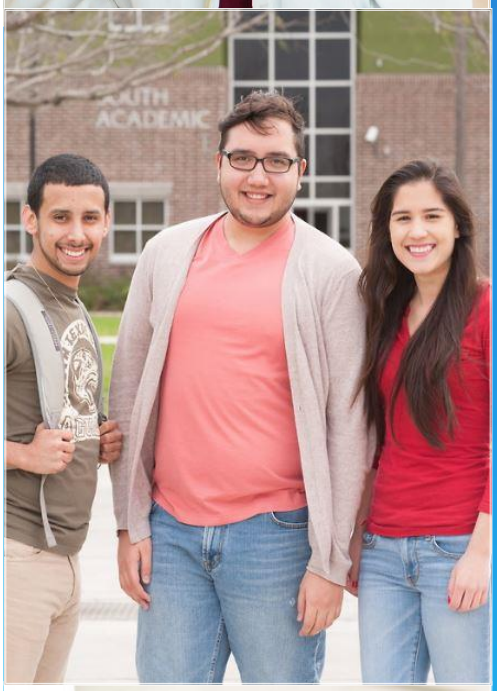


SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

November 2020

Board Meeting
December 15, 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:	DECEMBER 15, 2020
SUBJECT:	ACTIVITY REPORT FOR NOVEMBER 1, 2020 THROUGH NOVEMBER 30, 2020

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College President's Cabinet meetings
- South Texas College virtual Presidential Administrators meeting
- Student Affairs & Enrollment Management Division Leaders meeting
- Review of Title IX Structure
- Texas Pathways Project Team meeting
- Met with Chef Jennifer and Iris of stop-outs
- Mexican Consulate Ventanilla check
- Stakeholders meeting" Coalition for Empowering Children and Families (CECF)
- Update on Initiatives for Prior Dual High School Seniors
- Update on Recruitment Initiatives
- Community College study
- AD Military Recruitment Initiative
- Aida Moreno Logistics for the City of McAllen Holiday Parade
- Met with McAllen Fire Chief Shultz
- Mid-Biennium, Reports
- Search committee for Director of Human Resources for South Texas College
- ZOOM meeting with Vanguard Academy
- Admissions Policy review minutes
- Letter for ERP Project Dr. King

ATTENDED

- GEER Grant Application Updates with Graciela Gonzalez
- Texas Reskilling Support Fund Grant Thecb
- Daniella D. SSkirsky – HLG214F00100000 -South Texas College teleconference
- Teleconference Admissions Policy Review Committee meeting
- South Texas College Pathways for Firefighters
- TPI Team Time #3 STC
- TXDOT Session Recording
- Virtual Enrollment Services Lobby
- Achieving The Dream Coach meeting
- Workforce Development Toolkit
- 30-minute Equity Emergency Aid Demonstration
- Conference call with Randy Howe and David Plummer and Yolanda Parra
- Jag Studio Ribbon Cutting
- Coast Guard Military Campaign Review
- South Texas College Law Enforcement Pathway Program
- Entrega de Recusos South Texas College VOE
- McAllen First Connections Flyer
- HEERF Reporting Verify Content of Each folder that it is complete

ENROLLMENT SERVICES AND REGISTRAR

- **10,003** students have 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 and President's Administrative Staff meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Academic Council, Admissions Policy Review, Banner User Groups (BUGS), College-Wide Curriculum Committee, Data Management & Integrity Committee, Enrollment Appeals Committee, IE Plan Mid-Biennium Reports, Jagnet Content Committee, Microsoft Teams Training for virtual Admissions & Records chat/lobby, search committee interviews, and virtual Commencement Exercises.
- 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 and worked on the virtual Commencement Exercises scheduled on December 12, 2020; **780** August 2020 graduates and **1,981** prospective December 2020 graduates received an invitation to participate via Marching Order.
- Document Management Specialist downloaded, reviewed and verified **4,775** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during November 2020.
- STC has **29** international students registered for Spring 2021 semester, to date.

- 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.
- Processed **215** course substitutions and exceptions in Degree Works during November 2020.
- Processed requests for reinstatement for **6** students during November 2020.
- Processed grade changes for **139** students during November 2020.
- Processed schedule changes for **3,942** students prior to the deadline to withdraw from Fall 2020 semester on November 13, 2020.
- Processed **2,612** high school and **373** college/university transcripts during November 2020.
- Evaluated **349** transcripts from other colleges and universities during November 2020.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **4,523** STC transcripts during November 2020.
- Scanned and indexed **2,502** documents submitted by students during November 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
- Fiscal Operations Report and Application to Participate (FISAP) report was mailed overnight to meet the November 2nd deadline.
- Interviews for the Coordinator of Veteran Recruitment and Engagement position took place Tuesday November 10th
- QLess equipment has been set up to serve our students, staff has been scheduling appointments and always have a staff member on queue to assist.
- Veteran Certifying Officials have been gathering student files needed for VA Audit.
- 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.

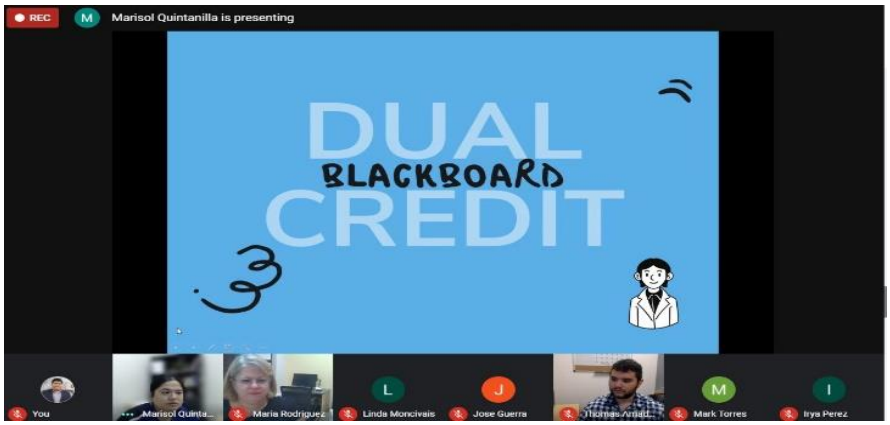
DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **41** events and served **1,013** students and parents during the month of October.
- Department staff is assisting partnering school districts with Spring 2021 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 the 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 includes: targeted CRM messaging, outbound calls and virtual appointments for support with enrollment.

SNAPSHOTS



Weslaco CTE Calvillo Complex held a
JagTrack initiative for 31 of their students
on 11/3/2020

Dual2Degree Virtual Thanksgiving Gathering
on 11/19/2020

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	La Villa ECHS	11/2/2020	Virtual	31
Application Drive	Weslaco Calvillo CTE	11/2/2020	Virtual	10
Application Drive	La Villa ECHS	11/3/2020	Virtual	14
Application Drive	Weslaco HS	11/3/2020	Virtual	12
Application Drive	Mission Veterans	11/3/2020	Virtual	6
Application Drive	Jimmy Carter ECHS	11/4/2020	Virtual	2
Application Drive	Edinburg HS	11/5/2020	Virtual	55
Registration Drive	McAllen High School CTE	11/5/2020	Virtual	4
Application Drive	McAllen High School	11/10/2020	Virtual	7
Application Drive	Mission CTE ECHS	11/10/2020	Virtual	4
Application Drive	Weslaco Calvillo CTE	11/10/2020	Virtual	5
Registration Drive	Edcouch Elsa HS	11/10/2020	Virtual	32
Registration Drive	Science Academy	11/11/2020	Virtual	62
Application Drive	Mission Collegiate	11/11/2020	Virtual	12
Registration Drive	Science Academy	11/12/2020	Virtual	59
Application Drive	McAllen High School	11/12/2020	Virtual	171
Registration Drive	Edcouch Elsa HS	11/16/2020	Virtual	9
Registration Drive	Weslaco Calvillo CTE	11/16/2020	Virtual	41
Registration Drive	Weslaco Calvillo CTE	11/17/2020	Virtual	28
Registration Drive	Edcouch Elsa ECHS	11/17/2020	Virtual	31
Registration Drive	Edcouch Elsa ECHS	11/18/2020	Virtual	8
Application Drive	Edinburg HS	11/18/2020	Virtual	10
Registration Drive	Weslaco Calvillo CTE	11/19/2020	Virtual	2
Registration Drive	Health Professions	11/19/2020	Virtual	7
Registration Drive	Edcouch Elsa ECHS	11/20/2020	Virtual	54
			Total	**676**

STUDENT/PARENT ENGAGEMENT

Event	High School Served	D ate	Location	Total Served
Student/ Parent DC Information Session	Mission HS CTE	11/3/2020	Virtual	3
JagTrack	Weslaco Calvillo CTE	11/3/2020	Virtual	31
JagTrack	PSJA Sotomayor	11/4/2020	Virtual	8
Student/ Parent DC Information Session	Edcouch Elsa HS	11/4/2020	Virtual	10
Student/ Parent DC Information Session	Edcouch Elsa HS	11/5/2020	Virtual	24
Student/ Parent DC Information Session	Edinburg HS	11/5/2020	Virtual	9
Student/ Parent DC Information Session	Edinburg HS	11/5/2020	Virtual	9
Student/ Parent DC Information Session	Weslaco ECHS	11/10/2020	Virtual	6
Student/ Parent DC Information Session	Rio Grande HS CTE	11/11/2020	Virtual	40
Student/ Parent DC Information Session	McAllen ISD	11/12/2020	Virtual	10
Student/ Parent DC Information Session	McAllen ISD	11/12/2020	Virtual	19
Student/ Parent DC Information Session	McAllen ISD	11/12/2020	Virtual	88
Student/ Parent DC Information Session	Rio Grande ISD CTE	11/12/2020	Virtual	7
Student/ Parent DC Information Session	Rio Prep ECHS	11/16/2020	Virtual	67
JagTrack	Mission CTE ECHS	11/19/2020	Virtual	6
			Total	**337**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Spring enrollment:</u>

- Vanguard Academy CTE
- McAllen ISD Parent Practice Meeting
- Hidalgo HS CTE

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
- Dual Credit Marketing Timeline Meeting
- Dual Credit Scheduling & Enrollment Meetings
- Review of Less than Ten Enrollment Rules
- Carl Perkins Follow-up Meeting
- Review of 2021 Enrollment Meeting
- Transitional Advising Initiative for Dual Credit Students Meeting
- Jaguar Connection Day Planning Meeting
- President's Administrative Staff Meeting
- Enrollment Management Director's Meeting
- JagTrack Virtual Orientation Planning Meeting
- Dual Credit Transition Initiatives
- LASS Case Study Interview
- CTE Planning Meeting
- Perkins Grant Liaison Meeting
- CTE Program Chair Meeting
- CTE Event Meetings
- Data Management & Integrity Committee Meeting
- Review and Discussion of Fall 2021 Dual Credit Timeline
- Update of Dual Credit Matriculation Initiative Meeting
- Stop Out 2021 Planning Update Meeting
- Adult Learner Micro-Grant for Spring 2021 Meeting
- LASS Grant Funds Meeting

PROFESSIONAL DEVELOPMENT

- Texas Association of Collegiate Registrars and Admission Officers (TACRAO) Conference
- TSI Assessment 2.0 Launch Webinar
- Dual2Degree Virtual Thanksgiving Gathering

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- Microsoft Teams Live Event Training
- La Ley Radio Station: Phone Interview
- Disability Awareness Day, High School Transition and Community Health Fair
- Vanguard Academy Student Re-Engagement Planning Meeting

RECRUITMENT

- Meeting with Prospective Student – 3 Students
- General Information Virtual Lobby
- PSJA North Early College High School – Virtual College Presentation
- Nikki Rowe High School – Virtual College Presentation
- Valley View High School – Virtual College Presentation
- Jimmy Carter Early College High School – Virtual Application Drive
- Alton ISD – Virtual Apply Texas Drive
- Weslaco CTE Early College – Virtual Apply Texas Drive
- La Villa High School – Virtual Apply Texas Drive
- Edcouch-Elsa High School – Virtual College Presentation
- Outreach Presentation with Culinary Arts Dept
- Roma ISD – Virtual Apply Texas Drive
- PSJA North High School – Virtual Apply Texas Drive
- RGV STARN Virtual Fair

CAMPUS TOURS

- Pecan Campus
  - Virtual Personal Tour – 1 visitor
- Technology Campus
  - Virtual Personal Tour – 1 visitor

Campus	# Visitors
Pecan	1 visitor
Mid-Valley	No Tours
Starr	No Tours
NAH	No Tours
Tech	1 visitor

CALL CENTER

JagConnect	
Contact Form Submissions	155 emails

Radius			
Campaign	**Emails Sent**	**Emails Viewed**	**Total Students**
Spring 2021 CARES Act Eligible 11.19.20 (campus email)	40	11	44
Spring 2021 CARES Act Eligible 11.19.20	48	33	49
Counselors Update 2020	112	40	114
Spring 2020 CARES Act Eligible 11.9.20 (campus email)	57	20	62
Spring 2020 CARES Act Eligible 11.9.20	62	44	63
Spring 2021 - Class 2020 DE Seniors Not Enrolled Fall 2020	2505	319	2548
Spring 2021 Law Enforcement Inactive Inquiries	169	63	176

Mongoose Texts	
Spring 2021 – Continuing Student Not Enrolled	7604 texts sent – 284 replied (4%) – 318 total replies
Financial Aid Summer COVID Survey	377 texts sent – 8 replied (2%) – 8 replies total

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity November Report2020					
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	**25**			**ACT**	**148**
Mid-Valley	**25**	**29**	**28 (97%show)**	**TSI EXAM**	**67**
Starr Campus	**15**	**14**	**14 (100%show)**	**TSI EXAM**	**27**
Pecan Plaza	**36**	**16**	**14 (88%show)**	**GED/ PEARSON**	**32**
Pecan Plaza		**213**	**161 (76% show)**	**TSI EXAM/ includes TSI Online**	**346**
Pecan Plaza		**96**	**71 (74%show**	**HESI**	**271**
Mid-Valley		**37**	**31 (84%show)**	**HESI**	**71**
Pecan Plaza				**HiSET**	**5**
TOTAL:	**101**	**405**	**319 (79% show)**		**967 – 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 600 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 PLACEMENT REPORT

TSI Scores: by placement score November 2020			
READING		**READING**	
Monthly (11/01/20-11/30/20)		**Year To Date (09/01/20 – 11/30/20)**	
College ready (351+)	55	**College Ready** (351+)	107
Holistic Placement (349-350)	8	Holistic Placement (349-350)	20
Developmental Ed (342-348)	37	Developmental Ed (342-348)	73
ABE Level 6 (Developmental Ed)	8	ABE Level 6 (Developmental Ed)	19
ABE Level 5 (Developmental Ed)	24	ABE Level 5 (Developmental Ed)	51
ABE Level 4	2	ABE Level 4	10
ABE Level 3	0	ABE Level 3	0
ABE Level 2	0	ABE Level 2	2
ABE Level 1	0	ABE Level 1	0
Total	**134**	**Total**	**282**
MATH		**MATH**	
Monthly (11/01/20-11/30/20)		**Year To Date (09/01/20 – 11/30/20)**	
College Ready (350+)	27	**College Ready** (350+)	53
Holistic Placement (348-349)	4	Holistic Placement (348-349)	11
Developmental Ed (336-347)	36	Developmental Ed (336-347)	78
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	34	ABE Level 5 (Developmental Ed)	87
ABE Level 4	18	ABE Level 4	45
ABE Level 3	3	ABE Level 3	14
ABE Level 2	2	ABE Level 2	6
ABE Level 1	1	ABE Level 1	2
Total	**125**	**Total**	**296**
Writing		**Writing**	
Monthly (11/01/20-11/30/20)		**Year To Date (09/01/20 – 11/30/20)**	
College Ready (340 & 4+ Essay or 5+)	86	**College Ready** (340 & 4+ Essay or 5+)	169
Developmental Ed (310-390 & 0-4 Essay)	12	Developmental Ed (350-362 & 0-4 Essay)	33
ABE Level 6 (Developmental Ed)	1	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	2	ABE Level 5 (Developmental Ed)	4
ABE Level 4	5	ABE Level 4	10
ABE Level 3	1	ABE Level 3	4
ABE Level 2	0	ABE Level 2	0
ABE Level 1	0	ABE Level 1	1
Total	**107**	**Total**	**222**
Data retrieved from College Board Accuplacer			

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
16899	Student Contacts, Outreach & Virtual Appointments
2098	CTE Student Contacts
267	Student & Alumni Registered on CCN
52	Student & Alumni Resumes Revised/Uploaded on CCN
5	New Employer Registered on CCN
24	Jobs posted to CCN
3	Workshops Presented
22	Resumes Reviewed Online by Employers via CCN
1875	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

- **Job Development**
  - Alamo Economic Development Corporation – 1 job posting
  - Alamo Law Center, PLLC – 1 job posting
  - Bridgestone Retail Operations, LLC. – 2 job posting
  - Coreslab Structures (Texas) Inc. – 1 job posting
  - Cytech Heating & Cooling – 1 job posting
  - Gartner – 3 job posting
  - Hudson Institute – 1 job posting
  - PMG, Inc. – 3 job posting
  - Richard's Pharmacy – 1 job posting
  - The Borgen Project – 8 job posting
  - Vaddo, Inc. – 1 job posting
  - Villeda Law Group – 1 job posting
- **Presentations/Workshops**
  - Creating Your Career Portfolio Virtual Workshop
- **Employer Outreach**
  - Gartner Company
  - Vaddo, Inc.
  - Coreslab Structures (Texas) Inc.
  - Richard's Pharmacy

    - DHR
    - Alamo Economic Development Corporation
    - Cytech Heating & Cooling Company
    - Villeda Law Group
- Employer Registrations
    - Alamo Law Center, PLLC
    - Aspiryon, LLC
    - Hudson Institute
    - Richard's Pharmacy
    - Villeda Law Group

Coordination of Upcoming Events

- CES staff met with Medical Assistant Technology (MAT) faculty, Laura Singleterry and Sarah Hoyuela, to provide CES overview and coordinate Career Readiness Project which will serve over 50 MAT students and involve career portfolio presentations, reviews, and mock interviews.
- CES NAH staff met with LVN faculty to discuss in class presentation for December 2020 cohort.
- CES staff met with a vendor representative of *Interview Stream*, to plan for the roll out of the newly acquired virtual interviewing technology platform, obtained by CES, in order to enhance the virtual interview process for students, alumni and faculty.
- CES is in the planning stages with the Lower Rio Grande Valley Management Team, Workforce Solutions Rehabilitation Services Division regarding a collaborative initiative for hosting a combination job fair/career exploration/student support services virtual event for late March 2021.

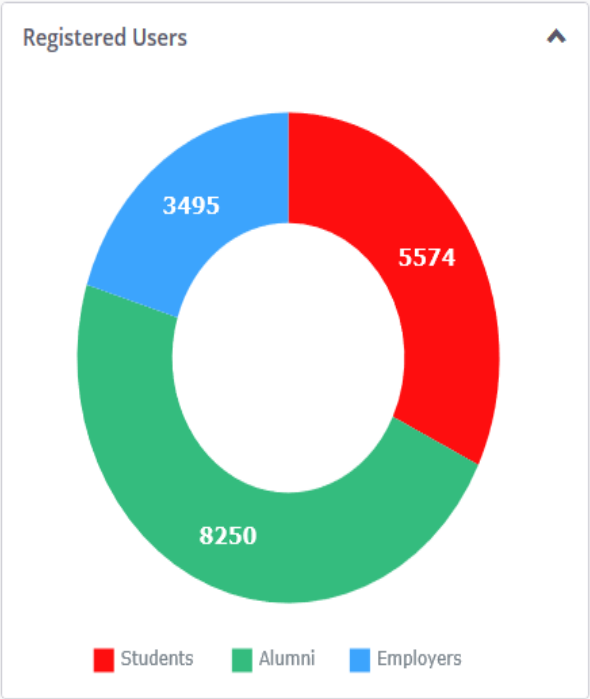
MEETINGS AND MISCELLANEOUS INFORMATION

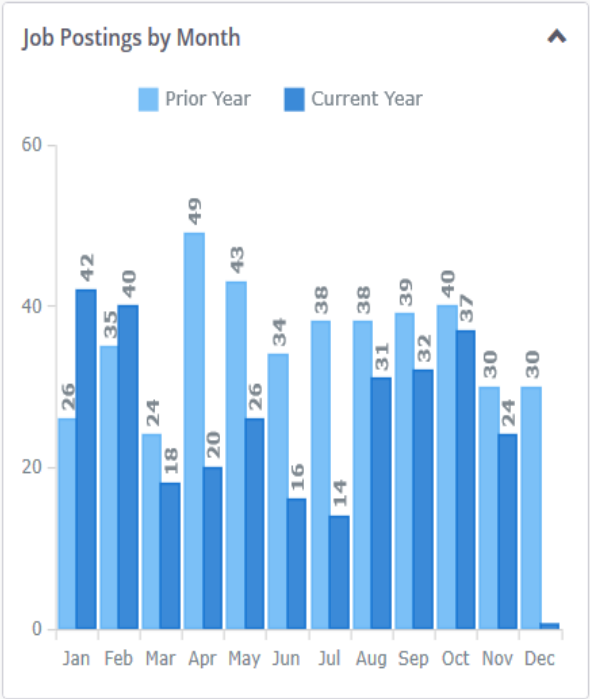
Meetings & Miscellaneous information

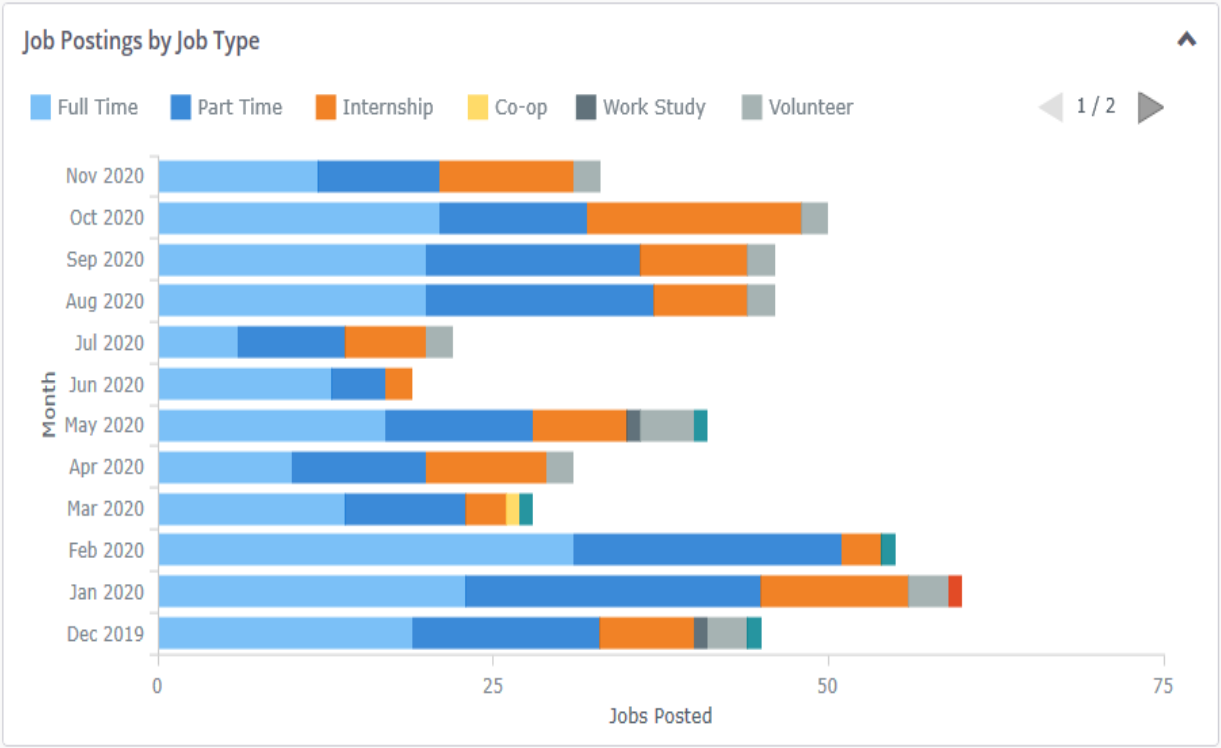
- CES staff conducted virtual mock interviews with Dr. Saint Pierre, of the MHSM program, for the Fall 2020 BAT MHSM cohort as well as reviewing student resumes and cover letters.
- CES staff participated in a preliminary planning meeting with Texas Workforce Solutions Rehabilitation Services Division representatives regarding a collaborative initiative of hosting a combination career transition job fair/career exploration/student registration support services virtual event for late March 2021.
- CES staff conducted virtual mock interviews with Dr. Conje, of the TMGT program, for the Fall 2020 TMGT Capstone cohort as well as reviewing student resumes and cover letters.
- CES staff conducted virtual mock interviews with Dr. Patricia Blanco, of the BASOL program, for the Fall 2020 BASOL Capstone II cohort as well as reviewing numerous student resumes and cover letters.
- CES staff conducted virtual mock interviews with Dr. Sandra Treviño, of the BASOL program, for the Fall 2020 BASOL cohort as well as reviewing numerous student resumes and cover letters.
- CES staff attended a Jaguar Experience event planning meeting with Dual Credit and Texas Workforce/Vocational Rehab regarding EVF platform.
- CES NAH staff created and submitted Blackboard messaging for Medical Assistant Career Readiness Project, shared with 54 students total.
- CES NAH staff facilitated 11 virtual mock interviews for the BAT Medical Health and Services Management program.
- CES NAH and CTE staff facilitated 8 virtual mock interviews in collaboration with Medical Assistant Technology (MAT) program.
- CES staff conducted virtual mock interviews with Dr. Ruben Flores, of the BASOL program, for the Fall 2020 BASOL cohort as well as reviewing numerous student resumes and cover letters.
- CES staff attended CLE Student Success Hub meeting, discussed departmental outlines, student focus groups, and breakdown of site building.

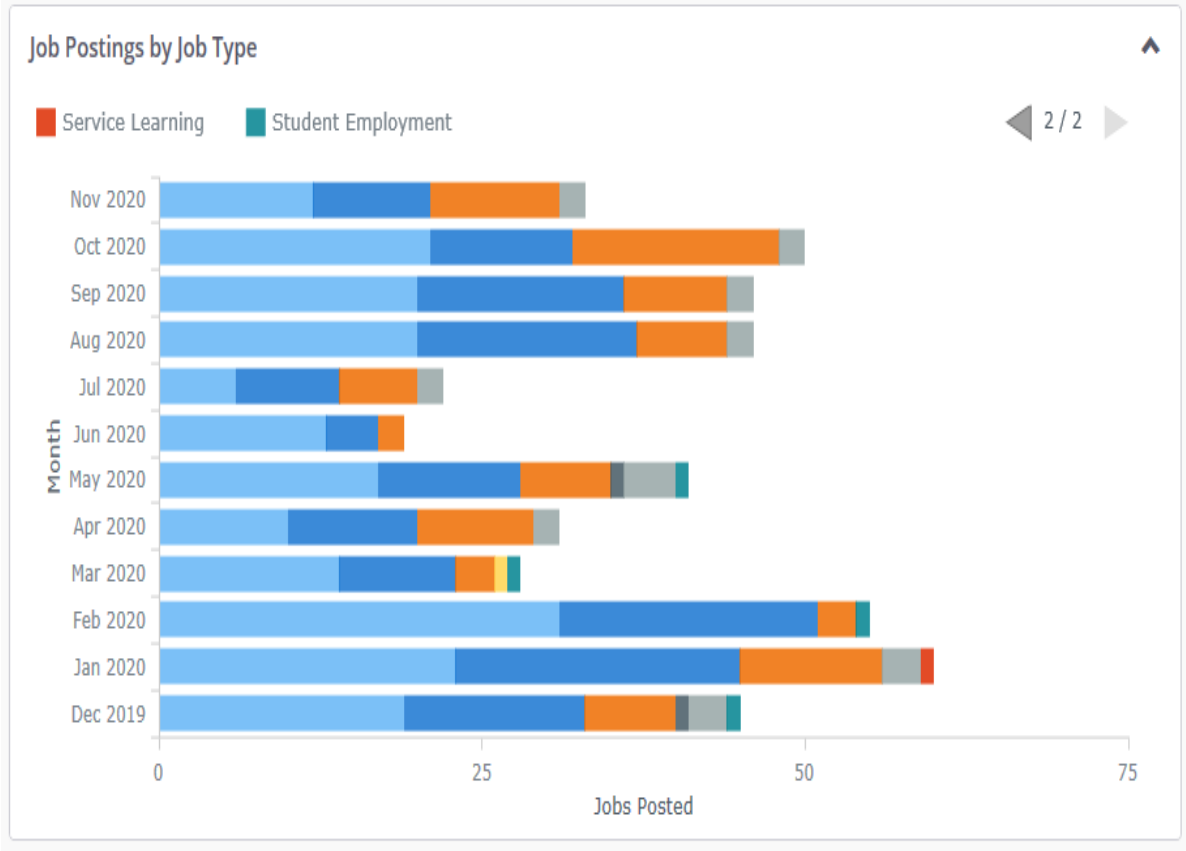
- CES staff attended a CES departmental meeting to discuss the Jaguar Experience event, staff expectations, the CCN bulk upload, and website updates.
- Bulk upload account activation email blast via CCN on CES resource to currently enrolled 16,309 STC students.
- CES is continuing a collaborative partnership and implementation of CES support for the BSN program and program applicants.
- Contacted CTE student & alumni for potential welding employment opportunity (119 alumni/ 24 students)
- Promoted DHR Virtual Hiring fair to NAH majors via CCN, 383 students and 798 alumni.
- Promoted Registered Nurse – DHR Hiring Event to 343 ADN alumni via CCN.
- Promoted Virtual Workshops to Medical Assistant Program via CCN, 49 students and 83 alumni.
- CES participated in the Tech Campus Program Chair meeting and introduced the Texas Workforce/Vocational Rehabilitation's EVF virtual fair platform for the upcoming Jaguar Experience event for spring semester.
- CES NAH staff met with representatives for Richard's Pharmacy to discuss employer services, employment opportunities, and student outreach efforts. CES promoted the job posting to 113 Pharmacy Tech students/alumni.
- CES staff contacted CTE student & alumni for potential precision manufacturing employment opportunity (59alumi/ 108 students)
- Reviewed *9 tips for Mastering Your Next Virtual Interview,* Harvard Business School article.
- Reviewed *How to Dress for a Zoom Job Interview*, CareerToolBelt.com article.
- Researched, compiled information, and created Virtual Interview presentation.
- Reviewed "*How CTE Education in High School Improves Outcomes*," Fordham Institute article.
- Reviewed "*How Aligned is CTE to Local Labor Market Trends"*, Fordham Institute article.
- Attended webinar "*In their own words; student challenges in the pandemic*"
- Reviewed "*In Their Words: Student Challenges in the Pandemic"*, Inside HigherEd webinar.
- Reviewed "*Appointment Scheduler"*, College Central Network webinar.
- Attended OPOD training, "*How to Promote a Smoke Free Campus".*
- CES NAH and CTE staff facilitated virtual mock interviews in collaboration with Medical Assistant Technology (MAT) program.
- CES is preparing the Institutional Effectiveness (IE) Plan.
- CES is monitoring the construction for the Mid-Valley Career Center.
- 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 Director is currently participating in the Excelencia in Education's 2020 Seal of Excelencia Leadership Institute initiative.
- CES is collaborating with PSJA ISD regarding the PSJA Parent Pathways Initiative.
- Updated email script to help mitigate student registration obstacles and to provide guidance regarding TSI requirements and the registration/appointment process.
- Updated articles for the Career Insights section of the CES webpage
- 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 is researching and developing curriculum vitae and letter of intent resources and templates to assist BSN Program admission process
- 1 student walk in
- 60 Resume Revisions via CCN
- 78 student appointments.

