October
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:	NOVEMBER 22, 2022
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2022 THROUGH OCTOBER 31, 2022

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-Presidents
- South Texas College Pre-Cabinet One to One meeting with Vice-Presidents
- South Texas College Coordinated Operations Council meeting
- South Texas College Administrative Staff meeting
- South Texas College Education Workforce Committee meeting
- Student Affairs and Enrollment Management Directors meeting
- South Texas College Strategic Alignment Plan Executive Presentation
- Cafecito and Conversation Teach for America
- University of Texas Rio Grande Valley presentation
- Prosperity Task Force, Administrative Sub-group
- Workday Demo – Executive Session

ATTENDED

- PROJECT MALES: South Texas College – Site Visit meeting
- New Dual Credit – Mexico School Partnership Signing
- EMS and South Texas College Regional Talent Network Course Coaching Session
- Troubleshooting Naval Portal upload
- Meet the President Mixer: Edinburg Chamber of Commerce – Mario Lizcano
- Manufacturing Day Event at South Texas College
- Institutional Leadership Council kickoff meeting
- Internal Deadline – Texas Higher Education Coordinating Board Accelerate Student Success Implementation Grant
- Surprise Pamper party for Baby Fish
- DHSI: year 3 (Financial Literacy Goal)
- SSAP Implementation Grant – VIDA Services
- Texas A&M and South Texas College Partnership with Engineering Academy
- A Night with the STARS Gala
- Military Friendly survey
- Dr. Kevin Shriner – EAB Adult Learner Training
- Emergency Medical Services & South Texas College Regional Talent Course Coaching Session M$
- Veteran's Day Activities Update
- Regional Talent Networks Course Work Session – South Texas College and Emergency Medical Services
- Promise Team meeting
- Zoom Meeting with Thrive Scholars
- DHSI Grant Financial Literacy Goal
- Meeting Alina Cantu Prosperity Task Force
- Review of Veteran Affairs certifying official applicants
- Economic Mobility Systems fall Lunch and Learn
- College and University President Lunch and Learn and Strategy Across many Texas Promise Regions Conversation
- Meeting with Esmeralda Hernandez (student)
- Review of South Texas College's Needs and Itinerary
- Prosperity Task Force Administrative Sub-Group
- Annual Title IX training event
- Project Males

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 has launched enrollment campaigns for Spring 2023 targeting adult learners and stop-outs. More than **6,800** students have been targeted by these campaigns. Outreach includes mobile messaging, outbound calls and direct mail.
- All students who submit an inquiry through the Radius CRM as part of these campaigns will be assigned to Completion Specialists who will be their single point of contact for enrollment. This case-management approach streamlines the student enrollment process by eliminating roadblocks, delays and re-directions to other departments.
- Department continues to support Academic Programs with enrollment. Staff is currently assisting more than 92 students who have submitted an inquiry for Spring 2023 to enroll in bachelor degrees, associate degrees and public safety academies.
- Department continues to work with Office of Continuing Education to develop a matriculation framework for GED students. The project includes a redesign of the College Connections course, advising activities, and a built-in recruitment communication plan to support students with the enrollment process.

COMMUNITY OUTREACH & RECRUITMENT

Academic Program	Total Inquiries
Associates in Law Enforcement	3
Bachelor of Operations Management	5
Bachelor in Organizational Leadership	10
Bachelor in Medical and Health Services Management	1
Basic County Corrections Academy	38
Firefighter Academy	2
Police Academy	17
TxDOT Partnerships • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	16
Monthly Total	92
YTD Total	106

Event	Agency	Date	Total Served
Law Enforcement Recruitment Presentation	U.S. Border Patrol	10/6/2022	29
Law Enforcement Women's Conference	Law Enforcement	10/19/2022	120
Law Enforcement Recruitment Presentation	U.S. Border Patrol	10/21/2022	8
		Total	157

STUDENT RE-ENGAGEMENT

Date	Communication Method	Target Group	Total Students Outreached	Total Inquiries
Monday, October 17, 2022	Mobile Messaging Campaign	Adult Learns, Applied Did Not Enroll for Fall 2022, Good SAP Standing	1,517	108
Monday, October 31, 2022	Mobile Messaging Campaign	Spring 2022 Stop-Outs Near Completion, All SAP Standings	375	TBD
Tuesday, November 02, 2022	Outbound Call Campaign	Spring 2022 Stop-Outs Near Completion, Did Not Reply to Mobile Messaging Campaign	TBD	TBD
Monday, November 07, 2022	Mobile Messaging Campaign	Spring 2022 Stop-Outs Not Near Completion, Good SAP Standing	2,132	TBD
Monday, November 28, 2022	Mobile Messaging Campaign	Spring 2022 Stop-Outs Not Near Completion, SAP Suspension	2,619	TBD

SNAPSHOTS

Student Engagement & Completion Services staff hosted an in-person EAB Adult Learner Training presented by Dr. Kevin Shriner on October 18, 2022. Student Engagement & Completion Services staff presented at the Law Enforcement Women's Conference on October 19, 2022.

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
- GED Communication Plan and Testing Options
- Employee Appraisals
- Customer Relationship Management (CRM) Overview
- Finalize Communication Plans for Adult Learner Campaign
- Customer Relationship Management (CRM) Onboarding Planning for Academic Affairs
- 2022 Student Success Acceleration Program (SSAP) Implementation Grant Webinar
- Public Safety Onboarding
- Public Safety Customer Relationship Management (CRM) Training
- Reskilling Grant Final Report Meeting
- Full Measure Kick Off Call
- Spring 2023 Stop-out Enrollment Meeting with Financial Aid Services
- TX Latino Adult Student Success (LASS) Grant Action and Evaluation Plan Review Meeting
- GED Course Review
- Adult Learner Campaign Debriefing

PROFESSIONAL DEVELOPMENT

- Book Study: The Culture Code Workshop
- Managing Stress and Anxiety During Uncertain Times Workshop
- EAB Adult Learner Training
- Student Rights and Responsibilities Presentation
- Advising Presentation
- Supporting Foster Care and Homeless Students Workshop
- New Hire Training and Onboarding
- College Advisory Training

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report October 2022					
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	**40**	**274**	**201 (73%show)**	**ACT**	**316**
Mid- Valley	**25**	**21**	**20 (95%show)**	**TSI EXAM**	**49**
Starr Campus	**16**	**9**	**9 (100% show)**	**TSI EXAM**	**22**
Pecan Plaza	**20**	**86**	**68 (79% show)**	**GED/ PEARSON**	**126**
Pecan Plaza		**103**	**95 (92% show)**	**TSI EXAM/ includes TSI Online**	**185**
Pecan Plaza		**3**	**3 (100% show)**	**TCOLE/ Proctored Exams**	**21**
Pecan Plaza		**76**	**70 (92%show)**	**HESI**	**140**
Mid-Valley		**37**	**33 (89% show)**	**HESI**	**52**
Starr		**10**	**9 (90% show)**	**HESI**	**14**
TOTAL:	**101**	**619**	**508 (82% show)**		**925 – All Campuses YTD**

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (10/01/2022 – 10/31/2022)		**Year To Date (09/01/2022 - 10/31/2022)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	17	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	35
Developmental Ed (945+ & 0-4 Essay	10	Developmental Ed (945+ & 0-4 Essay	26
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	4	ELAR Diagnostic Level 5	8
ELAR Diagnostic Level 4	15	ELAR Diagnostic Level 4	50
ELAR Diagnostic Level 3	27	ELAR Diagnostic Level 3	46
ELAR Diagnostic Level 2	12	ELAR Diagnostic Level 2	24
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**85**	**Total**	**189**
Mathematics College and Career Readiness			
Monthly (10/01/2022 – 10/31/2022)		**Year To Date (09/01/2022 - 10/31/2022)**	
College Ready (950+ or 910+ & 6+ Diag)	17	**College Ready (950+ or 910+ & 6+ Diag)**	24
Mathematics Diagnostic Level 5	9	Mathematics Diagnostic Level 5	19
Mathematics Diagnostic Level 4	27	Mathematics Diagnostic Level 4	62
Mathematics Diagnostic Level 3	19	Mathematics Diagnostic Level 3	49
Mathematics Diagnostic Level 2	10	Mathematics Diagnostic Level 2	28
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**82**	**Total**	**182**
Data retrieved from College Board Accuplacer			
Date: 10/31/2022			

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
- SFS Department welcomed Ariana Venezuela as our Financial Aid Outreach Specialist.
- Veteran Department was recognized with the Veterans Education Excellence Recognition Award (VEERA)
- SFS Coordinator Rebecca Cano held interviews for the vacant Financial Aid Technician at Pecan
- SFS Department celebrated the National Financial Aid Day October 19th
- SFS Department held Super Saturday Fair at the Pecan, Mid-Valley and Starr Campuses on October 29th from 10:00 am to 2:00 pm.
- Student files are being completed and awarded, files are coming in via email, fax and mail.
- SFS Outreach Specialist Irene Rodriguez and staff attended 80 local High School/Community FAFSA events throughout the month of October.

COLLEGE CONNECTIONS

SOUTH TEXAS COLLEGE

- South Texas College NAH Library Trick or Treat Event – Table Set Up

DEPARTMENT MEETINGS AND EVENTS

- CIVSA Annual Conference Committee Standing Meeting
- CIVSA Community College Engagement Meeting
- Promise Planning Session with Dr. Connie Green
- STC Promise Planning Work Session with Economic Mobility Systems
- EMS + STC Regional Talent Network Course Coaching Session - M4
- Recruitment Team Meeting

RECRUITMENT

- Mexican Consulate Ventanilla Recruitment
- Individual Student Appointment – 14 appointments
- Harlingen CISD – Recruitment Presentation
- Rio Grande City High School– Apply Texas
- Weslaco High School – Recruitment Presentation
- Robert Vela High School – Apply Texas
- Veterans Memorial High School – Apply Texas
- Weslaco East High School – Apply Texas
- Edinburg North High School – Apply Texas
- Rio Grande City High School – Apply Texas
- Edcouch Elsa High School – Recruitment Presentation

- Progreso High School – Recruitment Presentation
- La Feria High School College and Career Fair Tailgate
- PSJA ISD – Community Outreach
- Roma ISD Cancer Awareness Game – Community Outreach
- Mercedes High School – Recruitment Presentation
- McAllen High School – Recruitment Presentation
- Nikki Rowe High School – Recruitment Presentation
- Nikki Rowe High School – Apply Texas Drive
- Juarez-Lincoln High School – Apply Texas Drive
- Weslaco GEAR Up College & Career Tailgate Party
- Latinas In Progress (LIP) Education Series Latina Leadership – Recruitment Presentation
- South Texas ISD Science Academy – Recruitment Presentation
- South Palms Gardens HS – Recruitment Presentation
- McAllen High School – Apply Texas Drive
- Weslaco East High School – Recruitment Presentation
- Weslaco East HS Endorsement & Career Expo – Recruitment Presentation
- Grulla High School – Apply Texas Drive
- Sharyland High School – Apply Texas Drive
- Recruitment Presentation
- UTRGV Upward Bound – Recruitment Presentation
- PSJA ISD Gear Up Tailgate
- Church Calvary Christian Center Fall Festival – Community Outreach
- McAllen High School – College Fair
- Jimmy Carter High School – STARN College Fair
- Progreso High School – Apply Texas
- South Texas ISD Science Academy – Apply Texas
- Mission High School 6th Annual Trunk or Treat – Community Outreach
- Weslaco High School – College Fair
- Donna High School – Apply Texas Drive
- IDEA Quest – College Fair
- Sharyland High School Trunk or Treat Spooktacular – Community Outreach
- Mercedes Early College High School – College Fair
- Juarez-Lincoln High School & UTRGV GEAR UP College & Career Night – Table Set Up
- Santa Maria High School – College Fair

CAMPUS TOURS

- Pecan Campus
  - IDEA Thrive – 12 visitors
  - Homeschooled -10 visitors
  - Personal Tour – 1 visitor
  - Economedes High School – 40 visitors
  - Sharyland Pioneer High School Campus Tour – 40 visitors
- NAH Campus

- NAH New Faculty Secretary - 1 visitor
- Personal Tour – 7 visitors

- Starr Campus
  - Rio Grande City CISD – 40 visitors

- CALL CENTER

Phone Calls	
Inbound Calls	6,349 Calls

Mongoose Text Campaigns			
Campaign	**# Reached**	**# Students replied**	**# Replies**
Super Saturday Event	5,183	4	4

Radius			
Campaign	**Emails Sent**	**Emails Viewed**	**Total Counselors**
Counselors" Update RSVP	168	77	168

EVENT PHOTOS

IDEA THRIVE – Pecan Campus Tour

Picture include students from our IDEA Thrive, who attended to an information session presentation and had a Pecan Campus Tour.

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PSJA Gear Up Tailgate

South Texas College representing at PSJA Gear Up Tailgate event. Recruiter Jorge Cantu got to interact with community members and prospective students.

Sharyland Pioneer High School Campus Tour

Picture include students from our Sharyland Pioneer High School. Students had an information session presentation and had a Pecan Campus Tour.

UTRGV Upward Bound

The College Connections Department attended UTRGV Upward Bound Neat and Clean event at South Padre Island. Students in photo attended South Texas College information session.

Mission High School 6th Annual Trunk or Treat

The College Connections Department attended the Mission High School 6th Annual Trunk or Treat.

Sharyland High School Trunk or Treat Spooktacular

The College Connections Department attended Sharyland High School Trunk or Treat Spooktacular.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
1154	Student Contacts, Outreach & Virtual Appointments
1098	CTE Student Contacts
20	Student & Alumni Registered on CCN
3	Student & Alumni Resumes Revised/Uploaded on CCN
7	New Employer Registered on CCN
39	Jobs posted to CCN
5	Workshops Presented
234	Resumes Reviewed Online by Employers via CCN
2016	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- American Industrial Supplies & Tool Repair, Inc.
- Bridgestone Retail Operations, LLC.
- Camp Cody
- City of South Padre Island
- Entravision Communications
- Lee's Pharmacy Medical Equipment Company & IV Infusions Services
- MARQUEZ EXPRESS, INC
- Meddeas
- Patterson-UTI
- Region One ESC
- South Texas Infectious Diseases Consultants PA
- Total Computing Solutions of America, Inc.
- TUM Logistics Carrier Division, Inc
- UNFI

- United Petroleum Transports
- Ziwa Corporation

Presentations/Workshops

- Grow with Google and Financial Wellness workshop
- Virtual- Interview for Success open workshop
- Get Suited for Success virtual open workshop
- Student Activities; Project evolution- Resume presentation (15 attendees)
- Sharyland Pioneer: Career Readiness Presentation (45 attendees)
- Virtual- 1 Hour Resume (3 attendees)

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

- American Industrial Supplies & Tool Repair, Inc.
- Aveanna Healthcare
- Linebarger Goggan, Blair & Sampson, LLP - Attorneys at Law
- Mona Kim - Realtor
- OVG HOSPITALITY/MC ALLEN CONVENTION CENTER
- RGV College
- Tex Commercial Services

Coordination of Upcoming Events

- Fall Open Workshops
- Career Services Presentations for Pioneer High School
- Trick or Treat at the Library Event
- College Advising Training Program, Career Services Presentation

Meetings & Miscellaneous information

- CES participated in the Coalition Against Violence and Exploitation (CAVE) conference at the UTRGV campus.
- CES staff conducted Financial Awareness workshop at the Starr County campus
- Met with Human Resource Program faculty in discussion of providing Career Services resources for student groups.
- CES conducted a Financial Wellness workshop via TEAMS
- CES coordinated a diesel internship opportunity with United Rentals
- CES staff conducted Starr Campus Grow with Google workshop initiatives

- CES conducted a workshop with Student Group under Student Activities on Career and Employer Services, Financial Wellness and Grow with Google (17 students in attendance).
- CES coordinated with Cashiers Office to schedule a training on the iGrad platform for the month of November.
- CES continues to provide workshops for Interview Stream use and navigation.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for October 2022.
- 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
- Create, update on CES website all Fall 2022 workshop calendar
- Conducted outreach to Architectural students and alumni regarding an employment opportunity with Green, Rubio Associations
- Met with Automotive Faculty for upcoming CES presentations
- Coordination of upcoming workshop for Starr Campus students
- Conducted outreach via social media platforms for fall open workshops
- Career Readiness Presentation at Starr Campus
- Grow with Google training for Career Services Staff updates
- Provided Grow with Google presentation via Teams for Starr Campus students
- Coordinating internship opportunities with United Rental for the Diesel program.
- 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.
- Conducted outreach efforts to nursing students and graduates for potential employment opportunities with Christus Spohn Health via CCN online job board.
- Conducted outreach efforts Automotive & Diesel students/for employment opportunities with United Rental
- 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
- Collected donations from STC Staff and Community Partners for Threads: Career Closet
- Career and Employment Services continues to participate 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 REVEAM 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
- 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 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
- 12 resume revisions via CCN, 1 student walk in

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- The Office of Ombuds held Lunch with the Ombuds at all campuses.
- The Office of the Ombuds submitted hiring proposal for Ombudsperson position.
- The Office of Student Rights and Responsibilities set up booths and had a Create your button for National Ombuds day activity at all campuses.
- The Office of Student Rights and Responsibilities submitted hiring proposal for Administrative Assistant.
- The Office of Student Rights and Responsibilities presented on an overview of services for Professional Development event.
- The Office of Student Rights and Responsibilities presented on an overview of services for Dual Credit Advisory Committee via Teams.
- The Office of Student Rights and Responsibilities presented on an overview of services for Dual Credit CTE Advisory Committee via Teams.
- The Office of Student Rights and Responsibilities attended the Annual Title IX Training Event at the Pecan Campus.
- The Office of Student Rights and Responsibilities set up a booth and games to provide information to students and employees at the Trick or Treat at the Library at the Pecan Campus.

OFFICE OF STUDENT CONDUCT

- The Office of Student Rights and Responsibilities set up booths and had a Create your button for National Ombuds day activity at all campuses.
- The Office of Student Rights and Responsibilities submitted hiring proposal for Administrative Assistant.
- The Office of Student Rights and Responsibilities presented on an overview of services for Professional Development event.
- The Office of Student Conduct submitted hiring proposal for one Student Conduct Specialist position.
- The Office of Student Conduct updated the Student Code of Conduct.
- The Office of Student Conduct presented an overview and how to navigate through Maxient presentation for the Police and Human Resources Departments.
- The Office of Student Conduct presented Know the Code to the Student Government Association at the Mid-Valley Campus.
- The Office of Student Rights and Responsibilities presented on an overview of services for Dual Credit Advisory Committee via Teams.
- The Office of Student Rights and Responsibilities presented on an overview of services for Dual Credit CTE Advisory Committee via Teams.
- The Office of Student Rights and Responsibilities attended the Annual Title IX Training Event at the Pecan Campus.
- The Office of Student Rights and Responsibilities set up a booth and games to provide information to students and employees at the Trick or Treat at the Library at the Pecan Campus.

BEHAVIORAL INTERVENTION TEAM

- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.

STUDENT ACTIVITIES AND WELLNESS

- Mean Girls Day (Starr County)

- National Taco Day (Starr County)

- Mean Girls Day at NAH (NAH)

- Pumpkin Spice Coffee (Pecan)

- National Coffee Day (Starr County)

- Origami Extravaganza! (Technology)

- Game Day & Ice Cream (Mid-Valley)

- Hot Cheetos (Mid-Valley)

- National Noodle Day (Technology)

- Karaoke Against Depression (Pecan)

- Let's Paint Against Depression (Pecan)

- Hispanic Heritage Day & Bingo (Mid-Valley)

- Hispanic Heritage Month Loteria Day (Starr)

- Spooky Cookie Decorating Day 1 (NAH)

- Life's a Garden, Dig It (Pecan)

- Sand Art (Technology)

- Loteria Mexicana (Pecan)

- National M&M's Day (Technology)

- Spooky Cookie Decorating Day 2 (NAH)

- Breast Cancer Awareness Month (Starr County)

- Hispanic Food Festival (Pecan)

- Painting a Pot and Planting Flowers (Mid-Valley)

- Hocus Pocus Halloween Cookie Decorating (Starr County)

- Spooky Cookie Facebookie Decorating contest (Pecan)

- Pumpkin Painting Day 1 (Technology)

- Pumpkin Patch (Starr)

- Halloween Cookie Decorating (Mid-Valley)

- Fall-O-Ween (NAH)

- I'm Just Me Because (Pecan)

- Jerry's Pumpkin Fest (Pecan)

- Spooktacular Halloween Cookie Challenge (Technology)

- Halloween Bash (Technology)

- Band Together Against Bullying (Pecan)

- Halloween Pumpkin Carving (Starr County)

- Breast Cancer Awareness (Pecan)

- Scaryoke (NAH)

- Halloween Spooktacular Costume Contest (NAH)

- Halloween Party (Starr)

- Halloween Costume Contest (Pecan)

- Library Open House Info Table (Pecan)
- Student Government Association New Officer Training at SPI
- Student Organization Risk Management Training Sessions
- 7 vs 7 Mens, Womens, Coed Soccer League
- 6 vs 6 Sand Volleyball League
- Flag Football Valley Bowl Tournament
- NIRSA Regional Flag Football Championship
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services

October 2022					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Special Programs, Other	31	5	85	15	0
Academic Advising	31	14	239	18	47
Academic Probation and Academic Suspension	29	4	76	11	63
Mental Health Counseling	30	65	123	4	39
Total	121	88	523	48	149

COVID-19 Services

October 2022	
COVID-19 Student Contacts	21

Student Accessibility Services

October 2022	
Student Contacts	249

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
- WIC Mobile Unit Clinics
- Fitness Classes
- Walking Groups
- Well-Being Check Up's
- Vaccination Clinics
- Valley AIDS Council Prevention, Education and Testing Programming
- Training for Forms and Power Automate Workflows Meetings
- CDEC Department Meeting
- SSAP Implementation Grant - VIDA Services
- ILC Kickoff Meeting

WORKSHOPS/PRESENTATIONS

- ***Domestic Violence Awareness Month***
- ***National Depression Screening Day***
- Positive Self-Talk
- Improving Your Self-Esteem
- Depression and College
- Managing Stress and Anxiety During Uncertain Times
- Finding Motivation and Gratitude in Difficult Times
- Common STIs (STDs) with VAC
- The Anxious Mind
- How to Improve Communication
- Healthy Relationships
- Mujeres Unidas Candlelight Vigil
- National Day of Unity-Honoring Texas Domestic Violence Victims
- Mission CISD Presentation-Bullying

PROFESSIONAL DEVELOPMENT

- CAVE Conference-UTRGV Edinburg
- Annual Title IX Training
- ICS Higher Ed Community Partner Quarterly Meeting

COMPREHENSIVE ADVISING

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 2,829 contacts with students were conducted by Academic Advisors and PASS Program Advisors in October 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 (253 Live Chats in October)
  - Finalized and submitted to Human Resources the 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 was ongoing; training began October 31st and focused 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 Fall semester and onboarded 2 new Student Mentors
  - **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 as needed

- **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
    - Met with PASS Program staff to review Program activities

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; attended STC Promise planning session and meeting in Dallas, Texas, with Economic Mobility
- **Guided Pathways –** planned and prepared for Institute to be held in November
- **EAB Adult Learner Training** – Director, 2 advisors, PASS Manager and Educational Coach attended training
- **Title IX Training Event** – Advising Department leads attended training
- Advising staff participated in Workday Student Information Software Vendor sessions to learn more about the student information system

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: NOVEMBER 9, 2022

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

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, Special Finance Committee Meeting, Public Budget Hearing Meeting, Cabinet Meeting, President's Administrative Staff Meeting, and Coordinated Operations Council Meeting.
- Held or Attended meetings or discussions on the following items:
  - Business Office/Cashiers:
    - Board Committee packet review with the Comptroller and Accounting Group Manager.
  - Human Resources:
    - Budget availability review with the Director of Human Resources and HRIS Manager.
    - Discussion on the Education Requirement with the Director of Human Resources, Assistant Director of Human Resources, and Staffing and Recruiting Manager.
    - EPR Deployment Partner meeting with the Director of Human Resources, Assistant Director of Human Resources, HRIS Manager, FAS Project Managers, FAS Administrative Officer, Comptroller, and Business System Analyst.
    - ERP Conversion Project meetings with the HRIS Manager, Director of Human Resources, Assistant Director of Human Resources, FAS Project Managers, FAS Administrative Officer, Comptroller, and Business System Analyst.
    - ERP Executive Session demo with various College personnel.
    - 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).
    - Reviewed the Interagency Agreement and possible future partnerships with the Director of Human Resources, and Employee Relations Officer.
    - Reviewed the Summary Report on the Hiring Process with the Director of Human Resources, Staffing and Recruiting Manager, HRIS Manager, HRIS Analyst, Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and Accountability, Risk, and Compliance Assistant.
    - South Texas College Strategic Alignment Plan Executive Presentation by ERP representatives with the College President, Vice-Presidents, HRIS Manager, FAS Project Manager, and Board Liaison Officer.
    - TASB list review updates with the Director of Human Resources, Assistant Director of Human Resources, Compensation and Payroll Manager, and FAS Project Manager.
    - TASB study exemption status review with the Director of Human Resources, Employee Relations Officer, and FAS Reporting Coordinator.

- TASB Policy Review on Standards of Conduct and Nepotism: Grievance Procedures with the Director of Human Resources, Assistant Director of Human Resources, and Employee Relations Officer.

- 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.
- Facilities Operations and Maintenance:
  - Budget availability review for FOM position with the Director of Human Resources and the Director of Facilities Operations and Maintenance.
  - Procedures review on Facility Use Fees with the Director of Facilities Operations, and Maintenance.
- Purchasing:
  - Contracts and Interlocal Agreements discussion with the Director of Purchasing, Contracts Manager, and FAS Administrative Officer.
  - Evaluation Criteria review with Legal Counsel and the Director of Purchasing.
  - Evaluation Criteria review with the Director of Purchasing.
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
- Accountability, Risk, and Compliance:
  - Fraud Survey meeting with the Director of Accountability, Risk, and Compliance, and FAS Project Manager.
  - Remote work review with Legal Counsel, Director of Accountability, Risk, and Compliance, and Assistant Director of Human Resources.
  - Work from Home Procedures meeting with the Director of Accountability, Risk, and Compliance, Accountability, and Compliance Manager, and FAS Administrative Officer, and FAS Project Manager.
- Safety:
  - 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.
  - Board items review with the College's Financial Advisor.
  - Current and upcoming projects with the Finance and Administrative Services (FAS) Project Managers and FAS Administrative Officer.
  - FAS Division New Hires Meet and Greet meeting with new employees and FAS Directors.
  - FAS Staff meeting with Project Managers and FAS Administrative Officer.
  - Finance and Facilities Agenda items review with the College President.
  - Insurance and Liability matters with Legal Counsel, Director of Human Resources, Director of Accountability, Risk, and Compliance, and Risk Manager.
  - Interlocal Agreements review with Legal Counsel, the Director of Purchasing and Contracts Manager.
  - Overview of several matters with the Chief Assistant to the President regarding Board agenda and items for the President.
  - Popular Report, Investment, and Management Reports with the Finance and Administrative Services Reporting Coordinator.
  - TACCBO CFO meeting.

- TACCBO Executive Committee meeting.
- Texas A&M and STC partnership with Engineering Academy zoom meeting with the College President, Vice-Presidents, and other College personnel.
- Visited Cavazos Sports Institute facility with the Director of Facilities Planning and Construction and other STC staff.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - Surgent's Latest Development in Government and Nonprofit Accounting and Auditing (virtual webinar).
  - OMB Update on Revised Uniform Guidance 2 CFR 200: Including Performance-Based Payments, Significant Changes to the Procurement Standards and the De Minimis Rate! (virtual webinar)

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - <u>Business Office/Cashiers:</u>
    - Auxiliary Fund Reserve and Reconciliation review.
    - Differential Tuition Models.
    - Expenditure Budget analysis.
    - FY 23 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.
    - Staffing Plan Positions revision request review and Budget Scenarios for Salary Allocations for FY 2022-2023.
    - Fall 2022 and Spring 2023 Enrollment Progress Report review.
    - Tuition & Fee Legal Provisions review.
  - <u>Facilities Planning and Construction:</u>
    - Capital Improvement Projects Master Budget.
    - Facilities Planning and Construction project updates (timelines and budget).
  - <u>Facilities Operations and Maintenance:</u>
    - Electricity Bill Management Report.
  - <u>Title IX:</u>
    - Title IX Case Review and Follow-ups.
    - Title IX Employee & Student cases.
  - <u>Other:</u>
    - Activity Report for Board.
    - Air-Purifiers follow-up and review.
    - Board Budget Presentation review.
    - Board Meeting Agenda items review.
    - Budget Transfer approvals.
    - Cafeteria Dining Services/Food Truck updates on vendors.
    - Cell Phone and Technology Stipend Payment to Non-Exempt Employees review.
    - Communicable Disease Procedures review.
    - Compensation Study and Staffing Plan review.
    - COVID-19 Continued Awareness – Monitoring notices and protocols.
    - Ellucian Banner Report 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.
- Exemption Statutes on tuition and fees.
- Exercise Facility review.
- Faculty Analysis review.
- FAS Accounts Reconciliations.
- FAS Daily Update Brief Report for President.
- Finance & Facilities Committee Agenda items review with the President and Staff.
- Fraud Survey review.
- Grant-related policy review.
- HR Processes review.
- Interagency Cooperation Contract follow-up and review.
- Inter-Local Contracts, Agreements, & MOU review.
- Justification memo review on new position under the Office of Institutional Equity.
- Retention Payment for Eligible Full-Time and Part-Time Employees review.
- Technology Support Reimbursement Benefit Payment for Full-Time Regular and Full-Time Temporary Employees review.
- Letter of Appointment revised memo review.
- Management Report files for meetings.
- MOU review of Texas A&M University Health Science Center.
- New Hires Report review.
- New Job Descriptions review.
- Organizational charts review.
- PeopleAdmin Re-implementation meeting documents and ERP systems research review.
- Plant Funds Expenditure Approvals.
- Policy 5220 review on Contractors: Consultant Services, Professional Services and Honoraria.
- Policy 5537 review on Collection of Delinquent Accounts.
- Policy 6105 review on Naming of College Facilities.
- President's Meeting Backup Documents.
- Public Information Requests.
- Purchasing, Acquisitions and Contracts review.
- QuickBooks system purchase for temporary STC Foundation accounting purposes.
- Review and Approval of Documents.
- STC Foundation MOU review.
- STC review of TASB policies: GCB, DEC, DF, DGBA, DHB, DLC.
- Student Activities fees budget review.
- T2 Parking and Citation Software review.
- TimeClock Plus (TCP) approvals.
- Transcript Withholding procedures review.
- 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 (September 2022).
  - Overtime Reports - Hours Worked by Employee (September 2022).
  - Salary Savings Reports (September 2022).
  - TCP Verification Reports (September 2022).
  - Travel by Employee Reports (September 2022).
  - Vacancy Reports (September 2022).

