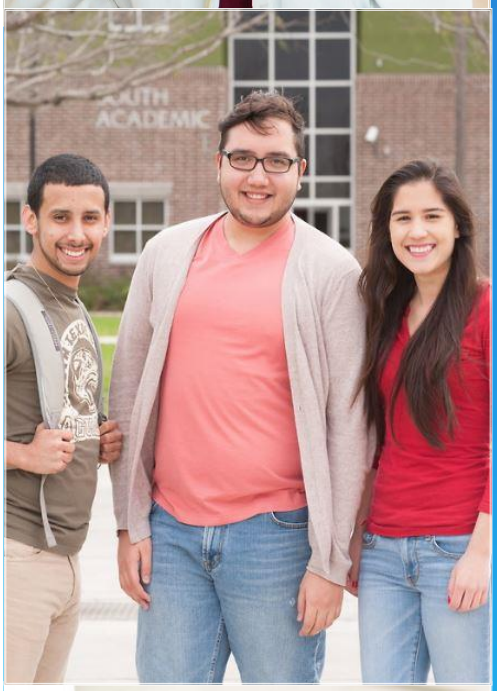


SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

August 2020

Board Meeting
September 22, 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:	SEPTEMBER 22, 2020
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2020 THROUGH AUGUST 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
- Student Affairs & Enrollment Management Division Leaders meeting
- Carl Perkins Planning meeting with Nancy Garcia
- 1st Virtual meeting: Military Student (online) Journey Mapping with Isaac Garza
- Interview on KVLY radio station – Fall Enrollment Opportunities
- Planning Meeting for Journey Mapping/Process Mapping for Military Recruitment
- Employee Evaluations and Risk Assessment
- International Programs with Mexico meeting with Cristobal Benavides, Coordinator of College Connections
- Board Presentation on Excelencia Recognition
- Southern Association of School Boards Commission on Colleges on site visit Pecan Campus Mock Tour with Nancy Zarazua

ATTENDED

- Reaffirmation 2021 Update Meeting
- Grant Initiation meeting – Student Reengagement Model
- South Texas College Workforce Solutions Projects Update TEAMS meeting
- South Texas College Law Enforcement Enrollment Initiative Update Meeting
- McAllen City Hall Commission Chamber – Census Telethon
- Education Results Partnership South Texas College Update call via TEAMS

ENROLLMENT SERVICES AND REGISTRAR

- Opened the Enrollment Centers at Pecan, Mid-Valley and Starr County Campuses every Saturday, 10:00 am – 2:00 pm, to assist students with registration for Fall 2020 semester.
- **29,495** students are currently enrolled for Fall 2020 semester, which began on August 24, 2020.
- Assisted students by responding to hundreds of emails sent to the "admissions" address and "registration" address, as well as on the phone and in person, if necessary.
- Continued using QLess software for OAR to allow students to schedule in-person appointments, and OAR employees were stationed at the entrance booth one day per week to monitor traffic.
- Director of Student Records & Registrar ("Director/Registrar") attended bi-weekly Directors meeting and monthly SAEM Division Leaders meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Banner User Group (BUGS), Degree Works (testing upgrade), Dual Credit Program (DCP) Mission & Goals Committee, enrollment appeals committee, Financial Aid Attendance Rosters (FAAR) via Starfish, job description for Institutional Research Analyst vacated on August 31 due to retirement, registration video to assist students, review Work Study applications & interview applicants in lieu of direct-wage employees, SACS Standards 10.2 & 10.5, and search committees for full-time positions.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- Graduation Analysts certified a total of **772** August 2020 graduates, including **180** Certificates, **497** Associate Degrees and **95** Bachelor Degrees.
- Document Management Specialist downloaded, reviewed and verified **3,878** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during August 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 assisted international students with all aspects of admissions and registration.
- STC has **62** international students enrolled for Fall 2020 semester, to date.
- Processed **566** course substitutions and exceptions in Degree Works during August 2020.
- Processed requests for reinstatement for **_0_** students during August 2020.
- Processed grade changes for **186** students during August 2020.
- Processed schedule changes for **2,029** students during August 2020.
- Processed **2,628** high school and **738** college/university transcripts during August 2020.
- Evaluated **614** transcripts from other colleges and universities during August 2020.

- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,490** STC transcripts during August 2020.
- Scanned and indexed **3,631** documents submitted by students during August 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, deadlines and College Updates in regards to COVID-19 and CARES Act and Fall Enrollment.
- VA staff continue serving our VA students, staff has been completing and awarding VA benefits for Fall 2020 registrations.
- SFS & VA staff worked all Saturdays in August
- Relocated staff to different labs due to the labs they were in were to be used for the Fall semester. We have extended their stay until January 15th
- Award letters and missing information letters are being sent out weekly
- Student files are being completed and awarded for the Fall semester, files are coming in via email, fax and mail.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff continue to assist partnering school districts with Fall dual credit enrollment. Specialists are processing enrollment documentation and registering eligible students and will be working with school district personnel through Census to clear Exceptions Reports of students with pending enrollment items.
- Department staff assisted Dual Credit Programs with the assessment of sections with low enrollment for Fall 2020.
- Department will be working with school districts during the month of September to plan for Spring 2021 Dual Credit enrollment. Staff will meet with school district administrators and staff to develop a comprehensive enrollment plan to finalize the recruitment, admission, registration, and orientation processes for new and continuing dual credit students.

DUAL ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Zoom Registration Drive	Science Academy	8/19-8/20	ISD	109
			Total	**109**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Fall enrollment:</u>
  - Mercedes HS Administration
  - PSJA ISD
  - Perkins Local Planning Meeting
  - Sharyland Pioneer HS
  - World Scholars
  - Edcouch Elsa HS
  - Rio Grande ISD

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Department Meetings
- Dual2Degree Weekly Staff Meeting
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Advisory Group Meeting
- Dual2Degree Enrollment Services Meeting
- Dual2Degree Student Success Meeting
- Dual2Degree Personnel Meeting
- Dual2Degree Exception/Enrollment Monitoring Meeting
- Carl Perkins Meeting with Dr. Adame
- Carl Perkins Follow-up Meeting
- DCP Mission and Goals Committee Meeting
- SAEM Division Leaders Meeting
- Bi-Weekly Enrollment Meeting
- HSI Study Protocol Meeting
- Meeting with Office of Enrollment Services
- Sections Less than 10 Meeting with Dual Credit Programs
- Non-S Enrollment Meeting with Dual Credit Academies

PROFESSIONAL DEVELOPMENT

- Dual2Degree SFAMREG Training
- Adjunct and Dual Credit PD Day Co-Host Training
- Adjunct and Dual Credit PD Presentation: My Students are Failing Their College Class - What's at Stake?
- Ambassadors Cross Training Academy (A.C.T.A) Graduation for three Dual2Degree employees

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- Talent Hub Monthly Meeting
- TV Virtual Interview Univision

RECRUITMENT

- Meeting with Prospective Student – 6 Students

CALL CENTER

Phone Calls	
Inbound Calls	14,700 calls
JagConnect	
Contact Form Submissions	466 emails
Mongoose Texts	
Fall 2020 Registration Mongoose Text to Seniors	4923 texts sent w/ 468 replies (9%)
Fall 2020 MicroGrant for Initial Installment Payment	2166 texts sent w/ 471 replies (22%)
Fall 2020 Registration – CARES Act Scholarship	310 texts sent w/ 54 replies (17%)
Fall 2020 First Week of Class – Mongoose Text	14,658 texts sent w/ 810 replies (6%)
Fall 2020 Registration – UTRGV Denied List Mongoose Text	1,428 texts sent w/ 337 replies (24%)

Radius

Campaign	Emails Sent	Emails Viewed	Total Students
Fall 2020 Student Handbook Notice campus email	26490	26080	67161
Fall 2020 Student Handbook Notice	26900	26383	8917
Fall 2020 UTRGV Denied List 08.21.20	1600	1577	737
Title IX Student Communication 08.20.20 STC Email	36439	35392	9580
Title IX Student Communication 08.20.20	37053	35755	16257
Fall 2020 CTE Program stop out campaign	10486	10107	3136

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2019**
Pecan Campus	**84**			**ACT**	**129**
Mid-Valley	**64**	**86**	**75 (87%show)**	**TSI EXAM**	**793**
Starr Campus	**58**	**34**	**31 (91%Show)**	**TSI EXAM**	**355**
Pecan Plaza				**GED/ PEARSON**	**498**
Pecan Plaza		**702**	**638 (91% show)**	**TSI EXAM/ includes TSI Online**	**2,876**
Pecan Plaza		**111**	**101 (91% show)**	**HESI**	**933**
Pecan Plaza				**HiSET**	**85**
TOTAL:	**206**	**933**	**845 (91% show)**		**5,669– All Campuses YTD**

- Please note that we only allow a few students into our office, since most testing questions and inquiries can be resolved by phone or email. Only students needing official documentation are allowed to make an appointment to see our staff by making an appointment ahead of time.
- A total of over 1,200 students were assisted by phone or by email by STC Testing Center Staff.

TSI Scores: by placement score August 2020			
READING		**READING**	
Monthly (08/01/20-08/31/20)		**Year To Date (09/01/19 – 08/31/20)**	
College ready (351+)	181	**College Ready** (351+)	757
Holistic Placement (349-350)	38	Holistic Placement (349-350)	158
Developmental Ed (342-348)	152	Developmental Ed (342-348)	654
ABE Level 6 (Developmental Ed)	30	ABE Level 6 (Developmental Ed)	134
ABE Level 5 (Developmental Ed)	122	ABE Level 5 (Developmental Ed)	426
ABE Level 4	21	ABE Level 4	152
ABE Level 3	6	ABE Level 3	48
ABE Level 2	4	ABE Level 2	52
ABE Level 1	3	ABE Level 1	23
Total	**557**	**Total**	**2404**
MATH		**MATH**	
Monthly (08/01/20-08/31/20)		**Year To Date (09/01/19 – 08/31/20)**	
College Ready (350+)	103	**College Ready** (350+)	379
Holistic Placement (348-349)	18	Holistic Placement (348-349)	137
Developmental Ed (336-347)	140	Developmental Ed (336-347)	786
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	125	ABE Level 5 (Developmental Ed)	524
ABE Level 4	113	ABE Level 4	424
ABE Level 3	28	ABE Level 3	131
ABE Level 2	9	ABE Level 2	61
ABE Level 1	4	ABE Level 1	13
Total	**540**	**Total**	**2455**
Writing		**Writing**	
Monthly (07/01/20-07/31/20)		**Year To Date (09/01/19 – 08/31/20)**	
College Ready (340 & 4+ Essay or 5+)	311	**College Ready** (340 & 4+ Essay or 5+)	1206
Developmental Ed (310-390 & 0-4 Essay)	91	Developmental Ed (350-362 & 0-4 Essay)	319
ABE Level 6 (Developmental Ed)	4	ABE Level 6 (Developmental Ed)	13
ABE Level 5 (Developmental Ed)	7	ABE Level 5 (Developmental Ed)	21
ABE Level 4	6	ABE Level 4	33
ABE Level 3	6	ABE Level 3	39
ABE Level 2	2	ABE Level 2	15
ABE Level 1	1	ABE Level 1	13
Total	**428**	**Total**	**1659**
Data retrieved from College Board Accuplacer			

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
11	Student walk-ins and visits
4909	Student Contacts, Outreach & Virtual Appointments
2346	CTE Student Contacts
28	Student & Alumni Registered on CCN
22	Student & Alumni Resumes Revised/Uploaded on CCN
10	New Employer Registered on CCN
31	Jobs posted to CCN
0	Workshops Presented
131	Resumes Reviewed Online by Employers via CCN
433	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

- **Job Development**
  - Advantage Healthcare Consulting, Inc. – 1 job posting
  - Aircool Tech - ACT. Corporation– 1 job posting
  - Arrive Logistics– 1 job posting
  - Coldwell Banker– 1 job posting
  - Cytech Heating & Cooling– 2 job posting
  - Easter Seals Rio Grande Valley– 1 job posting
  - Entravision Communications– 1 job posting
  - Knapp Medical Center– 3 job posting
  - Live Music Tutor– 1 job posting
  - Mission Quick Lube, Inc. – 1 job posting
  - Pappa's Pizza– 2 job posting
  - PMG, Inc– 3 job posting.
  - Riverside EMS– 1 job posting
  - Shary Gardens Pediatrics– 2 job posting
  - Synergy Elite, Inc. – 1 job posting
  - The Borgen Project– 8 job posting
  - Vaddo, Inc. – 1 job posting

- **Employer Outreach**
  - DHR
  - La Estacion Bakery
  - Toyota College Recruiting Team
  - Hidalgo County Elections Department
  - Wonderful Citrus
  - Luis C. Orozco, CPA
  - Mission Quick Lube, Inc
  - Shary Gardens Pediatrics
  - Easter Seals Rio Grande Valley
  - PFI
  - RIVERSIDE EMS
  - Knapp Medical Center
- **Employer Registrations**
  - Easter Seals Rio Grande Valley
  - Knapp Medical Center
  - Mission Quick Lube, Inc
  - PFI
  - Shary Gardens Pediatrics
  - Coldwell Banker
  - Garver
  - Wonderful Citrus

Coordination of Upcoming Events

- CES is preparing Medical Assistant Workshops and Mock Interviews
- NAH Fall 2020 Open Virtual Workshops
- Updating CES Social Media
- CES is preparing for the NAH Division Meeting
- CES is coordinating with Dr. Emma Miller for the upcoming mock interviews for the BASOL Capstone practicum cohort.

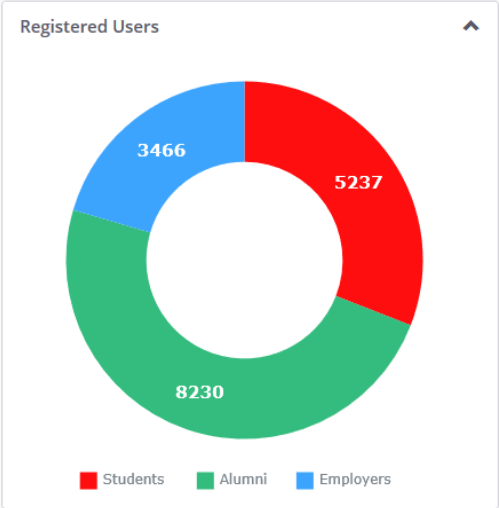
MEETINGS AND MISCELLANEOUS INFORMATION

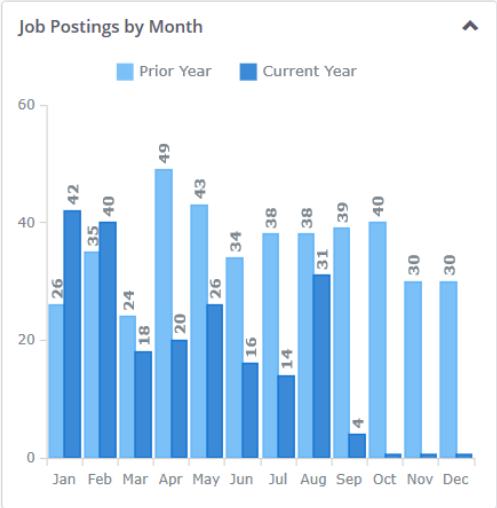
- CES is currently participating in the Excelencia in Education's 2020 Seal of Excelencia Leadership Institute initiative.
- Updated articles for the Career Insights section of the CES webpage
- CES staff completed College Central Network online training, *Employers and Jobs.*
- CES staff continued to review the following relevant articles, *What Happens Next for DACA, Future Proofing Your Talent Pipeline, Mobile, Social Media, & Marketing, The Strategic Way to Be Yourself in a Job Search, Why You Need to Write a Weekly Self-Evaluation, How to Answer Anything: Tell Me About Yourself.*
- CES continuing to facilitate resume/cover letter reviews and mock interview for Medical Assistant Technology summer cohort.
- CES specialist completed LinkedIn training, *Remote Work Basics, How to Rock an Interview, Body Language for Women* webinar.
- CES staff completed College Central Network online training, *Orientation and Review: Employers, Jobs and More* webinar.
- CES is assisting Hidalgo County Elections Department with posting election job employment opportunities on CES social media platforms.

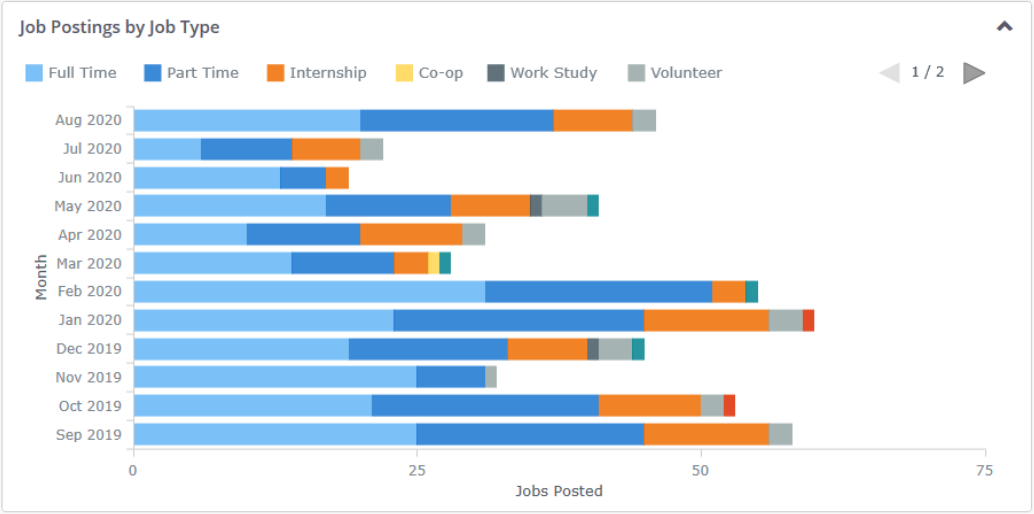
- CES is researched the use of V-Mock as an interviewing technology to enhance the virtual interview process for students and alumni.
- CES is updating the webpage to include a section titled “Career Support During Covid-19.
- CES staff assisted Dr. Sandra Treviño of the BASOL program by conducting numerous virtual mock interviews and by providing resume and interview feedback to BASOL capstone students.
- CES promoted a virtual open house and live panel discussion for Doctors Hospital at Renaissance, regarding available positions, on social media platforms and followed up by informing students via CCN targeting NAH student and alumni majors.
- CES updated it’s webpage to include a section titled “Career Support During Covid-19.
- CES is coordinating with the STC business office to refund the registration fees for all employers who had registered for the now officially cancelled STC 2020 Career Expo.
- CES staff serving as panelist for the Academy High School Programs and Services (AHSP) Academies Specialist.
- CES department meeting discussing student job opportunities, SACS visit, CES social media campaign, and fall semester workshops.
- CES is collaborating with the South Texas Career Center Consortium in conjunction with UTRGV and Texas A&M to promote joint career center services.
- Updated and submitted articles for CES website Career Insights portal.
- TEAMs meeting with CES Director and Technology Specialist to finalize Carl Perkins 2020-2021 Basic Grant Application.
- CES is researching and creating social media content to engage and interact with students/alumni.
- Shared “CES is Here” messaging and flyer to NAH faculty and staff to promote virtual services and classroom collaboration.
- Specialist created a CES social media content calendar.
- Created email script to address student registration confusion and to explain appointment process.
- Continuing to research and create social media content to engage and interact with students/alumni.
- Researching and creating social media content to engage and interact with students/alumni.
- Shared CES is Here messaging and flyer to NAH faculty and staff to promote virtual services and classroom collaboration.
- Compiled data with NAH specialist and submitted CES Carl Perkins Grant Application for new fiscal year.
- TEAMs meeting with Technology Specialist discussing and planning Fall 2020 workshop schedule and CES Social Media.
- CES department meeting discussing student job opportunities, South Texas Career Centers Consortium, SACS visit, CES social media campaign, and fall semester workshops.
- Continuing to facilitate resume/cover letter reviews and mock interview for Medical Assistant Technology summer cohort in partnership with Technology Specialist.
- Attended NAH Division meeting discussing Fall 2020 campus updates, student traffic expectancy, safety guidelines, and procedure updates.
- Follow up meeting with NAH Medical Assistant capstone Career Readiness project discussing final initiative outcomes and future projects.
- CES meeting with NAH Library Services and Open Labs to discuss extension of virtual services for CES and student/alumni appointment process for Fall 2020.
- Created CES Virtual Services flyers and updated CES signage board for NAH campus. Posted flyers throughout campus to promote extension of online services to incoming Fall 2020 students.
- Promoted DHR Job Opening Live Panel event to 685 NAH students and 1165 NAH alumni via College Central Network. Event was also promoted through CES social media pages.
- Conducted CES outreach to Physics (6 students, 10 alumni), Philosophy (4 students, 8 alumni), Psychology (68 students, 101 alumni), and Political Science (10 students, 22 alumni) programs via CCN. Messaging reintroduced Career & Employer Services and the extension of virtual/online services available.

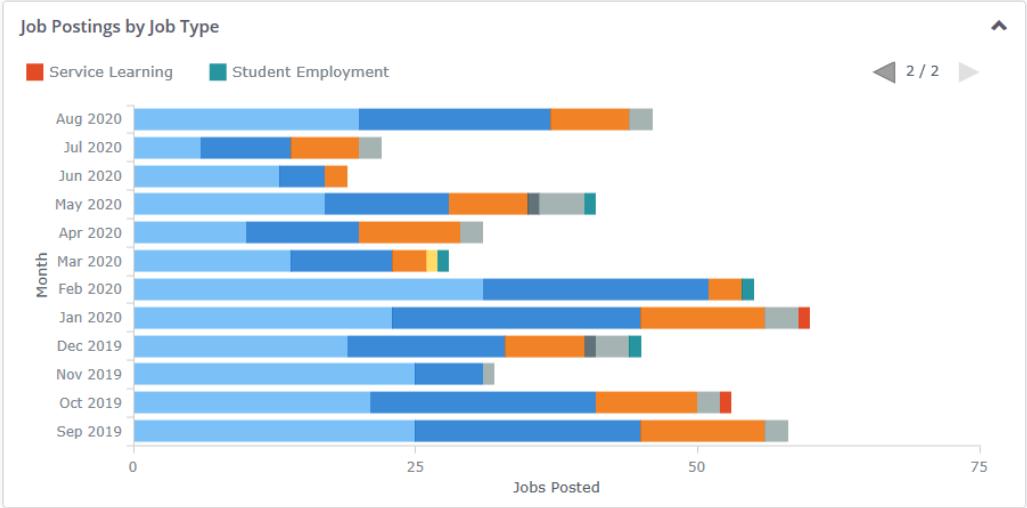
- Finalized resume/cover letter reviews and mock interview for NAH Medical Assistant Technology summer cohort.
- Contacted 123 CTE students and alumni via College Central Network reintroducing CES virtual career center and online resources available (targeted majors – Culinary Arts)
- Contacted 234 CTE students and alumni via College Central Network reintroducing CES virtual career center and online resources available (targeted majors – Office Management, Office Specialist and Paralegal)
- Contacted 50 Tech CTE students and alumni via College Central Network reintroducing CES virtual career center and online resources available (targeted majors - Computer Information Systems, Computer Science, Support Specialist, & Computer Maintenance)
- Conducted CES outreach to Child Care & Development 30 students, 50 alumni; Commercial Cooking 3 students, 14 alumni; Commercial Driver License 1 students, 15 alumni; and Communication 25 students, 30 alumni. Messaging reintroduced Career & Employer Services and the extension of virtual/online services available.
- Conducted CES outreach to Undeclared 623 students and 415 alumni. Messaging reintroduced Career & Employer Services and the extension of virtual/online services available.
- Contacted 387 students and alumni via College Central Network reintroducing CES virtual career center and online resources available (targeted majors – Criminal Justice)
- Reviewed 11 student and 1 alumni resumes via College Central Network.
- Contacted 195 students and alumni via College Central Network reintroducing CES virtual career center and online resources available (targeted majors – Interdisciplinary Studies)
- Conducted CES outreach to 390 students and 105 alumni not pursuing a major via CCN. Messaging reintroduced Career & Employer Services and the extension of virtual/online services available.
- Posted job alert flyers on social media platforms to promote employment opportunities for student and alumni groups.
- Reviewed 59 student resumes via CCN
- 20 virtual student appointments.
- 2 mock interviews- via phone
- Reviewed 2 alumni resumes via CCN.

College Central Network Logistics

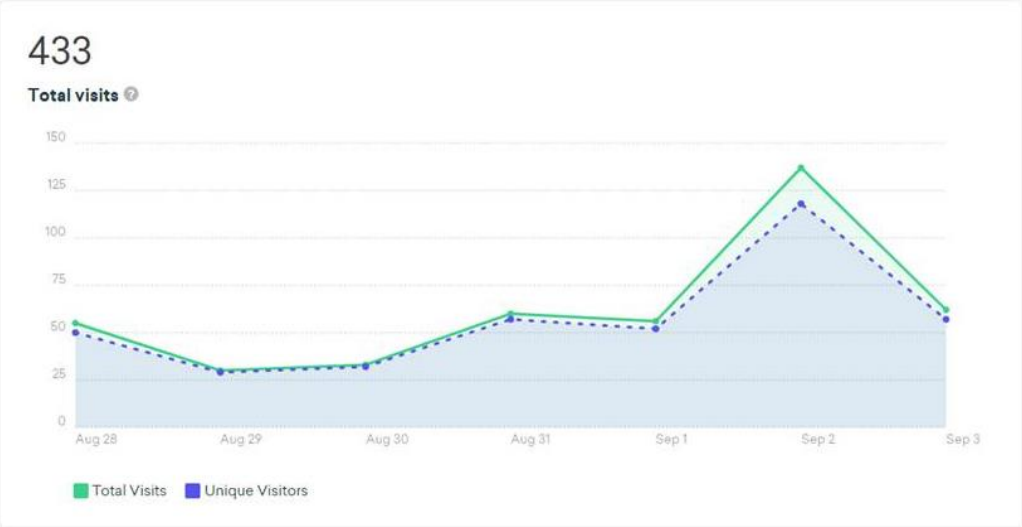








Career Coach



OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

August 3- 14, 2020

- The Office of the Ombuds is participated on the monthly International Ombuds Association "Online Dispute Resolution and the Implications and Opportunities for Ombuds," webinar.
- The Office of Student Rights & Responsibilities participated on the ASL Workshop.
- The Office of the Ombuds conducted a practice Student Dispute Resolution Academy session.
- The Office of the Ombuds is researching and updating Conflict Coaching forms.
- The Office of the Ombuds is preparing for Ombuds day for October.
- The Office of the Ombuds conducted a practice Student Dispute Resolution Academy session.
- The Office of the Ombuds updated Ombuds software to prepare to end the previous fiscal year and prepare for the new fiscal year.
- The Office of the Ombuds has begun working on the end of the year report for Ombuds services.

OFFICE OF STUDENT CONDUCT

August 3- 14, 2020

- The Office of Student Conduct is researching and updating templates.
- The Office of Student Rights & Responsibilities participated on the ASL Workshop.
- The Office of Student Conduct is preparing for webinar for Adjunct Faculty for August 22, 2020, Discipline in the Classroom.
- The Office of Student Conduct is researching to update student conduct investigative report.
- The Office of Student Conduct is researching and updating templates.
- The Office of Student Conduct conducted Discipline in the Classroom webinar for Adjunct Faculty.
- The Office of Student Conduct is updating to update student conduct investigative report.
- The Office of Student Conduct is working on updating conduct software and preparing for the end of the fiscal year and updating for the new fiscal year.
- The Office of Student Conduct is preparing for the Student Conduct for the previous fiscal year report.

BEHAVIORAL INTERVENTION TEAM

August 3- 14, 2020

- The Behavioral Intervention Team held a meeting.
- Working on 2020 – 2021 Behavioral Intervention Team meeting set up.
- Working on 2020 – 2021 Behavioral Intervention Team meeting set up.
- Looking into the annual NaBITA Conference options for BIT and CARE members.

