September

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:	OCTOBER 31, 2023
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2023 THROUGH SEPTEMBER 30, 2023

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-Presidents
- Student Affairs and Enrollment Management Division Leaders meetings
- South Texas College Veterans Initiatives
- Student Affairs and Enrollment Management Project Manager Interviews
- Student Government Association Officers presented at South Texas College Board Meeting

ATTENDED

- Institutional Leadership Council (ILC) meeting
- Grant Development Discussion: Postsecondary Student Success Grant meeting
- Superintendent's Leadership meeting
- South Texas College – Graduation Alliance Follow-up
- Texas A&M University Memorandum of Understanding
- Catholic Charities Gala

- Remembrance ceremony and tour of South Texas Regional Center for Public Safety Excellence
- Update on Texas Workforce Commission Internship Initiative
- Implementation Discussion with South Texas College
- Achieving the Dream Contract Plan
- Virtual Data Presentation Strategic Plan
- South Texas College and Emergency Medical Services meeting
- Tribune events – The Texas Economy
- Lunch meeting with South Texas College and IDEA
- Strengths, Weaknesses, Opportunities and Threats (SWOT) Exercise Session
- Review of Data for Board Education and Workforce Development Committee

ENROLLMENT SERVICES AND REGISTRAR

During the month of **September 2023**, staff in the Office of Admissions and Records (OAR) performed many different tasks, including but not limited to:

- **_26855__** 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 **_372__** chat sessions during September 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 Institutional Leadership Council (ILC) Meeting, STC2UTRGV Monthly Check-In, Fall 2023 Census Team, Enrollment and Advisor Awareness of Zero Textbook Cost Courses, Implementation Discussion with South Texas College, Fifth Year Report POCs Check-In, Discussion of Artwork for Commencement, College-Wide Curriculum Committee Meeting, Virtual Data Presentation for Strategic Plan, BUGs Committee, Blackboard Script for Dropped Students, SWOT Exercise Session.
- 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 **_6636__** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during September 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 **__82__** international students enrolled for Fall 2023 semester.
- Processed **_221_** course substitutions and exceptions in DegreeWorks during September 2023.

- Processed grade changes for **_51_** students during September 2023.
- Processed reinstatement requests for **_309_** students during September 2023.
- Processed schedule change requests for **__1945__** students during September 2023.
- Processed **__1806__** high school and **__346__** college/university transcripts during September 2023.
- Evaluated **__462__** transcripts from other colleges and universities during September 2023.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **_2294__** STC transcripts during September 2023.
- Scanned and indexed **_3792__** documents submitted by students during September 2023.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates.
- SFS Director met with internal auditor for Federal Awards audit.
- SFS Department along with the college celebrated Constitution Day on Tuesday September 19th as part of Department of Education requirement
- Student Financial Services staff were given time to finish HR trainings before the due date.
- SFS Department staff attended the Fall 2023 Convocation at the McAllen Convention Center
- VA Staff submitted proposed candidate for the vacant VA Certifying Official Outreach.
- VA Staff assisted with the September 11th events throughout the campuses.
- Clery Act Postcards were mailed out September 28th

STUDENT COMPLETION SERVICES

IMPORTANT HIGHLIGHTS

- Department outreached to **15,202** former STC students with some college hours, but no credential for Fall enrollment and a total of **1,283** students re-enrolled (**8%**). A total of **766** inquiries were received from the campaign and **37%** of all students who submitted an inquiry were enrolled.
- An additional **731** students who applied for Spring 2023, but did not enroll were targeted as part of the Department's re-engagement efforts, and **99** students were enrolled (**14%**). A total of **122** inquiries were received from the campaign and **64%** of all students who submitted an inquiry were enrolled.
- Department received a total of **537** inquiries of students seeking to enroll in Public Safety and Bachelor Programs for Fall and **37%** of all students who submitted an inquiry were enrolled.

- In total, the Student Completion Services Department targeted approximately **16,000** students for Fall enrollment and **1,583** students (**10%)** were enrolled. A total of **1,425** students submitted inquiries and **559** students (39%) were enrolled through the Department's case management services.

SNAPSHOTS

Bachelor Programs/Law Enforcement Information Session

Department staff provided support with a Bachelor Programs/Law Enforcement Information Session at the McAllen Public Library on September 12, 2023

Edinburg Job Fair

Department staff provided support at the STC Information Table at the Edinburg Job Fair for the City of Edinburg on September 14, 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	69
Bachelor in Organizational Leadership	145
Bachelor in Medical and Health Services Management	37
Basic County Corrections Academy	17
Firefighter Academy	83
Police Academy	49
TxDOT Pathways • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	28
Public Administration	9
YTD Total	537

STUDENT RE-ENGAGEMENT

Target Group	Total Students Outreached	Total Inquiries
Fall 2018 - Spring 2023 Stop Outs	15,202	766
Applied for Spring 2023, Did Not Enroll	731	122
YTD Total	**15,933**	**888**

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
- Student Bridge Check-In Meeting
- Customer Relations Management (CRM) Training
- Grant Development Discussion: Postsecondary Student Success Grant
- Student Success Acceleration Program (SSAP) Check-In Meeting
- South Texas College (STC)/InsideTrack Solutions Consulting for Communication Plan Meeting
- Bachelor Programs Enrollment Meeting
- South Texas College (STC)/InsideTrack FCT Program Proposal
- Unpaid List Outbound Calls Meeting
- Council for Adult and Experiential Learning (CAEL) Virtual Convening Meeting
- Academic Programs Enrollment Debriefing & Updates
- Achieving the Dream Contract Plan
- Bi-Weekly Enrollment Update Meeting w/IDEA
- TXDOT / Radius Meeting with Distance Learning
- Student Intake Process Meeting
- Good Day McAllen Luncheon
- Data Presentation for Strategic Plan
- South Texas College (STC)/InsideTrack Solutions Consulting for Communication Plan
- South Texas College (STC) Student Bridge Check-In Meeting
- SWOT Exercise Session
- Latino Adult Student Success (LASS) 2.0 Excelencia Virtual Session
- South Texas College (STC) Board Meeting
- Review of Customer Relations Management (CRM)/Public Safety Process
- Debriefing - Sinclair/College App Summer Campaign
- Conference Proposal Review

PROFESSIONAL DEVELOPMENT

- New Hire Training – Part 1
- New Hire Training – Part 2
- Distinguished Leadership Academy (DLA) – Session 1
- Employee Assistance Program (EAP) Workshop
- 2023 Fall Convocation

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2022**
Pecan Campus	**20**			**ACT**	
Mid- Valley	**25**	**15**	**14 (93% show)**	**TSI EXAM**	**15**
Starr Campus	**15**	**5**	**3 (60% show)**	**TSI EXAM**	**5**
Pecan Plaza	**15**	**92**	**72 (78% show)**	**GED/ PEARSON**	**92**
Pecan Plaza		**68**	**61 (90% show)**	**TSI EXAM/ includes TSI Online**	**68**
Pecan Plaza		**26**	**22 (87% show)**	**TCOLE/TCFP Proctored Exams**	**26**
Pecan Plaza		**86**	**74 (86% show)**	**HESI**	**86**
Mid-Valley		**31**	**27 (87% show)**	**HESI**	**31**
Mid-Valley		**18**	**15 (83%show)**	**TCFP Proctored Exam**	**18**
Starr		**8**	**7 (88%show)**	**HESI**	**8**
		3	**3 (100%show)**	**TCFP**	**3**
TOTAL:	**75**	**352**	**298 (85% show)**		**298– All Campuses YTD**

TSI PLACEMENT REPORT

English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (09/01/2023 – 09/30/2023)		**Year To Date (09/01/2023 - 09/30/2023)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	19	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	19
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	5	ELAR Diagnostic Level 5	5
ELAR Diagnostic Level 4	23	ELAR Diagnostic Level 4	23
ELAR Diagnostic Level 3	17	ELAR Diagnostic Level 3	17
ELAR Diagnostic Level 2	7	ELAR Diagnostic Level 2	7
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**71**	**Total**	**71**

Mathematics College And Career Readiness			
Monthly (09/01/2023- 09/30/2023)		**Year To Date (09/01/2023 – 09/30/2023)**	
College Ready (950+ or 910+ & 6+ Diag)	12	**College Ready (950+ or 910+ & 6+ Diag)**	12
Mathematics Diagnostic Level 5	2	Mathematics Diagnostic Level 5	2
Mathematics Diagnostic Level 4	22	Mathematics Diagnostic Level 4	22
Mathematics Diagnostic Level 3	15	Mathematics Diagnostic Level 3	15
Mathematics Diagnostic Level 2	11	Mathematics Diagnostic Level 2	11
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**62**	**Total**	**62**

Data retrieved from College Board Accuplacer

Date: 10/01/2023

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- College Connections Department Meeting for Fiscal Year 2024

RECRUITMENT

- Individual Student Appointment – 3 appointments
- Together for Mental Health: Taking Strides to End Suicide Walk – Community Outreach
- College & Football Night Roma High School – Campus Visit
- Donna North High School – Recruitment Presentation
- Juarez Lincoln High School – Recruitment Presentation
- La Villa High School – Recruitment Presentation
- Jimmy Carter Early College High School – Campus Visit
- Premier High School Center of Edinburg – Recruitment Presentation
- Rio Grande City High School – Recruitment Presentation
- Progreso High School – Recruitment Presentation
- Weslaco High School – College Fair
- Donna North High School – Recruitment Presentation
- Weslaco High School – Recruitment Presentation
- Roma High School – Recruitment Presentation
- McAllen High School – Community Outreach/Table Setup
- Roma High School – Apply Texas Drive
- Jimmy Carter Early College High School – Apply Texas Drive
- Mercedes Early College Academy – Recruitment Presentation
- Edinburg North High School – Apply Texas Drive
- South Texas ISD Science Academy – Recruitment Presentation
- Rio Grande City High School – Apply Texas Drive
- McAllen Memorial High School – Apply Texas Drive
- Grulla High School Parent Night – Community Outreach
- Mexican Consulate Ventanilla Recruitment
- Donna North High School – Apply Texas Drive
- Rio Grande City High School – Apply Texas Drive
- McAllen Memorial High School – Apply Texas Drive
- Donna North High School – Apply Texas Drive
- Vanguard Mozart Secondary – Recruitment Presentation
- Preparatory for Early College High School – Recruitment Presentation
- Vanguard Rembrandt Secondary – Recruitment Presentation
- Rio Grande City High School – Apply Texas Drive
- Weslaco East High School - Apply Texas Drive
- RGV Focus College Access & Enrollment Action Network Meeting
- PSJA Southwest High School – Recruitment Presentation
- Music & Art on the Street - Community Outreach/Table Setup
- South Texas ISD Health Professions – Table Setup

- Palmview High School – Apply Texas Drive
- Edinburg High School – Apply Texas Drive
- Nikki Rowe High School – Apply Texas Drive
- Edinburg High School – Apply Texas Drive
- Roma High School – Apply Texas Drive
- Juarez Lincoln High School – Apply Texas Drive
- Weslaco East High School – Apply Texas Drive
- McAllen High School – College Fair
- Mercedes High School – Apply Texas Drive
- Roma High School – Apply Texas Drive
- Edinburg High School – Apply Texas Drive
- Progreso Gear UP – College Fair
- Valley View Early College – College Fair
- Rio Grande City High School – College Fair
- Roma High School Gear UP Tailgate – Table setup
- Region One Education Service Center Edinburg – Career Fair
- Santa Maria High School – College Fair
- Sharyland Pioneer High School – Recruitment Presentation
- San Isidro ISD – College and Career Expo Table Setup
- Donna ISD Gear UP Pep Rally – Table Setup
- Latinas In Progress – Recruitment Presentation

CAMPUS TOURS

- YouVisit
  - Virtual Tour – 9 Inquiries
- Pecan Campus
  - Vanguard Academy Parents – 50 visitors
  - McAllen ISF Parents and Family Engagement Program – 40 visitors
- NAH Campus
  - Memorial High School – 16 visitors

CALL CENTER

Phone Calls	
Inbound Calls	Calls 6,333

Mongoose Text Campaigns			
Campaign	**# Reached**	**# Students replied**	**# Replies**
Fall 2023 Unpaid List 09.11.23	1763	81	106
Fall 2023 Unpaid List – FA Money to Cover down payment 09.12.23	1167	25	34
Fall 2023 Census Unpaid List 09.13.23	696	15	22
Recruiters (Individual Inboxes)	238	87	196

Radius			
Campaign	**Emails Sent**	**Emails Viewed**	**Total Counselors**
2023 Counselor Update-Invite	192	87	196

EVENT PHOTOS

Jimmy Carter Early College HS Apply Texas Drive

Recruiter Specialist of College Connections visited Jimmy Carter Early College High School for an Apply Texas Drive to assist Senior High School students prepare for Fall registration and be college ready.

Juarez Lincoln High School Appy Texas Drive

Recruiter Specialist of College Connections visited Juarez Lincoln High School for an Apply Texas Drive to assist Senior High School students prepare for Fall registration and be college ready.

Recruitment Presentation at the Mexican Consulate

Recruiter Specialist Jorge Cantu visited the Mexican Consulate to provide a Recruitment Presentation and offer assistance and guidance for enrollment and class registrations.

Table Setup at South Texas ISD Health Professions

Recruiter Specialist attended the South Texas ISD Health Professions to bring forward information about South Texas College programs we have available.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
3118	Student Contacts, Outreach & Virtual Appointments
84	CTE Student Contacts
33	Student & Alumni Registered on CCN
9	Student & Alumni Resumes Revised/Uploaded on CCN
6	New Employer Registered on CCN
27	Jobs posted to CCN
4	Workshops Presented
86	Resumes Reviewed Online by Employers via CCN
1294	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Camp Cody
- Comfort House Services, Inc.
- Cool-Aid Air Conditioning & Refrigeration
- Entravision Communications
- Fair Trade Outsourcing

Presentations/Workshops

- In class presentation to Dr. Rosemond Moore's Class on Career Services, Grow with Google, and Financial Wellness
- Grow with Google Workshop (TEAMS) 09/20/2023
- Presentation to Student Leadership Academy Kickoff – (09/12/2023)
- Interview for Success TEAMS Workshop (09/11/2023)

Employer Outreach

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

Employer Registrations

- Comfort House Services, Inc.
- CraftForce
- Hidalgo County Drainage District No. 1
- Posh Restaurant and Sushi, Inc
- Region 4
- TurnUp Activism

Coordination of Upcoming Events

- Career Exploration Day Prep

Meetings & Miscellaneous information

- Career and Employer Services coordinated with Frontera Consulting to promote a marketing assistant 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 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 GDI Engineering to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Continuation of training for New NAH & Tech specialist hires
- Coordinated on campus recruitment events with various private sector organizations

- Career and Employer Services coordinated with Trancasa 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.
- CES presented Mr. Gabriel Gonzalez, a representative from the Ford Motor Company, to speak with the students of the automotive and diesel program at their fall semester orientation.
- CES staff attended the STC 2023 Fall Convocation at the McAllen convention center.
- Assisted Fair Trade Outsourcing on their on campus recruiting efforts.
- 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 their ongoing Border Patrol leadership training program.
- CES provided responded to a request for assistance from the Rio Grande Sector Border Patrol Office of Training and Development to provide resume and interview training for their staff.
- Career and Employer Services proposed to assist the automotive program faculty coordinate internship/apprenticeship opportunities with the Ford Motor Company for automotive program students. Program chair will be selecting program representatives to continue efforts in developing this initiative.
- CES staff continues to meet with College Central Network vendor for demonstration and training regarding the “single sign-on” feature.
- Assisted students visiting the lab utilizing CES services. Getting registered on College Central Network, Grow with Google, Financial Wellness, and updating resumes.
- 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
- 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 September 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.
- Created marketing notifications for employment opportunities via CES Social Media Platforms

- 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
- 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.
- Meeting with Dr. Moore of Business Administration program 09/21/2023
- MVC 20 students, Career and Employer Services
- MVC 8 Students, Career and Employer Services
- MVC Students Grow with Google Workshop
- MVC 20 students SLA Kickoff
- MVC students Interview for Success Workshop
- MVC students Career Services and Financial Wellness
- Student Walk in for Mock interview, requested guidance and advisement.

College Central Network Logistics

College Central Network Logistics

Career Coach

STUDENT RIGHTS AND RESPONSABILITIES

OFFICE OF THE OMBUDS

- The Office of the Ombuds presented on Ombuds Services for First Year Connection at the Pecan Campus.
- The Office of the Ombuds set up booths for Welcome week at all campuses.
- The Office of the Ombuds attended the American Association of Women in Community College with tacos and Lunch.
- The Office of the Ombuds participated on the IOA Webinar Resilience Coaching.
- The Office of the Ombuds presented on Ombuds Services for the Dual Credit Student at Pecan Campus.
- The Office of the Ombuds set up informational booths and held a bracelet activity at all campuses.
- The Office of the Ombuds participated on the IOA Webinar Confidentiality & SOP Webinar.
- The Office of the Ombuds participated on the Moving Beyond Email: Leveraging Online Spaces to Build Community and Increase Student Engagement.
- The Office of the Ombuds participated on the Get Informed, Get Refreshed with Student Activities.
- The Office of the Ombuds posted and interviewed for the Coordinator for Ombuds position.

BEHAVIORAL INTERVENTION TEAM

- BIT Meeting was held.
- BIT Meeting was held.
- Ms. Maria Alonso signed up for the Rocky Mountain Chapter Training with the Association of Threat Assessment Professionals.
- Ms. Maria Alonso and Mr. Paul Hernandez are assisting and facilitating the 24th Annual Texas Higher Education Law Conference for BIT Members.

OFFICE OF STUDENT CONDUCT

- The Office of Student Conduct presented on the Office of Student Conduct for First Year Connection at the Pecan Campus.
- The Office of Student Conduct set up booths for Welcome week at all campuses.
- The Office of Student Conduct welcomed Ms. Melina Campos as the new Student Conduct Specialist.
- The Office of Student Conduct presented on Student Conduct for the Dual Credit Student at Pecan Campus.
- The Office of Student Conduct set up informational booths and held a bracelet activity at all campuses.
- The Office of Student Conduct presented on Student Conduct and In- Class Student Discipline for the Regional Center for Public Safety Excellence.
- The Office of Student Conduct participated on the Get Informed, Get Refreshed with Student Activities

- Welcome Week Day 1 (NAH)

- Welcome Week Day 1 (Mid-Valley)

- Welcome Week Day 2 (Mid-Valley)

- Welcome Week Day 1 (Technology)

- Welcome Week Day 1 (Starr)

- Welcome Week Day 2 (NAH)

- 2023 Fall Intramural Pickleball Showcase (Pecan)

- Obstacle Golf (Mid-Valley Campus)

- Welcome Week (Pecan)

- Welcome Week Day 2 (Technology)

- Welcome Week Day 2 (Starr)

- 9/11 Patriot Day (NAH)

- 9/11 Remembrance Ceremony (Technology)

- 9/11 Remembrance Ceremony (Pecan)

- 9/11 Remembrance Ceremony (Mid-Valley)

- Watermelon Cups (Mid-Valley)

- 2023 Fall 4 v 4 Men's and Women's Flag Football Tournament (Pecan)

- Student Government Association Kickoff (Pecan)

- Student Government Association Kickoff (Technology)

- Student Government Association Kickoff (Mid-Valley)

- Student Government Association Kickoff (Starr)

- 16 de Septiembre Celebration (Pecan)

- 16 de Septiembre Celebration (Technology)

- 16 de Septiembre Celebration (Starr)

- Constitution Day Celebration (Technology)

- Constitution Day Triva (Pecan)

- Brunch with Student Activities (Technology)

- Hispanic Heritage Day 1 (Mid-Valley)

- Constitution Day at the Library (Starr)

- 2023 Fall Indoor Volleyball League (Mid-Valley)

- 2023 Fall Flag Football League (Pecan)

- Hispanic Heritage Month Celebration (NAH)

- Club Fair (Pecan)

- Club Fair (Starr)

- Let’s Karaoke (Mid-Valley)

- Student Leadership Academy Kickoff (Pecan)

- Student Leadership Academy Kickoff (Starr)

- Donut Stress. Just Paint! (NAH)

- Karaoke “Let Your Voice Be Heard” (Pecan)

- Hispanic Heritage Month Celebration (Technology)

- Come On Barbie, let's go Study (Starr)

- Paint & Sip into Fall (Technology)

- Get Informed, Get Refreshed! (Pecan)

- Far Far Away Idol (NAH)

- 4v4 Flag Football Tournament (Starr)

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

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services Contacts

September 2023	
Special Programs, Other	495
Academic Advising	218
Academic Counseling, Academic Probation, and Academic Suspension	83
Mental Health Counseling	287
Total	1083

Student Accessibility Services Contacts

September 2023	
Student Active Student Contacts	346

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, ContacUs 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
- UTRGV Healthy Mujeres Well-Being Clinic
- RGV Healthy Futures of Texas, Community Oversight Board Meeting

WORKSHOPS/PRESENTATIONS

Workshops/Events:

- Information/Poster Session: MVC Welcome Week / In Collaboration with Student Life
- Managing Stress & Anxiety
- Setting Attainable Goals
- Living with Diabetes
- Controlling Anger Before It Controls You

- Appreciating Our Diverse World
- Out of the Darkness Suicide Prevention Walk
- Balancing Your Wellness Wheel
- Coping with the Clouds

PROFESSIONAL DEVELOPMENT

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 1,430 contacts with students were conducted by Academic Advisors and PASS Program Advisors in September 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 (226 Live Chats in September 2023)
  - Participated in review of Enterprise Resource Planning (ERP) Systems
- **Faculty Advising**
  - Updated Master List of Faculty Advisors to reflect faculty still at the college, per Division, and Program which will be used to assign students to faculty advisors
  - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support/training to faculty advisors when advising students
  - Updated training content and continued developing specific training in different topics related to faculty advising
- **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 fall 2023 semester; worked on annual report and submittal to The Higher Education Coordinating Board (THECB) on September 5, 2023
  - **Monitoring Beacon Mentor Program** –Beacon Mentoring resumed for Fall 2023 semester; a total of 12 sections (8 Math 1414 and 4 English) Beacon Mentoring sections are being implemented; mentors contact students 4 times during the semester to guide them and connect them to resources as needed;

- **PASS Program**
    - 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) final report for FY2023 in collaboration with SAEM Directors
- **Perkins V**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
    - PASS Manager, Counseling Director, Career and Employer Services Director and Advisement Director participated in the FY2024 Carl Perkins Award Kickoff and Perkins SharePoint Launch Meeting
    - Maintained close communication with CTE PASS Manager to review program activities, textbook lending, SAEM services survey, and FY2024 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 as needed

