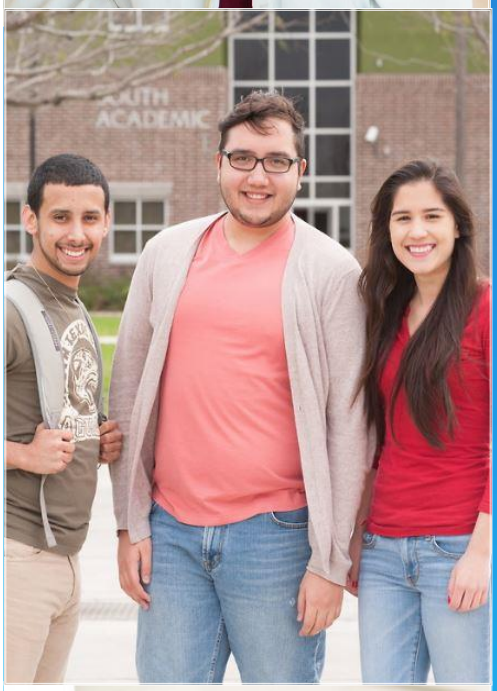


SOUTH TEXAS COLLEGE

# ACTIVITY REPORTS

## December 2020

Board Meeting
January 26, 2021

SOUTH TEXAS COLLEGE

# STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

# OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

| | |
|---|---|
| TO: | DR. DAVID PLUMMER, INTERIM PRESIDENT |
| FROM: | MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT |
| DATE: | JANUARY 26, 2021 |
| SUBJECT: | ACTIVITY REPORT FOR DECEMBER 1, 2020 THROUGH DECEMBER 31, 2020 |

## VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

### PARTICIPATED

- South Texas College Board Committee and Regular Board meetings and Invocation
- 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
- Stakeholders meeting" Coalition for Empowering Children and Families (CECF)
- Mid-Biennium, Reports
- Interviews and recommendations for Director of Human Resources for South Texas College
- Meeting with Dr. David Plummer
- Meeting with Rachel Sale to discuss Prime Power school at Ft. Wood
- Meeting with Jim Schultz
- Leadership McAllen Panel Discussion
- Admission Policy Committee – OTA and RN to BSN proposed application requirements
- Stakeholder meeting Coalition for Empowering children and families
- Guided Pathways Action Plan
- Review of dates for QEP/MAP sessions

## ATTENDED

- HEERF Reporting Verify Content of Each folder that it is complete
- ATD Coach meeting session #3
- Blackboard HB 1735
- Annual Grant Management and Compliance training (Blackboard)
- Hidalgo County School Superintendents meeting
- Hidalgo County COVID Update
- South Texas College Virtual Counselor Updates
- ATIXA New Title Regulations

# ENROLLMENT SERVICES AND REGISTRAR

- Opened the Enrollment Centers at Pecan, Mid-Valley and Starr County Campuses during Winter Break on December 17 – 18, 2020 to assist students with admissions and registration.
- Staff worked from home during Winter Break on December 28 – 30, 2020 to assist students with information via emails and chats.
- 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.
- Assisted students by responding to **433** chats during December 2020.
- **23,032** students have registered online for Spring 2021 semester, since registration began on September 28, 2020 after OAR processed the required documents and cleared them to register.
- Director of Student Records & Registrar ("Director/Registrar") attended bi-weekly Directors meeting and monthly SAEM Division Leaders meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Admissions Policy Committee, Banner User Groups (BUGS), Data Management & Integrity Committee, Enrollment Appeals Committee, Enrollment Reporting Findings, search committee interviews, TSI Developmental Plan and Title IX: Admissions & Financial Aid.
- 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 began certifying December 2020 graduates after Fall 2020 semester grades were posted on December 14, 2020.
- Document Management Specialist downloaded, reviewed and verified **3,336** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during December 2020.
- Specialists for international students and residency reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an *Affidavit*, and assisted international students with all aspects of admissions and registration.
- STC has **40** international students registered for Spring 2021 semester, to date.
- Processed **185** course substitutions and exceptions in Degree Works during December 2020.
- Processed grade changes for **374** students during December 2020.
- Processed **2,360** high school and **199** college/university transcripts during December 2020.
- Evaluated **176** transcripts from other colleges and universities during December 2020.

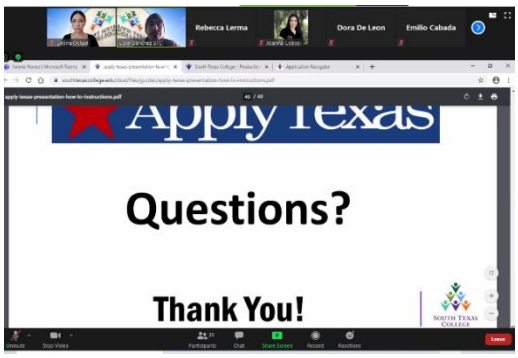
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2,780** STC transcripts during December 2020.
- Scanned and indexed **1,284** documents submitted by students during December 2020.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* 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.

# DUAL2DEGREE

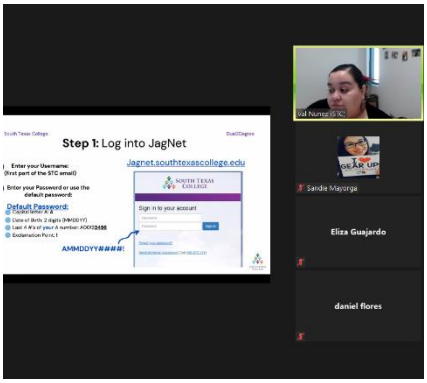
## IMPORTANT HIGHLIGHTS

- Department staff held **22** events and served **368** students and parents during the month of December.
- Department staff continues to assist partnering school districts with Spring 2021 enrollment activities including information sessions, admission application drives, enrollment eligibility review and registration.
- Department finalized the 1st Carl Perkins Grant Quarterly Report for FY 2021. Departmental grant activities and target measures have either been met or are in the process of being met in advance of the Biannual Report.
- Director worked with the Grants Office to obtain approval from the Hispanic Serving Institution Adult Learner 360 grant funders to repurpose unused travel funds in the amount of $5,000 for the purposes of granting micro-grants to students for Spring 2021.
- Director worked with the Dean of Dual Credit Programs & School District Partnerships to draft a revised Dual Credit Enrollment Timeline for Fall 2021.

## SNAPSHOTS




Nikki Rowe High School Virtual ApplyTexas Application Drive on 12/3/2020




La Villa Registration Drive on 12/15/2020

## ENROLLMENT SERVICES

| Event | High School Served | Date | Location | Total Served |
|---|---|---|---|---|
| **Registration Drive** | Edcouch Elsa HS | 12/1/2020 | Virtual | 1 |
| **Application Drive** | Rio Grande HS | 12/1/2020 | Virtual | 5 |
| **Application Drive** | Hidalgo ECHS CTE | 12/1/2020 | Virtual | 10 |
| **Application Drive** | Mission Collegiate | 12/1/2020 | Virtual | 11 |
| **Application Drive** | Mission HS CTE | 12/2/2020 | Virtual | 12 |
| **Application Drive** | Rio Grande HS | 12/2/2020 | Virtual | 6 |
| **Registration Drive** | Vanguard Beethoven | 12/2/2020 | Virtual | 14 |
| **Application Drive** | Nikki Rowe | 12/3/2020 | Virtual | 122 |
| **Application Drive** | Edcouch Elsa HS | 12/3/2020 | Virtual | 6 |
| **Registration Drive** | Juarez-Lincoln | 12/3/2020 | Virtual | 20 |
| **Application Drive** | Achieve ECHS | 12/4/2020 | Virtual | 14 |
| **Registration Drive** | Hidalgo ECHS CTE | 12/7/2020 | Virtual | 5 |
| **Registration Drive** | Palmview HS | 12/11/2020 | Virtual | 16 |
| **Registration Drive** | Rio Grande HS | 12/14/2020 | Virtual | 7 |
| **Registration Drive** | Hidalgo ECHS CTE | 12/14/2020 | Virtual | 7 |
| **Registration Drive** | La Joya ECHS | 12/15/2020 | Virtual | 22 |
| **Registration Drive** | La Villa ECHS | 12/15/2020 | Virtual | 15 |
| **Registration Drive** | Hidalgo ECHS | 12/15/2020 | Virtual | 41 |
| | | | **Total** | **334** |

## STUDENT/PARENT ENGAGEMENT

| Event | High School Served | D ate | Location | Total Served |
|---|---|---|---|---|
| **Student/ Parent DC Information Session** | Hidalgo ECHS CTE | 12/2/2020 | Virtual | 4 |
| **Student/ Parent DC Information Session** | Hidalgo ECHS CTE | 12/2/2020 | Virtual | 2 |
| **JagTrack Orientation** | Hidalgo ECHS CTE | 12/3/2020 | Virtual | 10 |
| **JagTrack Orientation** | Donna CTE | 12/15/2020 | Virtual | 18 |
| | | | **Total** | **34** |

### MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

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

- Sharyland Pioneer HS
- Weslaco East HS/ECHS
- La Joya ISD
- Sharyland HS

### MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Department Meetings
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Monthly Meeting
- Dual2Degree Review of Spring 2021 Enrollment Meeting
- Dual2Degree Enrollment Monitoring Report Meeting
- Dual2Degree Work-Study Meeting
- Annual Grant Management and Compliance Training
- Data Management & Integrity Committee Meeting
- CAEL/Excelencia Technical Assistance Discussion Meeting
- Dual Credit Program Sections <10 Enrollment Meeting
- SAEM Division Leaders Meeting
- Enrollment Management Director Meeting
- LASS Grant Check-In Call Meeting
- Enrollment Update for Sections <10 Meeting
- AL 360 Qualitative Study Review
- HSI AL 360 Grant Transfer Meeting

## COLLEGE CONNECTIONS

### DEPARTMENT MEETINGS AND EVENTS

- General Information Virtual Lobby
- South Texas College Virtual Counselor Update 2020

### RECRUITMENT

- General Information Virtual Lobby
- LE Outreach Effort – Border Patrol Sector
- Edinburg North High School – Virtual College Presentation
- La Joya ISD Academy of Health Science– Virtual College Presentation
- PSJA Southwest High School – Virtual College Presentation
- Premier Edinburg -Virtual Presentation & Application drive

### FAST TRACK

- Vanguard Academy for Class of 2020 Not Enrolled

## CAMPUS TOURS

- Technology Campus
  - Virtual Personal Tour – 2 visitors

| Campus | # Visitors |
|---|---|
| Pecan | No Tours |
| Mid-Valley | No Tours |
| Starr | No Tours |
| NAH | No Tours |
| Tech | 2 visitors |

## CALL CENTER

| JagConnect | |
|---|---|
| Contact Form Submissions | 56 emails |

**Radius**

| Campaign | Emails Sent | Emails Viewed | Total Students |
|---|---|---|---|
| CARE Act Eligible No CARES App 12.7.20 (STC App) | 10 | 4 | 10 |
| CARE Act Eligible No CARES App 12.7.20 | 10 | 7 | 10 |
| CARES Act Eligible No FAFSA No CARES App 12.4.20 (STC email) | 13 | 4 | 14 |
| CARES Act Eligible No FAFSA No CARES App 12.4.20 | 13 | 10 | 13 |
| CARE Act Eligible No CARES App 12.4.20 (STC email) | 43 | 14 | 45 |
| CARE Act Eligible No CARES App 12.4.20 | 42 | 31 | 43 |
| CARES Act Eligible No FAFSA No CARES App 12.3.20 (STC Email) | 27 | 6 | 30 |
| CARES Act Eligible No FAFSA No CARES App 12.3.20 | 30 | 17 | 31 |
| CARE Act Eligible No CARES Act 12.3.20 (STC Email) | 35 | 12 | 36 |
| CARE Act Eligible No CARES Act 12.3.20 | 38 | 25 | 39 |
| Counselor Update Confirmation | 68 | 38 | 70 |

**Mongoose Texts**

| Campaign | # students | # Replied |
|---|---|---|
| Fall 2020 Virtual Graduation Reminder | 2641 | 550 (21%) |
| Fall 2020 Virtual Graduation | 2642 | 769 (29%) |
| Adult Learner Stop Out | 867 | 120 (14%) |

**Telemarketing**

- Outbound Telemarketing done over Winter Break
- Call lists were reviewed and students who did not answer or requested a call back were called a second time
- Staff were helping students with registration and/or enrollment processes
- Students were connected to departments as needed for support

| Call Campaign | # students | Total calls made |
|---|---|---|
| Adult Learner Stop Out | 908 | 1080 |
| Class 2020 Prior Dual Not Enrolled Fall | 2852 | 3433 |

# ASSESSMENT CENTER

## WALK-INS AND TESTING REPORT

| Student Assessment Center | | | | | |
|---|---|---|---|---|---|
| **Campus** | **Student Walk-Ins to Get Information** | **Market Place/ Pearson Vue/ACT / HISET Total Reservations Placed** | **Examinees That Tested** | **Type of Exam** | **Exams YTD as of September 1, 2020** |
| **Pecan Campus** | **20** | **149** | **79 (53%show)** | **ACT** | **227** |
| **Mid-Valley** | **30** | **33** | **31 (94%show)** | **TSI EXAM** | **98** |
| **Starr Campus** | **15** | **17** | **16 (94%show)** | **TSI EXAM** | **43** |
| **Pecan Plaza** | **27** | **11** | **8 (73%show)** | **GED/ PEARSON** | **40** |
| **Pecan Plaza** | | **224** | **193 (86% show)** | **TSI EXAM/ includes TSI Online** | **539** |
| **Pecan Plaza** | | **89** | **66 (74%show)** | **HESI** | **337** |
| **Mid-Valley** | | **30** | **27 (90%show)** | **HESI** | **98** |
| **Pecan Plaza** | | **10** | **10 (100%show)** | **HiSET** | **15** |
| **TOTAL:** | **92** | **563** | **430 (76% show)** | | **1,397 – 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 250 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.

| TSI Scores: by placement score December 2020 | | | |
|---|---|---|---|
| **READING** | | **READING** | |
| **Monthly (12/01/20-12/31/20)** | | **Year To Date (09/01/20 – 12/31/20)** | |
| **College ready** (351+) | 66 | **College Ready** (351+) | 173 |
| Holistic Placement (349-350) | 7 | Holistic Placement (349-350) | 27 |
| Developmental Ed (342-348) | 45 | Developmental Ed (342-348) | 118 |
| ABE Level 6 (Developmental Ed) | 11 | ABE Level 6 (Developmental Ed) | 30 |
| ABE Level 5 (Developmental Ed) | 29 | ABE Level 5 (Developmental Ed) | 80 |
| ABE Level 4 | 5 | ABE Level 4 | 15 |
| ABE Level 3 | 0 | ABE Level 3 | 0 |
| ABE Level 2 | 3 | ABE Level 2 | 5 |
| ABE Level 1 | 0 | ABE Level 1 | 0 |
| **Total** | **166** | **Total** | **448** |
| **MATH** | | **MATH** | |
| **Monthly (12/01/20-12/31/20)** | | **Year To Date (09/01/20 – 12/31/20)** | |
| **College Ready** (350+) | 31 | **College Ready** (350+) | 84 |
| Holistic Placement (348-349) | 6 | Holistic Placement (348-349) | 17 |
| Developmental Ed (336-347) | 47 | Developmental Ed (336-347) | 125 |
| ABE Level 6 (Developmental Ed) | 39 | ABE Level 6 (Developmental Ed) | 39 |
| ABE Level 5 (Developmental Ed) | 28 | ABE Level 5 (Developmental Ed) | 115 |
| ABE Level 4 | 4 | ABE Level 4 | 49 |
| ABE Level 3 | 2 | ABE Level 3 | 16 |
| ABE Level 2 | 0 | ABE Level 2 | 6 |
| ABE Level 1 | 0 | ABE Level 1 | 2 |
| **Total** | **157** | **Total** | **453** |
| **Writing** | | **Writing** | |
| **Monthly (12/01/20-12/31/20)** | | **Year To Date (09/01/20 – 12/31/20)** | |
| **College Ready** (340 & 4+ Essay or 5+) | 98 | **College Ready** (340 & 4+ Essay or 5+) | 267 |
| Developmental Ed (310-390 & 0-4 Essay) | 22 | Developmental Ed (350-362 & 0-4 Essay) | 55 |
| ABE Level 6 (Developmental Ed) | 1 | ABE Level 6 (Developmental Ed) | 2 |
| ABE Level 5 (Developmental Ed) | 1 | ABE Level 5 (Developmental Ed) | 5 |
| ABE Level 4 | 3 | ABE Level 4 | 13 |
| ABE Level 3 | 1 | ABE Level 3 | 5 |
| ABE Level 2 | 0 | ABE Level 2 | 0 |
| ABE Level 1 | 0 | ABE Level 1 | 1 |
| **Total** | **126** | **Total** | **348** |
| **Data retrieved from College Board Accuplacer** | | | |

## STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates in regards to COVID-19
- SFS Staff has been trained to use the Live Chat and the Virtual Lobby to assist students
- SFS Staff has been assigned to log in to the Live Chat on December 28th, 29th and 30th to assist students during the college closure.
- Veteran Certifying Officials have been working on student certification and awarding.
- Administrative Assistant attended the Chrome River Training via TEAMS on December 8th & 10th
- 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.

## DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

## CAREER AND EMPLOYER SERVICES

**Reports:**

| **Weekly- Career & Employer Services Activity** | |
|---|---|
| **Total Number** | |
| **203** | Student Contacts, Outreach & Virtual Appointments |
| **174** | CTE Student Contacts |
| **6** | Student & Alumni Registered on CCN |
| **5** | Student & Alumni Resumes Revised/Uploaded on CCN |
| **3** | New Employer Registered on CCN |
| **22** | Jobs posted to CCN |
| **3** | Workshops Presented |
| **5** | Resumes Reviewed Online by Employers via CCN |
| **1246** | Career Coach Total Visits |

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

## CURRENT/UPCOMING ACTIVITIES & EVENTS

**Workshop & Presentations / Activities**

- Job Development
  - Arrive Logistics – 1 job posting
  - City of South Padre Island – 1 job posting
  - Entravision Communications – 1 job posting
  - Gartner – 1 job posting
  - GRA Engineering – 1 job posting
  - Payne Auto Group – 1 job posting
  - PMG, Inc. – 1 job posting
  - The Borgen Project – 1 job posting
  - Vaddo, Inc. – 1 job posting
- Presentations/Workshops
  - Created and facilitated *Your Career Portfolio* virtual workshop for LVN program December 2020 cohort, 76 students total.
  - Presented CES overview of services to new NAH campus staff.
  - Facilitated Interview for Success open workshop, 27 students total.
- Employer Outreach
  - Villeda Law Group
  - U.S. Border Patrol
  - U.S. Army
  - Allstate
  - Nick Smith Associates
  - HEB
- Employer Registrations
  - Buckland Global Trade Services, Inc.
  - CGS Justice Center
  - STRIVE Prep Schools

**Coordination of Upcoming Events**

- CES is continuing with preparing, along with the Lower Rio Grande Valley Management Team, Workforce Solutions Rehabilitation Services Division regarding a collaborative initiative for hosting the STC 2021 Jaguar Experience, which is a combination job fair/career exploration/student support services virtual event for late March 2021.
- 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.
- Planning an EVF virtual "booth" training sessions for the STC 2021 Jaguar Experience industry partners and program participants.

## MEETINGS AND MISCELLANEOUS INFORMATION

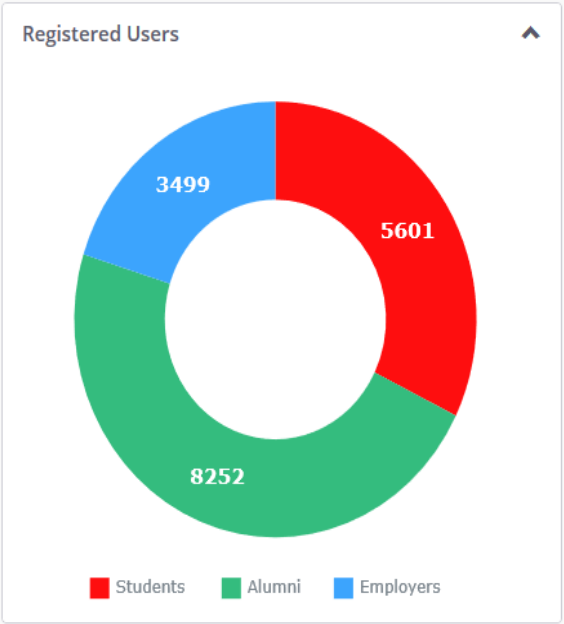
**Meetings & Miscellaneous information**

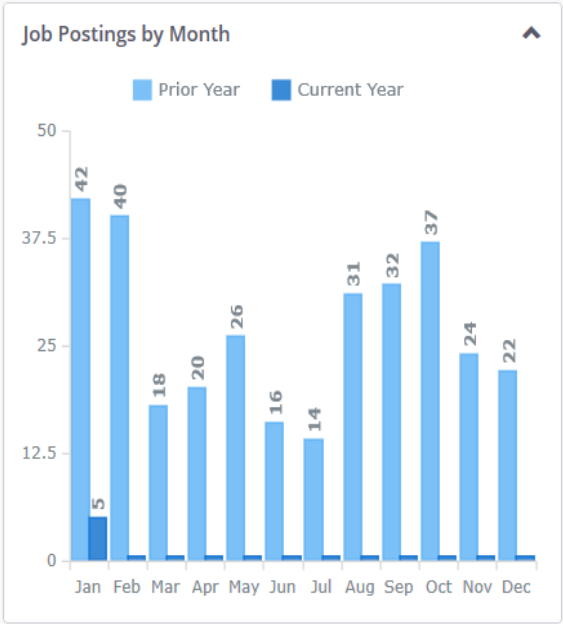
- CES compiled an employer list and emailed employer invitations to participate in the STC 2021 Jaguar Experience and Career Fair.
- Completed the CES Institutional Effectiveness Plan.
- CES is actively conducting faculty outreach and prospective student recruitment for the 2021 Jaguar Experience.

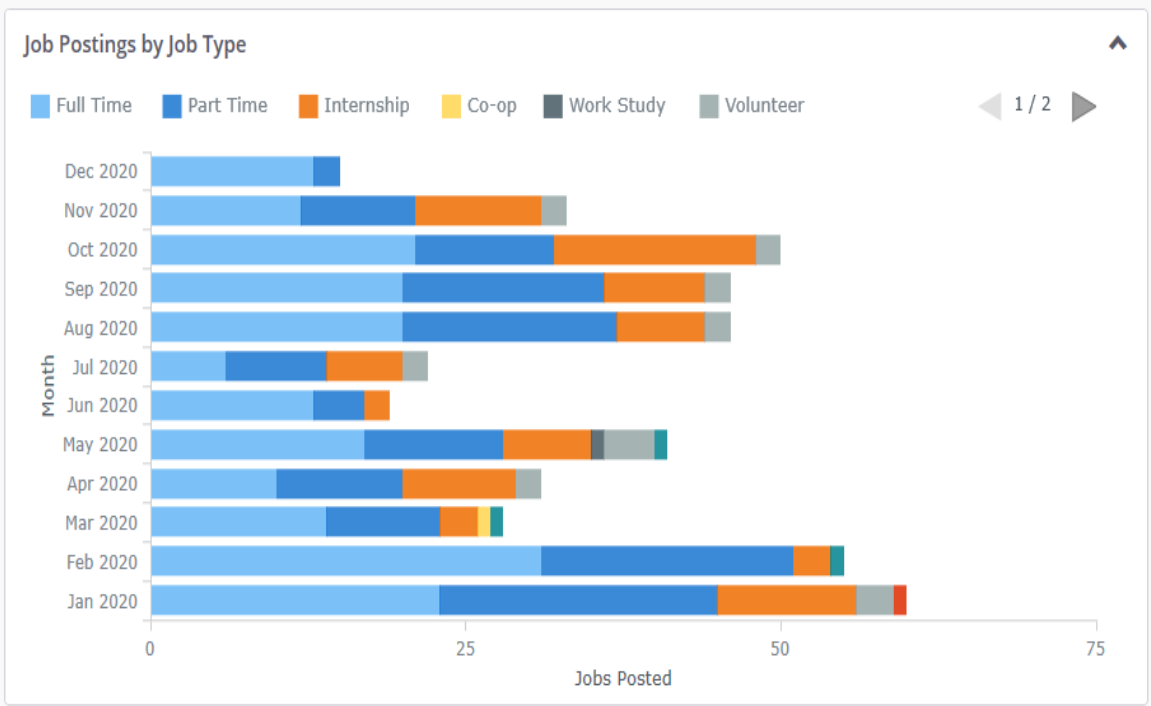
- CES is currently carrying out follow-up employer and industry partner registration contact efforts for the upcoming virtual STC 2021 Jaguar Experience Career Fair.
- Researched, updated and prepared "*Interview for Success*" presentation to reflect virtual format and trends.
- Facilitated "*Interview for Success*" open workshop, 27 students total.
- Facilitated "*Creating Your Career Portfolio*" workshop for LVN program December 2020 cohort, 76 students total.
- Continuing collaborative partnership and implementation of CES for BSN program and program applicants.
- CES NAH specialist participated in Student Success Hub meeting, discussing collaborative efforts and student focus groups.
- CES NAH specialist coordinated student Career Portfolio dive by pick-ups – NAH campus.
- Promoted Respiratory Therapy employment opportunities for UMC Health Systems.
- Outlined Spring 2021 THREADS Career Closet campaign.
- Updated reporting and record retention for Perkins basic grant.
- Reviewed Carl Perkins Biannual Report activities and progress.
- Compiled Time on Task documentation required by Perkins grant.
- Completed *Successful Goal Setting*, online training, LinkedIn.
- CES staff attended *Beyond the Summit-Enrollment Sustainability*, a 2-day online conference.
- CES staff attended a virtual *"Interview Stream"* training session.
- NAH specialist presented CES overview of services to new NAH campus staff.
- Finalized Career Readiness project in collaboration with Medical Assistant Technology program.
- Attended CES department meeting discussing staff updates, upcoming events, and projects.
- CES is developing material for an upcoming *"Executive Etiquette"* presentation.
- CES staff participated in a follow up planning meeting with Texas Workforce Solutions Rehabilitation Services Division representatives regarding the STC 2021 Jaguar Experience which is a collaborative initiative combining a career transition job fair/career exploration/student registration support services virtual event for late March 2021.
- CES staff attended a Jaguar Experience event planning meeting with Dual Credit and Texas Workforce/Vocational Rehab regarding EVF platform.
- 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.
- CES is continuing a collaborative partnership and implementation of CES support for the BSN program and program applicants.
- CES staff met with various programs and introduced the Texas Workforce/Vocational Rehabilitation's EVF virtual fair platform for the upcoming STC 2021 Jaguar Experience Career Fair event for spring semester.
- 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 Easy Virtual Fair (EVF) platform, for participants.
- CES Director participated 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 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.
- 9 Resume Revisions via CCN
- 2 student walk-ins, 4 email outreaches
- 26 student appointments.

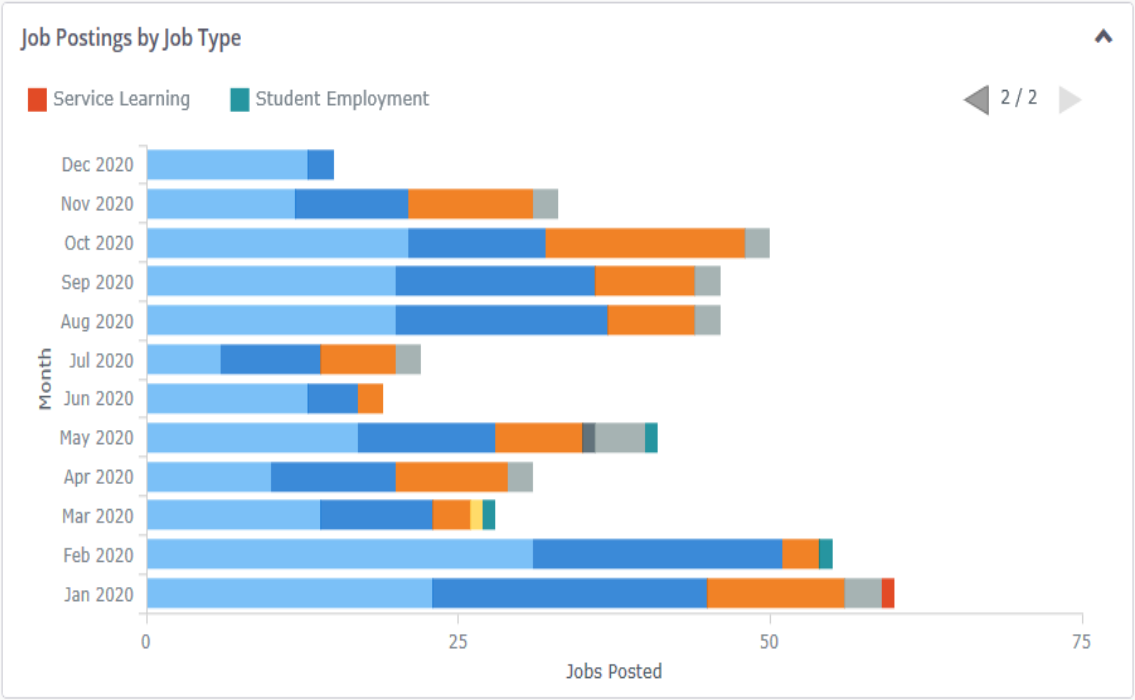
**College Central Network Logistics**



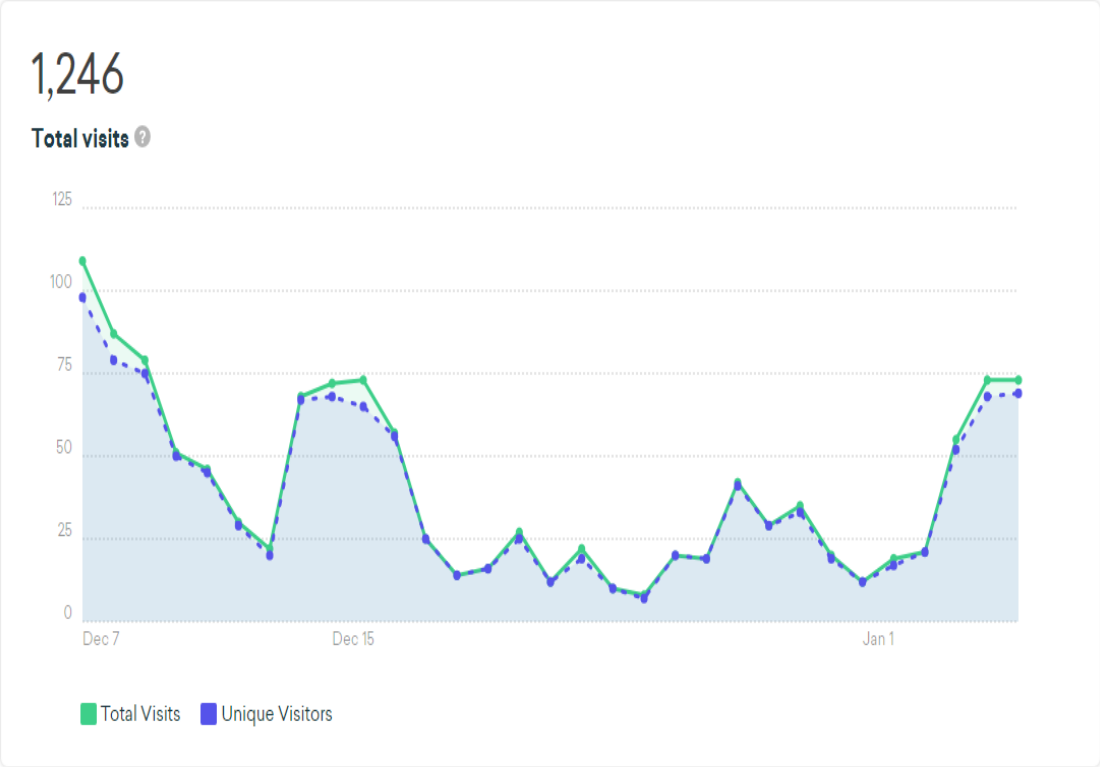



## College Central Network Logistics



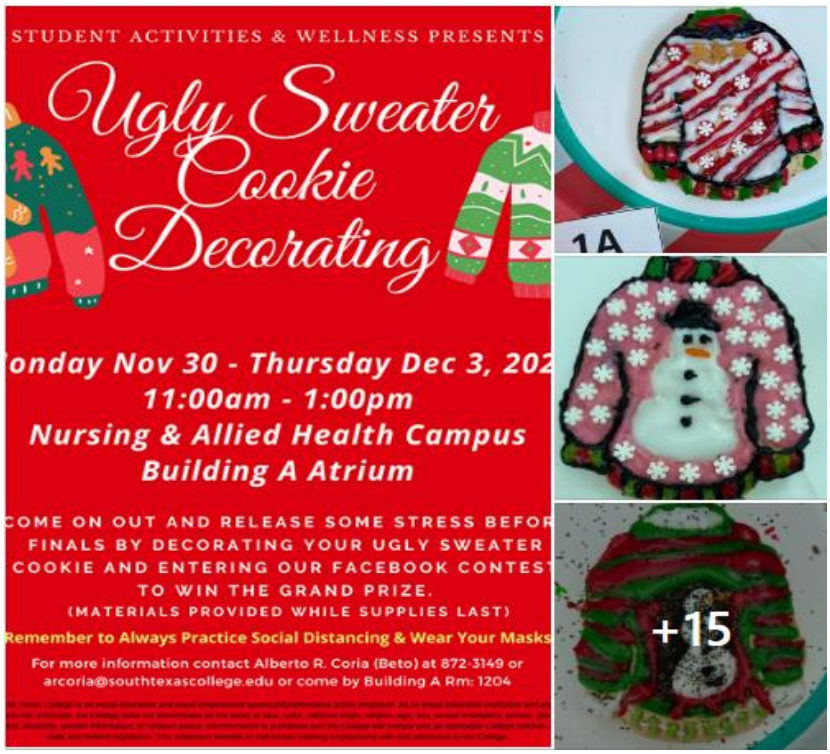

## Career Coach



Christmas Activity Day (NAH)

