food and drinks, and elected their officers for the 22-23 academic year. The advisor is working with the officers to plan some amazing activities related to the field of education, September 26

- The Education Club at Mid-Valley Campus, met this week to plan their first fund raiser. Students will be selling goodies during lunch in the G building. The Education Club at Mid-Valley Campus is the first student club to become active and involved on campus according to MVC Department of Student Activities, September 27

- Education Faculty invited Mr. Julio Ojeda to present to their EDUC 2301 students on assistive technology. Mr. Ojeda reviewed the different types of AT devices that are available for students with disabilities and showcased some high-tech devices used by the College such as the Amigo HD. He also reviewed the features of text-to-speech programs such as Read&Write for Google Chrome and Microsoft's Edge Web Brower. Mr. Ojeda also showed students the different type of caption availabilities for videos and presentations. Students were surprised to learn that some big media and entertainment companies have encountered legal issues over accessibility and services for individuals with disabilities. It drove home the idea that as future educators, they must take great care to ensure their teaching and learning materials are accessible and appropriate for their students with disabilities. It was a very informative session Students and Faculty are extremely appreciative of Mr. Ojeda's time and preparation.

Political Science

- The Department held at the Pecan Campus Courtyard a register vote drive, September 19-21

Psychological Science

- All-day kickoff of this year's Distinguished Leadership Academy (DLA) at La Quinta Mazatlan. Psychological Science faculty is one of 12 faculty/staff participants of the Distinguished Leadership Academy 2022-2023 cohort. The all-day kick off included introductions, group interactive activties and discussions, and presentations on the topic of transformational leadership. There was also an overview of the project plan that will be presented on prior to completing the academy, describing a challenge South Texas College is facing with supporting research and documentation. The proposed project should tie in to the college's strategic plan. Other topics for future monthly sessions include: organizational culture, emotional intelligence, management skills, decision making for student success, collaborative leadership, stategic planning, motivational leadership, effective communication, and servant leadership. The graduation ceremony will be in June 2023, September 8

- The department was trained by the Career and Employer Services office on two initiatives that the faculty from PSYC 1300 will be implementing. Other faculty were also encouraged to incorporate these initiatives into their courses. The first was the Grow with Google program that allow students to complete digital certifications and explore career paths as part of the HSI Career Readiness Program. The second training for faculty consisted of the iGrad finance program that provides financial literacy to students by the completion of various finance modules. Faculty teaching PSYC 1300 were demonstrated the required modules for students and the ways it would tie into the current curriculum used, September 9

- In support of National Suicide Prevention Month, Mid-Valley campus hosted a 1-2-mile "Out of the Darkness" walk to raise awareness and funds for suicide prevention. Faculty organized the effort in coordination with the American Foundation for Suicide Prevention. Numerous faculties assisted and volunteered to make the event a huge success. Adjunct faculty assisted in preparation of the event Faculty assisted with sign-in, and distributed over 100 tee shirts donated by the Office of Student Affairs. Guest speakers, Dr. Orlando Rodriquez, and Alex Sarabia. Also speaking were State Representative Armando Martinez, and American Foundation for Suicide Prevention representatives, Julissa Chavez, Chair and her teammate, Jewels. Psychological Science Faculty member led a walking team comprised of her Learning Frameworks class. Social & Behavioral Sciences Dean participated with his wife. Fifteen walking teams, totaling165 walkers, participated in the event and raised $2,960.70 for suicide prevention, September 10

- The Starr County Campus Psychology Club participated in two separate social media collage to celebrate kicking off its 14th consecutive year. The Starr Psych has been continuously and consecutively active over the last 14 years, including the last two years of the pandemic. For the past year, there have been virtual activities and some in-person activities as well, and that's the plan for fall 2022. and National Suicide Prevention Month. Each member that decided to participate took a picture of themselves holding a paper with a word that completed the following phrase: "Suicide is never the solution. Get professional help when needed." Information such as the suicide prevention lifeline 1-800-273-TALK (calling / texting 988) and the website was also provided. The collage was posted on Starr Psych Club official social media Facebook and Instagram pages, and members also shared/posted it on theirs to bring awareness. September 14-18

- The annual orientation for majors took place and was a great success. Students were able to attend in-person or remotely via Teams. Several presenters shared information about advising, degree works, transfer, student life, and more. Four transfer representatives were present to answer questions about transferring. The orientation was live streamed to the Mid-Valley campus as well, September 22

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Participated in a review of the ENGAGEI, communication product, September 1
- Participated in the AA Using Data for IE Plans and Beyond, workshop September 6
- Participated in the Learning Innovation Network session on competency-based education September 6
- Held a planning session for the distance-learning presentation template for fall presentations, September 7
- Attended the Dual Credit Superintendent Leadership Meeting, September 8
- Participated in the inside track DHSI grant meeting, September 8, 16
- Participated in the AAC &U-IOER team, check-in and mentoring meetings, September 8, 16, 20, 22
- Provided student support specialist, academic coaching, and instructional designer coaching, September 12
- Collaboration meeting with the library leadership team, September 12, 28
- Attended the STC/UTRGV Joint Admissions Agreement signing ceremony, September 14
- Participated in the Suitable portfolio planning meetings September 14, 27
- Participated, ITK/STC Manager Trusted Communicator Training, September 15
- Participated in the Bachelors Recruiting meeting, Sept 22

DIRECTOR'S REPORT:

- Develop and implemented an On-Call schedule for the department to follow for afterhours and weekend support for the month of September and October, September 1
- Participated in the Banner User Groups Committee meeting, September 13
- Participated at the Suitable – South Texas College Implementation Meeting, September 14
- Participated at the Frontline Customer Service: Lessons Learned in Online & Face-To-Face Communication Workshop, September 15.
- Implemented configurations for Blackboard Analytics pyramid to be on SAAS, September 15
- Develop faculty certification report for Dean of Distance Learning, September 15
- Develop plan to implement new reports to the Distance Learning Portal, September 15
- Participated at the Apprenticeship Graduation and Grant Award Ceremony, September 21
- Attended the Apprenticeship Texas 2022 Conference, September 22
- Participated at the Victory XR Meeting, September 28
- Participated in the Concourse LTI 1.3 Integration meeting, September 28

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for all Fall 2022 courses and faculty/student enrollments through ILP Admin, September 1-30

- Batch upload for all drop students in term Fall 2022 courses through the Blackboard integration, September 5, 12, 19 and 26
- Converted pending original Fall 2022 courses to Ultra view, September 1-30
- Created 28 Fall 2022 Crosslist requests in Blackboard, September 1-30
- Updated information modules and pop-ups in Blackboard, September 1-30
- Updated the institutional hierarchy for all Fall 2022 term, September 1-30
- Updated Blackboard Assist resource page, September 1-30

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	613
Helpdesk Phone Calls from DL Staff:	353
Social Intent – Distance Learning Chat	121
Blackboard Support Chats/Calls:	152
Total	**1,239**

- **Trainings/ Workshops/ Professional Development**
  - Trainings:
    - Distance Learning Student Success Team participated in Inside Track One-to-One Training, September 8
    - Distance Learning Student Success Team participated in Inside Track Training, September 16
    - Distance Learning Student Success Team participated in Mongoose Training, September 27
  - Workshops:
    - Facilitated Understanding Your Blackboard Course Requirements Workshop, September 1
    - Submitting Your Blackboard Assignment, September 2
    - Workshop: Managing Your Course Content, September 8
    - Facilitated Workshop: Blackboard Ultra Open Labs, September 9, 16, and 30
    - Workshop: Blackboard Ultra Using Release Conditions, Visibility Features, and Accessibility Via the Roster, September 12-15
    - Participated in the Starfish Liaison Workshop, September 13
    - Participated in Supporting Students with Disabilities Part 1 Workshop, September 15
    - Presented Using the Online Communication Tools Workshop, September 15
    - Facilitated Understanding Your Blackboard Gradebook Workshop, September 16
    - Participated in Compensation Study – Information Session, September 15 and 20
    - Facilitated Workshop: Introduction to Gradebook, September 19-22
    - Workshop: CLE & Distance Learning Academic Coaching Information Session, September 22
    - Facilitated Faculty Academic Coach Information Session, September 22
    - Interactive Reading Workshop, September 27
    - Team facilitated Course Reports, Accessibility Score and Organize your Course list View, September 26-29
    - Participated in the Supporting Students with Q&A workshop, September 29
    - Team participated in the Transfer Advising Academy, September 30
  - Professional Development:
    - Distance Learning Student Success Team participated in the Success Coaching for Struggling Students Live Webinar, September 13
    - Distance Learning Department participated in College-Wide Professional and Organizational Development Day, September 23
  - Events:
    - Distance Learning Student Success Team presented Blackboard Orientation to Vanguard Beethoven, September 1
- **Student Success Activities:**

Type of Service	Number of Students Visit

General Advising	136
Telephone/ Text Contacts:	62
Virtual Campus Advising Email:	93
Radius Inquires:	122
BB Orientation Certifications	600
Social Intents – DL Chat	8
Academic Coach Sessions:	18
Email Reminders Sent:	145
Total:	**1,184**

DISTANCE LEARNING MEETINGS:

- Distance Learning Technology and Student Success Weekly Meeting, September 1, 8, 12, 14
- Met with PR Director, September 1
- CLE Manager to review OPOD requirements for Academic Coach Info Session, September 13
- Veteran Affairs to discuss Veterans/ Military Students, September 14
- Team participated in Student Support Team Meeting, September 14
- Instructional Designer participated in the Physical Science Department Meeting, September 16
- Team participated in National Distance Learning Week Brainstorm Session, September 19
- Participated in Support for Online Veterans and Military Students Meeting, September 21

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

DEAN'S REPORT:

- Dual Credit Programs Leadership held a follow-up meeting with Roma ISD Administration to discuss the next steps in expanding the dual credit program offerings, September 7
- Dual Credit Programs hosted its Annual Superintendent Leadership Meeting with 16 districts represented to receive the most updated information on Dual Credit, Interlocal Agreement Updates, and Promise Program Announcement, September 9

- Dean coordinated the STC Promise Program: Planning Work Session with Economic Mobility Systems, September 9
- Dual Credit Programs hosted its Annual Dual Credit Programs Leadership Meeting with 112 attendees who received Dual Credit Updates, Enrollment and Student Services Presentation, and Success Metrics Presentation, September 10
- Dual Credit Programs hosted its first Prepare to Become a Dual Credit Faculty Workshop with over sixty attendees from partnering school districts, September 10

- Dual Credit Programs hosted its 2nd Annual Mexico Schools Partnership Virtual Meeting to discuss the updated information in preparation for the upcoming academic year, September 20
- Dual Credit Programs hosted Hidalgo ISD Success Metrics Workshop with fourteen administrators and counselors to review current data and determine future interventions, September 22
- Dean hosted a meeting with Rio Grande City Grulla ISD Dual Credit Programs to review the latest data and plan for future program expansion, September 26
- Dual Credit Programs hosted La Joya ISD Success Metrics Workshop with over twenty administrators and support staff to review current data and determine future interventions, September 29

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Department hosted its Annual Counselor Update to kick off the 2022-2023 Recruitment cycle in which thirty-five (35) High School Counselors and School District Administrators attended the event. Staff provided the

recruitment timelines, reviewed changes to the application requirement, conducted a detailed step-by-step application overview, and provided a program development survey, September 13

- Staff conducted the following case management for Dual Enrollment Academy Program Students:

Campus	Case Management
Pecan Campus	23
Mid Valley Campus	5

- Staff conducted over six hundred-degree audits for dual credit students on Career & Technical Education Pathways.
- Staff attended the Region One CTE Directors/Leaders Network Meeting and provided a presentation with the most updated information on CTE Programs, September 22
- Staff conducted the following Dual Enrollment Academy Program's Recruitment/Information Sessions:

Date	High School	Delivery	Attendance
September 29	Mercedes HS (Parent Presentation)	In-Person	5
September 29	Donna HS (Parent Presentation)	In-Person	25
September 30	Mercedes Early College Academy	In-Person	85
		Total	115

- Staff hosted Friday Workshops for Dual Enrollment Academy Students at the Mid Valley and Pecan Campuses, September 30:
  - Mid Valley Campus:
    - Sixty-seven (67) Program Juniors attended a time management workshop hosted by Program Staff, which focused on providing students with tips on how to prioritize work, create a daily schedule, and other helpful strategies.

