July

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:	JULY 25, 2023
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2023 THROUGH JUNE 30, 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
- South Texas College Coordinated Operations Council
- Student Affairs and Enrollment Management Division Leaders meetings
- South Texas College and Peak Performance Session -Student Affairs and Enrollment Management Division
- Workday Survey
- Enrollment Assumptions Final review

ATTENDED

- Prosperity Task Force Futuro Rio Grande Valley Event
- Emergency Medical Services and South Texas College Implementation
- Project Males
- Lunch meeting with Amai de la Fuente and Carlos Sanchez Hidalgo County AmeriCorps VISTA agreement
- Lumina and South Texas College: Transportation and Adult Learners Follow up

- Met with Cornerstone Café Owner at Nursing & Allied Health
- VIDA DOL Grant Luncheon
- Apprenticship for Registered Nurses Announcement at Nursing & Allied Health
- TSI Pre-Assessment Update

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2023 semester and Fall 2023 semester on March 6, 2023. **_11744_** students have registered online for Summer 2023 semester and **14142** students have registered online for Fall 2023 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 **486** chat sessions during July 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 DualEnroll Process, GED Graduation Ceremony: Walk-Through, Search Committee, Summer Meeting (Committee), Institutional Leadership Council (ILC) Meeting, 2023 TACRAO Summer Meeting, Meeting with Doubletree Staff (TACRAO Summer Meeting), STC2UTRGV Monthly Check-in, Title IX Training Compliance for Entering Students, Summer Meeting-Follow Up, BUGS Meeting, Division Leaders Meeting, Admissions and Records Process Review for Academic Coaches, Quick Touch Base, Call Center Training, InsideTrack + South Texas College Journey Map Findings Presentation and Discussion, STC DualEnroll discussion, Follow-up Title IX Training Compliance for Entering Students, CourseLeaf Client Success Check-In-South Texas College.
- 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.
- Specialists downloaded, reviewed and verified **_2234_** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during July 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 **_32_** international students enrolled for Summer 2023 semester and **_42_** international students enrolled for Fall 2023 semester.
- Processed **_137_** course substitutions and exceptions in DegreeWorks during July 2023.
- Processed grade changes for **104** students during July 2023.
- Processed reinstatement requests for **_78_** students during July 2023.
- Processed schedule change requests for **629** students during July 2023.
- Processed **_2292_** high school and **_515_** college/university transcripts during July 2023.

- Evaluated **431** transcripts from other colleges and universities during July 2023.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **_3123_** STC transcripts during July 2023.
- Scanned and indexed **_1850_** documents submitted by students during July 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.

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
- VA Coordinator Javier Guajardo and VA Certifying Officials Manoella Leal, Melinda Garcia, Lauren Matthews and Iris Velasquez attended the Western Association of Veterans Education Specialists held in Reno, Nevada July 10th – July 12th
- Student Financial Services Staff assisted with boxing all office items for the removal and installation of the carpet. Counter staff was moved to Admissions to assist students and the rest of the staff were in classrooms in Pecan Building T.
- SFS Pecan Staff was assigned to work Friday July 28th extended hours, all staff has been notified about working Monday – Friday 8:00 a.m. to 5:00 p.m. and Saturdays 10:00 a.m. – 2:00 p.m. for the month of August.
- Financial Aid Specialist vacant position 714440 has opened.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report July 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	**20**			**ACT**	**484**
Mid-Valley	**45**	**81**	**76 (94%show)**	**TSI EXAM**	**415**
Starr Campus	**71**	**42**	**41 (98%show)**	**TSI EXAM**	**168**
Pecan Plaza	**30**	**70**	**56 (80% show)**	**GED/ PEARSON**	**596**
Pecan Plaza	**66**	**406**	**369 (91% show)**	**TSI EXAM/ includes TSI Online**	**1,678**
Pecan Plaza		**8**	**7 (88%show)**	**TCOLE/TCFP Proctored Exams**	**121**
Pecan Plaza		**126**	**117 (93%show)**	**HESI**	**942**
Mid-Valley		**36**	**34 (94% show)**	**HESI**	**430**
Mid-Valley		**2**	**2 (100%show)**	**TCFP Proctored Exam**	**32**
Starr		**14**	**14 (100%show)**	**HESI**	**109**
TOTAL:	**232**	**785**	**716 (91% show)**		**4,975 – All Campuses YTD**

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (07/01/2023 – 07/30/2023)		**Year To Date (09/01/2022 - 07/31/2023)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	68	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	384
Developmental Ed (945+ & 0-4 Essay	45	Developmental Ed (945+ & 0-4 Essay	230
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	7	ELAR Diagnostic Level 5	52
ELAR Diagnostic Level 4	132	ELAR Diagnostic Level 4	564
ELAR Diagnostic Level 3	69	ELAR Diagnostic Level 3	376
ELAR Diagnostic Level 2	40	ELAR Diagnostic Level 2	189
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**361**	**Total**	**1795**
Mathematics College And Career Readiness			
Monthly (07/01/2023- 07/31/2023)		**Year To Date (09/01/2022 – 07/31/2023)**	
College Ready (950+ or 910+ & 6+ Diag)	57	**College Ready (950+ or 910+ & 6+ Diag)**	323
Mathematics Diagnostic Level 5	23	Mathematics Diagnostic Level 5	139
Mathematics Diagnostic Level 4	112	Mathematics Diagnostic Level 4	616
Mathematics Diagnostic Level 3	75	Mathematics Diagnostic Level 3	383
Mathematics Diagnostic Level 2	61	Mathematics Diagnostic Level 2	287
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**328**	**Total**	**1748**
Data retrieved from College Board Accuplacer			
Date: 08/01/2023			

STUDENT COMPLETION SERVICES

IMPORTANT HIGHLIGHTS

- Approximately **15,200** students with some college hours, but no credential have been targeted for Summer and Fall enrollment through the department's re-engagement campaign in partnership with Trellis TAP Services. Students who submit an inquiry will be assigned to a single point of contact in order to streamline the re-enrollment process.
- More than **1,138** prospective student inquiries have been received for the Fall 2023 semester and a total of **200** students have been enrolled.
- Department staff continues to work with an additional **340** students who have submitted an inquiry and completed the financial aid process, but have not enrolled.
- Department staff had **71** student appointments (virtual/in person)
- Department has partnered with the Council of Adult and Experiential Learning and CollegeApp to target more than **100,000** adults with some college hours, but no credential in Hidalgo and Starr counties. The Fall 2023 enrollment campaign includes digital marketing, postcards and commercials at local cinemas.
- Director is working with administrative staff to finalize the recommendation of an institutional scholarship program for adults with some college hours, but no credential for Spring 2024.

SNAPSHOTS

Law Enforcement Recruitment Presentation

Department staff presented on the Law Enforcement Associate Degree at the Edinburg Border Patrol sector on July 12, 2023

Summer 2023 Jaguar Academy

Department staff completed the Jaguar Academy program with the Office of Human Resources on July 27, 2023

MXLAN Festival – City of McAllen

Department staff provided support at the STC MXLAN Festival Booth with the City of McAllen on July 29-30, 2023

COMMUNITY OUTREACH & RECRUITMENT

Academic Program Enrollment	Total Inquiries
Associates in Law Enforcement	19
Associates in Fire Science	7
Bachelor in Computer and Information Technologies	43
Bachelor of Operations Management	55
Bachelor in Organizational Leadership	101
Bachelor in Medical and Health Services Management	22
Basic County Corrections Academy	16
Firefighter Academy	51
Police Academy	94
TxDOT Partnerships • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	26
Public Administration	13
YTD Total	447

Event	Agency	Date	Total Attendees
STC Bachelor Programs Presentation	City of La Joya	07/06/23	15
Law Enforcement Recruitment Presentation	RGV	07/11/23	90
Law Enforcement Recruitment Presentation	RGV	07/12/23	80
Law Enforcement Recruitment Presentation	Edinburg	07/12/23	9
Law Enforcement Recruitment Presentation	RGV	07/13/23	60
Public Safety Enrollment Support	RCSPE	07/27/23	30
MXLAN Festival Booth	City of McAllen	07/29/23	200
MXLAN Festival Booth	City of McAllen	07/30/23	100
		Total	584

STUDENT RE-ENGAGEMENT

Target Group	Total Students Outreached	Total Inquiries
Fall 2018 - Spring 2023 Stop Outs	15,202	628
Applied for Spring 2023, Did Not Enroll	731	63
YTD Total	**15,933**	**691**

Student Appointments	
Total	**71**

MEETINGS / EVENTS

- 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
- Enrollment Case Management Review Weekly Meeting
- Student Affairs & Enrollment Management (SAEM) Monthly Division Leaders Meeting
- Council for Adult and Experiential Learning (CAEL) Monthly Meeting
- Full Measure / Student Bridge Meeting
- Institutional Leadership Council (ILC) Meeting
- Budget Committee Meeting
- MXLAN 2023 Press Conference
- Border Patrol Visit / Planning Meeting
- Basic Needs Website Demo Meeting
- Review Digital Reports Meeting
- Prosperity Task Force Meeting
- IDEA Bi-Weekly Check-In Meeting
- 23-25 Student Completion Services Institutional Effectiveness Plan Review
- Public Safety Academies Summer Orientation Planning Meeting
- Lumina | South Texas College: Transportation and Adult Learners Follow-Up
- Planning Meeting with College Connections Department
- Student Success Acceleration Program (SSAP) Grant Review Meeting

- Board of Trustees Meeting
- STC | IDEA: Re-Enrollment Collaborative Meeting
- Digital 101.5 Radio Interview

PROFESSIONAL DEVELOPMENT

- Jaguar Academy for New Employees
- 2023 Annual Department Retreat
- Creating a Better Team Using Personality Traits Workshop

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- Recruitment and Specialists Retreat
- MXLAN 2023
- Call Center Retreat
- Call Center Training/Workshop
- Jaguar Academy Graduation

RECRUITMENT

- Individual Student Appointment – 30 appointments
- Pharr Housing Authority at Jose Salinas Event Center – College Fair
- Evins Regional Juvenile Center – College Fair
- Gear UP College Ready at Region One – Table Setup
- KRGV TV – Media Interview
- Path Conference with Region One – Recruitment Presentation
- High Impact Tutoring Symposium at Region One – Table Setup
- One-Stop Registration Event at Mid Valley Campus – Registration Drive
- One-Stop Registration Event at Pecan Campus – Registration Drive
- One-Stop Registration Event at Starr Campus – Registration Drive

CAMPUS TOURS

- YouVisit
  - Virtual Tour – 9 Inquiries
- Pecan Campus
  - Personal Tour – 7 visitors
- Technology Campus
  - Personal Tour – 2 visitors
  - Future Jaguar Leadership – 40 visitors
- Mid-Valley Campus
  - Personal Tour – 3 visitors

- NAH Campus
  - Personal Tour – 4 visitors
  - UTRGV Upward Bound Math and Science Group – 50 visitors
  - Path Conference with Region One – 50 visitors
  - Future Jaguar Leadership Academy – 40 visitors

CALL CENTER

Phone Calls	
Inbound Calls	8,345 Calls

Mongoose Text Campaigns			
Campaign	**# Reached**	**# Students replied**	**# Replies**
Fall 2023 Unpaid List – No FAFSA 07.19.23	1669	29	48
Fall 2023 Unpaid List Incomplete FAFSA 07.24.23	412	14	23
Fall 2023 Unpaid List – No FAFSA 07.24.23	182	4	8
Fall 2023 Spring StopOuts 07.24.23	5537	858	1355

EVENT PHOTOS

Tour at NAH Campus for the Path Conference

College Connections Student Specialist II, Rosa Zuno, provided a walking tour to 40 counselors who attended the Path Conference at NAH.

Table Setup at MXLAN 2023

College Connections staff member provided a tour at Nursing and Allied Health Campus for the Future Jaguar Leadership Academy.

Future Jaguar Leadership Campus Tour at NAH

A few of College Connections newest staff members graduated from the Jaguar Academy by attending 6 sessions and workshops. This Academy is dedicated for new employees to understand the College's mission and help network within South Texas College departments.

Jaguar Academy Graduation

College Connections staff attended MXLAN 2023 by interacting and promoting South Texas College to the community of the Rio Grande Valley. Pictured is Recruiting Specialist, Isaac Bonilla engaging with MXLAN attendees.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
4654	Student Contacts, Outreach & Virtual Appointments
681	CTE Student Contacts
81	Student & Alumni Registered on CCN
45	Student & Alumni Resumes Revised/Uploaded on CCN
8	New Employer Registered on CCN
19	Jobs posted to CCN
2	Workshops Presented
56	Resumes Reviewed Online by Employers via CCN
1456	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Aircool Tech - ACT. Corporation
- City of South Padre Island
- David Daniel Garza, CPA, PC
- Distributor Professional Aesthetics Products
- Luis C. Orozco, CPA
- North Alamo Water Supply Corporation
- Shimizu North America
- The Borgen Project
- Valley Steel Recycling

Presentations/Workshops

- Resume Building Presentation
- Career and Employer Services and Grow with Google

Employer Outreach

- County of Hidalgo
- HSI
- U.S. Probation Office
- Lincona Insurance Group
- Texas A&M University
- HEB

Employer Registrations

- ASAP Printing Solutions
- D-tronics
- David Daniel Garza, CPA, PC
- Economy Finance Co
- Figueroa Insurance
- Pediatric Endocrine and Diabetes Associates, PLLC
- Shimizu North America
- Valley Steel Recycling

Coordination of Upcoming Events

- Career Day Prep

Meetings & Miscellaneous information

- Responded to a request for assistance from the Dean de la Rosa of Continuing Education and advised them to create a training curriculum based on logic, fallacies, critical thinking, reasoning and report writing for the upcoming Border Patrol training. They informed that they would then coordinate with the Philosophy and English departments for instructors.
- CES staff attended a Grow with Google Zoom meeting to discuss and implement changes to the platform.
- MVC 5 Students for Career and Employer Services
- MVC 2 Students for Career and Employer Services
- MVC 20 Students (Resume Building Presentation)
- MVC 2 Students for Career and Employer Services and Grow with Google
- Attended a meeting with Big Interview representatives demo meeting requested changes to the platform.
- Career and Employer Services coordinated with D-Tronics to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with Hidalgo County Department of Human Resources to promote several employment opportunities being offered by the county. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with Garza CPA to promote a remote informational student roundtable regarding employment opportunities in the IRS. Outreach efforts were conducted on their behalf resulting in 4897 students and alumni being contacted and made aware of this opportunity.

- Career and Employer Services coordinated with VS Recycling to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with South Texas Health System to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with Figueroa Insurance Agency to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with Sieben Heavy Equipment to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with Trans-Con Diesel to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services is coordinating with U.S. Border Patrol and the Department of Continuing Education to provide testing skills training for agents seeking to advance their careers with in the service.
- Career and Employer Services coordinated with the Mr. Daniel Torres of Hanson Engineering to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services is coordinating with Ms. Laura Espino of Rally Credit Union to provide Financial Literacy training for schools seeking subject matter experts in this field.
- Career and Employer Services coordinated with Mr. Jaime Mercado to promote a marketing employment opportunity being offered by his company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- 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.
- Continuation of training for New NAH & Tech specialist hires
- Assisted students visiting the lab utilizing CES services. Getting registered on College Central Network, Grow with Google, Financial Wellness, and updating resumes.
- Carl Perkins biannual reporting meeting
- Conducted outreach activities with students regarding Financial Wellness
- Conducted Interview workshop for students
- Update CES website for CES open workshops
- Adjusted CES marketing on social media platforms
- Coordinated on campus recruitment events with various private sector organizations
- Coordinate upcoming Fall 2023 Career Services Workshop Calendar
- Program interactions on Career and Employer Services. Financial Wellness and Grow with Google.
- Assisting program walk ins for Resume Writing and Career Services feedback
- Update all Career Services flyers
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for July 2023.

- CES conducted a Financial Wellness workshop via TEAMS
- CES staff continues to seek and conduct research for a replacement platform for Big Interview.
- Coordinating the distribution and tracking of 2000 Financial Wellness kits for students who have completed the required online workshop module
- CES is promoting the *Grow with Google HSI 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.
- Updated the Grow with Google instructional flyer
- Conducted a Grow with Google training for Career Services Staff updates
- 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, tracked 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.
- 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
- Compiling, preparation and submission of FY23 Biannual Perkins Time on Task documentation
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Facilitated Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted Threads Spring Donation Drive marketing.
- 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 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.

College Central Network Logistics

Career Coach

STUDENT ACTIVITIES AND WELLNESS

- Independence Day Celebration (Starr)

- 4th of July Celebration at NAH Campus (NAH)

- 4th of July Celebration (Technology)

- Independence Day Celebration (Pecan)

- Bead Making Day (Technology)

- Video Game Day! (NAH)

- Summer Cooldown (Pecan)

- SPA & Massage Day (Starr)

- Super Mario Day (Starr)

- Spirit Day with Buttons (Technology)

- Let's Flamingle (Starr)

- Canvas Painting (Pecan)

- Sit Back and Relax with Summer Painting (Technology)

- Squeeze the Day (Starr)

- Snow Cone Delight (Pecan)

- Future Jaguars Leadership Camp (Starr, Pecan, Mid-Valley)

- Food Pantry Distribution (Mid-Valley, Pecan, Starr)
- Ping Pong Tournament (Starr)
- Triathlon (Pecan)

STUDENT RIGHTS AND RESPONSABILITIES

OFFICE OF STUDENT CONDUCT

- Ms. Claudia Tovar attended the TimeClock Plus Training.
- Ms. Maria Alonso attended a Division Leaders Meeting.
- The Office of Student Conduct hired Mr. Josue De La Cruz for Coordinator of Student Rights and Responsibilities position.
- The Office of Student Conduct revised the Code of Conduct.
- Ms. Alexandra Cantu presented on Student Conduct services at the Mid-Valley Campus.
- Ms. Alexandra Cantu completed the Jag Academy.
- Ms. Alexandra Cantu attended the TimeClock Plus Training.
- The Office of Student Conduct posted the Student Conduct Specialist position.