- Medical Assistant Technology Pinning Ceremony (NAH)

- Ugly Sweater Cookie Decorating Contest (NAH)



- Jerry's Difference Challenge (Online)

- National Pie Day - Mini Golf Tournament (Online)

- Vocational Nursing Pinning Ceremony (NAH)

- Student Government Association virtual meetings (district wide)
- Student Leadership Academy Workshops (district wide)
- Food Pantry operations (Pecan, Mid-Valley & Starr)
- Cap and Gown Distribution (Pecan, Mid-Valley & Starr)
- Social media posts promoting STC Virtual Commencement Ceremony, events, intramural sports, etc (www.facebook.com/stcsaw)
  Facebook Engagement
- Student Organizations Hub SharePoint reached about 459 unique users (students, faculty and staff) last 30 days

## COUNSELING AND STUDENT DISABILITY SERVICES

| Counselor Student Contacts | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Campus** | **Career/ Transfer Svcs.** | **Pregnant & Parenting Svcs.** | **Academic Counseling-Probation/ Suspension** | **Mental Health** | **Student Accessibility Svcs.** | **Other Services** | **Total** |
| **Mid-Valley** | 3 | 6 | 95 | 48 | 18 | 1 | 171 |
| **NAH** | 4 | 20 | 35 | 19 | 5 | 8 | 91 |
| **Pecan** | 1 | 14 | 182 | 122 | 62 | 175 | 556 |
| **Starr Co.** | 4 | 8 | 48 | 13 | 13 | 17 | 103 |
| **Technology** | 0 | 6 | 21 | 19 | 26 | 46 | 118 |
| **Total** | 12 | 54 | 381 | 221 | 124 | 247 | 1039 |

### 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
- Review, refer and respond to Counseling Department Emails
- UNIDAD Coalition Monthly Meeting
- Behavioral Intervention Team Meeting
- CSDS Coordinators Meeting
- Weekly Interpreter Meetings
- Meetings with TAMUK MSW Interns
- AAWCC December Membership Meeting
- CPIP Meetings with Staff
- NASW Steering Committee Meeting
- Meeting with CSAS Workstudies
- AIM Implementation Meetings
- Interview with The Monitor for the Facebook Live Event
- CARE Packages for Students in collaboration with Student Activities and Mid-Valley Social Work Student Club

## WORKSHOPS/PRESENTATIONS

Virtual Workshops, Microsoft Teams Live Events:

- Suicide: Let's Talk About It

Support Group: Jaguars United from Home
Wellness Wednesdays
Presentation for College Advisors
How to Beat the Holiday Blues – 12 Days of Wellness Facebook Live Event
Laughter Yoga Sessions for School District
Self-Care and Secondary Trauma for School District

## PROFESSIONAL DEVELOPMENT

- Salome Heyward and Associates Webinar- 'Accommodation in the Present Unique Educational Environment'
- SERID Seminars: Current Issues and Trends in College-Readiness of First-Year DHH Students
- Mental Health and Resilience in the Disability Community during COVID-19
- AIM Overview Trainings
- Annual Grant Management and Compliance Training
- Mental Health Series Webinar
- Alcohol and Drug Abuse Webinar

| **Interpreting Services Report** | |
|---|---|
| **Type of Service** | **Total** |
| Live Classes Interpreted (Synchronous) | **33** |
| Post-Production ASL Interpreted Lectures (Asynchronous) | 1 |
| Post-Production ASL Interpreted Videos (Asynchronous) | 1 |
| Interpreted for Admissions/Enrollment | 4 |
| Interpreted for Advising/PASS | 0 |
| Interpreted for Financial Services | 4 |
| Interpreted for Testing Services | 1 |
| Interpreted for Counseling Services and Student Disability Services | 10 |
| Interpreted orientation/outreach | 0 |
| Interpreted Tutoring Services | 0 |
| Telephone/Email Contacts with Students | 27 |
| Interpreter Hosted Workshops | 0 |
| Interpret student and/or instructor meeting | 2 |
| Other | 94 |
| Total number of services provided | 177 |
| Total number of interpreted hours | 94.25 |

| Student Success Specialist Activity Report | |
|---|---|
| **Type of Service** | **Number of students** |
| Interpreter requests | 7 |
| Contacts with SDS Students | 38 |
| Assist Students in Registration Process | 7 |
| Mass Emails To CSDS Students/faculty/community | 4 |
| **Additional Services** | **Number of services/interns/interpreters** |
| Observing part-time Interpreters | 4 |
| Professional development | 3 |
| General Interpreter/community Meetings | 1 |
| Assign Cases to Counselors | 2 |
| **Total** | **66** |

## COMPREHENSIVE ADVISING

### PROGRAMS/ACTIVITIES/MEETINGS

A. **Programs/Activities/Meetings:**

- **Academic Advising**
  - **Contacts** – total of 2,005 contacts with students were conducted by Academic Advisors and PASS Program Advisors in December 2020 including QLESS Advising Appointments and the New Chat system
  - Implemented the New Advising Chat so that students are able to chat with an advisor
  - Received/managed all student advising requests received via email, telephone, and new chat system and assigned them to an advisor for individualized education planning via email, phone calls and Zoom sessions
  - 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
- **Mentoring Services**
  - **College Advising Training Program-** Held CATP training. The new cohort was provided with 20 presentations on an array of services and programs within STC, there are 11 participants in the virtual training.
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports and activities Student Mentors have started call center initiatives to assist with FTIC's to outreach for the spring term enrollment;

- **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**
  - Staff reviewed Program Applications and began collecting Spring term schedules for textbook lending library services;
  - Staff provided academic advisement for PASS Program participants virtually
  - Staff maintained ongoing contacts with students on their caseloads;
  - Held Program meeting to review Program activities and services;
- **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;
  - Collaborated with SAEM Directors to complete the Quarterly Report required by the Grants Office;
  - Finalized Quarterly Report for SAEM

### 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 ATD Coach to plan Spring term sessions; Attended the SACSCOC Virtual Annual Convening;

C. **Preliminary Forms**
- Reviewed/approved timecards, reports, invoices, activity reports, grant forms, and other department/grant related items

## OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

### OFFICE OF THE OMBUDS

- The Office of the Ombuds conducted a virtual Dispute Resolution Student Academy.
- The Office of the Ombuds had 31 students graduating from the Dispute Resolution Student Academy.
- The Office of the Ombuds completed calculation of dual enrollment overall services provided on fiscal year 2019 – 2020.
- The Office of the Ombuds presented on Ombuds services for the College Advisor Training Program.

## OFFICE OF STUDENT CONDUCT

- The Office of Student Conduct completed calculation of dual enrollment overall services provided on fiscal year 2019 – 2020.
- The Office of Student Conduct attended the Civil Rights Investigator Training Level 1.
- The Office of Student Conduct presented on services for the Office of Student Conduct for the College Advisor Training Program

## BEHAVIORAL INTERVENTION TEAM

- The Behavioral Intervention Team held a meeting.

SOUTH TEXAS COLLEGE

# FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

# OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. DAVID C. PLUMMER, INTERIM PRESIDENT

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

DATE: JANUARY 21, 2021

SUBJECT: ACTIVITY REPORT FOR DECEMBER 1, 2020 THROUGH DECEMBER 16, 2020

## MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, and Finance and Administrative Services Director's Meeting.
- Held meetings or discussions on the following items:
  - Business Office:
    - Coronavirus Aid Relief and Economic Security (CARES) Act write-up for Board presentation with Comptroller.
    - Valley Initiative for Development and Advancement (VIDA) update with Comptroller and Director of Purchasing.
    - Budget Calendar with Budget Manager.
    - Delinquent Tax Collection letter with Comptroller.
    - Budget Amendment with Budget Manager
    - Fund Balance Entries with Comptroller.
    - Comprehensive Annual Financial Report (CAFR) review from External Auditor with Comptroller.
    - Frozen pool with Budget Manager.
  - Accountability, Risk, and Compliance:
    - Job Description and Job Title Change to review job title change with Director of Accountability, Risk, and Compliance and other personnel.
    - Administrator Cost and Productivity Study and COVID-19 Dashboard with Director of Accountability, Risk, and Compliance.
    - Title IX Team trainings with Director of Accountability, Risk, and Compliance.
    - Title IX Transition Action Plan with Director of Accountability, Risk, and Compliance and Title IX Coordinator.
    - Metrics for COVID-19 Cases Dashboard with Director of Accountability, Risk, and Compliance.
    - Incident inquiry process with Director of Accountability, Risk, and Compliance.
    - Exit Procedures with Director of Accountability, Risk, and Compliance.

- Incident Report Memo and Safety Recommendations with Director of Accountability, Risk, and Compliance.
- Tax Assessor bond renewal/invoice with Vice President for Finance and Administrative Services Office staff.
- Incident Analysis and Response process recommendations with Director of Accountability, Risk, and Compliance and Administrative Services Office staff.
- Policies #4213: Drug-Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus with Director of Accountability, Risk, and Compliance.
- Records Retention on Daily COVID-19 Screening Checklist with Director of Accountability, Risk, and Compliance, and staff.
- ARC Incident Investigation Report Memo and Safety Recommendations with Director of Accountability, Risk, and Compliance and Risk Manager.
- Post ATIXA training online with Accountability, Risk, and Support Specialist

- Human Resources:
  - Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Interim Director of Human Resources, Institutional Equity Manager, and Legal Counsel.
  - Pay and contract terms with legal counsel for personnel matters, Interim Director of Human Resources, and Compensation and Payroll Manager.
  - Legal Counsel on personnel matters.
  - Out of state employees with Interim Director of Human Resources.
  - Stipend and other issues with Interim Director of Human Resources.
  - Office of 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.
- Facilities Planning and Construction:
  - 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.
  - Schematic Design made by Architects with Director of Facilities Planning and Construction and Project Manager.
  - Wage Rate Audit with Director of Facilities Planning and Construction, Director of Purchasing, Construction Buyer, Contracts Manager, Assistant Director of Facilities Planning and Construction, and Finance and Administrative Services Project Manager.
- Director of Purchasing:
  - Financial Advisor item with Director of Purchasing.
  - Solicitation of Legal Counsel and Bond Counsel Services write-ups with legal counsel and Director of Purchasing.
  - Purchasing items for Finance, Audit, and Human Resources Committee Meeting with Director of Purchasing.
  - Prevailing Wage Rate Audit with Director of Purchasing and Legal Counsel.
  - Presidential Search Request for Proposals with Director of Purchasing and Legal Counsel.
  - Legal Counsel request for qualifications requirements by the Board with the Director of Purchasing.
  - Legal counsel responses on the prevailing wage rate with the Director of Purchasing.
- Department of Public Safety:
  - Employee parking tickets with Chief of Police.
  - COVID-19 cases graph with Chief of Police.
- COVID-19:
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with FAS Safety Committee.
- Other Meetings:
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Managers.

- President's Cabinet Updates with Finance and Administrative Services Project Managers and Coordinator.
- Daily operations with food services employees and Finance and Administrative Services Project Manager.
- Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation with Finance and Administrative Services Project Manager.
- Beverage vending services agreement with Director of Facilities Operations and Maintenance.
- Coronavirus Aid, Relief and Economic Security (CARES) Act with Executive Director for Resource Development, Management and Compliance.
- Action Plan for the transition of duties due to the resignation of the Institutional Equity Officer.
- Annual Grant Management and Compliance Training.
- Outstanding Food Services items with Accountant for Auxiliary Business Operations.
- Closing of Food Services department with Interim Director of Human Resources.
- Coronavirus Aid, Relief and Economic Security (CARES) Act discussion with legal counsel.
- Association of Title IX Administrators (ATIXA) Title IX Training.
- Title IX Case Review with Institutional Equity Officer and Deputy Title IX Coordinator.
- Review Title IX/Sexual Harassment Procedures with Institutional Equity Officer.
- Interviews for the Director of Human Resources vacant position.
- Grammarly Software with Finance and Administrative Services Project Manager.
- Popular Report, Investment, and Management Reports with Finance and Administrative Services Reporting Coordinator.
- Vice President Meetings with Interim President and Vice Presidents.

- Participated on Webinars/Webcasts
  - ATIXA Webinar on Time with IX: Investigations involving LGBTQIA2SP + Parties.
  - ATIXA Webinar on SPOO or Not SPOO? That is the Question.

## 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.
- Reviewed/and or worked on the following items:
  - Business Office:
    - Budget for FY 2021 and FY 2022.
    - Tuition and Fee Revenue Scenarios for Spring 2021.
    - Coronavirus Aid, Relief and Economic Security (CARES) Act Institutional Fund.
    - Fiscal Year 2020 Financial Audit.
    - Monthly Legislative Budget Board COVID-19 Cost Survey Report.
  - Human Resources:
    - Updates on the status of COVID-19 Cases Report.
    - 2018-2019 Performance Appraisals - Prior Year.
    - 2019-2020 Performance Appraisals - Current Year.
    - Policy #4307: Leaves of Absences.
    - Policy #4216: Freedom from Harassment, Discrimination, Sexual Misconduct, and Retaliation.
    - Policy #4316: Leave Without Pay.
  - Facilities Planning and Construction:
    - Progress of Facilities Planning and Construction projects.
  - Accountability, Risk, and Compliance:
    - Administrator Cost and Productivity Study Methodology Metrics Research.
  - Other:
    - Employees Working from Home Reports for office staff and Directors.
    - Title IX Weekly Reports.
    - Title IX Team Roster.
    - Reviewed FY 2021 Project Status.

        - College-Wide Safety Committee.
        - Interview Questions for the Director of Human Resources Interviews.
    - Monthly Reports provided to President's Cabinet members as follows:
        - Travel by Employee Reports (November 2020).
        - Vacancy Reports (November 2020).
        - Leave (Sick and Vacation) Reports (November 2020).
        - TimeClock Plus Verification Reports (November 2020).
        - Overtime Reports - Hours Worked by Employee (November 2020).
        - Salary Savings Reports (November 2020).
        - Performance Appraisals - Prior Year and 2019 - 2020 Performance Appraisals.
- Worked on the following items for the Board Committee Meeting or Board Meeting:
    - Prepared to present at December meetings on the following items:
        - 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).
    - Started working on the following items for January meetings.
        - Award of Proposal, Rescind of Award, Purchases, and Renewals.
        - Renewal of External Auditor Services.
        - Request for Qualifications for College Legal Counsel.
        - Financial Advisor Services and Continuing Disclosure Services.
        - Option to Voluntarily Continue Offering College Employees the Emergency Paid Sick Leave and Emergency Family and Medical Leave through March 31, 2021, and Retroactive to January 1, 2021.
- Project Managers worked on the following items:
    - Reviewed and assisted in the development of the Facilities Committee and Finance Committee packet.
    - Worked on legal counsel log and confirmed activities stated on invoices sent by legal counsel.
    - Worked on the monthly construction report for the Facilities Committee packet.
    - Assisted the Human Resources department in developing letters to Food Services staff members.
    - Continued to coordinate an exit checklist plan for Food Services related to fixed asset inventory, small equipment inventory, consumable inventory, and donation to Campus Food Pantry with the Auxiliary Accountant.
    - Coordinated to conduct inspections of the cafeterias after ending its operations with Facilities Operation and Maintenance and Auxiliary Accountant.
    - Continued to request statistical data regarding COVID-19 confirmed cases to be reported monthly by employees and students with the Department of Public Safety, Human Resources, and Accountability, Risk, and Compliance staff.
    - Continued to work on the COVID-19 graph dashboard with the Graphic Designer.
    - Participated in meeting to discuss methodology in documenting COVID-19 cases on and off-campus with the Department of Public Safety, Human Resources, and Accountability, Risk, and Compliance, and the Office of Counseling and Student Access Services.
    - Coordinated to obtain licenses to use Microsoft Power BI software.

- Attended Microsoft Power BI L100 webinar training.
- Finalized markup revisions on Policy #4216: Freedom from Discrimination, Harassment, Sexual Misconduct, and Retaliation and a clean copy of the modifications for the December Finance, Audit, and Human Resources Committee.
- Participated in meeting to discuss whether prevailing wage rates apply to College's construction projects with Director of Facilities Planning and Construction, Director of Purchasing, Contract Manager, Assisted Director of Facilities Planning and Construction, and Vice President for Finance and Administrative Service.
- Confirmed Spring 2021 Professional Development guest speaker title presentation for the Division of Finance and Administrative Services.
- Worked on weekly Cabinet updates.
- Assisted on COVID-19 Legislative Budget Board (LBB) Survey Report for October 2020 with Comptroller.
- Worked on Activity Report for December 2020.
- Worked on Finance and Administrative Services (FAS) Key Note with division Directors for November 2020 and December 2020.
- Assisted on Updated Student/Employee Positive COVID-19 Cases with Graphic Designer.
- Worked on the Fraud Responses with Vice Presidents.
- Worked on Fixed Assets and Software Inventory with Institutional Equity Officer.
- Assisted on Title IX Transition Action Plan with Accountability, Risk, and Compliance Specialist.
- Assisted on 2020 Administrative Accountability Report with Interim Director of Human Resources.
- Assisted on Records Retention of daily COVID-19 Screening Checklist.
- Assisted on Texas Association of Community Colleges Administrative Salary Survey with Interim Director of Human Resources.
- Assisted on Campus Reporting Requirement with Comptroller.
- Assisted on Bookstore Management Reports with Comptroller.
- Worked on Software Inventory for Institutional Equity Officer with Purchasing Buyer.
- Assisted on Job Description for Institutional Equity Officer.
- Works on research on Title IX Coordinator position.
- Assisted on Senate Bill 212 Quarterly Report with Accountability, Risk, and Compliance Specialist.
- Assisted on Staffing Changes with Compensation and Payroll Manager.
- Worked on FY 2020 Election Budget and FY 2021 and FY 2022 External Affairs budget with Budget Manager and Comptroller.
- Assisted on Welcome Email to Record Coordinators with Accountability and Compliance Manager.
- Assisted on Time Clock Plus Data Processing Addendum with Payroll Assistant.
- Assisted on Budget Transfer for Fall 2020 Valley Initiative for Development and Advancement (VIDA) with Comptroller.
- Worked on Exit Plan/Inventory for the Institutional Equity Officer.
- Worked on FY 2018 – 2019 and FY 2019 - 2020 Performance Appraisals with Human Resources Specialist Employee Relations and Finance and Administrative Services Directors.

## BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended call regarding audit request with Interim Human Resources Director.
- Attended call regarding Enrollment reporting finding with External Auditor and College staff.
- Attended call regarding Popular Annual Financial Report changes with the Graphic Designer.
- Attended conference call regarding Higher Education Emergency Relief Fund (HEERF) institutional funds reversal with the External Auditor.
- Attended recurring Manager meeting with Business Office staff.
- Attended South Texas College monthly Board Meeting.
- Attended the Finance, Audit, and Human Resources Committee meeting.

- Joined Teams meeting for system demonstration on feasibility Cashiers accepting payments via software system with Library.
- Joined Teams meeting to set up and test a Cashier Virtual Teams and Live Chat training to assist students during the holiday schedule from December 28th to 30th with Information Technology.
- Met and discussed unemployment credit with the Payroll Manager.
- Trainings/Webinars:
  - Joined Teams for an all-day Cashiers Bite-size training.
  - Viewed Coalition of Higher Education Assistance Organizations (COHEAO) 1098T recorded webinar.

## PROJECTS IN PROGRESS:

- Management Reports:
  - The Business Office staff worked on November board and management reports, including a summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- Accounts Payable/Grants and Contracts:
  - Submitted the Single Audit report for South Texas College to the Federal Audit Clearinghouse (FAC).
  - Worked on Travel system service support tickets, cash advance, email notices, rules, and roles.
  - Worked on Travel system weekend travel report for Human Resources.

| Bank No. | 20-Sep | 20-Oct | 20-Nov | 20-Dec |
|---|---|---|---|---|
| 01 E&G | 225 | 297 | 229 | 230 |
| 01 Direct Deposit | 39 | 43 | 57 | 57 |
| 03 Student | 7,026 | 2,062 | 429 | 100 |
| 12 I&S Taxes | - | - | - | - |
| 16 I&S Bond | - | - | - | - |
| 17 Plant | 11 | 9 | 10 | 18 |
| 31 Virtual Card | 234 | 344 | 263 | 188 |
| 32 AP Card | 1 | 3 | 2 | 1 |
| 37 Unexp-LT Bond Series 2015 | - | - | - | - |
| 38 Unexp-LT Bond Series 2014 | - | - | - | - |

- Cash Management/Special Projects/Office Support:
  - Completed and submitted the Comprehensive Annual Financial Report booklets to Agencies.

| Bank No. | #of Checks/DD Cycles | # of Checks/Direct Deposit |
|---|---|---|
| 01 E&G | 7 | 240 |
| 01 Direct Deposit | 5 | 55 |
| 02 Payroll | 8 | 384 |
| 02 Direct Deposit | 3 | 2,257 |
| 03 Student | 3 | 100 |
| 12 I&S | 0 | 0 |
| 16 I&S | 0 | 0 |
| 17 Plant | 3 | 18 |
| 37 Bond Series 2015 | 0 | 0 |
| 38 Bond Series 2014 | 0 | 0 |
| Total | 29 | 3,054 |

| Description | Number of Transactions |
|---|---|
| ACH Direct Deposit-payments to vendors, students & employees | 14 |
| Bank Transfers between Bank Accounts | 22 |
| Wire Transfers for Benefits and International | 1 |

- Budget and Reporting:
  - Analyzed the bookstore and vending machine revenue commission for FY 2019 – 2020 and FY 2020 – 2021.
  - Assisted with automating the distribution of the Argos Budget Reports with Business System Analyst.
  - Assisted with Finance, Audit, and Human Resources Committee motion for the Change of Guidance on the Use of the Coronavirus Aid, Relief, and Economic Security (CARES) Act Institutional Funds.
  - Discussed Notices of Employment funding with the Vice President for Finance and Administrative Services.
  - Prepared documents to record the FY 2019 – 2020 and FY 2020 – 2021 Budget Amendments in Banner.
  - Reviewed and updated the FY 2019 – 2020 Popular Annual Financial Report.
  - Revised the Finance, Audit, and Human Resources Committee motions for the FY 2019 – 2020 Budget Amendment and the FY 2020 – 2021 Budget Amendment.
  - Revised the FY 2021-2022 Budget Planning Calendar.
  - Submitted the FY 2019 – 2020 Integrated Fiscal Reporting System Certification Report.
  - Submitted the FY 2019 – 2020 Rider 22 Campus Reporting requirement to the Legislative Budget Board.
  - Worked on automating emails using Argos for budget development.
  - Worked on troubleshooting a budget transfer routing issue.
- General Accounting/Construction/Fixed Assets/Property Tax:
  - Prepared board management reports and staff continued to work on monthly reconciliations and monthly reports.
  - Worked on Owner Change Request Automation Form for Facilities Planning and Construction.
  - Completed 84 monthly reports during the month of December 2020.

| Duties | Total |
|---|---|
| Approval Queues - Requisitions Approved | 6 |
| Bank Reconciliations | 8 |
| Board and Management Reports Reviewed | 88 |
| Cafeteria daily sales report | 8 |
| Cancelled checks provided to AP / Payroll | 5 |
| Check verification for AP / Payroll | 9 |
| Construction budget transfers reviewed and approved | 1 |
| Copies of booklets/journal entries requested | 12 |
| Deposits prepared | 12 |
| Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts | 48 |
| Returned mailed checks - Logged and Filed | 7 |
| Returned Mailed checks - Disbursement | 6 |
| Emails - answered, prepared, initiated | 483 |
| FOAP created including activity codes | 18 |
| FOAP provided for deposits and/or other depts requesting info. | 1 |
| Hours Filing and organizing of Journal Entries and boxing/Record retention log | 1.5 |
| Hours used for scanning - estimated | 13 |
| Hours used to log Scanned JE | 9.25 |
| Hours used to prepare documents for scanning | 1.5 |

| Duties | Total |
|---|---|
| Hours used to compile and scanning LRGVDC backup | 4 |
| Donations - telephone calls received | 6 |
| General Accounting Daily Banner Reports | 211 |
| IDT's - telephone calls received | 2 |
| Interdepartmental Transactions reviewed | 47 |
| Invoices and encumbrances reviewed | 64 |
| Journal entries prepared | 72 |
| Journal entries processed including FUPLOAD | 584 |
| Journal entries- transactions processes | 5,089 |
| Journal entries/documents scanned | 575 |
| Journal Entries Logged | 575 |
| Journal Entries Filed and Organized including creation of labels | 465 |
| Journal Entries reviewed | 42 |
| Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved | 1 |
| Positive Pay Exemption-Number of checks researched/verification | 20 |
| Requisitions prepared | 6 |
| Stale dated list prepared | 4 |
| Stale dated letters mailed | 293 |
| Stale dated letters returned and logged | 18 |
| Stop payments processed (includes stale dated checks) | 229 |
| Submit Invoice Request for AR | 2 |
| Transactions removed from bank reconciliation | 205 |
| Banner Testing hours/training - Hours Used-Gomer | 3.25 |
| Special Project - Download on PDF bank 03 checks images | 750 |
| Number of Motions Prepared and Submitted to VP office | 3 |

| Description | Count |
|---|---|
| General Journal Entry (Intra-Fund) (JE 15) | 90 |
| General Journal Entry (Inter-Fund) (JE 16) | 36 |
| Cash Receipts (CR 05) | 206 |
| Encumbrance Liquidation (E032) | - |
| Encumbrance Liquidation (E020) | - |
| Encumbrance Liquidation (E035) | - |
| Encumbrance Liquidation (E037) | - |
| General Ledger Beginning Balance (JE05) | 1 |
| General Journal Entry (JE 17) | 2 |
| Misc. Receipt Payments (CA10) | 5 |
| General Journal Entry (STCJ) | - |

- Cashiers:
  - Assisted students during holiday schedule of December 17th and 18th.
  - Assisted students with Spring 2021 emergency loans available effective December 14, 2020.
  - Assisted students with Spring 2021 questions.
  - Planning Cashier bite-size training scheduled for December 11, 2020.

- Prepared for work from home assistance virtual Teams and live chat for December 28th through December 30th.
- Tested virtual Teams and Live Chat processes scheduled to go live on Monday, December 14, 2020.
- Testing 1098T Tuition Statement for 2020.
- Testing of flat file process that imports information from the Customer Web Access (CWA) external system to Banner for 1098T tuition statement.

- Payroll and Position Control Departments:
  - Worked on TimeClock Plus and Human Resources approval workflow.

| **Payroll Processes for the month ending December 31, 2020** | |
|---|---|
| Payroll Re-issue Processed | 5 |
| Payroll Cycles | 5 |
| Payroll Checks & DD | 2,973 |
| TimeClock Plus Access Forms Processed | 19 |
| Number of Employees with OT reviewed for OT Memos | 180 |
| NOE's Approved | 346 |
| Salary Budget Transfer Forms Processed | 10 |

- Business Office Performance Indicators:

| **Payroll Processes for the month ending December 2020** | | | |
|---|---|---|---|
| **Number of Employees** | | **Deposits Processed** | |
| Employees on Monthly Payroll | 2,045 | Internal Revenue Service | 4 |
| Employees on Semi-Monthly Payroll | 592 | Bank Transfers | 4 |
| | | | |
| **Timecards Processed** | | **Stop Payment Processed** | |
| (Waged 11/16 - 11/30) SR23 | 296 | Salaried | 1 |
| (Waged 12/01 - 12/15) SR24 | 309 | Waged | 3 |
| Regular (Salaried: December) MR12 | 4,175 | | |
| | | **Void Checks Processed** | |
| | | Salaried | 1 |
| **NOE's Approved** | | Waged | 4 |
| Approved NOE's | 346 | | |
| | | **Replacement Checks/DD Processed** | |
| **NOE's Processed** | | Salaried | 1 |
| (Additions, Deletions, Changes) | 40 | Waged | 4 |
| Salaried | 160 | | |
| FLAC (Additions, Deletions, Changes) | 1 | **Salary Budget Transfer Forms Processed** | 10 |
| FLAC | 907 | | |
| | | | |
| **NOE's Processed** | | **Voided Direct Deposits/Checks** | |
| (Additions, Deletions, Changes) | 4 | Salaried | 0 |
| Waged | 26 | Waged | 0 |
| | | | |
| **Payroll Adjustment Worksheets** | | **Hand Cut/PBK** | |

| Payroll Processes for the month ending December 2020 | | | |
|---|---|---|---|
| (Additions, Deletions, Changes) | 10 | Salaried | 0 |
| Salaried: MR12 | 96 | Waged | 0 |
| (Salaried: MR12ADJ01) | 2 | | |
| (Salaried:) | | **Checks Processed** | |
| (Additions, Deletions, Changes) | 0 | Salaried | 304 |
| Waged | 3 | Total Net | $332,580.19 |
| (Waged: SR22ADJ01) | 1 | | |
| **Liabilities Processed** | | | |
| ORP | 11 | Waged | 75 |
| Annuity | 12 | Total Net | $20,624.04 |
| Student Loans | 1, SR-0 | | |
| United Way | 1 | **Direct Deposits Processed** | |
| Child Support | 2 | Salaried | 2,055 |
| IRS Levy | 0 | Total Net | $5,635,640.34 |
| Withholding & FICA | 4 | | |
| Met Life | 1 | Waged | 539 |
| Legal Judgement | 1 | Total Net | $157,747.67 |
| Social Security Administration | 0 | | |
| US Department of the Treasury | 0 | | |
| Pershing LLC | 0 | | |
| | | | |
| **Reports Processed** | | | |
| Compass Bank Direct Deposit File | 4 | | |
| Void and Replacement Check Cycle File | 1 | | |
| Overtime & Straight Time Mgmt. Report | 1 | | |

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

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Teams International Facility Management Association World Workplace Analysis and Reporting Meeting to discuss processes when incidents occur on campus with other Finance and Administrative Services personnel.
- Attended Teams Positive COVID-19 Cases Matrix Meeting to discuss the classification on the different categories with other South Texas College directors.
- Attended Teams Job Description and Job Title Change Meeting to review change of job title with Vice President for Finance and Administrative Services and other personnel.
- Attended Contract Training Provider Advisory Board Meeting for the Regional Center for Public Safety to discuss past, current, future trainings, and other operating procedures.
- Attended Lower Rio Grande Valley Development Council virtual meeting to accept a Recognition of Service, Partnership, and Advocacy Award on behalf of the South Texas College President.
- Attended Teams Meeting to discuss updating Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus with other Finance and Administrative Services Directors.
- Attended Teams Safety Meeting to discuss COVID-19 Safety Measures with Safety Team.
- Held fire drills at Regional Center for Public Safety Excellence, Mid Valley, and Starr County Campuses in conjunction with their respective cities fire departments as required by the Department of Education.

## PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Worked on reviewing incident reports in the Department of Public Safety automated reporting system (ARMS).
  - Worked on referrals sent to Office of Students Rights and Responsibilities and Counseling.
- Surveillance Cameras:
  - Worked on scheduled maintenance/replacement cameras campus wide.
- Training:
  - Worked on scheduling Police Sergeants to attend open records training hosted by Texas Attorney General.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Worked on scheduling security guards 24/7 to ensure safety and security of all buildings and conducting door checks.
  - Worked on approving leave requests, time adjustments, and Time-Card hours on Time Clock system.
- Purchases and Repairs:
  - Worked on approving requisitions.
  - Worked on vehicle, bus, and all-terrain gator repairs.
  - Worked on a Personal Protective Equipment request from Coastal Bend Regional Advisory Council (CBRAC) and a distribution plan to be approved by President's Office.
- Shuttle Buses and Parking:
  - Worked on removing South Texas College bus wraps on two (2) buses that are going to be taken out of service.
  - Worked on bus ridership, trip log, and total service hours report that was submitted to Valley Metro.
  - Worked on disinfecting transportation buses daily.
  - Continued reviewing Parking portal to help others with parking issues and keeping everyone safe.
  - Held Appeals meetings via Teams to ensure parking issues are being addressed.
- Other:
  - Worked on testing Rave Mass Notification during fire drills at Regional Center for Public Safety Excellence, Mid Valley, and Starr County Campuses as required by the Department of Education.
  - Worked on coordinating the City of McAllen use of Pecan Campus Parking Lot #10 for parking during the 2020 Holiday Parade held at the McAllen Convention Center.
  - Worked on coordinating and assisting with traffic control at a Retirement Drive-By Parade at the Pecan Campus North Academic Building.
  - Worked on obtaining Student Activities safety plan for outdoor sport activities.
  - Worked on collecting Student/Employee positive COVID-19 data to be graphed by campus.

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

## ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended December Facilities Committee Meeting and Board of Trustees meeting.
- Attended TEAMS meeting for review of the application process for a grant with College staff and U.S. Economic Development Administration representative.
- Pecan Campus:
  - Pecan Campus Library Renovation-attended TEAMS meeting to review schedule and furniture plan requirements with Facilities Planning & Construction project manager.
  - Pecan Campus Library Renovation-attended TEAMS schematic design review meetings with architect, Library staff, and Facilities Planning & Construction staff.
- Pecan Plaza:
  - Pecan Plaza Human Resources Entry Courtyard Enclosure-met on site to review fire riser room concern with City Fire Department.

- Mid Valley Campus:
  - Mid Valley Campus Drainage Phase I and Asphalt Resurfacing-attended Substantial Completion Punchlist walk-thru meeting.
  - Mid Valley Campus Building F Student Services Renovation-attended Substantial Completion Punchlist walk-thru meeting.
  - Mid Valley Campus Health Professions and Science Building K-attended meeting on site to review the negative pressure issues with Engineer and Operations and Maintenance staff.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovation-attended Bi-Weekly construction meeting with project team.
- Technology Campus:
  - Technology Campus Master Plan-attended a Zoom meeting to provide additional information to Architect with College staff.
- Starr County Campus:
  - Starr County Campus Workforce Building-attended campus site visit to review existing conditions and program needs for the Welding, Automotive, Heating, Ventilation, and Air Conditioning (HVAC), Electrical, and Advance Manufacturing Technology programs with College staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Shooting Range-attended TEAMS meeting to review proposed survey with Facilities Planning & Construction project manager.
  - Regional Center for Public Safety Excellence Cityscape Remediation-attended weekly construction meeting
  - Regional Center for Public Safety Excellence-attended meeting with College staff on site to review requirements to request proposal to provide a glass enclosure around lobby artwork.
- Attended Annual Grant Management and Compliance Training (Blackboard).
- Attended TEAMS meeting for review of the College's policies with Facilities Planning & Construction department staff.