    - Thirty-six (36) Program Seniors attended a presentation hosted by the University, Transfer, and Articulation Center, which focused on assisting students with learning about transfer opportunities, admissions requirements & timelines.
    - Twenty-five (25) Program Juniors and Seniors attended a workshop hosted by Counseling & Accessibility Services Department Staff, which focused on mental health and stress management.

  - Pecan Campus:
    - Thirty-one (31) DEMSA Students attended a workshop hosted by Texas A&M University – Irma Rangel College of Pharmacy, which consisted of an overview of the profession, program admission requirements, and timeline, curriculum information, as well as scholarship/financial aid opportunities.
- Staff attended a meeting with UTSA PREP Assistant Site Director to introduce staff, discuss the development of a new Memorandum of Understanding (MOU), and the status of TEA curriculum re-approval process, September 28

DUAL CREDIT ACADEMIC PATHWAYS:

- Director held meeting with Dual Credit Enrollment Staff to review the modified applicant report to better information ISD's to improve enrollment process, September 6
- Director attended a meeting at Roma ISD to discuss dual credit program processes and provide answers to program questions, September 7
- Director and Coordinator held a virtual call with La Joya Instructional Leadership to discuss student data and actions needed for improvements, September 8
- Director attended the Superintendent Leadership Meeting and presented at the Dual Credit Leadership Meeting on student resources, September 9
- Department attended a meeting to share best practices during an Enrollment Process and Procedure Meeting, September 13

- Director hosted a call with La Joya College Readiness Team to discuss GPA and advising strategies. The director shared GPA reports and advising expectations for students.9-14-2022
- Director and Coordinator met with Distance Learning Director to discuss the rollout of the Transfer Advising Video/Presentation for SB25 Compliance, September 21
- The following Meetings were held and/or attended by Staff:

Meeting Type	School/ISD
12th Grade Degree Audits	Mercedes ECHS
Progreso CTE Welding walk though	Progreso ISD
BlackBoard Orientation	Vanguard Mozart & Rembrandt
BlackBoard Orientation	PSJA North & Memorial
12th graders degree audits	Vanguard
11/12th grade audits	La Villa ECHS
12th grade audits	Sharyland A3
12th grade audits	La Villa ECHS
12th grade audits	Sharyland A3
12th grade audits	Edcouch-Elsa ECHS
12th grade audits	PSJA Southwest
12th grade audits	Weslaco East
Degree audits	Weslaco CTE 21st Century
Degree audits	Mercedes T-STEM
Degree audits	Jimmy Carter ECHS

DUAL CREDIT SCHEDULING AND ENROLLMENT SERVICES:

- Director and Staff attended and presented at the Dual Credit Leadership Meeting, September 9
- Director, Coordinator for Dual Credit Enrollment Services, and Enrollment Team hosted the La Joya High School at the Pecan Campus for Introduction and Orientation of the Dual Credit Program; 61 students attended, September 28
- Director of Dual Credit Scheduling and Enrollment Services and Coordinator for Dual Credit Enrollment Services attended the Introductory Meeting with Weslaco ISD, September 29
- Dual Credit Programs Scheduling and Compliance Assistant is running an Argos Reports after FLAC – PEPCAP by Human Resources Office which included 792 records extracted.
- Dual Credit Programs Scheduling and Compliance Assistant completed the FLAC Mini-Semester process.
- Scheduling staff is accessing the Spring 2023 Dual Credit Schedule rollover with the assigned faculty to open for requests on October 17
- Enrollment Specialists continued assisting all schools and STC personnel with Fall 2022 registration:

Application Drives	
High School	**Date**
PSJA Ballew ECHS	September 7, 2022
PSJA Ballew ECHS	September 8, 2022
La Joya TSTEM ECHS	September 12, 2022
La Joya TSTEM ECHS	September 14, 2022
Edinburg HS	September 14, 2022

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Team attended Monthly STC Tech Support Committee Meeting, September 14

ACADEMIES AND TRAININGS:

- Instructional Coach facilitated the *Coffee Collaborative: Coming Back to the New Normal*, September 2

- Instructional Coach facilitated the Kick-off session of *Teaching and Learning Academy* (TLA), the first of seven-session academy, September 7
- Associate Dean and Instructional coach facilitated the Kick-off session of *Distinguished Leadership Academy* (DLA), the first of ten-session academy, September 8
- OPOD assisted with the facilitation of session one and two, *Faculty Classification* workshop, September 9, 30
- Instructional Coach facilitated Teaching and Learning Academy, September 15, 28
- Instructional Coach assisted with the facilitation of *Supporting Students with Disabilities*, Part 1 of 6, September 15
- Associate Dean facilitated the Kick-off session of *Chair Academy*, the first of seven sessions, September 16
- College Wide Professional Development Day – approximately 1,336 participants attended the session both virtually and in person. The bi-annual event was held at the McAllen Convention Center. Keynote speaker, Mr. Dakota Pawlicki, presented on the topic, *It's a system thing, not a single thing*, September 23
- Associate Dean facilitated Chair Academy, September 30

PROGRAMS IN DEVELOPMENT:

- Adjunct Dual Credit Professional Development Day, January 2023
- College Wide Professional Development Day, January 2023
- FOCUS Academy, February 2023
- ACTA Academy, February 2023

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mr. Montez was involved with several departments and organizations district-wide.
    - Attended STC/UTRGV Joint Admissions Agreement Signing Ceremony, September 14
    - Attended MVC Bldg. A Culinary Renovation Construction Meetings, various dates
    - Attended Weslaco Executive and Chamber Board Meetings, September 20
    - Attended College Wide Professional Development at McAllen Conv. Ctr., September 23
    - Attended Academic Council Meeting, September 26
    - Attended Veteran's Day Celebration Committee Meeting, September 27
- Continuing Education hosted CPR Courses for community organizations, September 12 & 13
- Continuing Education hosting GED Courses (tutoring/testing) for the community, various dates
- WIC Mobile Clinic visited the campus, September 20
- Vaccination Clinic was held in cooperation with Texas Health and Human Services, September 29
- Psychology Department collaborated with the American Foundation for Suicide Prevention to host a Suicide Prevention Walk for STC Faculty, Staff and the local community, September 10

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
    - Attended Ribbon Cutting: Peter Piper Pizza Remodel Celebration, September 8
    - Participated in Weslaco Museum Board of Directors Meeting, September 8
    - Attended Ribbon Cutting: Good Axe Time, September 16
    - Valley Business Review Interview with Mr. Ricardo Cavazos, September 27
- RGV TASO Football Organization hosted bi-monthly meetings for local officials, September 12
- RGV Down Syndrome Association Parent Monthly Meeting was held, September 12
- Nutrition & Physical Activity Classes hosted by Hidalgo County Health and Human Services Dept. for Child Development Center Parents and STC Faculty and Staff, every Friday
- RGV TASO Football and Baseball organizations hold meetings for local officials, various dates
- Bellevue College Representative hosted an information table and provided transfer assistance to students, September 14
- VIDA Careers hosts several workshops for STC Students; help and incentives are available, various dates

ENROLLMENT ACTIVITIES:

- Mr. Montez met with Automotive Department Chair, Richard Wade, regarding registration/promotion issues and strategies., September 29
- Student Activities and Wellness Department host various events for students.
    - "Donut" Panic Cold Coffee and Donuts for Students, September 1
    - "Get the Scoop" Banana Splits for Students, September 6
    - Food Pantry Volunteer Training, September 6
    - 9/11 Remembrance, September 8
    - Field Day/Outdoor Activities for Students, September 13
    - Hispanic Heritage Event, September 15
    - Ping Pong Tournament, September 29

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended contractor bid process for Automotive Program new construction and HVAC expansion.
- Met with IE Department discuss data for mid-biennium report also for campus student success data for BASOL students.
- Met with Business Office to discuss proposed Art Work mural commission for local artist.
- Attended monthly Starr County Community Coalition meeting with mission to keep young people off of drugs & alcohol.
- Held in person discussions and submitted annual evaluations to HR for staff.
- Coordinated and held annual 9/11 Remembrance Ceremony for faculty/staff/students.
- Met with Director of the Starr County Community Coalition to gather sponsors for campus Veterans Day event to take place on November 10, 2022.
- Attended Joint Admissions Agreement signing event Pecan Campus.
- Attended South Texas Prevention Navigation Program Stakeholder Meeting with mission to help young adults with mental health services.
- Met with Director & Coordinator of RGCGISD to develop MOU for use of welding facilities as expansion on campus begins.
- Attended Starr County Flood District update event through Texas A&M AgriLife Extension Services.
- Met with Veterans Committee to discuss catering possibilities for November Event.
- Attended Starr County Industrial Foundation Board of Directors meeting.
- Met with Art Department chairperson to discuss commissioning art work for building E.
- Attended Veterans Day celebration Committee meeting with VP of Student Services college-wide.
- Attended Art Exhibit in Library for Roma ISD students and administration.

COMMUNITY ENGAGEMENT:

- Student Government Association Kick Off Event, September 7 & September 8
- 9/11 Remembrance Ceremony, September 8
- BSP Council Meeting, September 12
- Men's Prayer Breakfast, September 13
- Lion Club Training Session, September 16
- River Basin Flood Study Starr County Workshop, September 16
- Facility Operation & Maintenance Manager's Meeting, September 19
- Texas A&M AgriLife Extension Services, September 20
- Student Activities & Wellness Presents Loteria Day "Celebrating Hispanic Heritage Month", September 21
- Student Activities & Wellness Presents "Dr. Strange Movie", September 21
- Student Activities & Wellness Student Leadership Academy Workshop, September 22 & September 29
- Student Affairs & Enrolment Management Information Booth, September 22
- Staff Meeting, September 22

- Professional and Organizational Development Day, September 23
- AVANCE Professional Development Day, September 26
- Rio Grande City Grulla ISD CTE Staff Development Day, September 26
- Starr Co. Industrial Foundation Digital Literacy, September 28
- Star Fish Training, September 28
- Pop-Up Libraries, September 28
- Biology Club meeting, September 28
- 7th Annual Starr County Campus Psychological Science Major Orientation, September 29
- Student Activities & Wellness "National Coffee Day", September 29

ENROLLMENT ACTIVITIES:

- Prepared for priority registration by advising select students in advance.
- Worked with Math Department faculty to provide tutoring and academic success resources.
- Continued working with Ascender students to enroll for Spring semester.
- Participated as guest speaker in GED class to encourage students to persist.
- Arranged guest speaker for community stakeholders to give information on continuing education possibilities.
- Began discussions with school districts to participate in high school recruiting events for Spring semester enrollment.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended the "Using Date for IE Plans and Beyond Workshop" for the Academic Advancement area; presentation was conducted to show the different options available for data usage in the IE plans, September 6
- Attended the Curriculum Management - Workforce workshop for the department chairs which covered the curriculum revision process and the use of the WECM database, September 8
- Attended the Scheduling Management workshop for department chairs which covered the scheduling process and use of resources to modify schedules for each term, September 9
- Met with Director of Continuing Education, Director of IE, Assessment & Accreditation, and the Dean of IE/RAS to discuss the Patient Care Administrative Technician non-credit proposal and provide feedback on areas where further clarification was needed, September 12
- Participated in meeting with Dean of Liberal Arts and faculty to discuss the potential of developing the Digital Video and Cinema Production degree. We discussed the development process as well as the occupations mapped to the potential award and next steps in the preliminary research stage, September 12
- Attended the Banner User Group Meeting where scheduled downtimes were discussed, September 13
- Met with the Curriculum & Scheduling Coordinator to review and update the Mid-Biennium report; created action plan to assign tasks to collect data to summarize findings, September 13
- Met with the Program Coordinator for Cosmetology to discuss syllabi creation and walk through the steps to develop the content, September 19
- Facilitated the College-Wide Curriculum Committee Meeting, September 20
- Met with the Director of Continuing Education to discuss modifications to the non-credit Patient Care & Administrative Technician certificate based on feedback from the SACSCOC Liaison, September 21
- Attended and presented at Academic Council on updates in the Curriculum Department regarding HB2504 status and the non-credit Patient Care & Administrative Technician certificate, September 26
- Met with the Curriculum & Scheduling Coordinator to review the department's Risk Assessment Matrix and discuss modifications, September 28
- Met with the Biology Department Chair and developer for the Biotechnology AAS to discuss changes to the program development process and discuss the viability of the Biotechnology program, September 28
- Met with the Concourse vendor and Director of Distance Learning to test the application of LTI 1.3 in Blackboard and discuss the communication plan for Spring 2023, September 28

