SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

JANUARY 2020

Board Meeting
February 25, 2020

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	FEBRUARY 25, 2020
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1, 2020 THROUGH JANUARY 31, 2020

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College President's Cabinet meetings
- South Texas College Strategic Planning Committee meeting
- South Texas College President's Administrative Staff meeting
- South Texas College Planning and Development meeting
- Conducted weekly Dean's meetings and a Division Leader's meeting to maintain communication within the Division.
- Southern Association of College and Schools Commission Standards (SACSCOC) review meetings and workgroup sessions.
- Meeting with Dean Paul Hernandez and Mr. Karey Barnes to review pending Title IX student cases and status of investigations and sanctions.
- Southern Association of College and Schools Commission Non-Credit to Credit Questionnaire Review
- Talent Hub Grant Plan Reporting and Updates
- Finance Committee meeting Audit Financial Aid Results
- Conducted Zoom interviews and complied interview questions for the Dean of Enrollment Services position
- Met with Tony Matamoros, Director of Enrollment Services for Dual Credit, on Southern Association of College and Schools Commission

ATTENDED

- Leadership Team meetings with Dr. David Plummer and Dr. Anahid Petrosian
- South Texas College and University of Texas Rio Grande Valley Collaborative Leadership meeting
- Met with Dr. Narciso Garcia, Superintendent of Vanguard Academy
- McAllen Border Patrol Station presentation by College Connections
- Border Patrol/Veteran Education Fair in Rio Grande City
- Dinner with Dr. Young Vice- President for the Southern Association of College and Schools Commission on Colleges
- Meeting with Dr. Young Reaffirmation Leadership Team
- Lunch work session with Dr. Young
- Meeting with Dr. Young and Leadership Team on Quality Enhancement Plan
- Board Appreciation Breakfast
- Tour of the Regional Center for Public Safety Excellence with Vanguard Academy
- TSC 2 South Texas College meeting
- Risk Assessment – Student Affairs and Enrollment Management Training
- Southern Association of College and Schools Commission on Colleges Core Writing Team
- Mario Reyna, South Texas College Dean of Business, Technology, and Public Safety, retirement reception
- Review of Hispanic Serving Institutions Grant Application

ENROLLMENT SERVICES AND REGISTRAR

- **33,259** students are registered for Spring 2020 semester, which began on January 21, 2020.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, Directors Meeting and Board of Trustees.
- 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 BUGS, Dual Credit Program enrollment deadlines & policies, enrollment appeals, grade appeals, graduate numbers for December 2019 update, presentation for ACTA, process mapping for new Dual Credit project, Q-Less training by consultants, risk assessment training, SACS advisory visit & dinner, SACS standards review, SACS-COC core writing team, Title IX, and search committees & interviews.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with reporting specialist, who assists with related reports.
- Graduation Analysts certified **2,022** December 2019 graduates, including **225** Bachelor Degrees, **1,262** Associate Degrees and **606** Certificates.
- Document Management Specialist downloaded, reviewed and verified **4,214** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during January 2020.
- STC has **81** international students enrolled for Spring 2020 semester.
- Processed **868** course substitutions and exceptions in Degree Works during January 2020.
- Specialists for international students and residency reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration.
- Processed *Requests for Reinstatement* for **21** students during January 2020.
- Processed *Change of Grade Forms* for **222** students during January 2020.

- Processed *Schedule Change Forms* for **1,880** students during January 2020.
- Processed **3,015** high school and **817** college/university transcripts during January 2020.
- Evaluated **592** transcripts from other colleges and universities during January 2020.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **4,952** STC transcripts during January 2020.
- Scanned and indexed **5,861** documents submitted by students during January 2020.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS and VA Department worked all Saturdays in January to help with the extended hours and to complete and award student files.
- VA Coordinator held a training for all VA work-studies on all the educational benefits
- SFS Coordinators and front counter staff attended a webinar held by NASFAA on 2020-2021 Verification Process
- SFS Director and Data Coordinator attended the QLess Training in the Pecan Campus
- Student Financial Services FA Outreach Specialist and staff assisted with 13 events in the month of January

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **30** events and served **1,448** students and parents during the month of January.
- Department has concluded Dual Credit Fast Tracks for Early College High Schools. In total, more than **1,800** freshmen dual credit students participated in **35** Fast Tracks at STC campuses. All students participated in a New Student Convocation, Campus Tour, Advising Session and registered for courses at Enrollment Centers.
- Department will work with partnering ISDs to expand the Dual Credit Fast Track for traditional high schools during the Spring semester. The initiative will be expanded to include ten additional traditional high schools.
- Department is working with College Connections to plan and coordinate Spring Dual Credit matriculation events at STC campuses for Summer and Fall enrollment. The events will be held in April and May 2020 and will target high school seniors with Dual Credit hours as well as Dual Credit stop-outs.
- Dual Credit Program enrollment timelines for the 2020-2021 academic year have been finalized and publicized on the South Texas College website.

SNAPSHOTS

A group photo of La Villa Early College High School students who participated in Early College High School Fast Track event at the Mid-Valley Campus

A group photo of Weslaco East Early College High School students who participated in Early College High School Fast Track event at the Mid-Valley Campus

Monica Benitez, Coordinator of Enrollment Services for Dual Credit, presents for Adjunct & Dual Credit Professional Development Day

STUDENT AND PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served
Fast Track	Weslaco ECHS	1/8	STC	50
Fast Track	Achieve ECHS	1/9	STC	82
Fast Track	Sharyland AAA	1/10	STC	88
Fast Track	Preparatory for RGC	1/13	STC	38
Fast Track	La Villa ECHS	1/14	STC	16
Fast Track	La Joya ISD Academies & Ford NGL	1/14	STC	72
Dual Credit Student/Parent Information Session	La Villa ECHS	1/15	ISD	25
Dual Credit Student/Parent Information Session	Sharyland HS	1/16	ISD	26
Dual Credit Student/Parent Information Session	Edinburg HS	1/21	ISD	90
Fast Track	Weslaco East ECHS	1/16	STC	53
Fast Track	PSJA Sotomayor	1/16	STC	24
Fast Track	PSJA Ballew	1/16	STC	18
Fast Track	Weslaco CTE ECHS	1/17	STC	76
			Total	**658**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- Jaguar Connection Day Planning Meeting with Mission CISD

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Supervisor Meeting
- Dual2Degree Weekly Meeting
- Adult Learner 360 Grant Check-in Call
- SAEM Director's Meeting
- Jaguar Connection Day Planning Meeting for Weslaco ISD CTE
- Dual2Degree Monthly Department Meeting
- HIS 360 Grant Focus Group Survey
- Dual Credit Program Enrollment Deadlines and Polices Meeting
- Dual Credit Matriculation Event Planning Meeting
- SAEM Division Leader's Meeting
- President's Administrative Staff Meeting
- Review of Progress towards Perkins Target Measures Meeting
- Dual Credit CTE Transition Initiative Planning Meeting
- Policy Flowchart Mapping Meeting
- Dual Credit Matriculation Planning Meeting
- Dual2Degree Personnel Planning Meeting
- Traditional HS Fast Track Planning Meeting
- Risk Assessment Training Session
- Jaguar Connection Day Planning Meeting with Financial Services
- Dual2Degree Enrollment Services Meeting

PROFFESSIONAL DEVELOPMENT

- Ambassador Cross Training Academy Workshop
- Adjunct & Dual Credit Faculty Presentation
- TSI 2.0 Transition Workshop

COLLEGE CONNECTIONS

SOUTH TEXAS COLLEGE

- Starr County Patient Care Information Session

DEPARTMENT MEETINGS AND EVENTS

- La Joya Higher Education Center Registration Round Up
- Workshop TSIA 2 Update – Transition from TSIA to the TSIA 2
- South Texas Area Recruiter Network Monthly Meeting
- Advise Texas Meeting

RECRUITMENT

- Telemundo 40 – TV Interview
- McAllen Border Patrol Station – College Presentation
- Edinburg Border Patrol Station – College Presentation
- Rio Grande City Border Patrol Station – College Presentation
- Border Patrol/Veteran Education Fair
- Meeting with Prospective Students – 1 student appointments

- PSJA North High School – College Presentation
- Premier High School of Pharr – College Presentation
- Vanguard Rembrandt Secondary – College Presentation
- Vanguard Mozart Secondary – College Presentation
- Nikki Rowe High School – College Presentation
- Economedes High School – Meeting with Counselor
- Mercedes ISD – Meeting with Counselor
- McAllen High School – Counselor Visit
- Roma High School – Meeting with Counselor
- Mission High School – College Fair
- Vanguard Academy – Financial Literacy Night
- Rio Grande City High School – Counselor Visit
- Vanguard Rembrandt Secondary – Financial Literacy Night
- La Feria High School – Campus Visit
- Weslaco East High School – Campus Visit
- Edinburg North High School – Senior College Presentation

FINANCIAL AID

- Economedes High School – FASFA Night
- Edcouch Elsa High School – FASFA

COMMUNITY EVENTS

- Mexican Consulate Ventanilla Educativa

APPLY TEXAS

- Premier High School - CTE Center of Edinburg
- Premier High School of Mission
- La Feria High School
- Edcouch Elsa High School

CAMPUS TOURS

- Pecan Campus
  - Dual2Degre Fast Track – 136 visitors
  - DeLeon Middle School – 94 visitors
  - Personal Tour – 1 visitor
- MidValley Campus
  - Mary Hoge Middle School/GEAR UP – 50 visitors
- Technology Campus
  - PSJA Sotomayor/Ballew HS – 42 visitors
- Starr Campus
  - Santa Rosa ISD GEAR UP – 100 visitors
  - Personal Tours – 2 visitors

Campus	# Visitors
Pecan	231 visitors
Mid-Valley	50 visitors
Starr	102 visitors
NAH	No Tours
Tech	42 visitors

CALL CENTER

Phone Calls	
Inbound Calls	14,336 calls
JagChat	
Chats	239 chats
Mongoose Texts	
Spring 2020 Continuing Enrolled Fall Not Spring 2	4621 texts sent w/356 replies
202020 - No FAFSA Campaign	986 texts sent w/ 15 replies
202020 – Non-Payment	1382 texts sent w/ 71 replies
Telemarketing	
Spring 2020 Students Dropped All Classes	376 calls
Spring 2020 Students Dropped All Classes	83 calls
Spring 2020 Unpaid List	92 calls
Spring 2020 Cont. Enrolled Fall Not Spring	2,552 calls
Spring 2020 Unpaid List	621 calls
Spring 2020 Students Dropped All Classes	223 calls
Spring 2020 Students Dropped All Classes	52 calls
Spring 2020 Minimester Dropped Non-Payment	21 calls
Spring 2020 Students Dropped All Classes	21 calls
Spring 2020 Minimester Dropped Non-Payment	17 calls
Spring 2020 Minimester Dropped Non-Payment	32 calls

Border Patrol Veteran Fair - Rio Grande City

Recruitment for Summer Fall CBP/Veterans at Starr County. Prospects were identified and connected to South Texas College over the 3day event. Using iPads, the recruitment staff had prospective students apply for admission on the spot, and requested transcripts from prior institutions. The prospects that were collected will be followed up with by the recruitment staff to complete the enrollment process and register for Summer/Fall.

Student Assessment Center Monthly Activity Report January 2020					
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	**513**			**ACT**	
Mid-Valley	**180**	**88**	**81 (92%show)**	**TSI EXAM**	**615**
Starr Campus	**85**	**47**	**46 (98% show)**	**TSI EXAM**	**261**
Pecan Plaza	**42**	**45**	**40 (89%show)**	**GED/ PEARSON**	**380**
Pecan Plaza		**317**	**288 (91% show)**	**TSI EXAM**	**1,562**
Pecan Plaza		**135**	**130 (96% show)**	**HESI**	**535**
Pecan Plaza		**17**	**16 (94%show)**	**HiSET**	**65**
TOTAL:	**820**	**649**	**601 (93% show)**		**3,418– All Campuses YTD**

TSI Scores: by placement score January 2020			
READING		**READING**	
Monthly (01/01/-01/31/20)		**Year To Date (09/01/19 – 01/31/20)**	
College ready (351+)	77	**College Ready** (351+)	321
Holistic Placement (349-350)	18	Holistic Placement (349-350)	78
Developmental Ed (342-348)	73	Developmental Ed (342-348)	362
ABE Level 6 (Developmental Ed)	18	ABE Level 6 (Developmental Ed)	67
ABE Level 5 (Developmental Ed)	39	ABE Level 5 (Developmental Ed)	234
ABE Level 4	8	ABE Level 4	97
ABE Level 3	5	ABE Level 3	34
ABE Level 2	6	ABE Level 2	45
ABE Level 1	1	ABE Level 1	14
Total	**245**	**Total**	**1252**
MATH		**MATH**	
Monthly (01/01/20-01/31/20)		**Year To Date (09/01/19 – 01/31/20)**	
College Ready (350+)	38	**College Ready** (350+)	129
Holistic Placement (348-349)	12	Holistic Placement (348-349)	74
Developmental Ed (336-347)	90	Developmental Ed (336-347)	450
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	82	ABE Level 5 (Developmental Ed)	259
ABE Level 4	45	ABE Level 4	205
ABE Level 3	11	ABE Level 3	79
ABE Level 2	5	ABE Level 2	44
ABE Level 1	0	ABE Level 1	8
Total	**283**	**Total**	**1248**
Writing		**Writing**	
Monthly (01/01/20-01/31/20)		**Year To Date (09/01/19 – 01/31/20)**	
College Ready (340 & 4+ Essay or 5+)	121	**College Ready** (340 & 4+ Essay or 5+)	565
Developmental Ed (310-390 & 0-4 Essay)	49	Developmental Ed (350-362 & 0-4 Essay)	155
ABE Level 6 (Developmental Ed)	1	ABE Level 6 (Developmental Ed)	4
ABE Level 5 (Developmental Ed)	2	ABE Level 5 (Developmental Ed)	11
ABE Level 4	4	ABE Level 4	19
ABE Level 3	6	ABE Level 3	26
ABE Level 2	3	ABE Level 2	12
ABE Level 1	1	ABE Level 1	11
Total	**187**	**Total**	**803**
Data retrieved from College Board Accuplacer			

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
211+	Student walk-ins and visits
64+	CTE Student Contacts
51	Student & Alumni Registered on CCN
30	Student & Alumni Resumes Revised/Uploaded on CCN
12	New Employer Registered on CCN
42	Jobs posted to CCN
5	Workshops Presented
2	On Campus Recruitment
2087	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

- **Job Development**
  - Allstate Insurance-Abelardo Ramirez Meda, 1 job post
  - Ambright Education Group, 1 job post
  - Arrive Logistics, 1 job post
  - Bridgestone Retail Operations, LLC, 1 job post
  - Calvin Group, 1 job post
  - E and E A/C, 1 job post
  - Entravision Communications, 8 job posts
  - L&F Distributors, 1 job post
  - Legacy Business Development, 1 job post
  - PMG Inc., 3 job posts
  - Presidente Home Care Inc., 3 job posts
  - Project Maecon, Inc., 1 job post
  - Quita Mazatlan, Inc., 1 job post
  - Savor/Payne Arena, 4 job posts
  - Strategic Insurance Services, 1 job post
  - Synergy Elite, Inc., 1 job post
  - The Borgen Project, 9 job posts
  - The Law Office of Jaime Aleman, 1 job post
  - Vantage Bank Texas, 1 job post
  - Xerox-XRX Business Consultants Inc., 1 job post

- **Presentations/Workshops**
  - Presented CES overview of services and hosted information table at Mid Valley Campus 1st Year Connections orientation for Spring 2020, 50+ student attendees
  - CES presentation/informational table -First year Connection- Starr Campus, 20 attendees
  - Career Readiness, PTA in class, total # of CTE = 16
  - CES informational table for Welcome Week- Tech campus, 15+ attendees

- **Employer Outreach**
  - Mobil Medical Services
  - The Good Estate
  - South Texas Clinic
  - OrthoShoes
  - Allstate Insurance
  - USBP
  - Platinum Promotions

- **Employer Registrations**
  - 12 Rifles Inspection
  - Allstate Insurance-Abelardo Ramirez Meda
  - Adelante Health Magazine
  - Auto-Chlor Services, LLC
  - E and E A/C
  - Fred Martinez, LLC
  - Project Maecon, Inc.
  - Rios of Mercedes Boot Company
  - Schlotzskys
  - Strategic insurance Services
  - The Law Office of Jaime Aleman
  - Vantage Bank Texas

Coordination of Upcoming Events

- CES preparing for the upcoming STC 2020 Spring Career Expo
- Scheduling upcoming Spring Open workshops calendar
- Spring NAH Open Workshop schedule
- Respiratory Therapy Spring 2020 presentation schedule
- Planned Spring OTA, PTA, and Construction Supervision in class presentations
- CES Welcome Week informational tables
- Met with Health Information Technology program chair to plan spring in class presentations and career readiness presentation for Health Information Professional's Week.
- CES in class presentations for Diesel, Dual Credit, Construction Supervision
- Preparing College Success for Healthcare in class presentations, Mid Valley Campus
- Preparing Health Information Technology in class presentations
- Planning and preparing presentations and activities for Health Information Professionals Week
- Preparing for Orientation for Automotive & Diesel Program students
- Women in Technology CES informational table
- Spring 1st Friday's Open Workshops at TECH

MEETINGS AND MISCELLANEOUS INFORMATION

- First Year Connections Presentations & CES Information tables
- Preparing Career Coach Workbook for CES Connection at Spring Fast-Tracks
- CES held meeting PR to updated website to include a pathway to facilitate the navigation process for students seeking internship positions.
- CES coordinating meeting with U.S. Census Bureau to initiate the process to establish a Complete Count Committee at STC.
- CES meet with Medical Assistant Technology Program staff at NAH to facilitate coordination with employers making inquiries for NAH students.
- Continuation of Food Pantry recipient support initiative activities.
- 62 student/alumni resume revisions via CCN.
- 13 student/alumni appointments - NAH campus.
- 1 student outreach
- CES supported Automotive and Diesel Program Orientation for new students
- Updated NAH workshop flyers to be distributed on campus.
- Posted all Tech Career Workshops on CCN
- Attended CES departmental meeting and website meeting updating Spring calendar and future initiatives
- Presented CES overview of services, resume writing tips, and hosted mock interviews for PTA May 2020 graduates.
- Finalized and confirmed in class presentations for Mid Valley Campus College Success for Healthcare classes.
- CES conducted mock interviews for PTA program students

Career Coach Logistics

College Central Logistics

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

January 6 - 10, 2020

- The Office of the Ombuds completed flyers for Dispute Resolution Student Academy.
- The Office of Student Rights & Responsibilities is developing circle activity for Adjunct / Dual Credit Faculty Professional Development scheduled Saturday, January 18, 2020.

January 13 - 26, 2020

- The Office of the Ombuds conducted presentations and activities on Conflict Management, Intercultural Style Inventory, and Diversity Awareness for the Physical Therapy Orientation.
- The Office of Student Rights & Responsibilities facilitated a circle activity for Adjunct / Dual Credit Faculty Professional Development on Saturday, January 18, 2020.

January 27 - 31, 2020

- The Student Rights and Responsibilities held informational booths at the, Nursing & Allied Health, Mid-Valley, Pecan, Technology and Starr Campuses.

STUDENT ACTIVITIES AND WELLNESS

- First Year Connection (New Student Orientation) registration phone calls (District Wide)
- First Year Connection (New Student Orientation) sessions (STR, MID and PCN)
- Info Tables (District Wide)
- Student Organizations Classroom Presentation to the Flamenco Club (PCN)
- Student Activities & Wellness Department Classroom Presentations (STR)
- Promo Tables - (District Wide)
- Welcome Week events (District Wide)
- Club Recruitment Fair (PCN & STR)
- Student Government Association Kickoff Events (District Wide)
- Student Leadership Academy Kickoff Events (STR, NAH, TECH)
- La Joya Gear Up Program Presentations (PCN)
- 5v5 Women's Basketball League
- 5v5 Men's Basketball League
- Tailgate Celebration (STR)
- Student Government Association (STR) participated in the unveiling of the Farm Worker Markers
- Student Activities presentation/workshop for DEMSA (STR)

COMPREHENSIVE ADVISING

A. Advising Student Contacts

Advisor Student Contacts	
Campus	**# of Contacts**
Pecan	4,489
Mid-Valley	571
Starr	525
Technology	911
Total	**7,882**

PROGRAMS/ACTIVITIES/MEETINGS

B. Programs/Activities/Meetings:

- **Academic Advising**
  - Provided advisement sessions for STC students including extended hours
- **Faculty Advising**
  - Met with faculty advisors individually and in group for training
  - Coordinated with RAS to assess Faculty Advising Summer Initiative (Enrollment Center). Results will be presented on at the Spring Guided Pathways meeting
  - Promoted Faculty Advising Certification Training for Spring 2020
  - Visited with academic departments and program chairs
  - Worked on weekly reports for HSI Grant
  - Set up registration links for Spring 2020 trainings
  - Coordinator attended the Socratic Tutorial for Trainers Workshop to incorporate skills into faculty advising
  - Coordinator attended QLess Demo training
- **Mentoring Services**
  - **College Advising Training Program-** training scheduled for February 17th – 21st; Over 32 presentations scheduled; recruited K-12 partner personnel for participation in the training; training will include tours of Regional Center for Public Safety, Nursing and Allied Health, and Business and Technology Campuses
  - **THECB Work Study Mentorship Grant** – Gathered data, contacted student mentors weekly; meeting with mentors was held January 22nd;
  - **Beacon Mentoring Program** – a total of 15 sections are participating in Beacon Mentoring this Spring 2020 semester; Beacon Mentors held first contact with students focusing on student attendance and student support services
- **PASS Program**
  - Staff provided academic advisement for PASS Program participants and CTE students
  - Staff met and distributed instructional supplements to each PASS Program participant who requested instructional supplements;
  - Staff completed purchase orders for student instructional supplements for Spring 2020 semester
- **Carl Perkins**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways-** Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; Completed homework for Institute I of Cadre 1+; worked on action plan with rest of the team and submitted to Texas Success Center
- **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 Enhancement Plan (QEP)** – Director is serving as QEP Director; Held meetings with Design and Implementation Team; assigned subcommittees (process mapping, Research & Assessment, Literature Review and Design, Marketing, Budget & Resources); held meetings with STC SACSCOC Liaison; presented to SACSOC VP on direction and status of QEP;
- **Southern Association of Colleges and Schools Commission on Colleges** – worked on 12.2 evidence roster; collaborated with Human Resources to verify staff credentials; incorporated recommended changes after standard review;
- **STC & UTRGV Leadership Workgroup Meeting** – attended meeting and participated in continued discussion and action items; next meeting scheduled for May 2020

C. Preliminary Forms

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

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling & Student Disability Services

Counselor Student Contacts							
Campus	**Career/ Transfer Svcs.**	**Title IX Pregnant & Parenting Svcs.**	**Academic Counseling-Probation/ Suspension**	**Mental Health**	**Student Disability Svcs.**	**Other Services**	**Total**
Mid-Valley	**33**	**10**	**518**	**4**	**92**	**16**	**673**
NAH	**0**	**90**	**9**	**64**	**91**	**5**	**259**
Pecan	**20**	**34**	**1607**	**99**	**344**	**167**	**2271**
Starr Co.	**7**	**13**	**188**	**8**	**70**	**3**	**289**
Technology	**1**	**0**	**23**	**2**	**176**	**2**	**204**
Total	**61**	**147**	**2345**	**177**	**773**	**193**	**3696**

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
- Individual and Group Supervision Meetings with TAMUK and UTRGV Interns

- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Individual Supervision Meetings with Grand Canyon University Intern
- Title IX Committee Meeting
- American Association for Women in Community Colleges Meeting
- Extended Hours at Pecan, Midvalley and Starr Campuses
- Starr County Community Coalition of SCAN, Inc. Meeting
- UTRGV Rehabilitation Services Intern Interview
- Spring 2020 Scholastic Appeals Committee Meetings
- Redirecting the Pipeline Conference Planning Meeting
- Meeting to review the Mental Health Crisis Process
- Meeting to discuss possible grant
- Orientation for UTRGV Interns
- RGV Adolescent Sexual Health Coalition Meeting
- Division Leaders Meeting
- ASL Interpreters Meeting
- President's Administrative Staff Meeting
- Student Medical Questionnaire Meeting
- Interview of CSDS Workstudies
- Title IX/OSRR Case Review
- Business, Public Safety and Technology Program Chair Meeting
- Business, Public Safety and Technology Division Meeting
- NAH Division Meeting

WORKSHOPS/PRESENTATIONS

Pecan Campus
Presentations:

- American Association of Women in Community Colleges
- First Year Connection
- Orientation for Deaf/Hard of Hearing Students
- ARDs Meetings at Sharyland ISD
- The Benefits of Adding Laughter to Your Life at SPI Counselor's Institute

Mid-Valley Campus
Presentations:

- First Year Connection

Starr Co. Campus
Presentations:

- First Year Connection
- Welcome Back Week Information Table

- Redirecting the Pipeline Conference/Training
- Spring 2020 UTRGV MSSW Field Placement Orientation

Full-Time ASL Interpreter Services Report	
Type of Service	**Number of Classes**
Number of Classes Interpreted Total	77
Additional Services	**Number of Students**
Interpreted Admissions/Enrollment	7
Interpreted General Advising	1
Interpreted Financial Services	15
Interpreted for Testing Services	0
Interpreted Counseling Services	21
Interpreted Student Disabilities Services	0
Interpreted orientation/outreach	11
Interpreted for TITLE IX	0
Interpreted Tutoring Services	3
Telephone Contacts with Students	34
Interpreter Hosted Workshops	4
Interpret student/instructor meeting	6
Other	1
Total number of services provided	**175**

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: FEBRUARY 20, 2020

SUBJECT: ACTIVITY REPORT FOR JANUARY 1, 2020 THROUGH JANUARY 31, 2020

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 Finance and Administrative Services Director's Meeting.
- Business Office:
  - Held conference call to discuss Target Shooting Range with Comptroller.
  - Met to discuss investments and investment strategies with Comptroller and Investment Advisor.
  - Held meeting to discuss Budget with Interim Director of Human Resources, Comptroller, and Budget Manager.
  - Held discussion on Tax Abatement item with Comptroller.
  - Held meeting to discuss Tax Abatement and Budget for FY 2021with Comptroller.
  - Held meeting to discuss Regional Center for Public Safety Excellence (RCPSE) monthly financial report with Comptroller.
  - Held meeting to discuss Time Clock Internal Controls with Comptroller.
  - Held meeting to discuss Budget Guidelines with Comptroller.
  - Held meeting to discuss Payment Strategies and Collection Strategies with Comptroller.
  - Held meeting to discuss Salaries and Benefits Budget with Comptroller.
  - Held meeting to discuss Faculty Cost Study with Comptroller.
  - Held meeting to discuss Cost Savings Strategies with Comptroller.
- Facilities Operations and Maintenance:
  - Held meeting to discuss updates to policies with Director of Facilities Operations and Maintenance, Interim Chief of Police, and Finance and Administrative Services (FAS) Project Manager.
- Human Resources:
  - Held meeting to discuss Fraud Survey Summary Guidelines with Interim Director of Human Resources, Comptroller, and Project Manager.
  - Held meeting to discuss Title IX issues with Interim Director of Human Resources.

