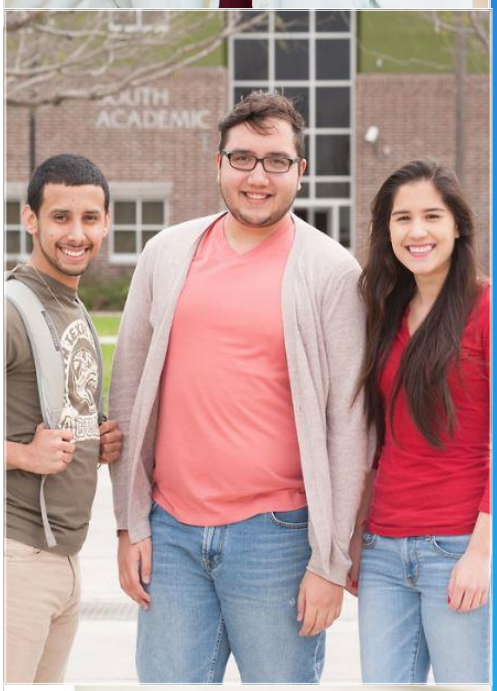


SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

October 2020

Board Meeting
November 24, 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:	NOVEMBER 24, 2020
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2020 THROUGH OCTOBER 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
- Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) Program completion
- Pharr San-Juan Alamo 2020-2021 meeting
- IDEA Schools and South Texas College Re-Enrollment Planning
- Pharr San-Juan Alamo and South Texas College Parent Planning
- Chief of Police for South Texas College hiring committee
- Quest Diagnostics Back to School Program: South Texas College
- Law Enforcement Outreach Efforts
- Rio Grande City Recruiting Visit
- Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) follow up questions
- IE Plan Mid Biennium meeting
- Online Programs Marketing Discussion
- Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) Budget Discussion
- Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) grant goal 2-Random Surveillance testing
- Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) Grant Finalization
- Spring Enrollment Initiatives and Services
- Online Marketing Program

ATTENDED

- Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) meeting
- GED Graduates Transition to South Texas College
- Fidencio Mercado interview with Vice-President Matthew S. Hebbard
- Farewell for Claire K. Forrester, Coordinator of Veteran Recruitment and Engagement, from Veterans Affairs
- Dual Enrollment Academy Recruitment session
- Visit to Regional Center for Pharr San-Juan Alamo Audit Learn Initiative
- CARES Act Institution Grant Reporting Requirements Webinar
- Fall 2020 Virtual Commencement meeting
- Texas Pathways Institute Opening Plenary
- Texas Pathways Institute Team #1 South Texas College Team Meeting
- Via TEAMS Search Committee meeting – Chief of Police for South Texas College
- Celebration of Reaffirmation
- Mexico Outreach Initiative
- Pharr San-Juan Alamo Initiative
- Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) – Return to Camps Plea

ENROLLMENT SERVICES AND REGISTRAR

- **4,389** students registered online for Spring 2021 semester, since registration began on September 28, after OAR processed the required documents and cleared them to register.
- Assisted students by responding to hundreds of emails sent to the "admissions" address and "registration" address, as well as on the phone and in person, if necessary.
- 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 Academic Council, Banner User Groups (BUGS), College-Wide Curriculum Committee, Degree Plans review, Dual Credit Programs Taskforce - review of policies, TSI placement options and data requests, Enrollment Appeals Committee, Fall 2020 Virtual Commencement Exercises on December 12, IE Plan Mid-Biennium Reports, Jagnet Content Committee, Self-Service testing for faculty, students and registration, Search Committee interviews, and Spring 2021 semester enrollment initiatives.
- 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 continued reviewing December 2020 graduates.
- Document Management Specialist downloaded, reviewed and verified **5,263** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during October 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 **20** international students registered for Spring 2021 semester, to date.
- Processed **359** course substitutions and exceptions in Degree Works during October 2020.

- Processed requests for reinstatement for **40** students during October 2020.
- Processed grade changes for **99** students during October 2020.
- Processed schedule changes for **1,639** students during October 2020.
- Processed **2,305** high school and **503** college/university transcripts during October 2020.
- Evaluated **436** transcripts from other colleges and universities during October 2020.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **4,248** STC transcripts during October 2020.
- Scanned and indexed **2,948** documents submitted by students during October 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

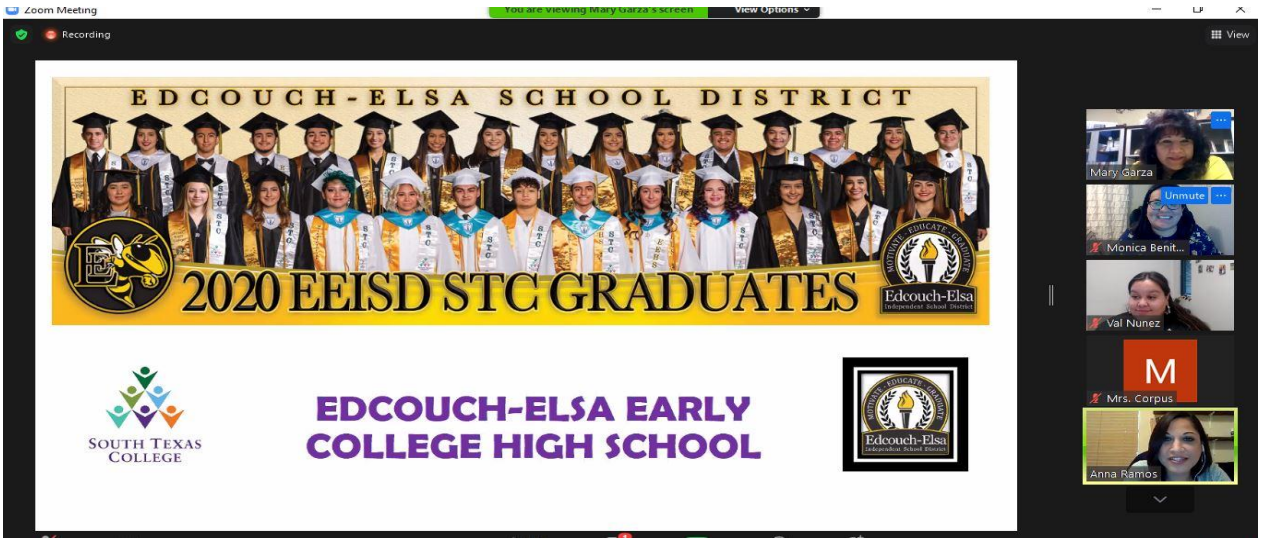
- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates in regards to COVID-19
- SFS Administrative Assistant attended the Travel trainings via TEAMS new Travel system will be live October 19th.
- Coordinator of Veteran Recruitment and Engagement position has opened
- QLess equipment has arrived and will be set up to serve our students with scheduled appointments
- SFS Outreach Specialist have been doing FA presentations via TEAMS and Zoom
- Student files are being completed and awarded, files are coming in via email, fax and mail.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **60** events and served **1,397** students and parents during the month of October.
- Department staff is assisting partnering school districts with Spring 2020 enrollment. Programmed support includes:
  - Enrollment Planning Meetings with ISD Administrators and Staff
  - Virtual Student & Parent Information Sessions
  - Virtual Admission Application Drives
  - Review of Student Enrollment Eligibility (Pre-Screening)
  - Processing of Student Enrollment Documentation
  - Manual Registration
- Dual2Degree is working collaboratively with College Connections Department to promote Spring enrollment for dual credit stop-outs. Activities include: Target CRM messaging, Virtual Information Sessions, postcard mail-outs, outbound calls and one-on-one assistance with enrollment needs.
- Department is working on Spring adult-learner enrollment campaign as part of CAEL/Excelencia's HSI Adult-Learner Academy. Programmed activities will include: targeted CRM messaging, outbound calls and virtual appointments for support with enrollment.

SNAPSHOTS



Edcouch Elsa ECHS hosted a virtual Student/Parent Dual Credit Information Session with 131 participants on 10/7/2020

Dual Credit Information Session on 10/20/2020 PSJA ISD Family Learning Academies hosted an English and Spanish virtual Student/Parent

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Edcouch Elsa ECHS	10/1/2020	Virtual	3
Application Drive	Weslaco East HS	10/6/2020	Virtual	27
Application Drive	Weslaco East HS	10/7/2020	Virtual	19
Application Drive	Achieve ECHS	10/8/2020	Virtual	88
Application Drive	Edcouch Elsa ECHS	10/9/2020	Virtual	94
Application Drive	Donna ECHS	10/13/2020	Virtual	10
Application Drive	Science Academy	10/14/2020	Virtual	55
Application Drive	Donna ECHS	10/14/2020	Virtual	9
Application Drive	Science Academy	10/15/2020	Virtual	54
Application Drive	Donna ECHS	10/15/2020	Virtual	6
Application Drive	Edcouch Elsa ECHS	10/15/2020	Virtual	12
Application Drive	PSJA North	10/15/2020	Virtual	3
Application Drive	Monte Alto ECHS	10/16/2020	Virtual	28
Application Drive	Weslaco ECHS	10/20/2020	Virtual	30
Application Drive	Health Professions	10/21/2020	Virtual	13
Application Drive	Mission Collegiate	10/22/2020	Virtual	12
Application Drive	Mission Collegiate	10/22/2020	Virtual	7
Application Drive	Vanguard Beethoven	10/22/2020	Virtual	12
Application Drive	Mission Collegiate	10/26/2020	Virtual	12
Application Drive	Mission Collegiate	10/26/2020	Virtual	10
Application Drive	Mission Collegiate	10/26/2020	Virtual	8
Application Drive	World Scholars	10/28/2020	Virtual	34
Application Drive	World Scholars	10/29/2020	Virtual	49
			Total	**667**

STUDENT/PARENT ENGAGEMENT

Event	High School Served	D ate	Location	Total Served
Student/ Parent DC Information Session	La Joya	9/30/2020	Virtual	23
Student/ Parent DC Information Session	Vanguard Mozart	10/1/2020	Virtual	14
Student/ Parent DC Information Session	Science Academy	10/1/2020	Virtual	26
Student/ Parent DC Information Session	Roma HS	10/1/2020	Virtual	11
Student/ Parent DC Information Session	Weslaco ECHS	10/5/2020	Virtual	16
Student/ Parent DC Information Session	Palmview	10/7/2020	Virtual	37
Student/ Parent DC Information Session	Edcouch Elsa ECHS	10/7/2020	Virtual	131
Student/ Parent DC Information Session	Edcouch Elsa ECHS	10/8/2020	Virtual	38
Student/ Parent DC Information Session	Monte Alto ECHS	10/13/2020	Virtual	8
Student/ Parent DC Information Session	LJ Health Science	10/13/2020	Virtual	38
Student/ Parent DC Information Session	Donna ECHS	10/14/2020	Virtual	4
Student/ Parent DC Information Session	Rio Grande HS	10/14/2020	Virtual	68
Student/ Parent DC Information Session	Edcouch HS	10/14/2020	Virtual	3
Student/ Parent DC Information Session	Juarez- Lincoln	10/15/2020	Virtual	29

Student/ Parent DC Information Session	**Vanguard Beethoven**	**10/15/2020**	**Virtual**	**9**
Student/ Parent DC Information Session	Progreso HS/ECHS	10/15/2020	Virtual	24
Student/ Parent DC Information Session	PSJA North	10/20/2020	Virtual	2
Student/ Parent DC Information Session	PSJA Collegiate	10/20/2020	Virtual	31
Student/ Parent DC Information Session	PSJA ISD Virtual Sessions	10/20/2020	Virtual	40
Student/ Parent DC Information Session	PSJA ISD Virtual Sessions	10/20/2020	Virtual	43
Student/ Parent DC Information Session	PSJA Ballew	10/21/2020	Virtual	1
Student/ Parent DC Information Session	Thelma Salinas	10/21/2020	Virtual	14
Virtual CTE JagTrack	PSJA Ballew	10/21/2020	Virtual	5
Virtual CTE JagTrack	PSJA Ballew	10/21/2020	Virtual	10
Student/ Parent DC Information Session	Thelma Salinas	10/22/2020	Virtual	4
Student/ Parent DC Information Session	PSJA Memorial	10/23/2020	Virtual	N/A
Student/ Parent DC Information Session	Weslaco East HS	10/26/2020	Virtual	24
Student/ Parent DC Information Session	PSJA T-STEM	10/27/2020	Virtual	9
Student/ Parent DC Information Session	La Villa ECHS	10/27/2020	Virtual	18
Student/ Parent DC Information Session	PSJA Southwest	10/28/2020	Virtual	3
Student/ Parent DC Information Session	PSJA Sotomayor	10/28/2020	Virtual	8
Student/ Parent DC Information Session	PSJA High	10/28/2020	Virtual	29
Student/ Parent DC Information Session	Mercedes Early College Academy	10/28/2020	Virtual	29
Student/ Parent DC Information Session	World Scholars	10/28/2020	Virtual	11
Student/ Parent DC Information Session	Jimmy Carter ECHS	10/28/2020	Virtual	9
Student/ Parent DC Information Session	Juan Diego Academy	10/29/2020	Virtual	12
Student/ Parent DC Information Session	Grulla HS	10/29/2020	Virtual	21
			Total	**730**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Spring enrollment:

- McAllen ISD
- Health Professions
- La Villa ECHS
- Edinburg HS
- Weslaco HS
- Robert Vela HS
- Weslaco ECHS
- PSJA Ballew
- PSJA Sotomayor
- Weslaco CTE ECHS
- PSJA ISD
- PJSA Southwest

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 Spring 2021 Non-S Meeting
- Carl Perkins Progress Meeting

- Spring Dual Matriculation Adult Learner Initiatives
- TSI 2.0 Committee Meeting
- Review of Dual Credit Policy Meeting
- Celebration of Affirmation Meeting
- SAEM Director's Meeting
- Dual Credit Placement Scale Options
- Dual Credit Marketing Timeline
- IE Plan Mid-Biennium Report
- CTE Program Chair Meeting
- Dual Credit Policy Recommendation Meeting
- Class of 2020 Stop-Out Planning Meeting
- Carl Perkins Grant Progress Bi-monthly Review Meeting
- P-TECH Designation Meeting
- Final Review of Dual Credit Mapping
- Enrollment Management Directors Meeting
- Dual Credit Academies Meeting on Virtual Session Offerings
- Dual Credit Programs Task Force Meeting
- Data Management & Integrity Committee Meeting

PROFESSIONAL DEVELOPMENT

- Dual2Degree Logistic Virtual Session Training
- Chrome River Travel Training Session
- Ombuds Overview Workshop
- UTRGV Virtual Transfer Update
- Using Feedback to Drive Your Growth Workshop
- PSJA Be Live Training

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- Universidad México Americana del Norte (UMAN) Meeting
- Colegio Americano de Tabasco Meeting
- Fall 2020 Virtual Talent Hub Learning Lab Event
- Fall 2020 Kickoff Student Ambassador Meeting
- IDEA Schools & STC Re-Enrollment & Planning Meeting
- UTRGV Transfer Update for STC
- Mexico Outreach Initiative Meeting

RECRUITMENT

- Meeting with Prospective Student – 1 Students
- Donna High School – Virtual College Presentation
- Palmview High School – Virtual College Presentation
- Mission CISD-Migrant Office – Virtual College Presentation
- Mercedes High School – Virtual Apply Texas Drive
- Edinburg Police Department – LE Outreach Efforts

- TWS-VRS Virtual Transition Career Expo Overview and Demonstration
- La Villa High School – Virtual Application Drive
- Hidalgo County Sheriffs Association Scholarship Night/ Guest Speaker
- Progresso High School – Virtual Apply Texas Drive
- Weslaco East High School – Virtual College Presentation
- Starr County Sheriff's Office – LE Outreach Information Session
- Hidalgo County Sheriff's Office – LE Outreach Information Session
- Rio Grande City Border Patrol – LE Outreach Information Session
- Edcouch Elsa High School – Virtual Apply Texas Drive
- Jimmy Carter Early College High School – Virtual College Presentation
- PSJA Early College High School – Virtual College Presentation
- Elsa-IDEA RGC Academy – Virtual College Presentation
- San Isidro High School – Virtual College Presentation
- Info Session for High School Seniors with Prior Dual Not Enrolled.
- San Isidro High School – Virtual Apply Texas Drive
- Integrity School (Reynosa) - Virtual Information Session
- PSJA Southwest High School – Virtual College Presentation
- Mercedes Early College High School – Virtual College Presentation
- Anzalduas Port Of Entry – LE Outreach Effort
- Post Academy Orientation at Border Patrol RGV Sector
- South Palms Gardens – College Presentation
- Valley View High School – Virtual College Night
- Monte Alto Early College – Virtual College Fair
- RGCCISD Virtual Apply Texas

CAMPUS TOURS

- Pecan Campus
  - UTRGV GED Group – 20 visitors
  - Virtual Personal Tour – 2 visitors
- NAH Campus
  - UTRGV GED Group – 20 visitors
- Technology Campus
  - UTRGV GED Group – 20 visitors

Campus	# Visitors
Pecan	22 visitors
Mid-Valley	No Tours
Starr	No Tours
NAH	20 visitors
Tech	20 visitors

CALL CENTER

JagConnect	
Contact Form Submissions	134 emails
Radius	

Campaign	Emails Sent	Emails Viewed	Total Students
Spring 2021 CARES Act Eligible 10.27.20	35	17	37
Class of 2020 DE Seniors Not Enrolled Fall 2020 2nd email	2328	414	2528
Enrolled Spring 2021 - No FAFSA 10.22.20	490	192	501
Enrolled Fall20 Not Enrolled Spring21 10.22.20	8573	2164	8695
FTIC Seniors 2021 Admission Application Received	646	182	666
Spring 2021 - Fall 2020 Applied Not Enrolled 10.12.20	5408	1471	5740
Class of 2020 DE Seniors Not Enrolled Fall 2020	2525	616	2819

WALK-INS AND TESTING REPORT

Student Assessment Center					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT / HISET Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2020**
Pecan Campus	**30**	**181**	**148 (82%show)**	**ACT**	**148**
Mid- Valley	**25**	**26**	**20 (77%show)**	**TSI EXAM**	**39**
Starr Campus	**22**	**9**	**9 (100%Show)**	**TSI EXAM**	**13**
Pecan Plaza	**7**	**19**	**18 (95%show)**	**GED/ PEARSON**	**18**
Pecan Plaza		**149**	**95 (64% show)**	**TSI EXAM/ includes TSI Online**	**185**
Pecan Plaza		**122**	**101 (83% show)**	**HESI**	**200**
Mid-Valley		**41**	**37 (90%show)**	**HESI**	**40**
Pecan Plaza		**5**	**5 (100%show)**	**HiSET**	**5**
TOTAL:	**84**	**552**	**433 (78% show)**		**648 – 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.
- A total of over 500 students were assisted by phone or by email by STC Testing Center Staff.
- Please note that all students are properly rescheduled should they miss their first HESI or TSI test date without penalty, as these two entrance exams can have the largest impact on student enrollment.

TSI Scores: by placement score October 2020			
READING		**READING**	
Monthly (10/01/20-10/31/20)		**Year To Date (09/01/20 – 10/31/20)**	
College ready (351+)	28	**College Ready** (351+)	52
Holistic Placement (349-350)	6	Holistic Placement (349-350)	12
Developmental Ed (342-348)	22	Developmental Ed (342-348)	36
ABE Level 6 (Developmental Ed)	5	ABE Level 6 (Developmental Ed)	11
ABE Level 5 (Developmental Ed)	8	ABE Level 5 (Developmental Ed)	27
ABE Level 4	5	ABE Level 4	8
ABE Level 3	0	ABE Level 3	0
ABE Level 2	1	ABE Level 2	2
ABE Level 1	0	ABE Level 1	0
Total	**75**	**Total**	**148**
MATH		**MATH**	
Monthly (10/01/20-10/31/20)		**Year To Date (09/01/20 – 10/31/20)**	
College Ready (350+)	10	**College Ready** (350+)	26
Holistic Placement (348-349)	1	Holistic Placement (348-349)	7
Developmental Ed (336-347)	28	Developmental Ed (336-347)	42
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	27	ABE Level 5 (Developmental Ed)	53
ABE Level 4	11	ABE Level 4	27
ABE Level 3	4	ABE Level 3	11
ABE Level 2	1	ABE Level 2	4
ABE Level 1	0	ABE Level 1	1
Total	**82**	**Total**	**171**
Writing		**Writing**	
Monthly (10/01/20-10/31/20)		**Year To Date (09/01/20 – 10/31/20)**	
College Ready (340 & 4+ Essay or 5+)	40	**College Ready** (340 & 4+ Essay or 5+)	83
Developmental Ed (310-390 & 0-4 Essay)	9	Developmental Ed (350-362 & 0-4 Essay)	21
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	0	ABE Level 5 (Developmental Ed)	2
ABE Level 4	1	ABE Level 4	5
ABE Level 3	0	ABE Level 3	3
ABE Level 2	0	ABE Level 2	0
ABE Level 1	0	ABE Level 1	1
Total	**50**	**Total**	**115**
Data retrieved from College Board Accuplacer			

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Weekly- Career & Employer Services Activity	
Total Number	
2	Student walk-ins and visits
1066	Student Contacts, Outreach & Virtual Appointments
979	CTE Student Contacts
37	Student & Alumni Registered on CCN
21	Student & Alumni Resumes Revised/Uploaded on CCN
10	New Employer Registered on CCN
37	Jobs posted to CCN
1	Workshops Presented
60	Resumes Reviewed Online by Employers via CCN
2072	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Weekly- Career & Employer Services Activity	
Total Number	
2	Student walk-ins and visits
1066	Student Contacts, Outreach & Virtual Appointments
979	CTE Student Contacts
37	Student & Alumni Registered on CCN
21	Student & Alumni Resumes Revised/Uploaded on CCN
10	New Employer Registered on CCN
37	Jobs posted to CCN
1	Workshops Presented
60	Resumes Reviewed Online by Employers via CCN
2072	Career Coach Total Visits

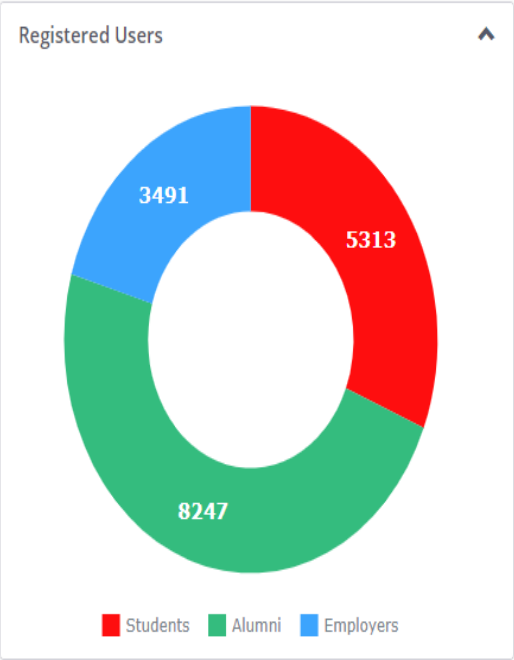
** Indicates, No Change since previous reporting period.*

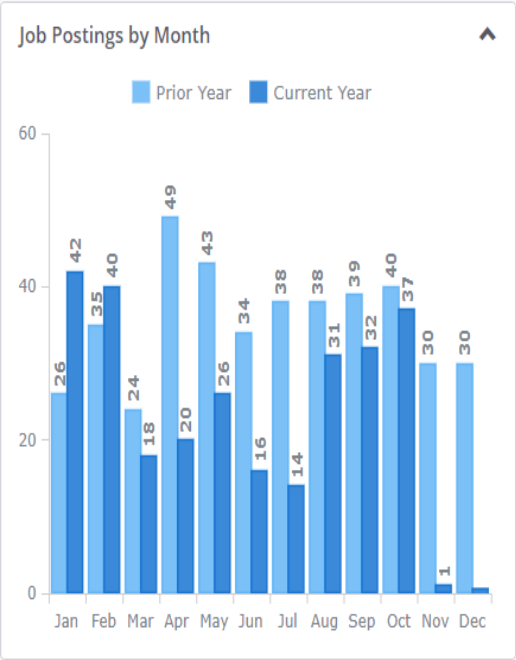
MEETINGS AND MISCELLANEOUS INFORMATION

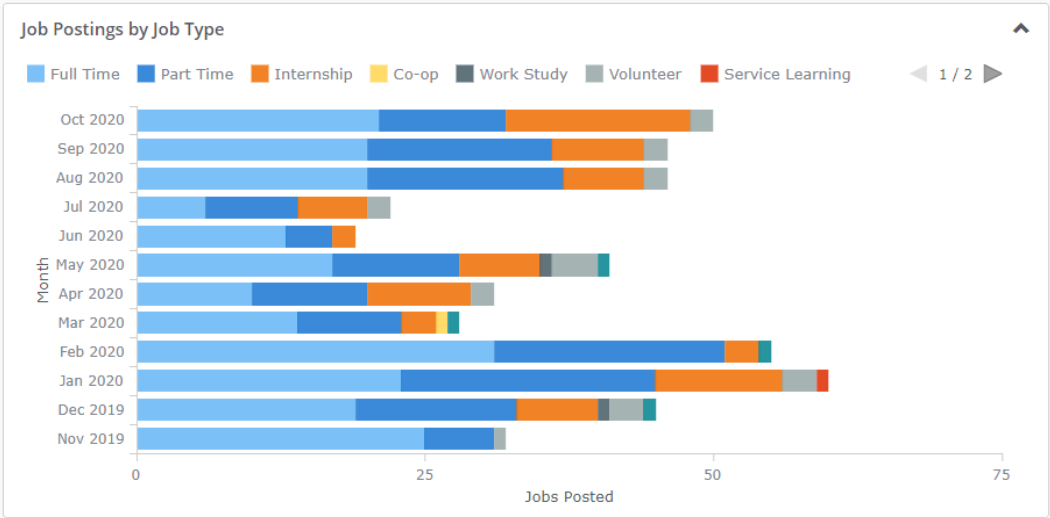
- CES staff met with a vendor representative of V-Mock Tech, for a demo, in continuation of exploring the use of various virtual interviewing technology platforms in order to enhance the virtual interview process for students and alumni.
- CES promoted a DHR Nursing Hiring Event through CCN and CES social media platforms to target NAH student and alumni groups.
- CES promoted Bravo Pediatrics & Adult Care job posting CCN and CES social media platforms, reaching 162 students and 91 Medical alumni from the Medical Assistant Technology and Patient Care programs.
- CES is preparing the Institutional Effectiveness (IE) Plan.
- CES is monitoring the construction for the Mid-Valley Career Center.
- CES staff attended Emsi Podcast – *Connecting the Dots helping students take ownership of their education.*
- CES staff attended the semester Diesel Advisory Committee Meeting.
- CES staff met with MHSM program chair to discuss Fall 2020 capstone cohort, mock interview schedule/expectations, and student resume/cover letter reviews.
- CES participated in a critique/hot wash follow-up meeting regarding the Lower Rio Grande Valley Management Team, Workforce Solutions Rehabilitation Services Division's Virtual Career Transition Expo, which took place on October 16th. The group discussed lessons learned and explored steps to improve the participant experience.
- CES staff continues to research for various suitable online career fair platforms in order to properly host future virtual events that would be attractive to STC stakeholders.
- CES staff met with a representative from Workforce Solutions for a CES virtual booth preparation and troubleshooting training session, on the virtual fair platform, for inclusion in the Lower Rio Grande Valley Management Team, Workforce Solutions Rehabilitation Services Division Virtual Career Transition Expo.
- CES staff joined in professional development by participating in the two-day Emsi2020 Virtual Conference: "A New Approach to Reskilling" and various webinar breakout sessions. Topics included site navigation, report options, data harvesting and analytical data interpretation.
- CES participated in the Lower Rio Grande Valley Management Team, Workforce Solutions Rehabilitation Services Division's Virtual Career Transition Expo, which took place on October 16th and included various STC CTE programs.
- Promoted the U.S. Customs and Border Protection, Office of Field Operations virtual federal resume writing workshop initiative.
- CES Director is currently participating in the Excelencia in Education's 2020 Seal of Excelencia Leadership Institute initiative.
- CES is in the preliminary planning stages for an STC Virtual Entrepreneurship Fair for Spring/February 2021.
- CES staff attended a TEAMs meeting with CES Director to discuss Work Force Solutions Vocational Rehabilitation Services Virtual Career Fair.
- CES is collaborating with PSJA ISD regarding the PSJA Parent Pathways Initiative.
- Collaborated with the Lower Rio Grande Valley Management Team, Workforce Solutions Rehabilitation Services Division in the launch of the Virtual Transition Career Expo, set for October 16th, 2020 from 9am-12pm, and reached out to STC CTE programs to participate.
- Reviewed *How to Sell Yourself with No Work History*, Career Contessa article.
- Reviewed Recruiters *Top 5 Tips for Acing Prescreen Interviews*, Career Contessa article.
- Reviewed *How to Answer Anything: Why Are You Looking for a New Job*, Career Contessa article.
- Reviewed *Self-Love at Work: How to Track & Celebrate Your Successes*, Career Contessa article.
- Reviewed, *The Significant Impact of COVID-19 on College Enrollments*, NACE article.

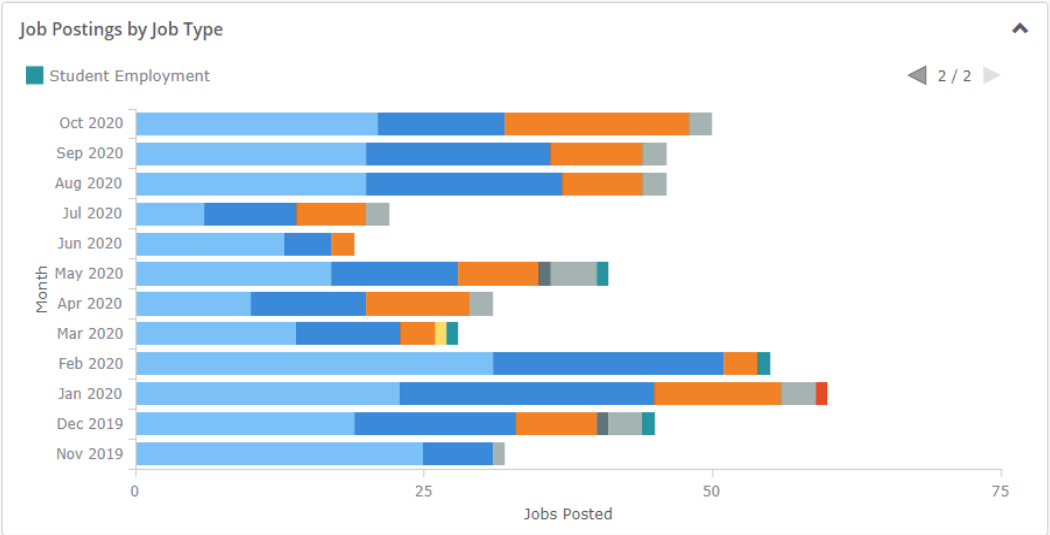
- Updated email script to help mitigate student registration obstacles and to provide guidance regarding TSI requirements and the registration/appointment process.
- CES Etiquette Advisor conducted an Etiquette Workshop for BASOL program students.
- CES is researched the use of the "Interview Stream" and "V-Mock" virtual platforms as an interviewing technology to enhance the virtual interview process for students and alumni.
- CES is collaborating with the South Texas Career Center Consortium in conjunction with UTRGV and Texas A&M to promote joint career center services.
- CES staff attended *Meeting Students Needs During COVID-19*, Inside Higher Ed webinar.
- CES staff attended *"Balanced Learning: Meeting Students' Needs During COVID-19"*, webinar.
- CES staff attended Emsi Podcast – *"Connecting the Dots helping students take ownership of their education".*
- Completed *Optimize Your Resume for Applicant Tracking Systems*, LinkedIn online training.
- Developed and facilitated the *"Creating Your Career Portfolio"*, online workshop.
- Developed and facilitated the *LVN virtual Career Readiness* workshop.
- Met with BSN program to discuss CES collaboration and student/alumni applicant support and assistance. Planning a collaborative partnership and implementation of CES on BSN program page.
- CES is researching and developing curriculum vitae and letter of intent resources and templates to assist BSN Program admission process
- 23 virtual student/alumni appointments.
- 55 CCN Resume review
- 10 student outreaches via email, 2 student walk in

College Central Network Logistics

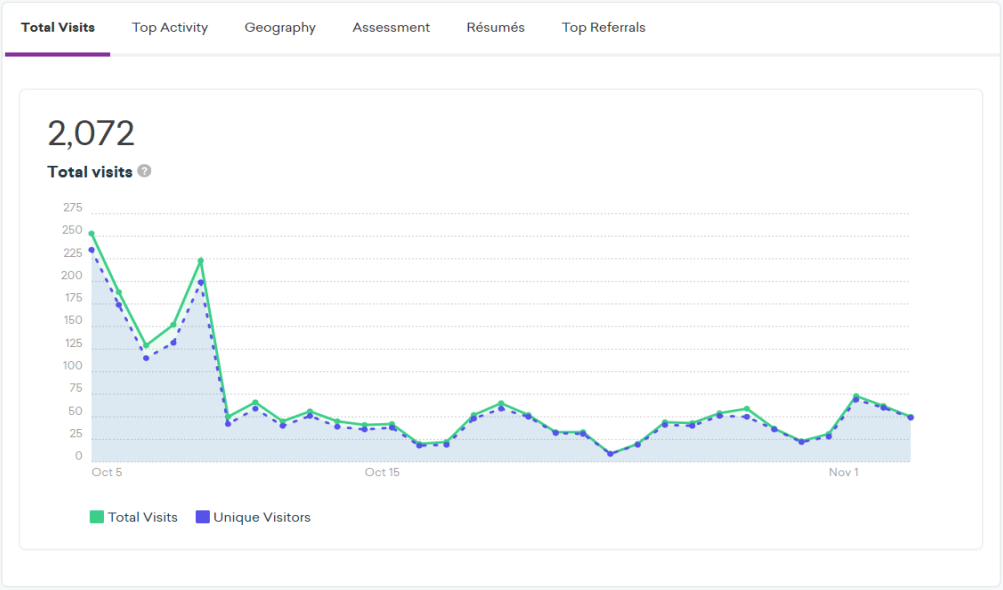


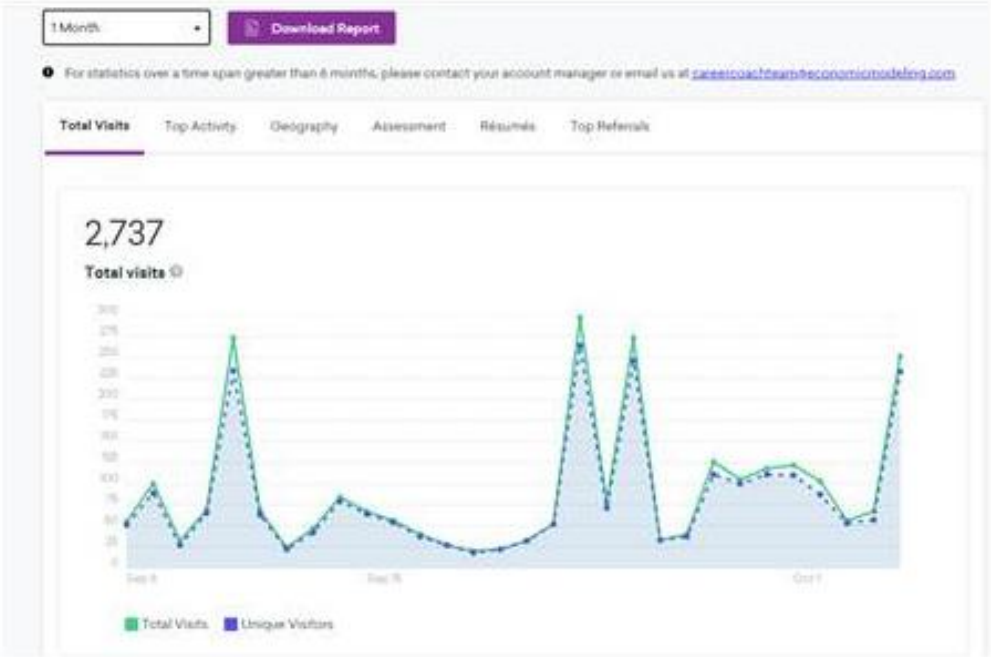






Career Coach





OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

October 2020

- The Office of Student Rights & Responsibilities attended Region One webinar.
- The Office of Student Rights & Responsibilities attended the Texas Higher Education Law Conference with the University of North Texas.
- The Office of the Ombuds conducted a virtual Student Dispute Resolution Academy session.
- The Office of Student Rights & Responsibilities attended Region One webinar "The Beat Goes On."