- Met with the IVPAA to discuss the modifications to the program development process and feedback from the SACSCOC Liaison, September 29
- Attended the board meeting for the Texas Community College Instructional Administrators (TCCIA) and discussed preparations for the Annual Meeting in Summer 2023, September 29
- Worked on creating the "My Advising Plan" syllabus for Fall 2022 for the QEP project; uploaded data feeds for the FTIC student cohort.
- Worked on extracting the Course Feed reports from the Concourse application and provided to the Dean of Distance Learning, as per their request.
- Worked on converting 26 courses and their sections for Spring and Summer 2023 into Degree Works prerequisites; the overall total of the conversion project is at 95% completion as if 9/9/22 and the only items pending are the linked sections.
- Reviewed and finalized updates to the 2022-2023 Faculty Handbook; provided a draft copy to the OVPAA for review.
- Worked on Concourse audits to correct section codes and hide inactive courses.
- Reviewed the PowerPoint presentation for the Scheduling Management workshop and provided revisions and feedback to the Curriculum & Scheduling Coordinator.
- Worked on the Fall 2022 Course Modality report for the IVPAA on Census Day to provide data on course offerings for various modalities at the institutional and division level.
- Continued working on the AY23 Concourse Calendar draft by completing the Summer 2023 activity dates.
- Completed the Summer 2022 End-of-Term syllabi status report to record completion percentage.
- Created the master syllabi templates for the Cosmetology courses in order for the program coordinator to start working on them to submit to the Texas Department of Licensing & Regulation.
- Worked on the Mid-Biennium Report for the 2021-2023 IE Plan.
- Began working on the Chair Academy Assignment and PowerPoint presentation for the upcoming Curriculum & Scheduling topic.
- Worked on and sent out the Syllabi & CV Compliance Reports to the department chairs and Deans. As of September 23, Syllabi was at 92.69% and CV was at 96.03 %.
- Completed the audit of the STC course inventory against the tracking list of course prerequisites that have been converted to Degree Works and finalized scribing of the remaining courses that were revised during the time of the project.
- Worked on the THECB survey regarding stackable credentials and prior learning assessment opportunities at South Texas College.
- Assisted the OVPAA's office with the mid-biennium report status for their goal regarding development of two programs during the IE cycle.
- Reviewed the September College-Wide Curriculum Committee minutes and sent to the committee members for review.
- Updated the EMSI data and wage data and completed a final review of the non-credit Patient Care and Administrative Technician certificate; forwarded proposal to the SACSCOC Liaison and OVPAA office for review.
- Worked on updates to the Program Development process and timeline to align with recommendations from the SACSCOC Liaison and OVPAA.
- Reviewed the Patient Care and Administrative Technician non-credit certificate and applied changes needed to address feedback brought up by the Director of Continuing Education, Director of IE, Assessment & Accreditation, and the Dean of IE/RAS.
- Worked on the Biotechnology AAS program development proposal and updated the job and wage projection data with recent figures.
- Worked on the PowerPoint presentation for the upcoming Institutional Leadership Council to present on the non-credit Patient Care & Administrative Technician proposal.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Held a meeting with the Curriculum Specialist to discuss the WECM published updates to ensure mandated changes are communicated to the respective department chairs, September 6, 2022
- Attended the Banner User Group (BUGs) meeting to obtain updates on upgrades and upcoming projects, meeting held on September 13

- Attended a meeting with the Curriculum Director to review and begin updates to the IE Plan and Mid-Biennium report on September 13
- Attended a Mid-Biennium Report – Curriculum Goal Discussion meeting with the Director of Curriculum and Director of Institutional Effectiveness, Assessment & Accreditation on September 19
- Moderated the College-Wide Curriculum Committee meeting; worked on the College-Wide Curriculum Committee and Division Curriculum Committee membership files and minutes, September 20
- Met with the Department Chair for Cybersecurity to discuss the WECM mandated changes and next steps on submitting a curriculum revision request, held on September 21
- Met with Director of Curriculum to review and work on the annual department Risk Assessment Review on September 28
- Held a Curriculum Management Chair Training for Workforce Programs and had 32 participants in attendance, September 8
- Held a Curriculum Management Chair Training for Academic Programs and had 19 participants in attendance, September 8
- Held a Scheduling Management Chair Training for both Technical and Academic Programs and had 34 participants in attendance, September 9
- Attended CAT/CIM Reporting webinar to learn more on how the reporting tools are utilized by other Colleges, a workshop held by CourseLeaf on September 14
- Attended the domains webinar to obtain best practices on managing and creating domains, a workshop held by Concourse on September 15
- Attended the Fall 2022 College-Wide Professional & Organizational Development Day on September 23.
- Audited Fall 2022 minimesters and processed cancelations for zero enrollment, audit the internet and hybrid report to ensure accuracy in the course schedules.
- Worked on updating the new campus code to the off-site location (OSL) code for courses held at external locations for the Spring 2023 schedule.
- Worked on co-requisite linking requests for the Mathematics department. Audit the linking report to ensure accuracy in the scheduled co-requisites.
- Processed requests from the CLE and Cashiers department to tag course sections with specific attributes related to student fees.
- Audited the Eligibility and Certification Approval Report (ECAR) and began creating the Department of Education (DOE) approval notice as requested by the Director of Student Financial Services.
- Worked on agenda and packet for the College-Wide Curriculum Committee meeting to be held on September 20, 2022.
- Worked on updating the 2022-2023 Faculty Handbook to include revised Uniform Class Times, guidelines for scheduling classes for expanded meeting times, and the College Service Hours chart to ensure revisions are accessible to faculty via handbook.
- Worked on the Concourse Training for Chairs PowerPoint slides and training outline in preparation for a scheduled workshop in October.
- Processed Spring 2023 1st Review & 2nd Review schedules for 4 departments and audited percent responsibility assignments, off-site offerings to apply the new campus code, instruction mode & CBE offerings.
- Processed Summer 2023 1st Review schedules for 13 departments; audited the Uniform Class Times, CBE offerings and attributes.
- Worked on the modality audit report to establish a baseline for reporting on the Substantive Change Policy regarding changes in course modalities for programs.
- Continuing with the ACGM/WECM audit of courses to ensure course titles, course descriptions, and lecture/lab hour combinations are following THECB.
- Worked on the Risk Assessment Review and completed updates for the scheduling and curriculum areas of the department.
- Reviewed and updated Department Chair permissions in SmartEvals to ensure any newly appointed chairs have access to the course evaluations and reports as needed.

Sessions	Results
N5 & N9	24%
D2 & K1 & M6 & M9	24%

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Participated in Academic Advancement: Using Data for IE Plans and Beyond Workshop, September 6
- Facilitated Suitable, ePortfolio, onboarding collaborative meeting for the Education and Organizational Leadership department chair to begin defining competencies, September 7
- Met with Suitable to review milestones and preparation for upcoming training meeting, September 7
- Met with IT Applications Manager to review pending service tickets and set fall 2022 timeline for JagPRIDE data loads, September 7
- Met with IT Applications Specialist to troubleshoot master data and Argos core objective reports, September 8
- Met with Helio/AEFIS representatives to discuss application updates and possible assessment management platform and reporting solutions, September 8
- Met with the Education department chair to draft mission, gap analysis, and competencies with aligned EDUC 1300 activities, September 8
- Met with PR to review possible future marketing, branding, and website ePortfolio integration, September 8
- Met with the Dean of Liberal Arts to review the Pathways and ePortfolio Projects, September 13
- Met with IT Specialist to review Argos data submission report, discuss options to improve accuracy/efficiency, September 13
- Participated in the STC/UTRGV Joint Admissions Agreement Signing Ceremony, September 14
- Participated in Preparing Professors for a More Digital World webinar hosted by Inside Higher Ed, September 14
- Participated in Suitable ePortfolio Implementation Meeting, September 14
- Participated in Customer Service: Lessons Learned in Online & Face-to-Face Communication webinar, September 15
- Met with IVPAA and Special Assistant to the Office of VP for Academic Affairs to discuss Academic Council agenda and ePortfolio, September 15
- Met with Suitable to provide implementation groups for targeted training and updates on project status, September 15
- Met with the Dean of Instructional Research, Effectiveness & Strategic Planning to discuss areas for improvement in preparation for the upcoming accreditation, September 16
- Met with the IVAPP and division deans to discuss upcoming due dates to close the loop on the 2020-2023 PLO Assessment Plans, September 19
- Met with IT Applications Manager to review ePortfolio implementation, September 19
- Met with the Cosmetology Program Chair to review the PLO Assessment Plan, September 20
- Met with the Dean of Liberal Arts to discuss the Interdisciplinary Studies programs in the scope of the Learning Outcomes Committee, September 20
- Met with IT Specialist to review Core Objective Argos reports and upcoming data loads, September 20
- Presented and participated in the College-Wide Curriculum Meeting to provide information on the Learning Outcomes Committee and facilitate liaison voting, September 20
- Met with IT Specialist to discuss and troubleshoot Core Objective Argos reports September 21
- Met with the Education Program Chair to develop the curriculum template draft for Suitable, September 21
- Met with the Psychology Program Chair to review the PLO Assessment Plan, September 21
- Met with IT Specialist to review Core Objective Argos Signature report, September 21
- Participated in the Fall 2022 College-Wide Professional Development Day, September 23
- Participated in the Design Thinking Principles for Complex Challenges workshop, September 23
- Met with the Special Assistant to the Office of VP for Academic Affairs to discuss the Suitable implementation and capital funding, September 26
- Met with the Program Chair of Patient Care Technician program to update the instructors of record in JagPRIDE, September 26
- Met with Dean of Distance Learning to discuss the ePortfolio implementation, September 26

- Met with the Organizational Leadership Program Chair to review Suitable curriculum template, September 26
- Met with the Suitable University Success Manager to provide project updates and prepare for next meeting, September 26
- Met with the IVPAA to discuss the reallocation of capital funding to support a Distance Learning project, September 26
- Presented and participated in the Academic Council Meeting, September 26
- Met with Helio/AEFIS to discuss the postponement of the assessment management platform research project, September 27
- Participated in Suitable ePortfolio Implementation Meeting, September 27
- Met with Suitable to provide project updates and request resources, September 28
- Participated in Strategies for a Holistic Student Experience workshop, September 28
- Participated in Connecting the Dots: Mapping Assessments to Learning Outcomes, September 28
- Met with the Computer Science Program Chair and faculty member to review PLO Assessment Plans, targeted improvement plans, and upcoming due dates, September 28
- Met with the Construction Supervision and Fires Science Program Chair and faculty member to review PLO Assessment Plans, targeted improvement plans, and upcoming due dates, September 29
- Met with the Cybersecurity Program Chair and IT Program Chair and faculty member to review PLO Assessment Plans, targeted improvement plans, and upcoming due dates, September 30

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access OneDrive Folders with spring and summer 2022 data. Audited PLO Summary dashboard to provide program chairs and faculty a quick reference guide of pending revisions and deadlines for each program. Reviewed PLO Targeted Improvement Plan submissions and followed up with program chairs. Provided program chairs and faculty training on Targeted Improvement Plans and OneDrive.
- 2021-2022 Staff Performance Appraisals – Provide team training on criteria and an opportunity to evaluate supervisor performance to improve department functionality. Completed staff appraisals were submitted to HR and the supervisor appraisal was submitted to the IVPAA.
- 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: Continued the review of Course Learning and Program Learning Outcome alignment in fall 2022 master syllabi.
- COP #3 High Withdrawal/Low Pass Rates: Provided the Biology, History and Psychology program chairs another copy of the Spring 2022 survey results to implement improvement plans by spring 2023. Offered a meeting to review the project and deliverables.
- Department Training: Provided team members training in the following areas; staff appraisals, closing the loop for PLO Assessment Plans, reformatting PLO Assessment Plans, Core Objective Assessment Plans, AA & AAS Interdisciplinary Studies PLO Assessment Plans, individual compensation plan review, and the Targeted Improvement Plan Report.
- ePortfolio: Coordinated training with Suitable University Success Managers, collaborated with the Education and Organizational Leadership Programs to provide updates, resources, coaching, and draft curriculum templates. Invited the ADN Program Chair to be a part of the pilot study. Collaborated with IT on metadata for the SSO integration.
- Handbook of Operations: Updated the following: Master audit report and data request guide.
- JagPRIDE Fall 2022 – Updated application and menu access for new program chairs, submitted mass activity inserts, opened application on September 19, 2022, collaborated with IT to troubleshoot aligned Argos reports and schedule data loads, updated announcement page with 2021-2022 due dates, created informational flyers shared via Faculty/Staff News, and revised application mapping.
- JagPRIDE Training: Provided in meetings with program chairs and faculty, tailored to unique needs of each program.