- First Year Connection Sessions (August stats)
  - 19 FYC Sessions offered to students (Pecan, Mid-Valley, Starr)
  - 224 Students attended In-Person Orientation
  - 1,336 Students completed Online orientation
  - 1,560 Students completed Orientation

Final FYC attendance numbers/stats

Month	FYC Sessions	Type of Orientation		Total
		In-Person # Students	Online # Students	
May	9	11	88	99
June	30	58	187	245
July	27	61	139	200
August	19	224	1336	1560
September	0	0	121	121
Totals	85	354	1871	2225

4,293 Students were contacted
2,225 Students attended/completed orientation
51.83% Attendance percentage rate

- Food pantry operations in Pecan, Mid-Valley and Starr
- Building K Welcome booth coverage (Thursdays)
- Social media postings
- SharePoint Updates (200 average unique users per week)

COUNSELING AND STUDENT DISABILITY SERVICES

Counselor Student Contacts							
Campus	**Career/ Transfer Svcs.**	**Pregnant & Parenting Svcs.**	**Academic Counseling-Probation/ Suspension**	**Mental Health**	**Student Disability Svcs.**	**Other Services**	**Total**
Mid-Valley	7	14	294	13	131	41	500
NAH	0	32	94	85	59	26	296
Pecan	6	30	560	82	436	535	1649
Starr Co.	16	12	210	12	55	44	349
Technology	0	0	100	8	52	195	355
Total	29	88	1258	200	733	841	3149

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
- Sign Language Interpreter's Student Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination and creation of documents for semester mental health & personal growth workshops
- Academic, Career, & Mental Health Counseling
- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Title IX Committee Meetings
- SAEM Meeting
- Perkins Basic Grant Meeting
  - Weekly Meetings with Counselors and Student Success Specialist
  - Review, refer and respond to Counseling Department Emails
  - UNIDAD Coalition Planning Committee and Monthly Meeting
- Individual Supervision Meetings with UTRGV BSW Intern
  - Behavioral Intervention Team Meeting
  - CSDS Coordinators Meeting
  - UTRGV BSW Intern Final Evaluation
- Crisis Prevention Institute Trainings
- Weekly Interpreter Meetings

- SDS Student Accommodations Memo Review/Update Meetings
- SDS and Distance Education Meeting
- Docusign Meeting
- Meeting with HR
- CSDS Virtual Dept. Orientation Planning Meeting
- Transition Coalition Meeting
- Stakeholders Meeting, Coalition for Empowering Children and Families
- AIM Set-up Eligibilities and Timeline
- Meetings after CPI Trainings
- Meeting with TAMUK MSW Interns
- TAMUK MSW Internship Interviews
- CAVE Conference Planning Meeting
- Performance Appraisal Review Meetings with all CSAS for 18-19 and 19-20
- ACTA Commissioning Ceremony
- AT Updates Training
- Note Taking Express Training
- AIM Implementation Timeline Meeting
- AIM Eligibilities Set-up Meeting
- Carl Perkins Evaluation Plan for 2020-2021
- Distance Learning Meeting

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Microsoft Teams Live Events:

- Tackling Test Anxiety
- How Important is Your GPA?
- What To Do With Insomnia

COVID-19 Support Group: Jaguars United From Home

Presented at the Behavioral Health Solutions, Family Engagement Summit for Parents and Teens

Virtual Faculty/Staff Orientations

ASL Workshops:

- Strengthening Your Vocabulary
- ASL for Beginners Series Pt. 1
- ASL for Beginners Series Pt. 2
- ASL for Beginners Series Pt. 3
- ASL for Beginners Series Pt. 4
- Second Annual Summer Bridge Program

PROFESSIONAL DEVELOPMENT

- Qless Training
- Community Partner Program

Interpreting Services Report	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	39
Post-Production ASL Interpreted Lectures (Asynchronous)	33
Post-Production ASL Interpreted Videos (Asynchronous)	120
Interpreted for Admissions/Enrollment	6
Interpreted for Advising/PASS	3
Interpreted for Financial Services	5
Interpreted for Testing Services	1
Interpreted for Counseling Services and Student Disability Services	11
Interpreted orientation/outreach	2
Interpreted Tutoring Services	0
Telephone/Email Contacts with Students	279
Interpreter Hosted Workshops	9
Interpret student and/or instructor meeting	5
Other	279
Total number of services provided	792
Total hours of interpreting	140.75
Student Success Specialist Activity Report	
Type of Service	**Total**
Interpreter requests filled	5
Contacts/Meetings with SDS Students	68
Assist SDS students in Registration Process	12
Mass Emails to CSDS Students	1
Additional Services	**Total**
Professional development	11
Assigning students to counselors	12
Total	**109**

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 6,424 contacts with students were conducted by Academic Advisors and PASS Program Advisors in August 2020
  - Received/managed all student advising requests and assigned them to an advisor for individualized education planning via email, phone calls and Zoom sessions
  - Advisors conducted testing of DegreeWorks update in testing and provided valuable feedback to IS&P in preparation of DW update in production
- **Faculty Advising**
  - Completed and submitted weekly activity reports to Hispanic Serving Institution Grant Specialist
  - Updated Master List of Faculty Advisors
  - Communicated virtually with Faculty Advisors to answer their advising questions and provide support
  - Worked on content for new Virtual Training to be implemented this Fall semester
  - Participated in ongoing professional development to improve faculty advising training and services

Mentoring Services

- **College Advising Training Program-** developing a plan to offer training remotely during the Fall Semester
- **THECB Work Study Mentorship Grant** –Compiled student mentor reports and activities for processing on June 2020 through August 2020, contacted student mentors during August 1st -7th , by email and met with them through the MS Teams on the and 30th & 31st of August; Student Mentors went through a briefing on the PASS Program to assist with Student Outreach and contact calling for the Fall Semester, Five student mentors worked on this project; mentors participated in webinars as part of their staff development. Collaborated with College Connections to finalize the FY19-20 report due to THECB in September
- **Beacon Mentoring Program** – recruited mentors and presented at Academic Program Department meetings; 11 sections for Fall semester have been confirmed; four virtual visits will be recommended and done virtually; presentations topics include financial *aid, final exam preparation, etc*. again in a virtual manner; training for mentors will be held in August

- **PASS Program**
  - Implemented textbook distribution for Fall 2020 semester utilizing a curbside plan to minimize contact and follow CDC guidelines in regards to COVID 19;
  - Staff provided academic advisement for PASS Program participants virtually
  - Staff maintained ongoing contacts with students on their caseloads;
  - Collected class schedules from students for textbook requirements;
  - Created purchase orders for instructional supplements for students attending fall session; received, tagged and distributed purchased instructional supplements to students for Fall semester

- **Carl Perkins**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
    - Met with PASS Program staff to review activities and evaluation for Perkins
    - Collaborated
    - Met with SAEM Directors and Grants Office personnel to review and develop Perkins V Local Plan and Evaluation Plan that aligned support services to CLNA analysis for adequate use of funds in FY2021; made corrections as requested by Grants Office and submitted Final SAEM Draft to the Grants Office for inclusion in the final Perkins V application
    - Participated in multiple meetings held by the Grant's Office in regards to Perkins

B. Participated/Working on the Following:

- **Guided Pathways-** Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; worked on homework for next Institute
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; held multiple meetings with STC SACSCOC Liaison and Implementation Team; met weekly with QEP Writing Team; met weekly with Co-Director; made necessary updates and finalized Fall/Spring My Advising Plan (MAP) Roadmaps; prepared for SACSCOC interviews; Presented to the STC Board of Trustees, presented at Academic Convocation, Program Chairs Leadership Meeting, Adjunct/Dual Professional Development Day, and Academic Department Program Meetings
- **Banner User Group (BUGs)** – participated in BUGs meetings to review technical upgrade to Degree Works and conducted testing to prepare for production
- **SACSCOC On Site Review** – participated in meeting to review Principles that must be reviewed during the SACSCOC on site visit; met with SACSCOC Liaison on Standard 12.1
- **Traffic Appeals Committee** – Coordinator of Special Advising Projects serving on committee for the 2019-2020 fiscal and will continue to participate in FY 2021 - Next Meeting TBD

C. Preliminary Forms

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

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. SHIRLEY A. REED, PRESIDENT

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

DATE: SEPTEMBER 16, 2020

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

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, Special Board of Trustees Meeting, and Finance and Administrative Services Director's Meeting.
- Business Office:
  - Held discussion on Bank Depository Services item that will be presented to Board for approval with Comptroller, Assistant Comptroller, and Director of Purchasing.
  - Held discussion on Lower Rio Grande Valley Development Council (LRGVDC) Interlocal Agreements with Comptroller and Accounting Group Manager.
  - Held discussion on Transportation Services Plan with Comptroller.
  - Held discussion on Bank Depository Services Request for Proposal with Assistant Comptroller, Comptroller, Finance and Administrative Services Reporting Coordinator and College President.
  - Held conference call on Facilities Committee items with Comptroller, Associate Comptroller, and Budget Manager.
  - Held conference call on Coronavirus Aid, Relief and Economic Security (CARES) Act with Comptroller, Budget Manager, and Legal Counsel.
  - Held conference call on Bank Depository with Comptroller, Director of Purchasing, Associate Comptroller and Legal Counsel.
  - Held conference call on Business Office matters with Assistant Comptroller.
  - Held conference call on FY 2021 Budgeting Software with Budget Manger and Comptroller.
  - Held conference calls to discuss FY 2021 budget status with Comptroller and Budget Manager.
- Department of Public Safety:
  - Held several meetings to discuss recommended narratives for Transportation Services Plan for Fall 2020 for the August Board of Trustees Meeting with Acting Chief of Police and other staff.
  - Held conference call to discuss Clery Act and Violence Against Women Act (VAWA) internal audit with Acting Chief of Police.

- Attended meeting on Transportation Plan with Interim Chief of Police, Transportation Manager, and College President.
- Worked on Transportation Plan for Board Meeting with Transportation Services Manager, Comptroller and Finance Administrative Services Reporting Coordinator.
- Held conference call to discuss Clery Act and Violence Against Women Act (VAWA) audit with Acting Chief of Police.
- Participated in conference call meeting to discuss COVID-19 safety measures specifically the wearing of a facial covering with Acting Chief of Police and Legal Counsel.

- Accountability, Risk, and Compliance:
  - Held discussion on Retention Storage Center with Director of Accountability, Risk, and Compliance and Risk Manager.
  - Held conference call to discuss insurance vendor invoices with Director of Accountability, Risk, and Compliance, Risk Manager, and Legal Counsel.
  - Held Teams conference call on Workers Compensation Training Plan with Director of Accountability, Risk, and Compliance and Risk Manager.
  - Held conference call on Texas Association of School Boards (TASB) Insurance with Director of Accountability, Risk, and Compliance, and Risk Manager.
  - Held Teams conference call to discuss Continuity of Operations Plan with Director of Accountability, Risk, and Compliance and Risk Manager.
  - Held Teams conference call to discuss Records Management Newsletter, Policy #2500: Records Management, email memo notice for administrators, procedures, and retention storage space with Director of Accountability, Risk, and Compliance.
  - Held Teams conference call to discuss Annual Employee Safety Training Plan with Director of Accountability, Risk, and Compliance.
  - Held several conference calls to discuss sick leave and absences policies, procedures, current operations, and regulatory requirements with Director of Accountability, Risk, and Compliance and Interim Director of Human Resources.
- Human Resources:
  - Held Teams bi-weekly conference calls on Human Resources department staff updates with Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
  - Held conference call on Sick Leave Pool with Interim Director of Human Resources.
  - Held conference call on Furlough Employees with Interim Director of Human Resources and Legal Counsel.
  - Held conference call on Human Resources matters with Interim Director of Human Resources.
  - Held conference call on Human Resources Procedures with Interim Director of Human Resources and Human Resources Staffing Specialist.
  - Held conference call to discuss Policies with Interim Director of Human Resources and Director of Accountability, Risk, and Compliance.
  - Held conference call on Policy #4904: Employee Compliant Procedure, #4310: Sick Leave Pool, #4316: Leave Without Pay, and Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Interim Director of Human Resources and Legal Counsel.
  - Held conference call on Work from Home Automation with Interim Director of Human Resources, Human Resources Information Systems Manager (HRIS) Manager, and Records Technician.
- Institutional Equity:
  - Held Teams conference call to discuss Title IX matters with Institutional Equity Officer.
  - Held conference call on Post Card and Faculty Staff Newsletter changes from Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Institutional Equity Manager.
  - Held conference call on Memo of Understanding for all identities with Institutional Equity Officer and Institutional Equity Manager.
  - Held conference call to discuss 504 Coordinator designation, Title IX Deputy Coordinators, Appeal Officers and Hearing Officers, and necessary policy reforms with Institutional Equity Officer.

- COVID-19:
  - Conducted weekly Teams conference calls to discuss Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with Safety Team.
  - Participated in several Texas Association of Community Colleges Board COVID-19 Planning Meetings.
- Other Meetings:
  - Held discussions on Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Held meetings to discuss current and upcoming projects with Finance and Administrative Services (FAS) Project Managers.
  - Held meeting to discuss President's Cabinet Updates with Finance and Administrative Services Project Managers.
  - Held discussions on Director of Human Resources job description with Finance and Administrative Services Reporting Coordinator.
  - Held discussions on Food Services reopening with Finance and Administrative Services Project Manager and Auxiliary Fund Accountant.
  - Held conference calls to discuss Outstanding Projects and Project Updates with Finance and Administrative Services Project Managers.
  - Worked on Bank Depository Services Request for Proposal worksheet.
  - Attended Pecan Campus Library Renovation - Feasibility Study Presentation.
  - Worked on Budget Presentation for Board Meeting.
  - Held conference call on Revenue to Support Scholarship with Director of Public Relations and the Marketing Manager.
  - Held conference call on Regional Center for Public Safety Excellence Cityscape with Director of Facilities Planning and Construction.
  - Participated in Title IX Committee Meeting.
  - Participated in annual interview with External Auditors.
  - Attended meeting to review Capital Improvement Projects (CIP) with College President and Director of Facilities Planning and Construction.
  - Held several Teams calls to perform Performance Appraisals of the Finance and Administrative Services Directors and office staff.

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.
- Business Office:
  - Continued working on Budget for FY 2020 and FY 2021.
  - Continued reviewing Unrestricted Fund Budget Summary Fiscal Year 2020 – 2021 Board write-up and PowerPoint presentation.
  - Reviewed Texas Association of Community Colleges Business Officers (TACCBO) Enrollment Matrix.
  - Reviewed Tuition and Fee Revenue Report.
  - Reviewed Coronavirus Aid, Relief and Economic Security (CARES) Act Institutional Funds use.
  - Revised month Legislative Budget Board COVID-19 Cost Survey Report.
- Human Resources:
  - Reviewed updates on status of COVID-19.
  - Reviewed Sick Leave Pool Gap Analysis.
  - Reviewed Discrimination Policies, Complaints, and Grievance Procedures.
  - Reviewed Work from Home Automation Process.
- Facilities Planning and Construction:
  - Reviewed progress of Facilities Planning and Construction projects.
  - Reviewed Facilities Planning and Construction updates.
  - Reviewed Pecan Plaza West Building C Kinesiology Renovation Project.
  - Reviewed FY 2021 Capital Improvement Projects Upcoming Agenda Project Schedule.

- Accountability, Risk, and Compliance:
  - Reviewed Records Retention Matrix and Newsletter.
  - Reviewed Policy #2500: Records Management.
- Other:
  - Reviewed Employees Working from Home Report.
  - Worked on FY 2018 - 2019 Performance Appraisals.
  - Reviewed Notice to Faculty/Staff for publication in accordance with new Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and Action Plan.
  - Reviewed 504 Coordinator designation.
  - Reviewed Instructional Pool Budget.
  - Reviewed Annual Employee Safety Training Program.
  - Reviewed South Texas College Brand Merchandising.
  - Reviewed Title IX Weekly Reports.
  - Reviewed updates on Status of COVID-19 Cases Report.
  - Provided monthly Reports to President's Cabinet members as follows:
    - Overtime Compliance Report (Quarterly) as of May 2020.
    - Time Clock Plus Verification Reports as of June 2020.
    - Vacancy Report as of July 2020.
    - Leave (Sick and Vacation) Reports as of June 2020.
    - Salary Savings Reports as of July 2020.
    - Travel by Employee Reports as of July 2020.
    - Vacancy Reports as of August 2020.
    - Leave (Sick and Vacation) Reports as of July 2020.
    - Time Clock Plus Verification Reports as of July 2020.
    - Overtime Reports (Hours Worked by Employee) as of July 2020.
- Project Managers:
  - Reviewed and assisted in development of Facilities Committee and Finance Committee packet items.
  - Worked on legal counsel log and confirmed activities stated on invoices sent by legal counsel.
  - Worked on presentations for transportation services operational plan for Board Committee packet.
  - Worked and edited Office Employee Handbook.
  - Worked with Graphic Designer and Auxiliary Accountant to create a flyer to promote cafeteria re-opening.
  - Assisted Auxiliary Accountant in writing a brief update of cafeteria re-opening to be shared with College Administrators.
  - Coordinated with Title IX guest speaker and Office of Professional and Organizational Development staff on the details for Professional Development Day.
  - Registered all full-time staff of the Division of Finance and Administrative Services for Title IX presentation on Professional Development Day.
  - Worked on updating comprehensive plan for Capital Improvement Projects scheduled in fiscal year 2020 – 2021 and beyond.
  - Worked on new management reports with graphs for bookstore.
  - Worked on generic agenda template for departments of the Division of Finance and Administrative Services.
  - Worked on weekly Cabinet updates.
  - Worked on Activity Report for month of August 2020.
  - Assisted on COVID-19 Legislative Budget Board (LBB) Survey Report with Comptroller.
  - Worked on FY 2018 - 2019 Performance Appraisals with Human Resources Specialist for Employee Relations.
  - Worked on Work from Home Agreements for all Finance and Administrative Services employees.
  - Worked on Self-Assessment Performance Appraisals for all Finance and Administrative Services Directors and office staff.

- Worked on Records Management Newsletter Update with Accountability and Compliance Manager and Graphic Designer.
- Assisted on Transportation Services Operation Plan presentation with Police and Transportation Manager.
- Assisted on updates to Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation provided by Institutional Equity Officer.
- Worked on Transportation Services backups for Special Board meeting with Finance and Administrative Services Project Manager.
- Worked on Fall 2020 Enrollment Matrix and Reserve Balances Matrix from emails provided by Texas Association of Community Colleges Chief Financial Officers listserv.
- Worked on Employee Positive COVID-19 Cases updates with Interim Director of Human Resources.
- Worked on Records Management Email Notification with Accountability and Compliance Manger.
- Worked on updates to Employee Office Handbook.
- Worked on email notification for Vacation Leave Accrual to advise Finance and Administrative Services Directors and office staff.
- Assisted on Important Committee Notice Alert for Higher Education with Director of Accountability, Risk and Compliance.
- Worked on FY 2018 – FY 2019 Performance Appraisals with Finance and Administrative Services Directors.
- Worked on Survey of Payment deadline for Fall 2020 from Texas Association of Community Colleges Chief Financial Officers listserv.
- Worked on College Prepares a Continuity of Operation Plan Notification updates with Director of Accountability, Risk and Compliance.
- Assisted on Sick Leave Pool Gap Analysis with Director of Accountability, Risk and Compliance.
- Worked on upcoming projects with Institutional Equity Officer and Title IX Coordinator.
- Assisted on Fund Balance Analysis with Comptroller and Budget Manager.
- Worked on Key Note Training Memo with Safety Committee team.
- Assisted on Legislative Appropriation Report (LAR) Administrator Statement from Comptroller.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended conference call to discuss process to create customer support tickets for Travel and Expense system.
- Participated in TEAMs meeting to finalize changes on National Conference marketplace store with Dual Credits staff.
- Attended virtual meeting to discuss Financial Manager acknowledgement with Information Technology (IT) staff.
- Attended virtual meeting to discuss National Conference Marketplace store with Dual Credit Programs staff.
- Attended bi-weekly manager meeting with Business Office Staff.
- Participated in telephone call for state single audit review with Business Office staff.
- Participated in telephone call on talking points for standard 13.6 with Director of Institutional Effectiveness, Assessment, and Accreditation.
- Participated in conference call to discuss Travel and Expense purchase order process with Purchasing staff.
- Participated in Teams Finance and Administrative Services (FAS) meeting on miscellaneous topics.
- Attended meeting to discuss Bank Depository Services with Legal Counsel and Vice President for Finance and Administrative Services.
- Attended meeting to discuss handling of airfare and car rental expenses with Business Office and Purchasing staff.
- Attended meeting to review Travel and Expense system and banner integration with Business Office and Information Technology staff.
- Participated in Teams meeting to discuss new grant award initiation with Grant Accounting staff and Grant Compliance staff.

- Attended September Payroll meeting with Interim Director of Human Resources.
- Attended Statements of Cash flow meeting with Business Office staff.
- Held conference call for end of year construction payments with Facilities Planning and Construction staff.
- Held meeting to discuss prepaid year end rollover process with Accounts Payable Specialist.
- Joined Teams meeting to discuss automation of payment arrangements with Accounts Receivable staff.
- Joined TEAMS meeting to discuss fiscal year end procedure with Cashiers, Accounts Receivable, and Information Technologies staff.
- Joined Teams meeting to discuss official closing of Campus Receivable Collector/Customer Web Access (CRC/CWA) with Information Technologies and Accounts Receivable staff.
- Met and reviewed bank depository Request for Proposal (RFP) with evaluation committee.
- Met to review the receivable account reconciliations requested by External Auditor.
- Met to discuss Accounts Payable workload and duties with Business Office staff.
- Met to discuss Childcare Center grant award processing with Accounting Manager.
- Met to discuss General Accounting staffing needs with Business Office staff.
- Met to discuss new grant award with Workforce Solutions staff and Grant Accounting staff.
- Met to discuss new grant initiation meeting with Grant Compliance and Business Office staff.
- Met to discuss old grant statuses with Associate Comptroller.
- Met to discuss outstanding encumbrances with Grant Accounting staff.
- Met to discuss pending budget amendments with Compliance Officer and Grant Accounting staff.
- Met to discuss pending items after migration to the cloud for Timekeeping System.
- Met to discuss End of Year Meeting with System Analyst, Business Office staff, Human Resources staff and Information Technology staff.
- Met to discuss Lower Rio Grande Valley Development Council (LRGVDC) interlocal agreements and budgets for FY 2020 and FY 2021.
- Met to discuss tax rate calculation for FY 2021.
- Met to discuss Texas Department of Transportation invoicing process and pending items with Student Affairs and Enrollment Project Manager.
- Met to discuss tuition and fee reasonableness scope and objectives with Associate Comptroller and Bursar.
- Met to discuss Travel and Expense system implementation timeline with Systems Analyst and Accounts Payable Supervisor.
- Met to review and learn Microsoft Flow features with System Analyst and Web Design Specialist.
- Met to review and discuss new investment proposal.
- Met to review and discuss year-end audit timeline with Associate Comptroller.
- Met to review Business Office Handbook with new staff.
- Met to review duties and responsibilities with Accounts Payable Supervisor.
- Met to review Merchant Services Contract with Business Office staff.
- Met to review Texas Department of Transportation contract invoice requirements with Accounts Receivable Supervisor.
- Participated in conference call to discuss FY 2021 budget status with Vice President for Finance and Administrative Services.
- Participated in meeting to discuss the bank images transfer setup with General Accounting staff and Information Technology (IT) staff.
- Participated in conference call to review interim audit status with External Auditors.
- Participated in Teams meeting to discuss Childcare payment process with Child Care Development staff and Business Office staff.
- Participated in Coronavirus Aid, Relief, and Economic Security (CARES Act) conference call with Vice President for Finance and Administrative Services and Legal Counsel.
- Participated in Faculty Cost and Productivity Study Teams meeting hosted by Accountability, Risk, and Compliance department.

- Participated in Travel and Expense meeting with Business Office and Information Technology (IT) staff to discuss all pending items for Travel and Expense.
- Trainings/Webinars:
  - Attended July Travel and Expense system release webinar.
  - Attended Coronavirus Aid Relief, and Economic Security (CARES) Act Provider Relief webinar.

PROJECTS IN PROGRESS:

- Management Reports:
  - Business Office staff worked on July board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- Accounts Payable/Grants and Contracts:
  - Completed grant amendments in Banner.
  - Completed three (3) new grant fund set ups.
  - Prepared end of year Alert Notices, calendars, and meeting requests.
  - Researched pending grant payroll payments for final August payroll processing.
  - Researched requested fuel gallon/dollar amount project for General Accounting.
  - Reviewed ChromeRiver training manual.
  - Reviewed self-service direct deposit transactions after implementation.
  - Submitted Department of Education receivable balance request.
  - Submitted management reports.
  - Worked on Carl Perkins final expenses to close grant.
  - Worked on researching and correcting multiple travel documents in workflow.
  - Worked on Travel and Expense system testing with Applications Analyst, Purchasing, and Business Office staff.

Bank No.	20-Jan	20-Feb	20-Mar	20-Apr	20-May	20-Jun	20-Jul	20-Aug
01 E&G	590	493	326	267	404	276	234	254
01 Direct Deposit	248	186	134	96	170	73	38	55
03 Student	12,467	1,658	1,245	370	5,793	3,367	1,803	9,111
12 I&S Taxes	1	-	-	-	-	-	1	-
16 I&S Bond	-	-	-	-	-	-	-	-
17 Plant	11	17	9	10	8	8	11	12
31 Virtual Card	400	441	264	157	227	262	168	197
232 AP Card	5	4	2	1	3	5	2	3
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-

- Budget and Reporting:
  - Assisted on Mission Economic Development Association (MEDA) Trust fees and provided to Comptroller.
  - Discussed fund balance report template requested by Vice President for Finance and Administrative Services.
  - Prepared FY 2020 – 2021 revenue scenarios for Vice President for Finance and Administrative Services.
  - Prepared FY 2020 – 2021 budget reports by financial manager for distribution.
  - Prepared FY 2021 proposed budget motion, presentation, and booklets for August Special Board meeting.
  - Prepared Information Technology (IT) allocation budget transfers and routed for approval.
  - Prepared Special Board Meeting supporting documentation packet on Budget for Vice President for Finance and Administrative Services.
  - Printed FY 2020 – 2021 public and no-public Budget books for Special Board meeting.

- Provided FY 2021 budget information needed for August Special Board meeting to Office of Vice President for Finance and Administrative Services.
- Provided supporting documentation for Finance, Audit, and Human Resources Committee meeting to Vice President for Finance and Administrative Services.
- Requested advocacy projections from Texas Association of Community Colleges.
- Requested items needed for FY 2021 budget book from Public Relations.
- Reviewed and evaluated Faculty Cost and Productivity Study proposals submitted to Purchasing department.
- Rolled FY 2020 – 2021 budgets from Budget Development Application into Banner system and tested FY 2021 budget roll.
- Updated Budget Development Application with FY 2021 proposed budgets for unrestricted and plant funds.
- Updated Coronavirus Aid, Relief, and Economic Security (CARES) Act narrative brief.
- Updated FY 2020 budget amendment motions for August Finance Committee meeting.
- Updated FY 2021 budget motion, summary and presentation for the August Finance Committee meeting.
- Updated FY 2021 proposed auxiliary and restricted budget.
- Reviewed Banner system page TGRRCON for outstanding balances and out of balance accounts to prepare for year-end.
- Worked on pending action items discussed during the August 6, 2020 meeting with Mid Valley Childcare staff.
- Updated Mid Valley Child Care process map.
- Completed modifications and schedules for Argos board reports for Budget department.
- Worked on updating Marketplace for food pantry store in production.
- Worked on updating Marketplace store categories and prices for child care center.
- Worked on updating Marketplace cafeteria stores.

- <u>Accounts Receivable/Financial Aid Accounting:</u>
  - Completed External Auditor receivable account reconciliations request.
  - Completed FY 2021 Accounts Receivable Restricted fund budget entries in Budget Development.
  - Reviewed process changes to avoid Construction negative budget balances throughout the year.
  - Tested Campus Web Access Automatic Clearinghouse (ACH) functionality to enable students with delinquent balances to setup reoccurring payments.
  - Updated Year-End Audit checklist with due dates and assignment names.
  - Worked on Fall 2020 Student Tuition and Fees for reasonableness.
  - Worked on pending actions items discuss during meeting with Student Affairs and Enrollment Project Manager.
- <u>Cash Management/Special Projects/Office Support:</u>
  - Assisted with audit items.
  - Listed talking points for standard 13.6.
  - Reviewed interim audit items.
  - Revised bank depository motion and support documentation.
  - Revised information for Depository contract motion.
  - Revised information for Mission Economic Development Authority (MEDA) motion.
  - Updated Popular Annual Financial Report (PAFR).
  - Updated year end items for FY 2019 - 2020.
  - Assisted external auditor with various requests.
  - Completed Marketplace store in production for National Conference event.
  - Finalized updates to Business Office end of year closing checklist.
  - Worked on how to refund electronic check payments through Point of Sale (POS) Software with Cashiers staff.
  - Worked on research for setting up banks as Automated Clearing House (ACH) in banner.
  - Worked on scheduling Business Office end of year closing meeting.

- Coordinated relocation of bond permanent records from storage units to Human Resources building.

Bank No.	#of Checks/DD Cycles	# of Checks/ Direct Deposit
01 E&G	9	256
01 Direct Deposit	5	51
02 Payroll	8	140
02 Direct Deposit	3	2,013
03 Student	6	9,111
12 I&S	0	0
16 I&S	0	0
17 Plant	3	12
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	**34**	**11,583**

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	18
Bank Transfers between Bank Accounts	36
Wire Transfers for Benefits and International	2

- <u>General Accounting/Construction/Fixed Assets/Property Tax:</u>
  - Prepared board management reports and staff continued to work on month reconciliations and monthly reports.
  - Completed sixty-six (66) monthly reports during the month of August 2020.
  - Met to discuss tax rate calculation and motions with Vice President for Finance and Administrative Services.
  - Prepared Independent Registered Municipal Advisor Certificate (IRMA) update report to upload to South Texas College website and submitted to Texas Municipal Advisor Council to display on their webpage.
  - Reviewed and submitted FY 2021 Interest and Sinking budget projections, Unexpended budget, and Renewals and Replacements budget to Budget Manager.

Duties	Total
Approval Queues - Requisitions Approved	7
Bank Reconciliations	8
Board and Management Reports Reviewed	101
Cancelled checks provided to AP / Payroll	8
Check verification for AP / Payroll	8
Checks printed and/or send	1
Copies of booklets/journal entries requested	43
Deposits prepared	23
Donations - telephone calls received	9

Duties	Total
Download bank info, convert bank statements to PDF and download excel information for reconciliation	88
Returned mailed checks - Logged and Filed	54
Returned Mailed checks - Disbursement	16
Emails - answered, prepared, initiated	895
Financial manager changes	5
FOAP created including activity codes and renaming of FOAs	110
Hours Filing and organizing of Journal Entries and boxing/Record Retention Log	16
Hours used for scanning - estimated	28.5
Hours used to log Scanned JE	3.25
Hours used to prepare documents for scanning	2
IDT's - telephone calls received	3.3
Interdepartmental Transactions reviewed	18
Invoices and encumbrances reviewed	58
Journal entries prepared	88
Journal entries processed including FUPLOAD	852
Journal entries- transactions processes	4,821
Journal entries/documents scanned	1,298
Journal Entries Logged	4,272
Journal Entries reviewed	86
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	24
Positive Pay Exemption-Number of checks researched/verification	30
Record Retention - labeled boxes	2
Requisitions prepared	3
Stale dated list prepared	4
Stale dated letters mailed	240
Stale dated letters returned and logged	18
Stop payments processed (includes stale dated checks)	214
Transactions removed from bank reconciliation	8,647
DTA motion	2.25
Truth-in-Taxation (Hours)- calculation/motions/publication/notices	51.25
AGM and accountant meeting	10.5
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	5
Special Project -hours -LRGVDC-meetings/budget projection/motion	13
General Accounting Department Review meeting - hours	2.5
Special project - Hours to prepare performance appraisal	7.5
Preparation of budgets	3

Duties	Total
Reviewed - Unexpended/R&R/I&S Budgets	9.75
Prepare RFPs - Continuing Disclosure & Financial Advisor	8.5
End-of-Year Meetings for CAFR/Const/exhibits/schedule/	3.25
Special project - Bonds - Journal entries/reports/research/	12.75
Overtime - Hours and Task worked	5

Description	Total
General Journal Entry (Intra-Fund) (JE 15)	114
General Journal Entry (Inter-Fund) (JE 16)	62
Cash Receipts (CR 05)	624
Encumbrance Liquidation (E032)	7
Encumbrance Liquidation (E020)	-
Encumbrance Liquidation (E035)	1
Encumbrance Liquidation (E037)	12
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE 17)	-
Misc. Receipt Payments (CA10)	1
General Journal Entry (STCJ)	-

- Cashiers:
  - Assisted students with questions for Summer and Fall 2020 via scheduled appointments, walk-ins, Cashier call center, and Cashier email.
  - Completed all performance appraisals for Fiscal Year 2019 - 2020.
- Payroll and Position Control Departments:
  - Updated closing dates section on Timekeeping System website.
  - Updated Payroll calendars on Payroll website.