- **College Central Network Logistics**

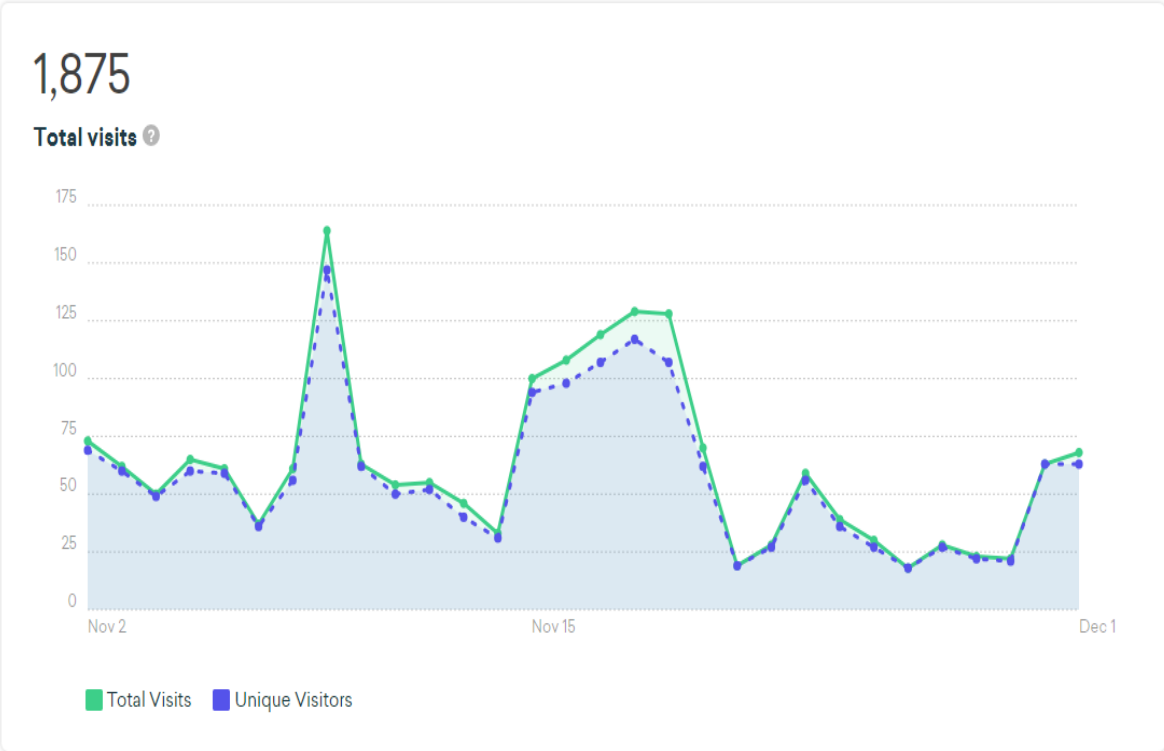








Career Coach



OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

November 2020

- The Office of the Ombuds had a phone consultation with Sinclair College Ombuds.
- The Office of the Ombuds conducted a virtual Dispute Resolution Student Academy.
- The Office of the Ombuds attended the International Ombuds Association "The on Ombuds support role: supporting the administrative role in the Ombuds office," webinar.
- The Office of Student Rights & Responsibilities attended the ICCR webinar "protective Orders in Texas: The basics and beyond"
- The Office of the Ombuds conducted the Dispute Resolution Student Academy Make-up sessions 3 and 4

OFFICE OF STUDENT CONDUCT

November 2020

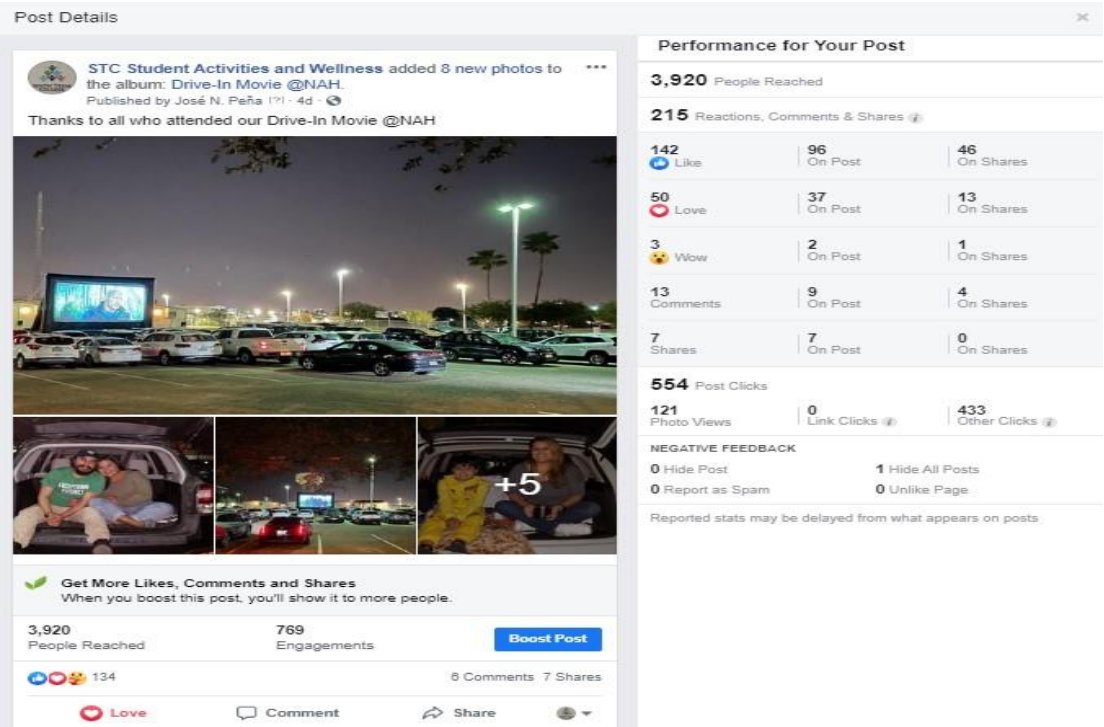
- The Office of Student Conduct had a meeting with Sam Houston State University and Louisiana State University on the development of Title IX Mediation Programs due to Department of Education regulations.
- The Office of Student Rights & Responsibilities attended the ICCR webinar "protective Orders in Texas: The basics and beyond"
- The Office of Student Conduct attended the Ohio State University "A conversation on the role of ADR on resolving issues of gender-based violence" webinar.
- The Office of Student Conduct registered for Title IX training.

BEHAVIORAL INTERVENTION TEAM

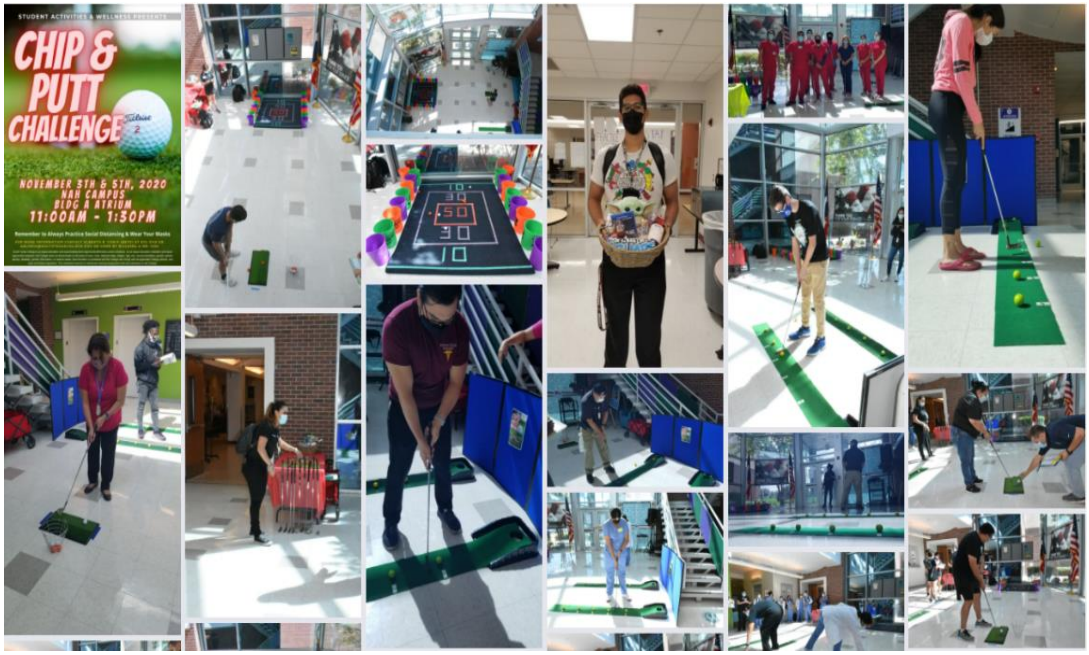
November 2020

- The Behavioral Intervention Team had a meeting.

- Drive-In Movie (NAH)



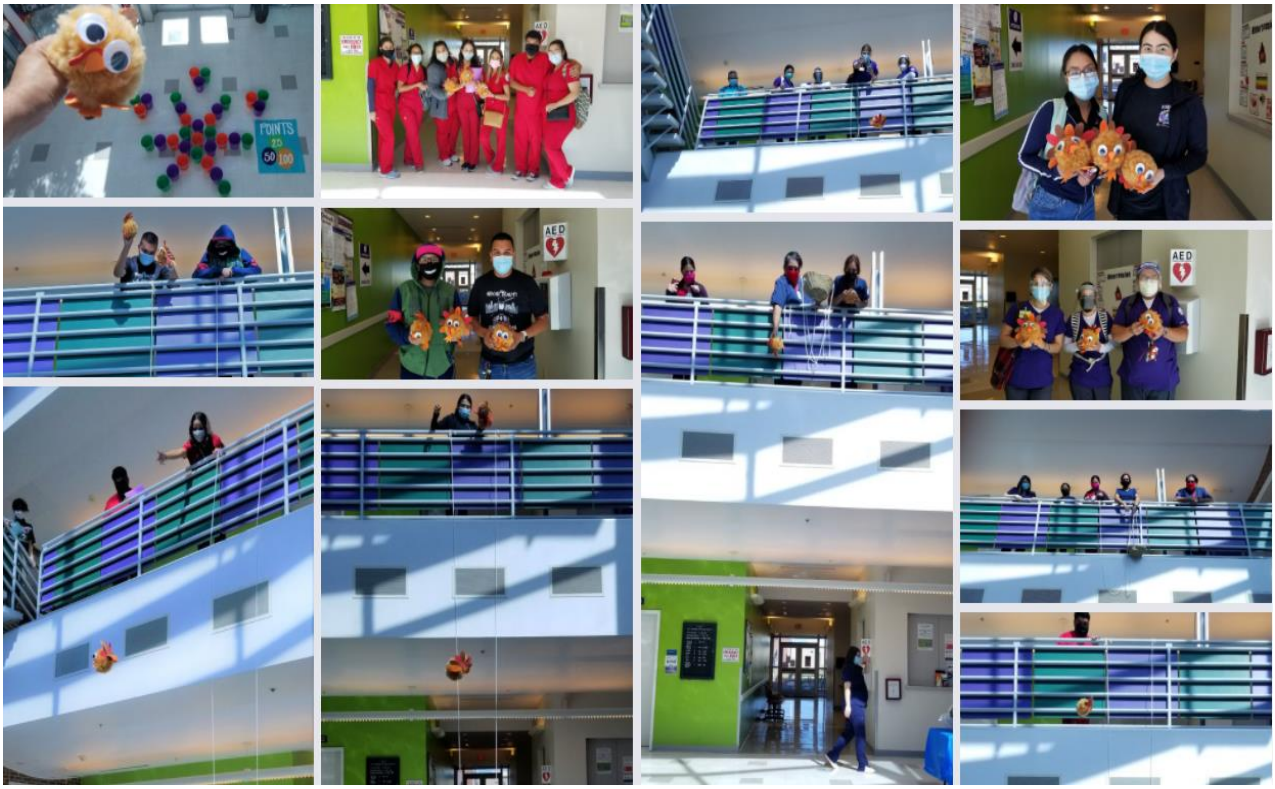
- Chip & Putt Challenge - Mini Golf Tournament (NAH)



- Veterans Day Appreciation Video released on Veterans Day

- Mini-Canvas Painting (Pecan & NAH)

- Turkey Drop (NAH)



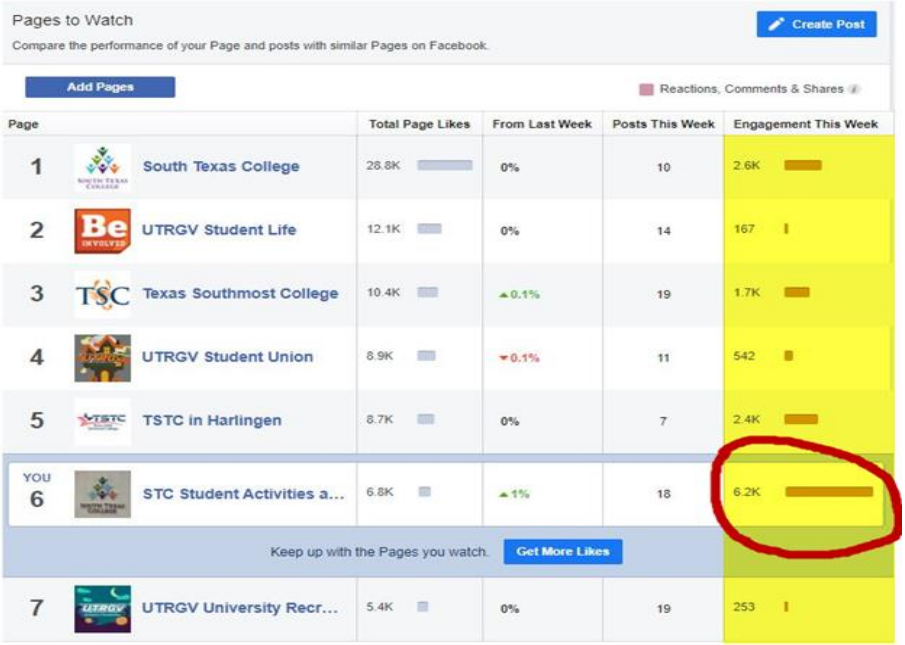
- 4v4 Flag Football Tournament

- 5V5 Softball Tournament

- Student Government Association virtual meetings (district wide)
- Student Government Association Meet and Greet (NAH)
- Student Leadership Academy Workshops (district wide)
- Participation in a Virtual Presentation sponsored by the Academies & High School Projects Department
- Participation in the Disability Awareness Fair (Virtual)
- Food Pantry operations (Pecan, Mid-Valley & Starr)
- Cap and Gown Distribution (Pecan, Mid-Valley & Starr)
    - Social media posts promoting events, intramural sports, etc (www.facebook.com/stcsaw)

Facebook Engagement

Stats obtained November 2, 2020 (Engagement)



Pages to Watch

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

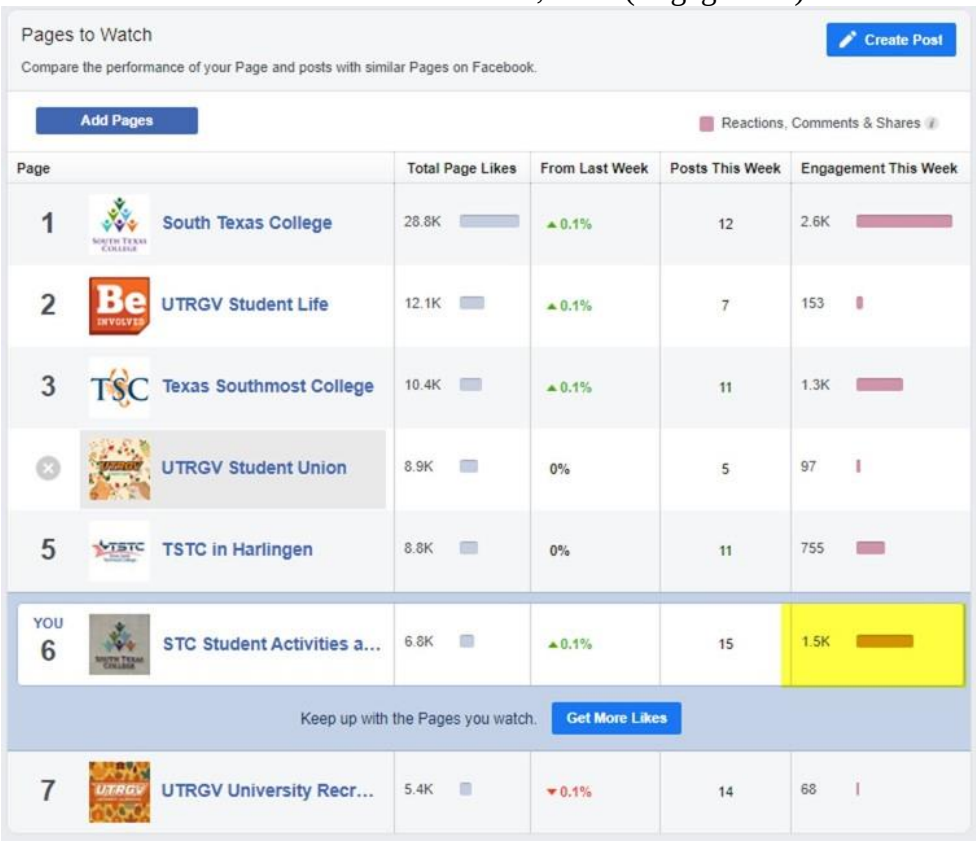
Create Post

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

Stats obtained November 23, 2020 (Engagement)



Pages to Watch

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

Create Post

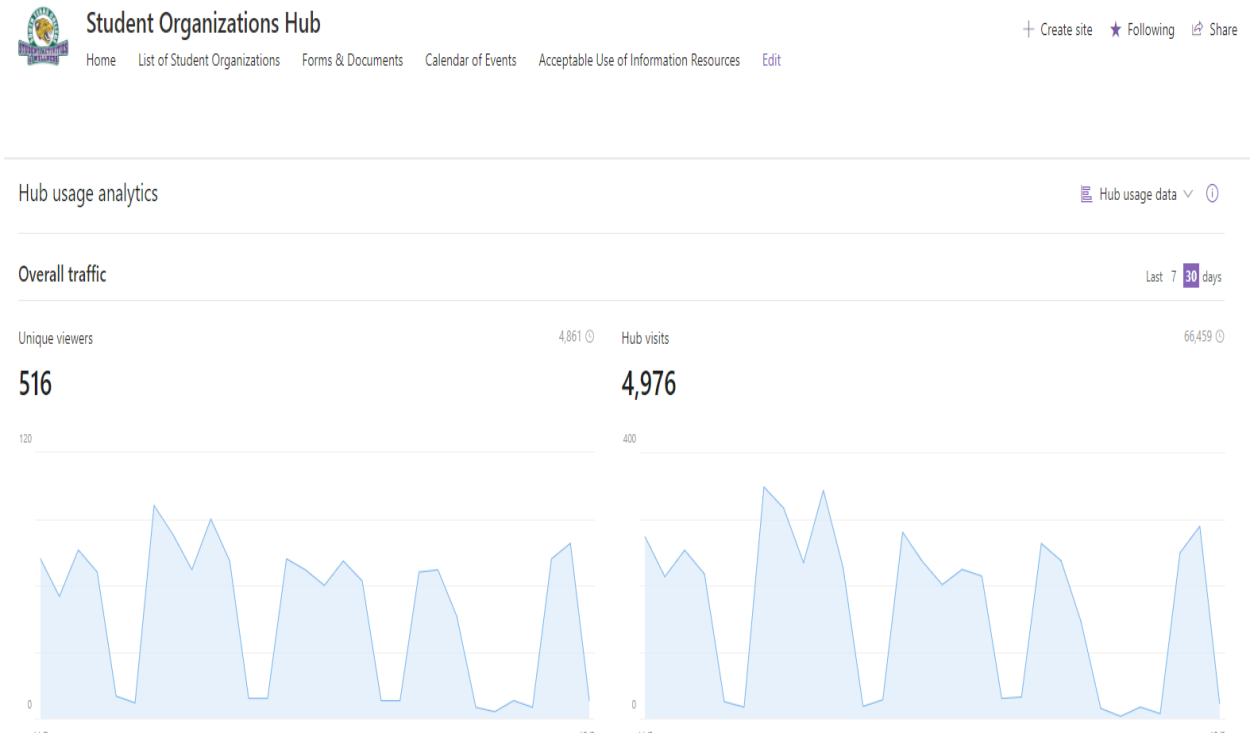
Add Pages

Reactions, Comments & Shares

Page		Total Page Likes	From Last Week	Posts This Week	Engagement This Week
1	South Texas College	28.8K	▲0.1%	12	2.6K
2	UTRGV Student Life	12.1K	▲0.1%	7	153
3	Texas Southmost College	10.4K	▲0.1%	11	1.3K
	UTRGV Student Union	8.9K	0%	5	97
5	TSTC in Harlingen	8.8K	0%	11	755
YOU 6	STC Student Activities a...	6.8K	▲0.1%	15	1.5K
7	UTRGV University Recr...	5.4K	▼0.1%	14	68

Keep up with the Pages you watch. Get More Likes

Student Organizations Hub SharePoint reached about 516 unique users (students, faculty and staff) last 30 days



Student Organizations Hub

Home | List of Student Organizations | Forms & Documents | Calendar of Events | Acceptable Use of Information Resources | Edit

+ Create site | Following | Share

Hub usage analytics

Hub usage data

Overall traffic

Last 7 30 days

Unique viewers 4,861

516

Hub visits 66,459

4,976

Mid-Valley	1	13	51	39	59	15	178
NAH	1	15	24	10	23	21	94
Pecan	1	35	122	159	102	256	675
Starr Co.	3	12	41	41	18	48	163
Technology	0	3	14	38	76	111	242
Total	6	78	252	288	278	451	1352

Counseling & Student Accessibility Services

Counselor Student Contacts							
Campus	**Career/ Transfer Svcs.**	**Pregnant & Parenting Svcs.**	**Academic Counseling-Probation/ Suspension**	**Mental Health**	**Student Accessibility Svcs.**	**Other Services**	**Total**

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 Division Leader 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
- AIM Implementation Timeline Meeting
- AIM Eligibilities Set-up Meeting
- Hidalgo County Family Violence Taskforce Meeting
- Disability Awareness Day Planning Meetings and Event
- Rio Grande Valley Anti-Human Trafficking Task Force Monthly Meeting

- AAWCC November Membership Meeting
- Stakeholders Meeting, Coalition for Empowering Children and Families

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Microsoft Teams Live Events:

- Walking Des Wonders
- Using Music to Cope with Stress
- Creative Visualization-Imagination to Reality
- Positive Self Talk
- What Does A Healthy (romantic) Relationship Look Like
- Managing Anxiety
- Setting Healthy Boundaries
- Imposter Syndrome
- Stress Management/Self-Care for College Students
- Creating Healthy Habits
- Beyond Trauma
- How Important is Your GPA?

Virtual Faculty/Staff Orientations
ASL Workshops:

- ASL (American Sign Language) Interpreting in the time of COVID-19
- ASL Safety and Security Signs Officers Should Know
- What's the role of the interpreter and is the interpreter the clarifier?
- American Sign Language Classifiers

COVID-19 Support Group: Jaguars United from Home
Wellness Wednesdays
Disability Awareness, High School Transition and Community Health Fairs
Sexual Assault Awareness Presentation to Law Enforcement

PROFESSIONAL DEVELOPMENT

- Redirecting the Pipeline: A Focus on Solutions
- Best Practices for Courts serving Individuals with MI or IDD Conference
- AHEAD Fall 2020 Webinar Series: Access Considerations for Students with Disabilities During COVID-19
- AHEAD Fall 2020 Webinar Series: Designing Accessible Online Learning: Tips You Can Share

Interpreting Services Report	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	**99**
Post-Production ASL Interpreted Lectures (Asynchronous)	21
Post-Production ASL Interpreted Videos (Asynchronous)	79
Interpreted for Admissions/Enrollment	5
Interpreted for Advising/PASS	2
Interpreted for Financial Services	3
Interpreted for Testing Services	1
Interpreted for Counseling Services and Student Disability Services	2
Interpreted orientation/outreach	0
Interpreted Tutoring Services	0
Telephone/Email Contacts with Students	38
Interpreter Hosted Workshops	2
Interpret student and/or instructor meeting	3
Other	96
Total number of services provided	352
Total number of interpreted hours	325

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	13
Contacts with SDS Students	56
Assist Students in Registration Process	11
Additional Services	**Number of services/interns/interpreters**
Observing part-time Interpreters	9
Professional development	2
Assign Cases to Counselors	12
Total	**106**

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 1,806 contacts with students were conducted by Academic Advisors and PASS Program Advisors in November 2020 including QLESS Advising Appointments
  - Received/managed all student advising requests received via email, telephone, and QLESS and assigned them to an advisor for individualized education planning via email, phone calls and Zoom sessions
  - Advisors conducted testing of Jagnet updates in testing and provided valuable feedback to IS&P; DW update has been rescheduled for first week of December;
  - 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-** Held CATP training. The new cohort will be provided; with up to 20 presentations on an array of services and programs within STC, the processed is to be virtual; there are 11 participants.
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports and activities for processing for the month; contacted student mentors during November, weekly and held staff meetings through the MS Teams on the 5th,12, 19thand 23rd; they are doing webinars as part of their staff development. Interviewed and hired two new students; NOE's were processed 18th th of November; Planning on recruiting 1 new student mentor for spring term depending on funding; Student Mentors have started call center initiatives to assist with FTIC's to outreach for the spring term;
  - **Beacon Mentoring Program** –11 sections are participating and in place for the term; four virtual visits are recommended for the term; presentations topics include financial *aid, final exam preparation, etc*.
- **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;
  - Class schedules for PASS Program participants are being collected for the textbook lending library service;
  - 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 and participated in meetings with grants office on Perkins requirements and new Time and Effort requirements

PARTICIPATED IN THE FOLLOWING

B. Participated/Working on the Following:

- **Guided Pathways-** Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; – participated in virtual Institute with focus on strengthening career services for students and completion of action plan
- **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; held meeting with QEP Advisory Committee

- **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

C. Preliminary Forms

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

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. SHIRLEY A. REED, PRESIDENT

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

DATE: DECEMBER 9, 2020

SUBJECT: ACTIVITY REPORT FOR NOVEMBER 1, 2020 THROUGH NOVEMBER 30, 2020

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, President's Administrative Staff Virtual Meeting, 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 Teams call on Financial Advisor item to be presented to Board of Trustees with Assistant Comptroller.
  - Held conference call on Annual Security Verification of User Permissions in Cash Draw and Expenditure Reporting System with Comptroller.
  - Held conference call on Coronavirus Aid Relief, and Economic Security (CARES) Institutional Fund with Comptroller and Deputy Assistant Secretary of Higher Education Programs.
  - Held Teams call on Food Services FY 2020 - 2021 budget changes with Comptroller and Budget Manager.
  - Held Teams call to discuss Popular Annual Financial Report (PAFR) distribution with Comptroller and Associate Comptroller.
  - Held conference call on Coronavirus Aid Relief, and Economic Security (CARES) Act write-up for Board item with Comptroller.
  - Held conference call on scholarship item write-up for Board item with Budget Manager.
  - Held Teams call on Childcare Waived Tuition with Comptroller and Accounting Group Manager.
  - Held Teams call to discuss Workforce Solutions Mid-Valley Childcare Center sponsored students accounts.
- Accountability, Risk, and Compliance:
  - Held Teams call on Scope of Work for Faculty and Administrative Staff Cost and Productivity Study with Director of Accountability, Risk, and Compliance, Interim Director of Human Resources, Compensation and Payroll Manager, and Comptroller.
  - Held Teams call on Student Travel Waiver revisions with Director of Accountability, Risk and Compliance and Risk Manager.

- Heald Teams call on Student Travel Waiver revisions with Director of Accountability, Risk and Compliance, Risk Manager, Director of Student Activities and Wellness, and Legal Counsel.
- Held Teams call on COVID-19 related retention records with Director of Accountability, Risk and Compliance, Accountability and Compliance Manager, and Accountability Assistant.
- Attended several meetings on revisions for draft Policy #2500: Records Management with Accountability, Risk, and Compliance staff.
- Attended meeting on Title IX Hearing Officer role with Director of Accountability, Risk, and Compliance.
- Attended conference call on Title IX with Contracts Manager and Institutional Equity Officer.
- Held discussions on metrics for Incident Analysis and Response process and various projects with Director of Accountability, Risk, and Compliance.
- Attended meetings and several conference calls on Title IX Transition Action Plan and research with Accountability, Risk and Compliance Support Specialist.

- 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 several Teams calls 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 to discuss Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation, with Interim Director of Human Resources and Legal Counsel for personnel services.
  - Held Teams call on Policy #4307: Sick Leave, with Interim Director of Human Resources and Legal Counsel for personnel services.
- 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.
  - Held conference call to discuss Facilities and Upcoming Projects with Director of Facilities Planning and Construction and Project Managers.
  - Attended Teams call to discuss Pecan Campus Volleyball Courts project with Facilities Planning and Construction Project Manager and Legal Counsel.
- 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.
  - Held Teams call on Title IX Procedures with Institutional Equity Officer, Contracts Manager, and Accountability, Risk and Compliance Specialist.
  - Held conference call on Title IX review of cases with Institutional Equity Officer.
  - Held conference call to discuss additional policies needing changes to accord with Policy #4216: Freedom from Harassment, Discrimination, Sexual Misconduct, and Retaliation; Title IX Case Review; Record-keeping for Title IX discrimination cases.
  - Held conference call to discuss composition of Title IX Team, Behavioral Intervention Team (BIT), and cases with Institutional Equity Officer, Legal Consultant from The National Center for Higher Education Risk Management Group, LLC (TNG)/Association of Title IX Administrators (ATIXA), Director of Counseling and Student Accessibility Services, and Dean of Students.
  - Attended Teams meetings to discuss Title IX Deputy Officer positions with Institutional Equity Officer and Director of Counseling and Student Accessibility Services.
- Director of Purchasing:
  - Held Teams call on Financial Advisor Evaluation Criteria Samples with Director of Purchasing.
  - Held Teams call on Financial Advisor item with Legal Counsel and Director of Purchasing.
  - Held Teams call on solicitation of legal counsel and bond counsel item with Director of Purchasing and Legal Counsel.

- Held Teams call on legal counsel write-up with Director of Purchasing.

- Department of Public Safety:
  - Held discussion on Transportation Services Plan with Public Safety and Transportation Services Manager and Finance and Administrative Services Project Manager.
- 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 conference call on Institutional Effectiveness (IE) Plan updates with Finance and Administrative Services Project Manager.
  - Held Teams call on Chief of Police Interviews with Search Committee.
  - Met to discuss FY 2019 - 2021 mid-biennium updates to Institutional Effectiveness plan with Finance and Administrative Services Project Manager.
  - Held conference call on Non-Employee Incident Reporting with Finance and Administrative Services Project Manager.
  - Held Teams Search Committee Meeting for Director of Human Resources position.
  - Held Information Technology (IT) Projects Status Update Meeting with Human Resources staff, Business Office staff, and Finance and Administrative Services Project Manager.
  - Held conference call with Texas Association of School Boards (TASB) representative and Interim Director of Human Resources on an issue.
  - Participated in Virtual Open Forum for Candidate for Chief of Police position.
  - Held Teams call on House Bill 1735 with Vice President for Student Affairs and Enrollment Management, Dean of Student Affairs, and Director of Counseling.
  - Held Teams call on Finance and Administrative Services Staffing Requests with Project Manager.
  - Held discussion on Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Finance and Administrative Services Project Manager.
  - Held discussion on Safety Committee update with Finance and Administrative Services Project Manager.
- Participated on Webinars/Webcasts
  - Two (2) NACUBO Webinars on Master Class Series: Financial Transformation During COVID-19.
  - Attended Zoom Association of Certified Fraud Examiners (ACFE) San Antonio Chapter Monthly Meeting.

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.
  - Reviewed Coronavirus Aid, Relief and Economic Security (CARES) Act Institutional Fund.
  - Reviewed Fiscal Year 2020 Financial Audit.
  - Revised monthly Legislative Budget Board COVID-19 Cost Survey Report.
- Human Resources:
  - Reviewed updates on status of COVID-19.

- 2018-2019 Performance Appraisals - Prior Year.
- 2019-2020 Performance Appraisals - Current Year.
- Reviewed Policy #4307: Leaves of Absences.
- Reviewed Policy #4216: Freedom from Harassment, Discrimination, Sexual Misconduct, and Retaliation.
- Reviewed Policy #4316: Leave Without Pay.

- Facilities Planning and Construction:
  - Reviewed progress of Facilities Planning and Construction projects.
- Accountability, Risk, and Compliance:
  - Reviewed Policy #2500: Records Management.
  - Reviewed Administrator Cost and Productivity Study Methodology Metrics Research.
- Other:
  - Reviewed Employees Working from Home Reports for office staff and Directors.
  - Reviewed Title IX Weekly Reports.
  - Reviewed Title IX Team Roster.
  - Reviewed updates on Status of COVID-19 Cases Report.
  - Reviewed FY 2021 Project Status.
  - Worked on College-Wide Safety Committee.
- Board Committee Meeting or Board Meeting:
  - Prepared to present at October meetings on the following items:
    - 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.
  - Started working on the following items for December meetings.
    - Fiscal Year 2020 Financial Audit
    - Award of Proposals, Rescind of Award, Purchases, and Renewals
    - 2020 Tax Roll/Tax Levy for Hidalgo and Starr Counties
    - Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties
    - Revise Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation
    - Revise Policy #4316: Leave Without Pay
    - College's Action Plan Regarding the Change of Guidance from the Department of Education on the Use of Coronavirus Aid, Relief, and Economic Security (CARES) Act Institutional Funds
    - Unrestricted Fund, Restricted Fund, and Auxiliary Fund Budget Amendments for FY 2019 – 2020 Due to Change of Guidance from the Department of Education on the Use of the Coronavirus Aid, Relief, and Economic Security (CARES) Act Institutional Funds
    - Proposed Auxiliary Fund Budget Amendment for FY 2020 – 2021 to Allocate $50,000 from the Auxiliary Fund Balance to Increase the Micro Grant Scholarship Fund in the Spring 2021 Semester
    - Legal Services
    - Distribution Method of Popular Annual Financial Report (PAFR)
- Project Managers:
  - Assisted on COVID-19 Legislative Budget Board (LBB) Survey Report for the month of October 2020 with Comptroller.

