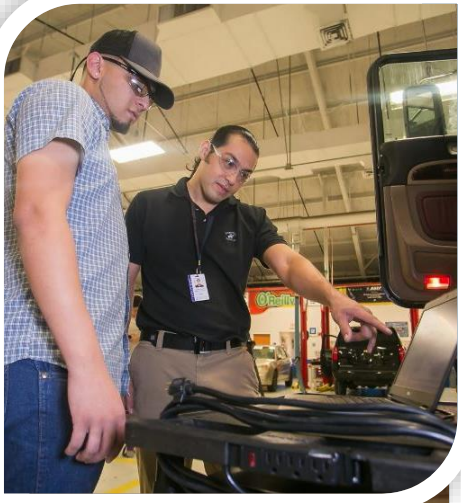


SOUTH TEXAS COLLEGE

# ACTIVITY REPORTS

*SEPTEMBER 2019*

Board Meeting
October 29, 2019

SOUTH TEXAS COLLEGE

# STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

# 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: | OCTOBER 29, 2019 |
| SUBJECT: | ACTIVITY REPORT FOR SEPTEMBER 1, 2019 THROUGH SEPTEMBER 30, 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
- South Texas College Coordinated Operations Council
- South Texas College Planning & Development Council meeting
- South Texas College Completion Specialist Committee meeting
- Vice-President conducted weekly Dean's meetings and a Division Leaders meeting to maintain communication within the Division.
- Presented for the Summer Leadership Interns
- Coordinating Board GradTX site visit
- Search Committee - Dean of Continued Education, Workforce Training and Economic Development
- Admissions Policy Review Committee
- Achieving the Dream Retention Summit Planning Call
- Regional Center for Public Safety Excellence Redesign Iteration – Meeting #7
- South Texas College Data review with Dr. David Plummer

### ATTENDED

- Leadership Team meetings with Dr. David Plummer and Dr. Anahid Petrosian
- Alumni Data Meeting
- Nursing & Allied Health Campus – Student Services STARR County Campus Renovation

- UTRGV Tuition Advantage meeting
- Mexican Consultant meeting
- Pathways 2 – Institute 1 Advance work
- Reaffirmation Leadership Update Meeting
- Financial Wellness Survey Meeting
- SACS Reaffirmation – SAEM SACS Standards review
- Creating Magic for Jags meeting
- Aligning Communication Conversation with Interact
- Interviews – Dean for Continuing Education, Workforce Training & Economic Development
- South Texas College Superintendents meeting
- Memorandum of Understanding for Texas Education Agency for STARR
- Wanda Garza's Retirement Luncheon
- South Texas College and StraighterLine Conference Call

## ENROLLMENT SERVICES AND REGISTRAR

- Contributed to the official census date enrollment for Fall 2019 semester of **33,054** students.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Directors Meeting.
- 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 Academic Council, admissions policy review, commencement exercises – December 2019, dual credit programs, enrollment appeals, grade appeals, Oracle 12C update & testing, QEP Leadership, RCPSE website redesign, SACS core writing team, SAEM SACS standards, student data requests, THECB GradTX site visit, and search committees.
- All staff attended Professional and Organizational Development Day held at McAllen Convention Center on September 27, 2019.
- 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 began to review potential December 2019 graduates.
- Document Management Specialist downloaded, reviewed and verified **5,003** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during September 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 **82** international students officially enrolled for Fall 2019 semester.
- Processed **208** course substitutions and exceptions in Degree Works during September 2019.
- Processed *Reinstatement After Census Date Forms* for **305** students during September 2019.
- Processed *Change of Grade Forms* for **52** students during September 2019.
- Processed *Schedule Change Forms* for **1,613** students during September 2019.
- Processed **1,813** high school and **239** college/university transcripts during September 2019.

- Evaluated **468** transcripts from other colleges and universities during September 2019.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,261** STC transcripts during September 2019.
- Scanned and indexed **4,496** documents submitted by students during September 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<br>Monthly Activity Report<br>September 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, 2019** |
| **Pecan Campus** | **197** | | | **ACT** | |
| **Mid- Valley** | **30** | **39** | **31 (79%show)** | **TSI EXAM** | **31** |
| **Starr Campus** | **43** | **16** | **15 (94% show)** | **TSI EXAM** | **15** |
| **Pecan Plaza** | **62** | **96** | **85 (89%show)** | **GED/ PEARSON** | **85** |
| **Pecan Plaza** | | **111** | **99 (89% show)** | **TSI EXAM** | **99** |
| **Pecan Plaza** | | **68** | **64 (94% show)** | **HESI** | **64** |
| **Pecan Plaza** | | **20** | **13 (65%show)** | **HiSET** | **13** |
| **TOTAL:** | **332** | **350** | **307 (88% show)** | | **307– All Campuses YTD** |

| TSI Scores: by placement score September 2019 | | | |
|---|---|---|---|
| **READING** | | **READING** | |
| **Monthly (09/01/19-09/30/19)** | | **Year To Date (09/01/19 – 09/30/19)** | |
| **College ready** (351+) | 38 | **College Ready** (351+) | 38 |
| Holistic Placement (349-350) | 8 | Holistic Placement (349-350) | 8 |
| Developmental Ed (342-348) | 28 | Developmental Ed (342-348) | 28 |
| ABE Level 6 (Developmental Ed) | 8 | ABE Level 6 (Developmental Ed) | 8 |
| ABE Level 5 (Developmental Ed) | 12 | ABE Level 5 (Developmental Ed) | 12 |
| ABE Level 4 | 2 | ABE Level 4 | 2 |
| ABE Level 3 | 0 | ABE Level 3 | 0 |
| ABE Level 2 | 0 | ABE Level 2 | 0 |
| ABE Level 1 | 0 | ABE Level 1 | 0 |
| **Total** | **96** | **Total** | **96** |
| | | | |
| **MATH** | | **MATH** | |
| **Monthly (09/01/19-09/30/19)** | | **Year To Date (09/01/19 – 09/30/19)** | |
| **College Ready** (350+) | 8 | **College Ready** (350+) | 8 |
| Holistic Placement (348-349) | 5 | Holistic Placement (348-349) | 5 |
| Developmental Ed (336-347) | 27 | Developmental Ed (336-347) | 27 |
| ABE Level 6 (Developmental Ed) | 0 | ABE Level 6 (Developmental Ed) | 0 |
| ABE Level 5 (Developmental Ed) | 23 | ABE Level 5 (Developmental Ed) | 23 |
| ABE Level 4 | 17 | ABE Level 4 | 17 |
| ABE Level 3 | 3 | ABE Level 3 | 3 |
| ABE Level 2 | 6 | ABE Level 2 | 6 |
| ABE Level 1 | 1 | ABE Level 1 | 1 |
| **Total** | **90** | **Total** | **90** |
| | | | |
| **Writing** | | **Writing** | |
| **Monthly (09/01/19-09/30/19)** | | **Year To Date (09/01/19 – 09/30/19)** | |
| **College Ready** (363 & 4+ Essay or 5+) | 44 | **College Ready** (363 & 4+ Essay or 5+) | 44 |
| Developmental Ed (350-362 & 0-4 Essay) | 16 | Developmental Ed (350-362 & 0-4 Essay) | 16 |
| ABE Level 6 (Developmental Ed) | 0 | ABE Level 6 (Developmental Ed) | 0 |
| ABE Level 5 (Developmental Ed) | 1 | ABE Level 5 (Developmental Ed) | 1 |
| ABE Level 4 | 1 | ABE Level 4 | 1 |
| ABE Level 3 | 1 | ABE Level 3 | 1 |
| ABE Level 2 | 0 | ABE Level 2 | 0 |
| ABE Level 1 | 0 | ABE Level 1 | 0 |
| **Total** | **63** | **Total** | **63** |
| **Data retrieved from College Board Accuplacer** | | | |

## STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS staff and VA Certifying Officials worked on completing financial aid and veteran certification files before the 2019 Fall census date
- SFS staff has welcomed our new staff members Janette Galvez (Pecan Campus) and Catalina Ramirez (Starr Campus) they are our new Financial Aid Specialist
- Staff attended the Fall 2019 Professional Development Day and sessions
- Student Financial Services FA Outreach Specialist and staff assisted with 10 events in the month of September

## DUAL2DEGREE

### IMPORTANT HIGHLIGHTS

- Department staff held **20** events and served **1,437** students and parents during the month of September.
- Department is meeting with school district administrators and staff to plan for Fall 2019 Dual Credit Fast Track New Student Onboarding Programs. Currently, there are **27** events scheduled and additional campus visits are expected. Student participation in the Dual Credit Fast Tracks for the 2019-2020 academic year is expected to exceed **2,000** students.
- Department is providing support to partnering ISDs with Spring 2020 Dual Credit enrollment, including student and parent information sessions, admission application drives and registration drives.
- Director and Coordinators are meeting with ISD administrators to plan matriculation initiatives for dual credit students, including Transitional Advising events at STC campuses for Junior-year students and targeted recruitment events for CTE students.
- Dual2Degree Staff will be presenting on South Texas College's Dual Credit Matriculation Initiatives at the 98th Texas Association of Collegiate Registrars and Admissions Officers (TACRAO) Annual Conference in Galveston, Texas (November 3-6, 2019).
- Mayra Carver, Coordinator of Enrollment Services for Dual Credit, and Alex Salas, Dual2Degree Specialist, were chosen to serve on the TACRAO Records & Registration and Student Success planning committees, respectively, for the 2019-2020 academic year.

### SNAPSHOTS

Science Academy Dual Credit Parent Presentation

STARR County Dual Credit Leadership Session

## ENROLLMENT SERVICES

| Event | High School Served | Date | Location | Total Served |
|---|---|---|---|---|
| **Registration Drive** | PSJA Ballew | 9/5 | ISD | 15 |
| **Senior Application Drive** | Donna HS | 9/16 | ISD | 90 |
| **Senior Application Drive** | Donna HS | 9/17 | ISD | 94 |
| **Senior Application Drive** | Weslaco East HS | 9/19 | ISD | 66 |
| **Senior Application Drive** | Weslaco East HS | 9/23 | ISD | 76 |
| **Senior Application Drive** | Sharyland HS | 9/24 | ISD | 68 |
| **Senior Application Drive** | Roma HS | 9/24 | ISD | 34 |
| **Senior Application Drive** | Weslaco East HS | 9/24 | ISD | 65 |
| **Senior Application Drive** | Sharyland HS | 9/25 | ISD | 30 |
| **Senior Application Drive** | Roma HS | 9/25 | ISD | 89 |
| **Application Drive** | Mercedes HS | 9/25 | ISD | 28 |
| **Senior Application Drive** | Edinburg HS | 9/26 | ISD | 146 |
| **Senior Application Drive** | Roma HS | 9/26 | ISD | 119 |
| **Senior Application Drive** | Juarez-Lincoln | 9/26 | ISD | 154 |
| | | | **Total** | **1,074** |
| | | | | |

## STUDENT AND PARENT ENGAGEMENT

| Event | High School Served | D ate | Location | Total Served |
|---|---|---|---|---|
| **Dual Credit Parent Presentation** | **Science Academy** | **9/4** | **ISD** | **96** |
| **Dual Credit Information Session** | **Rio Grande High School** | **9/11** | **ISD** | **51** |
| **Dual Credit Information Session** | **Monte Alto ECHS** | **9/17** | **ISD** | **21** |
| **Dual Credit Advising Session** | **McAllen HS** | **9/18** | **ISD** | **84** |
| **Dual Credit Advising Session** | **McAllen Memorial HS** | **9/19** | **ISD** | **71** |
| **Table-Set up** | **Edinburg Economedes** | **9/26** | **ISD** | **40** |
| | | | **Total** | **363** |

## MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- Starr County Dual Credit Leadership Meeting
- Dual Credit Leadership Meeting
- Dual Credit ISD Superintendents Meeting
- PSJA ISD Meeting for Middle School Recruitment Planning Meeting
- PSJA ISD Junior Year Transition Planning Meeting
- PSJA ISD Fast Track Planning Meeting
- Edinburg ISD Fast Track Planning Meeting
- Sharyland AAA Fast Track Planning Meeting

- La Joya ISD Fast Track Planning Meeting
- Meeting with McAllen ISD Assistant Superintended to Discuss Enrollment and Fast Tracks
- The following meetings with school district partners were held to plan for Spring Dual Credit Enrollment:
    - Mercedes High School
    - McAllen ISD
    - Weslaco HS
    - Mercedes ECHS
    - Mission CTE
    - La Villa HS
    - STX Health Profession
    - Science Academy of South Texas
    - Vanguard Academy-Rembrandt
    - Achieve ECHS
    - Mission CTE ECHS

### MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Supervisor Meeting
- Dual2Degree Weekly Meeting
- Dual2Degree Monthly Meeting
- Dual2Degree FY 2020 Carl Perkins Planning Meeting
- Dual2Degree Student Success Committee Meeting
- Discovery Day/Junior Year Initiative Planning Meeting with Career Employer Services
- Dual Credit Program Deadlines Meeting
- NACEP Review Meeting
- AL 360 Follow-up Meeting
- Academies Update Presentation
- Jaguar Connection Day Planning Meeting
- Adult Learners Enrollment Planning Meeting
- Fast Track Planning Meeting
- Presentation to Advising Department Staff on Dual Credit Services
- Academic Probation Module Meeting
- SAEM Director Bi-Weekly Meetings
- Coordinating Board GradTX Site Visit Planning Meeting
- SAEM Division Leaders Meeting
- FY 2020 Carl Perkins Planning Meeting
- Adult Learning Spring 2020 Enrollment Planning Meeting

## COLLEGE CONNECTIONS

### PROFESSIONAL DEVELOPMENT

- Managing Differences Seminar
- College-wide Organizational Development Day
- NAH Monthly Secretary Meeting - Counselors' Update Information
- South Texas Area Recruiter Network Executive Board Meeting
- Leadership Mid-Valley Steering Committee Meeting
- Talent Hub Monthly Meeting
- First Year Connection: Student Ambassador Recruitment – Table Set Up
- MADISSAR Grant/ Student Ambassador Meeting
- Lumina Convening Conference

- Region One: Counselor Academy
- STC/Border Patrol Strategic Comms Meeting

## RECRUITMENT

- Edinburg CISD Campus Visits
- Jimmy Carter Early College High School – College Presentation
- Ventanilla de Orientación Educativa (VOE) Consulado de México en McAllen
- Financial Aid & College Information Night at Roma High School
- 18th Annual Education & Career EXPO
- District Wide (RGCCISD) Admissions & Financial Aid Night
- Meeting with Prospective Students – 1 student appointments
- Robert Vela High School – Classroom Visits
- Nikki Rowe High School – College Presentation
- Hidalgo High School – College Presentation
- Roma ISD – College Presentation
- Vanguard Academy Pep-Rally
- La Joya ISD Academy of Health Science Professions – College Presentation
- Rio Grande City Preparatory for Early College High School – College Presentation
- UTRGV: Healthy People, Healthy Community: Exploring Future Careers – Table Set Up
- U.S. Border Patrol Headquarters – College Presentation
- Mercedes ISD – TACRAO College Fair
- Harlingen CISD – TACRAO College Fair
- Weslaco ISD – TACRO College Fair
- Edinburg CISD – TACRAO College Fair
- Mission CISD – TACRO College Fair
- South Texas ISD – TACRO College Fair
- Donna ISD – TACRO College Fair
- PSJA ISD – TACRO College Fair
- Sharyland ISD – TACRO College Fair
- Rio Grande City ISD – TACRO College Fair
- Roma ISD – TACRAO College Fair
- La Joya ISD – TACRO College Fair
- McAllen ISD – TACRO College Fair

## PARENTS

- Hidalgo High School Parent Night
- TSTEM Parent Night

## APPLY TEXAS

- Roma High School
- Juarez Lincoln High School
- Edinburg High School
- Sharyland High School
- Progreso High School
- Weslaco East High School
- Weslaco CTE
- Ballew High School

## ELEMENTARY & MIDDLE SCHOOL

- RC Saenz Elementary – College Bound Presentation

## COMMUNITY EVENTS

- City of McAllen 2019 Fiesta De Palmas (Palm Fest)

## CAMPUS TOURS

- Pecan Campus
  - PSJAISD Collegiate HS – 6 visitors
  - New Faculty Orientation – 40 visitors
- Nursing & Allied Health Campus
  - Counselor Update – 73 visitors

| Campus | # Visitors |
|---|---|
| Pecan | 46 visitors |
| Mid-Valley | No Tours |
| Starr | No Tours |
| NAH | 73 visitors |
| Tech | No Tours |

## CALL CENTER

| Phone Calls | |
|---|---|
| Inbound Calls | |
| **JagChat** | |
| Chats | **236 chats** |
| **Text Message** | |
| Campaign: 202010 – Non Payment | 1,754 Text Messages Sent |
| Campaign: 202010 – Total Withdraw | 161 Text Messages Sent |
| Campaign: 202010 – Final Payment Deadline | 206 Text Messages Sent |

## EVENT PHOTOS

**Community Events**

City of McAllen 2019 Fiesta De Palmas (Palm Fest). The College Connections had a table set up at Palm Fest, a two-day event where the College Connections department represented the College, provided information to raise awareness, and connected with the community.

**College Connections Event**

2019 Counselors' Update: The South Texas College Counselors' Update is an annual event that invites school counselors and administrators who directly work with students to the South Texas College campus to learn about updates directly impacting recruitment or enrollment. Counselors' spend the day interacting with College recruiters and set the foundation for the upcoming recruitment/enrollment cycle. 73 counselors were in attendance from throughout the college district. Counselors' got a tour of the NAH Campus, talk to the programs, received updates on matriculation, financial aid, bachelor programs and enrollment.

# DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

## CAREER AND EMPLOYER SERVICES

### CURRENT/UPCOMING ACTIVITIES & EVENTS

**Reports:**

| Weekly- Career & Employer Services Activity | |
|---|---|
| **Total Number** | |
| **490** | Student walk-ins and visits |
| **347** | CTE Student Contacts |
| **65** | Student & Alumni Registered on CCN |
| **29** | Student & Alumni Resumes Revised/Uploaded on CCN |
| **15** | New Employer Registered on CCN |
| **39** | Jobs posted to CCN |
| **4** | Workshops Presented |
| **6** | On Campus Recruitment |
| **2790** | Career Coach Total Visits |

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

**On Campus Recruitment**

**Workshop & Presentations / Activities**

- **<u>Job Development</u>**
    - Sylvan Learning - 3 job posts
    - Univision – 1 job post
    - R Communications - 1 job post
    - Lobo Telecommunication – 1 job post
    - Bridgestone Retail Operations, LLC – 6 job posts
    - Alpha Care Home Health - 2 job postings
    - Unalakleet Investments – 2 job post
    - DG & GG Investments – 1 job post
    - West Wind Homes - 1 job posting
    - Double M Fit Inc. DBA 9Round - 1 job posting
    - Borgen Project - 9 postings
    - Frost Bank - 1 job posting
    - Bridgestone Retail Operations - 10 job postings
    - Double E Logistics LLC - 1 job posting
    - Live Music Tutor – 1 job posting
    - Legacy Business Development – 1 job posting
    - Mathnasium of Sharyland – 1 job posting
- **<u>Presentations/Workshops</u>**
    - 2019 Dual Credit Leadership Meeting: Breakout Session Presenter, Career Coach
    - Construction Supervision in Class Presentation- Creating your Career Portfolio & Interview for Success, total # of CTE attendees = 12
    - Open Workshop- Build your Success with CES total # of CTE attendees = 3
    - Let's Start with a TOAST, CES information table event, total # of CTE attendees = 103
    - NAH Open Workshop, total # of CTE attendees = 1
    - Navigating the Federal Application Process, total # of attendees = 15
    - Automotive in Class Presentation- Resume Writing, total # of attendees = 12
- **<u>Employer Outreach</u>**
    - Unalakleet Investments
    - U.S. Customs
    - IBC Bank
    - HEB
    - U.S. Army
    - Spectrum
    - PulseTeam
    - Toyota
    - Ford Motor Company
    - U.S. Border Patrol
    - Department of Public Safety
    - HEB
    - Spectrum
    - McAllen Chamber of Commerce
    - Risas Y Rayones Rehab Center
    - Burton, McCumber & Longoria
    - Weslaco Regional

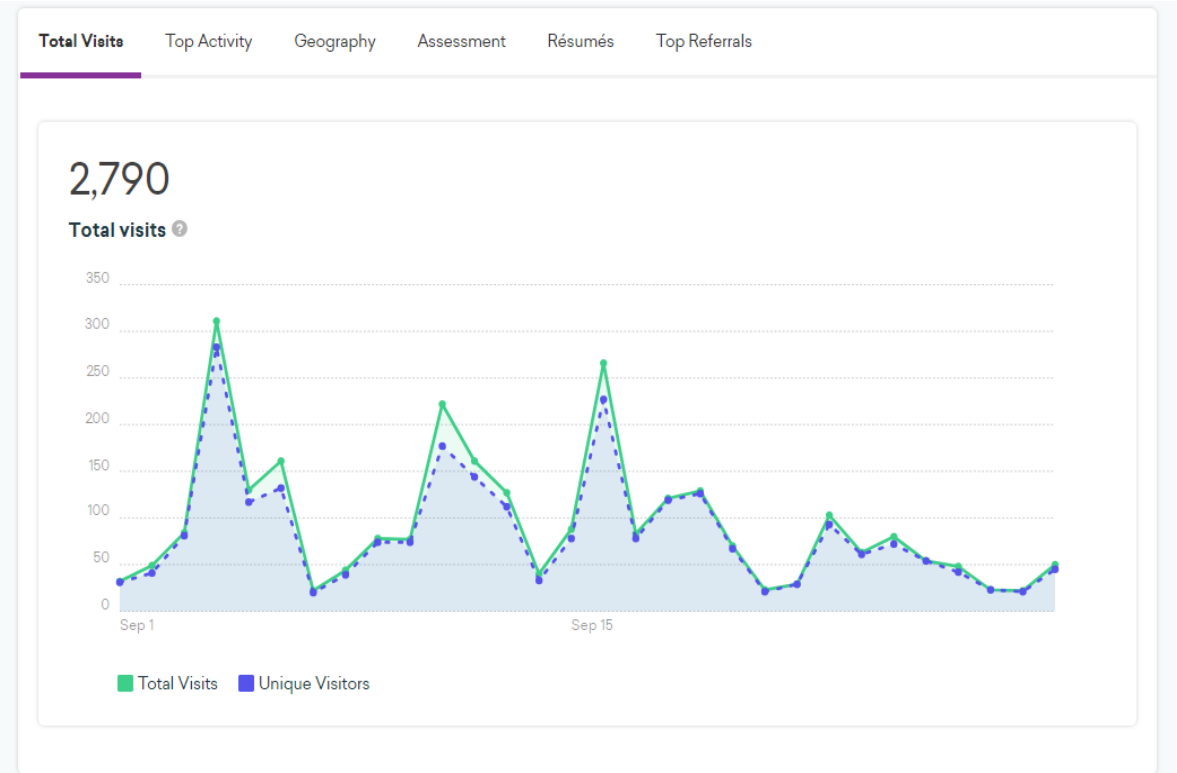
- **<u>Employer Registration</u>**
    - Lobo Communications
    - Boost Metal
    - Designer Zoo Closet
    - Double E Logistics, LLC
    - Double M Fit Inc., DBA 9Round McAllen
    - Hisense USA Inc.
    - Lobo Telecommunication
    - Miki McCarthy
    - Mutual of Omaha Advisors
    - Papalote Fresh Produce, Inc.
    - SVAM International de Mexico
    - Sylvan Learning – Rio Grande Valley
    - T-Mobile
    - True Temper Sports
    - Unalakleet Investments, LLC
    - Univision McAllen
    - WestWind Homes
    - Zeitgeist Wellness Group

**Coordination of Upcoming Events**

- Fall First Friday Open Workshops-Tech Campus
- Pre Expo CES information tables and Pop up Workshops – Tech Campus
- Preparation, coordination and conduct Construction Supervision in class presentations
- NAH Fall workshops
- Health & Medical Administrative Services capstone presentations
- Pre Expo-Workshops & Information Table Weeks – NAH Campus
- Health & Medical Administrative Services capstone presentations
- Pre Expo CES information tables and Pop up Workshops – Tech Campus
- Preparation for Pre Expo CES information tables promoting 2019 Career Expo- Tech campus
- Preparation of CES handouts and created new PowerPoints for Pop up Workshops gearing to get students prepared for 2019 Career Expo – Tech Campus
- Preparation/coordination of in class presentations for Automotive students in Tech and Starr Campuses
- CES representative attended the 2019 EMSI Conference
- CES Coordinators in BASOL mock interview panels
- CES Coordinators in TMGT mock interview panels
- CES informational tables for Welcome week activities, “Toasting to a new Semester”, promoting Tech Workshops and Future CES events
- Promoted Welcome Week activities, first Friday workshops, and CES services via CES Instagram.
- Provided an information table and treats for NAH Welcome Week. Spoke with NAH students and faculty about fall calendar of events, career expo, career exploration day, and services.
- Met with HMAS key faculty members to coordinate presentations for HMAS capstone students.
- Held first NAH Fall 2019 workshop, covering departmental services, calendar of events, and resources.
- Created flyer for NAH campus events leading up to Career Expo.
- Completed and submitted August Carl Perkins report for NAH division.
- Promoted Navigating the Federal Application Process event via CES social pages and CCN student/alumni contacts.
- Attended NAH Patriot Day ceremony and promoted the Navigating the Federal Application Process event.
- Created Career Expo and Career Exploration lunch/mixer tickets.
- Met with HMAS key faculty members to coordinate presentations for HMAS capstone students.

- Updated Carl Perkins records retention.
- Created 2 PowerPoint presentations for Pre Expo-Pop up Workshops
- Preparation and assisted for CES event- Navigating the Federal Process
- Prepared 160+ employer gift bags for Career Expo 2019
- Registered for College Wide Professional Development Day and breakout session.
- Promoted Pre-Expo events for all 3 campuses on social media platforms.
- Confirmed Mid Valley Campus College Success in class presentations.
- Attended NAH Program Chair meeting to promote NAH fall calendar, introduce Coordinator of Employer Services, and promote the 2019 Career Expo.
- Prepped handout materials for NAH information tables.
- Updated and created PowerPoint presentations gearing up to 2019 Career Expo
- Promoting Tech open workshops, pop up workshops to PASS Program staff to target their CTE student body
- CES attended College Wide Professional Development Day and afternoon breakout session.
- Continuing to promote Career Expo through social media platforms.
- Sent out Career Expo student invite through College Central Network, reaching 3,545 students and 5,702 alumni.
- Met with Medical Coding instructor to plan for Spring 2020 capstone workshops and in class presentations.
- Pre Expo CES information tables promoting 2019 Career Expo - Tech campus
- 13 student walk ins, 2 student appointment - Tech campus
- 10 student/alumni appointments - NAH campus.
- Reviewed 35 student and 3 alumni resumes via CCN.
- 36 CCN resume revision
- 2 student email outreach, Tech Campus
- 12 student/alumni appointments - NAH campus.
- 1 student mock interview- via phone
- 4 student emails- Resume Revisions

**Career Coach Website Data:**



Total Visits | **Top Activity** | Geography | Assessment | Résumés | Top Referrals

### Top Viewed

CAREERS | PROGRAMS

| | |
|---|---|
| Architectural And Engineering Manager | 112 |
| Police Identification And Records Officer | 80 |
| Chief Executive | 75 |
| Surgeon | 73 |
| Pharmacist | 71 |

1 2 3 4 ... 95 →

### Top Favorited

CAREERS | PROGRAMS

| | |
|---|---|
| Police Identification and Records Officers | 6 |
| Construction Managers | 5 |
| Computer Hardware Engineers | 4 |
| Fashion Designers | 4 |
| Art, Drama, and Music Teachers, Postsecondary | 3 |

1 2 3 4 ... 19 →

### Top Searches

CAREERS | PROGRAMS

| | |
|---|---|
| science,technology,engineering and mathematics | 24 |
| health science | 15 |
| stem | 11 |
| lawyer | 9 |
| education and training middle school teacher | 7 |

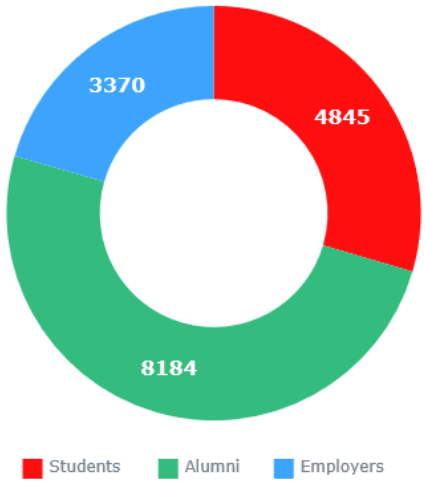
1 2 3 4 ... 71 →

### Top Careers by Job Posting Clicks

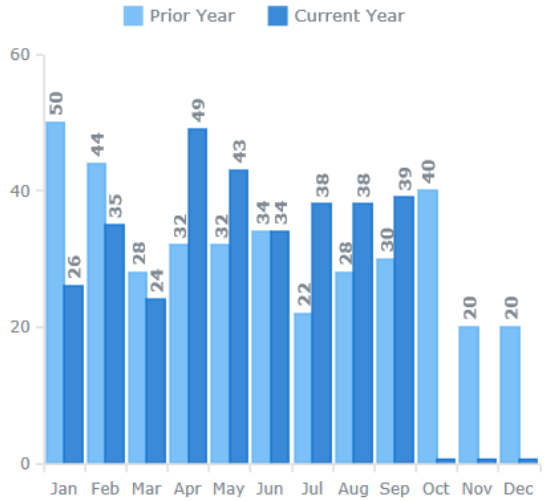
| | |
|---|---|
| Computer And Information Systems Manager | 6 |
| Financial Manager Branch Or Department | 6 |
| Forensic Science Technician | 4 |
| Pharmacist | 4 |
| Physical Therapist | 4 |

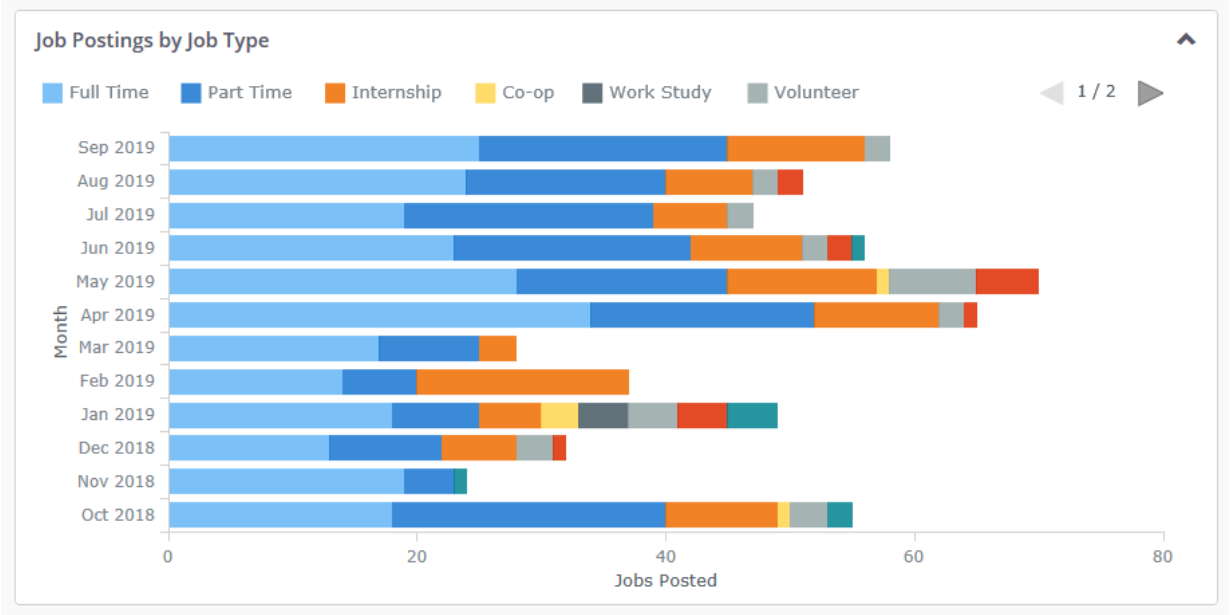
1 2 3 4 ... 10 →

### Registered Users




### Job Postings by Month






# OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

## OFFICE OF THE OMBUDS

September 23-27, 2019

- The Office of Student Rights and Responsibilities hosted the Workplace Mediation Training for employees.
- The Office of Student Rights and Responsibilities attended Professional Development

September 16-20, 2019

- The Office of the Ombuds hosted informational booths at all South Texas College Campuses.
- The Office of the Ombuds conducted a Dispute Resolution Student Academy at the Mid-Valley Campus.
- Mr. Karey Barnes presented on Resolving Student Related Conflict for South Texas College Chair Academy.