OFFICE OF STUDENT CONDUCT

October 2020

- The Office of Student Rights & Responsibilities attended the Texas Higher Education Law Conference with the University of North Texas.
- The Office of Student Rights & Responsibilities attended Region One webinar."
- The Office of Student Conduct is searching for new investigator training.
- The Office of Student Rights & Responsibilities attended Region One webinar "The Beat Goes On."
- The Office of the Ombuds conducted a virtual Student Dispute Resolution Academy session.
- The Office of Student Rights & Responsibilities completed IE Plans.
- The Office of the Ombuds conducted attended "Embracing Conflict: Organizational Ombuds on Campus"
- Mr. Karey Barnes presented for Sam Houston State University for Conflict Resolution day.

BEHAVIORAL INTERVENTION TEAM

October 2020

- Members of the Behavioral Intervention Team attended the Texas Higher Education Law Conference with the University of North Texas.
- The Behavioral Intervention Team held a meeting.
- The Office of Student Conduct registered for the virtual Texas Higher Education Law Conference with University of North Texas.
- The Office of Student Rights & Responsibilities completed IE Plans.

STUDENT ACTIVITIES AND WELLNESS

- Pumpkin Decorating Contest (NAH & PCN)
- Fun Day at the Tech - weekly
- Sports Day at the Tech - weekly
- Breast Cancer Awareness event (Pecan)
- Domestic Violence Awareness Event (Pecan)
- Hispanic Heritage Online Activities
- Spookie Cookie Facebookie Decorative Contest
- The Best Friends Game (NAH)

Pumpkin Painting Contest (Pecan & NAH))

Jerry's Great Pumpkin Smash (NAH)

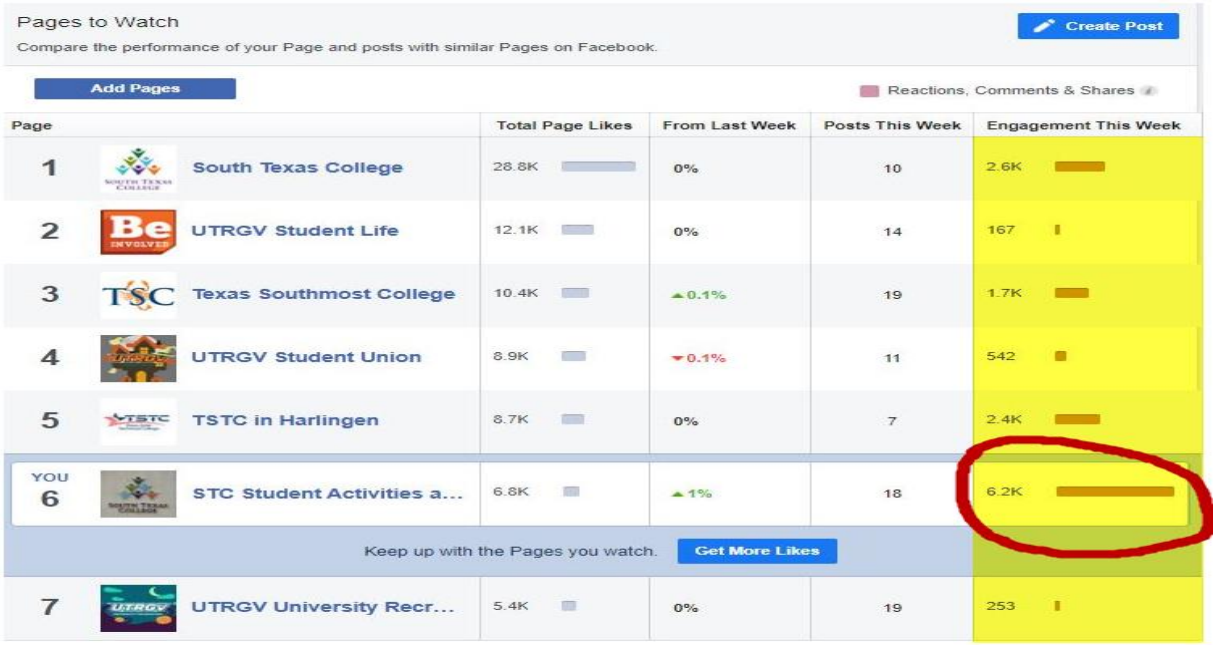
- Costume Contests (NAH & MID)

- Jerry and Friends Halloween Across STC Photoshoot

- Student Government Association virtual meetings - weekly (district wide)
- Student Leadership Academy Workshops - weekly (district wide)
- Food Pantry operations (Pecan, Mid-Valley & Starr)
- Coed Sand Volleyball

- Social media posts promoting student orgs, voting, events, intramural sports, etc (www.facebook.com/stcsaw)

- Facebook Engagement was higher than other similar Facebook pages



Pages to Watch

Compare the performance of your Page and posts with similar Pages on Facebook.

Create Post

Add Pages

Reactions, Comments & Shares

Page		Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1	South Texas College	28.8K	0%	10	2.6K
2	UTRGV Student Life	12.1K	0%	14	167
3	Texas Southmost College	10.4K	▲0.1%	19	1.7K
4	UTRGV Student Union	8.9K	▼0.1%	11	542
5	TSTC in Harlingen	8.7K	0%	7	2.4K
YOU 6	STC Student Activities a...	6.8K	▲1%	18	6.2K
	Keep up with the Pages you watch. Get More Likes				
7	UTRGV University Recr...	5.4K	0%	19	253

- Student Organizations Hub SharePoint reached in average 248 unique users per week (students, faculty and staff)

COUNSELING AND STUDENT DISABILITY SERVICES

Counselor Student Contacts							
Campus	**Career/ Transfer Svcs.**	**Pregnant & Parenting Svcs.**	**Academic Counseling-Probation/ Suspension**	**Mental Health**	**Student Accessibility Svcs.**	**Other Services**	**Total**
Mid-Valley	2	14	70	59	136	13	294
NAH	0	17	20	15	41	11	104
Pecan	5	54	143	228	252	366	1048
Starr Co.	22	20	57	23	72	21	215
Technology	0	4	27	17	91	114	253
Total	29	109	317	342	592	525	1914

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
- Behavioral Intervention Team Meeting
- CSDS Coordinators Meeting
- Weekly Interpreter Meetings
- Meetings with HR
- Transition Coalition Meeting
- AIM Set-up Eligibilities and Timeline
- Meeting with TAMUK MSW Interns
- CAVE Conference Planning Meetings

- AIM Implementation Timeline Meeting
- AIM Eligibilities Set-up Meeting
- Hidalgo County Family Violence Taskforce Meeting
- TWS-VRS Virtual Fair Planning Meeting
- Meeting with Edinburg Police Department Victim Services Liaison
- Virtual Community Resource Fair
- AAWCC Pinning Ceremony
- Disability Awareness Day Planning Meetings
- Depression Awareness Facebook Live Test and Preparation
- Rio Grande Valley Anti-Human Trafficking Task Force Monthly Meeting
- Institutional Resilience and Expanded Postsecondary Opportunity (IREPO) Program Competition

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Microsoft Teams Live Events:

- An Apple A Day
- Mental Health: How can you help a friend or family member?
- Improving Your Self-Esteem
- Understanding and Coping with Depression
- Improving Communication Skills
- Stress and Wellness
- Managing Stress and Anxiety During Uncertain Times
- Eating Disorders
- Setting Boundaries
- Sexual Assault Awareness & Prevention

Virtual Faculty/Staff Orientations

ASL Workshops:

- Let's Start Learning Some ASL
- American Sign Language Parameters
- Deaf History, Deaf Culture
- ASL for Beginners a 4 Part Series
- COVID-19 Support Group: Jaguars United From Home
- Depression Awareness Facebook Live Event
- Trauma Informed Sexual Assault Investigation Presentation

PROFESSIONAL DEVELOPMENT

- AHEAD Webinar - Accessibility Requirements in Internships and Externships
- SOAR Train Human Trafficking Webinar
- Ethical codes, Applicable Laws, Ethical Violations, and Decision-Making Models
- Coffee and Collaborate Field Instructor Virtual Workshop
- 4 Foundations for Helping Trauma-Impacted Youth Not Just Survive, But Thrive!
- Using Starfish to Increase Student Engagement and Success
- AHEAD Webinar - Expanding Accessible / Assistive technology (AT) Options at Your Institution

Interpreting Services Report	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	**144**
Post-Production ASL Interpreted Lectures (Asynchronous)	30
Post-Production ASL Interpreted Videos (Asynchronous)	62
Interpreted for Admissions/Enrollment	5
Interpreted for Advising/PASS	4
Interpreted for Financial Services	3
Interpreted for Testing Services	1
Interpreted for Counseling Services and Student Disability Services	3
Interpreted orientation/outreach	1
Interpreted Tutoring Services	2
Telephone/Email Contacts with Students	38
Interpreter Hosted Workshops	6
Interpret student and/or instructor meeting	20
Other	132
Total number of services provided	398
Total number of interpreted hours	390.75

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	19
Contacts with SDS Students	63
Assist Students in Registration Process	24
Additional Services	**Number of services/interns/interpreters**
Observing part-time Interpreters	8
Professional development	1
Assign Cases to Counselors	15
Total	**130**

SAS Web Inquiries and Presentation Requests for October 2020	**39**

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 1,832 contacts with students were conducted by Academic Advisors and PASS Program Advisors in October 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; DW update has been rescheduled for end of November;
  - Monitored FTIC cohort registration as part of QEP Roadmap and utilized Radius for Case Management communication and to continue communicating with FTIC students who have not registered
- **Faculty Advising**
  - Updated Master List of Faculty Advisors
  - Communicated virtually with Faculty Advisors to answer their advising questions and provide support
  - Held Virtual Faculty Advising Training
  - Participated in ongoing professional development to improve faculty advising training and services
  - Submitted accommodations forms for Interpreter services during Faculty Advising Trainings
- **Mentoring Services**
  - **College Advising Training Program-** scheduled for November 16th
  - **THECB Work Study Mentorship Grant** –Compiled student mentor reports and activities for processing on September and October 2020; met with student mentors to train them on contacting PASS Program students and prospective PASS Program students; Mentors are participating in webinars as part of their staff development; held interview and in process of hiring one more student mentor; awaiting on NOE to be processed;
  - **Beacon Mentoring Program** – Beacon Mentors sections have been recruited for the Fall 2020 semester cohort, 11 sections are participating and in place for the term; four visits are recommended and are to be held for the term; visits will be done virtually; presentations topics include financial *aid, final exam preparation, etc*. again in a virtual manner
- **PASS Program**
  - Program Application period is open for prospective students; outreach phone calls for program awareness are being conducted for all CTE students;
  - Staff provided academic advisement for PASS Program participants virtually
  - Staff maintained ongoing contacts with students on their caseloads;
  - Held Program meeting to review FY2021 Budget and Activities;
- **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
  - Maintained ongoing communication with grants office on Perkins requirements and new Time and Effort requirements

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; – participated in virtual Institute with focus on strengthening career services for students
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; met on a weekly basis with Co-Director to review QEP Status and next steps; met with Project Manager to review data collection and update reports; Implementing QEP Roadmap; monitored FTIC Cohort enrollment for Spring 2021; sent out Case Management communication via Radius; Presented at the Fine Arts Department Meeting
- **Banner User Group (BUGs)** – participated in BUGs meetings to review technical upgrade to Degree Works and conducted testing also for Self Service to prepare for production
- **Traffic Appeals Committee** – Coordinator of Special Advising Projects serving on committee for the FY 2021 - Next Meeting TBD

B. 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: NOVEMBER 18, 2020

SUBJECT: ACTIVITY REPORT FOR OCTOBER 1, 2020 THROUGH OCTOBER 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, and Finance and Administrative Services Director's Meeting.
- Business Office:
  - Held conference call on Faculty Cost Analysis with Comptroller, Budget Manager, and Finance and Administrative Services Project Manager.
  - Held Teams conference call on Financial Advisor and Continuing Disclosure with Assistant Comptroller and Director of Purchasing.
  - Held Teams call on Financial Advisor & Bond Counsel Services with Comptroller, Director of Purchasing, Accounting Group Managers, Associate Comptroller, and Legal Counsel.
  - Held Teams call on Financial Advisor Evaluation Criteria Samples and to discuss moving forward with Financial Advisor and Continuing Disclosure solicitation with Comptroller, Director of Purchasing, Assistant Comptroller, Accounting Group Manager, and Legal Counsel.
  - Held Teams call on Lower Rio Grande Valley Development Council (LRGVDC) Valley Metro Costs with Comptroller, Public Safety and Transportation Manager, Accounting Group Manager, and Finance and Administrative Services Project Manager.
  - Participated on Teams call for Faculty Cost Study Review with Business Office and Academic Affairs staff.
- Department of Public Safety:
  - Held Teams call on Transportation Services Plan with Public Safety and Transportation Manager and Finance and Administrative Services Project Manager.
- Accountability, Risk, and Compliance:
  - Held Teams conference call on Staff Cost Study with Director of Accountability, Risk, and Compliance.
  - Held Teams call on New Grant Discussion with Director of Accountability, Risk, and Compliance and Risk Manager.

- Held Teams call on Records Management Policy with Director of Accountability, Risk, and Compliance, and Manager.
- Held conference call to discuss changes to Faculty Cost and Productivity Study write-up for Finance, Audit, and Human Resources Committee Meeting with Director of Accountability, Comptroller, and Director of Purchasing.
- Held conference call to discuss changes to the Faculty Cost Study with the Director of Accountability and Director of Purchasing.

- 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 Human Resources matters and Office of Institutional Equity matters with Interim Director of Human Resources and Institutional Equity Officer.
  - Held Teams call on Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Interim Director of Human Resources, Institutional Equity Manager, and Legal Counsel.
  - Held Teams call on Policies #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation, #4206: Discrimination in Employment Prohibited, #4205: Equal Education and Employment Opportunities, and #4904: Employee Complaint Procedure, with Interim Director of Human Resources, Institutional Equity Officer, and Legal Counsel.
  - Held conference call to discuss changes on Leave of Absence and Sick Leave Policies with the Director of Accountability, Comptroller, Interim Director of Human Resources.
- Facilities Planning and Construction:
  - Held meetings to discuss Facilities projects, Facilities Committee and Board packet items, and other outstanding items with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.
- Institutional Equity:
  - Held several Teams calls to discuss Office of Institutional Equity matters and Title IX matters with Institutional Equity Officer.
  - Held Teams call to discuss Policy #4216: Freedom from Harassment, Discrimination, Sexual Misconduct, and Retaliation with Institutional Equity Officer, Interim Director of Human Resources, and Legal Counsel.
- 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 FAS Safety Committee.
  - Attended Texas Association of Community Colleges Board COVID-19 Planning Meeting.
- 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 and Coordinator.
  - Held several Teams calls to discuss daily operations with food services employees and Finance and Administrative Services Project Manager.
  - Held Team call with Search Committee to discuss applicants for Chief of Police vacant position.
  - Held discussion on Faculty Cost Study with College President, Interim Vice President for Academic Affairs, Interim Executive Vice President for Educational Programming and Student Achievement and Vice President for Information Services, Planning, Performance, and Strategic Initiatives, and Special Assistant to Office of the Vice President for Academic Affairs.
  - Attended Zoom Celebration on Reaffirmation.
  - Held discussion on Mission Economic Development Authority (MEDA) with College President.
  - Held Teams Interviews for Chief of Police position.
  - Held discussion on Transportation Services with Finance and Administrative Services Project Manager.

- Held discussion on Face to Face Student Report with Finance and Administrative Services Project Manager.
- Held several Temporary Agency Interviews via Teams.
- Attended Teams call on Institutional Effectiveness (IE) Plan Mid-Biennium Report Workshop with Director of Institutional Effectiveness, Assessment and Accreditation and Finance and Administrative Services Directors and Project Managers.
- Held Teams call on incident reporting with Director of Accountability, Risk, and Compliance, Risk Manager, and Director of Facilities Operation and Maintenance.
- Held conference call to review certain matters with legal counsel.
- Participated in Zoom Meeting with Texas Association of Community Colleges to review Formula Data Analyses to review preliminary formula funding estimates based on the Texas Association of Community Colleges (TACC) Legislative Appropriations Request (LAR).
- Attended Zoom Texas Association of Community Colleges Business Officers (TACCBO) Chief Financial Officer Fall Meeting.
- Participated in Institutional Effectiveness (IE) Plan review.

- Participated on Webinars/Webcasts
  - CARES Act Higher Education Emergency Relief Fund (HEERF) Institution Grant Reporting Requirements Webinar.
  - Texas Society of CPAs Webinar: Surgent's A Complete Guide to The New Yellow Book (CGYB).
  - NACUBO Webinar: Navigating the Unknown: Projecting Enrollment and Tuition Revenue Before, During, and After a Pandemic.
  - NACUBO Free Webinar on Optimizing Resource Allocation Through Integrated Financial Modeling.
  - NACUBO Webinar: Master Class Series: Financial Transformation During COVID-19.

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 2021.
  - Reviewed Tuition and Fee Revenue Scenarios for Spring 2021.
  - Revised monthly Legislative Budget Board COVID-19 Cost Survey Report.
  - Reviewed Fall Census Schedule of Tuition and Fee Revenue Report.
  - Reviewed Coronavirus Aid, Relief and Economic Security (CARES) Act Institutional Fund.
- Human Resources:
  - Reviewed updates on status of COVID-19.
  - Reviewed Policy #4307: Leaves of Absences.
  - Reviewed Policy #4206: Discrimination in Employment Prohibited.
  - Reviewed Policy #4904: Employment Complaint Procedure.
  - Reviewed Policy #4216: Freedom from Harassment, Discrimination, Sexual Misconduct, and Retaliation.
  - Reviewed Policy #4316: Leave Without Pay.
  - Reviewed Stipend Salary Budget FY 2019 - 2021.
- Facilities Planning and Construction:
  - Reviewed progress of Facilities Planning and Construction projects.
  - Reviewed Facilities Planning and Construction Project Priority Report.
  - Reviewed Facility Tour Update.
- Accountability, Risk, and Compliance:
  - Reviewed Policy #2500: Records Management.
  - Reviewed Faculty Cost Study and Productivity Study write-up for Committee Meeting.
  - Reviewed list of pending Record Custodian that need to be Identified.
  - Reviewed Non-Employee Incident Reporting Faculty and Staff Notice.

- Other:
  - Reviewed Employees Working from Home Reports for office staff and Directors.
  - Reviewed Title IX Weekly Reports.
  - Reviewed updates on Status of COVID-19 Cases Report.
  - Reviewed COVID-19 Campus Safety Protocols and COVID-19 Response Plan.
  - Reviewed Hidalgo County Emergency Order.
  - Reviewed COVID-19 Operations Response.
  - Reviewed Food Services and Culinary Arts Program Shared Agreement and Expectations.
  - Reviewed Pending 2019 - 2020 Performance Appraisals.
  - Reviewed 504 Coordinator designation and Deputy Title IX Coordinator.
  - Worked on Chief of Police interview questions.
  - Reviewed Clery Act Guidelines Rescinded by Education Department.
  - Reviewed Executive Order on Combating Race and Sex Stereotyping.
  - Reviewed Fraud Survey.
  - Reviewed Student Services Staff Trainings.
- Board Committee Meeting or Board Meeting:
  - Prepared to present at October meetings on the following items:
    - Transportation Services Operation Plan for Fiscal Year 2020 – 2021.
    - Food Services Operation Plan for Fiscal Year 2020 – 2021.
    - Faculty Cost and Productivity Study.
    - Policy #5120: Investment Policy and Investment Strategy Statement.
    - Resolution for Adoption of Rules Relating to Electronic Bids or Proposals.
    - Financial Advisor and Continuing Disclosure Services.
    - Primary Bank Depository Services.
    - Resolution Authorizing Investment Brokers, Dealers, Banks, and Investment Pools.
  - Started working on the following items for November meetings.
    - Tax Resale of Struck-off Properties by Starr County Commissioners Court.
    - Award of Proposals, Purchases, and Renewals.
    - Annual Investment Report for FY 2019 – 2020.
    - Certificate of Achievement for Excellence in Financial Reporting Issued by Government Finance Officers Association of the United States and Canada (GFOA) for the College's Comprehensive Annual Financial Report (CAFR).
    - Financial Advisor Services and Continuing Disclosure Services Solicitation Process and Evaluation Criteria.
    - Revise Policy #2500: Records Management.
    - Food Services Operation Plan for Spring and Summer 2021 Semesters.
    - Transportation Services Operation Plan for Spring 2021 Semester.
    - Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council for Spring 2021 Semester.
- Project Managers:
  - Reviewed and assisted in development of Facilities Committee and Finance Committee packets.
  - Worked on legal counsel log and confirmed activities stated on invoices sent by legal counsel.
  - Worked to create a flyer to promote the cafeteria's daily specials with Graphic Designer.
  - Worked to request an inventory list of all small equipment and tools at each cafeteria with Food Services staff members.
  - Developed and worked to submit Hiring Plan Management Report to be used with all justification memos regarding staffing requests with the division Directors.
  - Updated keynote message to College Administrators on Food Services updates for October.
  - Worked on Spring 2021 Professional Development Day developments with Directors and reserved a professional guest speaker for day of event.
  - Coordinated on request for use of portable building as a storage space for three departments with Director of Facilities Planning & Construction.

- Worked on updating comprehensive plan for Capital Improvement Projects scheduled in fiscal year 2020 – 2021 and beyond with Business Office and Department of Facilities Planning and Construction.
- Continued to work on Food Services and Culinary Arts Program Shared Agreement and Expectations at the Mid Valley Campus cafeteria.
- Worked on office staff training log and created visual graph to show the hours completed by staff members.
- Participated in LinkedIn Training on Project Management: Choosing the Right Online Tool.
- Worked on Food Services write-up to update the Finance, Audit, and Human Resources Committee for October meeting.
- Worked on Transportation Services Operational Plan for Spring 2021 Semester write-up to be presented to the Finance, Audit, and Human Resources Committee for approval at November meeting.
- Worked on interlocal agreement for Transportation Services between South Texas College and Lower Rio Grande Valley Development Council (LRGVDC) for Spring 2021 Semester write-up to be presented to the Finance, Audit, and Human Resources Committee for approval at November meeting.
- Worked on the Food Services Operational Plan for Spring and Summer 2021 Semester write-up to be presented to the Finance, Audit, and Human Resources Committee for approval at November meeting.
- Monitored and reviewed reports related to Food Services transactions and Transportation Services ridership.
- Worked on Internal Controls memo related to cash handling procedures with Auxiliary Accountant.
- Participated in conference calls on updates to daily operations with Food Services staff members and Vice President for Finance and Administrative Services.
- Participated in conference calls on project updates and agenda items requiring Board action with Facilities Planning and Construction staff members and Vice President for Finance and Administrative Services.
- Participated in conference call on division updates and upcoming deadline with department directors and Vice President for Finance and Administrative Services.
- Worked on weekly Cabinet updates.
- Assisted on COVID-19 Legislative Budget Board (LBB) Survey Report for month of October 2020 with Comptroller.
- Worked on Activity Report for the month of October 2020.
- Worked on FAS Key Note with Finance and Administrative Services Directors for month of October 2020.
- Worked on Finance and Administrative Services Frozen/Vacant Position with Assistant Comptroller.
- Worked on Jags @ Work status funds available with Comptroller.
- Assisted on Leave Report 2019 - 2020 with Interim Director of Human Resources.
- Worked on Higher Education Employees Insurance (HEGI) Eligible Matrix requested by Vice President of Finance and Administrative Services.
- Worked on Required Safety Precautions requested by Vice President of Finance and Administrative Services.
- Assisted on Hiring Memo with Institutional Equity Officer.
- Assisted on Student Travel Waiver with Risk Manager.
- Assisted on Updated Student/Employee Positive COVID 19 Cases with Interim Director of Human Resources and Acting Chief of Police.
- Assisted on Employee Retirement Benefits Allocation Report with Interim Director of Human Resources and Comptroller.
- Assisted on Hiring Memo positions with Director of Purchasing.
- Worked on Chief of Police applicants Matrix.
- Worked on List of In-Person/Hybrid sections with Director of Curriculum.
- Attended Institutional Effectiveness (IE) Plan Mid-Biennium Report Training Workshop with all Finance and Administrative Services Directors.
- Assisted on Sick Leave Donations & Pool Statistics with Interim Director of Human Resources.
- Assisted on Salary Survey 2020 - 2021 with Interim Director of Human Resources.
- Assisted on Direct Wage/Work Study Performance Appraisals with Interim Director of Human Resources.

- Worked on Fraud Survey with College Vice Presidents.
- Assisted on College Provided Medical Diagnosis with Interim Director of Human Resources.
- Assisted on Record Custodians with Accountability and Risk Manager.
- Assisted on Employee Incident Reporting for Faculty and Staff Notice with Director of Accountability, Risk and Compliance and Risk Manager.
- Assisted on Texas Association of Community Colleges (TACC) FY 2021 Local Revenue survey with Accounting Group Manager.
- Worked on FY 2018 – 2019 and 2019 - 202 Performance Appraisals with Human Resources Specialist Employee Relations and Finance and Administrative Services Directors.
- Worked on FAS Key Notes Trainings format with Graphic Designer.
- Assisted on Stipend Report with Interim Director of Human Resources.
- Worked on Faculty Cost Study Timeline with Director of Accountability, Risk and Compliance.
- Assisted on Campus Security Authorities Crime reporting forms with Public Safety and Transportation Services Manager.
- Worked on Financial Aid Disbursements Matrix.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended conference call on Bond 2020 information with External Auditor.
- Attended conference call on Instructional Pools.
- Attended Finance and Administrative Service (FAS) Director's meeting.
- Attended meeting to discuss upcoming projects for Accounts Payable department.
- Participated in Teams meeting to discuss upgrade to direct deposit self-service.
- Participated in Teams meeting to discuss Employer Advisory Group (EAG) - Higher Education.
- Attended the Recurring Manager Meeting with Business Office staff.
- Attended Zoom meeting to discuss open work orders with Travel system representative.
- Held meeting to discuss status of new Travel system Go Live date.
- Held Teams meeting to discuss Cashiers information required for National Postsecondary Student Aid Study (NPSAS) with Research and Analytical Services staff.
- Joined Teams meeting to discuss update to test the functionality of student self-service scheduled with JagNet Content Committee.
- Met to discuss expense variance with Payroll manager.
- Met to discuss Grant footnote with Business Office staff.
- Met to discuss Grant office staff vacancies and coverage of duties.
- Met to discuss process for unfreezing FY 2020 - 2021 vacant frozen positions with Human Resources staff.
- Met to discuss compensable absence journal entries with Payroll Manager.
- Met to discuss current liabilities new account structure.
- Met to discuss FY 2019 - 2021 mid-biennium updates for Institutional Effectiveness (IE) plan.
- Met to discuss GASB 75 reconciliations.
- Met to discuss My Journal Self Service with System Analysts and Information Technology staff.
- Met to discuss Other Post-Employment Benefits (OPEB) and Pension end of year journal entries.
- Met to discuss pending items with Director of Purchasing and Accounts Payable Supervisor.
- Met to discuss Popular Annual Financial Report (PAFR) changes with Graphic Designer.
- Met to discuss renewal and replacement budgeting process with General Accounting Manager.
- Met to discuss Starr County tax confirmation responses.
- Met to discuss Starr County Tax Levy for FY 2020 - 2021.
- Met to discuss Teacher Retirement System of Texas Position Codes with Interim Director of Human Resources.
- Met to review FY 2020 Uncollectible allowance and memorandum with Accounts Receivable staff.
- Met to review Campus Web Access payment data for 1098T purposes with Bursar and Cashier staff.

- Participated in conference call to discuss Skills grant amendment balances with Doctors Hospital staff, Continuing Education staff, and Grant Accounting staff.
- Participated in conference call to discuss Faculty Cost Study with Vice President for Finance and Administrative Services and Interim Vice President for Academic Affairs.
- Participated in Teams conference call on Institutional Effectiveness Planning and Budget Process with Director of Institutional Effectiveness, Assessment, and Accreditation.
- Participated on review of Apexanalytix Analytics and their functions on how to improve Accounts Payables.
- Participated on self-service 9 direct deposit testing session.
- Participated on Share Drive migration meeting.
- Trainings/Webinars:
  - Attended "Team Building and Stress Management" training.
  - Attended COKALA 2-day enhanced training webinar.
  - Attended Coronavirus Aid, Relief, and Economic Security (CARES) Act Institutional Fund reporting webinar.
  - Attended HEP and CAMP Annual Performance Report webinar.
  - Attended National Association of College and University Business Officers (NACUBO) webinar.
  - Attended the Virtual CoHEsion Summit.
  - Joined Teams Cashier Appreciation and mini-training session.
  - Joined TouchNet COMTEC Conference.

PROJECTS IN PROGRESS:

- Management Reports:
  - The Business Office staff worked on September board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- Accounts Payable/Grants and Contracts:
  - Assisted external auditor with requests for audit preparation.
  - Assisted in finalizing payment dates with staff on pending invoices.
  - Completed and submitted lease commitments, Accounts Payable reconciliations, prepaid maintenance, and other audit items.
  - Completed new Travel system Go Live, held college-wide trainings, and updated new training manuals.
  - Created an Argos report to identify documents with double posting from Chrome River.
  - Prepared Alert Notices for Chrome River testing and training.
  - Prepared audit items received in FY 2019 - 2020 and paid in FY 2020 - 2021 through purchase order.
  - Reviewed Accounts Payable Automation Institutional Effectiveness Plan.
  - Reviewing vendor re-distribution for Accounts Payable.
  - Submitted final payable entries for posting for year closing.
  - Submitted final purchase orders to Purchasing department, after end of year Accounts Payable completion to start closing process.
  - Updated Travel system training manuals.
  - Uploaded virtual card payments and maintained vendor profiles.
  - Worked on August final reconciliations.
  - Worked on Chrome River service support tickets, cash advance, email notices, rules, and roles.
  - Worked on ChromeRiver testing, on correcting links from Chrome River's emails, and also on correcting registration tile in Chrome River.
  - Worked on grant rollover purchase orders.
  - Worked on installing Grants excel macros for Grants employee.
  - Worked on modifying all Chrome River reports schedules due to the time change.
  - Worked on troubleshooting budget issues with Grants allocations being sent over to Chrome River.

Bank No.	20-Sep	20-Oct
01 E&G	225	297
01 Direct Deposit	39	43
03 Student	7,026	2,062
12 I&S Taxes	-	-
16 I&S Bond	-	-
17 Plant	11	9
31 Virtual Card	234	344
232 AP Card	1	3
37 Unexp-LT Bond Series 2015	-	-
38 Unexp-LT Bond Series 2014	-	-

- Budget and Reporting:
  - Assisted on Coronavirus Aid, Relief, and Economic Security Act expense report.
  - Assisted on COVID-19 impact survey.
  - Assisted on instructional cost's analysis.
  - Compiled data for FY 2020 - 2021 International Financial Reporting Standards (IFRS), pending data input into template.
  - Completed and submitted FY 2019 - 2020 State Campus-Based Programs Annual Report.
  - Discussed benefits budget table and Higher Education Employees Group Insurance supplement request with Associate Comptroller.
  - Prepared analysis of FY 2019 - 2020 benefits expense percentages by employee class.
  - Prepared and printed FY 2019 - 2020 budget amendment booklet.
  - Prepared FY 2021 - 2022 budget planning calendar.
  - Prepared FY 2022 - 2023 Legislative Appropriations Request October resubmission report.
  - Prepared headcount, semester credit hour, and contact hour trend analysis for Vice President for Finance and Administrative Services.
  - Printed and distributed FY 2020 - 2021 budget books to College staff.
  - Researched custodial and janitorial services of the top ten community colleges.
  - Submitted Cabinet items requested by Vice President for Finance and Administrative Services.
  - Submitted FY 2020 - 2021 budget booklets and FY 2019 - 2020 budget amendment booklets to campus libraries.
  - Submitted October version of FY 2022 - 2023 Legislative Appropriations Request.
  - Tested Budget Development budget roll process in test instance, as part of Banner upgrade process.
  - Trained Budget Accountant on state appropriation audit item.
  - Updated and analyzed headcount and tuition projection templates for FY 2021- 2022.
  - Updated additional revenue scenarios for Spring 2021 term.
  - Updated Average State Funding per contact hour worksheet.
  - Updated Faculty Cost and Productivity Study presentation.
  - Updated headcount, semester credit hour, and contact hour analysis presentation.
  - Updated Legislative Appropriations Request FY 2022 - 2023.
  - Updated October Finance Committee write-up on waiver of Electronic Distance Learning Fee for Spring 2021 semester.
  - Worked on creating an Argos report for Budget.
  - Worked on submitting new transfer rules for budget transfer application.
- Accounts Receivable/Financial Aid Accounting:
  - Finalized ACH-Customer Web Access (CWA) recurring student payment option, pending Information Technology security review.
  - Submitted 1,359 delinquent accounts to three (3) contracted Collection Agencies
  - Tested Payment Detail code history flag for 1098-T modifications, pending final testing results to implement in production.

- Cash Management/Special Projects/Office Support:
  - Prepared and submitted items needed for FY 2019 - 2020 audit.
  - Submitted hiring plan to Vice President for Finance and Administrative Services.
  - Worked on gathering list of forms for electronic signature.
  - Worked on scheduling mandated exceptions reports.

Bank No.	#of Checks/DD Cycles	# of Checks/ Direct Deposit
01 E&G	**7**	**308**
01 Direct Deposit	8	40
02 Payroll	7	188
02 Direct Deposit	3	2,104
03 Student	7	2,062
12 I&S	0	0
16 I&S	0	0
17 Plant	3	9
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	**35**	**4,711**

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	18
Bank Transfers between Bank Accounts	33
Wire Transfers for Benefits and International	4

- General Accounting/Construction/Fixed Assets/Property Tax:
  - Prepared board management reports and staff continued to work on monthly reconciliations and monthly reports.
  - Compiled and prepared reimbursement report for Lower Rio Grande Valley Development Council (LRGVDC) for month of August.
  - Discussed and showed how to interpret and update the construction budget projection report to Finance and Administrative Services Project Manager.
  - Submitted Arbitrage Rebate calculation documentation requested by Hilltop Securities.
  - Tested several journal entries on My Journal-Self Service.
  - Updated encumbrance journal entry forms to be more efficient on data reported.
  - Uploaded Independent Registered Municipal Advisor (IRMA) letter to Municipal Advisor Council of Texas website.

