March
2023

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:	APRIL 25, 2023
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2023 THROUGH MARCH 31, 2023

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
- ERP System-Anthology Execution Session
- Sant George Prep School Memo of Understanding signing of Dual Credit International Agreement
- Instituto Piaget Reynosa Memo of Understanding signing of Dual Credit International Agreement
- South Texas College and Texas A&M University EA meeting
- Meeting with Judge Richard Cortez Prosperity Task Force
- Enrollment Assumption Discussion Meeting
- VISTA meeting with Carlos Sanchez
- South Texas College and University of Texas Rio Grande Valley Collaborative Workgroup Co-Chairs meeting
- Board Presentation for PROMISE Planning Meeting
- PROMISE meeting with Dr. Anabel Juarez

ATTENDED

- South Texas College Application Development with Swift/Apple
- International Concurrent Enrollment meeting with Dr. David Plummer
- Mapping for International Initiatives Mapping Session with Isaac Garza
- Meeting with David De Souza and Texas A&M Engineering Academy – Recruitment Process
- International Concurrent Enrollment Memo of Understanding Discussion
- 2023-2025 IE Planning Workshop
- Bachelor's Programs Recruitment Process
- QEP/ATD meeting to review CCSSE and SENSE

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates
- SFS Staff has been assisting students with FAFSA application, completing files and awarding via Live Chat, Virtual Lobby and in-person
- SFS Coordinator Rebecca Cano held interviews for the vacant Financial Aid Specialist position at the Pecan Campus
- SFS Administrative Assistant met with Planning and Construction to discuss the office layout at the Veterans area. We will be adding a working station for the new VA Certifying Official Outreach
- College was closed March 13th-17th
- SFS Data Coordinator Rene Medina attended the 2023 Ellucian Live Conference in New Orleans, LA March 26th – 29th
- VA Coordinator Javier Guajardo & VA Certifying Officials Melinda Garcia, Manoella Leal, Lauren Matthews and Iris Velasquez attended the 2023 Texas Association of Collegiate Veteran Program Officials in San Antonio, TX March 27th – 30th
- SFS new staff Lorena Martinez, Ariana Valenzuela, Rebecca Arellano and Vania Garcia will be attending the New Aid Officers Workshop in Grapevine, TX in April

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2023 semester and Fall 2023 semester on March 6, 2023. **_2,372_** students have registered online for Summer 2023 semester and **_1,623_** students have registered online for Fall 2022 semester after OAR processed the required documents and cleared the students to register.
- Assisted students by responding to hundreds of emails sent to the admissions address and registration address, as well as on the phone and in person at the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses.
- Assisted students by responding to **_377_** chat sessions during March 2023.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting, Institutional Leadership Council meeting and Board of Trustees meeting.

- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Data File Template, Anthology Discovery Session – Student, Institutional Leadership Council (ILC) Meeting, STC/TAMU EA Meeting, Tableau + South Texas College, STC2UTRGV Joint Admission Weekly Check-in, Graduation VIP Room Menu, Division Leaders Meeting, BUGS Meeting, 2023-2025 IE Plan Workshop - VP Hebbard and Team, South Texas College & Tableau: Demonstration, Discuss Trellis TAP Services, STC2UTRGV Joint Admission Weekly Check-in, College-Wide Curriculum Committee Meeting, Meeting with Bert Ogden Arena, Degreeworks Upgrade (Client Meeting), Ellucian Live 2023 Conference.
- 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 sent **3,066** potential May 2023 graduates an invitation to Spring 2023 Commencement Ceremonies, which will be held at Bert Ogden Arena on May 5 and May 6, via Marching Order on March 2023.
- Specialists downloaded, reviewed and verified **4,015** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during March 2023.
- 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.
- STC has **3** international students enrolled for Summer 2023 semester and **8** international students enrolled for Fall 2023 semester.
- Processed **90** course substitutions and exceptions in DegreeWorks during March 2023.
- Processed grade changes for **32** students during March 2023.
- Processed reinstatement requests for **41** students during March 2023.
- Processed schedule change requests for **1,247** students during March 2023.
- Processed **1,227** high school and **381** college/university transcripts during March 2023.
- Evaluated **333** transcripts from other colleges and universities during March 2023.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,943** STC transcripts during March 2023.
- Scanned and indexed **1,393** documents submitted by students during March 2023.
- 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.
- SFS Outreach Specialist Irene Rodriguez attended 4 local High School/Community FAFSA events throughout the month of March.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report March 2023					
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	**32**			**ACT**	**484**
Mid- Valley	**35**	**22**	**19 (86%show)**	**TSI EXAM**	**203**
Starr Campus	**10**	**2**	**2 (100%show)**	**TSI EXAM**	**63**
Pecan Plaza	**67**	**70**	**59 (84% show)**	**GED/ PEARSON**	**317**
Pecan Plaza		**110**	**93 (86% show)**	**TSI EXAM/ includes TSI Online**	**816**
Pecan Plaza		**24**	**24 (100% show)**	**TCOLE/TCFP Proctored Exams**	**57**
Pecan Plaza		**87**	**75 (86%show)**	**HESI**	**549**
Mid-Valley		**36**	**32 (89% show)**	**HESI**	**242**
Starr		**14**	**12 (86% show)**	**HESI**	**54**
TOTAL:	**144**	**365**	**316 (87% show)**		**2,785 – All Campuses YTD**

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (03/01/2023 – 03/31/2023)		**Year To Date (09/01/2022 - 03/31/2023)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	23	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	193
Developmental Ed (945+ & 0-4 Essay	11	Developmental Ed (945+ & 0-4 Essay	121
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	2	ELAR Diagnostic Level 5	31
ELAR Diagnostic Level 4	20	ELAR Diagnostic Level 4	253
ELAR Diagnostic Level 3	21	ELAR Diagnostic Level 3	201
ELAR Diagnostic Level 2	5	ELAR Diagnostic Level 2	95
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**82**	**Total**	**894**
Mathematics College And Career Readiness			
Monthly (03/01/2023- 03/31/2023)		**Year To Date (09/01/2022 – 03/31/2023)**	
College Ready (950+ or 910+ & 6+ Diag)	14	**College Ready (950+ or 910+ & 6+ Diag)**	140
Mathematics Diagnostic Level 5	11	Mathematics Diagnostic Level 5	76
Mathematics Diagnostic Level 4	26	Mathematics Diagnostic Level 4	282
Mathematics Diagnostic Level 3	20	Mathematics Diagnostic Level 3	211
Mathematics Diagnostic Level 2	13	Mathematics Diagnostic Level 2	139
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**84**	**Total**	**848**
Data retrieved from College Board Accuplacer			
Date: 4/05/2023			

STUDENT ENGAGEMENT AND COMPLETION SERVICES

IMPORTANT HIGHLIGHTS

- Department has begun outreaching to students with some college hours, but no credential for Summer and Fall enrollment. The campaign targets 2,500+ students who enrolled in Fall 2022 but stopped-out in the Spring 2023 semester. Communications include mobile messaging, e-mail, outbound calls, digital marketing and direct mail.
- Department is collaborating with IDEA Public Schools to outreach to 500+ IDEA Alumni who enrolled at STC in the past two academic years who are not currently enrolled or completed a credential. Both STC and IDEA Public Schools are working jointly on outreach and student onboarding activities.
- Department is working with Trellis TAP to conduct a comprehensive review of STC's re-engagement initiatives for adult learners which will include research and consultation services. Trellis will also conduct outreach to students with some college hours, but no credential and forward all inquiries to Department for personalized support with enrollment.
- Department is working with the Valley Initiative for Development and Advancement (VIDA) to re-recruit and refer adults with some college hours but no credential for case-management support for Summer and Fall enrollment.

SNAPSHOTS

Department staff presented at the 2023 Latino Adult Student Success Convening on

Department staff presented to the City of Edinburg on March 30, 2023

COMMUNITY OUTREACH & RECRUITMENT

Academic Program	Total Inquiries
Associates in Law Enforcement	8
Associates in Fire Science	2
Bachelor in Computer and Information Technologies	8
Bachelor of Operations Management	14
Bachelor in Organizational Leadership	19
Bachelor in Medical and Health Services Management	8
Basic County Corrections Academy	1
Firefighter Academy	10
Police Academy	25
TxDOT Partnerships • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	7
Monthly Total	102
YTD Total	710

Event	Agency	Date	Total Attendees
STC Bachelor Programs Presentation	City of Rio Grande City	03/28/2023	4
STC Bachelor Programs Presentation	City of Edinburg	03/30/2023	11
STC Bachelor Programs Presentation	City of Edinburg	03/30/2023	29
		Total	44

STUDENT RE-ENGAGEMENT

Date	Communication Method	Target Group	Total Students Outreached	Total Inquiries
Monday February 06, 2023	Mobile Messaging Campaign	Students Applied for Spring, Did Not Enroll (Not Cleared to Register)	188	60
Monday March 06, 2023	Mobile Messaging Campaign	Students Applied for Spring, Did Not Enroll (Cleared to Register)	543	96
Wednesday March 22, 2023	Mobile Messaging Campaign	Spring Stop-Outs – 1st Campaign (Cleared to Register, Near Completion) (Cleared to Register, Not Near Completion)	1,966	73
		Total	**2,697**	**229**

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) Monthly Division Leaders Meeting
- Student Affairs & Enrollment Management Monthly AA/Secretaries Meeting
- TxDOT FY 24 - FY 27 Contract Information meeting
- Full Measure Check-In Meeting
- South Texas College/Texas A&M University EA Meeting
- Student Engagement & Completion Services Planning Meeting
- Summer & Fall 2023 Planning Meeting
- SSAP - IG Financial Stability & ROI Tool Webinar
- Council for Adult and Experiential Learning/ South Texas College Monthly Meeting
- Review of Departmental Budgets Meeting
- Finance, Audit & Human Resources Board Committee Meeting
- Full Measure Kick Off Meeting
- South Texas College // Jacob @ Full Measure
- Hope Center Student Basic Needs Survey Orientation
- STC/VIDA Check-In Meeting
- Full Measure Training & Meeting
- AY 22-23 Promotional Items Review

- CollegeAPP/South Texas College: Marketing Plan Meeting
- 2023-2025 IE Plan Workshop
- South Texas College // Launch Call
- Meeting with Trellis TAP Services
- Stop Out Student Meeting
- Full Measure Review
- Bachelor's Programs Recruitment Process (Update)
- Stop Out Test FM Launch Meeting
- South Texas College Grant & CollegeApp Meeting
- STC | IDEA: Re-Enrollment Collaborative
- QEP/ATD Meeting to Review CCSSE and SENSE Data for SAEM Departments
- STC | IDEA: Re-Enrollment Collaborative
- Trellis Re-engagement Meeting - South Central Texas College- THECB

PROFESSIONAL DEVELOPMENT

- Latino Adult Student Success Academy Convening
- Supporting Economically Disadvantaged & Non-Traditional Learners
- Benefits Workshop: Employee Leave
- Ellucian Live 2023 Conference

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- Saint George Prep School MOU Signing
- Instituto Piaget Reynosa MOU Signing
- College Connections Leadership Meeting
- CIVSA Annual Conference Committee Standing Meeting
- CIVSA Community College Engagement Meeting
- Region One Building Leadership Institute: College Match & Fit
- Fast Track/All Access Meeting
- AmeriCorps VISTA Meeting
- Teach for America 2023 Honor Roll Gala

RECRUITMENT

- Mexican Consulate Ventanilla Recruitment
- Individual Student Appointment – 13 appointments
- South Texas Area Recruitment Network (STARN) – College Fair
- McAllen High School– Recruitment Presentation
- McAllen High School – Community Outreach
- Leo Marcell Elementary – College Fair
- Santa Maria High School – Career Fair

- Nikki Rowe High School – Campus Visit
- Veterans Memorial High School – Campus Visit
- Lucile McKee Hendricks Elementary School – College Fair
- Nikki Rowe High School – Recruitment Presentation Cosmetology Program
- La Villa High School – Community Outreach
- Region One Gear Up I AM 2022 Conference – Recruitment Presentation
- Dr. Mario E. Ramirez Elementary – Career Fair
- La Villa Middle School – Career Fair
- Triumph Public High School – Career Fair
- Weslaco High School – College Fair
- Region One ESC Office of College Career Fair
- STC Advanced Manufacturing - Media Interview
- IDEA Rio Grande City College Prep – College & Career Fair
- PSJA Jefferson T-STEM ECHS – College Fair
- Thelma R. Salinas LJISD – Campus Visit
- UTRGV Onto College Student Conference – Recruitment Presentation
- PSJA Memorial High School – College Fair
- PSJA North Early College High School – College Fair
- PSJA Southwest Early College High School – College Fair
- PSJA Early College High School – College Fair
- Hidalgo Early College High School – College Fair
- Roma High School – College Fair

CAMPUS TOURS

- YouVisit
  - Virtual Tour - 9 Inquiries
- Pecan Campus
  - Personal Tour – 5 visitors
  - IDEA Edinburg - 10 visitors
  - Gear Up Donna ISD – 50 visitors
  - Regional Day School for Deaf – 18 visitors
  - Juarez Lincoln High School – 40 visitors
  - IDEA Weslaco – 56 visitors
  - Mission High School – 26 visitors
- Technology Campus
  - Personal Tour – 1 visitor
  - Regional Day School for Deaf – 18 visitors
  - Sharyland ISD – 30 visitors
  - UTRGV Program – 15 visitors
  - Morris Middle School – 40 visitors
  - IDEA Mission – 15 visitors
  - Donna ISD Gear Up – 40 visitors

- Starr County
  - Personal Tour – 1 visitor
  - Roma High School – 30 visitors
- Nursing & Allied Health Campus
  - Personal Tour – 1 visitor
  - La Joya Academy of Health Science Professions & STEM – 80 visitors
  - Sharyland ISD – 30 visitors
  - UTRGV Program – 15 visitors
- Mid-Valley Campus
  - Personal Tour – 3 visitors
  - Harlingen ISD – 30 visitors

FAST TRACK/ ALL ACCESS

- IDEA Alamo – Mid-Valley Campus
- Pharr-San Juan-Alamo ISD – Technology Campus
- Pharr-San Juan-Alamo ISD – NAH Campus
- Mercedes Early College Academy – Mid-Valley Campus
- Mercedes Academic Academy – Mid-Valley Campus
- Sharyland ISD – Pecan Campus
- Weslaco ISD – Mid-Valley Campus

• CALL CENTER

Phone Calls	
Inbound Calls	6,601 Calls

EVENT PHOTOS

Weslaco ISD All Access

Picture include students who attended Weslaco ISD Fast Track event at the Mid-Valley Campus. These students registered for classes for the summer and fall semesters. Students who registered received an enrollment packet and a t-shirt to celebrate their jaguar pride.

Marcell Elementary College Fair

South Texas College continues expanding its international partnerships International Concurrent Enrollment. Picture includes students from Saint George Prep School who attended the MOU Signing between STC and Saint George Prep School. Students were excited to on campus and go on a tour.

Saint George Prep School

The recruiters from College Connections Department attended the Leo Marcell College Fair where students were able to ask questions and learn about the careers and programs that South Texas College has to offer.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
246	Student Contacts, Outreach & Virtual Appointments
71	CTE Student Contacts
25	Student & Alumni Registered on CCN
7	Student & Alumni Resumes Revised/Uploaded on CCN
9	New Employer Registered on CCN
22	Jobs posted to CCN
7	Workshops Presented
13	Resumes Reviewed Online by Employers via CCN
1736	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Bridgestone Retail Operations, LLC
- Camp Cody
- FlexTrades
- City of Alton, TX
- Jose A Escandon MD PA
- Meddeas
- Region One ESC
- Teach for America
- The County of Hidalgo
- Texas Juvenile Justice Department

Presentations/Workshops

- Build your Success with Career Services (1 attendee)
- First Impression: Career Services Dual Credit Faculty presentation (100= attendees)
- Intro to Financial Wellness Presentation to Duel Enrollment students (3/3/2023)
- 40 Students, Intro to Financial Wellness Presentation to Duel Enrollment students (3/3/2023)

- Interview Workshop via TEAMS, (03/08/2023)
- Financial Wellness Workshop to Duel Credit Students Mid-Valley, 3/24/2023
- Financial Wellness Workshop for Dual Enrollment (03/31/2023)

Employer Outreach

- Halliburton
- Oregon State Police
- ZOHO
- United States Air Force
- Raba Kistner
- Rhodes Enterprises
- Welding Works
- Hospital Corporation of America
- Texas Department of Public Safety
- HEB
- County of Hidalgo
- Vantage Bank

Employer Registrations

- City of Alton
- Jose A Escandon MD PA
- Lionel's Boutique & Gifts
- Kenan Advantage Group
- One Care Pediatric Therapy Home Services
- Skyline EMS
- Teach for America
- TradeCon Industrial Solutions
- Toloa Rooftop

Coordination of Upcoming Events

- CES is conducting organizing and preparatory steps for the upcoming STC 2023 Spring Career Expo.
- Spring 2023 CES open workshops
- Presentation for Valley Scholars
- Career Services presentation for all Success Specialist and Guided Pathway Specialist
- Coordinate staff in participation of CTE Pass Program Pop in Event and informational table sessions
- Bachelor Program: Technology Management class presentation

Meetings & Miscellaneous information

- Conducting outreach efforts to the business community regarding participation in the STC 2023 Spring Career Expo.
- Coordination with the Business and Public Relations Department to market and adjust the registration link for the STC 2023 Career Expo
- Participated in Student Activities Orientation for CES informational table
- CES staff continues to meet with College Central Network vendor for demonstration and training regarding the "single sign-on" feature.
- Training for New NAH & Mid-Valley hire
- Extending invitations to industry partners welcoming them to participate in the STC 2023 Career Expo.
- Assisted students visiting the lab utilizing CES services. Getting registered on College Central Network, Grow with Google, Financial Wellness, and updating resumes.
- Staff Departmental Meeting
- Grow with Google meeting with grants compliance department
- Carl Perkins biannual reporting meeting
- Coordinate informational tabling for student workers in efforts to promote CES and Career Expo
- Career and Employment Services was in contact with representatives of Teach for America for job development and recruitment opportunities for STC students.
- CES conduct orientation and training for the CTE technology specialist
- Met with PR for upcoming Financial Literacy- Texas Regional Bank collaboration for district wide events
- Virtual Meeting for upcoming Student Journey Mapping Sessions
- Meeting with Valley Scholars Coordinator for upcoming CES events
- 1 Student(s) (Career Services overview)
- Career and Employment Services was in contact with representatives of the Social Security Administration for job development and recruitment opportunities for STC students.
- 16 Students (Grow with Google)
- Conducted outreach activities with students regarding Financial Wellness
- Conducted Interview workshop for students
- Career and Employment Services was in contact with Sgt. Quinones of the U.S. Air Force regarding job development and recruitment opportunities for STC students.
- 23 Student (s), Grow with Google
- Career and Employment Services was in contact with representatives of University Health of Bexar County for job development and recruitment opportunities for STC students.
- 4 Student (s), Career and Employer Services
- Career and Employment Services was in contact with representatives of Hospital Corporation of America regarding job development and recruitment opportunities for STC students.
- Career and Employment Services was in contact with representatives of the Oregon State Police for job development and recruitment opportunities for STC students.
- Financial Wellness Planning Meeting with Public Relations, Texas Regional Bank & Career Services, 3/23/2023
- 2 Student(s), Career & Employer Services

- Career and Employment Services was in contact Sgt. Fierro of the U.S. Army regarding job development and recruitment opportunities for STC students.
- 29 Student(s), Financial Wellness Workshop
- Mid-Valley Campus Monthly Advisory Committee Meeting via Teams (03/30/2023)
- 2 Student(s), Career & Employer Services
- Career and Employment Services was in contact with representatives of Skyline EMS for job development and recruitment opportunities for STC students.
- 17 Student(s), Financial Wellness Workshop (Dual Enrollment)
- Assist walk in students and student email outreaches
- Attended 3-day Student Journey Map Phase Sessions
- Career and Employment Services was in contact with representatives of HEB for job development and recruitment opportunities for STC students.
- Continuance of training Tech and Nah CTE specialist
- Departmental staff meeting, discussion of upcoming Career event
- Update CES website for CES open workshops
- Create informational table schedule for promotion of CES services and Career Events
- CES Marketing on social media platforms
- Attended professional development departmental meeting
- Coordinated numerous on campus recruitment events with various private sector organizations
- Financial Wellness presentation at Mid-Valley campus CES lab
- Grow with Google presentation at Mid-Valley campus CES lab.
- NACE Webinar via Zoom, *The Mental Health and Wellbeing of Recent Graduates: What is Our Role?*
- Financial Wellness & Career Coach presentation at Mid-Valley campus
- Grow with Google presentation at Mid-Valley campus
- Coordinate upcoming Spring 2023 Career Services Workshop Calendar
- Distribution of HEB gift cards at mid valley campus for South Texas College students
- Program on Career and Employer Services. Financial Wellness and Grow with Google.
- Interpreting Program walk ins for Resume Writing and Career Services feedback
- Update all Career Services flyers
- Coordinate upcoming Career Services information tables for departmental work study.
- Career and Employment Services was in contact with representatives of the Social Security Administration for job development and recruitment opportunities for STC students.
- CES continues to coordinate with the Public Relations Department to seek support for the upcoming STC 2023 Career Expo.
- Career and Employment Services was in contact with Haliburton inviting them to participate in the STC 2023 Career Expo and for job development and recruitment opportunities for STC automotive and diesel program students.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for March 2023.
- Career and Employment Services was in contact with representatives of Sieben Equipment for job development and recruitment opportunities for STC diesel program students.
- CES conducted a Financial Wellness workshop via TEAMS
- CES staff conducted Starr Campus Grow with Google workshop initiatives

- CES conducted resume builder workshop with Student Group under Sign Language Interpreter Program on Career and Employer Services and resume writing.
- CES coordinated with Cashiers Office to schedule a training for the Grow with Google platform for the month of March 2023
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for March 2023.
- CES staff continues to meet with Big Interview vendor for demonstration and training Q&A.
- Coordinating the distribution of 2000 Financial Wellness kits for students who have completed the required 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 changes to the Grow with Google program link in the CES website.
- Conducted Interview for Success Open workshop
- Create and updated the Grow with Google instructional flyer
- Create, update on CES website all Spring 2023 workshop calendar
- Coordination of upcoming workshop for Starr Campus students
- Conducted outreach via social media platforms for Spring open workshops
- Conducted a Career Readiness Presentation at Starr Campus
- Conducted a Grow with Google training for Career Services Staff updates
- Provided Grow with Google presentation via Teams for Starr Campus students
- 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 Tool kit.
- CES staff updated and 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
- CES continues to coordinate 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.
- 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
- 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
- Compiling, preparation and submission of FY22 Biannual Perkins Time on Task documentation
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Conducted outreach efforts to HVAC students/alumni for workforce opportunity

- 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
- 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: CCN, Resume Reviews.
- 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 prepared and completed the CES Comprehensive Operational Plan for submittal.
- CES coordinated tech support with CCN representatives for the change to a "single sign on" log on feature in order to facilitate access to the platform on the CES website.
- Continuing to compile and submit additional data and reporting for Carl Perkins Grant.
- Updated CTE record retention, evidence, and time on task for Carl Perkins.
- Viewed *A Culture of Assessment*, Inside Higher Ed webinar.
- Reviewed *Comparing NACE Career Competencies Virtually Through Intern Self-Assessments and Employer Assessments*, NACE article.
- Reviewed *Facilitating Faculty Buy in to Career Services*, NACE article.
- Reviewed *Repositioning Career Services*, NACE article.
- Attended CES staff meeting discussing Spring 2023 events, staff updates, and projects.
- Researching work safe event strategies to support a planned Spring 2023 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.
- 23 resume revisions via CCN, 11 student walk ins

College Central Network Logistics

College Central Network Logistics

Career Coach

STUDENT ACTIVITIES AND WELLNESS

- Wizarding World House Cup Challenge (Technology)

- Cheesy Trivia (Pecan)

- Slime Time (Mid-Valley)

- Dr. Seuss Birthday Bash (Starr)

- Mini Golf Challenge (Pecan)

- Spring Break Bash Day 1 (NAH)

- Tie Dye (Mid-Valley)

- It’s O-FISH-ALLY Spring Beak (Technology)

- Spring Break Blitz (Starr)

- Spring Break Blitz Day 1 (Pecan)

- Snow Cones and Sunshine (Technology)

- Spring Break Bash Day 2 (NAH)

- Sand Art (Mid-Valley)

- Spring Break Blitz Day 2 (Pecan)

- Artisan Delight (Pecan)

- Puffy Paint Art Day (Technology)

- International Teach Music Week (Starr)

- 2023 Weslaco Texas Onion Fest (Mid-Valley)

- Nacho Tuesday (Technology)

- Sports Day (Technology)

- Game Day (Mid-Valley)

- SGA Paint Your Concerns (Technology)

- Friends TV Show Trivia (Pecan)

- SGA Presents: You Matter (Pecan)

- Early College High School Sports Tournament
- All Access FYC Fast Tracks (Pecan, Mid-Valley, NAH, Technology)
- Student Leadership Weekly Workshops (Districtwide)
- 3v3 Basketball Tournament (Starr)
- Indoor Volleyball League (Mid-Valley)
- South Texas Shootout Basketball Tournament at UTRGV
- Student Government Association Meetings (Districtwide)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- Classroom Presentations
- NIRSA Conference

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling and Student Accessibility Services Requests for Services

March 2023	
Counseling Services Contact Us Requests	71
Student Accessibility Services Contact Us Requests	18
CSAS Presentation Requests	11
Counseling Referrals Requests	26
Number of Faculty Notification of Class Absences Requests	7

Counseling Services Contacts

March 2023					
Services	**Mid-Valley**	**NAH**	**Pecan**	**Starr**	**Technology**
Special Programs, Other	72	99	56	30	0
Academic Advising	53	5	125	10	8
Academic Counseling, Academic Probation, and Academic Suspension	20	6	42	17	8
Mental Health Counseling	37	39	134	20	32
Total	182	149	357	77	48