September 9 – 13, 2019

- The Office of the Ombuds conducted a the Dispute Resolution Student Academy
- The Office of Student Rights & Responsibilities conducted a talking circle for High School Academies Program at the Mid-Valley Campus.
- The Office of Student Rights & Responsibilities conducted interviews for new Work-studies.

September 2 – 6, 2019

- The Office Student Rights & Responsibilities conducted a presentation on Office of the Ombuds for adjunct and new faculty at the South Texas College Pecan Campus.
- The Office of Student Rights & Responsibilities is arranging to attend the Texas Mediator Credentialing Association 15th Annual Symposium.

## Office of Student Conduct

September 23-27, 2019

- The Office of Student Rights and Responsibilities hosted the Workplace Mediation Training for employees.
- The Office of Student Rights and Responsibilities attended Professional Development

September 16-20, 2019

- Mr. Karey Barnes presented on Resolving Student Related Conflict for South Texas College Chair Academy.

September 9 – 13, 2019

- The Office of Student Rights & Responsibilities conducted a talking circle for High School Academies Program at the Mid-Valley Campus.
- The Office of Student Rights & Responsibilities conducted interviews for new Work-studies.

September 2 – 6, 2019

- The Office of Student Conduct is preparing for interviews for the Student Conduct Specialists (2) positions.
- The Office of Student Rights & Responsibilities is arranging to attend the Texas Mediator Credentialing Association 15th Annual Symposium.

## BEHAVIORAL INTERVENTION TEAM

September 16-20, 2019

- The Behavioral Intervention Team met to review cases.

September 2 – 6, 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.
- The Behavioral Intervention Team met to review cases.

# STUDENT ACTIVITIES AND WELLNESS

- Club Fair (District Wide)

- Intramural Sports Kickoff Events (District Wide)
- Student Government Association Kickoff Events (District Wide)
- Student Leadership Academy Kickoff Events & Workshops (District Wide)

- Teen Leadership Academy Kickoff Events and Workshops (MID)
- September 11 Remembrance Ceremonies (District Wide)

- National Video Game Day Event (MID)
- Mexican Independence Day Celebration events (District Wide)

- Constitution Day Events (District Wide)

- 4V4 Men's Flag Football Tournament (PCN)
- Techapalooza (TEC)
- Let Your Voice Be Heard Karaoke (PCN)
- Rock – N – Vote (PCN)

- Hispanic Heritage Month Loteria (NAH)
- First Week of Fall Event (NAH)
- National Wildlife Day (NAH)
- Punch Your Stress Day (NAH)

- National Ice Cream Cone Day event (PCN)

- Game Masters Event (TEC)
- Jumbo Games Event (TEC)
- Let's Puzzle Event (NAH)
- Coffee with a Cop (NAH)
- National Love People Day (NAH)
- National Pancake Day Event (PCN)

- Movie showing of Aladdin (District Wide)
- Classroom presentations (PCN)
- Feel Good Karaoke Day (NAH)
- 2019 National Voter Registration Week Rally (PCN)
- 7V7 Flag Football Tournament – Men's, Coed & Women's (PCN)
- Volleyball League – Women's & Coed (MID)
- Madden Video Tournament (MID & PCN)
- Triathlon – Bean Bag toss, Football Toss, Basketball Shots & Archery (District Wide)
- SharePoint Presentation (STR)

## COMPREHENSIVE ADVISING

### PROGRAMS/ACTIVITIES/MEETINGS

**A. Advising Student Contacts**

| Advisor Student Contacts | |
|---|---|
| **Campus** | **# of Contacts** |
| Pecan | 1,295 |
| Mid-Valley | 363 |
| Starr | 140 |
| Technology | 139 |
| **Total** | **1,937** |

**B. Programs/Activities/Meetings:**

- **Academic Advising**
  - Provided advisement sessions for STC students
  - Providing Case Management (Academic Advisors) for Fall 2019 students (One contact before semester began, 3 contacts during semester to follow up with students); two of the contacts are focused on getting students to register for Spring 2020 semester
  - Finalized Priority Advising for Registration schedule for Developmental classes, Education including Learning Frameworks and CTE classes that will be carried out by academic advisors and PASS Program (Advising Department); Priority Advising for Registration begins October 7th; During Priority Advising, students visit the Advising Center for individualized advising session during their class time;
  - Provided Advisement Training for academic advisors and students success specialists; 100% of academic advisors attended; Six Student Success Specialists attended; the training consisted of Spring 2020 Registration Preparation including a Guided Pathways update, Building a Student Educational Plan in Degree Works, Admissions Update, Education Department Presentation and Updates, Architectural & Engineering Design Technology Department Presentation and Updates, Articulation and Transfer Presentation and Updates, Child Development and Early Childhood Presentation and Updates and Dual Credit Services Presentation
  - Requested student reports to identify 2018 FTIC students registered for Fall 2019; will be providing academic advising intervention to FTIC Fall 2018 students registered in Fall 2019
- **Faculty Advising**
  - Met with Education, Communication Arts, Physics, and Engineering and Physical Sciences Departments to incorporate faculty advising during service hours at the Enrollment Center for all Education Program, to review Faculty Advising Pilot Program and to promote November NEFA Trainings
  - Met with faculty advisors individually to train them on documenting advising sessions on Degree Works
  - Updated the New and Enhanced Faculty Advising (NEFA) Training materials to reflect updates and best practices and printed training manuals
  - Updated master roster of NEFA certified faculty advisors
  - Coordinated with RAS to assess Faculty Advising Summer Initiative (Enrollment Center). This will begin as soon as the new Qualitative Researcher is on board. Results will be presented on at the Spring Guided Pathways meeting
  - Worked on advising transition plan (i.e. recruited faculty advisors, developed advising talking points etc.) to assign 12 students to certified faculty advisors (approximately 53 for Fall 2019 and 61 for Spring 2020) after census date
- **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; held interviews to recruit and hire more mentors;
  - **Beacon Mentoring Program** – 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**
    - Staff provided academic advisement for PASS Program participants and CTE students
    - Staff began planning for program outreach for spring term, and conducted inventory review of obsolete books inventory and storage coordination
    - Coordinated with Research and Analytical Services to assess PASS Program and services provided to CTE students. Survey will also be part of Comprehensive Local Needs Assessment required for Perkins V
- **Carl Perkins**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
    - Gathered Carl Perkins data from SAEM key stakeholders to finalize the FY2019 Biannual Report; finalized report and submitted to Grants Office
    - Attended a Perkins V THECB meeting at Del Mar College in Corpus Christi, Texas

## PARTICIPATED IN THE FOLLOWING

**C. Participated/Working on 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; planned activities for the upcoming terms including homework for next institute
- **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 and the implementation team; 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
- **Summer Leadership Institute** – presented at President's Administrative Staff, Planning and Development Council and Education Workforce Board Committee meetings

**D. Preliminary Forms**

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

**Counseling & Student Disability Services**

| | 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 | **19** | **16** | **114** | **31** | **10** | **13** | **10** | **213** |
| NAH | **1** | **24** | **76** | **25** | **0** | **2** | **2** | **130** |
| Pecan | **89** | **294** | **375** | **106** | **16** | **113** | **35** | **1028** |
| Starr Co. | **8** | **12** | **77** | **3** | **11** | **23** | **20** | **154** |
| Tech | **0** | **4** | **74** | **0** | **0** | **4** | **6** | **88** |
| **Total** | **117** | **350** | **716** | **165** | **37** | **155** | **73** | **1613** |

**Meetings/Consultations**

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Disability Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- 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

- Hidalgo County Family Violence Taskforce Meeting
- Individual Supervision Meetings with TAMUK Social Work Interns
- Meeting with CDSD Coordinators
- 4th Annual CAVE Conference Planning Meeting
- Meeting to review CSDS Job Descriptions
- Division Leaders Meeting
- President's Administrative Staff Meeting
- UNIDAD Annual Committee Planning Meeting
- Individual Meeting with CPI Participant
- CSDS Department Meeting
- SDS Process Mapping Meeting
- Dual Credit Program Superintendents Leadership Meeting
- Navigating the Federal Application Process Event
- Senate Bill 212 Meeting
- Individual Meetings with CSDS Workstudies
- UTRGV Counseling Interns Meeting
- RGV Anti-Human Trafficking Coalition Meeting and Training
- Title IX Parent and Pregnant Procedures Meeting
- Meeting regarding the Food Pantry Updates
- Meeting regarding Workstudy Changes and Updates
- Individual Supervision Meetings with Grand Canyon University Intern

## WORKSHOPS/PRESENTATIONS

- Workshop: Love Thy Body - NAH Campus
- Workshop: Title IX: Pregnant and Parenting Basics - Pecan Campus
- Workshop: Building Self-Confidence - Pecan Campus
- Workshop: Strategies for Academic Success - Pecan Campus
- Workshop: Anger Management - Pecan Campus
- Workshop: Goal Setting - Pecan Campus
- Workshop: What is Title IX? - Pecan Campus
- Workshop: Time Management - Pecan Campus
- Workshop: Take Charge of Your Mental, Physical & Emotional Health - Pecan Campus
- Workshop: Time Management Vs. Self-Management - Starr Campus
- Workshop: Study Habits to Reduce Anxiety - Starr Campus
- Workshop: Mindsets Matter: Adopting a Growth Mindset - Starr Campus
- Workshop: Miscommunication: Issues that can lead to anger, frustration & other issues -Technology Campus
- Workshop: Understanding Your GPA & Academic Status -Technology Campus
- Workshop: Counseling and Student Disability Services –MidValley Campus
- Workshop: Overview of Counseling and Student Disability Services –MidValley Campus
- Workshop: Stay on Track with Degree Works –MidValley Campus
- Workshop: More than the Blue's –MidValley Campus
- Classroom Presentations on CSDS and Mental Health Topics
- Mental Health Awareness and Resources Presentation to Faculty and Staff at CWPD Day

## PROFESSIONAL DEVELOPMENT

- College Wide Professional Development Day

| Sign Language Interpreting Services | |
|---|---|
| **Type of Service** | **Number of classes** |
| Number of Classes Interpreted | 143 |
| **Additional Services** | **Number of Students** |
| Interpreted for Admissions/Enrollment | 0 |
| Interpreted for General Advising | 0 |
| Interpreting for Financial Services | 1 |
| Interpreted for Testing/Exam Services | 0 |
| Interpreting for Counseling Services | 2 |
| Interpreting for Student Disability Services | 4 |
| Interpreted Orientation/Outreach | 0 |
| Interpreted for Title IX Preg. & Parenting | 0 |
| Interpreted for Tutoring Services | 4 |
| Telephone Contacts with students | 0 |
| Workshops | 0 |
| Interpret student/instructor meeting | 0 |
| Other | 2 |

| Student Success Specialist Activity Report | |
|---|---|
| **Type of Service** | **Number of students** |
| Interpreter requests | 10 |
| Interpreter requests filled | 10 |
| Interpreter requests denied/canceled | 0 |
| Contacts with SDS Students | 17 |
| SDS Case Management | 9 |
| **Additional Services** | **Number of services/interns/interpreters** |
| Educational Coach Meeting | 4 |
| Observing part-time Interpreters | 0 |
| Interpreter Feedback Session | 0 |
| Professional development | 4 |
| Hosted Workshops/Presentations | 3 |
| Assigning assignments to Interpreters | 63 |
| General Interpreter/community Meetings | 5 |
| Conducted Interpreter/work study Interviews | 5 |
| Appeals Meeting | 0 |
| Testing | 47 |
| **Total** | **177** |

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

| | |
|---|---|
| 9/01/2019 | Interpreter Interview |
| 9/06/2019 | Interpreter Interview |
| 9/09/2019 | Interpreter Interview |
| 9/09/2019 | Internship I Orientation |
| 9/27/2019 | Professional Development Day |

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: OCTOBER 23, 2019

SUBJECT: ACTIVITY REPORT FOR SEPTEMBER 1, 2019 THROUGH SEPTEMBER 30, 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, President's Administrative Staff Meeting, and Coordinated Operations Council Meeting.
- Business Office:
  - Held conference call on Tax Abatement Project with Comptroller and Legal Counsel.
- Human Resources:
  - 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.
  - Held meeting on the Architectural Services Agreement for the Pecan Campus Library Renovation project with College President and Director of Facilities Planning and Construction.
- Food Services:
  - Held meeting with Director of Food Services and Accountant to review the July and August Monthly Cafeteria Reports.
- Accountability, Risk, and Compliance:
  - Held meeting to discuss President's Administrative Staff Enterprise Risk Management Presentation and other items with Director of Accountability, Risk, and Compliance and Risk Manager.
  - Held meeting on Enterprise Risk Management presentation with Director of Accountability, Risk, and Compliance and Risk Manager to prepare for President's Administrative Staff Meeting.
  - Held meeting on compliance unit functions and role with Director of Accountability, Risk, and Compliance.
  - Held meeting on Cashier's Operation Study Survey with Director of Accountability, Risk and Compliance, Accountability and Compliance Manager, Comptroller, Director of Student Accounts and Bursar, and Finance and Administrative Services (FAS) Project Manager.

- Title IX:
  - Held Title IX Committee Meeting with Team.
  - Held meeting to discuss and review Senate Bill 212 and House Bills 1735 and 449 with Title IX Committee and then held another meeting with Title IX Committee, Senior Coordinator of Counseling, and Coordinator of Student Disability Services.
  - Held meeting on Title IX Student case(s) review with Institutional Equity Manager and Director of Counseling.
  - Held meeting on Clery Act and Violence Against Women Act (VAWA) Audit Response with Institutional Equity Manager and Coordinator of Emergency Preparedness and Training.
  - Attended conference call on claim inquiry and process with Institutional Equity Manager and Director of Human Resources.
  - Attended meeting on Title IX Findings, Sanctions, and Hearings process for Title IX student case(s) with Title IX Committee and a representative from The National Center for Higher Education Risk Management (NCHERM) Group, LLC.
  - Attended meeting on Title IX Student Process outline with Institutional Equity Manager and Police Sergeant.
- Other Meetings:
  - Held meeting on incorporating an Accessibility Committee and program with Director of Counseling, Coordinator of Student Disability Services, Digital Services Manager, Distance Learning Assistive Technology Specialist, and Institutional Equity Manager.
  - Held meeting on Clery Act Audit items with Acting Chief of Police.
  - Held meeting on the National Incident-Based Reporting System (NIBRS) project with Acting Chief of Police, Director of Accountability, Risk and Compliance, Accountability and Compliance Manager, Comptroller, Director of Student Accounts and Bursar, Finance and Administrative Services (FAS) Project Manager, and Department of Public Safety (DPS) staff.
  - Held meeting with Acting Chief of Police to review his new job duties and answer any questions.
  - Attending meeting to discuss funding levels for the Community and Lamar State College with Del Mar Foundation representative, College President, and Executive Director for Grant Development, Management, and Compliance.
  - Attended meeting on Tax Abatement project with Legal Counsel.
  - Attended meeting to discuss Continuing Education Projects with Assistant to President for Continuing Education.
  - Held meeting on National Incident-Based Reporting System (NIBRS) with Finance and Administrative Services (FAS) Project Manager.
  - Attended Creating Magic for Jags meeting with Student Services staff and Finance and Administrative Services staff.
  - Attended final Narrative Review of Regional Center for Public Safety Excellence (RCPSE) Business Plan with Finance and Administrative Services (FAS) Project Manager and Accountability and Compliance Manager.
  - Attended meeting and walk-through of portable buildings at Regional Center for Public Safety Excellence (RCPSE) with Executive Officer for External Affairs.
  - Attended meeting to review and approve Comprehensive Plan with Finance and Administrative Services (FAS) Project Manager.
  - Held meeting on National Incident-Based Reporting System (NIBRS) with Acting Chief of Police.
  - Attended South Texas College Dual Credit Programs Superintendent's Leadership Meeting.
  - Participated in the Texas Higher Education Coordinating Board (THECB) Community and Technical Colleges Formula Advisory Committee conference call.
  - Attended Retirement Luncheon for Executive Officer for External Affairs.

## 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 Tuition and Fee Revenue Report.
- Construction:
  - Worked on progress of Facilities Planning and Construction Projects.
- Accountability, Risk, and Compliance:
  - Reviewed Enterprise Risk Assessment Procedures and PowerPoint Presentation for President's Cabinet and President's Administrative Staff Meeting.
  - Worked on Standard Insurance Requirements.
- Food Services:
  - Reviewed Food Services July and August Monthly Reports.
- Title IX:
  - Reviewed Title IX Weekly Reports.
  - Worked on Title IX cases.
- Policies and Procedures:
  - Worked on Policy #4211: Nepotism with Director of Human Resources and Legal Counsel.
- Regional Center for Public Safety Excellence (RCPSE):
  - Worked on Regional Center for Public Safety and Excellence (RCPSE) Business Plan.
- Other:
  - Worked on Position Change Request for Director of Regional Center for Public Safety Excellence (RCPSE) and Administrative Assistant position.
  - Reviewed 2018 and 2019 Campus Security Authority (CSA) Outstanding Report.
  - Worked on Employee Participation in Professional Conferences and Workshops Promissory Note.
  - Reviewed list of outstanding Financial Managers that have not completed their Physical Inventory Certification.
  - Worked on National Incident-Based Reporting System (NIBRS) Review.
  - Reviewed Texas Association of School Boards (TASB) Overview, Timeline, and Cost Estimate.
  - Reviewed Blood Drive Procedures.
  - Reviewed Facility Use Procedures.
  - Worked on Tax Abatement Project with Legal Counsel and Business Office staff.
  - Worked on Creating Magic for Jags and Jags@Work Initiative.
- Reports provided monthly to President's Cabinet members:
  - Overtime Summary by Department and Employee.
  - Vacancy Report.
  - Leave Report for Sick and Vacation Hours.
  - TimeClock Plus Verification Reports by Employee and Supervisor for July.

## MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Student Services Renovations meeting at Nursing and Allied Health Campus and also at Starr County Campus.
- Attended Banner User Group (BUGs) meeting.
- Attended conference call with merchant services vendor.
- Attended meeting on General Guidelines with Public Relations team.
- Attended meeting to review bids submitted for merchant services.
- Attended Quality Enhancement Plan Leadership meeting hosted by Institutional Research and Effectiveness.
- Attended Student Travel Automation meeting with Business Office staff and Student Activities department.
- Attended meeting on the National Incident-Based Reporting System (NIBRS) project with Acting Chief of Police, Director of Accountability, Risk and Compliance, Accountability and Compliance Manager, Vice

President for Finance and Administrative Services, Director of Student Accounts and Bursar, Finance and Administrative Services (FAS) Project Manager, and Department of Public Safety (DPS) staff.

- Attended meeting on Cashier's Operation Study Survey with Director of Accountability, Risk and Compliance, Accountability and Compliance Manager, Vice President for Finance and Administrative Services, Director of Student Accounts and Bursar, and Finance and Administrative Services (FAS) Project Manager.
- Compiled and reviewed Employee Retirements System (ERS) year-end information and Texas Retirement System (TRS) year-end information.
- Met and discussed Bonds Premiums.
- Met and discussed Student Financial Aid initiatives.
- Met to discuss and update construction procedures on capitalization threshold and guidelines.
- Met to discuss receivable for Pecan Plaza and Starr County Campus generator projects with Facilities Planning and Construction staff.
- Met to discuss Renewal & Replacement and Unexpended Comprehensive Plan with Finance and Administrative Services (FAS) Project Manager.
- Met to discuss scholarship guidelines for Creating Magic for Jags.
- Met with Academics Affairs, Information Technology (IT), Human Resources, and Information Services and Planning staff to discuss Faculty Load and Compensation (FLAC).
- Met with Accounts Payable staff on the 100% Payment Review Process.
- Met with Compliance and Financial Manager on grant initiation for Department of Education 5-year Grant for Continuing Education, Workforce Training, and Economic Development.
- Met with Compliance staff and Financial Manager on i3 HEAL2 Project grant status of upcoming closeout.
- Met with Drama Department staff to discuss alternative payment methods for events.
- Participated on conference call to discuss latest Texas Retirement System (TRS) updates with Consultant and Payroll Representatives.
- Met with Grant Accounting staff on end of year processes and with staff on year-end status.
- Met to discuss Texas Retirement System (TRS), Employee Retirements System (ERS), and September payrolls with Human Resources staff.
- Met with Human Resources, Grant Compliance, and Grant Accounting staff to discuss Grant Notice of Employment (NOE) process.
- Met to discuss Faculty Load and Compensation (FLAC) process with Human Resources, Information Technology (IT), and Academics Affairs staff.
- Met with Information Technology (IT) on ChromeRiver pending items.
- Met with Payroll Manager on final August grant payroll.
- Met with several departments on Carl Perkins Reserve Grant meeting.
- Met with the Property Taxes department to discuss tax abatement guideline revisions.
- Met with Travel Implementation Team on ChromeRiver signoff for next phase.
- Participated in conference call with consultant on Depository Bank Services Request for Proposal.
- Participated in the Texas Higher Education Coordinating Board Community and Technical Colleges Formula Advisory Committee teleconference on behalf of Vice President for Finance and Administrative Services.
- Attended Information Technology (IT) Testing Session to validate functionality in Banner prior to Oracle12c upgrade.
- Attended Workshop on Electronic Time Adjustment Request Form.
- Attended ChromeRiver CASCADE 2019.
- Attended College-wide Professional and Organizational Development Day.

## PROJECTS IN PROGRESS:

- <u>Management Reports:</u>
  - The Business Office staff worked on the August 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:
  - Compiled information and drafted memo for the Professional Development Study Abroad Spain Program.
  - Participated in training of two new Grant Specialists.
  - Reviewed Dallas Community College District Sub Agreement for new grant award.
  - Reviewed deferred tuition revenue.
  - Reviewed final payroll feeds with Payroll Manager and resolved questioned items.
  - Reviewed leases with General Accounting Manager and Budget Specialist.
  - Reviewed Texas Affordable Baccalaureate grant refund with Compliance and Grant Specialist.
  - Reviewed four (4) new Carl Perkins awards for grant initiation meetings.
  - Reviewed Industry Training and Economic Development (ITED) sustainability fund changes.
  - Reviewed restricted fund changes for year-end.
  - Reviewed vendor reconciliation and invoice for payment.
  - Submitted eight (8) Texas Workforce Commission (TWC) monthly reports.
  - Worked on thirty-one (31) bank adjustments and final notes for general accounting.
  - Worked on bank statements and downloads for August activity.
  - Worked on bank uploads.
  - Worked on Childcare local match payroll requests for completion of report.
  - Worked on ChromeRiver testing.
  - Worked on creating virtual card vendors, card maintenance, and stop payments.
  - Worked on requests for information from external auditor.
  - Worked on Grant Collection Report.
  - Worked on grant deferred revenue journal entry.
  - Worked on job descriptions for Grant Supervisor and Grant Specialist positions.
  - Worked on management report list for Accounts Payable staff.
  - Worked on ongoing City of McAllen compliance review requests.
  - Worked on Revenue and Expense Report for Continuing Education, Workforce Training, and Economic Development.
  - Worked on reviewing journal entries adjustments for virtual cards.
  - Worked on Regional Center for Public Excellence (RCPSE) Target Range grant set up fund and tested grant setup.
  - Worked on uploading direct deposit and virtual card payments.
  - Worked on uploading management reports and also audit items.
  - Worked on virtual card vendor set up, card management, and adjustments.
  - Worked on grant matching issues with Grants Specialist and Grant Compliance staff.
  - Worked on testing the new Travel and Expense Application.

| Bank No. | 19-Apr | 19-May | 19-June | 19-July | 19-Aug | 19-Sept |
|---|---|---|---|---|---|---|
| 01 E&G | 598 | 755 | 582 | 597 | 755 | 342 |
| 01 Direct Deposit | 195 | 233 | 204 | 275 | 368 | 121 |
| 03 Student | 475 | 2,409 | 3,146 | 2,527 | 7,871 | 8,379 |
| 12 I&S Taxes | - | - | - | - | 1 | - |
| 16 I&S Bond | - | - | - | - | 1 | 1 |
| 17 Plant | 17 | 16 | 9 | 27 | 37 | 21 |
| 31 Virtual Card | 539 | 567 | 474 | 441 | 322 | 352 |
| 32 AP Card | 5 | 4 | 3 | 4 | 6 | 3 |
| 37 Unexp-LT Bond Series 2015 | 2 | 2 | - | 1 | 1 | - |
| 38 Unexp-LT Bond Series 2014 | - | - | - | - | - | - |

- Property Tax/Budget and Reporting:
  - Assisted with updating tax abatement projections and scenarios.

- Discussed Professional Development Study Abroad Spain Program revenues and costs with Business Office staff.
- Prepared FY 2019 Budget Amendment booklet and also forwarded FY 2019 Budget amendment to Vice President for Finance and Administrative Services for review.
- Performed cleanup of Budget Transfer Application.
- Prepared FY 2020 Budget folders for the President's Administrative Staff Meeting.
- Printed FY 2020 Budget booklets for staff distribution.
- Provided census contact hour information to Vice President for Finance and Administrative Services.
- Provided information for the FY 2019 Business Office Fact Sheet to Financial Analyst.
- Researched headcount breakdown reported for Fall 2019 census.
- Reviewed items needed for completion of the FY 2019 audit.
- Reviewed Optional Retirement Program (ORP) and Teacher Retirement System (TRS) appropriation growth limitations for FY 2020 - FY 2021.
- Reviewed the updated Comprehensive Plan for FY 2020 – FY 2022.
- Submitted FY 2020 Budget for upload to Business Office website.
- Submitted items as needed for completion of the FY 2019 audit.
- Updated the Comprehensive Plan with FY 2020 Budget and revised projections.

- Cash Management/Special Projects/Office Support:
  - Reviewed Salary Analysis with Financial Analyst.
  - Prepared report on Professional Development Study Abroad Spain Program.
  - Revised 2018 audit finding response for Texas Higher Education Coordinating Board (THECB).
  - Reviewed Southern Association of College and Schools Commission on Colleges (SACSCOC) information on Management Discussion and Analysis for 2019 Comprehensive Annual Financial Report (CAFR).
  - Compiled information for Comprehensive Annual Financial Report (CAFR) Checklist.
  - Compiled information for Folkloric program.
  - Reviewed General Accounting Assistant job description.
  - Reviewed Salary Analysis, various audit items, and also provided audit items to external auditor.
  - Worked on Certificate of Deposit Maturities.
  - Worked on Merchant Services Request for Proposal (RFP).
  - Worked on self-service requisition approval issue.
  - Updated two marketplace stores.
  - Prepared preliminary general ledger reports.
  - Worked on Gomer Migration User's Access Review.

| Bank No. | #of Checks/DD Cycles | # of Checks/Direct Deposit |
|---|---|---|
| 01 E&G | 7 | 267 |
| 01 Direct Deposit | 8 | 204 |
| 02 Payroll | 12 | 395 |
| 02 Direct Deposit | 5 | 2,903 |
| 03 Student | 5 | 8,379 |
| 12 I&S | 0 | 0 |
| 16 I&S | 1 | 1 |
| 17 Plant | 2 | 21 |
| 37 Bond Series 2015 | 0 | 0 |
| 38 Bond Series 2014 | 0 | 0 |
| Total | 40 | 12,170 |

| Description | Number of Transactions |
|---|---|
| ACH Direct Deposit-payments to vendors, students & employees | 21 |
| 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 113 monthly reports during September 2019.
  - Worked on Regional Center for Public Safety Excellence (RCPSE) Business Plan.

| Duties | Total |
|---|---|
| ACH, wires, and Book Transferred Initiated and/or Approved | 2 |
| Approval Queues-Requisitions Approved | 48 |
| Board and Management Reports Reviewed | 43 |
| Cafeteria daily sales report | 24 |
| Cancelled checks provided to AP / Payroll | 9 |
| Check verification for AP / Payroll | 10 |
| Construction budget transfers reviewed and approved | 5 |
| Copies of booklets/journal entries requested | 24 |
| Deposits prepared | 30 |
| Donations - telephone calls received | 15 |
| Download bank info, convert bank statements to PDF and download excel information for reconciliation | 5.5 |
| Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts | 87 |
| Returned mailed checks - Logged and Filed | 231 |
| Returned mailed checks - Disbursement | 244 |
| Emails - answered, prepared | 36 |
| Financial manager changes | 21 |
| FOAP created including activity codes | 48 |
| Food Quotes - IDTs Reviewed | 13 |
| Hours assisting other departments | .75 |
| Hours Filing and organizing of Journal Entries and boxing | 4 |
| Hours used for scanning - estimated | 19 |
| Hours used to log Scanned JE | 3 |
| Hours used to prepare documents for scanning | 1.5 |
| Hours used converting BOR and Management reports PDF | 1.5 |
| IDT's - telephone calls received | 16 |
| Interdepartmental Transactions reviewed | 29 |
| Invoices and encumbrances reviewed | 59 |
| Journal entries prepared | 127 |
| Journal entries processed including FUPLOAD | 2,007 |
| Journal entries- transactions processes | 5,813 |
| Journal entries/documents scanned | 710 |
| Journal Entries Logged | 440 |

| Duties | Total |
|---|---|
| Journal Entries reviewed | 131 |
| Positive Pay submitted/EFT Payment/Positive Pay Exemptions approved | 35 |
| Positive Pay Exemption-Number of checks researched/verification | 13 |
| Requisitions prepared | 4 |
| Stale dated list prepared | 5 |
| Stale dated letters mailed | 203 |
| Stale dated letters returned and logged | 13 |
| Stop payments processed (includes stale dated checks) | 152 |
| Transactions removed from bank reconciliation | 15 |
| Special Project -hours - meeting Donations | 4.5 |
| Special project - hours - Open records - taxes | 2.25 |
| Special project - Tax abatement | 7.5 |
| Special Project - checks and bank statement for arbitrage | 19 |
| Training - Disbursement of Checks | 0.5 |
| Audit Reports prepared | 11 |
| Training - IDT's and telephone | 4 |
| Professional Development - hours - Attended | 48 |
| Trainings - FOAP setup | 2 |
| Special Project- hours scanning FOAP forms by work-study | 18 |
| AGM/Departmental Meeting | 8 |
| Banner Testing hours/training - Hours used - Gomer | 3 |
| Board meeting videos viewing | 1 |
| Overtime - Hours and Task worked | 89.5 |

| Description | |
|---|---|
| General Journal Entry (Intra-Fund) (JE15) | 156 |
| General Journal Entry (Inter-Fund) (JE16) | 160 |
| Cash Receipts (CR05) | 1,257 |
| Encumbrance Liquidation (E032) | 10 |
| Encumbrance Liquidation (E020) | 10 |
| General Ledger Beginning Balance (JE05) | 0 |
| General Journal Entry (JE17) | 2 |
| Misc. Receipt Payments (CA10) | 0 |
| General Journal Entry (STCJ) | 0 |

- Cashiers/Accounts Receivable:
  - Assisted students with cashiering needs for Fall 2019 census date of September 11, 2019.
  - Cashier Operation Survey was continued by Accountability, Risk, and Compliance staff on a daily basis up through census date of September 11, 2019.
  - Assisted students with cashiering needs for Fall 2019 and emergency loan due date of October 1, 2019.
- Payroll and Position Control Departments:
  - Provided interim audit items to external auditor.