Duties	Total
Approval Queues - Requisitions Approved	19
Bank Reconciliations	8
Board and Management Reports Reviewed	8
Cafeteria daily sales report	80
Check verification for AP / Payroll	16
Checks printed and/or send	13
Construction Checks - Retrieve for Auditor	13
Copies of booklets/journal entries requested	33

Duties	Total
Checks provided for Arbitrage and Bank Statements	14
Deposits prepared	19
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39, and Same Day Report and emailed to specified group contacts	63
Download General Accounting Daily Banner reports	82
Returned mailed checks - Logged and Filed	27
Returned Mailed checks - Disbursement	75
Emails - answered, prepared, initiated	695
FOAP created including activity codes	11
FOAP provided for deposits and/or other depts requesting info.	5
Hours Filing and organizing of Journal Entries and boxing	5
Hours used for scanning - estimated	32.5
Hours used to log Scanned JE	2.5
Hours used to prepare documents for scanning	3.5
Hours used to compile and scan LRGVDC backup	18
Donations - telephone calls received	29
Interdepartmental Transactions reviewed	14
Interdepartmental Transactions submitted	13
Journal entries prepared	128
Journal entries processed including FUPLOAD	1,103
Journal entries- transactions processes	12,156
Journal entries/documents scanned	1,605
Journal Entries Logged	1,073
Journal Entries reviewed	35
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	21
Requisitions prepared	1
Stale dated list prepared	4
Stale dated letters mailed	429
Stale dated letters returned and logged	40
Stop payments processed (includes stale dated checks)	153
Transactions removed from bank reconciliation	4,543
Special project - Tax abatement	0.25
Special Project - Bank - bank statement and checks images	3
Audit Reports prepared/working on audit	14
Banner Testing hours/training - Hours Used-Gomer	9.75
Motions-prepared, revised, reconciliations, prepare backups	1
Overtime - Hours and Task worked	28.2

Description	Count
General Journal Entry (Intra-Fund) (JE 15)	146
General Journal Entry (Inter-Fund) (JE 16)	85
Cash Receipts (CR 05)	632
Encumbrance Liquidation (E032)	3
Encumbrance Liquidation (E020)	-

Description	Count
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	1
General Journal Entry (JE 17)	8
Misc. Receipt Payments (CA10)	16
General Journal Entry (STCJ)	-

- Cashiers:
  - Activated Spring 2021 tuition tables on October 28, 2020.
  - Assisted students with Fall 2020 questions via scheduled appointments, walk-ins, Cashier call center, and STC Cashier email.
  - Assisted students with Fall 2020 questions.
  - Crossed trained on credit card refund process.
  - Planned Teams bite size Cashier training.
  - Reviewed 1098T process and set up for testing.
  - Set up Banner 1098T process to test the importing of information from Customer Web Access (CWA) external system and tested process.
- Payroll and Position Control Departments:
  - Prepared GASB 68 journal entries and account reconciliations.
  - Prepared GASB 75 entries and account reconciliations.
  - Prepared Other Post-employment Benefits entries and account reconciliations.
  - Worked on updating Timekeeping system website for Payroll.

Payroll Processes for the month ending October 31, 2020	
Payroll Re-issue Processed	3
Payroll Cycles	4
Payroll Checks & DD	2,620
TimeClock Plus Access Forms Processed	106
Number of Employees with OT reviewed for OT Memos	210
NOE's Approved	202
Salary Budget Transfer Forms Processed	5

- Business Office Performance Indicators:

Payroll Performance Indicators for October 2020			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,739	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	547	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 09/16 - 09/30) SR19	266	Salaried	0
(Waged 10/01 - 10/15) SR20	281	Waged	3
Regular (Salaried: October) MR10	3,133		
		Void Checks Processed	
		Salaried	0
NOE's Approved		Waged	3

Payroll Performance Indicators for October 2020			
Approved NOE's	202		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	0
(Additions, Deletions, Changes)	39	Waged	3
Salaried	176		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	5
FLAC	10		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	1	Salaried	0
Waged	28	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	25	Salaried	0
Salaried: MR10	81	Waged	0
(Salaried: MR09ADJ01)	1		
(Salaried:		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	77
Waged	1	Total Net	$156,294.87
Liabilities Processed		Waged	107
ORP	11	Total Net	$31,942.20
Annuity	12		
Student Loans	1, SR-0	**Direct Deposits Processed**	
United Way	1	Salaried	1,976
Child Support	2	Total Net	$5,329,924.77
IRS Levy	0		
Withholding & FICA	3	Waged	460
Met Life	1	Total Net	$143,144.82
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held RAVE Mass Notification Teams Meeting to discuss use of the system with Department of Public Safety Police Compliance Coordinator, Public Safety and Transportation Services Manager, and Coordinator of Emergency Preparedness & Training.
- Attended Polling Places, Electioneering & Campus Procedures Teams Meeting to discuss safety concerns and Freedom of Expression policy with other college employees.

- Attended virtual training on resources available to victims of family violence hosted by Hidalgo County District Attorney.
- Attended Teams Meeting to discuss news media statement release with Vice President for Finance and Administrative Services and Human Resources personnel.
- Held meeting to discuss safety measures and Freedom of Expression policy with Patrol Sergeants.
- Attended Finance, Audit, and Human Resources Committee Meeting to provide updates on transportation ridership September 2020 report.
- Attended RAVE Mass Notification training summit on October 19 to October 21.
- Attended Institutional Effectiveness Plan Biennium Report training with Vice President for Finance and Administrative Services and other division directors.
- Attended several Teams Safety Meetings to discuss COVID-19 safety measures and other topics with Vice President for Finance and Administrative Services and other directors.
- Held meeting to discuss camera projects at different campuses for FY 2020 - 2021 with Parking and Security Services Manager.
- Held meeting to discuss police procedures with Safety Police Sergeants.
- Attended Teams Meeting to discuss Lower Rio Grande Valley Development Council (LRGVDC) and South Texas College Spring/Summer 2020 Transportation Services Agreement.
- Held Teams meeting to discuss police equipment with police sergeants and police officers.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Worked on reviewing reports in Automated Reporting Management System (ARMS).
  - Worked on several referral reports.
  - Worked on obtaining guidance on an open records request.
- Surveillance Cameras:
  - Worked on prioritizing surveillance camera replacement projects at different campuses.
  - Worked to have new WatchGuard server installed with Information and Technology staff.
  - Assisted planning and construction staff on getting quotes to move cameras and panic buttons located at Cashier offices on several campuses.
- Training:
  - Worked on scheduling police personnel to attend the Law Enforcement Officers, Victim Advocates & Crime Victim Liaisons training webinar hosted by Hidalgo County Criminal District Attorney's Office in partnership with other organizations.
  - Worked on COVID-19 safety measures compliance for a group of police officers to attend a Trauma Informed Sexual Assault Investigation training.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Worked on approving leave requests, time adjustments, and Time Cards on Time Clock.
  - Worked on police and security schedules.
- Purchases and Repairs:
  - Worked on approving requisitions.
  - Worked on police equipment estimates.
  - Worked on getting estimates for relocation of cameras and panic buttons for cashier's improvement projects at Mid Valley, Nursing and Allied Health, and Starr County Campuses.
  - Worked on getting estimates to restripe the word "Police" on the older model patrol vehicles that had their hoods repainted.
- Shuttle Buses and Parking:
  - Worked on progress report on the purchase of new parking permits.
  - Worked on transportation ridership report.
  - Worked on September 2020 total ridership for Student Transportation Services.

- Other:
  - Worked on Voting and Electioneering Procedures by providing feedback along with other college employees.
  - Worked on providing feedback on a statement released to news media with public relations staff.
  - Worked on updating student/employee positive COVID-19 cases spreadsheet and matrix.
  - Worked on Department of Public Safety Institutional Effectiveness Mid-Biennium Report, which is due by October 30, 2020.
  - Worked on implementing new processes to meet compliance on Clery Act and Violence Against Women Act (VAWA).
  - Reviewed Department of Education announcement rescinding long-standing guidance on how colleges should record and report certain campus crimes to federal government.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended TEAMS meeting to discuss Pecan Campus Library Architect Owner agreement, Pecan Campus Sand Volleyball Courts Sand Replacement warranty issue, and District Wide Stucco Repainting project with Legal Counsel, Vice President for Finance and Administrative Services, and Facilities Planning & Construction staff.
- Attended Rio Grande Valley Industrial Development & Texas Construction Bond Elections during COVID-19 virtual meeting.
- Attended Teams meeting with Facilities Planning & Construction project managers to review status of projects.
- Attended Finance and Administrative Services and Facilities Planning & Construction Teams meeting to discuss Facilities projects, Facilities Committee and Board packet items, and other outstanding items.
- Participated in site visit to view facility with Facilities Planning & Construction staff and Director of Operations & Maintenance and also performed site visit to field measure the building to develop a preliminary as-built drawing.
- Pecan Campus:
  - Pecan Campus Sand Volleyball Courts-attended construction meeting with contractor, architect, and College staff.
  - Pecan Campus Sand Volleyball Courts Sand Replacement-attended meeting on site to discuss remediation options with Operations and Maintenance department.
  - Pecan Campus Library Renovations and Expansion-attended project implementation meeting with architect and department staff.
  - Pecan Campus Library Renovations and Expansion-attended walkthrough with architect of record; and attended existing furniture review with library department staff.
- Pecan Plaza:
  - Pecan Plaza Human Resources Entry Courtyard Fence-attended meeting with vendor to discuss overall project scope.
  - Pecan Plaza West Building C Kinesiology Renovation-attended meeting to review 50% construction drawings with Facilities Planning & Construction and Operations and Maintenance staff.
- Mid Valley Campus:
  - Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing-attended bi-weekly construction meeting.
  - Mid Valley Campus-attended meeting to discuss possibility of a Culinary Arts Kitchen and Cosmetology Lab with Interim Executive Vice President for Educational Programming and Student Achievement and Vice President for Information Services, Planning, Performance, and Strategic Initiatives, Campus Administrators, and Facilities Planning & Construction staff.
  - Mid Valley Campus Building F Student Services Renovation-attended bi-weekly construction progress meeting with project team.

- Mid Valley Campus Culinary Arts Program Building A Renovation-attended Teams meeting to discuss option for converting existing cafeteria to Culinary Arts program with College staff.

- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovation-attended pre-construction meeting and Owner-Insite meeting with architect, contractor, and College staff.
  - Nursing and Allied Health Campus Student Services Renovation-attended a site walk through to verify existing conditions and mobilization requirements with contractor.
- Starr County Campus:
  - Starr County Campus Welding Lab Expansion-attended conference call with Campus Administrator to discuss plans for the project.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Drainage Improvements-attended Teams meeting to review executive summary report and PowerPoint presentation with engineer and department staff.
  - Regional Center for Public Safety Excellence Cityscape Remediation-attended weekly project progress meeting with project team; attended Teams meeting to discuss asphalt submittals with engineer and department staff.
  - Regional Center for Public Safety Excellence Target Range-attended meeting with College President, College staff, and architect to discuss the upcoming Charrette Meeting and criteria.
  - Regional Center for Public Safety Excellence Target Range-attended Zoom meeting to discuss project scope and coordinate design meetings with architect and College staff.
- Attended October Facilities Committee meeting and Board meeting.
- Attended meeting to review the storefront doors at Pecan Campus Science, Technology, Engineering, and Math (STEM) building and General Academic buildings on hardware issues with Operations and Maintenance locksmith.
- Attended meeting to review and revise 5-Year Comprehensive Plan with Facilities Planning & Construction staff.
- Attended Celebration of Accreditation Reaffirmation.
- Attended Institutional Effectiveness Plan Mid-Biennium Report Workshop.
- Attended Facilities Operations Council meeting with College staff.

PROJECTS IN PROGRESS:

- Worked on gathering product information on existing project material and provided a drawing for requesting quotes with Maintenance staff.
- Worked on Space Modification requests.
- Worked on District Wide Move Requests and worked on requesting furniture quotes.
- Worked on drafts for October Facilities Committee meeting agenda, write ups, and backups.
- Worked on review and approval of Work from Home reports.
- Worked on finalizing Work from Home schedule for Facilities Planning & Construction staff for October.
- Worked on plans for Pecan Campus Portable Building PB27 to renovate classroom space into four storage spaces.
- Worked on Handbook of Operating Procedures template for documentation of record keeping process and various other process.
- Worked on drawings for a proposed valley gutter as requested by Operations and Maintenance staff.
- Worked on providing information of City of McAllen's water supply line location at Technology Campus to Operations and Maintenance staff.
- Worked on revisions of October Facilities Committee write ups and back up information for Board packet.
- Pecan Campus
  - Pecan Campus Library Renovations and Expansion-worked with architect to finalize feasibility report; worked on developing a furniture list with specifications as requested by architect.

- Pecan Campus Library Renovations and Expansion-provided furniture list with specifications as requested by architect; reviewed and provided comments regarding Feasibility Study.
- Pecan Campus Building M Office and Work Space Renovation-performed site visits to verify status of construction progress; performed above ceiling inspection walk through.
- Pecan Campus Sand Volleyball Courts- performed site visits to observe status of sand replacement progress; reviewed material test reports.
- Pecan Campus Building H Renovation for Culinary Arts-worked on review of kitchen equipment submittals.
- Pecan Campus Sand Volleyball Courts Sand Replacement-reviewed Change Proposal Request #1 from contractor; met on site with Operations and Maintenance staff to discuss remediation option.

- Pecan Plaza:
  - Pecan Plaza West Building C Kinesiology Renovation-coordinated review of drawings by Facilities Planning & Construction staff.
  - Pecan Plaza West Building C Kinesiology Renovation-reviewed architect's 50% progress set of construction drawings.
  - Pecan Plaza West Building C Kinesiology Renovation-scheduled meeting with Facilities Planning & Construction and Maintenance staff to review drawings.
- Mid Valley Campus:
  - Mid Valley Campus Drainage Improvements and Asphalt Resurfacing Phase I-performed site visits to verify status of construction; reviewed change order proposal from engineer and contractor.
  - Mid Valley Campus Building F Student Services Renovation-performed site visits to verify status of construction progress; reviewed contractor field reports; performed punch list and Final Walk-through for Phase I construction.
  - Mid Valley Campus Building F Student Services Renovation-performed site visits to verify status of Phase I completion, status of Cashiers staff move-in, and demolition for Phase II.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovation-performed site visit to verify status of construction.
  - Nursing and Allied Health Campus and Higher Education Center La Joya-worked on inspection of signs to verify conditions and damages during shipping.
- Technology Campus:
  - Technology Campus Master Plan-worked on review of draft American Institute of Architects (AIA) Agreement and provided comments.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Cityscape Remediation-performed site visit to verify status of construction progress; reviewed project submittals and pay applications; photos taken to document progress; worked with consulting engineer and contractor to finalize submittals.
  - Regional Center for Public Safety Excellence Drainage Study Report- reviewed engineer's draft drainage study; provided information to engineer on an existing drainage pipe from Independent School District running through the College's property.
  - Regional Center for Public Safety Excellence Target Range-reviewed and provided comments on Owner/Architect agreement; worked on review of charrette program presentation.
- District Wide:
  - District Wide Deferred Maintenance of Roofs-coordinated Mid Valley Campus roof assessment by architect.
  - District Wide Flooring Replacement-worked on documenting flooring replacement projects district wide and flooring replacement master plan.
  - District Wide Automatic Door Openers-worked on finalizing evaluation for Solicitation of an Engineer.
  - District Wide Flooring Replacement Nursing and Allied Health Campus and Mid Valley Campus-performed site visits to document flooring types and locations.
  - District Wide Flooring Replacement Pecan Plaza and Mid Valley Campus-performed site visits to document flooring types and locations.

- Worked on drawings for a proposed valley gutter as requested by Operations and Maintenance staff.
- Worked on drawings for renovating the ceiling grid at Nursing and Allied Health Campus Building A 1st floor as requested by Operations and Maintenance staff.
- Worked on updating facility information and floor plan sketch for facility.
- Worked on updating department Hiring Plan.
- Worked on department's Key Note report.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Participated in Teams interviews for Chief of Police position.
- Attended Zoom Celebration of Reaffirmation.
- Attended meeting to discuss Pecan Plaza Kinesiology 50% Drawings with Facilities Planning & Construction Project Manager.
- Participated in Teams Finance and Administrative Services Director's Meeting to provide department updates with Vice President for Finance and Administrative Services.
- Attended Teams Finance and Administrative Services Facilities Planning & Construction Meeting with Director of Facilities Planning & Construction.
- Attended Livestream of Hispanic Serving Institutions Grant Award Presentation.
- Conducted above ceiling inspection of Building M with Project Manager for Facilities Planning & Construction.
- Conducted review of Pecan Plaza facility with Director of Facilities Planning & Construction.
- Held several Teams Facilities Operations and Maintenance Managers Meetings throughout the month.
- Held Teams Facilities Operations and Maintenance Support Staff Meeting.
- Participated in Teams Behavioral Intervention Team meeting.
- Participated in several Safety Committee meetings with Vice President for Finance and Administrative Services throughout the month.
- Participated in Teams Search Committee Meeting for Chief of Police position.
- Participated in Account Activation Introductory Call to discuss accounting and business advisory needs with vendor.
- Participated in Teams Institutional Effectiveness Plan Mid-Biennium Report Workshop with Vice President for Finance and Administrative Services.
- Participated in Teams Institutional Resilience and Expanded Postsecondary Opportunity Grant meeting regarding follow up questions with Grant Development Officer.
- Participated in Teams Institutional Resilience and Expanded Postsecondary Opportunity Grant discussion regarding the grant budget with Grant Development Officer.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - Technology Campus
    - Received quote to repair underground water leak from utility contractor.
  - Mid Valley Campus
    - Attended meeting regarding installation of new access control system with Child Care staff.
  - District Wide Campuses
    - Attended meeting regarding new uniforms for maintenance and custodial staff with vendor.
    - Completed typical pest control issues and equipment rentals.
    - Conducted inspection of irrigation repairs, in progress.
    - Received quote for annual elevator inspections and submitted for approval.

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	238	$ 40,680.37
Electrical	150	$ 8,953.27
Energy Management	51	$ 658.97
HVAC	176	$ 14,490.87
Locksmith	96	$ 11,416.55
Painting	40	$ 2,779.09
Plumbing	130	$ 2,584.94
Plant Services		$ 0
Total Cost		**$ 81,564.06**
General Maintenance	1	
Total Work Orders	**882**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	313
Moves/Relocations	34

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Held discussions on Worker's Compensation audit and corresponding billing with Texas Association of School Boards (TASB) and Business Office staff.
  - Held discussions on Texas Association of School Boards (TASB) invoice for Data Breach/Privacy Liability with Business Office staff.
  - Held several discussions on Lease Agreement/Loss Payees with Texas Association of School Boards (TASB), Risk Management Consultant, Insurance Vendor, and Purchasing staff.
  - Held discussions on Worker's Compensation claims and metrics for Incident Analysis and Response process with Human Resources Benefits staff.
  - Held discussions on policy review with Risk Management Consultant.
  - Held discussions on new grant and Risk Management's involvement with Grants department and discussed preparation of a COVID-19 guidebook.
  - Held several discussions on status of various insurance policies with Insurance vendor staff.
  - Held discussions on repairs to shuttle bus with Purchasing and Department of Public Safety staff.
  - Held several discussions on incident reporting with Nursing and Allied Health Campus staff.
  - Held discussions regarding incident reporting with Department of Public Safety staff.
  - Held discussions regarding incident reporting with Technology Campus staff.
  - Held discussions on status of incident reporting with Operations Contracts Manager.
- Vice President for Finance and Administrative Services:
  - Attended multiple meetings on Faculty Cost and Productivity Study write-up with Vice President for Finance and Administrative Services and also with Reporting Coordinator.
  - Attended meeting and conference calls on Sick Leave, Donations, and Pool draft policy with Vice President for Finance and Administrative Services, Interim Director of Human Resources, and Accountability, Risk, and Compliance staff.

- Attended meeting on Faculty Cost and Productivity Study with Vice President for Finance and Administrative Services, Interim Director of Human Resources, and Support Specialist.
- Attended meeting to discuss safety recommendations and incident reporting for Technology Campus with Vice President for Finance and Administrative Services.
- Held several discussions on students and COVID-19 grant project with Vice President for Finance and Administrative Services.
- Held discussions on Continuity of Operations Plan online training module and upcoming projects with Vice President for Finance and Administrative Services Office staff.

- Records Management and Retention:
  - Attended multiple meetings and several conference calls on revisions for draft Policy #2500: Records Management and College operations with departmental staff; prepared questions for Planning and Developing Council Meeting.
  - Held meeting on Business Office records and enhancements to Records Management Program with Comptroller, Accounting Group Manager, Accountability and Compliance Manager, and Accountability Assistant.
  - Held meeting to discuss revisions for Record Custodian Training module with Compliance Manager and Accountability Assistant.
  - Held several discussions on retention periods and transferring retention records to Retention Center with Regional Center for Public Safety Excellence (RCPSE) staff.
  - Attended conference call on SharePoint webpage updates for Compliance section with Accountability and Compliance Manager and Support Specialist.
  - Retention Processing:
    - Held conference call to discuss onsite visit to process records with Fields Operations Manager.
    - Met to discuss onsite visit for processing of retention boxes for College with retention processing vendor, Compliance Manager, and Accountability Assistant.
    - Hosted onsite visit for processing of retention records with vendor; discussed nonstandard retention schedules, Business Office retention records, and other college records matter.
  - Secondary Records Retention Center:
    - Held several discussions on status of shelving vendor quotes and fire suppression system for Technology Campus Portable Building 7B with Space Management Specialist.
    - Held discussions on shelving and layout options with Space Management Specialist and also with Custodial staff.
    - Held discussions on purchasing shelving hardware for installation of additional shelves with Custodial and Purchasing staff.
    - Held several discussions on fire code requirements with Health and Safety Manager.
- Trainings/Webinars:
  - Attended Chrome River Training sessions.
  - Attended The Next Steps for College COVID-19 Testing webinar.
  - Completed Fundamentals of Risk Management training.
  - Attended Texas State Library and Archives Commission (TSLAC) Records Management Basics for Local Governments webinar.
  - Attended Center for Disease Control and Prevention (CDC) Partner Update COVID-19 webinar.
  - Attended the following Center for Infectious Disease Research and Policy (CIDRAP) webinars:
    - COVID-19 – A Tale of Two Countries.
    - COVID-19 – What Do I Know and Don't Know About COVID-19.
    - COVID-19 – Viral Gravity.
    - COVID-19 – A Coronavirus Forest Fire.
    - COVID-19 – Reopening Schools Part 1and Part 2.
- Other:
  - Attended weekly huddle meetings with departmental staff.
  - Participated in several Safety Team Meetings to discuss COVID-19 safety measures and also created corresponding Minutes for meeting.

- Participated in Teams Finance and Administrative Services Director's Meeting.
- Participated in Planning and Development Council Committee Meeting.
- Attended multiple meetings on potential grant opportunity with Grants department.
- Attended meeting on shared folder migration with Information Technology staff.
- Attended conference call on Records Retention budget account for FY 2021 with Compliance Manager.
- Held several discussions on pricing analysis, bin sizes, and bin locations for secure shredding vendor agreement addendum with Senior Buyer.
- Held discussions on Incident Analysis and Response Procedures with Environmental Hazard and Safety Manager.
- Held several discussions on Clery Act and Violence Against Women Act (VAWA) internal audit with Police Lieutenant and Public Safety and Transportation Services staff.
- Held meeting on Biennium Plan with Director of Institutional Effectiveness.

PROJECTS IN PROGRESS:

- Insurance:
  - Reviewed Cyber Liability Insurance policy for accuracy.
  - Revised Incident Analysis and Response Procedures.
  - Prepared South Texas College Workforce Student Accident Insurance Report.
  - Revised Incident Report template.
  - Researched Occupational Safety and Health Administration (OSHA) metrics and other resources on the process of Incident Analysis and Response for Worker's Compensation.
  - Created Incident Analysis and Incident Reporting memo for Technology Campus incident and revised safety remediations.
  - Calculated Worker's Compensation metrics based on information provided by Human Resource staff.
- Records Management and Retention:
  - Continued working on Records Management Center proposal plan for Technology Campus.
  - Reviewed Texas State Library and Archives Commission (TSLAC) Bulletin B: Electronic Records Standards and Procedures and also The Texas Record FAQ: Can I destroy a paper original after scanning?
  - Updated List of Record Coordinators based on response received from administrators.
  - Finalized Retention Center Inventory list and prepared College-wide summary of records retention boxes.
  - Continued working on Records Custodian Training Module.
  - Finalized email and Microsoft Form on Records Management Standard Questions for retention requests.
  - Continued revising Records Management Procedures and drafted Records Inventory Sheet template.
  - Drafted Managing Department Records Guidelines for Record Coordinators and Record Custodians.
  - Developed organizational structure and roles of Records Management Program.
- Policies:
  - Continued revising draft Policy #2500: Records Management and worked on write-up for Committee approval; reviewed feedback from Vice President for Finance and Administrative Services and Presidents Cabinet.
  - Presented Policy #2500: Records Management at Planning and Development Council Virtual Meeting.
  - Worked on revisions to Policies #4307: Leave of Absences, #4311: Personal Leave, and #4316: Leave Without Pay.
  - Worked on South Texas College Policy Inventory List and Finance and Administrative Services Policy Inventory List updates.
- COVID-19:
  - Created draft COVID-19 Committee charter.
  - Worked on request to update COVID-19 Campus Safety Protocols for Coronavirus Health and Safety Information webpage.
  - Researched Texas Higher Education Coordinating Board (THECB), Center for Disease Control and Prevention (CDC), and Texas colleges for guidance on face masks to be worn and prepared analysis.
  - Prepared timeline for preparation of COVID-19 guidebook.

- Worked on edits, revisions, and update requests for College's Coronavirus Information webpage.
- Continued working on Employee Forms American with Disabilities Act (ADA) compliance check for College's Coronavirus Information webpage.

- Other:
  - Reviewed police/incident reports and conducted analysis/response.
  - Updated Continuity of Operations Plan self-paced only training.
  - Reviewed Heating, Ventilation, Air Conditioning, and Refrigeration (HVACR) Program Safety Plan.
  - Reviewed elements of Institutional Resilience and Expanded Post-Secondary Opportunity Grant.
  - Continued working on Dual Credit Summer 2019 Faculty Cost Study and also on Spring 2019.
  - Revised Course Release Compliance Assessment and included responses from Vice President for Finance and Administrative Services.
  - Worked on Faculty Cost and Productivity Study presentation and write-up for Committee meeting.
  - Worked on assessment of management responses for Cleary Act and Violence Against Women Act (VAWA) internal audit findings.
  - Finalized departmental biennium plan.
  - Reviewed shredding services addendum for bin sizes and location and agreed on pricing for all locations.
  - Worked on New Management Report Hiring Plan.
  - Developed Faculty Cost and Productivity Study timeline and included initial internal communication, extensive research of firms, Committee feedback, and Board action.
  - Worked on SharePoint updates for Records Management, Compliance, and Risk Management website sections, created new web pages, reviewed hyperlinks, and uploaded types of records resource tool.
  - Assisted Office of Human Resources with annual leave audits.
  - Reviewed Texas Association of School Board (TASB) for August 2020 Legal Update and also for September 2020 and then worked on Internal Analysis Report.
  - Reviewed Texas Legislature Higher Education Committee September 2020 Request for Information Notices and Responses for updates.
  - Worked on monthly activity report, reviewed invoices, monitored Banner Workflow requests, prepared requisitions, and prepared work order requests as needed.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Reviewed and negotiated changes to twenty-six (26) vendor agreement/contracts.
- Participated in Finance and Administrative Services Directors Meeting with Vice President for Finance and Administrative Services and the division Directors.
- Participated in Business Office new travel system Chrome River training sessions.
- Attended October Finance Committee Meeting and Regular Board Meeting.
- Prepared one (1) contract renewal vendor notification letters.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for Board of Trustees and Finance, Audit, and Human Resources Committee packets.
  - Prepared, reviewed, and revised Construction related items and supporting documentation for Board of Trustees and Facilities Committee packets.
  - Processed seven hundred forty-two (742) purchase orders.
  - Approved seven hundred sixteen (716) requisitions.
  - Disapproved three hundred five (305) requisitions.
  - Processed change orders for goods and services.
  - Completed zero (0) travel authorizations.

- Submitted twenty (22) records to Legislative Budget Board to report professional services contracts at $14,000 and above and all contracts at $50,000 and above.
- Created or updated forty-four (44) new/exiting vendor W-9 forms, which were created or updated in Banner.
- Reviewed and updated Department procedures as needed.
- Conducted Public Bid Openings for the following:
  - Request for Proposal: 20-21-1017 Rebid – Nursing and Allied Health Bldg. A Analog to Digital Audio Visual Upgrade Phase I
- Prepared the following Request for Proposals/Quotes/Qualifications:
  - Request for Proposal: 20-21-1018 Pecan Campus Building G Physical Science Classroom Conversion (Contractor)
  - Request for Proposal: 20-21-1019 Medium Duty Truck
  - Request for Proposal: 20-21-1020 Engineering Services – Nursing and Allied Health Campus East Building A Exterior Stairs Repair and Replacement
  - Request for Proposal: 20-21-1021 Engineering Services – Regional Center for Public Safety Excellence Additional Chiller Installation
  - Request for Proposal: 20-21-1022 Rebid – HEP Grant Consultant

- Fixed Assets Department:
  - Reviewed all assets purchased since November 1, 2020 as follows:
    - Approved twenty-four (24) assets through October 15, 2020.
    - Adjusted fifty-two (52) assets in Banner for month of October.
    - Conducted monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed five hundred ninety-six (596) deliveries (purchase orders and complimentary books) and two thousand five hundred fifty-eight (2,558) packages/boxes.
  - Received and posted five hundred forty-five (545) purchase orders in Banner.
  - Transferred/relocated thirteen thousand nine hundred forty-eight (13,948) assets and/or boxes as per move/set up request forms.
  - Completed twenty-six (26) faculty/staff moves in October.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Business Office / Cashiers - $294.41.
    - Financial Aid - $234.81.
    - President's Office - $36.13.
    - Public Relations and Marketing - $1,974.99.
  - Completed fifty-seven thousand one hundred eighty (57,180) copies at copy center for month of October.
  - Mailed out a total of twenty-two thousand nine hundred seventeen (22,917) letters and of those thirty-eight (38) letters were returned to South Texas College due to bad addresses.

INSTITUTIONAL EQUITY OFFICER – LISA GUERRA, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Vice President for Finance and Administrative Services:
  - Attended Finance and Administrative Services Director's Meeting to discuss Office of Institutional Equity staffing issues, related access and security issues, disciplinary matter, Senate Bill 212 Reporting, case records/files, reports, case records/files, policies, procedures, and other matters.
  - Attended meeting to discuss Title IX Case Status Report with Vice President for Finance and Administrative Services.
  - Attended Teams Project Meeting on server transfer and deletion of old files on shared drives with Division of Finance and Administrative Services Directors and Information Technology staff.
  - Attended Teams meeting on Title IX cases with Vice President for Finance and Administrative Services.

- Attended meeting to discuss Institutional Effectiveness Plan Mid-Biennium Report Workshop with Vice President for Finance and Administrative Services.

- Student Affairs and Enrollment Management:
  - Attended meeting to discuss Maxient access, groups, forms, and letters with Dean of Students, Director of Counseling, Director of Office of Student Rights and Responsibilities, and Title IX Investigator.
  - Held meeting to discuss current responsibilities and phasing out of Deputy Title IX Coordinator role in the future with Director of Counseling/Deputy Title IX Coordinator.
  - Attended Title IX Hearing conducted by Title IX Hearing Officer (Dean of Students).
  - Held call on security issues and other information requests with Interim Executive Vice President for Educational Programming and Student Achievement.
  - Held call on Title IX related matters with Dean of Students.
  - Attended conference call meeting to discuss issues with student and employee information appearing on Maxient case files with Applications Development Manager.
  - Attended conference call to conduct introductions with staff, discuss overlapping work, drafting a new disability policy and related concerns with Counseling & Student Accessibility Services staff.
  - Held Case Review meeting on cases affected by House Bill 1735 with Dean of Student Affairs and Director of Office of Student Rights and Responsibilities.
  - Held meeting to hold a Case Review through Administrative Review with Dean of Students/Title IX Hearing Officer.
- Title IX and House Bill 1735:
  - Held Title IX Committee meeting.
  - Held meeting to discuss current responsibilities and prospective changes to Deputy Title IX Coordinator roster with Director of Counseling/Deputy Title IX Coordinator.
  - Held meetings to discuss Title IX related pregnancy and parenting student cases with Director of Counseling.
  - Held conference calls to discuss 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.
  - Attended virtual press conference for "Purple Day" Texas Council on Family Violence, Justice Alert Technology, and Mujeres Unidas supporting victims of Domestic Violence.
  - Held call on possibilities for creating a Memorandum of Understanding (MOU) and presentations for students on consent with Valley AIDS Council.
- Training(s)/Webinar(s):
  - Attended virtual meeting webinar on The University of Texas Rio Grande Valley Transfer Update.
  - Attended online webinar Workshop #152923: Jaguar Academy: On-board for Success Fall 2020.
  - Attended virtual panel webinar Zoom University Presents: A Panel with and for Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) Survivors during Covid-19.
  - Attended virtual webinar Accessibility Lecture Series – Association on Higher Education and Disability (AHEAD) - Exploring Test Accommodations in a COVID-19 World.
  - Attended virtual presentation IX and Wine: How To: Jurisdiction, Dismissal, Process A, Process B, and Operationalizing the ATIXA Models.
  - Attended Maxient Bootcamp@Home Live Training Webinar.
  - Attended virtual webinar Equity Talks: Sparking Activism through Art by TeachforAmerica.
  - Attended virtual training of Creating Accessible Learning Resources and Blackboard Ally provided by South Texas College Distance Learning.
  - Attended virtual presentation IX and Wine: "Trauma Informed Practices – What Really Works?".
  - Attended "ADA Update, including Texas Disability Rights and COVID" and "Mental Health Issues for Attorneys during COVID" webinar by State Bar of Texas Labor and Employment Section.
  - Attended "Remedies Available When a Protective Order is Violated" hosted by Texas Rio Grande Legal Aid and Hidalgo County Bar Association.

- Departmental Meetings to discuss the following topics throughout the month:
  - Weekly Cabinet Reports, Activity Report, Title IX Weekly Reports, and Senate Bill 212 Quarterly Report.
  - Annual Senate Bill 212 Summary Data Report from President to Board.
  - Action Plan for Title IX and House Bill 1735 requirements, updates, and priority deadlines.
  - Title IX closure letters and other templates for case letters.
  - Title IX Case Status Report, individual Title IX cases, and scheduling meetings with Title IX Team.
  - Drafting and editing Complaint Resolution Procedures and drafting Resource Manuals.
  - Maxient – letters, forms, etc. and training, access.
  - Necessary updates to Handbooks (Student, Faculty, and Staff).
  - Forms/letters from Association for Title IX Administrators (ATIXA) for Title IX Cases.
  - Title IX, Training page, Office of Institutional Equity, and Lesbian, Gay, Bisexual, Transgender, Queer+ (LGBTQ+) websites.

PROJECTS IN PROGRESS:

- Drafted Complaint Resolution Procedures Handbook for resolving sexual misconduct complaints.
- Worked on updates to Title IX website.
- Revised Policy #4216: Freedom from Harassment, Discrimination, Sexual Misconduct, and Retaliation and related policies.
- Discussed new disability policy, including medical leave of absence for students and other related topics shared by Counseling and Student Accessibility Services.
- Drafted forms, letters and other material necessary for Title IX and House Bill1735 sexual harassment cases (Form Complaint, Notice of Investigation and Allegations, Investigation Report, Hearing Script or Outline, Notice of Outcome and Appeal Rights).
- Drafted comprehensive resource manual for basic needs (food, shelter, rental assistance, etc.) to be linked to Complaint Resolution Procedures Handbook.
- Drafted, edited, reviewed, and submitted weekly Title IX Reports and Cabinet Reports for President's Cabinet to Vice President for Finance and Administrative Service.
- Drafted, edited, reviewed, and submitted monthly Activity Report and Legal Counsel Report for September 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.
- Drafted, edited and submitted Annual Senate Bill 212 Summary Data Report for Board approval.
- Requested updates to Title IX website to add mandatory Title IX training page and to publish required Senate Bill 212 Annual Summary Data Report to the Title IX webpage from Public Relations staff.
- Updated and modified Title IX Case Report to be used as Master case list.
- Completed survey "Evaluation of Campus-Based Advocacy Services" for researchers at University of Texas Medical Branch, University of Texas Rio Grande Valley, University of Texas at Arlington, Texas Council on Family Violence (TCFV), and Texas Association Against Sexual Assault (TAASA).
- Submitted Institutional Equity Manager position to Office of Human Resources for posting.
- Updated non-discrimination language to Public Relations for South Texas College Fact Sheet.
- Completed requisition for Family Educational Rights and Privacy Act (FERPA) Fundamentals Training.
- Created Laptop Lending program for Title IX affected students with Library & Learning Support Services.