## PROJECTS IN PROGRESS:

- Reviewed invoices, change orders and 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 December Board packet items.
- Worked on coordination for space modification of Pecan Campus Portable Building 27B to be converted to a storage space.
- Worked on December Facilities Committee draft agenda and write ups.
- Worked on Project Status Update spreadsheets for December.
- Worked on Work from Home schedule for department staff for the months of December and January.
- Pecan Campus:
  - Pecan Campus Sand Volleyball Courts Sand Replacement-worked on revised memo for Change Order #2 and amendment.
  - Pecan Campus Sand Volleyball Courts Sand Replacement-conducted site visit to verify status of construction progress.
  - Pecan Campus Building M Office and Work Space Renovation-performed site visit to verify status of punch list and furniture install; performed a punch list walk through for office furniture.
  - Pecan Campus EDA Grant Funded Continued Education Building-worked on preliminary engineering report and environmental narratives report.
  - Pecan Campus Building H Renovation for Culinary Arts-performed site visit to verify kitchen equipment installation.

- Pecan Plaza:
  - Pecan Plaza Kinesiology Renovation-worked on review of architect's 95% construction drawings.
- Mid Valley Campus:
  - Mid Valley Campus Drainage Improvements Phase I and Asphalt Resurfacing-performed site visits to verify status of construction progress.
  - Mid Valley Campus Building F Student Services Renovation-performed site visits to verify status of construction progress for Phase II.
  - Mid Valley Campus Building F Student Services Renovation-performed site visits to verify status of punch list.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovation-performed site visits to verify status of construction progress; reviewed contractor Requests for Information.
  - Nursing Allied Health Campus and Starr County Campus Student Services Renovation-performed site visits to verify status of construction progress; reviewed contractor Requests for Information; performed site visit to verify existing material color selections.
  - Nursing and Allied Health Campus and Higher Education Center La Joya Exterior Wayfinding Signage-worked on updated site plan drawings; forwarded sign contact information to general contractor; reviewed contractor overhead and profit percentages for change orders.
  - Nursing and Allied Health Campus and Higher Education Center La Joya Exterior Wayfinding Signage-performed site visit to review and photograph installed signs.
  - Nursing and Allied Health Campus Building A Stair Repairs and Replacement-participated in an evaluation committee to review the Request for Qualifications statements.
- Starr County Campus:
  - Starr County Campus Building D Welding Expansion-worked on preliminary schematic plan; performed site visit to review existing site conditions for location of expansion of automotive area.
  - Starr County Campus Screening of District Wide Equipment-worked on updating project documents.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Target Range-worked on options for survey/questionnaire for Administration's review; worked on review and issued questionnaire comments to Architects and Research and Analytic Service department; worked on review of contractor pay application.
  - Regional Center for Public Safety Excellence Target Range-worked on questionnaire for project team's review.
  - Regional Center for Public Safety Excellence Cityscape Remediation- worked on review of material test reports and pay application for testing services; performed site visits to verify status of construction progress; worked with engineer, contractor, and Facilities Planning & Construction staff to resolve soil and asphalt concerns.
  - Regional Center for Public Safety Excellence Chiller Installation-participated in an evaluation committee to review the Statements of Qualifications.
- District Wide:
  - District Wide Deferred Maintenance of Roofs-worked on review of architect's progress set of construction drawings.
  - District Wide Automatic Door Openers Phase IV-worked with Purchasing staff to review Engineer's Agreement and altered language.
  - District Wide Flooring Replacement-performed site visit of Pecan Campus buildings to inventory the existing flooring conditions.
- Worked on space modification of Pecan Campus Portable Building 22 to modify Custodial room.
- Worked on the January Facilities Committee draft agenda and write ups.
- Worked on review of Prevailing Wage requirements.
- Worked on Facilities Planning & Construction Key Notes for December.

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

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting to discuss Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus with the Director for Accountability, Risk, and Compliance.
- Attended Regs Training via Zoom.
- Attended on-site meeting at the Mid Valley Campus with vendor.
- Attended Nursing and Allied Health East Building A Exterior Stair Repairs and Replacement – Request for Quote Evaluations.
- Attended Regional Center for Public Safety Excellence Installation on Additional Chiller Request for Quote Evaluation.
- Held several Teams Facilities Operations and Maintenance Managers Meeting to discuss department updates throughout the month.
- Held Teams Facilities Operations and Maintenance Support Staff Meeting to discuss department updates.
- Participated in meeting at the Regional Center for Public Safety Excellence to discuss the Glass Display in the lobby with the Assistant Director for Facilities Planning and Construction.
- Participated in Teams meeting to discuss beverage vending services agreement with the Vice President for Finance and Administrative Services.
- Participated in Behavioral Intervention Team meeting to provide feedback.
- Participated in several Safety Committee meetings to discuss safety measures with the Vice President for Finance and Administrative Services throughout the month.
- Participated in the following International Facility Management Association World Workplace Virtual Conferences:
  - 1.01 - Global Cost Prediction 2020.
  - 1.04 - Repair or Replace That is the Question.
  - 2.03 - The Digital Transformation of Clean Air Management.
  - 3.05 – Harnessing Science for Facility Management.
  - 4.05 - Cleaning Confidential; Exposing the Janitorial Industry's Dirty Little Secrets They Don't Want You to Know.
  - 2020 5.05 - Keynote Address; The Future of Facility Management.

### PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - District Wide Campuses
    - Initiated annual fire extinguisher inspections.
    - Completed annual backflow inspections and submitted to cities.
    - Completed typical pest control issues and equipment rentals.
    - Finalized schedule for annual winter break fire inspections and began inspections on December 17th.
    - Received and approved quote for kitchen hood cleaning.
    - Submitted annual elevator inspections to the State of Texas.
    - Took part in a meeting regarding 2020 landscaping issues and expectations for 2021 with the landscaping vendor.
- <u>Custodial Department:</u>

| Duties | Number of Requests |
|---|---|
| Set-Ups | 144 |
| Moves/Relocations | 16 |

- Maintenance Department Work Orders and Expenditures:

| Classification | Work Orders Completed | Cost |
|---|---|---|
| Carpentry | 100 | $7,883.64 |
| Electrical | 73 | $8,697.11 |
| Energy Management | 25 | $1,355.50 |
| HVAC | 131 | $12,578.37 |
| Locksmith | 49 | $2,481.98 |
| Painting | 20 | $1,050.34 |
| Plumbing | 67 | $5,330.26 |
| Plant Services | | $0 |
| **Total Cost** | | **$39,377.20** |
| General Maintenance | 1 | |
| **Total Work Orders** | **466** | |

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

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Attended meeting to discuss Incident Analysis and Response process with Chief of Police, Human Resources Benefits Manager, and Risk Manager.
  - Held discussion on Student Travel Waiver with Director of Student Activities and Wellness.
  - Held discussions on Incident Analysis and Response/Worker's Compensation claims with Human Resources Benefit staff and Interim Director of Human Resources.
  - Held discussions on Student Travel Waiver revisions with Director of Student Activities and Wellness.
  - Held discussions on indemnity/auto program with Texas Association of School Boards (TASB) and Purchasing staff.
  - Held several discussions on incident reports with Department of Public Safety staff.
  - Held discussions on policy review and other pending items with Risk Management Consultant.
  - Held discussions on facilities matters with Director of Facilities Operations and Maintenance and Director of Facilities Planning and Construction.
- Vice President for Finance and Administrative Services:
  - Attended meeting on Administrator Cost and Productivity Study with Vice President for Finance and Administrative Services.
  - Attended conference call on Title IX team trainings with Vice President for Finance and Administrative Services.
  - Attending meeting on Title IX Transition Action Plan with Vice President for Finance and Administrative Services and Title IX Coordinator.
  - Attended meeting on metrics for COVID-19 Cases Dashboard with Vice President for Finance and Administrative Services.
  - Held meeting on incident inquiry process with Vice President for Finance and Administrative Services.
  - Attended conference call on Exit Procedures with Vice President for Finance and Administrative Services.
  - Attended meeting on Daily COVID-19 Screening Checklist with Vice President for Finance and Administrative Services, Accountability and Compliance Manager, and Accountability Assistant.
  - Attended meeting to discuss inquiry memo and Safety Recommendations with Vice President for Finance and Administrative Services.
  - Held discussions on Tax Assessor bond renewal/invoice with Vice President for Finance and Administrative Services Office staff.
  - Held discussions on Incident Analysis and Response process recommendations with Vice President for Finance and Administrative Services Office staff.

- Records Management and Retention:
  - Attended meeting on purchasing shelves for the secondary retention space with Director of Facilities, Planning, and Construction and Space Management Specialist.
  - Held several meetings to discuss quote for shelves and floor layout for Technology Campus Portable Building 7B with Space Management Specialist.
  - Held several meetings on destruction of records with records processing vendor.
  - Attended meeting to discuss Texas State Library and Archives Commission (TSLAC) Local Government Bulletin B: Electronic Records Standards and Procedures requirements with Accountability and Compliance Manager and Accountability Assistant.
  - Held several conference calls on Records Management Program Procedures and Record Coordinators and Records Custodians Training Module with Accountability Assistant.
  - Held conference call on terms for shredding services vendor agreement with Contracts Manager.
  - Held conference call to review draft email on Welcome Record Coordinators and Records Custodians with Accountability and Compliance Manager and Accountability Assistant.
  - Attended conference call on shredding services vendor contract agreement terms, amendment, pricing, and list of bin locations with Accountability and Compliance Manager and Accountability Assistant.
- Title IX:
  - Attended multiple meetings on the Title IX Transition Action Plan, share drives, and flow chart and procedures with Title IX Coordinator.
  - Attended Title IX training on Severe, Pervasive, and Objectively Offensive and Not Severe, Pervasive, and Objectively Offensive.
  - Attended ATIXA Title IX New Regulations virtual training.
  - Attended meeting on Title IX Sexual Harassment Procedures with Title IX Coordinator.
- Training/Webinars:
  - Attended the following Center for Infectious Disease Research and Policy (CIDRAP) webinars:
    - COVID-19 Finding Light While in the Tunnel.
    - COVID-19 Failure is Not an Option.
    - COVID-19 Planes, Trains, or Automobiles?
    - COVID-19 Ripple Effects.
    - COVID-19 in the Capital.
- 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.
  - Attended conference call to discuss the Administrator Productivity and Cost Study Action Plan Support Specialist.
  - Held meeting with several Directors to discuss Board Policies #4213: Drug-Free Workplace and Campus and #6320: Prohibition of Drugs and Alcohol on Campus.
  - Held discussions regarding alcohol use within the Culinary Arts Program with Dean of Business, Public Safety, and Technology.
  - Attended meeting on drug and alcohol policies with Interim Director of Human Resources, Director of Facilities Operation and Maintenance, Police Lieutenant, Accountability and Compliance Manager, and Accountability, Risk, and Compliance Support Specialist.
  - Held multiple discussions on shredding vendor invoices with Business Office staff.
  - Held meeting on Accountability, Risk, and Compliance SharePoint website updates with Accountability Assistant and uploaded Policy #2500: Records Management.
  - Attended several Center for Infectious Disease Research and Policy (CIDRAP) webinars.

## PROJECTS IN PROGRESS:

- Insurance:
  - Updated inquiry and Incident Form.
  - Worked on proposed revisions to Safety and Security Audit.

- Reviewed Inquiry Report Memo and proposed revisions.
- Prepared South Texas College Workforce Student Accident Insurance Report.
- Worked on proposed revisions for Safety and Security Audit.
- Reviewed Property, Crime, and Foreign Liability insurance policies for accuracy.

- Records Management and Retention:
  - Continued working on Record Coordinators and Record Custodians Training Module; created Poll Everywhere interactive activities.
  - Continued editing Records Management Program Procedures.
  - Drafted Welcome Record Coordinators and Record Custodians email.
  - Reviewed Bulletin B and incorporated section to the Records Management Program Procedures.
  - Finalized and submitted COVID-19 Screening Checklist Notice email for review.
- Title IX:
  - Worked on Title IX Transition Action Plan and Title IX Training Matrix updates; reviewed Title IX share drives.
  - Worked on Public Relations request for the Title IX Training Materials webpage.
  - Reviewed Title IX Procedures and compared against the Title IX Compliant Procedures.
- Other:
  - Reviewed police/incident reports.
  - Reviewed Texas Higher Education Coordinating Board (THECB) on Senate Bill 212 reporting requirements and created reference guide.
  - Researched and cross-referenced drug and alcohol policies in higher education institutions.
  - Reviewed and provided feedback on COVID-19 Cases Dashboards.
  - Prepared Legal Counsel Log.
  - Prepared logistical resources for Administrator Productivity and Cost Study.
  - Edited Policy #4213: Drug Free Workplace and Campus and Policy #6320: Prohibition of Drugs and Alcohol on Campus.
  - Researched information on drug-related policies.
  - Worked on Administrator Cost and Productivity Study research for metrics and methodologies for Scope of Work; drafted email questionnaire.
  - Worked on South Texas College Policy Inventory List and Finance and Administrative Services Policy Inventory List updates.
  - Reviewed applications for Finance and Administrative Services Officer position and also for Institutional Effectiveness Analyst.
  - Reviewed the Texas Association School Boards October 2020 Legal Update and worked on October 2020 Legal Update Internal Analysis.
  - Developed timeline on Coronavirus Aid, Relief, and Economic Security (CARES) Act Higher Education Emergency Relief Fund.
  - Worked on monthly activity reports, reviewed invoices, monitored Banner Workflow requests, prepared requisitions, and scheduled work order requests as needed.

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

### ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Reviewed and negotiated changes to eighteen (18) vendor agreement/contracts.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in Title IX Training via Zoom.
- Attended December Finance Committee Meeting and Regular Board Meeting.
- Prepared two (2) contract renewal vendor notification letters.

## PROJECTS IN PROGRESS:

- Purchasing Department:
  - Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for Board of Trustees and Finance, Audit, and Human Resources Committee packets.
  - Prepared, reviewed, and revised Construction related items and supporting documentation for Board of Trustees and Facilities Committee packets.
  - Processed two hundred eighty (280) purchase orders.
  - Approved two hundred thirty (230) online Banner requisitions.
  - Disapproved ninety-four (94) online Banner requisitions.
  - Processed change orders for goods and services.
  - Completed zero (0) travel authorizations.
  - Submitted seven (7) new records to the Legislative Budget Board to report professional services contracts at $14,000 and above and all contracts at $50,000 and above.
  - Created or updated ninety-four (94) 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: 21-006 Rebid – Pecan Campus Gutter Addition
    - Request for Qualifications: 20-21-1025 Statement of Qualifications for Financial Advisor and Continuing Disclosure Services
- Fixed Assets Department:
  - Reviewed all assets purchased since January 1, 2020 as follows:
    - Approved thirty-one (31) assets through December 16, 2020.
    - Adjusted seven (7) assets in Banner for the month of December.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed two hundred ninety-seven (297) deliveries (purchase orders and complimentary books) and four thousand three hundred sixty-nine (4,369) packages/boxes.
  - Received and posted two hundred fifty-three (253) purchase orders in Banner.
  - Transferred/relocated three thousand one hundred forty-nine (3,149) assets and/or boxes as per move/set up request forms.
  - Completed seventeen (17) faculty/staff moves in December.
  - Relocated four hundred twenty-three (423) pallets of surplus property to the auctioneer's location for the auction, which was held on December 19, 2020.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Business Office / Cashiers - $1,926.38.
    - Financial Aid - $38.06.
    - Enrollment Services - $2,290.03.
  - Completed seventy-eight thousand three hundred forty (78,340) copies at the copy center for the month of December.
  - Mailed out a total of thirty-two thousand two hundred ninety-three (32,293) letters and of those one hundred sixty-three (163) letters were returned to South Texas College due to bad addresses.

# HUMAN RESOURCES - LAURA REQUENA, INTERIM DIRECTOR, AND STAFF

## ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Association of Title IX Administrators (atIXa) trainings on the topic of Title IX Regulation Overview.
- Attended bi-weekly Teams meeting to discuss Human Resources related matters with Vice President for Finance and Administration Services.