- Learning Outcomes Committee: Collaborated with division deans to complete the liaison elections from each meta-major and facilitated the College-Wide Curriculum Committee liaison votes. Preparing Teams channel for communication and future meetings with a draft of 2022-2023 agenda items and timelines.
- SharePoint – Project will reconvene in October 2022 with research on embedding JagPRIDE navigated tutorials without sharing visible faculty or student information. All video content will adhere to ADA guidelines.

Reports:

- 2021-2022 Core Objective Data Reports - Completed Communication, Critical Thinking, Empirical & Quantitative, Social Responsibility, Personal Responsibility, and Teamwork skill reports based on a four-point scale.
- 2021-2022 Interdisciplinary Studies PLO Reports – Collaborated with RAS to identify declared major students. Completed reports for the AA and AAS programs based on core curriculum data.
- Fall 2022 JagPRIDE PLO and Core Objective Master Audit Report – Drafted report and collaborated with IT to research options to add sessions to existing JagPRIDE reports.
- 2021-2022 PLO Target Report – Updated division reports for an overview of the status of all PLOs, reporting terms, and improvement plans.

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.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Sent out September ads to Texas Border Business and Mega Doctor News. Started email campaign to past sponsors that have not yet sponsored this year. Had a logistics meeting with ET, Culinary, Jazz at the Corinthian Event Center. Had tuxedo fittings for VS volunteers. Continued processing ANWTS donations.
    - Cash Donations: $46,600
    - In-Kind Donations: $30,300
    - Pledges: $13,600
- **Recruitment-** Attended Club Fair on the Pecan Campus on September 8th from 11:30AM – 1:00PM.
- **Meetings:** Held the Valley Scholars Monthly meeting on September 2nd from 11:00am-12:00pm via Teams.
- **Volunteer:** Had an Adopt – A- Highway trash clean up on Sept. 17th from 8:00-10:00pm.
- **Scholarship –** Sent Post-Census Scholarship Report to Financial Aid
- **Administrative –** Attended the College Wide-Professional Development Day on Sept. 23rd. Attended the Academic Council Meeting on Sept. 26 at 2:00pm. Updated and submitted draft of mid-biennium I.E. reports. Discussed potential of partnering with Promise Program for future recruitment efforts.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Attended Club Fair on the Pecan Campus on September 8th from 11:30AM – 1:00PM. Began cleaning and preparing Post-Census list of qualified students for Fall 2022 invitations.
- **Meetings** – Rescheduled General September Meeting to October 6th due to schedule. Held weekly meetings/check-ins with officer team to discuss progress on Honors in Action Project.
- **Administrative-** Sent reminders for monthly meeting. Moved various recent graduates from Active to Inactive/Alumni.

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program.
- **Administrative** –Discussed potential for turning SEAPHAGES courses with Biology and Dual Enrollment Academies into honors credit. Followed up with Honors Faculty regarding curriculum and syllabus questions.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Dual Credit Evaluation and Data Analysis Discussion, September 1
- Exploring the Meta-Major Discussion for Templates, September 6
- Starfish, VP, and GPS Monthly Meeting, September 7
- IT and Starfish Meeting, September 8
- Workshop # 248838, Blackboard Ultra, September 12
- Workshop # 248824, Get to know Starfish Presentation, September 12
- Workshop # 248829, Starfish Liaison Training, September 13
- IT and Starfish Meeting discuss Organizations, Roles & Relationships< September 13
- Workshop # 248831 Starfish Liaison Training, September 13
- TLA Presentation by Starfish Administrator, September 14
- Exploring the Meta-Major Discussion on Event Dates and Educational Technology, September 14
- CONNECTED: Session Check in and Presentation Review, September 14
- Workshop # 248957, Compensation Study, September 15
- Workshop # 248832, Starfish Liaison Training, September 16
- Business Administration Department Meeting, September 16
- Nursing Campus Faculty Discussion with Starfish, September 21
- Technology Campus Faculty Discussion with Starfish, September 22
- Pecan Campus Faculty Discussion with Starfish, September 26
- Academic Council Meeting and Presentation, September 26
- Orientation Session, The Guide, BPST and Liberal Arts, September 27
- EAB Connected Rehearsal Presentation, September 28
- Orientation Session, The Guide, NAH, September 29
- Orientation Session, The Guide, MSITB and SBS Division, September 30
- Starfish Account Rep and IT Organizations Overview & Data Push, September 30

PROJECTS:

- Meta-Major Event design and presentation template creation. Centralizing the process for the October events that will provide informational sessions for each meta-major. Focus will be to design the informational sessions to meet the inquiring needs of the First Time in College students
- 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.
- 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

- Note Type Creations for the Bachelors of Science Nursing, evaluation of options available for more documentation and student support within the Starfish Early Alert System

Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	7930
Flags Addressed:	350
Referrals: (Tutoring)	25
Notes:	4704
Total Number:	**13009**

OLIVIA DE LA ROSA

DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Presented Patient Care and Administrative Technician (PCAT) program to College-Wide Curriculum Committee and Academic Council
- Completed Department of Education monitoring review of our High School Equivalency Program (HEP) grant on September 21
- Started first bus driving class on September 6
- Started Leadership course for Border Patrol on September 2

PROJECTS:

- Working with Information Technology to finalize Fiber Optics Installer program
- Working on video editing course for Starr County
- Working on improving GED pass rates including revising curriculum

ASHLEY GONZALEZ
ACADEMIC INITIATIVES AND PROJECTS OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Office of Migrant Education (OME) Monitoring Review – HEP Grant, September 1
- RGV Partnership Leadership Committee Meeting, September 1
- Meeting to prepare for Perkins Workshops, September 1
- BPST Division Leadership Review of Perkins CLNA, September 2
- Meeting to discuss Hidalgo County Grant, September 6
- Office of Migrant Education (OME) Monitoring Review with VP of Academic Affairs– HEP Grant, September 6
- Academic Advancement: Using Data for IE Plans and Beyond Workshop, September 6
- Meeting with Dean of Institutional Research. Eff. and SP and Dean of BPST to discuss BPST Workshop Dive into Data, September 7
- RGV Partnership Follow-up Meeting over Leadership Committee, September 7
- Perkins Basic Time & Effort Meeting with BPST Dean & Manager, September 8
- Workforce Solutions Healthcare Taskforce Presentation, September 14
- Special Populations Workshop Session 1: Students with Disabilities, September 15
- Perkins Basic Virtual Site Visit Meeting, September 15
- Data Hub Meeting with Dean of Institutional Research. Eff. and SP, September 19
- Perkins Basic FY23 Strategies and Activities Meeting with BPST Dean & Manager, September 19
- Office of Migrant Education Monitoring Review – Entrance Conference, Tuesday, September 20

- Office of Migrant Education Monitoring Review – Administrative Management, Tuesday, September 20
- Compensation Study Open Forum - Executive Admin. Professional Info Session, Tuesday September 20
- Office of Migrant Education Monitoring Review – Budget, Wednesday, September 21
- Office of Migrant Education Exit Conference – Budget, Wednesday, September 21
- SACSCOC Presentation -Perkins Basic Data Planning and Compiling Meeting, September 21
- Texas Workforce Commission Apprenticeship Conference, Thursday, September 22
  (Sessions that I attended)
    - Skills-Based Hiring: Npower's Apprenticeship Model Upskill Non-Traditional Tech Talent from Diverse Communities and Setting Them on A Path to Generational Wealth
    - Pre-Apprenticeships: Preparing Our Workforce
    - Rap Sheet: A Step-By-Step Blueprint for A Successful Registered Apprenticeship Program
    - Apprenticeship Ambassadors: Supporting Industry, Connecting Workers, And Engaging Local Education Agencies in Registered Apprenticeships
    - Federal and State updates
- Texas Workforce Commission Apprenticeship Conference, Friday, September 23
    - South Texas College Apprenticeship: How and Why We Do It

PROJECTS:

- Worked with Deans, Program Chairs and Project Managers to finalize FY21-22 Advisory Committee Meeting Minutes. Produced audit results based on findings.
- Planning Stages: Developing a series of workshops for Perkins Basic Application FY24.
- IE Plan – Mid-Biennium Reports for Academic Affairs
- Comprehensive Operational Plan for Academic Affairs

ACADEMIC GRANTS:

- Office of Migrant Education (OME) Monitoring Review
- Awarding Kick-off Meeting: Texas Department of Agriculture, Child and Adult Care Program Application Renewal $50,526.70.
- Perkins Basic – FY 23, Planning for the procurement process for equipment under Academic Affairs sub divisions.
- Closing out Perkins Basic FY 22 Reporting.
- Closing out Work-based Learning Grant.
- Closing out NSRP Grant, collaborating with Dean Valerio for the submission of reports.
- Closing out Work-based Learning Grant – Developing Lessons Learned documents for FM.

MONICA PEREZ
ACADEMIC OPERATIONS OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Graduation meeting to discuss logistics for Fall 2022 ceremony, September 19
- Met with FPC to discuss proposed plan for Pecan Campus South and West portables, September 21
- Attended virtual meeting to discuss facilities agreement for Welding program expansion at the Starr County Campus, September 21
- Met with FPC and LA Dean to discuss new suite for Liberal Arts Division Office, September 21
- Attended virtual meeting to discuss Title IX student cases, September 21
- Met with Dean for Liberal Arts Division office in J Bldg. September 27
- Attended meeting for MVC Building A Culinary Arts Renovation Construction Meeting, September 28
- Met with CMAS staff to discuss and inspect PB24A/B, September 28

PROJECTS: INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES)

- 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: 90, OV, 45, NA, DC, and PS
    - Final SIAASGN/PEPFLAC for part of term: 1, K1, M2, M5, M6, M9, N1, N5, and N9
    - Total records uploaded: 1,690
- 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 121 furniture layout
    - Pecan Campus: Building P 3rd Floor- Classroom/Lab to Office Conversion
    - Pecan Campus: Building J 1st Floor- Classroom to Office Conversion
    - Pecan Campus: Building X 210- Office split (2 offices)
    - Pecan Campus: Building X 219- Office door relocation
    - Pecan Plaza: Continuing, Professional & Workforce Education
    - Pecan Plaza: Kinesiology Building
    - Technology Campus: Master Plan for buildings A and B; Cosmetology Program; Building B Automotive Lab Exhaust System; Exterior Solar Panels Structure
    - District-wide Portables: Finalized Institutional Moves for Faculty and Staff from PCN portables to building (office)
- Continue working on updating Grade Appeal Procedures
- Continue working on logistics for grade appeals received
- Continue working with HR on FY23 Staffing Plan (reclassifications)
- Begin working on identifying instructional science labs college-wide to comply with safety protocols