Participated/Training/Working on the Following:

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; Director reviewed data for FY21, FY22, and FY23 and planned/carried out initial activities for FY24
- **SACSCOC Fifth-Year Interim Report** – Advisement Director is serving as Point-of-Contact (POC) for a portion of the SACSCOC Fifth-Year Interim Report on quality of student services; participated in SWOT Analysis session
- **Employee Appraisals -** completed employee appraisals for FY2023 for all Advising Department personnel and submitted to the Human Resources office

Preliminary Forms

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

Finance and Administrative Services

SOUTH TEXAS COLLEGE

TO: DR. RICARDO J. SOLIS, PRESIDENT

DATE: OCTOBER 31, 2023

SUBJECT: ACTIVITY REPORT FOR SEPTEMBER 1, 2023, THROUGH SEPTEMBER 30, 2023

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

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

September 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
- Committee Packet review with the President
- Coordinated Operations Council (COC) meeting
- COVID-19 Protocols review
- Credit Card Expense reports review
- Electricity Bill Management Report review
- Enterprise Resource Planning (ERP) conversion project timeline review
- ERP – STC Intro. to Workday delivery meeting
- ERP – Virtual Data Presentation for Strategic Plan
- ERP (Workday) Advisory Staffing Plan discussion
- ERP and Information Systems position review
- ERP Implementation Insight
- ERP Peak Performance meeting
- External Auditors meeting
- Facilities & Finance Committee 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 2024 Appropriations and Budget review
- FY 2024 Budget, Staffing, and Pay Plans
- Human Resources (HR) bi-weekly updates
- Master Unexpended Plan Fund Budget and R&R Report updates
- Merchant Services meeting updates
- Pecan Plaza HR Building A renovations project review
- Performance-Based Funding Model review
- Popular Report, Investment, and Management Report updates
- President's Cabinet meetings
- Public Relations meeting on property taxes
- Purchasing presentation and other items
- Sick Leave Pool procedures
- SWOT Exercise Session
- TACCBO accounting and conference updates
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- TASB review meeting on Non-Exempt Employee stipends
- Title IX Committee updates on Employee & Student Cases

WEBINARS/WEBCASTS/CONFERENCES/TRAINING

- ERP – Workday Rising Conference

CURRENT PROJECTS

- Activity Report for Board
- ATIXA College-wide training review
- Auto insurance coverage inquiry review
- Auxiliary Fund Reserve and Reconciliations
- Bi-Weekly Payroll review on ERS and TRS reporting
- Board Budget Presentation
- Board packet review
- Bond refunding with investment banker
- Bookstore extension recommendation
- Budget Reserve levels
- Budget Transfer approvals
- Capital Improvement Projects Master Budget
- Cell Phone Stipend Report review
- City of McAllen NAH Grant and STC Supplemental Fund Budgets
- College-wide Risk Assessment
- Comprehensive Operational Plan
- COVID-19 update notification
- Custodial Hiring updates
- Delinquent Tax Collection report review
- Dual Credit Exemptions review
- Ellucian Banner Report review
- Email notification on COVID/ Safety protocols
- Employee Staffing Plan revisions for FY 2023 – 2024
- Enrollment and Performance Outcome Projections
- Enrollment Headcount and Credit Hour reports
- ERP – Workday Project Naming Contest
- ERP – Workday webpage
- ERP Conversion Project and Implementation Action Plan
- ERP Project timeline
- ERP Subscription, Deployment Service, and Purchase of Advisory Services
- Excess Fund Allocation and Comparison reports
- Exempt employees' stipend payments for Overtime – research policy and procedures from other Colleges
- 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
- FAS Risk Assessments
- FAS Vice-President Risk Assessment
- First-day initiative review
- Fraud Survey follow-up
- FY 2024 Budget, Staffing, and Pay Plans
- Hiring Report review
- History of Tax Rates review
- Indirect Cost rates for ITED & C.E.
- Institutional Effectiveness Plan
- Insurance RFP updates
- ITED Revenue and Expenditure reports
- Merchant Services Discount Rate
- MOU review for free bus fare through McAllen Metro
- Payroll deduction on credit card expense report
- Plan Funds Expenditure review and approvals
- Policy – GB review complaints and grievances
- Position Reclassification forms review and approval of requests
- Position Vacancy Reports for FAS Division
- Promotion procedures
- Proposed 2023 Tax Year Tax Rate
- Proposed Budget Amendment for FY 2023 – 2024
- Proposed FLSA Rule Changes review
- Proposed process for staffing plan reclassifications
- Public Information requests
- Purchasing Acquisitions, and Contracts
- Review and Approval of documents
- RFQ Questions for Legal Counsel
- Salary Savings Report for FAS Division
- Scholarship balances report review
- Sick Leave Pool requests - new procedures, analysis, and reports
- State Appropriations – New performance measures impact
- Statement of Work for Peak Performance Technologies
- STC Foundation accounting and IRS Form-990
- TACCBO Accounting Financial reports
- TASB inquiry on stipends to non-exempt employees
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- TCCTA Salary Survey 2023-2024 review
- Technology Reimbursement payment for FY 2024
- Timeclock Plus (TCP) approvals
- Title IX Policies review
- Travel – Chrome River approvals
- Tuition and Fees Revenue report
- Vacation Balances and Extensions

BUSINESS OFFICE
ACTIVITY REPORT
Myriam M. Lopez, Comptroller
September 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
- Achieved 99% Payroll via Direct Deposits
- AA General Obligation Bond Rating issued by Standard & Poor's
- Aa2 General Obligation Bond Rating issued by Moody's
- AP Automation Project - Go Live happened with IPS
- New Simplified Tuition and Fees Rate Model

ON-GOING PROJECTS

- Developing more remote training sessions for TCP and Payroll
- DocuSign Review Testing
- Workday ERP Conversion
- GASB 96 Implementation

DIRECT DEPOSIT AND PAPER CHECKS SEPTEMBER 2023

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

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

SALARY EXPENSE FOR SEPTEMBER 2023

SEPTEMBER 2023 AP TOTAL DISBURSEMENT TYPES

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

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

TRAVEL EXPENSE BY DIVISION SEPTEMBER 2023

INVESTMENT PORTFOLIO BY FUND TYPE

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

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 2024 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 of Police

September 2023

SOUTH TEXAS COLLEGE

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

Department Staff: **76**

22 Commissioned Peace Officers

7 Licensed Telecommunication Operators

47 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

268

Calls for service

2,676

Incoming Calls

POLICE SERVICES

- Annual Security Report was updated and posted on the STC website as required by Department of Education.
- Maintained daily Clery Crime Log for all STC campuses.
- Provided training for new security guard personnel.
- Police personnel attended multiple trainings throughout the month.
- Attended September 11th ceremonies and provided the Honor Guard for flag presentation.

SAFETY & EMERGENCY MANAGEMENT SERVICES

- Monthly evacuation drills at Pecan Plaza Building B, N, Y, and M, Mid-Valley Campus Building G, and Starr County Campus Building H and D.
- Held an online Active Shooter training for students.
- Attended meetings/trainings for crisis management.
- 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.
- Completed twenty-six parking event requests districts wide.
- Continued selling new fiscal year parking permits.
- Managed the collection of lost and found property for all STC campuses.
- Provided crosswalk and traffic control.

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.
- Identify landscapes that block camera views.

JAG EXPRESS SERVICES

- Yellow Line: service between Pecan, Technology, and NAH campuses.
- Green Line & Route 60: service between Starr and Pecan campuses.
- Attended the Certified Community Transit Supervisor Training.
- 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

September 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 nameplate 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; Design Phase for Repair of Interior Areas.

DISTRICT WIDE

- DW Flooring Replacement Phase II – Construction Complete.

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.
- Exterior Solar Panel Structures – Construction Complete.
- 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
September 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, 42 have been adopted as of September 2023.

POLICY SECTION	BOARD APPROVED AS OF SEPTEMBER 2023
Basic District Foundations	1
Local Governance	16
Business and Support Services	9
Personnel	12
Instruction	1
Students	1
Community and Governmental Relations	2

PURCHASING AND DISTRIBUTION SERVICES
ACTIVITY REPORT
Rebecca Cavazos, Director
September 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: FY2023 – **70 RFP's/29 RFQ's** and FY2024 – **19 RFP's/5 RFQ's**
- Completed **1,564** Purchase Orders
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **75** Airfare Purchases in FY2023
- **485** vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **39** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **185** contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **289** deliveries totaling **2,356** boxes/packages
- Completed **39** Faculty/Staff moves
- Prepares surplus property for auction or disposal

FIXED ASSETS

- Approved **887** new assets
- Adjusted **112** existing assets
- Coordinates the Annual Physical Inventory

MAIL SERVICES

- Process **9,917** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **47,623** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY24 Purchase Orders	1,564	$27,384,412.49
2	College Assets	22,326	$419,395,241.52

OFFICE OF TITLE IX, 504, AND COMPLIANCE ACTIVITY REPORT

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

September 2023

SOUTH TEXAS COLLEGE

TITLE IX

TitleIX@southtexascollege.edu

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

WHAT WE DO:

- Promote an environment of respect 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://pol.tasb.org/PolicyOnline/PolicyDetails?key=632&code=DAA#legalTabContent

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, Executive Director of HR and Talent Development
September 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Assisted in the Employee Assistance Program (EAP) Workshop for full-time employees.
- Participated in 3 Symplicity case management software implementation project meetings.
- Hosted Fall Convocation
- Completed 2023-2024 Letter of Appointments for Administrators and Executives distribution.
- Participated in the ERP selection and met with all stakeholders.

TOTAL EMPLOYEE BY LOCATION - 09/30/2023

HEADCOUNT BY LOCATION

	PCN	TECH	NAHC	MIDVAL	STARR	RCPUBL	HS	TOTAL
ADMIN	66	3	1	1	1	1	1	74
FT-STAFF	723	75	56	87	59	5	3	1008
PT-STAFF	100	21	36	25	16	3	7	208
WS	36	7	4	17	20			84
FACULTY	315	94	101	64	28	9	10	621
DUAL FACULTY	5	1			1	1	295	303
TOTAL	1245	201	198	194	125	19	316	2298

CURRENT/ON-GOING PROJECTS

BENEFITS

EMPLOYEE COUNT: 5

- Completed the annual fiscal year leave audits for all benefit eligible full-time employees.
- Successfully tested and processed the new Sick Leave Payout Code (SST) as per the new Sick Leave Policy.
- Completed the annual Texas Higher Education Coordinating Board Optional Retirement Program (ORP) Report for fiscal year 2023.
- Completed the Employee Demographic files for August Teacher Retirement System (TRS) Regular Payroll report completion.
- Completed Employee Retirement System (ERS) Annual Salary Report for new fiscal year 2024.
- Completed annual leave roll in Banner system.
- Completed upload and manual verification of Employee Retirement System (ERS) Open Enrollment file for fiscal year 2024.
- Completed annual Insurance Report for fiscal year 2023 for Business Office audit purposes.
- Conducted 5 part time orientations and 2 full time orientations.
- Met with Environmental Health and Safety Manager on possible new Incident Reporting Module.

COMPENSATION & PAYROLL

EMPLOYEE COUNT: 6

- Completion of year end roll over process. Data entry, review, verification and processing for MR09 payroll.
- Team meeting for strategizing the new fiscal year changes.
- Fiscal year 2024 TASB salary review and adjustments.
- Attended meeting and testing of Banner loader file for mass salary update in FY24.
- Creation and processing of new staffing plan positions for FY24.
- Involuntary deduction processing for FY24. Banner update of NTPCLS form over 425 entries.
- Completed college-wide requirement trainings.
- Worked with IT to resolve Banner process issues for fiscal year job roll-over process and FLAC upload process.
- Processed and reviewed over 3200 payroll items for the September payroll.

EMPLOYEE RELATIONS (ER)

EMPLOYEE COUNT: 4

- Reviewed files to ensure compliance with the South Texas College records retention schedule, resulting in 51 boxes of files sent for shredding.
- Identified 100+ digital files to be reviewed for compliance with the South Texas College records retention schedule.
- Collaborated with the South Texas College Philosophy Department in the development of its departmental handbook.
- Resolved employee payroll issue by completing a review and investigation of possible wage violation(s) of the United States Fair Labor Standards Act.
- Provided guidance to South Texas College Facilities Maintenance department manager regarding the employee performance appraisal process.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

EMPLOYEE COUNT: 5

- Attended Workday Rising 2023.
- Audited scripts for data cleaning.
- Created several ad-hoc reports requested by internal and external functional areas.
- Audited active files to remove transcripts that were not previously removed.
- Met with the Environmental Health and Safety Manager and the Talent and Learning Manager to resolve Vector Solutions data issues.
- Created several reports to the External Auditor
- Met with Workday Senior Director to discuss the kick-off events
- Ongoing meetings with Peak Performance consultants to work on the project plan and schedules.
- Contacted Ellucian support for the two issues Banner had with the Fiscal Year roll and FLAC process.

TALENT, LEARNING & ONBOARDING

EMPLOYEE COUNT: 4

- Coordinated 8 Workshops
  - 1 – Benefits
  - 6 – Safety Trainings
  - 1 – LinkedIn Learning
- Collaborated with Educational Technologies Department on the development of Emerging Technologies Academy (ETA)
- Vector Solution Staff Mandatory Trainings reporting
- Presented at New Hire Orientations
- Coordinated and Met on the development of Fall Convocation
- Actively screening and clearing full-time and part-time applications and new hires.
- New Hire Orientation
- Preparation Jaguar Academy in October
- Campus Security Authority Report for Campus Police

STAFFING

EMPLOYEE COUNT: 6

- Presented during Prepare to Become Dual Credit Faculty Fall 2023 Workshop.
- Assisted with Human Resources Assistant interviews.
- Attended meeting with Job Elephant (Advertising) for People Admin updates.
- Met with Evaluators to prepare for Fall 2023 New Chair Academy Hiring Process for Faculty and Staff.
- Assisted with hiring staff, faculty, direct wage, work study and temporary agency employees.
- Assisted with overloads, substitutions and adjunct Notice of Employment.
- Volunteered and attended Fall Convocation 2023.
- Assisted with hiring staff, faculty, direct wage, work study and temporary agency employees.
- Assisted with overloads, substitutions and adjunct Notice of Employment.
- Volunteered and attended Fall Convocation 2023.

OFFICE OF HUMAN RESOURCES

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE

ACTIVITY REPORT

George McCaleb, Director

September 2023

SOUTH TEXAS COLLEGE

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.

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

CAMPUS	Pecan Campus	Mid Valley Campus	Starr County Campus	Regional Center for Public Safety Campus	Technology Campus	Dr. Ramiro Casso Nurse Allied Health Campus	Pecan Plaza	System Office
Buildings	17	10	13	1	4	3	3	1
Portable Buildings	27	7	3	5	5	3		
Square Feet	824,986	357,881	247,813	27,708	295,738	222,132	66,523	22,950
Acres	147.76	53.37	67.78	67.22	33.57	15.60	5.6	2.98

Academic Affairs

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: SEPTEMBER 1, 2023

SUBJECT: ACTIVITY REPORT FOR SEPTEMBER 1, 2023 – SEPTEMBER 30, 2023

DR. ANAHID PETROSIAN

VICE PRESIDENT FOR ACADEMIC AFFAIRS

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Institutional Leadership Council (ILC) Meeting, September 1
- Held a meeting to discuss important travel issues, September 1
- Attended a Tri Agency Regional Convener – Leadership Designation, September 8
- Participated in Academic Programs Enrollment Debriefing & Updates, September 18
- Attended the Coordinated Operations Council (COC), September 19
- Participated in Pre-Cabinet One to One Meeting with Vice Presidents, September 20
- Attended Cabinet Meeting, September 20
- Attended a Meet and Greet recognizing an RGV Leader and emerging leaders. Honoring Col. Frank Plummer and Emerging Leaders Award, September 20
- Hosted Superintendent Leadership Meeting, September 21
- Attended McAllen Chamber of Commerce: Good Day McAllen luncheon, September 21
- Attended Virtual Data Presentation for Strategic Plan, September 21
- Met with HR Director to discuss several HR related items, September 21
- Attended ECISD Career & Technical Education Center Ribbon Cutting, September 21
- Presented Dual Credit Programs Leadership Meeting, September 22
- Attended a Luncheon Meeting with UTRGV Provost Dr. Luis Zayas, September 25
- Attended a Lunch Meeting with STC/IDEA schools, September 26
- Attended a SWOT Exercise Session, September 26
- Attended a PTK College Project meeting, September 27
- Hosted in Board Workshop/McAllen ISD & STC Dual Credit Programs and Continuing Education, September 27
- Hosted in Fall 2023 Chair Leadership Meeting, September 27

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Monitoring faculty/enrollment reports
- Coordinating STC & UTRGV Collaborative
- Working on Pay Plan revisions
- Working on Academic Grant Activities
- 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
- STC ERP Project
- Preparing for Innovation Exchange Campus Tour
- Developing presentation proposals for state and national conferences
- Preparing for the CTE Leadership Meeting
- Overseeing Meta-Major Information Sessions

DR. BRETT MILLAN SPECIAL ASSIGNMENT FOR THE OVPAA:

- Working on revising the Handbook of Courses by Division
- Working on several new policies, EE, EGA, FC, etc.
- Working on an accurate Overload list for Spring 2023 for the Internal Auditor
- Worked on the Innovation and Transformation meeting Agenda and held the meeting
- Working on the process of evidence gathering for SACSCOC standard on Program Coordination
- Participated in IPEC meetings to select new KPIs
- Met with Dr. Davis to discuss CBE and PLA timeline and tasks
- Met with Ms. Jaramillo on draft PowerBI dashboards for Learning Outcomes
- Met with Ms. Jaramillo on the implementation of Suitable
- Worked with Ms. Cavazos on options for the AA in Architecture science options
- Worked on the EWDC presentation for Program and Departmental Cost
- Contacted other community colleges for HEB project expansion
- Reviewing summer HEB student responses to compile and provide HEB with qualitative data
- Reviewed budget format for new Program Development packet
- Reviewed ongoing training opportunities for PowerApps and took a PowerApp online training
- Met with PTK advisor aid in their College Honors Project for Mental Health Awareness Day
- Met with different stakeholders to discuss both the College Textbook Committee and the Student Email Taskforce

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

DEAN'S REPORT:

- Dual Credit Programs hosted a Prepare to Become a Dual Credit Faculty Workshop with over sixty attendees from partnering school districts, September 9.
- Dual Credit Programs hosted its Annual Superintendent Leadership Meeting with 17 districts represented to receive the most updated information on Dual Credit, Interlocal Agreement Updates, Success Metrics Data and Promise Program Updates, September 21.

- Dual Credit Programs hosted its Annual Dual Credit Programs Leadership Meeting with 202 attendees who received Dual Credit Updates, Dual Credit Student Services and Support Presentation, Counseling and Disabilities Services, and Success Metrics Presentation, September 22.
- Associate Vice President and Vice President of Academic Affairs presented to the McAllen ISD Administration and Board Members on the Dual Credit Programs Partnership, September 27.

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff attended the Texas A&M University – Kingsville Counselor's Update, September 6
- Staff attended the Texas Together Counselor's Update, which provided an admissions and financial aid updates from Texas A&M University and the University of Texas - Austin representatives, September 7
- Director presented during the Dual Credit Program's Leadership Meeting on the Student Support and Resources provided by Academies & Career Technical Pathways, September 22
- Staff held the Annual Dual Enrollment Academy Program's Counselor's Update, which was designed to provide High School Counselors & Administrators an overview of available programs, application process, requirements, timeline, degree plan updates, and more. The event was attended by fifty-one (51) Counselors & Administrators from partnering school districts on September 22.
- Staff conducted the following In-Person Recruitment:

Date	High School	Attendance
September 19	World Scholars	50
September 23	Mercedes HS	30
September 27	Health Profession HS	225
September 28	Weslaco HS	50

- Staff conducted forty-eight (48) case management with Dual Enrollment Academy Program students:

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

- Staff hosted Welcome Back Friday Workshops on Library and Center for Learning Excellence Services and Resources, student expectations, and textbook tracking for Dual Enrollment Academy Students on September 1:

Campus	Attendance
Pecan Campus	80
Mid Valley Campus	80
Starr County	9

- Staff hosted Friday Workshops for Dual Enrollment Academy Students on September 9:
  - Mid Valley Campus: Forty-five (45) seniors attended a College 101 workshop on an overview of college expectations, financial aid, and university admissions to prepare them to begin transitioning to a 4-year institution. Sixty (60) juniors attended the Student Leadership Academy hosted by the South Texas College Student Activities Department.
- Staff hosted Friday Workshops for Dual Enrollment Academy Students on September 15:
  - Pecan Campus: Twenty-six (26) seniors attended a Financial Aid & College 101workshop. Fifty-one (51) juniors attended a workshop hosted by the Student Rights & Responsibilities Department, which provided an overview of student's rights and the Student Code of Conduct.
  - Mid Valley Campus: Thirty-six (36) seniors attended a workshop hosted by Director of University Relations, Transfer, and Articulation Center to provide information about transferability of courses and other transfer opportunities. Sixty-nine (69) attended the Student Leadership Academy hosted by Student Activities. Twenty-four (24) Dual Enrollment Criminal Justice Academy (DECJA) juniors and senior attended a workshop hosted by the U.S Border Patrol for a Career Awareness Presentation. Twelve (12)

Dual Enrollment Business Administration Academy (DEBAA) juniors attended a workshop hosted by Weslaco Economic Development Director for Industrial Development, which focused on providing student with a career awareness presentation.

- Staff coordinated with Region One CTE Coordinator to host the Region One CTE Directors/Leaders Network monthly meeting at the Pecan Campus Student Union, which consisted of CTE Staff from the Starr County, Hidalgo, and Cameron County School Districts, as well as representation from Texas Southmost College, Texas A&M University, and Workforce Solutions. Additionally, staff provided a presentation on Dual Credit Program timelines, Occupational Skills Awards (OSA), and important dates, September 28.
- Staff conducted group advising session for eight (8) Mercedes High School students pursuing Structural Welding Certificate.
- Staff conducted three hundred fifty-five (355) degree audits and distributed to thirteen (13) respective high school contacts to discuss next steps.

