SOUTH TEXAS COLLEGE

ACTIVITY REPORT

January 2024

Academic Affairs

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: JANUARY 1, 2024

SUBJECT: ACTIVITY REPORT FOR JANUARY 1, 2024 – JANUARY 31, 2024

DR. ANAHID PETROSIAN
VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

- Attended a New Semester meeting with Dr. Solis and Vice President's, January 8
- Participated in Educate Texas | Teacher Youth Apprenticeship Webinar, January 9
- Attended a TWC & STC Discussion on JET Grant Discussion, January 10
- Participated in Texas Community College Project Meeting, January 11
- Coordinated in STC Tour – CEED Building. This tour aims to showcase the diverse room types, features, and amenities available for your consideration in planning activities and meetings for Spring 2024 semester, January 11
- Held a meeting to discuss Workforce Summit Updates, January 11
- Participated in Crisis Management Meeting, January 15 & 16
- Participated in a Starr Campus Meeting, January 16
- Held a Pre-requisite discussion meeting, January 16
- Held a meeting to discuss Public Administration Program, January 16
- Held a EWDC Meeting to discuss Cosmetology Program, January 16
- Attended Board Meeting, January 16
- Held a meeting to discuss FMLA process, January 17
- Participated in a Cabinet Meeting, January 17
- Attended Pharr State of the City, January 18
- Held a Planning Meeting for Chair' Leadership and Data Summit, January 18
- Participated in RGV Partnership Education Tour, January 19
- Attended iDesign Meeting, January 22
- Held a Workforce Summit 2024 meeting, January 22
- Held a meeting to discuss FMLA process, January 22
- Held a meeting with Search Committee, January 23

- Attended National University Signing Ceremony, January 23
- Held a Workforce Summit Meeting Update, January 24
- Attended GPS-Starfish Monthly Meeting, January 24
- Attended MEDC Awards Ceremony honoring Ruby Red Ventures Build Mission Fund Grant Recipients, January 24
- Attended South Texas College Dual Credit Partner Reception, January 25
- Hosted Academic Council Meeting, January 29
- Attended Boys & Girls Club of McAllen Workforce Program Press Conference Planning, January 30
- Attended Culinary Dinner Event Planning Meeting, January 30
- Attended King Center Reopening Meeting, January 31

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Monitoring semester enrollment and course offerings
- Monitoring faculty/enrollment reports
- Finalizing 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

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Monitoring faculty/enrollment reports
- Finalizing STC & UTRGV Collaborative
- Working on Pay Plan revisions
- Working on Academic Grant Activities
- Reviewing the policy changes for TASB transition
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- Overseeing Meta-Major Information Sessions

DR. BRETT MILLAN
ASSOCIATE VICE PRESIDENT FOR ACADEMIC SUCCESS & ADVANCEMENT

- Working on revising the Handbook of Courses by Division
- Working on several new policies, EE, EGA, Dual Credit Policies, and others
- Finalizing on an accurate Overload list for Spring 2023 for the Internal Auditor
- Planning the next Innovation and Transformation meeting Agenda and held the meeting
- Working on the process of evidence gathering for SACSCOC standard on Program Coordination
- Met with Ms. Jaramillo regarding human resources for her area
- Met with Dr. Davis regarding upcoming events and hiring
- Working on the IE plan for Academic Excellence Programs
- Worked with Ms. Cavazos curriculum issues, such as the upcoming OSA proposals
- Reviewed ongoing training opportunities for PowerApps and took a PowerApp online training
- Met with Ms. Perales regarding different aspects of the Advising Cycle and Starfish
- Worked on Mission CEED Contract negotiations
- Participated in Search Committee Interviews for Dual Credit Programs
- Organized Search Committee Activities for an NAH Position
- Reviewed Job Descriptions for future reclassifications
- Reviewed NAH NOEs for consistent and accurate calculations
- Worked with Admissions, the Dean, and Chair to resolve a student issue
- Met with Ms. Carmen Gonzalez regarding student incompletes, stop outs, and future collaboration with SAEM
- Began second interviews for Transfer Center position
- Requested set up for an AVP Shared Drive for Dean Resources on Faculty Compliance
- Met with Dr. Sale regarding several issues pending for Digital Learning
- Participated in several meetings with Dr. Suarez and HR staff regarding issues ranging from credentialing to contractual language

JESSICA GALLOSO
ASSOCIATE DEAN – TEACHING & LEARNING CENTER

MEETINGS:

- Attended Finalize ADC-PD Logistics meeting, January 8
- Attended Dual Credit PD Day set-up meeting, January 9
- Held Marketing Procedures meeting, January 9
- Attended Dual Credit PD presenter virtual meeting, January 10
- Held Mentoring meeting with Arwen, January 10
- Attended Dual Credit Volunteer virtual meeting, January 10
- Attended Run of Show for Dual Credit PD Day, January 12
- Attended Core Session #1 - Presentation Deadline: Welcome, Academy Overview, & What is Technology Integration, January 16
- Attended Staff Council Update meeting, January 19
- Attended Reaccreditation Review NACEP Faculty F2-F4 Standard meeting, January 22
- Attended PR meeting, January 22
- Held ACTA Presenters pre-meeting, January 23
- Held Distinguished Leadership Academy Planning Session with Speaker, January 24
- Attended GAI Task Force meeting, January 24
- Attended Adjunct & Dual Credit Recap meeting, January 25
- Attended National Summit for Dual Credit Programs Volunteer meeting, January 25
- Attended IPEC meeting, January 29
- Attended Academic Council meeting, January 29
- Attended STC Tech Support Committee meeting, January 31

ACADEMIES AND TRAININGS:

- Distinguished Leadership Academy – Session 5, January 11
- Distinguished Leadership Academy – Session 6, January 18
- DELTA Academy, January 22
- ET Academy Core Session 1; Welcome, Academy Overview, & What is Technology Integration, January 23
- Spring 2024 Chair & Leadership Meeting, January 26

PROGRAMS IN DEVELOPMENT:

- Attended Planning for Data Summit virtual meeting, January 9
- Attended Planning Meeting for Chair/Leadership and Data Summit, January 18
- Attended Data Summit Planning meeting, January 19
- Held Finalize Plan – Data Summit meeting, January 23

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended the Banner User Group meeting to discuss updates for the Degree Works upgrade and a status on Workday, January 9
- Met with the Cybersecurity Department Chair to discuss the development and current status of the proposed Artificial Intelligence program and discussed next steps, January 11
- Met with the Dean of Liberal Arts and faculty to discuss the status of the proposed Digital Video & Cinema Production program development, January 16
- Met with the Director of Admissions, Deans and VPAA to discuss an issue with students not being dropped from enrolled courses requiring development coursework prerequisites. The Office of Admissions would research into job creation or report to determine ineligibility before the semester starts, January 16
- Met with the FAS project manager to provide training on catalog review as the newly assigned catalog administrator, January 17
- Met with HRIS team to discuss scheduling process and data tables, January 18
- Met with the chair of Information Technology and program developer to discuss status and next steps for the proposed Network Security certificate, January 19
- Met with the Dean of Liberal Arts and the Dean of Library and Support Services to discuss the draft content of the Zero Textbook Costs catalog page and receive feedback on possible modifications, January 23
- Attended the National University Signing Ceremony, January 23
- Met with the Psychology Department to discuss micro-credentials and provide information related to rules on fundable credentials, February 24
- Met with the College-Wide Curriculum Committee chair to review the agenda for the upcoming committee meeting, January 24
- Attended the Chair Leadership Meeting, January 26
- Attended Academic Council, presented on the catalog timeline, and proposed catalog modifications/pages to the Textbooks page and HB1508 page, January 29
- Attended the Upcoming Perkins Monitoring Desk Review meeting for South Texas College with the staff from the Grants department, January 29
- Met with the Director of Learning Outcomes to discuss the role of Suitable in micro-credentials and discuss the tentative time limit for the setup of reporting capabilities of the application, January 30
- Attended the "The Power of Micro-credentials: Panel Discussion on the Impact on Students, Institutions and Employers "
- Completed the course evaluation data reports for 2023 and submitted to the Digital Learning department point of contact for the Quality Matters assessment.
- Tested and completed the initial Concourse Syllabi data feed files; continued to upload the files daily to account for scheduling updates.
- Completed and submitted the THECB forms to deactivate four ORGL courses that will no longer be offered effective Fall 2024.
- Assisted with cross-listed course syllabi creation to approved requests from the Digital Learning department.

- Continued with catalog modifications to the "Affiliations", "Placement Scale", and other catalog pages.
- Worked on creating the draft content for the HB1508 page and reviewed the list of submission from the department chairs on programs impacted by this rule.
- Worked on draft content for the Zero Textbook Costs initiative and merged the content from HB1096 to create one single page on Textbooks.
- Worked on and emailed the Spring Zero Textbook Costs course report to the chairs for a final review to ensure accurate reporting of data.
- Worked on the Spring 2024 Course Modalities report for review by the VPAA, AVP and instructional Deans.
- Reviewed the THECB Quarterly Meeting recording to follow-up on the pending approvals for the Community College Finance rules.
- Worked on the Council of Chairs presentation on the Micro-credentials Development & Reporting Taskforce to provide an update at the next meeting and answer questions from the previous meeting.
- Updated the program development tracking sheet and sent follow-up emails to the developers to remind them of pending items and current status.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES
DIRECTOR'S REPORT:

- Met with the Assistant VP of Academic Excellence to discuss department staffing, January 5
- Meeting with the Director and Coordinator of Curriculum to review and plan the 2024-2025 Catalog revisions, January 8
- Met with the Physics and Engineering Program Chair to review and update 2023-2026 PLO Assessment Plans, January 8
- Met with the IT Analyst to review fall 2023 JagPRIDE Argos Audit reports, January 8
- Participated in the Data Summit Planning Meeting, January 9
- Meet with the Dual Credit Director of Academic Pathways interview committee to review applications, January 9
- Met with the Suitable University Success Specialists to review project status, future projects, and update on OSA activities, January 16
- Participated in the CourseLeaf CIM: Launch Accurate Curriculum with Ease webinar, January 17
- Participated on the Director of Dual Credit Academic Pathways interview committee, January 18
- Participated in the Data Summit Planning Meeting, January 19
- Met with a Suitable Taskforce Member to review the proposed timeline and elements for the OSA project, January 22
- Participated in the UTRGV EdD Program Information Session, January 22
- Met with the Patient Care Technician Program Chair to update 2023-2026 PLO Assessment Plan descriptions and update the 2024-2025 Catalog PLOs, January 22
- Met with IT Analyst to review pending service tickets, report discrepancies, and propose audit report revisions, January 23
- Facilitated the Suitable Taskforce Meeting to discuss college-wide competencies, January 23
- Met with the Director of RAS to review HEDS Survey and SharePoint files for the Data Summit, January 23
- Participated in the National University Signing Ceremony, January 23
- Participated in a Data Summit Committee to finalize plans, January 23
- Met with the HR and Office Admin Program Chair to review 2023-2026 PLO Assessment Plans and proposed spring 2024 revisions, January 24
- Met with the IT Manager to discuss project requests and potential timeline, January 25
- Met with the TLC Team, Dean of Liberal Arts, Dean of IRE&SP, Director of IEAA, Director of RAS, and to discuss and plan the spring 2024 Data Summit, December 18
- Participated in the Fifth-Year Check-In Meeting for the SACSCOC Accreditation, January 25
- Participated in the Developing Your Team Through Proper Accountability webinar, January 25
- Attended the College-Wide Curriculum Meeting, January 25
- Participated and presented at the Chair & Leadership Meeting, January 26
- Met with the Applications Analyst to troubleshoot JagPRIDE mapping and reporting inconsistencies, January 29
- Participated and presented at the Academic Council Meeting, January 29

- Met with the Director and Coordinator of Curriculum to discuss micro-credential documentation and future timeline for Suitable launch and reporting, January 30
- Met with the Suitable University Success Specialists to review project status, future projects, and update on OSA activities, January 30
- Met with the Applications Development Manager and Applications Analyst to discuss JagPRIDE timeline for updates, pending service tickets, update options, and troubleshooting inconsistencies, January 31

GRANT & PROJECTS:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans, 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
- 2024 Data Summit- Color-coded assessment cycle folders for ease of faculty navigation, added 2024 Data Summit folders, and 2023-2024 PLO Assessment Plans with fall 2023 data Updated access approvals and the PLO Summary pages listing all team members with access
- 2024-2025 Catalog – Updated the Program Learning Outcome descriptions
- 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 member with training on verifying and sharing daily JagPRIDE Audit summaries
- ePortfolio: Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to discuss progress and troubleshoot issues. Researching Industry Certifications for optional aligned activities for micro-credential documentation, reporting possibilities, and proposed expense increase for the upcoming 2025-2028 contract
- IE Plan: Revised 2023-2025 plan for Core Objectives, Program Learning Outcomes, Course Learning Outcomes, Staff Support, and Suitable ePortfolio application
- JagPRIDE Fall 2023 –Redesigned the mapping and descriptions to include a tagging reference for the Physical Therapy department's CLOs, PLOs, and Accreditation documentation. Collaborated with IT to develop a Physical Therapy Argos report. Entered data into PLO Assessment Plans and collaborated with IT to research and troubleshoot inconsistencies. Shared reminders with program chairs for pending session data. Assisted faculty with application navigation and submitting data
- Suitable Taskforce: Leading a Core and Focus teams to standardize the competencies, Comprehensive Learner Record (CLR), branding, badging, OSA & Industry Credential integration, logistics, and reporting efforts

REPORTS:

- Fall 2023 JagPRIDE Data Load Audit
- Fall 2023 JagPRIDE Session Audit
  - Core Objectives: 985% complete (131 out of 133 participating faculty) 297 sections
  - Program Learning Outcomes: 995% complete (422 out of 424 participating faculty) 1,057 sections

SHANNON PERALES
STARFISH (EARLY ALERT SYSTEM)

MEETINGS:

- Starfish Onboarding for NAH Guided Pathways Specialist, January 5
- Search Committee Interviews, January 8
- Workshop # 304900 Starfish Faculty Training, January 9
- Workshop # 304902 Starfish Faculty Training, January 9
- Biology Department Faculty Advising, January 10
- Workshop # 304903 Starfish Faculty Training, January 10
- Workshop # 304904 Starfish Faculty Training, January 11
- First Year Connection Orientation, January 11
- Workshop # 305849 & # 305499 Starfish Faculty Training, January 16
- Webinar, A Solutions Partner Interview with BibliU & CCBA, January 16
- Workshop # 305500 & 305501 Starfish Faculty Training, January 17
- Individual Faculty Training, January 17
- Workshop # 305502 Faculty Training, January 18
- Connected 2024 Conference in Denver, Colorado, January 21- 23
- Guided Pathways Specialist Monthly Meeting, January 24
- Workshop # 307460 & #307463 Starfish Faculty Training, January 25
- WE CAN, STC Cancer Support Group, January 25
- Chair and Leadership Meeting, January 26
- Institutional Planning & Effectiveness Committee Meeting, January 29
- Workshop # 307466 & 307468 Starfish Faculty Training, January 29
- Academic Council Meeting, January 29

PROJECTS:

- EAB Starfish Office Hours provide an opportunity for tenant administrators to connect with peers from other institutions and the consultants on the Service team. Discussions twice a month focus on platform questions, sharing ideas related to adoption, promotion, and feature configuration. Other focuses continue to center on best practices from schools across the nation and utilization of roles and relationships.
- Starfish Sustainable Architecture is a series designed to assist in updating and refreshing our Starfish data files. Evaluations include the review of the processes that are manually entered in the technology each term, validation issues, and the requirement for Starfish Support and full data push information. This is open discussions with IT teams and focused learning intensive about the Sustainable Architecture with the recommended approaches to creating Starfish data extracts. The detailed guidance from the EAB Services team will provide guidance for building accurate and efficient extract scripts.
- Spring 2024 Updating and Goals: Completion of goals, objectives, and strategies for growth for the next year. Connected 2024 provided insight into available options for expansion, creation, and growth scenarios for the South Texas College usage of the Starfish Technology. Updating and growth will emphasis communication plans, management plans, and outlying growth of activities available.

GPS Starfish Monthly Report	
Date:	2/8/2024
Reporting Period:	January-24
Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	1248
Flags Addressed:	610
To-Do's:	292
Referrals: (Tutoring)	1
Kudo's: (Paws up Jaguar)	0
Notes:	10976
Total Number:	**13127**
Advising/GPS Activities:	
Type of Service:	**Number of students:**
Advising-Degree Audits:	306
Course Substitutions:	0
Email/Phone:	492
Financial Aid Addedums:	0
Graduation-Degree Audits:	0
INDS Holds:	0
Remediation	0
Registration:	276
Schedule Changes/Cancellations:	162
Total Number:	**1236**
Starfish Events	
Appointments Created	3200
Flags Raised	5268
Dual Credit Referral	0
Flags Cleared	40476
Total Number:	**48944**

Updated 3-21-22 SA

DR. KELLI DAVIS
DIRECTOR – TRANSFER & EDUCATIONAL ADVANCEMENT CENTER

- Led the monthly board meeting for the South Texas College chapter of the American Association for Women in Community Colleges, January 11
- Presented at the Dual Credit and Adjunct Faculty Professional Development Day on the services that the center offers, January 13
- Attended the webinar, "Meeting Employer Expectations: WGU's Journey to Job-Ready Graduates and Micro-Credentials," January 18
- Attended the ACTA Presenters Pre-Meeting, January 23
- Attended the webinar, "Tracking the Growth of CCB Degrees in the U.S.: New Results and Important Perspectives," January 23
- Emceed the signing ceremony with National University, January 23
- Attended the webinar "From Now to Next: The Decade-Long Journey of Generative AI in Higher Education," January 25
- Participated in the Chair & Leadership Meeting, January 26
- Participated in the Institutional Planning and Effectiveness Committee Meeting, January 29
- Participated in the Academic Council Meeting, January 29
- Attended the STC-TAMU Engineering Academy Information Session at the Technology Campus, January 30
- Met with John Carrillo (Executive Director of Student Completion and Community College Relations) and Cathy Coronado (Regional Admissions Representative) from Texas A&M University-Kingsville about the status of some projects that we had begun, January 30
- Met with Linda Rodriguez and Gisela Saenz from Region One about a possible agreement to support their Region Once Project P.a.C.E. Teacher Residency/Apprenticeship Program, January 31
- Met with Tess Herbert from the Institute for Study Abroad about potentially sending South Texas College students on their programs and what they can offer, January 31

Signing Ceremonies Held:

- National University

Agreements in Progress:

- Texas Southern University College of Pharmacy
- University of Houston - Victoria
- Southern New Hampshire University
- Lamar University Program Articulations
- University of the Incarnate Word Feik College of Pharmacy
- Texas A&M University at San Antonio
- TAMUK BAAS (STC Fire Science to BAAS)
- Community College of the Air Force
- TAMU Biomedical Sciences
- TAMU Engineering
- University of Arizona Global Campus
- Texas State Technical College
- Luna Community College

Upcoming Events:

- Signing Ceremony with Texas A&M University – Corpus Christi, TBD
- Signing Ceremony with Texas Women's University, TBD
- Spring 2024 College Fair, February 5 -7
- Transfer Advising Academy, Spring 2024
- Transfer Summit, April 2024

ACADEMIC EXCELLENCE PROGRAMS

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Met with students that had questions and were interested in Phi theta Kappa.
    - Attended the Fuel your Mind student event held by Student Activities in Building H Old Cafeteria at 12:00pm, January 30
- **Meetings** –
    - Held the PTK January General Meeting in Pecan Campus Bldg J. at 6:00pm, January 25
    - Held student officer team meeting to discuss College Project and Chapter plans via Teams at 6:00pm, January 18t
- **Projects-**
    - Started planning the college project, and created the College Project Proposal
- **Scholarships** – Met with students that had questions about PTK transfer scholarships and the PTK Connect program.
- **Administrative** – Met with PTK chapter advisors to go over Spring 2024 calendar and schedule meetings, events and conventions via Teams at 10:00am, January 11

HONORS PROGRAM:

- **Recruitment-** Met with students that had questions and were interested in the Honors program.
- **Administrative-** Reviewed student applications for the Honors Program. Contacted students that were good candidates for the Honors Program to start on the process of selecting and requesting their Honors courses. Contacted students that were ineligible to join the program and let them know about their ineligibility. Contacted professors to request honors sections on behalf of honors students. Worked with curriculum and admissions to create the honors sections and register the student to the new section. Contacted Honors faculty to request Honors syllabus and MOUs for their honors section. Contacted Honors students to request student contract for their Honors section.

VALLEY SCHOLARS PROGRAM:

- **Administrative-** Worked on student tracking to make sure students were registered for Spring 2024 semester. Sent pre-census list for Valley Scholars scholarship awarding.