BEHAVIORAL INTERVENTION TEAM

- Ms. Maria Alonso and Mr. Paul Hernandez are working with TNG Consulting to have a Best Practice Training for all BIT members.
- Ms. Maria Alonso is working on new BIT Calendar.
- Ms. Alexandra Cantu completed the BIT Standards and Best Practice.

OFFICE OF THE OMBUDS

- Ms. Claudia Tovar attended the TimeClock Plus Training.
- Ms. Maria Alonso attended a Division Leaders Meeting.
- The Office of the Ombuds conducted the Conflict Strategies and Communication Styles at the Pecan Campus.
- The Office of the Ombuds participated on online webinar Trauma Informed Ombudsing.
- The Office of the Ombuds met with Goerge Mason University Ombuds.
- The Office of the Ombuds attended IOA June webinar title.

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services Contacts

July 2023					
Services	**Mid-Valley**	**NAH**	**Pecan**	**Starr**	**Technology**
Total	228	135	1027	105	37

Student Accessibility Services Contacts

July 2023	
Student Contacts	142

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
- CARE Team Meetings
- All Access/Fast Track Events
- 504 Meetings
- SEAM Division Leader's Meeting
- SAEM Director's Meeting
- CSAS Manager's Meeting
- Texas A&M Diabetes Program Meeting
- Basic Needs Committee Meeting

COMPREHENSIVE ADVISING

A. Programs/Activities/Meetings:

- **Academic Advising**
  - Received/managed all student advising requests received via email, telephone, in-person, and chat system and assigned them to an advisor for individualized education planning
  - Contacts – total of 3,878 contacts with students were conducted by Academic Advisors and PASS Program Advisors in July 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 (394 Live Chats in July 2023)
  - Participated in review of Enterprise Resource Planning (ERP) Systems with STC Human Resources Office, Tallahassee Community College and Peak Performance
- **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
  - 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
  - Recruited and completed NOE's process for Faculty Advisors participating in Faculty Advising out of Pecan Enrollment Center for August 2023
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** recruiting for next training scheduled for October 2023; training provides foundational knowledge on crucial student support services and resources that STC delivers; it also includes a campus tour of specialized Career and Technical Programs campuses 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 Summer 2023 semester; worked on annual report for submittal to The Higher Education Coordinating Board (THECB)
- **PASS Program**
  - Met with PASS Manager to discuss state of the Program and plan for enhancements, CLNA, and to complete the 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 Manager updated, based on feedback from Grants Office, the Student Affairs & Enrollment Management (SAEM) FY24 application in collaboration with SAEM Directors

- **Perkins V**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
    - Maintained closed communication with CTE PASS Manager 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
    - Planning Perkins V SAEM application activities and corresponding budget

PROGRAMS/ACTIVITIES/TRAININGA/MEETINGS

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; Director gathered and reviewed data for FY21, FY22, and FY23 and attended the SACSCOC Summer Institute to prepare for the upcoming Fifth Year Interim Report
- **Basic Needs Workgroup -** Director serves as lead for the Basic Needs Workgroup; Director participated in HOPE Center webinars addressing enhancement of basic needs for students; Director participated in meeting with the Degree Reclamation Committee
- **Guided Pathways –** Director met with Co-lead, Dr. Nelson, to review activities and data for report at upcoming Scale of Adoption meeting with Guided Pathways

Preliminary Forms

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

Finance and Administrative Services

SOUTH TEXAS COLLEGE

TO: DR. RICARDO J. SOLIS, PRESIDENT

DATE: AUGUST 22, 2023

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

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

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

July 2023

SOUTH TEXAS COLLEGE

"Accountability through Clarity, Engagement, and Transparency"

The Finance and Administrative Services (FAS) Division 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 meeting
- Budget Committee meeting
- Clery 2nd QTR Committee meeting
- Committee Packet review with the President
- Enterprise Resource Planning (ERP) conversion project updates
- Facilities & Finance Committee meetings
- FAS Facilities Planning updates
- FAS Operating Budget review
- FAS Project Manager updates
- FAS Safety updates
- Finance and Board packet items review
- FY 2024 Appropriations and Budget review
- FY 2024 Budget, Staffing, and Pay Plans
- HEERF Funds report review
- Human Resources bi-weekly updates
- Institutional Leadership Council meeting
- Master Unexpended Plan Fund Budget and R&R Report updates
- Minimum hourly pay rate grades review
- On-line Incident reporting implementation meeting
- P-card procedures review
- Popular Report, Investment, and Management Report updates
- President's Cabinet meeting
- Purchasing presentation and other items
- RFQ criteria discussion with Legal Counsel
- RFQ solicitation and evaluation process recommendations review with Board members.
- STC Cafeteria vendor updates
- STC college-wide signage review with the FPC department
- STC Foundation audit inquiry review
- Student Activities, ITED, and CPWE Budgets
- TACCBO updates
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- Title IX Committee updates on Employee & Student Cases
- Title IX Policies review
- Title IX/ 504 Webpage review

WEBINARS/WEBCASTS/ CONFERENCES/ TRAINING

- ADA and Section 504 for Higher Education training.
- TAAC Summer Meeting 2023.

CURRENT PROJECTS

- Activity Report for Board
- Auxiliary Fund Reserve and Reconciliations
- Board Budget Presentation
- Bookstore extension recommendation
- Budget Allocations for various departments
- Budget Reserve levels
- Budget Transfer approvals
- Capital Improvement Projects Master Budget
- Certification for Appropriation letter
- Comprehensive Operational Plan
- Comprehensive Study Analysis
- Creating Magic for FY24 transition to STC Foundation
- Custodial hiring updates
- Electricity Bill Management Report
- Ellucian Banner Report review
- Enrollment Headcount and Credit Hour reports
- Enrollment Projections
- ERP Conversion Project and Implementation Action Plan
- Excess Fund Allocation and Comparison reports
- Expenditure Budget analysis
- Facility use fees report and agreement
- FAS Account Reconciliations
- FAS FY 24 Preliminary Budgets
- FY 23-24 Executive/Administrative LOA
- FY 24 Budget Development
- FY 24 Salary Report review
- HEERF III Reconciliations
- HEERF III Use of Funds Quarterly/ Annual Reports & Expenditures
- Hiring Report review
- Institutional Effectiveness Plan
- Insurance RFP updates
- ITED Revenue and Expenditure reports
- Local Policies Report Card and Current STC Policies
- P-Card procedures analysis for Board travel
- Plan Funds Expenditure review and approvals
- Position Reclassification forms review and approval of requests
- Position Vacancy Reports for FAS Division
- Public Information requests
- Purchasing Acquisitions, and Contracts
- Retention payment stipend for Fall
- Review and Approval of documents
- RFP for operational assessments
- RFQ Criteria options for the Board
- Salary Budget
- Salary Increase notice to employees
- Salary Savings report for FAS Division
- Sale of laptops recommendation motion write-up
- Sick Leave procedures, analysis and reports
- STC Foundation MOU
- STC signage work status with FPC department
- TACCBO Accounting Financial reports
- TACCBO Conference contract review
- Technology Reimbursement payment for FY 2024
- TimeClock Plus (TCP) approvals
- Title IX department restructure – Office of Institutional Equity
- Travel – Chrome River approvals
- Upper management review of salaries
- Vacation Balances and Extensions
- Vendor information review and transition to electronic payments

BUSINESS OFFICE ACTIVITY REPORT

Myriam M. Lopez, Comptroller

July 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF 77

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 JULY 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 JULY 2023

JULY 2023 AP TOTAL DISBURSEMENT TYPES

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 JULY 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

July 2023

SOUTH TEXAS COLLEGE

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

Department Staff: **70**

23 Commissioned Peace Officers

7 Licensed Telecommunication Operators

41 Civilian Employees

DEPARTMENT OF PUBLIC SAFETY AREAS

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

24/7 DISPATCH

956.872.4444

131

Calls for service

1,202

Incoming Calls

POLICE SERVICES

- Police Officers attended multiple trainings throughout the month.
- Maintained daily Clery Crime Log for all STC campuses.
- Held 2nd quarter Clery Crime committee meeting.
- Security personnel attended Bike Patrol training taught by STC police officers.

SAFETY & EMERGENCY MANAGEMENT SERVICES

- Monthly evacuation drills at Regional Center for Public Safety Excellence, Mid-Valley campus building H and Starr campus building F.
- Meeting held to discuss a Campus Safety Survey based on Department of Public Safety services.
- Provided surgical and KN95 masks district wide
- Distributed COVID - 19 at home testing kits at Pecan Plaza, MVC, and Starr campuses.

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 nineteen parking event requests districts wide.
- Prepared for the release of the FY 23-24 parking permits.

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.
- Started detailed floor plans of cameras campus wide.

JAG EXPRESS SERVICES

- Yellow Line: service between Pecan, Technology, and NAH campuses.
- Green Line & Route 60: service between Starr and Pecan campuses.
- Worked on Interlocal Agreement for FY 23-24 for August board 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

July 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF: **11**

FACILITIES:

- **5** Full Service Campus
- **3** Centers
- **1** On Line Campus
- **391** Sq. FT.
- **2,065,731** Acres
- **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 name-plate ordering.

CURRENT & ON-GOING PROJECTS

PECAN CAMPUS

- Ann Richards Building A Office Renovations – Pending Final Completion/Staff has moved in.
- Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations – Schematic Design Phase.
- North Academic and Humanities Building P Renovations for the Accountability, Risk, & Compliance and Institutional Equity Departments – Construction Phase.
- Pecan West Continuing Education Building - Request of Qualifications for Architectural in progress; Civil Engineering Services for Plat in progress; Contract Negotiations for Civil Engineering Services for Parking and Site Improvements in Progress.
- Ann Richards Administration Building A Additional Parking Lot – Construction Phase: Contract Negotiation for Construction Services in Progress.
- Kinesiology Building Phase I – Design Development Phase.
- South Academic Building J Generator Replacement – Construction Phase.
- East Drive Resurfacing – Construction Phase.

MID VALLEY CAMPUS

- CLE Building A Renovation for Culinary Arts Program – Construction Complete.
- 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 – Construction Phase for Roof Replacement.

NURSING & ALLIED HEALTH CAMPUS

- Campus East Building A Stair Repairs and Replacement - Construction Complete.
- East Building A Occupational Therapy Kitchen Lab Expansion Renovation – Construction Complete.
- District Systems Office – Solicitation of Architects in Progress.
- NAH East Building A Generator Replacement – Construction In Progress.

TECHNOLOGY CAMPUS

- Welding Lab Expansion – Construction Phase: Contract Negotiation for Construction Services in Progress.
- Exterior Solar Panel Structures – Construction Phase.
- Truck Driving Range Expansion – Construction Phase: Contract Negotiation for Construction Services in Progress.

STARR COUNTY CAMPUS

- Workforce Building D Welding Lab Expansion – Construction Phase.
- Workforce Building D Automotive Lab and HVAC-R Expansion – Construction Phase.
- Stucco Repainting – Final 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

OFFICE OF ACCOUNTABILIY, RISK, & RECORDS MANAGEMENT ACTIVITY REPORT

Jason Gutierrez, Director

SOUTH TEXAS COLLEGE

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.

WHAT WE DO

- 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 127 local policies slated for board adoption, 37 have been adopted as of July 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

July 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF:

32

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**, FY2023 – **70** and FY2024 – **12**
- Completed **233** Purchase Orders June 2023
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **461** Airfare Purchases in FY2023
- **438** vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **34** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **194** contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **483** deliveries totaling **5,557** boxes/packages
- Completed **15** Faculty/Staff moves
- Prepares surplus property for auction or disposal

FIXED ASSETS

- Approved **318** new assets
- Adjusted **63** existing assets
- Coordinates the Annual Physical Inventory

MAIL SERVICES

- Process **15,036** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **39,720** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY23 Purchase Orders	7,286	$64,537,180.70
2	College Assets	22,520	$418,743,271.91

OFFICE OF TITLE IX, 504, AND COMPLIANCE ACTIVITY REPORT

July 2023

Todd C. Nelson, MBA, JD, Interim Title IX Coordinator
Brenda Muñoz, Employee Relations Investigator

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 and parity 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, Section 504, and Compliance topics.

Create and deliver custom training to faculty and staff on Title IX/ADA/504 and Compliance.

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

Dr. Zachary Suarez, Director

July 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Assisted Benefits Open Enrollment changes at all five South Texas College campuses.
- Participated in the PeopleAdmin project discussion meeting via Zoom regarding conversion to a paperless performance evaluation process for the College.
- Worked on the FY24 Staffing Plan, created multiple versions, and printed the staffing plan booklets.

Launched Yearly Mandatory Trainings for Faculty and Staff.

TOTAL EMPLOYEE BY LOCATION - 07/31/2023

HEADCOUNT BY LOCATION								
	PCN	TECH	NAHC	MIDVAL	STARR	RCPUBL	HS	TOTAL
ADMIN	66	3	1	1	1			72
FT-STAFF	724	77	57	88	58	7	1	1012
PT-STAFF	120	34	38	26	21	1	1	241
WS	3			2	6			11
FACULTY	304	84	92	63	30	6	27	606
DUAL						1	40	41
TOTAL	1217	198	188	180	116	15	69	1983

CURRENT/ON-GOING PROJECTS

BENEFITS

EMPLOYEE COUNT: 5

- Hosted the Employee Retirement System Open Enrollment Health Fair at the Pecan Campus.
- Attended Society of Human Resources RGV Workshop regarding new labor law updates.
- Attended Teacher Retirement System Legislative Updates session at Region One.
- Participated in Employee Retirement System Wellness Coordinator Connect meeting.
- Assisted in TASB DEC Leave Policy review.
- Attended Employee Retirement System Benefit Administrators Webinars on Open Enrollment changes for each benefit plan.
- Conducted two full time New Hire Orientations and four direct wage New Hire Orientations.

COMPENSATION & PAYROLL

EMPLOYEE COUNT: 6

- Worked on TASB compensation study by reviewing and adjusting new employees that were hired after employee data file was sent over.
- Worked on 359 compensation worksheets.
- Data entry, review, verification and processing for July payrolls.
- Worked on Fiscal year 2023-2024 Pay Plan and Staffing Plan.
- Processed over 1000 payroll items for the MR07 monthly and payroll processing.
- Attended various Linked trainings and off-site training SHRM workshop entitled New Labor Law Updated and More!

EMPLOYEE RELATIONS (ER)

EMPLOYEE COUNT: 4

- Met on the discussion of the fiscal year 2023-2024 Contracts for distribution to the College's Faculty (467 total) and Administrators & Executives (73 total).
- Met on the discussion of fiscal year 2023-2024 employee handbook updates.
- Met on the discussion of updates to the College's website employee poster links to ensure access to most current employment-related information (80 links total).

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

EMPLOYEE COUNT:

- A – Z employee records have been fully scanned.
- Auditing active files to remove transcripts that were not previously removed.
- All terminated files were scanned. Final audit is in process (16 boxes).
- Assisted ERO with record clean-up and recovered over 20 personnel files.
- Participated in the ERP selection and met with all stakeholders.
- Auditing reports to proceed with data clean-up.
- Created several ad-hoc reporting requested by internal and external functional areas.

TALENT, LEARNING & ONBOARDING

EMPLOYEE COUNT: 4

- Jaguar Academy (3 of 6 sessions).
  - Service Area tour (34 staff members – 4 campuses)
- LinkedIn Learner Series (2 Session) - Effective Communication.
- Team Building Training – Creating a better Team using Personality Traits – 1 Session.
- Staff Council Association Update meeting.
- New Hire Orientation presentation.
- College-wide Convocation Preparation Meetings.
- Actively screening and clearing full-time and part-time applications and new hires.
- Campus Security Authority reports.
- Retirement Clock orders.

STAFFING

EMPLOYEE COUNT: 6

- Attended PeopleAdmin Re-Implementation Meeting.
- Tested People Admin staff positions, faculty and direct wage on reengineering site.
- Processed Faculty and Direct Wage educational increases.
- Assisted with hiring staff, faculty, direct wage and temporary agency employees.
- Processed Adjunct and Dual Enrollment hires for Summer and Fall 2023.
- Attended 2023-2024 Staffing Plan updates meeting.
- Provided 2023-2024 Staffing Plan binders for Board and Committee.
- Worked on 2023-2024 Letter of Appointments for Administrators and Executives distribution.