- Attended Blackboard Annual Grant Management and Compliance training with Grant Systems Manager and Compliance Officer.
- Attended COVID-19 Matrix meeting to discuss more detailed additions to COVID-19 spreadsheet with Coordinator of Emergency Preparedness.
- Attended Dual Credit Processes meeting to discuss percentage of department time dedicated to Dual Credit processes with Interim Human Resources Director.
- Attended Ellucian Get to Know Banner Year End Processess-W2's and Affordable Care Act (ACA) Reporting webinar.
- Attended Incident Analysis meeting to discuss Incident Report documentation provided by Human Resources staff with Accountability, Risk and Compliance Director.
- Attended Live 2020 Open Government Conference webinar to discuss The Basics of the Public Information Act Practical Tips.
- Attended meeting on Sign Language Services invoices with Human Resources Administrative Assistant and Interim Director of Human Resources.
- Attended Human Resources Safety Committee meeting with Vice President for Finance and Administrative Services.
- Attended meeting on PeopleAdmin Reimplementation Human Resources staff with affiliated employees.
- Attended meeting on policy changes with Human Resources Benefits staff.
- Attended meeting on potential Texas Workforce Commission (TWC) selected claims with impacted employees.
- Attended meeting on Staffing Plan with Interim Director of Human Resources.
- Attended meeting on Texas Retirement System (TRS) employment report with Human Resources Interim Director.
- Attended meeting on Texas Workforce Commission (TWC) for mass claim submission.
- Attended meeting on the Board of Trustees packet information regarding Special Board meeting with Interim Director of Human Resources.
- Attended meeting to discuss Legal Counsel log with Employee Relations Officer.
- Attended meeting to review and approve any pending items with Human Resources Staffing Specialist.
- Attended meetings on employee related matters with Vice President for Finance and Administrative Services, appropriate Administration, and South Texas College Legal Counsel.
- Attended meetings to discuss Safety Team meetings with Vice President for Finance and Administrative Services.
- Attended meetings on the review of active employee matters received by the Interim Director of Human Resources.
- Attended Microsoft Power BI webcast on how to merge data from different sources to create interactive, immersive dashboards and reports that provide actionable insights.
- Attended Open Government conference and attended the following sessions:
  - Beyond the Basics of Open Government.
  - Rights of Access.
  - Redacting on Your Own and Advance Cost Rules.
- Attended State Employee Charitable Campaign Review meeting via Zoom to discuss updates for Spring 2021 process with the United Way Committee.
- Attended Teams meeting to discuss the application process with the Dean of the Dual Credit department.
- Attended Teams meeting to discuss COVID-19 Matrix Campus Contact and No Contact Recommendation with committee.
- Attended Teams meeting to discuss items with Safety Committee.
- Attended Teams meeting to discuss the College's Youth Apprenticeships program with the Interim President for South Texas College.
- Attended Teams meeting to review PeopleAdmin reimplementation project with Human Resources Managers.

- Attended Teams meeting to review the Time Clock Plus Proxys Procedures with the Interim Director of Human Resources.
- Attended Teams meeting to discuss the Temporary Agency Employees DUO access with the Information Security Analyst.
- Attended Teams meeting to discuss SB212 Reporting with the Institutional Equity Officer.
- Attended Teams meeting to discuss price quotes and project development with PeopleAdmin Account Manager.
- Attended teleconference meeting to discuss compensation with Legal Counsel.
- Attended Teleconference meeting to discuss Policies 4213 and 6320 with the Dean of Nursing & Allied Health.
- Attended telephone meeting with the Texas Workforce Commission (TWC).
- Attended webcast provided by Ellucian on "Get to Know Banner Year End Processes – 1099's, Reconciliation and Document Clean-up".
- Attended webcast provided by Ellucian on "Get to Know Banner Year End Processes -W2's and ACA Reporting".
- Attended training through Blackboard on Annual Grant Management and Compliance.
- Attended meeting via Teams to discuss the Department of Public Safety title change for the Security Guard/Bus Driver job description and justification memo with Vice President for Finance and Administrative Services, Compensation and Payroll Manager, Police Lieutenant, Public Safety and Transportation Services Manager, and Project Manager-Finance and Administrative Services.
- Attended webcast on the Microsoft Power BI. This program is to unify data from many sources to create interactive, immersive dashboards and reports that provide actionable insights.
- Attended meeting via teams on TimeClock Plus Workflow Process to discuss the approval process for the TimeClock Plus access authorization form with Human Resources Management Team and Business Office.
- Attended training on Title IX with the Institutional Equity Officer.
- Attended Zoom meeting to discuss application features with Workday sales representative.
- Attended Zoom monthly meeting on Veteran Coalition to discuss services offered to Veterans in the lower Rio Grande Valley.
- Attending meeting on Title IX regulations with Institutional Equity Officer.
- Held meeting via Teams on FY2021 College and University Professional Association for Human Resources (CUPA) Survey Participation to review and train on Administrators, Professional, and Staff survey completion with Compensation and Payroll Manager and Compensation Specialist.
- Held New Hire Orientation with new staff employees.
- Hosted meeting to review and assign postings and pending items with Human Resources Assistants.
- Met to discuss the user access of Temporary Agency employees with Information Security Analyst Information Security Department
- Met to review and approve job descriptions with Staffing and Recruiting Manager.
- Met to train and review staffing processes and procedures with Staffing Assistant/HR Assistant.

## PROJECTS IN PROGRESS:

- Analyzed Applicant Tracking Systems workflows to plan changes for reducing processing time.
- Cleared on-boarding documentation for new hires.
- Completed 457 Report.
- Completed and subsequently terminated Texas Workforce Commission (TWC) Shared Work plan.
- Completed Creating Magic Report.
- Completed Employee Retirement System Reconciliation Report.
- Completed Leave Adjustment Request Form entries.
- Completed processing of Institutional Grants of Employees and Dependents for Spring 2020.
- Completed Retirees reports for auditing purposes.

- Completed Teacher Retirement Services certifications.
- 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 screen.
- Completed the Employee Retirement System 1% Report.
- Completed the Employee Retirement System Retiree Report.
- Completed Time Clock Plus form for Human Resources Manager.
- Completed update of COVID-19 Emergency Notification Matrix spreadsheet.
- Continued working on automated personnel file request Office 365 workflow project.
- Created a new Argos report program to facilitate the search of the next position suffix to be used for Faculty Load and Compensation (FLAC) assignments.
- Entered information on Human Resources Credential Database for new hires and salary increases.
- Opened a support ticket with Information Services Desk to delete/modify some of the shared folders and to remove/add users to these folders.
- Processed email deactivation on Banner.
- Processed part-time applications for Trainers, Adjuncts, Direct Wage, Dual Credit, and Work-studies.
- Requested a process to monitor Human Resources Ellucian Banner forms.
- Requested and approved accesses for new Temporary Employees.
- Researched and submitted job descriptions for Dual Credit electronic application project.
- Researched Job Description for Lecturer.
- Researched requirements for job descriptions on Department of Labor database.
- Returned COVID-19 calls from Administrators and Faculty.
- Reviewed 2020 Administrative Accountability Report.
- 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, I-9 internal audit forms and resignation letters.
- Reviewed budget transfer revisions.
- Reviewed credentials on PeopleAdmin system.
- Reviewed I-9 Audit information.
- Reviewed Incident Analysis and Reporting information.
- Reviewed Monthly Activity Report.
- Reviewed processes for Faculty Staffing.
- Reviewed Staffing, Faculty Staffing, and Support Staff reports.
- Reviewed Time Sheet verifications.
- Reviewed work-study applications for background check information.
- Revised board motion for Policy 4316.
- Sent emails regarding official transcript extensions for faculty and staff email notifications.
- Submitted entries for Legal Counsel log.
- Submitted forms for electronic signature project.
- Tested Xtender Banner Document Management System new process on automating personnel file requests.
- Tested successfully the new version of UC4 application job scheduling tool for Information Technology (IT) department.
- Submitted Time Clock Plus form to grant access to the Benefits Manager.
- Trained Staffing Assistant and Human Resources Assistant on staffing processes and procedures.
- Updated policy drafts.
- Updated the Division changes in PeopleAdmin system.
- Work in progress for FY2021 College and University Professional Association for Human Resources (CUPA) Survey Participation.

- Worked and completed FY 2021 Administrative Accountability Report.
- Worked and completed FY 2021 Texas Association of Community Colleges (TACC) Administrator survey.
- Worked on and completed part-time staff application retention project.
- Worked on December monthly and semi-monthly payroll.
- Worked on detailed documentation for Worker's Compensation reports.
- Worked on Employee Relations cases.
- Worked on prior Teacher Retirement System Service Verification from employees.
- Worked on reviewing and auditing employee benefits deductions.
- Worked to resolve an issue accessing the sandbox site with Application Analyst of South Texas College Information Technology Department and PeopleAdmin Network support personnel.
- Worked to review and update the invalid Xtender document folders with the application development team.
- <u>Systems/Reporting:</u>
  - Visio charts:
    - Published: 0
    - Updated: 1
    - Created: 1
  - Human Resources Website Updates:
    - Updated: 2
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 13
    - Resolved: 14
    - Currently Open: 7
- <u>Report Development:</u>
  - Worked on 7 reports this month of these:
    - 6 – Internal Report Requests
      - ⇒ 1 Human Resources – Staffing Evaluators
      - ⇒ 4 Human Resources – Payroll
      - ⇒ 1 Human Resources – Interim Director of Human Resources
      - ⇒ Payroll register extracts via Monarch to audit the Dual Credit Payments in December and the deductions and benefits for all employees.
    - 1– External Report Requests
      - ⇒ 1 Academic Affairs – Project Manager
      - ⇒ 1 Position Report for the Nursing and Allied Health Division.
- <u>Other:</u>
  - Provided thorough technical payroll assistance and training to Human Resources Payroll Specialist and Human Resources Payroll Assistant throughout the processing of the December 2020 payroll.
  - Shared insights and detailed procedures with Human Resources Staffing regarding the Faculty Payroll Option Form included in the faculty hiring packet.
  - Created overtime funding pools as requested by the Vice-President of Student Affairs and Enrollment Management for ten departments in that division.
  - Created Direct Wage Funding Pool for the Counseling and Student Accessibility Services organization.
  - Assisted and trained Human Resources Payroll staff in the processing of overpayment situations via a testing site and followed up with Benefits staff for collection.
  - Processed an Adjustment Payroll for two employees.

| **Faculty Staffing** | **Count** |
|---|---|
| Position requests w/job descriptions | 4 |
| Positions posted | 4 |
| Positions reposted | 0 |
| Positions extended | 0 |

| Faculty Staffing | Count |
|---|---|
| Positions canceled | 0 |
| Search committees' forms requested | 2 |
| Search committees assigned | 2 |
| Hiring proposals reviewed (HR Staffing Review workflow) | 1 |
| Job offers | 1 |
| Review Adjunct/Dual Credit applications | 20 |
| New Hire Email Notifications | |
| Faculty | 1 |
| Lecturers | 2 |
| Adjuncts/Dual Credit | 20 |
| Positions filled | 0 |
| PeopleAdmin user updates | 0 |
| Advertisements placed (Monitor, Town Crier, etc.) | 4 |
| Email Activation/Deactivation | 2 |
| SOAPCOL | 20 |
| PEAFACT | 20 |
| Resignations/Terminations | 2 |
| 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) | 0 |
| Extension requests | 0 |
| Credential entered in credential database Faculty/Staff | |
| Vacancy Reports completed<br>NOE course and Rate Review | 0/16 |
| Educational Supplements (Review, log, memo, send to payroll and faculty) | 0 |
| New hire/re-hire/transfer files (closing onboarding process) track transcripts | 0 |
| Purged Monthly Adjunct Applications | 0 |
| Purged Non-STC Employee Transcripts | 0 |
| SACS Audit | |

| Support | Count |
|---|---|
| Front Desk | |
| Visitors Assisted | 9 |
| E-Verify | |
| Cases submitted | 17 |
| TNC cases | 0 |
| Form I-9 | |
| Banner entry/updates (PEAEMPL) | 17 |
| Requests | 0 |
| Name changes | 0 |

| Support | Count |
|---|---|
| Revisions | 0 |
| Updated employment authorization documents | 2 |
| Emails for expiring documents | 0 |
| Applications | |
| Processed Online | 289 |
| Processed Paper | 15 |
| Postings | |
| Closed (Online) | 11 |
| On Boarding | |
| New Hires | 17 |
| Transfers | 5 |
| Returning | 11 |
| Adjunct | 1 |
| | |

| Records | Count |
|---|---|
| Record Requests: Internal Files Processed (personnel/transcript/other) | 48 |
| Record Requests: External | 4 |
| Records Filed (by page) | 1,110 |
| Files Scanned & Indexed | 18,338 (pages) |
| New Hire/Active Personnel Files Prepared | 21 |
| New Hire/Active Transcript Files Prepared | 18 |
| Termed Personnel Files Prepared | 0 |
| Termed Transcript Files Prepared | 0 |
| Files Audited (by Records) | 172 |
| Special File Requests (HR Director, auditor, etc.) | 0 |
| Special File Requests Returns Processed (HR Director, auditor, etc.) | 0 |
| WFH - Activity Reports Received and Logged | 441 |
| Employment Reference Checks Logged | 16 |
| Active Files Moved to Termed (personnel/transcript) | 0 |
| "Missing" files found | 0 |
| Boxes to Record Retention | 0 |
| Files Moved Back from Storage Room | 0 |
| WFH Automation Workflow and Front-end User System | Updated system 3 times (Enhanced functionality patches) |
| WFH Automation - Index to Xtender | Pending Review and approval by IS&P |
| Records Request Automation User Interface | 100% complete, Beta-tested and Launched |
| Records Request Automation Workflow | 100% complete, Beta-tested and Launched |

| Staffing/Staffing Support (Staff) | Count |
|---|---|
| Position requests | 15 |
| Job Descriptions reviewed and approved | |
| Positions posted | 16 |
| Positions reposted | 1 |
| Positions extended | 4 |
| Positions canceled | 0 |
| Search committees' forms requested | 4 |
| Search committees assigned | 9 |
| Hiring proposals reviewed (HR Staffing Review workflow) | 16 |
| Job offers | 5 |
| New Hire Email Notifications | |
| Full-time staff | 5 |
| Part-time staff | 6 |
| Trainers | 2 |
| Positions filled | 10 |
| PeopleAdmin user updates | 10 |
| Advertisements placed (Monitor, Town Crier, etc.) | 5 |
| Resignations/Terminations | |
| Full-time staff | 11 |
| Part-time staff | 7 |
| NOE's | |
| Full-time temporary staff | 9 |
| Part-time staff (WS) | 16 |
| Part-time staff (DW) | 16 |
| Trainers | 26 |
| Temporary Agency Employees | |
| Request | 3 |
| Replacements | 2 |
| Assignment Extension | 7 |

| Employee Relations | Count | | | Count | |
|---|---|---|---|---|---|
| | FYTD | MTD | | FYTD | MTD |
| DPS CCH Background Checks | 139 | 37 | TWC Claims | 53 | 9 |
| Fingerprints | 40 | 10 | Open Records Requests | 07 | 01 |
| DPS Driver Eligibility Checks | 29 | 26 | | | |

| Benefits | Count |
|---|---|
| New Hire Orientations Full-Time | 1 |
| New Hire Orientation Part-Time | 2 |
| Internal Transfers | 3 |
| Benefits Credits/Collections | 8 |
| TRS ED Records reported | 200+ |
| TRS RR Records reported | 12 |

| Benefits | Count |
|---|---|
| TRS Prior Yrs. of Svc Verifications | 26 |
| Texa$aver 457/403B Accounts | 1 |
| Faculty (Adjunct, Temporary) | 7 |
| **Exits** | |
| Staff (Direct Wage, Part Time) | 0 |
| Full Time | 5 |
| Retirees | 7 |
| **FMLA Requests** | |
| New | 4 |
| On-Going Cases | 12 |
| Closed | 0 |
| **FMLA Intermittent Requests** | |
| New | 0 |
| On-Going | 12 |
| Closed | 0 |
| **Approved Leave of Absence** | |
| New | 0 |
| On-Going | 0 |
| Closed | 0 |
| **Workers Compensation Claims** | |
| New | 1 |
| On-Going Cases | 7 |
| Closed | 0 |
| | |
| Tuition Reimbursement Applications Processed | 2 |
| Tuition Reimbursement Applications ready for payment | 1 |
| **Tuition Grant Applications** | |
| Employee | 7 |
| Dependent | 9 |
| Promissory Notes | 0 |
| | |
| Sick Leave Pool Enrollment | NA |
| Sick Leave Pool Termed | NA |
| Sick Leave Pool Donations | NA |
| | |
| SECC-State Charitable Deductions | NA |
| | |
| Letter/Appointment FT AM/EX | NA |
| Medical Support Orders | 0 |
| ERS Changes | 4 |
| Vacation Settlement Worksheets | 3 |

| **Payroll** | **Count** |
|---|---|
| PDR Notifications | 265 |
| Direct Deposit Transactions | 2 |
| *Full Time* | 11 |
| *Direct Wage/Work Study/Trainer* | 9 |
| Resignations | |
| *Full Time* | 5 |
| *Direct Wage/Work Studies* | |
| Garnishments | 53 |
| State Charitable Deductions | 90 |
| TXOAG Reporting | |
| Payroll DOC/ADJ/SLP Worksheets | |
| New Hires, Rehires, Transfers | |
| Name Changes | |
| Address Changes | 2 |
| Form W-4 Changes | 27 |
| FY21 Staffing Plan Salary Inc Rev | |
| Verification of Employment | |
| Forms processed | 11 |
| TWC | 2 |
| Letters sent | 1 |
| Phone Calls | 15 |
| Cell Phone Stipends | 2 |
| Adjunct Leave Forms | |
| NOE | |
| Letters of Appt Verification and Matching | |
| Direct Wage | 20 |
| Work Study | 5 |
| Adjunct | |
| Overload | 33 |
| FLAC Dual Credit assignments reviewed | 915 |
| FLAC entries reviewed and applied | 917 |
| Trainers | 92 |
| Dual Enrollment | 19 |
| Fac. Salary Retro-Pay Adj | |
| Fac. Base Salary Pay-Off | |
| Faculty Base Salary Month Ext | |
| Full-time Regular Faculty Pay-Off | 8 |
| *Faculty Special Assignment Other* | |
| *Special Assignments* | 17 |
| Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments | 5 |
| Staff Special Assignment | 2 |
| Large Class Payments | |
| 11/12 Salary Pay off | |
| Certification Stipend | |
| PeopleAdmin Transactions | |
| Approvals | 6 |
| Hiring Proposals | 11 |
| Payroll Worksheets | 76 |
| Move Request Updates | 8 |