DUAL CREDIT ACADEMIC PATHWAYS:

- Director and Dual Credit Programs AVP met with Research and Analytical Services to discuss a Dual Credit Student Focus Group in Spring 2024 to assess Dual Credit College Knowledge, September 20
- Director attended the Superintendent Leadership Meeting with 17 partnering school districts, September 21
- Director presented during the Dual Credit Program's Leadership Meeting on the Student Support and Resources provided by Dual Credit Academic Pathways, September 22
- Pathways Staff conducted training with Enrollment Team to assess and provide advising support to the traditional dual credit student body, September 25
- Director and Dual Credit Programs AVP met with Santa Maria P-TECH administration to discuss dual credit options and opportunities, September 25
- Director and Assigned Coordinator attended a La Joya PTECH Leadership meeting with Educate Texas Coach, September 25
- Director and Assigned Coordinator met with Weslaco ISD administration for Fall leadership meeting included advising, enrollment and resources content, September 26
- Director and Assigned Coordinator met with Donna ISD to discuss Spring PTECH efforts, September 26
- Director and Dual Credit Programs AVP met with partnering ISD to discuss updates to non-compliance action items, September 28
- In September 2023, Dual Credit Academic Pathways Staff conducted advising with 325 dual credit students.

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Director attended the South Texas DualEnroll to review the upcoming workflow changes of the software program, September 7
- Director and Assigned Coordinator conducted an Enrollment Services Update to all High School Counselors, September 19.
- Director attended the Superintendent Leadership Meeting with 17 partnering school districts, September 21
- Director of Dual Credit Scheduling and Enrollment Services attended via Zoom for the DualEnroll at South Texas Workflow Review Meeting, September 21
- Director of Dual Credit Scheduling and Enrollment Services attended the Leadership Meeting, September 22
- Dual Credit Scheduling Department opened the Dual Credit Scheduling Portal for Spring 2024, September 25.
- Dual Credit Enrollment Services attended a training with Pathways Staff on Group Advising, September 25.
- Director of Dual Credit Scheduling and Enrollment Services attended the Fall 2023 Chair Leadership Meeting, September 27
- Director of Dual Credit Scheduling and Enrollment Services and Director of Dual Credit Academies met via Teams to revise 11-12 instructional plans for the Virtual Academy, September 28
- Dual Credit Enrollment Services attended the following events, as shown below:

Date	School	Purpose	Audience
September 1	PSJA Memorial	Virtual Enrollment Assistance	Students
September 1	PSJA ECHS	Virtual Enrollment Assistance	Students
September 6	Edcouch Elsa ECHS	Dual Credit Timeline Update	Counselors
September 6	Mercedes Early College Academy	Degree Audit Presentation – Srs	Students
September 11	Mercedes High School	Dual Credit Timeline Update	Counselors

September 18	Donna HS	Degree Audit Presentation	Students
September 19	Donna HS	Degree Audit Presentation	Students
September 19	La Joya ISD	Dual Credit Enrollment Update	Counselors
September 20	Mercedes Early College Academy	Degree Audit Presentation - Jrs	Students
September 21	Mercedes Early College Academy	Degree Audit Presentation - Jrs	Students
September 22	Mercedes High School	Breakfast w/ STC	Students
September 25	Rio Grande City HS	DC Enrollment Update	Counselors
September 26	Vanguard ISD	DC Enrollment Update	Counselors
September 26	Mercedes High School	Apply Texas	Students
September 27	Progreso HS	Degree Audit Presentation – Srs	Students
September 28	Juan Diego Academy	DC Enrollment Update	Counselor/Dean

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended the Institutional Leadership Council Meeting; co-presented on the proposed AS - Architecture program, September 1
- Met with the Curriculum & Scheduling Coordinator to roll the Summer 2024 course schedule, audited schedule types, prerequisite controls, and first review submissions, September 1.
- Met with the Mathematics Department Chair to discuss the impact on MATH 1442 due to the recently approved Political Science field of study through the Texas Direct initiative from THECB, September 5
- Met with the Political Science Department Chair to discuss the impact on the program's curriculum due to the recently approved Political Science field of study through the Texas Direct initiative from THECB, September 5 and September 19
- Attended the Council of Chairs meeting to provide an update regarding the recent THECB rule changes on program development documentation and definitions of distance learning courses and programs, as well as an update on the AY24 Faculty Handbook, September 5
- Met with the Pharmacy Technician Department Chair to discuss the ACPE certification and discussion of embedding micro-credentials through the certification, September 6
- Met with the Law Enforcement Department Chair to strategize on the contact hours of the Police Academy courses and scheduling of courses, September 6
- Met with Director of Learning Outcomes to discuss an upcoming Deans meeting and the emphasis of standardizing the content for the PLOs in the course syllabi, September 6
- Met with the Chairs of the Advanced Manufacturing Program, Information Technology/Computer and Advanced Technology, and Electrician Technology Program to discuss identification of verification of workplace competencies in the curriculums, September 7
- Met with the Chair of the Business Administration to discuss identification of verification of workplace competencies in the curriculums, September 8
- Met with the AEDT Program Chair to discuss verification of workplace competencies and discuss revisions to the curriculum, September 11
- Met with the Human Resources Specialist Program Chair to discuss verification of workplace competencies and discuss revisions to the curriculum, September 11
- Attended the SACSCOC Prospectus meeting to review the requirements for the AS – Architecture and discuss next steps for the collection of documentation for the narrative, September 11
- Attended the Texas Higher Education Coordinating Board's Digital Learning Summit in which sessions were focused on value and development of microcredentials, including the role of prior learning assessment and strategies for awarding and recognition, September 12-13
- Met with the Theatre Arts department chair to discuss the contact hours for one of the DANC courses to bring the allowable lecture and lab hours into compliance, September 18
- Attended the SACSCOC Fifth Year Report Check-in Meeting to discuss current status and next steps for the SACSCOC narratives, September 18
- Completed preparations (agenda, minutes, etc.) and facilitated the College-Wide Curriculum Committee, September 19

- Participated in a vendor call with Simple Syllabus to review the user-end and administrative processes of the application as part of research of competitors for completion of a sole source form, September 14 & 19
- Met with the Welding Program Chair to discuss verification of workplace competencies and discuss revisions to the curriculum, September 19
- Met with the Automotive Program Chair to discuss verification of workplace competencies and discuss revisions to the curriculum, September 20
- Conducted program development training with IT faculty for the development of a Network Security certificate, September 20
- Met with the Lightcast account manager to discuss the Skillabi product and request information regarding the open skills database, September 21
- Attended the initial meeting for the 2026-2032 STC Strategic Planning meeting, September 21
- Attended the Liberal Arts Department Chair meeting to present on the Open Skills database feature hosted by the Lightcast application, September 21
- Attended the Banner User Group meeting to discuss the next steps for the Degree Works update and testing and the status on ERP, September 22
- Attended the Business Administration faculty meeting to present information relating to verification of workplace competencies and the impact on the Marketing and Management degrees, September 22
- Met with the Cybersecurity Program Chair to discuss verification of workplace competencies and discuss revisions to the curriculum, September 25
- Participated in the SWOT analysis exercise for the 2026-2032 STC Strategic Planning, September 26
- Attended and presented at the Fall 2023 Leadership Meeting; presented on the process of development and approval of Occupational Skills Awards September 27
- Met with the Web Design Specialist from IS&P to provide specifications on the ongoing development of the Scheduling Request portal application, September 27
- Attended and presented Curriculum updates at the BPST Division Leadership Meeting, September 28
- Met with the College-Wide Curriculum Committee Chair for discussion of roles, responsibilities and expectations for the monthly meetings; discussed strategies for making the meetings more efficient, September 28
- Attended the Fall Convocation, September 29
- Produced and sent the Concourse Compliance Reports with data as of September 20, and compliance percentages were as follows: Syllabi (89.31%) and CV (96.52%)
- Reviewed the Health and Medical Administrative Services proposed curriculum revisions and provided feedback to the Department Chair.
- Reviewed and assessed the impact of Texas Direct field of study approval for the Social Work and Sociology program in curriculum alignment.
- Corresponded with the department chairs for 11 programs that could potentially be impacted by the credit change in MATH 1442.
- Completed the Fall 2023 Course Modalities report for the OVPAA.
- Completed an updated Fall 2023 OER course report for the Dean of Library and Learning Support Services.
- Worked on the Occupational Skills Award presentation for the Fall 2023 Chair Leadership meeting.
- Worked with the Special Assistant to the VPPAA to update the projected budget based on the new performance funding from HB8 for the proposed AS - Architecture.
- Worked on a report and chart for graduates by metamajor at the request of the VPPAA.
- Worked on gathering the evidence for the SACSCOC prospectus for the proposed AS – Architecture.
- Sent THECB's Developmental Education Program Survey (DEPS) to key contacts to complete and worked on meeting logistics to discuss as a group and finalize for submission.
- Conducted the Curriculum & Scheduling Management workshops for department chairs with a total of 42 and 30 attendees, respectively.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

- Participated in Institutional Leadership Council (ILC) Meeting, September 1
- Met with the Physical Therapy Assistant Program Chair to review the department PLO Assessment Plan. Scheduled a follow-up workshop for the PTA team, September 6
- Met with the World Languages Program Chair to review the PLO Assessment Plans for each program, September 6
- Met with the IT Analyst to reexamine JagPRIDE Argos reports and options to troubleshoot issues, September 6
- Met with the Director of Curriculum to review master syllabi elements focusing on Core Objectives, Course Learning Outcomes, Program Learning Outcomes, and Accreditation Standards, September 6
- Met with the Early Childhood Development Program Chair to discuss PLO Assessment Plan revisions for each program, September 6
- Participated in Creating PD Workshop Training, September 7
- Met with IT Analyst to verify JagPRIDE Core Objective Reporting and course alignment for the 2023-2026 assessment cycle.
- Met with the Pharmacy Technology Program Chair to review PLO Assessment Plans for each program, September 7
- Met with IT Analyst to follow up on JagPRIDE Core Objective Reporting and course alignment for the 2023-2026 assessment cycle, September 7
- Met with the Political Science Program Chair to review pending items for the 2020-2023 and 2023-2026 PLO Assessment Plans, September 7
- Met with the English Program Chair to review pending items for the 2020-2023 and 2023-2026 PLO Assessment Plans, September 7
- Met with the Public Safety Program Chair to review pending PLO Assessment items for all programs, September 7
- Met with the IT Analyst to investigate the inconsistencies with the Summer 2023 JagPRIDE Argos reporting, September 7
- Met with the Director of IEA to discuss the Architecture AA Program PLO documentation for the Prospectus, September 11
- Met with the Kinesiology Program Chair to review pending PLO Assessment items for all programs, September 11
- Met with the Vocational Nursing Program Chair to review pending items for the PLO Assessment Plans and schedule a follow-up department workshop, September 12
- Met with the IT Analyst to examine the 2023-2026 JagPRIDE Core Objective course alignment, September 12.
- Met with the BSN Program Chair to review the PLO Assessment Plan and accreditation standard alignment, September 12
- Met with the Suitable University Success Specialists and participating STC departments to review project status and workshopping the OSA template draft, September 12
- Met with the Medical Assistant Technology Coordinator to review pending PLO Assessment Plan items, September 12
- Met with the Medical and Health Services Coordinator to review pending PLO Assessment Plan items, September 12
- Hosted NAH Campus PLO Assessment Plan Assistance Open Lab, September 15
- Facilitated the Vocational Nursing PLO Assessment Plan Workshop, September 15
- Participated in the Fifth Year Accreditation Report Point-of-Contact Check-In Meeting, September 18
- Met with the Digital Learning Operations Manager to receive a training on using the multiple displays in the Digital Learning Conference Room, September 19
- Met with the IT Analyst to troubleshoot JagPRIDE reporting issues for programs submitting data for multiple types of student learning outcomes with the PLO application, September 19
- Participated in the College-Wide Curriculum Meeting and facilitated the Learning Outcomes Committee Liaison elections, September 19

- Participated in Suitable working meeting to revise OSA curriculum templates, September 20
- Met with the Special Assistant to the Office of the VP for Academic Affairs to discuss Core Objective Foundational Component Area and Suitable OSA development, September 20
- Met with the Academic Initiatives Officer to discuss grant and learning outcome alignment, September 20
- Met with the Public Safety Program Chair to follow up on PLO Assessment deadlines and pending items, September 21
- Met with the IT Web Design Specialist to update the PLO Assessment Plan Revision Power App, September 21
- Facilitated the Architecture and Engineering Design Technology Department PLO Assessment Plan Workshop, September 22
- Participated in Texas Association for Higher Education Assessment 2023 Conference: Beyond Compliance, Seeking Improvements, September 24-27
- Met with the Special Assistant to the Office of the VP for Academic Affairs to discuss SB17 and Suitable OSA and Industry Certification documentation.
- Met with the Suitable University Success Specialists and participating STC departments to review project status and further develop the OSAs within the sandbox, September 12
- Met with the Organizational Leadership Program Chair to follow up on Course Learning Outcome descriptions in regard to SB17, September 28
- Met with the BSN Program Chair to discuss the PLO Assessment Plan and options for a department workshop, September 28
- Participated in the Fall 2023 STC Convocation, September 29

GRANT & PROJECTS:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access to department 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 PLO Summary formatting, course alignment, reporting terms, due dates, SharePoint Access list, and Reference tab addition.
- Budget: Collaborated with Curriculum AA on expenditures pending requisitions/payments, encumbrances, and fall conferences/travel expenses.
- Concourse Learning Outcomes Update: Continued the review of Course Learning Outcome alignment in master syllabi. Collaborating with Program Chairs on inconsistencies. Updated Course Learning Outcome descriptions with ACGM/WECM alignment in the Curriculum Map.
- Department Training: Provided team members with training on developing OSA curriculum template, how to manage courses aligned to multiple programs within JagPRIDE and PLO Assessment Plans, ACGM and WECM navigation, PowerApp documentation, how to set up out of office auto-replies, JagPRIDE course mapping, uploading OSA templates to Suitable Sandbox, developing workshops within the PD system with QR codes in the calendar invites, and Microsoft Teams Loop.
- ePortfolio: Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to discuss progress and troubleshoot issues. Completed OSA Curriculum Templates, comprehensive spreadsheet, and initial sandbox activities. Researching Industry Certifications for optional aligned activities for micro-credential documentation and reporting possibilities.
- IE Plan: Revised 2023-2025 plan for Core Objectives, Program Learning Outcomes, Course Learning Outcomes, Staff Support, and Suitable ePortfolio application.
- JagPRIDE Fall 2023 – Realigned and mapped new PLO and Core Objective courses. Updated PLO descriptions, assessment methodologies, and expected proficiencies. Updated the PLO numbering for departments using common courses to improve the data collection process. Shared reminders with program chairs for pending session data. Assisted faculty with application navigation and submitting data.
- JagPRIDE Summer 2023 – Resolved the Argos report inconsistencies merging summer and fall 2023 courses.

- Learning Outcomes Committee: Facilitated College-Wide Curriculum Committee Liaison election, met with Deans to receive the final list of Liaisons, and planning first meeting. Met with faculty, program chairs, and deans who wanted to learn more about the purpose of the committee and Liaison responsibilities.
- Redirected staff and faculty to ALC Scheduling email and new project team.

Reports:

- 2022-2023 PLO Target Division Reports
- Fall 2023 JagPRIDE Data Load Audit
- Fall 2023 JagPRIDE Mass Activity Insert Audit
- Fall 2023 JagPRIDE Instructor Audit
- Fall 2023 JagPRIDE Session Audit

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Institutional Leadership Council Meeting, September 1
- OVPAA-Starfish-Guided Pathways Specialist Meeting, September 5
- Workshop # 292997, Starfish Training, September 5
- Workshop # 274354 Engaging Web Apps & Tools, September 5
- Workshop # 274352 Getting to know YuJa, September 7
- Workshop # 293634 & # 293639, Starfish Progress Survey Training, September 11
- Workshop # 274351 Introduction to Gimkit, September 12
- AAWCC Meeting, September 12
- Moving on Up: When Advancement Requires you to Relocate, September 13
- Starfish Office Hours, EAB September 13
- Essential Updates in Starfish, September 15
- Starfish Onboarding, Guided Pathways Specialist, September 18
- EAB Strategic Leader meeting, September 18
- EAB Strategy Hour, September 20
- Workshop # 294255, Starfish Training, September 21
- Workshop # 274261 Create and Collaborate Using Padlet, September 21
- Workshop # 293717 Benefits: Are you using the EAP to its full, September 22
- Physical Sciences and Engineering Department Meeting, September 22
- EAB Starfish Office hour, September 27
- Educational Technology Academy, September 27
- Starfish Maturity Curve, September 28

PROJECTS:

- Collaborative discussion with each of the Meta Major Guided Pathways Specialists. Independent growth areas for improvement in process, brainstorm effective innovations to assist in our Starfish collaborative work, and focus on needs of the individual meta major pathway.
- 202410 Attendance Surveys and Progress Survey #1, create, communicate, deploy and remind faculty and staff of the early alert outreach with follow up and verification.
- Development of the core touchpoints for student engagements for the academic calendar. Creation of the adjusting calendar with precise communication tactics to assist in retention, success rates, and overall effectiveness in student communications

Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	952
Flags Addressed:	612
To-Do's:	65
Referrals: (Tutoring)	193
Kudo's: (Paws up Jaguar)	0
Notes:	3606
Total Number:	**5428**
Starfish Events	
Appointments Created	3118
Flags Raised	21845
Dual Credit Referral	0
Flags Cleared	4747
Total Number:	**29710**

ACADEMIC EXCELLENCE PROGRAMS

PHI THETA KAPPA:

- **Recruitment** – Requested data from RAS required for recruitment. Uploaded a list of eligible students to the PTK website for Fall 2023 recruitment. Answered emails and phone calls from students interested in joining Phi Theta Kappa. Met with students that had questions and were interested in Phi theta Kappa.
- **Recruitment Events**- Hosted a table at Welcome Back event on Wednesday, September 6, 11:30 AM-1:00 PM at the Pecan Campus Courtyard. Hosted a table at the Club Fair on Wednesday, September 20, 11:30 AM-1:00 PM at the Pecan Campus Courtyard. Hosted a table at the Iced Coffee Information session on Thursday, September 28th, 11:30 AM-1:00 PM at the Pecan Campus Courtyard.
- **Meetings** –Held the PTK September General Meeting via Teams, September 28th at 5:00 pm. Held student officer team meetings to discuss Honors in Action Project, College Project and Chapter plans via Teams on; September 11th, 14th, 18th, 21st, and 27th
- **Scholarships** – Met with students that had questions about PTK transfer scholarships and the PTK Connect program.
- **Administrative** – Met with Dr. Brett Millan to discuss possible college projects for PTK, September 26. Met with the Counseling Department Manager- Armando Medrano, to plan the collaboration for World Mental Health Day on September 26th. Started the PTK Advisor Edge program required to meet 5-star chapter status. Started planning for PTK Induction ceremony being held in November.

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. Started reviewing applications submitted for the Spring 2023 semester.
- **Recruitment Events**- Hosted a table at Welcome Back event on Wednesday, September 6, 11:30 AM-1:00 PM at the Pecan Campus Courtyard. Hosted a table at the Club Fair on Wednesday, September 20, 11:30 AM-1:00 PM at the Pecan Campus Courtyard. Hosted a table at the Iced Coffee Information session on Thursday, September 28th, 11:30 AM-1:00 PM at the Pecan Campus Courtyard.
- **Administrative**- semester. Requested back up documentation from Honors students and faculty. Created Honors section for Seaphages courses that had previously been approved to be considered as Honors. Visited department chairs Dr. Saint-Pierre, Dr. Flores, and Dr. Sale to talk to them about the Honors Program in hopes of facilitating future course requests. Started working on a BlackBoard Shell for all Honors students.

VALLEY SCHOLARS PROGRAM:

- **Scholarship:** Sent Post-Census awarding list of students to Judy Martinez at financial aid for disbursement of funds for the Fall 2023 semester**.**
- **Administrative-** Reached out to students that had not yet registered for the Fall 2023 semester. Met with students that had questions about their scholarship disbursement. Attended the Attended the Fall 2023 Convocation on Friday, September 29th at the McAllen Convention Center.