DR. REBECCA DE LEON
ASSOCIATE VICE PRESIDENT FOR DUAL CREDIT PROGRAMS & SCHOOL DISTRICT PARTNERSHIPS

- AVP and Associate Dean met with Donna ISD Leadership on the Dual Credit Programs Partnership, January 11.
- AVP along with Dual Credit Leadership held the Weslaco ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, January 11
- Dual Credit Programs hosted the Dual Credit Faculty Professional Development Day in collaboration with the Teaching & Learning Center with approximately 350 Dual Credit Faculty from partnering school districts, January 13
- Dual Credit Programs in collaboration with the President's Office hosted the South Texas College Dual Credit Partner Reception with over 75 attendees from 13 districts, January 25.
- AVP along with Dual Credit Leadership held the La Joya ISD: STC Dual Credit Programs Success Metrics with Administration and Counselors, January 30
- AVP attended the Re-Opening Celebration and Tours of the Dr. Daniel P. King PSJA College & University Center, January 31

ANTONIO DE LA CRUZ
ASSOCIATE DEAN FOR DUAL CREDIT PROGRAMS AND SCHOOL DISTRICT PARTNERSHIPS

- Staff provided a presentation on Career & Technical Education Pathways to Rio Grande City Grulla ISD CTE Counselors and Teachers at their Staff Development Day, January 8.
- Staff coordinated and supported a CTE Tour Event of the Technology Campus for ninety-six (96) Mcallen ISD students, with presentations/activities from the Automotive Technology, HVAC, and Welding Program Faculty, January 18.
- Staff coordinated and supported a CTE Tour Event of the Technology Campus for thirty-five (35) Mcallen ISD students, with presentations/activities from the Advanced Manufacturing Technologies Department, where students learned about robotics and mechatronics programs of study, January 19.
- Staff coordinated and supported a CTE Tour Event of the Technology Campus for thirty-five (35) Mcallen ISD students, with presentations/activities from the Advanced Manufacturing Technologies Department, where students learned about robotics and mechatronics programs of study, January 19.
- Staff conducted the following Dual Enrollment Academy Program information sessions at partnering school district high schools:

Date	High School	Attendance
January 18	Health Professions HS	4
January 18	Health Professions	200
January 23	McAllen Nikki Rowe HS	54
January 23	Health Professions	75
January 24	Health Professions	80
January 24	Roma HS	188
January 25	Roma HS	30
January 26	PSJA Thomas Jefferson HS	124
January 26	Progreso	8

- Staff hosted Friday Workshops for Dual Enrollment Academy Students on January 19:
  - Pecan Campus: Seventy-eight (78) Juniors and Seniors attended a Welcome Workshop hosted by Staff, which provided College updates, important dates, textbook tracking, and field trip overviews.
  - Mid Valley Campus: One hundred four (104) Juniors and Seniors attended a Welcome Workshop hosted by Staff, which provided College updates, important dates, textbook tracking, and field trip overviews.
  - Starr County Campus: Eight (8) DEMSA Juniors attended the Student Leadership Academy hosted by the Student Activities Department.
- Staff hosted Friday Workshops for Dual Enrollment Academy Students on January 26:

- Mid Valley Campus: Twelve (12) DEEA Students attended the EV3 Robotics Activity hosted by the Engineering Department Faculty. Forty (40) Juniors attended the Student Leadership Academy hosted by the Student Activities Department.
- Starr County Campus: Eight (8) DEMSA Juniors attended the Student Leadership Academy hosted by the Student Activities Department.

LEONARDO CASTANEDA

DIRECTOR - ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Associate Dean and Career Technical Pathways Director met with STC Fire Science Program to discuss creation of program cost model that can be shared with interested ISD's, January 10.
- Associate Dean presented at Spring 2024 Adjunct & DCF Professional Development Day on Dual Credit Programs Support and Resources, January 13.
- Associate Dean met with STC Research and Analytical Services to discuss 2024 Student Focus Group on Resource Knowledge logistics and planning to execute the study, January 17
- Staff conducted the following Dual Credit Programs Training and/or Advising Sessions:

School	Count	Type of Support
Achieve ECHS	103	DC Training/Enrollment Support
Economedes ECHS	27	DC Training/Enrollment Support
Juarez-Lincoln High School	1	DC Training/Enrollment Support
Juarez-Lincoln High School	4	DC Training/Enrollment Support
La Joya AHSP – STEM	8	DC Training/Enrollment Support
La Joya High ECHS	47	DC Training/Enrollment Support
La Joya High School	1	DC Training/Enrollment Support
Macedonian Christian Academy	9	DC Training/Enrollment Support
Mercedes Early College Academy	139	DC Training/Enrollment Support
Mercedes High School	10	DC Training/Enrollment Support
Palmview High School	3	DC Training/Enrollment Support
Sharyland Advanced Academic Academy	21	DC Training/Enrollment Support
Sharyland High School	68	DC Training/Enrollment Support
South Texas HS for Health Professions	250	DC Training/Enrollment Support
Thelma Salinas STEM ECHS	114	DC Training/Enrollment Support
Weslaco Early College High School	31	DC Training/Enrollment Support
Weslaco East Early College High School	86	DC Training/Enrollment Support

ALEJANDRA CANTU

DIRECTOR - DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Enrollment Staff organized the following Apply Texas Drive Events:

Date	School	Activity	Count
January 23	South Texas High School for Health Professions	Apply Texas Drive	40
January 24	South Texas High School for Health Professions	Apply Texas Drive	40
January 31	PSJA Memorial ECHS	Apply Texas Drive	85

- Enrollment Staff held and participated in the following events:

Date	School	Activity	Count
January 09	PSJA High ECHS	Registration Drive	110
January 09	Monte Alto ECHS (school w/in school)	Registration Drive	23
January 10	Mercedes Early College Academy	Pathways Presentation	65
January 10	PSJA High ECHS	Registration Drive	110
January 10	Vanguard Beethoven (ECHS Provisional Designation)	Registration Drive	50
January 10	Donna High School	Registration Drive	223
January 10	PSJA Southwest ECHS	Registration Drive	38
January 11	La Joya High ECHS	Registration Drive	11
January 11	Sharyland High School	Registration Drive	61
January 11	Weslaco East High School	Registration Drive	40
January 12	PSJA High ECHS	Registration Drive	50
January 12	Nikki Rowe High School	Registration Drive	40
January 12	Sharyland High School	Registration Drive	42
January 12	Weslaco East High School	Registration Drive	60
January 16	Economedes ECHS	Registration Drive	25
January 17	PSJA High ECHS	Registration Drive	115
January 17	Sharyland High School	Registration Drive	31
January 18	South Texas High School for Health Professions	Parent/Community	300
January 23	Roma High School	Student Information	90
January 23	Rio Grande City High School	Student Information	69
January 24	Roma High School	Academies Presentation	66
January 24	La Grulla High School	Student Information	7
January 25	Roma High School	Parent/Community	13
January 25	Vanguard Academy Rembrandt (ECHS Provisional Designation)	Parent/Community	60

January 25	South Texas High School for Health Professions	Parent/Community	10
January 29	Weslaco East High School	Student Information	60
January 30	Vanguard Academy Rembrandt (ECHS Provisional Designation)	Roster Audit	70
January 30	Weslaco East High School	Student Information	60

- Director of Dual Credit Scheduling and Enrollment met with the principle from Covenant Christian Academy to discuss potential course offerings for fall 2024, January 22
- Final count for the spring 2024:

Total S-Sections	STC Faculty	DCF Faculty
1479	**551**	**928**

SARA LOZANO
DIVISION DEAN – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY
DIVISION DEAN'S REPORT:

- Spoke on panel for Distinguished Leadership Academy at the NAH campus, January 11
- Visit to Mission CEED facility, tour and meeting, January 11
- Presentation to South Texas College Economic Workforce Development Committee, January 16
- State of the City for Pharr, January 18
- RGV Partnership Education Tour of Technology Campus, January 19
- Attended signing ceremony of National University, January 23
- Attended Pharr EDC Foundation Board meeting, January 25
- AIA-LRGV January meeting, January 25
- Attended Chair & Leadership meeting, January 26
- IPEC Meeting, January 29
- Academic Council meeting, January 29
- Director of Educational Technologies Retirement ceremony, January 30
- Dr. King re-opening and naming of the College & University Center, January 31

DEPARTMENT/PROGRAM REPORTS:

Compliance and Accreditation Liaison

Major Meetings:

- BPST Division Meeting, January 8
- AEDT Departmental Meeting, January 9 & 25
- Starr County Expansion Projects Meeting, January 10 & 24
- Capital Improvement Plan Meeting with BPST Dean, January 16
- Monthly Meeting with BPST Dean, January 17
- Mid Valley Expansion Projects Meeting, January 17 & 31
- Technology Campus Welding Expansion Project Meeting, January 17 & 31
- January Chair Meeting, January 17
- Suitable Taskforce, January 23

Major Activities:

- Coordinated with BPST Chairs to collect pending documentation for Fall 2023 advisory committee meetings, January 8-31
- Coordinated with Cosmetology Chair, FPC, and ET regarding furniture and equipment for the new Cosmetology Center at Shah Eye Center, January 8-31
- Coordinated with AEDT department on upcoming summer camp for Region One, January 8
- Visited Shah Eye Center/Cosmetology Center to coordinate security camera locations, January 11
- Attended TransfrVR Demo. VR equipment/software demo which can be utilized by several BPST programs, January 11
- Visited Shah Eye Center/Cosmetology Center to coordinate shampoo bowl platform placement, January 12
- Finalized signage with PR for the new Cosmetology Center at Shah Eye Center. Submitted to owner for review, pending approval, January 16-31
- Attended National University Signing Ceremony, January 23
- BPST Lab Assistant Interviews, January 25
- Meetings with BPST chairs to review accreditations and certifications, January 29-30
- Coordinated meeting with Duncan Architects to tour AEDT lab and discuss potential for adjunct work with the new Architecture program, January 29
- Coordinated with BPST Chairs regarding PLA and OSA updates offered through CE, January 31

Grant Activity:

- Signed up to attend TACTE 2024, this will be part of the Perkins Grant, January 11

BPST Project Manager

- BPST Appreciation Luncheon, December 1
- BPST Division Meeting, January 8
- Cosmetology Orientation Planning Meeting, January 9
- Culinary Arts Event Accounting Meeting, January 9
- Dual Credit Fire Science Costs Review, January 10
- Cosmetology Orientation, January 10
- Distinguished Leadership Academy, January 11
- Transfer In-Person Demo, January 11
- Shah Eye Center Meeting for Cosmetology, January 12
- BPST Capital Improvement Plan Meeting, January 16
- CCTX Grant Meeting, January 16
- Monthly Dean Meeting, January 17
- Perkins Job description Review, January 17
- JET Grant Webinar, January 24
- Review of Dual Credit with Public Safety, January 24
- Review Academic Coach responsibilities with Design and Building Technology Program Chair, January 25
- Public Safety Expo Logistics, January 29
- New SharePoint Site Overview with Student Completion Services, January 29
- GPS Check in with BPST Dean, January 30
- Culinary Arts Permits Meeting with VP Elizondo, January 30
- Culinary Arts Planning Meeting, January 30
- Dual Credit Excel Meeting with Public Safety Department Chair, January 31
- Review of Monthly Series with Manager of Access and Advocacy, January 31

Advanced Manufacturing Technology

Major Events:

- Division meeting – AMT dept. attended Division meeting at Pecan Campus, February 8
- AMT Dept. Meeting, met with faculty and staff, reviewed schedules, projects, and upcoming events, January 10

- AMT Dual Credit Faculty Meeting, met with our DCF covering topics from BB Shells, Equipment Training, and Teaching Credentials, January 13
- McAllen ISD & Mechatronics Recruiting Event Hands on Workshops, faculty and staff hosted a Mechatronics Recruiting event having students rotate in 20-minute hands on workshops ranging from Robotic Fundamentals, Fluid Power, DC/AC Circuits, and the AI Dog, January 19

- Participated in the McAllen ISD Middle School Endorsement & Career Expo at McAllen Convention Center, January 25
- Weslaco CTE Counselor Breakfast, AMT faculty participated in the introduction of the current AMT certificate program to 14 counselors, January 26
- Participated in the Gear Up Recruitment Event, several school district students went to our AMT booth asking for more information about the program, January 30

Architectural & Engineering Design Technology

Major Meeting & Activities:

- Business, Public Safety and Technology- Spring 2024 (In-Person), January 8
- Department Meeting for AEDT, January 9
- Mrs. Salas created budget and estimates for Region One Summer Camp proposal, January 8-9
- SGT Faculty 2024 Spring Meeting, January 10
- Mr. Serna met with an architect interested in working in our program and shared about our program, January 11
- Mr. Serna met with The National Organization of Minority Architect (NOMA) representative to discuss partnerships with our students, January 11
- CCTX Grant Activity: Mrs. Salas worked on finalizing and submitting an updated Budget Report, January 9-12
- AEDT Spring Department Meetings for Adjunct/Dual Instructors, January 13
- Border Issues of Texas Update Meeting, January 15
- CCTX Grant meeting with Dean and staff to discuss CCTX Grant extension, proposed budget, and activities, January 16
- Supporting the PR initiative to kick off the semester, January 16
- AEDT Open House preparation meeting, January 17
- Coordinated with faculty on planning for courses that will be involved in developing master plan options for Border Issues of Texas, January 18
- BPS&T January Chair Meeting, January 19
- DFTG 180 Cooperative Education Meeting, January 20

- Assisted Program Chair with AEDT Tuition and Fees Adjustment for Autodesk Certification Exam implementation into DFTG 1409 courses, January 20
- CLE Presentation for 1st Semester students to make them aware of the support available at the Tech Campus, January 22
- AEDT Open House Meeting with Leo Castaneda and Department Meeting, January 25
- AEDT & James Nikki Rowe ECHS Incubator Meeting, January 25
- College-Wide Curriculum Committee Meeting, January 25
- LRGV-AIA Tamales y Cerveza 2024 Event, January 25
- Chair and Leadership Meeting – Spring 2024, January 26
- Accreditation and Certification Meeting, January 29
- Academic Council Meeting Presentation on Career Connect Texas's Program Enhancement Grant, January 29

- CCTX Grant Activity for Apprenticeship: Online Webinar: Jobs for the Future –Navigating Youth labor law and liability in youth apprenticeship: What you need to know, January 30
- Chair Revised Evaluation Committee Meeting, January 31
- Perkins CLNA Workshop, January 1
- Distance Learning Symposium, January 2
- Anthology: Recent Releases and Future Plans for Learn Ultra, January 2
- The Role that Faculty Play in an Online CBE, January 2

Upcoming Travel, Meetings and Conferences:

- STC Mid Valley Campus Distance Learning Symposium, February 2

Department/Student Recognitions:

- Architecture History I Exhibit: "Arch Thru Art" in the Library at the Tech Campus, January 8 – May 1

Automotive/Diesel Technology

- Automotive and Diesel faculty and staff attended the Business, Public Safety and Technology Spring 2024, January 8
- Attended Diesel Departmental Meeting with Program Chair, Richard Wade, January 10
- Automotive faculty participated in the Automotive Department Meeting, January 10, 17, 31
- Automotive instructor participated in the CTE McAllen ISD Career Day Tour at the South Texas College Technology Campus, January 18
- Automotive instructor attended the Achieve Early College High School Career Fair to talk to the students about the automotive programs that are offered at South Texas College, January 19
- Automotive instructor attended the Career in tech field exploration, demo for the automotive department, January 18
- Automotive instructor attended the Annual McAllen ISD middle School Endorsement, convention center expo, January 25
- Attended McAllen I.S.D. Career Expo at McAllen Convention Center, January 25
- Automotive instructor attended the GM and Automotive meeting, January 31
- Chair and faculty participated in various trainings, webinars and workshops throughout the month, January, January 31

Business Administration

- Business Administration and Economics faculty attended the Dual Credit Professional Development Day Workshops. Dr. Moore also presented her NACAP Presentation to our Business Administration Department DC faculty on AI during our afternoon session, January 13

- Economics instructor presented at the American Association of Colleges and Universities Conferences in Washington DC, January 18
- Business Administration and Accounting faculty attended the VITA/United Way Press Conference to promote our VITA partnership with United Way, January 19
- Department Chair and Accounting instructor participated in the Region One Gear MOVE Event, January 30

- Economics instructor presented at the Campus Sustainability Summit at South Padre Island, January 31

Culinary Arts

- Culinary Arts faculty attended faculty meeting for Spring 2024, January 9
- Culinary Arts faculty attended a VR demonstration at the Technology Campus. Software could be implemented in the department for various courses, January 11
- Culinary Arts faculty member attended Academy of Early College McAllen High School Career Fair. Students attending ranged from freshmen to seniors, there were four 30-minute sessions, January 19

Cosmetology

- Meeting for Spring 24 Orientation review, January 8
- Meeting to discuss Cosmetology Center facility, January 9
- Cosmetology Program planning meeting, January 10
- Spring'24 student Orientation, January 10
- Security camera sight evaluation at Shah, January 10
- Meeting with maintenance for shampoo bowls platform, January 12
- Education and Workforce Development Committee meeting, January 16
- Meeting for Digital Signage at Cosmetology Center, January 17
- Enrolled new Cohort of 19 students in SHEARS for student permits, January 17
- Meeting for Audio Visual Instructional equipment for Cosmetology Center, January 18
- Chair Meeting, January 19
- Educational Technologies Academy Pilot, January 23
- College-Wide Curriculum Committee Meeting, January 25
- Chair and Leadership Meeting – Spring 2024, January 26
- Meeting for Accreditation and Certifications, January 30

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

Major Meetings:

- DBT Spring 2024 meeting, January 9
- Starr County Campus Expansion for HVAC-R, January 10
- Transfer In-Person Demo, January 11
- HVAC Department meeting, January 12
- Dual Enrollment -- Adjunct meeting, January 13
- HVAC faculty participated in the McAllen High Schools HVAC tour, January 18
- January Chair meeting, January 19
- Starr County Campus Expansion for HVAC-R, January 24
- Review of Academic Coach Position Meeting, January 25
- College-Wide Curriculum Committee Meeting, January 25
- HVAC faculty participated in the McAllen ISD Middle School Endorsement & Career Expo at McAllen Convention Center, January 25
- Chair and Leadership Meeting, January 26

- Accreditations and Certifications meeting, January 29
- HVAC CLE Support meeting, January 30
- MVC Expansion for HVAC-R, January 31

Major Activities:

- DBT chair and faculty participated in various trainings, webinars and workshops throughout the month, January, January 31

Human Resources/Office Administration

- Business Professionals of America (BPA) at Pecan Campus – Office Administration Program, January 11-12
- Sharyland High School Mock Trial Visit, January 18-24
- Willacy County Livestock Show & Fair: Events Judging, January 20
- McAllen ISD Middle School Endorsement & Career Expo, January 25
- Society of Human Resources Management: Ethical and Practical Considerations on the Use of AI (Artificial Intelligence) in Human Resources, January 24
- Sharyland Pioneer High School Mentorship Program Visit, January 24
- Region One/CTE & Paralegal Program Presentation, January 25
- Prosperity Task Force Meeting Rio Grande Valley, January 26

Public Safety (Law Enforcement/Fire Science)

- Fire Science faculty delivered Car Fire Prop Train the Trainer Class for McAllen Fire Department, January 10
- Adjunct Faculty Meeting, January 11
- Firehouse Subs Grant Meeting/Review, January 18
- Department Chair Meeting, January 19
- Hosted Firefighter Cancer Awareness Class, January 24
- Fire fighter certificate dual credit review meeting, January 24
- Border Patrol Orientation class – Guided Pathway Specialist (GPS) provided AAS-LE information, February 24
- Fire academy instructor and department chair attended the Rio Grande Valley Chief's monthly meeting to provide information on the AAS-Fire Science and the online fire academy that is being developed, January 24
- College-Wide Curriculum Committee Meeting, January 25
- Academic Affairs Leadership meeting, January 26
- Public Safety Expo planning meeting, January 29
- Academy Coordinator attended the ALEERT Active Shooter Train-the-Trainer, January 29

ROBERT VELA

SITE ADMINISTRATOR - REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE (RCPSE)

Major Meetings:

RCPSE – Two Story Residential Fire Training Structure -Bi-Weekly Construction Progress Meeting, January 3

- Business, Public Safety and Technology- Spring 2024 Workshop, January 8
- Evaluation Meeting for 1 ton Dually Pickup, January 9
- Fire, Science, Police Academy Department Meeting, January 10
- Crisis Management Team Meeting, January 15-16
- Fourth Quarter Clery Meeting, January 18
- Attended RGV Fire Chief's Meeting, January 24
- Regional Center for Public Safety Excellence Parking Lot #1 Additional Spaces – RFQ Evaluation Discussion, January 24
- Academic Council Meeting, January 29

Events/Accomplishments:

- STC Police and Fire Academy Orientation, January 9
- Mathematics Department Professional Development Meeting at RCPSE, January 12
- REID Advanced Program on the REID Technique of Interviewing and Interrogation, January 16-18
- TCOLE Basic Telecommunicator Course, January 15-26
- 33rd Police and Fire Academies, January 16
- Mission Veteran's Memorial High School Tour, January 19
- International Association of Law Enforcement Firearms Instructor (IALEFI) Complete Rangemaster Course, January 22-24
- DPS Training-Interdiction for Prevention of Child Abuse, January 22-24
- Firefighter Cancer Awareness Course, January 24
- Pharr-PSJA Badge the Youth Program, January 25
- Investigating Cases of Child Homicide and Unexplained Deaths of Children, January 30-31

External Visits:

- Met with Alamo Fire Chief Contreras regarding upcoming trainings and invitation to RGV Fire Chief's Meeting, January 11
- Attended and Presented at RGV Fire Chief's Meeting, January 24

Upcoming RCPSE January Events:

- Legislative Update Course, February 1
- Finding Wellness Course, February 1
- Pharr PD-PSJA Badge the Youth, February 5
- Texas Crime Information Center (TCIC) Full Access Course, February 5-8
- TEEX Crisis Management Affecting Institutions Course, February 6-8
- Lyford High School GEAR UP Tour, February 8
- TCOLE Basic Instructor Course, February 12-16
- Basic Patrol Bicycle Course, February 12-16
- Hands-On Vehicle Fire Arson Investigation Course, February 12-14
- Background Investigations Course, February 15-16
- TEEX Advanced Arrest and Control Tactics Course, February 19-23
- FLECTC Leadership for Women in Law Enforcement, February 26
- Palmview High School RCPSE Tour, February 29

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS
DIVISION DEAN'S REPORT:

- Convened the Spring 2023 Liberal Arts Division meeting, with Invited Keynote Speaker, Professor Steven Mintz, January 8
- Continued assisting in the planning of the 4th annual STC Data Summit, January 9, 19, 23
- Convened the OER for Dual Credit Courses Task Force, January 10
- Participated in a panel discussion at the Adjunct Faculty PD Day, January 13
- Attended a SACSCOC webinar on regulations pertaining to PEP (Prison Education Programs), January 17
- Participated in interviews for the Dual Credit Academic Pathways Director, January 18
- Convened the Generative AI in Higher Education Task Force, January 24
- Attended the Institute Orientation for the 3rd Institute of the TSTP (Talent Strong Texas Pathways) Project, January 26
- Participated in an exploratory conversation with representatives from McGraw Hill regarding their Inclusive Access Textbook Program, January 29

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies

- Ballet Folklórico South Texas College celebrated its twelfth anniversary during class on January 2, 2024.
- Center for Mexican American Studies staff met with Educational Technologies Department and the McAllen Performing Arts Center staff to discuss logistics with audio and visual for Tradiciones 2024 on January 10, 2024.
- Center for Mexican American Studies staff continued promotional preparations for Tradiciones 2024 with distribution of promotional materials throughout campus and across the community.
- Center for Mexican American Studies staff contacted local partnering school districts about potential attendance of high school folklórico dance students to attend Tradiciones 2024.
- Preparations for guest speakers and guest performers were initiated and contracts were submitted to those individuals for events during Spring 2024.