- Held meeting to discuss Policy #4212: Employment and Supervisory Relationship of Close Relatives with Interim Director of Human Resources.

- Accountability, Risk, and Compliance:
  - Attended meeting to discuss status of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narratives and evidence items with Director of Accountability, Risk, and Compliance.
  - Held meeting to review Faculty Cost Study, Cashier's Operation Study, and Texas Association of School Boards (TASB) with Director of Accountability, Risk, and Compliance.
  - Held meeting to discuss Risk Assessments with Director of Accountability, Risk, and Compliance.
- 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.
- Title IX:
  - Held several Title IX Committee Meetings.
  - Held conference call with Legal Counsel and Title IX Team.
  - Held conference call with Legal Counsel, The National Center for Higher Education Risk Management (NCHERM) Group staff, and Title IX Team.
  - Held a conference call with a partner from the National Center for Higher Education Risk Management (NCHERM) Group.
- Other Meetings:
  - Held meeting to discuss status of Professional Development plan, Technology Campus budget, Finance and Administrative Services (FAS) Specialist applicants, Information Technology (IT) projects, and Target Range with Finance and Administrative Services (FAS) Project Manager.
  - Conducted interviews for the Finance and Administrative Services (FAS) Support Specialist vacant position.
  - Held Texas Higher Education Coordinating Board (THECB) conference call meeting with Community and Technical Colleges Formula Advisory Committee (CTCFAC).
  - Attended Collaborative Leader Meeting between South Texas College and University of Texas - Rio Grande Valley.
  - Attended meeting to discuss Target Range Grant with Assistant to President for Continuing Education, Interim Director for Regional Center for Public Safety Excellence, Executive Director for Resource Development, Management and Compliance, and Vice President of Student Affairs and Enrollment Management.
  - Conducted interviews for the Institutional Equity Officer vacant position.
  - Held conference call on Capital Improvement Projects (CIP) outstanding issues with Legal Counsel.
  - Held conference call on various Continuing Education items with Assistant to President for Continuing Education.
  - Attended Texas Association of Community College Attorneys (TACCA) 22nd Annual Conference.
  - Attended meeting with Reaffirmation Leadership Team to discuss upcoming Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation Meeting.
  - Attended meeting with Faculty Credentials Team and Vice President of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
  - Attended Board Appreciation Breakfast.
  - Continued conducting Performance Appraisals for Finance and Administrative Services (FAS) staff.
  - Held meeting to discuss updates to several policies with Finance and Administrative Services (FAS) Project Manager.
  - Held meeting to discuss Clery Report to prepare for presentation with Interim Chief of Police.
  - Attended Association of Title IX Administrators (ATIXA) training and certification courses.
  - Attended meeting with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Core Writing Team and College Consultant.
  - Held meeting to discuss TASB Policy Development with Accountability, Risk, and Compliance staff.

- Held meeting to discuss Building K hallway renovations with Finance and Administrative Services (FAS) Project Manager.

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.
- Construction:
  - Reviewed Facilities Planning and Construction outstanding issues Action Plan.
  - Reviewed progress of Facilities Planning and Construction projects.
- Title IX:
  - Worked on Title IX procedures and cases.
- Policies and Procedures:
  - Worked on revisions to Policy #6322: Smoke Free Environment.
  - Worked on revisions to Policy #4212: Employment and Supervisory Relationship of Close Relatives
- Other:
  - Reviewed TimeClock Plus-Establishing Controls for Supervisors.
  - Worked on Budget Development Guidelines.
  - Worked on Cost Savings Strategies.
  - Worked on Risk Assessment Training Sessions.
  - Reviewed Tax Abatement Agreement Terms.
  - Worked on Faculty and Staff Salary Cost Study.
  - Reviewed Endowment Earnings Report.
  - Reviewed Access Esperanza Clinic Agreement
  - Worked on Request for Proposal (RFP) Criteria Presentation for Board Meeting.
  - Reviewed Policy Inventory List.
  - Reviewed Policy Management Process Map.
  - Worked on Budget Development Process for FY 2021.
  - Reviewed Facilities Capital Improvement Request for FY 2020 - 2021.
  - Worked on Professional Development Day Agenda and Presentation.
  - Worked on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narratives.
  - Reports provided monthly to President's Cabinet members:
    - Overtime Compliance Report(s) as of November 2019.
    - Salary Savings Report for November 2019.
    - Leave (Sick and Vacation) Reports as of November 2019.
    - TimeClock Clock Plus Verification Reports by Employee and Supervisor for November 2019.
    - Employee Travel Reports for December 2019.
- Project Managers:
    - Worked on Professional Development presentation.
    - Worked on Jags at work applications with other Finance and Administrative Services Project Manager.
    - Worked on Faculty/Staff notice for the new Transportation Security Administrative (TSA) Requirements for all air travelers 18 and older.
    - Worked on Fraud Survey Summary Guidelines with the Interim Director of Human Resources and the Comptroller.
    - Worked on reviewing the Employee Handbook for the office.
    - Researched other community colleges on Sick Pool Leave Procedures.
    - Researched other community colleges to see what title they have for their Director of Human Resources.
    - Worked on projects updates assigned by the Vice President for Finance and Administrative Services.
    - Worked on marketing strategies for Creating Magic Scholarship Program.
    - Worked on weekly Cabinet updates.

- Worked on the process for the Parking Software Swimlane with Finance and Administrative Services Project Manager and Accountability and Compliance Manager.
- Worked on revisions to Policy #6322: Smoke Free Environment.
- Reviewed Tax Abatement Agreement Terms.
- Created a swim lane diagram to document Future State of Parking Permit and Citation Software.
- Coordinated Professional Development Day events with Finance and Administrative Services Directors and staff.
- Researched Promissory Notes from other colleges.
- Worked with Cashiers and Graphic Designer to design an artwork for the Pecan Campus Student Services Building K Cashier Area.
- Coordinated with Facilities Operation and Maintenance to repaint Cashier walls at the Pecan Campus Student Services Building K.
- Worked on Updates and Minutes from the Facilities Planning and Construction Weekly Status Meeting.
- Worked on memo related for Capital Improvement project.
- Worked on letter related to McAllen Independent School District Portable Buildings.
- Worked on Portable Building Manual.
- Worked on and reviewed the Facilities Committee Agenda and write-ups.
- Coordinated with department of Public Relations on edits to the Tour of Facilities Video.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Banner User Group (BUGs) monthly meeting.
- Attended conference call review and discuss Request for Proposal (RFP) and revised time line.
- Attended conference call with San Jacinto College to discuss "Aid Like a Pay Check" topic.
- Attended conference call with Vice President for Finance and Administrative Services and Comptroller on Target Shooting Range.
- Attended Faculty Load and Compensation (FLAC) session.
- Attended Financial Aid meeting to discuss Spring 2020 rosters.
- Attended meeting to discuss Uncollectible and Retention Initiatives and Action Plan with Internal Business Office personnel.
- Attended President's Administrative Staff (PAS) meeting.
- Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standards call.
- Attended Finance and Administrative Services (FAS) Director's meeting.
- Attended Pre-Proposal Meeting for Depository Bank Services.
- Attended Salary Planner meeting with Comptroller, Associate Comptroller, Human Resources staff, and Payroll staff.
- Attended Salary Planner training with Payroll and Human Resources staff.
- Attended Spreadsheet Server Demonstration training for Banner.
- Attended Time Clock Plus Cloud Migration Meeting.
- Completed Community College Annual Reporting and Analysis Tool (C.A.R.A.T), Annual Financial Report, and Annual Investment Report.
- Discussed the Dual Credit Non-S Charge High School disputed invoices with Bursar.
- Discussed the Registration Fee Summer Session II mini-mester with Bursar and Comptroller.
- Met and discussed salary and benefit budget transfer process.
- Met and discussed Target Shooting Range financial projections.
- Met and discussed Grant process, roles, and duties.
- Met and discussed Year-End and Audit process with managers.
- Met and discussed Uncollectible/Student Retention Initiative.

- Met and discussed Unrelated Business Income for Target Shooting Range.
- Met and updated the Business Office Risk Assessment project.
- Met to discuss Customer Web Access Automatic Payment Process options.
- Met to discuss Invoice Selection Issue.
- Met to discuss the Administrative Assistant/Financial Manager Roundup Reconciliation Presentation with various Business Office staff.
- Met to discuss the consideration of Customer Web Access payments for 1098-T purposes.
- Met to discuss the next steps for Customer Web Access marketing plan.
- Met to discuss Uncollectible/Student Retention Initiatives with Cashier's.
- Met to review notes to Finance Standards for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Met to review process improvements on Invoice Selection Process.
- Met to determine the Departments' presentation topic for Professional Development Day with Business Office Management staff.
- Met to discuss Copier Coin Commission reports with Business Office staff.
- Met to discuss status of the Financial Literacy project with staff.
- Met with staff to review cash flow and complete an Investment Solicitation Proposal for review and approval by Vice President for Finance and Administrative Services (FAS) and President.
- Met to discuss the Lower Rio Grande Valley Development Council (LRGVDC) Agreement with Director of Transportation.
- Met to discuss Roll-Over testing with Consultant and Human Resources staff.
- Met to discuss investments and investment strategies with Investment Advisor and Vice President for Finance and Administrative Services (FAS).
- Met to discuss Campus Receivable Collector/Customer Web Access (CRC/CWA) testing progress with Information Technology (IT) staff.
- Met to review the Merchant Services Contract with Purchasing and Business Office staff.
- Met to discuss Cost Savings Strategies for FY 2020 and FY 2021with Vice President for Finance and Administrative Services and Interim Director of Human Resources.
- Cashier from Nursing and Allied Health (NAH) campus attended the NAH Spring 2020 division meeting.
- Participated in ChromeRiver Travel and Expense weekly conference call.
- Trainings/Webinars:
  - Attended Supervisor training hosted by Human Resources department.
  - Cashiers attended Collection Agency Web Portal Training.
  - Presented Time Clock Plus (TCP) Internal Controls for Supervisor's at the President's Administrative Staff meeting.
  - Attended Rio Grande Valley Association of Certified Fraud Examiners event "Walking in Your Client's Shoes".
  - Attended the Administrative Assistant/Financial Manager Roundup.

PROJECTS IN PROGRESS:

- Management Reports:
  - The Business Office staff worked on the December 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:
  - Assisted Accounts Payable with the 1099 test prints.

Bank No.	19-Sept	19-Oct	19-Nov	19-Dec	20-Jan
01 E&G	342	580	544	366	590
01 Direct Deposit	121	249	310	163	248

Bank No.	19-Sept	19-Oct	19-Nov	19-Dec	20-Jan
03 Student	8,379	1,877	334	70	12,467
12 I&S Taxes	-	-	-	-	1
16 I&S Bond	1	-	-	-	-
17 Plant	21	11	13	10	11
31 Virtual Card	352	628	457	212	400
232 AP Card	3	4	2	2	5
37 Unexp-LT Bond Series 2015	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-

- Budget Maintenance and Accounts Receivable:
  - Calculated average benefits percentages for faculty.
  - Calculated salary increases scenarios for FY 2021and updated Faculty Cost Analysis summary.
  - Completed the Community and Technical Colleges Formula Advisory Committee (CTCFAC) 2022 - 2023 Biennial Appropriations Recommendation Success Point Analysis summary.
  - Completed Simplified Tuition Model analysis.
  - Helped financial managers navigate the Budget Development Application.
  - Prepared campus breakdown of contact hours for dual credit students.
  - Prepared diagram depicting Budget Development process for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Budget narrative.
  - Prepared semester credit hour percentage breakdown for dual credit and traditional students.
  - Prepared Comparison of Resident Tuition and Fees for University of Texas Rio Grande Valley and South Texas College analysis report.
  - Provided five-year history of salary and benefit budgets and year-to-date activity report to Vice President for Finance and Administrative Services (FAS).
  - Provided FY 2021 budget information needed for Faculty Cost Study Proposal.
  - Provided headcount scenarios as requested by Vice President for Finance and Administrative Services (FAS).
  - Provided instructional budget information for Faculty and Instructional Programs Staff Cost Study narrative.
  - Provided requested salary and benefit information to Vice President for Finance and Administrative Services (FAS).
  - Revised FY 2021 Budget Guidelines and provided to Vice President for Finance and Administrative Services (FAS).
  - Submitted FY 2021 documents to Business Office Systems Analyst for posting to Business Office website.
  - Tested and opened FY 2021 budgets in Budget Development Application.
  - Tested FY 2021 Budget Development Application roll and Budget Development roll.
  - Updated FY 2021 Budget Planning Calendar.
  - Completed Valley Initiative for Development and Advancement (VIDA) payment analysis and requested a new payment plan.
  - Finalized methodology to reclassify Interest Revenue to each restricted Texas Public Educational Grant (TPEG) fund and Emergency Loan Fund on a monthly basis.
  - Verified FY 2019 Report of Fundable Operating Expenses (RFOE) reconciliation to Community College Annual Reporting and Analysis Tool (C.A.R.A.T.).
  - Worked on annual Texas Higher Education Coordination Board (THECB) Report of Fundable Operating Expenses (RFOE) pending review prior to submission.
  - Worked with Information Technology (IT) staff to resolve pending issues preventing Customer Web Access (CWA) payment from appearing in Campus Receivables Collector (CRC).
- Cash Management/Special Projects/Office Support:
  - Certified and submitted Annual Financial Report and Annual Investment Report via Community College Annual Reporting and Analysis Tool (C.A.R.A.T.).

- Completed bank account description summary and updated collateral requirement amounts for Depository Bank Request for Proposal (RFP) Project.
- Completed financial section of Property/Casualty Insurance Request for Proposal (RFP).
- Finalized Comprehensive Annual Financial Report (CAFR) for FY 2019 and submitted to external agencies.
- Submitted Annual Investment Report to external agencies.
- Assisted with Uncollectible Initiative Action Plan.
- Reviewed and researched unrelated business income information for Target Shooting Range.
- Reviewed and updated Business Office Risk Assessment for various areas.
- Revised Finance Standards 13.1 through 13.6 for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Revised Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards and submitted additional evidence as requested by Vice President for Finance and Administrative Services and Consultants' notes.
- Submitted Government Finance Officer Association (GFOA) application for the Certificate of Achievement for Excellence in Financial Reporting for FY 2019.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	20	643
01 Direct Deposit	5	198
02 Payroll	8	166
02 Direct Deposit	3	1,962
03 Student	7	12,467
12 I&S	1	1
16 I&S	0	0
17 Plant	5	11
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	49	15,448

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students, and employees	16
Bank Transfers between Bank Accounts	39
Wire Transfers for Benefits and International	3

- <u>General Accounting/Construction/Fixed Assets:</u>
  - Monthly Reports-Prepared board management reports and staff continued to work on monthly reconciliations and monthly reports. Completed 143 monthly reports during January 2020.

Duties	Total
Approval Queues - Requisitions Approved	5
Bank Reconciliations	8
Board and Management Reports Reviewed	61
Cancelled checks provided to AP / Payroll	6
Check verification for AP / Payroll	11
Construction budget transfers reviewed and approved	3

Duties	Total
Copies of booklets/journal entries requested	13
Deposits prepared	21
Download bank info, convert bank statements to PDF and download excel information for reconciliation	1
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	129
Returned mailed checks - Logged and Filed	115
Returned Mailed checks - Disbursement	73
Emails - answered, prepared, initiated	606
Emergency Hand Cut check request prepared and submitted	74
FOAP created including activity codes	37
Food Quotes - IDTs Reviewed	34
Hours assisting other departments	0.42
Hours Filing and organizing of Journal Entries and boxing	6.5
Hours used for scanning - estimated	11.5
Hours used to log Scanned JE	3.5
Hours used to prepare documents for scanning	1.25
Hours used converting BOR and Management reports to PDF	4.25
Hours used to compile and scanning LRGVDC backup	1
Donations - telephone calls received	9
Interdepartmental Transactions reviewed	97
Invoices and encumbrances reviewed	54
Journal entries prepared	79
Journal entries processed including FUPLOAD	1,555
Journal entries- transactions processes	6,386
Journal entries/documents scanned	480
Journal entries Logged	250
Journal Entries reviewed	95
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	40
Positive Pay Exemption-Number of checks researched/verification	14
Stale dated list prepared	5
Stale dated letters mailed	117
Stale dated letters returned and logged	63
Stop payments processed (includes stale dated checks)	205
Telephone calls from other departments/counties	2.25
Transactions removed from bank reconciliation	828
Special project - Tax abatement	9
Special project – Continuing Disclosure	4
DTA motion	3
Special Project – discussed issues with addresses on the Student Stale dated checklist	3
AGM/Departmental Meeting	0.5
Meetings – setup CR05 as FUPLOAD	0.75

Duties	Total
Banner Testing hours/training – Hours Used – Gomer	1
Special Project – End of Year Banner Reports – Number of reports	198
Trainings – Supervisory Symposium – hours	4
Overtime - Hours and Task worked	3.5

Description	Total
General Journal Entry (Intra-Fund) (JE15)	241
General Journal Entry (Inter-Fund) (JE16)	174
Cash Receipts (CR05)	898
Encumbrance Liquidation (E032)	4
Encumbrance Liquidation (E020)	2
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	6
Misc. Receipt Payments (CA10)	1
General Journal Entry (STCJ)	0

- Cashiers/Accounts Receivable:
  - Accounting Group Supervisor set up 1098T forms for 2019 year-end and selected cashiers testing procedure.
  - Assisted students with cashiering needs for Spring 2020 1st class day, census day, and payment due day.
  - Coordinated Cashier brainstorming session on Uncollectible/Retention Initiatives for installment plan and payment arrangements.
  - Cashier staff completed testing of 1098T forms and then 1098T-Tuition Statements were made available to students in JagNet.
  - Cashiers worked on final refunds for Spring 2020.
  - Documented Operational Study Surveys during January 17, 2020.
  - Held training to test 1098T-Tuition Statements.
  - Prepared an all active "holds" report for Comptroller.
  - Revised Financial Literacy information prior to uploading on Cashier website.
- Payroll and Position Control Departments:

Payroll Processes for month of January 31, 2020	
Payroll Re-issue Processed	7
Payroll Cycles	12
Payroll Checks & DD	2,465
TimeClock Plus Access Forms Processed	108
Number of Employees with OT reviewed for OT Memos	460
NOE's Approved	750
Salary Budget Transfer Forms Processed	15 with multiple transactions

- Business Office Performance Indicators:

Payroll Performance Indicators for January 2020			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,793	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	363	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 12/16 - 12/31) SR01	39	Salaried	5
(Waged 01/01 - 01/15) SR02	337	Waged	2
Regular (Salaried: January) MR01	2,212		
		Void Checks Processed	
		Salaried	5
NOE's Approved		Waged	2
Approved NOE's	750		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	5
(Additions, Deletions, Changes)	6	Waged	2
Salaried	165		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	15
FLAC	0		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	29	Salaried	3
Waged	350	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	8	Salaried	0
Salaried: MR01	42	Waged	0
(Salaried:)			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	87
Waged	0	Total Net	$187,187.97
Liabilities Processed		Waged	71
ORP	11	Total Net	$15,401.36
Annuity	12		
Student Loans	2, SR-1	**Direct Deposit Processed**	
United Way	1	Salaried	1994
Child Support	2	Total Net	$5,060,984.30
IRS Levy	1		
Withholding & FICA	3	Waged	313
Met Life	1	Total Net	$64,373.00
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury	1		
Reports Processed			
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

DEPARTMENT OF PUBLIC SAFETY - RUBEN SUAREZ, INTERIM CHIEF OF POLICE, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held meeting with Department of Public Safety staff.
- Attended Clery Act training workshop.
- Attended Department of Public Safety In-Service Training at Regional Center for Public Safety Excellence (RCPSE).
- Attended President's Administrative Staff meeting.
- Attended Law Enforcement Summit hosted by Hidalgo County District Attorney.
- Attended Clery Reports and Structure Meeting with Finance and Administrative Services staff.
- Attended Use of Alcohol and Drug Policy Meeting with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- Attended Finance and Administrative Services Director's Meeting.
- Attended Office of Student Conduct meeting with Dean of Students.
- Attended First Response to Mass Casualty/Active Shooter Incident Training at the Regional Center for Public Safety Excellence (RCPSE).
- Attended meeting to discuss Incident Reporting Process with Director of Risk Management.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Requests for Information:
  - Reviewed Department of Public Safety records management reports.
  - Reviewed Automated Records Management System (ARMS) incident reports.
  - Worked on Office of Student Conduct referrals.
  - Worked on Risk Management reported incidents.
  - Reviewed Maxient cases assigned to the Department of Public Safety by the Office of Student Conduct and Responsibilities.
- Surveillance Cameras:
  - Reviewed repair requests for surveillance cameras.
  - Worked on status of camera server repairs.
- Training:
  - Worked on Campus Security Authority trainings.
  - Worked on scheduling Proficiency Firearms training.
  - Worked on travel approval for staff trainings.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Worked on new Security Guard hires.
  - Worked on selection of security guard personnel.
  - Worked on applicant recommendations with Human Resources department.
  - Worked on personnel assignments.
  - Worked on overtime authorization requests.
  - Worked on leave request and verification of hours for Department of Public Safety employees.
  - Worked on preparing assignments for the first day of the Spring 2020 school year.
  - Worked on job description for the Department of Public Safety Sergeant.
  - Worked on processing applicant information into the Human Resources People Admin system.
  - Worked on emails to Department of Public Safety supervisors addressing time clock and managing/logging overtime.
- Purchases and Repairs:
  - Worked on requisitions for repairs of departmental vehicles.
  - Worked on emergency equipment needed for operations.
  - Worked on open purchase orders.

- Worked on ordering and approving requisitions for equipment.
- Worked on police officer training equipment.
- Worked on quote to replace obsolete dispatch phone recorder and servers.

- Shuttle Buses and Parking:
  - Worked on shuttle bus maintenance.
  - Worked on shuttle bus inspection requirements.
  - Worked on Student Transportation Services operation.
- Other:
  - Worked on weekly Cabinet Updates.
  - Worked on monthly Finance and Administrative Services Activity Report.
  - Worked on Cardiopulmonary Resuscitation (CPR) Training conducted by staff.
  - Worked on assigning police officers to Student orientations and New Hire Staff/Faculty orientations.
  - Worked on topic and Power Point presentation for Spring 2020 Professional Development Day.
  - Worked on 2019 Texas Commission on Law Enforcement (TCOLE) Racial Profiling Report, Racial Profiling Comparison Analysis Tables, and Racial Profiling Board Motion write-up.
  - Worked on Annual Security Report.