Payroll Processes for the month ending August 31, 2020	
Payroll Re-issue Processed	4
Payroll Cycles	6
Payroll Checks & DD	2,496
TimeClock Plus Access Forms Processed	28
Number of Employees with OT reviewed for OT Memos	291
NOE's Approved	276
Salary Budget Transfer Forms Processed	1 with multiple transactions

- Business Office Performance Indicators:

Payroll Processes for the month ending August 2020			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,723	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	427	Bank Transfers	4

Payroll Processes for the month ending August 2020			
Timecards Processed		**Stop Payment Processed**	
(Waged 07/16 - 07/31) SR15	224	Salaried	2
(Waged 08/01 - 08/15) SR16	221	Waged	1
Regular (Salaried: August) MR08	2,656		
		Void Checks Processed	
		Salaried	2
NOE's Approved		Waged	2
Approved NOE's	276		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	24	Waged	2
Salaried	157		
FLAC (Additions, Deletions, Changes)	15	**Salary Budget Transfer Forms Processed**	1
FLAC	9		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	0	Salaried	0
Waged	24	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	111	Salaried	0
Salaried: MR08	174	Waged	0
(Salaried: MR07ADJ01)	1		
(Salaried:MR06ADJ02 & ADJ03)	6	**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	69
Waged	18	Total Net	$135,757.19
Liabilities Processed		Waged	71
ORP	11	Total Net	$17,159.40
Annuity	11		
Student Loans	2, SR-0	**Direct Deposits Processed**	
United Way	1	Salaried	1,974
Child Support	2	Total Net	$5,275,626.22
IRS Levy	0		
Withholding & FICA	4	Waged	382
Met Life	1	Total Net	$92,507.73
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC	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:

- Participated in telephone conference meeting to discuss transportation recommendation write-up for the Board of Trustees Special meeting with Vice President for Finance and Administrative Services and other directors/employees.
- Participated in telephone call meeting to discuss the Clery Act and Violence Against Women Act (VAWA) audit management response with Vice President for Finance and Administrative Services.
- Participated in Teams Meeting to discuss Special Board Meeting Transportation Services recommendation for Fall 2020 with Vice President for Finance and Administrative Services.
- Participated in several Safety Teams Meeting to discuss South Texas College safety measures for Fall 2020 semester Face to Face classes with Vice President for Finance and Administrative Services and other directors.
- Attended Special Board Meeting for the Transportation Services recommendation.
- Held telephone conference meeting to discuss Department of Public Safety Transportation bus drivers return from furlough plan with Police and Transportation Services Manager.
- Held several telephone conference meetings to discuss safety measures signs for all campus buildings with Department of Public Safety Parking and Security Services Manager.
- Attended Finance, Audit, and Human Resources Committee meeting for Department of Public Safety Transportation contract with Lower Rio Grande Valley Development Council (LRGVDC) item.
- Attended mandated Texas Commission on Law Enforcement (TCOLE) firearms training.
- Participated in conference call meeting to discuss failure to comply with COVID-19 safety measure specifically the wearing of a facial covering with Vice President for Finance and Administrative Services and legal counsel.
- Held meeting to discuss progress on transportation bus fleet maintenance with Public Safety and Transportation Services Manager.
- Held meeting to discuss Transportation Services Agreement with Lower Rio Grande Valley Development Council with Public Safety and Transportation Services Manager.
- Attended Board Meeting for the agreement between Transportation Services and Lower Rio Grande Valley Development Council item.
- Held police supervisor meeting to discuss police schedules, COVID-19 safety measures enforcement, and other police related concerns.
- Participated in Director's meeting with Vice President for Finance and Administrative Services and other division directors.
- Participated in Teams meeting to discuss how we are going to handle students disregarding safety measures with Dean of Student Affairs and other employees.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Requests for Information:</u>
  - Reviewed incident reports on Automated Report Management System (ARMS).
  - Worked on updating the fields for collected data on Racial Profiling Report to use starting January 1, 2021.
  - Worked on reporting college damaged property to Risk Management department.
  - Walked buildings at different campuses to check compliance on college safety measures.
- <u>Surveillance Cameras:</u>
  - Evaluated need of cameras at Mid Valley Campus Childcare Center.
  - Installed cameras at Mid Valley Campus Childcare Center and made sure they are operational.
  - Cleaned camera lenses at Pecan Campus.
- <u>Training:</u>
  - Conducted Police Training online.

- Worked on safety plan on some face to face training for Department of Public Safety police officers.
- Conducted Police Firearms training at shooting range.

- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved leave requests on time clock and then approved time clock hours.
  - Updated position job descriptions for Department of Public Safety employees.
  - Approved staffing positions in Jagnet.
  - Worked on improving/enforcing the gas fuel up processes in place for all Department of Public Safety police, security, and transportation services vehicles.
  - Worked on justifying the job opening for Security Support Specialist position.
  - Worked on schedule building assignments for police and security guards to proactively enforce the campus safety measures compliance at all campuses.
- Purchases and Repairs:
  - Worked on requisition to obtain campus-wide directional signs for inside of buildings to help during COVID-19 pandemic.
  - Worked on maintenance plan for Department of Public Safety transportation buses to prepare them for beginning of Fall 2020.
  - Approved requisitions as needed and also worked on closing out open purchase orders for end of year.
- Shuttle Buses and Parking:
  - Worked on transitioning all parking permit services online due to COVID-19 pandemic.
  - Reviewed Transportation Services agreement with Lower Rio Grande Valley Development Council.
- Other:
  - Worked on Clery Act and Violence Against Women Act (VAWA) power point presentation for September Finance, Audit, and Human Resources Committee Meeting and for Board Meeting.
  - Worked on Clery Act and Violence Against Women Act (VAWA) management audit responses.
  - Worked on policies for drug free workplace and campus and on prohibition of drugs and alcohol on campus.
  - Worked on COVID-19 pandemic signs for upcoming face to face classes for Fall 2020.
  - Worked on Department of Public Safety write-up to share with President's Administrative Staff, Planning and Development Council, and Coordinated Operations Council.
  - Worked on installation of a large printer for printing COVID-19 prevention safety measures special signs.
  - Reviewed Clery Act and Violence Against Women Act (VAWA) final audit report.
  - Worked on gathering information on what other colleges are doing with individuals that refuse to follow college COVID-19 safety measures.
  - Worked on approving COVID-19 safety measure signs for buildings campus wide.
  - Worked on COVID-19 safety measure flyer with safety team for students, employees, and college visitors.
  - Worked with Hidalgo County District Attorney on repercussions for failure to wear facial covering as required by the College.
  - Walked different campus buildings to check on compliance for college safety measures.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Participated in Finance and Administrative Services Directors TEAMS meeting.
- Participated in TEAMS meeting to update project schedules with Facilities Planning & Construction staff.
- Participated in TEAMS Facilities Planning & Construction staff meeting.
- Participated in Finance and Administrative Services Directors TEAMS meeting to discuss agenda items for August committee meetings.

- Pecan Campus:
  - Pecan Campus Sand Volleyball Courts Sand Replacement-attended meeting with construction material testing consultant, architect, and contractor to discuss test report.
  - Pecan Campus Sand Volleyball Courts Sand Replacement-attended preconstruction meeting; issued Notice to Proceed.
  - Pecan Campus Library Renovation-attended feasibility presentation review with administration; attended call to review status of presentation with architect.
- Pecan Plaza:
  - Pecan Plaza Kinesiology Improvements-participated in TEAMS meeting to review design scope with Kinesiology and Academic Affairs staff.
- Mid Valley Campus:
  - Mid Valley Campus Building F Student Services Renovation-attended bi-weekly construction progress meeting.
  - Mid Valley Campus Drainage Phase I and Asphalt Resurfacing-attended bi-weekly construction meeting with project team.
- Nursing and Allied Health Campus:
  - Nursing and Allied Heath Campus East Building A Student Services Renovation and Starr County Campus Building G Cashiers and Veterans Area Renovation-attended contract negotiations meeting.
- Regional Center for Public Safety Excellence:
  - Participated in conference call to review status of Regional Center for Public Safety Excellence Cityscape additional services contract with legal counsel, Vice President for Finance and Administrative Services, and department staff.
  - Participated in TEAMS meeting to review Regional Center for Public Safety Excellence Drainage Improvements Study preliminary construction cost estimates with engineer and department staff.
- Attended August Facilities Committee meeting and also Board meeting.
- Attended meeting to review roof agenda item for Facilities Committee with Engineer.
- Participated in TEAMS meeting to update project status report with Facilities Planning & Construction staff.
- Participated in TEAMS meeting to prepare for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) visit on Section 13.7 with Director of Institutional Effectiveness, and Accreditation and with Director of Accountability, Risk, and Compliance.
- Participated in TEAMS meeting to update Prioritization of Projects with Facilities Planning & Construction staff.
- Participated in Finance and Administrative Services Directors meeting.
- Participated in conference call meeting to review End of Year Budget estimates with Business Office and Facilities Planning & Construction staff.
- Attended meeting to review roof report and prepare for Board meeting with Engineer.

PROJECTS IN PROGRESS:

- Reviewed invoices, change orders and pay applications and construction submittals from various Architects, Engineers, and Contractors.
- Reviewed material test reports for various projects.
- Worked on updates to fiscal year 2020 - 2021 Capital Improvement and Renewals & Replacements projects budgets.
- Worked on updates to the department's Comprehensive Plan Status Report for fiscal year 2019 - 2020.
- Worked on August Facilities Committee agenda and write-ups.
- Worked on department's Handbook of Operating Procedures.
- Worked on District Wide Move Requests.
- Worked on requesting furniture quotes.
- Worked on Space Modification requests.

- Worked on Work from Home reports from department staff and on revised department staff Work from Home schedule.
- Performed site visits of Pecan Campus and Pecan Plaza to observe possible wind and water damage caused by Hurricane Hanna.
- Pecan Campus:
  - Pecan Campus Sand Volleyball Courts Sand Replacement-participated in Zoom meeting with Architect, Contractor, and testing lab to discuss material test reports.
  - Pecan Campus Sand Volleyball Courts Sand Replacement-worked on review of agreement between Owner and Contractor.
  - Pecan Campus Sand Volleyball Courts-performed site visit to review contractor mobilization requirements; performed site visits to observe status of sand replacement.
  - Pecan Campus Building M Office and Work Space Renovation-reviewed submittals and performed site visits to verify status of construction progress; performed site visit to review column issue; attended construction meeting via web.
  - Pecan Campus Building H Renovation for Culinary Arts-performed site visit to follow up on punch list; reviewed closeout documents.
  - Pecan Campus Building G Physical Science Classroom Conversions-worked on review of schematic design from Architect.
  - Pecan Campus Building P North Academic Building-performed site visit to observe water infiltration at exterior windows with Architect and College staff.
  - Pecan Campus North Academic Building P-performed site visit to review new lettering installed.
- Pecan Plaza:
  - Pecan Plaza Kinesiology Renovation-met with Architect and performed site visit; reviewed design development plans.
- Mid Valley Campus:
  - Mid Valley Campus Drainage Improvements and Asphalt Resurfacing Phase I-performed site visits to verify status of construction progress; reviewed change order for infrastructure conflicts.
  - Mid Valley Campus Building F Student Services Renovation-performed site visits to verify status of construction progress.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus West Entry Sign-performed site visit to verify status of construction progress; conducted substantial completion walkthrough.
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovations-reviewed draft American Institute of Architects (AIA) Agreement between Owner and Contractor.
- Technology Campus:
  - Technology Campus Building B Concrete Floor Repairs-performed site visit to verify status of construction progress.
  - Technology Campus Building B Concrete Floor Repairs-performed walkthrough with Maintenance staff and general Contractor.
  - Technology Campus Building B Concrete Floor Repairs-attended furniture walkthrough with staff.
- Starr County Campus:
  - Starr County Campus Building G Additional Storefronts-performed site visit to conduct punch list walkthrough.
  - Starr County Campus Building G Storefront Addition-performed site visit to follow up on punch list completion.
  - Starr County Campus Student Services Storefront Addition-worked on providing the schedule of values to Business Office and Purchasing staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Cityscape-worked with legal counsel and Facilities Planning & Construction staff to finalize the Cityscape additional construction services contract; performed site visits to observe status of water detention on drives and pond caused by Hurricane Hanna.

- Regional Center for Public Safety Excellence Cityscape-worked on coordinating preconstruction meeting with Contractor and Engineer; completing additional services contract with legal counsel and Facilities Planning & Construction staff.
- Regional Center Target Range-worked on requested final report and invoice from Environmental Consultant.

- District Wide:
  - District Wide Exterior Building Lettering-worked on coordinating repainting and building letter installation for Pecan Campus Building L.
  - District Wide Exterior Building Lettering-performed site visits at various campus sites to verify letter installation progress.
  - District Wide Exterior Building Lettering-worked on finalizing installation of remaining building letters with Contractor.
  - District Wide Exterior Building Lettering-conducted walkthrough of Mid Valley Campus with Contractor.
  - District Wide Exterior Building Lettering-performed walkthrough with Contractor for Pecan Campus, Pecan Plaza, Technology Campus, Nursing and Allied Health Campus, and Starr County Campus.
  - District Wide Exterior Building Lettering-reviewed invoice with vendor and Purchasing Department staff.
  - District Wide Exterior Building Lettering-worked with Contractor to obtain closeout documents for substantial and final completion.
  - District Wide Flooring Replacement-worked on Phase I locations to determine flooring needed on color board; worked on color boards.
  - District Wide Flooring Replacement-worked on comprehensive plan for replacing flooring district wide.
  - District Wide Deferred Maintenance of District Wide Roofs-reviewed documents being recommended to Facilities Committee.
  - District Wide Deferred Maintenance of District Wide Roofs-reviewed back up documents for Board meeting.
  - District Wide Deferred Maintenance of Roofs-reviewed Architect invoice.
- Worked on providing information for replacing damaged canopy at Mid Valley Campus Child Development Center Playground to Purchasing staff.
- Worked on department's Handbook of Operating Procedures.
- Worked on acquiring security cameras for Mid Valley Campus Child Development Center.
- Worked on self-assessment performance appraisal.
- Worked on revised August Board write-up and back up information.
- Worked on weekly information and template for project managers to utilize.
- Worked on September Facilities Committee Project Progress Report.
- Worked on September Facilities Committee agenda and write-ups.
- Worked on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Facilities summary for on-site visit.
- Worked on weekly schedule for Facilities Planning & Construction Staff for next two weeks.
- Worked on gathering cellular tower background information.
- Updated Technology Campus Building B floor plan as requested by Academic Affairs.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Facilities Planning and Construction meeting to discuss Roofing Projects.
- Participated in Fall Semester Support Coordination Plan via Microsoft Teams with Dean for Library and Learning Support Services.
- Attended meeting regarding Face to Face instruction with Assistant Vice President for Academic Advancement.

- Attended Music Department meeting regarding Professional Development Project with Assistant Professor of Music.
- Attended November Elections meeting with Hidalgo County Election officials.
- Attended Questions and Answers Session regarding Face to Face instruction with Assistant Vice President for Academic Advancement.
- Attended Technology Campus meeting regarding operational items with Campus Administrator.
- Participated in several Safety Team meetings via Teams throughout the month to provide safety measures with Vice President for Finance and Administrative Services.
- Participated in Teams Academic Affairs Fall 2020 Open Meeting.
- Attended August Board of Trustees Meeting to provide department updates.
- Conducted group inspection of Pecan Campus Building M Office and Workspace Renovation Metal Framing with Facilities Planning & Construction Project Manager.
- Conducted mechanical, electrical, and plumbing wall inspection of Pecan Campus Building M with Facilities Planning & Construction Project Manager.
- Held conference call on Performance Appraisal for FY 2019 - 2020 with:
  - Starr County Campus Facility Manager.
  - Mid Valley Campus Facility Manager.
  - Operations and Maintenance Operations Contracts Manager.
- Held several Teams meetings with Facilities Operations and Maintenance Managers throughout the month.
- Participated in conference call on signage for Fall semester with Police and Security departments.
- Participated in conference call on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) summary with Director of Research and Analytical Services.
- Participated in discussion of Technology Campus computer lab conversion.
- Participated in GoToWebinar on How Industrial Energy Projects Get Done.
- Participated in Microsoft Teams Meeting on Performance Appraisal for FY 2019 - 2020 with Vice President for Finance and Administrative Services.
- Participated in pre-walk through of Technology Campus Building B lobby with Project Manager from Office of Strategic Initiatives.
- Participated in Student Traffic follow-up meeting with Safety and Security Manager.
- Participated in Finance and Administrative Services Directors Meeting via Teams to discuss department updates with Vice President for Finance and Administrative Services and division directors.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - District Wide Campuses
    - Completed typical pest control issues and equipment rentals.
    - Completed cleaning efforts from Hurricane Hanna by landscaping vendor.
    - Conducted inspection of sprinkler systems with landscaping vendor.
- <u>Maintenance Department Work Orders and Expenditures:</u>

Classification	Work Orders Completed	Cost
Carpentry	279	$ 42,923.51
Electrical	133	$ 18,916.69
Energy Management	31	$ 1,078.53
HVAC	154	$ 17,419.10
Locksmith	137	$ 2,374.86
Painting	38	$ 7,554.96
Plumbing	111	$ 3,433.93

Classification	Work Orders Completed	Cost
Plant Services		$ 4,101.38
Total Cost		$ 97,802.96
General Maintenance	2	
Total Work Orders	**885**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	172
Moves/Relocations	43

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance:
  - Held discussions on insurance renewal applications with Comptroller, Associate Comptroller, Director of Purchasing, and Chief Information Security Officer.
  - Held several discussions on vendor invoices with Business Office, Legal Counsel, and Purchasing staff.
  - Held multiple discussions on insurance applications and invoices with insurance vendor.
  - Held discussions on deductibles and storm damage estimates to electronics at Nursing and Allied Health Campus Building A with insurance vendor.
  - Held several discussions on insurance vendor responses for Proper/Casualty Insurance Request for Proposal (RFP) and invoice with Texas Association of School Boards (TASB) staff.
  - Held discussions on Property/Casualty Insurance questions from Board members with Risk Management Consultant.
- Vice President for Finance and Administrative Services:
  - Attended meetings to discuss insurance vendor invoices with Vice President for Finance and Administrative Services, Legal Counsel, and Risk Manager.
  - Attended meeting to discuss Records Management Newsletter, Policy #2500: Records Management, email memo notice for administrators, procedures, and retention storage space with Vice President for Finance and Administrative Services and departmental staff.
  - Attended meeting to discuss Annual Employee Safety Training Plan with Vice President for Finance and Administrative Services.
  - Attended meeting to discuss Continuity of Operations Plan and College-wide notice with Vice President for Finance and Administrative Service.
  - Attended several meetings on sick leave and absences policies, procedures, current operations, and regulatory requirements with Vice President for Finance and Administrative Service and Interim Director of Human Resources.
  - Attended several meetings to discuss Proper/Casualty Insurance Request for Proposal (RFP) responses and related items with Vice President for Finance and Administrative Service.
- Records Management:
  - Held conference call to review procedures to process and destroy record boxes with document destruction vendor, Accountability and Compliance Manager, and Accountability Assistant.
  - Held conference call to discuss retention schedule exemptions, compliance forms, and database contents with document destruction vendor.
  - Held conference call on retention storage space lease, records boxes under review, and additional storage space with Business Office staff.

- Held several discussions on location and movement of records boxes to Retention Center, unit storage capacity, and other matters with Business Office staff.
- Attended on-site meeting at Retention Center to discuss and coordinate movement of records boxes to Pecan Campus Building A with Shipping and Receiving staff.
- Held conference call to discuss status of shredding vendor invoices payments, outstanding invoices, and account balance with Business Office staff.
- Held discussions on agreement addendum with secured-shredding vendor and Purchasing staff.
- Attended conference call on Compliance SharePoint updates for Records Management Procedures and Training module with Accountability Assistant.
- Attended conference call on Records Management Newsletter revisions and comments with Accountability and Compliance Manager.
- Secondary Records Retention Center:
  - Attended on-site meeting at Technology Campus Portable Building to review additional storage space with Facilities Planning and Construction staff.
  - Held several meetings on fire requirements, vendor information, and installation of a fire suppression system with Safety Manager.
  - Held several discussions on shelf sizes, door installation, and wall modifications with Space Management Specialist.

- <u>Trainings/Webinars</u>
  - Attended Texas Association of School Boards (TASB) Foundation of Board Policy webinar.
  - Attended Texas State Library and Archives Commission (TSLAC) Records Management Basics for Local Governments webinar.
  - Attended several Center for Infectious Disease Research and Policy (CIDRAP) COVID-19 trainings.
  - Attended COVID-19 – Preparing for The Fall training.
  - Attended the following American Society for Quality (ASQ) webinars:
    - Current State Value Mapping
    - Future State Value Stream Mapping
    - Plan Do Study Act
    - Lean Essentials
- <u>Other:</u>
  - Participated in Teams Finance and Administrative Services Director's Meeting.
  - Participated in several Safety Team Meetings to discuss COVID-19 safety measures and also created corresponding Minutes for the meeting.
  - Participated in conference call on new Leaves and Absences Policy with department staff.
  - Attended meeting to discuss Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Standard 13.7 with Director of Institutional Effectiveness and Director of Facilities Planning and Construction.
  - Held meeting to discuss Faculty Cost Study and Productivity Study Request for Proposal (RFP) with Finance and Administrative Services Project Manager and also with evaluation team.
  - Participated in conference call on Faculty Cost and Productivity Study Board motion and related matters with Director of Purchasing.
  - Held several discussions on submitting policy changes and Board deadlines with Finance and Administrative Services Reporting Coordinator.
  - Held discussions on pricing accuracy for secure shredding vendor agreement addendum with Contracts Manager, Accountability staff, and secure shredding vendor.
  - Held several discussions on status of payment for secure shredding vendor invoices, purchase order balance, and upcoming fiscal year-end deadlines with Business Office staff.
  - Held conference call on clarification of Higher Education Committee Alert Notices with Reference Librarian of Texas Legislative Reference Library.
  - Attended meeting on drug-related policies with Chief of Police.
  - Held multiple conference calls on Higher Education Committee Requests for Information Notices with Texas Association of School Boards (TASB) Staff Attorney and also with Accountability and Compliance Manger.

- Met with staff member to conduct performance appraisal.
- Held conference call on updates to new virtual private network (VPN) with Information Security Analyst.
- Attended weekly huddle meetings.

PROJECTS IN PROGRESS:

- Insurance:
  - Continued working on Social Engineering Fraud Supplemental Commercial Crime, Government Entity Crime Coverage, and Cyber Security renewal applications for Property/Casualty Insurance.
  - Worked on Student Insurance applications and also on updating Student Insurance Plan hyperlinks on the College website.
  - Reviewed and approved vendor invoices for Student Insurance and also for Property/Casualty Insurance.
  - Prepared Worker's Compensation training plan.
  - Prepared South Texas College Workforce Student Accident Insurance Report.
  - Compiled summary report of building damages caused by Hurricane Hanna.
  - Reviewed July Board Meeting video and assisted Risk Management Consultant in preparing responses to Board Member's request for further information on General Liability coverage.
- Records Management and Retention:
  - Continued working on Records Retention Inventory.
  - Worked on revisions for Records Management Newsletter, email notice for administrators, procedures, and also on updates to Compliance SharePoint website.
  - Worked on formatting changes to Policy #2500: Records Management that will be included in the Committee and Board meetings.
  - Drafted email notice on scanning of records sent for retention and also created Record Custodian Checklist.
  - Finalized Records Management Newsletter and email notice for administrators and submitted for approval and distribution.
  - Local Retention Schedules and Bulletins:
    - Continued reviewing Texas State Library and Archives Commission Archives (TSLAC) Local Retention Schedules and bulletins.
    - Researched records retention schedule websites for colleges and universities and also cross referenced for comparison.
    - Worked on matrixes for Records of Property Taxation and Records of Elections and Voter Registration.
    - Updated email memo notification to include hyperlinks to Compliance SharePoint website.
    - Uploaded Local Retention Schedules to Compliance SharePoint website.
    - Reviewed the Local Government Bulletin B: Electronic Records Standards and Procedures Bulletin B and created matrix for items requiring further clarification.
- Policy:
  - Worked on board motion write-up for Policy #250: Records Management.
  - Reviewed August 2020 Board agenda packet, Policy #6112: Freedom of Expression, and Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and incorporated updates to College Policy Inventory List and Finance and Administrative Services Policy Inventory List.
  - Reviewed Board Policy #4330: Professional Development Plan for Eligible Regular Full-Time Faculty and Staff and also reviewed Employee Benefits Handbook for sabbatical leave.
  - Researched leave without pay, sabbatical leave, sick leave, sick leave pool, and donations of sick leave criteria for other Texas community colleges and also universities.
  - Reviewed Policies #4308: Sick Leave, #4309: Sick Leave Deduction, and #4310: Sick Leave Pool; drafted a new Leave and Absences Policy.
  - Revised Work from Home Procedures to incorporate sections from Telecommuting draft policy.
- Other:
  - Completed Self-Assessment Performance Appraisal.

- Reviewed Employees Returning to Work Frequently Asked Questions (FAQs) and also Employee Frequently Asked Questions (FAQs) sections of Coronavirus Information on College webpage.
- Worked on updates for College's Coronavirus Information webpage and reviewed changes for accuracy.
- Reviewed FY 2020 - 2021 Auto Identification cards and distributed them to staff for placement in college-owned vehicles.
- Assisted Student Activities and Wellness department with consolidating Student Travel Waiver documentation.
- Continued working on Dual Credit Summer 2019 faculty cost analysis.
- Coordinated evaluation team and also analyzed Request for Proposals for Faculty Cost and Productivity Study.
- Worked on Faculty Cost and Productivity Study motion for Committee approval.
- Developed COVID-19 Safety Protocols for staff, students, and visitors accessing campus.
- Prepared Annual Employee Safety Training Plan.
- Worked on Continuity of Operations Plan (COOP) college-wide notice and also responded to several inquiries; updated Risk Management SharePoint website with the current template.
- Worked on Course Release Compliance Assessment.
- Prepared summary document on Texas Legislature Higher Education Committee Request for Information Notices for Vice President for Finance and Administrative Services.
- Worked on Texas Legislature Monthly Updates for 2020; reviewed Texas Legislature Reference Library for updates, and on new dates for 87th Texas Legislative Session.
- Reviewed Texas Association of School Board (TASB) July 2020 Legal Update and also worked on Internal Analysis Report.
- Worked on Human Resources Benefits assessment as follows:
  - Benefits Standards Cross comparison matrix - reviewed internal Family Medical Leave Act (FMLA), Workers' Compensation, and Texas Retirement System (TRS) Reporting forms in comparison to regulated forms.
  - Worked on Test Work Matrix revisions and department assessment report.
  - Benefits Report- incorporated findings of standard cross comparison review.
- Worked on monthly activity report, reviewed invoices, prepared account reconciliations, prepared meeting recaps, and prepared requisitions as needed.

INSTITUTIONAL EQUITY OFFICER – LISA GUERRA, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- <u>Vice President for Finance and Administrative Services:</u>
  - Participated in Director's Meeting with Vice President for Finance and Administrative Services to discuss updates and various matters.
  - Participated in conference call meeting to discuss 504 Coordinator designation; Title IX Deputy Coordinators, Appeal Officers and Hearing Officers; and necessary policy reforms with Vice President for Finance and Administrative Services.
  - Participated in conference call meeting with Vice President for Finance and Administrative Services and Interim Director of Human Resources to discuss policies needing changes, supervision of investigations, and Title IX Committee changes.
  - Held conference call for Collegewide Professional Development Day Training on Title IX with Finance and Administrative Services Project Manager.
  - Held conference call to coordinate timing and updates to Staff Handbook with Human Resources Specialist - Employee Relations.
  - Held conference call on Temporary Staffing with Office of Human Resources staff.
- <u>Student Affairs and Enrollment Management:</u>
  - Held conference call meeting to discuss New Title IX regulations, current Title IX cases, procedures and investigations, student orientation, and updates to Student Handbook, Catalog, and website with Dean of Students Affairs and Director of Student Rights and Responsibilities.

- Held conference call meeting to discuss resolution of three interconnected Title IX cases, Behavioral Intervention Team (BIT)/Behavioral Assessment Team standards, and standards related to options for sanctions or informal resolutions with Dean of Students Affairs, Director of Student Rights and Responsibilities, and Director of Counseling.
- Held conference call meeting to discuss current Title IX cases, First Year Connect, and Title IX Investigator toolkit with Dean of Students Affairs, Director of Student Rights and Responsibilities, and Director of Counseling.
- Held conference call to further discuss online student orientation materials with Coordinator, Student Activities and First Year Experience, and Student Activities and Wellness staff.
- Held conference call for Student Handbook with Student Affairs and Enrollment Management Project Manager.
- Participated in conference call to discuss Student Handbook with Director of Student Rights and Responsibilities.

- <u>Title IX and House Bill 1735:</u>
  - Held Title IX Committee meeting.
  - Held conference calls to schedule and discuss design and content for student postcards on Title IX and House Bill 1735 updates with Finance and Administrative Graphic Designer and Finance and Administrative Services Reporting Coordinator.
  - Held two conference call meetings to discuss Title IX related pregnancy and parenting student cases with Director of Counseling.
  - Held conference calls to discuss and review edits and publication of Title IX/House Bill 1735 Notice to Faculty/Staff with Finance and Administrative Services Reporting Coordinator.
  - Held conference call to discuss Title IX inquiries with Finance and Administrative Services Executive Administrative Assistant.
  - Held three (3) conference call meetings on postcard requirements and College Catalog with Creative Services Manager.
  - Participated in conference call meeting to discuss student email notification process with Director of Counseling and Student Affairs and Enrollment Management Project Manager.
  - Held conference call meeting to discuss Title IX cases with Director of Student Financial Services.
  - Prepared for training on Policy #4216: Freedom from Discrimination, Harassment, Retaliation, and Sexual Misconduct and Title IX/House Bill 1735 requirements to Library and Learning Support Services Staff at the request of the Dean of Library of Learning Support Services.
  - Held conference call to discuss trauma-informed training required by House Bill 1735 with Acting Chief of Police for Department of Public Safety.
  - Participated in conference call meeting on new Title IX regulations, mandatory reporting, and other related issues with Acting Chief of Police for Department of Public Safety.
- <u>Training(s)/Webinar(s):</u>
  - Institutional Equity Officer attended week-long, 40-hour Mediation Certification Class at South Texas College of Law.
  - Institutional Equity Manager attended two-day Title IX Coordinator Level One Certification Training with Association for Title IX Administrators (ATIXA).
  - Institutional Equity Manager attended Crisis Prevention Institute (CPI) Nonviolent Crisis Intervention Training.
  - Conducted training on Policy #4216: Freedom from Discrimination, Harassment, Retaliation, and Sexual Misconduct and Title IX/House Bill 1735 requirements at the Library and Learning Support Services Staff Orientation.
- <u>Departmental Meetings to discuss the following topics throughout the month:</u>
  - Weekly Cabinet Reports, monthly Activity Report, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.
  - Action Plan for Title IX and House Bill 1735 requirements, updates, and priority deadlines.
  - Policies and related updates.
  - Title IX Case Status Report and Individual Title IX cases.
  - Drafting Complaint Resolution Procedures.

- Meetings with Title IX investigators and Dean of Student Affairs.
- Training request from Library and Learning and Support Services.
- Maxient – letters, forms, training, access, etc.
- Title IX or civil rights discrimination Faculty/Staff cases and record-keeping.
- Faculty/Staff News with Title IX/House Bill 1735, and Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation update.
- Postcard for students with Title IX and House Bill 1735 updates.
- Student Email Mass Notification with Title IX/House Bill 1735 and Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation update.
- Student, Faculty, and Staff Handbooks and printed version of College Catalog.
- Informal Resolution Agreement.
- Upcoming trainings from Association for Title IX Administrators (ATIXA).
- Scheduling meetings with other departments, primary Student Affairs and Counseling.
- Mediator Certification Training.
- Title IX Committee and team changes: Title IX Deputy Coordinators, Hearing Officers, Appeal Officers, and Advisors
- First Year Connection presentation (online student orientation) and House Bill 1735 requirement.
- Behavioral Intervention Team (BIT) Meetings and Risk Assessments.
- Forms/letters from Association for Title IX Administrators (ATIXA) for Title IX Cases.
- Title IX website and required training page.
- Creation of Departmental email (oie@southtexascollege.edu).
- Performance Evaluations and Work from Home Time Logs.

PROJECTS IN PROGRESS:

- Drafted comprehensive Complaint Resolution Procedures Handbook for resolving complaints governed by Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and Title IX/House Bill 1735.
- Updated South Texas College Staff Handbook.
- Updated Title IX website as required by new Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and Title IX/House Bill1735.
- Drafted and edited new disability policy, ascertaining case management system, and prepared for assuming 504 Coordinator role for disability-related complaints.
- Prepared for quarterly and annually Senate Bill Report 212.
- Updated Notice of Non-Discrimination campus-wide.
- Created Title IX postcard for students.
- Created Title IX and Texas State Law informational graphics and flyers for faculty, staff and students.
- Renovated Office of Institutional Equity webpage.
- Drafted, edited, reviewed, and submitted weekly Cabinet Report and the Title IX Report for Cabinet to Vice President for Finance and Administrative Service.
- Drafted, edited, reviewed, and submitted monthly Activity Report and Legal Counsel Report for July 2020 to Vice President for Finance and Administrative Services.
- Drafted, edited, reviewed, and submitted Title IX Case Status Report to Vice President for Finance and Administrative Services.
- Work on individual Title IX Cases.
- Updated Action Plan for required tasks and actions to comply with Title IX and House Bill 1735.
- Reviewed Association for Title IX Administrators (ATIXA) listserv emails.
- Submitted updates to Notice of Non-Discrimination and Policy #4216: Freedom from Discrimination, Harassment, Retaliation, and Sexual Misconduct for print version of College Catalog.

