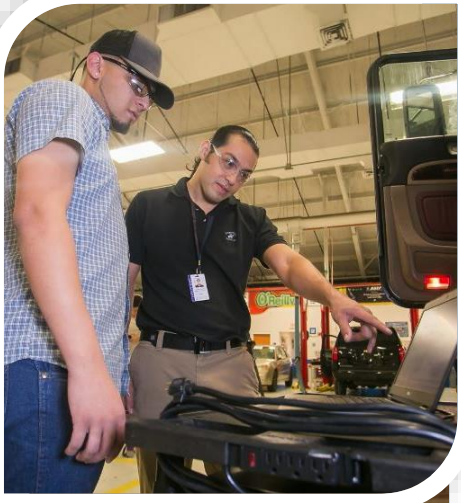


SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

AUGUST 2019

Board Meeting
September 24, 2019

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	SEPTEMBER 24, 2019
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2019 THROUGH AUGUST 31, 2019

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board meeting
- South Texas College President's Cabinet meeting
- South Texas College Strategic Planning committee meeting
- South Texas College President's Administrative meeting
- Vice-President conducted weekly Dean's meetings and a Division Leaders meeting to maintain communication within the division. Division leaders provide status on the departments workflow activities.
- Radius Integration
- Discussion with Radius Consultants
- 2017-2019 IE Report – SAEM
- Work-study and Veteran Affairs Hire Process
- Resume Review of Dean of Continuing Education
- Search Committee meeting - Dean of Continuing Education, Workforce Training and Economic Development
- ZOOM Interviews – Dean for Continuing Education, Workforce Training and Economic Development
- Visited – Mid-Valley Campus, Technology Campus , Nursing and Allied Health Campus and the Regional Center for Public Safety Excellence
- Consulado de Mexico en McAllen – Signing of Memo of Understanding – Receipt Letter for Donation to South Texas College
- Financial Aid Staff Position Review

ATTENDED

- Leadership Team meeting with Dr. David Plummer and Dr. Anahid Petrosian
- RSPSE Website Redesign meeting
- Fall 20 KPI Targets
- Marketing and Outreach Plan: For Profit Sector
- Texas Pathways Project
- EPR Letter
- Reaffirmation Leadership Update
- Scholarship Strategies meeting
- ADN NCLEX Performance
- Luncheon with Vice-President for Academic Affairs
- Presentation for New Faculty Orientation
- ERP Discussion
- Radius Data Integration Discussion
- Lunch meeting with Dr. Narciso Garcia of Vanguard and Dr. David Plummer of South Texas College

ENROLLMENT SERVICES AND REGISTRAR

- **34,145** students registered for Fall 2019 semester, which began on August 26, 2019, after required documents were processed, and they were cleared by OAR.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Enrollment Management Team.
- Director/Registrar, Coordinator of Records and Coordinator of Enrollment Services 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.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as auditors, BUGS, Continuing Education application, DegreeWorks/SSR integration, high school records data, enrollment appeals, grade appeals, financial aid attendance rosters, RSPSE website redesign, SACS core writing team, Texas Pathways Project – Round 2, and search committees.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with Admissions Specialist, who assists with related reports.
- Graduation Analysts certified **723** August 2019 graduates, including **63** Bachelor Degrees, **503** Associate Degrees and **169** Certificates.
- Document Management Specialist downloaded, reviewed and verified **4,712** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during August 2019.
- Residency Specialist and Admissions Specialist reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration.
- STC has **78** international students enrolled for Fall 2019 semester, to date.
- Processed **486** course substitutions and exceptions in Degree Works during August 2019.
- Processed *Change of Grade Forms* for **120** students during August 2019.
- Processed *Schedule Change Forms* for **1,962** students, prior to the deadline for students to withdraw from Summer Session II on August 2, 2019.
- Processed **3,410** high school and **984** college/university transcripts during August 2019.
- Evaluated **802** transcripts from other colleges and universities during August 2019.
- Scanned and indexed **6,553** documents submitted by students during August 2019.

- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **4,638** STC transcripts during August 2019.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report August 2019					
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, 2018**
Pecan Campus	**722**			**ACT**	**1438**
Mid-Valley	**220**	**213**	**191 (%show)**	**TSI EXAM**	**1603**
Starr Campus	**199**	**199**	**191 (95% show)**	**TSI EXAM**	**687**
Pecan Plaza	**62**	**34**	**32 (94%show)**	**GED/ PEARSON**	**777**
Pecan Plaza		**1,026**	**819 (80% show)**	**TSI EXAM**	**4261**
Pecan Plaza		**189**	**179 (95% show)**	**HESI**	**1389**
Pecan Plaza		**12**	**12 (100%show)**	**HiSET**	**100**
TOTAL:			**(% show)**		**10,255– All Campuses YTD**

IMPORTANT DEPARMENT UPDATES

*The Student Assessment is working on expanding its current testing services to the Starr and Mid-Valley Campus. This includes to move the HESI exam to MV and HISET to the Starr Campus.
*The Student Assessment Center is current working to an online registration platform named Registerblast; which would facilitate the online registration process for both staff and end users, among other benefits.

TSI Scores: by placement score August 2019			
READING		**READING**	
Monthly (08/01/19-08/31/19)		**Year To Date (09/01/18 – 08/31/19)**	
College ready (351+)	231	**College Ready** (351+)	1253
Holistic Placement (349-350)	40	Holistic Placement (349-350)	293
Developmental Ed (342-348)	225	Developmental Ed (342-348)	1181
ABE Level 6 (Developmental Ed)	46	ABE Level 6 (Developmental Ed)	233
ABE Level 5 (Developmental Ed)	138	ABE Level 5 (Developmental Ed)	659
ABE Level 4	51	ABE Level 4	275
ABE Level 3	5	ABE Level 3	50
ABE Level 2	13	ABE Level 2	102
ABE Level 1	2	ABE Level 1	30
Total	**751**	**Total**	**4076**
MATH		**MATH**	
Monthly (08/01/19-08/31/19)		**Year To Date (09/01/18 – 08/31/19)**	
College Ready (350+)	99	**College Ready** (350+)	676
Holistic Placement (348-349)	36	Holistic Placement (348-349)	273
Developmental Ed (336-347)	283	Developmental Ed (336-347)	1775
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	201	ABE Level 5 (Developmental Ed)	897
ABE Level 4	153	ABE Level 4	684
ABE Level 3	37	ABE Level 3	175
ABE Level 2	18	ABE Level 2	125
ABE Level 1	6	ABE Level 1	33
Total	**833**	**Total**	**4639**
Writing		**Writing**	
Monthly (08/01/19-08/31/19)		**Year To Date (09/01/18 – 08/31/19)**	
College Ready (363 & 4+ Essay or 5+)	379	**College Ready** (363 & 4+ Essay or 5+)	1736
Developmental Ed (350-362 & 0-4 Essay)	116	Developmental Ed (350-362 & 0-4 Essay)	456
ABE Level 6 (Developmental Ed)	4	ABE Level 6 (Developmental Ed)	16
ABE Level 5 (Developmental Ed)	10	ABE Level 5 (Developmental Ed)	19
ABE Level 4	20	ABE Level 4	57
ABE Level 3	11	ABE Level 3	57
ABE Level 2	4	ABE Level 2	22
ABE Level 1	2	ABE Level 1	14
Total	**546**	**Total**	**2377**
Data retrieved from College Board Accuplacer			

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- Student Financial Services Director & Coordinators met weekly for updates on Federal regulations and deadlines
- Renewed all leased Xerox machines for all Student Financial Services offices
- Staff submitted mileage reimbursements before the end of the fiscal year deadline
- Fast Signs have placed the new signs we have purchased for the Starr County Financial Aid office and the Pecan Campus
- Farewell was given to our VA Coordinator Jessie Luna
- Student Financial Services staff worked all Saturdays for the month of August to assist students and complete incomplete files

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Dual credit enrollment stands at **13,732**, which is an increase of **615 (4.7%).** Approximately **91%** of all dual credit registration in "S" sections was completed by the first class day (As of 9/4/19).
- Department staff held **126 events** and served **7,280** students and parents during the month of August.
- Dual2Degree Specialists are working with ISD staff and Dual Credit Faculty to reconcile course registration discrepancies through Census and file student enrollment documentation in accordance with state records retention guidelines.
- Director and Coordinators are in the process of scheduling meetings with ISD administrators and staff to debrief on Fall enrollment. The purpose of the meetings will be to address ongoing challenges with enrollment, identify possible solutions, and monitor progress towards enrollment benchmarks.

SNAPSHOTS

Mercedes Early College Academy
Fall Registration Drive

Juarez-Lincoln HS
Fall Registration Drive

STARR County Information Session

McAllen ISD CTE Faculty Dual Credit Overview

STUDENT AND PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served
Starr County Information Session	**Starr County**	**8/16**	**STC**	**50**
Dual Credit Presentation	**World Scholars HS**	**8/20**	**ISD**	**30**
			Total	**100**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings with school district partners were held to plan for Fall Dual Credit Enrollment:
  - Hidalgo ISD
  - McAllen HS
  - McAllen ISD
  - Mercedes HS
  - San Isidro HS
  - Sharyland ISD

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Dregree Supervisor Meeting
- Fall Dual Credit Enrollment Planning Meeting
- Dual2Degree Carl Perkins Planning Meeting
- Dual2Degree Advisory Group Meeting
- Dual2Degree Monthly Staff Meeting
- SAEM Directors Meeting
- Bi-Weekly Directors Meeting
- Junior-Year Planning Meeting – AEC Program Chair
- Dual Credit Metrics Planning Meeting
- High School Records Data Meeting
- Texas Pathways Project Meeting
- AL 360 Excelencia/CAEL Webinar

Even	High School Served	Date	Location	Total Served
Registration Drive	J. Economedes	8/5	ISD	169
Registration Drive	Edinburg HS	8/5	ISD	73
Registration Drive	Robert Vela HS	8/5	ISD	172
Registration Drive	Weslaco East HS/ECHS	8/5	ISD	114
Registration Drive	Edinburg North HS	8/5	ISD	98
Registration Drive	Achieve ECHS	8/5	ISD	83
Registration Drive	J. Economedes	8/6	ISD	141
Registration Drive	Edinburg HS	8/6	ISD	99
Application Drive	Juarez- Lincoln HS	8/6	ISD	7
Registration Drive	Juarez-Lincoln HS	8/6	ISD	28
Registration Drive	Robert Vela HS	8/6	ISD	142
Registration Drive	Weslaco East HS/ECHS	8/6	ISD	35
Registration Drive	Edinburg North HS	8/6	ISD	106
Registration Drive	Jimmy Carter ECHS	8/6	ISD	50
Registration Drive	Hidalgo HS	8/6	ISD	52
Registration Drive	Vanguard Academy	8/6	ISD	4
Registration Drive	Hidalgo HS	8/7	ISD	46
Registration Drive	J. Economedes HS	8/7	ISD	101
Registration Drive	Edinburg HS	8/7	ISD	44
Registration Drive	Jimmy Carter ECHS	8/7	ISD	75
Application Drive	Juarez-Lincoln HS	8/7	ISD	19
Registration Drive	Juarez-Lincoln HS	8/7	ISD	18
Registration Drive	Robert Vela HS	8/7	ISD	115
Registration Drive	Weslaco HS/ECHS	8/7	ISD	73
Registration Drive	Edinburg North HS	8/7	ISD	95
Registration Drive	Vanguard Academy	8/7	ISD	4
Application Drive	Juarez-Lincoln HS	8/8	ISD	10
Registration Drive	Juarez-Lincoln HS	8/8	ISD	7
Registration Drive	J. Economedes	8/8	ISD	32
Registration Drive	Edinburg HS	8/8	ISD	32
Registration Drive	Robert Vela HS	8/8	ISD	45
Registration Drive	Edinburg North HS	8/8	ISD	28
Registration Drive	Weslaco HS/ECHS	8/8	ISD	133
Registration Drive	Mission HS	8/8	ISD	176
Registration Drive	Achieve ECHS	8/9	ISD	79
Registration Drive	J. Economedes HS	8/9	ISD	15
Registration Drive	Edinburg HS	8/9	ISD	32
Registration Drive	Robert Vela HS	8/9	ISD	24
Registration Drive	Edinburg North HS	8/9	ISD	24
Registration Drive	Weslaco HS/ECHS	8/9	ISD	98
Registration Drive	Weslaco East HS	8/12	ISD	76
Registration Drive	Mission Veterans HS	8/12	ISD	178
Registration Drive	PSJA Memorial	8/13	ISD	15

Registration Drive	PSJA North ECHS	8/13	ISD	18
Registration Drive	PSJA Southwest ECHS	8/13	ISD	34
Registration Drive	PSJA ECHS	8/13	ISD	146
Registration Drive	PSJA T-STEM	8/13	ISD	15
Registration Drive	Sharyland HS	8/13	ISD	101
Registration Drive	PSJA Memorial	8/14	ISD	46
Registration Drive	PSJA North ECHS	8/14	ISD	24
Registration Drive	PSJA Southwest ECHS	8/14	ISD	30
Registration Drive	PSJA ECHS	8/14	ISD	129
Registration Drive	PSJA T-STEM	8/14	ISD	59
Registration Drive	Sharyland HS	8/14	ISD	66
Registration Drive	PSJA Memorial	8/15	ISD	30
Registration Drive	PSJA North ECHS	8/15	ISD	21
Registration Drive	PSJA Southwest ECHS	8/15	ISD	12
Registration Drive	PSJA ECHS	8/15	ISD	101
Registration Drive	PSJA T-STEM	8/15	ISD	49
Registration Drive	Sharyland Pioneer	8/15	ISD	155
Registration Drive	Mercedes High School	8/15	ISD	46
Registration Drive	PSJA Memorial	8/16	ISD	31
Registration Drive	PSJA Southwest ECHS	8/16	ISD	20
Registration Drive	PSJA ECHS	8/16	ISD	44
Registration Drive	PSJA T-STEM	8/16	ISD	20
Registration Drive	Achieve ECHS	8/16	ISD	61
Registration Drive	Sharyland Pioneer HS	8/16	ISD	8
Registration Drive	PSJA Collegiate HS	8/19	ISD	32
Registration Drive	Thelma Salinas ECHS	8/19	ISD	137
Registration Drive	Mercedes HS	8/19	ISD	52
Registration Drive	Palmview HS	8/20	ISD	128
Registration Drive	Med High HS	8/20	ISD	96
Registration Drive	Veterans Memorial HS	8/20	ISD	96
Registration Drive	Donna HS	8/20	ISD	40
Registration Drive	Vanguard Rembrandt	8/20	ISD	114
Registration Drive	Veterans Memorial HS	8/21	ISD	28
Registration Drive	Donna HS	8/21	ISD	37
Registration Drive	La Grulla HS	8/21	ISD	38
Registration Drive	Med High	8/21	ISD	114
Registration Drive	Science Academy	8/21	ISD	94
Registration Drive	La Joya ECHS	8/21	ISD	180
Registration Drive	The Science Academy of STX	8/22	ISD	70
Registration Drive	Weslaco East ECHS	8/22	ISD	70
Registration Drive	Rio HS	8/22	ISD	92
Registration Drive	Mission CTE HS	8/22	ISD	56
Registration Drive	La Joya Health SC	8/22	ISD	63
Registration Drive	La Joya HS	8/23	ISD	61
Registration Drive	Rio HS	8/23	ISD	118
Registration Drive	Weslaco East ECHS	8/23	ISD	23
Registration Drive	Vanguard Rembrandt	8/23	ISD	25

Registration Drive	Mercedes HS	8/23	ISD	10
Registration Drive	World Scholars	8/23	ISD	47
Registration Drive	World Scholars	8/26	ISD	35
Registration Drive	Weslaco CTE	8/26	ISD	7
Registration Drive	Rio HS	8/26	ISD	23
Registration Drive	PSJA Ballew	8/26	ISD	7
Registration Drive	PSJA Southwest ECHS	8/26	ISD	91
Registration Drive	PSJA ECHS	8/26	ISD	83
Registration Drive	Juarez Lincoln HS	8/26	ISD	91
Registration Drive	PSJA ECHS	8/27	ISD	86
Registration Drive	Rio HS	8/27	ISD	13
Registration Drive	Weslaco CTE	8/27	ISD	10
Registration Drive	PSJA Ballew	8/27	ISD	13
Registration Drive	PSJA Sotomayor	8/27	ISD	13
Registration Drive	Lamar Academy	8/27	ISD	7
Registration Drive	Rowe HS	8/28	ISD	143
Registration Drive	Rio HS	8/28	ISD	6
Registration Drive	Juarez-Lincoln HS	8/28	ISD	54
Registration Drive	PSJA Ballew	8/28	ISD	5
Registration Drive	PSJA ECHS	8/28	ISD	33
Registration Drive	McAllen Memorial HS	8/28	ISD	52
Registration Drive	Rowe HS	8/29	ISD	66
Registration Drive	Weslaco CTE	8/29	ISD	14
Registration Drive	PSJA Ballew	8/29	ISD	4
Registration Drive	Edcouch Elsa ECHS	8/29	ISD	9
Registration Drive	McAllen Memorial	8/29	ISD	23
Registration Drive	McAllen HS	8/29	ISD	135
Registration Drive	Weslaco CTE	8/30	ISD	14
Registration Drive	Edcouch Elsa ECHS	8/30	ISD	8
Registration Drive	PSJA Ballew	8/30	ISD	19
Registration Drive	McAllen High School	8/30	ISD	33
Registration Drive	PSJA ECHS	8/30	ISD	21
			Total	**7,253**

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- PSJA Annual Back to School Expo
- Roma High School Back to School Bash
- Hidalgo ISD Back to School Bash
- Student Ambassador Program Tour of UT Austin
- Occupational Therapy Assistant Orientation
- CLE - TSI Testing Enrollment
- Student Ambassador Kick Off Meetings
- Edcouch-Elsa ISD Staff Development Day
- Crisis Prevention Institute (CPI) Training (Non-Violent Crisis Intervention Program)
- NAH Division Meeting

- College Success for Healthcare Orientation
- Patient Care Assistant Program Orientation
- EMT Orientation
- First Year Connection: Student Ambassador Recruitment – Table Set Up
- First Year Connection Student Ambassadors Performance
- South Texas Area Recruiter Network Executive Board Meeting
- Rio Grande High School VS Roma High School Football Game- Student Ambassadors

RECRUITMENT

- Law Enforcement Outreach Initiative – Information Session
- UTRGV Senior Survival Workshop – Information Session
- Meeting with Prospective Students – 6 student appointments
- Back to School Telemundo Interview
- Delta Area Registration Round Up
- La Joya Registration Round Up
- Vanguard Mozart Secondary – College Presentation
- PSJA North Early College High School – College Presentation

DUAL SUPPORT

- Robert R Vela High School – Assisting Dual with Registration
- Johnny Economedes High School – Assisting Dual with Registration
- Edinburg High School – Assisting Dual with Registration
- Starr Campus Dual Credit Information Sessions

CAMPUS TOURS

- Pecan Campus
  - Personal Tour – 2 visitors
  - New Faculty Orientation – 14 visitors
- Starr Campus
  - Personal Tour – 5 visitors
  - New Faculty Orientation – 14 visitors
  - FYIC Orientation – 35 visitors
- Nursing & Allied Health Campus
  - Personal Tour – 3 visitors
  - Associate Degree Nursing Program – 20 visitors
- Technology Campus
  - Personal Tour – 1 visitor

Campus	# Visitors
Pecan	16 visitors
Mid-Valley	No Tours
Starr	54 visitors
NAH	23 visitors
Tech	1 visitor

CALL CENTER

Phone Calls	
Inbound Calls	17,588 calls
JagChat	
Chats	741 chats
Text Message	
Campaign: 202010 Counseling Hold Notice	952 Text Messages Sent
Campaign: 202010 High School Transcript Pending	311 Text Messages Sent
Campaign: 202010 FASFA Verification	469 Text Messages Sent
Campaign: 202010 Workforce Solutions	1044 Text Messages Sent
Campaign: 202010 No FASFA 2nd Message	823 Text Messages Sent
Campaign: 202010 Unenrolled Full Pell	430 Text Messages Sent
Campaign: 202010 No FASFA	602 Text Messages Sent
Campaign: 202010 Re-enroll	113 Text Messages Sent
Emails	
Campaign: Fall 2019 Registration Push – Full Pell Award Not Registered Fall	517 emails sent

EVENT PHOTOS

PSJA Annual Back to School EXPO

The College Connections Recruiters attended PSJA Annual Back to School EXPO.

Student Ambassador

Student Ambassadors met with the Guides of Texas to tour The University of Texas at Austin and best practices. Tour guides from both institutions networked to learn from each other and share stories and experiences.

Edcouch-Elsa ISD Staff Development Day

Edcouch-Elsa ISD Staff Development Day. Recruiters met with paraprofessionals and support staff to promote South Texas College programs and recruit.

Campus Tour

Personal Tour at Nursing & Allied Health Campus for prospective student and her family.

CAREER AND EMPLOYER SERVICES

CURRENT/UPCOMING ACTIVITIES & EVENTS

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
288	Student walk-ins and visits
218	CTE Student Contacts
40	Student & Alumni Registered on CCN
22	Student & Alumni Resumes Revised/Uploaded on CCN
16	New Employer Registered on CCN
38	Jobs posted to CCN
2	Workshops Presented
4	On Campus Recruitment
2197	Career Coach Total Visits

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

On Campus Recruitment

Workshop & Presentations / Activities

- **Job Development**
  - Melhart Music – 1 job post
  - Arrive Logistics – 1 job post
  - Entravision Communications - 2 job postings
  - Legacy Business Development - 1 job posting
  - PMG Inc.- 3 job postings
  - Davis Real State- 1 job posting
  - Good Times Tobacco - 1 job posting
  - Child Fund International - 2 job postings
  - Entravision Communications - 1 job posting
  - Bridgestone Retail Operations, LLC - 2 job posting
  - American Value Construction – 1 job post
  - Borgen Project – 4 job post
  - Project Nia – 1 job post
  - McAllen Foreign Trade Zone – 1 job post
  - Calving Group - 1 job posting
  - Hot Yoga Studio - 1 job posting
  - Entravision – 2 job posts
  - Jesus Sotelo & Associates, PLLC - 1 job posting
  - Winter Texan Times - 2 job postings
  - Helping Hands Provider Svc - 1 job posting

- **Presentations/Workshops**
  - Associate Degree Nursing Boot Camp, information table, total # of students = 150
  - Academic Affairs Convocation information table
  - Technology FYC information table, total # of students = 160
  - CES informational table for First Year Connection Orientation Students at Tech Campus (160 CTE attendees)
  - PSE in class presentation- Resume and Interviewing Skills (15 CTE attendees)
- **Employer Outreach**
  - U.S. Customs
  - USADEBUSK
  - Toyota
  - F.B.I.
  - Duran OBGYN – Department and CCN overview
  - Boggus Ford
  - Ford Motor Company
  - Helping Hands Provider Services
  - Davis Real Estate
  - Law Office of Daniel Santos
  - American Value Construction
  - U.S. Border Patrol
  - Department of Public Safety
  - HEB
  - Spectrum
  - Child Fund International/AmeriCorps
  - McAllen Chamber of Commerce
  - Hess Air Inc.
  - Weslaco Pharmacy
- **Employer Registration – 5**
  - Alvarado CPA Firm
  - Helping Hands Provider Svc.
  - Law Office of Daniel Santos
  - Melhart Music Center
  - Robert C. McKay, P.C.
  - ADP Pro
  - Benchmark Construction
  - Challenges and Change, PLLC
  - Davis Real Estate
  - Helping Hands Provider Services
  - Jesus Sotelo & Associates, PLLC
  - Laser Surgical Solutions RGV, PLLC
  - Melhart Music Center
  - Palm Valley Construction
  - Real Energy Solutions
  - Robert C. McKay, P.C.
  - The Hot Yoga Studio
  - Winter Texan Times
  - Worldwise

Coordination of Upcoming Events

- Welcome Week at NAH
- Pre Expo-Workshop & Info Table Weeks
- NAH Fall workshops
- Coordinating fall workshop schedule for Tech Campus
- Coordination of Welcome Week and First Year Connection Orientation for Tech Campus
- Preparation and assist NAH Specialist for ADN Boot camp
- NAH program graduate postcard
- Researched topics for Inclusion in the Work Place Event
- Sent out individual email invitations for the Career Expo to targeted employers
- CES Departmental meeting continuance of website updates
- Flyer for Career Exploration Day
- In Class Presentation for Construction Supervision
- Automotive/Diesel Orientation

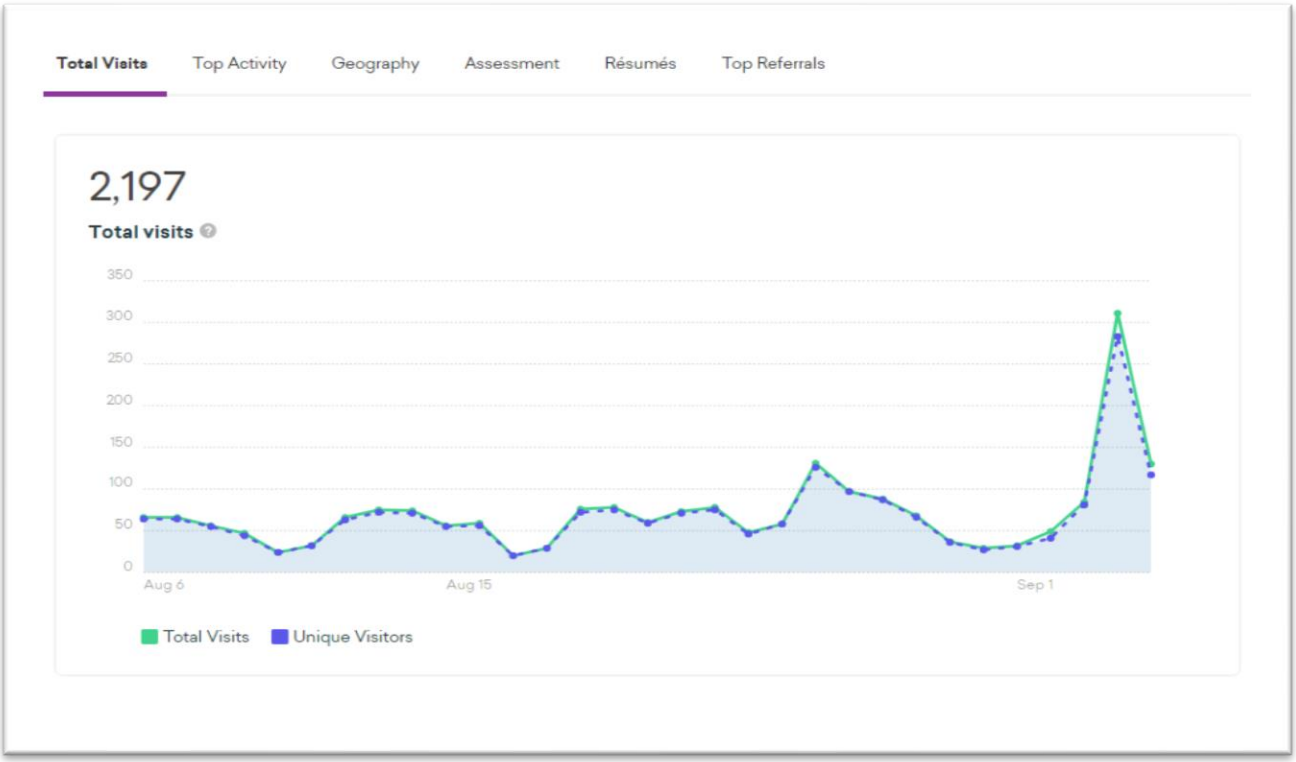
MEETINGS AND MISCELLANEOUS INFORMATION

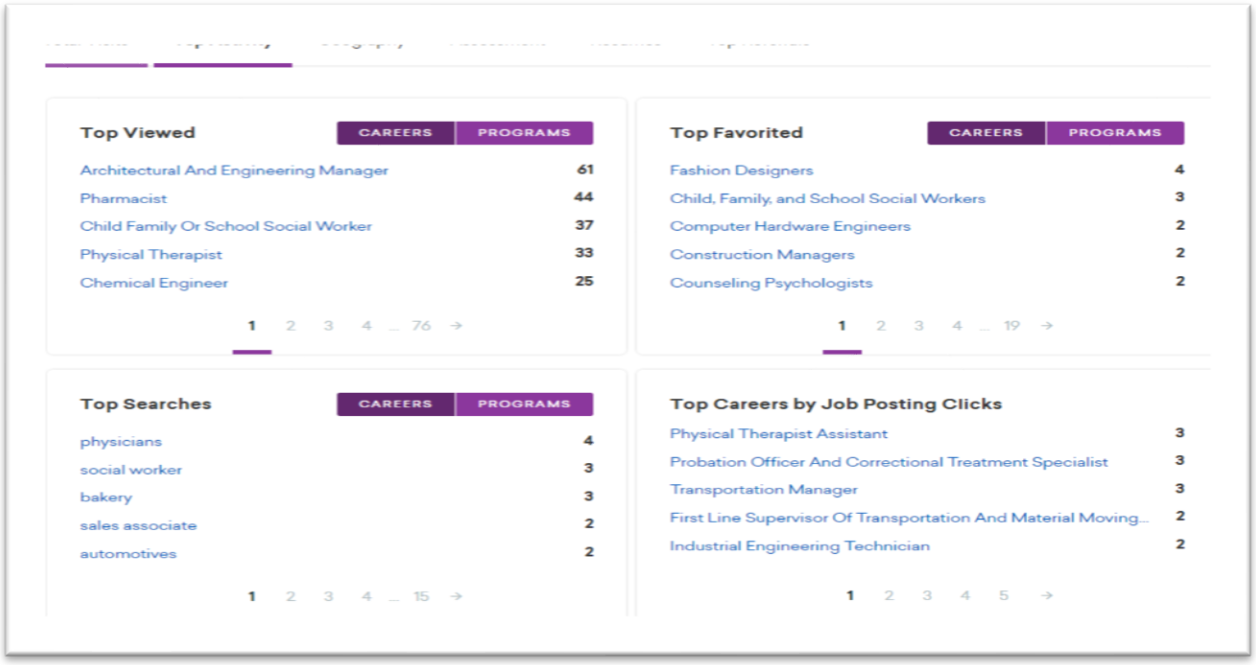
- Requested and confirmed rooms and information tables for NAH events and workshops to promote and prepare students for the Fall 2019 career expo.
- Registered for College Wide Professional Development Day for Fall 2019.
- Created and posted flyers for Welcome Week activities.
- Updated presentation PowerPoints and workshop dates for NAH and Tech CTE Fall 2019 College Central Calendar.
- Provided overview of services to Patient Care students, 16 total.
- Provided overview of services to Radiologic Technology students, 11 total.
- Compiled Carl Perkins biannual report with Technology specialist.
- Provided an overview of services for Fall 2019 ADN Boot Camp, 150 students total.
- Prepared and finalized Elevator Pitch presentation for pre-expo workshop week.
- Provided an overview of services to students attending the Technology campus FYC, 160 students total.
- Specialist completed 2019- General CSA Course Certificate
- Provided an overview of services to Medical Assistant students registering for Fall 2019, 8 total.
- Working on Elevator Pitch presentation for pre-expo workshop week.
- Worked on Veteran CES website page and resources with CES team, Coordinating CES Website revisions with PR
- Attended CES ongoing departmental meeting discussing Fall Calendar, initiatives, FYC assignments, Welcome Week, Pre Expo-Workshop week and events.
- 10 student/alumni appointments – NAH campus.
- 35 student/alumni resume review/revisions via CCN
- 2 student email outreach
- 9 student walk in- Tech campus, 3 student appointments
- Assist NAH Specialist for ADN Boot camp information table- 50+ CTE attendees

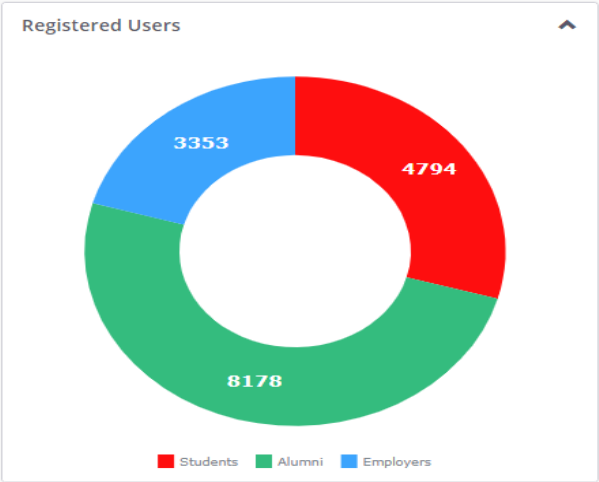
Photos

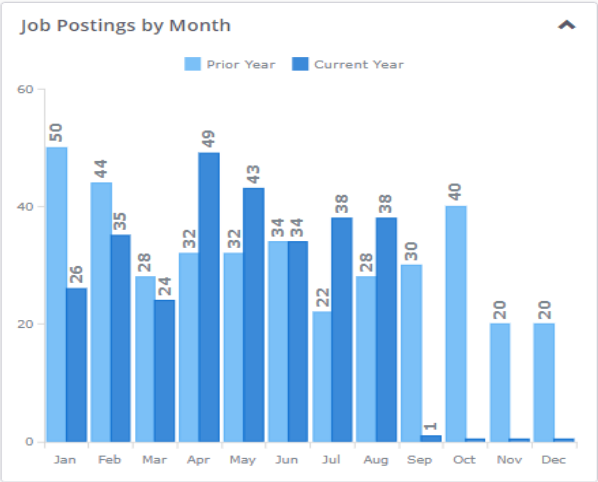
Coordinator of Employer Services, Jose Moreno, presenting at the Technology Campus 2019 First Year Connection.