HUMAN RESOURCES - LAURA REQUENA, INTERIM DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting to discuss any remaining Information Technology projects and Payroll and Position Control standardization issues with Vice President for Finance and Administrative Services and Comptroller.

- Attended State Employee Charitable Contributions Campaign Meeting via Zoom to discuss South Texas College employee contribution status an another one to discuss alternative charities for employee contributions.
- Attended Teams Meeting to discuss format submission of Activity Report with Human Resources Management Team.
- Attended Association of Title IX Administrators (atIXa) trainings on topic of Civil Rights Investigator Level Three (b) Training and Certification.
- Attended bi-weekly Teams meeting to discuss Human Resources related matters with Vice President for Finance and Administrative Services.
- Attended CoHesion training virtual event on topic of Do Deductions Have You Buried?... There is Light.
- Attended Teams Human Resources bi-weekly meeting to discuss any Human Resources updates with Vice President for Finance and Administrative Services and Human Resources Management Team.
- Attended Interviews for Applications Analyst II position via Teams.
- Attended meeting on Institutional Effectiveness Plan Writer for Mid-Biennium Report with Interim Director of Human Resources.
- Attended meeting on review of Independent School District questions and details with Dean for Dual Credit Programs and appropriate Administration.
- Attended meeting on vacation accrual policy with Human Resources Benefits staff.
- Attended meeting to discuss Americans with Disability Act and Family Medical Leave Act with Human Resources Specialist.
- Attended meeting to discuss employee and student related matters with Behavioral Intervention Team.
- Attended meeting to discuss Hiring Proposal Review and Trainings with Compensation and Payroll Manager.
- Attended meetings on policies and procedures concerning departmental issues regarding employees with supervisors.
- Attended meetings on self-service testing for employees with Business Office staff and Information Technology staff.
- Attended meetings on training of Employee Fingerprint Processes and Reports with appropriate Human Resources staff.
- Attended meetings to discuss certain matters with Legal Counsel.
- Attended meeting to discuss vacation accruals for exempt and non-exempt employees with Benefits staff.
- Attended professional development trainings via LinkedIn Learning on topics of The Six Morning Habits of High Performers, on Confronting Bias: Thriving Across Our Differences (Diversity and Inclusion), and on Asking for Feedback as an Employee.
- Attended Society for Human Resource Management-Texas (SHRM-TX) Webcast on "Taking Action: What You Can Do in Human Resources to Activate Your Strategic Diversity, Equity and Inclusion Plan Today."
- Attended South Texas College Board Meeting to discuss items on agenda.
- Attended Teams meeting to discuss Institutional Resilience and Expanded Postsecondary Opportunity Program Competition grant with faculty and staff representatives.
- Attended Teams meeting to discuss agenda items with Finance and Administrative Services Director's Committee.
- Attended Teams meeting to discuss items with Safety Committee.
- Attended Teams meeting to discuss mid-monthly report with Human Resources Managers.
- Attended Teams meeting to discuss Policies #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and #4206: Discrimination in Employment Prohibited with legal counsel.
- Attended Teams meeting with vendor to discuss product specifications with Sales Representative.
- Attended meetings on discussion, preparation, and review of Texas Workforce Commission matters.
- Attended Texas Workforce Commission (TWC) virtual conference for Employers on COVID-19 Paid Leave-Related Laws, Privacy in Workplace, Unemployment Claims and Employer Chargeback Liability, and Payroll Tax discussion.

- Attended Texas Workforce Commission (TWC) virtual conference for Employers on Unemployment Claims General Overview for Employers, Unemployment Taxes Chargeback and Reimbursing Employers, Best Practices for Maintaining a Safe Workplace, and Payroll Tax discussion.
- Attended 2020 PayScale Conference and sessions.
- Attended CoHEsion 2020 virtual conference and attended the following sessions:
  - Building new Banner pages using Ellucian Pagebuilder.
  - Argos DataBlock Design: The Good, The Bad, and The Ugly (Evisions).
  - Data Reporting & Data Integrity.
  - Do Deductions Have You Buried? There is Light!
  - Document Process Automation: The Key to Success is ePAF and Workflow.
  - Human Resources BOF.
  - Integration and Doing What Makes Sense.
  - Overview of Banner Communication Management (SIG).
  - Real-Time vs. Historical Data (Evisions).
  - Stop Working with One Hand Tied Behind Your Back.
  - Why It's Important to Maintain a Report Inventory (Evisions).
- Attended Distributed File System (DFS) Project meeting organized by Information Services where group was informed on upgrade of file sharing system.
- Attended Hiring Proposal Review/Training Meeting to train Staffing and Recruiting Manager on hiring proposal review process.
- Attended Institutional Effectiveness (IE) Goals Meeting to discuss the Human Resources Department upcoming goals with Human Resources Management Team.
- Attended JDXpert – Job Descriptions Maintenance software, second kick-off/training meeting with company's trainers and Human Resources Staffing Manager.
- Attended monthly Banner User Group (BUG's) meeting.
- Attended Self-Service Testing Meeting for Employee and Direct Deposit to discuss new implementation patches in Self Service Banner with Human Resources Management Team and Information Technology.
- Attended Zoom conference on The Tornado of Business: Getting Control of the VUCA World hosted by Society for Human Resources Management.
- Attended Zoom meeting to discuss job description project with JDXpert representative and Human Resources Information Systems Manager (HRIS) Manager.
- Attended Zoom virtual meeting on training of Employee on Fingerprint Processes and Reports with appropriate Human Resources staff.
- Conducted CoHesion webinar for Banner users.
- Conducted New Hire Orientation with new staff employees.
- Conducted Teacher Retirement System webinar for recent changes in reporting entity portal.
- Held Dual Credit Faculty Load and Compensation (FLAC) Meeting via phone to discuss method of payment and mini-mesters, including Notice of Employment (NOE) and reporting with Human Resources Payroll staff.
- Held Teacher Retirement System (TRS) Meeting via phone to discuss participation in coding two years ago in Banner of Equal Employment Opportunity Codes with Accounting Group Manager and Human Resources Payroll staff. Explained use of an Argos report and how it could assist with Teacher Retirement System reporting reviews.
- Held Faculty Load and Compensation (FLAC) Meeting to discuss end user manual with Human Resources Payroll staff.
- Held FY 2020 - 2021 Texas Association of School Boards (TASB) Meeting to review salary survey.
- Hosted meeting to review and assign postings and pending items with Human Resources Assistants.

PROJECTS IN PROGRESS:

- Approved Faculty Load and Compensation (FLAC) Dual Credit Transactions before Human Resources Payroll Specialist posts them to Banner Human Resources.

- Assisted with completion of Salary File for Employee Retirement System.
- Cleared on-boarding documentation for new hires.
- Communicated with Ellucian Banner Human Resources help desk for issue Benefits department had with fiscal year end processing. Resolved the issue by collaborating with Information Technology department.
- Compiled and submitted a Human Resources Information Systems Notification for Faculty/Staff email to inform College for Scheduled Service Disruption for Work from Home Submission System Maintenance.
- Completed American Sign Language requests for the College.
- Completed Banner screen OLAP Report for October to generate report of how many people enroll into medical plans and also on Banner screen PZRHSAD Report for October to generate amounts of employees enrolled in Health Savings Accounts.
- Completed Creating Magic for Jags report for October and the Health Savings Account File for October.
- Completed leave audits for all full-time employees of the College and also completed list of retirees for October.
- Completed Nine Over Nine Faculty employee benefit premium audits.
- Completed process for downloading Open Enrollment File and worked on changes.
- 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, and completed Retiree Report for Teacher Retirement System.
- Completed termination of benefits for faculty employees not returning for next semester.
- Completed 457 Report for October.
- Completed Employee Retirement System 1% Report and the Employee Retirement System Retiree Report for October.
- Completed FY 2020 - 2021 Texas Association of Community Colleges (TACC) Salary Survey and responded to questions regarding faculty counts to Vice President for Finance and Administrative Services.
- Completed FY 2020 - 2021 Texas Association of School Boards (TASB) Community College Salary Survey.
- Completed update of employee benefits handbook.
- Completed upload of Tax Shelter Association Demographic File.
- Conducted retirement information appointments with six employees for completion of their Teacher Retirement System packets.
- Conducted two new hire full-time orientations and conducted new hire direct wage orientations.
- Entered information on Human Resources Credential Database for new hires.
- Interviewed work-study applicants, selected one to be hired, and processed paperwork for hire.
- Provided current employee by classification roster to Vice President of Finance and Administrative Services.
- Researched vendors for electronic I-9 conversion.
- Returned COVID-19 calls from Administrators and Faculty.
- Reviewed Affordable Care Act hours for eligibility of Teacher Retirement System and benefits.
- Reviewed and approved job staff job descriptions and salary rate and credentials on Notice of Employment Overload forms.
- Reviewed and processed Applications for Academic Classifications and resignation letters.
- Reviewed and updated Argos Human Resources User access.
- Reviewed Employee Relations Office cases.
- Reviewed Employment Retirement System Salary Report.
- Reviewed performance appraisals.
- Reviewed processes for Faculty Staffing.
- Reviewed Staffing, Faculty Staffing, and Support Staff report.
- Reviewed Work from Home (WFH) submissions and work audits.
- Reviewed work-study applications for background check information.

- State Employee Charitable Contributions Campaign- compiled employee contribution documentation and completed and sent announcement.
- Updated COVID-19 worksheet.
- Verified Teacher Retirement System Report.
- Worked and completed Veteran's reporting for fourth quarter of FY 2020.
- Worked on and processed COVID-19 calls/information, policies and procedures.
- Worked on Emergency Sick Leave Requests Worksheets for MR10 Payroll.
- Worked on Institutional Grants/Tuition Reimbursements.
- Worked on MR10 Employee Retirement System Reconciliation Report.
- Worked on new fiscal year roll-over.
- Worked on October monthly and semi-monthly employee payrolls.
- Worked on official transcript extensions for faculty and staff email notifications.
- Worked on processing part-time applications for Trainers, Adjuncts, Direct Wage, Dual Credit, and Work-study.
- Worked on Sick Leave Pool enrollments and donations.
- Worked on Texas Saver annuities for October.
- <u>Systems/Reporting:</u>
  - Visio charts:
    - Created: South Texas College Full Time Equivalent (FTE) Org Chart for Legislative Appropriation Request (LAR).
  - Human Resources Website Updates:
    - Updated - Benefits website - Institutional Tuition Grant Application for Dependents.
    - Updated - Benefits website - Institutional Tuition Grant Application for Employees.
    - Updated Pay Plan link on PeopleAdmin user and applicant sites.
    - Uploaded new Employee Benefits Handbook to Human Resources website.
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 27
    - Resolved: 33
    - Currently Open: 8
- <u>Report Development:</u>
  - Worked on over twenty-eight (28) Internal Reports throughout the month and submitted as needed or filed for future reference.
  - Worked on thirty-five (35) External Reports throughout the month and submitted as needed or filed for future reference.
- <u>Other:</u>
  - Worked on reviewing reports for all faculty and staff assignments in the new year including the letters of appointment, lecturers, special assignments, stipends and extensions.
  - Worked on reviewing temporary assignments verification reports and payroll comparison.
  - Worked on processing incoming position requests via PeopleAdmin, Staffing Plan Position Change Requests for September.
  - Assisted with Adjunct and Overload Notice of Employment payroll processing.
  - Created and/or updated pools as requested by Comptroller.
  - Produced five Staffing Plan Booklets to be distributed to College's libraries.
  - Assisted employee with use of Secure Share document software to retrieve employee's employment verification.
  - Updated missing addresses in New hire file as per Business Office, in order to proper process monthly and semi-monthly payroll.

Payroll	**Count**
PDR Notifications	288
Direct Deposit Transactions	25
Full Time	17
Direct Wage/Work Study/Trainer	5
Resignations	
Full Time	13
Direct Wage/Work Studies	
Garnishments	56
State Charitable Deductions	88
TXOAG Reporting	30
Payroll DOC/ADJ/SLP Worksheets	
New Hires, Rehires, Transfers	
Name Changes	1
Address Changes	3
Form W-4 Changes	40
Verification of Employment	
Forms processed	2
TWC	3
Letters sent	1
Phone Calls	16
Cell Phone Stipends	49
Adjunct Leave Forms	
NOE	
Letters of Appt Verification and Matching	
Direct Wage	15
Work Study	21
Adjunct	19
Overload	108
FLAC Dual Credit assignments reviewed	907
FLAC entries reviewed and applied	11
Trainers	67
Dual Enrollment	4
Fac. Salary Retro-Pay Adj	
Fac. Base Salary Pay-Off	
Faculty Base Salary Month Ext	
Full-time Regular Faculty Pay-Off	
Faculty Special Assignment Other	
Special Assignments	
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	53
Staff Special Assignment	1
Large Class Payments	6
Mini-mesters	3
Certification Stipend	
PeopleAdmin Transactions	1
Approvals	9
Hiring Proposals	6
Payroll Worksheets	23
Move Request Updates	28

Faculty Staffing	Count
Position requests w/job descriptions	0
Positions posted	2
Positions reposted	0
Positions extended	0
Positions canceled	0
Search committees' forms requested	2
Search committees assigned	2
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	1
Review Adjunct/Dual Credit applications	67
New Hire Email Notifications	
Faculty	0
Lecturers	1
Adjuncts/Dual Credit	0
Positions filled	N/A
PeopleAdmin user updates	N/A
Advertisements placed (Monitor, Town Crier, etc.)	N/A
Email Activation/Deactivation	0
SOAPCOL	0
PEAFACT	0
Resignations/Terminations	6
SACS Audit Credential Review	6
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	0
Reviewed in PeopleAdmin	0
Notices (1st, 2nd & Final notice)	3
Extension requests	50
Credential entered in credential database Faculty/Staff	85
Vacancy Reports completed/ NOE course and Rate Review	0/125
Educational Supplements (Review, log, memo, send to payroll and faculty)	0
New hire/re-hire/transfer files (closing onboarding process) track transcripts	3
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	N/A

Support	Count
Front Desk	
Visitors Assisted	22
E-Verify	
Cases submitted	33
TNC cases	1
Form I-9	

Support	Count
Banner entry/updates (PEAEMPL)	33
Requests	0
Name changes	1
Revisions	44
Updated employment authorization documents	0
Emails for expiring documents	4
Applications	
Processed On-Line	645
Processed Paper	67
Postings	
Closed (On-Line)	20
On Boarding	
New Hires	25
Transfers	3
Returning	7
Adjunct	1

Records	Count
Records filed (by page)	896
Record Requests: Internal Files Processed (personnel/transcript/other)	120
Files scanned and indexed	0
New Hire folders prepared	104
New Hire Transcript Files Prepared	106
Termed files prepared	5
Boxes to Record Retention	
Email Requests: External	4
Files audited	
Record Requests	
Files moved back from storage room	289
Special file requests (HR Director, auditor, etc.)	0
Employment Reference Checks Logged	68
WFH - Activity Reports Reviewed and Logged	1,167
WFH - Activity Reports Reformatted to PDF, Renamed. (Not Yet Logged)	
WFH - E-Mails Pending	
WFH - E-Mails Processed (Pending E-Notification)	
WFH - E-Notifications sent	
“Missing” files found	

Staffing/Staffing Support (Staff)	Count
Position requests w/job descriptions	19
Positions posted	16
Positions reposted	0
Positions extended	3

Staffing/Staffing Support (Staff)	Count
Positions canceled	1
Search committees' forms requested	7
Search committees assigned	15
Hiring proposals reviewed (HR Staffing Review workflow)	13
Job offers	10
New Hire Email Notifications	
Full-time staff	4
Part-time staff	20
Trainers	7
Positions filled	6
PeopleAdmin user updates	7
Advertisements placed (Monitor, Town Crier, etc.)	4
Resignations/Terminations	
Full-time staff	17
Part-time staff	8
NOE's	
Full-time temporary staff	0
Part-time staff (WS)	16
Part-time staff (DW)	16
Trainers	44
Temporary Agency Employees	
Request	5
Replacements	2
Assignment Extension	4

Benefits	Count
New Hire Orientations Full-Time	12
New Hire Orientation Part-Time	21
Internal Transfers	3
Benefits Credits/Collections	30+
TRS ED Records reported	100+
TRS RR Records reported	12
TRS Prior Yrs of Svc Verifications	0
TexaSaver 457/403B Accounts	15
Faculty (Adjunct, Temporary)	7
Exits	
Staff (Direct Wage, Part Time)	1
Full Time	10+
Retirees	0
FMLA Requests	
New	9
On-Going Cases	8
Closed	12
FMLA Intermittent Requests	

Benefits	Count
New	5
On-Going	8
Closed	1
Approved Leave of Absence	
New	0
On-Going	0
Closed	0
Workers Compensation Claims	
New	3
On-Going Cases	8
Closed	1
Tuition Reimbursement Applications Processed	0
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	9
Dependent	5
Promissory Notes	1
Sick Leave Pool Enrollment	45
Sick Leave Pool Termed	0
Sick Leave Pool Donations	283
SECC-State Charitable Deductions	0
Letter/Appointment FT AM/EX	0
Medical Support Orders	0
ERS Changes	3
Vacation Settlement Worksheets	7
Fac. Base Salary Three Month Ext	0
Staff Special Assignments	0

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	67	37	TWC Claims	37	12
Fingerprints	28	18	Open Records Requests	5	4
DPS Driver Eligibility Checks	3	0			

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:	NOVEMBER 18, 2020
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2020 – OCTOBER 31, 2020

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held several meetings with Academic Leadership Team
- Met to discuss Meta-Majors webpage development, October 5
- Met with HR, October 6
- Held Deans Meetings, October 8 & 27
- Met to discuss Faculty Cost Study, October 8
- Met with AA candidate, October 9
- Met with OPOD to plan upcoming events, October 9
- Attended virtual SACSCOC Celebration, October 9
- Participated in the virtual reaccreditation site visit for Health Information Technology program, October 13
- Presented at EWDC: request to wave fees for Distance Learning for Dual and Traditional courses, October 13
- Guided Pathways Institute Meetings: Mapping Pathways to Student' End Goals Part 1 – Careers, October 19 & 26
- Met with CBP Director of Field Operations, October 21
- Met with DCP Dean to review questions from ISDs, October 22
- Presented at PDC, October 23
    - EMT-Basic (Non-credit certificate)
    - Restaurant Management – New specialization for Culinary Arts
- Hosted Academic Council Meeting, Monday, October 26
    - New Program Development – Cosmetology
    - New Program Development – AS in Agricultural Science
    - Presentations:
        - Meta-Majors Webpage
        - Comprehensive Operational Plan
- TACAO Meeting on Transfer and TSIA2, October 29
- Dual Credit Task Force Committee Meeting, October 29
- Met to discuss new COP format, October 30

PROJECTS COMPLETED OR IN PROGRESS:

- Academic Affairs Risk Management Plan

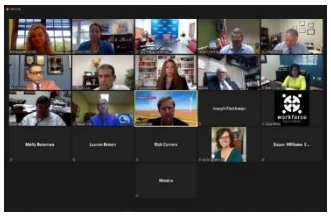
- Action Plan for 2020-2021 Academic Affairs Major Priorities
- Classroom Inventory Report and Classroom Usage Report
- Comparison of Student Success Specialist and Academic Coach duties
- Continued to analyze the faculty counts and enrollment for Fall 2020 semester
- Continued to develop guidelines and templates for the division
- Continued working with Academic Excellence Staff regarding "A Night with Star" video
- Developed a process to recruit and hire online faculty
- Dual Credit Programs request for all online Dual Credit courses for Spring 2021
- Dual Credit Programs Study for sustainability
- EWDC presentations for the November meeting
    - Dual Credit Faculty Reimbursement Costs
    - Dual Credit Metrics Report
    - EMT-Basic Program proposal (if approved by PDC)
    - Policy 3232 revisions
- Faculty Cost Study
- Finalized hiring process for AA
- Finalized Minnie Stevens Piper nomination packet and submitted to Dr. Reed for review
- Fraud Report
- Guided Pathways Project
- Monitored the budget for the instructional pools for FY 21
- Monitored the Spring 2021 semester enrollment
- New Program Development Proposals
- Presentation for SACSCOC annual conference
- Processed In-Person Hybrid sections for stipends
- Published the End of Course Evaluation Public Results Page
- Recruitment and Hiring of online faculty
- Reviewed Minimesters
- Reviewed several grant projects
- Scheduling dashboard
- Short Certificate/Occupational Skills Awards webpage
- Special Assignments for Targeted courses for OER development
- STC Competency-Based Program Development Manual
- Worked on a new Institutional Effectiveness Development Framework
- Worked on offering limited Face to Face courses in the large classroom/labs/auditorium
- Worked on Several Search Committees
- Worked on the DHSI org chart recommendations
- Worked on updating all manuals and reports for the division
- Worked with ISP to show the icon for the Open Educational Resources
- Worked with PR to update the academic program webpages to align with Meta-Majors

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

DIVISION DEAN'S REPORT:

- Program Chair Meeting, October 1-2
- Project Manager Interviews, October 1-2
- Met to discuss review of expansion at Starr County Campus Automotive area, October 5
- PSJA CCTA Renewal Lease Teams meeting to discuss Lease for the CCTA Center with PSJA representatives, October 6
- Interview with The Monitor regarding the surge in enrollment for Law Enforcement Programs, October 6
- Met to discuss the Teach Out Plans for BPST Division Programs with Director of Curriculum, October 7

- Session 3 of mapping for AWS and planning for testing, October 7
- Zoom Conference Discussion regarding Wind and Solar Energy in South Texas, October 8
- Met to discuss ATF ceremony, October 8
- Deans meeting, October 8
- Discussion and tour of Workforce building and master planning development for the Mid Valley Campus, Building D and old cafeteria for Culinary Arts Program expansion, October 9



- Met with Pharr Police Department Leadership team at Regional Center for Public Safety Excellence, October 9
- Search Committee meeting, October 9
- SACSCOC Celebration via Zoom, October 9
- IREPO Grant meeting for the Return to Campus Plan, October 12
- BPST Division Banner meeting with committee to decide on logo ideas, October 13
- Met with faculty to discuss breakdown of Perkins purchases, October 13
- Met with PM and PR to discuss webpage requirements for ATF, October 13
- Met to discuss Cosmetology Program, October 14
- Discussion of Accounting Program and curriculum change requests, October 14
- Process flow drawing with PM for AWS, October 14
- Master planning for BPST Division for Tech Campus, Mid-Valley Campus, and Starr Campus October 12-16
- Summer Camps meeting, October 15
- BPST Program Chair and Staff meeting, October 16
- IE Plan Mid-Biennium Report Workshop, October 16
- Texas Pathways Institute Opening Plenary and Meeting, October 19
- Division Logo meeting, October 20
- Shooting range discussion for Regional Center for Public Safety Excellence, October 20
- Deans Meeting, October 20
- Diesel Advisory Committee meeting, October 20
- STC/McAllen SID Dual Credit courses meeting to discuss time changes, October 21
- Met with Customs and Border Patrol Director of Field Operations, October 21
- Met to discuss Spring 2021 Business Program, October 22
- Honorlock Zoom meeting, October 22
- MVC Culinary Arts Program expansion planning, October 23
- Planning and Development Council, October 23
- RAND Career Placement Study Interview with Charles Goldman, October 26
- Academic Council Meeting, October 26
- Meeting to discuss Program Development, October 27
- Program Chair meeting for Business Programs, October 28
- Texas Pathways Institute Meeting, October 28
- Planning for opening of AWS Testing, October 28
- Jaguar Academy Virtual Service Area Tour, October 29
- Public Administration Advisory Committee Meeting, October 29
- Public Safety and Technology Program Chair Meeting, October 29
- Automotive Advisory Committee Meeting, October 29
- Chief of Police Interviews, October 30

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

- Program Chair presented Architectural & Civil Engineering Technology curriculum changes to the Division Curriculum meeting, October 2
- Program Chair prepared Perkins Grant Lending library MOU documents for the future lending of specialized laptops & digital SLR cameras to AEDT students. Technology Campus librarian assisted with sharing existing documents, October 5-9
- AEDT faculty participated in departmental club, ACD2, First Club Meeting, October 6

- Program Chair and Assistant Chair attended Virtual Apps Discussion/Meeting on the possibility of virtualizing specialized software used by our AEDT students, October 7
- AEDT Virtual Open House committee met to discuss preparations for event, October 7
- Instructor met with BPST division banner committee to discuss ideas for the logos/symbols that could represent the various programs in the division on the graduation banner, October 9
- Program Chair met with Technology Campus librarian to discuss OER resources for AEDT students, October 8
- AEDT faculty and DBT faculty met to discuss ideas for graduation banner logos/symbols, October 15
- Architectural & Civil Engineering Technology curriculum changes presented at College-Wide Curriculum Committee for approval by Program Chair, October 20
- Program Chair and Associate Professor participated in the RAND Career Placement study interview focusing on Architectural & Civil Engineering Technology, October 20
- Program Chair and AEDT faculty attended the Adobe MAX virtual conference for professional development on various software and topics including Augmented/Virtual Reality applications, October 20-22
- Program Chair participated in a Blackboard Focus Group meeting for reporting tools embedded in Blackboard, October 21
- AEDT department faculty and staff participated in the first Mid Valley Campus Family Reading Night Curbside Parade, October 21
- AEDT faculty participated in the Mercedes High School Drive Thru College and Career Fair, October 29
- Program Chair served on the hiring committee for Advanced Manufacturing Faculty Secretary Interviews, October 30

- AEDT faculty, ACD2 club, and Construction faculty began collaborations for assisting the McAllen Housing Authority with a request for providing several Little Free Libraries to the community.

Automotive

- Program Chair met with Starr County Campus Administrator to discuss expansion for the Automotive Department, October 5
- Faculty participated in the first Virtual Transition Career Expo hosted by Texas Workforce Solutions-Vocational Rehabilitation Services, October 16
- Program Chair and Assistant Chair attended the Zspace zoom meeting, October 19
- Diesel Technology hosted Fall 2020 Advisory Committee zoom meeting, October 20
- Assistant Chair and instructor were interviewed by representatives from RAND Career Placement, October 26
- Program Chair and instructor attended General Motors Automotive Service Educational Program Virtual Conference and Business Meeting, October 26-27

Business Administration

- Attended Creating Connections for Conscientious Business Leaders Conference via Zoom, October 1
- Attended Spark Online Introductions Teams Meeting, October 2
- Attended the Virtual HR Southwest Zoom Conference, October 5-7
- Attended the Diversity & Inclusion in the Business School Zoom Conference, October 6
- BA Careers Program Chair, Business Administration and Human Resources Specialist instructors attended the ACBSP Fall Conference via Zoom, October 8-9
- Faculty participated in an INNO Moderator Discussion meeting via Zoom, October 14
- Attended IE Plan Mid-Biennium Report Workshop via Teams, October 16
- Attended the NDAEM2020- Building a Future that Works Zoom Conference, October 20
- BA Careers Program Chair and Accounting and Economics instructors attended the Texas A&M University Transfer Update Zoom Conference, October 21
- Attended the Honorlock, Protecting Services they can offer to STC Conference via Zoom, October 22
- Attended the Openstax and OER Overview Teams Meeting, October 23
- Attended the SHRM “The Tornado of Business” Zoom Conference, October 28

Culinary Arts

- Virtual Tour for UTRGV GED students, October 9
- Presented new Restaurant Management AAS at PDC, October 23
- Attended meeting with McAllen Housing Authority to discuss a partnership with EnVision center, October 13

- Attended meeting with Abundant Health Community Collaboration to discuss educational partnership to promote economic prosperity in the community, October 12
- Conducted degree evaluations for all currently registered culinary arts majors and culinary majors from the spring who did not register for the current semester, October 12-14
- Sent personalized emails with course recommendations and course registration forms to ALL current culinary arts majors for all four-degree plans, October 12-14
- Finalized program newsletter promoting the culinary arts program to send to students who were registered in the Spring 2020 semester but did not persist to the Fall 2020 semester, October 16
- Filmed and edited a virtual tour of the culinary arts program to send to high schools and use on social media, October 12-16
- Secured scholarships for tuition assistance and technology for DREAMer students enrolled in a certificate program in the BPST division, October 27

Design Building Technology (Construction Supervision, Electrician Assistant, HVAC)

Major meetings:

- Attended PSJA CCTA Renewal Lease meeting, October 6
- Meeting with BPST Division Banner Committee, October 9, 13 & 20
- Attended the Distance Learning Advisory Committee meeting, October 14 & 28.
- Meeting with AEDT and DBT faculty to discuss BPST Division Banner AEDT/DBT symbol, October 15
- Attended BPST Program Chair Meeting, October 16
- Attended Construction Superintendent Training Curriculum meeting with IAM, October 16
- Held Construction Supervision Advisory Committee meeting, October 22
- Met with DBT Program Coordinators for IE Mid-Biennium Reporting, October 23
- Attended Planning and Development Council Meeting, October 23
- Presented BPST division logos to Business Program Chairs at Program Chair Meeting, October 28
- Met with Mi Casita for Smart Affordable Housing Subdivision & Global Social Research Institute, October 28
- Meeting with HVAC Program Coordinator to discuss potential Youth Camps for 2021, October 28
- Attended Public Safety and Technology Program Chair Meeting and presented BPST division logos, October 29

Major activities:

- Coordinated BPST Division Banner Committee to develop symbols for new banner
- Continued development of the Facility Maintenance, Wind Technology & Solar Technology OSAs
- Continued development of NAIMA agreement
- Communicated with Mi Casita regarding community project
- Coordinated Architectural Design I Mid Review for students, October 5-9
- Coordinated with CPWE regarding collaborative lab use; MOU being developed, October 5-9 & 13
- Continued development of CBE courses for the Construction Supervision program, October 5-9
- Reviewed the development of Construction Superintendent Training Program from IAM, October 5
- Coordinated degree plan changes for Electrician Technology program; proposal for Spring 2021, October 6 & 12
- Coordinated possible collaboration between AEDT, Construction Supervision, and McAllen Housing Authority for Free Little Library project, October 13-16
- Coordinated pricing and construction planning for solar panel structure for ELPT, October 14
- Aided in the development of BPST Meta-Major Descriptions, October 9-21
- Submitted edits for HVAC She Persists article in RGVision Magazine, October 19
- AEDT Architectural Design I Studio Mid Reviews, October 19
- Participated in Focus Group for Blackboard Reports, October 21
- Coordinated with MVC Library Services for Family Reading Night, October 21
- Continued development of MOU with Library Services regarding HVAC Lending Library, October 27 – 30
- Completed Building Responder Training, October 28
- Coordinated the promotion of DBT programs with the "Construction: Top 25 Careers" according to Workforce on STC social pages (https://www.twc.texas.gov/partners/careers-texas-industries), October 28

Grant Activity:

- Coordinated Perkins' items for BPST VR lab, October 13
- Meeting to discuss Perkins funding for VR lab, October 13

Law Enforcement/Fire Science

- 12 Cadet Interviews for Full-time Academy
- Program Chair Meeting, October 2 & 16
- Meeting with Pharr PD Administration, October 9
- RCPSE Shooting Range Meeting, October 20
- CBP Director of Field Operations Meeting, October 21
- Bexar County Sheriff's Office Meeting, October 27
- National Night Out Event-City of Alton, October 30

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Convened the Pathways Team, and completed the Advance Work, for Institute #2
- Coordinated the first and conducted the second of three STC Team Times, and corresponding Action Plan, for the Texas Pathways Project Institute
- Convened and conducted the first meeting of the Academic Affairs Persistence Task Force
- Conducted:
    - Liberal Arts Chairs' Meeting
    - Division Curriculum Committee meeting in the Chair's absence
- Participated in:
    - THECB ACGM Advisory Committee meeting
    - Planning discussions for Summer 2021 "Youth Camps"
- Trained in the Chrome River travel management system
- Attended:
    - AAC&U Strengthening Guided Pathways Project Meeting
    - National webinar on "The Road to Recovery [from COVID]"
    - ASCENDer Fall 2020 Seminar.
    - First Plenary of the Texas Pathways Project Institute
    - Parts 1 and 2 of a series of webinars on "Enlisting Faculty to Build Pathways that Reflect Student Priorities"
    - TACAO Meeting on Transfer and TSIA2
    - THECB events
        - full board meeting
        - sub-committee meetings
    - Virtual meeting discussing OER grant potential from THECB
- Met with:
    - JagNet Content Committee to review new apps and arrangements
    - Distance Learning Advisory Committee to review vendor presentations on academic integrity software
    - Representatives from Suitable, regarding potential student engagement services
    - Stakeholders regarding TSI-A testing
- Relocated office to Pecan Campus, Building J Suite 3.1102

DEPARTMENT/PROGRAM REPORTS:

Arts Department

- Faculty actively advising students under Art department advising plan with the intent to register students for Spring classes and improve student retention and degree completion
- Conducted:
    - Arts Department Meeting
    - Dual Credit faculty interviews

- Coordinated logistics of shooting live video in artist's space and completion of honorarium paperwork for visiting Artist, Bernardo Diaz
    - Online Exhibition from October 19 - November 19 available on Department website
    - Live "Artist Talk" to take place November 12
- Continued:
    - Planning of BlackBoard Ultra course development
    - IE Plan mid-biennium report
- Held LADC faculty online course observations as well as pre- and post- conferences
- Department Chair participated in:
    - Council of Chairs meeting
    - Faculty Advising Certification Training
    - Liberal Arts Chairs' Meeting
    - Blackboard Data Focus Group
- Proposal accepted by Liberal Arts Curriculum Committee for changes to ARTS curriculum due to changes in ACGM for implementation in Fall 2021
- Submitted proposal for a Summer Camp for Art, English, and Spanish
- Department Chair attended:
    - Adobe Max Conference
    - Texas Association of Schools of Art Conference
    - Keep McAllen Beautiful Public Arts Committee meetings held October 28 & 29

Drama Department

- Faculty edited the second episode of ***Let's Talk Theatre*** which will premiere on October 19.
- Faculty and the ***Let's Talk Theatre*** production crew recorded the final episode. Post production for editing will follow.
- Coord of Theater Support Svcs and the ***Medea*** cast and crew released the first episode on YouTube channel via the following link: https://youtu.be/PC0DTUIz7IA. Episode 2 is under post-production and editing.
- Theater Support Service Tech has been in post-production for Episode 3 of ***Cooper Cabaret***.
- Faculty continues to work with American Alliance for Theatre and Education as they continue to plan for the Leaders of Color Institute which is virtual symposium for Black, Indigenous, and People of Color. The event will occur on November 7th and 14th.

English Department

- Department Chair conducted:
    - English Department Leadership Meeting
    - Full Time and Dual Faculty Evaluations/Observations
    - Department Events Meeting to plan for:

      Current Events:
        - Submissions for a Mid Valley Reading Week activity, ***6 Word Story Contest***, are being accepted
        - Literary Debate Sessions held October 29

      Upcoming Events:
        - Toni Morrison Lectures offered November 2-13
        - Common Reading for Spring Semester: Voltaire's ***Candide***
- Department Chair participated in:
    - Council of Chairs Meeting
    - Liberal Arts Chairs' Meeting
- Committee was formed to create and work on ENGL 1301 universal shell with Open Educational Resources
- Revision of ENGL 1302 Universal shell continues
- Proposal for ENGL 2321 Universal is ongoing; Completion Checklist will be available after Thanksgiving.

