August

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:	SEPTEMBER 26, 2023
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2023 THROUGH AUGUST 31, 2023

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-Presidents
- Student Affairs and Enrollment Management Division Leaders meetings
- South Texas College Veterans Initiatives
- Apprenticeship Manager Interviews
- Review of Board Enrollment Reporting

ATTENDED

- Project Males Conference at the University of Texas at Austin
- South Texas College General Education Development Graduation Ceremony held at Mission Event Center
- Meeting with the University of St. Mary's
- Review of Student Activities
- Review of Student Activities Schedule- Nursing Allied Health Campus
- Texas Workforce Commission Advisory Council on Cultural Affairs Committee meeting
- Mid-Valley Culinary Arts Kitchen Opening

- Chip Bag Distribution meeting
- Enterprise Resource Planning (ERP) Staff Augmentation
- Meeting with the Director of Admissions and Records, Cynthia Blanco – Tuition and Census Day
- Meeting with Dr. Veronica Galvan of Teach US
- Texas Commission on Law Enforcement (TCOLE) Academy Update

ENROLLMENT SERVICES AND REGISTRAR

- **_27510_** students are registered for Fall 2023 semester, which began on March 6, 2023 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 **_1344__** chat sessions during August 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 GED Graduation Ceremony: Follow-Up, SEVP School visit: South Texas College, Degree Reclamation Committee, STC Annual DR Test Event, Texas A&M Engineering Academy at South Texas College Steering Committee, BUGS Meeting, STC2UTRGV Monthly Check-in, Recap on GED Graduation, GED Graduation - Final Walk Through, Work Session, UTRGV Enrollment, Fall Convocation Meeting, ERP Implementation Team – Update, Degree Reclamation Meeting, JagNet Content Committee, UTRGV2STC Meeting, Evaluation of RFQ 24-001 Printing and Mailing of Diplomas, Power BI Orientation and Pre-Training, Tuition and Census Day, Setup: GED Graduation Ceremony, GED Graduation Ceremony, HB 8 Fast Requirements for Dual Credit, ERP Staff Augmentation.
- 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 **_4042_** Admission Applications submitted online at ApplyTexas (dual credit high school, entering freshmen, returning/transfer students) during August 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 **_74__** international students enrolled for Fall 2023 semester.
- Processed **_348_** course substitutions and exceptions in DegreeWorks during August 2023.
- Processed grade changes for **_156_** students during August 2023.
- Processed reinstatement requests for **__1__**students during August 2023.
- Processed schedule change requests for **_1198_** students during August 2023.
- Processed **__4098_** high school and **_794__** college/university transcripts during August 2023.
- Evaluated **_785__** transcripts from other colleges and universities during August 2023.
- Scanned and indexed **_5221_** documents submitted by students during August 2023.

- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **_4387_** STC transcripts during August 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.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report August 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	**105**			**ACT**	**484**
Mid-Valley	**65**	**177**	**166 (94%show)**	**TSI EXAM**	**581**
Starr Campus	**100**	**79**	**73 (92%show)**	**TSI EXAM**	**241**
Pecan Plaza	**64**			**GED/ PEARSON**	**596**
Pecan Plaza		**561**	**496 (% show)**	**TSI EXAM/ includes TSI Online**	**2,174**
Pecan Plaza		**26**	**26 (100%show)**	**TCOLE/TCFP Proctored Exams**	**147**
Pecan Plaza		**81**	**70 (86%show)**	**HESI**	**1,012**
Mid-Valley		**58**	**55 (95% show)**	**HESI**	**485**
Mid-Valley		**3**	**3 (100%show)**	**TCFP Proctored Exam**	**35**
Starr		**39**	**37 (95%show)**	**HESI**	**146**
TOTAL:	**334**	**1,024**	**926 (90% show)**		**5,901 – All Campuses YTD**

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (08/01/2023 – 08/31/2023)		**Year To Date (09/01/2022 - 08/31/2023)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	119	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	503
Developmental Ed (945+ & 0-4 Essay	74	Developmental Ed (945+ & 0-4 Essay	304
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	15	ELAR Diagnostic Level 5	67
ELAR Diagnostic Level 4	239	ELAR Diagnostic Level 4	803
ELAR Diagnostic Level 3	146	ELAR Diagnostic Level 3	522
ELAR Diagnostic Level 2	79	ELAR Diagnostic Level 2	268
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**672**	**Total**	**2467**
Mathematics College And Career Readiness			
Monthly (08/01/2023- 08/31/2023)		**Year To Date (09/01/2022 – 08/31/2023)**	
College Ready (950+ or 910+ & 6+ Diag)	89	**College Ready (950+ or 910+ & 6+ Diag)**	412
Mathematics Diagnostic Level 5	39	Mathematics Diagnostic Level 5	178
Mathematics Diagnostic Level 4	237	Mathematics Diagnostic Level 4	853
Mathematics Diagnostic Level 3	151	Mathematics Diagnostic Level 3	534
Mathematics Diagnostic Level 2	100	Mathematics Diagnostic Level 2	387
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**616**	**Total**	**2364**
Data retrieved from College Board Accuplacer			
Date: 09/06/2023			

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates.
- SFS Coordinator Rebecca Cano held interviews for the vacant Financial Aid Specialist position at the Pecan Campus.
- VA Coordinator Javier Guajardo held interviews for the vacant VA Certifying Official Outreach position at the Pecan Campus.
- Student Financial Services Staff was scheduled to work every Saturday in the month of August to assist with extended hours, completing and awarding files.
- SFS Department renewed contract with Xerox on the 5 current copiers, copiers will be replaced with newer model.
- VA Staff has been recognized by the Veteran Education Excellence Recognition Award (VEERA) for the 2022-2023 award year.
- Scholarship Coordinator and SFS Director met with Mission Economic Development Corporation (MEDA) representatives over the upcoming fiscal year sponsorship

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. Students who submit an inquiry will be assigned to a single point of contact in order to streamline the re-enrollment process.
- More than **1,400** prospective student inquiries have been received for the Fall 2023 semester and a total of **606** students **(42%)** have been enrolled.
- Department staff held **126** student appointments (virtual/in person) during the month of August
- 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

McAllen ISD General Assembly

Department staff provided support at the STC Information Booth at the McAllen ISD General Assembly on August 15, 2023

Groundbreaking Ceremony of the Secondary Examination Station at Las Americas Industrial Park

Department staff attended the Groundbreaking Ceremony of the Secondary Examination Station at Las Americas Industrial Park in Roma, Texas on August 16, 2023

GED Graduation

Department staff provided support at the GED Graduation held at the Mission Event Center on August 24., 2023

COMMUNITY OUTREACH & RECRUITMENT

Academic Program Enrollment	Total Inquiries
Associates in Law Enforcement	25
Associates in Fire Science	13
Bachelor in Computer and Information Technologies	62
Bachelor of Operations Management	67
Bachelor in Organizational Leadership	143
Bachelor in Medical and Health Services Management	36
Basic County Corrections Academy	17
Firefighter Academy	82
Police Academy	60
TxDOT Partnerships • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	28
Public Administration	14
YTD Total	547

Event	Agency	Date	Total Attendees
McAllen ISD General Assembly	McAllen ISD	08/15/23	200
		Total	200

Student Appointments	
Total	**126**

STUDENT RE-ENGAGEMENT

Target Group	Total Students Outreached	Total Inquiries
Fall 2018 - Spring 2023 Stop Outs	15,202	768
Applied for Spring 2023, Did Not Enroll	731	118
YTD Total	**15,933**	**886**

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 "Inactive" Campaign Launch
- Degree Reclamation Committee Meeting
- Valley Initiative for Development and Advancement (VIDA) Check-In Meeting
- Student Success Acceleration Program (SSAP) Grant Review Meeting
- Meeting with Financial Aid staff
- Trellis Future Partnership Meeting
- GED Graduation - Final Walk Through
- Bi-Weekly Enrollment Update Meeting w/IDEA
- Latino Adult Student Success (LASS) 2.0 Evaluation Meeting
- Student Bridge Student Survey Development
- Student Success Acceleration Program (SSAP) Grant Review Meeting with Financial Aid
- Council for Adult and Experiential Learning (CAEL) SB 17 LASS Impact Meeting
- State of Education Luncheon - Mission Chamber of Commerce
- Groundbreaking Ceremony of the Secondary Examination Station at Las Americas Industrial Park
- ERP Implementation Team – Update
- Degree Reclamation Committee Follow-Up Meeting
- Texas Department of Transportation (TxDOT) Vendor Kick Off Meeting
- STC Solutions Consulting - Inside Track Kick off Meeting
- PSSG Grant Development Meeting
- Student Bridge Check-In Meeting
- Student Success Acceleration Program (SSAP) Check-In Meeting

- Meeting with Curriculum Staff
- Meeting with Valley Initiative for Development and Advancement (VIDA)
- Meeting with Cosmetology Program Chair
- South Texas College (STC) Student Financial Wellness Survey
- South Texas College (STC) Board Meeting
- SEM Discussion Meeting
- GED Graduation Setup/Walk-through
- South Texas College (STC)/IDEA Check Meeting
- Meeting with Assistant Fire Chief Luna
- PSSG Grant Opportunity with Valley Initiative for Development and Advancement (VIDA)
- GED Graduation Ceremony
- Council for Adult and Experiential Learning (CAEL) Policy Advisory Meeting
- Follow-Up Meeting with Sinclair Digital
- Policy Driven Adoption Assessment Review
- Meeting with Brenda GCU
- Process Mapping of GED/Continuing Ed Student Enrollment Process

PROFESSIONAL DEVELOPMENT

- Operations Hero Training

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- Strategies for Enrollment & Engagement Success Workshop
- NAH Division Meeting
- GED Graduation
- Operations Hero Training

RECRUITMENT

- Individual Student Appointment – 25 appointments
- National Night Out 2023 – Community Outreach
- College Fair at McAllen Convention Center – Table Setup
- Noticias 48 – Media Interview
- Telemundo – Media Interview
- K-TEX Radio Station – Media Interview
- One-Stop Registration Event at Pecan Campus – Registration Drive
- Mercedes High School – Recruitment Presentation
- Hidalgo ISD Back to School Event – Community Outreach
- Juarez-Lincoln High School – Community Outreach

- Entravision at Pecan Campus – Radio Interview
- Iheart at Pecan Campus– Radio Interview
- Entravision at Pecan Campus – Radio Interview
- Iheart at Mid Valley Campus – Radio Interview
- RGV Teen and Young Adult Summit – Community Outreach
- PSJA High School – Table Setup
- STISD World Scholars – Recruitment Presentation

CAMPUS TOURS

- YouVisit
  - Virtual Tour – 8 Inquiries
- Pecan Campus
  - PSJA ISD Group 1 – 36 visitors
  - PSJA ISD Group 2 – 37 visitors
- Technology Campus
  - Personal Tour –2 visitors
- Mid-Valley Campus
  - Personal Tour – 1 visitor
- NAH Campus
  - Region One ESC – 30 visitors
- Starr Campus
  - BPST Division Leadership Retreat – 25 visitors

CALL CENTER

Phone Calls	
Inbound Calls	13,764 Calls

Mongoose Text Campaigns			
Campaign	**# Reached**	**# Students replied**	**# Replies**
Fall 2023 FTIC Applied NR 06.27.23	6077	210	403
Fall 2023 Unpaid List 08.23.23	3469	97	171
Fall 2023 Unpaid List 08.15.23	2667	138	218
Fall 2023 Cleared Student with Fin. Aid 08.24.23	334	10	14
Fall 2023 Unpaid List Save Form 08.24.23	206	19	44

Juarez Lincoln High School Back to School Event

Coordinator of College Connections, Robert Barrera interviewed with Wild 104 Radio Station commenting and promoting about South Texas College extended hours and Fall 2023 registration.

Medio Interview with Wild 104 Radio Station

Recruiter Specialists of College Connections visited Hidalgo ISD High School for a Back-to-School event accompanied by our South Texas College Mascot Jerry the Jaguar.

accompanied by Jerry the Jaguar.

Back To School Event at Hidalgo ISD High School

Tour with Region One at NAH Campus

Student Specialist II Mrs. Zuno, provided a walking tour at NAH campus for Region One ESC.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
3668	Student Contacts, Outreach & Virtual Appointments
286	CTE Student Contacts
65	Student & Alumni Registered on CCN
36	Student & Alumni Resumes Revised/Uploaded on CCN
5	New Employer Registered on CCN
26	Jobs posted to CCN
2	Workshops Presented
37	Resumes Reviewed Online by Employers via CCN
1654	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Camp Cody
- City of South Padre Island
- Entravision Communications
- Fair Trade Outsourcing
- FlexTrades
- Ford
- Gartner
- North Alamo Water Supply Corporation
- ProScribe MD
- Radio United LLC
- Valley Grande Institute

Presentations/Workshops

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

Employer Outreach

- Ford Motor Company
- County of Hidalgo
- North Alamo Water Supply Corporation

Employer Registrations

- Fair Trade Outsourcing
- Glazer's Beer & Beverage
- Killam Development
- Valley Baptist Physician Network
- MDC Data Centers

Coordination of Upcoming Events

- Career Exploration Prep

Meetings & Miscellaneous information

- Career and Employer Services coordinated with the Ford Motor Company to promote employment opportunities 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.
- Responded to a request for assistance from the Continuing Education Department and assisted them in creating a training curriculum based on logic, fallacies, critical thinking, reasoning and report writing, as requested by Border Patrol command staff, for the upcoming and any future Border Patrol training. Continuing Ed informed that they would then coordinate with the Philosophy and English departments for instructors.

- Career and Employer Services is coordinating internship/apprenticeship opportunities with the Ford Motor Company for automotive program students. Planning efforts are being conducted with automotive faculty.
- Career and Employer Services coordinated with Glazers Beer 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 continues to coordinate 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 North Alamo Water Supply Corp to promote a remote informational student roundtable regarding employment opportunities with NAWSC. 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 Fair Trade Outsourcing 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 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.
- 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 August 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 and the Google liaison 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 Fall 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.
- MVC 4 Students, Grow with Google

- MVC 5 Students, Resume Review/Employment, Job search
- MVC 3 Students for Career and Employer Services
- MVC 308 students for FYC New Student Orientations (Mid-Valley)
- MVC 2 Students for Career and Employer Services and Grow with Google
- MVC 1 Student, Career and Employer Services
- MVC 1 Student (Interviewing for Success)
- MVC 5 Students for Career and Employer
- MVC Meeting with VIDA, August 14, 2020
- NAH Revised 5+ CTE resumes via CCN and email.
- NAH Updated Perkins records and evidence.
- NAH Student Walk ins for Grow with Google- 1 student
- NAH Revised 5+ CTE resumes via CCN and email.
- NAH Updated Perkins records and evidence.
- NAH Student Walk ins for Grow with Google- 1 student
- NAH Student Walk in for Mock interview- 1 student

College Central Network Logistics

College Central Network Logistics

Career Coach

STUDENT RIGHTS AND RESPONSABILITIES

OFFICE OF STUDENT CONDUCT

- The Office of Student Conduct presented and set booths for First Year Connection the at all South Texas College Campuses.
- The Office of Student Conduct submitted hiring proposal for Student Conduct Specialist position.
- The Office of Student Conduct completed annual report for FY 2022 – 2023.
- The Office of Student Conduct completed FY 2023-2024 event calendar.

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 completed on new BIT Calendar for fiscal year 2023 – 2024.

OFFICE OF THE OMBUDS

- The Office of the Ombuds presented and set booths for First Year Connection the at all South Texas College Campuses.
- The Office of the Ombuds completed annual report for FY 2022 – 2023.
- The Office of the Ombuds completed FY 2023-2024 event calendar.

STUDENT ACTIVITIES AND WELLNESS

- Get Creative with Sand Art Day (Technology)

- Summer Fresco (Pecan)

- One in a Melon (Starr)

- Raspa Social (Starr)

- Karaoke Wednesday (Pecan)

- Fall 2023 FYC New Student Orientation (Starr)

- Fall 2023 FYC New Student Orientations (Mid-Valley)

- Fall 2023 FYC New Student Orientation (Technology)

- Fall 2023 FYC New Student Orientations (Pecan)

- Welcome Back Day 1 & 2 (Starr)

- Kickoff Fall 2023 with Student Activities (Technology)

- Fall 2023 Triathlon (NAH)

- Food Pantry Distribution (Mid-Valley, Pecan, Starr)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services Contacts

August 2023					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Special Programs, Other	104	110	314	138	0
Academic Advising	229	7	892	14	4
Academic Counseling, Academic Probation, and Academic Suspension	45	7	322	74	46
Mental Health Counseling	6	129	90	8	5
Total	384	253	1618	234	55

Student Accessibility Services Contacts

August 2023	
Student Active Student Contacts	248
Student Accommodation Letters	658

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 Forms, Referral Forms, Presentation Requests Form
- Behavioral Intervention Team Meetings
- CARE Team Meetings
- All Access Events
- 504 Meetings
- SEAM Division Leader's Meeting
- SAEM Director's Meeting
- CSAS Manager's Meeting
- UT Health RGV OBGYN Clinic 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 7,196 contacts with students were conducted by Academic Advisors and PASS Program Advisors in August 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 (702 Live Chats in August 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 out of Pecan Enrollment Center for August 2023 (Faculty Advisors from all Divisions were present at the Enrollment Center from August 7th – August 18th to assist students with the enrollment process)
- **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 and 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
  - PASS Manager and Advisement Director participated in the Perkins Basic: Making Connections for an Elevated Impact FY23 Workshop

- **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

Finance and Administrative Services

SOUTH TEXAS COLLEGE

TO: DR. RICARDO J. SOLIS, PRESIDENT

DATE: SEPTEMBER 26, 2023

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

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

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

August 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- Regular and Special meetings
- Board Work Session
- Bookstore vendor's Contract Extension request
- Chip Bag Distribution meeting
- College's Insurance review
- Committee Packet review with the President
- Electricity Bill Management Report review
- Enterprise Resource Planning (ERP) conversion project
- ERP Cabinet Presentation
- ERP Cost Analysis/Pricing review
- ERP Gross/Net Analysis discussion
- ERP Implementation Insight
- ERP Payback Period discussion
- ERP Vendor Q & A meeting with staff & students
- ERP Vendor's Statement of Work feedback and review
- ERP Work Session
- Facilities & Finance Committee
- Fall Convocation meeting
- FAS Director's meeting
- FAS Facilities Planning updates
- FAS Operating Budget & Fund Balance review meeting
- FAS Project Manager updates
- FAS Safety updates
- Finance and Board packet items review
- FY 2023 CPF Update - Increase in Nursing and Allied Health Care Certified Professionals Project
- FY 2024 Appropriations and Budget review
- FY 2024 Budget, Staffing, and Pay Plans
- Grant records meeting
- HR issues review on intern pay, business ERP function, change management training, direct wage to temporary
- Human Resources (HR) bi-weekly updates
- Interview with Public Relations on Simplified Tuition/Affordable College
- Investment vendor discussion
- KPI and Performance-based funding meeting
- Laptop sale discussion for Public Surplus Auction
- Legal Counsel meeting on President's employment contract
- Legal Counsel review of ERP vendor's contract agreements
- Legal Counsel review of open case
- Master Unexpended Plan Fund Budget and R&R Report updates
- Nursing and Allied Health Addendums discussion on stipend
- Pecan Plaza Human Resources building A renovation project discussion
- Popular Report, Investment, and Management Report updates
- Position Titles and Temporary Agency Employees review
- President's Cabinet Meetings
- Purchasing presentation and other items
- Shuttle bus discussion
- Sick Leave Donations and Sick Leave Payouts discussion
- Sick Leave Pool Committee meeting request to review
- STC Foundation pending items review
- TACC & THECB Joint FAST Q & A discussion
- TACCBO accounting updates
- TACCBO Debrief and 2024 Annual meeting discussion
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- Title IX Committee updates on Employee & Student Cases
- Title IX Policies review and discussion
- Title IX/ 504 Webpage review
- Weather Outlook discussion