- Compiled Governmental Accounting Standards Board (GASB) Statement No. 68 and Statement No. 75 year-end information.
- Met and discussed the engagement letter for Unrelated Business Income Tax (UBIT) with Purchasing Department staff.
- Reviewed Governmental Accounting Standards Board (GASB) 75 entries.

| **Payroll Processes for month ending September 30, 2019** | |
|---|---|
| Payroll Re-issue Processed | 7 |
| Payroll Cycles | 5 |
| Payroll Checks & DD | 3,707 |
| TimeClock Plus Access Forms Processed | 141 |
| Number of Employees with OT reviewed for OT Memos | 510 |
| NOE's Approved | 814 |
| Salary Budget Transfer Forms Processed | 26 with multiple transactions |

- <u>Business Office Performance Indicators:</u>

| **Payroll September 2019** | | | |
|---|---|---|---|
| **Number of Employees** | | **Deposits Processed** | |
| Employees on Monthly Payroll | 2,451 | Internal Revenue Service | 5 |
| Employees on Semi-Monthly Payroll | 840 | Bank Transfers | 5 |
| **Timecards Processed** | | **Stop Payment Processed** | |
| (Waged 08/16 - 08/31) SR17 | 403 | Salaried | 1 |
| (Waged 09/01 - 09/15) SR18 | 440 | Waged | 1 |
| Supplemental (Salaried: August) MS08 | 512 | | |
| Regular (Salaried: September) MR09 | 3,173 | **Void Checks Processed** | |
| | | Salaried | 1 |
| **NOE's Approved** | | Waged | 3 |
| Approved NOE's | 814 | | |
| | | **Replacement Checks Processed** | |
| **NOE's Processed** | | Salaried | 4 |
| (Additions, Deletions, Changes) | 136 | Waged | 3 |
| Salaried | 2,691 | | |
| FLAC | 348 | **Salary Budget Transfer Forms Processed** | 26 |
| **NOE's Processed** | | **Voided Direct Deposits/Checks** | |
| (Additions, Deletions, Changes) | 65 | Salaried | 0 |
| Waged | 552 | Waged | 0 |
| **Payroll Adjustment Worksheets** | | **Hand Cut/PBK** | |
| (Additions, Deletions, Changes) | 14 | Salaried | 0 |
| Salaried: MR09 | 44 | Waged | 0 |
| (Salaried: August) MR08ADJ01 | 63 | | |
| (Salaried: August) MR08ADJ02 | 39 | **Checks Processed** | |
| (Additions, Deletions, Changes) | 0 | Salaried | 186 |
| Waged | 2 | Total Net | $321,513.69 |
| **Liabilities Processed** | | Waged | 205 |

| Payroll September 2019 | | | |
|---|---|---|---|
| ORP | 16 | Total Net | $52,804.14 |
| Annuity | 12 | | |
| Student Loans | 4SR-2 | **Direct Deposit Processed** | |
| United Way | 1 | Salaried | 2,642 |
| Child Support | 3 | Total Net | $5,704,875.61 |
| IRS Levy | 0 | | |
| Withholding & FICA | 5 | Waged | 674 |
| Met Life | 1 | Total Net | $183,760.87 |
| Legal Judgement | 1 | | |
| Social Security Administration | 0 | | |
| US Department of the Treasury | 1 | | |
| **Reports Processed** | | | |
| Compass Bank Direct Deposit File | 5 | | |
| 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 Technology Campus Building A and B Master Plan Renovation Meeting.
- Attended Point of Sale Mobile Payments Demo Meeting.
- Attended President's Administrative Staff Meeting.
- Attended Career Expo Set-Up Meeting.
- Conducted Promotional Items Meeting for Student Give-a-ways with soft drink vendor.
- Attended Technology Campus Building A and B Master Plan – Phase One Meeting.
- Attended Food Services July and August Monthly Reports Meeting with Vice President for Finance and Administrative Services.
- Conducted meeting with Nursing and Allied Health Campus Cafeteria staff members.
- Attended College-wide Professional and Organizational Development Day.

### PROJECTS IN PROGRESS:

- Approved new menu board updates.
- Conducted work study interviews for Cafeterias.
- Worked on reference checks for work study applicants.
- Finalized September Budget for food service locations district-wide.
- Updated September Budget for Pecan Campus Cafeteria.
- Worked on Food Services July and August Monthly Reports.
- Updated all daily sales spreadsheets for the month of September.
- Requested temporary agency employee for upcoming vacant cashier position at Mid Valley Campus Cafeteria.
- Worked on Food Services FY 2018 to FY 2019 Comparison Report and also gathered information.
- Requested water filters availability be in stock year round for the Mid Valley Campus Cafeteria ice machine.
- Submitted work order for repairs of Mid Valley Campus Cafeteria reach-in freezer.
- Submitted maintenance request for reach-in cooler at Mid Valley Campus Cafeteria.
- Submitted requested pictures of Nursing and Allied Health Campus Cafeteria to Food Services Design Consultant.

- Reviewed new Food Service Department logo to be used on future catering events and delivery services.
- Worked on Food Services Presentation for President's Administrative Staff Meeting.
- Requested service on Point of Sale Terminal at Pecan Campus Cafeteria.
- Requested login credentials for newly hired Cashier at Mid Valley Campus Cafeteria.
- Requested ordering credentials for Mid Valley Campus Cafeteria Lead Cook from vendor.
- Held catering events for September 2019 as follows:
  - Professional Development Training.
  - Texas Workforce Commission Training.
  - New Faculty – Professional Development Luncheon.
  - Adjunct/Dual Credit Training.
  - Veteran's Panel Discussion.
  - Valley Scholars Welcome – Academic Affairs.
  - Chair Academy – Professional Development Training.
  - Faculty Senate Training.
  - President's Invitational Luncheon.
  - Strategic Planning Retreat.
  - Board of Trustees Meeting.
  - Festo Robotics Camp.

## RUBEN SUAREZ, ACTING CHIEF OF POLICE, DEPARTMENT OF PUBLIC SAFETY

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting on Clery Act Audit items with Vice President for Finance and Administrative Services.
- Attended meeting on the National Incident-Based Reporting System (NIBRS) project with Vice President for Finance and Administrative Services, Director of Accountability, Risk and Compliance, Accountability and Compliance Manager, Comptroller, Director of Student Accounts and Bursar, Finance and Administrative Services (FAS) Project Manager, and Department of Public Safety (DPS) staff.
- Attended meeting to review and discuss the Clery Act and Annual Security Reports with Finance and Administrative Services (FAS) staff.
- Attended meeting to discuss traffic plan at Pecan Campus for 2019 Fall Semester with Police Supervisors.
- Attended meeting to discuss Regional Center for Public Safety Excellence (RCPSE) currently assigned staff with Vice President for Finance and Administrative Services.
- Attended 1st Advisory Board Meeting on Training Provider license at the Regional Center for Public Safety Excellence (RCPSE).
- Attended meeting with Vice President for Finance and Administrative Services to review job duties and responsibilities.
- Attended meeting to discuss temporary staff working the front desk with Office Supervisor.
- Attended meeting to discuss concerns/solutions at Nursing and Allied Health Campus with Campus Administrator and staff.
- Attended meeting to discuss solutions for students parking on faculty/staff parking areas with Security Manager.
- Attended meeting to discuss Fall graduation planning with Graduation Committee.
- Attended several meetings to discuss the Interlocal Agreement for the National Incident-Based Reporting System (NIBRS) with City of Weslaco.
- Attended meeting with staff to discuss release of information.
- Attended meeting with police supervisors to discuss equipping police vehicles.
- Attended meeting to discuss new equipment at Department of Public Safety with Police Supervisors.
- Attended meeting to review police reports/referrals with Police Supervisors.
- Attended meeting on security guard staffing with Security Manager.
- Attended meeting to discuss job description with Human Resources staff.

- Attended meeting to discuss employee assignment with Security Manager.
- Attended meeting to discuss the new interview room recording system with Police Supervisors.
- Attended meeting to discuss equipment acquisition with Police Supervisors.
- Attended meeting to discuss lost and found with Front Office Supervisor.
- Attended meeting to discuss news release with Public Relations staff.
- Attended meeting to discuss overtime with Police, Office, and Dispatch Supervisors.
- Attended meeting to discuss employee training with Supervisors.
- Attended meeting to discuss students parking at surrounding businesses and some solutions such as the free Park & Ride parking with Patrol Supervisors.
- Attended meeting to discuss National Incident-Based Reporting System (NIBRS) with the Chief Information Officer.
- Attended meeting to discuss an incident at Mid Valley Campus with Human Resources staff.
- Attended meeting to discuss FY 2019 Accomplishments with Department of Public Safety Supervisors.
- Attended meeting to discuss Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards updates with Risk Manager.
- Attended meeting to discuss Environment, Health, and Safety on campus with Director of Facilities Operations and Maintenance, Director of Accountability, Risk, and Compliance, and Environmental Health and Safety Manager.
- Attended College-wide Organizational and Professional Development Day.

## PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Requests for Information:
  - Worked on assistance request from Human Resource staff.
  - Worked on request for release of police information.
  - Worked on incident report requests.
  - Worked on police reports.
  - Worked on notification of incidents involving students with Office of Student Rights and Responsibilities.
  - Worked on Automated Records Management System (ARMS) police report narratives and police report for release.
  - Worked on Behavioral Intervention Team threat assessments with Police Sergeant.
  - Worked on investigation reviews.
  - Worked on referrals for various College departments.
- Surveillance Cameras:
  - Worked on repair schedule for surveillance cameras.
  - Worked on camera replacements for each campus.
  - Worked on resolving packet loss issues with surveillance cameras.
- Training:
  - Worked on required firearms qualifications for Police Officers.
  - Worked on Campus Security Authority training.
  - Worked on Emergency Management Training for College departments.
  - Worked on leadership training course for department supervisors.
  - 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 Police Officers.
  - Worked on obtaining training and travel approval for Department of Public Safety staff.
  - Worked on request for Department of Public Safety staff to attend the 2019 Open Government Conference.
- 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 People Admin system to process recommendations for hire of new employees.
- Worked on personnel assignments.
- Worked on police officer training equipment.
- Worked on overtime authorization requests.
- Worked on verifying time force entries for employees and supervisors.
- Worked on Police Compliance Coordinator position.
- Worked on police assignments for proper coverage at various Campuses.
- Worked on streamlining Police Sergeant's responsibilities.

- Purchases and Repairs:
  - Worked on equipment purchases.
  - Worked on funding for repairs of department vehicles.
  - Worked on emergency equipment needs for operations.
  - Worked on open purchase orders to determine funds leftover and transfers of funds.
  - Worked on approving requisitions.
- Shuttle Buses and Parking:
  - Worked on shuttle bus maintenance.
  - 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 FY 2019 – 2020.
- Other:
  - Worked on issuance of Criminal Trespass Warnings.
  - Worked on new National Incident-Based Reporting System (NIBRS) software for filing State criminal incident reports.
  - Worked on identifying additional building responders.
  - Worked on Clery Act audit with Internal Auditor.
  - Worked on firearms qualification requirements.
  - Worked on assignment of security vehicles.
  - Worked on Interlocal Agreement with City of Weslaco.
  - Worked on estimate cost for Interlocal Agreement with City of Weslaco.
  - Worked on revisions to the audit report for the Internal Auditor.
  - Worked on Monthly Activity Report.
  - Worked on proactive approach flyer addressing pedestrians crossing.
  - Worked on staff reassignment timeline for personnel assigned to Regional Center for Public Safety Excellence (RCPSE) back to Department of Public Safety.
  - Worked on organizing a response to a visit from local Congressman.
  - Worked on assigning staff to present Civilian Response to Active Shooter Events session at College-wide Professional and Organizational Development Day.
  - Worked on removing Emergency Notification siren/speaker from Pecan Campus Buildings.
  - Worked on FY 2018 - 2019 Accomplishments PowerPoint Presentation.
  - Worked on outline of Media and Public Relations Training for upcoming meeting.

## BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the following meetings: Coordinated Operations Council Meeting, Board of Trustees Meeting, and Finance, Audit, and Human Resources Committee Meeting.

- Conducted two (2) staff meetings on new fiscal year processes, review of FY 2018 - 2019 encumbrances, and distribution of duties.
- Attended College-wide Professional and Organizational Development Day.

## PROJECTS IN PROGRESS:

- Purchasing Department:
  - Processed four hundred eighty-one (481) purchase orders.
  - Approved one thousand four hundred nineteen (1,419) requisitions.
  - Disapproved six hundred seventy-two (672) requisitions.
  - Processed change orders for goods and services.
  - Completed ninety-nine (99) travel authorizations.
  - Acknowledged forty (40) Form 1295 vendor forms.
  - Created or updated three hundred and five (305) new/exiting vendor W-9 forms, which were in Banner.
  - Reviewed and negotiated changes to thirty-one (31) vendor agreement/contracts.
  - Reviewed and updated department procedures.
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 19-20-1019 Rebid – Merchant Services.
    - Request for Proposals: 19-20-1020 Equipment Rental Services.
    - Request for Proposals: 19-20-1021 Pecan Campus Arbor Brick Columns Repair and Replacement.
    - Request for Proposals: 19-20-1022 Mid Valley Campus Building A Conversion of Cafeteria to Center for Learning Excellence.
    - Request for Proposals: 19-20-1023 In-Store Purchase of Materials and Supplies.
    - Request for Qualifications: 19-20-1025 Architectural Services for Pecan Plaza Kinesiology Renovation Phase I.
  - Conducted Public Bid Openings for the following:
    - Request for Quotes: 20-010 Starr County Campus Building P Millwork Renovation.
    - Request for Quotes: 20-011 Pecan Campus Curb & Gutter Modifications for Parking Lots 1 & 2.
    - Request for Quotes: 20-012 Pecan Campus Building M Temporary Parking Lot.
    - Request for Quotes: 20-013 District Wide Exterior Building Signage Lettering.
    - 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 Services.
    - Request for Proposals: 19-20-1019 Rebid-Merchant Services.
- Fixed Assets Department:
  - Reviewed all assets purchased since September 1, 2019 as follows:
    - Approved two hundred eighty-five (285) assets through September 15, 2019.
    - Adjusted sixty-five (65) assets in Banner for the month of September.
    - Conducted monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed two hundred eighty-nine (289) deliveries (purchase orders and complimentary books) and nine thousand two hundred fifteen (9,215) packages/boxes.
  - Received and posted two hundred eighty-five (285) purchase orders in Banner.
  - Transferred/relocated sixteen thousand eight hundred twenty-two (16,822) assets and/or boxes as per move/set up request forms.
  - Completed forty-five (45) faculty/staff moves in September.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Cashiers - $2,687.22, Financial Aid Office - $4,278.53, Valley Scholars - $629.24, and President's Office - $ 219.55.
  - Completed one million forty-eight thousand six hundred thirty (1,048,630) copies at the copy center for the month of September.

- Mailed out a total of fifty-nine thousand seven hundred fifty-four (59,754) letters and two hundred seventy-nine (279) letters were returned to South Texas College due to bad addresses.

## HUMAN RESOURCES

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting on Policy #4211: Nepotism with Vice President for Finance and Administrative Services and Finance and Administrative Services (FAS) Project Manager.
- Attended conference call on claim inquiry and process with Institutional Equity Manager and Vice President for Finance and Administrative Services and Finance.
- Attended Staff Development Adobe Acrobat Training.
- Attended Chair Leadership Academy Presentation to present on the Human Resources Hiring Process.
- Attended Document Accessibility Training.
- Attended Edinburg Bi-Annual Job Fair/Trainer Job Fair preparation meeting.
- Attended Fire and Life Safety 101.
- Attended Human Resources departmental meeting.
- Attended Payroll Mass Transaction Update web meeting with consultant and Payroll staff.
- Attended weekly meetings on re-engineering project with PeopleAdmin Banner team.
- Attended President's Administrative Staff Meeting.
- Attended President's Invitational Luncheon on recruiting Regional Center for Public Safety Excellence (RCPSE) Trainer.
- Attended NEOGOV Learning Management Kick Off meeting.
- Attended Teacher Retirement System (TRS) meeting with Business Office staff.
- Attended Banner User Group (BUGs) Meeting.
- Attended Grant Notice of Employment process meeting with Business Office staff.
- Attended monthly project updates meeting with Information Technology (IT) team.
- Attended Oracle 12C Update.
- Attended Teacher Retirement System (TRS) teleconference meeting with Employer Advisor Group members.
- Attended Mid Valley Campus health concerns meeting.
- Attended Title IX Meetings.
- Attended Faculty Load and Compensation (FLAC) remote training.
- Attended College-wide Professional and Organizational Development Day.
- Attended Notice of Employment (NOE) process meeting.
- Attended two Faculty Load and Compensation (FLAC) process mapping meetings.
- Attended Webinar on Medicare Preparation.
- Conducted Policy Presentation for Library and Open Labs Departments.
- Held Interviews for Employee Relations Officer and Human Resources Specialist – Employee Relations positions.
- Held mediation session for employees.
- Held two appointments for employee retirement.
- Held Skills Assessment for Human Resources Specialist - Employee Relations position applicants.
- Attended and hosted Staff Development Adobe Acrobat Training and Excel Training-Staff Development.
- Attended meeting on PeopleAdmin – Banner integration test with Ellucian consultant and Information Technology (IT) team.
- Met with Academic Affairs Project Manager and Curriculum and Student Learning Manager to review status of the Faculty Load and Compensation (FLAC) project, update the calendar, and decide on new pilot groups.
- Met with Information Technology (IT) staff on employee professional skills development trainings.
- Met with Information Technology (IT) group to review specs on credential database changes.
- Met with Open Labs representatives on presentation/training development.

- Reviewed Work Study procedures with Staffing employees.
- Met for training on how to order career fair supplies from Public Relations Office.
- Met on upcoming job fairs recap with Staffing employees.
- Met on the process for ordering refreshments and food for career fairs with Staffing employees.
- Reviewed and tested the new re-engineered PeopleAdmin site.

## PROJECTS IN PROGRESS:

- Added new members and modified old members of pilot groups to Faculty Load and Compensation (FLAC) system.
- Completed audits on exempt and non-exempt employees.
- Completed review of Department Handbook for Food Services and for Public Relations and also for Marketing.
- Completed employee termination process on Banner.
- Completed FY 2019 - 2020 Benefits Handbook.
- Completed Leave Adjustment Request Form entries.
- Completed Teacher Retirement System (TRS) deduction worksheets for semi-monthly employees.
- Completed Teacher Retirement System (TRS) Weekend Report for August and September.
- Completed August 457 Report, Employee Retirement System (ERS) 1% Report, and Employee Retirement System (ERS) Retiree Report for September.
- Completed Teacher Retirement System (TRS) adjustments, including Employee Data 40's, retirement employee eligibility status, and also activated retirement codes for new hires in PDADEDN.
- Worked on adjustment payroll to ensure no benefits came out.
- Worked on adjustments for employees on TEAMS.
- Worked on and expanded Employee Relations internal procedures.
- Worked on and updated the FY 2019 - 2020 Employee Handbook.
- Worked on audit of open cases for fiscal year.
- Worked on audits of various Employee Relations responsibilities and functions.
- Worked on coordinating Vaccination Clinic for different Campuses and also sent Parking Permit request to Police Department.
- Worked on detailed documentation for Worker's Compensation reports.
- Worked on Employee Relations cases and reviews.
- Worked on Faculty Report to calculate Nine/Nine premiums for FY 2019 - 2020.
- Followed up on Ready, Set, Retire Event with Social Security Administration (SSA) and Teacher Retirement System (TRS).
- Worked on Leave Audits for Faculty and Staff.
- Worked on monthly DOCs for employees.
- Worked on prior Teacher Retirement System (TRS) Service Verification from employees.
- Worked on retiree folders to file in office for self-auditing purposes.
- Reviewed Adjunct hours eligibility for Teacher Retirement System (TRS) benefits.
- Reviewed and audited employee benefits deductions.
- Worked on daily revision of files, TexaSaver, and Employment Retirement System (ERS) Insurance changes for September.
- Worked on September monthly and semi-monthly payroll.
- Worked on and completed September Monthly Activity Report.
- Worked on Summer Enrollment (ERS) changes for FY 2019 – 2020.
- Worked on information for Teacher Retirement System (TRS) Form 7.
- Coordinated hosting future Trainer Job Fair with Continuing, Professional, and Workforce Education (CPWE) and Industry Training and Economic Development (ITED).

- Finalized four (4) part-time job descriptions.
- PeopleAdmin:
  - Completed first phase of PeopleAdmin re-engineering projects. The new applicant tracking site is live September 26th. New data has been loaded.
  - Tested PeopleAdmin re-engineering revisions/updates.
  - Prepared data to be uploaded to PeopleAdmin new re-engineered site.
- Systems/Reporting:
  - Visio charts:
    - Modified PeopleAdmin Staff and Faculty workflows.
    - Created Staff and Faculty Workflow for Chairs Leadership Academy presentation.
  - Human Resources Website Updates:
    - Modified JagNet form 0010 - Guidelines and Procedures - 1. Faculty Hiring Manual.
    - Modified JagNet form HR-6025 - Intent to Re-Hire - Adjunct-Dual Credit Faculty.
    - Published new FY 2020 Employee Handbook in Employee Relation section.
    - Published new Employment Application on both Part-Time Faculty Employment Information section and Part-Time Staff Information section.
    - Modified and published the Employee Handbook.
    - Updated Part-Time Staff Careers section with FY 2020 job description templates and updates.
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 28
    - Resolved: 24
    - Currently Open: 7
- PeopleAdmin Systems Management:
  - Opened: 2
  - Resolved: 1
- Report Development:
  - Worked on the following Internal Reports:
    - Position Check – Checks Position Numbers that have not been used or were not used anymore.
    - Current Employees with teaching assignment not cleared by Human Resources – Employees not cleared by Human Resources.
    - Argos Banner – All-in-one report that will provide similar data to Banner.
    - Faculty Load and Compensation (FLAC)
      - ⇒ Assignments filtered by Contract Type – Displays assignments by Contract Type.
      - ⇒ Assignments filtered by Locked & Unlocked indicator – Checks whether an assignment that was FLAC'd is locked or not.
      - ⇒ Payroll FLAC Compensation Extracted & Locked – Check for assignment specified by filters.
      - ⇒ Payroll FLAC Before PEPFCAP – Displays FLAC assignments before PEPFCAP is run.
      - ⇒ FLAC-Validation Error Check – Checks for any missing courses on reports.
    - Faculty Special Assignments by Fiscal Year – Displays special assignment for Faculty members.
    - NTRPCLS Full Time Faculty – Checks employees' position classes for full time faculty.
    - Credentials for Current Employees – Updated Logic to count employee credentials.
    - Current Employee Information – Displays current employees using assignment dates.
    - Staffing Plan Positions Argos – Displays staffing plan positions was recreated.
    - NTRPCLS Full Time Staff – Checks employees' position classes for full time staff.
    - Benefit Deductions – Displays employees with benefits they are enrolled in.
    - Terminated Employee Audit – Displays employees terminated after chosen date.
  - Worked on the following External Reports:
    - Created the Community-Junior Colleges Fourth Quarter Veteran Workforce Report.
    - Lecture Hours Equivalents (LHE) by Term - Displays hours for each Faculty or Instructor.
    - A# Course Section Workload – Newest report to display workload for each teaching assignment.

- FLAC Assignments filtered by Locked & Unlocked indicator with Non-Instructional Courses – Checks whether an assignment that was FLAC'd is locked or not.
- SSASECT Validation – Checks for entry errors in SSASECT.
- Payroll FLAC 2 – Similar to Payroll FLAC however data custom tailored to specific request.
- EGRP Supervisor Validation – Checks supervisors have correct EGRP code.
- EGRP Employee Validation – Checks employees have correct EGRP code.
- Completed President's statistics data request for College-wide Professional and Organizational Development Day.

| **Faculty Staffing** | **Count** |
|---|---|
| Position requests w/job descriptions | 15 |
| Positions posted | 6 |
| Positions reposted | 0 |
| Positions extended | 0 |
| Positions canceled | 0 |
| Search committees forms requested | 0 |
| Search committees assigned | 0 |
| Hiring proposals reviewed (HR Staffing Review workflow) | 0 |
| Job offers | 3 |
| Review Adjunct/Dual Credit applications | 30 |
| New Hire Email Notifications | |
| Faculty | 4 |
| Lecturers | 0 |
| Adjuncts/Dual Credit | 0 |
| Positions filled | 12 |
| PeopleAdmin user updates | 5 |
| Advertisements placed (Monitor, Town Crier, etc.) | 5 |
| Resignations/Terminations | |
| Faculty | 0 |
| Lecturers | 0 |
| Adjuncts/Dual Credit | 3 |
| Transcript | |
| Requested from Admissions | 5 |
| Reviewed in PeopleAdmin | 10 |
| Notices (1st, 2nd & Final notice) | 45 |
| Extension requests | 20 |
| Credential entered in credential database Faculty/Staff | 80 |
| Vacancy Reports completed | 1 |
| Educational Supplements (Review, log, memo, send to payroll and faculty) | 1 |
| New hire/re-hire/transfer files (closing onboarding process) track transcripts | 120 |
| Purged Monthly Adjunct Applications | 0 |
| Purged Non-STC Employee Transcripts | 0 |
| SACSCOC Audit | 0 |

| **Support** | **Count** |
|---|---|
| E-Verify | |
| Cases submitted | 57 |

| Support | Count |
|---|---|
| TNC cases | 0 |
| Form I-9 | |
| Banner entry/updates (PEAEMPL) | 57 |
| Requests | 0 |
| Name changes | 0 |
| Revisions | 0 |
| Updated employment authorization documents | 2 |
| Emails for expiring documents | 1 |

| Records | Count |
|---|---|
| Record Requests: Internal Files Processed (personnel/transcript/other) | 119 |
| Email Requests: External | 3 |
| Records filed (by page) | 1,848 |
| Files Scanned & Indexed | 0 |
| New Hire Personnel folders prepared | 12 |
| Termed Personnel files prepared | 23 |
| New Hire/Active Transcript Files Prepared | 10 |
| Termed Transcript Files Prepared | 826 |
| Personnel and Transcript Files Audited in Records Room | 285 |
| Files moved back from storage room | 3 |
| Active Files Moved to Termed (personnel/transcript) | 68 |
| Boxes to Record Retention | 0 |
| Special File Requests (HR Director, auditor, etc) | 2,375 |
| Prior School District Service Verification Forms Pulled (purple form) | 32 |

| Staffing/Staffing Support (Staff) | Count |
|---|---|
| Position requests w/job descriptions | 25 |
| Positions posted | 25 |
| Positions reposted | 0 |
| Positions extended | 16 |
| Positions canceled | 3 |
| Search committees forms requested | 3 |
| Search committees assigned | 18 |
| Hiring proposals reviewed (HR Staffing Review workflow) | 10 |
| Job offers | 9 |
| New Hire Email Notifications | |
| Full-time staff | 9 |
| Part-time staff | 17 DW<br>35 WS |
| Trainers | 3 |
| Positions filled | 13 |
| PeopleAdmin user updates | 15 |
| Advertisements placed (Monitor, Town Crier, etc.) | 6 |
| Resignations/Terminations | |

| Staffing/Staffing Support (Staff) | Count |
|---|---|
| Full-time staff | 8 |
| Part-time staff | 13 |
| NOE's | |
| Full-time temporary staff | 2 |
| Part-time staff(DW) | 131 |
| Trainers | 98 |
| Temporary Agency Employees | |
| Request | 5 |
| Replacements | 3 |
| Assignment Extension | 4 |

| Employee Relations | Count | | | Count | |
|---|---|---|---|---|---|
| | FYTD | MTD | | FYTD | MTD |
| DPS CCH Background Checks | 950 | 93 | TWC Claims | 49 | 3 |
| Fingerprints | 280 | 20 | Open Records Requests | 13 | 1 |
| DPS Driver Eligibility Checks | 294 | 132 | | | |

| Benefits & Payroll | Count | | Count |
|---|---|---|---|
| Benefits | | Payroll | |
| New Hire Orientations Full-Time | 4 | PDR Notifications | 215 |
| New Hire Orientation Part-Time | 5 | | |
| Internal Transfers | 0 | Direct Deposit Transactions | 43 |
| Benefits Credits/Collections | 14 | *Full Time* | 98 |
| TRS ED Records reported | 139 | *Direct Wage/Work Study/Trainer* | 0 |
| TRS RR Records reported | 21 | Resignations | |
| TRS Prior Yrs of Svc Verifications | 0 | *Full Time* | 5 |
| TexaSaver 457/403B Accounts | 8 | *Direct Wage/Work Studies* | 13 |
| *Faculty (Adjunct, Temporary)* | 0 | Garnishments | 58 |
| *Staff (Direct Wage, Part Time)* | 1 | TXOAG Reporting | 40 |
| Exits | | Payroll DOC/ADJ/SLP Worksheets | 0 |
| *Full Time* | 6 | New Hires, Rehires, Transfers | 68 |
| *Retirees* | 0 | Name Changes | 1 |
| FMLA Requests | | Address Changes | 18 |
| New | 13 | Form W-4 Changes | 19 |
| On-Going Cases | 15 | Verification of Employment | |
| Closed | 10 | Forms processed | 28 |
| FMLA Intermittent Requests | | Letters sent | 1 |
| New | 6 | Phone Calls | 35 |
| On-Going | 13 | Cell Phone Stipends | 119 |
| Closed | 1 | Adjunct Leave Forms | 0 |
| New | 1 | NOE Staff Full Time Temp | 36 |
| On-Going Cases | 2 | Letters of Appt Verification and Matching | 26 |
| Closed | 2 | Direct Wage | 407 |
| Workers Compensation Claims | 0 | Work Study | 142 |

| Benefits & Payroll | Count | | Count |
|---|---|---|---|
| New | 2 | Adjunct | 132 |
| On-Going Cases | 11 | Overload | 504 |
| Closed | 4 | | |
| Tuition Reimbursement Applications Processed | 0 | FLAC CRNs | 0 |
| Tuition Reimbursement Applications ready for payment | 0 | Trainers | 64 |
| Tuition Grant Applications | | Dual Enrollment | 0 |
| Employee | 3 | Fac. Salary Retro-Pay Adj | 0 |
| Dependent | 0 | Fac. Base Salary Pay-Off | 0 |
| Promissory Notes | 12 | Substitute NOEs | 26 |
| | | Full-time Regular Faculty Pay-Off | 0 |
| Sick Leave Pool Enrollment | 0 | | |
| Sick Leave Pool Termed | 0 | *Special Assignments* | 5 |
| Sick Leave Pool Donations | 0 | Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments | 0 |
| SECC-State Charitable Deductions | 0 | Large Class Payments | 0 |
| Letter/Appointment FT Regular Staff | 971 | Educational Increase | 2 |
| Medical Support Orders | 0 | Mini-mesters | 54 |
| ERS Changes | 6 | Certification Stipend | 0 |
| Vacation Settlement Worksheets | 3 | PeopleAdmin Transactions | |
| | | Approvals | 19 |
| | | Hiring Proposals | 17 |
| Staff Special Assignments | 0 | Payroll Worksheets | 3 |
| | | Move Request Updates | 20 |

## RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Facilities Planning and Construction staff meetings.
- Attended September Board of Trustees Meeting.
- Attended Coordinated Operations Council Meeting.
- Attended President's Administrative Staff Meeting.
- Attended September Facilities Committee Meeting.
- Attended Facilities Operation Council Meeting.
- Attended meeting to review August Board of Trustees Meeting agenda approvals with Facilities Planning and Construction staff.
- Attended Introduction to Occupational Safety and Health Administration Training.
- Participated in teleconference call with consultant to discuss their services.
- Attended Carl Perkins Reserve Grant Pre-meeting on Cybersecurity classroom space needs for Regional Center for Public Safety Excellence (RCPSE).
- <u>Higher Education Center La Joya:</u>
  - Exterior Wayfinding Signage-attended meeting with La Joya Independent School District representatives to discuss proposed exterior building signage.

- Pecan Campus:
  - Renovation and Expansion of Existing Library Building F-participated in teleconference call with architect to discuss fee proposal.
  - Renovation and Expansion of Existing Library Building F-participated in teleconference call with architect to discuss fee proposal; attended meeting with Legal Counsel to discuss architect fee proposal and contract; attended meeting with College administration to discuss architect fee proposal.
  - Sand Volleyball Courts-attended meeting with College's Legal Counsel and Contractor's Legal Counsel to discuss ongoing sand material issue.
  - Information Technology Building M Office and Work Space Renovation-attended bid opening for construction proposals.
- Nursing and Allied Health Campus:
  - Student Services Renovation-attended meeting with College staff to review preliminary schematic designs; attended meeting with Architect to discuss staff comments on schematic design.
- Starr County Campus:
  - Student Services Renovation-attended meeting with College staff to review preliminary schematic designs; attended meeting with Architect to discuss staff comments on schematic design.
- Technology Campus:
  - Buildings A and B Renovation-met with Architect, Maintenance staff, and Facilities Planning and Construction staff to review existing sanitary sewer line location and depths; met with Information Technology (IT) staff at Technology Campus to review possible location for a new Information Technology (IT) room.
  - Buildings A and B Renovation-attended meeting to review fee proposal with Architect; attended meeting with Architect, Director of Food Services, and Site Coordinator.
- Regional Center for Public Safety Excellence (RCPSE):
  - Drainage Improvement-attended negotiations meeting with Engineer Consultant.
  - CityScape-attended on-site meeting with Insurance Adjuster and College staff to review existing asphalt conditions for the insurance claim.
  - Portable Buildings Infrastructure-attended meeting with College staff to review status of portable buildings; attended site visit walk-through, attended on-site meeting with Texas Commission on Environmental Quality (TCEQ) Region 15 representative on requirements for the Storm Water Pollution Prevention plan.
  - Portable Buildings Infrastructure-attended meeting with City of Pharr Environmental Supervisor on requirements for the Storm Water Pollution Prevention plan.
- District-Wide:
  - Portable Buildings-attended Task Force Committee Meeting to review status of current portable building occupancy and proposed possible uses.