- Edited published version of Policy #4216: Freedom from Discrimination, Harassment, Retaliation, and Sexual Misconduct to accord with effective date of Title IX regulations and coordinated publication of updated version with President's Office Administrative Specialist for Board Relations.
- Confirmed Memorandum of Understanding (MOU) fully executed and in place for House Bill1735 compliance.
- Drafted, edited, reviewed, and submitted the First Year Connection student orientation presentation and webpage to Student Activities and Wellness.
- Follow up email for FY 2020 - 2021 Faculty Orientation to Vice President for Finance and Administrative Services.
- Drafted, edited, and submitted Title IX Student Notification email to Project Manager for Student Affairs and Enrollment Management for review.
- Responded to emails from Director for Institutional Effectiveness, Assessment, and Accreditation related to Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) site visit in September.
- Drafted, reviewed, and edited Notice of Non-Discrimination.
- Submitted request to Public Relations to update Notice of Non-Discrimination on College website and to update Title IX website Title IX Coordinator and contact information.
- Shared current updates to Notice of Non-Discrimination with Vice President for Finance and Administrative Services for review.
- Drafted, edited, reviewed, and submitted 2020 - 2021 Faculty Handbook changes to Project Manager for Academic Affairs.
- Drafted, edited, reviewed, and submitted the 2020 - 2021 Student Handbook to Project Manager for Student Affairs and Enrollment Management.
- Drafted, edited, and submitted Faculty/Staff News for publication in accordance with new Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation to Vice President for Finance and Administrative Services.
- Requested review and received feedback on draft of Informal Resolution Agreement for Title IX and related cases from National Center for Higher Education Risk Management (NCHERM or TNG) Group, LLC Legal Representative.
- Reviewed "It's on Us" and Title IX video.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Reviewed and negotiated changes to thirty-three (33) vendor agreement/contracts.
- Participated in several TEAMS meetings with Vice President for Finance and Administrative Services and division Directors.
- Participated in one (1) Bonfire training sessions for electronic bids and contracts.
- Attended August Finance, Audit, and Human Resources Committee Meeting and the Regular Board of Trustees Meeting.
- Prepared three (3) contract renewal vendor notification letters.

PROJECTS IN PROGRESS:

- <u>Purchasing Department:</u>
  - Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.
  - Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packets.
  - Processed three hundred seventy-nine (379) purchase orders.
  - Approved one hundred seventy (170) requisitions.
  - Disapproved fifty-three (53) requisitions.

- Processed change orders for goods and services.
- Completed zero (0) travel authorizations.
- Submitted thirteen (13) records to the Legislative Budget Board to report professional services contracts at $14,000 and above and all contracts at $50,000 and above.
- Created or updated thirteen (13) new/exiting vendor W-9 forms, which were created or updated in Banner system.
- Reviewed and updated Department procedures as needed.
- Conducted Public Bid Openings for the following:
  - Request for Proposal: 20-21-1013 HEP Grant Consultant.
  - Request for Proposal: 20-21-1014 Beverage Products.
  - Request for Proposal: 20-21-1015 Financial Advisor and Continuing Disclosure Services.
- Prepared the following Request for Proposals/Quotes/Qualifications:
  - Request for Proposal: 20-21-1012 Computer Lab Management Software
  - Request for Proposal: 20-21-1013 Rebid – HEP Grant Consultant.
  - Request for Proposal: 20-21-1014 Beverage Products.
  - Request for Proposal: 20-21-1015 Financial Advisor and Continuing Disclosure Services.
  - Request for Proposal: 20-21-1016 Graduation Caps and Gowns.

- Fixed Assets Department:
  - Reviewed all assets purchased since September 1, 2020 as follows:
    - Approved two hundred one (201) assets through August 15, 2020.
    - Adjusted twenty (20) assets in Banner system for the month of August.
    - Conducted monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed one hundred eight (108) deliveries (purchase orders and complimentary books) and two thousand eight hundred seventy (2,870) packages/boxes.
  - Received and posted two hundred twenty-five (225) purchase orders in Banner system.
  - Transferred/relocated eleven thousand seven hundred sixty-four (11,764) assets and/or boxes as per move/set up request forms.
  - Completed twenty (20) faculty/staff moves in August.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Business Office / Cashiers - $3,890.64.
    - College Connections - $257.59.
    - Financial Aid - $4,975.33.
    - Student Services / Admissions - $2,191.37.
  - Completed nine thousand thirty-three (9,033) copies at the copy center for the month of August.
  - Mailed out a total of sixty-three thousand two hundred fifty (63,250) letters and of those forty-one (41) letters were returned to South Texas College due to bad addresses.

HUMAN RESOURCES - LAURA REQUENA, INTERIM DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Banner User Group Monthly meeting to discuss agenda items.
- Attended Finance FY 2020 Year End Closing TEAMS meeting.
- Attended Interviews for Human Resources Faculty Staffing Specialist/Evaluator position.
- Attended Interviews of candidates for position of Human Resources Faculty Staffing Specialist/Evaluator.
- Attended Library and Learning Support Services Convocation to present updates of College Policies.
- Attended meeting to discuss Equal Employment Opportunity Commission case.
- Attended meeting on safety with Vice President for Finance and Administrative Services.
- Attended meeting to discuss continuation of employment notices with Application Analyst II and with Employee Relations Officer.

- Attended meeting to discuss Human Resources matters with Vice President for Finance and Administrative Services.
- Attended TEAMS meeting to discuss COVID-19 form and automation with Application Analyst II.
- Attended Teleconference meeting to discuss sick policies with Director of Accountability, Risk, and Compliance.
- Attended Texas Society for Human Resource Management webinar "Personal Experiences of Race in Society and the Workplace".
- Attended Business Office End of Fiscal Year Meeting via Teams to discuss rollover calendar and September payrolls.
- Attended Human Resources Bi-Weekly Meeting Updates via TEAMS with Vice President for Finance and Administrative Services.
- Attended monthly Banner Update Group meeting to discuss the Banner issues and setup the dates for updates.
- Attended Network security meeting with Federal Bureau of Investigations.
- Attended Webinar hosted by Texas Association of School Boards Worker's Compensation regarding COVID-19 procedures for worker's compensation.
- Completed Safety Training.
- Conducted Compensation Review.
- Conducted interviews for Benefits Manager position.
- Held Faculty Salary Notices FY 2021 Base meeting to determine a plan of action with Payroll Specialist, Staffing Specialist, and Employee Relations Officer.
- Held two FY 2020 -2021 Staff Salary Notices II meeting via Teams to discuss the progress of the staff salary notices.
- Held Teams meeting on What Notices of Employment (NOEs) can Cross Over to Next Fiscal Year with Payroll staff.
- Held Educational Increases training meeting with Payroll Assistant.
- Held Faculty Load and Compensation areas needing attention meeting to identify several other processes involving the position rollover and organizational changes with Payroll staff.
- Held interviews for the Benefits Manager position.
- Hosted Staff meeting for transition of Interim Staffing duties to new Staffing Manager, Human Resources Staffing personnel.
- Hosted Teleconference Meetings to discuss, prepare, review, and submit Texas Workforce Commission appeals to be sent Certified Mail.
- Interviewed Temporary Employment Agency Employee.
- Met on different issues with Human Resources Employee Relations Officer.
- Met to discuss September payroll with Associate Comptroller.
- Met on Human Resources procedures with Vice President for Finance and Administrative Services.
- Met to review and approve Work from Home Automation to be launched on 8/31/20.
  with Digital Services Manager of Public Relations/Marketing and Web Design Specialist of Applications Development.
- Met to discuss work from home automation and discuss the requirements with Digital Services Manager of Public Relations/Marketing.
- Met to discuss Job Description Project with Human Resources Assistant.
- Met to discuss Faculty Credentials Database with Human Resources Staffing Specialist.
- Met to discuss Job Description Project with Human Resources Assistant.
- Met to review/assign postings and pending items with Human Resources Assistants.
- Met on Employee Handbook Deadline with Human Resources Employee Relations Specialist.
- Met to test new Virtual Private Network account and make required modifications with Information Technology Security analyst.

- Met to start updating distribution list into Microsoft Teams group to enforce the security and enable better and quicker access with System and Networking team.
- Met to train on Direct Wage Notice of Employment reviews with Temporary Agency Staffing Assistant employee.
- Met to train on processing staff resignations with Temporary Agency Staffing Assistant employee.
- Met to discuss pending items with Human Resources Benefits Team.
- Met to review Xtender setup and access with Information Technology Application Analyst.
- Participated in Academic Affairs Fall 2020 Open Meeting.
- Presented at Math, Science, Information Technology and Bachelor Programs Convocation.
- Met to introduce new Staffing and Recruiting Manager to Staffing Team.
- Participated in TEAMS Director's meeting to discuss items on agenda with Vice President for Finance and Administrative Services.
- Participated in TEAMS meeting to discuss accruals, year-end, and pending items with Application Development Manager.
- Participated in TEAMS Meeting to discuss Standards 5.4 and 12.2 with Director of Institutional Effectiveness, and Assessment.
- Participated in TEAMS meeting to discuss Human Resources Office and Institutional Equity matters with Vice President for Finance and Administrative Services.
- Participated in TEAMS meeting to discuss work from home automation with Vice President for Finance and Administrative Services.
- Participated in Teleconference meeting to discuss Human Resources cases with Vice President for Finance and Administrative Services.
- Participated in Teleconference TEAMS meeting to discuss Sick Leave Pool with Human Resources Benefits Specialists.
- Participated in Teleconference meeting to discuss Policy #4904: Employee Compliant Procedure, #4310: Sick Leave Pool, #4316: Leave Without Pay, and Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Vice President for Finance and Administrative Services.

PROJECTS IN PROGRESS:

- Assisted in writing a memorandum to Assistant Chief Information Officer to convert all temp agency access of Human Resources Record Technician to regular staff.
- Assisted with FY 2021 Faculty-Base Salary Notices.
- Completed all jobs end dates for thirty-four (34) faculty in merged departments.
- Updated two hundred and ten (210) faculty and staff records to reflect new division name of Math, Science, Information Technology and Bachelor Programs.
- Updated all sixty-three (63) records of staff and faculty reporting to Dean of Business, Public Safety, and Technology.
- Completed Continuation of Employment Notice Project and identified issues and discussed with Applications Analyst II.
- Completed salary and fringe benefits notification letters for faculty for Base pay only.
- Completed Teacher Retirement System adjustments, including Employee Demographics 40's and Teacher Retirement System employee eligibility status and activated Teacher Retirement System/Teacher Retirement Waiting Period codes for new hires in Banner screen PDADEN.
- Completed Retiree Report for Teacher Retirement System.
- Completed testing of Continuation of Employment Notice project.
- Completed 457 Report for August.
- Completed Employee Retirement System 1% Report for August.
- Completed Employee Retirement System Retiree Report for August.

- Conducted retirement information appointments with five (5) employees for completion of their Teacher Retirement System packets.
- Conducted seven (7) retirement exit interviews for employees retiring.
- Created new job change reasons and new division codes in Banner system.
- Created positions as needed in Banner for grant-funded special assignment pools and Work-study for fiscal year ending 2020 and new positions for fiscal year 2021.
- Explained Faculty Load and Compensation lock/unlock process to Payroll staff.
- Completed all issues on Information Services and Planning support site together with Information Technology personnel.
- Researched and found why some emails in reports provided were bouncing off and modified Argos script to retrieve employee emails from active directory instead of Banner email account.
- Granted/Removed accesses to new temp agency employee hires, transfers, and terminations.
- Met to test script for Continuation of Employment Notice with Applications Analyst II.
- Worked on monthly Activity Report for month of July 2020.
- Worked on position control for newly hired lecturers for fiscal year 2021 – position numbers, PEAEMPL form, sent to budget for approval, and prepared worksheet on bottom of Notice of Employment form.
- Prepared review of Benefits processing for Vice President for Finance and Administrative Services.
- Prepared documentation for key request, move request, and supervisor document.
- Prepared new access rules, user groups, and profiles of Xtender and sent request to Information Services and Planning staff to perform the changes. Tested changes on test site and provided results to Information Services and Planning staff to make further modifications.
- Prepared Payroll Back to Basic proposal which would review payroll, benefits and position control processes for Vice President for Finance and Administrative Services.
- Prepared request for leave justification for staff.
- Prepared specs for a new report listing full-time temp assignments expiring in X days.
- Processed all incoming position requests via PeopleAdmin and processed additional faculty resignations in Banner system.
- Provided information on faculty types and assignments to Institutional Research Analyst.
- Provided thorough technical payroll assistance throughout processing of August payroll for Notice of Employment, Faculty Load and Compensation, and Direct Wage adjustments to Human Resources Payroll Specialists and Payroll Assistants.
- Ran Banner Payroll Distribution Report.
- Researched issues with frozen position and modifying PeopleAdmin position requests.
- Researched requirements and training dates of PeopleAdmin Certified Administrator program.
- Resolved access issues of several temp employees who were transferred to other group or given a different duty after hire.
- Returned COVID-19 calls from Administrators and Faculty.
- Reviewed and approved Faculty Load and Compensation assignments and also modified Argos script to display only current Faculty Load and Compensation assignments.
- Reviewed President's Cabinet Reports before submission.
- Reviewed Employee Relations Officer Applications.
- Reviewed Notice of Employment Forms.
- Reviewed Performance Appraisals.
- Reviewed salaries on letters of appointment after printed, base salary only, and prepared for September payroll. Pulled nine-over-nine for manual entry and all merging faculty for manual entry.
- Reviewed Argos scripts and defining updated scripts with new Banner knowledge acquired to try to resolve Benefits issues.
- Reviewed Time Sheet Verifications.
- Revised Dependent and Employee Tuition Application.

- Searched Faculty Handbook for current and last fiscal year.
- Tested new Xtender deployment in Production.
- Tested work from home automation and documentation.
- Updated accomplishment draft.
- Updated COVID-19 Worksheet.
- Updated Employee Handbook.
- Verified all base salary for regular faculty in preparation for Staffing to generate letters of appointment.
- Worked and completed FY 2021 assignments Roll Over terminations.
- Worked and completed FY 2021 Year End Staffing Plan assignment changes report and updates.
- Worked and completed staffing plan updates to match Staff Salary Notices and on validation reports to review unrestricted and auxiliary staff.
- Worked and completed FY 2021 Staff Salary Notices via Jagnet.
- Worked and completed verification of staffing plan and current staff active assignments.
- Worked on and processed COVID-19 calls/information, policies, and procedures.
- Worked on August monthly and semi-monthly employee payrolls.
- Worked on deduction in pay process, removal of benefits, and Time Clock Plus entries for furloughed employees for August.
- Worked on Divisions Leave Report.
- Worked on Emergency Sick Leave Requests Worksheets for MR08 Payroll.
- Worked on Employee Relations cases and reviews.
- Worked on Institutional Grants/Tuition Reimbursements.
- Worked on MR08 Employee Retirement System Reconciliation Report.
- Worked on salary and fringe benefits notification letters for faculty with stipends, extensions, and Federal Insurance Compensation Act adjustments.
- Worked on Texas Saver annuities for August.
- Worked on updating all staffing plan changes in Banner and created new titles, positions, and utilized reports to verify information.
- <u>Systems/Reporting:</u>
  - Visio charts:
    - Updated Human Resources Organizational Chart.
  - Human Resources Website Updates:
    - Updated South Texas College Organizational Chart.
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 22
    - Resolved: 20
    - Currently Open: 10
- <u>Report Development:</u>
  - Worked on over fifteen (15) Internal Reports throughout the month and submitted as needed or filed for future reference.
  - Worked on fourteen (14) External Reports throughout the month and submitted as needed or filed for future reference.
- <u>Other:</u>
  - Provided Payroll training to Temporary Agency Employee.

Faculty Staffing	**Count**
Position requests w/job descriptions	0
Positions posted	0
Positions reposted	0
Positions extended	0

Faculty Staffing	Count
Positions canceled	0
Search committees' forms requested	0
Search committees assigned	0
Hiring proposals reviewed (HR Staffing Review workflow)	1
Job offers	88
Review Adjunct/Dual Credit applications	40
New Hire Email Notifications	
Faculty	0
Lecturers	40
Adjuncts/Dual Credit	17
Positions filled	N/A
PeopleAdmin user updates	N/A
Advertisements placed (Monitor, Town Crier, etc.)	N/A
Email Activation/Deactivation	15
SOAPCOL	88
PEAFACT	88
Resignations/Terminations	0
SACS Audit Credential Review	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	N/A
Reviewed in PeopleAdmin	N/A
Notices (1st, 2nd & Final notice)	N/A
Extension requests	N/A
Credential entered in credential database Faculty/Staff	40
Vacancy Reports completed/NOE course and Rate Review	N/A/20
Educational Supplements (Review, log, memo, send to payroll and faculty)	5
New hire/re-hire/transfer files (closing onboarding process) track transcripts	60
Purged Monthly Adjunct Applications	219
Purged Non-STC Employee Transcripts	50
SACS Audit	N/A

Support	Count
Front Desk	
Visitors Assisted	58
E-Verify	
Cases submitted	18
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	13
Requests	0
Name changes	0

Support	Count
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	0
Applications	
Processed Paper	29
Postings	
Closed (On-Line)	12
On Boarding	
New Hires	14
Transfers	58
Returning	32
Adjunct	0

Records	Count
Records filed (by page)	82
Record Requests: Internal Files Processed (personnel/transcript/other)	258
Files scanned and indexed	0
New Hire folders prepared	0
New Hire Transcript Files Prepared	0
Termed files prepared	0
Boxes to Record Retention	0
Email Requests: External	13
Files audited	0
Record Requests	0
Files moved back from storage room	0
Special file requests (HR Director, auditor, etc.)	12
Employment Reference Checks Logged	3
WFH - Activity Reports Reviewed and Logged	8
WFH - Activity Reports Reformatted to PDF, Renamed. (Not Yet Logged)	0
WFH - E-Mails Pending	0
WFH - E-Mails Processed (Pending E-Notification)	0
WFH - E-Notifications sent	0
“Missing” files found	0

Staffing/Staffing Support (Staff)	Count
Position requests w/job descriptions	14
Positions posted	8
Positions reposted	0
Positions extended	5
Positions canceled	2
Search committees’ forms requested	6
Search committees assigned	8
Hiring proposals reviewed (HR Staffing Review workflow)	6

Staffing/Staffing Support (Staff)	Count
Job offers	4
New Hire Email Notifications	
Full-time staff	0
Part-time staff	0
Trainers	3
Positions filled	6
PeopleAdmin user updates	6
Advertisements placed (Monitor, Town Crier, etc.)	7
Resignations/Terminations	
Full-time staff	36
Part-time staff	15
NOE's	
Full-time temporary staff	51
Part-time staff (WS)	0
Part-time staff (DW)	251
Trainers	64
Temporary Agency Employees	
Request	4
Replacements	1
Assignment Extension	14

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	628	35	TWC Claims	368	33
Fingerprints	248	18	Open Records Requests	13	3
DPS Driver Eligibility Checks	456	99			

Benefits & Payroll	Count		Count
Benefits		Payroll	
New Hire Orientations Full-Time	2	PDR Notifications	257
New Hire Orientation Part-Time	0		
Internal Transfers	0	Direct Deposit Transactions	0
Benefits Credits/Collections	20	*Full Time*	29
TRS ED Records reported	0	*Direct Wage/Work Study/Trainer*	3
TRS RR Records reported	0	Resignations	
TRS Prior Yrs of Svc Verifications	0	*Full Time*	27
TexaSaver 457/403B Accounts	8	*Direct Wage/Work Studies*	14
Faculty (Adjunct, Temporary)	5	Garnishments	53
		State Charitable Deductions	91
Staff (Direct Wage, Part Time)	6	TXOAG Reporting	29
Exits	0	Payroll DOC/ADJ/SLP Worksheets	0
Full Time	19	New Hires, Rehires, Transfers	1
Retirees	7	Name Changes	1

Benefits & Payroll	**Count**		**Count**
FMLA Requests		Address Changes	6
New	9	Form W-4 Changes	19
		FY20 Staffing Plan Salary Inc Rev	0
On-Going Cases	16	Verification of Employment	0
Closed	15	Forms processed	14
		TWC	19
FMLA Intermittent Requests		Letters sent	0
New	1	Phone Calls	10
On-Going	18	Cell Phone Stipends	0
Closed	4	Adjunct Leave Forms	0
Approved Leave of Absence		NOE	0
New	0	Letters of Appt Verification and Matching	0
On-Going	0		
Closed	4	Direct Wage	160
Workers Compensation Claims	0	Work Study	0
New	1	Adjunct	1
On-Going Cases	6	Overload	8
Closed	2	FLAC Dual Credit assignments reviewed	9
Tuition Reimbursement Applications Processed	3	FLAC entries reviewed and applied	207
Tuition Reimbursement Applications ready for payment	0	Trainers	65
Tuition Grant Applications		Dual Enrollment	0
Employee	64	Fac. Salary Retro-Pay Adj	0
Dependent	47	Fac. Base Salary Pay-Off	0
Promissory Notes	0	Substitute NOEs	0
		Full-time Regular Faculty Pay-Off	0
Sick Leave Pool Enrollment	N/A	*Faculty Special Assignment Other*	0
Sick Leave Pool Termed	N/A	*Special Assignments*	0
Sick Leave Pool Donations	N/A	Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	12
		Staff Special Assignment	33
SECC-State Charitable Deductions	0	Large Class Payments	28
		11/12 Salary Pay off	4
Letter/Appointment FT AM/EX	0	Educational Increase	0
Medical Support Orders	0	Mini-mesters	0
ERS Changes	3	Certification Stipend	0
Vacation Settlement Worksheets	15	PeopleAdmin Transactions	2
Fac. Base Salary Three Month Ext		Approvals	5
		Hiring Proposals	6
Staff Special Assignments		Payroll Worksheets	97
	0	Move Request Updates	28

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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:	SEPTEMBER 16, 2020
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2020 – AUGUST 31, 2020

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held weekly meetings with Academic Affairs Leadership Team
- Hosted a meeting with TAMUC regarding partnership, August 4
- Hosted a meeting with Facilities and Security to plan the F2F meeting schedule, August 6
- Participated in a meeting with FLETC to discuss additional partnership opportunities, August 7
- Hosted first Open Meeting Q & A Session with faculty, 49 attended, August 7
- Hosted second Open Meeting Q & A Session with faculty, 84 attended, August 11
- Presented during New Faculty Orientation, August 13
- Presented during Chair Leadership Meeting, August 14
- Held Academic Affairs Convocation, August 17
- Met with Texas A&M University Engineering Program, August 18
- Presented during Full-Time Faculty Teaching Dual Credit Courses PD Day, 200 faculty participated, August 18
- Hosted Valley Scholars Orientation, August 18 (Class 24 = 28 students)
- Presented during Adjunct and Dual Credit Faculty PD Day, over 400 faculty attended, August 22

PROJECTS COMPLETED OR IN PROGRESS:

- Academic Affairs Risk Management Plan
- Carl Perkins V Grant Application
- Classroom Inventory Report and Classroom Usage Report
- Comparison of Student Success Specialist and Academic Coach duties
- Developing guidelines and templates for the division
- Developing the Handbook of Operating Procedures Template
- Faculty Handbook
- Guided Pathways Project
- New IE Plan Framework
- New Program Development Proposals
- Recruitment and Hiring of online faculty
- Review of Minimesters
- STC Competency-Based Program Development Manual

- Updating all manuals and reports for the division
- Worked on scheduling dashboard
- Worked on several Search Committees

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

DIVISION DEAN'S REPORT:

- Attended via Teams a Deans meeting with IVPAA to discuss lecturers and faculty load, August 3
- Hosted Program Chair meeting via Teams, August 3
- Attended Deans meeting to discuss division meetings and how they will be conducted via Teams or Zoom, August 4
- Met via Zoom with TAMU to discuss partnerships for the Law Enforcement Program, August 4
- Met to discuss CNBT degree changes with Construction Program Chair, August 5
- Met to discuss the BPST Division with Mid-Valley Campus Coordinator, August 5
- Met with Academic Affairs representatives to discuss the Perkins grant application, August 6
- Met with Business Administration Program Chairs to discuss enrollment and lecturers, August 6
- Attended meeting to prepare for SACSCOC Reaffirmation virtual visit, August 6
- Met to work on Perkins grant items and submission of document with Program Chairs from AEDT and Design and Building Technologies, August 7
- Attended FLETC discussion for opportunities to partner with Law Enforcement program via Zoom, August 7
- AWS pre-walk through in preparation for audit, August 10
- Visited Starr County Campus to discuss BPST Division goals and improvements needed, August 11
- Participated in New faculty Orientation and Teaching Academy Kickoff with virtual tour of the Technology Campus, August 13
- Attended planning meeting for SACSCOC virtual visit, August 13
- Attended Deans meeting with IVPAA, August 13
- AWS Audit at the Technology Campus, August 14
- Attended Chair Leadership meeting, August 14
- Continued working on She Persists Campaign by coordinating efforts on 30 second video, August 17-28
- Attended Academic Affairs Convocation for Fall 2020, August 17
- Met with PSJA ISD to discuss Dr. King College and University Center MOU, August 17
- Hosted Business, Public Safety, and Technology Division meeting for Fall 2020 semester, August 17
- Met with Continuing Education to discuss plans for the FESTO Lab, August 18
- Attended meeting to discuss the possibility of using Global e-training for some programs, August 19
- 1st Session of American Welding Society (AWS) Accredited Test Facility (ATF) Mapping to determine processes and procedures for testing, including goals and estimated projections, August 19
- SACSCOC on-site Technology Campus Mock Tour, August 24
- Meeting with VP regarding dual sections, August 25
- 2nd Session of AWS Accredited Test Facility (ATF) Mapping to determine processes and procedures for testing, including goals and estimated projections, August 26
- SACSCOC Visit Update meeting, August 27
- Attended Retirement Farewell for Director of Learning Commons and Open Labs, August 27
- Met to discuss PSJA – STC Memorandum of Understanding, August 28
- Welding Instructor passed the 3-part exam to become an Accredited Welding Inspector (CWI)

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

- Program Chair and faculty attended the Solid Professor Virtual Education Summit, August 4
- Program Chair participated in meetings for the She Persists campaign for video productions, August 6, 7, 13
- Program Chair attended Perkins meeting and worked with Dean and Design and Building Technology Program Chair to complete Perkins documents for 2020-21 requests, August 6-10

- AEDT faculty attended presentations by CAD Learning and Global e-Training in efforts to provide students more online tools, tutorials and resources for Autodesk and Adobe Software, August 10 & 11
- AEDT faculty attended presentation by ARKIO representatives. ARKIO is an Architectural Virtual Reality software that is under development and will be tried by our AEDT faculty and students to assist in the testing of the software, August 11
- AEDT faculty and students met to participate in video footage for civil specialization as part of the She Persists campaign, August 13
- Program Chair attended Chairs Pre-Semester meeting, August 12
- Program Chair attended Chair Leadership meeting, August 14
- Program Chair attended Global e-Training meeting with IT and Purchasing to determine how to proceed with providing this service to AEDT students, August 19
- Faculty from AEDT participated in the Dual Enrollment/Adjunct Faculty Meeting, August 22
- Met with Dean Lozano and Program Chair to work on Perkins grant items for AEDT & DBT, August 25
- Met with Library & Pass Program to discuss lending library procedures, August 26
- Attended Proposal Evaluation Committee, August 28
- Completed Geospatial Engineering Technology program development revisions, August 29
- AEDT female student featured in the STC She Persists 30 sec video promoting the AEDT Architectural & Civil Design Technology Specialization
- Featured in RGVision magazine article: Beyond the degree, highlighting Civil Engineering Technology student and Program Chair
- Coordinated She Persists Billboard advertisement for Civil Engineering Technology specialization

Design Building Technology

- Completed HVAC commercial shoot, August 3
- Completed She Persists video campaign review; comments, suggestions, and revision given for all BPST programs, August 6
- Attended Starr County Campus Visit. Toured HVAC, Electrician Technology, Automotive, and Welding labs. Potential growth and expansion of programs at Starr County, August 11
- Attended Chair Leadership Meeting, August 14
- Attended Academic Affairs Convocation, August 17
- Attended and presented major goals and accomplishments at the Business, Public Safety and Technology Division Meeting, August 17
- Developed CBE courses for the Construction Supervision program (Construction Methods and Materials), August 24-28
- Coordinated the receival of new electrical wind trainers for the Electrician Technology program, August 24-28
- Program Chair and HVAC Program Coordinator continued aiding grants department in the development of the Perkins V Grant, HVAC Lending Library, August 24
- Program Chair and HVAC Program Coordinator attended meeting with Library and PASS program to discuss potential lending library for HVAC equipment to students, August 26
- Coordinated the participation of the DBT faculty in the SACSCOC virtual visit, August 26-27
- Coordinated video shoot for In-Person Hybrids with PR, August 28
- Electrician and HVAC instructors attended Cengage Training Webinar and presenter from Tech Labs was on Campus, August 28
- Electrician program instructors attended Amatrol Webinar, August 28
- Amatrol training on new Wind Generator installed by trainer, August 31

Office Administration

- Attended PC Meeting, August 3
- Attended Chairs Pre-Semester Meeting (COC), August 12
- Attended Chair Leadership Meeting, August 14
- Attended Academic Affairs Convocation, August 17
- Attended Division Meeting, August 17

- Completed Staff Evaluation, August 19
- Attended Faculty Senate Meeting, August 20
- Submitted Concourse Syllabus, August 24
- Submitted Spring 2021 Revision #1, August 24
- Reviewed and Approved Faculty Course Syllabus, August 26

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Participated in Divisions' meetings brainstorming session with OPOD
- Inventoried furniture for new Liberal Arts Division suite
- Participated in the Dual Credit Mission, Vision, and Goals committee
- Participated in the SACSCOC Reaffirmation update and planning meeting
- Participated in the New Faculty Orientation
- Began processing requests for returning Lecturers
- Participated in the Chair Leadership Meeting
- Coordinated with representatives from Dance, Ballet Folklórico, and Kinesiology on plans for space re-allocation at Pecan Plaza
- Presented completely virtual Liberal Arts Division meeting
- Coordinated scheduling reassignments to accommodate last-minute DC section cancelations
- Met with various stakeholders regarding renewal of the College's Catch the Next institutional membership
- Attended the TACAO Transfer Committee meeting
- Completed and finalized annual Staff Performance Appraisals

DEPARTMENT/PROGRAM REPORTS:

Art Department

- Course approval forms processed for Fall 2020 by Department Chair.
- Department Chair assisted Dual Credit Faculty with OTC training in preparation for Fall 2020.
- Department Chair assisted faculty with Blackboard coursework in preparation for Fall 2020.
- Refinement of master courses for Fall by Department Chair.
- Department Chair revised schedule and opened new sections due to increase in enrollment for Fall 2020.
- Department Chair contacted students for advising to ensure registration in correct courses and review degree options for Graphic Arts and Visual Arts.
- F/T and DC faculty department meeting scheduled and organized by Department Chair.
- Department Chair met with Yolonda Jaramillo to plan new PLO cycle.
- Management of Course Approval Forms.
- Assisted faculty with creating a course copy of approved department shells for their Fall 2020 classes.
- Attended Academic Affairs Fall open meeting Q & A Session.
- Attended Chairs pre-semester meeting.
- Met with Dean on Fall 2020 schedule.
- Attended Chair Leadership Meeting.