LISA ALEMAN
PROJECT MANAGER – ACADEMIC AFFAIRS

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

- Assisted Curriculum Department with PowerPoint presentation for PCAT Non-Credit Certificate
- Assisted Dual Credit Programs with Report of ISD Success Metrics
- Assisted PR with information for the following
    - Media Advisory for STC/UTRGV Joint Admissions Agreement
    - Press Release for Dual Credit Faculty Workshop
- Assisted with Transfer Center with review of Articulation Agreements
    - TAMUSHSC-COM
    - Columbia Southern University
- Completed updates and revisions for 2022-2023 CBE Manual
- Continued to assist with coordination "A Night with the Stars" Gala
    - Supervised invitation and ticket designs
    - Contacted previous sponsors
    - Created and distributed Faculty/Staff Email to promote event
    - Solicited donations for Silent Auction
    - Reviewed Marketplace options and functions
    - Communicate with Honorees and coordinate awards
    - Content for Event Information Brochure
    - Created PowerPoint presentation for Board Meeting
    - Finalized event logistics
    - Updated Program and Support Timelines
    - Supervised design and content for September ads
- Continued to develop progress report for Guided Pathways
- Coordinated September 2022 Academic Council Meeting

- Coordinated distribution of OSA Certificates

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: OCTOBER 1, 2022

SUBJECT: ACTIVITY REPORT FOR SEPTEMBER 1, 2022 THROUGH SEPTEMBER 30, 2022

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

Event / Project	Description
Pilot Training	Possibility to offer Aircraft Pilot Program to Career Training Programs
Bachelor Program Addition	Drafting legislation with Rep Terry Canales to ask for approval to offer additional bachelor program(s)
RCPSE Expansion	Review of master plan and existing acreage and potential land purchase for growth of Regional Center for Public Safety Excellence (RCPSE)

MEETINGS & EVENTS

- Board Meetings
- Board Committee Meetings
- Cabinet Meetings
- Pilot Training Website
- Tour Tech with Texas A&M
- RGVTA
- Superintendent Leadership Meeting
- Staffing Plan Leadership
- Patriot Day Event
- Faculty Senate Luncheon
- Rep. Terry Canales Meeting
- Broadband Funding Webinar
- STC and UTRGV Joint Admissions Signing
- MEDC Board of Director's Meeting
- DHSI Handoff Meeting
- RCPSE Trainings
- RCPSE Site Reviews
- McAllen Airport Event
- TAMUK Executive Director of Student Completion and Community Relations Meeting
- Parking Software Meeting
- Dual Enrollment Program Software Meeting
- MFTZ and FTZ Intermodal Meeting
- College-Wide Organizational and Professional Development Day
- Ellucian Meeting
- IRESP Meeting
- Mid-Biennium Report Update
- Corrections Academy Meeting
- McAllen EDC Meeting
- Workforce Solutions Tour
- RGV Focus Fall Retreat

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. Important Banner patches and upgrades have been placed in production so Coordinating Board reporting can be finalized. Cashiers were not able to complete the Student Financial Obligation testing due to the short period of

time to test. The Team is currently upgrading the database to Oracle 19c and will give Cashiers a month to complete their testing once the database has been upgraded. The Banner production database is scheduled to be upgraded on November 5. The Student Financial Obligation pages will be placed in production once the database has been upgraded. The Applications Development Team will continue to convert applications to Banner 9 through the rest of 2022 and will continue in 2023.

JAGNET

The Jagnet Content Committee had to be rescheduled to October 13 due to scheduling conflicts. The Team will showcase modifications that have been made in Jagnet and the Self-Service Banner from the feedback received at the Council of Chairs and Admissions. Once the modifications have been approved, the Team will make the modifications to Jagnet and Self-Service Banner the week of November 17.

DEGREE WORKS

In the September Banner User Group Committee, the timeline for the Degree Works upgrade was approved. The test environment will be upgraded in November and production will be upgraded in March 2023 before Summer and Rall registration opens. The Team will prepare the environment to achieve that timeline.

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 as well as to unlock and secure their accounts with multifactor authentication using their existing STC credentials.

The IT (Information Technology) 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 numbers of calls from students having password expiration issues have decreased. 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 Starr County and TJC (Tyler Junior College) locations; no issues have been encountered. The VMware Site Recovery Manager (SRM) and vSphere Replication solutions are being evaluated to automate and streamline the Banner server replication to TJC and allow to swap traffic between sites to make TJC an active site for business continuity and disaster recovery.

The IT Team continued to work on the server replication between STC Pecan datacenter and TJC datacenter. After successfully replicating a server, the IT Team began the replication of one of the Banner servers. The IT Team decided to begin with the Banner batch/job processing server. The Banner batch/job processing server was replicated without any issues, the next steps are to reconfigure the new server to point to the Banner databases at TJC.

The new module required for email notifications for the generator in Building M was purchased by the Maintenance Department. The IT Team will coordinate the configuration of the module and any other requirements for the email functionality.

VIRTUALIZATION PHASE II

The IT Team continues monitoring the utilization of software applications for this second phase of the virtualization project which allows students to use virtual software applications from any computer in the district by utilizing a link. The IT Team continues collaborating with the Open Labs staff to promote the utilization of the VDI (Virtual Desktops Infrastructure) labs.

The IT Team has been monitoring the usage of the instructional virtual environment for the Engineering Department and no issues have been reported.

The Team worked on upgrading the virtual desktop infrastructure connection servers to the latest release version. They also worked on renewing the Secure Socket Layer (SSL) certificate. The certificate is needed to create a secure/encrypted connection between the user's computer and the virtual environment.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Telephony Credits for DUO are exhausted, working on renewal our subscription. Temporary passcode was provided to those users that use phone call and/or text message to receive 2-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

- Completing our new FY annual Risk Assessments for both IT and InfoSec to have reviewed and approved by Dr. Plummer. A copy of the signed Risk Assessment will be 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

MEETINGS / TRAININGS

- Met with Dean Lozano to prepare the BPST leadership team workshop and discuss data needs
- Weekly IRE&SP Administrators Meeting
- Bi-Weekly Meeting with VP for ISPP&SI
- College-Wide Professional Development Day
- Value Assessment Process by FAS - Session to understand the needs of different college departments and offer software solutions
- CBE Tuition with FAS staff
- Dual Credit Programs Superintendents Leadership Meeting
- STC Promise Program: Planning Work Session with Economic Mobility Systems
- Staffing Plan Leadership Meeting
- SAEM IE Plans
- STC/UTRGV Joint Admissions Agreement Signing Ceremony
- Perkins Basic - Purchasing Discussion
- Centex Follow Up
- Workshop: Design Thinking Principles for Complex Challenges
- Seal of Excelencia Event - Washington DC
- STC Promise Program: Planning Work Session with Economic Mobility Systems
- Staffing Plan Leadership Meeting

- SAEM IE Plans

PROJECTS

- Data Management & Integrity Committee – Enrollment, international dual students, contact hours, THECB CB reporting
- College Readiness - English Discipline
- College Readiness - Math Discipline
- College Reorganization
- PCA Program Development Review
- InsideTrack + STC Role Clarity – Phase 2

MISCELLANEOUS

- Annual Performance Appraisals

DR. BRADLEY W DAVIS, DIRECTOR INSTITUTIONAL EFFECTIVENESS, ASSESSMENT AND ACCREDITATION

INSTITUTIONAL EFFECTIVENESS

- Support to Departments/Divisions for IE Plan Development 2021-2023 or 2019-2021 IE Plan Report Completion
    - IE plans (2021-2023)
    - Xitracs
    - Mid-Bi reports
- 2021-2023 Mid-Bi Tracking and Plan Writer List
- C.O.P. Status Report AY 2021-2022
- Xitracs Maintenance
- SACSCOC – Adjustments to align STC's new program proposal template
- IE Reports Data Support

MEETINGS / TRAININGS

- College-Wide Organizational Professional Development Day
- Title V - Hispanic Serving Institutions Grant
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning
- IEA Staff Weekly Meeting
- ERP Presentations
- Data Literacy Academy and Workshops
- President's Administrative Staff Meeting (PAS)
- Planning and Development Council Meeting (PDC)
- Post Census Reporting Meeting

FACTBOOKS AND DATA PORTAL

- Data Portal Update
    - High school enrollment to higher ed report and the Perkins data
    - Traditional enrollment and dual matriculation
    - Student enrollment composition by major and type (dual/traditional)
    - Fall enrollment by campus
    - Pass rates and grade distribution
    - Fall to fall persistence rates by major
    - Program complete placement rates

DATA REQUESTS, SACSCOC AND DATA SUMMIT

- Strategic Planning/KPI Data Support
- QEP Assessment Data Support – Fall 2022 cohort data update
- Ad Hoc Discussions with RAS and/or STC Constituent(s)
    - Grant requirements for student enrollment division Use of
    - OER materials
    - Relationship of non-credit programs with their credit counterparts
    - Continuing education programs and their enrollment
    - Challenges to mandatory advising
    - THECB practice
- Data Requests

- CBE course enrollment
- Fall 2022 census data (pass rates and persistence rates for Starr campus)

PROJECTS

- Enrollment Dashboard

MISCELLANEOUS

- Annual Performance Appraisal

SERKAN CELTEK, DIRECTOR RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Fall 2022 Campus Enrollment Report
- Fall 2022 Enrollment, Credit Hours, and Contact Hours
- IPEDS 12-Month Enrollment Survey
- IPEDS Completions Survey

SURVEYS

- Annual fraud survey
- Liberal Arts election survey
- Pharmacy Tech employer survey

DATA REQUESTS

- Academic Year (AY) 2021-22 Psychology Majors data (prior graduation, intent, earned hours, and transfer institution)
- Adult Learners Data
- Advanced Manufacturing Department - FTIC numbers - Falls 2021 and 2022
- Associate Degree Nursing Program Demographics
- AY2022 Advanced Manufacturing courses at Weslaco CTE ECHS
- AY2022 (by term) Enrollment, Contact Hours, and Semester Credit Hours by Course Type and Student Type
- AY21-22 Dual Seniors List
- Bachelor Programs data
- BAT Programs Persistence
- Board enrollment presentation updates
- CBE enrollment 2021-2022 with Instructor Info, Credit Hours, and Residency Code
- CLE IE SI and Non-SI Comparison Fall 2021
- CLE IE SI and Non-SI Comparison Spring 2022
- CLE - Supplemental Instruction (SI) and Non-SI Comparison Spring 2022
- Continuing Education Program Review
- Dual Credit Hours Per High School 2013-2022
- Dual Enrollment Academy program's students Fall to Fall persistence for 2021-2023 cohort.
- Dual Reynosa Schools data
- Electrician Technology program data for grant
- Fall and Spring Learning Outcomes Data split into majors
- Fall full/part-time enrollment at census
- Fall 2022 Adult enrollment number and percentage
- Fall 2022 Census enrollment break down
- Fall 2022 CRIJ majors
- Fall 2022 Enrollment by metamajor and student type
- Fall 2022 FTICs by metamajor
- Fall 2019 cohort 3-year graduation rates - INDS vs. All Other
- FISAP reporting 2021-2022 Award Year Enrollment
- Grant Application Data: Demographics and Financial Aid
- HEERF Funded Hotspot Program Grant Data: Target Cohort vs General Population GPA & Pass Rates Summer 2022
- HEERF Hotspot Grant Data for Summer 2022: GPA, Couse Completion…
- Historic Psychology Major Transfer Students: Graduate/Credits Earned/Transfer Institution
- Identify Mid-Valley students who've completed the required courses and to receive the Financial Wellness

- INTS majors Fall 2022
- Laptop Lending Program Grant Data: Target Cohort vs General Population GPA & Pass Rates Summer 2022
- Nursing Education Program Information Survey (NEPIS) Associate Degree Nursing
- Nursing Education Program Information Survey (NEPIS) Bachelor's Science Nursing
- Perkins Hot Spot Summer 2022 Grant Data
- Persistence of Students with Childcare Vouchers
- Public Administration (PBAD) Certificate Graduates Matriculation to PBAD Associate Program
- Registered Student MATH 0100 TSIA2 Diagnostic Test Score Placement
- Starfish Progress Survey Report by Divisions
- Starfish Tracking Spring 2022 and Summer 2022
- Starr County Campus - Student Persistence
- Summer 2022 Vocational Nursing graduates count
- Starr County Campus - Student Persistence
- THECB reports for TAB ORGL and TMGT
- Texas Pathways Institute - Fall 2021 students with zero earned hours
- Texas State Library Archives Commission Grant Data: Spring Academic Performance

MEETINGS

- Academic Council Meeting
- Accelerating Student Success Planning Grant Goals and KPIs Meeting
- Basic Needs Committee Meeting
- BUGs Meeting
- CCAMPIS Grant Data and Evaluations Meeting
- College Readiness Working Session (Creating Draft of questions)
- College Wide Professional & Organizational Development Day
- Data Management & Integrity Committee Meeting
- Discuss the CBE Tuition Meeting
- IRESP Weekly Meeting
- Library Grants' Data Collection
- Review and Discussion of College Readiness Workshop for English Discipline & Math Discipline
- Staffing Plan Leadership Meeting
- Qualitative Team Meeting
- Quantitative Team Meeting
- Workday Discovery Session - Student Assessment
- Workshop: Using Data for IE Plans and Beyond – SBS/FAS/MSITB/LA/Academic Advancement

OTHER RESEARCH/SUPPORT

- AY2122 Dual Seniors Matriculation Rate
- Cost Savings per District/Five Academic Years' High School Dual Credit Attempt/Earn
- Dual Workshop Presentation
- IPEDS 2022-23 Registration
- Institutional Effectiveness and Comprehensive Operational Plan Updates
- Review LASS 2.0 CAEL kickoff webinar
- Student Educational Goal Data Source and Syntax for Download
- Work-Based Learning Opportunity Grant - Internships - SSN and DOB

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Compiled and analyzed results of STC OER Activity Survey for the AAC&U Institute on Open Educational Resources.
- Visited Technology campus to meet with staff and administration.
- Marketed STC OER Activity Survey for the AAC&U Institute on Open Educational Resources.
- Visited NAH and RCPSE campuses to meet with staff and administration.
- Corresponded on Texas Council of Academic Libraries (TCAL) Board projects.
- Developed presentation on Pecan Campus Library renovation for Council of Chairs.
- Worked on staff performance appraisals.