Student Well-Being Services Contacts

March 2023	
COVID-19 Student Contacts	11
Well-Being Clinic	56
Walking Groups	12

Student Accessibility Services Contacts

March 2023	
Student Contacts	92
Number of Requests Made by Student	42

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Technology 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, 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
- CARE Team Meetings
- All Access/Fast Track Events
- 504 Meetings
- COVID-19-On-going contacts with students and faculty
- SEAM Division Leader's Meeting
- SAEM Director's Meeting
- CSAS Manager's Meeting
- Perkins Biannual Report Meeting
- Self-Pace Distance Education Online Workshop
- UP Roar Community Event-IMAS
- Student Journey Mapping Kickoff Session
- COP and IE 2023-2025 Meeting
- 504/ADA Meeting-Lauren Starnes
- QEP/ATD Meeting to Review CCSSE and SENSE Data for SAEM Departments
- Family Weekend Retreat Meeting
- Using Data to Build Momentum for Change Workshop
- Achieving the Dream Meeting
- Fitness Classes
- Walking Groups
- Well-Being Check Up's
- DHR Vaccination Clinics
- BAE-B-SAFE Meeting with Paris Rangel
- Texas A&M Diabetes Program Planning Meeting
- Access Esperanza Clinic
- WIC Mobile Clinics
- Valley AIDS Council Clinic
- Basic Needs Committee Meeting

WORKSHOPS/PRESENTATIONS

- Tips for Academic Success
- National Self-Harm Awareness: Let's talk about Self-Harm
- Spring Break Blitz
- Creative Visualization-Imagination to Reality
- Common STIs (STDs)
- An Apple A Day
- Using Emotional Intelligence (EI) Skills to Improve Mental Health

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - Received/managed all student advising requests received via email, telephone, in-person, and chat system and assigned them to an advisor for individualized education planning
  - Contacts – total of 1,991 contacts with students were conducted by Academic Advisors and PASS Program Advisors in March 2023 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 (227 Live Chats in March 2023)
- **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/training to faculty advisors when advising students
  - Updated training content and continued developing specific training for Dual Credit Faculty Advisors
  - Held Faculty Advising Certification Training for spring semester; it consists of seven sessions of 1.5 hours each and covers topics ranging from curriculum basics, advising technology, campus resources, advising theories and group discussions
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** next training is being planned for June; training will provide foundational knowledge on crucial student support services and resources that STC delivers; it also will include 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 met compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors for the spring 2023 semester; held professional growth training for mentors so that they can be better prepared to assist students; mentors also participated in Civilian Response to Active Shooter Training

- **Monitoring Beacon Mentor Program** –Beacon Mentoring resumed for Spring 2023 semester; a total of 5 Math 1414 Beacon Mentoring sections are being implemented; mentors contact students 4 times during the semester to guide them and connect them to resources as needed; Beacon Mentoring classes participated in Priority Advising for early registration for the summer and fall semesters

- **PASS Program**
  - Met with PASS Manager to discuss state of the Program and plan for enhancements, CLNA, and to plan for FY2024 Perkins Basic Application
  - 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 is serving 147 students pursuing non-traditional fields
  - PASS Program is serving a total of 780 students in the spring semester
  - PASS Program Manager submitted the Excelencia Award application on March 29, 2023
  - PASS Program scheduled Pop-In events to promote services to CTE students districtwide (April 13th – Tech Campus, April 20th – NAH Campus, April 26th – Starr Campus, April 27th – MV Campus)
  - The PASS Advisor position for NAH closed on March 20th and screening of applicants will commence as soon as HR provides access
  - PASS Program met with IT on March 24th to review and revise the PASS Application for easier access to students and it will be available to students by April 10th
- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
  - Met with CTE PASS Manger and Directors of Counseling and Career & Employer Services to review program activities, textbook lending, SAEM services survey, and FY2023 budget and FY2024 projected budget as well as services and a more collaborative/cohesive approach in service delivery to CTE students
  - 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

PARTICIPATED IN THE FOLLOWING

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; collaborated with Achieving the Dream (AtD) Coach and SAEM Directors for close review of CCSSE and SENSE data for SAEM Departments; Dr. Green guided the discussion that focused on services enhancement based on student responses to the surveys; Director and Basic Needs Workgroup participated in HOPE Center webinars; Student Needs Survey provided by the HOPE Center and focusing on assessing student basic needs was disseminated to STC students
- **Guided Pathways –** Director collaborated for the Texas Pathways application for next round of institutes and will participate in the next Institute which will be held in Dallas, TX, on April 12-15, 2023

Preliminary Forms

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

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

Office of the Ombuds

March 2023

- The Office of Student Rights and Responsibilities set up booths and had a charm activity at all campuses.
- The Office of Ombuds presented for Adjunct & Dual Credit Faculty Professional Development Day.
- Ms. Maria Alonso attended a Division Leaders Meeting.
- Ms. Maria Alonso attended the 4-Year Public Institution Discussion Group.
- Ms. Maria Alonso attended the 2023-2025 IE Plan Workshop.
- Ms. Maria Alonso attended the Promise Meeting with Dr. Anabel Juarez.
- The Office of the Ombuds presented a Student Workshop - What's My Communication Style at the Pecan, Mid-Valley, and Starr Campuses.
- The Office of Ombuds held Lunch with the Ombuds at all campuses.

Office of Student Conduct

March 2023

- The Office of Student Conduct presented on Student Conduct for Vanguard Alamo High School.
- The Office of Student Rights and Responsibilities set up booths and had a charm activity at all campuses.
- The Office of Student Conduct made a recommendation for the Student Conduct Specialist position.
- Ms. Maria Alonso attended the Institutional Leadership Council (ILC) Meeting.
- Ms. Maria Alonso attended the Division Leaders Meeting.
- Ms. Maria Alonso attended the 4-Year Public Institution Discussion Group.
- Ms. Maria Alonso attended the 2023-2025 IE Plan Workshop.
- Ms. Maria Alonso attended the Promise Meeting with Dr. Anabel Juarez.

Behavioral Intervention Team

March 2023

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

C.A.R.E (Collaboration, Assistance, Resource and Education)

March 2023

- CARE Team held a meeting.

SOUTH TEXAS
COLLEGE

WELCOME TO THE WORKSHOP
What's My
Communication
Style
SOUTH TEXAS
COLLEGE
Scan Below!

What's My
Communication
Style
COLLEGE

Finance and Administrative Services

SOUTH TEXAS COLLEGE

TO: DR. RICARDO J. SOLIS, PRESIDENT

DATE: APRIL 19, 2023

SUBJECT: ACTIVITY REPORT FOR MARCH 1, 2023, THROUGH MARCH 31, 2023

OFFICE OF THE VICE PRESIDENT OF FINANCE AND ADMINISTRATIVE SERVICES ACTIVITY REPORT

Vice-President: Mary G. Elizondo, MBA, CPA, CFE, CGMA

March 2023

SOUTH TEXAS COLLEGE

"Accountability through Clarity, Engagement, Transparency, and Equity"

The department of Finance and Administrative Services (FAS) provides services for success in innovative ways to ensure a cooperative relationship with all departments.

The FAS division is responsible for fiscal responsibility, acquiring resources in a timely manner, recruiting qualified personnel, providing and maintaining safe and adequate facilities, and all other support services necessary to ensure a productive learning and working environment.

MEETINGS

- Board of Trustees
- Budget Retreat
- Committee Packet review with the President
- Enterprise Resource Planning (ERP) conversion project updates
- Facilities & Finance Committee
- FAS Facilities Planning updates
- FAS Safety updates
- HR Bi-weekly updates
- Institutional Equity updates
- Investment Consultant matters
- Legal Counsel review on governmental affairs and other matters
- Master Unexpended Plan Fund Budget and R&R Report updates
- Popular Report, Investment, and Management Report updates
- President's Cabinet
- Purchasing presentation and other items
- RCPSE updates
- Retention Stipend discussion for Dual Credit Faculty/Part-time Employees
- Staff Council updates
- Staffing Plan updates
- STC Contracts and Agreements updates
- STC Foundation updates: Transfers from College to Foundation
- TACCBO updates
- Title IX Committee updates on Employee & Student Cases

PROJECTS PRESENTED TO THE BOARD

- Implementation of a 36-Hour Work Week Summer Schedule
- Proposed Revisions to Credit Students' Tuition and Fees Schedule for
- FY 2023 – 2024 to Include Simplified Tuition Rate and Bachelor's Degrees
- Proposed Revisions to Tuition and Fees Schedules for FY 2023 – 2024.

CURRENT PROJECTS

- A/P invoice automation.
- Activity Report for Board.
- Reconciliation review.
- Board Budget Presentation review.
- Board Policy 5200 – Purchasing Authority review.
- Bookstore follow-up and review.
- Break-even analysis on the Shuttle Bus operations.
- Budget Allocations for various departments.
- Budget Transfer approvals.
- Capital Improvement Projects Master Budget review.
- College-wide implementation on employee of the year.
- Delinquent Tax Attorney Public notice requirement review.
- Electricity Bill Management Report.
- Ellucian Banner Report review.
- Enrollment Headcount and Credit Hour reports.
- ERP Conversion Project and Implementation Action Plan review.
- Excess Fund Allocation and Comparison reports.
- Expenditure Budget analysis.
- Faculty and Staff Cost study.
- FAS Account reconciliations.
- FAS FY 2024 Preliminary Budgets review.
- FY 22 Community College Financial Condition report review. FY 24 Budget Development and Staffing requests.
- HEERF III Reconciliations.
- HEERF III Use of Funds Quarterly/ Annual Reports & Expenditures
- Hiring Report review.
- Human Resources Organizational Structure matrix review.
- Human Resources Processes Action Plan review.
- IE Plan Development.
- Keynote memo on 4-day workweek schedule.
- Kinesiology and Music/Dance Buildings projects review.
- LBB Administrative and Accountability reports.
- Leasing of Facility for Cosmetology program.
- Local Policies Report Card and Current STC Policies review.
- P Card update on procedures.
- Plan Funds Expenditure review and approvals.
- Position Reclassification forms review and approval of requests.
- Public Information requests.
- Purchasing, Acquisitions, and Contracts review.
- RCPSE report review on Master Plan and Budgets.
- Review and Approval of documents.
- RFQ Criteria options for the Board.
- Salary Budget review.
- SB212 report or 2nd quarter review.
- Scholarships report review of accounts.
- Sick Leave analysis and reports.
- Staffing Plan and Pay Plan updates.
- STC Foundation donations review.
- T2 Parking and Citation Software review.
- TACC Administrative Salary information request review.
- TACCBO Accounting reports review.
- TACCBO listserv questionnaire on Property Tax exemptions.
- Tax Abatement review.
- THECB Report on Employee Retirement Benefits Allocation.
- TimeClock Plus (TCP) approvals.
- Timeline on Mid-Valley Campus Building H insurance claim.
- Travel – Chrome River approvals.
- Tuition and Fees for international students.
- Tuition for International Concurrent Enrollment students.
- Vacation Balances and Extensions review.

BUSINESS OFFICE ACTIVITY REPORT

Myriam M. Lopez, Comptroller

March 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF 74

including Cashier Sub-Department

The Business Office provides financial and administrative services by maintaining the general ledger and related accounting records; processing transactions; performing financial duties in response to campus and external needs; adhering to external financial requirements; and providing internal management reports.

ACCOMPLISHMENTS

- Achieved 100% Timely Payment of Taxes/Benefits
- Achieved 100% Payroll Accuracy rate for amount of salaries paid
- AA General Obligation Bond Rating issued by Standard & Poor's
- Aa2 General Obligation Bond Rating issued by Moody's

ON-GOING PROJECTS

- ADP Implementation and Testing
- Direct Deposit Mandate Implementation.
- Developing more remote training sessions for TCP and Payroll.
- DocuSign Review Testing
- ERP Conversion
- GASB 96 Implementation.
- Revamping Tuition & Fees Report
- IPS Implementation testing for AP workflow

DIRECT DEPOSIT AND PAPER CHECKS MARCH 2023

Payroll & Position Control: This Department provides accurate and quality payroll operations for all South Texas College Faculty, Staff, and Administration.

The Position Control department assists the college's departments in maintaining their salary funds throughout the fiscal year. The department also assigns budgeted sources to positions and performs non-sufficient fund checking.

SALARY EXPENSE FOR MARCH 2023

VENDOR PAYMENT TYPE MARCH 2023

Accounts Payable & Travel: Accounts Payable department processes payments for goods and services purchased by South Texas College. Accounts Payable also ensures that payments are timely received by our vendors and is responsible for the printing and distribution of checks with the exception of Payroll checks.

The Travel office performs functions such as reimbursement of incurred travel expenses and the payment of conference registration fees on behalf of the individual, group and/or student travelers.

TRAVEL EXPENSE BY DIVISION MARCH 2023

INVESTMENT PORTFOLIO BY FUND TYPE

Cash Management: The Cash Management Department provides cash management services to the college community by overseeing its liquidity, and initiating electronic payments for college obligations. The department also assists with investments, debt management and serves as a liaison between banks, financial institutions, credit card processors, and the College.

INVESTMENT SOLICITATIONS

Budget: The Budget Department is responsible for assisting the college's departments in maintaining their budget throughout the fiscal year. It processes budget transfers and performs non-sufficient fund checking.

TOTAL REVENUE BUDGET BY SOURCE

TOTAL REVENUE YTD BY SOURCE

REVENUES BY SOURCE

EXPEDITURES BY CLASSIFICATION

TOTAL EXPENSE BUDGET BY CLASSIFICATION

TOTAL EXPENSE YTD BY CLASIFFICATION

FY 2023 TAX RATE

General & Construction Accounting: General Accounting Department provides timely and accurate monthly management and board reports, prepares and analyzes the college's fixed assets report, sets up chart of account codes as needed, reconciles cash, and fixed assets in a timely manner.

The Department also maintains accounting and budgetary records for all of the College's construction projects and maintains accounting records for construction in progress, buildings, infrastructure and land improvements.

Grants and Contracts: Grants office serves as a financial and administrative liaison between College faculty/staff and grantors. It also assists to ensure that the College carries out all sponsored program activities in accordance with applicable regulations.

Accounts Receivable & Financial Aid Accounting: The Accounts Receivable department is the centralized billing and collection point for delinquent or bad debt student accounts and third-party accounts. Also performs periodic Federal Financial Aid student award drawdowns from the Department of Education automated processing system and resolves accounting discrepancies with appropriate Financial Aid personnel.

STUDENT PAYMENT BY TYPE

BUSINESS OFFICE

SOUTH TEXAS COLLEGE

DEPARTMENT OF PUBLIC SAFETY ACTIVITY

Ruben Suarez, Chief of Police

March 2023

SOUTH TEXAS COLLEGE

Providing a safe educational environment for students, faculty, staff, and campus visitors.

Department Staff: 71

- **25** Commissioned Peace Officers
- **7** Licensed Telecommunication Operators
- **39** Civilian Employees

DEPARTMENT OF PUBLIC SAFETY AREAS

- Police Service
- Dispatch
- Emergency Preparedness and Training
- Campus Safety
- Parking Services
- Jag Express

24/7 DISPATCH

956.872.4444

180

Calls for service

1,706

Information Calls

POLICE SERVICES

- Police Officers participated at the Perez Elementary Career Day in McAllen.
- Continued coordinating with all identified Campus Security Authorities (CSAs) to complete required annual training.
- Maintained daily Clery Crime Log for all STC campuses.

SAFETY & EMERGENCY MANAGEMENT SERVICES

- Cardiopulmonary Resuscitation (CPR) & First Aid training provided in English and Spanish.
- Stop the Bleed Training for staff.
- Civilian Response to Active Attack/Shooter hands on Training.
- Civilian Response to Active Attack/Shooter Virtual Training.
- Provided surgical and KN95 masks district wide
- Monthly evacuation drills.
- Attended All Ha[redacted]ence at the McAllen [redacted]

PARKING & SECURITY SERVICES

- Provided security services seven days a week district wide.
- Managed the collection of lost and found property for all STC campuses.
- Completed twenty-five parking event request districts wide.
- Provided crosswalk services at Pecan campus.

SURVEILLANCE CAMERAS

- Continued maintaining, upgrading, adding, and replacing cameras district wide
- Continued working with Facilities, Planning, and Construction on arranging camera locations for renovations and remodels districts wide.
  - New Portable for Child Care Center in MVC.

JAG EXPRESS SERVICES

- Yellow Line: service between Pecan, Technology, and NAH campuses.
- Green Line & Route 60: service between Starr and Pecan campuses.
- Attended Regional Transportation Advisory Panel Committee meeting.
- Submitted Transportation report to the Lower Rio Grande Valley Development Council (LRGVDC) – Valley Metro.

DEPARTMENT OF FACILITIES PLANNING AND CONSTRUCTION ACTIVITY REPORT

Ricardo De La Garza, Director

March 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF 11

FACILITIES:

- **5** Full Service Campus
- **3** Centers
- **1** On Line Campus
- **391** Acres
- **2,065,731** Sq. FT.
- **55** Permanent Buildings
- **53** Portable Buildings

RESPONSIBILITIES:

- Planning and construction of Capital Improvement Projects
- Planning and construction of Deferred Maintenance Program Projects
- Bond Construction Program Coordination
- Space Modification Requests
- Maintaining furniture standards, approval of furniture purchases, distribution of furniture inventory, and furniture replacement program.
- Staff, faculty, and furniture & equipment move requests.
- Assist faculty and staff with nameplate ordering.

CURRENT & ON-GOING PROJECTS

PECAN CAMPUS

- Ann Richards Building A Office Renovations – Substantially Complete/Staff has moved in.
- Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations - Architect Contract Negotiations and Space Programming Phase.
- North Academic and Humanities Building P Renovations for the Accountability, Risk, & Compliance and Institutional Equity Departments – Design Phase.
- Pecan West Continuing Education Building - Request of Qualifications for Architectural in progress; Civil Engineering Services for Plat under Contract; Contract Negotiations for Civil Engineering Services for Parking and Site Improvements in Progress.
- Ann Richards Administration Building A Additional Parking Lot – Design Phase.

MID VALLEY CAMPUS

- CLE Building A Renovation for Culinary Arts Program - Construction Phase.
- Workforce Building D Automotive Lab Expansion, HVAC-R Expansion and Welding Lab Expansion – Construction Phase
- Stucco Repainting – Repainting of Buildings E, F & G Completed.
- South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas – Design Phase.

NURSING & ALLIED HEALTH CAMPUS

- Campus East Building A Stair Repairs and Replacement - Construction Complete.
- East Building A Occupational Therapy Kitchen Lab Expansion Renovation - Construction Phase.

TECHNOLOGY CAMPUS

- Welding Lab Expansion - Design Phase.
- Exterior Solar Panel Structures – Construction Phase.
- Truck Driving Range Expansion – Design Phase.

STARR COUNTY CAMPUS

- Workforce Building D Welding Lab Expansion – Construction Phase.
- Workforce Building D Automotive Lab and HVAC-R Expansion – Construction Phase.
- Stucco Repainting – Substantial Completion Buildings D, E, G, H, K, L & P.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

- Safety Training Vehicles, Canopy for Students/Instructors and Fire Training area – Construction Phase.
- Skills Pad & EVOC Lighting – Construction Phase.
- Two Story Residential Fire Training Structure – Construction Phase.

BUILDING PROGRAMS	BUILDING SQUARE FEET	PROGRAM COST
Pre-2001 Bond Program	579,164	
2001 Bond Construction Program	627,942	98,700,000
2013 Bond Construction Program	511,245	159,000,000
Other Non-Bond Projects after 2001 Bond Construction Program	324,430	
TOTAL	**2,042,781**	**$257,700,000**

WHAT WE DO

KEY FACTS

STAFF 8

MISSION

The Office of Accountability, Risk, and Records Management is dedicated to supporting South Texas College through services, programs, and initiatives aimed at facilitating process improvement, accountability, risk mitigation and prevention, and adherence to records management requirements.

- Oversee the policy localization program, including maintaining all local draft policies, review cycle process, and routine correspondence on new local board adopted policies.
- Policy Liaison for the College and TASB.
- Oversee the Records Management Program including, but not limited to provides trainings, maintains policy and procedure, manages record retention center inventory, issues routine correspondence on related matters.
- Annual insurance request for proposal.
- Supports institutional assessment and implementation of safety- related procedures, policies, and operations.
- Coordinate insurance claim matters with appropriate parties.
- Performs college-wide assessments on institutional operations and procedures giving specific attention to best practices and internal/ external requirements.

CURRENT/ON GOING PROJECTS

Updating local policy CIA: Equipment and Supplies Management - Records Management

Out of 124 local policies slated for board adoption, 37 have been adopted as of March 2023.

POLICY SECTION	BOARD APPROVED AS MARCH 2023
Basic District Foundations	1
Local Governance	16
Business and Support Services	8
Personnel	8
Instruction	1
Students	1
Community and Governmental Relations	2

PURCHASING AND DISTRIBUTION SERVICES ACTIVITY REPORT

Rebecca Cavazos, Director

March 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF:

33

To secure the best value in the acquisition of goods and services; maintaining an efficient system for delivery of goods and processing of mail for College departments; and maintaining an accurate and up-to-date inventory of the College.

LOCATIONS

Pecan Campus

- Purchasing
- Contract Management
- Mail Services
- Copy Center

Technology Campus

- Central Receiving
- Fixed Assets

PURCHASING

- Prepared RFPs/RFQs: FY2022 - **72** and FY2023 – **60**
- Completed **660** Purchase Orders March 2023
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **371** Airfare Purchases in FY2023

CENTRAL RECEIVING

- Completed **294** deliveries totaling **4,180** boxes/packages
- Completed **15** Faculty/Staff moves
- Prepares surplus property for auction or disposal

FIXED ASSETS

- Approved **291** new assets
- Adjusted **147** existing assets
- Coordinates the Annual Physical Inventory

CONTRACT MANAGEMENT

- Reviewed and Revised **34** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts

MAIL SERVICES

- Process **7,527** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **63,824** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY23 Purchase Orders	5,465	$52,875,596.60
2	College Assets	22,338	$417,939,035.07

OFFICE OF INSTITUTIONAL EQUITY ACTIVITY REPORT

Todd C. Nelson, MBA, JD, Interim Title IX Coordinator
Brenda Muñoz, Institutional Equity Investigator

March 2023

SOUTH TEXAS COLLEGE

TITLE IX

TitleIX@southtexascollege.edu

TITLE IX WEBSITE
https://www.southtexascollege.edu/title-ix/

WHAT WE DO:

- Promote an environment of respect, diversity, inclusivity, and equity for all members of the campus community.
- Ensure compliance with relevant federal and state laws.
- Develop and implement policies and procedures.
- Offer trainings and educational opportunities.

CURRENT/ON-GOING PROJECTS:

Administer and track mandatory training for incoming students.

Oversee compliance for Title IX, Section 504, and grievance processes including intake, outreach efforts, supportive measures, investigations, and pregnancy and parenting appeal requests.

Host college-wide events to promote Title IX and Section 504 topics.

Create and deliver custom training to faculty and staff on Title IX/ADA/504/-Diversity, Equity, and Inclusion.

POLICIES/ PROCEDURES:

POLICY 4216 - Sex Discrimination, Sexual Harassment, Domestic Violence, Stalking and Retaliation Prohibited
https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf

DAA - Employment Objectives Equal Employment Opportunities
https://admin.southtexascollege.edu/president/policies/pdf/4000/4205.pdf

TITLE IX PROCEDURES
https://www.southtexascollege.edu/title-ix/files/Title-IX-Procedures.pdf

SECTION 504/ADA GRIEVANCE PROCEDURES
https://www.southtexascollege.edu/accessibility/504-grievance-procedures.html

SB 212 REPORT:

Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252 the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

Please see the link below for the latest SB 212 Report.

https://www.southtexascollege.edu/title-ix/annual-reports.html

OFFICE OF HUMAN RESOURCES ACTIVITY REPORT

Alicia Correa, Interim Director

March 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Place to view Employment Opportunities; finding forms, guidelines, and procedures for STC.
- Provide Employee Relation services: process payroll and compensation; provide Employee Benefits information to the new hired.
- Holding a recruitment and hiring event, training and meeting.

TOTAL EMPLOYEE BY LOCATION - 04/10/2023

HEADCOUNT BY LOCATION

	PCN	TECH	NAHC	MIDVAL	STARR	RCPUBL	HS	TOTAL
ADMIN	66	3	1	3	1			72
FT-STAFF	708	76	51	83	56	6	1	324
PT-STAFF	109	24	40	24	13	3	33	606
WS	67	9	9	24	22			981
FACULTY	307	94	95	64	31	11	4	246
DUAL	2				0	1	321	131
TOTAL	1259	206	196	196	123	21	359	2360

CURRENT/ON-GOING PROJECTS

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

EMPLOYEE COUNT: 5

- Completed and Submitted the Human Resources portion of the Integrated Postsecondary Education Data System (IPEDS) report.
- Created the Position Classification for PeopleAdmin reengineering process.
- Active employee record digitization 85% complete.
- Participated in Anthology ERP (Enterprise Resource Planning) discovery.
- Participated in Oracle Cloud refresher ERP (Enterprise Resource Planning) demonstration.
- Attended the Ellucian Live 2023 conference.
- Discussed DocuSign automation with DocuSign consultants and IT (Information Technology).
- Met with Vector Solutions solution engineers to resolve ongoing data issues.
- Met with RAS (Research Analytical Services) and IT to discuss the data warehouse and mapping solutions.

TALENT, LEARNING & ONBOARDING

EMPLOYEE COUNT: 4

- Participated in various training opportunities discussing topics such as, Emotional Intelligence Trainings, Disability Awareness, Employment Onboarding, E-verify User Training, and Fair Labor Standards Act.
- Prepare logistics for events, such as, South Texas Leadership Academy (STLA), Safety Month, Jaguar Academy, Fall Convocation, Ambassador Cross Training Academy, 2023 Adjunct Job Fair, Years of Service Awards.
- Meeting with Departments for Custom Trainings. (Inclusivity Training, Personality Awareness, Team Building)
- Hosting various trainings on topics such as, Family and Medical Leave Act (FMLA), Employee Leave Benefit
- Actively screening, clearing, and preparing applications.