Music Department

- Department released:
    - New digital announcement on social media regarding Spring Registration
    - New music video with department faculty
- Followed up regarding potential graduation of Stop Out students
- Conducted a Music Faculty check-in meeting to assess any online teaching issues
- Completed digital infographic for high school recruiting

- New course number was approved by Curriculum for Brass Ensemble
- Submitted names of music instructors for Summer Camps 2021
- Completed and began the process of using new digital recruitment material
- Met with staff members of Blood Moon Films for potential 2021 Summer Camps
- Music Department Recruitment Committee met to discuss Department Recruitment Plan

Speech Department

- Initiated requests and conducted:
    - Pre-conference meetings with Full Time, Adjunct and Dual Credit Faculty before observation of online class, observed online classes, and completed Faculty Evaluation Reports for yearly evaluations which included review of Student Evaluations
    - Communication Arts Department Meeting
- Attended and participated in:
    - Liberal Arts Chairs' Meeting
    - Council of Chairs Meeting
- Checked in with an Adjunct Faculty regarding online class she designed, based on response, an inquiry was made to design and teach Editing and Layout class in spring 2021 via online delivery
- Submitted:
    - Review of Program Learning Outcomes for preview and current cycle
    - Submitted Spring 2021 Textbook adoptions to portal
- Advised Dual Credit Faculty regarding student/parent communication
- Spoke with Full Time Faculty about incomplete SPCH 1311 Dual Credit shell
- Reviewed applications and scheduled two (2) Dual Credit faculty interviews
- Gathered data and completed IE Report

World Languages Department

- Organized Faculty Evaluations
- Prepared Master shell - Ultra for SPAN 2315; all faculty will be added to become familiarized with Ultra
- Attended and participated in:
    - Tierra Firme virtual event
    - Liberal Arts Chairs' Meeting
- Continued working on IE Plan

History and Philosophy Departments

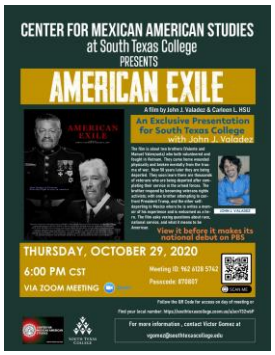
- Attended the October Council of Chairs Meeting
- Met with:
    - New Adjunct Faculty, for the History and Philosophy Department
    - Faculty to work on the History and Philosophy I.E. Plan
    - Dual Credit Faculty who missed Professional Development Day this semester

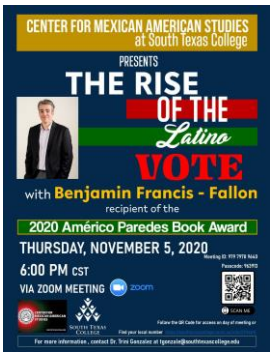
Center of Mexican American Studies (CMAS)

- Accepted recognition on behalf of Ballet Folklorico South Texas College (BFSTC) student dancers for participation in Festival Internacional de Danzas Folklóricas
- Met with dancers on October 6 & 8 to prepare for City of McAllen event on Saturday, October 10
- Continued discussions regarding:
    - Pre-recorded participation in the City of McAllen's Fiesta de Palmas
    - Participation in the City of Edinburg's annual Dia de los Muertos event
    - Finalizing date and required material(s) with Maestro from Peru for virtual performance in XIV Festival Internacional Danzando en la Perla del Norte to be held virtually November 11-15
    - The assistance of Continuing Education, Security Department, and Division Dean regarding Folklórico classes to be held:
        - October 27 at Edinburg City Auditorium
        - October 29 at Building U Conference Room
- Sent weekly update to the BFSTC on social media including announcement of returning to face-to-face practice with safety precautions
- Communicated with colleagues, IT, and the following speakers regarding logistics and submission of required documents for presentation:
    - John J. Valadez to screen a featured documentary, ***American Exile***, via Zoom, October 29

- Dr. Benjamin Francis-Fallon, invited speaker, postponed to November 5
- Dr. Steven Rosales invited to speak on November 11 during Veterans Lecture Series
- Gabriel Sanchez, invited speaker for November 17, will read excerpts from his book, *Tenochtitlan Must Fall*.

- Promotion for these events is in process and is as follows:





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

DIVISION DEAN'S REPORT:

- Facilitated Student Success Specialist/Academic Coach meeting, October 1, 22
- Attended the virtual meeting with CBE New America Research Project report, October 1
- Participated in the Pathways: STC to TAMUK MBA via Blackboard Collaborate, October 2
- Participated in the Bachelor Program Messaging Feedback meeting with Bachelor Program Chairs and Public Relations, October 2, 6
- Participated in the CBE Student Handbook meeting via Teams, October 2
- Participated in Ascender meetings, planning events, conferences, October 5, 12, 16, 19
- Participated in NSF STEM Success Academy grant meeting regarding student scholarships and structured professional Development, October 8
- Participated and Academic Affairs Deans' meeting with Vice President of Academic Affairs, October 8
- Participate in Grant Initiation meeting, October 12
- Attended Dual Credit Teams Placement options meeting, October 12
- Attended Webinar "Using Feedback to Drive Your Growth", October 13
- Attended EnVision Center – McAllen Housing Authority meeting, October 13
- Attended Education Workforce Committee meeting, October 13
- Participated in MSITB Division Curriculum Committee meeting, October 13
- Attended Distance Learning Advisory Committee meeting, October 14
- Worked on IE mid-biennium report with Institutional Effectiveness & Assessment Department, October 15
- Participated in the first Bachelor Programs faculty workshops "How Significant Are the Changes Between APA's 6th & 7th Edition?", October 15
- Attended Physical Science department meeting, October 16
- Worked with Project Manager to update the Division Mid-Biennium Report, October 19
- Participated in Community College Baccalaureate Association (CCBA) Board meeting, October 20
- Attended Dean's meeting facilitated by Vice President for Academic Affairs, October 20

- Participated in the College-wide Curriculum Committee meeting, October 20
- Participated in Executive-level University Roundtable co-hosted by Oklahoma State University, "Fulfilling the Mission of Higher Ed During COVID-19", October 21
- Participated in South Texas College Inside Track proposal review, October 21
- Attended Mid-Biennium Reporting with Bachelor Programs, October 21
- Attended STEM Connection Fall meeting, October 22
- Attended Hispanic Services Institutions (HIS) Grant Award presentation livestream, October 22
- Attended presentation for HonorLock regarding proctoring services, October 22
- Attended Chemistry Department meeting, October 23
- Attended Planning and Development Council meeting, October 23

BACHELOR PROGRAMS:

Bachelor of Applied Science in Organizational Leadership

- Badges meeting via Teams, October 1
- Pathways: STC to TAMUK MBA via Blackboard Collaborate, October 2
- Bachelor Program Marketing meeting via Teams, October 2, 6
- CBE Student Handbook meeting via Teams, October 2, 23
- CBL/CBE Programs Status Panel Discussion via Zoom, October 6
- Council of Chairs meeting via Zoom, October 6
- Division Chairs meeting, October 7, 14
- McAllen Chamber's Ambassador Meeting, October 8
- McAllen Chamber's Power Network event via Zoom, October 13
- Leadership McAllen's October meeting, October 13
- Bi-weekly National Society and Leadership for Success meeting, October 14
- Distance Learning Advisory Committee meeting, October 14
- I.E. Mid-Biennium Report with Institutional Effectiveness & Assessment Department meeting, October 15, 20
- American Association for Women in Community Colleges Pinning Ceremony, October 15
- Facilitated the first Bachelor programs faculty workshops "How Significant Are the Changes Between APA's 6th & 7th Edition?", October 15
- 2020 National Society for Leadership and Success Summit held virtually, October 16-17
- CBExchange Pre-Meeting for Live Speakers, October 20
- College-wide Curriculum Committee meeting, October 20
- South Texas/NERPLAC Pre-Webinar Planning Meeting, October 21
- Facilitated a meeting with Portfolium and Instructional Designer from Distance Learning to discuss the new BB Ultra and Portfolium issues, October 22
- Honorlock demo facilitated by Distance Learning, October 22
- Interviewstream Services Call: 2nd Demo of Interview Prep, October 23

Computer Information Technology Program

- Bridging the Gap: Best Practices for Supporting Transfer Students Workshop, October 1
- CCB Convening, October 1
- Pathways: STC to TAMUK MBA, October 2
- BA Meeting to discuss Bachelor Program Marketing, October 2
- DE-Blackboard Grade Book Workshop, October 2
- CBE Student Handbook Meeting, October 2
- Facilitated Virtual Meeting with CS Faculty to review and discuss Grant Camp Code for Girls, October 12
- CBExchange Pre-Meeting for On-Demand Speakers, October 13
- Facilitated Virtual Meeting with CS Faculty to complete the Status Review Form for Google IT Grant and work on the Monthly Report, October 13
- EnVision Centers - McAllen Housing Authority Meeting where they shared thoughts on EnVision Centers and what they see as a possible collaboration, October 13
- Confirmed: Google Office Hours for Community Colleges continuing in 2021 Meeting, October 13
- Division Curriculum Committee Meeting, October 13
- Facilitated Virtual Meeting with CS Faculty to work on IE Plan for DHSI Grant, October 14

- Division Leadership Chairs Meeting, October 14
- Camp Code for Girls-Budget Meeting, October 14
- I.E. Mid-Biennium Report Meeting with Institutional Effectiveness & Assessment Department, October 15
- Special CoC Meeting with Distance Learning, October 15
- Meeting with CS Faculty to complete the Grant Close Out Review: JFF-Google IT Certificate for IT Professionals, October 16
- Facilitated Virtual IE Plan Review Meeting with CS and CIT Faculty, October 16

Medical and Health Services Management

- Meeting with CBE New America Research Project report, October 1
- Meeting with TAMUK/STC MBA pathway, October 2
- Bachelors' virtual meeting on marketing project, October 2
- Participated in the virtual meeting of the CBE Student Handbook, October 2
- Attended the virtual Council of Chairs meeting, October 6
- MSITB Division Chairs meeting, October 7, 14
- Texas virtual Healthcare In November Summit, October 8
- STC/UTRGV Graduate Program pathways meeting, October 9
- Blackboard Ultra special training October 15
- Mid-Biennium report meeting October 15

Technology Management

- Conducted the TMGT Capstone Mock Interview, October 1
- Pathways: STC to TAMUK MBA Discussion, October 2, 6
- Participated in the formulation of Bachelor Programs Marketing material, October 2
- Completed draft review of CBE Student Handbook, October 2
- Council of Chairs Monthly Meeting, October 6
- MISTB Division Chairs Meeting, October 7, 14
- STC-UTRGV Graduate Program Pathways Meeting, October 9
- MSITB Division Curriculum Committee Meeting, October 13
- IE Mid-Biennium Report Meeting, October 15, 20
- Workshop on How Significant Are the Changes Between APA's 6th and 7th Edition, October 15
- College-Wide Curriculum Committee Meeting, October 20
- Webinar on "Enlisting Faculty to Build Pathways That Reflect Students' Priorities: Part I", October 21
- South Texas College - InsideTrack Proposal Review, October 21
- Webinar on OER Professional Development, October 22
- STC Student CBE Handbook Team Meeting, October 23
- Interviewstream Services Call: 2nd Demo of Interview Prep, October 23

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Presented during Assistant Chair Teams Meetings, October 2, 6, 13
- Presented during Meeting with TAMUK, October 1
- Save The Date ATEC Virtual Meeting, October 3
- Council of Chairs Meeting Zoom, October 6
- Division Chairs Meeting Teams, October 7, 14
- Year 1_NSF S-STEM Supporting the Success of STEM Student Through Scholarships, October 8
- Presented McGraw Hill Workshop via Zoom, October 9
- MSB Division Curriculum Committee, October 13
- Division Leadership Chairs Meeting Teams, October 14
- STEM Success Academy Tutor/Budget Teams, October 14
- Grant Initiation Meeting Bridge to Baccalaureate Subaward with UTRGV Teams, October 14
- B2BMED-Student Research Meeting, October 15, 19
- I.E. Mid-Biennium Report Meeting Teams, October 15, 20
- Biotechnology Workforce Program Development Process Meeting, October 16
- IGSOP Deeper Dive Teams Meeting, October 19
- Assistant Chair Meeting via Teams, October 20

- College-Wide Curriculum Committee Teams Meeting, October 20
- Enlisting Faculty to Build Pathways That Reflect Students' Priorities: Part 1, October 21
- Focus Group for Blackboard Reports, October 21
- STEM Connection Fall Meeting, October 22
- Texas Talk: Engaging all Students to Increase Student Success, October 22
- HSI Award Presentation, October 22
- Annual Report Teams Meeting, October 22
- Planning and Development Council Meeting, October 23

Chemistry

- Reviewed BeyondLabz Chemistry Simulations and assisted faculty with these simulations, October 2
- Participated in Bridging the Gap: Best Practices in Supporting Transfer Students Workshop, October 1
- Created student survey for INTS students meeting SB 25 requirements; reviewed SB 25 and STC catalog content regarding INTS; working with MSITB Student Success Specialist to add content; shell will be deployed to declared majors and used to contact/advise students, October 1
- Attended virtual meeting with McGraw-Hill to discuss simulation labs for General Chemistry II and General Chemistry for Engineering Majors, October 6
- Council of Chairs meeting, October 6
- Division of Chairs meeting, October 7, 14
- Met with INTS declared student and Student Success Specialist to discuss Interdisciplinary Studies options and advise on courses for Spring 2021 term, October 8
- Reviewed potential degree plans for AS INTS majors to add to the Bb Shell, October 8
- Core Curriculum Study and Report Advisory Committee meeting, October 8
- Attended SACSCOC Celebration, October 9
- Chrome River Travel training session, October 12, 15
- MSITB Division Curriculum Committee to discuss proposed Agricultural Science associate's degree, October 13
- Shared and discussed 2+2 INTS roadmaps with Director of UTRAC, October 13 & 16
- Attended I.E Plan writing meeting to discuss mid-biennium reports and expectations, October 15
- Communicated with Academic Initiatives and Projects Officer regarding Starfish Faculty Advisory role for INTS students, October 19
- Attended ACS National Chemistry Week Coordinator Zoom Conference, October 19
- Assisted Dean and MSITB with MS IE Plan, October 19 & 20
- Attended the College-Wide Curriculum Committee meeting, October 20
- Reviewed Chemistry enrollment, graduation, and transfer data; prepared Chemistry portion of Physical Science IE Plan, October 22
- Attended the STEM Connection Fall meeting, October 22
- Hosted Chemistry Club Zoom meeting, October 22
- Facilitated Chemistry department meeting, October 23
- Attended Planning and Development Council meeting, October 23

Director of Science Olympiad

- Biology department meeting on Teams to recruit Event coordinators for the Science Olympiad, October 2
- Worked on https://scilympiad.com/tx website and began assigning event supervisors, October 8-9
- Conducted a conference call with science coordinator for McAllen to discuss coach's clinic, October 16
- Attended Physical Science Department meeting to discuss the Science Olympiad and get volunteers, October 16
- Texas Science Olympiad Coaches' Clinic conference via Zoom hosted by TAMU College Station, October17
- Updated webpage for RGV Science Olympiad, October 19
- Hosted Chemistry Club meeting to prepare for National Chemistry Week & review promotional video, October 1
- Set up meeting for the Hidalgo County LEPC meeting next week, October 1
- Hosted the Hidalgo County Local Emergency Planning Committee, LEPC, meeting on ZOOM, October 8

Computer Science

- Pathways: STC to TAMUK MBA, October 2
- BA Meeting to discuss Bachelor Program Marketing, October 2
- DE-Blackboard Grade Book Workshop, October 2
- CBE Student Handbook Meeting, October 2

- Meeting with CS Faculty to review Grant Camp Code for Girls, October 5
- Facilitated Virtual Department Meeting with CS Faculty to review MSITB 2020-2023 PLO Assessment Plans for Computer Science, Computer Information Systems and BAT in CITP, October 6
- Bachelor Programs Marketing Messaging Feedback Meeting, October 6
- DHS SLA Grant Proposal Meeting to discuss their partnering between UTRGV and STC, October 6
- Chrome River System Training, October 6, 9
- Division Chairs Meeting, October 7, 14
- Participated in Careers in Distributed Computing Meeting to discuss the rapid growth and demand for engineers in DevOps and Blockchain and to chat about tips and next steps for transitioning into the industries, October 7
- Industry's Perspective on the Impact of COVID-19 Meeting, October 7
- UTRGV Transfer Update for Faculty & Staff Meeting, October 8
- CBExchange Pre-Meeting for On-Demand Speakers, October 8
- STC-UTRGV Graduate Program Pathways Meeting, October 9
- Facilitated meeting with CS Faculty to work on Computer Science and BAT in CITP Advising Night, October 9
- CBExchange Pre-Meeting for On-Demand Speakers, October 13
- Facilitated meeting with CS Faculty to complete Status Review Form for Google IT Grant, October 13
- Participated in Virtual EnVision Centers - McAllen Housing Authority Meeting where they shared thoughts on EnVision Centers and what they see as a possible collaboration, October 13
- Virtual Confirmed: Google Office Hours for Community Colleges continuing in 2021 Meeting, October 13
- Division Curriculum Committee Meeting, October 13
- Facilitated meeting with CS Faculty to work on IE Plan for DHSI Grant, October 14
- Camp Code for Girls-Budget Meeting, October 14
- I.E. Mid-Biennium Report Meeting with Institutional Effectiveness & Assessment Department, October 15
- Special CoC Meeting with Distance Learning, October 15
- Facilitated Virtual Meeting with CS Faculty to complete the Grant Close Out Review: JFF-Google IT Certificate for IT Professionals, October 16
- Facilitated IE Plan Review Meeting with CS and CIT Faculty, October 16
- CBExchange Virtual Platform with CS Faculty to record CBExchange on-demand session, October 19
- CBExchange Pre-Meeting for Live Speakers, October 20
- Facilitated meeting with CS Faculty to prepare for Advising Night, October 20
- College-Wide Curriculum Committee Meeting, October 20
- Facilitated, along with CS Faculty, Virtual Computer Science and BAT-CITP "Advising Night", October 20
- Met to work on Mid-Biennium Reporting, October 21
- Meeting with PR regarding Hospital Collaboration, October 21
- Google IT Cert Urban-Credit Affinity Group Meeting, October 21
- South Texas College - InsideTrack Proposal Review Meeting, October 21
- Mid-Biennium Reporting for Bachelor Programs Meeting, October 21
- Mid-Biennium Reporting Meeting Part 2, October 22
- STEM Connection Fall Meeting, October 22
- Facilitated Virtual BAT in CITP Meeting to discuss Marketing Plan, October 23

Cybersecurity

- College Wide Curriculum Committee meeting, October 20
- Finalized mid-biennium IE plan with IE Specialist, October21
- STEM Connection Fall meeting, October 22
- New partnership with Certiport which allows our students to take industry certifications while they take courses
- Renewed the annual membership with the NCyTE Center (formally known as CyberWatch West Center)
- Attended a zoom meeting with high school students that are about to graduate and are interested in cybersecurity

Information Technology

- IT Program Meeting, October 2
- Blackboard Grade book forum, October 2
- Spark Online Introductions, October 2
- DevNet Create 2020 virtual event, October 13
- MindTap "Best of" Tools Engagement workshop, October 14

- MSITB division meeting, October 14
- Assistant chair earned Google's Technical Support Fundamentals Certificate, October 11
- Cengage Computing Conference, October 20
- Adobe Max Creativity Conference, October 20-22
- College-Wide Curriculum Meeting, October 20
- Dell Technologies Virtual Experience Conference, October 21-22
- STEM Committee meeting, October 22

Math

- ASCENDER Partner Meeting, seminar, and cohort support, October1, 12, 16, 19, 23
- In association with OPOD, organized and hosted a Department of Mathematics professional development workshop entitled: Utilizing Responsive Communication to Create a Culture of Positivity, October 2
- Met with McGraw-Hill publishing representatives to discuss Pre-Calculus textbook for Spring 2020, October 2
- UT Dana Center workshop, Being Equity-Minded and Culturally-Inclusive in Mathematics Tutoring and Corequisites, October 2
- Council of Chairs meeting, October 6
- MSITB Division Chairs' meeting, October 7, 14
- Met with McGraw-Hill regarding placement/diagnostic tool with ALEKS software, October 7
- TSI 2.0 Committee meeting to discuss new guidance from THECB for the TSIA2, October 9
- Texas Association of Academic Administrators in Mathematical Sciences (T3AMS) virtual meeting, October 9
- RGVCTM Board Meeting, October 12
- MSB Division Curriculum Committee Meeting, October 13
- Pre-Rec Meeting, October 14
- Distance Learning Advisory Committee Meeting, October 14
- Participated in demonstration for 3rd party homework software platform: Mobius, October 15
- I.E. Mid-Biennium Report Meeting, October 15
- Mathematics representatives attended College-Wide Curriculum Committee Meeting, October 20
- Focus Group for Blackboard Reporting, October 21
- Examsoft-Proctoring Services Presentation, October 21
- Interviewed one Dual Credit Faculty, October 22
- Faculty hosted OER professional development Webinar Series #1 as part of the UTRGV TAB grant; October 22
- STEM Connection Fall meeting, October 22
- HSI Grant Award livestream, October 22
- HonorLock Proctoring Services Presentation, October 22
- Department meeting, October 23
- Faculty attended the Faculty Advising Committee training; October 23
- Planning and Development Council Meeting at 2PM, October 23

Physical Science

- Workshop #158919: Bridging the Gap: Best Practices for Supporting Transfer Students Online Course, October 1
- Completed Dual Credit faculty post-online class observation conference, October 1
- Met with the Advising Days committee and the Educational Technology staff and setup the zoom webinar series for the Advising Days Transfer Opportunities presentations, October 1
- OERTX web portal Orientation webinar presented by the THECB, October 2
- Coordinated zoom meeting to discuss Advising Days webinar setup, October 2
- Promoted the Advising Days Schedule and Spring 2021 registration video clip among the Department Faculty, staff of STC Advising office, and MS Division Chairs, October 5-6
- Chrome River Training FACT Session Part 1: Travel and Expense Management software, October 5
- Council of Chairs Meeting, October 6
- Observed Physics Faculty Online Classroom for Fall 2020 Faculty evaluation, October 6
- Chair, ET staff, and Advising Days committee convened the Advising Days webinar series; presented Advising Days schedule, Physics Demonstrations, and Geoscience career information, October 7
- Chair, 2 Physics instructors, and ET accessibility specialist hosted webinar presentations by UTRGV Physics faculty, TAMUK Physics and Geoscience faculty, and TAMUK-RGV center Engineering faculty and Student recruiter, October 7

- Division Chair Meeting, October 7, 14
- College Leadership in an Era of Unpredictability Webcast, October 7
- Chair, 2 Physics instructors, and ET accessibility specialist hosted webinar presentations by TAMU-College Station-McAllen HE center Assistant Provost, Engineering faculty, and Senior Advisor, and by TAMUK Industrial Engineering and Mechanical Engineering department, October 8
- Participated in UTRGV Transfer Updated for South Texas College Zoom Seminar, October 8
- STC Faculty Advising training, October 9
- Workshop #164967: Accessibility Lecture Series – AHEAD – Strategic Outreach: Spreading Accessibility throughout Campus, October 13
- MSB Division Curriculum Committee meeting, October 13
- Distance Learning Advisor Committee Meeting, October 14
- Governing Principals: Opportunities in the Face of Crisis: Rethinking School Improvement Meeting, October 15
- Met with representative of Suitable-A Student Engagement Software to discuss summary of program, October 15
- College-Wide Curriculum Committee Meeting, October 20
- Designed and developed schedule of events for Advising Days and Transfer Opportunities initiative, October 20
- Met with the Advising Days committee to discuss technology best practices for Advising Days, October 21
- Distance Learning Advisory Committee meeting, October 21
- Met to discuss IE Plan mid-biennium findings report for Physical Science department, October 22
- Organized a meeting to discuss the articulation agreement between South Texas College and Arizona State University; participants included representative of Arizona State University, Engineering program coordinator, and Director of STC Transfer Center; also discussed possible collaboration between STC engineering faculty and ASU engineering faculty to share best practices for online teaching of engineering courses, October 22
- New OOI Data Exploration: Plate Tectonics and the Seafloor Zoom Meeting, October 22
- NSF Geopaths meeting; participants included 2 Physics faculty, director of IMAS, and STC grants officer; discussed details of collaboration between STC Physical Science department and IMAS, and Letter of Intent for NSF Geopaths grant program, October 22
- Blackboard Ultra Training, October 23
- STC President's Planning and Development Council meeting, October 23

UNIVERSITY RELATIONS:

- Virtual Information Sessions this month:
  - Texas A&M University, University of Houston – Downtown, University of Texas at Austin, University of the Incarnate Word, Texas Tech University, Stephen F. Austin State University, St. Edwards University, Rice University, Texas A&M International University, UTRGV, University of Houston – Clear Lake, Texas A&M University – Kingsville, Houston Baptist University, Midwestern State University, University of Houston – Victoria, Texas Christian University, Tarleton State University
- "Bridging the Gap: Best Practices for Supporting Transfer Students," October 1
- Mathematics department training "Utilizing Responsive Communication to Create a Culture of Positivity," October 2
- Met with TAMUK MBA program representatives to discuss pathway for STC Bachelor students, October 2
- Promoted the University Relations, Transfer and Articulation Center on social media
- Chrome River training sessions, October 5, 7, 8, and 9
- Met with a representative from Excelsior College on ways to strengthen our partnership, October 5
- Attended the final session of the "Can We Finally Fix Transfer?" webinar series on "The Transfer-Ready Institution," October 6
- Met with Director of Advising and new Vice President of Enrollment Management from TAMU-Kingsville, October 7
- Attended MSITB Leadership meetings, October 7 & 14
- Inside Higher Ed webinar "College Leadership in an Era of Unpredictability," October 7
- Academic Impressions webinar "Developing Intentional Strategies to Improve Campus Climate: A Discussion Space," October 7
- UTSA Counselor and Advisor Virtual Update for El Paso, RGV and Laredo, October 7
- Participated in the Physical Science Department Advising Days, October 8 & 9
- American Associate of Women in Community College National Leadership Virtual Conference, October 9

- Met with representatives from Bachelor's Program and UTRGV Graduate College to discuss developing pathways to master's degrees, October 9
- Faculty Advising Training, October 9
- OPOD training "Using Feedback to Drive Your Growth," October 13
- Inside Higher Ed Webinar on "How Covid-19 Changed Online Teaching Strategies," October 13
- Texas Higher Education Coordinating Board Webinar "Practitioner Resources," October 13
- Met with representatives from OVPAA and Kevin Struckhoff from StraighterLine to discuss students in the TX DOT pipeline, October 14
- Planning meeting for Middle Management Institute-TX Assoc. for College Admissions Counseling, October 14
- I.E. Mid-Biennium Report Training, October 15
- American Association for Women in Community Colleges Pinning Ceremony, October 15
- Transfer webinar "Policies and Procedures," October 20
- Texas Association for College Admissions Counseling General Meeting, October 21
- Webinar "Enlisting Faculty to Build Pathways that Reflect Students' Priorities," October 21
- Webinar "Solving Stranded Credits," October 21
- Co-hosted "TAMUK South Texas College Transfer Update", October 21
- Webinar "Awarding Credit," October 22
- Meeting with Arizona State University about potential articulation agreement, October 22
- Mathematics Monthly Department Meeting, October 23
- Presented at the UTRGV Transfer Conference for Ascender Students, October 23
- Webinar "Articulation Agreements and Pathways," October 23
- Planning and Development Council Meeting, October 23

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Met with director of student records and registrar to discuss RN to BSN Fall 2020 graduates, October 1
- Met with grant development officer to discuss application to the Institutional Resilience and Expanded Postsecondary Opportunity Program Competition, October 1
- Attended "Bridging the Gap: Best Practices for Supporting Transfer Students" workshop, October 1
- Completed and submitted the KCCF personal activity report to the GDMC Office
- Texas Team Pathway 2 webinar, October 5
- Course LHE Equivalents for NAH meeting to review and discuss LHE calculations, October 6
- Worked on/reviewed report regarding the minimum enrollment for each NAH course
- Worked on the Institutional Resilience and Expanded Postsecondary Opportunity Grant
- College Leadership in an Era of Unpredictability webcast, October 7
- Deans Meeting hosted by the VPAA, October 8
- TX Assoc. of Deans & Directors of Professional Nursing Programs (TADDPNP) Annual Fall Meeting, October 9
- Meeting to discuss linking NAH catalog pages to NAH webpages, October 9
- Student Success Specialist Orientation regarding process mapping of their duties and responsibilities, October 9
- SACSCOC Celebration hosted by the President, October 9
- Reviewed STC, Academic, and NAH goals for the 2020 – 2021 academic year
- STC Nursing Pathways meeting with representatives from Spartanburg Community College, October 12
- Held meeting with ADN chair to discuss the Nursing Education Program Information Survey, October 12
- NAH Meeting for IE Plan Mid-Biennium Report, October 12
- Virtual onsite visit by the Commission on Accreditation for Health Informatics and Information Management Education, October 13-14
- EWDC Meeting, October 13
- "COVID-19: The Road to Recovery" with Dr. Fauci and Dr. Gupta webinar, October 14-15
- Finalized the Nursing Education Program Information Survey
- Preparation Meeting for Philippine Nurses Association of America 2020 Summit Conference, October 15
- Texas Pathways Institute #2, Mapping Pathways to Students' End Goals – Careers webinar, October 19

- Best Practices for Linking Your Files to Blackboard workshop, October 20
- How Much Cheating is Happening in Nursing Education Today and What Can We Do About It? seminar, October 20
- Deans Meeting hosted by the VPAA, October 20
- College-Wide Curriculum Committee Meeting, October 20
- NAH Program Chairs Meeting; discussed Spring and Summer 2021 classes and COVID-19 reporting protocols, October 21
- Participated in the Executive-Level University Roundtable co-hosted by Oklahoma State University, October 21
- Meeting to discuss planning documents sent by CoARC and logistics for a virtual site visit, October 21
- Meeting to discuss OSA webpage, October 21
- Presentation given by Examsoft regarding their proctoring services, October 21
- Hispanic Serving Institutions Grant Award Presentation livestream, October 22
- Met with Vida counselor to discuss assistance resources for students in need, October 22
- Presentation given by HonorLock regarding their proctoring services, October 22
- Met with Pharmacy Technology Chair to discuss video project, October 23
- Center for Excellence in Aging Services and Long-Term Care Advisory Panel Meeting, October 23
- Planning and Development Council Meeting, October 23
- Provided response to NAH Faculty Senate Committee
- Texas Team Pathway 2 webinar; included presentation on Valencia College's Accelerated Skills Training Programs, October 26
- Balanced Learning: Meeting Student's Needs During COVID-19 webinar, October 27
- Deans Meeting hosted by the VPAA, October 27
- Guest speaker at the NAH Student Government Association Meeting, October 28
- Ed Tech Resources to Support Special Education Practitioners webinar, October 28
- Campus Well-Being Post-Pandemic webinar, October 28
- Jaguar Academy – Virtual Service Area Tour, October 29
- Next Steps for College COVID Testing webinar hosted by The Chronicle of Higher Education, October 29
- Worked on finalizing and submitting the ACEN 2019 – 2020 Annual Report
- Met with Employee Relations Officer, October 29

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Improvement Plan Meeting, October 1
- Student Records Management Meeting, October 2
- Worked on and reviewed the ACEN 2019 – 2020 Annual Report
- College-Wide Curriculum Committee Meeting, October 20
- Held Student Affairs Meeting, October 21
- NAH Program Chairs Meeting which discussed Spring and Summer 2021 classes and COVID-19 reporting protocols, October 21
- Focus Group Discussion Blackboard held online, October 21
- Held Management Report Spring 2021 Meeting, October 23
- Chair met with staff from the VPAA's Office to review NOE payment calculations, October 27
- Department meeting with faculty and staff, October 28
- Two students were awarded the Jeremy McLeaish Scholarship; one student was awarded the Elide Lee Scholarship; one student received the Karen Wilson Scholarship
- NAH Advisory Board Meeting, October 30

Bachelor of Science in Nursing

- All students successfully completed their Fall 2020 M9 courses
- Worked with Admissions and Curriculum Departments to finalize awarding of credits and requirements for graduation of the first cohort of RN-to-BSN students and preparations for virtual commencement
- BSN academic coach worked with the IT Department to finalize the online application for new students
- Completed the ACEN candidacy report

Diagnostic Imaging Department

- Held Fall 2020 Diagnostic Imaging Department Advisory Committee Meeting, October 2
- Chair emailed DMS Program applicants who had accepted an offer of placement for Spring 2021 regarding continuation of the acceptance process and preparation for entrance into the program (Complio requirements, program dress code, course schedule, etc), October 4
- Prepared and submitted documentation to the NAH Curriculum Committee for approval of revisions to the DMS and RADT Program application requirements and curriculum for the Fall 2021 Semester
- Course LHE Equivalents for NAH meeting to review and discuss LHE calculations, October 6
- Council of Chairs meeting, October 6
- Held DMS and RADT program information sessions via Zoom, October 7
- Department submitted book adoption orders for the Spring 2021 Semester
- NAH Meeting for IE Plan Mid-Biennium Report, October 12
- Faculty and staff attended the Chrome River Training Sessions, October 12 – October 16
- DMS and RADT Program Information Sessions, October 14
- CE event ASRT Live: Breast Imaging Case Studies A Comprehensive Review, October 15
- Department meeting regarding the IE Plan 2019-2020 Mid-Biennium Report, October 26
- Registered DMS and RADT Program students for the Spring 2021 Semester
- Faculty attended Let's Go Fishing! How Starfish Can Help You Catch Students Who Are at Risk webinar, October 23
- Academic Council Meeting, October 26
- Faculty submitted Starfish Second Surveys for all DMS and RADT courses
- Creating Accessible Learning Resources and Blackboard Ally training session, October 30
- Submitted the DMS and RADT Program 2019-2021 IE Plan Mid-Biennium Reports

Emergency Medical Technology

- Council of Chairs meeting, October 6
- NAH Meeting for IE Plan Mid-Biennium Report, October 12
- Verified Resuscitation Competency: The Quality Improvement Model webinar, October 15
- Going Online My Lab Brady Webinar, October 20
- College-Wide Curriculum Committee Meeting, October 20
- NAH Program Chairs Meeting; discussed Spring and Summer 2021 classes, COVID-19 reporting protocols, October 21
- Advisory Committee Meeting, October 23
- Meeting to discuss the PSJA EMT Cohort October, 27
- Current Trends in Prehospital Sepsis Care webinar, October 27
- Faculty Senate Meeting, October 27
- Faculty member performed demonstrations for the RT program in the morning and afternoon of infant intraosseous injections using both manual intraosseous needles and the use of an EZ IO drill, October 27

Medical Assistant Technology

- Department held pharmacology injections practice for students, October 5
- Course LHE Equivalents for NAH meeting to review and discuss LHE calculations, October 6
- Council of Chairs meeting, October 6
- Chrome River training sessions, October 6 & 9
- Faculty attended the Let's Go Fishing! How Starfish Can Help You Catch Students Who Are at Risk webinar, October 23
- Faculty Senate Meeting, October 27
- Faculty member attended the TLA Meeting, October 30

Physical Therapist Assistant

- Students, faculty, and staff kicked off National Physical Therapy Month with a social media post highlighting some of the educational aspects of a therapist, October 2
- Faculty, staff, and students celebrated the close of the first week of National Physical Therapy Month and observed Mental Health Awareness Week with a “Meet Your Mentor” luncheon. Each Level 1 student was paired with a more seasoned Level 2

student (30 students total) who can serve as a source of inspiration, insight, support, and positive role-modeling. Small groups collaborated in a total of four classrooms in order to observe social distancing, October 9

- All full-time faculty completed a 3-day online self-study workshop continuing education course offered by the Commission on Accreditation in Physical Therapy Education (CAPTE), totaling 10 hours of instruction
- All full-time faculty attended bi-annual meeting of the TX Alliance of PTA Educators via Zoom, October 23

Vocational Nursing

- NAH Meeting for IE Plan Mid-Biennium Report, October 12
- Finalized the Nursing Education Program Information Survey
- Chrome River Training Sessions
- Students participated in simulation scenarios on dementia, newborn care, and medication administration
- NAH Program Chairs Meeting which discussed Spring and Summer 2021 classes and COVID-19 reporting protocols, October 21

- Chair completed faculty observations
- Updated safety plans for the Spring 2021 Semester
- Planning and Development Council meeting, October 23
- Held Pin Distribution event for students that completed the VN program in July 2020; 30 students attended with family and friends who were allowed to pin the graduate, October 30

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Participated in various meetings such as Academic Council, CDEC Advisory Committee, College-Wide Classification Committee, Child Center Oversight Committee, VP Meeting, Program Chairs Meeting, DM&I.
- Met with faculty on MS TEAMS to complete Minnie Stevens Application.
- Met with faculty who are interested in the Department Chair position for Education and Criminal Justice.
- Attended meetings with VP to discuss Spring In-Person Hybrid sections, new Education Chair and other topics.
- Gathered data for IE report and self-report for evaluation of Program Chairs.
- Started the Program Chair evaluation process; scheduled classroom observations.
- Attended SBS Curriculum Meeting and Program Chairs' meeting, Distant Learning Advisory Committee Meeting, and Education Department meeting to announce the new Spring Program Chair.
- Compiled data for IE Report.
- Completed the Chair Review forms.
- Attended two demonstration: Examsoft Proctoring Demo and Honor Lock Proctoring Demo.
- Completed the IE Plan for Social and Behavioral Sciences Division.
- Currently working on scheduling meetings with Program Chairs to discuss their Chair Evaluations.