## PROJECTS IN PROGRESS:

- 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 invoices and pay applications from various architects, engineers, and contractors.
- Reviewed material test reports for various projects.
- Worked on Project Fact Sheets.
- Worked on Space Modification Requests and Move Requests.
- Worked on September Coordinated Operations Council agenda items, backup information, and presentations.
- Worked on September Facilities Committee packet and on revisions to items for Board packet.
- Worked on FY 2018 - 2019 Status Report on of Capital Improvement Proposals Projects.
- Worked on project numbering of Capital Improvement Proposals and Renewal & Replacement Projects.
- Worked on October Facilities Committee draft agenda, packet, and write ups.

- Participated in Interviews for Maintenance and Operations Plumber vacant position with Search Committee.
- Participated in Interviews for Purchasing Buyer vacant positions with Search Committee.
- Pecan Campus:
  - Building M Office and Work Space Renovation-reviewed construction plans and specifications; reviewed PowerPoint presentation for pre-proposal conference; coordinated and conducted the pre-proposal conference.
  - Building M Office and Work Space Renovation-worked on evaluations of Request for Proposals (RFP) for construction services.
  - Sand Volleyball Courts-issued breach of contract and claim notice to bonding company and contractor.
  - Sand Volleyball Courts-worked on issuing second breach of contract and claim notice to bonding company and contractor.
  - Sand Volleyball Courts-performed site visit with College's Legal Counsel to review existing sand material issue.
  - Sand Volleyball Courts-worked on obtaining sand product information at the request of Legal Counsel.
  - Athletic Field Fence Enclosure-performed site visits to observe status of construction progress; performed site visit with project team and College staff to review Incident Reports.
  - Arbor Brick Columns Repair and Replacement-worked on project schedule, Request for Qualifications (RFQ), and newspaper ad.
  - Arbor Brick Columns Repair and Replacement-reviewed pay application and performed site visit.
  - Renovation and Expansion of Existing Library-worked on review of architect's fee proposal and Owner/Architect agreement; worked on comparison of architect fees for previous library projects at Mid Valley and Starr County campuses.
  - Renovation and Expansion of Existing Library-worked on and received Architect's fee proposal and revised draft contract.
  - Building H Renovation-received and reviewed construction documents currently advertised for bid proposals.
  - Building H Renovation-worked on project schedule, newspaper advertisement and Request for Proposal (RFP) documents; reviewed construction documents and specifications with Maintenance, Information Technology, Education Technologies, and Facilities Planning and Construction staff; worked on providing comments to drawings and submitted to Architect.
  - Student Services Payment Lab-performed site visit to review installation of wall system.
  - Building J Flooring Replacement-worked on project schedule, request for proposal (RFP), and newspaper ad.
- 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:
  - Student Success Center Renovation-performed site visit to observe status of construction.
  - Student Success Center Renovation-performed punch list on site with architect.
  - Student Services Renovation-reviewed architect's preliminary schematic designs.
  - Student Services Renovation-worked on redesign of layout with Facilities Planning and Construction staff.
- Starr County Campus:
  - Welding Lab Expansion-worked on developing alternate floor plan layouts, project schedule, request for qualifications (RFQ), and newspaper ad.
  - Electrical Lab Modification-requested and reviewed asbestos proposal from engineer.
  - Electrical Lab Modification-worked on designing a layout of the space for use by the Electrical Program.
  - Student Services Renovation-reviewed architect's preliminary schematic designs.
- Technology Campus:
  - Automotive Lab Exhaust System-worked on project schedule, Request for Proposal (RFP), and newspaper ad.

- Building B Concrete Floor Repairs-performed site visit to observe concrete pour of pier caps; performed site visit to observe status of construction progress.
- Automotive Lab Exhaust System-performed and participated in the evaluation for the Statement of Qualifications for Mechanical, Electrical, and Plumbing (MEP) engineering services.
- Buildings A and B Master Plan and Phase 1 Renovation-pending architect's fee proposal for review.

- Regional Center for Public Safety Excellence (RCPSE):
  - Parking and Site Improvements-provided updated timeline of events for August Board Meeting; provided copy of Certificate of Occupancy to Accountability, Risk, and Compliance Department.
  - Portable Buildings-performed site visits to observe status of portable building infrastructure.
  - Site Improvements-worked with contractor to replace existing concrete sidewalk that developed cracks.
  - Site Improvements-performed site visit to observe status of replaced concrete sidewalk at main entrance.
  - Drainage Improvements-worked on review of proposal from consulting engineers.
  - Drainage Improvements-requested status of engineering fees from consulting engineers.
- District-Wide:
  - Portable Buildings-worked on presentation of existing and possible use of portable buildings.
  - Marker Board Replacement-worked on and issued punch list to contractor.
  - Bus Drop Off Areas-performed site visits to Mid Valley, Technology, Pecan, and Starr County Campuses with contractor; issued punch lists to contractor; worked with contractor on foundation solution.
  - Bus Drop Off Areas-performed site visits to Mid Valley, Technology, Starr County, and Pecan Campuses to confirm items on punch list were completed.
  - Marker Board Replacement-worked on substantial completion letter with contractor.
  - Exterior Signage Lettering-worked on project schedule and request for qualifications (RFQ).
  - Deferred Maintenance of District Wide Roofs-reviewed draft Owner/Architect AIA agreement from the architect.
  - Deferred Maintenance of District Wide Roofs-worked on review of Owner/Architect agreement draft #2 and submitted comments to architect for resubmittal.

## GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended Mid Valley Campus Review Standard Operating Procedures Revisions.
  - Attended Nursing and Allied Health Campus Landscaping Meeting.
  - Attended Nursing and Allied Health Campus Student Services Renovation Design Review.
  - Attended Pecan Campus Building M Office and Work Space Renovation.
  - Attended Pecan Campus Buildings Exterior Painting discussion with vendor.
  - Attended Regional Center for Public Safety Excellence (RCPSE) - Portables Buildings Infrastructure Bi-Weekly Construction Progress Meeting.
  - Attended Starr County Campus Buildings Exterior Painting discussion with vendor.
  - Attended Starr County Campus Student Services Renovation Design Review.
- Other Meetings:
  - Attended September Board of Trustees Meeting.
  - Attended Carl Perkins Reserve Grant Meeting.
  - Attended College-wide Professional and Organizational Development Day.
  - Attended Coordinated Operations Council Meeting.
  - Attended Environmental Health and Safety Meeting.
  - Attended Evaluation of Proposals Meeting.
  - Attended Facilities Committee Meeting.
  - Attended Finance and Administrative Services Facilities and Planning Meeting.
  - Attended Finance, Audit, and Human Resources Committee Meeting.
  - Attended Gates Foundation Advance Team.
  - Attended President's Administrative Staff Meeting.

- Attended meeting with elevator contracted vendor.
- Held Facilities Operations and Maintenance Managers' Meeting.
- Participated in GoToWebinar on It's Not Enough to Measure: Submetering Best Practices.
- Participated in GoToWebinar on It's Back to the Future with Microgrids.
- Participated in Interviews for the Assistant Director of Custodial Support Services position.

## PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus:
    - Assisted vendor with ongoing elevator issues.
    - Received quote for new plant services.
    - Outsourced vendor repaired irrigation sprinkler leak.
  - Starr County Campus:
    - Began irrigation repairs.
  - Mid Valley Campus:
    - Submitted purchase order to repair fire department connection in Building G.
  - Nursing and Allied Health Campus:
    - Began planting services.
  - District-Wide Campuses:
    - Began preparations for annual fire safety winter break inspections.
    - Received and approved annual backflow inspections.
    - Completed typical pest control issues.
    - Resolved issues with new vendor for vending services-snacks.
- Maintenance Department Work Orders and Expenditures:

| Classification | Work Orders Completed | Cost |
|---|---|---|
| **Carpentry** | 249 | $4,654.90 |
| **Electrical** | 215 | $6,631.84 |
| **Energy Management** | 171 | $2,360.68 |
| **HVAC** | 796 | $8,301.21 |
| **Locksmith** | 192 | $5,295.18 |
| **Painting** | 50 | $3,765.06 |
| **Plumbing** | 227 | $1,570.62 |
| **Plant Services** | 2 | $2,601.86 |
| **Total Cost** | | **$ 35,181.35** |
| **General Maintenance** | 6 | |
| Total Work Orders | **1,908** | |

- Custodial Department:

| Duties | Number of Requests |
|---|---|
| **Set-Ups** | 364 |
| **Moves/Relocations** | 44 |

## JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance:
  - Held discussions on general liability claim with insurance adjuster.
  - Held discussions on Owner-Controlled Insurance Program claim with insurance adjuster.
  - Held discussions on various insurance matters with Risk Management Consultant.
  - Held several discussions on various insurance matters with Insurance Representative.
  - Held site visit on Owner-Controlled Insurance Program claim for Regional Center for Public Safety Excellence (RCPSE) with Assistant Director of Facilities Planning and Construction and insurance adjuster.
  - Held various meetings on insurance questions with Institutional Equity Manager.
  - Held discussions on insurance policies quotes for Regional Center for Public Safety Excellence (RCPSE) Target Range with insurance agent.
- Office Staff:
  - Held discussion on the Texas Association of School Boards Policy (TASB) Management Program with Accountability and Compliance Manager.
  - Held discussion on Cashier's Operation Study with Accountability and Compliance Manager.
  - Held weekly huddle meetings.
- Vice President for Finance and Administrative Services:
  - Attended meeting on Cashier's Operation Study Survey results with Vice President for Finance and Administrative Services, Comptroller, Director of Student Accounts and Bursar, and Finance and Administrative Services Project Manager.
  - Attended meeting to discuss upcoming President's Administrative Staff Enterprise Risk Management/Risk Assessment and Risk Assessment Procedures presentation and other items with Vice President for Finance and Administrative Services.
  - Attended various meetings on National Incident-Based Reporting System (NIBRS) with Vice President for Finance and Administrative Services and staff.
  - Held conversations to discuss Cashier's Operation Study Survey results with Vice President for Finance Administrative Services, Director of Student Accounts and Bursar, and Finance and Administrative Services Project Manager.
- Other:
  - Attended Environmental, Health, and Safety meeting.
  - Attended meeting to discuss the National Incident-Based Reporting System (NIBRS).
  - Attended meeting on Regional Center for Public Safety Excellence (RCPSE) Business Plan with College staff.
  - Attended meeting on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation narrative with Institutional Research and Effectiveness staff.
  - Attended President's Administrative Staff meeting.
  - Attended College-wide Professional and Organizational Development Day.
  - Attended risk management online training.
  - Held conversation with Director of Student Accounts and Bursar on Cashier's quick guide and survey.
  - Held discussions on incident-reporting process with automotive personnel.
  - Held discussions on social engineering procedures with Business Office, Information Services, Planning, Performance and Strategic Initiatives, and Purchasing personnel.
  - Held discussions on Cashier's Operation Study with Finance and Administrative Services (FAS) Project Manager.
  - Held discussions on presentations for College-wide Professional and Organizational Development Day breakout session with Professional and Organizational Development staff.
  - Held discussions on invoicing issues, online portal issues, and servicing issues with secure shredding vendor.
  - Held discussions on Continuity of Operations template with Texas Association of School Boards (TASB) Emergency Management and School Security Consultant.
  - Held phone conversation on narratives with Dean of Institutional Effectiveness.

- Held several discussions on accreditation narrative with Institutional Research and Effectiveness staff on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Held various conversation on Accountability Assistant position with Human Resources Staffing Support Specialist.
- Corresponded with Information Services, Planning, Performance and Strategic Initiatives and Facilities Planning and Construction staff on Move/Setup project pending action items.
- Presented trainings on Records Management and Risk Assessments at College-wide Professional and Organizational Development Day breakout session.

## PROJECTS IN PROGRESS:

- Cashier's Operation Study:
  - Created Cashier's Operation Study Survey Results summary and worked on revisions.
  - Printed Cashier's Operation Study Surveys and surveyed students.
  - Updated survey spreadsheet with data from the Cashier's Operation Study survey.
- Insurance:
  - Compiled information for adjusters on various insurance claims.
  - Developed draft insurance requirements, coverages, and limits to be included in agreements and contracts with vendors.
  - Researched university/college peers for general liability insurance requirements for external groups.
  - Reviewed and edited insurance policies applications for Regional Center for Public Safety and Excellence (RCPSE) Target Range.
  - Reviewed incident reports and police reports.
  - Worked on Regional Center for Public Safety Excellence (RCPSE) Insurance Claim.
  - Worked on Regional Center for Public Safety Excellence (RCPSE) Target Range supplemental application for general liability insurance coverage.
- Records Management:
  - Coordinated processing of records and destruction dates with records management vendor for Retention Center and Business Office.
  - Monitored Banner Workflow for Records Management related requests.
  - Researched procedures concerning email and electronic file retention and maintenance.
  - Researched university/college peers on laws and regulations for electronic records retention schedule.
  - Reviewed and approved requests for boxes and transfer of boxes to the Retention Center.
  - Worked on Records Management Training Module.
- Risk Assessment:
  - Created Enterprise Risk Management/Risk Assessment presentation, worked on revisions, and presented at President's Administrative Staff Meeting.
  - Worked on departmental Risk Assessment Procedures and worked on revisions.
  - Worked on Risk Assessment Training Module.
- Other
  - Completed manual requisition form for printer lease.
  - Developed a comparison and contrast diagram on the National Incident-Based Reporting System (NIBRS).
  - Developed comparison chart on police department data base systems.
  - Finalized content portion of Process Improvement Training Module.
  - Followed up on move/setup action plan items due date.
  - Followed up with Texas Association of School Boards (TASB) on book order requisition.
  - Reached out to Purchasing staff on requisition requests.
  - Reached out to Texas Association of School Boards (TASB) on the web-based search Policy On Line tool for policies.
  - Researched dual credit low enrollment compensation.
  - Researched internal contract policies.
  - Reviewed Accountability, Risk, and Compliance Department Handbook.

- Reviewed Accountability Assistant applications for vacant position.
- Reviewed computer-aided dispatch comparison for Automated Records Management System (ARMS) and New World Enterprise Record.
- Reviewed Internal Audit reports and also created spreadsheet on audit findings and management corrective action.
- Reviewed Principal Investigator Training Material.
- Reviewed the Texas Legislature on bill numbering sequence order.
- Revised Regional Center for Public Safety and Excellence (RCPSE) business plan.
- Updated and finalized Fiscal Year 2020 Comprehensive Plan.
- Updated Move/Setup action plan via SharePoint.
- Worked on account reconciliation reports for Accountability, Risk, and Compliance.
- Completed Accountability, Risk, and Compliance monthly Activity Report.
- Worked on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation narrative and also coordinated updates with several department heads and uploaded evidence items on share drive.
- Worked on the 86th Texas Legislative Matrix.
- Worked on the Texas Association of School Boards (TASB) Policy Management Overview, Timeline, and Cost Estimate.

## JANETTE GARCIA, INSTITUTIONAL EQUITY MANAGER

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held two meetings with Institutional Equity Support Specialist on departmental projects and deadlines.
- Attended meeting on incorporating an Accessibility Committee and program with Vice President for Finance and Administrative Services, Director of Counseling, Coordinator of Student Disability Services, Digital Services Manager, and Distance Learning Assistive Technology Specialist.
- Held meeting on Accessibility Committee Scope, Procedures, and Framework with Distance Learning Assistive Technology Specialist and Coordinator of Student Disability Services.
- Attended meeting on Clery Act and Violence Against Women Act (VAWA) Audit response with Vice President for Finance and Administrative Services and Coordinator of Emergency Preparedness and Training.
- Held meeting on Accessibility Committee research with Distance Learning Assistive Technology Specialist and Institutional Equity Support Specialist.
- Held meeting on process for claim with Texas Association of School Boards (TASB) Liability Claims Manager.
- Held meeting on providing travel process training with Campus Police Administrative Assistant.
- Held meeting on Clery Act and Violence Against Women Act (VAWA) Audit with Coordinator for Emergency Preparedness and Training.
- Attended conference call on claim inquiry and process with Vice President for Finance and Administrative Services and Director of Human Resources.
- <u>Title IX:</u>
  - Attended meeting on Title IX Student Process outline with Vice President for Finance and Administrative Services and Police Sergeant.
  - Held two meetings with Director of Counseling to work on the Title IX Student Case Report.
  - Attended meeting on Title IX Student case(s) review with Vice President for Finance and Administrative Services and Director of Counseling.
  - Held meeting on Title IX Procedures with Institutional Equity Support Specialist.
- Attended meeting on Title IX Pregnant and Parenting process maps with Director of Counseling and staff.
- <u>Title IX Committee:</u>
  - Attended Title IX Committee Meeting.
  - Attended meeting on Title IX Findings, Sanctions, and Hearings process for Title IX student case(s) with Title IX Committee and a representative from The National Center for Higher Education Risk Management (NCHERM) Group, LLC.

- Held meeting to review Senate Bill 212, House Bill 1735, and House Bill 449 with Title IX Committee, Senior Coordinator of Counseling, and Coordinator of Student Disability Services.
- Held meeting to review Senate Bill 212, House Bill 1735, and House Bill 449 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.
  - Provided response on scope timeframe to Internal Auditor.
  - Provided logistic information to The National Center for Higher Education Risk Management (NCHERM) Group, LLC representative on upcoming campus visit.
  - Worked on Senate and House Bills recap document and meeting packets.
  - Assisted Director of Counseling on language for response to Meeting Notes from 5/9/2019 Review.
  - Submitted Food Quote Request for campus visit with The National Center for Higher Education Risk Management (NCHERM) Group, LLC.
  - Sent email on Title IX Audit pending items to Title IX Committee members.
  - Worked on Title IX Overview Presentation for College-wide Professional and Organizational Development Day.
  - Worked on peer university/colleges framework research.
  - Worked on Title IX procedures.
- Office of Institutional Equity:
  - Worked on and submitted weekly Cabinet Reports for September and monthly Activity Report for August 2019.
  - Worked on and submitted Legal Counsel Log Report for August 2019.
  - Worked on email outlining three (3) policies to be included in November 2019 Board meeting to the Director of Human Resources and the Director of Counseling.
    - Policy #4216: Harassment, Discrimination, and Sexual Misconduct, update with new Senate Bills and House Bills.
    - Policy #4205: Equal Education and Employment Opportunities, update the Notice of Non-Discrimination.
    - New policy on Discrimination.
  - Provided minutes and action items on the Accessibility Program meeting held with Vice President for Finance and Administrative Services, Director of Counseling, Coordinator of Student Disability Services, Digital Services Manager, and Distance Learning Assistive Technology Specialist.
  - Worked on Diversity, Inclusion, and Equity Program.
  - Worked on peer university/colleges research for Accessibility Committee Program.
  - Sent booklets on Senate Bill 212, House Bill 1735, and House Bill 449 meeting to Director of Student Rights and Responsibilities, Dean of Student Affairs, and Vice President for Student Affairs and Enrollment Management.

South Texas College

# ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

# OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

| | |
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| TO: | DR. SHIRLEY REED, PRESIDENT |
| FROM: | DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS |
| DATE: | OCTOBER 23, 2019 |
| SUBJECT: | ACTIVITY REPORT FOR SEPTEMBER 1, 2019 THROUGH SEPTEMBER 30, 2019 |

## DR. ANAHID PETROSIAN
## INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

### IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Coordinated Operations Council meeting, Sep 3
- Attended President's Cabinet Meeting, Sep 4
- Met with Academic Excellence Programs Officer to discuss A Night with the Stars Gala
- Attended Reaffirmation Leadership Update, Sep 6
- Attended President's Administrative Staff meeting, Sep 6
- Attended FLAC Sponsors Meeting, Sep 9
- Met with Academic Affairs Project Manager to review presentation for EWDC, Sep 9
- Presented at EWDC, Sep 10
- Presented at the Starr County Leadership meeting, Sep 10
- Attended President's Cabinet Meeting, Sep 11
- Met with Assistant Director of Human Resources, Sep 11
- Attended President's Administrative Staff Meeting, Sep 13
- Hosted and Presented at the Superintendent Leadership Meeting, Sep 13
- Attended President's Administrative Staff meeting, Sep 13
- Presented at the Valley Scholars Welcome Dinner, Sep 13
- Met with Drama Department Chair, Sep 16
- Presented at the Dual Credit Leadership Summit, Sep 20
- Attended President's Administrative Staff meeting, Sep 20
- Hosted the Academic Council Meeting, Sep 23
- Met with VP Leadership Team, Sep 24
- Attended President's Cabinet Meeting, Sep 25
- Met with Associate Dean of Curriculum and Student Learning for Texas Pathways Advance Work, Sep 25
- Met with VPSAEM to discuss Admissions Policy 3200, Sep 26

## PROJECTS IN PROGRESS:

- Coordinating "A Night With the Stars Gala"
- Considering Dual Credit Faculty Ambassador Institute – Offered during Summer
- Updating the Credential Review Manual for 2019-2020
- Academic Affairs Risk Management Plan
- Academic Affairs Comprehensive Plan
- Updating Faculty Qualification Manual and Handbook of Credentials by Discipline
- Updating all manuals and reports for the division
- Developing guidelines and templates for the division
- Prior Learning Procedures Manual
- RN-to-BSN Prospective Student Guide
- STEM Connection Report/Newsletter
- Guided Pathways Project
- STC Competency-Based Program Development Manual
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard
- Working on Chair Academy
- Working on New Program Development proposals

# MARIO REYNA
# DIVISION DEAN – BUSINESS & TECHNOLOGY

## DIVISION DEAN'S REPORT:

- Met with Advanced Manufacturing Technology instructor to discuss the proposed Engineering Technology program, Sep 5
- Attended meeting at Pecan Campus to discuss the Technology Campus atrium and kitchen remodel phase I, Sep 5
- Attended the Chair Academy at Pecan Campus, Sep 6
- Attended the President's Administrative Staff Meeting at Pecan Campus, Sep 6
- Participated in the Starr County Leadership Meeting, Sep 10
- Attended the Perkins Leadership (ACE-IT) Grant Initiation meeting at Pecan Campus, Sep 11
- Assisted in the candidate interviews for the Dean for Continuing Education, Workforce Training and Economic Development, Sep 12
- Attended the President's Invitational Luncheon Adjunct Instructors for the Regional Center for Public Safety Excellence in Pharr, Sep 17
- Participated in the Search Committee at Pecan Campus, Sep 17
- Attended the TX Workforce Commission-3rd Annual Apprenticeship TX Conference in San Antonio, Sep 19-20
- Attended the Academic Council Meeting at Pecan Campus, Sep 23
- Participated in the IT Summer Camp Discussion held at Pecan Campus, Sep 24
- Attended the AWS Meeting held at the Technology Campus, Sep 26
- Attended the G2 Solutions Fire Training Institute Proposal at Pecan Campus, Sep 26
- Attended the College-Wide Professional and Organizational Development Day, Sep 27

## ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY:

- Attended meeting with PSJA, Business Owner at RST Business Services, and Mfg. Department on MFG Day celebration for PSJA schools, will assist on being part of the speakers and to set up tours at Technology campus and at diverse companies, Sep 4
- Visited Mission Center for Education and Economic Development (CEED) to meet with RG Vision to discuss past Women in Technology (WIT) article and future projects, Sep 4
- Continued planning for the Safety Day Expo and will have breakout sessions, Sep 4

- Met with AEDT Program Chair to discuss the She Persists Campaign, new ideas for this year and the next, as well as how to incorporate them to WIT events, Sep 5
- Communicated with OVPAA's Project Manager and with program chairs to review and finalize the TEA Approved certifications for BPST's Division, Sep 5
- Attended the STEM Summit Committee meeting over at Pecan Campus to plan for the Fall event, also will contact Cinch connectors for a possible engineering speaker and someone from General Electric for a Technology speaker, Sep 6
- Attended the Pronto Training at Pecan Campus to incorporate it to the online classes, Sep 6
- Met with AMT program chair and faculty on Mfg. Days celebration, might only choose one day, Oct. 4th, will reach out to companies to request student tours, Sep 6
- Communicated with STMA director regarding $5,000 in scholarships for this Fall semester, Sep 6
- Worked on speaker panel scheduled for October, Sep 9
- Began work for fall NCSLI meeting in December, Sep 9
- Worked on Tech Week 2020, Sep 9
- Attended Starr County Leadership Meeting, Sep 10
- Attended meeting in Starr County for possible AMT Lab expansion, Sep 10
- Met with Grants and AEDT program chair for the She Persists Campaign, goal is to highlight female faculty on our division, Sep 10
- Continued with the planning for the Safety Day Expo, Sep 10
- Communicated with OPOD to assist with the alumni panel for PD Day, placed them in contact with alumni that had gone through our ASL and Health Care management program, Sep 11
- Attended the Rio Grande High School, Parent Night and spoke to the parents and students present about our division programs and answered questions, Sep 11
- Met with Academic Grants & Project Officer to discuss the Achieving the Dream conference, Sep 12
- Provided a tour to one of the Candidates for Dean of Workforce programs, Sep 12
- Met with AMT instructor to discuss fall events for the program, Sep 12
- Attended discussion meeting for NACEP at Pecan Campus, Sep 12
- Met with Project Manager – Academic Affairs and program chairs to review and update the TEA Approved certifications for our Division, Sep 12
- Attended meeting at Pecan for the QEP Leadership Team to review top 2 choices and make a final recommendation to Dr. Reed, Sep 12

- Attended the Dual Credit Program Superintendents' meeting at Pecan Campus to assist the leadership committee, Sep 13
- Attended the Planning and Development Council meeting at Pecan Campus, Sep 13
- Attended and presented at the Valley Scholars Welcome banquet, Sep 13
- Have confirmed with PSJA regarding the Proclamations for Manufacturing month, will attend meeting, Sep 17
- Attended the Manufacturing Day Proclamation at the County's Clerk office, with the rest of the PSJA team and STMA director, Sep 17
- Reviewed data for the NACEP Accreditation interview meeting, Sep 17
- Met with TexPrep team to discuss possible collaboration with our Division, Sep 18
- Provided a tour of the Technology Campus to TexPrep team, Sep 18
- Attended the Credit for Prior Learning Process meeting with Juan Carlos Aguirre, Sep 18
- Attended the 18th Annual Education & Career EXPOP in Brownsville and presented on manufacturing careers and our Division's programs, Sep 19
- Met with Public Administration Program Chair to discuss her program and marketing needs, Sep 19
- Attended discussion meeting for NACEP at Pecan Campus, Sep 19
- Emailed final Cambria Hotels scholarship to Manufacturing department to begin distribution to students, deadline will be October 4th, Sep 19
- Met with Cinch Connector's HR director on their needs and possible internship opportunities, Sep 20
- Met with IT assistant chair to discuss the Women in Technology 2020 event, Sep 20
- Attended the Academic Council Meeting at Pecan Campus, Sep 23

- Attended STMA meeting in McAllen, met with Director to promote our upcoming Safety Event, Sep 24
- Reviewed data for our entire division dual credit programs for the NACEP Accreditation interview meeting, Sep 24
- Met with STMA director on scholarship, visited Business office to drop off check for the $5,000 that will be awarded to students this fall 2019, Sep 25
- Attended a Safety Expo meeting with the rest of the planning committee, all areas of manufacturing, construction and business will be invited, Sep 25
- Attended meeting, Admissions Policy Review Committee at Pecan Campus, Sep 26
- Attended College Wide Professional Development Day along with breakout session on camera/picture taking/techniques, Sep 27

## ADVANCED MANUFACTURING TECHNOLOGY:

- Instructor attended the First Robotics 2019-2020 competition season launch meeting at McAllen HS, Sep 7
- Held the Open House Event 2019 along with Building and Design Technology, Welding, and IAM. Current students were encouraged to bring their families and friends so that they can see the environment and technology that the students work with. The families were also able to meet faculty and staff for the programs. This event was also open to the public and the different departments gave workshops and tours with machine demos, Sept 10
- Instructor attended training on NIMS, CNC Lathe Milling setups used in industry on different CNC's, ran a program and produced a part using the setups learned in the training, Sep 13

## ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY:

- Program Chair attended Building Communities Conference Planning Committee Meeting, Sep 17
- Department hosted Advisory Committee Meeting, approximately 11 guests attended, Sep 19
- Faculty participated in the PSJA ISD College Night event, Sep 24
- Program chair and faculty attended Building Communities Conference, Sep 27-29

- Students submitted items for the Delineation Competition and participated at the Building Communities Conference and two students won 1st and 3rd places at this competition, Sep 27-29
- Program chair and faculty will be attending the Building Communities Conference, Sep 27-29

## AUTOMOTIVE AND DIESEL TECHNOLOGY:

- An Automotive instructor and Diesel instructor presented at the Fall 2019 Automotive and Diesel orientation held at the Technology Campus where approximately 176 students attended. Local tool vendors and auto parts vendors were also present to showcase tools used in the automotive industry, Sep 5
- Three Automotive and five Diesel instructors attended the Haldex air brake parts and services training at the Technology Campus, Sep 11

## CULINARY ARTS:

- Prepared 1350 cupcakes to make the U.S. Flag for Constitution Day, Sep 17
- Participated in the Empty Bowls fundraiser for the RGV Food Bank, Sep 17
- Presented at the South Texas College & Knapp Community Care Foundation Kick-Off Event, Sep 18
    - Discussed Culinary Arts participation with workshops at the high schools
    - Prepared a low fat- low carbohydrate but delicious breakfast for the attendees

- Provided baked goods for Bands of America to promote our program, Sep 21
    - There were 26 high schools were represented from around the state of Texas

## CYBERSECURITY:

- Program chair attended the Planning and Development Council meeting, Sep 13
- Program chair and instructor met with representatives from Cengage, Sep 13
- Program chair attended the President's Invitational Luncheon at RCPSE, Sep 17
- Program chair attended the College-Wide Curriculum Committee Meeting, Sep 17
- Program chair and lecturer attended a Cisco Meraki training, Sep 19
- The Cybersecurity department partnered with EC-Council to bring more opportunities to students following the Cybersecurity associates.