Art

- Art Instructor Chris Leonard had two works accepted into Bradley University's 8th Central Time Clay Biennial; *The Night Time is the Right Time* (a skateboard style platter evolving into a diorama) and *A Double Shot of My Baby's Love* (A pair of thrown stoneware bottles with sgraffito imagery). These two works, along with sixty others selected by juror and Monmouth College (IL) Ceramics Professor Janis Mars Wunderlich from submissions within the central time zone band will be on display at Bradly's Hartmann Center Gallery in Peoria, Il from February 2 through March 29
https://continuing.bradley.edu/bradley/course/course.aspx?catId=97

- Art Instructor Chris Leonard traveled to The Art Studio Inc. in Beaumont, TX to assist Clarion University of Pennsylvania's Gary Greenberg in the construction of a 12 cubic foot gas-fired kiln from reclaimed bricks. Leonard also participated in a low fire salt firing under the direction of The Art Studio Director Greg Buscemi with a fully connected clay week in the small salt kiln he assisted in building during July of 2021 alongside Greenberg and his longtime Arizona State University grad school clay collaborator, Tom Belden and assortment of Beaumont community members and Art Studio enthusiasts. before." January 24-27

- Art Instructor Carlos Limas photo exhibition, Intangible, opened December 4th "Intangible," encapsulates a visual narrative that transcends our conventional sense of perception. This collection of digitally manipulated images portrays people and places, wherein patterns of lines extend in diverse directions from central subjects. The assessment of different color palettes, ranging from vivid and saturated tones to a more neutral, almost monochromatic palette, adds layers of emotion and depth to this visual experience. The Artist Talk and Reception was held on January 25, 1:00 PM – 4:00 PM, at the Art Department Gallery. Closes on January 26
- Art Instructor Luis Corpus attended the National Day of Racial Healing, Artist Talk at Austin Community College, January 18
- Art Instructor Luis Corpus had a painting accepted in the 14th Annual Juried Exhibition, Gallery 110, Seattle, Washington. His work will be exhibited from February 1-March 2

GALLERY 110

14th Annual Juried Exhibition

February 1 - March 2, 2024

Reception & Prize Presentation:
Friday, February 2nd from 4 - 5:30 PM

Juror, Greg Robinson, Cynthia Sears Endowed Chief Curator, Bainbridge Island Museum of Art (BIMA), has selected 47 works from over 1100 entries. Come build your collection!

NATIONAL DAY OF RACIAL HEALING 2024

Artist Talks with taylor barnes and Luis Corpus

JANUARY 18, 2024
2:00PM - 3:00PM

- Art Lecturer Leila Hernandez had her work exhibited with the Castilian Roses exhibition at the San Benito Cultural Heritage Museum. The exhibition was inspired by the Virgen de Guadelupe and ran from November 30th to January 19

Theatre & Dance

- STC Theatre is currently preparing for their production of ***The Little Prince*** by Antoine De Saint-Exupéry and adapted by Rick Cummins and John Scoular. The production will run on Feb. 22 and 24 at 7:30 p.m. and will include two matinees at 2 p.m. on Feb. 24 and 25. The Thursday, Feb. 22 evening performance will be interpreted in American Sign Language (ASL). Tickets sales the Feb. 22 performance will go towards the Dr. John F. Carroll Drama Scholarship. Through a generous donation from Dr. Carroll's family, the Drama Department established a memorial scholarship in his name. The scholarship is to award two Drama Majors for their merit in theatre. Each student can receive a scholarship up to $1,000 which is divided between Fall and Spring semesters.
- Performances will take place at STC's Cooper Center for the Performing Arts Black Box Studio at 3200 W. Pecan Blvd. in McAllen.
- "The Little Prince" is about a lonely, little prince who journeys through the universe in search of enlightenment and finds the strange, narrow-minded world of grownups.
- General admission tickets cost $5. Tickets can be purchased online at www.southtexascollege.edu/go/theatre.

- Dance Instructor Jose Zamora worked with La Joya High School's dance program on a collaborative production project which involves a specific cumbia dance style in Mexico. The purpose of the project is to create a dance choreography based on "Cumbias Rebajadas" from Monterrey, Nuevo Leon, Mexico. Mr. Zamora is collaborating with the La Joya H.S. Dance directors on research, and composition of this work. He will help deconstruct movement phrases and identify qualities from work that has been shared digitally. Members of the "Libertad" Community have shared information on movement phrases, dance steps, historical facts and figures, and the history and origin of this dance style. The "Libertad" community is one of the most dangerous in Monterrey, so they intend to create the work using the internet and technology. La Joya Dance will credit STC Dance for their contributions in the making of this work. Mr. Zamora agreed to the collaboration as it will serve as the first step for a recruitment and mentorship program. The collaboration began November 9th and is ongoing as the performance will premiere later on in the Spring 2024 semester.
- The STC Dance Collective under the direction of Jose Zamora continued rehearsing for their Spring dance concert. Rehearsals occur Monday through Thursday with Mr. Zamora and STC Dance graduate Arlet Juarez both choreographing work for the show.

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

DIVISION DEAN'S REPORT:

- Attended the Mathematics Department Meeting, January 8
- Attended the Information Technology Program Department Meeting, January 8
- Attended the Biology Department Meeting, January 9
- Attended the Computer Science and Computer Information Technology Program Department Meeting, January 9
- Attended the Chemistry Department Meeting, January 10
- Attended the Operations Management Department Meeting, January 11
- Attended the Public Administration Department Meeting January 11
- Attended the Medical Health Services Management Department Meeting, January 11
- Conducted Staff Interview, January 12
- Attended the Physical Science and Engineering Department Meeting, January 12
- Attended the BASOL Department Meeting, January 12
- Attended Pre-Requisite Discussion, January 16
- Participated in meeting with KSU and South Texas College Computer Science Team, January 17
- Attended UTRGV Doctoral Program, January 22
- Attended 2024 Workforce Summit, January 22
- Attended CCBA Board Meeting, January 23
- Participated in TxAHEA Conference Advisory Meeting, January 23
- Attended Guided Pathway Specialist-Starfish Monthly Meeting, January 24
- Attended EI Zoom meeting, January 24
- Attended College-Wide Curriculum Committee Meeting, January 25
- Attended Chair and Leadership Meeting, January 26
- Lonestar Bank Training Updates Meeting, January 29
- Attended Discussion of McGraw Hill, January 29
- Attended Academic Council, January 29
- Facilitated Program Chair Meeting, January 31

BACHELOR PROGRAMS:

Computer Information Technology Program (CITP)/ Computer Science (COSC)

- Facilitated COSC/CITP Department Meeting, January 9
- Participated in COSC & IT Meeting with Information Technology Program Chair via MS Teams, January 10
- Participated in Blackboard Meeting with Computer Science Instructor via MS Teams, January 12
- Facilitated COSC CITP ADJ/DC Department Meeting, January 13
- Participated in Google Grant Meeting via MS Teams, January 16

- Worked on Presentation for Kentucky State University (KSU) with Computer Science Instructor via MS Teams, January 16
- Participated in KSU & South Texas College Computer Science Team with Amy Olds via Zoom, January 17
- Participated in Qwiklabs UXR Session, January 18
- Facilitated CITP 4301 Capstone Orientation via MS Teams, January 18
- Participated in QM Reviews Meeting with Instructional Designer II via MS Teams, January 19
- Participated in QM Reviews Meeting with Computer Science Instructor via MS Teams, January 22
- Participated in Region One Coding Camp Workshop Planning via MS Teams, January 23
- Participated in Google Cybersecurity Grant Development with MSITB Initiatives Manager via MS Teams, January 23
- Participated in QM Reviews Meeting via MS Teams, January 23
- Participated in Google IT & Python Certificates Meeting via MS Teams, January 23
- Attended New SharePoint Site Overview & Training, January 23
- Participated in AI & Student Success Meeting via MS Teams, January 24
- Participated in Grant Review Meeting with Computer Science Instructor via MS Teams, January 24
- Participated in Grant Meeting via MS Teams, January 25
- Participated in Google Career Certificate Presentation Meeting via MS Teams, January 25
- Participated in College-Wide Curriculum Committee Meeting with Director of Curriculum via MS Teams, January 25
- Facilitated Spring 2024 Advisory Committee Meeting, January 25
- Attended Chair & Leadership Meeting, January 26
- Work on Grant Proposal with Computer Science Instructor via MS Teams, January 26
- Participated in Google Cybersecurity Clinic Planning with MSTIB Initiatives Manager via MS Teams, January 30
- Attended STC Online Workshop: Exploring Learn Ultra via MS Teams, January 30
- Attended Program Chair Meeting with MSTIB Initiatives Manager, January 31

Medical and Health Services Management (MHSM)

- Presented at Mid-Valley Campus New Students' Orientation about the Bachelor Programs, January 10
- Participated in the Bachelor Programs New Students' Orientation virtually, January 10
- Presented at the Pecan New Students' Orientation about the Bachelor Programs, January 11
- Attended and participated in the Chair and Leadership Meeting at the Pecan Campus, January 26
- Participated in the MSITB Program Chairs Meeting, January 31

Operations Management (OPMG)

- Met with the Operations Management Curriculum Development Team regarding the design of the new Entrepreneurship Course, January 9
- Attended the Educate, Inspire, and Connect with Entrepreneurs Event at the McAllen Creative Incubator, January 10
- Attended City of McAllen Convention Center and Performing Arts Center Board Meeting, January 22

Organizational Leadership (BASOL)

- Participated in the Leadership McAllen Executive Board meeting, January 2
- Participated in the RGV Partnership Foundation 36th Annual Golf Tournament volunteer meeting, January 3
- Attended the RGV Hispanic Chamber's Buen Provecho Quaterly Luncheon, January 4
- Participated in a Grant Training discussion with Lonestar National Bank and Workforce Solutions WebEx meeting, January 8
- Participated in the Texas Women in Higher Education 2024 Conference Planning Zoom meeting, January 8
- Attended the Alpha Toastmasters meeting at CHCP, January 9
- Attended the Leadership McAllen Steering Board Meeting, January 10
- Participated in the Bachelor Programs New Student Orientation, January 10
- Attended the McAllen Chamber of Commerce Ambassador meeting, January 11
- Assisted with the RGV Partnership Golf Tournament setup at Tierra Santa Golf Course in Weslaco, January 11
- Facilitated the BASOL Spring 2024 Department meeting, January 12
- Participated in the RGV Leadership SpaceX Group 1 meeting via Teams, January 12

- Participated in the Leadership McAllen Youth Leadership Program planning committee, January 12
- Attended the Hispanic Women's Network of Texas Induction Ceremony, January 16
- Attended the McAllen Chamber's Good Morning McAllen, January 18
- Attended the Organization of Women Executives (OWE) January Luncheon, January 18
- Participated in the RGV Leadership Class – Education, January 19
- Participated in the Suitable Taskforce meeting, January 23
- Participated in the New SharePoint Site Overview training with the Office of Student Success and Completion, January 23
- Attended the RGV Partnership Golf Tournament Volunteer Thank You Dinner, January 24
- Attended the McAllen Chamber Ribbon Cutting for Just a Closet Self-Storage, January 25
- Met with IT for training on the Power Automate app to be used in the automation of the Incomplete Request form, January 25
- Participated in the College-Wide Curriculum Committee meeting, January 25
- Attended the Chair & Leadership meeting, January 26
- Met with MSITB Dean to discuss the Lonestar Bank training, January 29
- Presented to the STC CDEC program on the BASOL program, January 29
- Met with Winthrop University via Teams to discuss Competency-Based Education, January 30
- Participated in the MSITB Program Chair meeting, January 31

DEPARTMENT/PROGRAM REPORTS:

Biology:

- Attended Internal Deadline: NSF IUSE subaward with UTRGV, January 8
- Led the Spring 2024 Biology Department – Welcome Meeting, January 9
- Led Biology Faculty Advising Training, January 10
- Attended the OER for Dual Credit Courses Task Force, January 10
- Attended the Phase 4 Training Orientation Meeting, January 12
- Attended Project Updates, January 17
- Led Meeting to discuss pH Lab, January 18
- Meeting with Leica Rep, January 22
- Attended AI and Student Success/ Real World Insights from Higher Ed, January 24
- Attended Go To Webinar – Lessons Learned from 5 Years of Proctoring at Sam Houston State University, January 25
- Attended College-Wide Curriculum Committee Meeting, January 25
- Attended Chair and Leadership Meeting, January 26
- Attended NSF-S STEM Teams Meeting, January 26
- Visited STC – Biology Initial Lab Site Visit Request – Vanguard Beethoven, January 29
- Attended Program Chair Meeting, January 31
- Attended Chair Revised Evaluation Committee, January 31

Chemistry

- Facilitated Department Meeting, January 10
- Conducted Faculty Evaluations, January 10 and 13
- Attended Physical Science Department Meeting to recruit for Science Olympiad, January 12
- Facilitated Dual Credit and Adjunct Faculty Meeting, January 13
- Attended South Texas ACS Local Chapter Monthly Meeting, January 17
- Facilitated Science Olympiad Meeting, January 18
- Attended College-Wide Curriculum Committee Meeting, January 25
- Attended USNCO Coordinators Meet and Greet Social, January 25
- Attended Chair and Leadership Meeting, January 26
- Participated in Power Up: Professional Development Systems Workshop, January 30
- Attended Program Chair Meeting, January 31

Cybersecurity

- Met with Director of Curriculum to discuss the development updates of the AI program, January 11
- Met with Region One to discuss possible cybersecurity event this semester, January 16
- Hosted the capstone orientation to talk to students about possible job opportunities once they graduate, January 17
- Met with faculty to discuss the data about our Cybersecurity program, January 21
- Attended the Google Cybersecurity grant development meeting with MSITB Initiatives Manager, January 23
- Attended out first meeting with Computer Science and Information Technology to discuss a possible Google grant, January 25
- Attended the Chair and Leadership Meeting, January 26
- Attended the EI-ISAC Monthly Meeting, January 30
- Attended the MSITB Program Chair Meeting, January 31

Information Technology

- Facilitated Department Meeting, January 8
- Attended Computer Science and Information Technology Meeting, January 10
- Attended IT Dual Credit and Adjunct Faculty Spring 2024 Meeting, January 12
- Attended Curriculum Meeting, January 19
- Meeting with Assistant Program Chair and Information Technology Faculty located at the Technology Campus, January 23
- Attended Annual McAllen ISD Middle School Endorsement and Career Expo, January 25
- Attended College-Wide Curriculum Committee Meeting, January 25
- Attended Chair and Leadership Meeting, January 26
- Attended Curriculum Development – PAP Meeting, January 29
- Met with Facilities and Maintenance to discuss computer tables for new classroom at Pecan, Y2.102, January 29
- Held Leadership meeting, January 30
- Attended Program Chair Meeting, January 31
- Collaborated with Facilities of Operations and Management to conduct an IT Expo Walk through, January 31

Mathematics

- Faculty and staff attended the January 2024 Spring Department Meeting, January 5
- Secretary attended MSTIB FLAC Training with MSITB Senior Administrative Assistant, January 8
- Attended OER for Dual Credit Courses Task Force Meeting, January 10
- Attended NSF IUSE HIS Proposal Meeting with UTRGV Engineering Faculty, January 11
- Facilitated Mathematics Professional Development Meeting, January 12
- Facilitated Mathematics Department Meeting for Adjunct and Dual Credit Faculty Professional and Organizational Development Day, January 13
- Met with UTRGV Mathematics Faculty to finalize NSF IUSE HIS grant proposal re: Calculus I and II, January 19
- Facilitated Department Leadership Meeting, January 25
- Met with Librarian I to discuss OER Conference presentation, January 25
- Attended and presented at College-Wide Curriculum Committee Meeting, January 25
- Attended the Academic Affairs Chair and Leadership Meeting, January 26
- Met with UTRGV Mathematics faculty to discuss Calculus NSF Grant proposal, January 26
- Attended IPEC Meeting, January 29
- Attended McGraw-Hill Mathematics Faculty Focus Group, January 29
- Met with LASS faculty to discus TSI Boot Camp design and Region One Partnership, January 30
- Attended MSITB Division Program Chair Meeting, January 31
- Attended Chair Evaluation Committee Meeting, January 31

Physical Sciences and Engineering

- Evaluated the Spring 2024 enrollment patterns in the Physics and Geology sections and made revisions, January 9
- Conducted on boarding training for New Secretary, January 9
- Department Chair and Secretary organized and presented Program Review Department meetings to assess Physics and Engineering programs, January 10
- Department Chair and the Chair of the hiring committee prepared recommendation letter for staff position, January 10

- Organized a professional development presentation by JoVe, a world-leading producer and provider of science videos. The aim of these videos is to enhance scientific research and education for all faculty, January 10
- Reviewed and approved the worksheet for the Financial Reconciliation as of December 31, 2023 for PANACEAS Subaward, USDA, January 11
- Reviewed and approved the worksheet for the Financial Reconciliation as of December 31, 2023 for 216191 University Transportation Center Program Subaward, January 12
- Department Chair and Secretary have organized January 2024 Department meeting for all faculty, January 12
- Organized a professional development presentation by Science Interactive, which offers authentic lab experiences for online college students, January 12
- Attended Dual Credit Faculty Professional and Organizational Development Day-Spring 2024, January 13
- Organized and presented January 2024 Department meeting for the dual-credit and adjunct faculty, January 13
- Department Chair met with the new dual credit engineering faculty and conducted new faculty onboarding training, January 16
- Reviewed and approved the information on the Spring 2024 FLAC Report, January 18
- Email communication with the Dean regarding new engineering computer lab facilities, January 18
- Reviewed and approved the Year 3 budget for PANACEAS, Subaward, USDA, January 19
- Reviewed the Spring 2024 syllabi submitted by the faculty on Concourse portal and made recommendations for changes, January 23
- Email communication with the chair of Physics and Geosciences department, TAMUK regarding a campus visit, January 24
- Attended College-Wide Curriculum Committee Meeting, January 25
- Attended Chair and Leadership Meeting – Spring 2024, January 26
- Engineering program and Dual Credit programs organized Engineering workshop at the Mid-Valley Campus for the Dual Enrollment Engineering Academy cohort of students. Video 1: Link, Video 2: Link, January 26
- Finalized the course descriptions, prerequisites, and Lecture and Lab hours for ENVR 1401 Environmental Science I and ENVR 1402 Environmental Science II courses. This information was sent to the curriculum office to be published in the 2024-2025 STC Catalog, January 29

- Met with the physics dual credit faculty to conduct the January 2024 department meeting and discipline specific training, January 29
- Attended Department Chair Evaluation college-wide task force meeting, January 31

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH
DIVISION DEAN'S REPORT:

- Worked on the Nursing Shortage Reduction Program (NSRP) grant application for the 2024 fiscal year.
- Reviewed regular, N1, N5, N12, K1, M8, M2, M0, and M5 mini-mester course enrollment data and worked on approval memo for low enrollment sections.
- Followed up with the VP for FAS to discuss completion of the Chief Financial Officer Statement of Support for the NSRP grant application, January 8
- Followed up with the simulation coordinator to discuss the status of the installation of new simulation software and equipment acquired through the Department of Labor Healthcare Professional Expansion Initiative Grant facilitated by VIDA, January 9
- Attended meeting with representatives from Workforce Solutions to discuss TIP Grant operational updates, January 9
- Attended the ACHIEVE Early College High School Career Fair, January 11
- Attended the 5 Academic Programs That Should be on Your Radar in 2024 webinar, January 11
- Attended a tour of the Mission Center for Education and Economic Development (CEED) Building to view the available room types, features, and amenities available for activities and meetings, January 11
- Attended the Crisis Management Team Meeting, January 15
- Attended the School-Administered Loan Programs Technical Assistance Webinar hosted by the Health Resources and Services Administration, January 17

- Held meeting with ADN student to discuss their concerns regarding clinicals, January 18
- Attended meet and greet event hosted by South Texas Health System to introduce their new CEO, January 18
- Worked on preparations for the Building Non-Credit to Credit Pathways in Healthcare: Mapping Pathways to Student Post Completion breakout session for the upcoming 2024 Texas Administrators of Continuing Education (TACE) Annual Conference.
- Followed up with Lyford High School GEAR UP facilitator to organize a tour of the NAH Campus for high school students, January 22
- Attended planning meeting for the upcoming Workforce Summit 2024, January 22
- Attended meeting with the VPAA to select applicants for interview, January 23
- Attended the signing ceremony between National University and South Texas College held at the Pecan Campus, January 23
- Attended the GPS-Starfish Monthly Meeting to discuss updates for the Spring 2024 Semester, January 24
- Attended the Generative AI in Nursing Education webinar which discussed how AI technology is rapidly evolving and becoming more integrated into educational settings, and why it's essential for educators to understand and harness these powerful tools to enhance teaching and learning experiences in nursing, January 24
- Held meeting with ADN student to discuss their concerns regarding clinicals, January 24
- Attended meeting with the associate comptroller to discuss the Department of Labor Healthcare Professional Expansion Initiative Grant facilitated by VIDA and procurement of equipment and software, January 25
- Followed up with the academic initiatives officer on preparations for the upcoming Workforce Summit 2024, January 25
- Attended the Spring 2024 Chair and Leadership Meeting, January 26
- Attended the National Science Foundation (NSF) ATE Grant Success through Mentoring webcast which discussed ways in which community college leadership and faculty can benefit from participation in the various NSF mentoring initiatives designed to support, coach, and assist institutions in the beginning stages of grant development and eventual submission, January 26
- Attended the Institute for Professional Excellence in Coaching (iPEC) Meeting, January 29
- Followed up with the director of curriculum regarding updates for the 2024 – 2025 College Catalog, January 29
- Met with the coordinator for video production to be interviewed on the NAH Division's simulation labs, January 29
- Attended the Academic Council Meeting hosted by the VPAA, January 29
- Attended the Accrediting Commission for Education in Nursing (ACEN) Standard 1 Meeting held by the ADN Program, January 29
- Attended the ACEN Standard 1: Leadership Meeting held by the ADN Program, January 29
- Worked on completing the Campus Security Authority Crime Reporting Form for the 2023 calendar year.
- Completed the National Council of State Boards of Nursing (NCSBN) Prelicensure Nursing Education Program Data Survey, January 31
- Attended the ACEN Standard 2 Meeting held by the ADN Program, January 31
- Attended the ACEN Standard 3 Meeting held by the ADN Program, January 31
- Attended the ACEN Standard 4 Meeting held by the ADN Program, January 31
- Attended the ACEN Standard 5 Meeting held by the ADN Program, January 31