COMPENSATION & PAYROLL

EMPLOYEE COUNT: 6 + 1 WORK STUDY

- Processing of monthly and semi-monthly payrolls as well as special payroll for the retention stipend.
- Participated in excel training refreshers and various other LinkedIn Training modules.
- Attended Ellucian Live 2023 Conference in New Orleans.
- Attended various meetings regarding different ERP (Enterprise Resource Planning) systems such as Oracle and Anthology.
- Worked with Dual Credit staff to get the most up to date teaching locations for our Dual Credit Faculty and updated Banner to reflect changes.
- Attended Position Classification codes meeting with HRIS for the revamping of our current codes.
- Attended Payroll and Compensation team meeting to discuss pending items and to do list.
- Attended meeting with Accounting Group Supervisor Vanessa Balderrama regarding the dismissal of the direct deposit pre-note process.
- Met with employees requesting a salary review requests or questions regarding their salary.
- Worked with Employee Relations on gathering data for pending investigations.
- Reviewed and completed 20 plus compensation worksheets for new hires and transfers.
- Worked on the Texas Association of Community Colleges survey report.
- Worked on Legislative Budget Board survey report.

BENEFITS

EMPLOYEE COUNT: 5

- Transmitted 1095-C file for calendar year 2022 via Internal Revenue Service's online portal.
- Presented in a hybrid setting to full-time employees (120 participants) regarding an overview of current leave policies and procedures.
- Attended the Family and Medical Leave Act training provided by the Department of Labor.
- Participated in the Ellucian Live 2023 Conference in New Orleans, attended sessions pertaining to benefit administration in current ERP system.
- Participated in discussion of possible new supplemental benefits for full-time employees.
- Conducted new hire orientation for all incoming full-time and part-time employees.

EMPLOYEE RELATIONS (ER)

EMPLOYEE COUNT: 4

- Presented on Exempt Classification to the South Texas College Guided Pathways team (8 participants total).
- Participated in the Department of Labor presentation regarding the Family and Medical Leave Act for Human
- Resources Administrators, Managers and Benefits Team.
- Participated in the Texas Workforce Commission's Texas Conference for Employers Employment Law Update in Harlingen, Texas covering topics including Texas Workforce Commission claims, policy handbooks, and other best practices.
- Met on the discussion of the Americans with Disabilities Act process for employees with the South Texas
- College Interim Director of Human Resources and worked with Benefits Manager to implement new procedures to obtain better information and increase efficiencies.
- Shared new hire evaluations to those departments that present at full-time new hire orientation to better identify what items resonate with participants and what items may need improvement.

STAFFING

EMPLOYEE COUNT: 7

- Presented during Prepare to Become a Dual Credit Faculty Workshop Spring 2023.
- Collaborated with Talent and Learning and Academic Affairs for 2023 Adjunct Fair Planning.
- Worked on testing Staff, Faculty and Adjunct postings on PeopleAdmin Reengineering.
- Assisted with hiring staff, faculty and direct wage employees.
- Attended Enterprise Resource Planning for Oracle and Anthology Sessions.
- Weekly staffing meetings to communicate pending items and weekly deadlines updates
- Prepared for April Job Fairs : RGV Hires Hidalgo County, Starr County Industrial Job Fair, STC Career Expo, STC Adjunct Job Fair.
- Worked on Faculty Renewal Notices for April distribution.

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE FACT SHEET

George McCaleb, Director

March 2023

SOUTH TEXAS COLLEGE

CAMPUS	BUILDING/ ROOM NO.	PROJECT DESCRIPTION	PROJECT COST
Pecan	X-218	Create new storage rooms, replace flooring	$10,649.65
Pecan	F-176	Update cabinets and flooring in break room	$9,805.31
Pecan	B-116	Update cabinets and flooring in break room	$6,323.04
Pecan	A	Complete change order in President's Administrative Staff area	
Pecan	A-103/ 106/111	Relocate doors and extend storage room. Combine 111 and 120 to convert into Jag Studio.	$4,500.00
Tech	A-210/211	Remove wall to combine two rooms into one	
MVC	A	Remove & replace existing circulation desk	

KEY FACTS

STAFF 146

Responsible for the operation of all physical facilities to support the mission of South Texas College.

- **Custodial Services:** provides a high standard of cleanliness and services for all campuses
- **Energy Management Services:** energy conservations program
- **Environmental, Health & Safety Services:** promotes safe best practices with all rules and regulations
- **Maintenance Services:** ensures all facilities are well maintained and follows a PM program
- **Operations Contract Services:** oversees all contracts for facility related services
- **Operations Inventory Management Services:** maintains an inventory management system
- **Auxiliary Services:** Bookstore Services, Snack Vending, and Soda Vending

FACILITIES SUMMARY

Pecan Campus
17 Buildings
27 Portable Buildings
824,986 Square Feet
147.76 Acres

Mid Valley Campus
10 Buildings
7 Portables Buildings
357,881 Square Feet
53.37 Acres

Starr County Campus
13 Buildings
3 Portable Buildings
247,813 Square Feet
63.78 Acres

Regional Center for Public Safety Excellence
1 Building
5 Portable Buildings
27,708 Square Feet
67.22 Acres

Technology Campus
4 Buildings
5 Portable Buildings
295,738 Square Feet
33.57 Acres

Dr. Ramiro Casso Nursing Allied Health Campus
3 Buildings
3 Portable Buildings
222,132 Square Feet
15.60 Acres

Pecan Plaza
3 Buildings
66,523 Square Feet
5.6 Acres

System Office
1 Building
22,950 Square Feet
2.98 Acres

FACILITIES MAINTENANCE SERVICES
MISSION STATEMENT

The Maintenance Department of South Texas College will provide support services for the purpose of maintaining a well-functioning and safe facility that is conducive to a quality learning and work environment for all who encounter the college. The Maintenance Department will conduct all its business in a manner that is integral to the overall mission of the college and provide assistance to all who require the services from the Maintenance Department.

CUSTODIAL SUPPORT SERVICES
MISSION STATEMENT

Custodial Support Services is responsible for maintaining a clean environment within all buildings maintained by South Texas College, including cleanliness of the interior, entryways, porches, steps, etc., of all academic and administrative buildings. We perform our daily cleaning in a variety of areas such as classrooms, hallways, offices, labs, examining rooms, athletic areas, special technical areas, restrooms, stairwells, patios, porches, steps and entrances. We provide exceptionally clean and sanitary environments for South Texas College students, faculty, staff and visitors committed to achieving excellence in teaching, learning and service.

Academic Affairs

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. RICARDO SOLIS, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	APRIL 19, 2023
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2023 – MARCH 28, 2023

DR. ANAHID PETROSIAN
VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- South Texas College – App development with Swift/Apple, March 1
- Attended ERP System - Anthology Executive Session, March 2
- International Concurrent Enrollment Partner: Saint George Prep School, March 2
- Instituto Piaget Reynosa - MOU Signing of Dual Credit International Agreement, March 2
- Council of Chairs Open Forum for Academic Affairs - Spring 2023, March 2
- Institutional Leadership Council (ILC) Meeting, March 3
- Meet with Division Deans regarding chair compensation, March 6
- Attended STC Dual Credit Programs- Edinburg CISD, March 9
- Met with OPOD Director to discuss awards and upcoming events for Spring semester, March 10
- Learning Outcomes Update Meeting, March 20
- Meeting with BPST Dean on new facility Shah Center for Cosmetology, March, 21
- Hispanic Women's Network of Texas' 2023 Hispanic Women Making History Awards celebration, March 21
- OVPAA Support staff training, March 23
- Meet with Shah Center owner Nora Shah on behalf of Cosmetology, March 23
- Continuing Education Activities Non-credit offerings at STC, March 27
- MSITB discussion on InsideTrack partnership and the training, March 27
- Academic Council Meeting-Inside Track discussion, March 27
- STC & UTRGV Collaborative: Workgroup Co-Chairs Meeting, March 28
- Meeting with NAH Dean on McAllen Nursing Funds, March 31

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- 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 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
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard

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

DIVISION DEAN'S REPORT:

- Institutional Planning and Effectiveness Committee (IPEC) meeting, March 1
- Starfish GPS Monthly meeting, March 1
- Roundtable conversation regarding Credentials of Value with Sarah Jensen from Commit Partnership, March 1
- We Can Tx Program Enhancement Grant Kickoff, March 2
- Pharr EDC Foundation Board meeting, March 2
- Institutional Leadership Council (ILC) monthly meeting, March 3
- Valley Symphony Orchestra gala, March 3
- Emerging Technologies assessment discussion, March 6
- Participated as a panelist for discussion on Supporting Economically Disadvantaged & Non-traditional Learners, part 5 of 6 series, March 7
- UTRGV Talent Search and STC Career Exploration planning session, March 7
- BPT Division IE Plan Development workshop, March 7
- NIMS Board meeting, March 9-10
- Learning Outcomes Update meeting with Deans, March 20
- Technology Campus wall signage discussion with PR & Marketing, March 20
- Discussion of Shah Center contract, March 21
- LLSS Advisory Group Meeting, March 23
- Meeting with Student Government Association, March 23
- March Division Leadership Team meeting, March 23
- Aligning non-credit offerings at STC, March 27
- Inside Track meeting and DHSI grant update, March 27
- Academic Council Meeting, March 27
- TACTE 2023 Conference, March 29-April 1

Project Manager

- Noble Scholarship Meeting, March 2
- Assisting Cosmetology program chair with facility set-up, March 7
- Public Safety Continuing Education Process Mapping Meeting, March 8
- JET Grant Meeting with Grant Office and Public Safety Program Chair, March 8
- Attended 2023 Manufacturing Career and Expo, March 9
- TEAMS Cosmetology Orientation, March 9
- Kenedy Memorial Foundation Scholarship Meeting, March 20
- Texas Association of College Technical Educators - TACTE Conference in Grapevine, TX, March 28-31

DEPARTMENT/PROGRAM REPORTS:

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- McAllen Field Hearing Preparation Discussion, March 2
- BPST Division IE Plan Development Meeting, March 7
- Met with Pharr Training Coordinator Sgt. Vargas to discuss possible police academy class in Spring 2024 at Mid-Valley Campus, March 8
- Attended BPST Division Leadership Meeting, March 23
- Attended Faculty Senate Meeting, March 28

Major Activities:

- RCPSE Flammable Liquid and Gas Fire Training Area, Canopies for Students, and Safety Vehicles Bi-weekly Construction Meeting, March 1
- Attended My One Flow payment option demo presentation, March 8
- Spoke with TEEX Training Director Paul Vogt regarding possible Emergency Medical Response Classes, March 9
- RCPSE Flammable Liquid and Gas Fire Training Area, Canopies for Students, and Safety Vehicles Bi-weekly Construction Meeting, March 29
- Tour by Texas Workforce Commission Labor Commissioner, March 30

External Visits

- Met with McAllen Fire Interim Chief to discuss training partnership MOU, March 2
- Met with Pharr Gun Club Personnel to discuss possible lease of their facility, March 7
- Met with Weslaco Fire Chief regarding firefighter training partnership MOU, March 20
- Met with Roma Police Chief for follow-up on Ballistic Shield course conducted previous week, March 21
- Met with Edinburg Interim Fire Chief to discuss facility lease agreement for Edinburg Fire Training Facility and MOU for fire training partnership, March 28

Accomplishments:

- 24 students completed and became certified Intoxilyzer Operators, March 8

Events held at RCPSE:

- Drug Interdiction Assistance Program, February 28-March 2
- Trauma Informed Peer Facilitator Completion, March 3
- Glock Armorer's Course, March 2
- Biology Department Active Shooter Class, March 3
- Intoxilyzer 9000 Operator School, March 6-8
- Congressional Hearing, March 15
- Police Simulator Demonstration for PSJA Memorial Students, March 22
- RCPSE Tour for Edinburg North Students, March 24
- Morris Middle School Tour, March 27

Upcoming RCPSE Events:

- Arrest and Control Tactics Instructor Course, April 10-14
- Fire Vent Trailer Familiarization Course (La Joya), April 15
- Basic Telecommunicator Academy, April 17-May 5
- Narcotrafficker: Fundamentals of Interdiction, April 17
- Texas Law Enforcement Peer to Peer Network Training, April 19-21
- Public Safety Expo, April 28

Guided Pathway Specialist – Business

- Student contacts and advisement activities:
    - 136 Telephone contacts
    - 308 Personal emails
    - 2060 Email reminders
    - 39 Student registrations
    - 32 Students advised
    - 15 Graduation audits

- 8 Student meetings
- 4 Financial aid addendums
- 2 Signed degree plans
- 12 Course substitutions
- 2 Events
- 8 Meetings
- 1 Training

Guided Pathway Specialist – Public Safety

- Student contacts and advisement activities:
  - 126 Telephone contacts
  - 570 Personal emails
  - 84 Students registrations
  - 59 Students advised
  - 2 Student Meetings (In-Person)
  - 8 Division/Program meetings
  - 5 Trainings

Guided Pathway Specialist – Technology

- Student contacts and advisement activities:
  - 24 Students registered
  - 243 Email contacts
  - 23 Phone contacts
  - 16 Students advised
  - 9 Student meetings (In person)
  - 201 Starfish contacts
  - 2 Campus tours
  - 4 Course substitutions

Emerging Technology Simulation Specialists (ETSS)

- The VR Lab met with representatives of META on their Meta Quest Pro Headset, March 1
- E.T.S.S. attended a Small Unmanned Arial Vehicle Training with SOARD Solutions, March 6
- McAllen ISD Regional Day School Program for the Deaf Tour of VR Labs, March 6
- STC CTE Sign Language Interpreter Tour of VR Labs, March 7
- VR Lab participation in AEDT CTE Open House, March 9
- Coordinate with IT Department on troubleshooting Interplay thru STC's internet network, March 20
- Design Class VR Lab Reservation, March 21
- DBT zSpace Discovery Meeting, March 22
- Morris Middle School Tour of VR Labs, March 27

Advanced Manufacturing Technology

Major Meetings & Events

- Participated at a STEM for Girls Day at Juan De Dios Salinas Middle School, March 1
- Interviewed for the Women's History Month Feature, Department Chair, March 2
- Presented to students at Mission Veterans H.S. over AMT department, March 2
- Hosted an I AM Conference workshop with Region One, Department Chair, March 8
- Hosted the Annual Manufacturing Career and Expo, 10 manufacturers and 100 students attended, March 9Met and toured RBC Bearing company located in Reynosa, MX with sites in the U.S., looking to hire AMT graduates, March 9

- Worked on an interdepartmental project for the Culinary Arts dept., March 21
- AMT Tour – Edinburg CISD Gear Up Program, March 22
- AMT Tour – Sharyland ISD, March 22
- Meeting over Tenure for Workforce faculty Discussion representing BPST, March 22
- AMT Department Tour for Morris Middle School, March 27
- Met w/ IDEA Alamo Counselors and AMT interested senior

- student, March 27
- AMT Department started AI for Workforce, Cohort 18, March 28
- Attended the Highlight Visit from Educate Texas and CTE directors at Palmview P-Tech, through AMT dual credit partnership, March 28
- Attended the Texas Talent Connection event with Commissioner Demerson from Texas Workforce Commission at Pecan Campus, March 29
- Attended the career fair at Hidalgo ISD, recruitment activity for AMT and Mechatronics, March 31

Architectural & Engineering Design Technology

Major Meetings & Activities

- AEDT faculty attended the FOCUS Academy, March 1
- Field trip to Water Walk community in McAllen, TX for students in architectural design course, March 2
- WE CAN TX -Program Enhancement Kickoff, March 2
- Faculty participated in Workshop #266359: Zen and the Art of Rubric Maintenance, March 3
- Santa Maria High School Career Day, March 3
- South Texas College - Jobs for the Future (JFF): 2023 WE CAN TX Program Enhancement Grant Technical Assistance, March 3
- Panelist participant in Prepare to Become a DCF Workshop - Spring 2023, March 4
- Tour: McAllen ISD Regional Day School Program for the Deaf, March 6
- BPST Division IE Plan Development Workshop, March 7
- Council of Chairs Meeting, March 7
- Open House Preparations, March 7- 8
- Faculty attended the LRGV AIA Community Service Committee Meeting, March 9
- AEDT faculty hosted an Open Lab for students needing access to lab computers and/or assistance from instructors, March 10
- Coordinated with Job for the Future Education Director to schedule Kick Off meeting, March 20
- Scheduled NoticiasRGV Morning Show Interview for Surveying & Geospatial Technology Program, March 20
- Tour: Sharyland ISD, March 22
- Spring 2023 - Dual Credit Programs Program Chair Update, March 24-31
- Tour: Morris Middle School, March 27
- Jobs For the Future Kick Off Meeting, March 28
- Faculty attended the Hidalgo ECHS Career Day, March 31
- Spring 2023 - Dual Credit Programs Program Chair Update, March 24-31

Departmental/Student Recognitions: Community Outreach:

- AEDT faculty attended the LRGV AIA Community Service Committee Meeting, March 9
- AEDT faculty attended the Santa Maria High School Career Day, March 3
- AEDT Faculty attended the Hidalgo ECHS Career Day, March 31

Upcoming Travel, Meetings, and Conferences: LRGV-AIA Scholarship Fundraiser Golf Tournament, April 14

- NoticiasRGV Morning Show Interview for Surveying & Geospatial Technology Program, April 14
- Adjunct Fair, April 15
- AEDT Job Expo, April 20
- Workforce Summit, April 21

Automotive/Diesel Technology

- The ASE (Automotive Service Excellence) reaccreditation committee attended the Automotive ASE Education Foundation Reaccreditation Meeting, March 1
- Gathered information and updated NATEF reaccreditation section 6, March 17
- Attended the ASE Education Reaccreditation Meeting, March 1
- Attended the Deep Dive into Data Meeting, March 3

- Faculty participated in the PSJA High School recruitment presentation at the Technology Campus Atrium (In-Person), March 23
- Attended Hidalgo College High School annual career day presentations event, March 31
- Met with service manager from Rush Peterbilt to discuss internship opportunities for students, March 22
- Diesel Program Coordinator and instructor attended a Career Day event at Hidalgo Highschool, March 31

Business Administration

Major meetings/activities:

- Volunteer Income Tax Assistance program was being held at 2 different campuses by the Business Administration faculty in partnership with United Way of South Texas, March 2023
    - Departmental faculty volunteer their time helping process tax returns for the community at the Pecan Campus along with several students. They completed at total of 235 returns and $343,328 in refunds. The total of Hours Volunteered were 564 hours.
    - Departmental faculty volunteer their time helping process tax returns for the community at the Mid-Valley Campus along with student volunteers. They completed a total of 34 tax returns, totaling $58,273

- Economics and Accounting faculty represented the Business Administration department at the Santa Maria High School Career Day, March 3
- Business Administration and Economics instructor represented the Business Administration department at the Hidalgo Early College High School Career fair, March 31
- Economics instructor presented at the League of Innovation Conference, March 14
- Economics instructor presented at TACTE Annual Conference, March 31

Culinary Arts

- Mid-Valley Culinary Arts Renovation Construction meeting, March 1
- Culinary Arts department and students raised around $900 for STC Student Pantry with Pasta and Pastry Event, March 7
- Economedes High School toured our Pecan campus kitchens and surveyed current students about the program, March 7
- Pastry courses prepared sweet bites for Art department's Artist Talk: Guerrilla Girls and promoted the Culinary Program at the pastry table, March 7
- Capstone students prepared 80 lunches for Career Expo, March 8
- Department toured Valley View ECHS and Valley View High School for potential Dual Credit opportunities, March 22
- Hosted two cooking demonstrations at Onion Fest in efforts to increase enrollment, March 25
- Catering students hosted a pop-up restaurant consisting of 4 courses, March 28
- Mid-Valley Culinary Arts Renovation Construction meeting, March 29
- Participated in a Career Fair at Valley View Early College High School, March 31
- Participated in the 2nd Annual Diabetes Awareness hosted by STC NAH, March 31

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

Major Meetings:

- Met with Texas A&M and IAM department representatives to discuss Construction Summer Camp, March 1

- Chair and Assistant Chair met with Lightcast representative to discuss skillabi website, March 2
- Construction Supervision (CNBT) hosted the McAllen High School Tour, March 6
- Met with FESTO/ATC representative to go over solar and wind trainers available, March 7

- CNBT Program Coordinator attended the San Benito Career Fair, March 8
- CNBT Program Coordinator attended La Joya Career Day, March 9
- Attended CNBT Program advisory committee meeting, March 22
- CNBT met with Edcouch Elsa for Dual Enrollment Eligibility, March 23
- Met with Division Compliance and Accreditation Liaison to go over badging options, March 23
- The CNBT hosted students from Morris Middle School, March 27
- Attended Dual Enrollment Chairs meeting, March 31
- HVAC instructor participated in the Hidalgo ISD Career Day Event, March 31
- CNBT attended the Roma Career fair, March 31

Major Activities:

- Communicated with advisory committee member about ASHRAE student chapter, March 28

Cosmetology

- Buenos Dias Valle interview, March 2
- Meeting for Cosmetology orientation, March 3
- BPST Division IE Plan Development Workshop, March 7
- Meeting for Shaw facility, March 7
- Student orientation, March 9
- Students received toolkits, March 21

Human Resources/Office Administration

- Santa Rosa High School Career Fair - Assistant Chair presented and manned the Office Administration table at Santa Rosa H.S., talked with students about academic pathways, and shared her experiences in the classroom. Socorro put together a give-away basket for one lucky student as part of shared prizes, March 3
- Rio Net Age & Disability Advisory Council Chair joins 25 other members of the council to discuss the opportunities provided to special populations of single parents in need of after school care while attending classes at South Texas College. The presenter shared details and information from the McAllen Boys & Girls Club, resources online, and their purpose in the community, March 8

- Mayor Joe V. Sanchez Memorial Book Festival - The HR and Office Administration Program support the Weslaco Public Library by donating books from both disciplines. Both programs engage with the community at the Mid-Valley campus with the goal of increasing awareness of the degree plan offerings, March 11
- The HR program Supports MVC Campus – Miss Texas Onion - During the break, the MVC Campus Administrator hosted Miss Texas Onion during her promotion of labor jobs of Farm Road 1015 onion fields by which Department Chair shares her personal experience of farm labor jobs with HR students helping them to understand the local union LUPE.

- Early Registration hosted by Business, Guided Pathways Specialist, BPST - With the help of the division GPS, the department was able to host students who were invited to attend the early registration event. Faculty in attendance were Office Administration Assistant Chair and Human Resources Specialist instructor – to assist students with advising and registration for Summer/Fall 2023, March 20

Law Enforcement

- Trainings attended FS Instructor attended Rio Grande Valley Firefighter Fire Marshall Association training, March 11 & 12

- External Visits to schools, agencies, etc.
  - Santa Maria High School Career fair, March 23

  - All Hazards Conference – Fire Academy 30 visited, March 23-24

- Recruitment activities
  - Fire instructor conducted agility tests as part of the fire academy entrance exam.
- Participation in Community Events
  - Assisted with the car fire trailer and setting up at the McAllen Convention Center for the All-Hazardous Conference
- Major Activities
  - Hosted Houston Fire Department for recruitment opportunity, March 1
  - Midland Police Department came to do a recruitment presentation for the 30th Full-time Academy, March 20
  - Paralegal Program participated in Career Day at Hidalgo Early College High School, March 31
  - RCPSE Tour for PSJA Memorial HS law enforcement students (45 students), March 22
  - RCPSE Tour for Edinburg North HS law enforcement students (30 students), March 24
  - RCPSE Tour for McAllen Morris MS Gear Up students (45 students), March 27
  - Accomplishments
  - LE Instructor attended the pinning ceremony at Mission PD for Lazaro and Pena, March 7
  - LE Instructor attended the pinning ceremony at Stafford PD for Ponce, March 10

- Meetings

- DC met with Department Chair for STC's Operations Management Program to discuss pathways for LE students seeking bachelor's degrees, March 9
- Paralegal Instructor met with Law Office of Abel Hinojosa; law office hired a paralegal student from our program. Law office of Abel Hinojosa looking to add another entry level legal assistant, March 20
- Paralegal Instructor met with Attorney of Law Office of Jones, Galligan, Key & Lozano as they are looking to hire an entry level legal assistant. They also want to continue to work with the Paralegal Program for future placement of students in entry level paralegal positions as they become available, March 23

Upcoming Events:

- Public Safety & First Responder Expo, April 28
- Law enforcement advisory committee meeting, April 11

Welding

- March 2023 has a lot to offer our South Texas College Welding Program. This includes donations, and invitations to our welding facility to give our students more opportunities.
- Spring Break Show Off - South Texas College Welding Department donated this Custom Cut and welded this surfboard. This was presented at the RGV VIPERS game, March 11
- Some of our Welding instructors volunteered to donate water for more information about our Welding Program. People that would pass by would be offered water in exchange for information. This is how the department proudly promotes the program, March 11
- The Welding Program hosted a WELDING Virtual Reality Simulation at the Technology Campus, March 22
- The Welding program participated at the Technology Campus Career Fair. We shared information about our Structural and Combination Certificate as well as our Associate's degree. All of what the program offers to students was present this day along with any other questions that students wanted answered, March 23

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Attended the final day of the AAC&U Conference on General Education, Pedagogy, and Assessment, March 1
- Participated in a Roundtable Conversation on "Credentials of Value" conducted by Commit Partnership, March 1
- Presented a paper on the film adaptation of the novel Fight Club, for the STC English Department's 2022-2023 Lecture Series, March 2
- Participated in the IOER Team Check-In call with our Institute Coach to review progress to date on our institutional OER initiatives, March 2
- Hosted the annual Catch the Next's ASCENDER Program Site Visit, March 6
- Presented to the EWDC on our Guided Pathways work, March 7
- Attended sessions of the THECB's Open Education Week, March 7 – 9
- Met with counterparts from UTRGV and UT Arlington regarding prospective OER grant opportunity March 14
- Attended Region One's Annual College, Career, and Military Readiness Symposium, March 22
- Participated in the Library and Learning Support Services Advisory Committee meeting, March 23
- Presented to the BPST Division Leadership on General Education courses and AAS degree requirements, March 23
- Presented to Academic Council on our Guided Pathways work, March 27
- Prepared proposal for partnering with Texas College Bridge in offering College Prep courses, March 29

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies (CMAS)

- Coordinators of the CMAS, continued discussions with the Americo Paredes Book Award Recipient for potential dates for the writer to speak with students, faculty and staff.