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

DIVISION DEAN'S REPORT:

- Building Communities Conference for the American Institute of Architects – Lower Rio Grande Valley Chapter, September 7-9
- Remembrance Ceremony at the Regional Center for Public Safety Excellence, September 11
- Technology Campus September 11 memorial celebration, September 11
- Tour and Discussion of Culinary Arts kitchen with the Texas Restaurant Association, September 13
- Con Ganas Mija conference – Panel on Women in Business, September 16
- Academic Programs Enrollment debriefing and update, September 18
- Non-credit program alignment meeting, September 18
- Coordinated Operations Council meeting, September 19
- STC and MRG Health meeting to discuss opportunities for interns, September 19
- Meeting with Pharr City manager, September 19
- Superintendent Leadership Meeting, September 21
- FY24 Carl Perkins Award Kickoff, September 25
- McAllen CTE Fall Advisory Committee Meeting, September 26
- SWOT Exercise for Strategic Planning, September 26
- Fall 2023 Chair Leadership Meeting, September 27
- BPST Division Leadership Meeting, September 28
- 2023 Fall Convocation, September 29

DEPARTMENT/PROGRAM REPORTS:

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- Police Academy Application Revision Meeting at the Technology Campus with Dean Lozano and BPST Project Manager, September 6
- Met with Pharr City Manage and BPST Dean at Pharr City Hall, September 19
- Met with McAllen Fire Chief and Vice-President of Information Services, Planning & Strategic Initiatives at the McAllen Fire Department to discuss MOU with McAllen Fire Department and Interlocal for McAllen Fire Training Facility use, September 21
- Met with Roma Fire Chief and La Rosita Fire Chief to discuss heavy equipment operator course, September 20
- Attended Pharr Police Academy Advisory Board Meeting to discuss future police academy in Weslaco and minimum student requirement for the Basic Telecommunicator Course, September 29

Major Activities:

- Meeting to discuss and finalize planning for 9/11 remembrance ceremony at the RCPSE, September 1
- Public Safety Compliance Specialists Position Interviews, September 12
- RCPSE Two Story Residential Fire Training Structure Bi-Weekly Construction Progress Meeting, September13
- Meeting with Alamo Fire Chief Contreras to discuss future fire related trainings, September 14
- Meeting with United States Border Patrol (USBP) Supervisory Agent Erik Cavazos-RGV Sector Training and Traumatic Incident Management regarding possible defensive tactics instructor course for their agents at the RCPSE, September 18

- Meeting with South Texas College Security Department personnel, Noe Salinas, on the possible installation of surveillance cameras in the area of the chillers and new vehicle canopy, September 19
- Met with STC Environmental Health and Safety Manager to discuss the RCPSE fire inspection report submitted by Pharr Fire Department, September 19
- Spoke with Charles Bussing-Occupational Health and Safety with the International Association of Fire Firefighters regarding process to obtain certification for the Cadet Physical Ability Tests (CPAT), September 25
- Attended training on Student Conduct and In Class Student Discipline provided by the Office of Student Rights and Responsibilities, September 25
- Conducted a walk through with police academy staff on the proposed areas at the mid-valley campus for the proposed Weslaco police academy, September 26
- RCPSE Two Story Residential Fire Training Structure Bi-Weekly Construction Progress Meeting, September 27
- Attended BPST Division Leadership Meeting, September 28
- Attended South Texas College Convocation, September 29

Events/Accomplishments

- Rio Grande Valley Fire Chiefs-Trauma Advisory Council V Meeting, September 1
- Pharr Police Department Agility Rowing Exams, September 2
- Ground Control Instructor Course, September 6-8
- 9/11 Remembrance Ceremony at the RCPSE, September 11
- Basic Telecommunicator Course, September 11-29
- Overdose Death Investigations Course, September 12
- Taking Action Against Cancer in the Fire Service, September 13
- Department of Public Safety Leadership Course, September 14
- Faculty Senate Retreat held at the RCPSE, September 15
- FBI-LEEDA Executive Leadership Institute, September 25-29
- Driscoll Children's Hospital Child Restraint Seat Technician Re-Certification, September 26-28

Upcoming RCPSE Events:

- Hidalgo County Sheriff's Office Academy Emergency Vehicle Operations Class, October 2-17
- TCIC/TLETS Full Operator Access Course, October 2-4
- Local Emergency Planning Committee (LEPC) Meeting, October 5
- Cryptocurrency Course, October 10-12
- Defeating Deception in Interviews, October 11
- Insurance Fraud, October 12
- 5 Day New Detective and New Criminal Investigator Course, October 16-20
- Border Patrol ICS 300/400 Course, October 16-20
- AR-15/Remington 870 Armorer Course, October 23-26
- Advanced Field Training Office Course, October 23-24
- Future Heroes 5K Run/1 Mile Walk, Nov 4

BPST Project Manager

- Meeting with RCPSE staff for Remembrance Ceremony, September 1
- Grant Project Forecasting Meeting, September 5
- AIA Conference, September 7-10
- RCPSE Remembrance Ceremony, September 11
- Update on TWC internship initiative meeting, September 13
- Perkins SharePoint Test for Launch, September 13
- Culinary Arts Tour and Discussion, September 13
- Review of We Can Tx (Career Connect) Budget, September 14
- COC Presentation Review with Facilities, September 14
- Academic Program Enrollment Debriefing & Updates, September 18
- Shah Eye Center Equipment review, September 18
- Cosmetology Student Scheduling Planning, September 20
- Distinguished Leadership Academy, September 21
- NCWE Presentation Review, September 22
- Carl Perkins Aware Kickoff, September 25

- Meeting with Dean Lozano about BPST updates, September 26
- OSA Dual Credit Document Review, September 26
- Review of CRM/Public Safety Process, September 27
- AR/VR focus group review, September 27
- Review of Cosmetology Booking page with Cosmetology Chair, September 28
- Review of dual credit certificate information with Culinary Arts chair, September 28
- BPST Division Leadership Meeting, September 28
- STC Fall Convocation, September 29

Architectural & Engineering Design Technology

- ACD2 Officers Meeting, September 4
- We Can TX: STC plus JFF, September 5
- Council of Chairs Meeting, September 5
- AEDT Staff Hiring Committee meeting for Lab Coordinator candidate reviews, September 5
- Communication w/ Santa Maria High School regarding College Day, September 5
- SGT & AEDT Adjuncts Meeting - AI Presentation Meeting, September 6
- SGT & AEDT Adjuncts Meeting, September 5-7
- LRGV-AIA Building Communities Conference and architectural tour, September 7-9
- Faculty presented at LRGV-AIA BCC' 23, AI in Architecture Session, September 8
- Presenters at LRGV-AIA BCC' 23, Revit Beyond the Box Session, September 9
- Stackable Programs Meeting, September 11
- ACD2 General Kick off Meeting, Septembert.11
- Advisory Committee Discussion regarding AEDT Academic Course Prerequisite, September 11
- AEDT Faculty Hiring Committee Meeting, September 12
- Lab Coordinator Hiring Committee Meeting, September 13
- Sketchup quote and implementation discussion, September 13
- WeCan TX Budget Meeting, September 14
- Assisted the American Institute of Architects (AIA LRGV) with survey/data collection, September 14
- Allterra Central Training for SGT Equipment, September 15
- BPST Departmental Chair Meeting, September 15
- AEDT Open Lab Tutoring, September 16
- Meeting with new Adjuncts for SGT & AEDT, September 11-14
- Mi Casita Affordable Housing Project Collaboration Update, September 13-15
- Reviewed information regarding new and developing software applications for architecture and engineering, September 13-14
- VR Lab Student Activity Coordination with BPST Technology Staff for ARCH History, September 15
- Biweekly AEDT Lab Assistant Meeting, September 18
- College-Wide Curriculum Committee Meeting, September 19
- ARCH 1303 Architectural Design I Student Modeling Exercise, September 19
- AEDT Lab Coordinator candidate interviews, September 20
- Grant Activity: CCTX (We Can TX) Grant staff meeting, September 21
- AEDT Lab Assistant Meeting Modeling Tools Available, September 21
- AEDT & SGT PLO Assessment Plan Workshop, September 22
- SGT & AEDT Adjuncts Meeting, September 18-19
- Mi Casita Affordable Housing Project Collaboration Update from faculty, September 19-21, 26-27
- Mrs. Salas - Manager for Access & Advocacy class observation for INDS 1445 Commercial Design I, September 25
- Mr. Serna – AEDT Student Club Officer Meeting, September 25
- Mr. Gonzalez – STC Technology Staff Meeting for BPST VR Lab Activity to Explore the Architecture of Historic Locations, September 26
- Mr. Serna – STC Technology Librarian Meeting, September 26
- Chair Leadership Fall Meeting, September 27
- Instructor participated in the Site Visit Coordination w/ AEDT Faculty, September 27
- Instructor participated in the AEDT Student Club Meeting, September 27
- BPST Division Leadership Meeting, September 28
- Santa Maria College Day, September 28

- STC Fall Convocation, September 29
- Faculty attended the planning for Fall 2023 Advisory Committee Meeting, September 26-27
- Faculty participated in various trainings, webinars and workshops throughout the month

Upcoming Travel, Meetings, and Conferences:

- Texas Society of Professional Surveyors (TSPS) 72nd Convention & Tech Expo Conference, October 4-7
- STC Mid-Valley Campus – Family Reading Night, October 18
- AEDT/SGT table and program participation at Fiesta de Palmas, October 21-22

Departmental/Student Recognitions:

- LRGV-AIA awarded 4 AEDT students Building Communities Conference Attendance Passes via Sponsorships.

Automotive/Diesel Technology

- The Automotive and Diesel Technology hosted an orientation for program students. Attending services included: Library, P.A.S.S., CLE, Counseling, Open Lab, Student Activities, Security, GPS, September 7
- Representative from Holt Truck Centers and representative from Holt CAT met with Diesel Department instructors to discuss a new internship program, September 8
- Diesel Instructor attended grade appeal committee meeting, September 15-29

Cosmetology

- New Lecturer for PSJA Ballew location, September 4
- Meeting with PR for student spotlight story, September 11
- Manager for Access & Advocacy-Cosmetology visit, September 12
- PR story on Rosa Vasquez DHR-Stroke Rehab, September 12
- Budget Reconciliation Chair Training, September 13
- Meeting with Facilities, Maintenance department and Custodial at new Cosmetology Center location, September 14

- Chair Curriculum Workshop, September 14
- Chair Meeting, September 15
- Academic Enrollment Debriefing & Updates, September 18
- Meeting at Cosmetology Center, September 18
- Meeting with Facilities Department for renovation project at Pecan Plaza, September 18
- College-wide Fall Curriculum Committee Meeting, September 19
- Dual Credit Programs Leadership Meeting, September 22
- Interview with Telemundo, September 25
- Meeting with Lab Specialist Search Committee, September 26
- Lab Specialist Interviews, September 26
- Board of Trustees Meeting Mission Moment Rosa Vasquez, September 26
- Meeting with GPS to discuss Spring 24 schedule, September 27
- Chair Leadership meeting September 27
- Fall Division Meeting, September 28
- Meeting with Project Manager for Student Salon Appointment scheduling, September 28
- Fall Convocation, September 29

Design and Building Technology (Construction Supervision, ELPT and HVAC)

Major Meetings:

- Faculty attended HVAC Student Association meeting to discuss activities planned for Fall 2023 semester, September 6
- HVAC faculty attended Welcome Week Event at Technology campus, September 6 & 7
- Sirsi Dynex Perkins Tool Replenish Inventory meeting, September 8
- HVAC faculty attended the NCCER Core meeting, September 8
- HVAC faculty attended the NCCER Core & review meeting, September 8 & 15
- Electrician Assistant held their Advisory Board Committee meeting, September 15
- HVAC Student Association activity at Technology Campus, September 15 & 22
- College-Wide Curriculum Committee Meeting, September 19
- HVAC held their department meeting, September 22
- HVAC Excellence Accreditation meeting, September 25
- CBE Meeting with Amarillo College, September 27
- Chair and Assistant Chair attended the BPST Chair Leadership Meeting, September 27

- BPST Division Leadership Meeting, September 28
- Faculty and staff attended the 2023 Fall Convocation, September 29
- HVAC and Electrician Assistant faculty participated in various trainings, webinars and workshops throughout the month.

External Visits (site/organizations):

- Train the Trainer professional development at The Energy Conservatory, September 11-13

Human Resources, Office Administration & Paralegal

- SHRM RGV Monthly Board Meeting, September 6
- Business Administration (BA) & Human Resources (HR program) Department Initiatives to Increase Enrollment at Mid-Valley Campus, September 8
- The HR Program at Mid-Valley campus, Patriot Day, September 11
- The department Chair attended the THECB Digital Learning Summit to learn more about bridging the gap where microcredentials fit with a rapidly evolving educational landscape, the value of Micro-credentials in building a talent strong Texas, the micro-credential infrastructure – from registration to data tracking, and prior learning assessment and microcredentials, September 12-13
- SHRM RGV Chapter 390 Annual Conference, September 14
- The HR Program, SHRM RGV, and Threads (STC) at the SHRM RGV Annual Conference, September 14
- The HR department participated in a local event by the Age and Disability Regional Council to assist a target population, persons with disabilities. Rio Net ARDC Disability Clinic (Education and Employment at Weslaco Location), September 13
- Mid Valley Advisory Committee Meeting, September 28

Welding

- Monthly Department Meeting, September 1
- Cleaning Up Shop Day, September 7
- Virtual Welding Simulator at the Starr Campus, September 6
- Perkins Grant Marketing Promotion, September 11
- Student Orientation held at the Technology Campus, September 13
- Orientation for Starr County Students, September 27
- New Logo 30th Year Celebration, September 29

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Attended a demo of the Honorlock online proctoring system, September 5
- Attended the Orientation Webinar for Institute #2 of Talent Strong Texas Pathways, September 8
- Attended the THECB Digital Learning Summit, September 12-13
- Attended a demo of the Packback Instructional AI software, September 14
- Participated in the Hidalgo County Prosperity Task Force's Vision, Mission, and Strategic Planning session, September 14
- Attended the annual meeting of the Southeastern Association of Community College Research, September 17-19
- Reviewed plans for the Cooper Center expansion project, September 28

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies

- Ballet Folklórico South Texas College traveled to Guanajuato, Mexico from September 6-9, 2023 as part of a cultural exchange with the University of Guanajuato and the University of Yucatán. The troupe received a warm and enthusiastic reception from audience members throughout the duration of the trip.
- Ballet Folklórico South Texas College was invited to perform as special guest for the annual "Grito de la Independencia" hosted by Consulado de México in McAllen, TX at the McAllen Convention Center, September 15, 2023.

- Ballet Folklórico South Texas College performed for the Fall 2023 Convocation at the McAllen Convention Center, September 29, 2023.
- Center for Mexican American Studies staff continued conversations and preparations for the Fall 2023 lecture series. Several speakers were contacted for availability.
- 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.

Art Department

- Phyllis Leverich – *Prophecies*
  August 14th through September 15th with a Reception on September 6th
  The exhibit showcased four series of Leverich's fantastic artwork over the years. The ***Sealed For Your Own Protection*** installation was to celebrate intellectual freedom. The ***Personal Vanitas*** series is an inward exploration of the artist personal struggles with bipolar disorder. ***The Patriarch's Guide to Gynecology*** is themed on women's reproductive health and horrific procedures over the course in history. The ***Detained*** series, created and constructed with multiple images from 2009, in response to reports on the treatment of families held in immigration detention centers.
- Art Faculty Exhibit
  September 18th through October 13th with Reception on September 20th
  Each year, the exhibit highlights the broad pool of talent that is the STC Art Faculty. It is a wonderful opportunity for students, colleagues, and the community to gain insight into the instructors and professors that serve the Department and its students.
- Mural Workshop
  Saturday, September 23rd
  Sponsored by the City of Edinburg's Cultural Arts Office at the Sekula Memorial Library, Ms. Rachael Brown and other Art instructors participated in the workshop led by UTRGV's experience muralist, Ms. Alejandra Ramirez, Associate Professor of Rhetoric, Composition, and Literacy Studies.

English Department

- The Pecan Campus English Department held a reading by Carissa Hayden "Waffles, Booze, and Women" and "Crash Course", September 16

Theatre & Dance Department

- Mr. Jose Zamora, Dance Instructor and Program Coordinator, visited PSJA Southwest, led a dance class and discussed the AA-Dance program available at South Texas College. September 1
- South Texas College Theatre & Dance held auditions for the 2023 – 2024 STC Dance Collective at the Cooper Center for Performing Arts. September 5 – 6
- STC Dance Collective led open classes for the community to participate and dance with Mr. Jose Zamora, Dance Instructor and Program Coordinator, along with Ms. Arlet Juarez, recent Dance graduate, every Monday through Thursday. September 11 – 29
- South Texas College Theatre & Dance held auditions for the November mainstage production of *Puffs, or Seven Increasingly Eventful Years at a Certain School of Magic and Magic.* The production was directed by Ms. Kanea MacDonald, Guest Director. September 12 – 14
- Mr. Joel Jason Rodriguez, Department Chair, and Mr. Roberto De Hoyos, Theatre Support Services Coordinator, attended the City of Edinburg's *SaludArte* – a celebration of arts, wellness, and belonging. *SaludArte* brings together the City's commitments to health, arts, and belonging, aligning with their participation in the One Nation One Project (ONOP) and National League of Cities (NLC) "Arts For Every Body" campaign. Edinburg is one of 18 cities, and the only city in Texas, to be selected to participate. The ONOP and NLC are using the Arts to create unity in communities. All 18 cities will host an arts & wellness event in their community on July 27, 2024. In addition to the Edinburg Library & Cultural Arts, other community partners in the project include the Hidalgo County Health Department, UTRGV, ECISD, STC, and local artists and citizens. September 30

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

DIVISION DEAN'S REPORT:

- Attended Institutional Leadership Council (ILC) Meeting, September 1
- Attended Travel Issues Meeting, September 1
- Attended Student Activities & Wellness Welcome Back Event, September 5
- Attended Workforce Solutions for Operation Management and Public Administration Programs, September 7
- Participated in STC/ Inside Track Solutions Consulting for Committee Plan Meeting, September 7
- Participated in Fall 2023 Division Curriculum committee Meeting, September 7
- Participated in CBExchange Presentation Meeting, September 8
- Participated in Enrollment Meeting, September 11
- Attended City of McAllen (Fire Department) Bach/ Law Enforcement Event, September 12
- Participated in Teach Us, Versidi, Inc. Meeting, September 12
- Attended The State of Global Skills 2023; A Discussion with Learning Leaders, September 13
- Participated in STC-UTRGC 4-1 MPA Agreement, September 13
- Participated in Presentation Preparation Meeting, September 13
- Attended Academic Programs Enrollment Debriefing & Updates, September 18
- Attended Coordinated Operations Council (COC), September 19
- Attended College-Wide Curriculum Committee Meeting, September 19
- Attended ChatGPT and Beyond: AI, September 20
- Attended McAllen Chamber Luncheon at Embassy Suite, September 21
- Participated in STC/InsideTrack Solutions Consulting for Comm Plan Meeting, September 21
- Attended Cancer Research Training Grant with University of Houston, September 22
- Attended TxAHEA Conference in San Antonio, September 24-27
- Participated in South Texas College and InsideTrack Meeting, September 28
- Participated in Job Description Review, September 28
- Attended Region One and STC-TSI Bootcamp Initiative, September 28, 2023
- Attended Fall 2023 Convocation at the McAllen Convention Center, September 29

BACHELOR PROGRAMS:

Computer Information Technology Program/ Computer Science

- Facilitated COSC & BAT in CITP Department Meeting via MS Teams, September 1
- Facilitated Google Certification Review Meeting with Staff via MS Teams, September 2
- Facilitated PLO Meeting via MS Teams, September 6
- Participated in TV Interview Planning Meeting via MS Teams with two Computer Science Instructors, September 6 and 11
- Participated in STC/Inside Track Solutions Consulting for Comm Plan Meeting via Zoom, September 7
- Participated in Marketing Event Meeting via MS Teams, September 7
- Participated in Fall 2023 Curriculum Committee Meeting via MS Teams, September 7
- Participated in PLO Review & Alignment Meeting via MS Teams, September 8
- Attended Enrollment Meeting with Operations Management Chair, September 11
- Attended STC Bachelor Programs Presentation at McAllen Public Library Auditorium, September 12
- Participated in CITP Advisory Committee Meeting via MS Teams, September 13
- Participated in Digital Learning Summit via Zoom, September 13
- Attended STC Bachelor Programs Presentation at City of McAllen Fire Department Recruitment Event, September 14
- Attended STC Online Workshop: Curriculum Management – Chair Training for Academic Programs, September 14
- Facilitated PLO Assessment Plans - Findings with Department Faculty via MS Teams, September 15
- Attended Academic Programs Enrollment Debriefing and Updates Meeting, September 18

- Participated in Kritik Demo Session with Operations Management Chair via MS Teams, September 19
- Participated in College-Wide Curriculum Committee Meeting with Director of Curriculum Department via MS Teams, September 19
- Worked on PLO Review Findings with Computer Science Instructor via MS Teams
- Participated in STC/Inside Track Solutions Consulting for Comm Plan Meeting via Zoom, September 21
- Facilitated CITP PLO Assessment Plan Findings Meeting with Department Faculty via MS Teams, September 22
- Worked on CITP PLO Assessment Plan Findings, September 23
- Worked on COSC PLO Assessment Plan Findings, September 24
- Travel to La Joya Thelma Salinas ECHS – Dual Credit Faculty Class Observation, September 26
- Attended Fall 2023 Chair Leadership Meeting, September 27
- Reviewed PLO Mappings for New Assessment Plan, September 27
- Participated in CBE Meeting with Amarillo College via MS Teams with Economics Instructor, September 27
- Travel to PSJS Collegiate HS Presentation to Promote Computer Science and CIT Programs & Dual Credit Faculty Class Observation, September 28
- Facilitated Google Certification Review Meeting with Staff via MS Teams, September 28
- Attended Fall 2023 Convocation at McAllen Convention Center, September 29
- Worked on Technology Award with Computer Science Instructor via MS Teams, September 30

Operations Management

- Participate in Student Activities & Wellness Welcome Back Event, September 5 and 6
- Met with Workforce Solutions to discuss collaborative activities with representative and agency, September 7
- Participated in the STC/ Inside Track Solutions Communication Plan Meeting, September 7
- Met with Economics Instructor and MSITB Dean to prepare for CBExchange 2023 presentation, September 8
- Met with MSITB Dean and Teach Us and Versidi, Inc. regarding Collaboratory project, September 12
- Presented to City of McAllen Fire Department on Bachelor Programs at McAllen Public Library, September 12, 14
- Presented to Starr County Sheriff's Office personnel in Rio Grande City, September 13
- Met with Public Affairs and Security Studies faculty members from the MPA Program at UTRGV to discuss 4+1 program, September 13
- Attended City of Donna Employee Open Enrollment to present on our Bachelor and Associates of Public Administration Programs, September 14
- Attended the Employee Edinburg Job Fair to present on our Bachelor and Associates of Public Administration Programs, September 14
- Presented to City of McAllen Fire Department on Bachelor Programs at Central Fire Station, September 20
- Attended City of Mission Employee Health Fair to present to our Bachelor and Associate of Public Administration Programs, September 21
- Attended the City of McAllen Performing Arts and Convention Center Board Meeting, September 25
- Attended T-Mobile Call Center Table Day to present on our Bachelor and Associates of Public Administration Programs, September 26
- Attended the Prosperity Task Force Mentorship Committee Meeting, September 27

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Chemistry

- Attended Council of Chairs meeting, September 5
- Science Olympiad Coordinator filed paperwork for Science Olympiad Regional director, September 5
- Attended Fall 2023 Division Curriculum Committee meeting, September 7
- Science Olympiad Coordinator confirmed the date for February 24, 2023, September 8
- Faculty held student study sessions for CHEM-1411, September 8
- Attended and participated in the panel at the Prepare to Become a Dual Credit Faculty Presentation, September 9
- Science Olympiad Coordinator contacted Facilities to request for physical arrangements for Buildings K, H, Cafeteria, Student Union, and Courtyard for 300 people, September 12
- Attended Upcoming ACS Local Chapter meeting, September 13
- Science Olympiad Coordinator confirmed the first coach's clinic on second week of October, September 14
- Faculty and Staff attended Chemistry Monthly Department Meeting, September 15

- Attended College-Wide Curriculum Committee Meeting, September 19
- Attended a HAZMAT training with LEPC, September 20
- Faculty in Chemistry Social Committee held meeting to discuss a student event to be held on November 10th, September 20 and 26
- Faculty attended PLO department virtual meeting, September 22
- Faculty held Saturday Tutoring to General Chemistry students, September 23
- Science Olympiad Coordinator contacted public relations for first meeting, September 25
- Science Olympiad Coordinator coordinated with co-chairman on ordering medals and trophies for the events, September 25
- Science Olympiad Coordinator confirmed the events that will be hosted for Group B and C of the Olympiad, September 25
- Science Olympiad Coordinator submitted changes to website, September 27
- Attended the Fall 2023 Chair Leadership meeting, September 27
- Science Olympiad Coordinator organized a starting file folder/ binder for Science Olympiad "what-to-do" from the beginning of the year (Fall 2023), September 28
- Attended Threat Hazard Identification & Risk Assessment meeting at the Lower Rio Grande Development Council, September 28
- Attended PSJA/ STC Non-Compliance meeting, September 28
- Faculty and staff attended Fall 2023 Convocation, September 29