- Corresponded on Texas Council of Academic Libraries (TCAL) Board projects.

MEETING HIGHLIGHTS

- Convened coordination meeting for Pecan Campus Library Phased renovation.
- Convened coordination meeting of Library & Learning Support Services Administrators.
- Convened meeting of AAC&U Institute on OER STC Team.
- Participated in meeting with PressBooks representative
- Participated in Texas Council of Academic Libraries (TCAL) Board Meeting.
- Presented to Council of Chairs on Pecan Campus Renovation and Library & Learning Support Services updates.
- Participated in STC team meeting with AAC&U Institute on OER faculty mentor.
- Participated in Staffing Plan Leadership meeting with VP of ISPP&SI.
- Participated in Texas Library Association Legislative Committee Meeting.
- Participated in Cabinet meeting on behalf of ISPP&SI and submitted summary to VP.
- Participated in Texas State Library and Archives Commission's TexShare Resources Update webinar.

TRAINING HIGHLIGHTS

- Participated in Collegewide Professional and Organizational Day 2022 workshop
- Participated in Texas Council of Academic Libraries Conference and Meeting
- Participated in Open Texas online conference on Open Educational Resources

LISA B. WALTERS ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Institutional Effectiveness & Comprehensive Operational Plan

MEETING HIGHLIGHTS

- Attended Lab Statics Meeting
- Attended 2022 EIWG Meeting
- Attended Gate Count Meeting
- Attended Micro – Presentations Meeting
- Attended Open Texas 2022 Conference Meeting
- Attended Pecan Campus Library Renovation: Phase 1 Meeting
- Attended October Pryor Project Management Classes Meeting
- Attended Faculty Perspectives on Implementing Open Educational Practices Meeting
- attended Workshop #246650: CWPOD: AA, SAEM, ISPP&SI, IA&ED- Fall 2022 (In-Person)
- Attended Compensation Study – Information Session for Administrative Technical Support (EAP) Pay Group
- Attended Pressbooks Meeting
- Attended Technical Services EBSCO Meeting
- Attended Pecan Library Signage Project Meeting
- Attended Open Labs Joint Projects Discussion Meeting
- Attended Outreach & Instruction Librarian & ADSL Meeting
- Attended Library & Learning Support Services Administrator Meeting
- Attended Library Programming & Community Services Travel Meeting
- Attended Compensation Study – Information Session for Administrative Technical Support (ATS) Pay Group
- Attended AT& T Meeting
- Attended TexShare Meeting
- Attended Student Activities Meeting
- Attended Outreach & Instruction Meeting
- Attended in Library Art Gallery Associate Role Meeting
- Attended Library Public Services Administration Meeting
- Attended participated Pop-up Library Discussion Meeting
- Attended Faculty Portal Meeting
- Attended e-Civis Training Meeting
- Attended O&I Librarian & ADLS Meeting
- Attended Break Room Renovation Meeting

- Attended Rainbow Room Conversion Meeting
- Attended Open Educational Resources Meeting
- Attended Perkins Hotspot Date Review Meeting
- Attended IE's Open Educational Resources Meeting
- Attended Equipment Waiting List Updates Meeting
- Attended Mid-Valley Library Designs Systems Meeting
- Attended Preview Instruction Module Meeting – Discuss Workflows
- Attended September Instruction Team Virtual Meeting – Faculty Portal Training

LIBRARY DATA:

Monthly Statistics

- Library Website Visits# 8,954
- Discovery Search Visits# 2,574
- Active Community Users # 91
- Visitors # 35,432
- Reference/Research: 10
- Non-Reference/Research: 31
- Library Art Gallery Events 2
  - Attendance In Person 180
- Library Events: 3
  - Synchronous Online Attendance: 7
  - Asynchronous Online Attendance: 7

Events and Library Art Gallery Highlights

Roma High School Art Exhibit

VASE Competitors	**Location: Starr County Campus Library Art Gallery**	**September 6, 2022 – December 2, 2022 Workshop: September 29, 2022**

South Texas College Starr Campus Library Art Gallery partners with Roma High School to present an exhibition displaying featured works of art by students. The exhibit will be displayed at the STC Starr County Campus from September 6 to December 2, 2022. https://library.southtexascollege.edu/16808-2/

Cancion del Perro | Song of the Dog

Angelica R. Martinez	**Location: Mid-Valley Campus Library Art Gallery**	**August 22, 2022 – December 9, 2022 Reception: October 6, 2022**

Angelica Raquel Martinez is a Texas State University and the University of Texas San Antonio graduate and is now a high school educator. In her multi-disciplinary studio practice, Martinez uses narratives focused on folklore, familial storytelling, and her personal experiences. https://library.southtexascollege.edu/call-for-art-creatures-of-the-night-fright-and-folklore/

"Call for Artwork: Creatures of the Night"

STC and Community	**Location: Pecan Campus Library Art Gallery**	**Deadline: September 7, 2022**

Students, faculty, staff, and community members are invited to send original printmaking artwork in the theme of "Creatures of the Night." Artworks must be 2D, in any printmaking medium, and ready to hang on the wall. The artwork will be exhibited alongside Eduardo Garcia and Jessie Burciaga, two RGV Printmaking Faculty at STC and UTRGV Brownsville,

respectively, at the STC Pecan Campus Library Art Gallery, September 19 through December 2, 2022.
https://library.southtexascollege.edu/call-for-art-creatures-of-the-night-fright-and-folklore/

Sequence in Print

Eduardo Garcia (STC Printmaking Instructor), Jessie Burciaga (UTRGV Instructor) & Community Artists	**Location: Pecan Library (2 floors)**	**September 19, 2022 – December 2, 2022** **Workshops: 2nd Wednesday of Each Month**

"Sequence in Print," showcases two RGV-based printmaking instructors, Eduardo Garcia from South Texas College and Jesse Burciaga at UTRGV Brownsville. In addition, the exhibit on the first floor features an array of artwork with different printmaking techniques from community members who participated in the "Creatures of the Night."
https://library.southtexascollege.edu/sequence-in-print/

STC Alumni Series: Mariana Prado

Mariana Prado	**Location: Technology Campus**	**September 22, 2022 – December 9, 2022** **Reception: November 17, 2022**

South Texas College's Library Art Gallery continues its STC Alum Series with an exhibit celebrating STC graduate Mariana Prado. The series seeks to support a new generation of professional artists who started their careers at South Texas College. Prado recently completed a residency at the Chautauqua School of Art in New York after receiving her BFA from The University of Texas Rio Grande Valley in 2021. hhttps://library.southtexascollege.edu/stc-alumni-series-mariana-prado

Roma High School Art Exhibit

VASE Competitors	**Location: Starr Co. Campus Library Art Gallery**	**September 6, 2022 – December 2, 2022** **Workshop: September 29, 2022**

South Texas College Starr Campus Library Art Gallery partners with Roma High School to present an exhibition displaying featured works of art by students. The exhibit will be displayed at the STC Starr County Campus from September 6 to December 2, 2022. https://library.southtexascollege.edu/16808-2/

Cancion del Perro | Song of the Dog

Angelica Raquel Martinez	**Location: Mid-Valley Campus Library Art Gallery**	**August 22 – December 9, 2022** **Art Talk: October 6, 2022**

Angelica Raquel Martinez is a Texas State University and the University of Texas San Antonio graduate and is now a high school educator. In her multi-disciplinary studio practice, Martinez uses narratives focused on folklore, familial storytelling, and her personal experiences to investigate the ideas of morality and the soul using animal imagery. https://library.southtexascollege.edu/cancion-de-el-perro-exhibition/

McAllen Creative Incubator x South Texas College Collaboration

STC Alumni, Faculty, and Students	**Location: McAllen Creative Incubator (City of McAllen Venue)**	**September 2, 2022 – September 30, 2022** **Art Talk: October 6, 2022**

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 – 75% Phase III – 5% Phase IV – 0%	
Configure and deploy a cloud-based inventory management system. Open Labs is now using WebCheckout for all inventory items and staff are preparing the Library inventory data imports.		

The celebrates the spirit of partnership with an exhibition that features artwork by Rio Grande Valley community artists who started their careers at STC. The quality of the wide range of mediums highlights the excellence of the South Texas College faculty's ongoing mentorship to a generation of artists in painting, drawing, photography, graphic design, ceramics, printmaking, and sculpture. https://mcallenincubator.com/news/south-texas-college-partners-with-the-mcallen-creative-incubator-in-a-new-exhibit/

From Impossible to I'm Possible: Suicide Prevention CPR		
Joshua Rivedal	**Zoom Webinar**	**September 21, 2022 - 6:00 PM**
Student Counseling	**Suicide Prevention Month**	**Attended: 7** **Registered: 19**

September is National Suicide Awareness month. STC Library invites our students, faculty, staff, and community to join us for a presentation on how mental wellness is attainable and suicide is preventable. Our presenter, Joshua Rivedal, is the founder and creative director of The i'Mpossible Project. As a public speaker and educator, his primary focus is on suicide prevention and mental health; speeches and seminars on his experiences as a survivor of suicide loss, an attempt survivor, an abuse survivor, and youth suicide prevention—often paired with standup comedy or his one-man show Kicking My Blue Genes in the Butt (based on his book The Gospel According to Josh).

PROJECT HIGHLIGHTS

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:** 10%	**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.		

Power BI Dashboards	**Progress:** 5%	**End Date:** November 2022
Create Power BI dashboards for the new library content moved into Microsoft 365. A Power BI Pro license has been obtained for the departmental account and the team is working to create streaming datasets for 7 modules.		