- Preparations were initiated for the *Tradiciones 2023 – San Antonio*. The Ballet Folklórico (BFSTC) was invited by the San Antonio Folklife & Dance Festival to partake in its 65th annual festivities. The troupe traveled to San Antonio, TX, March 25

- Met with the McAllen Convention Center staff to discuss event details for the 2023 South Texas College Folklórico & Contemporary Dance Competition scheduled for April 15-16
- Met with the vendors for the trophies and t-shirts that are given to participants of the annual competition as well as with the Public Relations staff to discuss designs for the t-shirt and banners used for the competition.

Art

- The exhibition, *She Roars!* and associated events, were held throughout the month. *She Roars!* was made possible in part through a grant received from Humanities Texas, the state affiliate of the National Endowment of the Arts. The event is a collaboration between the STC Art Department and the STC Library Art Gallery, with support from the International Museum of Art and Science (IMAS), the University of Texas Rio Grande Valley (UTRGV), and the McAllen Public Library, March 7 – April 5
- The Art Department, in collaboration with the Library Art Gallery, hosted the internationally renowned artist, Kathe Kollwitz, for an artist's reception in Building B, and an artist's talk in Building U as part of the programming for *She Roars!*, March 7
    - The artist talk may be viewed at: https://youtu.be/ll6fBmbDbWo

- The Art Department, in collaboration with the Library Art Gallery, hosted a workshop and roundtable discussion at the International Museum of Art and Science to engage the community on various social topics, March 8
- The Art Department in collaboration with the Library Art Gallery hosted a roundtable discussion, *Oh, How They Roar! Women in the Humanities*, as part of the programming for *She Roars!* at the Gremlin in downtown McAllen, March 21
- Department Chair was interviewed by KRGV's *Buenos Dias Valle* and invited the public to our *She Roars!* programming at STC, March 7
    - The interview may be viewed at: https://www.krgv.com/news/la-entrevista-evento-de-stc-celebra-el-mes-internacional-de-la-mujer/

- The Art Department, with the help of Guided Pathway Specialists, and facilities provided by the CLE, hosted a registration drive with Visual Arts and Graphic Arts majors at the Pecan and Mid-Valley campuses. Students in Art classes were directed to a common room where they discussed degree plan options, registered for Summer and Fall classes using JagNet, and discussed transfer opportunities, March 27 – 30
- Chair attended the Spring board meeting for the Texas Association of Schools of Art (TASA) where he presented the completed *TASA Spring Newsletter* showcasing TASA's Fall conference, and discussed upcoming programming. Mr. Jason Bly from MSU also proposed creating a transfer pathway with our students after the meeting, March 31
    - The newsletter may be found at: Cabinet Reports - OneDrive (sharepoint.com).

- The STC Student Art Club has been revived with new Faculty as advisor. The first meeting was attended by 20 students (and included non-art majors). The group is enthusiastic about forming connections within the student base, promoting the program through events and outreach, and opportunities for artistic and professional development through workshops. The Art Club hosted a table at the *She Roars!* reception to encourage others to participate.

- Faculty presented at Midwest Art History Society's (MAHS) annual conference in Milwaukee, Wisconsin. She was one of four panelists presenting during a session titled *"Co-curation and Co-creating with Community Advisory Groups. Her presentation was titled Uproar! The Art of Social Engagement: Collaborating with Communities"*. March 30 – April 1
    - Conference schedule may be found here: https://www.mahsonline.org/display/files/mahs-2023-program.0313.pdf

Music

- The Music Department gave a Faculty Showcase Recital featuring the diverse specializations of STC Music Faculty in the Cooper Center Theater, March 6

- STC percussion student, was featured as the STC student of the Week, March 14
- The Music Department hosted Dr. Rebecca Coberly, UTRGV voice faculty, for a voice masterclass in the Cooper Center Theater, March 24
- Guitar Instructor, gave a demonstration at San Benito High School. March 25
- Department Chair and STC Jazz students performed for the Sharyland All-Access registration event in the Student Union Cafeteria, March 29

Theatre and Dance

- Faculty attended the Memorial for Dr. Marian Monta at UTRGV which was organized by Dr. Monta's family and the University's Theatre Program. Dr. Monta was a huge supporter of the College's Drama Program and South Texas College Theatre. She played an instrumental part in bringing Dr. Jack Carroll to the Valley and encouraging him to start our program at the College. She was very dear and close friend to all of us. Dr. Monta passed away in July 2020. It has taken some time for the family and the University to plan this event in a way which would best honor Dr. Monta, March 4
- Chair met with other community members and artists in planning the 2nd Annual South Texas Latinx New Play Festival which will be held June 22 – 24. The festival will showcase emerging Latinx playwrights and their new work. The event will make space for staged readings to occur so playwrights can hear the dialogue and see the audience responses so they can further develop their work. Three plays will be selected for staged reading with a play from last year's festival being produced and directed in the Black Box Studio. *Somewhere in the Miles* by Jose M. Pereyra will be produced by the Theatre & Dance Department and will be shown after the staged readings in the Black Box Studio. Performance of *Somewhere in the Miles* will be held June 22 – 24. March 6

- Chair attended the State of the City of Address in Edinburg. As core members of the One Nation/One Project which is in collaboration with the City of Edinburg's Library and Cultural Arts staff, attendance showed support for their colleagues, March 9
- Faculty are currently conducting rehearsals with the STC Dance Collective for their Spring 2023 production. The dance production will be held in April 21st and 22nd.

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

DIVISION DEAN'S REPORT:

- Attended meeting to discussion Operations Management International initiatives, March 1
- Attended STC Library Summit, March 1
- Discussion with Lone Star College, March 2
- MOU Signing of Dual Credit International Agreement, March 2
- Attended Council of Chairs Forum for Academic Affairs, March 2
- Institutional Leadership Council meeting, March 3
- CLE and Distance Learning Academic Coaching, March 6
- CTN Ascender Site Visit, March 6
- Attended Science Mill Summer Camp meeting, March 6
- Attended STEM Planning meeting, March 8
- AACC Session planning, March 8
- Attended OER THECB meeting, March 8
- Prosperity Task Force meeting, March 8
- Attended Bachelor Program new student orientation, March 8
- Attended micro-credential presentation, March 9
- HB1636 discussion, March 16
- Traveled to Austin to testify for HB1636, March 19-20
- Online Orientation Tour, March 21

- Bachelor's Programs Recruitment Process update, March 21
- Attended 3rd Annual College Career and Military Readiness Symposium, March 22
- LLSS Advisory Group meeting, March 23
- Engineering Summit at SPI, March 23-24
- Attended meeting to discuss InsideTrack training, March 27
- Academic Council meeting, March 27
- Participated in sessions with InsideTrack, March 28
- Attended bachelor program presentation with City of Edinburg, March 30

Project Manager

- STC Journey Map Partnership Meeting, March 1
- Distinguished Leadership Academy, March 2
- Bachelor Program discussion with Lone Star College, March 2
- IT Expo walk-through meeting, March 7
- Attended DLA Project Check-In, March 7
- Held STEM Planning meeting, March 8
- STC Journey Map Partnership meeting, March 8
- STC and Insidetrack meeting, March 9
- Attended Student Journey Mapping Kickoff Session, March 20
- Bachelor's Programs Recruitment Process, March 21
- Held STEM Planning meeting, March 22
- InsideTrack meeting, March 23
- Attended IT Expo, March 24
- Inside Journey Map On-Site Visit, March 28
- TimeClock Plus Online Training, March 30
- STEM Summit Planning meeting, March 30
- Attended DHSI Focus Group meeting, March 31

BACHELOR PROGRAMS:

Computer Information Technologies/Computer Science

- Meeting with Division Academic Coach and Guided Pathway Specialist to Discuss New Flyers for Departments, March 2
- Meeting with Lone Star College, March 2
- Participated in RGV Girls Code Camp at Pecan Campus, March 3
- Attended CLE & Distance Learning Academic Coaching Information Session, March 6
- STC Online Workshop: Building an Ecosystem on a Foundation of Excellence, March 7
- STC Online Workshop: Exempt, March 7
- Attended March 2023 Learning Community Event-Google Career Certificate Meeting, March 7
- Attended STC Online Workshop: Apps to Increase Accessible Course Content, March 7
- Participated in STEM Planning Meeting with MSITB Project Manager, March 8
- Bachelor New Student Orientation, March 8
- Participated in JFF & South Texas College Meeting, March 9
- Attended Student Journey Mapping Kickoff Session with Kandra Maldonado via Zoom, March 20
- STC Online Orientation Tour with Don Sears, March 21
- Google Project Management Meeting, March 21
- College-Wide Curriculum Committee Meetings with Curriculum director, March 21
- Participated in Google Coursera Site Admin Meeting, March 22
- Attended STC Online Workshop: 2023-2025 IE Plan Cycle within Xitracs, March 22
- Attended STC Online Workshop: Open Labs for 2023-2025 IE Plan Development, March 23
- Participated in Expanding Opportunities for Currently, Formerly Incarcerated Learners & Workers Webinar, March 27
- Attended STC Bachelor Programs Presentation at Edinburg City Hall Council Chambers, March 30

Operations Management

- Met with STC Global Market Development Manager to discuss establishing an International Interchange between students in International Business Seminar class and Mexican Institutions of Higher Education, March 1
- Participated in discussion with Lone Star College faculty regarding the creation of Bachelor Programs, March 2
- Met with Law Enforcement Department Chair to discuss mutual recruiting and marketing opportunities, March 8
- Attended the Prosperity Task Force, Mentorship Sub-Committee meeting, March 8
- OPMG let STC Bachelor Program's presentation at STC Regional Center for Public Safety Excellence to the Police Academy cadets, March 9
- Attended planning meeting for the Youth Leadership Summer Camp, March 21
- Participated in the Focus Group for new CTL, March 24
- OPMG led STC Bachelor Program's presentation at the City of San Juan City Commission Chambers to San Juan City department directors, March 29
- OPMG led STC Bachelor Programs presentation at the City of Edinburg City Commission Chambers for Edinburg city employees, March 30
- OPMG led STC Bachelor Program's presentation at the Hidalgo Early College High School for Career Day, March 31

Organizational Leadership

- Participated in the CBE Discussion with Lone Star College, March 2
- Participated in the Faculty Senate Newsletter committee to review the newsletter draft, March 8, 22
- Attended the ACE Fellows Panel webinar, March 8
- Participated in the Texas Women in Higher Education Conference Committee meeting, March 8
- Bachelor Programs New Student Orientation, March 8
- Competency-Based Education Network (C-BEN) Board of Directors meeting, March 10
- Facilitated the Capstone II Pre-Graduation Celebration Dinner, March 10
- Online Orientation Tour by Advantage Design Group, March 21
- Participated in the Bachelor's Programs Recruitment Process, March 21
- LOC Subcommittee meeting: Assessment, March 22
- Participated in the BASOL, MHSM, and OPMG meeting to work on the 2023-2025 IE Plan Development, March 24
- Met with Distance Learning regarding the DL Newsletter article on CBE and Bachelor programs, March 29,
- Participated in the AAWCC Board meeting, March 29
- Participated in the Student Journey Map Wrap Up, March 30

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- FTF Ten-Year Forecast 2023: Changing the Register: Reimagining Enterprise, March 1
- Leveraging Social Annotation in the Age of AI, March 2
- Attended Workshop #268896: Council, March 2
- Phase 3 – Biology Department (continuation of the Civilian Response Workshop), March 3
- Facilitated Biology Lab Site Visit-Vanguard Rembrant Secondary, March 6
- Attended proposal to increase SI Support availability, March 6
- Science Mill Summer Camp, March 6
- Artist Talk: Angela Dominguez
- Attended STEM Planning meeting, March 8
- Model Key Project meeting, March 10
- STARTREC Introductory meetup, March 10
- BAW Neuroscience, March 14
- Attended Brain Awareness week-Opiods, March 16
- STC Biology Lab Visit, March 21
- STEM Planning meeting, March 22
- LOC Subcommittee meeting: Core Objective EQS Improvement Plan, March 23
- Attended review NSF Grant, March 27

- Summer Mill Meeting, March 28
- Attended PR Outreach Mission Junior High, March 31
- Facilitated Spring 2023-Dual Credit Program Chair Update

Cybersecurity

- Attended meeting at Vantage Bank for the RGV InfraGard Open Forum, March 8
- Attended a meeting with FBI Agents to discuss future internships for students, March 10
- Meeting with Fortinet to discuss the Fortinet Academy for Fall 2023, March 10
- Meeting with Qualys to discuss their cybersecurity certifications options, March 20
- STEM Planning meeting, March 22
- LOC Subcommittee meeting, March 23
- Attended the Intro Night meeting of the FBI Citizens Academy, March 30

Physical Sciences and Engineering Department Chair

- Met with the geology faculty and discussed adding ENVR1401 Environmental Science I and ENVR1402 Environmental Science II courses to the STC course inventory and reviewed teaching interests of the faculty and the textbook options for these courses. March 1
- Met with the director of learning outcomes and discussed PLO Assessment plans of Engineering and Physics programs, March 6
- Physics and Engineering Student Success Specialist and Lab staff organized an outreach table in Pecan Building G and promoted department programs and courses, March 7
- Organized presentations covering engineering education, career preparation, and training for departmental Advising Days webinar series. Presenters include STC Alumni Engineering majors, now working in RGV as Board Certified Engineers in the public and private sectors, March 7
- Physics and Engineering Student Success Specialist and Lab staff organized an outreach table in Pecan Building G and promoted department programs and courses, March 7
- Attended STEM summit planning meeting, March 8
- Physics and Engineering Student Success Specialist and Lab staff organized an outreach table in Pecan Building G and promoted department programs and courses, March 7
- Organized presentations covering geology and physics education and research opportunities for departmental Advising Days webinar series. Presenters include Chair, Physics and Geology Department and one Physics Faculty member, TAMUK, March 9
- Attended Workshop #269651: Civilian Response to Active Shooter, March 10
- Attended McGraw Hill Virtual Labs for Physics - Digital Review meeting, March 10
- Attended Open Lab for 2023-2025 IE Plan Development, March 20
- Attended STEM summit planning meeting, March 22
- Participated in the 3rd Annual College, Career and Military Readiness (CCMR) Symposium at the Region One Education Service Center, March 22
- Organized a presentation covering environmental science education and research opportunities for departmental Advising Days webinar series. Presenter was Professor of Geology, School of Earth, Environment, and Marine Sciences, UTRGV, March 22
- Participated in the Student Journey Map Workshop's Phase Two Session, March 28
- Attended Open Education at Texas Community Colleges webinar, March 29
- Met with two students to discuss faculty-student conflict, March 29
- Participated in the Student Journey Map Workshop's Wrap up session, March 30

Mathematics

- Attended IPEC Meeting, March 1
- Girls Discovering Math Advisors Meeting, March 1
- Attended TCCTA, March 2-4
- Cengage and MacMillan textbook presentation, March 3
- Open Education Week, March 8
- Lumen One South Texas College Implementation Check in, March 9
- Attended IPEC/ILC Debrief, March 9
- Civilian Response to Active Shooter workshop, March 10
- Student Journey Mapping Kickoff Session, March 20

- Mathematics Planning 2023 Ascender Spring Seminar, March 23
- Lumen One Planning South Texas, March 27
- Student Journey Map Phase Two Session, March 28
- Student Journey Map Wrap up, March 30

Information Technology

- Celebrated Texas Girls STEM Day, March 1
- Attended Keys to Understanding Credible Sources Webinar, March 6
- Program Chair attended Technology Testing Fee meeting, March 6
- Attended IT Expo Meeting, March 7
- STEM Planning Meeting, March 8
- Session I course design webinar, March 15
- Attended Session II Interaction and Collaboration, March 21
- STEM Planning Meeting, March 22
- Attended Session 3 - Assessment Design, March 23
- IT Career Expo, March 24
- IT Leadership Meeting, March 29
- Attended Cengage Conference virtual workshops, March 30-31

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended the Texas Community College Teachers Association (TCCTA) and Texas Organization of Associate Degree Nursing (TOADN) Annual Conventions held in Houston, March 1 – 4
- Worked on the grant semi certification for the term of September – February.
- Worked on the biannual report for the Car Perkins Grant.
- Attended the CLE and Distance Learning Academy Coaching Information Session, March 6
- Attended meeting with the associate dean for the Division of Nursing at Salt Lake Community College to discuss development and implementation of the RN to BSN Program, March 6
- Followed up on work for the Organization for Associate Degree Nursing (OADN) Board, OADN DEI Committee, and Philippine Nurses Association of South Texas - RGV.
- Attended the OADN Board of Directors Meeting, March 7
- Worked on RN to BSN Program materials for Utah Community College, March 8
- Worked on completing the Self-Study Report for the Texas Board of Nursing (TBON), March 8
- Attended the Avoid Correcting APA Style Writing Mistakes webinar, March 8
- Attended the OE Week – Part 1: Research to Resources: Collecting Useful Data webinar, March 8
- Attended the OE Week – Part 2: Research to Resources: Information OER Initiatives webinar, March 8
- Attended meeting with the digital services manager to discuss migration of the NAH Division website, March 8
- Attended meeting with representatives from Avkin Healthcare Simulation, March 9
- Attended the Advancing Higher Education with Industry Micro-Credentials webcast, March 9
- Attended the meeting with the IRE & SP project manager to debrief the ILC Meeting and discuss progress on the Institute for Professional Excellence in Coaching (IPEC) groups, March 9
- Attended the OE Week – Through the Eyes of Our Stakeholders: Faculty and Student Experiences with OER webinar, March 9
- Attended the Civilian Response to Active Shooter workshop, March 10
- Attended the OADN DEI Committee Meeting, March 13
- Reviewed the Notice of Funding Opportunity for the Health Resources and Services Administration (HRSA) nursing workforce grants.
- Reviewed proposal for the 2024 – 2025 Academic Calendar.
- Attended the Paths to Institutional Prosperity at a Time of Constrained Resources webcast, March 15
- Attended meeting with representative from UWorld regarding NCLEX test prep, March 21

- Attended the Competency-Based Teaching for AACN Essentials: Using Screen-Based Virtual Patient Simulation to Meet Competencies webinar, March 21
- Attended the IT Leadership Panel: Exploring 5 Key Trends in Higher Education webinar, March 21
- Attended the It Starts with Me! workshop on social emotional learning, March 21
- Attended the TechByte: Poll Everywhere PowerPoint workshop, March 22
- Attended meeting to discuss the STC Clinic, March 22
- Worked on the Nursing Shortage Reduction Program (NSRP) Grant GEER II Mid-Year Report.
- Attended the STC-Plan 2023 PATHS Pathfinder Academy meeting with representatives from Region One ESC, March 23
- Attended the Onion Fest, an annual health fair for the community, held at the Memory Boulevard Event Center in Weslaco, March 25
- Attended the InsideTrack Training meeting, March 27
- Attended the If the Time Comes: Closing a College Wisely webcast, March 27
- Attended the Addressing Diabetes as a Community Panel Discussion hosted by South Texas Health System and Prominence Health Plan, March 28
- Attended the Harnessing the Power of AI in Education webinar, March 28
- Attended the Transforming Institutional Effectiveness: A Unified, Data-Driven Approach to Align Investments and Strategic Planning webinar, March 28
- Attended the Defining the Impact of the Metaverse in Higher Education webcast, March 29
- Followed up on the Pathways Aligned to Health Science (PATHS) MOU.
- Attended the Texas Talent Connection Check Presentation ceremony, March 30
- Attended the Diabetes Symposium hosted by South Texas Health System and Prominence Health Plan, March 31
- Attended meeting with staff from the Business Office, Human Resources, and OVPAA to discuss allocation of the McAllen Nursing Fund, March 31
- The NAH Student Recruitment and Student Success Team represented the NAH Division at the career fair held at Roma High School, March 31

DEPARTMENT/PROGRAM REPORTS:

Vocational Nursing

- Faculty and advisors attended the McAllen High School Senior Presentation Day. They provided students information about the program and answered questions. In addition, a few VN students attended to speak about their experience with the program, March 1
- Faculty and advisors attended the Idea Rio Grande City Career Day Fair. They provided students with information about the program and benefits of becoming a nurse to help the community, March 24

- Assistant program chair appeared on KRGV Buenos Dias Valle to invite all community members to attend the Diabetes Awareness Symposium held at the NAH Campus, March 24
- Students along with their instructor attended the Onion Fest, an annual health fair for the community, held at the Memory Boulevard Event Center in Weslaco. The students conducted over 250 checks of blood glucose levels and provided visitors information about the risks of diabetes, March 25

- Students along with their instructor attended the Rio Grande City Color Rain Dash Run and Health Fair. Students provided visitors with checks of their blood sugar, oxygen, and cholesterol levels. They also provided visitors with information about the risks of diabetes, March 25

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- TCCTA Conference, March 1 – 3
- Attended CTN Ascender Site Visit, March 6
- Attended Tableau + South Texas College, March 7
- ISD DC Option to offer Personal Trainer Certification, March 8
- Learning Outcomes Update Meeting, March 20
- South Texas College & Tableau: Demonstration, March 20
- Attend LLSS Advisory Group Meeting, March 23
- CDC Oversight Committee Meeting, March 28

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- Members of the Child Development Club joined the staff at The Children's Bereavement Center in their advocacy for providing the community with empowering services. Child Development and Early Childhood majors volunteered at the Children's Bereavement Center Open House in McAllen, Texas. During the Open House event, the students demonstrated marketable skills as they greeted attendants, passed out information, and facilitated the sign-in and smooth transition from the tours to the Fellowship Hall, March 2

Education

- EDUC students rocked their socks on to help raise awareness on World Down Syndrome Day. We wore our bright, colorful socks to represent the many ways that individuals with Down Syndrome make our world brighter. The awareness day is held because Down Syndrome, also known as trisomy 21, occurs when a person has a 3rd copy of the 21st chromosome. Students were prepared to spread an awareness of Down Syndrome and the importance of including those individuals in our classrooms and communities when asked about their bright socks. It was a day to remember that everyone is different, and that being different is a great thing! March 21
- Many of the CLOs in EDUC 1300 center around the concept of self-awareness. In addition, emotional Intelligence, and specifically self-awareness, are important skills to have as future educators. OPOD graciously agreed to allow the EDUC students an opportunity to collaborate with their STC faculty, and to benefit from the presentation. Many students took advantage of this opportunity and joined with Mrs. Clark in the discussions and activities at the workshop. We are looking forward to more opportunities for faculty-student professional development collaboration in the future! March 21

Psychological Science

- Starr County Campus Administrator chose PSYC faculty representative of this art committee, along with staff members from different areas (Student Activities Specialist, Counselor, CLE Tutoring Center Supervisor). During the meeting, it was decided that the money allocated to the campus for artwork will be used to create a mural in Building E academic building – for the mural to illustrate the pathway to the success – a painting of a student studying, graduating, then being successful. Other ideas were to also incorporate the STC logo, Jaguar, and local school district's logos. The mural will be right across from the Starr County Historal Sites Wall on the 1st floor of Building E

- PSYC Faculty arranged for students from his PSYC 1300: Learning Frameworks as well as from PSYC 2301: Introduction to Psychology, to attend a special guest speaker presentation hosted by the Education Department-Library at South Texas College. On February 27th from 3-4 PM Lisa Jones, founder and CEO of Eyes on the Prize Leadership Coaching presented a DISC Personality Types Training Workshop at the Pecan Student Union Ballroom to 38 faculty, staff, and students --- 16 of which were Mr. Rodriguez' Psychology students. Personality, personality styles, and trait theory represent themes in both Learning Frameworks and Introduction to Psychology classes, and this workshop allowed students to explore John Maxwell's DISC Model focusing on the dominant (D), influencing (I), compliant (C), and steady (S) personality styles including their strengths, obstacles as well as strategies for communicating with each style in academics, careers, and in relationships. Students benefited with a greater understanding of their own personality styles as well as with knowledge of how to better communicate with family, friends, coworkers, and society.

- The Great Condom Giveaway is a bi-annual event on the Mid-Valley campus sponsored by the Mid-Valley Psychology Club and Valley Aids Counsel. March 7-8
- Department of Psychological Science faculty attended the Culinary Arts Pasta and Pastries event benefiting the STC food pantry at the Pecan Campus. PSYC faculty spoke with culinary students about their culinary experiences and how psychology and culinary arts converge in the field of neurogastronomy, March 7

- PSYC Faculty attended two Career Day, Roma ISD Ramiro Barrera Middle School and Roel & Celia Saenz Elementary School. He 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 the Starr County Campus Psychology Club, March 8-9

- PSYC Instructor participated a Career Day and College Fair at RGC Grulla ISD veteran Middle School and Roma ISD HS, Master of Ceremony for the 6th Annual Autism Living Awareness Fest and other college service events.

- The Department of Psychological Science Outreach Committee and the Guided Pathway Specialists collaborated to set up a Summer and Fall 2023 Priority Registration Event for our students on Pecan Campus in building T Room 1.704. In total, 73 students had the opportunity to get personal assistance on advising and register for their Summer and Fall 2023 courses, March 29-30

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

External/Outreach Activities:

- Participated at the Saint George Prep. School – MOU Signing of International Concurrent Enrollment Agreement Event and Institute Piaget Reynosa – MOU Signing of Dual Credit Integrational Agreement Event, March 2
- Victory XR meeting to finalize the expectations for our membership in the Virtual Reality Meta Cohort
- Participated at the NC-SARA Data Reporting: Exclusively Distance Education Enrollments and Out of State Learning Placements Workshop, March 7
- OER Course Marketing Workshop, March 6
- Prosperity Task Force, Opportunities, Meeting, March 8
- TX OER Workshop, March 8

College-Wide Activities:

- Meeting with VP Plummer to discuss the Victory XR cohort and project, March 7
- Inside Track, Coaching Powered Leadership meeting, March 9, March 28
- Digital Signage Meeting with Educational Technologies, March 21
- Participated in the 2023-2025 IE Plan Workshop-Academic Advancement, March 22
- Met with the Psychology Department to offer possible student research opportunities, March 24
- Met with PR to discuss Web page changes, March 22, follow-up, March 28
- Presented proposed department name change (Digital Learning) in Academic Council Meeting; March 27
- Planning meeting for AY 23-24 Program Review options with Quality Matters
- Discussed Dual Credit Professional Development options with OPOD team members, March 30

DL Office Activities:

- Participated in the South Texas College Bb Data and Blackboard Analytics Gathering Requirements Meeting, March 27
- Develop the Distance Learning work schedules for full coverage, March 27
- Met with PR and Marketing staff for DL Online Website discussion and planning Meeting, March 28
- Revised job expectations for the Instructional Design Team, coaching manager, and team members to increase the modernization of the Blackboard Look and feel, March 31

DIRECTOR'S REPORT:

- Participated at the Saint George Prep. School – MOU Signing of International Concurrent Enrollment Agreement Event and Insituto Piaget Reynosa – MOU Signing of Dual Credit Integrational Agreement Event, March 2
- Met with Academic Operations Officer to discuss office modifications to room 121, Jagstudio and A106, March 6, 10, 22 and 30.
- Met with PR staff for DL Online Website discussion and planning Meeting, March 7.
- Participated at the NC-SARA Data Reporting: Exclusively Distance Education Enrollments and Out of State Learning Placements Workshop, March 7
- Met with IT Application Manager to discuss ILP upgrade to AWS, March 9.
- Develop the NC-SARA renewal application membership form, March 22.
- Participated in the South Texas College Bb Data and Blackboard Analytics Gathering Requirements Meeting, March 27
- Develop the Distance Learning work schedules for full coverage, March 27
- Met with Director of Dual Credit Scheduling to assist upgrading the Dual Credit Blackboard Module, March 29.