- Worked on Finance and Administrative Services (FAS) Key Note with Finance and Administrative Services Directors for month of October 2020.
- Worked on Finance and Administrative Services Frozen/Vacant Positions 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.
- Worked on Required Safety Precautions requested.
- 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 position 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 and 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 Record Custodians with Risk Manager.
- Assisted on Employee Incident Reporting 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 FY 2019 - 2020 Performance Appraisals with Human Resources Specialist Employee Relations and also with Finance and Administrative Services Directors.
- Worked on Finance and Administrative Services (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.
- Worked on weekly Cabinet updates.
- Reviewed and assisted in development of Facilities Committee and Finance Committee packet.
- Worked on legal counsel log and confirmed activities stated on invoices sent by legal counsel.
- Worked on updating comprehensive plan for Capital Improvement Projects with actual expenditures for Fiscal Year 2019 – 2020 with Accounting Group Supervisor.
- Worked on updating comprehensive plan for Renewal and Replacement Projects with actual expenditures for Fiscal Year 2019 - 2020 and requested a review of future projects from Facilities Planning and Construction with Accounting Group Supervisor.
- Finalized Transportation Services Operational Plan for Spring 2021 Semester write-up to be presented to Finance, Audit, and Human Resources Committee for approval at November Board meeting.
- Finalized 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 Finance, Audit, and Human Resources Committee for approval at November Board meeting.
- Finalized Food Services Operational Plan for Spring and Summer 2021 Semester write-up to be presented to Finance, Audit, and Human Resources Committee for approval at November Board meeting.
- Followed up with Access Esperanza Clinic to inquire about renewal of services for following year.

- Developed a tracking sheet to provide updates to Vice President for Finance and Administrative Services and division departments on status of staffing positions.
- Worked on revisions to justification memos requesting Vice President's approval on staffing positions with division departments.
- Worked on monthly construction report that is included in Facilities Committee packet.
- Worked on updates to Food Services webpage and marketplace menu with Auxiliary Accountant.
- Coordinated to request Daily Lunch Specials from Food Services staff members.
- Worked on Guest Speaker Agreement Form for Spring 2021 Professional Development Day and received signatures from both parties.
- Coordinated and participated in a conference call with Associated Dean of Professional and Organizational Development on Division's plan for Spring 2021 Professional Development Day.
- Worked on requesting a small equipment inventory from each cafeteria with Food Services staff member.
- Continue to work on Internal Controls memo related to cash handling procedures with Auxiliary Accountant.
- Assisted on request for information on future new Continuing Education Building for Special Assistant to the President for Continuing Education.
- Coordinated on request for a Zoom link to schedule a virtual open forum for Chief of Police position with Audio Visual Events Manager from Educational Technologies and Service Delivery Manager from Information Technologies.
- Worked on Keynote Message to employees regarding candidate for Chief of Police Zoom Forum.
- Assisted on evaluation questions for Chief of Police forum.
- Coordinated to convert the evaluation questions for Chief of Police to an electronic submission using Microsoft Forms with Records Technician from Office of Human Resources.
- Participated in conference calls on updates to daily operations with Food Services staff members.
- Assisted Human Resources by drafting a letter to Food Services staff members.
- Assisted the Administrative Specialist for Board Relations with updates regarding Food Services Board agenda write-up.
- Reviewed preliminary agenda write-up for December 2020 Facilities Committee packet.
- Participated in Chief of Police Virtual Zoom Forum meeting.
- Worked on request for statistical data regarding COVID-19 confirmed cases reported by the employees and students with Department of Public Safety, Human Resources, and Accountability, Risk, and Compliance.
- Worked on COVID-19 dashboard with Graphic Designer.
- Assisted Facilities Planning & Construction on option comparisons for a Regional Center for Public Safety Excellence survey.
- Coordinated to request access to use Microsoft Power BI to graph COVID-19 statistic with Service Delivery Manager from Information Technologies.
- Assisted on email message on Board update regarding operations for Food Services Department.
- Worked on marking up revisions for Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and a clean copy of revisions for Finance, Audit, and Human Resources Committee scheduled in December 2020.
- Coordinated on closure plan for Food Services related to fixed asset inventory, small equipment inventory, and consumable inventory with the Auxiliary Accountant.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended call on Bond entries with external auditor.
- Attended call on Coronavirus Aid Relief, and Economic Security (CARES) Act grant for Institutional Funds with external auditor.
- Attended call to discuss deferred revenue schedule with external auditor.

- Participated in conference call to discuss Interlibrary loan grant with Director of Compliance and Grants Agency.
- Attended meeting to discuss Chrome River status with Travel department.
- Attended meeting to discuss grant initiation and awarded department staff for new grant with Compliance staff.
- Attended meeting to discuss upcoming projects with Accounts Payable staff.
- Attended call to discuss Popular Annual Financial Report (PAFR) distribution with Vice President for Finance and Administrative Services.
- Attended President's Administrative Staff meeting.
- Attended status call with external auditor and Business Office staff.
- Attended Teams meeting to discuss issues on new travel system with System Analyst.
- Attended Teams meeting to discuss upcoming upgrades for new travel system.
- Attended Recurring Manager Meeting with office staff.
- Attended virtual open forum for Chief of Police candidate.
- Attended Zoom meeting to discuss pending issues on new travel system with vendor consultant.
- Joined Teams meeting on creating a department Teams to assist students virtually during the winter break with Client Services Analyst II.
- Joined Teams meeting to discuss Bank 3 reconciliations.
- Joined Teams meeting to discuss billing and award process with Childcare department.
- Joined Teams meeting to discuss Jagnet redesign for faculty and students with JagNet Content Committee.
- Joined Teams meeting to discuss unpaid report parameters and data requests with Information Technology staff.
- Met to discuss Continuing Education student award process with Cashiers staff.
- Met to discuss statistical table with Payroll Manager.
- Met to discuss correct method of clearing Workforce Solutions Mid-Valley Childcare Center sponsored student's remaining unsubsidized balance with Vice President for Finance and Administrative Services.
- Met to discuss Food Services FY 2020 - 2021 budget with Vice President for Finance and Administrative Services.
- Met to discuss Lower Rio Grande Valley Development Council (LRGVDC) Interlocal agreement recommended changes with Contract Manager and Student Transportation Coordinator.
- Met to review Workforce Solutions Mid-Valley Childcare Center sponsored student's charge and payment worksheet with Childcare staff.
- Participated in Banner User Group monthly meeting.
- Participated on conference call to discuss automation of Accounts Payable invoices with vendor.
- Participated on conference call to discuss Chrome River status with Travel department staff.
- <u>Trainings/Webinars:</u>
  - Attended Government Finance Officers Association (GFOA) 25th Annual GAAP Update webinar.

PROJECTS IN PROGRESS:

- <u>Management Reports:</u>
  - The Business Office staff worked on October board and management reports, including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- <u>Accounts Payable/Grants and Contracts:</u>
  - Assisted external auditor with requests.
  - Completed update of new travel system training manuals.
  - Completed vendor re-distribution with Accounts Payable staff.
  - Created new website for new Travel system.
  - Modified an Argos report for Grants.

- Prepared additional College-wide training sessions for new Travel system.
- Worked on Analytics report for mileage and car rental expenses for Travel system.
- Worked on grant invoices due to grantors.
- Worked on modifying all Travel system report schedules due to the time change.
- Worked on Travel system service support tickets, cash advance, email notices, rules, and roles.

Bank No.	20-Sep	20-Oct	20-Nov
01 E&G	225	297	229
01 Direct Deposit	39	43	57
03 Student	7,026	2,062	429
12 I&S Taxes	-	-	-
16 I&S Bond	-	-	-
17 Plant	11	9	10
31 Virtual Card	234	344	263
232 AP Card	1	3	2
37 Unexp-LT Bond Series 2015	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-

- <u>Cash Management/Special Projects/Office Support:</u>
  - Answered auditor inquiries regarding audit items received in FY 2020 and paid in FY 2021 through a purchase order.
  - Drafted management discussion and analysis and financial statement.
  - Prepared and reviewed audit items and financial statement draft.
  - Reviewed Comprehensive Annual Financial Report draft.
  - Revised Financial Advisor and Continuing Disclosure write-up.
  - Submitted items needed for FY 2019 - 2020 audit.
  - Updated Popular Annual Financial Report (PAFR) with fiscal year 2019 - 2020 information.
  - Updated Government Finance Officers Association (GFOA) revised checklist.
  - Worked on correcting captions for student forms videos.
  - Worked on modifying National Summit Marketplace store.
  - Worked on pending documents issue for Information Technology department.
  - Worked on researching closing periods monthly.
  - Worked on testing banner production share drive after migration.
  - Worked on updating store front images for all cafeteria's marketplace stores.

Bank No.	#of Checks/DD Cycles	# of Checks/ Direct Deposit
01 E&G	6	236
01 Direct Deposit	4	46
02 Payroll	7	179
02 Direct Deposit	3	2,146
03 Student	4	429
12 I&S	0	0
16 I&S	0	0
17 Plant	4	10
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	**28**	**3,046**

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	13
Bank Transfers between Bank Accounts	28
Wire Transfers for Benefits and International	1

- Budget and Reporting:
  - Prepared the FY 2020 - 2021 auxiliary budget amendment write-up, presentation, and summary.
  - Provided Cabinet items needed by Vice President for Finance and Administrative Services.
  - Provided tax abatement assistance for the FY 2019 - 2020 audit.
  - Researched Coronavirus Aid, Relief, and Economic Security (CARES) Act Quarterly Budget and Expenditure Report of the top ten community colleges.
  - Reviewed preliminary FY 2022 - 2023 Biennium State Contact Hour Appropriation funding.
  - Revised FY 2020 - 2021 Auxiliary Budget Amendment write-up and supporting documentation.
  - Tested FY 2021 - 2022 budget roll.
  - Updated FY 2021- 2022 academic tuition projection models.
  - Worked on troubleshooting a budget transfer for non-sufficient funds issue and an issue with budget transfer application.
- Accounts Receivable/Financial Aid Accounting:
  - Modified an Argos report for Accounts Receivable.
- General Accounting/Construction/Fixed Assets/Property Tax:
  - Prepared board management reports and staff continued to work on month reconciliations and monthly reports.
  - Completed 68 monthly reports during the month of November 2020.

Duties	Total
Approval Queues - Requisitions Approved	20
Bank Reconciliations	8
Board and Management Reports Reviewed	49
Cafeteria daily sales report	32
Cancelled checks provided to AP / Payroll	8
Check verification for AP / Payroll	6
Construction/Grant/Payroll Checks & Bank statements- Retrieve for Auditor	13
Construction budget transfers reviewed and approved	3
Copies of booklets/journal entries requested	18
Deposits prepared	13
Download bank info, convert bank statements to PDF and download excel information for reconciliation	1
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	53
Download of Year End Reports and Monthly and Daily	43.25
Returned mailed checks - Logged and Filed	11
Returned Mailed checks - Disbursement	50
Emails - answered, prepared, initiated	597
Emails - received and read	320
FOAP created including activity codes and FOAP updates	12
FOAP provided for deposits and/or other depts requesting info.	15
Hours Filing and organizing of Journal Entries and boxing	2
Hours used for scanning - estimated	22

Duties	Total
Hours used to log Scanned JE	8.25
Hours used to prepare documents for scanning	3
Hours used to compile and scanning LRGVDC backup	4
Donations - telephone calls received	12
Interdepartmental Transactions reviewed	24
Interdepartmental Transactions submitted	16
Invoices and encumbrances reviewed	70
Journal entries prepared	83
Journal entries processed including FUPLOAD	785
Journal entries- transactions processes	4,697
Journal entries/documents scanned	908
Journal Entries Logged	886
Journal Entries reviewed	90
Journal Entries Filed and Organized including creation of labels	2,520
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	1
Positive Pay Exemption-Number of checks researched/verification	16
Requisitions prepared	1
Stale dated list prepared	4
Stale dated letters mailed	451
Stale dated letters returned and logged	42
Stop payments processed (includes stale dated checks)	118
Transactions removed from bank reconciliation	167
Special Project -hours -Image Transmission	3
Special project -Download on PDF bank 03 check images	1,857
DTA motion, backup, revisions	1
Special Project - discussed issues with addresses on the Student Stale dated check list also researching of addresses	5.75
Audit Reports prepared	30
Audit - Scanned/copied documents for auditor	2
Professional Development - hours - Attended	4
AGM and accountant meeting	2
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	5
Banner Testing hours/training - Hours Used-Gomer-FUPLOADS	1
Special Project - prepare tax graph reports- hours	16
Trainings - trained accounting Assistant - Cafeteria/holding acct/monthly reports	8.75
Motions-prepared, revised, reconciliations, prepare backups	1

Description	Count
General Journal Entry (Intra-Fund) (JE 15)	123
General Journal Entry (Inter-Fund) (JE 16)	57
Cash Receipts (CR 05)	438
Encumbrance Liquidation (E032)	-
Encumbrance Liquidation (E020)	-
Encumbrance Liquidation (E035)	-

Description	Count
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE 17)	2
Misc. Receipt Payments (CA10)	6
General Journal Entry (STCJ)	-

- Cashiers:
  - Assisted students with Fall 2020 installment due date and Spring 2021 questions.
  - Provided tuition and fee data to Research and Analytical Services department to complete survey for the National Center for Education Statistics.
  - Tested process of importing information from Customer Web Access (CWA) external system to Banner for 1098T tuition statement.
- Payroll and Position Control Departments:
  - Participated in Interview Committee for Institutional Technology Department vacant position.
  - Fixed Argos report for Payroll.
  - Worked on modifying TimeClock Plus and Payroll websites.

Payroll Processes for the month ending November 30, 2020	
Payroll Re-issue Processed	5
Payroll Cycles	4
Payroll Checks & DD	2,656
TimeClock Plus Access Forms Processed	47
Number of Employees with OT reviewed for OT Memos	193
NOE's Approved	74
Salary Budget Transfer Forms Processed	6

- Business Office Performance Indicators:

Payroll Processes for the month ending November 2020			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,739	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	580	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 10/16 - 10/31) SR21	290	Salaried	1
(Waged 11/01 - 11/15) SR22	293	Waged	2
Regular (Salaried: November) MR11	3,201		
		Void Checks Processed	
		Salaried	2
NOE's Approved		Waged	2
Approved NOE's	74		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	9	Waged	2
Salaried	164		

Payroll Processes for the month ending November 2020			
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	6
FLAC	62		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	0	Salaried	0
Waged	34	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	16	Salaried	0
Salaried: MR11	76	Waged	0
(Salaried:)			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	78
Waged	1	Total Net	$159,502.36
Liabilities Processed		Waged	97
ORP	11	Total Net	$25,512.28
Annuity	12		
Student Loans	1, SR-0	**Direct Deposits Processed**	
United Way	1	Salaried	1,977
Child Support	2	Total Net	$5,386,582.56
IRS Levy	0		
Withholding & FICA	3	Waged	504
Met Life	1	Total Net	$149,698.41
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 a meeting to discuss Department of Public Safety procedures and processes dealing with Emergency Commitments with Police Sergeants.
- Attended Regional Center for Public Safety Excellence Indoor Shooting Range Charrette with College President and other local/state/federal police partners.
- Held meeting to discuss traffic control for 2020 Virtual Turkey Trot Event with Police Sergeant.
- Attended Finance, Audit, and Human Resources Committee Meeting on transportation services and agreement between South Texas College and Lower Rio Grande Valley Development Council (LRGVDC).
- Attended several Safety Team's Meetings to discuss safety topics with Vice President for Finance and Administrative Services and other directors.
- Attended Teams Safety Meeting to discuss the newly approved Campus Wide Safety Team and other safety related topics with other Finance and Administrative Services directors.

- Attended Teams Search Committee Meeting to discuss applicants for Director of Human Resources position with Vice President for Finance and Administrative Services and other administrators.
- Attended Board Meeting on Transportation Services Operational Plan and Lower Rio Grande Valley Development Council (LRGVDC) agreement.
- Attended Safety Teams meeting to discuss COVID-19 Positive Cases graphs depicting numbers of cases by month with other Finance and Administrative Services (FAS) directors.
- Held meeting to discuss personnel issues with Parking and Security Services Manager.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Worked on several referral reports.
  - Worked on reviewing incident reports on Department of Public Safety Automated Reporting System (ARMS).
  - Worked on an open records request.
- Surveillance Cameras:
  - Worked on updating camera replacement projects campus wide.
  - Worked on minor issues on retrieving stored recorded video with Information Technology staff.
- Training:
  - Worked on scheduling Police Officers to attend Texas Commission on Law Enforcement mandated 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 work schedules.
  - Worked on Hiring Plan Management Report.
- Purchases and Repairs:
  - Worked on purchase requisitions.
  - Worked on reviewing police equipment estimates.
  - Worked on estimates to relocate panic alarms and surveillance cameras at different campus cashier remodels.
  - Worked on patrol vehicle/gator repairs.
- Shuttle Buses and Parking:
  - Worked on write-up for Transportation Services Agreement with Lower Rio Grande Valley Development Council (LRGVDC).
  - Worked on Transportation Services ridership report.
- Other:
  - Worked on replacing old COVID-19 safety measure signs campus wide.
  - Worked on updating student/employee positive COVID-19 cases report.
  - Worked on Department of Public Safety write-up to be shared with other South Texas College Departments.
  - Participated in a Search Committee for a vacant position and reviewed and evaluated applicants.
  - Worked on updating 2020 Clery Act Annual Security Report (ASR) posted on Department of Public Safety website.
  - Conducted fire drill at Pecan Campus Building T and tested Rave Emergency Mass Notification System as mandated by Department of Education.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended November Board meeting.
- Attended Finance and Administrative Services Directors meeting.

- Attend President's Administrative Staff virtual meeting.
- Attended November Facilities Committee meeting.
- Attended meeting to review and prepare for Facilities Committee meeting with Facilities Planning & Construction project manager and architect representative.
- Attended Teams Project Status Update meetings with Facilities Planning & Construction staff and Vice President for Finance and Administrative Services.
- Attended November Facilities Operations Council meeting with College staff.
- Attended Open Forum for Chief of Police position.
- Pecan Campus:
  - Pecan Campus Sand Volleyball Courts Sand Replacement-attended conference call meeting to discuss requested information and warranty issue with legal counsel.
  - Pecan Campus Library Renovation-attended update meeting with architect, Library staff, and Facilities Planning & Construction staff; attended conference call with architect to discuss the furniture design scope.
- Mid Valley Campus:
  - Mid Valley Campus Building F Student Services Renovation-attended construction progress meeting.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus and Higher Education Center at La Joya-attended pre-installation walkthrough with contractor.
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovations-attended construction progress meeting.
  - Nursing and Allied Health Campus and Higher Education Center at La Joya for Exterior Wayfinding Signage-attended pre-installation walkthrough with School District; attended substantial completion walkthrough.
  - Nursing and Allied Health Campus Stair Repair and Replacement-attended Pre-Qualifications Conference for engineering services.
- Technology Campus:
  - Technology Campus Solar Power Storage Buildings-attended meeting with City of McAllen to review requirements needed for permitting and construction of project.
  - Technology Campus Master Plan of Buildings A and B-attended project kick-off design meeting with architect and College staff.
- Starr County Campus:
  - Starr County Campus Workforce Building D-attended Teams meeting to discuss building use, programs, and expansion needs with College staff.
  - Starr County Campus Building Expansion-attended Teams meeting to review program needs.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Cityscape Remediation-attended construction progress meeting.
  - Regional Center for Public Safety Excellence Target Range-attended charrette agenda review meeting with College president and architect; attended two charrette meetings with College president, architect, board member, local, state, and federal agencies/municipalities.
  - Regional Center for Public Safety Excellence Drainage Improvements- attended proposal request meeting with engineer.
  - Regional Center for Public Safety Excellence Installation of Additional Chiller-attended Pre-Qualification Conference for engineering services.
- District Wide:
  - District Wide Deferred Maintenance of Roofs-attended phone meeting to discuss progress of drawings with architect.
  - District Wide Automatic Door Openers-attended proposal request meeting with engineer.

PROJECTS IN PROGRESS:

- Reviewed invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Worked on requesting furniture quotes.
- Worked on Space Modification requests.
- Worked on review and approval of Work from Home reports.
- Worked on review of November Board packet information.
- Worked on review of quotes for Renewal and Replacement projects for Operations and Maintenance.
- Worked on drawings for renovating dance floor at Pecan Plaza for pricing.
- Worked on Handbook of Operating Procedures for Prevailing Wage Compliance with Facilities Planning & Construction staff.
- Worked on November Facilities Committee draft agenda and packet.
- Worked on request for fire suppression system for Technology Campus Portable Building PB-7.
- Worked on review of quotes for Renewal and Replacement.
- Worked on Facilities Planning & Construction Institutional Effectiveness Mid-Biennium Update.
- Worked on Project Status Update spreadsheets for December.
- Worked on Work from Home schedule for department staff for last two weeks of November.
- <u>Pecan Campus:</u>
  - 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 Operations and Maintenance contractor.
  - Pecan Campus Sand Volleyball Courts Sand Replacement-worked on memos for change order #2 and amendment.
  - Pecan Campus Sand Volleyball Courts Sand Replacement-worked on review of Change Proposal Request #1 and Damages Matrix with legal counsel; worked on drafting change order #2.
  - Pecan Campus Building M Office and Work Space Renovation-performed site visits to verify status of construction progress; performed punch list walk through with project team and College staff.
  - Pecan Campus Library Renovation-worked on review of Owner/Architect agreement for additional services.
- <u>Pecan Plaza:</u>
  - Pecan Plaza Kinesiology Renovation-worked on review of 50% drawings and forwarded comments to architect.
- <u>Mid Valley Campus:</u>
  - Mid Valley Campus Drainage Improvements and Asphalt Resurfacing Phase I-performed site visits to verify status of construction.
  - Mid Valley Campus Building F Student Services Renovation-performed site visits to verify status of construction for Phase II.
  - Mid Valley Campus Building Culinary Arts-worked on budget and estimate.
- <u>Nursing and Allied Health Campus:</u>
  - Nursing and Allied Health Campus East Building A-worked on Request for Qualifications solicitation documents for structural engineering services.
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovation-reviewed submittals, Requests for Information, and performed site visits to verify status of construction.
  - Nursing and Allied Health Campus Building A Stair Repair and Replacement-worked on request for qualification documents for engineering services.
  - Nursing and Allied Health Campus Building A Stair Repairs and Replacement-worked on Pre-Qualification Conference presentation.
  - Nursing and Allied Health Campus and Higher Education Center La Joya Exterior Wayfinding Signage-performed site visit to verify locations with contractor and installation of signage.

- Nursing and Allied Health Campus and Higher Education Center La Joya Exterior Wayfinding Signage-performed site visit to review damaged panel.

- Technology Campus:
  - Technology Campus Building A and B Master Plan Atrium and Cafeteria Renovation-worked on development of Owner/Architect agreement.
  - Technology Campus Building A and B Master Plan Atrium and Cafeteria Renovation-worked on finalizing Owner/Architect agreement.
- Starr County Campus:
  - Starr County Campus Building D Welding Expansion-worked on developing preliminary floor plans.
  - Starr County Campus Screening of District Wide Equipment-worked on review of drawings and proposals.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Cityscape Remediation-performed site visit to verify status of construction progress; worked with consulting engineer and contractor to finalize submittals; worked on review of material test reports.
  - Regional Center for Public Safety Excellence Additional Chiller Installation-worked on Request for Qualifications solicitation documents for engineering services.
  - Regional Center for Public Safety Excellence Target Range-worked with architect on requirements of charrette program presentation.
  - Regional Center for Public Safety Excellence Target Range-worked on gathering questionnaire information and reached out to several departments for assistance.
  - Regional Center for Public Safety Excellence Target Range-worked on developing possible questions with architects; worked with several College departments for possible assistance in developing and issuing a survey.
- District Wide:
  - District Wide Flooring Replacement Starr County Campus and Technology Campus-performed site visits to document flooring types and locations.
  - District Wide Flooring Replacement-worked on developing plans that identify types of floors and square footage.
  - District Wide Deferred Maintenance of Roofs-worked on review of construction drawings, reviewed invoice, and updated project schedule.
  - District Wide Automatic Door Openers Phase IV-worked on altered language for Engineer's Agreement and requested Legal Counsel to review agreement and altered language.
- Worked on status of quotes for Pecan Campus Portable Building PB-27B to be converted into a storage area.
- Worked on providing updated photos for cafeterias at Nursing Allied Health Campus, Technology Campus, and Starr County Campus as requested for College's marketplace web pages.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting to discuss Pecan Campus Building M Office and Work Space Renovation with Facilities Planning & Construction department.
- Attended Facilities Operations Council Meeting with Facilities Planning & Construction department.
- Attended President's Administrative Staff meeting via Microsoft teams to provide departments updates with College Administrative Staff.
- Attended Regional Center for Public Safety Excellence Additional Chiller Installation Pre-Qualification meeting with Facilities Planning & Construction department.
- Held several Teams Facilities Operations and Maintenance Managers Meeting throughout the month.
- Participated in Teams Behavioral Intervention Team meeting.

- Participated in Nursing and Allied Health Campus East Building A Stair Repair and Replacement Pre-Qualification meeting with Facilities Planning & Construction department.
- Participated in several Teams Safety Committee meeting with the Vice President for Finance and Administrative Services throughout the month.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Technology Campus:
    - Completed water leak repair by utility contractor.
  - Mid Valley Campus:
    - Attended meeting on installation of new access control system with Child Care staff.
  - District Wide Campuses:
    - Completed annual backflow inspections; review of reports in progress.
    - Completed annual elevator inspections; review of reports in progress.
    - Completed monthly irrigation repairs.
    - Completed typical pest control issues and equipment rentals.
    - Received quote for annual fire extinguisher inspection; quote approved.
    - Received quote for new uniforms for custodial staff.
    - Received quote for kitchen hood cleaning; review in progress.
    - Submitted schedule for approval for annual winter break fire inspections.
- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	171	$10,790.18
Electrical	141	$8,217.78
Energy Management	41	$351.38
HVAC	115	$8,376.74
Locksmith	81	$7,534.82
Painting	61	$2,561.59
Plumbing	104	$6,368.43
Plant Services		$3,145.12
Total Cost		**$47,346.04**
General Maintenance	1	
Total Work Orders	**715**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	142
Moves/Relocations	39

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Held several discussions on status of insurance policies with insurance vendor.
  - Held discussions on policy review with Risk Management Consultant.

- Held several discussions on insurance items for Comprehensive Annual Financial Report with Business Office staff.
- Held several discussions on Student Travel Waiver revisions with Director of Student Activities and Wellness and Legal Counsel.
- Held discussions on Texas Association of School Boards (TASB) Worker's Compensation invoice with Purchasing Department staff.
- Held discussions on COVID-19 Safety Plan with Retention Center with Regional Center for Public Safety Excellence (RCPSE) staff.
- Held discussions on Worker's Compensation audit with Texas Association of School Boards (TASB), Business Office, and Human Resources Office staff.
- Held discussions on Incident Analysis and Response Procedures with Environmental Health and Safety Manager.
- Held discussions on Starr County Tax Assessor bond renewal with Insurance Vendor.
- Held discussions on Risk Assessments for FY 2018 - 2019 with Accountability and Compliance Manager.

- <u>Vice President for Finance and Administrative Services:</u>
  - Attended meeting to discuss Student Travel Waiver revisions with Vice President for Finance and Administrative Services, Director of Student Activities and Wellness, and Legal Counsel.
  - Attended meeting on COVID-19 related retention records with Vice President for Finance and Administrative Services and Accountability, Risk, and Compliance staff.
  - Attended several meetings on revisions for draft Policy #2500: Records Management with Vice President for Finance and Administrative Services and Accountability, Risk, and Compliance staff.
  - Attended meeting on Title IX Hearing Officer role with Vice President for Finance and Administrative Services.
  - Attended conference call on Title IX with Vice President for Finance and Administrative Services, Institutional Equity Officer, and Contracts Manager.
  - Attended conference call on Scope of Work for Administrator Cost and Productivity Study with Vice President for Finance and Administrative Services.
  - Held discussions on metrics for Incident Analysis and Response process and various projects with Vice President for Finance and Administrative Services Office staff.
  - Attended meetings and several conference calls on Title IX Transition Action Plan and research with Vice President for Finance and Administrative Services Office staff.
- <u>Records Management and Retention:</u>
  - Held meeting to discuss retention periods for file storage media with Director of Research and Analytical Services and Accountability and Compliance Manager.
  - Attended meeting on records retention for Daily COVID-19 Screening Checklist and questionnaires with Dean of Business, Public Safety, and Technology.
  - Attended meeting on scanned procedures for records with Human Resources staff and Accountability, Risk, and Compliance staff.
  - Held meeting on records management departmental processes with Human Resources Information Systems Manager, Records Technician, and Accountability, Risk, and Compliance staff
  - Held various discussions on record retention requirements with Director of Research and Analytical Services and Accountability and Compliance Manager.
  - Held meeting on safeguarding of electronic records with Chief Information Officer.
  - Held discussions on Police Academy retention records, COVD-19 symptom records, and retention.
  - Attended several conference calls to discuss shelving vendors and layout options for Technology Campus Portable Building 7B with Space Management Specialist and departmental staff.
- <u>Trainings/Webinars:</u>
  - Attended e-Records 2020 Annual Virtual Conference.
  - Attended two Title IX Hearing Officer trainings.
  - Attended the following Center for Infectious Disease Research and Policy (CIDRAP) webinars:
    - COVID-19 and Mental Health.
    - COVID-19 – Pregnancy in a Pandemic.

- COVID-19 – Long Haulers.

- Other:
  - Attended weekly huddle meetings with departmental staff.
  - Participated in several Safety Team Meetings to discuss COVID-19 safety measures and created corresponding Minutes for the meeting.
  - Participated in Finance, Audit, and Human Resources Committee Meeting.
  - Participated in President's Administrative Staff Meeting.
  - Attended Board of Trustees Meeting.
  - Attended meeting on Dual Credit Cost Analysis with Comptroller and Financial Analyst.
  - Attended meeting on press release ceremony with Assistant Director of Public Relations.
  - Held several meetings on Title IX Transition Action Plan, training matrix, and shared drives with Title IX Coordinator.
  - Held meeting on specifics of Hearing Officer role and training with Title IX Coordinator.
  - Held meeting on Safety Team Meeting related matters with Environmental, Health, and Safety Manager.
  - Attended meeting on search committee with Director of Institutional Effectiveness.
  - Attended meeting on Title IX operations with Interim Director of Human Resources.
  - Held several discussions on agenda items for November Board of Trustees Meeting with Finance and Administrative Services Coordinator.

PROJECTS IN PROGRESS:

- Insurance:
  - Reviewed and approved insurance vendor invoice for Starr County Tax Assessor bond renewal.
  - Reviewed Property, Crime, and Foreign Liability insurance policies for accuracy.
  - Prepared South Texas College Workforce Student Accident Insurance Report.
  - Continued researching Occupational Safety and Health Administration (OSHA) metrics and other resources on process of Incident Analysis and Response for Worker's Compensation.
  - Calculated Worker's Compensation metrics based on information provided by Human Resources staff.
  - Approved Texas Association of School Board (TASB) Worker's Compensation audit invoice.
  - Reviewed and recommended revisions to Safety and Security Audit.
  - Reviewed Texas Association of School Board (TASB) Contribution of Coverages Summary (CCS) and Coverage Agreement.
  - Reviewed insurance vendor portal for upcoming cyber insurance trainings.
  - Prepared Worker's Compensation Program Payment History Report.
  - Prepared and filed Eminent Domain Report for 2021.
  - Revised and finalized Incident Analysis and Response Procedures.
  - Revised Non-Employee Incident Reporting Memo and incident report template.
- Records Management and Retention:
  - Continued working on Record Coordinators and Record Custodians training module; drafted interactive activities and discussed collaboration with Office of Professional and Organizational Development (OPOD) staff.
  - Researched Texas State Library and Archives Commission (TSLAC) Retention Schedules on retention periods for employment applications, transcripts, service records, and public information requests.
  - Continued revising Records Management Procedures and drafted Migration to Electronic Records.
  - Developed notice and requirements for proper maintenance and destruction of Daily COVID-19 Screening Checklist and similar screening records.
  - Worked on structuring shared drive folders for record destruction purposes.
  - Researched College website for COVID-19 related forms, procedures, and checklists; compiled list of COVID-19 related retention records for review.
  - Continued researching vendors on shelving sizing options and costs for secondary retention center; drafted layout and expense comparison.
  - Revised Policy #2500: Records Management and worked on Committee and Board write-up to include legal counsel recommendations.