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

- 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
- Contracting Construction Services for the following projects:
  A. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting

- Started working on the following items for <u>November</u> Finance, Facilities, and Board meetings:
  - Starr County Tax Resale Private Bid and Resolution #2023-004 Authorizing Tax Resale Private Bid
  - Award of Proposals, Rejection of Proposal, Purchases, and Renewals

A. Award of Proposals
1) Audio Visual Equipment and Installation Classroom Upgrades – Mid Valley and Starr County Campuses (Award)
2) Compact Utility Vehicle (Award)
3) Full Size Sport Utility Vehicle (Award)
4) Mid Valley Campus Building G Analog to Digital Audio-Visual Upgrade – Phase II (Award)
5) Purchase of Automatic Heavy-Duty Tractor Trailers (Award)
6) Purchase of Portable Air Purifiers - II (Award)

B. Rejection of Proposal
7) Technology Campus Building A – Analog to Digital Audio-Visual Upgrade (Reject)

C. Purchases and Renewals
a. Instructional items
8) Assessments and Study Guides (Purchase)
9) Online Tutoring Services Agreement (Purchase)

10) Case Management Services (Renewal)

b. Non-Instructional Items

11) Furniture (Purchase)
12) Training and Consulting Agreement (Purchase)
13) Campus Dining and Food Truck Services - II (Renewal)

c. Technology Items

14) Computers, Laptops, and Monitors (Purchase)
15) Network Equipment Replacements (Purchase)
16) Systems and Network Support Consulting Services (Purchase)
17) Mobile Hotspot Services (Renewal)

- Evaluation Criteria for Competitive Procurement of Non-Construction Products, Services, and Products and Services
- Ratify Revisions and Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023
- Amendment to Current Agreement for Legal Counsel Services
- Revise Policy #5330: Budget and Financial Reporting
- Annual Investment Report for FY 2021 – 2022
- 2022 Tax Roll/Tax Levy for Hidalgo and Starr Counties
- Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties
- South Texas College Public Transportation Agency Safety Plan
- Schematic Design and Authorization to Proceed with Solicitation of Construction Services for the Pecan Campus North Academic Humanities Building P Renovations for the Accountability, Risk, and Compliance Department and the Office of Institutional Equity
- Contracting Architectural Services for the Pecan Campus West Continuing Education Building
- Contracting Civil Engineering Services for the Pecan Campus Ann Richards Administration Building A Additional Parking Lot and the Technology Campus Truck Driving Range Expansion
- Substantial Completion of the Nursing and Allied Health Campus NAH East Building A Exterior Stair Repairs and Replacement
- Substantial and Final Completion of the Regional Center for Public Safety Excellence Additional Chiller Installation
- El Milagro Clinic Parking Lot License Agreement between El Milagro Clinic, the City of McAllen, and South Texas College for the Nursing and Allied Health Campus
- Renewal of the Lease Agreement with La Joya Independent School District for the La Joya Jimmy Carter High School Teaching Center

- FAS Administrative Officer worked on the following items:
  - Assisted with finalizing agenda/items for Cabinet.
  - Assisted with finalizing items for Finance/Board Meeting.
  - Assisted with generating the Retention Payment Keynote and survey.
  - Assisted with generating the Technology Support Reimbursement Benefit Payment keynote.
  - Attended Institutional Leadership Council (ILC) Meeting.
  - Attended meetings with Finance and Administrative Services Vice President and Director of Accountability, Risk and Compliance to review the Work from Home Procedures.
  - Attended the monthly New Hire meeting where we welcome new FAS hires.
  - Enterprise Resource Planning (ERP) meeting to discuss next steps.
  - Followed up on Comprehensive Operational Plan (COP) for all departments within the Finance and Administrative Services division.
  - Followed up on Institutional Effectiveness (IE) goals for all departments within the Finance and Administrative Services division.
  - Gathered Monthly Mileage Log reports from Accounting Group Manager and Chief Assistant to the President.
  - Generated the Quarterly Investment graphs.
  - Scheduled and attended a meeting with BKD Forvis in order to start reviewing the Human Resources overall day to day processes.

- TASB Policies:
  - Compensation and Benefits Leaves and Absences Policy
    - Meetings with Human resources department to review attorney comments
    - Updated policy based on comments
  - Purchases and Contracts Policy
    - Part of meeting with Finance and Administrative Services Vice President, Director of Purchasing and Contracts Manager to review policy and adjust as necessary.
- Texas Association of Community College Business Officers (TACCBO):
  - Deposited checks at Wells Fargo
  - Finalized the reconciliation for June 2022's conference
  - Began the reconciliation for October 2022's conference
  - Generated an updated Statement of Activity

- Project Managers worked on the following items:
  - Project Manager #1 -
    - Held weekly meetings with T2 Parking and Citation Software vendor to implement the new system to be used by students, staff, faculty, and visitors.
    - Met with Business Office to finalize the 2013 Bond Construction Program accounting reports.
    - Met with the Business Office to update the Five-Year Comprehensive Plan for Capital Improvement Projects.
    - 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 Syntellis, an Ellucian strategic partner, to discuss options related to improving budget, labor planning, performance reporting, and scenario modeling on October 6.
    - 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.
    - Continued collaborations with our cafeteria vendors located in Pecan, Technology, Mid-Valley and Nursing and Allied Health campuses.
    - Coordinated and attended the Demo sessions with Workday vendor and college departments, Executive leaders, Human Resources, Information Technology, Financial Management, and Student services on October 25, October 26, and October 27, to evaluate software requirements.
    - Coordinated and attended the student's discussion meetings with Oracle and Workday ERP vendors on October 12 to gather information on their needs and requirements.
  - Project Manager #3 -
    - Assisted in the completion of the Finance, Facilities, and Board packets.
    - Assisted the Accountability, Risk, and Compliance department with the Fraud Survey report.
    - Assisted with the KeyNote notifications on the Retention Payment for Eligible Full-Time and Part-Time Employees and Technology Support Reimbursement Benefit Payment for Full-Time Regular and Full-Time Temporary Employees.
    - Attended meeting on the Work from Home Procedures with the FAS VP, Director of Accountability, Risk, and Compliance, and Accountability and Compliance Manager.
    - Attended meeting with FAS Administrative Officer and other FAS Project Manager to discuss current and future PM duties.
    - Attended meeting with FAS VP and Human Resources staff, and vendor regarding an upcoming HR Processes assessment.
    - Attended meeting with the FAS VP and Human Resources staff on TASB updates regarding the revisions to positions for FY 2023.

- Compiled and prepared the President's Update Report.
- Compiled information for the monthly Activity Reports under the FAS Division.
- Continued assisting in performing Executive AA duties until new employee has complete access to all systems and is familiarized with the office processes. Also continued training and re-assigning former duties to new employee.
- Followed-up with the Business Office regarding the timeline on the Payroll Direct Deposit initiative.
- Researched information on other colleges Board motion formats.
- Verified Legal Counsel communications listed on invoice.
- Worked on the FAS Office Employee Handbook.
- Worked with the FAS Graphic Designer and followed-up on special assignments.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2013 Bond worksheets with Project Manager-VPFAS.
- Audit Status Meeting.
- Bid evaluation for Lease Management software.
- Child Care Relief Funds 2022 Notice of Employment.
- Continuing Education Building Parking and Site Improvement -Economic Development Administration Grant Requirements and Responsibilities.
- Deferred grant revenue journal entries with Grant staff and Comptroller.
- Evaluate the lease software subscription RFQ with Associate Comptroller, Construction Accountant, Chief of Security Officer, Project Manager-Info Tech., Senior Buyer, and Technical Buyer.
- Final current receivable ending balance for Starr County in relation to tax abatement with Property Tax Accountant.
- Frozen positions list and Notice of Employment review process with Human Resources.
- GASB 87 journal entries and reports with Associate Comptroller, and Construction Accountant.
- Grant Initiation Meeting: Building Construction Trades with Grants and Compliance and Dean for Business, Technology, and Public Safety.
- New Detail Code Request Form with Grant Staff.
- On Behalf Transfer to Restricted Fund Journal Entries with Payroll.
- Workday data request file with Comptroller.
- Trainings or Webinars:
  - Education Department of General Administrative Regulations Training
  - October Program Income Webinar
  - TouchNet COMTEC 2022 Conference
  - Workday Finance Training Sessions
  - Workday-Student Demo

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on September 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:

Bank No.	22-Sept	22-Oct
01 E&G	401	471
01 Direct Deposit	150	280
03 Student	9,803	1,641

Bank No.	22-Sept	22-Oct
12 I&S Taxes	-	-
16 I&S Bond	-	-
17 Plant	23	9
17 Direct Deposit	-	1
31 Virtual Card	338	527
32 AP Card	1	4
37 Unexp-LT Bond Series 2015	-	-
38 Unexp-LT Bond Series 2014	-	-

- Budget and Reporting:
  - Simplified Tuition Model
  - Budget Amendment Motion and Presentation for October Board Meeting
  - FY 2023 Budget Amendment Entry Posting
  - FY 2023 Fall Lost Revenue Estimate
  - FY 2022 Budget Amendment Booklet
  - FY 2023 Budget Amendment Draft
  - Policy Transition to Texas Association of School Boards Policy Manual
  - State Appropriations
- Cash Management/ Special Projects/ Office Support:
  - External Audit / Year End activities
  - FY 2022 - 2023 Risk Assessment

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	15	479
01 Direct Deposit	10	225
02 Payroll	6	344
02 Direct Deposit	4	2,252
03 Student	4	1,641
12 I&S	0	0
16 I&S	0	0
17 Plant	4	9
17 Plant Direct Dep.	1	1
38 Bond Series 2014	0	0
Total	44	4,951

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	28
Bank Transfers between Bank Accounts	32
Wire Transfers for Benefits, New Investments, and International	1

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared 114 board and management reports and staff continues to work on monthly reconciliations
  - Worked on the Starr County Levy 2022 calculation and confirmed figures as requested by County

Duties	Total
Approval - Requisition queues approval	20
Audit - Checks and bank statements retrieved for auditor	22
Audit - Hours used to pull out information for the auditor	2
Audit - Prepared audit reports	5
Audit - Review audit report	25
Bank - Approve and/or initiate bank's ACH, wire, book transfers	3
Bank - Download bank info. for bank reconciliations	1
Bank - Download daily bank info. formatted, and email them to specified staff	316
Bank - Prepared daily deposits	21
Bank - Transactions removed from Banner Bank Recon.	992
Budget - Preparation of budgets	31
Checks - Provide a copy of cashed check to AP/Payroll	16
Checks - Verification of checks for AP / Payroll / Student	35
Checks - Printed and/or mailed checks	1
Checks - 30-90 days o/s checks letters mail-hours used to search for updated address	384
Checks - Stale-dated checks list Prepared	4
Checks - 30-90 days outstanding checks letters mailed	446
Checks - 30-90 days outstanding checks letters returned and logged	50
Checks - Stale-dated stop payment verification	2
Checks - Stop payments processed (including stale-dated checks)	135
Checks Returned - Logged and Filed the returned checks by mail	36
Checks Returned- Disbursed to student/staff/vendor	56
Donations - telephone calls received - FOAP questions	50
Emails - Initiated and/or responses to emails	804
Emails - received and viewed/read	1,033
FOAP - Changed financial manager	5
FOAP - Created including Activity codes and FOAP updates	14
FOAP - provided for deposits and/or other depts requesting info.	4
IDT's - reviewed	19
IDT's - Submitted for posting	16
Invoices - and Encumbrances reviewed	81
Invoices - submitted to AR for billing	1
Journal Entries - Copies requested	27
Journal Entries - Filed and Organized including labeling	1,679
Journal Entries - Hours used to filed and Organized including labeling & boxing/RR log	4
Journal Entries - Hours used to for scanning	29
Journal Entries - Hours used to Log Scanned JE	17

Duties	Total
Journal Entries - Hours used to Prepared documents for scanning	4
Journal Entries - Logged	1,003
Journal Entries - Number of JE scanned	990
Journal Entries - Posted to GL including FUPLOAD	840
Journal Entries - Posted Transactions processed	7,722
Journal Entries - Prepared	127
Journal Entries - Reviewed	152
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	1
Meetings - General Accounting Department Review meeting (hours)	8
Meetings - FPC, Purchasing, and other STC departments - hours	9.5
Motion - Number of motions submitted to VP-FAS Office	2
Motions-Prepared, revised, reconciliations, Prepared backups	2
Positive Pay - Exceptions researched/verified (quantity)	15
Positive Pay - Submitted and/or Exceptions approved (quantity)	29
Procedures - Updates/reviewing of General Ledger/Construction/cash/Taxes Procedures and Policy reviewed	3
Report - Prepared LRGVDC report and compile backup	12
Reports - Download/Save Daily and End of Month General Ledger reports	220
Reports - Download/Save Hours used to download 15 Monthly Reports	1.25
Reports - Prepared Bank reconciliations	8
Reports - Reviewed Board and Management Reports/Motions	93
Requisitions - Prepared requisitions	1
Requisitions - Review requisitions	1
Special Project - DocuSign Journal Entries (Hours)	0.75
Special Project - GASB 87 Leases - hours	17
Testing and Problems with Banner/FUPLOAPS/Bank/computer/printer	3

Description	Oct-22
General Journal Entry (Intra-Fund) (JE 15)	287
General Journal Entry (Inter-Fund) (JE 16)	159
Cash Receipts (CR 05)	509
Encumbrance Liquidation (E032)	2
Encumbrance Liquidation (E020)	6
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	
General Journal Entry (JE17)	63
Misc. Receipt Payments (CA10)	2

- Cashiers:
  - Assisted students with payments and questions.

Payroll Processes for the Month Ending October 31, 2022	
Payroll Re-issue Processed	1
Payroll Cycles	4
Payroll Checks & DD	2,893
TimeClock Plus Access Forms Processed	108
Number of Employees with OT reviewed for OT Memos	231
NOEs Approved	287
Salary Budget Transfer Forms Processed	15

Number of Employees & Deposits Processed			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	2,028	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	581	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 09/16 - 09/30) SR19	281	Salaried	0
(Waged 10/01 - 10/15) SR20	300	Waged	0
Regular (Salaried: September) MR10	4,194		
Supplemental (Salaried:)		**Void Checks Processed**	
Supplemental (Salaried:)		Salaried	1
NOE's Approved		Waged	0
Approved NOE's	287		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	1
(Additions, Deletions, Changes)	120	Waged	0
Salaried	264		
FLAC (Additions, Deletions, Changes)	6	**Salary Budget Transfer Forms Processed**	15
FLAC	56		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	6	Salaried	0
Waged	70	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	0
(Additions, Deletions, Changes)	24	Salaried	0
Salaried: MR10	169	Waged	
Salaried: MR09ADJ01	17		
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)		Salaried	266
Waged		Total Net	$238,942.19
(Waged:)			
Liabilities Processed		Waged	82
ORP	11	Total Net	$21,098.82

Annuity	12		
Student Loans	MR-0, SR-0	**Direct Deposits Processed**	
United Way	1	Salaried	2023
Child Support	1	Total Net	$5,640,906.62
IRS Levy	0		
Withholding & FICA	4	Waged	522
Met Life	1	Total Net	$219,539.35
Legal Judgement	1		
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:

- Conference call to discuss an agreement with College Legal Counsel.
- Department of Public Safety Meeting to discuss Mass Notification message processes with Coordinator of Emergency Preparedness & Training, Police Sergeant, and Parking & Security Services Manager.
- Department of Public Safety Meeting to discuss several incidents with Police Lieutenant and Sergeant.
- Leadership Training Graduation Ceremony at the Regional Center for Public Safety Excellence.
- Meeting to discuss McAllen Holiday Parade parking and traffic control at South Texas College (STC) with McAllen Police Assistant Chief & Lieutenant and STC Department of Public Safety Police Lieutenant & Sergeant and Parking & Security Services Manager.
- Meeting to discuss open purchase orders processes with Public Safety & Transportation Services Manager.
- New Hire Presentation for new employees presented by Vice President for Finance and Administrative Services (FAS) and FAS Directors.
- Safety Presentation for new Faculty at Nursing & Allied Health.
- Safety Teams Meeting to discuss the implementation of injury reporting processes with Vice-President for Finance and Administrative Services (FAS) and FAS Safety Team Members.
- Surveillance Camera Team Meeting to discuss camera projects and other camera related topics.
- Team Behavioral Intervention Team (BIT) Meetings to discuss threat assessment cases with BIT Members.
- Teams Meeting to discuss safety and security processes with Parking and Security Services Manager and Security Guard Specialists.
- Teams Meetings to discuss different topics with Security Guard Specialist and Parking & Security Services Manager.
- Teams Safety Meetings to discuss safety topics with Vice President for Finance and Administrative Services (FAS) and FAS Team Members.
- Zoom Meeting to discuss Instructional Procedures for Drug-Free and Alcohol-Free Workplace and Campus Policy 4213 with College Legal Counsel and Police Academy Chair.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Referrals sent to Title IX Coordinator, Office of Students Rights & Responsibilities and Risk Management.

- Reviewed incident reports and Clery Daily Crime Log to prepare for the 2022 4th Quarter Clery Committee Meeting.
- Reviewed incident reports in the Department of Public Safety Automated Reporting Management System (ARMS).

- Surveillance Cameras:
  - Department of Public Safety Avigilon Client Access Request Form.
  - Parking & Construction Meeting regarding new construction surveillance camera placement.
  - Researched surveillance camera procedures at other Texas Colleges & Universities.
  - Worked on surveillance camera procedures.
- Training:
  - Annual Title IX Training at Pecan Campus Building U.
  - Civilian Response to Active Shooter Events/Attack and Casualty Care hands on training at Pecan Campus.
  - Culinary Pulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)/First Aid Training.
  - Evacuation Drills Mid Valley Campus Building G and Starr Campus Building D.
  - Evacuation Drills Pecan Plaza Building C and Pecan Campus Buildings U & P.
  - Fire Extinguisher Training was planned and coordinated for Custodial Staff.
  - Fire Extinguisher Trainings for Pecan Campus Staff presented by McAllen Fire Department.
  - Maxient Reporting System Training presented by Office of Students Rights & Responsibilities for Department of Public Safety employees.
  - Police Compliance Coordinator attended the Texas Commission on Law Enforcement Conference.
  - Provided Safety Trainings at Human Resources hiring orientations.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved leave requests on Time Clock.
  - Approved times on Time Clock.
  - Completed hiring packet for Police Dispatcher position.
  - Interviewed for security guard positions.
  - Moved security personnel from Portable Building B25 A and B to Portable Building 26 A and B.
  - Submitted memo and position request for Bus Driver position.
- Purchases and Repairs:
  - Approved requisitions.
  - Evaluated Request for Proposal (RFP) for a compact & full-size Sport Utility Vehicle.
  - Planning and installing lap top mounts in all police and security guard vehicles.
  - Preventive maintenance on police, security guard, and transportation vehicles.
  - Submitted monthly gas logs/interdepartmental transfers for all department units.
- Shuttle Buses and Parking:
  - 2 parking citation appeal meetings.
  - Completed 36 event parking requests.
  - Completed Business Office September 2022 Permit Inventory Report.
  - Completed Public Transportation Agency Safety Plan.
  - Created and completed Accident Investigation Procedures for Transportation.
  - Created New Hire Transportation Driver Evaluation form and checklist.
  - Created Quarterly Transportation Driver Evaluation Form.
  - Entering parking permit information manually into the Department of Public Safety Automated Reporting Managements System (ARMS).
  - Issued 477 Parking Permits, 15 Replaced Permits, 2 General Permits and 412 Temporary Parking Permits.
  - Meeting with Texas Department of Transportation (DOT) to finalize South Texas College Public Transportation Agency Safety Plan.
  - New Parking Software System and Finance Team Meeting.
  - Planning & Construction parking reservations.
  - Researched parking and administrative procedures at other Texas Colleges & Universities.
  - South Texas College Department of Public Safety Public Transportation Safety Plan and Motion to present at the November 2022 Finance Committee Meeting and Regular Board Meeting.

- Submitted JagParking Information Technology (IT) Service Tickets.
- Submitted monthly reports to Valley Metro Transit, ridership report, trip log report and driver manifest which totals service hours driving and service miles.
- Working on September and October's-Issuance Reports.

- Other:
  - Collected lost and found campus district wide.
  - Completed monthly Automated External (AED) Log check as per Texas Senate Bill 199.
  - Completed workflow on items sent to shipping and receiving.
  - Continued issuing out KN95 and surgical masks campus district wide.
  - Created new logs for lost and found procedures and held meeting to discuss the implementation of the new property/evidence form.
  - Created signage for Events.
  - Meeting to discuss updates to our mass notification system with employees from mass notification software and South Texas College Information Technology (IT).
  - Planned & Coordinated security for Presentation at Starr Campus.
  - Replaced faded COVID-19 Signs Campus District Wide.
  - Updated the Student Handbook sections owned by the Department of Public Safety.
  - Worked and submitted for review Texas Association of School Boards (TASB) policies.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended department meetings to update project budgets.
- Attended Facilities Operations Council meeting.
- Attended site visit of existing facility for use by College.
- Facilities Planning & Construction staff meeting.
- Finance & Administrative Services Facilities Planning meetings.
- October Board Meeting.
- October Facilities Committee meeting.
- October Finance Committee meeting.
- Texas A&M Building-met to discuss the purchase of existing furniture and equipment with College staff.
- District-Wide:
  - District Wide Flooring Replacement-meeting on site to discuss flooring options at Pecan Campus Student Services Building K with Operations & Maintenance staff; attended meeting on site at Pecan Campus Student Union Building to replace carpet at second floor and repaint walls as requested with Operations & Maintenance staff.
  - District Wide Flooring Replacement-meeting to discuss flooring material options and lead times with flooring representative and College staff.
  - District Wide Portables-meeting to review modifications to existing portables at Pecan Campus with Operations and Maintenance staff.
  - District Wide Portables-met on site to review existing music equipment to be relocated with vendor and College staff.
  - District Wide Portables-met with Maintenance staff to review concrete drive; met with Rio Grande City Grulla Independent School District (RGCG ISD) representatives to review portables that will be donated to the school district.
  - District Wide Repainting of Exterior Stucco and Panels-attended a bi-weekly construction progress meeting.
  - District Wide Repainting of Stucco and Panels Pecan Campus and Pecan Plaza-Pre-Construction Meeting with Contractor and College staff.
- Mid-Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-construction meeting with Architect, Contractor, and College staff.

- Mid Valley Campus Workforce Center Building D Automotive Lab and Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) Classroom & Outdoor Lab and Welding Lab Expansions-met with College staff to review project schedules and plan for class coordination.
- Mid Valley Campus Workforce Center Building D Automotive Lab and Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) Classroom & Outdoor Lab and Welding Lab Expansions-meeting to discuss questions on the equipment going into the new spaces with design team, Operations and Maintenance, and College staff.
- Mid Valley Campus Workforce Center Building D Automotive Lab and Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) Classroom & Outdoor Lab and Welding Lab Expansions-meeting to discuss security camera locations with Security Department.

- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus NAH East Building A Stair Repairs and Replacement-construction progress meetings with Contractor.
  - Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Expansion-attended contract negotiations meeting with Contractor and College staff.
- Pecan Campus:
  - Pecan Campus Ann Richards Administration Building A and Technology Campus Truck Driving Range Expansion-attended and conducted pre-qualifications conference meeting for request for qualifications (RFQ) of engineering services.
  - Pecan Campus Ann Richards Administration Building A Renovation of Administration Offices -attended meeting to discuss contractor's request for information.
  - Pecan Campus Ann Richards Administration Building A Renovation of Administration Offices-bi-weekly construction update meeting with the Contractor, Architect, and College staff.
  - Pecan Campus Building L Cooper Center for Preforming Arts Music and Dance Expansion-attended scope meeting with College staff.
  - Pecan Campus Kinesiology Building Phase I-attended a budget and scope of work meeting with Architect.
  - Pecan Campus West Continuing Education Building-attended and conducted pre-qualifications conference meeting for Request for Qualifications (RFQ) of architectural services.
  - Pecan Campus West Continuing Education Building-attended meeting with College staff to discuss internal procedures.
  - Pecan Campus North Academic Humanities Building P Renovations for the Accountability Risk & Compliance Department and Office of Institutional Equity-met to review the schematic design presentation with the Architect and College staff.
- Pecan Plaza:
  - Pecan Plaza Existing Kinesiology-meeting to discuss flooring scope needed for the relocation of equipment to the Starr County Campus.
  - Pecan Plaza Human Resource Building A-attended design and scope meeting with College staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-meeting to review options with Contractor and Engineer on how to move forward with the chiller start up.
  - Regional Center for Public Safety Excellence Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles-attended contract negotiations meeting with Architect, Contractor, and College staff.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operators Course (EVOC) Lighting-attended the bid proposal opening for construction services.
- Starr County Campus:
  - Starr County Campus Workforce Center Building D Automotive Lab and North Academic Building C Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) Outdoor Covered Area Addition- met with College staff to review project schedules and plan for class coordination.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-met with College staff to review project schedules and plan for class coordination.

- Technology Campus:
  - Technology Campus Space Modifications TEAMS meeting with Architectural and Engineering Design Technology (AEDT) staff.
  - Technology Campus Welding Lab Expansion Building F-meeting to review soil test boring locations with testing lab consultant.

WORKED ON THE FOLLOWING ITEMS:

- Assisted Purchasing Department with Interviews for Shipping & Receiving Fixed Asset Technician.
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Reviewed Monthly Fact Sheets.
- Texas A&M Building-performed site visit to review proposed scope of Phase I work and review existing furniture and equipment.
- Worked on Change Order Log
- Worked on concrete drive for the portable buildings.
- Worked on drawings for concrete drive and ramps for the repurpose of portable buildings.
- Worked on drawings for ramps for the repurpose of portable buildings at Pecan Campus.
- Worked on Facilities Planning & Construction Staff Appraisals.
- Worked on Facilities Planning & Construction's Comprehensive Operational Plan update.
- Worked on Facilities Planning & Construction's Fiscal Year 2021-2022 Comprehensive Operations Plan Status Report.
- Worked on Facilities Planning & Construction's Mid-Biennium Activity Report.
- Worked on Monthly Fact Sheets.
- Worked on November Facilities Committee Meeting packet.
- Worked on review of College policies related to Facilities.
- District Wide:
  - District Wide Portables Pecan Campus-worked with Purchasing Department on the construction agreement for the construction services for the concrete service drive; received proposal for flooring replacement for the proposed Mailroom portable building.
  - District Wide Portables-worked on planning the relocation of existing staff, faculty, furniture, and equipment at the Pecan Campus.
  - District Wide Portables-worked on plans for future drop off drives to existing portable buildings; worked on Mailroom furniture layout; worked on planning the relocation of existing staff, faculty, furniture, and equipment at the Pecan Campus.
  - District Wide Repainting of Exterior Stucco and Panels Pecan Plaza Building A and Pecan Campus Buildings L, M and N-performed site visit to photograph existing conditions around buildings.
  - District Wide Repainting of Stucco Walls and Panels Pecan Campus-performed site visits to review status of construction progress.
- 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; discussed various items with Contractor and Architect.
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-performed site visits to verify status of construction progress; reviewed change order request.
  - Mid Valley Campus South Academic Building H Roof Replacement-coordinated schedule to perform testing services.
  - Mid Valley Campus Workforce Center Building D Automotive Lab and Heating, Ventilation, Air Conditioning & Refrigeration (HVAC-R) Classroom & Outdoor Lab and Welding Lab Expansions-worked on review of 100% Design Development drawings and forwarded comments to 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-worked on review of 75% Design Development drawings and forwarded to College staff for review.

- Nursing & Allied Health Campus
  - Nursing and Allied Health Campus NAH East Building A Generator Replacement-reviewed agreement between Owner and Contractor.
  - Nursing and Allied Health Campus NAH East Building A Stair Repairs and Replacement-performed site visits to verify status of construction progress.
  - Nursing and Allied Health Campus NAH East Building A Stair Repairs and Replacement-performed Substantial Completion Walk Through with Contractor, Engineer, and College staff.
- Pecan Campus:
  - Pecan Campus Ann Richards Administration Building A Additional Parking Lot and Technology Campus Truck Driving Range Expansion-received Statements of Qualifications from Engineers.
  - Pecan Campus Ann Richards Administration Building A Renovation of Administration Offices-reviewed submittals and processed invoice from contractor.
  - Pecan Campus Ann Richards Administration Building A Renovation of Administration Offices-performed site visits to review status of construction.
  - Pecan Campus South Academic Building J-reviewed contract between Owner and Contractor.
  - Pecan Campus West Continuing Education Building-received Statements of Qualifications from Architects.
  - Pecan Campus West Continuing Education Building-reviewed the Building Space Program with Continuing Education Staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-reviewed comments on electrical current arc flash study from Engineer and discussed with Contractor.
  - Regional Center for Public Safety Excellence Chiller Installation-coordinated final electrical connection with Engineer, electrical provider, Contractor, and College staff.
  - Regional Center for Public Safety Excellence Chiller Installation-conducted final electrical connection with electrical provider, Engineer, Contractor, and College staff.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operators Course (EVOC) Lighting-evaluated construction services proposals with Engineer and College staff.
  - Regional Center for Public Safety Excellence Two-Story Fire Training Structure-reviewed construction documents provided by Architect and Engineer.
- Starr County Campus
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-reviewed revised Owner/Contractor Agreement and sent back to Architect for revision.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-received and reviewed Owner/Contractor Agreement from Contractor.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-received and reviewed Owner/Contractor Agreement from Contractor; sent to Administration for signature.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2022 3rd Quarterly Clery Committee Meeting with the Police Compliance Coordinator.
- Annual Title IX Training Event Workshop at Pecan Campus Student Union.
- Control Costs in 2022 and Beyond: How to Reduce FM Costs as Inflation Rises, IFMA Webinar hosted by JLL Technologies.
- Evaluation of Request for Proposal 22-23-1026 Purchase of Air Purifiers – II with Purchasing department.
- Evaluation of Request for Proposal 22-23-1027 Full Size Sport Utility Vehicle with Purchasing department.
- Facilities Committee meeting at the Board Room.

- Facilities Operations and Maintenance Managers meeting to gather department updates.
- Facilities Operations and Maintenance Monthly Support Staff meeting to gather department updates.
- Facilities Operations and Maintenance Organizational Chart Discussion with the Vice President for Finance and Administrative Services.
- Facility Use Fees 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.
- Kitchen Walkthrough at the Student Union Building with the Vice President for Finance and Administrative Services.
- Mid Valley Campus South Academic Building H Roof Repairs and Interior Renovation Scope of Work Discussion Meeting with Milnet with Facilities Planning and Construction department.
- October Board of Trustees Meeting at the Board room.
- Pecan Building A, Ann Richards Administration Renovation of Administration Offices Construction Update Meeting with Planning and Construction department.
- Review Position for Alfredo Rangel with the Assistant Director of Human Resources.
- Texas Chiller Systems New Contract Meeting with Facilities Operations and Maintenance Staff.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - District Wide Campuses
    - Completed evaluation of fire alarm monitoring RFP. Recommendations to be submitted to board.
    - Finalized schedule for upcoming winter break fire inspections.
    - Met with Medical Technology Associates about providing preventative maintenance service for vacuums and compressors.
    - Met with Strongline and First Fire Protection regarding upcoming winter break fire inspections.
    - Met with Texas Chiller Systems about new contract.
    - Obtained quote for annual backflow inspections.
    - Participated in departmental meetings with staff regarding uniform policy.
    - Requested quote for poinsettias from Lowe's.
    - Requested quote from Secure Elevator for annual elevator inspections.
    - Typical pest control issues and equipment rentals.
  - Pecan Campus
    - Met with El Fire regarding hood cleaning at Pecan Building U cafeteria.
- Custodial Department:

Duties	Number of Requests
Set-Ups	425
Moves/Relocations	66

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	195	$10,767.08
Electrical	110	$7,167.80
Energy Management	35	$585.20
HVAC	84	$9,836.60

Locksmith	154	$3,577.39
Painting	27	$519.03
Plumbing	84	$4,287.40
Plant Services		$3,292.89
General Maintenance	1	$311.90
Totals	**690**	**$40,345.29**

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Analysis of Risk Training by The National Alliance for Insurance Education and Research.
  - Analysis of Risk training.
  - Communicable Disease online reporting forms with Informational Technology staff.
  - Communicable disease procedures with the Director of Counseling.
  - Discussions with Insurance Consultant regarding business income coverage and insurance coverage questions surrounding The Foundation at South Texas College.
  - Driver History Record retention period with Employee Relations staff.
  - General liability/accident insurance with STC Music/Percussion staff.
  - Held discussions with Public Adjuster, Facilities, Planning and Construction staff, and architect regarding Mid Valley Campus Building H.
  - Incident discussions with student and Director of Purchasing.
  - Incident with Employment Relations Officer.
  - International travel procedures with Comptroller and business office staff.
  - Mid Valley Campus Building H matters with Public Adjuster, Architect, and Facilities, Planning, and Construction staff.
  - Non-employee incident with legal counsel and Vice President for Finance and Administrative Services.
  - Pecan Campus Building P design with Facilities, Planning, and Construction staff.
  - Pecan Campus Building P window testing matters with attorney, engineering company, and Facilities Operations and Maintenance staff.
  - Procedure related to employee international travel with Comptroller.
  - Scope of work with Public Adjuster and Facilities and Planning and Construction staff.
  - Several discussions with Texas Association of School Boards and Insurance Consultant regarding various insurance/coverage matters.
- Records Management and Retention:
  - Mid-Valley Retention Center shelves layout and fire code clearance with Campus Facility Manager.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Faculty on local policy localization project and review process.
  - Local policies with the Interim Executive Director of Grant Development, Management, and Compliance.
  - Local policy review process and retention period for records with Dean Institutional Research.
  - Policies for fifth-year reaffirmation report with Director of Institutional Effectiveness.
  - Policies with Employee Relations officer.
  - Policy Localization with the College's Legal Counsel.
  - Policy Localization with the Employee Relations Officer.
  - Policy Localization with the Executive Director of Public Relations and Marketing.
  - Policy review with Legal Counsel.
  - Use of Maxient to report and track incidents with Institutional Equity Director.
- Other:
  - Drop-off class initiative with the Assistant Professor of Child Development.
  - Drop-off class proposed initiative with Faculty Senate President.
  - Finance and Administrative Services New Hires Meeting.