## DESIGN AND BUILDING TECHNOLOGIES:

- Attended NCCER information session with Continuing Education department. DBT will collaborate with Continuing Education department to gain accreditation for the college, Sep 4
- Attended IAM departmental meeting to discuss collaboration on OSHA, NATE, and EPA certifications, Sep 5
- HVAC instructor attended a PRONTO training seminar at Pecan Campus, Sep 6
- Electrician Assistant instructor met with Dean for the Rio Grande City Early College High School to promote the program, Sep 6
- DBT Open House in collaboration with AMT, Sep 10
- Program chair, HVAC, Electrician Assistant (ELPT) and Construction Supervision (CNBT) instructors participated in the Open House in collaboration with AMT, Sep 10
- Coordinated National Center for Construction Education and Research (NCCER) implementation into DBT programs, Sep 10
- Attended the Planning and Development Council Meeting, Sep 13
- Electrician Technology Club Meeting of the semester held their first meeting, had over 14 members joined the association, and new members voted for the President and other cabinet members during the meeting. Also discussed future events, club t-shirt design and official club name, Sep 13

- HVAC instructor participated in the College-Wide Curriculum Committee Meeting, Sep 17
- Construction Supervision instructor attended the McCoy's materials presentation, Sep 19
- Attended workshop Chair Leadership Academy, Sep 20
- HVAC instructors participated in a Student Association Club activity in Weslaco, TX. to install a mini split unit, Sep 13
- CNBT instructor attended the McAllen ISD Career Fair, Sep 21
- Construction Supervision (CNBT) instructor attend the PSJA Career fair at the Bogus Event Center, Sep 23
- Continued working on NCCER accreditation process, Sep 23-27
- Program chair, CNBT and HVAC faculty attended the PSJA Career fair at the Bogus Event Center, Sep 24
- CNBT instructor attended our Construction Club Meeting, Sep 25
- Attended and presented at the AIA Building Communities Conference, Sep 27
- CNBT, HVAC and ELPT faculty attended Professional Development Day and breakout sessions, Sep 27
- Faculty and staff attended College-Wide Professional and Organizational Development, Sep 27

## INFORMATION TECHNOLOGY:

- Program chair and faculty attended Blackboard Re-certification training, Sep 6
- Assistant chair attended AAWCC meeting, Sep 12
- Met with PR regarding Women in Technology 10th Anniversary, Sep 17
- Assistant chair will attend meeting with PR to discuss the Women in Technology event, Sep 17
- Assistant program chair attended Women Who Code 5th Austin Diversity Hackathon at Capital Factory, Sep 20 – 21
- Assistant program chair attended Women in Technology planning meeting with PR, Sep 24
- IT Program attended South Texas College's Professional Development, Sep 27
- Information Technology faculty and staff attended Professional Development, Sep 27

## DR. MARGARETHA BISCHOFF
## DIVISION DEAN – LIBERAL ARTS AND SOCIAL SCIENCES

### DIVISION DEAN'S REPORT:

- The Dean spent the week working on a series of time consuming and important initiatives such as the required paperwork for the CRSM grant, which includes reports from RAS, Admissions and Records, and the Business office. She also met on the Marketable Skills with PR, who are willing to put the Marketable Skills per program on the departmental website.
- During the Curriculum and Review Committee meeting, some minor changes were made reflecting ACGM course description changes. An announcement was made that the Office of Curriculum and Program Review will come up with criteria to be used for College Success classes.
- A workshop on Concourse, the new and long awaited software that is going to truly prevent a lot of secretarial agony, was well received. We are now in the phase that chairs will submit their master syllabi.
- The Coordinated Operations Council brought the good news that renovations will be proposed to the Board Facilities Committee. The LASS division is grateful for the renovations and will continue to work on finding solutions for the variety of activities facilities the Kinesiology department utilizes.
- The Art department is in need of a new chair since Charles Neumann left and a forum was held to offer the opportunity for faculty to get to know Mr. Luis Corpus better, who was the one to send in a statement of interest in the position. He was well received and he will attend the Chair Academy and assume responsibilities in Spring 2020.
- The Administrative Staff meeting was held with interesting discussions on Enrollment, a presentation on the Summer Leadership participants, perceptions of Dual Enrollment students and their parents, the Annual Fraud Survey, an update on SACSCOC Re-affirmation and members were encouraged to attend the Dean of Continuing Education interviews.
- An Academic Council meeting was held where the Marketable Skills updates were explained as well as a number of updates on Faculty Advising, The SACS visit, Pathways, and two new programs in the BT division.
- A phone conversation with UTRGV attempted to shed light on how we could transfer the Child Development Early Childhood AAS into UTRGV without breaking the rules. We tried to explain that we are actually transferring the AA in Interdisciplinary Studies with the TECA classes (academic, transferable classes in the ACGM that are no longer being accepted for unknown reasons). The three CDEC classes, proposed by the UTRGV leadership, were all of a sudden a problem. While we understand the reason, we are not entirely sure why UTRGV wanted these courses to begin with and signed the grant proposal using them. As so often happens, there is not so much we can do but wait until they have changed the grant requirements. Of course, we will cooperate any way we can.
- The 2019 performance reviews have begun and the Dean is doing 15 evaluations in the coming months with her chairs.

### ASSISTANT DEAN'S REPORT - HUMANITIES:

- Focused on student evaluations of instructor – comments section, created Census Day enrollment reports for LASS,
- Met with the new advisor for the Psychology Club
- LASS Division curriculum meeting, helped revise marketable skills INDS
- PDC, went to 9/11 ceremony, Dual Credit Superintendent Leadership Meeting
- Reviewed enrollment numbers and low enrollment sections, sending daily report to chairs, met two times with student/faculty on grade appeal
- Discussed with chairs ways to keep students enrolled, encouraged to contact "balance remaining" students
- Attended Council of Chairs, attended LASS chair's meeting
- Attended New Chair Academy
- Met with current Faculty Senate President; met with Dean regarding faculty complaint issue
- Attended Student Progression working committee with UT-RGV reps
- Attended College Wide Curriculum Committee meeting, attended Concourse Training; evaluated comments on Student Evaluation of instructor to devise way to best use this data for feedback to instructors
- Visited with several faculty from Sociology dealing with complaint, met with chair of Psyc Department several times and training of IE/Xitracs training and philosophy. Policy/practice of creating and reporting on IE plan
- phone meeting dealing with transfer/articulation of CDEV to UTRGV

- Attended Academic Council, College Wide Professional Development and 2 training sessions

## EDUCATION/COLLEGE SUCCESS DEPARTMENT

- Mid-Valley Education Club participated in the Association of Texas Professional Educators (ATPE) meeting. Participants discussed issues related to the teaching profession, Sep 14
- Department Chair met with faculty to discuss certificate options in Education, Sep 16.
- Chair attended the Texas Association of Community Colleges Teacher Education Programs webinar. Participants discussed topics related to the new AAT, Sep 17
- ATPE Education Club at Mid-Valley had a diez y seis de septiembre themed fundraiser. The club is laser-focused on recruiting additional members and planning for future events, Sep 17
- The Mid-Valley ASCENDER Program hosted a noche de familia event. It was a beautiful experience to witness a joint ownership between the families and STC for our ASCENDER students to succeed in academics and in life. Many families and students shared their gratefulness for ASCENDER and to STC, Sep 17

- The Department Chair met with representatives from Mercedes Early College high school to discuss EDUC courses at the MECHS campus, Sep 20
- Students in EDUC 2301 – Introduction to Special Populations courses learned more about assistive technology devices and services available to students with disabilities. A representative from Distance Learning Assistive Technology Specialist and ADA Educational Technology Specialist, spoke to students about low-, mid-, and high-tech devices used in school and university settings. They demonstrated how items and equipment, such as the Amigo HD Handheld CCTV and Immersive Reader, are used to help increase, maintain, or improve functional capabilities of individuals with disabilities. Students also learned about technology apps they could use with their future students such as Live Transcribe, Office Lens, and Open Sesame. At the end of the session, students were able to handle items to determine how they might use them in their future classrooms, Sep 19
- The Department Chair attending several meetings and trainings throughout the week.

- Edcouch-Elsa Early College High School students enrolled in Education 1301 recently learned the importance and impact of bulletin boards in a classroom and campus setting. The students completed a bulletin board as an assignment; however, they took that experience and are now beginning to assist the Early College in developing thematic bulletin boards on campus. Some of the students assisting teachers are also helping those teachers with their bulletin boards. STC Student stated, "I know that students feel very welcomed and motivated by the work we are doing, and I believe the experience will help me the day I become a middle school teacher." The class assignment went from theoretical to assignment to real life application, Sep 20

## PSYCHOLOGICAL SCIENCE DEPARTMENT

- The Starr County Campus Psychology Club hosted its second meeting of fall 2019 semester from 4-5pm, Sep 3
- The Starr County Campus Psychology Club hosted an officers meeting on Tuesday, Sep 3
- A Psychological Science instructor was featured on STC website as "Exceptional Faculty," Sep 3,
- A Psychological Science instructor was featured at the Stars Scholarship Fund Alumni Profile, Sep 4
- The Starr County Campus Psychology Club participated at fall 2019 Starr County Campus Club Recruitment Fair, Sep 4
- Psychological Science instructor accepted the invitation to become a board member of The Child Wellness Network, Inc. of Starr County, Sep 6.
- The Starr County Campus Psychology Club hosted a meeting to distribute the 2019-2010 club shirts with the Games of Thrones Theme, Sep 10
- The Starr County Campus Psychology Club members received an overview of the 10th Annual Starr Psych Club Trip to South Padre Island Schlitterbahn from this past May, Sep 10
- The Starr County Campus Psychology Club attended the STC Starr County Campus 9/11 Remembrance, Sep 11
- Episode 2 of Season 3 of "Talk The Talk: Rio Grande Valley Stars" on uploaded on YouTube, Sep 11
- The Starr County Campus Psychology Club participated in the 5th Annual social media awareness campaign on suicide prevention awareness since September is Suicide Prevention Awareness Month, Sep 11

- Episode of the TV show "Aqui Entre Nosotros" that airs on The CW was uploaded to YouTube on Sep 12. This show features people form the Rio Grande Valley who are making a positive difference and it is for a Spanish audience.
- The Starr County Campus Psychology Club hosted Crossing Disciplines Conference 6th Edition "Into the Field of Law" from 4-5pm at the STC Starr County Campus Auditorium, Sep 12.
- Starr Psych Club Advisors and Officers, with the assistance of STC Media Technicians, filmed the Starr Psych Club 10th Year Anniversary Video during the summer and the DVD was given to them, Sep 12
- Psychological Science instructor was invited to various events to promote the Psychological Science Department
- Starr Psych Club Advisors and Officers, with the assistance of STC Media Technicians, filmed the Starr Psych Club 10th Year Anniversary Video during the summer and the DVD was given to them on Friday, Sep 12
- Roma ISD is proud that he was the Valedictorian a few years back and now is doing great things as college professor, licensed professional counselor, host of YouTube show "Talk The Talk Rio Grande Valley Stars," and countless hours of community service via Starr Psych Club, Sep 23
- The 5th Annual Starr County Campus Psychological Science Majors Orientation took place from 2:30-3:45 pm at the STC auditorium in RGC. In addition, Psychological Science instructors presented the new Psychological Science Department Chair with a certificate for his remarks at the orientation that took place, Sep 25
- The Starr County Campus Psychology Club invited STC Financial Literacy Coordinator Torrence Crutchfield to present a workshop on Financial Literacy, Sep 26
- Alex Sarabia served as Presenter at South Texas College Fall 2019 College-Wide Professional and Organizational Development Day on the topic of "How to Live a Happier Life" for back to back full breakout sessions, Sep 27

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

### DIVISION DEAN'S REPORT:

- Met with Assistant Deans to review MSB Project Manager candidate applications, Sept 3
- Met with Assistant Dean and Senior AA to discuss Auxiliary budget allocations, Sep 4
- Attended the OpenStax Presentation given by Scott Hochberg, Policy Adviser for OpenStax at Rice University, Sep 5
- Attended the Chair Academy Network, Sep 6
- Attended Starr County Leadership meeting in Starr County Campus, Sep 10
- Attended EWDS meeting, Sep 10
- Attended Perkins Leadership Subaward meeting, Sep 11
- Attended College Fair at Coastal Bend College, Sep 17
- Attended ATE Grant Writing Group meeting, Sep 17
- Attended College-Wide Curriculum Committee meeting, Sep 17
- Attended Healthy People, Healthy Community Workshop at Region One, Sep 20
- Attended Math, Science, and Bachelor Programs Division Chair meeting, Sep 23
- Attended meeting with NSF – ATE Grand writing group, Sep 24 – 25
- Participated in phone conference regarding Child Development, Sep 25
- Attended Admission Policy Review Committee meeting, Sep 26
- Attended Fall 2019 College-Wide Professional and Organization Development Day, Sep 27
- Attended Texas Association for Higher Ed Assessment Conference in San Antonio, Sep 30

### ASSISTANT DEAN'S REPORT - BACHELOR PROGRAMS:

- Met with University Relations to discuss presentation schedule, Sep 3
- Met with the MSB Project Manager Search Committee, Sep 3, 11
- Met with MSB Dean, Assistant Dean for MS, & Senior AA to discuss Auxiliary budget, Sep 4
- Met with Senior AA for AA, Assistant Dean for MS, AA for Bachelor Programs to discuss the FLAC documentation process for MSB, Sep 4

- Attended the OpenStax Presentation given by Scott Hochberg, Policy Adviser for OpenStax at Rice University, Sep 5
- Conducted a CBE one-on-one training for a Government faculty member, Sep 5
- Facilitated a Staff meeting to discuss SACSCOC preparations, Sep 6
- Attended the McAllen Chamber of Commerce Ambassador Meeting, Sep 10
- Attended the conference call with Midwestern University regarding CBE, Sep 12
- Attended the Dual Credit Programs Superintendent Leadership meeting, Sep 13
- Assisted with the CBE course development training for the Early Childhood program, Sep 13
- Assisted TMGT & MHSM Chairs with the FLAC pilot, Sep 13
- Facilitated the Coordination of Mock Interviews with Bachelor Chairs, Dean, and Career & Employers Services, Sep 19
- Attended the National Society of Leadership and Success Orientation Review meeting, Sep 19
- Attended the Ongoing Course Review and Revision/Discussion of CBE courses, Sep 20
- Attended the MSB Division Chair meeting, Sep 23
- Participated in the FLAC Process Mapping meeting #2, Sep 25
- Attended the National Society of Leadership and Success Leadership Summit, Houston, TX, Sep 27-28

## COMPUTER INFORMATION TECHNOLOGY:

- Met to discuss program marketing and other topics for FY2019-2020, Sep 3
- Attended the NSF Advanced Technological Education (ATE) Grant Program Meeting, Sep 3
- Attended the Open Educational Resources (OER) Presentation given by Scott Hochberg, Policy Adviser for OpenStax at Rice University, Sep 5
- Attended the NSF-ATE Proposal Development Meeting, Sep 5
- Attended STEM Summit Planning Meeting, Sep 6
- Lab Assistant II at Starr County promoted the Computer Science and BAT degrees at Roma High School, Sep 12
- Program Chair, CS Faculty and Academic Coach attended the 21st Annual McAllen Chamber of Commerce Business Expo, Sep 12
- Program Chair conducted CITP Advisory Committee Meeting and Mock Interviews, Sep 17
- Program Chair and Academic Coach gave BAT-CITP presentation to a Forensics class, Sep 18
- Program chair attended the Career & Employer Services for Mock Interviews Meeting, Sep 19
- Attended the MSB Division Chair Meeting, Sep 23

## MEDICAL AND HEALTH SERVICES MANAGEMENT:

- Attended the OpenStax Presentation given by Scott Hochberg, Policy Adviser for OpenStax at Rice University, Sep 5
- Attended New Chair Leadership Academy, Sep 06
- Attended course evaluation Response Improvement Webinar by Scantron, Tuesday, Sep 10
- Attended 911 Memorial Flag Raising Ceremony, Pecan Campus, Wednesday, Sep 11
- Attended 21st Annual McAllen Chamber of Commerce Business Expo, McAllen Convention Center, Thursday, Sep 12
- Attended BAT Programs Presentation to the STC CLE staff, Pecan Campus, Friday, Sep 13
- Attended the Business Professional of America Club at Pecan campus as an advisor for the club, Sep16
- Facilitated the MHSM Program Advisory Board meeting, Sep 17
- Attended the Mission Hospital meeting with Volunteer Services Department for Practicum Students, Sep 19
- Participated in the Chair Leadership Academy workshop, Sep 20
- Visited Edinburg Hospital for practicum students, Sep 20
- Attended the MSB Division Chairs Meeting, Sep 23
- Participated in a NSLS Advisor Training Webinar, Sep 23
- Participated in the Academic Coach and program Chair meeting, Sep 24
- Participated in a conference call organized by UCD, Unidos Contra la Diabetes, Sep 24

## TECHNOLOGY MANAGEMENT:

- Attended the OpenStax Presentation by Scott Hochberg, Policy Adviser for OpenStax at Rice University, Sep 5
- Attended New Chair Leadership Academy, Sep 06
- Attended McAllen Business Expo @ McAllen Convention Center, Sep 12
- Attended CLE Meeting, Sep 13
- Attended the Coordination Meeting with Career & Employer Services for Mock Interviews, Sep 19
- Participated in the Chairs Leadership Academy, Sep 20
- Attended the Concourse Syllabi Chairs Workshop, Sep 20
- Participated in the MSB Division Chairs Meeting, Sep 23
- Participated in the Unidos Contra La Diabetes Data Advisory Board Conference Call, Sep 24
- Chaired the TMGT Advisory Board Meeting, Sep 26

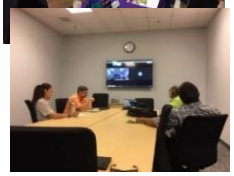
## ASSISTANT DEAN'S REPORT - MATH & SCIENCE:

- Met with Dean and Bachelor Programs Assistant Dean to review MSB Project Manager candidate applications, Sept 3
- Attended meeting with Dean, Bachelor Programs Assisted Dean, and Senior Administrative Assistant to discuss allocation of Division auxiliary funds, Sept 4
- Met with Physical Science Department Chair to discuss and develop budget for collaboration NSF-HSI Environmental Science grant proposal, Sept 3, 4, & 5
- Met with MSB Senior Administrative Assistant, Bachelor's Program Assistant Dean and Administrative Assistant, Physical Science Faculty Secretary, and Interim Vice President's Executive Administrative Assistant to discuss developing a FLAC reporting process across the departments and potentially divisions, Sept 4
- Met with Dean, Physical Science, Biology, and Computer Science Department Chairs, Engineering Coordinator and Computer Science faculty to discuss NSF Advanced Technological Education (ATE) Grant program, Sept 5
- Met with BPST Assistant Dean, Biology Department Chair, Computer Science Department Chair, Engineering Coordinator, Math Assistant Chair, Computer Science faculty and MS Student Success Specialist to discuss agenda for upcoming STEM Summit planning. The purpose of the meeting was to discuss and finalize speakers for October 11 and to discuss promotion of the event, Sept 6
- Met with Physical Science Department Chair to review budget for UTRGV NSF-HSI grant collaboration, Sep 9
- Met with Physical Science Department Chair and Grant Office personnel to discuss scope of work for UTRGV NSF-HSI grant collaboration, Sep 9
- Met with Physical Science Department Chair, Dean of Dual Credit Programs & School District Partnerships, Director of Academies and High School Projects, and Director of University Relations to discuss TAMUK College of Pharmacy agreement, Sep 9
- Attended NSF-ATE Grant writing group and helped to modify budget needs, Sep 10
- Attended QEP Leadership team meeting to review survey results and proposed a topic which combined the two topics under consideration, Sep 12
- Attended NACEP Core Team meeting to discuss upcoming interview with NACEP, Sep 12
- Attended Dual Credit Programs Superintendent Leadership meeting, Sep 13
- Attended Chemistry faculty PLO and CORE strategy implementation meeting, Sep 13
- Met with Student Success Specialist to discuss status of STEM Summit, Sep 16
- Assisted with STEM Rack Card write up, Sep 16
- Met with Dean, Physical Science Department Chair, and Grant Office personnel to review budget justification for NSF-HSI collaboration with UTRG. Made modifications to budget justifications to align with STC recommendation, Sep 18
- Attended TAMU-STC PCOP meeting to review MOU and discuss plan of action for students currently participating in DEPA, Sep 19
- Worked with Engineering Coordinator to revise budget for proposed NSF-ATE grant, Sep 19
- Attended Concourse Master Syllabus Training, Sep 20
- Met with Grants Office Director to discuss Madissar Grant, Sep 26

## BIOLOGY:

- Attended NSF Advanced Technological Education (ATE) Grant Program at PCNV1.603, Sep 5
- Attended OpenStax Open Educational Resources (OER) presentation at PCN Rainbow Room, Sep 5
- Attended LightBoard Consultation Meeting-STEMBrite meeting at PCNA 1.121, Sep 5
- Attended STEM Summit Planning meeting, Sept 6
- Attended meeting NIH-UTRGV at PCN J3.1104D, Sep 9
- Attended meeting NSF-ATE Grant Writing group at PCN V1.603, Sep 10
- Attended Division Curriculum Committee at PCN J1.210, Sep 10
- Attended Peerceptiv/Exam Software at PCN X-216 VPAA Conference Room, Sep 12
- Biology department hosted Dr. Ben Villalon to present "The Science of Nutritional Foods for Health and other Wellness" on Sep 13
- Attended video presentation for SEA PHAGE DEMSA, Sep 18
- Attended NSF-HSI-STEM Grant meeting with UTRGV, Sep 18
- Attended NIH-B2B Budget Finalization meeting, Sep 20
- Attended Concourse Syllabi software training workshop, Sep 20
- Hosted a "Taming your Appetite" health seminar, Sep 20
- Attended Louise Stoke Alliance for Minority Participation meeting, Sep 20
- Attended MSB Division chair meeting at PCN V1.603, Sep 23
- Attended NIH T34 B2B Grant with UTRGV, Sep 25
- Met with Math and Physical Science chairs to discuss and coordinate Spring schedules, Sep 24
- Met with Director of Early College High Schools and McGraw Hill representatives to review cost of lab manuals and brainstorm ways to reduce cost, Sep 30

## COMPUTER SCIENCE:



- Program Chair and faculty met to discuss program marketing and other topics for FY2019-2020, Sept 3
- Attended the NSF Advanced Technological Education (ATE) Grant Program Meeting, Sept 3
- Attended the Open Educational Resources (OER) Presentation given by Scott Hochberg, Policy Adviser for OpenStax at Rice University, Sept 5
- Attended the NSF-ATE Proposal Development Meeting, Sept 5
- Program Chair attended the NSF - ATE Grant Writing Group Meeting, Sep 10
- Lab Assistant II at Starr County promoted the Computer Science and BAT degrees at Roma High School, Sep 12
- Program Chair, CS Faculty and Academic Coach attended the 21st Annual McAllen Chamber of Commerce Business Expo, Sep 12
- Program Chair and CS Faculty attended the NSF - ATE Grant Writing Group Meeting, Sep 13
- Attended the NSF - ATE Grant Writing Group Meeting, Sep 17
- Attended the Career & Employer Services for Mock Interviews Meeting, Sep 19
- Worked on PLO Mapping and Core Objectives, Sep 20
- Attended MSB Division Chair Meeting, Sep 23
- Attended the NSF - ATE Grant Writing Group Meeting, Sep 24
- Attended the IT Summer Camp Discussion Meeting, Sep 24
- Attended the NSF - ATE Grant Writing Group Meeting, Sep 26

## DEVELOPMENTAL MATH:

- Attended a FLAC overview training offered by experienced faculty secretaries; Sept 3
- Attended Divisional Curriculum Committee meeting; Sep 10
- Attended QEP Leadership Team Meeting; Sep 12

## MATHEMATICS:

- Attended 1st Fall 2019 Council of Chairs meeting; Aug 3
- Attended OpenStax OER informational presentation; Aug 5

- Attended 1st session of the STC Chair Academy; Aug 6
- Department Chair presented at Education Department monthly meeting, Sep 13
- Attended Chair Leadership Academy, Sep 20
- Attended THECB working group for the Mathematics for Teachers course sequencing hosted by the UT Dana Center in Austin, TX, Sep 19 & 20
- Participated in a Math Equity Group meeting as organized by the Charles A. Dana Center from the University of Texas at Austin, Sep 30
- Met with representatives from Texas A&M University – Kingsville and the Texas Graduate Center to discuss the possibility of creating graduate classes, Sep 30

## PHYSICAL SCIENCE:

- Met with the Assistant Dean and discussed proposal development and the budget for the NSF 19-540 grant program, Sep 4
- Attended a presentation on open educational resources (OER) by Scott Hochberg (Policy Adviser for OpenStax at Rice University), Sep 5
- Participated in a teleconference with the University of Houston College of Pharmacy - Rio Grande Valley Satellite Program Team and the Director of Admissions University of Houston to discuss the STC Pre-pharmacy program and the student recruitment into UH Pharmacy program, Sep 5
- Department Chair, Assistant Dean, and Grants Officer met to discuss NSF-HSI-STEM Collaborations Opportunities Cross-Sector Partnerships Sub-recipient Budget Justification, Sep 9
- Department Chair, Assistant Dean, DE Academy Coordinator, Dean of DC Partnerships, and Director of Transfer Center met discussed the Pharmacy agreement with TAMUK, Sep 9
- Attended a grant meeting to discuss the proposal development for the NSF Advanced Technological Institute Grant Program in partnership with the Civil Engineering Department, UTRGV, Sep 10
- Attended a grant meeting to discuss the proposal development for the NSF Advanced Technological Institute Grant Program in partnership with the Civil Engineering Department, UTRGV, Sep 13
- Attended Chemistry Program Learning Objectives and Core Objective Assessment Committee meeting, Sep 13
- Attended TAMU - STC PCOP Signed Agreement - Planning Zoom Conference Meeting. During the meeting the attendees discussed the contents of the agreement, Sep 19
- Attended Chair Academy session Conflict Resolution. STC Student Rights & Responsibilities department and the Human Resources department presented various components of the Conflict Resolution process and answered questions, Sep 20
- Attended division chair meeting, Sep 23
- Attended the proposal development meeting for the NSF-ATE grant program, Sep 24
- Attended the STEM Summit planning meeting. The attendees discussed Summit Agenda, Speakers, and event fliers, Sep 26
- Attended the proposal development meeting for the NSF-ATE grant program, Sep 26
- Attended Fall 2019 College-wide professional and organizational development day program. Sep 27

## UNIVERSITY RELATIONS:

- College Visits with various universities, Sep 1 - 30
- Met with the Assistant Dean for Bachelor Program about visiting our partners and updating articulation agreements, Sep 3
- Participated in a training on the slideshow software being used to promote our events, Sep 4
- Met with Beacon Mentoring class, Sep 5
- Met with the Dean for Math, Science and Bachelor programs regarding the status of the articulation agreement with UTRGV for the CBE Child Development Program, Sep 9
- Participated in a meeting with representatives from Dual Credit and the Pre-Pharmacy program about articulation agreements with Texas A&M University, University of the Incarnate Word and the University of Houston, Sep 9
- Attended the Texas Together Counselor Update to learn about the admissions policies, financial aid offerings and new opportunities at the University of Texas and Texas A&M University, Sep 11
- Met with Dr. Adolfo Santos from the Texas A&M University Higher Education Center at McAllen about the possibility of articulation agreements for the programs that they offer, Sep 11

- Attended the Texas Tech University/University of Houston Counselor Update to learn more about their admissions policies, financial aid offerings and new opportunities, Sep 12
- Participated in a meeting with the Advance Team for the Gates Foundation, who have asked South Texas College to host some panel discussions for a visit in October, Sep 12
- Met with the team working on the CBE Child Development program regarding articulation agreement with UTRGV, Sep 13
- Participated in the retreat for members of Class XXIX of Leadership McAllen, Sep 13
- Met with Lacy Culpepper from UTRGV regarding UTRGV's new Tuition Advantage program, Sep 17
- Coordinated the Student Progression Team Check-In Meeting, Sep 18
- Participated in a conference call with representatives from the Texas A&M University Irma Lerma Rangel College of Pharmacy in regards to the agreements that we signed with them, Sep 19
- Worked on getting schools to participate in the STEM Summit "Program Fair", Sep 19
- Coordinated with Associate Professor for Education on a one-pager regarding the education program that TAMUK has in Weslaco, Sep 19
- Attended the AA/FM Round Up, Sep 20
- Spoke with Kevin Struckhoff from StraighterLine about the upcoming phone conference, Sep 25
- Participated in a phone conference call with representatives from STC and UTRGV regarding the TAB grant and associated articulation agreement, Sep 25
- Prepared the Memorandum of Understanding with the Feik School of Pharmacy at University of the Incarnate Word for signatures, Sep 26
- Attended the 2019 SHRM (Society for Human Resource Management) Annual Conference, Sep 26

## DR. JAYSON VALERIO
## DIVISION DEAN – NURSING AND ALLIED HEALTH

### DIVISION DEAN'S REPORT:

- Attended Coordinated Operations Council, Sep 3
- Attended JET Grant Fiscal Year 2020 Meeting, Sep 4
- Attended Knapp Community Care Foundation Grant Meeting, Sep 4
- Attended Building Healthier Communities Workshop at the McAllen Convention Center, Sep 5
- Attended Collaboration Hour at NAH, Sep 6
- Attended Reaffirmation Leadership Meeting, Sep 6
- Attended meeting to discuss Carl Perkins, Sep 6
- Attended President's Administrative Staff Meeting, Sep 6
- Prepared for RN-BSN Program to EWDC presentation, Sep 9
- Attended meeting with Monte Alto ISD to discuss dual courses, Sep 9
- Attended Starr County Leadership Meeting, Sep 10
- Presented RN-BSN Program to EWDC, Sep 10
- Attended Parent-Teacher Students meeting at Rio Grande ISD, Sep11
- Attended Interviews for Dean of Continuing Education, Workforce Training, and Economic Development, Sep 12
- Welcomed Counselor's during the Counselor's Update at NAH-B, Sep 13
- Attended Planning and Development Council Meeting, Sep 13
- Attended EMT Training Conference Call Meeting at RCPSE, Sep 16
- Attended MHSM Advisory Meeting, Sep 17
- Attended Knapp Community Health Project Kick-Off Event at Mid-Valley Campus, Sep 18
- Finalized EMT proposal for Roma ISD, Sep 19

- Attended September Program Chair Meeting, Sep 19
- Clinical Simulation Department celebrated Simulation Week at NAH-B
- Attended Academic Council Meeting, Sep 23
- Attended Conference Call to discuss EMT Basic Proposal to US Customs and Border Protection, Sep 24
- Reviewed and Finalized EMT Basic Proposal, Sep 24
- Attended Board of Trustees Meeting in Pecan, Sep 24
- Attended Admission Policy Review Committee, Sep 26
- Attended Conference Call with Laredo Field Operations for EMT Basic Proposal, Sep 26
- Discussed Patient Care Program for Starr County, Sep 26
- Attended College Wide Professional and Organizational Development Day, Sep 27

- NAH Division Simulation Department participated in the 2019 Emergency Medicine Conference held at the McAllen Convention Center. This year's conference was sponsored by the Rio Grande Valley Medical Society and South Texas Health Systems, Sep 28-29

## ASSOCIATE DEGREE NURSING:

- The first Curriculum Committee Meeting for Fall 2019 was held. Program Chair, Program Coodinator, faculty members, and Level 1 student representative were present during the meeting. ADN faculty were elected as Chair and Secretary of the committee, Sep 4
- Program Clinical Coordinator held a meeting with the Clinical leads form all levels to discuss alternate clinical assignments, Sep 4
- The first Informatics Committee Meeting for Fall 2019 was held. The presiding chair of the committee proposed to have a Co-Chair. A faculty member was elected as co-chair of the committee another volunteered to be the committee secretary, Sep 4
- The first Faculty Mentorship Committee meeting was held, Sep 4
- The faculty In-Service training for the Juno mannequins to be used in Skills courses in Level 1 and 2 is scheduled for Sep 11
- Program Coordinator, conducted a meeting with the ADN staff, Sep 9
- Program Chair and Program Coordinator attended the presentation of RN-BSN Program to EWDC by Dean of NAH, Sep 10
- The JUNO mannequin in-service training held in NAH A was attended by ADN faculty. The JUNO mannequins are to be used in the skills courses in Level 1 and Level 2, Sep 11
- Lippinocott training on Docucare electronic health record and other electronic platforms was attended by ADN faculty, Sep 11
- ADN faculty and staff participated in the 9/11 Remembrance activities held in NAH-A, Sep 11
- ADN faculty participated in the Counselor's Expo during the tour of the simulation hospital, Sep 13

- The ADN Student Affairs Committee had a meeting presided by Mr. Pontejos. The meeting was well attended by student representatives from levels 1 through 4, ADN faculty members, Program Chair, and Program Coordinator. Student representative from level 4 is the president of the ADN Student Nurses' Association and other elected officers are Secretary and Treasurer. The ADN Alumni Association will setup a meeting on October 2019, Sep 18

- ADN Assistant Advisor participated in the Education and Career Expo held in Harlingen, Sep 19
- Program Chairs and Assistant Program Chairs, student advisors from ADN program and VN program had a meeting to discuss admission timeline issues, Sep 18
- Program Chair attended the TX BON Directors' meeting in Austin, Sep 20
- The ADN Faculty and Staff Meeting for the month of September was held. New faculty and new faculty secretary were welcomed during the meeting. ADN faculty who attended the INACSL conference in July 2019 presented to the faculty and staff. Clinical updates were also presented by the ADN Clinical Coordinator, Sep 25

- Program Chair together with 8 other faculty members attended the NLN (National League for Nursing) Summit at National Harbor, Maryland, Sep 26-28
- ADN faculty and staff attended the College-Wide Professional and Organizational Development Day, Sep 27
- Program Chair and Program Coordinator visited the South Texas Health System freestanding ER in Weslaco to assess the site as a possible clinical site for capstone clinical rotation, Sep 24

## DIAGNOSTIC IMAGING DEPARTMENT:

- The DMS program has received all applications for the upcoming cohort to be accepted in Spring 2020.
- The new cohort of RADT students and faculty were excited to begin training on the radiology stationary and portable equipment to include the introduction to technical factors and exposures.
- DMS faculty attended the PRONTO workshop, Sep 6
- Department chair is researching possibilities of hiring adjunct faculty in efforts to increase the number of sections DMS and RADT introduction courses in efforts to increase department student enrollment and expand course offerings to evening classes.