- Worked on retention processing vendor's Secure Document Destruction Proposal.
- Performed walkthrough of Retention Center and reviewed retention boxes marked by retention processing vendor for 2020 destruction.
- Worked on Retention Center inventory analysis and included 2020 and 2021 retention boxes marked for destruction.
- Presented Policy #2500: Records Management at President's Administrative Staff Meeting.
- Worked on personnel file records matrix.

- Title IX:
  - Worked on Title IX Transition Action Plan and Title IX Training Matrix, and reviewed Title IX Shared Drives.
  - Created Title IX Coordinator Research matrix and researched higher education institutions for Title IX Coordinator titles, departments, and job descriptions.
  - Reviewed Texas Association of School Boards (TASB) New Title IX Training Requirements.
  - Reviewed various Title IX trainings and drafted email requirements.
  - Reviewed Title IX Procedures and compared against Title IX Flowchart.
- Other:
  - Reviewed police/incident reports.
  - Created a charter for new Safety and Security Committee and drafted reoccurring agenda items.
  - Worked on Administrator Cost and Productivity Study Scope of Work.
  - Worked on Employee Productivity Study research.
  - Researched administrator costs and productivity methodologies and metrics, and then created administrator Costs and Productivity Metrics Matrix.
  - Worked on edits, revisions, and update requests for College's Coronavirus Information webpage.
  - Worked on College Policy Inventory List and Finance and Administrative Services Policy Inventory List updates.
  - Created 87th Texas Legislature Regular Session Matrix and reviewed updates, and listed bills.
  - Reviewed Texas Legislature Higher Education Committee October 2020 Request for Information Notices and Responses for updates.
  - Reviewed Texas Association of School Board (TASB) research on Records Management local policies.
  - Researched criteria/rubric for compliance assessment topic selection process in higher education settings.
  - Finalized Dual Credit Spring 2019 Faculty Cost Study and updated summary of revenues and expenditures, and provided to Business Office staff.
  - Worked on monthly activity report, reviewed invoices, monitored Banner Workflow requests, prepared requisitions, and prepared work order requests as needed.

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.
  - Held conference call to discuss additional policies needing changes to accord with Policy #4216: Freedom from Harassment, Discrimination, Sexual Misconduct, and Retaliation; Title IX Case Review; Record-keeping for Title IX discrimination cases currently staffed by Office of Human Resources and Institutional Equity Officer access to case records; Institutional Equity Officer supervision of Employee Relations Officer for Title IX and Civil Rights investigations; Title IX Committee changes – Hearing Officer for Employees/Staff cases needed, conflict between Behavioral Intervention Team (BIT) and Title IX committee membership; 504 Coordinator position, and related changes with Legal Consultant from The National Center for Higher Education Risk Management Group, LLC (TNG)/ Association of Title IX Administrators (ATIXA), Vice President for Finance and Administrative Services, Interim Director of Human Resources, and outside, local legal counsel for personnel matters.
  - Attended Teams meeting on Title IX cases with Vice President for Finance and Administrative Services.
  - Held conference call to discuss composition of Title IX Team, Behavioral Intervention Team (BIT) conflicts, access to files/records for students and employees, and questions about cases with Legal Consultant

from The National Center for Higher Education Risk Management Group, LLC (TNG)/ Association of Title IX Administrators (ATIXA), Vice President for Finance and Administrative Services, Director of Counseling and Student Accessibility Services, and Dean of Students.
  - Held call on Hearing Officer role and inquiring about more training material with Director of Accountability, Risk, and Compliance.
  - Held phone call to discuss Title IX Administrators (ATIXA) upcoming training with Accountability Assistant.
  - Attended introductory Teams meetings to discuss Title IX items, such as Action Plan, Training, Procedures, and shared drive access with Accountability, Risk, and Compliance Supervisor Specialist.
  - Attended Teams meetings to discuss Title IX Deputy Officer positions with Vice President for Finance and Administrative Services and Director of Counseling and Student Accessibility Services.
  - Held Teams meeting to discuss Title IX items, such as Transitional Action Plan Item Location, Memorandum of Understanding (MOUs), and Shared Drive Organization with Accountability, Risk, and Compliance Supervisor Specialist.
- <u>Student Affairs and Enrollment Management:</u>
  - 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 Title IX related matters with Title IX Hearing Officer/Dean of Students.
  - 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.
  - Held virtual meeting to introduce the collaboration of Director of Counseling and Student Accessibility Services, Project Manager for Academic Affairs, and the Office of Institutional Equity team.
  - Held phone call to further discuss collaboration of departments with Director of Counseling and Student Accessibility Services.
  - Attended conference call to discuss recent Title IX Memo with Director of Student Financial Services, Associate Dean of Student Financial Services, and Project Manager of Academic Affairs.
- <u>Title IX and House Bill 1735:</u>
  - 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 conference call to discuss Title IX inquiries with Finance and Administrative Services Executive Administrative Assistant.
  - Held call on future collaboration on sexual harassment prevention activities with Valley AIDS Council.
  - Communications concerning House Bill 1735 requirements for student orientation and preventative outreach program with Vice President for Student Affairs and Enrollment Management and Dean of Student Affairs.
- <u>Training(s)/Webinar(s):</u>
  - Attended webinar on ADA Update, including Texas Disability Rights and COVID and Mental Health Issues for Attorneys during COVID by State Bar of Texas Labor and Employment Section.
  - Attended virtual webinar on Remedies Available When a Protective Order is Violated hosted by Texas Rio Grande Legal Aid and Hidalgo County Bar Association.
  - Attended virtual Webinar on The Ohio State University Journal on Dispute Resolution Presents: A Conversation on the Role of ADR In Resolving Issues of Gender-Based Violence.
  - Attended virtual Webinar on What Now? Race, Class and Educational Equity: A community conversation with Wes Moore.
- <u>Departmental Meetings to discuss the following topics throughout the month:</u>
  - Weekly Cabinet Reports, Activity Report, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.
  - Action Plan for Title IX and House Bill 1735 requirements, updates, and priority deadlines.
  - Title IX Case Status Report.

- Title IX closure letters and other templates for case letters.
- Individual Title IX cases.
- Drafting and editing Complaint Resolution Procedures.
- Scheduling meetings with Title IX investigators and Title IX Team.
- Maxient – letters, forms, etc. and training, access.
- Postcard for students with Title IX and House Bill 1735 updates.
- 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.
- President's Senate Bill 212 Annual Summary Data Report.
- Departmental budget.
- Procedure, Advisor, and Resource Manuals/Handbooks.
- Valley AIDS Council collaboration.
- Title IX Coordinator and Administrator, Hearing Chair, and Hearing Officer Trainings.

PROJECTS IN PROGRESS:

- Drafted comprehensive Complaint Resolution Procedures Handbook for resolving complaints governed by Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and Title IX/House Bill1735.
- Updated Title IX website as required by new Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and Title IX/House Bill 1735.
- Ascertained current case management procedures and necessary policies related to disability services, 504 Coordinator role and disability-related complaints, and proposal for medical leave/leave of absences for students.
- Researched samples and drafted Notice of Investigation and Allegations template form for Title IX Cases.
- Created Title IX and Texas State Law informational graphics and flyers for faculty, staff and students.
- Renovated and reached out to the Open, Equal, and Free Club Advisors for more feedback over the Lesbian, Gay, Bisexual, Transgender, Queer+ (LGBTQ+) webpage.
- Drafted, edited, reviewed, and submitted weekly Cabinet Reports and Title IX Reports for Cabinet Meeting 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.
- Worked on individual Title IX Cases.
- Updated Action Plan for required tasks and actions to comply with Title IX and House Bill 1735.
- Kept up-to-date on Association for Title IX Administrators (ATIXA) listserv emails.
- Finalized and submitted edits for Title IX Training Page request form to Public Relations and Marketing Department.
- Reviewed and revised resource manual for basic needs to be linked to Complaint Resolution Procedures Handbook.
- Researched College regulations for Closed Captioning from Education Technology department.
- Coordinated publication of President's Senate Bill 212 Annual Summary Data Report to Title IX Webpage with Public Relations and Marketing staff.
- Updated Office of Institutional Equity Master Case List with cases received in October and November 2020.
- Checked on status of hiring process for Institutional Equity Manager position with Human Resources.
- Researched samples, drafted, and edited a Title IX handbook for Advisors.
- Drafted and revised guide for Class or Course Change Requests and Grade Appeals for onboarding new Title IX members.
- Requisition made for Title IX Coordinator and Administrator Level One Training and Certification for Project Manager of Academic Affairs.

- Contacted and coordinated a meeting with Project Manager of Academic Affairs.
- Emailed Title IX/House Bill 1735 Action Plan to Vice President for Finance and Administrative Services.
- Attended and presented virtually as an Alumni for University of Texas at Austin Human Dimensions of Organizations' First-Generation Week event meeting.
- Held call to discuss Informal Resolutions under new regulations and other resources available with Dean of Equity/Title IX Coordinator of Indian River State College.
- Called, sent emails, completed requisitions, promissory notes, scanned documents, and sent mail to Purchasing, Business Office, and/or Benefits Department.
- Updated Office of Institutional Equity House Bill 1735 Action Plan with Accountability, Risk, and Compliance Department.
- Started on Family Educational Rights and Privacy Act (FERPA) training.
- Attended Virtual Open Forum for Chief of Police candidate.
- Completed Requisitions, Workflow Approvals, and other related managerial tasks.
- Drafted and revised comprehensive resource manual for basic needs.
- Researched and drafted samples of Informal Regulations with current regulations.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Reviewed and negotiated changes to twenty-one (21) vendor agreement/contracts.
- Participated in several Teams meetings with Vice President for Finance and Administrative Services and division Directors.
- Participated in President's Administrative Services virtual meeting.
- Participated in Texas Public Purchasing Association (TxPPA) Virtual Conference.
- Attended November Finance Committee Meeting and Regular Board of Trustees Meeting.
- Staff members are participating in College Jaguar Academy on Thursday mornings.
- Prepared three (3) contract renewal vendor notification letters.

PROJECTS IN PROGRESS:

- <u>Purchasing Department:</u>
  - Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for 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 five hundred twenty (520) purchase orders.
  - Approved five hundred (500) online Banner requisitions.
  - Disapproved one hundred sixty-seven (167) online Banner requisitions.
  - Processed change orders for goods and services.
  - Completed zero (0) travel authorizations.
  - Submitted sixteen (16) new records and adjusted fourteen (14) 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 thirty-eight (38) 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 Quotes: 21-004 Purchase and Installation of Irrigation System Equipment.
    - Request for Quotes: 21-005 Auction Services.
    - Request for Proposal: 20-21-1019 Medium Duty Truck.
    - Request for Proposal: 20-21-1023 Signs, Banners, and related products.

- Prepared the following Request for Proposals/Quotes/Qualifications:
  - Request for Quotes: 21-004 Purchase and Installation of Irrigation System Equipment.
  - Request for Quotes: 21-005 Auction Services.
  - Request for Proposal: 20-21-1023 Signs, Banners, and related products.
  - Request for Qualifications: 20-21-1025 Statement of Qualifications for Financial Advisor and Continuing Disclosure Services.

- Fixed Assets Department:
  - Reviewed all assets purchased since December 1, 2020 as follows:
    - Approved thirty-six (36) assets through November 15, 2020.
    - Adjusted fifty-eight (58) assets in Banner for month of November.
    - Conducted monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed four hundred ten (410) deliveries (purchase orders and complimentary books) and one thousand six hundred ninety-seven (1,697) packages/boxes.
  - Received and posted four hundred eight (408) purchase orders in Banner.
  - Transferred/relocated four thousand fifty-six (4,056) assets and/or boxes as per move/set up request forms.
  - Completed six (6) faculty/staff moves in November.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Business Office / Cashiers - $322.39.
    - Financial Aid - $89.38.
  - Completed two thousand eight hundred ninety-one (2,891) copies at copy center for month of November.
  - Mailed out a total of seven thousand ninety-six (7,096) letters and of those fifty-one (51) letters were returned to the College due to bad addresses.

HUMAN RESOURCES - LAURA REQUENA, INTERIM DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended and supported five Faculty Load and Compensation (FLAC) training sessions provided by the Project Manager of Academic Affairs division.
- Attended and tested new Luminis Platform (JagNet) where Human Resources forms are held and are available to a College employee.
- Attended Association of Title IX Administrators (atIXa) trainings on topic of Civil Rights Investigator Level Three (b) Training and Certification.
- Attended Association of Title IX Administrators (atIXa) trainings on topic of Title IX Hearing Officer and Decision-Maker Training and Certification.
- Attended Teams Banner User Group (BUGs) Meeting to discuss technical updates with Banner User Group attendees.
- Attended bi-weekly meeting with Vice President for Finance and Administrative Services, Human Resources Administrators, and Managers.
- Attended bi-weekly TEAMS meeting to discuss Human Resources related matters with Vice President for Finance and Administrative Services.
- Attended Teams Faculty and Administrative Staff Cost and Productivity Study Meeting to discuss an action plan with Vice President for Finance and Administrative Services, Comptroller, Director of Accountability, Risk, and Compliance, and Compensation and Payroll Manager.
- Attended meetings on matters with Vice President for Finance and Administrative Services, appropriate Administration, and College Legal Counsel.
- Attended meetings to discuss Safety Team Meetings with Vice President for Finance and Administrative Services.

- Attended Teams meeting to discuss Bi-Weekly items on agenda with the Vice President of Finance & Administrative Services.
- Attended Teams meeting to discuss Faculty and Administrative Staff Cost and Productivity Study with Vice President for Finance and Administrative Services.
- Attended Information Technology (IT) projects committee meeting with Vice President for Finance and Administrative Services and Business System Analyst for Business Office to discuss the status of projects.
- Attended Teams Faculty Load and Compensation (FLAC) consecutive trainings to introduce process workflow with Division of Academic Affairs.
- Attended meeting on Candidate Forum for Chief of Police for Department of Public Safety.
- Attended meeting on matters with Director of Distance Learning.
- Attended meeting on Board of Trustees packet information regarding COVID-19 Public Health and Attendance Measures.
- Attended meeting on vacation accrual policy with Human Resources Benefits staff.
- Attended meeting to discuss Family Medical Leave Act training with Benefits Specialists.
- Attended meeting to discuss student conduct related matters with Behavioral Intervention Team.
- Attended meeting on salary increases procedures with Compensation and Payroll Manager.
- Attended meeting with former employee to review files regarding request for public information.
- Attended meetings on review of cases with Interim Director of Human Resources.
- Attended Teams State Employee Charitable Contributions Committee meeting for final drop of pledges with Human Resources Payroll Specialist and United Way Team.
- Attended Teams State Employee Charitable Contributions Meeting to discuss charities for three (3) employees with Human Resources Payroll Specialist and United Way Representative.
- Attended Teachers and Learning Academy (TLA) hosted by Office of Professional Development.
- Attended Teams meeting to discuss electronic applications project with Dean for Dual Credit.
- Attended Teams meeting to discuss Institutional Resilience and Expanded Postsecondary Opportunity Program Competition grant with faculty and staff representatives.
- Attended Teams meeting with PeopleAdmin Account Manager to discuss product specifications and project development.
- Attended Teams Safety meeting to discuss items on agenda.
- Attended Teams training workshop on Faculty Load and Compensation for electronic compensation.
- Attended teleconference meeting to discuss Title IX with legal counsel.
- Attended President's Administrative Staffing (PAS) virtual meeting.
- Attended virtual conferences by Texas Workforce Commission (TWC) for Employers Lunch Time Live Event on topic of Unemployment Claims and Employer Chargeback Liability and also on topic of Policies and Procedures during COVID-19, Allowable Workplace Health Screens & Medical Exams, We Hire Vets' Recognition, Payroll Tax 101 Discussion, Labor Market Update, TWC's Shared Work Program, Managing Employees Working Remotely.
- Attended JagNet Content Committee meeting and reviewed/approved latest changes to the site.
- Attended meeting to discuss and review digital records process with Accountability Assistant, Interim Director of Human Resources, Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and Records Technician.
- Attended monthly Banner User Group (BUG's) meeting.
- Attended Teams PeopleAdmin re-engineering transfer of duties training meeting. A summary of current status of project was provided by Human Resources Information System (HRIS) Manager.
- Attended two (2) Teams PeopleAdmin Reimplementation Meetings with Human Resources Managers to discuss status of PeopleAdmin projects based on last user group updates with Human Resources Management Team.
- Attended monthly Veteran Coalition meeting to discuss services offered to Veterans in the lower Rio Grande Valley.

- Conducted Benefits Presentation for Jaguar Academy for new hire employees and also for Teacher Learning Academy for new hire faculty.
- Conducted three (3) interviews for Human Resources Assistant Temporary staff members.
- Held Direct Deposit Self Service-Human Resources Meeting to review process after live date and to review Argos report with Compensation and Payroll Manager and Compensation Specialist.
- Held Teams Direct Deposit Self Service-Human Resources Meeting to follow-up on process and recommendations on employee self-service Banner for direct deposits and Argos report with Compensation and Payroll Manager, Compensation Specialist, Accounting Group Manager and Applications Analyst III.
- Held New Hire Orientation with new staff employees.
- Held Teams Pay Plan Classification and Pay Grade Meeting to review and compare FY 2020 - 2021 Pay Plan position titles and pay grades against Banner with Compensation and Payroll Manager and Compensation Specialist.
- Hosted meeting to review and assign postings and pending items with Human Resources Assistants.

PROJECTS IN PROGRESS:

- Analyzed Applicant Tracking Systems workflows to plan changes to reduce processing time.
- Approved Faculty Load and Compensation (FLAC) Dual Credit Transactions before Human Resources Payroll Specialist posts them to Banner Human Resources.
- Cleared on-boarding documentation for new hires.
- Communicated with Evisions – Argos consultants and asked to help us upgrade several scripts, tested, and start using in new reports.
- Completed and reviewed or logged the following reports:
  - Exempt Paid Leave report bi-weekly.
  - Leave Without Pay report for payroll.
  - Sick Leave Donation report for all employees bi-weekly.
  - Educational Activities report bi-weekly.
  - Military Leave report bi-weekly and collected Military Orders.
  - Personal Business report for faculty bi-weekly.
  - Personal Leave report bi-weekly.
  - Creating Magic Report.
  - Employee Retirement System Reconciliation Report.
  - Exit Interviews for staff resigning from the College.
  - Leave Adjustment Request Form entries.
  - Retirees reports for auditing purposes.
  - Employee Retirement System 1% Report.
  - Employee Retirement System Retiree Report.
  - Funeral Leave Immediate Family Leave report bi-weekly.
  - Jury Duty report bi-weekly and collected Jury Duty summons.
- Completed Teacher Retirement System adjustments, including Employee Demographic 40's and Teacher Retirement System employee eligibility status and activated benefit code for new hires in PDADEN.
- Completed Teacher Retirement System deduction worksheets for monthly and semi-monthly employees.
- Completed Pending Leave Request report and send out emails to Supervisors every Wednesday morning.
- Completed uploading TSA Demographic File.
- Processed email deactivation on Banner.
- Provided audit request to Business Office.
- Researched and submitted job descriptions for Dual Credit electronic application project.
- Researched requirements for job descriptions on Department of Labor database.
- Returned COVID-19 calls from Administrators and Faculty.
- 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 the following: credentials on PeopleAdmin system, Employee Relations Office cases, Employment Retirement System Salary Report, list of documents for e-signature, performance appraisals, processes for Faculty Staffing, Staffing, Faculty Staffing, and Support Staff report, Time Sheet Verifications, Work from Home (WFH) submissions, nepotism, and work-study applications for background check information.
- Tested and debugged the Luminis platform for Human Resources forms storage and update.
- Took LinkedIn Managing Projects with Microsoft and Teams SharePoint for Enterprise: Data Management online courses.
- Updated COVID-19 spreadsheet, policy drafts, and Division changes in PeopleAdmin system.
- Verified Teacher Retirement System Reports.
- Worked and completed FY 2020 - 2021 Administrative Accountability Report for the Legislative Budget Board.
- Worked on adjustments for employees on TEAMS.
- Worked on detailed documentation for Worker's Compensation reports.
- Worked on Employee Relations cases and reviews.
- Worked on November monthly and semi-monthly payroll.
- Worked on official transcript extensions for faculty and staff email notifications.
- Worked on Prior Teacher Retirement System Service Verification from employees.
- Worked on processing part-time applications for Trainers, Adjuncts, Direct Wage, Dual Credit, and Work-study.
- Worked on reviewing and auditing employee benefits deductions.
- Worked on Texas Saver Annuities.
- Worked to grant access to all Faculty Load and Compensation (FLAC) trainees and to the training ambassadors to the TECH8 test environment with Academic Affairs project managers.
- <u>Systems/Reporting:</u>
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 33
    - Resolved: 29
    - Currently Open: 6
- <u>Report Development:</u>
  - Worked on over seven (7) Internal Reports throughout the month and submitted as needed or filed for future reference.
  - Worked on seven (7) External Reports throughout the month and submitted as needed or filed for future reference.
- <u>Other:</u>
  - Assisted Benefits Team in conducting New Hire Orientation for part-time employees.
  - Complied and printed email renewals for ten (10) additional employees for the State Employee Charitable Contributions Campaign.
  - Assisted Human Resources Staffing Team with entering new hires in Timeclock Plus system.
  - Met with Instructor for revision of ending dates for eleven (11) grant activity Notice of Employments (NOEs).
  - Met with Professor for revision of ending dates for three (3) grant activity Notice of Employments (NOEs).
  - Coordinated FY 2020 -2 021 Annual Human Resources Thanksgiving luncheon.
  - Helped Assistant Professor of Education with the process of submitting needed Academic Classification form.
  - Organized and labeled boxes of documentation for record retention.

Faculty Staffing	**Count**
Position requests w/job descriptions	0
Positions posted	1

Faculty Staffing	Count
Positions reposted	0
Positions extended	0
Positions canceled	0
Search committees' forms requested	2
Search committees assigned	1
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	1
Review Adjunct/Dual Credit applications	12
New Hire Email Notifications	
Faculty	0
Lecturers	1
Adjuncts/Dual Credit	8
Positions filled	0
PeopleAdmin user updates	0
Advertisements placed (Monitor, Town Crier, etc.)	1
Email Activation/Deactivation	0
SOAPCOL	12
PEAFACT	12
Resignations/Terminations	0
SACS Audit Credential Review	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	0
Reviewed in PeopleAdmin	0
Notices (1st, 2nd & Final notice)	7
Extension requests	3
Credential entered in credential database Faculty/Staff	
Vacancy Reports completed NOE course and Rate Review	0/49
Educational Supplements (Review, log, memo, send to payroll and faculty)	
New hire/re-hire/transfer files (closing onboarding process) track transcripts	2
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	102	35	TWC Claims	44	7
Fingerprints	30	2	Open Records Requests	06	01
DPS Driver Eligibility Checks	3	0		44	7

Payroll	**Count**
PDR Notifications	285
Direct Deposit Transactions	18
Full Time	22
Direct Wage/Work Study/Trainer	0
Resignations	
Full Time	6
Direct Wage/Work Studies	7
Garnishments	55
State Charitable Deductions	88
TXOAG Reporting	26
Payroll DOC/ADJ/SLP Worksheets	0
New Hires, Rehires, Transfers	0
Name Changes	0
Address Changes	2
Form W-4 Changes	32
FY21 Staffing Plan Salary Inc Rev	0
Forms processed	4
TWC	35
Letters sent	3
Phone Calls	20
Cell Phone Stipends	11
Direct Wage	20
Work Study	7
Adjunct	13
Overload	103
FLAC Dual Credit assignments reviewed	
FLAC entries reviewed and applied	63
Trainers	62
Dual Enrollment	0
Fac. Salary Retro-Pay Adj	0
Fac. Base Salary Pay-Off	1
Faculty Base Salary Month Ext	0
Full-time Regular Faculty Pay-Off	0
Faculty Special Assignment Other	0
Special Assignments	0
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	6
Staff Special Assignment	0
Large Class Payments	3
11/12 Salary Pay off	0
Educational Increase	0
Mini-mesters	0
Certification Stipend	0
PeopleAdmin Transactions	4
Approvals	3
Hiring Proposals	8
Payroll Worksheets	42
Move Request Updates	12

Support	Count
Front Desk	
Visitors Assisted	16
E-Verify	
Cases submitted	20
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	20
Requests	
Name changes	0
Revisions	46
Updated employment authorization documents	0
Emails for expiring documents	1
Applications	
Processed On-Line	338
Processed Paper	15
Postings	
Closed (On-Line)	13
On Boarding	
New Hires	16
Transfers	2
Returning	4
Adjunct	1

Records	Count
Records filed (by page)	136
Record Requests: Internal Files Processed (personnel/transcript/other)	90
Files scanned and indexed	234
New Hire folders prepared	0
New Hire Transcript Files Prepared	74
Termed files prepared	0
Boxes to Record Retention	0
Email Requests: External	4
Files audited	0
Record Requests	0
Active Files Moved to Termed	366
Special file requests (HR Director, auditor, etc.)	0
Employment Reference Checks Logged	10
WFH - Activity Reports Reviewed and Logged	1,248
WFH - Activity Reports Reformatted to PDF, Renamed. (Not Yet Logged)	0
WFH - E-Mails Pending	0
WFH - E-Mails Processed (Pending E-Notification)	0
WFH - E-Notifications sent	0
“Missing” files found	0

Staffing/Staffing Support (Staff)	Count
Position requests w/job descriptions	9
Positions posted	12
Positions reposted	1
Positions extended	3
Positions canceled	0
Search committees' forms requested	3
Search committees assigned	8
Hiring proposals reviewed (HR Staffing Review workflow)	9
Job offers	9
New Hire Email Notifications	
Full-time staff	9
Part-time staff	16
Trainers	2
Positions filled	6
PeopleAdmin user updates	13
Advertisements placed (Monitor, Town Crier, etc.)	4
Resignations/Terminations	
Full-time staff	10
Part-time staff	5
NOE's	
Full-time temporary staff	0
Part-time staff (WS)	6
Part-time staff (DW)	106
Trainers	42
Temporary Agency Employees	
Request	3
Replacements	1
Assignment Extension	6

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	6
Internal Transfers	3
Benefits Credits/Collections	15
TRS ED Records reported	150
TRS RR Records reported	12
TRS Prior Yrs of Svc Verifications	50
TexaSaver 457/403B Accounts	3
Faculty (Adjunct, Temporary)	7
Exits	
Staff (Direct Wage, Part Time)	0
Full Time	9
Retirees	0
FMLA Requests	

Benefits	Count
New	7
On-Going Cases	9
Closed	6
FMLA Intermittent Requests	
New	3
On-Going	12
Closed	1
Approved Leave of Absence	
New	0
On-Going	0
Closed	0
Workers Compensation Claims	
New	2
On-Going Cases	7
Closed	1
Tuition Reimbursement Applications Processed	1
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	18
Dependent	11
Promissory Notes	5
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	15
Sick Leave Pool Donations	15
SECC-State Charitable Deductions	0
Letter/Appointment FT AM/EX	
Medical Support Orders	0
ERS Changes	3
Vacation Settlement Worksheets	8

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

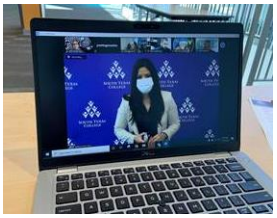
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY A. REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	DECEMBER 9, 2020
SUBJECT:	ACTIVITY REPORT FOR NOVEMBER 1, 2020 – NOVEMBER 30, 2020

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held several meetings with Academic Leadership Team
- Held meeting with Dr. Janna Arney – STC & UTRGV Collaborative Initiative, November 2
- Participated in the Admissions Policy Review Committee Meeting, November 3
- Signed Articulation Agreement – Laredo College, November 3
    - Facilitates the transfer of students from Laredo College Associate of Applied Science and the Associate of Arts or Science degree programs to the South Texas College Bachelor of Applied Science in Organizational Leadership.
- Program Review for Non-Credit Certificates, November 4
- Texas Pathways Project Team Meeting, November 5
- Starr County Campus Workforce Building & Programs, November 5
- Review Prime Power School submission with Dr. Plummer, November 5
- Presented for CTE Summit: Dual Credit Programs, November 6
- Attended the American Welding Society Accredited Testing Facility Ribbon Cutting Ceremony, November 10
- Presented at EWDC, November 10, 2020
    - Dual Credit Metrics Report
    - Dual Credit Faculty Reimbursement Costs
    - Emergency Medical Technician (EMT) – Basic Continuing Education Certificate
    - AAS in Culinary Arts with a Specialization in Restaurant Management
- Attended the Distance Learning Jag Studio Ribbon Cutting Ceremony, November 11



CTE Summit - November 6, 2020

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
- Developing a process to recruit and hire online faculty
- Developing guidelines and templates for the division
- Developing the Handbook of Operating Procedures Template

- Faculty Cost Analysis
- Finalized faculty qualifications presentation for SACSCOC annual conference
- Guided Pathways Project
- Monitoring budgets for the instructional pools for FY 21
- Monitoring the Spring 2021 semester course offerings
- New Program Development Proposals
- STC Competency-Based Program Development Manual
- Student Success Specialist and Academic Coach job duties
- Updating all manuals and reports for the division
- Working on a new Institutional Effectiveness Development Framework
- Working on scheduling dashboard
- Working on Several Search Committees
- Working on the Fraud Report
- Working with PR to develop the short certificate/Occupational Skill Award webpage
- Working with PR to update the academic program webpages to align with Meta Majors
- Working with RAS to collect data on dual credit enrollment to finalize the proposed changes to Policy 3232

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

DIVISION DEAN'S REPORT:

- Meeting to discuss the Pharr Police Department MRAP Vehicle, November 2
- Meeting to discuss THECB request for applications for OER grant opportunity, November 2
- Visit to review ATF in preparation for first cohort of AWS testing, November 3
- Discussion for Division Curriculum Committee meeting format, November 3
- Admissions Policy Review Committee meeting, November 3
- Discussion with Accounting faculty for review of the OER Development, November 4
- Meeting discussion regarding Mi Casita with Counselor and DBT Program, November 4
- Meeting and review of logistics with PR before testing for AWS certifications, November 4
- RCPSE Indoor Shooting Range Charrette Part 1, November 4
- Phone call discussion with possible consultant for Cosmetology Program, November 4
- RCPSE Indoor Shooting Range Charrette Part 2, November 5
- Texas Pathways Project Team Time, November 5
- Starr County Campus Workforce Building and Program discussion, November 5
- CTE Summit – Presentation for BPST Division Programs, November 6
- Master Planning for Starr County Campus – HVAC, Electrician Assistant, and Construction, November 6
- President's Administrative Staff meeting, November 6
- Graduation filming, November 9
- Meeting to discuss Cosmetology Program with possible consultant, November 9
- Cengage Unlimited Discussion, November 9
- Perkins Basic Liaison meeting, November 9
- Grand opening and first cohort of testing for AWS, November 10
- WECM OERTX Repository Informational session, November 10
- Education & Workforce Development Committee (EWDC) meeting, November 10
- OER Development meeting for Economics Program, November 11
- Recording of Closing remarks for the INNO Conference, November 11
- Academic Affairs Leadership Meeting, November 12
- Program Chair and Support Staff Meeting, November 13
- Recap of Week 1: AWS Testing, November 13
- Master Planning for the Technology Campus, November 16
- Meeting to discuss status of Programs under development in BPST Division, November 16
- Technology Campus tour with new Director of Learning Commons and Open Labs, November 17

- Introduction to Inaugural Symposium and Pre-Conference for INNO Conference, November 18
- Dean's meeting, November 18
- Technology Campus Master Planning, November 18
- ProctorU Demonstration from Distance Learning, November 18
- INNO Conference, November 19
- Meeting to discuss Maker Space with Associate Dean of Industry Training and Economic Development, November 19
- Starr County Campus Building D expansion, November 19
- Meeting to discuss Business Program OER course development with faculty, November 20
- Initial meeting with new Project Manager, November 20
- Meeting with architect and Program Chairs to discuss Master Planning of Technology Campus and Phase I - Buildings A & B, November 20
- Meeting to discuss Transfer options for Architecture students to Sci-Arc in Los Angeles, California, November 23
- Meeting to discuss OSA plans for Advanced Manufacturing and Mechatronics with Program Chair, November 24
- Master Planning for the Starr County Campus HVAC, Electrician Program, November 30
- Academic Council Meeting, November 30