OFFICE OF HUMAN RESOURCES

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE ACTIVITY REPORT

George McCaleb, Director

July 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	

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

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 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 J. SOLIS, PRESIDENT

FROM: DR. ANAHID PETROSIAN, VICE PRESIDENT FOR ACADEMIC AFFAIRS

DATE: JULY 1, 2023

SUBJECT: ACTIVITY REPORT FOR JULY 1, 2023 – JULY 31, 2023

DR. ANAHID PETROSIAN
VICE PRESIDENT FOR ACADEMIC AFFAIRS

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended an EDA Recompete Grant meeting, July 5
- Attended an Institutional Leadership Council (ICL) meeting, July 6
- Participated in Planning a meeting for EWDC, July 10
- Attended a meeting for Special Assignment PTK, July 10
- Attended STC and Peak Performance Session – Academic Affairs Division, July 11
- Attended the SOAA Interview with the TSC, July 11
- Presented at EWDC Meeting: Academic Calendar & Starfish, July 11
- Hosted an Innovation and Transformation Meeting, July 12
- Attended Cabinet meeting, July 12
- Participated in Prosperity Taskforce, July 13
- Attended Peak Performance ERP Consultant VPAA meeting, July 14
- Held a meeting with a student, July 17
- Attended a meeting to Review of McAllen ISD Board Workshop PPT, July 17
- Attended a meeting to discuss Starfish Area: Furniture & Space, July 20

- Hosted an Academic Affairs: Strategic Planning Workshop, July 24
- Participated in Planning and Questions regarding Nursing Apprenticeship, July 24
- Attended InsideTrack +South Texas College Journey Map Findings Presentation and Discussion
- Attended Board Meeting, July 25
- Participated at the Texas A&M Delegation visit, July 26
- Attended the Registered Nurse Apprenticeship Program ceremony, July 27

PROJECTS COMPLETED OR IN PROGRESS:

- Preparing for New Academic year
    - New Faculty Orientation
    - Academic Affairs Assembly
    - Chair Faculty Meeting
- 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
- Working with Academic Affairs Taskforces
- Implementing Action Plan for the Guided Pathways Project
- Academic Affairs Risk Management Plan
- New Program Development Proposals
- Developing guidelines and templates for the division
- Updating all manuals and reports for the division
- Developing the Handbook of Operating Procedures Template
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard
- Working on Faculty Spotlight

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

DIVISION DEAN'S REPORT:

- Telemundo Interview on short-term credentials, July 10
- MXLAN Press Conference, July 11
- AIA-LRGV's Building Communities Conference Planning Committee meeting, July 11
- Attended Prosperity Taskforce hosted by Futuro RGV, July 13
- Presentation by Texas Workforce Commission – Vocational Rehabilitation Services, July 20
- Jaguar Academy Campus Tour, July 20
- Ribbon Cutting and Grand Opening for Able City Architecture Firm, July 20
- Texas A&M Delegation Visit, July 26

DEPARTMENT/PROGRAM REPORTS:

Regional Center for Public Safety Excellence (RCPSE)
Major Events/ Activities

- Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles - Bi-weekly Construction Update Meeting, July 5 & 19
- Two Story Residential Fire Training Structure - Bi-Weekly Construction Progress Meeting, July 5 & 19
- BPST July Division Leadership Meeting, July 20
- Guided Pathways Specialist Search Committee Applicant Interviews, July 5
- RCPSE Tour for US Federal Probation Training Coordinator and staff, July 5
- Meeting to discuss Memorandums of Understanding (MOUs) for the RCPSE, July 11
- Guided Pathways Specialist Follow-up Meeting with Dean Lozano and other search committee members, July 20
- RCPSE Tour for incoming STC Freshman from various campuses, July 20
- Met with Pharr FD Captain Bustamonte regarding possible upcoming trainings, July 21
- Weslaco Fire Department conducts in-service training in partnership with STC using the FireVent Prop and Mobile Air Trailer, Jun 28-July 3
- 32nd Police Academy begins at the RCPSE, July 10
- 1st Corrections Academy begins at the RCPSE, July 10

Events held at RCPSE:

- STC Security Bicycle Training, July 10-13
- TASER Instructor Course, July 14
- Medicolegal Death Investigations Course, July 17-21
- Internal Affairs Administration Course, July 18-19
- STC Firefighter Academy Orientation, July 27

Upcoming RCPSE Events:

- TDD/TTY for Telecommunicators, Aug 3
- Pharr Fire Department Hydrant Inservice, Aug 6-8
- Undercover Techniques in Narcotics, Aug 7-11
- Crisis Intervention Training, Aug 7-11
- TEEX ICS 300/400 Course (Mid-Valley Campus), Aug 14-18
- ALERRT First Responder Medical Train the Trainer, Aug. 16-18
- Valve and Hydrant Maintenance Course, Aug 22-24

AMT Major Meetings/Events:

- Participated at the TESLA Takeover at Mission EDC, July 1
- Hands-on workshop for 88 Roma Tex Prep Students, July 7
- Hosted a Youth Robotics Summer Camp, July 10-14
- Presented at Board Meeting over AI in Manufacturing, July 11
- Panasonic Visit for Youth Summer Camp they sponsored, July 13
- Engraved 30 Belt Buckles for Administration, July
- Faculty Spotlight Photo Session, July 19
- Volunteered at MXLAN at Convention Center, July 28
- Toured Manufacturing Company UMP, July 31
- Met with the Executive Director of STMA for Updates on Scholarship, AI, and Advisory Board members, July 31

Culinary Arts

- Fundamentals of Baking students prepared an assortment of 400 cookies and chorizo cornbread muffins for MxLan, July 28
- International Cuisine students demonstrated their knowledge of sauces and slow cooking chicken to prepare 300 enchiladas for MxLan, July 28
- Culinary Arts students and faculty volunteered at 2023 MxLan Festival hosted by the McAllen Chamber of Commerce to promote the culinary program, July 30

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

Major Events/ Activities

- HVAC Expansion at Mid-Valley Campus meeting, July 5
- DBT Department meeting with Dean, July 6
- HVAC Expansion at STARR Campus meeting, July 12
- Solar panel structure meeting, July 13
- Perkins Leadership ENSS Special Assignment meeting, July 13
- Perkins Basic Grant Operation webinar, July 18
- HVAC Expansion at Mid-Valley Campus meeting, July 19
- July Division Leadership Team meeting, July 20
- AA/FM Roundup-Accounts Payable & Travel Deadlines meeting, July 24
- Contracting Overview meeting with Interplay Learning representative, July 24
- Solar panel structure meeting, July 26
- HVAC Expansion at STARR Campus meeting, July 26
- Perkins Grant Project Meeting-Adding more Advisory Committee, July 27
- HVAC Lab Assistant interview, July 25

Cosmetology

- Spring schedule review meeting, July 5
- New staffing meeting, July 11
- Division Leadership Meeting, July 20
- Salon appointment booking meeting, July 20
- AA/FM- Accounts payable workshop, July 24

Human Resources/Office Administration

- HR Department participated in a community event sponsored by the Age and Disability Regional Council, June 21- July 20
- SHRM RGV Monthly Meeting at Double Tree Suites, June 21-July 20
- ACBSP Conference, Chicago IL, June29-July2
- Student Advising Sessions at MVC for HR and OA programs, July 10
- Texas Broadband Development Office Connect (Listening Tour), Weslaco, TX, July 18
- Rio Grande City Market Days, Office Administration Program Booth/Table Recruiting Event, July 20

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Met with architects to review provisional renderings of the Cooper Center expansion, July 5
- Participated in the ERP Consultant visit, July 5
- Co-presented to the ILC on the College's OER Taskforce wrap-up, July 6
- Completed the College's Scale of Adoption Self-Assessment for the Texas Success Center and Talent Strong Texas Pathways, July 10
- Convened and led the SOASA interview with the TSC, July 11
- Interviewed finalists for new Art Instructor position, July 12
- Attended the two-day Closing Event of the AAC&U Institute on Open Educational Resources, July 13-14
- Interviewed finalist for new Dance Instructor position, July 19
- Attended webinar on Education and Generative AI, July 20
- Participated in a podcast for students on Generative AI and Higher Education, July 21
- Participated in the Academic Affairs Strategic Planning Workshop, July 24
- attended webinar on Generative AI Policy, July 27

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies

- Welcomed David Garcia Magaña, Director of Ensamble Folklórico Mexicano from Monterrey, Nuevo León, México, for a weeklong dance and musical workshop from July 2-7
- Welcomed Martin Roberto Martinez Rocha, Director of Ballet Folklórico de la Universidad de Guanajuato from Guanajuato, Guanajuato, México, for a dance and musical workshop from July 14-18
- Met with the McAllen Convention Center staff and the directors of Ballet Folklórico de la Universidad de Guanajuato from Guanajuato, MX and Ballet Folklórico Mexcaltitlán de la Ciudad de Tepic from Nayarit, MX to discuss the planned participation of all three troupes in Fiesta de Palmas in October 2023. The Center coordinated a discussion between the directors of the three dance companies and the City of McAllen staff via Zoom, July 20
- Traveled to San Antonio, Texas as invited guests at the 2023 Association of Community College Trustees (ACCT) Board Retreat on July 21
- Travel correspondence were initiated to cover the documentation of the Ballet's trip to San Antonio, TX.
- Participated at the 2023 MXLAN Festival hosted by the City of McAllen and the McAllen Convention Center, on July 28-30

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

DIVISION DEAN'S REPORT:

- Participated in STC and ERP Consultant Session, July 5
- Attended Public Administration and Bachelor of Operations Management Programs Presentation, July 6
- Participated in Institutional Leadership Council (ILC) Meeting, July 6
- Met with EHS, July 10

- Attended Budget Committee Meeting, July 10
- Attended the Planning Meeting for EWDC, July 10
- Attended TexPrep, Engineering Summer Camp, Closing Ceremony, July 11
- Met with Organizational Leadership program chair to discuss AACSB, July 11
- Attended EWDC Board meeting for new AI program, July 11
- Attended Innovation and Transformation Meeting, July 12
- Attended Building a Thriving RGV: The Hidalgo County Prosperity Task Force Forum, July 13
- Participated in Academic Affairs: Strategic Planning Workshop, July 24
- Participated in InsideTrack + South Texas College Journy Map Findings Presentation and Discussion, July 25
- Participated in Texas A&M Delegation Visit, July 26
- Participated in South Texas College and InsideTrack Meeting, July 27
- Attended Nursing Apperntship at NAH Campus, July 27

Project Manager

- Met with EHS to discuss Chemical Hygiene Plan, July 10
- Attended Coaching Powered Leadership Training with InsideTrack, July 11
- STC Advanced Ongoing Training with InsideTrack, July 12
- Attended STC Journey Map Partnership Meeting, July 12
- Attended Perkins Basic Grant Orientation, July 18
- Hosted FLAC Overview with department staff, July 19
- Attended STC Solutions Consulting Partnership meeting with InsideTrack, July 19
- Attended Admissions & Records Process review meeting for Academic Coaches, July 19
- Attended InsideTrack and STC Journey Map Findings Presentation and Discussion, July 25
- Attended STC Solutions Consulting Partnership Meeting with InsideTrack, July 26
- Attended STC and InsideTrack meeting, July 27
- Prepared for Fall 2023 Division Meeting
- Reviewed grants for the month

BACHELOR PROGRAMS:

Organizational Leadership

- Facilitated the BASOL Bi-Weekly Redesign/Design meeting, July 5
- Participated in the Student Completion Services Search Committee, July 6
- Interviewed during the La Voz Del Valle Show at the KRGV Studios, Weslaco, TX, July 7
- Participated in the Leadership McAllen Board Retreat at Quinta Mazatlan, July 8
- Participated in the Texas Women in Higher Education Conference Planning Committee meeting via Zoom, July 10
- Met with MSITB Dean to begin the conversation on BASOL potentially pursuing the AACSB accreditation, July 11
- Attended the Trustee Committee Meetings, Pecan Campus Board room, July11
- Attended the Pre-celebration graduation of Capstone students at Palenque Grill, July 11
- Participated in an OER Licenses meeting with Bachelor program Chairs and Dean of Distance Learning, July 12
- Attended the RGV Prosperity Taskforce at the Student Union, July 13
- Participated in the McAllen Chamber Team Building at the Old Church, July 18
- Met with Faculty Senate President to discuss some ideas on Commencement, July 18
- Participated in the VictoryRX Project Initial kickoff meeting, July 18
- Attended the Hispanic Women's Network of Texas Speaker Series, Radisson Hotel, July 18
- Participated in the Admissions & Records Process Review, July 19
- Participated in the Student Completion Services Coordinator Interviews, July 19-20
- Met with BASOL students, July 20
- Facilitated the BASOL Bi-Weekly Redesign/Design Meeting, July 20
- Attended the RGV Partnership Mixer, University Drafthouse, July 20

- Conducted faculty evaluations July 20, 24, 27
- Facilitated a meeting with a student to discuss academic integrity, July 25
- Attended the STC Nurse Apprenticeship Celebration, July 27
- Participated along with BASOL Academic Coach in MXLAN to promote the Bachelor programs, July 30

Computer Information Technologies/ Computer Science Chair

- Participated in CITP4330 Meeting with Computer Science Instructor via MS Teams, July 3
- Participated in Council of Chairs Meeting with History Program Chair via Zoom, July 4
- Participated in Review your Access Skill Exam Meeting via MS Teams, July 6
- Worked on JFF Survey with Computer Science Instructor via MS Teams, July 7
- Participated in OER Licenses Meeting with Dean of Distance Learning via MS Teams, July 12
- Facilitated Staff Meeting-Google Certification via MS Teams, July 12
- Participated in CITP3320 & Google Data Analytics Meeting via MS Teams, July 13
- Participated in Google Career Certificates Sunsetting Webinar with Haley Press, July 17
- Participated in Admissions & Records Process Review for Academic Coaches with Coordinator of Enrollment Services, July 19
- Participated in Career Circle Demo Webinar with Cheneyere Williamson, July 19
- Participated in CITP3310 Machine Learning AWS Meeting via MS Teams, July 21
- Participated in On-Boarding Adjunct Faculty Meeting via MS Teams, July 25
- Participated in Career Circle Demo Webinar with Cheneyere Williamson, July 26
- Participated in CITP3310 Machine Learning AWS Meeting via MS Teams, July 28

Operations Management Cjaor

- Presented at the City of La Joya Employees from 10:00 a.m. to 11:00 a.m., July 6
- Attended Border Patrol Training Meeting with the Continuing Education Department, July 17
- Attended VictoryXR Project Initiation Meeting, July 18
- Attended the Admissions & Records Process Review Meeting, July 19
- Attended the Border Patrol Communications Training Project Meeting, July 24
- Attended the International Business Seminar Course (Spanish Translation), July 24
- Conducted the Artificial Intelligence Utilization in Public Organizations Training to Border Patrol Supervisor, July 26
- STC Bachelor of Operations Management and Public Administration Programs Presentation to the Hidalgo County Sheriff's Office Deputies and Jail Detention Officers, July 31

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology Chair

- Lead Lab Specialist II Interview Candidate - Mid Valley Campus, July 11
- Attended Meeting with Division Dean, July 12
- Attended STEM Workshops, July 14
- Lead Biology Adjunct Faculty Interview Candidate, July 17
- Lead Biology Adjunct Faculty Follow – Up Meeting Candidate, July 25-26

Information Technology Chair

- IT Faculty attended Cisco Training, July 5-7
- IT Secretary attended Jaguar Academy, July 13, 20, 27
- IT PC assisted in interviews, July 17

Mathematics Chair

- Secretary training In-person "Review Travel Expense Report", July 3
- Attended Team meeting "ECMC Grant Planning" July 5
- Participated in "Institutional Leadership Council (ILC) Meeting", July 6

- Attended Team meeting "College Readiness and Success Models 2023-2025" to discuss developmental initiatives & goals, July 13
- Attended Teams meeting "CRSM Grant" to discuss potential grant development & submission, July 18
- Staff & Secretaries attended training online "Workshop #274074: LinkedIn Learner Series: Leading through Collaborative Communication" July 18
- Attended "Starfish In-depth Training", July 19
- Staff & Secretaries attended online training Workshop #283551: "Tantalizing Teaching Techniques Thanks to Totally Terribly Tinfoil Theories using the craziest conspiracy crackpottery to craft cool coursework." July 19
- Staff & Secretaries attended training online and In-person "AA/FM RoundUp – Accounts Payable & Travel Deadlines End of Fiscal Year 2023 In-person" July 24
- Attended online meeting "InsideTrack + South Texas College Journey Map Findings Presentation and Discussion", July 24
- Staff & Secretaries attended training online Workshop #274074: LinkedIn Learner Series: Leading through Collaborative Communication" July 25
- Attended Team meeting "H-E-B Check-In Summer 2023" July 26
- Attended H-E-B Retail Math class to thank the Partners for their participation and congratulate them on completing the programming! "H-E-B Retail Math class - Rene Martinez" July 27

Physical Sciences and Engineering Department Chair

- Attended Institutional Leadership Council (ILC) Meeting, July 6
- Met with the Physics Student Success Specialist, Physics Laboratory Coordinator, Physics Lab Specialist, and Physics Faculty Secretary, discussed August 2, 2023 Physics Program Promotion Event, and drafted next steps, July 11
- MS Teams Meeting with a prospective engineering major, July 11
- Met with the Slooh's Education Support Coordinator and discussed their Astronomy software. Slooh provides access to online telescopes and powers curricular and extracurricular study of astronomy in schools and colleges. July 13
- Continued to participate in the Texas Higher Education Coordinating Board (THECB) OER Advanced Skills workshop, July 15-20
- Reviewed the OER Physical Science lab manuals developed for face to face and online sections of PHYS1415 and PHYS1417, July 17
- Met with Physical Science faculty who coordinated the development of OER Physical Science lab manuals and discussed the status of the manuals and next steps, July 20
- Attended the following webinar: Homeroom with Education Leaders, Exploring the Power of Innovation in the Classroom, Description: Areas such as personalized learning, project-based learning, and technology integration, are some of the teaching methods being implemented across the country to ensure students excel in the classroom. The webinar included a conversation on these exciting developments and how they are transforming the way we teach and learn to better serve students' needs and abilities, July 20
- Attended InsideTrack, South Texas College Journey Map Findings Presentation and Discussion meeting, July 25
- Met with the Physics Student Success Specialist, Physics Laboratory Coordinator, Physics Lab Specialist, and Physics Faculty Secretary and planned for August 2, 2023 Physics Program Promotion Event, July 25
- Physics Laboratory coordinator continued to design the geology display for the Library, July 26
- Revised the Fall 2023 Physics, Geology, and Engineering course schedule, July 27

UNIVERSITY RELATIONS:

- **Agreements Completed:**
  - UTRGV Renewal MOU
  - West Coast University
  - University of Houston Bauer College of Business
- **Agreements Awaiting Signing:**
  - Texas A&M University – Corpus Christi
  - Texas Women's University

- **Agreements in Progress:**
    - Texas Southern University College of Pharmacy
    - University of Houston – Victoria
    - Southern New Hampshire University
    - Lamar University Program Articulations
    - University of the Incarnate Word Feik College of Pharmacy
    - Texas A&M University at San Antonio
    - TAMUK BAAS (STC Fire Science to BAAS)
    - Community College of the Air Force
    - TAMU Biomedical Sciences
    - TAMU Engineering
    - University of Arizona Global Campus
    - Texas State Technical College
    - Luna Community College
- Worked on adding Pathways to Bachelor's Degrees on a new website where potential students will be able to access them, ongoing.
- Reaching out to students regarding eligibility for the Texas A&M University Engineering Academy, ongoing.
- Attended Institutional Leadership Council, July 6
- Met with representatives from the Texas A&M University Engineering Academy, July 10
- Attended the MxLan Press Conference, July 11
- Completed the LinkedIn Course on Effective Communication, July 11
- Participated in the NACADA Advising Transfer Students Steering Committee Meeting, July 12
- Attended the Futuro RGV Taskforce Updated, July 13
- Met with representative from the Texas A&M University Engineering Academy, July 17
- Participated in the "Leading through Collaborative Communication" workshop (Part 1), July 18
- Attended the "Tantalizing Teaching Techniques Thanks to Totally Terrible Tinfoil Theories" workshop, July 19
- Complete the LinkedIn course on Difficult Conversations, July 19
- Attended the Academic Affairs Strategic Planning Workshop, July 24
- Attended the AA/ FM Round-Up, July 24
- Attended "Leading Through Collaborative Communication" workshop (Part 2), July 25
- Presented to the Call Center about the function of our office and the Texas A&M University Engineering Academy, July 25
- Virtually attended the National Summit on Equal Opportunity in Higher Education, July 26
- Met with representatives from the Texas A&M University Engineering Academy, July 27
- Met with representatives from the Universities of Houston, July 31
- Met with representatives from the Texas A&M University Engineering Academy, July 31

Upcoming Events:

- Orientation and Steering Committee Meetings for the Texas A&M University Engineering Academy, August 7
- Signing Ceremony with Texas A&M University College of Agriculture and Life Science, TBD
- Signing Ceremony with Texas A&M University – Corpus Christi, TBD
- Launch event with University of Maryland-Global Campus, TBD
- Signing Ceremony with Texas Women's University, TBD
- Fall 2024 College Fair, October
- Transfer Advising Academy, Fall 2024

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Reviewed Followed up on work for the Organization for Associate Degree Nursing (OADN) Board, OADN DEI Committee, and Philippine Nurses Association of South Texas (PNAST) - RGV.
- Reviewed K2, N8, and N15 mini-mester course enrollment data and worked on approval memo for low enrollment sections.
- Followed up on the status of grant funds for the NAH Division.
- Attended the LinkedIn Learner Series: Leading through Collaborative Communication webinar, July 11
- Attended the MXLAN Sponsors Press Conference, July 11
- Attended the Innovation and Transformation Meeting, July 12
- Interviewed applicant for faculty position with Diagnostic Medical Sonography, July 12
- Attended the Hidalgo County Prosperity Task Force Forum, July 13
- Attended the Exploring NCLEX Content with Test Strategies and Practices webinar, July 13
- Attended the Ruling Explained: The Future of Affirmative Action in Higher Education webcast, July 13
- Attended the Radiologic Technology Program Pinning Ceremony, July 14
- Met with ADN student to discuss readmission appeal, July 17
- Attended the RN-BSN Articulation Agreement: UTRGV & STC Schools of Nursing meeting, July 17
- Attended the Final Briefing for the PATHS Conference, July 17
- Attended meeting with HR benefits staff, July 17
- Attended the LinkedIn Learner Series: Leading through Collaborative Communication webinar, July 18
- Attended the Perkins Basic Grant Orientation, July 18
- Met with Radiologic Technology student to discuss concerns, July 18
- Interviewed applicant for faculty position with Associate Degree Nursing, July 18
- Attended the PATHS Conference held at the NAH Campus and hosted by Region One, July 19 – 20
- Attended the Barriers and Belief Systems: Removing Admissions Barriers for Nurses with Disabilities: Addressing Technical Standards, July 19
- Attended the Exploring Social Determinants of Health: Letting Data Lead the Way webinar, July 20
- Attended the Strategic Planning Workshop hosted by Academic Affairs, July 24
- Attended meeting with the VP for Institutional Advancement and Economic Development for the Planning and Questions Regarding Nursing Apprenticeship, July 24
- Attended the STC Sim Lab meeting to discuss plans for Mission ISD student training, July 24
- Provided welcome message to students attended the Fall 2023 ADN Boot Camp, July 25
- Hosted tour of the NAH Campus for representatives from the Valley Initiative for Development and Advancement (VIDA), July 25
- Attended meeting with the operations manager for Educational Technologies to discuss technology support and needs for the NAH Campus, July 25
- Attended the Mental Health Can Help (and Hurt) Student Success webinar, July 26
- Attended the Grant Announcement Luncheon at the Knapp Medical Conference Center, July 27
- Attended the From Awareness to Action: Practical Steps for Implementing DEI in Healthcare webcast, July 27
- Attended ceremony held at the NAH Campus to celebrate the announcement of the college's Registered Nursing Apprenticeship Program, July 27
- Attended the VN Program Pinning Ceremony, July 17
- Attended the Driving Student Recruitment and Mental Health Through Generative AI webcast, July 28
- Worked on article on the nursing program apprenticeship for the American Association of Community Colleges.
- Worked on the annual risk assessment for the NAH Division.

DEPARTMENT/PROGRAM REPORTS:

Diagnostic Imaging Department Chair

- Hosted RADT Program Clinical Site Meeting held on July 3
- Attended meeting with GE Healthcare Service Contract Department, July 7
- DMS Program students began the Summer II Session at their respective clinical sites on July 12
- RADT Program 2023 Graduate featured in MegaDoctor News article titled "The Drive to Success", July 13
- RADT Program 2023 Pinning Ceremony held in NAH-B Dining Hall, July 14
- Department Chair and Secretary participated in PATH Finders Conference, July 19
- DMS Program AAS and ATC Spring 2024 Applications are available online until September 1
- DID is preparing for welcoming new department faculty for the upcoming Fall 2023 Semester

Occupational Therapy Assistant Chair

- Presented at the PATHS conference held at the NAH campus, July 19
- Students for the OTA Program class of 2025 cohort selected, July 26
- Met with Dr. Bradly Davis, Institutional Effectiveness, to begin the development of OTA Program strategic plan for the ACOTE Accreditation, July 27

Vocational Nursing Chair

- The Vocational Nursing program celebrated 90 graduates who successfully completed the program with our Summer Pinning Ceremony, July 27

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Attended the Coordinated Operations Council meeting, July 4
- Attended the MS Teams STC and ERP Consultant Session to participate in discussions with the lead consultant Rob Cardelli, July 5
- Attended the monthly Institutional Leadership Council Meeting at the Pecan Student Union, July 6
- Attended the Budget Committee Meeting at the Pecan Student Union Conference Room, July 10
- Attended the monthly Innovation and Transformation Meeting, July 12
- Attended the Starfish In-depth Training, July 19
- Attended the MS Teams Child Care Expansion Initiative – Employer Partnership Grant to apply and request guidance on how to proceed with required employer partnership component, July 19

DEPARTMENT/PROGRAM REPORTS:

Political Science Chair

- Dr. Jeff Justice received a scholarship in the amount of €2000 from Fulbright Ireland-USA's Ireland-US Commission on Educational Exchange, to take part in a three-week advanced Irish language immersion course at Ollscoil na Gaillimhe / University of Galway, in June 2023. The course was taught primarily in the Irish language and included daily lectures on use of the language in numerous daily situations, plus cultural events in the evenings that included Irish song and dance and, on the history, and development of Irish-language literature and scholarship. He took several field trips into other nearby Irish-speaking regions, including the Aran Islands, Galway City, and Kylemore Abbey. The course itself took place in the village of An Cheathrú Rua, where Irish is the first language of most of the residents. Students were housed with local Irish-speaking families as part of our immersion and instruction. While on the course in Ireland, he conducted a series of interviews with local organizations that promote the use of Irish in the Connemara region and throughout Ireland, including Conradh na Gaeilge [The Gaelic League], Tuismitheoirí na Gaeilge [Parents of Irish Gaelic], as well as with the director of An Coimisinéir Teanga [The Irish Language Commissioner]. These interviews yielded data that will go into my thesis for the degree of Doctor of Philosophy in Celtic and Scottish Studies that I am pursuing at the University of Edinburgh, which should be completed by the end of 2024, July 10

Psychological Science Chair

- Faculty continued outreach and advising efforts to support Summer II enrollment, July 3, 27 and 26
- Faculty member Sandra Moreno attended the Anthology Conference in Nashville, TN, July 17-20
- Faculty participated in a Lunch N' Learn training for Cengage Mindtap Online Homework Platform, July 25

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Participated in the Digital TX OER Advanced Skills Workshop, June21-July 20, submitted a Project for Publication in the Digital Texas OER portal, July thought the 20th
- Completed Quality Matters Rubric 7th Edition Recertification for the Peer Reviewer Course, Improve Your Online Course, and Applying the QM Rubric Course, July 5-27
- Blackboard Pyramid Data Project meetings, July 10 and 31
- Attended the AAC&U IOER Closing Capstone Event, July 13 and 14

College-Wide Activities:

- Supervised the development of the International Business, Spanish Edition, class that will be offered via the Continuing Education Department, Completed 15 July
- ILC meeting, July 6
- Attended BASOL Weekly Redesign meetings, July 5 and 19
- Met with Lisa Walters, Pecan Library, to set up the process for students in the VR project to check out headsets
- Attended the Anthology Together Conference, July 17 –20 Included meetings on the use of new AI features, Pyramid Data, a possible Beta Test option for Class, Inc. AddIns and Honorlock Proctoring Services.
- Academic Affairs Strategic Planning Meeting, July 24

DL Office Activities: Month-long projects

- Restructured Team and Workflows
- Set Course Merge and course copy guides for returning faculty
- Revised Blackboard Landing pages and student/faculty self-service options
- Scheduled AI outreach with Bachelors Programs and Dr. Esmaeili

DIRECTOR'S REPORT:

- Met with Technical Manager for Examsoft to discuss integration settings and syncing enrollments errors, July 3, 10, and 19
- Develop a process for creating new materials for Blackboard Impact software and created repository knowledge-based on Blackboard support, July 1-31
- Participated at the South Texas College Check-In – Blackboard Data Meeting, July 3, 10, and 24
- Participated at the Institutional Leadership Council Meeting, July 6
- Participated at the InsideTrack Leadership Coaching Meeting, July 10
- Develop a process to remove Blackboard developmental original courses in the learning management system, July 3-28
- Develop, updated and removed canned responses in the DL Helpdesk PowerApp, July 3-28
- Provided credentials to IS&P department regarding the PressBooks SSO integration, July 25
- Submitted work order to install 18 laptops, docking stations, and monitors to DL Helpdesk and staff to IS&P department, July 10
- Attended the Anthology Together 2023 Conference at Nashville, Tennessee, July 16-20
- Participated at the Banner User Groups Committee, July 18
- Participated at the Academic Affairs Strategic Planning Workshop, July 24
- Develop the Blackboard Returning Online Student Orientation course in the Digital Training Center, July 26
- Updated the DL Faculty Self Service SharePoint for user-friendly navigation, July 26-31
- Participated at the Title IX Training Compliance for Entering Students with HR Executive Director and Director of Admissions, July 26

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for all Summer 2023 courses and faculty/student enrollments through ILP Admin, July 1 - 31
    - Batch upload for all drop students in term Summer 2023 courses through the Blackboard integration, July 3, 10, 17, 24 and 31
    - Updated information modules and pop-ups in Blackboard, July 1 - 31
    - Updated the institutional hierarchy for all Summer 2023 term, July 1 - 31
    - Updated Blackboard Assist resource page, July 1 - 31
    - Updated the Training and Development Manager on Blackboard's production server, July 1 - 31
    - In collaboration with IT department, updated banner scripts for the "Course at a Glance" student report in Blackboard.

- Distance Learning Portal
    - Updated dean/chair reports on the dashboard.
    - Fix bugs/errors.
    - Updated faculty certification list.
- Distance Learning Ticketing PowerApps
    - Fix bugs/errors

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	442
Helpdesk Phone Calls received by DL Staff:	255
Social Intent – Distance Learning Chat	72
Blackboard Support Chats/Calls:	20

Blackboard Level 2 – Tier II Support Requests:	7
Crosslist Requests for Summer 2023	6
Total	**802**

- **Trainings/ Workshops/ Professional Development**
  - Professional Development
    - Distance Learning staff participated in "Tantalizing Teaching Techniques Thanks To Totally Terribly Tinfoil Theories" workshop, July 19
    - Distance Learning staff attended Starfish In-Depth Training, July 19
    - Distance Learning staff attended the Anthology Together 2023 Conference at Nashville Tennessee, July 16-20
  - Workshops
    - Distance Learning staff facilitated Blackboard - Setting up an Overall Grade workshop, July 5
    - Distance Learning staff facilitated Blackboard - Submitting your Final Grades workshop, July 6
    - Distance Learning staff facilitated a Blackboard Overview to ADN Traditional & EMS-RN Transitional Track Boot Camp, July 25
  - Training
    - Distance Learning staff attended InsideTrack Advanced Ongoing Training, July 12.
    - Distance Learning staff co-facilitated Study Essentials Workshop, July 13
    - Distance Learning staff participated in the Starfish In-depth Training, July 19

- **Student Success Activities:**

Type of Service	Number of Students Visit
• General Advising	89
• Telephone/ Text Contacts:	86
• Virtual Campus Advising Email:	130
• Radius Inquires:	127
• Register Online Students	3
• Register TxDOT Students	21
• Academic Coach Sessions:	28
• Email Reminders Sent:	2,749
Total:	**3,233**

DISTANCE LEARNING MEETINGS:

- Distance Learning Technology Team participated with Blackboard's Service Delivery Manager Session, July 11 and 18
- Distance Learning staff met with NAH BSN Advisor in regard to advancing in Inside Track, July 6
- Distance Learning staff attended Inside Track monthly meeting, July 12
- Distance Learning staff met with Global Market Manager to discuss Mexico Students, July 12
- Distance Learning staff attended NACADA Academic Coach meeting, July 25
- Distance Learning staff met with CLE Manager to discuss collaboration with Fall student success workshops, July 25
- Distance Learning staff met with Student Engagement Specialist to discuss TxDOT students, July 25
- Distance Learning student support team met to discuss Virtual Drop-In Advising for Fall and TxDOT textbooks, July 27

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

DEAN'S REPORT:

- Dual Credit Programs Leadership met with Registrar and IT to discuss a Timeline for DualEnroll Implementation, July 6.
- Attended the TexPREP Year 4 Ceremony with 17 students who successfully completed the four-year program for partnering school district, Roma ISD, July 11.
- Attended the 2023 CCRSM Partners Connect: An IHE Network Conference hosted by Educate Texas in Austin focused on designated high school requirements and responsibilities, July 18-19.
- Attended the TACC Summer Meeting focused on HB 8 and funding allocation for college specifically on dual credit, July 19-21.

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff attended NACEP Webinar: Can You Meet Me Halfway? Implementing a Successful Process for Mid-Semester Advising, July 12.
- Staff conducted the following case management sessions:

Campus	Case Management Sessions
Pecan Campus	14
Mid Valley Campus	19
Total	33

- Staff attended a meeting with the Advanced Manufacturing Technology Program Chair to discuss Robotics AI and promoting course offerings to partnering school districts, July 13.
- Staff attended the Region One CTE Directors/Leaders Network Meeting and provided a presentation that consisted of Program updates, enrollment timelines, and other important event dates, July 27.
- Department hosted the South Texas College-Prefreshman Engineering Program (PREP) at the Pecan with Hidalgo ISD and Starr County Campuses with Roma ISD. The STC-PREP Program is provided in partnership with The University of Texas at San Antonio and participating school districts to offer an academically intense, mathematics-based summer program which stresses the development of abstract reasoning and problem-solving skills. A total of one hundred two (102) students successfully completed STC-PREP Summer 2023.

PREP Program Year	Roma ISD	Hidalgo ISD	Overall Total
Year 1: (Rising 7th grade)	30	18	**48**
Year 2: (Rising 8th grade)	26	0	**26**
Year 3: (Rising 9th grade)	11	0	**11**
Year 4: (Rising 11th grade)	17	0	**17**
Overall Total	**84**	**18**	**102**

- Department collaborated with the Architectural & Engineering Design Technology, Precision Manufacturing, Mechatronics, Surveying & Geospatial Technology Departments to provide 57 TexPREP Students from Roma ISD with hands-on activities designed to create awareness of available CTE Pathways at South Texas College.

DUAL CREDIT ACADEMIC PATHWAYS DIRECTOR'S REPORT:

- Enrollment and Pathways Staff met to transition reporting and monitoring of Policy 3232 – 68hr attempted max process to ensure compliance, July 3.
- Staff throughout the month reviewed and updated all Instructional Plans for partnering schools to adjust the necessary College curriculum changes for selected degree plans.
- Director and Coordinator met with Monte Alto High School to conduct a Dual Credit Programs Training for new Principal and Counselors on instructional plans, advising and enrollment process, July 10.
- Director and Coordinator assembled a CLE Advisory team to discuss strategy and content for dual credit students,
- A Non-S Enrollment Services Training was held for Staff in preparation for upcoming academic year, July 13.
- Staff supported La Joya ISD by presenting at ISD level professional development sessions in an effort is to clarify STC policies, rules and procedures, July 20.