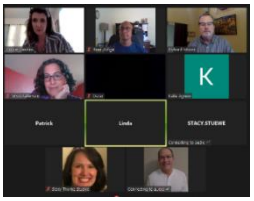
DEPARTMENT/PROGRAM REPORTS:

Child Development

- An Advisory Committee meeting was held for the Child Development and Early Childhood Department. Members along with faculty, staff, and guests discussed updates on department enrollment, graduation, and retention rates, had a presentation on the Graduate Survey conducted in Spring 2020, reviewed previous and potential curriculum changes, and approved the minutes from the previous meeting in June 2020. Next meeting is scheduled for May 2021.
- Hosted a Competency Based Orientation for CDEC. A power point presentation was covered as well as the 2 + 2 pathway into the BS in Early Care and Early Childhood Education and the articulation agreement signed with UTRGV, October 8
- Representatives from UTRGV Recruitment Team presented on Admissions, Financial Aid, and transfer resources available for prospective students, October 8
- Resource Dev., Mgt. and Compliance staff met with CDC and BO representatives to review the approval and implementation of the Child and Adult Care Food Program, October 9

- Program Chair, and Child Care Services Developer, met with conference presenter to review upcoming Child Care conference logistics via Zoom, October 9
- Child Development Club held its first training on Safety, Nutrition, and Health in the Year of Covid-19
- Coordinator of First Year Experiences & P-16 Initiatives from TWU provided an advising session during the FS 4 Administration Capstone class on Blackboard Collaborate; reviewed benefits of attending TWU, various program options available, and contact information for enrollment and scholarships.
- Hosted first virtual conference; Milton Gonzalez guest speaker; Workforce Solutions sponsored 50 participants; provided 3 training hours and .03 CEUs.
- Child Development Club held its first meeting in the age of COVID-19! We met through a TEAMs session and over 17 to 20 participants joined in the session. We currently have 29 members who have joined our club.
- Workforce Solutions is sponsoring up to 20 candidates to enroll and apply for their CDA Credential. CDEC provided an orientation on the CDA requirements, courses that must be completed, and Apply Texas for enrollment at STC. Classes begin in January.

Criminal Justice



- Texas Association of Criminal Justice Educators virtual conference; STC played a notable role in the success of the conference; over 270 participants from around the world participating in 26 panels and presentations, October 26-30
    - Chair also helped to organize a panel comprised of police officers from Scotland, New Zealand, and South Korea to discuss how policing is conducted in those countries, and what lessons US law enforcement can learn from these officers.

Education

- Strengthening Guided Pathways to discuss High Impact Practices in EDUC 1300 course, October 6
- TCCTA Executive Committee meeting to address issues related to community colleges in Texas, October 7
- UTRGV Transfer Update for STC students, October 8
- ATPE Education Club at Mid-Valley had their 2nd Virtual Club meeting. Students discussed information about Standing Up Against Domestic Violence, Breast Cancer Awareness, Down Syndrome Awareness, and Dyslexia Awareness. Additionally, members discussed the Family Reading Night, The Election/voting, transferring information to our three partnering Universities, and Registering for Spring 2021, October 13
- Distance Learning Advisory Committee meeting to discuss test proctoring and the different issues with different proctoring vendors, October 14

- Monthly department meeting to discuss various topics such as evaluations and Blackboard, October 16
- ATPE Education Club at Mid-Valley and other education majors participated in the initial ESL Parent meeting with Ms. Leticia Caballero from Weslaco ISD. Together, they discussed the logistics the ESL teaching sessions. All of the virtual lessons will be recorded and released onto the Weslaco School District's website for others to view at their convenience. Additionally, the recordings will also be documented at the state level as the parent/school collaboration, October 21

- Students in EDUC 1301 and EDUC 1300 participated in the Student Activities pumpkin painting event. Students had the opportunity to apply their creativity and painted interesting pumpkin designs. It was a good opportunity for in-person hybrid students to relax and have a good time painting. Faculty supervised their students and also had the opportunity to showcase their talent, October 22
- Education Program Chair participated as a panelist in the 19th Annual Education and Career Expo Virtual Webinar. Attendees received information about South Texas College and the Education program, October 27
- ATPE Education Club at Mid-Valley met to discuss participation in the Halloween activities with the Mid-Valley Daycare Center. Club members made goodie bags for the children at the Center. Members also review degree plans and played loteria, October 27
- Mr. Roger Gutierrez from the Association of Texas Professional Educators (ATPE) joined our EDUC 1301 classes to discuss the purpose and benefits of professional organizations. STC students may join ATPE for free as a college student and will begin receiving information about the teaching profession, October 28.
- UTRGV EPP Advisory Committee Meeting to discuss an update on the edTPA (certification exam) and field experience for Spring 2021, October. 30

Political Science

- Worked with the Dual Enrollment staff and Distance Learning staff to resolve technology related issues
- Continued working on faculty evaluations, attended monthly Council of Chairs meeting, and a two-part Chrome River Training on Microsoft TEAMS.

Psychological Science

- PSYC Faculty received a medal in recognition for their work on the YouTube show "RGV Stars Live", October 5
- Faculty was interviewed to be featured on the "Dell Scholars Alumni Spotlight", October 7
- Starr County Campus Psychology Club and its members participated in a social media campaign to bring awareness on domestic violence, October 10
- TEAMS meeting for Strengthening Guided Pathways; participated in Council of Chairs Meeting, October 6

- Met with representative and tech support person from Lumen in order to walk through how their material is supported on Blackboard Ultra, October 8
- Finalized the IE Plan, October 16
- Finalized supervisor evaluations for 9 faculty members and is working on scheduling conferences, October 18
- Psychological Science (Pecan Campus) had their first podcast listening/discussion meeting the title of the discussion was, *Invisibilia - How to Become Batman*. This session focused on a variety of psychological phenomena: sensation and perception; brain plasticity; the influence of expectations on not only behavior, but also perception and even sensation; as well as the societal implications of expectations and their influence on ability and/or disability. Club members and advisors listened to the podcast, "apart together" on a Microsoft Teams meeting and discussed the various topics from the show together.
- Starr County Campus Psychology Club participated in a social media campaign to bring bullying prevention awareness to the community since October is National Bullying Prevention Month
- PSYC Faculty was invited to serve as virtual speaker of Rio Grande City CISD Grulla High School's AP Psychology classes

Social Sciences

- STC Sociology faculty and students attended the digital Association of Applied and Clinical Sociology conference. Conference was free to all instructors and students.
- SOCW Professor was asked by PR to participate in an interview regarding Social Work as an occupation, and new changes at the state level. Interview was very productive, short. https://www.krgv.com/news/revised-code-of-conduct-for-texas-social-workers-prompts-concern

DR. RACHEL SALE

DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Collaborated on the new Ultra course template, recommendations for improvement and support for General Psychology, October 6
- Accessibility Workshop, October 13
- Blackboard planning meeting to launch Training and Development side of new Blackboard contract, October 15
- Met with Blackboard Ultra Project Manager to discuss new releases for Fall 2020, October 20
- Received a Notice of Acceptance for a book chapter. This chapter will be finalized in collaboration with Dr. Erasmus Addae (Austin Community College) and Elizabeth Rodriguez (Laredo Community College)
- Presented at the NACEP Conference and the Quality Matters Connect 2020 Conference, October 26 & 27
- Facilitated Quality Matters Peer Reviewer Course, October 20-November
- Hosted the Fall 2020 Distance Learning Advisory Committee meeting on October 14 and 4 additional proctoring vendor presentations: Examity, Respondus, HonorLock and EasyExam, October 21,22, 28, 29

- Collaborated with OPOD and Ed Technology to Set dates and introduced plans for National Distance Learning Week and the DL Symposium for the 2020-2021 academic year, October 20, 22,23
- Hosted Ultra Highlight for Math Dept., October 23
- Developed a plan for a pre-RFP document and submitted for consideration to participate in the RFP for services at the Prime Power School at Fort Leonard Wood, October 26-30

DIRECTOR'S REPORT:

- Status Report for Division Deans
    - Continue working on developing status report for Division Deans as to number of online faculty who have completed their online certification. An updated list has been emailed to all division Deans for awareness of their pending online faculty who need to complete their certification.
    - Develop an updated Blackboard Gradebook usage report for all courses in Fall 2020.
    - Develop a Blackboard Analytics report to identify original course view vs ultra course view to all sections in a term, October 8
    - Develop the Blackboard Storage report for Dean of Distance Learning, October 5-9
- Met with OPOD department to discuss faculty focus group regarding Blackboard Analytics, October 1
- Continue developing an onboard Student Success Specialist Handbook of Operating Procedures to aid employees in the performance of their duties, providing objectives and procedures necessary to perform their duties in an orderly and standardized manner.
- Met with Dean for Dual Credit Programs & School District to discuss Spring 2021 planning for Respondus Lockdown Browser and Dual Credit Orientation, October 6.
- Assisted Program Chairs with faculty evaluations by adding as Peer Evaluator role in the Blackboard course, October 5-9.
- Participated at the Banner User Group's Committee meeting, October 13.
- Updated the Technologies Specialist job description, October 13.
- Participated and presented at the Distance Learning Advisory Committee, October 14.
- Develop the Respondus data usage report for the past 6 months, October 14.
- Assisted Dean of Nursing & Allied Health with extending Summer courses for incomplete grades, October 14.
- Develop the updated Distance Learning enrollment projections PowerPoint and provided the source files data for Interim VP of Academic Affairs, October 15.
- Develop Financial Aid and Registration popup message for all users in Blackboard's landing page, October 19.
- Develop Gradebook usage report from the Learning Management System, October. 20.
- With collaboration with OPOD department, facilitated a Blackboard Analytics Focus Group with program chairs, October 21.
- Jagnet Content Committee, October. 22.
- Distance Learning Advisory Committee presentations, October 21-22.
- Academic Council Meeting, October 26.
- Develop pop-up messages for all faculty in the learning management system regarding Lockdown browser and Chromebooks, October. 26.
- Portfolium Tech Support meeting regarding usage in the ultra experience, October 28.
- Distance Learning Advisory Committee presentations, October 28-29.
- Participated at the NC-SARA webinar regarding Tips and Tricks (aka Tips) for Navigating State Authorization, October 29.
- Review and evaluated candidates for Database Analyst I position, October 30.

PROJECTS:

- Course Development
    - Distance Learning staff graded for Academic Continuity Certification and Online Teaching Certification.
    - Distance Learning staff begin developing the Academic Continuity Certification Training in the Ultra course experience.
    - Distance learning staff developed South Texas College Policies using Microsoft SWAY.
    - Distance Learning staff created an Academic Continuity Course Map and Concourse Syllabus, October 2.
    - Distance Learning staff met with BASOL Program Chair to discuss transitioning Upper Level Courses to the Ultra course.

    - Distance Learning staff developed the new Ultra course template, recommendations for improvement and support for General Psychology.
    - Distance Learning staff met with Continuing Ed instructors to overview Sway presentations and modify content
        - OSHA Sway presentations 50% complete
        - Contact Tracing 80% complete
    - Distance Learning staff presented the Ultra Course Experience Overview/Navigation to the Criminal Justice Department, October 23
    - Distance Learning staff completed the Quality Matters Master Reviewer Certification, October 28.
- First Time Online Student Orientation
    - Distance Learning staff facilitated the new online Blackboard Student orientation.
    - Updated content for Blackboard Student orientation.
    - Un-enroll students that have completed the Blackboard orientation.
- Learning Management System (LMS)
    - Batch upload on all Fall 2020 minimester course sections and faculty/student enrollments into the learning management system, October. 9, 12, 16, 26.
    - Review, updated and created 25 crosslist requests from faculty for Fall 2020 minisemesters.
    - In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian.
    - Assisted faculty with storage issues with a course in Blackboard by moving content to their One Drive account.
    - Met with EesySoft Support Team to discuss placements and updates with EesySoft support feature in the learning management system, October 26.
- Multimedia Support
    - Distance Learning staff produce the very first video recording to be created using our brand-new Jag Studio. Collaboration is Critical in an Online Educational World for the NACEP (National Alliance of Concurrent Enrollment Partnerships) Conference to be held October 26 and 27, 2020.
        - The self-contained studio allowed them to easily present their materials in a high tech, user friendly environment.
    - Distance Learning staff launched the registration website for the ACE-IT Competency Based Education Course and Program Development Symposium, October 13.
- Accessibility
    - Assist faculty with any accessibility questions or concerns with online courses.
    - Assisted faculty in converting accessible PDF and images.
    - Email faculty their course accessibility score and made recommendation on how to improve.
- Distance Learning Help Desk Ticketing System
    - Updated features for new Distance Learning Helpdesk based on user experience.
    - Requested IT to add more functionality to the Helpdesk Ticketing system.
- Social Media
    - Distance Learning staff updated LinkedIn Social Media account and added infographics and resources for Social Media.
- Outreach
    - Provided Starfish – Low Grades Report to all DL Student Success Specialists for outreach to at risk students in online courses, October. 20.
    - Distance Learning staff developed text messages for student outreach, October 22.

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
    - Numbers for the month

Blackboard Students/Faculty Tickets:	486
Helpdesk Phone Calls from DL Staff:	464
Helpdesk Phone Calls from Open Labs Staff	224
Afterhours Students/Faculty Chats:	46
Afterhours Helpdesk Calls:	61
Total:	**1,281**

- **Trainings/Workshops/Professional Development**
  - Trainings
    - Certified faculty/staff with Academic Continuity Certification also known as Blackboard Certification.
    - Certified faculty/staff faculty with Online Teaching Certification.
    - Facilitated a Blackboard Gradebook Open Forum session for instructors, October 2, 9,10, 23,24
    - Facilitated a Blackboard Ally training, October 31.
  - Workshops
    - Staff participated at the virtual Jaguar Academy, October 8.
    - QM Master Reviewer training, October 5-9.
    - Adobe MAX virtual conference, October 19-23.
    - Staff presented for the Vigesima cuarta Mesa redonda magistral: "Liderazgo, ética y política en la trasformación educativa", October 30.
  - Webinars
    - Staff participated at the Accessibility Lecture Series webinars
      - AHEAD – Strategic Outreach: Spreading Accessibility throughout Campus
      - AHEAD Fall 2020 Webinar Series: Exploring Test Accommodations in a COVID-19 World
    - Sarticipated at the Accessibility Lecture Series at the AHEAD – Expanding Accessible / Assistive Technology (AT) Options at Your Institution, October 20.
- **Student Success Activities:**

Type of Service	**Number of Students**
General Advising:	44
Telephone/Text Contacts:	218
Virtual Campus Advising Email:	235
Radius Inquiries:	185
Drop Students from Courses:	15
Register Students:	13
Orientation Certifications	13
Email Reminders to Register for Spring 2021	27,038
Total:	***27,761***

DISTANCE LEARNING MEETINGS:

- UTRGV Transfer Update Meeting, October 8.
- Hosted the Distance Learning Advisory Committee, October 14.
- TAMUK College of Engineering Annual Advisor meeting, October 15.
- Program Chair and Staff Meeting for the Division of Business, Public Safety, and Technology, October 16.
- Portfolium meeting, October 22.
- Chemistry department meeting to provide an overview on Ultra Course Experience, October 23.
- Participated with Distance Learning Advisory Committee with the following proctoring presentations:
  - Overview of ExamSoft, October.21
  - Overview of HonorLock, October. 22
- Tricks and Treats (aka Tips) for Navigating State Authorization in Texas meeting, October 29.
- Participated with the proctoring presentations with Examity and Respondus for the Distance Learning Advisory Committee, October 28-29.
- Met with the ACE-IT Team to provide a registration update for the ACE-It Competency Based Education Course and Program Development Symposium, October 30.

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

DEAN'S REPORT:

- Dean participated in PSJA ISD Early College and PTECH Leadership Data Meetings held the Week of October 5-9 to comply with TEA Blueprint requirements.
- Project Manager finalized list of Dual Credit Faculty applying for Spring 2021 which included 28 applications, October 9.
- Dual Credit Programs assessed the National Summit of Dual Credit Programs delivery and determined to convert to Virtual, October 9.
- Dual Credit Programs hosted a Summer Camps 2021 Discussion meeting with internal stakeholders, October 15.
- Planning and Scheduling Manager together with Pathways Administrative Assistant converted 1,757 dual sections to online for Spring 2021.
- Dean of Dual Credit Programs participated in a phone interview with Bellwether Foundation, October 20.
- Dual Credit Programs hosted La Villa ISD Dual Credit Programs Student Performance Status Report Review in the development of interventions, October 21.
- Dual Credit Programs hosted Valley View ISD Dual Credit Programs Student Performance Status Report Review in the development of interventions, October 22.
- Dean, Directors and Project Manager attended the virtual NACEP Connect 2020 Conference on October 26-27.
- Dean of Dual Credit Programs and Dean of Distance Learning presented during the NACEP Connect 2020 on Collaboration is Critical in an Online Educational World with approximately 200 participants, October 27.
- Dual Credit Programs hosted Monte Alto ISD Dual Credit Programs Student Performance Status Report Review in the development of interventions, October 28.
- Dual Credit Programs hosted Mercedes Early College Academy ISD Dual Credit Programs Student Performance Status Report Review in the development of interventions, October 28.
- Dean, Relations and Project Managers participated in the Dual Credit Programs Taskforce Meeting, October 29.
- Planning and Scheduling Manager along with Dual Credit Specialist processed 417 course requests for spring 2021. Breakdown includes:

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections
502	**417**	**205**	**170**	**127**

- **Upcoming Events & Activities for November 2020**
  - Finalize logistics for 2021 National Summit for Dual Credit Programs
  - Finalize Mapping of Enrollment and Scheduling Process
  - Hosting of Success Metrics with Partnering School Districts

ACADEMIES AND HIGH SCHOOL PROJECTS:

- The Dual Enrollment Academy Program's Online Application Opened on October 1st and the deadline is March 12, 2021. Staff hosted nine (9) Information Sessions open to all students from participating high schools. The following virtual information sessions were held:

Date	Attendance
October 6	41
October 8	34
October 13	20
October 15	23
October 20	31
October 22	30
October 27	9
October 29	20

- Staff conducted the following individual High School Recruitment Presentations via Zoom:

Date	High School

October 7	Vanguard Beethoven Secondary Weslaco East High School Donna High School
October 8	Weslaco East High School
October 9	The Science Academy of South Texas
October 13	McAllen HS
October 14	Academy of Health Science T-STEM La Joya ISD
October 16	World Scholars Science Academy of South Texas
October 19	PSJA Memorial ECHS Roma HS
October 21	Benito Juarez-Lincoln HS
October 27	Roma HS
October 28	PSJA North ECHS
October 29	Weslaco HS
October 30	Edcouch-Elsa HS Mission Collegiate HS

- Director attended a meeting with Starfish Consultant, Academic Initiatives & Projects Officer, Director of Advising, and IT Staff to troubleshoot issues experienced, October 8.
- Director met with Weslaco ISD Staff regarding TexPREP in preparation for Summer 2021, October13.
- Staff provided a New Counselor On-Boarding Training to Edcouch-Elsa ECHS Counselor, October 15.
- Director exported the Starfish Dual Credit Programs Progress Survey #1 Report and provided them to Dean of DCP, Director of DCP, and assigned staff in preparation for case management.
- Staff utilized the Starfish Early Alert System Survey Report to conduct following case management sessions:

Location	Case Management Sessions
Pecan Campus	42
Mid-Valley Campus	14
Starr County Campus	7

- Staff held Friday Educational Enrichment Friday Workshops for Academy Students, October 2:
  - Pecan Campus:
    - Forty-eight Juniors attended a workshop hosted by the STC Center for Learning Excellence.
    - Thirty-one Seniors attended a FAFSA and Scholarship Drive Workshop.
    - Nine Cybersecurity students attended a workshop hosted by Chair and Faculty for Cybersecurity Department.
    - Pecan Campus: Director and Chemistry Department Chair met with two (2) Pharmacy Academy (DEPA) students to discuss College of Pharmacy opportunities, timelines, and PCAT preparation.
  - Mid Valley: Fifty-two students attended a Student Academy Workshop hosted by STC Ombuds.
  - Starr County: Five Seniors attended a workshop hosted by the Student Financial Service Department.
  - Starr County: Ten Juniors attended the Student Leadership Academy hosted by STC Student Activities.
- Staff held Friday Educational Enrichment Friday Workshops for Academy Students, October 9:
  - Pecan Campus
    - Fifty-three Seniors attended a workshop hosted by the UTRGV Honors College.
    - Sixty-eight Juniors attended the Student Leadership Academy hosted by STC Student Activities
    - Eleven Cybersecurity Students attended a workshop hosted by Academy Staff titled Growth Mindset V. Fixed Mindset.
  - Mid Valley: Forty-five students attended a Student Academy Workshop hosted by STC Ombuds
- Staff held Educational Enrichment Friday Workshops for Academy Students, October 16:
  - Pecan Campus:
    - Fifty Seniors attended a workshop hosted by the STC Center for Learning Excellence.
    - Thirty-eight Juniors attended the Student Leadership Academy hosted by STC Student Activities.
    - Eleven Cybersecurity Students attended a workshop hosted by Academy Staff titled Growth Mindset V. Fixed Mindset.
  - Mid Valley: Thirty-five students attended a Student Academy Workshop hosted by STC Ombuds.

    - Starr County: Five (5) Seniors attended a workshop hosted by Texas A&M University-College of Pharmacy and learned about the application process and career opportunities.
- Staff held Friday Educational Enrichment Friday Workshops for Academy Students, October 23.
    - Pecan Campus:
        - Thirty-five Seniors attended a workshop hosted Texas A&M University – San Antonio & University of Houston Admissions Counselors.
        - Forty Juniors attended the Student Leadership Academy hosted by STC Student Activities Staff.
    - Mid Valley/Starr:
        - Thirty-five Juniors attended the Student Academy Workshop hosted by STC Office of Rights & Responsibilities
        - Twenty Seniors attended a workshop hosted by Texas State University Regional Manager-Admission Counselors.
        - Ten Juniors attended the Student Leadership Academy hosted by STC Student Activities Staff.
- **Upcoming Events & Activities for November 2020**
    - 2020-2021 Recruitment
    - Case Management, Degree Audits and Spring 2021 Registration
    - Programmatic Workshops
    - Preparation for TexPREP Summer 2021

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Director and Pathways Staff participated in a La Joya ISD Meeting to discuss in depth, the transfer advising process and expectations. District will support efforts to have students advised as required by SB25.
- Pathways Staff received 1st Starfish Survey Report which will be sent to the schools to support student persistence and completion of Fall 2020 courses, October 1.
- Pathways Staff performed approximately 2,000 individual advising sessions via phone call or virtual platform.
- Pathways Staff and Director participated in PSJA ISD Leadership meetings; 1 for each campus to discuss ISD goals, review student data and semester plans, October 5-9.
- Director participated in Dual Credit TSI Placement Option virtual call with DC Enrollment Team which included discussion regarding the management of students who did not take TSI, October 12.
- Director and Dean met to discuss a strategy to improve dual credit student grade point average which involved utilizing student grade data and courses of concern and failure rates. Additionally, a plan was reviewed to specifically targeted 9th graders through the creation of a Dual Credit Student Manual, October 14.
- Director participated in the La Villa ISD DCP student performance status report meeting to discuss district academic standing and assess potential support improvements, October 21.
- Director and Coordinator participated in virtual parent's night event with Edinburg Economedes, October 22.
- Coordinator participated in Valley View Dual Credit programs student performance meeting, October 22.
- Director and Dean participated in a meeting with Director of Student Accounts/Cashiers to discuss coding of ECHS and PTECH students due to legislation changes allowing for students to continue courses after anticipated High School graduation date.
- Director and Coordinator attended Connect 2020: The NACEP Digital Forum National Conference, October 26-27.
- Director received additional information that may help resolve Respondus Monitor issues on Chromebooks. Communication, a step by step guide, was provided to partnering school districts liaisons, October 30.

RELATIONS MANAGER'S REPORT:

- Continued planning the National Conference for Dual Credit Programs to be held March 7-9, 2021
- Extracted Non-S Section and Program Inquiry forms on a daily basis
- Planned and prepared presentation for the following meetings:
    - Monte Alto ISD Success Metrics held on October 20, 2020
    - La Villa ISD Success Metrics held on October 21, 2020
    - Valley View ISD Success Metrics meeting held on October 22, 2020
    - Mercedes ISD Success Metrics meeting held on October 28, 2020
- Worked on the textbook list portal via Formstack
- Started working Youth Camps 2021 logistics (formerly known as Summer Camps)

- Coordinated Jag Talks: Dual Credit Edition, in collaboration with Public Relations
- Assisted and finalized NACEP Documentation for annual report

JESSICA GALLOSO

ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Instructional Coach met with Distance Learning to plan focus groups for identifying customized reports needed by faculty, October 1
- OPOD Team met to plan Spring events and offerings, October 5
- OPOD, Educational Technologies, Distance Learning and Information Technologies met to discuss best options on how our departments could collaborate to improve communication and improve support for faculty and students, October 6
- Associate Dean assisted Institutional Research & Effectiveness with an online Reaffirmation Celebration for SACSCOC/QEP, October 9
- Associate Dean and OPOD Specialist met to discuss details for upcoming ACTA Academy, October 13
- Associate Dean assisted Institutional Research & Effectiveness with an online Reaffirmation Celebration for SACSCOC/QEP, October 9
- Associate Dean met with Vice President of Information Services & Planning to discuss logistics and justification for Zoom licenses, October 19
- Associate Dean attended Planning and Development Council Meeting, October 23
- Associate Dean attended the Academic Affairs Council Meeting, October 26
- Associate Dean and Instructional Coach met with Dual Credit staff to plan Dual Credit and Adjunct Professional Development Day, October 27
- Associate Dean and Instructional Coach coordinated met with IT staff and Microsoft trainers to discuss upcoming professional development trainings that can be offered for College Wide Spring 2021, October 27
- Associate Dean and Instructional Coach met with Distance Learning Media Manager to discuss details of the Jag Studio Project, October 28
- Associate Dean met with Dual Credit Task Force, October 28
- OPOD Team met with CEO/President of Dr. Rosalinda Mercado-Garza Educational Services to discuss details logistics of upcoming breakout session for Spring 2021 College Wide PD Day, Adjunct Dual Credit PD Day, October 30

ACADEMIES AND TRAININGS:

- Project Manager for Dual Credit Programs facilitated DELTA Academy, October 1-30
- Instructional Coach facilitated Spark Online, October 1-30
- OPOD and UTRGV Center for Teaching Excellence co-facilitated live, online workshop: Bridging the Gap: Best Practices for Supporting Transfer Students, October 1
- Associate Dean facilitated Utilizing Responsive Communication to Create a Culture of Positivity workshop for Math Department, October 2
- Instructional Coach facilitated weekly sessions of Teaching and Learning Academy, October 2, 16 & 30
- Instructional Coach provided 1:1 consultation on Teams for faculty, October 2
- Associate Dean facilitated the kick-off session of Jaguar Academy, October 8
- Instructional Coach provided 1:1 consultation on Teams for two faculty, October 5-9
- Associate Dean facilitated session two of Jaguar Academy, October 15
- Instructional Coach provided 1:1 consultation on Teams for two faculty, October 12-16
- Instructional Coach facilitated Best Practices for Linking Your Files to Blackboard, October 20
- Associate Dean facilitated Team Building and Stress Management for Cashiers Department, October 23
- Associate Dean facilitated session three of Jaguar Academy, October 29
- Instructional Coach provided 1:1 consultation for one faculty and one staff, October 26-30

COLLABORATION WITH OTHER DEPARTMENTS:

- Academic Advancement in collaboration with OPOD, facilitated the training workshop *Using Starfish to Increase Student Engagement and Success*, October 23
- Educational Technologies in collaboration with OPOD, facilitated the training workshop *Using Zoom to Connect with your Spooky Participants*, October 30
- Educational Technologies in collaboration with OPOD, facilitated the training workshop *Poll Everywhere Q&A*, October 30

PROGRAMS IN DEVELOPMENT:

- OPOD Advisory Committee, November 2021
- Adjunct Dual Professional Development Day, Jan 2021
- Faculty Professional Development Week Spring, Jan 2021
- Chair Leadership Meeting, Jan 2021
- Ambassador Cross Training Academy, Jan 2021
- College Wide, Feb 2021
- Chair Leadership Academy, Feb 2021

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Key Request Training was hosted by Maintenance Dept., October 12.
- Domestic Violence Awareness Information Tables by SGA, October 14-15.
- Family Reading Night Parade hosted by Library Services in cooperation with MVC Reading Committee. 100 cars and 324 persons were in attendance, October 21.

- Breast Cancer Awareness Information Tables by SGA, October 19-22.
- Mr. Montez participated in Academic Council meeting, October 26.
- Mr. Montez participated in Virtual Tour for Jaguar Academy, October 29.
- Hosted MV Campus Advisory meeting, October 29.
- Mr. Montez participated in Search Committee for CLE Campus Coordinator for MV, October 29.
- Mr. Montez participated in interviews for STC Chief of Police, October 30.
- Student Activities distributed Food Pantry items to students, various dates.

COMMUNITY ENGAGEMENT:

- Harbor Freight employee training/orientation, October 5-9.
- Met with Weslaco Fire Department regarding faulty smoke detector in Building H, October. 15.
- Chamber of Commerce Executive Board meeting, October 20.
- Chamber of Commerce Board meeting, October 20.
- Attended Chamber of Commerce Appreciation Community Event, October 21.
- Chamber Ambassador meeting, October 28.
- Chamber Ribbon Cutting for new business in Weslaco, El Mercado, October 29.

ENROLLMENT ACTIVITIES:

- Met with Enrollment staff regarding course requests from students, October 6.
- Met with Welding Instructor, parents, students regarding course offerings at MV, October 8 & 14.
- Assisted students to clear "holds" for registration, October 12-15.
- Contacted Bus. Admin. Chair regarding classes in demand at MV, October 23.
- Contacted Course Schedulers regarding larger in-person classes at MV, October 23.
- Assisted students in registering for Spring semester, October 26-29.

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Continued work with Starr County Community Coalition
- Continued work with Starr County Head Start Program
- Continued work with South Texas Prevention Navigation Program
- Attended Roma ISD Called School Board Meeting
- Attended meeting with Starr County Community Coalition new officers voted on and certified for next fiscal year.
- Attended Web County Community Coalition regular annual report meeting.
- Communicated with Rio Grande City Mayor's Prayer Committee regarding continuation using facilities on campus.
- Possibility of hosting online meetings with RGC Mayor's office.
- Attended virtually The Red Ribbon Campaign, Enrique 'KIKI" Camarena and drug prevention event
- Attended virtually RGCCISD regular school board meeting.
- Discussed the use of campus facilities with DPS in Starr County beginning Spring 2021.
- Discussed the use of campus facilities with Rio Grande City Mayor's group to begin Spring 2021.
- Virtual visit to RGV – Stars YouTube channel to watch recent series.

COMMUNITY ENGAGEMENT:

- Continued working with district food bank to distribute goods.

ENROLLMENT ACTIVITIES:

- Scheduled meeting with Planning & Construction on welding lab expansion
- Enrolled current students for next semester spring 2021 Welding Program
- Discussed with Dean potential for Automotive Program in D building Workforce
- Prepared Electrical Assistant program for new semester and Spring 2021
- Reviewed current roster to determine needs for courses offered for Spring 2021.
- Continued focusing on enrollment of current face/face students to enroll in Spring 2021 semester.
- Worked with NAH faculty to offer courses in facilities previously damaged by ruptured water line.
- Campus Recruiter focused on providing virtual campus tour for high school graduates.
- Continued recruiting high school graduates for Spring 2021 semester by promoting "Register Now" message.
- Began phone calls to recent school district graduates to enroll for Spring 2021 semester.
- Continued construction of new cashier's facility to enhance payment opportunities for students.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended the TSI 2.0 Committee meeting to discuss the status of the cut scores, Texas Administrative Code rules and the impact it will have on Spring 2021 registrations.
- Attended the Celebration of Reaffirmation event.
- Attended the IS&P Self-Service Testing meetings for the Faculty Module, the Registration Module and the Student Module with the Curriculum & Scheduling Coordinator. Conducted testing of the updated version to identify defect and troubleshoot issues prior to releasing in production environment.
- Attended the BPST Program Chair meeting and provided updates on behalf of the Curriculum department regarding upcoming deadline for curriculum revision, the status of pending Occupational Skills Awards and the release of the Summer 2020 schedules in the upcoming weeks.
- Attended the Deans meeting to discuss the different modalities of courses, identifying IPH and synchronous online courses and discussion of large classroom inventory to support traditional face-to-face offerings.