- Finance and Administrative Services Safety meeting.
- Hiring process and special projects with Vice President for Finance and Administrative Services.
- Hiring process with college staff and Vice President for Finance and Administrative Services.
- Hiring process with Human Resources staff.
- Hiring process with Vice President for Finance and Administrative Services.
- Institutional Effectiveness 2021 – 2023 Plan with Director of Institutional Effectiveness.
- Institutional Leadership Council
- Interviews for Security Analyst position with Search Committee members.
- Remote Work Procedures with Human Resources staff.
- Remote Work Procedures with the Accounting Group Manager.
- Remote Work Procedures with Vice President for Finance and Administrative Services and Finance Administrative Staff.
- Remote Work procedures with Vice President for Finance and Administrative Services.
- Remote Work procedures with Vice President for Finance and Administrative Services, legal counsel, and Assistance Director of Human Resources.
- Site visit with architect and engineers at Mid Valley Campus Building H.
- Tuition and fees policy with Vice President for Finance and Administrative Services.
- Various meetings with Vice President for Finance and Administrative Services on multiple projects.
- Weekly departmental huddles.

PROJECTS IN PROGRESS:

- Insurance and Risk Management:
  - Auto insurance coverage document.
  - Certificates of insurance.
  - Communicable Disease Online Reporting Forms.
  - Communicable Disease procedures.
  - Communicable Disease reporting flowchart.
  - Coordinated window testing for Pecan Campus Building P.
  - Departmental risk assessment.
  - Hazard Communication Acknowledgment form.
  - Incident Investigation forms.
  - Incident Investigation Report Template.
  - Incident investigation.
  - Incident notices.
  - Incident reporting forms.
  - Insurance inquiries on auto liability and separate entities.
  - Insurance policy review.
  - Insurance Requirements document.
  - Insurance Standards Procedures.
  - International Travel procedures.
  - Introduction to Incident Reporting and Incident Investigation for Supervisors' training.
  - Mid-Valley Campus Building H owner-controlled insurance program claim timeline.
  - Pecan Campus Building P insurance claim timeline.
  - Pecan Campus Building P window testing.
  - Reviewed departmental risk assessments; provided feedback.
  - Reviewed incident reports.
  - Reviewed police reports.
  - Reviewed Risk Assessments and provided feedback.
  - Reviewed/approved insurance invoice.
  - Risk-related questions on drop-off class.
  - Schematic Design on Pecan Campus Building P.

- Updated timelines for Pecan Campus Building P and Mid Valley Campus Building H insurance claims.

- Records Management and Retention:
  - 2021 processed retention records variances.
  - Continued reviewing 2021 processed records for variances.
  - Continued reviewing 2021 processed retention records; identified and researched variances.
  - Electronic records training research.
  - Master file inventory of retention boxes updates.
  - Nonstandard deviations for Business Office records.
  - Record Coordinators Notification: Records in Your Inbox draft.
  - Records Management Overview Notification and updates.
  - Records retention boxes for 2022 destruction.
  - Remote work motion.
  - Remote Work Procedures.
  - Retention records inventory updates.
  - Reviewed Master File for variances between Department Label and RCI.
  - Reviewed non-processed retention records on Master File for variances.
  - Summary of Non-Standards for Business Office records.
  - Updated non-processed retention records on Master File.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Comprehensive Operations Plan.
  - Crosswalk Policy for Southern Association of Colleges Commission Fifth-Year Report.
  - Institutional Effectiveness Plan 2021-2023.
  - Local policies related to grants.
  - Policy Localization.
  - Policy Management correspondence to Finance and Administrative Services directors.
  - Policy Report Card.
  - Property policy review.
  - Researched tax deposit payment retention records.
  - Reviewed invoice from Texas Association of School Boards.
  - Transition Phase 1
    - Crosswalk.
    - Crosswalk.
    - Policies by Policy Owner
    - Policy Status Matrix.
  - Transition Phase 2
    - Crosswalk.
    - Policy Status Matrix.
  - Transition Phase 3
    - Crosswalk.
- Other:
  - College Safety Committee Charter.
  - Department notification on Record Coordinators' point of contact updates.
  - Departmental Comprehensive Operations Plan.
  - Fiscal Year 2022 Hiring Process Action Items revisions.
  - Hiring process data meeting recap.
  - Motion on remote work procedures.
  - Prepared items for meeting with legal counsel on incidents.
  - President's Update Report.
  - Procedures on international travel.
  - Project assigned by Vice President for Finance and Administrative Services.
  - Questions for legal counsel review on non-employee incidents.

- Remote Work procedures motion.
- Remote Work procedures.
- Research travel reimbursement for remote work employees.
- Submitted weekly reports (President's Update Report, Weekly Cabinet Report, and COVID-19 Daily Data Report).

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged fourteen (14) 1295 Forms with the Texas Ethic Commission.
- Attended October Finance Committee Meeting and Regular Board Meeting.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted two (2) staff meeting to discuss end procedures, change orders, and encumbrances and the new technology reimbursement, retention pay, and direct deposit mandate.
- Created, reviewed and/or negotiated changes to forty-three (43) vendor agreement/contracts.
- Meeting with Legal Counsel to review the request for proposals evaluation criteria and interlocal agreements.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the conference call with Citi Bank and the Business Office to discuss the P-Card implementation.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Participated in the FAS New Employee Hire Welcome Meeting.
- Participated in the Title IX Training on October 28th.
- Participated in the Workday Demo/presentations.
- Prepared FY2022 information requested by the External Auditor and Carl Perkins Federal Auditor.
- 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 six hundred sixty-one (661) online Banner requisitions.
  - Completed sixty-five (65) travel authorizations/airfares.
  - Created or updated one hundred twenty-three (123) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved three hundred seventy-two (372) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed eight hundred twenty-four (824) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Submitted eight (8) new records and updated zero (0) 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: 22-23-1026 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 Bldg A Analog to Digital Audio Visual Upgrade
    - Request for Proposals: 22-23-1030 Compact Utility Vehicle
    - Request for Qualifications: 22-23-1031 Civil Engineering Services – Pecan Campus Ann Richards Administration Building A Additional Parking Lot and the Technology Campus Truck Driving Range Expansion

    - Request for Qualifications: 22-23-1032 Architectural Services – Pecan West New Continuing Education Building
    - Request for Qualifications: 22-23-1033 Civil Engineering Services – Pecan West New Continuing Education Parking and Site Improvements (Grant)
    - Request for Proposals: 22-23-1035 Purchase of Full-Size Cargo Van
    - Request for Proposals: 22-23-1036 Purchase of Fitness Equipment
    - Request for Proposals: 22-23-1037 District Wide Wireless Network Equipment Upgrade and Installation
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Qualifications: 22-23-1031 Civil Engineering Services – Pecan Campus Ann Richards Administration Building A Additional Parking Lot and the Technology Campus Truck Driving Range Expansion
    - Request for Qualifications: 22-23-1032 Architectural Services – Pecan West New Continuing Education Building
    - Request for Qualifications: 22-23-1033 Civil Engineering Services – Pecan West New Continuing Education Parking and Site Improvements (Grant)
    - Request for Proposals: 22-23-1034 Re-Bid Starr County Automotive Lab Expansion and HVAC-R Outdoor Covered Area Addition
    - Request for Proposals: 22-23-1035 Purchase of Full-Size Cargo Van
    - Request for Proposals: 22-23-1036 Purchase of Fitness Equipment
    - Request for Proposals: 22-23-1037 District Wide Wireless Network Equipment Upgrade and Installation
    - Request for Proposals: 22-23-1038 Civil Engineering Services – Pecan Campus West Property Subdivision Plat (Grant)
    - Request for Proposals: 22-23-1039 Virtual Reality Welding Training Simulator
    - Request for Proposals: 22-23-1040 Mid Valley Campus Workforce Center Bldg B Automotive Lab HVAC-R Classroom and Outdoor Lab and Welding Lab Expansions
- Fixed Assets Department:
  - Reviewed all assets purchased and paid through October 31, 2022 as follows:
    - Adjusted sixteen (16) assets in Banner for the month of October
    - Approved thirty-six (36) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed four hundred forty-nine (449) deliveries (purchase orders and complimentary books) and two thousand six hundred eighty-five (2,685) packages/boxes.
  - Completed sixty (60) Faculty/Staff moves in October.
  - Received and posted five hundred eighty-one (581) purchase orders in Banner.
  - Transferred/relocated seventeen thousand nine hundred forty-one (17,941) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Mailed out a total of eight thousand two hundred seventy (8,270) letters two hundred thirteen (213) letters were returned to South Texas College due to bad addresses.
  - Processed forty-five thousand one hundred four (45,114) copies for the month of October.
  - Processed the following mail and copy requests:
    - Student Financial Aid - $169.62
    - Public Relations and Marketing - $554.94

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 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 meetings to discuss specific individuals and cases.
  - Calls with Chief of Police of the Department of Public Safety, relating to certain reports submitted by employees and students.
  - Clery Committee Quarter 3 meeting.
  - 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 Institutional Equity webpage to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.
  - Meeting with consultant Saunie Schuster 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 Office of Student Rights and Responsibilities to discuss changes to Maxient case configurations and settings for Title IX cases.
  - 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 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.

- Training(s)/Webinar(s):
  - Attended the 7th Annual Coalition Against Violence and Exploitation (CAVE) Conference hosted by the University of Texas Rio Grande Valley.
  - Attended Entrance Conference with the Internal Auditor to kick off the Internal Audit of the College's Title IX program and compliance.
  - Attended Institutional Compliance Solutions' Quarterly Webinar.
  - Attended Association of Title IX Administrators (ATIXA) Conference.
  - Attended Association of Title IX Administrators (ATIXA) Diversity Equity and Inclusion Coordinator One Training.
  - Completed Diversity Equity and Inclusion 3-part training with Institutional Compliance Solutions.
  - Hosted Title IX 50th Anniversary series with Colonel Lisa Carrington Firmin: Stories from the Front in collaboration with Library Services.
  - Hosted the Annual 2022 Title IX Training Event with over 80 college-wide participants attending.
  - Presented Section 504/ADA training to Associate Degree Nursing faculty members.
  - Presented a 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).
- Departmental Meetings to discuss the following topics throughout the month:
  - 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 Associate Degree of Nursing Faculty.
- 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.
- Dismissed reports that did not fall under Title IX jurisdiction and referred each dismissed case to the appropriate office for further review to determine if other College policies were violated.
- Drafted Five-Point Assessments for determining whether a report falls under Title IX jurisdiction or should be referred to another office.
- Drafted, finalized, and sent Memos to Admissions and Registrar and Cashiers Department related to administrative drops for Pregnancy and Parenting students.
- Drafted, finalized, and sent email correspondence and letters to students and employees dismissing cases and reports from Title IX Grievance process.
- Prepared Five-Point Assessments and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.
- Reviewed and edited weekly Title IX Reports for Cabinet to Vice President for Finance and Administrative Services.
- Reviewed and edited Title IX Case Status Report for Vice President for Finance and Administrative Services.
- Reviewed and edited Student Handbook and Employee Handbook.
- 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 Title IX investigations.

- 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.
- Worked on policies DIAA – Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence and FFDA - Freedom from Discrimination, Harassment, and Retaliation Sex and Sexual Violence.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attended a meeting with Oracle cloud system subject matter experts to discuss the next steps for the discovery and demo sessions.
  - Attended Ellucian Banner Cloud Representative's Strategic Alignment Plan Executive Presentation in the Board Room.
  - Attended several Ellucian consultant training courses and specification definitions.
  - Attended the Oracle Cloud System's Student Discovery session.
  - Attended the Workday demo sessions.
  - Attended the Workday's Continuing Education Discovery session.
  - Attended the Workday's Student Discovery session.
  - Attended the Workday's Technology three hours overview with the IT staff, at M building.
  - Attended the zoom online seminar of Alchemy, Workday IC (Implementation Consultant).
  - Met to discuss the TCCTA (Texas Community College Teachers Association) documentation.
  - Met with AVAAP the Workday (IC (Implementation Consultant)) implementation consultants to discuss what they can offer for the institution.
  - Met with Payroll Department to discuss active/terminated employees
  - Met with PeopleAdmin consultant to review, test the changes to the new engineered system.
  - Met with PeopleAdmin reengineering project manager to discuss the implementation plan.
  - Met with the Accountability and Compliance Manger and the HR Staffing Personnel to discuss and review the hiring procedures.
  - Met with the Department Managers and reviewed and updated the Annual departmental risk assessment.
  - Met with the Director of HR and the VP of FAS (Finance & Administrative Services) (Finance & Administrative Services) to discuss the budget for temporary records technician position.
  - Met with the IT (Information Technology) Network security director and business department staff on active/terminated employees list requested by the auditors.
  - Met with the Payroll Department to discuss the EPAF loader script's pros and cons.
  - Met with the VP of FAS to discuss the ERP project and the pertinent job description.
  - Met with the VP of FAS, HR Directors, and Business Office Administrators, the Assistant Project Manager to update them on the ERP (Enterprise Resource Planning) transformation project.
  - Met with Vector Solution LMS (Learning Management System) vendor to find a solution to Maintenance department's training schedules.
  - Met with Workday consultant to discuss what they can offer pre-implementation of ERP.
- Payroll/Compensation:
  - Attended Active/Terminated employee meeting with Business Office Via TEAMS.
  - Attended Adjustment Payroll meeting via TEAMS.
  - Attended Ellucian Meeting with Banner Consultant via TEAMS.
  - Attended EPAF (Electronic Personnel Action Form) Pros and Cons Meeting via TEAMS.
  - Attended Finance and Administrative Services New Hire Meeting at Student Union.
  - Attended Payroll Meeting with Payroll Team.
  - Attended TCCTA Survey Report meeting via TEAMS.
  - Attended training on Self-Service Address Report.
  - Attended Workday Sessions with Workday Representatives on campus.
  - Met with Assistant Director various times to review compensation set-ups.

- Met with employees regarding TASB (Texas Association of School Boards) compensation set-up one-on-one via TEAMS.
- Met with HRIS (Human Resources Information Services) to update reports for compensation review.
- Met with various employees with compensation inquiries one on one in person.

- Staffing:
  - Attended Full Time Regulars Procedures Training.
  - Attended Lecturer Applications Training.
  - Attended weekly People Admin regarding reengineer.
  - Attended weekly staff meetings to discuss weekly and procedures updates held by Staffing & Recruiting Manager.
  - Attended Workday Sessions/Workday Demonstrations.
  - Conducted Human Resources Assistant Temp Agency Interviews.
  - Conducted Training for Temporary Agency Staffing Specialist.
  - Met via Teams on the discussion of the remodeling of the Human Resources Office.
  - Met with Accountability, Risk and Compliance Office regarding Hiring Process.
  - Met with HR Payroll to discuss Faculty compensation.
  - Met with Staffing team regarding Hiring Process FY 22 Action Items.
  - Met with Staffing Team to discuss Job Fair Planning Meeting for Red White and You Workforce Solutions Job Fair.
  - Met with Trainer Supervisor for NOE (Notice of Employment) Revisions.
  - Met with VP for Finance and Administrative Services regarding job description educational requirements.
  - Participated in AMT Lab Assistant job description duties meeting.
  - Participated in Annual Departmental Risk Assessment Training with Human Resources Managers.
  - Participated in Institutional Effectiveness Follow Up Meeting to discuss goals.
- Benefits:
  - Annual Department Risk Assessment meeting to review and update the Departmental Risk Assessment report.
  - Attended Ask Employee Retirement System for Benefits Coordinators Webinar.
  - Attended Workday Sessions with Workday team via TEAMS.
  - Discussion regarding grant positions with Director of Human Resources.
  - Ellucian consultant meeting to review fiscal year 2022 roll over process.
  - Faculty leave procedure overview presentation for Council of Chairs Meeting.
  - Helping Hands Benefits Presentation for the Teaching and Leaning Academy of new incoming faculty for Academic Year 2023.
  - Human Resources Departmental meeting with Director of Human Resources.
  - Human Resources Manager meeting with Director of Human Resources.
  - Met with Accountability, Risk and Compliance office to review Remote Work Procedures.
  - Met with Assistant Director of Facilities, Planning and Construction and Human Resources leadership on Human Resources department remodeling.
  - Met with Assistant Director of Human Resources regarding Benefit team distribution of job duties.
  - Met with Business Office to discuss the payroll register process.
  - Met with Finance and Administrative Services Officer to review the Texas Association of School Boards DEC Leave Policy.
  - Met with Finance and Administrative Services Officer to review the Texas Association of School Boards DEC Compensation and Benefits Policy.
  - Monday with Marvis and Marina ADA (American Disability Act) presentation/training.
  - Preplanning meeting with UTHealth on new Employee Assistance Program.
  - Review of roll-over and first payroll of fiscal year processes with Compensation and Payroll Manager and Accounting Group Manager.
  - Weekly Finance and Administrative Service Safety Committee meeting to discuss current safety protocols and procedures.

- Employee Relations (ER):
  - Assisted with the completion of the Office of Human Resources Fiscal Year 2021-2022 status report.
  - Attended telephone hearing regarding Texas Workforce Commission unemployment claim appeal.
  - Distributed the South Texas College Faculty and Employee Handbooks and Acknowledgement.
  - Finalized the Employee Assistance Program contract for approval by the South Texas College Board of Trustees.
  - Managed the review, authorization, and submittal of the new Texas Department of Public Safety User Agreement.
  - Met on the discussion of additional background information for employee applications with applicants.
  - Met on the discussion of cases, duties, and special projects with the Employee Relations Team.
  - Met on the discussion of implementing a college-wide Employee Assistance Program.
  - Met on the discussion of investigation planning with the Institutional Equity Manager/Title IX and 504.
  - Met on the discussion of Maxient Cases and Employee Relations Cases with the Employee Relations Team.
  - Met on the discussion of Maxient overview on searching and creating cases with the Coordinator for the South Texas College Office of Student Rights & Responsibilities.
  - Met on the discussion of policies and procedures concerning departmental issues with supervisors and employees.
  - Met on the discussion of preparing memo findings with the Employee Relations staff.
  - Met on the discussion of the Background Check procedures.
  - Met on the discussion of the Human Resources Bi-weekly updates with the Vice President for Finance and Administrative Services.
  - Met on the discussion of the Interagency Agreement finalization with the Vice President for Finance and Administrative Services.
  - Met on the discussion of the Texas Association of School Boards Policy Review with the Director of Human Resources.
  - Met on the discussion of the Texas Association of School Boards policy updates with the Vice President and the Administrative Officer for Finance and Administrative Services.
  - Met on the discussion of Title IX and 504 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 via Teams on the discussion of Compensation Study Inquiries with supervisors and employees.
  - Met via Teams on the discussion of Grants Positions.
  - Met via Teams on the discussion of the Employee Assistance Program pre-planning meeting with the University of Texas Health Science Center.
  - Met via Teams on the discussion of the Fair Labor Standards Act Re-classification with supervisors and employees.
  - Met via Teams on the discussion of the remodeling of the Human Resources Office.
  - Met via Teams on the discussion of the Texas Association of School Boards Phase 3 Policy Review to go over new and previous Legal Counsel comments.
  - Met via Zoom on the discussion of the South Texas College Regular Board Meeting.
  - Participated in presenting employee relations topics at Human Resources New Hire Orientation.
  - Participated in the 2022 Association of Title IX Administrators Annual Conference in Orlando, Florida.
  - Participated in the Annual Departmental Risk Assessment meeting with the Human Resources Managers.
  - Participated in the Federal Mediation and Conciliation Service Conflict Resolution Week 2022 Zoom workshops.
  - Participated in the Human Resources Departmental Meeting.
  - Participated in the Human Resources Managers Meeting regarding pending items.
  - Participated in the Institutional Leadership Council Kickoff Meeting.
  - Participated in the Labor and Employment Virtual Series – Texas.
  - Participated in the Recent Developments in Research Misconduct webinar.
  - Participated in the South Texas College Office of Institutional Equity Annual Title IX Training Event.
  - Participated in the Workday Demo Sessions.

- Participated via Zoom in the South Texas College Board of Trustees Finance, Audit, and Human Resources Committee Meeting.
- Participated via Zoom on Mondays with Marvis & Marina October Edition Zoom Session.
- Prepared and responded to Office of the President's request for claim file materials.
- Prepared for the Texas Department of Public Safety Secure Site Audit.
- Trained and assigned duties to Temporary Agency Human Resources Assistant – Employee Relations.

- Talent and Learning:
  - Attended "Mondays with Marvis and Marina: ADA."
  - Attended Labor and Employment Virtual Conference.
  - Attended presentation with Workday Sales representatives.
  - Attended Rio Grande Valley Society Human Resources Management Conference.
  - Attended Title IX update Presentation.
  - Attended Webinar on Equal Employee Opportunities updates.
  - Completed Campus Security Authority Reports.
  - Finalized Hiring Process for Approvals.
  - Met on Acknowledgement of Employee Handbook with Employee Relation Officers.
  - Met on departmental risk assessment with Human Resources Managers and Directors.
  - Met on mandatory training with Vector Solutions representative and Human Resources Information Services.
  - Met on remodel of Human Resources Building with Human Resources managers.
  - Met on Staff Council Constitution and By Laws.
  - Met on Title IX meetings.
  - Met on Updating Search Committee Presentation with Staffing Manager.
  - Met with Employee Relations Officer and Human Resources Director on Employee Assistance Program for promotion, and planning of information sessions.
  - Met with employees in individual compensation meetings.
  - Met with Employees on Mandatory Trainings.
  - Met with Office of Institutional Equity on Title IX advisor role.
  - Met with Office of Professional Development on transition.
  - Met with Staff Council committee.
  - Updated Employee Handbook.

PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Added new employees to TCP (Time Clock Plus) Plus for timekeeping.
  - Child Support data entry.
  - Data entry, review, verification, and processing for MR 10 Payroll and SR19 Payroll.
  - Emailed Supervisors with pending Approval for September PDR.
  - Filed Self-Identification forms for New Hires.
  - Finalized Payroll for Trainer, Grant Funded, Cell Phone Stipends, and Special Assignments NOE's.
  - Input Address Changes and corrections for employees.
  - Packed and sent out Regular and Trainer NOE's.
  - Processed compensation reviews.
  - Processed employment verifications.
  - Processed positions on position control.
  - Processed resignations.
  - Record Retention on Verification of Employment and NOE's for September 2022.
  - Review compensation salary reviews by applicants/candidates.
  - Sent out Trainer NOE's, Cell Phone Stipends and Grant Funded NOE's By Inner Campus Mail to BO needing Nora/Esmer / Estela' Approval.
  - State Employee Charitable Campaign.
  - Trained other staff members on Staff NOE's, HP's and PDR updates.
  - Updating of division changes in Banner project.

- Verification of Employment via e-mail, call or in person drop off forms.
- Worked and assisted Assistant Director with Faculty steps over 20 for cabinet review.
- Worked on board motion report - compensation calculations for Student Success Specialist/Guided Pathway Specialist.
- Worked on board motion report – compensation calculations.
- Worked on exceptions reports for payroll.
- Worked on FY 2023 TASB Survey.
- Worked on report to review e-class by employee title.
- Worked on report to review pay grade by title and pay plan.
- Worked on September PDR.
- Worked on training compensation specialist on compensation setup.
- Worked on TXOAG Reporting for New Hires.
- Worked on updating Salary Tables and changing of classifications.
- Worked on US Regulatory for New Hires.

- Benefits:
  - Completion of employee demographic files for Teacher Retirement System Regular Payroll Report.
  - Completion of Employee Retirement System 1% Report.
  - Completion of Employee Retirement System Retiree Report.
  - Completion of Teacher Retirement System Employment After Retirement Report.
  - Implementation of UTHealth Employee Assistance Program for full time employees.
  - New Hire benefit entry on Employee Retirement System.
  - Notice of Resignations for Full-time and Part-time staff.
  - Ongoing training of new Benefits Specialist.
  - Processed ADA (American Disability Act) requests.
  - Processed Family Medical Leave Act requests.
  - Processed Leave Adjustment Request Forms.
  - Review of Texas Association of Schoolboards Benefits and Compensation policy.
  - Review of Texas Association of Schoolboards Leave policy.
  - Sick Leave Pool biannual enrollment for the month of October.
  - Worked on presentation for non-exempt employees transitioning to exempt classification.
- Employee Relations (ER):
  - Distribution of Non-discrimination posters with the Custodial department in progress.
  - Employee Assistance Program proposal and contract completed.
  - Human Resources administrators working on reviewing personnel policy updates related to Texas Association of School Boards.
  - Ongoing project on Employee Relations cases and reviews.
  - Ongoing project to update logging system for Employee Relations files and cases.
  - Ongoing project to update the Employee Relations Background Check Guide.
  - Training of new employees: HR Specialist – Employee Relations, Employee Relations Officer, and Temporary Agency Human Resources Assistant – Employee Relations.
- Human Resources Information System (HRIS):
  - Continuing to create new and update the old Argos scripts to match the standardization which fully automated the current manual or semi-manual reports.
  - Continuing with the PeopleAdmin reengineering process. The plan is to finalize and sign off the position management and the posting modules by the end of the year. The HP (Hiring Proposal) modules will be designed at the beginning of the new year.
  - In the process of designing PowerApps for several NOE and Position Reclassification processes. This process depends on the support and assistance we get from IT department.
  - In the process of hiring two full-time records management staff and more temporary agency staff to scan the massive amount of paper documents in Payroll, Benefits, and Employee Relations departments.
  - Working on cleaning and standardizing the position classes. After the clean up the position classes will be matched to the new TASB pay grades. A new job family and subfamily group will be created and assigned

to each position class. Once the new tables are created. Ellucian consultants will write a script to update the positions.
  - Working on the ERP transformation project. Some discovery sessions are planned in November with Oracle Cloud Systems and demos are planned in December for Ellucian and Oracle cloud systems.
- Staffing:
  - Accountability, Risk and Compliance Office Hiring Process Audit.
  - Faculty Credentials Audit Report.
  - Faculty Texas Community College Teachers Association Salary Survey.
  - I-9 Audit.
- Talent and Learning:
  - Development of Lunch and Learn Sessions on Various topics.
  - Promotion and Launch of Employee Assistance Program.
  - Staff Council Constitution and By-Laws.
  - Tracking progress of mandatory training.

HRIS -			
Type of Access Provided	**Count**		
Active Directory	0		
AppTrack	1		
Argos Access	6		
Banner	7		
Credential Database	0		
DFS (Distributed File System)	7		
FLAC	3		
JagNet Forms Management	0		
Job Submission Service turn-on	0		
Send As – Email	0		
SSN	0		
Web Tailor Access	2		
Xtender access	0		
Total Count	**26**		
Visio Charts	**Created**	**Updated**	**Published**
Count	0	4	2
Information Services and Planning (IS&P) Issues	**Assigned**	**Resolved**	**Open**
Count	26	21	11
PeopleAdmin Issues	**Assigned**	**Resolved**	**Open**
Count	0	0	0
Vector Solutions Issues	**Assigned**	**Resolved**	**Open**
Count	1	0	1
Human Resources Website Updated Main | JagNet	3	0	

Report Development	**27**
Internal Reports	**9**
• HRIS - Support Testing & Auditing	5
• Human Resources - Benefits Manager	1
• Human Resources – Compensation	1
• Human Resources - Employee Relations	1
• Human Resources - Talent and Learning Manager	1
External Reports	**16**
• Academic Affairs – Div Nursing & Allied Health	1
• Academic Affairs – Vice President	2
• Finance and Administrative Services – Business Office	4
• Finance and Administrative Services – Vice President	2
• Information Technology – Applications Development	1
• Information Technology –Research and Analytical Services	4
• Office of the President	2
Federal/ State/Local Government Reports	**2**
• Auditor (External)	1
• Bureau of Labor Statistics	1
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	0
Positions posted	0
Positions reposted	1
Positions extended	2
Positions canceled	1
Search committees' forms requested	0
Search committees assigned	10
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	1
Review Adjunct/Dual Credit applications	6
New Hire Email Notifications	
Faculty	0
Lecturers	0

Faculty Staffing	Count
Adjuncts/Dual Credit	1
Positions filled	9
PeopleAdmin user updates	21
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	1
SOAPCOL	7
PEAFACT	7
Resignations/Terminations	4
SACS Audit Credential Review	
Faculty	8
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	23
Reviewed in PeopleAdmin	0
Notices (1st, 2nd & Final notice)	15
Extension requests	0
Credential entered in credential database Faculty/Staff	96
Vacancy Reports completed NOE course and Rate Review	0 63
Educational Supplements (Review, log, memo, send to payroll and faculty)	2
New hire/re-hire/transfer files (closing onboarding process) track transcripts	120
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	
Visitors Assisted	322
E-Verify	
Cases submitted	96
TNC cases	1
Form I-9	
Banner entry/updates (PEAEMPL)	
Name changes	0

Support	Count
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	0
Applications	
Processed On-Line	345
Processed Paper	117
Postings	
Closed (On-Line)	56
On Boarding	
New Hires	112
Transfers	26
Returning	7
Adjunct	3

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	19
Record Requests: External	38
Records Filed (by page)	468
Files Scanned & Indexed	493
New Hire/Active Personnel Files Prepared	78
New Hire/Active Transcript Files Prepared	50
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	0
Telecommunicating - Activity Reports Received and Logged	222
Telecommunicating - Agreements Received and Logged	43
Employment Reference Checks Logged	62
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	3

Staffing/Staffing Support (Staff)	Count
Position requests	36
Job Descriptions reviewed and approved	18
Positions posted	19
Positions reposted	15
Positions extended	7
Positions canceled	4
Search committees' forms requested	18
Search committees assigned	45
Hiring proposals reviewed (HR Staffing Review workflow)	22
Job offers	18
New Hire Email Notifications:	
Full-time staff	21
Part-time staff (DW/WS)	47
Trainers	5
Positions filled	19
PeopleAdmin user updates	127
Advertisements placed (Monitor, Town Crier, etc.)	10
Resignations/Terminations (HR Benefits):	
Full-time staff	4
Part-time staff	5
NOEs:	
Full-time temporary staff	
Part-time staff (WS)	33
Part-time staff (DW)	14
Trainers	117
Temporary Agency Employees:	
Request	3
Replacements	
Assignment Extension	

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH (Computerized Criminal History) Background Checks	187	79	TWC Claims	2	1
Fingerprints	67	51	Open Records Requests	1	0

DPS Driver Eligibility Checks	21	7	Federal Investigator Background Checks	3	1

Benefits	**Count**
New Hire Orientations Full-Time	3
New Hire Orientation Part-Time	8
Internal Transfers	16
Benefits Credits/Collections	2
TRS (Teacher Retirement System) ED Records reported	600+
TRS RR Records reported	17
TRS Prior Yrs. of Svc Verifications	2
TexaSaver 457/403B Accounts	3
Faculty (Adjunct, Temporary)	4
Exits	
Full Time	6
Retirees	0
FMLA (Family and Medical Leave Act) Requests	
New	10
On-Going Cases	16
Closed	8
FMLA Intermittent Requests	
New	2
On-Going	9
Closed	1
Approved Leave of Absence	
New	1
On-Going	0
Closed	0
Workers Compensation Claims	
New	10
On-Going Cases	4
Closed	9
Tuition Reimbursement Applications Processed	3
Tuition Reimbursement Applications ready for payment	3
Tuition Grant Applications	
Employee	1
Dependent	1

Promissory Notes	0
Sick Leave Pool Enrollment	24
Sick Leave Pool Termed	1
Sick Leave Pool Donations	304
Medical Support Orders	1
ERS (Employee Retirement System) Changes	1
Vacation Settlement Worksheets	8

Payroll	**Count**
PDR Notifications	
Direct Deposit Transactions	100
Full Time	5
Direct Wage/Work Studies	2
Garnishments	39
State Charitable Deductions	
TXOAG Reporting	117
Payroll DOC/ADJ/SLP Worksheets	0
New Hires, Rehires, Transfers	0
Name Changes	1
Address Changes	7
Form W-4 Changes	104
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	0
Forms processed	77
TWC	0
Letters sent	0
Phone Calls	129
Cell Phone Stipends	33
Adjunct Leave Forms	2
NOE's	
Full Time Temp	5
Letter of Appointment Staff Full Time Regular	
Direct Wage	34
Work-Study	36
Adjunct	2