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for all Spring 2023 courses and faculty/student enrollments through ILP Admin, March 1 - 31
    - Batch upload for all drop students in term Spring 2023 courses through the Blackboard integration, March 6, 13, 20, and 27

- Created 9 Spring 2023 minimester courses crosslist requests in Blackboard, March 1-31
- Updated information modules and pop-ups in Blackboard, March 1-31
- Updated the institutional hierarchy for all Spring 2023 term, March 1-31
- Updated Blackboard Assist resource page, March 1-31
- Troubleshoot gradebook settings and exams, March 1-31
- Updated the Training and Development Manager on Blackboard's production server, March 1-31

- Distance Learning Portal
  - Modify dean/chair reports on dashboard.
  - Fix bugs/errors
  - Updated faculty certification list.
- Distance Learning Ticketing PowerApp
  - Fix bugs/errors
  - Added booking calendar

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	340
Helpdesk Phone Calls received by DL Staff:	252
Social Intent – Distance Learning Chat	60
Blackboard Support Chats/Calls:	37
Total	**689**

- **Trainings/ Workshops/ Professional Development**
  - Training
    - Course Reports, Accessibility Score and Organize your course list view, March 6-8
    - Blackboard Ultra using Release Conditions, visibility features and accessibility via the roster, March 22-24
    - Managing your Course Content, March 27-29
    - Student Success workshop on Effective Note-Taking.
    - Student Success workshop on Interactive Reading.
  - Workshops
    - Participated at the Inside Track Coaching one-on-one workshop.
    - Participated at the CLE Coaches plan & review Student Success Note-Taking Workshop.
- **Student Success Activities:**

Type of Service	Number of Students Visit
• General Advising	116
• Telephone/ Text Contacts:	100
• Virtual Campus Advising Email:	71
• Radius Inquires:	110
• Register Online Students	2
• Register TxDOT Students	25
• Academic Coach Sessions:	55
• Email Reminders Sent:	4,535
Total:	**5,014**

DISTANCE LEARNING MEETINGS:

- Blackboard's Service Delivery Manager Session, March 7, 21 and 28
- Participated at the Starfish GPS monthly meeting, March 1

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

DEAN'S REPORT:

- Presented on Dual Credit Programs during the Library Summit Spring Convening with partnering school district librarians, March 1
- Hosted a Deep Dive into Dual Credit Programs Training for approximately 10 Edcouch Elsa ISD Counselors which was tailored by each department presenting on resources and support provided for dual credit student and partnering school districts, March 2
- Held a follow-up planning meeting with Valley View ISD Administration to expand career technical program offerings, March 3
- Dual Credit Programs along with Region One will be creating a Family Playbook that includes vital information for dual credit students and their families, March 8
- Dual Credit Programs along with Public Relations hosted the Annual Public Information Officers Meeting which included marketing guidelines and commencement details, March 9
- Dual Credit Programs Leadership along with Vice President of Academic Affairs met with Edinburg CISD Leadership regarding STC Dual Credit Programs data and program, March 9
- Hosted the STC Dual Credit Programs ISD Off-Site SACSCOC Session for approximately 50 attendees, March 22
- Hosted the Spring 2023 Dual Credit Programs Program Chair Update, March 24 & March 31
- Attended the Palmview P-TECH Site Visit with Educate Texas and CTE Directors across Texas who sought insight on the best practices for the designated campus, March 28

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff hosted a TexPREP Program Information Session for Ramiro Barrera Middle to recruit Year 1 students from Roma ISD. Twenty-four (24) parents attended the virtual session, March 1
- Staff attended a CTE Student Information Session at Mission Veterans HS, which consisted of staff providing an overview of the Advanced Manufacturing Certificate Pathways, college resources, and services, March 2
- Staff coordinated and attended a site visit from Mission CISD Administration to the Pecan Campus to view Culinary Arts Program facilities and equipment, as the district is in the process of applying for the JET Grant, March 3
- Staff attended and presented at the Edcouch-Elsa Counselor Training hosted by Dual Credit Programs, which was attended by middle school counselors, high school counselors, and administrators, March 2
- Department coordinated a visit to the Valley Baptist Micro-Hospital in Weslaco for DEMSA Seniors. Eight students from the Mid Valley Campus had the opportunity to attend the visit, which consisted of a tour of the facilities, learning about the various health care professions, and meeting doctors and registered nurses that provided insight into their educational journey and their corresponding profession, March 3

- Staff hosted Friday Workshops for Academy Students at the Pecan Campuses, March 3:
  - Pecan Campus:
    - Thirty-nine (39) Juniors and Seniors attended a workshop hosted by Rio Grande Valley Aids Council Representative. The workshop focused on helping students understand cultural competence and humility, as well as how they may impact their future careers.
  - Mid Valley Campus:
    - Forty-two (42) Juniors attend the Student Leadership Academy hosted by the Student Activities Department.
    - Six (6) DEMSA Juniors participated in the Pathways in NRSC and Academic Careers to Civil Engineering and Agriculture Students (PANACEAS) Webinar Series sponsored by USDA, NIFA, and REEU Program.
    - Twenty-five (25) Seniors attended a workshop focus on working on scholarships in preparation for university transfer after program/college and high school graduation.

- Fourteen DEEA junior students attended a College Tour to Texas A&M University at Kingsville which consisted of department presentations and activities provided by Engineering Department Faculty. All students were provided an overview of available engineering programs, admission's presentation, received information pertaining to application timelines, and institutional scholarships. Moreover, the Engineering Department organized individualized program presentations to showcase each engineering field and the students visited the lab classrooms associated with each program, March 10

- Staff held a meeting with Edcouch-Elsa ISD CTE Director to discuss CTE Programs of interest in Construction Supervision and Automotive Technology. Staff scheduled lab site visit by the corresponding program chair to assess school district facilities, March 21
- Staff coordinated and attended a lab site to Valley View Early College High School and Valley View High School Facilities for Culinary Arts, which was attend by the Program Chair to assess the site, March 22
- Staff coordinated and attended a lab site to Edcouch-Elsa High School Facilities for Construction Supervision, which was attend by the Program Coordinator to assess the site, March 23
- Staff utilized the Starfish Progress Survey #1 Report to identify Dual Enrollment Academy Students with academic concerns and conducted the following Case Management:

Campus	Case Management
Pecan Campus	19
Mid Valley Campus	26
Total	45

- Staff hosted Friday Workshops for Dual Enrollment Academy Students at the Pecan Campuses, March 24:
    - Mid Valley Campus:
        - Twenty-eight (28) Juniors attended the Student Leadership Academy (SLA) hosted by the South Texas College Student Activities Department.
        - Twenty-eight (28) Seniors attended a Financial Literacy Workshop hosted by the South Texas College Career & Employer Services Department.

DUAL CREDIT ACADEMIC PATHWAYS:

- The following Counselor Trainings and District Meetings were held in March:

Date	District	Type
March 2	Edcouch Elsa ISD	Counselor Training
March 6	Juarez Lincoln HS	Counselor Training
March 7-8	La Joya ISD	Counselor Training
March 8	Mercedes ISD	Leadership Meeting
March 9	Edinburg CISD	Leadership Meeting
March 28	South Texas ISD	Leadership Meeting

- Director and Dean working closely with Dual Credit Enrollment Services Staff to identify enrollment processes and design expectations for Dual Enroll Software specifically on FERPA approvals and an alternative to Apply Texas application process.
- Director has worked with South Texas ISD to create an approved Virtual Academy for their student population interest in offering the Business Certificate and Business Management transfer program.
- Staff is finalizing the process of evaluating all May perspective graduates which includes advising students that are 96-98% degree works compliance, making schedule changes as needed and communicating ceremony information.

- Staff attended the various PSJA ISD Strategic Data meetings where PSJA administration discussed their internal metrics and progress with South Texas College.
- The following sessions were held in March:

Event	ISD
Enrollment support	Edcouch Elsa ISD
Student Advising/ Audits	Robert Vela HS
Student Advising/ Audits	Sharyland HS
Student Advising/ Audits	Edinburg North
Student Advising/ Audits	La Villa ECHS
Jagnet-Degreeworks training	PSJA T-STEM
What is GPA? Workshop	All Schools
Enrollment support	Sharyland SA3
Student Degree Audits	La Joya ECHS
Student Degree Audits	La Joya Thelma Salinas
Student Degree audits	Juarez Lincoln HS
Student Degree audits	Donna T-STEM & ECHS
Student degree audits	Mercedes T-STEM

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Presented at the Edcouch Elsa ISD Counselors Training on Dual Credit Scheduling and Enrollment Services, March 2
- Presented in the STC Dual Credit Programs ISD Off-Site SACSCOC Compliance Session. March 22
- Dual Credit Scheduling Staff finalized and emailed The SACSCOC Verification Forms for the Academic Year to each respective partnering ISD.
- Presented in the Spring 2023 Dual Credit Programs Program Chair Update meeting, March 24 & 31
- Dual Credit Enrollment Services attended the following events, as shown below:

	School	Purpose
March 1	Nikki Rowe	Dual Credit Enrollment Updates
	La Villa	Student Information Session
	Juan Diego Academy	Dual Credit Enrollment Updates
March 3	Edcouch Elsa	Dual Credit Enrollment Updates
	Weslaco HS	Dual Credit Enrollment Updates
March 6	Donna	Dual Credit Enrollment Updates
	Juarez Lincoln	Dual Credit Enrollment Updates
	Mission HS	Dual Credit Enrollment Updates
	PSJA Ballew	Dual Credit Enrollment Updates
March 6 & 7	La Joya ISD	Pathways/Enrollment Update
March 7	PSJA SW	Dual Credit Enrollment Updates
	La Joya Jimmy Carter	Parent Information Session
March 9	Roma HS	Dual Credit Enrollment Updates
	McHi	Dual Credit Enrollment Updates
March 10	Economedes	Dual Credit Enrollment Updates
	Weslaco East	Dual Credit Enrollment Updates

March 20	Edcouch Elsa	Dual Credit Enrollment Updates
	La Joya High School	Dual Credit Enrollment Updates
March 21	Mercedes MECA	Apply Texas Drive
	La Joya ECHS	Apply Texas Drive
March 22	Mercedes ECA	Dual Credit Enrollment Updates
	Mission HS	Apply Texas Drive
	PSJA North	Apply Texas Drive
	PSJA ECHS	Apply Texas Drive
	PSJA Collegiate	Apply Texas Drive
	PSJA SW	Apply Texas Drive
	PSJA Memorial	Parent Info Session
	La Villa	Dual Credit Enrollment Updates
March 23	PSJA Memorial	Apply Texas Drive
	PSJA North	Apply Texas Drive
	PSJA North	Dual Credit Enrollment Update
	PSJA ECHS	Apply Texas Drive
March 24	PSJA SW	Apply Texas Drive
March 27	PSJA Memorial	Dual Credit Enrollment Update
March 28	PSJA ECHS	Apply Texas Drive
	RGC ISD	Dual Credit Enrollment Update
	PSJA TJ TSTEM	Parent Information Session
March 29	Mission Veterans	Apply Texas Drive
	PSJA Collegiate	Parent Information Session
March 30	La Joya HS	Apply Texas Drive
	PSJA North ECHS	Parent Information Session
	PSJA Ballew	Parent Information Session

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Attended Institutional Leadership Council (ILC), March 3
- OPOD Team held a Fall Planning Meeting to prepare Professional Development for faculty & staff, March 6
- Attended meeting with Dean of Distance Learning to review Fall 2023 Adjunct Dual Credit Professional Development Day, March 22
- OPOD Team met with Human Resource Talent & Learning Manager and Coach to discuss Summer 2023 staff programs, March 27

ACADEMIES AND TRAININGS:

- Instructional Coach facilitated FOCUS Academy, March 1, 8, & 22
- Facilitated the Ambassadors Cross Training Academy, March 2, 9, 23, & 30
- Microsoft consultants facilitated Microsoft Excel and Microsoft PowerPoint Workshops for faculty and staff, March 28
- Assisted with the facilitation of Zen and the Art of Rubric Maintenance, March 2 & 3
- Associate Dean and Instructional Coach facilitated the Distinguished Leadership Academy, March 2

- Facilitated Supporting Economically Disadvantaged & Non-Traditional Learners workshop, March 7
- Assisted with the facilitation of Faighmis Amach an Ghaeilge: Discover Irish! Workshop, March 21
- Assisted STC Consultant with facilitation of It Starts With Me! workshop, March 21
- Consultants from Texas A&M AgriLife Extension Service provided training for Mental Health First Aid (MHFA), certifying the participants who attended both sessions, March 24 & 31

PROGRAMS IN DEVELOPMENT:

- Academic Affairs Assembly, August 2023
- New Faculty Orientation, August 2023
- Full-Time Faculty Teaching Dual Credit, August 2023
- Adjunct Faculty Professional Development Day, August 2023

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mr. Montez was involved with several departments and organizations district-wide.
    - Institutional Leadership Council Meeting, March 3
    - LSS Advisory Group Meeting, March 23
    - Academic Council Meeting, March 27
- Counseling Department hosted workshops and trainings for students:
    - National Self-Harm Awareness: Let's Talk Workshop, March 6
    - Safe Spring Break Blitz, March 7
    - Creative Visualization-Imagination to Reality Workshop, March 8
    - CSAS Open House, March 31
- Continuing Education hosted CPR Training for local organization employees, March 8
- OSSR hosted What's My Communication Style Workshop, March 29
- Mid Valley Advisory Committee Meeting was held for Faculty and Staff, March 30
- Biology Department hosted Health and Wellness Seminar: Six Steps to a Healthy Heart Workshop, March 3
- Psychology Department hosted Annual Condom Giveaway & Information Table, March 7 & 8
- Library Services hosted Pop Up Library Information Table, March 28

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
    - Weslaco's State of the City Address, March 1
    - Texas Onion Festival planning meetings in preparation of Annual Onion Festival, various dates
    - Weslaco Chamber Executive and Regular Board Meetings, March 21
- RGV Down Syndrome Association held a monthly meeting for local parents and families of Down syndrome children, March 6
- UTRGV GEAR UP hosted Monthly Coordinator's Meeting, March 9
- Various Universities hosted information tables for students:
    - Texas A&M Univ. Kingsville, March 1
    - Belleview University, March 10
- Economic Development Corp. & STC Continuing Education hosted an information session for CDL Program, March 30

ENROLLMENT ACTIVITIES:

- College Connections Department hosted several registration events for new/prospective students:
    - All Access Registration Event – IDEA Alamo, March 7
    - All Access Registration Event – Donna ISD, March 21
    - All Access Registration Event – Mercedes Early College Academy/Mercedes Academic Academy, March 28
    - All Access Registration Event – Weslaco ISD, March 30

- Priority Registration for Kinesiology and Education Departments held March 8 & 9
- Priority Registration for Psychology Department was held March 23
- Priority Registration for Arts Department was held March 27 & 28

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Meeting with Planning & Construction discuss plans and progress for Student Wellness Center and Diabetes project.
- Formed and met with Art Committee to begin planning on mural for E building.
- Participated in RGC Planning & Zoning Commission monthly meeting.
- Visited Starr County Workforce Commission in RGC to review referral process of job skills.
- Met with Science Mill to discuss summer camps for rural counties in Texas.
- Attended Library resources meeting for college-wide resources.
- Met with local social media platform representative to schedule informational spots for advertising.

COMMUNITY ENGAGEMENT:

- Student Activities & Wellness "Meet & Greet Student Government Association", March 1
- Student Activities & Wellness "Dr. Seuss Birthday", March 2
- Student Activities & Wellness Student Leadership Academy, March 2, 9, 23, 30
- Student Staff Mentors Staff Training, March 3&10
- BETA SIGMA PHI City Council Meeting, March 6
- Student Activities & Wellness "Spring Break Blitz", March 7
- Roma High School Tour, March 8
- Health Services Advisory Committee Meeting, March 8
- Students Rights & Responsibilities, March 8
- Women's History Month Pop-Up Library, March 20
- Men's Prayer Breakfast, March 21
- Biology Department Meeting, March 24
- "What's my communication style?" Workshop, March 28
- Mental Health Workshop for Music Club, March 28
- RGV Sector Chief Meet & Greet, March 29
- Student Government Association Signature Event, March 29
- Girls Discovering Math First Meeting, March 29
- Ascender Student Leadership Academy, March 30
- Counseling & Student Access Services "Open House", March 30

ENROLLMENT ACTIVITIES:

- Met with Dean of Social Sciences Division to offer more core courses at the Starr County Campus face/face.
- Met with Art Department about offering more Art1301 courses face/face.
- Continued recruiting current students for Fall 2023 from Welding Department
- Continued recruiting/registering core courses for Fall 2023
- Met with campus instructor for GED Program to plan future cohorts.
- Continued with Priority Registration for all students.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Met with Dr. Andrew Lofters from THECB for clarification on rule 130.008 and 61.059 regarding offering and reimbursement of specific dual credit course offerings, March 1
- Attended the Anthology Discovery Sessions for the ERP selection process, March 2
- Met with Dean of Library & Learning Support Services and team to discuss the current OER course identification and data collection process and whether modifications may be needed as we move forward with creation of the College's OER hub, March 6
- Attended the Council of Chairs meeting and presented on the draft AY24-25 academic calendar, March 7
- Attended the IE Plan Workshop for the Academic Advancement staff to brainstorm on potential goals and discuss challenges, March 22
- Attended the Degree Works Upgrade (Client Meeting) to discuss planning and testing for the upcoming release of the newest version, March 22
- Attended the Concourse Data Feeds II webinar, March 23
- Attended the SmartEvals webinar to learn about the MyFocus tool in the application, March 30
- Attended the Concourse Spring User Meeting where future product updates were revealed, March 30
- Attended the Ellucian Live 2023 Conference from March 26-29 and participated in sessions related to Degree Works scribing, College Programs of Study (CPOS) and sessions targeted on best practices.
- Conducted research on Texas Community Colleges' academic calendars and their established dates, holidays, breaks and instructional day counts, at the request of the VPAA.
- Worked on the Degree Works prerequisite audit report for Summer and Fall 2023.
- Assisted Curriculum team with scribing and reviewing revised program tracks in Degree Works for the Physics, Engineering, Philosophy and Sociology programs.
- Worked on and submitted the nomination form for the Texas Transfer Advisory Committee History FOS.
- Compiled information regarding the student survey for synchronous courses and shared with the VPAA and instructional Deans for review. The survey will be appended to the course evaluations scheduled to go out in early April.
- Worked on the THECB 3-year data collection request for Occupational Skills Awards and submitted the request by the deadline.
- Worked on adding the new ACT benchmark score for Reading/Writing to the scribe files for all courses with TSI college readiness in ELAR as a prerequisite and updating the ACT score benchmark for the MATH courses.
- Worked on and submitted the THECB Upper-Level Bachelor Course forms for new BASOL courses and submitted to the VPAA's office for signature approval.
- Worked on and sent out the Syllabi & CV Compliance Reports to the Department Chairs and Deans. As of March 9, Syllabi compliance was at 95.45% and CV compliance was at 97.33%.
- Worked on the WECM Nomination forms for architectural-related disciplines and submitted them to THECB.
- Completed updates to the Degree Works Controller tables to hide deactivated programs; this will help clean up the drop-down lists for the end users (admissions, advising, etc.)
- Worked on a status report of response rates by department for the Chair Evaluations and provided it to the instructional deans to increase our overall response rate.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Met with SmartEvals support, Howard Walters, to discuss the MyFocus feature for faculty, March 30.
- Attended the Concourse Spring User Meeting to obtain product updates, product evolution, trainings, and documentation, March 30.
- Attended the Ellucian Live 2023 conference to obtain information and updates in Banner and Degree Works on March 29 – March 29.
- Worked on establishing total contact hours and number of weeks for all 2022-2023 degree and certificates.
- Audited the Summer 2023 schedules for faculty percentages to ensure those sections with multiple instructors were at 100% responsibility.

- Completed all SEP files in Degree Works for the 2023-2024 catalog.
- Drafted instructional time calculations based on a 15-week term for both face-to-face and hybrid offerings to provide to the Director of Curriculum as part of the research of instructional day counts for other Texas community colleges.
- Managed course evaluations in SmartEvals which includes uploading reports and sending email reminders to students and faculty. Results:

Part of Term	Final Results
N5	36%
M5, N12, K1	20%
M8	48%
M2, N1	38%
N6	19%

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with program chairs and faculty to provide JagPRIDE navigation and data entry assistance, March 1 – March 31
- Met with program chairs and faculty to provide 2020-2023 and 2023-2026 PLO Assessment Plan assistance, March 1-March 31
- Met with the Pharmacy Technology Program Chair to review 2020-2023 PLO Assessment Plans, deadlines, and navigation of the PLO Revision Request Application, March 1
- Met with Director of Curriculum and Curriculum Specialist to troubleshoot a faculty inquiry regarding faculty course evaluations and email policy, March 1
- Met with the Bachelor of Science in Nursing Program Chair to discuss Course Learning Outcome and Program Learning Outcome description revisions for fall 2023, March 1
- Met with the Director of Institutional Effectiveness, Assessment, and Accreditation to review the 2020-2022 and 2022-2025 Comprehensive Operational Plans, March 2
- Participated in Anthology Discovery and Academics & Career Services sessions, March 2
- Participated in Zen and the Art of Rubric Maintenance workshop, March 2
- Participated in Institutional Leadership Council Meeting, March 3
- Participated in Getting to Know Yuja! – An Introductory Training on the Video Management Software workshop, March 3
- Met with the Automotive and Diesel Technology Program Chair to review 2020-2023 PLO Assessment Plans, deadlines, and navigation of the PLO Revision Request Application, March 3
- Met with a Diesel Technology faculty member to discuss the PLO Assessment Plan Curriculum Map and navigation of the PLO Revision Request Application, March 3
- Met with the IT Applications Specialist to troubleshoot a JagPRIDE Core Objective section not reflecting completed data entry, March 6.
- Met with the Political Science Program Chair to discuss pending JagPRIDE Core Objective Data and section updates, March 6
- Met with the Physical Science and Engineering Program Chair to review 2020-2023 PLO Assessment Plan updates and proposed revisions to the 2023-2026 assessment plans, March 6
- Met with the English Program Chair to review 2020-2023 & 2023-2026 PLO Assessment Plan deadlines, Targeted Improvement Plans, Findings, navigation of the revision request application, faculty access to the PLO Assessment Plans, and scheduling a department training, March 7
- Participated in Ambassador Cross Training Academy, March 9

- Met with the VPAA and Division Deans to provide a status update on Learning Outcome projects, March 20
- Met with the Learning Outcomes Subcommittee: Core Course Alignment to review options for the 2023-2026 assessment cycle, March 21
- Met with a Liberal Arts Learning Outcomes Committee Liaison to provide an overview of the committee, expectations, timelines, and information to share with respective meta-major departments, March 21
- Met with the English Program Chair to prep for the PLO Department Workshop, March 21
- Met with the Director of RAS to review non-introductory Core Objective course alignment representative samples, March 21
- Met with the Learning Outcomes Subcommittee: Assessment Language, Norms, and Active Participation to review faculty feedback and discuss options, March 22
- Met with IT Web Design Specialist to troubleshoot Power App issues, summary emails to the submitting parties and follow up messaging, March 22
- Met with the IT Specialist to confirm data load autorun schedule, March 22
- Participated in Ambassador Cross Training Academy, March 23
- Met with the Learning Outcomes Subcommittee: Core Objective Empirical Quantitative Skills Improvement Plan to review faculty feedback and discuss options, March 23
- Met with the Chemistry and Pre-Pharmacy Program Chair to review PLO Assessment Plans, CLOs, and upcoming due dates, March 24
- Facilitated the Design & Building Technology Department PLO Workshop with an overview of the role of faculty, data entry, selected courses, PLO skills vs course grades, data collection process, assessment plan, curriculum map, PLO summary, spring 2023 due dates to close the loop, and preparing the 2023-2026 assessment plans, March 24
- Presented at and participated in the Academic Council Meeting, March 27
- Met with the Application Development Manager to discuss the Suitable Single Sign On (SSO) and API timeline, JagPRIDE rewrite project, and review data point options for the API, March 28
- Participated in Suitable Implementation Meeting, March 28
- Met with a Liberal Arts Learning Outcomes Committee Liaison to provide an overview of the committee, expectations, timelines, and information to share with respective meta-major departments, March 28
- Participated in Inside Higher Ed Academic Portfolio Design to Drive Market Alignment and Impact webinar, March 30
- Met with the EMS Program Chair to review 2020-2023 and 2023-2026 PLO Assessment Plans and deadlines, March 30
- Facilitated the English Department PLO Workshop with an overview of the role of faculty, data entry, selected courses, PLO skills vs course grades, data collection process, assessment plan, curriculum map, PLO summary, spring 2023 due dates to close the loop, and preparing the 2023-2026 assessment plans, March 30
- Met with the Director of Curriculum to discuss updated PLO Descriptions for the 2023-2024 Catalog and timeline, March 31

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Developed SharePoint program folders with restricted access and integrated Power App for PLO Assessment Plan Revision Requests. Implemented a workflow communication system with status updates. Updated Targeted Improvement Plans and direct access SharePoint and OneDrive Folders, 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 SharePoint navigation.
- 2023-2024 Catalog – Met and communicated with faculty and program chairs regarding updated PLO descriptions. Provided the Curriculum Department a division spreadsheet highlighting revisions to PLO descriptions to update the 2023-20024 Catalog. Collaborated with the Curriculum Department and program chairs to update Program Learning Outcome descriptions and to extend the deadline to April 1, 2023 to align with the Data Summit and spring program deadline.
- Concourse Learning Outcomes Update: Continued the review of Course Learning and Program Learning Outcome alignment in spring 2023 master syllabi. Collaborating with Program Chairs on inconsistencies.