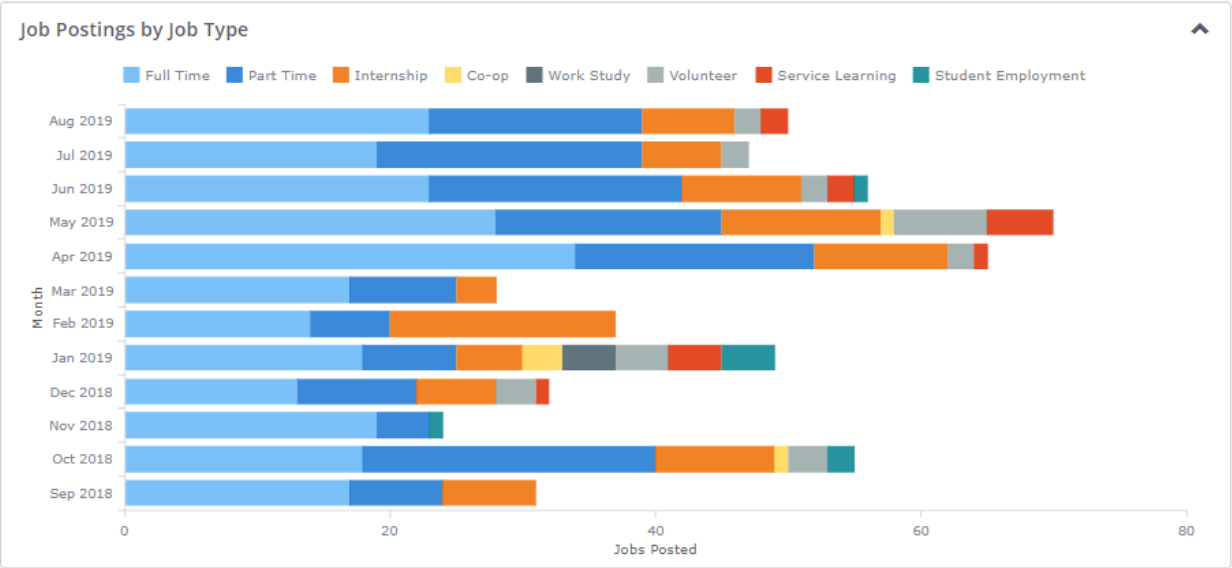
"Let's Start with a Toast" Welcome Week Event by CES




Top Viewed
CAREERS
PROGRAMS
Architectural And Engineering Manager 61
Pharmacist 44
Child Family Or School Social Worker 37
Physical Therapist 33
Chemical Engineer 25
1 2 3 4 ... 76 →
Top Favorited
CAREERS
PROGRAMS
Fashion Designers 4
Child, Family, and School Social Workers 3
Computer Hardware Engineers 2
Construction Managers 2
Counseling Psychologists 2
1 2 3 4 ... 19 →
Top Searches
CAREERS
PROGRAMS
physicians 4
social worker 3
bakery 3
sales associate 2
automotives 2
1 2 3 4 ... 15 →
Top Careers by Job Posting Clicks
Physical Therapist Assistant 3
Probation Officer And Correctional Treatment Specialist 3
Transportation Manager 3
First Line Supervisor Of Transportation And Material Moving... 2
Industrial Engineering Technician 2
1 2 3 4 5 →


Registered Users
3353
4794
8178
Students
Alumni
Employers


Job Postings by Month
Prior Year
Current Year
60
40
20
0
50 26 44 35 28 24 32 49 32 43 34 34 22 38 28 38 30 1 40 20 20
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec


Job Postings by Job Type
Full Time
Part Time
Internship
Co-op
Work Study
Volunteer
Service Learning
Student Employment
Aug 2019
Jul 2019
Jun 2019
May 2019
Apr 2019
Mar 2019
Feb 2019
Jan 2019
Dec 2018
Nov 2018
Oct 2018
Sep 2018
Month
0
20
40
60
80
Jobs Posted

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

Aug 26 - 30, 2019

- The Office Student Rights & Responsibilities participated at the Summer Safety Event at the South Texas College Starr County Campus

Aug 19 - 22, 2019

- The Office Student Rights & Responsibilities set up a booth at the First Year Connection at all campuses.
- The Office of the Ombuds is working on a talking circle for the High School Student Academies.

Aug 12 - 16, 2019

- The Office Student Rights & Responsibilities hosted and participated in Restorative Justice Training for Talking Circles.
- The Office of the Ombuds is working on 2019 – 2020 fiscal year calendar.

Aug 2 - 9, 2019

- The Office Student Rights & Responsibilities held office hours at the following campuses: Starr Co. Campus, Mid-Valley Campus, Pecan Campus, Technology Campus and Nursing and Allied Health Campus.

OFFICE OF STUDENT CONDUCT

Aug 26 - 30, 2019

- The Office Student Rights & Responsibilities participated at the Summer Safety Event at the South Texas College Starr County Campus
- The Office of Student Conduct is preparing for interviews for the Student Conduct Specialists (2) positions.

Aug 19 - 22, 2019

- The Office Student Rights & Responsibilities set up a booth at the First Year Connection at all campuses.
- The Office of Student Conduct is working on a talking circle for the High School Student Academies.
- The Office of Student Conduct is preparing interview questions for the Student Conduct Specialists (2) positions.

Aug 12 - 16, 2019

- The Office Student Rights & Responsibilities hosted and participated in Restorative Justice Training for Talking Circles.
- The Office of Student Conduct is working on 2019 – 2020 fiscal year calendar.

BEHAVIORAL INTERVENTION TEAM

Aug 26 - 30, 2019

- The Office of Student Conduct is preparing travel information to be decimated to BIT and CARE members for the annual National Behavioral Intervention Team Association (NaBITA) conference and threat assessment certification.

Aug 19 - 22, 2019

- The Office of Student Conduct is have registered BIT and CARE members for the annual National Behavioral Intervention Team Association (NaBITA) conference and threat assessment certification.

Aug 12 - 16, 2019

- The Office of Student Conduct is working on 2019 – 2020 Behavioral Intervention Team and CARE Team meeting dates for the fiscal year.
- The Office of Student Conduct is working on registering BIT and CARE members for the annual National Behavioral Intervention Team Association (NaBITA) conference and threat assessment certification.

STUDENT ACTIVITIES AND WELLNESS

- First Year Connection Sessions

Pecan	Pecan	Technology	Starr	Mid Valley	Mid Valley	Pecan	Pecan	Pecan	Pecan
Monday 8/19	**Tuesday 8/20**	**Tuesday 8/20**	**Wed 8/21**	**Thursday 8/22**	**Thursday 8/22**	**Friday 8/23/10AM**	**Friday 8/23**	**Saturday 8/24**	**Thursday 8/29**
271	341	166	169	227	214	214	331	224	73

2,230 students attended First year Connection in August

- Welcome Week Events District Wide

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Advising Student Contacts

Advisor Student Contacts	
Campus	**# of Contacts**
Pecan	6,188
Mid-Valley	2,083
Starr	751
Technology	884
Total	**9,906**

B. Programs/Activities/Meetings:

- **Academic Advising**
  - Provided advisement sessions for continuing students
  - Provided advisement for Fall 2019 FTIC students
  - Collaborated with Registrar and IS&P for new Banner integration and Degree Works Student Educational Plan registration process – training for all advisors scheduled for September

- **Faculty Advising**
    - Recruited faculty advisors, created schedule for faculty advisement, and implement faculty advisement at the Enrollment Center during August 5, - 16, 2019; Faculty advisors assisted 530 unduplicated students at the Pecan Enrollment Center; the total number of contacts was 583; faculty advisors assisted with general information; class registration, applytexas, academic advisement, referrals to other campus resources such as University Relations & Transfer and Articulation Center, Student Assessment Center and Library Services;
    - Met with South Texas College Hispanic Serving Institution key stake holders to review faculty advising activities for summer and fall semesters including advising cohorts and documentation for final report to U.S. Department of Education
    - Met with Education Department to incorporate faculty advising during service hours at the Enrollment Center for all Education Program
    - Updated the New and Enhanced Faculty Advising (NEFA) Training materials to reflect updates and best practices and printed training manuals
    - Developed and delivered NEFA certificate to summer training participants (faculty advisors)
    - Updated master roster of NEFA certified faculty advisors
- **Mentoring Services**
    - **College Advising Training Program-** recruitment is ongoing for the next training scheduled for September 23rd (approximately 25 participants); the training focuses on providing holistic support and solid foundation of enrollment process including student support services that promote student access, persistence, completion, and job placement;
    - **THECB Work Study Mentorship Grant** – Gathered data, completed Work Study Mentorship Program Report contacted student mentors weekly; staff development training is scheduled for August at the Starr County Campus; professional growth and development training for student mentors was held August 9, 2019
    - **Beacon Mentoring Program** – 15 volunteer Beacon Mentors were recruited and trained; presented to the English and Math academic departments faculty and Student Activities Department staff; a total of 15 sections are participating in Beacon Mentoring this Fall 2019 semester; Beacon Mentors will visit with students at least four times for the fall term; presentations topics include financial aid, final exam preparation, early registration, connecting students to support services (i.e. tutoring, library etc.)
- **PASS Program**
    - Program held several events to promote CTE services, connect students with services and recruit new students into the Program
    - Staff worked on instructional supplements lists to develop Purchase Orders for Summer and Fall 2019 for PASS Program participants
    - Staff provided academic advisement for PASS Program participants and CTE students
    - Received, sorted, tagged, and distributed instructional supplements to CTE students participating in the PASS Program
- **Carl Perkins**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
    - Collected data for completion of next Biannual Report for Student Affairs & Enrollment Management due in September;
    - Participated in Grant Management Training

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; Participated in Texas Pathways Project Round 2 Webinar and application process; Hosted the Texas Pathways Coach and held meetings with key STC stakeholders to review the status of Guided Pathways work at STC; planned activities for the upcoming terms
- **College Wide Committees** – Director of Comprehensive Advising & Mentoring Services, Coordinator of Advisement and Coordinator of Faculty Advisement are serving on Quality Enhancement Plan Committee, Director is serving in SACSCOC Committee and Starfish Committee, Director is also participating in Texas Pathways Project and Faculty Advising Steering Committee; Director of Comprehensive Advising & Mentoring Services and Coordinator of Advising serving on Online College Catalog Committee and TSI/Developmental Education Plan Committee; Coordinator of Special Advising participating in Traffic Appeals Committee
- **Quality Enhance Plan (QEP)** – Attended meetings for preparing for the selection of the topic for the Quality Enhance Plan; reviewed and finalized logic model in collaboration with Institutional Effectiveness and Research & Analytical Services
- **Southern Association of Colleges and Schools Commission on Colleges** – worked on standard 12.1 and 12.2

C. Preliminary Forms

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

COUNSELING AND STUDENT DISABILITY SERVICES

MEETINGS/CONSULTATIONS

Counselor Student Contacts

Campus	Advisement	Mental/Health Academic Counseling	Stu. Dis. Svcs.	Title IX Svcs.	Career/ Transfer Svcs.	Academic Probation/ Suspension	Workshops/ Presentations Other	Total
Mid-Valley	61	15	123	17	48	306	11	581
NAH	1	51	59	67	0	1	2	181
Pecan	321	132	426	77	27	1149	45	2177
Starr Co.	69	5	100	13	15	104	0	306
Tech	1	0	185	1	1	7	0	195
Total	**453**	**203**	**893**	**175**	**91**	**1567**	**58**	**3440**

Meetings/Consultations

- Pecan Campus Case Staffings
- Student Disability Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- CSDS Workstudy Appreciation Luncheon
- CARE Team Meeting
- BIT Meeting
- Sign Language Interpreter's Student Schedules Updates
- Note Taker, Reader, Scribe Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination of semester events: academic & personal growth workshops, and counseling events
- Academic, Career, & Mental Health Counseling
- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Sign Language Interpreting Services
- BIT Case Management, Referrals and Staffing
- CARE Team Case Management
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- UNIDAD Coalition Meeting
- Review cases and other Title IX Relates Items Meeting
- Fall 2019 Scholastic Appeals Committee Meetings
- Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention Program Training
- CPI Training Preparation Meeting
- Planning meeting for CSDS Summer Bridge Program and CSDS Fast Track
- Summer Bridge Program Planning Meeting
- SCAN Coalition Meeting at Starr County
- Planning meeting for CSDS Summer Bridge Program and CSDS Fast Track
- CSDS Presentation at South Texas College Police Academy Orientation
- Meeting to review Title IX Updates with Office of Student Rights and Responsibilities
- Meeting with CSDS Workstudies
- Summer Enrollment Meeting
- CSDS Presentation with South Texas College Summer Leadership Institute Interns
- Meeting with all Interpreters regarding Carl Perkins Grant changes
- Hidalgo County Family Violence Taskforce Meeting
- Follow up meeting with CPI Participants
- Starr County Event Meeting
- Summer Bridge Program
- Individual Supervision Meetings with UTRGV and TAMUK Social Work Interns
- TAMUK Social Work Field Orientation
- Meeting with CDSD Coordinators
- 4th Annual CAVE Conference Planning Meeting
- National Association of Social Workers (NASW) LRGV Branch Meeting
- Meeting with Hidalgo and Starr Counties Fatality Review Team
- Suicide Prevention Month Proclamation at Commissioners Court
- Meeting to review CSDS Job Descriptions
- Orientation for TAMUK Social Work Interns

WORKSHOPS/PRESENTATIONS

- Workshop: Depression More Than The Blues/Blahs - NAH Campus
- Workshop: Title IX: Pregnant and Parenting Basics - Pecan Campus
- Workshop: Mental Health Awareness - Pecan Campus
- Workshop: Post Traumatic Stress Disorder - Pecan Campus
- Workshop: It's More Than the Blues: Depression and Mental Health - Pecan Campus
- Workshop: How Important is Your GPA? - Pecan Campus
- Workshop: Tackling Anxiety - Pecan Campus
- Workshop: Technology Campus Resources -Technology Campus
- Summer Bridge Program Event
- Starr Campus Event Information Table
- First Year Connection Presentation and Information Table – Pecan, Starr, Tech and Midvalley Campuses
- Education Majors Orientation Presentation and Information Table

PROFESSIONAL DEVELOPMENT

- UTRGV Health People Conference 2020
- Prevention Awareness Team of Hidalgo County (PATH) Training
- Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention Program Training

Sign Language Interpreting Services	
Type of Service	**Number of classes**
Number of Classes Interpreted	87
Additional Services	**Number of Students**
Interpreted for Admissions/Enrollment	4
Interpreted for General Advising	0
Interpreting for Financial Services	18
Interpreted for Testing/Exam Services	0
Interpreting for Counseling Services	6
Interpreting for Student Disability Services	1
Interpreted Orientation/Outreach	0
Interpreted for Title IX Preg. & Parenting	0
Interpreted for Tutoring Services	1
Telephone Contacts with students	9
Workshops	11
Interpret student/instructor meeting	0
Other	175

Student Success Specialist Activity Report	
Type of Service	Number of students
Interpreter requests	19
Interpreter requests filled	19
Interpreter requests denied/canceled	0
Contacts with SDS Students	10
Meeting with SDS Students	17
ITP Intern supervision	0
Observing part-time Interpreters	0
Interpreter Feedback Session	0
Professional development	1
Hosted Workshops/Presentations	7
Assigning assignments to Interpreters	35
General Interpreter/Community Meetings	8
Conducted Interpreter/Work study Interviews	6
Appeals	87
Testing	2
Total	211

Other Interpreting Services and Student Success Specialist (Disability Services) Activities:

8/1/19-08/26/19	CSDS Information Table
8/719-8/9/19	Summer Bridge Program in Building H, 8 AM-1 PM
8/20/2018	Interpret for new student orientation, FYC
8/23/2019	CTE Student Orientation for Fall 2019
8/22/2019	Interpreter Meeting
8/22/2019	Internship Meeting

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. SHIRLEY A. REED, PRESIDENT

FROM: MARY G. ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

DATE: SEPTEMBER 25, 2019

SUBJECT: ACTIVITY REPORT FOR AUGUST 1, 2019 THROUGH AUGUST 31, 2019

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, Board of Trustees Meeting, Planning and Development Council Meeting, Finance and Administrative Services (FAS) Director's Comprehensive Plan Retreat and Meeting, President's Administrative Staff Meeting, and Coordinated Operations Council Meeting.
- Business Office:
  - Held meeting on Scholarship Donation Guidelines with Comptroller, Accounting Group Manager, Finance and Administrative Services (FAS) Project Manager, and Finance and Administrative Services (FAS) Graphic Designer.
  - Held Scholarship Strategies Meeting on Creating Magic Initiative with Finance and Administrative Services (FAS) Project Manager, Comptroller, Finance and Administrative Services (FAS) Graphic Designer, and other Business Office personnel.
  - Held meeting on Scholarship Strategies with Vice President for Student Affairs and Enrollment Management, Comptroller, Director of Human Resources, and other College staff.
  - Held meeting on Auxiliary Fund Expenses with Comptroller and Budget Manager.
  - Held meeting on Donation Guidelines with Comptroller, Accounting Group Manager, Finance and Administrative Services (FAS) Project Manager, and Finance and Administrative Services (FAS) Graphic Designer.
- Human Resources:
  - Held conference call on Policy #4216: Harassment, Discrimination and Sexual Misconduct and Senate Bill 212 with Director of Human Resources, Assistant Director of Human Resources, Institutional Equity Manager, and Legal Counsel.
  - Held meeting on Policy #4211: Nepotism with Director of Human Resources and Finance and Administrative Services (FAS) Project Manager.

- Facilities Planning and Construction:
  - Held meetings every Tuesday with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance to discuss Facilities projects, Facilities Committee and Board packet items, and other outstanding items.
  - Attended meeting on the Pecan Campus Sand Volleyball Courts issue with Director of Facilities Planning and Construction, Project Managers, Legal Counsel, and Finance and the Administrative Services (FAS) Project Manager.
- Accountability, Risk, and Compliance:
  - Held meeting to discuss prioritization of all Accountability, Risk, and Compliance Projects with Director of Accountability, Risk, and Compliance.
  - Held meeting on Cashier's Operational Study with Accountability and Compliance Manager.
  - Held meeting on Risk Assessments and the Incident Report template with Director of Accountability, Risk, and Compliance and the Risk Manager.
  - Held meeting on Faculty Credentials and Overloads with Director of Accountability, Risk, and Compliance.
- Institutional Equity:
  - Held meeting to review the Clery Act Audit and Violence Against Women Act (VAWA) responses to College Internal Auditor with Institutional Equity Manager, Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence (RCPSE), Coordinator for Emergency Preparedness and Training, and Police Sergeant.
  - Conducted interviews for Talent and Learning Manager vacant position for the Office of Institutional Equity.
  - Held meeting to discuss the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation with Institutional Equity Manager and Director of Human Resources.
  - Held meeting to discuss Title IX Student cases with Institutional Equity Manager.
  - Attended meeting to discuss the Title IX Student Case Process with Vice President for Finance and Administrative Services, Director of Counseling, and a representative from The National Center for Higher Education Risk Management (NCHERM) Group, LLC.
  - Held meeting on audit responses for Clery Act and Violence Against Women Act (VAWA) with Institutional Equity Manager and Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence (RCPSE).
- Title IX Committee:
  - Held Title IX Committee Meeting with Team.
- Other Meetings:
  - Held meeting on Regional Center for Public Safety Excellence (RCPSE) Business Plan with Accountability and Compliance Manager, Finance and Administrative Services (FAS) Project Manager, Accounting Group Manager, and Financial Analyst.
  - Held meeting on Comprehensive Plan FY 2019 and Risk Assessments with Finance and Administrative Services (FAS) Project Manager.
  - Held meeting on final review of the Institutional Effectiveness (IE) Report with the Finance and Administrative Services (FAS) Project Manager.
  - Held meeting on Information Technology (IT) Projects in Progress within the Finance and Administrative Services (FAS) Division with Business System Analysts, Comptroller, Director of Human Resources, Finance and Administrative Services (FAS) Project Managers, Director of Accountability, Risk, and Compliance, and Finance and Administrative Services (FAS) Support Specialist.
  - Attended Reaffirmation Leadership Update Meeting to discuss Compliance Certification Timeline, Quality Enhancement Plan, and Faculty Credentials Audit.
  - Attended Student Financial Literacy Meeting to discuss awareness plans with Comptroller and Director of Academic Assessment.
  - Completed online Campus Security Authority (CSA) trainings in order to be in compliance.
  - Attended and presented at New Faculty Orientation.

- Attended the Texas Higher Education Coordinating Board (THECB) Community and Technical College Formula Advisory Committee Meeting in Austin, Texas.
- Conducted Performance Appraisal for Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence (RCPSE).
- Prepared Retirement Celebration for Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence (RCPSE).
- Held meeting on compliance day-to-day functions and Compliance Coordinator role with Director of Accountability, Risk, and Compliance.
- Hell meeting on Environmental Health and Safety with Director of Facilities and Operations and Maintenance, Directory of Accountability, Risk, and Compliance, Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence (RCPSE), and Environmental Health and Safety Manager.
- Held conference call to discuss Cengage Travel with Dean for Dual Credit Programs and School District Partnerships, Director of Purchasing, and Director of Facilities Operations and Maintenance.
- Held meeting on Ballet Folklorico Budget with Interim Vice President for Academic Affairs and Instructor.

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Staffing, Budget, and Student Enrollment:
  - Worked on Fall 2018 and 2019 Enrollment Comparisons.
  - Worked on Registration Report for Fall 2019.
  - Worked on Salary Notices for Staff.
  - Worked on Position Change Request for Director of Regional Center for Public Safety and Excellence (RCPSE) and Administrative Assistant position.
  - Worked on Salary Savings Analysis of available funds to transfer as of July 31, 2019.
  - Worked on July 2019 Salary Savings Report.
- Construction:
  - Worked on progress of Facilities Planning and Construction Projects.
- Title IX:
  - Reviewed Title IX Weekly Report.
  - Worked on Title IX cases.
- Policies and Procedures:
  - Worked on Policy #4216: Harassment, Discrimination and Sexual Misconduct.
  - Worked on Policy #4211: Nepotism.
- Regional Center for Public Safety Excellence (RCPSE):
  - Worked on Regional Center for Public Safety and Excellence (RCPSE) Business Plan.
- Other:
  - Worked on Clery Act and Violence Against Women Act (VAWA) draft responses for Internal Auditor.
  - Worked on Jags@work Initiative.
  - Worked on Internal Auditor Evaluation Template.
  - Worked on Creating Magic Faculty and Staff Scholarship Fund for Students Update.
  - Worked on United States Department of Education Office for Civil Rights (OCR) Update.
  - Reviewed Faculty Costs Firms Scope.
  - Worked on Texas Higher Education Coordinating Board (THECB) Formula Funding Committee Meeting Update.
  - Followed up on My Golden Years receivable amount with Legal Counsel.
  - Reviewed Food Services Price Increases Report.
  - Reviewed 2018 and 2019 Campus Security Authority (CSA) Outstanding Reports.
  - Worked on TimeClock Plus Verification Reports by Employee and Supervisor for July.
  - Worked on 2018 and 2019 Clery Act Outstanding Reports.

- Reviewed 2019 Texas Association of School Boards (TASB)/Texas Association of Community College Attorneys (TACCA) Post-Legislative Seminar Handbook.
- Reviewed Faculty and Staff Donations for Student Scholarships Flyer and Payroll Deduction Form.
- Worked on Procedures for Appointment of Designees for Legal Counsel Consultation.
- Reviewed Outstanding Accounts Receivable Report for Dual Enrollment Independent School Districts.
- Worked on Potential Building and Property Available for purchase.
- Worked on 86th Legislative Session Update.
- Worked on Strategic Goals for 2019 – 2025 Strategic Plan.
- Followed-up on Tax Abatement Project with Legal Counsel.
- Worked on presentation for New Faculty Orientation.
- Prepared list of committees assigned at Texas Higher Education Coordinating Board (THECB) Formula Advisory Committee Meeting.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Assisted Accounting Group Supervisor with Financial Aid interviews.
- Attended Softdocs document management demo.
- Attended Accounts Receivable meeting to discuss the Agency Fee Tuition Table timeline.
- Attended Business Office End of Fiscal Year Meeting.
- Attended ChromeRiver Travel and Expense System weekly status meeting.
- Attended Depository Bank Services Request for Proposal conference call.
- Attended Student Financial Literacy Meeting with Vice President for Finance and Administrative Services and Director of Academic Assessment.
- Attended meeting with Vice President for Finance and Administrative Services and Accountability and Compliance Manager to discuss the Cashier's Operational Study of collecting data for process improvement of student wait time.
- Attended Monday.com training.
- Attended month-end process meeting.
- Attended payment strategy meeting.
- Attended Bank meeting.
- Attended President's Administrative Staff Meeting.
- Attended budget transfers testing session.
- Attended Finance and Administrative Services (FAS) Director's Comprehensive Plan Retreat and Meeting.
- Cashier's staff attended the Nursing and Allied Health (NAH) Division meeting.
- Completed Campus Security Authority (CSA) online trainings.
- Conducted Interview for Grant Accounting Supervisor vacant position.
- Met and discussed Accounts Receivable payment processing and job descriptions.
- Met to discuss budget journal entries and report priorities.
- Met to discuss duties and responsibilities for Accounts Payable and Travel staff.
- Met to discuss Financial Aid with Business Office staff.
- Met to discuss Popular Annual Financial Report (PAFR) with the Public Relations team.
- Met to discuss Professional Development in Spain Program with Vice President for Finance and Administrative Services.
- Met and discussed Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) feedback from Core Committee.
- Met and discussed Depository Contract Request for Proposal (RFP).
- Met and discussed Folkloric program with Vice President for Finance and Administrative Services and Interim Vice President for Academic Affairs.

- Met and discussed Teacher Retirement System (TRS) August journal entries and also met on Growth Limitation Headcount.
- Met and discussed year-end pending invoices with the Facilities Planning and Construction team.
- Met to discuss and update the Lower Rio Grande Valley Development Council (LRGVDC) agreement, budget, and motion.
- Met to discuss capital in progress for the Comprehensive Plan.
- Met to discuss Elsevier/Health Education Services Inc. (HESI) outstanding invoices for Nursing and Allied Health (NAH).
- Met to discuss Student Scholarship Guidelines.
- Met with Office of Industry Training and Economic Development (ITED) staff to discuss request for City of McAllen.
- Met to discuss Continuing, Professional, and Workforce Education (CPWE) Tuition Waiver with Cashier's and Financial Aid staff.
- Met to discuss Donation Procedures and Process Mapping.
- Met to discuss Regional Center for Public Safety and Excellence (RCPSE) Business Plan.
- Met to discuss the Student Activities Fee Guidelines.
- Met to discuss and develop an improvement process plan for invoicing Dual Credit Programs student charges.
- Met to discuss University of Texas Rio Grande Valley (UTRGV) Focus Sub-Award Talent Hub Initiative with Admissions and Grant Compliance staff.
- Met with department staff to discuss FY 2019 audit timeline items.
- Met with Director of Accountability, Risk, and Compliance to discuss collection of data for process improvement on student wait time.
- Met with external auditor on Fraud Risk Inquiries.
- Met with external auditors and Financial Aid staff to discuss prior year audit findings.
- Met with Human Resources staff to discuss the Higher Education Employees Insurance (HEGI) action plan.
- Met with Information Technology team on Gomer Shares Review and Migration.
- Met with Information Technology staff and Accounts Receivable staff to discuss and coordinate the year-end process.
- Met with La Joya Independent School District Dual Credit representatives and Dean for Dual Credit Programs and School District Partnerships to collaborate and develop timeline process for invoicing and payment of student charges.
- Met with Business System Analyst and Accounting Managers to discuss implementing Monday.com.
- Met with Business System Analyst to review the detailed justification field added to the Budget Transfer Application.
- Met with Business Office staff and Business System Analyst to review changes made to the Budget Transfer Application.
- Met with the Vice President for Finance and Administrative Services to review budget items for the August Board of Trustees Meeting and Budget Hearing.
- Met with Vice President for Finance and Administrative Services to discuss the Cashier Operational Study.
- Met with Vice President for Finance and Administrative Services to discuss the Metric for Unrestricted Fund Balance Reserve.
- <u>Trainings /Webinars:</u>
  - Attended workshop on What's New with Microsoft Office 2019.
  - Attended the Grant Management Training.
  - Attended ChromeRiver administrative training conference call.
  - Attended Monday.com training conference call.
  - Attended ChromeRiver weekly status conference call.
  - Business Office staff attended Occupational Safety and Health Administration (OSHA) Orientation.

PROJECTS IN PROGRESS:

- Management Reports:
  - The Business Office staff worked on the July board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- Accounts Payable/Grants and Contracts:
  - Completed seven grant amendments.
  - Completed installation and log in requirements for bank website.
  - Completed set up of one new grant award.
  - Reviewed adjustments of journal entries for virtual card payments.
  - Reviewed four grantor invoices.
  - Reviewed Gas Card reconciliation and payment.
  - Reviewed Travel Queue and Work status.
  - Set up virtual card vendors and maintenance of payments.
  - Worked on Accounts Payable and Grant Board management reports.
  - Worked on Accounts Payable duties and responsibilities.
  - Worked on ChromeRiver testing.
  - Worked on Grant budget amendments.
  - Worked on initial testing of ChromeRiver functions.
  - Worked on Texas Workforce Commission monthly grant reports.
  - Compiled information for the Professional Development Study Abroad Spain Program.
  - Conducted reference checks for Accounting Specialist and Grant Accounting Supervisor vacant positions.
  - Reviewed Grant Supervisor vacant position applications.
  - Revised job duties and responsibilities for Accounts Payable and Travel position.
  - Revised job description for Grant Accounts Specialist position.