Drama Department

- Program Chair attended the American Alliance in Theatre and Education's virtual national conference. This was a ten (10) day event which concluded on August 2nd. As the Co-Director of Equity, Diversity, Inclusion, and Access and newly elected Secretary of the board, program chair and colleagues hosted workshops and led conference wide events.

English Department

- Department Chair participated in Meetings about Lecturer/Developmental/Staffing as well as Leadership Meetings.
- ENGL 2321 Universal Proposal was ongoing.
- Online approval committee's efforts continued.
- Attended meeting about English/Developmental merge.

- Participated in discussions with faculty about Fall 2020 and OTC concerns.
- Worked with Distance Education on various issues.
- Participated in Departmental Leadership Meetings.
- Resolved difficulties related to delayed staffing/Lecturer approval including student and administrative concerns.
- Finalized Fall 2020 enrollment and staffing issues.
- Attended English/Developmental Meeting to discuss Fall 2020 and Blackboard concerns
- Addressed Dual Enrollment concerns with textbooks, etc.
- Experienced significant positive trends in enrollment.

History/Philosophy Department

- Reviewed and approved Course Approval Forms for numerous faculty.
- Revised and completed Direct Wage Forms for the MADDISAR Grant.
- Completed two Request to Re-Hire Memos for History and Philosophy Department.
- Attended Q & A session with Dr. Petrosian pertaining to Fall 2020 concerns.

Center for Mexican American Studies (CMAS)

- Spoke to future student dancers about the new Ballet program.
- Met with staff to discuss organization of upcoming virtual event with various folklórico groups, guest Maestros, lecture series, and other virtual opportunities such as hosting universities and local performing groups, especially high schools.
- Continued communicating with the Library on presenters for fall as we collaborate on various lecture series.
- Met with colleagues to discuss possible presenters of Veterans Lecture Series and ideas on hosting options.
- Continued discussions with local dance studios and high school dance directors about strategies for starting the semester and how to best proceed in accordance to CDC and Texas Health & Human Services guidelines.
- Phone conversation with Director of Chepen, Peru Festival on submission logistics for our presentation material, discussed interview Q&A to be recorded, and future opportunities.
- Finalized participation in an annual festival titled, "Celebrando el Dia Mundial del Folklore" to take place late August. Participation includes a performance, costume demonstration, virtual interview, and a demonstration of a cooked local dish to be shared with participants all across South America.
- Ballet Folklórico STC invited to participate in a virtual festival titled, "Towns of the World United by Folklore." by CIOFF USA, a world organization committed to preserving folkloric art and traditions. BFSTC is the ***only*** group selected to represent the United States during the annual festival. Event will be hosted virtually by Asociación Cultural "Brisas del Titicaca," from Lima, Peru.

ASOCIACIÓN CULTURAL
BRISAS DEL TITICACA
Por Puno, en la Tradición y el Arte

RECONOCIMIENTO

Otorgado a:

Ballet Folklorico South Texas College
Estados Unidos

Por su invalorable presencia en el
II Encuentro Virtual "Pueblos del Mundo Unidos por el Folklore"
organizado por la AC Brisas del Titicaca (PERÚ) los días
20, 21 y 22 de agosto por el DÍA MUNDIAL DEL FOLKLORE.

Lima, Agosto 2020.

MIGUEL ESTRADA PEÑA
Presidente

- Met with Deans and VP's office to discuss plans for Wellness Center renovation.
- Communicated with Américo Book Award committee to discuss logistics for hosting award recipients; communicated with Americo Paredes Committee regarding structure of guest lecture talks.
- Met with Instructional Technology to secure ways to host virtual lectures and possibility of using their help to conduct Zoom sessions for lecture series
- Met with Leslie Howland about ways to promote CMAS events. Received guidance on the submission process and discussed ideas for a new story; met with Nathaniel Mata to help edit press release featuring BFSTC during these virtual and pandemic times.

Music Department

- Produced video for Fall 2020 Academic Affairs Convocation.
- Department Chair met with Dr. Plummer regarding Summer 2021 Fine Arts Camp(s).
- Attended SACSCOC Onsite Visit Preparation Meeting.
- Met with Drama Staff regarding Cooper Center reservation process.
- Met individually via MS Teams with each faculty member at the end of the week for a status report on their first week experience.

Speech Department

- Department Chair emailed faculty about Fall 2020 online classes and use of departmental shells.
- Department Chair reviewed COMM 2330 Intro to Public Relations shell being developed for Fall 2020.
- Attended meeting with Dean Nelson about enrollment and opening additional SPCH 1315 sections.
- Attended Council of Chairs Meeting and Chair Leadership Meeting.
- Opened three mini-mester courses.
- Reviewed all 115 section syllabi; sent emails to faculty detailing necessary edits/changes.
- Sent all faculty an email with attachments of important information reviewed during the Full Time and Adjunct/DC Faculty Meetings (PLOs, CLOs, Marketing Plans, IE Plans, Core Objective Rubrics).
- Monitored enrollment numbers for classes with less than 12 students

World Languages Department

- Department Chair edited Fall Dual Credit schedule.
- Department Chair participated in Perkins Grant meeting and reviewed budget requests.
- Department Chair finalized SPAN 2313 Spanish for Native/Heritage Speakers I Master Shell.
- Department Chair created video with instructions for OTC Dual Credit Faculty.

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

DIVISION DEAN'S REPORT:

- Participated in Virtual Advising Session with the THECB, August 4
- Participated in Brainstorming session for fall 2020 Division meetings, August 4
- Participated in STC and TAMU meeting to discuss partnerships, August 4
- Participated in Reaffirmation 2021 Update, August 6
- Participated in CBE Student Handbook meeting, August 7
- Participated in meeting regarding Perkins Budget Review, August 7
- Participated in the CBE Teams meeting with Lane Community College, August 10
- Participated in New Faculty Orientation and Teaching Learning Academy Kickoff meeting, August 13
- Participated in Chair Leadership Meeting, August 14
- Participated in Academic Affairs Convocation for Fall 2020, August 17
- Facilitated Fall 2020 MSITB Division Convocation, August 17
- Participated in STC/TAMU Engineering meeting, August 18
- Participated in MSITB department meetings, August 19 – 21
- Participated in the Competency-based education review meeting with Public Relations, August 20
- Participated in Dual Credit Faculty meeting, August 20
- Attended SACSCOC on-site visit planning for Pecan Campus tour, August 25, 26
- Participated in JFF Coursera Admin Training, August 26
- Participated in Workshop #152533 ACTA Commissioning Ceremony, August 27
- Participated in BASOL Program Learning Outcomes review with Director of PLO, August 27
- Participated in Retirement Farewell for Dr. Lelia Salinas, August 27
- Participated in TAB-UTRGV Specialist grant meeting, August 28
- Participated in meeting with STC and TAMU to discuss pathway to HECM BIMS program, August 28
- Facilitated Division Curriculum Committee Virtual Meeting to select a chair and secretary, August 28

- Students engaged in Biology and Microbiology Hybrid Courses on first week of fall semester

- Students engaged in Organic Chemistry Hybrid Lab Courses on first week of the fall semester

BACHELOR PROGRAMS:

Bachelor of Applied Science in Organizational Leadership

- Participated in the CBE Public Administration Update Teams Meeting, August 6
- Participated in the CBE Student Handbook Teams meeting, August 7
- Participated in the CBE Teams meeting with Lane Community College, August 10
- Participated in the McAllen Chamber of Commerce "Business Power Network", August 11
- Participated in the Leadership McAllen Class 40 Welcome Reception, August 11
- Participated in the McAllen Chamber Ambassador meeting, August 13
- Participated in the Chair Leadership meeting, August 14
- Participated in the Academic Affairs Convocation – Fall 2020, August 17
- Participated in the MSITB Division Fall 2020 Convocation Meeting, August 17
- Participated in the CBE Public Administration Course Review with the CBE Review Committee, August 19
- Participated in the Biweekly National Society for Leadership and Success meeting, August 19
- Participated in the Bachelor Programs New Student Orientation, August 19
- Participated in PR's CBE Campaign Review, August 20
- Participated in the AAWCC Board of Directors meeting, August 20
- Participated in the Math, Science, IT, and Bachelor Programs Chair Virtual meeting, August 26
- Participated in the BASOL Program Learning Outcomes review with Director of PLO, August 27
- Facilitated a meeting regarding the Faculty Handbook: Faculty Responsibilities in a CBE course, August 27
- Participated in the Division Curriculum Committee Meeting, August 28
- Participated in a Zoom meeting with Instructure to discuss the Comprehensive Learner Record, August 28

Computer Information Technology Program

- Facilitated Virtual Teams Meeting with Computer Science Faculty to work on how to define "How do competencies work?", August 6
- Facilitated Virtual Meeting with New Dual Credit Faculty, August 10
- Participated in Virtual Chairs Pre-Semester Meeting, August 12
- Participated in Virtual New Faculty Orientation and Teaching & Learning Academy Kickoff, August 13
- Participated in Virtual Workshop #151579: Chair Leadership Meeting, August 14
- Participated in the Virtual Academic Affairs Convocation, August 17
- Participated in Virtual MSITB Convocation, August 17
- Participated in Virtual Invoicing JFF for Google Project Milestones-Google IT Meeting, August 18
- Participated in Virtual Bachelor Programs New Student Orientation, August 19
- Participated in Virtual Pronto Team Communication Platform, August 22
- Facilitated CITP Virtual Meeting with faculty member to discuss CITP 4301, August 24
- Participated in South Texas Google TA Virtual Meeting, August 24
- Facilitated, along with CS Faculty, the CITP 3306 - Orientation for Google IT Support Professional Certificate, August 26
- Participated in JFF + Coursera Admin Virtual Training to review the program's Admin functionality, gain the opportunity to engage directly with Coursera partner and learn more about monitoring student progress and communicating with learners over the platform, August 26
- Participated in BAT Virtual Meeting to discuss FHB: Faculty Responsibilities - BASOL Lower and Upper-Level CB Courses, August 27
- Participated in Division Curriculum Committee Virtual Meeting to select a chair and secretary, August 28
- Participated in NACEP Virtual Meeting, August 31

Medical and Health Services Management

- Attended and participated in the CBE Student Handbook project meeting, August 8
- Attended the Virtual Chair Leadership Meeting Friday, August 14
- attended the Council of Chairs Meeting, August 12
- attended the Chairs Leadership Meeting, August 14
- Attended the Academic Affairs Convocation virtually, August 17
- Attended the MSITB Division Convocation meeting virtually, August 17
- Participated in the virtual New Student Orientation Wednesday, August 19

Technology Management

- Participated in the Bachelor Programs CBE Student Handbook virtual discussion, August 7
- Attended the Fall 2020 Academic Affairs Faculty/Staff Convocation, August17
- Attended the Fall 2020 MSITB Division Convocation, August 17
- Participated in the Bachelor Programs New Student Orientation, August 19
- Participated in the Bachelor Program Chairs discussion regarding Faculty Handbook: Faculty Responsibilities - Lower & Upper Level CBE Courses, August 27
- Participated in the MSITB Division Curriculum Committee Meeting and presented proposal to modify TMGT 3311 lecture and lab hours in the course catalog description, August 28

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended Chairs Pre-Semester Meeting – Zoom, August 12
- Attended STEM Success Academy Grant Teams Meeting, August 13
- Attended Chair Leadership Meeting – Online, August 14
- Attended Academic Affairs Convocation Virtual Meeting, August 17
- Attended MSITB Convocation Virtual Meeting, August 17
- Attended Safety Stratus/STC Chemical Inventory Training-BIOL dept., August 18
- Attended Microbiology Virtual Meeting, August 19
- Attended STEM Success Academy Virtual Meeting, August 25
- Attended Science Lab/Classroom Meeting at PCN V1.605A, August 26
- Attended ATEC Project Status Teams Meeting, August 26
- Attended STC DE Research & Design Biology Lab walk thru for Academy of Health Science Pro, August 28

Chemistry

- Met with McGraw Hill and Organic Chemistry faculty to discuss using Connect homework system and LearnSmart Labs, August 5
- Attended virtual Fall 2020 Question and Answer Session hosted by VP of Academic Affairs, August 7
- Attended STEM Success Academy Grant Meeting, August 13
- Attended Chair Leadership Meeting, August 14
- Met with Organic Chemistry Faculty to discuss ALEKS implantation, August 15
- Attended Academic Affairs Convocation, August 17
- Attended MSITB Virtual Convocation, August 17
- Attended McGraw Hill Connect and ALEKS meeting to work on integrating these with STC Blackboard and developing instructions to share with faculty, August 20
- Facilitated Department meeting to discuss PLO/CLOs, department goals, IE plan, develop committees and action plans to review and revise curriculum, and to review COVID-19 Safety procedures for F2F classes, August 21
- Attended SafetyStratus/STC Chemical Inventory Training, August 25
- Attended Division Curriculum meeting, August 28

Director of Science Olympiad

- ACS - American Chemical Society
    - Attended Virtual Mock Councilor Meeting, August 13
    - Attended District IV Caucus- Virtual, August 16
    - Attended ACS Virtual Councilor Meeting, August 19
    - Attended ACS NCW Coordinator Zoom Conference, August 25

- Science Olympiad
    - Attended National Science Olympiad showcase, August 20
    - Attended Meeting with Science Olympiad State Director, August 26
    - Attended Meeting (Zoom) with McAllen ISD Science Coordinator, August 31

Computer Science

- Facilitated Virtual Teams Meeting with Computer Science Faculty to work on how to define "How do competencies work?", August 6
- Facilitated Virtual Meeting with New Dual Credit Faculty, August 10
- Participated in Virtual New Faculty Orientation and Teaching & Learning Academy Kickoff, August 13
- Participated in Virtual Workshop #151579: Chair Leadership Meeting, August 14
- Participated in the Virtual Academic Affairs Convocation, August 17
- Participated in Virtual MSITB Convocation, August 17
- Participated in Virtual Invoicing JFF for Google Project Milestones-Google IT Meeting, August 18
- Participated in Virtual Computer Science Scholarship Meeting, August 19
- Participated in Virtual Bachelor Programs New Student Orientation, August 19
- Participated in Virtual South Texas College Full-Time Faculty Teaching Dual Credit Courses Meeting, August 20
- Participated in Virtual Pronto Team Communication Platform, August 22
- Facilitated Virtual Adjunct and Dual Credit Computer Science Faculty Meeting, August 22
- Participated in South Texas Google TA Virtual Meeting, August 24
- Participated in JFF + Coursera Admin Virtual Training to review the program's Admin functionality, gain the opportunity to engage directly with Coursera partner and learn more about monitoring student progress and communicating with learners over the platform, August 26
- Participated in Division Curriculum Committee Virtual Meeting to select a chair and secretary, August 28
- Participated in NACEP Virtual Meeting, August31

Information Technology

- Attended the Fall 2020 Academic Affairs Convocation, August 17
- Attended DIRs Microsoft Teams Training - "Chat and Nothing but the Whole Chat," August17
- Attended the Math, Science, Information Technology, and Bachelor Program Division Meeting, August 17
- Attended the Information Technology program meeting, August 18
- Attended the virtual Teams IT Dual Credit Faculty Cengage/MindTap Training, August 18
- Attended Department meeting with Mr. Lozano, August 19
- Attended a Teams virtual Meeting with Distance Learning, August19
- Attended the virtual Distance Learning Campus-Wide Training for Faculty, August 20
- Attended a Teams virtual meeting to review PR's CBE Campaign, August 20
- Attended a virtual Teams meeting with Computer Science faculty to review CITP 3305 and ITSE 1402 curriculum, August 21
- Attended the BAT orientation, August 19
- Assistant Chair attended Division Curriculum Committee meeting, August 28

Math

- Attended Blackboard Ultra Preview, August 7
- Attended Chairs Pre-semester Meeting, August 12
- Attended Pre-Calculus ALEKS, August 12
- Attended New Faculty Orientation and Teaching and Learning Academy Kickoff, August 13
- Attended YouTube Captioning Tutorial, August 13
- Attended Chair Leadership Meeting, August 14
- Attended ACTA Commissioning Ceremony, August 27
- Attended Pecan ASCENDer Welcome, August 27
- Attended Division Curriculum Committee Meeting, August 28

Physical Science

- Participated in Open Meeting - Question and Answer Session for Fall 2020 presented by the IVPAA, August 7
- Reviewed records of Tracer pXRF analyzer; Developing Online Training module for Radiation Safety, August 9
- Attended SCIFTalks: COVID-19 Training for Employers and Employees, August 11

- Attended a meeting hosted by the STC Audio Visual Systems Designer. Discussed and planned the recording of instructional and lab experiment videos for Physics, Engineering, and Geology online courses, August 12
- Attended STC/TAMU Engineering Faculty meeting to discuss curriculum and transfer methods, August 13
- Attended Chair Leadership meeting, August 14
- Reviewed geology laboratory needs and pXRF maintenance issues with the Physics lab specialist, August 14
- Attended Academic Affairs Fall 2020 Convocation and MSITB Fall 2020 Convocation, August 17
- Attended STC/TAMU Engineering Faculty meeting to discuss collaboration between STC and TAMU, August 18
- Attended South Texas College Full-Time Faculty Teaching Dual Credit Courses Meeting, August 20
- Met with Physics Dual Credit faculty and discussed laboratory curriculum, August 21
- Organized Fall Dual Credit and Adjunct faculty department meeting; items included Fall 2020 semester, Department Advising initiatives, Program Success initiatives, and PLO/CLO assessment plans, August 22
- Attended Microsoft Teams Face-to-Face Safety Guidelines Meeting; participants included physics faculty, physics lab specialist, physics lab coordinator, and faculty secretary; discussed safety plan, classroom protocols, lab schedule, and other pertinent matters, August 24
- Attended Safety Stratus/ STC Chemical Inventory Training, August 25
- Attended Budget Hearing for South Texas College, August 25
- Attended Science Lab and Classroom for SACS-Visit Meeting, August 26
- Attended ACTA Commissioning Ceremony Online, August 27
- Attended Division Curriculum Committee Virtual Meeting, August 28
- Collaborated with the Instructional Technology department and organized video recording session for the ongoing Physics Open Educational Resources (OER) project; during the session Physics faculty, Physics Lab Specialist, and the Instructional Technology technicians set the lab equipment, developed the content, and video shot selected physics laboratory experiments, August 28

UNIVERSITY RELATIONS:

- Virtual Information Sessions this month:
    - Texas A&M University – Kingsville
    - Bellevue University
- Attended a webinar on "Strategies for the Worst-case Scenario in Higher Education," August 3
- Met with department chair for Computer Science about the pathway for the Community College of the Air Force, August 3
- Attended a webinar on "Virtual Advising Session of the High School to Higher Education Learning Series," August 4
- Attended a webinar on "Developmental Education Program Survey (DEPS): Outcomes and Trends & Texas College Bridge," August 4
- Participated in a meeting with team members regarding the Missions and Goals, Priority 1, August 4
- Attended the Dual Credit Programs Mission and Goals Committee Meeting, August 5
- Participated in a meeting with Texas A&M University – Commerce about a potential agreement for Criminal Justice, August 4
- Attended the Texas Association for College Admissions Counseling 2020-2021 Webinars Kick Off, August 12
- Attended a webinar hosted by Inside Higher Ed on "Curriculum and Assessment Amid Covid-19 and Beyond," August 12
- Attended a webinar hosted by Inside Higher Ed on "Student and Faculty Mental Health in the Age of Covid-19," August 13
- Met with representatives from the Engineering Departments at STC and Texas A&M University about the creation of a pathway to the Engineering Technology and Interdisciplinary Engineering programs at the McAllen Higher Education Center, August 13
- Completed the Nonviolent Crisis Intervention Training, August 14
- Attended the Academic Affairs Convocation, August 17
- Attended the Math, Science, Information Technology and Bachelor Programs Division Convocation, August 17
- Participated in a meeting with representatives from StraighterLine and TxDot, August 18
- Attended a meeting between South Texas College and Texas A&M University Engineering Faculty, August 18
- Participated in the Crisis Prevention Institute Non-Violent Crisis Intervention Training, August 19
- Attended a webinar hosted by State Representative Chris Turner on "Summer School: Impact of Covid-19 on Texas Higher Education," August 19

- Met with representatives from Laredo College about an articulation agreement for the BASOL program as part of their application to offer a similar degree, August 21
- Attended a webinar hosted by the Texas Association of College Admissions Counseling about "Taking Your College Fairs Online," August 21
- Reviewed the TACAC webinar Virtual College Fairs due to connection issues and met with the Administrative Assistant to discuss and brainstorm ideas for our upcoming College Fairs. August 24
- Collaborated with NAH Division on two new agreements and their approval to move forward, August 25
- Attended the STEM Teaching and Learning webinar hosted by Inside Higher Ed, August 26
- Participated in the TACAO Transfer Meeting to learn about new developments in the statewide field of study and related initiatives, August 27
- Attended the "Community College Baccalaureate and Its Role in the Higher Education System" webinar hosted by NISOD, August 27
- Participated in a meeting with TAMU Biomedical Sciences program about a potential articulation agreement, August 28

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Met with IVPAA to discuss faculty teaching loads that include in-person classes, August 3
- Held meeting with program chairs to discuss the Fall 2020 Semester, August 4
- Attended meeting with OPOD to discuss preparations for the Academic Affairs Convocation and for division/department meetings, August 4
- Worked on completing the Perkins V Grant Application for 2020-2021
- Attended the Business Recovery: Safety First webinar hosted by Workforce Solutions, August 6
- Met with CTE grant management and compliance specialist to discuss the Perkins application FY 2021 deadline, August 6
- Attended leadership team meeting to discuss the SACSCOC 2021 Reaffirmation, August 6
- Attended meeting with NAH project manager to discuss actions on meeting Knapp Grant indicators for the Fall 2020 Semester, August 7
- Met with ADN chair and DHR representatives, August 10
- Attended Operation COVID Shield Initial Training, August 10
- Attended Academic Affairs Fall 2020 Open Meeting Q & A Session hosted by the IVPAA, August 11
- Met with Director of Institutional Effectiveness & Assessment and Director of Student Records & Registration, August 11
- Attended Division Dean Meeting hosted by the IVPAA, August 13
- Worked on/reviewed faculty self-evaluations for the 2019-2020 academic year
- Followed up with IVPAA to discuss program support for the VN Program for the Fall 2020 Semester, August 14
- Attended Academic Affairs Convocation for the Fall 2020 Semester, August 17
- Hosted NAH Division Meeting, August 17
- Followed up with Weslaco ISD regarding Dual VN and Nursing Programs
- Attended meeting with DHR representatives to discuss clinicals, August 19
- Met with staff individually to review performance evaluations and performed faculty evaluations for division's department chairs
- Attended meeting with Physical Therapist Assistant Program to welcome new students, August 20
- Met with the IVPAA, August 20
- Attended BSN Department Meeting, August 21
- Attended the Adjunct and Dual Credit Faculty Professional and Organizational Development Day, August 22
- Attended general orientation for the VN Program's new cohort for the Fall 2020 Semester, August 24
- Worked on the ACEN 2020 Annual Report
- Attended the STEM Teaching and Learning webcast hosted by Inside Higher Ed, August 26
- Attended online meeting with chief nursing officer at South Texas Health System, August 27
- Attended ACTA Graduation Ceremony, August 27

- Participated in SACSCOC On-site Visit: NAH Campus Mock Tour, August 27
- Attended Deans Meeting held by the IVPAA, August 28
- Attended the Telehealth Competencies – DFW ANIA Educational Offering webinar, August 28
- Worked on completing performance appraisals for HR

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Assistant student advisor met with 32 students via Zoom for an advising session on August 6 and met with 23 prospective ADN students via Setmore for one-on-one 20-minnute sessions throughout the week
- Chair attended the Admission and Readmission Committee Meeting to discuss the readmission plans for unsuccessful students in the program, August 3
- Chair held a meeting with student advisors and the leadership team via Microsoft Teams, August 5
- Assistant program chairs held virtual meeting via BB Collaborate with 10 unsuccessful students from OB/Pedi Summer 2020 to discuss remediation for possible readmission in the Fall 2020 Semester, August 6
- ADN Leadership Team held Capstone Planning Meeting via MS Teams for the Summer 2020 cohort, totaling 25 students, August 7
- Level 3 Med/Surg and Transition 1 students completed their clinical hours at DHR and Rio Grande Regional Hospital, August 8
- Department attended the Academic Affairs Convocation for the Fall 2020 Semester, August 17
- Department attended NAH Division Meeting, August 17
- Held meeting for faculty and staff, August 18
- Held Course Lead and Leadership Meeting, August 18
- Faculty and advisor attended ATI Integration to Curriculum Training, August 19
- Department attended ATI Champions Training, August 20
- Held meeting for clinical leads, August 20
- Held meeting for student advisors and staff, August 20
- Held meeting for simulation faculty, August 21
- Held online orientation for Level 1 – Level 5 students, August 24 -28
- Assistant advisor met individually with 38 students to provide advising
- Chair held meeting with student advisors, August 25
- Faculty designated as ATI Champions attended follow-up meeting with the Assessment Technologies Institute, August 28
- Department attended Simulation Meeting regarding guidelines for the Fall 2020 Semester, August 28

Diagnostic Imaging Department

- Faculty attended the Academic Affairs Convocation for the Fall 2020 Semester, August 17
- Faculty attended NAH Division Meeting, August 17
- Chair attended the Distance Learning Campus-Wide Training for Faculty, August 20
- Department revised the Fall 2020 schedule to convert all DMS and RADT face-to-face courses to online or hybrid
- Held orientation for the Fall 2020 cohort of RADT students which included presentations from various departments within the NAH Division/College, August 24 - 25
- Chair submitted all faculty Fall 2020 Semester NOEs and documentation
- Faculty and students had a successful first week of fall semester classes
- Faculty submitted first week of class reports through Starfish for all course sections

Emergency Medical Technology

- Chair attended NAH Division Program Chair Meeting, August 4
- Chair attend Chair Leadership Meeting hosted by OPOD, August 14
- Department attended the Academic Affairs Convocation for the Fall 2020 Semester, August 17
- Department attended NAH Division Meeting, August 17
- Held department meeting, August 19
- Held EMT Program orientation through Collaborate, August 20
- Continued with registration of students for the Fall 2020 Semester and Spring 2021 Semester

Occupational Therapy Assistant

- Department attended the Academic Affairs Convocation for the Fall 2020 Semester, August 17
- Department attended NAH Division Meeting, August 17
- Held department meeting to plan for the Fall 2020 Semester, August 18
- Program held its first ever virtual orientation for the Class of 2020 cohort. All 24 students were present with minimal technical difficulty, August 21

Pharmacy Technology

- Faculty completed training on the Parata TGCRx ATP-128 packaging machine that simulates automated repackaging at hospitals and compliance packaging at mail-order pharmacies like Amazon, August 18

Vocational Nursing

- Faculty prepared for the Fall 2020 Semester
- Faculty secretaries worked on schedules and registration for 119 Level I students and 68 Level III students
- Chair met with Level III students who failed the summer semester to review their options
- Chair worked on faculty schedules, NOE forms, and assignment memos for the Fall 2020 Semester
- Faculty secretaries prepared for 121 new students, confirmed registration list, and worked on price quotes for lab supplies
- Faculty prepared for new student orientation and for "Are You Ready" tech orientation
- Faculty worked on syllabi, lesson plans, and lectures

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL & BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Division Dean handled 3 Student Grade appeals; worked on lecturer evaluation spreadsheet; conducted 2 staff evaluation review meetings
- Participated in Teams meeting with VP and Deans to discuss faculty loads
- Participated in Teams meeting regarding Perkins grant
- Attended ZOOM meeting with CJ dept and UT-Commerce to discuss articulation
- Attended Brainstorming Meeting with OPOD to prepare for Division meetings
- Met with POLS chair to discuss faculty matters
- Viewed New Faculty Orientation
- Attended meetings regarding KINE facilities
- Attended Teams meeting with VP and instructional team
- Attended Chair Leadership Meeting
- Prepared for Division Meeting
- Dean streamed Academic Affairs Convocation and conducted SBS Division Meeting
- Attended CDC Oversight Committee meeting via Teams
- Collected, reviewed, and approved low enrollment justifications
- Approved applications for POLS lecturer and several adjuncts
- Met with several chairs regarding enrollments and suggestions for scheduling
- Attended Teams meeting with VP and Deans to discuss dual enrollment sections
- Reviewed, rated, and submitted 7 RFPs for Faculty Compensation Study
- Attended Deans meeting with VP to discuss last minute preps for beginning of students arriving on campus
- Conducted voting for College-Wide and Division Curriculum committees
- Encouraged remaining faculty to submit Concourse syllabi
- Dealt with chair and faculty questions regarding Stipend pay for IPH sections
- Discussed with two chairs their desire to step down as chair
- Reminded faculty to make sure they create their cohort groups for IPH sections and to contact them as soon as possible

DEPARTMENT/PROGRAM REPORTS:

Child Development Department

- A meeting was held to welcome back the CDC staff and to begin preparing for the new academic year. Changes will be made to various pieces of the center's management and child care services as per the COVID-19 pandemic and the new regulations and restrictions imposed by various entities.
- A meeting was held between the program chair and Yolonda Jaramillo, Director of Learning Outcomes, to review the new Program Learning Outcomes for year 2020-2022. Items were reviewed, discussed, and edited as needed.
- A meeting was held with Business Office staff and CDC staff to discuss a new process for charges and payment for the managers to use when enrolling parents. Each step was reviewed, discussed, and edited, if needed. A follow up meeting will be set up to finalize procedures and flow chart.
- Participated in a Zoom Meeting: We're Back in Business! Program Leaders Share Their COVID Reopening Experiences – Part 2.
- A meeting was held with all program chairs and Interim VP of Academic Affairs to review Fall 2020 Instructional Plan and Q&A.
- Department Chair participated in meeting with Workforce Solutions personnel regarding the continued contracts for Conferences and CDA classes.
- Department Chair participated in a Competency Based Teams meeting to review and plan recruitment, enrollment, persistence, and completion of CDEC CB courses during the Fall 2020.

Criminal Justice Department

- Discussions began with TAMU-Commerce for an articulation agreement between AA CRIJ and the BSCJ Emphasis in Law Enforcement Leadership.
- Criminal Justice faculty continue to work with students to educate the public about the realities of the criminal justice system, as opposed to the myths created and perpetuated by Hollywood and other media.
- Criminal Justice faculty continue to advise students on academic and career goals via phone and email.
- Plans continue to move forward for the Texas Association of Criminal Justice Educators (TACJE) virtual conference.
- Faculty prepared for start of Fall 2020 semester.
- Faculty teaching In-Person Hybrid courses divided their classes into cohorts and assigned them to one of two class meeting days. These cohorts were updated multiple times during the week as rosters changed due to open enrollment continuing through the week.
- Faculty teaching dual credit classes attempted to host a videoconference session to welcome and orient their students, as requested by the high school principals.

Kinesiology Department

- Met with Coordinator of Facilities to discuss community partnerships and requirements for opening due to COVID-19.
- Department Chair called the Chamber of Commerce, City of McAllen to determine status of Bowling Alley for courses.
- Department Chair sent update to faculty concerning enrollments and changes on the schedule.
- Sanitizing of equipment for classrooms and outside facilities requested by Department Chair.
- Met a couple of times with Planning & Construction concerning restroom renovations.
- Department Chair met with Construction representatives to review area for Human Performance Lab.
- Met with Dean concerning movement of the dojo to dance area for non-academic group at Wellness Center.
- Letters and agreements were sent to community partnerships for use of their facilities for the year.
- Department Chair completed the COVID-19 and OSHA training modules.
- Department Chair made changes to schedule because enrollment is increasing; worked with Coordinator and Student Success Specialist to enroll students in both the KINE and FITT classes.