DEPARTMENT/PROGRAM REPORTS:

Diagnostic Imaging Department

- Secretary attended the NAH Division Secretary Meeting, January 7
- DID faculty and staff attended the Spring 2024 Department Meeting, January 9
- DMS Program held the Spring 2024 New Cohort Orientation, January 10
- Department chair and DMS faculty attended the Texas Health Care Imaging Orientation, January 12
- Department chair attended the Spring 2024 Chair and Leadership Meeting, January 26
- Department faculty attended the DID Library Resources Meeting, January 30

Emergency Medical Services

- Program chair met with the senior management and compliance officer to discuss the final narrative for the Jet Grant, January 8

- Program chair and faculty attended the Developing an Authentic Assessment webinar, January 9
- EMS Lunch and Learn Project TV monitor installation was finalized, January 9
- Held faculty and staff meeting was to discuss committee work, January 10
- Program chair and the EMS guided pathway specialist met to discuss spring semester enrollment, January 10
- Department conducted its Program Orientation for EMT Basic, Advanced EMT, and Paramedic students, January 11
- Program chair met with the Business Office budget manager and accountant to discuss the proposed repurpose of capital budget for the EMS Department, January 11
- Program chair attended the Full Scale Exercise Planning Updates Meeting with the coordinator of emergency preparedness and training, January 12
- Program chair met with the curriculum and schedule coordinator to discuss updates for the 2024-2025 College Catalog, January 18
- Program chair attended the Full-Scale Exercise Planning Updates Meeting with the coordinator of emergency preparedness and training, January 19
- The medical director for the EMS Program conducted a site visit and student evaluations, January 19
- Program chair met with PR to photograph the new EMS ambulance, January 23
- Program chair, lab specialist, and faculty attended the HIV and STI Reporting Guidelines webinar, January 25
- Program chair attended the College-Wide Curriculum Committee Meeting, January 25
- Program chair attended the Spring 2024 Chair and Leadership Meeting, January 26
- Program chair attended the Geriatric Trauma webinar, January 30
- Program chair and faculty member attended the STC EMS Program Information Session that was held at Roma High School, January 30
- Program chair met with the program chair for Pharmacy Technology to discuss NOE's, January 31

Physical Therapist Assistant

- Program chair met with faculty to discuss their role in a Level 1 student probationary action plan due to lack of professional behavior, January 8
- As part of retention initiatives, PTHA 1413 instructor completed student remediation and retesting (five students) for the comprehensive fall 2023 "bell ringer." All students were successful, January 9
- Program chair assisted Level II student with her application to represent the Texas Physical Therapy Association and Texas schools at the American Physical Therapy Association Federal Advocacy Forum and Capitol Hill Day scheduled for April 15-16, 2024. The student's application was selected and she will be one of only six PT/PTA students from Texas.
    - Program chair secured $700 from the Texas Alliance of PTA Educators to help fund the student's trip to Washington, DC.
    - This is the third time in four years that an STC PTA student is selected for this national event.
- Program chair completed and submitted the 2023 Crime Reporting Form.
- Program chair collaborated with the DHR OSTI Director (PTA c/o 2007) for two off-campus PTHA 2509 exercise application labs which will take place in March and April, January 11
- Program chair met with lab assistant to review 2023 CLO performance and discuss updates/course improvements to Capstone presentations, projects, and rubrics, January 12
- The academic coordinator of clinical education (ACCE) completed onsite clinical instructor training and orientation at STHS Edinburg Regional Medical Center on 1/12/24 and Veranda Nursing and Rehabilitation, on 1/17/24.
- Program chair met with faculty member to provide training and review CLOs to ensure compliance with published WECM outcomes for their assigned spring courses. Modifications were made and reported to the director of Learning Outcomes, January 16
- All faculty collaborated to update the PTA Program EXIT EXAM first attempt, administered to Level II students. All students passed the first attempt, January 16
- Faculty member presented on the TAPTAE Transitional Scholarship to Level II students and provided application copies, January 17
- ACCE hosted a Clinic Orientation Workshop for Level II students in preparation for their PTHA 2266 Practicum II external learning experience, January 18

- ACCE met with Level II students to discuss exit exam performance, identified areas of weakness, and initiated action plans to support student success for the national licensure exam, January 19
- Program chair and ACCE, club advisors, and faculty attended the SPTA Class of 2024 Club meeting to discuss fundraising and pinning ceremony planning, January 19
- All program faculty and students attended an interactive presentation by STC PTA alumni, L. Chapa and S. Cantu, regarding Texas Physical Therapy Association and Coastal Bend District (CBD) advocacy, leadership, and community involvement opportunities. Both alumni are officers in the CBD. The activity was featured on STC and PTA Program social media accounts, January 19

- Program chair met with the communication specialist for NAH to discuss the PTA Program and potential storyline ideas, January 19
- As a member of the NAH Initiatives Manager Search Committee, program chair reviewed job applications and communicated results via email with the committee chair in preparation for candidate interviews, January 21
- As part of student retention efforts, all faculty collaborated on the review and update of a Semester 1 Recap Assessment administered to Level 1 students, January 22
- Program chair hosted department meetings on 1/10/24, 1/23/24, and 1/30/24.
    - Student success specialist attended the 1/23 and 1/30 meetings to discuss at-risk students and action planning.
- Program chair identified and reported an incorrect "PTA graduate" listed on the Fall 2023 NAH Grad Report via email to Admissions and Records, January 22
- Program chair collaborated with the owner of Evolutions Therapy to secure an Aquatic Exercise Presentation date in April for PTHA 2509 students, January 22
- ACCE communicated throughout January with area facilities regarding potential contracts, student placements, scheduled training, etc., including Veranda Nursing & Rehab, HCA Rio Grande Regional Hospital, AG Veteran's Home, Regency, and Brownsville Regional Medical Center.
- ACCE attended the College-Wide Curriculum Committee Meeting, January 23
- Program chair met with alum/previous lab assistant to discuss an adjunct opportunity to teach PTHA 1409 Intro to PT, January 25
- Program chair, met with department lab assistants to review program updates, spring schedules, CAPTE updates, previous CLO performance, CLO changes, and resulting skills assessment changes and additions for PTHA 2509, January 26
- Program chair consulted with the associate dean for the Teaching and Learning Center regarding assistance with accelerated training of potential new adjunct, January 26
- Program chair attended the Spring 2024 Chair and Leadership Meeting, January 26
- Faculty member, S. Ruelas, completed the Texas Jurisprudence Exam and applied for PT licensure renewal, January 26
- Guest speaker evaluations of January PTHA 2339 guests were administered and summarized. Results will be emailed to speakers with additional comments as needed in February, January 26
- Faculty member trained and utilized a volunteer standardized patient to complete PTHA 1409 lab practical testing, January 26
- In response to reports from the guided pathway specialist of increased student interest and eligibility, a scheduling request was submitted to open two additional PTHA 1409 sections, January 29
- Program chair secured a new advisory committee member to provide DPT representation from the outpatient/sports medicine setting, January 30
- Program chair attended the Chair Revised Evaluation Committee meeting, January 31
- Program chair met with a program alum interested in soliciting a DPT Bridge Program nomination to discuss the requirements, procedure, and rubric, January 31
- Program chair met with two at-risk students (PTHA 2509 – Unit 1) to identify deficits and facilitate the development of an action plan.

- Program chair met with Level II SPTA Club Historian to work on a pinning ceremony program compliant with college requirements, January 31
- As part of PTHA 2339, the program chair hosted the following guest speaker presentations:
    - Interview Skills, Job Applications & Mock Interviews with the STC Office of Career and Employer Services, January 17
    - Educating Others: How to Deliver a Quality Presentation with NAH CLE staff, January 17
    - Use of Evidence for EBP in Physical Therapy with D. Garcia, DPT, January 19
    - Texas Physical Therapy Board Enforcement Virtual Presentation with D. Meshell, Executive Council of PT and OT Examiners Investigator, January 19

- As part of efforts to promote timely graduate employment, the program chair and faculty collaborated with representatives from the following area facilities, who hosted PR luncheons for PTHA 2339 CAPSTONE students:
    - Surge Mobile Therapy, January 17
    - Mercy Kids Rehab, January 18

Vocational Nursing

- Faculty member, Eloisa Reyna, was selected to participate in the NCSBN Item Writing Event for licensure examinations. It is rare for nurse educators to be chosen for this honor and it is considered a monumental achievement, January 16
- New Level 1 students were initiated into the VN Program with a rigorous boot camp, January 17 – 19
- Faculty member, Joel Vargas, completed the BSN Program with Grand Canyon University, January 19
- Faculty member, Geronimo Garcia, completed the BSN Program with Western Governors University, January 26

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES
DIVISION DEAN'S REPORT:

- Conducted the Social & Behavioral Sciences Division Meeting on MS Teams, January 8
- Attended the CACFP Review on MS Teams, January 19
- Attended the National University Signing Ceremony at Pecan Campus Building U 2.100, January 23
- Attended the GPS-Starfish Monthly Meeting at Pecan Campus Building X Boardroom 242, January 24
- Conducted the Social & Behavioral Sciences Division Meeting at Pecan Campus Building T1.102, January 24
- Attended the College-Wide Curriculum Committee Meeting on MS Teams, January 25
- Attended the Chair and Leadership Meeting at Pecan Campus Building H 126, January 26
- Attended the Academic Council Meeting at Pecan Campus Building H 216, January 29
- Attended the CDC Oversight Committee Meeting on MS Teams, January 30
- Attended the Chair Revised Evaluation Committee Meeting on MS Teams, January 31

DEPARTMENT/PROGRAM REPORTS:

Psychological Science

- The Psychological Science faculty Rita Alvarez, presented at the Dual Enrollment and Adjunct Professional Development Day. This was her second time presenting for the Teaching and Learning Center this year. Her session, Checking In: Online Journaling to Improve Instructor-Student Relationships, was attended by a total of 103 dual enrollment faculty from across the Rio Grande Valley. In this session faculty were introduced to a social emotional learning tool that has fifteen different journal prompts to assist in creating purposeful connections with their students. Also in attendance were Mr. Frank Ortiz and Mr. Charlie Rodriguez, from the Department of Psychological Science, January 13
- The Starr County Campus Psychology Club have been announced as the 2024 Starr County Fair Volunteer Group of the Year and will be recognized in February during the official awards dinner. The Starr Psych Club was featured on the Starr County Fair Pageant Booklet for being this year's Volunteer Group of the Year, along award recipients of other categories, January 27

- The Starr County Campus Psychology Club participated at the Spring 2024 South Texas College Starr County Campus Club Recruitment Fair. 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 with club information and recruited new students to join the club. Members elaborated on the benefits of joining the Starr Psych Club and distributed psychological science department information, January 30

DR. RACHEL SALE
DEAN – DIGITAL LEARNING
DEAN'S REPORT:

- Attended the CEED Building Tour and Discussion, January 11
- Represented. Digital Learning at the BASOL Spring Faculty Meeting, January 12
- Presented 2 Sessions on Maintaining Your Faculty Certification at Dual Credit Days, January 13
- Coordinated classes for the Operations Management Mentorship Program, Jan 14-31
- Attended the Crisis Meeting, January 15, 16
- Hosted Honorlock Pilot Training, January 15, 17
- Departmental launch of the HonorLock Proctoring Trial, January 15
- Met with VictoryXR Solutions Team to plan end of contract activities, January 18, 24
- Attended College Wide Curriculum Meeting, January 25
- Attended the SACSCOCS 5th Year Meeting, January 25
- Hosted two interviews for Instructional Designer II, Jan 25
- Presented at the Chair and Leadership Meeting, January 26
- Hosted the Annual DL Symposium, Live at the Weslaco campus and Live Streamed via Teams Jan 28-Feb 1
- Attended AA Meeting with McGraw Hill Representatives, Topic: Online Textbooks and instant Access, January 29
- Attended Academic Council Meeting, January 29
- Organized and hosted a meeting with Snowflake Software and STC Instructional Designers to discuss future development, January 30

ANA DAVILA

DIRECTOR - DIGITAL LEARNING TECHNOLOGIES:

- Presented the Blackboard AI Tools Features for the COSC/CITP Spring Department Meeting for full-time, part-time, and dual credit faculty, January 9 and 13
- Evaluated building blocks and updated LTI Tools within the learning management system, January 5-12
- Participated in the Banner User Groups Committee, January 9
- Develop implementation of Honorlock within the learning management system and communicated with Pilot Group on the rollout, January 5-17
- Participated in the Learn How to Use Generative AI with Snowflake and Microsoft Azure Open AI Training, January 18
- Evaluated and interviewed candidates for the IT Operations Manager position, January 16 and 19
- Participated in the Fifth-Year Check-In SASCOC Reviews Meeting, January 25
- Participated in the Chair & Leadership Meeting, January 26
- Evaluated and interviewed candidates for the DL Instructional Design II position, January 16 and 26
- Participated at the DL Symposium and Department Updates Meeting, January 29
- In collaboration with IS&P, troubleshoot settings for ILP and Blackboard, January 16-31

Digital Learning Helpdesk

- **Numbers for support**

Blackboard Student/ Faculty Tickets:	949
Blackboard Helpdesk Phone Calls received by DL Staff	126
Social Intent – Digital Learning Chat	185
Crosslist Request for Spring 2024	159
Blackboard Support Chats/Calls:	284
Blackboard Level 2 – Tier II Support Requests:	75
Total	**1,778**

- **Student Success Activities**

Type of Service	Number of Students Visit
General Advising	165
Telephone/ Text Contacts	118
Virtual Campus Advising Email	96
Radius Inquires	176
Register Online Students	2
Register TxDOT Students	1
Academic Coach Sessions	15
Email Reminders Sent	518
Total	**1,091**

- **Trainings/Workshops/Professional Development/Events**
  - Digital Learning staff participated in one-to-one Inside Track Coaching and InsideTrack's Advanced Ongoing Training, January 9
  - Digital Learning staff participated in one-to-one Inside Track Coaching, January 10
  - Distance Learning Department facilitated sessions during the Adjunct and Dual Credit Faculty Professional Development Day, January 13
  - Digital Learning staff participated in Honorlock Training, January 12 and 17
  - Digital Learning staff facilitated a Blackboard Navigation Workshop for students, January 10-12, 16-18, and 26
  - Digital Learning staff facilitated the Effective Note-Taking Workshop for students, January 29 and 31
  - Digital Learning staff presented at the First Year Connection Events, January 10 and 11

OLIVIA DE LA ROSA
DEAN – CONTINUING EDUCATION, WORKFORCE TRAINING & ECONOMIC DEVELOPMENT
DIRECTOR'S REPORT:

- Held spring division meeting, January 8
- Met with Early Childhood Workforce Connector to discuss sustainability of Child Care Development registered apprenticeship program, January 10
- Attended tour of CEED Building in Mission, January 11
- Submitted the Department of Education High School Equivalency Program (HEP) grant proposal, January 16
- Attended Pharr State of the City address, January 18
- Met with Groom Curriculum to discuss pet grooming program, January 18
- Initiated Texas Workforce Commission Self-Sufficiency Fund grant for truck driving training, January 22
- Received approval from the Department of Labor for the truck driver registered apprenticeship program, January 22
- Attended Chair and Leadership Meeting, January 26

ENROLLMENT AND RECRUITMENT:

- Unduplicated enrollment through the end of January was 3,257 students
- Classes started included ESL, GED, Real Estate, CDL Manual Endorsement, Truck Driving, Substitute Teacher, BLS CPR
- Started three new classes of EKG Technician at PSJA ISD, January 9
- Started spring classes for Parental Involvement departments at McAllen ISD and Weslaco ISD, January 16
- Started spring classes for McAllen ISD's Supported Transition & Road to Independence: Development and Employment for Students (STRIDES) program, January 16
- Attended network luncheon at Buckner's Donna Center, January 16
- Presented at the PSJA ISD Real Estate Expo, January 24
- Met with Monte Alto ISD regarding forklift certification and other non-credit offerings, January 29
- Trained PSJA ISD special education teachers on Cake Decorating and Floral Design, January 30
- Presented on HEP program at UMOS parent meetings, January 31
- Presented to students from La Joya ISD 18+ program, January 31

CARLOS MARGO
DIVISION DEAN – CENTER FOR ADVANCED TRAINING & APPRENTICESHIPS
DIVISION DEAN'S REPORT:

- Hosted meeting with new Workforce Director for McAllen EDC, January 10
- Attended Edinburg EDC meeting regarding training programs, January 10
- Attended tour of Mission CEED Building, January 11
- Attended meeting with Ashley Gonzalez regarding program updates, January 11
- Attended meeting regarding non-credit initiatives in Starr County, January 16
- Hosted McAllen EDC and prospective employer at Technology Campus for presentations and tour, January 16
- Participated in telephone meeting with Desi Holmes from TWC to discuss Foster Youth program, January 17
- Attended meeting with Apprenticeship Manager and regional foster care representatives and agencies to discuss training opportunities, January 17
- Hosted CATA departmental meeting, January 18
- Attended RGV Partnership Education Tour and panel discussion, January 19
- Participated in meeting with Del Mar College to discuss RAPs and other general training programs, January 22
- Attended meeting to discuss Workforce Summit 2024, January 22
- Attended lunch meeting with Mission Chamber of Commerce, January 24
- Attended Texas A&M University Nursing building groundbreaking ceremony, January 25
- Attended Ribbon Cutting Ceremony at Mid Valley Industrial Park
- Attended Academic Council Meeting, January 29

- Attended meeting with Fire Systems of Texas and Edinburg EDC to discuss training opportunities, January 30

INITIATIVES

- Creation of Office for Apprenticeship procedures manual (on-going)
- Compliance review and updating of apprenticeship records (on-going)
- Preparation of activity plan for Mission CEED Building
- Revisions to apprenticeship programs under development (scaffolding, CDL, Child Care Technician) submitted to the USDOL for approval
- Updating of department procedures manual inclusive of proposed staffing and department changes
- Building of modular homes at STC Technology Campus for CATA construction programs—Phase II
- Training and Development of new CATA Apprenticeship Manager and Navigator positions
- Preparation for RN apprenticeship implementation. Ongoing discussions with TWC and DHR Health
- Research and development of solar panel incubator project –Pending McAllen EDC follow up
- Brewery Technician training program (on hold)
- Electric/autonomous Vehicle manufacturing and maintenance program (Business incubator partnership. Waiting on MEDC)
- Presentation and tour for prospective McAllen employers
- Business Retention and Expansion cooperation with McAllen EDC
- EDC of Weslaco retail and industrial training initiatives—Initiated training for new funding cycle.
- Heavy machinery operator safety program—initiated program in Starr County, pending new cohort for Hidalgo County employees
- Planning for an STC Office of Industrial Safety
- Continued Preparation for the approved STC Center for Apprenticeship Training
- Outreach to employers and school districts to promote grant and contract training
- Work on CATA grant budget amendments—capacity building initiatives.
- Collaborated with Workforce Solutions regarding on going partnerships for training
- Researched state and national workforce grant opportunities
- Review and oversee all grant revenue, expenses enrollment and strategies.
- Oversee and review monthly revenue projections from CATA staff
- Strategized new avenues to expand registered apprenticeship programs
- Manufacturing training targeting unemployed individuals
- Summer Robotics Campus (Annual)
- Foster Youth to Registered Apprenticeship training program (Desi Holmes, TWC, ongoing)
- EV Technicians and AI apprenticeship program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Updated STC CATA IE plan
- Planned International program/course and outreach initiatives

LEONEL O. GARCIA -THE INSTITUTE FOR ADVANCED MANUFACTURING

- Participated in the Educate Texas Teacher Youth Apprenticeship Webinar, January 9
- Meet with McAllen EDC to collaborate in identifying McAllen employers in need of workforce training, January 10
- Tour the Mission EDC CEED Building for future use, January 11
- Meet with McAllen EDC and potential business prospects and provide them with a tour of tech campus building E., January 18
- Met with CATA staff to discuss new programs that we can offer, January 18
- Met with Veronica Rodriguez to discuss Teacher Apprenticeships being offered by Region One, January 24
- Attended Mission EDC Awards Ceremony for small businesses, January 25
- Attended Webinar on new rulemaking for national apprenticeships, January 25
- Attended the Ribbon Cutting Ceremony for Weslaco's new Mid Valley International Industrial Park, January 26
- Attended the Academic Council Meeting, January 29
- Met with Fire Systems of Texas to discuss possible training opportunities with Edinburg EDC, January, 30

- Attended TWC LOTs training, January 31

Enrollment and Recruitment:

- Target unduplicated enrollment for FY24 is 3,700
- Unduplicated enrollment through the end of January: 1,124 students
- Enrollment and Recruitment consisted of the following:
    - Visited various companies for recruitment purposes related to grants, including Weslaco, City of McAllen, and Apprenticeship grants such as DHR, McCoy's, Cano Trucking, NM Contracting, Requejo Design & Build, Tri-Gen Construction, Bar S Foods, Colimex, Johnson Controls.
    - Contacted Greenlight regarding the Warehouse Safety training Felix canceled.
    - Followed up with Alliance-fire regarding OSHA 10 and OSHA 30 for 2024.
    - Followed up with Emerson regarding 5S overview training.
    - Met with Badafi regarding bundle training for OSHA, CPR, Lockout, and Forklift.
    - Coordinating a meeting with Raul Sosa from Regal Rexnord regarding training for Electrical Troubleshooting, Introduction to electrical controls, Basic Electrical Theory, and Basic Electrical Electricity.
    - Interlink are interested in training from the Credential list on CPR/Lockout/Forklift/Accident Investigation and Hazardous Communication.
    - Met with Rick Olivares to gather information and details for the SHRM Certification.
    - Met with Regal Rexnord to discuss Maintenance Industrial and Automation courses, ESL, PPE, and Warehouse Safety Training
    - Met with Interlink to discuss training on Trailer Inspection and Customer Service
    - Attended Employee orientation with Regal Rexnord to promote ESL
    - Met with Chula Brand to discuss training with Safety Manager/Supervisor
    - Met with Badafi Human Resource manager to discuss the training program
    - Attended CTA planning meeting for Food Bank RGV at Pharr facility.
    - Targeted new companies; Nibco Inc, Woodcrafters-McAllen, McAllen Metal Stamping, Intercast, SunSetters Window Products
    - Meeting with Regal Rexnord HR Officer and Safety Specialist Meeting to present ESL course offering to Regal Rexnord employees

MARISOL CHAVEZ APPRENTICESHIP MANAGER

- Attended Educate Texas| Teacher Youth Apprenticeship webinar, January 9
- Coordinated with Veterinary Technician instructors with PSJA ISD first day of class, January 9
- Meeting with Mcallen EDC to discuss Apprenticeship and training options, January 10
- Coordinated and hosted CEED tour building to all Academic Affairs Deans and supportive staff, January 11
- Reviewed CATA website with apprenticeship information, January 11
- Created timeline and action plan for Apprenticeship Grants, January 12
- Attended meeting with Academic Affairs staff to review process and procedures, January 12
- Meeting with Texas Veterans Commission, Jerry Garza, to discuss veterans grant apprenticeship opportunities, January 17
- Created CATA Sharepoint website and uploaded templates for departmental procedures and processes, January 14
- Meeting to discuss Youth Apprenticeship with Region One and Texas Department of Family and Protective Services, January 17
- Meeting with Anthony Beltran, RGV Veteran coalition, to discuss apprenticeship and training opportunities, January 18
- Reviewed and provided feedback from Department of Labor to Child Care Development Operator apprenticeship with committee, January 19
- Meeting with Del Mar College to discuss apprenticeship and training departmental procedures, January 22
- Started new-cohort for IT Apprenticeship with 14 apprentices, January 22
- Meeting with Veronica Rodriguez, Program chair or CDEC to discuss Teaching Apprenticeship, January 24
- Attended Mission EDC Award Ceremony for small business, January 25
- Meeting to discuss curriculum development for IT Pre-Apprenticeship January 29
- Reviewed and submitted to the DOL 14 completion of apprenticeship request, January 30

Recruitment:

- SAMES Engineering, IT Apprenticeship recruitment January 9
- City of Hidalgo- IT Apprenticeship recruitment, January 9
- Halliburton- IT Apprenticeship recruitment, January 9
- IDEA School- IT apprenticeship recruitment, January 16
- City of San Juan- IT Apprenticeship recruitment, January 17
- Texas Veterans Commission, IT and Construction superintendent recruitment, January 17
- RGV Veteran Coalition, IT and Construction superintendent recruitment, January 18
- Hidalgo ISD- IT Apprenticeship Recruitment, January 18
- Valley View ISD- IT Apprenticeship recruitment, January 18
- DHR- IT Apprenticeship recruitment, January 19
- Workforce Solutions, Flyer distribution and apprenticeship opportunities, January 22
- Gerlach Construction, Construction superintendent apprenticeship program, January 24
- City of Mission, Apprenticeship's opportunities discussion, January 29
- City of Alton, Construction Superintendent apprenticeship opportunity, January 29

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS
CAMPUS ENGAGEMENT:

- Attended meetings, trainings and workshops for various STC departments and campuses:
    - Vocational Nursing Faculty Interviews, January 26
    - Academic Council Meeting, January 29
- Student Activities hosted several events and activities for students:
    - Welcome Week was held to promote SGA, SLA and campus clubs, January 23 & 24
    - SGA Kickoff/Recruitment event for students, January 24
    - 5x5 Basketball Tournament, January 30

COMMUNITY ENGAGEMENT:

- Attended meetings, training & special events at local schools and with local organizations:
    - Ribbon Cutting: JuiceUs, January 11
    - Weslaco Museum Board of Directors Meeting, January 11
    - Texas Onion Festival Meeting, January 12 & 19
    - Ribbon Cutting: Weslaco EDC-Mid Valley International Industrial Park, January 26
- Entravision Radio hosted interviews, January 12
- Horizon Montessori District hosted their History Fair and Awards Assembly, January 24
- Battleground Texas hosted Voter Registration Table, January 25 & 30

ENROLLMENT ACTIVITIES:

- Continuing Ed Department hosted CDL Program Information & Recruitment Table, January 9
- Student Activities hosted First Year Connection, Freshman Orientation, January 10

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS
CAMPUS ENGAGEMENT:

- Attended meeting with Starr County Community Coalition with the mission to keep young people off of drugs & alcohol in Starr County.
- Addressed Students at semester Student Government Association to recruit more student leaders on campus.
- First day of class Student Activities awareness to help students adjust to schedules on first day of class.
- Meeting for awareness student safely on campus through Cleary Act session with Department of Public Safety.
- Participated in monthly Planning & Zoning Commission of Rio Grande City.
- Meeting to promote Continuing Education courses at the Starr County Campus community outreach.

COMMUNITY ENGAGEMENT:

- First Year Connection-New Student Orientation, January 11
- Starr County Small Business Workshop, January 17
- Student Activities & Wellness "Welcome Week Spring 2024", January 23
- Migrant Department "College 1st Camp", January 24
- Student Activities & Wellness "Welcome Week Spring 2024", January 24
- Student Activities & Wellness "Club Fair Spring 2024", January 30
- Library Pop-Up, January 30
- Student Activities & Wellness "SGA Kickoff Event", January 31
- Faculty and Staff CLE Information, January 31

ENROLLMENT ACTIVITIES:

- Continued conversations with Technology Campus leaders to expand course offering in Electrician Technology Program.
- Coordinated with Welding Program to install new welding equipment to serve additional students.
- Monitored progress in HVAC program for more space to enroll students.
- Explored summer & fall 2024 schedules to ensure availability of sections in all academic areas.
- Explored advertising & promotion possibilities in technical programs to recruit for summer/fall 2024 enrollment.
- Coordinated with ISD to schedule speaking engagement with graduating seniors in RGCGISD & Roma ISD

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- RGV Leadership January Class Committee Meeting, January 10
- Workforce Summit Update, January 11
- STC Tour CEED Building, January 11
- RGV Partnership Tournament, January 12
- Career Connect Texas Grant Meeting Update, January 16
- Perkins Basic Staff and CLNA Meeting, January 17
- Academic Council Presentation Planning, January 17
- American Institute of Architects Tournament Planning, January 17
- Firehouse Sub Grant Planning Meeting, January 18
- Workforce Summit Planning Meeting with PR, January 18
- RGV Partnership Education Tour, January 19
- Workforce Summit 2024 Update Meeting, January 22
- National University Signing Ceremony, January 23
- Workforce Summit Update Meeting, January 24
- JET Grant Webinar, January 24
- CATA Grant Check-in, January 25
- AIA Membership January Meeting, January 25
- Chair & Leadership Meeting, January 26
- Academic Council, January 29
- DOL Grant Budget Meeting with NAH, January 29

PROJECTS:

- Workforce Summit Planning
- IE Plans and COP Alignment with Grant Initiatives
- Perkins Basic FY25
- Strengthening Community College Grant for Transportation Cluster

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:

- 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
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- 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

Finance & Administrative Services

SOUTH TEXAS COLLEGE

TO:	DR. RICARDO J. SOLIS, PRESIDENT
DATE:	FEBRUARY 27, 2024
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1, 2024, THROUGH JANUARY 31, 2024

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

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

January 2024

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
- Budget Calendar review for FY 2024-2025
- Cabinet meeting updates
- Committee Packet review with the President
- Continuity of Operations Plan (COOP) meeting
- Credit Card Expense reports review
- Electricity Bill Management Report review
- Energy Consultant meeting Enterprise Resource Planning
- (ERP) conversion project updates
- ERP Advisory Services questions
- ERP revised agreement review
- ERP Time and Effort implementation procedures
- ERP Weekly Status meeting updates
- Facilities & Finance Committee meeting
- FAS Facilities Planning updates
- FAS Operating Budget & Fund Balance review meeting
- FAS Project Manager updates
- FAS Safety meeting updates
- Finance and Board packet items review
- Financial Advisor RFQ Evaluation
- FY 2024 Budget, Staffing, and Pay Plans
- Human Resources (HR) bi-weekly updates
- Internal Payroll meeting
- Master Unexpended Plan Fund Budget and R&R Report updates
- Pay Leave review for Faculty employee
- Performance Appraisals
- Policies and Procedures on SharePoint
- Popular Report, Investment, and Management Report updates
- Position Reclassification forms discussion/review
- President and Vice-President's New Semester meeting
- Purchasing policies and transitioning questionnaire responses
- Purchasing presentation and other items
- STC Financial Accounting session for ERP
- STC Foundation matters
- STC Retired Policies review
- TACCBO Conference Planning meeting
- TASB meeting to review FY 25 Staffing requests
- Tax Abatement meeting
- Title IX Committee updates on Employee & Student Cases
- Water Bottle filler wall units for all campuses
- Water infiltration Bldg. P report review

WEBINARS/WEBCASTS/CONFERENCES/TRAINING

- Assesing the Risk of Fraud in a Financial Statement Audit (ARF8) webinar
- City of Pharr – State of the City online event
- TACCA 26th Annual Conference

CURRENT PROJECTS

- Activity Report for Board
- Auxiliary Fund Reserve and Reconciliations
- FY25 Budget
- Board packet review
- Budget Guidance priorities
- Budget Reserve levels
- Budget Transfer approvals
- Cafeteria services overview
- Capital Improvement Projects Master Budget
- Cellular phones for Board members – review motion and policies/procedures
- College-wide Risk Assessment
- Comprehensive Operational Plan
- Custodial Hiring updates
- Ellucian Banner Report review
- Energy Consultant Agreement review
- Enrollment and Performance Outcome Projections
- Enrollment Headcount and Credit Hour reports
- ERP – Workday Project status presentation
- ERP – Workday Project timeline
- Evaluation Committee instructions
- Excess Fund Allocation and Comparison reports
- Expenditure Budget analysis
- Facilities Operations and Maintenance Construction Projects & Space Modification Projects
- Facility use fees report and agreement
- Faculty Hires and Direct Wage Report review
- FAS Account Reconciliations
- FAS Division Risk Assessments
- FAS FY 25 Preliminary Budgets
- FAS Operating Budget & Fund Balance review
- FirstNet initiative
- FY 2025 Administrative Salary requests
- FY 2025 Budget Guidelines and Priorities
- FY 2025 Budget Planning Calendar
- FY 2025 Budget, Staffing, and Pay Plans
- FY 2025 Staffing Plan priorities
- FY 2025 Tuition & Fees Schedules
- Hiring Report review
- Institutional Effectiveness Plan
- Insurance RFP updates
- Interim Director of Purchasing position
- ITED Revenue and Expenditure reports
- JAG Express Purple line cost estimates for Board Committee consideration
- NOE's review and approvals
- Park and Ride Collaboration with UTRGV
- Plan Funds Expenditure review and approvals
- Position Reclassification forms review and approval of requests
- Position Vacancy Reports for FAS Division
- Public Information requests
- Purchasing Acquisitions, Contracts, and Solicitation projects
- Review and Approval of documents
- Salary Savings Report for FAS Division
- STC Agreements review of expiring contracts
- STC Audit 2023 Board Presentation
- STC Foundation Accounting /Financial Reports
- TACCBO Accounting Financial reports & Conference Budget
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- Tax Abatement review
- Technology Alert Notice and Crosswalk draft
- Timeclock Plus (TCP) approvals
- Title IX Policies review
- Travel – Chrome River approvals
- Tuition and Fees Fall Revenue report & schedule for FY 24
- Unexpended Plant Fund for 5-year Budget and R&R budget presentation
- Vacant Accountant positions review for FY 2024-2025
- Vacation Balances and Extensions
- Water Infiltration project review

BUSINESS OFFICE
ACTIVITY REPORT
Myriam M. Lopez, Comptroller
January 2024

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

ON-GOING PROJECTS

- Workday ERP Conversion
- New Technology Account Codes Setup

DIRECT DEPOSIT AND PAPER CHECKS JANUARY 2024

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 JANUARY 2024

JANUARY 2024 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 JANUARY 2024

INVESTMENT PORTFOLIO BY FUND TYPE

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

INVESTMENT SOLICITATIONS

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

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.

BUSINESS OFFICE

SOUTH TEXAS COLLEGE

DEPARTMENT OF PUBLIC SAFETY ACTIVITY REPORT

Ruben Suarez, Chief of Police

January 2024

SOUTH TEXAS COLLEGE

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

STAFF

Department Staff: 71

- 23 Commissioned Peace Officers
- 6 Licensed Telecommunications Operators
- 42 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

213 Calls for service

1,890 Incoming Calls

POLICE SERVICES

- Assisted with traffic control for the Spring semester.
- Maintained daily Clery Crime Log for all STC campuses.
- Met with IT to discuss upgrading the Automated Records Management system.
- Police personnel attended multiple trainings throughout the month.
- Presented at all student orientations campus wide.

NUMBER OF INCIDENT REPORTED IN JANUARY 2023

PARKING AND SECURITY SERVICES

- Provided security services seven days a week district wide.
- Completed 29 parking event requests districts wide.
- Provided crosswalk and traffic control.
- Planned and coordinated the traffic control for the Spring semester.

PARKING PERMIT ISSUANCE

SAFETY AND EMERGENCY MANAGEMENT SERVICES

- Held CPR/First-Aid Training at the Pecan campus and did re-certifications for DPS staff.
- Provided surgical and KN95 masks district wide
- Continued planning for full scale Active Shooter exercise.

Conducted mandatory fire drills at Technology Campus Building E, Pecan Campus Building U, and Nursing Allied Health Campus Building C

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.
- Hired the Surveillance Systems Supervisor.

JAG EXPRESS SERVICES

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

DEPARTMENT OF FACILITIES PLANNING AND CONSTRUCTION

ACTIVITY REPORT

Ricardo De La Garza, Director

January 2024

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 – Construction Document Phase.
- North Academic and Humanities Building P Renovations for the Accountability, Risk, & Compliance and Institutional Equity Departments – Construction Phase-Substantial Completion.
- Pecan West Continuing Education Building – Contract Negotiations for Architectural Services 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 – Construction Document Phase.
- South Academic Building J Generator Replacement – Construction Phase.
- East Drive Resurfacing – Construction Complete.

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-Substantial Completion; Construction Document Phase for Repair of Interior Areas.
- Child Development Center Portable Building PB L-2 Renovation – Construction Phase
- Student Union Building F Financial Aid Renovation – Project Development Phase – Space Modification Project

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 Phase.

TECHNOLOGY CAMPUS

- Welding Lab Expansion – Construction Phase.
- Exterior Solar Panel Structures – Construction Complete.
- Truck Driving Range Expansion – Construction Phase-Substantial Completion.
- Advanced Technical Careers Building B Atrium Repainting – Design Phase.
- Resurfacing of Parking Lot #2 & Regrading of Existing Swales – Solicitation of Engineers in Progress.

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: Final Completion.
- Skills Pad & EVOC Lighting – Construction Phase.
- Two Story Residential Fire Training Structure – Construction Phase.
- Parking Lot #1 for Additional Parking Spaces – Solicitation of Engineers in Progress.

DISTRICT WIDE

- DW Flooring Replacement Phase II – Construction Complete.
- DW Flooring Replacement Phase III - Design Phase
- DW Stucco Repainting Phase II – Design Phase
- DW HVAC Replacements Phase I (Mid Valley Campus) – Solicitation of Engineers in Progress

OFFICE OF ACCOUNTABILITY, RISK, & RECORDS MANAGEMENT

ACTIVITY REPORT

Jason Gutierrez, Director

January 2024

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 132 local policies slated for board adoption, **53** have been adopted as of **January 2024**.

PURCHASING AND DISTRIBUTION SERVICES
ACTIVITY REPORT
Rebecca Cavazos, Director
January 2024

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF	36

MISSION

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	Technology Campus
• Purchasing • Contract Management • Mail Services • Copy Center	• Central Receiving • Fixed Assets

PURCHASING

- Prepared RFPs/RFQs: FY2024 – **39 RFP's/13 RFQ's**
- Completed **580** Purchase Orders
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **262** Airfare Purchases in FY2024
- **555** vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **28** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **191** contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **530** deliveries totaling **5,705** boxes/packages
- Completed **36** Faculty/Staff moves
- Prepares surplus property for auction or disposal
- **4,860** Items Transferred/ Relocated

FIXED ASSETS

- Approved **289** new assets
- Adjusted **114** existing assets
- Coordinates the Annual Physical Inventory

MAIL SERVICES

- Process **560** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **48,901** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY24 Purchase Orders	4,036	$57,551,033.23
2	College Assets	22,548	$423,102,092.47

OFFICE OF TITLE IX, 504, AND COMPLIANCE ACTIVITY REPORT

Todd C. Nelson, MBA, JD, Title IX and 504 Coordinator
Brenda Muñoz, Title IX and 504 Compliance Manager

January 2024

SOUTH TEXAS COLLEGE

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.

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

EMAIL: TitleIX@southtexascollege.edu

2024 CASES PER MONTH

TITLE IX
SOUTH TEXAS COLLEGE

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
January 2024

SOUTH TEXAS COLLEGE

KEY FACTS

- Participated in the Mcallen Public Library Job Fair hosted by Workforce Solutions on January 27, 2023.
- Unveiling of the "New" Human Resources website workshop.
- Worked on 1095C forms for employees for calendar year 2023.
- Participated in the Association of Title IX Administrators' 2024 Winter Symposium in Orlando, Florida (January 21 – January 26, 2024) to obtain certifications in Title IX Investigations and Report Writing (x4 certifications).

TOTAL EMPLOYEE BY LOCATION - 01/31/2024

HEADCOUNT BY LOCATION

	PCN	TECH	NAHC	MIDVAL	STARR	RCPUBL	HS	TOTAL
ADMIN	68	4	1	1	1	1	1	77
FT-STAFF	750	800	59	91	59	5	3	1047
PT-STAFF	106	23	40	25	17		16	227
WS	42	6	3	14	20			85
FACULTY	288	85	93	63	28	4	1	562
TOTAL	1254	198	196	194	125	10	21	1998

CURRENT/ON-GOING PROJECTS

BENEFITS | EMPLOYEE COUNT: 5

- Updated Benefits Handbook on the Benefits webpage.
- Attended Finance and Administrative Services Workday Overview Session.
- Attended Finance and Administrative Services Workday HCM Core Session.
- Attended Spring 2024 Benefits Workshops Discussion with Talent and Learning Manager and Coach.
- Attended Workday Benefits Session.
- Attended Workday Time Tracking Session.
- Attended Workday Absence Session.
- Attended Internal Payroll Meeting.
- Attended UTRGV Doctoral of Education information session.
- Conducted interviews for Benefits Specialist Posting.
- Attended Workday TRS (Teacher Retirement System) Kick Off
- Meeting.
- Attended Workday HCM Compensation and Academics Meeting.
- Conducted full time and part time orientations for new hires.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS) | EMPLOYEE COUNT: 5

- Attended Workday FAS (Finance & Administrative Services) session for HCM.
- Attended Workday FAS session for Academics.
- Attended Workday FAS session for Benefits.
- Attended Workday FAS session for Compensation.
- Attended Workday FAS session for Payroll.
- Attended Workday FAS session for Time-Tracking.
- Attended Workday FAS session for Recruiting.
- Attended Workday Integration Architecture Session.
- Met with VP (Vice Presidents) Mary and Workday to discuss Workday Pending Action Items.
- Met with Payroll to discuss TASB Data Request.
- Met with Payroll, Staffing, and Business Office to discuss the format and timeline of the Staffing Plan.
- Attended Bugs meeting.
- Audited active personnel files.
- Scanned & indexed the last quarter's NOEs (Notice of Employment), Direct Deposit Forms, and W-4s given by the Payroll Department.
- Created several ad-hoc reports requested by internal and external functional areas.

EMPLOYEE RELATIONS (ER) | EMPLOYEE COUNT: 4

- Met on the discussion of Employee Relations Presentation Pre-Meeting to review topics and set a date for presentation(s) with the South Texas College Talent & Learning Manager.
- Met on the discussion of training topics for the South Texas College Spring 2024 Semester Workshop with the South Texas College Talent & Learning Manager.
- Met on the discussion of Agile Management training and 2024 Employee Relations area goals.
- Participated in the South Texas College Finance & Administrative Services Workday overview meeting to discuss upcoming Workday sessions.