Bank No.	19-Jan	19-Feb	19-Mar	19-Apr	19-May	19-June	19-July	19-Aug
01 E&G	640	517	488	598	755	582	597	755
01 Direct Deposit	222	139	211	195	233	204	275	368
03 Student	16,719	2,471	3,162	475	2,409	3,146	2,527	7,871
12 I&S Taxes	1	-	-	-	-	-	-	1
16 I&S Bond	1	-	-	-	-	-	-	1
17 Plant	6	11	21	17	16	9	27	37
31 Virtual Card	501	469	522	539	567	474	441	322
32 AP Card	2	4	4	5	4	3	4	6
37 Unexp-LT Bond Series 2015	2	3	3	2	2	-	1	1
38 Unexp-LT Bond Series 2014	-	1	-	-	-	-	-	-

- Property Tax/Budget and Reporting:
  - Researched in-district tuition rate for out-of-district students.
  - Requested clone of Banner production instance for budget roll testing.
  - Published the Budget Hearing notice in local newspapers.
  - Assisted Business Office staff with Interest and Sinking Rate and Reserve projections.
  - Provided Student Success Point Funding history.
  - Entered FY 2020 budget amounts into the Budget Development Application in preparation of budget roll testing.
  - Tested FY 2020 Budget roll in Banner test instance.
  - Provided benefits budget data file to Information Technology (IT) for upload into Banner test instance.
  - Tested FY 2020 benefits budget upload process.

- Uploaded the FY 2020 benefits budget into Banner.
- Requested job position numbers for the Jags@Work Initiative.
- Rolled FY 2020 Budget from the Budget Development application into Banner.
- Compiled Report of Fundable Operating Expenses (RFOE) information for peer Texas Colleges.
- Worked on the following items for the Finance, Audit, and Human Resources Committee packet:
  - Updated FY 2020 Budget.
  - Updated Student Activities Fee.
  - Updated and printed the FY 2020 Budget booklets.
  - Updated the Levy 2019 property tax rate motion, presentation, and newspaper notices.
  - Provided property tax rate supporting documentation to Vice President for Finance and Administrative Services.
  - Updated Unrestricted Fund Balance Reserve motion and also provided additional information as backups.
  - Updated the Student Activity Fee motion and guidelines.
  - Prepared Budget supporting documentation booklet for Vice President for Finance and Administrative Services.
  - Provided FY 2020 Budget booklets for Public and Non Public to include with the packet.
  - Reviewed FY 2020 Budget booklet, summary, and presentation.
  - Provided scans of Budget Hearing Ad to Vice President for Finance and Administrative Services.
  - Provided additional supporting documentation to Vice President for Finance and Administrative Services for the FY 2020 Budget Hearing.
- Worked on the following items for the Board of Trustees packet:
  - Updated motion for the FY 2020 Budget with revised projections for approval by the Board of Trustees.
  - Provided updated FY 2020 supporting documentation.
  - Printed FY 2020 budget booklets for Public and Non Public to include with the Board of Trustees packets.

- <u>Cash Management/Special Projects/Office Support:</u>
  - Compiled information for Comprehensive Annual Financial Report (CAFR) Checklist.
  - Assisted Human Resources staff with information on a case.
  - Assisted with audit questions and information.
  - Drafted Popular Annual Financial Report.
  - Participated in ChromeRiver Testing Sprint1.
  - Participated in review and evaluation of Merchant Services Request for Proposal (RFP).
  - Reviewed and revised various Business Office job descriptions as requested by Human Resources Office.
  - Reviewed Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) guidelines, committee comments, revised responses and narratives on accreditation.
  - Revised qualified sponsorship payment procedures.
  - Worked on audit items for external auditor.
  - Worked on Gomer migration payroll TimeClock Plus testing.
  - Worked on testing the new Travel and Expense Application.
  - Worked on correcting one Argos reports for Payroll.
  - Worked on Banner documentation website updates.
  - Worked on general ledger reports for Vice President for Finance and Administrative Services.
  - Worked on adding an additional approval level to the TimeClock Plus workflow.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	11	758
01 Direct Deposit	8	368
02 Payroll	7	297
02 Direct Deposit	4	2,636

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
03 Student	6	7,871
12 I&S	1	1
16 I&S	1	1
17 Plant	5	37
37 Bond Series 2015	1	1
38 Bond Series 2014	0	0
Total	44	11,970

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	20
Bank Transfers between Bank Accounts	34
Wire Transfers for Benefits and International	1

- General Accounting/Construction/Fixed Assets:
  - Monthly Reports-Prepared board management reports and staff continued to work on monthly reconciliations and monthly reports. Completed 47 monthly reports during the month of August 2019.
  - Calculated the Levy 2019 tax rates.
  - Provided tax abatement supporting documentation to the Vice President for Finance and Administrative Services.
  - Provided the Notice of Effective Tax Rate to local newspapers for publishing.
  - Published the 2019 Property Tax Rates in local newspapers.
  - Reviewed the Delinquent Tax Attorney quarterly report to be presented at the August Board meeting.
  - Updated the Levy 2019 tax items and tax rate presentation for the August Finance, Audit, and Human Resources Committee meeting.

Duties	Total
Approval Queues-Requisitions Approved	2
Bank Reconciliations	10
Cafeteria daily sales report	21
Cancelled checks provided to AP / Payroll	19
Check verification for AP / Payroll	14
Construction budget transfers reviewed and approved	35
Copies of booklets/journal entries requested	28
Deposits prepared	29
Download bank info, convert bank statements to PDF and download excel information for reconciliation	1
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	81
Returned mailed checks - Logged and Filed	151
Returned mailed checks - Disbursement	52
Financial manager changes	49
FOAP created including activity codes	88
Hours Filing and organizing of Journal Entries and boxing	18.5
Hours used for scanning - estimated	84

Duties	Total
Hours used to prepare documents for scanning	5
Hours used converting BOR and Management reports PDF	3
IDT's - telephone calls received	25
Interdepartmental Transactions reviewed	96
Invoices and encumbrances reviewed	61
Journal entries prepared	40
Journal entries processed including FUPLOAD	1,881
Journal entries- transactions processes	5,639
Journal entries/documents scanned	2,370
Journal Entries Logged	2,717
Positive Pay submitted/EFT Payment/Positive Pay Exemptions approved	36
Positive Pay Exemption-Number of checks researched/verification	156
Requisitions Approved	
Requisitions prepared	7
Stale dated list prepared	733
Stale dated letters mailed	254
Stop payments processed (includes stale dated checks)	46
Stale dated stop payment verification	736
Transactions removed from bank reconciliation	226
ACTA and Workplace Answering training hours	2
Special Project-Scanning of FAOP forms – FY 16	6
Special Project-Update division of Responsibilities	0.5
Special Project-Update procedures	2
Special Project-meeting LRGVDC budget	1
Departmental Meeting-End of month closing	2
Banner Testing hours/training - Hours used-Gomer	2.25
Overtime - Hours and Task worked	57.5

Description	
General Journal Entry (Intra-Fund) (JE15)	206
General Journal Entry (Inter-Fund) (JE16)	137
Cash Receipts (CR05)	1,016
Encumbrance Liquidation (E032)	9
Encumbrance Liquidation (E020)	1
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	2
Misc. Receipt Payments (CA10)	4
General Journal Entry (STCJ)	0

- Cashiers/Accounts Receivable:
  - Assisted students with cashiering needs for Fall 2019 payment due date of August 16, 2019.

- Assisted students with cashiering needs for Fall 2019 payment due date of Sunday, August 25, 2019, prior to first class day. Extended hours of operation to Saturday, August 24, 2019.
- Assisted students with cashiering needs for Summer emergency loan due date of August 1, 2019.
- Began issuance of parking permits for FY 2019 - 2020.
- Cashier operational survey was continued during the week prior to the first-class day by Department of Accountability, Risk, and Compliance.
- Tested Oracle upgrades scheduled for downtime on August 3, 2019.

- Payroll and Position Control Departments:
  - Provided interim audit items to external auditor.
  - Reviewed and prepared Governmental Accounting Standards Board (GASB) 68 schedules for year end.
  - Reviewed Employees Retirement System of Texas (ERS) Governmental Accounting Standards Board (GASB) 75 information for FY 2019 Annual Financial Report.

Payroll Processes for month ending August 31, 2019	
Payroll Re-issue Processed	3
Payroll Cycles	4
Payroll Checks & DD	3,350
TimeClock Plus Access Forms Processed	37
Number of Employees with OT reviewed for OT Memos	446
NOE's Approved	337
Salary Budget Transfer Forms Processed	6 with multiple transactions

- Business Office Performance Indicators:

Payroll August 2019			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	2,092	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	835	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 07/16 - 07/31) SR13	431	Salaried	1
(Waged 08/01 - 08/15) SR14	424	Waged	2
(Salaried: August) MR08	2,207		
		Void Checks Processed	
		Salaried	1
NOE's Approved		Waged	2
Approved NOE's	337		
		Replacement Checks Processed	
NOE's Processed		Salaried	1
(Additions, Deletions, Changes)	11	Waged	2
Salaried	336		
FLAC	120	**Salary Budget Transfer Forms Processed**	6
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	2	Salaried	0
Waged	35	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	

Payroll August 2019			
(Additions, Deletions, Changes)	6	Salaried	0
Salaried	54	Waged	0
		Checks Processed	
(Additions, Deletions, Changes)	0	Salaried	105
Waged	26	Total Net	$238,399.96
Liabilities Processed		Waged	189
ORP	18	Total Net	$56,019.78
Annuity	11		
Student Loans	6,SR-1	**Direct Deposit Processed**	
United Way	2	Salaried	2,367
Child Support	4	Total Net	$5,711,846.45
IRS Levy	0		
Withholding & FICA	4	Waged	689
Met Life	1	Total Net	$195,820.67
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury	1		
Reports Processed			
Compass Bank Direct Deposit File	4		
Void & Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended May and June Monthly Report Meeting with Vice President for Finance and Administrative Services.
- Conducted FY 2019 Leadership Recap Meeting.
- Conducted staff meeting at Nursing and Allied Health Campus Cafeteria.
- Conducted taste-testing event at Nursing and Allied Health Campus.
- Held meeting with Auxiliary Accountant.
- Attended Mission Event Center Walk-Through Meeting.
- Attended Menu Board Design Review Meeting.
- Conducted meeting with Nursing and Allied Health Campus Cafeteria Food Services Manager.
- Conducted meeting on school tours with College Connection Department.
- Attended Finance and Administrative Services (FAS) Director's Comprehensive Plan Retreat and Meeting.

PROJECTS IN PROGRESS:

- Worked on new menu expansion by taste testing items at Nursing and Allied Health Campus.
- Worked on and adjusted Revenue Over Expenditure Report.
- Worked on FY 2019 Leadership Recap PowerPoint presentation.
- Extended working assignments for temporary agency employees district-wide until August 31, 2019.
- Requested creation of Notice of Employment forms for work study staff for first week of fall classes.
- Worked on August Budget for food service locations district-wide.
- Requested online access to work study applications for all Food Service Managers.
- Requested set of keys for Nursing and Allied Health Campus Cafeteria Staff member.

- Reviewed staffing plan budget for Nursing and Allied Health Campus Cafeteria and for Mid Valley Campus Cafeteria.
- Worked on interviewing work study applicants for district-wide cafeteria locations.
- Assisted on reference checks for work study applicants district-wide.
- Worked on Pecan Campus Cafeteria Register Audit.
- Finalized Activity Report for month of July.
- Created work order with TouchNet on register issues at Mid Valley Campus Cafeteria.
- Worked on new Work Study Cashier job description.
- Requested price increase approval for sandwich/burger/wrap food items from Vice President for Finance and Administrative Services and President.
- Inventoried food and then placed order for all locations district-wide.
- Reviewed and finalized work schedules for food service locations district-wide.
- Assisted in work operations at Technology, Mid Valley, and Pecan Campuses.
- Worked on adjusting Pecan Campus Cafeteria food cart menu.
- Created work order on credit card readers issue with TouchNet .
- Worked on adjusting closing procedures for Cashier at Mid Valley Campus Cafeteria.
- Worked on and approved new menu board updates for the Nursing and Allied Health Campus Cafeteria.

LT. RUBEN SUAREZ, ACTING CHIEF OF POLICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Regional Center for Public Safety Excellence (RCPSE):
  - Attended meeting with Associate Dean of Curriculum Development on RCPSE courses.
  - Attended meeting to discuss expanding the Cell Phone Technology Training to 100 registrants.
  - Attended meeting with College External Executive to review the RCPSE.
  - Attended meeting to discuss expanding FBI's Law Enforcement Executive Development Association supervisor training to 60 registrants.
  - Attended meeting on identifying RCPSE Training Provider Advisory Board members.
  - Attended meeting with Information Technology (IT) staff to review the RCPSE Registration database update.
  - Attended meeting with Director of Continuing, Professional, and Workforce Education on contact hours.
  - Attended meeting to review RCPSE training courses.
  - Attended meeting to calculate operating expenses for RCPSE.
  - Attended meeting to determine Workforce Education Course Manual (WECM) contact hour credits for RCPSE training.
  - Attended conference call to discuss course development at RCPSE.
  - Attended meeting to review the RCPSE Business Plan course scheduling for Workforce Education Course Manual (WECM) contact hours.
  - Attended meeting to discuss hiring of trainers to instruct courses at the RCPSE.
  - Attended meeting to review continuing education contact hour requirements for the RCPSE courses.
  - Attended meeting to discuss trainers with Border Patrol for RCPSE courses.
  - Attended meeting to discuss placement of work out equipment in portable buildings at the RCPSE.
  - Attended meeting to discuss Director of RCPSE position.
  - Attended meeting to discuss the recruitment of Border Patrol agents for trainer at the RCPSE.
  - Attended meeting to review request from Border Patrol for a RCPSE classroom.
  - Attended meeting to review RCPSE Memorandums of Understanding (MOUs) with third parties.
  - Attended meeting to identify expected revenue for RCPSE training in FY 2019 – 2020.
  - Attended meeting to review procedure for locking outside and classroom doors at the RCPSE.
  - Attended meeting to discuss the Texas Department of Public Safety (DPS) request for use of the vehicle operations skills pad.

- Other Meetings:
  - Attended meeting to discuss the requirements of the Governor's Office Border Grant.
  - Attended meeting to review Memorandum of Understanding (MOU) with the Weslaco Police Department.
  - Attended meeting to review surveillance camera recording requests.
  - Attended meeting to discuss equipment purchases.
  - Attended meeting to review police reports.
  - Attended meeting to review the Automated Records Management System (ARMS).
  - Attended meeting to review police training requests.
  - Attended meeting to discuss parking permit issuance.
  - Attended meeting to discuss process for notification of incidents to student conduct.
  - Attended meeting to discuss student parking spaces.
  - Attended meeting to discuss operation of Park and Ride.
  - Attended meeting to answer questions on release of information.
  - Attended meeting to discuss training for Customs and Border Protection and Border Patrol.
  - Attended meeting to discuss security guard staffing.
  - Attended meeting to review overtime authorization requests.
  - Attended meeting to review surveillance cameras replacement servers.
  - Attended meeting to discuss media release.
  - Attended meeting to discuss descriptions of job position.
  - Attended meeting to discuss installation of surveillance cameras.
  - Attended Transportation Services meeting.
  - Attended meeting to replace malfunctioning surveillance cameras.
  - Attended Lost and Found items meeting.
  - Attended meeting to discuss equipment acquisition.
  - Attended meeting to discuss updating campus maps.
  - Attended meeting to discuss the interview room recording system.
  - Attended meeting to discuss the shuttle bus equipment.
  - Attended meeting to discuss employee assignment.
  - Attended meeting to discuss equipping security vehicles.

PROJECTS IN PROGRESS:

- Regional Center for Public Safety Excellence (RCPSE):
  - Worked with Associate Dean of Curriculum and Student Learning on RCPSE courses.
  - Worked on expanding the cell phone technology training to 100 registrants.
  - Worked with College External Executive regarding the RCPSE.
  - Worked on expanding FBIs's Law Enforcement Executive Development Association supervisor training to 60 registrants.
  - Worked on identifying RCPSE Training Provider Advisory Board members.
  - Worked on reviewing RCPSE Registration database update contact hours with Information Technology (IT).
  - Worked on Governor's Office Border Grant availability for RCPSE.
  - Worked on Texas Commission on Law Enforcement (TCOLE) Training Provider license for RCPSE.
  - Worked on architectural plans for the Target Range.
  - Worked on the RCPSE Business Plan.
  - Worked on a warranty for the RCPSE firearms simulator.
  - Worked on course development at the RCPSE.
  - Worked on police in-service training at the RCPSE.
  - Worked on training course fees for the Target Range.
  - Worked on training to be provided at the Target Range.
  - Worked on continuing education contact hours for RCPSE courses.
  - Worked on positioning of portable buildings at the RCPSE.

- Worked on location for the laser firearm training equipment at RCPSE.
- Worked on Border Patrol training recommendations.
- Worked on processing Texas Commission on Law Enforcement (TCOLE) training credit documentation.

- Title IX:
  - Worked on Title IX cases.
  - Worked on Department of Public Safety Title IX Case Reports.
  - Worked on Title IX Internal Audit request.
  - Worked on Title IX case transmittals to the Office of Student Rights and Responsibilities.
  - Worked on case reviews with newly appointed Title IX Deputy Coordinator at the RCPSE.
- Police Reports, Incident Reports, and Other Requests for Information:
  - Worked on assistance request from Employee Relations Officer.
  - Worked on request for release of police information.
  - Worked on incident report requests.
  - Worked on police reports.
  - Worked on notification of incidents involving students.
  - Worked on Automated Records Management System (ARMS) police report narratives and police report for release.
  - Worked on Behavioral Intervention Team threat assessments.
  - Worked on investigation reviews.
- Surveillance Cameras:
  - Worked on repair schedule for surveillance cameras.
  - Worked on camera replacements for each campus.
  - Worked on repairing cameras at Pecan Campus Building C.
  - Worked on request for additional surveillance cameras network switches.
  - Worked on installation of updated software for surveillance cameras.
  - Worked with Information Technology (IT) to review needed network servers.
  - Worked on resolving packet loss issues with surveillance cameras.
- Training:
  - Worked on required firearms qualifications for police officers.
  - Worked with United States Secret Service on cyber security training.
  - Worked on Campus Security Authority training.
  - Worked on Emergency Management Training for College departments.
  - Worked on leadership training course for department supervisors.
  - Worked on Hidalgo County District Attorney's Office training programs.
  - Worked on United States Customs and Border Protection training plan.
  - Worked on United States Border Patrol training plan.
  - Worked with Hidalgo County District Attorney to provide free training to Law Enforcement.
  - Worked on training schedule for police dispatchers.
  - Worked on identifying additional training for College police officers.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Worked on new security guard hires.
  - Worked on field training for police officer.
  - Worked on selection of security personnel.
  - Worked on applicant recommendations with Human Resources department.
  - Worked on reviewing position job descriptions with Human Resources department.
  - Worked on the drug testing procedure for police officers and dispatchers.
  - Worked on People Admin system to process recommendation for hire of new employees.
  - Worked on leadership development of a new Transportation Services Manager.
  - Worked on personnel assignments.
  - Worked on police officer training equipment.
  - Worked on overtime authorization requests.

- Purchases and Repairs:
  - Worked on installation of equipment for new security all-terrain vehicles.
  - Worked on equipment purchases.
  - Worked on funding for repairs of department vehicles.
  - Worked on emergency equipment need for operations.
  - Worked on open purchase orders to determine funds leftover and transfers of funds.
  - Worked with Purchasing and Facilities Planning and Construction staff on acquisitions.
- Shuttle Buses and Parking:
  - Worked on shuttle bus maintenance.
  - Worked on wrapping funds for new shuttle buses.
  - Worked on shuttle bus inspection requirements.
  - Worked on parking plans.
  - Worked on parking for prospective students.
  - Worked on Student Transportation Services operation.
  - Worked on parking permit issuances for new FY 2019 – 2020.
- Other:
  - Worked on the 86th Legislative Session House Bill 212 to ensure compliance.
  - Worked on the 86th Legislative Session Senate Bill 11 to determine the College's responsibilities under this bill.
  - Worked on issuance of Criminal Trespass Warnings.
  - Worked on procedures for other department requests.
  - Worked on new dispatch software for the filing of State criminal incident reports.
  - Worked on future grant possibilities.
  - Worked on identifying additional building responders.
  - Worked on distribution of campus maps for student orientations.
  - Worked on weekly Cabinet Updates.
  - Worked on Clery Act audit with Internal Auditor.
  - Worked on operations plan.
  - Worked on firearms qualification requirements.
  - Worked on procedure updates.
  - Worked on assignment of security vehicles.
  - Worked on Memorandum of Understanding (MOU) with Weslaco Police Department.
  - Worked on fourth revision of the audit report for Internal Auditor.
  - Worked on monthly Activity Report.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the following meetings: Finance and Administrative Services (FAS) Comprehensive Plan Retreat and Director's Meeting, Coordinated Operations Council Meeting, Board of Trustees Meeting, and Finance, Audit, and Human Resources Committee Meeting.
- Conducted New Employee Banner Requisition Training.
- Presented at Business Office Administrative Assistant Roundup.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Processed four hundred eighty-one (481) purchase orders.
  - Approved two hundred twenty-five (225) requisitions.
  - Disapproved fifty-one (51) requisitions.
  - Processed change orders for goods and services.
  - Completed nine (9) travel authorizations.

- Created or updated seventy-two (72) new/exiting vendor W-9 forms, which were in Banner.
- Reviewed and negotiated changes to nineteen (19) vendor agreement/contracts.
- Reviewed and updated department procedures.
- Prepared the following Request for Proposals/Quotes/Qualifications:
  - Request for Proposals: 19-20-1015 Online Real Estate Courses.
  - Request for Proposals: 19-20-1016 Truck Driver/Bus Driver Training.
  - Request for Proposals: 19-20-1017 Catering Services.
  - Request for Proposals: 19-20-1018 Fire Suppression Systems Service.
  - Request for Quotes: 20-004 Pecan Campus and Starr County Campus Renovation and Improvement Projects.
  - Request for Quotes: 20-005 District Wide Interior Library Signage.
  - Request for Quotes: 20-006 Rebid-Pecan Campus and Starr County Campus Renovation and Improvement Projects.
  - Request for Quotes: 20-007 Rebid – Pecan Campus and Starr County Camus Renovation and Improvement Projects.
  - Request for Quotes: 20-008 Pecan Campus – Building M Temporary Parking Lot.
  - Request for Quotes: 20-009 Mid Valley Campus – Rebuild Stairs in Building G.
- Conducted Public Bid Openings for the following:
  - Request for Quotes: 20-001 Point to Point Data Transport Service.
  - Request for Quotes: 20-002 Direct Internet Access (DIA) Service.
  - Request for Proposals: 19-20-1009 Multifunction Copier Equipment and Service.
  - Request for Proposals: 19-20-1011 Welding Supplies.
  - Request for Qualifications: 19-20-1012 Regional Center for Public Safety Excellence (RCPSE) - Evaluation of Site Drainage and Design Services for Drainage Improvements.
  - Requests or Qualifications: 19-20-1013 Mechanical, Electrical, and Plumbing (MEP) Engineering Services – Technology Campus Automotive Lab Exhaust.

- Fixed Assets Department:
  - Reviewed all assets purchased since August 1, 2019 as follows:
    - Approved two hundred-fifteen (215) assets through August 15, 2019.
    - Adjusted sixty-three (63) assets in Banner for the month of August.
    - Conducted monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed four hundred and six (406) deliveries (purchase orders and complimentary books) and eight thousand seven hundred sixty-seven (8,767) packages/boxes.
  - Received and posted three hundred forty-three (343) purchase orders in Banner.
  - Transferred/relocated nine thousand nine hundred forty-seven (9,947) assets and/or boxes as per move/set up request forms.
  - Completed thirty-seven (37) faculty/staff moves in August.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Advance Office Careers - $149.86, Cashiers - $4,181.56, Financial Aid Office - $3,907.04, Public Relations and Marketing - $578.15, Starr County Campus - $148.84, Valley Scholars - $63.69, Vice President for Academic Affairs - $165.57, and Vice President for Student Services - $61.15.
  - Completed four hundred forty-two thousand and four (442,004) copies at the copy center for the month of August.
  - Mailed out a total of fifty-two thousand and five (52,005) letters and one thousand forty-eight (1,048) letters were returned to South Texas College due to bad addresses.

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Academic Affairs Convocation and assisted with information table on the Creating Magic Initiative.

- Attended Staff Development Adobe Acrobat Training.
- Attended Annuity Fair at Pecan Campus Cooper Center.
- Attended Behavioral Intervention Team Meeting.
- Attended Counseling Benefits Meeting.
- Attended Creating Magic Scholarship Meeting.
- Attended Crisis Prevention Institute (CPI) Training – Non-Violent Crisis Intervention Program
- Attended Discussion of Updates on Roster Meeting.
- Attended Document Accessibility Training.
- Attended and hosted Staff Development Excel Training.
- Attended Human Resources Credentials Application Kick-off Meeting.
- Attended Human Resources Internal Meeting on processes.
- Attended Human Resources Departmental Meeting.
- Attended American with Disabilities Act Accommodation Meeting with Benefits and Payroll Manager.
- Attended Title IX Case Review Meeting.
- Attended meeting on Trainer Hiring Recommendations.
- Attended Occupational Safety and Health Administration (OSHA) Meeting.
- Attended Open Labs Safety Training.
- Attended President's Administrative Staff Meeting.
- Attended video conference on Skill Survey demonstration and Softdocs document management demo.
- Attended Webex meeting on Ethics Point Upgrade to Network Hotline.
- Attended Request For Qualifications Online Training.
- Attended Retirement Celebration for Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence (RCPSE) and also for the Associate Director of Purchasing.
- Attended meeting on Salary Notices Process Overview.
- Attended meeting on Creating Magic Scholarship Strategies.
- Attended Society for Human Resource Management (SHRM) Chapter Meeting Crisis Management and Business Continuity Services: Active Shooter and Workplace Violence.
- Attended meeting on testing Staff Salary Notices via JagNet.
- Attended Business Office End of Fiscal Year Meeting.
- Attended Finance and Administrative Services (FAS) Director's Comprehensive Plan Retreat and Meeting.
- Attended Fiscal Year End Roll Testing Meeting.
- Attended McAllen Public Library Job Fair to recruit applicants for vacant job positions.
- Attended demonstration on the Learning Management System.
- Attended Online Faculty Certification Meeting.
- Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Accreditation Meeting with Institutional Equity Manager and Vice President of Finance and Administrative Services.
- Attended Softdocs document management demonstration.
- Attended meeting on updates for the Trainer Notice of Employment.
- Attended Webinar on China - The Risk to Academia: A National InfraGard.
- Attended meeting on Online Salary Notices with Information Services, Planning, Performance, and Strategic Initiatives and also created a timeline.
- Attended meeting on the Project List for FY 2019-2020 with Information Services, Planning, Performance, and Strategic Initiatives.
- Attended meeting on setup of JDXpert job description management software.
- Conducted Policy Presentation for Library and Open Labs Departments.
- Conducted Presentation for New Hire Faculty Orientation and also for New Hire Staff Orientation.
- Held Interviews for Employee Relations Officer and Human Resources Specialist vacant positions.
- Held skills assessments for Human Resources Specialist and Employee Relations Officer position applicants.

- Hosted Database Sharedrive Meeting.
- Held meeting on updates to Faculty Rosters.
- Held meeting on hiring process for work-studies and veterans employees with Vice President for Student Affairs and Enrollment Management and Associate Dean of Student Financial Services, Testing and Veterans Affairs.
- Attended meeting on testing Staff Salary Notices via JagNet with Information Services, Planning, Performance, and Strategic Initiatives.
- Attended meeting on Faculty Credentials Assessment and Faculty Rosters with Faculty Staffing Specialist/Evaluator and Human Resources staff.
- Attended meeting on Policy #4213: Drug Free Workplace and Campus Acknowledgement Form with Assistant Director of Human Resources, Benefits and Payroll Manager, and Staffing Specialist.
- Met with Hiring Managers to discuss updating job descriptions.
- Met with Faculty Staffing Specialist/Evaluator and Business System Analyst on Faculty Credentials Assessment and Faculty Rosters.
- Met with Payroll group to discuss updates on Trainer Notice of Employment.
- Attended meeting on Request for Proposals for Learning Management System with Human Resources staff, Assistant Director of Purchasing, and the Systems and Networking Manager.
- Attended meeting on employee professional skills development trainings with Information Technology.
- Attended meeting on Human Resource department projects with Information Technology (IT) Project manager.
- Attended meeting on PeopleAdmin Banner Integration with Information Technology (IT) team.
- Met with Open Labs representatives on presentation/training development.
- Met with Assistant Director of Human Resources, Benefits and Payroll Manager, and Human Resources Staff to discuss and review the Drug Free Workplace and Campus Acknowledgment Statement form and attachments.
- Met with Staffing Specialist on cross training for the review of direct-wage hiring packets and Notice of Employment (NOE's) for continuing employees.
- Met with Staffing Specialist on cross training for the review of hiring proposal process and assigning Search Committee's process on PeopleAdmin.
- Attended meeting on Policy #4211: Nepotism with Vice President for Finance and Administrative Services and Finance and Administrative Services (FAS) Project Manager.
- Attended meeting on Faculty Load and Compensation (FLAC) training procedure and schedule with Academic Affairs Project Manager and Curriculum and Student Learning Manager.
- Attended weekly meeting with PeopleAdmin re-engineering team.
- Met with AppTrack developers to review and test changes.
- Participated in the Talent and Learning Manager Search Committee.
- Attended What's New with Microsoft Office 2019 Training.

PROJECTS IN PROGRESS:

- Assisted Business Analyst to write job codes from previous system and also provided crosswalk to Banner e-classes.
- Recommended revisions for the Pay Rate Guidelines for Trainers to Continuing, Professional, and Workforce Education and Industry Training and Economic Development.
- Completed three salary review requests.
- Completed Fair Labor Standards Act Department of Labor Overtime Rule Analysis.
- Completed review of Food Services Department Handbook and also for Public Relations and Marketing.
- Completed Leave Adjustment Request Form entries.
- Completed manual Non-Faculty Salary Notices for Institutionalized positions.
- Completed updates and edits to the Benefits Handbook.