Political Science Department

- Department Chair worked with Division Staff to begin paperwork needed for In-Person Hybrid stipends
- Monitored enrollment in fall semester GOVT sections and added new sections to meet demand.
- Communicated with students trying to get in to face-to-face classes for the fall semester.
- Completed paperwork to rehire 5 lecturers for the fall semester.
- Continued reviewing faculty developmental shells for online teaching in order to give departmental approval.

Psychological Science Department

- Submitted new lecturer rankings with profile tabs filled out for each candidate.
- Communicated with Dean of Distance Learning regarding concerns faculty have with course approval process.
- Met with faculty member on Teams to discuss PLO assessment information
- Finalized all Fall 2020 departmental meetings, scheduled them on Teams, sent calendar invitations, created meetings on OPOD website
- Met with Director of Learning Outcomes via Teams to discuss 2020-2023 strategy planning for PLO assessments.
- Joined Open Meeting held by IVPAA and inquired on several questions.
- Met with Director of Counseling via Teams to discuss what instructors should do in the event that medical excuses or records are being used by students to justify missing assignments.
- Requested assistance from Distance Learning with a shell for CBE PSYC 2301 section.
- Attended Chair Leadership Meeting.
- Department Chair attended Academic Affairs Convocation and assisted Dean with Fall SBS Division Meeting.
- Department Chair monitored fall course schedule and opened new sections.
- Conducted first Fall 2020 departmental meeting via Microsoft Teams.
- Continued to work on course shells and e-mailed students in hybrid courses.
- Met with Distance Learning instructional designer and adjunct faculty teaching CBE courses to learn about contingent-opening of classes.
- Conducted first fall dual-credit and adjunct meeting on Microsoft Teams.
- Hosted three hours of open forum discussions for students in Fall courses.
- Department Chair reiterated cohort information for students in hybrid courses, sent welcome videos to all students in courses, sent welcome email to department faculty.
- Department Chair met with Dean to discuss two surveys developed using google forms for committee volunteers and elections; finalized and distributed to division.
- Department Chair spoke to Faculty Senate member about COVID Committee. They are seeking researchers across departments and particularly those in Psychology.
- Department Chair updated averages on blackboard, sent kudos to some students, messages about course progress to others, flagged some on Starfish.

Social Sciences Department

- Department Chair helped a student's family connect via personal Zoom account for memorial services. Locales included: Mexico, Utah, Texas, California. A password-protected, open meeting will be occurring through Saturday for the student's family to gather and pray daily. (Employee signed up for personal account and paid with their own funds.)

DR. RACHEL SALE

DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Continued to provide emergency services based Online Teaching Certifications for returning and new faculty. The emergency period will end Sept 14 (March 15 to Sept 14) and summary reporting will follow.
- Participated in Military Mind Mapping sessions with Admissions, August 3-6
- Established a satellite office on the Tech Campus to support academic and workforce faculty and course development, August 10
- Held 3-hour open Q & A session on Teams for faculty to visit with us and ask questions about the fall online and hybrid experience, August 13
- Presented on the Vision of Distance Ed at the MSITB Convocation and the BPST Division Meeting, August 14
- Coordinated Instructional Design team to revise Standard Course Template for Ultra, August 24-29
- Attended a Quality Matters work session on Negotiated Rulemaking, August 24
- Attended WICHE Conference on NC SARA changes for the 20-21 academic year, August 26

DIRECTOR'S REPORT:

- Provided Blackboard Analytics training for OPOD staff, August 7
- Met with Systems and Networking Manager to discuss the Blackboard archive process
- Met with EesySoft Senior Consultant for EesySoft Ultra Content Session using Blackboard Ultra base navigation, August 5
- Enabled Blackboard Ally on the Alternative Formats; translated version to all LMS courses, August 6
- Provided Cross-list training to Help Desk Specialist, August 7
- Provided training on Microsoft Teams inside the learning management system to Chemistry program chair, August 11
- Participated at the Global eTraining meeting for integration with the learning management system, August 11
- Participated with the Pronto Course Management set up for implementation with Blackboard, August 11
- Participated at the Banner User Group's Committee meeting, August 11
- Configured Eesysoft Cross Origin Resource Sharing and added support messages to students on how to utilize the Ultra base navigation, August 12
- Trained DC Coordinators on the new DCP Blackboard Orientation on how to use Blackboard, collaborate with their students, enroll to their own sections and check student's activity on completion, August 20

PROJECTS:

- Course Development
    - Staff graded for Academic Continuity Certification and Online Teaching Certification
    - Staff converted all Mathematics Department courses into Ultra courses for Fall 2020, August 5
    - Staff developed a Booking website for faculty to schedule online sessions with DL staff, August 3
    - Staff provided recommendations for improvement on course design and reviewed DL Course Approval Forms, August 13 & 21
- First Time Online Student Orientation
    - Staff continued to work on new online student orientation in Blackboard Ultra course view
    - Staff sent communication emails to all students enrolled to courses about the mandatory Blackboard Student orientation, August 24-28
    - Enrolled 10,770 dual credit students in Dual Credit Programs Blackboard Online Orientation, August 21
    - Enrolled 16,012 students in the Blackboard Online Learning Orientation, August 21
    - Staff facilitated the new online Blackboard Student orientation, August 24 – 28
    - Emailed 4,940 students and 12,347 dual credit students that completed Blackboard Orientation with a personalized certificate of completion, August 27, 28, 31
- Learning Management System (LMS)
    - Completed batch upload on all Fall 2020 course sections and faculty/student enrollments into the learning management system, August 7, 14, 17, 20, 21, 24, 28
    - Staff developed an institutional module for more than 1,000 students that were flagged by Financial Aid and Cashiers that did not complete payment for Fall 2020 courses, August 25
    - Staff created Fall 2020 Payment Deadline module inside of Blackboard, August 25
    - Reviewed, updated and created 305 cross-list requests from faculty for Fall 2020 semester
    - In collaboration with IS&P department, troubleshot ILP in Blackboard Ultra with settings from Ellucian
    - Developed new modules for the institutional page of Blackboard Ultra
    - Experienced 2-hour Blackboard service interruption at 8 am central time due to notifications, stream activity and course copies to the learning management system; restored services to the learning management system by temporarily disabling notifications and What's new feature, August 24
    - Resolved course copy errors to the learning management system, August 23, 24
    - Assisted faculty with storage issues with a course in Blackboard by moving content to their OneDrive account
    - Developed Faculty News and Instructional Plan modules for Blackboard's landing page, August 24
    - Developed an updated Chair Access role to be compatible in the ultra-course experience, August 28
- Multimedia Support
    - Graded multimedia items from Distance Learning Trainings
    - Assisted faculty with media questions and concerns with online courses

- Accessibility
  - Assisted faculty with accessibility questions and concerns with online courses
  - Assisted faculty in converting accessible PDF and images
  - Emailed faculty their course accessibility score and made recommendations on how to improve
- Distance Learning Help Desk Ticketing System
  - Updated features for new Distance Learning Helpdesk based on user experience
  - Tickets only support 2,000 records and we have created an archiving process that will move tickets from the Ticket list into the Archived Tickets list
  - Requested IT to add more functionality to the Helpdesk Ticketing system
- Staff updated LinkedIn Social Media account and added infographics and resources for Social Media.

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month
    - Afterhours Students/Faculty Chats: 29
    - Blackboard Students/Faculty Tickets: 2,137
    - Helpdesk Phone Calls from DL Staff: 1,530
    - Helpdesk Phone Calls from Open Labs Staff 440
    - Afterhours Helpdesk Calls: 115
    - **Total: 4,251**
- **Trainings/Workshops/Professional Development**
  - Trainings
    - Certified faculty/staff with Academic Continuity Certification also known as Blackboard Certification
    - Certified faculty/staff with Online Teaching Certification
    - Co-facilitated Dual-Credit Academic Continuity and Dual-Credit Online Teaching Certification
  - Workshops
    - Staff participated at the Academic Affairs Convocation, August 17
    - Staff attended and presented at the PD Day for Adjunct and Dual Credit Faculty, August 22
    - Staff participated at the Open Sessions--faculty Q & A meeting, August 20
  - Conference
    - Staff conducted a Pre-Review Conference for the MATH-2413 internal course review, August 4
- **Student Success Activities:**

Type of Service	**Number of Students**
General Advising:	204
Telephone Contacts:	124
Virtual Campus Advising Email:	459
Radius Inquiries:	313
Drop Students from Courses:	11
Register Students:	16
Orientation Certifications	4,942
DC Orientation Certifications	12,347
Email Reminders:	16,519
Total:	***34,935***

DISTANCE LEARNING MEETINGS:

- Staff met with Teaching and Learning Team to discuss the Distance Learning Advisory Committee, August 6
- Staff participated in a Teams meeting regarding future Online Military students, August 3
- Staff participated in Zoom meeting with OPOD to discuss logistics, roles and agenda for Adjunct/Dual Credit Faculty Professional and Organizational Day, August 3

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

DEAN'S REPORT:

- Finalized the Fall 2020 Hiring Process for 18 new Dual Credit Faculty and 4 approved credential reviews
- Collaborated with partnering school districts selected for the SACSCOC Reaffirmation 2021 Update in preparation for visit in September.
- Approved via FLAC, Dual Credit Faculty who taught in Summer II, August 11.
- Attended Academic Affairs Convocation and held DCP Meeting, August 17.
- Presented to approximately 200 attendees during the STC Full-Time Faculty Teaching Dual Credit Courses, August 20.
- In collaboration with Distance Learning launched the Blackboard Student Orientation which must be completed prior to Census.
- Confirmed completion of Blackboard Continuity Trainings for 352 Dual Credit Faculty who will teach online.
- Presented to approximately 400 attendees during the Adjunct & Dual Credit PD Day; Dual Credit Programs Staff supported breakout sessions, August 22
- Led the review and approval of 190 dual credit low enrollment courses with collaboration from Division Deans and Department Chairs, August 24-28.
- Finalized the National Summit for Dual Credit Programs logistics to launch live by the first week of September.
- **Upcoming Events & Activities for September 2020**
    - Prepare and host Virtual Professional Development Events
    - Submit the NACEP Annual Report
    - Launch website and registration for 2021 National Summit for Dual Credit Programs
    - Starfish Attendance Verification and Progress Survey

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Academy Staff, in collaboration with the Biology Department, conducted recruitment for SEA-PHAGES Research Opportunity; (11) DEMSA students were selected to participate.
- Director held a meeting with Academic Grants & Projects Officer to discuss Starfish and Adjunct Day Co-host Duties/Presentation, August 7.
- Academy Staff completed the Crisis Prevention Institute Learning Training provided by the Counseling & Disability Services Department.
- Academy Staff conducted Live New Student Orientations via Zoom for (87) Pecan Campus, (52) Mid Valley Campus, and (12) Starr County Academy students. Breakdown included:

Academy	Student Participation	Campus
DEMSA	49 Students	Pecan
DECJA/DEEA	38 students	Pecan
DEEA	20 students	Mid-Valley
DECJA	31 students	Mid-Valley
DEMSA	19 students	Mid-Valley
DEMSA	12 students	Starr County

- Director setup Starfish Attendance Verification Survey, Progress Survey #1, and Progress Survey #2 for Dual Credit Program Fall courses.
- Academy Staff attended a Cybersecurity Transition meeting with Grant Academies Specialist in preparation for Fall 2020, August 19.
- Academy Staff hosted the first Virtual "Welcome" Workshops at the Pecan, Mid-Valley, and Starr County Campuses. Attendance for the workshops was as follows:
    - Pecan Campus: 150 Juniors & Seniors
    - Pecan Campus-Cybersecurity: 12 Juniors & Seniors

- Mid-Valley: 26 Juniors & Seniors
- Starr County: 18 Juniors and Seniors

- Deployment of Fall 2020 Starfish Dual Credit Programs Attendance Verification Survey.
- Academy Staff utilized the Starfish Early Alert System Survey Report to conduct the following case management sessions:

Location	Case Management Sessions
Pecan Campus	11
Mid-Valley Campus	10
Starr County Campus	1

- **Upcoming Events & Activities for September 2020**
  - Academy Program's Update - Counselor's Update via Zoom
  - Marketing Material for 2020-2021 Recruitment
  - Developing New Academy Programs 2020-2021 Online Application
  - Development of CTE Institute Online Application
  - Preparation for TexPREP Summer 2021

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Director attended the virtual THECP: Virtual Advising Sessions of the High School series which included discussions about how schools prepared and are modifying methods for providing student support.
- Director met with Subcommittee Mission and Goals initiative to discuss potential changes, which were submitted to Committee leads.
- Coordinators participated in approximately (10) CCRSM Leadership meetings with partnering high schools which included the following:

School	Meeting	Participants
Robert Vela ECHS	CCRSM Leadership	Pecan Team
Edinburg ECHS	CCRSM Leadership	Pecan Team
Edinburg North ECHS	CCRSM Leadership	Pecan Team
Economedes ECHS	CCRSM Leadership	Pecan Team
Thelma Salinas ECHS	CCRSM Leadership	Starr Team
Mercedes ECHS	Welcome Back Partnership	Mid-Valley

- Staff participated in supporting courses with low enrollment, science lab requirements, IT and Architecture technology requirements, textbook and access code support and Blackboard orientation and Respondus Lockdown Browser compliance by students.
- Staff coordinated virtual advising material and content distribution for partnering school districts.
- Staff participated in Blackboard Student Orientation Training held by Distance Learning, August 20.
- Staff collaborated with districts regarding enrollment reports for policy compliance with students over (68) hours attempted, course count and applicant reports.
- Coordinator participated in the Interdisciplinary Studies Fall meeting to discuss strategies and process for extending and understanding transfer opportunities.
- Staff conducted degree audits and communicated with schools on required changes to student status.
- Staff reviewed December potential graduate/s list and validated compliance to graduation requirements.

RELATIONS MANAGER'S REPORT:

- Extracted 494 NonS Section requests and 291 Exception Request forms
- Continued updating the Dual Credit Faculty PD Trainings list before set deadline for Fall 2020
- Finalized logistics, in collaboration with OPOD, for the following PD Days:
  - STC Faculty Teaching Dual Credit Courses, August 20
  - Adjunct/Dual Credit Faculty PD Day, August 22
- Started planning upcoming meetings:
  - Superintendents Leadership Meeting, September 10
  - Leadership Meeting, September 18
  - NACEP Documentation Onboarding for new Program Chairs, September 18

- Continued planning the National Conference for Dual Credit Programs to be held March 7-9, 2021
- Finalized flyers to promote the Online Student Blackboard Orientation
- Tested the Online Student Blackboard Orientation course and make the necessary edits to the course
- In collaboration with Distance Learning, trained dual credit staff on facilitating the Online Student Blackboard Orientation
- Converted paper-based forms to digital format for students

JESSICA GALLOSO

ASSOCIATE DEAN – PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Team meetings to discuss details of upcoming events, August 3, 10, 17, 24
- Associate Dean met with President of STC to discuss upcoming events, August 4
- OPOD Team met with presenters and co-hosts to discuss details and duties for Adjunct and Dual Credit Day, August 4
- Associate Dean and Manager met with IVPAA to discuss ideas for upcoming events, August 4
- OPOD Team attended Dual Credit Programs committee meeting to discuss updated Mission statement and review Vision statement, August 5
- Associate Dean and Manager met with Dual Credit Programs to discuss fostering strong partnerships with school district partners, August 6
- Instructional Coach met with Project Manager for Dual Credit Programs to discuss Developing Excellence in Learning and Teaching Academy (DELTA), August 7
- OPOD Team assisted IVPAA with Open Meeting, Q & A Sessions for faculty, August 7 & 11
- Instructional Coach met with Distance Learning Director to discuss Blackboard analytics, August 7
- Associate Dean attended Conference Committee Meeting with Dual Credit Pathways, August 10
- Instructional Coach met with member of Dual 2 Degree to discuss upcoming breakout session, August 10
- OPOD Team met to prepare details on Zoom Webinar for upcoming events, August 11
- OPOD Team met with members of Educational Technologies to prepare for Academic Affairs Convocation, August 14
- Manager met with Information Technology CIO and members of Region One to discuss required updates in the Professional Development system to meet SACSCOC requirements, August 24
- OPOD Team met to discuss details for upcoming College Wide Professional Development Day, August 25
- OPOD Team met with Educational Technologies to have Run of Show for upcoming ACTA Graduation Ceremony, August 25
- Associate Dean and Manager met with campus leaders to prepare for SACSCOC on-site visit for Pecan Campus, August 25-26

ACADEMIES AND TRAININGS:

- Instructional Coach facilitated week eight and graduation of Spark Online, August 5-12
- OPOD virtually hosted New Faculty Orientation, August 13
- OPOD virtually hosted Chair Leadership meeting, August 14
- OPOD staff provided one-on-one consultations for two members of STC staff and faculty regarding use of instructional technology, August 12
- Academic Affairs Convocation – approximately 620 faculty and staff attended the annual event, August 17
- Division/Department meetings held throughout the week, August 17-21
- Full-Time Faculty Teaching Dual Credit Courses – approximately 190 participants attended the meeting supplying crucial information, updates and deadlines for faculty, August 20
- OPOD staff provided one-on-one consultations for members of STC staff and faculty regarding use of instructional technology, August 21
- Adjunct Dual Credit PD Day was hosted and facilitated by Dual Credit Programs in collaboration with OPOD. Approximately 398 participants attended the live webinar general session. Breakout sessions for faculty was offered promptly after, followed by department meetings, August 22

- Instructional Coach provided training on *Best Practices: Using OneDrive to Link Videos to Blackboard*, August 26
- Associate Dean facilitated the 22nd ACTA Commissioning Graduation Ceremony. Thirty-one participants attended virtual ceremony acknowledging their completion of the program, August 27

PROGRAMS IN DEVELOPMENT:

- Teaching and Learning Academy, September 4
- DELTA Fall Academy, September 14
- Spark Online, September 23
- College Wide Professional Development Day, September 25
- Jaguar Academy, October 8

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Hosted Food Pantry student distribution, August 3
- Campus Administrator participated in Virtual Service Area Tour for New Faculty Orientation, August 13
- Hosted Child Development Center Department Meeting, August 17

COMMUNITY ENGAGEMENT:

- Campus Administrator was involved with many outside organizations and local school districts
    - Attended City Update Meeting by Chamber of Commerce, August 5
    - Hosted Census Bureau Orientation at Mid-Valley Campus, August 7
    - Participated in On-Campus student recruitment, various dates
    - Participated in City of Weslaco Executive Chamber Board Meeting, August 18
    - Participated in Chamber of Commerce meeting, August 18
    - Participated in City of Weslaco & DHR COVID-19 Update, August 19
    - Met with Weslaco Fire Marshal and toured/inspected buildings, August 25
    - Met with Security regarding signage and entry/exit procedures for students in all buildings, August 28

ENROLLMENT ACTIVITIES:

- Assisted students with registration and financial aid issues/questions, various dates
- Met with students (3) regarding new Culinary Arts Program at MVC, August 6-7
- Worked with Financial Aid Director to provide scholarship opportunities to students, August 13
- Assisted students with enrollment/financial aid issues/holds, August 17-21
- Contacted various chairs ENGL/MATH regarding courses requested at MVC, August 18,19,20
- Met with VP Hebbard to discuss enrollment issues/concerns/hours of operation, August 20
- Assisted students during Saturday registration, August 22
- Assisted students with enrollment issues/holds, August 24-27
- Contacted ENGL Chair regarding ENGL sections, August 26
- Met with Success Specialist regarding INRW demands at MVC, August 26
- Hosted FYC Orientation, various dates

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended Starr County COVID-19 training online.
- Continued to provide Food Bank services to students.

COMMUNITY ENGAGEMENT:

- Attended Roma ISD School Board Meeting regarding South Texas College agenda item.
- Attended Starr County Community Coalition regular meeting online.
- Continued outreach to emergency management team of Starr County for hurricane preparedness.
- Discussed enrollment process with RGC officials.
- Reached out to Starr County Community Coalition to send congratulations on successful school supplies drive.
- Reviewed Roma ISD special school board meeting August 4, 2020.
- Reviewed RGCCISD regular school board meeting August 4, 2020.
- Reached out to county officials to pass along information on college procedures for Fall 2020.

ENROLLMENT ACTIVITIES:

- Finalized Fall 2020 schedule to accommodate face to face students within campus safety protocols.
- Continued serving students in Student Services with registration for Fall 2020.
- Continued enrollment of welding cohort attending summer session 2020.
- Reached out to Student Services for student guidance on first day of classes.
- Completed "Register Now" calls and emails to current and former students.
- Coordinated with Student Activities to promote first day of class activities.
- Registered technology students who attended Spring & Summer 2020 for Fall semester.
- Hosted visit from BPST Dean to review facilities and equipment; discussed recruiting needs for future semesters.
- Prepared for "Register Now" mailout message to students enrolled in Spring 2020 but not Fall 2020.
- Prepared campus for first day of class enrollment and retention for Fall 2020.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Emailed instructional division deans a reminder to hold elections for the Division Committee and College-Wide Curriculum Committee meetings.
- Participated in a search committee for Curriculum Specialist vacancy; completed employee evaluations for selection criteria; participated in interview presentations by selected candidates; met with committee to review, discuss, and finalize recommendations.
- Assisted OVPAA with auditing and finalizing the updated room assignments for the Pecan, Mid-Valley and Starr Campuses to ensure social distancing and time in between classes for disinfecting for Fall 2020 term.
- Attended Adjunct/Dual Credit Professional Development Day pre-meeting to discuss logistics for presentation and duties for the co-host in preparation of the event on August 22, 2020.
- Attended pre-meeting for the New Faculty Orientation and Chair Leadership Meeting to discuss presentations, flow of events and expectations of both events.
- Met with Curriculum & Scheduling Coordinator and Administrative Assistant to discuss training plan for Concourse for Fall 2020; worked on developing two workshops for faculty and discussed marketing of workshops and one-on-one consultations.
- Continued to work on the proposed Geospatial Engineering Technology Program Development proposal; reviewed proposed curriculum, advisory committee list and letters of support.
- Finished updating the Concourse permissions for courses moving to new divisions effective Fall 2020; updated master syllabi templates to include verbiage indicating the templates were for "internal use only" since the public cannot view them; updated master syllabi statements to include COVID19 statement.
- Worked on the building/classroom student enrollment pivot table and report at the request of the IVPAA to provide data regarding number of students on the Pecan campus at a given time to assist the Facilities and Security departments with scheduling of staff.
- Attended the face-to-face and student traffic meeting with the Interim IVPAA, Police Lieutenant and Director of Facilities, Operations and Maintenance to discuss the plan for directing student traffic when classes begin as well as signage in order to control flow of student traffic and comply with social distancing guidelines.

- Worked on presentations for New Faculty Orientation and MSITB Convocation to discuss information related to Concourse Syllabi Management, Curriculum Overview and Program Development.
- Met with Director of Assessment to discuss active learning classrooms and changes in scheduling for Fall 2020.
- Worked on Open Educational Resources report by division, as requested by the OVPAA.
- Met with Degree Works Testing team to discuss progress of testing for the new version and statuses on troubleshooting issue; continued testing on issues related to options available in the UCX tables and old data that should not be visible.
- Attended Banner User Group meeting to discuss application downtimes, Disaster Recovery testing status and other items.
- Assisted project manager from OVPAA with development and presentation of Faculty Load and Compensation (FLAC) PowerPoint for the Chair Leadership Meeting.
- Presented on Concourse Syllabi Management at the New Faculty Orientation.
- Conducted a department meeting with the staff to discuss recent events and upcoming tasks; provided status updates on Concourse Syllabi, Course Evaluations and the Curriculum Specialist vacancy.
- Met with the Cybersecurity program chair to discuss a potential one-semester certificate offering and program development process for upcoming Fall semester.
- Reviewed and finalized the 2020-2021 Faculty Handbook; forwarded draft to the OVPAA for review in preparation for uploading to STC website.
- Worked on updates to the Curriculum Department website due to the separation of Curriculum & Student Learning; worked with PR to separate the websites into 2 departments.
- Worked with IS&P to review and test data feeds for the Fall 2020 syllabi in preparation for uploads in the production environment; syllabi were made available to faculty by August 14, 2020.
- Conducted Concourse Instructor Training workshops in the month of August for a total of 67 participants.
- Attended Academic Affairs Convocation.
- Created "Copying Content" video tutorial for Concourse to upload to STC webpage; the tutorial was needed due to recent updates and copy features added to the application. The user guide was also updated to reflect changes.
- Presented to the MSITB and BPST divisions and provided updates on the Curriculum Department organizational structure, syllabi completion percentages, and response rates for course evaluations for each of the divisions.
- Met with Curriculum & Scheduling Coordinator and Dual Credit Scheduling Manager to walk through the Concourse training scheduled for the upcoming Adjunct/Dual Credit Professional Development Day.
- Finalized the SACSCOC talking points for standards 9.1, 9.2 and 9.3 in preparation for the virtual SACSCOC on-site visit.
- Met with Ellucian consultant to troubleshoot Degree Works issue regarding recognition of the "S" grade for courses completed in Spring 2020; this would allow the audit to recognize the grade and courses to meet audit requirements.
- Worked on the Texas Workforce Commission survey regarding one-semester programs under 600 contact hours offered for credit that produce industry-based certifications, at the request of the IVPAA.
- Completed the Leepfrog CourseLeaf Case Study survey to provide information on implementation and maintenance of online catalog for the institution as part of the vendor's efforts to showcase successful launches of the product.
- Worked on creating and uploading FTIC students in the Fall 2020 cohort to the My Advising Plan (MAP) syllabus as part of the tasks for QEP; provided a list to Director of Comprehensive Advising of 2 students that were not added due to missing STC email address.
- Met with IVPAA to discuss the course evaluation public results page; worked on updates to Course & Instructor page on STC website to add verbiage on the public results for the course evaluations; submitted work order to IS&P to apply updates and hyperlink user guides.
- Attended the Degree Works Testing Update meeting to discuss pending work orders and the status on testing the new Degree Works upgrade.
- Attended the API Introduction webinar for Concourse, which is new feature set for release this year; webinar covered the technical specifications with APIs in Concourse.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Met with search committee to discuss Curriculum Specialist candidates and plan for upcoming interviews; compiled interview logistics and candidate confirmations to provide the committee with final candidates and interview times; held second interviews for the position which included finalist conducting a training presentation.
- Managed SmartEvals data uploads and email reminders for Summer 2020 evaluation sessions.
- Met with Administrative Assistant and Curriculum & Student Learning Manager regarding Concourse Syllabi for Fall 2020, syllabi for upcoming sessions, and preparations for training offerings.
- Processed Construction Supervision curriculum revisions in Banner for Fall 2020.
- Began draft of mini-mester visual representation of Fall 2020, Spring 2021, and Summer 2021 as requested by the IVPAA.
- Worked on Fall 2020 low enrollment reports, by division, and provided to IVPAA.
- Met with OPOD team to review plan for upcoming Adjunct/Dual Credit PD Day event.
- Met with Vocational Nursing program chair and scheduling team to discuss VNSG sections schedule changes and discuss possible conflicts.
- Reviewed the Open Educational Resources (OER) reports for Fall 2020, adjusted and submitted to IVPAA for review.
- Updated the 2020-2021 Faculty Handbook with recent changes regarding Title IX and Board Policy 4216 to ensure final version includes most up-to-date information.
- Attended Degree Works meeting to discuss project status, additional testing, and plan for implementation.
- Attended BUGs meeting to discuss the Disaster Recovery project, Blackboard Ultra changes, Degree Works and JagNet upgrades.
- Attended the 2020 Academic Affairs Convocation.
- Participated in a Concourse Syllabi workshop run through in preparation for August 22, 2020, Adjunct and Dual Credit Faculty Professional and Organizational Development Day training.
- Conducted a Concourse training for faculty; total participants: 17
- Processed request for upload of the 2020-2021 Faculty Handbook on the college website.
- Developed an ALC schedule report for Fall 2020 to include all campuses and list of cancelled courses.
- Developed rotational schedules for staff and provided them with updated copy to ensure staff continues to comply with social distancing measures.
- Co-hosted the Concourse Syllabi Training for a faculty breakout session at the 2020 Adjunct and Dual Credit Faculty Professional and Organizational Development Day.
- Reported curriculum revision for the Construction Supervision AAS and Certificate to THECB via the curriculum revision portal.
- Attended Degree Works testing meeting to discuss project status, pending issues and tickets in preparation for implementation of system update.
- Assisted Continuing Education department with submission of a special topics course for Fall 2020.
- Conducted the ACGM Spring 2020 audit to determine revisions impacting the institutional course inventory in preparation for the curriculum revision process for the fall term.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

- Met with Program Chairs and faculty to provide training to assist with closing the loop on the 2018-2020 PLO Assessment Plan cycle and preparations for new assessment plans with progressive curriculum maps.
- Reviewed Core Objective traditional and dual credit associate degree track enrollment trends and color-coded courses to verify appropriate samples for new assessment cycle.
- Participated in Adjunct and Dual Credit PD Pre-Meeting via Zoom.
- Participated in Presenter Pre-Meeting for New Faculty Orientation and Chair Leadership Meeting via Zoom.
- Met with IE Director and Dean of Institutional Research, Effectiveness and Special Projects to discuss 2018-2020 PLO Assessment Plans and preparations for SACSCOC virtual site visit.
- Participated in Leveraging Technologies to Enhance Success for Diverse Generation Z Populations webinar.

- Assisted Faculty and Program Chairs with JagPRIDE navigation, course sunsetting, PLO mapping and data reporting.
- Emailed Program Chairs and provided a list of faculty members pending summer PLO and Core Objective Data in JagPRIDE. The current submissions are as follows:
    - PLO – 99%
    - Core – 98%
- Developed a Mentimeter needs assessment survey for Dual Credit and Adjunct Faculty PD Day presentation.
- Collaborated with OPOD, HS Programs co-host and team to review and coordinate efforts for the Dual Credit and Adjunct Faculty PD Day.
- Developed a Learning Outcomes presentation tailored to the needs identified in the pre-session survey and shared with registered participants.
- Facilitated Learning Outcomes presentation for Dual and Adjunct Faculty PD Day.
- Presented Learning Outcome update presentations at the BPST and MSITB Division Convocation Meetings.
- Participated in Academic Affairs Fall 2020 Convocation.
- Presented Program Chair Student Learning Outcomes updates at the Chair Leadership Meeting.
- Presented Student Learning Outcomes overview at the New Faculty Orientation.
- Ran summer 2020 PLO and Core Objective signature audit reports.
- Met with IVPAA and Dean of Institutional Research, Effectiveness & Strategic Planning to review SACSCOC Site Visit interviews and pending items needed for SACSCOC site visit. A list of candidates was decided upon with a follow up meeting scheduled for Friday, September 4, 2020.
- Participated in IT Analyst III hiring committee interviews.
- Developed a Learning Outcomes presentation for DELTA. Shared with HS Programs.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Submitted ANWTS ads for print in Texas Border Business and Mega Doctor News September edition. Donations received in August: Cash – $1,000. Total 15th annual ANWTS sponsorships through the end of August: Monetary (including Pledges) – $25,400; In-kind – $20,060
- **Retention –** Assisted Valley Scholars students with academic planning. Assisted students who were interested in Direct Wage work options, provided information and guided them through the application process.
- **Meetings** – Hosted the Valley Scholars Class 24 Orientation online via Microsoft Teams on August 18th. Elected a new team of Valley Scholars Officers for FY 2020-2021.
- **Scholarship/Awarding** – Prepared Pre-Census Award spreadsheet for Financial Aid.
- **Administrative –** Academic Excellence staff attended the online Academic Affairs Convocation on August 17th. Communicated with OPOD about setting up a workshop between STC and UTRGV for Transfer Students.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa.
- **Meetings** – Held an Honors in Action Committee Meeting via Zoom, August 6th. Conducted the August PTK general meeting online via Zoom, August 27th.