- Met with Construction Supervision program chair to discuss curriculum changes and requirements from THECB and next steps for approval.
- Met with the SACSCOC Liaison and other members to review the proposed Associate of Science in Agricultural Science and discuss whether the proposal would warrant a prospectus for Substantive Change. Feedback was provided for the enrollment projections and proposed budget. Worked in collaboration with the Biology department chair to update enrollment projections and update the budget to include administrative costs and dual enrollment funding reimbursement.
- Met with Curriculum & Scheduling Coordinator to review the test logic for the new TSI 2.0 cut scores and the impact on prerequisites for courses that require TSI college-readiness or equivalent.
- Met with Ad Astra on a follow-up to a previous meeting regarding the potential pursuit of their scheduling software application. Due to COVID19 and the impact on enrollment, we will not be moving forward at this time but will touch base with them when conditions improve.
- Met with PR Digital Services Manager to discuss the Degrees & Certificates STC webpage to update degree titles and CIP codes and discuss the possibility of using the programs table in the upcoming AY 21-22 online catalog in lieu of the current content to ensure it is always up-to-date.
- Met with the Qualitative Researcher from RAS to discuss the possibility of student surveys for non-credit certificates.
- Met with several program developers and chairs in the month of October to discuss proposed program packet and documentation for the following programs
    - AAS - Biotechnology
    - AAS – Cosmetology
- Worked on program development packets for the following
    - Production, Logistics & Maintenance Technician
    - EMT Basic CE
- Submitted the Letters of Intent for the EMT-Basic CE certificate and AAS Culinary Arts: Specialization – Restaurant Management proposals to Workforce Solutions as part of THECB requirements.
- Disbursed the Fall 2020 Concourse Syllabi Compliance Status report to the instructional Deans; the college was at 98%, down from 99%, due to the start of several minimesters as of October 30.
- Disbursed an updated Fall 2020 curriculum vitae report to the instructional Deans which increase to 97%, up from 92% as of October 30.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended a meeting with the Applications Analyst to obtain more information regarding Microsoft Apps and how they can be utilized to improve our scheduling request process.
- Attended the Banner User Group (BUGs) meeting where updates to Degree\Works, Banner Patches/SSB, JagNet redesign, and 2021 downtime dates were discussed.
- Attended an analyst training session held by ESMI: Labor Market Analytics to obtain information regarding how to access and share labor market data and reports.
- Generated and organized the Spring 2021 face-to-face/hybrid course schedule by division as requested by the VPAA's office.
- Attended the College-Wide Curriculum Committee meeting and assisted with taking minutes and attendance on October 20.
- Completed the Fall 2021 Session Calendar with proposed dates and disseminated to respective Chairs that utilize the minimesters to obtain feedback with a deadline of November 6.
- Attended CourseLeaf catalog overview webinar to obtain best practices on the use of the college catalog.
- In the month of October attended several Intellidemia' s Concourse webinar trainings to obtain updates on new and upcoming features training are as follows
    - Concourse Hot Topics
    - Training the Trainer I
    - Training the Trainer II
    - Quarterly User Meeting

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings

- Met with Chairs to approve and finalize revisions to 2020 – 2023 PLO Assessment Plans.
- Met with Pathways Team to discuss a plan strengthening guided pathways, HIPs, student success courses and spring 2021 college Wide Data Summit.
- Participated in AAC&U Grant Project meeting.
- Participated in Reaffirmation Celebration via Zoom meeting.
- Met with Team to provide JagPRIDE training to modify PLO and CLO mapping for 2020-2023 PLO Assessment Plans.
- Met with Director of Student Rights and Responsibilities to discuss team professional development options for communication and conflict resolution.
- Participated in initial Jaguar Academy Workshop.
- Met with IT to discuss Jag pride updates and preparations for fall 2020 opening on November 16th.
- Participated in College-Wide Curriculum Committee meeting.
- Participated in Planning and Development Council meeting.
- Participated in an Analyst III Interview hiring committee.
- Met with Applications Development Manager to discuss second JagPRIDE data load from Banner to capture all new courses in PLO Assessment alignment.
- Participated in the BPST Program Chair meeting to discuss 2020-2023 PLO Assessment Plan needs to finalize, deadlines and JagPRIDE data submission window.
- Met with Watermark assessment management platform application representative to determine if the product may be a viable option. Follow up demo planned Friday, October 23.
- Met with Austin Community College Distance Learning Director/Title V Interim PI to discuss learning outcome options in Blackboard and assessment management platform integration.
- Participated in Workshop #153016 – Using Feedback to Drive Your Growth.

Projects

- Finalized 2020-2023 PLO Assessments Plans and updating Concourse Master Syllabi based on approved Program Chair revisions.
- Collaborated with IT to develop milestones and deliverables for pending JagPRIDE revisions.
- Updated JagPRIDE mapping, course alignment, PLOs and targeted to in accordance to revised 2020-2023 PLO Assessment Plans. Cross-verifying process and Argos Data Reports to alleviate errors.
- Researched and tested exporting Assessment Plans and curriculum maps to PDF to be able to lock and password protect in OneDrive while allowing best viewing options for programs chairs and faculty.

Reports

- Completed 2019-2020 PLO Target Report and shared with the Office of Academic Affairs for IE.
- Completed 2019-2020 IE Plans.

TITLE V GRANT & PROJECTS:

- Reviewed, created, and finalized the Personal Activity Report (PAR) queue for digital approvals via Adobe Sign.
- Met with GDMC Officer to review the wrap up of final projects and documentation.
- Preparing Active Learning Classroom (ALC) inventory updates.
- Collaborated with RAS to complete data requests for final Annual Progress Report (APR).
- Reviewed final budget expenditures and closeout. Pending an internal amendment for Banner reclassification.
- Met with Math Program Chair and faculty member to schedule Mid-Valley G169 for Spring 2021 face-to-face courses.
- Collaborated with the Faculty Advising Coordinator on Year 6 student advising documentation.
- Collaborated with Curriculum Director and program chairs for Spring 2021 ALC scheduling.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Sent out 15th annual ANWTS Sponsorship Information Brochure to 1,700 potential sponsors in order to solicit monetary or in-kind donations. Finalized ANWTS Fundraiser Campaign video and sent it out on STC social media pages. Finalized and sent radio script for Digital 101.5 ad. Submitted ANWTS ads to Texas Border Business and Mega DOctoberor News. Donations received in October: Cash – $6,250. Total 15th annual ANWTS sponsorships through the end of October: Monetary (including Pledges) - $36,750; In-kind – $21,210
- **Retention -** Assisted Valley Scholars students with academic planning. Processed student applications for VS Bachelor Program Scholarship and selected 10 students and 2 VS extensions for a total of 12 students. Assigned 2 mentees to each Bachelor Program student in order to facilitate VS Mentorship Program.
- **Meetings** – Conducted the October Valley Scholars General Meeting on Friday, October 2nd via Microsoft Teams. Hosted Q&A and expectation meeting for VS Bachelor Program students on Tuesday, October 27th.
- **Volunteer/ Community Events**: Valley Scholar students were presented with the opportunity to volunteer with Harbor Hospice. The opportunity consisted of over the phone and virtual companionship for residents of Harbor Hospice.
- **Administrative –** Valley Scholars Specialist attended Jag Academy and UTRGV Transfer Update Zoom session. Administrative Assistant and Valley Scholars Specialist attended new Chrome River trainings. Began working with HR to hire DW Valley Scholars for Student Activities at Starr and Pecan Campuses.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Conducted virtual orientation session for eligible students who are interested in joining PTK on Thursday, October 22nd via Microsoft Teams
- **Meetings** – Advisors and student officers attended the PTK Texas Leadership Conference online from October 16-18. Conducted PTK October General meeting on Thursday, October 29th via Microsoft Teams with presentation from Counseling and Student Accessibility Services.
- **Administrative**: Processed new membership dues.

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. Requested list of eligible students from Research and Analytical Services. Sent email to 1,046 eligible students inviting them to apply to the Honors Program.
- **Retention** – Assisted current Honors students with academic planning.
- **Administrative –** Coordinated with faculty for missing honors documents.

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- Current Grants: 29 (*Includes Perkins and TexPrep)

DIVISION	Sum of Received	Number of Grants
AA	4,550,300.25	29 (42%)
ContEd	1618907.48	9 (13%)
EconDev	672967.09	12 (17%)
Grants	3877585.59	9 (13%)
IS&P		2 (3%)
SAEM	10902506	8 (12%)
Grand Total	18008032.48	69 (100%)

*Based on Grant Accounting Report (Sum does not include DHSI and newly awarded grant funding)

- Perkins Basic
  - Followed up with NAH to make sure job descriptions are ready;
  - Worked on Perkins timeline and other documents to start preparing for next funding year.
  - Worked on reporting spreadsheet and divided by respective division
  - A grant initiation meeting was scheduled, but then cancelled; followed up with Grants to ask if it would be rescheduled, and waiting for a response;
  - Worked on the Perkins timeline, which will be shared with Deans;
  - Worked on Perkins budget report for FY20-21, which will also be shared with Deans.
  - Called grants office to follow up on status of grant initiation meeting; per M. Ochoa, the meeting will be scheduled some time next week (first week of November).

INITIATIVES:

- Starfish:
  - Met with ADN Academic Coach to discuss Starfish needs/support and worked on creating group sessions.
  - Progress Survey (flag) report was sent to Deans and Starr Campus for follow-up.
  - Contacted Hobsons to schedule a meeting with their Technical support and STC IT team.
  - Provided a Starfish informational workshop at the TLA.
  - Scheduled two Starfish trainings for the month of October.
  - Met with Hobsons representative to discuss issues with Starfish, creating relationships between support staff and students, and setting up automated flags; others in the meeting were representatives from IT, Distance Learning, Advising, and Dual Credit.
  - A follow-up meeting was scheduled for the week of October 19th;
  - Scheduled two Starfish trainings for the month of October:
    - October 16th (10:00 a.m. to 12:00 p.m.); and
    - October 23rd (10:00 a.m. to 12:00 p.m.).
  - Met with Hobsons representative on October 28th, to discuss issues with Starfish reports (discrepancies), creating relationships between support staff and students, and other topics. Other participants in the meeting included representatives from IT, Distance Learning, Advising, and Dual Credit.
  - Provided two Starfish training on October 23rd:
    - 10:00 a.m. to 12:00 p.m. – 34 faculty/staff attended;
    - 2:30 p.m. to 4:00 p.m. – Provided training to participants of FOCUS Academy
    - For the month of October, over 55 faculty and staff have participated in a Starfish training.
  - Starfish – 2nd Progress Survey was launched on October 26th. The following tables show a summary of the data as of October 30th:

Total Surveys Sent Out	1539
Total Submitted	682
Total Not Submitted	857
Percent Submitted	**44%**
Percent not Submitted	**56%**
(as of 2020-11-02)	

*Dual Courses only

Total Surveys Sent Out	1795
Total Submitted	569
Total Not Submitted	1226
Percent Submitted	**32%**
Percent not Submitted	**68%**
(as of 2020-11-02)	

*This excludes Dual Credit "S" sections

  - Provided ongoing Starfish Technical support to faculty/staff.
- QEP
  - Participated in weekly meetings with QEP Director and Project Manager.
  - Provided a copy of the Starfish Tracking report and uploaded to QEP SharePoint for easy access.
  - Ran DegreeWorks Progress Assignment report and provided copies to QEP Director and QEP Project Manager.
  - A QEP committee meeting will be scheduled for November 12th to provide updates/progress to members.
  - Followed up with Project Manager regarding the data that has been collected (i.e. FTIC roster comparison with Starfish Profile creations); RAS assisted in compiling this report and it is now available; however, upon review, the data was not compared and is currently being compiled.

- IE Bi-Annual Report
    - Contacted Curriculum & Instruction, Dual Credit, and others to collect data /information needed for upcoming Biennium report.
    - Received information for the IE Biennium report from Curriculum & Instruction, Dual Credit, and others. Pending PLO information/report from the Director of Student Learning to finalize the draft.
    - Updated IE Biannual report and printed draft for review and feedback;
    - Met with IE Director to discuss IE Plan and Comprehensive Operational Plan (COP).
    - Based on the meeting, the Starfish goals will be changed to a subset of the VPAA's goals.
- Excelencia in Education Institute
    - Participated in Excelencia's ALASS institute.
        - The following Institutions were awarded the Seal of Excelencia:
            - Sacramento State
            - Long Beach City College
            - The University of Texas at Austin
            - The University of Texas at San Antonio
            - University of Illinois Chicago
        - Institutions who were awarded the 2020 Examples of Excelencia are as follows:
            - Associate Level – Mi Casa es Su Casa
            - Baccalaureate Level – Arizona's Science, Engineering and Math Scholars (ASEMS) Program
            - Graduate Level – Latinx Leadership Imitative (LLI)
            - Community-Based Organization – Scholar Program

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

Projects: Booklets, Events, Highlights, Presentations, and Reports

- Assisted Curriculum Department with the following:
    - Created Non-credit to Credit Stackable Credentials graphic of EMT Programs
    - Developed Program Development Brief – AS in Agricultural Science
    - Reviewed and edited Program Development Proposal for EMT Basic CE Certificate
    - Revised Letters of Intent for EMT Basic and Restaurant Management Programs
- Assisted Dual Credit Programs with revision of Vision, Mission, and Goals Review Summary
- Assisted OPOD with review and edits of SACSCOC Celebration video
- Began working on templates for Comprehensive Operational Plan development
- Compiled and submitted Academic Affairs Monthly Activity Report for September
- Completed Hiring Committee Chair duties
    - Performed Reference Checks
    - Prepared and submitted Recommendation for Hire documents
- Completed updates of Workforce Programs Aligned with Industry Certifications booklet
- Continued to assist with webpage development for Meta-Majors and Occupational Skills Awards
- Continued to compile and structure list of Chair Duties
- Coordinated Agenda and OneDrive files for Academic Council Meeting
- Reviewed and edited PowerPoint presentations for EWDC Meeting
    - DCP Success Metrics
    - DCP Faculty Cost Reimbursement System
- Reviewed and suggested edits for Articulation Agreement with Laredo College
- Reviewed ANWTS sponsorship request video and drafted email to previous sponsors
- Revised and finalized Academic Affairs Highlights

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

Projects: Instructional Efficiency Reports (Budgets and Facilities)

- Began working with Curriculum on large classroom capacities for course offerings for Spring '21
- Continued working with HR on Faculty Load and Compensation (FLAC) pilot implementation for upcoming trainings
    - Creating internal procedures for Academic Affairs Division
    - Working with HRIS Manager and CSL Manager to develop upcoming trainings
    - Finalizing the FLAC End User Manual
    - PEPFLAC for part of terms: D2/M0/M5/N4; 11 records processed
    - Initial PEPFLAC for: M3/M7/K2/N6
    - Dual Credit MOU: review/discussion of payment methods as listed within MOU
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - Space Modification for PCN J3.1102 suite- Dean for Liberal Arts- pending bridge to Dean's desk
    - Building G: Physical Science - Classroom to Lab Conversion
    - Pecan Plaza: Kinesiology- Renovation (restrooms/storage)
    - Pecan Plaza: Dance Studio
    - Pecan Campus: PB-10B Engineering Model Car Workshop
    - Technology Campus: A101 and A144 Breakroom
- Mid-Valley Campus: Culinary Arts Course Offerings at Mid-Valley Campus
- Continued working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant
- Continued working on finalizing FAQ's on Instructional Plan for Fall 2020 semester
- Continued working on job description for the Academic Affairs Support Specialist
- Continued working with instructional divisions on symbol design for the Graduation Banners
- Continued working with IVPAA on Faculty Cost Study Review analysis
- Worked with IS&P on Process Mapping duties/responsibilities for the Student Success Specialists
    - MSIT and NAH Divisions: October 9
    - LA and SBS Divisions: October 16

DESIGN WORK:

Design Work: Content and/or Updates

- Assisted Academic Excellence with "A Night with the Stars" event designs
    - Updated and resized web banner and logos promotional video
    - Completed newspaper ads
        - November Texas Border Business
        - November Mega Doctor News – Spanish and English
- Assisted Dual Credit Programs with design projects and updates
    - Continued updating National Summit for Dual Credit Programs logo designs
    - Updated 2020 Dual Credit Taskforce Report cover design
- Assisted OPOD with artwork for Spring 2021 Adjunct and Dual Credit Faculty PD Day
- Continued working on redesign of Academic Affairs Instructional Divisions' banners
- Developed STC Workforce Programs Aligned with Industry Certifications table
- Redesigned STC Curriculum Department Timeline of Activities

MEETINGS:

Meetings

- Attended follow-up meeting regarding development of Meta-Majors webpage, October 5
- Participated in virtual meeting regarding the PSJA CCTA Renewal Lease with Dean for BPST, DBT Chair, AMT Chair, and Assistant Director of FPC, October 6
- Participated in virtual meeting with IVPAA, Dean for LA, Dean for Institutional Research and Effectiveness, Director of Students and Registrar, and Special Assistant to the OVPAA regarding Straighterline offerings, October 6
- Participated in virtual meeting with NAH Division to discuss and review course LHE equivalents and overload calculation worksheet, October 6

- Met and presented to BPST Chairs regarding the division symbol design for the Graduation Banners, October 9
- Participated in process mapping sessions for Student Success Specialists in the MSIT and NAH Divisions, October 9
- Met virtually with IVPAA, Dean for DCP&SDP, and Special Assistant to the IVPAA to discuss the Dual Credit Faculty FLAC payment methods, October 12
- Participated in virtual meeting with BPST division regarding the division symbol design for the Graduation Banners, October 13
- Participated in OVPAA staff meeting, October 19
- Participated in virtual meeting with BPST division regarding the division symbol design for the Graduation Banners, October 20
- Participated in meeting to discuss OSA webpage, October 21
- Met with the Executive VP for EP&SA, IVPAA, and Dean for BPST regarding the Cosmetology Lab at the MVC Workforce building, October 22
- Participated in virtual meeting with FPC, Dean for BPST, and Campus Administrator to discuss potentially utilizing Building A at the MVC for the Culinary Arts Program, October 23
- Participated in virtual Academic Council Meeting, October 26
- Met with Executive AA and ADN Program Chair to discuss and review NOEs and calculations, October 27
- Attended meeting to review DCP Success Metrics presentation, October 29
- Attended meeting to discuss new Comprehensive Operational Plan format, October 30

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:	NOVEMBER 1, 2020
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2020 THROUGH OCTOBER 31, 2020

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

VP ISPP&SI ATTENDED OR HELD FOLLOWING MEETINGS

- South Texas College Board Committee Meetings
- South Texas College Regular Board Meetings
- South Texas College President's Cabinet Meetings
- ISPP&SI Leadership Meetings
- Pathways STC to TAMUK MBA
- Pathways STC to UTRGV Graduation Programs
- SACSCOC Virtual Celebrations
- AWS Discussions
- Pharr PD Meeting
- Hidalgo Country Sherriff Meeting
- Customs and Border Protection Meeting
- Mid-Valley Culinary and Cosmetology Workforce
- DHSI Grant Initiation
- Achieving the Dream SOW
- PSJA MOU
- Liberal Arts Chairs Meeting
- College-Wide Professional Development Spring 2021 Meeting
- Summer Camps 2021 Meetings
- MEDC Board of Directors Meeting
- Online Programs Marketing
- Zoom Licensing Meeting
- Mid-Biennium Report
- Dual Credit Mapping
- Prime Power School

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The new Financial Aid self-service Banner 9 module went live the last week in October. The new self-service features allow students to perform activities related to their financial aid awards online such as checking awarded aid, statuses, or missing information.

JAGNET

The IT team in collaboration with the Student Activities department will host a student focus group in order to compile ideas for the next student portal upgrade. Additionally, the preparations to upgrade the JagNet platform, Luminus continue. This upgrade will go live before the end of the calendar year. 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)

The go live date for Chrome River has been schedule for the begging of the calendar year. The Chrome River solution is a cloud-based travel software that interfaces with Banner and allows faculty and staff to log in travel arrangements using the same STC username and password. Although the travel process is minimal at this time due to pandemic restrictions, the solution is being piloted by several departments for the cross-campuses millage process and the BO continues to provide training on an as need basis.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The plan for building an STC Disaster Recovery co-location site at Tyler Junior College continues. This plan consists of a long-term mutual support partnership to store critical institutional data at TJC and STC data centers and the ability to recover it in the event of a disaster. After putting this project on hold to allow time for both institutions to address technology related issues during the pandemic transition to online services, the teams have reconnected and will continue working on the memorandum of understanding and SLAs.

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 IT Client Services team continues to collaborate with the Professional Development Office for on-going training and presentations for faculty and staff who wish to use the Teams application. In addition, the team is working closely with the Student Enrollment Services area to help them use Microsoft Teams for outreach events, enrollment, and FAFSA drives with high school students. The IT team began working towards implementing other 365 apps such as Power Apps and Flow.

VIRTUALIZATION PHASE II

After assessing the current virtual environment, the IT team will continue to work in collaboration with the vendor to scale up the solution and ability to upgrade the VDI solution in multiple phases starting in the spring.

The IT staff has created an virtual application store for students to use in Open Labs district wide. The Team is also working on virtualizing some of the Nursing Allied Health software applications. This functionality will enhance performance and streamline the student and faculty experience when working with these applications in the virtual desktop environment.

WINDOWS 10 UPGRADE

The IT staff has upgraded 8,426 computers to the new operating system of Windows 10 which is 100% 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. This project is complete and it will be removed from this report the next reporting cycle.

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 2300 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.

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

- Texas DIR has purchased a phishing assessment tool that will allow state agencies and higher education institutions to use. They are working details on how we can use services.
- We're identifying the areas where a crafted phishing email will be sent. Phishing emails will be created based on the line of work.
- 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.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement.
- Completed out Automated Clearing House (ACH) compliance report with the assistance of HR, Business Office and Information Technology.

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.

COMMUNITY ENGAGEMENTS

- We are currently working with students from Achieve Early College High School and have the teams that will participating in this year Air Force Association Cyberpatriot. Round one of competition starts 11/13.
- Conducted the National Cybersecurity Awareness Month (NCSAM) for October.
- Participated in a session/presentation with McAfee at the Cyber Summit at Region One.
- We had four Cybersecurity Awareness Month Workshops that were available to faculty, staff and students.

DR. MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES

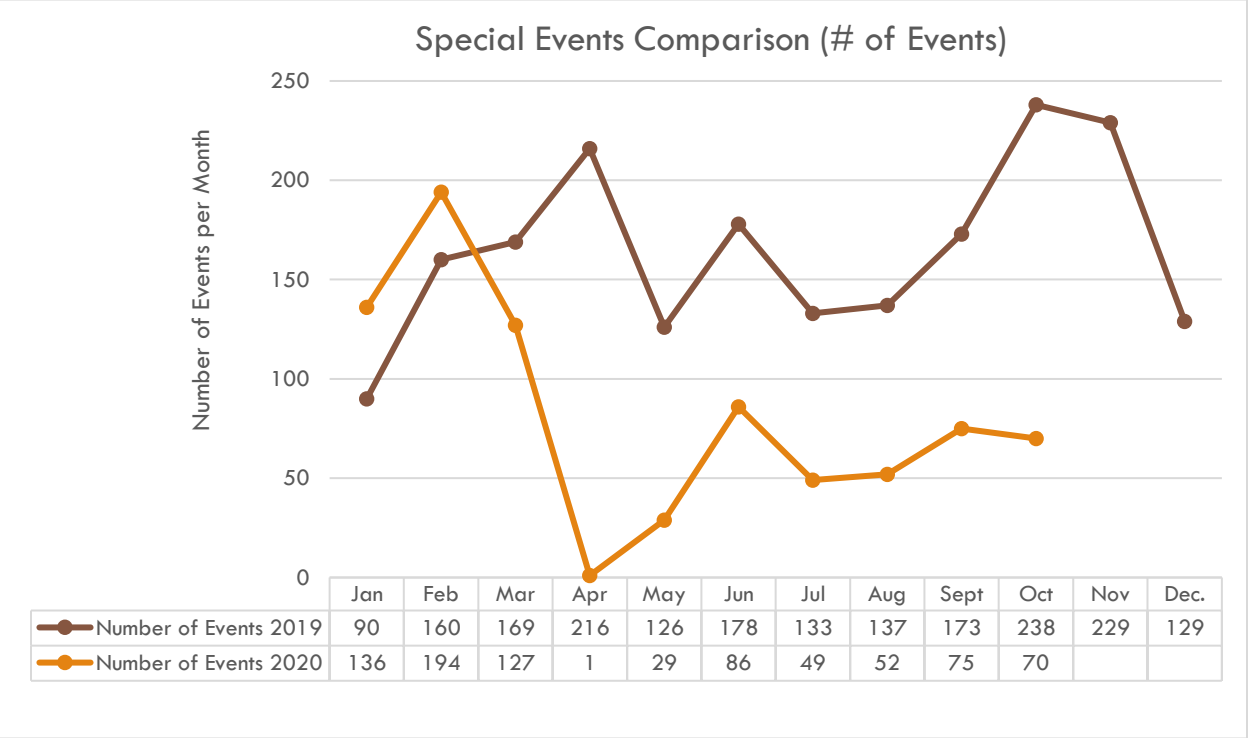
MEETINGS:

- 10/01/2020: Closed Captioning Microsoft Teams Meeting, NAH Accreditation
- 10/02/2020: NAH Accreditation Video
- 10/05/2020: Project Update Zoom Call, SACS Virtual Celebration, CAHIIM Virtual Tour Video
- 10/06/2020: Council of Chairs, ET Leadership Meeting
- 10/08/2020: ET Director One-on-One
- 10/09/2020: Celebration of Reaffirmation, ET Leadership Team Meeting
- 10/12/2020: Project Update Zoom Call, Assistant I Interviews
- 10/13/2020: ET Leadership Team Meeting
- 10/14/2020: Zoomtopia Webinar
- 10/15/2020: Zoomtopia Webinar
- 10/16/2020: LLSS Administrator Meeting, ET Leadership Meeting
- 10/19/2020: Project Update Zoom Call, RTM Session, RTM/Newline Session, HR Documentation, T-Mobile for Education Meeting, Zoom Licensing Call
- 10/20/2020: ET Leadership Team Meeting, Assistant III Interviews
- 10/21/2020: CoARC Virtual Site Planning, Examsoft Proctoring Services
- 10/22/2020: ET Director One-on-One, Honor Lock
- 10/23/2020: ET Assistant Director Interviews
- 10/26/2020: Project Update Zoom Call
- 10/27/2020: ET Leadership Team Meeting, CCUMC Presentation Preparation
- 10/28/2020: Examity Presentation
- 10/29/2020: Respondus Presentation, Connecting in the Cloud

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

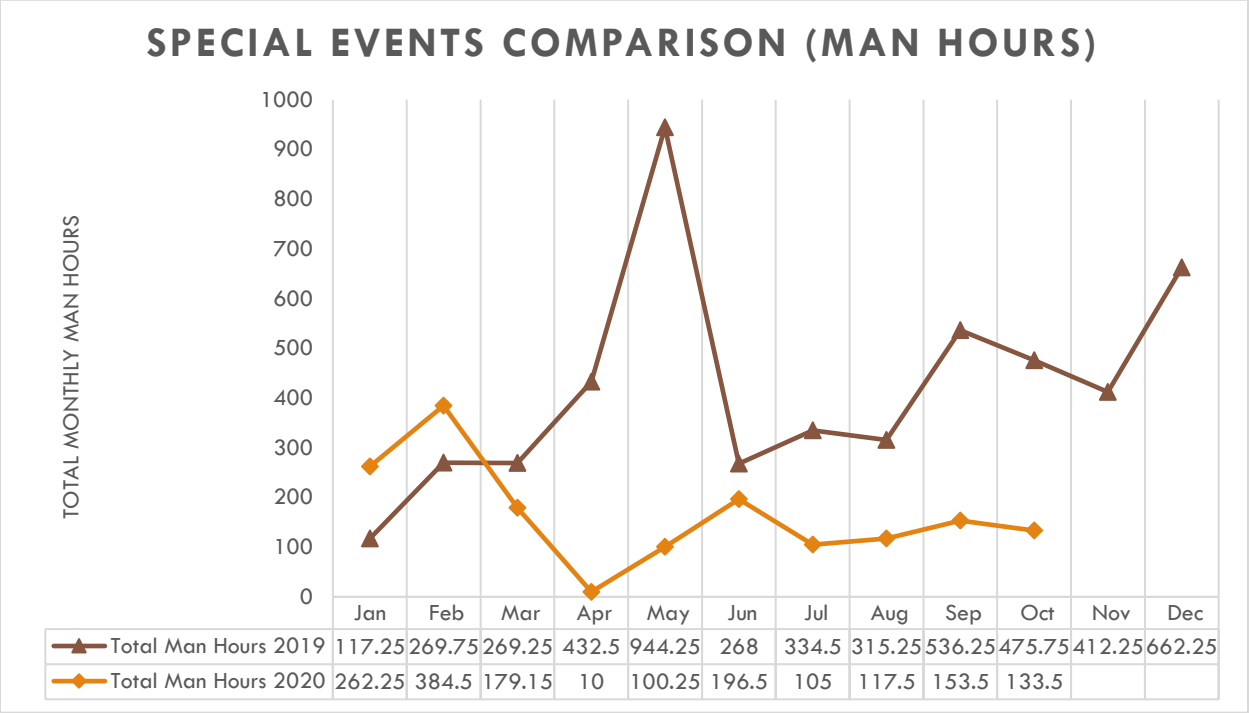
2020	
Jan	136
Feb	194
Mar	127
Apr	1
May	29
Jun	86
Jul	49
Aug	52
Sept	75
Oct	70
Nov	
Dec.	
Total:	819



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	153.5
Oct	133.5
Nov	
Dec	
Total:	**1642.15**



Description	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	15	0	0	0	2
Data Projector	14	2	0	0	0
Projector/ Laptop	0	0	0	0	0
Computer	14	4	0	0	0
Microphone (Hand Held)	14	0	1	0	14
Microphone (Lapel)	2	0	0	0	0
RF Remote	0	0	0	0	0
PA System	0	0	1	0	12
TV/ Display	0	0	0	0	2
Screen	0	0	0	0	0
Portable Table	2	0	1	0	12
Keyboard/ Mouse	13	0	12	0	0
Mic Stands	0	0	0	0	3
Table Top Mic Stands	0	4	0	0	0
Document Camera	0	0	0	0	0
iPad	0	0	0	0	0
Mixer	1	0	1	0	12
Webcam	4	2	0	0	3
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	0
Direct Box	0	0	1	0	0
Digital Camera	1	0	0	0	0
Speakers	0	0	1	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	8	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	15	0	0	0	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	15	0	0	0	0
Interactive Display	8	4	12	0	0
PTZ Joystick	14	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***140***	***16***	***30***	***0***	***60***

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- IEA department Mid-Bi report.
- 2019-2021 Mid-Bi
  - Data information for plan writers.
  - Preparation – Data update.
  - Training material.
- 2019-2021 IE Plans.
  - Progress tracking of pending departments.
  - HTML corrections – SAEM and ISPPS.
- 2019-2021 Entity tree – Version updated.
- IE plan.
  - Data information for plan writers.
  - Objective updates, formatting and presentation.
  - Objective measurement audit.
- Research on data standards and integrity.
- Direct support to departments/divisions for IE plan development or mid-bi report.
- Innovative and potential college-wide objectives.
- IE plan development timeline and communications.
- Comprehensive operational plan.
  - Training.
  - Enhancing the format and other revisions.
- Cabinet level IE plan integration.
- Support for program-based accreditation (re-affirmation).
- IE plans and report site update.

PROJECTS

- Fall enrollment cohort data.
- IE analyst position hiring.

MEETINGS / TRAINING

- QEP follow-up.
- Data management & integrity committee.
- Title V – Hispanic serving institutions grant.
- Technical writing training.
- Improve English skills.
- LinkedIn trainings.
- Strategic planning / IE plan objective themes.
- Division (IEA & RAS) meeting with dean on updates and planning.
- IEA weekly virtual meeting.
- ISPP&SI division meeting.
- Meeting with Dr. Petrosian and Academic Affairs leaders.
- Jaguar Academy.
- KPI and SAIs development meetings.
- Administrative Assistants monthly meeting (ISPP division).
- SENSE – Online with 12-question addions.
- IE mid-bi report update meeting.
- Metrics for IE plan mid-bi report meeting.
- Fact sheet update meeting.
- National Cyber Security awareness month (NCSAM).
- Chrome river system training.
- MS-Visio training.

FACTBOOKS AND DATA PORTAL

- Fall course enrollment at census reports for data portal.
- Enrollment by major/enrollment by major and by enrollment type.
- Course enrollment by semester type and by instructional mode.
- Licensure exam passing rates.
- Program completer placement rate.
- Enrollment by major and by gender.
- Non-traditional enrollment by workforce programs.
- Graduate awards summary by academic year.
- Fact book / data portal data visualization.
- Data release timeline – data portal.
- Data portal site update.
- Student achievement goals / KPI update.

DATA REQUESTS AND SACSCOC

- Strategic Planning/KPI data support.
- QEP Assessment data support.
- Potential new program reviews.
- Data request – STC3128
- Fact Sheet update.
- High school graduate enrollment in STC.
- STC FTIC student prior dual analyze for Fall 2019 FTIC

MISCELLANEOUS

- Compilation of IEA-IRE-RAS weekly report.
- Weekly report to ISPP&SI.
- Monthly report to ISPP&SI.
- Assisting the IEA Director in organizing and filing.
- Support IRE Dean in different activities.
- Disinfecting area.
- AIR membership.
- SACS annual conference registration and payment.
- Updating 2020-2021 budget.
- Institutional move to building M.

DR. FERNANDO CHAPA, DEAN

INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

SACSCOC

- On-Site report – Reviewed for accuracy.
- Site directory – Updating list of all STC sites to verify address and courses offered.
- COVID-19 Survey – Submitted through SACSCOC portal.
- Reaffirmation Celebration – Virtual celebration took placed through Zoom. All participants were recognized.
- Substantive change – Reviewed new program for significant departure, restaurant management, EMT continuing education, Agricultural science programs. Currently working in Agricultural prospectus.

PROJECTS

- Strategic planning.
- Data management & integrity committee.
- IE plan mid-biennium report.
- Comprehensive operational plan.
- QEP presentation.

MEETINGS / TRAINING

- Weekly IRE&SP administators meeting.
- Weekly IRE&SP staff meeting.

- Pecan building M remodel meeting.
- Strengthening guided pathways completed.
- Comprehensive Operational Plan – Collaboration with the Office of the President to update message from the President.
- IE plan mid-biennium report meeting – Met to discuss upcoming meeting with NAH and Liberal Arts Program Chairs.
- SACSCOC annual meeting presentation – Met with Dr. Young to discuss panel discussion for annual meeting.
- StraightenerLine review – Discuss possibility of allowing credits from Straighterline.
- Academic council – Met and presented on reaffirmation updates and COP.
- Fact Sheet – PR completed.
- Training in Zoomtopia.

MISCELLANEOUS

- 2019-2021 IRE&SP mid-biennium report completed.
- Articulation with TAMUK. Reviewed proposed agreement for BAT to MBA pathway.
- External audit request – Responded to request on program approval for audit.
- Weekly report edited and uploaded to ISPP&SI OneDrive.
- Monthly report edited and uploaded to ISPP&SI OneDrive.
- Disinfecting IRE/RAS areas.
- Requisitions:
    - 2020 SACS annual meeting.
    - Visio software.
    - AIR membership renewal.
- Replenish printers.
- Institutional move to building M.

DR. JESÚS CAMPOS, DEAN

LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library Renovation Plan	**Progress:** 6%	**End Date:** January 2021
A feasibility study and proposal were presented to the Facilities Committee and to the Board. Board accepted the study and decided to proceed with schematic design preparation. Staff will provide FPC and ERO support as needed. Staff worked with Facilities Planning and Construction to provide information on furniture and equipment that will be reused in renovated facility. A narrative was developed and is being revised by staff providing guidance on the types of furniture proposed for each of the various areas of the library plan.		

ACTIVITY HIGHLIGHTS

- Worked with LCOL, Library Services, ET, and CLE staff to finalize Institutional Effectiveness Mid-Biennium reports.
- Participated in Police Chief Search Committee interviews.
- Visited Technology Campus to review new HoloPro mixed reality technology at CLE and visit with Library and Open Labs staff members.
- Coordinated evaluation of computer lab management software evaluation.
- Worked with LCOL staff Institutional Effectiveness Mid-Biennium report.
- Coordinated review of inventory management software acquisition.
- Finalized and submitted hiring proposal for administrator position.

MEETING HIGHLIGHTS

- Met with Systems and Applications Librarian to discuss status of technology projects.
- Participated in strategy meeting for possible Open Educational Resources THECB grant application.
- Met with Library Automation, Open Labs, IT, and Information Security staff to discuss technical evaluation of lab management software solution.
- Met with Learning Commons and Open Labs logistics managers to review status of department projects.
- Participated in planning meeting for CoARC accreditation virtual visit for respiratory care program.
- Participated in a webinar on KIC library imaging solutions.
- Participated in Planning and Development Council meeting.
- Participated in Search Committee candidate review.