- Completed transfer of all Human Resources forms to JagNet.
- Completed new part-time employment application.
- Completed Teacher Retirement System (TRS) adjustments and also deduction worksheets for semi-monthly and monthly paid employees.
- Completed Apptrack database.
- Conducted Orientation for Full-Time New Hires.
- Continued Annual Position Rollover training with Human Resource Payroll Specialist.
- Created new SharePoint site for staff to update the Monthly Activity Report.
- Creating Magic Scholarship payroll contributions list for Cabinet meeting.
- Cross-trained new Staffing Specialist on Search Committees and Hiring Proposal reviews.
- Finalized the Apptrack project to track adjunct/part time applications with Information Services and Planning.
- Assisted on Faculty Load and Compensation (FLAC) training, troubleshooting, and errors.
- Assisted on faculty hand-cut process and updated e-classes for overload and adjunct assignments.
- Worked on FY 2019 - 2020 New Hire Faculty processing.
- Worked on electronic issuance of FY 2019 - 2020 Staff Salary Notice templates.
- Hosted Retirement Appointments.
- Requested project status update on a ticket from Information Services and Planning.
- Initiated and completed new email address for employee relations questions.
- Initiated and completed Online Employee Relations Workshop Request Form.
- Updated Institutional Effectiveness Report for Vice President for Finance and Administrative Services on Performance Appraisals.
- Worked on Internal Auditor evaluation template for Cabinet review.
- Researched Jags@work Initiative for Vice President for Finance and Administrative Services.
- Reviewed and updated case responses for Office of Civil Rights.
- Update Promissory Note and Professional Development Plan procedures and provided to Vice President for Finance and Administrative Services.
- Reviewed and provided guidance on employee relations cases.
- Reviewed American Disabilities Act (ADA) requests and travel procedures.
- Reviewed August payroll maintenance for deferred compensation.
- Reviewed Child Care and Development Program Staff.
- Reviewed Faculty Handbook and Employee Handbook Acknowledgement Notice for FY 2019 – 2020.
- Reviewed Fair Labor Standard Act proposed rules for overtime and salary minimums.
- Reviewed draft of FY 2019 - 2020 Employee Handbook.
- Reviewed issuance of Underload Notice for Spring 2020.
- Reviewed Liberal Arts and Social Sciences restructuring motion for Finance, Audit, and Human Resources Committee Meeting.
- Reviewed Procedures for Sick Leave Donation.
- Reviewed and created a new Trainer Notice of Employment (NOE) template.
- Worked on Southern Association of Colleges and Schools Commissions on Colleges (SACSCOC) write up narrative on student complaints against employees.
- Tested PeopleAdmin re-engineering revisions and updates.
- Tested AppTrack database revisions and updates.
- Tested data needed to create non-faculty online salary notices.
- Continued testing rollover processes.
- Updated onboarding forms.
- Worked on adjusting leave accruals for new hires.
- Worked on and expanded internal procedures for Employee Relations.

- Worked on audit of open cases for fiscal year.
- Worked on audits of various Employee Relations responsibilities and functions.
- Worked on August monthly and semi-monthly payroll.
- Worked on detailed documentation for Worker's Compensation reports.
- Worked on prior Teacher Retirement System (TRS) Service Verification from employees.
- Worked on providing on a regular basis, an up-to-date report on Staff employees for purposes of check and balances prior to fiscal year-end for the Payroll Team.
- Reviewed Adjunct hours eligibility for Teacher Retirement System (TRS) Benefits.
- Reviewed and audited employee benefits deductions.
- Worked on Texas Saver and Employee Retirement System (ERS) Insurance changes for August Payroll.
- Worked on detailed information for New Faculty Orientation and Annuity Fair.
- Worked on Ready, Set, Retire! Event for Fall 2019.
- Worked on benefits portion of staff letters.
- <u>Systems/Reporting:</u>
  - Visio charts:
    - Updated FY 2019 – 2020 Administrative/Executive Organizational Chart.
  - Human Resources Website Updates:
    - Replaced the old Part time and Adjunct application form with the new fillable one.
    - Update the calendar to FY 2019 – 2020.
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 28
    - Resolved: 24
    - Currently Open: 11
- <u>Report Development:</u>
  - Worked on the following Internal reports:
    - Active Assignments using Effective Dates.
    - Active Employees with Doctorate Degrees Report.
    - Active Employees with No Job Assignment Report.
    - Certifications & Licenses Expiration Date Audit for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
    - Current Employee Degree Credentials Audit on all employees who teach based on term code.
    - Banner by Identification on all aspects of an employee record.
    - Certifications and License Expiration Date on employee qualifications based on credential database.
    - Current Employee Degree Credentials-check if all faculty teaching have a credential database record.
    - Current Employees Information on New Hires Report by selected dates.
    - Employee Job History Report by employee job classification.
    - PeopleAdmin Staff Security Sensitive Position Report for Human Resources Director.
    - Faculty Action Tracking-Banner Faculty Form Audit.
    - Job Creation Reason List.
    - New format for Staffing Plan.
    - Pay Plan - Faculty Extract for PeopleAdmin new site.
    - Pay Plan - Staff Extract for PeopleAdmin new site.
    - OLAP (Online Analytical Processing) Vacancy Report.
    - Divisions Leave Report.
    - Staff Letters Comparison Report (Banner – SP) and (Staffing Plan – Banner – Staffing Database).
    - JagNet Online Staff Letters Project
      - ⇒ Provided guidance to Information Technology (IT) on information needed via Banner to get staff letters online.
      - ⇒ Updates to designated types of letters templates to staff employees.
      - ⇒ Updates in Banner to Employee with FY 20 adjustments.

⇒ Updated Banner for full time temporary auxiliary employees receiving letters.

- Completed August 457 Report, Employee Retirement System (ERS) 1% Report, and Employee Retirement System (ERS) Retiree Report for August.
- Worked on the following External Reports:
  - Faculty Load and Compensation (FLAC) Assignments.
  - Online Courses Report for Curriculum and Student Learning.
  - Online Courses Report for select faculty teaching history for Distance Learning.
  - SZRSXRF Table: Course Type Report for General Academic or Technical-Workforce.
  - Current Employee Degree-Credentials Report for Professional Development Day.
  - Texas Community College Teachers Association (TCCTA) Report for faculty information.
  - Clear to Teach Exception Report for Vice President of Academic Affairs.
  - Active Employees Report for Vice President for Finance and Administrative Services.
  - Department of Labor Employee Count Report for August 2019.
  - Department of Labor Total Employees Monthly Report for August 2019 Payroll.

- Other:
  - Assisted with providing FY 2020 salaries and FY 2020 long titles to use for mail merge files for Staff Salary Notices.
  - Validated information from the PROD8 report for purposes of issuing Staff Salary Notices.
  - Assisted Benefits Team in validating and drilling out the differences in dollar amounts from the PROD8 report for purposes of issuing Staff Salary Notices.

Faculty Staffing	**Count**
Position requests w/job descriptions	1
Positions posted	0
Positions reposted	0
Positions extended	0
Positions canceled	0
Search committees forms requested	3
Search committees assigned	0
Hiring proposals reviewed (HR Staffing Review workflow)	8
Job offers	15
Review Adjunct/Dual Credit applications	13
New Hire Email Notifications	
Faculty	8
Lecturers	15
Adjuncts/Dual Credit	33
Positions filled	3
PeopleAdmin user updates	0
Advertisements placed (Monitor, Town Crier, etc.)	0
Resignations/Terminations	
Faculty	4
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	10
Reviewed in PeopleAdmin	1
Notices (1st, 2nd & Final notice)	44
Extension requests	0
Credential entered in credential database Faculty/Staff	110

Faculty Staffing	Count
Vacancy Reports completed	0
Educational Supplements (Review, log, memo, send to payroll and faculty)	17
New hire/re-hire/transfer files (closing onboarding process) track transcripts	90
Purged Monthly Adjunct Applications	8
Purged Non-STC Employee Transcripts	0
SACS Audit	14

Support	Count
E-Verify	
Cases submitted	54
TNC cases	1
Form I-9	
Banner entry/updates (PEAEMPL)	57
Requests	1
Name changes	0
Revisions	0
Updated employment authorization documents	3
Emails for expiring documents	1

Records	Count
Records filed (by page)	1,195
New Hire folders prepared	28
Termed files prepared	2
Files audited	2,513
Record Requests	42
Files moved back from storage room	3
Special file requests (HR Director, auditor, etc.)	296

Staffing/Staffing Support (Staff)	Count
Position requests w/job descriptions	18
Positions posted	17
Positions reposted	7
Positions extended	14
Positions canceled	4
Search committees forms requested	9
Search committees assigned	14
Hiring proposals reviewed (HR Staffing Review workflow)	14
Job offers	15
New Hire Email Notifications	
Full-time staff	14
Part-time staff	12
Trainers	4
Positions filled	9

Staffing/Staffing Support (Staff)	Count
PeopleAdmin user updates	8
Advertisements placed (Monitor, Town Crier, etc.)	4
Resignations/Terminations	
Full-time staff	23
Part-time staff	26
NOE's	
Full-time temporary staff	67
Part-time staff(DW)	346
Trainers	69
Temporary Agency Employees	
Request	5
Replacements	0
Assignment Extension	32

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	816	86	TWC Claims	43	6
Fingerprints	231	24	Open Records Requests	11	0
DPS Driver Eligibility Checks	87	6			

Payroll – Faculty Same Counts as previous month	Count
Full-time Regular Faculty Pay-Off	0
New Temporary Lecturers	0
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	28
Special Assignments	0
One and one-half Extensions	0
Faculty Academic Classifications	0
Assistant Chairs/ Assistant Deans	0
Educational Increases	0
Chair Stipend	4
Faculty Salary Adjustments	0
Large Class Payment Educational Stipend	4
Faculty Salary Pay Off	0

Benefits & Payroll	Count		Count
Benefits		Payroll	
New Hire Orientations Full-Time	11	PDR Notifications	216
New Hire Orientation Part-Time	3		
Internal Transfers	4	Direct Deposit Transactions	
Benefits Credits/Collections	8	*Full Time*	15
TRS ED Records reported	368	*Direct Wage/Work Study/Trainer*	70

Benefits & Payroll	**Count**		**Count**
TRS RR Records reported	30	Resignations	
TRS Prior Yrs of Svc Verifications	0	*Full Time*	20
TexaSaver 457/403B Accounts	5	*Direct Wage/Work Studies*	25
Faculty (Adjunct, Temporary)	0	Garnishments	70
Staff (Direct Wage, Part Time)	16	TXOAG Reporting	76
Exits		Payroll DOC/ADJ/SLP Worksheets	1
Full Time	23	New Hires, Rehires, Transfers	160
Retirees	7	Name Changes	2
FMLA Requests		Address Changes	27
New	20	Form W-4 Changes	12
On-Going Cases	14	Verification of Employment	
Closed	11	Forms processed	36
FMLA Intermittent Requests		Letters sent	4
New	1	Phone Calls	30
On-Going	11	Cell Phone Stipends	0
Closed	1	Adjunct Leave Forms	0
New	2	NOE Staff Full Time Temp	0
On-Going Cases	2	Letters of Appt Verification and Matching	0
Closed	3	Direct Wage	155
Workers Compensation Claims	0	Work Study	0
New	10	Adjunct	4
On-Going Cases	8	Overload	18
Closed	1		
Tuition Reimbursement Applications Processed	14	FLAC CRNs	0
Tuition Reimbursement Applications ready for payment	0	Trainers	65
Tuition Grant Applications		Dual Enrollment	1
Employee	51	Fac. Salary Retro-Pay Adj	0
Dependent	40	Fac. Base Salary Pay-Off	0
Promissory Notes	40	Substitute NOEs	13
		Full-time Regular Faculty Pay-Off	0
Sick Leave Pool Enrollment	0		
Sick Leave Pool Termed	0	*Special Assignments*	0
Sick Leave Pool Donations	0	Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	28
SECC-State Charitable Deductions	0	Large Class Payments	4
Letter/Appointment FT Regular Staff	0	Educational Increase	1
Medical Support Orders	0	Mini-mesters	1
ERS Changes	2	Certification Stipend	0
Vacation Settlement Worksheets	15	PeopleAdmin Transactions	
		Approvals	9
		Hiring Proposals	10
Staff Special Assignments	0	Payroll Worksheets	31
		Move Request Updates	35

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Facilities Planning and Construction (FPC) staff meetings.
- Attended Finance and Administrative Services (FAS) Facilities and Planning meetings.
- Attended Coordinated Operations Council Meeting.
- Attended August Facilities Committee Meeting.
- Attended Finance and Administrative Services (FAS) Director's Comprehensive Plan Retreat and Meeting.
- Attended President's Administrative Staff Meeting.
- Attended meeting with architect to discuss Request for Qualifications (RFQ) proposal.
- Attended the Annuity Fair at Cooper Center.
- Attended Construction and Finance meeting with Business Office staff to discuss end of year pending invoices.
- Pecan Campus:
  - Renovation and Expansion of Existing Library Building F-attended contract negotiations meeting with awarded architectural firm and College staff.
  - Renovation and Expansion of Existing Library-attended meeting with legal counsel to review the architect's fee proposal and contract; attended meeting with the architect of record and staff to review items discussed during legal counsel meeting.
  - Renovation and Expansion of Existing Library-attended meeting with Purchasing staff to review the architect's fee proposal and contract.
  - Renovation and Expansion of Existing Library-attended meeting with Library and Learning Support Services staff to discuss staff and library operations displacement during construction.
  - Sand Volleyball Courts-attended contractor requested meeting with architect of record and College staff to discuss ongoing sand material issue.
  - Sand Volleyball Courts-attended meeting with architect to discuss ongoing sand material issue.
  - Sand Volleyball Courts-attended meeting with College staff, architect, and Legal Counsel to review current status of project.
  - Information Technology Building Office and Work Space Renovation-attended meeting with Operations and Maintenance, Information Technology, and Educational Technologies staff to review 95% construction document drawings; attended meeting with architect to review color selections and drawings.
  - Student Activities Center Building H Renovations-attended meeting with Operations and Maintenance staff to review 99% construction document drawings.
- Mid Valley Campus:
  - Health Professions and Sciences Building K-attended meeting with engineer and College staff to review Heating, Ventilation, and Air Conditioning (HVAC) issues.
- Nursing and Allied Health Campus:
  - Resurface of Parking Lot #1-attended bi-weekly construction update meeting.
  - Resurface of Parking Lot #1-attended meeting with engineer, contractor, and College staff to review additional scope requests.
  - Student Services Renovation-attended meeting with architects to review project scope.
  - Student Services Renovation-attended on-site meetings with architects.
- Starr County Campus:
  - Student Services Renovation-attended meeting with architects to review project scope.
  - Electrical Lab Improvements-attended a meeting to discuss the relocation of the Electrical Program; attended a meeting with Maintenance staff to evaluate the existing electrical switch gear.
- Technology Campus:
  - Site Improvements-attended meeting with Student Activities staff at site to review project scope.
  - Buildings A and B Master Plan and Phase 1 Renovation-attended meeting with architects to review architect's fee proposal requirements.

- Regional Center for Public Safety Excellence (RCPSE):
  - Portable Buildings-attended meeting with awarded site contractor to review scope of project; attended meeting with engineer to review additional scope and revised plans as requested by City of Pharr.
  - Portable Buildings-attended meeting with City of Pharr and engineer to review additional scope being requested.
  - Asphalt Drive-met with Pharr-San Juan-Alamo Independent School District (PSJA ISD) staff to review the existing asphalt drive conditions.
  - Portable Buildings Infrastructure-attended preconstruction meeting with engineers and contractors.
  - Parking and Site Improvements-attended meeting with College staff, Legal Counsel, and Irrigation Drainage District to discuss existing drainage conditions; attended meeting with engineer to discuss test reports and recommendations for access drive.
- District-Wide:
  - Bus Drop Off Areas-met with contractor at Mid Valley Campus to discuss location of bus shelter.
  - Bus Drop Off Areas-met with contractor at Pecan, Technology, and Starr County campuses to discuss locations of bus shelters.
  - Wayfinding Signage Installation-met with contractor to review the remaining signage panels.
  - Pecan and Starr County Campuses Exterior Stucco Repainting-attended meeting with architect and product manufacturer to discuss ongoing paint issue.

PROJECTS IN PROGRESS:

- Worked on Project Fact Sheets.
- Updated construction expenditure budgets for FY 2018-2019 Capital Improvement Proposals and Renewal & Replacement Projects.
- Worked on FY 2018 - 2019 Facilities Planning and Construction Annual Report.
- Reviewed material test reports for various projects.
- Worked on Coordinated Operations Council Meeting agenda, backup information, and presentations.
- Updated Board Approval Timeline for the Master Schedule.
- Worked on FY 2018 - 2019 current year updates and accomplishments.
- Worked on FY 2019 - 2020 Facilities Planning and Construction goals.
- Reviewed Request for Quotes and Request for Proposals with Purchasing Department staff for projects being bid out for Maintenance Department.
- Worked on August Facilities Committee Meeting draft agenda, packet and write ups.
- Worked on September Facilities Committee Meeting agenda and packet.
- Worked on presentation of available property and performed site visit to review facility conditions.
- Worked on Space Modification Requests and Move Requests.
- Worked on the August Facilities Committee items that need to be revised for the Board Meeting.
- Assisted Human Resources staff with information requested by Pecan Campus staff.
- Pecan Campus:
  - Building D Renovation-reviewed change order and pay applications.
  - Building D Renovation-performed site visit to verify completion of punch list items; received Final Acceptance Letter from architect.
  - Sand Volleyball Courts-performed site visits to verify status of construction.
  - Sand Volleyball Courts-worked on sand material issue timeline.
  - Arbor Brick Columns Repair and Replacement-conducted pre-construction meeting with awarded contractor; performed site visits to observe status of construction progress.
  - Renovation and Expansion of Existing Library-reviewed architect's fee proposal.
  - Building U Student Union-performed site visit to observe replacement of stair treads and risers.
  - Information Technology Building Office and Work Space Renovation-reviewed 95% construction document drawings.

- Information Technology Building Office and Work Space Renovation-reviewed construction documents and specifications; worked with Purchasing Department staff on advertisement for proposals; worked on PowerPoint presentation for pre-proposal conference.
- Athletic Field Fence Enclosure-performed site visits to verify status of construction; reviewed change order for additional day request.
- Student Activities Center Building H Renovations-reviewed construction documents.

- Mid Valley Campus:
  - Active Learning Classroom-coordinated renovation requirements with Operations and Maintenance staff.
  - Building F Renovation and Thermal Plant Renovation-reviewed schematic design and estimated costs from architect.
- Nursing and Allied Health Campus:
  - Resurface of Parking Lot #1-performed site visit to observe status of construction; conducted substantial completion walk-through with project team.
  - Student Success Center Renovation-performed site visit to observe status of construction; worked with architect to match color selections for material.
  - Student Services Renovation-performed site visits with architects to review existing conditions.
- Starr County Campus:
  - Student Services Renovation-performed site visits with architects to review existing conditions.
  - Electrical Lab-worked on construction drawings for Maintenance staff to provide quote.
- Technology Campus:
  - Automotive Lab Exhaust System-conducted the Pre-Qualifications Conference for mechanical, electrical, and plumbing (MEP) engineer.
  - Automotive Lab Exhaust System-received qualifications for mechanical, electrical, and plumbing (MEP) engineers.
- Regional Center for Public Safety Excellence (RCPSE):
  - City Scape-received proposal from independent engineer for review; provided Risk Management Department staff information and photos as requested by Insurance Company; performed site visit and noted new pavement issue on north entrance drive.
  - Drainage Study-conducted Pre-Qualification Conference call for civil engineers.
  - Drainage Study-received and reviewed qualifications for civil engineers.
  - Portable Buildings-performed site visit to observe status of portable building installation; performed walk-through of portables to develop punch list.
  - Portable Buildings-performed site visit to observe status of portable building infrastructure; worked on providing additional as-built drawings of utilities for contractor.
  - Parking and Site Improvements-performed site visit to photograph existing cracks on main entrance walkway; performed evaluations of Request for Qualifications (RFQ) for engineering services.
- District-Wide:
  - Marker Board Replacement-performed site visit to observe status of construction.
  - Marker Board Replacement-performed punch list walk-through.
  - Portable Buildings-worked on presentation of existing and possible use of portable buildings.
  - Wayfinding Signage-worked on punch lists for various campuses.
  - Wayfinding Signage-worked on installation of remaining punch list items for various campuses.
  - Bus Drop Off Areas-performed site visits to Mid Valley, Technology, and Pecan Campuses to observe status of construction of bus shelters.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction:
  - Attended Mid Valley Campus Building K exhaust issue discussion with engineer.
  - Attended Nursing and Allied Health Campus Resurface of Parking Lot #1 Meeting.
  - Attended Nursing and Allied Health Campus Resurface of Parking Lot #1 Curb and Gutter Discussion.

- Attended Nursing and Allied Health Campus Resurface of Parking Lot #1 Substantial Completion Walk-through Meeting.
- Attended Nursing and Allied Health Campus Student Success Center Weekly Construction Meeting.
- Attended Regional Center for Public Service Excellence (RCPSE) Evaluation of Site Drainage and Design Services for Drainage Improvements Committee Meeting, Proposal Deadline Meeting, and the Pre-Qualification Conference.

- Other Meetings:
  - Attended Finance and Administrative Services (FAS) Director's Comprehensive Plan Retreat and Meeting.
  - Attended August Board of Trustees Meeting.
  - Attended Carl Perkins Reserve Grant Pre-Meeting.
  - Attended Environmental Health and Safety Meeting.
  - Attended Facilities Committee Meeting.
  - Attended Finance and Administrative Services Facilities and Planning Meeting.
  - Attended Finance, Audit, and Human Resources Committee Meeting.
  - Attended Library and Learning Support Services Staff Training.
  - Attended Pecan Campus Sand Volleyball Courts Incident Report Verification Meeting.
  - Attended President's Administrative Staff Meeting.
  - Attended Chief Administrator for Department of Public Safety Retirement Celebration.
  - Attended Rio Grande Valley Special Olympics Meeting.
  - Held meeting with engineer on the Mid Valley Campus Health Professions Building K.
  - Held Facilities Operations and Maintenance Managers' Meeting.
  - Held Facilities Operations and Maintenance Support Staff Meeting.
  - Participated in conference call with Bookstore Consultant.
  - Participated in GoToWebinar on Rewards for Innovation: How Research and Development Tax Credits Propel Innovation in the Green Building Industry.
  - Participated in GoToWebinar on Cost Effective Zero Net Energy Scalable Solutions from Small Commercial Buildings.
  - Participated in review of applicants for the Assistant Director of Custodial Support Services.
  - Participated in Interviews for the Talent and Learning Manager position.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus:
    - Completed landscaping repairs by outsourced vendor.
    - Completed work at Buildings J and K by vendor on the fire department.
  - Nursing and Allied Health Campus:
    - Completed fire department connection repairs at Building A by construction vendor.
  - District-Wide Campuses:
    - Addressed irrigation repairs with outsourced vendor.
    - Completed kitchen hood cleanings.
    - Completed request for proposal for annual winter break fire suppression inspections.
    - Completed semi-annual kitchen hood inspections.
    - Completed typical pest control issues.
- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	265	$7,056.11
Electrical	114	$20,767.27
Energy Management	206	$2,966.94
HVAC	598	$28,214.93

Classification	Work Orders Completed	Cost
Locksmith	193	$4,758.88
Painting	50	$7,138.71
Plumbing	150	$2,601.69
Plant Services	1	$727.16
Total Cost		**$ 74,231.69**
General Maintenance	11	
Total Work Orders	**1,588**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	**245**
Moves/Relocations	55

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Finance and Administrative Services (FAS) Director's Comprehensive Plan Retreat and Meeting.
- Attended Environmental, Health, and Safety meeting.
- Attended Information Technology (IT) Projects Update meeting.
- Attended meeting with Accountability and Compliance Manager to discuss Faculty Credentials.
- Attended meeting with College staff on the Cashier's Operation Plan.
- Attended Regional Center for Public Safety and Excellence (RCPSE) Business Plan meeting with College staff.
- Attended meeting with Information Services, Planning, Performance & Strategic Initiatives and Public Relations personnel on SharePoint and Forms websites.
- Attended meeting with Director of Human Resources to discuss the draft faculty credential assessment.
- Attended meeting with Finance and Administrative Services (FAS) Project Manager to discuss the Regional Center for Public Safety and Excellence (RCPSE) business plan narrative.
- Attended meeting with Vice President for Finance and Administrative Services and Director of Human Resources to discuss the draft faculty credential assessment.
- Attended meeting with Vice President for Finance and Administrative Services to discuss Risk Assessments.
- Attended meeting with Vice President for Finance and Administrative Services to discuss cashier study project.
- Attended meeting with Vice President for Finance and Administrative Services to discuss compliance department functions.
- Attended meeting with Vice President for Finance and Administrative Services to discuss the National Incident-Based Reporting System (NIBRS) new assignment.
- Attended meeting with Vice President for Finance and Administrative Services to discuss prioritization of department projects.
- Attended President's Administrative Staff meeting.
- Attended the 2019 Texas Association of School Boards/Texas Association of Community College Attorneys Post-Legislative Seminar.
- Held conversation with Accountability and Compliance Manager on Faculty Credentials review.
- Held conversation with Accountability, Risk, and Compliance Support Specialist on Faculty Cost Study firms.

- Held conversation with Director of Student Accounts and Bursar on the cashier's quick guide and survey.
- Held conversation with Finance and Administrative Services (FAS) Executive Administrative Assistant on Texas Association of School Boards (TASB).
- Held conversation with Finance and Administrative Services Project (FAS) Manager on the Cashier's Operational Study.
- Held conversation with Texas Association of School Boards (TASB) Book Store representative on placing an order.
- Held conversation with Vice President for Finance and Administrative Services on Faculty Cost Study firms.
- Held conversation with Vice President for Finance and Administrative Services, Director of Student Accounts and Bursar, and Finance and Administrative Services (FAS) Project Manager on the Cashier's Operational Study Survey results.
- Held discussion with Campus Administrators on parking sites for secure shredding vendor truck.
- Held discussion with Director of Facilities Operations and Maintenance on parking sites for secure shredding vendor truck.
- Held discussion with Information Services, Planning, Performance and Strategic Initiatives staff on secure shredding bins for media.
- Held discussions with Accountability and Compliance Manager on Senate Bill 11 and House Bill 1962.
- Held discussions with Business Office staff on Educators Legal Liability coverage.
- Held discussions with Director of Facilities Operations and Maintenance on safety trainings.
- Held discussions with faculty staff on secure shredding bins.
- Held discussions with insurance agents and carriers on various insurance matters.
- Held discussions with Risk Management Consultant on various insurance matters.
- Held discussions with secure shredding vendor on bin placement and issues.
- Held discussions with secure shredding vendor on invoicing, online portal, and servicing issues.
- Held discussions with Texas School Safety Center staff on Senate Bill 11 requirements.
- Held discussions with Texas State Library and Archives Commission (TSLAC) analyst on House Bill 1962.
- Held interviews for Accountability Assistant vacant position.
- Held meeting with Accountability and Compliance Manager and Risk Manager on new fiscal year department expectations.
- Held meeting with Accountability and Compliance Manager on Accountability Assistant vacant position applicants.
- Held meeting with Accountability and Compliance Manager on the Cashier's Operational Study.
- Held meeting with Finance and Administrative Services (FAS) Project Manager, Accountability and Compliance Manager and Accountability, Risk, and Compliance Support Specialist on the Cashier's Operation Plan.
- Held meeting with Director of Research and Analytics Services to discuss cashier questionnaire.
- Held various conversations with Human Resources Staffing Support Specialist on the Accountability Assistant vacant position.
- Held various conversations with Texas Association of School Boards (TASB) legal services on House Bill 1495.
- Held various meetings with Accountability and Compliance Manager on the Accountability Assistant vacant position, the Accountability, Risk, and Compliance functions, and a new project.
- Held weekly department huddles.
- Met with insurance adjuster to discuss Pecan Campus Building H claim.
- Visited Mission Events Center to take pictures and discuss general liability claim with Manager for Events and Food & Beverage.

PROJECTS IN PROGRESS:

- <u>Cashier's Operational Study:</u>
  - Created Cashier's Operational Study Survey Results summary.

- Created spreadsheet and inputted data obtained from the Cashier's Operational Study survey.
- Created Cashier's phone log template.

- Faculty Credentials:
  - Completed Faculty Credentials compliance assessment.
  - Completed Minor Findings Summary identified in the Faculty Credentials assessment.
  - Completed the Roster Findings Report.
  - Continued Faculty Credentials assessment analysis on Xitracs System and Online Roster.
  - Created the Compliant and Non-Compliant Summary of Faculty Credentials.
  - Categorized and charted items noted in the Faculty Credentials Review.
  - Included required documents per faculty roster to the test work.
  - Reviewed the Faculty Credentials Assessment Summary.
  - Reviewed and revised Faculty Credentials Report.
  - Reviewed Faculty Credentials files for Bachelor, Dual Credit, Workforce/Non-Transferrable, and Academic programs.
  - Reviewed minor findings for Faculty Credentials.
  - Reviewed General Instructions for completing the Faculty Roster Form.
  - Revised Faculty Credentials assessment and updated graphs.
  - Revised and finalized the Faculty Credential Report.
  - Worked on scope of work for Faculty Cost Study consulting services.
  - Worked on the review process for Faculty Credentials.
- Instructional Cost, Productivity, and Efficiency Study:
  - Followed up on the scope for the Instruction Costs, Productivity, and Efficiency Proposal.
  - Updated the Instruction Costs, Productivity, and Efficiency Study scope.
  - Worked on additional requested information per the firms.
  - Worked on the scope of work for Instruction Costs, Productivity, and Efficiency consulting services.
- Insurance:
  - Compiled information for adjusters on various insurance claims.
  - Developed insurance questions for Risk Management Consultant.
  - Reviewed and edited applications for Regional Center for Public Safety Excellence (RCPSE) Target Range insurance policies.
  - Worked on General Liability insurance claim.
  - Worked on Insurance Claim Procedures.
  - Worked on insurance invoices, applications, and other required documentation.
  - Worked on Insurance Request For Proposal Procedures.
  - Worked on the Legal Counsel log.
  - Worked on the FY 2019 - 2020 Insurance Management Report.
- Records Management:
  - Coordinated Records Management Vendor processing for Retention Center and Business Office.
  - Coordinated transfer of boxes to the Retention Center.
  - E-mail College departments on secure shredding bins.
  - Monitored Banner Workflow for Records Management related requests.
  - Reviewed and approved requests for boxes and transfer of boxes to the Retention Center.
  - Secured Shredding Bin inspections for Technology Campus.
  - Updated the Secured Shredding Bin Location List.
  - Worked on Records Management Training Module.
- Risk Assessment:
  - Worked on Risk Assessment departmental and college-wide draft procedures.
  - Worked on Risk Assessment Training Module.
- Stipends and Special Assignments Compliance Assessment:
  - Calculated total overload lecture hour equivalents for Fall 2017 term.
  - Compiled information on the number of faculty with overloads and the number of faculty reviewed for Spring 2018 and Fall 2019.

- Created a summary count of the overloads review.

- Travel:
  - Followed-up with Travel Office staff on three expense reports submitted.
  - Worked on Mileage Authorization and Expense Report for Accountability, Risk, and Compliance staff.
  - Worked on Expense Report for the Texas Association of School Boards (TASB) conference.
  - Worked on travel request for the Texas Association of School Boards (TASB) conference.
- Other:
  - Completed core value definitions.
  - Completed the requisition for the 2019 Texas Association of School Boards/Texas Association of Community College Attorneys Post-Legislative Seminar for Community Colleges and Their Attorneys books.
  - Conducted reference checks for Accountability Assistant vacant position.
  - Developed departmental Gantt chart to monitor and prioritize all projects, deadlines, and changes concerning project priority.
  - Followed up on a service ticket request for Windows 10.
  - Followed up on move/setup action plan items due date.
  - Followed up on the credit invoice for Society for Corporate Compliance and Ethics.
  - Followed up with peer Colleges regarding feedback on the Texas Association of School Board (TASB) policy management program.
  - Prepared hiring proposal for the Accountability Assistant vacant position.
  - Reviewed and responded to an inquiry on changes to the FY 2019 - 2020 Staffing Plan.
  - Reviewed and revised Banner draft procedures.
  - Reviewed and scanned the 2019 Texas Association of School Boards/Texas Association of Community College Attorneys Post-Legislative Seminar for Community Colleges and Their Attorneys book.
  - Reviewed Accountability Assistant vacant position applications, revised interview questions, and scheduled and held interviews.
  - Reviewed Hidalgo and County Starr Tax Assessor Bonds.
  - Reviewed letter of recommendation for Accountability Assistant vacant position.
  - Revised Regional Center for Public Safety Excellence (RCPSE) business plan.
  - Worked on account reconciliation reports for department of Accountability, Risk, and Compliance.
  - Worked on House Bill 1962 Gap Analysis.
  - Worked on Risk Management trainings.
  - Worked on Senate Bill 11 Gap Analysis.
  - Worked on 86th Texas Legislative Matrix updates.
  - Worked on Accountability, Risk, and Compliance Project Management Template.
  - Completed Accountability, Risk, and Compliance monthly Activity Report.