- Department chair and faculty attended a Simulation Hospital Committee Meeting, Sep 11
- DID was represented at the Counselor's Update event at NAHB, Sep 13
- Faculty Secretary represented the RADT and DMS programs at the 2019 Education & Career Expo at Texas Southmost College, Sep 19
- Department chair attended Program Chair Meeting, Sep 19
- Diagnostic Imaging Department held September meeting, Sep 20
- Faculty from the DMS and RADT programs attended the NAH Clinical Affairs meeting, Sep 25
- The DMS program spring 2020 application results were emailed to all applicants, Sep 26

- DID faculty and staff attended the Fall 2019 College-Wide Professional & Organizational Development Day, Sep 27

## EMERGENCY MEDICAL TECHNOLOGY:

- EMT department attended Jet Networking Meeting, Sep 4
- EMT department attended strategic planning meeting, Sep 4
- EMT department attended the Starr County 2020 meeting, Sep 4
- EMT Interim Program Chair attended Chair Leadership Academy, Sep 6
- Department attended RGRH Mock MCI Drill Planning Meeting, Sep 9
- EMT and OTA departments collaborated with students on the subject of vital signs, Sep 9
- Department was awarded medical equipment from Carl Perkins Grant, Sep 10
- EMT Lecturer attended Teaching and Learning Academy, Sep 10

- EMT department attended 9/11 Remembrance Flag Rising Ceremony, Sep 11
- Department attended the NAH Simulation Meeting, Sep 12
- Department participated in the High School Counselor's Update at NAH-B, Sep 13
- EMT department attended Border Patrol conference call at RCPSE, Sep 16
- EMT department participated with Rio Grande Regional Hospital on active shooter drill and debriefing, Sep 16
- EMT interim program chair attended NAH Program Chair meeting, Sep 19

- EMT department attended Rio Grande City faculty meeting, Sep 19
- EMT department attended Staff Faculty Meeting, Sep 20
- Department participated with debriefing for the disaster drill, Sep 20
- Department leadership attended STC Chair Leadership Academy, Sep 20
- EMT department attended the EMT equipment request meeting, Sep 23
- EMT department attended Clinical Affairs meeting, Sep 25
- EMT department attended College-Wide Professional and Organizational Development Day, Sep 27

## MEDICAL ASSISTANT TECHNOLOGY:

- Attended Starr County 2020 Planning Meeting, Sep 4
- Department held monthly meeting with Pharmacology students.
- Attended Truth Initiative Meeting for club advisors, Sep 16
- Program chair attended Monte Alto ISD Parent Meeting at Monte Alto High School Library, Sep 17
- Attended NAH Program Chair meeting, Sep 19
- Department attended Brownsville Expo 2019, Sep 19
- Faculty secretary attended AA/FM Roundup, Sep 20
- Department attended McAllen ISD College Night at the McAllen Convention Center, Sep 23

- Department attended PSJA ISD College Night at the Pharr Event Center, Sep 24
- Department met with Pearson Representatives, Sep 25
- MAT Department held a department meeting, Sep 26
- MAT Department attended College-Wide Professional and Organizational Development Day, Sep 27

## PATIENT CARE DEPARTMENT:

- Clinical clearance requests for high school students for McAllen Medical Center
- Assistant chair completed Chair Leadership Academy Assignment and attended Chair leadership academy
- Students started first week of clinical and dementia cares basics exams.
- Clinical Coordinator presented on Stop the Bleed Class at High Schools
- Clinical Coordinator attended Simulation Committee Meeting
- Assistant program chair attended Test Writing and Teaching strategies workshop.

- Assistant program chair attended Chair Leadership Academy
- Clinical coordinator contacted clinical sites for lab availability
- Assistant Chair completed Fall 2019 graduation list, staff development for Concourse syllabi, and scheduling
- Clinical Coordinator set up lab site with McAllen Medical Center for dual enrollment class

- K. Allen and 10 students volunteered in the 2019 Alzheimer's Walk Kick Off.

## OCCUPATIONAL THERAPY PROGRAM:

- Second year OTA students began their fieldwork I clinical experience with various psychosocial settings throughout the community.
- Second year students in both OTA and PTA programs collaborated together in a gait training and mobility workshop conducted by Arlene Garcia and Dr. Lizett Guevara-Garza.
- First year OTA program students collaborated with students in the CSFH course in the instruction of the clinical skill of performing goniometric measurements. After the collaboration, Mr. Miller spoke with the CSFH students regarding a career in occupational therapy and requirements to apply to the OTA program.
- The OTA program participated in the AOTA National Backpack Awareness Day by hosting a backpack weigh-in and educational event in the atriums of NAH buildings A and B. The students educated participants on the proper wearing of a backpack to prevent back injuries, the proper weight of a backpack and "Pack it Light, Pack it Right", the correct weight distribution of items carried in a backpack, more than 50 students participated, Sep 18
- Second year OTA students in the OTHA 1253 Occupational Performance of Elders courses displayed and presented their posters on the Effects of the Aging Process on the Various Biological Systems of the Body. The event was hosted by the Center of Learning Excellence, Sep 20

## VOCATIONAL NURSING:

- Faculty attended Knapp Community Health Project Kick-Off Event at Mid-Valley Campus, Sep 18
- VN Faculty attended training on Obesity
- Skills lab celebrated Simulation Week at NAH-B
- VN and ADN Collaborate meeting was held, Sep 18
- VN faculty meeting was held, Sep 18
- Department attended training on Protective Equipment
- Department was represented at the 2019 Education & Career Expo at Texas Southmost College, Sep 19

## DANIEL MONTEZ
## ADMINISTRATOR – MID-VALLEY CAMPUS

### COMMUNITY ENGAGEMENT:

- MVC welcomes many outside organizations to promote their businesses, job opportunities and services to students.
    - Vector Marketing hosted an information table with job opportunities for students, Sep 3 & 18
    - Texas Army National Guard hosted briefings for local soldiers, Sep 18
    - Our Lady of the Lake set up an information table for students interested in transferring, Sep 17
    - VIDA in cooperation with BBVA Bank hosted Financial Workshop for students, Sep 21
    - UTRGV hosted Outreach Information Table, Sep 26
    - UT Arlington Online Nursing Department hosted information table, Sep 26

### ENROLLMENT ACTIVITIES:

- STC Departments promote courses and answer questions regarding degree plans and upcoming classes.
    - High School Programs Department
        - Dual2Degree Dept. held Campus Tours and Fast Tracks for prospective students:
            - Weslaco East Fast Track, Sep 6
    - University Relations Transfer hosted information table, Sep 5, 16 & 30
    - Continuing Ed hosted classes in CPR and Forklift Training, Sep 10 – 12 & 17

### CAMPUS EVENTS:

- Student Activities and Wellness Department hosted several events.
    - Welcome Week/Club Fair-SAW hosted information tables to promote student clubs and organization, Sep. 3-5
    - 9/11 Remembrance Ceremony, Sep 11
    - Student Leadership Academy Workshops for Dual Enrollment Academy Students – Every Friday
- MVC Child Development Center held Mexican Independence Day Celebration for their students and families, Sep. 16
- Political Science Department hosted Constitution Day table and handed out Constitutions to students, Sep. 17
- Education Club held their monthly fundraiser, Sep. 17
- Ascender Program hosted their Noche De Familia Banquet, Sep 17
- Campus Ministry Club held their monthly fundraiser, Sep 19
- Candidate Forums for Dean of Continuing Education, Workforce Training and Economic Development were hosted for faculty and staff, Sep 12
- Library Services hosted Hispanic Heritage Month Lecture Series including a Latino Educational Leadership Panel in which panelists discussed their research while working on their books, Sep 26

## DR. ARTURO MONTIEL
## ADMINISTRATOR – STARR CAMPUS

### CAMPUS ENGAGEMENT ACTIVITIES:

- Booking for Retired Teacher Association conference in January 2020
- Reached out to close by community to buy pizza from new cafeteria contractor
- Propose the use of campus for future Starr County Coalition meetings to include nomination of new president from campus
- Reached out to County Food Pantry for collaboration
- Continue preparations for 9-11 ceremony on campus
- Preparations continue for 9/11 Remembrance Ceremony 9am 2019 Flag raising on campus
- Preparations continue for Veterans Day celebration on campus community invited
- Continue working with local school districts to offer select dual credit courses
- Attended faith-based community event in La Grulla to promote partnerships across the county
- Continued work with MET Program to promote adult education on campus
- Nominated for chairperson of Starr County Community Coalition. Vote to be held in October
- Contacted local faith-based community to volunteer on campus for students
- Sought vendor approval from Business Office to purchase from Pizza Hut to serve events on campus
- Included Subway to serve events for Fall/Spring 2019-2020
- Hosted Starr County Leadership meeting for local school districts
- Provided facilities for CDI Head Start professional development and recruiting
- Continue work with Head Start of Starr County to offer facilities for professional development for employees and faculty
- Prepared for coordination of Veterans Day event for November
- Collaborated with Starr County Head Start to allow recruiting in student building
- Collaboration with Starr County officials to assist with census count by offering facilities for meetings and training

### CAMPUS EVENTS/ACTIVITIES:

- Club Recruitment Fair Sep 4
- Student Government Association Kickoff, Sep 4
- Student Leadership Academy Kickoff, Sep 5
- Ag matters: Getting to know the USDA, Sep5
- South Texas College University Relations, Sep 9
- Mayor's Prayer Breakfast, Sep 10
- Dual Credit Programs "Starr County Leadership Meeting," Sep 10
- Starr County Industrial "Service Academy Nominations Presentations," Sep 10
- CLE Welcome Event, Sep 10
- Student Activities and Wellness "9/11 Remembrance Ceremony," Sep 11
- CLE Tabling and Hiring Event, Sep 11
- Starr County Industrial Foundation "Reach RGV Townhall Meeting," Sep 11
- Office of the President "Open Forum of Dean of Continuing Education," Sep 12
- Psychological Science Department "Crossing Disciplines Conference 6th Ed-Intro the Field of Law," Sep 12
- CDI Head Start "Recruitment," Sep 16-19
- 16 de Septiembre Celebration, Sep 16
- Computer Science Recruitment, Sep 17
- Office of Student Rights & Responsibilities, Sep 17
- Counseling and Student Disability Services "Time-Management Vs. Self-Management", Sep 17
- USDA "Pesticide Training", Sep 18
- Faculty Meeting, Sep 19
- University Relations Department "South Texas College University Relations", Sep 24

- Counseling and Student Disability Services "Study Habits to Reduce Anxiety", Sep 25
- Student Activities and Wellness "Blood Drive", Sep 25
- Biology Club Meeting, Sep 25
- Psychological Science "5th Annual Starr County Campus Psychological", Sep 25
- Student Activities and Wellness "Student Government Association Meeting," Sep 25
- Student Activities and Wellness "Student Government Association Elections," Sep 26

## ENROLLMENT ACTIVITIES:

- Continue work with Financial Aid to save students who may be dropped
- Continue working with students who need schedule changes so that classes are not dropped
- Informing students and faculty about services offered for student success and completion
- Continue coordinating with local school districts to offer more dual credit courses
- Prepared for Starfish cohort success rate project continuation second semester
- Prepared roster for Priority Registration for Spring 2020 core subjects
- Finalized PR campaign for Spring/Fall 2020 Newsprint, social media, mailouts
- Continued preparations for improvement of facilities for technology programs
- Prepared rosters of stop-out students for Spring Enrollment
- Completed advertising request for social media and print advertising to include live broadcasts
- Completed booklets for distribution on campus and recruiting events program offerings
- Completed advertising posters for free bus transit internal Starr County
- Completed rack card request to promote technology and NAH programs on campus
- Completed request for mail out flyers from PR for 2020 school year
- Newsprint requests completed for Town Crier publication for 2020 school year
- Completed enrollment campaign for Spring/Fall 2020
- Continue work with La Voz de Starr social media for advertising and live feeds
- Gathering data to recruit for Criminal Justice for Spring 2020 semester
- Gathering data for recruiting Education Department Spring 2020 semester

## ANA PEÑA

## DIRECTOR – DISTANCE LEARNING DEPARTMENT

### DIRECTOR'S REPORT:

- 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
- Presented at the LASS Program Chairs' Meeting regarding Distance Learning model courses, assigned Instructional Designer, and course approval forms, Sep 4.
- Worked on documentation used for the SACSCOC Compliance Writing Team and started the draft for the sections assigned to Distance Learning.
- Updated several job descriptions for the department.
- Worked on Blackboard Re-Certification instructor manual for training, Sep 5
- Worked on budget and Blackboard contracts
- Develop Blackboard Fundamentals, Blackboard Certification, and Blackboard Gradebook manuals for trainings, Sep 26.
- Presented for departmental meetings regarding assistance with course approval forms, Sep 19 and 20
    - History
    - World Languages
    - Business Administration
    - Mathematics
- Met with Director of Educational Technology in regards to closed captioning software, Sep 16
- Met with Program Chair of Biology to discuss video project/timeline/goals with SEA PHAGE, Sep 18
- Met with TopHat account executive regarding open education resources (OER), Sep 18
- Met with EesySoft account executive regarding the support feature inside Blackboard, Sep 19
- Met with Blackboard Pronto Account Executive to go over the revised South Texas College contract, Sep 4
- Met with Blackboard Pronto Account Executive to go over the revised South Texas College contract, Sep 10
- Develop the purpose and justification for Blackboard Ally for October board motion, Sep 10
- Met with Program Chair of History to offer History fully online by Spring 2020, Sep 11
- Met with Associate Dean of Curriculum and Student Learning, Director of Academic Assessment, Program Chair of Biology and Project Manager of Academic Affairs to discuss software Peerceptiv, Sep 12
- Develop software/LTI implementation plan for Blackboard, Sep 12

### PROJECTS

- Course Development
    - Develop DL Course Approval Form manual.
    - Reviewed 48 Distance Learning Course Approval Form submissions.
    - Completed 40 Distance Learning Course Approval Forms.
    - Develop an action plan to convert Law Enforcement and Public Administration courses fully online.
    - Met with Instructional Designers to discuss assigned department, upcoming trainings, training manuals and course approval forms, Sep 3 and 10
- First Time Online Student Orientation
    - Distance Learning staff updated Blackboard Online Student Orientation course
    - Distance Learning Staff enrolled 3,018 students to the new mandatory student orientation, which new first time online students will become familiarized with Blackboard prior to the first day of class.
        - 16 students took and fail orientation
        - 1,747 students passed orientation
        - 1,255 students did not attempt orientation
    - Requested a survey to RAS department to improve the first time Online student orientation course.
    - Requested data request with RAS department for a control group data needed for random sampling to track success in their online courses based on the Fall 2019 cohort.

- Learning Management System (LMS) Implementation
  - Archived 32,378 courses (FY 2016-2017) from Blackboard into South Texas College data storage. Sep 20.
  - Updated EesySoft building block.
  - Updated LTI settings for Zoom integration.
- Multimedia Support
  - Distance Learning staff assisted with the College-Wide Professional & Organizational Development Day videos.
  - Distance Learning staff assisted with Starfish videos.

## DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month of June
    - Students/Faculty Chats: 60
    - Students/Faculty Tickets: 196
    - Helpdesk Phone Calls: 420
    - Afterhours Students/Faculty Chats: 34
    - Afterhours Helpdesk Calls: 150
    - **Total: 860**
- **Trainings/Workshops/Professional Development**
  - Trainings
    - Distance Learning staff certified 7 faculty/staff with Blackboard Certification, Sep 6
    - Distance Learning staff provided Pronto – Instant Messenger training, Sep 6
    - Distance Learning staff certified 14 faculty/staff with Blackboard Certification, Sep 17
    - Distance Learning staff certified 5 faculty/staff with Online Teaching Certification, Sep 20
    - Distance Learning staff certified 9 faculty/staff with Blackboard Certification, Sep 27
    - Distance Learning staff certified 16 faculty with Blackboard Fundamentals on Professional Development Day, Sep 27
    - Distance Learning staff participated in the Radius Training, Sep 24
    - Distance Learning staff provided Creating Accessible content with Microsoft Office training, Sep 27
    - Distance Learning staff presented at Professional Development Day with Blackboard Fundamentals, Blackboard Re-Certification, and Accessibility training, Sep 27
    - Distance Learning staff provided Accessibility training, Sep 18
  - Workshops
    - Distance Learning provided Blackboard Gradebook training, Sept 28
    - Distance Learning staff participated in the all-day Advising Training, Sep 20
    - Distance Learning staff participated with College-Wide Professional & Organizational Development Day, Sep 27

- **Student Success Activities:**

| Type of Service | Number of Students |
|---|---|
| General Advising: | 387 |
| Distance Learning Walk-Ins: | 2 |
| Telephone Contacts: | 139 |
| Virtual Campus Advising Email: | 246 |
| Email Reminders: | 12,314 |
| ***Total:*** | ***12,701*** |

## DISTANCE LEARNING MEETINGS:

- Held department meeting to address all upcoming trainings, streamlining training process and course approval forms, Sep 3
- Participated at the OpenStax Open Educational Resources (OER) Presentation meeting, Sep 5
- Participated with the LightBoard Consultation Meeting – STEMBrite meeting to go over requirements for LightBoard studio, Sep 5
- Met with Project Manager of OSI, Office of Strategic Initiatives to review the process mapping of online faculty certifications and course approval forms, Sep 5
- Participated at the President's Administrative Staff Meeting, Sep 6
- Held department meeting to address all upcoming trainings, streamlining training process and course approval forms, Sep 9
- Participated at the Lightboard Core Team on the discussion of the consultant updates and accessibility, Sep 10
- Participated at the Banner User's Group committee, Sep 10
- Met with Curriculum & Scheduling Coordinator to test updated Smartevals on Blackboard staging environment, Sep 11
- Met with Director of Education Technology and Executive Vice President to discuss Accessibility, Sep 12
- Participated at Academic Council meeting, Sep 23

# DR. MARICELA SILVA
# ACADEMIC GRANTS AND PROJECTS OFFICER

## GRANTS:

- Perkins:
  - Ongoing – Sent out reminders that the Final Perkins report is due; requested data collected throughout the semester.
  - Sent out email notifying Deans/Chairs that new Perkins FY19-20 funding was approved.
  - Worked on draft of Perkins final report. Draft of report was submitted to the Grants office by the deadline.
  - Received email from Grants requesting additional information; this information was collected and submitted to the Grants office along with edits/changes recommended by the Grants office.
  - Email reminders were sent to programs of new Perkins funding approval for AY19-20. Programs were encouraged to order their equipment immediately so that we can begin collecting data.
  - Followed up with Grants to ask if any additional information or edits were needed for the final report.
  - Email sent to Grants regarding equipment being ordered – one of the items has been discontinued – waiting for approval from Grants to order the newer model.
- Starfish (iPASS Grant):
  - Ongoing - Financial Aid Attendance Roster verification survey was launched on August 28th with a deadline to submit of September 4th at noon. The following were the results from the data collected:

| | |
|---|---|
| **Total Regular Semester Non-Dual Courses** | **3072** |
| **Total Submitted** | **2532** |
| **Percent Submitted** | **82%** |
| **Percent Not Submitted** | **18%** |

  - Pulled Financial Aid survey report, developed charts (Pivot tables), and sent the information to Deans/Chairs for follow up with their faculty. The first report (August 30th) showed only 35% of faculty had participated in the survey; however, September 4th report showed an 83% response.
  - Some of the challenges for the FAAR were that the instructions were outdated and faculty were confused as to where they were to go to report attendance. Currently working with Financial Aid to update the instructions.
  - Responded to various emails and phone calls regarding Starfish questions/glitches.

- Met with some faculty for one-on-one training.
- Created new Attendance Concern and At-Risk of Failing templates based on Hobsons' "Growth Mindset" report and which have been successful at other institutions such as the University of Hawaii.
- Progress Survey 1 (for weeks 4-6) was launched on September 16th and will end on October 4th;
- Revised both Faculty and Student Instructions for setting up profiles;
- Reviewed video tutorial I had created – however, the pages looked blurry. Media is working to edit the video so that it looks clearer.

- CAEL Adult Learner 360 Academy 2019
  - Ongoing - Participated in Check-in Call;
  - Based on SAEM's efforts to contact stop-out adult student learners over the summer, approximately 737 students were contacted and approximately 54 enrolled or re-enrolled for the fall semester
  - Met with team to discuss Adult Learner Enrollment Planning Meeting;
  - A follow-up meeting will be scheduled soon to plan for spring recruitment

## MEETINGS:

- Attended JET Grant Networking session, September 4
- Attended OpenStax Open Educational Resources (OER) Presentation
- Perkins V Grant:
  - Attended the Coordinating Board's State Plan Regional Meeting hosted by DelMar College on September 26th
    - A team of 5 representatives from STC attended the meeting;
    - The Coordinating Board reviewed upcoming changes to the Perkins V grant;
    - Audience was asked to share challenges and/or suggestions for improving the grant

## ONGOING PROJECTS & ACTIVITIES:

- QEP Committee
  - Ongoing – Committee is scheduled to meet on October 2
- Strategic Initiatives Committee

# YOLONDA JARAMILLO
# PROJECT DIRECTOR – HSI GRANT

## TITLE V GRANT & PROJECTS:

***<u>Component 1</u>***

- **Active Learning Classrooms/Training Rooms**
  - Continued efforts to efficiently schedule fall 2019 as well as spring 2020 courses and events.
  - Below is a list of ALCs and number of scheduled courses for the fall 2019 and spring 2020 terms-
  - <u>Fall 2019</u>
    - Mid-Valley G121 (**7**)
    - Mid-Valley G169 (**6**)
    - Mid-Valley G174 (**6**)
    - NAH A3.422 (**5**)
    - NAH B2.504 (**5**)
    - Pecan G101 (**7**)
    - Pecan P1.114 (**2**)
    - Pecan P2.112 (**6**)
    - Pecan P2.114 (**4**)
    - Pecan P3.131 (**7**)
    - Pecan T1.506 (**7**)
    - Pecan Y1.101 (**4**)
    - Pecan Y2.101 (**7**)
    - Starr E1.204 (**1**)
    - Starr E2.104 (**3**)
    - Tech A119 (**6**)

- **FOCUS Academy**
  - Facilitated first session of Adjunct and Dual Credit Faculty FOCUS Academy on September 14, 2019.
  - Facilitated kick off session 1 and session 2 of the Teaching & Learning Academy.

***Component 2***

- **Redesign and Expansion of Faculty Advising**
  - Collaborated with RAS to develop fall 2019 and spring 2020 targets based off the 2017 pilot study.
  - 15% increase each semester in number of students selected for faculty advising
    ~Spring 2017- 551 ~Fall 2019- 634 ~Spring 2020- 729
  - Incremental increase in number of students who receive faculty advising
    ~Spring 2017-39% ~Fall 2019- 45% ~Spring 2020- 50%
  - Implemented updated DegreeWorks drop down advising menus for improved data collection.

***Component 3***

- **Enhancement of Technology Infrastructure/ Remote Delivery Courses**
  - Continued monitoring summer and fall 2019 and spring 2020 GZ course enrollment.

***Component 4***

- **Financial Literacy**
  - Presented six (6) financial literacy sessions at the Pecan campus and one (1) at the Starr campus.
  - Completed and shared THECB Student Financial Wellness Program Survey with Interim Dean of Enrollment Services.

***South Texas College/ Department of Education***

- Submitted DHSI documentation and summaries to CRI, external auditing agency.

## DR. CHRISTOPHER NELSON
## ASSOCIATE DEAN – CURRICULUM AND STUDENT LEARNING

### ASSOCIATE DEAN'S REPORT:

- Met with the Chair of the Drama Department to review the recently proposed changes to the DRAM course section of the ACGM.
- Presented to Council of Chairs on the publication of end-of-course-evaluation results.
- Participated in the first of four AACU SGP Project webinars.
- Participated in the Accreditation Reaffirmation Leadership meeting September 6.
- Participated in the Institute 1 webinar for Round 2 of the Texas Pathways Project.
- Met with the Director of Distance Learning, the Academic Affairs Project Manager, and the Chair of the Biology Department, to discuss the pilot utilization of Peerceptiv software for help in assessing the Core Objective of Teamwork.
- Met with the College's NACEP Core Team and began preparing for the accreditation interview to be conducted at the NACEP Conference in October.
- Met with the QEP Leadership Team to determine a final recommendation of the College's QEP topic.
- Presented on Guided Pathways and related state legislation at the Superintendents Leadership Meeting.
- Presented on Pathways updates, Learning Outcomes assessments, and end-of-course evaluations at the Faculty Senate Retreat.
- Delivered a presentation on SB 25 and SB 1324 at the Dual Credit Leadership meeting.
- Completed final review of SACSCOC Compliance Narrative for Standard 8.2.b.
- Met with the Grant Department to finalize acceptance of the $30,000 sub-award from the ACC&U for our participation in the 2019-2020 Strengthening Guided Pathways project.
- Convened the College's Leadership Team to plan for Texas Pathways Project Round 2, Institute #1, in November.
- Traveled to Del Mar College to participate in the THECB Regional meeting, representatives from the THECB regarding Perkins V and CTE.
- Presented in breakout sessions at College-Wide Professional Development Day on the past, present, and future of learning outcomes assessment.

## CURRICULUM & STUDENT LEARNING MANAGER REPORT – CHRISTINA CAVAZOS:

- Attended the Oracle 12C Update and Testing for the IS&P division to test the Banner database and report any errors encountered.
- Worked on the logistics for the Concourse Department Chair Trainings scheduled for September and October as part of the training plan for the implementation.
- Met with Faculty Load and Compensation (FLAC) sponsors to discuss potential issues with FLAC regarding current setup of position control for lectures and faculty paid 9/9 for the fall semester. Discussion covered potential issues with summer payroll, training the remaining divisions and roles & responsibilities moving forward.
- Worked on the proposed AAS in Restaurant Management, AAS in Meeting & Event Planning and AA in Dance to finalize the program development packets for review by the Chair and Dean.
- Attended the Banner User Group meeting where discussion tool place regarding the Oracle database update that would be occurring over the coming weekend and the testing needed from all functional staff.
- Attended the College-Wide Curriculum Committee meeting.
- Presented at Concourse Syllabi Training for department chairs at Pecan and NAH campus. The training cover the completion of the master syllabi templates in preparation for the implementation scheduled for spring 2020.
- Attended the Academic Council meeting for September to provide an update on the Concourse Syllabi Management implementation and the status on FLAC.
- Finalized the updates the SACSCOC Narratives for 9.1, 9.2, 9.3, and 9.7 to align with referenced degree counts in the 2019-2020 Faculty Handbook.
- Attended a SmartEvals meeting to discuss the public results page and the possible changes to clean up the data prior to making the site available.
- Attended College-Wide Professional Development Day and presented two breakout sessions for Concourse Syllabi training for instructors. Training was conducted for approximately 90 participants.

## CURRICULUM & SCHEDULING COORDINATOR – ESMERALDA EURESTE:

- Attended the Council of Chairs Meeting to assist the Curriculum Specialist with presenting the SmartEvals public site and set survey questions as we work towards publicly displaying course evaluations as mandated by HB2504.
- Met with the Curriculum & Student Learning Manager to develop the Concourse training schedule for department/program chairs and faculty in preparations for full implementation for spring 2020.
- Finalized 2019-2020 CWCC & Division Curriculum Committee Membership list and requested files to be updates onto the department's webpage.
- Attended a webinar hosted by Scantron's to obtain more information regarding course evaluation processes and response rates through LMS and paper forms.
- Met with the Director of Distance Learning, Distance Learning Technologies Specialist, and Curriculum Specialist to test and verify update of the SmartEvals building block in Blackboard prior to scheduling the upgrade in production site. No errors or issues found and updates completed September 13, 2019.
- Attended a Faculty Load & Compensation (FLAC) meeting with the C&SL Manager and Scheduling Technician to obtain more information on the process mapping initiative.
- Held a Concourse training workshop at Pecan and NAH campus for departmental chairs, assistant chairs, and any support staff that will be completing or assisting with the development of the Master Syllabi for their respective department/program beginning spring 2020.
- Attended the Academic Council meeting to listen in on the presentation of SmartEvals public results page the voting of selected questions.
- Presented at two College-Wide breakout sessions on Concourse Syllabi Management application to Faculty department/program chairs.

# DIRECTOR OF ACADEMIC ASSESSMENT REPORT – YOLONDA JARAMILLO:

- Coordinated ETS Critical Thinking and communication Skills assessments schedules with Education Faculty Members.
- Facilitated a learning outcomes update for LASS Program Chairs on JagPRIDE, PLO, Core Objectives and data from Adjunct and Dual Credit faculty. Feedback was used to refine online resources.
- Attended conference call with ETS representative Damaris Garcia.

- Proctored ETS Communication pre-test at the Mid-Valley and Pecan Campuses.
- Developed ETS post assessment groups and shared with RAS to ensure correct Core objective direct normed sampling.
- Met with Associate Dean of Curriculum & Student Learning, Director of Distance Learning, Biology Department Chair and Academic Affairs Project Manager to review Peerceptive software to collect Core Objective data for Teamwork. Attended and participates in playposit interactive video workshop.
- Developed ETS Critical Thinking and Communication Skills post assessment sample groups.
- Attended Academic Council meeting and shared learning outcomes updates.
- Provided reaffirmation sample documentation for Program Learning Outcomes, 8.2a and Core Objectives, 8.2b.
- Attended College-Wide Professional and Organizational Development Day and presented break out session.
    - Embedded interactive survey implemented to determine in which area more support is need.
    - Traditional faculty members completed the digital survey with the following results based on the four point scale:
        - Familiar with JagPRIDE; 2.3 (57.5%) vs Dual/Adjunct faculty 1.83 (45.73%)
        - Familiar with Program Learning Outcomes (PLOs): 2.3 (57.5%) vs Dual Adjunct Faculty 1.93 (48.25%)
        - Familiar with Core Objectives (COs):2.3 (57.5%) vs Dual/Adjunct Faculty 1.83 (45.73%)
        - Know if any of your courses are selected for JagPRIDE submission: 2.6 (65%) vs Dual/Adjunct Faculty 1.83 (45.75%).

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

### DR. REBECCA DE LEON - DEAN'S REPORT:

- Dual Credit Programs hosted a Starr County Leadership Meeting at the Starr County Campus with 30 key stakeholders to discuss key topics, Sep 10
- Superintendent Leadership Meeting was held by Dual Credit Programs and attended by 13 partnering school districts, Sep 13
- Dean met with Santa Maria ISD Principal and Counselor regarding the cost of partnering with South Texas College to offer Dual Credit Courses, Sep 17
- Dean attended and presented at the Community Health Care Project Knapp Foundation Kick-Off event with Donna, Weslaco and Mercedes ISD, Sep 18
- Dual Credit Programs held the annual Dual Credit Programs Leadership Meeting which included 173 Administrators and Counselors from our partnering school districts. Dean presented on the Cultivating Partnerships which highlighted Key Updates that our partnering districts needed to be aware of for the 2019-2020 Academic Year, Sep 20
- Dean presented with Interim Vice President of Academic Affairs on Dual Credit Programs Success Metrics during the Academic Council Meeting, Sep 23
- Dean attended conference call with IDEA Public Schools regarding the potential partnership with STC Dual Credit Programs, Sep 23
- **Upcoming Events & Activities for October 2019:**
    - Attend the Bill and Melinda Gates P-16 Initiative in Buffalo, NY on Oct 9-11
    - Attend the NACEP 2019 National Conference, Oct 12-16
    - Plan the Dual Credit Programs CTE Summit, Nov 1

### LEONARDO CASTANEDA – DIRECTOR FOR ACADEMIES AND HIGH SCHOOL PROJECTS:

- Staff hosted the 4th Annual Dual Enrollment Academy Programs' Counselor Update, which provided an overview of the Academy Programs, website overview, new initiatives, the application timelines, requirements, and other processes. Sixty-one (61) school district Counselors and Administrators were in attendance, Sep 20
- Staff distributed and collected Principal Permission Letters to forty participating high schools seeking approval to take Academy students on the Annual Academy Programs' College Tours.