HONORS PROGRAM:

- **Recruitment** – Answered emails and phone calls from students that were interested in taking honors courses. Reviewed Honors program applications and contacted students for further action.
- **Retention** – Assisted current Honors students with academic planning.
- **Administrative –** Coordinated with faculty for Fall Honors contracts and syllabi.

DR. MARICELA SILVA
ACADEMIC GRANTS AND PROJECTS OFFICER

GRANTS:

- Perkins V Grant
  - Met with Grants Office to review and discuss CLNA; additional edits/changes were requested. Grants Office provided an additional extension to submit finalized CLNA no later than Tuesday, August 4th; finalized CLNA was submitted to THECB on deadline date.
  - Scheduled a meeting with the Grants Office and Deans to discuss Perkins grant application (i.e. expectations, funding allowances, etc.).
  - Worked on the Perkins grant application for AA Division based on CLNA findings per Grants Office recommendations
    - Requested job descriptions and quotes for equipment being requested from Deans/Program Chairs.
    - Submitted Perkins grant application to the Grants office by the new deadline.
  - Based on CLNA and program responses, wrote the Perkins application and submitted by the internal deadline of Wednesday, August 12th.
  - Communicated with Deans/faculty to request additional information being requested by the Grants Office.
  - Sent emails to Deans with templates for upcoming Perkins 2019-20 Final Report, which will be due in September.
- CAEL 360 – LASS Grant
  - Met with CAEL representatives to discuss study review.

ONGOING PROJECTS & ACTIVITIES:

- Starfish
  - Participated in OPOD meeting to discuss/plan for Adjunct and Dual Credit PD Day.
  - Met with Dual Credit Programs to provide guidance, discuss upcoming PD Day and plan for fall semester.
  - Collaborated with OPOD to provide two Starfish sessions at CWPD Day scheduled in September.
  - Started to update the Starfish Assignments to prepare for fall semester; Starfish assignments will be administered to FTIC Learning Frameworks students to align with the QEP – MAP initiative.
    - Updated Starfish Assignments and sent out to Learning Frameworks, College Success for NAH, and English 1301 faculty requesting students in their courses participate in the assignment.
  - Developed updated Starfish presentation that was presented at the MSITB Convocation.
  - Scheduled a meeting with our Hobsons representative for next week to discuss updates, challenges, etc.
  - Provided ongoing Starfish Technical support to faculty/staff.
- QEP
  - Met with QEP Director to discuss updates and develop plans to continue the fall planning.
  - Reviewed emails from QEP team regarding feedback from the Board (i.e. 1-page summary, updating webpage, creating a video, etc.).
  - Met with QEP Director and Dr. F. Chapa to discuss updates, upcoming Board presentation, and develop strategy to continue the fall planning.
  - A one-page QEP summary was developed.
  - Met with our Graphics Designer to design a QEP trifold.
  - Participated in weekly QEP meetings to discuss updates, upcoming presentations, SACS site visit, and develop plans to continue the fall planning.
  - Sent out emails to Learning Frameworks faculty advising them they will be participating in the SACSCOC interviews.

YOLONDA JARAMILLO
PROJECT DIRECTOR – TITLE V HSI & DHSI GRANTS

TITLE V GRANT & PROJECTS:

COMPONENT 1

ACTIVE LEARNING CLASSROOMS/TRAINING ROOMS

- Collaborated with IVPAA and CSL on fall 2020 face-to-face scheduling and ALC options.
- Met with faculty requesting ALC scheduling for fall 2020 courses.
- Reviewed fall 2020 schedules for each campus.
- Collaborated with Planning and Construction to complete repairs at NAH B2.504.

FOCUS ACADEMY

- Concluded Summer 2020 Spark Online Training sessions.
- Provided one-to-one instructor consultation.
- Coordinated and planned Fall 2020 Teaching and Learning Academy.
- Met with Associate Dean of OPOD to discuss final needs to transition project. Quotes were requested for webcams and 2-in-1 laptops.

COMPONENT 2 - REDESIGN AND EXPANSION OF FACULTY ADVISING

- Met with Open Labs Manager to coordinate advising training.
- Contacted potential presenters for fall 2020 Faculty Advising Certification Training (FACT).
- Developed Degree Works Training and Presentation.
- Presented Degree Works training to Open Labs Department.
- Assisted Valley Scholars staff with advising questions.
- Participated in meeting to review QEP updates, goals, materials and promotional efforts.
- Developed Degree Works Training and Presentation for Mathematics Department with QEP alignment.
- Met with Instructional Coach to review Faculty Advising Certification Training (FACT) using Microsoft Teams & participation for fall TLA.
- Continued curriculum and presentation work for FACT.
- Promoted FACT fall 2020 training and registered participants.
- Followed up with registered participants to answer training questions.
- Provided requested faculty certification lists to program chairs.
- Met with Human Resources to provide participant accommodations.

COMPONENT 4 - FINANCIAL LITERACY

- Reviewed progress of interactive tutorial modules.
- Submitted the Personal Activity Report Adobe Sign queue and approved time and effort.

MANAGEMENT/COMPLIANCE

- Submitted grant close out report to GDMC.
- Met with GDMC officer to review status of activities, budget draw down, and preparation to close grant.
- Completed equipment manager revisions in Workflow and updated inventories.
- Collaborated with Business Office on pending purchase orders.
- Updated grant documentation on OneDrive.
- Reviewed final grant needs and encumbered final purchases.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

PROJECTS – BOOKLETS, EVENTS, HIGHLIGHTS, PRESENTATIONS AND REPORTS:

- Assisted OPOD with development of Convocation Evaluation Report
- Assisted with coordination of logistics for online events with Educational Technologies (ET) and Office of Professional and Organizational Development (OPOD)
- Began developing PowerPoint presentations for upcoming events
    - Superintendents Leadership Meeting
    - Dual Credit Leadership Meeting
- Collaborated with STC Public Relations to update and/or add content to STC webpages
    - Fall 2020 Instructional Plan
    - Meta-Majors – reviewed current content and draft shells
    - Occupational Skills Awards – submitted data request and researched potential content

- Completed content and final edits for the following publications
    - 2019-2020 Faculty Spotlight
    - Fall 2020 Strategic Planning Workshop Wrap-Up
- Coordinated Academic Affairs Highlights
    - Ambassadors Cross-Training Academy Commissioning Ceremony
    - Best Practices for Linking Your Videos to Blackboard
    - Biology Faculty Publishes Articles in Peer-Reviewed Journals
    - Meeting with Texas A&M University Biomedical Sciences Program
    - Meeting with Texas A&M University Engineering Program
    - University Relations Meeting with Laredo College
- Coordinated development and college-wide distribution of COVID-19 Protocol Poster for Classrooms
- Coordinated with OPOD to facilitate and address questions during two Academic Affairs Open Meeting Q&A Sessions
- Finalized and submitted Academic Affairs Monthly Activity Report for July
- Finalized PowerPoints and handouts/program booklets for online events
    - New Faculty Orientation
    - Fall 2020 Chair Leadership Meeting
    - Fall 2020 Academic Affairs Convocation
    - Fall 2020 Adjunct and Dual Credit Faculty Professional Development Day
- Reviewed and edited Academic Affairs section of CLNA Narrative
- Reviewed and edited goals and priorities for 2020-2021 document
- Reviewed and edited job descriptions of Academic Excellence Office staff

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Assisted with reviewing the Academic Affairs - Perkins Basic Grant Application for Program Year 2020-2021
- Continued working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant
- Continued working with HR on Faculty Load and Compensation (FLAC) pilot implementation for upcoming trainings
    - Continue creating internal procedures for Academic Affairs Division
    - Working with HRIS Manager and CSL Manager to develop upcoming trainings
    - Ran initial PEPFLAC for part of terms: L4/N15/DC-S2/S3
    - Working on finalizing the Fall FLAC Calendar
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - Renovation on Pecan Building H Culinary Arts
    - Space Modification for PCN J3.1102 suite- Dean for Liberal Arts- pending furniture
    - Culinary Arts- MV class offerings
    - Information Technology Program- Pecan Campus, M-134- Specialized Lab
    - Building G: Physical Science - Classroom to Lab Conversion (Kick-off Meeting)
    - Pecan Plaza: Kinesiology- Renovation (restrooms/storage)
    - Re-carpet of Building J- 1st floor- rescheduled
- Finalized classroom assignments by campus
- Finalized FY 20-21 Faculty Handbook
- Worked Instructional Plan for Fall 2020 semester FAQ
- Worked with FOM and Campus Police regarding Fall 2020 student traffic and interior/exterior building signage

DESIGN WORK:

- 2019-2020 Faculty Spotlight
- 2020 College-wide Professional and Organizational Development Day booklet
- 2020 Convocation booklet
- Academic Affairs Major Priorities and Goals for 2020-2021 handout
- Began working on artwork for DHSI booklet
- Began working on My Advising Plan (MAP) tri-fold pamphlet for Academic Grants
- COVID-19 Protocol Poster for Classrooms

- Fall 2020 Strategic Planning Workshop Wrap-Up booklet
- General artwork elements for use in Academic Affairs PowerPoint Presentation
- Open Educational Resources web icon design
- Updated "Embracing Excellence in Teaching & Learning" graphic
- Updated In-Person Hybrid Course flyer
- Updated Nursing & Allied Health Physical Therapist Assistant Program logo patch design
- Updated STC Mission and Vision Strategic Directions template
- Updated Texas Border Business and Mega Doctor News advertisement designs for the Valley Scholars A Night with the Stars event

MEETINGS:

- Participated in brainstorming session for Fall 2020 Division Meetings, August 4
- Participated in virtual meeting with interim VP, Police Lieutenant, and Director of FOM regarding the Fall 2020 student traffic, August 6
- Participated in virtual meeting with OPOD regarding logistics for New Faculty Orientation, and Chair Leadership meeting, August 7
- Attended Open Meeting Q&A on Zoom regarding Fall 2020 Instructional Plan, August 7
- Participated in follow-up meeting with interim VP, Police Lieutenant, and Director of FOM regarding the Fall 2020 student traffic and signage, August 7
- Attended Open Meeting Q&A on Zoom regarding Fall 2020 Instructional Plan, August 11
- Participated in "Run of Show" meeting with ET and OPOD for New Faculty Orientation and Chair Leadership Meeting, August 12
- Attended meeting to review videos for Convocation, August 13
- Met virtually with IVPAA and Dean for SBS regarding Pecan Plaza facility usage, August 13
- Presented to New Faculty Orientation regarding Faculty Load & Compensation (FLAC), August 13
- Presented to Chair Leadership Meeting regarding FLAC, August 14
- Held virtual meeting with Dean for LA, Dean for SBS, Dance Chair, Kinesiology Chair, and Coordinator for BFSTC to discuss the current and proposed usage of the Pecan Plaza facility, August 14
- Participated in "Run of Show" meeting with ET and OPOD for Academic Affairs Convocation, August 14
- Attended the Fall 2020 Academic Affairs Convocation, August 17
- Met with Dean for BPST to conduct walk-through of building A, August 20
- Participated in NAH portable conversion virtual meeting with FPC Space Management Specialist and NAH Project Manager, August 27
- Participated in virtual meeting to discuss MV Child Development Center furloughed staff returning for Fall 2020, August 28

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, PERFORMANCE AND STRATEGIC INITIATIVES

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

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. DAVID PLUMMER, VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)
DATE:	SEPTEMBER 2, 2020
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2020 THROUGH AUGUST 31, 2020

DR. DAVID PLUMMER, VICE PRESIDENT
INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES

VP ISPP&SI ATTENDED OR HELD FOLLOWING MEETINGS & EVENTS

- South Texas College Board Committee Meetings and Regular Board Meetings
- South Texas College President's Weekly Cabinet Meetings
- STC and TAMU Meeting
- Dean of Distance Learning Meeting
- Fort Leonard Wood U.S. Army Recruitment
- Military Recruitment Mapping
- FLETC Meeting
- CE/Workforce Website Meeting
- SACSCOC Meetings
- AWS – Tech Campus and ATF Mapping for Welding at Tech Campus
- Technology Projects Committee
- STC and Dr. King College & University MOU Meetings
- Library Renovation Meeting
- Robotics Lab – Tech Campus
- TxDOT Meetings
- STC's IT Sector Partnership
- ERP
- Dallas Fed and RGV Technology Association Discussion
- STC Law Enforcement
- Dr. Lelia Salinas Retirement
- Performance Reviews for ISPP&SI Dept

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The JagNet Self-Service Direct Deposit module that allows STC staff the opportunity to provide an account and routing number for electronic deposit of funds to the employee's financial institution of choice, went live in August. The next self-service feature to go live

will be the Financial Aid Self-Service Banner 9; this new service will allow students to perform activities online as it relates to their Pell Grant.

JAGNET

The IT Team continues to create new electronic forms designed to facilitate some new processes related to COVID19. The most recent addition was a power application to allow HR to keep a communication log with information regarding employees out due to COVID19. Additionally, the virtual environment created to provide access to employees to work from home remains available via JagNet until the different functional areas around the college come to normality.

CHROME RIVER (TRAVEL)

This project implementation has been delayed to allow the BO team time to create training materials in preparation of go live in mid-October. The Chrome River solution is a cloud-based travel software that interfaces with Banner and allows faculty and staff to login using the same STC username and password.

TIME CLOCK PLUS PHASE II

After migrating the TCP clock system to the new cloud version in mid-July, no further issues have been reported. This project will be removed from this report next month.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

No updates on this project due to other priorities. The plans for building a DR co-location site at Tyler Junior College continues. After meeting on Friday, June 19, 2020 to discuss the memorandum of understanding and service level agreements, the teams shared their SLA drafts and will reconnect in August. This project consists of collaborating on a long-term plan for storing critical Banner data at TJC and STC data centers and the ability to recover it in the event of a disaster.

The IT Department tested the Banner functionality at STARR County as part of the hurricane preparedness plan. The IT staff and key client offices dialed up to the data center at the STARR campus and ran essential Banner processes. The test also included running the gas generator that powers the same DR site.

The CIP process and budget associated with the generator replacement in building M has been included in the plans for this fiscal year. The current generator at Pecan building M 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 Microsoft Teams application was tested for performance by the IT Team and client offices in preparation for College Wide Professional Development Day in September. The IT Client Services team in collaboration with the Professional Development Office continues to offer Microsoft Teams training and presentations for faculty and staff who wish to use the Teams application. Other 365 apps such as Flow and Power App will be implemented next.

VIRTUALIZATION PHASE II

The new virtual environment created for staff to work from home during the COVID19 transition period continues to be monitored on a daily basis for capacity and performance and will remain available until the college functional areas come to normality. Additional employee access has been provided on a need basis and no issues have been reported related to this service.

This part of the VDI project which consists in scaling up the virtual environment will be revisited for implementation in the spring term. The current virtual environment was assessed and the IT Team will follow up with the vendor regarding quotes to scale up the solution and for the ability to upgrade the current environment in multiple phases.

WINDOWS 10 UPGRADE

The IT staff has upgraded 8,395 computers to the new operating system of Windows 10 which is 98% of the total STC computers district wide. This number includes student labs in all STC campuses, as well as new faculty and staff computer acquisitions.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- Multi-Factor Authentication enforcement in Office 365 Webmail has been applied to over 1500 faculty and staff; all employees have received the enrollment email. Currently, we are providing support for those that reach out to our office.

- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Currently enrollment for new employees is being processed manually, we contiune to work with IT to automate this process. We have identifed other application/serivices were risk can be reduced with multi-factor authentication.
- For the beginning of the Fall semester a total of 600 faculty that came back had not completed the enrollment process. To aviod delay or impact to productive we extented the enforcement period for the end of September.

GOVERNANCE

- Targeted awareness emails to faculty and staff that are not following the Data Classification procedures and guidelines.
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

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

- Gathering all security incidents since September 2019 and compiling them in the format that Texas DIR is requiring us to submit.
- 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.

DATA LOSS PREVENTION

- We currently have Data Loss Prevention (DLP) enabled for all Office 365 environment.
- Configuration policies that will help us automated and reduce the manual tasks involved in management have been applied.
- We have been monitoring logs to identify any false positives with the DLP technology.
- DLP is key component of our security it must be configured with industries best practices.

DR. MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

MEETINGS:

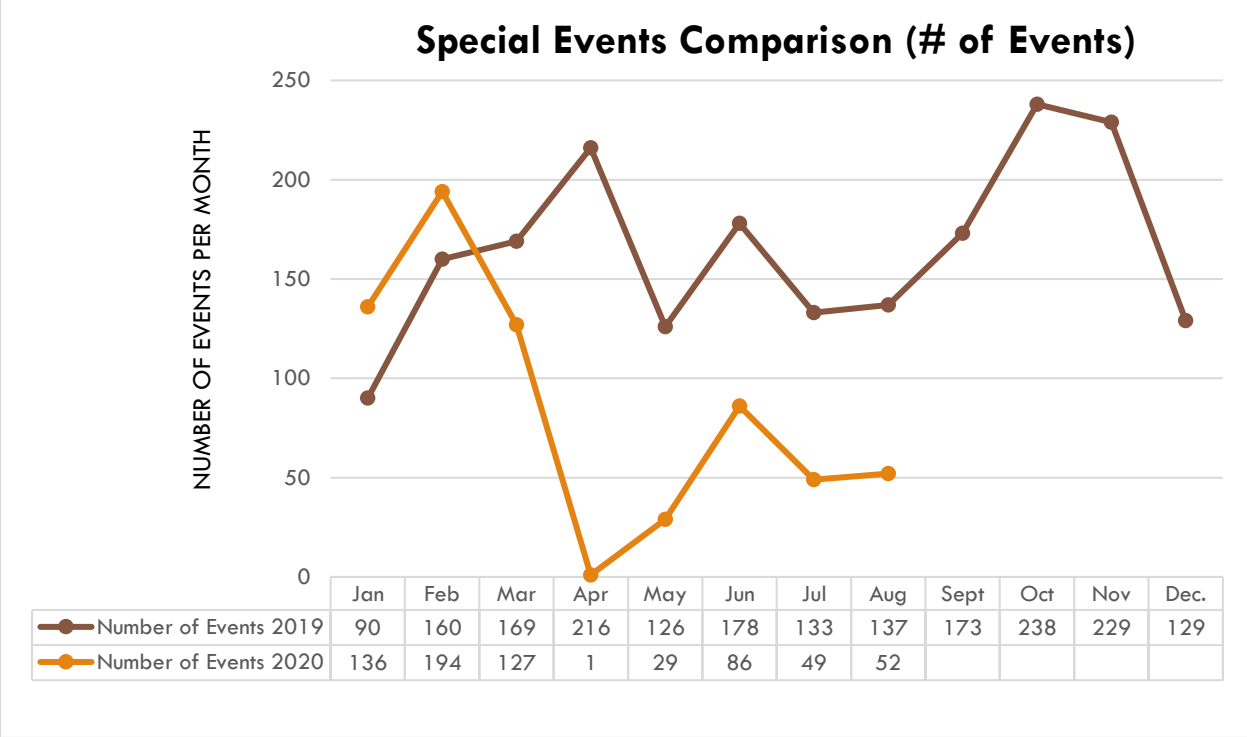
- 8/03/2020: Project Update Zoom Call, Fall Semester Support Coordination Plan Meeting
- 8/04/2020: Adjunct and Dual Credit PD Day Pre-Meeting (Online), ET Leadership Team Meeting, LLSS Kickoff Planning Meeting, Council of Chairs
- 8/06/2020: Connecting in the Cloud
- 8/07/2020: ET Leadership Team Meeting
- 8/10/2020: Project Update Zoom Call
- 8/11/2020: New Call List Microsoft Teams Meeting, ET Leadership Team Meeting, South Texas College Live Demo
- 8/12/2020: Employees Appraisals Microsoft Teams
- 8/13/2020: Employees Appraisals Microsoft Teams, Planning for SACSCOC On-Site Visit
- 8/14/2020: Library & Learning Support Services Professional Development Day, ET Department Meeting

- 8/17/2020: Project Update Zoom Call
- 8/18/2020: ET Leadership Meeting,
- 8/20/2020: Dual Enrollment Prep, Ubiquity Meeting, Connecting in the Cloud, SACSCOC Meeting, SACSCOC Technology Support Teams
- 8/21/2020: ET Leadership Meeting
- 8/22/2020: The New Normal: Web 2.0 Tools for Instruction
- 8/24/2020: Project Update Zoom Call, SACSCOC On-Site Visit Technology Campus Mock Tour via Microsoft Teams
- 8/25/2020: ET Leadership Team Meeting
- 8/26/2020: SACSCOC On-Site Visit Pecan Campus Mock Tour via Microsoft Teams
- 8/27/2020: SACSCOC On-Site NAH Campus Mock Tour via Teams, Retirement Farewell for Dr. Salinas
- 8/28/2020: ET Leadership Team Meeting
- 8/31/2020: Project Update Zoom Call

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**

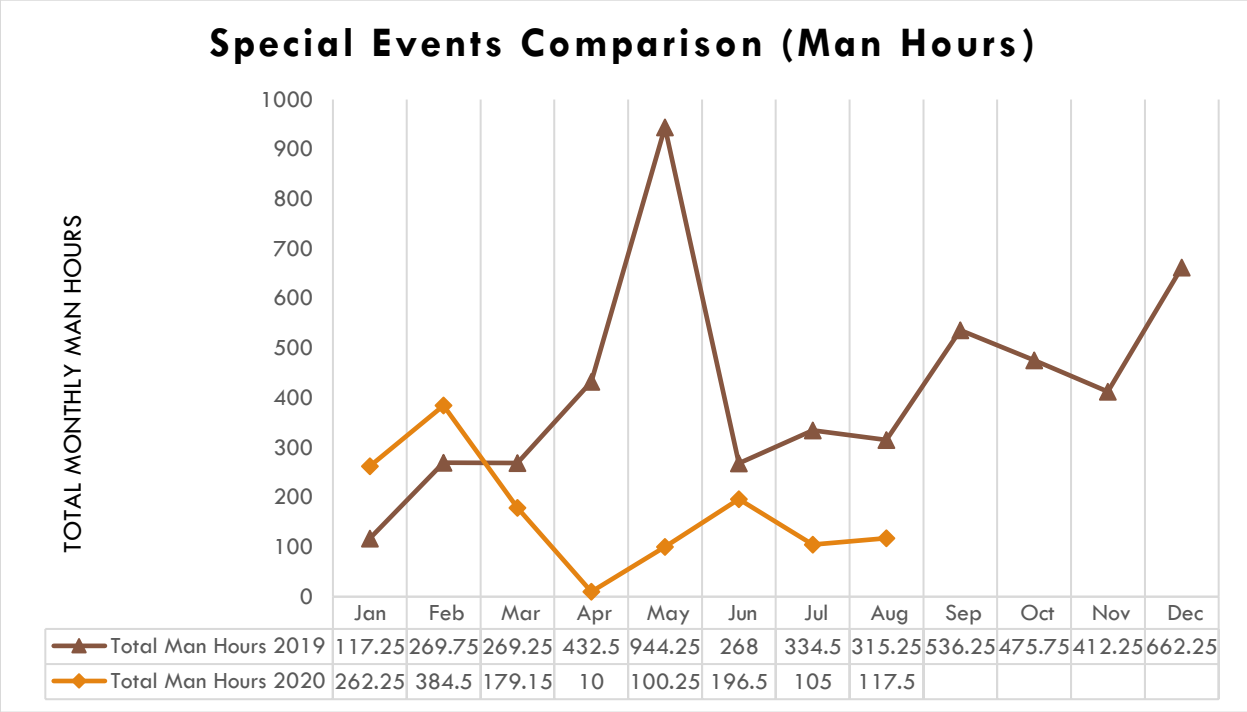
2020	
Jan	136
Feb	194
Mar	127
Apr	1
May	29
Jun	86
Jul	49
Aug	52
Sept	
Oct	
Nov	
Dec.	
Total:	**674**



TOTAL MAN HOURS

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	384.5
Mar	179.15
Apr	10
May	100.25
Jun	196.5
Jul	105
Aug	117.5
Sept	
Oct	
Nov	
Dec	
Total:	**1355.15**



	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	41	0	0	0	0
Data Projector	36	4	0	0	0
Projector/ Laptop	0	0	0	0	0
Computer	11	4	0	0	0
Microphone (Hand Held)	8	4	0	0	0
Microphone (Lapel)	79	0	0	0	0
RF Remote	0	0	0	0	0
PA System	0	0	0	0	0
TV/ Display	31	0	0	0	0
Screen	36	0	0	0	0
Portable Table	0	0	0	0	0
Keyboard/ Mouse	16	2	0	0	0
Mic Stands	0	0	0	0	0
Table Top Mic Stands	0	0	0	0	0
Document Camera	0	0	0	1	0
iPad	30	0	0	1	0
Mixer	30	0	0	1	0
Webcam	1	2	0	1	1
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	30	0	0	2	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	40	0	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	70	0	0	0	0
Interactive Display	5	2	0	0	2
PTZ Joystick	10	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***474***	***18***	***0***	***8***	***3***

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- IE Plan objective Updates, formatting, and presentation.
- IE Plan objective measurement Audit.
- 2019-2021 Mid-Bi preparations.
- 2019-2021 IE Plan
  - Review and approval process at VP's level.
  - Progress tracking (some plans at the cabinet level).
  - HTML corrections.
- Direct support to departments/divisions for IE Plan development.
- Innovative and potential college-wide objectives – Explored RAS research on thematic overlaps and gaps contained in IE objectives in support strategic directions, reviewed RAS qualitative report on the IE Plans for this cycle and created a matrix.
- IE Plan development timeline and communications – Awaiting VP review and approval.
- Guide to the Institutional Effectiveness process third draft.
- Converted the 2017-2021 IE Plans in Word document along with edited enhance cover pages.
- IE Plan for review, improvement, and approval – Material and emails developed for transmission (8/17/2020).
- Cabinet level IE Plan integration – Prepared initial draft of IE Plan objective, revised proposed objectives for Dr. Reed.
- Comprehensive Operation Plan - Enhancing the format and other revisions.

PROJECTS

- Fall enrollment cohort data.
- QEP FTIC cohort with multiple indicators for the persistence tracking.

MEETINGS / TRAINING

- QEP
  - Follow-up – Offered a strategy for addressing the Board's request for more information on QEP assessment and how it will keep the project on track. Extensive meeting on SACSCOC on-site visit and QEP, breakout groups for college capacity and focus/assessment issues, discussions with leadership team on participants for interview panels.
  - Presentation – Discussed impact of online and extra questions on response rate.
  - Data Discussion – Met with RAS for baseline data retrieving and methodology discussion.
- Training
  - Technical Writing
  - LinkedIn
  - English Skills (engvid.com)
- SACSCOC
  - On-Site preparation of standards to review (talking points, Q&A's).
  - Focused report weekly meeting – Prepared materials (calendar, content and, logistics).
- Strategic Planning/IE Plan Objectives Themes – Expand the analysis theme and number of objectives in the theme, matrix associated with each of the 18 strategic directions for developing overarching goals for cabinet members to review.
- IEA & RAS meeting with Dean on updates & planning.
- IEA weekly meeting – Review of accomplishment and current/upcoming projects.
- KPIs and SAIs development meetings.
- Administrative Assistants monthly meeting (ISPP Division).
- SENSE - online with two 12-question additions.

FACTBOOKS AND DATA PORTAL

- Pass rates and grade distribution report for data portal – Updated and posted the pass rates and grade distribution by enrollment type, course type, program and division (Fall 2010-Spring 2020).
- Fall course enrollment at census reports for data portal – Collected and prepared past two years Fall courses enrollment reports. Pending on the Fall 2020 census data.
- High school graduates enrolled in higher education the following Fall for data portal – Retrieved data from THECB data sources, updated report and posted in data portal.
- Perkins data for data portal – Collected and prepared past two years Fall courses enrollment reports, retrieved data and updated report on data portal.

DATA REQUESTS AND SACSCOC

- SACSCOC
  - On-Site virtual visit preparation.
    - Appointments with groups of narrative writers to discuss the talking points of 12 standards.
    - Off-campus sites – Master list of faculty trainings for certification for online teaching (Blackboard and Quality Matters), information about library/CLE operations on NAH and TECH campus.
    - Focused report support – Follow up on talking points.
    - Talking points by standard – Created file by standard.
    - Non-compliance standards (7) – Created file per standard with Focused report response.
- The Principles of Accreditation (SACSCOC) assisted Dept. Director.
- Strategic Planning/KPI data support – Use IE master plan/strategic plan measures to inform recommendations to Dr. Reed.
- QEP Assessment data support – Preparing data visualization, feedback, and guidance on content/definitions for tracking QEP FTIC cohorts.
- External data request - Catch the next: STC ascender Spring 2020 grade distribution report.
- QEP FTIC Cohort Data – Information from Fall 2018 FTIC cohort data with multiple indicators for the persistence tracking.

MISCELLANEOUS

- Weekly report uploaded to ISPP&SI OneDrive.
- Monthly report uploaded to ISPP&SI OneDrive.
- Disinfecting area.
- QEP banners sent to NAH and Pecan campus for SACS on-site visit.
- 2019-2020 Staff Performance Appraisal.

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

SACSCOC

- On-Site virtual visit preparation.
- Presentation on reaffirmation update for Chairs meeting, and Board of Trustees.
- QEP assessment brief for Board of Trustees.
- Copy all SACSCOC information to new share drive location and verify content.

MEETINGS / TRAINING

- IRE&SP Administrators meeting.
- Planning for SACSCOC On-Site visit meetings:
  - Met with Educational Technologies and Information Technology Administrators and staff to discuss the logistics and best uses of existing software and hardware.
  - Met with Administrators to plan Pecan campus tour.
  - Met with NAH Project Manager and Dean to discuss mock tour logistics and pending SACSCOC participant lists.
- Zoom meeting – Met with OPOD to discuss Zoom capabilities and their participation as hosts in SACSCOC On-Site visit.
- Reaffirmation Leadership Meeting – Provided update on reaffirmation process and QEP.
- Chairs and Convocation Meeting Pre-Planning - Met with OPOD to discuss planning for upcoming presentations on QEP and Reaffirmation Updates.
- Attended and presented at Faculty convocation.
- IRE&SP staff weekly meeting.
- Pecan Building M remodel.
- QEP update & preparation for visit - Met with RAS and IEA staff to provide updates.

PROJECTS

- Preparation for reaffirmation leadership meeting – Creating agenda and combined files to share during meeting.
- Institutional effectiveness planning model - Updated the IE planning and program review model for Academic Affairs.
- Participation in goal setting for dual credit program.
- Pecan, NAH, and Technology campuses mock tour for SACSCOC.
- SACSCOC On-Site visit planning - Collaborated with ET and IT; scheduled mock tours at Pecan, NAH, and Technology campuses; provided SharePoint access to team.
- Strategic Planning - Created report with draft performance metrics and objectives themes. Drafted Dr. Reed's goals and metrics for IE.

- Institutional review board - Reviewed and approved one study.
- QEP Newsletter - Collaborated with PR to design QEP newsletter; provided 3 layouts to Dean for review and approval.
- QEP Presentation - Consolidated QEP PowerPoint slides and finalized presentation for EWDC. Updated presentation for Board of Trustees.
- Reaffirmation leadership meeting minutes.