Overload	81
FLAC (Faculty Load and Compensation) Dual Credit assignments reviewed	56
FLAC entries reviewed and applied	56
FLAC Revisions	2
Trainers	150
Dual Enrollment	6
Fac. Salary Retro-Pay Adj	0
Fac. Base Salary Pay-Off	0
Faculty Base Salary Month Ext	0
Full-time Regular Faculty Pay-Off	0
Faculty Special Assignment Other	1
Faculty Classification Changes	0
Special Assignments	7
Course-Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	2
Staff Special Assignment	0
Large Class Payments	1
11/12 Salary Pay off	0
Educational Increase	0
Mini-mesters	0
Certification/Educational Stipend	1
Extensions	1
PeopleAdmin Transactions	
Approvals	7
Hiring Proposals	40
Payroll Worksheets	121
Move Request Updates	21
Compensation Transactions/ Worksheets/Updates	31

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:	NOVEMBER 9, 2022
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2022 – OCTOBER 31, 2022

DR. ANAHID PETROSIAN

INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- New Dual Credit-Mexico School Partnership Signing, October 4
- Teach for America event, October 5
- Meet with our Achieving the Dream consultant to help plan our next steps for the STC Promise Program and prepare for the October 25th meeting in Dallas, October 6
- DHSI Grant Meeting Year 3 (Financial Literacy Goal) with Vice President of Student Affairs and enrollment
- UTRGV Visit: Dance Department, October 11
- South Texas College Strategic Alignment Plan Executive Presentation, October 11
- Texas A&M and STC partnership with Engineering Academy, October 11
- TSU/South Texas College articulation agreement, October 12
- Congressman Henry Cuellar funding Announcement for the Child Care Access Means Parents in School (CCAMPIS) Program check signing, October 12
- STC College Readiness Workshop - English and Math, October 13
- Hosted A Night with the Stars Gala, October 13
- Chair to Chair Collaborative STC & UTRGV: Taking it to the Next Level, October 14
- Excelencia Institutional Interview Invitation, October 18
- Attended IDEA Reach for the Stars Dinner and Auction, October 20
- DHSI Grant: Financial Literacy Goal update on DHSI Grant Financial Literacy Goal and implementation planning for Years 3-5, October 21
- Graduation of the Caruth Police Institute Training, October 21
- Fiesta de Palmas McAllen Convention Center, October 21
- STC Promise Next Step meeting in Dallas, October 24-25
- Starr County Industrial Foundation meeting, October 26
- CWPOD Spring 2023 Planning Meeting, October 26
- Cybersecurity Hackathon, October 27

- Facilitated Advisory Committee Meeting workshop, October 27
- TACAO's Quarterly Board Meeting, October 31

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
- 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:

- Kick off for the first Caruth Police Institute Leadership Training at the Regional Center or Public Safety Excellence, October 3
- Prosperity Taskforce subcommittee meeting, October 4
- Guide to Exploring Meta-majors for Business, October 4
- State of Education and Industry in the RGV luncheon by RGV Focus held, October 5
- Division Leadership Workshop 2: Data Dive-in, October 6
- Meet the President mixer for the Edinburg Chamber of Commerce, October 6
- Manufacturing Day Event, October 7
- Institutional Leadership Council Kickoff meeting, October 7
- WE CAN TX webinar, October 12
- A Night with the Stars Gala, October 13
- Chair to Chair Collaborative: Taking it to the Next Level, October 14
- EAB Adult Learner Training, October 18
- Guide to Exploring Meta-majors for Public Safety Programs, October 18
- Prosperity Taskforce Subcommittee Meeting for Workforce Development, October 24
- Region One planning meeting for tour and upcoming activities, October 24
- Workshop on Supporting Foster Care and Homeless Students, October 25
- Starr County Industrial Foundation meeting and panel discussion with Teach for America, October 26

- Region One meeting and preparation, October 26
- Prosperity Taskforce update on subcommittees with Judge Richard Cortez, October 26
- PTECH conversation with Dual Credit Programs, October 27

- Starr County Campus construction projects kick-off, October 27
- Perkins Leadership Grant Kick off, October 27
- Title IX Training, October 28

DEPARTMENT/PROGRAM REPORTS:

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- Mission Fire Captain Joel Saenz regarding possible fire trainings/Fire Vent Trailer, October 3
- Marcel Bruno regarding assessment training within Caruth Leadership Course, October 3
- Alamo Fire Chief Roy Contreras to discuss 1st Basic Extrication Course, October 5
- Texas Workforce Commission (Zoom Meeting) to discuss services that could be provided to students in the police and fire academies, October 5
- Chief Suarez and Attorney Guerrero regarding procedures for instructional trainings involving alcohol, October 11
- Public Relations Personnel concerning updating Public Safety Training Webpage, October 19
- Attended meeting with PSJA personnel concerning Corrections Academy timeline for possible summer cohort, October 27
- Alamo Fire Chief Roy Contreras regarding scheduling a 2nd Vehicle Extrication Class due to demand, October 28

Major Activities:

- Attended Institutional Leadership Committee Kickoff Meeting (TEAMS), October 7
- Spoke with Vanguard Academy Criminal Justice Director Cesar Garcia about orientation day in January for Summer Corrections Academy, October 13
- Spoke with Pharr Fire Captain Bustamante about possible forestry class and update on TCFP Application for Basic Wildland course, October 13
- Attended Alamo City Council Meeting to present MOU between STC and Alamo Fire Department for fire related trainings, October 18

October External Visits

- Attended Texas Commission on Law Enforcement (TCOLE) Conference, October 24-27

Accomplishments:

- 1st Leadership for Law Enforcement Professionals Class Graduates, October 21

Events held at RCPSE:

- Leadership Development for Law Enforcement Officers (14 participants), October 3-7 and October 17 to 21
- Pharr Fire Department Inservice Training (Hose Demo), October 3-5
- Technology Threats and Trends Against Law Enforcement (25 participants), October 4-6
- Crime Scene Investigation Class (20 participants), October 10-14
- Texas Workforce Commission/Federal Probation Classes and Job Fair (200 participants-estimated, October 11-12
- Pharr Police Department In-Service Courses, October 20-21

Upcoming RCPSE Events:

- Basic Telecommunicator Academy, November 7-23
- Polling Location @ RCPSE, November 8
- Basic Vehicle Extrication Class, November 12
- Future Heroes Run/Walk, November 19
- TDD/TTY Telecommunications Class, November 28
- Smugglers Inc, 2.0, November 29-30
- TCIC/TLETS Full Operator Course, November 29-Dec 1

- Basic Fire Instructor, January 23-27, 2023

Guided Pathway Specialist – Business

- Student contacts and advisement activities:
  - 99 Telephone contacts
  - 567 Personal emails
  - 3,333 Email reminders (FTIC Spring 2023 Registration, College Fair 2022 and CAPSTONE Registration)
  - 46 Student registrations
  - 34 Students advised
  - 22 Graduation audits
  - 18 Student meetings
  - 403 Starfish Flags Addressed
  - 8 Financial aid addendums
  - 7 Course substitutions

Events:

- Participated in the Business Meta-Major GUIDE Presentation, October 4

Guided Pathway Specialist – Public Safety

- Student contacts and advisement activities:
  - 108 Telephone contacts
  - 144 Personal emails
  - 57 Students registrations
  - 46 Students advised
  - 3 Student meetings (in person)
  - 2 Course substitutions
  - 2 Events
  - 7 Division/Program meetings
  - 10 Trainings

Guided Pathway Specialist – Technology

- Student contacts and advisement activities:
  - 24 Students registered
  - 1,500 Email contacts
  - 25 Phone contacts
  - 29 Students advised
  - 9 Student meetings (In person)
  - 450 Starfish contacts
  - 10 Financial Aid Addendums
  - 9 Course substitutions

Emerging Technology Simulation Specialists (ETSS)

- VR Equipment training with the Library Open Lab Specialists, October 7
- Law Enforcement Cadets Virtual Training - Street Smarts VR at Regional Center, October 10
- AEDT Virtual Reality Lab Session at Tech Campus VR Lab A119, October 13
- AEDT Civil Drafting VR Lab Drone Presentation, October 24
- Participated in the Donna North High School Welding Program Tour, October 26

Advanced Manufacturing Technology

- Along with IAM, AMT met with Varel Energy Solutions, they are needing specialized CNC operators, October 5
- Instructor attended the State of Education and Industry Meeting, October 5
- Presented on Manufacturing Day with Pharr EDC, presented to over 100 students on the manufacturing industry and available opportunities, October 7
- Hosted the National Manufacturing Day Event at Technology Campus, with over 150 students attending, October 7
- Toured Manufacturing Companies with an estimated 200 students attending, including Valley Plastics, IHC, Fox Packaging, October 7
- Team Building Event – Trapped RGV Escape Rooms, worked together as a Team to find clues, decipher puzzles, and escape, October 7

- Attended the STC A Night with the Stars Gala Event, benefitting Valley Scholars, October 13
- "Chair to Chair Collaborative: Taking it to the Next Level" representing AMT & Mechatronics and identified opportunities for AMT and UTRGV team, October 14
- Faculty volunteered at the HWNT Latinas in Progress event at the Student Union, October 15
- Faculty attended 2022 Endorsement and Career Expo at Weslaco East high school, October 19
- Attended the Fall RGV LEAD Leadership workshop and presented on leadership qualities at the Student Union to 180 student ambassadors, October 19
- Presented at Guide to Exploring Meta Majors, Pecan Campus, October 20
- Recruitment Event at Fiesta de Palmas, McAllen Convention Center, October 21-23
- t w/ Julian Camara, ESAB VP Operations for the Americas, interested in bringing manufacturing operations to RGV, October 25

Architectural & Engineering Design Technology

- Faculty met for Building X Remodel Project Collaboration Workshop, October 3
- Communicated with Dallas College about collaborations with the Surveying & Geospatial Technology program, October 4

- Committed to McAllen ISD Brown Middle School Career Fair, October 4
- Family Reading Night planning meeting with CLE Tutor and AEDT faculty, October 4
- Meta Majors slides for AEDT & Surveying & Geospatial Technology programs submitted by Program Chair & Program Coordinator to Starfish Administrator, October 5
- Division Leadership Workshop 1: Dive in with Data, Pecan Campus, October 6
- Surveying & Geospatial Technology Program Coordinator: Researched textbooks and course outlines for the SGT classes for Spring 2023, October 3-7

- Meeting on PLOs, IE Plan, and program data review, October 7
- Attended PSJA Community Tailgate - College Night, October 7
- AEDT IE Plan completion and submission, October 11-14
- Faculty collaborated on a Critical Thinking Assignment Development for Architecture courses, October 10
- ACD2 Club Activity: Volleyball Intramural game, October 10
- Communicated with the City of Mission Parks & Recreation Director for a possible student project, October 11
- BPST Division Curriculum Committee, October 11
- ACD2 Advisor/Officers Meeting, Wednesday, October 12
- Submitted a study abroad scholarship letter of recommendation for AEDT Alumni to the University of Houston Architecture program, October 12

- JET Grant Final Report submitted, October 12
- WE CAN TX: Building a Culture of Data - Session I, October 12
- ARCE 1452 Structural Drafting: Guest Speaker - Heriberto Cavazos, P.E., Partner of Green, Rubiano & Associates (GRA), October 13
- Surveying & Geospatial Technology Program Coordinator: Researched surveying equipment and software for SGT classes for Spring 2023 & organized the Advisory Committee meeting for Fall 2022, October 10-13
- Faculty utilized the Virtual Reality Lab for Architectural Design I class project exploration, October 13
- HVAC and AEDT House Model Project Collaboration Meeting, October 14

- Presentation by Carrizales Land Surveying to Intro to Civil Drafting students, October 17
- VR Equipment Feedback meeting with Dean of Institutional Research, Effectiveness and Strategic Planning to discuss Building Trades VR Equipment, October 18
- Visited with Villa Homes Project manager to arrange a site visit for students, October 18
- Family Reading Night 2022, Wednesday, October 19
- Guide to Exploring Meta-Majors – Technology Presentation, October 20

- Worked with Surveying & Geospatial Technology Program Coordinator on scheduling advisory committee meeting, preparations for ordering equipment, and communicating with various industry partners, October 17-21
- Midterm Architectural Design I Review/ Touchscreen Digital Experimentation, October 20
- American Institute of Architects Archi-tour/Club Meeting (Ecotourism Center), October 20
- VR Lab Drone Presentation to Intro to Civil Drafting students, October 24
- Workday Session – Student Demo & presentation focus group, October 25
- Guidelines for a Successful Advisory Committee Meeting, October 27
- Attended the Annual Title IX Training Event, October 28
- Faculty attended the Texas Society of Architects CONNECTION: 83rd Annual Conference & Design Expo in El Paso, TX, October 26-29

Upcoming Travel, Meetings, Conferences:

- Community Project Meeting for Surveying Project for Border Issues of Texas, November 1
- Garver USA to visit and meet with students for potential employment opportunities, November 2
- Advisory Committee Meeting for Surveying & Geospatial Technology program, November 7
- WE CAN TX: Building a Culture of Data - Session II, November 9
- AEDT faculty will attend Premier High School of Weslaco – College & Career Fair, November 11
- Digital Teaching Symposium, November 10-11
- GIS day event on November 18, 2022 at McAllen Public Library
- AEDT faculty will attend the Brown Middle School College & Career Fair, December 2

Departmental/Student Recognitions:

- ACD2 Club wins volleyball games

Community Outreach:

- City of Mission Parks & Recreation Director contacted the program seeking assistance and student participation in Stewart road detention pond plans. Civil Drafting 1 class will be assisting in the project.

Automotive and Diesel Technology

- Met with Service Manager from Kyrish Truck Center to discuss engine donation, October 1
- Online webinar on Mechatronic Diagnostic and Repair, October 4
- Attended PSJA Career Fair, October 7
- Attended GM ASEP advisory committee meeting, October 12
- Held Diesel Advisory Committee Meeting at Holt CAT in Edinburg, October 12
- Attended the 2022 International association General Motors ASEP conference in Detroit, Michigan. As part of the Planning committee, an instructor is required to attend a meeting to review budgets, conference planning for the fiscal year of 2023 as well as reviewing committee standards, bylaw changes, and new course curriculum that will be implemented in the GMASEP courses. While attending the conference, attendees also completed new GM product update and training, October 15-19

- Participated on a career fair at the PSJA Southwest stadium, October 17
- Attended Weslaco Career Fair, October 19
- Participated in La Joya Cesar E. Chavez Middle School Career Day, October 20
- Met with the ASE foundation committee and discussed procedures as well as gathered information on updating the ASE foundation recertification for 2023, October 24
- Met with BPST Dean and VP Plummer to discuss development of Mobile Heavy Equipment Specialist and Mobile Refrigeration/Trailer Specialist certificate tracks, October 24
- Training on Battery Electric Vehicle introduction Cadillac LYRIQ, October 25
- Training on High Voltage Battery Replacement Procedure on Cadillac LYRIQ, October 26
- Meeting at the Technology Campus to update folder for ASE Education Foundation Recertification files, October 24 & 27

- Attended an eight and nine grade students career fair at Weslaco High School, October 26

Upcoming event

- Diesel Technology Expo event at the Technology Campus, November 17

Business Administration

- Participated in the Guide to Exploring Meta Majors presentation for FTIC students. October 5 https://southtexascollege.yuja.com/V/Video?v=6255248&node=27850067&a=271808001&autoplay=1
- The Business Administration faculty participated in a Supervisory Leadership training for Border Patrol. Collaborated with continuing education for this training and additional support was provided by Human Resource Faculty, and BAT-Operations Management Chair, September 26- October 7
- Economics Faculty, participated in interview with Telemundo on inflation (in Spanish), October 14 https://www.telemundo40.com/noticias/local/que-alcanza-para-comprar-en-el-supermercado-con-100-dolares-este-fue-el-resultado/2234733/
- Attended the STC-UTRGV Chair collaborative, met with chairs from the College of Business in Accounting and Economics, October 19
- Attended and presented at the National Economics Teaching Association, October 28
- Faculty attended Weslaco ISD career fairs at Weslaco High School and Weslaco East High School. October 19 & 23

Cosmetology

- BPST Meta-Majors presentation, October 3
- Met with Program Developer to complete TDLR application, October 6
- Division Leadership Dive in with Data workshop, October 6
- Chair Academy Scheduling & Course Assignment Training, Oct 7
- Cosmetology Advisory Committee meeting, rescheduled due to low member attendance, October 10
- Meeting with Program Developer, October 10
- Milady CIMA training with DL Instructional Designer to integrate digital course framework to Blackboard, October 11
- Division Leadership October Meeting at Regional Center for Public Safety Excellence, October 12

- Program Development Mid-Valley Campus to work on course sequence & course schedule, October 13
- UTRGV Chair to Chair Collaboration, October 14
- Con Ganas Mija Conference "Women in Business Month" (keynote speaker) STC Board Member Dalinda Alcantar at Weslaco Chamber of Commerce, October 15
- Milady CIMA Administrative Course Management Training, October 17
- Update meeting visit to PSJA Ballew Cosmetology lab, regarding facility, October 19
- Group of people Stories from the Front, Tech Auditorium, October 19
- Attended BPST Meta-Majors presentation, October 20
- Chair Academy Curriculum Management and Learning Outcomes, October 21

- Attended Texas Department of Licensing & Regulation (TDLR) summit, announcing new law & rule changes in Cosmetology. Met with Educational Division Team Lead and TDLR Inspector to discuss school license & facility requirements, October 24
- Chair Academy Developing Comprehensive Plan and IE, Oct 28

Culinary Arts

- Meta-Major Presentations with student Q&A session, October 4
- Division Leadership Workshop, Oct
- Culinary students begin preparing pastries for Night of the Stars, October 13
- Culinary students prepared pozole for Hispanic Food Festival, October 13
- Culinary students and faculty volunteer at Night of the Stars, October 13
- Faculty and students attended Mija Conference at the Weslaco Chamber of Commerce, October 15
- Culinary Arts students participated in Empty Bowls, October 18

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

Major Meetings:

- ELPT instructor met with a Rio Grande City CISD representative regarding the Electrician dual enrolment. He said that they are extremely interested in bringing a program like this one to the RGCCISD, October 4
- Mid-Valley Campus and Starr County Campus workforce project schedule, October 5
- Attended the Blackboard Grading Book Training, October 7
- IE Plan and PLO meeting, October 13
- Chair to Chair collaborative workshop, October 14
- IE Plan meeting, October 17
- Construction Supervision (CNBT) Program Coordinator met with potential employers for our CNBT student's possible employment opportunities, October 17
- VR Equipment Feedback meeting, October 18
- MVC Workforce Projects meeting, October 19
- Chair Academy workshop, October 21
- Supporting Foster Care and Homeless Students meeting, October 25
- Guidelines for a Successful Advisory Committee Meeting, October 27

Major Activities:

- Family Night Out event by the Sheriff Department, October 4
- BPST Division Leadership Workshop 2: Dive in with Data, October 6
- Attended the PSJA Gear up event, October 7
- Attended the McCoy's City Event 40 years of serving the Community, October 12
- Family Reading at the Mid-Valley Campus, October 19
- Annual career day at Cesar E. Chavez Middle School, October 20
- Annual Title IX Training Event, October 28
- HVAC program students collaborating at the McAllen City Hall conducting HVAC Building Automation System Renovation Installation.

Grant Activity:

- Grant Initiation Meeting: Building Construction Trades, October 4
- Attended a meeting to discuss TRUE Grant, October 24
- Grant Kick Off - Perkins Leadership-ACE 3 meeting, October 27

External Visits (site/organizations):

- CNBT program visited the McAllen Convention Center to help with their Christmas Tree Display, October 7
- CNBT program visited with Kimber Construction to discuss assistant superintendents job opportunities for our students, October 13

Human Resources/Office Administration

- Participated in the Guide to Meta Majors Panel, October 4
- Culture of Data Network Learning Event, October 12
- Night with the Stars Gala, October 13
- Chair and two students attended the Mija Conference & Mercado Weslaco Area Chamber of Commerce – Women in Business Panel, October 15
- Attended the HR Southwest Conference in Ft. Worth, TX, October 16-19
- Supports Mid Valley Library Services with Family Reading Night, October 19
- Attended the National Hispanic Professional Organization (NHPO-RGV), October 20

Law Enforcement

- Trainings attended
  - Faculty Advising Training, October 6, 13, & 20
  - TLA workshops, October 5 & 19
  - Texas Commission on Law Enforcement Training Coordinator's Conference in Corpus Christi, October 24-27
- External Visits to schools, agencies, etc.
  - Career Day at Cesar Chavez Middle School, October 20
- Recruitment activities
  - Programs continue to conduct agility tests to program applicants in October

    - Leander Police Department (outside of Austin) visited the police academy and discussed employment opportunities, October 20
- Participation in Community Events
    - Police Academy attended La Joya PD National Night Out, October 25
    - Police Academy attended Alton PD National Night Out, October 28
- Major Activities
    - LE Instructors instructed in Caruth Institute Leadership Academy, October 4, 5, 6, & 20
    - Attended Faculty Book Study featuring The Culture Code by Daniel Coyle, October 4 & 18
    - Met with Workforce Solutions representatives to discuss student challenges and solutions, October 5
    - Met with the Academic Advancement Office to discuss Perkins grant opportunities, October 12
    - Provided a tour for representative of Shreiner University (Kerrville, TX) who is planning to start a program similar to STC's Police Academy, October 12
    - Participated in Meta Majors presentation, October 18
    - Met with Institutional Research and Effectiveness to discuss data management, October 18
    - Attended Family Reading Night at Mid-Valley Campus, October 19
- Accomplishments
    - LE Instructor attended the pinning ceremony at McAllen PD for two police academy alumni, October 7
    - LE Instructor consulted/observed Hidalgo Co. Sheriff's Office jailer's academy in preparation for upcoming County Corrections Academy, October 21

Upcoming Events:

- Public Admin. Program promotion at City of Weslaco, October 31
- AHA CPR Instructor Certification for LE Instructor, November 3
- PSJA Law Enforcement Institute Kick-Off at PSJA Southwest ECHS, Nov 4
- Future Heroes 5k Run November 19 (7:00am-8:30am)
- 29th Full-time Police Academy completion ceremony December 7 (6:00pm-8:00 pm)
- First Responder & Public Safety Expo, April 2023

Welding

- Weslaco High School practicing for the Annual Torch Cutting Competition held at the Rio Grande Livestock Show Grounds in November
- As a financial planning lesson with student in the welding program at Starr Campus, Lone Star National bank representative met with students on how to open a Business and importance of credit.
- Participated in the PSJA High School Football Tailgate event, Oct 7
- Instructors presented information to the students during the Starfish Meta Major presentation held at the Pecan Campus, October 20
- Instructors attended the Weslaco HS career expo, October 26
- Donna North attended a College tour at the Technology Campus and participated in the Halloween Cookie decoration with Student Activities, October 26

- Instructors worked to construct these items for Career Fairs. The Dual Credit Metal Art was presented to the Donna North Welding program students and their teachers.

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Continued discussions of partnering with Texas College Bridge to offer college prep curriculum to TSI-liable High School seniors, October 3
- Convened meetings of the Higher Learning Subgroup of the Hidalgo County Prosperity Task Force, October 4, 21, 26
- Participated in the STC Promise Planning Sessions, October 6, 20
- Attended the Meet the President Mixer for the new President of the Edinburg Chamber of Commerce, October 6
- Attended the THECB Multiple Measures Assessment Convening, October 7

- Continued to co-lead, meet, and work with the College's IOER Team on our 2022-2023 OER initiative, October 11, 12
- Participated in the Fine and Performing Arts Guide to Exploring Meta-Majors Event, October 11
- Attended the Artist Reception for Gina Hunt, visiting guest artist, October 12
- Attended the Sequence in Print artist exhibition, October 12
- College-Readiness Workshop, October 13
- World Languages Department's Hispanic Food Festival, October 13
- Participated in the Humanities Guide to Exploring Meta-Majors Event, October 13
- STC-UTRGV Chair Collaborative event, October 14
- Lunched with the new Dean of UTRGV's College of Fine Arts, October 14
- Participated in a pre-institute meeting with the College's Texas Pathways Project Coach, October 18
- Attended the 2022 Annual NISOD Conference, October 19 – 21
- Participated in and presented to the Dual Credit Advisory Committee, October 20
- Attended the Mid Valley Campus Reading Week: Local Authors Panel and presented awards to the winners of the annual 6 Word Story Contest, October 19
- Attended the American Council of Academic Deans' Institute, October 21
- Participated in the EMS Convening on the College Promise initiative, October 25
- Participated in the College's Annual Training Event for Title IX Pool Members, October 28

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies (CMAS)

- The Center for Mexican American Studies met with Ms. Monica Perez, Academic Operations Officer, and personnel from the Facilities, Planning & Construction office at UTRGV's Dance Program. The meeting was to see the area at UTRGV and discuss the potential for renovations to the Ballet Folklórico South Texas College's Dance & Workshop area to store costumes and props. October 11
- CMAS contacted the McAllen Convention Center staff requesting the contract for *Tradiciones* 2023. A contract was submitted and forwarded to Dr. Solis for approval after the Board of Trustees approved the Facility Usage Interlocal Agreements on October 18, 2022. October 25
- Mr. Victor Gomez, Coordinator for CMAS, continued with preparations for the upcoming lecture series slated for November 10, 2022. A guest speaker, Dr. Juan D. Coronado, was contacted and agreed to travel to South Texas College to present to students, faculty, and staff as part of the *Jose de la Luz Saenz Veteran Lecture Series*.
- Preparations continued for the upcoming Fall and Spring semesters and as well as performances by Ballet Folklórico South Texas College (BFSTC). BFSTC was invited to perform in Round Rock, TX for the city's annual Día de Los Muertos festivities taking place Saturday, November 5, 2022

Art

- Mr. Eduardo Garcia, Mr. Christopher Leonard, Ms. Alexis Marie Ramos—all 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. 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
- Ms. Alexis Marie Ramos, Art Faculty, has artwork on display at the Hinovations Arts Gallery in McAllen. Group Exhibition, about Texas artists who experienced the cultural blending living on the border, is on display from September 2 – October 28, 2022.
- Mr. Christopher Leonard, Art Faculty, currently has a pair of raku-fired ceramic pieces in Lakeland Community College's "*Fire and Smoke*" Exhibition in Kirtland, OH, on display September 22 – November 4
    - Exhibit may be viewed at: https://www.lakelandcc.edu/web/about/art-gallery.
- Ms. Leila Hernandez, Art Faculty, currently has artwork on display at Centro de Artes in San Antonio. Exhibit will be on display August 9 — December 30, 2022.

- Mr. Scott Nicol, Art Faculty, gave a presentation titled "*When is a Wall not a Wall?*" at the Border Walls and Borderlands conference at the University of Quebec in Montreal, Canada, October 20
- South Texas College Art Department Gallery is proud to be displaying Gina Hunt's Exhibition Sequence with works titled *Light Fields* (1) and *Light Fields* (2). October 3 – 28
- Art Department Grant Committee submitted application for a Community Projects grant through Humanities Texas. If funded, the grant will support a series of interdisciplinary events during March 2023 to celebrate Women's History Month. October 7
- Mr. Juan Saenz, Mr. Christopher Leonard, Ms. Heaven Mendoza, and Mr. Tom Matthews—all Art Faculty—displayed "*One Foot by One Foot*" artwork at this year's TASA Conference in El Paso. October 13 – 16
- Ms. Rachael Brown designed and assisted with a native plant installation to repurpose and beautify an old fountain (north side of Bldg. H) for the Mid –Valley Campus Beautification project. A local business, Woodmen Life, provided funding for plants, soil, and gravel as well as some of the labor. October 8 & 11

- Ms. Rachael Brown, Arts faculty, along with students (ARTS 1301W02) assembled a poster on Visual Literacy for Family Reading Night. Coaching and examples were provided for families with young, pre-reading children. October 19
- Ms. Rachael Brown offered a face-painting activity for children during Community Interaction at State Park Estero Llano Grande, Spooky Science Festival, October. 17
- Ms. Alexis Marie Ramos and Ms. Tania Torres Vargas, Art faculty, met with community during Collaborative Art Walk between PalmFest and Hinovations Art Gallery. Artists presented examples of art and different art processes, engaging with community and McAllen ISD students during group tours. October 21 – 23

- Mr. Luis Corpus, Ms. Alexis Marie Ramos and Mr. Christopher Leonard, Art faculty, exhibited self-portraits in the 8x10 exhibition hosted by Curio 409 of Brownsville, October 11
- Art faculty met with UTRGV colleagues at Chair Collaborative to discuss strategies to streamline transfer of Art students from STC to UTRGV. Advisor(s) will make presentation(s) to graduating STC students. October 14

English

- Mr. Juan Ochoa presented a lecture for English Department Reading Series on The Outsiders film and text, October 13
- Mr. Juan Ochoa presented a lecture for English Department Reading Series on The Outsiders film and text, October 13
- Dr. Liana Andreasen presented a lecture for the English Department Reading Series on Norwegian Wood film and text, October 12
- The Mid-Valley Reading Committee held the Local Authors Panel and 6 Word Story Contest, October 19

History and Philosophy

- The Pecan Campus History Club had an organizational meeting, October 19
- The History Department sponsored Living History Day at Mid-Valley Campus, October 19

Music

The STC Jazz Ensemble performed for *A Night with the Stars* fundraiser, October 13

- Jeff Ausdemore, President of Stryvemind.com and arranger for the Blue Knights Drum and Bugle Corps, led a discussion with students on Music Entrepreneurship and gave masterclasses to percussion students, October 20
- The Jazz Ensemble performed outdoors for Student Activities' Band Together Against Bullying, October 26

Theatre and Dance

- The Theatre & Dance Department are currently in production of *Blithe Spirit*. The production is directed by Ms. Marcela Garza, Theatre faculty. The main stage production will open on November 10th and close on November 13th. Showtimes are:
  - November 10th at 7:30 p.m.
  - November 11th at 10:00 a.m. (School Matinee)
  - November 12th at 7:30 p.m.
  - November 13th at 2:00 p.m. and
  - November 18th at 10:00 a.m. (School Matinee)

- Department Chair, Mr. Joel Jason Rodriguez, is currently co-chairing the American Alliance for Theatre and Education's Leaders of Color Institute (LOCI) which will be held on December 2nd and 3rd. This is a virtual event. Mr. Rodriguez, Chair Elect, is working with the American Alliance for Theatre and Education's board and membership in organizing the 2nd LOCI. LOCI is a dedicated space for global majority artists, teachers, arts professionals, administrators, and anyone who wants to learn from and interact with other leaders in the field. Our intent is to provide professional development opportunities which includes peer exchange, artistic vision, and leadership skill development. It is also an opportunity to share our work, successes, challenges, and make new connections with potential collaborators in the field.