WEBINARS/WEBCASTS/CONFERENCES/TRAINING

- 8th Annual Ethics Seminar

CURRENT PROJECTS

- Activity Report for Board
- Amendment to President's employment contract
- Auxiliary Fund Reserve and Reconciliations
- Banner staff augmentation estimate review for ERP
- Board Budget Presentation
- Bookstore extension recommendation
- Budget Allocations for various departments
- Budget Presentation
- Budget Reserve levels
- Budget Transfer approvals
- Capital Improvement Projects Master Budget
- Certification for Appropriation letter
- Comprehensive Operational Plan
- Comprehensive Study Analysis
- Custodial Hiring updates
- Delinquent Tax Collection report review
- Dual Credit Exemptions review
- Electricity Bill contract review
- Ellucian Banner Report review
- Email notification on COVID/ Safety protocols
- Employee Staffing Plan revisions for FY 2023 – 2024
- Enrollment Headcount and Credit Hour reports
- Enrollment Projections
- ERP Budget analysis on employee stipends and travel for conference attendance
- ERP Conversion Project and Implementation Action Plan
- ERP Project timeline
- ERP Vendor references review
- ERP Vendor's Statement of Work review
- Excess Fund Allocation and Comparison reports
- Exempt employees' stipend payments for Overtime – research policy and procedures
- Expenditure Budget analysis
- Facility use fees report and agreement
- Faculty Hires and Direct Wage Report review
- FAS Account Reconciliations
- FAS FY 24 Preliminary Budgets
- FAS Operating Budget & Fund Balance review
- Fraud Survey follow-up
- FY 2024 Budget, Staffing, and Pay Plans
- FY 23-24 Executive/Administrative LOA
- FY 24 Salary Report review
- Hiring Report review
- Institutional Effectiveness Plan
- Insurance RFP updates
- ITED Revenue and Expenditure reports
- Letters of Appointment reminders to Directors
- PeopleAdmin upgrade review
- Plan Funds Expenditure review and approvals
- Position Reclassification forms review and approval of requests
- Position Vacancy Reports for FAS Division
- Proposed 2023 Tax Year Tax Rate
- Proposed Budget for FY 2023 – 2024
- Proposed Revisions to Dual Credit Students Tuition and Fees Schedules for FY 2023 – 2024.
- Public Information requests
- Purchasing Acquisitions, and Contracts
- Retention payment stipend for Fall
- Review and Approval of documents
- Salary Budget allocations per Division
- Salary increase notification
- Salary Savings Report for FAS Division
- Sale of laptops recommendation review and motion write-up
- Scholarship balances report review
- Sick Leave Pool requests - new procedures, analysis, and reports
- STC Foundation review of MOU
- Student Activities revenues and expenditures
- TACCBO Accounting Financial reports
- TASB inquiry on stipends to non-exempt employees
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- Technology Reimbursement payment for FY 2024
- Temporary agency employees Banner access procedures
- Timeclock Plus (TCP) approvals
- Travel – Chrome River approvals
- Upper management review of salaries
- Vacation Balances and Extensions

BUSINESS OFFICE ACTIVITY REPORT

Myriam M. Lopez, Comptroller

August 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 AUGUST 2023

Payroll and 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 AUGUST 2023

VENDOR PAYMENT BY TYPE AUGUST 2023

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

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

TRAVEL EXPENSE BY DIVISION AUGUST2023

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 obli&gations. The department also assists with invest&ments, 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 REPORT

Ruben Suarez, Chief od Police

August 2023

SOUTH TEXAS COLLEGE

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

Department Staff: **68**

21 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

224

Calls for service

1,863

Incoming Calls

POLICE SERVICES

- Police Officers attended multiple trainings throughout the month.
- Maintained daily Clery Crime Log for all STC campuses.
- Planned and attended GED Graduation ceremony.
- Presented at New Student Orientations district-wide. Also, had an information table.

SAFETY & EMERGENCY MANAGEMENT SERVICES

- Monthly evacuation drills at Pecan Plaza Building C, Mid-Valley Campus Building C, and Starr County Campus Building J.
- Held a Building Evacuation Training which included a demonstration on how to use an Emergency Evacuation Chair at the Mid-Valley and Technology campuses.
- 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 twenty-one parking event requests districts wide.
- Started selling new fiscal year 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.
- Completed 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

August 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 – 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 Subdivision 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
- Kinesiology Building Phase I – Design Development Phase.
- South Academic Building J Generator Replacement – Construction Phase.
- East Drive Resurfacing – Construction Phase: Final Completion Pending.

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.

DISTRICT WIDE

- DW Flooring Replacement Phase II – Construction Phase: Final Completion Pending

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 for Construction Services Pending.
- Exterior Solar Panel Structures – Construction Phase: Final Completion Pending.
- Truck Driving Range Expansion – Construction Phase

STARR COUNTY CAMPUS

- Workforce Building D Welding Lab Expansion – Construction Phase: Substantial Completion.
- 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: Substantial Completion.
- 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 ACCOUNTABILITY, RISK, & RECORDS MANAGEMENT ACTIVITY REPORT

Jason Gutierrez, Director

August 2023

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/ONGOING PROJECTS

Policy localization project and related assignments.
Multiple college-wide procedures
Enterprise Resource Planning Project

Out of 127 local policies slated for board adoption, 41 have been adopted as of August 2023.

POLICY SECTION	BOARD APPROVED AS OF AUGUST 2023
Basic District Foundations	1
Local Governance	16
Business and Support Services	8
Personnel	12
Instruction	1
Students	1
Community and Governmental Relations	2

PURCHASING AND DISTRIBUTION SERVICES ACTIVITY REPORT

Rebecca Cavazos, Director

August 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF:

33

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

LOCATIONS

Pecan Campus

- Purchasing
- Contract Management
- Mail Services
- Copy Center

Technology Campus

- Central Receiving
- Fixed Assets

PURCHASING

- Prepared RFPs/RFQs: FY2022 – **72**, FY2023 – **70** and FY2024 – **18**
- Completed **448** Purchase Orders June 2023
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **474** Airfare Purchases in FY2023
- **470** vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **25** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **183** contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **300** deliveries totaling **2,391** boxes/packages
- Completed **17** Faculty/Staff moves
- Prepares surplus property for auction or disposal

FIXED ASSETS

- Approved **285** new assets
- Adjusted **83** existing assets
- Coordinates the Annual Physical Inventory

MAIL SERVICES

- Process **32,700** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **71,491** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY23 Purchase Orders	7,496	$65,840,522.43
2	College Assets	22,219	$418,731,489.62

OFFICE OF TITLE IX, 504, AND COMPLIANCE ACTIVITY REPORT

August 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

August 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Worked on updating Sick Leave Pool Procedures.
- Data Entry, review, verification, and processing for final payroll of the fiscal year.
- Launched the Symplicity Case Management implementation project (participated in 2 meetings in the month of August 2023).
- Provided reports to the external auditors.
- Met with Public Relations and Marketing and HR Managers to review HR website.

TOTAL EMPLOYEE BY LOCATION - 08/31/2023

HEADCOUNT BY LOCATION								
	PCN	TECH	NAHC	MIDVAL	STARR	RCPUBL	HS	TOTAL
ADMIN	65	3	1	1	1		1	72
FT-STAFF	727	75	58	87	59	6	3	1015
PT-STAFF	118	31	40	28	22	1	1	241
FACULTY	299	82	89	62	30	6	7	575
DUAL FACULTY							17	17
TOTAL	1209	191	188	178	112	13	29	1920

CURRENT/ON-GOING PROJECTS

BENEFITS

EMPLOYEE COUNT: 5

- Conducted New Hire Orientation for new faculty, full time, and part time staff.
- Attended TEAMs Reporting meeting regarding Teacher Retirement System Employee Reports with Ellucian.
- Conducted interviews for vacant Benefits Specialist positions.
- Attended ERP (Enterprise Resource Planning,) work session regarding new ERP system.
- Met with Employee Assistance Program contact regarding utilization reports.
- Set up new Sick Leave settlement earn code on Banner.
- Completed manual reduction of all leave taken in August.
- Completed Teacher Retirement System Employment After Retirement Report and Regular Payroll Report.

COMPENSATION & PAYROLL

EMPLOYEE COUNT: 6

- Compensation setting for new hires and transfers.
- Preparation for year end and opening of fiscal year.
- Created new fiscal year positions and updated pay grade movements based on Compensation study.
- Participated in LinkedIn Trainings for Excel.
- Completed yearly training via Vector LMS.
- Updated NTRPCLS codes in Banner in preparation for roll-over process.
- Organized NOEs (Notice of Employment) and assigned salary for fast entry of new fiscal year assignments.
- Worked with HRIS team to produce reports needed to make the year-end roll over process simpler on the team.

EMPLOYEE RELATIONS (ER)

EMPLOYEE COUNT: 4

- Collaborated with the South Texas College Public Relations & Marketing department regarding updates to the Fiscal Year 2024 Employee Handbook cover and President's message.
- Collaborated with the South Texas College Executive Director of Human Resources & Talent Development regarding updates to the Fiscal Year 2024 Employee Handbook Human Resources message and to prepare the Handbook for distribution.
- Created the South Texas College Chemistry department's departmental handbook.
- Reviewed files to ensure compliance with the South Texas College retention schedule.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

EMPLOYEE COUNT: 5

- Lead the PeopleAdmin re-engineering meeting.
- Lead or attended several ERP SOWS (Statement of Work) review and updated meetings.
- Provided audit data to Talent, Learning and Onboarding functional area with data from the old LMS (Learning Management System) system EverFi.
- Attended several meetings with the Compensation and Business Offices functional areas, to update the Staffing Plan data or provide them updated reports.
- Created a PowerApps application for the Faculty, Executive and Administrative LOA (Letter of Appointment).
- Worked with Compensation, Budget Control and Payroll departments to process the End of Fiscal year roll.
- Final audit of active files to remove transcripts that were not previously removed.
- Participated in the ERP selection and met with all stakeholders.
- Attended Microsoft Power Bi training with analysts from various college departments.
- Auditing reports to proceed with data clean-up.
- Created several ad-hoc reporting requested by internal and external functional areas.
- Made several updates to Human Resources Website as requested by several HR (Human Resources) departments.

TALENT, LEARNING & ONBOARDING

EMPLOYEE COUNT: 4

- Benefits Training Meeting
- Convocation Preparation meetings
  - Internal
  - External Vendors
- Retirement Recognition events (3)
- Preparation for Human Resources Day (October 12)
- Part-time Application Updates
- Employee Evaluations
- Staff Council Meetings/Updates
- Mandatory Trainings Launch
- Assisting with Emerging Technology Academy hosted by Educational Technologies
- Preparation Jaguar Academy in Fall
- Years of Service preparation for FY22-23
- Actively screening and clearing full-time and part-time applications and new hires.
- New Hire Orientation

STAFFING

EMPLOYEE COUNT: 6

- Attended PeopleAdmin Re-Implementation Meeting.
- Tested People Admin staff positions, faculty, direct wage, and work-study on reengineering site.
- Assisted with hiring staff, faculty, direct wage, and temporary agency employees.
- Processed Adjunct and Dual Enrollment hires for Fall 2023.
- Worked on 2023-2024 Letter of Appointments for Administrators and Executives distribution.
- Worked on 2023-2024 Faculty Addendums distribution.

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE ACTIVITY REPORT

George McCaleb, Director

August 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: AUGUST 1, 2023

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

DR. ANAHID PETROSIAN

VICE PRESIDENT FOR ACADEMIC AFFAIRS

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Participated in Starfish GPS Meeting to discuss the Fall 2023 activities, August 2
- Attended DEEP Partnership Workshop, August 2
- Hosted a Gearing Up for Fall – Essential Information for Chairs, August 3
- Attended a Cabinet meeting, August 7
- Held a meeting for the with the new Liaison for Community Engagement, August 7
- Attended the Connecting Minority Communities Grant Announcement, August 8
- Participated in the TWC Child Care Provider Expansion Initiative, August 8
- Attended a meeting with Executive Director to discuss NAH – Addendums, August 8
- Attended a Jobs and Education for Texans Grand Award Presentation, August 10
- Participated in the FY23 CPF Update – Increase in Nursing and Allied Health Care Certified Professionals Project, August 10
- Participated in a Board Work session, August 14
- Attended McAllen ISD Old Hollywood General Assembly, August 15
- Participated in the Fall Convocation Meeting, August 15
- Attended BPST Follow-up Meeting, August 16
- Attended the Greater Mission Chamber of Commerce Buenas Tardes Luncheon, August 16
- Attended the ERP Implementation Team – Update, August 16
- Attended the RN Apprenticeship Program announcement at Nursing and Allied Health Campus, August 16
- Participated in the Faculty handbook Review, August 17
- Hosted a New Faculty Orientation, August 18
- Hosted an Academic Affairs Assembly – Fall 2023, August 21
- Attended a Board Meeting, August 22
- Participated in the review of TexPREP Program & Budget Meeting, August 23
- Hosted a Perkins Workshop to discuss Carl Perkins is an institutional grant of $2.6 million, Academic Affairs support and resources cover an average of $1.1 million, the goal of today's workshop is not only to recap this past year but to seek opportunities with stakeholders from SAEM, ISPP&SI, & IA&ED divisions, to address student

learning in the classroom and efficiently allocate funding under Perkins Basic, additionally, the goal is seek opportunities to meet the goals addressed in CLNA and opportunities to enhance existing goals based on our collaborative strategies given that THECB is allowing this year to make modifications to goals, August 24
- Hosted a STC GED Graduation Ceremony for a cohort of approximately 80 graduates, along with their families and friends to celebrate for this important achievement, August 24
- Attended a HB 8 Fast Requirement for Dual Credit, August 25

PROJECTS COMPLETED OR IN PROGRESS:

- Coordinated New Academic year
    - New Faculty Orientation
    - Academic Affairs Assembly
    - Chair Faculty Meeting
- Monitoring semester enrollment and course offerings
- Coordinating STC & UTRGV Collaborative
- Working on Academic Grant Activities
- Monitoring faculty and enrollment reports
- Reviewing the policy changes for TASB transition
- 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

SPEICAL ASSIGNMENT FOR THE OVPAA

- Working on revising the Handbook of Courses by Division
- Working on a new policy for Program Development (Policy EE)
- Met with the Internal Auditor to start the Faculty Overloads Audit process
- Working on the process of evidence gathering for SACSCOC standard on Program Coordination
- Participated in the PowerBI training for future implementation
- Presented on Credentialing to potential Dual Credit candidates
- Worked on the EWDC presentation for Program and Departmental Cost
- Reviewing summer HEB student responses to compile and provide HEB with qualitative data
- Working on additional Academic Affairs policy review for transition to TASB policies
- Reviewed budget format for new Program Development packet
- Reviewed ongoing training opportunities for PowerApps
- Reviewed curricula and scheduling aligned with ISP's proposed internship initiative
- Met with PTK advisor to discuss potential College Honors Project
- Met with different stakeholders to discuss both the College Textbook Committee and the Student Email Taskforce

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

DIVISION DEAN'S REPORT:

- Attended NIMS Board meeting in Virginia, August 2-3
- Hosted BPST Division Leadership retreat at Starr County Campus, August 7
- Golf tournament for Pharr EDC Foundation board, August 12
- Completion ceremony for the Corrections Academy, August 17
- New Faculty orientation breakfast, August 18
- Academic Affairs Assembly for Fall 2023, August 21
- Division Meeting, August 21
- South Texas Manufacturer's Association Luncheon, August 22
- Visit from Lexus to discuss possible partnership for Automotive mechanic program/apprenticeship-meeting and tour, August 23
- GED Graduation Ceremony, August 24
- Mid Valley Campus-Culinary Arts Kitchen opening, August 25
- Texas Workforce Commission's Advisory Council on Cultural Affairs Committee meeting, August 29
- Meeting with HCA Healthcare to discuss potential partnership for mentoring program, August 30
- Police Academy expansion discussion to Mid Valley Campus, August 30
- Pharr EDC Foundation Board meeting, August 31

DEPARTMENT/PROGRAM REPORTS:

BPST Project Manager

- NCWE Preparation Presentation, August 1
- We Can TX Follow Up Meeting with Project Director, August 1
- STR Scavenger Hunt Preparation, August 1
- Degree Reclamation Committee Meeting, August 2
- Cosmetology End of Summer Gathering, August 3
- BPST Division Retreat, August 7
- BPST Division August Planning Meeting, August 14
- Perkins Application with PM and Academic Initiatives Officer, August 14
- BPST Slide Presentation Meeting, August 15
- Survey & Geospatial Technology Apprenticeship Meeting with Institute for Advanced Manufacturing Project Training Specialist, August 17
- Basic County Corrections Academy Graduation, August 17
- Academic Affairs Assembly/BPST Meeting, August 21
- Governor's Summer Grant, August 22
- Police Academy License Binder Update, August 22
- Juvenile Probation Center Meeting, August 23
- Perkins Basic Workshop: Making Connections for an Elevated Impact, August 24
- TDLR Tour of Technology Campus, August 30
- Texas Society of Professional Surveyors Meeting with BPST Dean, August 31

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- Met with McAllen City Manager and Vice-President of Information Services, Planning & Strategic Initiatives at McAllen City Hall regarding training Memorandum of Understanding (MOU) with McAllen Fire Department, August 3
- Met with Pharr Fire Chief Pilar Rodriguez, Pharr Police Chief Juan Gonzalez, and Vice-President of Information Services, Planning & Strategic Initiatives concerning RCPSE future initiative for 5 story fire drill tower, August 10
- Met with Weslaco City Manager Martin Garza, Police Chief Dr. Joel Rivera, and Vice-President of Information Services, Planning & Strategic Initiatives at

Weslaco City Hall to discuss potential police academy at Mid-Valley Campus and training Memorandum of Understanding (MOU), August 16

- Facilitated Meeting with Starr County Fire Chiefs and Emergency Management personnel at the Starr County Campus to discuss upcoming wildland fire season, August 18

Major Activities:

- Attended meeting concerning the Regional Center for Public Safety Excellence Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles-Bi-weekly Construction Update Meeting, August 1
- Attended meeting concerning RCPSE-Two story Residential Fire Training Structure-Bi-Weekly Construction Progress Meeting, August 2
- Interview with Channel 5 (Spanish and English) regarding RCPSE trainings, August 3
- Met with Border Patrol concerning proposed ICS 300/400 courses being conducted at RCPSE in the upcoming semester, August 3
- Met with TEEX Fire Regional Coordinator Dallas Renfrew regarding possible training opportunities, August 15
- Met with ALERRT instructors to discuss upcoming training at the RCPSE, August 15
- Attended meeting for the Regional Center for Public Safety Excellence Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles-Bi-weekly Construction Update Meeting, August16
- Follow-up meeting with TEEX Regional Fire Coordinator Dallas Renfrew regarding training opportunities, August 17
- Met with Cassandra Salinas from Driscoll Children's Hospital regarding potential training courses and upcoming Child Safety Restraint Certification Course, August 21
- Met with BPST Dean and BPST Project Manager to discuss updates on the Police Academy Application, August 22
- Met with Academic Affairs Project Manager with the Vice President of Academic Affairs Office to discuss Police Academy application, August 29
- Attended meeting concerning RCPSE-Two Story Residential Fire Training Structure-Bi-Weekly Construction Progress Meeting, August 30
- Met with the Mid Valley Campus Administrator, Vice-President of Information Services, Planning & Strategic Initiatives, and BPST Dean at the Mid-Valley Campus regarding potential police academy in Weslaco, August 30