DUAL CREDIT SCHEDULING AND COMPLIANCE DIRECTOR'S REPORT:

- Attended the DualEnroll Process meeting to continue in discussing the new software's process and design layout, July 5.
- Attended a 'Review of Dual Credit Polices' to discuss additional guidelines that are needed for the Dual Credit Policies, July 10.
- Enrollment Staff attended the Non-S Enrollment Training at the Pecan Campus, July 13.
- Presented at the CCRSM Partner Connect Conference that was held in Austin, July 17 – 20.
- Administration and Staff attended the STC DualEnroll meeting via Zoom to continue discussing the software, July 25.
- Dual Credit Enrollment Services attended the following events, as shown below:

Date	School	Purpose	Attendees (approx.)
July 17th	Donna ECHS	Assist with Donna Summer Bridge	80
July 20th	La Joya ISD	Met with La Joya ISD Counselors for Dual Credit Updates	10 Counselors
July 27th	STISD Virtual Academy	Apply Texas	50
July 27th	Edinburg Economedes	Apply Texas	75
July 27th	STISD Science Academy	Apply Texas	50
July 28th	STISD Virtual Academy	Online Assistance Apply Texas	50
July 31st	Mission High TSTEM	Registration	75
July 31st	Edinburg Economedes	Registration	100

- Scheduling and Compliance Assistant processed for the Summer II 2023 – FLAC: locked, acknowledge, which has been uploaded by Human Resources.
- Scheduling and Compliance Assistant has and is continuing to work with the Project Manager in creating new Fall 2023 Dual Credit Faculty in Banner Systems.
- Scheduling staff continued to assist program chairs with faculty and room changes for fall 2023 dual credit schedule.
- Scheduling staff has processed 889 scheduling requests for fall 2023. Below is the breakdown:

Fall 2023

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
923	**889**	**265**	**471**	**187**	**1319**	**820**	**499**

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Coordinated with Easter Seals to provide office space and equipment for new Family Resource Center, completed and moved in.
- Worked with RGCGISD to provide facilities for pre-school year in-service training and meeting for faculty/staff/administration
- Attended and served as guest speaker for graduating class of Student Leadership Academy
- Continued coordination with Technology Division to complete welding program expansion
- Continued coordinating with Technology Division to break ground on HVAC expansion and new automotive technology program
- Prepared and monitored schedules for Fall 2023 semester enrollment and first day of class
- Began planning for 9/11 memorial service on campus
- Continued progress through completion on Art work mural in E building
- Provided Campus tour for new staff orientation sponsored by Human Resources

COMMUNITY ENGAGEMENT:

- TexPREP Career Awareness Speaker, July 3
- Student Activities & Wellness "Independence Day Celebration", July 3, 13, 18
- Future Jaguar Leadership Camp, July 6
- FOM Managers' Campus Visit, July 10
- Mayors Men's Prayer Breakfast, July 11
- TexPREP Year 4 Closing Ceremony, July 11
- Human Resources Benefits, July 12
- Student Activities & Wellness "Super Mario Day", July 12
- Substitute Certification Course, July 15, 22
- Starr County Fire Chiefs and Emergency Management personnel meeting, July 17
- Student Completion Services-Annual Retreat, July 18
- Bi-Annual Planning, July 18
- Student Activities & Wellness "Let's Flamingle", July 19
- Explore STEM Camp, July 24-28
- Phlebotomy, July 24-25
- Student Activities & Wellness "Squeeze the Day", July 26
- Working on Wellness Environment Summit, July 26

ENROLLMENT ACTIVITIES:

- Continued recruiting from Spring 2023 and summer 2023 for Fall semester register now message
- Scheduled campus tour for Easter Seals to help in recruitment efforts
- Collaborated with Continuing Education to offer more GED classes on campus
- Distributed post card to graduating seniors with "register now" message with help from PR
- GPS continued Starfish efforts to contact students for retention and recruitment purposes.
- Student Success Specialist continued recruiting students for technology programs for Fall 2023

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended meetings, trainings and workshops for various STC departments and campuses:
    - Attended Institutional Leadership Council (ILC) Meeting, July 6
    - Hosted Jaguar Academy Tour for new STC Faculty and Staff, July 20
    - Attended Mission Moment Board Meeting, July 25
- Biology Department hosted Summer Youth Camp for elementary to middle school aged children, Jul. 10-14
- Library Services and Open Labs hosted information tables for students, July 12
- Counseling and Disability Services Department hosted Bridging the Gap: Mission to Transition for students in need of ADA accommodations and new semester readiness, July 13
- Student Activities & Wellness Department hosted Future Jaguars Leadership Camp for incoming freshman students, every Tues. & Thursday
- IAM Department hosted Drone Piloting Fundamentals Camps for youths, started July 31

COMMUNITY ENGAGEMENT:

- Attended many community events at local businesses, organizations and schools.
    - Attended Ribbon Cutting: Panther's Den, July 1
    - Attended Weslaco Museum Board Meeting, July 6
    - Attended Ribbon Cutting: Chick-fil-A 9th Anniversary, July 10
- HEB hosted Trainings for their employees facilitated by STC Faculty, every Thursday
- RGV TASO Football hosted meetings for their board members and officials, July 12
- Customs and Border Protection hosted Emergency Medical Technician Certification for CBP officers, Mon-Fri. starting July 17
- HEB hosted Graduation ceremony to commemorate their employees finishing
- VIDA Careers hosted Chase workshop for students, July 24

ENROLLMENT ACTIVITIES:

- Dual Credit Pathways Department hosted Summer Bridge Program and registered students from Donna ISD, July 17
- College Connections Department hosted a One Stop Shop to assist and register students for Fall 2023, July 25

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Met with Lightcast vendor to provide feedback on the usage of the Lightcast Labor Market Tool we are currently subscribed with, July 10
- Attended meeting with scheduling staff and Web Design Specialist for a preview of the scheduling portal application, July 10
- Attending a planning meeting in preparation for the upcoming EWDC meeting to prepare for the presentation of the program development plan for an Artificial Intelligence program and the re-alignment of the Mechatronics program to include Robotics in the award title, July 10
- Attended the EWDC Board Committee meeting to present on the AY24-25 academic calendar on behalf of the Academic Calendar Committee, July 11

- Attended the Innovation & Transformation Meeting to discuss and exchange ideas on various topics, including Artificial Intelligence in higher education, July 12
- Attended meeting with CourseLeaf Catalog point of contact to provide feedback on client services and discuss the forthcoming update to the application, July 26
- Attended the Texas Higher Education Coordinating Board Program Approval Lunch and Learn, July 31
- Attended the SACSCOC Summer Institute and participated in the "Engaging Faculty and Academic Administrators with SACSCOC Accreditation Standards" track from July 16-19
- Assisted the Director of Admissions with reviewing and completing a survey with curriculum-related questions for the Workday ERP system.
- Worked on the Spring 2023 Course Modality report at the request of the VPAA.
- Created the Concourse data feeds in preparation for Fall 2023 term to include new course creation, course title updates, and course description updates; uploaded into the Concourse application.
- Compiled and submitted the THECB Institution Digital Infrastructure Landscape Survey on behalf of the College.
- Sent an updated syllabi and CV report for Summer 2023, syllabi compliance was at 75.15% and CV compliance was at 97.09%; as of July 13
- Reviewed and finalized the Concourse User Guides with the updated screen captures due to the re-design of the application.
- Finalized the program review spreadsheets for the AY22 academic year and submitted to the VPAA's office.
- Worked on a Campus Student Traffic report for Fall 2023 at the request of the FAS division.
- Started development of the Concourse Syllabi and CV task calendar for Spring 2024 term.
- Reviewed and provided feedback on the Division Curriculum Committee guidelines being developed to assist with their responsibilities.
- Finalized and shared with the Dean of NAH the labor market data and program demand for the proposed AAS in Dental Hygienist.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Met with IT and scheduling team to discuss and review the progress of the Scheduling Request Portal on July 10
- Attended the Banner User Group (BUGs) meeting on July 18
- Attended the CourseLeaf Client Success meeting on July 26
- Attended the THECB Program Approval Lunch & Learn Meeting on July 31
- Processed merged course requests and created syllabi for Summer 2023 in Concourse as submitted and approved by the Office of Digital Learning.
- Worked on the Summer 2024 Session Calendar.
- Worked on the department meeting agenda and resources in preparation for the 2023 Curriculum Department Summer Retreat.
- Worked on drafting the College-Wide Curriculum Meeting Schedule for Fall 2023 terms.
- Processed 1st Review Spring 2024 schedules for 15 programs.
- Processed Fall 2023 schedule changes as requested by the program chairs which included faculty assignments, cancellations, and new requests; audited the Fall 2023 course schedule for accuracy in instructional method, instructional mode, room assignments, and census/span indicators.
- Continued to work on the Allowable Contact Hour/Lecture Hour Combination audit to verify current courses in the college's inventory are within allowable range as part of the department's mission for accuracy and improvement
- Worked on the Chair's Resource Site to include Concourse, Curriculum, and SmartEvals content as part of the department's Comprehensive Plan.
- Developed and scheduled training workshops for Concourse, Curriculum, and Scheduling Management for the upcoming Fall 2023 semester for both faculty and department chairs.
- Managed course evaluations in SmartEvals which includes uploading reports and sending email reminders to students and faculty.

N3	21%
N14	67%

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

- Met with program chairs and faculty to provide 2020-2023 and 2023-2026 PLO Assessment Plan assistance, July 3 – July 31
- Met with program chairs and faculty to provide JagPRIDE navigation and data entry assistance, July 3 – July 31
- Met with Learning Outcomes Specialist applicants to ensure Teams accessibility, July 5
- Met with the IT Applications Specialist to troubleshoot duplicated CRNs in JagPRIDE, July 5
- Met with the Organizational Leadership Program Chair to discuss Program Learning Outcome (PLO) and Course Learning Outcome (CLO) descriptions based on new SB17guidelines for diversity, equity, and inclusion, July 5
- Met with the Dean of Liberal Arts to discuss new SB17guidelines for diversity, equity, and inclusion, July 5
- Conducted Learning Outcome Specialist Interviews, July 5
- Met with uPlanner Chief Commercial Officer and designer to review assessment management platform options, July 6
- Met with IT Specialist to troubleshoot duplicated JagPRIDE PLO Mass Activity Inserts, July 6
- Participated in Getting to Know YuJa! An Introductory Training on the Video Management Software training, July 6
- Participated in the Institutional Leadership Council (ILC) Meeting, July 6
- Met with the Biology Program Chair to review JagPRIDE Core Objective data collection and course alignment, July 7
- Conducted Learning Outcome Specialist Interviews, July 10
- Met with IT Specialist to review JagPRIDE pilot status for data load updates to courses, instructor of records and student rosters, July 11
- Met with candidate references for the Learning Outcomes Specialist, July 11
- Met the IEA Director to discuss SACSCOC Summer Institute tracks and IE Plan alignment with Core Objectives and Program Learning Outcomes, July 11
- Participated in Innovation and Transformation Meeting, July 12
- Met with IT Applications Manager to discuss JagPRIDE and Suitable application projects, July 12
- Participated in Empowering Captions Workshop, July 12
- Participated in SACSCOC Summer 2023 Institute: Beyond Compliance to Excellence in Institutional Effectiveness and Assessment Track, July 16 – July 19
- Participated in Suitable (ePortfolio) 2023 Pathways Conference, July 25 – July 29
- Met with the OPOD Instructional Coach to prepare for the Gearing Up for Fall: Essential Information for Chairs meeting and share one-page overview of Learning Outcome topics, July 31
- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access SharePoint Folders, revised 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 to the PowerApp and followed up with program chairs. Provided program chairs and faculty assistance with Targeted Improvement Plans and SharePoint navigation.
- 2023-2026 PLO Assessment Plan Revisions – Shared PLO Assessment Plan drafts for approval to programs and requested clarification on revisions submitted to the PowerApp. Met with program chairs and faculty to provide assistance with the revision process and provide an overview of the PLO Assessment Plans. Implemented a revision audit. Updated Course Learning Outcomes descriptions with ACGM/WECM alignment in the Curriculum Map.
- Budget: Collaborated with Curriculum AA on expenditures pending requisitions/payments, and summer conferences/travel expenses to close out the 2022-2023 fiscal year.
- Concourse Learning Outcomes Update: Continued the review of Course Learning and Program Learning Outcome alignment in master syllabi. Collaborating with Program Chairs on inconsistencies. Collaborated with the Director of Curriculum to expand Concourse access to view the master syllabi for courses not offered in a given term.
- Department Handbook of Operations: Updated guides for sharing JagPRIDE pending data emails to program chairs and deans, sunsetting canceled courses in JagPRIDE and program chair reference.

- Department Training: Provided team members with training on developing 2023-2026 PLO Assessment Plan revision checklist, duplicate JagPRIDE CRNs & sunsetting, reminder email process, People Admin hiring packet documentation, calendar invites for email reminders/due dates/data loads, mass activity inserts for programs that collect CLO data, Adobe electronic signature, and Concourse Master Syllabi alignment cross-referencing the Curriculum Map/ACGM/WECM.
- Dual Credit– Updated the Learning Outcomes information in the 2023-2024 reference guide and Course Learning Outcome (CLO) ACGM and WECM descriptions for Vanguard Academy.
- ePortfolio: Collaborated with Suitable University Success Specialists on the status of projects. Met with IT Applications Manager to discuss the timeline for API and sample data files for testing. Provided the Global Market Development Manager an overview of the project with dashboard data. Participated in annual pathways conference to network with other colleges and universities focusing on best practices. Planned redirection for fall 2023 OSA implementation.
- Gearing Up for Fall 2023: Essential Information for Chairs: Created one page summary of key points and projects and shared with the OPOD Instructional Coach.
- Hiring Committee: Met with candidates to verify interview dates and access to Teams. Conducted interviews, reference checks and completed the People Admin hiring packet documentation.
- IE Plan: Revised 2023-2025 plan for Core Objectives, Program Learning Outcomes, Course Learning Outcomes, Staff Support, and Suitable ePortfolio application.
- JagPRIDE Summer 2023 – Audited the data loads, revised mass activity inserts, updated PLO descriptions, clarified CLOs, and verified PLO and CLO course mapping within JagPRIDE. Updated instructor of record and sunset sections that did not make. Shared reminder emails to program chairs with pending session data. Provided training and assistance to program chairs and faculty. Submitted IT service ticket requests for JagPRIDE access for new program chairs. Collaborated with IT to schedule session data loads for summer pilot. Updated reminder email template.
- Strategic Planning Workshop: Updated 2022-2023 department major goal baseline, status, and implemented action plan. Identified 2022-2023 department major accomplishments and 2023-2024 major goals.

Reports:

- Summer 2023 JagPRIDE Data Load Audit
- Summer 2023 JagPRIDE Data Submission (Summary report shared with VPAA and division deans)
    - Core Objectives: 38% (45 out of 116 faculty members) 222 sections
    - Program Learning Outcomes: 47% (93 out of 195 faculty members) 295 sections
- Summer 2023 JagPRIDE Instructor Audit
- Summer 2023 JagPRIDE Session Audit
- Summer 2023 JagPRIDE Signature Audit
    - Core Objectives
    - Program Learning Outcomes

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Scholarship:** Sent Post-Census awarding list of students to Judy Martinez at financial aid for disbursement of funds for the Summer II semester**.**
- **Administrative-** Attended the Starfish In-Depth training in the Pecan Campus Bldg. Y1.101. July 19th at 11:30 am. Began helping the Teaching and Learning Center with administrative assistant duties due to department vacancy. Reviewed and submitted IE Plan 23-25 to project manager.

PHI THETA KAPPA:

- **Recruitment** – Sent second round of invites to qualified students enrolled in Summer 2023 courses to join PTK. 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.
- **Meetings** –Held the PTK June General Meeting via Teams, July 27th at 4:30 pm. Held weekly PTK Officer team meetings to discuss Honors in Action project progress.
- **Scholarships** – Met with students that had questions about PTK transfer scholarships and the PTK Connect program.
- **Administrative** –Met with the Starfish Administrator for a PTK and Honors overview, discuss important events and operations of the programs, July 10th at 9:30am.

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.
- **Retention**- Started meeting with current Honors students to discuss their status and to determine their next Honors section for the upcoming Fall 2023 semester. Requested data from RAS to obtain list of active students that started but have not completed the Honors Program to engage them with the program again.
- **Administrative**- Started reviewing Honors Program student applications and selecting students that are eligible. Created excel files for current Honors students and new Honors applicants for the new Honors Advisor.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- PR/Marketing Interview and Discussion, July 6
- Institutional Leadership Council July Meeting, July 6
- PTK and Honors Cohort Review, July 10
- Workshop # 274074: LinkedIn Learner Series: Leading through Collaborative, July 11
- Data-informed Retention strategies Workshop, July 11
- Education & Workforce Committee Presentation, July 11
- Introducing the New Starfish Maturity Curve, EAB Workshop, July 12
- Starfish Core Office Hours, July 12
- WE CAN, Cancer Support Group Development, July 13
- Starfish Summer School 2023, Rebranding Starfish, July13
- EAB Starfish Macros Office Hours, July 18
- IT and Starfish Meeting for Organizations, July 18
- Starfish In-Depth Training Workshop, July 19
- Counseling and Starfish Collaboration, July 20
- Workshop # 283192; Making a Difference with Starfish! July 20
- InsideTrack & South Texas College Journey Map, July 25
- Data-Informed retention Strategies Workshop, July 25
- Starfish Core Office Hours Workshop, July 26
- Starfish Summer School, Administration Guidebook Session, July 27

PROJECTS:

- Finalize development of the South Texas College Starfish User Guide with step-by-step directions and guidelines for institutional use of the technology. Provide In-Depth training sessions for Deans, Guided Pathway Specialists, and support staff.
- Attendance and Progress Survey design, build, and deployment for Summer 2023 courses.
- Evaluation of institutional effectiveness of the data tracked within the Starfish system. Overview of the triage approach to meeting intervention needs from the appropriate flags raised within the system.
- Prepare for Fall 2023 and Spring 2024 activities to meet the driving needs within the parameters set forth in the Developing Hispanic Serving Institute (DHSI) grant.