World Languages

- While celebrating National Hispanic Heritage Month, the Hispanic Food Festival 2022 was held to expand connections, interact with our community, and share a variety of foods and traditions from Latin American countries. October 13

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

DIVISION DEAN'S REPORT:

- Met with URTAC Director to review TAMU Engineering agreement, October 3
- Attended meeting for review and discussion of Texas College Bridge Program, October 3
- Prosperity Task Force: Higher Learning Subgroup meeting, October 4
- Guide to Exploring Meta-Majors – Computer & Information Technology, October 5
- Attended Zoho corporation meeting, October 6
- Meeting with InsideTrack, October 6
- BASOL Advisory Committee meeting, October 6
- Held Prosperity Taskforce-Mentoring meeting, October 6
- Attended Meet the President Mixer: Edinburg Chamber of Commerce-Mario Lizcano, October 6
- ILC Kickoff meeting, October 7
- SAFE with MEAT TAMUK subaward meeting, October 10
- CRM training for Bachelor Programs, October 11
- Attended Texas A&M and STC partnership with Engineering Academy, October 11
- TSU and South Texas College meeting, October 12
- Attended STC College Readiness Workshop-English and Math, October 13
- Attended A Night with the Stars Gala, October 13
- Chair to Chair Collaborative: Taking it to the Next Level, October 14
- Guide to Exploring Meta-Majors-Math, Science & Engineering, October 17
- Attended CBE Exchange, virtually October 19-21
- Dual Credit Advisory Committee Meeting, October 20
- Attended Student Activities Advisory Committee Meeting, October 21
- Safety Training with Biology Program, October 21

Project Manager

- Attended STEM Academy meeting, October 7
- SAFE with MEAT TAMUK subaward meeting, October 10
- CRM training for bachelor programs, October 11
- Attended meeting with VPAA to discuss modules for CBE fundamentals, October 11
- Training with InsideTrack, October 12
- Coordinated Cybersecurity Hackathon, October 13
- Attended meeting with PR to review Bachelor Program webpage, October 20
- Reinforcement Training with InsideTrack, October 21
- Held STEM Summit planning meeting, October 26
- Attended Cybersecurity Hackathon, October 27
- Annual Title IX Training Event, October 28

BACHELOR PROGRAMS:

BASOL

- Participated in the McAllen Chamber Cash Mob at PJ's Coffee, October 4
- Attended the McAllen Chamber Mission Restaurant Supply Luncheon, October 4
- Co-Presented on the Comprehensive Learner Record at the ACCRAO Strategic Enrollment Management 2022 Pre-Conference (online), October 5
- Facilitated meeting with the BASOL faculty and Advisory Committee to identify the four new courses, October 5
- Participated in the CBExchange pre-recording of our panel session regarding the Comprehensive Learner Record and Learner Employee Record, October 7
- Participated in the CRM training for the Bachelor Programs with Student Engagement & Completion Services, October 11
- Participated in the Suitable & South Texas College Implementation meeting, October 11
- Attended Bachelor Programs New Student Orientation, October 12
- Participated in the Pre-Celebration Dinner with Capstone II students, October 12
- McAllen Chamber Monthly Ambassador meeting, October 13
- Attended the Night with the Stars Gala, October 13
- Participated in the Chair to Chair Collaborative Taking it to the Next Level with UTRGV, October 14
- Leadership McAllen Education Committee meeting, October 14
- Facilitated a Review of Capstone I & II with BASOL faculty, October 15
- Attended the CB-Exchange 2022 Conference, Amelia Island, Florida, October 17 – 21
- Leadership McAllen Education Committee meeting, October 25
- McAllen Chamber Ribbon Cutting – Boys & Girls Club Brand New Gym, October 26

Computer Information Technology/Computer Science

- Worked on SACSCOC Presentation via MS Teams Meeting, October 4
- Participated in Council of Charis Meeting via Zoom with Joel J. Rodriguez, October 4
- Attended Guide to Exploring Meta-Majors-Computer & Information Technology Meeting, October 5
- Attended Zoho Corporation Meeting, October 6
- Participated in Website Mockup Meeting via MS Teams, October 7
- Participated in Bachelor Programs New Student Orientation via MS Teams, October 12
- Attended Chair to Chair Collaborative: Taking it to the Next Level Workshop, October 14
- Attended CBExchange Conference in Florida, October 17-21
- Participated in MS Teams Meeting for Summer Camp, October 24
- Meeting with Project Manager for STEM Summit-Planning, October 26
- Participated in Fall 2022 Activity Tracking Report Meeting, October 26
- Worked on League of Innovation Award via MS Teams Meeting, October 26
- Participated in Guidelines for a Successful Advisory Committee Meeting, October 27
- Participated in Computer Science Webpage Meeting with Andrew Mantle, October 31

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Information Technology

- Chair and assistant chairs attended IE Mid-Bi report meeting, October 5
- Chair participated in Meta-Major presentation, October 5
- IT Faculty and Chair met with ZOHO company, October 5
- IT faculty attended Faculty Advising Certification Training
- Chair and Assistant Chairs attended IT Leadership Meeting, October 11
- IT faculty attended Faculty Advising Certification Training, October 13
- Chair attended Chair to Chair Collaborative, October 14
- Information Technology faculty attended Cisco Academy Instructor Conference at Region 11, October 13-14
- IT faculty hosted Dual Credit Economedes IT presentation, October 17

Mathematics

- Faculty presented to Developmental Math classes informing students of Spring 2023 registration availability & advisement, October 4

- Faculty/Staff attended Book Study the Culture Code, October 4, 18
- Chair met with Cengage Publishing representative, October 5
- Chair met with colleagues from UTRGV re: potential NSF grant application, October 6
- Chair attended Institutional Leadership Council, October 7
- Faculty attended online TX Multiple Measures Assessment (MMA) Convening, October 7
- Faculty visited classes to present Pathways presentation, October 10
- Faculty/Staff attended Getting to Know Yuja Training, October 11, 13, 31
- Chair & Faculty attended meeting with Region One re: possible partnership to support students, October 12
- Faculty/Staff attended STC Art Gallery Webinars, October 12
- Chair & Faculty attended & presented at College Readiness Workshop, October 13
- Assistant Chairs attended STC + UTRGV Chair to Chair Collaborative, October 14
- Chair presented at the Guide to Exploring Meta-Majors broadcast, October 17
- Chair attended meeting w/UTRGV to discuss Education majors & student transfers and the Texas Teaching Certification assessment Mathematics component, October 18
- Chair met with Distance Learning representative to discuss upcoming Mathematics presentation during National Distance Learning Week, October 18
- Faculty/Staff attended NISOD Fall Annual Virtual Conference, October 19-21
- Faculty represented at the Starr Co. Campus Ascender Noche de Familia, October 20
- Chair/Faculty met with Lumen Learning/APLU leadership to discuss implementation of Statistics course pilot materials in Spring 2023, October 21
- Chair/Faculty attended STEM Summit-Planning, October 26
- Chair/Faculty attended Feedback session with Lumen Learning, October 26
- Chair/Faculty attended Debrief on College Readiness Workshop, October 27

UNIVERSITY RELATIONS:

- **Agreements Awaiting President Signature:**
  - Columbia Southern University
- **Agreements Awaiting Signing Ceremony:**
  - Texas A&M University – Corpus Christi
- **Agreements in Progress**:
  - Texas Southern University College of Pharmacy
  - 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
  - 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
  - Bellevue University, every day
  - TAMUK Education, every Tuesday
  - UTRGV Education Program, October 4
  - University of Houston Cougar Prowl, October 4
  - University of Houston – Victoria, October 26
- Met with the Dean of Math, Science, IT and Bachelor Programs as well as representatives from STC's Engineering Program about a potential agreement with Texas A&M University, October 3
- Attended the Kick-Off Meeting of the Instructional Leadership Committee, October 7

- Hosted Transfer Advising Academy: Bellevue University webinar, October 7
- Met with transfer representatives from UTRGV about National Transfer Student Week, October 7
- Met with representatives from STC's leadership team about a potential agreement with Texas A&M University for Engineering, October 11
- Met with representatives from STC and Texas A&M University about a potential engineering agreement, October 11
- Met with Dr. Paula Yoder from Texas A&M University Higher Education Center at McAllen's Education and Human Resources about potential areas for partnership, October 11
- Met with representatives from OPOD about the Chair-to-Chair Collaborative, October 12
- Met with representatives from Texas Southern University College of Pharmacy about potential ways to partner, October 12
- Participated in the NACADA Transfer Steering Committee monthly meeting, October 12
- Attended the Transfer Culture Think Tank webinar, October 13
- Presented to the Faculty Advising Certification Training Session, October 13
- Attended the Chair-to-Chair Collaborative as a resource, October 13
- Hosted the Transfer Advising Academy: Texas A&M University Higher Education Center at McAllen webinar, October 14
- Met with Dr. Laura Saenz and Leticia Garza from UTRGV about the status of transfer maps and future agreements, October 14
- Hosted "DoNut Stress" event in our office as part of National Transfer Student Week, October 17
- Chaired a meeting of the executive board of the American Association for Women in Community Colleges, October 17
- Met with the Chair for the Child Development Department and the Hidalgo County Headstart Program about potential changes to their job requirements and ways that we can support them, October 18
- Met with representatives from Texas A&M University's College of Education about the new programs that they are bring to McAllen, October 18
- Attended sessions as part of NISOD's Fall Virtual Conference, October 19 – 21
- Hosted UTRGV Trivia and Information Session as part of National Transfer Student Week, October 19
- Hosted Breakfast from Bellevue as part of National Transfer Student Week, October 20
- Hosted the October Membership meeting for the American Association for Women in Community College, October 20
- Attended the webinar, "Measuring the Value of Higher Education" hosted by Inside Higher Ed, October 20
- Hosted the Transfer Advising Academy: Texas A&M University – Kingsville webinar, October 21
- Attended the 2022 UTSA Counselor Updated, October 24
- Presented to the Fall 2022 Dual Credit Academic Pathways Counselors Symposium, October 25
- Participated in the STEM Summit Planning Meeting, October 26
- Attended the Annual Title IX Training, October 28
- Hosted the Transfer Advising Academy: University of Texas at San Antonio, October 28
- Fall 2022 College Fair, October 31
- Met with representatives from Texas A&M University at San Antonio about the possibility of hosting an event on our campus, October 31
- **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:

- Reviewed/followed up on upcoming Organization for Associate Degree Nursing (OADN) meeting, Texas Organization of Associate Degree Nursing (TOADN) update, and meta majors

- Held meeting with NAH program chairs regarding Meta Majors, October 4
- Attended the OADN Board of Directors October Meeting, October 4
- Attended the STC LVN to RN and RN to BSN Online Program Informational Session held for Mission Consolidated Independent School District, October 4
- Attended the TOADN Conference held in Austin, TX, October 5 – 7
- Followed up/worked on duties for the Carl Perkins Grant and other active grants.
- Followed up preparations for the Accreditation Commission for Education Nursing (ACEN) Annual Report.

- Attended the Meta Majors Event Overview meeting, October 10
- Held meeting with ADN and BSN leadership regarding the NEPIS data submission, October 11
- Reviewed the affidavit of graduation submitted for the ADN Program to the Texas Board of Nursing (TBON).
- Followed up with Texas Society for Advancement of Health Professions representative (TSAHP) regarding most recent meeting and other issues, October 11
- Submitted NEPIS data to TBON.
- Attended meeting with EAB representatives to discuss results of their Market Opportunity Scan for health care programs and the Program IQ Initiative, October 13

- Attended the Fall 2022 Advisory Board Meeting, October 13
- Attended the Chair to Chair Collaborative: Taking It to the Next Level workshop held by STC and UTRGV, October 14
- Attended the OADN Diversity, Equity, and Inclusion (DEI) Committee October Meeting, October 14
- Attended celebration events held at the NAH Campus for National Pharmacy Technician Day, October 17 – 18
- Attended the Next Generation NCLEX: Q&A Webinar, October 17
- Reviewed data provided by RAS for the ACEN Annual Report.
- Interviewed by Excelencia in Education to discuss institutional efforts to graduate Latino students, October 18
- Attended the How the Great Resignation is Impacting Higher Education webinar, October 18
- Attended meeting with representatives from South Texas Health System to discuss ways to better transition students into practice, October 18
- Attended the OADN CEO Search – Board Meeting to discuss final candidates, October 18
- Attended events held at the NAH Campus held to celebrate the MAT Program's 20-year anniversary, October 19
- Held the NAH Program Chairs Meeting, October 19
- Worked on the ACEN Annual Report for the ADN and BSN Programs.
- Attended the Measuring the Value of Higher Education webinar hosted by Inside Higher Ed, October 20
- Attended the Dual Credit Programs CTE Advisory Committee Virtual Meeting, October 21
- Facilitated tour of the NAH Campus for attendees of workshop hosted by the Starr County Industrial Foundation and Teach for America, October 26
- Attended the Guidelines for a Successful Advisory Committee Meeting workshop, October 27

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Level 2 RNSG 1162.A01 students hosted an informational session on coronary artery disease (CAD). Students provided attendees information on the pathophysiology, statistics, nursing management, follow-ups, clinical manifestation, and medical treatment of CAD, October 3
- ADN leadership attended the Texas ADN/BSN Dean, Chairs, and Directors Fall Meeting held in Austin, TX. Topics covered included the NEPIS report, impact of COVID death and related matters on human connection, nursing education on the COVID impact and solution, TONL challenges, hospital closures, nurse faculty loan repayments, administrative codes, TODAN report, TOGNE report, turnover rate, and hospital vacancy rate, October 6 – 7
- Advisors represented the program at the Cesar Chavez Middle School Career Day event, October 20

- Advisors presented at the La Joya Academy of Health Science Professions & STEM 2022 College and Career Conference. Approximately 70 students were in attendance, October 20

Diagnostic Imaging Department

- DMS Program celebrated Medical Ultrasound Awareness Month (MUAM) throughout the month of October.
- RADT Program made plans and preparations for the celebration of National Radiologic Technology Week (NRTW) during the week of November 6 – 13
- Department chair attended Briefing on Meta Majors, October 4
- Department chair attended the RADT and DMS Mid-Biennium Reports Meeting, October 20
- DID faculty attended the Faculty Senate Meeting, October 25
- Second-year RADT students dressed up in costumes and participated in the Halloween Spooktacular Costume Contest held at the NAH Campus, October 31

Emergency Medical Services

- Program chair attended the Guide to Exploring Meta Majors – Health Sciences meeting, October 12
- Program chair attended the CoAEMSP Student Minimum Competency Recommendations meeting, October 19
- Program chair hosted a meeting and a walk-through of the facility with the program's medical director. The medical director met with students and discussed needs for the department, October 19

Health Administrative Services

- The MAT Program celebrated Medical Assistant Recognition Week with events for STC students and the community which included a free diabetes screening on October 19 and a cooking class on diabetic friendly dishes presented by the Rio Grande Valley Diabetes Association on October 20.
- The MAT Program celebrated 20 years from its inception with a luncheon for MAT students, faculty, and staff, October 20

Pharmacy Technology

- The Pharmacy Technology Program celebrated National Pharmacy Week (10/17 – 10/20) and National Pharmacy Technician Day (10/18) with breakfast tacos and coffee for students and faculty on October 17 and October 18 and a luncheon with fun pharmacy interactive games on October 19 and October 20.

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Attended a Guide to Exploring Meta-Majors for Education and Kinesiology Department, October 6
- Institutional Leadership Council (ILC) meeting where President's Administrative Staff (PASS and Planning and Development Council (PDC) meeting have been combined into one. Topics discussed: Structure of ILC, Review of ILC SharePoint and TEAMS Channel functions, expectations of attendance and verify membership, Institutional Planning & Effectiveness Committee (IPEC), Staff Council and Patient Care and Administrative Technician non-credit certificate, October 7
- Meeting with Dr. Luis R. Torres-Hostos, Dean and Sonja Arredondo, BSW Program Director from UTRGV, October 10
- "A Night with Stars Gala at the Corinthian Special Event Center to support Valley Scholars Program, October 13
- Chair to Chair Collaborative: Taking it to the Next Level. The purpose of this gathering is to provide department chairs at each of our respective institutions the opportunity to connect with one another, share upcoming events, discuss trends in respective disciplines, and have conversations on a variety of topics, October 14

- Meeting for College Wide Curriculum Committee Meeting, October 18
- Attended Faculty Evaluations presentation for TLA, October 19

- CDC Oversight Committee Meeting, October 19
- Guide to Exploring Meta-Majors for Social & Behavioral Sciences, October 19
- Dual Credit Advisory Committee Meeting. The Advisory Committee will review and discuss the current state of the Dual Credit Programs and provide feedback on how to support and further enhance student success, October 20
- Attended the Political Science Department meeting to hold elections for the next Department Chair, October 21
- LLSS Advisory Group, October 21

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- More than 30 Child Development and Early Childhood majors attended the first online Child Development Club meeting for the Fall 2022 semester on October 20, 2022 at 6pm. The Child Development Club advisors, Department Chair, and CDEC Faculty connected with students through TEAMS. The Club President, welcomed and encouraged the students to participate in the semester events. She closed her message by saying, "It is only through participation that we achieve collaboration". During the meeting, the club advisors and members discussed how they will build community, network, and partner with the community to advocate for children and their families. The Child Development Club will be hosting a "Peer Tutoring Night" to provide the opportunity for students to participate in a community of learning, share knowledge, and self-reflect. In addition, club members agreed to volunteer at the Sharing Basket annual event organized by the Catholic Charities of the Rio Grande Valley, Peter Piper Pizza, and KRGV Channel 5. Club advisors took the opportunity to congratulate Dr. Maria Rebecca Garza for the Faculty Spotlight recognition by South Texas College for "Developing a framework for success through the Child Development Club."

- South Texas College Child Development Center has had a busy Fall semester thus far. Children have been eagerly learning about different studies such as rocks, pumpkins, leaves and the season we're currently in, Fall. Teachers' have shown children different types of activities, foods and traditions usually done in the season. Classrooms are intentionally equipped with learning materials such as in the science and math centers. Sand tables hold leaves/acorns while others provide different sizes and textures of pumpkins. Other activities include pumpkin carving, baking pumpkin seeds and decorating their very own pumpkins at home with parents help. We held our first Fall Festival since 2019, with much success! Staff provided different games for children to choose from. We took our children to the college campus on trick a treating field trip, where numerous departments gave out Halloween candy and children showed off their costumes.

Education

- The Education Club in Starr County participated in the Roma ISD Trunk or Treat event on Friday, October 28, 2022 at the Gladiator Arena Parking Lot. The club members represented STC Education Club and handed out candy to over 1,000 students.

Political Science

- Political Science instructor, served as a Moderator for the Weslaco City Commissioner debate, October 6, 2022.

Psychological Science

- The Starr County Campus Psychology Club participated in a social media campaign to bring domestic violence awareness to the community on Monday, October 10, 2022. October is Domestic Violence Awareness Month. Each member that decided to participate took a picture of themselves holding a paper with a word that completed the following phrase: "Break the silence and bring a voice to domestic violence." 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. The color purple and purple ribbons are the color/symbol for domestic violence awareness, hence the collage theme.
- The Starr County Campus Psychology Club participated in a social media campaign to bring cancer awareness and hope to the community on Tuesday, October 11, 2022. October is Cancer Awareness Month. Each member that decided to participate took a picture of themselves holding a paper with a word that completed the following

phrase: “There’s a can in cancer because we can beat it.” 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 and hope for a cure. The color pink and pink ribbons are the color/symbol for cancer awareness, hence the collage theme.

- Psychology Faculty organized a “Registration/Psychology Major Exploration” event at the Pecan campus courtyard on October 13 and 17, 2022. There were over 150 students who attended the event, which ran from 9 till about 12 noon. Faculty handed out informational flyers related to psychology courses, careers in psychology, specialties in psychology, and STC business cards. They also encourage students to register early for spring semester. Among others who participated in the event included advisors, staff from the Career and Employment Services, and faculty from the Psychological Science and Sociology Departments.
- Psychology faculty and students attended priority advising in G162 at Mid- Valley campus, on October 10th and October 11th, 2022. Students were advised, informed about course options, and were informed about potential holds and resolution. Faculty then assisted students with Spring 2023 registration.
- Mid- Valley Psychology Club show-cased posters and visual aids in G- building at Mid-Valley campus for Mental Health week, October 17, 2022. Students provided knowledge on various mental disorders to bring awareness to all students enrolled at STC.

- Psychology Faculty, hosted a Registration and Informational Booth representing the Department of Psychological Science at the STC Starr County Campus from 11:00am – 1:00pm on Tuesday, October 18, 2022. They distributed psychology course flyers for spring 2023 (both face-to-face courses at Starr County Campus and online course they teach), as well as a couple of online mini-mesters that they teach for fall 2022 that start next month in November. Students who stopped by their table in Academic Building E hallway received these handouts. They also answered any questions students had and helped students register for next semester. Psychology course flyers were also placed all over Building E on tables by the hallways were students typically sit in between classes to promote the courses even more.
- Psychology Faculty was invited by Starr County Industrial Foundation President Rose Benavidez and Vice President Nilda Elizondo to attend the SCIF Talk with guest speaker Texas Senator Judith Zaffirini, Ph.D. on Tuesday, October 18, 2022. South Texas College President Dr. Ricardo Solis and STC Board President Rose Benavidez provided remarks, followed by the talk by Senator Judith Zaffirini, Ph.D, and Q&A from attendees. Senator Zaffirini talked about her journey in education and politics, and how she never let any barriers get in the way to achieve her goals and become successful. Many community leaders from Starr County were in attendance.
- Psychology faculty at Mid-Valley Campus promoted Spring 2023 registration and the Psychological Sciences Department during the Family Reading Night and Living History Day Events on Wednesday, October 19, 2022. Students and community members were informed about course/major options, registration dates, and deadlines.

- The Starr County Campus Psychology Club participated in a social media campaign to bring bullying prevention awareness to the community on Wednesday, October 19, 2022. October is National Bullying Prevention Month and October 19th is Unity Day Against Bullying this year. Each member that decided to participate took a picture of themselves holding a paper with a word that completed the following phrase: “Say no to bullying. Be united for kindness, acceptance, inclusion.” 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. Orange is the color for bullying prevention awareness.

- Faculty participated at the annual Career Day at Rio Grande City CISD John & Olive Hinojosa Elementary School on Friday, October 21, 2022. He inspired the students to attend college and elaborated on the fields of psychological science and counseling, in particular his job as psychological science college faculty and other credentials as licensed professional counselor (LPC), licensed chemical dependency counselor (LCDC), certified anger resolution therapist (CART), and certified laughter yoga leader (CLYL). He also talked about his community service via the Starr County Campus Psychology Club and his roles as RGV Stars Co-Host and Executive Producer. The presenters rotated in different classrooms of 4th and

5th grade. The best advice given to the students is to choose a career/job you love and you "won't work a day in your life." He also promoted STC and has participated in over 40 career days.

- Students at Thelma R. Salinas STEM ECHS celebrated the founding of the first chapter of Psi Alpha as well as their induction into Psi Alpha, the National Honor Society for High School Students in Psychology on October 21, 2022. At the induction, hosted at the Thelma R. Salinas STEM ECHS campus, students shared information about Psi Alpha with their guests, including its relationship to Psi Beta and Psi Chi and the benefits of lifetime membership. Our DC instructor, will serve as adviser of the chapter and worked with inductees to organize the ceremony. Students recited their pledge and participated in a candle lighting ceremony. Students were also able to share their student profiles and enjoy a reception afterward with their family and loved ones. This year, the students have decided that their slogan is "Spread Awareness, Stop the Stigma" and they are excited to participate in future community service events, visit South Texas College, apply for the Psi Alpha Outstanding Psychology Student Scholarship, and create a mental health awareness campaign on campus. A special thank you to the Department Chair of Psychological Science for her guidance in establishing a chapter and coordinating the induction ceremony, and we look forward to growing the chapter.
- Psychological Science faculty at Mid-Valley Campus organized the Spring 2023 Major Exploration and Registration Event on Tuesday, October 25, 2022. Faculty, an advisor, and a financial aid representative were available to assist over 50 students with course/major options, the registration process, and semester deadlines. The Mid-Valley Psychological Science Club donated snack bags and Cengage Publishing provided students with coffee and giveaways. This event was to encourage students to register early for the Spring 2023 semester as well as explore careers in the field of Psychology.
- The Starr County Campus Psychology Club attended the Starr County Domestic Violence Candlelight Vigil in Rio Grande City on Tuesday, October 25, 2022. October is Domestic Violence Awareness Month, and every year, Starr County's Attorney's Office organizes this candlelight vigil in honor of the victims and survivors of Domestic Violence in Starr County. The Starr Psych Club attends and supports every year for over a decade, and it's the first year they host it following the COVID-19 pandemic. Many community leaders were present and offered remarks. It was an event to also reflect on preventive interventions to put an end to domestic violence in our community and elsewhere.

- Psychological Science faculty member, presented "Totalitarian Governments: How Does it Happen?" at the Mid-Valley Campus on Wednesday, October 26, 2022. The presentation was attended by students, faculty, and community members. This event also served as an important reminder to exercise the right and responsibility to vote in the upcoming local elections.
- The 8th edition of "Department of Psychological Science: Faculty Profile" organized by Faculty was hosted at STC Starr County Campus Auditorium with guest speaker Psychological Science Faculty from the Pecan Campus on Wednesday, October 26, 2022. He elaborated on his educational background, why he chose psychology as his major, his area of interests in psychology, and how he uses psychology in his everyday professional and personal life. The purpose of this event is for Starr County Campus students to meet psychological science faculty from Pecan and Mid-Valley Campuses
- Psychological Science Faculty from the STC Pecan Campus, was presented with a certificate of appreciation for serving as presenter/speaker at the 8th edition of "Department of Psychological Science: Faculty Profile" organized by Starr club advisors at the Starr County Campus on Wednesday, October 26, 2022.

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

External/Outreach Activities:

- Prosperity Taskforce Mentorship meeting, October 6
- Meet the President Mixer, Edinburg Chamber of Commerce, October 6
- Attended informational program, VR World Building and Advanced Unity First Meetup, October 7
- Anthology update session, EAC Client Data for Program Tracking, October 13
- Night with the Stars Gala, October 13
- Attended the CBEN (Competency Based Education Network) Conference, October 17-21

- Outreach and Exploring Collaboration meeting with UTRGV Senior Instructional Designer, George Handley, October 27

College Wide Activities:

- Coordinated with Ed Technologies to create a training plan for all faculty wishing to use the new Yuja video tool, October 6-7
- Attended the Institutional Leadership Committee Kickoff Meeting, October 7
- Provided Distance Learning Updates and Plans for the 22-23 Academic Year to the Starr County Faculty Meeting, October 7
- Participated in the Institutional Open Educational Resources Grant meetings, October 11
- Suitable ePortfolio Curriculum Template Meeting, October 17
- Completed OPOD (Office of Professional & Organizational Development) Workshop Book Study, the Culture Code, by Daniel Coyle, October 18
- Collaborative planning meeting with the new Outreach Librarian, Alison Young, October 25
- Collaborative planning discussion to address the addition of VR equipment and software with Educational Technologies and IS&P leadership, October 25
- Provided a Q & A session for STC Faculty Senate, October 25

DL Office Activities:

- Attended the first Instructional Designer Process and Demo presentation, October 12
- NC SARA Webinar, Annual Data Report Release, October
- Led DL (Distance Learning) Communication Plan meeting, October 23
- NC SARA Board Meeting livestream view, October 28
- Simul8 Virtual Reality demo, October 31

DIRECTOR'S REPORT:

- Participated at the Blackboard Meeting with AWS Analytics, October 3
- FlatWorld Homework on Blackboard - South Texas College, October 4, 26
- Monthly STC Tech Support Committee Meeting, October 5
- Participated in the Yuja Discussion Meeting, October 6
- Institutional Leadership Council Kickoff Meeting, October 7
- Starfish Asynchronous Training Options Meeting, October 10
- Participated in the Banner User Groups Committee meeting, October 11
- Attended the NC-SARA Annual Data Report Release workshop, October 13
- Participated at the JagNet Content Committee, October 13
- Implemented configurations for Blackboard Analytics pyramid to be on SAAS, October 14
- Participated at the Annual Title IX Training Event, October 28

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for all Fall 2022 courses and faculty/student enrollments through ILP Admin, October 1-31
    - Batch upload for all drop students in term Fall 2022 courses through the Blackboard integration, October 3, 10, 17, 24 and 31
    - Created 12 Fall 2022 minimester Crosslist requests in Blackboard, October 1-31
    - Updated information modules and pop-ups in Blackboard, October 1-31
    - Updated the institutional hierarchy for all Fall 2022 and Spring 2023 term, October 1-31
    - Updated Blackboard Assist resource page, October 1-31
    - Troubleshoot and resolve exam images disappearing from courses, October 1-31
- Distance Learning Portal
    - Updated dean/chair reports on dashboard.
    - Start implementation and design on adding LLC hours to portal.
    - Updated faculty certification list.
- Distance Learning Ticketing PowerApp
    - Updated ticket display
    - Added flow to auto archive tickets every Sunday.
    - Added monthly counts to view on main page.

- Modify email notifications to include current status and agent working on the request.

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	504
Helpdesk Phone Calls received by DL Staff:	306
Social Intent – Distance Learning Chat	107
Blackboard Support Chats/Calls:	106
Total	**1,023**

- **Trainings/ Workshops/ Professional Development**
  - Trainings:
    - Facilitated Hands-On Gradebook Training, October 17-20
    - Student Success Team participated in the Inside Track Training, October 21
  - Workshops:
    - Respondus and Microsoft Teams Live Proctoring, October 3-6
    - Blackboard Ultra Open Lab, October 7, 14, 21, and 28
    - Blackboard Release Updates and Microsoft Office, October 10-13
    - Pronto, October 24-27
    - Setting Up Overall Grades, October 31
  - Professional Development:
    - Distance Learning Student Success Team participated in EAB Adult Learner Training, October 18.
  - Events:
    - Student Workshop on Effective Note-Taking, October 4.
    - Student Workshop on Test-Taking Fundamentals, October 11.
    - Participated in the NACADA Conference, October 23-26
- **Student Success Activities:**

Type of Service	Number of Students Visit
• General Advising	116
• Telephone/ Text Contacts:	58
• Virtual Campus Advising Email:	68
• Radius Inquires:	102
• Register Online Students	2
• Academic Coach Sessions:	79
• Email Reminders Sent:	881
• Register TxDOT Students:	11
Total:	**1,317**

DISTANCE LEARNING MEETINGS:

- Distance Learning Technology and Student Success Weekly Meeting, October 3, 10, 17, 24, and 31
- National Distance Learning Weekly Meeting, October 12, 19, 27

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

DEAN'S REPORT:

- Dean and STC President hosted a meeting with Sharyland ISD regarding STC Dual Credit Programs where the latest program data was reviewed along with discussion of course expansion, October 3
- Dual Credit Programs signed its fourth Non-Resident Agreement with Integrity Schools, October 4
- Dean and STC President hosted a meeting with La Joya ISD regarding STC Dual Credit Programs where the latest program data was reviewed along with discussion of program expansion, October 6
- Dean presented at EWDC Committee Meeting on School District Partnerships and Services provided by South Texas College, October 11
- Dual Credit Programs held the first College Readiness Workshop with 77 attendees representing 14 partnering school districts, who had the opportunity to work with Department Chairs and share insight on how to prepare students to succeed in college-level coursework, October 13
- Dual Credit Programs hosted its Fall Advisory Committee Meetings for partnering school district representatives to discuss the current state of dual credit programs and provide feedback on how to support and further enhance student success, October 20-21
- Dual Credit Programs Leadership held a follow-up meeting with Rio Grande City Grulla ISD Administration to discuss the next steps in expanding the dual credit program offerings, October 26
- Dual Credit Programs Leadership held a follow-up meeting with Sharyland ISD Administration to discuss the next steps in expanding the dual credit program offerings, October 26
- Dean and Director for Dual Credit Academic Pathways presented virtually at the Hawai'i 2022 Early College Convening on Dual Credit Roadmap Towards Completion, October 27
- Dual Credit Programs hosted the following Success Metrics Workshop with administrators, dean of instruction and counselors to review current data and determine future interventions:

District	Date
Mission CISD	October 4
Weslaco ISD	October 11
Sharyland ISD	October 11
Edinburg CISD	October 18
McAllen ISD	October 19
PSJA ISD	October 20
Mission CISD	October 31

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Director attended meeting with Dean for Dual Credit Programs and Clinical Assistant Professor of Human Resources Development-Department of Educational Administration and Human Resources Development from Texas A&M University Higher Education Center in McAllen, October 3
- Staff held meeting with Mercedes ISD CTE Director and Coordinator to discuss course offerings, prospective graduates, and rescheduling of meeting with Welding Program Department, October 11
- Staff facilitated a meeting between STC Cybersecurity Program Chair and PSJA ISD Administrator & CTE Director to discuss planning of program offerings, recruitment, site for courses, and faculty, October 18

- Staff presented at the Dual Credit Programs CTE Advisory Committee Meeting regarding resources/services to address CTE challenges, as well as promoting departmental services, October 21
- Staff hosted a campus tour for forty-five (45) CTE Juniors and Seniors from Edinburg Economedes High School. Students had the opportunity to tour the Pecan Campus library, Center for Learning Excellence (tutoring), Open Labs, Student Services, Information Technology Department Presentation, Academies & Career Technical Pathways staff provided a group advising session and Services available, October 17

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

Campus	Case Management
Pecan Campus	52
Mid Valley Campus	31

- Staff conducted the following Dual Enrollment Academy Program's Recruitment/Information Sessions:

Date	High School	Attendance
October 3	Vanguard Mozart ECHS	80
October 5	McAllen Memorial ECHS	60
October 6	PSJA North ECHS	60
October 7	Progreso HS	30
October 12	Juarez-Lincoln HS	96
October 13	Donna HS	45
October 13 & 14	McAllen HS	224
October 14	McAllen HS	298
October 18	PSJA Memorial ECHS	106
October 18	McAllen HS (Evening)	50
October 19	Mission HS	150
October 19	Edinburg HS	54
October 19	Monte Alto ECHS	55
October 20	Nikki Rowe HS	60
October 20	The Science Academy of South Texas (Evening)	15
October 21	Edcouch Elsa HS	60
October 20	The Science Academy of South Texas (Evening)	5
October 26	Veterans Memorial HS	230
October 26	World Scholars	50
October 27	Economedes HS	60
October 28	Mission Collegiate HS	100

- Staff hosted Friday Workshops for Academy Students at the Mid Valley and Pecan Campuses, October 7
  - Mid Valley Campus:
    - Seventy-one (71) Academy Students attended a workshop hosted by the Counseling & Student Accessibility Services Department, which focused on providing information on available services/resources and importance of stress management and mental health.
  - Pecan Campus:
    - Fifteen (15) Engineering Academy Students participated in a Workshop hosted by South Texas College Engineering Department Faculty, which consisted of programming LEGO MINDSTORMS EV3 Robots with servo motors and infrared sensors to carry out a set of instructions. Faculty provided DEEA students with an overview of programming, EV3 parts & functions, as well as the objectives of the competition style activity.