Cybersecurity

- Attended the Council of Chairs Meeting, September 5
- Attended the Division Curriculum Meeting, September 7
- Attended a meeting with EC-Council for an updated in our academic partnership, September 12
- Attended a meeting with my faculty and uCertify representatives to discuss the new Cisco industry certifications we will start offering to our students, September 13
- Met with Region One STEM Specialist to discuss possible events for this semester, September 14
- Conducted the monthly department meeting, September 14
- Participated in the grade appeal committee with Academic Operations Officer for students appealing grades for the Spring 2023 semester, September 15 and 22
- Attended the College-Wie Curriculum Committee Meeting, September 19
- Met with Director of Curriculum and Curriculum and Scheduling Coordinator to talk about our stackable programs, September 25
- Participated in the monthly EI-ISAC meeting, September 26
- Attended the Fall 2023 Chair Leadership Meeting, September 27
- Attended Fall 2023 Convocation, September 29

Biology

- Attended Institutional Leadership Council, September 1
- Attended Council of Chairs Meeting, September 5
- Attended Fall 2023 Division Curriculum Committee Meeting, September 7
- Lead Agriculture Course Development, September 8
- Attended NSF-S-STEM, September 8
- Attended Chair Compensation Committee, September 12
- Attended ATEC Project Status Updates, September 14
- Attended Scheduling Management – Chair Training (Technical & Academic Programs), September 15
- Attended Coordinated Operations Council, September 19
- Attended College-Wide Curriculum Committee Meeting, September 19
- Attended Virtual Data Presentation, September 21
- Attended Dual Credit Annual ISD Leadership Meeting, September 22
- Lead High School Visits, September 22
- Lead Horticulture Meeting, September 22
- Attended Cancer Research Training Grant (University of Houston), September 22
- Attended Fall 2023 Chair Leadership Meeting, September 27
- Attended Meeting with Digital Learning Department, September 28

- Attended Meeting for La Safety Cameras, September 28
- Attended PSJA/ STC Non-Compliance meeting, September 28
- Faculty and staff attended Fall 2023 Convocation, September 29

Information Technology

- Attended Workshop #274354: Engaging Web Apps & Tools, September 5
- Attended Stackable Programs Meeting with Direct of Curriculum Department, September 7
- Attended IT Leadership Meeting, September 7
- Attended Workshop #74352: getting to Know Yuja – An Introductory Training on the Video Management Software, September 7
- Attended Fall 2023 Division Curriculum Committee Meeting, September 7
- Faculty & Staff attended Information Technology Department Meeting, September 8
- Attended Workshop #274351: An Introduction to Gimkit - The Gameshow that Enhances Student Learning, September 12
- Attended Curriculum Management – Chair Training for Workforce Programs (Online) Workshop#286151, September 14
- Attended Non-compliance degrees meeting with curriculum office, September 14
- Attended Scheduling Management – Chair Training for both Technical and Academic Programs (online) workshop #285686, September 15
- Attended College-Wide Curriculum Committee Meeting, September 19
- Attended Program Development Training - Network Security Certificate, September 20
- Attended "Making friends with AI" webinar presented by SmartBrief, September 21
- Attended Workshop #274261: Create and Collaborate Using Padlet, September 21
- Attended Dual Credit Programs Annual ISD Leadership Meeting, September 22
- Attended IT Leadership Meeting, September 27
- Attended Meeting to discuss MRG Health – SmartCare360, September 27
- Attended Workshop #283556: Chair Leadership Meeting - Fall 2023, September 27
- Attended Workshop #274259 - ET Academy: Instructional Software & Web Apps Overview, September 27
- Faculty & staff attended Fall 2023 Convocation at McAllen Convention Center, September 29

Mathematics

- Attended Institutional Leadership Council (ILC) Meeting, September 1
- Met with Curriculum Office to discuss Political Science MATH 1442 FOS Impact Meeting, September 5
- Attended Council of Chairs Meeting, September 5
- Faculty and Chair attended Fall 2023 Division Curriculum Committee Meeting, September 7
- Faculty attended Fall 2023 Ascender Team Meeting, September 7
- Participated on Dual Credit Panel: Prepare to become a Dual Credit Faculty, September 9
- Attended THECB Digital Learning Summit, September 12 and 13
- Staff attended Taco Tuesday with American Association for Women in Community Colleges (AAWCC), September 12
- Attended UTRGV NSF Sub Award for Family Center Innovations grant meting/ debrief, September 12
- Attended Curriculum Management Chair Training for Workforce Programs, September 14
- Attended Curriculum Management Chair Training for both Technical and Academic Programs September 15
- Faculty and Chair attended Exemplary Stats Course Grant Partners Convening, September 15
- Faculty attended meeting with Region One to discuss TSI Boot Camp model, September 18
- Staff attended LinkedIn Learning Workshop, September 19
- Faculty and Chair attended College-Wide Curriuculum Committee Meeting, September 19
- Attended Family Centered Innovations NSF Grant Meeting with UTRGV partners, September 19, 26, and 28
- Faculty attended Assistant Chairs and Coordinator Meeting, September 21 and 28
- Attended EquatIO Meeting, September 21
- Faculty and staff attended monthly Department Meeting September 22
- Staff attended FY24 Carl Perkins Award Kickoff and Perkins SharePoint Launch, September 25
- Attended Fall 2023 Chair Leadership Meeting, September 27
- Attended MSITB Job Description Review meeting, September 28
- Met with Region One and STC representatives to discuss TSI Bootcamp initiative, September 28

- Faculty and Staff attended Fall 2023 Convocation, September 29

Physical Sciences and Engineering

- Attended Institutional Leadership Council (ILC) Meeting, September 1
- Attended Council of Chairs meeting, September 5
- Chair and Engineering Program Coordinator attended University Transportation Center for Railway Safety Award Kickoff meeting organized by the Office of Sponsored activities. The participants discussed the subaward duties and responsibilities and role of the financial manager of the grant, September 6
- Attended the Fall 2023 Division Curriculum Committee Meeting, September 7
- Met with the geology faculty and discussed the textbook and laboratory manual selection for a new course in Environmental Science, September 8
- Chair and the MSITB Project manager met with the faculty collaborator from University of Texas at Arlington on a funded NSF grant and discussed scheduling one training workshop for STC students. The funded NSF proposal is about "CyberTraining" students on data science, GIS, and cloud computing for climate, water, and environmental sustainability challenges. September 8
- Attended Digital Learning Summit 2023 hosted by the Texas Higher Education Coordinating Board. The presentations discussed Micro-credentials and other related topics, September 12 and 13
- Reviewed PANACEAS Subaward #20226801836606 documents, September 14
- Presented one geology item during the College-Wide Curriculum Committee Meeting. September 19
- Reviewed PANACEAS Subaward #20226801836606 documents, September 20
- Engineering Program Coordinator, Engineering Instructor, and Physics Lab Coordinator promoted Future Engineers Student Club at the STC Club Fair organized by the Student Activities and Wellness, September 20
- Department Chair and Secretary organized September 2023 Physical Sciences and Engineering Department Meeting, September 22
- Chair, Engineering Program Coordinator, and Engineering instructor met Physical Sciences and Engineering Student Success Specialist and discussed various strategies to increase student success and student retention in the physics and engineering programs, September 25
- Attended Virtual Reality Certification session sponsored by the distance education department, September 26
- Attended Chair Leadership meeting organized by the office of VPAA, September 27
- Attended Virtual Reality Certification session sponsored by the distance education department, September 28
- Attended College-wide Fall Convocation 2023 meeting, September 29

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended the Institutional Leadership Council Meeting, September 1
- Followed up with NAH programs on plans for participating in the upcoming Texas HOSA Fall Leadership Conference being held at the La Joya ISD Academy of Health Science Professions & STEM.
- Met with VPAA to discuss issues regarding travel, September 1
- Reviewed M2, N9, and M5 mini-mester course enrollment data and worked on approval memo for low enrollment sections.
- Attended the Organization for Associate Degree Nursing (OADN) Board of Directors Meeting, September 5
- Held meeting with the program coordinator of the ADN Program, September 6
- Attended the Hospice/Palliative Care Presentation, September 6
- Attended meeting with presidents of Driscoll Hospital – RGV and STC, September 6
- Attended the Meet LearnWorlds + AI Powered Tools webinar, September 7
- Held meeting with the program chair for HAS and Pharmacy Technology to discuss job vacancy and other issues, September 8
- Completed/submitted documentation to the Illinois Board of Nursing to help ADN graduate obtain their nursing license.
- Worked on the Carl Perkins Report for Fiscal Year 2023.
- Hosted a tour of the NAH Campus for representatives from DHR Health, September 11
- Held meeting with program chair for the PTA Program, September 11

- Held meeting with ADN instructor to discuss issues, September 11
- Attended the National Telehealth Conference hosted by the Health Resources & Services Administration (HRSA), September 12 - 13
- Attended meeting to discuss priority requests for upcoming state funding opportunities, September 12
- Followed up on preparations for setting up recruitment tables at Donna North High School to promote NAH programs.
- Held meeting with interim chief operating officer at McAllen Medical Center, September 15
- Attended the Social Mission Metrics Survey Feedback meeting, September 18
- Met with NAH Division staff to discuss grant-funded requisitions, September 18
- Met with Lecturio representatives to discuss the Lecturio Nursing Online Learning Platform, September 19
- Attended the Next Generation NCLEX: We Have Lift-Off! webinar, September 19
- Attended the Technology & Medical District Subcommittee Meeting hosted by the McAllen Economic Development Corporation, September 19
- Attended the AI and How to Prepare Students for Careers that Don't Exist webinar hosted by Inside Higher Ed, September 19
- Attended the Student Accessibility Services Fall 2023 meeting, September 19
- Attended the Building Healthcare Leaders for Tomorrow – Learning Tour of Harlingen School of Health Professions event hosted by Educate Texas, September 20
- Attended the Chat GPT and Beyond: Artificial Intelligence webcast hosted by Academic Impressions, September 20
- Attended the How to Systemically Address Social Needs in Healthcare Settings webinar, September 20
- Attended the Nurse Administrator Town Hall hosted by the Accreditation Commission for Education in Nursing (ACEN) to discuss upcoming site visit, September 20
- Attended the Accreditation Council for Pharmacy Education (ACPE) Accreditation Proposal meeting held by the program chair for Pharmacy Technology, September 20
- Attended the Pharmacy Technician ACPE Sterile Compounding Certification meeting with the program chair for Pharmacy Technology and the dean for Continuing Education and Workforce Development, September 20
- Attended the 2023 Superintendent Leadership Meeting hosted by the Dual Credit Program, September 21
- Attended the Campus/District Leadership Team Meeting hosted by GEAR UP, September 21
- Attended the McAllen Chamber of Commerce: Good Day McAllen Luncheon, September 21
- Attended the Culturally Responsive Teaching and Learning webinar, September 21
- Attended the Virtual Data Presentation for the Strategic Plan hosted by IRESP, September 21
- Held meeting with department chair for the Diagnostic Imaging Department to discuss plans with DHR and other issues, September 22
- Followed up on corrections from the THECB regarding the NSRP GEER II Funds.
- Student Success Center staff represented the NAH Division at Donna North High School during their GEAR UP college recruitment event, September 25
- Attended the BSN department meeting to provide guidance on face-to-face practicums and professional development, September 26
- Met with accounting specialist to discuss the NSRP GEER II/Final Financial Reconciliation Report, September 26
- Met with the academic initiatives officer to review grants, September 26
- Participated in the 2026 – 2032 Strategic Plan SWOT Analysis Session hosted by IRESP, September 26
- Provided a tour of the NAH Campus for representatives from South Texas Health System, September 27
- Attended the Making Sense of Microcredentials webcast hosted by Inside Higher Ed, September 27
- Attended the CTE Region One Directors/Leaders Network Meeting, September 28
- Attended the Barriers and Belief Systems: Addressing Disability Accommodations and Inclusion through a DEI Lens webinar, September 28
- Attended the 2023 Fall Convocation held at the McAllen Convention Center, September 29

DEPARTMENT/PROGRAM REPORTS:

Diagnostic Imaging Department

- Department chair attended meeting with GE Healthcare Service Contract Department, September 11
- Department chair attended the 2023 Faculty Senate Retreat, September 15
- RADT Program accepted a new cohort of 24 students for the Fall 2023 Semester.
- Department chair and faculty attended the Fall 2023 Student Accessibility Services meeting, September 20
- DMS Program began preparing for the newest cohort to begin in the Spring 2024 Semester.
- DID faculty and staff attended the 2023 Fall Convocation held at the McAllen Convention Center, September 29

Emergency Medical Services

- Program chair attended the Institutional Leadership Council meeting, September 1
- Program chair attended the National Association of EMS Educators (NAEMSE) Taking Care of Ourselves webinar, September 5
- Program chair held the JET Grant 4th Quarterly Report Meeting, September 7
- EMS faculty and students attended the 9/11 Ceremony, September 11
- Program chair attended the NAEMSE Why Are Things Changing? webinar, September 12
- Program chair held the PLO Assessment Plans Meeting, September 12
- Program chair and faculty attended the National Registry Summative Examinations Measuring Clinical Judgment Competency, ALS Psychomotor Sunset, and AEMT SMC webinars, September 13
- Program chair attended the Committee on Accreditation for the EMS Professions (CoAEMSP) Accreditation Meeting hosted by the accreditation liaison officer, September 13
- Program chair attended the Evaluation of RFP 23-24-1013 at the Pecan Campus, September 14
- Program chair attended the CoAEMSP Accreditation Meeting hosted by the accreditation liaison officer, September 15
- Program chair and faculty attended the 2023 World Trauma Symposium webinar, September 19
- Secretary completed the Vector LMS Higher Education Edition Online Training, September 19
- Program chair attended the Continuing Education Meeting for Trauma/EMS Personnel hosted by the dean for Continuing Education, Workforce Training and Economic Development, September 20
- Program chair held an EMS Department Budget Meeting with the department secretary, September 21
- EMS Program medical director visited the EMS Department, faculty, and students, September 25
- Program chair, licensed lab specialist, and associate director of Purchasing met at Building D at the NAH Campus for the medical oxygen generator unboxing in connection with the TWC JET Grant, September 25
- Program chair held an EMS Department Faculty and Staff Meeting, September 26
- The EMS Department was visited by a representative from Bound Tree Medical who provided further technical assistance with EMS lab supplies and equipment, September 26
- Program chair attended the Fall 2023 Chair Leadership Meeting at the Pecan Campus, September 27
- Licensed lab specialist participated in a staff search committee and interviews for the NAH Division records technician position, September 27
- Program chair attended the National Association of Emergency Medical Technicians (NAEMT) Preparing for EMS Disaster Response webinar, September 28
- Program chair attended the NAEMSE Educating Culturally Competent EMS Providers webinar, September 28
- EMS faculty and staff attended the 2023 Fall Convocation held at the McAllen Convention Center, September 29

Health & Medical Administrative Services

- Program coordinator for the Medical Assistant Technology Program and faculty member attended the GEAR Up event at Donna North High School. The department gave program information to 63 students who visited the display, September 25
- Several NAH Program Chairs attended the Chair Leadership Meeting - Fall 2023 event at the Student Union at Pecan Campus on September 27, 2023.

Physical Therapist Assistant

- Club Advisors, S. Polvado and D. Hernandez facilitated the Class of 2024 Student PTA Club's first fall T-shirt sale fundraiser, September 2
- Club Advisors, S. Polvado and D. Hernandez facilitated the distribution of the Class of 2024 Student PTA Club annual (fundraiser) Academic Calendars to sponsors as well as all STC campuses, September 6

- D. Hernandez communicated via email with Dr. T. Garza regarding a possible demo for the Anatomage table, September 6
- D. Hernandez met via Teams with Yolanda Jaramillo to discuss PTA PLO Assessment plans, September 6
- D. Hernandez communicated via email with Aptus Therapy Services regarding job opportunities for graduates, and shared with alumni via the Facebook alumni page, September 6
- D. Hernandez represented STC in Texas Alliance of PTA Educators voting activities related to the fall meeting time/location, September 7
- D. Hernandez communicated via email with J. Cavazos, WEHS GEAR UP Facilitator, regarding career shadowing opportunities in physical therapy, September 7
- K. Chavarria, PTA Instructor, and Level 2 students collaborated with the Nursing program and conducted a series of basic mobility labs to include bed mobility, bed transfers, and gait training, for new nursing students, September 7

- D. Hernandez, PC facilitated the annual PTA Program mentoring project in which each new Level 1 student is paired with a seasoned Level 2 student mentor. Throughout the year, mentorship pairs meet regularly, sharing knowledge, encouragement, and friendship. This year's project began with a "Sit with your Senior" luncheon event, September 8
- D. Hernandez, PC met with A. Pisanello, PT, DPT, FRC, as he inquired about future employment and/or guest lecture opportunities with the PTA Program, September 8
- Faculty facilitated the first Level I PTA student Club meeting for election of officers, September 8
- S. Ruelas, Instructor and Level I students hosted Michael Byrd from National Seating & Mobility for a positioning and wheelchair lab, September 8
- The program recognized World PT Day by posting a creative social media reel, September 8
- PTA faculty collaborated with a J. Garcia c/o 2012 for a mock interview exercise to aid in his UTRGV Physician Assistant application process, September 11
- Program faculty and Level 2 students participated in the Upper Extremity Symposium, hosted by Hangar Clinic, held at the Edinburg Conference Center at Renaissance, September 12
- D. Hernandez Participated in a Behavioral Intervention Team (BIT) meetings, September 13 & 27
- D. Hernandez attended Challenged Sportsmen of America Executive Board meetings in preparation for their October 2023 Annual Wing & Water Weekend, in which PTA students will volunteer, September 13 & 27
- D. Hernandez met with J. Gonzalez, Instructional Designed, to discuss BlackBoard examinations for fall courses, September 14
- D. Hernandez participated in the Chair Leadership Meeting, September 17
- S. Polvado & S. Ruelas participated in the College-Wide Curriculum Meeting, September 19
- Instructors S. Polvado, K. Chavarria along with Level II students attended an off-site Stroke Lab at the DHR Neuro Institute, and received a guest presentation on "Physiological Functions of the Brain in Relation to Stroke", from Dr. Michael Auer, PT, DPT, C/NDT, Director of DHR Health Neuro-Therapy Institute & Cardiac Rehab, September 22
- D. Hernandez met with a Level I student to establish a re-entry plan for 2024, as he withdrew due to extenuating circumstances as a result of illness, September 25
- D. Hernandez compiled and submitted updated Program Outcomes and Application data to the digital services manager, to ensure the program webpage is current, September 28
- Faculty and all students participated in the 2023 Flash Action Strategy by submitting letters promoting the importance of pelvic health physical therapy for postpartum individuals to Congress and registering for the Student Advocacy Challenge.
- All PTA faculty attended the Faculty Convocation, September 29
- All faculty participated in department meetings focused on the development of PLO reporting, September 5, 19, & 26
- D. Hernandez developed and released 10 social media posts to continue to generate awareness and engagement for our program, further enhancing our online presence.
- D. Hernandez collaborated with c/o 2024 SPTA Club officers for the development of a "Day in the Life" social media series calendar which will air in October, in celebration of National PT Month.

- S. Polvado, Instructor/ACCE gained membership to the Neuro-Developmental Treatment Association in preparation for NDT certification training planned for October.
- D. Hernandez, S. Ruelas & K. Chavarria registered to attend the Annual Texas PT Association Conference to be held in Roundrock, this October.