- Director of Academies & High School Projects attended the OpenStax Open Educational Resources meeting held at the Pecan Campus on Sep 5
- Director of Academies & High School Projects attended a meeting with Sharyland ISD Staff to discuss Policy #3232 on Sep 5
- Director of Academies & High School Projects attended, along with Dean for Dual Credit Programs and School District Partnership, a Policy #3232 evening Information Session for students and their parents at Sharyland High School on Sep 10
- Director of Academies & High School Projects finalized the Academy Programs' Online Application, using the Radius by Campus Management System, in preparation for 2019-2020 recruitment that will be taking place across forty-two (42) high school sites. This required setting up the 2019-2020 applications forms, registration forms, applications URLs, iterations, email templates, communication plans, custom views, and developing new method to have students submit their own interest form online using their mobile devices.
- Staff assisted ten (10) Dual Enrollment Teaching Academy Students to coordinate required teaching observation hours that will be completed at their respective high school site.
- Director of Academies & High School Projects attended the Governor Summer Merit Program Grant Application and Planning Meeting on Sep 17
- Staff provided an Academy Programs' presentation the Enrollment Services Department to provide them updated information on available Academy Programs, recruitment timelines, and application processes to assist them in sharing information as the visit high school sites, Sep 18
- Academy staff meet with Assistant Dean of the Business, Public Safety, and Technology Division to coordinate a potential TexPREP event on campus to continue to promote pathways in STEM and to introduce students to other available pathways at South Texas College.
- Director of Academies & High School Projects participated in a conference call with Texas A&M University regarding the TAMU-STC PCOP Agreement on Sep 19
- The Academy Programs held is Friday workshop series throughout the month of September for Dual Enrollment Academy students on Fridays at the Pecan, Starr County, and Mid Valley Campuses.
- Director of Academies & High School Projects completed the 2019 Annual Report for the TexPREP Summer Program held at the Mid Valley, Pecan, and Starr County Campuses in partnership with the University of Texas at San Antonio and with Weslaco, PSJA, Hidalgo, and Roma ISD.
- Staff attended the Gear Up Kickoff College and Career Fair at Weslaco ISDs Mary Hoge Middle School and provided an overview of the dual credit opportunities available at South Texas College with the Dual Enrollment Academy Programs, Sep 19
- Staff has started scheduling recruitment presentations in preparation for the opening of the Dual Enrollment Academy Programs' 2019-2020 Application. The Academy Programs will be coordinating recruitment presentations with forty-two (42) partnering high schools throughout the Hidalgo and Starr County service areas. Academy Programs recruitment/informational presentations were held at the following campuses:

| Date | Location | Students Attended |
|---|---|---|
| **September 24, 2019** | Central Middle School | 50 |
| **September 25, 2019** | McAllen High School | 579 |

- Parent/Student evening information sessions were held at the following campuses:

| Date | Location | Attendance |
|---|---|---|
| **Tuesday, September 24** | South Texas ISD World Scholars | 100 |

## RELATIONS MANAGERS' REPORT: APRIL CASTANEDA

- Relations Manager worked on logistics for events in September 2019:
  - Starr County Leadership Meeting, Sep 10
  - Superintendents Leadership Meeting, Sep 13
  - Dual Credit Leadership Meeting (formerly known as Principals Summit), Sep 20
- Relations Manager assisted Office of Professional Development with the Fall College-Wide Professional Development day, Sep 27
- Relations Manager continues to work on logistics with Career & Employer Services regarding Career Exploration Event to be held on Nov 9
  - Over 700 students from 9 ISD and 16 middle and high schools

## 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 Sep 6
- Below is the breakdown of the number of requests:
  - 367 requests for new sections
  - 468 requests for section updates
  - 153 requests to cancel sections
- Planning and Scheduling Manager met with McAllen ISD Administrators and Counselors in regards to Spring timelines and new scheduling portal, Sep 18
- Planning and Scheduling Manager met with Mercedes HS Administration and new Academic Dean to discuss Spring timelines and access to new scheduling portal, Sep 16
- Dual Credit Program Specialist is updated the DCF overall list that include the following information:
  - New Hires
  - Spring DCF Only
  - Disabled DCF accounts
  - Active DCF
- Planning and Scheduling Manager attended the Fast Track Planning Meeting, Sep 25
- Planning and Scheduling Manager met with McAllen ISD Assistant Superintendent, Sep 26

## ANTONIO DE LA CRUZ – DUAL CREDIT PATHWAYS DIRECTOR:

- The DCP staff has sent the First Time Dual Credit Module to high school partners. Some schools have already begun to schedule students to execute the modules. The team also sent PDF version to administrative staff so they can follow along as they do not have access to Blackboard.
- The DCP staff sent to partnering schools, courses out of degree; list is used to identify students who may be taking classes that do not align with their current degree selection. The staff did receive change requests to correct requirements. The department will run this report once a semester.
- The DCP staff sent to partnering schools, steps for students and faculty on how to setup their respective Starfish profile.
- The DCP staff has begun to update the new DCP tracking system. This system was created to monitor department event count, student count and event type. The team has seen more than 2300 students since August in various settings.
- Instructional Plans are currently being finalized for schools. The staff has been given up to by end of October.
- The DCP Director and Dean attended a presentation hosted by Openstax Open Educational Resources to understand the program and textbook method offerings. More high schools are asking about this as an option as textbooks costs increase and access codes maintain high pricing standards, Sep 5
- The DCP Director attended meetings with Assoc. Dean-Curriculum & Student Learning to discuss and evaluate SB1324 and impact it will have on the required advising requirements, Sep 6
- The DCP Director and Dean along with Enrollment Services Director attended a meeting with McAllen Assistant Superintendent of Advanced Academics to discuss STC offerings, methods and opportunities, Sep 26

- The DCP team attended a meeting with Enrollment services to schedule and discuss Fall Fast-track events. One DCP staff has been assigned to manage the DCP portion of the Fast-Track. The DCP team has re-evaluated presentational material to better suit the students, Sep 25

## JESSICA GALLOSO

## ASSOCIATE DEAN – PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

### MEETINGS:

- Spark Course Updates- HSI Instructional Coach met with Distance Learning Department to assess course updates for Fall 2019 cohort, Sep 4
- OPOD College Wide Meeting- OPOD team met to discuss details on College Wide PD Day, Sep 5
- College Wide Breakout Session Meeting- Instructional Coach met with faculty from Technology Campus and Art Department to discuss possible workshops on sustainability for College Wide PD Day, Sep 6
- Playposit Meeting- HSI Instructional Coach met with Educational Technologies staff to coordinate Playposit training, Sep 9, 11, 12
- College Wide Video Recording Review- Associate Dean met with PR to review videos for College Wide PD Day which included: This I Believe, Core Values and Dr. Reed's introduction - Sep 13
- Planning and Development Council Meeting- Associate Dean attended President's meeting for Planning and Development Council, Sep 14
- HR Meeting- OPOD Assoc. Dean and OPOD Manager met with HR ERO to review HR presentation coming up on Friday, Sept. 20, Sep 16
- Closed Captioning Software Support Meeting- Associate Dean and Manager met with ET Director to discuss and review of purchase of the new ScreensCastomatic software which will support faculty requirement of closed captioning videos and presentations, Sep 16
- Ambassadors Leadership Academy (ALA) - OPOD Assoc. Dean and Instructional Coach met to discuss and plan the upcoming ALA Academy for Spring 2020 - Sep 24
- College Connections Meeting- Assoc. Dean met with College Connections staff members to review details for student entrance during the opening general session for CWPD- Sep 24
- CWPOD Entrance Walk Through, OPOD staff along with College Connections. President's PR staff met at the McAllen Convention Center to go over final details and logistics and do a run through for the Entrance Walk and speeches, Sep 26

### ACADEMIES AND TRAININGS:

- DELTA Session #2–30 participants were asked to examine the role of community colleges, current challenges, and national and state goals in higher education and to determine how South Texas College's philosophy and mission addresses the issues and contributes to higher education, Sep 2
- Power Up: Professional Development System- Professional Development Specialist offered a training for 15 South Texas College faculty/staff to learn how to navigate the Professional Development System, Sep 5
- Teaching and Learning Academy Kickoff- Instructional Coach led the Fall 2019 Teaching and Learning Academy Kickoff with 20 participants in attendance (Session 1). Judicial Affairs presented about available department resources for students and faculty, Sep 6
- Chair Academy- Associate Dean led the Kickoff (Session 1) for Chair Academy with 19 participants in attendance. Interim VP of Academic Affairs presented on the "Important Role of the Chair at the College", and collaborated with Human Resources to cover the hiring process for faculty and staff. A panel discussion was led by BPST Dean, MSB Dean, Childhood Development Chair, World Language Chair and Pharmacy Technology Chair, Sep 6
- DELTA Session #3–30 participants were asked to review documentation that STC faculty are required to submit, including course syllabuses, faculty vitae, Census Day rosters, learning outcomes, and final grades, as well as hot to submit this information, and to provide an overview of the faculty evaluation process, Sep 2
- Interactive Videos with Playposit- Instructional Coach collaborated with Educational Technologies to offer a training, Playposit, for approximately 17 participants. Playposit is an easy to use instructional technology that allows

you to embed questions into video for formative assessment and increased student engagement with content which can be integrated into Blackboard. -Sep 13

- Adjunct and Dual Credit FOCUS Academy Kickoff- Instructional Coach led the Fall 2019 Adjunct and Dual Credit FOCUS Academy with 14 participants in attendance. They covered the overview and expectations of the FOCUS Academy as well as provided instruction on learning styles, student-centered lesson planning, and scaffolding, Sep 14
- DELTA Session #4—"College Knowledge for Faculty" – The purpose of Week 4 is to review policies and procedures regarding academic dishonesty, disclosure of student educational records related to FERPA, the impact of grades on future financial aid for students, degrees and pathways available at STC, and to discuss how these topics help maintain academic rigor and support student success, Sep 16 - 20
- Teaching and Learning Academy Session #2- Instructional Coach led the Fall 2019 TLA participants on a tour and presentations of the CLE, Library and a presentation of *"Maintaining Safety and Security in the Classroom*" by the STC Police Dep, Sep 20
- Chair Academy Session #2 – Several presentations to the new STC chairs were "Resolving Conflict" presented by the Dept. of Student Rights & Responsibilities, topics discussed were *Types of Student Related Conflicts, What is Conflict, Define Conflict, When Working with Others to Resolve Conflict, Speculated Dispute Resolution Skills & Services, Mediation Facilities.* Also presented were the HR Team on "So I'm a Chair…. Expect the Unexpected": topics *were Expectations, Complaints & Investigations, Title IX and Medical Accommodation Issues, Policy 4216 Terms & Analysis, Disciplinary Procedures,* Sep 20
- DELTA Session #5– "College Resources" – participants will become familiar with resources and support services for faculty and students at South Texas College and be able to discuss how these resources can support teaching effectiveness. These resources include library services, the Student Information Center, the Centers for Learning Excellence, Student Rights and Responsibilities, the Office of Disability Support Services, Distance Learning, OPOD, Instructional Technologies, the Faculty Handbook, and Degree Works - Sep 23-27
- College Wide Professional Development Day –approximately 1452 STC faculty and staff attended the annual College Wide Professional Development Day held on Friday, September 27 at the McAllen Convention Center for the morning session. The theme to this this year's CWPD was "*There in no place like South Texas College"*. The morning sessions started with the President presenting on *"There is No place Like South Texas College": State of the Union* followed by *"It Takes Vision: Strategic Planning",* presented by the Executive VP. Several STC Alumni were present to so speak on their *"Journey on the Yellow Brick Road: Stories of Transformation*, and ending the morning session with "*This I Believe"* videos, from the top 3 ACTA participant essays that were submitted during the Spring 2019 ACTA Academy. STC faculty and staff attend the afternoon breakout sessions held at the Pecan Campus. More than 70 breakout session were offered from the different tracks such as Organizational & Leadership Development, Teaching Excellence and Innovative Technology; Digital Communication Tools; and Personal and Professional Growth. Some breakout session topics were: *Refreshing the Definition of "Ensuring Students are Learning", Sustainability: So Much More than You Bargained For; Student Persistence: Marketable Skills, Student Engagement & Innovation-Based Learning, Technology Apps for Academic Success: Microsoft Immersive Reading Tools; Concourse Syllabi is Coming*, Sep 27

## PROGRAMS IN DEVELOPMENT:

- 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
- Preparing for Supervisory Training, October – November 2019
- Preparing for Faculty PD Week, January 2020
- Preparing for Adjunct/Dual Credit PD Day, January 2020
- Ambassadors Leadership Academy curriculum update, January 2020

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

### PROJECTS – BOOKLETS, EVENTS, AND HIGHLIGHTS:

- Continued to assist the Academic Excellence Office with "A Night with the Stars"
- Continued to assist the Division of Math, Science & Bachelor Programs with the STEM Connection Newsletter
- Assisted the Division of Nursing & Allied Health with the RN-to-BSN Prospective Student Guide
- Assisted the Office of Professional and Organizational Development
    - Chair Academy, Session 1
    - College-Wide Professional Development Day
- Assisted with STC & UTRGV Collaborative Initiative
    - List of collaborative events
    - Status reports for Work Groups
- Assisted with Starr County Leadership Meeting Wrap-Up
- Finalized Comprehensive Plan updates and Status Report
- Continued to assist with coordination of Retirement Recognition Events
- Continued review and edits of PLA Guidelines and Procedures Manual
- Continued coordinating Academic Affairs Highlights
- Continued coordinating List of Upcoming Events for Academic Affairs
- Continued 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, and presentations
- Worked with graphic designer regarding in progress and upcoming design projects/booklets/reports/fliers
- Assisted Dual Credit Programs with ISD metrics reports for Superintendent's Leadership Meeting
- Assisted OVPAA with meeting preparation and logistics for STC & UTRGV Work Group Meeting in October
- Assisted Research and Analytical Services with the following activities:
    - Follow-up communication on Baccalaureate Degree Program Report
    - Meeting logistics for Organization for Economic Co-operation and Development (OECD) Study
- Finalized presentation development for the following:
    - Dual Credit Leadership Meeting
    - EWDC RN-to-BSN Degree Program
    - Starr County Leadership Meeting
    - Superintendent's Leadership Meeting
- Assisted with the following report and presentation development:
    - Dual Credit Programs CTE Summit presentation for November 01
    - Dual Credit Programs Student Performance Report Success Metrics
    - Top enrolled Dual Credit Courses for Fall 2018 and Spring 2019 report for OER taskforce
    - Updates to the Enrollment Projects for Dual and Distance Learning report
- Assisted Associate Dean of Curriculum and Student Learning with template for proposed new program development briefs

### DESIGN WORK – CONTENT AND/OR UPDATES:

- Assisted OVPAA with the following academic related design projects and requests:
    - Artwork for Faculty Senate – agenda and faculty certificates
    - Starr County Campus program offerings flier
    - STC 2019-2020 Workforce Programs of Study flier
    - STC/Knapp Kick-Off Event "Save-the-Date"
    - STEM booklet
- Assisted Academic Excellence Office with "A Night with Stars" with the following projects:
    - Event Information booklet
    - Retractable banner

    - Tickets
- Assisted Distance Learning with the following design projects:
    - Blackboard Training Flier for Fall 2019
    - Course Banners
    - Cover designs for training manuals
    - Online Learning Flier
    - Online Teaching Certification Cover
    - Re-Certification Cover
    - Web banner design for new/additional courses in Blackboard portal
- Assisted Dual Credit Programs with updates to program profile infographic
- Assisted OPOD with the following design projects for College-wide Professional Development Day:
    - Artwork for Booklet
    - PowerPoint graphics

## PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working on office space for Pecan Campus, includes existing buildings and portables
    - Working on identifying office space for relocating existing Lecturers and new Lecturers
- Continued working with Maintenance and Facilities on office space/building renovations/moves across all campuses
- Continued working with HR on Faculty Load and Compensation (FLAC) pilot implementation for upcoming trainings
    - Address technical issues regarding the process
    - Process mapping of the project will take place in the upcoming weeks
    - Sponsors and project leaders met to reflect, discuss, and determine how to move forward regarding the project
- Continued working on the Light Board project pertaining to advanced educational technologies for classrooms
- Continued working with the Grant Office and the NAH Division on the following:
    - Knapp Community Care Foundation grant: planning for upcoming Community Healthcare Project Kick-off event scheduled for September 18 and upcoming assessment at Donna, Mercedes, and Weslaco high schools
    - Nursing Shortage Reduction Program (NSRP) Grant: assisting with financial report due on September 17
- Finalized the Starr County Campus Education Program Offerings on campus and online list
- Worked on updating the Workforce Programs (align with industry-based certifications) booklet for FY 2019
- Continued updating the Academic Affairs Committee Membership spreadsheet
- Worked with DL Media Manager on video highlighting first cohort of SEA-PHAGE STC students
- Worked with Administration on creating Memorial Garden guidelines
- Began working with Ballet Folklórico regarding Mission Even Center dance floor

## MSSEETINGS:

- Attend the monthly Coordinated Operations Council meeting, Sep 3
- Attended the monthly Knapp Grant meeting, Sep 4
- Participated in the Zoom Conference call with a potential Light Board Consultant, Sep 5
- Attended workshop regarding office of professional development system, Sep 5
- Met with FPC and Director of Distance Learning to discuss the furniture layout, Sep 6
- Met with the Director of Distance Learning to begin reviewing the upcoming contracts for Pronto, Blackboard, and Ally, Sep 6
- Held FLAC meeting with Sponsors and Project Leads, Sep 9
- Met with the GDMC Office and the BO to discuss and review the NSRP Program Report due for FY 18, Sep 9
- Attended Education & Workforce Development Committee Meeting, Sep 10
- Met with the Kinesiology department to discuss their support on the Knapp Community Care Foundation Grant, Sep 10
- Met with the AMT Chair to discuss and review potential options regarding expansion of the current AMT lab at the Starr County Campus, Sep 10

- Met with Director of Distance Learning and Director of Educational Technologies to discuss and review the Statement of Work provided by STEMbrite Consultants, Sep 10
- Participated in conference call with Director of Distance Learning and Pronto rep to discuss service contract, Sep 10
- Met with Associate Dean of Curriculum & Student Learning, Director of Distance Learning, Director of Academic Assessment, and Biology Chair to discuss potentially using a peer-assessment tool for the Biology department, Sep 12
- Met with Dean for NAH and NAH Project M to finalize the agenda for the Community Health Project Kick-Off Event, Sep 12
- Attended Dual Credit Programs Superintendent's Leadership Meeting, Sep 13
- Attended Dual Credit Leadership Meeting, Sep 20
- Attended Academic Council monthly meeting, Sep 23
- Attended the Pre-Proposal Conference regarding the Building H Culinary Arts renovation, Sep 26

SOUTH TEXAS COLLEGE

# INFORMATION SERVICES, PLANNING, PERFORMNCE & STRATEGIC INITIATIVES

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

| | |
|---|---|
| TO: | DR. SHIRLEY REED, PRESIDENT |
| FROM: | DR. PLUMMER, VP-ISPP&SI |
| DATE: | SEPTEMBER 30, 2019 |
| SUBJECT: | ACTIVITY REPORT FOR SEPTEMBER 1, 2019 THROUGH SEPTEMBER 30, 2019 |

## ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
## INFORMATION TECHNOLOGY

### APPLICATIONS DEVELOPMENT

#### BANNER SELF-SERVICE 9 MIGRATION

The Oracle database upgrade was complete the weekend of September14; this upgrade has a second phase that will be performed in early October. The SSB 9 project is well underway; the 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 and will go live in January 2020

#### CONCOURSE (SYLLABUS)

The Concourse solution continues to be a fall pilot that is running with selected academic programs. The Academic Affairs Department conducted a demo/training session for faculty during College-Wide Professional Development Day. The implementation will be complete spring of 2020 when all academic departments are using Concourse. 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 information as students register for classes.

#### JAGMOBILE

No update due to other priorities. 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 the fall but did not pay and had already downloaded the mobile app to their phones received a message before getting dropped. The IT Team will resume conversations on the second phase of the JagMobile project. Before adding any additional modules or services to the mobile app, the IT Team plans to create student focus groups to learn from 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. After completing the EIS upgrade, the IT Team completed the single sign-on configurations to allow faculty and staff to use the same username and password to log into Chrome River. 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 launch using the Business Office staff as a pilot group. The IT Team will go over the Power Apps governance and storage for the electronic adjustment forms.

## INFRASTRUCTURE

### DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT Team visited the Tyler Junior College campus and began conversations with their technology team regarding the possibility of collaborating in a long-term plan for storing and recovering data in the event of disaster. The vision is to install equipment at the TJC data center to backup STC Banner data and vice-versa.

A new date is yet to be decide for testing the Banner and equipment functionality at STARR County. After the failed early summer attempt to test the new gas generator that powers the Data Center at STARR County, the Facilities team confirmed the generator is now functional.

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

After completing the SharePoint implementation, training, and migration of active SharePoint sites to the new cloud environment, the IT Team will begin to plan the local SharePoint server decommission. The old server, which is at the end-of-life cycle, will be disconnected by January 2020. 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 IT Department followed up with the vendor on the additional VDI assessment request to monitor virtual machine usage and performance during peak times. The Department will also provide the necessary data to scale up the VDI infrastructure in the future; the vendor is working on some licensing issues and as soon as that is done the Team will draft a plan to scale up the virtual infrastructure.

### 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 7,215. 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 the 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.

## DR. MARIE EVANS, DIRECTOR
## EDUCATIONAL TECHNOLOGIES DEPARTMENT

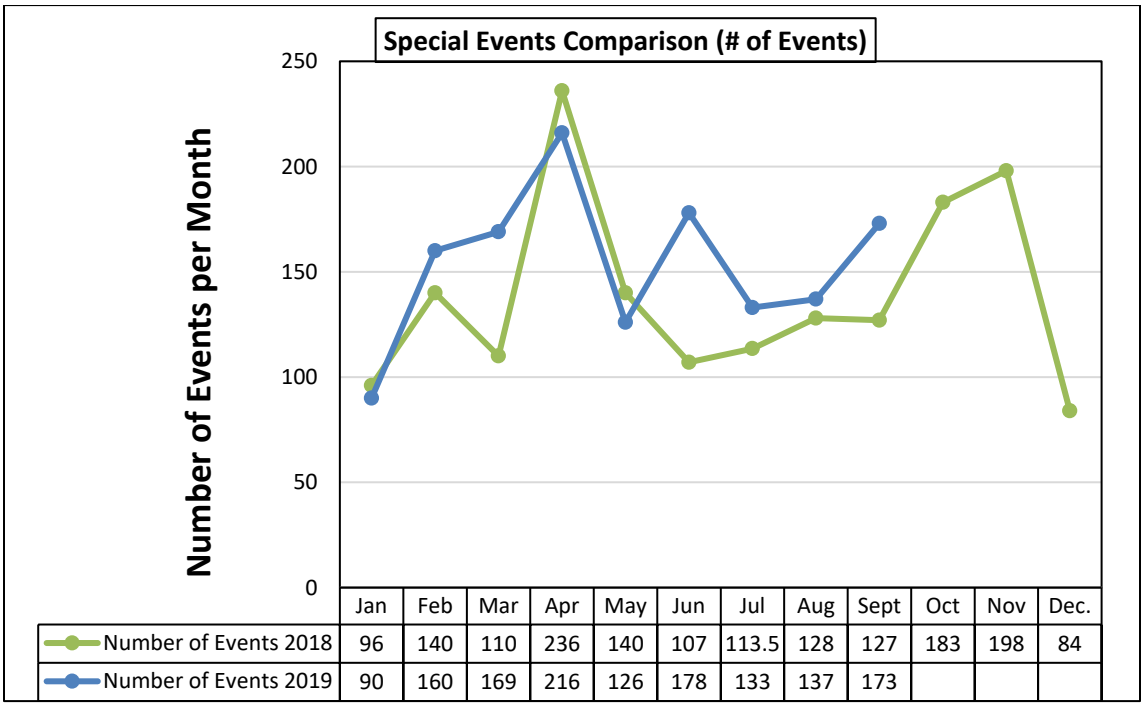
**Meetings:**

- 9/3/2019: Coordinated Operations Council Meeting, Play Posit Virtual Kickoff Meeting, Council of Chairs
- 9/5/2019: PD System, Light Board Consultation Meeting, Closed Captioning Meeting
- 9/6/2019: President's Administrative Staff Meeting
- 9/9/2019: ET Update Conference Call, Walkthrough Meeting of Portables at RCPSE
- 9/10/2019: ET Leadership Meeting, Light Board SOW
- 9/12/2019: ET Director One-on-One Meeting w/ Dr. Campos, ADA Accessibility Meeting, Presentation Preparation
- 9/13/2019: Discuss Updates of Pecan Campus Library Renovation
- 9/13/2019: Storage/Repository Discussion
- 9/16/2019: ET Update Conference Call, Closed Captioning Software Support
- 9/17/2019: Meeting with CCS Presentation Systems, CCUMC Presentation
- 9/19/2019: ET Team Meeting
- 9/20/2019: IT and Library & Learning Support Services Meeting, Fall 2019 Commencement Meeting, LLSS Administrator Meeting
- 9/23/2019: ET Update Conference Call, Academic Council
- 9/24/2019: CCUMC Presentation Preparation
- 9/26/2019: ET Director One-on-One Meeting w/ Dr. Campos
- 9/30/2019: ET Update Conference Call, Job Descriptions Meeting

## Monthly Special Events Comparison

| 2018 | |
|---|---|
| Jan | 96 |
| Feb | 140 |
| Mar | 110 |
| Apr | 236 |
| May | 140 |
| Jun | 107 |
| Jul | 113.5 |
| Aug | 128 |
| Sept | 127 |
| Oct | 183 |
| Nov | 198 |
| Dec. | 84 |

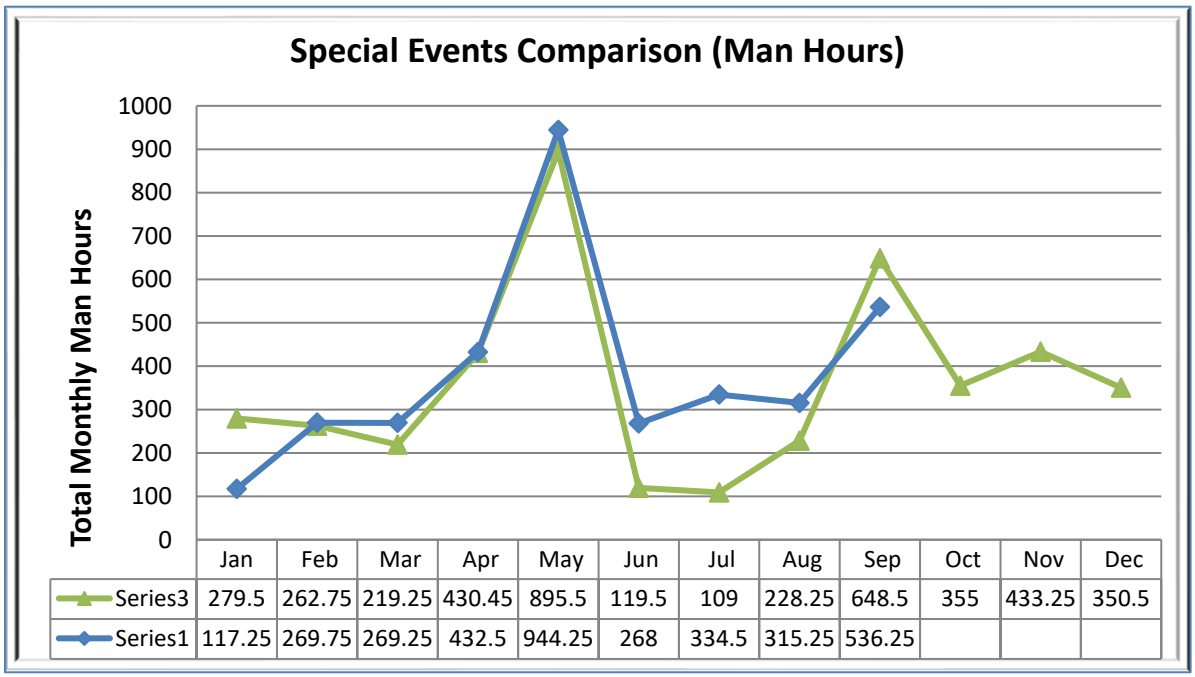
| 2019 | |
|---|---|
| Jan | 90 |
| Feb | 160 |
| Mar | 169 |
| Apr | 216 |
| May | 126 |
| Jun | 178 |
| Jul | 133 |
| Aug | 137 |
| Sept | 173 |
| Oct | |
| Nov | |
| Dec. | |



## Total Man Hours

| 2018 | |
|---|---|
| Jan | 279.5 |
| Feb | 262.75 |
| Mar | 219.25 |
| Apr | 430.45 |
| May | 895.5 |
| Jun | 119.5 |
| Jul | 109 |
| Aug | 228.25 |
| Sept | 648.5 |
| Oct | 355 |
| Nov | 433.25 |
| Dec | 350.5 |

| 2019 | |
|---|---|
| Jan | 117.25 |
| Feb | 269.75 |
| Mar | 269.25 |
| Apr | 432.50 |
| May | 944.25 |
| Jun | 268.00 |
| Jul | 334.50 |
| Aug | 315.25 |
| Sept | 536.25 |
| Oct | |
| Nov | |
| Dec | |



| | Pecan | Starr | Mid-Valley | Tech | NAH |
|---|---|---|---|---|---|
| Projector/Laptop | 0 | 0 | 20 | 2 | 0 |
| Data Projector | 50 | 8 | 1 | 7 | 3 |
| Laptop | 9 | 14 | 1 | 2 | 10 |
| PA System | 5 | 4 | 0 | 5 | 8 |
| CD Player | 0 | 0 | 0 | 0 | 0 |
| VCR's Only | 0 | 0 | 0 | 0 | 0 |
| Smart Board | 0 | 0 | 0 | 0 | 0 |
| Video Camera | 2 | 0 | 0 | 0 | 0 |
| TV | 5 | 0 | 12 | 0 | 13 |
| Microphone | 118 | 6 | 0 | 5 | 17 |
| Direct Box | 3 | 0 | 0 | 0 | 8 |
| Digital Camera | 0 | 0 | 2 | 0 | 0 |
| Speakers | 12 | 0 | 0 | 7 | 0 |
| Overhead Projector | 0 | 0 | 0 | 4 | 0 |
| Remote | 0 | 0 | 0 | 1 | 0 |
| Headphones | 0 | 0 | 0 | 0 | 0 |
| HH Voice Recorder | 0 | 0 | 0 | 0 | 0 |
| Screen | 0 | 0 | 0 | 5 | 0 |
| Document Camera | 1 | 0 | 0 | 0 | 4 |
| DVD/VCR Player | 2 | 0 | 0 | 0 | 0 |
| Wireless Lab | 0 | 1 | 15 | 0 | 0 |
| Keyboard/Mouse | 14 | 4 | 0 | 0 | 0 |
| Sympodium | 1 | 0 | 0 | 0 | 0 |
| Hard Drive | 0 | 0 | 0 | 0 | 0 |
| USB Hub | 0 | 0 | 0 | 0 | 0 |
| CPS | 0 | 0 | 0 | 0 | 0 |
| Mixer | 5 | 0 | 0 | 2 | 8 |
| Tripod | 6 | 0 | 0 | 4 | 8 |
| WebCam | 6 | 0 | 20 | 1 | 1 |
| Computer | 54 | 5 | 1 | 0 | 4 |
| Portable Table | 1 | 1 | 0 | 6 | 6 |
| Microphone Stand | 11 | 0 | 0 | 0 | 7 |
| HD Video Streamer | 2 | 0 | 0 | 0 | 0 |
| Polycom Phone | 0 | 0 | 0 | 0 | 0 |
| Stooges (switcher) | 2 | 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 | 15 | 0 | 0 | 0 | 0 |
| PTZ Camera | 3 | 1 | 0 | 0 | 0 |
| Mac Adaptor | 0 | 0 | 0 | 0 | 0 |
| Tabletop Mic Stands | 9 | 0 | 0 | 0 | 0 |
| iPad | 2 | 0 | 7 | 1 | 0 |
| Interactive Display | 13 | 0 | 0 | 0 | 0 |
| PTZ Joystick | 3 | 0 | 0 | 0 | 0 |
| Gooseneck Mic | 3 | 0 | 0 | 2 | 0 |
| Blue-Ray Player | 0 | 0 | 0 | 0 | 0 |
| Remote Clickers | 44 | 0 | 0 | 2 | 3 |
| ***TOTAL*** | ***401*** | ***44*** | ***79*** | ***56*** | ***100*** |