PURCHASING AND DISTRIBUTION SERVICES - BECKY CAVAZOS, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Reviewed and negotiated changes to various vendor agreements/contracts.
- Attended the following meetings: Finance and Administrative Services (FAS) Director's Meeting, Finance, Audit, and Human Resources Committee Meeting, and Board of Trustees Meeting.
- Participated in two webinars on contract and bid hosted services.
- Conducted staff meeting to review and discuss the encumbrance report, self-service banner requisitions, open records request, and College policies.
- Participated in various Pre-Proposal conferences related to renovation projects.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Processed six hundred seventy-five (675) purchase orders.
  - Approved five-hundred seventy (570) requisitions.
  - Disapproved two hundred thirty-two (232) requisitions.
  - Processed change orders for goods and services.
  - Completed thirty-two (32) travel authorizations.
  - Acknowledged nine (9) Form 1295 vendor forms.
  - Created or updated one hundred twenty-four (124) new/exiting vendor W-9 forms, which were in Banner.
  - Reviewed and updated Department procedures as needed.
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Quotes: 20-020 Starr County Campus Automatic Drainage Pump Modification.
    - Request for Quotes: 20-021 Higher Education Center La Joya Exterior Building Signage.
    - Request for Quotes: 20-022 Asset Management Chemical Inventory and Inspection Software.
    - Request for Proposals: 19-20-1029 Rebid – Pecan Campus Building M Office and Work Space Renovation.
    - Request for Proposals: 19-20-1030 Mid Valley Campus Building F Student Services Renovation.
    - Request for Proposals: 19-20-1031 Mid Valley Campus Thermal Plant Demolition.
    - Request for Proposals: 19-20-1034 Architectural Services – Pecan Campus Building G Physical Science Classroom Conversion.
    - Request for Proposals: 19-20-1036 Rebid – Multifunction Copier Equipment and Service.

        - Request for Proposals: 19-20-1037 Nursing and Allied Health Campus West Entry Sign
        - Request for Proposals: 19-20-1038 Pecan Campus Building J Flooring Replacement.
        - Request for Proposals: 19-20-1039 Primary Depository Bank Services.
        - Request for Proposals: 19-20-1040 District Wide – Exterior Building Lettering.
        - Request for Proposals: 19-20-1041 Graduation Caps and Gowns.
    - Conducted Public Bid Openings for the following:
        - Request for Quotes: 20-020 Starr County Campus Automatic Drainage Pump Modification.
        - Request for Quotes: 20-021 Higher Education Center La Joya Exterior Building Signage.
        - Request for Quotes: 20-022 Asset Management Chemical Inventory and Inspection Software.
        - Request for Proposals: 19-20-1034 Architectural Services – Pecan Campus Building G Physical Science Classroom Conversion.
        - Request for Proposals: 19-20-1037 Nursing and Allied Health Campus West Entry Sign.
- Fixed Assets Department:
    - Reviewed all assets purchased since January 1, 2020 as follows:
        - Approved ninety-seven (97) assets through January 15, 2020.
        - Adjusted fifty-four (54) assets in Banner for the month of January.
        - Conducted monthly inventory spot check for Library Books.
- Receiving Department:
    - Completed seven hundred twenty-four (724) deliveries (purchase orders and complimentary books) and three thousand eight hundred seventy-seven (3,877) packages/boxes.
    - Received and posted four hundred fifty-four (454) purchase orders in Banner.
    - Transferred/relocated thirteen thousand seven hundred and two (13,702) assets and/or boxes as per move/set up request forms.
    - Completed twenty-two (22) faculty/staff moves in January.
- Mail Services/Copy Center:
    - Processed the following mail and copy requests:
        - Business Office - $881.23, Cashiers - $2,171.41, Financial Aid - $5,046.04, and President's Office - $27.69.
    - Completed three hundred seventy-two thousand seventy-seven (372,077) copies at the copy center for the month of January.
    - Mailed out a total of forty-four thousand forty-five (44,045) letters and of those twenty (20) letters were returned to South Texas College due to bad addresses.

FACILITIES PLANNING AND CONSTRUCTION - RICARDO DE LA GARZA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended January Facilities Committee Meeting and Board of Trustees Meeting.
- Attended Finance and Administrative Services (FAS) Director's Meeting.
- Attended Finance and Administrative Services (FAS) Facilities and Planning meetings with Vice President for Finance and Administrative Services and Facilities Planning and Construction (FPC) Project Managers.
- Attended Finance and Administrative Services (FAS) Risk Assessment Training.
- Attended conference call with Legal Counsel, Purchasing, and Facilities Planning and Construction (FPC) staff to review Owner/Contractor agreement.
- Attended President's Administrative Staff Meeting.
- Attended meeting with Facilities Planning and Construction (FPC) project managers to review status of projects.
- Attended Facilities Planning and Construction (FPC) Staff Meetings.
- Pecan Campus:
    - North Academic Building - Met with building staff to discuss single occupancy restroom issue.
    - Athletic Field Regrading - Attended meeting with College staff to review project scope.

- Arbor Brick Columns Repair and Replacement - Attended Contract Negotiations meeting with Contractor.
- Renovation and Expansion of Library - Attended Kick-off Meeting with Architects and College staff.
- Renovation and Expansion of Library - Coordinated follow up meeting with Architect and College staff.
- Building H Renovation for Culinary Arts - Attended Pre-Construction meeting with Contractor, Architect, and College staff.
- Stucco Issue - Attended meeting with Contractor to discuss status of repair work.

- Pecan Plaza:
  - Kinesiology Renovations Phase I - Attended meeting with Architect to review scope of work and request fee proposal for design work.
  - Testing Center - Attended meeting on-site with Facilities Operations and Maintenance staff to review space modification.
- Mid Valley Campus:
  - Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction - Attended meeting with Architects to review project scope and request fee proposal for design work.
- Nursing and Allied Health Campus:
  - West Entry Sign - Attended meeting with Lawn Care Vendor and Facilities Operations and Maintenance staff to request quote to relocate trees.
  - West Entry Sign - Attended Pre-Proposal conference.
  - Student Service Renovations - Attended meeting with College staff to plan for the relocation of staff in the areas to be renovated.
  - Student Service Renovations - Attended meeting with Architect to review construction documents.
- Technology Campus:
  - Building B Concrete Floor Repairs - Attended final walk-through.
- Starr County Campus:
  - Stucco Issue - Attended meeting with Contractor to discuss status of repair work.
  - Student Service Renovations - Attended meeting with Architect to review Construction documents.
  - Welding Lab Expansion - Attended meeting with Architect to review scope of work and request a fee proposal for design work.
- Regional Center for Public Safety Excellence:
  - Target Range - Attended a conference call with Grants Department staff and Texas Parks and Wildlife Department (TPWD) representatives to review the Planning Phase Contract "Walk Through".
  - Cityscape - Attended site visit with the insurance carrier's Forensic Structural Engineer and Risk Assessment staff.
  - Drainage Study - Attended meeting with Engineer to discuss construction drawings and provide owner comments.
- District-Wide:
  - Interior Signage - Attended meeting with Facilities Operations and Maintenance staff to review signage.
  - Bus Drop Off Areas - Attended site visits to all 4 locations with Lower Rio Grande Valley Development Council Valley Metro staff.

PROJECTS IN PROGRESS:

- Reviewed invoices and pay applications from various architects, engineers, and contractors.
- Reviewed Material Test Reports for various projects.
- Worked on Space Modification Requests, Move Requests, and Furniture Requests.
- Worked on updating Facilities Planning and Construction (FPC) Annual Report.
- Worked on Finance and Administrative Services (FAC)/Facilities Planning and Construction (FPC) Overarching Goals.
- Updated Facilities Planning and Construction Handbook of Operating Procedures Manual.
- Performed interviews for part-time Facilities Planning and Construction (FPC) Records Technician position and worked on reference checks and paperwork.
- Worked on January Facilities Committee agenda and write-ups.

- Worked on updating the Facilities Planning and Construction (FPC) department's operating budget.
- Worked on review of the 2017 American Institute of Architects (AIA) A201 Supplemental General Conditions Agreement with Legal Counsel.
- Worked on developing Professional Development Day presentation.
- Worked on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narrative and backup.
- Worked on February Facilities Committee agenda and write-ups and on March Facilities Committee agenda.
- Reviewed applicants and performed interviews for Business Office Accounting Assistant position.
- Worked on Board of Trustees meeting backup.
- Worked on providing lease agreement information for the Edinburg Fire Training Facility to College staff.
- Worked on developing an employee out-of-office log for staff that is visiting project sites and other campuses.
- <u>Pecan Campus:</u>
  - Building M Flooring Replacements – Received qualification statements from prospective consultants.
  - Building M Generator Replacement - Worked on evaluating Engineer's qualification statements.
  - Building M Office and Work Space Renovation - Worked on review of Architect's 95% Construction documents.
  - Building H Renovation for Culinary Arts - Reviewed Owner/Contractor Agreement and submittals.
  - Athletic Field Fence Enclosure - Performed punch list walk-through.
  - Athletic Field Fence Enclosure - Performed updated punch list walk-through.
  - Sand Volleyball Courts - Worked with Legal Counsel on agreement with Contractor and schedule for the replacement of sand material.
  - Renovation and Expansion of Library - Worked on providing updated space program to Architects.
- <u>Mid Valley Campus:</u>
  - Building F Renovation - Worked on Request for Proposal (RFP) documents for Construction services; reviewed Architect's 95% Construction documents.
  - Thermal Plant Demolition - Worked on Request for Proposal (RFP) documents for Construction services; reviewed Architect's 95% Construction documents.
  - Drainage Phase I - Worked on Request for Proposal (RFP); reviewed Engineer's 95% Construction documents.
- <u>Nursing and Allied Health Campus:</u>
  - West Entry Sign - Worked on the Request for Proposal (RFP) to send out in January.
  - West Entry Sign - Worked on drawings for solicitation of Contractor.
  - West Entry Sign - Worked on PowerPoint presentation for Pre-Proposal Conference.
- <u>Starr County Campus:</u>
  - Cultural Arts Center Building F Partial Floor Replacement - Performed site visit to verify status of Construction progress.
  - Cultural Arts Center Building F Partial Flooring Replacement - Performed site visit and punch list walk-through with Contractor and Facilities Operations and Maintenance staff.
- <u>Higher Education Center:</u>
  - La Joya - Worked on the Request for Quotes (RFQ) for new wall sign.
  - La Joya - Worked on drawings for solicitation of contractor.
  - La Joya - Received quotes for exterior building signage.
- <u>Regional Center for Public Safety Excellence:</u>
  - Portable Buildings - Worked on coordinating Certificate of Occupancy and final inspections.
  - Portable Buildings - Worked with Facilities Operations and Maintenance staff on verifying that all systems are operational for Spring semester classes.
  - Drainage Phase I of the Drainage Study - Reviewed Engineer's progress of construction documents; worked on providing engineer with photos during flood incident and survey documents.
  - Cityscape - Coordinated scheduling of site surveys with Engineer and College staff; worked on providing documentation of status to Administration.

- Cityscape - Coordinated sealing of asphalt cracks; provided additional documentation for Insurance Adjuster.
- Target Range - Worked on review of Texas Parks and Wildlife Department (TPWD) Planning Phase contract for the grant; worked on site and budget information.

- District-Wide:
  - Interior Wayfinding Signage - Interviewed end users of mock signage for Pecan Campus Building H.
  - Interior Wayfinding Signage - Installed temporary signs in Pecan Campus Science, Technology, Engineering, and Math (STEM) Building V.
  - Interior Wayfinding Signage - Performed observation of students utilizing signs to navigate Pecan Campus Science, Technology, Engineering, and Math (STEM) Building V.
  - Interior Wayfinding Signage - Worked on drawings and presentation for locations of interior signage; reviewed with Facilities Operations and Maintenance staff.
  - Flooring Replacements - Worked on finalizing Request for Proposal (RFP) for Pecan Campus Building J, Starr County Campus Building H, and Nursing and Allied Health (NAH) Campus West Building A.
  - Flooring Replacements Pecan Campus Building J - Worked on Request for Proposals (RFP) documents and newspaper ad.
  - Flooring Replacements Nursing and Allied Health (NAH) Campus East Building - Worked on revised quantities of Request for Quotes (RFQ).
  - Flooring Replacements Starr County Campus Building H - Worked on finalizing quantities.
  - Flooring Replacement for Starr County Campus - Worked on Request for Quotes (RFQ) documents and newspaper ad.
  - Exterior Building Lettering - Worked on Request for Proposals (RFQ) documents, newspaper ad, and Preproposal Conference presentation.
  - Deferred Maintenance of District Wide Roofs - Reviewed Architect invoices.
  - Building Lettering - Worked on finalizing Request for Proposals (RFP), newspaper ad, and presentation.
  - Marker Board Replacement Phase III - Worked on developing bid proposal documents.

FACILITIES OPERATIONS AND MAINTENANCE - GEORGE McCALEB, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended City of Weslaco 2020 5k and Mayor's Walk Meeting.
- Attended Facilities Operations and Maintenance Council Meeting.
- Attended Finance and Administrative Services Directors' Meeting.
- Attended Pecan and Starr County Campuses Building Exterior Painting Meeting.
- Attended Pecan Campus Building M Generator Replacement Evaluation Meeting.
- Attended Pecan Campus Building K Posting Displays and Banners Update Meeting.
- Attended Performance Appraisal Meeting.
- Attended President's Administrative Staff Meeting.
- Attended Use of Alcohol and Drug Policy Review and Update Meeting.
- Conducted Mid Valley Campus Building D Plumbing Inspection.
- Conducted Nursing and Allied Health Campus Landscape Inspection.
- Held Facilities Operations and Maintenance Managers' Meeting.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus:
    - Attended meeting with Facilities Planning and Construction staff regarding Athletic Fields.
  - Technology Campus:
    - Received quote for landscaping and is currently being reviewed.
  - District-Wide Campuses:
    - Attended meeting with Landscaping company to discuss expectations for new year.

- Completed pest control issues and equipment rentals.
- Received annual winter break fire inspections and is currently being reviewed.
- Submitted annual elevator inspections to the State of Texas.

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	236	$4,242.63
Electrical	202	$6,153.61
Energy Management	205	$1,130.22
HVAC	838	$12,873.23
Locksmith	196	$5,123.71
Painting	40	$2,812.55
Plumbing	186	$2,629.50
Plant Services		$242.92
Total Cost		**$ 35,208.37**
General Maintenance	3	
Total Work Orders	**1,906**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	203
Moves/Relocations	80

ACCOUNTABILITY, RISK, AND COMPLIANCE - JASON GUTIERREZ, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance:
  - Held several discussions on information requested for Property/Casualty Insurance Request for Proposal (RFP) with various department heads.
  - Held discussions on additional items requested for Regional Center for Public Safety Excellence (RCPSE) Insurance Claim with insurance adjuster.
  - Held discussions on pending information for insurance quotes for Regional Center for Public Safety Excellence (RCPSE) Target Range with Director of Grant Development, Management, and Compliance.
  - Held discussions on student insurance/tuition tables with Business Office staff.
  - Attended meeting to discuss safety plans and liability insurance with Director of College Connections.
- Risk Assessment:
  - Attended meeting on Risk Assessment Training Kickoff, Risk Assessment Trainings, and Acknowledgment Forms with office staff.
  - Held discussions on the Risk Assessment Training with Academic Affairs staff.
  - Held and attended Risk Management Training on Risk Assessments.
  - Held discussions on the Risk Assessment Training Module and Policy Inventory List with Accountability and Compliance Manager.
- Cashier's Operation Study:
  - Held discussions on the cashier line process with Accounting Group Supervisor.

- Held conversation on the Cashier's Operational Study with Finance and Administrative Services Project Managers.
- Held various discussions on the Cashier's Operation Study survey process with Accountability and Compliance Manager and Accountability, Risk, and Compliance Support Specialist.
- Held discussion on Cashier's Operation Study survey data with Accountability and Compliance Manager.

- Dual Credit Cost Study:
  - Held various conversations on the Dual Credit Cost Study with Financial Analyst.
  - Held conversation on dual credit stipends for Fall 2018 and Spring 2019 with Business Office Accountant.
  - Held discussion on traditional and dual credit projections with Budget Manager.
  - Held conference call on dual credit analysis with Vice President for Finance and Administrative Services, Comptroller, and Financial Analyst.
  - Held meeting to discuss the new Dual Credit Analysis Project with Accountability and Compliance Manager.
- Faculty Cost Study:
  - Held various conversations on board motion for Faculty Cost Study with Finance and Administrative Services Reporting Coordinator.
  - Held various conversations on Faculty Salary and Benefits Budget for the Faculty Cost Study with Budget Manager.
  - Held various conversations on scope of work for the Faculty Cost Study with Comptroller and Associate Comptroller.
  - Held various conversations with consulting firms on Faculty Cost Study services, research, and costs.
- Office Staff:
  - Held weekly huddle meetings.
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):
  - Held various discussions and also attended various meetings on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narratives and evidence with Dean of Institutional Research, Effectiveness and Strategic Planning and Finance and Administrative Services Directors.
  - Attended meeting to discuss Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 5.5 with Dean of Institutional Research, Effectiveness and Strategic Planning.
  - Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Core Writing Team Meeting.
  - Held various meetings on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards with Comptroller and Associate Comptroller.
  - Held meeting to discuss edits to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 13.1 to 13.6 with Comptroller and Associate Comptroller.
  - Held meeting to discuss edits to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 5.5 with Interim Director of Human Resources.
  - Attended meeting with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Core Writing Team and College Consultant.
  - Held meeting to discuss status of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narratives and evidence items with Vice President for Finance and Administrative Service.
- Vice President for Finance and Administrative Services:
  - Attended meeting on Faculty Cost Study, Cashier's Operation Study, and Texas Association of School Boards (TASB) policy services with Vice President for Finance and Administrative Services.
  - Attended meeting to discuss the development of various policies with Vice President for Finance and Administrative Services.
- Other:
  - Attended Finance and Administrative Services Director's Meeting.
  - Attended President's Administrative Staff Meeting.
  - Attended Reaffirmation Leadership Meeting.
  - Held meeting on Process Map for Appeals to Citations with Accountability and Compliance Manager.

- Attended Parking Violation Future State meeting with Finance and Administrative Service Project Managers and Accountability and Compliance Manager.
- Held meeting on Parking Permit Citations with Finance and Administrative Services (FAS) Project Manager.
- Held various conversations on the Process Map for Appeals to Citations with Police Compliance Coordinator.
- Held discussion with Texas Association of School Boards (TASB) Director of Community College Services on policy development and maintenance training.
- Held discussions on Continuity of Operations Plan Training with Texas Association of School Boards (TASB) Emergency Management and School Security Consultant.
- Held several meetings and conversations to discuss Presentation and activity for College-wide Professional Development Day with Compliance Manager and Risk Manager.
- Held various meetings to discuss Incident Report Draft Procedures with Police Lieutenant and also to discuss options to address, respond, and mitigate various types of incidents.
- Held discussions on student insurance/tuition tables with Business Office staff and Director of Continuing, Professional, and Workforce Education.
- Held discussions on invoices and invoicing issues with Business Office staff and vendor.
- Held conversation on incorporating the Process Improvement Module Assessment in Microsoft Office Forms with Web Design Specialist.
- Held various conversations on Budget for Fiscal Year 2019 - 2020 with Budget Manager.
- Attended meeting to discuss list of duties for Accountability Assistant with Compliance Manager.
- Attended Requisition Training with Purchasing Buyer and also held discussions on office supplies.
- Held meeting on the Monthly Activity Report with Accountability Assistant.
- Held several discussions on the Risk Management Account Reconciliation with Risk Management Assistant.
- Attended Human Resource New Hire Orientation.
- Attended meeting to discuss weekly Cabinet Report updates and monthly Activity Report with Accountability, Risk, and Compliance Support Specialist.
- Held various discussions with Risk Management Assistant on office supplies.
- Held various conversations on requisition procedures, office supply inventory, department handbook, and account reconciliation procedures with Accountability, Risk, and Compliance Support Specialist.
- Held various discussions on Banner requisitions, office supply purchases and approvals, and Account Reconciliation with Accountability, Risk, and Compliance Support Specialist.

PROJECTS IN PROGRESS:

- Worked on Property/Casualty Insurance Request for Proposal (RFP) and on Student Insurance Request for Proposal (RFP).
- Worked on supplemental information for insurance quotes for Regional Center for Public Safety Excellence (RCPSE) Target Range.
- Worked on Records Management, secured-shredding vendor invoices, and monitored Banner Workflow
- Worked on Risk Assessment 2nd Annual Kick-off Notice and prepared and conducted Risk Assessment Training sessions.
- Surveyed students for Cashier's Operation Study, reviewed Surveys, and began compiling data results.
- Worked on calculation of dual credit faculty cost, identified location of where dual credit courses are being held, and researched peer colleges on contact hour changes to dual enrollment programs. Contacted peer colleges for Faculty Cost Study references.
- Continued working on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narratives, evidence items, and standards with Finance and Administrative Services (FAS) Division staff.
- Worked on Texas Legislative Matrix Jagnet request with the Digital Service Manager.
- Worked on Board presentation for Texas Association of School Boards (TASB) Policy Management Services.
- Researched drug test policy for peer colleges.

- Worked on Process Maps for Appeals to Citations, Parking Violations Future State, and Parking Permit Citations Future State.

FOOD SERVICES - LUIS R. GUZMAN II, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Performance Appraisal with Vice President for Finance and Administrative Services.
- Held meeting concerning temporary agency staffing with the Nursing and Allied Health Campus Cafeteria Food Services Manager.
- Attended Finance and Administrative Services Director's Meeting.
- Conducted recap meeting to discuss October and November 2019 reports with Finance and Administrative Services (FAS) Auxiliary Accountant.

PROJECTS IN PROGRESS:

- Submitted request to replace coffee machines at Mid-Valley Campus.
- Finalized district-wide Budget for all campuses for the months of February through April.
- Worked on department presentation for Professional Development Day.
- Finalized January budgets for all cafeterias.
- Finalized returning work study employee list.
- Reviewed current "on-hand" inventory.
- Placed food order with food services Vendors for Pecan Campus.
- Placed beverage and food order with Vendor for Mid-Valley Campus.
- Submitted work order with Vendor for repair of walk-in freezer at Pecan Campus.
- Submitted work order with Vendor for repair of dishwashing machine at Pecan Campus.
- Reviewed catering events list for January.
- Finalized and submitted Activity Report for December 2019.
- Submitted service request order for coffee machine repairs at Mid-Valley Campus Cafeteria.
- Requested assistance to change password via TouchNet system.
- Requested TouchNet system assistance for issues with not accepting payments.
- Held catering events for January 2020 as follows:
  - Advisory Committee Event.
  - Retirement Ceremony for Dean for Business, Public Safety and Technology.
  - Faculty Senate Meeting at Nursing and Allied Health Campus.
  - Association of Texas Professional Educators (ATPE) and South Texas College (STC) Meeting.
  - Faculty Senate Meeting at Technology Campus, at Pecan Campus, and at Mid-Valley Campus.
  - Facilities Operations and Maintenance Event.
  - Southern Association of Colleges and Schools Commission on Colleges (SASCOC) Meeting.
  - Socratic Training Event.
  - Adjunct Dual Focus Academy Event.
  - Adjunct Dual Professional Development Day.
  - Teaching and Learning (TLA) Focus Academy Event.

HUMAN RESOURCES - LAURA REQUENA, INTERIM DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended President's Administrative Staff Luncheon.
- Attended Chair Meeting for Spring 2020.
- Attended meeting to discuss Salary Planner software with Vendor.
- Attended Faculty Load and Compensation (FLAC) Training.
- Attended Professional Development Day event and was also a Presenter.

- Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Faculty review meeting.
- Attended meeting to discuss Human Resources Departmental projects.
- Attended meeting to discuss technology need during Institutional Equity Officer interviews.
- Attended meeting to review applicants for the vacant Human Resource Assistant position.
- Attended meeting to discuss Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standards 5.4 and 5.5 with Dean of Institutional Research, Effectiveness and Strategic Planning.
- Attended meeting to discuss Human Resource issues with Employee Relations Officer.
- Attended meeting to discuss overview of system and trainings with Vendor representative.
- Attended meeting on Vacant Cross Listed Courses (NA) I Position with Faculty Load and Compensation staff.
- Attended meeting with Legal Counsel to discuss personnel matters.
- Attended President's Administrative Staff Meeting.
- Attended remote meeting to discuss narratives, evidence, and credentials with Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) staff.
- Attended Retirement Ceremony for the Dean of Business, Public Safety and Technology.
- Attended Banner 9 Self-Service meeting.
- Attended Finance and Administrative Services Director's Meeting.
- Attended meeting to discuss Title IX student cases with Title IX Committee.
- Attended Risk Assessment training with Finance and Administrative Services (FAS) Director's.
- Conducted Human Resources Interactive Panel Presentation at Adjunct/Dual Credit Professional Development Day.
- Conducted Supervisory Symposium for Business Office and Cashier's Office staff.
- Held meeting to discuss Fair Labor Standards Act updates with staff.
- Attended meeting to discuss the progress of projects with Information Technology (IT) staff.
- Met to review Occupational Safety and Health Administration (OSHA) Report with Benefits Specialist.
- Met to perform testing on "Faculty Renewal notices for employees who have more than a year of employment" with Information Technology (IT) staff.
- Met to discuss Faculty Internal Audit with Internal Auditor.
- Met to review Faculty Renewal Letter of Appointment with Staffing and Compensation Manager.
- Met to review procedures for "Reviewing Hiring Proposals under Staffing Review" with Staffing Specialist(s).
- Met to review procedures for hiring Temporary Agency employees with Staffing Specialist(s).
- Met to review Salary Survey for FY 2019 with Human Resource Staffing and Compensation Manager before submission.