Management of Starfish Flags by Guided Pathways Specialists:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	478
Flags Addressed:	1149
To-Do's:	496
Referrals: (Tutoring)	392
Kudo's: (Paws up Jaguar)	
Notes:	1984
Total Number:	**4499**

Starfish Office	
Dual Credit Referral	476
Starfish Notes	11143
Starfish Flags Cleared	3781
Total Number:	**15400**

OLIVIA DE LA ROSA
DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Second Student Success Specialist being funded through the Bank of America Foundation was hired, July 3
- Leadership Empowerment Group conducted Emotional Intelligence training for the department, July 5
- Met with ERP consultant and Academic Affairs administrators, July 5
- Visited the Mission Event Center with PR, Enrollment Services, AA Operations Officer, and Educational Technologies to plan the GED Graduation, July 5
- Attended webinar hosted by the Texas Success Center regarding the request for information (RFI) released by the Texas Workforce Commission (TWC) for the Adult Education and Literacy Grant, July 7
- Attended TWC virtual audit entrance meeting, July 10
- Attended TWC virtual financial conference, July 10
- Leadership Empowerment Group conducted Customer Service training for the department, July 11
- Attended innovation and transformation meeting with Academic Affairs administration, July 12
- Met with TWC regarding applying for a Self-Sufficiency Fund grant to provide truck driving training, July 12
- Presented at the Hidalgo County Prosperity Task Force Forum, July 13
- Attended Child Care Apprenticeship committee meeting, July 13

- Attended annual directors' meeting in Washington, D.C. with the Department of Education for the High School Equivalency Program grant (HEP), July 17-19
- Attended AA Strategic Planning Workshop, July 24
- Met with Achieving the Dream regarding a write-up for the strategy hub for adult learners, July 26
- Met with H-E-B regarding an ESL program for the fall, July 26
- Attended Nursing Apprenticeship ceremony, July 27
- Met with TWC and Workforce Solutions representatives to discuss Skill Development Fund grants, July 28
- Attended monthly Non-Credit and Credit update meeting, July 31

ENROLLMENT:

- Year-to-date unduplicated enrollment through the end of July is 9,985 students; target enrollment for the year is 10,962
- Unduplicated enrollment rose by 481 students in July
- 97 classes were started
- Classes started included ESL, GED, Real Estate, CDL, Bus Driving, Substitute Teacher, BLS CPR, Phlebotomy, Job Readiness, Computer Fundamentals, Medical Front Office Skills, Sexual Harassment, Team Building, TOEFL Review, workplace Safety and multiple summer camps (Sewing, Aviation, Folklorico, Welding, Drumline, Robotics and Biology)
- Upon the request of NAH, set up nine additional BLS CPR courses to for NAH students
- Term 520241 – September 1 through November 30 – was opened for enrollment

PROJECTS/CONTRACTS:

- Closed out fourth year of HEP grant and started year 5, July 1
- Started first cohort of Border Patrol bus driving training, July 17
- Conducted Floral Design and Photography training for IDEA-Rio Grande special education teachers, July 17-20
- STC Board approved a contract training agreement with McAllen ISD Parental Involvement for courses to be offered in the 23-24 school year for parents, July 25
- Conducted Communications training for Border Patrol Supervisors, July 25-27
- Concluded H-E-B Business Communication and Retail Math summer program, July 27
- Launched medical front office skills enrollment initiative with Practice Management Institute, July 27
- Closed our Meadows Foundation grant, July 31
- Started Reasoning and Interviewing training for Border Patrol agents, July 31
- Working with Enrollment Services and AA Operations Officer on final plans for GED Graduation scheduled for August 24
- Working on contracts for the 23-24 school year with PSJA ISD, RGCCISD, Vanguard, and IDEA

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Perkins Basic Prep Meeting, May 2
- Perkins Basic Summer Internship Meetings, May 2
- Texas Talent Connection Grant Meeting with BPST, May 2
- Associate Director of Grant Management & Compliance & Academic Initiative Officer Monthly Check In, July 5
- ECMC Grant Planning with Division of Liberal Arts, July 5
- Institutional Leadership Council (ILC), July 6
- Building Communities Conference (BCC) Planning, July 7
- Texas Workforce Commission (TWC) Entrance Conference Agenda, July 10
- WE CAN TX Monthly Meeting, July 10

- Building Communities Conference (BCC) Committee Meeting, July 11
- Innovation and Transformation Meeting, July 12
- College Readiness and Success Model Grant Planning Meeting, July 13
- SACSCOC Summer Institute-Dallas, TX, July17-21
- Academic Affairs Strategic Planning Workshop, July 24
- InsideTrack + South Texas College Journey Mapping Findings Presentation, July 25
- Perkins Basic Equipment Logistics Planning, July 25
- Meeting with RDMC – Perkins Basic Workshop Planning, July 26
- ECMC Grant Planning, July 27
- NAH Apprenticeship Presentation, July 27
- Non-credit programs monthly meeting, July 31

PROJECTS:

- Perkins Basic - Academic Affairs Application FY24
    - Workshop Sessions
- TACTE Presentation
- HR Process Mapping
- COP & IE Plan – Strategic Planning Alignment

ACADEMIC GRANTS:

- Apprenticeship Texas 6 Expansion – Continuing Education
- Dollar General Foundation Adult Education and Literacy Grant – Continuing Education
- Texas Higher Education Foundation – Texas Affordable Baccalaureate Grant - MSITB
- Child and Adult Care Food Program: Mid Valley Child Development Center
- New Continuing Education Building Parking and Site Improvements-EDA Grant
- Building Construction Trades – BPST
- Texas Reskilling and Upskilling through Education - Continuing Education
- Perkins Leadership ACE 3 – BPST
- HTX Grant – Liberal Arts Division
- Nursing Shortage Reduction Program – NAH
- Association of Public and Land Grant Universities – MSITB
- Perkins Basic FY 2023 – Academic Affairs CTE Programs
- Texas Pioneer - Summer Mills (Starr County Campus)

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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

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

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

MEETINGS

- SACSCOC On-Site Review Committee for Broward College, Vietnam
- Library and Library Support Services Funding Requirements
- Review of KPIs and Performance Measures
- STC and Peak Performance Session
- InsideTrack and South Texas College Journey Map Findings Presentation
- Enrollment Assumptions Final Review
- Texas A&M Delegation Visit
- Registered Nursing Apprenticeship program
- Pre-Cabinet and Cabinet Meetings
- Board Presentation
- Board Committee meeting
- Regular Board meeting
- Society for College and University Planning (SCUP) Conference

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE

The Applications Team completed the latest Banner patches and upgrades in the production environment. Several patches were taken out due to the errors found in the test environment. The Team will continue to review the Ellucian updates to these errors and will place the patches in production after census day. In self-service functionality, IT (Information Technology) contacted a consultant to help process Banner APIs in the Office 365 Power App environment. Testing will begin in September once the consultants have reviewed the environment and premium connectors are purchased with Microsoft. The Applications Team continues the effort to remove SSB 8 self-service from our production environment. The Team has completed SSB 9 rosters in test and will provide the pages to stakeholders once the internal testing is complete. The Team also completed a customized page that breaks down the payroll rate for each staff and faculty assignment given in production.

JAGNET

PR (Public Relations) and IT continue to prepare for the next Jagnet Content Committee, which is scheduled for August 10. PR and IT have completed the new branding and color scheme in the Jagnet test environment. Pending the Jagnet Content Committee's approval, PR and IT will publish the modifications in production. Deep links for faculty will also be available, and the committee will determine what will be available in production. PR and IT will also preview the new space where the transcripts will reside to make them more visible to students. PR and IT will continue to work on highlighting OER (Open Educational Resources) courses in Jagnet and will continue the API development with electronic portfolios and badges.

DEGREE WORKS

The Team has completed the DegreeWorks upgrade in the test environment. The application continues to have errors despite an upgrade in the test. The Team will continue to work with a consultant to resolve the issues. Once the errors are resolved, the Team will complete some internal testing before providing the test application to the stakeholders. The upgrade in production is tentatively scheduled for Fall 2023.

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 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 to automate and streamline the Banner server replication to TJC and allow to swap traffic between sites to make TJC an active site for business continuity and disaster recovery.

The IT Team performed the yearly Disaster Recovery (DR) exercise with the functional users on August 3. This year's DR exercise was done with users connecting to the Tyler Junior College co-location. No issues were detected during the exercise, functional users were to connect to the TJC banner database and perform their DR procedures.

VIRTUALIZATION PHASE II

The IT Team continues monitoring the utilization of software applications for this second phase of the virtualization project which allows students to use virtual software applications from any computer in the district by utilizing a link.

The IT Team completed the setup of the two new 2019 Windows Servers for Remote Desktop Session host (RDSH) applications. The Team began the migration of Notepad++, Office 2021, Visual Studio, Cisco Packet Tracer, and Python applications. The Team will continue migrating applications.

The IT Team created 100 virtual machines for the Physics Department to offer Astronomy Lab for students. It is currently installed in the solid works Desktop pool.

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 continue to work with IT to automate this process. We have identified other application/services where risk can be reduced with multi-factor authentication.
- Yearly Maintenance of DUO-2FA have been started. About 600 unused accounts will be cleaned.

GOVERNANCE

- Worked with HR on an ERO Policy related to Professional Development.
- Developing Web Application Firewall Standards for Information Technology.
- Worked with Information Technology on a Web Application Firewall Health Assessment.
- Renewed our yearly license with LiquidFiles (Secure Share) for FY 2023-2024.

RISK MANAGEMENT

- Completed our new FY annual Risk Assessments for both IT and InfoSec. It was approved by VP of ISPP&SI. 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 acquisition of 9,000 licenses with SentinelOne Next Generation Anti-Virus (NGAV), ready to star transitioning from McAfee/ Trellix End-Point Security into SentinelOne End-Point Security.
- Information Technology started the mass deployment of the SentinelOne End-Point-Protection Agent, about 7,500 systems have been covered with the new Next Generation Anti-Virus (NGAV).

COMPLIANCE

- AT&T Cybersecurity Final TCF Assessment report provided 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
- InfraGard Monthly Meeting

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

SACSCOC

- Submitted Financial Profile
- New Program: Architecture, reviewed template for a prospectus
- Fifth-Year Interim Report – Met with IEA to schedule training for writers and review resources

MEETINGS/TRAINING

- IRESP Leadership Weekly Meeting
- Institutional Leadership Council (ILC) - Discussed membership and logistics, enrollment assumptions survey review, the MXLAN update and the AAC&U Institute on open educational resources taskforce update, as well as provided meeting minutes to the auditor and review membership with VPs for FY24
- Enrollment Assumptions – Reviewed ILC survey and, review the enrollment assumptions collected from IPEC and ILC
- SCUP Annual Conference in Cleveland, OH

PROJECTS

- Data Hub – Pending Board approval for PowerBI training
- ARCC Survey – Data submitted
- KPIs and SAIs Development Meetings – KPIs and performance measures reviewed

MISCELLANEOUS

- Search Committee for Senior Administrative Assistant – Review applicants and selected candidates
- IRE Weekly Report to ISPP&SI – Uploaded 4 reports to the ISPP's Share Point
- IRE July's Monthly Report – Uploaded to the ISPP's Share Point
- Compilation of IRE-IEA-RAS Weekly Reports to Dean of IRE&SP

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

INSTITUTIONAL EFFECTIVENESS

- 2019-2021 IE Plans revision – The department started reviewing the President's Office, Academic Advancement and Bachelor Programs
- 2023-2025 IE Plans - Assistance to Plan Writers from 15 different departments that have not input their IE plans into Xitracs offering training and consultation
- 2023-2025 COP, 2021-2023 Mid-Biennium and/or 2019-2021 IE Plan Report Completion – Supported different departments on their different plans and stages
- 2021-2023 and 2019-2021 Submission Track Status
- 2023-2025 Objectives and Similarities Report
- C.O.P. Master Sheet – Updated with most recent information
- C.O.P. Status Report AY 2021-2022 – Prepared reports to be sent shortly to all VPs for their approval
- 2022-2023 through 2024-2025 Comprehensive Operational Plans – VPs approval forms were sent to all VPs with a due date of August 7
- Support for Program-based Accreditation (Re-accreditation) - Reviewing and researching OTA self-study and support inquiries from the Advanced Manufacturing Technology department, discussed sources of evidence and discussed the future review of the OTA strategic plan for its self-study and made suggestions on how to develop action plans that incorporate the groundwork for future, long-range goals

- SACSCOC Ongoing Activities - Disseminated (to the owners of key online and handbook developers) the new wording that must be used to indicate that STC is accredited by SACSCOC
- IE Plans and COP Status Master Tracking List Report

DATA REQUESTS, SACSCOC AND DATA SUMMIT

- Strategic Planning/KPI Data Support – Retrieving data from the THECB data site and began discussions of high-demand fields and STC programs
- Program Reviews Data – Updated the graduates for the past years

FACTBOOK AND DATA PORTAL

- Data Portal Update – Data release timeline, degree awards and KPI degree awards
- Factbook Update – Perkins data (placement rates), Updated THECB fall headcount for enrollment, and the undergraduate enrollment dashboard

MEETINGS/TRAININGS

- IEA Staff Weekly Meeting – Met to discuss current and upcoming projects
- 2023 SACSCOC Summer Institute Annual Meeting in Dallas TX
- Institutional Leadership Council (ILC) Meeting

PROJECTS

- RAS – Qualitative Researcher Search Committee – Recommendation affirmed
- IRE&SP Senior Administrative Assistant – Selected candidates for interviews
- SACSCOC Fifth Year Interim Report – Oversee the SharePoint site in preparation for orientation, shared SACS updates that impact the report and review a satisfaction survey from 2019
- Performance Funding Data and Support - Identifying credit programs aligning with THECB high-demand fields
- Enrollment Dashboard – Working on a non-traditional enrollment dashboard

MISCELLANEOUS

- IEA Weekly Report to ISPP&SI – Uploaded 4 reports to ISPP&SI's Share Point
- IEA July's Monthly Report
- Travel Arrangements
- Budget updating

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Fall 2023 Campus Enrollment Report
- Fall 2023 Enrollment, Credit Hours, and Contact Hours Year over Year
- Fall 2023 Enrollment Progress Chart
- THECB Licensure Report

SURVEYS

- HEDS Alumni Survey
- Operations Management satisfaction survey review and feedback

QUALITATIVE STUDIES

- CDC Focus Group
- DHSI Financial Literacy Focus Group
- DHSI Inside Track Focus Group
- DHSI Online Tutoring Focus Group
- DHSI Starfish Focus Group
- Distance Learning Focus Group
- Dual Credit Programs Focus Group
- Focus Groups for STC Logo

DATA REQUESTS

- Bachelor Students' Prior and Subsequent Status (Transfer-in and Graduate Level Work)
- College Prep 22-23 data

- Contact List Honor Student from Past Five Years Enrolled Summer 2023
- Dual matriculation and FTIC prior dual data
- Dual Student Enrolled in Non-S Section Physical Science & Engineering
- Embedded tutoring success rates
- ENGL1301 INRW0030 Success Rates Comparison
- Fall 2022 Dual Credit Program Success Indicators, Matriculation and Persistence Rates
- Hotspot Participants and General Population Cohort's Comparative Performance Measures
- Laptop Participants and General Population Cohort's Comparative Performance Measures
- Perkin's Program Participants and Invited Cohorts' Comparative Performance Measures
- Persistence and completion rates for GRADTX program students
- Spring 2023 Bachelor Program graduates
- Spring 2023 STC Stop Out Enrolled for Fall 2023 Tracking
- Spring 2023 Summer 2023 Stop Out Prior and Subsequent Enrollment
- Supplemental instruction success rates
- Total historical graduates count
- Worksheet Based on CB Data Base Year Term Updates
- 3-Year graduation rates, time to degree, hours to degree (2019 to 2022) from THECB Accountability

MEETINGS

- BUGS Meeting
- Budget Committee Meeting
- Campus Safety Survey Meeting
- Catch the Next data discussion Meeting
- CLE asynchronous tutoring cost analysis Meeting
- EWD Board Committee Meeting
- Finance Board Committee Meeting
- ILC Meeting
- IRESP Leadership Weekly Meeting
- Qualitative Team Meeting
- Review KPIs and Performance Measures Meeting
- RAS Team Meeting
- Snowflake Onboarding Meeting

OTHER RESEARCH/SUPPORT

- Basic needs survey findings
- Campus Safety Survey Research
- CLE usability study data analysis discussion
- Fall 2023 traditional enrollment projection scenarios
- IRB procedures updated on RAS webpage
- Logo focus groups and survey combined report
- Reviewed LASS 2.0 Student Interview Materials (for external evaluator ITHAKA)
- Reviewed Perkins Basic FY24 application draft (for Academic Affairs only) for evaluation strategies
- Reviewed THECB FY24 funding files

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Corresponded with HR and Business Office staff on FY2024 budget matters relating to Centers for Learning Excellence.
- Worked with Library & Learning Support Services administrators to generate impact of $15 minimum wage adoption and direct wage pools.
- Began work on SACSCOC Reaffirmation Committee assignment.
- Discussed material from ISTE conference with CLE and began discussion with Library and CLE leadership on AI literacy initiative.
- Prepared update presentation on work of AAC&U Institute on OER for ILC.
- Began work on SACSCOC Reaffirmation Committee assignment.
- Worked on Library & Learning Support Services group training.
- Collaborated with IT staff on programing of emergency buttons in designated phone lines.