ACTIVITY HIGHLIGHT

- Furniture Re-Upholstery Project (re-assembly) - completed
- Serials Shelves Assembled - Complete
- Faculty/ Department Interaction Report for FY20/20 7 21/22 – Submitted
- Starr County - Library Instruction Sessions
- Pecan Campus - Library Instruction Sessions
- Nursing & Allied Health Campus – Instruction Sessions
- Popup Library Preparation – Ongoing
- Constitution Day Blog Post
- Library Spotlight Faculty Library Support Portal
- Library Art Gallery Printmaking Workshop - 55 Attendees
- Faculty/ Department Interaction Report for FY20/20 7 21/22 – Submitted
- Outreach & Instruction Library Instruction – Organizational Leadership Students
- Nursing & Allied Health Library Services Presentation – Teaching & Learning Academy
- Nursing & Allied Health Library Orientation
- Faculty Portal Project Launched
- Starr County Campus Idea School Tours
- Nursing & Allied Health Library Orientations
- LAG & Art Department Art Exhibit - McAllen Creative Incubator
- Student Activities Welcome Back Week Event – Information Table

MEETING HIGHLIGHTS

- Staff members participated in Gate Count Meeting
- Staff members participated in Starr County Staff Meeting
- Staff member participated in Meeting Tabling Events Meeting
- Staff member participated in Graphic Design Team TikTok Video Meeting
- Staff members participated in Mid-Valley Campus Advisory Committee Meeting
- Staff members participated in Tidbits Meeting
- Staff members participated in Faculty Portal Meeting
- Staff members participated in Practice Workshop Meeting
- Staff members participated in Campus Librarians Meeting
- Staff members participated Marketing Committee Meeting
- Staff members participated in Auxiliary Funds Budget Meeting
- Staff member participated in SAGE database Package Trail Meeting
- Staff member participated in Performance Appraisal Review Meeting
- Staff members participated in Human Resources Compensation Meeting
- Staff members participated in ACRL Framework Workshop Session Meeting
- Staff members participated in CLE, Open Labs & Library Collaboration Meeting
- Staff member participated in Facilities Planning & Construction Furniture Meeting
- Staff member participated in Art Faculty Department and Texas A&M History Department Faculty Meeting
- Staff members participated in Desk Tracker Meeting
- Staff member participated in Will'n Spring 2023 Event Meeting
- Staff members participated Pop-up Library Discussion Meeting
- Staff member participated in Library Art Gallery Associate Role Meeting
- Staff members participated in Student Activities Coordinator Pop-up Library Collaboration
- Staff members participated in Advanced Manufacturing Tech & Open Educational Resources Meeting
- Staff member participated in LibAnswers Meeting
- Staff members participated in Break Room Renovation Meeting
- Staff members participated in Rainbow Room Renovation Meeting
- Staff members participated in Data Analysis & Strategies Meeting
- Staff members participated in Mid-Valley Library Design Systems Meeting
- Staff member participated in Acquisitions OER Textbook Request Meeting
- Staff member participated in Art Department & Grants Spring 2023 Grant Meeting
- Staff member participated in Preview Instruction Module Meeting – Discuss Workflows
- Staff member participated in Title IX Program Committee & Student Activities Meeting
- Staff members participated in Heating, Ventilation, Air Conditioning Checkout Process Meeting
- Staff members participated in September Instruction Team Virtual Meeting – Faculty Portal Training

TRAINING HIGHLIGHTS

- Staff members attended Workshop #246650: CWPOD: AA, SAEM, ISPP&SI, IA&ED- Fall 2022
- Staff member attended: THECB Webinar: Building a solid foundation to support OER adoption on your campus
- Staff member attended: THECB Webinar: Keeping Track of What's What: Creating a free CRM using Airtable
- Staff member attended: THECB Webinar: Analyzing OER Gaps Across Texas Regions to Advance Statewide OER Supports
- Staff member attended Creating an Inclusive Learning Environment: The Academic Library's Role in Helping First-Generation College Students Succeed.
- Staff member attended LinkedIn training: Centered Communication: Get Better Results from Your Conversation
- Staff member attended Critical Conversations in LIS with Carrie Banks: Nothing About Us Without Us
- Staff member attended Leading Together: Academic Library Consortia and Advocacy.
- Staff member attended LinkedIn training: 10 Pillars of Customer Service
- Staff member attended tutorial: Glare Removal for Photoshop
- Staff member attended: Compensation Study Workshop
- Staff member attended Mindfulness and your Brain.
- Staff member attended the virtual webinar: Community-Led Planning for Equitable, Responsive Services
- Staff member attended the virtual webinar: How to Engage the Unmotivated Learner
- Staff member attended the virtual webinar: Supporting Students with Disabilities
- Staff member attended the virtual webinar: Not Just for Art's Sake
- Staff member attended the virtual webinar: Manifesting Change
- Staff member attended the 2022 Distinguished Learning Academy Kickoff Session
- Staff member attended the virtual webinar: "Me Difficult? Nah, They're Difficult!"
- Staff members attended OPOD session: "Coffee Collaborative"

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 9/01/2022: Howard Technology Epson Infocomm Demo, Howard Technology Epson Hybrid Meeting Rm, Performance Appraisal – ET Director, STC Site Survey Howard Technology Solutions, McAllen Convention Center Walk Through
- 9/02/2022: ET Leadership Meeting
- 9/06/2022: Appraisals/Revise Improvement Plans, Finalize Details & Email for Job Descriptions to HR, Meeting with ET, Council of Chairs, Installation-Operations Meeting
- 9/07/2022: Appraisals JDs Continuation Meeting, Appraisal for Eddie Diaz, JDs/Appraisals Continuation, Lifelong Learning Webinar Series
- 9/08/2022: Appraisal – Nydia Garcia, ET Director One-on-One, Appraisal – Joel Flores, Appraisal – Amanda Babineaux, Appraisal – Omar Garcia, Appraisal – Chris Woods
- 9/09/2022: ET Leadership Meeting
- 9/12/2022: ET Project Update, Operations-Installation Meeting, Pressbooks-online, Zoom Meeting
- 9/13/2022: Finalize Travel for Department Meeting, Improvement Plans Meeting
- 9/15/2022: Frank Davila Appraisal, Jorge Martinez Appraisal, Frank Villarreal Appraisal, LLSS Administrator Meeting
- 9/16/2022: ET Leadership Meeting, Meeting with Laura Requena
- 9/19/2022: ET Project Update Meeting, Operations-Installation Meeting, CCUMC Professional Development Committee, IE Plan
- 9/20/2022: IE Plan/Weekly Reports Meeting
- 9/21/2022: You're invited Apprenticeship Graduation and Grant Award Ceremony – Tech Campus
- 9/22/2022: ET Director One-on-One, Outside Employment, Planning & Design of Diverse, Equitable & Inclusive Campus
- 9/26/2022: ET Project Update, Operations-Installation Meeting, COP Review
- 9/27/2022: ET Monthly Department Team Meeting, Instructional Support Meeting
- 9/29/2022: Progress Meeting – Frank, Progress Meeting – Jorge, Progress Meeting – Frank V., Connecting In The Cloud
- 9/30/2022: ET Leadership Meeting

MONTHLY SPECIAL EVENTS COMPARISON

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

2022	
Jan	16
Feb	85
Mar	77
Apr	111
May	119
Jun	72
Jul	86
Aug	89
Sept	104
Oct	
Nov	
Dec.	
Total:	**759**

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	291.75
Oct	
Nov	
Dec	
Total:	**2255.05**

Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	34	1	6	4	1
Data Projector	61	28	0	4	1
Projector/ Laptop	0	8	0	4	0
Computer	35	16	0	0	1
Microphone (Hand Held)	70	36	12	6	10
Microphone (Lapel)	7	2	0	0	5

RF Remote	27	4	6	0	7
PA System	9	1	4	2	5
TV/ Display	12	40	2	0	2
Screen	0	20	0	1	2
Portable Table	0	1	2	1	6
Keyboard/ Mouse	0	1	0	0	0
Mic Stands	10	2	2	6	5
Table Top Mic Stands	0	0	4	0	0
Document Camera	0	0	16	0	0
iPad	4	0	0	1	2
Mixer	4	0	4	1	5
Webcam	5	1	2	0	3
MAC Adaptor	0	0	0	0	0
Video Camera	0	1	0	0	1
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	1	0	0	1	7
Headphones	0	0	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	8	1	0	1	7
Polycom Phone	0	0	0	0	0
Stooges (switcher)	9	0	0	0	0
LANC Controller	0	1	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	14	0	0	0	0
Interactive Display	0	0	0	0	0
PTZ Joystick	8	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***318***	***164***	***60***	***32***	***70***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held meetings with the Pecan Logistics Manager, Open Lab Specialists, and Pecan Technology Specialist to discuss the Makerspace.
- The Director met with the Pecan Logistics Manager and the Graphic & Multimedia Specialist to discuss the F-134 design.
- The Director held meetings with the Logistics Managers to discuss the Learning Commons & Open Labs operations.
- The Director had one-on-one meetings with the Dean of Library & Learning Support Services to review the Learning Commons & Open Labs operations.
- The Director met with the Logistics Managers, Open Labs Analyst, and Administrative Assistant to conduct the FY 2021-2022 Performance Appraisal.
- The Director attended the Windows 11 and Office 2021 Projects discussion, hosted by the Assistant CIO Infrastructure and Software Development.
- The Director met with the Pecan Logistics Manager and a Lab Supervisor to discuss the NAH supervisor transfer.
- The Director held a meeting with the Pecan Logistics Manager to discuss paper and toner reporting.
- The Director met with the Off-Sites Logistics Manager and Open Labs Analyst to discuss NAH A 1.208I proposals.
- The Director met with the Open Labs Analyst to review NAH reports.
- The Director held a meeting with the Logistics Managers, Open Labs Analyst, and Administrative Assistant to discuss updates.
- The Director began signage project planning.
- The Director met with the Associate Dean of Library Services to discuss the Pecan Library Signage Project.
- The Director began IE planning.
- The Director held meetings 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 in the labs district-wide.
- The Director held a meeting with the Library & Learning Support Services Marketing Team to discuss the marketing committee signage project.
- The Director had one-on-one meetings with the Logistics Managers to assess the Open Labs operations.
- The Director met with the Associate Dean of Library Services to discuss joint projects between the Library and the Learning Commons & Open Labs.
- The Director attended the Library & Learning Support Services Administrator Meeting hosted by the Dean of Library & Learning Support Services.
- The Director held meetings with the Pecan Logistics Manager and Open Labs Analyst to discuss the Pecan renovation planning.
- The Director attended the Compensation Study – Information Session for Executive Administrative Professional Pay Group.
- The Director held Library & Learning Support Services Signage Project meetings and walk-throughs with the Library & Learning Support Services Marketing Team.
- The Director attended the Pecan Campus Library Renovation: Phase I Discussion, hosted by the Dean of Library & Leaning Support Services.
- The Director met with the Global Market Development Coordinator and Pecan Logistics Manager to tour the Institute for Advanced Manufacturing.
- The Director attended the in-person College Wide Professional and Organizational Development Day session.
- The Director traveled to the Starr County Campus to conduct a walk-through of Building F.
- The Director held a meeting with the Logistics Managers and Starr County Open Labs Supervisor regarding Starr Building F remodeling.
- The Director held the Training & Professional Development meeting with the Logistics Managers and Administrative Assistant.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs continued the SSD installation project at the Open Labs district-wide.
- The Learning Commons & Open Labs staff completed the FY2022 Performance Appraisals.
- The Learning Commons & Open Labs Lab staff attended Fall 2022 College-Wide Professional and Organizational Development Day.
- The Learning Commons & Open Labs "Lab Supervisors" title was changed to "Open Lab Supervisors".
- Warranty was renewed for the Tech, Pecan, and Mid-Valley 3D printers.
- The Learning Commons & Open Labs, in collaboration with Dual Enrollment Services, held a registration event at the F-130 lab which was attended by 61 prospective students.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- SEPTEMBER 2022 ATTENDANCE STATISTICS: 4,522

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
La Joya Higher Education Center	1	1	
Mid-Valley Campus	4,177	1,059	

Nursing and Allied Health Campus	3,754	770	1
Pecan Campus	6,147	1,923	12
Pharr Regional Center for Public Safety Excellence	556	54	
Starr County Campus	1,276	339	
Technology Campus	2,955	603	
Campus Totals:	**18,866**	**4,749**	**13**

OPEN LABS PRESENTATION & LAB RESERVATION STATISTICS:

Campus	Number of Presentations	Number of Dual Credit Registration Event Attendees
Mid-Valley Campus	6	
Nursing and Allied Health Campus	7	
Pecan Campus	2	61
Starr County Campus	15	
Total:	**30**	**61**

JagPrint - Printing Report

Sep 1, 2022 to Sep 30, 2022

Totals

Type	Users	Jobs	Pages
Printing	6282	41699	46144
Web Printing	1771	12795	42369
Total	8053	54494	88513