SOUTH TEXAS COLLEGE

# ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

# OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

| | |
|---|---|
| TO: | DR. DAVID PLUMMER, INTERIM PRESIDENT |
| FROM: | DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS |
| DATE: | JANUARY 20, 2021 |
| SUBJECT: | ACTIVITY REPORT FOR DECEMBER 1, 2020 – DECEMBER 16, 2020 |

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

### IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held meetings with Deans and Academic Leadership Team
- Participated in several Guided Pathways Meetings
- Attended multiple meetings to discuss Prime Power
- Participated in interviews of candidates for Human Resources Director, December 3
- Attended and presented at the SACSCOC Annual Conference, December 5-8
    - "Composing" a Faculty Qualification Process through a three "C" Framework: Control, Correction, and Communication, December 8
- Coordinated presentations to EWDC Meeting, December 8
    - Proposed STC Faculty Reimbursement Fee
    - Associate Degree Nursing NCLEX Pass Rates
- Participated in Admissions Policy Committee - OTA and RN-to-BSN Proposed Application Requirements, December 11
- Conducted meeting to discuss Student Success Specialists, December 16

### PROJECTS COMPLETED OR IN PROGRESS:

- Continued working on Faculty Cost analysis
- Monitored budgets for the instructional pools for FY 21
- Monitored Spring 2021 semester course offerings
- Continued working on "A Night with the Stars" activities
- Continued to implement Action Plan for the Major Priorities for Academic Affairs
- Worked on Comprehensive Operational Plans for the division
- Worked with RAS to collect data on dual credit student's enrollment to finalize proposed changes to Policy 3232
- Finalized the Fraud Report
- Worked on a new Institutional Effectiveness Development Framework
- Continued to develop a process to recruit and hire online faculty
- Reviewed and revised Student Success Specialist duties compared to Academic Coach duties
- Guided Pathways Project
- Academic Affairs Risk Management Plan

- New Program Development Proposals
- STC Competency-Based Program Development Manual
- Developing guidelines and templates for the division
- Updating all manuals and reports for the division
- Handbook of Operating Procedures Template
- Classroom Inventory Report and Classroom Usage Report
- Working on Several Search Committees
- Working on scheduling dashboard

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

### DIVISION DEAN'S REPORT:

- Annual Grant Management Compliance Training, December 2
- Discussion and tour of Technology Campus with the new Project Manager for BPST Division, December 2
- Program Chair meeting for BPST Division Chairs, December 3
- Tour by architects of HVAC, Electrical, Diesel, and Culinary Labs, December 4
- SACSCOC – General Session and breakout sessions, December 7-11
- FANUC Testing Site and Training Center Grand Opening at Technology Campus, Building E, December 7
- AWS Project Discussion with Office of Strategic Initiatives Project Manager and BPST Project Manager, December 7
- ATF Check in with CWI and all members involved in the AWS Testing, December 7
- Lower Rio Grande Valley AIA Chapter Scholarship Committee for students pursuing Architecture, meeting, December 7
- Meeting discussion regarding the progress of planning for the Technology Campus renovation, December 8
- Visit to Pecan Campus with BPST Project Manager, December 8
- WECM Advisory Committee Meeting via Zooms, December 9
- Meeting with Program Chair for Mechatronics and BPST Division Project Manager to discuss plans for the Mechatronics Program, December 9
- Meeting and discussion with owner of 5x5 Brewery to discuss possible apprenticeship partnerships with the Mechatronics and Welding Programs, December 9
- Meeting and discussion with PR and Marketing regarding the She Persists Campaign, December 10
- Visit and tour of the Regional Center for Public Safety Excellence with Program Chair, BPST Project Manager, and Coordinator of College Connections, December 10
- Admissions Policy Committee meeting, December 11
- Starr County Campus visit and tour of proposed Workforce building expansion, December 11
- Kenedy Memorial Foundation Scholarship kick off meeting to determine procedures and committee, December 14
- Guided Pathways Action Plan meeting, December 15
- South Texas College and UTRGV Collaborative Student Progression and Success Team Check in, December 15

### DEPARTMENT/PROGRAM REPORTS:

**Architectural & Engineering Design Technology**

- AEDT faculty participated in a virtual Final Project Review, December 4
- AEDT Faculty Evaluation Review Meetings, December 11
- Discussion regarding AEDT's 3D Printing procedures and approaches for hands-on equipment training when working with students, December 11
- Collaborated with employer requests for CAD Technician applicants, December 9
- Submitted Perkins Biannual Report, December 9
- Finalized and submitted DCF applicant for Mercedes High School course approvals, December 7

- Assisted program alum with obtaining academic records for job advancement, December 7
- Dual Faculty Evaluation Review Meetings, December 14-18
- AEDT faculty participated in the Self-Paced Intro to Blackboard Ultra Workshop, December 15 - January 4
- NSF Events Discussion as part of the LEARN Grant, December 15

**Business Administration**

- SACSCOC 2020 Virtual Meeting, December 7-9
- CPA Training-Texas Society of CPA's, RGV Chapter, December 7
- Zoom meeting with McAllen Police Dept to volunteer for the Christmas for kids, December 11
- Interviewed by Hechos Valle in reference to the Innovation Conference, December 7

**Design and Building Technology**
**(Construction Supervision, Electrician Assistant, HVAC-R)**

- Faculty Load & Compensation (FLAC) Training, December 2
- HVAC Program Coordinator and Electrician Assistant (ELPT) instructors attended the ACE-IT Competency Based Education Course and Program Development Symposium, December 2
- Coordinated revisions to the Construction Supervision and HVAC Associates and Certificates, December 2-4
- Coordinated HVAC Lecturer interviews, December 3
- Submitted email vote to sunset Construction Supervision Occupational Skills Award, December 3
- College-Wide Curriculum Committee Meeting, December 3
- Program Chair Meeting, December 3
- Tour of HVAC, Electrical, and Diesel Labs with Edinburg CISD, December 4
- BPST Logos Meeting, December 4
- ELPT instructors attended the DBT Summer Camp meeting, December 4
- AEDT department meeting, December 4
- AEDT Final Project Review, December 4

**Law Enforcement and Fire Science**

- Participated in the interviews for the Student Success Specialist position, December 9
- Meeting with BPST Dean and staff at RCPSE, December 10
- Fire Academy Cadets State exam, December 10
- Police Academy Cadets TCOLE exam, December 11
- Hidalgo County Sheriff's Association Skeet Shoot, December 12

## DR. CHRISTOPHER NELSON
## DIVISION DEAN – LIBERAL ARTS

### DIVISION DEAN'S REPORT:

- Attended the annual meeting of SACSCOC
- Attended the annual meeting of the American Academy of Religion
- Met again with representatives from Mentor Collective to discuss large scale peer-to-peer mentoring initiatives
- Met again with representatives from Blackboard to discuss their Primary Assessment (EAC) platform
- Met with the Admissions Policy Committee to approve changes to two programs' admissions requirements

### DEPARTMENT/PROGRAM REPORTS:

**Art Department**

- Faculty actively advising students with intent to register students for Spring classes and improve student retention and degree completion, November 30 – December 4
- Full Time Evaluations / Observations continue, November 30 – December 4
- Council of Chairs meeting, December 1
- Capstone verbal competencies for graduating VA majors, December 2-3
- Live, virtual artist's talk with Tore Terrasi, December 3
- Texas Association of Schools of Art (TASA) Gallery Co-Coordinator meeting, December 4
- Raise Your Hand Texas virtual meeting, December 4
- Rene Zuniga retirement drive-by, December 4

**English Department**

- Committee continued work to create ENGL universal shell with Open Educational Resources (OER).
- Completed proposal for ENGL 2321 Universal
- Completed updates to ENGL 1302
- Committee worked to create ENGL 1301 universal shell with OER
- Full Time and Dual Faculty Evaluations / Observations continued
- Prepared English Department Leadership briefings
- Participated in Liberal Arts Chairs' Meeting
- Conducted post-interviews for Dual Credit faculty

**Music Department**

- STC Jazz Ensemble outdoor Drive-In Concert, December 7
- Continued contacting current students not registered for Spring 2021
- Contacted Blood Moon Films to set up Actors Workshop in 2021, December 10
- Set up meeting with Arturo Soldano regarding new recording space at the library, December 10

**Speech Department**

- Full Time and Dual Credit Faculty Evaluations / Observations continue
- Reviewed and updated Spring 2021 Master Syllabi on Concourse
- Apprised new Dual Credit Faculty of foundation documents for Online Teaching Certification for SPCH 1311, Master Syllabus and samples to be updated on Concourse, required assignment in the online shell, etc
- Called majors who had not yet registered for Spring 2021 classes

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

### DIVISION DEAN'S REPORT:

- Participated in Annual Grant Management and Compliance Training (Blackboard), December 2
- Attended MHSM Advisory Board Meeting, December 2
- Attended THECB GEER grant application meeting, December 2
- Facilitated MSITB Division Leadership meeting, December 3
- Attended SACSCOC Virtual Meeting Workshop, "Evaluating the Assessment of Student Learning in Higher Ed", December 3
- Attended College-Wide Curriculum Committee, December 3
- Attended Information Technology Program meeting, December
- Attended SACSCOC 2020 Annual Virtual meeting, December 4
- Attended SACSCOC 2020 Virtual Annual meeting, December 7-9
- Attended Title IX Training, December 10
- Attended CBE Student Handbook meeting, December 10
- Attended Admissions Policy Committee meeting – OTA and RN-to-BSN Application, December 11
- Attended Planning and Development Council Meeting, December 11

### BACHELOR PROGRAMS:

**BASOL**

- Council of Chairs meeting, December 1
- Annual Grant Management and Compliance Training Part I, December 2
- MSITB Program Chair meeting, December 3
- 2020 SACSCOC Virtual Pre-Conference Workshop, December 3
- College-Wide Curriculum meeting, December 3
- Leadership McAllen Education meeting, December 3
- South Texas College Group Demo on Suitable, December 4
- STC CBE Student Handbook meeting, December 4 & 10

- eFaculty of the Year committee meeting, December 7
- 2020 Virtual SACSCOC meeting, December 7-9
- AAWCC December Board meeting, December 8
- Leadership McAllen Class meeting, December 8
- Facilitated the AAWCC December Monthly Members meeting, December 10

**Computer Information Technology**

- Facilitated Virtual Meeting to review marketing for CITP/CS program, December 1
- Possible Makerspace Support for Computer Technology/Science Programs Meeting, December 1
- Meeting regarding Qwiklabs integration with GG4L for the Google IT Support Professional Certificate, December 1
- Council of Chairs Meeting, December 1
- Annual Grant Management and Compliance Training, December 2
- Open Educational Resources (OER) Course Development and Implementation Grant Program Informational Webinar– Exploring the Application Process, December 2
- Facilitated Virtual Dual Credit/Adjunct Faculty Meeting to discuss Spring 2021 semester, December 2
- Program Chair Meeting, December 3
- College-Wide Curriculum Committee Meeting, December 3
- BCIS 1305 CBE Course Development Meeting, December 3
- Blackboard Ultra Course Development Training, December 4
- STC CBE Student Handbook Team Meeting, December 4 & 10
- Facilitated meeting to review marketing for CS and CITP programs, reviewed every day report and number of students registered for Spring 2021, December 7
- Faculty Department Meeting to review Spring 2021 enrollment and faculty responsibilities, December 8
- JFF Webinar for Google IT Certificate Community Colleges, December 9

**Medical and Health Services Management**

- Council of chairs meeting, December 1
- Annual SACSCOC first day of meetings and workshop, December 2
- MSITB Division Chairs meeting, December 3
- College-wide curriculum meeting, December 3
- AARC Leadership and Management meeting, December 4
- CBE Student Handbook meeting, December 4

**Technology Management**

- Conducted the Fall 2020 TMGT Advisory Board Meeting, December 1
- Council of Chairs Meeting, December 1
- ACE-IT Competency Based Education Course and Program Development Symposium Sessions, December 2
- MSITB Program Chairs Meeting, December 3
- SACSCOC Workshop: 15-Tips & Tricks Using Rubrics to Improve Teaching, Learning, and Assessment, December 3
- College-wide Curriculum Committee Meeting, December 3
- STC CBE Student Handbook Team Meeting, December 4 & 10
- SACSCOC 2020 General Session, December 7
- Grade Appeal Committee New Member Orientation, December 11

## MATH, SCIENCE & INFORMATION TECHNOLOGY:

**Biology**

- Council of Chairs Meeting, December 1
- Annual Grant Management and Compliance Training (BB), December 2
- ATEC Status Meeting, December 2
- THECB OER GEER grant application, December 2
- Program Chair Meeting, December 3
- UTRGV Agriculture Grant Discussion Meeting, December 3
- STEM Academy Budget Meeting, December 3
- College-Wide Curriculum Committee Meeting, December 3

- Journal Club Committee Meeting, December 4
- STEM Budget Meeting, December 7
- THECB OER GEER grant application Meeting, December 7
- Science Dept. & Library Exhibit and Program, December 9
- 1406 Biol Labs Committee Vernier, December 9
- Biomedical Science, December 10
- Discussion of DC Faculty and Labs Compliance Requirements, December 10

**Chemistry Chair & INTS Coordinator**

- Council of Chairs meeting, December 1
- Met with Director of UTRAC to finalize INTS Tracks, December 1
- Distributed INTS Tracks to Department Chairs December 1
- Evaluation sessions with (7) FTT Faculty, (2) Lecturers, and (2) Dual Credit Faculty, December 1-4
- College Wide Curriculum meeting, December 3
- Program Chair meeting, December 3
- SACSCOC Conference Sessions, December 3-8
    - Five Strategies to Significantly Improve Student Learning and Completion
    - Examining Assignment Types to Unravel Barriers to Student Success
    - It's A Key Change: Keeping Student Engagement Central During COVID-19
    - A Double-Loop Learning Approach to Improve Success Creating
    - A Collaborative Approach to Supervising Dual-Credit Programs
    - Tuning in to a Clearer Visio of General Education
    - General Session
    - CDA Business Meeting
- CC-1 Pandemic Update meeting, December 7
- HIPpy Shake: Creating Student Success through High-Impact Practices, December 8
- Interstate Passport: Streamlining Transfer to Increase College Completion, December 8
- Science Dept. & Library (Art) Exhibit and Program (Spring 2021) Training, December 9
- Meeting to discuss Biomedical Science, December 10
- Discussion of Dual Credit Faculty and Labs Compliance Requirements Meeting, December 10

**Science Olympiad Director**

- Conducted the Coach's clinic workshop for McAllen ISD, December 1
- Attended training on Sciolympid presented by national Science Olympiad via Zoom, December 7
- Uploaded schedules and sent off emails to coaches and coordinators. December 4-5
- Textbook search committee meeting, December 2
- Hosted the Chemistry Club meeting via ZOOM, December 3
- Collected toys for toy drive at a location in Edinburg, December 4
- Science Olympiad Coordinators and Coaches training webinar, December 6
- Science Olympiad Director's webinar, December 8
- Faculty assignment committee meeting, December 10
- Judged McAllen ISD District Science Fair, December 12

**Computer Science**

- Facilitated meeting to review marketing for CITP/ CS program, December 1
- Possible Makerspace Support for Computer Technology/Science Programs Meeting, December 1
- Meeting regarding Qwiklabs integration with GG4L for the Google IT Support Professional Certificate, December 1
- Council of Chairs Meeting, December 1
- Annual Grant Management and Compliance Training, December 2
- Open Educational Resources (OER) Course Development and Implementation Grant Program Informational Webinar– Exploring the Application Process, December 2
- Dual Credit/Adjunct Faculty Meeting to discuss Spring 2021 semester, December 2
- Program Chair Meeting, December 3
- College-Wide Curriculum Committee Meeting, December 3
- BCIS 1305 CBE Course Development Meeting, December 3
- Blackboard Ultra Course Development Training, December 4

- STC CBE Student Handbook Team Meeting, December 4 & 10
- Meeting to review marketing for CS and CITP programs, reviewed every day report and number of students registered for Spring 2021, December 7
- Meeting with a CS Faculty and Dual Credit Faculty from Vanguard to discuss Fall 2021 dual enrollment programming courses, December 7
- Faculty Department Meeting to review Spring 2021 enrollment and faculty responsibilities, December 8
- Meeting to review dual credit reporting, December 9
- JFF Webinar for Google IT Certificate Community Colleges, December 9
- Meeting to review Final GOOGLE IT Certificate Program Grant Reporting, December10
- Meeting to discuss League of Innovations Conference Proposal, December 11