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

- Program Chair and Associate Professor met with IT to discuss Digital Portfolio platforms, November 3
- Submitted AEDT Lending Library MOUs for Perkins funded camera equipment and laptops, November 4
- Participated in a survey for TxA Conference session called "High School Architectural Dual Credits: Help Shape the Curriculum" by CityLab High School in Dallas, TX, November 4
- Met with Assistant Chair and Associate Professor to discuss possible ABET (Accreditation Board for Engineering and Technology) Accreditation for AEDT specializations, November 4
- Program Chair and Assistant Chair attended the Youth Camps 2021 Q&A Meeting, November 5
- AEDT faculty attended Autodesk University Virtual Conference, November 17-20
- Participated in the BPST Division – Graduation Congratulations message, November 20
- Met with Dean, Facilities staff and Architects to discuss Technology Campus Master Planning, November 20
- Prepared and submitted Youth Camp Proposals for Summer 2021: ArchiAdventure (1) 3D Printing in Architecture, (2) Animating Architecture, and (3) Technical Rendering and Animation
- Meeting with SCI-ARC Institute of Los Angeles to discuss transfers to architecture program, November 23
- AEDT department began design development for Christmas ornaments for Dr. Reed, November 23
- Program Chair prepared and sent Emerging Technology Specialist hiring committee invitation to participate to several individuals, November 24
- AEDT faculty, ACD2 club, continued design development for the McAllen Housing Authority Little Free Libraries

Automotive

- Program Chair met Pharr PD to discuss the Mine-Resistant Ambush Protected (MRAP) vehicle, November 2
- Instructor was interviewed by Pharr-San Juan-Alamo Superintendent during his Automotive Dual class, November 5
- Program Chair and faculty attended the Zspace - Redefining Education for the New Era presentation to demonstrate the Virtual Reality equipment, November 11
- GM-ASEP held their Fall Zoom Advisory Committee Meeting, November 12

Business Administration

- Program Chairs and instructor met via Teams to discuss OER Business Course Development, November 17
- Hosted the 8th Annual Online (Microsoft Teams) Bi-National Innovation Conference INNO 2020 "Adapting to a New Normal: Innovations in Business and Educational in Response to COVID-19, November 19

Culinary Arts

- Attended Council of Chairs Meeting, November 5
- Presented Restaurant Management AAS at EWDC, November 10

- Meeting with Marketing contact at Pharr Chamber of Commerce, November 11
- Attended QEP advisory board meeting, November 12
- Hiring Committee for faculty Secretary, November 12 and 18
- Attended College-Wide Curriculum Committee, November 17
- Cooking Spot Live Stream Cooking Show, November 17
- Culinary Arts Faculty Meeting, November 18
- Meeting with PR to discuss increased social media presence, November 18
- Meeting of Abundant Heal Community Project, November 18
- Article on the front page of the monitor, November 20
- Planning meeting for Next "Cooking Spot" (to be held December 8), November 21
- Attended Board Meeting, November 24
- Thanks-for-Giving fundraiser, November 25
- News Stories on the following stations: KRGV, FOX, Telemundo, Univision, November 26
- Article in the Monitor, November 27

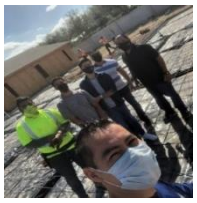
Design Building Technology
(Construction Supervision, Electrician Assistant, HVAC)

Major meetings:

- BPST Division Logo Development Meeting with AEDT faculty and DBT faculty, November 2
- CBE Course Design Meeting with DBT instructors; HVAC & Electrical programs are developing CBE courses for these programs with the goal of offering the Certificate fully through CBE, November 2
- Submitted quotes and justifications for upcoming Perkins items, November 2
- BPST Division Logo Development Meeting, November 3
- Submitted for approval MOU for collaborating with Continuing Education and Electrician Technology Lab
- Meeting with BPST Dean and Counseling and Student Access Services regarding upcoming collaboration with Mi Casita Community Project, November 4
- NCCER Master Trainer Premeeting, November 5
- Continued development of MOU with Library Services regarding HVAC Lending Library and met with Library staff to work on logistics, November 5
- BPST Division Curriculum Meeting. Approved new OSA for Construction Supervision program, Facility Management, and approved changes to the Construction Supervision Associates and Certificate, November 6
- Attended Construction Superintendent Curriculum Review Meeting with IAM, November 6 & 11
- DBT Departmental Meeting regarding COVID screening form, November 6
- Meeting with BPST Dean regarding Rio Grande Valley courses, November 6
- Division Curriculum Committee Meeting, November 6
- NCCER Master Training, November 9-12
- Attended Sharyland Program Virtual Advisory Board Mentorship, November 18-20
- Attended and presented changes of the Construction Supervision Associates and Certificate degrees to the College Wide Curriculum meeting, November 17
- Master Planning meeting with BPST dean regarding building A & B. Developed usage plans per program for building A & B, November 16, 18 & 20
- Continued coordination on Electrician Technology Solar Panel Structure, November 17-18
- Attended ProctorU Demonstration with Distance Learning Advisory Board, November 18
- Opened Lecturer Position postings for HVAC program for Spring 2021. Submitted Hiring Committee form, November 18-19
- Autodesk University. Automatic Checking of Your BIM 360 Models, Harnessing the Power of BIM and Assemble, & The Power of Location: GIS + BIM Enabling Sustainability and Resilience, November 17-20
- Met with City of McAllen HVAC Technician regarding potential community project for all DBT programs. Electrical students to begin helping setup for Christmas events at McAllen Convention Center, November 19
- Coordinated DBT participation in Summer Camps, November 20
- HVAC Advisory Committee Meeting, November 20
- Reviewed current progress of division symbols with BPST Dean, November 23
- Meeting to discuss Transfer options for Architecture Students with SCI-Arc, November 23

- Coordinated the collaboration of Electrician Technology program with City of McAllen South Pole Illuminated Drive and Theatre Experience, November 23
- Submitted revisions to RGVision Magazine for Electrician Technology program, November 24

External visits (site/organizations):



- Visited a job site in Rio Grande City, November 6 & 19
- Visited new home construction site, November 18
- Electrician Technology students from the DBT department volunteered at the McAllen Convention Center for the City of McAllen South Pole Illuminated Drive and Theatre Experience. They assisted in wiring light fixtures, November 25

Law Enforcement and Fire Science

- Meeting with Pharr PD MRAP Vehicle, November 2
- Meeting Indoor Shooting Range Charrette, November 4-5
- Division Curriculum Committee Meeting - Addition of elective courses, November 6
- Pharr PD New CORE Values presentation, November 10
- Patrol Rifle Training, November 11
- Traffic Incident Management Train-the-Trainer Class (TIMS), November 12-13
- Program Chair and Fire Science instructors met with Emergency Medical Technology instructor regarding the EMR Course Discussion, November 16
- BPST Division Meeting – Graduation Message for students, November 20
- Faculty Senate Meeting, November 24
- 15 Cadet Interviews for Full-time Academy; 2 Cadet Interviews for Part-time Academy

External Visits:

- Student recruitment for A.A.S at Mission Fire Department, November 17
- Student recruitment for A.A.S at Edcouch Fire Department, November 18

Office Administration

- Attended Program Chair Meeting, November 3
- Continued attendance in Faculty Advising Certification Training (F.A.C.T.), November 6, 13, & 20
- Held Faculty Secretary Interviews, November 12 & 18
- Attended College Wide Curriculum Committee, November 17
- Attended Program Chair Meeting (Graduation Congratulations), November 20
- Submitted Summer 2020 Schedule, November 23
- Attended Council of Chairs Meeting, November 27
- Held Departmental Meeting, November 30

Public Administration

- Hosted a Zoom webinar-style informational live session presentation followed by a live question and answer session to. Topics included program information on opportunity and outcomes as well as timeline for completion, how to apply for admission and financial aid
    - 15 City of McAllen employees, November 11
    - City of Edinburg Human Resources Director & staff, November 12
    - 12-15 City of Edinburg employees, November 18
- Attended the Fall CTE Program Sharyland ISD Advisory Committee Virtual General Session Meeting along with business leaders, community members regarding student opportunities, November 18
    - Invited Speaker, Hospitality/Human Services Sub-Committee; talked with students regarding emerging workforce trends in the hospitality/human services career cluster

Welding Technology

- Participated in RAND – Career Placement studies Research Group, November 10
- AWS Testing at South Texas College: Students began their AWS D1.1 Testing, November 10
- ATF Ribbon Cutting: South Texas College Technology Campus is the recent organization that is listed in the American Welding Society as an Accredited Testing Facility, November 16

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Coordinated with a new team in preparation for applying for the newly announced GEER-OER grant from the THECB.
- Concluded negotiations regarding plans for space re-allocations at Pecan Plaza involving Kinesiology, Dance, and Ballet Folklórico.
- Convened and conducted a meeting regarding the removal of select courses from the SBS Electives for AAS students.
- Met with representatives from Mentor Collective to discuss their platforms for large-scale peer-mentoring programs.
- Conducted a Liberal Arts Chairs' meeting to discuss progress on multiple projects and initiatives.
- Participated in the planning session for ASCENDer Noche de Familia.
- Convened and conducted the third and final Team Time for Institute #2 of the Texas Pathways Project.
- Attended the third and final Plenary Address for Institute #2 of the Texas Pathways Project.
- Began drafting the final Action Plan from Institute #2 of the Texas Pathways Project.
- Met with the Data Summit organizing team to plan for the Spring 2021 STC Data Summit.
- Convened the Liberal Arts Department Chairs and Program Coordinators, to film congratulatory videos for their December graduates.
- Attended multiple webinars and training workshops:
    - OERTX webinar on grant opportunity.
    - TxAHEA webinar on learning outcomes assessment.
    - Webinar on managing institutional finances.
    - Met with two institutional leaders who have partnered with Suitable in the design of Comprehensive Learner Records and e-Portfolios.
    - FLAC training.
    - THECB webinar on TSI-A 2.0.
    - Webinar on "Hyflex" course modality.
    - Dual Credit Advisory Committee meeting, for a demo of *ProctorU*.
    - Demo of *Blackboard*'s EAC learning outcomes assessment platform.
    - Inside Higher Ed's live webcast for *Creating a Seamless Student Experience – On Campus and Virtually*.
- JagNet Content Committee meeting.
- Search Committee meeting for the Director of Human Resources position.
- Forum for the Chief of Police position.
- *Ad hoc* meeting on the HSE>Meta-Majors toolkit.
- Met with Dr. Petrosian to discuss Center of Mexican American Studies.

DEPARTMENT/PROGRAM REPORTS:

Art 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, November 2-20
- Planned for artist's interview of Bernardo Diaz, November 2-6
- Council of Chairs Meeting, November 5
- Faculty participated in Tierra Firme's Presentación de la XIV Edición event, November 5
- Department Chair attended:
    - Liberal Arts Chairs' Meeting, November 4
    - Texas Art Schools Association Board meeting, November 6
    - Keep McAllen Beautiful meeting, November 6
- Submitted Intent to Hire request for new Dual Credit faculty, November 9
- General scheduling of courses for Spring to include new requests for IPH and synchronous online courses, November 9-13
- Planning for next visiting artist, Tore Terrasi, November 9-13

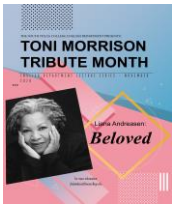
- Recording of artist Bernardo Diaz in Austin, Texas to include discussion on artistic theory and process, November 9-10
- Live artist's talk with Bernardo Diaz. November 10
- Submitted Meta-Major program description, November 11
- Editing of video premiered during scheduled live artist's talk, November 11
    - Video can be viewed via the link: https://www.youtube.com/watch?v=fPGpQrB_if8&feature=emb_logo
- Finalized online gallery for Tore Terrasi, artist, and preparing for live artist's talk, November 16-20
- Produced graduation congratulatory video, November 16
- Conducted Art Department Meeting, November 19
- Texas Association of Schools of Art (TASA) Gallery Coordinator and Co-Coordinator meetings, November 20
- Compiled Full-Time Faculty Supervisor evaluations
- Participated in interview with Austin Community College for art exhibition and book publication
- Continued redesigning Division banner icon(s)

Drama Department

- Episode 3 of *Cooper Cabaret* released, November 6; link: https://youtu.be/budhVbC7-I8.
- American Alliance for Theatre and Education hosted the Leaders of Color Institute, a virtual symposium for Black, Indigenous, and People of Color, which can be viewed via the following link: https://www.aate.com/loci. 47 attendees from across the country participated.
- *Medea* cast and crew released the final episode on our YouTube channel; entire series can be seen below; currently in post-production with combining all episodes into one performance.
    - *Medea* – Episode 1
    - *Medea* – Episode 2
    - *Medea* – Episode 3
    - *Medea* – Episode 4
- *Let's Talk Theatre* cast and crew released third episode on our YouTube channel https://youtu.be/rlbZGlvd93c; topic focus is Greek tragedy and currently in post-production for the final episode of the semester.

English Department

- Committee continued work to create ENGL universal shell with Open Educational Resources (OER).
    - Creation of ENGL 1301 universal shell with OER continues.
    - Revision of ENGL 1302 Universal shell continues.
    - Proposal for ENGL 2321 Universal is ongoing.
        - Completion Checklist will be available after Thanksgiving.
- Full Time and Dual Faculty Evaluations/Observations continue.
- Prepared English Department Leadership briefings.
- Participated in Liberal Arts Chairs' Meeting.
- Reviewed applications and scheduled Dual Credit faculty interviews.
- Current Events:
    - Toni Morrison Lectures offered via the following links:



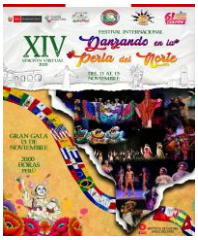
        - Nov. 3rd: Life and Works of Toni Morrison with Marisa Taylor
            - https://www.youtube.com/watch?v=NDzr4DGx4kA
        - Nov. 5th: Beloved with Liana Andreasen
            - https://www.youtube.com/watch?v=3Knf1z10fNw
        - Nov. 10th: The Bluest Eye with Erika Garza
        - Nov. 12th: God Help the Child with Sharmila Nambiar
            - https://www.youtube.com/watch?v=H0bWdc7mXMg
        - Nov. 17th: Toni Morrison's Last Letter with Robin Andreasen
            - https://www.youtube.com/watch?v=J1W9yFlBBvU
        - Nov. 19th: Debating Beloved, the Movie with David Oakes and Liana Andreasen
            - https://www.youtube.com/watch?v=Wcdb8kDnXTM

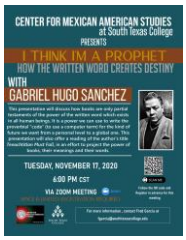
History / Philosophy Department

- Conducted online observation and supervisor evaluations for 26 Dual Credit Faculty.
- Attended Liberal Arts Chairs' meeting.
- Produced graduation congratulatory video.

Center for Mexican American Studies (CMAS)

- Ballet Folklorico South Texas College (BFSTC) participated virtually in the City of McAllen's Fiesta de Palmas held at the McAllen Performing Arts Center, November 7-8
- Coordinator finalized 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 13
- Selected via a rigorous process to represent the United States in an international festival, *Danzando en la Perla del Norte*; there was only one performing group selected per country. This world-wide virtual festival had almost every Latin American country, and even some European and Asian countries, participating.
- Hosted Dr. Steven Rosales during the Veterans Lecture Series
- Hosted Gabriel Hugo Sanchez, the fourth speaker of the semester for the Platica Sol de Aztlan lecture series; Mr. Sanchez read excerpts from his book, *Tenochtitlan Must Fall*
- Postponed performance, *Amistades Juntos a la Distancia*, broadcast via Facebook Live, November 20





Music Department

- Video for Tech Campus Business Conference in development, November 2
- Outreach Committee developing Music Department Outreach Plan, November 4
- Participated in Liberal Arts Chairs' Meeting, November 4
- Worked to develop Music and BASOL degree map, November 5
- Discussion of possible outdoor concert and future hybrid course, November 5
- Faculty participated in Tierra Firme's Presentación de la XIV Edición event November 5
- Met to discuss summer camps and potential Continuing Ed Film course, November 6
- Recorded graduation message for December graduates, November 9
- Outreach Committee met to discuss a recruitment plan and faculty meeting presentation, November 11
- Discussion of potential Continuing Ed. Music certificates, November 12
- Contacted Rio Films re: potential Continuing Ed. course "How to Prepare an Audition Tape," November 12
- Met with Rio Films to discuss film masterclass, November 17
- Met with Maintenance and Educational Technology to plan Jazz Ensemble concert, November 18
- Met with department Outreach Committee, November 18
- Department Faculty Meeting, November 19

Speech Department

- Completed video saluting Communications graduates to be presented during Fall 2020 commencement.
- Reviewed applications and scheduled Dual Credit faculty interviews.
- Submitted Meta-Major program description.
- Revised IE Report.
- Worked on Faculty Class Observations and Faculty Evaluation Reports for Full Time and Dual Credit Faculty.
- Submitted Intent to Hire form for Dual Credit Candidate.
- Attended FLAC Training.
- Contacted 10 Adjunct Faculty, regarding Spring 2021.
- Conducted Department Meeting.
- Submitted Department Meetings for January Return Spring 2021 to OPOD.
- National Communication Association Convention.

World Languages Department

- Monitored observations of Dual Credit Faculty's online classes by Full Time faculty.
- Reviewed applications and scheduled Dual Credit faculty interviews.
- Liberal Arts Chairs' Meeting.

- Supervised Tierra Firme's Presentación de la XIV Edición event.
- Attended Carl Perkins Grant meeting.
- Completed Dual Credit faculty reference checks.
- Continued with IE Plan updates.
- Met with 18 Dual Credit faculty via Zoom to discuss evaluations.
- Dual Faculty Evaluations / Observations continued.
- Created Master shell for SPAN 2315.

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

DIVISION DEAN'S REPORT:

- Meeting with MSU to discuss articulation agreement, November 2
- Meeting to discuss Open Ended Resources (OER) grant opportunity with THECB, November 2
- Meeting for an agreement regarding pathway in MBA program for bachelor program graduates, November 2
- Admissions Policy Review Committee meeting, November 3
- Facilitated Division Chair meeting, November 4
- Met with Academic Affairs staff, Bachelor program chairs, and Public Relations to discuss Bachelor Program symbols to be used in college banners, November 5
- Attended Ascender Noche de Familia Planning meeting, November 5, 13
- Participated in virtual President's Administrative Staff meeting, November 6
- Attended BASOL fall Advisory Committee meeting, November 10
- Participated in the CBExchange 2020 Conference, November 10-13
- Attended Division Curriculum meeting, November 10
- Facilitated the Academic Coaches/SSS/Chairs-Bachelor Programs, November 11
- Participated in graduation filming, November 12
- Attended Board Special Meeting COVID 19 Public Health, November 12
- Attended Academic Affairs Leadership meeting, November 12
- College of Engineering Dean's Leadership Board meeting, November 16
- TSIA Launch Webinar Announcement, November 17
- College-Wide Curriculum meeting, November 17
- STC partnership for NSF proposal meeting, November 17
- Participated in the ProctorU Demonstration, November 18
- B2BMED Cohort 2 Recruitment Meeting, November 19
- Facilitated grant collaboration with UTRGV meeting, November 19
- Promoted the University Relations, Transfer and Articulation Center on social media, ongoing
- Met with representatives from Biology Department and Curriculum Office to discuss proposed Agriculture Program, November 16
- Attended the webinar "In Their Own Words: Student Challenges in the Pandemic," November 16
- Held two transfer information sessions, November 17 and November 19
- Attended part of THECB's "TSIA Assessment, Version 2.0 Launch Webinar," November 17
- Met with representatives from Dual Credit Programs and the University of Houston College of Pharmacy about a new grant they had been awarded that may impact South Texas College students, November 17
- Met with representatives from Texas A&M University of College of Agriculture and Life Sciences and the Biology department to discuss articulation agreement, November 17
- Attended the webinar on "Responses to Declining Community College Enrollments in Texas," November 18
- Final Mid-Biennium Review Meeting for out division, November 19
- "The Transfer Landscape: a Survey of College Officials" webinar, November 19
- "Building equity and performance in 'Hyflex' environments" webinar, November 20
- "Pathways to Public Health from Community Colleges" webinar, November 20

BACHELOR PROGRAMS:

BASOL

- Pathways to TAMUK MBA meeting, November 2
- Competency-Based Network Board meeting, November 3
- Prime Power School meeting with the Dean of Distance Learning, November 3
- MSITB Division Program Chair meeting, November 4
- Bachelor Program Symbols meeting with the Project Manager from Academic Affairs, November 5
- Facilitated a meeting with Music Program Chair to discuss pathway from Associate Degree to BASOL, November 5
- Council of Chairs meeting, November 5
- AAWCC Board meeting, November 9
- Meeting with Portfolium to discuss Badges as part of the IT Grant, November 9
- Facilitated the BASOL fall Advisory Committee meeting, November 10
- McAllen Leadership monthly meeting, November 10
- Academic Coaches/SSS/Chairs-Bachelor Programs, November 11
- STC Public Administration to BASOL Information session with City of McAllen employees, November 11
- Facilitated a meeting with Portfolium to discuss the Comprehensive Learner Record (CLR), November 9
- Participated and presented in the CBExchange 2020 Conference, November 11
- McAllen Ambassador meeting, November 12
- AAWCC November Membership Meeting, November 12
- Facilitated in a meeting with Portfolium to discuss the CLR & Badges, November 13
- Participated and presented in the CBExchange 2020 Conference, November 13
- College-Wide Curriculum meeting, November 17
- Faculty Load and Compensation (FLAC) Training, November 18
- Facilitated an IE Plan Updates meeting, November 18
- Public Administration Program Pathway to BASOL, November 18
- Participated in the ProctorU Demonstration, November 18
- Final Mid-Biennium Review meeting, November 19
- Facilitated a Badges meeting with Math faculty, November 19
- McAllen Chamber's Beauty Trends Virtual Ribbon Cutting, November 19
- Leadership McAllen Education Class Preparation Meeting, November 19
- Finalized the Comprehensive Learner Record Report to ACCRAO, November 20
- McAllen Chamber's Only Love Hospice Customer Service Award via Curbside Drive by, November 20
- Participated as a volunteer in the AAWCC 2020 Annual Turkey Trot Virtual Run/Walk, November 21
- Facilitated a meeting with new CBE Art Appreciation faculty to discuss how CBE functions and prepare for the upcoming spring course, November 24
- Attended and recorded the presentation for the upcoming STC CBE-ACE IT Symposium, November 24
- Participated in the e-Badges meeting, November 25

Computer Information Technology

- "Improving Diversity and Inclusion in Your Department" Webinar, November 2
- Facilitated virtual meeting with Computer Science Faculty and Academic Coach on "How to Report CITP Activities Every Day," November 2
- Facilitated virtual meeting with Academic Coach to discuss the format of first Activity Report for BAT in CITP, November 3
- Participated in virtual Program Chair Meeting to record Congratulatory Message, November 3
- Facilitated virtual meeting with Computer Science Faculty to discuss CCBA Conference, November 4
- Introduction to Lumen Learning Meeting, November 5
- Meeting to review and discuss the reworked symbols for the Bachelor Programs Banner, November 5
- Meeting with Academic Coach to review the Activity Report for BAT in CITP, November 5
- Meeting with Academic Coach to discuss modification of Activity Report for BAT in CITP, November 6
- Presented, along with two CS Faculty, in the CBExchange 2020, November 10-13
- BAT in CITP Faculty participated in the CBExchange 2020, November 10-13

- Facilitated virtual meeting with CS Faculty to complete the Google IT Activity Report, November 10
- MSB Division Curriculum Committee Meeting, November 10
- Academic Coaches/SSS/Chairs-Bachelor Programs Meeting, November 10
- Meeting with CS Faculty to discuss CBExchange Panel Dry Run, November 11
- FLAC Training, November 12
- IE Plan Meeting, November 13
- Meeting with CS Faculty (individually) to review faculty evaluation passing rates for Spring 2020, November 13
- Meeting with CS Faculty to review the draft for the Google IT Monthly Report, November 13
- Meetings with CS & CITP Faculty to perform Faculty Evaluations, November 16
- Google IT Certificate 2021 Integration Checklist Review Meeting CS Faculty Member, November17
- FLAC Training, November 17
- IE Plan Review Math/Science/IT Meeting, November 17
- BAT-BAS IE Final Review of Sections 7 & 8, November 17
- College-Wide Curriculum Committee Meeting, November 17
- BAT in CITP IE Plan Meeting with CITP Faculty, November 18
- STC Partnership for NSF Proposal Meeting, November 18
- Final Mid-Biennium Review Meeting, November 19
- Meeting with CS Faculty to complete Computer Science IE Plan Revisions, November 19
- Grant Collaboration with UTRGV Meeting, November 19
- South Texas Google TA Meeting, November 19
- STC Partnership for NSF Proposal Meeting, November 23

Medical and Health Services Management

- Pathway to TAMUK MBA virtual meeting, November 2
- MSITB Division Program Chairs virtual meeting, November 4
- Met with Academic Affairs staff and Dean to discuss Bachelor Program symbols for college banners, November 5
- Attended and participated in Council of Chairs meeting, November 5
- Participated all week in the virtual CBE conference annual meeting, November 9-13
- MSITB Division Academic Coach meeting, November 11
- MSB Division Curriculum meeting, November 10
- College-wide Curriculum Committee November 17

Technology Management

- Pathways to TAMUK MBA Meeting, November 2
- MSITB Program Chairs Meeting, November 4
- Bachelor Program symbols review, November 5
- Council of Chairs Meeting, November 5
- Attended sessions in CBExchange 2020, November 10-13
- MSITB Division Curriculum Committee Meeting, November 10
- Academic Coaches/Success Specialist/Chairs-Bachelor Programs Meeting, November 11
- FLAC Training, November 12
- MSITB Overview of IE Plans Meeting, November 13
- College-wide Curriculum Committee Meeting, November 17

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Speaker Series Meeting #2, November 2
- 1408/1409 Lab Manual Discussion, November 5
- Council of Chairs Meeting, November 5
- TACC Session #2, November 6
- B2BMED STC Mentor, November 6, 19
- MSB Division Curriculum Committee Meeting, November 10
- Be Aware 2-Grant Initiation Meeting, November 12
- Cohort-2 Recruitment Drive, November 12
- OPOD Advisory Committee Meeting, November 13

- Youth Camp Discussion, November 13
- 1406 Biology Labs Committee Vernier Discussion, November 13
- NSF Grant Budget Reallocation Meeting, November 13
- Wolf and Bear Committee Meeting, November 16
- College-Wide Curriculum Committee Meeting, November 17
- Course review for students with NSF Grant in Spring, November 18
- Biotechnology Committee Meeting, November 18
- McGraw Hill Preparations for Spring 2021, November 24
- Wolf and Bear Committee Meeting, November 25

Chemistry

- Program Chair meeting, November 4
- Council of Chairs meeting, November 5
- Met with Lab Specialist and ChemDraw representative to discuss software license availability for students via the cloud, November 5
- MSITB Division Curriculum meeting, November 10
- Office Administration Faculty Secretary candidate interviews, November 12
- NSF-S-STEM (STEM Success Academy) Cohort 2 Recruitment Drive, November 12
- OER Fireside Chat with Franklin Ow and Paul Cooper, November 12
- QEP Advisory Committee meeting, November 12
- NSF Grand Budget Reallocation meeting, November 13
- UHCOP-STC Cooperative Pharmacy Program meeting, November 17
- Faculty Load & Compensation (FLAC) Virtual Training, November 17
- College-Wide Curriculum Committee meeting, November 17
- Met with OPOD personnel to discuss department meeting presentation. The presentation has been rescheduled to January meeting, November 18
- TCCTA Webinar, "You Don't Need to Master Those Zoom "Break Rooms"", November 19
- Faculty Senate Meeting, November 26
- Reviewed Faculty Blackboard Shells and Student Evaluations for FT Faculty and Lecturers November 25 to 29

Science Olympiad Director

- ACS local section meeting co-hosted by the ACS Energy and Fuels Division; guest speaker Dr. Feng Jiao talked about Electrochemical CO2 Reduction- challenges and opportunities, November 6
- Hosted Chemistry Club meeting to discuss pumpkin decorating contest winners and Speaker series, November 5
- Test Writing for 2021 Season Tournaments Workshop, November 11
- NISE Lets Do Chemistry Train the Trainer On-line Workshop, November 13 & 20
- Hosted the Chemistry Club speaker series: Chemical Engineering, November 13
- I & E speaker series: Lamar Jones, November 14
- Top Hat Review via ZOOM, November 12
- Science Olympiad Webinar for Directors, November 18
- Chemistry Olympiad recruitment webinar, November 19
- Met with McAllen ISD Science Coordinator to work on coach's clinic schedule, November 20
- Meeting with Cengage Rep about Chemistry Now, November 19
- Department meeting in TEAMS, November 20
- Hosted the Chemistry Club meeting, November 19, 25
- Worked on Coach's Clinic Workshop presentations, November 23 -29

Computer Science

- Meeting with CS faculty, November 2
    - Google IT Milestone #3 and Support Professional Certificate Program for Spring 2021
    - Review congratulatory message
- "Improving Diversity and Inclusion in Your Department" Webinar, November 2
- Meeting with CS faculty and Academic Coach on "How to Report CITP Activities Everyday", November 2
- Meeting with CS faculty to review CBExchange Discussion Panel Dry Run, November 3
- Program Chair Meeting to record Congratulatory Message, November 3
- Facilitated meeting CS faculty to discuss CCBA Conference, November 4
- Participated in Virtual Introduction to Lumen Learning Meeting, November 5

- Meeting to review and discuss the reworked symbols for the Bachelor Programs Banner, November 5
- Presented, along with two CS faculty, in the CBExchange 2020, November 10-13
- BAT in CITP faculty participated in the CBExchange 2020, November 10-13
- Facilitated meeting with CS Faculty to complete the Google IT Activity Report, November 10
- MSB Division Curriculum Committee Meeting, November 10
- Academic Coaches/SSS/Chairs-Bachelor Programs Meeting, November 10
- Meeting with CS faculty to discuss CBExchange Panel Dry Run, November 11
- FLAC Training, November 12
- Meeting with CS faculty to review the draft for the Google IT Monthly Report, November 13
- Meetings with CS & CITP faculty to perform Faculty Evaluations, November 16
- Google IT Certificate 2021 Integration Checklist Review Meeting, November17
- FLAC Training, November 17
- College-Wide Curriculum Committee Meeting, November 17
- STC Partnership for NSF Proposal Meeting, November 18
- Grant Collaboration with UTRGV Meeting, November 19
- South Texas Google TA Meeting, November 19
- STC Partnership for NSF Proposal Meeting, November 23

Information Technology

- Division Leadership Meeting, November 4
- Microsoft Teams Classroom (MIE Part II) Cengage Event, November 10
- Division Curriculum Meeting, November 10
- Education & Workforce Development Committee, November 10
- Assistant Chair completed "The Bits and Bytes of Computer Networking" course certificate with Google, November 12
- Meeting with RGC CISD Withdrawals, November 17
- College-Wide Curriculum Meeting, November 17
- STC Partnership for NSF Proposal, November 18
- Grant Collaboration with UTRGV meeting, November 19
- IT Advisory Committee meeting, November 19
- Faculty attended "SE Connect Pilot (Cisco Networking Academy)" webinar, November 19
- IT & CAT faculty attended the Introduction to Bb Ultra Experience workshop, November 20
- "Operating Systems and You: Becoming a Power User" course certificate with Google, November 18
- Information Technology Association meeting, November 20
- Faculty Senate Meeting, November 24
- Assistant Chair completed System Administration and IT Infrastructure Services course certificate, November 21
- Assistant Chair completed the IT Security: Defense against the digital dark arts course Certificate, November 22
- Assistant Chair earned the Google IT Support Professional Certificate, November 22

Mathematics

- Meeting with Child Development Department to discuss articulation agreement with MSSU, November 2
- Supporting Disabled Students in Virtual STEM Courses webinar, November 3
- Program Chair Meeting, November 4
- Ascender Noche de Familia Planning Session, November 5
- Council of Chairs Meeting, November 5
- CBE Institute: Connecting the CBE Process to Degree workshop, November 6
- AMATYC Conference Part 1, November 6
- Coordinated updates to the Developmental Education Plan with specific reference to the new TSIA2 (set for initial implementation on January 11, 2021); work included new placement scales, updated pathways advisement & alternative NCBO course designs/options
- Competency-Based Education conference, CBExchange, November 10 – 13
- MSB Division Curriculum Committee Meeting, November 10
- Mathematics Faculty presented workshop on how to implement Respondus Monitor/Lockdown Browser setting on Blackboard with My Open Math and MyLab assignments; November 11
- FLAC Training, November 12