- Staff hosted Friday Workshops for Students at the Mid Valley and Pecan Campuses, October 14:

- Pecan Campus:
    - Academy Juniors attended a workshop hosted by the University of Texas Rio Grande Valley Admissions Department, which focused on admission requirements & timelines, scholarships & financial aid, as well as student life.
    - Twenty-seven (27) Academy Program Seniors attended a workshop by the UTRGV Honors College, which focused on a program overview and admission requirements.

- Twenty-Six Academy students from the Mid Valley and Pecan Campuses volunteered at the Food Bank of the Rio Grande Valley assisting with a food distribution event for local community members. Additionally, students assisted with a school supply distribution held for area high school teachers, October 21
- Staff hosted Friday Workshops for Dual Enrollment Academy Students at the Mid Valley and Pecan Campuses, October 21
    - Pecan Campus:
        - Fourteen (14) Academy Seniors attended a workshop hosted by the South Texas College Student Financial Services Department which focused on providing an application overview, timelines, and application requirements.
        - Thirty-eight (38) Academy Juniors attended a workshop hosted by the South Texas College Kinesiology Department which provided students with tips for a healthy lifestyle, as well as mental health and fitness.

    - Mid Valley Campus:
        - Forty-one (41) DEMSA and DECJA Juniors attended an Thrive Scholars Program Information Session hosted by Academies & Career Technical Pathways Staff.
        - Twenty-three DEMSA, DECJA, & DEBAA Seniors attended a workshop hosted by UTSA admission's counselor.
        - Twenty-seven (27) DEEA Students participated in a Workshop by STC Engineering Department Faculty, which consisted of programming LEGO MINDSTORMS EV3 Robots with servo motors and infrared sensors to carry out a set of instructions. Faculty provided DEEA students with an overview of programming, EV3 parts & functions, as well as the objectives of the competition style activity.

- Staff hosted a campus tour for forty-five (45) CTE Juniors and Seniors from Edinburg Economedes High School. Students had the opportunity to tour the Pecan Campus library, Center for Learning Excellence (tutoring), Open Labs, Student Services, Information Technology Department Presentation, Academies & Career Technical Pathways staff provided a group advising session and Services available, October 17
- Staff hosted a campus tour for twenty-two (22) CTE students from Donna North High School, with a focus on the Welding Program facilities, overview of the available degree plans and a presentation from Program Faculty, and a group advising session, October 26
- Staff hosted Friday Workshops for Dual Enrollment Academy Students at the Mid Valley and Pecan Campuses, October 28:
    - Pecan Campus:
        - Fourteen (14) Academy Seniors attended a workshop by the STC Student Financial Services Department which focused on providing an application overview, timelines, and application requirements. Students received assistance with completing their FAFSA.
        - Thirty-eight (38) Academy Juniors attended a workshop hosted by the STC Kinesiology Department which provided tips for a healthy lifestyle, as well as mental health and fitness.
    - Mid Valley Campus:
        - Twenty-six (26) Academy Seniors attended a workshop hosted by the UTRGV Honors College, which focused on a program overview, admission requirements, and benefits.

- Sixty-four (64) Academy Juniors attend a Student Leadership Academy workshop hosted by the STC Student Activities Department.
- Eight (8) DEBAA Students attend a workshop hosted by Texas A&M University Higher Education Center-Department of Educational Administration and Human Resource Development Professor, which provided an overview of available programs, application timelines, and program requirements.

DUAL CREDIT ACADEMIC PATHWAYS:

- Director attended Success Metrics Workshops Meeting with the following School Districts: Weslaco, Sharyland, Edinburg, McAllen and PSJA.
- Staff met with Educate Texas Leadership Coaches at their respectively assigned schools which includes discussions for the sunsetting of TSTEM school and migration to either PTECH or ECHS.
- Pathways Department hosted a Counselors Symposium: Bouncing Back Better with 60 Counselor and Administrators. Presentations focused on Advising, Transfer and University Relations, CLE, Starfish, and Incident Report, October 25
- Staff attended the 2022 CCRSM Fall Regional Convening focused on student course planning and PTECH Designation Planning, October 26
- Director and Dean presented virtually at the Hawai'i 2022 Early College Convening on Dual Credit Roadmap Towards Completion, October 27
- Staff held advising sessions and conducted degree audits for upcoming Fall Potential Graduates with the following school districts:

Meeting Type	Campus
12 Grade Student Degree Audits	Edinburg Economedes
11 Grade Student Degree Audits	Edcouch Elsa HS
11 Grade Student Degree Audits	Edinburg Collegiate ECHS
12 Grade Student Degree Audits	PSJA ECHS
12 Grade Student Degree Audits	Mission Collegiate
11 Grade Student Degree Audits	PSJA Southwest
STC Resource Night	Vanguard
12 Grade Student Degree Audits	Vanguard Rembrandt
Student Degree Audits	PSJA Sotomayor
11 Grade Student Degree Audits	Vanguard Beethoven
11 Grade Student Degree Audits	Jimmy Carter ECHS
11 Grade Student Degree Audits	Mercedes ECA
12 Grade Student Degree Audits	Juarez- Lincoln ECHS

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Scheduling staff opened the Dual Credit Scheduling Portal for Spring 2023 requests, October 17
- Presented at the Dual Credit Advisory Committees on Enrollment and Scheduling Updates, October 20-21
- Attended Success Metrics Meetings for school districts: Weslaco, Edinburg, McAllen, and PSJA ISD.
- Presented at the Counselor's Symposium on Scheduling and Enrollment Updates, October 25
- The following Enrollment Services attended the following events, as shown below:

Date	School	Event	# of Students
October 3	Sharyland	Application Drive	150
October 4	PSJA North	Application Drive	60
October 11	Weslaco HS	Application Drive	50
October 12	Weslaco HS	Application Drive	50
October 12	Rio Grande La Grulla	Parent Info Session	25
October 14	Vangaurd Mozart	Application Drive	75
October 17	Weslaco East HS	Application Drive	50
October 17	Weslaco East HS	Parent Info Session	3
October 19	LJ Health Sci Prof STEM	Application Drive	75
October 19	Rio Grande City HS	Parent Info Session	25

October 20	McAllen HS	Application Drive	100
October 21	McAllen HS	Application Drive	100
October 24	Rio Grande La Grulla	Application Drive	40
October 26	Rio Grande La Grulla	Application Drive	40
October 26	Monte Alto ECHS	Parent Info Session	4
October 27	Weslaco 21st CTE	Application Drive	75
October 27	Valley View HS	Application Drive	25
October 27	Palmview HS	Student/Parent Info Session	30
October 28	Vanguard Beethoven	Application Drive	150
October 28	Monte Alto ECHS	Application Drive	20
October 31	PSJA Sonia Sotomayor	DCP Orientation/ID/Tour	20

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Team met with Dean of Dual Credit Programs to discuss the planning of Adjunct Dual Credit breakout sessions for Spring 2023 PD Day, October 4
- Associate Dean and OPOD Manager met with Academic Affairs Project Manager to discuss League and NISOD Awards, October 17
- OPOD Manager met with Office of the President Project Manager to discuss Employee Banquets scheduled for December, October 18

ACADEMIES AND TRAININGS:

- Instructional Coach facilitated the kick off to 3-part book study, *The Culture Code*, October 4
- Instructional Coach facilitated the *Teaching and Learning Academy* (TLA), October 5, 19
- Associate Dean and Instructional Coach facilitated the *Distinguished Leadership Academy* (DLA), October 6
- OPOD assisted with the facilitation of *Faculty Classification: Working Session*, October 7
- Associate Dean facilitated *Chair Academy*, October 7, 21, 28
- OPOD assisted with the facilitation of *Chair to Chair Collaborative: Taking it to the Next Level*, October 14
- Instructional Coach assisted with the facilitation of *Supporting Foster Care and Homeless Students*, Part 2 of 6, October 25
- OPOD Manager facilitated *Power Up: Professional Development System* workshop, October 26
- Instructional Coach facilitated *Tilting Assignments to Improve Student Success* workshop, October 27

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 3rd Quarterly Clery Committee Meeting, October 5
    - Attended Institutional Leadership Council Kickoff Meeting, October 7
    - Attended Evaluation of RFP 22-23 1026 Purchase of Air Purifier Meeting, October 19
    - Attended LLSS Advisory Group Meeting, October 21

- WIC Mobile Unit was available for Faculty, Staff and Students, October 4
- Career & Employer Services hosted information table for students, October 12 & 13
- Mid Valley Reading Committee hosted Reading Week and included several events throughout the week:
    - 6 Word Story Contest, Literary Costume Contest, Open Mic, Author's Panel, October 17-20
- Library Services hosted Family Reading Week in cooperation with Reading Week events, October 19
- History Department hosted Living History Cultural Festival in cooperation with Reading Week events, October 19
- Mid Valley Advisory Committee Meeting was held where campus faculty and staff discuss events and issues that arise on campus and in their local community, October 27
- Student Activities and Wellness Department host various events for students.
    - Canvas Painting, October 5
    - Cookie Decorating, October 20
    - Pumpkin Painting and Costume Contest, October 31
- English Department hosts Literary Presentations/Discussions on various topics:
    - The Dead Just Won't Stay Dead Presentation, October 26
- Title IX Investigation Meeting, October 31

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
    - Attended RGV LEAD State of Education and Industry Event, October 5
    - WISD Candidate Debates, October 5
    - EDC Groundbreaking: Mid-Valley International Industrial Park, October 14
    - RGV Chamber of Commerce Alliance Breakfast, October 17
    - Weslaco Executive and Chamber Board Meetings, October 18
    - Milestone Ribbon Cutting: Cortino's, October 19
    - Participated in the Pan De Campo planning meeting, October 21
    - Attended Weslaco's Christmas Parade Planning Meeting, October 28
- RGV TASO Basketball and Football organizations hosts meetings for local officials, various dates.
- City of Weslaco Employee Training, started October 31

ENROLLMENT ACTIVITIES:

- Mr. Montez met with Automotive Department Chair, Richard Wade, regarding classroom availability for Spring 2023 during Building D, Workforce Construction & Expansion, October 28
- Priority Registration was held for various departments to register students for Spring 2023 semester, various dates
- IDEA Public Schools hosted TAFSA/FAFSA for former IDEA students interested in registering for Spring 2023 classes, October 27

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended welding program construction project discussion with Planning & Construction Department in person Pecan Campus, October 5
- Rio Grande City High School Ground Breaking Ceremony as VIP, October 5
- Grulla High School Ground Breaking Ceremony as VIP, October 6
- Finalized updated roster for campus building responders, October 12
- Hosted Congressman check ceremony for child development center October, 12
- Attended Ascender Program Noche de Familia event, October 13
- Hosted Lone Star National Bank presentation to technology programs, October 17
- Visited RGCGISD Executive Director of Counseling Services to discuss partnerships, October 18
- Hosted luncheon with state senator to discuss higher education, October 18
- Attended committee meeting for Veterans Day events with Student Services, October 19
- Attended bidding review for new air purifiers for college with Planning & Construction, October 20

- Meeting with PR on Veterans Day event on campus scheduled for November 10, 2022, October 21
- Hosted PR visit to campus to evaluate schedule for Veterans Day Event, October 25
- Hosted Starr County Industrial Foundation event for economic development, October 26
- Attended construction meeting Pecan for Welding & Automotive expansions, October 27

COMMUNITY ENGAGEMENT:

- Student Activities & Wellness "Mean Girls Day", October 3
- BSP Council Meeting, October 3
- Student Activities & Wellness "National Taco Day", October 4
- Student Activities & Wellness "Student Government Association" meeting, October 5&19
- Centers for Learning Excellence "Game Night", October 5
- Student Activities & Wellness "Student Leadership Academy", October 6,13,20 &27
- Student Activities & Wellness "Smash Bros" Tournament, October 10
- Men's Prayer, October 11
- Pop-Up Libraries, October 11
- Student Activities & Wellness "Hispanic Heritage Month Loteria Day", October 11
- Student Activities & Wellness "Hocus Pocus Cookies Decoration", October 12
- Grant Award Ceremony with Congressman Henry Cuellar, October 12
- Rio Grande Grulla ISD Developmental Day, October 17
- Lunch with the Senator Judith Zaffirini, October 18
- Department of Psychological Science Spring 2023 Registration Event, October 18
- Student Activities & Wellness "Pumpkin Patch", October 19
- Ombuds Information Booth, October 19
- Texas Department of Health & Human Services Child Care, October 20
- Ascender Noche de Familia, October 20
- Starr County Industrial Foundation "RGV MPO meeting", October 24
- Rio Grande City Lion Club Meeting, October 25
- Department Psychological Science 8th Edition Generation Faculty Profile, October 26
- Starr County Industrial Foundation "Economic Development Partner", October 26
- Student Activities & Wellness "Halloween Pumpkin Carving" October 27
- Student Activities & Wellness "Halloween Party", October 31
- Hocus Pocus Healthy Focus-Wellness Clinic, October 31

ENROLLMENT ACTIVITIES:

- Continued Starfish progress reports and contacting students in need.
- Followed up with students in need to discuss cut-off dates for dropped classes.
- Continued collaboration with RGCGISD and the Alternative Education Center to help students enroll at STC.
- Prepared advertising campaign for Fall 2023 semester through PR.
- Finalized list of students to participate in early registration for Spring 2023 semester

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Completed the CAT/CIM Admin Panel CourseLeaf webinar in which 3 clients from different colleges discussed the use of reports in the CourseLeaf product, October 3
- Attended and presented at Institutional Leadership Council meeting; co-presented with the Director of Continuing Education on proposed the non-credit Patient Care and Administrative Technician certificate, October 7
- Met with the Department Chair for Criminal Justice to review and discuss the proposed revisions to align with the recently THECB-approved field of study, October 11
- Attended the Banner User Group meeting to discuss upcoming database updates and downtimes, October 11
- Facilitated and attended the October College-Wide Curriculum Committee meeting, October 18

- Attended the Teaching & Learning Academy where the Curriculum Department presented on the student course evaluation system, October 19
- Attended the "Launch Accurate Curriculum with Ease" webinar for Leepfrog Technologies to research a curriculum management application for our curriculum revision process, October 19
- Attended and presented at the Chair Academy session; presented on curriculum and scheduling management, October 21
- Attended in-person student-based sessions for an ERP on-site vendor to learn about their product and features, October 25-27
- Attended the Concourse Fall User Meeting, October 27.
- Attended a 3-hour Title IX training, October 28
- Worked on the Chair Academy assignment and PowerPoint in preparation for the upcoming presentation on October 21st
- Worked on a report of pending faculty to acknowledge the AY22-23 Faculty Handbook, at the request of the Council of Chairs president
- Worked on revising the Fall 2022 Course Modalities report to add data by departments, at the request of the Dean of Liberal Arts
- Compiled the Spring 2023 Course Schedule to send to the department chairs to identify courses being offered as OER
- Emailed the Syllabi & CV status reports to the Department Chairs; as of October 13th, Syllabi was at 93.41% and CV was at 96.56%. As of October 26th, the College was at 96.34% for CV and 93.20% for Syllabi.
- Worked on the status updates to AY21-22 goals for the Comprehensive Operational Plan.
- Finalized the Annual Risk Assessment Matrix and submitted to the OVPAA.
- Reviewed the proposed dates for the Fall 2023 session calendar in preparation for the schedule roll in late November.
- Drafted a question survey for students enrolled in remote delivery courses to obtain feedback on the pilot in order to determine future offerings; sent survey to OVPAA and RAS for review before emailing to student cohort.
- Tested the linked course section prerequisites for Math with the Admissions department as part of the Degree Works Prerequisite conversion; ran into some issues and opened a work order with Ellucian.
- Audited the LHEs in Banner for the NAH division and sent the report to the Academic Operations Officer for review.
- Worked on updating the Banner form SIAINST to update the home designation department for all faculty so that it is consistent with HR data. This will ensure any reports from student side will have the correct corresponding department and division.
- Updated the program development timeline for the proposed Biotechnology degree and completed and emailed the meeting recap to the Biology department chair and the program developer.
- Worked on the narrative and revision to the PowerPoint presentation for the Patient Care & Administrative Technician Non-Credit certificate for the upcoming EWDC meeting in November.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Met with the BPS&T Division Curriculum Committee Chair to discuss the process of submitting curriculum revisions and collection of meeting minutes, on October 4
- Attended a meeting to discuss Criminal Justice and Business Administration Field of Study proposed curriculum changes following the recent Texas Transfer updates with the Director of Curriculum on October 5
- Met with the Curriculum Director to discuss and finalize the Risk Assessment Matrix on October 10
- Attended the Banner User Group monthly meeting to discuss upcoming downtimes and projects on October 11
- Held a meeting with the scheduling staff to discuss a plan for researching a 3rd party scheduling application and the next steps, held on October 19
- Attended the ERP Demonstrations Opening Session and Student Demo sessions on October 25-26
- Attended the Concourse Fall User Meeting on October 27
- Worked on and presented on Course Evaluations – SmartEvals at the Teaching & Learning Academy workshop held on October 19
- Attended webinar offered by Leepfrog to obtain more information on curriculum product held on October 19
- Attended the Guidelines for a Successful Advisory Committee Meeting workshop held by VPAAs office on October 27

- Attended the Annual Title IX Training Workshop on October 28
- Reviewed and updated the Program Chair approval list to ensure the correct sections are tagged with the PC requirement.
- Continued to work on auditing the college's course inventory against ACGM/WECM to ensure titles, descriptions, and contact hours are aligned with the Coordinating Boards mandates.
- Audit the NAH division Summer 2023 schedules uniform class times to identify use of times slots and patterns for times not being followed; processed & completed Summer 2023 1st review schedules for 3 departments.
- Audit the Spring 2023 course schedule to review room capacities, ensure accuracy in percent responsibility, instructional mode, classroom assignments, and made corrections as needed.
- Reviewed the Texas Transfer Field of Study progress as published by the THECB and drafted proposed changes to the Criminal Justice AA curriculum.
- Worked on developing a resource guide for users to advise them of the new LTI 1.3 in Concourse upgrade that will be made effective Spring 2023.
- Worked on adding Occupational Skills Awards in the 2023-2024 catalog.
- Audit the Linking/Unlinking report for Spring 2023 to ensure accuracy in corequisite courses scheduled in Banner.
- Began auditing owners/access to the CourseLeaf Catalog application in preparation for the upcoming revisions that owners/department chairs will require.
- Processed curriculum revision requests for 3 programs which included a review of documentation, updating files, and making revisions in Banner for the 202410 term.
- Worked on reviewing and updating the Concourse Training for Chairs PowerPoint slides in preparation for the upcoming workshops in November.
- Worked on developing general guidelines for Division Committee Chairs to ensure that those that serve in this role are able to generate the forms and documents required when submitting curriculum revisions to our office.
- Worked on compiling program data for the Reskilling Grant as requested by the Student Engagement Department.
- Managed course evaluations in SmartEvals which includes uploading reports and sending email reminders to students and faculty; worked on updating the college logo and colors in the course evaluation application, SmartEvals.

Sessions	Results
M9	37%
M5	31%

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with the HMAS and Psychology Program Chair to review PLO Assessment Plans, targeted improvement plans, and upcoming due dates, October 3
- Participated in The Cultural Code Book Study, October 4
- Met with the Business Administration Program Chair and Assistant Chair to review PLO Assessment Plans, targeted improvement plans, and upcoming due dates, October 5
- Met with the History, Mexican-American Studies, Interdisciplinary Studies, and Philosophy Program Chair to review PLO Assessment Plans, targeted improvement plans, and upcoming due dates, October 5
- Met with the Occupational Therapy Program Chair to review PLO Targeted Improvement Plans, October 6
- Met with Coordinator of Student Rights and Responsibilities to review Ombudsperson applicants and prepare for interviews, October 6
- Met with the Academic Initiatives & Project Officer to discuss the IE, COP, and PLO Target Report, October 6
- Participated in the Institutional Leadership Council meeting, October 7
- Met with the Advanced Manufacturing Program Chair to review the PLO Assessment Plan deliverables and closing the loop deadlines, October 10
- Met with the Patient Care Technician Program Chair to review the PLO Assessment Plan deliverables, update plan, and review the closing the loop deadlines, October 10

- Met with the Radiologic Technology and Diagnostic Medical Sonography Program Chair to review the PLO Assessment Plan deliverables, update plan, and review the closing the loop deadlines, October 10
- Met with Suitable University Specialists and pilot study team to develop curriculum templates for implementation, October 11
- Presented PLO Assessment Plan Overview and closing the loop deadlines at the BPST Leadership October Meeting, October 12
- Met with the English Program Chair and a faculty member to review the PLO Assessment Plan deliverables and review the closing the loop deadlines, October 10
- Participated in We Can TX: Building a Culture of Data – Session 1 with BPST leadership, October 12
- Met with the Biology, History, and Psychology Program Chairs to review spring 2022 student survey data regarding COP#3, High Withdrawal/Low Pass Rate courses. Drafted possible improvement plans for spring 2023 implementation, October 13
- Met with the Academic Affairs Operations Officer and Academic Advancement Support Specialist to provide Active Learning Classroom scheduling training, October 17
- Met with the Coordinator of AS Interdisciplinary Studies to review PLO Assessment Plan, data collection process, and targeted improvement plan status, October 17
- Met with Suitable pilot study group to continue curriculum template progress, October 17
- Met with BPST to continue We Can TX: Building a Culture of Data college self-assessment, October 18
- Met with the World Languages Program Chair to review the PLO Assessment Plan deliverables, update plan, and review the closing the loop deadlines, October 19
- Met with the Culinary Arts Program Chair and a faculty member to review the PLO Assessment Plan deliverables and review the closing the loop deadlines, October 20
- Met with the IT Specialist to review and troubleshoot JagPRIDE Argos Reports, October 20
- Met with Howard College Chief Institutional Effectiveness Officer and Dean of Liberal Arts to review Anthology EAC learning outcomes application, October 20
- Presented a Learning Outcomes Overview with embedded surveys at the Chair Academy, October 21
- Met with the IT Specialist to run a JagPRIDE data load automation test, October 24
- Participated in the Suitable Partner Fall 2022 Roundtable, October 25
- Participated in Workday Opening Session and Student Demo, October 25
- Participated in Suitable Implementation Meeting and planned for a new pilot study group, October 25
- Participated in Work Day Student Demo Session, October 26
- Met with IRE&SP Manager for Microsoft Teams Channel set-up training, October 26
- Met with the IT Applications Manager to review JagPRIDE projects and potential future solutions, October 27
- Facilitated Learning Outcomes Committee Meeting, October 27
- Met with IT Specialist to review JagPRIDE Accreditation Argos reports, October 31
- Met with the Dean of Instructional Research, Effectiveness & Strategic Planning to discuss areas for improvement in preparation for the upcoming accreditation, JagPRIDE core objective course alignment for 2023-2026 assessment cycle, and the Learning Outcomes Committee, October 31

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.
- 2021-2023 IE Plan – Completed biennium findings and activity reports for Learning Outcomes PLO, CLO, CO, and staff professional development goals.
- Assessment Management Platform: The project was postponed to the next academic year with capital funding reallocated to a Distance Learning Project. Collaborating with IT for potential JagPRIDE integrations.
- Budget: Planned 2022-2023 encumbrances.
- Concourse Learning Outcomes Update: Continued the review of Course Learning and Program Learning Outcome alignment in fall 2022 master syllabi. Collaborating with Program Chairs on inconsistencies.
- COP #3 High Withdrawal/Low Pass Rates: Met with the Biology, History and Psychology program chairs to review Spring 2022 survey results to implement improvement plans by spring 2023. A drafted improvement plan for Starfish collaboration was completed.

- Department Training: Provided team members training in the following areas; Argos Report calculations & data fields, professional development transcripts, Learning Outcomes Committee Teams Group/Channels, professional development documentation for IE Plan, Xitracs and IE Plan Overview, creating Outlook email groups, JagPRIDE mapping overview, Master JagPRIDE Argos Audit Report, Polly surveys, and using PowerPoint as a video tutorial foundation with ADA compliance.
- ePortfolio: Coordinated training with Suitable University Success Managers, collaborated with the Education, ADN, Organizational Leadership Programs to provide updates, resources, coaching, and draft curriculum templates. Collaborated with IT on metadata for the SSO integration. Collaborated with Suitable University Success Managers on implementation process. Invited CLE, Open Labs, Library, SAEM, and Dual Credit to a demo scheduled Tuesday, November 8, to explore options for a new pilot group.
- Handbook of Operations: Updated the following: PLO Summaries, Argos Core and PLO Reports, How to Create a Pivot Table, ACGM Guide with spreadsheet, JagPRIDE Data Loads, and Argos Accreditation Reports.
- JagPRIDE Fall 2022 – Collaborated with IT to automate data loads each Monday, updated mass activity inserts for new sections, shared created informational flyers shared via Faculty/Staff News for targeted session due dates, shared reminder emails with program chairs pending faculty data, provided faculty assistance with JagPRIDE navigation and data entry, tested JagPRIDE test link for sandbox capabilities, submitted service tickets to update JagPRIDE help pages, and updated Radiologic Technology course mapping.
- JagPRIDE Training: Provided in meetings with program chairs and faculty, tailored to unique needs of each program. Developed a Closing the Loop infographic, researching conditional logic options for program chairs to provide PLO Assessment Plan revision requests and improvement plans.
- Learning Outcomes Committee: Developed Microsoft Teams Group, shared a survey to plan first meeting, created agenda template and talking points, emailed liaisons the draft agenda and survey link, created team channels for each meeting and resources, created a Microsoft Teams Navigation Guide and shared with liaisons, created in meeting survey, facilitated first meeting, monitoring participation, added core curriculum resources to Teams Group, shared a follow-up survey due Thursday, November 3rd to establish meeting norms, targeted improvement plan schedules, and assessment plan language. Next meeting is scheduled Thursday, November 10, 2022.
- SharePoint – Drafted first training on JagPRIDE PLO Navigation. Researching ADA compliance, voice-over, and exporting to a MP4 file without storage constraints.

Reports:

- Argos Accreditation Reports: In collaboration with IT, the report content was revised and all elements are functional.
- Fall 2022 JagPRIDE Audit: (N5, N9, K1, M6, M9, and M5 sessions)
    - Core Objectives: 1% (2 faculty members complete out of 165) 373 sections
    - Program Learning Outcomes: 4% (18 faculty members complete out of 422) 1,032 sections
- IE Reports: Provided IVPAA and division deans PLO Targeted Reports with a general overview of met targets, reporting cycles, and status of targeted improvement plans. Provided requesting departments additional data for IE Plans.
  JagPRIDE Master Audit Report: In collaboration with IT, new reports were developed to improve efficiency and accuracy.
- PLO and Core Objective Signature and Data Submission Reports: In collaboration with IT, the rounding rules for calculations were standardized, session data and faculty names were added to the reports, new drop-down menu options were integrated with automated summary fields. Differentiated reports were developed to focus on programs without duplications.
- Staff PD Inventory – Developed a spreadsheet to document staff professional development aligned to the department IE Plan.

GRANT & PROJECTS:

- Collaborating with campuses, program chairs, faculty, and campus schedulers to schedule fall 2022, spring 2023, summer 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, spring 2023, summer 2023 events in the ALCs.
- Updated ALC Inventory documentation and FOCUS Academy graduate list.

- Provided Academic Affairs Operations Officer and Academic Advancement Support Specialist ALC scheduling training.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Held the 17th "A Night with the Stars" Gala on October 13 at the Corinthian Event Center in Mission. Processed Silent Auction payments after event. Followed up with Silent Auction winners after event. Processed outstanding invoices for ANWTS expenditures. Ran report on final ticket sales. Continued processing ANWTS donations.
    - Monetary Sponsorships (paid and pledged): $67,800
    - In-Kind Donations: 30,300
    - Tickets: $4,600
    - Silent Auction Revenue: $4,447
- **Recruitment-** Attended Club Fair on the Pecan Campus on September 8
- **Meetings:** Held the Valley Scholars Monthly meeting on October 7
- **Volunteer:** Adopt -A- Highway trash clean up on October 22. Volunteered at the Milam Fall Festival on October 22. Students volunteered at ANWTS Gala.
- **Administrative –** Submitted Phase 2 Status Update for the Comprehensive Operational Plan. Submit report card to TXDOT regarding Adopt-a-Highway progress. Assisted with "The Guide to Exploring the Meta Majors" program.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Send email invite to join PTK to qualified Fall 2022 students.
- **Meetings** – Held General Meetings on October 6 and October 25. Held PTK Officer meetings to discuss progress on Honors in Action project.
- **Volunteer**: Adopt -A- Highway trash clean up on October 22. Provide volunteers for Milam Fall Festival on October 22
- **Administrative-** Sent reminders for monthly meeting. Coordinate with Veteran's Day Fest coordinator to help provide volunteers as the action portion of our Honors in Action Project. Submitted Phase 2 Status Update for the Comprehensive Operational Plan. Attended scholarship training for the All USA scholarships and coordinated with financial aid to help advertise scholarship opportunities on October 26

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program. Met with students that had questions about the Honors Program and were interested in joining.
- **Administrative** –Coordinated with Dual Enrollment Academies and Biology Department to offer SEAPHAGES classes as Honors credit next semester. Followed up with students regarding their course progress. Submitted Phase 2 Status Update for the Comprehensive Operational Plan.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Orientation of Dean, Discussion on Meta Major Events: October 3
- Design Stage Setup, Follow Up Processing of Events, October 3
- Guide to Exploring Meta Major: Business, October 4
- Starfish Consultation Technology Assistance, October 5
- Guide to Exploring Meta Major: Computer and Technology, October 5

- IT Consultation and Review of Coding: Test Environment, October 6
- Guide to Exploring Meta Major: Education & Kinesiology, October 6
- Institutional Leadership Council, October 7
- Evaluation and Review of Meta Major Events, October 10
- Starfish-Blackboard Instructor Training Courses, October 10
- Guided Pathways Specialist, Update of Semester for returning staff, October 11
- Guide to Exploring Meta Major: Fine & Performing Arts, October 11
- Guide to Exploring Meta Major: Health Sciences, October 12
- Guide to Exploring Meta Major: Humanities, October 13
- Attend Night with the Stars Gala, October 13
- Starfish Consultation, Roles and Relationship Technology Review, October 13
- IT and Starfish Consultation and Review Discussion, Production Site, October 14
- Guide to Exploring Meta Major: Math, Science, & Engineering, October 17
- Guide to Exploring Meta Major: Public Safety, October 18
- Guide to Exploring Meta Major: Social & Behavioral Sciences, October 19
- Guide to Exploring Meta Major: Technology, October 20
- Workshop # 252457, Business Administration Departmental Meeting, October 21
- Meta Major Event Review and Starfish Update, Deans Discussion, October 25
- Guided Pathways Specialist Monthly meeting, October 26
- Program Chair, COP inclusion of Starfish Technology, October 27
- Workshop # 245851, Guidelines for a Successful Advisory Committee, October 27
- Education Department Meeting Presentation, October 28
- CONNECTED Rehearsal, October 31

PROJECTS:

- Guide to Exploring the Meta Majors design and presentation template final completion. 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. Starfish sent student note invitations to over 3600 students.
- Starfish Asynchronous Training: Development of Black shell courses available to faculty and staff for onboarding and certification future capabilities. Collaborative to work to finalize a new training process availability to online instructors and dual credit inclusion in training availability. Available for implementation scheduled in Spring of 2023
- Admin Review and Update in Starfish with detailed Starfish Account rep individualized institutional needs assessments for future growth, plans and organization availability.
- CONNECTED 2022: 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

Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	8110
Flags Addressed:	2119
To-Do's:	
Referrals: (Tutoring)	255
Kudo's: (Paws up Jaguar)	894
Notes:	23428
Total Number:	**34806**
Advising/GPS Activities:	
Type of Service:	**Number of students:**

Advising-Degree Audits:	725
Course Substitutions:	22
Email/Phone:	6264
Financial Aid Addendums:	109
Graduation-Degree Audits:	132
Registration:	806
Schedule Changes/Cancellations:	106
Total Number:	**8164**

OLIVIA DE LA ROSA
DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Participated in the McAllen Housing Authority Trunk or Treat event, October 27
- Staff attended EAB Adult Learner training on October 18th and Title IX training, October 28
- Presented along with Dual Credit Dean at EWD Committee on current activity at school districts
- Got Community Health Worker re-certified by the Texas Health and Human Services Department

PROJECTS:

- Working with Financial Aid to simplify TPEG application process for CE students
- Finalizing course 1 of Insurance Agent program
- Redesigning truck driving program for January 2023 and updating costs

ASHLEY GONZALEZ
ACADEMIC INITIATIVES AND PROJECTS OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- New Continuing Education Building Parking and Site Improvements – EDA Grant Meeting, October 3
- Building Construction Trades Grant Kick-off Meeting., October 4
- Associate Director Grant Management & Compliance & Academic Initiatives Office Monthly Check-in Session #1, October 4
- Building Construction Conference Meeting – Lessons Learned, October 4
- Perkins Basic Purchasing of Equipment Inquiry, October 5
- BPST Division Leadership Workshop #2-Dive in with Data, October 6
- Manufacturing Day at South Texas College Technology Campus, October 7
- Institutional Leadership Council (ILC) Kick-off Meeting, October 7
- WE CAN TEXAS LEARNING Event: Building a Culture of Data, October 12
- Public Safety Trainer under Perkins Basic Meeting with Public Safety Faculty, October 12
- Award Kick-off Meeting for Grant: Texas Reskilling and Upskilling through Education (TRUE) Grant Program 27287, October 13
- Meeting with Grants Office to setup Business Office forms for Perkins Leadership ACE 3, October 14
- IE and COP Meeting with VPAA, October 17
- WE CAN TEXAS Data Meeting, October 18
- Stories from the Front by Lisa Carrington Firming, October 19
- Meeting with AMT Program Chair over Gene Haas Grant, October 19
- RGV Partnership Tournament Committee Meeting Planning, October 20
- Review of SACSCOC Presentation, October 20
- DHSI Grant Meeting; Financial Literacy, October 21
- IE Plan Mid-Biennium Meeting with OPOD, October 24
- TRUE Grant Discussion with IAM and BPST, October 24

- Workday Demo, October 25 & 26
- RGV Partnership Planning Committee for Tournament, October 25
- Advisory Committee Workshop: #245851, Guidelines for a Successful Advisory Committee Meeting, October 27
- Perkins Leadership Kick-off Grant Meeting, October 27
- Title IX Training, October 28

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
- SACSCOC Focus Group – Data on VR equipment for SACSCOC Presentation in Atlanta, GA.