- Department Training: Provided team members Power App training to add new programs, restructuring of the Learning Outcomes Committee Teams Group and updated channels, PLO Description spreadsheet, and PLO Revision Request follow up with program chairs.
- ePortfolio: Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to trouble shoot student sign in processes. Met with Suitable and pilot study teams to discuss progress on projects.
- Handbook of Operations: Developed the JagPRIDE Instructor Audit guide, Instructor Audit, Duplicate CRNs, Canceled Course Guide, and Completed Session Audit.
- JagPRIDE Spring 2023 – Audited the data loads, mass activity inserts, updated PLO descriptions, clarified CLOs, verified PLO and CLO course mapping within JagPRIDE, and provided program chairs access to program data. Collaborated with IT to develop new audit reports for instructor and session data. Updated instructor of record and sunset sections that did not make.
    - Core Objectives: 1% (2 out of 224 faculty members) 553 sections
    - Program Learning Outcomes: 1% (6 out of 434 faculty members) 1,040 sections.
- JagPRIDE Training: Provided in meetings with program chairs and faculty, tailored to the unique needs of each program. Reviewed the data collection process, misconceptions, an overview of the assessment plan, curriculum map, PLO summary, and due dates. Shared a follow-up survey to assess content delivery and areas for improvement.
- Learning Outcomes Committee: Met with Liaisons to schedule sub-committee meetings, assign meta-major department representation, follow up on survey responses, assist in navigating the Teams meeting channels and accessing resources, created presentation with an overview of Liaison role and responsibilities, spring 2023 statement of commitment, meta-major department representation, sub-committee assignments, and follow up surveys for sub-committee meeting schedules and statement of commitment. Follow up meetings with Liaisons needing more assistance. Met with each subcommittee and reviewed faculty feedback, pending responses in the next scheduled meetings from respective meta-major departments.
- Spring 2023 Data Summit: Provided an overview of faculty feedback at the Dean's Meeting and the Academic Council Meeting.
    - Department Survey Responses: 85%
    - Favorable Responses: 100%
    - Request for Assistance: 55%

  Following up with program chairs to answer questions and provide assistance.

Reports:

- Spring 2023 JagPRIDE Instructor Audit
- Spring 2023 JagPRIDE Session Audit
- Spring 2023 JagPRIDE Data Load Audit

GRANT & PROJECTS:

- Collaborated with campuses, program chairs, faculty, and campus schedulers to schedule spring 2023 and summer 2023 courses in the ALCs.
- Collaborated with OPOD to schedule ALCs for department meetings and training. Requests approved in the PD system.
- Collaborated with departments and campus schedulers to schedule spring 2023, and summer 2023 events in the ALCs.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Mailed out invoice letters to outstanding sponsor pledges. Created and mailed out Holiday cards to all sponsors. Continued processing ANWTS donations.
    - Monetary Sponsorships (paid): $64,200
    - Monetary Pledges: $3,500
    - In-Kind Donations: $28,623
    - Tickets: $4,600
    - Silent Auction Revenue: $4,637
    - STC Employee One Time Donation: $360

- **Meetings:** Held the Valley Scholars monthly meeting on March 3
- **Volunteer**
    - **S**tudents volunteered for the Adopt A Highway Clean-Up on March 4
    - Students volunteered at the Career Services Event on March 9
- **Administrative** Sent email reminders to students regarding March General Meeting and volunteer opportunities.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Met with students that had questions and were interested in Phi theta Kappa. Send postcard invitations to students that are eligible to join PTK. Held an Information Session for new and eligible students on March 22
- **Meetings** – Held the March General meeting on March 30
- **Administrative -** Attended the Texas Regional Convention in Irving, TX with chapter members from March 9th-12th. Started making travel arrangements for PTK Catalyst convention being held in Columbus, Ohio on April 20th-22nd

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** – Followed up with Honors Faculty regarding pending documents.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Institutional Planning and Effectiveness Committee, March 1
- Starfish & Guided Pathways Specialist Meeting, March 1
- Starfish Open lab: Workshop # 268612 "Closing the Loop", March 2
- Instituto Piaget Reynosa MOU signing, March 2
- Institutional Leadership Council Meeting, March 3
- Starfish Quarterly Product Update, March 3
- Spring Break Blitz, March 8
- Starfish & IT Discussion, March 8
- Institutional Planning and Effectiveness Committee, March 9
- EAB Web conference, How Ramapo college Improved Support for Second-year Students, March 9
- Student Journey Map Kickoff Session, March 20
- EAB Web conference, Re-enrollment Recs, March 21
- Workshop #27012 Employee Leave Benefits, March 22
- Starfish Training, March 23-24
- Academic Council Meeting, March 27
- DHSI Focus Group, March 28
- Student Journey Map Phase One/Two/Three/Four, Marc 28-30

PROJECTS:

- Faculty Role and Relationships creation within the Starfish Early Alert System. The design in Starfish is designation of specific faculty cohorts to meet the tracking needs for data analysis with interventions in courses with lower pass rates and high withdraw rates.
- Process flows for Starfish and IT data formulas to meet the report timelines for Dual Credit student information. The need to improve the processing time and documentation of the process for future standards.
- Creation of new Referrals, Flags, To-Do's and success plans within the Starfish Early Alert System. Identification for the need of newer or updating former to meet the demands for faculty feedback.
- DHSI reporting requirements for semester specific activities. Reporting requirements for External Auditor formative evaluation.

- User manual for onboarding new faculty and staff, including the Blackboard course development for online user manual program.

Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	102
Flags Addressed:	14189
To-Do's:	14
Referrals: (Tutoring)	2843
Kudo's: (Paws up Jaguar)	
Notes:	5731

OLIVIA DE LA ROSA
DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Opened registration for summer camps.
- Conducted time management and customer training for all City of Mission employees and leadership training for city leadership, various sessions throughout March
- Met with City of Weslaco, Weslaco EDC and WISD to discuss launch of CDL program in Mid-Valley area, March 6
- Met with HEB Education Director to begin planning summer courses, March 8
- Conducted first class, CPR, at the A&M building, March 25

PROJECTS:

- SDF grant application for Starr County Memorial Hospital
- Finalizing selection of non-credit registration system
- Finalizing development of online GED program

LISA ALEMAN
PROJECT MANAGER – ACADEMIC AFFAIRS

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Council of Chairs Open Forum, March 2
- Attended meeting to discuss OPOD updates and events, March 10
- Met with IAED staff to discuss Gala, March 22
- Attended Academic Council Meeting, March 27
- Attended STC & UTRGV Collaborative C-Chairs Meeting, March 28

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

- Assisted with communications for Workforce Summit and developed content for printed materials.
- Assisted with communication to Deans.
- Assisted with content for press release.
- Assisted with coordination of STC & UTRGV Collaborative Co-Chair Meeting
- Began coordinating photo sessions for Faculty Spotlight
- Continued to coordinate Comprehensive Operational Plan for the OVPAA
- Coordinated Academic Council Meeting
    - Finalized agenda, handouts, and presentation.
- Coordinated updates for STC degrees/programs bi-fold and CPWE CTE booklet.
- Developed presentation proposal for Texas Pathways Institute

    - Proposal selected.
    - Began to develop PPT presentation.
- Finalized PPT for Council of Chairs Open Forum
- Reviewed STC/UTRGV MOU and (2) articulation agreements.
- Submitted request for updates to OSA webpage.

SUPERVISED DESIGN WORK: CONTENT AND/OR UPDATES

- Assisted OVPAA with academic related design projects and requests.
    - Began working on 2023 Faculty Retirement Ceremony Invitation
    - Worked on Proposed VPAA Organizational Chart updates.
    - Worked on Support Staff button design.
- Began working on Continuing Education booklet redesign.
- Continued working on Curriculum Program Proposal cover designs.
    - Massage Therapy Program
    - Veterinary Technician Program
- Continued working on Starfish Triage Approach for Flags Chart designs.
    - Single-page chart
    - Reformatted chart for PowerPoint
    - Level 1: “I need Help.”
    - Level 2: Missing Assignments
- Reconstructed Continuing Education Department logo.
- Worked on content updates for the 2022-2023 STC Degrees and Programs bifold.
- Worked on PTK Recruitment Invitation Postcard for Academic Excellence

Information Services, Planning, Performance and Strategic Initiatives

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

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. DAVID C. PLUMMER, VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)
DATE:	APRIL 1, 2023
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2023 THROUGH MARCH 31, 2023

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

- House Committee on Homeland Security Congressional Hearing

- Regional Center for Public Safety Excellence Tour with Texas Workforce Commissioner

MEETINGS

- Board Meetings
- Board Committee Meetings
- Pre-Cabinet and Cabinet Meetings
- City of Weslaco State of the City Address
- DIR Assessment Closeout Brief
- Application Development with Swift/Apple
- ERFP System – Anthology Executive Session
- McAllen Fire Department to meet new fire chief

- Budget Development
- International Concurrent Enrollment
- Mapping for International Initiatives
- Monthly Pharr Gun Club
- Community Project Funding/Appropriations
- Cosmetology Building Lease
- RGV Digital Workforce Design
- House Bill 1636 Discussion
- Connecting Minority Communities Pilot Program Kick-off
- Bachelors' Programs Recruitment Process Update
- Review Mission/Vision/Core and Strategic Planning
- IPEC Recap
- Enrollment Assumptions Discussion
- Next steps for RCPSE
- Edinburg Fire Station MOUs
- City of Pharr – RCPSE Temporary Access Entrance
- Participated in Search Committee Meeting
- Anthology Representative, Chriss Bobbitt meeting
- RCPSE site visits

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE

The Applications team is moving forward with the next set of Banner patches for a May deployment in production. In terms of self-service functionality, the team was able to publish the Student Obligation pages with Cashiers' approval. HR and IT continue to work together to create the admin and faculty letter appointment letters in an Office 365 Power Application platform moving away from Self-Service Banner. The project team has identified what tasks need to be completed before the letters are dispersed in the next coming months.

JAGNET

IT met with PR to create the agenda and schedule the first JagNet Content Committee for 2023, which will be held on April 13. Some of the pending tasks to complete are to identify what modifications need to be made in production on JagNet and Self-Service Banner for faculty functionality. Another task is to modify the colors in JagNet based on the new branding expected to come out some time in 2023. The committee will also discuss future development in JagNet which includes possible integration with Suitable to recognize milestones and digital badges that students earn.

DEGREE WORKS

The project team met with stakeholders to provide a summary of the upgraded functionality. In addition, the team approved the week of April 17 to upgrade the test environment. The project team continues to prepare for the upgrade and finalize the project plan for test and production based on the comments provided by the stakeholders. The upgrade in production is tentatively scheduled for fall 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. In addition, it would unlock and secure their accounts with multifactor authentication using their existing STC credentials.

The IT team continues to work on strategies to promote the Self-Service Password Reset Tool. The total number of users, students, faculty and staff continues to increase steadily. As part of the new email strategy, users are being encouraged to register in the new password reset tool and to download a copy of Microsoft Office Suite to their personal device. The IT team is coordinating with PR and Open Labs on this new communication strategy to assist the user to register and guide them to download a copy of Microsoft Office Suite. The IT team has confirmed dates for the spring 2023 enrollment events to promote the password reset tool and help students enroll. The IT team has participated in College Connections events at Mid-Valley, Tech and Pecan campuses.
The IT team has modified the password reset website based on the feedback gathered from the service tickets and students. The team has received positive feedback from the changes.

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 at Starr County and Tyler Junior College (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. This will ultimately allow the swapping of traffic between sites to make TJC an active site for business continuity and disaster recovery.

The IT team continued to work on the server replication between STC Pecan datacenter and TJC datacenter. After successfully replicating a server, the team began the replication of one of the Banner servers beginning with the Banner batch/job processing server. The server was replicated without any issues. The IT team continues working on reconfiguring the server to point to the Banner databases at TJC. The team was able to fix the issues with the server replication software. After opening a ticket with vendor support, they were able to restore functionality of the software. The team then restarted the server replication software for the servers.

The IT team continues to work on the authentication server for Banner. The authentication server was replicated without any issues and the team is next working on reconfiguring this server to point to the Banner database at TJC. In addition, the database EIS used for authentication services for Banner has been created and the team will next work on the configurations. The software replication has been addressed and the team is able to log in to servers at TJC. The new Banner replication servers are accessible and the team will begin working on the reconfiguration. The team will also continue working on the application reconfiguration to point to the TJC database.

The new module required for email notifications for the generator in building M was purchased by the Maintenance Department. The Maintenance team has worked on the installation of the email notifications. The generator module was configured and tested. The IT team and the Maintenance Department will continue working on making sure the notifications are working properly and the correct personnel is included in the notifications.

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 virtual software applications.
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 received the new list of students for spring 2023 and added it to the virtual group. In addition, the team started piloting the new login in three podiums to see if any feedback is received from the instructors. The Physics Department tested Pasco Capstone successfully and it is now part of the virtual desktop. The team added Note++ to the desktop pool as well.
The IT team worked on creating a new Windows 11 virtual desktop pool and it is now ready for deployment.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Renewal for DUO Telephony Credits has been completed, users have been notified as well.
- 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

- Texas DIR requested for South Texas College to submit a Prohibited Technology Policy for it to go through a review process by Department of Public Safety. This was in regards to the state mandate to block TikTok in all college's networks. Information Security has submitted the policy as a standard and currently waiting for feedback.
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- Completed our new FY annual Risk Assessments for both IT and InfoSec. It was approved by VP, Dr. Plummer. A copy of the signed Risk Assessment will be sent to Risk Management.
- Submitting all the configuration changes for the 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

- AT&T Cybersecurity Final TCF Assessment report provide to Information Technology and Information Security Program.
- Selecting Table Top Exercises for Disaster Recovery Testing.
- 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

MEETINGS

- DIR Monthly Security Meeting
- TxISAO Meeting

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

SACSCOC

- Vanguard Beethoven ECHS - Awaiting documents from dual credit
- SACS Enrollment Profile - Met with Dr. Plummer and Matthew Hebbard to discuss the international concurrent enrollment and its SACS compliance and new MOU timeline. Met with Andrew Fish to follow up the new MOU for SACS compliance

MEETINGS/TRAININGS

- IRE&SP Leadership Weekly Meeting
- Institutional Leadership Council (ILC) - Debrief the last ILC meeting and discuss the progress of the IPEC groups and collective ideas
- Data Management & Integrity (DMI) Committee – Met with Salesforce to review the Tableau demo. Pending review of Data Warehouse/Data Lake and Data Platform options (PowerBi & Tableau)
- Strategic Planning – DLA Presentation
- Virtual Reality Equipment Feedback – Final report completed. Pending presentation to Dean Lozano
- Enrollment Assumptions - Met with Dr. Plummer, VP Hebbard, and Isaac Garza to review IPEC Enrollment Group updates
- College-Wide Curriculum Committee Meeting – Met to discuss ENGL1301 and 1302
- TAIR 2023 Conference in Houston TX
- OER Course marking and Data Collection Meeting - Discussed the role of OER in the college's strategic initiatives, course making, and development of a proposal for data collection
- Review the HEP evaluation plan with Olivia de la Rosa
- Cosmetology Program - Discussion around the Shah Center visit as of the Cosmetology program facility
- Dual Credit Programs ISD Off-Site SACS Compliance Session
- TACTE 2023 Conference in Dallas TX

PROJECTS

- Organizations' Budgets – Met with the Director of IEA and RAS to discuss next fiscal year budgets

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

INSTITUTIONAL EFFECTIVENESS

- 2019-2021 & 2021-2023 IE Reports for IEA Website
  - Baccalaureate Programs
  - BPS&T
  - Liberal Arts
  - NAH
  - SAEM
  - ISPPS
- Assistance to Plan Writers on 2023-2025 IE Plans
  - Academic Affairs (Lisa Aleman)

    - Resource Development Management and Compliance
    - Communications
    - Kinesiology
    - Career and Employer Services
    - Vocational Nursing
    - Computer Science
    - Comprehensive Advisement and Mentoring Services
- Direct Support to Departments/Divisions for IE Plan Development (2023-2025)/Mid-Biennium (2021-2023) or 2019-2021 IE Plan Report Completion - Worked with OPOD to identify appropriate metrics for calculating progress on an IE Plan objective
- 2021-2023 Mid-Bi Tracking and Plan Writer List
- Mapping International Initiatives - Meeting to map the progress of the expansion of services in Mexico and plan future activities, exploring what activities attach to which departments and looking at efficiencies for arriving at desired outcomes.
- Xitracs Maintenance - 2023-2025 IE Plan cycle goes live in Xitracs
- 2022-2023 and 2024-2025 Comprehensive Operational Plans – Received documents from different departments
- Identifying Effective IE Plans for the 2019-2021 Cycle
- 2023-2025 IE Plan Cycle Workshops/Open Labs – The department performed 3 workshops and 4 open labs events with a total of 54 participants

FACTBOOKS AND DATA PORTAL

- Data Portal Update
    - College Readiness (TSI)
    - 3-Year Graduation Rate
    - IPEDS
    - Graduation Rates for the data portal
- Fact Book Update
    - SAGs updating
    - Graduation Rate
    - IPEDS
    - Graduation Rates
    - Degrees and Certificates Awarded for Completion Section

DATA REQUESTS, SACSCOC AND DATA SUMMIT

- Strategic Planning/KPI Data Support – Provided the most updated KPIs PowerPoint slides for the Dean of IRESP's presentation
- QEP Assessment Data Support – Cohort tracking data update
- Ad Hoc Discussions with RAS and/or STC Constituent(s) - Discussions revolving around student learning assessment within the general education
- Data Requests
    - Grade Distribution by Course report for Dr. Padilla-Oviedo
    - Catch the Next
    - Grades report updating for the Developmental English department
- Program Reviews Data - 2022 Program reviews' updating

MEETINGS/TRAININGS

- QEP Follow-Up
    - SENSE/CCSSE results over three survey administrations
    - Created longitudinal charts for each SAEM department/service assessed by the CCSSE and SENSE surveys over the last three administrations of the surveys. Reports compare STC results with extra-large community colleges and the entire survey cohort for that year. These will be used to support the QEP, CLNA (Perkins), and other projects focusing on performance and continuous improvement
- Data Management & Integrity (DMI) Committee - Subgroup of DMI met to review options for data visualization in light of overall data management infrastructure needs
- OER Mapping - Met with the OER team, led by Dr. Campos, regarding how STC wants to mark OER and low-cost instructional-materials courses
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning
- IEA Weekly Staff Meetings
- Institutional Leadership Council (ILC) – IPEC enrollment group issues
- Institutional Planning and Effectiveness Committee Meeting
- ERP Presentations
- 2024-2025 Academic Calendar Committee Meeting
- Institutional Effectiveness Analyst Hiring Process
- Substantive Change Support - Discussions about new programs in the pipeline (credit and non-credit)
- Ambassador Cross Training Academy (A.C.T.A) Spring 2023
- 2023 TAIR Conference in Houston TX

PROJECTS

- Enrollment Dashboard – Tableau Dashboard

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPEDS Fall Enrollment Survey

SURVEYS

- CCAMPIS Grant Survey
- CDC Parent Satisfaction Survey
- Dual Credit Stakeholders Survey
- Facilities Survey
- Faculty Satisfaction Survey
- Faculty Senate Election Survey
- Field Study Student Survey
- HEDS Alumni Survey
- New Programs Survey
- La Joya Community Outreach Survey
- Starfish Faculty Survey
- Support Services Survey

QUALITATIVE STUDIES

- CDC Focus Group
- DHSI Financial Literacy Focus Group
- DHSI Inside Track Focus Group
- DHSI Online Tutoring Focus Group
- DHSI Starfish Focus Group
- Focus Group questions/protocol - OPOD
- Focus Group questions/protocol - DHSI Online Tutoring
- Focus Group questions/protocol - Distance Learning
- OPOD - Center for Teaching and Learning Focus Group
- Virtual Reality Technology Final Report

DATA REQUESTS

- Adult Learners Fall 2022 data
- Bachelor Program (upper level) student lists by program (to build cohorts in Starfish)
- DHSI Financial Literacy metrics
- Dual Taskforce data
- FY 2022 associate degrees and certificates, and historical bachelor degree awards
- HB5 College Prep Course data
- iGRAD data for DHSI Grant
- PASS Program Success Measures for Excelencia
- PASS Rate Comparison of INRW&1301 Fall 2018 - Fall 2022
- RN Completers' Sub-groups (Trad. Track, LVN to RN, Paramedic to RN) Performance Measures
- Starfish Progress Reports (Traditional and Dual) Completion by Division Report
- Starfish Progress Survey #2 reports
- Starr County Historic Counts: Dual, Traditional, and Graduate Awards
- Texas Higher Education Coordinating Board reports for Organizational Leadership and Operations Management

MEETINGS

- Anthology Discovery Session – Student Meeting
- CAEL / STC - LASS 2.0 Monthly Meeting
- CLE IE Plan Climate study conversation Meeting
- Core Objective Course Alignment Meeting
- CTN Ascender Site Visit- Research Team Meeting
- DHSI Focus Group - Financial Literacy Meeting
- DHSI Focus Group - Inside Track Meeting

- DHSI Focus Group - Starfish Meeting
- Discuss Trellis TAP Services Meeting
- IE Analyst Position Search Committee Meeting
- IE Plans and Budgets Review Meeting
- ILC Meeting
- IPEC - College Readiness Group Meeting
- IPEC / ILC Debrief Meeting
- IRESP Leadership Weekly Meeting
- OER Course Marking and Data Collection Meeting
- Power BI and Data verse Review meeting
- Qualitative Team Meeting
- South Texas College & Tableau: Demonstration Meeting
- STC & UTRGV Collaborative: Workgroup Co-Chairs Meeting
- Tableau + South Texas College (For DMI) Meeting
- Texas Pathways Coach & STC Pathways Team Meeting
- THECB Workforce Credentials Data Collection Meeting

OTHER RESEARCH/SUPPORT

- College Readiness mapping
- IPEC - College Readiness Data - ENGL and MATH pass rates by degree type
- RAS Comprehensive Operational Plan (COP) development
- Reviewing Draft of CBM0C1 and CBM0CS for 202320
- TAIR Conference 2023 (2/17/2023 - 3/1/2023)

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Worked with LLSS staff to update OER Portal in response to feedback from IOER Strategy Consultation Team.
- Created and posted webinar recording to the OER Portal describing updates to the Intellectual Property Policy.
- Revised and circulated updated Course Marking Proposal
- Worked with LLSS staff to complete preliminary draft of OER Portal and shared it with IOER strategy and consultation teams and with LLSS Advisory Group.
- Finalized work on 2023-2025 IE plan.
- Shared Course Marking Proposal with IOER Strategy Consultation Team.
- Researched and corresponded with institutional stakeholders' issues associated with pending bills relating to curriculum and library materials for students enrolled in Pre-K through 12th Grade.
- Developed a course marking proposal for open educational resources and low-cost textbook cost courses.
- Worked on planning for implementation of NTIA grant.
- Arranged for Library & Learning Support Services Student Worker Advisory Group meeting.
- Prepared for Library & Learning Support Services Supervisors Training session.
- Coordinated response to community user matter with Open Labs leadership.
- Worked on staffing and budget plans.
- Corresponded with Purchasing Office staff on development of Request for Quotes to replace an out of warranty security gate at the Pecan Campus Library.

MEETING HIGHLIGHTS

- Convened meeting of the Library and Learning Support Services Student Worker Advisory Group.
- Participated in STC Board meeting.
- Convened meeting of the Library and Learning Support Services Advisory Group.
- Participated in budget planning meeting for NTIA Connecting Minority Communities grant.
- Convened OER Portal planning meeting.
- Participated in discussion of OER course marking with institutional stakeholders.
- Participated in meeting with Dr. Millan to discuss strategy for implementing the new IP policy and related procedures.
- Participated in AAC&U Institute on Open Educational Resources meeting between STC IOER Team and faculty mentor.
- Participated in Institutional Leadership Council meeting.

TRAINING HIGHLIGHTS

- Participated in webinar on Change Agents Guide to the Successful Adoption of OER
- Participated in Association of College and Research Libraries Conference.
- Participated in implementation webinars for NTIA Connecting Minority Communities grant.

- Prepared and delivered training on cultivating a positive organizational culture to Library and Learning Support Services supervisors.
- Participated in Texas Higher Education Coordinating Board Open Educational Resources Week webinars.

LISA B. WALTERS, ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Library & Learning Support Services Student Advisory Focus Group
- Mid Valley Campus Visit
- Library Acquisition Interviews – Secretary SP2029

MEETING HIGHLIGHTS

- Attended Library Acquisition Meeting
- Attended Space Modification Update Meeting
- Attended Outreach & Instruction & ADLS Meeting
- Attended Open Labs Schedule Time Change Meeting
- Attended FOLIO Requirements Meeting
- Attended Discussions for Supervisors Meeting
- Attended CMC Grant Budget Planning Meeting
- Attended Outreach & Instruction & ADLS Meeting
- Attended CMC Kick-Off South Texas College Meeting
- Attended Collection Development Bi-Weekly Meeting
- Attended Dean of Library Services Bi-Weekly Meeting
- Attended Library Public Services Administration Weekly Meeting
- Attended Library & Learning Support Services Advisory Group Meeting
- Attended Connecting Minority Communities Learning Network (CMC -LN) Meeting
- Attended CMC Learning Network Webinar: Procurement & Tangible Property Management
- Attended Outreach & Instruction Budget Communications Meeting
- Attended Laptop & Hotspot GPA Discussion Meeting
- Attended Collection Development Bi-Weekly Meeting
- Attended Dean of Library Services Bi-Weekly Meeting
- Attended Librarian II Meeting

LIBRARY DATA:

Monthly Statistics **March 2023**

- Library Website Visits: 10,013
- Discovery Search Visits: 3,719
- Active Community Users: 150
- Library Events: 2
  - Attendance In Person: 12
  - Attendance Online: 15
- Visitors: 25,402
- Reference/Research: 35
- Non-Reference/Research: 29
- Library Art Events: 7
  - Attendance In Person: 539

Events and Library Art Gallery Highlights

Welcome Butterfly, My Love

Leila Hernandez, STC Instructor **Starr Campus Library** **January 23 – July 1, 2023**
Workshop: Feb 23, 2023

Hernandez is a native of El Salvador and earned a Master of Fine Arts degree from the University of Florida. Her international travels have influenced her artwork, where she echoes the color, texture, and compositions of the countries she has visited into images that honor her background and ideas of transformation, healing, and love. Her environmentally sustainable artwork, composed mainly from repurposed used clothing, stems from her studies of *Diseño Artesanal* (Handcraft Design) at the Universidad Dr. Jose Matias Delgado, where Hernandez learned about ceramics, textiles, and metals.