- Mathematics Faculty presented workshop on how to use VidGrid Portal, November 12
- Discussion on IE Plan; November 13
- AMATYC Conference Part 2, November 13
- Presented and participated in STC ASCENDer Noche De Familia with Catch the Next, November 13
- Faculty & staff attended Faculty Advising Training, November 13
- Preparing development of SharePoint site within Microsoft 365 for organization and management of all departmental files, notifications and departmental calendar, November 8-13
- Mathematics Faculty presented workshop on Blackboard Ultra: Gradebook, November 16
- TSI 2.0 Assessment Webinar; November 17
- College-wide Curriculum Committee meeting, November 17
- ProctorU Demonstration, November 18
- Participated in Blackboard outcomes presentation to discuss technology features with Bb platform, November 19
- Attended ASCENDER webinar, November 19
- Mathematics faculty presented an overview of Blackboard Ultra to Art Department to showcase capabilities, features and provide support, November 19
- AMATYC Conference Part 3, November 20
- AMATYC Delegate Assembly, November 21

Physical Science

- Faculty promoted Physics, Physical Science, Engineering, and Geology courses and programs, Spring 2021 enrollment, and completed Starfish Student progress surveys as a part of Advising Days initiative, November 2-3
- Microsoft Teams Program Chairs Meeting, November 4
- Department Chair, Staff of STC Educational Techonlogy department, and the Advising Days committee convened Advising Days webinar series. Department Chair, Physics Lab Specialist, one Physics faculty, and staff of CLE, Library, and Open Computer Labs presented Welcome remarks, Advising Days schedule, Physics Demonstrations, and student support services, November 4
- Hosted webinar presentations by UTRGV Engineering department and the UTRGV School of Earth, Environment, and Marince Sciences, November 5
- Complete post-online classroom observation conference, November 5
- Obtained a Blackboard Ultra shell to develop a program website for Engineering and Physics majors. This shell will be used to promote physics and engineering programs and courses, transfer opportunities, intership and career opportunities, and to communicate with the department majors, November 5
- Council of Chairs meeting, November 5
- Hosted webinar presentations by STC Transfer Center and one STC Physics program faculty, November 6
- Organized, hosted, and presented Microsoft Teams Data Summit-Department of Physical Science Meeting. Met with the physics program and engineering program faculty and reviewed the program data files that include retention rates, Program Learning Outcomes assessment results, and Student Class success rates. The participants deliberated on student course success and program success indicators, November 6
- Microsoft Teams Ultra Course Conversion training, November 9
- Meeting with STC Grant Developer/Administrator, 2 Physics Program faculty, MS Division project manager, and NSF grant recepient from Wake Technical Community College, NC, and Director of IMAS to discuss Letter of Intent for NSF Geopaths Project, November 10
- Met with the Director of the STC Transfer center, the Chair of Department of Physics and Geoscience, TAMUK, and the Director of Academic Advising, TAMUK and reviewed the draft of A. S. in Physics degree plan, course equivalence with TAMUK, and the prospects of Articulation Agreement Meeting, November 10
- CBExchange 2020 Virtual Conference, November 11, 12
- Blackboard Collaborate TAMUK College of Engineering Meeting. During the meeting engineering departments presented the updates and outreach strategies were discussed, November 16
- "In Their Own Words: Student Challenges in the Pandemic" webinar sponsored by Inside Higher Ed, November 16
- IE Plan Review Math/ Science/ IT Virtual Meeting, November 17
- Reviewed and revised Physical Science department's IE Plan Mid-Biennium Report, November 17
- College-Wide Curriculum Committee Meeting, November 17
- ProctorU Demonstration sponsored by the Distance Education department, November 18

- Final Mid-Biennium Review Meeting, November 19
- NSF Grant proposal meeting to discuss prospective ideas for proposal development, November 19
- "Creating a Seamless Student Experience – On Campus and Virtually" Webcast, November 24

UNIVERSITY RELATIONS:

- Virtual Information Sessions this month:
  Texas A&M University, St. Mary's University, Texas A&M University – Kingsville, Hardin-Simmons University, University of Houston, University of Texas at Austin, Trinity University, Texas Tech University, McMurray University, Stephen F. Austin State University, St. Edward's University, UTRGV, Texas A&M International University, Texas Lutheran University, Rice University, University of St. Thomas, University of Texas at El Paso, Texas A&M University – San Antonio, Excelsior College, Texas Women's University, Houston Baptist University, University of Dallas, Southern Methodist University, Texas Christian University, University of North Texas – Dallas, Tarleton State University, Baylor University, University of Texas – Arlington
- Met with Midwestern State University to discuss an agreement from Child Development Pathway and the AA in Teaching to their EC-3 Competency-Based Education Program, November 2
- Met with the program chairs from STC Bachelor's Programs, Program Coordinator for the MBA Program at TAMUK, and Dean of the College of Business Administration at TAMUK about an agreement regarding a pathway in the MBA program for bachelor program graduates, November 2
- MSITB Program Chair Meeting, November 4
- "Introduction to Lumen" Webinar, November 5
- Presented at the Physical Science Department Advising Days, November 6
- CBExchange Virtual Conference sessions, November 10-13
- Held Transfer Information Sessions, November 10 & 12
- Teach for America webinar "A Resilient RGV: Virtual Panel and Discussion," November 10
- Met with the Department Chair for Physics, Director of Advising at TAMUK, and Department Chair for Physics and Geosciences at TAMUK regarding pathways to the Bachelor of Science in Physics and the Bachelor of Science in Geosciences at TAMUK, November 10
- Met with Department Chair for Chemistry about pathways for the AS in Interdisciplinary Studies, November 11
- Participated in the Planning Meeting for the Middle Management Institute for the Texas Association of College Admissions Counselors, November 11
- South Texas College Board of Trustees Special Board Meeting, November 12
- Transfer Counselor Update for St. Edward's University, November 12
- Participated in the American Association for Women in Community Colleges monthly meeting, November 12
- Attended the Math, Science, Information Technology and Bachelor Programs Leadership Meeting, November 13
- Met with representatives from Biology Department, Curriculum Office and the Dean of Math, Science, Information Technology and Bachelor Programs about the proposed Agriculture Program, November 16
- "In Their Own Words: Student Challenges in the Pandemic" webinar, November 16
- Attended part of the THECB "TSIA Assessment, Version 2.0 Launch Webinar," November 17
- Met with representatives from Dual Credit Programs and the University of Houston College of Pharmacy about a new grant that they had been awarded that may impact South Texas College students, November 17
- Met with representatives from the Texas A&M University of College of Agriculture and Life Sciences and the Biology department about an articulation agreement into their programs, November 17
- Webinar "Responses to Declining Community College Enrollments in Texas," November 18
- Webinar "The Transfer Landscape: a Survey of College Officials," November 19
- Webinar "Building equity and performance in 'Hyflex' environments," November 20
- "Pathways to Public Health from Community Colleges" webinar, November 20

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Admissions Policy Review Committee Meeting, November 3
- Leadership Meeting, November 4

- Completed the Building Responder Training, November 4
- Medical Research Group (MRG) and STC Nursing & Allied Health Meeting, November 4
- Met with the Dean of Institutional Research and Effectiveness to perform a program review of non-credit certificates, November 4
- 2020 OADN Convention, November 5 – 6
- Participated as a speaker on leadership in the midst of the pandemic at an event hosted by the Philippine Nurses Association of America South Central Region, November 7
- Reviewed the ACEN RN to BSN Candidacy Report
- OADN Virtual Convention events, November 9-13
- Reviewed the Texas Team Pathway online presentation
- Education and Workforce Development Committee Meeting, November 10
- Associate Degree Nursing Program Spring 2021 Orientation, November 11
- Worked on preparations for the Advisor Search Committee
- "Next Gen Testing Update: Shortcuts to a Rapid Rollout" online presentation, November 11
- TADDPNP November Update online meeting, November 12
- Met with Public Relations & Marketing staff to record video message for upcoming graduates, November 12
- Leadership Meeting hosted by VPAA, November 12
- Nursing Issues in the 87th Legislative Session (Nurse Talks Empowerment Series) webinar, November 12
- OADN Effectively Leading Curriculum and Assessment, November 13
- OADN Virtual Convention events, November 16 – 20
- Meeting with EMT department chair to discuss the Emergency Medical Responder course, November 16
- Building an Effective Learning Community in the Online Environment webinar, November 17
- Strategies to Enhance Critical Thinking webinar, November 17
- Helping Students Form a Professional Identity webinar, November 17
- Met with ADN department chair and a faculty to plan for capstone faculty mentoring for Fall 2020 cohort, November 17
- Met with the VPAA, November 18
- Held NAH Program Chair Meeting to discuss the spring semester, COMPLIO, and other issues, November 18
- Faculty as an Agent webinar, November 18
- Build Equity and Performance in HyFlex Environments webcast, November 18
- Successful Remediation – A Structure that Works webinar, November 18
- Met with Director for College Connections to discuss plans for NAH senior workshop, November 18
- Pathfinder's meeting, November 18
- Developing a Proactive Approach to Student Success webinar, November 19
- Met with the new director of Learning Commons and Open Labs; provided tour of the NAH Campus and discussed the division's vision and mission, November 20
- Moving the Clinical Experience Outside the Hospital webinar, November 20
- Followed up on the ACEN 2019 – 2020 Annual Report
- Gave presentation to Vocation Nursing faculty on Next Gen Testing, November 23
- Creating a Seamless Student Experience – On Campus and Virtually webcast, November 24

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Program admitted 103 students for the traditional track and 59 students with 8 alternates for the LVN to RN track for Spring 2021 Semester
- Held orientation for Level 1 students; attended by 103 traditional, 59 transitional, and 7 alternates, November 11
- Concepts and Clinical Leads Meeting, November 18
- NAH Program Chairs Meeting, November 18
- Assistant advisor met with 64 students through individual online appointments and advised over 200 students by email

Bachelor of Science in Nursing

- Recognition Ceremony for the first cohort of RN-to-BSN students was approved by the Dean; preparations for the ceremony are in progress

- Held mandatory orientation for the second cohort of RN-to-BSN students
- BSN coach worked with IT Department in finalizing the online application of future students
- Completed writing of the ACEN candidacy report

Diagnostic Imaging Department

- Admissions Policy Review Committee Meeting, November 3
- Council of Chairs Meeting, November 5
- NOE trainings held by the NAH senior administrative assistant
- CEU Webinar: The Role of the Radiologic Technologists in the Fight Against COVID-10, November 13
- Completed Fall 2020 faculty evaluation observations
- NAH Program Chairs Meeting, November 18
- Held Diagnostic Imaging Department Meeting, November 19
- GE Healthcare Meeting, November 20
- Conference call with GE Healthcare, November 24

Emergency Medical Technology

- Council of Chairs Meeting, November 5
- Dual Credit Programs CTE Summit, November 6
- Assessing and Treating Child Maltreatment in the Prehospital Environment webinar, November 10
- In The Loop: How EMS Can Enhance Care Through Real-Time Cross Organization Collaboration webinar, November 17
- DrFirst Unite the Healthiverse webinar, November 17
- College Wide Curriculum Committee Meeting, November 17
- Council of Chairs Meeting, November 18
- EMT Department Meeting for faculty and staff, November 18
- IE Plan Mid-Biennium Report meeting, November 19
- Faculty attended the Texas EMS Conference, November 20 - 22

Medical Assistant Technology

- Faculty administered the dermal topical medication administration skills check, November 2-4
- Council of Chairs Meeting, November 5
- OER Professional Development Workshop, November 12
- Accessible and Interactive Videos with Flipgrid presentation, November 13
- Veterans Appreciation Facebook live video hosted by Student Activities, November 13
- NAH Program Chairs Meeting, November 18
- Truth Initiative Workshop, November 19

Occupational Therapy Assistant

- Texas Occupational Therapy Association Annual Conference, November 13-15
- Faculty member presented with Dr. John Luna, UTRGV OT Program faculty member, on Interprofessional Education at the Texas Occupational Therapy Association Annual Conference, November 15
- Program held a drive-through pinning ceremony for graduates of the Class of 2020. Due to COVID19, many students were unable to complete their last fieldwork clinical rotation for the May graduation date and the program was unable to hold its annual pinning ceremony. Students and their family members were given a drive-through time, were pinned by a faculty member, and photographed to commemorate the event, November 15

Physical Therapist Assistant

- Bi-monthly STC Behavioral Intervention Team Meeting, November 4
- PTA instructor and member of the STC Curriculum Committee, participated in the online curriculum revision approval, November 6
- After learning about the stages of pressure injuries and how to differentiate and assess them on patients, Level 1 PTA students used Halloween makeup and supplies to simulate the different wound stages. This proved to be an excellent learning activity.

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

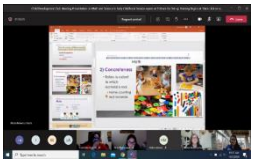
DIVISION DEAN'S REPORT:

- Met with each Program Chair to review their evaluations
- Met with LA Dean and Curriculum Director about electives for AAS
- Meetings with the following: Admissions Policy Committee, AA Project Manager to discuss the SBS Suite renovations, Ascender Noche de Familia Planning Session, PAS meeting, and presented at TLA on student evaluation of faculty and faculty evaluations
- Participated in SBS Division Curriculum Committee, SBS Division Chairs' meeting, Academic Leadership meeting with VP, and Data Management and Integrity Committee Meeting
- Provided personalized congratulations recording for the division students graduating
- Attended two-day Chrome River Training; used to input travel and mileage for faculty
- Participated in the Child Development Center Oversight Committee and College-Wide Curriculum Committee meetings
- Participated in the FLAC Training
- Search Committee Meeting for the Director of HR
- Attended a presentation from Ellucian

DEPARTMENT/PROGRAM REPORTS:

Child Development

- CDEC Student Club sponsored an advisement session for CDEC majors
- Program used Blackboard Collaborate Ultra for in class collaborative group work while staying six feet apart. Students work in small writing and literacy groups to cubic a topic. They collaborate to describe the topic, compare and associate the topic to other child development principles, analyze it, and list ways in which they can apply the concepts. To conclude, students present their topic and share their work by creating a thread in a Blackboard discussion. Through the discussion other cohorts are able to read and comment. As a follow up, students participate in Kahoot learning games.
- Held first virtual conference with Dr. Myriam Aguila as speaker; Dr. Aguila is originally from Mexico City and currently works as a Professor and Department Chair of the Education and Training Program at Texas State Technical College in Harlingen
- Hosted child development training "Satisfying the Sensory Needs of Children" for students and community, November 14



- Training on Math and Science in Early Childhood for Child Development Club members; lessons engaged members in creating and constructing valuable lessons that will encourage problem solving and critical thinking in everyday experiences for young children; members were reminded that the presentation is an introduction to our Math and Science course in Spring 2021 and encouraged to register
- Workforce Solutions is sponsoring up to 20 candidates to enroll and apply for their CDA Credential; provided an orientation on the CDA requirements, CDEC courses that must be completed, and Apply Texas for enrollment at STC for those Workforce Candidates that missed the previous orientation

Criminal Justice

- Participated in Sharyland ISD's Fall CTE Program Advisory Committee Meeting, November 18
- Interview session on Blackboard Collaborate Ultra for Court Systems and Practices course; Special Guest was Irma C. Ramirez, United States Magistrate Judge, Northern District of Texas, Dallas, Texas, November 18

Political Science

- Council of Chairs meeting; discussed the spring 2021 schedule, the conversion to Blackboard Ultra, and services provided by the Library and CLE
- Encouraged submission of Starfish progress reports for dual enrollment classes; worked with the Dual Enrollment and Scheduling staff on issues related to spring 2021 schedule
- Met with the dean and other division faculty; discussed the faculty evaluation process and recorded video messages for our graduates

- Department meeting to discuss a department initiative aimed at improving student success and retention, expectations of faculty in the current situation, changes to JagNet and Blackboard and other issues
- Met with representatives of IT, Admissions, and other college offices to discuss improvements to JagNet
- Attended FLAC training
- Continued working on faculty evaluations and conferences

Psychological Science

- Met with division dean, curriculum director, education chair, and dean for IE regarding removing PSYC/EDUC 1300 from the SBS Electives on AAS degree plans
- Met with Math chair to discuss how to better align math prerequisite with psychology stats course and possibility of interdepartmental activities, conferences, and interaction with the focus on our students' success, November 4
- Starr County Campus Psychology Club participated in a social media collage in honor of Veteran's Day; participating members took a picture of themselves holding a word that completed the phrase: "Happy Veteran's Day! Honoring All Who Served, Thank You Heroes," November 11

- Starr County Campus Psychology Club participated in a social media collage in honor of World Kindness Day; participating members took a picture of themselves holding a word that completed the phrase: "In A World Where You Can Be Anything Be Kind," November 13
- SBS Chairs' meeting; each Chair recorded a message for our Fall 2020 graduates, November 11
- Met with Cengage representatives and a few faculty members to discuss low cost resources, November 13
- Four model courses have been approved, requested that these courses be copied into the spring 2021 ultra-shells
- Faculty attended a virtual conference on the topic of "Neuroplasticity: The Yin and Yang of Addiction Recovery" with Presenter Rommel Johnson, UTRGV Rehabilitation Counseling Professor
- Starr County Campus Psychology Club participated in a social media collage to appreciate the club's followers/supporters; Starr Psych Club's official Facebook page has 2,328 followers, Instagram page has 790 followers, YouTube channel has 416 subscribers, Twitter page has 108 followers, for a total of 3,642 supporters/followers across platforms; November 21

Social Sciences

- Broadcast to students of STC and UTRGV via Zoom, regarding the value of veterans to society, challenges they face, and support

DR. RACHEL SALE

DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Implemented the Blackboard Assist option. This navigation point in our Blackboard home page provides students to a wide range of support services including financial aid, advising, registration points, the library, CLE, and Accessibility.
- Implemented the Alexa command option in Blackboard to increase Accessibility compliance via voice commands.
- Supervised National Distance Learning Week activities including a virtual 5K race, 4 lunch and learn activities via Teams, public service announcements, and a luncheon with OPOD staff.
- Participated in the kickoff planning meeting for the Fall 2021 Quality Matters conference.
- Met with ITS to plan for creating an institutional hierarchy system in Blackboard for all classes. This step will enable us to host student orientations specific to meta-majors in future semesters.
- Submitted a pre-RFP document to be submitted for consideration to participate in the RFP for services at the Prime Power School at Fort Leonard Wood.

PROJECTS:

- Spring courses and course enrollments current via ILP integration with Banner
- Site-wide Distance Learning web pages revision project started
- Course Approval Form Documentation Project planned and launched. Work will be on-going through Dec. 2020

DISTANCE LEARNING TECHNOLOGIES:

- Trainings/Workshops/Professional Development
    - Trainings: LMS Fundamentals, Academic Continuity, Online Teaching Certification, Ally Accessibility tools
- Hosted an Open House for the new Jag Studio
    - Hosted Math Department recording sessions for lesson content and instructor welcome introductions in the Jag Studio
- Recorded presentations for the ACE-It Symposium
- Assisted the Interim Vice President of Academic Affairs in previewing their SACSCOC conference presentation to SACS personnel through the DL Jag Studio options

DISTANCE LEARNING MEETINGS:

- Held weekly Distance Learning department meetings
- Hosted a Blackboard meeting to explore options for Blackboard tracking of learning objective data
- OER planning meeting with BPST Dean

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

DEAN'S REPORT:

- Hosted Student Performance Status Report Reviews to develop interventions

Date	High School Campus
November 3	PSJA Memorial ECHS
November 10	Weslaco CTE EHCS
November 11	Palmview High School
November 16	PSJA Sotomayor
November 16	Mission High School
November 17	Edinburg High School & Collegiate
November 19	Sharyland Pioneer

- CTE Summit for partnering school districts; 68 participants, November 6
- Presented at EWDC Meeting with Interim VP of Academic Affairs on Performance Metrics for Dual Credit Students, November 10
- Presented at EWDC Meeting with Special Assistant to the Office of the VP for Academic Affairs on Reimbursement Rates for STC Faculty Teaching Dual Credit courses, November 10
- Dean, Planning and Scheduling Manager, Project Manager and HR Staffing and Recruiting Manager held meeting to discuss Dual Credit Faculty Hiring process, job description, and development of online application timeline, November 11
- Project Manager conducted twelve virtual Dual Credit Faculty Interview Orientations
- Met with Marine Military Academy and Premier High School to discuss potential partnerships, November 19
- Scheduling Staff reviewed and began preparation for the Spring 2021 Rollover schedule to occur at the duration of Fall 2020 semester.
- Scheduling Staff processed 752 scheduling requests for spring 2021:

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections
755	**752**	**291**	**284**	**180**

- **Upcoming Events & Activities for December 2020**
    - Finalize logistics for 2021 National Summit for Dual Credit Programs
    - Create Dual Credit Faculty Job Description

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Hosted virtual recruitment presentations for 2021-2023 Academy Programs Cohorts

Date	Attendance
November 3	McAllen Memorial HS
November 4	Donna North HS
November 5	McAllen Memorial HS
November 5	Johnny Economedes HS
November 5	Edinburg HS
November 5	Mission HS
November 10	DEPA Presentation Open to All Pecan Campus Area HS
November 12	McAllen ISD (10:00 AM Session)
November 12	McAllen ISD (2:00 PM Session)
November 12	McAllen ISD (7:00 PM Session)
November 13	Progreso ECHS
November 17t	Palmview HS

- Director and Coordinator met with UTSA PREP Staff in preparation for Summer 2021, November 5
- Group advising session via Zoom for MVC Academy Juniors, November 9; Seniors, November 11
- Staff attended a Zoom Security Training hosted by the Educational Technology Department, November 10
- CTE Institute Meeting with Dean of DCP and Sharyland CTE Director, November 12
- CTE Regional Meeting, November 12
- Staff completed degree audits and registration for 14 SCADE Welding Program students from Mission CISD and provided CTE Director with registration confirmation and course schedule
- Staff conducting over 280 Academy Programs student degree audits and registration:
    - Pecan Campus Staff hosted Virtual Self Registration for All Academy Programs, which consists of 90 Seniors and 91 Juniors
- Staff utilized the Starfish Early Alert System Survey Report to conduct following case management sessions:

Location	Case Management Sessions
Pecan Campus	168
Mid-Valley Campus	29
Starr County Campus	20

- Staff held Friday Educational Enrichment Workshops for Academy Students
    - November 6
        - Mid Valley: 40 Juniors attended Student Academy Workshop hosted by Student Rights and Responsibilities Department
        - Starr County: 10 Juniors attended Student Leadership Academy hosted by STC Student Activities Staff
    - November 13
        - Pecan Campus:
            - Group Advising for Juniors and Seniors
            - 98 Juniors and Seniors attended a Stress Management Workshop
        - Mid Valley: 41 Juniors attended Student Academy Workshop hosted by Student Rights and Responsibilities Department
    - November 20
        - Pecan Campus & Mid Valley Campus: DEEA Juniors and Seniors attended a workshop hosted by Texas A&M University – Kingsville RGV Engineering Initiative Representatives
        - Pecan Campus:
            - 2 DEPA Seniors attended a workshop hosted by Texas A&M University – College of Pharmacy Representative
            - Juniors attended the Student Leadership Academy hosted by Student Activities
            - Seniors attended a workshop hosted by the STC Honors Program and Student Government Association
        - Starr County: 5 Juniors and 10 Seniors attended a workshop hosted by Student Activities which focused on stress management

- **Upcoming Events & Activities for December 2020**
    - 2020-2021 Recruitment
    - Programmatic Workshops
    - Preparation for PREP Summer 2021

DUAL CREDIT PROGRAMS INSTRUCTIONAL PATHWAYS:

- Director began participation as a member of the Data Management and Integrity Team.
- Staff advised over 800 students in various settings including, individual and/or group in a virtual setting. Advising sessions include information on transferability specifically for dual credit students declared as Interdisciplinary Studies majors.
- Pathways Director, DCP Dean, DCP Scheduler and Director of Enrollment Services met over the month to discuss timeline, enrollment related dates, and courses with less than 10 students enrolled.
- Department hosted a Counselor Symposium for partnering school districts to present on Student Performance: Dual Credit Students below a 2.00 GPA with 65 participants in attendance, November 12
- Director and Staff created content for students specifically on Understanding Grade Point Average to be disbursed to partnering school districts.
- Department issued the second Starfish survey to students for districts to provide intervention prior to Withdraw Date, November 10
- Director and Coordinator met with Application Development Staff to discuss the Departmental Report to comply with Policy 3232. Application Staff will provide reporting options for the Director to review, November 12
- Director and respective Coordinators participated in six high school performance status sessions. The team will continue onto the next phase of the initiative.

RELATIONS MANAGER'S REPORT:

- Extracted Non-S Section, Exception, and Program Inquiry forms on a daily basis
- Planned the logistics and developed presentations for the following meetings:
    - CTE Summit to be held on November 6
    - Weslaco CTE Metrics Meeting that was held on November 10
    - La Joya Palmview Metrics Meeting that was held on November 11
    - PSJA Sotomayor Metrics Meeting to be held on November 16
    - Mission HS Metrics Meeting to be held on November 16
    - Edinburg HS Metrics Meeting to be held on November 17
    - Sharyland Pioneer Metrics Meeting to be held on November 19
- In collaboration with Public Relations identified ISD Board Appreciation gift packages for January 2021
- Continued planning the National Conference for Dual Credit Programs to be held March 7-9, 2021
- Continued working on presentations for the Dean for the upcoming events
- Maintained the Zoom requests portal for program recruitment presentations and information sessions
- Started Youth Camps 2021 logistics (formerly known as Summer Camps)
- Coordinated Jag Talks: Dual Credit Edition, in collaboration with PR
- Coordinated Drive-Thru Program Fair at all 5 campuses

JESSICA GALLOSO

ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Team met to discuss upcoming events, November 2 & 9
- Instructional Coach met with Distance Learning Media Manager to plan spring faculty training for Jag Studio, November 2
- Associate Dean, Instructional Coach, and Director of Academies and HS Projects met to discuss Adjunct/Dual Credit Professional Development Day, November 4
- Associate Dean met with Vice President of Academic Affairs to discuss Spring 2021 OPOD events, November 4
- OPOD Team met with Information Technology Service Delivery Manager and Client Service Analyst to review meeting options within Teams, November 10

- Instructional Coach met with Associate Dean of Library Services to discuss collaboration for Spring 2021 workshop series on OERs, November 10
- Instructional Coach met with Educational Technologies to discuss technology trainings to offer to faculty and staff for Spring 2021 semester, November 10
- OPOD Advisory Committee Meeting met to discuss past, present and upcoming events, November 13
- Members of OPOD, Educational Technologies, Information Technologies and Distance Learning met for the monthly STC Tech Support Committee, November 13
- Associate Dean and OPOD Specialist met to discuss upcoming events, November 23

ACADEMIES AND TRAININGS:

- Power Up: Professional Development System online training workshop, November 4
- Teaching and Learning Academy, November 6 & 20
- Spark Online, November 1-25
- Jaguar Academy, November 5 & 12
- DELTA Academy, November 1-30

COLLABORATION WITH OTHER DEPARTMENTS:

- Information Technologies in collaboration with OPOD, facilitated the training workshop *Creating Meetings in Microsoft Teams*, November 12
- Educational Technologies in collaboration with OPOD, facilitated the training workshop *Accessible and Interactive Videos with Vidgrid*, November 13
- Educational Technologies in collaboration with OPOD, facilitated the training workshop *Padlet Q&A Session*, November 13

PROGRAMS IN DEVELOPMENT:

- Adjunct / Dual Credit Professional Development Day, January 2021
- College Wide Professional Development Day, February 2021
- Chair Leadership Meeting, January 2021
- Academic Affairs Awards, January 2021
- Ambassador's Cross Training Academy (A.C.T.A.), January 2021
- Chair Academy, February 2021
- FOCUS Academy Online Edition, January 2021
- Spark Online, February 2021

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Food Pantry distribution for students, various dates
- MVC CLE Coordinator search committee duties, November 4 & 5
- PAS meeting, November 6
- Student Activities distributed caps & gowns/took pictures of graduates, November 9-20
- Academic Affairs Leadership Meeting, November 12
- Hosted Virtual Dual Credit Parental Presentation, November 12
- Hosted Mid Valley Campus Advisory Committee meeting, November 19
- Chief of Police Candidate Forum, November 20

COMMUNITY ENGAGEMENT:

- Met with MMS Construction regarding status of Drainage Project at MVC, November 2 & 12
- Met with Noble Construction for updates on F Bldg. completion, November 3
- Hosted Harbor Freight Employee training, November 3 & 4
- Participated in Ribbon Cutting for Community Boxing Club, November 12
- Toured new MV STVT Facility, November 17

- Participated in Chamber of Commerce Executive and Regular Board Meetings, November 17
- Participated in Ribbon Cutting for Reyna's Barbecue, November 19

ENROLLMENT ACTIVITIES:

- Assisted students with enrollment/financial aid issues/questions, November 3-5
- Helped promote Spring 2021 Physical Science hybrid courses at MVC, November 5
- Assisted SOCW Instructor by contacting students, November 5
- Spoke with VP Plummer regarding Culinary Class schedules for Spring 2021
- Met with LA Success Specialist regarding INRW courses at MVC, November 19
- Hosted Virtual "Apply Texas" Drive, November 16
- Hosted Virtual College Registration Drives, November 17 & 18

DR. ARTURO MONTIEL

ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended virtually Talk Show sponsored by Psychology faculty.
- Reached out to parents of students requesting information about enrollment and course/program offerings.
- Supported election participation by encouraging voters to cast their vote.
- Discussed political candidate requests for facilities on election week.

COMMUNITY ENGAGEMENT:

- Prepared for final Starr County Community Coalition meeting as Chairperson relinquishing responsibilities to chairperson elect.
- Coordinated with local food banks to provide support within the community.
- Introduced and Installed new leadership to the Starr County Community Coalition.
- Worked with county officials to provide facilities for small group meeting.
- Attended virtual Roma ISD school Board meeting.
- Monitored calendar changes for next Rio Grande City ISD school Board meeting.
- Reached out to newly elected officials from Roma and Rio Grande City.
- Communicated with new Rio Grande City commissioner regarding college and city needs.
- Continued work with Starr County Community Coalition for mental health on campus during holiday season.
- Began work with newly elected officials for South Texas Prevention Navigation Program Stakeholders committee.
- Continued work with Starr County Industrial Foundation to provide workforce training and education.
- Visited in person with Starr County Judge to discuss programs and courses offered during pandemic.
- Visited in person with County Sheriff to discuss emergency response measures and committees.