PROJECTS IN PROGRESS:

- Worked on Employee Relations cases and reviews.
- Worked on presentation and supplemental information for Professional Development Day.
- Worked on requests for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation.
- Assisted with completion of the Property/Casualty Insurance Request for Proposal (RFP).
- Audited all Leave Reports in TimeClock Plus and notified Supervisors via email college-wide.
- Collaborated with Business Office to streamline payroll procedures and processes.
- Conducted (two) 2 Part-Time Orientation Sessions.
- Coordinated with Business Office staff on the new W-4 data entry check and balance process.
- Reviewed Legislative Budget Board Administrative Accountability Report.
- Reviewed Policy #4904: Employee Complaint Procedure to include in Board Committee Meeting.
- Worked and completed the FY 2019 – FY 2020 College and University Professional Association for Human Resources (CUPA-HR) Salary Surveys for Administrators, Professionals, and Staff for submission.

- Worked and completed the FY 2019 – FY 2020 Texas Association of Community Colleges (TACC) Salary Survey for submission.
- Worked on and completed Occupational Safety and Health Administration Report for 2019 calendar year.
- Conducted various Exit Interviews with employees leaving or retiring from the College.
- Worked on Employee Retirement System (ERS) Reconciliation Report for December.
- Worked on detailed documentation for Worker's Compensation reports.
- Worked on monthly and semi-monthly payroll for January.
- Worked on processing qualifying event report on Employee Retirement System (ERS).
- Worked on reviewing Affordable Care Act hours eligibility for Teacher Retirement System (TRS)/Benefits.
- Worked on the revised Retiree Report for December 2019 - 2020.
- Worked on the W-4 Flyer regarding the Internal Revenue Service (IRS) changes.
- Worked on updates to the Campus Security Authority (CSA) designations list.
- Working on Faculty Load and Compensation (FLAC) procedures.
- Systems/Reporting:
  - Visio charts:
    - Updated the Colleges Organizational Chart.
    - Updated the Human Resources departmental chart.
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 22
    - Resolved: 23
- Report Development:
  - Worked on several Internal Reports throughout the month and submitted to the departments as needed or filed for future reference.
  - Worked on the following External Reports:
    - Department of Labor employee report for January.
    - Curriculum Based Measurements (CBM) Report.
- Other:
  - Spoke with Evisions representative on improving reports that department works on.
  - Reviewed and updated personnel files and credential roster for the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) review.
  - Concluded conversations with Evisions representative on ways to improve the User experience on Argos system.

Faculty Staffing	**Count**
Position requests w/job descriptions	0
Positions posted	0
Positions reposted	0
Positions extended	4
Positions canceled	1
Search committee forms requested	1
Search committees assigned	0
Hiring proposals reviewed (HR Staffing Review workflow)	5
Job offers	28
Review Adjunct/Dual Credit applications	60
New Hire Email Notifications	
Faculty	6
Lecturers	19
Adjuncts/Dual Credit	21
Positions filled	1

Faculty Staffing	Count
PeopleAdmin user updates	0
Advertisements placed (Monitor, Town Crier, etc.)	0
Resignations/Terminations	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	15
Reviewed in PeopleAdmin	21
Notices (1st, 2nd & Final notice)	16
Extension requests	15
Credential entered in credential database Faculty/Staff	Over 300
Vacancy Reports completed	0/20
Educational Supplements (Review, log, memo, send to payroll and faculty)	26
New hire/re-hire/transfer files (closing onboarding process) track transcripts	60
Purged Monthly Adjunct Applications	56
Purged Non-STC Employee Transcripts	0
SACSCOC Audit	30

Support	Count
E-Verify	
Cases submitted	54
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	47
Requests	0
Name changes	0
Revisions	0
Updated employment authorization documents	3
Emails for expiring documents	0

Records	Count
Records Filed (by page)	1,202
Files Scanned & Indexed	0
Email Requests: External	15
New Hire Personnel Files Prepared	15
Termed Personnel Files Prepared	1
New Hire/Active Transcript Files Prepared	15
Files Audited	649
Record Requests	162
Files moved back from storage room	0
Special File Requests (HR Director, auditor, etc.)	836

Staffing/Staffing Support (Staff)	Count
Position requests w/job descriptions	24
Positions posted	21
Positions reposted	4
Positions extended	26
Positions canceled	8
Search committee forms requested	17
Search committees assigned	12
Hiring proposals reviewed (HR Staffing Review workflow)	7
Job offers	17
New Hire Email Notifications	
Full-time staff	0
Part-time staff	21 (DW) 7 (WS)
Trainers	3
Positions filled	26
PeopleAdmin user updates	36
Advertisements placed (Monitor, Town Crier, etc.)	5
Resignations/Terminations	
Full-time staff	19
Part-time staff	12
NOE's	
Full-time temporary staff	0
Part-time staff (DW)	119
Trainers	162
Temporary Agency Employees	
Request	3
Replacements	2
Assignment Extension	6

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	393	78	TWC Claims	27	6
Fingerprints	89	6	Open Records Requests	3	0
DPS Driver Eligibility Checks	120	8			

Benefits & Payroll	Count		Count
Benefits		Payroll	
New Hire Orientations Full-Time	5	PDR Notifications	247
New Hire Orientation Part-Time	4		
Internal Transfers	10	Direct Deposit Transactions	0
Benefits Credits/Collections	14	*Full Time*	41
TRS ED Records reported	426	*Direct Wage/Work Study/Trainer*	15
TRS RR Records reported	100	Resignations	

Benefits & Payroll	Count		Count
TRS Prior Yrs. of Svc Verifications	0	*Full Time*	11
TexaSaver 457/403B Accounts	4	*Direct Wage/Work Studies*	12
Faculty (Adjunct, Temporary)	4	Garnishments	62
Staff (Direct Wage, Part Time)	6	TXOAG Reporting	0
Exits		Payroll DOC/ADJ/SLP Worksheets	0
Full Time	7	New Hires, Rehires, Transfers	0
Retirees	3	Name Changes	1
FMLA Requests		Address Changes	6
New	20	Form W-4 Changes	10
On-Going Cases	09	Verification of Employment	0
Closed	22	Forms processed	34
FMLA Intermittent Requests		Letters sent	7
New	7	Phone Calls	44
On-Going	13	Cell Phone Stipends	1
Closed	3	Adjunct Leave Forms	0
Approved Leave of Absence		NOE Staff Full Time Temp	9
New	0	Letters of Appt Verification and Matching	0
Closed	3	Direct Wage	419
Workers Compensation Claims	1	Work Study	184
New	6	Adjunct	0
On-Going Cases	11	Overload	24
Closed	1	Grant Special Assignment	4
Tuition Reimbursement Applications Processed	2	FLAC CRNs	0
Tuition Reimbursement Applications ready for payment	2	Trainers	98
Tuition Grant Applications		Dual Enrollment	0
Employee	31	Fac. Salary Retro-Pay Adj	1
Dependent	28	Fac. Base Salary Pay-Off	0
Promissory Notes	1	Substitute NOEs	22
		Full-time Regular Faculty Pay-Off	3
Sick Leave Pool Enrollment	0	*Full-Time Lecturer New*	15
Sick Leave Pool Termed	0	*Special Assignments*	0
Sick Leave Pool Donations	0	Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	3
SECC-State Charitable Deductions	95	Large Class Payments	3
Letter/Appointment FT Regular Staff	0	Educational Increase	0
Medical Support Orders	1	Mini-mesters	1
ERS Changes	6	Certification Stipend	0
Vacation Settlement Worksheets	9	PeopleAdmin Transactions	
Fac. Base Salary Three Month Ext.		Approvals	5
		Hiring Proposals	31
Staff Special Assignments		Payroll Worksheets	38
		Move Request Updates	14

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY A. REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	FEBRUARY 19, 2020
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1, 2020 THROUGH JANUARY 31, 2020

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Hosted leadership meeting to work on initiatives for the Strategic Directions, January 9
- Attended STC/UTRGV Leadership Meeting at UTRGV, January 10
- Attended meeting with Fernando, Bradly and Brett to go over SACS reviewer comments, January 14
- Scheduled a meeting with Juan Carlos Aguilar to discuss non-credit programs, January 16
- Attended and prepared for the Chair meeting scheduled, January 16
- Planed for the Adjunct and Dual Credit P.D. Day, January 18
- Participated in the TCCIA conference call & planning for Summer Conference, January 21
- Participated in the SACS Advisory Visit with Dr. Young, January 21
- Participated in the Chief Academic Officer conference call, January 23
- Attended the Dual Credit Board Appreciation Breakfast, January 24
- Attended and finalized Retirement Ceremony for Dean Reyna, January 30

PROJECTS COMPLETED OR IN PROGRESS:

- Academic Affairs Risk Management Plan
- Chair Academy
- Classroom Inventory Report and Classroom Usage Report
- Considering Dual Credit Faculty Ambassador Institute
- Developing guidelines and templates for the division
- Developing the Handbook of Operating Procedures Template
- Dual Credit Program Alignment Guide
- Finalized and advertised the Job Description for Dean for Business, Public Safety & Technology
- Finalized the internal review of the Faculty Rosters for Fall 2019
- Grade Distribution Reports for high enrolled courses
- Guided Pathways Project
- Interviewing faculty to recommend for Spring 2020 semester
- Monitoring Enrollment for Spring 2020 semester

- NACEP Accreditation
- New Program Development Proposals
- SACSCOC reaffirmation requirements and write ups
- STC Competency-Based Program Development Manual
- STEM Connection Report/Newsletter
- The Dean for our College of Business, approached me with an idea to partner with STC to waive the GRE requirement for STC bachelor degree recipients who meet certain academic criteria and who wish to pursue an MBA with TAMUK
- Updating all manuals and reports for the division
- Updating Faculty Qualification Manual and Handbook of Credentials by Discipline
- Updating the credential database with the Fall data
- Working on presentation for CCBA conference held in late February
- Working on presentation for EWDC – STEM Connection newsletter
- Working on scheduling dashboard
- Working on several Search Committees
- Working on the Pathway Project Communication Plan

UPCOMING EVENTS:

- Dual Credit Pathways Symposium, February 6, 2020
- Summit on College & Career Readiness, April 6, 2020
- Dr. Esmaeili was nominated to the College of Agriculture & Natural Resources 'Hall of Honor' alumni. The Award Banquet will be held at Tio and Janelle Kleberg Wildlife Center at TAMUK on April 23, 2020

MARIO REYNA
DIVISION DEAN – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY

DIVISION DEAN'S REPORT:

- Met with Welding student to discuss grade issue, January 6
- Attended the Strategic Initiative meeting at Pecan Campus, January 9
- Held the BPST Program Chair meeting at the Technology Campus, January 24
- Attended Planning and Development Council meeting at Pecan Campus, January 24

POINT OF CONTACT'S REPORT:

- Attended the Strategic Initiatives Meeting, January 9
- Attended the STC & UTRGV Collaborative Leadership Meeting, January 10
- Met with Tony Matamoros for Dual credit CTE Transition Initiative Planning Meeting for Jaguar Connection Day, January 22
- Meeting to discuss JET Grant, January 22
- Division meeting for Program Chairs, January 24
- Planning & Development Council meeting, January 24
- Attended Mayor's International Brunch in Mission, Texas, January 25
- Attended the ceremony for the first family to receive their home as part of the Mi Casita Project, January 26
- Worked with Information Technology instructor to coordinate Summer Camps for IT Department, including the budget and scheduling of days/times, January 27
- Met with Program Chair and faculty from Welding Department, along with Continuing Education Department to discuss the AWS Pre-work, January 28
- Met with DBT Program Chair and Grant Development Officer regarding the JET Grant for FY20, January 28
- Assisted in working on Dean Mario Reyna's gift on behalf of the BPST Division, January 28
- Presented to the STC Board of Trustees a gift that was inspired by a student and perfected by faculty and staff in the AEDT Program as a request by Dr. Reed. This gift was presented to the Board of Trustees during their meeting as part of Board Appreciation Month, January 28

- Attended a meeting regarding Nichols College MOU and their commitment with the Business Administration Program for CBE courses, January 29
- Welcomed individuals from the Universidad Autonoma de Nuevo Leon and gave them a tour of the Technology Campus as well as taking them to the Nursing & Allied Health Campus. There are existing partnership, and they wanted to continue with these partnership and see if there were opportunities to work on additional initiatives, January 29
- Assisted with the centerpieces, the gift, and part of the presentation of the gift to Dean Reyna, January 30
- AWS on Site Visit with consultant to determine what will be needed for the upcoming site visit/audit to allow STC Technology Campus to become a testing center for AWS, January 31
- Attended the LRGV-AIA January meeting at the AIA Headquarters in Mercedes, Texas

ASSISTANT DEAN'S REPORT:

- Continued working on Tech Week 2020 and adverting and marketing with different programs, January 7
- Contacted QEP marketing committee to plan for our next meeting to move forward with deadlines, January 7
- Met with MEDC VP to discuss upcoming Update Meetings with committee regarding future projects and collaboration, January 8
- Met with First RGV to plan future collaboration with Robotics teams and our manufacturing students, January 8
- Attended STC and UTRGV Collaborative Leadership Team meeting over at UTRGV to continue collaboration between both institutions, January 10

- Meeting with Cambria Hotel Scholarship committee, January 22
- Attended QEP committee meeting at Pecan campus, January 22
- Attended meeting at Foreign Trade Zone to discuss yearly goals with our partnership, January 23
- Attended checks signing ceremony at the Regional Center January 23
- Attended the Board appreciation meeting at Pecan campus, January 24
- Attended the Planning and Development Council meeting at Pecan Campus, January 24
- Attended and volunteered at the First RGV Robotics completion and assisted as a judge for robotics projects for diverse schools, January 25
- Attended QEP implementation Team meeting, January 28
- Attended Grant meeting at La Grulla High School with team, January 29
- Attended the Workforce Advisory Committee Meeting, January 29
- Attended Prior Learning Assessment Meeting, January 29
- Attended Wonder woman in the making meetings, January 29
- Attended RGV Lead Search Committee meeting, January 30
- Attended Dean Reyna's retirement celebration, January 30
- Continued planning for Innovative Technology Week, January 31
- Attended meeting to plan for Mfg. Career & Expo, reaching out to speakers and companies, January 31

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

- Attended Mi Casita Event, January 26
- BPST Chair Meeting, January 24
- Dual Credit CTE Transition Initiative Planning Meeting, January 22
- Faculty attended Dean Reyna's Retirement Ceremony, January 30
- Attended Blackboard Ally Onsite Training, January 30
- Instructor attended STC Board meeting AEDT presentation of gifts to board members, January 28
- Faculty assisted and staff with creation of Dean Reyna's division gift & centerpieces

- Aylenn Marquez, design of centerpieces, for Dean Reyna's retirement celebration.

Automotive and Diesel Technology

- The Automotive department received a donation vehicle from GM-General Motors. Roy Trevino, Program Chair picked up vehicle in Neessen Chevrolet in Kingsville, Tx, January 23

- The Diesel department purchased a mini excavator from HOLT Caterpillar and was delivered, January 23
- Program Chair attended CTE meeting with Weslaco ISD-equipment grant, January 28
- Will be attending TCCTA 73rd Annual Convention, Feb 26-29

Design and Building Technologies

- Continued NCCER accreditation process, January 22
- Attended Planning and Development Council, January 24
- Attended Business, Public Safety and Technology Program Chair Meeting, January 24
- Attended Mi Casita Affordable Housing Project Ceremony, January 26
- HVAC, Program Coordinator met with dual enrollment instructor to discuss courses, January 22
- Coordinated donated goods and equipment for the HVACR program, January 27-31
- Developed and submitted of JET Grant for HVACR program, January 27-31
- Developed collaborative project between Construction Supervision, Electrician Technology, and AEDT for Dean Mario Reyna's retirement, January 27-31
- Met with Grant Development Officer and BPST Point of Contact regarding the submission of the JET Grant, January 28
- HVAC instructor attended Mini-Split Training presented by Johnstone Supply, January 28
- HVAC faculty attended Daikin mini split seminar, January 28
- Continued development of the DBT Expo, January 29
- Faculty attended Dean Mario Reyna's retirement ceremony, January 30
- Coordinated Electrician Technology curriculum change to be presented to the Advisory Committee, January 31
- Electrician Assistant build a house for electrician students of Starr County, January 31
- HVAC Program Coordinator attended High Engagement Strategies for STEM Courses workshop, January 31

Information Technology

- All IT Faculty and staff attended the Business, Public Safety, and Technology Division Meeting, January 13
- All IT Faculty and staff attended the Information Technology Program Meeting, January 14
- Faculty attended Palo Alto Networking Training, January 15
- Assistant Chari attended Mentor Program Meeting for Sharyland ISD, January 15
- Program Chair attended a meeting to discuss Organizational Chart at Pecan Campus, January 30
- Program Chair attended a meeting to discuss potential certification programs at the Mission EDC with VP Information Services & Planning and Strategic Initiatives and VP Student Affairs & Enrollment Management, January 30
- All IT Faculty and staff attended the Retirement Reception for Dean Reyna, January 30

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Preliminary meeting with the Director of the CLE to identify areas for increased collaboration
- Meeting with Liberal Arts Division and Social and Behavioral Sciences Division to discuss shifting duties and responsibilities consequent to the Division split
- Strategic Initiatives Meeting to identify high-level action items from our Area
- STC-UTRGV Collaborative Leadership Meeting
- Participated in the Spring 2020 kick-off ASCENDer meeting
- Participated in the Spring 2020 kick-off co-req team meetings

ASSISTANT DEAN'S REPORT – FINE AND PERFORMING ARTS:

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

DIVISION DEAN'S REPORT:

- Facilitated Division Chair meeting, January 13
- Facilitated Division Spring Convocation for all returning faculty and staff, January 13
- Attended Department meetings, January 14-17
- Attended Reaffirmation Leadership meeting, January 15
- Attended New Student Orientation for Bachelor Programs, January 15
- Attended Spring Academic Affairs Chair meeting, January 16
- Attended President's Administrative Staff meeting, January 17
- Welcomed Adjunct and Dual Credit faculty, January 18
- Met with Texas A&M University College of Agriculture and Life Sciences to discuss articulation agreement between Biology Department and College of Agriculture, January 21
- Met with our team to discuss the NSF – GeoPath grant between STC and UTGRV, January 21
- Attended a meeting with Dr. Young, SACSCOC consultant, for preparation of incoming SACSCOC Reaffirmation on September, January 22
- Met with the Grant and Compliance Office to discuss Marketing Project Grant Initiation meeting, January 23
- Attended Board Appreciation Breakfast, January 24
- Gave welcoming address at Countering Cancer Attacks conducted by Biology Instructor at Rainbow room, January 24
- Attended Planning and Development Council, January 24
- Participated in the STEM Connection Newsletter meeting, January 28
- Attended DBE Cyber Security Courses meeting, January 28
- Attended Board of Trustees meeting for NSF grant approval, January 28
- Participated a phone conference with Nichols College and review the possible MOU to teach the first two years of their Bachelor of Business Administration (2+2 agreement), January 29
- Attended meeting with Mission EDC to discuss possibility of partnership Partnering on IT programs meeting, January 30
- Attended Farewell Ceremony for Dean Reyna, January 30
- Attended Transfer Conference in Austin, January 30

ASSISTANT DEAN'S REPORT – BACHELOR PROGRAMS:

- Attended the MSB Division Chair Meeting, January 13
- Attended the MSB Division Meeting, January 13
- Participated in the phone interview for the Community College Baccalaureate article, January 14
- Attended the BASOL and Distance Learning Meeting, January 15
- Attended the Academic Coaching: Challenges, Needs, Gaps to address through Title V DHSI grant proposal, January 15
- Participated in the Bachelor Programs New Student Orientation, January 15
- Attended the Academic Affairs Chair Meeting, January 16
- Facilitated the BASOL Faculty Department Meeting, January 17
- Attended the SWG Engineering Ribbon Cutting, January 17
- Facilitated the BASOL Adjunct Faculty Department Meeting, January 18
- Attended the National Society for Leadership and Success New Member Orientation, January 18
- Attended the McAllen Chamber of Commerce Ambassador Check Presentation, January 20
- Participated in the New Student Welcoming and BAT/BAS program promotion at the Pecan campus, January 21
- Attended the Fast-Track to Success Steering Committee Meeting, January 22
- Attended the Board Appreciation Breakfast, January 24
- Attended the Planning and Development Council, January 24
- Participated in the Institute for CBE 2020 Conference Steering Committee meeting, January 27
- Participated in the Competency-Based Network Board meeting, January 27
- Participated in the TSC 2 STC meeting, Brownsville, TX, January 28
- Participated in the Business Administration (STC) and Nichols College MOU meeting, January 29
- Attended the Mario Reyna Retirement Reception, January 30

PROGRAM REPORTS:

Computer Information Technology Program

- Attended the MSB Division Chair Meeting, January 13
- Attended the MSB Division Meeting, January 13
- Facilitated the CITP Faculty Department Meeting, January 14
- Faculty participated in the Bachelor Programs New Student Orientation, January 15
- Attended the Academic Affairs Chair Meeting, January 16
- Faculty participated in the Adjunct & Dual Credit Faculty Professional Development Day, January 18
- Attended the Faculty Senate Meeting, January 28
- Attended the CITP CBE Course Review Meeting, January 29
- Promoted the BAT in CIT Program in Edinburg North High School, January 30

Medical and Health Services Management Program

- Attended the MSB Division Chair Meeting, January 13
- Attended the MSB Division Meeting, January 13
- Facilitated the MHSM Adjunct Faculty Meeting, January 14
- Participated in the Bachelor Programs New Student Orientation, January 15
- Attended the Academic Affairs Chair Meeting, January 16
- Presented information on the MHSM/BAT programs to graduating class of the Physical Therapy Assistant program at the NAH campus, January 23
- Participated in the New Student Welcoming and BAT/BAS program promotion at the Pecan Campus, January 21
- Attended and participated in a CITP CBE courses review, January 29
- Academic Coach promoted all the bachelor programs at the Edinburg North High School, January 30
- Participated in the G1 Club member recruitment effort, January 30

Technology Management Program

- Attended the MSB Division Chair Meeting, January 13
- Attended the MSB Division Meeting, January 13
- Conducted the TMGT Spring 2020 Faculty Department Meeting, January 15
- Participated in the Bachelor Programs New Student Orientation, January 15
- Attended the Academic Affairs Chair Meeting, January 16
- Faculty participated in the La Joya ISD Event to promote Bachelor Programs, January 17
- Participated in the New Student Welcoming and BAT/BAS program promotion at the Pecan Campus, January 21
- Conducted the TMGT Capstone Students Mandatory Orientation, January 23
- Attended the Teaching & Learning Academy Workshop, January 24
- Participated in the CITP's CBE Course Design Review, January 29
- Attended the AA/FM Round-up, January 30

ASSISTANT DEAN'S REPORT – MATH & SCIENCE:

- Assisted leading Division Chair's Meeting. Lead discussion on I.E plan, Safety, FLAC, Retention Strategies, Key Performance Indicators, and NSF S-STEM grant., January 13
- Presented Math and Science Accomplishments, Faculty Conference Presentation, Program Retention Rates for last three years, and proposed retention strategies, January 13
- Held meeting with Math and Science Student Success Specialist to discuss job duties and develop retention strategies, January 14
- Held meeting with MS Project Manager, NSF-S-STEM prospective PI and Co-PI, MS Student Success Specialist, and grant office personnel to review grant expectations and to determine the next steps in implementing grant activities, January 14
- Held meeting with MS Safety Committee to review updated Chemical Hygiene Plan and discuss committee member expectations, January 15
- Visited Mid-Valley campus to inspect Chemistry and Engineering lab for mold presences. Work with EHS Director and Physical Science Lab Coordinator to develop plan to address the issue, January 15 &16
- Attended Physical Science Department meetings, January 15 & January 17
- Attended OPOD Chair meeting to discuss updates and expectations, January 16
- Attended QEP Implementation Team meeting to discuss updates, January 16
- Attended meeting with SACSCOC consultant as part of QEP Implementation team, January 22

- Attended NSF-GEOPATHS proposal meeting. The meeting participants discussed the options for a potential collaboration, January 21
- Attended STC- International Museum of Art & Science (IMAS) meeting to discuss a potential collaboration on NSF-GEOPATHS proposal. The team decided to continue to work together and postpone submitting proposal to November, January 24
- Attended Chemistry program meeting. Faculty discusses changes to Organic Chemistry textbook, online homework requirements, and presentation assignments, January 24
- Attended Planning and Development Council (PDC) meeting, January 24
- Met with Dean, Project Manager, Senior Administrative Assistant, Bachelor Programs Assistant Dean, and UTRAC Director to discuss Division staffing needs, January 27
- Attended QEP Implementation Team meeting, January 28
- Attended Spring STEM Summit preparation meeting, January 28
- Attended Faculty Senate Meeting, January 28
- Attended STC Board Meeting, January 28
- Attended NSF GEO-Paths grant meeting to discuss partnership with UTRGV, January 29
- Attended Workshop on Higher Engagement Strategies for STEM Courses, January 31
- Attended Pre-Pharmacy Articulation agreement meeting, January 31

DEPARTMENT/PROGRAM REPORTS:

Biology

- Biology Faculty and Staff attended the MSB Division Convocation meeting.
- Biology Chair and assistant Chairs met to discuss upcoming items within the Department, January 16
- Biology Chair and Secretary attended the Chair meeting, January 16
- Biology Faculty attended the Spring 2020 Biology Department Meeting, January 17
- Attended meeting with TAMU College of Agriculture and Life Sciences at PCN V1.603, January 21
- Attended meeting planning and development council, January 24
- Attended Biology Club Meeting, January 24
- Attended meeting to discuss recruitment of students for Texas A&M SURGe, January 24
- Held health seminar Countering Cancer Attacks at PCN F. Rainbow Room, January 24
- Attended STEM connection meeting at PCN V1.603, January 28
- Attended STEM Summit planning meeting at PCN V1.603, January 28
- Attended Blackboard Ally Onsite Training at PCN A1-21, January 30
- Biology Faculty attended the High Engagement Strategies for STEM courses workshop, January 31
- Biology Faculty attended A&P CLO/PLO Training, January 31
- Biology Faculty attended SEA PHAGE meeting, January 31

  Biology Dual Credit Coordinator
  - Visited Juarez-Lincoln High School for an inventory check on new dual credit classroom, January 13
  - Visited Palm View High School for an inventory check on new dual credit classroom, January 15
  - Visited Donna High School January 16
  - Visited PSJA College & University Center to help new DC faculty with Concourse and McGraw Hill Connect resources, January 31

Computer Science

- Attended the MSB Division Chair Meeting, January 13
- Attended MSB Division Spring 2020 Convocation, January 13
- Facilitated Computer Science and BAT in CITP Department Meeting, January 14
- Attended the Academic Affairs Chair Meeting - Spring 2020, January 16
- Program Chair and CS/CITP Faculty participated in the Workshop #133750: Adjunct & Dual Credit Faculty Professional Development Day, January 18
- Attended STEM Connection and STEM Summit Planning Meetings, January 28
- Attended the Faculty Senate Meeting, January 28
- Attended the CITP CBE Course Review Meeting, January 29

Mathematics

- Attended the MSB Division Chair Meeting, January 13

- Attended MSB Division Spring 2020 Convocation, January 13
- Facilitated Mathematics Department Meeting, January 15
- Attended Academic Affairs Spring Chair meeting, January 16
- Facilitated Mathematics Professional Development, January 17
- Facilitated Mathematics Adjunct and Dual Credit meeting, January 18
- Participated in the Unidos Contra Los Diabetes (UCD) Data Advisory Board teleconference, January 21
- Participated in the Socratic Tutorial for Trainer of Trainers hosted by AVID Learning and organized by OPOD, January 22
- Participated in the Planning and Development Council, January. 24
- Attended STEM Connection and STEM Summit Planning Meetings, January 28
- Attended Blackboard Ally training presentation, January 30
- Met with Art faculty regarding potential Mathematics-themed art exhibit/collaboration, January 30
- Attended STEM Engagement Strategies session, January 31

Math Dual Credit Coordinator

- Got new DCF added to departmental shell, January 27
- Communicated with new DCF mentors, January 27
- Began work, with Math faculty in verifying that all DCF are part of the Blackboard shell, January 28
- Worked on scheduling observations of DCF, January 24 – 31
- Attending make-up meeting for Dual Credit Professional Development, January 31
- Conducted New Dual Credit Faculty Meeting/Training, January 17
- Attended Dual Credit Professional Development, January 18
- Created new DCF mentorship program and assigned mentors to new DCF, January 15 - 18
- Communicated with new DCF mentors in regards to their initial contact with DCF, January 23

Physical Science

- Attended the MSB Division Chair Meeting, January 13
- Attended MSB Division Spring 2020 Convocation, January 13
- Facilitated Physical Science Department Meeting, January 14
- Attended Academic Affairs Spring Chair meeting, January 16
- Facilitated Physical Science Adjunct and Dual Credit meeting, January 18
- Attended NSF-GEOPATHS proposal meeting, January 21
- Attended Engineering Department, Texas A&M McAllen-STC Articulation Agreement meeting, January 23
- Attended STC- International Museum of Art & Science (IMAS) meeting to discuss a potential collaboration on NSF-GEOPATHS proposal, January 24
- Attended Chemistry program meeting, January 24
- Attended Planning and Development Council meeting, January 24
- Attended STEM Connection and STEM Summit planning meeting, January 28
- Met with the STC grants officer, geology faculty and assistant dean to discuss the next steps for the NSF-GEOPATHS Sub-award in collaboration with UT RGV, January 29
- Attended National Periodic Table day brain storming meeting, January 30
- Participated in Workshop #136208: High Engagement Strategies for STEM Courses workshop organized by STC Professional Development department, January 31

Engineering Coordinator

- Participated in a conference call with Texas A&M University's McAllen branch. We discussed how we could align STC's engineering program with the Interdisciplinary Engineering Program offered by TAMU. It appears that the Mechanical Track of the STC Engineering Program has a strong alignment with their program. Both institutions are reviewing each other's course offerings and will meet again in approximately three weeks to try to create a detailed mapping between courses and develop a course map between programs, January 23
- Reviewed Engineering syllabi
- Reviewed Fall 2020 Engineering class schedule
- Worked with instructor that will be out next week on FMLA to find instructors to meet the classes
- Work with McAllen Public Utility for potential dates to hold a Waterbotics Summer camp during the month of July
- Attended High Engagement Strategies for STEM Courses training, January 31,

Director of Science Olympiad

- Met with SO state director (on line) regarding registered teams and teams having problems registering, January 16
- Met with Public Relations to discuss logistics for SO. Shirts, lanyards, coaches' bags, etc., plus media coverage and other items needed for February 23, January 17
- Set up team names and notified all teams individually with schedule and team name, January 24
- Worked on event schedule, reserving rooms, getting more coordinators and setting up volunteer schedules, January 14-24
- Updated website with events and schedule information, January. 27
- Sent all coordinators their event and time schedules, January. 29
- Set up meeting to over logistics with Maintenance, IT, and Public relations January. 30
- Requested parking permits for coaches, parents and schools needing permits for Feb. 22, January 30
- Received items from Public relations for coaches, and students, January 31

Interdisciplinary Studies AS Coordinator

- Corresponded with Advising office and Dual Enrollment Office about advertising program, January 13
- Posted degree plan flyer at college campuses to advertise program, January 14
- Met with Assistant Dean to discuss current status of transfer tracks, January 17

UNIVERSITY RELATIONS:

- Various colleges visited January 2 – January 31
- Attended the Math, Science and Bachelor Programs Chair Meeting, January 13
- Attended and presented at the Math, Science and Bachelor Programs Division Convocation, January 13
- Participated in the January Class of Leadership McAllen. The topic was City Services, January 14
- Attended the January Department meeting of the Mathematics Department, January 15
- Participated in the Mathematics Department Professional Development, January 17
- Attended the BASOL Department Meeting, January 17
- Met with representatives from the College of Agriculture and Life Sciences at Texas A&M University on ways that we can work together as they are bringing some programs to the McAllen Higher Education Center and would like to have more students from the RGV, January 21
- Attended Planning and Development Council, January 24
- Presented to 8 classrooms on the URTAC office, what we do and how we can assist them, the transfer process, upcoming deadlines for UTRGV's Tuition Advantage program, how to contact other representatives and the upcoming College Fair.
- Met with Principal Investigator and the Dean for Math, Science and Bachelor Programs about the status of the Child Development CBE Grant with UTRGV and the Nichols College MOU, January 28
- Traveled to and met with a team from Texas Southmost College about our current agreement with them, what needs to be updated and changed and further ways that we can partner together, January 28
- Participated in the STEM Summit planning meeting, January 28
- Met with representatives from the Business and Technology Division and the Dean and Assistant Dean for Bachelor's Programs to acquaint them with the MOU with Nichols College and get their approval to move ahead with the agreement, January 29
- Traveled to and attended the Texas Transfer Alliance Meeting at Austin Community College's Eastview Campus, January 30 and 31

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Followed up on Carl Perkins Grant
- Completed and submitted KCCF personal activity report to the GDMC Office, January 2
- Followed up with HR regarding faculty secretary and lab specialist positions, January 3
- Followed up on Carl Perkins Grant
- Attended AT&T Grant event at the RCPSE, January 8

- Attended strategic initiatives meeting with VPAA, January 9
- Worked on and finalized Knapp Healthcare Project-KCCF biannual (program/fiscal) report
- Attended STC & UTRGV Collaborative Leadership Meeting, January 10
- Made final preparations for division-wide semester meeting
- Hosted NAH Division meeting, January 13
- Met with Research and Analytical Services staff to discuss accreditation surveys, January 14
- Attended meeting with BSN faculty and staff, January 15
- Attended Reaffirmation 2021 Leadership Team meeting, January 15
- Attended STC Apprenticeship Program Information Session, January 16
- Attended Spring 2020 Chair Meeting hosted by Academic Affairs and OPOD, January 16
- Met with new cohort of College Success for Healthcare program, January 17
- Met with ADN and BSN program chairs to discuss action plan for the JET/NAH 3rd Quarterly Report, January 20
- Met with the new Spring 2020 VN cohort, January 21
- Met with the Reaffirmation Leadership Team and SACSCOC VP to review the compliance certification and discuss the reaffirmation process, January 22
- Attended the AT&T grant award ceremony for the First Responders Training Program at the RCSPE Center, January 23
- Attended the Board Appreciation Breakfast with the STC Board of Trustees and partner ISD Board of Trustees, January 24
- Attended Planning and Development Council meeting, January 24
- Attended the Clinical Bioethics Symposium hosted by UTRGV, January 25 - 26
- Attended meeting with San Isidro ISD officials, January 27
- Worked on reviewing and approving all Spring semester NOEs for the NAH Division
- Reviewed and updated the NAH Division's content pages in the STC online catalog
- Attended meeting on optimizing EMT-Basic and First Responder programs and revising existing EMT career pathway, January 28
- Attended New Generation NCLEX workshop on item writing and other testing-related topics, January 29
- Attended Economic Development and Adjustment Grant Opportunity, January 29
- Attended the Texas Deans and Directors of Nursing Programs conference in Austin, Texas, January 30-31

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- The program welcomed two new faculty members, Ms. Teena Jacob and Ms. Jitsy Sibi
- Faculty and staff welcomed 112 students into the Level I traditional cohort and 71 students into the LVN to RN track. Students attended the ATI Nursing Education presentation provided by Brian Disbot, ATI Partner Specialist. ATI will be integrated into the ADN curriculum beginning with Level I this Spring Semester
- Level I – IV clinical groups attended clinical and simulation orientations and met with their respective clinical faculty
- Third level OB/Pediatric students utilized the new JUNO manikins for physical assessment competency check-off and skills review. The manikins were purchased through the JET grant awarded to the ADN program in 2019
- Faculty attended New Generation NCLEX workshop on item writing and other testing-related topics, January 29
- The LVN-RN cohort (71 students) had their clinical orientation this week
- The ADN program levels 2-4 started simulation and hospital rotations this week
- Program chair, assistant program chair, and program clinical coordinator attended the Texas Deans and Directors of Nursing Programs conference in Austin, Texas, January 30-31

Diagnostic Imaging Department

- Department chair attended the Socrates Tutorial for Trainer of Trainers workshop, January 22
- Faculty worked with all DMS and RADT students in assuring that DegreeWorks catalog years were accurate for each cohort of students

- Provided tours of the NAH campus and presentations of library and CLE services on the first day of Introduction to Radiography and Sonography classes
- Department chair attended the High Engagement Strategies for STEM Programs seminar, January 31
- RADT Program had its annual physicist inspection by Medical and Radiation Physics for all x-ray equipment, January 29
- Department chair and staff worked on preparing service contract renewals for all DMS and RADT equipment
- DMS and RADT faculty attended the Rio Hondo Middle School Career Fair, January 31

Emergency Medical Technology

- Faculty and staff attended NAH Division Meeting, January 13
- Held department meeting for faculty and staff, January 15
- Held orientation for EMT students, January 15
- Faculty attended Beacon Mentoring meeting, January 16
- Department attended CPR and First Aid Training provided by the Department of Public Safety, January 17
- Department had a visit from the Texas Department of State Health Services to check compliance with DSHS accreditation standards, January 22
- Faculty attended the AT&T grant award ceremony at the RCPSE Center, January 23

Medical Assistant Technology

- Faculty and staff attended NAH Division Meeting, January 13
- Held department meeting for faculty and staff, January 15
- Held MAT Practicum Orientation, January 16
- Attended Chair Meeting, January 16
- The MAT Student Club held its first meeting, January 19

Occupational Therapy Assistant

- Program signed a new fieldwork contract affiliation with the Mission Autism Center
- Faculty hosted a welcome-back student luncheon, January 24
- Faculty and first year students visited the OT program at UTRGV to participate in a lecture given by Susan Peloquin, OTR, OTD, who was voted as one of the 100 most influential people in occupational therapy over the past 100 years, January 27
- First-year OTA students, in collaboration with the UTRGV OT students, participated in a lecture and discussion with Susan Peloquin, OTR, PhD. Dr. Peloquin was voted as one of the top 100 Occupational Therapy Practitioners over the past 100 years, January 29
- Completed and submitted the OTA ACOTE Annual Report, January 30
- Lizett Guevara, AFWC, established a fieldwork agreement with Reliant Rehabilitation, January 31

Patient Care Assistant

- Faculty and staff attended NAH Division Meeting, January 13
- Held faculty meetings
- Attended faculty travel advisory meeting
- Held orientation for PTCA students
- PTCA faculty attended Concourse training
- Attended Mission ISD advisement for future dual credit possibilities
- Students took their first exam for dementia cares basics
- Clinical coordinator met with McAllen students for program advising
- Co-chair attended STEM training and NGN test writing workshop

Pharmacy Technology

- Faculty and staff attended NAH Division meeting, January 13
- Held Pharmacy Technology Program meeting, January 13
- Held conference call with Parata to discuss the installation and implementation timeline for the ATP-128 Wide; STC will be the first educational institution in the nation to install this technology for education and training purposes, January 17
- Held department meeting to discuss the timeline and assignment of tasks leading up to the Parata installation in May 2020, January 31
- Department chair attended PTA Schedule and NOE Meeting to discuss an efficient and effective course schedule which meets curriculum, accreditation, and NOE preparation needs, January 27

- Department chair attended Blackboard Ally on-site training to view a demo and discuss the implementation of Blackboard Ally at STC, January 30
- Department chair attended Collaboration Hour session to discuss various topics and ideas for programs and the NAH division, January 31

Physical Therapist Assistant

- Level II students participated in a resume builder and mock job interview session with representatives from STC's Career and Employer Services in preparation for their upcoming job search, January 21
- Level II students participated in a PR luncheon with Xcell Orthopedic Physical Therapy to learn of possible job opportunities, January 21
- Level II students participated in a Conflict Management, Intercultural Style Inventory, and Diversity Awareness session with representatives from STC's Office of Student Rights and Responsibilities as part of their capstone Professional Issues course, January 22

- Level II students attended a presentation given by Dr. Saint-Pierre regarding STC's Bachelor's Degree in Medical and Health Services Management, January 23
- Department chair attended the January Behavioral Intervention Team committee meeting, January 29
- The Class of 2021 - Student PTA Club elected Spring 2020 officers and held its first planning meeting to discuss fundraising for membership in the national PT association (APTA), fall state conference attendance (TPTA), and community service opportunities, January 31

- Students enrolled in PTHA 1409 Introduction to Physical Therapy, interviewed Level I PTA students in order to gain insight into the program application and selection process, as well as the experience and expectations of PTA students, January 31
- Faculty member, Arlene Garcia, attended OPOD training "Interactive strategies for STEM and NAH", January 31

Vocational Nursing

- Held general orientation for all VN students; Level I students met in the Pecan Cafeteria and Level II students met in Rainbow Room, January 21

- Students attended boot camp activities all week long
- Prepared for the Board of Nursing workshop for new deans, directors, and coordinators
- Attended ADN and VN faculty workshop, January 29
- Attended AA/FM Roundup training, January 30

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL & BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- The Starr County Campus Psychology Club volunteered at Rio Grande City's "A Storybook Christmas"
- The Starr County Campus Psychology Club hosted its 11th Annual Holiday Posada for the Top 20 Most Active Members of fall 2019 semester
- The Starr County Campus Psychology Club celebrated its graduates from STC Fall 2019 Commencement Ceremony at Payne Arena in Hidalgo, TX
- Held Division Meeting, 10 – 11:30
- Visited with PSYC, SOCI, CRIJ, EDUC, and CDEV departments
- Met with KINE and POLS departments
- Met with Student Success High Impact Committee
- Met with chair of SOCI and Dr. Luckett to work out details of special assignment

- Attended OPOD chair training
- Met with Dean Nelson and Art Montiel regarding issues at Starr campus
- Attended PAS
- Division Dean stood in hallway (during class transition times) in Bldg G to provide directions and answers to confused and lost students
- Division Dean met with Department Chairs to discuss faculty issue
- Division Dean attended Leadership Concourse Training with Christina Cavazos
- Division Dean attended Board Appreciation Ceremony, PDC

DEPARTMENT/PROGRAM REPORTS:

Psychological Science

- Eli Sarabia and Alex Sarabia have written a book tentatively titled "Leading The Way: How to Create and Run A Successful College Club". They will share their experience as co-advisors of the Starr County Campus Psychology Club for 10 ½ years so that other club advisors, officers and members can benefit from.
- Alex Sarabia was featured on Psi Chi 90th Anniversary Membership Directory/Book that he received on Friday, January 24, 2020. Alex Sarabia listed his information as STC psychological science faculty and licensed professional counselor as a way to network with other professors/psychologists/counselors in the nation. Alex was a member of the Psi Chi National Honor Society during his undergraduate studies at the University of Texas Pan-American (UTPA, now the University of Texas Rio Grande Valley –UTRGV).

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

COMMUNITY ENGAGEMENT:

- MVC welcomes many outside organizations to promote their businesses, job opportunities and services to students.
  - Business Professional of America in conjunction with Administrative Office Careers Dept. hosted their annual BPA Competition including local valley schools from Weslaco to Brownsville. Approximately 600 students attended, January 9-10.
  - UT Arlington Nursing Department hosted an information table for transfer information for students, January 23
  - US Army hosted recruitment table for ASVAB testing to be held at MVC at a future date, January 28
  - US Border Patrol recruitment table was set up for students with possible job opportunities, January 29
  - All State Insurance information table to inform students of services provided, January 30

ENROLLMENT ACTIVITIES:

- STC Departments promote courses and answer questions regarding degree plans and upcoming classes.
  - High School Programs Department
    - College Connections
      - Mary Hoge Middle School Gear Up Campus Tour, January 13
      - Santa Rosa Gear Up Campus Tour, January 31
    - Dual2Degree
      - La Villa Fast Track, January 14
      - Weslaco East Fast ECHS Fast Track, January 16
      - Weslaco CTE Fast Track, January 17
  - Student Activities and Wellness Department hosted their First Year Connection Orientation session for Spring 2020. Approximately 80 students attended, January 17
  - University Relations Department information table was set up to inform students about transfers and answer questions, January 28

CAMPUS EVENTS:

- Center for Learning Excellence hosted information tables to inform students of their resources and services, January 22 & 29
- Student Activities and Wellness Department hosted an information table to promote Student Government, Student Leadership and Student Clubs available, January 27 & 28
- Faculty Senate Meeting was streamed from main campus, January 28
- First Time Juvenile Offender Program Presentation was held to provide community service and engagement for Social Work and Sociology students, January 28 & 29

DR. ARTURO MONTIEL

ADMINISTRATOR – STARR COUNTY CAMPUS

COMMUNITY ENGAGEMENT:

- Continue coordinating with the United Farm Workers of America to host monument marker event on campus.
- Coordinating with County partners to facilitate Census 2020 count event.
- Held monthly Starr County Community Coalition meeting on campus.
- Supported Starr County Sheriff's Department in annual training on campus.
- Finalized schedule for first day of class information forwarded to community stakeholders
- Reached out to Agrilife to promote vegetable garden on campus
- Continue work with Starr County Community Coalition for Spring Break 2020 drug & alcohol campaign
- Distributing rack cards and flyers to community businesses for recruiting Summer/Fall 2020
- Coordinating with Electrician Technology Program to partner with Habitat for Humanity to wire homes in new space on campus
- Scheduled and prepared space for United Farm Workers event on campus Friday
- Continue work with Food Pantry – Starr County and EXPECTING site visit from officials
- Verbal Commitment to Starr County Census 2020 to Provide facilities for training of volunteers
- Attended mayoral proclamation of kick-off for Census 2020 activities
- Continue work with Starr County Community Coalition for meeting facilities and dialogue

ENROLLMENT ACTIVITIES:

- Contacted all students enrolled in Fall 2019 but not enrolled in Spring 2020 "register now"
- Mail out to all HS students graduated in May who have not enrolled since graduation "register now"
- Mail out to all students enrolled in Fall 2019 but not enrolled in Spring 2020 "register now"
- Worked unpaid roster through campus Financial Aid Office.
- Continue working unpaid list to get students registered for semester.
- Helped students find classes on first day of class and guided problems to Student Services for help.
- Requested new office for Student Success Specialist in main student academic building
- New equipment for AMT program to help Dual Credit offerings.
- Requested new welding machines for Welding Program for immediate use.
- Finalized recruiting flyers and arranged radio & video spots for Summer/Fall 2020 enrollment.
- Focused on PR activities for community adult outreach for Summer/Fall 2020 enrollment.
- Confirmed graphic from PR for "register now" flyer for Summer/Fall 2020 recruiting
- Confirmed Video, radio, and internet spots from PR for recruiting Summer/Fall 2020 registration
- Continued work on unpaid list to avoid drops
- Continued work helping students with finding and keeping classes for Spring 2020

CAMPUS EVENTS:

- Dual Credit Fast Track January 13
- South Texas Council January 15
- First Year Connection "New Student Orientation" January 16
- CBP Career Information Booth January 27
- Student Activities and Wellness "Welcome Week: Student Information Station" January 27
- Student Activities and Wellness "Welcome Week: Student Activities Recruitment" January 28

- Faculty Senate January 28
- Dual Credit Pathways "DEMSA Parent Meeting" January 28
- Student Activities and Wellness "Welcome Week: Club Recruitment Fair" January 29
- Student Activities and Wellness "Student Government Association Mixer" January 29
- CDI Head Start Meeting January 29th
- Student Activities and Wellness "Student Activities: Tailgate Party" January 30
- Starr County Industrial Foundation "Huelgistas Marker Dedication" January 31

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

ENROLLMENT ACTIVITIES:

- The South Texas College Higher Education Center at La Joya held a Registration Roundup event. Student services, advising, registration and financial aid specialists were available to assist attendees, January 09.

ANA PEÑA
DIRECTOR – DISTANCE LEARNING DEPARTMENT

DIRECTOR'S REPORT:

- Status Report for Division Deans
  - Continue working on developing status report for Division Deans as to number of online faculty who have completed their online certification. An updated list has been emailed to all division Deans for awareness of their pending online faculty who need to complete their certification.
- Worked on documentation used for the SACSCOC Compliance Writing Team and revised the drafts for the sections assigned to Distance Learning.
- Updated several job descriptions for the department.
- Worked on budget and Blackboard contracts.
- Develop software/LTI implementation plan for Blackboard.
- Met with Executive VP for Live Lecture Recording Project to discuss lightboard, live lecture capture and learning outcomes, January 7.
- Worked on distance learning draft narratives for SACSCOC standard 10.6 to include all recommendations made by the consultant, January 9, 10.
- Met with Hispanic Serving Institution Grant staff and DL Instructional Designer to discuss the logistics of creating a Financial Literacy tutorial in Blackboard for every student, January 23.
- Presented to the BSN cohort students over the Blackboard orientation and Distance Learning 24/7 student support, January 21.
- Worked on distance learning narratives for SACSCOC standard 14.3 to include all recommendations made by Director of Institutional Effectiveness, January 28-31.
- Distance Learning staff met with Hispanic Serving Institution Grant Officer to address questions regarding the Financial Literacy information utilizing SoftChalk, January 28.

PROJECTS

- Course Development
  - Revisions with DL Course Approval Form manual.
  - Month of January
    - Distance Learning reviewed 100 Course Approval forms and provided recommendations to faculty
    - Distance Learning approved 124 of DL Course Approval forms.
  - Develop an action plan to convert Law Enforcement, Paralegal and Public Administration courses fully online.