ACADEMIC GRANTS:

- Perkins Basic – FY 23, Planning for the procurement process for equipment under Academic Affairs sub divisions.
- Apprenticeship Texas 6 Expansion – Continuing Education
- Dollar General Foundation Adult Education and Literacy Grant – Continuing Education
- Texas Higher Education Foundation – Texas Affordable Baccalaureate Grant - MSITB
- Child and Adult Care Food Program: Mid Valley Child Development Center
- New Continuing Education Building Parking and Site Improvements-EDA Grant
- Building Construction Trades – BPST
- Texas Reskilling and Upskilling through Education - Continuing Education
- Perkins Leadership ACE 3 – BPST.

MONICA PEREZ
ACADEMIC OPERATIONS OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting for MVC Building A Culinary Arts Renovation Construction, October 5
- Met with FPC and Dean for Liberal Arts to discuss floor plan of new division suite in PCN J, October 5
- Attended the monthly Institutional Leadership Council (ILC) meeting, October 7
- Met with FPC, Music Department Chair, and Melhart Music to discuss the movement of ensemble instruments from PCN portables 11 and 12 to PCN portables 28 and 29, October 10
- Attended Commencement Meeting for Fall 2022, October 10
- Met with UTRGV Dance Department regarding costume area, October 11
- Met with FPC regarding the MVC Building A Culinary Arts Renovation Construction Meeting, October 12
- Met with FPC to discuss the equipment for the MVC Workforce Projects- Automotive, HVAC-R, and Welding Lab Expansions, October 19
- Met with PSJA Ballew to discuss the Cosmetology Lab, October 19
- Attended the Workday Demos, October 25 - 26
- Attended virtual meeting to discuss Title IX student cases, October 25
- Met with FPC regarding the MVC Building A Culinary Arts Renovation Construction Meeting, October 26
- Attended the Starr County Campus Welding Lab Expansion Pre-Construction Meeting, October 27
- Attended the Annual Title IX Training Event, October 28
- Met with Facilities and IT to discuss the relocation of the network fiber cables from PCN Portable 6 to PCN Portable 12, October 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, M0, N4, and N6
    - Total records uploaded: 54
- Continued working with Facilities and Maintenance on office space, building renovations, and space modifications across all campuses
    - District-wide Portables: Finalized Institutional Moves for Faculty and Staff from PCN portables to building (office)
    - 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
    - Nursing & Allied Health Campus: Building A Occupational Therapy Kitchen Lab Expansion
    - Pecan Campus: Building A 121 furniture layout
    - Pecan Campus: Building J 1st Floor- Classroom to Office Conversion
    - Pecan Campus: Building X 210- Office split (2 offices)- completed
    - 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
- Continue working on updating Grade Appeal Procedures
- Continue working on grade appeals received
- Continue working with HR and instructional divisions on reclassifications
- Serve as search committee member for the Project Manager- NAH Division; begin reviewing applications
- Assist Child Development Program with creating new positions for MV Child Development Center for FY23-24

LISA ALEMAN
PROJECT MANAGER – ACADEMIC AFFAIRS

ATTENDED OR HELD MEETINGS AS FOLLOWS:

-

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

- Assisted OPOD with logistics and communication re: League Excellence Awards
- Assisted with communication to La Joya ISD re: GED classes and occupational training
- Assisted with final logistics and close out for ANWTS Gala
    - Content and design for Event Program
    - Content and design for Silent Auction materials
    - Contacted all sponsors for RSVPs
    - Finalized Event Program
    - Completed and printed Silent Auction materials
    - Finalized table assignments
    - Collection of payments from Silent Auction winners
    - Finalize documentation for sponsors and business office
- Assisted with review and edits of PCAT Non-Credit Certificate PowerPoint for ILC and EWDC
- Assisted with revisions to the CBE Handbook
- Began coordinating November 2022 Academic Council Meeting
- Began coordinating updates for Workforce Programs Aligned with Industry Certifications booklet
- Continued to develop content and layout for Guided Pathways Progress Report
- Continued to develop PowerPoint for CTE Summit
- Updated Meta-Majors Infographic

SUPERVICES DESIGN WORK: CONTENT AND/OR UPDATES

- Began working on artwork for Spring 2023 Adjunct and Dual Credit Faculty PD Day
- Continued working on “A Night with the Stars” event designs
    - Artwork for Silent Auction materials
    - Event Program
    - Retractable Banner
    - SociaLife Non-Profit Spotlight ad
    - Table Tents
    - Thank You 2022 Sponsors 12x36 Bulletin Board Poster
    - Thank You 2022 Sponsors ad for Mega Doctor News
    - Thank You 2022 Sponsors ad for Texas Border Business
- Updated 2022-2023 Programs and Degrees booklet
- Updated 2022-2023 Workforce Programs flyer
- Worked on 2022-2023 Workforce Programs Aligned with Industry Certifications booklet artwork
- Worked on content updates for Fall 2022 Dual Credit Programs Infographic
- Worked on design and content updates for Fall 2022 Guided Pathways Progress Report
- Worked on Spring 2023 College-wide Professional and Organizational Development Day proposal handout

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: NOVEMBER 1, 2022

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

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

MEETINGS & EVENTS

- Board Meetings
- Board Committee Meetings
- Cabinet Meetings
- Caruth Police Institute
- Marcel Brunel Meeting
- UTRGV TX Stars Technology & Disaster Resilience
- Brewer Training Development
- Meet the President of Edinburg Chamber of Commerce
- Manufacturing Day
- DHSI Update Meeting
- Texas A&M Engineering Academy and STC Partnership
- A Night with the Stars
- Chair to Chair Collaborative
- Cosmetology Lab Meeting
- TXCCCF South Texas Regional Workshop
- LJ Higher Education Center Survey
- Mission ISD Superintendent and Mission Mayor Meeting
- Risk Assessment Meeting with CISO
- Weekly Meeting with Dean of IRE&SP
- ERP Review – "Workday"
- Meeting with City of Pharr
- RGVTA Executive Committee Meeting
- STC Corrections Academy Meeting

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Applications Development Team continues to work on the Banner 9 upgrade project which consists of enhancing the self-service module, as well as an upgrade to the Oracle database. Cashiers continue to test the Student Financial Obligation pages and the testing is scheduled to be completed by November 5. Training has been scheduled for new team members so they can also begin converting new pages to Self-Service 9. The Team has upgraded the test environment to Oracle 19c. If testing goes as planned, the production environment will be upgraded on November 5. The Applications Development Team will continue to convert applications to Banner 9 through the rest of 2022 and will continue to 2023.

JAGNET

The Jagnet Content Committee met on October 13. The team presented modifications that have been made in Jagnet and the Self-Service Banner test environments based on the feedback received at the Council of Chairs and Admissions. The Committee was assigned to review and identify what modifications need to be made in production. Once the modifications have been selected and approved, the team will make the modifications to Jagnet and Self-Service Banner the week of November 17.

DEGREE WORKS

The team continues to prepare the test environment for the upgrade in November. The project team will begin testing in November and will continue until March 2023. Once testing has been validated, the team will upgrade the production environment tentatively scheduled for March 2023.

OFFICE 365 MIGRATION

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

The IT Team continues working on strategies to promote the Self-Service Password Reset Tool. The numbers of total users, students, faculty and staff has increased but not to a number that is satisfactory. One of the strategies the IT Team is working on is an email strategy to promote the password reset tool by engaging more users, especially students. The IT Team is coordinating with PR and Open Labs on this new communication strategy.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – DATA CENTER REPLICATION

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

The IT Team continued to work on the server replication between the STC Pecan datacenter and the 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, and it was replicated without any issues. After that, the next step was to reconfigure the new server to point to the Banner databases at TJC. This was done successfully. Next, the IT Team worked on the authentication server for Banner, and it too was replicated without any issues. The IT Team will now work on reconfiguring this server to point to the Banner database 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 follow-up with Maintenance to 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 the 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 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 IT Team has seen an increase in the usage of virtual applications.

The IT Team worked on a new image template to test the latest Windows 11 Operating System. IT Team will be coordinating to deploy the new image to lab G203 at the Pecan campus in order to test the functionality and features of the new Operating System with the virtual desktop infrastructure.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Submitted the renewal for DUO Telephony Credits 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

- IT and InfoSec. Risk assessment review approved by VP, Dr. Plummer.
- 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 were 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

CYBER MONTH

- Presented at Region One (Cybersecurity Summit 2022) Presentation was on CyberPatriot and MFA
- DHR Health Institute for Research and Development Online security presentation
- As part of National Cybersecurity Awareness Month, general communication messages were sent out to faculty and staff.

MEETINGS

- South Texas College + Workday Technology Overview
- DIR Monthly Security Meeting
- TxISAO Meeting

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

SACSCOC

- SACS Presentation - Met with Dean Lozano to complete the survey and review areas of the presentation and with Marty Shape to review the slides
- Vanguard Beethoven ECHS – Review prospectus
- Mercedes Early College Academy – Final site visit to the new location

MEETINGS / TRAININGS

- Institutional Leadership Council (ILC)
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- MALES Site Visit Meeting
- Edinburg Chamber of Commerce - Meet the President of the Board, Mario Lizano
- Weslaco CTE Dual Credit Programs Success Metrics
- Xitracs Training – Introduced Project Manager to the SACS area of the site

- Virtual Reality Equipment Feedback - Met with faculty from Business Public Safety and Technology, Welding, Dual Pathways, and AEDT and compiled equipment list
- Excelencia Institutional Interview Invitation - Discussed STC's efforts to graduate Latino students, amongst all students and link them to the healthcare workforce
- HEP Grant External Evaluation
- STC Promise Team – Attended the event in Dallas TX
- FAS Workday Session - Student Demo
- Learning Outcomes Committee Meeting

PROJECTS

- College Readiness - English and Math Disciplines – Met with Dean De Leon for final review and discussion of the workshop
- Perkins Workshop - Met with Dean Lozano to prepare for the division leadership workshop "Dive in with Data"
- Virtual Reality Focus Groups

DR. BRADLEY W. DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Prepare & Organize the 2019-2021 IE Reports for IEA Website
- Direct and Indirect Support to Several Departments Around the Six STC Campuses for the 2021-2023 Mid-Biennium Report
- Updating the 2021-2023 Mid-Bi Tracking and Plan Writer List
- C.O.P. Status Report AY 2021-2022 -Department leaders began submitting their reports
- Support for Program-based Accreditation (Re-accreditation) – Reviewed ACEN accreditation letter for the BSN
- SACSCOC Ongoing Activities
    - The transition of STC policies to TASB-based policies as relates to the fifth-year interim report and SACSCOC standards requiring a college policy
    - Discussions on constructing a process for developing, approving, and publishing procedures to guide the administration in regards TASB-based Board policy
    - Reviewed recommended changes/clarifications of SACSCOC standards, policies, and resource guides made by a review committee of representatives from member institutions. The review will lead to an analysis of the impact of any changes adopted on compliance requirements and STC practices
- Review of 2021-2023 IE Plans
- IE Reports Data Support –
    - Course enrollment report by campus and by major
    - Data sheets for the Dive in Data Workshop for BPST
    - Chair Academy handout
    - Posted the most updated information in the Data Portal regarding data, range of use, and projections

MEETINGS / TRAININGS

- Institutional Leadership Council Meeting (ILC)
- Data Literacy Academy and Workshops
    - Presented at the "Dive in with Data" Workshop
    - Discussion around three potential homework assignments for the Chair Academy, including a Data Portal Scavenger Hunt

FACTBOOKS AND DATA PORTAL

- Data Portal Update
    - Non-traditional enrollment by workforce programs
    - FTIC fall-to-tall persistence
    - FTIC cohort tracking (QEP)
    - KPI-TSI
    - Developmental Education

DATA REQUESTS, SACSCOC AND DATA SUMMIT

- Strategic Planning/KPI Data Support
    - KPI update
    - Placement
    - TSI

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPEDS Completions Survey
- IPEDS Institutional Characteristics
- IPEDS 12-Month Enrollment Survey
- Latino Adult Student Success (LASS) 2.0 Grant - Data Collection 1
- Spring Enrollment, Credit Hours, and Contact Hours Year over Year Comparisons
- Spring 2023 Campus Enrollment Report

SURVEYS

- Faculty Senate Special Election Survey
- Pharmacy Tech Employer Survey

QUALITATIVE STUDIES

- Focus Group - Child Development Center

DATA REQUESTS

- Academic Affairs Comprehensive Operational Plan (COP) Goal 2 data
- Annual Comprehension Financial Report (ACFR) Statistics Update AY2022
- AY2022 Dual Seniors Contact Info., GPA, TSI Status
- AY2022 Advanced Manufacturing Courses at Weslaco CTE ECHS
- Business Administration student placement and alumni survey data
- Co-Requisite Math Courses and Non-Co-Requisite Math Completion Rate Comparisons
- Dual Reynosa Schools data
- ESOL 0051 and ESOL 0052 into INRW 0030 the following semester
- Fall 2020 IPEDS FTE
- Fall 2021 ENGL 1301 Students Tracking
- Fall 2022 Adult Learners Report
- Fall 2022 Dual Matriculation to STC and Other Institutions
- Fall 2022 Census Enrollment Break Down
- Fall 2022 Full Time Equivalent (FTE) Enrollment
- Fall 2022 Math and English Corequisite Developmental Percentage
- High school information of dual credit students with Social Work major
- Key Performance Indicator - Fall to Fall Persistence of FTIC
- PASS Program Data
- PCT into LVN ADN Spring 2022, Summer 2022 and Fall 2021 Success and Retention Rates vs. Traditional LVN ADN Students
- RN Completion Rates for Traditional RN, LVN-RN, and Paramedic-RN Cohorts
- Sociology, Anthropology, Social Work Majors and Courses Taken
- Starr County Campus - Student Persistence
- Summer and Fall 2022 Lists if First Time in College (FTIC) Students Receiving Financial Aid
- Traditional enrollment and Adult enrollment - for Accelerated Student Success Implementation Grant
- Unduplicated Count of Students in BPST Division's courses (for student insurance)
- Western Hidalgo Traditional Students' Top Enrollment Course This Fall

MEETINGS

- BPST Division Leadership Workshop 2: Dive in with Data
- BUGs Meeting
- College Readiness Workshop Meeting
- Continuing Education Enrollment Reporting Meeting
- Data Academy Meeting (planning for chair academy)
- Debrief: College Readiness Workshop
- Final Review and Discussion for College Readiness Workshop
- IRB Meeting
- IRESP Weekly Meeting
- ISPPSI Admin Asst Meeting
- La Joya Higher Education Center Survey Discussion Meeting
- RAS Meeting
- STC College Readiness Workshop - English and Math

- The Council for Adult and Experiential Learning (CAEL) - STC meeting for Latino Adult Student Success (LASS) 2.0 Grant

OTHER RESEARCH/SUPPORT

- Banner Attribute Table Manipulation
- Chair Academy Agenda
- Comprehensive Operation Plan (COP) Status Report
- Developing Comprehensive Plan and IE Presentation for Chair Academy (with Brad)
- Dual High Schools vs. Sites review report for mismatches - Fall2022Census
- Dual workshop Data Presentation and Fishbone Diagram Exercise
- Dual workshop Fishbone Diagram Exercise
- HEDS Alumni Survey 2020 reports for TMGT and ORGL sent to Bachelor Programs Team for TAB Marketing Project
- Remote Delivery Survey review and feedback
- Review LASS 2.0 grant data collection template
- Review/Summary of College Readiness Workshop fishbone exercise responses
- Update Historic Archived Demographics and Academic Files

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Reviewed IE Mid-Biennium reports
- Corresponded with Team members on results of OER survey.
- Corresponded with AAC&U Institute on OER Team members on development of an OER Strategy Consultation Group; developed a list of candidates, and issued invitation.
- Worked with Library & Learning Support Services staff to develop space modifications for Pecan Campus Renovation Phase 1 projects.
- Reviewed proposed changes to Policy 5537 Collection of Delinquent Accounts in connection with holds on transcripts.
- Completed review and submission of Comprehensive Operational Plans for Library and Learning Support Services (LLSS) departments.
- Corresponded with prospective IOER Strategy Consultation Group members and initiative creation of an MS Teams group as a platform for IOER Strategy Consultation Group communications.
- Completed coordination with Library & Learning Support Services staff on development of space modification requests for Pecan Campus Renovation Phase 1 projects and submitted these to Facilities Planning and Construction.
- Participated in Family Reading Night at the Mid-Valley Campus Library
- Coordinated development of an MS Teams group as a platform for IOER Strategy Consultation Team communications. Initiated consultation discussions within the IOER Strategy Consultation Team.
- Delivered welcome message to participants in STC Library High School Summit

MEETING HIGHLIGHTS

- Convened meeting of LLSS Advisory Group to discuss LLSS activities and plans.
- Met with LLSS administrators for an interdepartmental coordination meeting.
- Participated in visits of Vanguard Beethoven ECHS (Edinburg) and Mercedes ECHS to review requirements for SACSCOC compliance.
- Participated in Veteran's Day Celebration Committee meeting.
- Participated in meeting with Lumen Learning representative regarding low-cost course material support.
- Participated in Texas Library Association task force.
- Participated in Institutional Leadership Council kickoff meeting.
- Met with PSJA Libraries Coordinator to discuss plans for Middle School Librarian Summit hosted at STC and existing library support at STC Higher Education Center at PSJA in preparation for cosmetology program at that location scheduled for the Spring 2023 Semester.
- Participated in information exchange meeting with UTRGV library staff and STC library staff engaged in supporting Open Educational Resources (OER).
- Met with HR Director and Director of Learning Commons and Open Labs to discuss HR analysis relating to a possible reclassification of various positions.
- Met with directors to discuss and revise departmental risk assessments
- Convened meeting of LLSS Student Worker Advisory Group to discuss LLSS activities and plans.

- Met with Denis Brage of Sage Lean Library to discuss Access digital solution for expanding access to library subscription resources.

TRAINING HIGHLIGHTS

- Prepared supervisor training on *Culture Code*.
- Participated in AAC&U IOER Institute webinar titled An Open Education Approach to *Creating Equitable and Inclusive Learning Environments*.
- Participated in 2022 Open Education Conference online.
- Participated in book study of Daniel Coyle's *The Culture Code*.
- Participated in Title IX Annual Training Event
- Participated in LLSS Supervisor Occupational Safety Practices Training

LISA B. WALTERS, ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Institutional Effectiveness & Comprehensive Operational Plan
- iPEDS/ACRL FY22 Annual Report

MEETING HIGHLIGHTS

- Attended F210 Furniture Meeting
- Attended Carl Perkins Fund Meeting
- Attended Human Resources Positions Meeting
- Attended Faculty Support Portal Title Meeting
- Attended Outreach & Instruction Librarian & ADLS Meeting
- Attended 2022 Environment Infrastructure Working Group Meeting
- Attended Cash Handling Training
- Attended Renovation Plans Meeting
- Attended in Online Log-In Issues Meeting
- Attended Workplace Safety Training Planning Meeting
- Attended Course Guides Project Evaluation/Planning Meeting
- Attended Programming for 2022 -2023 Academic Year Meeting
- Attended Open Educational Resources Information Exchange Meeting
- Attended Cosmetology Program & Middle School Library Summit Meeting
- Attended College Wide Curriculum Committee Meeting
- Attended Technology Campus Duties Changes Meeting
- Attended High School & Middle School Librarian Summits Meeting
- Attended Library & Learning Support Services Advisory Group Meeting
- Attended South Texas College & AT&T Meeting
- Attended First Floor Space Modification Meeting
- Attended Outreach & Instruction Librarian & ADLS Meeting
- Attended South Texas College High School Summit Meeting
- Attended Circulation, Refence, & Reserves Bi-Weekly Meeting
- Attended South Texas College & Lean Library & Demo Meeting
- Attended Library Public Services Administration Weekly Meeting
- Attended Library & Learning Support Services Advisory Group Meeting
- Attended LLSS Supervisor's Training - Occupational Safety Best Practices Workshop

LIBRARY DATA

Monthly Statistics

- Library Website Visits# _10,669__
- Discovery Search Visits# _4,182__

- Active Community Users # 130
- Visitors # 35,384
- Reference/Research: 26
- Non-Reference/Research: 40
- Library Art Gallery Events # 9
  - Attendance in Person 1,056
- Library Events # 3
  - Attendance in Person: 116
  - Attendance Synchronous: 80

EVENTS AND LIBRARY ART GALLERY HIGHLIGHTS

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. mhttps://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**

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/

Family Reading Night		
Origami Craft	**Location: Mid-Valley Campus**	**Craft: October 19, 2022**

Library Art Gallery- Craft Activity for Mid-Valley Campus Annual Family Reading Night.
https://library.southtexascollege.edu/family-reading-night-2022/

Title IX	**Lisa Carrington Firmin – "Stories from the Front" MST (Military Sexual Trauma)**	**October 19, 2022** **1:00 PM – 2:00PM** **6:00PM – 7:00 PM**

In her newest book, Bronze Star-decorated combat commander Colonel Lisa Carrington Firmin outlines her experiences and those of 13 other brave women and men affected by Military Sexual Trauma. Join us for a frank discussion about the invisible wounds left behind by assault, trauma, hardship, and combat. Copies of Stories from the Front: Pain, Betrayal, and Resilience on the MST Battlefield will be available for purchase and signing.

PROJECT HIGHLIGHTS

Web Checkout	**Progress**	**End Date:** October 2022
Phase I – Open Labs inventory Phase II – Library inventory Phase III – CLE inventory Phase IV – Library Art Gallery inventory	Phase I – 100% Phase II – 85% 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.		

Annual Reporting (ACRL, iPEDS, STC)	**Progress:**	**End Date: November** 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:** 20%	**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 HIGHLIGHTS

- Prepared and presented on "First-Time Manager: Wish I had Known" at the Beliefs Meeting.
- Pecan Campus In-Person Library Instruction
- Outreach & Instruction - Library Instruction Session
- Nursing & Allied Health Campus – Orientation Sessions
- Outreach & Instruction - Two screenings of "A League of Their Own"- Attendees: 45
- College-Wide Professional & Organizational Development Day Table Setup – Libby APP
- Library Art Gallery - Starr Campus Library - Roma High School Art Exhibit Reception: Attendees: 50
    - Roma ISD Art Teacher, Principal, Superintendent & Students
- OERTX Institutional Hubs Possible Design for STC Participation – Ongoing
- Nursing & Allied Health Campus – Orientation Session
- Instruction Team Group Project Presentation
- Pecan Campus In- Person Library Instruction- 5
- Outreach & Instruction – Faculty Library Support Portal Presentation
- Library Art Gallery – Mid Valley Campus – "Canción del Perro" Art Lecture & Reception: In-Person Attendees: 51
    - Webinar in Class: 39 students
    - Jimmy Carter ECHS Art Class – 12
    - STC Design I – 8
    - STC History – 19
    - Webinar Attendees: 8
- Veteran's Day Participation/Display Planning – Ongoing
- Temporary Positions Posting Requests - Ongoing
- New Cameras for Art Students – Ongoing
- Starr Campus – Dual Enrollment Instruction Sessions - 3
- Outreach & Instruction – CLE Virtual Workshop Support
- Pecan Campus In- Person Library Instruction- 2
- Outreach & Instruction – Library Instructions – 4
- Mission Collegiate High School - Approximate Attendance: 100
- Library Art Gallery – Pecan Campus – "Sequence in Print" Art Lecture & Reception: Attendance: 98
    - Workshop: In-Person Attendees: 15 students

    - Webinar Attendance – 33
    - Reception - 50
- Cash Handling Procedures Reviews/Updates – Ongoing
- Temporary Positions Posting Requests - Ongoing
- New Cameras for Art Students – Ongoing
- Nursing & Allied Health – College Connections: Mission CISD Nursing Programs Tours: 3
- Pecan Campus In-Person Library Instruction: 7
- Nursing & Allied Health – Orientations: 4
- Outreach & Instruction – TikTok Video
- Outreach & Instruction – UT Capstone Project Proposals Submission
- Mid Valley Library Campus Family Reading Night - Attendance: 267
- Outreach & Instruction – "Stories from The Front"
    - Technology Campus: 43 Attendees
    - Pecan Campus Attendance – 12 Attendees
- Hotspot Project/Laptop/Smartphones (Name Distribution, Check-list/ins) – Ongoing (new list assignments) - Ongoing
- OER Math Grant Project – Ongoing
- HEERF Laptops Project – Ongoing
- Personnel Activity Report (OER Project) - Ongoing
- BAT Laptops cataloging/circulation – Ongoing
- LibAnswer Tickets – Ongoing
- OERTX Institutional Hubs Possible Design for STC Participation – Ongoing
- Library Reno Project /Moving Furniture (first/second floors) - Ongoing
- Pop-Up Libraries – Ongoing
- Trick or Treat Event Planning – Ongoing
- Temporary Positions Posting Requests - Ongoing
- Moxee Hotspot Inventory – Completed
- Collection Management with MLIS student (Children's books) – Ongoing
- Pecan Campus In-Person Library Instruction: 4
- Nursing & Allied Health – Orientations: 3
- Nursing & Allied Health - Library Instruction: 2
- Outreach & Instruction – TikTok Video PR Submission
- Outreach & Instruction – Library Summit High School Librarians: 34 registration
- Library Art Gallery – Library Instruction – 3
- Library Art Gallery – Civil War History Exhibition Installation
- Library Art Gallery – Exhibit "Sequence in Print" Featured in "The Monitor" - "Vida"

MEETING HIGHLIGHTS

- Staff member participated in Building Responders Meeting
- Staff members participated in Library Art Gallery Planning Meeting
- Staff member participated in Outreach & Instruction Itinerary Campus Visit Meeting
- Staff members participated in Outreach & Instruction Program Initial Projects Meeting
- Staff members participated in Outreach & Instruction High School Visit Presentation Meeting
- Staff member participated in Outreach & Instruction & Associate Dean of Library Data Collection/Group Strategies Meeting
- Staff member participated in Grants Office Meeting
- Staff member participated in Human Resources Meeting
- Staff member participated in LLSS Marketing & PR Meeting
- Staff members participated Marketing Committee Meeting
- Staff members participated in Public Art Committee Meeting
- Staff member participated in Power BI Training Meeting
- Staff member participated in Veterans Day Display & Event Meeting
- Staff members participated in Mid-Valley Campus Coordination Meeting
- Staff member participated in New Portal App Instruction Request Meeting
- Staff member participated in LibAnswers/Desktracker/Microsoft 365 Meeting
- Staff members participated in Pecan Campus Library Reno Furniture Purchases Meeting
- Staff member participated in Dean & Associate Dean of Library Services & Dean of Distance Learning Meeting
- Staff member participated in Starr Faculty Meeting
- Staff member participated in Programming Meeting
- Staff member participated in Mid Valley Meetings
- Staff members participated in Online Log-In Issues Meeting

- Staff member participated in Art Department Faculty Meeting
- Staff members participated in Review Job Descriptions Meeting
- Staff members participated in October Instruction Team Meeting
- Staff member participated in Programming Coordination Meeting
- Staff members participated in Library Reno Project Description Meeting
- Staff member participated in Women's History Month Committee Meeting
- Staff member participated in Outreach & Instruction Program Goals Meeting
- Staff member participated in Outreach & Instruction Event Statistics Meeting
- Staff members participated in Library & Student Activities Partnership Meeting
- Staff members participated in Programming for 2022-2023 Academic Year meeting
- Staff member participated in Women's History Month Planning Committee Meeting
- Staff member participated in Outreach & Instruction Form & Statistical Report Meeting
- Staff members participated in Tidbits Meeting
- Staff member participated in MS365 Meeting
- Staff members participated in La Joya Inventory Meeting
- Staff member participated in the Marketing Committee Meeting
- Staff members participated in Technology Job Responsibilities Meeting
- Staff members participated in CRLA Conference Presentation Meeting
- Staff members participated in Science & Engineering Department Meeting
- Staff member participated in Outreach & Instruction New Librarian Duties Meeting
- Staff member participated in Outreach & Instruction & Associate Dean of Library Meeting
- Staff members participated in Library & Learning Support Services Signage Project Meeting
- Staff members participated in STC Mercedes Early College Academy Final Site Visit Meeting
- Staff member participated in Library and Learning Support Services Advisory Group Meeting
- Staff members participated in Outreach & Instruction Program upcoming instruction Sessions Meeting
- Staff members participated in Outreach & Instruction & Center for Learning Excellence Library Summits Presentation Planning Meeting
- Staff members participated in Outreach & Instruction Project Management Training Follow-Up Meetings
- Staff member participated in Outreach & Instruction & Dean & Associate Dean of Library Summits Meeting
- Staff members participated in Outreach & Instruction & Dual Credit Library Summits Presentation Planning Meeting
- Staff members participated in Library Art Gallery, Art Department & PR Marketing November Art Walk Meeting
- Staff members participated in Outreach & Instruction & American Association for Women in Community Colleges (AAWCC) Board Meeting
- Staff member participated in Staff Coaching Meeting
- Staff member participated in Desk Tracker & MS365 Meeting
- Staff member participated in Student Advisory Focus Group Meeting
- Staff members participated in Mid Valley Campus Weekly Staff Meeting
- Staff members participated in Mid Valley Campus Coordination Meeting
- Staff member participated in Library Art Gallery Gelman Museum Meeting
- Staff member participated in STC Student Club Toy Donation Box Setup Meeting
- Staff members participated in Outreach & Instruction Library Instruction Meeting
- Staff member participated in Mid Valley Campus & Associate Dean of Library Meeting
- Staff member participated in Outreach & Instruction Library Summit Preparation Meeting
- Staff members participated in Outreach & Instruction & Center Learning Excellence Meeting
- Staff members participated in Outreach & Instruction Statistics Collection & Reporting Meeting
- Staff members participated in Technology Heating, Ventilation, & Air Conditioning Consultation Meeting
- Staff members participated in Nursing & Allied Health & Coordinator of Library Project Manager Meeting
- Staff members participated in Outreach & Instruction Faculty Advisors Presentation Preparation Meeting
- Staff member participated in Staff member attended Library and Learning Support Services Student Advisory Group.