ENROLLMENT ACTIVITIES:

- Continued registering current technology program students for Spring 2021.
- Continued work with academic programs to preregister current students online and in person for Spring 2021.
- Developed advertising promotion for Fall 2021 semester "Enrollment Campaign."
- Continued working with services on campus to provide academic help for student success.
- Developed schematic that includes space for social distancing facilities for F2F instruction for Spring 2021.
- Reached out to online students for register now message.
- Finalized submission for campus academic priorities for new programs.
- Continued efforts using early alert system and documentation.
- Continued efforts and meetings with Industrial Foundation and Continuing & Workforce Education to offer more courses.
- Reached out again to May 2020 graduates for recruiting purposes.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended the Ellucian FLAC Overload Contract Type Error webinar to discuss an issue with the employee filter in self-service that was causing FLAC records to not load in individual faculty profiles. Discovered a work around to be able to proceed so that records can be locked as scheduled for November.
- Attended the Admissions Policy Review Committee meeting to review and discuss the proposed revisions to the admission requirements for the Radiologic Technology and Diagnostic Sonography programs.
- Attended meeting with the Liberal Arts & Social Behavioral Sciences Deans to discuss the removal of EDUC 1300/PSYC 1300 from the electives list for the AAS degrees due to the upcoming deadline for curriculum revisions. This conversation stemmed from a recommendation by the SACSCOC off-site committee.
- Attended the Program Review for Non-Credit Certificates to discuss the review process and the standards to be used for assessment. Discussion regarding the creation of a manual and handbook for faculty credentials to teach continuing education courses, similar to what we currently use on the credit side, was considered.
- Updated the TSI Development Plan due to the recent approval of the new TSI 2.0 cut scores and timeline to implementation for Spring 2021.
- Reviewed the course schedules for Spring 2021 to identify the synchronous online sections, the in-person hybrid and the traditional face-to-face to attach attributes and provided a status to the OVPAA's office.
- Attended the Leadership Team meeting and provided updates on the In-Person Hybrid/Synchronous Online counts for Spring 2021, discussed the recently approved TSI 2.0 cut scores and the impact on the prerequisites for academic courses and reminded the instructional deans about the upcoming deadline for Summer 2021 schedule submissions.
- Attended and facilitated in the College-Wide Curriculum Committee meeting for November.
- Assisted the OVPAA project manager with preparation for the upcoming FLAC trainings and provided assistance during the first training by responding to questions and troubleshooting access during the training. Worked with the project manager to complete a run-through of the training and map out the trainings for the remainder of the semester. Composed the Spring 2021 draft FLAC calendar and forwarded to the OVPAA project manager to add the PEPFLAC process dates and Argos report review dates.
- Attended the TSI Assessment Version 2.0 Launch Webinar hosted by the Texas Higher Education Coordinating Board.
- Worked on developing a PowerPoint presentation on how to develop and Occupational Skills Award to present at Academic Council in late November.
- Worked on the biennial HB 2504 report; submitted final version to the OVPAA's office for review and feedback. Due to the Governor by January 1.
- Updated the following program development packets for the upcoming STC Board Meeting at the end of November
    - Restaurant Management
    - EMT Basic CE
- Met with the Biology program chair to discuss the possibility of creating an Agricultural Science track within the existing Associate of Science in Biology as an alternative to program development. Correspondence was sent to THECB for guidance.
- Attended the EWDC Board Committee meeting and co-presented with the Director of Continuing Education on the EMT-Basic non-credit certificate proposal and the Department Chair of the Culinary Arts program to present on the AAS Culinary Arts – Specialization in Restaurant Management.
- Met with the program chair for the AEDT department to discuss the revised budget projections and enrollment projections based on changes in the process for the proposed Geospatial Engineering Technology program.
- Met with Dean of BPST to discuss the status of current and upcoming program development proposals, as per the proposed list of instructional programs. Discussed modifications to the list and possible new developments.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Concourse Feeds I training session to obtain best practices for data uploads, troubleshooting, and review of feed logs.
- Courseleaf Console webinar to obtain best practices of utilizing the catalog console.
- Teams training session held by OPOD to obtain more information on features.
- College-wide Curriculum Committee meeting, November 17
- Audited Summer 202130 minimesters and assisted with moving all K1, K2, N10, N8 courses while Admissions updated new start/end dates to comply with the Department of Education, Federal regulations.
- Audited the draft Occupational Skills Award PR test site and compare coursework to department files to ensure all awards and its coursework were properly reflected on the website.
- Updated new TSI 2.0 scores for all courses impacted in Banner for Spring 2021 and Summer 2021 terms.
- Entered Summer 1st review schedules in Banner for program that met the deadline of November 13.
- Managed course evaluations in SmartEvals for the month of November, which included data uploads and sending email reminders to students and instructors for the following Fall 2020 terms:
  - K2
  - M7
  - M0
  - N4
  - Regular Session (closes December 4)

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

- Drafted 2020-2021 PLO Assessment Plan Target Reports.
- Completed 2018-2020 PLO Assessment Plan Audit Checklist and PDF password protection guide.
- Drafted 2020-2021 PLO Division Assessment Plan Course Alignment spreadsheets.
- Revised Comprehensive Operational Plan Development Matrix providing new deliverables and updated timeline.

Meetings

- Met with Program Chairs to approve and finalize revisions to 2020-2023 PLO Assessment Plans.
- Met with Program Chairs to collaborate on IE learning outcome data requests. All data requests completed.
- Met with Coordinator of Faculty Advising to identify certified advisors from History, Biology and Psychology for the Comprehensive Operational Plan. Created new pivot table to identify specific programs.
- Met with IVPAA and English Instructor tasked with Comprehensive Operational Plan to review project, timeline, and feedback form.
- Met with Data Summit Team to plan the agenda for College Wide and discuss evolving needs for event.
- Met with Success Hub Team to review progress and discuss updated timeline of deliverables.
- Participated in Jaguar Academy professional development workshop.
- Participated and presented in Academic Affairs Leadership Meeting.
- Met with IT Analyst to review and discuss the JagPRIDE applications updates planned for the Fall 2020 data submission launch on Monday, November 16.
- Participated in AAC&U's Critical Thinking Calibration Training.
- Participated in Jaguar Academy professional development workshop.
- Met with Academic Affairs Leadership Team.
- Updates planned for the Fall 2020 data submission launch on Monday, November 16.
- Met with HR to finalize transitional documentation for resigning staff member and documentation for staffing post-closing on November 25.
- Met with CourseTune representative to research assessment management platforms for Course, Program and Core Learning Outcomes with curriculum mapping and program accreditation reporting capabilities.
- Participated in College Wide Curriculum Team Meeting.
- Participated in Conflict Dynamics Professional Development Training.
- Updating JagPRIDE mapping, course alignment, PLOs and targets to in accordance to revised 2020-2023 PLO Assessment Plans. Cross-verifying process and Argos Data Reports to alleviate errors in 2018-2020 and 2020-2023 PLO Assessment Plans.
- Renaming and cleaning Argos data files from 2018-2020 for new OneDrive program folders.
- Tested new OneDrive folder for each program to verify level of access needed ensure that all documents are read-only. The program folders will contain the following: PLO Assessment Plans, Argos Data, list of aligned courses,

institutional rubrics, JagPRIDE improvement strategies, documentation from previous Data Summit, and potentially program reviews.
- Sunset duplicate course sections in JagPRIDE and ran a randomized audit to troubleshoot additional issues.
- Assisted faculty members with the JagPRIDE application navigation.

TITLE V GRANT & PROJECTS:

- Finalized 2020-2023 PLO Assessment Plans and updating Concourse Master Syllabi based on approved Program Chair revisions.
- Updated JagPRIDE mapping, course alignment, PLOs and targets to in accordance to revised 2020-2023 PLO Assessment Plans. Cross-verifying process and Argos Data Reports to alleviate errors in 2018-2020 and 2020-2023 PLO Assessment Plans.
- Developed new OneDrive folder for each program for learning outcome data from 2018-2023 with password protections.
- Drafted feedback form questions and template for Comprehensive Operational Plan.
- Collaborated with IT to update the JagPRIDE application in preparation for Fall 2020 data submission opening Monday, November 16.
- Renamed and cleaned Argos data files from 2018-2020 for new OneDrive program folders.
- Tested new OneDrive folder for each program to verify level of access needed ensure that all documents are read-only. The program folders will contain the following; PLO Assessment Plans, Argos Data, list of aligned courses, institutional rubrics, JagPRIDE improvement strategies, documentation from previous Data Summit, and potentially program reviews.
- Completed JagPRIDE review and visible term audit in preparation for Fall 2020 data submission launch.
- Updated Handbook of Operating Procedures.
- Sunset duplicate course sections in JagPRIDE and ran a randomized audit to troubleshoot additional issues.
- Assisted faculty members with the JagPRIDE application navigation.
- Emailed program chairs with JagPRIDE updates and submitted an information flyer to Faculty/Staff News to alert faculty members of due dates.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Sent out Faculty/Staff News email requesting donations for 15th annual ANWTS. Submitted ANWTS ads to Texas Border Business, Mega Doctor News, and SOCIALIFE Magazine. Donations received in November: Cash – $3,670. Total 15th annual ANWTS sponsorships through the end of November: Monetary (including Pledges) - $40,420; In-kind – $26,210
- **Retention** – Assisted Valley Scholars students with academic planning, Spring 2020 registration, and FAFSA applications.
- **Recruitment** – Began communications with RGV high school counselors regarding VS Class 25 applications. Presented AE Programs to STC Dual Enrollment Academy Programs seniors via Zoom, November 20
- **Meetings** – Conducted the November Valley Scholars General Meeting via Microsoft Teams with STC Counseling and Student Accessibility Services as a guest speaker, November 6
- **Volunteer/Workshops** – Hosted a workshop with STC Career and Employer Services via Microsoft Teams, November 12
- **Graduation** – Identified Fall 2020 graduates and coordinated regalia pick-up
- **Administrative –** Valley Scholars Specialist attended Jag. Continued to process DW NOE's for Spring 2021. VSS & SSS met to discuss AE projects and calendar for the remainder of Fall 2020, and mid-biennium updates for IEA reports

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Presented AE Programs to STC Dual Enrollment Academy Programs seniors via Zoom, November 20
- **Meetings** – Conducted PTK November General meeting via Microsoft Teams, November 19

- **Administrative**: Processed new membership dues, updated Five Star Chapter Plan on ptk.org, and obtained & submitted STC enrollment data to PTK International. VSS & SSS met to discuss min-biennium updates for IEA reports.

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. Presented AE Programs to STC Dual Enrollment Academy Programs seniors via Zoom, November 20
- **Retention** – Assisted current Honors students with academic planning. Registered students for Spring 2021 honors sections
- **Graduation** – Identified Fall 2020 graduates and coordinated regalia pick-up.
- **Administrative –** Submitted course & document requests to faculty. VSS & SSS met to discuss min-biennium updates for IEA reports.

DR. MARICELA SILVA

ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- Perkins Basic
  - Met with the Grants office to discuss Perkins grant and upcoming changes.
  - As an internal process, Grants will require we submit quarterly reports to them; I shared with them that I will have co-liaisons for each division who will be responsible for their respective areas.
  - Developed a SharePoint for the AA Division to facilitate grant planning and reporting.
  - Reviewed email received from Grants office regarding Biannual report. The information was shared with respective Deans, Chairs, and project managers/liaisons.
- CAEL Grant
  - Participated in LASS (Latino Adult Student Success) Case Study interview with TPMA.
  - Reviewed email from CAEL notifying grantees of an additional $5,000 in grant funds available to institutions who are interested. STC team met to discuss whether to request additional funding; the team agreed this should be taken to the VP for SAEM before moving forward but interest to continue the work.
- THECB OER Grant Program (Potential)
  - Participated in development meeting, which included representatives from Grants, Library Services, Academic Affairs, and others to review the RFP and discuss whether to pursue the grant.
  - Team agreed to develop an application to be submitted by the first deadline (November 15th). Dr. Peek and Nohemi Marroquin took the lead (agreed to write the grant).

INITIATIVES:

- Starfish:
  - Ran Starfish Progress Survey 2 Reports for both Traditional and Dual Credit programs to compare outcomes with previous week. As of November 6th, results showed improvement. Dual credit submissions increased from 44% to 66%; and Traditional increased from 32% to 59%.
  - Attended MSITB Chair meeting to provide overview of Starfish, including expectations, updates, and next steps.
  - Attended Science Department meeting to provide presentation about Starfish features and provide a venue for a question & answer session.
  - Developed list of potential questions for faculty survey, which was sent to RAS.
  - Met with Director of IE to discuss Starfish -- IE Plan and reporting.
  - Provided ongoing Starfish Technical support to faculty/staff.
- QEP
  - Met with QEP Director to discuss upcoming meeting with ATD Coach.
  - Participated in weekly meeting with QEP Director; a committee meeting was held on November 12th to provide updates/progress.
  - Participated in meeting with ATD Coach to discuss QEP needs, challenges, and next steps. A follow-up meeting was scheduled to further discuss the "Road Map".

- As a result, from our second meeting with the ATD Coach, we will be scheduling a meeting with the various groups of support staff (i.e. Student Success Specialists, VA Specialists, Valley Scholars, etc.) to review the MAP Roadmap and compare to their processes to ensure we create alignment and consistency throughout support services.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Added OSAs and industry certifications to STC Workforce Programs booklet
- Assisted Academic Excellence Office with Faculty/Staff email and Online Auction for ANWTS
- Assisted the Office of Professional and Organizational Development
  - Review and edits of letter to Jag Academy graduates
  - Review and edits of program for Adjunct & Dual Credit Faulty PD Day
- Assisted with final edits of PPT for SACSCOC Annual Meeting presentation
- Assisted with final review and edits of PowerPoints for EWDC Meeting
  - Performance Metrics for Dual Credit Students
  - Reimbursement Rates for STC Faculty Teaching Dual Credit Courses
- Assisted with review and edits of Narratives for EWDC Meeting
  - Proposed Emergency Medical Technician (EMT) – Basic CE Certificate
  - Proposed AAS in Culinary Arts: Specialization – Restaurant Management
- Began to assist in coordination of Academic Affairs Comprehensive Operational Plan
- Continued to assist PR with development of OSAs and Meta-Majors webpages and provided updated content for Spring 2021 Spadea ad for The Monitor
- Coordinated agenda and OneDrive file of handouts for Academic Council Meeting
- Coordinated "Ribbon Cutting" for Jag Studio
- Coordinated updates of Public Administration booklet
- Finalized and submitted Monthly Activity Report for the OVPAA
- Finalized PowerPoint for CTE Summit
- Reviewed and provided edits for Articulation Agreement with Arizona State University
- Updated STC & UTRGV Collaborative Membership List and assisted with communication

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working on linking Meta-Majors to Student Success Specialists
- Continued working with HR on Faculty Load and Compensation (FLAC) pilot implementation for upcoming trainings
  - Continue creating internal procedures for Academic Affairs Division
  - Faculty Load & Compensation Trainings scheduled
    - November 12: 11 participants
    - November 17, 18, and 19: 46 participants
  - PEPFLAC for part of terms: M3/M7/K2/N6; 63 records processed
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
  - Mid-Valley Campus: Culinary Arts Course Offerings at Mid-Valley Campus
  - Pecan Campus: Building G- Physical Science - Classroom to Lab Conversion
  - Pecan Plaza: Kinesiology- Renovation (restrooms/storage)
  - Pecan Plaza: Dance Studio Expansion
  - Pecan Campus: PB-10B Engineering Model Car Workshop
  - Technology Campus: A101 and A144 Breakroom
  - Technology Campus: Master Plan for buildings A and B
  - Starr County Campus: Workforce Building and Programs
  - Move/Setup Request in process for Faculty and Staff
- Continued working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant
- Continued working with instructional divisions on symbol design for the Graduation Banners

- Continued screening applications for the FAS Administrative Officer position
- Participated virtually in Title IX Coordinator & Administrator Level One Training & Certificate Course

DESIGN WORK:

- Assisted Office of Professional and Organizational Development with various designs
    - Continued working on Spring 2021 Adjunct and Dual Credit Faculty PD Day artwork
    - Created Jaguar Academy button design for 2020 Cohort
    - Began working on Spring 2020 College-wide PD Day artwork
- Continued working on redesign of Academic Affairs Instructional Divisions' banners
- Updated 2020-2021 STC Workforce Handout
- Updated "Commitment to Excellence in Learning" text graphics
- Updated Spring 2021 Public Administration booklet
- Worked on 2020 SACSCOC Annual Meeting PowerPoint graphics, graphic of Texas, and Rio Grande Valley counties
- Worked on Proposed Geospatial Engineering Program cover page for Curriculum
- Worked on Valley Scholar's "A Night with the Stars" *Thank You Sponsors* advertisement updates for Texas Border Business and Mega Doctor News

MEETINGS:

- Participated in virtual meeting with Ellucian regarding FLAC assignment visibility in JagNet, November 2
- Met with Executive AA and ADN Chair to review calculation worksheet and LHE chart, November 3
- Participated in Teams meeting to review and edit PPT for EWDC, November 3
- Attended meeting to discuss upcoming OPOD events, November 4
- Met with the SBS Dean and Senior AA regarding minor updates to office layout and furniture, November 4
- Virtual presentation to the Bachelor Programs regarding graduation banner symbols, November 5
- Met with DL staff member to coordinate "Ribbon Cutting" for Jag Studio, November 5
- Participated in virtual meeting regarding Starr County Campus Workforce Building and Programs, November 5
- Attended CTE Summit, November 6
- Participated in virtual training for TIXC & Administrator Level One Training & Certificate Course, November 6
- Met with PI regarding Knapp Grant Summary report, November 9
- Attended EWDC Meeting, November 10
- Virtual meeting with Office of Institutional Equity regarding Title IX Level 1 Training, November 10
- Facilitated Jag Studio "Ribbon Cutting," November 11
- Held virtual Faculty Load & Compensation Training, November 12
- Participated in virtual training for TIXC & Administrator Level One Training & Certificate Course, November 13
- Participated in virtual meeting with FPC, BPST Dean, and EGV Architects regarding Technology Campus Master for Buildings A & B, November 16
- Provided two 2-hour FLAC Trainings for program chairs and support staff, November 17
- Provided two 2-hour FLAC Trainings for program chairs and support staff, November 18
- Met with Institutional Equity Office, Associate Dean SFS, Testing & VA, and Director SFS to discuss Title IX case, November 18
- Attended meeting to review presentation for EWDC, November 18
- Provided two 2-hour FLAC Trainings for program chairs and support staff, November 19
- Virtual meeting with FPC and HVACR chair to discuss space modification logistics, November 19
- Participated in virtual training for TIXC & Administrator Level One Training & Certificate Course, November 20
- Participated in virtual meeting with FPC, BPST Dean, and EGV Architects regarding Technology Campus Master for Buildings A & B, November 20
- Participated in meeting to review Meta-Majors webpage, November 20
- Attended virtual Academic Council meeting, November 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 A. REED, PRESIDENT

FROM: DR. DAVID PLUMMER, VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)

DATE: DECEMBER 1, 2020

SUBJECT: ACTIVITY REPORT FOR NOVEMBER 1, 2020 THROUGH NOVEMBER 30, 2020

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

VP ISPP&SI ATTENDED OR HELD FOLLOWING MEETINGS AND EVENTS

- South Texas College Regular Board Meetings and Committee Meetings
- South Texas College President's Cabinet Meetings
- South Texas College President's Administrative Staff PAS
- ISPP&SI Leadership Meetings
- ATF Welding Meeting
- Brewery Apprenticeship Meeting
- EWDC
- STC Pathways for Firefighters
- STC Pathways for Law Enforcement
- IT Help Desk Support Meeting
- RCPSE Indoor Shooting Range Survey
- Starr County Campus Workforce Building and Programs
- Youth Camps Meeting
- Prime PowerSchool
- CTE Summit: Dual Credit Programs
- ATD Coach Meeting
- Welding Program Ribbon Cutting at Technology Campus
- Coast Guard Military Campaign Meeting
- P-16 Community Investment
- Summer Camps Actor Workshop Meeting
- Banner Internal Audit Meeting
- Dual Credit Process Mapping
- Spring 2021 CWPD Workshop Meeting
- Starr County Welding Lab Scope Meeting
- Vanguard Academy and STC Meeting
- CE Webpage Meeting
- Meeting with Catholic Diocese Bishop
- TCOLE Online Meeting
- IE Plan Meeting
- Academic Council Meeting

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

BANNER SELF-SERVICE 9

No issues have been reported since the 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. The IT team is now working on upgrades to run annual processes like W2,1098 and 1099T forms.

JAGNET

The IT team will perform a maintenance upgrade to the platform that supports the student portal, Luminis. This upgrade is required for JagNet operations and will be performed the first week in December. In addition, the IT team in collaboration with the Student Activities department hosted a student focus group in order to compile ideas for suggestions and changes to the student portal content. The student suggestions will go for approval to the JagNet content committee and if approved, go live in January 2021.

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 new travel solution called Chrome River has been piloted by several departments for the cross-campuses mileage process and BO continues to provide training on an as need basis. The travel process is minimal at this time due to pandemic restrictions but the go live date for the new travel module has been set for the begging of the calendar year. This application 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.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

No update on this item. 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 worked with the Student Enrollment Services offices to help them use Microsoft Teams and the Social Intents virtual lobby to be able to conduct outreach events, enrollment, and FAFSA drives with high school students; these services were launched in mid-November to support student services during the upcoming holidays. The IT team continues to work towards implementing other 365 apps such as Power BI Apps and Flow; they will be holding a training with MS experts the first week in December.

VIRTUALIZATION PHASE II

As follow up to the virtual assessment, the IT team received and reviewed the quotes to increase the capacity and performance for VDI. The IT team will submit quote and board motion to present in the January board meeting. The IT team will continue to work in collaboration with the vendor to scale up and be able to upgrade the VDI solution in multiple phases starting in the spring.
The IT staff has created a 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 student and faculty experience when working with these applications in the virtual desktop environment. In addition, the IT team is reviewing the licensing model to support virtual applications.

APPLICATION TEST SERVERS UPGRADE

The IT team will be performing a virtual server upgrade on the testing server infrastructure that support the testing of upgrade and patches for multiple applications such Banner, Degree Works and many others. The IT team has engaged with a vendor to collaborate on the purchase of the equipment and recommendations for installation and configuration.

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

- Planning with McAfee Professional Services to upgrade our SIEM, Security Information and Event Management, appliances. In addition, do a health check and configuration modifications.
- 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 started 11/13.
- Conducted some security awareness month to several departments within the college.

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

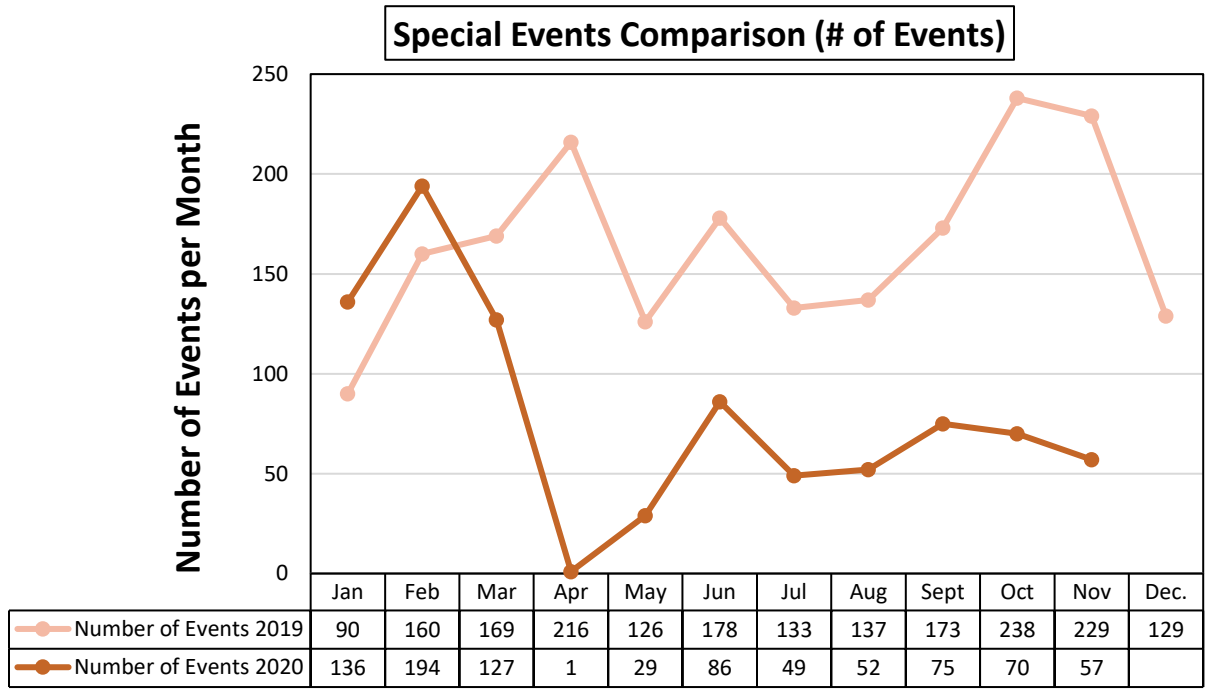
MEETINGS:

- 11/02/2020: ET Project Updates Teams Meeting, CCUMC 2020 Presenter/Moderator Orientation, ISPP&SI Leadership Team Meeting
- 11/03/2020: ET Leadership Team Meeting
- 11/04/2020: Discuss Update to Library Jag Studio, Review NAH AV Proposals
- 11/05/2020: ET Operations Discussion, November Council of Chairs, Visit with Council of Chairs
- 11/06/2020: Call Center Meeting on Teams, Practice Run for CCUMC, ET Leadership Team Meeting, Virtual PASS Meeting
- 11/09/2020: ET Project Updates Teams Meeting, CCUMC Presentation Practice/Review, Closed Captioning-Our New Normal, CCUMC Presentation, Teams and Zoom Meeting
- 11/10/2020: CCUMC Conference, ET Leadership Team Meeting, Zoom Update for Events-OPOD, Emerging Technologies
- 11/11/2020: Jag Studio Ribbon Cutting, IC21 Submission Review Kick Off Meeting, Emerging Technologies, CCUMC Session Moderator
- 11/12/2020: Diversity and Inclusion IG, CCUMC Session Moderator, Employee Meeting, Employee Meeting, Emerging Technologies
- 11/13/2020: OPOD Advisory Committee Meeting-Fall 2020
- 11/16/2020: ET Project Updates Teams Meeting
- 11/17/2020: ET Leadership Meeting on Teams
- 11/18/2020: Proctor U Demonstration-South Texas College
- 11/19/2020: ET Director One-on-One
- 11/20/2020: LLSS Administrator Meeting, 19030 Pecan Campus Library Renovation Project Meeting w/ Library Staff
- 11/23/2020: ISPP&SI Leadership Teams Meeting
- 11/30/2020: ET Project Updates Meeting on Teams, New Horizons Outlines

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**

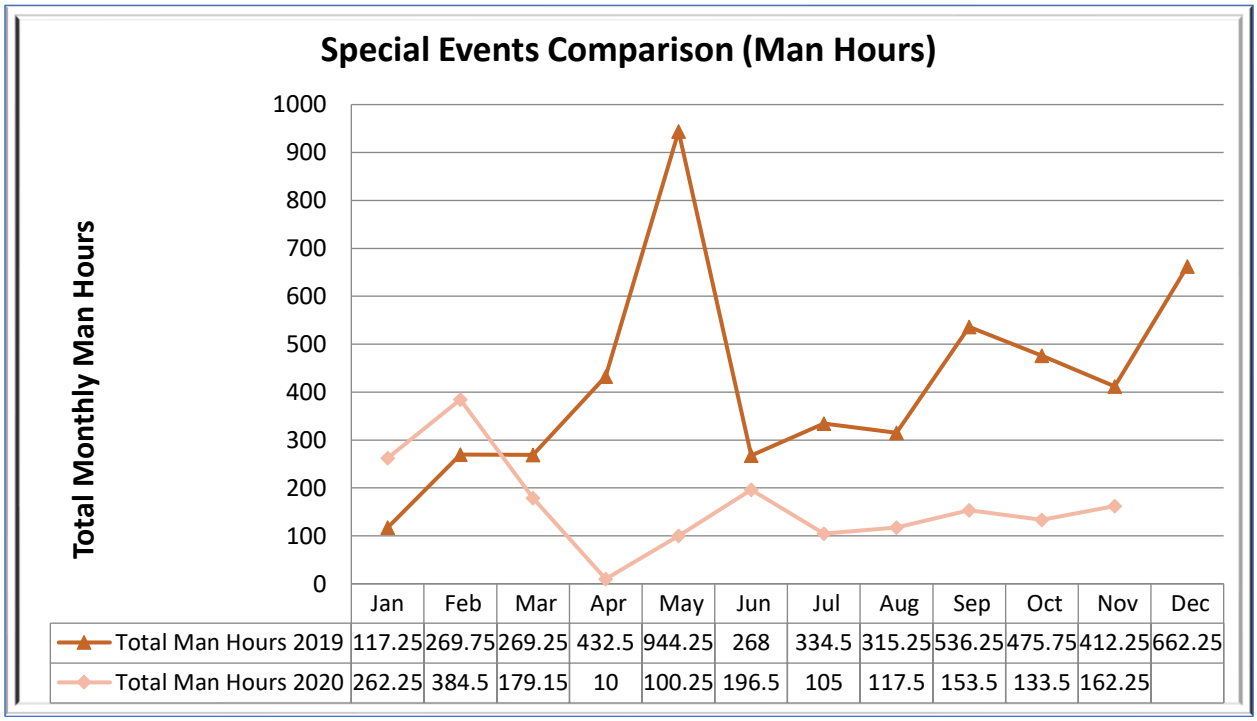
2020	
Jan	136
Feb	194
Mar	127
Apr	1
May	29
Jun	86
Jul	49
Aug	52
Sept	75
Oct	70
Nov	57
Dec.	
Total:	**876**



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	162.25
Dec	
Total:	**1804.4**



	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	10	0	0	0	2
Data Projector	5	0	1	0	2
Projector/ Laptop	0	0	0	0	0
Computer	5	0	1	0	0
Microphone (Hand Held)	16	0	0	0	12
Microphone (Lapel)	6	0	0	0	0
RF Remote	0	0	0	0	0
PA System	0	0	0	0	14
TV/ Display	1	0	0	0	3
Screen	0	0	0	0	0
Portable Table	0	0	0	0	12
Keyboard/ Mouse	6	0	1	0	0
Mic Stands	2	0	0	0	0
Table Top Mic Stands	0	0	0	0	0
Document Camera	2	0	0	0	0
iPad	5	0	0	0	2
Mixer	5	0	0	0	12
Webcam	1	0	0	0	2
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	0
Direct Box	0	0	0	0	10
Digital Camera	0	0	0	0	0
Speakers	2	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	3	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	10	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	16	0	0	0	0
Interactive Display	5	0	1	0	0
PTZ Joystick	10	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***110***	***0***	***4***	***0***	***71***

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- 2019-2021 Mid-Bi Data information for plan writers.
  - Report with incompletes.
  - Guidance to complete reports.
  - Discussed how to get accurate enrollment and persistence data with BAS/BAT program chairs.
- 2019-2021 IE Plans.
  - Updated progress tracking of pending departments.
  - HTML corrections – SAEM and ISPPS.
- Entity Tree Updated.

    - 2019-2021.
    - 2013-2021.
    - 2021-2023.
- Research on data standards and integrity – Collecting data cleaning and standardization, Samples of data governance manuals.
- Direct support to departments/divisions for IE plan development or mid-bi report (Kinesiology, Liberal Arts, Early College HS, BAS/BAT programs, PCA, PTA, EMT, Starr campus, Mathematics, Counseling, PTK Honors and Valley Scholars programs.
- IE plan development timeline and communications – Plan writers list updated.
- Comprehensive operational plan training - Presentation for the President's administrative staff meeting.
- IE plan review, improvement and approval – Status report and approval chart for dean and VP level approvals.
- Cabinet level IE plan integration – Discussed proposed objectives for Dr. Reed, proposed IE plan objects shared with Dr. Reed.
- Comprehensive Operation Plan – Enhancing the format and other revisions.
- Support for program-based accreditation (re-affirmation) – Reserve dates for Respiratory Therapy's visit.

PROJECTS

- IE Analyst position hiring.
- Booklet on Standing Committees – Discussed with Dean of IRE&SP the possibility to publish a booklet with charge, duties, make-up and membership, end-term.

MEETINGS / TRAINING

- QEP follow-up
    - Review of student survey dealing with STC and Advising, feedback provided to RAS.
    - Formation of work groups to support development of initiatives listed in the QEP timeline to support the co-directors.
    - Discussed the use of Starfish.
    - SAEM is working with MAP co-directors and AtD consultant to assure appropriate input into Starfish when students access key services.
- Data Management & Integrity Committee.
    - Proposed projects for the new committee.
    - Participation in the DM&I committee meeting.
    - Discussing the ODS-EWD.
    - Integration of non-Banner data, data review and capacity to use Banner to measure student engagement.
    - Meeting with Ellucian (consulting/assessment package for STC).
- President's administrative staff meeting – COP presented.
- Data Summit meeting – Discussed content and breadth of program review and data portal content to share, how/where to share the data, securing/protecting documents from being changed. A table of content of the data portal is being created.
- Title V Hispanic serving institutions grant.
- Weekly meeting with IEA staff.
- Weekly meeting with directors of IEA and RAS.
    - Discussed potential AtD award submission.
    - FAS presentations on KPIs.
    - COP.
    - Data summit.
    - Program review issues.
    - Chairs meeting.
- ISPP&SI Division meeting.
- Meeting with Dr. Petrosian and academic affairs leaders – Details of COP.
- Meeting to discuss criteria and program review of CE to credit courses and programs – Met with CE, SAEM and Academic Affairs.
- ISPP Division's Administrative Assistant monthly meeting.
- Trainings
    - Technical writing.
    - Improve English skills.
    - LinkedIn: Programming and web development, customer service, communications, marketing, qualitative research, video editing, excel, power point, leadership, time management, professional career, performance.
    - OPOD: FlipGrid, Professional development system.
    - Jaguar Academy.
    - Visio Software.
    - THECB – Clearinghouse academy student tracker premium for Texas community colleges.
    - Association of Institutional Research [AIR] – Knowledge exchange event on "big data on campus".

FACTBOOKS AND DATA PORTAL

- Data portal site updates.
- KPI update for data portal.

- Fact Book and Data Portal updates.
- Fact Book Achieves (1997-2010).

DATA REQUESTS AND SACSCOC

- Strategic planning/KPI data support.
- Potential new program reviews – Agricultural science AA was postponed until Spring by the sponsoring STC leadership to review submission details.
- 2020 Program reviews – Finalized template with added/updated standards for matrices.
- Leah Meyer Austin Award – ACD data support – provided cohort data for further disaggregation.
- Spring term FTIC enrollment data.
- Data request – STC#3221.