# DR. FERNANDO CHAPA, DIRECTOR
# INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

## INSTITUTIONAL 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) – IE Plan Writer's Names, and Notes Have Been Recorded. Pending 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 - 100% of All IE Reports Have Been Completed
  - Plan Writer's Assistance (AA) – Physical Therapist Assistant Complete
  - Rubrics – Creating Documentation for IE Reports Grade Level
  - Workshops – PPT Presentation Regarding Strategic Goals, Mission, Vision, and Core Values for the Resource Development, Management and Compliance Departments
- ✓ 2017-2019 IE Report Audit
  - Administrative Units under the Office of the President
  - Auditing Cycle and Getting Updates from Plan Writers. Conducting Audit of Administrative Units Under the Office of the President
- ✓ 2017-2019 CQI Report – New Template
- ✓ IE Report Documentation for SACSCOC – 7.1 – Compiling Supporting Evidence Completed
- ✓ IE Report Documentation for SACSCOC – 7.3 – 2017-2019 IE Reports Uploaded to Xitracs. Compiling Supporting Evidence and Linking to Narrative
- ✓ IE Report Documentation for SACSCOC – 8.2.c – Reviewing CQI Reports to Obtain Evidence of Seeking Improvement
- ✓ Strategic Plan – Creating Field Sets on Xitracs
- ✓ 2015-2017 to 2017-2019 Draft CQI Reports
- ✓ Review of 2009-2011 and 2011-2013 IE Plans and/or Reports to Upload in Share Folder

## ACCREDITATION

- ✓ Advisory Visit – Completed Memo for Dr. Young's Visit
- ✓ SAEM Standard Review – Met with SAEM VP and Key Personnel for an Overview of SACS Standards and Xitracs
- ✓ SACSCOC Standard Board Policy Audits/Development – Policy Sent to Owners for Review
- ✓ Inventorying and Updating all Policies Audit
- ✓ Reaffirmation Update to PAS
- ✓ SACSCOC Standard 8.1
- ✓ SACSCOC Standard Updates - Compliance Certification –Provided the Reaffirmation Leadership Team with an Update on the Compliance Certification and QEP
- ✓ Advisory Visit – Memo for Advisory Visit, Dr. D. Young
- ✓ Consultant Review – Prepared Standards for External Review
- ✓ Consultant Contract – Skyline Horizon Contract Finalized and Signed
- ✓ Core Writing Team – Met with Reaffirmation Team to Discuss Formatting Guide and Welcome Internal Editor. Review of Standards 7.1, 11.1, 11.2, 11.3
- ✓ SACSCOC – Review of Material to Serve as Observer for On-site Visit (F Chapa)

## ASSESSMENT/EVALUATION

- ✓ CLE - Assessment Brief – Obtained Course Pass Rates Data
- ✓ Micro Grant (MG) Initiatives – Need to Revise/Update the Evaluation Plan

## PROJECTS

- ✓ Strategic Planning Directions – Schedule Meeting with VP and Dean to Follow-Up
- ✓ Vision, Mission, and Core Values Document – Coordinate with PR, Maintenance, and Facilities to Create, Print and Replace the College's Comprehensive Mission Throughout the Campuses; Collected Feedback form VP and Dean and Forwarded Edits to PR for Revisions.
- ✓ CWPD Strategic Planning Activity
- ✓ NAH Matrix of Accreditation – Pending to Receive Dr. Garza's Update
- ✓ QEP Website Feedback
- ✓ IEA and IE Plans and Reports SharePoint Online Sites
- ✓ IRE&SP Website – Final Touches to Mock-Up Site are Being Done
- ✓ BSN – Material Provided for EWDC Meeting

## DATA REQUESTS

- ✓ STC KPIs Update
- ✓ STC-2603 Fall 2018 Ascender Cohort Persistence Report
- ✓ 2017-2019 IE Report – Office of the President
- ✓ ST-2704 Micro Grant Data – FY 2017-2018 / 2018-2019
- ✓ 2017-2019 IE Report – Office of the President

## FACTBOOKS

- ✓ STC FactBook Sites for SharePoint Upgrading and Migrating
- ✓ Data Portal SharePoint Online Site Develop
- ✓ STC KPIs Update – Traditional Enrollment, Dual Matriculation, and Fall to Fall Persistence Rates
- ✓ Fall Enrollment by Major and by Enrollment Type
- ✓ Fall Enrollment by Declared Major at Census
- ✓ Fall Enrollment by Campus/Location
- ✓ Fall to Fall Retention by Major
- ✓ STC External Factbook Site
- ✓ Fall Enrollment Composition
- ✓ Fall to Fall FTIC 1 Year Persistence Rates

## MEETINGS / TRAININGS

- ✓ Planning and Development Council Meeting Updates
- ✓ SharePoint Governance Committee – Working with IRE&SP to Migrate
- ✓ IRE, RAS and IEA Weekly Meeting w/ Dean of IRE & SP on Project Updates
- ✓ Education and Workforce Development Committee – Attended and Presented 2019-2025 Strategic Plan and Requested Approval of Strategic Goals and Directions
- ✓ QEP Logic Models – Met with QEP Leadership Team to Review Logic Models, Website Feedback, and Survey Results for Top Topics: First-Year Experience and Comprehensive Advising. Final Topic Recommendation at PDC Meeting will be Presented
- ✓ ECHS Taskforce – Met with Director of Dual2Degree to Provide Updates on Dual Credit Student Metrics
- ✓ Board Manual – Submitted to Dean for Review
- ✓ Strategic Planning - Mapping
- ✓ Strategic Planning Mapping
- ✓ Standard 7.1, 7.3, and 8.2.c – Gathering Supporting Evidence
- ✓ Academic Council – QEP Update
- ✓ College Wide Development Day – Planning for CWPD Activity
- ✓ College Wide Presentation Meeting
- ✓ ISPPSI Standards - Xitracs Overview – Met with Project Managers to Discuss Standards and Xitracs Capabilities for Review Process
- ✓ Board of Trustees – Strategic Plan 2019-2025 Approved
- ✓ Reaffirmation Preparation – Public Relations – Standard 10.2 and our Process for Recruitment
- ✓ 2019-2021 IE Plan Workshop – Resource Development, Management, and Compliance Departments
- ✓ President's Administrative Staff

## MISCELLANEOUS

- ✓ Review of NSF Grant
- ✓ Director IEA&A Interviews

## DR. JESUS CAMPOS, DEAN

## 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. Discussed space requirements for continuing operations during renovation with Coordinated Operations Council and submitted details of requirements to Facilities Dept. Continued space planning with staff. College agreement with selected architect is pending Board approval. | | |
| **Library Interior Directional Signage – MV, NAH, & Starr Campuses** | **Progress:** 74% | **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 by Purchasing Office and FPC. A recommendation is pending processing by Business Office and Facilities Office. | | |

**Activity Highlights**

- Introduced presenters from OpenStax and participated in training session on open education resources available to colleges through OpenStax organization.
- Participated in Texas Council of Academic Libraries meetings in Lakeway, Texas. Elected to serve as Vice Chair/Chair Elect for the group.
- Provided research support on permissibility of preferential admission point system for BSN.
- Participated in overview webinar with Top Hat representative and Distance Education staff to discuss course engagement software that provides access to some OER material.
- Visited Starr Campus and La Joya Center for Higher Education to meet with Library and Learning Support Services staff on various pending maters.
- Presented OER Overview as a break-out session at College-Wide Professional and Organizational development Day.

**Meeting Highlights**

- Met with CLE supervisors to assess TSIA One-Stop Shop activity.
- Met with the Associate Professor of Education and the Director of Educational Technologies to discuss licensing and workflow for closed captioning of instructional videos for Education Department and workflow for comparable future projects.
- Participated in SACSCOC reaffirmation leadership meeting.
- Met with Academic Affairs staff to discuss learning support storage needs for possible oral history project.
- Met with History Department faculty to discuss collaboration proposal involving CLE, Library, and History faculty to support student passing rates for HIST 1301.
- Met with IT staff to review current Library and Learning Support Services projects requiring IT support.
- Consulted with History Department chair on collaboration proposal involving CLE, Library, and History faculty to support student passing rates for HIST 1301.

## ASSOCIATE DEAN OF LIBRARY SERVICES

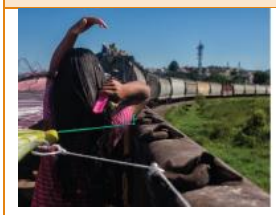
**Monthly Statistics**

- Visitors # ___90,693____
- Reference Questions # __37____
- Art Gallery Events # __1_____
  - Attendance # __30_____
- Programming Events # ____8___
  - Attendance # __384_____
- Active Community Users # ___155____

**Events and Library Art Gallery Highlights**

***VIACRUCIS***

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



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.

***FACETS: A GROUP JEWELRY SHOW***

| **Metalworking Artist** | **Technology Library** | **Exhibition:** September 3–December 6, 2019 |
|---|---|---|

"Facets" is an exhibit featuring a group of artists who work in wearable art and petite sculpture. The artwork in this show is made from diverse materials and moves away from the idea of commercial jewelry and pushes towards an investigation of contemporary art.

***FRAGMENTOS Y SUTURAS***

| **José Villalobos** | **Mid Valley Library Art Gallery** | **Exhibition:** September 5-October 21, 2019 |
|---|---|---|

José Villalobos grew up in El Paso, Texas. In his artwork, Villalobos transforms seemingly everyday objects into artwork that traverses gender and orientation as it exists living between two cultures.

***STC Alumni***

| José Suarez | Starr Art Gallery | **Exhibition:** September 10-December 6, 2019 |
|---|---|---|

José attended South Texas College after graduation from Abraham Lincoln High School in La Joya and is currently pursuing a Bachelor of Fine Arts degree. In a baroque style that is rich in realism and dramatic lighting, Suarez paints theatrical scenes inspired by his life in the Rio Grande Valley.

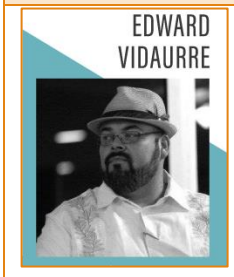
***Latinx Comic Book Poster Exhibit***

| José Alaniz | Pecan Campus Rainbow Room | **Exhibition:** September 15-December 6, 2019 |
|---|---|---|

As part of South Texas College's Hispanic Heritage Month celebration, STC's Center for Mexican American Studies, along with the college's History Department and Library Art Gallery present a Latinx Comic Book Poster Exhibit featuring the work of five artists. Art talk and reception held at Rainbow Room exhibit.

***McAllen Poet Laureate***

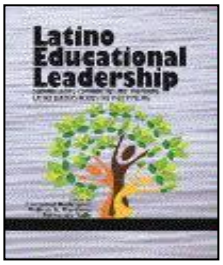
| Edward Vidaurre | Pecan Rainbow Room and La Joya Teaching Center | **Exhibition:** September 17-19, 2019 |
|---|---|---|




JazzHouse ~ compelling love songs to the intensity of everyday life; from the magic in the routine to the marvels and miraculousness of living. Edward Vidaurre takes us with him on his life trip, from East LA to the Rio Grande Valley and the all the far-reaching roots that accompany him in the form of ancestors, spirits, family, and other familiars. JAZzHOUSE is a base camp, and a life. We are invited in to share some food, some cafecito, or a glass of wine – to sit awhile and be grateful for every minute we are alive. Hosted lectures of the year – total attendance for all three events is 200+.

***Latino Educational Leadership***

| Panel of five authors | Pecan Rainbow Room and Mid Valley Campus | **Exhibition:** September 25-26, 2019 |
|---|---|---|




Hispanic Heritage Month Panel Discuss. A five-member panel discussed their research based on the findings of their book, "Latino Educational Leadership". They presented at the Pecan Campus Library Rainbow Room on September 25, and continued on September 26, at the Mid Valley Campus Auditorium G 191.

**Project Highlights**

| Serials Framework & Implementation | Progress: | End Date: October 2019 |
|---|---|---|
| Phase I - Analyze usage and format options<br>Phase II - Research and select titles and formats | Phase I – 100%<br>Phase II – 100% | |

| | | |
|---|---|---|
| Phase III - Develop journal management system<br>Phase IV - Improve access | Phase III – 100%<br>Phase IV – 95% | |
| 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 savings of over $50,000. Currently, all online journals have been set up, but the team is identifying and removing several records from our systems for titles that we no longer own. | | |
| **BLUEcloud Circ** | **Progress**: 97% | **End Date:** October 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 team is in the final stages of testing and preparing to train CLE and Open Labs staff. | | |
| **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 |
| Continuous planning of square footage for Library, CLE and Open Labs. | | |
| **Pecan Campus Library Renovation Planning** | **Progress:** 30% | **End Date:** February 2020 |
| Continue planning of essential services provided, equipment, furniture, square footage for CLE, Educational Technologies, Learning Commons & Open Labs, and Library Services. | | |

**Activity Highlights**

- Trained librarians to use Ingram and Ebscohost Collection Manager.
- Met with Public Administration Department Chair to discuss OER.
- Participated in interviews for NAH Advisor.
- Participated in Club Recruitment Fair.
- Installation in progress for the Latinx Comic Exhibit in the Pecan Campus Rainbow Room.
- Participated with for the hiring committee for NAH Advisor.
- Participated with for the hiring committee for Student Success Specialist.
- Technology Campus Library Remembrance Ceremony 9/11 had popcorn after ceremony.
- Reported damaged book drop to security at Nursing & Allied Health Campus.
- Nursing and Allied Health Library staff met with Open Labs & CLE.
- Library staff at Starr County Campus presented library services for Faculty Staff meeting.
- Library staff at Starr County Campus attended History Department Faculty meeting as Liaison training.
- Started and finalized vendor contracts.
- Placed purchase order requests.
- Trained new work study employee.
- Library staff assisted the Office of Professional Development with Professional Development Day at the McAllen Convention Center.

**Meetings Highlights**

- Staff member attended meeting with Automation Team and PR & Marketing.
- Staff member met with Art Department faculty for planning.
- Staff member met with History Department for planning.
- Attended via Blackboard American Association for Women in Community Colleges.
- Met with Art Department Faculty as library liaison.
- Met with the Director of Learning Commons and Open Labs regarding promotion of library liaisons at faculty department meetings.
- Library staff met with search committee meeting.
- Participated in the Mid Valley Campus Operations Coordination meeting.
- Met with Dean and colleague to prepare for upcoming OER presentation for College-Wide Professional Development Day.
- Starr library staff attended Faculty Meeting with Campus Administrator.

**Trainings Highlights**

- Staff member is taking a course on Adobe After Effects on LinkedIn Learning.
- Library staff attended the Workshop 126867: OpenStax Open Educational Resources (OER) presentation.
- Staff member attended Webinar Series for Playposit.
- Staff member attended Liaison Training.
- Staff member attended STC Art Faculty exhibit reception.
- Staff members attended the LIRT Summit Conference in Huntsville, TX.
- Library staff attending the FOCUS Academy workshop.
- The Team was trained on how to catalog equipment on Workflows.
- Received training from Rittenhouse.
- Attended vendor Top Hat presentation.
- Library staff attended workshop #130856: After Teen Services: Library Programming and Outreach for the New Adult.
- Presented session on OER with Dean and colleague for College-Wide Professional Development Day.
- Pecan library staff attended the TLA – LAUNCH Leadership Conference.
- Starr library staff attended the last Playposit Webinar Series.

## DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

**Meetings Highlights**

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

- 9/05/2019 – The Director attended bi-weekly meeting with the Dean of Library & Learning Support Services.
- 9/05/2019 – The Director attended IT Asset Management discussion.
- 9/06/2019 – The Director attended Presidents Administration Staff meeting.
- 9/09/2019 – The Director attended a meeting to do a walkthrough of portables.
- 9/10/2019 – The Director attended a Facilities Committee meeting.
- 9/13/2019 – The Director met with the Dean of Library & Learning Support Services to discuss updates of pecan campus. library renovation.
- 9/16/2019 – The Director met with the Educational Technologies Director regarding closed captioning software support.
- 9/18/2019 – The Director met with the Open Labs Logistics Managers.
- 9/18/2019 – The Director had an Open Labs Analyst meeting.
- 9/18/2019 – Hiring committee met to discuss Open Lab Technician applicants.
- 9/19/2019 – The Director met with the Dean of Library & Learning Support Services for their bi-weekly meeting.
- 9/19/2019 - The Director met with the Learning Commons & Open Labs Leadership Team.
- 9/23/2019 – The Director held interviews for Open Lab Technician position.
- 9/23/2019 – The Director held interviews for Customer Service Clerk position.
- 9/24/2019 – The Director held Administrative Assistant Position Search Committee.
- 9/25/2019 – The Director held Management Meeting.
- 9/26/2019 – The Director held interviews for Administrator Assistant Position.

***District Total of Unduplicated Students Served:*** **12,486**

***September 2019 Attendance Statistics:***

***District Grand Totals***

| | Number of Students | Number of Logins | Gate Counts (Where Available) |
|---|---|---|---|
| **District Totals:** | **21,907** | **65,948** | **51,317** |

***Open Labs***

| Campus | Number of Students | Number of Logins | Gate Counts |
|---|---|---|---|
| Pecan F-130 Open Lab | 1,753 | 5,252 | 12,319 |
| Pecan F-134 Internet Café | 723 | 2,011 | 10,888 |
| Pecan P 3.102 Open Lab | 517 | 1,234 | 2,269 |
| Mid-Valley E 1.316 Open Lab | 1,642 | 6,368 | |
| Mid-Valley E 1.304 Vestibule | 345 | 779 | |
| Mid-Valley E 1.102 Ext. Hours | 188 | 516 | |
| Mid-Valley G-144 Lab | 897 | 2,276 | |
| Mid-Valley G-270 Open Lab | 741 | 2,383 | |
| Mid-Valley K 2.801 Open Lab | 368 | 993 | 1,907 |
| Technology B-141 Open Lab | 445 | 1,892 | |
| Technology B-160 Internet Café | 443 | 1,827 | |
| **District Total:** | **8,062** | **25,531** | **27,383** |

***Libraries***

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan F-122 Learning Commons | 3,181 | 8,980 |
| Pecan F-117 Community User Corner | 53 | 158 |
| Pecan F-222 | 255 | 519 |
| NAH B Library Open Lab | 797 | 2,995 |
| NAH B Library Cyber Café | 438 | 997 |
| Mid-Valley Quiet Study E 1.200 | 459 | 1,384 |
| Starr K 1.300 Library | 798 | 3,701 |
| Starr Library Extended Hours K 1.102 | 448 | 1,079 |
| Technology A-136 Library | 194 | 593 |
| **District Total:** | **6,623** | **20,406** |

***CLE Open Labs***

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan C-129 CLE Open Labs | 1,804 | 6,193 |
| Mid-Valley A101A Open Labs | 325 | 931 |
| NAH CLE Open Lab | 873 | 2,793 |
| NAH CLE Lab Lobby | 714 | 1,881 |
| Starr CLE Open Labs B 201 | 68 | 191 |
| Starr CLE Open Labs B 208 | 188 | 622 |
| Tech CLE Open Labs | 237 | 681 |
| **District Total:** | **4,209** | **13,292** |

***Group Stations***

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| Pecan Library Group Stations | 101 | 138 |
| Pecan F-130 Group Stations | 7 | 21 |
| NAH CLE Lab Group Stations | 320 | 803 |
| **District Total:** | **428** | **962** |

***Study Rooms***

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| NAH B-Library Study Rooms | 98 | 187 |
| Mid-Valley E-Library Study Rooms | 208 | 548 |
| Starr K-Library Study Rooms | 65 | 101 |
| **District Total:** | **371** | **836** |

***Veteran's Rooms***

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| Pecan C-123 Veteran's Room | 28 | 101 |
| Mid-Valley E 1.222 Veteran's Room | 15 | 63 |
| Starr K 1.322 Veteran's Room | 2 | 6 |
| **District Total:** | **45** | **170** |

***Information Commons***

| Campus | Number of Students | Number of Logins | Gate Counts |
|---|---|---|---|
| Pecan T1.706 Info. Commons | 546 | 1,158 | 3,547 |
| Pecan P2.102 Info. Commons | 220 | 441 | 2,788 |
| Pecan V1.111 Info. Commons | 396 | 811 | 6,088 |
| Pecan Y1.107 Info. Commons | 382 | 773 | 3,962 |
| Mid-Valley K1.801 Info. Commons | 71 | 134 | 1,647 |
| Starr L2.102 Info. Commons. | 124 | 436 | 1,184 |
| Technology E 1.503 Info. Commons | 144 | 404 | 2,530 |
| La Joya Teaching Center | 71 | 170 | |
| **District Total:** | **1,954** | **4,327** | **21,746** |

## DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

| Monthly Statistics | September 2019 |
|---|---|

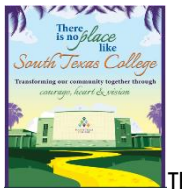
- Visitors: 39,654
- Tutoring Sessions: 5,139
- Workshops: 58
- Workshops Attendance: 950
- JagTrax Totals: 9,534

**Events Highlights**

| Perkins V | Event Dates: September 26, 2019 |
|---|---|

The Centers for Learning Excellence sent a representative to the Perkins V regional meeting that was held at the Del Mar College in Corpus Christi on Thursday, September 26. The meeting concentrated on what areas to focus on for the development of the local comprehensive needs assessment.

| College-Wide PD | Event Dates: September 27, 2019 |
|---|---|




There is no place like South Texas College when it comes to providing professional development for their employees. The CLE staff attended the general session held at the McAllen Convention Center and then headed to Pecan for the afternoon sessions.

| OTA Gallery Walk | Event Dates: September 20, 2019 |
|---|---|

Second year OTA students in the OTHA 1253 Occupational Performance of Elders courses displayed and presented their posters on the Effects of the Agining Process on the Various Biological Systems on the Body. The event was hosted by the NAH Centers for Learning Excellence.

| CLE Starr Welcome Event | Event Dates: September 10, 2019 |
|---|---|

The Centers for Learning Excellence at the Starr Campus held a welcome event where academic games and snacks were provided for the students. Each student that attended had an opportunity to tour the center and find out about our free services.

**Project Highlights**

| One Stop Shop | Progress: 100% | 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. | | |
| **Academic Resource Handouts** | **Progress: 16%** | **End Date: January 2020** |
| The Academic Coaches have begun to create academic resource handouts that outline a variety of study skills and strategies. A meeting took place on September 23 to revise the current handouts. The coaches will edit the current handouts and concentrate on creating Test Strategy resource handouts. | | |
| **TSI Workshop Videos** | **Progress: 88%** | **End Date: December 2020** |
| Currently the CLE staff is working on the highest requested workshop, "Probability" "Measurements" "Exponents". Two videos were added to the workshop list. | | |
| **CLE Tutor Training Day** | **Progress: 7%** | **End Date: January 2020** |
| The Centers for Learning Excellence will be working on district wide Tutor Training Day for all part-time and full-time staff. The theme and date (Jan. 16th) for tutor training day has been chosen. The next meeting to develop the agenda is scheduled for October 8th. | | |
| **Floor Plan Redesign: Mid Valley Campus** | **Progress: 60%** | **End Date: December 2019** |
| Capital Improvement Proposal form submitted to redesign the MVC room. Facilities planning and construction is creating a plan for Mid Valley SI Plan. The CIP will go before the board on September 24. The architects will begin to design the space at Mid-Valley. | | |
| **Virtual tutoring** | **Progress: 76%** | **End Date: May 2020** |
| The CLE is currently piloting a two-semester Virtual Tutoring program for four Math 1414 courses. Virtual Tutoring will has already begun. A scheduled was determined from the survey and has already been implemented. | | |
| **Marketing and Promotions Taskforce** | **Progress: 78%** | **End Date: December 2019** |
| The CLE will create a strategic marketing and promotions team and plan to promote CLE services district wide. The Starr CLE did a campus wide marketing event and the SI team is planning to run tabling events. The CLE will be planning activities and give-a-ways for midterms. | | |
| **Floor Plan Redesign: Pecan Campus** | **Progress: 99%** | **End Date: September 2019** |
| Transition into the new office space has commenced. The telephone for the SI room C-110 has been connected and room C-124 is waiting for data drops to installed. | | |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**Meeting Highlights**

- Met with Student Activities at Starr to discuss promotional event.
- Perkins Final Report meeting took place.
- Met with ADN and UT Academic Health Science Academic Coaches.
- Met to discuss Learning Excellence Mentor position.
- After action review of One Stop Shop meeting occurred.
- Attended Board Meeting for MVC Learning Center Renovation for Supplemental Instruction project.
- Met with Academic Coach for EMT.
- Meeting with BAT Programs Staff and Faculty took place.

- Attended Pecan Library Renovation meeting.
- Participated in the QEP meeting.
- Architectural Engineering and Design Meeting was held.
- NAH Learning Support Services met to discuss department updates.
- Coordinator at NAH met with ADN Academic Coach to discuss partnership.
- Attended History Department meeting.
- Attended Starr faculty meeting.
- ADA Awareness Planning meeting took place.
- Operation Coordinating meeting occurred at MVC.
- Met with Educational Technologies to assess virtual tutoring equipment.
- Met with Academic coaches to discuss the resource handouts and student caseloads.
- Met with Pharmacy Tech chair to discuss writing assignments.
- Met with College Success for Healthcare to coordinate in class presentations.
- Met with OTA chair to discuss poster revisions for the students.
- Staff meeting for Starr campus.
- Met with Biology instructors to discuss volunteering at the CLE in Starr.
- Met with Math instructor to discuss embedded tutoring for a statistic course.
- Mid-valley met with the Library team to collaborate with their Reading Night.
- Mid-Valley full time staff meeting took place.
- Perkins meeting took place to develop a workshop survey.
- Starr coordinator met with the Facilities, Planning, and Construction to discuss updated furniture.
- Business Public Safety and Technology program chair meeting took place.
- Pecan and Technology Campus met to plan tutor appreciation week.
- Starr coordinator met with staff to plan embedded tutoring.
- Met with ASL faculty to discuss guidelines for ASL tutoring.
- NAH coordinator met with ADN Academic Coach remediation measures.
- Pecan coordinator met with History faculty for the possibility of Academic Coach.

**Training Highlights**

- The Pronto training was attended.
- Coordinators are participating in the Delta Academy training.
- The Playposit training was attended.
- The Disability Awareness training was attended.
- Attended Perkins V training at Del Mar College.
- Full-time Supervisory staff attended College-wide professional development day.
- Trained Direct Wage at the Technology campus on CRLA rubrics and checklist.
- Tutor training for Level 1 and 2 was held at the Technology Campus.
- Mid-Valley training on student success workshops occurred.
- ADN Academic Coach trained NAH tutors on testing.
- Mid-Valley coordinator provided a training for the Library staff on team building.
- The Policy update HR training was attended.

**Activity Highlights**

- The CLE participated with the Automotive Orientation at Technology Campus.
- STARR Campus CLE Welcome Event was held.
- STARR Campus Promotional and Hiring Tabling event table occurred.
- CLE Employee Engagement Meeting took place.
- Several CLE centers participated in the 9/11 Remembrance.
- Pecan tabled at the Dual Credit Leadership Summit.
- The CLE participated in the Physical Science faculty department meeting.
- CLE hosted a Tour for Teaching and Learning Academy.
- The CLE hosted the Occupational Therapy Gallery Walk Event.
- The NAH CLE held a Workshop Wednesday Event.

# SERKAN CELTEK, DIRECTOR
# RESEARCH & ANALYTICAL SERVICES

## INSTITUTIONAL PROJECTS

- Campus Enrollment Report
- IPEDS Institutional Characteristics Survey
- IPEDS 12 Month Enrollment Fall Survey
- FISAP - Annual Enrollment
- TACC Continuing Education Non-Funded Enrollment
- 60x30 Institutional Supplement Survey

## SURVEYS

- ADN fall simulation surveys x3
- Ascender pre-survey
- College-Wide Strategic Planning activity survey
- Dental employer survey
- Fire chiefs survey
- Fraud survey 2019
- HEDS department reports
- QEP runoff

## QUALITATIVE STUDIES

- Welcome Center faculty perceptions study

## DATA REQUESTS

- A D N Graduate Core Completers Historic
- AL360 Grant
- Almanac Dual Outcomes
- Average Credit hours for Fall 2018 non-matriculating High School Seniors
- AY18-19 Pass Rate by Faculty
- AY2019 ADN Graduates (unofficial)
- ECHS AY2017-2018 Graduate List
- EMTB Program Exam Pass, Placement, and Graduation Rates
- Fall 2017 Matriculation and Persistence Rates for Prior Dual Spring Graduates
- Fall 2018 Top 20 majors
- Fall 2019 first year female students' info on census day
- Fall 2019 Online Student Enrollment
- Chatbot Student List
- Computer and Advanced Technologies
- CWPOD Presentation Data
- Dual Indicators Fall 2018
- Dual Matriculation Rate for AY 2017 - 2018 Non-matriculating HS Seniors
- ECHS AY2017-2018 Graduate List
- ECHS Table, Hours, Core, Certificate, Associates Degree attainment counts
- HB223 Summer Data
- HB2223 Summer 2019 Corequisite Data THECB
- Independent dual enrollment GOVT2305, 2306 Fall 2019
- Non-traditional enrollment reports
- Number and percent of Developmental Education Students in Fall 2019 - after census day drop (9/11/2019)
- Number of graduates of Police academy and fire academy
- Online Student Profile
- Spring and Summer 2020 INRW Scheduling
- Starr Campus Enrollment and Dual Students Historical Data
- Starr County Campus Enrollment and Persistence, Spring 2019 and Summer 2019
- STC 2018 Degrees and Certificates Awarded by Curriculum Area (THECB publicly available report)
- Student Population Characteristics
- Summer and Fall 2019 Leads
- TAB grants funded programs Spring 2019

## MEETINGS

- 3D Growth Model Orientation
- ATD Summit Planning
- BUGs monthly meeting
- CAEL STC Evaluation Plan
- CWPD Strategic Planning Activities
- IRESP Updates
- Metrics Task Force
- QEP Leadership Team
- Qual weekly
- PAS
- PDC
- Pharmacy Tech CE accreditation
- Poll Everywhere demo
- RAS weekly
- Strategic Plan CWPD Activity
- Student Lists Data Request meeting
- TAB enrollment reports - THECB
- Teleform Server meeting
- Timeline of Fact Book Reports

## OTHER RESEARCH/SUPPORT

- CCSSE/SENSE findings for SACSCOC Standard 11.1
- Enrollment FTE analysis
- Garcia Reyna IRB
- HEDS back-end tasks & presentation
- iPASS and Pathways data for ATD Summit
- Review Enrollment Projections
- Standard 8.1 writing

## MISCELLANEOUS

- Administrative Professional Scholarship Fund
- Create and use analytic reports with Power BI
- Exploratory Data Analysis
- FY2019-2020 EMPLOYEE HANDBOOK
- Keeping track of Budget/Balance and PO balances
- OECD/THECB Study Visit Planning
- SPSS Statistics Essential Training
- Tableau Essential Training 2019
- Teleform transition
- Travel online 2019 SACS
- Word 2019 Essential Training

## ISAAC GARZA, PROJECT MANAGER
## OFFICE OF STRATEGIC INITIATIVES

| 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 first technical drawing has been exhibited to team members. Next phase of process will be content design. |
| AWS | STC will pursue the development of three American Welding Society Testing site on Rio Grande City, Tech, and Mid Valley Campuses | Continuing Education | Request for Formal Quotes has been sent to perspective Auditors. Evaluation of Auditor proposals is scheduled for 10/21/2020. |
| 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. Planning for the event is on target. |
| FLAC | Business Process Mapping for the Faculty Load and Compensation (FLAC) | To Be Determined | A third mapping session has been scheduled for 10/24/2019. |