MEETING HIGHLIGHTS

- Convened coordination meeting on Pecan Campus Library Renovation with staff from Facilities Planning & Construction, Library & Learning Support Services, Facilities Operations & Maintenance, and IT.
- Met with staff from Academic Affairs leadership to discuss possible reinstatement of textbook affordability committee.
- Participated in Texas Library Association task force meeting.
- Participated in meeting with HR and Business Office staff to discuss CLE funding requirements.
- Convened meeting of SACSCOC Reaffirmation Committee
- Convened coordination meeting of Library & Learning Support Services administrators.
- Participated in SACSCOC Reaffirmation Committee planning meeting.
- Participated in Budget Committee Meeting
- Participated in Institutional Leadership Council Meeting.
- Compiled and shared material from ISTE conference with library and learning commons and open labs staff.

TRAINING HIGHLIGHTS

- Trained on use Choice Reviews database.
- Participated in two-day American Association of Colleges & Universities (AAC&U) Institute on Open Educational Resources capstone event.

LISA B. WALTERS, ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Library & Learning Support Services Supervisor Training
- Banner Discovery Workshop
- District-Wide Campuses Visitation

MEETING HIGHLIGHTS

- Attended AAC&U Institute on OER Capstone Review Meeting
- Attended Harlingen Public Library & South Texas College Cross-Training Meeting
- Attended Pecan Campus Library Modifications Update Meeting Phase 1 Meeting
- Attended Internet for All Webinar Series – Data Collection Tools to Support the Digital Act Equity Act Meeting
- Attended Outreach & Instruction & Associate Dean of the Library Meeting
- Attended FOLIO Intro/Updates Presentation to Texas Academics Meeting
- Attended Library & Learning Support Services Administrator Meeting
- Attended Library Public Services Administration Weekly Meeting
- Attended Circulation, Reference & Reserves Bi-Weekly Meeting
- Attended Systems & Applications Bi-Weekly Meeting
- Attended Usage Data Review Meeting
- Attended Human Resources Meeting
- Met and discuss Library Relationships within STC OER Projects
- Met and discuss new workroom layout and contents
- Met with Dean of Library Services
- Review Workflow of Hotspots with staff members
- Met with Dean of Library Services – Folio Update

LIBRARY DATA:

Monthly Statistics	**July 2023**
▪ Library Website Visits: 3,955	▪ Visitors: 14,239
▪ Discovery Search Visits: 1,602	▪ Reference/Research: 43
▪ Community Users: 142	▪ Non-Reference/Research: 76

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.

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.

PROJECT HIGHLIGHTS

WebCheckout
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 WebCheckout for all inventory items and staff are preparing the library inventory data imports.

FOLIO ERM
Projected End Date: August 2023

Progress: 90%

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 test environment has been configured and the initial data has been inputted. A date has been scheduled to migrate the test environment to the production environment.

Power BI Library Dashboards
Projected End Date: September 2023

Progress: 63%

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, troubleshoot errors between SharePoint and Power BI, explore different visualizations and settings, and get feedback from key stakeholders.

Annual Reporting (ACRL, iPEDS, STC)
Projected End Date: July 2023

Progress: 100%

Phase 1 – Assign sections of survey to teams – 100%
Phase 2 – Compile and Review data – 100%
Phase 3 – Write the annual report (STC Annual) – 100%
Phase 4 – Format, edit, and finalize a print tri-fold brochure (STC Annual) – 100%
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.

Microsoft 365 Consultant Projects

Projected End Date: May 2024

Progress: 2%

Summary: Outside consultants will develop custom Power App and Power BI solutions to support library operations and services. Library technical staff will identify client needs, develop project proposals, monitor development, oversee testing, and train end users. Each project will result in a delivered product that is fully owned by the library and technical staff will be trained to maintain the product and build similar products. Initial meetings have taken place, with IT staff in attendance, and documentation has been sent to the consultants for the first project.

ACTIVITY HIGHLIGHT

- Liaison Interaction Report – Ongoing
- Fall Student Success Workshop went live
- Library Programing & Community Services - MXLAN Outreach Event
- Employee Expectations FY23-24 - Ongoing
- Starr Campus Presentation Future Jaguar Camp
- Staff Campus Jaguar Academy Tour
- Library Programming and Community Services - Library Instruction Session Organizational Leadership students
- Staff member presented to group of new students at Jaguar Leadership Camp.
- Staff members presented conference recaps at the All-Library Team meeting.
- Several artworks were received for the "Ka-Ching" community call for art.
- Library Art Gallery Retrospective View Book is in progress.
- Summer Reading Program information booth at Mayor Joe V. Sanchez Public Library
- Staff member assisted Hiring Committee Interviews
- Liaison Interaction Report – Ongoing
- Grant Funded Technician Screening – Complete
- Librarian I Screening – Ongoing
- Library Staff Student Fuel Finals event
- Mid Valley staff participated in the Child Development Center Presents: 4TH of July Buggy Ride Parade

MEETING HIGHLIGHTS

- Staff members met to continue work on tutorial project
- Staff members participated in Library Modifications Meeting

- Staff members participated in Quantitative Standards Meeting
- Staff members participated in Fall 2023 Hours of Operation Meeting
- Staff member met with Keep McAllen Beautiful Public Art Committee Meeting
- Staff member met with UTRGV SIPCE about potential Art & Humanities public series
- Met with several colleagues to coordinate upcoming cross-training with Harlingen Public Library
- Mid-Valley Campus Coordination Meeting
- District Wide Campuses: Usage Data Review Meeting
- Pecan Campus Librarian Vacancies Discussion Meeting
- Library Programming & Community Services Team Spirit Meeting
- Library Programming & Community Services Practicum Training Meeting
- Library Programming & Community Services Harlingen Public Library Cross-Training Meeting
- Staff member met and discussed OER project
- Staff members met with Associate Dean of Library Services – Hotspot workflow discussion
- Staff members attended the All-Library Team Meeting
- Monthly individual staff meeting
- Staff member met with Associate Dean of Library Services

TRAINING HIGHLIGHTS

- Staff member attended webinar: "Reach 360"
- Staff members attended Strategic Thinking (SWOT) training
- Staff member continue "Creative Common Course" training
- Staff member attended the webinar: "AI- The Good, The Bad, and The Scary"
- Staff member attended LinkedIn Learning discussion: "Having Difficult Conversations"
- Staff member completed LinkedIn Learning training video, "Uncovering Your Authentic Self at Work"
- Staff member attended the webinar: "Communication and Collaboration vs. Perspectives and Assumptions"
- Staff members attended Tidbits Meeting
- Staff members attended Jaguar Academy
- Staff member attended LinkedIn Learning training: Effective Listening
- Staff member attended LinkedIn Learning training: Talking to Customers
- Staff member attended online Workshop: Tantalizing Teaching Techniques
- Staff member attended Webinar: Reproductive Health and Reference Desk
- Staff member attended Webinar: Discover the Best TechSoup Trainings for Libraries
- Staff members attended Workshop #278230: Customer, Guest, Patron, User? Does it matter
- Staff member attended LinkedIn Learning training: Realistic Strategies to Talk about Mental Health at Work
- Staff members attended Workshop: Tantalizing Teaching Techniques Thanks to Totally Terribly Tinfoil Theories: Using the Craziest Conspiracy Crackpottery to Craft Cool Coursework
- Staff member attended the webinar: "Ethics and Privacy in the Age of AI"
- Staff member completed LinkedIn Learning training video, "Get Unstuck: Make a Plan to Move Your Career Forward"

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 7/06/2023: President's Convocation – Logo Unveiling
- 7/10/2023: ET Project Update Meeting
- 7/12/2023: Pecan Campus Library Modifications Update Meeting Phase I
- 7/17/2023: ET Project Update Meeting, MVC/ET Visit,
- 7/19/2023 LLSS Supervisor Training
- 7/20/2023: ETC Professional Development Meeting, Instructional Design Interest Group Discussion, Instructional Design Interest Group Discussion, LLSS Administrator Meeting
- 7/24/2023: ET Project Update Meeting, ET Project System Progress Meeting, Meet & Greet Khrystal Ortiz
- 7/25/2023: TCH/ET Meeting, Depart/Travel to Starr Campus, Monthly Department Meeting, Starr/ET Visit, AVIXA Training
- 7/26/2023: Unlocking Efficiency with Adobe Acrobat, Pecan Campus Library Modifications Update
- 7/27/2023: HR Meeting, ET Director One-on-One, Need These Vendor Meeting
- 7/31/2023: ET Project Update Meeting, MCC Walkthrough-Exhibit Hall McAllen Convention Center, ET Project System Progress Meeting

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	165
May	128
Jun	117
Jul	75
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**607**

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	527.6
May	703.75
Jun	211
Jul	183
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**2595.1**

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director attended one-on-one meetings with the Dean of Library & Learning Support Services to discuss the Learning Commons & Open Labs operations and updates.
- The Director held a meeting with the Logistics Managers to discuss the applications workload.
- The Director held a meeting with the Administrative Assistant to discuss financials of the department.
- The Director attended the Institutional Leadership Council (ILC) meeting.
- The Director visited the La Joya Campus Learning Commons & Open Labs with the Off Sites Logistics Manager and Open Lab Analyst to discuss operations and conduct a tour of the labs.
- The Director held meetings with the Pecan Logistics Manager, Open Labs Analyst, Open Lab Specialist, and Technology Specialist to discuss the Makerspace.
- The Director held meetings with a Pecan Open Lab Supervisor to discuss the MS Forms data project and structure.

- The Director attended Suitable + South Texas College Implementation meetings.
- The Director hosted the monthly Learning Commons & Open Labs Leadership Team Meeting.
- The Director visited the Mid-Valley Campus Learning Commons & Open Labs to discuss operations and conduct a tour of the labs.
- The Director attended the biweekly Pecan Campus Library Modification Update Phase I meetings.
- The Director held a meeting with the Logistics Managers to discuss the supervisor training scenarios.
- The Director held a meeting with the Logistics Managers, Open Labs Supervisors, and Open Labs Analyst to discuss the supervisor training scenarios.
- The Director attended the Workshop #278230: Customer, Guest, Patron, User? Does it Matter? training.
- The Director attended a meeting hosted by the Associate Dean of Library Services to review data usage.
- The Director attended the Library & Learning Support Services Administrator meeting.
- The Director attended the AA/FM RoundUp – Accounts Payable & Travel Deadlines End of Fiscal Year 2023 session.
- The Director held a meeting with the Off Sites Logistics Manager and Open Labs Analyst to discuss Fall 2023 schedules.
- The Director attended a meeting hosted by the Associate Dean of Library Services to discuss and work on the Fall 2023 schedule.
- The Director traveled to the Nursing & Allied Health and Technology Campus to discuss operations and campus tour updates.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs MV E 1.324 study room is being converted to high technology.
- Computer brackets were installed at the NAH A 1208 Open Lab.
- The Nursing and Allied Health Open Labs updated the RCPSE HEERF laptops.
- 6 computers were imaged at the MV K 1.801 Open Lab, the project was finalized and open for student use.
- The Learning Commons & Open Labs have begun FY 2022-2023 Performance Appraisals.
- The LCOL Regional Center for Public Safety Excellence campus staff conducted a tour for the new students.
- The LCOL Nursing and Allied Health Campus staff conducted a tour for the Region One counselors and the Future Jaguar Academy.
- 4 Apple computers were setup at the Pecan F122 Open Lab.
- The issue with Antivirus Sentinel One conflicting with Papercut was resolved.
- MV E 1.100 printer was replaced for a refurbished printer.
- Sentinel One Antivirus was deployed at the Pecan Campus buildings C, P, T, V, Y, the Technology Campus, and at Starr County Campus building B.
- The Fall 2023 course schedules were requested from the Office of Admissions and Records to work on the Fall 2023 operation hours.
- The Learning Commons & Open Labs are working on the intersession and Fall 2023 service hours.
- The deployment team worked on the deployment of Sentinel One at the Nursing & Allied Health and the Mid-Valley Campus Open Labs; printing issues encountered.
- Issues with Mastercam arose due to Sentinel One, IT is working on a solution with the vendor.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED - JULY 2023 ATTENDANCE STATISTICS: 1,827

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students
Mid-Valley Campus	884	318
Nursing and Allied Health Campus	1,125	372
Pecan Campus	2,711	875
Pharr Regional Center for Public Safety Excellence	366	35
Starr County Campus	537	151
Technology Campus	549	161
Campus Totals:	**6,172**	**1,912**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations & Tours	Number of Lab Reservations
Nursing and Allied Health Campus	5	
Starr County Campus	2	
Pecan Campus	3	2
Pharr Regional Center for Public Safety Excellence	2	
Total:	**12**	**2**

JagPrint - Printing Report					
Jul 1, 2023 to Jul 31, 2023					
Totals					
	Type	**Users**	**Jobs**	**Pages**	
	Printing	1506	8990	62546	
	Web Printing	776	7594	26684	
	Total	2282	16584	89230	

Campus	**Prints by Campus**			**Mobile Prints by Campus**			**Print Totals**		
	Users	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**
Mid -Valley	264	1155	8778	116	858	3909	380	2013	12687
NAH	272	2409	14957	402	5429	15993	674	7838	30950
Pecan	710	3767	27960	226	1151	6012	936	4918	33972
RCPSE	59	613	4973	3	6	59	62	619	5032
Starr	122	670	3959	26	144	565	148	814	4524
Tech	78	374	1917	4	7	146	82	381	2063

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	**July 2023**

▪ Tutoring Sessions:
  ○ In-Person: 438
  ○ Online: 268
  ○ In-Class: 64
▪ Assignment Review: 386
▪ Supplemental Instruction: 190
	▪ Visitors: 4,939
	▪ Workshops: 27
	▪ Workshop Attendance: 1,113
	▪ Independent Study: 368
	▪ Starfish Flags addressed: 519
	▪ CLE Information Requests: 8

PROJECT HIGHLIGHTS

CLE Marketing Summer 2023	**Progress: 75%**	**End Date: August 2023**
Summer Orientation presentation and tabling event scheduled. CLE website is being updated for summer. Flyers for Academic Workshops have been marketed. First Year Connection presentations and tabling event. Welcome week tabling events. Email campaign for presentations has begun. CLE in-class and Student Assessment Department presentations have been conducted. Student Success Workshop Series has begun. Pride and Tie Dye Marketing Event Tabling at Pecan. ADN Orientation presentations were completed at NAH. Dosage Calculation workshops were provided for new nursing cohort. Participated in Independence Day Celebration at PCN. Student Success Workshops are being conducted. RCPSE Tabling and Library Pop Up event participation. NAH Dosage Calculation Workshops. Ability for students to search SI courses was implanted into Banner. Academic Coaches conducted a presentation skills workshop to PTA students. Article covering ACTLA certification was published on STC website and social media outlets. Tabling at PCN Snow Cone Delight Event by Student Activities. PCN Game Day on 7/27. ADN and Respiratory Boot Campus at NAH.		
Tutor Training for FY 2022-2023	**Progress: 97.6%**	**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. Training schedule updated and recalibrated for tutor availability. Trainings actively being held. Training schedule and assignments solidified. ACTLA training meeting scheduled. ACTLA training day planning has begun for August. Planning meeting is scheduled. ACTLA Training Assignments have been made. Summer to Fall interim NOEs are being updated. Staff is meeting to prepare for presentations. CRLA training presentations are being prepared for delivery and calendar invites have been sent to the Team. CRLA Training on Working with Diverse Students and Team Building. ACTLA Training Plan Planning is ongoing.		
CLE Website Usability Testing	**Progress: 75%**	**End Date: December 2023**
CLE consulted with RAS and will be working with Library Technical services to assess the usability of the CLE Website. Project proposal was submitted and approved. A task outline for participants has been developed and recruitment criteria have been established. Incentivized recruitment has begun. Students to participate in the study have been selected and scheduled. Day 1 Usability Study has been complete. Day 2 has begun. Analysis of data will be conducted. Met with RAS to discuss how best to dissect the collected data. Analysis of data is ongoing.		

INSTITUTIONAL EFFECTIVENESS & COMPREHENSIVE OPERATIONAL PLAN PROJECT HIGHLIGHT

IE Plan Objective 2: Expand Online Learning Support Services		
Year 3 DHSI Grant Participation		**Progress: 94%**
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. Continuing to collect data for tutor sessions. Contacted Dual Enrollment Department to distribute more tool kits to dual enrollment students. Planning committee meeting for focus group for online tutoring component. 180 kits were delivered to students. End of the semester reporting is being compiled. Feedback on the formative assessment has been submitted. Asynchronous paper service usage is being tracked. Evaluator incorporated feedback into formative assessment. 196 toolkits have been distributed to students. Meeting to evaluate data collection. Submitted data to RAS for analysis. Distribution of toolkits for Fall '22 is complete. RAS data analysis complete. Distribution of toolkits for Spring '23 has begun. DHSI Data Meeting has been set. Planning for DHSI Year 4 has begun.

Standardizing Onboarding Process		**Progress: 88%**
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. Progress has been made on SharePoint structure. Update meeting planned for May 16th. Presentations and material being reviewed and compiled into SharePoint. Meeting was held, SharePoint site is being reviewed. Updates are being incorporated into the SharePoint site. Completed the pilot for the Unlawful Harassment Awareness and Prevention training. Onboarding meeting is pending to finalize Checking for Understanding process.

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

Quantitative & Qualitative Assessment of Embedded Tutoring & SI		**Progress: 70%**
IE Plan Objective 3	**COP (N/A)**	**End Date: August 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. Courses have been assigned to SI's and Embedded tutors. Course attributes on Banner have been updated. Meeting for data collection is scheduled. Grade Analysis has begun by RAS.