JANETTE GARCIA, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Finance and Administrative Services (FAS) Director's Comprehensive Plan Retreat and Meeting.
- Attended meeting to discuss case with Vice President for Finance and Administrative Services and Comptroller.
- Held meeting on providing Maxient software training with Police Sergeant/Title IX Deputy Coordinator.
- Attended meeting to discuss SharePoint project with Director of Food Services, Risk Manager, Digital Services Manager, Web Design Specialist, and Finance and Administrative Services (FAS) Graphic Designer.
- Held meeting to discuss SharePoint project with Finance and Administrative Services (FAS) Graphic Designer and Digital Services Manager.
- Attended meetings to review Clery Act and Violence Against Women Act (VAWA) Audit response for College Internal Auditor with Vice President for Finance and Administrative Services, Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence (RCPSE), Acting Chief of

Police, Police Sergeant, and Coordinator for Emergency Preparedness and Training and also met with Internal Auditor and Staff Audit Specialist.

- Held initial meeting to discuss office projects and assignments with Institutional Equity Support Specialist.
- Held huddle meeting on assigned projects and new projects with the Institutional Equity Support Specialist.
- Attended Interviews for Talent and Learning Manager vacant position.
- Attended meeting on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Section 2.4 with Vice President for Finance and Administrative Services and Director of Human Resources.
- Title IX:
  - Attended meeting to discuss Title IX Audit pending items with Vice President for Finance and Administrative Services.
  - Held meeting with Sergeant/Title IX Deputy Coordinator to assist on Title IX Training requirements and resources.
  - Attended meeting to discuss the Title IX Student Case Process with Vice President for Finance and Administrative Services, Director of Counseling, and a representative from The National Center for Higher Education Risk Management (NCHERM) Group, LLC.
  - Held meeting to discuss Title IX student case(s) with Director for Counseling.
  - Attended meeting on Title IX Student case review with Vice President for Finance and Administrative Services and Director of Counseling.
  - Held meeting on Title IX student case timeline with Director of Counseling.
  - Held several meetings via conference call on Title IX student case(s) with Director of Counseling.
- Title IX Committee:
  - Attended Title IX Committee Meeting.
  - Attended meeting on Title IX Student Case review with Title IX Committee and a representative from The National Center for Higher Education Risk Management (NCHERM) Group, LLC.
  - Attended meetings on Title IX Student case review with Title IX Committee.

PROJECTS IN PROGRESS:

- Title IX:
  - Reviewed and worked on incoming case(s) and inquiries.
  - Worked on Title IX Committee Meeting packets.
  - Sent Ping Notifications to Title IX Committee.
  - Prepared and submitted Title IX weekly reports for Cabinet meetings.
  - Followed up on Maxient access for Title IX Deputy Coordinator with Office of Student Rights and Responsibilities.
  - Confirmed and advised Office of Student Rights and Responsibilities that no additional changes to Student Handbook are requested by the Title IX Coordinator aside from the Non-Discrimination Notice and update of Title IX Deputy Coordinator designee, including the confirmation not to include Diversity, Inclusion, and Equity language until approved by Cabinet and other committees.
  - Requested Vice President for Finance and Administrative Services to include the new Title IX Deputy Coordinator on the Association of Title IX Administrators (ATIXA) membership access and then followed up on the membership access.
  - Worked on email to Vice President for Finance and Administrative Services on Student Orientation Requests for Fall semester preparation notice.
  - Worked on and submitted 4,700 copies for Student Orientation requested by the Office of Student Activities.
  - Followed up on review of Policy #4216: Harassment, Discrimination, and Sexual Misconduct with The National Center for Higher Education Risk Management (NCHERM), LLC consultant.
  - Worked on email for sensor image information for update and feedback to Title IX Committee.
  - Emailed the updated Title IX Student Case process to Dean of Students Affairs and Director of Counseling for review and also requested to schedule the next meeting.
  - Worked on the Title IX section of the Faculty Orientation Presentation.

- Followed up via email with Title IX Committee and Student Services on availability to review House Bill 1735, House Bill 449, and Senate Bill 212.
- Responded to an inquiry for service animals by Counseling Services and followed up with Director of Human Resources, Director of Counseling, and Vice President of Finance and Administrative Services.
- Followed up via email on scheduling meeting for Title IX online procedures updates with Office of Student Rights and Responsibilities, Dean of Student Affairs, and Office of Counseling and Student Disability Services.
- Submitted request on presenting Title IX Overview Presentation at Fall 2019 Professional and Organizational Development Day.
- Sent status email on Title IX Complaint Procedures Update (internal and online) to Title IX Committee.
- Worked on language for Preliminary Assessment with Vice President for Finance and Administrative Services.
- Sent follow up email on pending Title IX Audit for Internal Auditor to the Director of Counseling.

- <u>Office of Institutional Equity:</u>
  - Worked on and submitted weekly Cabinet Reports and monthly Activity Report for July 2019.
  - Worked on and submitted Legal Counsel Log Report for July 2019.
  - Worked on Project Activity Report for Office of Institutional Equity.
  - Onboarded and trained new temporary agency employee.
  - Prepared and submitted Risk Assessment to the Office of Vice President for Finance and Administrative Services.
  - Worked on Policy #4216: Harassment, Discrimination, and Sexual Misconduct and included Senate Bill 212 requirements.
  - Followed up on temporary assignment extension with Vice President for Finance and Administrative Services and also provided assignment list for August 2019 and September 2019.
  - Replied to Affirmative Action consultant advising that we are on hold for outside consulting for Affirmative Action Plan Program.
  - Worked on email for Equity Plan Project FY 2019 - 2020 and projections for February 2020 and March 2020 to Director of Human Resources.
  - Worked on email on Campus Security Administrator designation inquiry to Director of Human Resources.
  - Worked on and submitted Manual Requisition to extend Institutional Equity Support Specialist for the month of September.
  - Worked on email outlining policies to be included in October Finance, Audit, and Human Resources Committee Meeting for Director of Human Resources.
    - Policy #4216: Harassment, Discrimination, and Sexual Misconduct, update new Senate Bills and House Bills.
    - Policy #4205: Equal Education and Employment Opportunities, update to Notice of Non-Discrimination.
  - Submitted Move/Setup Request for computer installation at Pecan Campus, Building A, Room 102 for the Institutional Equity Officer.
  - Followed up on Glass Bulletin Boards with Director of Human Resources and Vice President for Finance and Administrative Services.
  - Provided projects and tasks listing for Office of Institutional Equity to Vice President for Finance and Administrative Services.
  - Worked on Policy #4205: Equal Education and Employment Opportunities.
  - Worked on Senate 212, House Bill 1735, and House Bill 449 recap document.
  - Researched colleges and universities on Diversity, Inclusion, and Equity programs and also created a matrix.
  - Worked on Gap Analysis for Diversity, Inclusion, and Equity Program and also worked on a 5 Year Plan.
- <u>Other:</u>
  - Worked on availability from consultant for August Board Meeting attendance.
  - Worked on request to update Mother Room location for Pecan Campus due to room change for Public Relations Office to update on webpage.

- Assisted Cashier's Office with inquiry on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Followed up on Notice of Non-Discrimination with Public Relations Office for printed catalogs.
- Assisted on Campus Security Administrator (CSA) reporting notification to Vice President for Finance and Administrative Services.
- Worked on scheduling meeting to discuss Senate and House Bills review with Student Affairs and Title IX Committee.
- Worked on Title IX Student Case Process for review by Dean of Students and Director of Counseling and also requested to schedule meeting.
- Worked on email to The National Center for Higher Education Risk Management (NCHERM) Group, LLC consultant to review Clery Act and Violence Against Women Act (VAWA).
- Worked on one page flyer resource guide for Emergency Preparedness and Training requested by Vice President for Finance and Administrative Services.
- Worked on email to The National Center for Higher Education Risk Management (NCHERM) Group, LLC to review Initial Audit Report for Clery Act and Violence Against Women Act (VAWA) audit.
- Worked on Internal Auditor updated Initial Audit Report and The National Center for Higher Education Risk Management (NCHERM) Group, LLC recommendations for the Clery Act and Violence Against Women Act (VAWA) audit.
- Worked on email recommending Campus Security Administrator for designation through the New Employee Orientation and Faculty Orientation to the Director of Human Resources.
- Worked on Employee Acknowledgement for the Alliance Direct Contracting Program Form and sent to Human Resources.
- Talent and Learning Manager Position:
  - Worked on developing interview questions sent to Director of Human Resources for review, and then followed up.
  - Scheduled Interviews.
  - Worked on Letter of Recommendation, scanned all documentation for hiring proposal, and finalized the workflow process in PeopleAdmin.

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	SEPTEMBER 20, 2019
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2019 THROUGH AUGUST 31, 2019

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Interviewed Faculty and submitted recommendations for the Fall 2019 semester
- Met for President's Administrative Staff, Aug 9
- Attended Texas Pathways Project Round 2 meeting, Aug 9
- Met for Reaffirmation Leadership Update, Aug 12
- Met for A.D.N NCLEX Performance, Aug 13
- Presented at EWDC – LASS Organization restructure, Aug 13
- Met for President's Cabinet Meeting, Aug 14
- Presented for New Faculty Orientation, Aug 15
- Held for Valley Scholars Class 23 Orientation, Aug 16
- Met for President's Administrative Staff, Aug 16
- Hosted and presented Academic Affairs Convocation, Aug 19
- Met for lunch with Vanguard Academy Superintendent, Aug 20
- Met with Dean of NAH to discuss the RN to BSN Presentation, Aug 20
- Met President's Cabinet Meeting, Aug 21
- Attended TCCIA Conference Call, Aug 21
- Met with Distance Learning Director to review Distance Learning Presentation for Symposium, Aug 21
- Presented for Distance Learning Symposium, Aug 22
- Presented at the New Orientation for Full Time Faculty, Aug 22
- Met for President's Administrative Staff, Aug 23
- Presented for Adjunct and Dual Enrollment Faculty Professional Development day, Aug 24
- Met for lunch with Executive Cabinet, Pathway Leader and Pathways Coach, Aug 26
- Met for Pathways Implementation Core Team Meeting, Aug 26
- Met with Associate Dean of Professional Development to discuss Chair Academy dates, Aug 27
- Attended Regular Board Meeting, Aug 27
- Met for President's Cabinet Meeting, Aug 28
- Met with Business Office Staff to review Ballet Folklorico budget, Aug 28
- Attended Retirement Party for Vocational Nursing Program Chair in NAH, Aug 29
- Met for President's Administrative Staff, Aug 30

PROJECTS IN PROGRESS:

- Academic Affairs Risk Management Plan
- Academic Affairs Comprehensive Plan
- Updated Faculty Qualification Manual and Handbook of Credentials by Discipline
- Updated all manuals and reports for the division
- Implemented Supervisor Training Timeline for Chairs
- Worked on EWDC Presentation for RN-BSN Degree Program
- Worked on Faculty Handbook updated
- Worked on Fall 2019 beginning of semester activities
- Worked on Dual Credit Summer Enrollment Data
- Finalized E-Faculty of the Year and Faculty of the Year
- Finalized NACEP Application for submission
- Developed the first Draft for EWDC Presentation for RN-BSN Degree Program
- Developed guidelines and templates for the division
- Prior Learning Procedures Manual
- STEM Connection Report/Newsletter
- DELTA Fall 2019 Recruitment
- Guided Pathways Project
- STC Competency-Based Program Development Manual
- Worked on scheduling dashboard
- Developed final draft Prior Learning Assessment Guidelines
- Updated the Credential Review Manual for 2019-2020
- Worked on Chair Academy for New and Interim Program Chairs
- Developed Dual Credit Faculty Ambassador Institute – Offered during Summer
- Worked with HR to create the process for Professor Emeritus Benefits
- Worked on Ballet Folklorico questions regarding MOU and the Dance conference
- Worked on College-Wide Professional Development Program
- Finalized the RN to BSN Prospective Student Guide
- Finalized Faculty Handbook revisions
- Finalized Dual Credit Program MOU
- Monitored 2019 Fall Enrollment
- Worked on Presentations:
    - New Faculty Orientation & Luncheon, Aug 15
    - Chair Leadership Meeting, Aug 16
    - Academic Affairs Convocation, Aug 19
    - Distance Learning Symposium, Aug 22
    - Adjunct & Dual Credit PD Day, Aug 25
    - Starr Campus Leadership Meeting, Sept 10
    - Superintendents Leadership Meeting, Sep 13
    - Dual Credit Leadership Meeting, Sep 20

MARIO REYNA
DIVISION DEAN – BUSINESS & TECHNOLOGY

DIVISION DEAN'S REPORT:

- Met with Electrician and Welding Lecturer candidates for follow-up interviews, Aug 1
- Held the Business, Public Safety and Technology Program Chair meeting at the Technology Campus, Aug 2
- Met with Executive Officer for External Relations at the RCPSE to discuss updates on the Regional Center, Aug 5
- Attended meeting with Judge Richard Cortez to discuss his participation to be in a committee to promote Economic Development for the county, Aug 5

- Met with Executive Officer for External Relations at the RCPSE to continue the discussion on the Regional Center, Aug 6
- Attended the RCPSE Website Redesign Meeting to discuss the web page design, Aug 8
- Participated in the Search Committee at Pecan Campus, Aug 12
- Met with Business Administration Careers Program Chair to get updates from the program, Aug 14
- Attended the Luncheon with the Vice President for Academic Affairs scheduled during the New Faculty Orientation at Pecan Campus, Aug 15
- Attended the CIL Warehouses Grand Opening in Weslaco, Aug 16
- Attended the President's Administrative Staff meeting at Pecan Campus, Aug 16
- Attended Academic Affairs Convocation at the Edinburg Conference Center, Aug 19
- Held the BPST Division Meeting, Aug 19
- Attended the Stakeholders Survey for Firefighters in the Region at the RCPSE, Aug 20
- Participated in the search committee interviews at Pecan Campus, Aug 22
- Attended the Cybersecurity Grant/Kickoff and JFF training, Aug 27
- Attended the Commissioners Court Meeting to recite the Pledge of Allegiance, Aug 27
- Participated in the Search Committee Meeting at Pecan Campus, Aug 28

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY:

- Attended Academic Affairs Convocation, received Faculty of the Year Award, Aug 19
- Attended the Division meeting, Aug 19
- Finalized all details for Safety Expo with Business Administration Careers Program Chair, Aug 19
- Attended AMT Department meeting, discussed Concourse Syllabus Pilot, Aug 20
- Provided tour to a potential student and discussed all of the Business, Public Safety and Technology programs, narrowed down to AMT or Electrical, Aug 20
- Planning meeting for our WIT 2020, PR has been contacted on the faculty highlights, Aug 22
- Attended the BASOL department meeting, Aug 22
- Attended the Texas Pathway Project meeting at Pecan Campus with rest of the Committee team, Aug 27
- Attended the South Texas Manufacturers Association meeting, met with Gleco Plating and will work on a student tour for late September, Aug 27
- Met with OVPAA's Project Manager to review and finalize the TEA Approved certifications for our Division and submitted them to VP and Dean, Aug 28
- Visited Mission Center for Education and Economic Development (CEED) to meet with RG Vision on past WIT article and future projects, Aug 28
- Attended the Safety presentation by IAM, Aug 29
- Attended the Portable Buildings Committee meeting over at pecan campus to discuss current portable buildings and future needs at all campuses, Aug 30
- Met with AMT faculty to assist with Open House planning, for September 10th, recommended OPOD assistance for event, Aug 30

ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY

- Program Chair met with Director of Enrollment Services for Dual Credit and his team regarding activities for Junior Day and using the virtual reality equipment, Aug 6
- AEDT faculty met with Dir of Distance Learning to discuss online course standardization, Aug 8
- Program Chair and faculty continued with their faculty internship. All complete internships on or before Aug 16
- Planned and coordinated the She Persists videos for Construction, Law Enforcement, and Diesel Programs throughout the week of Aug 26-30
- First week of classes tours of the CLE and Library throughout the week of August 26, 2019 – August 30
- AEDT Department met to discuss Study Abroad Program, Aug 30

AUTOMOTIVE AND DIESEL TECHNOLOGY

- A total of eight Automotive and Diesel instructors attended the Bosch training at the Technology Campus, Aug 27
- A total of six Automotive and Diesel instructors attended the OSHA Safety and Health Orientation at the Technology Campus, Aug 29

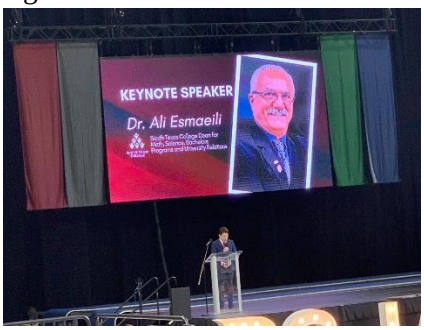
DESIGN AND BUILDING TECHNOLOGIES

- Electrician Assistant, HVAC and Construction Supervision instructors attended OSHA training held at the Technology Campus, Aug 29
- Electrician Assistant instructor worked on National Center for Construction and Education and Research (NCCER) accreditation process with Workforce Development team, Aug 27

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

DIVISION DEAN'S REPORT:

- Attended Distance Learning Teaching Training, Aug 2
- Attended PRONTO messaging on blackboard Training, Aug 2
- Attended meeting to review TSI math exemption for AAS in CDEC majors, Aug 6
- Attended DELTA Area Registration Round up for Fall 2019, Aug 6
- Attended registration for La Joya Higher Ed for Fall 2019, Aug 6
- Attended Distance Education online certification workshop, Aug 9
- Attended PSJA ISD as Keynote Speaker, Aug 12
- Attended Reaffirmation Leadership Update Meeting, Aug 12
- Worked on NSF-S-STEM Grant, Aug 13
- Attended online Faculty Certifications Meeting, Aug 14
- Held Division Chair Meeting, Aug 14
- Attended new faculty orientation, Aug 15
- Attended Luncheon with Academic Affairs Vice President, Aug 15
- Attended Chair Leadership meeting, Aug 16
- Attended President's Administrative Staff Meeting, Aug 16
- Attended South Texas College Information Session at Starr County Campus, Aug 16
- Attended 2019 Academic Affairs Convocation, Aug 19
- Hosted Math, Science, & Bachelor Programs Division Convocation, Aug 19
- Attended Grant Management Training, Aug 20
- Attended meeting with CLE Director Candidate, Aug 20
- Attended New Student Orientation for Bachelor Programs, Aug 21
- Attended Distance Learning Symposium workshop, Aug 22
- Attended meeting with TAMUK MBA Program, Aug 22
- Attended Biology Department Meeting, Aug 22
- Attended STEM Connection Platform meeting, Aug 28
- Attended Health Seminar "Whole plant foods that heal" at PCN Rainbow, Aug 30
- Attended the BASOL Capstone Student Pre-Celebration Dinner at Republic of Rio Grande, Aug 29
- Met with the Engineering faculty from UT RGV and discussed opportunities for collaboration. regarding water research and grant proposal, Aug 30



ASSISTANT DEAN'S REPORT - BACHELOR PROGRAMS:

- Held the Academic Coach and Program Chair weekly meeting, Aug 1
- Conducted faculty evaluations, Aug 5
- Met with OPOD to discuss the CBE Orientation/Certification for faculty and students, Aug 6
- Held Mock Interviews, Aug 6
- Attended the ribbon cutting for Barbara Delgado Photography, Aug 7
- Held the weekly Academic Coach & Dept. Chair meeting, Aug 8
- Attended the McAllen Chamber of Commerce Monthly Ambassador Meeting, Aug 8
- Met with the National Society of Leadership and Success Executive Board, Aug 8
- Attended the Macy's Backstage ribbon cutting, Aug 9

- Conducted a Capstone workshop, Aug 12
- Participated in the Edcouch Elsa Delta Roundup, Aug 13
- Attended the Online Faculty Certifications meeting, Aug 14
- Attended the MSB Division Chair meeting, Aug 14
- Held the weekly Academic Coach & Dept. Chair meeting, Aug 15
- Attended the New Faculty Luncheon, Aug 15
- Attended the CBE meeting with the Accounting faculty, Aug 15
- Attended the newly re-designed ORGL 3322 & ORGL 3332 course presentation, Aug 15
- Attended the Chairs Leadership meeting, Aug 16
- Attended 2019 Academic Affairs Convocation, Aug 19
- Attended and presented at the MSB Division Meeting, Aug 19
- Facilitated the TMGT Department meeting, Aug 21
- Attended the MHSM Department meeting, Aug 21
- Participated in the CBE Review Committee of BASOL upper-level courses, Aug 21
- Presented and attended the Distance Learning Symposium, Aug 22
- Attended the TAMUK MBA program meeting, Aug 22
- Participated in the CBE Review Committee of BASOL upper-level courses, Aug 22
- Attended the National Society of Leadership and Success Board meeting, Aug 22
- Facilitated the BASOL Department meeting, Aug 23
- Facilitated the BASOL Adjunct Faculty Department meeting, Aug 24
- Attended the Texas Pathways Project Coach Site Visit meeting, Aug 27
- Attended the DL Form Review & Action Plan meeting, Aug 27
- Attended the Baccalaureate Reporting FY18-19 meeting, Aug 29
- Attended the BASOL Capstone Student Pre-Celebration Dinner at Republic of Rio Grande, Aug 29

COMPUTER INFORMATION TECHNOLOGY:

- Attended the MSB Division Chair meeting, Aug 14
- Attended the weekly Academic Coach & Department Chair meeting, Aug 15
- Attended 2019 Academic Affairs Convocation, Aug 19
- Attended the MSB Division Meeting, Aug 19
- Attended the New Student Orientation for Bachelor Programs, Aug 21
- Facilitated the CITP Department meeting, Aug 23
- Attended the Baccalaureate Reporting FY18-19 meeting, Aug 29

MEDICAL AND HEALTH SERVICES MANAGEMENT:

- Held mock interviews for Medical and Health Services Management program, Aug 1
- Student Success Specialist participated in the BASOL Mock Interviews, Aug 6
- Participated in the weekly Academic Coach & Dept. Chair meeting, Aug 8
- Attended 2019 Academic Affairs Convocation, Aug 19
- Attended the MSB Division Meeting, Aug 19
- Participated in the Grant Training, Aug 20
- Facilitated the MHSM Department meeting, Aug 21
- Attended the New Student Orientation for Bachelor Programs, Aug 21
- Attended the TAMUK MBA program meeting, Aug 22
- Facilitated the MHSM Practicum Orientation, Aug 22
- Attended the Copyright and Licensing Training, Aug 23
- Attended the Baccalaureate Reporting FY18-19 meeting, Aug 29

TECHNOLOGY MANAGEMENT:

- Academic Coach attended the Delta Area Registration Round-Up to promote the bachelor programs, Aug 6
- Attended 2019 Academic Affairs Convocation, Aug 19
- Attended the MSB Division Meeting, Aug 19

- Attended the TMGT Department meeting, Aug 21
- Attended the New Student Orientation for Bachelor Programs, Aug 21
- Attended the TAMUK MBA program meeting, Aug 22
- Participated in the CBE Review Committee of BASOL upper-level courses, Aug 22
- Attended the MHSM Practicum Orientation, Aug 22
- Attended the DL Form Review & Action Plan meeting, Aug 27
- Attended the TMGT Capstone Student Orientation, Aug. 28
- Attended the Baccalaureate Reporting FY18-19 meeting, Aug 29

ASSISTANT DEAN'S REPORT - MATH & SCIENCE:

- Met with S3A designated PI, Co-PI, and Grant Office Personnel to update S3A budget, write budget justification, rewrite S3A research goals, and clarify grant data management, Jul 30 to Aug 1st
- Assisted with MSB Risk Assessment and reviewed Math & Science Department Chair updates to their department risk assessments, Jul 31 & Aug 1st
- Attended Academic Affairs Convocation, Aug 19
- Presented Math and Science Achievements and Goals as well as departmental achievements and goals at Division Convocation, Aug 19
- Met with S3A NSF grant team to prepare grant proposal abstract requested by NSF, Aug 19 & 20
- Attended Grant Management Training Workshop, Aug 20
- Met with Dean and Physical Science Faculty to discuss outside employment, Aug 21
- Attended Physical Science Department meetings. The department chair presented departmental budget, schedule, overloads, and travel. The Friday meeting department committees met to discuss online guidelines, dual credit expectations, outreach, and PLO & CORE action plans, Aug 21 & 23
- Reviewed Math and Science enrollment numbers by course for both traditional and dual credit courses to determine which courses increased or decreased in enrollment, Aug 22
- Compared Math and Developmental Math enrollment affect should lab portion of Co-Requisite courses be allocated to the Developmental Math department, Aug 24
- Attended the Texas Pathways Project Coach Site Visit; Ms. Laura Rittner facilitated a discussion amongst, primarily, Program Chairs to garner feedback on Texas Pathways Project college reporting, Aug 27
- Review MSB Project Manager applications, Aug 27 & 28
- Attended Portable Building Committee meeting to discuss current and proposed portable use, Aug 30
- Physical Science faculty, Chemistry faculty, Biology faculty, and Assistant Dean ttended meeting to discuss the NSF Subaward partnership with UTRGV. The subaward is part of the NSF-HSI grant proposal focused on students interested in Environmental Sciences, Aug 30
- The Chemistry Assistant Chair, one Chemistry Faculty, and the Assistant Dean attended web meeting with Labstar to review Chemistry lab simulations. The purpose of the meeting was to determine if the lab simulations available through Labstar are suitable for a proposed non-majors chemistry on-line course, Aug 30
- Visited Technology Campus to review storage space available, Aug 30

BIOLOGY:

- Biology instructor attended the meeting for the NSF Classification Meeting to discuss the Memo needed for this grant, Aug 1
- Attended 2019 Academic Affairs Convocation, Aug 19-20
- Biology Faculty and Chair met to discuss NSF S-Stem S3A abstract, Aug 19
- Attended Grant Management training to learn about how to manage grants, Aug 20
- Biology Chair, Lab Specialist, and Lab Coordinator met to discuss lab materials and procedures for labs, Aug 20
- Held workshop to train faculty on Blackboard, available technology on blackboard, PLOs, CLOs, and Cos, JoVE Curriculum Specialist, one drive and SharePoint, and finally SWOT Analysis. Aug 21
- Attended Distance Learning Symposium Workshop, Aug 22
- Attended STEM Connection Platform meeting, Aug 28
- Attended Pre-Alliance grant meeting at PCNV 1.603, Aug 30
- Biology faculty held a Health Seminar "Whole Plant Foods that Heal" at PCN Rainbow, Aug 30

DEVELOPMENTAL MATH:

- Developmental Mathematics faculty attended Academic Affairs and MSB Division Convocation, Aug 19
- Held their 1st Monthly meeting of the Fall 2019 semester, Aug 21
- Department Chair attended grant training, Aug 22
- Held a shared department workshop with the Mathematics to discuss common assessment(s) and Co-Requisite course design, Aug 23

MATHEMATICS:

- Promoted enrollment in co-requisite mathematics sections by: advising students, creating/updating flyers to be distributed across campus, adjusting schedule of class availabilities, and meeting with various associates in different areas of the college to help address questions/concerns

- Attended Academic Affairs and MSB Division Convocation, Aug 19
- The Department of Mathematics held their 1st Monthly meeting of the Fall 2019 semester, Aug 23
- The Department of Mathematics held a shared department workshop with Developmental Mathematics to discuss common assessment(s) and Co-Requisite course design, Aug 23
- Department faculty met with Mathematics majors for New Student Orientation, Aug 23
- Program Chair attended the Adjunct & Dual Credit Faculty Professional Development Day morning meeting and Assistant Chairs helped to present during the afternoon Department of Mathematics DCF/Adjunct meeting, Aug 24

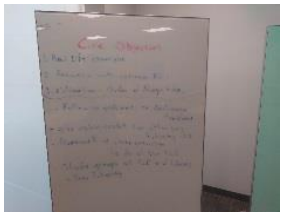
- Attended the Texas Pathways Project Coach Site Visit; Ms. Laura Rittner facilitated a discussion amongst, primarily, Program Chairs to garner feedback on Texas Pathways Project college reporting, Aug 27
- Attended Unidos Contra la Diabetes (UCD) Health Connect Data Advisory Board Orientation meeting; meeting was organized to form a coalition of Board members who will guide the data collection, analysis, and software structure for the UCD Health Connect Collective Impact, Aug 27
- Attended the STEM Connection Newsletter PR Platform meeting to discuss layout, article categories, timelines, and other information that will be included in the Fall newsletter, Aug 28
- Department Chair currently represents South Texas College as a Board Member as the College Director on the Rio Grande Valley Council of Teachers of Mathematics (RGVCTM) non-profit organization and taped a video segment on KRGV Ch. 5's Inside the Valley promoting the upcoming 54th Annual RGVCTM Mathematics Conference in November 2019, Aug 29

PHYSICAL SCIENCE:

- Met with secretaries and laboratory coordinator to discuss and review department policies and issues, Aug 1
- Department Chair and Lab Coordinator attended a meeting with the STC Project Manager, Biology Lab Coordinator, staff of STC facilities and builders of K building to develop a mitigation plan to resolve the mold incident in the K building, Aug 2

- Department Chair, Assistant Chair, Faculty, and Staff attended Academic Affairs Convocation held at the Edinburg Conference Center at Renaissance, Aug 19
- Department Chair, Assistant Chair, Faculty, and Staff attended the Division of Math, Science & Bachelor Programs Convocation held from 1:30 p.m. to 5 p.m. at the Pecan Campus Cooper, Aug 19
- Department Chair, Laboratory Staff, and Secretaries attended Department Staff meeting. The best practices for laboratory staff scheduling, material management, and the Fall 2019 laboratory needs were deliberated and discussed, Aug 21
- Department Chair organized a monthly department meeting for the Faculty and Staff. Budget, Fall2019 enrollments, college and department policies, committee assignments were among the discussion topics. Aug 21

- Department Chair organized a meeting for the department committees. During the meeting Program Learning Outcomes Task Force, Core Objectives Assessment Task Force, Dual Enrollment Task Force, Distance Education Policy Advisory Committee, Student Advising Committee, Career Exploration Day, STEM Summit, and STEM Connection News Letter Advisory Committee met discussed the pertinent best practices, Aug 23



- Department Chair attended Adjunct and Dual Credit faculty Development Day held at Mission Event Center, Mission TX. During the meeting SACS-COC accreditation, NACEP accreditation, Legislative Updates, Dual Enrollment issues were among the discussion topics, Aug 24
- Department Chair organized a department meeting for the Adjunct and Dual Enrollment faculty. Among the attendees were the Adjunct and Dual Enrollment faculty, Assistant Chair, Engineering Coordinator, and Laboratory Coordinator, Aug 24

- Department Chair and Engineering Coordinator met with Environmental Science faculty from UTRGV and discussed a possible NSF Subaward partnership with UTRGV, Aug 27
- Attended STEM Connection meeting. The meeting attendees discussed potential content items for the First STEM Newsletter, Aug 28
- Department Chair, Division Dean, and Engineering Coordinator met with the Engineering faculty from UTRGV and discussed opportunities for collaboration. The discussed items include water research and Grant Proposal, Aug 30
- Organized a meeting to discuss the NSF Subaward partnership with UTRGV, Aug 30

UNIVERSITY RELATIONS:

- College Visits with various universities, Aug 1 – 31
- Resubmitted agreements with Texas A&M University Irma Lerma Rangel College of Pharmacy and the Texas A&M University College of Nursing for VP approval and signature, Aug 2
- Attended the Texas Pathways Project Round 2 Meeting, Aug 9
- Attended the School Board Meeting for the Trustees of St. Matthew's Episcopal School, Aug 12
- Participated in the Restorative Justice Training sponsored by the Office of Student Rights and Responsibilities, Aug 12 to 14
- Attended the Math, Science and Bachelor's Program Division Program Chair meeting, Aug 14
- Met with Vice President for Student Affairs and Enrollment Management about the status of agreements and recruiting practices of our partners, Aug 15
- Participated in the Lunch with the Vice President for Academic Affairs event, Aug15
- Met with the Executive Vice President for Educational Programming and Student Achievement about the possibility and paperwork associated with teaching bachelor's courses at the University Center at TSTC, Aug 15
- Attended the information sessions for the Beacon Mentoring Program, Aug 16
- Participated in the Fall 2019 Chair Leadership Meeting, Aug 16
- Presented to students in the Valley Scholars Program, Aug 16
- Attended the NIH T34 Bridges to Baccalaureate Program Grant meeting with UTRGV, Aug 16
- Participated in the South Texas College Information Session at the Starr County Campus, Aug16
- Attended the Academic Affairs Convocation, Aug 19
- Participated in the Math, Science and Bachelor Programs Division Convocation, Aug 19
- Met with representatives from Public Relations and Marketing regarding upcoming events and in particular the College Fairs, Aug 20
- Attended the Leadership McAllen Class XXXIX Welcome Reception, Aug 20
- Participated in the Mathematics Department Meeting and spoke about the articulation agreements with UTRGV and TAMUK, Aug 21
- Attended the Distance Education Symposium, Aug 22
- Met with representatives from the College of Business Administration about the most effective recruiting methods and how our programs can partner together, Aug 22
- Participated in the Human Resources Advisory Council (Cordelia), Aug 22
- Attended the Mathematics/Developmental Mathematics Professional Development meeting regarding the co-requisite courses, Aug 23
- Participated in the BASOL faculty meeting, Aug 23

- Met with Dr. Blanco from Our Lady of the Lake University in La Feria regarding some recent issues, Aug 23
- Participated in a conference call with UTRGV regarding articulation agreement, Aug 26
- Attended the Pathways Implementation Core Team Meeting Aug 26
- Met with Karen Demmin who represents United States University and Aspen University about transfer visits, college fairs and potential articulation agreements, Aug 26
- Established Transfer Center Office Hours at Mid Valley and Starr County Campus, Aug 26
- Met with the Dean for Math, Science and Bachelor Programs regarding the opportunity to participate in a Gate Foundation visit to the RGV, Aug 27
- Met with the Coordinator of Engineering Programs about articulation agreements and future changes and opportunities, Aug 29
- Completed the CBC 2 STC Transfer maps, Aug 30

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended check presentation by Texas Workforce Commission for grant award presentation for Jobs and Education for Texans (JET) Program, August 1
- Attended check presentation by Texas Workforce Commission for grant award presentation for Skills Development & Self Sufficiency Funds, August 1
- Conducted faculty interviews for new faculty members, August 6
- Attended meeting to discuss the Knapp Community Care Foundation Grant, August 7
- Attended Closing the Skills Gap Grant meeting at Pecan Campus, August 7
- Attended meeting to discuss development and submission of a DOL grant on Apprenticeship Grant, August 7
- Met with students regarding readmission process, August 8
- Attended search committee for Dean of Continuing Education, August 8
- Attended OTA orientation, August 9
- Attended Apprenticeship with Texas/Trident Technical College at Pecan Campus, August 9
- Reviewed Knapp Community Care Foundation Grant, August 12
- Attended meeting to discuss logistics for RN-BSN Program, August 12
- Attended Search Committee Meeting, August 12
- Attended Reaffirmation Leadership Meeting, August 12
- Attended NCLEX Meeting, August 13
- Attended meeting with Mercedes ISD for Knapp Community Care Foundation Grant, August 14
- Attended marketing meeting for RN-BSN program, August 15
- Attended Luncheon with Vice President of Academic Affairs, August 15
- Attended planning meeting for the Mini-Sun Conference for Simulation, August 15
- Attended Chair's Leadership Meeting, August 16
- Attended President's Administrative Staff meeting, August 16
- Attended 2019 Academic Affairs Convocation, August 19
- Held Fall 2019 Division Meeting, August 19
- Attended meeting to review RN to BSN program, August 20
- Attended Copyright and Licensing Training at Cooper Center, August 23
- Attended Vocational Nursing Orientation at Mid-Valley, August 26
- Division held retirement part for Daphine Mora, August 29
- Attended Monthly Knapp Community Care Foundation Grant meeting, August 30

ASSOCIATE DEGREE NURSING:

- Dr. Acevedo conducted a meeting with all Level 1 and 4 course and clinical leads to welcome them back to the new semester. Duties and responsibilities in their respective roles, changes to the syllabi, and preparations for their respective courses were discussed, August 19
- ADN Faculty and Staff Meeting was held. Six new full-time faculties, 1 faculty secretary and 1 Student Advisor were welcomed to the department. The ADN organizational chart was presented by Dr. Candelaria, and role and responsibilities of Dr. Mariano Acevedo as Program Coordinator was discussed. ADN student handbook, updates, information, requirements and due dates were also discussed. Faculty signed up for the different department committees, August 21
- Faculty and staff ADN and ACEN Competencies were conducted by Dr. Candelaria, August 22
- Level 1 and Level 3 faculty had their level meeting, August 20
- Level 2 and Level 4 had their level meeting, August 23
- All students in the Heal2 cohort passed their math exam.
- The ADN program welcomed students from Level 1 to Level 4 to the new semester, August 26
- Dr. Acevedo conducted a meeting with ADN Advisor and Assistant Advisor.
- ADN Student Advisor attended the Knapp Medical Center Health Fair in Weslaco, August 28
- ADN Faculty and Staff attended a Project Concert webinar. The Project Concert demonstration showed a single solution to maintain organizational data including coursework, clinicals, laboratories, evaluations and surveys, student and faculty portfolios, preceptor management and tracking program level assessments related to ACEN accreditation, August 28
- Faculty and staff attended a HURST Elevate Inservice presentation to help increase the NCLEX passing rate of ADN and LVN students, August 28
- Level 1 students had their orientation to their courses, August 27
- Level 3 OB/Pedi students had their clinical orientation at the Technology Campus, August 29

DIAGNOSTIC IMAGING DEPARTMENT:

- The RADT program 2019 graduates obtained a 100% pass rate on the ARRT Radiography Examination. The total scaled score for the class was an impressive 87%.
- The AAS for the DMS program has been approved to begin in the Spring 2020 semester
- The Department Chair and staff have been updating both the RADT and DMS program websites for current changes and updates in information.
- The first-year DMS program students completed the Summer II Session on August 9.
- Department attended the Academic Affairs Convocation and NAH Division Meeting, August 19
- The first fall semester Department Meeting was held, August 20
- Gloria Anciso, DMS Program Faculty, was recognized for her dedication to the Diagnostic Imaging Department in Faculty Spotlight
- Ongoing registration for DMS and RADT Program Introduction courses
- The RADT program accepted a new cohort of students scheduled to begin this fall. A total of 22 students were accepted into the program

EMERGENCY MEDICAL TECHNOLOGY:

- EMT department is working on Risk Management Assessment update, August 1
- EMT Department had readmission appointments with students, August 14
- EMT Faculty continue to register students for Fall 2019 cohort as they become clinically compliant.
- EMT Interim Program Chair attended Fall 2019 Leadership Meeting, August 16
- EMT Department attended Academic Affairs Convocation, August 19
- EMT Department attended Fall 2019 Division Meeting, August 19
- Department held Faculty and Staff meeting, August 21
- EMT Department held program orientation, August 22
- EMT faculty attended Copyright training, August 23

MEDICAL ASSISTANT TECHNOLOGY:

- MAT department meeting, August 21

- Attended STLA for Chairs, August 16
- Attended Academic Affairs Convocation, August 19
- Attended High School Kick Off Registration, August 20
- Department held MAT Practicum Orientation, August 23

PATIENT CARE DEPARTMENT:

- Patient Care students enjoyed Cookie and Snack Day at NAH.
- PTCA Program had 100% pass rate for all 3 National Exams: Certified Phlebotomy Tech, Certified EKG Tech, and Certified Patient Care Tech.
- Clinical Coordinator finalized clinical sites and sent rosters for clearance to Clinical Affairs
- Program Assistant Chair attended Test Writing Workshop
- Department held Fall 2019 department meeting, August 20
- Incoming new student orientation was held, August 21
- Clinical Coordinator secured clinical sites for McAllen, Mid-Valley, and Starr County courses
- Clinical clearance rosters for all sections with Clinical Affairs
- Program Chair attended Test Writing Workshop for Faculty
- All PTCA sections trained on Virtual Dementia Tour

RESPIRATORY THERAPY PROGRAM:

- Prepared Clinical III Orientation
- Prepared for Clinical Faculty Meeting
- Followed up with clinical sites hospital personnel to obtain clinical clearance.
- Visited Rio Grande Regional Hospital to finalize clinical site

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

COMMUNITY ENGAGEMENT:

- MVC welcomes many outside organizations to promote their businesses, job opportunities and services to students.
  - RGV Focus hosted training for local school principals, 3D Growth Model School Teams Training – Aug 7 & 8
  - First RGV Inc. hosted their first Robotics Workshop to update RGV educators on robotics season – Aug. 17
  - Access Esperanza set up information tables to provide information on services for students, faculty and staff – various dates
  - STAR Network Organization held their monthly meeting of HS counselors to plan on student recruitment – Aug. 23
  - UTRGV Admissions Outreach department set up information table to inform students of their services – Aug. 28

ENROLLMENT ACTIVITIES:

- STC Departments promote courses and answer questions regarding degree plans and upcoming classes.
  - High School Programs Department hosted summer programs.
    - College Connections hosted Ambassador Kick Off Meeting for student ambassadors – Aug. 13
    - ECHS/STEM schools were invited to meet with ECHS staff to answer any questions and get to know the principals and counselors from other ECHS/STEM schools – Aug. 14

CAMPUS EVENTS:

- MVC Child Development Center hosted a parent orientation – Aug 22
- Center for Learning Excellence Department
  - CLE Promo and Supplemental Instructor information tables were set up to inform students of their locations and services being offered – various dates
- Student Activities and Wellness Department hosted several events.
  - First Year Connection for freshman students: campus tour and Student Services orientation – Aug 22

    - Welcome Tables were set up in various buildings to help direct students on first couple days of class – Aug 26 & 27
    - All Clubs Meeting was held to welcome new and returning clubs, advisors and members – Aug 29
- Library Services hosted a Hispanic Heritage Month Documentary series presentation and Q&A session – Aug 8
- MVC ATPE/Education Club held a fundraiser to kick off the semester – Aug 29
- Ascender Club held their first club meeting of the semester – Aug 30
- Memorial Service was held for Dr. William Greene, Political Science Department, who passed away during the summer. – Aug 30

DR. RENE ZUNIGA
SITE COORDINATOR – LA JOYA HIGHER EDUCATION CENTER

ENROLLMENT ACTIVITIES:

- Coordinator distributed flyers for Registration Summit in the Western Hidalgo County area, Aug 6
- Coordinator, in conjunction with Financial Aid, CLE, Advising, and other support, participated in the Registration Summit for the Western Hidalgo County community at La Joya JCECHS, Aug 8
- Coordinator participated in the First Year Connection Orientation for Education Majors, Aug 23
- Coordinator participated in the Education Summit for Education Majors, Aug 30

ANA PEÑA
DIRECTOR – DISTANCE LEARNING DEPARTMENT

DIRECTOR'S REPORT:

- Status Report for Division Deans
    - Continue working on developing status report for Division Deans as to number of online faculty who have completed their online certification. An updated list has been emailed to all division Deans for awareness of their pending online faculty who need to complete their certification.
- Developing Distance Learning department operation handbook.
- Worked on documentation used for the SACSCOC Compliance Writing Team and started the draft for the sections assigned to Distance Learning.
- Met with Dean Inst'l Rsrch, Eff & SP, Inst'l Research & Effectiveness to review and draft Standard 14.3, Aug 9.
- Updated several job descriptions for the department.
- Worked on budget and Blackboard contracts.
- Developed a distribution list for Instructional Designers to compile course approval forms to be in compliance with SACSCOC standard 14.3, Aug 16
- Met with Program Chair of Paralegal to develop the action plan of the Paralegal Associate to convert as a fully online program by Fall 2020, Aug 8
- Presented at the AEDT department meeting over the model course design for online courses and course approval forms, Aug 8
- Presented to following departments regarding Distance Learning model courses, assigned Instructional Designer for the department and course approval forms, Aug 19, 20, 21
    - Humanities
    - Spanish
    - Law Enforcement
    - Fire Academy
    - Organizational Leadership
    - Technology Management

- Education
- Math
- Computer Science

- Attended the new faculty luncheon for Academic Affairs, Aug 15
- Worked on presentation for Distance Learning Symposium 2019
- Met with Academic Affairs Project Manager to work on Distance Learning Symposium presentation, Aug 20, 21.
- Participated at Academic Affairs Convocation and presented eFaculty of the year, Aug 19.
- Presented for Distance Learning Symposium, Aug 22
- On August 22, the Distance Learning Department held its annual symposium, and it enabled online faculty members to have a platform to network, innovative technology, and learn about the newest developments taking place with regards to online learning.

- Met with Executive Vice President to discuss the possible partnership with TxDOT for their employees to enroll in STC online programs, Aug 20
- Worked on the presentation for Blackboard Fundamentals, Aug 23
- Presented on Blackboard Fundamentals for Adjunct and Dual Credit Faculty Professional Development Day at the Mission Event Center, Aug 24.
- Met with Blackboard Account Executive to go over the South Texas College contract and Blackboard Ally, Aug 22
- Developed a distribution list for Instructional Designers to compile course approval forms to be in compliance with SACSCOC standard, Aug 2
- Review and organized number of online faculty to distribute between Instructional Designers, Aug 26
- Participated in a case study interview with Blackboard Pronto – Instant Messenger, Aug 29
- Communicated with division Deans about their assigned Instructional Designer for each department, Aug 27
- Met with Blackboard Pronto Account Executive to go over the South Texas College contract for renewal, Aug 29
- Develop the Distance Learning training schedule for Fall 2019 which consists of Blackboard Certification, Online Teaching Certification, Blackboard Gradebook, SPARK Online and etc, Aug 27
- Develop training instructor manual for Blackboard Re-Certification

JESSICA SANDOVAL GARCIA
ACADEMIC EXCELLENCE PROGRAM OFFICER

VALLEY SCHOLARS PROGRAM:

- Fundraising – Followed up with past sponsors by email to request sponsorship renewals. Submitted Ads to SOCIALIFE and Texas Border Business to promote ANWTS. Finalized décor and food selection for ANWTS venue. Finalized Event Information Brochure. End of August donation totals for 14th Annual ANWTS: Cash/Pledged- $46,100; In-Kind/Silent Auction - $35,265.
- Recruitment – Continued reviewing Valley Scholars applications and sent notification letters to all applicants regarding acceptance status and/or missing documents needed. Met with students accepted into the program to go over program procedures and advising for Fall 2019.
- Retention – Held Valley Scholars Orientation for new Class 23 students on August 16, 2019. Continued meeting with students about Fall 2019 registration. Awarded Summer II 2019 scholarships to eligible students.
- Volunteer Service – Valley Scholars volunteered at the Academic Affairs Convocation held on Aug. 19, 2019.
- Administrative – Held interviews for Valley Scholars Specialist position. Attended Academic Affairs Convocation on Aug. 19, 2019. Finalized end of FY19 accounts.

PHI THETA KAPPA

- Meetings – Held General Meeting on Aug. 19, 2019. Met with officers for the monthly officer meeting to continue planning activities for the semester and work toward meeting five star chapter goals. Chapter Officer Team meat

with Student Connections to discuss collaborating on promotion of the STC Ambassadors Program for the chapter's College Project.

- Recruitment – Answered emails, phone calls, and met with students interested in joining Phi Theta Kappa.

DR. MARICELA SILVA
ACADEMIC INITIATIVE AND PROJECTS OFFICER

GRANTS:

- Starfish (iPASS Grant):
    - Ongoing - Met with the Starfish Committee on July 25th. Items discussed:
        - Provided updates for Starr Campus. Two success specialists are using the flag report to contact students. The group created a template for Starr for data collection and evaluation. Some suggestions were to collect data on the following:
- How many students created Starfish profiles;
- How many go to case management after they have been flagged; and
- What is the process when the second survey kicks in (i.e. are flags cleared, additional flags raised … we need a process that everyone can follow)?
- Additionally, we need to create a definition for each of the flags raised.
        - Fall 2019 updates:
            - Financial Aid Roster Verification (FARV) will be launched on day three (3) of the semester to allow Starfish to retrieve updated information from Banner (i.e. late registrations - students who enrolled on the first day of the semester, etc.);
            - Dual Credit Academies will run Progress Surveys on same schedule as traditional.
        - A Tiered Flag System was presented to the committee for consideration and feedback (see attached). The committee raised concerns that this may become too confusing to the faculty.
    - Attended Hobsons Summer Institute between July 26 and 31st.
        - Met with our Hobsons representatives Veronica Wooten and Jean Russell to discuss new Starfish capabilities/features.
        - Some of the sessions I attended provided information and lessons learned about the new features in Starfish.
            - Student perceptions of the value of a college degree is in a decline;
            - Students are looking at the ROIs (Return of Investment) of attending college – is it worth their time;
            - Starfish now includes "Intake Forms";
            - Guided Pathways, Degree audits, Career Connections and other feature are also available through Starfish;
    - Participated in Check-in call to learn about new features within Starfish (i.e. Guided Pathways, Data Analytics, Career Exploration, etc.).
    - Updated the Timeline and sent it to Dual Credit Programs and Financial Aid for review and approval.
    - Attended Financial Aid Attendance Rosters meeting to discuss timeline.
    - Met with (IT) technician to discuss and develop strategies for census reports.
    - Met with graphic designer to create a *Starfish Process Chart*.
    - Submitted data request to RAS to collect feedback from faculty regarding changing the flag templates.
- CAEL Adult Learner 360 Academy 2019
    - Ongoing - Participated in Check-in Call.
- Perkins:
    - Ongoing – The application was submitted on Monday, July 22nd.
    - Faculty Internships for FY18-19 are ongoing. Two faculty of the 14 have completed their internships, so far.
    - Emails were sent out to Deans/faculty reminding them of upcoming final grant report.
    - Submitted Internship Certificates of Completion to the Grants office.

MEETINGS:

- Attended RSPSE Website Redesign Meeting
  - The committee has been meeting on a regular basis to review and develop a plan to redesign the website.
  - The redesign will help guide students through the processes for enrolling and provide relevant information regarding their program of interest.
- Attended the Restorative Justice Training hosted by Student Rights & Responsibilities
  - The three-day training incorporates "circles" and a "talking stick" to help with team building; conflict resolution; and other practices to help create a harmonious working environment.
- Attended Grant Management Training Workshop
- Attended Leadership McAllen Welcome Reception

ONGOING PROJECTS & ACTIVITIES:

- QEP Committee
  - Ongoing – We will meet again in September.
- Strategic Initiatives Committee
  - Ongoing

YOLONDA JARAMILLO
PROJECT DIRECTOR – HSI GRANT

TITLE V GRANT & PROJECTS:

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Completed AV installations in MV G174 and NAH B2.504. Both rooms are now fully functional tier 2 ALCs. These projects conclude the ALC projects under the grant for a grand total of 16 Tier 2 ALCs.
  - Continued efforts to efficiently schedule fall 2019 as well as spring 2020 courses and events.
  - Delivered the Active Learning Classroom Instructor Guide to all current faculty teaching in ALCs as well as the protocol when experiencing technical difficulties.
- **FOCUS Academy**
  - Attended New Faculty Orientation day to meet faculty who will participate in TLA/FOCUS Academy. Led the South Texas College campus tours for new faculty.
  - Presented to faculty on Spark Online at Distance Learning Symposium.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Met with the Director of Advising, HSI Grant Director, and Coordinator of Advising to discuss ways to improve record keeping in DegreeWorks for faculty advisors, for the purpose of more efficient data collection and reporting.
  - Collaborating with IT to develop new drop down options in DegreeWorks notes sections for faculty advisors, student success specialists, and academic coaches, as well as aligned Argos reports.
  - Collaborated with RAS to develop fall 2019 and spring 2020 targets based off of the the 2017 pilot study
    1. 15% increase each semester in number of students selected for faculty advising
       - Spring 2017 - **551**
       - Fall 2019 - **634**
       - Spring 2020 - **729**
    2. Incremental increase in number of students who receive faculty advising
       - Spring 2017 – **39%**
       - Fall 2019 – **45%**
       - Spring 2020 – **50%**

Component 3

- **Enhancement of Technology Infrastructure/ Remote Delivery Courses**
  - Continued monitoring summer and fall 2019 and spring 2020 GZ course enrollment.
  - Met with Starr Campus Administrator to share an update of scheduled GZ fall 2019 courses.

Component 4

- **Financial Literacy**
  - Facilitated the Financial Literacy Training for the upcoming school year on the new presentation and the process of delivering the trainings and documentation of trainings to be delivered.
  - Received Mentimeter team membership accounts and distributed access and presentation to Financial Literacy Trainers.

South Texas College/ Department of Education

- Received approval from DOE Program Officer for one year no cost extension and the purchase of Mentimeter for financial literacy data collection. Updated Grant Award Notification (GAN) received by DOE and shared with IVPAA, GDMC and Business Office.

DR. CHRISTOPHER NELSON

ASSOCIATE DEAN – CURRICULUM AND STUDENT LEARNING

ASSOCIATE DEAN'S REPORT:

- Met with representative from ExamSoft for a demo of their online secure testing system.
- Met with the President of TAMUK to discuss articulation, pathways, curricular alignment, and transfer issues.
- Met with the Chair of the Education Department to discuss the utilization of EDUC-1300 classes for Core Objectives pre-testing.
- Met, discusses and finalized the draft Narratives for SACSCOC Compliance Standards 8.2a, 8.2b, and 8.2c.
- Met with Staff and Administrators at the RCPSE to discuss the development of "local needs courses" parallel to the TCOLE trainings currently offered for CEU by the College.
- Convened the first meeting of the Texas Pathways Project 2 team to review and revise the College's application for Texas Pathways Project 2.
- Met with the SACSCOC Accreditation Reaffirmation Team to discuss progress to date and next steps.
- Met with the core team of the College's Strengthening Guided Pathways" project team to discuss feedback from the AACU on our project action plan.
- Met with various stakeholders in a discussion of online certification for faculty and SACSCOC compliance issues
- Met with new faculty at the VPAA-hosted luncheon.
- Assisted the Director of Academic Assessment with learning outcomes assessment presentations at three Division meeting (NAH, MSB, LASS).
- Met with staff from the Office of High School Programs to begin finalizing the "High School Endorsements to STC Meta-Majors" tool.
- Participated in phone conference with our Texas Pathways Coach in preparation for her upcoming site visit.
- Met with two academic programs to discuss issues relating to Program Coordinator responsibilities and compensation.
- Met with representatives from the Office of High School Programs and the Department of History to discuss a possible DC Academy in Mexican-American Studies)
- Hosted and led the Texas Pathways project Coaching Site Visit, including meetings with Executive Administration, STC's Pathways Team, STC's Data Team, and STC Faculty.
- Finalized and submitted STC's Action Plan to the AAC&U for our "Strengthening Guided Pathways" project work.
- Held a preliminary meeting with the Coordinator of the A.A. Interdisciplinary Studies Program, regarding compliance with SB-25 and SB-1324; scheduled a follow-up meeting with the Director of Early College High Schools for later this week.
- Met with the Chair of the Art Department to discuss proposed revisions to the course titles, course descriptions, and course learning outcomes, in the ACGM.
- Met with the new Coordinator of the A.A. Mexican-American Studies Program to discuss strategies for building and strengthening the program.

CURRICULUM & STUDENT LEARNING MANAGER REPORT – CHRISTINA CAVAZOS

- Conducted Concourse Administrative User Training to staff members that will be responsible for assisting faculty with troubleshooting issues as well as maintaining the system when we go live spring 2020.
- Met with Concourse representative and Director of Distance Learning to discuss merged section and how they would behave with the Concourse application. Received feedback on how to resolve issue with merged section and how to revise current processes to adapt.
- Met with PR Digital Services Manager to discuss the redesign of the Master Syllabi/Section Outlines page in the Academic Affairs discussed current and upcoming tasks for each functional area.
- Met with Political Science Department Chair and Director of Distance Learning to discuss merged sections for Concourse and Blackboard and develop a process for modifications needed.
- Finalized proposed AAS & Certificate in Cybersecurity Specialist Program development packet and forwarded to Associate Dean of Curriculum & Student Learning for review and feedback.
- Attended a meeting at the RCPSE center discuss the course listing for FY20 and how to submit courses as local needs courses to The THECB for state funding reimbursement.
- Presented at the Chair Leadership meeting on the upcoming Concourse Syllabi Management implementation for spring 2020 and discussed the action plan with regards to communication and training.
- Attended the Banner User Group meeting to inform the committee of the recently approved Bachelor of Nursing and provided information regarding the program code for the Banner SIS.8.
- Attended the Online Faculty Certifications meeting to provide feedback on a process to track faculty that are certified to teach online courses and establish an ongoing monitoring procedure to ensure compliance with accreditation standards. Representatives from OPOD, scheduling, VPAA's office and others attended to discuss possible options.
- Attended a meeting with Concourse to discuss the status of the pilot and items pending resolution.
- Attended Academic Affairs Convocation on August 26.
- Presented on upcoming Concourse Syllabi Management implementation to the MSB, LASS, and NAH instructional divisions as well as at the Adjunct/Dual credit Professional Development Day.
- Conducted Concourse Syllabi Management training to the Political Science department to assist faculty with completion of their section outlines for the fall 2019 pilot.
- Met with HR and VPAA Project Manager to discuss training schedule in fall 2019 for Faculty Load and Compensation implementation and setup requirements.

DIRECTOR OF ACADEMIC ASSESSMENT REPORT – YOLONDA JARAMILLO

- Met with ExamSoft representative to review possible applications for Program Learning Outcomes and Core Objective assessments, curriculum mapping rubric development and reporting.
- Met with the Associate Dean of Curriculum and Student Learning and Education Chair to discuss direct normed assessment option aligned with EDUC1300 for fall 2019. Scheduled a department training on ETS system for August 20.2019. Will coordinate with IT to install locked browsers in additional computer labs.
- Met with Instructional Coach to discuss possible Pathways partnership with a community college from Hawaii.
- Attended STS training with Curriculum and Scheduling Coordinator and Director of Academic Assessment.
- Met with Program Chairs to review and revise 2018-2019 AY PLO Reports.
- Collaborated with Education Program Chair to develop sample student assessment group for Critical Thinking and Communication.
- Conducted interviews with six candidates for the Learning Outcomes Specialist position. In the process of completing all supplemental hiring documentation.
- Audited status of 2018-2019 AY PLO Report data and action plans.
- Completed and uploaded Learning Outcomes Specialist hiring proposal to PeopleAdmin.
- Collaborated with Education Program Chair to develop sample student assessment group for Critical Thinking and Communication.
- Met with Pathways team to review AACU project scope and timeline.
- Attended Academic Affairs Luncheon and met with new faculty.
- Completed PLO and Core Objective presentation for Chair Leadership and Division meetings.
- Attended ETS Training meeting with Director of Academic Assessment and ETS representative.
- Completed ETS training assessment to collect screen images for training and ease of use reference.

- Attended Academic Affairs Convocation to review challenges and opportunities for the upcoming academic year.
- Developed and presented Program Learning Outcomes and Core Objective updates to the LASS, MSB, and NAH divisions. BPTS will be scheduled for a later date due to a full division-meeting schedule.
- Developed and presented two ETS Training sessions to the Education Department. Collaborating with faculty to schedule assessment training, delivery and computer labs.
- Developed and presented two JagPRIDE Training sessions at the Adjunct and Dual Enrollment Faculty Development Day to 97 participants. The presentation was embedded into Mentimeter to survey faculty and determine in which areas more support is needed.

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

DR. REBECCA DE LEON - DEAN'S REPORT:

- Dual Credit Programs Department coordinated a training session for Hidalgo ISD CTE Teachers which included presentations by Early College High Schools, Academies, Dual2Degree and Career Services, August 13th.
- Dean along with Associate Dean of Industry Training & Economic Development presented on Summer Camps during the EWDC Meeting, August 13th.
- Dual Credit Programs hosted the South Texas College Information Session for rising 11th and 12th graders along with 2019 high school graduates with prior credit. The event included opportunity for students to complete admissions, registration, visit with departments during a tabling event, and advising. The attendance included 23 Dual Credit students and 55 Traditional students, August 16th.
- Dean attended the Cybersecurity Pathways Meeting with PSJA, Hidalgo and Valley View ISDs to further discuss the students and courses for Fall 2019 to remain in compliance, August 22nd.
- Dual Credit Programs Leadership presented at the New Orientation for Full-Time Faculty Teaching Dual Credit, August 22nd.
- Dean presented on the State of Dual Credit Programs during the Adjunct & Dual Credit Faculty Professional Development Day, August 24th.
- **Upcoming Events & Activities for September 2019**
    - Host a Starr County Leadership Meeting, September 10th
    - Host Dual Credit Programs Superintendent Leadership Meeting, September 13th
    - Host Dual Credit Leadership Meeting, September 20th

LEONARDO CASTANEDA – DIRECTOR FOR ACADEMIES AND HIGH SCHOOL PROJECTS:

- Staff registered nineteen (19) Dual Enrollment Medical Science Academy students into the BIOL 1406 Science Education Alliance-Phage Hunters Advancing Genomics and Evolutionary Science, which is discovery based undergraduate research that will be conducted at the Pecan Campus throughout two semesters.
- Staff developed the fall 2019 workshop schedule for the Pecan, Mid Valley, and Starr County campuses by securing career awareness speakers, scheduling the Student Leadership Academy workshops, and personal growth workshops such as financial literacy.
- Staff conducted review of final grades for three hundred sixty-three (363) Academy students after review of summer II grades and ensured that any scheduled adjustments were conducted and parent meetings were held.
- Staff registered twenty-one (21) Sharyland ISD students who will be participating in the NAH Medical Office Specialist Initiative, and fourteen (14) who will be participating in the NAH Medical Office Specialist Initiative.
- Staff registered seven (7) La Joya ISD students who will be participating in the NAH Patient Care Initiative.
- Director of Academies & High School Projects attended a meeting Faculty and Dean for Dual Credit Programs and School District Partnerships to discuss potential Mexican American Studies Academy, August 23rd.
- Staff conducted final degree audits for two hundred eleven (211) Pecan Campus Academy students and confirmed registration for the appropriate fall 2019 courses.
- Staff conducted registration for fifteen (15) students for Cybersecurity courses. Nine (9) students are part of the Dual Enrollment Cybersecurity Academy. Two (2) PSJA ISD students, two (2) Hidalgo EHCS students, and five (5) Valleyview HS students were registered for Cybersecurity courses as part of a Cybersecurity Grant.

- Director of Academies & High School Projects set up the Starfish Progress Surveys for the Fall 2019, which consisted of incorporating over eighty courses for three hundred sixty (363) three Academy students to created cohorts that will be used to conduct case management/academic progress meetings.
- The Academy Programs held is first Friday workshop of the fall 2019 semester for Dual Enrollment Academy students on Friday, August 30, 2019 at the Pecan, and Mid Valley Campuses.
    - Pecan Campus: 166 Junior and 97 Senior Academy students, had a presentation by a Dual Enrollment Medical Science Academy Alumni who is now a Medical Doctor and works at Yale University. Students were provided an overview of Academy Program's expectations and received new planners for the academic year. Staff discussed textbooks with all students and staff used the Textbook Tracking Form to determine which were received and which are pending. Students began activating their Starfish Profiles during the workshop time.