MISCELLANEOUS

- Weekly report uploaded to ISPP&SI OneDrive.
- Monthly report uploaded to ISPP&SI OneDrive.
- Disinfecting area.
- Support to Dean of IRE&SP – Workflow for old equipment, flash drives copies of compliance and focused report, evidence for dance and cybersecurity prospectus (unlink, edit, save and link to Xitracs), follow-up QEP NOE's.
- Coordinating institutional move of department to building M.
- Compilation of IEA-IRE-RAS weekly report.

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

SACSCOC

- Annual meeting presentations – Developed two presentations for SACSCOC annual meeting.
- Prospectus submission – Resubmitted prospectuses in PDF to SACSCOC.
- Non-Credit program review proposal – Discussion of development of program review for non-credit programs, reviewed and provided recommendations on Music non-credit to credit conversion proposal.
- SACSCOC site directory – Reviewing list of sites, addresses and listing on SACSCOC portal.
- Reviewed Agricultural science program.
- SACSCOC backup – Backed-up compliance certification, focused report, cybersecurity prospectus and dance prospectus on flash drives.
- Transfer of files from IEA Share Drive to SACS Share Drive.

PROJECTS

- THECB Bachelor Program Review – Review survey and program requirements and assigned parts to teams.
- Data summit – Reviewing data for educational programs and developed presentation for chair leadership meeting. Drafted presentations.
- Program review – Compiled data and developed proposed targets for review by Dr. Petrosian.
- Strategic Planning website – Seeking improve content using Visio software.
- Institutional effectiveness plans – Reviewed plans with writers and provided feedback.
- Data management & integrity committee – Working on next meeting's agenda, helped project owners with project details, researched data definitions templates.
- Comprehensive Operational Plan – In progress.

MEETINGS / TRAINING

- Meeting with IRE&SP administrators.
- Planning and development council – Transcribed PDC meeting minutes, created new FY 20-21 folder and uploaded to OneDrive.
- President's administrative staff meeting – Presented on KPIs.
- Data summit – Discussed plan for academic affairs data summit.
- Quality enhancement plan – Met with team to discuss updates.
- ISSPSI leadership meeting.
- NSF grant meeting – Discussed grant budget reallocation.
- HEAL 2 grant data requirements - Regional One meeting to discuss data requirements.
- SACSCOC Enrollment Profile – Met to review new procedures for submitting SACSCOC enrollment.

- Ellucian meeting – Discussed data governance products.
- General education requirements – Discussion of SACSCOC requirements for general education.
- IRE&SP weekly staff meeting.
- Pecan building M remodel and institutional move – Plan to happen in January 2021.
- SACSCOC annual meeting presentation – Rehearsal for presentations.

MISCELLANEOUS

- IRB proposal review.
- IRE weekly report to ISPP&SI.
- IRE monthly report to ISPP&SI.
- Coordinating institutional move of IRE/RAS/IEA to Pecan building M.
- OneDrive – Cleaned account and rearrange folders, removed access for those who no longer need it.
- File archival – Sorted through meeting/training material and achieved important documents in preparation for the institutional move.
- Disinfecting area.

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library Renovation Plan	**Progress:** 10%	**End Date:** January 2021
A feasibility study and a proposal were presented to the Facilities Committee and to the Board. Board accepted the study and decided to proceed with schematic design preparation. Library and Learning Support Services (LLSS) Staff worked with Facilities Planning and Construction (FPC) to provide information on furniture and equipment that will be reused in renovated facility. A narrative was developed and revised by LLSS staff providing guidance on the types of furniture proposed for each of the various areas of the library plan. ERO shared a draft layout with STC staff for review and comment. LLSS staff submitted comments on ERO draft schematic to FPC.		

ACTIVITY HIGHLIGHTS

- Viewed Board meeting and informed LLSS departments of actions affecting their areas.
- Coordinated with staff to arrange for Open Labs to move equipment to accommodate expansion of academic program in Starr Building F.
- Coordinated with staff to arrange continuing Library and Learning Support services at RCPSE while portable building 5 is made available for enrollment event.
- Oriented new Director of Learning Commons and Open Labs to department operations and related duties.
- Participated in Jag Studio ribbon cutting ceremony.
- Presented on Library and Learning Support Services to the Council of Chairs and together with other LLSS administrators, participated in a question and answer session with the department chairs.
- Finalized evaluation of computer lab management software proposal and prepared a board motion with a contract award recommendation.
- Worked on plan for acquisition of library high-speed scanners for Mid-Valley, NAH, and Starr Campus Libraries.

MEETING HIGHLIGHTS

- Met with VP Plummer and ISPP&SI administrators to discuss training proposal for CWPODD on February 12, 2021.
- Met with automation team to review and discuss acceptance of Library bill payments by Cashiers using SirsiDynix BLUEcloud Circulation system.
- Participated in College-Wide Curriculum Committee meeting.
- Convened Library and Learning Support Services administrators meeting.
- Met with IT and Information Security staff to discuss processes for review and approval of requests for Zoom and Teams licenses.
- Met with Learning Commons and Open Labs leadership to review status of department projects.
- Met with CLE, Library Services, and Learning Commons and Open Labs staff members to harmonize COVID-19 greeter protocols among the learning support services departments.
- Met with Learning Commons and Open Labs logistics managers to review status of department projects.
- Participated in meeting on Open Educational Resources THECB grant application.
- Participated in ISPP&SI Leadership Team meeting.
- Participated in President's Administrative Staff meeting.

- Participated in Call Center kickoff meeting.
- Participated in a Board Meeting of the Texas Council of Academic Libraries (TCAL).

TRAINING HIGHLIGHTS

- Participated in Chrome River Travel & Expense system training.
- Participated in Consortium of College and University Media Centers (CCUMC) conference.
- Participated in College Reading and Learning Association (CRLA) conference.
- Participated in overview webinar for 2020 TSLAC CARES Grant awards recipients titled "What's Next? Managing TSLAC Grants: What You Need to Know".
- Led a training for LLSS supervisors titled Adjusting to Change: Who Moved my Cheese.

ASSOCIATE DEAN OF LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Worked on the Review and Comments of the Pecan Campus Library Renovation.
- Participated in the Library Technician interviews.
- Supervisor worked on the WFH Time and Effort for rotating staff.
- Supervisors worked in processing staff members eTARF's.
- Worked on the Pecan Campus Library Renovation update.
- Met with Campus librarian and staff member regarding the improvement plan.
- Worked on creating a plan for circulation of laptops.

MEETING HIGHLIGHTS

- ISPP&SI Leadership Team meeting.
- Participated in the Cross-Institutional OER Collaboration.
- Library & Learning Support Services Administrator meeting.
- Met with Facilities, Planning & Construction and Architect regarding the Pecan Campus Library Renovation Library Furniture Review.
- Participated in the Virtual Interviews for the Librarian II – Programming.
- Held the Hotspot student selection meeting.
- Met with Campus Librarian biweekly meeting.
- Met with Circulation, Reference, & Reserves Bi-weekly meeting.
- Met with staff for the Library Operational meeting through Teams.
- Met with Systems and Applications Bi-weekly team meeting.
- Participated in the Library Technician Search Committee meeting.
- Met with RCPSE staff member biweekly meeting.
- Participated in the What's Next? Managing TSLAC Grants: What You Need to Know Grants meeting.
- Met for the COVID-19 Protocols Discussion with Dean of Library & Learning Support Services.
- Participated in the THECB Request for Applications: Open Education Resources (OER) Course Development and Implementation Grant Program meeting.
- Participated in the SuccessHub team meeting.
- Met for the ISPP&SI Leadership Team meeting.
- Met for the Laptop MOU modifications with Technology Campus Librarian.
- Met with Educational Technologies to Discuss update to Library Jag Studio.
- Met with Outreach and Instruction Bi-weekly team meeting.
- Met with Collection Management and Acquisitions Library Bi-weekly team meeting.
- Met for the Associate Dean of Library Services Bi-weekly meeting.
- Met for the November Council of Chairs.
- Met for the Call Center meeting.
- Met with Campus Librarian and staff member regarding the improvement plan.
- Met with library staff regarding the Pecan Campus Library Renovation Library Furniture Review.
- Participated in the Virtual President's Administrative Staff Team meeting.
- Met with the Librarian III Coordination meeting.
- Met for the Recap with each respective campus staff member Bi-weekly team meeting.
- Met with staff member CPIP.

TRAINING HIGHLIGHTS

- Participated in the OER Professional Development Webinar Series.
- Staff members attended the Workshop #165222: Adapting to Change: Who Moved My Cheese?

LIBRARY DATA

November Monthly Statistics

- Reference Questions # __17__
- Active Community Users # _164__
- Visitors # _10,050____
- Library Art Gallery Events # ___1__
- Attendance # __200___

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 built spacecrafts. Also, on display are images of UFOs or space that the community have made and submitted for display. The community UFO art exhibit at Pecan has begun deinstallation.

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. Panel on civic engagement was recorded, part of the series: "Transforming Our World – the Changing Climate."

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.

PROJECT HIGHLIGHTS

BLUEcloud Circ Phase I – Configure for Circulation Transactions Phase II – Determine Feasibility for Payments at Cashiers	**Progress:** Phase I – 98% Phase II – 50%	**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 and Pecan CLE staff are using the product for circulation transactions. The team is configuring and testing bill payment settings.		
Lab Management Product Analysis	**Progress:** 100%	**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 completed analyzing products that were submitted through a Request for Proposal (RFP) and made a recommendation		
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:** 30%	**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 design the manager app and has begun configuring the user app.		

ACTIVITY HIGHLIGHTS

- Working on the Library Descriptions project – Ongoing.
- Statistics were prepared for the Annual Report.
- Continued working with the Call Center list.
- Continued working on the Webcheckout.
- Librarian III continued working on the Circulation Procedures Reformat Project.
- Continued working with Human Resources regarding the Library Outreach and Instruction Specialist job description.
- Held the second Librarian II Programming interviews: The committee will hold a second round of interviews.
- Podcast episode was recorded.
- A Database Spotlight video was recorded.
- Nursing and Allied Health, Pecan, and Technology Campus libraries coordinated to cover staff at the Starr County Campus Library.
- Held interviews for Library Technician position.
- Staff member participated in the Mid Valley Campus Advisory Meeting.
- Staff member participated in the Mid-Valley Campus Reading Committee meeting.
- Performance Rubric Project – Ongoing (tentative completion December 11).
- Tidbits newsletter – Ongoing.
- Started working on the Hotspots Procedures Manual.
- Started working on the December 4th Professional Development Staff Training.
- Worked on Annual Report FY20.
- Held Art Gallery Technician (part-time) interviews.
- Podcast episode was recorded.
- A Database Spotlight video was recorded.
- Nursing and Allied Health, Pecan, and Technology Campus libraries coordinated to cover staff at the Starr County Campus Library.
- Library staff members met for the Library Technician Mid Valley Campus Search Committee.
- Library staff members registered for the T-Mobile access for the hotspots back-end.
- Working with PASS Program regarding the MOU for laptops to be checked out.
- Library staff assisted as proctor during the Librarian II – Programming interviews.
- The Librarian I Job Position Search Committee – Hiring Proposal Completed.
- Hotspot Project (Workflow Processes) – Ongoing.
- Notetaker assignment for Written Warning – completed.
- Library Descriptions project – Ongoing.
- 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.
- Worked Circulation & input formstack Library Study Space Request.
- Library staff worked on the Hotspot Grant project.
- Librarian III continued working on the Circulation Procedures Reformat Project.
- Coordinated with Human Resources and posted the Library Outreach & Instruction Specialist job position.
- Podcast episode #4 was released.
- Mid Valley library staff member worked on search committee rubric for CLE Coordinator position.
- Technology Campus Librarian worked on the MOU for the AEDT Laptops and Cameras.
- Technology Campus Librarian worked on minor adjusting of HVAC MOU with Associate Dean of Library Services for approval for finalization.
- Completed Pecan Librarian I position interviews.

MEETING HIGHLIGHTS

- Had phone meeting with faculty for Spring 2021 planning.
- Staff member met with colleagues and faculty regarding OER.
- Staff member participated in the Labtrax Data collection meeting.
- Met with staff member for project planning.
- Met with colleague about marketing materials.
- Staff member met with Associate Dean of Library Services and colleague from UTRGV about an OER grant and collaboration.
- Staff member met with Distance Learning staff regarding the Blackboard orientation information.
- Attended Budget meeting.
- Library staff met with colleagues to plan upcoming presentations.
- Library staff met with colleagues for Poetry Workshop test run.

- Library staff met with colleague to assist with Zoom setup for interviews.
- Library staff members attended Poetry Workshop.
- Library staff met with colleagues from Centers of Learning Excellence for Course Guides project.
- Library staff members assisted with Call Center.
- Library staff participated in the OPOD Advisory Committee meeting via Teams.
- Library staff participated in the Program Chair and Support Staff meeting.
- Library supervisors met individually bi-weekly with the Associate Dean of Library Services.
- Staff members met with the Associate Dean of Library Services for the Operational Staff meeting.
- Participated in Librarian III's meeting.
- Met regarding the Pecan Campus Library Renovation Furniture.
- Monthly one to one staff meetings.
- Supervisors met with the staff member regarding the improvement plan.
- Nursing and Allied Health Campus Librarian met with Dean of Library and Learning Support Services.
- Mid Valley Campus library staff met with the Mid Valley Campus Reading Committee meeting.
- Library staff attended COVID-19 Protocols Discussion via TEAMS.
- Starr Campus Library staff members met with Open Labs staff to discuss new COVID-19 greeting protocols.
- Library staff members met for Call Center Meeting.

TRAINING HIGHLIGHTS

- Staff member participated in the ProQuest training.
- Staff members participated in Workshop #152923: Jaguar Academy: On-board for Success Fall 2020.
- Staff members participated in the T-Mobile for government training online.
- Staff member attended the LILi Show & Tell 1.2 Workshop.
- Staff member participated in the Title IX Hearing Chairs Training & Certification Course.
- Staff member participated in the Webinar: Whiteboard or Padlet.
- Staff member participated in the Credo Webinar Go Social.
- Staff member participated in the Ingram webinar.
- Staff member participated in the Leading Up When You're Not in Charge.
- Staff member attended the STC Art Department Artist Lecture – Bernardo Diaz.
- Library staff members attended, Accessible and interactive Videos with Vidgrid workshop.
- Library staff members attended, Overview of Microsoft Teams workshop.
- Library staff member viewed, "Becoming a Leader People Love to Follow" by Craig Groeschel.
- Library staff members participated in the American Sign Language (ASL) Training – Interpreting in the time of COVID-19.
- Library staff members participated in the OER as a Social Justice Issue.
- Library staff member participated in the Leading Up When You're Not in Charge.
- Staff members attended the Workshop #165222: Adapting to Change: Who Moved My Cheese?
- Staff member watched the webinar "How to Use OBS: Streaming."
- 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.
- Attended Teams and Zoom trainings.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Logistics Managers attended a meeting held by the Dean of Library & Learning Support Services to discuss COVID-19 protocols.
- The Logistics Managers attended a meeting to discuss the evaluation of the computer lab management software RFP.
- The Logistics Managers met with the Dean of Library & Learning Support services to discuss weekly updates.
- A Logistics Manager presented information on the Learning Commons & Open Labs services during Advising Days.
- The Logistics Managers attended the November with Council of Chairs meeting.
- The Director met with the Dean of Library & Learning Support Services and the Learning Commons & Open Labs Logistics Managers.
- The Director met with the Dean of Library & Learning Support Services, Open Lab Supervisors & Logistics Managers.
- The Director met with the Dean of Library & Learning Support Services & VP Plummer.
- The Director attended a meeting to discuss the Library Renovation Plan for the Learning Commons & Open Labs.
- The Director met with one of the Pecan Campus supervisors to review inventory practices.
- The Director visited the Technology Campus for a campus tour and to meet with the Dean of Business, Public Safety & Technology.

- The Director visited the Mid-Valley Campus for a campus tour and to meet with the Mid-Valley Campus Coordinator.
- The Director met with a Logistic Manager for weekly updates.
- The Director met with the Open Lab Analyst for weekly updates.
- The Director held the Mid-Semester Training for the Learning Commons & Open Labs staff.
- The Director attended the Mid-Valley Campus Advisory Meeting.
- The Director visited the Nursing & Allied Health Campus for a campus tour and to meet with the Dean of Nursing & Allied Health.
- The Director met with the Dean of Library & Learning Support Services for updates on the Learning Commons & Open Labs.
- The Director attended the Pecan Campus Library Renovation Project Meeting.
- The Director attended the Pecan Campus Library Renovation Schematic Design Meeting.
- The Director attended the ISPP&SI Leadership Team Meeting.
- The Director met with a Logistics Manager and the Open Lab Analyst to review Dual Enrollment Data.
- The Director held the Weekly LCOL meeting with the Logistics Managers, Open Lab Analyst, & Administrative Assistant.
- The Director met with the Administrative Assistant to review financial processes.
- The Director met with a Logistics Manager to review the Institutional Effectiveness Plan.
- The Director attended a meeting to discuss the New Horizons outlines.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs supervisors attended "Adapting to Change: Who Moved My Cheese?" workshop.
- The new Director of the Learning Commons & Open Labs attended New Hire Orientation and began his position on 11/09/2020.
- The Pecan F130 Open Lab was reserved for dates in December & January to conduct TSI testing.
- The Learning Commons & Open Labs staff began calling students for the Student Outreach Initiative.
- The Learning Commons & Open Lab staff conducted equipment, furniture, & software inventory district-wide.
- The Learning Commons & Open Labs staff attended the Mid-Semester Training on Vidgrid & QEP.
- Virtual Apps pilot is underway and feedback has been provided to IT.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED-NOVEMBER 2020 ATTENDANCE STATISTICS: 1,387

	Number of Students	Number of Logins
District Totals:	**1,700**	**3,814**

OPEN LABS ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins
Pecan F-130 Open Lab	154	248
Pecan F-134 Internet Café	1	1
Pecan P 3.102 Open Lab	6	12
Technology B-141 Open Lab	49	70
Mid-Valley E 1.316 Open Lab	166	336
Mid-Valley G-270 Open Lab	13	24
Mid-Valley K 2.801 Open Lab	2	5
Mid-Valley E 1.100 Open Lab After Hours	1	4
Starr Limited Services	62	165
District Total:	**454**	**865**

LIBRARY AND LEARNING COMMONS ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins	Laptop Checkouts

Pecan F-122 Learning Commons	239	513	25
Pecan F-117 Community User Corner	32	105	
Pecan F-222	42	73	
Pharr-RCPSE Library PB 5A/5B	38	274	
NAH B Library Open Lab	264	645	
Mid-Valley Quiet Study E 1.200	10	16	
Starr K 1.300 Library	1	1	
Technology A-136	27	47	
District Total:	**653**	**1,674**	**25**

CLE OPEN LABS ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Lab	66	256
Mid-Valley A101A CLE Open Lab	16	34
NAH A 1.208J CLE Open Lab	271	490
NAH CLE Lab Lobby	1	4
NAH A CLE Proctoring 1208I	120	165
Technology CLE Open Lab	39	81
Starr CLE Open Lab B 208	3	4
Starr CLE Open Lab B 201	6	39
District Total:	**522**	**1,073**

GROUP STATIONS:

Campus	Number of Students	Number of Logins
Pecan Library Group Stations F122	4	5
NAH A CLE Group Stations 1208A	3	3
District Total:	**7**	**8**

STUDY ROOMS:

Campus	Number of Groups	Number of Logins
Mid-Valley E Library Study Rooms	10	61
NAH B Library Study Rooms	20	81
District Total:	**30**	**142**

VETERAN'S ROOMS:

Campus	Number of Groups	Number of Logins
Mid-Valley Library Veteran's Room	1	1

District Total:	1	1

INFORMATION COMMONS ATTENDANCE STASTICS:

Campus	Number of Students	Number of Logins
Pecan Y 1.107 Info. Commons	20	36
Pecan T 1.706 Info. Commons	13	15
District Total:	**33**	**51**

JagPrint - Print Report						
Nov 1, 2020 to Nov 30, 2020						
Printer Name	**Users**	**Jobs**		**Campus**	**Users**	**Jobs**
Mid-Valley A101 A	3	9		Mid-Valley	15	100
Mid-Valley A101A A	1	20		NAH	181	1208
Mid-Valley E1200 A	2	9		La Joya	0	0
Mid-Valley E1316 B	9	62		Pecan	49	198
NAH B1200 A	106	868		RCPSE	5	15
NAH B1200 C	44	186		Starr	6	19
NAH C1208J A	8	59		Tech	0	0
NAH C1208J B	6	15				
NAH C1208J C	17	80				
Pecan C129 C	11	32				
Pecan C129 D	1	2				
Pecan F122 D	16	76				
Pecan F130 D	7	41				
Pecan F222 A	10	34				
Pecan T1706 A	2	11				
Pecan Y1107 A	1	1				
RCPSE PB2A A	1	1				
RCPSE PB5A A	4	14				
Starr K1300 A	5	18				
Starr K1300 B	1	1				
Totals:	**255**	**1794**				

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	**November 2020**

- Visitors: 5,728
- Tutoring Sessions: 1,663
- Workshops: 3
- Workshops Attendance: 188
- JagTrax Totals: 1,977

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: 93%**	**End Date: December 2020**
The CLE website has been updated to reflect virtual tutoring hours and available services. Finished script to create new video. Distributed flyer for SWAG study sessions. Flyer was sent out for Finals Countdown.		
NAH BSN Support	**Progress: 94%**	**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. Developing BSN writing workshops and participating in BSN bootcamps for new cohort.		
CRLA Recertification	**Progress: 28%**	**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: 88%**	**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. Three videos have been completed and will be posted by December 2020.		
— **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: 30%**	**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. Tutors will be trained by Upswing on how to navigate through the AskUp and TutorUp platforms.		
NSF Grant Year 1 **IE Plan Objectives: 3**	**Progress: 92%**	**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 has received an increase of participation from grant students.		
Revise and Implement Embedded/SI Tutoring Survey **IE Plan Objective: 4**	**Progress: 75%**	**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 went live for students to provide feedback.		
Tutor Training for FY 2020-2021 **IE Plan Objective: 5**	**Progress: 40%**	**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". Schedule has been completed for the training.

EVENTS HIGHLIGHTS

NAH OTA Gallery Walk **Event Dates:** November 2020

During the month of November 2020, the Nursing and Allied Health Campus, Center for Learning Excellence hosted the OTA Gallery Walk. The OTA students are graded on visual elements, clarity of concept, and concise body language The CLE enjoyed featuring their work and assisting with judging the presene of these elements.

CLE Presented at Disability Awareness Day **Event Dates:** November 18-20, 2020

The Centers for Learning Excellence at Pecan Campus joined the Counseling Department on November 18-20 in bringing awareness to students, faculty, and staff of the diverse range of disability, health, and related services that are available at STC.

SWAG Math and Science **Event Dates:** November 16-25, 2020

The Centers for Learning Excellence hosted Study With A Group (SWAG) giving students an opportunity to collaborate and prepare for final exams. Students were able to register for group sessions that lasted up to two hours.

MEETING HIGHLIGHTS

- One-to-one with Staff
- One-to-one meeting with CLE Director
- One-to-one with LLSS Dean
- Met with Academic Coaches
- SI Humanities meeting
- SI Math and Science meeting
- SI Mentor Meeting
- SI Leader District Meeting
- LSSS COVID-19 Protocols meeting
- Success HUB Team planning meeting
- ISPP & SI Leadership meeting
- Perkins Grant initiation meeting
- PAS meeting
- Upswing meeting
- BSN Academic Coach meeting

- Council of Chairs meeting
- Test Proctoring Transition Preparation Meeting
- Sharepoint Meeting
- Meeting to Discuss CLE TEAM Sites
- Tech Program Chair Meeting
- Met with ADN Advisor
- Met with NAH Dean
- Met with Skills Lab Technician
- Met with BSN Academic Coach
- Met with OTA Chair
- Met with NAH Writing Team
- Follow-up Upswing Meeting
- Ask Up Meeting
- Pecan Staff Goal Meetings
- Met with Open Labs Specialist to create Macro-Reporting
- Faculty focus group initiation meeting
- Faculty focus group follow-up
- Search Committee meeting
- NCLCA monthly membership meeting
- Jaguar Talk planning meeting
- Jaguar Talk segment filming
- LLSS Administrators meeting
- NAH met with IT to demo virtual kits
- Writing Upswing Mapping Meeting
- Met with RAS specialist to discuss needed data to run Dual Student Report
- Library Renovation Meeting
- Met with OTA Chair to discuss gallery walk
- Met with Pharmacy Tech Chair to discuss virtual tour dates
- Met with AND Advisor to discuss Bootcamp presentations

TRAINING HIGHLIGHTS

- CRLA Active Listening and Paraphrasing Training
- Learning Support Manager trained NAH staff on Teams and VidGrid
- CLE Staff attended Truth/Smoke Free training
- Tutor Training on Presentational Speaking and Speech
- Training New Tutors at Starr
- Professional Development for SI Leaders Training
- Faculty Advising Certification Training
- Jaguar Academy
- CRLA Conference
- Cross-Training for Tech Campus
- Faculty Advising Certification Training
- Accessible and Interactive Video with VIDGRID
- CRLA Conflict Resolution
- LSSS “Who moved my cheese?” training
- Jaguar Academy
- Building Responder Training
- Creating Accessible Learning Resources training
- Power Up PD OPOD system training
- Motivating during difficult times training
- Critical Thinking training
- Motivating Students training
- Tutor Training for Library Resources
- FACT Training

ACTIVITY HIGHLIGHTS

- Presentation for Advising Days for Physics and Engineering students
- BSN Boot Camp
- ADN Orientation
- NAH CLE hosted OTA Gallery Walk
- Pecan CLE hosted SWAG Study with a Group Math and Science
- CLE Participated in Disability Awareness Day.

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 - Fall 2019 Financial Aid Survey
- THECB Baccalaureate Programs reporting
- THECB Institutional Input
- 10 years enrollment by campus, last two falls enrollment with address detail

SURVEYS

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

QUALITATIVE STUDIES

- Adult Learner 360 Grant

DATA REQUESTS

- Adult Learners 360 Grant - Third Data Collection
- ALC VS Non-ALC Comparison
- AY2019-20 Dual High School Graduates - Contact list, high school, and credit hours earned
- Campus enrollment reports (existing) sent for falls 2016-2020
- Career and Technical Education Course Enrolled Compared to Academic for Dual Students Fall 2020
- Credit hours and overall GPA is 3.0 or higher.
- Certified Headcount and Credit Hour Breakdown - Dual and Traditional, Credit Hours - Two Years of Term Data
- Developmental Education Program Survey (THECB) - House Bill 2223
- Dual Credit Research Taskforce data
- Dual Matriculation AY2019-2020
- Fall 2010, Fall 2011, and Fall 2012 Census Enrollment
- Fall 2018 to Fall 2019 subsequent enrollment for READ0100 and INRW0304 courses
- Fall 2019 and 2020 census enrollment reports (existing) sent
- Fall to Fall 2019 Subsequent enrollment for READ0100 and INRW0304 courses
- Fall 2020 and Annual 2019-2020 FTE
- Fall 2020 Census non-traditional enrollment students contact list
- Fall 2020 Demographics for SACS presentation
- Fall 2020 Enrolled trad. students and graduates 201910-202030 contact information
- Fall 2020 First Time in College Breakdown of Entering Freshmen and Those with Prior Dual Credit
- Fall 2020 Headcount and FTE
- Fall 2020 Potential Applicants' Demographics That Were Former Dual Students
- Five Years by Term of Continuing Education Enrollment
- Information Technology Assistant Program Recruiting Students' Contact Information

- Information Technology stackable credentials data
- National Center for Education Statistics: 2019-20 National Postsecondary Student Aid Study
- Non-traditional enrollment report (existing) sent
- NURA 1401 &1160 Grade Distribution for Fall2019-Summer 2020
- Project HEAL Final Report - Applicant Demographics and College Level Progress
- Program review - placement rates
- PSYC Enrollment for AY2018-19
- Retention Rate for NURA Program-Spring 2020/2019 and Fall 2019/2018
- SI Session Participants Course Completion, Pass Rates, Participation Rates, and Persistence Rates Fall 2019
- SI Session Participants Course Completion, Pass Rates, Participation Rates, and Persistence Rates Spring2020
- Spring 2021 currently enrolled students with Bachelor and Associates degree who have earned 50 or more Success Rate Comparison for ENGL1301&HIST1301
- Starr County Persistence Rates by Student type and Term, and Persistence rates for Ascender data

MEETINGS

- AA/Secretaries Meeting via Zoom
- Board meeting live stream
- Data Management & Integrity Committee
- Developmental Education Program Survey (THECB) meeting
- EWDC
- IRESP Admins
- IRESP Updates
- ISPP&SI Leadership Team
- Moving to M building meeting with Lucio
- PAS
- Pecan Campus Building M Office and Renovation Move Meeting
- QEP Advisory Committee Meeting
- Second Annual Data Summit meeting
- South Texas College Data Management Services Discussion
- STC Data Request for HEAL Final Report meeting with Region One
- Texas Pathways Institute Plenary Session Week 3

OTHER RESEARCH/SUPPORT

- Achieving the Dream's Highest Distinctions Proposal - Student Cohort File Building
- Akpo IRB
- Analyze Reporting Teams' SQL for Time Parameter Coding - Need to Coincide Enrollment Counts
- Annual Year 2019-2020 Early College High School (ECHS) List
- Assist with EWDC presentation slides - Dual success metrics
- CCSSE 2021 - Verified participation options
- Data Management & Integrity Committee - Projects tracking template
- Data Summit handout template
- Dual Enrollment Percentage Allocations
- Fall 2020 Curriculum Based Measurement Enrollment File One (CBM001 202110) Edit
- Guanzon IRB
- Identify students attending La Joya Early College High School (ECHS) Campus but assigned to La Joya Campus in Banner
- Reviewed Banner data to prepare list for project on Data Management and Integrity
- Reviewed CCSSE 2021 timeline and procedures
- Reviewed Leah Meyer Austin Award application and data template
- Reviewed Preliminary IPEDS Data Feedback Report
- Reviewed Student information for Fall 2020 for STYP inconsistencies
- Reviewed Texas Pathway Institute STC Action and Assessment Plan
- Reviewed THECB success points spreadsheets
- Texas Higher Education Coordinating Board Licensure/Certification Survey - Verification for Programs Weather Multiple Testing During Required Time Parameter is Permitted

MISCELLANOUS

- Banner Training Manual
- Cousera Course - Dealing with Missing Data

- Data request materials review for IRB researchers with Gardenia Perez
- Document retention - storage media in the safe
- edX course: Harvard PH125.2x: Data Science: Visualization
- Excel 2016 Tutorial: A Comprehensive Guide on Excel
- LinkedIn Learning: Communication Foundations
- LinkedIn Learning: Data Science Foundations: Data Assessment for Predictive Modeling
- LinkedIn Learning: Excel: Lookup Functions in Depth
- LinkedIn Learning: Grammar Girl's Quick and Dirty Tips for Better Writing
- LinkedIn Learning: Microsoft Office Specialist for Office 2019 and Office 365 - Excel
- LinkedIn Learning: SPSS Statistics Essential Training
- LinkedIn Learning: The Non-Technical Skills of Effective Data Scientists
- LinkedIn Learning: Writing to Be Heard on LinkedIn
- LinkedIn Learning: Writing in Plain Language
- LinkedIn Learning: Writing with Flair
- LinkedIn Learning: Writing with Impact
- LinkedIn Learning: 15 Mistakes to Avoid in Data Science
- OERTX: Opportunities and Support for Digital Innovation Webinar
- Organized files on Share Drive
- Prepared Institutional Move Form for Research & Analytical Services (RAS) department- Pecan Campus Building M Office
- Posted the RAS Monthly Report on the ISPP/SI One drive
- Posted the RAS Weekly Report on the ISPP/SI One drive
- Processed Requisitions - Banner
- Reconciled Budget - Banner
- Requested Applications Webinar - THECB
- Scanned and packed files to be shredded
- Sent Back up information to Account Payable for pending invoices
- TCCTA webinar recording - Responses to Declining Community College Enrollment in Texas
- THECB and Student Tracker Premium Training for Texas Community Colleges
- Word 2016 Tutorial Complete for Professionals
- Work Flow to send old computers
- 10 Advanced Excel Formula
- 2021 Leah Meyer Austin Award Webinar - YouTube
- 2021 Leah Meyer Austin Award - FTIC Fall to Fall Persist and Credit Hours Attempted data

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJECTS

Project Name	American Welding Society (AWS)
Scope	Tech Campus Accredited Testing Facility (ATF)
Status Summary	Official AWS Certification has been received
Milestones(s)	1st Cohort Testing Initiated
	1st Students to Pass the AWS Exam
Next Step(s)	Complete Testing of 1st Cohort
	Prepare for Spring Institutionalization Phase
	Begin Continuing Education and Dual Credit Phase

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