Vocational Nursing

- Students attended the McAllen Mega Clinic where they assisted booths in triage, pharmacy, medical clearance, optical assistance, and dental assistance, September 17
- Program representatives attended the San Isidro Career Day and informed potential students about the VN Program and the benefits of becoming a nurse to help the community, September 28
- Students attended Alzheimer's walk event. They conducted glucometer checks and provided community members information regarding medication and safety promotion, September 30

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Attended the Institutional Leadership Council Meeting through MS Teams, September 1
- Met with Dr. Petrosian to discuss Travel issues, September 1
- Attended the Coordinated Operations Council, September 5
- Attended the Child Development Center Oversight Committee through MS Teams, September 7
- Attended the AY 23-24 SBS Division Curriculum Committee Meeting through MS Teams, September 7
- Attended SBS Division Meeting through MS Teams, September 13
- Attended the Child Development Center Oversight Committee through MS Teams, September 14
- Attended the Constitution Day Event at the Student Union Ballroom, September 18
- Attended the Coordinated Operations Council at Pecan Campus, Building H 216, September 19
- Attended the College-Wide Curriculum Committee Meeting through MS Teams, September 19
- Attend the Superintendent Leadership Meeting at Pecan Campus Student Union, September 21
- Attended the Virtual Data Presentation for Strategic Plan through Zoom, September 21
- Met with Political Science Chair and Human Resources Director through MS Teams, September 22
- Interviewed candidates for the SBS Division Administrative Assistant position at Pecan Campus Building G 128, September 25
- Conducted Classroom Observation for the Sociology Department Chair, September 25
- Attended the Psychology Orientation at the Pecan Campus Student Ballroom, September 27
- Attended the Fall 2023 Chair Leadership Meeting at Pecan Campus Student Union, September 27
- Attended the Fall 2023 Criminal Justice Orientation at the Pecan Campus Building G 201 Auditorium, September 28
- Attended the Fall 2023 Convocation at the McAllen Convention Center, September 29

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- South Texas College Child Development Center has begun their Fall semester with various activities and events. Children and staff have been adjusting to routines, new friends and new teachers. We also have celebrated several events such as September 11th and 16 de Septiembre. Our monthly fire drill was a success. Our center currently serves a classroom of infants ages 12 months through 17 months, three toddler classrooms from 18 months to 36 months and one preschool classroom, ages three years to five years old. We have Capstone field study students from the Child Development and Early Childhood department completing their field hours in the classrooms and office as part of their coursework requirements, September 16
- The Child Development Department held a Club Fair at the STC Pecan Campus North Academic Building P. Over 25 Child Development and Early Childhood Majors and other STC students signed up for the Child Development Club, September 20
- The Child Development Club held its first meeting via MS Teams where Club President and Vice President welcomed new members and encouraged new members to actively participate in this semester's events. Former STC students and club members also shared their experiences as members of the Child Development Club, September 21

Political Science

- The Political Science Department held a Constitution Day panel – "The US Constitution at 236: Challenges and Opportunities" at the Pecan Campus Student Union Ballroom, September 18
- Political Science faculty members facilitated the monthly online workshop related to teaching "Artificial Intelligence" through MS Teams, September 22

Psychological Science

- The Starr County Campus Psychology Club hosted its first meeting of fall 2023 semester on Thursday, September 7, 2023. After the welcome and introduction activity where new members mentioned why they decided to join the Starr Psych Club, there was an overview of the club's purpose, core values, and member code of conduct. Members had the opportunity to order the club shirt and were made aware of the point system that will recognize the Top 10 Most Active Members at the end of the semester. Members were reminded that September is Suicide Awareness Prevention Month and they will post information on social media to bring awareness to the community on this important topic. Members had the chance to sign up to participate in upcoming events, September 7
- The Starr County Campus Psychology Club attended the South Texas College Starr County Campus 9/11 Remembrance Ceremony on Monday, September 11, 2023. Both Dr. Arturo Montiel, STC Starr County Campus Administrator, and Ms. Rose Benavidez, STC Board Chair, provided remarks during this event, as well as some Starr County campus students who reflected on this important date in United States history. Starr Psych Club is pictured with Dr. Arturo Montiel, September 11
- The Psychological Science Department Chair met with the Dual Credit Academy coordinator and discussed the possibility of developing an academy for psychological science, the proposed timeline of events, and factors that determine the development of such academy i.e., student interest, September 13
- The Starr County Campus Psychology Club participated at the Fall 2023 South Texas College Starr County Campus Club Recruitment Fair on Wednesday, September 20, 2023. Starr Psych Club, along with some other clubs, had an informational table in the hallway of academic Building E. Starr County Campus Psychology Club Members distributed brochures and recruited 20 new students to join the club, September 20
- The Psychological Science Department conducted student orientations at the Starr Campus on September 20th, Mid-Valley Campus on September 26th and at Pecan Campus on September 27th for all Psychology Majors. The orientations were held to provide incoming students with a review of the degree plan, a description of course offerings and careers in psychology, an introduction to student organizations in the department such as the Psychology Clubs and Psi Beta Chapter, and an opportunity to meet departmental faculty. Guided Pathways Specialists at each campus also provided information regarding Spring registration, Starfish and Degree Works, September 27
- The Starr County Campus Psychology Club hosted a meeting with guest speakers/presenters from El Faro Health and Therapeutics on Wednesday, September 27, 2023. The guest speakers/presenters elaborated on their Alzheimer's clinic in Starr County. They distributed research studies information and consent forms for Starr Psych Club members that would like to participate and shared statistics, brochures, and a video on Alzheimer's Disease to bring awareness to the students about this condition, including symptoms, risk factors, and preventive factors, September 27
- The Starr County Campus Psychology Club participated in the 2nd Annual Alzheimer's Awareness Walk/Event on Saturday, September 30, 2023. The Starr Psych Club had a table/booth were students/members distributed psychological science department information and associate degree plans and flyers to the attendees who visited the table/booth. There were remarks by the Mayor of Rio Grande City and by some family members who have lost loved ones to Alzheimer's. Alzheimer's Awareness was brought with information presented throughout the 1 mile walk around the Basilio Villarreal Municipal Park, September 30

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

External/Outreach Activities:

- Hosted a meeting to finalize single sign on for the Pressbooks OER project, September 10
- Attended THECB Digital Learning Summit, September 12 -13
- Hosted work meetings to discuss options for using the Class student interaction software as a replacement for Collaborate, September 20-25
- Prosperity Task Force Meeting, September 27

Campus Activities:

- Participated in the Learning Support collaborative meeting with ET and the Library to discuss a plan for handling AI across the faculty and student experience, Sept 1
- Hosted a dean review showing for HonorLock (proctoring services), September 5
- Presented updates to the Council of Chairs, Sept 5
- Attended the Anthology Monthly Service meeting, September 5
- Finalized Summer 2023 Cohorts for OTC and Instructional Continuity certifications
- Attended the POC Meeting to begin the 5 Year SACSCOC Report, September 12
- Organized and Launched Pop-Up sessions to encourage faculty to utilize new Blackboard AI features, September 11-15
- Attended the College-Wide Curriculum meeting, September 19
- Attended the dean's SWOT session, September 25

ANA DAVILA DIRECTOR'S REPORT:

- Obtained certificate of completion for the HR Vector training on South Texas College Cybersecurity Awareness (Custom) and Title IX and Sexual Harrasment Prevention for Employees (Full Course), September 1and 5
- Developed a process for creating new materials for Blackboard Impact software and created repository knowledge based on Blackboard support, September 1-30
- Participated in the Institutional Leadership Council, September 1
- Participated in the Honorlock South Texas College Demo, September 5
- Participated in the Value of Community Colleges: Recent Students' Motivations and Outcomes, September 7
- Participated in the South Texas College / Anthology – Monthly Service Delivery Review Meeting, September 7
- Participated at THECB Digital Learning Summit, September 12 and 13
- Facilitated the Overview of the Digital Training Center for the Center of Learning Excellence staff, September 14
- Participated at the Academic Improvement Plan Module Meeting with Dual Credit and Counseling staff, September 19
- Participated at the South Texas College Class Overview meeting, September 20
- Participated at the Pressbooks Meeting and SSO Integration Session, September 20 and 21
- Participated in the Virtual Data Presentation for Strategic Plan, September 21
- Participated in the Banner User Groups Committee, September 22
- Met with Digital Learning Manager to address a fixed working schedule and expectations, September 22
- Met with the Director of Admissions to discuss the Blackboard Script for all dropped students, September 22
- Facilitated the Blackboard AI Tools Features for the Business Administration Department meeting, September 22
- Participated in the SWOT Exercise Session, September 26
- Participated in the South Texas College ILP Functional Consulting – Ethos Validation meeting, September 27
- Participated in the Fall 2023 Chair Leadership Meeting, September 27
- Attended Fall 2023 Convocation, September 29

PROJECTS:

- Learning Management System (LMS)
  - Batch upload for all Fall 2023 courses and faculty/student enrollments through ILP Admin, September 1-30
  - Batch upload for all drop students in Fall 2023 term courses through the Blackboard integration, September 4, 11, 18 and 25
  - Updated information modules and pop-ups in Blackboard, September 1-30
  - Updated the institutional hierarchy for all Fall 2023 term, September 1-30
  - Updated Blackboard Assist resource page, September 1-30
  - Updated the Training and Development Manager on Blackboard's production server, September 1-30
  - Updated SIMnet Rest API setting, September 18
- Digital Learning Portal and Ticketing System PowerApps
  - Updated dean/chair reports on the dashboard.
  - Fix bugs/errors.
  - Updated faculty certification list.

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	526
Social Intent – Digital Learning Chat	61
Blackboard Support Chats/Calls:	317
Blackboard Level 2 – Tier II Support Requests:	87
Total	**991**

- **Trainings/ Workshops/ Professional Development/Events**
  - Professional Development
    - Digital Learning staff participated in the NCLCA Vendor Webinar EAB: Navigate, September 12
    - Digital Learning staff participated in AI Course Building Simplified, September 12
    - Digital Learning staff participated in LinkedIn Learning workshop presented by HR, September 19
    - Digital Learning staff participated in Employee Benefits Orientation, September 22
    - Digital Learning staff attended Fall 2023 Convocation, September 29
  - Workshops
    - Digital Learning staff facilitated Blackboard Navigation presentation, September 1
    - Digital Learning staff facilitated Effective Note-Taking workshop for all students, September 12
    - Digital Learning staff presented Specializing in Student Success Workshop for Faculty, September 15
    - Digital Learning staff facilitated Effective Note-Taking workshop, September 20
    - Digital Learning staff facilitated Interactive Reading Workshop for all students, September 21
    - Digital Learning staff facilitated Blackboard Open Lab workshop on September 20
  - Training
    - Digital Learning staff facilitated the Certification Status and LLC Hours Information session, September 6 and 13
    - Digital Learning staff facilitated the Blackboard AI Tools Features, September 12, 13 and 14
    - Digital Learning staff facilitated the Blackboard AI Tools Features for the History Department meeting, September 21
  - Events
    - Digital Learning student support staff participated in Student Activities tabling event, September 28

- **Student Success Activities:**

Type of Service	Number of Students Visit
• General Advising	114
• Telephone/ Text Contacts:	110
• Virtual Campus Advising Email:	48
• Radius Inquires:	122
• Register Online Students	0
• Register TxDOT Students	0
• Academic Coach Sessions:	72
• Email Reminders Sent:	236
Total:	**702**

DISTANCE LEARNING MEETINGS:

- Digital Learning Technology Team participated with Blackboard's Service Delivery Manager Session, September 13, 20 and 27
- Digital Learning Technology Team participated with the Monthly Blackboard's Tier II Service Delivery Review Team, September 7
- Digital Learning staff attended Captivate meeting with Course Dev. Spec. And Student Support Team, September 7
- Digital Learning staff attended discussion for faculty workshop with Student Support Team, September 8
- Digital Learning staff attended monthly Inside Track Training, September 1
- Digital Learning staff attended meeting with Student Engagement in regards to TxDOT updates, September 20
- Digital Learning staff attended the faculty workshop recording meeting, September 21

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Attended STC meetings and trainings district-wide.
    - Attended Institutional Leadership Council Meeting, September 1
    - Attended Teach Us, Versidi, Inc. Meeting, September 12
    - Attends MVC South Academic Bldg. H Repair of Damaged Roof Construction Meetings, Thursdays, biweekly
    - Attended Coordinated Operations Council Meeting, September 19
    - Attended Superintendent Leadership Meeting, September 21
    - Participated in Virtual Data Presentation for Strategic Plan Meeting, September 21
    - Attended SWOT Exercise Session Meeting, September 26
    - Attended Fall 2023 Chair Leadership Meeting, September 27
- Student Activities hosted Welcome Week for students to promote STC clubs, SLA and SGA, September 5 & 6
- Remembering 9/11 Ceremony held, September 11
- Maintenance Department hosted Hazard Communication Plan Training, September 20 & 21
- Monthly MVC Advisory Committee Meeting was held, September 28
- Fall Convocation (CWPD), September 29

COMMUNITY ENGAGEMENT:

- Attended various local community organization and school district events in the Mid Valley.
    - Attended Ribbon Cutting: Ritmo de Mi Tierra, LLC, September 1
    - Attended Ribbon Cutting: Tacos El Plebe, September 6
    - Attended Weslaco Chamber Investor's Luncheon, September 13
    - Attended Weslaco Museum Board Governance Meeting, September 13

- Attended Weslaco Chamber Executive and Regular Board Meetings, September 19
- Attended Weslaco Board Governance Applicant Review Meeting, September 20
- Attended Weslaco Museum Fundraising Committee Meeting, September 22 & 29
- Attended Ribbon Cutting: New Fire Administration and Fire Station Building, September 27
- Attended Milestone Celebration: RGV OLLU 15 Year Anniversary, September 28

- Continuing Education hosted Personal Protective Equipment Training for local community members, September 1
- Weslaco Police Department hosted a meeting/training for their officers, September 20
- Hurricane Expo Initial Planning Meeting was held, September 25

ENROLLMENT ACTIVITIES:

- Psychological Sciences Department hosted a Student Orientation and Registration Event for student enrollment, September 2

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Fall semester Starr County Campus staff meeting
- Provided Easter Seals organization with campus tour and opportunity to meet campus staff
- Addressed RGCGISD school board at monthly meeting to express appreciation for summer camp partnership
- Attended meeting with PNC bank to visit with faculty/staff/students on bank services offered
- Attended meeting with UT-Health to promote OBGYN clinic on campus for students and community
- Held meeting with staff to develop facilities management for community events

COMMUNITY ENGAGEMENT:

- Student Activities & Wellness "Welcome Week", September 5&6
- Student Leadership Academy, September 6, 14, 21, 28
- Psychology Club, September 7
- Workforce Education "Phlebotomy", September 9
- 9/11 Remembrance Ceremony, September 11
- Mayors Men's Prayer Breakfast, September 12
- Student Government Association "Kickoff", September 12
- CLE Welcome Back Fall Fest, September 12 & 13
- Border Patrol-Sem-Annual Law Enforcement Partner Meeting, September 13
- Madden Tournament and Student Leadership Kickoff Event, September 13
- Student Activities & Wellness "16 de Septiembre", September 14
- 4V4 Flag Football Tournament, September 14
- Substitute Teacher Certification, September 16
- Phlebotomy Course, September 16
- Early College Sophomore Class, September 18
- Easter Seals, September 18
- Staff Meeting TEAMS, September 18
- Student Activities & Wellness "Constitution Day", September 19
- Music Club Meeting, September 19,26
- Student Rights & Responsibilities September Information Booth, September 20
- Club Fair, September 20
- Biology Club Meeting, September 20, 27,
- 8th Annual Psychological Science Major Orientation, September 20
- Faculty Meeting TEAMS, September 23
- Avance Professional Development Training, September 25
- Easter Seals Workshop, September 26
- Student Activities & Wellness "Come on BARBIE let's go STUDY, September 27

ENROLLMENT ACTIVITIES:

- Held meeting with NAH staff from McAllen to discuss student and equipment needs for growing LVN program.
- Attended Psychology Club meeting to discuss pathways and different careers in the social sciences.
- Student Services hired new academic advisor to work with technology program students.
- Collaborated with RGCGISD to offer HVAC classes for Spring 2024.
- Developed plans for early registration in October for all groups of students.
- Pre-enrollment of technology students began by informing students and preparing them for schedules needed for registration

OLIVIA DE LA ROSA
DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Met with Human Resources and Purchasing regarding wine pairing class, September 6
- Attended webinar on the Value of Community Colleges: Recent Students' Motivations and Outcomes, September 7
- Met with Ed2Go, our online course provider, to discuss enrollment, September 11
- Attended webinar on Using Technology to Drive Outcomes for Adult Learners: Real-World Success Stories From the Classroom, September 11
- Virtually attended THECB Digital Learning Summit, September 12-13
- Attended the Family Self-Sufficiency and Resident Services Program Coordinating Committee quarterly meeting at the McAllen Housing Authority, September 13
- Attended tour and discussion of the culinary arts program with Dean Lozano and the Texas Restaurant Association, September 13
- Participated in the Hidalgo County Prosperity Task Force strategic planning workshop, September 14
- Met with DHR to discuss collaborating on a Skills Development Fund grant, September 15
- Facilitated monthly non-credit to credit update meeting, September 18
- Attended second meeting of the Noncredit Learning Community hosted by Rutgers University, September 18
- Met with Early Childhood Workforce Connector regarding the childcare apprenticeship program, September 19
- Met with the EMT department regarding continuing education courses for trauma/EMS personnel, September 20
- Met with the Pharmacy department regarding the Accreditation Council for Pharmacy Education (ACPE) accreditation proposal to be able to offer CEUs to pharmacy personnel, September 20
- Attended McAllen Chamber of Commerce Good Day Luncheon, September 21
- Participated in the strategic plan SWOT session, September 26
- Presented at the McAllen ISD/Dual Credit and Continuing Education programs board workshop, September 27
- Attended the Fall 2023 Chair Leadership meeting, September 27
- Meet with the Region One Adult Literacy department, September 28

ENROLLMENT AND RECRUITMENT:

- Target unduplicated enrollment for FY24 is 11,510
- Unduplicated enrollment through the end of September was 623 students
- Classes started included ESL, GED, Real Estate, CDL, Bus Driving, Substitute Teacher, BLS CPR, Medication Aide Update, and Medical Office Skills
- Started five Intro to Welding courses at Rio Grande Grulla ISD, September 5
- Started Job Readiness courses at Edinburg CISD, September 6
- Started a bus driving training for four City of McAllen employees, September 18
- Another session of Reasoning and Interviewing Skills was conducted for 20 Border Patrol Agents, September 25-29
- A CDL training course was started for Homeland Security ICE agents, September 25
- Classes were started for the McAllen ISD Parental Involvement program, September 9
- A basic sewing class was conducted for the Girl Scouts, September 30
- Recruitment presentations for the High School Equivalency Program (HEP) grant for migrant farmworkers were conducted at UMOS, Hidalgo ISD, Edcouch Elsa ISD, and Region One
- Weekly GED orientations were held every Thursday morning at the Pecan Plaza

Projects/contracts:

- Intermediate Excel training for Workforce Solutions employees is scheduled to start October 24
- Region One AEL FY24 sub-contract for GED/Medical Office Specialist and GED/Educational Aide was approved and recruitment has started
- CPR training for Region One GEAR-UP scheduled to start in October
- Development will begin in October for courses in Self-Advocacy and Social Skills
- Research has started on the development of the Massage Therapy program

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Institutional Leadership Council, September 1
- Grant Planning Forecasting Meeting with Office of Sponsored Initiatives, September 5
- WE CAN TX Meeting: STC and JFF Monthly Check-in, September 5
- Building Communities Conference – American Institute Architects, September 7-10

- National Conference for Workforce Education Presentation Planning, September 13
- Meeting with Grants Accounting, HR, and OSI over NAH Grant positions, September 15
- Non-credit and Credit programs Monthly Meeting, September 18
- Fifth Year Report for Point of Contacts Check-in Meeting, September 18
- Grant Staff Positions with HR, Office of Sponsored Initiatives, September 18
- Building Communities Conference Lessons Learned Meeting, September 19
- South Texas College Art Exhibition, September 20
- Art Department Meeting over Grants, September 21
- National Conference for Workforce Education Presentation Planning, September 22
- Perkins Basic FY24 Award Kick Off, September 25
- NAH Monthly Meeting over Grants, September 26
- IEA&A Meeting with Academic Affairs IE Plan, September 27
- Fall 2023 Chair Leadership Meeting, September 27
- STC &UTRGV Grant Meeting for AMT, September 28
- Fall Convocation, September 29

PROJECTS:

- Workforce Summit Planning
- IE Plans and COP Alignment with Grant Initiatives
- Perkins Basic FY25

ACADEMIC GRANTS:

- Child Development Associates (CDA) Credential Program – Division of Social Behavioral Sciences
- Childcare Access Means Parents in School (CCAMPIS) Program– Division of Social Behavioral Sciences
- Child and Adult Care Food Program Application Renewal – Division of Social Behavioral Sciences
- TWC Child Care Relief Funds – Division of Social Behavioral Sciences
- Bridges to BA Research, Subaward with UTRGV – Division of Math, Science, IT & Bachelor Programs
- Be Aware 2: Bioenergy and Water for Agriculture Research and Education (Subaward for UTSA & UTRGV) – Division of Math, Science, IT & Bachelor Programs
- DHSI Grant Academic Coaching – Division of Math, Science, IT & Bachelor Programs
- NSF – 6S Academy – Division of Math, Science, IT & Bachelor Programs
- STARTREC Grant (subaward from UTRGV) – Division of Math, Science, IT & Bachelor Programs
- TAB Marketing & Recruitment – Division of Math, Science, IT & Bachelor Programs

- Pathways to NRCS and Academic Career to Civil Engineering and Agriculture Students (PANACEAS, sub-award to UTRGV) – Division of Math, Science, IT & Bachelor Programs
- Lumen Learning Project– Division of Math, Science, IT & Bachelor Programs
- University Transportation Centers Program – Division of Math, Science, IT & Bachelor Programs
- Gene Haas Foundation Scholarships – Division of Business, Public Safety, and Technology
- Kenedy Memorial Foundation – Division of Business, Public Safety, and Technology
- WE CAN TX – Division of Business, Public Safety, and Technology
- PATH, Region One - Division of Nursing & Allied Health
- Healthcare Professionals Program, Hidalgo County - Division of Nursing & Allied Health
- Nursing Shortage Reduction Program - Division of Nursing & Allied Health
- Nursing Shortage Reduction Program GEER II - Division of Nursing & Allied Health
- I3 Heal2 Project - Division of Nursing & Allied Health
- Healthcare Professional Enhancement Program, City of McAllen, - Division of Nursing & Allied Health
- JET Grant, TWC, Vocational Nursing Program, - Division of Nursing & Allied Health
- JET Grant, TWC, EMS Program, - Division of Nursing & Allied Health
- Texas Industry Partnership, TWC, - Division of Nursing & Allied Health
- AT&T Aspire Program , - Division of Nursing & Allied Health
- TexPREP Roma ISD - Dual Credit Programs
- TexPREP Hidalgo ISD - Dual Credit Programs
- Skills for Small Business, TWC - Continuing Education
- Progresando Grant - Continuing Education
- HEP Grant - Continuing Education
- Prioritizing Adult Community College Enrollment (PACCE) - Continuing Education
- TRUE2 - Continuing Education
- TX Expansion Grant, 2022 Apprenticeship - Continuing Education
- Workforce & Safety Training Grant - Continuing Education
- Child care Apprenticeship Grant - Continuing Education

MONICA PEREZ
ACADEMIC OPERATIONS OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended monthly Institutional Leadership Council (ILC) meeting, September 1
- Attended meeting to discuss travel procedures/issues for division, September 1
- Met with Facilities and AVP for Dual Credit Programs to discuss PCN D-104 renovation, September 5
- Attended bi-weekly construction meeting regarding Starr County Campus Automotive Lab and HVAC-R Outdoor Area, September 6
- Met with Applications Development Manager and AVP for Dual Credit Programs to discuss Radius application needed for Dual Credit Programs, September 6
- Met with Dean for NAH, Starr County Campus Administrator, and NAH Faculty to discuss active learning classrooms and facility issues/requests, September 7
- Met with La Joya Principal and Shipping & Receiving to discuss and review items pending relocation, September 12
- Attended bi-weekly construction meeting regarding MVC Automotive Lab, HVAC-R Classroom & Outdoor Area, and Welding Lab Expansions, September 12
- Met with BO and Respiratory Department Chair to discuss student fees related to tuition and fee table, September 14
- Facilitated Grade Appeal Committee meeting, September 15
- Attended Coordinated Operations Council (COC) meeting, September 19
- Met with SAEM Division and PR to discuss artwork for commencement items, September 19
- Attended bi-weekly construction meeting regarding Starr County Campus Automotive Lab and HVAC-R Outdoor Area, September 20
- Facilitated Grade Appeal Committee meeting, September 22

- Attended Fall 2023 Chair Leadership Meeting, September 27
- Attended bi-weekly construction meeting regarding MVC Automotive Lab, HVAC-R Classroom & Outdoor Area, and Welding Lab Expansions, September 27
- Met with Welding Department Chair regarding welding equipment at La Joya Jimmy Carter Early College High School, September 28
- Met with FPC, Dean for LA, Music Department Chair, and Dance Department Chair regarding the schematic design and presentation discussion for the Pecan Campus Performing Arts Building L Music and Dance Expansion, September 28
- Attended Fall 2023 Convocation, September 29

PROJECTS:

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Begin identifying dates for Spring 2024 FLAC Calendar
    - Begin the Spring 2024 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
    - Total faculty records processed for electronic compensation: 1,713
- 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 (Substantial Completion)
    - Pecan Campus: Cooper Center Expansion; LA Division Suite Renovation; PCN D-104 Renovation
    - 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
- Continue overseeing scheduling and maintenance of Active Learning Classrooms district-wide
- Finalized Grade Appeals submitted for Step 3 of process

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. DAVID C. PLUMMER, VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)
DATE:	OCTOBER 1, 2023
SUBJECT:	ACTIVITY REPORT FOR SEPTEMBER 1, 2023 THROUGH SEPTEMBER 30, 2023

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

MEETINGS

- Practicum in Information Technology Students
- Cabinet
- DHSI: Inside Track Update
- Orientation for Information Technology High School Interns
- Remembrance Ceremony and Tour of Regional Center for Public Safety Excellence
- Student Union Tour with FBI
- Board Committee
- Regular Board
- Workday implementation discussion
- Building D Auditorium tour with Border Patrol
- Rio Plex Safety Council – RGV Safety Solutions Training Services
- Dual Enrollment Computer Science Academy (DECSA)
- Coordinated Operations Council (COC)
- TIPs Check-In
- FBI Active Shooter Training
- 2nd Annual Youth Entrepreneurship Development project
- Superintendent Leadership Meeting
- Virtual Data Presentation for Strategic Plan
- Seal of Excelencia Inquiry
- Review of Data for Board EWDC
- SWOT Team Exercise Sessions
- RGV Fire Chiefs Association Meeting
- College Wide Convocation
- Pharr Police Advisory Board
- Active Shooter Training

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE

The Applications Team reviewed the Banner patches timeline with the Banner User Group (BUGs). Based on the outcome of the meeting, the committee has agreed to move forward with a November 4 production date. The Database and Applications Team was also able to remove the API issue from production after receiving communication from Ellucian and Oracle. The premium connector for Microsoft will be purchased in November so we can begin integrating Banner data in the Office 365 Power App environment and other environments. 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 SSB 8 self-service 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

Once the announcements were made publicly at the 2023 fall Convocation, PR and IT met to prepare Jagnet for the modifications. The modifications will go into production on October 7. The next Jagnet Content Committee will be scheduled.