    - Plan to converted additional 5 Law Enforcement courses fully online to be ready for Summer 2020.
- First Time Online Student Orientation
  - Distance Learning staff updated Blackboard Online Student Orientation course
  - Distance Learning staff added 2,100 students to the online orientation course in Blackboard.
  - Distance Learning staff sent email notifications and phone call to students in the Blackboard orientation course.
  - Distance Learning follow-up on all 1,608 first time online students to get Blackboard Orientation certification completed before first day of class, January 17.
  - Distance Learning sent 9,888 email reminders to online students about the Blackboard Orientation course, January 21-24.
- Learning Management System (LMS) Implementation
  - Met with Blackboard Ally implementation team to go over onsite training agenda, January 15.
  - Met with the Blackboard Ally implementation team to start the kickoff call with Blackboard Ally Tool Overview and Institutional Report Training for Distance Learning department, January 24.
  - Met with Blackboard Service Delivery Manager to go over timeline and action plan for critical updates to the Blackboard environment for both staging and production, January 22.
  - Met with Blackboard' Account Executive to discuss Blackboard contract renewal, January 27.
  - Blackboard updated to Java 11 in staging environment.
  - Install the following building blocks on staging environment to check test the compatibility dwith Java 11 update.
    - Softchalk, Respondus Lockdown Browser, Examsoft, EesySoft, ILP, Starfish, TopHat, McGraw-Hill Campus, LDAP, and VidGrid.
- Multimedia Support
  - Distance Learning staff assisting with STEM recordings and videos.
- Starfish
  - Met with Starfish account manager to discuss the Starfish Blackboard Flags configuration and planning of system-raised flags targeted for online students, January 7.
  - Implemented the Starfish Blackboard Flags as the system-raised flags targeted for online students, January 17.
  - Met with Academic Initiatives & Project Officer to explain the reporting side of Starfish and email notifications to Student Success Specialists, January 27

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month
    - Students/Faculty Chats: 117
    - Students/Faculty Tickets: 381
    - Helpdesk Phone Calls: 641
    - Afterhours Students/Faculty Chats: 57
    - Afterhours Helpdesk Calls: 140
    - **Total: 1,3336**

- **Trainings/Workshops/Professional Development**
  - Trainings
    - Distance Learning staff trained 81 adjunct/dual faculty with Blackboard Grade Center, January 18
    - Distance Learning staff certified 12 faculty/staff with Online Teaching Certification, Dec 6
    - Distance Learning staff certified 23 adjunct/dual faculty with Blackboard Certification, January 18
    - Distance Learning staff certified 72 adjunct/dual faculty with Blackboard Fundamentals, January 18
    - Distance Learning staff trained 56 adjunct/dual faculty with Blackboard Pronto and Accessibility, January 18
  - Workshops
    - Distance Learning staff presented at the ECHS Fast Track regarding Blackboard Orientation to 116 high school students, January 9
    - Distance Learning staff presented for First-Year Connection to promote online degrees at the Pecan and Mid-Valley campus, January 17
    - Distance Learning staff attended the Blackboard Ally Onsite 2-Day training that included definition on the software and ways to identify STC's baseline regarding digital accessibility using Bb Ally, January 30-31

- Webinar
  - Participated at the DHSI Webinar, January 7

➢ **Student Success Activities:**

Type of Service	Number of Students
• General Advising:	765
• Distance Learning Walk-Ins:	7
• Telephone Contacts:	217
• Virtual Campus Advising Email:	541
• Email Reminders:	24,137
Total:	***24,902***

DISTANCE LEARNING MEETINGS:

- Met with Dean for Dual Credit Programs and School District Partnerships to discuss a departmental course shell for all NACEP documentation, January 8
- Participated at the Strategic Initiatives meeting, January 9
- Participated at the Banner User's Group committee, January 14
- Met with Assistant Dean of Bachelor Programs to discuss the updates to the final master template for all BASOL competency-based courses, January 15
- Met with Exec Dir Res Dev Mgmnt & Compl to discuss Academic Coaching: Challenges, Needs, Gaps to Address through Title V DHSI with Assistant Dean of Bachelor Programs, January 15
- Participated at the President's Administrative Staff Meeting, January 17
- Participated at the Banner User's Group committee, January 14
- Meeting with Assistant Dean of Bachelor Programs to provide an update to the final master template for all BASOL competency-based courses, January 1.
- Met with Exec Dir Res Dev Mgmnt & Compl to discuss Academic Coaching: Challenges, Needs, Gaps to Address through Title V DHSI with Assistant Dean of Bachelor Programs, January 15
- Participated at the Banner User's Group committee, January 14
- Met with Director of Institutional Effectiveness and Dean for Dual Credit Programs for SACSCOC narratives of standard 14.3 to include online and dual credit students, January 28
- Distance Learning staff attended the SPARK Online core team meeting to discuss the preparation for the upcoming workshop that will start next week, January 29
- Participated a t the Retirement Reception Honoring Mario Reyna, January 30

JESSICA S. GARCIA
ACADEMIC EXCELLENCE PROGRAMS OFFICER

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Continued sending invoices to all sponsors pending payment. Started planning process for 15th Annual "A Night with the Stars." Called event center for quote and selected date for event.
- **Retention** – Reviewed Spring 2020 enrollment for Valley Scholars and awarded scholarship based on registered hrs. Finalized details for the 2020 College Tour scheduled for March 26-27, 2020. Confirmed visits with the following universities: TAMIU, UT Austin, Texas State University, and UTSA. Emailed students to promote College Tour and provide information regarding Student Waiver deadlines. Created Valley Scholars group on Remind App to communicate program events with students. Met with PR to discuss promotion of the program and creation of Valley Scholars Twitter Account.
- **Recruitment** –Reviewed Valley Scholars Applications for Class 24 cohort. Reviewed calendar to begin scheduling presentations and recruitment events for Spring semester.
- **Volunteer/Community Service** – Emails were sent to students promoting volunteer opportunities for February 2020.
- **Administrative** – AE Programs Officer attended STC and UTRGV Joint Leadership Meeting held on January 10, 2020. AA contacted several charter companies for quotes for the 2020 College Tour in March.

PHI THETA KAPPA:

- **Meetings** – Held PTK January General Meeting on Thursday, January 31, 2020.
- **Hallmark Awards** – The Beta Epsilon Mu Chapter submitted a College Project entry for the 2020 Hallmark Awards.
- **Recruitment** – Answered emails, phone calls, and met with students interested in joining Phi Theta Kappa. Hosted a PTK information table at the Club Recruitment Fair at the Pecan and Starr Campuses.

HONORS PROGRAM:

- **Recruitment -** Reviewed new honors applications and emailed honors applicants regarding program requirements and timelines. Hosted an Honors Program information table at the Club Recruitment Fair at the Pecan and Starr Campuses.
- **Retention -** Followed up with students requesting Honors courses for Spring 2020
- **Administrative -** Emailed instructors and program chairs with Spring 2020 Honors requests. Coordinated with Curriculum to create Honors sections for approved courses. Registered approved Honors students into Honors courses. Emailed Honors instructors information regarding submission of required documents for approved Honors courses.

DR. MARICELA SILVA
ACADEMIC GRANTS AND PROJECTS OFFICER

GRANTS:

- Perkins Leadership (ACE-IT) Grant
  - Quarterly report was submitted on Friday, January 10
  - The Perkins Leadership Grant Meeting is scheduled for February 6th in Austin. The Grant Director is required to provide a presentation at that meeting.
- Starfish
  - The Starfish webpage was updated to include tutorials for faculty and students for setting up profiles, video tutorials are also available through the Starfish "Help" link and in Blackboard.
  - The communication memo for Dual Credit faculty was edited, finalized and disseminated to all the partnering school districts.
  - A "dummy" account is being created to give access to faculty who do not currently teach and/or students who are not currently enrolled in a course so they are able to participate in the trainings using this account;
  - Met with the Financial Aid Department to discuss the Financial Aid Attendance Roster (FAAR) verification launch dates:
    - The FAAR was launched on January 23. The notification was sent to faculty at 7:00 a.m.;
    - A second reminder was sent on January 27 and faculty were reminded to clear flags if students are now attending;
    - On February 3, the final report was pulled at 3 p.m. At that time, FinAid placed holds on student accounts and/or students were dropped from their course (Note: only for students who receive financial aid).
  - Starfish trainings were provided on January 13, to Math & Science, and Business Programs. Two training sessions were provided at the January 18, Adjunct & Dual Credit Professional Development day. The trainings were well attended;
  - In the process of scheduling additional trainings, which will be offered throughout the semester.
  - the Financial Aid Attendance Roster (FAAR) was launched on January 21 and will close at noon on January 27 for the first week reporting;
  - The second survey will launch on January 28, prompting faculty to close flags for students who were flagged for not attending the first week, but have since started attending class;
  - The FAAR faculty instructions for raising and clearing flags were updated and uploaded to the Starfish webpage;
  - Met with CLE Director to discuss Starfish/JagTrax integration. Additionally, the Director will be providing user names so that access can be granted to CLE tutors/staff to schedule appointments and enter notes on student files;

    - Will be scheduling additional trainings, which will be offered throughout the semester after hours, on weekends, and at various locations (i.e. Starr, Mid-Valley, etc.).
- CAEL Adult Learner 360 Grant
    - Participated in the monthly check-in call to provide updates to grantor.
    - CAEL (grantor) has scheduled a mandatory meeting for February 26-27, in Miami, FL wherein the teams will be presenting updates, challenges, etc.
    - Met with the Grants office and RAS to discuss upcoming focus groups of adult learners;
    - There is enough funding to offer students a gift card for their participation in the focus groups – however, we are working with Grant Accounting to ensure there is accountability and all Business Office policies and procedures are adhered to;
    - Received call from Grant accounting to discuss limitations and possible accountability issues that may arise from providing students with gift cards.
- TAB Grant – CBE Handbook
    - Met with Grant Compliance to discuss status of handbook;
    - Emailed Dr. Peek to request draft of handbook for review;
    - Discussed the handbook, in depth, with Dean of Math, Science & Bachelor Programs;
    - Reviewed and edited the handbook;
    - Feedback/edits were sent to Dr. Peek.
- Google IT Grant opportunity
    - Met with the Grants office to review and discuss this grant opportunity which would require that five (5) Google specific modules be imbedded into existing courses.
    - The committee agreed that the best approach would be to have the modules serve as the student project (Artifact) for the courses to ensure they are completed in a timely manner.
    - The Letter of Interest was submitted to the grantor on Thursday, January 9.
- DHSI Grant Opportunity
    - Participated in a DHSI led webinar to learn about the grant.
    - The grant proposal was due February 10; it is a 5-year grant that allows up to $600,000 grant monies per year.
    - Some of the focus areas discussed by the committee were to hire CLE tutors to offer online Math & Science tutoring; two Academic coaches for Distance Learning; and possibly expanding Starfish capabilities and hiring a full-time Starfish Administrator.
    - Met with Dr. Champion to discuss Starfish usage gaps, challenges, etc.;
    - Researched Starfish best practices and successes, information found was sent to Dr. Champion;
    - Provided possible Starfish job descriptions to Dr. Champion.

ONGOING PROJECTS & ACTIVITIES:

- QEP Implementation Team
    - The team met on Thursday, January 16, to discuss status and prepare for upcoming visit. The team is meeting on a bi-weekly basis.
    - On January 22, the QEP team met with our QEP Advisor, Dr. Denise Young; the meeting was very productive. Some recommendations from Dr. Young were to:
        - Include students in the committee;
        - Start researching to find an external evaluator (be sure not to choose someone who has previously worked for STC; and it should be someone from outside of the state of Texas);
        - Secure a budget and institutional commitment.
- Excelencia in Education
    - Ongoing – notification was received that the Excelencia's Data Institute is scheduled for March 19. Email was sent out to see if we can bring a team together to attend the institute.
    - After discussing the institute with several team members and because of the ongoing activity to prepare for SACS Reaffirmation, QEP, etc., it was decided we will not be attending this institute.

YOLONDA JARAMILLO
PROJECT DIRECTOR – TITLE V HSI & DHSI GRANTS

TITLE V GRANT & PROJECTS:

TITLE V GRANT & PROJECTS:

COMPONENT 1

ACTIVE LEARNING CLASSROOMS/TRAINING ROOMS

Continued scheduling spring 2020 courses and events. Below is a list of ALCs and the number of scheduled classes for the spring 2020 term.

- Mid-Valley G121 (6)
- Mid-Valley G169 (6)
- Mid-Valley G174 (6)
- NAH A3.422 (10)
- NAH B2.504 (8)
- Pecan G101 (7)
- Pecan P1.114 (2)
- Pecan P2.112 (2)
- Pecan P2.114 (5)
- Pecan P3.131 (6)
- Pecan T1.506 (10)
- Pecan Y1.101 (6)
- Pecan Y2.101 (6)
- Starr E1.204 (5)
- Starr E2.104 (4)
- Tech A119 (4) Focus Academy

Prepared and delivered the last session of FOCUS Academy for Dual Enrollment and Adjunct Faculty.
Prepared and delivered the first session of the Spring 2020 FOCUS Academy.

COMPONENT 2- REDESIGN AND EXPANSION OF FACULTY ADVISING

- Completed a report on year five of the HSI Grant on faculty advising. This report details how many student contacts and advising sessions were recorded on DegreeWorks by faculty advisors between August 25, 2018, through September 30, 2019.
- Began planning and reserving rooms for the Faculty Advising Certification Training for spring 2020. This semester the training will be held at Starr County Campus.

COMPONENT 3- ENHANCEMENT OF TECHNOLOGY INFRASTRUCTURE/REMOTE DELIVERY COURSES

- Canceled Spring 2020 GZ courses due to low enrollment. Students registered in both GZ sections were transferred to the NAH Campus EMT Basic sections accordingly.

COMPONENT 4- FINANCIAL LITERACY

- Collaborated with Distance Learning Director and Instructional Designer to discuss Blackboard needs to launch modules accessible to all South Texas College students.
- Met with Associate Dean SFS, Testing and VA, and Director of Student Financial Aid to discuss sustainability plan and alignment to College services.
- Facilitated financial literacy orientation on Friday, January 31, 2020. Reviewed responsibilities in the Statement of Commitment, compensation, and documentation requirements. Provided Mentimeter training and discussed expectations for Blackboard module development. Assigned module development.

MANAGEMENT/COMPLIANCE

- Drafting Annual Progress Report (APR) due on March 6, 2020. Collaborated with RAS on remaining data requests needed to complete the APR.

DR. CHRISTOPHER NELSON

INTERIM ADMINISTRATOR – CURRICULUM & STUDENT LEARNING

ASSOCIATE DEAN'S REPORT:

- Attended Strategic Initiatives meeting January 9.
- Participated in the South Texas College – UTRGV Collaborative Leadership meeting January 10.
- Convened a kicks-off meeting with "student success course" faculty to discuss the AAC&U SGP project activies for the coming year.
- Presented to all the Department/Program Chairs on the upcoming Data Summit.
- Completed and submitted the draft-sampling plan for the AAC&U SGP project.
- Participated in several meetings with our SACSCOC Vice-President, to review out various compliance certification narratives.
- Represented the College at a panel discussion at the Annual Meeting of the AAC&U in Washington, DC.
- Attended the Texas Transfer Alliance Workshop to discuss ways of remedying and streamlining transfer issues and processes across the state.

CURRICULUM & STUDENT LEARNING MANAGER'S REPORT:

- Worked with the IS&P reporting team to load and test the data files for Concourse for spring 2020 go live. Error reports were reviewed and troubleshooting was completed for master syllabi templates needed for pending CBE courses and errors in user accounts. All course syllabi were successfully loaded during that time and data feeds will continue to run every other day to pick up new course sections created for the term.
- Met with Digital Services Manager to plan for communication via social media platforms and digital signage for STC students to learn about Concourse Syllabi and how to access their syllabi.
- Worked on updating the Program Development/Approval Timelines to include programs that fall under significant departure and include substantive change procedures and prospectus development. The update timelines will be presented at the next Academic Council meeting.
- Presented to the New Student Orientation groups at Mid-Valley and Pecan Campus regarding accessing Concourse syllabi through Jagnet.
- Attended the Communication Arts Department meeting to provide assistance to faculty in completing course syllabi via Concourse.
- Met with the Director of Distance Learning to review and update Concourse Syllabi access in Blackboard manual to provide clarification of instructions in linking syllabi.
- Worked on creating course syllabi for cross-listed courses in collaboration with the Distance Learning department. The CSL department created 104 syllabi manually for cross-listed courses and notified faculty once completed.
- Attended the SACSCOC Reaffirmation Leadership meeting to review progress on compliance certification and upcoming deadlines.
- Offered Concourse Instructor Trainings and Open Labs to provide training and assistance on the application in preparation for the spring go live.
  - Instructors – 153 attended in the month of January
  - Adjunct/Dual Credit – 87 attended in the month of January
  - Open Lab Event – 84 attended in the month of January
- Worked with Valley Scholars Coordinator to identify syllabi for Honors courses and provide access for her to review and print syllabi.
- Met with Dean of Social & Behavioral Sciences to provide training on the reporting and auditing features of the Concourse application tool in an effort to streamline to review process for the division.
- Worked on the Syllabi report of pending completion of section outlines for the spring 2020 term. The most recent percentages are as follows as of January 28.

Syllabi Completed (Reviewed/Submitted for Review/Modified since Reviewed)	**Syllabi in Progress**	**Syllabi Not Started (New)**
63.3%	27.41%	9.29%

- Met with Human Resources/Business Office staff to discuss a resolution for cross-listed courses that do not incur compensation for FLAC (Faculty Load and Compensation); recommendation was to create a position number for each division specifically for cross-listed courses. Development of org codes and position numbers is underway and the next step is testing the resolution.
- Worked on updating SACSCOC Narratives 10.3 and 9.1 to incorporate feedback from the consultant's review. Completed a matrix to link the Core Curriculum courses with the core objective, organized by core area and division to supplement the narrative for 8.2. Worked on creating a table to map the programs with their respective awards to supplement narrative 6.2b.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Followed up with new catalog administrators to obtain access information in preparation for the onset of the 2020-2021 college catalog review and publication project.
- Assisted with the Concourse Open Lab session; total of participants: 84.
- Held two Concourse trainings for faculty sessions at the Adjunct and Dual Credit Faculty Professional Development Day. Total of participants: 40.
- Attended a conference call with Ad Astra representatives to discuss to college's scheduling timeline and goals.

ACADEMIC ASSESSMENT DIRECTOR'S REPORT:

- Met with ETS to receive scaled scoring guides for Written Communication. Essay portions of scoring. Preliminary scoring. Preliminary scoring indicates a 2.8 increase in fall 2019 pre and post assessments on a 30-point scale for written Communication and a 3.4 increase for Critical Thinking.
- Met with IT and Director for RAS to investigate reporting options for PLO reporting. Currently the calculations are manual and weighting is not evident. A follow up meeting provided a more efficient and timely reporting process via Argos.
- Facilitated JagPRIDE open lab training at the Pecan Campus.
- Participated in the Professional Development training, *Mindfulness in The Workplace*.
- Attended Academic Council meeting and presented fall 2019 accomplishments.
- Attended the College-Wide Curriculum meeting.
- Participated in Academic Affairs Strategic Directions meeting January 9.
- Collaborated with IT, High School Programs, and HR to reactive email records for faculty. The deactivated accounts cause incomplete identification with JagPRIDE information migration from Banner.
- Collaborated with Dean of Institutional Research, Effectiveness, and Strategic Planning regarding Standard 8.2a and 8.2b narrative and evidence samples. All revised Reaffirmation items shared with IE.
- Collaborated with ETS to reallocated remaining direct normed assessments equally, the current count is as follows:
  - Critical Thinking, 241
  - Written Communication, 242
- The Sociology program has expressed interest in utilizing this assessment with student cohorts.
- Attended Student Success Course-High Impact Practice meeting.
- Met with the SACSCOC Liaison and Student Achievement/Learning Outcomes team to review Reaffirmation standards and areas for revision.
- Attended Planning and Development Council.
- Closed JagPRIDE fall 2019 access to be able to run reports needed for 2018-2019 new assessment plans as part of Reaffirmation. The data submissions are as follows:
  - Program Learning Outcomes, 100%
  - Core Objectives, 99%

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

DEAN'S REPORT:

- Dean presented at the Annual South Texas College Adjunct/Dual Credit Professional Development Day on a Dual Credit Programs Update with over 400 attendees, January 18
- Dual Credit Programs lead the planning and execution of the South Texas College Board Breakfast for partnering school districts which included McAllen ISD, PSJA ISD, Hidalgo ISD, La Joya ISD, La Villa ISD, Valley View ISD, Vanguard Academy, Mercedes ISD, Edcouch-Elsa ISD, South Texas ISD, Mission ISD, as well as Region One, January 24
- Manager met with Director of Dual Credit Pathways to review Dual Credit Textbook adoption list in preparation for next academic year revisions, January 27
- Dean of Dual Credit Programs and Dean of Nursing & Allied Health met with Superintendent of San Isidro ISD to discuss the offering of the Patient Care Program for Fall 2020, January 27
- Scheduling Manager and Specialist assisted OPOD ensure registration of active Dual Credit Faculty enrolled in the mandatory DELTA Training, January 30
- Scheduling Manager and Specialist processed 1,193 schedule changes for Spring 2020. Final breakdown:

Requests Completed	New Sections	Updated Sections	Cancelled Sections
1,193	**454**	**464**	**275**

As of 2/5/2020

- **Upcoming Events & Activities for Feb 2020**
  - Meetings with selected school districts for SACSCOC Site Visits

- Planning of CTE Institute Follow-Up Meetings
- Attend Texas Regional Pathways Network Convening, Feb 18-20

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Academy staff reviewed fall 2019 final grades for three hundred thirteen (313) Academy students across the Mid Valley, Pecan, and Starr County. The following student case management sessions were held:

Location	Case Management Sessions
Pecan Campus	31
Mid-Valley Campus	20
Starr County Campus	1

- Academy Staff met with PSJA Staff to discuss TexPREP application timelines and recruitment for Year I students in preparation for Summer 2020, January 8
- Academy Staff met with Hidalgo ISD Staff to discuss TexPREP application timelines and recruitment for Year I students in preparation for Summer 2020, January 10
- Academy Staff attended a meeting with Roma ISD Director to review TexPREP budget, projected enrollment, recruitment, and timelines, January 17
- Academy Programs recruitment/follow-up presentations were held at the following campuses:

Date	Location	Students Attended
Jan 9	Veterans Memorial HS	422
Jan 15	South Texas ISD-World Scholars	12
Jan 16	PSJA Memorial ECHS	56
Jan 23	The Science Academy of South Texas	20
Jan 27	Mission Collegiate HS	10
Jan 28	Monte Alto ECHS	60
Jan 29	Edcouch-Elsa ECHS	25
Jan 29	Roma HS	18
Jan 30	Weslaco East HS	20

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

Date	Location	Attendance
Jan 14	Mission High School	16
Jan 21	Veterans Memorial High School	25
Jan 22	Weslaco East High Schools	18
Jan 27	Donna North HS	25
Jan 30	Mercedes HS	25

- Academy staff provided detailed application tracking reports from Radius Online Application System which consisted of checking the admission, TSI, and high school transcript status of over five hundred eight (580) students.
- Academy staff prepared two hundred ninety-five (295) TexPREP application packets for returning students from Roma, Hidalgo, PSJA, and Weslaco ISD to be mailed out in preparation for Summer 2020, deadline Feb 14.
- The Academy Programs held the first Friday Workshop for the spring semester at the Mid Valley, Starr, and Pecan Campuses on January 24

- Mid Valley: The Center for Learning Excellence and the Library Services Department provided an information session on services and resources to Sixty-six (66) Academy students.
- Pecan Campus: Academy staff hosted a Welcome Back Workshop for one hundred sixty-six (166) Juniors and Seniors in which they were provided updates on campus support services and resources.
- Starr Campus: Academy staff hosted a Welcome Back Workshop for fourteen (14) Academy Juniors and Seniors in which they were provided an overview and expectations for the spring semester, Students also visited the Student Activities Department and Open Labs.

- The Academy Programs held a Friday Workshop at the Mid Valley, Starr, and Pecan Campuses on January 31
  - Mid Valley Campus: Sixty-six (66) Academy Juniors and Seniors attended a workshop hosted by Student Rights and Responsibilities.
  - Pecan Campus: Academy staff hosted a workshop for sixty-eight (68) Seniors that pertained to university transfer, university dorms, and financial aid. Eight (80) Juniors attended a workshop hosted by Student Rights and Responsibilities and the Center for Learning Excellence (CLE).
  - Starr Campus: Six (6) DEMSA Juniors and ten (10) Seniors attended a team building workshop hosted by Student Activities titled Circle Talk.
- **Upcoming Events & Activities for February 2020**
  - Academy Programs application deadline March 6.
  - TexPREP Applications deadlines
  - Preparation for Annual DEMSA College Tour, Feb 6-7
  - Preparation for Dual Enrollment Pharmacy Academy Program's College Tour, Feb 21-22
  - Preparation for the Annual STEM Senior Trip, Mar 26-27

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Director and Dean met with admissions representatives from Texas A&M-San Antonio to discuss transfer opportunities and answered general questions, January 8.
- The Coordinator who is assigned to Sharyland SA3 Campus hosted parents' night for ECHS students on the STC Pecan campus with approximately 100 students and parents in attendance, January 8.
- Dual Credit Pathways and Enrollment Services met to discuss calendar dates for enrollment and Enrollment Request Forms (Non-S Section document), January 15
- DCP Director provided Memorandum of Understandings to partnering TSTEM, PTECH & ECHS Schools, January 21-23.
- Dual Credit Pathways and Dual2Degree Departments began the process mapping for Policy 3232, January 22.
- The Dual Credit Pathways Director and Coordinators supported twenty-one (21) leadership and parent meetings throughout the month including:

School	Meeting Time	Team	Date
Donna North	Site visit	Mid Valley	Jan 23
Vanguard Beethoven	Dual Credit Module	Pecan	Jan22
Vanguard Beethoven	Jagnet Training	Pecan	Jan 24
McAllen High	Dual Credit Presentation to counselors	Pecan	Jan 25
Donna High	Site visit	Mid Valley	Jan 26
Edcouch-Elsa	Site visit	Mid Valley	Jan 27

- Director submitted recommended dual credit report menu to IT in an effort for reports to better track attempted hours and courses out of degree, January 30.
- Director has received Texas Education Agency renewals application documents for STC President signature with a deadline submission of January 31.