	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	933	4127	26997	198	1083	4597	1131	5210	31594
NAH	768	8788	54957	977	9323	25493	1745	18111	80450
Pecan	1787	8171	60527	512	2013	10136	2299	10184	70663
RCPSE	89	617	11059	10	38	98	99	655	11157
Starr	287	1463	10669	52	156	1227	339	1619	11896
Tech	647	5738	19876	26	186	818	673	5924	20694

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics — **September 2022**

- Tutoring Sessions:
  - In-Person: 433
  - Online: 457
  - In-Class: 491
- Assignment Review:
- Supplemental Instruction: 227
- Visitors: 18,650
- Workshops: 29
- Workshop Attendance: 523
- Independent Study: 1,257
- Starfish Flags addressed: 230
- CLE Information Requests: 19

PROJECT HIGHLIGHTS

4C Tutor Conference	**Progress: 25%**	**End Date: October 2022**
Tutors have been provided the opportunity to participate in a national online conference with over 15 other colleges. Tutors are researching and preparing proposals to present at the first national conference. Initial submissions will be turned in by September 16, 2022. Internal reviewers met and previewed 3 tutor presentations. Scheduled follow-up meeting for next week.		
CLE Marketing Fall 2022	**Progress: 88%**	**End Date: December 2022**
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. Have developed social media calendar for Fall 2022. Researching developing short content videos to market CLE services. Supervisors have also sent out the CLE Services SWAY to the Counseling Department, Advising Department, etc. Academic Coaches held an information session during National Pepperoni Pizza Day. Coordinator and CLE Manager presented to Teaching and Learning Academy. Coordinating unveiling of student mural in Pecan CLE building. Starr SLAs promoted at local newspaper event. Tech CLE hosted Game Night on Sept 21. Marketing services through social media platforms and the Tidbits Newsletter. Tech CLE campus will host Pumpkin Carving event		
Tutor Training for FY2022-2023	**Progress: 10%**	**End Date: January 2023**
Coordinators will meet to discuss Spring 2023 Tutor Training Days. They will utilize the CLE Amazing Race activity. Sending notifications within Teams calendar for CRLA trainings. Meeting will be scheduled for CRLA Training Syllabus.		
Student Success Workshop Series	**Progress: 25%**	**End Date: December 2022**
CLE Academic Coaches and Distance Learning Academic Coaches are partnering to present a Student Success Workshop series. They will present on Effective Note-Taking, Interactive Reading, and Test-Taking Fundamentals. They held a faculty information session on Academic Coaching. Marketing events through print flyers and Faculty/Staff emails. Held first workshop and had 25 attendees.		

IE PLAN PROJECTS HIGHLIGHTS

IE Plan Objective 2: Expand Online Learning Support Services

Year 3 DHSI Grant Participation		**Progress: 5%**
IE Plan Objectives: 2	**COP (2021-22) 3**	**End Date: August 2023**
Researching marketing strategies to target Distance Learning population. Working on monthly report. We are working on compiling the semester report data as well. Year 2 Summary Report has been provided to grant manager.		
Development of the CLE Online Trainings		**Progress: 4%**
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.		
Standardizing Onboarding Process		**Progress: 5%**
IE Plan Objectives: 2	**COP (2022-23) 3**	**End Date: August 2023**
Review QC measures and refine as needed. Develop a standardized onboarding process across all CLEs.		

IE Objective 4: Increase Faculty Confidence and Collaboration

Implement Faculty Assisted Training for SLAs		**Progress: 3%**
IE Plan Objective 3	**COP (N/A)**	**End Date: January 2023**
Pilot an assessment of the correlation between participation in ET and course performance. Developed and trained staff on Excel spreadsheet for tracking Embedded Tutoring attendance and participation.		

EVENTS HIGHLIGHTS

Tutor Training Days & SI Training Day **Event Dates: Sept 18-21, 2022**

The Centers for Learning Excellence staff participated in ACTP Certification & Training Institute. Attendance to the institute allows staff to become certified Academic Coaches, which in turn would open the doors for the STC CLE Academic Coaching Program to become certified in the future. The topics covered at the institute included: Theoretical Foundations, Appreciative Coaching, Ethical Considerations, Coaching the Student, and more.

CLE Game Night **Event Dates: September 21, 2022**

The Centers for Learning Excellence held a game night at Tech 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.

Student Success Workshops **Event Dates: September 20, 2022**

The CLE Academic Coaching Program held an Information Session while also celebrating National Pepperoni Pizza Day. Students attended the event, enjoyed pizza, and signed up for Academic Coaching sessions. The Centers for Learning Excellence was able to partner with Student Activities and Wellness to host the event.

Student Success Workshop **Event Dates: September 27, 2022**

The CLE Academic Coaching Program has partnered up with the Distance Learning Academic Coaching Program to host Student Success Workshops. The workshops cover topics such as Interactive Reading, Effective Note-Taking, and Test-Taking Fundamentals. The students provided very positive feedback regarding the workshops.

MEETING HIGHLIGHTS

- Academic Coaches Meeting
- Distance Learning AC Meeting
- Tutor Appreciation Week Planning Meeting
- CRLA Conference Presentation Meeting
- ACTLA Tutor Training Meeting
- Conference Presentation Planning Meeting
- Staff Appraisals
- Tutor Appreciation Planning Meeting

- Met with ADN Advisor concerning LVN Math
- Met with Dean about Skills Lab
- Met with ADN faculty about ADN software for AR
- Met with OTA Chair about check offs
- FT SLA Meeting
- Training Planning meeting
- Academic Coaches Meeting
- Distance Learning AC Meeting
- Marketing Committee Signage Project Meeting
- Compensation Information Session
- Review of 4C Proposals
- Spring 2023 SI Schedule Review
- ADN Hiring Committee Meeting
- Met with ADN faculty about Remediation and Dimensional Analysis
- Met with OTA Chair for online support
- Met with College Success Chair for workshop series
- Met with Respiratory Chair for new program books
- Met with Graphic Designer about simulation lab design
- LLSS Administrators Meeting
- Compensation Study Information Session
- TLA Presentation prep meeting
- TLA Presentation
- Tutor Appreciation Week planning meeting
- Meeting with PR to promote mural unveiling
- Meeting with Math Dept to discuss future SI support
- Met with OTA Chair for Gallery Walk
- Met with ADN Faculty about Dosage Cal Workshops
- Met with Pharmacy Tech Faculty to coordinate in-center group tutoring
- Compensation Study Meeting
- Risk Management Planning
- Tutor Appreciation Week Planning
- Met with Knack representative for information gathering about learning centers
- ACTLA Tutor Training Development Meeting
- 4C Rehearsal – Encouraging Student Engagement
- Tutor Appreciation Week outreach for donations
- SI Planning with English Dept
- SI Planning with INRW Chair
- Pecan Specialist check-in for Spring Semester
- Mid Valley Advisory Committee Meeting
- Met with BSN Advisor to work on BSN Handbook
- Met with ADN Advisor to coordinate Spring workshops
- Academic Coach Meeting and Tour at Tech
- CLE Data Meeting with Library Application Specialist
- Tutor Appreciation Week Planning Meeting
- 4C Run Through
- SLA and Work-study Interviews
- Starr Building F Run Through
- Perkins FY2023 Kickoff
- HR Meeting
- 4C Run Through - Helping Students With Learning Disabilities
- 4C Run Through - Pioneering Online Tutoring
- English Department Meeting
- MVC LLSS Coordination Meeting
- Planning and Construction Connectrac Meeting
- Review Webinar Setting
- Planning Budget Training
- SI Schedule Spring 2023
- Academic Coaching Meeting

- CLE Projects Meeting
- LLSS Signage Project
- English Department Meeting

TRAINING HIGHLIGHTS

- NAH Jagtrax Data Training
- NAH Data Tracking Training
- CRLA Modeling and Problem Solving
- South Texas College & InsideTrack Ongoing Training
- Supporting Students with Disabilities - Part 1 of 6 Sessions
- Success Coaching For Struggling Students: How To Support Skill Development
- Frontline Customer Service: Lessons Learned In Online & Face-To-Face Communication
- Improving Student Motivation Using Instructional Strategies, Relationship Building & Mindset
- MVC Specialist Budget and NOE training
- Association for the Coaching and Tutoring Profession Institute
- Retaining Faculty & Staff with a Custom Professional Development Plan
- CRLA Content Workshop – Argumentation
- Budget and NOE Specialist Training
- Budget Training for all Staff

EVENT HIGHLIGHTS

- Stress Management Workshop
- Academic Coaching Presentations
- CLE Presentations
- Teaching & Learning Academy Presentation
- Note-taking Workshop
- Test-taking Strategies Workshop
- Stress Management Workshop
- CLE Student Presentations
- Chemistry Department CLE presentation
- Dev English CLE class presentations and tours
- Tech CLE hosted Student Game Night
- College-Wide Professional Development Day
- Academic Coaching Information Session for Students
- Academic Coaching Information Session for Faculty
- Student Success Workshops: Interactive Reading
- APA and MLA Workshop
- Online Class Presentation to CHEM faculty

PROJECT COMPLETION HIGHLIGHTS

- Year 2 DHSI Grant Participation
- Repository for CTE Student Support resources on Academic Coach page
- 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
- 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 Name: DHSI Grant 2021-2025**
   Project Role: Interim Project Coordinator **(09-23-2022)**
   Scope: Serve as a project related resource to the DHSI Grant Administrator, as needed
   Status: Annual Report has been submitted to DOE
   Grant Goal Work (Year 2) Concludes
   Next Step: Conclude Year 2 Improvements
   Planning for Year 3 Improvements
   Prepare for Required DOE Reports.

2. **Project Name: Bachelor's Programs Recruitment Process**
   Project Role: Project Manager
   Scope: Transition into Law Enforcement Recruitment Model
   Status: Finalize redesign of Bachelor Programs Inquiry Form
   CRM Training for Bachelor Program Staff
   Update Business Process Model Drawing
   Next Event: Launch Meeting Event to be held in November

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	September 1, 2022 – September 30, 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.

<table>
<tr><td>Grant Strategies to Achieve Goals</td><td>1. Academic Coaching
2. Online Tutoring
3. Starfish Intervention
4. Financial Literacy</td></tr>
<tr><td>Grant Project Activities</td><td>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.</td></tr>
<tr><td>Year 2 Grant Expenditures to Date</td><td>The table below lists the Year 2 Grant Expenditures to Date. Expense totals include Personnel, Fringe Benefits, Supplies and Contractual Costs.
<table>
<tr><th>Total Grant Funds
October 1, 2021 – September 30, 2022
(Year 2 + Year 1 Carryover)</th><th>Grant Funds Expended to Date</th><th>Percentage Expensed</th></tr>
<tr><td>$894,273.89</td><td>$726,272.72</td><td>81.2%</td></tr>
</table></td></tr>
<tr><td>Summary Status</td><td>Academic Coaching:
• A change order form was signed September 20 to add four (4) new STC employees to the InsideTrack Student Coaching Certification program at no cost. To fund this change, InsideTrack will repurpose three (3) on-site visits.
Starfish:
• Starfish Administrator submitted data to DHSI Project Coordinator and External Evaluator on September 16. The data was analyzed from the Spring 2022 and Summer 2022 semesters.
DHSI Administration:
• Routed the Semi-Annual Certification form for all fully funded grant employees to RDMC for processing on September 15.
• Reviewed and approved August Financial Report on September 16.
• DHSI Transition meeting with Dr. Plummer and Isaac Garza on September 16.
• Attended the Continuity of Care meeting with InsideTrack on September 20. InsideTrack will provide a Statement of Work and assist with the Sole Source form as necessary.
• Due to appointment to Interim Executive Director of RDMC, ISPP&SI Vice President issued a memo on September 22 requesting to change the Project Director from Carla M. Rodriguez to Isaac Garza with a level of effort of 50%.
• Received confirmation from the Department of Education on September 23 that the request for change in key personnel was reviewed and approved.
• Attended College-Wide Professional and Organizational Development day in person on September 23.
• The DHSI website was published and is live as of September 27.
• External Evaluator provided each Project Owner with a list of their respective Year 3 activities to begin tracking the completion of activities.</td></tr>
<tr><td>Next Steps</td><td>• Continue to lead, manage, and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy.</td></tr>
</table>