External Visits:

- Met with Alamo Fire Chief Roy Rodriguez regarding renewal of training Memorandum of Understanding (MOU), August 10
- Met with Alamo Police Chief Richard Ozuna regarding renewal of training Memorandum of Understanding (MOU), August 10
- Met with Rio Grande City Police Assistant Police Chief Javier Solis regarding renewal of training Memorandum of Understanding (MOU), August 15
- Travel to Starr County to meet with Police and Fire Chiefs regarding renewal of training Memorandum of Understanding (MOU), August 15
- Met with La Joya Fire Chief Leeroy Salinas regarding renewal of training Memorandum of Understanding (MOU) and possible upcoming trainings, August 17

Events/Accomplishments:

- Pharr Fire Department Hydrant Inservice, August 6-8
- Undercover Techniques in Narcotics, August 7-11
- Crisis Intervention Training at Rio Grande City ISD, August 7-11
- TEEX ICS 300/400 Course (Mid-Valley Campus), August 14-18
- ALERRT First Responder Medical Train the Trainer, August 16-18
- Valve and Hydrant Maintenance Course, August 22-24
- Forcible Entry Door Training in partnership with La Joya Fire Department, August 23
- Fire Academy Begins, August 28
- Distracted Driver Training in partnership with Pharr PD, August 30

Upcoming RCPSE Events:

- Rio Grande Valley Fire Chiefs Meeting, September 1

- Pharr Police Department Agility Rowing Exams, September 2
- Department of Public Safety Leadership Course, September 14
- Ground Control Instructor Course, September 6-8
- Basic Telecommunicator Course, September 11-29
- Overdose Death Investigations Course, September 12
- Taking Action Against Cancer in the Fire Service, September 13
- Basics of Fire Investigation, September 18-19
- FBI-LEEDA Executive Leadership Institute, September 25-29
- Driscoll Children's Hospital Child Safety Restraint Seat Technician Re-Certification, September 26-28

Emerging Technology Specialist - BPST

- New Skydio drone taking pictures of portable building and creating a 3D model, August 9
- Texas Workforce Commission tour of VR lab, August 10
- New VR welding simulator installed in Starr Campus, August 24
- Welding students using the welding simulator for the first time at Mid Valley Campus, August 29
- Welding students using the welding simulator for the first time at Starr campus, August 31

Advanced Manufacturing Technology

Major Meetings/Events:

- BPST Division Retreat, August 7
- Attended Board Meeting, August 8
- AMT Department Faculty Training – Metal 3D Printer, August 9-10
- Met with GE for Metrology Donations, August 8
- Met with Priority Tooling to discuss student employment, August 10
- AMT participated in recruitment fair at Rio Grande H.S., August 17
- Attended Academic Affairs Assembly, August 21
- Attended BPST Division meeting, August 21
- Attended STMA Meeting, August 22
- Faculty Attended Full Time Faculty Teaching Dual Credit Courses PD Day, August 24
- Attended Perkins Basic: Making Connections for an Elevated Impact FY23, August 24
- Hosted Dual Credit Faculty Department Meeting, August 26
- Attended AI Robot Dog Training, August 29

Architectural & Engineering Design Technology

- We-Can TX August Meeting, August 1
- Surveying Workforce and Survey & Geospatial Technology Internship Meeting, August 2
- Gearing Up for Fall-Essential Information, August 3
- BPST Division Retreat, August 7
- TSPS CH19 meeting, August 8
- Survey & Geospatial Technology Apprenticeship Program, August 17
- Academic Affairs Convocation, August 21
- Business, Public Safety and Technology Division Meeting, August 21
- AEDT Departmental Meeting, August 22
- Surveying and Geospatial Technology Program meeting, August 22
- Budget Reconciliation Training, August 24
- AEDT Fall Semester Kick-Off Meeting at Mid-Valley Campus, August 25
- AEDT Adjunct & Dual Credit Faculty, August 26

Upcoming Travel, Meetings, and Conferences:

- LRGV-Building Community Conference 2023
- Autodesk University Conference 2023

Departmental/Student Recognitions:

- 2 AEDT students awarded scholarship to attend Building Community Conference 2023
    - Daniel Capetillo
    - Joshua Valdez

Business Administration

- Accounting and Economics instructors attended the Faculty Advising Summer Program, August 7-18
- Department Chair and Economics instructor participated in interview with the Monitor to dispute report on academic attainment in the region, August 2
- Economics instructor held meetings with Bellevue University and Lone Star Community Colleges to advise on development and implementation of CBE programs, August 15-25

Culinary Arts

- Program Chair attended BPST Leadership Retreat, August 7
- Faculty attended Academic Affairs event, August 21
- Faculty attended BPST Professional Development, August 21
- Faculty attended welcome back faculty meeting, August 22
- Faculty attended welcome community the Weslaco community to attend a Ribbon Cutting Ceremony of the department's new kitchen at the Mid Valley campus, August 25

Cosmetology

- Gearing up for Fall, Chair workshop, August 3
- Meeting with Curriculum Department, 2024 Summer Session, August 3
- BPST Retreat at Starr County Campus, August 7
- Meeting at Shah Eye Cosmetology Center in Mission, August 15
- Meeting with Purchasing Department, August 16
- Academic Affairs Assembly, August 21
- Meeting with Student Engagement & Completion Services, August 22
- Perkins Workshop, August 24
- Business Office Reconciliation workshop, August 24

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

Major Meetings:

- Digital Badges meeting, August 2
- MVC HVAC Expansion meeting, August 2
- BPST Division Retreat, August 7
- HVAC Adjunct Faculty interviews, August 8
- ELPT Lecturer Faculty interview, August 9
- STARR Campus HVAC Expansion meeting, August 9
- CBE Meeting with Bellevue University, August 15
- MVC HVAC Expansion meeting, August 16
- Spoke with Hidalgo ISD representative about HVAC Internship opportunities, August 18
- Academic Affairs Assembly, August 21
- BPST Fall 2023 meeting, August 21
- ELPT Program Coordinator interviews, August 22
- DBT Fall 2023 meeting, August 22
- Budget Reconciliation Training, August 24
- Interplay Learning Kick-Off meeting, August 25
- Adjunct and Dual Enrollment faculty meeting, August 26

- Emerging Technologies Academy meeting, August 30

External Visits (site/organizations):

- Visited MVC to review HVAC and office needs, August 31

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Participated with a joint STC – LJISD team in the Texas Success Center's DEEP Partnership Workshop, August 2
- Attended the Meet the Commissioner Luncheon at the Starr County Campus, August 11
- Attended the Mission Chamber's Buenas Tardes Luncheon, August 16
- Convened the Liberal Arts Faculty for the Fall semester Division meeting, August 21

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies

- Center for Mexican American Studies staff began preparations for upcoming lecture series presentations hosted by the Center in conjunction with the History Club. Guest speakers were contacted to travel to South Texas College to present their work with students, faculty staff, and community members.
- Preparations were initiated for Ballet Folklórico South Texas College's upcoming Fall semester performances and demonstrations throughout the term. Several festivals and coordinators from around the state reached out with invitations for BFSTC's participation.
- Center for Mexican American Studies 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, August, 17, 2023.
- Ballet Folklórico South Texas College welcomed Wilfrido Pool Ojeda, Director of Ballet Folklórico LOL-IX'M from Merida, Yucatán, México, for a weeklong dance and musical workshop from August 21-25
- Travel correspondence were initiated to cover the documentation of the Ballet's trip Guanajuato, Mexico scheduled for September 2023.

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

DIVISION DEAN'S REPORT:

- Attended Physical Sciences Information Event, August 2
- Participated in LRGV Economic Development Strategy & Diversification Study meeting, August 3
- Attended Chemical Hygiene Plan Review, August 7
- Attended CCBA Board Meeting, August 7
- Conducted Employee Evaluations, August 7, 9, and 15
- Attended DigiTex Summit at TAMUK, August 7-8
- Keynote Speaker to Roma ISD High School Employees, August 10
- Attended Starr Campus to meet the Commissioner, August 11
- Attended Chemical Hygiene Plan meeting, August 14
- Attended CBE Meeting with Bellevue University, August 15
- Participated in QM Course Reviews 2023-2024 Meeting via MS Teams with Distance Learning Instructional Designer II, August 16
- Attended Ground Breaking Ceremony at Las Americas Roma, August 16
- Conducted Interview for Biology Secretary, August 17
- Attended New Faculty Orientation, August 18
- Facilitated Bachelor Program meeting, August 18
- Attended Fall 2023 Academic Affairs Assembly, August 21

- Facilitated Fall 2023 MSITB Division Meeting, August 21
- Participated in STC-UTRGV MOU Meeting, August 22
- Attended Intellectual Property and Copyright Training, August 23
- Discussed home base relocation with Public Administrative Faculty and Department Chair, August 23
- Attended Perkins Basic: Marking Connections for an Elevated Impact FY23 Workshop, August 24
- Attended Operations Management Department Meeting, August 24
- Attended Medical Health Services and Management Department Meeting, August 24
- Attended Organizational Leadership Department Meeting, August 25
- Participated in CBE Advising Meeting with Lone Star College, August 25
- Met with Operations Management Chair, August 28
- Attended TWC Advisory Council on Cultural Affairs Committee Meeting, August 29
- Attended Bachelor Programs Chair Planning Meeting, August 29
- Attended PSJA Employee Training, August 31

BACHELOR PROGRAMS:

Computer Information Technology Program (CITP)/ Computer Science

- Worked on Article Regarding Machine Learning with Computer Science Instructor via MS Teams, August 3
- Participated in Zero Cost Textbook Label Meeting via MS Teams, August 4
- Facilitated Certification Review with Faculty & Staff Meeting via MS Teams, August 7
- Participated in Stats Meeting via MS Teams, August 7
- Participated in Roma Campus Visit Meeting via MS Teams with Emma Miller, August 7
- Participated in Integrating Google Data Analytics Certificate in CITP3320 Meeting via MS Teams, August 10
- Participated in QM Course Reviews 2023-2024 Meeting via MS Teams with Distance Learning Instructional Designer II, August 16
- Faculty and staff attended Academic Affairs Assembly Fall 2023 Meeting, August 21
- Facilitated COSC & CITP in BAT Department Meeting via MS Teams, August 22
- Facilitated COSC & CITP in BAT Department Meeting, August 23
- Participated in Bachelor New Student Orientation via MS Teams with Organizational Leadership Program Chair, August 23
- Facilitated COSC & CITP in BAT Department Meeting, August 24
- Participated in Your Concern about IT Department (PLO Reporting) Meeting via MS Teams, August 25
- Participated in CBE Advising Meeting with Lone Star College via MS Teams with Economics Instructor who specializes in CBE, August 25
- Participated in Programming Fundamental I Meeting with Computer Science Instructor via MS Teams, August 25
- Participated in Concourse Meeting with Computer Science Instructor via MS Teams, August 26
- Facilitated COSC Adjunct/Dual Credit Faculty Meeting via MS Teams, August 26
- Facilitated Google Certification Review Performance Meeting with Staff via MS Teams, August 29
- Participated in Interview of Potential Candidate to Teach Online for Department via MS Teams, August 30
- Participated in Faculty Preparation Meeting for Interview with Local TV Station via MS Teams, August 30
- Participated in COSC2436 Google Python Meeting with PR Staff via MS Teams, August 30

Bachelor in Applied Science in Organizational Leadership (BASOL)

- Participated in Leadership McAllen Executive Committee meeting, August 1
- Facilitated the BASOL Bi-Weekly Redesign/ Design meeting, August 2
- Participated in the Gearing Up for Fall – Essential Information for Chairs, August 3
- Facilitated a Capstone II Redesign meeting, August 7
- Attended the Leadership McAllen Steering Board meeting, August 9
- Participated in the Roma High School Bachelor Program Promotion Event, August 9
- Attended the McAllen Ambassador Monthly meeting, August 10
- Participated in the QM Course Reviews 2023-2024 with Digital Learning, August 16
- Attended the Buenas Tardes Luncheon State of Education, August 16
- Participated in the STC Solutions Consulting with InsideTrack, August 17
- Attended the Bachelor Program Meeting with Dean and Program Chairs, August 18
- Participated in the NSLS Bi-Weekly meeting, August 18

- Attended the Academic Affairs Assembly, August 21
- Attended the MSITB Division meeting, August 21
- Participated in the Rural Community College Baccalaureate Presentation Prep Call with the New America Organization, August 22
- Attended the Leadership McAllen Call '43 Welcome Reception, August 22
- Participated in the meeting with the McAllen Assistant Fire Chief Lunch and Student Completion Services, August 23
- Participated in the Bachelor New Student Fall Terms K1 and M6 Orientation, August 23
- Facilitated the BASOL Fall 2023 Department meeting, August 25
- Advised and registered BASOL students while the Academic Coach was on vacation, August 21-27
- Attended the Capstone II Pre-Graduation Celebration with students, august 26
- Participated in the Bachelor Program Chair Planning meeting with the Dean and Chairs, August 29
- Presented at the Rural Community College Baccalaureate Learning Community: Navigating Partnerships via Zoom for New America, August 30
- Participated on a discussion regarding Texas CBE Policy with Postsecondary Policy Partners, August 31
- Participated in the Bi-Weekly meeting with the National Society for Leadership and Success, August 31

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Chemistry

- Attended PSJA STC Monthly meeting, August 2
- Attended workshop: Gearing Up for Fall-Essential Information for Chairs, August 3
- Faculty member shot video for AA Assembly, August 7
- Attended Laboratory Safety Committee Meeting, August 10
- Attended ACS Committee on Membership Affairs Hybrid meeting, August 13
- Attended Chemical Hygiene Plan meeting, August 14
- Attended ACS Counselor Hybrid meeting, August 16
- Attended QM Course Review virtual meeting, August 16
- Faculty and department chair office relocation was initiated, August 17
- Faculty and staff attended Academic Affairs Convocation meeting, August 21
- Faculty and staff attended MSITB Division Convocation meeting, August 21
- Faculty and staff attended Chemistry Fall department meeting, August 23
- Faculty attended Full-Time Faculty teaching Dual Credit Courses, August 24
- Faculty met with Distance Learning personnel to discuss Blackboard Shell updates, August 24
- Faculty met with Cengage representative to discuss Blackboard Course linking, August 25
- Held Adjunct and Dual Credit department meeting, August 26
- Faculty assisted Adjunct faculty with Blackboard Shell, August 28

Cybersecurity

- Discussed internships for Fall 2023 with the City of Pharr, August 7
- Discussed Fall 2023 activities (Hackathon) with Paraben, August 8
- Attended a virtual meeting to discuss new opportunities for student with uCertify, August 9
- Met with Distance Learning Instructional Designer II to discuss Quality Matters Courses, August 16
- Attended Fortinet Sync meeting, August 17
- Discussed Fall 2023 activities for High Schools with Region One, August 18
- Faculty and staff attended the Academic Affairs Assembly, August 21
- Faculty and staff attended the MSITB Division Meeting, August 21
- Facilitated Fall 2023 Department meeting with Full-Time Faculty, August 22
- Attended Fall 2023 Adjunct and Dual Credit Faculty Meeting, August 26
- Attended monthly EO-ISAC meeting, August 29

Biology

- Attended PSJA – STC Monthly Meeting, August 2
- Attended Workshop #282887: Gearing Up for Fall, August 3
- Attended Leveraging AI to Manage Today's Intelligent Campus, August 3

- Attended Cengage Lunch & Learn for South Texas College, August 3
- Lead Agronomy and Horticulture Meeting, August 7
- Attended Laboratory Safety Committee Meeting, August 10
- Attended Chemical Hygiene Plan Review, August 14
- Lead NSF HSI Meeting, August 14
- Attended QM Course Reviews 2023-2023, August 16
- Lead Biology Secretary Interviews, August 16
- Attended Active Shooter Training Review, August 16
- Attended – New Faculty Orientation Breakfast, August 18
- Attended Academic Affairs Assembly (Workshop #27077), August 21
- Lead Biology Lab Specialist II Interviews, August 22
- Lead Biology Department Meeting, August 23
- Lead Biology Department Workshop, August 23
- Attended Full Time Faculty Teaching Dual Credit PD, August 24
- Lead Fall 2023 Weslaco Preparation Meeting, August 25
- Attended Student Workshop for (September 22), August 25
- Lead Biology Lab Specialist II Interviews (MVC), August 28

Information Technology

- Attended Gearing Up for Fall - Essential Information for Chairs, August 3
- Attended Library Liaison meeting, August 9
- Attended QM Course Reviews 2023-2024 meeting, August 16
- IT Faculty and staff attended Academic Affairs Assembly - Fall 2023, August 21
- IT Faculty and staff attended Math, Science, IT and Bachelor Programs Division Meeting- Fall 2023, August 21
- IT Faculty and staff attended IT Fall 2023 Semester Meeting, August 22
- Assistant Chair and IT faculty attended Perkins Basic: Making Connections for an Elevated Impact FY23, August 24
- Program Chair and IT Faculty hosted Dual Credit and Adjunct Semester Meeting, August 26
- Attended U.S. State Dept. Foreign Affairs Information Technology Fellowship: Path to a Foreign Service career Webinar, August 29
- Attended How to Unlock Campaign Concepting with Generative AI Webinar, August 30
- Program Chair and IT Faculty attended Emerging Technologies Academy: Core Session 1, August 30

Physical Science and Engineering

- Chair, Physics Lab Coordinator, Physics Lab Specialist, Student Success Specialist and Secretary organized Physics and Popcorn, a program promotion event to promote Physics, Geology and Engineering programs. Pecan Campus library joined the event. Click to view the event flier, August 2
- Physics lab coordinator produced rack cards to promote the new geology degree plans, August 2
- Met with the secretary to plan the Fall2023 August department meetings, August 7
- Attended Texas Community College Teachers Association virtual meeting, August 8
- Attended MSITB Laboratory Safety committee meeting, August 10
- Attended MSITB Laboratory Safety committee meeting to review Chemical Hygiene Plan 2023, August 14
- Met with MSITB Project Manager to discuss the management of grants awarded to the department of physical sciences and engineering, August 15
- Attended QM Course Reviews meeting organized by the Distance Education department, August 16
- Physic lab coordinator collaborated with the planning and construction department and revised the lab furniture and retired the old furniture, August 17
- Physics lab coordinator and physics lab specialist coordinated a 10-year maintenance on floor and walls of the geology lab room G221, August 10
- Chair, faculty project director, and MSITB project manager continued to manage the PANACEAS USDA grant subaward, August 17
- Physics instructor, Physics Lab Coordinator, and Physics Lab specialist developed Video Library of lab experiments to supplement their OER Lab Manual in Physical Science, August 14-18

- Engineering instructor and Physics Lab Coordinator continued to work on the ongoing project of developing ed laboratory kits for the online sections of Introduction to Digital Systems course, August 7-18
- Chair and Physics Lab Coordinator developed a geology open lab module: "Geology of Rocks" now stationed in the Pecan Campus library. August 18
- Attended College-wide assembly meeting and the Division-wide Assembly meeting, August 21
- Attended Workshop #276002: Fundamentals of Copyright, STC Intellectual Property Policy, & Open Educational Resources (OER), August 23
- Organized Program Learning Outcomes meetings with the Physics, Engineering, and Geology faculty, August 23
- Chair, Secretary, and Physics Laboratory Coordinator organized August monthly meeting for full-time regular physics, geology, and engineering faculty, August 25
- Chair, Secretary, and Physics Laboratory Coordinator organized August monthly meeting for dual credit physics and engineering faculty, August 25

UNIVERSITY RELATIONS:

- **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
- Met with representatives from University of Houston – Victoria, August 1
- Attended the webinar, "Leveraging AI to Manage Today's Intelligent Campus," August 3
- Attended the New Student Conference for the Texas A&M University Engineering Academy, August 7
- Participated in the Texas A&M University Engineering Academy Steering Committee meeting, August 7
- Met with representatives from the Texas A&M University Engineering Academy, August 14
- Met with Rashid Mosavin from Texas Southern University, August 14
- Held a meeting with the AAWCC Board, August 16
- Attended the New Faculty Orientation Breakfast, August 18
- Participated in Academic Affairs Assembly, August 21
- Met with representatives from the Texas A&M University Engineering Academy, August 21
- Attended the Math, Science, Information Technology and Bachelor Programs Division Convocation, August 21
- Met with representatives from the Master of Public Administration program at UTRGV, August 22
- Attended the workshop, "Fundamentals of Copyright, STC Intellectual Property Policy & Open Educational Resources (OER)," August 23
- **Upcoming Events:**
  - Signing Ceremony with Texas A&M University – Corpus Christi, TBD
  - Signing Ceremony with Texas Women's University, TBD
  - Fall 2024 College Fair, October 24-26
  - Transfer Advising Academy, Fall 2024

PROJECT MANAGER

- Attended Chemical Hygiene Plan Review, August 7
- Met with search committee, August 7
- Attended STC Solutions Consulting Partnership Meeting with InsideTrack, August 9
- Met with PR/Marketing to discuss wall wrap designs, August 9
- Attended Laboratory Safety Committee meeting, August 10
- Completed various Personal Certifications for MSITB grants
- Attended Chemical Hygiene Plan Review, August 14
- Attended Perkins Application FY24 review meeting, August 14
- Attended meeting with Physical Science department chair to review grants, August 15
- Participated in interviews, August 15
- Attended STC Solutions Consulting Partnership Meeting with InsideTrack, August 16
- Attended STC Solutions Consulting with InsideTrack Kick Off Meeting, August 17
- Attended Bachelor Program Meeting, August 18
- Attended Academic Affairs Assembly, August 21
- Coordinated and attended MSITB Division Meeting, August 21
- Attended Perkins Basic: Making Connections for an Elevated Impact FY23, August 24
- Attended MHSM Faculty Meeting, August 24
- Attended Emerging Technologies Academy: Core Session 1, August 30
- Attended STC and InsideTrack meeting, August 31

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended meeting with the academic initiatives officer and NAH senior administrative assistant to review the status of NAH grants, August 1
- Met with office staff to review travel plans for the new fiscal year, August 2
- Attended the Pushing Boundaries of Critical Thinking: What's Next in the Era of Generative AI? webinar, August 2
- Attended the Gearing Up for Fall – Essential Information for Chairs workshop, August 3
- 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.
- Worked on coordinating a simulation lab training session for MCISD staff.
- Attended the Connecting Minority Communities Grant Announcement held at the Starr County Campus, August 8
- Met with executive director of HR to discuss NAH addendums, August 8
- Attended the Gear Up Pathway to the Future meeting hosted by the IAM Department to discuss collaboration opportunities with the Region One Gear Up Management Group, August 9
- Attended meeting with Region One staff to discuss the implementation of pilot camps for Project SYSTEMMS, August 9
- Attended meeting with STC and South Texas Health System (STHS) leadership to discuss partnership, August 9
- Attended the Jobs and Education for Texas (JET) Grant Award Presentation held at the Pecan Campus, August 10
- Followed up on the status of grant funds for the NAH Division.
- Followed up on NAH student request for financial assistance.
- Attended the Transitioning from the Bedside: Overcoming Challenges for New Educators webinar hosted by Elsevier, August 11
- Worked on election of representatives from the NAH Division for the College-Wide Curriculum Committee.
- Followed up on the contract renewal for the EMS medical director, August 14
- Met with ADN team to review layout of the auditorium located in Building D of the NAH Campus, August 14
- Reviewed and prepared materials regarding the Registered Apprenticeship Program for an upcoming meeting with the DHR Health Education Department.

- Attended meeting with representatives from the DHR Health Education Department to discuss the RN Apprenticeship Program, August 16
- Attended the FY23 Perkins Basic Workshop: Making Connections for an Elevated Impact, August 17
- Attended meeting with the STC president and leadership from South Texas Health System to discuss the RN Apprenticeship Program, August 17
- Attended the New Faculty Orientation held at the Pecan Campus, August 18
- Reviewed N1, N5, M9, K1, M6, M2, and N9 mini-mester course enrollment data and worked on approval memo for low enrollment sections.
- Attended the Academic Affairs Assembly held at the Mission Event Center, August 21
- Hosted the NAH Division Meeting held at the Mission Event Center, August 21
- Followed up on plans for holding breakout sessions at the upcoming HOSA Conference being held at the Academy of Health Science Professions.
- Attended the STC Dual Credit PCT Program Discussion with representatives from Vanguard Academy Charter School, August 22
- Attended the STC Board Meeting to answer questions regarding the Valley Initiative for Development and Advancement (VIDA) Training Services and Equipment Usage Agreement, August 22
- Attended the Fundamentals of Copyright, STC Intellectual Property Policy, and Open Educational Resources (OER) workshop, August 23
- Provided visitors from Region One a presentation on the NAH Division and a tour of the NAH Campus, August 23
- Attended the GED Graduation Ceremony held at the Mission Event Center, August 24
- Provided welcome remarks to new OTA students, August 24
- Attended the Elsevier Advisory Board meeting, August 24
- Attended the Simulation SUN Conference held at the NAH Campus, August 25
- Provided welcome remarks during the PTA New Student Welcome Luncheon, August 25
- Worked and completed the National ADN Faculty Vacancy and Compensation Survey from OADN.
- Attended the Level 1 Vocational Nursing General Orientation, August 28
- Attended the Career Shadowing meeting, August 28
- Attended the TWC Advisory Council on Cultural Affairs Committee Meeting which discussed the rapid growth and changing demographics of the state's Hispanic population, August 29
- Met with NAH student to discuss appeal, August 30
- Attended the HCA Mentorship Program Introductions Meeting, August 30
- Attended the How to Unlock Campaign Concepting with Generative AI webcast, August 30
- Attended the retirement party thrown for Sara Paz, guided pathways specialist, August 30
- Followed up on NOEs for the Healthcare Professional Enhancement Program which are funded by DCMI (McAllen city funds).

DEPARTMENT/PROGRAM REPORTS:

Diagnostic Imaging Department

- Department welcomed two new RADT Program faculty and one DMS Program faculty to the team for the Fall 2023 Semester.
- Department chair and new DMS and RADT faculty attended the New Faculty Orientation Breakfast, August 18
- Faculty and staff attended the Academic Affairs Assembly – Fall 2023 held at the Mission Event Center, August 21
- Faculty and staff attended the NAH Division Meeting – Fall 2023 held at the Mission Event Center, August 21
- Faculty and staff attended the DID Fall 2023 Department Meeting, August 22

Emergency Medical Services

- Held a meeting with the EMS Medical Director to discuss program accreditation matters, August 2

- Held a meeting with the program's guided pathways specialist to discuss student enrollment, August 8
- Attended the National Association of Emergency Medical Technicians Webinar on Extreme Weather Impacts on First Responders and Patient Care, August 9
- Faculty and staff attended the Texas Workforce Commission Big Check Presentation with STC senior leadership, August 10
- Attended the virtual Alzheimer's Association Annual Conference on Alzheimer's and Related Dementia, August 12
- Staff conducted a planning walkthrough to review location for desks being transferred from another department, August 14
- Program Chair and EMS licensed lab specialist conducted a walkthrough, clean up, and review of consumable inventory at the Starr County Campus – Room E 1.406, August 15
- Faculty and staff attended the Academic Affairs Assembly – Fall 2023 held at the Mission Event Center, August 21
- Faculty and staff attended the NAH Division Meeting – Fall 2023 held at the Mission Event Center, August 21
- Faculty and licensed lab specialist attended a virtual training on the Nonin Devices purchased through the TWC JET Grant, August 22
- Department held its Faculty and Staff Meeting via MS Teams, August 23
- Department held its Curriculum Committee Meeting via MS Teams to address the future of advanced emergency medical technician accreditation requirements, August 23
- Department conducted its Program Orientation for EMT Basic, Advanced EMT, and Paramedic students, August 24

Occupational Therapy Assistant

- Participated in the Texas Occupational Therapy Association planning process for the November annual conference, August 14
- Faculty and staff attended the Academic Affairs Assembly – Fall 2023 held at the Mission Event Center, August 21
- Faculty and staff attended the NAH Division Meeting – Fall 2023 held at the Mission Event Center, August 21
- Program hosted the new cohort orientation for the Class of 2025 during the week of August 21 - 23:
    - Students were introduced to the policies and procedures of the program.
    - Students participated in various CLE workshops in preparation for the rigors of the program and to address the mindset to succeed.
    - Students were introduced to the various college services available on the NAH campus.
    - Students participated in library orientation and learned how to access the research databases.

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Attended the Coordinated Operations Council meeting, August 1
- Attended the TWC Child Care Provider Expansion Initiative in MS Teams, August 8
- Attended the JET Grant meeting at the Pecan Campus Student Union, August 10
- Interviewed applicants for the Senior Administrative Assistant, August 10
- Attended the Buenas Tardes Lunch at the Mission Event Center, August 16
- Attended a Support Staff Meeting – Pre-Planning for the Fall 2023 semester, August 17
- Attended the Academic Affairs Assembly at the Mission Event Center, August 21
- Attended the IT-ET Infrastructure-Computer Lab for the Kinesiology Building, August 23
- Attended the GED Graduation Ceremony at the Mission Event Center, August 24
- Attended the TWC Advisory Council on Cultural Affairs Committee Meeting at the Student Union, August 29
- Attended the Kinesiology Orientation at the Pecan Campus Student Union, August 31

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- The Child Development and Early Childhood Department conducted an Orientation for incoming Freshman at on TEAMS. Program Chair welcomed and provided students information about STC services, discussed meta-major, CDEC program and registration, August 23

Kinesiology

- The department held its inaugural orientation for all kinesiology majors at the Pecan Student Union. The department faculty provided students with information regarding degree plans, organizations, volunteering. Refreshments were provided to all students. It was an outstanding turnout; we had 60 students show up in total, August 31

Psychological Science

- Attended the American Psychological Association's annual convention in Washington, D.C. from August 2 – August 5th, 2023. During the convention, Ms. Véliz was installed as the national president of Psi Beta, the national honor society in psychology for two-year colleges and led the business meeting and awards ceremony for Psi Beta. She had previously served as President-Elect and Southwestern Regional Vice President since 2017. Her role as primary advisor to the Psi Beta Chapter at South Texas College, August 7

- Psychological Sciences instructors were awarded the Faculty Spotlight Award for the 2022-2023 Academic Year for their work with the Psychology Club at Pecan Campus. The Faculty Spotlight award was created to recognize and celebrate faculty of South Texas College for their commitment to the mission of the institution and for believing in not only the college's core values but also in our students and their dreams for the future. They were recognized during the Academic Affairs Assembly, August 21**.**
- Psychological Science instructor received the Faculty of the Year Award during the South Texas College Academic Affairs Assembly. The Psychological Science instructor was the first STC Faculty of the Year from both the Starr County Campus and the Psychological Science Department. Annually, the Faculty of the Year award recognizes the extraordinary contributions and quality service of faculty members supporting the mission of STC. The Faculty of the Year award honors faculty who are committed to excellence in the five main areas of faculty performance: Teaching and Learning, Student Success, Professional Development, Leadership and College Service, Community Service and Creating a college-going culture, August 21.
- A Psychological Science instructor received the Distinguished Teaching & Learning Award (DTLA) during the South Texas College Academic Affairs Assembly. The purpose of the Distinguished Teaching and Learning Award (DTLA) is to recognize full-time or adjunct faculty who are implementing an exemplary, creative, and effective teaching technique, practice or activity at South Texas College. The teaching practices considered for recognition include: innovation, impact, transferability, critical thinking, and skills development beyond academic content, August 21.

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

External/Outreach Activities:

- Website Updates for Digital Learning initiated August project
- Lunched a new TEAMS group: Digital Learning & Chair Collaboration Site, August 10
- New Faculty Orientation Breakfast, Aug 18th
- Attended Academic Assembly, employee Simon Rodriquez honored, August 21
- Meeting with new Anthology representative, August 21
- Attended the Pressbooks kickoff meeting, Dr. Padilla-Oviedo (chair), August 23

Campus Activities:

- Participated in the 5th Year Interim Report Workshop, August 2
- Presented a Review of Certifications and Faculty Self Service Options the New Chairs Academy, August 3

- Participated in the Operations Management Degree monthly meeting, August 3
- Led semester kickoff meeting for the Content Development Team, August 7
- Digital Learning Leadership Meeting, August 15
- ERP Team Update, August 16
- MHSM Fall meeting, discussed AI from Anthology, Aug 24
- Fall Orientation Design & Focus Meeting, August 30
- Instructional Design, Fall team meeting, August 31

DIRECTOR'S REPORT:

- Develop a process for creating new materials for Blackboard Impact software and created repository knowledge based on Blackboard support, August 1-31.
- Developed, updated, and removed canned responses in the DL Helpdesk PowerApps, August 1-31.
- Met with IT's Applications Development Manager to discuss SmartView user uploads, August 3.
- Participated at the Banner User Groups Committee, August 8.
- Participated at the Blackboard's Learn Ultra Roadmap Workshop, August 9.
- Participated at the Niche Academy LTI Tool Settings Review, August 9.
- Updated the DL Faculty and Student Self-Service SharePoint for user-friendly navigation, August 1-31.
- Obtained certificate of completion for the HR Vector training on Discrimination Awareness in the Workplace (Full Course), August 14.
- Participated at the Challenges of Reaching Today's Student & the Key to Unlocking Engagement & Retention Workshop, August 15.
- Participated at the ERP Implementation Team Meeting, August 16.
- Participated in the JagNet Content Committee Meeting, August 17.
- Participated at the Academic Affairs Assembly – Fall 2023 at the Mission Event Center, August 21.
- Met with Blackboard's Service Delivery Manager and IT's Application Development Manager to discuss the user upload data feed, August 21.
- Participated at the PressBooks Kick Off Meeting, August 23.
- Facilitated both sessions on the Digital Learning Gradebook Overview for Dual Credit/Adjunct Faculty PD Day, August 26.
- Obtained certificate of completion for the HR Vector training on FACTA: Identity Theft and Consumer Protection (Full Course) and General Ethics in the Workplace (Full Course), August 28.

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for all Fall 2023 courses and faculty/student enrollments through ILP Admin, August 1-31.
    - Batch upload for all drop students in Fall 2023 term courses through the Blackboard integration, August 7,14,21 and 28.
    - Updated information modules and pop-ups in Blackboard, August 1-31.
    - Updated the institutional hierarchy for all Summer 2023 term, August 1-31.
    - Updated Blackboard Assist resource page, August 1-31.
    - Removed Blackboard's developmental original courses in the learning management system, August 1-31.
    - Updated the Training and Development Manager on Blackboard's production server, August 1-31.
    - Develop new LTI integration for Vendor WW Norton, Examsoft and SIMnet LTIA , August 11, 16, 26.
- Digital Learning Portal
    - Updated dean/chair reports on the dashboard.
    - Fix bugs/errors.
    - Updated faculty certification list.
- Digital Learning Ticketing PowerApps
    - Fix bugs/errors

DIGITAL LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	516
Helpdesk Phone Calls received by DL Staff:	361
Social Intent – Digital Learning Chat	167
Blackboard Support Chats/Calls:	176
Blackboard Level 2 – Tier II Support Requests:	34
Crosslist Requests for Summer 2023	219
	Total 1,473

- **Trainings/ Workshops/ Professional Development/Events**
  - Professional Development
    - Digital Learning staff participated NACADA Academic Coach monthly meeting at Central Florida and presented Coaching practices, August 4.
    - Digital Learning staff participated at the Academic Affairs Assembly, August 21.
  - Workshops
    - Digital Learning staff facilitated Blackboard's Overview Workshop for accessibility students, August 15.
    - Digital Learning staff facilitated a Blackboard's Overview Workshop for Dual Credit students, August 29.
    - Digital Learning staff participated at the Blackboard's Learn Ultra Roadmap, August 9.
    - Digital Learning staff participated at the Impact and Blackboard Webinar, August 10.
    - Digital Learning staff facilitated the Boost your Test-Taking Skills workshop, August. 3.
    - Digital Learning staff presented at the Education Simultanea Welcome Orientation, August. 17.
    - Digital Learning staff facilitated Virtual Drop-In Advising sessions, August 15-17.
    - Digital Learning staff facilitated Live Online Q&A Sessions, August 28-30.
    - Digital Learning staff facilitated Blackboard's Overview Workshop, August 28-30.
  - Training
    - Digital Learning staff participated in the InsideTrack Advanced Ongoing Training, August 9.
  - Events
    - Digital Learning staff participated and presented at the First Year Connection Event, August 21-26.
- **Student Success Activities:**

Type of Service	Number of Students Visit
• General Advising	268
• Telephone/ Text Contacts:	158
• Virtual Campus Advising Email:	187
• Radius Inquires:	189
• Register Online Students	21
• Register TxDOT Students	3
• Academic Coach Sessions:	39
• Email Reminders Sent:	14,135
Total:	**15,000**

DIGITAL LEARNING MEETINGS:

- Digital Learning Technology Team participated with Blackboard's Service Delivery Manager Session, August 2, 9, 16, 23 and 30.
- Digital Learning Technology Team participated with the Monthly Blackboard's Tier II Service Delivery Review Team, August 2.
- Digital Learning staff met to discuss updates on STC Online website, sharepoints and Blackboard's landing page, August 3.
- Distance Learning staff met with CLE Coaches to review Boost your Test-Taking Skills, August 9.
- Distance Learning staff attended Inside Track Monthly Meeting, August 9.

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

DEAN'S REPORT:

- Dual Credit Programs Leadership hosted a Deep Dive into Dual Credit Programs Training for approximately 20 Vanguard Academy Administrators and Counselors which was tailored by each department presenting on resources and support provided for dual credit student and partnering school districts, August 1.
- Participated in the Texas Success Center DEEP Partnership Workshop with invited partner, La Joya ISD which focused on the review of data and next steps to strengthen student success, August 2.

- Dual Credit Programs Leadership hosted a Deep Dive into Dual Credit Programs Training for approximately 50 Edinburg CISD Counselors which was tailored by each department presenting on resources and support provided for dual credit student and partnering school districts, August 7.
- Presented at La Joya ISD Dual Credit Faculty Training, August 8.
- Presented at the PSJA Secondary Best Practice Conference on Interested in Becoming Dual Credit Faculty? Let Us Show You How, in collaboration with PSJA College Readiness Staff Member, August 22.
- Presented at the Full-Time Faculty Teaching Dual Credit Professional Development to over 120 attendees on the State of Dual Credit Programs, in addition to Dual Credit Resources and Services, August 24.
- Dual Credit Programs hosted the Adjunct and Dual Credit Faculty Professional Development Day with over 300 attendees who received Dual Credit Programs Updates and attended breakout sessions focused on discipline specific training, August 26.

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Presented on the Departmental Programs including the resources and support provided for partnering school district stakeholders with approximately 20 Vanguard Academy Administrators and Counselors, August 1.
- Presented a Deep Dive into Dual Credit Programs Training for approximately 50 Edinburg CISD Counselors which was tailored by each department presenting on resources and support provided for dual credit student and partnering school districts, August 7.
- Staff held a New Student Orientation for twelve (12) Dual Enrollment Criminal Justice Academy (DECJA) students from the Mid Valley Campus, which consisted of a campus tour, receiving a student ID, reviewing/printing Fall semester schedule, and overview of Jagnet & Blackboard, August 17.
- Staff conducted forty-eight (48) case management with Dual Enrollment Academy Program students:

Campus	Case Management
Pecan Campus	31
Mid Valley Campus	17
Total	48

- Staff held a meeting with McAllen ISD CTE Staff and STC Educational Technologies Department staff to discuss potential internship opportunity for dual credit students, August 8.