RELATIONS MANAGERS' REPORT:

- Relations Manager assisted in planning the logistics for the following Jan 2020 events:
  - Sharyland A3 Parent College Knowledge Night, January 8
  - ISD Board Breakfast, January 24
- Relations Manager working and coordinating logistics for events held in Feb 2020:
  - ISD PIO Meeting, Feb 18
  - Vanguard Metrics Meeting, Feb 21
  - Weslaco Metrics Meting, Feb 26
- Relations Manager working and coordinating logistics for events held in Mar 2020:
  - Dual Credit Pathways Symposium, Mar 5
- Relations Manager working and coordinating logistics for events held in Apr 2020:
  - Summit on College & Career Readiness, Apr 6
  - Dual Credit Programs Preview Day "post conference", Apr 7
- Relations Manager working on Pathways Booklet to be finalized by late February
- Relations Manager working on logistics for the Dual Credit National Conference for 2021

JESSICA GALLOSO

ASSOCIATE DEAN – PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Associate Dean met with Mission EDC to discuss potential sites for future PD events of South Texas College, January 3
- Associate Dean attended the meeting of SACSCOC Advisory Visit to South Texas College, January 6
- Associate Dean and OPOD Manager met with Dual Enrollment to begin planning 2021 National Dual Enrollment Conference, January 7
- Hiring committee for OPOD Administrative Assistant met to review applicants for position and confirmed interview date, January 8
- Instructional Coach met with Educational Technologies to discuss upcoming trainings for Spring semester, January 7
- OPOD Manager attended Strategic Initiatives meeting. January 9
- Associate Dean and Instructional Coach travelled to Austin, TX to attend Lilly Conference
- Associate Dean worked with Instructional Coach to review Distinguished Staff Award, January 13
- Instructional Coach met with Grant Director, Specialist and faculty who will assist with Spring 2020 ALC Observations, January 14
- Instructional Coach met with Distance Learning Department to gather information on rubrics and procedures for e-Faculty of the Year, January 15
- Associate Dean attended SACS Reaffirmation meeting, January 15
- OPOD facilitated meeting for all Department Chairs and Assistant Chairs in preparation for the new semester. Topics discussed were updates on important procedures to departments and overview of upcoming CWPD and the role of chairs, January 16
- OPOD team met with member of OPOD Travel Committee to discuss details of department travel reimbursements, January 16
- Associate Dean attended President's Administrative Staff Meeting, January 17
- Instructional Coach coordinated and attended the AVID for Higher Ed Socratic Questioning training at NAH Campus, January 22

ACADEMIES AND TRAININGS:

- Associate Dean prepared and facilitated workshop Finding Your Voice. Participants learned communication skills to properly assist faculty with customer service questions. As well as how to stay motivated and sound confident while assisting faculty with their needs, January 3
- OPOD facilitated the organization of meetings for Faculty Professional Development Week for all Division and Department meetings, January 13-17
- Instructional Coach provided a training to faculty on using the ALC Classroom technology – January 16

- OPOD facilitated Adjunct/Dual Credit Faculty Professional Development Day. Over 400 faculty members attended the event. The day's events included a general session followed by breakout sessions for faculty. Department meetings for all Adjunct and Dual Credit Faculty were held in the afternoon, January 18
- Instructional Coach coordinated and attended the AVID for Higher Ed Socratic Questioning training at NAH Campus, January 22
- Instructional Coach facilitated the initial Spring session of FOCUS/TLA Academy. TLA participants transitioned to the FOCUS Academy. This session topics were "Who is in Your Classroom and Andragogy" and "Instructional Planning", January 24
- The final session of the Dual/Adjunct FOCUS Academy was facilitated by OPOD Instructional Coach. Topics of discussion were "Literacy Strategies" and "Writing to Learn Strategies", January 25
- The Ambassadors' Cross Training Academy (ACTA) kick off had 30 participants attend. Presentations by the Director of College Connections and Admissions for Traditional Students and The Director of Student Records and Registrar presented information about their departments, January 30
- Instructional Coach assisted with facilitation of morning and afternoon workshops for AVID for High Engagement Strategies, January 31

PROGRAMS IN DEVELOPMENT:

- Trainings and Meetings for Teaching and Learning Academy, DELTA, Spark, FOCUS Academy for Dual and Adjunct Faculty, College Wide, and ACTA, January - April 2020
- IE Plan updates for OPOD, Feb 2020
- Contacting/contracting speakers for upcoming events, Feb – June 2020
- Affairs 2020 award procedures, rubrics and links update, Feb 2020
- Preparing for College Wide Professional Development Day, Feb 2020
- Preparing for Great Teacher Seminar, April 2020
- Preparing for STLA for Staff, June 2020
- Preparing for Dual/Adjunct Professional Development Day, August 2020

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

ACADEMIC AFFAIRS HIGHLIGHTS:

- STC and UTRGV Leadership Meeting, January 10
- Chair Leadership Meeting, January 16
- Socratic Inquiry Training, January 22
- FOCUS Academy Spring 2020 Kick-off, January 25
- Ambassadors Cross-Training Academy Kick-Off, January 30
- Retirement Reception Honoring Mario Reyna, January 30
- Concourse Syllabus Now Live, January 2020

PROJECTS – BOOKLETS, EVENTS, HIGHLIGHTS, AND REPORTS:

- Assisted Dual Credit Programs with review of CTE Institute Student/Parent Commitment Form
- Assisted Math, Science and Bachelor Programs (MSB) with the following:
  - Assisted with coordination of STC/UTRGV Signing Ceremony
  - Coordinated final edits for STEM Connection Newsletter printing
  - Coordinated updates to Bachelor Programs annual report
  - Developed and finalized PowerPoint featuring the STEM Connection Newsletter
- Assisted the Office of Professional and Organizational Development (OPOD) with the following:
  - Review and edits for wrap-up booklets
    - Adjunct & Dual Credit Faculty Professional Development Day
    - College-wide Professional Development Day
  - Revision of policies and procedures for National Institute for Staff and Organizational Development Award
  - Updates to the policies and procedures for faculty/staff Awards & Recognitions
    - Distinguished Staff Award

    - Distinguished Teaching & Learning Award
- Began coordinating the Annual Faculty Retirement Ceremony
  - Set date and reserved location
  - Sent "Save the Date" email to President's Office and Deans of Instructional Divisions
  - Communicated with HR regarding list of retirees
  - Requested bios of retirees
- Collaborated with graphic designer on design projects for the Academic Affairs Division
  - Cover art for Bachelor Programs annual report – MSB
  - Data Summit button – OPOD
- Continued coordinating Academic Affairs Highlights
- Continued coordinating List of Upcoming Events for Academic Affairs
- Continued to review and edit booklets, documents, manuals, and presentations
- Coordinated and provided evidence requested for SACSCOC reaffirmation submission
- Coordinated Retirement Reception for Mario Reyna
  - Coordinated with BPST staff (room layout, centerpieces, remarks from division), Culinary Arts Program (cake), Food Services (catering), Educational Technologies (audio/visual), and Music Department (entertainment)
  - Created signature booklet and ordered plaque
  - Developed and finalized PowerPoint, photo collage, event program, and agenda
  - Finalized and distributed invitations
  - Requested use of PR's cocktail tables
  - Submitted request for event parking
- Drafted language and revised introduction content of PLA Manual
- Finalized search committee recommendation memo for Graphic Designer – OVPAA
- Finalized and submitted December 2019 Academic Affairs Division Monthly Activity Report
- Participated in hiring committees for the following positions
  - Administrative Assistant – OPOD
  - Graphic Designer – OVPAA
  - Temporary Administrative Assistant – OVPAA
- Provided support for Spring 2020 Chair Meeting

REPORTS – DATA COMPILATION AND PRESENTATIONS:

- Assist OVPAA with compiling program data and information with the assistance of Research & Analytical Services and respective program administrators for requested reports, activities, & presentations
- Assist with OVPAA with chairing hiring committee for Graphic Designer
- Begin preparations for next STC & UTRGV Collaborative Work Group meeting in May 2020
- Completed STC & UTRGV Collaborative Leadership meeting preparations for January 10, 2020
  - 2019 STC & UTRGV Collaborative Leadership Report
  - Work group updates
  - Presentation development
- Work with graphic designer regarding in progress & upcoming design projects/booklets/reports/fliers for Academic Affairs Division

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continue working on office space for Pecan Campus, includes existing buildings and portables
  - Working on identifying office space for Faculty and Staff
  - Space Modification and floor plans submitted for office for the Dean for SBS and staff
- Continue working with HR on Faculty Load and Compensation (FLAC) pilot implementation for upcoming trainings
  - Address technical issues regarding the process
- Continue working with Maintenance and Facilities on office space/building renovations/moves across all campuses
  - Renovation on Pecan Building H Culinary Arts began January 23
  - Re-carpet of Building J- 1st floor; set for May 2020
  - HVAC and AMT- working with departments to collect information prior to Space Modification submission.
- Continue working on the Light Board project pertaining to advanced educational technologies for classrooms
  - Statement of Work and Master Agreement received from consultant

- Continue working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant and the NSRP grant
- Continue working with DL Media Manager on video highlighting first cohort of SEA-PHAGE STC students
- Continue working with the Office of Student Rights & Responsibilities regarding student appeal process and procedures
- Continue working with the VITA Program on final logistics for the upcoming free income tax preparation community event scheduled to begin on February 3, 2020
- Continue working with Graphic Designer on updating gonfalons for the Academic Affairs Division

DESIGN WORK – CONTENT AND/OR UPDATES:

- Assisted OVPAA office with academic related design projects and requests
  - STC to UTRGV wrap-up booklet artwork updates and corrections
  - OVPAA Organizational Charts
  - Corrections/updates for the Distance Learning Online Programs flyer
  - "I Love Data" Pin design for the Office of Professional and Organizational Development
  - Finalized retirement recognition materials for Mario Reyna
  - Prepared STEM Connection Newsletter document for outsourced printing
  - Continued working on draft for upcoming redesign of Division Banners
  - Updated organizational chart for Math, Science, Information Technology and Bachelor Programs
  - Worked on Spring 2020 Bachelor Degrees booklet cover and break page designs

MEETINGS:

- Participated in interviews for temporary Administrative Assistant – OVPAA, January 7
- Participated in interview for temporary Administrative Assistant – OVPAA, January 8
- Attended hiring committee meeting for Administrative Assistant – OPOD, January 8
- Attended meeting to discuss displaying of program flyers/banners at each campus/building, January 8
- Held a Kinesiology workshop related to the Knapp Grant at Donna North HS, January 9
- Attended Academic Affairs meeting regarding Strategic Goals 2019-2025, January 9
- Met with Director of DL to work on detailing SACS Standard 10.6 Distance and Correspondence Education, January 9-10
- Attended STC & UTRGV Collaborative Leadership meeting at UTRGV, January 10
- Met with OPOD to discuss faculty/staff Awards & Recognitions, January 14
- Presented on Faculty Load and Compensation at the Spring 2020 Chair Meeting, January 16
- Participated in hiring committee interviews, January 17
- Met with Technology Campus administrative and maintenance staff regarding reception for Dean Reyna, January 21
- Attended the Pecan Campus Building H Renovation for Culinary Arts Pre-Construction meeting, January 22
- Participated in search committee interviews for Administrative Assistant – OPOD, January 22 & 23
- Met with OVPAA support staff regarding reception for Dean Reyna, January 23
- Met with Project Managers from MSB and DCP to discuss updating Bachelor Programs annual report, January 27
- Met with OPOD to revise policies and procedures for faculty and staff awards, January 27
- Participated in conference call with Director of DL and Blackboard rep regarding contract renewal, January 27
- Met with Director of DL to work on revisions to DL SACSCOC Standards, January 29
- Attended the Pecan Building H Renovation Construction meeting, January 29
- Facilitated retirement reception, January 30
- Attended the Faculty Load & Compensation (FLAC) meeting to discuss creating new position number for cross-listed courses, January 30
- Participated in planning meeting for STC/UTRGV Signing Ceremony, January 31
- Met with Maintenance to inspect relocating of STEM lab bench legs, January 31
- Met with Director of DL to finalize DL SACSCOC Standards, January 31

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, PERFORMANCE AND STRATEGIC INITIATIVES

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

TO: DR. SHIRLEY REED, PRESIDENT

FROM: DR. PLUMMER, VP-ISPP & SI

DATE: FEBRUARY 17, 2020

SUBJECT: ACTIVITY REPORT FOR JANUARY 1, 2020 THROUGH JANUARY 31, 2020

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9 MIGRATION

The Banner 9 Self-Service module for Student, Finance, and Human Resources went live as planned January 2020. There were some issues experienced with the Purchase requisition option; they were disabled until the patch for fixing it was applied. There were other features in the student and finance modules that were not enabled as per clients' request until further testing was complete.

CONCOURSE (SYLLABUS)

The IT team uploaded the course and syllabus information for the spring 2020 to the production environment and the application went live. Faculty were able to submit their syllabi via the new application that allowed students to see the information as they register. This item will be removed from the report next month.

JAGNET/JAGMOBILE

The content committee will meet in February to discuss the next portal upgrade which will include a re-organization of the icons and additional options to access e-mail and other Microsoft 365 cloud applications from JagNet. The upgrade deadline is planned for the end of February.

CHROME RIVER (TRAVEL)

No update; the Team is having issues with Chrome River PM services. The go live date for the Chrome River travel solution has been rescheduled per Business Office request. The new cloud-based travel software interfaces with Banner and allows faculty and staff to login with the same STC username and password.

TIME CLOCK PLUS PHASE II

The new electronic time adjustment form and workflow process were piloted and are ready to be launched to production. The Business Office staff created and is planning an institutional training for the enhancements. 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 meeting to discuss details regarding the possibility of collaborating on a long-term plan with Tyler Junior College for storing and recovering data in the event of a disaster has been schedule for March 6. Representatives from both institutions will meet to finalize the vision to install equipment at the TJC data center to backup STC Banner data and vice-versa.

A new date is yet to be decided 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 with the generator replacement in building M have been included in the plans for this fiscal year. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies; a gas generator will replace it.

OFFICE 365 MIGRATION

The Office 365 implementation team continues to work in the "Teams" application deployment. The governance for data retention and retrieval will have to be finalized before adding more departments as "Teams" participants. The latest Microsoft license will be added to students last in order to allow them to be part of STC "Teams". Other 365 application implementations such as the Power App and Flow will follow.

VIRTUALIZATION PHASE II

After assessing the current virtual environment, the IT team met with the consultants to review the results. The assessment focused on evaluating the committed Virtual Desktop environment resources. Netsync will provide hardware quotes in February to scale up the solution and enabling the virtualization of additional desktops.

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 7,755 this is 94% of the computers district wide. 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

- Multi-Factor Authentication enforcement in Office 365 Webmail was enabled for all Business Office and Human Resources staff and 01/13.
- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- The next enrollment phase of the project will include executive staff and their administrative assistants, as well as all Library Services staff.

GOVERNANCE

- An awareness email for Data Privacy Day (01/28) was sent out to faculty-staff news.
- Data Privacy Day focuses on educating individuals on being privacy-aware and shows organizations how privacy is good for business.
- The awareness email also focused on reminding employees to re-familiarize themselves with the College's current Privacy Statement.

RISK MANAGEMENT

- Library Services management has approved a targeted phishing assessment for the department that is scheduled prior to our division's professional development day.
- Prior to the assessment, an overview of the current internal processes of the Library for handling phishing emails will be discussed with their staff.
- The purpose of the targeted phishing assessment is to demonstrate the business impact and to identify gaps in awareness and training.

COMPLIANCE

- We are currently evaluating our current cybersecurity awareness training for compliance with SB3834.
- Additionally, we are also coordinating with Human Resources management to consolidate all of the required employee training for ease of compliance reporting.
- The bill does not require us to report completion of cybersecurity awareness training at this time, but the plan is to maintain records of cybersecurity in case reporting requirements change cybersecurity.

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

Monthly Activity Report for Jan 2020

Meetings:

- 1/6/2020: ET Update Conference Call
- 1/7/2020: "Live Lecture Recording Project Meeting, DHS Webinar, Library Resources and Instruction on how to complete IE (new template), Council of Chairs
- 1/8/2020: Starr Campus Visit, RCPSE Learning Support Services Coordination Meeting
- 1/9/2020: Event Manager Interviews, Prepare for Supervisor Training-Team Building
- 1/13/2020: ET Update Conference Call, Mid-Valley Campus Visit, NAH Campus Visit, Tech Campus Visit
- 1/14/2020: Leadership Team Meeting, Library Renovation ET Meeting
- 1/15/2020: January Team Meeting, Wayfinding Kiosks
- 1/17/2020: Job Description, President's Administrative Staff Meeting
- 1/20/2020: ET Update Conference Call
- 1/21/2020: New Horizons
- 1/24/2020: Work on March Presentation
- 1/27/2020: ET Update Conference Call, Lynda.com
- 1/28/2020: Pecan Library Renovation Video Conference Call, Budget Worksheet
- 1/29/2020: Risk Assessment Training, Risk Assessment Training Division
- 1/30/2020: Blackboard Ally Onsite Training, LLSS Presentation Mid-Valley Advisory Committee
- 1/31/2020: RCPSE with Lisa Walters

Monthly Special Events Comparison

2019	
Jan	90
Feb	160
Mar	169
Apr	216
May	126
Jun	178
Jul	133
Aug	137
Sept	173
Oct	238
Nov	229
Dec.	129
Total:	**1978**

2020	
Jan	136
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**136**

Total Man Hours Comparison

2019	
Jan	117.25
Feb	269.75
Mar	269.25
Apr	432.5
May	944.25
Jun	268
Jul	334.5
Aug	315.25
Sept	536.25
Oct	475.75
Nov	412.25
Dec	662.25
Total:	**5037.25**

2020	
Jan	262.25
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**262.25**

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	10	5	5	2	5
Data Projector	73	13	17	4	3
Projector/ Laptop	1	0	0	0	0
Computer	44	11	16	0	3
Microphone (Hand Held)	25	10	17	2	4
Microphone (Lapel)	25	0	2	0	3
RF Remote	36	2	0	3	0
PA System	3	3	1	2	3
TV/ Display	60	0	0	0	2
Screen	73	0	0	4	2
Portable Table	1	0	0	3	0
Keyboard/ Mouse	38	0	6	2	2
Mic Stands	0	0	0	0	0
Table Top Mic Stands	0	0	0	0	0
Document Camera	1	1	5	0	0
iPad	1	0	0	1	0
Mixer	0	2	0	1	1
Webcam	3	6	0	1	2
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	0
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	6	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	1	3	0	2	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	1	0	0	0	0
Interactive Display	0	8	5	1	0
PTZ Joystick	1	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	*403*	*64*	***74***	*28*	*30*

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- ✓ IE Plans/Reports
  - Cycle 2017-2019.
    - Total of 123 IE Reports. Archive 18 of 55 reports received.
    - Upload and publish all completed to IEA website.
    - Share point site updated for publishing all completed reports to IEA website.
  - Cycle 2019-2021
    - Users information updated in plan writers list.
    - Pending to add fields: track/work consultation, mid-bi and final report.
    - Information provided by Plan Writers were entered into plans (resources development, management and compliance; computer science; fire science and law enforcement).
    - Objective development for IEA department. Considering how to make one objective out of the topics to enhance internal and external fact books.
    - Meeting with Dr. Rodriguez from History and Philosophy to review department's plans.
- ✓ 2017-2019 CQI Report
  - CQI draft and revised template.
  - Reviewed the format and extent of content of the CQI and compared the Xitracs template for 2019-2021 with the previous version.
  - Checking status of evidence requested.
  - On hold pending completion of the compliance certification report and IE plan 2019-2021 cycle kickoff.
  - Gathering evidence to support final report.
- ✓ Xitracs
  - Tweaked instructions for implementation of the IE planning process for the 2019-2021 cycle, based on a pilot presentation to the Library units. Entity tree adjusted to show lines of reporting in system. Other areas of the entity tree will be reviewed/confirmed.
  - Created 2019-2021 IE cycle as goal-based plan and 2019-2025 strategic plan as goal-based plan in Xitracs - linked both goal-based plans to allow Xitracs to produce a strategic plan report using responses from 2019-2021 IE plans.
  - 2019-2021 Plan Writers list has been added to Xitracs.

ACCREDITATION

- ✓ Working on updating standard's narratives, creating PDF's files, uploading and linking evidence to each of the 74 standards.
- ✓ Preparing and sending standards for internal and external review.
- ✓ Meeting with different departments and VP's offices to work on changes made by external consultant.
- ✓ Reviewing and comparing changes to each standard according to consultant recommendations.
- ✓ Program review data (Graduate), pending CBM009 data verification.
- ✓ ST-2779_HSI year 5 report (Starr County remote instruction).
- ✓ Updated target/actual data for student achievement goals.
- ✓ Review and submit potential edits to the QEP summary description for the SACSCOC VP visit (1/22/2020).
- ✓ Faculty count report for spring 2019 (enrollment and section by discipline).

PROJECTS

- ✓ Guidance of IEA data sources – Updated the summary of the IEA data sources.

MEETINGS / TRAININGS

- ✓ SharePoint Governance committee – Working with IRE&SP active sites in preparation to the migration.
- ✓ All-day meeting with Dr. Denise Young, SACSCOC VP – liaison to STC.
  Meetings all day (1/22/2020). Sessions included (1) general reaffirmation process; (2) QEP, (3) review of standards for online and off-campus; (4) 7.1, 7.3, 8.1, 8.2a, 8.2b, 8.2c6.1, 6.2a, 6.2b, 6.2c, 13.8, 5.4, 5.5, 6.3; (4) need to affirmatively state compliance, guide for demonstrating compliance, very specific requirements for certain standards. Said we need to assure a consistent use of narrative and evidence (same numbers, tables, etc.). Need to assure flow, starting with most important items.
- ✓ Discuss practices regarding RAS support for surveys in different scenarios (Jan. 9, 2020)
- ✓ Meeting with SACSCOC reaffirmation core writing team to review status and make real time updates to standards in Xitracs
- ✓ Weekly Meeting:
  - Director of IEA & RAS met with Dean of IRE&SP on updates, planning, current and upcoming projects and, share of information. Extended discussion of the data summit for academic affairs during the college-wide professional development day. IE planning process and SACSCOC submission.

MEETINGS / TRAININGS

- IEA Staff. Focus on the IE plan template, methodology and piloting the streamlined process with the IEA department. Three meetings/planning workshops, utilizing the IE planning toolbox to develop a draft plan for IEA. Five objectives for the 2019-2021 IE Plan Cycle.

- ✓ Meeting with the SACSCOC reaffirmation core writer's team.
  Meeting with individual writers (communications by email and phone, too) to address outstanding requirements (i.e.: extensive meeting with Dr. Millan regarding standards for academic affairs and input/data needed. Also, a conference call with the outside consultant with Laura Requena (standard 5.5 for HR).
- ✓ Pilot presentation of new IE plan process to library departments.
- ✓ Presented the new format and process to the five units under the STC library system. Received immediate feedback for improvement.
- ✓ Planning for the implementation and monitoring of the IE plan cycle with Dr. Plummer.
  Jan. 16 - Discussed how the IE process can be used to measure institutional goals culled from the strategic planning process and submissions of IE plans. Role of strategic initiatives department in the process, monitoring and reporting.
- ✓ Planning for the roll-out of the IE plan cycle with Gracie Sepulveda.
  Jan. 10 - Reviewed materials with Ms. Sepulveda and discussed the most efficient ways of getting participation from departments college-wide.
- ✓ President's administrative staff meeting.
  Jan. 17 - Presentation of a PPT dealing with the Strategic Plan and the IE plan process. Dr. Chapa addressed the strategic plan and Mr. Davis went into more detail regarding IE planning. Will follow up on request to group LASS as two separate divisions to match current reporting structure.
- ✓ Professional development council meeting.
  Jan. 24 - Presentation of a PPT dealing with the Strategic Plan and the IE plan process. Included next steps of confirming units creating IE plans and current listing of IE plan writers, followed by group and individual presentations on the new template and process.
- ✓ QEP implementation team updates and presentation development.
  Jan. 3 - Review request from SACSCOC VP, Dr. Young, for a variety of information on the proposed QEP.
  Jan. 16 - Discussed updates from committees, including target populations, marketing, implementation plan and outcomes.
- ✓ QEP presentation development (revisions from PAS meeting).
  Jan. 21 - Adjustments made to the previous presentation for purposes of the SACSCOC VP advisory visit and the upcoming PDC meeting.
- ✓ Risk management training.
- ✓ SACSCOC submission weekly meeting w/Dean for status update on SACSCOC standards and to assign activities among the team members to work during the week and if needed, weekend also.
- ✓ Student achievement goals actual performance/targets discussion and review meeting.

FACTBOOKS

- ✓ Fact book – Update links for enrollment, progress, transfer, and post-graduation success.
- ✓ BJM course schedule report.
- ✓ Enrollment head count by AY.
- ✓ Licensure exam pass rates.
- ✓ Pass rates and grade distribution by enrollment type, course type, program, and division. Developmental course information updated and Argos report script.
- ✓ ST-2779_HSI year 5 report (Starr county remote instruction).
- ✓ Student achievement goals_ fall 2019. Update the target/actual data.
- ✓ Successful course completion – KPI. On hold awaiting THECB data release.
- ✓ THECB 1-year persistence rates comparison report.