MISCELLANEOUS

- Institutional Review Board - Reviewed two potential studies and approved.
- Disinfecting IRE/RAS areas.
- Replenish printers – paper and toners.
- Weekly report to ISPP&SI - Uploaded weekly updates to one drive.
- Monthly report to ISPP&SI – Created and uploaded to one drive.
- Shred of old documents.
- Department signature authority form – Submitted to Business Office.
- FY 2019-2020 Staff Performance Appraisal.

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library	**Progress:** 80%	**End Date:** September 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. ERO did a walk-through inspection of the existing building. Staff reviewed adjacency diagrams prepared by ERO and 720 Design and discussed revisions. A test fit review meeting was held with ERO and 720 Design on 4/8/2020 to review draft proposals. Revisions were discussed and made on 4/16/2020. Additional information, including a building plan for Educational Technologies areas was submitted to architects. The Feasibility Plan was reviewed, discussed, and revised with architects in a few rounds. The feasibility study and proposal will be presented in September to the Facilities Committee.		

ACTIVITY HIGHLIGHTS

- Reviewed and suggested revisions to CLE Academic Coaching online guide.
- Did campus visits in preparation for fall semester services.
- Worked on Library and Learning Support Services Semester Kickoff training for August 14.
- Began review of administrative position application submissions.
- Worked with Educational Technologies staff on planning for SACSCOC technology support.
- Initiated planning for next Library and Learning Support Services supervisors' training.
- Provided Facilities Operations and Maintenance Department with details regarding various post hurricane library issues.
- Finalized preparations for and hosted online Library and Learning Support Services Semester Kickoff training for August 14.
- Continued review of administrative position application submissions.
- Worked on script for SACSCOC virtual visit.
- Coordinated and hosted online retirement event for retiring Director of Learning Commons and Open Labs.

MEETING HIGHLIGHTS

- Participated in Reaffirmation 2021 update meeting.
- Met with Maintenance Operations and Educational Technologies to discuss coordination of classroom technology.
- Met with Library Services and CLE administrators to discuss SACSCOC presentations for virtual on-site visit.
- Participated in meeting with President, VP Plummer, VP Elizondo, and Facilities Planning & Construction staff to discuss having the feasibility study included in next Facility Committee Meeting.

- Met with vendor Ubiquity to discuss institutional repository and open publishing services.
- Participated in meeting with Open Labs and with Automation staff regarding lab management software solution.
- Participated in Reaffirmation 2021 virtual visit technology support planning meeting.
- Participated in Texas Council of Academic Libraries Executive Board Meeting.
- Participated in technology planning meetings for SACSCOC virtual visits to NAH, Pecan, and Technology campuses.
- Participated in manager meeting with Learning Commons and Open Labs staff.

ASSOCIATE DEAN OF LIBRARY SERVICES

MEETING HIGHLIGHTS

- Participated for the Learning Support Systems and Applications Analyst Interviews.
- Library & Learning Support Services Kick-off Planning Professional Development.
- Met with staff for the Library Operational meeting through Teams.
- Met with Librarian III Coordination meeting.
- Participated for the Southern Association of Colleges and Schools Commission on Colleges Elevator Pitch Review.
- Participated for the Client Services Analyst I Interviews.
- Continued with the Performance Appraisals for staff members.
- Participated in Teams meeting with Director of Centers of Learning Excellence for the Perkins Grant.
- Met with Stacie Taylor for the Digital Campus Review.
- Met with staff for the Circulation, Reference, and Reserves Bi-weekly meeting.
- Met with Librarian III Coordination meeting.
- Met for the Story-time Discussion.
- Met with Systems and Application Bi-weekly meeting.
- Participated in the Ubiquity Introduction and Overview Zoom meeting.
- Met with Outreach and Instruction Bi-weekly meeting.
- Met with RCPSE staff member.
- Met to Discuss Processes for Library Acquisitions.
- Participated in the Library & Learning Support Services Administrator Meeting.
- Library & Learning Support Services Kick-off Planning Professional Development.
- Participated for the Course Guides project meeting.
- Met with Collection Management and Acquisitions Library meeting.
- Met with Mango Languages meeting with Representative.
- Met with Dean of Library and Learning Support Sevices meeting.

ACTIVITY HIGHLIGHTS

- Supervisor worked on the WFH Time and Effort for rotating staff.
- Supervisors worked in processing staff members eTARF's.

TRAINING HIGHLIGHTS

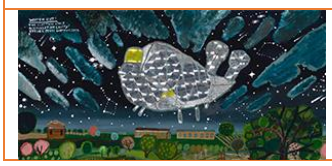
- Participated TSLAC ILL/TexShare Virtual Conference Online all day.
- Participated Workshop # 155485 Library & Learning Support Services Professional Development day.
- Hosted Workshop# 155538 General Departmental Training.

LIBRARY DATA:

Monthly Statistics

- Reference Questions # __7__
- Active Community Users # _104__
- Visitors # _1730_

EVENTS AND LIBRARY ART GALLERY HIGHLIGHTS

STC Alumni Series		
Veronica Matamoros	**Technology Library**	**Exhibition:** February 11 – December 11, 2020
	Veronica Matamoros studied photography and received her Bachelor's in Communication from La Universidad Iberoamerica de Puebla. She was recently awarded an Associate Degree in Imports and Exports at South Texas College. In this series of photographs, "Mi Gente," Matamoros uses 35mm film to document people from her life in Puebla, Mexico. Library Art Gallery exhibit was extended through December 4, 2020.	
Tejanx Borderz		
Mayra Zamora	Starr Library	Exhibition: February 11 – December 11, 2020
	Mayra Zamora was born in Austin and raised in a small town of Tivoli, Texas. She received her Bachelor's Degree in Art and Master's Degree in Secondary Education from Texas A&M University at Corpus Christi.	
Dream Believer		
Esther Pearl Watson & Community Artists	Pecan Library Art Gallery	Exhibition: June 1, - December 1, 2020
	An exhibition that features artwork by Esther Pearl Watson who received her MFA from California Institute for the Arts. Her paintings are autobiographical and usually pay homage to the artist's childhood and her father who would build spacecrafts. Also, on display are images of UFOs or space that the community have made and submitted for display.	

PROJECT HIGHLIGHTS

BLUEcloud Circ Phase I – Configure for Circulation Transactions Phase II – Determine Feasibility for Payments at Cashiers	**Progress:** Phase I – 97% Phase II – 5%	**End Date:** December 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. Phase I involves setting up basic Circulation transactions. Phase II involves determining the feasibility of using BLUEcloud Circ for library bills to be paid directly to the Cashiers Office. The team is currently working to improve item search functionality and to configure bill payment settings.		
Lab Management Product Analysis	**Progress:** 22%	**End Date:** October 2020
Analyze 3rd party products to identify the main categories of lab management systems and determine which type of products provide the most benefit for Open Labs operations. The team has obtained system requirements from Open Labs staff and is currently researching the features of four lab management products in preparation for creating a Request for Proposal (RFP).		
Vinyl Signage	**Progress:** 100%	**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. The team has finished installing signs at all campuses for the CLE, Library, and Open Lab spaces.		
Weed Collection	**Progress:** 52%	**End Date:** May 2021
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase IV – Auction all discarded Items	Phase I – 78% Phase II – 21% Phase III – 50%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		
Team Ticket Tracker	**Progress:** 1%	**End Date:** November 2020
Create an application to manage tickets requesting Automation Team support for CLE, Library, and Open Labs systems. This application is expected to improve the team's performance by providing a centralized location for ticket intake and documentation, helping balance tickets among team members, and providing statistics on team activities. The team has started dialog with the IT department and is scheduled to receive a copy of a ticket tracking Power App that was created for Distance Learning, which will be modified for the Automation Team's needs.		

ACTIVITY HIGHLIGHTS

- Completed video recording of "This I Believe" essay for ACTA.
- Created video for ACTA Graduation.
- Video footage was captured for upcoming promo video for the library, CLE, and Open Labs, highlighting our safety measures and welcoming environment.
- Supervisors worked on the WFH Time and Effort for rotating staff.
- Supervisors worked in processing staff members eTARF's.
- Library staff assisted with call center.
- Staff members worked on Course Guides projects.
- Answered Ask-A-Librarian questions.
- Worked on the VidGrid Pilot Project.
- Continued working on the Library Promo video.
- Updated Copyright LibGuide.
- Gave presentation with library and CLE colleagues for the virtual Dual and Adjunct Faculty Professional Development Day.
- Library Supervisors continue to work on the Performance Appraisals for FY2019-2020.
- Updating NAH Library Fall work schedule and social distancing set up.
- Completed inventory at the RCPSE portable 5A & 5B.
- Proposal for interactive "Telephone" game was approved, and planning has begun.
- Book orders were processed and purchased.
- Library Art Gallery artist lecture "Transforming Our World – Environmental change" was recorded, and is in processing.
- Staff member filmed a trial run video tour of the library for the upcoming SACSCOC visit in September.
- Participated in the Ambassadors Cross Training Academy graduation ceremony and was pinned.
- NAH Campus Librarian participated in NAH Scholarship Committee.
- Finished Inventory at NAH.
- Work Circulation & input -formstack Library Study Space Request.

MEETING HIGHLIGHTS

- Met with Associate Dean of Library Services.
- Staff members met with Associate Dean of Library Services for Annual Performance Appraisal.
- Met with colleagues for "Take Me Away" video project planning, and also for filming.
- Attended planning meeting hosted by OPOD for upcoming presentation to faculty.
- Staff member met with City of McAllen Arts Committee Meeting.
- Staff members attended Library Instruction Team meeting.
- Staff member met with Systems and Applications Librarian.
- Staff member met with Dean of Library and Learning Support Services.
- Staff members met with Associate Dean of Library Services for Operational Staff meeting.
- Participated with Librarian Ill's meeting.
- Supervisors met with staff members.
- Attended Nursing & Allied Health Division Meeting
- Library staff member met with Associate Dean of Library Services.
- Staff member met with Public Art committee.
- Staff members met to test podcast technology.
- Staff member met with colleagues for Library Instruction project.
- Worked on Circulation & input-formstack Library Study Space Request.
- Participated in the Cash Handling Procedures Zoom Presentation.
- Starr County Campus Librarian met with Open Labs supervisor to plan for start of semester.
- Technology Campus Librarian worked on preparing for Dual students to pick up textbooks for the semester.
- Technology Campus Librarian participated in the Business, Public Safety and Technology Division Meeting included adjuncts – Teams Meeting.
- Attended Beliefs meeting.
- Met with the participants for the Library Art Gallery virtual panel presentation.
- Met with colleagues for planning upcoming poetry series.
- Met with panelists to record Library Art Gallery presentation.
- Met with colleague for the "Call that Number" virtual telephone game.
- Met with OPOD and colleagues for graduation ceremony practice run.
- Library Supervisors participated in the Beliefs meeting with Associate Dean of Library Services.

- Technology Campus Librarian met with Pecan Campus Librarian regarding agreements for PASS, AEFT, & HVAC.
- Library supervisors met individually bi-weekly with Associate Dean of Library Services.
- Supervisors met individual with library staff members for Annual Performance Appraisal.

TRAINING HIGHLIGHTS

- Staff members Customer Service Trainings.
- Staff member participated in the Coaching skills for Leaders and Managers Training.
- Staff member participated in the Improve your teamwork Skills Training.
- Staff member participated in the Leadership Practical Skills Training.
- Staff member participated in the Leadership Mindsets.
- Staff member participated in the How to Create a Perfect Elevator Pitch Training.
- Staff member participated in the Purpose-driven Sales Training.
- Staff member attended the virtual museum artist talk, "Big Medium: Aimée Everett."
- Staff member attended the virtual museum artist talk, "Mexic-Arte: Bruno Andrade Panel."
- Staff member attended the webinar, "An Introduction to Academic Librarianship."
- Staff member completed training videos on LinkedIn /Lynda.
- Library staff participated in the Workshop # 155485 Library & Learning Support Services Professional Development day.
- Library staff participated in the Workshop# 155538 General Departmental Training.
- Staff member attended the webinar, "Creating Fun and Engaging Video Training: The How."
- Attended Mango Languages webinar.
- Staff member attended the virtual artist talk, "Tito's Artist Prize Panel."
- Staff member attended the webinar, "Science on Tap."
- Staff member attended Leadership: Practical Skills.
- Staff member attended training videos on LinkedIn/Lynda.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

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

- 08/04/20 – The Director met with the Open Lab Analyst for weekly updates.
- 08/04/20 – The Director attended a meeting to discuss the Library & Learning Support Services training.
- 08/05/20 – The Director held a meeting with the Logistics Managers for weekly updates.
- 08/05/20 – The Director held a meeting to further discuss lab management software.
- 08/06/20 – The Director met with the Dean of Library and Learning Support Services to discuss the Learning Commons & Open Labs updates.
- 08/14/20 – The Director attended the Library & Learning Support Services Professional Development Day.
- 08/18/20 – The Director met with the Open Lab Analyst for weekly updates.
- 08/19/20 – The Director held a meeting to further discuss lab management software.
- 08/20/20 – The Director met with the Dean of Library & Learning Support Services to discuss the Learning Commons & Open Labs updates.
- 08/21/20 – The Director attended the Library and Learning Support Services Administrator meeting.
- 08/25/20 – The Director met with the Open Labs Analyst for weekly updates.
- 08/26/20 – The Director held a meeting with the Logistics Mangers for weekly updates.
- 08/28/20 – The Director held a meeting to further discuss lab management software.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs received 20 Dell laptops to support students need for various software.
- The Learning Commons & Open Labs staff attended the Library & Learning Support Services Professional Development Day.
- The Learning Commons & Open Labs received 3 HP Printers ordered to support the printing needs of students.
- The Learning Commons & Open Labs part-time staff attended a meeting & training on new procedures for Fall 2020.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- AUGUST 2020 ATTENDANCE STATISTICS: 1,263

	Number of Students	Number of Logins
District Totals:	**1,270**	**2,274**

OPEN LABS

Campus	Number of Students	Number of Logins
Pecan F-130 Open Lab	254	388
Pecan F-134 Internet Café	4	9
Pecan P 3.102 Open Lab	4	10
Mid-Valley E 1.316 Open Lab	180	368
Mid-Valley E 1.100 Ext. Hours	1	2
Mid-Valley Open Lab G-144	0	1
Mid-Valley G-270 Open Lab	16	35
Mid-Valley K 2.801 Open Lab	2	11
Technology B-141 Open Lab	51	80
District Total:	**512**	**904**

LIBRARIES

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	236	368
Pecan F-117 Community User Corner	15	51
Pecan F-222	4	14
Pharr-RCPSE Lib PB5A/5B	32	63
Mid-Valley Quiet Study E 1.200	5	14
NAH B Library Open Lab	110	201
Starr K Limited Services Area	101	165
Starr K 1.300 Library	1	3
Technology A-136 Library	9	17
District Total:	**513**	**896**

CLE OPEN LABS

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	43	104
Mid-Valley A101A Open Labs	7	15
NAH CLE Open Lab	114	186
NAH CLE Proctoring 1208I	18	40
Starr CLE Open Labs B 201	7	22
Tech CLE Open Labs	17	30
District Total:	**206**	**397**

GROUP STATIONS

Campus	Number of Students	Number of Logins
Pecan Library Group Stations	7	13
Pecan F130 Group Stations	1	2
NAH CLE Lab Group Stations	1	4
District Total:	**9**	**19**

STUDY ROOMS

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	2	3
Mid-Valley E-Library Study Rooms	1	1
District Total:	**3**	**4**

VETERAN'S ROOM

Campus	Number of Groups	Number of Logins
Starr K 1.322 Veteran's Room	0	1
District Total:	**0**	**1**

INFORMATION COMMONS

Campus	Number of Students	Number of Logins
Pecan T1.706 Info. Commons	6	6
Pecan P2.102 Info. Commons	3	7
Pecan V1.111 Info. Commons	3	5
Pecan V2.107 Info. Commons	0	3
Pecan Y1.107 Info. Commons	15	31
Technology E 1.503 Info. Commons	0	1
District Total:	**27**	**53**

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **August 2020**

- Visitors: 3,980
- Tutoring Sessions: 305
- Workshops: 21
- Workshops Attendance: 519
- JagTrax Totals: 1,146

PROJECT HIGHLIGHTS

Academic Resource Handouts **Progress: 85%** **End Date: December 2020**

The Academic Coaches are continuing to work on handouts and waiting for a LibGuide shell to be created. Coaches met for initial LibGuides training through Library and have begun to develop the Academic Coach LibGuides siteSite has been completed and currently waiting for feedback.

Floor Plan Redesign: Mid Valley Campus **Progress: 40%** **End Date: December 2020**

Capital Improvement Proposal form submitted to redesign the MVC room. CIP was approved in December of 2019. Facilities planning and construction is creating a plan for Mid Valley SI Plan.

Marketing and Promotions Taskforce	Progress: 77%	End Date: December 2020
The CLE website has been updated to reflect virtual tutoring hours and available services. Will send out email reminder to faculty and staff about virtual tours and CLE video next week and begin creating a new video to target our Fall semester services.		
NAH BSN Support	**Progress: 75%**	**End Date: May 2020**
Working to develop a process for on-call services with RN's who work in CLE. The new BSN Academic Coach has reached out to NAH CLE and communicated the updated needs regarding the BSN program. BSN program has been made aware of the available asynchronous writing support.		
TSI Workshop Video Expansion	**Progress: 77%**	**End Date: December 2020**
Beginning June 1st CLE staff will be assigned TSI content to develop and record. Recording projects have been assigned to tutors to work on during their downtime and almost ready to record content. Video scripts are being edited and will be uploaded into VidGrid. Updating software on Educational Technologies technology equipment for SLA staff to use VidGrid.		
Online Tutoring	**Progress: 55%**	**End Date: May 2021**
Tutoring is now available virtually for our full complement of courses and during all CLE open hours. Data will be tracked through summer as a basis for establishing services. Supervisors met to discuss the continuation of online tutoring for Fall 2020. CLE is continuing to look at platforms to meet our different needs. A full-time Online Specialist position job description is pending HR approval, aiming to onboard in October.		
Asynchronous Writing Submission Process	**Progress: 100%**	**End Date: December 2020**
NAH writing SLAs will be piloting a central email submission shell and troubleshooting a unified process. A comment bank is currently being created. CLE Coordinator will create a summary of findings.		
CRLA Recertification	**Progress: 10%**	**End Date: April 2021**
Revisiting the tutor training program procedures.		
Upswing	**Progress: 10%**	**End Date: December 2020**
Transitioning and unifying current online tools to the Upswing platform. Pending board approval.		
Virtual CLE Orientation	**Progress: 1%**	**End Date: December 2020**
Creating a standard practice for onboarding, training, and maintaining quality of service for online services to be handed to online learning excellence specialist.		
Tutor Training for FY 2020-2021	**Progress: 10%**	**End Date: August 2021**
Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA.		

EVENTS HIGHLIGHTS

NAH Student Success Series Workshops — **Event Dates: August 2020**

During the month of August 2020, the Nursing and Allied Health Campus, Center for Learning Excellence held the Student Success Series workshops for students. Students attended the workshops throught Blackboard Colaborate. The workshops consisted of Time Management, Study Habits, Dosage Calculations, and Note-Taking.

Adjunct and Dual Credit Faculty PD Day — **Event Dates: August 22, 2020**

The Office of Professional and Organizational Development invited the CLE to present at their live, online Adjunct and Dual Credit Faculty Professional Development Day. New and returning faculty attended a general session and then went into breakout sessions, where one of the choices was to attend the CLE and Library services presentation. CLE presented on how services have been adapted to better meet the students and faculty's needs during these unpredented times.

MEETING HIGHLIGHTS

- One-to-one with CLE Specialists
- SACSCOC on site visit run through
- MVC staff meeting
- PTA Chair meeting
- OTA Chair meeting
- Pharmacy Chair and faculty meeting

- Counseling and accessibility meeting
- Met with Student activities for finals countdown.
- Advance Manufacturing faculty meeting
- SI Leader District meeting
- Faculty Zoom collaboration meeting
- Education Technology meeting for VidGrid issue.
- Met with Academic Coaches.
- Met with NAH Coordinator for CRLA.
- Performance Appraisal
- Individual tutor meetings
- BPST division meeting
- Prep meetings to present for Adjunct and Dual Credit PD.
- Met with Radiology department to discuss orientation.
- Perkins application revision meetings.
- NAH Division meeting
- Planning meeting for CLE Online Writing Support demo.
- Presented at the Physical Science department meeting.
- Presented for Valley Scholars
- Met with specialists to discuss CRLA fall trainings.
- Met with dual credit math faculty.
- SI mentor meeting
- Met with math faculty
- MVC Fall planning meeting
- Met with BSN Coach
- NAH Coordinator met with Learning Support Manager to schedule Coaches for PTA boot camp.
- Met with Student Activities to collaborate on student engagement.
- Met with ADN faculty to discuss embedded tutoring.
- Met with Upswing to demo AskUp platform.
- Online Writing support meeting
- Search Committee meeting
- Perkins Basic Application FY 21 meeting
- SACSCOS Prep meeting
- ADN Academic Advisor Meeting

TRAINING HIGHLIGHTS

- LLSS Supervisory Training "Other Duties as Assigned"
- Crisis prevention institute
- Counseling and Student Disability Services Virtual and Staff Orientation
- All Staff LLSS training
- Attended Nearpod training
- Presentation and revision skills training
- Strengthening your Vocabulary in ASL.
- Presentation Training for NAH tutors.
- Vidgrid Tutor Training
- SafeColleges Training

ACTIVITY HIGHLIGHTS

- Dual Academies orientation
- Student Success for health care workshop series
- Participated in Adjunct and Dual Credit Faculty Professional Development Day.
- Hosted an Online Writing Support demo for English faculty.
- Student Success for Healthcare workshop series
- Workshop series for PTA bootcamp
- Participated in the OTA bootcamp
- Perkins application has been submitted.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus Enrollment Report Fall 2020
- Fall 2019 and Fall 2020 Head Count and Student Credit Hours Report
- Integrated Postsecondary Education Data System (IPEDS) IC Header
- Integrated Postsecondary Education Data System (IPEDS) Registration

SURVEYS

- Distance Education Faculty Survey
- Fall Nursing Simulation Evaluations Survey
- Fraud Survey
- Liberal Arts Division Election Survey
- New Program Surveys for Fall 2020
- Pharmacy Tech Employer Survey

QUALITATIVE STUDIES

- Adult Learner 360 Grant

DATA REQUESTS

- Average course size by program – Spring 2019, Fall 2019, Spring 2020, Fall 2020
- Contact list for Annual Year 2017, 2018, and 2017 High School Dual Students
- Core Curriculum Report
- Course pass rates report from Data Portal
- "Departments with courses, enrollment, actual contact hours for summer two mini-semesters 2020 with dual and traditional separate". Dual awards
- Declared Major Change from INTE to INTS by Year
- Dual enrollment grade distribution Fall 2019 and Spring 2020
- Early College High School (ECHS) Table, Hours, Core, Certificate, Associates Degree attainment counts
- ECHS Table, Hours, Core, Certificate, Associates Degree attainment counts
- Fall 2020 First-time in College (FTIC) contact list on 8/31/2020
- Fall 2018 Matriculation and Persistence Rates of Prior Dual Spring Graduates, and Fall 2019 Success Metrics for Dual Students
- Full-time college (FTC) Fall 2020 Students contact list on 8/12, 17, 19, 21
- Full-time employee (FTE) for Off Campus Sites; Spring 2019, Fall 2019, and Spring 2020
- Interdisciplinary Major for AA and AS
- May 2020 graduation awards by type
- McAllen High School Dual Credit Enrollment Fall 2019 vs STC Dual
- Most recent long-term percent with Pell Grant and full-time/part-time status of traditional students
- Number of College Credit Hours Earned by High School Seniors Annual Year 2018 - 2019
- Number of Faculty by Type at Off Campus Sites
- Quality Enhancement Plan (QEP) Fall 2018 First Time in College (FTIC) Cohort Tracking
- Starr County Persistence Rates by Student type and Term, and Persistence rates for Ascender data

MEETINGS

- Education and Workforce Development Committee Livestream
- Institutional Research, Effectiveness & Strategic Planning (IRESP) Admins
- Quality Enhancement Plan (QEP) Update and Preparation for Visit

OTHER RESEARCH/SUPPORT

- Advising Satisfaction Survey Research
- Analysis of Operation Data Storage (ODS) Data Sources for Contact Hours and Banner Source Tables
- Analyze Open Database Connectivity (ODBC) Table Joins - Right Outer and Left Outer
- Annual Year 2019 - 2020 Early College High School (ECHS) List
- Annual Year 2018 - 2019 Early College High School (ECHS) High School Cohort
- Banner Hours Earned Effected by Prior Learning Assessment decimals

- Banner Table SCBCRSE and SSBSECT Contact Hours Analysis
- CBM001 Summer 2020 Draft Review
- CBPass EDC Portal Set-up and Review of Historic Uploads CBM001 and CBM004
- Create and Upload on Open Database Connectivity (ODBC) Operation Data Storage (ODS) Contact Hour Historic Table (ODSMGR.GOVERNMENT_CONTACT_HOURS_USE)
- Download and Archive Bi-weekly Fall 2020 First Class Day to Census Enrollment Tables
- Enrollment data (full, three quarter, half, less than half)
- Fall Enrollment Comparisons
- Hinojosa Institutional Review Board (IRB)
- Identify students attending La Joya Early College High School (ECHS) Campus but assigned to La Joya Campus in Banner
- Institutional Effectiveness & Assessment (IEA) hiring committee
- Integrated Postsecondary Education Data System (IPEDS) Institutional Characteristics Reporting and Data Review
- Kemah Institutional Review Board (IRB)
- Online teaching training status requests from Drs. Sale and De Leon
- Park Institutional Research Board (IRB)
- Phone conference with Antonio De La Cruz, New Early College High School (ECHS) List
- Prepare and Upload Certified CBM Files on Operation Data Storage (ODS)
- Prepare mock report on faculty online training status on four teaching sites
- Quality Enhancement Plan (QEP) – First-time in College (FTIC) cohort tracking template
- Qualtrics interactive web form features
- Review Banner data to prepare list for project on Data Standards and Integrity
- Review CBM00T University Transfer Report guide
- Review Changes to the Integrated Postsecondary Education Data System (IPEDS) Data Collections from 2019-20 through 2021-22
- Review Fall schedule, hybrid/online
- Review NPACC Survey
- Review National Student Clearinghouse premium service user manual
- Review Quality Enhancement Plan (QEP) Assessment doc for the Board
- Review Student information for Fall 2020 for STYP inconsistencies
- Review Wendell's data request for geocoding student data
- Survey of Entering Student Engagement (SENSE) Administration prep on Qualtrics side
- Survey of Entering Student Engagement (SENSE) Online administration planning
- Strategic metrics short data from Public Relations Survey
- Study Quality Enhancement Plan (QEP), MAP for SACSCOC On-site visit
- Submit Fall 2019 and Spring 2020 list of Dual students with possible incorrect graduation dates
- Submit List of Core Credit inconsistences
- Update Regarding Collection of Summer Preliminary Enrollment Data

MISCELLANOUS

- Access Beginner Tutorial
- Advanced Excel 2010 Tutorial
- Advanced MS Excel 2010 for Beginners Tutorial
- Advanced Topics Excel 2007 Tutorial with Examples
- Advanced & Creative Excel Graphs and Charts Tutorials
- Ambassadors Cross Training Academy (ACTA) graduation ceremony
- Banner Training Manual
- CBM001 Historic Fall Cohort Files Appending Banner ID, Contact and Credit Hours' Sum
- Continuity of Operations Plan (COOP)
- Cousera Course - Dealing with Missing Data
- Edit All Work from Home Reports - Quantitative Analysts - For Uniformity
- Excel Advanced Spreadsheet Modeling Using Dynamic Arrays
- Excel Formula and Functions Tutorial for Beginners
- Excel Tutorial 2016 Beginner to Intermediate Tutorial
- Excel Tutorial 2016 Intermediate to Advanced Tutorial
- Excel 2019 Beginner Tutorial
- Excel 2019 Expert Tutorial
- Excel 2013 Pivot Tables: Basic to Advanced 58 Examples
- Higher Education Data Sharing (HEDS) webinar on the Staff COVID-19 Survey
- How to Build Interactive Excel Dashboards

- Introduction to Analytics (ABOK)
- LinkedIn Learning: Applied AI for IT Operations
- LinkedIn Learning: Certificate Preparation: Excel 2013 Microsoft Office Specialist
- LinkedIn Learning: Data Visualization: A Lesson and Listen Series
- LinkedIn Learning: Excel 2016: Charts in Depth
- LinkedIn Learning: Excel 2016: Pivot Table in Depth
- LinkedIn Learning: Excel: Financial Functions in Depth
- LinkedIn Learning: Excel: Power Pivot for Beginners
- LinkedIn Learning: Excel: Productivity Tips
- LinkedIn Learning: Improving your memory
- LinkedIn Learning: Managing and Analyzing Data in Excel (Office 365/Excel 2019)
- LinkedIn Learning: Mastering Pivot tables and Pivot charts
- LinkedIn Learning: Master Python for Data Science
- LinkedIn Learning: Microsoft Forms Essential Training
- LinkedIn Learning: Path - Master Python for Data Science
- LinkedIn Learning: Profiles for Social Business Success
- LinkedIn Learning: SAS Essential Training: 1 Descriptive Analysis
- LinkedIn Learning: SPSS Statistics Essential Training
- LinkedIn Learning: Success Habits
- LinkedIn Learning: Tableau Essential Training 2020.1
- LinkedIn Learning: Working with Difficult People
- National Center for Education Statistics (NCES) Integrated Postsecondary Education Data System (IPEDS) Updates
- Performance Appraisals
- Power BI Advanced Tutorial
- Power BI Beginner Tutorial
- Power BI Tutorial from Beginner to Pro
- Project Beginner Tutorial
- Reconciliation End of Fiscal Year Budget 2019/2020 - Banner
- Research & Analytical Services (RAS) Weekly Report posted on Institutional Services, Planning, Performance & Strategic Initiatives (ISPP&SI) OneDrive
- Review changes to Integrated Postsecondary Education Data System (IPEDS) and PLA Guidelines, Appendix G
- Review Quality Enhancement Plan (QEP) MAP and College's Fall 2020 Instructional Plan
- SharePoint Online Site Manager Beginner Tutorial
- SPSS Training: Cross Tabulation Tables
- Structured Query Language (SQL) Training: SUM, COUNT, and JOIN
- Structured Query Language (SQL) Training: More join operations
- Structured Query Language (SQL) Training: Select Function
- Tableau Essential Training 2020.1
- Texas Higher Education Coordinating Board (THECB) Webinar Recording - Developmental Education Program Survey (DEPS)
- Webinar recording from Association for Institutional Research (AIR) - 2020-21
- Webinar 2020-21 National Center for Education Statistics (NCES) Integrated Postsecondary Education Data System (IPEDS) Updates

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJECTS

Project Name: **AWS (American Welding Society)**

Scope: **Tech Campus Accredited Testing Facility (ATF)**

Status Summary: **AWS Audit Completed**

Milestones(s): **2020-2021 AWS Consulting Services Secured**

Next Step: **Receipt of Formal AWS Audit Results**

Project Name: **Continuing, Professional, and Workforce Education Web Page (CPWE)**

Scope: **Redesign of the CPWE Web Page**

Status Summary**: Mock Up of Proposed Web Design are Pending Owner Review/Feedback**

Milestones(s): **Mock Up Feedback obtained from Stakeholders.**

Next Step**: Demonstration to Executive Leadership.**

Completion of Full Development of Web Page

Project Name: **Military Student On-Line Student (SAEM)**

Scope: **Journey Mapping of the Military Student On-Line Experience**

Milestone**: 3rd Mapping Session Completed**

Next Step**: Draft Empathy Drawing Completed**