    - Mid Valley Campus: 45 Junior and 31 Senior Academy students were provided an overview of campus resources and services, as well as Academy Programs expectation and responsibilities. Staff discussed textbooks with all students and used the Textbook Tracking form to determine which were received and which are pending.

RELATIONS MANAGERS' REPORT: APRIL CASTANEDA

- Relations Manager continues to work on logistics for upcoming events in September 2019
    - Starr County Leadership Meeting, September 10
    - Superintendents Leadership Meeting, September 13
    - Dual Credit Leadership Meeting (formerly known as Principals Summit), September 20
- Relations Manager is assisting Office of Professional Development with the Fall College-Wide Professional Development day to be held in September 27
- Relations Manager continues to work on logistics with Career & Employer Services regarding Career Exploration Event to be held on November 9th
- Relations Manager continues to compile content for the Dual Credit Counselors Module to be implemented by Spring 2020
- Relations Manager working on compiling data for the fall 2018 success metrics report for ISD personnel

DUAL CREDIT PROGRAMS SCHEDULING:

- Completed all pending requests on the scheduling portal. A total of 988 scheduling requests for Fall 2019 for the participating 7 school districts (Sharyland, PSJA, Edinburg, Valley View, Vanguard, La Joya and Hidalgo ISD's) using the new Dual Credit Scheduling Portal, as of September 6
- Collaborated with Dean of Dual Credit Programs and High School Partnerships, Planning and Scheduling Manager and Program Chairs to distinguish active and inactive DCF for each department and updated DCF Spreadsheet
- Requested courses for the new Dual Enrollment Teaching Academy (DETA)
- Renewed dual credit web system access to 96 web operators
- Met with counselor from Triumph High School in regards to dual credit course offerings, July 22
- Mid Valley Campus ECHS/ STEM Fall Update Meeting, August 14th
- Opened the Spring 2020 Dual Credit Application Cycle; deadline to apply is October 1st 2019

ANTONIO DE LA CRUZ – DUAL CREDIT PATHWAYS DIRECTOR:

- The College continues to assess issues reported in regards to partnering school districts not having the textbook access codes for students due to an increase in cost. Some department chairs have made efforts to assist schools while access codes are purchased.
- P-Tech MOU is complete and is under review by the Dean for final approval. Some components from the district level MOU were integrated to the ECHS / PTECH / STEM MOU for next year's issuance.
- The department began efforts to improve the integrity of ECHS cohort lists which includes removing duplicate A numbers, improving location of each student's high school, adding any students that were not included on original list. This initiative is collaboration with Research and Analytical Services to create more accurate reports.
- The Director met with IT to find ways to improve ECHS coding and minimize the need for additional spreadsheets and reports. This should help minimize errors when managing ECHS cohort information.
- ECHS staff participated in Rio Grande city recruiting efforts, August 16th.

- Director and two ECHS coordinators attended a PTECH presentation held in La Joya. Presentation discussed district considerations, commitment items to consider, August 16th.
- Director presented on a Learning Resources panel at the STC Adjunct and Dual Credit Faculty Professional Development Day held a Mission event center, August 24th.
- Director met with Assoc. Dean of Curriculum and Student Learning to discuss requirements of SP1324; new legislation.

JESSICA GALLOSO

ASSOCIATE DEAN - PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- WCT Supervisory Meeting– OPOD met with World Class Training Director to discuss future Supervisory trainings and other future trainings FY 19-20, Aug. 1
- "This I Believe" Videos –Video taping of the 3 STC Ambassadors were conducted. Videos to be shown during CWPD on September 27, Aug. 6
- Program Chair Manual Review Meeting – OPOD Assoc. Dean met with COC Chair to review and revise the Program Chair Manual FY 19-20, Aug. 6
- CWPOD Opening Sequence Brainstorming Meeting – OPOD staff met with staff from Public Relations and Distance Learning met to discuss the opening sequence and what it will entail during CWPD to be held September 27, Aug. 6
- SPARK Course Meeting – HSI Instructional Coach met with Distance Learning to coordinate duties and prepare Fall 2019 SPARK course, Aug. 7
- Chair Leadership Guide Meeting – OPOD Assoc. Dean met with COC Chair to follow up on previous meeting in regards to the Chair Leadership Guide, Aug. 8
- Academic Affairs Video Introduction Follow Up Meeting – OPOD met with Distance Learning to follow up, discuss and review the AA Convocation video to be show during AA Convocation on Monday, Aug. 19, Aug. 8
- College Resources Planning Meeting – OPOD met with different Directors and representatives from the departments of OIRE, Dual Credit/High School Programs, Library, and CLE to see if they would like to participate in a panel as part of a breakout session during Adjunct/Dual Credit PD Day scheduled for Saturday, Aug. 24, Aug. 8
- Texas Pathways Project Meeting – OPOD Assoc. Dean met with Texas Pathways Team Co-Leads to discuss, review and finalize STC's application for participation in Round 2 of the Texas Pathways Project. Application is due at the Texas Success Center by August 15th. The first Institute is scheduled for November 6-8, 2019 in San Antonio, TX, Aug. 9
- CWPD Meeting– OPOD met with President to discuss Opening sequence to be presented during College Wide scheduled for September 27 at the McAllen Convention Center, Aug. 12
- Mission Event Center Meeting –OPOD staff, Logistics Coordinator, Distance Learning, Educational Technologies met with the Mission Event Center to do a walk through and review logistics for the upcoming Adjunct/Dual Credit PD scheduled for Saturday, August 24, 2019, Aug. 13
- McAllen Convention Center Meeting –OPOD staff, Logistics Coordinator, Distance Learning, Educational Technologies met with the McAllen Convention Center to do a walk through and review logistics for the upcoming College Wide PD scheduled for Friday, September 27,
  Aug. 13
- Edinburg Conference Center Meeting – OPOD staff, Logistics Coordinator, Distance Learning, Educational Technologies met with the Edinburg Conference Center to do a walk through and review logistics for the upcoming Academic Affairs Convocation scheduled for Monday, August 19th, Aug. 14
- CWPD Meeting- met with Educational Technologies to discuss the layout and logistics with during College Wide PD, Aug. 21
- Chair Academy Meeting- Associate Dean and Manager met with Dr. Petrosian to finalize agenda for Chair Academy, August 27
- AVID workshops coordination- HSI Instructional Coach coordinated AVID workshops with Dr. Cortez and AVID for High Engagement Strategies for Math and Science – August 27

- College Wide PD Video Meeting- Met with Distance Learning department to discuss logistics of videos to be used during College Wide, August 28

ACADEMIES AND TRAININGS:

- New Faculty Orientation – approximately 20 new STC faculty have been hired for FY 19-20. The new faculty attended an 8-hour orientation held at the Student Union Center, Aug. 15
- New Faculty Tour – STC new faculty were bused to STC's 5 campuses to tour each campus and given a brief overview of the buildings and services provided at each campus, Aug. 16
- Chair Leadership Academy – leadership training provided to STC Chairs and Assistant Chairs. Topics covered were Scheduling, Personnel Management, Protocols and Procedures, Communication, Curriculum, Budget, Business Office, Leadership Support & Needs and any miscellaneous items that the chairs would need to discuss, Aug. 16
- Academic Affairs Convocation - approximately 601 faculty and staff attended the annual Academic Affairs Convocation held on Monday, August 19 at the Edinburg Conference Center-Renaissance. Interim VP for Academic Affairs presented to the audience on *Transforming Challenges into Opportunities*. Dr. Stephen Brookfield, a Distinguished University Professor and John Ireland Endowed Chair was the keynote speaker and presented on *Becoming a Skillful Teacher*. Awards and Recognitions were presented to the faculty and staff during the convocation., Aug. 19
- Division/Dept. Meetings – Division and departments meetings were held throughout the week, Aug. 19-23
- Active Learning Classroom Training –this training will teach participants to operate the technology panel and pucks in active learning classrooms. Participants learned how to activate the document camera and how to goggle between individual and group modes. This training is required for first-time users of active learning classrooms., Aug. 21
- Distance Learning Symposium – faculty and staff attended this half-day event where it gave them the opportunity to learn from and share ideas with their peers who web-enhance and/or teach online, Aug 22
- Orientation for Full-Time Faculty New to Teaching Dual Enrollment- Orientation was held for full-time faculty new to teaching dual enrollment where they discussed topics that included: dual credit programs, an overview of dual credit pathways, and overview of academies and dual credit expectations, Aug 22
- Copyright and Licensing Training –in this workshop, faculty will have the opportunity to refresh their understanding of Copyright Law, including rights associated with copyright and exceptions to copyright, such as those involving classroom instruction, Interlibrary Loan, fair use and the four-factor fair use analysis. The workshop also covered Creative Commons licensing generally used for Open Education Resources, Aug. 23
- Adjunct/Dual Credit PD Day– the annual Adjunct/Dual Credit PD Day was held at the Mission Event Center with over 375 faculty attending. Different topics presented during the general session were "Embracing Teaching and Learning" Update of Dual Credit", Concourse Syllabi Management Training; Collaborative Activity. Also offered were different breakout sessions for the Adjunct/Dual Credit faculty such as "Tricks of the Trade for the College Classroom"; "Lean on Us: College Resources available at your Fingertips"; PLO's, Cos and JagPRIDE, Oh My!"; and "Blackboard Fundamentals", Aug. 24
- DELTA, Kick Off - 30 registered participants will be provided with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment, August 26
- Active Learning Classroom Technology Orientation- HSI Instructional Coach provided ALC Technology orientation to faculty at Technology Campus, August 30
- Professional Development System Training – One on one training was provided for the department Chair of STC Sociology, Anthropology and Social Work, August 30

PROGRAMS IN DEVELOPMENT:

- Preparing for College Wide Professional Development Day, September 2019
- Trainings and Meetings for Teaching and Learning Academy, DELTA, Spark, FOCUS Academy for Dual and Adjunct Faculty and Chair Academy, September-December 2019
- Preparing for Jaguar Academy, October 2019
- Ambassadors Leadership Academy curriculum update, January 2020

YVETTE GONZALEZ, MONICA PEREZ, AND LISA ALEMAN
PROJECT MANAGERS – ACADEMIC AFFAIRS

PROJECTS – BOOKLETS, EVENTS, HIGHLIGHTS, AND REPORTS:

- Continue coordinating List of Upcoming Events for Academic Affairs
- Continue assisting Academic Excellence Programs with "A Night with the Stars" Gala
- Continue assisting Office of Professional & Organizational Development
    - Faculty Spotlight
    - Fall 2019 Calendar of Events
        - Academic Affairs Convocation
        - College-wide Professional Development Day
        - Awards and Recognition and eFaculty Webpage Updates
        - Chair Leadership Meeting
- Continue coordinating Prospective Student Guide for RN-to-BSN Degree Program
- Continue coordinating Comprehensive Plan Updates
    - Coordinate Status Report for FY 2018-2019
    - Coordinate updates to Comprehensive Operational Plan
- Continue coordinating Prior Learning Assessment Guidelines and Procedures Manual
- Continue coordinating Academic Affairs Highlights
- Continue to review and edit booklets, documents, manuals, and presentations

REPORTS – DATA COMPILATION AND PRESENTATIONS:

- Assisted Academic Affairs with compiling program data and information with the assistance of Research & Analytical Services and respective program administrators for requested reports, activities, & presentations in the following areas:
    - Work with graphic designer regarding in progress & upcoming design projects/booklets/reports/fliers
    - Assist Executive Officer for External Affairs with compiling information and preparing Newsletter regarding the South Texas Governor's Local Border Security Training Partnership
    - Continue to assist with DELTA area Registration Round-up event logistics with PR and MV Campus Administrator
    - Assist Dual Credit Programs with data request submissions and data review from Research & Analytical Services to prepare ISD student performance reports
    - Finalized the following Academic Affairs presentations:
        - New Faculty Orientation
        - Chair Leadership meeting in August
        - Academic Affairs Convocation
        - Distance Learning Symposium
        - Adjunct and Dual Credit Faculty Professional Development
    - Work with Research and Analytical Services (RAS) with the following activity
        - Work with RAS regarding Graduate-On-Time program cohort data requests
        - Meeting logistics for upcoming Organisation for Economic Co-operation and Development (OECD) Study Meeting in September 2019
        - Follow-up communication on Baccalaureate Degree Program Report
    - Work on upcoming EWDC presentation regarding RN-to-BSN Degree Program
    - Work on Starr County Leadership Meeting Presentation
    - Prepared Daily Enrollment Report Summary comparing Fall 2018 and Fall 2019
    - Update data charts for Graduate on Time (GOT) Program Booklet

DESIGN WORK – CONTENT AND/OR UPDATES:

- Assist OVPAA office with the following academic related design/artwork projects and requests
    - Flyer design for Knapp/STC Diabetes and Obesity Awareness Kick-Off Meeting Save the Date
    - Public Administration Program Flyer for Fall 2019 course offerings
    - RN-to-BSN design elements for the Prospective Guide, EWD presentation, coursework flowchart

    - STC 2019-2020 Workforce Programs of Study flyer
    - Starfish Process Chart
    - Faculty Senate Event Artwork
    - 2018-2019 Ballet Folklorico events handout
    - Update Office of the Vice President for Academic Affairs Divisional Organization Chart
    - Report design and content updates for Graduate on Time Program Booklet
- Assist OPOD department with design projects
    - Faculty Spotlight design updates
    - Academic Affairs Convocation artwork for Booklet, presentation, and Certificates
    - Fall 2019 Schedule of Events
    - College-wide Professional Development Day Booklet
    - Chair Academy Artwork
- Assist Academic Excellence department with A Night with Stars Event information booklet
- Assist Dual Credit Programs
    - Update Dual Credit Programs profile handout
    - Assist with design update for Dual Credit Programs Instructional & Quality Standards Manual Cover
- Assist Distance Learning with the following design projects:
    - Web banner design for Law Enforcement course in Blackboard portal
    - Web banner design for five courses in Blackboard portal
    - Design elements for Symposium presentation

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continue working on office space for Pecan Campus, includes existing buildings and portables
    - Conducted office audits for Pecan Building G, J, and portables
    - Working on identifying office space for relocating existing Lecturers and new Lecturers
- Continue working with HR on Faculty Load and Compensation (FLAC) pilot implementation for the summer courses and upcoming trainings
    - First training tentatively scheduled for September 13
- Continue working on the Light Board project pertaining to advanced educational technologies for classrooms
    - Upcoming conference call with potential consultant firm scheduled for September 4
- Continue working with Maintenance and Facilities on office space/building renovations/moves across all campuses
- Continue working with the Grant Office and the NAH Division on the
    - Knapp Community Care Foundation grant: continue planning for upcoming Community Healthcare Project Kick-off event scheduled for September 18
        - Reviewed logistics for upcoming Kick-off event
        - Developed Master calendar for the Knapp Grant core team
    - NSRP Grant: assisting with financial report due on September 17
- Working on updating the TEA approved certification list for the Workforce Programs

MEETINGS:

- Attended Photo Session for Faculty Spotlight, August 6
- Attended meeting to discuss pending data request and overview of High School Records Data, August 7
- Met with Executive Officer for External Affairs regarding updates to the STC Governor's Border Security Training Partnership Booklet, August 7
- Attended RSPSE Website Redesign Meeting # 3 to discuss existing informational content, August 8
- Participated Hiring Committee for Valley Scholars Specialist interviews, August 8
- Met with the Office of Professional and Organizational Development to discuss Convocation video, August 8
- Attended the MEP Engineering Services - Technology Campus Automotive Exhaust System RFQ-18-19-1013 Pre-Qualification meeting, August 8

- Participated Hiring Committee for Valley Scholars Specialist interview, August 9
- Met with the NAH PM to discuss the logistics for the Knapp Community Care Foundation Kick-Off meeting, August 9
- Attended the Online Faculty Credentials Meeting, August 14
- Met with the NAH PM to review logistics for the Diabetes and Obesity Awareness Kick-off meeting, along with upcoming meeting with Program Chairs supporting the grant, August 14
- Attended the MEP Engineering Services RFQ Proposal Deadline for the Technology Campus Automotive Exhaust System, August 15
- Attended New Faculty Luncheon, August 15
- Attended New Faculty Orientation presentations, August 15
- Attended Chair Leadership Meeting presentations, August 16
- Attended Academic Affairs Convocation, August 19
- Attended the annual Grant Management Training, August 20
- Met with the Dean for NAH, PI, PM, and ADN chair to discuss their support on the Knapp Community Care Foundation project, August 20
- Met with NAH to discuss RN-to-BSN Program, August 20
- Met with the Dean for NAH, PI, PM, VN chair, Kinesiology chair, and Culinary Arts chair to discuss their support on the Knapp Community Care Foundation project, August 21
- Met with Blackboard representative to begin discussion on upcoming renewal of Blackboard contract, August 22
- Attended Distance Learning Symposium Academic Affairs and Keynote presentations, August 22
- Met with Culinary Arts Chair to discuss and review the floor plans for the Building H Renovation, August 26
- Attended the monthly Board Meeting, August 27
- Met with the Technology Campus Assistant Dean to review the TEA Approved Certification list for 2019-2020
- Met with the MV Campus Administrator, Lead Custodian, and the NAH PM to discuss the room logistics for the Community Healthcare Project Kick-Off Event, August 29
- Participated in the Pronto conference call with the Director of Distance Learning to discuss potential contracted services, August 29
- Attended the Portable Buildings Committee meeting to discuss the usage of portables district-wide, August 30
- Attended the monthly Knapp Grant meeting with the Core Team to review past and upcoming activities, August 30
- Met with HRIS and Curriculum & Scheduling Manager to discuss the upcoming FLAC Trainings for the Academic Affairs Division, August 30

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, AND STRATEGIC INITIATIVES

VICE PRESIDENT OF INFORMATION SERVICES, PLANNING, PERFORMANCE, & STRATEGIC INITIATIVES

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. PLUMMER, VP-ISPP & SI
DATE:	SEPTEMBER 18, 2019
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2019 THROUGH AUGUST 31, 2019

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9 MIGRATION

After resolving the issues with the Financial Aid screens, the Oracle database will be upgraded on September 14. The SSB 9 project kicked-off and the server work will commence after the fall census day. This project which includes converting all the Self-Service Banner modules to version 9 including Student, Financial Aid, Cashiers, Finance, and the Human Resources will be complete by December 2019.

CONCOURSE (SYLLABUS)

The concourse syllabus application is a cloud-based collaboration application that allows the Academic division administrative staff and Faculty to create and share standard course-related information and specific instructor syllabus info as students register for classes. After piloting the Concourse solution during the summer, the fall data load from Banner to Concourse ran for additional academic departments. The implementation will be complete in spring of 2020 when all academic departments will be using Concourse.

JAGMOBILE

The Cashiers team leveraged the functionality of the JagMobile application to send targeted announcements during the beginning of the fall term. The students who registered for fall term but did not pay and downloaded the mobile app to their phones received a message before being dropped. The IT Team will resume conversations on the second phase of the JagMobile project. Before adding additional modules or services to the mobile app, the IT Team plans to create student focus groups to learn from the students and decide what the next version of JagMobile will look like.

CHROME RIVER (TRAVEL)

The Chrome River solution is a new cloud-based travel software that interfaces with Banner. The single sign-on configuration tasks that allow faculty and staff to use the same username and password to log in to Chrome River had to be delayed due to the dependencies the configurations have with the Ellucian Identity System upgrade. After completing the EIS upgrade, the IT Team resumed the single sign-on configurations. This project will be complete in the month of October.

TIME CLOCK PLUS PHASE II

The new electronic time adjustment form and workflow process is now complete and will be launched using the Business Office staff as a pilot group. The IT Team will review the Power Apps governance and storage for the electronic adjustment forms.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

After the failed attempt to test the new gas generator that powers the Data Center at STARR County, the Facilities team confirmed that the generator is functional. A new date will be set to test Banner and equipment functionality at STARR County.

The CIP process and budget associated for the generator replacement in building M has been included in the plans for this fiscal year. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies; a gas generator will replace it.

OFFICE 365 MIGRATION

The SharePoint migration implementation team completed the staff training and migration of active SharePoint sites to the new cloud environment. The next and final step in the SharePoint 365 migration is decommissioning the local server. The Office 365 implementation team will continue to work on launching the "Teams" application, which plays an important piece in the communication/collaboration among SharePoint users. Other 365 application implementations such as the Power App and Flow will follow.

VIRTUALIZATION PHASE II

The Desktop team virtualized 40 additional computers in a lab at the Pharr Teaching Center. The other 40 licenses will be used to virtualize computers at the Student Services area in Starr County and Mid-Valley. An additional VDI assessment request to monitor virtual machine usage and performance during pick times will provide the necessary data to scale up the VDI infrastructure in the future.

WINDOWS 10 UPGRADE

The IT Department continues to work on the institutional-wide Windows 10 operating system upgrade project. The amount of computer upgrades at this time totals 7,100. This number includes student labs in all STC campuses, as well as new faculty and staff computer acquisitions.

JOSE LUIS GONZALEZ, CISO
INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- Advanced Threat Protection Plan 1 for Office365 will be purchased in the upcoming renewal of the Microsoft contract leveraging new pricing models made available for state agencies through DIR contracts.
- The new service will verify the validity of code within email attachments that may be disguised as legitimate correspondence from external parties and provide anti-phishing protection to detect attempts to impersonate our users.
- Additionally, the advanced threat protection service provides additional security across our full Office365 environment (SharePoint, OneDrive, Microsoft Teams).

GOVERNANCE

- A "business email compromise" awareness presentation was provided for the Division of Liberal Arts & Social Sciences.
- The focus of the presentation was to raise awareness on phishing campaigns that have affected departments across the college and to mitigate the risk of the phishing campaigns.
- The presentation provided some common red flags for users to look out for and some best practice solutions to prevent becoming a victim to the phishing campaigns.

RISK MANAGEMENT

- An online secure file drop has been implemented for the Financial Aid Office using our Secure Share service.
- The file drop allows students to securely submit income documents required for financial aid verification.
- The solution mitigates the risk of storing sensitive PII in our cloud email tenant, allows for automatic purging of the sensitive PII after 20 days for retention purposes, and maintains an audit trail of the documents.

PCI COMPLIANCE

- We have updated the digital certificates used by our payment gateway systems to secure credit card transactions.
- The update was done for the Cashiers Office's payment gateway systems located at each of the campuses.
- Verification of the update was provided by our credit card merchant (First Data) and payment gateway vendor (TouchNet).

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.

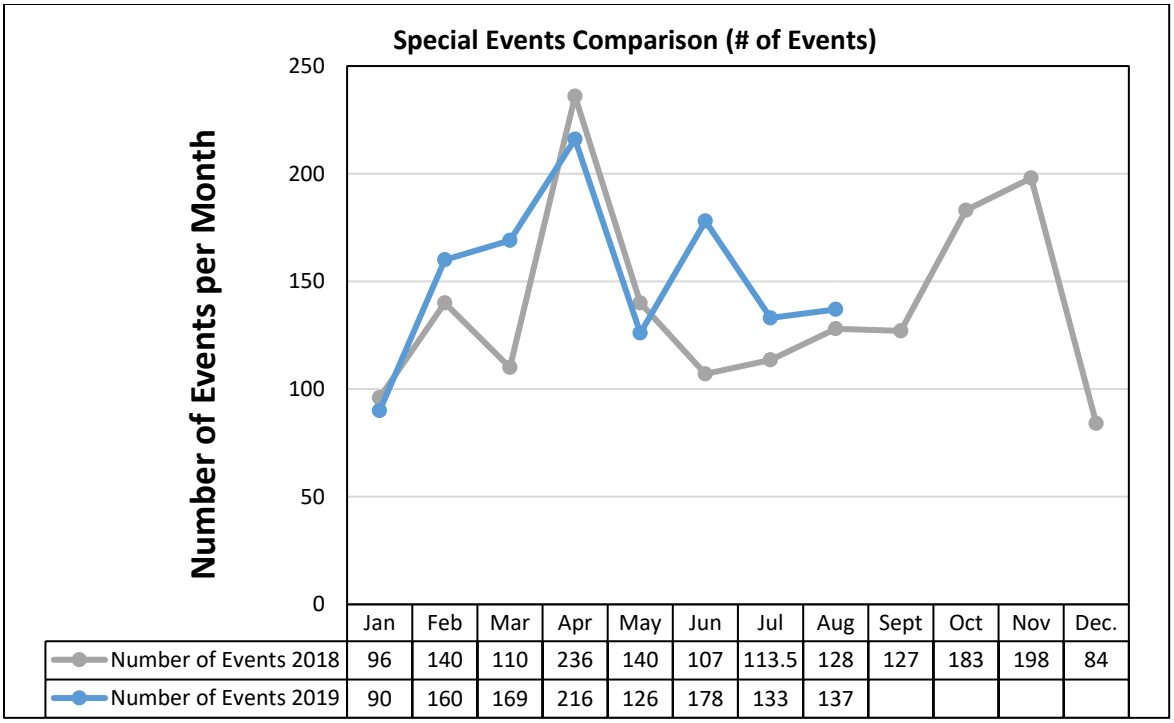
MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

MEETINGS:

- 8/1/2019: Directors Meeting
- 8/2/2019: Pecan Campus Library Renovation Meeting
- 8/5/2019: ISPP & SI Leadership Team
- 8/6/2019: Council of Chairs Meeting
- 8/9/2019: Open Lab Tech Update Meeting
- 8/13/2019: Leadership Team Meeting
- 8/15/2019: ET Director Meeting
- 8/16/2019: LSSS Administration Meeting
- 8/20/2019: CWPD AV Services Meeting
- 8/22/2019: Distance Learning Symposium
- 8/29/2019: Delta Campus Meeting, Mid Valley, and NAH campus visits
- 8/30/2019: Portable Building Committee Meeting.

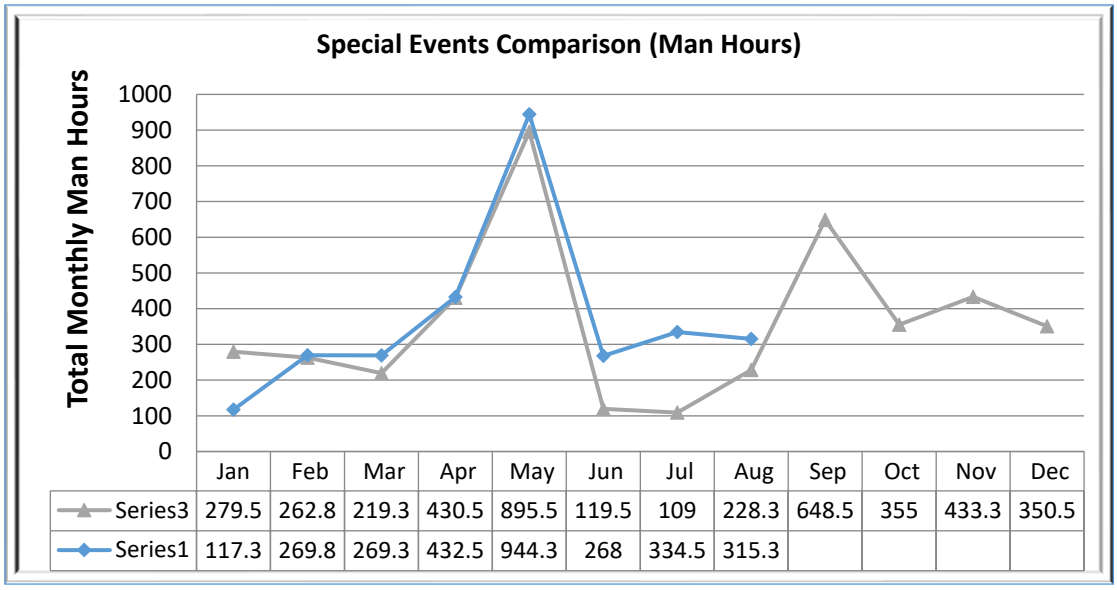
Monthly Special Events Comparison

2018		2019	
Jan	96	Jan	90
Feb	140	Feb	160
Mar	110	Mar	169
Apr	236	Apr	216
May	140	May	126
Jun	107	Jun	178
Jul	113.5	Jul	133
Aug	128	Aug	137
Sept	127	Sept	
Oct	183	Oct	
Nov	198	Nov	
Dec.	84	Dec.	