DATA REQUESTS

- ✓ Program review data – Graduates: pending CBM009 data verification
- ✓ ST-2806 course success rates for critical courses by AY

MISCELLANEOUS

- ✓ IEA website. Updated IE timeline, IE plans and reports in SharePoint site.

DR. JESUS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights

Pecan Campus Library Renovation Plan	**Progress: 18%**	**End Date:** June 2020
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 reviewed and a recommendation was made to the Facilities Committee, which approved making a recommendation to the Board. Discussed space requirements for continuing operations during renovation with Coordinated Operations Council and submitted details of requirements to Facilities Dept. Participated in workshop to brief proposed architect on work of previous consultants. Prepared briefing documentation for Board on work of previous consultants. Briefed Facilities Committee. Board approved selection of ERO as project architect. Planning meeting between STC staff and ERO was held on 1/13/2020 and 1/14/2020. A revised space analysis was submitted to team by Library staff based on kickoff meeting discussions. Continued revising space requirements.		

Activity Highlights

- Submitted library space requirements and focus groups findings on facility requirements to Dean of Technology Campus and Facilities Planning and Construction staff.
- Visited Library, CLE, Open Labs staff and Campus Coordinator at Mid-Valley in preparation in connection with start of the spring semester.
- Presented on Library and Learning Support Services developments to Mid-Valley Advisory Committee.

Meeting Highlights

- Met with staff to review equipping Pecan campus study room for oral communication skills tutoring.
- Met with IE Director to discuss plans for 2019-2022 IE plan.
- Met with Regional Center for Public Safety Excellence Coordinator to discuss library and learning support service needs for
- that location.
- Met with Educational Technologies staff to discuss wayfinding kiosks.
- Participated in SACSCOC Reaffirmation Leadership meeting.
- Participated in search committee online interviews for Dean of Enrollment Services.
- Convened Library and Learning Support Services Administrator coordination meeting.
- Participated in Reaffirmation Leadership meeting with SACSCOC VP.
- Participated in planning meeting with Grants Office staff to discuss DHSI grant planning.
- Participated in Planning and Development Council meeting.

Training Highlights

- Participated in Risk Assessment Training Session.
- Participated in Blackboard Ally accessibility training.
- Met with Mid-Valley CLE Coordinator on staff issue.

ASSOCIATE DEAN OF LIBRARY SERVICES

Activity Highlights:

- Coordinated the Supervisor Training – Team Building.
- Coordinated with library staff member new location at the Regional Center of Public Safety Excellence Portable and toured the area.

Meeting Highlights:

- Met regarding Study Room Renovation for One-Button-Studio.
- Attended the review of the Technology Campus Library, CLE, and Learning Commons and Open Labs Space Analysis.
- Met with Director of Institutional Effectiveness and Assessment regarding the IE Plan and Library Resources.
- Met regarding the ACRL/IPEDS Data.
- Attended the Regional Center of Public Safety Excellence Learning Support Services Coordination.
- Met to Discuss Annual Report.
- Met regarding Librarian II Outreach position.
- Participated for the Educational Technologies Interview Selections.

- Met with Director of CLE regarding the SI/Library Instruction.
- Attended a couple of PCN - Renovation and Expansion of the Existing Pecan Campus Library - Kickoff Meeting.
- Met for the Poll Everywhere.
- Met for the Comprehensive Plan.
- Attended the Library and Learning Support Services Leadership meeting.
- Met with Administrative Assistance for assistance.
- Participated for the Workshop #133750: Adjunct & Dual Credit Faculty Professional Development Day.

Trainings Highlights:

- Library staff attended the "GoToWebinar - For Texshare: Gale Resources and ELL and Accessibility Support".

January 2020 Monthly Statistics
▪ Visitors # 40,193 ▪ Reference Questions # 15 ▪ Active Community Users # 346

Events and Library Art Gallery Highlights

Bruno: The Legacy of an Artist – Educator		
Bruno Andrade + Former Students	**Pecan Library Art Gallery**	**Exhibition:** Jan 21 – Feb 27, 2020. Program: Feb 27, 2020
This exhibition features artwork by and the students of the late Bruno Andrade. With this exhibition we hope to honor and explore Professor Andrade's legacy as an artist and educator.		
The Wound		
Leticia Lowry-Garcilazo	**Mid-Valley Library Art Gallery**	**Exhibition:** Jan 28 – April 19, 2020. Program: Mar 10, 2020
Leticia Lowry-Garcilazo recently completed her Master's in Fine Arts degree at The University of Texas at Rio Grande Valley. Through her work she is an advocate for women's rights.		

Project Highlights

BLUEcloud Circ	**Progress:** 96%	**End Date:** January 2020
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. SirsiDynix was able to get the new Symphony server to connect to the BLUEcloud servers, but the team is now working on several errors that were found during testing.		
Library Website Improvements	**Progress:** Phase I – 90% Phase II – 65%	**End Date:** March 2020
Update the library website to improve usability, accessibility, and mobile compatibility, as well as provide a more modern design that aligns with other college websites. Phase I includes updates to the style and navigation of pages, with minimal change to the actual content. Phase II involves the reorganization of pages and content that have expanded over time, in order to help users, find information more efficiently. The team has updated the majority of pages on the library website and is continuing to meet with stakeholders to discuss options for pages with content that needs updated and/or restructured.		
Vinyl Signage	**Progress:** 10%	**End Date:** August 2020
Create vinyl signage for all campuses to replace an assortment of staff-created directional, procedural, marketing, and other informational signs. The goal of this project is to have professional, consistent signage at all		

locations. All signage has been installed in the NAH library and now the team is planning and designing signage for the Mid Valley Open Labs and CLE.		
Inventory of Furniture at MVC, NAH, & STRC	**Progress:** 99%	**End Date:** February 2020
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:** 50%	**End Date:** August 2020
Continuous planning of square footage for Library, Centers of Learning Excellence and Open Labs.		
Pecan Campus Library Renovation Planning	**Progress:** 60%	**End Date:** July 2020
Continue planning of essential services provided, equipment, furniture, square footage for Centers of Learning Excellence, Educational Technologies, Learning Commons & Open Labs, and Library Services.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress: 45%**	**End Date:** February 2020
Phase I – Assign sections of survey to teams Phase II – Compile and review data Phase III – Write the annual report (STC Annual) Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V – Complete the ACRL web survey (February date) Phase VI – Complete the iPEDS web survey (February date)	Phase I – 100% Phase II – 80% Phase III – 15% Phase IV – 75% Phase V – 0% Phase VI – 0%	
There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY19 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, Open Labs staff, and Administration. Sections have been assigned to subgroups of the ACRL survey. When the ACRL survey is complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY19 STC report will be completed after all the data is collected.		
Weed Collection	**Progress:**	**End Date:** June 2020
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase IV – Auction all discarded Items	Phase I – 75% Phase II – 12% Phase III – 0%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		

Activity Highlights:

- Coordinating Library Art Gallery & Programming events for Spring 2020.
- Artwork was collected from Corpus Christi for upcoming "Bruno: The Legacy of an Artist" LAG exhibit.
- Campus Librarians and library staff worked at Pecan Campus Library to weed collection.
- Pecan, Mid Valley, and Technology Campus Library Art Gallery areas were painted by maintenance to set up for future exhibits.
- Installation began for "Bruno: The Legacy of an Artist-Educator" at Pecan Campus.
- Outreach presentation for New Bachelors Students Orientation – 90 attendees.
- Participated in the First Year Connection Spring 2020 New Student Orientation District Wide.
- Library Art Gallery Exhibit "Bruno: The Legacy of an Artist-Educator" opened at Pecan Campus.
- Library Art Gallery e=Exhibit installation at Mid-Valley Campus was completed, due to open next week.
- Library Art Gallery install - The Wound of the Malinches by Leticia Lowry-Garcilazo.
- The Online Library Orientation has been updated to reflect new webpage layouts.
- Several library instruction sessions have been requested for RCPSE, and planning is underway.
- Dual Enrollment Academies Library Presentations.
- Two ADN orientations at NAH.
- Socratic Tutoring workshop at NAH on Tuesday.
- Reviewed and approved book and DVD orders.
- LAG exhibit "The Wound" opened at MVC.
- LAG exhibit installation at Tech Campus was completed, due to open next week.
- Displays were installed at Pecan Campus.
- Blog post was published for Arte Publico.
- Art Gallery has been set up for "Mi Gente" by Veronica Matamoros.
- Two orientations for OTA students.

Meeting Highlights

- Participated with colleagues and Architect for planning the Pecan Renovations.
- Participated with Librarian III's for the first phase of developing a structured Training Plan for library staff members.
- Participated in the Marketing Committee meeting.
- Participated in the NAH Division meeting.
- Attended the Division of Business, Public Safety and Technology Division Meeting.
- Met with Dean regarding upcoming site visits for SACS reaccreditation.
- Staff members met to discuss the Event Planning Schedule.
- Staff member met with Dual Credit librarian at Sharyland Pioneer H.S. for program planning.
- Staff member attended Systems & Applications team meeting.
- Staff member attended Lecture and Reception for "Nostalgia for the Future" by Jason Willome Exhibition in Art Dept. Gallery.
- Met with ADLS, Director of Open Labs, and colleagues at RCPSE.
- Staff members met to discuss the Event Planning Schedule.
- Met with Librarian III's for training plan finalization.
- Staff member met with Art Faculty to discuss Bruno exhibition publication.
- Staff member attended Systems & Applications team meeting.
- Spoke to the CLE staff in establishing tutoring service hours and availability through the use of the online remote access computers.
- Mid-Valley Campus Faculty Advisory Meeting.
- The Julius Caesar Project Meeting.

Training Highlights

- Webinar TexShare: See the new Credo Reference! (Academic library focused).
- Webinar with TXLA: Prevention, Handling, and Post-Response: Dealing with Difficult Situations.
- Participated for the Workshop #133750: Adjunct & Dual Credit Faculty Professional Development Day.
- Attended AVID "Socrating Questioning" workshop at NAH campus.
- Attended final FOCUS Academy session with OPOD.
- Attended the Division of Business, Public Safety and Technology Chair Meeting.
- Attended the Library Operational Staff Meeting.
- Staff attended ACTA session.
- Attended "High Engagement Strategies for Student Persistence" training.
- Staff presented to the Automotive Department students during Welcome Week Staff Introductions.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

Meeting Highlights

- 01/07/2020 – The Director attended meeting for Technology Campus CLE, Library, & Open Labs space analysis.
- 01/07/2020 – The Director held an interview for a work-study position.
- 01/07/2020 – The Director attended a meeting to discuss new IE template and Strategic Directions.
- 01/08/2020 – The Director attended RCPSE Learning Support Services Coordination Meeting.
- 01/13/2020 – The Director attended Renovation and Expansion of the Existing Pecan Campus Library Kickoff Meeting.
- 01/14/2020 – The Director attended Renovation and Expansion of the Existing Pecan Campus Library Kickoff Meeting.
- 01/15/2020 – The Director attended Marketing Committee Meeting.
- 01/23/2020 – The Director conducted an interview for a work-study position.
- 01/28/2020 – The Director attended Pecan Library Renovation – Video Conference Call.
- 01/28/2020 – The Director held an interview for a work-study position.
- 01/29/2020 – The Director attended Risk Assessment Training.
- 01/30/2020 – The Director met with Del Mar College Library.
- 01/31/2020 – The Director held a meeting to discuss Institutional Effectiveness Plan.

District Total of Unduplicated Students Served: January 2020 Attendance Statistics: 9,117
District Grand Totals

	Number of Students	Number of Logins	Gate Counts (Where Available)
District Totals:	**14,584**	**31,163**	**23,105**

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,142	2,420	7,486
Pecan F-134 Internet Café	484	904	2,874
Pecan P 3.102 Open Lab	341	606	1,151
Pharr-RCPSE Internet Café PB2A	43	194	
Mid-Valley E 1.316 Open Lab	1,105	2,515	
Mid-Valley E 1.304 Vestibule	238	347	
Mid-Valley E 1.100 Ext. Hours	143	296	
Mid-Valley G-144 Lab	622	1,140	
Mid-Valley G-270 Open Lab	410	862	
Mid-Valley K 2.801 Open Lab	195	320	695
Technology B-141 Open Lab	367	1,113	
Technology B-160 Internet Café	347	828	
District Total:	**5,437**	**11,545**	**12,206**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	1,929	3,696
Pecan F-117 Community User Corner	36	107
Pecan F-222	143	278
Pharr-RCPSE Lib PB5A/5B	40	157
NAH B Library Open Lab	608	1,646
NAH B Library Cyber Café	342	625
Mid-Valley Quiet Study E 1.200	285	642
Starr K 1.300 Library	528	1,495
Starr Library Extended Hours K 1.102	305	524
Technology A-136 Library	105	226
District Total:	**4,321**	**9,396**

CLE Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan C-129 CLE Open Labs	1,101	2,661	
Mid-Valley A101A Open Labs	193	471	515
NAH CLE Open Lab	140	231	
NAH CLE Lab Lobby	679	1,330	
Starr CLE Open Labs B 201	32	131	
Starr CLE Open Labs B 208	72	231	
Tech CLE Open Labs	106	296	
District Total:	**2,323**	**5,351**	**515**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	22	61
Pecan F-130 Group Stations	4	5
NAH CLE Lab Group Stations	178	317
District Total:	**204**	**383**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	62	96
Mid-Valley E-Library Study Rooms	117	217
Starr K-Library Study Rooms	20	27
District Total:	**199**	**340**

Veteran's Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	23	72
Mid-Valley E 1.222 Veteran's Room	11	22
Starr K 1.322 Veteran's Room	1	6
District Total:	**35**	**100**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	274	437	1,665
Pecan P2.102 Info. Commons	124	189	1,095
Pecan V1.111 Info. Commons	201	279	2,366
Pecan Y1.107 Info. Commons	204	302	1,412
Mid-Valley K1.801 Info. Commons	77	111	1,470
Starr L2.102 Info. Commons.	63	111	509
Technology E 1.503 Info. Commons	133	235	1,188
La Joya Teaching Center	33	49	
District Total:	**1,109**	**1,713**	**9,705**

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics January 2020

- Visitors: 22,356
- Tutoring Sessions: 1,486
- Workshops: 61
- Workshops Attendance: 592
- JagTrax Totals: 2,832

Project Highlights

Academic Resource Handouts **Progress: 35%** **End Date: January 2020**

The Academic Coaches have created eight handouts and edited three of the eight handouts. The coaches will identify at least four other handouts to create and will work toward making resources ADA compliant.

TSI Workshop Videos **Progress: 94%** **End Date: December 2020**

Currently the CLE staff is working on the highest requested workshops, "Probability", "Measurements", "Exponents". Videos have been recorded and are currently being processed to meet ADA requirements.

CLE Tutor Training Day **Progress: 100%** **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 CRLA trainings have been identified and delegated. Supervisors have developed the general session component and are currently working on their CRLA presentations. Project has been completed.

Floor Plan Redesign: Mid Valley Campus **Progress: 67%** **End Date: December 2019**

Capital Improvement Proposal form submitted to redesign the MVC room. The architects have been approved by the Board of Trustees.

Virtual tutoring **Progress: 93%** **End Date: May 2020**

The CLE is piloting a two-semester Virtual Tutoring program for four Math 1414 courses. A reporting system has been developed to gauge the success of virtual tutoring. Three sessions will be recorded to analyze tutoring sessions. CLE will be expanding to 12 Math sections in Spring 2020.

Marketing and Promotions Taskforce **Progress: 15%** **End Date: December 2020**

The CLE will continue a strategic marketing and promotions plan to promote CLE services district wide. CLE designated a new point person to the taskforce to assist with ideas and accountability.

Virtual tutoring	**Progress: 93%**	**End Date: May 2020**
NAH BSN Support	**Progress: 15%**	**End Date: May 2020**
The NAH CLE conducted their first APA workshop in the month of January with the BSN students.		
Institutional Effectiveness Plan	**Progress: 80%**	**End Date: February 2020**
CLE Supervisory staff had a meeting to develop goals for the IE report due in February. Once finalized, the goals and activities will be added to the weekly reports.		
TSI Workshop Video Expansion	**Progress: 5%**	**End Date: December 2020**
TSIA workshop videos for "Radical", "Functions", and two more TBD videos. Making regularly scheduled check-ins for video progress.		

Events Highlights

Tutor Training Day **Event Dates: January 16**

The Pecan CLE hosted all five CLE's for Tutor Training Day. Tutors, clerks, specialists, and testing technicians came together to receive training and advance in their College Reading and Learning certificate. All trainings were integrated with AVID strategies to maintain a collabortive enviroment.

SI Training Day **Event Dates: January 17**

Another successful training day transpired for the High School Dual Enrollment Supplemental Instruction Leaders. About 50 new SI's from our partnering high schools attended our yearly training. CLE staff and veteran SI's conducted a whole day of training, sharing the best practices and techniques to run successful SI sessions.

STEM AVID Training **Event Dates: January 31**

In collaboration with OPOD, the CLE helped provide the speaker for the STEM AVID professional development training that occurred on Friday, January 31. STC STEM Faculty and CLE staff attended Mr. Jim Donohue's training, he demonstrated startegies that could easily be adapted into the STEM classrooms.

Meeting Highlights

- CLE Director one to one meetings were held.
- Attended Space Analysis meeting to discuss the new Technology Library.
- CLE Director met with MSB faculty.
- CLE Director met with MSB and SBS Deans.
- Attended LLSS meeting with RCPSE Campus Administrator.
- Attended IEAA meeting on IE Plan instructions.
- Mid-Valley supervisory meeting occurred.
- Pecan supervisory meeting occurred.
- Met with Student Activities to discuss campus connections.
- Met to discuss possible full-time position and Pecan.
- Met to discuss Metacognition strategies.
- Met to discuss the implementation of Course Research Pages.
- Mid-Valley Supervisory meeting was held.
- Mid-Valley staff meeting was conducted.
- Starr CLE held their semester staff meeting.
- CLE Coordinators came to together to being IE planning.

- Meeting was held to finalize the Metacognition tutor training session.
- Pecan CLE held a training on goal setting.
- Pecan CLE held a training for all specialist.
- The Library Renovation and Expansion Kickoff was attended.
- CLE Director attended and presented at the SBS division meeting.
- CLE Director attended and presented at the MSB division meeting.
- CLE Director met to discuss a Library space modification for a communication studio.
- Meeting took place to discuss the development of the Library Resource Pages.
- The Pecan CLE staff met with Library Renovations designers and architects to discuss student needs for services and space modification.
- JagTrax training planning meeting occurred.
- Perkins goal planning meeting occurred.
- BPST division meeting was attended.
- Perkins conference goal meeting with CTE Coordinators and Director took place.
- Meeting to discuss the Dual Credit Faculty Professional Development Day was held.
- Phone Conference with Paxson Patterson Representative to discuss possible medical related programs.
- Met with OTA Chair to discuss surveys.
- Met with ADN Faculty to discuss support in the classroom.
- Met with Radiology Sonography staff to discuss workshops.
- Met with Marisela Silva to discuss JagTrax and Starfish.
- Meeting with Grants Office about Virtual Tutoring being included in DHSI Grant was attended.
- Meeting occurred with Coordinator and Full time SLA to discuss marketing and scheduling
- Met with Occupational Therapy Chair to discuss survey results
- Met with Academic Coach for ADN to discuss remediation issues
- Advisory committee meeting was attended.
- Operation Coordination meeting occurred.
- Met with Direct wage specialist.
- Met with Academic Coaches to discuss caseloads.
- Pecan renovation meeting took place.
- SI Leader meeting was conducted.

Training Highlights

- Supervisory training on Mastering Transition was held at Pecan.
- Tutor Training Day was held for all campuses.
- Supplemental Instruction training day was held at the Pecan campus.
- Pecan CLE held a training on goal setting.
- Pecan held a supervisory training.
- Starr CLE staff was trained on using the virtual tutoring equipment.
- Starr CLE staff was trained with Playposit to assist Pecan with the development of TSIA video workshops.
  Supervisory Trainings for CLE Specialists
- SI Training for new SI Leaders was made available.
- High Engagement Strategies for STEM Courses (AVID) training was held at the Pecan Campus.
- Math content training occurred.
- Humanities content training occurred.
- Argumentation training occurred.
- Risk Assessment training was attended.

Activity Highlights

- Participated in College Knowledge Night.
- Provided TSI workshops to promote student enrollment.
- Participated in Student Orientation.
- Tabling occurred in the admissions buildings at the Pecan and Mid-Valley campus to promote CLE services for the upcoming semester.
- Presented in the Dual Credit Faculty Professional Development Day.
- Class presentations and CLE tours
- CLE Participated in Welcome Week- Student Information Station
- Presented at the for Dual Symposium.
- Welcome Back Student Information Flyers and Rolling Snacks were made available throughout the CLE's.
- Participated in the Automotive orientation event.
- Attended the retirement farewell event for the Dean at the Technology campus.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus Enrollment Report Spring 2020
- IPEDS 2019-20 Graduation Rates Survey
- IPEDS 2019-20 Outcomes Measures Survey
- IPEDS Fall Enrollment 2019 Survey
- IPEDS Financial Aid Survey
- THECB Accountability Institutional Input

SURVEYS

- Fire chiefs survey
- HEDS survey for 2020
- Math Co-req
- OPOD faculty survey

QUALITATIVE STUDIES

- Active learning student focus groups
- Enrollment Center faculty perceptions study
- Mid-Valley Child Daycare Center
- Pharmacy continuing education accreditation
- Welcome Center faculty perceptions study

DATA REQUESTS

- ALC Evaluations
- Census Enrollment of last five Falls and Springs - Dual/Trad.
- CSV Matched Leads for January 2020
- Dual Taskforce data
- ECHS Table, Hours, Core, Certificate, Associates Degree attainment counts
- Enrollment and Completion Tech. Programs
- Enrollment Composition Fall 2019
- ESAP dissertation data
- Faculty Advising - Student Persistence Rate
- Fall 16-17-18 Sections by Faculty Type by Campus Report
- Fall 2019 Census Top 10 Majors
- Fall 2019 Enrollment for off-site location (50% degrees completed) for SACS
- Fall 2019 Ethnicity
- Fall 2019 Student enrollment FT/PT
- Fall 2019 Student FTE
- Female Enrollment and Awards/Graduates
- HB2223 Fall 2019 Course Verification
- Merritt Research Survey - Admissions and Student Charges
- Online "only" students Fall 2019
- Program Review Data 18-19 - combine all tabs, review, and deliver.
- Program Review - Placement, Licensure
- Technology Graduates
- THECB NIG Report - Race/Ethnicity
- Title V HSII and DHSI Grant Annual Progress Report data
- SACSCOC Fall 2019 Enrollment Data
- SPACMNT Mandatory Advisement
- STC District Population Projections
- Title V HSII and DHSI Grant Annual Progress Report data
- Total, online, dual enrollment - falls 2017, 2018, 2019
- Two Year Graduation Rates Historic
- WBU Open Records Request: All Time Non-completers
- Workforce Graduates Spring and Summer 2019
- 2020 Annual Program Assessment - HIT major enrollment, graduates

MEETINGS

- AL360 grant discussion
- DHSI webinar
- DOE NCES Survey meeting
- Finalize QEP Document for Dr. Young
- IRESP Updates
- Institutional Data and Reports meeting with Dr. Champion for DHSI grant
- Meeting with Dr. Young: Quality Enhancement Plan Leadership Team
- Meeting with Dr. Young: Student Achievement/Learning Outcomes
- NAH accreditation surveys
- Nursing Assessment Surveys
- Qual weekly
- QEP Implementation Team
- QEP Presentation
- PAS
- Pharmacy Tech accreditation surveys
- RAS weekly
- Risk Assessment Training
- SACSCOC Standards Review meeting
- STC & UTRGV Collaborative Leadership Meeting
- Survey vendor call
- Vendor call on paper survey tools (ABBYY)

OTHER RESEARCH/SUPPORT

- Assessment of an IR Office research
- Data on Enrollment and Expenditures
- Data Summit - Technical and academic Program handout examples
- Data User Agreement
- DHSI Grant - data support
- Economic Impact - Placement data and other suggestions
- KPI presentation for PDC
- QEP presentation slides
- SACSCOC 8.1 edits
- SACSCOC 8.2. b.1. General Education Outcomes HEDS comparison data
- SACSCOC - Student and Academic Affairs and Other Education Services Occupation staff counts - from IPEDS HR Survey
- SENSE registration

MISCELLANEOUS

- ECHS Students AY 2018 – 2019
- IPEDS Student Financial Aid Fall 2018 notes review
- TAIR Travel online

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Current Project(s)

Project Name	**Description**	**Owner**	**Project Notes**
AWS	STC will pursue the development of three American Welding Society Testing site on Rio Grande City, Tech, and Mid Valley Campuses	Continuing Education	1st On Site Visit Completed. Next Steps and timeline have been established.
2019-2025 Strategic Activities	SI is assisting with IE Planning Process Flow	IE/SI	Developing Workflow for IE Planning process. Developing Institutional Initiatives
ATD	Developing Agenda for ATD Retention & Persistence Summit	ISPP&SI	Summit Part 2 Tentative Scheduled for 03/26/2020 and 03/27/2020.