TRAINING HIGHLIGHTS

- Staff members attended SAGE Business Cases Trail Training
- Staff member Adobe Premiere Pro Software & Techniques Training
- Staff members attended Pryor Workshop #251343: Project Management
- Staff member attended Social Media Trends
- Staff member attended Digital Marketing Trends
- Staff member attended LinkedIn Training: Excel Quick Tips
- Staff members attended the webinar: New Gale Resources to support Academic Libraries

- Staff member attended Discover TexShare's New Gale Resources to Support Academic Institutions
- Staff member attended LinkedIn Training: Centered Communication: Get Better Results from Your Conversations
- Staff member attended webinar: Adobe Illustrator for Logo Creation Techniques
- Staff member attended LinkedIn Training: Speaking Up at Work
- Staff members attended Workshop#253929: Cash Handling
- Staff member attended Distinguished Leadership Academy
- Staff member attended Workshop Compensation Study
- Staff members attended Getting to Know Yuja – A Deeper Dive into the Video Management Software Part 1
- Staff members attended Getting to Know Yuja - A Deeper Dive into the Video Management Software Part 2
- Staff members attended virtual webinar: Critical Conversations: Why continue to engage in DEI work?
- Staff member attended LinkedIn Learning Training – Tech Simplified: Everyday Tech Questions
- Staff members attended virtual sessions of the Adobe Max conference
- Staff member Adobe Premiere Pro Software & Techniques Training
- Staff members attended LLSS Supervisor's Training - Occupational Safety Best Practices Workshop
- Staff member attended virtual webinar - Supporting Foster Care and Homeless Students
- Staff member attended LinkedIn Learning Training – Essentials of Team Collaboration
- Staff member attended LinkedIn Learning Training – Performing Under Pressure
- Staff member completed LinkedIn Learning Training - Learning GANTT Charts
- Staff member Adobe Premiere Pro Software & Techniques Training
- Staff member attended webinar: How Librarians are Fighting Back
- Staff member attended webinar: Databroker Dragnet: LexisNexis
- Staff member attended virtual webinar - Diversity Work is Labor
- Staff member attended virtual webinar - Stories from the Front
- Staff member attended virtual training - Power UP
- Staff member attended – Annual Title IX Event
- Staff member attended webinar: ICE

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 10/03/2022: ET Project Update Meeting
- 10/04/2022: Council of Chairs
- 10/05/2022: Meeting Follow up CPIP's - HR, IDT Process for ET Meeting
- 10/06/2022: Discussion on Yuja Meeting, ET Director One-on-One
- 10/07/2022: ILC Kickoff Meeting
- 10/10/2022: ET Project Update Meeting
- 10/11/2022: CCUMC Conference
- 10/12/2022: CCUMC Conference
- 10/13/2022: CCUMC Conference
- 10/14/2022: CCUMC Conference
- 10/17/2022: ET Project Update Meeting, Operations-Installation Meeting, Academic Enterprise Tech Interview
- 10/18/2022: CCUMC Annual Business Meeting
- 10/19/2022: Meeting with Laura
- 10/20/2022: ET Director One-on-One, 2nd Progress Meeting Frank Davila, 2nd Progress Meeting Jorge Martinez, 2nd Progress Meeting Frank Villarreal, LLSS Administrator Meeting
- 10/21/2022: ET Leadership Meeting, LLSS Advisory Group
- 10/24/2022: ET Project Update Meeting, Operations-Installation Meeting
- 10/25/2022: AR/VR Meeting
- 10/26/2022: Update Meeting w/Yoli, Monthly Department Team Meeting, Supervisor Training
- 10/27/2022: LLSS Student Worker Advisory Group, Connecting in the Cloud Conference
- 10/28/2022: Workshop Annual Title IX Training

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	199
Nov	
Dec.	
Total:	**958**

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	359.25
Nov	
Dec	
Total:	**2614.3**

Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	37	1	6	7	1
Data Projector	84	39	1	12	1
Projector/ Laptop	0	16	0	0	0
Computer	51	14	0	0	1
Microphone (Hand Held)	139	20	16	13	8
Microphone (Lapel)	69	2	0	3	1
RF Remote	33	5	6	3	7

PA System	9	2	6	6	4
TV/ Display	18	54	3	0	3
Screen	0	20	0	3	1
Portable Table	0	0	4	9	4
Keyboard/ Mouse	1	2	0	0	0
Mic Stands	3	4	5	3	4
Table Top Mic Stands	0	4	4	0	0
Document Camera	0	0	18	0	0
iPad	24	2	0	0	0
Mixer	19	2	4	3	0
Webcam	5	2	2	0	3
MAC Adaptor	0	0	0	0	0
Video Camera	0	1	0	0	0
Direct Box	0	1	0	3	0
Digital Camera	0	0	0	0	0
Speakers	8	0	2	0	5
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	0	0	0	0	0
Polycom Phone	8	0	2	0	5
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	0	0	0
Interactive Display	0	0	0	0	0
PTZ Joystick	8	0	2	0	5
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***583***	***193***	***77***	***65***	***43***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director hosted the monthly Learning Commons & Open Labs Leadership Team meeting to discuss operations district wide.
- The Director held a meeting with the Administrative Assistant to discuss records retention.
- The Director held a meeting with the Logistic Managers to discuss TASB updates.
- The Director attended a meeting with Dean of Library & Learning Support Services to discuss Phase 1 of Pecan Renovation.
- The Director held a meeting with Open Lab Analyst to discuss upcoming projects and operations.

- The Director met with the HR Director and the Dean of Library & Learning Support Services to discuss TASB updates.
- The Director attended the monthly meeting with Instructional Leadership Council "ILC".
- The Director held a meeting with the Open Labs Analyst to discuss and review the computer replacement plan.
- The Director held a meeting with the Logistics Managers and HR Employee Relations Officer to discuss exempt status.
- The Director held meetings with the Pecan Logistics Manager and Open Labs Analyst to discuss the Pecan renovation planning.
- The Director held the weekly Makerspace meetings with the Pecan Logistics Manager, Open Labs Analyst, Open Labs Specialists, and Technology Specialist to discuss the Makerspace project.
- The Director held one-on-one meetings with the Logistics Managers, Open Labs Analyst, and Administrative Assistant to assess the Open Labs operations.
- The Director attended one-on-one meetings with the Dean of Library & Learning Support Services to provide updates on the Learning Commons & Open Labs.
- The Director held meetings with the Learning Commons & Open Labs Marketing Team to review and discuss marketing initiatives.
- The Director held a meeting with the Library & Learning Support Services Marketing Team to discuss the marketing committee signage project.
- The Director met with the Open Labs Analyst to discuss the supervisor report templates.
- The Director attended the Library & Learning Support Services Administrator Meeting, hosted by the Dean of Library & Learning Support Services.
- The Director attended the Library & Learning Support Services Advisory Group meeting, hosted by the Dean of Library & Learning Support Services.
- The Director held a meeting with the Dean of Library & Learning Support Services, Associate Dean of Library Services, and the Director of Centers for Learning Excellence to discuss the library first floor space modifications.
- The Director attended the Library & Learning Support Services Supervisor Training on Occupational Safety Best Practices.
- The Director attended the Library & Learning Support Services Student Worker Advisory Group meeting, hosted by the Dean of Library & Learning Support Services

ACTIVITY HIGHLIGHTS

- 3D Printing equipment was relocated to F-130
- The Pecan Open Labs Specialist and Technology Specialist held a meeting with a member of the Tech VR Lab Team to identify opportunities to assist students using AR/VR technology.
- In collaboration with IT and Physical Science, Virtual Astronomy Lab 3.0 was installed on additional computer labs in order to meet student demands of such software.
- Windows 11 testing phase began.
- Reserved computers campus wide for the End Point Enterprise Solution Proof of Concept.
- The Learning Commons & Open Labs exempt employees attended the HR Meeting for Exempt Employees hosted by an Employee Relations Officer.
- Some of the Learning Commons & Open Labs staff attended the Pryor Learning - Project Management Training.
- Windows 11 Pilot by IT at Pecan Campus started on 10/10/22
- End Point Enterprise Solution Proof of Concept by IT Department. (New Anti-Virus Programs Pilot)
- In collaboration with a Guided Pathway Specialist from the Liberal Arts department, the Learning Commons & Open Labs hosted a Priority Registration event at the CLE Open Lab on October 19th and 20th.
- The Learning Commons & Open Labs participated at the LLSS Advisory Group on October 21st.
- Two of the Learning Commons & Open Labs Pecan Supervisors attended the CRLA Conference Presentation's rehearsal to provide feedback to CLE presenters.
- The Learning Commons & Open Labs employees acknowledged the receipt of the Employee Handbook.
- The checkout laptops were updated at the Nursing, Mid-Valley, and Starr County Campuses.
- Data Drops were completed for the additional 4 PCs project at the Technology Campus.
- Mid-Valley Campus Learning Commons & Open Labs staff participated in the Mid-Valley Family Reading Night.
- The monthly patches were deployed, installations and testing are being followed up on.
- Phase I of the Library Renovation began with the painting of the Pecan F-130 Open Lab.
- Learning Commons & Open Labs student worker, Pecan Logistics Manager, and Director participated in the Library & Learning Support Services Student Worker Advisory Group.
- The Learning Commons & Open Labs participated at the Pop-Up Library Event at Pecan Building Y.
- The Learning Commons & Open Labs participated in the Trick or Treat at the Library events district-wide.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- OCTOBER 2022 ATTENDANCE STATISTICS: 4,415

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
La Joya Higher Education Center	5	3	
Mid-Valley Campus	4,006	1,030	
Nursing and Allied Health Campus	3,147	727	
Pecan Campus	5,816	1,858	21
Pharr Regional Center for Public Safety Excellence	351	48	
Starr County Campus	1,298	365	
Technology Campus	2,442	606	
Campus Totals:	**17,065**	**4,637**	**21**

OPEN LABS PRESENTATION & LAB RESERVATION STATISTICS:

Campus	Number of Presentations	Number of Lab Reservations
Mid-Valley Campus	2	
Nursing and Allied Health Campus	9	
Pecan Campus		3
Starr County Campus	8	
Total:	**19**	**3**

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

	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	1004	3665	24992	180	842	4307	1184	4507	29299
NAH	663	6476	47805	995	8277	28924	1658	14753	76729
Pecan	1549	6641	44557	468	1733	7997	2017	8374	52554
RCPSE	82	404	7712	6	19	20	88	423	7732
Starr	294	1358	10990	65	180	1002	359	1538	11992
Tech	573	3488	13544	29	186	486	602	3674	14030
Total	4165	22032	149600	1743	11237	42736	5908	33269	192336

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **October 2022**

- Tutoring Sessions:
  - In-Person: 1,375
  - Online: 949
  - In-Class: 596
- Assignment Review:
- Supplemental Instruction: 215
- Visitors: 17,556
- Workshops: 18
- Workshop Attendance: 209
- Independent Study: 1,068
- Starfish Flags addressed: 2,867

Monthly Statistics	October 2022
▪ CLE Information Requests: 12	

PROJECT HIGHLIGHTS

4C Tutor Conference	Progress: 100%	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. Proposals were submitted on October 7th, 2022. Nine STC tutors presented at the 4C Conference on October 21st, 2022. South Texas College represented 20% of the attendees with a total of 25 participants.		
CLE Marketing Fall 2022	**Progress: 92%**	**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. Participated in Student Activities' events throughout the week. Social media marketing promoting Tutor Appreciation Week. Social media marketing promoting last Student Success Workshop. Social media marketing for the Pumpkin Carving Contest has been published. CLE presented to faculty members being trained for advising. CLE will be participating in the Library Trick or Treat event and Student Services Dia De Los Muertos. Tech CLE campus hosted Pumpkin Carving event. CLE is also preparing for PCN Game Night on November 2nd.		
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: 100%**	**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. Held second workshop and had about 30 attendees. Event was marketed through CLE social media platforms. Last workshop was held on October 11th, 2022.		

IE PLAN PROJECT HIGHLIGHTS

IE Plan Objective 2: Expand Online Learning Support Services

Year 3 DHSI Grant Participation		Progress: 10%
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. Meeting with Distance Learning staff to discuss marketing strategies for the Distance Learning student population. Reports on student service have been added to the evidence folder. Request for Year 2 Annual Activity Report has been reviewed and submitted.		
Development of the CLE Online Trainings		**Progress: 50%**
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. Session plan for Technology and accompanying PPT are about half complete; Session Plan for Diversity and PPT are also about half complete. Reviewed CRLA training components that can be integrated into the development of ACTLA trainings. Meeting with tutors next week to pilot the Communications training. Met with tutors regarding the development of Tutor Content Specific training. In contact with ACTLA representative to set-up meeting. Continuing to work on the application.		
Standardizing Onboarding Process		**Progress: 25%**
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. The team met to discuss the platform, the length, and the content of the onboarding process. A follow-up meeting was held to discuss additional topics added to the onboarding process.

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

National Tutor Appreciation Week — **Event Dates: October 3 - 7, 2022**

The CLE supervisors celebrated National Tutor Appreciation Week to recognize the staff for all their hard work and dedication to our STC students. Students wrote personalized “Thank You” messages that were displayed at the centers. Supervisors also provided personalized “Thank You” cards to the tutors and other special treats.

CLE Game Night — **Event Dates: October 5, 2022**

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

4C Virtual Tutor Conference — **Event Dates: October 21, 2022**

Nine CLE tutors presented at the inaugural Virtual Tutor Conference of the Creative Community College Collaborators. The conference gave tutors an opportunity to come together as a community of practice, to learn from each other, share ideas, network, and explore the process of helping students along the way. Some topics covered at the conference were: Encouraging Student Engagement, Pioneering Online Tutoring at STC, Helping Students with Learning Disabilities, and more.

Tech Campus CLE Pumpkin Contest — **Event Dates: October 26 - 31, 2022**

National Tutor Appreciation Week	Event Dates: October 3 - 7, 2022

Tutors from the CLE Tech campus decorated pumpkins for their annual Pumpkin Contest, which was voted on by students, staff, and faculty.

MEETING HIGHLIGHTS

- Academic Coaches Meeting
- 4C Second Run-through: Helping Students with Learning Disabilities
- 4C Second Run-through: Encouraging Student Engagement
- 4C Second Run-through: Pioneering the Online Tutoring Space
- Upswing Meeting
- ACTLA Tutor Trainings Meeting
- CRLA Conference Proposal Meeting
- DHSI Marketing to Distance Learning Students Meeting
- Met with ADN faculty to discuss New Gen NCLEX resources
- Met with Pharmacy Technician Chair for student progress
- Met with OTA Chair for student CLE utilization
- Attended ADN Curriculum Committee
- Attended ADN Math Committee
- Met with BSN Advisor to revise BSN Handbook
- Met with ADN Advisors to schedule Dosage Cal workshops
- CLE Onboarding Process Meeting
- Faculty Meeting
- Met with Math faculty for CLE services
- Met with Student Success Specialist on student list for tutoring support
- Halloween Event Planning meeting with Tech Specialist
- Planning for Test-Taking Fundamentals
- CRLA Semester Schedules
- Niche Academy Check-In
- Run-through CRLA Training
- Upswing Monthly Meeting
- Meeting with Innovative Educators regarding StudentLingo
- Met with ADN academic coach for ATI
- Met with BSN Advisor concerning Grad Clinical Assistant
- Met with ADN Advisor for Bootcamp and Orientation
- Met with OTA chair concerning check-offs
- Getting to Know Yuja Part 1
- SI Observations
- SI Mentor Observation Training
- SI Training Identifying and Empowering Student Leaders
- 4C Conference Proposal Review
- TxNCLCA Conference Planning Committee
- Academic Advising & Support Focus Group
- Planning for Test-Taking Fundamentals
- CLE Onboarding Process
- LLSS Signage Project
- CRLA Conference Run-through
- Embedded Tutoring Panel Discussion
- CLE Onboarding Process
- Tech Pumpkin Carving Contest Planning Meeting
- LLSS Faculty Advisory Group

- SI Spring Schedule Faculty Meetings
- Spring 2023 Budget Meeting Pecan
- Meet with New Outreach Librarian
- PCN Bldg. F First Floor Space Renovation
- Categorizing TSI Videos Meeting
- Upswing Transition Meeting
- TSI Mockup Webpage Meeting
- LLSS Student Worker Advisory Group
- 4C Virtual Tutor Conference Debrief
- MVC LLSS Coordination Meeting
- ISEE Debrief Meeting
- MVC Advisory Committee Meeting

TRAINING HIGHLIGHTS

- GED Presentation on CLE Services
- Mid Term Madness workshops
- ASL CLE Staff Trainings by Accessibility Office
- Specialist Budget Training
- Project Management Training
- ASL CLE Staff Trainings by Accessibility Office
- Encouraging Student Engagement Training
- Pioneering Online Tutoring at STC Training
- Helping Students with Learning Disabilities Training
- ASL CLE Staff Trainings by Accessibility Office
- LLSS Leadership Training: Occupational Safety Best Practices
- Annual Title IX Training Event
- MVC Budget and NOE training

EVENT HIGHLIGHTS

- National Tutor Appreciation Week
- Student Success Workshops: Effective Note-Taking
- Starr CLE Game Night
- ISEE coordinator swap - MVC/NAH
- Student Success Workshops: Test-Taking Fundamentals
- Tutors Presenting the 4C Virtual Conference
- ISEE coordinator swap - MVC/PCN & MVC/Starr
- FACT Session 6- Academic Coaching Presentation
- ISEE Coordinator Swap – MVC/Tech

PROJECT COMPLETION HIGHLIGHTS

- 4C Tutor Conference
- Student Success Workshop Series
- 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 completed!
- Live Chat Launch completed
- TSI Workshop Video Expansion
- CRLA Recertification Submission

- Pre-Award – DHSI Grand Participation
- NSF Grant Participation Year 1
- CLE Marketing Spring 2021
- Complete Hire of Perkins CTE Specialist
- Complete Hire of Online Specialist
- CLE Spring 2021 Marketing
- Cabinet Report/Strategic Plan Implementation
- Faculty Focus Group Completed
- Auxiliary Space at Starr Completed
- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors
- Develop Faculty Outreach -COP 20-21
- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- CLE Marketing Summer 2021
- TSIA Preparation Resources
- Update Focus Group Protocols for Embedded Tutoring
- Assess Student Satisfaction of Embedded Tutoring & SI
- Assess support needs of RCPSE and MVC for CTE student support
- TSI Resource Marketing
- CLE Marketing Fall 2021
- NSF Grant Year 2
- Floor Plan Redesign: Mid Valley Campus
- Quantitative Assessment of Embedded Tutoring

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJECT HIGHLIGHTS

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 November 30th

DEVELOPING HISPANIC-SERVING INSTITUTIONS (DHSI) GRANT

PROJECT HIGHLIGHTS

Project Name: DHSI Grant 2021-2025
Project Role: Interim Project Coordinator **(09-23-2022)**
Scope: Implementation of Four DHI Grant Goals.
Status: Year 2 of the Grant has Concluded
Next Step: Analysis of Year 2 Improvements: Internal and by External Evaluator
Planning for Year 3 Improvements
Prepare for Required DOE Reports.
Year 2 APR due February 2023

Institutional Advancement and Economic Development

OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT
DATE:	November 9, 2022
SUBJECT:	ACTIVITY REPORT FOR October 1, 2022 – October 31, 2022

DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT

Projects Completed or in Progress:

- **October 6-First STC Foundation Board of Directors Meeting**

Important dates:

- October 3-Caruth Police Institute Leadership Training at STC RCPSE
- October 4-New Dual Credit Partnership in Mexico-Signing ceremony
- October 4-Mission CISD Dual Credit Program Meeting
- October 4-Cabinet Meeting
- October 5-RGV Lead-State of Education and Industry-Knapp Medical Conference Center
- October5-Lighting the Path Towards our Future
- October 6-Promis Planning Session
- **October 6-First STC Foundation Board of Directors Meeting**
- October 6-Meet the President Mixer: Edinburg Chamber of Commerce -Mario Lizcano

- October 7-Manufacturing Day Event Technology Campus
- October 7-ILC Kickoff Meeting-Student Union
- October 11-Strategic Alignment Plan Executive Presentation
- October 11-Texas A&M and STC Partnership with Engineering
- October 11-Board Committee Meeting
- October 12-TXSEF Advisory Board Meeting
- October 13-A Night with the Stars Gala
- October 14-Groundbreaking Ceremony-Mid Valley International Industrial Park
- October 14-Chair to Chair Collaborative Taking it to the Next Level-Student Union
- October 17-Cabinet Meeting
- October 18-Starr County Industrial Foundation Lunch with Senator Zaffirini
- October 18-Luncheon with Dr. Kevin Shriner, EAP Presenter
- October 18-Excelencia Institutional Interview
- October 18-Regular Board Meeting
- October 19-Fall Leadership Workshop-Student Ambassadors
- October 19-Meeting with Teclo Garcia-Mission Economic Development Director
- October 20-TXCCCF South Texas Regional Workshop
- October 20-Meeting with Thrive Scholars
- October 21-Meeting with Dr. Perez-Superintendent Mission CISD and Mission Mayor
- October 21-Graduation of the Caruth Police Institute Training-RCPSE
- October 24-25-Dallas Promise Event

DR. CARLOS MARGO, DEAN OF INDISTRY TRAINING AND ECONOMIC DEVELOPMENT

Department/Program Reports:

- Reviewed and approved all monthly grant financial status reports
- Received and reviewed monthly ITED/IAM revenue and expense report
- Reviewed and approve monthly KPI report
- Reviewed IAM monthly enrollment report

Important dates:

- October 4—Grant Initiation for Wagner Peyser Grant
- October 5- DHR Review of Apprenticeship Acceptance Agreement for RN
- October 6-Meet the President event at Edinburg Chamber of Commerce.
- October 6—City of McAllen Grant convening
- October 7-Manufacturing Day Event Presentations
- October 7-Institutional Leadership Council Kickoff Meeting
- October 7-First Friday Tour/Meeting with UTRGV
- October 11- Pharr EDC Check presentation
- October 12-Demo with Workday Discovery
- October 12- WE CAN TX Convening
- October 13—TRUE Grant Award Kickoff
- October 13—Night with the Stars Gala
- October 14- Weslaco EDC Groundbreaking Ceremony
- October 18—Empty Bowls event
- October 21—Fiesta de Palmas event
- October 24—Prosperity Taskforce Subgroup meeting

- October 24—Demo for Workday Discovery
- October 26—RGVision Mixer
- October 28—2022 Workforce Solutions Board retreat
- October 31—Discussion with State Board of Nursing regarding RN Apprenticeship application

Initiatives:

- Preparation for building or modular homes at STC Technology Campus for IAM construction programs
- Further developed veterinary apprenticeship and pre-apprenticeship programs
- Modify RN apprenticeship application for USDOL approval
- Presentation and tour to prospective brewery training program instructor
- Presentation and tour for prospective McAllen employer
- Presentation at Pharr EDC Manufacturing Day Event
- Presentation at STC Manufacturing Day Event
- Presentation to State Board of Nursing regarding RN apprenticeship application
- Customization of Construction Superintendent Apprenticeship program
- Discussions with TWC regarding RN Apprenticeship application
- Discussion with US Department of Labor regarding RN Apprenticeship application
- Planning and submission of three new positions for IAM—Director, PTS II an PTS (grant funded) (on going)
- Outreach to employers and school districts to promote grant and contract training
- Work on IAM grant budge amendments
- Preparation for South Texas Apprenticeship Summit
- Review and oversee all grant revenue, expenses enrollment and strategies.
- Review and develop course content for the IAM Engineering Tooling Academy and reviewed for relevance
- Oversee and review monthly revenue projections from IAM staff
- Strategized new avenues to expand registered apprenticeship programs
- Worked on strategies to implement the Texas Talent Grant MRPAT program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Reviewed Construction Technician program action plans for building of modular homes
- Updated STC IE plan

Meetings:

- Multiple meetings with Sara Lozano, Dean of BPST Division
- Meeting with Brewmaster to discuss new Brewery training program
- Meeting with San Manuel employer to discuss hiring of welding students
- Meeting with STC HR team to discuss requested new IAM positions.
- Reviewed veterinary technician program with curriculum developer
- Meeting with Associated General Contractors to discuss construction technician training programs
- Meeting and tour with Celso Gonzalez from Gonzalez Construction Inc. and colleague to discuss apprenticeship programs.

CARLA RODRIGUEZ, INTERIM EXECUTIVE DIRECTOR OF RESOURCES DEVELOPMENT, MANAGEMENT & COMPLIANCE

RMDC Department Operations:

- Served as Committee Chair and assembled hiring committee for Grant Development Officer position
- Served as Committee Chair and assembled hiring committee for two Grant and Contract Compliance Specialist positions
- Posted Administrative Assistant position, as AA resigned effective October 31
- Held weekly RDMC Department Meeting updates on current projects
- Continued efficiency assessment of grant development forms and processes of:
    - internal controls for appropriate administrative review of grant submissions (routing, signatures and policies)
    - six grant logs for alignment and efficiency to consolidate into one
- Continued efficiency assessment of management and compliance framework
    - Removed effort reporting for local and private awards, as this is only a requirement of federal awards; we will continue effort reporting for state awards as most are pass-through from federal agencies
    - Removed risk assessments for all grants
    - Identified need for role shifting within the RDMC to support program and fiscal alignment for continuous improvement and sustainability of sponsored initiatives
- Held Comprehensive Operational Plan working session with RDMC team to update to the Department's IE Plan Mid-Biennium Report

Meetings:

- Held Continuing Education Building Parking and Site Improvements - EDA Grant Requirements and Responsibilities Discussion Meeting
- Participated in Equity and Access Position Meeting
    - Met with Director of Institutional Equity Lauren E. Starnes, Dean Sara Lozano and Associate Director of Grant Management and Compliance to clarify differences between the Manager of Equity and Access position (funded by Carl Perkins) and the functions of the Title IX and 504 Coordinator, Equity Officer
- Met with Vice President Dr. Petrosian and others regarding the modifications made by Hidalgo County to the

Number of Grants Awarded & Dollar Amount as of FY 2023	Total Number of Grants Currently Managed by RDMC	Total Dollar Amount of Grants Managed by RDMC
6 totaling $2,009,648	76	$151,735,603.90

Interlocal Agreement ARPA Funds for Faculty Stipends

- Met with Hidalgo County's Director of Budget and Management Vidal Roman to inform him that STC is in agreement to the proposed modifications to the Interlocal Agreement ARPA Funds for Faculty Stipends
- Met with Vice President Dr. Petrosian to review and finalize the Interlocal Agreement with the City of McAllen and STC for the Nursing Pathway Funding
- Met with Associate Dean of Professional and Organizational Development to discuss possible training for RDMC staff
- Met with Leslie Howland to discuss DHSI PR-related items for handoff
- Met with Vice President Dr. Plummer and Project Manager Isaac Garza to discuss DHSI deliverable, status of goals/objectives and evaluation process to ensure smooth handoff to PM
- Attended Institutional Leadership Council (ILC) Kickoff Meeting
- SAFE with MEAT TAMUK Subaward
- Grant Initiation Meeting: Building Construction Trades
- Student Success Acceleration Implementation Grant
    - Met with VIDA Leadership President & CEO Felida Villarreal, Director of Student Engagement & Completion Services Tony Matamoros, Director of Comprehensive Advisement and Mentoring Services Dr.

Nancy Garcia, Director of Counseling and Student Accessibility Services Santa Elisa Pena and Grant Development Officer Nohemi Marroquin

- Prosperity Task Force-Service to Residents Committee Meeting
- Guest Speaker "Stories from the Front"

Partnership/Vendor Meetings:

- DOE Virtual Meeting
- Hanover Research Biweekly Check-In Call
  - Hanover Research provides grant research and prospecting, proposal review/revision program development consultation and proposal development services.
  - Hanover Research subscription totals $45,000 and expires March 31, 2023.
  - Met with Project Manager Katy Bristow to discuss Hanover services and to assess what grant applications Hanover has assisted with in the past.
- eCivis
  - eCivis is a SaaS company that provides a cloud-based research and grant management platform and STC's annual subscription totals $14,420.50, which is set to expire June 30, 2023.
  - Contacted Solutions Architect Kailee Wolterstorff about STC contract and services in an effort to asses use and ensure RDMC is maximizing system functionalities.

Next Steps:

- Complete RDMC's Department's IE Plan Mid-Biennium Report and enter into Xitracs
- Receive final notification from City Attorney Isaac Tawil regarding the proposed revisions to the City of McAllen-STC Interlocal Agreement for the Nursing Pathway Funding and place the Agreement on the Board agenda for November 15
- Meet with Vice President Dr. Plummer regarding phased IT project request for grant process automation
- Meet with Jose Carlos Aguirre to discuss collaboration on grant initiatives
- Review Personnel Activity Reports (PAR) to streamline and limit corrections to Effort Reporting processes
- Serve as Hiring Committee Chair and assign committee to begin interviews for the RDMC Administrative Assistant

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

Department/Program Reports:

Major Activities:

- Attended Institutional Leadership Committee Kickoff Meeting (TEAMS), Oct. 7th
- Spoke with Vanguard Academy Criminal Justice Director Cesar Garcia about orientation day in January for Summer Corrections Academy, Oct. 13th
- Attended hearing for J. Morales held in board room, Oct. 13th
- Spoke with Pharr Fire Captain Bustamante about possible forestry class and update on TCFP Application for Basic Wildland course, Oct. 13th
- Attended Alamo City Council Meeting to present MOU between STC and Alamo Fire Department for fire related trainings, Oct. 18th
- Facilitated the Leadership Development for Law Enforcement Professionals Class, Oct. 7th-21st

Grant Activity:

- None

External Visits:

- Attended Texas Commission on Law Enforcement (TCOLE) Conference, Oct. 24th-27th

Accomplishments:

- 1st Leadership for Law Enforcement Professionals Class Graduates, Oct. 21st

Meetings:

- Met with Mission Fire Captain Joel Saenz regarding possible fire trainings/Fire Vent Trailer, Oct. 3rd
- Met with Marcel Bruno regarding assessment training within Caruth Leadership Course, Oct. 3rd
- Met with Alamo Fire Chief Roy Contreras to discuss 1st Basic Extrication Course, Oct. 5th
- Met with Texas Workforce Commission (Zoom Meeting) to discuss services that could be provided to students in the police and fire academies, Oct. 5th
- Met with Student Activities Director Eli Nguma regarding possible student activities at the RCPSE, Oct. 12th
- Met with Chief Suarez and Attorney Guerrero (zoom meeting) regarding procedures for instructional trainings involving alcohol, Oct. 11th
- Met with Public Relations Personnel concerning updating Public Safety Training Webpage, Oct. 19th
- Attended meeting with PSJA personnel concerning Corrections Academy timeline for possible summer cohort, Oct. 27th
- Met with Alamo Fire Chief Roy Contreras regarding scheduling a 2nd Vehicle Extrication Class due to demand, Oct. 28th

Upcoming RCPSE Events:

- Basic Telecommunicator Academy, Nov. 7th-23rd
- Polling Location @ RCPSE, Nov. 8th
- Basic Vehicle Extrication Class, Nov. 12th
- Future Heroes Run/Walk, Nov. 19th
- TDD/TTY Telecommunications Class, Nov. 28th
- Smugglers Inc, 2.0, Nov. 29th-30th
- TCIC/TLETS Full Operator Course, Nov. 29th-Dec. 1st
- Basic Fire Instructor, Jan 23rd-27th, 2023