Total Man Hours

2018		2019	
Jan	279.5	**Jan**	117.25
Feb	262.75	**Feb**	269.75
Mar	219.25	**Mar**	269.25
Apr	430.45	**Apr**	432.50
May	895.5	**May**	944.25
Jun	119.5	**Jun**	268.00
Jul	109	**Jul**	334.50
Aug	228.25	**Aug**	315.30
Sept	648.5	**Sept**	
Oct	355	**Oct**	
Nov	433.25	**Nov**	
Dec	350.5	**Dec**	



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Series3	279.5	262.8	219.3	430.5	895.5	119.5	109	228.3	648.5	355	433.3	350.5
Series1	117.3	269.8	269.3	432.5	944.3	268	334.5	315.3				

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	0	0	0	0
Data Projector	41	8	14	7	10
Laptop	12	8	15	12	6
PA System	1	2	0	2	2
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	3	0	0	0	0
TV	8	0	0	0	12
Microphone	114	6	13	8	7
Direct Box	5	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	14	0	0	1	5
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	1	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	4	2	0	4	3
Document Camera	2	0	0	0	0
DVD/VCR Player	0	0	1	0	0
Wireless Lab	0	1	0	0	0
Keyboard/Mouse	10	1	2	0	1
Sympodium	1	0	0	0	1
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	11	0	0	4	4
Tripod	0	0	0	0	0
Webcam	2	0	0	0	1
Computer	57	5	14	4	7
Portable Table	12	4	0	11	3
Microphone Stand	5	0	0	0	1
HD Video Streamer	1	0	0	0	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	1	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	0	0	0
Mac Adaptor	0	0	0	0	0
TableTop Mic Stands	3	0	0	0	0
iPad	5	0	0	4	1
Interactive Display	3	0	2	0	2
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	3	0	0	2	0
Blue-Ray Player	0	0	0	0	0
Remote Clickers	39	0	3	0	1
TOTAL	***358***	***37***	***64***	***55***	***67***

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- ✓ 2017-2019 Mid-Bi IE Report – Division of ISPPSI –ET and PR&M, Improving Mid-Bi Responses. Pending Second Round of Updates
- ✓ 2020 Budget Linkage to Tools (Tracking) - Review
- ✓ Evaluation Plan - Dual Credit Program Enrollment – Populating the Planning Phase information on document for the Traditional and Early College Matriculation and Jaguar Connection. Met with the Dual2Degree and the RAS Directors to evaluate metrics for the Early College Task Force
- ✓ 2017-2019 IE Report
  - Office of the President
  - Plan Writer's Assistance (AA)
  - Office of the President Division – Internal Audits and Grant Development is Revising 2017-2019 IE Reports
  - Completion Tracking - 98% of All IE Reports Have Been Completed
  - Audit
  - Plan Writer's Assistance (AA) – Pending Physical Therapist Assistant
- ✓ 2017-2019 IE Report Audit
  - Academic Affairs Division – Standard 8.2 Final Report
  - Administrative Units under the Office of the President
  - Auditing Cycle and Getting Updates from Plan Writers
- ✓ IE Report Documentation for SACSCOC – 7.1 – Compiling Supporting Evidence
- ✓ IE Report Documentation for SACSCOC – 7.3 – Compiling Supporting Evidence
- ✓ IE Report Documentation for SACSCOC – 8.2.c – Reviewing CQI Reports to Obtain Evidence of Seeking Improvement
- ✓ Strategic Plan – Creating Field Sets for the Strategic Plan on Xitracs
- ✓ Review of 2009-2011 and 2011-2013 IE Plans and/or Reports

ACCREDITATION

- ✓ SACSCOC Standard Board Policy Audits/Development – Policy Sent to Owners for Review
- ✓ SACSCOC Standard 7.1 Completion
- ✓ SACSCOC Standard 8.1
- ✓ Mozart & Achieve Prospectus - Sent
- ✓ NACEP Accreditation – Reviewed Requirements for IE for Dual
- ✓ SACSCOC Standard Updates - Compliance Certification –Xitracs Access to Leaders and Writers
- ✓ Advisory Visit – Memo for Advisory Visit, Dr. D. Young
- ✓ Rosters – Met with HR to Discuss Faculty and Staff Rosters
- ✓ Narratives for Compliance Certification – Worked with Project Managers to Collect the Last Revised Narratives to Upload to Xitracs
- ✓ Pharmacy Accreditation - Reviewing

ASSESSMENT/EVALUATION

- ✓ CLE - Assessment Brief – Obtained Course Pass Rates Data

PROJECTS

- ✓ Strategic Planning Directions – To be Presented to The Board
- ✓ NAH Matrix of Accreditation
- ✓ Civitas Updates – Follow Up to Confirm Data Has Been Received
- ✓ QEP Survey – Facilitating Survey at Chair Leadership Meeting
- ✓ Closing the 2013-2018 Strategic Plan – Working on Small Changes
- ✓ IRE&SP Website – Pending of Review and Feedback
- ✓ IEA and IE Plans and Reports SharePoint Online Sites
- ✓ IRE&SP Website – Ready to Review and Feedback Soon
- ✓ 2013-2018 Strategic Plan

DATA REQUESTS

- ✓ FTIC Cohort Tracking – 6 Years – New Tracking Report
- ✓ STC KPIs Update
- ✓ STC-2603 Fall 2018 Ascender Cohort Persistence Report
- ✓ STC-2632 Fall 2018 Co-Requisite Course Success and Retention
- ✓ STC-2628 Degree Awards for BPST (Fall 2018 – Spring 2019) – Report Updated

- ✓ 2017-2019 IE Report – Office of the President

FACTBOOKS

- ✓ STC FactBook Sites for SharePoint Upgrading and Migrating
- ✓ Data Portal SharePoint Online Site Develop
- ✓ STC External Factbook Site
- ✓ STC Internal FactBook SharePoint Online Site Develop

MEETINGS / TRAININGS

- ✓ Core Writing Team – Review of Last Set of New Submissions
- ✓ SACSCOC Standard 6.5 – Jessica Galloso
- ✓ Reaffirmation Leadership Update – Provided Executive Leadership with an Update of the Compliance Certification and QEP Process
- ✓ Planning and Development Council Meeting
- ✓ Civitas – Identified Issue with Data Uploads with IT
- ✓ SharePoint Governance Committee – Preparing to Migrate
- ✓ IRE, RAS and IEA Weekly Meeting w/ Dean of IRE & SP on Project Updates
- ✓ QEP Logic Models – Met with QEP Teams to Revise and Finalize Logic Models
- ✓ Met with Plan Writers to Work on 2017-2019 IE Report
    - Office of Student Financial Services
    - Assoc. Dean of Enrollment Services and Associate Dean of Student Financial Services, Testing and Veteran Affairs
- ✓ Met with Plan Writers to Work on 2017-2019 Mid-Bi IE Report
    - Student Affairs and Enrollment Management
- ✓ Title V HIS Grant Evaluation Plan Meeting
- ✓ ECHS Taskforce – Updates on Dual Credit Students Metrics
- ✓ MSB Convocation – QEP, Strategic Planning and Reaffirmation Presentation
- ✓ Board Manual – Draft in Progress
- ✓ Strategic Planning - Board Presentation
- ✓ Pathways Implementation Core Team
- ✓ Pathways Data Team Meeting
- ✓ Pathways AACU Webinar
- ✓ Strategic Planning Mapping
- ✓ Standard 7.1, 7.3, and 8.2.c – Narrative Review and Gathering Supporting Evidence
- ✓ Standard 8.1 – Narrative
- ✓ Reaffirmation Outcomes – Followed Up on Action Items and Outcomes from Reaffirmation Meeting

MISCELLANEOUS

- ✓ Reaffirmation Outcomes – Followed Up on Action Items and Outcomes from Reaffirmation Meeting

DR. JESUS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights

Pecan Campus Library Renovation Plan	**Progress:** 15%	**End Date:** December 2019
Administration issued RFQ/RFP for architectural services to analyze options and develop a renovation plan. The RFQ was issued, a Pre-Proposal Conference was held to answer questions. Proposals were due May 24, 2019. Proposals were reviewed and a recommendation was made to the Facilities Committee, which approved making a recommendation to the Board. Board approved the recommendation. Consultation has begun with architectural firm, ERO. Met with LLSS leadership team to update them on status of Library renovation project. Continued departmental planning and collaboration with Facilities Dept. for continuity of service during renovation.		
Library Interior Directional Signage – MV, NAH, & Starr Campuses	**Progress:** 72%	**End Date:** December 2019
Purchasing Office recommended an RFQ be prepared in consultation with Facilities Planning and Construction for the directional signage at Mid-Valley and NAH Campus libraries. Work on RFQ draft is proceeding. Presentation was made to Coordinated Operations Council. FPC, M&O, and Library Services staff met to finalize details of signage for RFQ to include Mid-Valley, NAH, and Starr Campus Libraries. RFQ has been issued, submission have been received and are being evaluated.		

Activity Highlights

- Worked on search committee for Director of CLE position.
- Participated as a presenter in the Texas Library Association Executive Leadership Immersion institute.
- Prepared single-source justifications for EBSCO Discovery Service renovation and for Bibliotheca security maintenance agreements.
- Coordinated and participated in campus visits by CLE Director Candidate.
- Visited the 10Bitworks Makerspace in San Antonio to discuss and view the operation and management of that facility.

Meeting Highlights

- Met with Library and Learning Support Services staff members at the Technology Campus to revise the initial draft of the building program for the Technology Campus Library relocation proposal.
- Convened training day for Library and Learning Support Services full-time staff members.
- Met with various partner-school district librarians in connection with Librarian Summit held at STC Library.
- Participated in SACS Reaffirmation leadership update.
- Participated in meeting with History Department Chair to discuss CLE-Library-Faculty pilot partnership to provide better support to History 1301 students.
- Met with the Dean for Nursing & Allied Health and Library staff to review library resource support plans for the BSN program.

ASSOCIATE DEAN OF LIBRARY SERVICES

Activity Highlights

- Participated in visiting 10Bitworks MakerSpace in San Antonio, TX.

Meetings Highlights

- Participated in the Pecan Campus Library Renovation Planning regarding Moves.
- Met to Discuss the Library Summit: Excellence for Dual Credit Students.
- Met with Human Resources staff member.
- Met with History Faculty for History 1301 Pilot Program.
- Met to Discuss Updates of the Pecan Campus Renovation.
- Attended the IT and Library & Learning Support Services meeting.
- Review data and survey plans for CLE, Learning Commons/Open Labs and Library Services with RAS.
- Held Library Technician interviews at Starr County Campus Library.
- Attended the Programming Vision Discussion.
- Attended the eCivis Grant Opportunity Research Pilot.
- Met with staff regarding the Liaison Meeting.
- Participated on the Initial meeting - Essential functions that must continue during Pecan Campus Renovation.

- Attending the review of resources for BSN program with Campus Administrator.
- Met with individual staff members for their Performance Appraisals.
- Met with staff member regarding the Library Technician interviews at Starr County Campus Library.
- Attended the Programming Vision Discussion.

Training Highlights

- Participated for the Library Summit: Excellence for Dual Credit Students.
- Attended the OER Conference in Austin, TX.
- Attended the Amigos Library Services Training – Generation Z: Libraries and the Post-Millennial Generation.

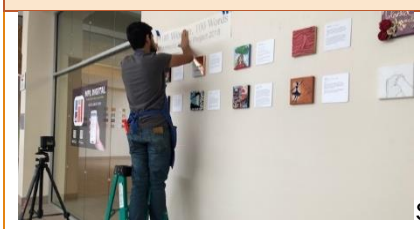
August Monthly Statistics

- Visitors # 42,539
- Reference Questions # 17
- Active Community Users # 278

Events and Library Art Gallery Highlights

100 Women, 100 Words

Women's History Project	**McAllen Public Library**	**Exhibition:** June 3 – September 3, 2019



STC hosted a Women's History Project in 2018 celebrating the tremendous number of women who have made and continue to make a difference in our community through their generosity and dedication. This exhibition recently traveled to UTRGV Brownsville Library and this week was installed at McAllen Public Library.

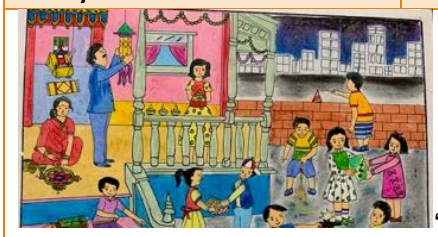
Deceptively Delicious

Alexis Ramos	**Mid Valley Library**	**Exhibition:** June 4 – August 9, 2019

Alexis Ramos is a former STC Culinary Student who is currently working on her Master of Fine Arts degree at UTRGV. Ramos creates pastry clay and glass sculptures with traditional cake decorating techiniques to explore the relationship we develop with food as a coping mechanism. Held "Deceptively Delicious" art talk and reception.

Rotary Art Olympiad Exhibit

Rotary Connects the World	**Pecan Rainbow Room**	**Exhibition:** June 10 – August 9, 2019



"Rotary International's theme for 2019-2020 is Rotary Connects the World and this exhibit provides an example of just how closely connected we all are. Students from Edinburg had their posters displayed in India in March 2019, and now we have student art from India reciprocated," said Dr. Elaine Hernandez, the Rotary District International Service Chair and Regional Director of the Texas Hunger Initiative." Reception was held for the Rotary District 5930 Partner on
Art Olympiad Exhibit – 43 attendees.

Ceramic Showdown Exhibit

George McCauley & Melissa Mencini	**Pecan Art Gallery**	**Exhibition: June 12 – August 9, 2019**

South Texas College Library Art Gallery and Art Department has hosted its 13th Annual Ceramics exhibition and conference, "Gesture, Surface, Expression." The exhibition included a full display of ceramic work by distinguished ceramicists George McCauley and Melissa Mencini and ceramic work from 13 universities and community colleges across the U.S. The exhibition opened with a three-day event that included clay demos and an artist lectures.

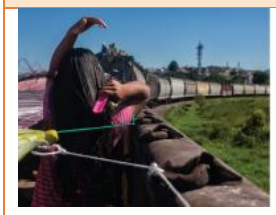
STC Permanent Art Collection:

New Works	**Technology Library**	**Exhibition:** June 19 – August 9, 2019

"Permanent Art Collection: New Works," displays the college's newest additions to its Permanent Art Collection. Over the years, STC has built its collection from the artists they have exhibited since 2006. The exhibition includes artwork by Tina Fuentes, Luis Corpus, Heaven Mendoza, and Mariela Gonzalez.

VIACRUCIS

Verónica Gabriela Cárdenas	**Pecan Library 2nd floor**	**Exhibition:** August 27 – October 3, 2019



VIA CRUCIS

Verónica Gabriela Cárdenas is a documentary photographer and former South Texas College Architectural Drafting and Language Arts student. Cárdenas' work can be seen in *New York Times, The Texas Tribune,* and *TIME* exploring themes of migration and social justice.

PENTIMENTO

Pedro Perez	**Pecan Library 1st floor**	**Exhibition:** August 27 – October 3, 2019

This exhibition comes after STC Art Instructor Pedro Perez's half- year sabbatical in Spain, Italy and France. Perez modernizes religious iconography by having his friends sit in as a saint or apostle for each of the paintings, a historical process and theme in art.

Project Highlights

Serials Framework & Implementation	**Progress:**	**End Date:** September 2019
Phase I - Analyze usage and format options Phase II - Research and select titles and formats Phase III - Develop journal management system Phase IV - Improve access	Phase I – 100% Phase II – 100% Phase III – 100% Phase IV – 50%	
Develop and implement a framework for serials selection, management, access, and reporting. Phase I involved analyzing usage and format options. Phase II involved a decrease in the number of print serials, the transition of titles from print to online, and the addition of several online leisure titles. The benefits reaped include expanded access to online users and a		

Serials Framework & Implementation	**Progress:**	**End Date:** September 2019
savings of over $50,000. Currently, the team is integrating Journal Locator and Enterprise and working to resolve multiple issues that have been identified.		
BLUEcloud Circ	**Progress:** 94%	**End Date:** September 2019
Configure and deploy a cloud-based SirsiDynix product that allows staff to perform user management and transaction tasks in Symphony through a web interface. This product is expected to provide new functionality that improves staff efficiency and reduces licensing costs. The server component issues have now been resolved and the team is working to configure the application in preparation for piloting with CLE and Open Labs staff.		
Symphony Server Migrations and Upgrades **Progress:**	Phase I – 100% Phase II – 100%	**End Date:** August 2019
Migrate test and production Symphony servers to Windows 2016 servers and upgrade Symphony Workflows. Phase I involves the test server and phase II involves the production server. The test server has been migrated and the application and database have been upgraded. The production server has been migrated and the application and database have been upgraded. All desktop clients have been upgraded and no issues were found during testing.		
Inventory of Furniture at MVC, NAH, & STRC	**Progress:** 99%	**End Date:** October 2019
Inventory of Bond and Non-Bond new furniture and equipment. Nursing & Allied Health Campus Library received grommets from Cultural Surroundings. Pending end panel and installation at Starr County Campus Library and the missing bottom shelf has arrived at the Nursing and Allied Health Campus Library.		
Technology Campus Library Renovation Planning	**Progress:** 20%	**End Date:** March 2020
Met to discuss the planning of square footage for Library, CLE and Open Labs.		
Pecan Campus Library Renovation Planning	**Progress:** 30%	**End Date:** February 2020
Met to discuss the planning of essential services provided, equipment, and furniture, square footage for CLE, Educational Technologies, Learning Commons & Open Labs, and Library Services.		

Activity Highlights

- Finalizing vendor contracts.
- The Team attended L&LSS Professional Development Day Workshops on Friday, August 23.
- Staff have completed trainings and courses from Lynda.com.
- Library produced a welcome video for the first week of class, shared on social media.
- Library staff participated at Welcome Week celebrations District Wide.
- Participated in reviewing applicants for Student Success Specialist at NAH Campus.
- LAG exhibits at the Pecan Campus are in process of installation.
- First Annual Dual Credit Librarian Summit was held, with 24 participating high school librarians.
- Hiring Committee: Reviewing applicants for Advisor position at NAH.
- Committee participation in the selection of four ADN program students who will be receiving a scholarship this Fall semester.
- Participated at ADN Bootcamp.
- Starr Campus Librarians had information table for South Texas College Information Session.
- Vendor installed data cables at the Technology Campus Library.
- Rotary Club de-installed artwork in Rainbow Room.
- Prepared for Fall 2019 – exhibition contracts, marketing, quotes, and coordination.

Project Highlights

- Hosted a Library Summit: Excellence for Dual Credit Students for 24 partner high school librarians.

Meeting Highlights

- Staff member attended meeting with Automation Team and PR & Marketing.
- Participated for the Adjunct and Dual Credit Faculty Development Day.
- Attend NAH Division Meeting.
- Participated in the Library Summit Debrief.
- Attend first day Logistics meeting with NAH service departments.
- Participated First Year Connection.
- Participated in the Technology Division Meeting.
- Campus Librarians participated in the New Student Orientation at respective campuses.
- Met with Faculty from Construction.
- Met with Associate Dean of Library Services and colleague to plan for upcoming presentation and information table for the Adjunct and Dual Credit Faculty Development Day.
- Fall 2019 Kick-off meeting with Mid Valley Campus ECHS/STEM Schools Counselors and Administrators.
- Mid Valley Campus Operations Coordination meeting.
- Technology Campus Operations Coordination meeting.

- Staff members attended the Library Liaison meeting.
- Staff member presented the Library Blog Submission site to the library liaisons.
- Assisting on a search committee for Advisor at the Nursing Campus.
- Met with colleague from OPOD and faculty member to discuss pilot partnership with delivering a series of lessons based on the ACRL Framework.
- Met with Associate Dean of Library Services to review Library Instruction assessment.
- Met with Dean, Associate Dean of Library Services, and Outreach & Instruction team for a Programming Vision planning discussion.
- Met with Dean, Associate Dean of Library Services, and colleagues from the CLE.
- Met with Librarian Ill's to review materials for upcoming interviews.
- Met with colleague regarding upcoming Liaison meeting.
- Staff members attended the Marketing Committee meeting.
- Performance Appraisal meeting.
- Attended Texas Workforce Commission Grant award presentation at NAH.
- Attended Business Public Safety & Technology Program Chair Meeting.

Trainings Highlights

- Staff participated in the Library Summit day-training.
- Staff member completed the Workplace Answers Course trainings through HR.
- Conducted staff training at Nursing & Allied Health. Reviewed Library procedures & frequently asked questions at the Nursing & Allied Health circulation desk.
- Staff participated in the Copyright & Fair Use Webinar.
- Staff members attended the Amigos Library Services Training – Generation Z: Libraries and the Post-Millennial Generation.
- Attend Lexi Comp Database Training.
- Staff attend Microsoft Office Suite Workshop at Pecan.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

Meeting Highlights

All regularly scheduled departmental meetings were attended by the Director as well as the following:

- 8/02/2019 – The Director attended meeting Updates of Pecan Campus Library Renovation.
- 8/02/2019 – The Director attended Library and Learning Marketing meeting.
- 8/05/2019 – The Director attended Research and Analytical Services.
- 8/05/2019 – The Director attended ISPP&SI Leadership Meeting
- 8/07/2019 – The Director met with the Logistics Managers
- 8/08/2019 – The Director met for the bi-weekly meeting with the Dean of Library and Learning Support Services.
- 8/08/2019 – The Director attended meeting with IT to review the Asset Management System
- 8/09/2019 – End of Semester meeting occurred.
- 8/14/2019 – The Director met with the logistics managers.
- 8/15/2019 – The Director held interviews for work-study for Mid-Valley.
- 8/16/2019 – The Director attended a meeting for update of the Pecan campus renovation.
- 8/16/2019 – The Director attended a meeting for IT & Learning Support Services
- 8/16/2019 – The Director attended a meeting LLSSS Administrator meeting.
- 8/16/2019 – The Director attended President Administrator Staff meeting.
- 8/19/2019 – The Director held interviews for Open Lab Customer Service Clerk
- 8/19/2019 – The Director met Candidate for Director of Center for Learning Excellence
- 8/20/2019 – The Director held interviews for Learning Commons & Open Labs Administrator Assistant
- 8/21/2019 – The Director Visited the 10Bitworks Makerspace in San Antonio to discuss and view the operation and management of that facility.
- 8/22/2019 – The Director attended a meeting for update of the Pecan campus renovation.
- 8/23/2019 – The Director attended Library and Learning Support Services Professional Development Day.

District Total of Unduplicated Students Served:

August 2019 Attendance Statistics:

District Grand Totals

	Number of Students	Number of Logins	Gate Counts (Where Available)
District Totals:	**15,194**	**31,882**	**25,652**

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,193	3,302	9,451
Pecan F-134 Internet Café	571	1,062	5,887
Pecan P 3.102 Open Lab	321	466	1,082
Mid-Valley E 1.316 Open Lab	1,252	2,718	
Mid-Valley E 1.304 Vestibule	233	379	
Mid-Valley E 1.102 Ext. Hours	114	254	
Mid-Valley G-144 Lab	548	899	
Mid-Valley G-270 Open Lab	470	927	
Mid-Valley K 2.801 Open Lab	186	318	774
Technology B-141 Open Lab	633	1,336	
Technology B-160 Internet Café	403	788	
District Total:	**5,924**	**12,449**	**17,194**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	2,206	3,955
Pecan F-117 Community User Corner	50	137
Pecan F-222	114	189
NAH B Library Open Lab	713	2,003
NAH B Library Cyber Café	334	618
Mid-Valley Quiet Study E 1.200	113	232
Starr K 1.300 Library	738	1,768
Starr Library Extended Hours K 1.102	71	109
Technology A-136 Library	125	199
District Total:	**4,464**	**9,210**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	994	2,645
Mid-Valley A101A Open Labs	50	87
NAH CLE Open Lab	886	2,230
NAH CLE Lab Lobby	640	1,263
Starr CLE Open Labs B 201	41	194
Starr CLE Open Labs B 208	104	267
Tech CLE Open Labs	157	289
District Total:	**2,872**	**6,975**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	41	95
Pecan F-130 Group Stations	18	50
NAH CLE Lab Group Stations	260	439
District Total:	**319**	**584**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	50	87
Mid-Valley E-Library Study Rooms	113	232
Starr K-Library Study Rooms	20	27
District Total:	**183**	**346**

Veteran's Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	23	62
Mid-Valley E 1.222 Veteran's Room	8	11
Starr K 1.322 Veteran's Room	7	14
District Total:	**38**	**87**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	332	516	1,854
Pecan P2.102 Info. Commons	116	175	1,144
Pecan V1.111 Info. Commons	281	485	625
Pecan Y1.107 Info. Commons	260	359	2,078
Mid-Valley K1.801 Info. Commons	63	87	905
Starr L2.102 Info. Commons.	71	109	393
Technology E 1.503 Info. Commons	85	177	982
La Joya Teaching Center	6	10	
District Total:	**1,214**	**1,918**	**7,981**

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics August 2019

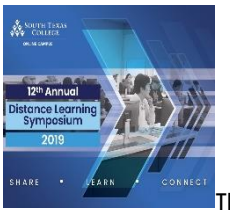
- Visitors: 25,317
- Tutoring Sessions: 1,423
- Workshops: 152
- Workshops Attendance: 842
- JagTrax Totals: 3,369

Event Highlights

Tutor Training	Event Dates: August 21-22, 2019

The Centers for Learning Excellence held Fall Semester tutor training days for all campuses across STC. Trainings were conducted for tutors to receive CRLA credit towards their cerfication.

Distance Learning Symposium	Event Dates: August 22, 2019



The Centers for Learning Excellence participated in the Distance Learning Symposium by presenting at a break out session. The session provided information on how the CLE can provide support for online classes. The CLE also provided a table for faculty to gather information on services provided.

First Year Connection	Event Dates: August 21-24, 2019

The Centers for Learning Excellence participated in presenting at the First Year Connections. During the orientation students learn about resources and services available and meeti college staff regarding campus life, tutoring, financial aid, and more.

Welcome Week	Event Dates: August 28-29, 2019

The Centers for Learning Excellence joined Student Activities in officially welcoming all STC student to the Fall Semester. This event provided opportunities for incoming students to connect with other students and all available college resources.

La Joya Registration Round-Up	Event Dates: August 8, 2019

The Centers for Learning Excellence attended and tabled at the La Joya Registration Round-Up. Alongside Advising and Financial Aid, the CLE provided information on the free tutoring, SI, and academic coaching services that is available to all STC students.

Project Highlights

One Stop Shop	Progress: 99%	End Date: September 2019
The CLE is collaborated with advising, student outreach, and the testing department and offered TSI workshops and one to one tutoring. The CLE hosted testing and advising in the C building. Data is being compiled to measure the results of the One Stop Shop.		
TSI Boot Camps	**Progress: 100%**	**End Date: August 2019**
The CLE created a partnership with the Developmental Math department and supported the math summer camps. The TSI math summer camps were completed on August 23rd.		
TSI Workshop Videos	**Progress: 82%**	**End Date: December 2020**
Currently the CLE staff is working on the highest requested workshop, "Probability" "Measurements" "Exponents". Staff attended a play posit webinar on June 11. The videos are currently being edited.		
NAH Writing Center	**Progress: 97%**	**End Date: August 2019**
The CLE staff will train to present workshops specializing in HESI, APA, brainstorming strategies, etc. Writing shell is being developed. Completed writing shell and workshops; NAH Writing Team are editing and improving Writing Workshops.		
Floor Plan Redesign: Mid Valley Campus	**Progress: 30%**	**End Date: December 2019**
Capital Improvement Proposal Form Submitted to redesign the MVC room.		
Virtual tutoring	**Progress: 50%**	**End Date: May 2020**
The CLE will pilot a two-semester Virtual Tutoring program for four Math 1414 courses. Virtual Tutoring will begin this week and has been set a separate class for students to access. A schedule will be determined this week after taking a survey.		
Marketing and Promotions Taskforce	**Progress: 76%**	**End Date: December 2019**
The CLE will create a strategic marketing and promotions team and plan to promote CLE services district wide. Next meeting will take place on August 30th.		
Floor Plan Redesign: Pecan Campus	**Progress: 99%**	**End Date: September 2019**
Transition into the new office space has commenced. Room C-124 is waiting for data drops to installed and SI room C-110 is waiting for telephone connection.		

Meeting Highlights

- Microsoft Teams meeting for Virtual Tutoring testing Zoom.
- RAS support for Library Services and Learning Support Services.
- NAH and Pecan writing centers met to discuss uniformity.
- Employee appreciation team met.
- SI mentor program meeting.
- Tech Campus Operation Coordination Meeting.
- Pecan Campus Library Renovation Meeting.
- MVC Campus Operation Coordination Meeting.
- LSSS History 1301 Course Guide Meeting.
- Meet and greet CLE Director candidate.
- Challenger Meeting.
- Met with ADN faculty, OTA Chair, Pharmacy Technology Chair, and EMT faculty to solidify faculty volunteer hours.
- Attended NAH Division meeting.
- Marketing Team meeting took place.
- CLE met with the PSJA Librarian to discuss possible support.

Training Highlights

- Role Modeling training.
- Team Building CRLA training.
- Author's use of Language CRLA training.
- Content CRLA training.
- Zoom Training.
- CPI Training.
- Restorative Justice Training.
- CLE Manager and Administrative Assistant attended the Grant Management Training.
- Tutor Training was conducted across all campuses.
- Supplemental Instruction Training Day.

Activity Highlights

- Participating in the La Joya teaching center registration round-up.
- Participating in PTA week boot camp.
- Participating in OTA orientation.
- Participating Library Summit.
- Participating in ADN week boot camp.
- Participating Heal2 Boot camp.
- Participating Occupational Therapy Program Boot Camp.
- Presenting to ECHS Department.
- Presenting Student Information Session Dual Credit Highschool Students.
- Participating TSI Boot camp.
- Participating TSI One Stop Shop.
- Presenting to Valley Scholars.
- CLE presented at the Distance Learning Symposium.
- CLE Coordinators will serve on a panel at the Dual and Adjunct Faculty Professional Development Day.
- CLE participated in the PTA Meet and Greet.
- Multiple presentations at First Year Connections across all campuses
- The CLE presented at the Education Majors Orientation.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus Enrollment Report
- IPEDS IC Header
- IPEDS 2019-2020 Registration
- National Student Loan Data System Corrections
- 60x30 Institutional Supplement Survey

SURVEYS

- ADN fall simulation surveys (Capstone, Mental Health, SDS)
- ADN summer simulation reporting
- Ascender pre-survey
- Dental employer survey
- Dual matriculation survey & data
- Fraud survey 2019
- Further ADN simulation survey reporting
- Graduation event eval
- HEDS for BAT program
- HEDS reporting
- QEP runoff
- SLI Pre and Post Spring 2019

QUALITATIVE STUDIES

- Starfish
- Welcome Center faculty perceptions study

DATA REQUESTS

- AY2018 awards academic/technical
- CAFR Data
- Campus Enrollment Report - August 20, 2019
- Continuing Education GED Enrollment Historic
- CWPOD Presentation Data
- Dual Indicators Fall 2018
- ECHS AY2017-2018 Graduate List
- ECHS Fast Track Participants
- Enrollment and graduate's data 2017 and 2018
- Fall 2017 Matriculation and Persistence Rates for Prior Dual Spring Graduates
- Fall 2017 Spring 2019 MATH HIST Dual Courses Grade Distribution by term and section numbers
- Fall 2018 Age and FT/PT data
- Fall 2018 Education Department Enrollment FT/PT
- Full Time Equivalent Fall 2018 and Spring 2019
- GOT data for final report
- HB223 Fall Data
- HB223 Summer Data
- Hours and time to degree
- Mexican-American Studies Program
- Online Student Profile
- Retention by major reports - from Fact Book
- Starr County Campus Enrollment Analysis
- Starr County Population Change by Age Groups
- Starr County Texas Education PEIMS Standard Report
- STEM data
- THECB Baccalaureate Degrees Report
- Transfer Institutions - from Fact Book

MEETINGS

- ADN NCLEX Performance meeting
- CAEL - Evaluation Plan/Data Collection Update & Overview Webinar
- Call with Dr. Ginger Gossman THECB
- Clearinghouse PDP + IR Directors Webinar
- Data Team and Pathways Coach meeting
- Fall 2020 KPI targets
- Finalize SACS Section 8.1
- High School Records Data
- IRESP Updates
- ISPP&SI Leadership Team
- PAS
- Pathways Implementation Core Team and Pathways Coach meeting
- Reporting on Baccalaureate Degree Program Outcomes
- Review data and survey plans for Library and Learning Support Services
- Revise QEP Logic Models
- Standard 8.1
- TACC Metrics Task Force - GoToMeeting
- Texas Pathways Project -- Round 2
- Title V HSI Grant Evaluation Plan
- UTRGV/STC Data Template
- Webex meeting: Using NSLVE for Institutional Research

OTHER RESEARCH/SUPPORT

- Cashier's survey review and feedback
- CTN agreement review
- Differential nonresponse
- Gonzalez IRB
- HEDS back-end tasks & presentation
- KPI updates
- Review of Financial Literacy Surveys and feedback
- Review Metrics Task Force documents for meeting
- Short survey differential nonresponse notes
- Standard 8.1 writing
- Strategic Plan final report review and edits
- Survey review for AY18-19
- 2019-2020 RAS Operational Plan Updates
- 2018-2019 RAS Operational Plan Status Report

MISCELLANEOUS

- Administrative Professional Scholarship Fund
- Create and use analytic reports with Power BI
- Data Science Wrangling Course using R (edX Course)
- Fiscal Year 2019 Close out
- Keeping track of Budget/Balance and PO balances
- Learning Excel: Data-Analysis
- OECD/THECB Study Visit Planning
- Professional Development Day - Sept. 27th
- SPSS Statistics Essential Training
- Submitting non-inventory transfer form
- Teleform transition
- THECB Bachelor Program Spring 2018, 2019 graduate's enrollment status

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Current Project(s)

Project Name	**Description**	**Owner**	**Project Notes**
Regional Center for Public Safety Excellence	Scope: Redesign of RCPSE Website	Director of Regional Center for Public Safety Excellence	The project has moved into the technical development phase. The first technical drawing is scheduled to be shared with the project team on 9/26/2019.
On Line Faculty Certification Process	Business Process Mapping of the On-Line Faculty Certification System	Distance Learning: Ana R. Pena	At this time Distance Learning will be teaming up with the HR to implement new technology to track faculty credentials to including Distance Learning Certifications.
AWS Testing Site	STC will pursue the development of three American Welding Society Testing site on Rio Grande City, Tech, and Mid Valley Campuses	Continuing	Development of the project team and the Kick Off event are to be scheduled.
Enrollment & Persistence Summit	Achieving the Dream Leadership Coach Connie Green will lead a Retention & Persistence Summit	Executive VP For Educational Programming and Student Achievement	The event is scheduled for 10/11/2019. At this time the