15! Angela Dominguez Has Something to Say

Angela Dominguez	**Pecan Campus Library**	**February 6 – June 6, 2023** **Workshop: March 7 & 8, 2023**

Hernandez Illustrator and author Angela Dominguez was born in Mexico City and earned an MFA at the Academy of Art University in California. She recently illustrated the New York Times Bestseller, "Just Help! How to Build a Better World," written by Sonia Sotomayor. *This exhibit and event are part of the "She Roars" series made possible in part by a grant from Humanities Texas. It is a collaboration between the STC library and art department plus partners the University of Texas Rio Grande Valley - School of Interdisciplinary Programs and Community Engagement, International Museum of Art & Science, and McAllen Public Library.*

Life & Death on the Border, 1910-1920

Bullock Texas State History Museum	**Pecan Campus Library**	**February 9 – June 6, 2023** **Round Table: Feb 9, 2023**

A panel exhibit that includes photographs, postcards, court documents and rare artifacts that tell the story of daily life and re-examines Texas historical events of the early 1900s in the Rio Grande Valley and South Texas. This exhibit was originally produced by the Bullock Texas State History Museum in collaboration with Refusing to Forget. The exhibit has been made possible in part by a grant from the National Endowment for the Humanities: Sustaining Humanities through the American Rescue Plan in partnership with the American Historical Association.

Cultural Portrait

Lupe Navarro	**Technology Campus Library**	**February 13 – July 21, 2023** **Workshop: April 25, 2023**

The South Texas College Technology Campus Library Art Gallery showcases a University of Georgia Jewelry and Metals MFA graduate Guadalupe Navarro. He uses traditional Copper and Silversmithing techniques to create vessels, wall-hanging pieces, and sculptural objects that focus on his experience as a first-generation Mexican American. Navarro's artwork was recently featured in a prestigious Craft in America exhibit.

Colorful Paradise

Jerry Medina	**Mid-Valley Campus Library**	**February 21 – July 21, 2023** **Workshop: April 26, 2023**

Mixed-media artist Gerardo Medina earned a BFA at the Art Institute of Dallas in 1991 before returning home to McAllen and starting his own advertising firm. This exhibit features surrealistic artworks in digital and traditional media.

DISC Personality Types with Eyes on the Prize Leadership Coaching

Guest Speaker Presentation	**In-Person (Pecan Student Union)**	**February 27th, 2023**
Source: Education Faculty	**Dr. Lydia Bean**	**Attendance: 41**

DiSC is widely regarded as the most efficient and effective personal assessment tool for improving individual and team performance in the workplace, with over 40 million users worldwide. Join us for a training on the DiSC personality types from Lisa Jones, founder and CEO of Eyes on the Prize Leadership Coaching.

Documentary: Finding Vivian Maier

Attendance: 12	**Pecan Campus Library**	**March 6, 2023 at 12:00 PM**

Join us in person room F-102 for a lunch time screening of Finding Vivian Maier, provided by Academic Video Online. About the documentary: Who was Vivian Maier? A mysterious and private woman who worked as a nanny for forty years? Or was she the 20th century's greatest street photographer? The answer is simple: she was both. Finding Vivian Maier delves into the recent discovery of this groundbreaking artist, who for years had been wholly unknown to the art world, but has since taken it by storm.

Bring your lunch on March 6th at 12PM and enjoy this film about a woman whose photography inspired thousands after her death.

Fierce and Fearless: Patsy Mink with Dr. Judy Tzu-Chun Wu

Virtual Talk	**Zoom Webinar**	**March 23, 2023 at 6:00 PM**
Source: Title IX partnership/Women's History Month	**Dept of Institutional Equity**	**Attendance: TBD**

STC Library is honored to host Organization of American Historians Distinguished Speaker Dr. Judy Tzu-Chun Wu for an informative webinar on the history of Title IX's namesake, Congresswoman Patsy Mink. A visionary leader and pioneer in education reform, Mink wrote the law in part as a response to the adversities she faced as a woman during her own education experience. Dr. Wu recently published Fierce and Fearless: Patsy Takemoto Mink, First Woman of Color in Congress alongside Mink's daughter, Gwendolyn Mink.

PROJECT HIGHLIGHTS

Web Checkout
Projected End Date: October 2023
Progress:
Phase 1 – Open Labs Inventory – 100%
Phase 2 – Library Inventory – 95%
Phase 3 – CLE Inventory – 5%
Phase 4 – Library Art Gallery Inventory – 0%
Summary: Configure and implement a cloud-based inventory management system. Open Labs is now using Web Checkout for all inventory items and staff are preparing the library inventory data imports.

FOLIO ERM
Projected End Date: June 2023
Progress: 20%

Summary: Configure and implement a cloud-based, open-source Electronic Resource Management (ERM) system for managing library electronic collections, including holdings, licenses, and invoices. The system has been configured for EBSCO eHoldings and sending emails, and electronic resources staff are working to identify which modules and features they would like to use.

Power BI Library Dashboards
Projected End Date: June 2023
Progress: 40%
Summary: Create Power BI dashboards for the new library content moved into Microsoft 365. The IT department has completed requested configuration changes and the team is working to create streaming dataset connections and exploring different visualizations and settings.

Annual Reporting (ACRL, iPEDS, STC)
Projected End Date: May 2023
Progress:
Phase 1 – Assign sections of survey to teams – 100%
Phase 2 – Compile and Review data – 95%
Phase 3 – Write the annual report (STC Annual) – 0%
Phase 4 – Format, edit, and finalize a print tri-fold brochure (STC Annual) – 0%
Phase 5 – Complete the ACRL web survey (February date) – 100%
Phase 6 – Complete the iPEDS web survey (February date) – 100%

Summary: There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY22 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 FY22 STC report will be completed after all the data is collected.

ACTIVITY HIGHLIGHT

- Finalized Annual Report FY22
- Library Technician Position Screening – Ongoing
- F220 Conversion to Office Space – Ongoing
- Library & Learning Support Services Student Advisory Focus Group
- April Open House Preparation
- May ROPES Workshop Preparation
- Nursing & Allied Health Campus – Associate Degree Nursing Faculty Interview
- Mid-Valley Campus – Book Weeding
- Nursing & Allied Health Campus – Book Weeding
- Nursing & Allied Health Campus – Library Instruction – 1
- Nursing & Allied Health Campus – Orientation – 1
- Starr Campus - Library Instruction – 1
- Library Art Gallery – Library Instruction – Art History
- Hotspot Project/Laptop/Smartphones (Download applications, distribute approved applicants district wide, contact eligible and ineligible students, contact delinquent students, perform check-list/ins – Ongoing
- HEERF Laptops Project – Ongoing
- BAT Laptops Cataloging/circulation – Ongoing
- HEERF Hotspots Circulation/Check-ins – Ongoing
- LibAnswer Tickets Coverage – Ongoing
- LibChat – Pecan Staff staffed the Libchat throughout the week

- Library Reno Project /Moving Furniture (First/Second Floors) – Ongoing
- Collection Development FY22-23 Ongoing
- Library Book Displays
- OER Faculty Portal Development – Ongoing
- Mid-Valley Campus – Book Weeding
- Mid-Valley Campus – Library Instructions – 4
- Nursing & Allied Health Campus – Book Weeding
- Nursing & Allied Health Campus – Library Instructions – 1
- Nursing & Allied Health Campus – Library Tour – Sharyland ISD
- Nursing & Allied Health Campus – CSFH Library Presentations – 2
- Nursing & Allied Health Campus – Fast Track All Access Event
- Nursing & Allied Health Campus – Discussions of Supervisors Presentation
- Regional Center for Public Safety Excellence Campus – Pop-up Library
- Starr Campus – Library Tour –- 1
- Starr Campus - Library Instructions – 1
- Outreach & Instruction – Library Services & Instruction Presentation - Faculty Advising Group – 1
- Outreach & Instruction – Virtual Talk – Dr. Judy Wu
- Library Reno Project /Moving Furniture (First/Second Floors) – Ongoing
- Collection Development FY22-23 Ongoing
- Library Book Displays
- OER Faculty Portal Development – Ongoing
- Mid-Valley Campus – Library Instructions – 2
- Nursing & Allied Health Campus – Library Instructions - 1
- Nursing & Allied Health Campus – Library Tours – La Joya ISD Academy of Health Science Professions -2
- Starr Campus – Library Tour – Roma High School Especial Education - 1
- Pecan Campus – Workshop Presentation
- Pecan Campus – Pop-Up Library
- Outreach & Instruction – CLE Workshop - 1
- Outreach & Instruction - Online Workshops – Research Strategies Unlocked! – 2
- Library Art Gallery – The She Roars Series Event held in partnership with the Art Department, IMAS, McAllen Public Library. Made possible by the Humanities Texas Grant
    - Angela Dominguez Lecture: 70 attendees
    - Angela Dominguez Reading (MPL): 36 attendees
    - Guerrilla Girls Reception: 200 attendees
    - IMAS Guerrilla Girls Workshop: 150 attendees
    - Women's History Month Documentary – 12 attendees
    - Oh, How They Roar: Women the Humanities RoundTable: 58
    - Self Defense Class – 12 attendees
- Pecan Campus – Summit Tours/Presentations
- Outreach & Instruction – Online Workshops – 2
- Technology Campus – Key to Citations & Avoiding Plagiarism Presentation
- Outreach & Instruction – DISC Personality Event – In Person Attendees: 41
- Outreach & Instruction – STC Library Summit for Dual Credit Librarians - In Person Attendees: 45
- Outreach & Instruction – Library Services Presentation – Ambassadors Cross Training Academy
- in Nursing & Allied Health Campus – Keys to Selecting the Right Resource for Your Research Assignment Presentation

MEETING HIGHLIGHTS

- Staff member participated in Mid Valley Coordination Meeting
- Staff member participated in Mid Valley Advisory Committee Meeting
- Staff member participated in Starr Campus Summer Work Week Meeting
- Staff member participated in Technology Campus & Open Labs Inventory Meeting
- Staff member participated in Technology Campus & Automation Inventory Meeting
- Staff member participated in Starr Campus & Associate Dean of the Library Meeting
- Staff members participated in Library Art Gallery & Art Department Faculty Meeting
- Staff members participated in Outreach & Instruction Guest Speaker Event Meeting
- Staff members participated in Outreach & Instruction Career Coaching Speaker Meeting
- Staff member participated in Mid Valley Campus & Associate Dean of the Library Meeting
- Staff members participated in Outreach & Instruction Blog Post Workshop Videos Meeting
- Staff member participated in Outreach & Instruction AAVCC Membership Weekly Meeting

- Staff member participated in Regional Center for Public Safety Excellence Campus Meeting
- Staff member participated in Outreach & Instruction April Conference Presentation Meeting
- Staff members participated in Outreach & Instruction LOEX Conference Presentation Meeting
- Staff members participated in Outreach & Instruction ASK Academic Service Training Meeting
- Staff member participated in Nursing & Allied Health Campus & Automation Inventory Meeting
- Staff members participated in Outreach & Instruction Consultation Module Discussion Meeting
- Staff member participated in Technology Campus & Distribution Center Argos/Workflow Meeting
- Staff member participated in Regional Center for Public Safety Excellence Campus MS365 Meeting
- Staff members participated in Outreach & Instruction Niche Academy & Library Instruction List Meeting
- Staff members participated in Pecan Campus Grant Funded Library Technician Position Description Meeting
- Staff member participated in Regional Center for Public Safety Excellence Campus MS365 Consultation Migration Meeting
- Staff members participated in Librarian II Meeting
- Staff members participated in Librarian III Meeting
- Staff members participated in Discussions for Supervisors Meeting
- Staff member participated in Mid Valley Campus & Pecan Campus Meeting
- Staff members participated in Outreach & Instruction Library Summit Debrief Meeting
- Staff members participated in Outreach & Instruction April Guest Speaker Event Meeting
- Staff member participated in Mid Valley Campus & Associate Dean of the Library Meeting
- Staff members participated in Outreach & Instruction Financial Wellness Speaker Meeting
- Staff member participated in Nursing & Allied Health Campus Computer/Monitor Installation Meeting
- Staff member participated in Regional Center for Public Safety Excellence Liaison WordPress Meeting
- Staff members participated in budget review meeting
- Staff members participated in All Team Bi-Monthly Meeting
- Staff members participated in Newsletter Team Spirit Meeting
- Staff members participated in Outreach & Instruction Job Description Review Meeting
- Staff members participated in Outreach & Instruction AAWCC Board Members Meeting
- Staff members participated in Outreach & Instruction Budget Communications Meeting
- Staff members participated in Outreach & Instruction Design Project Discussion Meeting
- Staff members participated in Outreach & Instruction April Guest Speaker Event Meeting
- Staff members participated in Outreach & Instruction Module Power App Testing Meeting
- Staff members participated in Outreach & Instruction Module Power App Changes Meeting
- Staff members participated in Pecan Campus Open Educational Resources Project Meeting
- Staff members participated in Outreach & Instruction National Library Week Budget Meeting
- Staff members participated in Outreach & Instruction DLA Project Team Plan Review Meeting
- Staff members participated in Outreach & Instruction All Team Review Presentation Meeting
- Staff members participated in Outreach & Instruction Niche Academy Testing & Planning Meeting
- Staff members participated in Outreach & Instruction Time Management Techniques Review Meeting
- Staff members participated in Outreach & Instruction Distinguished Leadership Academy Project Meeting
- Staff members participated in Nursing & Allied Health & Pecan Campus GPA Laptop Updates Discussion Meeting
- Staff members participated in Starr Campus Staff /Faculty Meeting
- Staff members participated in Mid-Valley Campus Weekly Staff Meeting
- Staff members participated in Outreach & Instruction AI Sandbox Meeting
- Staff member participated in Regional Center for Public Safety Excellence Meeting
- Staff members participated in Mid-Valley Campus Monthly Individual Staff Meeting
- Staff members participated in Outreach & Instruction Presentation Review Meeting
- Staff members participated in Starr & Technology Campus Workshop Preparation Meeting
- Staff members participated in Pecan Campus Open Educational Resources Project Meeting
- Staff members participated in Pecan Campus Memo of Understanding Discussion Meeting
- Staff member participated in Regional Center for Public Safety Excellence Absolute Meeting
- Staff members participated in Outreach & Instruction Library Summit Plans Finalization Meeting
- Staff members participated in Outreach & Instruction Distinguished Leadership Academy Meeting
- Staff members participated in Library Art Gallery & International Museum of Art & Science Meeting
- Staff members participated in Outreach & Instruction Library Summit HEB Supplies Purchase Meeting
- Staff members participated in Nursing & Allied Health & Pecan Campus Presentation Discussion Meeting
- Staff members participated in Outreach & Instruction & Huminites Faculty Guest Speaker Planning Meeting
- Staff members participated in Outreach & Instruction, Dean of Library Services, Learning Support Services Meeting

TRAINING HIGHLIGHTS

- Attended online workshop "EBSCO Discovery Service - New TexShare Resources Integration."
- Staff member attended LinkedIn training: SharePoint Online Essential Training Beyond the Basics
- Staff member attended LinkedIn training: Three Pillars of Effective Communication
- Staff members attended workshop #270208: Timeclock Plus Online Training Session
- Staff member attended workshop: Excel Training, Intermediate & Advanced
- Staff members attended Diabetes Symposium/South Texas Health System
- Staff member attended webinar: Harnessing the Power of AI in Education
- Staff member attended LinkedIn training: Crisis Communication
- Staff member attended webinar: Going Beyond Captions
- Staff member attended training: Padlet
- Staff member attended LinkedIn training: Own your Voice: Improving Presenting & Executive Presence
- Staff member attended LinkedIn training: SharePoint Online Essential Training Beyond the Basics
- Staff member attended webinar: Sexual & Reproductive Health Information at the Library
- Staff member attended workshop #269659: Cultivating Organizational Culture
- Staff member attended workshop: Faighmis Amach an Shaelge! Discover Irish!
- Staff member attended LinkedIn training: Customer Service Foundations
- Staff members attended workshop #270712: Benefits Employee Leave
- Staff member attended webinar: Library Lessons During a Pandemic
- Staff member attended LinkedIn training: Prioritizing Your Tasks
- Staff member attended webinar: LibAnswers Chatbot
- Staff members attended Chabot Springshare Training
- Staff member attended Poll Everywhere Training
- Staff members attended the 3-day ER&L conference in Austin.
- Staff member attended workshop: Building an Ecosystem on a Foundation of Excellence: Open Education Beyond Instruction
- Staff member attended LinkedIn training: The 3 Minute Rule: Say Less to Get More
- Staff members attended workshop #269659: Cultivating Organizational Culture
- Staff members attended online sessions: 4-part Open Education Resources
- Staff members attended workshop: Through the Eyes of our Stakeholders
- Staff members attended workshop: Part 1&2 Research to Resources
- Staff member attended CPR Training
- Staff member attended webinar: HTML & CCSS
- Staff members attended DISC Personality Training
- Staff members attended workshop #267284 STC Library Summit: Reunited We Stand
- Staff member attended LinkedIn training: Active Listening: The Secret to Effective Communication
- Staff members attended workshop: Getting to know Yuja! An Introductory Training on the Video Management Software

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 3/02/2023: McAllen Field Hearing Discussion
- 3/03/2023: Institutional Leadership Council, Org Chart Revision
- 3/06/2023: Tradiciones 2023 Follow-Up, ET Project Update Meeting, Spectrum Student Activities, Emerging Technologies Academy Pilot – Kickoff, Summit for Dual Credit Programs – Internal Debrief
- 3/07/2023: Meet & Greet New Employee Matthew Espinoza
- 3/20/2023: ET Project Update Meeting, ET Project System Progress Meeting, CMC Grant Budget Planning Meeting
- 3/21/2023: CMC Kick-off Call - South Texas College
- 3/22/2023: ET Director One-on-One
- 3/23/2023: LLSS Advisory Group, ET ACTA Presentation, Connecting Minority Communities Learning Network
- 3/27/2023: ET Project Update Meeting
- 3/28/2023: Monthly Department Meeting
- 3/30/2023: LLSS Student Worker Advisory Group
- 3/31/2023: ET Internal Meeting for Display Request

MONTHLY SPECIAL EVENTS COMPARISON

2022	
Jan	16
Feb	85
Mar	77
Apr	111
May	119
Jun	72
Jul	86
Aug	89
Sept	104
Oct	199
Nov	167
Dec.	130
Total:	**1255**

2023	
Jan	98
Feb	99
Mar	117
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**314**

Total Man Hours

2022	
Jan	67.75
Feb	149.25
Mar	312
Apr	293.75
May	753.75
Jun	141.5
Jul	121.15
Aug	124.14
Sept	291.75
Oct	359.25
Nov	359
Dec	676.25
Total:	**3649.55**

2023	
Jan	227.15
Feb	504.6
Mar	238
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**969.75**

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director met with the Dean of Business, Public Safety, and Technology to discuss a preliminary assessment conducted by LCOL of Emerging Technologies services.
- The Director met with the Dean of Library & Learning Support Services to discuss a preliminary assessment of the Emerging Technologies department at the Technology Campus.
- The Director held meetings with the Open Labs Analyst, Pecan Logistics Manager, Open Lab Specialist, and Technology Specialist to discuss the Makerspace.
- The Director met with the Library Graphics & Multimedia Specialist and an Open Lab Technician to conduct a signage standards assessment.
- The Director attended the Library & Learning Support Services Supervisor Training on Cultivating Organizational Culture.
- The Director attended the Ambassador Cross Training Academy (A.C.T.A) Spring 2023 sessions.
- The Director attended a meeting hosted by the Dean of Business, Public Safety, and Technology to discuss the Shah Center for Cosmetology.
- The Director attended the 3DPrinterOS demonstration.
- The Director held a meeting with the Logistics Managers and Administrative Assistant to discuss the 4-day workday scheduling.
- The Director attended the Suitable + South Texas College Implementation Meeting.
- The Director attended a meeting with the Associate Dean of Library Services to discuss possible schedule changes due to the 36-hour work week.
- The Director attended the Library & Learning Support Services Student Worker Advisory Group meeting, hosted by the Dean of Library & Learning Support Services.
- The Director met with an Art instructor to discuss color printing requests.
- The Director had a one-on-one with the Dean of Library & Learning Support Services to discuss the Learning Commons & Open Labs operations.

ACTIVITY HIGHLIGHTS

- The Logistics Managers provided a presentation for the Ambassadors Cross Training Academy.
- Four micro computers were installed at the NAH Cyber Café.
- The Learning Commons & Open Labs Leadership Team attended the Library & Learning Support Services Supervisor Training on Cultivating Organizational Culture.

- A walkthrough was conducted at the NAH Open Labs to assess for grommets.
- Interviews were conducted at the Pecan Campus for the Open Labs Customer Service Clerk position.
- The Pecan Logistics Manager and Open Labs Analyst attended the Endpoint Protection Testing meeting - Continue working collaboratively with IT in the new Anti-Virus software (Sentinel -One) testing and deployment (initially will be installed on 55 computers at the LCOL labs).
- The Pecan Logistics Manager attended and presented at the LLSS Advisory Group.
- College Connections was contacted to confirm reservation dates for the College Event Spring 2023 events at Pecan F-130.
- The Pecan Logistics Manager attended the first of two training sessions for Mental Health First Aid Training.
- NAH All Access Registration Fast Track Event Took Place on March 23rd, 2023.
- The Mid-Valley G270 lab received a new staff computer.
- The Open Labs Analyst worked on Cosmetology Center Computer Lab Floor Plan.
- RCPSE Software Request: Adobe CC (NAH License relocated to RCPSE) request completed.
- Base trays and extrusion heads for the 3D printers were requested from Stratasys.
- Tentative lab and staff schedules are being worked on for the proposed 4-day work week.
- The Off-Sites Logistics Manager attended the Nursing and Allied Health Diabetic Symposium per the Deans request on March 28th, 2023.
- The Learning Commons & Open Labs supervisors participated in TimeClock Plus training.
- The Monthly Computer Totals Report was submitted.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED

MARCH 2023 ATTENDANCE STATISTICS: 3,928

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Number of Laptop Checkouts
Mid-Valley Campus	2,679	926	
Nursing and Allied Health Campus	2,886	727	
Pecan Campus	4,271	1,583	4
Pharr Regional Center for Public Safety Excellence	326	35	
Starr County Campus	871	265	
Technology Campus	2,164	608	
Campus Totals:	**13,197**	**4,144**	**4**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations & Tours	Number of Lab Reservations
Mid-Valley Campus		4
Nursing and Allied Health Campus	6	
Pecan Campus	3	3
Starr County Campus	7	
Total:	**16**	**7**

JagPrint - Printing Report			
Mar 1, 2023 to Mar 31, 2023			
Totals			
Type	Users	Jobs	Pages
Printing	3685	19292	124667
Web Printing	1656	10641	37626
Total	5341	29933	162293

Campus	Prints by Campus			Mobile Prints by Campus			Print Totals		
	Users	Jobs	Pages	Users	Jobs	Pages	Users	Jobs	Pages
Mid -Valley	848	3396	23611	189	1207	4895	1037	4603	28506
NAH	659	5408	38089	921	6957	22227	1580	12365	60316
Pecan	1349	5611	39399	428	1819	8387	1777	7430	47786
RCPSE	44	220	3878	0	0	0	44	220	3878
Starr	240	1146	8699	54	349	1438	294	1495	10137
Tech	545	3511	10991	65	310	679	610	3821	11670

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **March 2023**

- Tutoring Sessions:
  - In-Person: 991
  - Online: 400
  - In-Class: 527
- Assignment Review:
- Supplemental Instruction: 446
- Visitors: 9,036
- Workshops: 8
- Workshop Attendance: 189
- Independent Study: 995
- Starfish Flags addressed: 3,184
- CLE Information Requests: 13

PROJECT HIGHLIGHTS

CLE Marketing Spring 2023 **Progress: 55%** **End Date: May 2023**

Spring Game Nights' flyer was sent to PR to add to STC calendar. CLE is presenting a panel and workshop at Adjunct and Dual Credit Faculty Professional and Organizational Development Day. Will be presenting at History department meeting. Faculty and Staff email was sent out a second time regarding CLE presentations. Met with Library and with Dual Credit, and they will be promoting CLE services. Presented two workshops at the Adjunct & Dual Credit Faculty Professional and Organizational Development Day. Presented to individual departments. CLE tabling occurred at Pecan campus. The CLE is preparing for Welcome Week. Tabling for Career Expo at Pecan. Participated in Welcome Week and additional events. Met with OPOD for staff presentation. In class presentations continue. Participated in STC club fair event. Flyers created and sent to liaisons for student distribution at Starr campus. LLSSPR and Marketing meeting to discuss marketing initiatives throughout the college. Specialist developed social media calendar. Snacks are provided to students. Meeting was held to discuss campus specific marketing strategies and social media marketing. CLE participated in Pecan Student Activities events. Continuing in class CLE presentations. MVC is having Game Night; tabling and marketing took place. Email sent to faculty and staff for Academic Coaching information session. Academic Coach information session held. IT Career Expo participation; three workshops were given. CLE presented to prospective student at Technology Campus. CLE presenting to the Counseling & Accessibility Service Center Open House.