- Staff held a meeting with Mercedes High School CTE Director and Administrators to develop Instructional Plans that leads to completion of Structural Welding Certificate Pathway, August 8.
- Staff coordinated and facilitated a meeting with DCP Scheduling & Enrollment Director, Welding Program Chair, and Rio Grande City Grulla CISD CTE Director to address issues related to course offerings, August 23.
- Presented at the Dual Credit Faculty Professional Development Day on Dual Credit Programs Support Services Overview Sessions, August 26.

DUAL CREDIT ACADEMIC PATHWAYS:

- Presented on the Academic Pathways Departmental support and resources provided for partnering school district stakeholders with approximately 20 Vanguard Academy Administrators and Counselors, August 1.
- Presented on the Academic Pathways Departmental support and resources provided for partnering school district stakeholders with approximately 50 Edinburg CISD Counselors, August 7.
- Staff supported Enrollment Services Department at registration drives held at campus sites, August 14-29.
- Director and Dean for Dual Credit Programs presented at La Joya ISD Dual Credit Faculty Training, August 8.
- Presented at the Dual Credit Faculty Professional Development Day on Dual Credit Programs Support Services Overview Sessions, August 26.
- Coordinators met with respective school Counselor for Leadership Meetings throughout the month of August.
- The following sessions were held with partnering school districts:

Event	Campus/ISD
Advising Session	Economedes High School
Advising Session	Vanguard Rembrandt ECHS
Advising Session	Edinburg Collegiate HS
Advising Session	La Villa ECHS
Advising Session	Monte Alto ECHS
1st Day of College Class Presentation	Mercedes Early College Academy & South Texas ISD Virtual Academy
Blackboard Orientation	South Texas ISD Virtual Academy
Freshman Camp/Dual Credit Overview	Mercedes High School

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Presented on the Scheduling and Enrollment Services support and resources provided for partnering school district stakeholders for approximately 20 Vanguard Academy Administrators and Counselors, August 1.
- Presented on the Scheduling and Enrollment Services support and resources provided for partnering school district stakeholders with approximately 50 Edinburg CISD Counselors, August 7.
- Attended via Teams to the La Joya ECHS Registration Events Preparation Meeting to review the Dual Credit Enrollment processes for the Fall 2023 Registration Drives, August 7.
- Director and Enrollment Staff were invited via Zoom to a DualEnroll Review Workflow Changes Meeting by a representative from DualEnroll, August 17.
- Presented at the New Faculty Orientation Breakfast that was held at the Pecan Campus, August 18th.
- attended the Power BI Orientation and Pre-Training via Teams to enhance and learn new data analysis skills, August 22.
- attended the Full-Time Faculty Teaching Dual Credit Courses PD Day, August 24.
- Attended in-person the Power BI Training. August 28 – August 30.
- Dual Credit Enrollment Services hosted the following Registration Events:

Date	School	Attendees (approx.)
August 1	Mission High	50
	Edinburg Economedes	50
	Edinburg North	45
	La Joya Jimmy Carter	30
August 2	Vanguard Rembrandt	50

	Edinburg Economedes	50
August 3	Edinburg North	40
	Vanguard Rembrandt	35
	Rio Grande City HS	48
	Monte Alto HS	10
August 4	Sharyland HS	50
August 7	PSJA ECHS	49
	PSJA North	33
	La Joya ECHS	50
	Mercedes Early College	50
August 8	PSJA ECHS	45
	PSJA North	10
	Hidalgo ECHS	55
	Mission Veterans	50
August 9	PSJA Collegiate	40
	Hidalgo ECHS	25
	Vanguard Beethoven	55
	Weslaco East	50
	PSJA Memorial	64
August 10	PSJA Ballew	25
	PSJA Collegiate	45
	PSJA Memorial	50
	McAllen Achieve	38
	Weslaco East	50
August 11	PSJA Ballew	20
August 14	Vanguard Rembrandt	50
	STISD Science Academy	30
	La Joya ECHS	94
	Mercedes MECA	40
	Sharyland A3	46
August 15	PSJA Southwest	57
	STISD Science Academy	40
	La Joya ECHS	138
	PSJA Southwest	50
	STISD Science Academy	30
	La Joya ECHS	50
August 16	PSJA Southwest	30
	La Joya AHSP	40
August 17	Roma High School	65
	Weslaco High School	30
	PSJA TSTEM	10
	Edinburg North	50
August 18	PSJA TSTEM	50
	Weslaco High	50
	PSJA Southwest	50
	Weslaco High	50
	Edinburg Economedes	55
	Mission Veterans	50
	Vanguard Rembrandt	35

August 21	Sharyland A3	50
	STISD Virtual Academy	15
	Donna High School	30
	Donna North	30
	La Joya ECHS	60
	Edinburg HS	50
August 22	Donna North	30
	Sharyland HS	35
	Palmview HS	8
August 25	Donna North	30
	La Joya HS	27
	Sharyland HS	50
August 28	Weslaco HS	50
	PSJA ECHS	50
	PSJA Memorial	75
	PSJA TSTEM	50
August 29	Juarez-Lincoln	90
	PSJA ECHS	50
	PSJA Memorial	50
	PSJA SW	50
	Weslaco East	50
August 30	PSJA Memorial	10
	McAllen Memorial	6
	Weslaco High	30
	PSJA ECHS	50
August 31	PSJA Memorial	50
	Edcouch Elsa	25
	Juarez Lincoln	11

- Scheduling staff has processed 1081 scheduling requests for Fall 2023. Below is the breakdown:

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
	1081	**299**	**551**	**231**	**1,325**	**822**	**503**

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Attended meetings, trainings and workshops for various STC departments and campuses:
  - Attended TWC Child Care Provider Expansion Initiative Meeting to discuss center expansion, August 8
  - Attended Noble Texas Builders' Teacher Externship Graduation Ceremony, August 11
  - Attended GED Graduation Ceremony, August 24
  - Attended Teach Us meeting with Dr. Veronica Galvan, August 24
- Facilities, Operations & Maintenance Department hosted a meeting for employees, August 14
- Distance Learning interviewed Dr. David Oakes, English Department, for Faculty Spotlight article, August 15
- First Year Connection/Freshman Orientation was held, August 23

- Student Activities & Wellness hosted Welcome Back Table to assist students with directions, schedule information and department recruitment, August 28 & 29
- Student Activities hosted Meet & Greet to welcome students for Fall Semester, August 31
- Continuing Education hosts Drone Piloting Fundamentals for local youths, various dates
- Ribbon Cutting: Mid Valley Culinary Arts Kitchen Opening, August 25

COMMUNITY ENGAGEMENT:

- Attended meetings, trainings & event at local schools and with local organizations:
    - Attended Planning Breakfast Meeting for Texas Onion Festival/Parade, August 9
    - Attended Airport Event Dinner at Mid Valley Airport in Weslaco, August 14
    - Attended Weslaco Chamber Executive Committee and Regular Board Meetings, August 15
    - Attended meeting with STC Police Department, August 16
    - Participated in SOAR UTRGV/STC Collaboration event, August 16
    - Attended City of Weslaco Budget Presentation Meeting, August 16
    - Attended Weslaco Museum Board Governance Committee Meeting, August 16
    - Hosted meeting with Unidos Contra La Diabetes staff to organize event to be held in November at MVC, August 17
- Monte Alto ISD hosted their Administrator Retreat for Superintendents and Principals, August 2
- Texas National Guard hosted a Battalion Change of Command Ceremony, August 3
- STC PD hosted TEEX ICS 300 & 400 Course NIMS Incident Command Course for employees and local community officials, August 14-18
- Continuing Education hosted a CPR Training for outside organization, August 24
- VIDA hosted Workshop for STC students, August 24
- IDEA Public Schools hosted information table for IDEA alumni to assist with schedules and other information, August 29
- CBP continues EMT Certification for agents, Various dates

ENROLLMENT ACTIVITIES:

- Liberal Arts Division hosted information and registration assistance table for students, August 23
- CSDS hosted Bridging the Gap: Mission to Transition to incoming students with ADA needs, Aug, 16
- Hosted MV Police Academy Support meeting to discuss police academy needs for next year, August 30

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Coordinated with RGCGISD to speak at next school board meeting to show appreciation for facilities use for welding program.
- Collaborated with KINE Department to hire new part-time technician to operate Wellness Center on campus slated to open on September 11, 2023.
- Continued to collaborate with Planning & Construction to prepare new welding program expansion construction to prepare for new semester.
- Continued to collaborate with Planning & Construction to begin HVAC expansion and new automotive program building.
- Facilitated partnership for facilities on campus for Easter Seals RGV. Office and other space now occupied by ESRGV.
- Shut Down electricity on campus to power-up new welding program expansion.

COMMUNITY ENGAGEMENT:

- RGCGISD CTE In-Service, August 7-August 11
- Grant Announcement, August 7
- Division of Business, Public Safety and Technology, August 7
- Phlebotomy class, August 7-8
- Mayors Men Prayer Breakfast, August 8

- Grant Announcement, August 8
- Student Mentor Staff Training, August 9
- Student Activities & Wellness "Raspa Social", August 9
- Texas A&M AgriLife Extension Service-Volunteer Recognition Event, August 9
- Meet the TxDot Commissioner Alex Meade, August 11
- Starr County Public Safety & Management Officials Meeting, August 23
- First Year Connection Orientation, August 24
- Roma-Rio Grande City Binational Trade Symposium, August 29

ENROLLMENT ACTIVITIES:

- Completed advertising through local media to promote "register now" message for the community.
- Remote social media through local agency to promote Welding, HVAC, and Electrical Assistant program.
- Helped students on first day of class to find classrooms.
- Guided students to Student Services with problems regarding admissions and academic advising.
- Encouraged students to "register now" via phone calls, social media, and email for Fall 2023 semester.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended meeting regarding the Fifth-Year Interim Report and discussion of roles and assigned standards, August 2.
- Participated in the Q&A for Workday to inquire on additional features of the ERP system, August 2.
- Presented on syllabi and CV updates at the "Gearing Up for Fall 23: Essential Information for Chairs" event, August 3.
- Participated in the Annual Disaster Recovery Testing, August 3
- Met with Starfish Administrator to discuss the volume and frequency of minimesters, August 7.
- Met with Scheduling Team to review the updates to the Scheduling Request Portal, August 10.
- Attended the ERP implementation team update meeting, August 16.
- Attended the JagNet Content Committee for Q&A regarding the "Zero Textbook Cost" attribute identifier and logo, August 17.
- Attended the New Faculty Orientation Networking breakfast, August 18.
- Attended in-person the Academic Affairs Assembly, August 21st.
- Attended the PowerBI Orientation meeting for the upcoming 3-day training, August 22.
- Attended the THECB Program Approval Lunch & Learn to review the new portal for document submission, August 22.
- Attended the GED Graduation Ceremony, August 24.
- Conducted Concourse Training Workshops for the Dual Credit/Adjunct PD Day. We had a total of 57 participants, August 26.
- Attended the ERP Staff Augmentation meeting to discuss human capital resources needed during the implementation of the student module, August 31.
- Attended the Lightcast webinar,"Designing Micro-Credentials for the Future of Work", August 15.
- Attended the Lightcast webinar, "The Impact of AI and Preparing for Jobs that Don't Yet Exist", August 17.
- Attended a 3-day training for Microsoft PowerBi to learn about the product and benefits of using it for data reports, August 28-30.
- Distributed Zero Textbook Cost report to the department chairs to request updates for Fall 2023 term due to ongoing scheduling changes.
- Generated the Fall 2023 syllabi in preparation for the return of faculty; conducted audits on the master syllabi templates; processed the Fall 2023 Concourse Data feeds to generate course syllabi and apply scheduling updates in preparation for the faculty return.
- Completed the end of Summer term Syllabi and CV compliance reports.
- Updated and finalized the AY23-24 Faculty Handbook, uploaded to the South Texas College website, and submitted the work order to IT Service Desk to update and reset the acknowledgement page in JagNet.

- Sent a final Zero Textbook Cost report to the department chairs to identify courses that may need tagging for the schedule.
- Updated the Merged Course syllabi spreadsheet with the approved requests from the Digital Learning department; created merge course syllabi to complete requests.
- Reviewed the Concourse Administrative User Guide to review write-up for the data feed process.
- Continued running the Concourse Data feeds to pick up new sections and scheduling modifications into the database prior to and into the first week of classes.
- Worked on staff performance appraisals for the department.
- Worked on preparations for the Dual Credit/Adjunct PD Day workshops - setting up test environment and test accounts and reviewing training outline.
- Produced and sent the Concourse Compliance Reports for Syllabi (77.18%) and CV (95.47%) for August 31st.
- Updated the AS - Architecture proposal to include the letters of support and additional revisions in preparation for the upcoming Institutional Leadership Council Meeting.

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 and JagPRIDE updates, August 1 – August 31.
- Met with program chairs and faculty to provide JagPRIDE navigation and data entry assistance, August 1 – August 31.
- Met with the Engineering Program Chair to discuss a potential Suitable partnership with the Open Lab 3D Maker Space, August 1.
- Met with the Academic Affairs VP to review JagPRIDE data collection for non-credit programs, August 1.
- Met with the Special Assistant to the Office of the VP for Academic Affairs to discuss JagPRIDE data collection for non-credit programs, Suitable badging and Comprehensive Learner Records (CLR), August 1.
- Met with the Suitable University Success Specialists and the pilot study teams to review progress and next steps, August 1.
- Met with Suitable partners to provide updates on OSA project and API status, August 2.
- Participated in the Workday Open Session to follow up on integration questions for the JagPRIDE and Suitable applications, August 2.
- Participated in the Workday Student System Meeting, August 2.
- Met with the Coordinator of Student Activities and Wellness to review upcoming Suitable student activities, August 2.
- Participated in Framing the Fifth-Year Accreditation Interim Report meeting, August 2.
- Met with the IT Applications Manager to review JagPRIDE options for collecting non-credit program data, potential updates to JagPRIDE, and the Suitable project, August 2.
- Met with Facilities, Planning & Construction Project Technician to complete the chair evaluation to revise the standard for the next fiscal year, August 2.
- Participated and presented at the Gearing Up for Fall 2023: Essential Information for Chairs meeting, August 3.
- Met with the Dean of Continuing Education, Workforce Training & Economic Development to discuss non-credit to credit pathway programs for future JagPRIDE student learning outcome data collection, August 3.
- Met with the Engineering and Physical Science Program Chair to discuss Suitable application and considerations for future developments, August 3.
- Met with the Child Development Program Chair to review Core Objective rubrics and JagPRIDE data collection, August 3.
- Met with OPOD team as a follow up discussion of the Gearing Up for Fall 2023: Essential Information for Chairs meeting, August 3.
- Met with the Radiologic Technology and Diagnostic Medical Sonography Program Chair to review new PLO descriptions for the 2023-2026 assessment cycle and alignment for the fall 2023 master syllabi, August 7.
- Met with the MSITB Project Manager to discuss division elections for Learning Outcome Committee Liaisons, August 7.

- Met with the IRE&SP Project Manager to discuss three-day Power BI training and waitlist options for team members, August 7.
- Met with the Dean of Institutional Research and Effectiveness to discuss the disaggregation of JagPRIDE data based on instructional delivery and the Power BI three-day training, August 8.
- Met with the Chemistry Program Chair to clarify learning outcome descriptions on the 2023-2026 PLO Assessment Plan, August 9.
- Met with a Client Services Specialist for software updates, August 10.
- Met with a HR Staffing Specialist and Information Systems Officer to discuss onboarding a new staff member and timeline for username access, August 14.
- Met with the Child Development Program Chair and a faculty member to provide Core Objective JagPRIDE data collection, rubric, and data entry training, August 15.
- Met with Suitable University Success Specialists and the pilot study teams to discuss new projects, OSA sandbox, API status, and next steps, August 15.
- Participated in ERP Implementation Team Meeting, August 16.
- Participated in the New Faculty Orientation, Breakfast, August 17.
- Met with IT Analyst to review pending JagPRIDE and Argos service tickets, August 21.
- Presented Learning Outcome updates at the Business Administration Department Meeting, August 22.
- Participated in Power BI Orientation and Pre-Training Meeting, August 22.
- Participated in Premeeting Adjunct-Dual Credit Breakout Presentations Meeting, August 22.
- Met with a newly elected Learning Outcomes Committee Liaison to provide an overview of responsibilities and last year's projects, August 22.
- Presented Learning Outcome Committee updates at the Computer Science Department Meeting, August 23.
- Attended the GED Graduation Ceremony, August 24.
- Met with the English Program Chair to review proposed PLO Assessment Plan revisions, August 24.
- Facilitated two breakout sessions for the Adjunct & Dual Credit Faculty Professional and Organizational Development Day, August 26.
- Participated in a Three-Day Power BI In Person Training, August 28-30.
- Meet with the Child Development and Early Childhood Department to review PLO Assessment Plans, August 31.
- Met with the IT Project Manager and IT Applications Manager to plan the JagPRIDE Core Objective update for the 2023-2026 assessment cycle, August 31.
- Met with the Coordinator of Health and Medical Administrative Services to review PLO Assessment Plans, August 31.

GRANT & PROJECTS:

- 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 Outcome descriptions with ACGM/WECM alignment in the Curriculum Map. Updated PLO Summary course alignment and reporting terms. Drafted project due dates for assessment cycle.
- 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 spring 2023 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 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, and JagPRIDE program chair email reminders.

- ePortfolio: Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to discuss progress and troubleshoot issues. Updated Admin Users. Developed a OSA spreadsheet of all divisions, departments, program chairs, and courses to begin mapping out fall 2023 implementation. Added Sandbox information to ShareDrive resource folder. Shared API Updates from IT.
- IE Plan: Drafted 2023-2025 plan for Core Objectives, Program Learning Outcomes, Course Learning Outcomes, Staff Support, and Suitable ePortfolio application.
- JagPRIDE Fall 2023 – Mapped new PLO and Core Objective Courses and updated Core Objective Rubrics with ADA Accessibility (published in app and on website).
- 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. Shared maintenance notification for the evening of August 10, 2023 with the VPAA, Deans, and Program Chairs.
- Learning Outcomes Committee: Share a list of Liaison vacancies for 2023-2025 with Division Deans and VPAA as well as an overview of responsibilities for the upcoming fall elections. Met with Division Team members to assist in the election process.
- New Staff Onboarding: Placed service requests, cleaned office, organized office space to prepare for new team member, collaborated with IT for program access, collaborated with maintenance for office and suite keys. Provided initial department, JagPRIDE, PLO Assessment Plans, Concourse, Argos, Suitable, SharePoint, Power App trainings with resources.

Reports:

- 2022-2023 PLO Target Division Reports
- Summer 2023 JagPRIDE Data Load Audit
- Summer 2023 JagPRIDE Data Submission
    - Core Objectives: 100% (116 out of 116 faculty members) 222 sections
    - Program Learning Outcomes: 100% (195 out of 195 faculty members) 306 sections
- Summer 2023 JagPRIDE Instructor Audit
- Summer 2023 JagPRIDE Session Audit
- Summer 2023 JagPRIDE Signature Audit
    - Core Objectives
    - Program Learning Outcomes

GRANTS & PROJECTS:

- Redirected staff and faculty to ALC Scheduling email and new project team.