- Met with Library and Learning Support Services administrators and managers to discuss status of projects and upcoming initiatives.
- Participated in meeting with Ex Libris library management system representative to discuss library needs and existing software options.
- Coordinated meeting among CLE and Library staff and Chair of BASOL program to discuss APA training and tutoring support for students and faculty.
- Participated in ISPP&SI administrators meeting with Division VP.
- Chaired Texas Council of Academic Libraries Board meeting.

TRAINING HIGHLIGHTS

- Prepared for and participated in Texas Library Association (TLA) Talks webinar discussing the reality of reopening academic libraries.

ASSOCIATE DEAN OF LIBRARY SERVICES

MEETING HIGHLIGHTS

- Met individually with Campus Librarians Recap meeting.
- Met with Team 4.
- Participated in the TLA: Reality: Reopening Academic Libraries.
- Met with Campus Librarian and Librarian III's for the Beliefs Conversation meeting.
- Participated in the Leveraging Open Educational Resources (OER).
- Met with staff member and supervisor to discuss the experience at the Pecan Campus Library.
- Met with Dean of Library & Learning Support Services for the Library IE Mid-Biennium Discussion.
- Met for the Recap with each respective campus staff member Bi-weekly team meeting.
- Met for the OER THECB Grant.
- Met with library staff regarding the Pecan Campus Library Renovation Library Furniture Review.
- Met with Hotspot Grant library team.
- Met individually with Campus Librarians.
- Met with Team 3.
- Participated in the Educational Technologies Assistant III interview.
- Met with Outreach and Instruction Bi-weekly team meeting.
- Met with staff for the Library Operational meeting through Teams.
- Met with Librarian III Coordination meeting.
- Participated in the CoARC Virtual Site-Visit Planning.
- Met with Collection Management and Acquisitions Library Bi-weekly meeting.
- Met with Dean of Library and Learning Support Services.
- Participated in the OER Professional Dev. Webinar Series.
- Participated in the Educational Technologies Assistant Director interview.
- Met with Campus librarian and staff member.
- Met with staff member CPIP.
- Participated in the Educational Technologies Assistant I interview.
- Met with Team 2.
- Met with Grants department staff regarding Hotspot Grant.
- Met with Circulation, Reference, & Reserves Bi-weekly meeting.
- Met with Grants department regarding the Interlibrary Loan Lends Awards-TSLAC.
- Met with Systems and Applications Bi-weekly meeting.
- Met with RCPSE library staff.
- Met with Nursing and Allied Health staff for the Employee Guidelines.
- Met with Campus Librarian regarding Revised Job Description for Library Specialist.
- Met with Facilities Planning & Construction regarding the Pecan Campus Library Renovation - Library Furniture Review.
- Met with library staff for Discussion of Assignments.
- Participated in the ISPP&SI Leadership Team meeting.
- Met with library staff regarding the Virtual Reference – Planning.
- Participated in the TexShare: EIWG check-in meeting.
- Met for the All Team meeting.

ACTIVITY HIGHLIGHTS

- Worked on the Pecan Campus Library Renovation update.
- Met with Campus librarian and staff member regarding the improvement plan.
- Developed improvement plan for staff member.
- Supervisor worked on the WFH Time and Effort for rotating staff.
- Supervisors worked in processing staff members eTARF's.

TRAINING HIGHLIGHTS

- Attended KIC Scanner webinar.
- Staff attended TDL Webinar.
- Attended Part 1 and Part 2 of the Workshop # 164689: Chrome River Travel & Expense Training.

LIBRARY DATA:

Monthly Statistics

- Reference Questions # __29__
- Active Community Users # __135__
- Visitors # __12,251____
- Library Art Gallery Events # ___1___
- Virtual Views # __790___
- Library Events # ___2___
- Virtual Views #__788____

EVENTS AND LIBRARY ART GALLERY HIGHLIGHTS

STC Alumni Series

Veronica Matamoros	**Technology Library**	**Exhibition:** Feb 11th – Dec 11th, 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:** Feb 11th – Dec 11th, 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 1st, - Dec 1st, 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.

Transforming Our World: The Changing Climate		
Virtual Art Lecture Series	**All Libraries - Blog**	**First Thursdays of Month,** Sept 3rd – Dec 3rd , 2020

"Transforming Our World: The Changing Climate," is a series that examines the ways in which changes to our environment have influenced the work that some artists create. Each conversation will connect a visual artist with other professionals and will include both local and non-local perspectives.

Transforming Our World: Through Poetry		
Virtual Poetry Workshop Series	**All Libraries -Blog**	**Second Thursday of Month** Sept 10th - Nov 12th, 2020

"Transforming Our World: Through Poetry," is a series of live poetry workshops designed in conjunction with the Library Art Gallery lecture series. Each conversation will connect poetry with the themes of Environmental, Political, and Social change, offering the community a chance to reflect and then express the changes they are navigating at this current time through poetry. First virtual poetry workshop was held, part of the series: "Transforming Our World – Through Poetry." The workshop had 16 attendees, and was livestreamed to Facebook with approximately 200 viewers during the session.

HIGHLIGHTS

BLUEcloud Circ Phase I – Configure for Circulation Transactions Phase II – Determine Feasibility for Payments at Cashiers	**Progress:** Phase I – 98% Phase II – 30%	**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. Open Labs is using the product for circulation transactions and training is scheduled for CLE staff. The team is configuring and testing bill payment settings.		
Lab Management Product Analysis	**Progress:** 95%	**End Date:** November 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 reviewed the Request for Proposal (RFP) submissions and the trial and evaluation of one product is near completion.		
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:** 22%	**End Date:** February 2021
Create an application to manage tickets requesting Learning Support Systems 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 is continuing to configure the database fields and is designing the client and team apps.		

ACTIVITY HIGHLIGHTS

- Library Summit was held for dual credit librarians – 38 registered for the event.
- Staff members worked on the Podcast episode #4 recording.
- Supervisor worked on the Search Committee for the Mid Valley Library Technician position.
- Staff member continues to work on webcheck out.
- Finalized and submitted to Human Resources the Notice of Exit Clearance for staff member.
- Worked with Human Resources on job description for the Library Outreach & Instruction Specialist position.
- Met with staff member regarding improvement plan.
- Library staff worked on the Hotspot Grant.
- Librarian III continued working on Circulation Procedures Reformat Project.
- In progress with Search Committee for the Librarian I position.
- Mid Valley Campus library had successful Family Reading Night Car parade drive through. An approximate of 365 attendees participated.
- MOU finalized with the Institutional Equity student use of laptop.
- Supervisors worked on the WFH Time and Effort for rotating staff.
- Supervisors worked in processing staff members eTARF's.
- Staff members worked on Course Guides projects.
- Answered Ask-A-Librarian questions.
- Work Circulation & input formstack Library Study Space Request.
- Recording of the third STC Library Podcast "Under the Book Cover" episode was captioned.
- Nursing and Allied Health Campus Librarian emailed faculty and staff of new library operation hours beginning on October 19, 2020 and placed new flyers in Building A and B.
- Plexiglass installed at greeting desks for Mid Valley and Nursing and Allied Health libraries.
- Second live poetry workshop is being finalized for release.
- Reported water leaks to Associate Dean of Library Services.
- Picked up books from South Texas Literacy Coalition for Family Reading Night.
- Prepared supplies for Family Reading Night.
- Podcast interview for our Family Reading Night event that will be featured on our Library YouTube & Facebook.
- Contacted Police Compliance Coordinator to request cones for traffic control during our Family Reading Night event.
- Worked on Search Committee for the Librarian I position.
- Recording of the second STC Library Podcast "Under the Book Cover" was captioned and released.
- Second live poetry workshop was recorded on zoom, and streamed to social media.
- Library staff worked on the second episode of "Call That Number" and was released.
- Library Art Gallery exhibits at the Starr and Technology Campuses were deinstalled.
- Campus Librarian revised job description for Library Specialist.
- Library staff assisted in the election panel recording.
- Librarian III completed the Employee Guidelines Project.
- Recording of the first STC Library Podcast was captioned and released.
- Second lecture on Civic Engagement was streamed, with a live Q&A afterwards on social media.
- Library staff worked on story for Telephone Game.
- Library staff assisted in the election panel recording.
- Librarian III continued working on Circulation Procedures Reformat Project.
- Librarian III worked on job description for Librarian I job position.

MEETING HIGHLIGHTS

- Supervisors met for the Beliefs Conversation & Library Operational Staff meeting with Associate Dean of Library Services.
- Staff members participated in the TLA: Reality: Reopening Academic Libraries.
- Supervisor met with Mid Valley Campus Centers of Learning Excellence Coordinator regarding the Search Committee.
- Staff member held a Circulation Procedures meeting.
- Staff member participated in the Applicant Interviews for the Advanced Manufacturing Staff Secretary position.
  Campus Librarian met with the Dean of Library and Learning Support Services.
- Supervisors met with staff members in their respective campuses.
- Met regarding the Pecan Campus Library Renovation Furniture.
- Monthly one to one staff meetings.
- Supervisors met with the staff member regarding the improvement plan.
- Starr Campus library participated in the Staff Advisory Committee meeting with Campus Coordinator.

- Starr Campus library met with Open Labs supervisor.
- Staff library met regarding the Hotspot grant.
- Library supervisors met individually bi-weekly with Associate Dean of Library Services.
- Staff members met with Associate Dean of Library Services for Operational Staff meeting.
- Participated with Librarian Ill's meeting.
- Staff member met with the Public Art Committee (community).
- Staff member met with Social Climate Change Panel.
- Staff member met with the Self Care Panel.
- Staff member met with co-moderator for upcoming panel.
- Staff member met with colleagues twice to plan for presentation to faculty on 10/15.
- Nursing and Allied Health Campus Librarian met with staff and Associate Dean of Library Services on new employee guidelines.
- Met with staff member and Associate Dean of Library Services regarding job expectations and performance.
- Technology Campus Librarian participated in the Technology Program Chair meeting.
- Met with Pass program staff for Hotspot information.
- Met with staff member for project planning.
- Staff member met with colleague to plan upcoming presentation.
- Met with colleagues to discuss support options for APA style in the classroom.
- Met with colleagues and Chair of Bachelor Programs to discuss support for APA style in the classroom.
- Met with staff member for planning the Library Summit.
- Staff member met with the Heritage & Celebrations committee (community).
- Staff member met with art history faculty.
- Staff members met with moderator for Civic Engagement panel.
- Staff members met to record the reveal of the "Call that Number" telephone game.
- Staff member met with colleague to plan upcoming presentation.
- Staff members attended a training for collection development.
- Staff member met with colleagues about Financial Literacy project.
- Campus Librarians met from Pecan Campus and Nursing to discuss Friday's Beliefs meeting.
- Mid Valley Campus Librarian met with AEDT Program Chair to coordinate Family Reading Night.
- Technology Campus Librarian participated in reviewing applications for Faculty Secretary for the Advanced manufacturing Technology Program.

TRAINING HIGHLIGHTS

- Staff members attended and completed training on editing videos with Adobe Premiere Pro.
- Staff members participated in Workshop #152923: Jaguar Academy: On-board for Success Fall 2020.
- Staff members participated in the Workshop #160446: American Sign Language (ASL) for Beginners Series Part 4.
- Staff member attended the webinar "Reopening Libraries" through the Texas Library Association.
- A staff member participated in the Credo webinar training.
- A staff member participated in the Ingram Webinar training.
- A staff member participated in the Watched the OER OpenStax.
- Attended vendor demos and webinars.
- Attended TLA Talks Panel and Zoom training.
- Staff members attended the free, virtual ADOBE MAX online conference.
- Staff members participated in the Workshop #152923: Jaguar Academy: On-board for Success Fall 2020.
- Staff members OER Webinar #1: Finding Quality Open Textbooks: OPENSTAX.
- Staff members participated in the Workshop #160443: American Sign Language (ASL) for Beginners Series Part 3.
- Staff members participated in the Workshop #158867: Deaf History Deaf Culture
- Staff members participated in the KIC scanner webinar.
- Staff member participated in the Credo Training.
- Staff member participated in the Ingram Training.
- Staff member attended a Springshare training, "Build-A-LibGuide: Art Gallery."
- Staff member attended a webinar, "UT Austin: Studio visit with Marcelina Gonzalez."
- Staff member participated in the Workshop #158814: American Sign Language (ASL) for Beginners Series Part 1.
- Staff member participated in the Workshop #160442: American Sign Language (ASL) for Beginners Series Part 2.
- Staff members participated in the Workshop #152923: Jaguar Academy: On-board for Success Fall 2020.
- Participated in vendor webinars.
- Staff member participated in the two-part training with Amigos Library Services: Event Planning 101.
- Staff member attended two ASL Workshops: "Fingerspelling to the Rescue" and "Introducing".

- Library staff attended ECM & Ingram Training.
- Library staff attended the "Food, Food & More Food" ASL Workshop.
- Library staff attended the "Virtual Reference – Planning".
- Library staff attended the "Jstor" Training.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- 10/12/2020 – The Logistics Managers held a meeting to discuss Computer Lab Management software.
- 10/13/2020 – The Logistics Managers met with the Dean of Library & Learning Support Services for weekly updates.
- 10/14/2020 – A meeting was conducted to go over reports and fields of Webcheckout.
- 10/15/2020 – A meeting was held to discuss the Computer Lab Management software pilot.
- 10/16/2020 – A Logistics Manager attended the Library & Learning Support Services Administrator meeting.
- 10/19/2020 – A Logistics Manager and the Open Lab Analyst met for weekly updates and tasks.
- 10/19/2020 – A Logistics Manager met with an Educational Technologies Assistant to review marketing materials for the Program Chairs meeting.
- 10/20/2020 – A meeting was conducted to review the Computer Lab Management Software trial.
- 10/21/2020 – The Logistics Managers met with the Dean of Library & Learning Support Services for weekly updates.
- 10/21/2020 – A Logistics Manager attended the Library Renovation meeting.
- 10/28/2020 – The Logistics Managers met with the Dean of Library & Learning Support Services for weekly updates.
- 10/29/2020 – The Learning Commons & Open Labs Logistics Managers met to discuss upcoming topics & events.

ACTIVITY HIGHLIGHTS

- The Learning Commons and Open Labs tested and evaluated Lab Stats Lab Management Software.
- An Open Lab Technician conducted a presentation on Excel Macros.
- The Learning Commons & Open Labs completed and submitted the IE Mid-Biennium Report.
- Several of the Learning Commons & Open Labs staff attended Building Responder Training.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- OCTOBER 2020 ATTENDANCE STATISTICS: 1,656

	Number of Students	Number of Logins
District Totals:	**1,993**	**4,214**

OPEN LABS ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins
Pecan F-130 Open Lab	217	378
Pecan P 3.102 Open Lab	6	26
Pharr- RCPSE Internet Café PB2A	1	1
Technology B-141 Open Lab	75	129
Mid-Valley E 1.316 Open Lab	222	504
Mid-Valley G-270 Open Lab	23	42
Mid-Valley K 2.801 Open Lab	5	7
Mid-Valley E 1.100 Open Lab After Hours	1	2
Starr Limited Services	112	247
District Total:	**662**	**1,336**

LIBRARY AND LEARNING COMMONS ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins	Laptop Checkouts
Pecan F-122 Learning Commons	292	617	6
Pecan F-117 Community User Corner	30	100	
Pecan F-222	66	134	
Pharr-RCPSE Library PB 5A/5B	36	107	
NAH B Library Open Lab	255	630	
NAH B Library Cyber Café	1	1	
Mid-Valley Quiet Study E 1.200	12	23	
Starr K 1.300 Library	1	1	
Technology A-136	31	69	
District Total:	**724**	**1,682**	**6**

CLE OPEN LABS ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Lab	63	238
Mid-Valley A101A CLE Open Lab	9	19
NAH A 1.208J CLE Open Lab	279	492
NAH A CLE Proctoring 1208I	104	136
Technology CLE Open Lab	32	78
Starr CLE Open Lab B 208	4	4
Starr CLE Open Lab B 201	9	40
District Total:	**500**	**1,007**

GROUP STATIONS:

Campus	Number of Students	Number of Logins
Pecan Library Group Stations F122	8	11
Pecan Group Stations F130	2	2
NAH A CLE Group Stations 1208A	5	8
District Total:	**15**	**21**

STUDY ROOMS:

Campus	Number of Groups	Number of Logins
Mid-Valley E Library Study Rooms	13	26
NAH B Library Study Rooms	29	60
District Total:	**42**	**86**

VETERAN'S ROOMS:

Campus	Number of Groups	Number of Logins
Starr K 1.322 Veteran's Room	3	10
District Total:	**3**	**10**

INFORMATION COMMONS ATTENDANCE STASTICS:

Campus	Number of Students	Number of Logins
Pecan Y 1.107 Info. Commons	30	47
Pecan T 1.706 Info. Commons	17	25
District Total:	**47**	**72**

JagPrint - Print Report
Oct 1, 2020 to Oct 31, 2020

Printer Name	Users	Jobs		Campus	Users	Jobs
Mid-Valley A101 A	3	10		Mid-Valley	25	171
Mid-Valley A101A A	2	2		NAH	161	1064
Mid-Valley E1200 A	7	44		La Joya	0	0
Mid-Valley E1316 B	11	110		Pecan	72	431
Mid-Valley G270 A	2	5		RCPSE	2	7
NAH B1200 A	95	763		Starr	4	240
NAH B1200 C	20	103		Tech	3	7
NAH C1208J A	11	17				
NAH C1208J B	13	46				
NAH C1208J C	22	135				
Pecan C129 C	10	30				
Pecan C129 D	2	2				
Pecan F122 B	1	9				
Pecan F122 D	24	219				
Pecan F130 A	1	4				
Pecan F130 D	8	41				
Pecan F130 E	1	1				
Pecan F222 A	14	87				
Pecan P3102 A	1	13				
Pecan T1706 A	1	9				
Pecan V2107 A	1	5				
Pecan Y1107 A	7	10				
RCPSE PB5A A	2	7				
Starr K1300 A	4	240				
Tech A136 A	1	1				
Tech B141 B	2	6				
Totals:	**266**	**2185**				

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	October 2020
▪ Visitors: 7,771 ▪ Tutoring Sessions: 1,835 ▪ Workshops: 2 ▪ Workshops Attendance: 28 ▪ JagTrax Totals: 2,097	

PROJECT HIGHLIGHTS

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. Due to board approval till November 2020, end date will be moved to a later date.		
Marketing and Promotions Taskforce	**Progress: 87%**	**End Date: December 2020**
The CLE website has been updated to reflect virtual tutoring hours and available services. Virtual email was sent to faculty/staff with a CLE flyer. Finished script to create new video.		
NAH BSN Support	**Progress: 90%**	**End Date: December 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. NAH CLE will be attending BSN Bootcamp to welcome the new cohort.		
CRLA Recertification	**Progress: 24%**	**End Date: April 2021**
Supervisory staff met this week to revise documents, trainings, and procedures for CRLA. Orientation process was finalized and completed tutor panel questions. The application process has begun through the CRLA website.		

IE PLAN PROJECTS HIGHLIGHTS

CLE Online Support Services Institutionalization IE Plan Objectives: 1, 2, 5	Progress: 66%	End Date: May 2021
Tutoring is now available virtually for our full complement of courses and during all CLE open hours. Plans for expansion are underway with DHSI support.		
— **Subproject: Pre-award DHSI Grant Participation** — **IE Plan Objectives: 1, 2**	**Progress: 22%**	**End Date: Oct 2020**
The CLE has received notification of being able to participate in the recently awarded DHSI Grant. A full-time Online Specialist position job description has been sent to the grant Project Manager for approval, aiming to onboard in December.		
— **Subproject: TSI Workshop Video Expansion** — **IE Plan Objectives: 1, 2**	**Progress: 85%**	**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. Meeting with Specialist will take place to decide on what videos are ready to be uploaded.		
— **Subproject: Academic Resource Handouts** — **IE Plan Objectives: 1, 2, 5**	**Progress: 100%**	**End Date: December 2020**
Project has been completed and the resource page has gone live on the CLE site.		
— **Subproject: Virtual CLE Quality Assurance** — **IE Plan Objectives: 5**	**Progress: 19%**	**End Date: December 2020**
Created standards for onboarding, training, and maintaining quality of service for online services to be handed to online learning excellence specialist. Multiple projects were assigned to supervisors to begin the development of standards and trainings. Testing virtual kit with Upswing platform began.		

— **Subproject: Consolidating to Single Platform "Upswing"** — **IE Plan Objectives: --**	**Progress: 24%**	**End Date: December 2020**
Transitioning and unifying current online tools to the Upswing platform. Contract has been signed and will begin to develop procedures and trainings once platforms are available. Upswing will be training staff on the reporting features. The Professionalism training for Online Onboarding has been created, recording will begin this month.		
NSF Grant Year 1 **IE Plan Objectives: 3**	**Progress: 87%**	**End Date: January 2021**
This project targets Goal 3 in our departmental IE Plan. CLE is currently supporting the NSF students by providing tutoring and a variety of academic support. CLE met with Principal Investigator to discuss tutoring expectations on Wednesday.		
Revise and Implement Embedded/SI Tutoring Survey **IE Plan Objective: 4**	**Progress: 50%**	**End Date: December 2020**
This project targets Goal 4 in our departmental IE Plan. SI Manager and Tech Coordinator met on September 18 and September 24 to review current survey. The revised surveys were sent to RAS, the surveys will be sent by the end of November.		
Tutor Training for FY 2020-2021 **IE Plan Objective: 5**	**Progress: 27%**	**End Date: Aug 2021**
Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. Keynote speaker and Theme for Tutor Training Day 2021 has been confirmed. The theme will be "Navigating the Future".		

EVENTS HIGHLIGHTS

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

During the month of October 2020, the Nursing and Allied Health Campus, Center for Learning Excellence held the Student Success Series workshops for students. Students attended the workshops through Blackboard Collaborate. The workshops consisted of Time Management and Dosage Calculations.

CLE Presented to Dual Enrollment and DEMSA Students — **Event Dates:** October 2,12,15-16, 2020

The Centers for Learning Excellence at Pecan Campus and Starr county campus presented multiple CLE services presentations to Dual Enrollment and DEMSA students. The presentations were aimed for students to be aware of services the CLE offers at all campuses.

Tutor Appreciation Week — **Event Dates: October 5-10, 2020**

The Centers for Learning Excellence celebrated and recognized our tutors for being such extraordinary employees! Tutors work year-long to help students learn and grow on the road to achieving their academic goals. Our tutors serve STC students with passion and commitment.

MEETING HIGHLIGHTS

- One-to-one with Staff
- One-to-one meeting with CLE Director
- One-to-one with LLSS Dean
- CLE Specialists meeting
- Faculty and Staff meeting at Starr
- Met with Academic Coaches
- Mixed Reality Headset Meeting
- TLA Talks, Academic Library Re-Opening
- MVC Coordinator Search Committee
- Met with OTA Chair
- Met with PTA Chair
- SI Humanities meeting
- SI Math and Science meeting
- Perkins Job Description meeting
- LASSI meeting with Advising department
- LVN Faculty Wellness meeting
- SI and Embedded survey meeting
- Tutor Training Meeting
- Tech Coordinator met with Learning Support Manager
- Upswing Meeting
- Met with ADN faculty
- Met with ADN Academic Coach
- GoBoard Meeting
- SI Mentor Meeting
- Upswing Testing Meeting
- Marketing Script Meeting
- Math Virtual Tutoring Meeting

TRAINING HIGHLIGHTS

- Cyber Security Workshop
- "Using Zoom to Connect with Your Spooky Participants"
- ACTLA Forum, "Fostering Meaningful Engagement in Online Learning Assistance"
- Jaguar Academy
- Distance Learning Creating Accessible Learning Resources and Blackboard Ally
- CRLA, Modeling and Problem Solving
- Upswing Admin Training
- Upswing Reporting Dive Deep
- Deaf History, Deaf Culture
- SI Humanities Cross-training
- STARR Cross-training at TECH
- CRLA L1- Learning Styles Inventory
- Library Resources for Tutors
- ASL for Beginners
- Let's Start Learning Some ASL
- Best Practices for Linking Your Files to Blackboard
- Faculty Advising Certification Training
- Using Feedback to Drive Your Growth
- Communications and ASL CRLA tutor trainings
- Accessibility Lecture training
- PSJA staff training
- Training new NAH Specialist
- STARR Coordinator Cross Training at NAH Campus CLE
- STARR Coordinator Cross Training Continuation at Tech Campus CLE
- Chrome River Training
- CLE Training, "Motivating Students"

- Ombudsman Unusual, Important Service Training
- Faculty Advising Certification Training
- Supervisory Training for Specialist (Communicating Clearly)

ACTIVITY HIGHLIGHTS

- Collaborating with the Library to present APA format to the BASOL program
- CLE Service Presentation for Dual Enrollment
- Student Success Health Care Workshops
- Celebration of the Reaffirmation
- Tutor Appreciation Week Activities

SERKAN CELTEK, DIRECTOR RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus enrollment report starting on 10/28/2020 until the day after Spring 2021 census day.
- Integrated Postsecondary Education Data System (IPEDS) -Completions
- Integrated Postsecondary Education Data System (IPEDS) - Institutional Characteristics
- Integrated Postsecondary Education Data System (IPEDS) -12 Month Enrollment

SURVEYS

- ADN department ACEN accreditation survey
- Ascender fall survey
- Distance Education faculty survey
- Graduation event survey
- New Program Surveys for Fall 2020
- Nursing simulation evaluations for Fall 2020
- Pharmacy Tech employer survey
- QEP/My Advising Plan student assessment survey
- SmartEvals program evaluations for various service units
- SENSE entering student survey administration
- Starfish faculty survey
- Synchronous modality student survey

QUALITATIVE STUDIES

- Adult Learner 360 Grant

DATA REQUESTS

- Adult learner cohort tracking - Fall 2020 enrollment
- Adult Learners 360 Grant - Third Data Collection
- ACEN Report 2019-2020 (Completion rates and enrollment by ADN track)
- ALC VS Non-ALC Comparison
- AY2019-20 Dual High School Graduates - Contact list, high school, and credit hours earned
- BAT TGMT Starting Cohort Student Type
- Biology IE plan data - Data portal reports and program review
- CBE Enrollment Report Fall 2020
- Census credit enrollment - Fall 2019, Spring 2020, Fall 2020
- Census Enrollment, Student Contact and Credit Hours, Fall 2014 to Summer 2020
- Comprehensive Annual Financial Report Data Updates
- Contact Information for MATH 100 in Fall 2020
- Culinary Arts majors Spring Summer Fall 2020 Tracking
- Current Infant & Toddler Certificate majors, Preschool Certificate Majors and Child Development/Early Childhood AAS Majors that have not successfully completed the courses
- Dual Credit Research Taskforce data
- Dual certificate counts
- Dual data for policy review (GPA and Holds)

- Educational attainment data, Hidalgo and Starr Counties
- ELPT CNBT CT and AAS by campus for the last five years
- ELPT CNBT enrollment by campus for the last five years
- Enrollment and Graduate data from Data Portal reports
- Enrollment at campuses - Links to daily enrollment reports sent
- Fact Sheet data update
- Faculty Advising v. No Faculty Advising Retention Rates Comparison
- Fall to fall persistence and graduation awards reports from data portal
- Fall 2018 Census Student Credit Hours and Contact Hours by Student Type
- Fall 2020 census FT/PT enrollment (for music licenses)
- Fall 2020 census headcount
- Fall 2020 FTE
- Fall 2020 Physics and Engineering major's student information
- Fall 2020 qualifying student List
- FTIC Students without Profiles in Starfish
- Grades for Non-Music Major in MUSI 1307
- Grant data (Fall enrollment, fall to fall persistence, 2-year grad rate, 4-year grad rate
- HVAC Courses enrollment at Mid-Valley Campus Fall 2018 - Fall 2020.
- HVAC Courses dual and traditional enrollment at STARR and Tech Campus Fall 2018 - Fall 2020.
- IDEA Dual and FTIC Data Update
- IE data - enrollment and completion reports from data portal
- IE plan data report locations from data portal and fact book
- IE plan data report locations from data portal and program review
- IE report data for Mid-Biennium (enrollment, persistence, graduates, placement)
- MATH transfer data from program review for IE plan
- National Center for Education Statistics: 2019-20 National Postsecondary Student Aid Study
- Non-Credit Programs Data Academic Year 2019
- Non-traditional enrollment Fall 2016 - Fall 2020
- Opportunity America Questionnaire data (credit enrollment and awards)
- Part Time students and Pell recipients from IPEDS
- Pass rates for IE plan (DMSO and RADR)
- Persistence rates for IE plan (HMAS)
- Program Closure Requests - SACSCOC - Spring 2020 and Fall 2020 enrollment numbers
- Psychology (PSYC) Graduates for Annual Year 2018-19 and Annual Year 2019-20
- PTCA graduated in the LVN and ADN success and retention rates comparing with the rates of the traditional LVN and ADN students
- PSYC Enrollment for AY2018-19
- Retention Rate for NURA Program-Spring 2020/2019 and Fall 2019/2018
- TPP - Advance Work - Workforce Playbook Assessment Tool
- Spring Summer 2020 INTS majors traditional students contact info., credit hours and enrollment tracking
- Spring 2020 Cohort and CARES Act Recipients Fall 2020 Persistence Tracking
- S-section pass rates
- Starr County Persistence Rates by Student type and Term, and Persistence rates for Ascender data
- STC Students on the list graduated with a Baccalaureate degree from the University of Texas Rio Grande Valley (UTRGV)
- Stop-Out List for the Last Three Years
- Student List with No TSI Scores in College Level Courses Fall 2020
- Starr County Address students attending Starr County campus and Other campuses Fall 2020
- Starr County Persistence Rates by Student type and Term, and Persistence rates for Ascender data
- Stop-Out List for the Last Three Years

MEETINGS

- Academic Council
- Celebration of Reaffirmation
- Chrome River Training Session 5 via Zoom
- Data Management and Integrity Committee - Kickoff Meeting
- Dual Enrollment Data Requests meeting
- Dual data for policy meeting

- Education and Workforce Development Committee via livestream
- Fact Sheet Update meeting
- Historical Enrollment Counts for ISDs/Dual Credit Review meeting
- IE Plan discussion (Zoom)
- IRESP Updates
- ISPP&SI Leadership Team Meeting
- Metrics for IE Plan Mid-Bi Report meeting
- Non-credit new program surveys
- PDC (Zoom)
- Presentation to Child Development Dept. Advisory Council
- Teams Call with Dr. Millan - In Person Hybrid sections
- Texas Pathways Institute - Week 2 Plenary Presentation: Valencia College's Accelerated Skills Training Programs
- Texas Pathways Institute Breakout Session
- Texas Pathways Institute Plenary
- Texas Pathways Institute - STC Team Time #1 and #2
- Texas Pathways Project 2 Institute 2 team meeting
- Tuition Questions

OTHER RESEARCH/SUPPORT

- Annual Year 2019-2020 Early College High School (ECHS) List
- Continuing Education Banner Data Versus Curriculum Based Measurement File Reporting
- Identify students attending La Joya Early College High School (ECHS) Campus but assigned to La Joya Campus in Banner
- Fall 2020 Curriculum Based Measurement Enrollment File One (CBM001 202110) Edit
- FTSE Increase Over Prior Cause
- edX course: Harvard PH125.2x: Data Science: Visualization
- Identify students attending La Joya Early College High School (ECHS) Campus but assigned to La Joya Campus in Banner
- IPEDS FTE staff definition and full-time faculty definition instructions
- Items for Fact Sheet data update RAS IE plan mid-biennium report
- Reviewed Banner data to prepare list for project on Data Standards and Integrity
- Reviewed fact sheet update and emailed my feedback
- Reviewed projections and maps from Wendell Davis
- Reviewed student information for Fall 2020 for STYP inconsistencies
- Reviewed THECB Almanac
- Statewide Pass Rates of Certification for Fire and Police Programs
- Support for PR & Marketing data collection
- TEA public information request (PIR) - received and forwarded to Juan Carlos Aguirre
- Texas Pathways Project (TPP) - Nested program enrollment template
- The Workforce Assessment Playbook Assessment Tool
- Tuition and Fees Data Source and Coding

MISCELLANOUS

- Advanced Excel as a tool for Teaching and Administration
- Advanced Excel Tutorial: Advanced Functions Course (VLOOKUP, IF, Forecasting, Statistical)
- Banner Training Manual
- Clean up survey files for shredding
- Cousera Course - Dealing with Missing Data
- edX course: Harvard PH125.2x: Data Science: Visualization
- Excel Tutorial - Full Course
- FY2020-2021 Employee Handbook Notice
- Microsoft Excel 2016 - Learn Excel 2016 Tutorial Video
- LinkedIn Learning: Building Resilience
- LinkedIn Learning: Building Solutions Using Excel and Access 2019 Together
- LinkedIn Learning: Data Visualization for data analysis and analytics
- LinkedIn Learning: Excel: Analytical Tips
- LinkedIn Learning: Excel for Corporate Finance Professional
- LinkedIn Learning: Excel: Macro in Depth
- LinkedIn Learning: Excel PivotTables: Real-World Case Studies

- LinkedIn Learning: Excel Statistics Essential Training: 2
- LinkedIn Learning: Excel VBA: Process Modeling
- LinkedIn Learning: Financial Accounting Part 1
- LinkedIn Learning: Going Paperless: Start to Finish
- LinkedIn Learning: Google Sheets: Advanced Formulas and Functions
- LinkedIn Learning: Microsoft Teams Essential Training
- LinkedIn Learning: Microsoft Office Specialist for Office 2019 and Office 365 - Excel
- LinkedIn Learning: Microsoft 365 Business Essential Training for SMBs
- LinkedIn Learning: Power BI Data Methods
- LinkedIn Learning: Project Management Foundations: Schedules
- LinkedIn Learning: R Essential Training Part 2: Modeling Data
- LinkedIn Learning: SPSS Statistics Essential Training
- LinkedIn Learning: Time Management Tips
- LinkedIn Learning: Tips for Better Business Writing
- LinkedIn Learning: Tips for Writing Business Emails
- LinkedIn Learning: Windows 10 May 2020 Update Essential Training
- Prepared Institutional Move Form for Research & Analytical Services (RAS) department- Pecan Campus Building M Office
- Process invoices for payment
- Process Travel Employee Access Request Form
- Process Requisitions and sent backup to Purchasing
- Research & Analytical Services (RAS) Weekly Report posted on ISPP&SI OneDrive
- Structured Query Language (SQL) online Leaning: SUM, COUNT, and JOIN
- Team Collaboration in Office 365 (Microsoft 365)
- Work on getting my files organized on my Share Drive
- Workshop #164531: Chrome River Travel & Expense Training Session 2 Part 1
- Workshop #164531: Chrome River Travel & Expense Training Session 2 Part 2
- Workshop #164587: Chrome River Training Session 5
- YouTube: Security Awareness Episode: 1-6

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJECTS

Project Name	Student Success Specialist Mapping
Scope	Process Mapping of Student Success Specialist in 4 Academic Departments.
Status Summary	4 of 4 Sessions have been completed.
Milestones(s)	Draft Drawings have been presented for review.
Next Step(s)	Awaiting Next Steps
Project Name	Dual Credit Scheduling Process Mapping
Scope	Process Mapping of Dual Credit Scheduling & Registration Process
Status Summary	Administrative Review completd on 11/02/2020.
Milestones(s)	Administrative Review Completed.
Next Step(s)	Awaiting Next Steps
Project Name	American Welding Society (AWS)
Scope	Tech Campus Accredited Testing Facility (ATF)
Status Summary	Grand Opening & First Cohort Exams Administered
Milestones(s)	1st Cohort of Exams administerered on 11/10/2020
Next Step(s)	Planning for Spring 2020 Cohorts
	Planning for 2021 Budget Updates to align with program needs
	Additional 2 Faculty Obtain CWI's in 2021.
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(s)	Completion of Full Development of Web Page
	Web Page to be published January 2021