COMPENSATION/PAYROLL | EMPLOYEE COUNT: 7

- Review of FLAC assignments.
- Set-up of PTRFLCT dates and new semester for FLAC upload.
- Attended various Workday meetings (22) throughout January.
- Start and editing of the Fiscal year 2024-2025 College Pay Plan.
- Updating of Banner Form-PPACMNT for faculty step tracking.
- Continuous training of the Compensation and Payroll Assistant.
- Sent out letters to employees with tax exemption for annual resubmission of W4's.
- Attended Dual Enrollment Faculty meeting for new hire set-up.
- Conducted interviews for Payroll Specialist position.
- Data Entry and processing of over 900 payroll Items for MR01.
- Processed new positions and title changes in Position Control.
- Processed Child support and legal judgement garnishments for MR1.
- Added new hire employees to Time Clock Plus for fingerprinting.
- Validation of new Direct Deposit information.
- Review and clean-up of Employee Pay Data file for submission to TASB.
- Sent out blank NOEs to departments for Spring semester.
- Worked on Payroll Distribution Report and sent out delinquency notices.
- Worked on salary reviews for staff and review for reclassifications.
- Compensation setting for Spring 2024 Faculty.

STAFFING | EMPLOYEE COUNT: 10

- Assisted with hiring staff, faculty, direct wage, work study, trainers and temporary agency employees.
- Conducted screening and clearing for full-time and part-time applications and new hires.
- Processed overloads, substitutions and adjunct Notice of Employment.
- Processed transcripts and Credential Database.
- Provided onboarding support during Staff New Hire Orientation on January 8 &16, 2024.
- Provided onboarding support during January 11, 12,18,19, 25, 26 Direct Wage and Work-study New Hire Orientation.
- Updated 2024-2024 South Texas College Catalog content for Administrators and Faculty credentials.
- Worked on FY 2024-2025 Faculty Renewal list and letter templates for February distribution.
- Attended Workday FAS session for Recruiting.

TALENT & LEARNING | EMPLOYEE COUNT: 2

- Coordinated and conducted.
- Collaborated with various departments.
- Emerging Technologies Academy.
- Prepared for upcoming retirement events.
- Prepared Campus Security Authority reports for the Department of Public Safety.
- Mandatory Trainings (Vector Training)
- Prepared reports for Faculty completions
  - Assign trainings to new hires.
- Presented at New Hire Trainings.
- Served as Title IX Advisor.
- Attended Safety Meetings.
- Planning Meetings for new initiatives.
- Employee Relations Training.
- Benefits Trainings.
- Guest Speaker Presentations review.
- Greater College Survey.
- Fall Convocation.
- Full Scale Exercise Trainings.
- Ambassador Cross Training Academy (ACTA).
- Review of Staff Council documents.
- Attended Workday meetings for new Enterprise Resource Planning (ERP) implementation.
- Attended Academic Council Meeting.
- Attended Society of Human Resources Management of the Rio Grande Valley Professional Development on Artificial Intelligence.

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE

ACTIVITY REPORT

George McCaleb, Director

January 2024

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

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. JESÚS CAMPOS, INTERIM VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)

DATE: FEBRUARY 14, 2024

SUBJECT: ACTIVITY REPORT FOR JANUARY 5, 2024 THROUGH JANUARY 31, 2024

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

MEETINGS

- Pre-Cabinet and Cabinet
- Border Patrol Meeting
- ILC
- ISPP&SI Division Update
- Board Committee meetings
- Board Meeting
- Coordinated Operations Council
- Transition Planning meetings with Division Departments
- Library Services Staff Meeting - SWOT

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

WORKDAY

Human Resources (HR) and Business Office (BO) met with Workday daily to discuss and provide data for the workbooks needed to create the first tenant by the end of February. Information Technology (IT), HR and BO met with Workday to discuss the integrations including account provisioning. These discussions will continue in February until all high-level architectural integrations have been documented for the engineers to create the integrations for the first tenant. Workday also met with the entire project team from all departments to introduce the schedule of what tenants will be created before Production Go-Live in January 2025.

BANNER/SELF-SERVICE

The Applications Team placed the latest Banner patches in a test environment. All areas are testing for an expected production deployment on February 3rd. Once the Banner patches are in production, the Applications Team will continue to configure the Microsoft premium connectors that will allow Banner data to be pushed to the Office 365 environment, including Microsoft Power BI and Power Apps.

JAGNET

The Applications Team will reach out to Public Relations (PR) to discuss the schedule for the Jagnet Content Committee for 2024. The first meeting will be scheduled in March.

DEGREE WORKS

The Applications Team has concluded that the test environment needs to be updated to the latest release from Ellucian. The Team will create a schedule for 2024 to determine when test and production environments will be completed.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – DATA CENTER REPLICATION

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

The IT Team started the second phase of this project by putting together a plan to set up an external Internet Provider to access Banner at TJC via VPN. We have a direct network connection from STC to TJC.

The IT Team has met with Spectrum engineers to review the requirements needed for the ISP Internet connection and management of the equipment. Spectrum provided different options for STC to manage their router and firewall through management services. The IT Team will decide and take it to the board for approval and possible summer implementation.

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 getting the purchase order (PO) ready for an approved purchase of more VDI licenses and equipment. The new additional VDI environment includes 6 new physical hosts with sufficient resources to support 700 concurrent users. The IT Team also worked on decommissioning the old VDI servers.

The IT Team converted lab T1.702 to VDI and worked on testing Distance Learning Honorlock extension on Google Chrome browser without any issues.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Check for DUO renewal was issued.
- Computer Science Students using a server to upload programming assignments, were given MFA. Dropped/added students have been issued.
- 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/services where risk can be reduced with multi-factor authentication.
- Yearly Maintenance of DUO-2FA has started. About 600 unsued accounts will be cleaned.
- Upcomming DUO-2FA Authenticaton proxies migration, upgrade and high availability configuration.

GOVERNANCE

- Worked with CR and CS policies, going for legal for final review.
- Finalizing assessment from MS-ISAC (Nationwide Cybersecurity Review NCSR).
- 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

- Developed action plan for FY annual Risk Assessments for both IT and InfoSec. 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 deployment of 9,000 licenses with SentinelOne Next Generation Anti-Virus (NGAV), ready to decommission McAfee/ Trellix End-Point Security and be only on SentinelOne End-Point Security.
- Information Technology started the mass deployment of the SentinelOne End-Point-Protection Agent, about 9,300 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 – Working on SharePoint Site to centralized all these Texas Cybersecurity Framework documents.
- Selecting Table Top Exercises for Disaster Recovery Testing.

- Completed our PCI DSS Compliance questionnaire required by our banking services PNC. 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

- 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
- TX ISAO Meeting
- InfraGard Monthly Meeting
- RGVTA Meeting

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

SACSCOC

- 5th Year Interim – Requesting writers first draft submitted by March 2024
- OCIS: Vanguard Beethoven Dual Site – Confirmation of approval sent to STC stakeholders
- OCIS: Cosmetology Site – Confirmation of approval sent to STC stakeholders

MEETINGS/TRAINING

- Institutional Leadership Council (ILC)
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- Lightcast Data – Met to discuss draft
- ERP Workday – Attended reporting meeting

PROJECTS

- Strategic Planning – Met with IPEC and ILC to discuss ongoing planning process
- Perkins Application – Attended workshop
- KPIs and SAIs Development Meetings – Pending to update KPIs website data portal

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- 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 – Assisted and reached out to units for status reports
- C.O.P. Master Sheet 2022-2025 – Reviewing and revising master sheet
- C.O.P. Status Report AY 2020-2021 – Reviewing for qualitive/thematic analysis
- C.O.P. Status Report AY 2021-2022 – Reached out to POC for feedback/revisions
- C.O.P. Status Report AY 2022-2023 – Reviewing pending reports
- 2022-2023 through 2024-2025 Comprehensive Operational Plans – Reviewing pending COPs
- Reports/Plans Pending from all Departments: COP and IE Plans – Sent status of Division's IEA report status
- Cabinet Level Project Materials – Developing proposed revisions on IE plans for selected items
- Support for Program-based Accreditation (Re-accreditation) – Comparing webpages and accreditation
- SACSCOC Ongoing Activities – Reviewing local TASB policy FEA to support SACSCOC Standard
- Reviewing of IE Plans (indicate cycle in weekly report) – Reviewing reports on creation of new programs
- IE Reports Data Support – Collected Spring 2024 Census enrollment data
- Reports/Plans Pending from all Departments: COP and IE Plans – Status report sent for pending items

FACTBOOK AND DATA PORTAL

- Data Portal Update – Posted the pass rate and grade distribution report

DATA REQUESTS, SACSCOC, AND DATA SUMMIT

- Strategic Planning/KPI Data Support – Worked on creating new NPIs SharePoint site
- Data Research – Met to discuss how to identify subsets of those awarded FA
- Ad Hoc Discussions with RAS and/or STC Constituent(s) – Met to discuss the relationship between enrollment quantity of courses, and fill rates
- Program Reviews Data -Worked on 2023 Program reviews data updates
- Data Requests – Worked on data request report
- QEP Assessment Data and QEP Impact Report Support – Touched base regarding the creation of work group supporting the writing of impact report
- Ad Hoc Discussions with RAS and/or STC Constituent(s) – Discussed on how to approach data on online programs and sections

MEETINGS/TRAINING

- Risk Management Matrix – Added edits for 2024
- Strategic Planning/IE Plan Objectives/COP Initiatives – Consulted on data/identifying themes in COP Status Reports
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning – Discussed topics for the upcoming meetings and trainings
- IEA Staff Meeting – IE Plan/COP status meeting and email with assignments
- Data Literacy Academy and Workshops – Began discussion for the presentation to ACTA in April
- Data Summit Meeting Follow-up – Continuing conversation on data accessibility and feedback
- Substantive Change Support – Reviewing CBE courses offered
- Conference Activities – Met to discuss TAIR annual conference travel arrangements
- QEP Follow-Up – Worked on naming a group to assist in developing the QEP Impact Report
- KPIs and SAIs Development Meetings – Reviewed the KPIs data and preparation

PROJECTS

- Fifth Year Interim Report – Created TASB policy transition status report
- Board Policy to TASB policy transition – Updated transition status table and division process
- Dashboard Development – Worked on the dashboard updates
- Data Portal Support – Discussed Data Portal reports
- IE Project - Financial Aid/PELL Grant – Met with Student Financial Services on data preparation
- Integrated Institutional Effectiveness and Planning – Tying presentation to Institutional Effectiveness Plans into the budget justification

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus Enrollment Report
- IPEDS Winter Surveys
- IPEDS Spring Surveys
- Spring 2023/2024 Enrollment, Credit Hours, and Contact Hours

SURVEYS

- Adult Learners 360 Survey
- CCSSE Survey
- Operations Management Program Student Satisfaction Survey report
- Skills gap survey to PAC members

QUALITATIVE STUDIES

- Advising Process Flowchart
- CDC Focus Group Fall 2023
- Dual Credit Programs Focus Group

DATA REQUESTS

- Academic Program transfer rates for Program Review
- Biology, Chemistry, and Pre-Pharmacy majors Spring 2023 and 2024 enrollment
- Cybersecurity majors Spring 2023 and 2024 enrollment
- Factors affecting students taking Calculus
- Fall 2023 Census Date Counts Breakdown by Ethnicity
- Fall 2023 Census Declared Bachelor Program FTIC Students Count

- Fall 2016 IPEDS Graduation Rate Cohort by Developmental History Status all 2023 developmental enrollment
- HEERF Grant
- Identify AS and AA Interdisciplinary Major students
- IT majors Spring 2023 and 2024 enrollment
- Math majors Spring 2023 and 2024 enrollment
- Merritt Research Survey
- National Telecommunications and Information Admin. Grant
- Pace Grant Data Update
- SACSCOC Fall 2023 Profile
- Starfish Financial Aid Attendance Survey Reports

MEETINGS

- Adult Learner Framework - Core Team Meeting
- BUGs Committee Meeting
- CAEL / STC - LASS 2.0 Monthly Meeting
- CDEC Advisory Committee Meeting
- Chair & Leadership Meeting
- Data Summit Committee Meeting
- IRESP Leadership Weekly Meeting
- ISPP&SI Leadership Update Meeting
- Meeting to work on Preliminary Self-Assessment for Dual Accreditation
- RAS Weekly Team Meeting
- Suitable Taskforce Meeting - Program Evaluation Standards
- Survey for Workforce Summit Meeting
- Workday Reporting Kick-off Meeting

OTHER RESEARCH/SUPPORT

- Data Summit Presentation

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITIES HIGHLIGHT

- Reviewed Comprehensive Operational Plan status reports.
- Prepared presentation for Library Staff SWOT meeting.
- Prepared onboarding of new Senior Administrative Assistant.
- Reviewed memorandum on Library staffing matter.
- Onboard new Senior Administrative Assistant.
- Reviewed and corresponded with Dean of NAH and Library Staff to update ADN ACEN recertification library narrative.
- Coordinated planning for administration of LLSS Satisfaction Survey.
- Compiled search committee for AVP of Technology & CIO
- Reviewed candidates for Associate Dean of Library Services

MEETING HIGHLIGHTS

- Met with Texas Library Association taskforce.
- Presented to the Library Services team and Learning Commons & Open Labs leadership on trends in higher education and libraries and provided an overview of SWOT.
- Met with VP of ISPP&SI to discuss transition of duties to interim coverage.
- Convened Pecan Campus Library Phased Renovation meeting with FPC, Library Services, Learning Commons & Open Labs, ET, and other stakeholders.
- Participated in ET leadership meeting.
- Participated in preliminary webinar session with NTIA staff to discuss possible interview with grant-funded hotspot recipients for publication in NTIA's social media outlets.
- Participated in Generative AI Task Force meeting.
- Met with Library staff to discuss possible addition of student collaboration station at NAH.

TRAINING

- Participated in webinar titled "Bringing AI Literacy to the Higher Ed Institution"

ASSOCIATE DEAN
LIBRARY SERVICES

LIBRARY SERVICE DATA

Monthly Statistics	
Visitors: 24,469 **Library Website Visits:** 5,856 **Discovery Search Visits:** 2,110	Community Users: 49 Reference/Research: 38 Non-Reference/Research: 135

EVENTS AND LIBRARY ART GALLERY HIGHLIGHTS

Cultivando Nuestras Semillas | Cultivating Our Seeds

Alan Pogue &	**Pecan Library, 2nd Floor**	**January 16, 2024 –**
La Unión del Pueblo Entero		**February 28, 2024**
	Workshop & Reception:	**February 28, 2024**
		3:00 p.m. – 6:00 p.m.

The "Cultivando Nuestras Semillas" (Cultivating Our Seeds) exhibition explores key themes that illuminate the under-told stories of the farm worker movement in South Texas and participate in a broader conversation about the lasting impact of these stories on our understanding of social justice, history, and the rich cultural tapestry of South Texas. https://library.southtexascollege.edu/lupe/

Juan Ochoa Author Reading

Hybrid	**In-Person / Zoom Webinar**	**January 25, 2024 - 5:00 p.m.**
Source: Faculty Request		**Attendance: TBD**

Join us in-person in F102 or online through Zoom Webinar for this reading by STC faculty and author Juan Ochoa from his newest book. *Pa'l Otro Lado*, a prequel to *Mariguano*, spans five generations of violence and tragedy in the Cortina family while narrating their forced migration to the United States from Northern Mexico. It is the tale of every working-class family who has come to realize that "you just can't win." Hunger and poverty drive the characters in this novel to abandon all hopes of attaining the American Dream and to resign themselves simply to survive. *P'al Otro Lado* is full of the baddest hombres and the nastiest women we all know, love, and call family.

PROJECT HIGHLIGHTS

WEBCHECKOUT

Projected End Date: May 2024
Progress:
Phase 1 – Open Labs Inventory – 100%
Phase 2 – Library Inventory – 96%
Phase 3 – CLE Inventory – 5%
Phase 4 – Library Art Gallery Inventory – 0%
Summary: Configure and implement a cloud-based inventory management system. Open Labs is now using WebCheckout for all inventory items. Library inventory files are being prepared for import and a new inventory manager is being trained on the system.

MICROSOFT 365 CONSULTANT PROJECTS

Projected End Date: May 2024
Progress: 13%
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. Consultants have assisted with several technical support requests and begun building the first Power App.

FOLIO LIBRARY SERVICES PLATFORM

Projected End Date: May 2025
Progress: 4%
Summary: Configure and implement a full FOLIO Library Services Platform (LSP) to replace the current traditional integrated library system. All FOLIO modules have been turned on in the test environment and the team has begun developing a project plan, exploring the system, and configuring core settings.

ACTVITY HIGHLIGHTS

- Staff member met with TCA Cultural District Project Committee through International Museum of Art & Science
- Vanguard Academy Parent Night Table Event
- Horizon Montessori Presentations & Tours
- Author Reading Event – Juan Ochoa
- District-Wide Library Orientations

MEETING HIGHLIGHTS

- Staff member met with Keep McAllen Beautiful Public Art Committee
- Staff member met with Texas Holocaust, Genocide, and Antisemitism Advisory Commission about potential collaboration.
- Staff member met with La Union Del Pueblo Entero to review exhibit and workshop plans.

TRAINING HIGHLIGHTS

- Staff member attended Workshop #306122: Strategic Planning - Library Services and Open Labs
- Staff member attended Workshop #306130: Celebration of Library Staff Members
- Staff member attended the webinar: Choosing Your Words in APA Style
- Attended webinar: From Now to Next: The Decade-Long Journey of Generative AI in Higher Education
- Staff member attended the webinar: Bringing AI Literacy to the Higher Ed. Institutions
- Satff member attended workshop: Meet the New HR website
- Staff member attended Educational Technologies Academy

YOLANDA MARTINEZ, ASSISTANT DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 01/05/2024: Parts list for Classroom Upgrades
- 01/08/2024: ET Project Update/Leadership Meeting, ISPP&SI Leadership Update Meeting, ET Project System Progress Meeting
- 01/09/2024: ET Tech I Interviews, Evaluations 23-24-1030 & 23-24-1031 Audio Visual Equipment Meeting
- 01/10/2024: OER for DC Courses Task Force Meeting, Pecan Campus Library Renovation Meeting
- 01/11/2024: ET Director One-on-One
- 01/16/2024: ET Project Update/Leadership Meeting, ET Project Update/Leadership Meeting, Team Progress & Goal Setting Meeting w/ Nydia
- 01/17/2024: Team Progress & Goal Setting Meeting w/ Amanda, Team Progress & Goal Setting Meeting w/ Joel, Digital Signage Cosmetology Center
- 01/18/2024: Team Progress & Goal Setting Meeting w/ Chris, Bi-Weekly Budget Meeting, Audio Visual Instructional Equipment Discussion for Cosmetology Meeting, LLSS Administrator Meeting
- 01/19/2024: RFQ 24-012 Video Production Services for Summit for Dual Credit Programs Meeting
- 01/22/2024: ET Project Update/Leadership, ET Project System Progress Meeting, Planning Meeting
- 01/23/2024: ACTA Presenters Pre-Meeting, Extron Visit & Lunch, ET Academy Core Session #1
- 01/24/2024: Planning Meeting, ETC Annual Business Meeting
- 01/25/2024: ET Director One-on-One Meeting, NSDCP Volunteer Meeting, South Texas College Hotspot Loaner Program
- 01/29/2024: ET Project Update/Leadership Meeting, ET Project System Progress, Digital Signage Transition Planning,
- 01/30/2024: Capstone Interview, Monthly Luncheon Department Meeting, Walkthrough of ALC's w/Eddie, Goal Setting Meeting
- 01/31/2024: Audio Visual Bid Evaluation, STC Tech Support Committee Meetings, Pecan Campus Library Phased Renovation Meeting

MONTHLY SPECIAL EVENTS COMPARISON

2023	
Jan	98
Feb	99
Mar	117
Apr	165
May	128
Jun	117
Jul	75
Aug	113
Sept	119
Oct	165
Nov	140
Dec.	93
Total:	**1429**

2024	
Jan	68
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**68**

Total Man Hours

2023	
Jan	227.25
Feb	504.5
Mar	238
Apr	527.5
May	703.75
Jun	211
Jul	183
Aug	373.5
Sept	503.75
Oct	417.5
Nov	400
Dec	626
Total:	**4915.75**

2024	
Jan	148.5
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**148.5**

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director attended a meeting with the Vice President - Information Services, Planning, Performance, and Strategic Initiatives to discuss the ISPP&SI Leadership Updates.
- The Director held a meeting with the Open Labs Logistics Managers to discuss the website updates to be implemented for the Spring 2024 term.
- The Director attended Workshop #306122: Strategic Planning.
- The Director met with the Librarian Ill-Ref & Circ to discuss the Pecan Renovation COP Updates.
- The Director held a meeting with the Pecan Campus Logistics Manager and the Open Labs Analyst to discuss the high and mid-grade printer specifications.
- The Director held a meeting with the Open Labs Analyst, the Administrative Assistant and the Logistics Managers to discuss Direct Reports.

- The Director attended the LCOL Director One-on-One Bi-Weekly Meeting with the Dean Library & Learning Support Services.
- The Director went to the Shah Center with the Pecan Campus Logistics Manager and the Administrative Assistant.
- The Director met with the Administrative Assistant to discuss Proxy Renewal.
- The Director held a meeting with the Pecan Campus Logistics Manager and the Administrative Assistant to review hiring packets workflow and documentation.
- The Director held a meeting with an Open Lab Technician to discuss the Signage Project.
- The Director attended the LLSS Administrator Meeting held by Dean Library & Learning Support Services.
- The Director met with the Pecan Campus Logistics Manager and the Administrative Assistant to discuss the Art Department's color printing request.
- The Director held a meeting with a Technology Specialist to review libguides, libcal, and niche for the makerspace platform.
- The Director held a meeting with the Human Resources Talent and Learning Manager to discuss Supervisor Training (OPOD).
- The Director held a meeting with World Class Training Representative Martha Valdez to discuss customer service training objectives.
- The Director held a meeting with the Dean - Continuing Education and Workforce Training and Economic Development to discuss the Learning Commons and Open Labs Customer Service Training.
- The Director attended a meeting with Luke Miller to discuss the Fiero Code Software.
- The Director held a meeting with the Open Labs Logistics Managers, the Open Labs Analyst and the Administrative Assistant to discuss financials.
- The Director held a meeting with the Librarian III-Systems & Apps and a Pecan Open Labs Supervisor to discuss Microsoft Forms.
- The Director and the Open Labs Logistics Managers interviewed for the department's vacant position.
- The Director attended the Library Services meeting to discuss vacant positions.
- The Director attended the Institutional Leadership Council meeting.