ACADEMIC EXCELLENCE PROGRAMS

PHI THETA KAPPA:

- **Recruitment** – Sent third 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. Attended First Year Connections Student Orientations, August 25 and 26
- **Meetings** –Held the PTK June General Meeting via Teams, August 31
- **Scholarships** – Met with students that had questions about PTK transfer scholarships and the PTK Connect program.
- **Administrative** – Met with Chapter President to plan Fall 2023 PTK calendar of events, discuss College projects and advisor updates, August 17th at 3:00pm via Teams. Met with new PTK Advisors to give a brief information session on PTK and give more details on job-related duties, August 24

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. Attended First Year Connections Student Orientations, August 24 and 26
- **Retention-** Reached out to active Honors students regarding their enrollment in the Honors program for the Fall 2023.
- **Administrative**- Met with faculty that had questions regarding participation in the Honors program. Requested RAS Data on historical Honors Program faculty. Created Recruitment Brochures. Met with new Honors Program Coordinator to give her more details on job related duties. Requested Honors split sections for Honors students with the corresponding faculty members. Requested split sections for Honors courses to be created by curriculum and had students registered into their corresponding Honors Section. Requested back up documentation from Honors students and faculty.

Valley Scholars Program

- **Scholarship:** Sent Pre-Census awarding list of students to Judy Martinez at financial aid for disbursement of funds for the Fall 2023 semester**.** Sent and processed NAH Scholarship Extension Applications to Valley Scholars Students that were eligible.
- **Administrative-** Tracked Valley Scholars student progress. Reached out to students that had not yet registered for the Fall 2023 semester. Attended the Academic Affairs Assembly on Monday, August 21st at the Mission Event Center. Worked at the Continuing Education / GED Graduation Ceremony on August 23rd at the Mission Event Center.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Success with Guided Pathway Specialists Group Meeting, August 2
- Starfish & Scheduling Discussion, August 7
- Guided Pathways Specialist: Undecided Students, August 9
- Financial Aid and Starfish Fall 2023 Meeting, August 9
- Guided Pathways Specialist: Liberal Arts & Humanities, August 9
- EAB Starfish Core Office Hours, August 9
- WE CAN Group Development Team, August 10
- Guided Pathways Specialist: Education & Kinesiology, August 10
- Best Practices for Starfish Workshop EAB, August 10
- Respondus Lock Down Training, August 10
- Guided Pathway Specialist: Technology, August 15
- Guided Pathway Specialist: Business, August 16
- Guided Pathway Specialist: Computer & Information Technology, August 16
- Guided Pathway Specialist: Math, Science, & Engineering, August 17
- Guided Pathway Specialist: NAH, August 17
- New Faculty Orientation, August 18
- Academic Affairs Assembly Fall 2023, August 21
- Workshop # 287777: Update Starfish Profile, August 22
- Business Administration Program, Starfish Update, August 22
- Philosophy Department Meeting, August 22
- EAB Starfish Office Hours, August 23
- GED Graduation Ceremony, August 24
- Basol Fall 2023 Department Meeting, August 25
- Adjunct and Dual Professional Development, August 26
- Emerging Technologies Academy, August 30

PROJECTS:

- Fall 2023 Meeting Updates Sessions. Updates to notify Deans, Chairs, Faculty, and Staff for the updated Fall 2023 information by presenting at Division and Department meetings. Distributing the South Texas College Starfish User Guide digitally and hard copy, additionally onboarding new faculty.
- Analysis of the utilizing of the Starfish EAS interventions on persistence, pass rates, and success rates. The activity report in Starfish documents the use of raising flags, documenting interventions, and establishing the outcomes for those utilizing additional resources.
- Participate with 40 University and College Starfish Administrators on best practices, questions on strategies, and effectiveness of specified communications to meet the individual needs, resources, and community requests.
- Fall 2023 Schedule for all activities, functions, and participation rates.

OLIVIA DE LA ROSA
DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Attended Degree Reclamation Committee meeting, August 2
- Attended Hidalgo County Prosperity Task Force meeting, August 3
- Met with San Isidro ISD regarding 21st Century grant after school programs, August 7
- Attended Entrepreneurship Bridges & IETs webinar hosted by the Coalition on Adult Basic Education (COABE), August 9
- Attended JET Grant presentation, August 10
- Met with H-E-B to review outcome of summer program, August 10
- Attended Academic Affairs Assembly at the Mission Event Center, August 21
- Facilitated fall CEWD department meeting, August 21
- Participated in the GED Graduation Ceremony at the Mission Event Center, August 24
- Attended TWC Advisory Council on Cultural Affairs Committee Meeting, August 29
- Met with Student Engagement & Completion Services and the Office of Strategic Initiatives to begin process mapping the GED enrollment process, August 29
- Met with Texas Department of Licensing and Regulation representatives, August 30

ENROLLMENT AND RECRUITMENT:

- Unduplicated enrollment through the end of August was 10,303 students; target for the year was 10,962 so we missed our target by 659 students
- Unduplicated enrollment rose by 318 students in August
- Classes started included ESL, GED, TOEFL, Real Estate, CDL, Bus Driving, Substitute Teacher, BLS CPR, Customer Service, Job Readiness, Telephone Etiquette, College Connections, Medication Aide Update, and Medical Office Skills
- Dental Assistant, EKG Technician and Real Estate programs were started at PSJA ISD
- Real estate classes continue to be very popular; all classes from September through November are already full and December and January classes are almost full as well
- Participated in the Hidalgo County Sheriff's Office ack to School Event, August 9
- Participated in the Hidalgo ISD Back to School Bash, August 16
- Conducted outreach to migrant departments at school districts to promote High School Equivalency Program (HEP) grant for migrant farmworkers

PROJECTS:

- Completed Reasoning and Interviewing training for Border Patrol agents, August 4
- STC Board approved a contract training agreement with PSJA ISD CTE and Special Education Programs for courses to be offered in the 23-24 school year, August 22
- Conducted CPR training for employees of The University of Texas Health Science Center, August 24 and 25
- Preparing to start Introduction to Welding classes for Rio Grande City Grulla ISD in early September
- Contracts in development:
    - Border Patrol – Reasoning and Interviewing training, 2nd cohort

- Homeland Security ICE – truck driving
- Weslaco ISD Parent and Family Engagement Program – courses for parents
- Workforce Solutions – Excel training for employees
- Region One AEL FY24 sub-contract for GED/Medical Office Specialist and GED/Educational Aide

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- National Council for Workforce Education presentation planning, August 1
- Nursing & Allied Health (NAH) Grant Monthly Meeting, August 1
- WE CAN TX Grant Monthly Check In, August 1
- Associate Director of Grant Management & Compliance & Academic Initiative Officer Monthly Check In, August 2
- Academic Affairs Grant Project Meeting, August 2
- Framing the Fifth Year Interim Report August 2
- SENSE IT 20 Grant Planning Meeting (MSITB), August 3
- TWC Childcare Provider Initiative Meeting, August 8
- Perkins Basic Workshop Planning Meeting with RDMC, August 8
- PR Meeting for Perkins Basic Vinyl Walls Project, August 9
- ECMC Grant Development, August 9
- South Texas College TWC JET Grant Presentation, August 10
- Building Communities Conference Planning Meeting, August 10
- Review of Perkins Basic Application Meeting with Academic Affairs Project Manager, August 14
- ECMC Grant Development, August 9
- RGV Partnership Leadership Class Committee Meeting, August 18
- Academic Affairs Assembly Fall 2023, August 21
- Perkins Basic Workshop Walkthrough Meeting, August 21
- Governor's Summer Merit Program Planning Meeting with BPST, August 22
- Power BI Orientation and Pre-training, August 22
- Review of P-Tech Expansion Planning Grant, August 23
- Perkins Basic FY23 Completion Workshop, August 24
- City of McAllen NAH Stipend Meeting, August 29
- Governor's Summer Merit Program Planning Meeting, August 30
- OVPAA Organizational Discussion, August 30
- Discussion over NAPE Initiative, August 31
- Power BI CTE Survey Meeting, August 31
- Building Communities Conference Planning Committee, August 31

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)

- Governor's Summer

MONICA PEREZ
ACADEMIC OPERATIONS OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held meeting to discuss logistics related to the upcoming GED Graduation Ceremony, August 1
- Attended bi-weekly construction meeting regarding RCPSE Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles, August 2
- Attended bi-weekly construction meeting regarding MVC Automotive Lab, HVAC-R Classroom & Outdoor Area, and Welding Lab Expansions, August 2
- Presented virtually on Faculty Load & Compensation process/updates for the Gearing Up for Fall 2023: Essential Information for Chairs, August 3
- Held final walkthrough of GED Graduation Ceremony at Mission Event Center, August 9
- Met with HR to discuss and review final edits to FY 23-24 Pay Plan and Staffing Plan, August 14
- Attended bi-weekly construction meeting regarding RCPSE Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles, August 16
- Participated in ERP Implementation Team Update meeting, August 16
- Attended bi-weekly construction meeting regarding MVC Automotive Lab, HVAC-R Classroom & Outdoor Area, and Welding Lab Expansions, August 16
- Attended/assisted Academic Affairs Assembly at Mission Event Center, August 21
- All day setup for GED Graduation Ceremony, August 23
- Participated in GED Graduation Ceremony, August 24
- Attended bi-weekly construction meeting regarding RCPSE Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles, August 30
- Attended bi-weekly construction meeting regarding MVC Automotive Lab, HVAC-R Classroom & Outdoor Area, and Welding Lab Expansions, August 30

PROJECTS:

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Finalized FLAC Calendar for Fall 2023
    - Finalized the Fall 2023 Payroll Pay Dates & Fraction of Payment schedule with BO and HR
    - PEPFLAC for contract types: 90, OV, 45, NA, DC, and PS
    - PEPFLAC for part of terms: 1, D2, K1, M2, M6, M9, N1, N5 and N9
- Continued working with Facilities and Maintenance on office space, building renovations, and space modifications across all campuses
    - Mid Valley/Starr County Campus: Building D Automotive Lab Expansion; HVACR Classroom/Outdoor Covered Area; Welding Lab Expansion
    - Pecan Campus: Cooper Center Expansion; Carpet Replacement Project- VPAA suite
    - Pecan Plaza: Continuing, Professional & Workforce Education; Kinesiology Building
    - NAH Campus: Carpet Replacement Building A
    - Technology Campus: Master Plan for buildings A and B; Building B Automotive Lab Exhaust System; Exterior Solar Panels Structure; Carpet Replacement Building A
    - Worked with departments on processing and completing move/set up requests
- Continued overseeing scheduling and maintenance of Active Learning Classrooms district-wide
- Continue working on Grade Appeals submitted for Step 3 of process
- Finalized Reclassifications and Position Control Transfer for instructional divisions
- Finalized revisions to FY 23-24 Pay Plan and Staffing Plan for Academic Affairs Division
- Finalized updates to FY 23-24 Faculty Handbook
- Finalized logistics and preparations for GED Graduation Ceremony

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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

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

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

MEETINGS

- Society for College and University Planning (SCUP) Conference
- Transformation Plan for EWD Presentation
- High Level Review of Cloud Modernization Business Case
- Met with City Manager and Fire Chief at City of McAllen
- Cabinet
- Texas A&M Building walk-through with Library Support Services and Educational Technologies
- NTIA Grant Announcement at Starr County Campus
- Met McAllen ISD regarding potential IT interns
- RCPSE Initiatives
- TX Dot Commissioner at Starr County Campus
- Board Work Session
- ISPPSI Division of COP
- Fall Convocation Meeting
- Weslaco Police Academy meeting
- Mission Chamber – Buenas Tardes Luncheon
- ERP Implementation Update
- Review of KPI Dashboards
- Change Management Stakeholders Analysis
- Jailer Academy Graduation Ceremony at RCPSE
- Academic Affairs Assembly
- TCOLE Academy Update
- Starr County Emergency Management Meeting
- Vanguard Academy Highschool Interns
- Workday SOW Review
- TWD Advisory Council on Cultural Affairs Committee meeting
- STC Veteran's Initiatives
- Mid Valley Campus Police Academy Support Requirements
- Board Workshop Agenda Review
- SACSCOC 5-Year Review Policies Status
- KPIs and Performance Based funding

JOSE GONZALEZ, INTERIM CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE

The Applications Team is reviewing the Banner patches and fixes that are being released by Ellucian so the environment can be updated after census day. In terms of self-service functionality, IT continues to troubleshoot several issues found with the API integrations with other applications. IT has reached out to Ellucian and other consultants for assistance and will continue to troubleshoot until it is resolved. The premium connector for Microsoft will be purchased in November so we can begin integrating Banner data in the Office 365 Power App environment. Testing will begin in late November once the consultants have reviewed the environment and premium connectors are purchased with Microsoft. The Applications Team continues the effort to remove Self-Service Banner 8 from our production environment. The Team has completed SSB 9 rosters in test and will provide the pages to stakeholders now that the internal testing has been completed and the queries have been modified for efficiency. Once testing has been completed by the stakeholders, the rosters will be placed in production.

JAGNET

Public Relations and IT met with the Jagnet Content Committee on August 10. With the Committee's approval, PR and IT have completed the new branding and color scheme in production. Deep links for faculty will also be available and the Committee will determine a date for production. PR and IT created a new icon for transcripts so students can easily access or order their transcripts. PR and IT are now highlighting the OER (Open Educational Resources) courses in Jagnet as determined by the IOER Strategy Consultation Team. IT will continue working with Suitable on creating badges and virtual resumes that will eventually be linked in Jagnet.

DEGREE WORKS

The Team has completed the DegreeWorks upgrade in the test environment. The application continues to have errors despite an upgrade in test. The Team has scheduled a meeting with the consultant for the first week of September to resolve the issue. Once the errors are resolved, the Team will complete internal testing before providing the test application to the stakeholders. The upgrade in production is tentatively scheduled for late fall 2023.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – DATA CENTER REPLICATION

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

The IT Team started the second phase of this project by putting together a project plan to setup an external Internet Provider in order to access Banner at TJC via a Virtual Private Network. We currently have a direct network connection as a point to point from STC to TJC. In this second phase, in addition to getting an external Internet provider, the Team will analyze the current network equipment. Equipment such as firewall, routers and switches to determine the feasibility of using the same network equipment or the need for upgraded equipment.

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 that resides on Open lab computers district wide. The IT Team completed the setup of the licenses server for VDI as well as the installation of AUTODESK 2024 which includes AUTOCAD, Revit, and 3dMax applications on the virtual image.

The IT Team also started deploying the new antivirus agent to classroom computers, Welcome Centers virtual computers and all other virtual computer pools.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER
INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Renewal Quote has been requested.
- Computer Science Students using a server to upload programming assignments were given MFA.
- Conducting a feasibility assessment on two-factor authentication for students.
- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Currently enrollment for new employees is being processed manually, we contiune to work with IT to automate this process. We have identifed other application/serivices were risk can be reduced with multi-factor authentication.
- Yearly Maintenance of DUO-2FA have been started. About 600 unsued accounts will be cleaned.

GOVERNANCE

- Worked with HR on a 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 Password Management Software (Secret Server) for FY 2023-2024.

RISK MANAGEMENT

- Completed our new FY annual Risk Assessments for both IT and InfoSec. It was approved by VP, Dr. Plummer. A copy of the signed Risk Assessment will be sent to Risk Management.
- Submitting all the configuration changes for the health check of our email security.
- Completed our End-Point-Protection project 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 8,600 systems have been covered with the new Next Generation Anti-Virus (NGAV).

COMPLIANCE

- AT&T Cybersecurity Final TCF Assessment report provide to Information Technology and Information Security Program.
- Selecting Table Top Exercises for Disaster Recovery Testing.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement.
- Received scanning results from PCI and is currently reviewing report to determine if any changes are needed.

INFORMATION SECURITY PROGRAM METRICS

- 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

- New Program: Architecture – Pending for the Institutional Leadership Council (ILC) review
- 5th Year Interim – Met with Points of Contact (POCs)

MEETINGS/TRAINING

- IRESP Leadership Weekly Meeting
- ERP Demo Meeting
- Degree Reclamation Committee Meeting
- Transformation Plan for EWD Presentation Meeting with Andrew Fish
- STC Starr County Check Signing – Connecting Minority Communities
- Education and Workforce Development Committee Meeting
- ORGL Data Driven Course Meeting
- IRESP Staffing Plan Meeting – Met with the Human Resources Department
- Qualitative Researcher Meeting

PROJECTS

- Data Hub – Discussed pre-training planning

- KPIs and SAIs Development Meetings – Discussed dashboards
- Data Dashboards/KPIs – Discuss the status of new dashboards
- Accreditation for Continuing Education and Training – Discuss the details of accreditation
- S.W.O.T Training - Revised letter agreement with vendor (TIP)

MISCELLANEOUS

- Search Committee for Senior Administrative Assistant – Staff hired
- Search Committee for Qualitative Researcher – Staff hired
- IRE Weekly Report to ISPP&SI – Uploaded 4 reports to the ISPP's Share Point
- IRE Monthly Report – Uploaded to the ISPP's SharePoint
- Compilation of IRE-IEA-RAS Weekly Report
- Senior Administrative Assistant Operation's Manual
- Budget Updated

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

INSTITUTIONAL EFFECTIVENESS

- 2019-2021 IEA Plans Uploaded to the Department's Website
- Assistance to Plan Writers on 2023-2025 IE Plans to Different Departments
- Direct Support to Departments/Divisions for IE Plan Development (2023-2025)/Mid-Biennium and/or End-of-Biennium Reports (2021-2023) or 2019-2021 IE Plan Report Completion
- 2021-2022 COP Master Sheet Creation
- COP Status Reports
    - 2020-2021 – Continue receiving reports from the departments
    - 2021-2022 – Sent VPs' approval forms
- Xitracs Maintenance – Contacted vendor in regards to the 2021-2023 Strategic Plan loss information
- Final IE Report Data Findings – Confirmed the timetable for updating the data portal
- SACSCOC Ongoing Activities – Fifth-year report
- IE Reports Data Support – IE timeline for IEA website and 2019-2021 IE objectives
- IE Plans and COP Status Master Tracking List Report – Updated

DATA REQUESTS, SACSCOC, AND DATA SUMMIT

- Strategic Planning/KPI Data Support – Updated KPI draft
- Ad Hoc Discussions with RAS and/or STC Constituent(s) – Conducted data research
- Data Requests – Stop out student data and degree awards by enrollment
- Program Reviews Data – Updated the program/major list
- Enrollment Dashboard – Major offering list

FACTBOOK AND DATA PORTAL

- Data Portal Update – Degrees and certificates awarded, and KPIs

MEETINGS/TRAINING

- IEA Staff Weekly Meeting
- KPIs and SAIs Development Meeting
- HR Mandatory Training (Vector)

PROJECTS

- IRESP - Senior Administrative Assistant - Hired
- Fifth Year Interim Report – Updated the status of the Board Policy to TASB Policy crosswalk
- Strategic Planning: Sample of Goals for Cycle 19-21, 21-23 and 23-25

MISCELLANEOUS

- IEA Weekly Report to ISPP&SI
- IEA July's Monthly Report
- Administrative support to the IRE&SP office

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Fall 2023 Campus Enrollment Report
- Fall 2023 Enrollment Progress Chart
- Fall 2023/2022 Enrollment, Credit Hours, and Contact Hours
- IPEDS 2023-2024 Registration
- THECB Licensure Report

SURVEYS

- Campus Safety Survey
- DHSI-Inside Track Survey
- Fraud Survey
- HEDS Alumni Survey
- Liberal Arts Election Survey Fall 2023
- New Program Student Survey
- SENSE survey

QUALITATIVE STUDIES

- CDC Focus Group
- DHSI Financial Literacy Focus Group
- DHSI Inside Track Focus Group
- DHSI Online Tutoring Focus Group
- Distance Learning Focus Group
- Dual Credit Programs Focus Group

DATA REQUESTS

- Bachelor Students' Prior and Subsequent Status (Transfer-in and Graduate Level Work)
- Current Not Obligation Not Met Writing with Scores T2ELR Mult. Choice Less Than 945 and Essay 5+
- Embedded tutoring success rates
- ENGL1301 INRW0030 Success Rates Comparison
- Fall to Fall persistence - All traditional students last three years (from Data Portal Report 4.1)
- Fall 2023 Dual Matriculation Report
- Fall 2022 Dual Credit Program Success Indicators, Matriculation and Persistence Rates
- Historical bachelor programs graduate count review and edits
- Information Literacy Instruction fared in comparison to students who did not receive instruction
- SI and NSI Pass Rates and Persistence Rates Comparison
- Spring 2023 STC Stop Out Enrolled for Fall 2023 Tracking
- Three Academic Years Awards' Rates by Dual and Traditional
- Top 10 Major Spring 2023

MEETINGS

- IRESP Planning Meeting
- KPI/Dashboard Meeting
- RAS Planning Meeting
- RAS Team Meeting
- SENSE Webinar Meeting

OTHER RESEARCH/SUPPORT

- CBM009 Data Integrity: Cross reference Student Identification Numbers on Other CBMs Submitted
- PIR to TEA - high school equivalency certificates issued in Texas by county from 7/1/22 to 6/30/23
- PIR to TWC - high school equivalency certificates issued by TWC AEL grantees from 7/1/22 to 6/30/23
- Reviewed Fall 2023 traditional enrollment progress and update projection
- Reviewed THECB FY24 funding files (from Cindy)
- Sent Census and CCSSE files for Power BI Training

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Drafted a non-disclosure agreement for Library and Learning Support Services staff handling confidential information.
- Worked on Texas Library Association task force.
- Shared with Library and Learning Support Services administrators a non-disclosure agreement for staff handling personal information.
- Finalized and shared Fall Semester 2023 service hours schedule for student-facing LLSS departments.
- Prepared for Incident Command System 300 and 400 courses.
- Shared updated Fall Semester 2023 service hours schedule for student-facing LLSS departments.
- Worked on Pecan Campus Library renovation shelving relocation project.
- Worked on SACSCOC Reaffirmation Committee assignment.
- Completed annual staff performance appraisals.
- Prepared presentation for Council of Chairs Meeting.
- Worked on staff member transition.