DEGREE WORKS

The Team has removed all errors in the upgraded DegreeWorks test environment. The Team scheduled a meeting with the stakeholders on October 13. In this meeting, the Team will discuss the new functionality and what testing needs to occur. The upgrade in production is tentatively scheduled for the spring of 2024.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – DATA CENTER REPLICATION

The IT Team continues monitoring the health and performance of the data replication from Pecan to both locations of Starr County and 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 the swap of 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 set up an external Internet Provider in order to access Banner at TJC via VPN. We currently have a direct network connection as a point-to-point from STC to TJC.

The IT Team met with different vendors in order to analyze the different options of equipment required for TJC for this second phase. The Team will have follow-up meetings with the vendors to discuss setup options and pricing accordingly.

VIRTUALIZATION PHASE II

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

The IT Team worked on a request to add the 2023 fall cohort of students to the SolidWorks virtual desktops. The Team also upgraded the connection servers to the latest version.

The IT Team worked on installing the latest agent for Windows 11 lab pool. As part of adding the new agent, the Team updated and recomposed the system.

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 where risk can be reduced with multi-factor authentication.
- Yearly Maintenance of DUO-2FA has been started. About 600 unsued accounts will be cleaned.

GOVERNANCE

- Worked with CR and CS policies.
- 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, approved by VP for ISPP&SI. A copy of the signed Risk Assessment will be sent to Risk Management.
- Submitting all the configuration changes for the health check of our email security.
- Completed our End-Point-Protection project acquisition of 9,000 licenses with SentinelOne Next Generation Anti-Virus (NGAV), ready to start 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 provided to Information Technology and Information Security Program.
- Selecting Table Top Exercises for Disaster Recovery Testing.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement.
- Received scanning results from PCI and is currently reviewing report to determine if any changes are needed.

INFORMATION SECURITY PROGRAM METRICS

- 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 – Met with key prospectus writers
- 5th Year Interim –Met with Points of Contact (POCs)

MEETINGS/TRAINING

- IRESP Leadership Weekly Meeting
- Cabinet Meeting
- Trellis Surveys Meeting
- Institutional Leadership Council (ILC)
- Enrollment Assumptions
- College Wide Curriculum Committee Meeting

PROJECTS

- Strategic Planning – Ongoing discussion regarding quote process
- Data Hub – Will discuss progress at the upcoming meeting
- STC Logo – Presented at Fall 2023 Convocation
- S.W.O.T Training- Held sessions for selected faculty, staff, and executive leadership

MISCELLANEOUS

- IRE Weekly Reports to ISPP&SI
- IRE Monthly Report
- Deans travel to the 2023 SACSCOC Annual Meeting complete
- Prepared Deans travel to the 2023 TSC-Pathway Conference

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

INSTITUTIONAL EFFECTIVENESS

- 2019-2021 IE Cycle and HTML Errors for IEA Website finalized
- COP Status Reports AY
  - 2020-2021 – Updating the color scheme template
  - 2021-2022 – Updating the color scheme template
- 2021-2023 Baseline Table – Completed IE Plan Cycle Data Portal chart including Mid-Biennium and End-Biennium Data
- 2021-2023 IE Cycle corrected HTML Errors for placement of plans on the IEA Website- IE Reports are complete-Pending to review data to ensure all information is accurate
- 2022-2023 through 2024-2025 Comprehensive Operational Plans – Followed up with divisions pending COPs
- 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-Met with POCs pending IE Plans
- COP Master Sheet - Pending additions
- Xitracs Maintenance – Made inquiry on its Fifth Year Interim Report
- Support for Program-based Accreditation (Re-accreditation)-Met with AMT Chair on final version suggestions to NIMS. Followed up with OTA & ADN to offer service before submission to accreditation agencies
- Indirect Support to Departments/Divisions for IE Plan Mid-Biennium Report (2021-2023) or 2019-2021 IE Plan Report Completion – Worked on IE Plans & Reports SharePoint site
- Completion of the 2021-2023 IE Plan End-of-Biennium (Final) Report- Disseminated instructions for End-of-Biennium report, training, support, and data portal reports
- 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 – Report set
- IEA Website – Publish and archive the IE plans and reports
- IE Reports Data Support- Working on the 2023-2025 IE cycle objectives
- Training Guide for "Edit a Table in Xitracs" – Pending final approval, publication, and presentation
- Tasks and Due Dates Spreadsheet – Re-organized
- Created a Report/Plans pending tracking form covering all departments- The IEA Team will contact POCs
- Timeline for IEA Documentation – Modifying timeline created for reports/plans due dates

DATA REQUESTS, SACSCOC, AND DATA SUMMIT

- QEP Assessment Data Support – Discussed the annual fall QEP Survey if FTIC students
- Strategic Planning/KPI Data Support – Updating new KPIs
- Ad Hoc Discussions with RAS and/or STC Constituent(s) –Reported initial suggestions to HR for Policy DHC
- Data Research – Exploring the course-level success of majors and non-majors taking transfer-eligible courses
- Data Requests – Provided AMT programs Fall 2023 Census Enrollment data, HD, & Degree Awards reports

FACTBOOK AND DATA PORTAL

- Data Portal Update – Posted the Enrollment by Major and Type Reports
- FactBook Update – Publish the licensure exam passing rates report

MEETINGS/TRAINING

- Division (IEA & RAS) Meeting
- LinkedIn Learning
- IPEC Data Preparation & Planning Meeting
- HR Mandatory Training (Vector)
- IEA Staff Weekly Meeting
- Data Literacy Academy and Workshops
- VP-ISPP&SI Meeting
- Substantive Change Support
- SACSCOC Conference Activities
- Senior AA Training & Meeting

- Workshop: Are You Using the EAP to its Full Potential? – Attended online training
- Fall 2023 Convocation

PROJECTS

- Performance Funding Data and Support- Updated Fall 2023 Enrollment & AY 22-23 Awards report with HD
- IEA Support for Strategic Planning- Participated in the STC staff SWOT focus group
- Fifth Year Interim Report – Follow-up on TASB policies progress
- Enrollment Dashboard- Updated Student Enrollment Composition report and worked on Degree Awards report

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 12-month Enrollment Survey
- IPEDS Completions Survey
- IPEDS Institutional Characteristics Survey
- TACC Fall Enrollment Survey

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 Combined Focus Group Report
- DHSI Inside Track Focus Group
- DHSI Online Tutoring Focus Group
- Distance Learning Focus Group
- Dual Credit Programs Focus Group

DATA REQUESTS

- Annual Enrollment 2022-2023
- Attempted and Earned Hours by School District
- Bachelor Program graduates count - historical
- CCAMPIS Fall to Fall persistence
- CLE inquiring BIO MATH ENGL pass rates
- CLE Online Tutoring data
- Criminal Justice Majors Not Enrolled Tracking and Contact Data
- Demographics and Contact Information Data for Student Completion Service's Contacted/Re-enrolled Students
- DHSI Grant Financial Literacy Year 3 data
- Embedded tutoring Success Rates
- Embedded Tutoring (ET) and Non-ET Performance
- Fall 2022 ELSO students enrolled in INRW0030 Spring 2023
- Fall 2022 INRW 0030 and ENGL 1301 corequisite pass rates
- Fall 2023 ADN students by county
- Fall 2023 Census Full/Part time Enrollment
- Fall 2023 Dual Matriculation Report
- Fall 2023 FTIC Hispanic List - for DHSI Grant Financial Literacy
- Fall 2023 Online and Full Online Enrollment
- Fall 2023 Total Census Enrollment Headcount
- Gender and Ethnicity/Race data for Fall 2023 census
- Information Literacy Instruction fared in comparison to students who did not receive instruction

- Outcomes data for reenrolled students
- Progress of Summer 2023 CCAMPIS Participants
- RN Admit and Graduate Demographics
- RN to BSN Admit and Graduate Demographics
- South Texas Resolution 2024-002: Fall 2022 Enrollment, Graduates, Pell Recipients and Demographics
- Special Advising data
- Spring 2023 Stop-out Student Demos and Contact Data - Fall Re-enrollment Effort
- Starfish attendance survey report
- Starfish Interventions Report - Summer 2023 and Spring 2023
- Stop-out Students That had Been Contacted and Re-enroll Fall 2023 - Demographics and Contact Data
- STR, TEC, Mid persistence, AW, transfer by student type and term
- Students Participating in Laptop Lending and Perkins Hotspot Program Performance Comparisons
- Supplemental Instruction Pass and Persistence Rates
- Total, academic, technical completions - 2022-2023 preliminary

MEETINGS

- Augmented Reality / Virtual Reality Focus Group Meeting
- Association of Institutional research (AIR) Webinar: 2023-24 NCES IPEDS Updates
- BUGs Committee Meeting
- Chair and Leadership Meeting
- ERP Implementation Discussion (Zoom) with Austin Community College Meeting
- Fraud Survey Report Guidelines Meeting
- Institutional Leadership Council (ILC) Meeting
- IPEC Preparation Meeting
- IRESP Leadership Meeting
- KPIs and Performance Based Funding Meeting
- Power BI Training (3 days) Meeting
- Qualitative Team Meeting
- Quantitative Team Meeting
- RAS Team Meeting
- Research Analysts' Employee Performance Appraisals Meeting
- Reviewed of Data for Board EWDC October Meeting
- Reviewed of Dual Credit College Knowledge & Support Focus Group with RAS
- SWOT Exercise Session – Participant and Note taking Meeting
- TIPS Check-In Call (for SWOT sessions) Meeting
- Trellis Financial Wellness Survey Meeting
- Virtual Data Presentation for Strategic Plan Meeting
- 2023 Fall Convocation

OTHER RESEARCH/SUPPORT

- Data files and presentation slides for IPEC
- Annual Enrollment 2022 to2023
- Enrollment data FY 2022 to 2023
- Enrollment composition trend Falls 2019 to 2023
- Enrollment and Outcomes presentation updates
- Fall 2021 to Fall 2023 traditional students' outcomes
- Performance-Based Funding Model presentation for Council of Chairs, Cabinet, and ILC
- Reviewed and updated Spring 2023 traditional enrollment projection
- Reviewed of CB Reporting Manuals as related to Performance-Based Funding

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Worked on SACSCOC Reaffirmation Committee assignment.
- Coordinated with Library Interior of Texas and Library staff aspects of the relocation of a portion of a compact shelving unit from Pecan Campus Library to Technology Campus Library.
- Prepared presentation to inform advisors, enrollment staff, and others involved with registration of new Zero Textbook Cost course attribute.

- Chaired SACSCOC Reaffirmation Committee visit to Daytona State College.
- Corresponded with Chair of Bachelor of Applied Science in Organizational Leadership and Library staff to assess availability of laptop loan for a student.
- Corresponded with HR and regarding staffing matter.

MEETING HIGHLIGHTS

- Participated in meeting with HR and ET staff to discuss staff issues and possible ET apprenticeship program.
- Presented on Library & Learning Support Services developments to Council of Chairs.
- Met with ET administrators and Executive Director of HR to determine age requirements for Educational Technologies apprenticeship program pilot.
- Convened meeting with Facilities Planning and Construction, IT, Facilities Operations and Maintenance, and LLSS departments to discuss Pecan Campus Library Phased Renovation implementation.
- Participated in planning meeting on prospectus for the new AA in Architecture.
- Convened meeting with Curriculum staff, Enrollment, and Advising to develop a plan to inform advisors, enrollment staff, and others involved with registration of new Zero Textbook Cost course attribute.
- Met with Facilities Planning and Construction, Learning Commons and Open Labs, Facilities Operations and Maintenance to discuss the integration of space modifications to F-134 with flooring timeline for that space.
- Met with EBSCO representative, Library, and Learning Commons and Open Labs staff to review Fierro Code database product.
- Reviewed and revised Library prospectus for the new AA in Architecture.
- Participated in Superintendent Leadership Meeting.
- Met with Facilities Planning and Construction, Learning Commons and Open Labs, and IT to discuss status of Pecan Campus Library Phase I renovation work.
- Participated in Virtual Data Presentation for Strategic Plan.
- Participated in Fall Convocation Meeting.

TRAINING HIGHLIGHTS

- Participated in Texas Council of Academic Libraries Conference.

LISA B. WALTERS, ASSOCIATE DEAN
LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Institutional Effectiveness & Comprehensive Operational Plan

MEETING HIGHLIGHTS

- Attended ACRL/iPeds 1st Planning Meeting
- Attended Hotspot/Laptop Wait List Meeting
- Attended Council of Chairs 2023 -2024 Meeting
- Attended Purchasing Laptops Discussion Meeting
- Attended Sirsi Dynex _Perkins Tool Replenish Inventory Meeting
- Attended Pecan Campus Library Modifications Update Phase I Meeting
- Attended Library Interiors of Texas Meeting
- Attended Overview of Digital Training Center Meeting
- Attended Library Liaison and Collection Program Meeting
- Attended Renovation Work Meeting
- Attended LLSS Administrator Meeting
- Attended EH Brainstorming Magic Meeting
- Attended Staffs' Review Annual Evaluation Meetings
- Attended Virtual Data Presentation for Strategic Plan Meeting
- Attended Fall 2023 Convocation Training
- Attended Virtual Tour Feedback Meeting
- Attended SWOT Analysis Session Meeting
- Attended FinancialFit for Texas Libraries Meeting

LIBRARY DATA:

Monthly Statistics	September 2023
▪ Library Website Visits: 10,373	▪ Visitors: 40,610
▪ Discovery Search Visits: 3,072	▪ Reference/Research: 78
▪ Community Users: 74	▪ Non-Reference/Research: **86**

Events and Library Art Gallery Highlights

Ka-Ching! Community Art Exhibition About Economics

Dual Credit Students, Alumni, Faculty, Staff, and Community Members	**Pecan Campus Library, 2nd Floor**	**August 28, 2023 – December 7, 2023** **Reception: October 4, 2023** **Time: 5:30 P.M.**

This exhibition marks the 50th anniversary of the economist E.F. Schumacher's book "Small is Beautiful" (1973), which became a New York Times bestseller. The book delves into the possibility of attaining economic growth while also meeting the needs of society and sustaining the environment. It has been acknowledged as one of the Times Literary Supplement's 100 Most Influential Books since World War II. All the artworks presented in this exhibition explore the topic of economics and are distinguished by the use of the color gold. https://library.southtexascollege.edu/ka-ching/

"Don't Be Hasty"

Jerry Lyles, MFA	**Pecan Campus Library**	**August 28, 2023 – December 7, 2023** **Artist Talk: October 4, 2023** **Time: 10:00 A.M.** **Webinar:** bit.ly/3DNoi9O

Jerry Lyles received his Master of Fine Arts in Painting from the American University in Washington, D.C. This body of work includes large-scale paintings, which include outdoor observational or plein air artwork. Lyles explores the relationships between space, forms in the given space, and our reaction to them. Through his skilled still-life paintings incorporating color, form, value, shape, and space, Lyles searches for visual metaphors that discuss these relationships. https://library.southtexascollege.edu/dont-be-hasty/

"STC Alumni Series: Hecho a Mano"

Karla Gabriela De La Fuente	**Mid-Valley Campus Library**	**August 28, 2023 – December 7, 2023** **Hybrid Talk: November 28, 2023** **Time: 3:00 P.M.**

The series seeks to support artists who started their education at South Texas College and to serve as a positive example to current students and community of the success STC graduates often achieve. Karla Gabriela De La Fuente received her BAS in Organizational Leadership and is not in her final semester of her Master of Fine Arts program at UTRGV. De La Fuente creates handmade dyes and papers using techniques from Mexico and the Otomi people. She is also involved in research that focuses on Mexican American Art within museums working currently with Smithsonian Art Collections. https://library.southtexascollege.edu/stc-alumni-series-karla-gabriela-de-la-fuente/

"An Allegory of Abundance"

Calder Kamin (Austin) & **Cecilia Sierra (Brownsville)**	**Mid-Valley Campus Library**	**September 5, 2023 – November 1, 2023** **Hybrid Talk: November 1, 2023** **Time: 10:00 A.M.** **Webinar:** bit.ly/3OUjjJJ

Calder Kamin and Cecilia Sierra are both accomplished artists who create work inspired by nature and their communities. Kamin uses recycled materials to create stunning creatures that encourage environmental consciousness, while Sierra contributes to her community by creating murals and hosting events that showcase her love for her hometown. Kamin's artwork has been featured in prestigious museums such as The American Museum of Natural History, The Contemporary Austin, and the DoSeum Children's Museum. https://library.southtexascollege.edu/allegoryofabundance/

"Roma High School Art Teacher"

Yesenia Toscano, MFA, STC Alum	**Starr Co. Campus Library**	**September 12, 2023 – December 7, 2023** **Artist Talk: October 19, 2023** **Time: 10:00 A.M.**

Yesenia Toscano is an artist and educator who earned her MFA and BFA from the University of Texas Rio Grande Valley. Toscano is also an STC graduate, receiving her associate's degree in Elementary Education. She says, "At South Texas College, I took my first art class, where I discovered myself as a painter." She leads the Roma ISD art program and encourages her students to submit artwork to the Visual Art Scholastic Event (VASE), often advancing to the state-level event. https://library.southtexascollege.edu/yesenia-toscano/

"Humberto: The Great Blue Heron"

Washed Up Texas – Connie Lovell	**Pecan Campus Library, 1st Floor**	**September 18, 2023 – November 14, 2023** **Hybrid Talk: November 14, 2023** **Time: 10:00 A.M.**

Artist Connie Lovell created a captivating eight-foot Great Blue Heron sculpture made from discarded plastic trash found at South Padre Island and Boca Chica beach. The artist utilized plastic bottles, toy brushes, phone parts, and other items to create intricate details on her 300-pound sculpture. She collaborates with state programs and volunteers to organize beach cleanups to create thought-provoking artwork that promotes awareness and education. As of August 2023, approximately 3,653 pounds of trash has been picked up from the beach at South Padre Island.

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: September 2024
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.

Microsoft 365 Consultant Projects

Projected End Date: May 2024
Progress: 8%
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 consultants have received access to data files and begun working on the first project and several technical support requests.

FOLIO LIBRARY SERVICES PLATFORM

Projected End Date: May 2025
Progress: 0%
Summary: Configure and implement a full library services platform (LSP) to replace the current traditional integrated library system. The open-source FOLIO LSP has been chosen as the best available product and a vendor has been selected for hosting, support, and implementation, including data migration.

ACTIVITY HIGHLIGHT

- Access Services Registration – Complete
- Hotspot Project/Laptop/Smartphones (Download applications, distribute approved applicants district wide, contact eligible and ineligible students, contact delinquent students, perform check-list/ins – Ongoing
- Processes Handbook – Ongoing
- Flowchart of Processes – Ongoing
- LibAnswer Tickets Coverage – Ongoing
- LibChat – District-Wide – Ongoing
- Re-location Projects – Ongoing
- Storage Cleanup/Re-Organization (F142/143/178) – Ongoing
- Subject Guides Updates – Ongoing Fall
- Technical Services Records Clean-up Project – Ongoing
- Databases Troubleshooting Project – Ongoing
- LibAnswer Stats Report – Ongoing
- Employee Handbook – Completed
- Employee Expectations FY23-24 – Ongoing
- Liaison Interaction Report – Ongoing

- Performance Reviews – Ongoing
- MOU Renewals – Ongoing
- Grant Technician Training – Ongoing
- TexShare Statistics Report – Completed
- Reference Monthly Stats – Completed
- Kernels of Knowledge Report – Completed
- New Librarian Training – Ongoing
- District – Wide Welcome Back Week
- Staff members conducted Library Instruction/Tours
- Staff member conducted Region One ESC presentation
- Staff member conducted six presentations to dual credit students
- Worked on cataloging project to clean records.
- Gathered packets for upcoming database renewals.
- Staff attended the All Team, ACRL/iPeds and Business Office meetings.
- Staff completed the HR trainings.
- Updated liaison lists and purchaser budgets.
- Communicated with vendors regarding new products, offers, renewals and contracts.
- Direct Wage Appraisals
- Staff members conducted EBSCO Databases presentation
- Staff member conducted "Intro to Library" presentation
- Staff member presented for the Harlingen Public Library
- Library Art Gallery Coordinator's session Proposal accepted by the College Art Association Conference
- Worked on cataloging project to clean records.
- Gathered packets for upcoming database renewals.
- Staff attended a Fiero Code demo and held a Library Liaison meeting.
- Worked on the SACSCOC Prospectus Narrative for AA in Architecture.
- WebCheckout – Ongoing
- Purple Tags – Ongoing
- Pecan Campus Library Art Gallery Sculpture Installation
- Staff members conducted "Effective Searching" presentation
- Staff member conducted ACRL Framework Zoom Workshop
- Library Art Gallery Coordinator selected as Juror for 3rd Annual Members Exhibit at IMAS
- Worked and completed the Architecture Prospectus.
- Staff completed lessons for the Fundamentals of Cataloging course.
- Staff members conducted "Understanding Credible Sources" presentation to 42 students
- Gathered packets for upcoming database renewals.
- Attended the discussion for supervisors meeting.