Tutor Training for FY 2022-2023 **Progress: 85%** **End Date: August 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. Revisions to the Spring 2023 Training are underway. Meeting was held to discuss Spring 2023 agenda. Items on the CLE Amazing Race activity were modified. Equipment was requested for TTD and reservations were confirmed for locations. Final testing and construction of Amazing Race activity complete. Completed TTD and SI Training Day. Set calendar for Spring Training dates; Coordinators will meet to solidify schedules. Schedules solidified for the year. Tutor trainings will

be posted for February. Academic Coaches are conducting Workshop presentations. Dates for trainings are posted on Teams and will be shared at campus locations via flyers. Level 2 and 3 trainings completed for February. March trainings scheduled. Event calendar is being created for March. Met with STC PD to discuss in person Active Shooter training. Scheduled CRLA trainings are currently being held. Training Calendar continues to be updated to improve efficiency and support staff leveling up.

Updating Mission Statement	**Progress: 100%**	**End Date: August 2023**

Reviewed CAS standards for mission statement and collaborated on developing guiding value statements. Assignments made for continuing work. Mission statement components are being drafted. Value statements have been gathered and the first draft is being reviewed. Edits were made on first draft. Draft will be sent to fulltime staff for feedback. Revised mission statement was presented for feedback from CLE full-time staff.

TSI Marketing Project	**Progress: 99%**	**End Date: March 2023**

Currently working on template to revamp CLE website to highlight TSI resources. TSI promotional material will also be created. Discussed the potential concept for a TSI Banner. TSI introduction video will be created for the website landing page. TSI Website page mockup has been completed and submitted to Library Technical Services for development. TSI Website has been developed in the PR test site. TSI Video Script has been completed. Categorization for ELAR and Math strands has been completed. Published an updated TSI Resources page available from the CLE homepage, which will be further refined in the spring. Met to discuss further updates on the information presentation on the website. Draft video is in production. Meeting scheduled to finalize updates. Anticipated launch date Feb. 17th. Further refinements have been made and approved. Launch date still set for Feb. 17th. Student introduction video to resources is being created. Edits being made to video. Webpage was launched March 1.

INSTITUTIONAL EFFECTIVENESS & COMPREHENSIVE OPERATIONAL PLAN PROJECT HIGHLIGHT

IE Plan Objective 2: Expand Online Learning Support Services

Year 3 DHSI Grant Participation		**Progress: 74%**
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 has been added to the evidence folder. Request for Year 2 Annual Activity Report has been reviewed and submitted. Key DHSI Program Activities report has been completed and submitted. Working on marketing strategies through Blackboard to reach the Distance Learning population. Online Tutoring video was put up on Blackboard. Completed an email campaign that specifically targets online students. Starfish also sent out marketing email regarding Finals Countdown. Data request to facilitate distribution of toolkits to online students from Fall 2022 has been submitted. Report will be generated next week. Year 3 mid-year report was generated and sent to the external evaluator. Tool kits will be distributed to students based on RAS analysis. Emails have been sent to eligible students with instructions to pick up their tool kit. DHSI-required focus group logistics have been settled in cooperation with RAS. Focus groups tentatively scheduled for April. Toolkit tracking information sent to staff and students; eight kits have been picked up at Pecan. Marketing campaign for Distance Learning launched for spring. Contacted Dual Enrollment Department to distribute more tool kits to dual enrollment students.

Development of the CLE Online Trainings		**Progress: 99%**
IE Plan Objectives: 2	**COP (2020-21) 1**	**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. Full-time SLA completed slides for STEM Content Specific training. Continuing to work on asynchronous content training development. Met with ACTLA representative regarding application requirements. Observations of online sessions are planned for second half of January. Required ACTLA trainings have been completed. Application for certification is being prepared for submission. Application has been submitted. Currently working on invoice. Submitted invoice and confirmation has been received. Application fee has been paid. Application fee has been paid. Meeting held with ACTLA board member for clarification and feedback. Feedback on application has been emailed to ACTLA board for revision.

IE Objective 3: Quantitative & Qualitative Assessment of Embedded Tutoring & SI

Quantitative & Qualitative Assessment of Embedded Tutoring & SI		**Progress: 47%**
IE Plan Objective 3	**COP (N/A)**	**End Date: May 2023**
Developed an assessment of the correlation between participation in ET and course performance. Will continue to track data for the new semester for both embedded tutoring and the Supplemental Instruction program. Meeting planned to discuss future metrics. Embedded and SI sessions are ongoing. Data is continually being attained and attendance and outreach is being tracked.		

EVENTS HIGHLIGHTS

2023 ACTP Conference — **Event Date: March 19 – 22, 2023**

CLE staff attended the the 2023 Association for the Coaching and Tutoring Profession Conference. ACTP provides a platform linking academic coaches, coaching supervisors, tutors, tutor coordinators, and administrators who are committed to the development of a successful learner. CLE coordinator gave a presentation at the conference entitled "Do You See What ISEE? Creating an Intercampus Staff Exchange Experience for Learning Center Supervisors." CLE staff also attended several workshops regarding topics such as academic coaching, fostering learning and academic tenacity, student success, and more.

2023 T.A.C.T.E Conference — **Event Date: March 29 - 31, 2023**

The CLE staff attended the the 2023 Texas Association of College Technical Educators. The conference focused on topics such as "Leading for Equity" which is a framework developed by the National Alliance for Partnerships in Equity (NAPE) to support educators in developing specific and high-impact interventions to improve outcomes for students with a focus on increasing the participation and success of special populations in Career and Technical Education.

Standardizing Onboarding Process		**Progress: 57%**
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. Coordinator and Specialist met to develop wording of "No Wrong Door" policy. A meeting was held to discuss the progress of the development of the onboarding process. Safety training component to be added to onboarding process. Mid semester and deadline update meeting held. Communicating with other departments to discuss training support.		

Student Success Workshops	Event Date: March 27, 2023

The CLE and Distance Learning Departments have teamed up to offer a workshop series on topics vital to student success such as "Effective Note-Taking," "Interactive Reading," "Test-Taking Fundamentals," and more. The workshops have been marketed to both student and faculty/staff. Workshops were facilitated by CLE Academic Coaches and Distance Learning Academic Coaches. Over 100 students attended and engaged in the online workshops.

MEETING HIGHLIGHTS

- Met with Pharmacy Tech Faculty
- Met with ADN Faculty
- Met STC PD about training opportunity
- Onboarding Process Meeting
- SI Cost-sharing Meeting (Biology Chair)
- Upswing Monthly Touchpoint
- OER Portal on SharePoint Check-in with LLSS Dean
- Additional Tutoring Hours Committee Meeting
- Meeting to Discuss Compensatory Form
- ACTP Conference Presentation Practice
- Meeting with Online Specialist
- NTIA Grant Meeting
- Yuja Troubleshooting Meeting
- TSI Webpage Meeting
- Academic Coaching Meeting
- Upswing Meeting
- Art Committee Meeting
- Interview Committee Meeting
- FT SLA Meeting
- Met with PCA Chair, OTA Chair, and ADN faculty to discuss student math deficiencies
- Meet the Artist Meeting
- Student Journey Mapping Kickoff Session
- Yuja TSI Videos Meeting
- TSI Webpage Meeting
- Academic Coaching Meeting
- Upswing Feedback Meeting
- Review Group and Collaborative Learning Run-Through
- Power Your Presentation Skills Run-Through
- ACTLA Review Meeting
- Student Journey Mapping
- Upswing customer research: Utica University
- LLSS Student Worker Advisory Group
- Role Modeling Run Through
- Starr Summer 36 hours work week meeting
- Student Activities Coordinator meeting
- CRLA Training Prep Meeting
- Additional Tutoring Hours Committee Meeting
- SI/ET Semester Evaluation Meeting
- CLE Presentation for Prospective Students
- Full-Time SLA Meeting
- Mid Valley Advisory Committee Meeting
- Mid Valley LLSS Coordination Meeting

TRAINING HIGHLIGHTS

- Cultivating Organizational Culture
- NTIA Grant Webinar: Providing Equipment and Devices -Tangible Property Management
- Supporting Economically Disadvantaged & Non-Traditional Learners
- Part 5 of 6 Group Coaching: How to Maximize Resources & Foster Student Engagement
- Training Apps to Increase Accessible Course Content
- APA Formatting Presentation
- Preventing ChatCPT Misuse: Making Academic Integrity Policies Explicit About AI
- Starfish Training
- CRLA Level 1 Training: Role Modeling
- CRLA Level 2 Training: Group and Collaborative Learning Techniques
- Pronouns: Why They Matter (NISOD)

EVENT HIGHLIGHTS

- HVAC & ELPT Tutor Snack and Chat
- IT Career Expo Programming Workshops
- Attended ACTP Conference
- Attended T.A.C.T.E. Conference
- "Power Up Your Presentation" Student Success Workshop

PRESENTATION HIGHLIGHTS

- Presented at STC's Ambassador's Cross-Training Academy
- CLE Supervisors presented "Do You See What ISEE? Creating an Intercampus Staff Exchange Experience for Learning Center Supervisors" at Association for the Coaching and Tutoring Profession 2023 Conference

PROJECT COMPLETION HIGHLIGHTS

- Updating Mission Statement
- Developing CRLA Training Syllabus
- CLE Marketing Fall 2022
- Developing CRLA Training Syllabus
- CLE Marketing Fall 2022
- 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 Name: RCPSE Registration Process
Project Role: Project Manager
Scope: Develop a Course Application using the Radius program
Status: Vendor obtaining requirements
Ongoing Work: Clarify Requirements
Finalize Scope

Project Name: ITIL Foundation Training
Project Role: Project Manager
Scope: Delivery of ITIL Foundation Training to IT Department.
Status: Training Contract Secured
Ongoing Work: Delivery Date Set for 4/11/2023

Project Name: CMC Grant
Project Role: Project Manager
Scope: Fiber Optic and Classroom Technology Upgrades
Status: Baseline Report Submitted
Ongoing Work: 45 Day Report Due 04/14/2015
Project Director position has been posted
Grant Funded positions have been posted

ISAAC GARZA, PROJECT MANAGER
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 3 Mid-Review by External Evaluator (Ongoing)
Ongoing Work: Planning for Year 4,5 and Institutionalization Budgets
InsideTrack Management Support Contract for Year 4
Pending DOE Response to Objective Change Request for years 3-4

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:	April 20, 2023
SUBJECT:	ACTIVITY REPORT FOR MARCH 1-31, 2023

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

Important dates:

- City of Weslaco 2023 State of the City Address-March 1, 2023
- Saint George Prep-School-MOU Signing of International Concurrent Enrollment Agreement-March 2, 2023

- Instituto Piaget Reynosa-MOU Signing of Dual Credit International Agreement-March 2, 2023

- Mission EDC Lunch-March 7, 2023
- Preparation for Promise Presentation-March 7, 2023
- Board Committee Meeting-March 7, 2023
- Meeting with Nick Rhodes Tres Lagos-March 8, 2023
- Woman of Distinction Award-March 8, 2023
- 2023 Manufacturing Career and Expo-March 9, 2023
- STHS Pharr Groundbreaking-March 9, 2023
- Meeting with Mr. Julian Alvarez-March 9, 2023
- Edinburg State of the City-March 9, 2023
- McAllen City Commission Candidate Forum District 4 & McAllen's Future a Discussion-March 9, 2023
- Birthday Celebration
- Spring Break-March 13-19
- TXSEF Advisory Meeting-March 22, 2023
- Cabinet Meeting-March 22, 2023
- RGV Partnership Regular Board Meeting-March 23, 2023
- Texas Science & Engineering Fair 2023-March 24-25, 2023
- Board Meeting-March 28, 2023

- Texas Talent Connection Check Presentation-March 30, 2023

- Meet with New Commissioner Trevino-March 30, 2023

Global Initiatives:

- Met with the Consulate: Reynosa & Rio Grande Valley, Mar 1.
    - Attended and participated in Binational forum & groundbreaking ceremony, Mar 7.

- Attended and participated on 200 aniversario de relaciones diplomatica, Mar 4.
- Sign the agreement with INDEX Reynosa; would benefit more than 150 manufacturing employees in Reynosa, Mar 8.
- Attended and participated in Dia Internacional de la Mujer in Reynosa Mar 8.
- Met with Mariza Guitierrez, presidenta de la Comisión de Derechos Humanos del Estado de Tamaulipas, discuss training in Mexico for women, Mar 8.

- Attended 2023 Manufacturing Career and Expo, Mar 9.
- Met with Director of Operations and Plant Manager from RBC de Mexico, Mar 9.

- Developed and coordinated marketing strategy for South Texas College Education Foundation with become studios, Mar 23.
- Met with Universidad Autónoma de Tamaulipas plan for International Seminar course, Mar, 27
- Met with Directora de Educación Superior from Subsecretaría de Educación Media Superior y Superior to promote Preparatorias on the State of Tamaulipas, Mar 27.
- Check presentation for Welding contest (ITED, CE & Academic) from CL Scales, Mar 29.

- Attended Government Affairs Council Meeting, Mar 30.
- Met with Prepas (Educacion Simultánea) in Reynosa to discuss addition of South Texas College classes to Mexican transcript, Mar 30.

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 reports
- Reviewed IAM monthly enrollment reports
- Reviewed grant compliance reports
- Completed monthly activity reports

Initiatives:

- Updating of department procedures manual inclusive of proposed staffing and department changes
- Building of modular homes at STC Technology Campus for IAM construction programs
- Further developed veterinary apprenticeship and pre-apprenticeship programs
- Preparation for the hiring the new IAM Apprenticeship Manager and Navigator positions
- Preparation in anticipation of RN apprenticeship USDOL approval
- Brewery Technician training program
- Electric/autonomous Vehicle manufacturing and maintenance program (Business incubator partnership)
- Presentation and tour for prospective McAllen employer
- Business Retention and Expansion cooperation with Pharr EDC
- EDC of Weslaco retail and industrial training initiatives
- Heavy machinery operator safety program
- Planning for an STC Office of Industrial Safety
- Planning for an STC Office of Apprenticeship Training
- Business incubator program for EV production company
- Cooperation with Iowa Center for Workforce regarding STC RN apprenticeship application
- Customization of Construction Superintendent Apprenticeship program

- Customization of Vet Tech Program for PSJA
- Discussion with US Department of Labor regarding RN Apprenticeship application
- Outreach to employers and school districts to promote grant and contract training
- Work on IAM grant budget amendments
- Researched state and national workforce grant opportunities
- Review and oversee all grant revenue, expenses enrollment and strategies.
- Review and modify course content for the IAM Facilities Maintenance Program
- Oversee and review monthly revenue projections from IAM staff
- Strategized new avenues to expand registered apprenticeship programs
- Manufacturing training targeting unemployed individuals
- Collaboration with RGV Focus regarding strategies for workforce development and expansion
- Foster Youth training program (Desi Holmes, TWC)
- Culinary arts apprenticeship program
- EV Technicians apprenticeship program
- Maritime Logistics program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Development of STC Apprenticeship Office
- Updated STC IE plan
- International program/course and outreach initiatives
- Online workforce training platforms facilitated by Dr. Sale and staff

Meetings:

- Multiple meetings with STC Divisions
- Discussion regarding international initiatives
- Participation in multiple hiring committees for various STC staffing positions
- Meeting with TWC to discuss Texas Talent grant signing ceremony
- Meeting with veterinary technician/curriculum developer to discuss course modifications
- Multiple meetings with IAM staff to discuss grant, revenue and KPI status
- Multiple grant initiation meetings with STC Office of Accountability and IAM staff
- Meeting with Dr. Rodney Rodriguez to discuss operational planning and departmental staffing
- Bi-weekly staff meetings
- Meeting with McAllen Economic Development Corporation and business prospects.
- Presented at MEDC monthly Board meeting
- Meeting with Texas A&M McAllen staff to discuss training partnerships
- Meeting with STC Distance Education staff to discuss workforce training programming and applications
- Meeting with Palm Valley Animal Shelter Clinic to discuss Vet Tech program

CARLA RODRIGUEZ, INTERIM EXECUTIVE DIRECTOR OF RESOURCES DEVELOPMENT, RESOURCE DEVELOPMENT,MANAGEMENT AND COMPLIANCE

Number of Grants Awarded in March 2023	Dollar Amount Awarded in March 2023	Number of Grants Currently Managed by RDMC for FY 23	Dollar Amount of Grants Managed
6	$3,084,963	99	$159,338,967

Grant Awards:

1. **Department of Commerce, National Telecommunications and Information Administration (NTIA), Connecting Minority Communities Pilot Program (CMC), BroadbandUSA, in the amount of $2,850,148.35**
   Under the Connecting Minority Communities Pilot Program (CMC), South Texas College's Educational Technologies Department, Information Technology Department, Library Services Department, and the Center for Learning Excellence will utilize grant funds to upgrade fiber optic bandwidth connectivity between the Mid-Valley Campus, the Starr County Campus and the Pecan Campus; upgrade existing infrastructure and equipment to build capacity in the classroom by converting technology from analog to digital at the Starr County Campus and the Technology Campus; provide mobile hotspot devices and student learning support services for at least 350 students; and expand instruction and remote learning opportunities for students by virtualizing specialized desktop software. The funding period is from March 1, 2023 to February 28, 2025.
2. **Texas Workforce Commission, Child Care Provider Expansion Initiative, in the amount of $60,000.00**
   This start-up award will support the expansion of the childcare program at the South Texas College Mid-Valley Campus Child Development Center under the Child Development and Early Childhood Department. Funds will allow the Mid-Valley Campus to provide additional childcare slots for students, faculty/staff and community members. Funds will also be used towards staffing costs, indoor and outdoor equipment, office furnishings and equipment, kitchen supplies, and safety supplies. The grant is managed by Civitas Strategies Early Start. The funding period is upon signature through March 2024.
3. **Texas Workforce Commission, Camp Code, in the amount of $44,815.00**
   This grant will help foster an interest in STEM-related careers and increase the exposure of Texas middle school children to coding and programming through hands-on experiences in summer camps. The Institute for Advanced Manufacturing (IAM) will host six Camp Codes in the summer of 2023 that will include challenging and innovative concepts in learning, problem solving, and analytical skills. The funding period is from March 1, 2023 to August 31, 2023.
4. **Texas Workforce Commission, Lower Rio Grande Valley Workforce Development Board, Texas Industry Partnership Grant, in the amount of $50,000.00**
   The Lower Rio Grande Valley Workforce Development Board is partnering with the South Texas College Foundation (STCF) and South Texas College (STC) to address financial hardships faced by current/enrolled STC students and supporting labor and skills gap shortages in the healthcare industry. Under the Division of Nursing and Allied Health, grant funds will be used to serve/aid up to 125 eligible current students obtain required occupational licensure, certifications and/or supplies. The funding period is from February 1, 2023 to December 31, 2023.
5. **Additional Funds, Texas Pioneer Foundation, High School Equivalency Leads to College and Employment, in the amount of $50,000.00**
   This award from the Texas Pioneer Foundation is for the Department of Continuing, Professional, and Workforce Education to serve 200 low-income residents of Hidalgo and Starr counties through 150 hours of GED preparation to various industry clusters, 6 hours of Academic Success Skills, 4 hours of College Connections, 5 hours of Job Readiness Skills, and 4 hours of CPR/AED Certification. The additional funds increase the awarded amount to $200,000 and extended the award period from July 1, 2021 to March 31, 2023.
6. **Additional Funds, Hispanic Association of Colleges and Universities (HACU), Grow with Google Hispanic Serving Institutions Career Readiness Program in the amount of $30,000.00**

The Grow with Google HSI Career Readiness award offers a semester-long in-person and online digital skills program to help dual and traditional students prepare for critical steps in their career journey and increase their economic potential. Students will have an opportunity to join interactive video and in-person lessons, participate in activities that help them master key digital and real-world skills, and meet with peers or career counselors for follow-up discussions. Funds will be utilized for part-time staff to meet with faculty and develop an implementation plan, incentive gift cards for students, and promotional and marketing efforts. The additional funds increase the awarded amount to $55,000. The funding period for this grant is from December 1, 2021 to December 31, 2023.

RDMC Department Operations:

- New Grant and Contract Compliance Specialist reported to work.
- Meeting with Grant Development Officers to discuss upcoming Building Construction Trades Grant.
- Initiated the budget development process for FY24:
    - Attended a budget development workshop; with the help of the workshop presenters, we were able to input budget data for FY24, including an IE objective for each line item.
    - Finalized and uploaded budget for FY24.

Meetings:

- Meeting with RDMC Interim Director, Grant Development Officers and Dr. Davis for a COP discussion.
- Attended 2023 HEERF Updates Webinar.
- Met with Accountability, Risk and Records Management team to review and discuss records management procedures.
- Attended an urgent meeting to discuss cost and plans for the firing range at the Regional Center for Public Safety Excellence (RCPSE). Appropriations forms from Rep. Monica de la Cruz's office are due March 16, 2023.
- Joined the Simplifying Managing Grants Webinar presented by eCivis.
- Attended Connecting Minority Communities (CMC) Learning Network Webinar (NTIA). The topics of discussion included Procurement and Tangible Property Management.
- Presentation by Academic Initiatives Officer Ashley Gonzalez regarding the Preparation for Perkins Basic and CLNA for FY24.
- Met with Project Manager of the Office of Strategic Initiatives to develop a six-month budget/expense plan as required for the NTIA – Connecting Minority Communities (CMC) Program grant award.
- Attended the CMC Grant Award Kick-Off.
- Meeting with Grant Compliance Officer and NTIA regarding NEPA Compliance.
- Attended the IE Plan Open Lab meeting presented by Dr. Bradley Davis for the Division of Institutional Advancement and Economic Development.
- Attended the Texas Talent Connection Grant Check Presentation by Commissioner Demerson.
- Met with Dr. Petrosian, Dr. Valerio, HR and Grant Accounting to discuss the McAllen Nursing Funds.

Partnership/Vendor Meetings:

- AmpliFund
    - AmpliFund is a SaaS company that provides a cloud-based research and grant management platform. AmpliFund has a customizable dashboard, the system is intuitive and its functionalities are similar to the internal processes the RDMC is currently seeking to transform to. Additionally, the platform is more cost effective than eCivis, AmpliFund's cost would be based on the college's initial grant portfolio size and eCivis has a limited license model pricing structure, which means there is a fee associated with every assigned user.
    - AmpliFund met with RDMC staff for a demonstration and discussion of the services provided in both the pre- and post-award areas of the grant. RDMC then invited Business Office and Grants Accounting to a follow up meeting to discuss the possibility of transitioning to AmpliFund for the new fiscal year.
    - RDMC included STC's Application Development Manager in discussions with AmpliFund to ensure the vendor can support Banner integration.
- 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.

- RDMC is currently reviewing this use and functionality of the platform as related to financial data integration.

Next Steps:

- Facilitate RDMC department meetings to continue the review and discussion of department processes and procedures
- Attend Camp Code Orientation presented by Texas Workforce Commission (TWC).
- Attend the first session for the Banner Grant Module Consultation.
- Meet with Grant Accounting team to discuss refining practices and improving communication and collaboration between RDMC and Grant Accounting workflow.
- Join the NTIA Pre-Kickoff meeting with Grant Accounting department. The purpose of holding a pre-kickoff meeting is to ensure that RDMC and Grant Accounting are better prepared for any questions that may arise during the actual Award Kickoff.
- Meet to discuss Recompete Economic Development Administration (EDA) Grant.
- Facilitate interviews for the Career and Technical Education (CTE) Projects Manager position.
- Meet with Dr. Rodriguez, VP Elizondo and the Grant Accounting team to discuss the STC Foundation, financial processes, MOU and grant activity.
- Attend Institutional Leadership Council (ILC) Meeting.
- Continue to review and enhance processes for increased efficiency.
- Continue to represent STC and the RDMC with internal and external stakeholders, partners and community agencies.
- Continue to lead and manage the RDMC team.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

Major Activities:

- RCPSE Flammable Liquid and Gas Fire Training Area, Canopies for Students, and Safety Vehicles Bi-weekly Construction Meeting, Mar. 1st
- Attended My One Flow payment option demo presentation, Mar. 8th
- Spoke with TEEX Training Director Paul Vogt regarding possible Emergency Medical Response Classes, Mar. 9th
- Participated in Search Committee Interviews for Public Safety Compliance Specialist, Mar. 21st
- RCPSE Flammable Liquid and Gas Fire Training Area, Canopies for Students, and Safety Vehicles Bi-weekly Construction Meeting, Mar. 29th
- Tour by Texas Workforce Commission Labor Commissioner Alberto Trevino, Mar. 30th

External Visits:

- Met with McAllen Fire Interim Chief Juan Gloria to discuss training partnership MOU, Mar. 2nd
- Met with Pharr Gun Club Personnel to discuss possible lease of their facility, Mar. 7th

- Met with Weslaco Fire Chief Antonio Lopez regarding firefighter training partnership MOU, Mar. 20th
- Met with Roma Police Chief Iv Garza for follow-up on Ballistic Shield course conducted previous week, Mar. 21st
- Met with Edinburg Interim Fire Chief Baldo Perez to discuss facility lease agreement for Edinburg Fire Training Facility and MOU for fire training partnership, Mar. 28th

Accomplishments:

- 24 students completed and became certified Intoxilyzer Operators, Mar. 8th

Meetings:

- McAllen Field Hearing Preparation Discussion, Mar. 2nd
- BPST Division IE Plan Development Meeting, Mar. 7th
- Met with Pharr Training Coordinator Sgt. Vargas to discuss possible police academy class in Spring 2024 at Mid-Valley Campus, Mar. 8th
- Attended BPST Division Leadership Meeting, Mar. 23rd
- Attended Faculty Senate Meeting, Mar. 28th

Events held at RCPSE:

- Drug Interdiction Assistance Program, Feb. 28th-Mar. 2nd
- Trauma Informed Peer Facilitator Completion, Mar. 3rd
- Glock Armorer's Course, Mar. 2nd
- Biology Department Active Shooter Class, Mar. 3rd

- Intoxilyzer 9000 Operator School, Mar. 6-8
- Congressional Hearing, Mar. 15th
- Police Simulator Demonstration for PSJA Memorial Students, Mar. 22
- RCPSE Tour for Edinburg North Students, Mar. 24th
- Morris Middle School Tour, Mar. 27th

Upcoming RCPSE April Events:

- Arrest and Control Tactics Instructor Course, Apr. 10-14
- Fire Vent Trailer Familiarization Course (La Joya), April 15th
- Basic Telecommunicator Academy, Apr. 17-May 5th
- Narcotrafficker: Fundamentals of Interdiction. Apr. 17
- Texas Law Enforcement Peer to Peer Network Training, Apr. 19th-21st
- Public Safety Expo, Apr. 28th