MEETING HIGHLIGHTS

- Participated in meeting with HR and ET staff to discuss staff issues and possible ET apprenticeship program.
- Met with VP ISPP&SI and ET Director to review AV technology requirements to bring District Building auditorium up to readiness for nursing cohorts and communicated plan to NAH Dean.
- Convened meetings on Pecan Campus Library phased renovation with Library Interiors of Texas, LLSS staff members, and Facilities Planning & Construction staff members.
- Convened Library and Learning Support Services Group Fall Meeting and Training.
- Met with Facilities Planning & Construction, Dean of Social Science, IT, Educational Technologies, and Learning Commons and Open Labs to discuss computer lab for Pecan Campus Kinesiology building.
- Participated in College Board Meeting to discuss Library database acquisition request.
- Convened meeting with Facilities Planning and Construction, IT, Facilities Operations and Maintenance, and LLSS departments to discuss Pecan Campus Library Phased Renovation implementation.
- Met with Dean of Distance Learning to coordinate efforts to develop and provide AI literacy instruction.
- Participated in Institutional Leadership Council Meeting.
- Participated in TWC Advisory Council on Cultural Affairs Committee Meeting.
- Convened SACSCOC Reaffirmation Committee meeting.

TRAINING HIGHLIGHTS

- Participated in Society of College and University Planners (SCUP): Planning Institute: Design Developing and Implementing a Strategic Plan and in SCUP Annual Conference.
- Participated in National Telecommunications and Information Administration's Build America, Buy America Act training webinar.
- Completed annual Employee Vector trainings.
- Participated in Incident Command System (ICS) 300 and ICS 400 courses.

LISA B. WALTERS, ASSOCIATE DEAN
LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Librarian I - Interviews
- Attended Introduction to OER Faculty Portal
- Completed annual staff performance appraisals
- Prepared presentation for Council of Chairs Meeting
- Worked on staff member transition

MEETING HIGHLIGHTS

- Attended Information Literacy Instruction Discussion Meeting
- Attended CMC-LN Webinar: Build America, Buy American Act
- Attended Systems & Applications Meeting
- Attended NTIA Post-Award Webinar Series
- Attended Human Resources Employee Meeting
- Attended Learning Commons and Open Labs Monthly Meeting

- Attended Pecan Campus Library Modifications Furniture Update
- Attended Pecan Campus Library Modifications Update Meeting Phase I
- Attended Space Modifications Meeting
- Attended Harlingen Public Library Cross Training
- Attended NTIA Grant Goal Owners Update Meeting
- Attended Human Resources Employee Salary Review Meeting
- Attended Pecan Phase II Meeting
- Attended Salary Review Meeting
- Attended Goodbye Summer/Hello Fall Meeting – Staff Luncheon
- Attended the Copyright and Intellectual Property Training
- Attended LLSS AA/Secretaries Meeting
- Attended Discussion of AI (chatGPT) Meeting
- Attended Learning Support Coordination Meeting
- Attended Institutional Leadership Council (ILC) Meeting
- Attended AI, ChatBots and OER Course Development Meeting
- Attended Discussion of Warranty and Insurance Work on Grant Laptops Meeting

LIBRARY DATA:

Monthly Statistics	**August 2023**
▪ Library Website Visits: 7,484	▪ Visitors: 23,629
▪ Discovery Search Visits: 2,439	▪ Reference/Research: 49
▪ Community Users: 161	▪ Non-Reference/Research: 143

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.

PROJECT HIGHLIGHTS

WebCheckout
Projected End Date: February 2024
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. Library inventory files are being prepared for import and a new inventory manager is being trained on the system.

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.

Microsoft 365 Consultant Projects
Projected End Date: May 2024
Progress: 1%
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 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

- Access Services Registration – Complete
- Processing Continuing Ed laptops – Ongoing
- TC Art Dis-installation – Complete
- New TC Art installation – Complete
- The Texas Library Association Conference in 2024 Proposal Accepted
- BPST Tour Division Leadership Retreat
- Hotspot Project/Laptop/Smartphones (Download applications, distribute approved applicants district wide, contact eligible and ineligible students, contact delinquent students, perform check-list/ins – Ongoing
- LibAnswer Tickets Coverage – Ongoing
- LibChat – District-Wide – Ongoing
- Summer Project – Kernels of Knowledge – Complete
- Re-location Projects – Ongoing
- Storage Cleanup/Re-Organization (F142/143/178) – Ongoing
- Librarian 1s Screening – Ongoing
- Subject Guides Updates – Ongoing Summer
- Technical Services Records Clean-up Project – Ongoing
- Databases Troubleshooting Project – Discussion
- Libanswer Stats Report – Ongoing
- Employee Handbook – Ongoing
- Employee Expectations FY23-24 – Ongoing
- Liaison Interaction Report – Ongoing
- Performance Reviews – Ongoing
- MOU for Virtual Reality Headsets – Complete
- Presentation to Dual Credit Librarians at PSJA School District.

- Texas A&M Engineering Academy – Presentation
- MOU Renewals – Ongoing
- Grant Technician Training – Ongoing
- New Student Orientation – Table Information
- New Student Orientation – Occupational Therapy Assistant Program
- Presentations were given to Dual Credit Students at 3 Partner High Schools.
- Presentations were given at the PSJA Secondary Best Practices Conference.
- Presentations were given during the Dual and Adjunct Professional Development Day.
- Library Art Gallery staff member attended unveiling of McAllen's TX DOT "Don't Mess with Texas" mural.
- Presentations were given during Organizational Leadership and Business Administration department meetings.
- TexShare Statistics Report – Ongoing
- Reference Monthly Stats – Ongoing
- Staff members attended the Emerging Technologies Academy Pilot

MEETING HIGHLIGHTS

- Staff members met to continue work on tutorial project
- Staff members participated in Library Engagement List Meeting
- Staff members participated in Library Renovation Planning Meeting
- Staff member met with HR on discussion of employee issues
- Staff members discuss Harlingen Public Library Visit – Logistics Review
- Staff member attended Quantitative Standards Meeting
- Staff member met with Artist for Mid-Valley Campus exhibit
- Staff members met for Introduction to OER Faculty Portal Meeting
- Staff member met with collaborators for Art & Memory Conference
- Staff member attended Team Spirit meeting
- Staff member attended Math Department meeting
- Staff member attended Logistics Overview meeting
- Staff members attended NAH Division Meeting – Fall 2023
- Staff member met with speaker for technology run-through
- Staff member met with artist for Mid-Valley Campus exhibit
- Staff member met with collaborators for Art & Memory Conference
- Staff member met with Art faculty to plan future Ceramics Showdown
- Staff members attended Goodbye Summer/Hello Fall Meeting – Staff Luncheon
- Staff member met with Student Rights & Responsibilities for Future Program Planning.
- Staff member attended Grant Technician/ Inventory Specialist Work Distribution Meeting
- Staff member attended MOUs Meeting
- Staff member attended Engineering Kits Meeting
- Staff member attended Teams ECHS Visit Meeting
- Staff member attended AI Discussion Brainstorm Meeting
- Staff member attended Workshops for NTIA Grant Meeting
- Staff members attended Mid Valley LLSS Coordination Meeting
- Staff member attended Purchasing Dept. Warranty Processes Meeting
- Staff member attended Teams Review Library Engagement List Meeting

TRAINING HIGHLIGHTS

- Staff member attended training: Ingram Foundations
- Staff members continued training: "Creative Common Course"
- Staff member completed LinkedIn Learning training: "Customer Service: Serving Internal Customers"
- Staff member completed LinkedIn Learning training video: "Working with Your Personal Strengths & Weakness"
- Staff members attended: Sway Training
- Staff members – HR Mandatory training videos
- Staff member completed LinkedIn Learning training: "Interpersonal Communication"
- Staff member attended Webinar: "AI and Libraries: Enhancing Services and Engaging Communities"
- Staff member attended Webinar: "Using Chat GPT Responsibly to Generate Presentation Ideas and Do Research"
- Staff members continued Human Resources Mandatory Training videos
- Staff member completed LinkedIn Learning training: "Unlocking Your Potential"
- Staff members attended Workshop: Library Public Services Cross-Training at Harlingen Public Library
- Staff member attended "Introduction to OER Faculty Portal" presentation
- Staff members attended Cash Handling Training

- Staff member attended training: “Operations Hero”
- Staff member completed LinkedIn Learning training: “Building Rapport with Customers.”
- Staff member attended the webinar: Libraries Helping Refugees and New Immigrants Learn the U.S. Financial System
- Staff members attended the Workshop #276002: Fundamentals of Copyright, STC Intellectual Property Policy, & Open Educational Resources (OER)
- Staff member attended Emerging Technologies Academy
- Staff member attended webinar, “How to Write Alt-Text for E-learning”
- Staff member attended webinar, “3 Mistakes Leaders Make: Get the Balance Right”
- Staff member completed LinkedIn Learning training: “Managing Multiple Generations”
- Staff member completed LinkedIn Learning training: “Leading a Customer-Centric Culture”
- Staff members started ALA “Fundamentals to Cataloging” course

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 8/02/2023: WCO New Version Training: South Texas
- 8/07/2023: Tamu Walk Through
- 8/08/2023: ETC Connecting in the Cloud: Introduction to SAVe Certification, Meet & Greet Juan Castillo
- 8/09/2023: Pecan Campus Library Modifications Update Meeting Phase I Biweekly
- 8/10/2023: ET Director One-on-One, JET Grant Presentation
- 8/14/2023: ET Project Update/Leadership Meeting
- 8/15/2023: ETC Connecting in the Cloud: Emerging Technologies Interest Group
- 8/16/2023: Meet and Greet Leticia Mata, GoToWebinar:Generative AI:Overview, Use Cases, and Cautions for Higher Ed
- 8/17/2023: ETC Professional Development Committee, STC Educational Technologies Job Opportunity
- 8/18/2023: New Faculty Orientation – Ed Tech for First Week of Classes
- 8/21/2023: ET Project Update/Leadership Meeting, ET Project System Progress Meeting, Develop Supervisor Appraisals
- 8/22/2023: Appraisal Meeting Joel, ET Monthly Department Meeting, Appraisal Meeting Nydia, Appraisal Meeting Chris, Appraisal Meeting Amanda, Appraisal Meeting Eddie, Appraisal Meeting Janet
- 8/23/2023: Pecan Campus Kinesiology Building – IT ET Infrastructure Computer Lab, Pecan Campus Library Modifications Update Meeting Phase I Biweekly
- 8/24/2023: Pecan Campus Kinesiology Building IT-ET Infrastructure Meeting, ETC Connecting in the Cloud – Tech Talk: Adding Equipment Loan to Your Ticketing System
- 8/28/2023: ET Project Update/Leadership Meeting
- 8/29/2023: LLSS AA/Secretaries Meeting
- 8/30/2023: Welcome, Academy Overview, & What is Technology Integration?
- 8/31/2023: ET One-on-One 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	113
Sept	
Oct	
Nov	
Dec.	
Total:	**912**

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	373.5
Sept	
Oct	
Nov	
Dec	
Total:	**2968.6**

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director attended a meeting with Librarian III – Ref & Circ to discuss the silent study furniture.
- The Director held meetings with the Pecan Logistics Manager, Open Labs Analyst, Open Lab Specialist, and Technology Specialist to discuss the Makerspace.
- The Director attended the Suitable + South Texas College Implementation Meetings.
- The Director attended one-on-one meetings with the Dean of Library & Learning Support Services to discuss the Learning Commons & Open Labs updates and operations.
- The Director visited the Mid-Valley Campus Learning Commons & Open Labs to discuss operations and signage standards.
- The Director held a meeting with the Logistics Managers to discuss the Fall 2023 course schedules.
- The Director attended a monthly meeting with the Associate Dean of Library Services to discuss projects and concerns.
- The Director held meetings with an Open Labs Supervisor to discuss the MS Forms Data Project.
- The Director visited the Starr County Campus Learning Commons & Open Labs with the Off Sites Logistics Manager and the Library Graphics and Multimedia Specialist to discuss operations, signage, and conduct a walk-through.
- The Director attended the bi-weekly Pecan Campus Library Modifications Update Phase I meetings.
- The Director attended a meeting to discuss the Pecan Campus Library modifications furniture update.
- The Director held a meeting with the Library Graphics and Multimedia Specialist and an Open Lab Technician to discuss the signage review, timeline, design and standards.
- The Director held meetings with the Off-Sites Logistics Manager and the Assistant Director of Custodial Support Services to discuss the Library & Learning Support Services Hours of Operation.
- The Director held meetings with the Mid-Valley Open Lab Supervisor, a Pecan Open Lab Supervisor, and a Pecan Open Lab Technician to re-design signage.
- The Director met with the Off-Sites Logistics Manager for an all-assessments review.
- The Director held a meeting with the Logistics Managers and the Open Labs Analyst to conduct a website review.
- The Director held a meeting with the Pecan Logistics Manager to discuss the Pecan Renovation Phase I furniture.
- The Director visited the Starr County Campus with the Dean of Library & Learning Support Services.
- The Director attended the Library & Learning Support Services Workshop: Fundamentals of Copyright, STC Intellectual Property Policy, & Open Educational Resources (OER).
- The Director held a meeting with the Pecan Open Labs Specialist to conduct an assessment on F131A to see if it can be converted into a recording studio.
- The Director held a meeting with the Administrative Assistant and an Open Lab Technician to discuss the Learning Commons & Open Labs administrative tasks.
- The Director held a meeting with the Administrative Assistant and an Open Lab Technician to discuss the ACRL/iPEDs data collection.
- The Director began conducting FY 2022-2023 Performance Appraisals.
- The Director attended a meeting hosted by the Dean of Library and Learning Support Services with the AAs and Secretaries to discuss a distribution of tasks.
- The Director attended a meeting with the Associate Dean of Library Services, Coordinator of Library Projects, the Learning Commons & Open Labs Administrative Assistant, and an Open Lab Technician to discuss ACRL/iPEDS data collection transition.
- The Director held a meeting with the Off-Sites Logistics Manager, a Pecan Open Lab Supervisor, and the Pecan Technology Specialist to discuss the HEERF laptop warranty.
- The Director attended a meeting hosted by the Associate Dean of Library Services to discuss the warranty and insurance work on grant laptops.
- The Director held a meeting with the Off-Sites Logistics Manager and Open Lab Supervisors to discuss the non-enrolled student access and feedback.

ACTIVITY HIGHLIGHTS

- A walkthrough for marketing flyers was completed at the Mid-Valley Campus Open Labs.
- Four new chairs were received at Starr E 2.100.
- Furniture at Pecan F 224 was vacated due to renovation preparation, and the furniture was distributed to Pecan F173 and F130.
- Redesign began at the Pecan F130 Open Lab.
- The Learning Commons & Open Labs staff have begun working on the mandatory HR Vector Trainings.
- A Starr walkthrough was conducted on August 9th, 2023.
- The new NAH study room displays were installed on August 8th, 2023.
- HEERF laptops are being updated to Windows 11 and the new LockDown Browser.
- The Mid-Valley and Tech 3D printing rooms exhaust vent timer was updated to 12 hours.
- 15 Optiplex 3050s were replaced by Optiplex 3060s at Pecan P 2.102.

- Two computers were replaced at Pecan M 225.
- 8 Precision 3660s with widescreen monitors were received.
- The Mid-Valley Sirsi inventory was conducted on 08/21/2023.
- The Mid-Valley, Pecan, Starr County, and Technology Campus' Learning Commons & Open Labs staff participated in the First Year Connection Event Presentation & Table Booth.
- Jagprint Credits are being reset for Fall 2023.
- Schedules were distributed to the Learning Commons & Open Labs staff for the Fall 2023 semester.
- The Learning Commons & Open Labs staff attended the Workshop: Fundamentals of Copyright, STC Intellectual Property Policy, & Open Educational Resources (OER).
- Fall 2023 schedules were shared with the Pecan Campus Custodial Supervisor.
- The Logistics Managers, Pecan Open Lab Specialist, Open Lab Analyst, and Pecan Technology Specialist presented at the Dual Credit and Adjunct Faculty Professional Development Day with the session "Get Acquainted with Open Computer Labs."

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED - JULY 2023 ATTENDANCE STATISTICS: 3,886

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Number of Laptop Checkouts
Mid-Valley Campus	1,591	714	
Nursing and Allied Health Campus	1,907	715	
Pecan Campus	3,594	1,626	9
Pharr Regional Center for Public Safety Excellence	350	81	
Starr County Campus	889	367	
Technology Campus	1,315	590	
Campus Totals:	**9,646**	**4,093**	**9**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations & Tours
Mid-Valley Campus	4
Nursing and Allied Health Campus	3
Pecan Campus	5
Pharr Regional Center for Public Safety Excellence	1
Starr County Campus	9
Technology Campus	1
Total:	**23**

JagPrint - Printing Report

Aug 1, 2023 to Aug 31, 2023

Totals

	Type	Users	Jobs	Pages	
	Printing	3260	14880	97842	
	Web Printing	1063	6862	26180	
	Total	4323	21742	124022	

Campus	Prints by Campus			Mobile Prints by Campus			Print Totals		
	Users	Jobs	Pages	Users	Jobs	Pages	Users	Jobs	Pages
Mid -Valley	473	1679	11264	98	763	3118	571	2442	14382
NAH	741	4694	29276	564	4356	14568	1305	9050	43844
Pecan	1220	5442	38727	344	1493	7267	1564	6935	45994
RCPSE	69	429	4229	3	3	3	72	432	4232
Starr	305	1306	10594	44	234	1190	349	1540	11784
Tech	452	1330	3752	11	14	34	463	1344	3786

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **August 2023**

- Tutoring Sessions:
  - In-Person: 678
  - Online: 335
- Assignment Review: 169
- Supplemental Instruction: 202
- Visitors: 10,108
- Workshops: 51
- Workshop Attendance: 1,263
- Independent Study: 511
- Starfish Flags addressed: 206
- CLE Information Requests: 10

PROJECT HIGHLIGHTS

CLE Marketing Summer 2023 **Progress: 100%** **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. Planning for FYC Orientation Presentations and Tabling has begun. Pecan CLE tabling at Student Outreach Event: Karaoke Wednesday. FYC Orientation participation at multiple campuses. Adjunct and Dual Credit Professional Development Day.