ACTIVITY HIGHLIGHTS

- The Mid-Valley, NAH, RCPSE, Pecan, Tech, and Starr County Campus Learning Commons & Open Labs participated in tours/presentations/events.
- Equipment has been deep cleaned at Pecan and Technology Campuses and employee's schedules have been distributed.
- The hours of operation flyers have been printed and distributed among campuses.
- Staff at Pecan and Technology Campuses are already using the Open Labs Service Tracker MS Form.
- The Pecan campus Logistics Manager attended the SWOT analysis session.
- New Computers Installed: STR-6 total, NAH-24 total, and MV-9 total
- Maintenance work order: NAH Light Fixture Work order placed and completed.
- Four computers were replaced in F-122 part of the FY24 Replacement Plan.
- The Pecan Open Labs Logistics Manager and Technology Specialist began the screening process for three work study positions.
- The NAH B 2.101 Power Drop Completed for printer set up on 01/22/2024.
- The MV A101 Patch and Paint being done on 01/23/2024.
- NAH Open Labs will support Library BI Library Laptop Program.
- Four computers in F-122 were replaced with new computers.
- The Pecan Open Labs Logistics Manager attended ACTA presenters pre-meeting
- The Open Labs Technician and the Pecan Open Labs Logistics Manager attended an informal meeting with Librarian II-Programming in regards to Training arrangements.
- The Pecan Open Labs Logistics Manager attended the CLE, OL and Library Collaboration Meeting.
- The Pecan Open Labs Logistics Manager provided feedback to the Off-Sites Open Labs Logistics Manager regarding the Laptop Checkout Proposal and met online with him to update the proposal.
- The Off-Site Logistics Manager met with the IT Team on coordinating the Papercut server downtime upgrade/testing on 1/31/2024.
- The Off-Site Logistics Manager visited the La Joya campus, did walkthrough, checked on equipment, met new La Joya Librarian on 2/1/2024.
- New computers set up-pending imaging for STR 11 new OptiPlex computers set up and MV 35 new OptiPlex computers with 2 iMac set up.
- Two Computers replaced with new computers in V-1.111.
- The Open Labs Analyst trained Pecan and NAH LCOL Staff on Instructional Laptops.
- The Pecan Open Labs Logistics Manager planned for the Fuel Your Mind event participation which was held on 1/30/24.
- The Pecan Open Labs Logistics Manager Provided requested information to Planning and Construction regarding F-134 furniture delivery.
- The Pecan Open Labs Logistics Manager informed the Tech Open Labs Supervisor about the PaperCut upgrade to the Web Server to be held on Wednesday, February 7th and requested preparations to be made for the upgrade.
- The Pecan Open Labs Logistics Manager attended Pecan Campus Renovation meeting.
- The Pecan Open Labs Logistics Manager provided website information to reserve the CLE lab to the Guided Pathway Specialist for Priority Registration Event.

- The Pecan Open Labs Logistics Manager ensured all information necessary at People Admin was submitted.
- The Pecan Open Labs Logistics Manager met with the Technology Specialist at F-130 regarding room setup for the upcoming Professional Development Day.
- The Pecan Open Labs Logistics Manager requested for the Open Labs Operation Hours to be changed to the webpage and marketing flyers.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED

January 2024 Attendance Statistics: 3,958

Attendance & Laptop Checkout Statistics:

Campus	Number of Logins	Number of Students	Laptop Checkouts
Mid-Valley Campus	2,716	823	1
Nursing and Allied Health Campus	2,677	727	2
Pecan Campus	4,480	1,673	15
Pharr Regional Center for Public Safety Excellence	256	50	
Starr County Campus	898	289	
Technology Campus	2,178	647	
Campus Totals:	**10,489**	**3,386**	**18**

Open Labs Presentation & Lab Reservation Statistics:

Campus	Number of Presentations
Mid-Valley Campus	7
Nursing and Allied Health Campus	3
Pecan Campus	8
Pharr Regional Center for Public Safety Excellence	2
Starr County Campus	5
Technology Campus	3
Total:	**28**

JagPrint - Printing Report

Jan 1, 2024 to Jan 31, 2024

Totals			
Type	**Users**	**Jobs**	**Pages**
Printing	3863	21135	140141
Web Printing	1677	10995	41752
Total	5540	32130	181893

	Prints by Campus			Mobile Prints by Campus			Print Totals		
Campus	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**
Mid -Valley	755	3341	22495	164	1143	4074	919	4484	26569
NAH	753	6501	44121	855	7001	22257	1608	13502	66378
Pecan	1470	6549	51449	558	2327	13014	2028	8876	64463
RCPSE	59	361	3284	19	95	769	78	456	4053
Starr	245	1024	8887	60	292	1254	305	1316	10141
Tech	581	3359	9905	22	138	384	603	3497	10289

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

MONTHLY STATISTICS

Monthly Statistics	January 2024

▪ Tutoring Sessions:
  ○ In-Person: 534
  ○ Online: 202
  ○ In-Class: 375
▪ Assignment Review: 99
▪ Supplemental Instruction: 184
	▪ Visitors: 8,262
	▪ Workshops: 63
	▪ Workshop Attendance: 1,563
	▪ Independent Study: 569
	▪ Starfish Flags addressed: 8
	▪ CLE Information Requests: 7

PROJECT HIGHLIGHTS

Institutional Effectiveness & Comprehensive Operational Plan Related Projects

2023-2025 IE Plan Objective 1: Tutor Development Program

Develop Synchronous Trainings in Specific Competency Areas			**Progress: 19%**
IE Plan Objectives: 1	**Action Plan 1 & 2**	**COP:**	**End Date: July 31, 2024**
Meeting held to schedule and plan the next topics in the Statistics training. In-person meeting planned for next week.			
Static Content Training for Students and Staff in CLE Resource Library			**Progress: 13%**
IE Plan Objectives: 1	**Action Plan 3**	**COP2022-23:1**	**End Date: August 31, 2024**
RCPSE Libguide was launched at the end of December and is being promoted to students. Working on template to store NAH resources in SharePoint.			

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

Integrated Tutoring Pilot			**Progress: 23%**
IE Plan Objectives: 2	**Action Plan: 1,2,5 & 7**	**COP (2022-25) :3**	**End Date: September 30, 2024**
The plan to introduce the initiative to individual Math and Biology faculty has been scheduled for next week.			
Details for Cost Sharing Model for Tutoring Staff			**Progress: 15%**
IE Plan Objectives: 2	**Action Plan: 3,4, & 6**	**COP: N/A**	**End Date: December 2023**
Cost sharing model for SI has been shared with the STEM initiatives manager in MSITB.			

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

Year 4 DHSI Grant Participation			**Progress: 51%**
IE Plan Objectives: 2		**COP (2022-23) 1**	**End Date: August 2024**
Compiling Fall 2023 data to send to RAS. Physics tutors for DHSI grant have been interviewed and hiring packets are being prepared.			

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

Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2023-2024			**Progress: 60%**
IE Plan Objectives: 3	**Action Plan: 1-4**	**COP (N/A)**	**End Date: September 2024**
Still collecting information and reviewing data from last semester. Met with DBT department chair and discussed informal feedback gathering from faculty participating in embedded tutoring.			

2023-2025 IE Objective 4: Cultivate Positive Organizational Culture

Cultivating Inviting CLE Spaces			**Progress: 19%**
IE Plan Objectives: 4	**Action Plan: 3 & 4**	**COP (N/A)**	**End Date: September 2024**
Meeting planned at Starr next week to gather mural ideas. Check-in with Art faculty to continue planning MVC mural.			
CLE Staff Achievement Recognition			**Progress: 67%**
IE Plan Objectives: 4	**Action Plan: 5 - 9**	**COP (N/A)**	**End Date: August 2025**
Vendor research on plaques and rank bar pins is underway. Ordering graduation cords for Spring 2024 graduates.			

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

Refine Process for Data Collection	**Progress: 25%**

IE Plan Objectives: 5	Action Plan:1-7	COP (N/A)	End Date: September 2024
Meeting has been set for February 7.			

General CLE Projects

CLE Marketing Spring 2024	Progress: 25% End Date: May 2024
Student outreach with Pecan Student Activities: Fuel Your Mind, Inspire Your Heart with Art. Attended Starr faculty and staff information session. Student Success Workshop series has been launched. Multiple workshops have been presented this week. Starr Welcome Week event will be held at the CLE next week.	
Tutor Training FY 2023-2024	**Progress: 55%** **End Date: August 2024**
Presenters assigned for February and March CRLA trainings.	
CLE Website Updates	**Progress: 50%** **End Date: May 2024**
Requested updates to the CLE webpage have been made and are live. Pending organizational changes are being prioritized.	

EVENT HIGHLIGHTS

Tutor Training Day Spring 2024 — **Event Date: January 11, 2024**

STC Over 70 tutors and CLE Staff participated in Carnival Tutor Training Day (TTD). The tutors enjoyed participating in the "Carnival Booth" activities created by the supervisors. Trainings covered several CRLA topics such as communication skills, working with diverse students, active listening, and many more. Other departments such as Ombuds Services, Student Conduct, and Counseling Department also presented at our training day. These trainings help qualify our staff for a nationally recognized certification (CRLA) and assist in developing essential skills for working in a learning center.

SI Training Day Spring 2024 — **Event Date: January 10, 2024**

Over 40 SI Leaders were trained in Supplemental Instruction Training Day. Training covered topics such as collaborative techniques, facilitation strategies, conflict resolution, technology resources, and many more. Participants gained an insight into the nuances of the SI program and how it differs from other CLE services.

ADN Bootcamp & Dosage Calculations Workshops — **Event Date: January 29, 2024**

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

The CLE Academic Coaches presented Effective Note-Taking to over 60 students. The series has presented the following topics: Effective Note-Taking, Intro to the Library, Effective Searching, Interactive Reading, and Understanding Credible Sources. Students participating in the NTIA grant, which provided 350 students with hotspots, have also attended these workshops.

MEETING HIGHLIGHTS

- Tutor Training Day Meeting
- RCPSE Workshops Meeting
- Academic Coaches Meeting
- NTIA Grant Feedback Meeting
- Upswing Monthly Touchpoint
- Communication Skills CRLA Meeting
- TXNCLCA Conference Planning
- Digital Symposium Presentation Planning
- Division Leadership Change Announcement
- Met with PTA Chair
- Met with OTA Chair
- Met with Pharm Tech faculty
- Met with ADN Advisor
- Met with NAH Specialists
- NAH Specialist Interviews
- Met with Architectural Engineering and Design Technology Program Chair
- Met with Building and Design Technology Program Coordinators
- Academic Coaches Meeting
- Met with Starr full-time SLAs
- Met with Open Lab supervisor
- Met with ADN faculty
- Met with PCA chair
- CRLA PAP SIG Snack-n-Chat
- LLSS Administrators meeting
- Tutor Training Day Survey meeting
- Met with Open Labs Supervisor at Starr
- Met with Supplemental Instruction Manual to discuss Starr mural
- Academic Coaches meeting
- NTIA Hotspots data meeting
- Social Media meeting
- Upswing Features and Bugs meeting
- Net Tutor Meeting
- Digital Training Center Overview
- South Texas College Hotspot Loaner Program – CMC/NTIA ConnectingUs Blog Interview
- Upswing Features and Bugs meeting Pt 2
- Review of Effective Note-Taking Workshop
- Met with Digital Learning Academic Coach on Blackboard Roles
- SharePoint List Development Meeting for LLSS Professional Development Tracking
- Tech CLE Admin meeting with DW Specialists
- Tech CLE Marketing/Tabling planning meeting with Tech Librarian
- Met with Respiratory Chair
- Met with OTA faculty
- ADN Faculty Hiring Committee
- Met with ADN Advisor and Chair
- Pecan Library Collaboration Meeting
- UTRGV EdD information session
- NetTutor demo
- GAI Task Force meeting
- SACSCOC 5th Year Interim Report check-in
- 2024 TxNCLCA Conference Planning Committee
- Salary Savings Request for CLE Summer Budget
- Met with Math Faculty
- Met with Art Faculty
- Mid Valley LLSS Coordination Meeting
- ATI Testing meeting
- OTA Accreditation prep meeting
- Met with Pharm Tech faculty

- PTA remediation meeting
- Clinical Instructor Hiring Committee meeting
- 4C TLAR article planning
- CLE/HR position description meeting
- DL Symposium presentation run-through
- HVAC CLE Support meeting with DBT Department Chair
- Tech CLE Computer Update meeting with Open Lab Supervisor
- Met with Open Lab Supervisor to discuss Information Session
- Met with HVAC faculty
- Collaboration Meeting with Professional Dev Committee Chair
- Upswing Features and Bugs meeting
- Academic Coaches meeting
- ConnectingUs Series Interview project
- Upswing x STC Features and Bugs meeting
- Academic Coaching Meeting with Digital Learning Dept
- CMC Learning Network Webinar Series: Optimizing Digital Literacy Training Opportunities
- Mid Valley Advisory Committee Meeting
- LES Prep meeting Session 0
- Met with Art Faculty

TRAINING HIGHLIGHTS

- Healing Centered Engagement Inside Track Training
  Tutor Training Day
    - Communication Skills
    - Roundtable Review of L1 and L2 Topics
    - Ombuds Services and Student Conduct Presentation
    - Active Listening and Paraphrasing
    - Use of Probing Questions
    - Self-Regulated Learning and Brain Learning: Fixed vs. Growth Mindset
    - Counseling Department Presentation
    - Learning Styles Inventory
    - Working with Diverse Students
    - Level 3 Training Overview
    - Professionalism
- Elevating Education Through the Art of Storytelling & Authenticity
- CRLA Training Level 3: Conflict Resolution
- Empowering Underserved Students: 3 Steps to Building Financial Literacy
- Engaging Male College Students: Advancing Learning, Social Development and Success
- Workshop #306661: Meet the New HR Website!
- NISOD from Now to Next: The Decade-Long Journey of Generative AI in Higher Education
- Perkins V CLNA workshop
- Distance Learning Symposium
- CLE Information Session - Starr
- Empowering Academic Success: Creating Customized Coaching Manuals for Campus Programs

EVENT HIGHLIGHTS

- Supplemental Instruction Training Day
- Tutor Training Day
- MVC First Year Connection Presentation and Tabling
- Pecan First Year Connection Presentation and Tabling
- Pecan CLE Tour – High School Students
- Lisa Walters retirement
- RCPSE Fire and Police Academies – Academic Success Bootcamp
    - Effective Note Taking
    - Test Taking Skills
    - Time Management
- Organization / Planning for Success Presentations for Level 1 Vocational Nursing Bootcamps at NAH and MVC
- Power Up Your Presentation for Physical Therapy Assistant Program

- In-Class Presentations at Starr campus
- Pecan Building K tabling
- Visited Communication Lab (Pecan Building P)
- Welcome Week tabling at Starr, Tech, Pecan, MVC, RCPSE
- In-class presentations at Pecan and Starr
- Pop Up Library at RCPSE
- Vanguard Parent Night at Pecan
- Dr. Marie Evans retirement
- Fuel Your Mind – Pecan CLE
- Inspire Your Heart with Art – Pecan CLE
- Effective Note-Taking Workshop
- Test-Taking Strategies Workshops for LVN cohort at multiple campuses
- Multiple virtual workshops on Effective Note-Taking for Dual Credit Students
- MVC In-Class presentation – CLE Services
- CLE Presentations at Distance Learning Symposium

PROJECT COMPLETION HIGHLIGHTS

- Evaluating Onboarding Process
- CLE Mission Statement Update, Review, & Promotion
- Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2023-2024
- 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

PROJECT HIGHLIGHTS

Strategic Initiatives

Project Name: CMC Grant
Project Role: Project Manager
Scope: Fiber Optic and Classroom Technology Upgrades
Status: Procurement of It Equipment Progressing

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
Carry Over Budget Expenditure

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:	FEBRUARY 27, 2024
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1, 2024 THROUGH JANUARY 31, 2024

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

ATTENDED

- Graduation Alliance meeting
- Economic Mobility Systems and South Texas College Marketing Meeting – Valley Promise
- Crisis Management Team meeting
- DataKind Student Success Tool Mtg -Rachel Ford
- South Texas College/Workday – Student Deployment Planning Meeting
- South Texas College N Vision Marketing for Promise
- South Texas College Recruitment Session for UTRGV Educational Leadership Doctorate
- PSJA Danny King Center Ceremony- Dr. King Center, Pharr
- Graduation Committee Leadership Meeting

ENROLLMENT SERVICES AND REGISTRAR

During the month of **January 2024**, staff in the Office of Admissions and Records (OAR) performed many different tasks, including but not limited to:

- **_26107_** students have registered for Spring 2024 semester, since registration opened on October 2, 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 **_915_** chat sessions during January 2024.
- 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 Q4 Banner Student Release Update, BUGs Committee, STC2UTRGV Monthly Check-in, Grade Appeals Form, Pre-requisite Discussion, South Texas College / Workday - Student Deployment, Commencement Vendors Meeting, College-Wide Curriculum Committee Meeting, Academic Council Meeting.
- 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 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.
- Specialists downloaded, reviewed and verified **__2894__** Admission *Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during December 2023.
- STC has **_83_** international students enrolled for Spring 2024 semester.
- Processed **_366_** course substitutions and exceptions in DegreeWorks during January 2024.
- Processed grade changes for **_445_** students during January 2024.
- Processed reinstatement requests for **_65_**students during January 2024.
- Processed schedule change requests for **_2328_** students during January 2024.
- Processed **_1760_** high school and **_636_** college/university transcripts during January 2024.
- Evaluated **__500__** transcripts from other colleges and universities during January 2024.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **_3634__**STC transcripts during January 2024.
- Scanned and indexed **__3729__** documents submitted by students during January 2024.
- 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 Coordinator Rebecca Cano and her staff logged in for a NASFAA webinar; updates and changes on the 2024-2025 FAFSA application
- Director working on E-App for Cosmetology
- Working with Application Development Manager on getting more DocuSign envelopes
- Capital Improvement Proposal was submitted to extend the supply room due to the limited space we have, we are currently using the Director's area
- Student Financial Services staff have been completing files, awarding, scanning and calculations for R2TIV.
- Travel was submitted for VA staff to attend the 2024 TACVPO Conference next month.
- Veteran Affairs staff have been assisting with Spring registration and awarding VA Educational Benefits
- SFS Outreach Specialist Ariana Valenzuela & Irene Rodriguez assisted with 17 Financial Aid events in January

STUDENT ENGAGEMENT & COMPLETION SERVICES

IMPORTANT HIGHLIGHTS

Final Census Report - Department's Spring 2023 Case Management Statistics:

Target Population	Total Inquiries Received	Total Students Enrolled	% of Student Inquiries Enrolled
Stop-Outs	406	120	30%
Applied, Not Enrolled	295	134	45%
Academic Program: • Associates • Bachelor Programs • Public Safety Academies	1,069	210	20%
Total	1,770	464	26%

- Department Spring enrollment efforts lead to the re-enrollment of **254** students including Fall 2024 stop-outs. An additional **210** students were enrolled in academic programs, including bachelors and associates degrees, and public safety academies.
- Director is working with the Council of Adult and Experiential Learning (CAEL) to conduct an institutional survey of Latino adult learners. The survey will launch February 12th and will assist STC in identifying strengths and areas of opportunity as it relates to the unique needs of adult learners.
- Department leadership is working with the Office of Continuing Education to implement matriculation strategies for STC GED graduates. The pilot will begin in March 2024 and will provide customized enrollment support for graduating students, including personalized assistance with career planning, admission, financial aid, advisement, and registration.