MEETING HIGHLIGHTS

- Staff members met to continue work on tutorial project
- Staff member attended MOUs Meeting
- Staff member attended Renovation Meeting
- Staff member attended ACRL & IPEDS meeting
- Staff member attended Engineering Kits Meeting
- Staff members attended Library All-Team Meeting
- Staff member attended Laptops & Hotspots Meeting
- Staff member attended Annual Report Procedures Meeting
- Staff member attended Harlingen Library Site Visits Meeting
- Staff member attended Laptops Manufacture Defect Meeting
- Staff members attended Mid Valley LLSS Coordination Meeting
- Staff member attended SAGE Business Suite Outreach Meeting
- Staff member attended UTRGV Potential Collaboration Meeting
- Staff member attended Sirsi Dynex Perkins Tool Replacement Inventory Meeting
- Staff member attended SACSCOC Prospectus Meeting
- Staff member attended a Fiero Code demo Meeting
- Staff members attended Library Liaison and Collection Program Meeting
- Staff members attended Tidbits Meeting

- Staff members attended Starr Staff Meeting
- Staff member attended Team Spirit Meeting
- Staff member attended Social Media Liaison Meeting
- Staff members attended Review Annual Evaluation Meeting
- Staff members attended Annual Performance Appraisal Meeting
- Staff members attended Programming Meeting
- Staff member attended Mid-Valley Advisory Meeting
- Staff members attended Virtual Tour Feedback Meeting
- Staff members attended Review Project Statuses Meeting
- Staff members attended Library Summit Planning Meeting
- Staff members attended Professional Development Meeting

TRAINING HIGHLIGHTS

- Staff member attended training: Ingram Foundations
- Staff members attended Operations Hero Training
- Staff members attended STARR-HVAC Overview Training
- Staff member completed/continued Human Resources Trainings
- Staff member attended webinar: "Libraries in the Age of AI: A Primer"
- Staff member attended webinar: "**Experimenting with AI in the Classroom"**
- Staff member attended webinar: "Wait? We're Drawing? Engaging Visual Strategies for First Year Library Orientation"
- Staff member attended LibGuides Training
- Staff member attended LinkedIn: "Improving Your Listening Skills"
- Staff member attended the Educational Technologies Training on Gimkit
- Staff member attended the webinar: "Personal Librarians: Building Relationships Across Campus"
- Staff member attended AI Classes
- Staff member attended LinkedIn: "Working with Upset Customers"
- Staff members attended Webinar: "Benefits: Are you using the EAP to its full potential?"
- Staff member attended Webinar: "CLEARer Dialogues with AI: Unpacking Prompt Engineering for Librarians
- Staff member attended Emerging Technologies Training
- Staff members attended Fall Convocation 2023 Training
- Staff members attended Niche Academy Project Training
- Staff member completed video, "How to Use Circuit Cutting Machines (for beginners!)"

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 9/01/2023: Institutional Leadership Council Meeting
- 9/05/2023: Global Viewer Training Schedule, ET Project Update/Leadership Meeting, ET Project System Progress, Joann & Mariah Farewell, Engaging Web Apps & Tools, Council of Chairs Meeting 2023-2024
- 9/06/2023: Pecan Campus Library Modifications Update Meeting Phase I, Howard Technology Solutions Campus Visit
- 9/07/2023: ET Director One-on-One, ETC Connecting in the Cloud: Leadership and Campus Services Interest Group: Back to School Check-in, Updated DW Clerk Pecan Job Description Meeting
- 9/11/2023: ET Project Update/Leadership Meeting, ET Project System Progress Meeting, Review and Prioritization of Requested Upgrades & Improvements
- 9/13/2023: MCC Meeting 2023 Fall Convocation
- 9/14/2023: ETC Connecting in the Cloud – Avixa Training on Digital Signage Design Principles, Possible Opportunities (Workforce Training)
- 9/18/2023: ET Project Update/Leadership Meeting, ET Project System Progress Meeting
- 9/19/2023: Coordinated Operations Council
- 9/20/2023: Pecan Campus Library Modifications Update Meeting Phase I
- 9/21/2023: ETC Professional Development Committee, NTIA – 4th CMC Learning Network Meet & Share, Virtual Data Presentation for Strategic Plan, LLSS Administrator Meeting
- 9/25/2023: ET Project Update/Leadership Meeting, ET Project System Progress Meeting
- 9/26/2023: SWOT Exercise Session, Monthly Luncheon Department Meeting, SWOT Exercise Training
- 9/27/2023: NTIA Funding Gap, STC CMC 4th Quarter Call, ET Academy: Instructional Software & Web Apps Overview
- 9/28/2023: Interviews, ETC Connecting in the Cloud 2023 Annual Conference Recap
- 9/29/2023: Fall 2023 Convocation

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	119
Oct	
Nov	
Dec.	
Total:	**1031**

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	503.75
Oct	
Nov	
Dec	
Total:	**3472.35**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Man Hours 2022	67.75	149.25	312	293.75	753.75	141.5	121.15	124.15	291.75	359.25	359	676.25
Total Man Hours 2023	227.15	504.6	238	527.6	703.75	211	183	373.5	503.75			

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director attended a meeting hosted by the Dean of Library and Learning Support Services with the AAs and Secretaries.
- The Director attended the Council of Chairs meeting 2023-2024.
- The Director held a meeting with the Pecan Open Lab staff to discuss changes to distribution of tasks assigned to an Open Lab Technician.
- The Director held a meeting to discuss the AA posting.
- The Director held a meeting with the Pecan Open Labs Logistics Manager, Open Labs Technician and Open Labs Specialists to discuss Makerspace.
- The Director held a meeting with the Open Labs Specialists to discuss Technology Support.
- The Director held a meeting with FPAC to discuss the Flooring Master Plan and Construction.
- The Director held a meeting with the Logistics Managers to discuss Makerspace Marketing efforts.
- The Director attended a one-on-one meeting with the Dean of Library & Learning Support Services to discuss the Learning Commons & Open Labs updates and operations.
- The Director attended the Fiero Code Presentation for South Texas College.
- The Director attended a meeting with HR to discuss job descriptions.
- The Director held a meeting with the Logistics Managers to discuss HEERF Laptops.
- The Director held a meeting with the Open Labs Technician to discuss the International Symposium Travel.
- The Director held a meeting with the Library Graphics & Multimedia Specialist and an Open Lab Technician to conduct a signage standards assessment.
- The Director attended the Phase I Biweekly meeting with the Dean of Library & Learning Support Services to discuss updates on the Pecan Campus Library Modifications.
- The Director attended the Virtual Data Presentation for Strategic Plan.
- The Director attended the L&LSS Administrator Meeting, hosted by the Dean of Library & Learning Support Services.
- The Director held a meeting with the Off Sites Financial Manager and Open Labs Supervisor to discuss NAH Printing Assessment.
- The Director held a meeting with the Open Labs Analyst, the Open Labs Technician and the Logistics Managers to discuss direct reports.
- The Director attended the BisonReady event.
- The Director attended the SWOT Exercise to participate in two pre-planning feedback sessions.
- The Director attended the Suitable + South Texas College Implementation meeting.

- The Director held a meeting with the Open Labs Supervisor and Logistics Managers to discuss MS Forms.

ACTIVITY HIGHLIGHTS

- The Pecan, Technology, Mid-Valley, Starr County, and NAH Campus' Learning Commons & Open Labs participated in the Welcome Week Table Booth.
- MV Staff Supporting Technology campus.
- Requested and received quote for Papercut purchase.
- The Mid-Valley, Pecan, Starr County, NAH, and RCPSE Campus' Learning Commons & Open Labs received paper and Toners.
- The Learning Commons & Open Labs software request for RCPSE was fulfilled and installed two Licenses of Python and Visual Studio Code for Cybersecurity courses.
- The Pecan Campus Library F-102 Laptops Anti-Virus and Deep Freeze were fixed.
- Completed the setup of five computers on Pods for temporary setup at the Pecan Campus F-222 for the Renovation Project.
- The Learning Commons & Open Labs replaced four computers at the Pecan Campus P-2.102.
- The Learning Commons & Open Labs increased Marketing efforts on the XR and 3D Printing Workshops
- Interviewed Work-study applicants - Called references for one of them and contacted Student Financial Services.
- The final Performance Appraisal was conducted and sent to HR.
- Requested promotional material for the Virtual Reality Golf+ Tournament to be held on October 4th.
- Followed up on RCPSE Maintenance Ticket for Portable Building Ramps.
- Began documentation for MV D109 Walkthrough for possible services set up, that area only temporary, approved by Facilities to set up 2 student PCs, 1 Release station, 1 printer.
- The MV Open Lab Technician Position Closed 09/22/2023.
- Replaced and re-imaged 4 computers in V-1.111.
- Removed 5 Computers in F-222 for remodeling project.
- Data drops for Temporary computer setup in F-222 were activated.
- The floor tiles at the RCPSE Campus were completed at PB2A on 09/28/2023.
- Placed Maintenance work ticket at MV A101A due to AC not working and resolved on 09/28/2023.
- Swapped printer at NAHA-1.100 due to paper jams.
- The 3D printer workshop was held on Wednesday, September 27.
- Submitted Work-Study hiring paperwork to Student Financial Services (2 positions).
- Received notification regarding the lite kit for the Recording Studio's door has been scheduled for this week.
- The new location at Mid-Valley D-109 was added on LabStats.
- The Network Department approved using STC_General network for f-102 laptops.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED - SEPTEMBER 2023 ATTENDANCE STATISTICS: 5,334

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Number of Laptop Checkouts
Mid-Valley Campus	5,159	1,126	2
Nursing and Allied Health Campus	4,219	813	1
Pecan Campus	8,289	2,370	17
Pharr Regional Center for Public Safety Excellence	651	76	
Starr County Campus	1,856	459	
Technology Campus	4,321	787	
Campus Totals:	**24,495**	**5,631**	**20**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations & Tours
Mid-Valley Campus	7
Nursing and Allied Health Campus	5

Pecan Campus	4
Pharr Regional Center for Public Safety Excellence	4
Starr County Campus	54
Technology Campus	1
Total:	**75**

JagPrint - Printing Report

Sept. 1, 2023 to Sept 30, 2023

Totals

Type	Users	Jobs	Pages
Printing	5349	29577	185658
Web Printing	2288	15357	55477
Total	7637	44934	241135

Campus	Prints by Campus			Mobile Prints by Campus			Print Totals		
	Users	Jobs	Pages	Users	Jobs	Pages	Users	Jobs	Pages
Mid -Valley	1052	4501	33678	232	1662	6762	1284	6163	40440
NAH	805	7248	47657	1141	9965	31382	1946	17213	79039
Pecan	2195	9309	62636	776	2996	14380	2971	12305	77016
RCPSE	70	378	6149	2	5	101	72	383	6250
Starr	524	1991	15694	97	602	2550	621	2593	18244
Tech	703	6150	19844	41	128	302	744	6278	20146

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

PROJECT HIGHLIGHTS

Monthly Statistics **September 2023**

- Tutoring Sessions:
  - In-Person: 2,198
  - Online: 460
  - In-Class: 379
- Assignment Review: 2,064
- Supplemental Instruction: 507
- Visitors: 16,492
- Workshops: 125
- Workshop Attendance: 1,225
- Independent Study: 1,453
- Starfish Flags addressed: 1,115
- CLE Information Requests: 14

INSTITUTIONAL EFFECTIVENESS & COMPREHENSIVE OPERATIONAL PLAN RELATED PROJECTS

2023-2025 IE Plan Objective 1: Tutor Development Program

Develop Synchronous Trainings in Specific Competency Areas **Progress: 1%**

IE Plan Objectives: 1 **Action Plan 1 & 2** **COP:** **End Date: July 31, 2024**

Assignments for creating content trainings have been designated and progress is beginning. The meeting is scheduled for Sept. 28th.

Static Content Training for Students and Staff in CLE Resource Library **Progress: 1%**
IE Plan Objectives: 1 **Action Plan 3** **COP2022-23:1** **End Date: August 31, 2024**

A meeting to assign projects was held and staff began brainstorming topics for content training.

2023-2025 IE Plan Objective 2: Innovate Methods to Expand Learning Support Services

Integrated Tutoring Pilot **Progress: 12%**
IE Plan Objectives: 2 **Action Plan: 1,2,5 & 7** **COP (2022-25) :3** **End Date: September 30, 2024**

The Integrated Tutoring pilot concept has been completed and reviewed and will be shared with Math Dept for review. Discussion regarding Integrated Tutoring organizational structure and planning has begun with CLE Coordinators.

Details for Cost Sharing Model for Tutoring Staff **Progress: 5%**
IE Plan Objectives: 2 **Action Plan: 3,4, & 6** **COP: N/A** **End Date: December 2023**

Cost-sharing model has been created. Discussions with potential partners have already begun.

2021-2023 Plan Objective 2: Expand Online Learning Support Services

Year 4 DHSI Grant Participation **Progress: 10%**
IE Plan Objectives: 2 **COP (2022-23) 1** **End Date: August 2024**

The year 3 Activities Report and Performance Report have been submitted to the outside auditor. The outside auditor had questions regarding Year 3 data and additional clarification was provided. Year 4 data tracking is underway and continued data maintenance is in progress.

Evaluating Onboarding Process **Progress: 7%**
IE Plan Objectives: 2 **COP (2023-2024) 1** **End Date: December 2023**

New employee testing with the Onboarding SharePoint site is ongoing. Employee feedback is being collected. The initial review is pending.

2021-2023 IE Objective 3: Refine Embedded Tutoring and Supplemental Instruction

Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2022-2023 **Progress: 99%**
IE Plan Objectives: 3 **Action Plan: N/A** **COP (N/A)** **End Date: September 2023**

Progress is pending on census day. Census data has been collected and the report is pending. The report has been completed and the results are being prepared for dissemination.

Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2023-2024 **Progress:7%**
IE Plan Objectives: 3 **Action Plan: 1-4** **COP (N/A)** **End Date: September 2024**

Next Fiscal Year data collection has begun. Quantitative data collection for Fall 2023 is underway.

2023-2025 IE Objective 4: Cultivate Positive Organizational Culture

CLE Mission Statement Update, Review, & Promotion **Progress: 70%**
IE Plan Objectives: 4 **Action Plan:1 & 2** **COP (N/A)** **End Date: December 2023**

CLE Mission Statement has been posted to the CLE website and promotion to staff was completed September 2023. CLE has added the updated mission statement to CLE activity book for students and sharing it at tabling events. CLE Mission Statement Posters are pending institutional reveal of new logo and colors Sept 29. Discussion regarding poster ideas has been completed. End date may need revision due to pending logo reveal.

Cultivating Inviting CLE Spaces **Progress: 9%**
IE Plan Objectives: 4 **Action Plan: 3 & 4** **COP (N/A)** **End Date: September 2024**

Since the completion of the Pecan CLE mural, other CLE sites began discussions with art department representatives to create artistic installations at CLEs to encourage student interest and traffic toward CLE locations as well as create more aesthetically pleasing study environments. Starr CLE has begun discussions with STC Art Club to begin brainstorming potential art projects which may include a mural or sculpture.

CLE Staff Achievement Recognition **Progress: 51%**
IE Plan Objectives: 4 **Action Plan: 5 - 9** **COP (N/A)** **End Date: August 2025**

Graduating Staff have already begun being awarded graduation cords to recognize service as CLE tutors or academic coaches. CRLA pins have been distributed to staff to recognize and promote the work tutorial staff do to complete national tutoring standards under the College Reading and Learning Association. Research into potential scholarship opportunities has begun.

2023-2025 IE Objective 5: Refine Process for Data Collection

Refine Process for Data Collection		**Progress: 6%**
IE Plan Objectives: 5	**Action Plan:1-7 COP (N/A)**	**End Date: September 2024**

The initial brainstorm for refining CLE data processing and practices began. The meeting has been scheduled for Sept. 19th. An inventory of all CLE data collection was taken. The next meeting for December has been planned.

General CLE Projects

CLE Marketing Fall 2023	**Progress: 40%**
	End Date: December 2023

Tabling for Welcome Week at all campuses has been completed. Promotional material for students is being passed to centers to increase CLE awareness. Fall Marketing Planning Meeting completed. Tabled at the Student Government Association Kick-Off Event. Starr CLE hosted the Fall 2023 Welcome Fall Fest. In-class presentations and tours are ongoing. NAH CLE is participating in creating a pharmacology workshop series. Pecan CLE is participating in the Club Fair and the Student Leadership Academy. CLE is hosting an Interactive Reading workshop.

Tutor Training FY 2023-2024	**Progress: 15%**
	End Date: August 2024

CRLA Training Socratic Method Questioning Skills rescheduled for Sept 28th. Spring Tutor Training Day Meeting has been scheduled for 9/18/2023. The themes for Spring Tutor Training Day have been narrowed down. A follow-up meeting for in October is pending.

CLE Website Updates	**Progress: 1%**
	End Date: May 2024

EVENT HIGHLIGHTS

Student Success Workshop Series — **Event Date: September 12-26, 2023**

The Center for Learning Excellence (CLE), Distance Learning, and Library are offering a series of workshops to help students get the most out of their classes.

The series has presented the following topics: Effective Note-Taking, Intro to the Library, Effective Searching, Interactive Reading, and Understanding Credible Sources. Over 100 students have attended these beneficial workshops across the district. Students participating in the NTIA grant, which provided 350 students with hotspots, have also attended these workshops.

CLE Welcome Back Fall Festival — **Event Date: September 11-12, 2023**

The Centers for Learning Excellence at STARR campus held a Welcome Back Fall Festival. The event's main goal was to promote the services the CLE Department offers students while introducing them to the CLE space.

Students were able to meet CLE staff and participate in fun games and enjoy some food. The event helped create awareness of the CLE department and encouraged community building amongst STC students.

Student Success Workshop Series	**Event Date: September 12-26, 2023**
National College Learning Center Association Conference	**Event Date: September 25-28, 2023**

The CLE coordinators and director attended the National College Learning Center Association Conference. The staff were able to meet leaders and industry experts in the learning center field. They were able to attend sessions that covered topics such as academic coaching, self-directed learning groups, data analysis for learning centers, and more.

In addition, the CLE Director, Lynell Williams, presented at the conference on the process of refining the department's mission statement in accordance with CAS standards, and changes that have resulted from improved clarity.

MEETING HIGHLIGHTS

- Council of Chairs
- Budget review
- Asynchronous budgeting planning
- Asynchronous tutoring sustainability planning
- 4C Monthly meeting
- Upswing monthly touchpoint
- TLAR article exploration meeting
- TxNCLCA Conference Planning Committee
- Tech CLE Specialist Meeting
- Mid Valley LLSS Coordination Meeting
- Academic Coaching Meeting
- STC Upswing Meeting
- Performance Appraisals with Staff
- Review of Additional Tutoring Hours
- Tech CLE Admin Meeting
- CLE Marketing Meeting
- AA in ARCH SACSCOC Requirements Meeting
- RCPSE Support Meeting
- CTE Campus CLE Coordinators Meeting
- American Association for Women in Community Colleges meeting
- SACSCOC Requirements for AA in Architecture
- TxNCLCA Working Group: Vendors
- NAH CLE met with Open Labs
- NAH CLE met with Pharm Tech
- NAH CLE met with ADN Advisors
- Records and Retention Meeting
- Overview of Digital Training Center Meeting
- Review of Additional Tutoring Hours Requests Meeting
- Test Taking Skills Meeting Overview Part 1 & 2
- NTIA Meeting with Library Department
- Feedback on 4C PowerPoint Meeting
- Academic Coaching Meeting
- Starr CLE met with Campus Administrator
- Starr CLE met with Open Lab Supervisor
- Starr CLE met with Student Activities Coordinator and Specialists
- Asynchronous Tutoring Sustainability Planning
- Virtual Data Presentation for Strategic Plan

- LLSS Administrator Meeting
- TxNCLCA Marketing & Communications Committee Meeting
- Starr Campus Staff Meeting
- Starr Faculty Meeting
- Tutor Appreciation Week Planning Meeting
- Spring 2023 Tutor Training Day Meeting
- IE Objective V: Data Collection Meeting
- Academic Coaching Meeting
- Hotspot Meeting
- Customer Service Clerk Interview
- Pharmacology Workshop Series Meeting
- Met with ADN Advisors Spring Bootcamp Planning
- Met with OTA Chair for program IE plan
- Met with Pharmacy Tech Chair
- SWOT Exercise Session
- LESSLA Meeting
- Mid Valley Advisory Committee Meeting

TRAINING HIGHLIGHTS

- SI Training: Time Management, Scheduling, and Battling Procrastination
- EAB Webinar Student Success for "Gen P": How the Pandemic Has Changed Staff and Students' Mindset for Holistic Student Advising and Support
- Overview of Digital Training Center
- Merging Data for NTIA Certificates
- InsideTrack Training
- Intro to the Library
- Thinking Constructively About AI Tools in Academic Support
- Certificates Training
- Workshop #293717: Benefits: Are you using the EAP to its full potential?
- CRLA: Tutoring Multilanguage Learners
- CRLA: Questioning Skills Socratic Method Questioning
- Emerging Technologies Academy Pilot
- Poll Everywhere Workshop

EVENT HIGHLIGHTS

- Welcome Week All Campuses
- CLE Presentations All Campuses
- Automotive Orientation
- Tabling: Student Government Association 9/13 (100 reached)
- CLE Presentations (150 reached)
- Marketing at Student Government Association
- American Association of Women in Community Colleges (AAWCC)
- Effective Note-Taking Student Success Workshop
- Vocational Nursing Workshop Test-Taking Skills District-Wide
- Fall 2023 CLE Welcome Back Fest
- Early College Presentation
- MLA Presentation
- Interactive Reading Workshop
- Student Leadership Academy Tabling
- Club Fair Tabling
- CLE In-Class Presentation & Tour: 9/19
- NCLCA Conference
- UTRGV Gear Presentation
- Tabling at the Student Info Event

PROJECT COMPLETION HIGHLIGHTS

- Year 3 DHSI Grant Participation
- Development of CLE Online Trainings
- Updating Mission Statement
- Developing CRLA Training Syllabus

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJEC HIGHLIGHTS

Strategic Initiatives

Project Name: CMC Grant
Project Role: Project Manager
Scope: Fiber Optic and Classroom Technology Upgrades
Status: Filling of Grant Funded Position is in Progress
Ongoing Work: Procurement Process for IT Equipment/Supplies

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