Tutor Training for FY 2022-2023 **Progress: 100%** **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 Day Planning is ongoing. ACTLA training day is complete! Pecan CLE and Online tutor training is scheduled. SI and Pecan Training Day.

CLE Website Usability Testing	**Progress: 100%**	**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. Met with Library Technical services Team to discuss data. Action items have been developed and underway.

INSTITUTIONAL EFFECTIVENESS & COMPREHENSIVE OPERATIONAL PLAN PROJECT HIGHLIGHT

IE Plan Objective 2: Expand Online Learning Support Services

Year 3 DHSI Grant Participation		**Progress: 98.6%**
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. Asynchronous user data report is being compiled. Summative report on grant activities has been submitted for review. Impact and outcome report is being compiled.

Standardizing Onboarding Process		**Progress: 100%**
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: 85%**
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. Report for Spring 22 has been received. Met with Learning Support Manager to analyze Spring report.

EVENTS HIGHLIGHTS

ACTLA Tutor Training Day **Event Date: August 14, 2023**

The Centers for Learning Excellence recently certified their Online Tutoring Program through the Association of Colleges and Tutoring & Learning Assistance.
South Texas College was the first institution in the state of Texas to receive this certification.

The CLEs conducted a district-wide ACTLA Training Day where tutors learned strategies and tools to conduct their online tutoring sessions. Training topics included Interactivity, Accessibility, Communication, Technology, and more.

Supplemental Instruction Leader Training Day **Event Date: August 22, 2023**

The Centers for Learning Excellence also hosted their Supplemental Instruction Leader Training Day where SI Leaders fortified their facilitation techniques. The cohort welcomed new members to the SI Leader team and participated in fun team building activities. Training topics included Communication Skills, Collaborative Techniques, Study Skills and more.

Pecan & Online Tutor Training Days **Event Date: August 21-25, 2023**

The C Centers for Learning Excellence conducted several trainings throughout the week. Tutors learned strategies for conducting effective tutoring sessions both online and in person. Training topics included Team Building, Essential Soft Skills in Customer Service, Time Management, and Pluralistic Ignorance.

Physical Therapy Assistant Bootcamp **Event Date: August 21-24, 2023**

ACTLA Tutor Training Day	Event Date: August 14, 2023

The CLE welcomed the new cohort of Physical Therapy Assistant students. During their boot camp, the CLE presented several important topics such as Time Management & Growth Mindset, Study Habits & Note-Taking, Professional Writing, and more.

The students participated in the interactive presentations. They gained new insight on the beneficial services provided the the CLE Department.

MEETING HIGHLIGHTS

- ACTLA Preparation Meeting
- ADN Advisor Meeting
- NAH Guided Pathway Specialist Meeting
- ADN Faculty Meeting
- MVC Open Lab Supervisor Meeting
- Framing the 5th Year Interim Report
- Upswing Monthly Touchpoint
- Usability Study Follow-up
- Out-of-state DW Hiring Meeting
- Met with Pharmacy Tech Chair
- Met with BSN Academic Advisor
- Met with ADN Advisor
- Met with Nursing & Allied Health Advisor
- ACTLA Practice Presentation Meeting
- Met with CLE Writing Team
- Met with Open Labs Logistic Manager
- Budget Transfer Analysis
- CLE Website Usability Study Discussion
- 2024 Tx NCLCA Conference Planning
- Academic Coaching Meeting
- Dual Enrollment Meeting
- Library NTIA Grant Meeting
- Met with BSN Chair
- Met with OTA Chair
- EMS Support Meeting
- Tutor Appraisals
- Met with Open Lab Staff
- PCN Open Labs & Library Collaboration Meeting
- NTIA Grant Owners Update
- CLE Website Usability Analysis
- Pharmacy Tech Department Meeting
- BSN Department Meeting
- PTA Program Chair Meeting
- OTA Program Chair Meeting
- ADN Program Chair Meeting
- ADN Advisor Meeting
- NAH Math Curriculum Committee Meeting
- STARR Open Lab Supervisor Meeting

- STARR Campus Administrator Meeting
- Adjunct and Dual Professional Development Day Pre-Meeting
- 4C Conference Planning Meeting

TRAINING HIGHLIGHTS

- InsideTrack Four Pillars Training
- ACTLA Training Day
- Pecan CLE Training Day
- Supplemental Instruction Leader Training Day
- Fundamentals of Copyright

EVENT HIGHLIGHTS

- Healthcare Student Success Workshop: Dosage Cal
- CTE Student Success Workshop: Note-Taking and Study Habits
- Student Outreach: Summer Fresco Event PCN
- CMC Grant Announcement
- ACTLA Training Day
- CLE Info Session (Tour and Website Presentation)
- PSJA College Readiness Department
- Annual Appraisals
- OTA Bootcamp
- PTA Boot Camp
- Annual Appraisals
- MVC Symphony Inventory
- First Year Connection Orientation at MVC, PCN, TECH, STARR
- Making Connections for Elevated Impact (Perkins Basic Annual Reporting and Planning)
- CLE Presentations at Math and Chemistry Department Meetings

PROJECT COMPLETION HIGHLIGHTS

- Standardizing Onboarding Process
- CLE Website Usability Testing
- TSI Marketing Project
- Development of CLE Online Trainings
- Updating Mission Statement
- Developing CRLA Training Syllabus
- CLE Marketing Fall 2022
- Developing CRLA Training Syllabus
- CLE Marketing Fall 2022
- 4C Tutor Conference
- Student Success Workshop Series
- Year 2 DHSI Grant Participation
- Repository for CTE Student Support resources on Academic Coach page
- Tutor Training for FY 2021-2022
- NSF Grant Year 3
- Implement Faculty Assisted Training for SLAs
- CLE Marketing Summer and Fall 2022
- Assess Student Satisfaction of Embedded Tutoring & SI
- Virtual CLE Quality Assurance
- CLE Wage Proposal Submitted for FY 22-23
- UPSWING PLATFORM CONSOLIDATION completed!
- Live Chat Launch completed
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grand Participation
- NSF Grant Participation Year 1
- CLE Marketing Spring 2021
- Complete Hire of Perkins CTE Specialist
- Complete Hire of Online Specialist
- CLE Spring 2021 Marketing
- Cabinet Report/Strategic Plan Implementation

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

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJECT HIGHLIGHTS

National Telecommunications and Information Administration (NTIA) Grant

Project Name: Connecting Minority Communities (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

ISAAC GARZA, INTERIM PROJECT COORDINATOR
DEVELOPING HISPANIC-SERVING INSTITUTIONS (DHSI) GRANT

PROJECT HIGHLIGHTS

Developing Hispanic-Serving Institutions (DHSI) Grant

Project Name: DHSI Grant 2021-2025
Project Role: Interim Project Coordinator **(09-23-2022)**
Scope: Implementation of Four DHI Grant Goals.
Status: Year 3 Annual Report Preparation
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:	SEPTEMBER 21, 2023
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1-31, 2023

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

Projects Completed or in Progress:

- Educate Texas Promise Initiative Meeting- Aug. 1
- Workday on campus-Aug. 2
- STC & Peak Performance Session-IAED-Aug. 3
- Cabinet Meeting-Aug. 7
- Press Conference STARR County-Aug. 8

- Board Committee Meeting-Aug. 8
- Gear up Pathway to the Future-Aug. 9
- JET Grant Presentation-Aug. 10

- TWC Commissioner Tour-Aug. 10
- Board Work Session-Aug. 14
- EDA Recompete Grant Meeting-Aug. 15
- Fall Convocation Meeting-Aug. 15
- Mission Chamber-Buenas Tardes Luncheon-Aug. 16
- RN Apprenticeship Program Meeting-Aug. 16
- Academic Affairs Assembly, Mission Event Center-Aug. 21
- Welding Competition Award Ceremony-Aug. 21

- RGV Lead Fall Leadership Workshop Inquiry-Aug. 22
- RGV Lead Quarterly Board Meeting-Aug. 22
- Board Meeting-Aug. 22
- GED Graduation Ceremony-Aug. 24

- RGVP Board Meeting-Aug. 24
- Hugo Rene Oliva-Consulado Mexicano-Aug. 24
- EDA Recompete Project Briefing-Aug. 28
- PNC-STC Education Foundation Dinner-Aug. 28
- TWC Advisory Council on Cultural Affairs Committee Meeting-Aug. 29

- McAllen Chamber Legislative Session Luncheon-Aug. 31

Global Initiatives:

- Met with the Division of Nursing and Allied Health to discuss collaboration with Universidad Autónoma de Nuevo León (UANL) nursing students, Aug 1.
- Held welding award ceremony with CL Scales and McAllen Economic Development, Aug 7.
- Met with South Texas College Foundation President to engage in the development of the Memorandum of Understanding, Aug 8.
- Attended State of Education, staying up to date with the latest educational trends, Aug 16.
- Attended Economic Summit, fostering economic growth and promoting trade investment, Aug 17.
- Met with representatives from Killam Development on behalf of the foundation, Aug 22.
- Attended McAllen Holiday Parade Press conference, Aug 23.

- Hosted check presentation with VIDA- Valley Initiative for Development and Advancement for 31K, Aug 30.

- Attended 88th Legislative Session, Aug 31

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 and fiscal year enrollment reports
- Reviewed grant compliance and closeout reports
- Completed monthly activity report

Initiatives:

- Creation of Center for Apprenticeship procedures manual (on-going)
- Extension of Apprenticeship Office to Mission CEED Building
- 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
- Presented at Alamo Colleges in San Antonio regarding Apprenticeship Programs.
- 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.
- 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, ongoing)
- EV Technicians and AI 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:

- Meeting to discuss STC Board Presentation on department initiatives
- Presentation to STC Board of Trustees
- Meeting with Bert Ogden group regarding auto tech apprenticeships
- Attended Starr County Grant Press Conference
- Multiple meetings with STC Divisions
- Meetings regarding GEAR UP pathways
- Meeting with STC PR and Marketing to discuss Apprenticeship promotions
- Follow up virtual Meeting with RGV Commercial Builders Association to discuss training strategies
- Meeting with STC PR and Marketing regarding updates to department web pages
- 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 needed for Vet Assistant program
- Meeting with prospective Vet Assistant instructors
- Discussion regarding international initiatives
- Participation in multiple hiring committees for various STC staffing positions
- Meeting with Vet Assistant Instructional Designer 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.
- Meeting with STC Distance Education staff to discuss workforce training programming and applications

CARLA RODRIGUEZ, INTERIM EXECUTIVE DIRECTOR
OFFICE OF SPONSORED INITIATIVES

Report Period: August 1, 2023 through August 30, 2023

Number of Awards this Month	Number of Active Awards in FY23	Dollar Amount of Active Awards in FY23
3	108	$164,030,060

Grant Awards

1. **The Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant in the amount of $2,222,167**
   The purpose of the Carl D. Perkins Basic Grant is to improve the academic and technical achievement of Career and Technical Education (CTE) students, strengthening the connections between secondary, and postsecondary education, employer engagement, and improving accountability. Funds will be used for instructional equipment, instructional supplements, professional development, CTE personnel, and other program activities in the Divisions of Academic Affairs, Student Affairs and Enrollment Management, Information Services, Planning, Performance, and Strategic Initiatives, and in Institutional Advancement and Economic Development. This formula-based allocation supports the Perkins V Act Postsecondary Level Core Indicators: Postsecondary Placement, Earned Recognized Postsecondary Credential, and Non-traditional Program Concentration, based on strategies aligned to the College's Comprehensive Local Needs Assessment. The funding period is from September 1, 2023 to August 31, 2024.

2. Region One Education Service Center, Adult Education and Literacy Act Service Agreement, in the amount of $170,127.72
South Texas College's Department of Continuing, Professional and Workforce Education will provide Adult Basic Education instruction services to at least 60 students in Educational Aide and Medical Office Specialist. Funds will be used for tuition and training materials and supplies. The funding period is from July 1, 2023 to June 30, 2024.

3. John G. and Marie Stella Kenedy Memorial Foundation Grant in the amount of $20,000
Funding from the Kenedy Memorial Foundation will provide scholarships for students that are in need of financial assistance to help support the completion of an Associate of Applied Science degree in a technical field through the Division of Business, Public Safety and Technology.

OSI 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 August include:
  - Texas Workforce Commission (TWC) Transitioning Veterans to Apprenticeship Grant
  - TWC Apprenticeship Texas Expansion Grant

Administrative Meetings:

- Attended a Recompete Project Briefing geared at city and EDC stakeholders
- Attended the award announcement for the Connecting Minority Communities Grant at Starr County Campus

- Attended the TWC Child Care Provider Expansion Initiative meeting to provide updates on the grant and discuss spending funds on a timely basis
- Attended a training by the business office for a review of the Accounts Payable process when Perkins funds are used
- Attended ECMC Grant Development Meeting
- Attended the JET Grant Awards Presentation at the Pecan Campus. STC's Vocational Nursing and Emergency Medical Services departments were awarded $348,000 and $346,403 respectively
- Met with Grant Accounting office to review the FY24 Carl Perkins Basic Budget
- Meeting to discuss the formulation of the EDA Regional Recompete Grant
- Meeting to review the P-Tech Expansion Grant
- Attended the workshop Perkins Basic: Making Connections for an Elevated Impact FY23 and presented on the OSI department's new role, processes, IE Plans, etc.
- Met with the Digital Services team to discuss changes/development of new OSI website
- Meeting to discuss National Alliance for Partnerships in Equity (NAPE) Initiative

Partnership/Vendor Updates:

- eCivis
    - eCivis is a SaaS company that provides a cloud-based research and grant management platform
    - OSI will renew the eCivis contract for FY 2023-2024

Next Steps:

- Meet with Academic Initiatives Officer to forecast grants and sponsored initiatives within the Division of Academic Affairs.
- Meet with Grant Development Officers and internal stakeholders to discuss the development of the application for the Postsecondary Student Success Grant (PSSG) Program.
- Facilitate the Award Kick off for the University Transportation Center for Railway Safety/UTRGV Subaward.
- Attend Institutional Leadership Council (ILC) meeting.
- Meet with Lightcast representative for a demo on the data analytics platform.
- Continue to review and enhance processes for increased efficiency.
- Continue to represent STC and OSI with internal and external stakeholders, partners and community agencies.
- Continue to lead and manage the OSI team.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

Major Meetings:

- Met with McAllen City Manager and Dr. Plummer at McAllen City Hall regarding training Memorandum of Understanding (MOU) with McAllen Fire Department, Aug. 3rd
- Met with Pharr Fire Chief Pilar Rodriguez, Pharr Police Chief Juan Gonzalez, and Dr. Plummer concerning RCPSE future initiative for 5 story fire drill tower, Aug. 10th
- Met with Weslaco City Manager Martin Garza, Police Chief Dr. Joel Rivera, and Dr. Plummer at Weslaco City Hall to discuss potential police academy at the Mid-Valley Campus and training Memorandum of Understanding (MOU), Aug. 16th
- Facilitated Meeting with Starr County Fire Chiefs and Emergency Management personnel at the Starr County Campus to discuss upcoming wildland fire season, Aug. 18th.

Major Activities:

- Attended meeting concerning the Regional Center for Public Safety Excellence Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles - Bi-weekly Construction Update Meeting.

- Aug. 2ndAttended meeting concerning RCPSE - Two Story Residential Fire Training Structure - Bi-Weekly Construction Progress Meeting, Aug. 2nd
- Interview with Channel 5 (Spanish and English) regarding RCPSE trainings, Aug. 3rd
- Met with Border Patrol concerning proposed ICS 300/400 courses being conducted at RCPSE in the upcoming semester, Aug. 3rd
- Met with TEEX Fire Regional Coordinator Dallas Renfrew regarding possible training opportunities, Aug. 15th

- Met with ALERRT instructors to discuss upcoming training at the RCPSE, Aug. 15th
- Attended meeting for the Regional Center for Public Safety Excellence Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles - Bi-weekly Construction Update Meeting, Aug. 16th
- Follow-up meeting with TEEX Regional Fire Coordinator Dallas Renfrew regarding training opportunities, Aug. 17th
- Met with Cassandra Salinas from Driscoll Children's Hospital regarding potential training courses and upcoming Child Safety Restraint Certification Course, Aug. 21
- Met with Dean Lozano and Project Manager Monica Benitez to discuss updates on the Police Academy Application, Aug. 22nd
- Met with Lisa Aleman with the Vice President of Academic Affairs Office to discuss Police Academy application, Aug. 29th
- Attended meeting concerning RCPSE - Two Story Residential Fire Training Structure - Bi-Weekly Construction Progress Meeting, Aug. 30th

- Met with Mid Valley Campus Administrator Danny Montes, Dr. Plummer, and Dean Lozano at the Mid-Valley Campus regarding potential police academy in Weslaco, Aug. 30th

External Visits:

- Met with Alamo Fire Chief Roy Rodriguez regarding renewal of training Memorandum of Understanding (MOU), Aug. 10th
- Met with Alamo Police Chief Richard Ozuna regarding renewal of training Memorandum of Understanding (MOU), Aug. 10th
- Met with Rio Grande City Police Assistant Police Chief Javier Solis regarding renewal of training Memorandum of Understanding (MOU), Aug. 15th
- Travel to Starr County to meet with Police and Fire Chiefs regarding renewal of training Memorandum of Understanding (MOU), Aug. 15th
- Met with La Joya Fire Chief Leeroy Salinas regarding renewal of training Memorandum of Understanding (MOU) and possible upcoming trainings, Aug. 17th

Events/Accomplishments:

- Pharr Fire Department Hydrant Inservice, Aug. 6-8
- Undercover Techniques in Narcotics, Aug. 7-11
- Crisis Intervention Training at Rio Grande City ISD, Aug. 7-11

- TEEX ICS 300/400 Course (Mid-Valley Campus), Aug. 14-18
- ALERRT First Responder Medical Train the Trainer, Aug. 1
- Valve and Hydrant Maintenance Course, Aug. 22-24

- Forcible Entry Door Training in partnership with La Joya Fire Department, Aug. 23rd

- 31st and 32nd Fire Academy Begins, Aug. 28th

- Distracted Driver Training in partnership with Pharr PD, Aug. 30th

Upcoming RCPSE Events:

- TDD/TTY for Telecommunicators, Aug 3rdEvents held at RCPSE:
- Rio Grande Valley Fire Chiefs Meeting, Sept. 1st
- Pharr Police Department Agility Rowing Exams, Sept. 2nd
- Department of Public Safety Leadership Course, Sept. 14th
- Ground Control Instructor Course, Sept. 6-8th
- Basic Telecommunicator Course, Sept. 11-29th
- Overdose Death Investigations Course, Sept. 12th
- Taking Action Against Cancer in the Fire Service, Sept. 13th
- Basics of Fire Investigation, Sept. 18-19
- FBI-LEEDA Executive Leadership Institute, Sept. 25-29th
- Driscoll Children's Hospital Child Safety Restraint Seat Technician Re-Certification, Sept. 26-28th