SNAPSHOTS

Distinguished Learning Academy (DLA)

Department staff attended the Distinguished Learning Academy (DLA) sessions during the month of January 2024

City of McAllen Job Fair

Department staff provided support at the City of McAllen Job Fair which took place at the McAllen Public Library on January 27, 2024

COMMUNITY OUTREACH & RECRUITMENT

Academic Program Enrollment	Total Inquiries
Associates in Law Enforcement	53
Associates in Fire Science Technology	12
Bachelor in Computer and Information Technologies	61
Bachelor of Operations Management	39
Bachelor in Organizational Leadership	113
Bachelor in Medical and Health Services Management	35
Basic County Corrections Academy	49
Firefighter Academy	73
Police Academy	238
TxDOT Pathways • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	27
Public Administration	10
Cosmetology	359
YTD Total	1,069

Event	Agency	Date	Total Attendees
McAllen Job Fair	City of McAllen	01/27/2024	30
		Total	30

Student Appointments	
Total	**156**

STUDENT RE-ENGAGEMENT

Target Group	Total Students Outreached	Total Inquiries
Fall 2022 - Fall 2023 Stop Outs	3,902	406
Applied for Summer/Fall 2023, Did Not Enroll	1,803	295
YTD Total	**5,705**	**701**

MEETINGS / EVENTS

- Student Completion Services Weekly Staff Meetings
- Student Completion Services Weekly Coordinator Meetings
- Student Completion Services Weekly Supervisor Meetings
- Student 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
- Free Application for Federal Student Aid (FAFSA) Events Meeting
- Cosmetology Program Planning Meeting
- CAEL Latino Adult Student Success Academy Virtual Convening #3
- Hidalgo County CSA Application Process Discussion
- CollegeApp - STC & CAEL Social Media Campaign
- Forms/SharePoint Meeting
- South Texas College (STC)/Student Bridge (SB) Monthly Check In
- Staff Meeting Updates
- 2024 Pharr State of the City Address
- Website Planning Meeting
- Public Safety Enrollment Pre-Meeting
- Ambassadors Cross Training Academy (ACTA) Presenters Meeting
- New SharePoint Site Training (Bachelor Programs)
- Degree Reclamation Committee Meeting
- STC Dual Credit Partner Reception
- LASS 2.0 Interview with Ithaka S+R
- IPEC Meeting
- New SharePoint Site Overview and Training
- General Educational Development (GED) Student Recruitment
- Website Planning Meeting
- Avance 50 Years Celebration
- Returning Student Advising: Degree Reclamation Committee

PROFESSIONAL DEVELOPMENT

- Distinguished Leadership Academy (DLA)
- UTRGV Ed.D - Program Information Meeting
- ET Academy Core Session #1 - Welcome, Academy Overview, & What is Technology Integration
- Meet the New HR Website Workshop

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report January 2024					
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, 2023**
Pecan Campus	**25**			**ACT**	**271**
Mid-Valley	**30**	**46**	**44 (96% show)**	**TSI EXAM**	**123**
Starr Campus	**26**	**26**	**21 (81% show)**	**TSI EXAM**	**46**
Pecan Plaza	**31**	**22**	**21 (95% show)**	**GED/ PEARSON**	**315**
Pecan Plaza		**274**	**204 (74% show)**	**TSI EXAM/ includes TSI Online**	**600**
Pecan Plaza		**5**	**5 (100%show)**	**TCOLE/TCFP Proctored Exams**	**78**
Pecan Plaza		**118**	**96 (81% show)**	**HESI**	**460**
Mid-Valley		**32**	**32 (100%show)**	**HESI**	**217**
Mid-Valley		**7**	**7 (100%show)**	**TCFP Proctored Exam**	**38**
Starr		**12**	**12 (100%show)**	**HESI**	**74**
Starr				**TCFP**	**8**
TOTAL:	**112**	**542**	**442 (82% show)**		**2,230– All Campuses YTD**

TSI 2.0 PLACEMENT REPORT

English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (01/01/2024 – 01/31/2024)		**Year To Date (09/01/2023 - 01/31/2024)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	43	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	116
Developmental Ed (945+ 0-4 Essay)	27		71
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	3	ELAR Diagnostic Level 5	18
ELAR Diagnostic Level 4	65	ELAR Diagnostic Level 4	180
ELAR Diagnostic Level 3	46	ELAR Diagnostic Level 3	109
ELAR Diagnostic Level 2	23	ELAR Diagnostic Level 2	50
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**204**	**Total**	**544**

Mathematics College And Career Readiness			
Monthly (01/01/2024- 01/31/2024)		**Year To Date (09/01/2023 – 01/31/2024)**	
College Ready (950+ or 910+ & 6+ Diag)	30	**College Ready (950+ or 910+ & 6+ Diag)**	107
Mathematics Diagnostic Level 5	13	Mathematics Diagnostic Level 5	33
Mathematics Diagnostic Level 4	79	Mathematics Diagnostic Level 4	216
Mathematics Diagnostic Level 3	36	Mathematics Diagnostic Level 3	127
Mathematics Diagnostic Level 2	34	Mathematics Diagnostic Level 2	79
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**192**	**Total**	**562**

Data retrieved from College Board Accuplacer

Date: 02/5/2023

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- Deep South Texas Financial Literacy Alliance Meeting
- Texas A&M Engineering Academies Virtual Information Session
- College Connections Department Meeting

RECRUITMENT

- Individual Student Appointment – 9 appointments
- Entravision – Media Interview
- iHeart Radio – Media Interview
- Mexican Consulate Ventanilla Recruitment
- Entravision Radio – Media Interview
- iHeart Radio – Media Interview
- Nikki Rowe High School – Financial Aid Drive
- Santa Maria High School – Financial Aid Drive
- Facebook Live – Media Interview
- EMS Program Student Orientation
- Entravision – Media Interview
- Valley View High School – Financial Aid Drive
- Edinburg North High School – Financial Aid Drive
- La Joya High School – Campus Visit
- Information Booth Coverage for Extended Hours
- Mercedes Early College Academy – Financial Aid Drive
- Valley View High School – Financial Aid Drive
- Juan Diego Academy – Financial Aid Drive
- Corina Pena Academy – College Fair
- Roma High School – Financial Aid Drive
- Weslaco East High School – Financial Aid Drive
- Progeso High School – Financial Aid Drive
- PSJA North Early College High School – Financial Aid Drive
- Information Booth Coverage for Extended Hours
- PSJA Thomas Jefferson Early College High School – Financial Aid Drive
- PSJA Memorial Early College High School – Financial Aid Drive
- PSJA Southwest Early College High School – Financial Aid Drive
- PSJA Early College High School – Financial Aid Drive
- IDEA Weslaco – Financial Aid Drive
- Information Booth Coverage for Extended Hours
- Vanguard Mozart Secondary – Financial Aid Drive
- Stainke Elementary – Recruitment Presentation

- Valley View High School – Financial Aid Drive
- Nikki Rowe High School – Financial Aid Drive
- McAllen ISD – Financial Aid Drive
- Progreso High School – Financial Aid Drive
- Wilson Elementary – Career Fair
- Rio Grande City High School – Financial Aid Drive
- M.O.V.E Academy – Career Fair
- Grulla High School – Campus Visit
- Information Booth Coverage for Extended Hours
- Student Ambassador Recruitment
- Jackson Elementary – Career Fair
- Triumph Public High Schools in Mercedes – Career Fair
- Edinburg High School – Financial Aid Drive
- Information Session for Reynosa High Schools

CAMPUS TOURS

- NAH Campus
  - Veterans Memorial High School Group 1– 35 visitors
  - Veterans Memorial High School Group 2 – 35 visitors
- Technology Campus
  - PSJA Dual Enrollment– 2 visitors

CALL CENTER

Phone Calls	
Inbound Calls	Calls 6,364

Mongoose Text Campaigns

Campaign	**# Reached**	**# Students replied**	**# Replies**
Spring 2024 Unpaid List 01.30.24	806	19	53
Spring 2024 Unpaid List 01.23.24	955	43	61
FTIC Not Enrolled Fall 2023 Not Grad Alliance 01.11.24	2355	274	455
Spring 2024 Unpaid List 01.10.24	2125	71	102

Media Interview with Univision

Recruiter Specialist of College Connections recently had a media interview with Univision, emphasizing affordable tuition, quality education, and over 130 available programs in a brief yet insightful interview.

Career Fair at Wilson Elementary

Lisa Turrubiates, our dedicated College Connections Specialist, played a pivotal role at the Career Fair hosted at Wilson Elementary. She shared valuable information to prepare future Jaguars for their college journey.

Financial Aid Drive at Valley View High School

In the photo, College Connections Recruiter Jorge Cantu is seen providing elementary students with valuable information about the diverse careers and programs offered by South Texas College.

Corina Pena Elementary College/Career Fair

The College Connections Specialist supported a Financial Aid Drive at Valley View High School, contributing to the smooth registration process for students and families. Multiple informative sessions were conducted to help them navigate financial aid resources efficiently.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
1652	Student Contacts, Outreach & Virtual Appointments
224	CTE Student Contacts
79	Student & Alumni Registered on CCN
25	Student & Alumni Resumes Revised/Uploaded on CCN
5	New Employer Registered on CCN
40	Jobs posted to CCN
1	Workshops Presented
26	Resumes Reviewed Online by Employers via CCN
1648	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- At Work Personnel
- Camp Cody
- City of La Joya
- City of South Padre Island
- Entravision Communications
- Green, Rubiano &Associates
- North Alamo Water Supply Corporation
- ScribeAmerica
- South Texas Infectious Diseases Consultants PA
- The Borgen Project
- U.S. Probation
- Workforce Solutions

Presentations/Workshops

- Interview for Success TEAMS Workshop

Employer Outreach

- RGV Rehab
- Prime Physical Therapy
- US ARMY
- The Rehabilitation Center
- Fair Trade Outsourcing
- County of Hidalgo

Employer Registrations

- Ariva Homes
- Brownsville Public Utilities Board
- City of La Joya
- Hidalgo County Office of the District Attorney

Coordination of Upcoming Events

- STC 2024 Career Expo
- Financial Literacy Forums

Meetings & Miscellaneous information

- CES is coordinating with the business community to participate and host the upcoming **STC 2024 Career Expo/Job Fair.** This event is to be held at the Pecan Campuses on April 24, 2024 and will provide a means for students to connect with private sector representatives that they may make them aware of exploring different career options. The event will also provide an opportunity to allow students to meet with employers and interact directly with representatives from the different job fields. A variety of representatives from the educational, engineering, government, computer information, engineering, manufacturing, medical, law enforcement, construction, technical, business and automotive programs will participate in the event. Students will able to consider different courses of study, ask questions and seek new employment leads.
- CES participated at First Year Connections at the Mid-Valley campus
- CES participated at First Year Connections at NAH
- CTE Welcome Back Day CES Info Table at NAH- 150+ students
- CTE Nursing and Allied Health Campus Student Engagement Event
- Met with staff from the Tech campus to plan support for their upcoming event.
- CES is conducting outreach efforts with the business community encouraging them to register for the STC 2024 Job Fair/Career Expo.
- 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.
- Career and Employer Services coordinated with the U.S. Probation Office to promote an employment opportunity being offered by their agency. 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 Entravision 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.
- Career and Employer Services coordinated with Hidalgo County Office of the District Attorney to promote an employment opportunity being offered by their school district. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Continue to assist Fair Trade Outsourcing with their on campus recruiting efforts.
- CES staff continues to meet with College Central Network vendor for demonstration and training regarding the upcoming "single sign-on" feature.
- Assisted students visiting the lab utilizing CES services. Getting registered on College Central Network, 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
- Coordinated on campus recruitment events with various private sector organizations
- Adjusted the upcoming Spring 2024 Career Services Workshop Calendar
- Program interactions on Career and Employer Services and Financial Wellness.
- 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 January 2024.
- 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
- 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 FY24 Biannual Grants Department Time on Task documentation
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Facilitated Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted Threads Spring Donation Drive marketing.
- CES staff continues to facilitate resume reviews via College Central Network.
- Created Financial Wellness CTE student outreach materials.

- Contacted, promoted and posted on all CES social media platforms employment opportunities on behalf of various employers
- CES participated in the Hidalgo County Prosperity Task Force Meeting.
- CES is coordinating 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 Grants Department.

College Central Network Logistics

College Central Network Logistics

Career Coach

STUDENT RIGHTS AND RESPONSABILITIES

OFFICE OF THE OMBUDS

- The Office of the Ombuds set up booths for welcome week at all campuses.
- The Office of the Ombuds set up booths for Fuel Your Mind at Pecan Campus.
- The Office of the Ombuds participated and set up informational booths for First Year Connection at all campuses
- The Office of the Ombuds attended the National University Signing Event.

- The Office of the Ombuds conducted a presentation on Ombuds services to the CLE at the Pecan Campus.
- The Office of the Ombuds held second set of interviews for Ombudsperson.
- Ms. Maria Alonso attended the ACTA presenters pre-meeting.
- Ms. Maria Alonso attended the GAI Task Force Meeting.
- Ms. Maria Alonso attended the AI & Ethics meeting with Library Services.
- Ms. Maria Alonso attended the Fifth-Year Check In meeting.

OFFICE OF STUDENT CONDUCT

- The Office of Student Conduct set up booths for welcome week at all campuses.
- The Office of Student Conduct set up booths for Fuel Your Mind at Pecan Campus.
- The Office of Student Conduct participated and set up informational booths for First Year Connection at all campuses
- The Office of Student Conduct conducted a presentation on Ombuds services to the CLE at the Pecan Campus.
- Ms. Maria Alonso attended the ACTA presenters pre-meeting.
- Ms. Maria Alonso attended the GAI Task Force Meeting.
- Ms. Maria Alonso attended the AI & Ethics meeting with Library Services.
- Ms. Maria Alonso attended the Fifth-Year Check In meeting.

C.A.R.E. (COLLABORATION, ASSITANCE, RESOURCE AND EDUCATION)

- CARE Team held a meeting

STUDENT ACTIVITIES AND WELLNESS

- First Year Connection New Student Orientation (Mid-Valley, Pecan, Starr)

- Spring 2024 1st Week (Starr)

- Welcome Week Day 1 (Technology)

- Spring 2024 Triathlon (Pecan)

- Welcome Week Day 2 (Technology)

- Welcome Week (Mid-Valley)

- Welcome Week Day 1 (NAH)

- Welcome Week (Starr)

- Welcome Week Day 2 (NAH)

- Get Involved (Pecan)

- Club Fair (Starr)

- Pixel Playday (Technology)

- Fuel Your Mind (Pecan)

- Student Government Association Kickoff (Campus-wide)

- Inspire Your Heart with a Little Heart (NAH)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services Contacts

January 2024	
Special Programs, Other	634
Academic Advising	816
Academic Counseling, Academic Probation, and Academic Suspension	381
Mental Health Counseling	276
Total	2,107

Student Accessibility Services Active Student

January 2024	
Active Student Contacts	408

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 & presentation requests
- Academic and Mental Health Counseling
- Student Accessibility Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Review, refer and respond to Counseling and Student Accessibility Service Department Emails, Contact Us Forms, Referral Forms, Presentation Requests Form
- Behavioral Intervention Team Meetings
- CARE Team Meetings
- CSAS Manager's Meeting

COMPREHENSIVE ADVISING

A. Programs/Activities/Meetings:

- **Academic Advising**
  - Received/managed all student advising requests received via email, telephone, in-person, and chat system and assigned them to an advisor for individualized education planning
  - Contacts – total of 4,747 contacts with students were conducted by Academic Advisors and PASS Program Advisors in January 2024 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 (496 Live Chats in January 2024)
- **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; training for spring semester begins in February
- **Mentoring Services**
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings and communicated daily with mentors; coordinated with Office of Financial Services to ensure mentors met compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors for the spring 2024 semester; provided professional development training for mentors to ensure they are equipped to assist students; mentors provided peer mentoring at the Starr, Mid Valley, and Technology campuses;
  - **Mentor Program** –Beacon Mentoring for Spring 2024 semester consisted of a total of 8 sections (6 Math 1414 and 2 English) Beacon Mentoring sections comprised of volunteer staff/faculty; mentors contacted 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 provided instructional supplements to qualifying students
  - 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
- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
  - Maintained close communication with CTE PASS Manager to review program activities, textbook lending, SAEM services survey, and FY2024 and FY2025 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
- Met with Perkins Financial Manager to plan details for a Perkins budget amendment.
- 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 and will be serving as Lead QEP Evaluator for a reaffirmation SACSCOC Committee Visit to A&M University in Huntsville, Alabama
- **SACSCOC Fifth-Year Interim Report** – Comprehensive Advisement & Mentoring Services Director is serving as Point-of-Contact (POC) for a portion of the SACSCOC Fifth-Year Interim Report on quality of student services; working with SAEM Directors and other key personnel to compile draft of student support services;
- **Guided Pathways –** Comprehensive Advisement & Mentoring Services Director serves as Co-Lead for Guided Pathways for building Talent Strong Texas Pathways for students and will be participating in the spring Institute to be held in April; Director participated in webinar in preparation for the Institute

Preliminary Forms

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

Institutional Advancement and Economic Development

OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT
DATE:	FEBRUARY 21, 2024
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1-31, 2024

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

Projects Completed or in Progress:

- Board Committee Meeting-January 16
- Lunch Meeting with Superintendent J.A. Gonzalez-January 17
- Cabinet Meeting-January 17
- The City Address-January 18
- RGV Partnership Education Tour-January 19

- Office of Senator Ted Cruz Meeting-January 22

- National University Signing Ceremony-January 23

- South Texas College Dual Credit Partner Reception-January 25

- Ribbon Cutting Ceremony-January 26
- City of Mission Economic and Educational Summit-January 26
- South Texas College Nvision: Marketing for Promise Meeting-January 29
- Telemundo Interview-January 31
- Board Meeting-January 30

CARLA RODRIGUEZ, INTERIM EXECUTIVE DIRECTOR
OFFICE OF SPONSORED INITIATIVES

Report Period: January 1, 2024 through January 31, 2024

Number of Awards this Month	Number of Active Awards in FY24	Dollar Amount of Active Awards in FY24
4	77	$29,291,635.65

Report Period: January 1, 2024 through January 31, 2024

The Office of Sponsored Initiatives (OSI) serves as the central resource to the South Texas College District in providing guidance and stewardship of programs and services offered through sponsored projects. Our mission is to establish a vision-oriented culture through strategic and targeted sponsored programs that enhance performance and create a seamless alignment to educational and workforce pathways.

The following sponsored projects were awarded January 2024:

Grant Award Updates:

- **Texas Workforce Commission, Self Sufficiency Fund in the amount of $99,704**

  Through this sponsored award, the Department of Continuing Education and Workforce Development (CEWD) will provide training, leading to high demand occupations for up to 80 participants interested in becoming tractor-trailer truck drivers. Participants will receive Commercial Driver License (CDL) training, placing them on a pathway to a Diesel Technology certificate or Associate of Applied Science (AAS) degree. Sponsored funds will help cover tuition, program supplies, and supportive services funds such as fuel stipends. This award is for the period of January 15, 2024 to December 15, 2024. This initiative aligns to Strategic Direction #4, Foster Student Success, by constructing a network of support systems to help students enter and stay on a path leading to employment and/or further education.

- **Texas Workforce Commission, Self Sufficiency Fund in the amount of $134,907**

  Through this award, the Center for Advanced Training & Apprenticeships (CATA) at South Texas College will provide training, leading to high demand occupations for up to 100 participants interested in becoming Construction Craft Laborers, Industrial Truck Operators, and Scaffolding Technicians. Select participants will receive training in the Occupational Safety and Health Administration (OSHA), OSHA 10 General Industry, Construction, Forklift, and Scaffolding. Funds will help cover tuition, program supplies, and supportive services funds such as fuel stipends. This award is for the period of February 26, 2024 through February 28, 2025. This initiative aligns to Strategic Direction #4, Foster Student Success, by constructing a network of support systems to help students enter and stay on a path leading to employment and/or further education.

- **Texas Workforce Commission, Skills Development Fund (SDF) in the amount of $50,000**

  This sponsored initiative is awarded to the Center for Advanced Training & Apprenticeships (CATA) to provide customized training in the areas of Advanced Technologies, Manufacturing, IT, Healthcare and Construction. CATA will partner with the Lower Rio Grande Valley Workforce Board to identify skilled workers in need of training. The contract period is from February 28, 2024 through February 28, 2025. The initiative aligns with

Strategic Direction #4, Foster Student Success, by constructing a network of support systems to help students enter and stay on a path leading to employment and/or further education.

- **Texas Workforce Commission, Governor's Summer Merit Program in the amount of $65,447**

  Through this sponsored award, the Department of Continuing Education and Workforce Development (CEWD) will cover administrative, tuition, supplies and travel costs for the 2024 STEM Camp Program designed for high school students in the fields of Welding, Biology, and Robotics. The duration of each camp will be five days and they will be held at four college campuses: Pecan, Technology, Mid-Valley and Starr County. The contract period will begin February 2024 and extend through August 31, 2024. This initiative aligns with Strategic Direction #3, Create Educational Opportunities for Students, by providing accessible educational opportunities that strengthen college readiness for all students in our region.

OSI Department Operations:

- **Award Kickoffs (AKs):**
  Internal AKs are conducted by the OSI team to "launch" awards with internal stakeholders who are responsible for the successful implementation of the initiative. The AK reviews the awarded project, deliverables, timeline and budget, and memorializes the handoff of the initiative to the awarded department. There were no AKs in January.

- **Professional Development & Training:**
  In order to enhance knowledge base and capacity and to stay apprised of the latest in grant development and management practices, team members attend various trainings offered through memberships with the **Grant Professionals Association** and the **National Grant Management Association**, as well as various local, state and federal grantor agencies.

  In January the following trainings were attended:
  - OSI staff attended the Texas Workforce Commission (TWC), Jobs & Education for Texans (JET) Webinar to review the new grant requirements associated with the upcoming FY 2024 JET funding cycle.
  - OSI Compliance team attended four TWC virtual workshops for training and information on the Learning Outcome Tracking System (LOTS).

Interim Executive Director Meetings:

- Met with Workforce Solutions and NAH teams to discuss project design and program logistics for the awarded Texas Industry Partnership (TIP) grant.
- Job Description review and discussion with HR for the "frozen" Resource Development Officer position approved through the FY 2024 Staffing Plan.
- Job Description review and discussion with HR for the "new" Project Coordinator-Sponsored Projects position approved through the FY 2024 Staffing Plan.
  - Met with NAH, Grant Accounting and Central Receiving/Fixed Assets teams to discuss the NAH-VIDA grant and equipment that will be available at NAH, Mid-Valley and Starr County Simulation Labs.
- Met with CMC/NTIA team to discuss the STC Hotspot Loaner Program.
- Met with Grant Accounting to discuss the requirements of the Weslaco Economic Development Corporation (EDC) training agreement in order to shift management from OSI to Grant Accounting. Based

on the requirements of the agreement, Grant Accounting has agreed to provide full oversight, as it is not a grant and Grant Accounting submits invoices to Weslaco EDC after training is completed.

- Met with OSI's CTE Projects Manager to discuss the upcoming Perkins Monitoring Desk Review.
- Met with Institutional Effectiveness and Assessment team to review and complete the OSI's COP 2022-2023 Status Report.

Next Steps:

- Begin FY 2025 budget development planning process.
- Organize and facilitate Professional Development Day for the OSI department.
- Meet with Institutional Effectiveness and Assessment team to review all departmental units who included grant funding in their IE Plans to begin discussions on embedding grant requests and needed funding as part of the strategic planning process.
- Attend Region One's Education-to-Career Pathways Kickoff as related to their Department of Education Perkins Innovation and Modernization Career Connected High Schools Grant Award, as STC is a partner
- Attend Institutional Leadership Council (ILC) meeting for February.
- Meet with MSITB team to finalize the $1 million Google Cybersecurity Grant application.
- Continue to review and enhance processes for increased efficiency.
- Continue to represent STC and OSI with internal and external stakeholders, partners and community agencies.
- Continue to lead and manage the OSI team.