EVENTS HIGHLIGHTS

CLE Full-Time Staff Retreat **Event Date: July 18, 2023**

The Centers for Learning Excellence hosted their FT staff summer retreat at Technology Campus. The CLE team discussed topics such as the Institutional Effectiveness Plan for 2023-2025, shared updates on grant activity reports for the DHSI Grant and the NTIA Grant, and discussed strategic initiatives for other important issues.

The retreat also allowed for all full-time staff to participate in team-building activities and build greater rapport amongst the team. The CLE retreats serve as an opportunity to synergize our campus efforts and work together to meet department goals that align with the institution's strategic goals.

CLE Video Game Day **Event Date: July 27, 2023**

CLE Full-Time Staff Retreat **Event Date: July 18, 2023**

The Centers for Learning Excellence held a game day at Pecan campus. The event encouraged students to enjoy an afternoon of fun while familiarizing themselves with the learning center and our services. Students greatly enjoyed the event.

The CLE had a great turnout for this Video Game themed game day with over 30 students and staff in attendance!

ADN Bootcamp **Event Date: July 25, 2023**

The Centers for Learning Excellence presented at the ADN Bootcamp and welcomed the new cohort of future nurses. The CLE staff presented on topics such as Professionalism, Time Management and Organization, and more. The tutors were also involved in a tutor panel where students had an opportunity to ask questions about their experience in the ADN program.

Summer Student Success Workshops **Event Date: July 13, 2023**

The CLE'S Academic Coaching Program has partnered with the Distance Learning Department to offer a series of Student Success Workshops this summer.

The workshops titled "Study Essentials" and "Boost Your Test-Taking Skills" cover topics that are crucial for students' success. As the summer semesters are only 5 weeks long, it is important that students learn skills to manage their time efficiently. About seventy-five students have particpated in the first three workshops of the summer semester.

MEETING HIGHLIGHTS

- Institutional Leadership Council (ILC) Meeting
- South Texas College Upswing Meeting
- Tabling at the Independence Day Celebration
- PTA Bootcamp Planning Meeting
- ADN Dosage Calculation Advisor Meeting

- STARR Campus Administration Mural Meeting
- CLE Retreat Team Building Activity Run Through
- Website Usability study analysis planning
- Mary Killoram Scholarship Committee Meeting
- PTA Program Meeting
- BSN Program Meeting
- Asynchronous Data Meeting
- Pay Scale Work Meeting
- Academic Coaching Meeting
- DSHI Data Meeting
- OTA Boot Camp Planning Meeting
- ADN Tutor Workshop Meeting
- NAH Writing Team Meeting
- MVC LLSS Coordination Meeting
- CLE Full-time SLA Meeting
- STC & Study.com Meeting
- Academic Coaching Meeting
- Hiring Committee Meeting
- Asynchronous Data Meeting
- Meeting with Pecan LES on Upcoming Staff Performance Appraisals
- Journey Map Findings Presentation
- Asynchronous Tutoring Cost Analysis Methodology
- CLRA PAP SIG Snack-N-Chat
- TDD ACTLA Accessibility Planning Meeting
- CLRA Team Building Planning Meeting
- Tech CLE Specialist Meeting
- OTA Faculty Meeting
- RCPSE Library and Open Labs Meeting
- ACTLA Planning Meeting
- 4C Presentation Run Through
- MVC Full-time Specialist Meeting
- Academic Coaching Meeting
- NCLCA Partner Webinar with Penji
- InsideTrack + South Texas College Journey Map Findings Presentation and Discussion
- Hiring Committee Meeting
- AEDT Hiring Committee Meeting
- Met with MVC Dual Credit Academies Coordinator

TRAINING HIGHLIGHTS

- APA Presentation
- CTE Study Habits Workshop
- Study Essentials Workshop
- ACTLA STEM-Synchronous Training Presentation
- Customer, Guest, Patron, User? Does it Matter. LLSS Supervisor Training
- Affirmative Action Webinar
- CRLA Level 2: Working with Diverse Students
- CRLA Level 3: Team Building

EVENT HIGHLIGHTS

- Independence Day Celebration
- Student Success for Healthcare: Dosage Calculation
- Police Academy Bootcamp
- RCPSE Pop Up Library and CLE Tabling
- Student Success for Healthcare: Dosage-Calculation
- Student Leadership Academy Presentation
- STARR CLE Tour for New Faculty and Staff
- CLE Staff Retreat

- Power Up Your Presentation Skills for PTA Cohort
- Pecan Tabling at Snow Cone Event
- PCN CLE Game Day
- ADN Bootcamp
- Respiratory Bootcamp
- PTA Student Success Workshop
- RN Apprenticeship Announcement and Reception
- CLE Online Presentation

PROJECT COMPLETION HIGHLIGHTS

- TSI Marketing Project
- Development of CLE Online Trainings
- Updating Mission Statement
- 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 2022-2023
- Upswing Platform Consolidation
- Live Chat Launch
- 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
- Cabinet Report/Strategic Plan Implementation
- Faculty Focus Group
- Auxiliary Space at Starr
- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors
- Develop Faculty Outreach -COP 20-21
- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- CLE Marketing Summer 2021
- TSIA Preparation Resources
- Update Focus Group Protocols for Embedded Tutoring
- Assess Student Satisfaction of Embedded Tutoring & SI
- Assess support needs of RCPSE and MVC for CTE student support
- TSI Resource Marketing
- CLE Marketing Fall 2021
- NSF Grant Year 2
- Floor Plan Redesign: Mid Valley Campus
- Quantitative Assessment of Embedded Tutoring

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJECT HIGHLIGHTS

Project Name: CMC Grant

Project Role: Project Manager

Scope: Fiber Optic and Classroom Technology Upgrades

Status: Filling of Grant Funded Position is in Progress

Ongoing Work: Procurement Process for IT Equipment/Supplies

PROJECT COORDINATOR
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 Completed

Ongoing Work: Planning for Year 4-5 Improvements and Budgets
InsideTrack Management Support Contract for Year 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:	AUGUST 10, 2023
SUBJECT:	ACTIVITY REPORT FOR JULY 1-31, 2023

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

Projects Completed or in Progress:

- Tesla Takeover 2023-July 1
- Independence Day
- Entrega De Recursos IME BECAS-July 5
- EDA Recompete Grant-July 5
- Institutional Leadership Council (ILC) Meeting-July 6
- STC/MEDC MTG-July 10
- MXLAN Sponsors Press Conference-July 11

- Board Committee Meetings-July 11
- Cabinet Meeting-July 12
- Futuro RGV Forum-July 13

- STC Foundation Meeting with Ms. Mary Killoran and Mr. Bill Martin-July 17
- Kenyatta Lovett Tele Meeting-July 18
- COSTEP Promise Meeting-July 19
- CEED Apprenticeship Meeting-July 19
- Meeting with STC Foundation Madam Chair Bonnie Gonzalez and Treasurer Ms. Adel Felix-July 19
- Grand Opening and Ribbon Cutting Chase Tower-July 20
- Planning and Questions Regarding Nursing Apprenticeship-July 24
- Board Meeting-July 25
- RGV FOCUS Summer Retreat-July 26
- Texas A&M Delegation Visit
- VIDA-U.S. Department of Labor and Nursing Expansion-July 27

- Announcement Apprenticeship for RN-July 27

- The Gala at MXLAN-July 27
- Spirits Mezcal & Tequila Tasting

Global Initiatives:

- Formalized an official "Instituto de los Mexicanos en el Exterior" (IME) Becas amendment to students of Mexican origin, Jul 5.
- Welcomed representatives from South Texas Health System who presented STC Foundation with donation, funds will go to deserving veteran students who are actively pursuing a degree in the medical or nursing field, Jul 5.
- Attended press conference for MXLAN Sponsors,Jul 11.
- Attended Foro INDEX Reynosa, National and local leaders of Index have been meeting in Reynosa this week to discuss near-shoring, logistics, and labor issues, Jul 12.
- Met with representatives from Universidad de Monterrey (UDEM), Jul 13.
- Held meetings with four Mexican institutions: IIES, Oxford, UT Matamoros, and St. George, Jul 14.
- Met with the Division of Nursing and Allied Health to discuss collaboration with Universidad Autónoma de Nuevo León (UANL) nursing students, Jul 17.
- Met with Region One and VIDA to implement the new project with adult learners, Jul 19.
- Meet with Rio Grande Valley Partnership and to discuss the growth of our region and its contribution to economic development and workforce RGV partnership opportunities on Jul 20.
- Attended IMAS concert with a special invitation from the Consulado de Mexico, Jul 20.
- Student from "Educacion Simultanea" was prominently featured on STC social media and acknowledged during a TED Talk, Jul 22.
- Hosted Composite Access Products company at Technology Campus to strengthen partnerships for future training, Jul 25.
- Participated in the McAllen EDC Sector Partnership and Talent Development Sub-Committee Meeting, Jul 26.
- Attended a VIDA event where 3 million was awarded to train 725 participants in nursing pathways on Jul 27.
- Attended Nurse Apprenticeship program announcement, Jul 27.

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

Department/Program Reports:

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

Initiatives:

- Creation of Center for Apprenticeship procedures manual (on-going)
- Updating apprenticeship programs under development and preparing for submission to the USDOL for approval
- Updating of department procedures manual inclusive of proposed staffing and department changes
- Building of modular homes at STC Technology Campus for IAM construction programs—Phase II
- Inclusion of AgriLife into veterinary apprenticeship and pre-apprenticeship programs
- Preparation for the hiring the new IAM Apprenticeship Manager and Navigator positions

- Preparation for RN apprenticeship implementation
- Research and development of solar panel incubator project
- Brewery Technician training program (on hold)
- Electric/autonomous Vehicle manufacturing and maintenance program (Business incubator partnership)
- Presentation and tour for prospective McAllen employers
- Business Retention and Expansion cooperation with McAllen EDC
- EDC of Weslaco retail and industrial training initiatives
- Starr County Heavy machinery operator safety program—initiated proposals with simulation equipment vendors
- Planning for an STC Office of Industrial Safety
- Preparation for the approved STC Center for Apprenticeship Training
- 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
- Summer Robotics Campus (Annual)
- Collaboration with RGV Focus regarding strategies for workforce development and expansion
- Foster Youth to Registered Apprenticeship training program (Desi Holmes, TWC, on going)
- EV Technicians apprenticeship program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Updated STC IE plan
- International program/course and outreach initiatives
- Online workforce training platforms facilitated by Dr. Sale and staff

Meetings:

- Entrance meeting with TWC monitoring team
- Meeting with Texas A&M Dean of Veterinary Medicine
- Meeting with Dr. Solis and Texas A&M University delegation to discuss prospective program partnerships
- Meetings with STC Facilities Dept regarding new signage in department
- Multiple meetings with STC Divisions
- Meeting with STC PR and Marketing to discuss RN apprenticeship ceremony preparation
- Follow up Meeting with RGV Commercial Builders Association to discuss training strategies
- Meeting with STC PR and Marketing regarding updates to department web pages
- McAllen City Commission Meeting
- Monthly meeting with Continuing Education, Dual Credit department and Technology Division
- Met with IAED Director to strategize operations
- Met with PSJA to discuss list of material and equipment needed for Vet Assistant program
- Discussion regarding international initiatives
- Participation in multiple hiring committees for various STC staffing positions
- Meeting with Vet Assistant 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
- Monthly staff meeting
- Meeting with McAllen Economic Development Corporation and business prospects.

- Presented at MEDC monthly Board meeting
- Meeting with STC Distance Education staff to discuss workforce training programming and applications

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

• Number of Awards this Month	Number of Active Awards in FY23	Dollar Amount of Active Awards in FY23
3	**104**	**$161,289,082**

Grant Awards

1. **National Institute of Food and Agriculture (NIFA), United States Department of Agriculture (USDA), Workforce TEAM (Training, Experience About MEAT), Subrecipient to the Texas A&M University – Kingsville, in the amount of $150,000.**
   South Texas College (STC), as a subrecipient to the Texas A&M University- Kingsville (TAMUK) application, will recruit qualified students to participate in training programs, earn student certifications, and participate in intercollegiate competitions as part of the Workforce TEAM project. South Texas College's responsibilities will include recruiting qualified students to participate in the training programs, coordinating student certifications, collaborating with TAMUK on joint trainings, sending students to intercollegiate competitions, and assisting in providing training tools that can be incorporated into a website developed for the Workforce TEAM project.

2. **University Transportation Center for Railway Safety (UTCRS), Subrecipient to the University of Texas Rio Grande Valley (UTRGV), in the amount of $28,740.**
   South Texas College (STC), as subrecipient to UTRGV's application to the UTCRS, will promote a research opportunity to all STC Associate in Science (AS) majors interested in participating in the proposed University Transportation Centers Program focusing on Engineering. STC will recruit outstanding undergraduate students to participate in UTRGV's proposed project entitled "University Transportation Center for Railway Safety (UTCRS), Smart Technologies for Safer Railways," to increase student academic and career success in the RGV Engineering Program. STC will recruit up to 9 AS level undergrads per year over 5-year project period to participate in the program. The program will engage students in state-of-the-art railroad research alongside other undergraduate and graduate students at UTRGV under the supervision of renowned faculty in the rail transportation research field.

3. **Texas Workforce Commission (TWC), Transitioning Veterans to Apprenticeship, in the amount of $149,943.00.**
   - In partnership with the Lower Rio Grande Valley Workforce Development Board, three computer network employers, and three construction employers, South Texas College's Department of Industry Training and Economic Development (ITED) will recruit, orient, assess, select, and enroll 36 Military Veterans and/or Transitioning Military Service Members (TSMs) into ITED's one-year Computer Network Specialist Registered Apprenticeship Program (RAP), and the one-year Construction Superintendent RAP. ITED commits to case manage and mentor program participants, and achieve an 86% RAP completion rate, in which at least 31 apprentices will receive a Certificate of Completion of Apprenticeship from the U.S. Department of Labor's Office of Apprenticeship and other industry-recognized certifications

RDMC Department Operations:

- Award Kickoffs: The Award Kickoff is an opportunity to engage the grant's internal stakeholders who are accountable for the successful implementation of the project initiative. The purpose of the Award Kickoff is to facilitate a mutual understanding of roles, responsibilities, division of labors and the level of commitment as the grant is handed off to the awarded department. The award kickoffs for July include:
    - Perkins Basic FY23 Kickoff: since this award is managed by RDMC, this meeting will assist with defining the roles of the Project Director, Financial Manager and Support Staff, as well as reviewing the responsibilities for the award.

Administrative Meetings:

- Meeting to discuss the EDA Recompete grant.
- Entrance meeting with TWC, marking the beginning of audit for three TWC grants.
- Perkins Basic Kickoff meeting; review of Banner screens and reconciliation.
- Prosperity Task Force meeting.
- Attended the Hidalgo County Prosperity Task Force Forum.
- Meeting with the Early Childhood department to discuss the TWC Child Care Expansion Initiative – Employer Partnership grant.
- Exit Conference for TWC audit and internal stakeholders. Report to follow in August.
- Meeting with Juan Carlos Aguirre to review proposed grant development goals for FY24.
- Meeting with eCivis vendor to discuss platform functionality and how it can support day-to-day activities of grant management.
- Meeting with HR to discuss institutional stipend policies and procedures.
- Attended the RN Apprenticeship Program Announcement at NAH.

Partnership/Vendor Updates:

- eCivis
    - eCivis is a SaaS company that provides a cloud-based research and grant management platform.
    - RDMC will revisit the eCivis contract and will renew if the platform can be programmed to provide the data as needed by the department.

Next Steps:

- Finalize and submit the Perkins FY24 application.
- Attend the Connecting Minority Communities Grant Announcement at the Starr County Campus on August 8, 2023.
- Attend JET Grant check presentation at Pecan Campus on August 10, 2023.
- Resume Bi-weekly meetings with Grant Accounting office.
- 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 Meetings:

- Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles - Bi-weekly Construction Update Meeting, July 5
- Two Story Residential Fire Training Structure - Bi-Weekly Construction Progress Meeting, July 5
- Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles - Bi-weekly Construction Update Meeting, July 19
- Two Story Residential Fire Training Structure - Bi-Weekly Construction Progress Meeting, July 19
- BPST July Division Leadership Meeting, July 20

Major Activities:

- Guided Pathways Specialist Search Committee Applicant Interviews, July 5
- RCPSE Tour for US Federal Probation Training Coordinator and staff, July 5
- Guided Pathways Specialist Search Committee Applicant Interview, July 11
- Meeting to discuss Memorandums of Understanding (MOUs) for the RCPSE, July 11
- Guided Pathways Specialist Follow-up Meeting with Dean Lozano and other search committee members, July 20th
- RCPSE Tour for incoming STC Freshman from various campuses, July 20th

- Met with Pharr FD Captain Bustamonte regarding possible upcoming trainings, July 21

External Visits:

- None

Upcoming RCPSE Events:

- TDD/TTY for Telecommunicators, Aug 3rd

- Pharr Fire Department Hydrant Inservice, Aug 6-8
- Undercover Techniques in Narcotics, Aug 7-11
- Crisis Intervention Training, Aug 7-11
- TEEX ICS 300/400 Course (Mid-Valley Campus), Aug 14-18
- ALERRT First Responder Medical Train the Trainer, Aug. 16-18
- Valve and Hydrant Maintenance Course, Aug 22-24

Events held at RCPSE:

- STC Security Bicycle Training, July 10-13th

- TASER Instructor Course, July 14th

- Medicolegal Death Investigations Course, July 17-21

- Internal Affairs Administration Course, July 18-19

- STC Firefighter Academy Orientation, July 27