**Information Technology**

- IT Faculty presented and participated in the ACE-IT CBE Symposium, December 2
- Division Leadership Meeting, December 3
- College-wide Curriculum meeting, December 3
- Hosted 'Managing your Personal Finances with Excel" Workshop, December 3
- Information Technology department meeting, December 4
- Cengage/Microsoft Teams Certification; received Certified Microsoft Innovative Educator certificate and badge, December 3
- Dual Credit Meetings, December 8 & 11

**Mathematics**

- TSI Development Plan Meeting, December 1
- Council of Chairs Meeting, December 1
- Unidos Contra los Diabetes (UCD) Steering Committee Meeting, December 2
- OER Course Development and Implementation Grant Program Informational Webinar, December 2
- Meeting with STC, UTRGV & UT-Dallas to discuss possible collaborative application OER grant, December 2
- MSITB Program Chair Meeting, December 3
- College-Wide Curriculum Committee Meeting, December 3
- Hosted Department of Mathematics Monthly Meeting, December 4
- UTRGV Students Statistics Research Conference, December 5
- Rio Grande Valley Council of Teacher of Mathematics (RGVCTM) Board Meeting, December 5
- ACE-IT virtual conference (focused on Competency-based Education)
- Worked on THECB GEER OER grant application in collaboration with UTRGV + UT-Dallas, December 7-12

**Physical Science**

- Meeting coordinated by the library to discuss the proposed Makerspace area in the library, December 1
- 2020 Election Results: What Higher Ed Can Expect for the Next Four Years Webinar, December 1
- Council of Chairs Zoom Meeting, December 1
- Faculty Load & Compensation (FLAC) Training, December 2
- Program Chair Meeting, December 3
- College-Wide Curriculum Committee Meeting, December 3
- Physical Science department meeting, December 4
- Meeting to discuss U. S. Prime Power Scool Academic training solicitation, December 4
- SACSCOC 2020 annual conference, December 7-8
- Supervisor Evaluation of (3) full-time regular faculty and (1) adjunct faculty, December 9
- Science Departments & Library (Art) Exhibit and Program (Spring 2021) meeting, December 9
- Supervisor Evaluation of (2) full-time regular faculty, December 9
- Discussion of Dual Credit Faculty and Labs Compliance Requirements meeting, December 10
- Visited Starr County Campus Physical Science Department laboratory rooms, storage, and the laboratory preparation room to review the current status, need for modifications, and selected lab materials, December 11

## UNIVERSITY RELATIONS:

- Webinar presented by Inside Higher Ed "The 2020 Election Results: What Higher Ed Can Expect for the Next Four Years," December 1
- Annual Grant Management and Compliance Training, December 2

- Math, Science, Information Technology and Bachelor Programs Division Leadership Meeting, December 3
- Presented to the participants of the College Advisor Training Program, December 3
- SACSCOC Preconference Workshop "Driving Innovation and Change through High-Performing Leadership Teams," December 3
- Conducted a Transfer Information Session, December 3
- Mathematics Department Meeting, December 4
- Attended SACSCOC Conference sessions, December 4, 7-8
- Conducted Virtual Transfer Information Sessions, December 8 & 10
- Webinar by Texas Association of College Admissions Counselors on "Transfer Truths: Guiding Students through the Transfer Admission Path," December 8
- Filmed two episodes of Jaguar Talks, December 8
- Planning meeting for Texas Association of College Admissions Counselors Middle Management Institute, December 9
- Title IX training presented by ATIXA, December 10
- Met with the department chairs of Biology and Chemistry and the Dean of Math, Science, Information Technology and Bachelor Programs about articulation agreements and associate of science in interdisciplinary studies pathways, December 10
- STC chapter of the American Association of Women in Community Colleges meeting, December 10

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

### DIVISION DEAN'S REPORT:

- Worked on revising the NSRP FY 2021 application form
- Met with VN student to discuss testing issues, December 1
- Met with ADN faculty member to review NSRP faculty mentor documents, December 1
- Attended the 2020 Election Results: What Higher Ed Can Expect for the Next Four Years webcast, December 1
- Worked on and reviewed NSRP faculty mentor documents
- Reviewed ADN academic coach grant documents
- Attended the Annual Grant Management and Compliance Training, December 2
- Met with VN Program applicant to discuss their concerns, December 2
- Met with BSN chair and academic coach to discuss the Admissions Policy Committee and the proposed requirement for the RN to BSN application, December 3
- College-Wide Curriculum Committee Meeting, December 3
- Met with the new ADN cohort, December 4
- OADN Convention event: Leading with Purpose and Perspective, December 4
- Gave presentation on NCLEX RN results for the Board of Trustees Education and Workforce Development Committee, December 8
- NAH Program Chairs Meeting to discuss Spring 2021 enrollment, December graduation, Families First Coronavirus Response Act, and other issues, December 9
- Meeting with Mentor Collective and STC representatives, December 9
- Deans Meeting hosted by the VPAA, December 9
- Reviewed the final report for the Jet Grant
- BSN Recognition Ceremony held for the first graduates of the program, December 10
- EMT Completion Ceremony, December 10
- VN Pinning Ceremony, December 11
- Met with the Admissions Policy Committee to review the OTA and RN-to-BSN proposed application requirements, December 11
- Reviewed graduation data

### DEPARTMENT/PROGRAM REPORTS:

**Diagnostic Imaging Department**

- Program Chairs Meeting, December 9
- NAH Program Application Demo, December 9
- Chrome River Training Session, December 8 & 10
- Department meeting, December 11
- Collaborate with clinical affiliation sites in preparation for Spring 2021 student placement
- Chair completed DID faculty evaluations for the Fall 2020 Semester
- DMS Program participated in the NAH Division tour video, December 1
- Council of Chairs Meeting, December 1
- RADT Program Spring 2021 Practicum Meeting, December 4

**Bachelor of Science in Nursing**

- Worked on preparations for Recognition Ceremony for the first cohort of RN-to-BSN students
- Held mandatory orientation for the second cohort of RN-to-BSN students
- Worked with IT Department in finalizing the online application of future students
- Completed writing of the ACEN candidacy report

**Emergency Medical Technology**

- Council of Chairs Meeting, December 1
- Meeting with PR staff to record graduation video message, December 1

**Medical Assistant Technology**

- Council of Chairs Meeting, December 1
- MAT Program celebrated the completion of their students' Medical Office Specialist Certificate, Medical Assistant Technology Certificate, and the Associate of Applied Science degree with a Pinning Pick-Up Ceremony, December2.

**Vocational Nursing**

- Worked on schedules and registration lists for spring students
- Worked on completing Texas Workforce Solutions attendance and confirmation forms
- Pinning Ceremony for graduates, Dec 11
- Chair held meeting with faculty, Dec 11
- Contacted Level 1 and 3 students who failed courses in the program, Dec 11

## DR. ERIC REITTINGER
## DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

### DEPARTMENT/PROGRAM REPORTS:

**Criminal Justice**

- Contacting all CRIJ majors who are enrolled for Fall 2020 but have not yet registered for Spring 2021
- Criminal Justice Instructor invited to attend the next Sharyland ISD CTE Program Advisory Committee Meeting scheduled for April 14, 2021

**Psychological Science**

- Worked to sharpen model courses, import test banks, and get classes approved in order to copy shells before the winter break
- Psychology Club at Pecan Campus held its final Executive Members meeting for Fall 2020

- PSYC Faculty filmed next three episodes of season 2 YouTube show RGV Stars; guests on the respective episodes were Ashley Quintanilla (Singer and famous Selena Quintanilla's cousin), Jr. Maldonado "Happy Clown" (Clown/Entertainer), and Marissa Bujanda (Fashion Designer)
- PSYC Faculty served as virtual guest on the "Persistence in Adversity" Podcast; host of this podcast is STC Associate Professor of Advanced Manufacturing Technology
- Starr County Campus Psychology Club honored the Top 10 Most Active Members of Fall 2020 semester
- PSYC Faculty filmed the last three episodes of season 2 of YouTube show RGV Stars; guests on the respective episodes were Brenda Garza (Netflix Actress from Edinburg who stars in current hit "You are my home"), Juan Tapia "Johnny Blaze" (Professional Boxer), and David Norec (Author and Retired Educator)

## DR. RACHEL SALE
## DEAN – DISTANCE LEARNING

### DEAN'S REPORT:

- Completed planning sessions for 2020-2021 Symposium including the process to select eFaculty of the Year
- Participated in planning meetings as a member of the QM Connect Conference planning committee
- Finalized Spring workflow
- Participated in PowerApp development training
- Created and implemented a staffing plan to provide holiday support for students and faculty
- Finalized the historical data for the Course Approval Forms; all known forms are now organized and ready to move forward on recertification plans
- Revised team activities and department assignments for the DL Instructional Team

### DIRECTOR'S REPORT:

- Status Reports for Division Deans
    - Developed an updated Blackboard Gradebook usage report for all courses in Fall 2020
    - Developed the Blackboard Storage report
- Assisted Program Chairs with faculty evaluations by adding as Peer Evaluator role in the Blackboard course
- Updated Distance Learning website
- Developed Gradebook usage report from the Learning Management System, December 1
- Reviewed and evaluated candidates for Client Services Specialist position, December 1
- Participated in interviews of Client Services Specialist candidates, December 1
- Completed hiring committee tasks for Distance Education Technologies Specialist position, December 2, 8 & 10
- Met with Cengage technical support in regards to the LTI for Blackboard Ultra courses, December 2
- Developed Blackboard Status module for Distance Learning Self-Paced Intro to Blackboard Ultra, December 7
- Participated at the Blackboard Training Development Program Kick off Call, December 8
- Met with McGraw Hill technical support in regards to the LTI for Blackboard Ultra courses, December, 9
- Met with IS&P to discuss modifications and updates needed to the Distance Learning Cross List web application, December 9
- Participated in Title IX Training hosted by South Texas College, December 10
- Reviewed and evaluated candidates for HVAC Faculty position and met with hiring committee for interviews, December 14
- Developed the Social Intents for Live Chat Agent for Distance Learning department for the Winter break, December 15

### PROJECTS:

- Course Development
    - Graded for Academic Continuity Certification and Online Teaching Certification
    - Completed the Academic Continuity Certification Training in the Ultra course experience
    - Completed the COVID-19 Fundamentals & Employee Orientation and Title IX Student Training for the Continuing Ed department, December 1-4
    - Presented the Blackboard Ultra Course Overview for the Computer Science/ Computer and Information Technology Department, December 4
- First Time Online Student Orientation
    - Updated content for Blackboard Student orientation
    - Un-enrolled all students from the orientation
- Learning Management System (LMS)
    - Batch uploaded all Spring 2021 course sections and faculty/student enrollments into the learning management system, December. 1, 4, 7, 14
    - Reviewed, updated and created 49 cross-list requests from faculty for Spring 2021 semester
    - In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian
    - Assisted faculty with storage issues by moving content to One Drive account

- Multimedia Support
  - Interviewed for the IT Service Desk Tech Minute series to discuss the role Microsoft TEAMS Live Events had in the success of the ACE-IT Symposium on CBE (Competency Based Education), December, 11
- Accessibility
  - Assisted faculty with any accessibility questions or concerns with online courses
  - Assisted faculty in converting accessible PDF and images
  - Emailed faculty their course accessibility score and made recommendation on how to improve
- Distance Learning Help Desk Ticketing System
  - Updated features for new Distance Learning Helpdesk based on user experience
  - Added Social Intents for Live Chat Agent
- Social Media
  - Updated Social Media accounts
- TxDOT
  - Registered (5) students

## DISTANCE LEARNING TECHNOLOGIES:

➢ **Distance Learning Helpdesk**

- Numbers for the month
  - Blackboard Students/Faculty Tickets: 392
  - Helpdesk Phone Calls from DL Staff: 327
  - Helpdesk Phone Calls from Open Labs Staff 123
  - Afterhours Students/Faculty Chats: 21
  - Afterhours Helpdesk Calls: 29
  - **Total: 892**

- Holiday Helpdesk services fielded **153** faculty and student help requests
- Cleared 1,051 formerly-unlogged Course Approval Forms

➢ **Trainings/Workshops/Professional Development**

- Trainings
  - Certified faculty/staff with Academic Continuity Certification also known as Blackboard Certification
  - Certified faculty/staff faculty with Online Teaching Certification
  - Facilitated the Blackboard Ally training, Dec 4,5 & 11
  - Facilitated a Blackboard Gradebook Open Forum session for instructors, Dec. 4, 11
- Conferences & Webinars
  - Participated at the ACE-IT Competency Based Education Course and Program Development Symposium, Dec 2
  - Participated at the Accessibility Lecture Series webinars

➢ **Student Success Activities:**

| **Type of Service** | **Number of Students** |
|---|---|
| General Advising: | 40 |
| Telephone/Text Contacts: | 71 |
| Virtual Campus Advising Email: | 167 |
| Radius Inquiries: | 97 |
| Register Students: | 11 |
| Orientation Certifications | 6 |
| TxDOT Registrations | 5 |
| Email Reminders to Register for Spring 2021 | 14,656 |
| ***Total:*** | ***15,053*** |

## DISTANCE LEARNING MEETINGS:

- Held Distance Learning department meeting, December 1 & 8
- BAT/MHSM Advisory Meeting, December 4
- Participated in the eFaculty of Year Nomination Committee, December 11
- Blackboard Training Development Program Kick-Off Meeting, December 8
- Met with the Student Accessibility Services department to discuss next year's Accessibility Lecture Series, December 9
- Participated at the Blackboard EAC Review, December 10
- Met with the Instructional Coach for the Office of Professional and Organizational Development in regards to having a session on best practices for recording videos for the online environment during the FOCUS Academy Spring 2021 cohort, December 10

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

## DEAN'S REPORT:

- Rural Student Success Initiative Virtual Regional Convening - Addressing Rural Education Challenges for Improved Postsecondary Outcomes, December 1
- Overseen completion of Blackboard Training Requirements for new Dual Credit Faculty approved for Spring 2021
- SACSCOC Virtual Conference, December 4-8
- Presented to Educational Workforce and Development Committee on Reimbursement Rates for South Texas College Faculty Teaching Dual Credit Courses, December 8
- Collaborated on intent to hire paperwork process for approved Dual Credit Faculty for Spring 2021
- Scheduling Staff processed 887 scheduling requests for Spring 2021:

| Total Requests | Processed | New Sections | Updated Sections | Cancelled Sections |
|---|---|---|---|---|
| 887 | **887** | **310** | **355** | **223** |

- **Upcoming Events & Activities for January 2021**
  - Finalize logistics for 2021 National Summit for Dual Credit Programs
  - Create Dual Credit Faculty Job Description
  - Finalize Planning and distribution of ISD Board of Trustee Appreciation Gift Boxes

## ACADEMIES AND HIGH SCHOOL PROJECTS:

- Dual Enrollment Academy Program hosted the following virtual information sessions which were open to all service area students:

| Date | Campus |
|---|---|
| **December 1** | Mid-Valley |
| **December 2** | Pecan |
| **December 3** | Mid-Valley |
| **December 8** | Mid-Valley |
| **December 9** | Pecan |
| **December 10** | Mid-Valley |

- Staff conducted the following individual Recruitment Presentations via Zoom:

| Date | High School |
|---|---|
| **December 2** | Mercedes Early College Academy |
| **December 3** | Academy of Health Science TSTEM – La Joya ISD |
| **December 8** | Vanguard Rembrandt |
| **December 8** | Vanguard Rembrandt |

- Annual Grants Management and Compliance Training, December 2
- Starfish Meeting with Dean of DCP, Director of DCP, and Starfish Administrator, December 2

- Met with ISD CTE Directors from Sharyland and Vanguard to discuss CTE Patient Care Institute, December 4
- Microsoft Teams Training hosted by the Information Technology Department, December 4
- Met with Chair for Cybersecurity Department to discuss course enrollment and registration of students to Non-S Sections, December 7
- Participated in Jag Talks Pre-Meeting and Recording, conducted by Public Relations Department, December 8
- Met with Dual Enrollment Pharmacy Academy students via Teams to assist with completion of Pharmacy Application to Pharmacy School, December 11
- Conducted a Counselor On-Boarding for South Texas ISD Health Professions
- Began audit of Spring 2021 Registration for (281) Academy students to ensure they are registered for correct courses
- Provided a Joint Admission Medical Program (JAMP) informational session hosted by UTRGV Program, December 3
- Mailed out PREP letters for Year 2, 3, & 4 students from PSJA, Hidalgo, Weslaco, and Roma ISD. The letter contains information about the instructional delivery plans, link to attendance survey, and request for updated contact information
- Staff conducted the following case management sessions:

| Location | Case Management Sessions |
|---|---|
| Pecan Campus | 37 |
| Mid-Valley Campus | 2 |

- Conducted review of CTE Institute Interest Forms submitted by school district partners for 2021-2022 cohorts.
- **Upcoming Events & Activities for January 2021**
    - 2020-2021 Recruitment: Recruitment Presentations
    - Programmatic Workshops for Spring 2021
    - Preparation for PREP Summer 2

## DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Data Management and Information Committee Meeting, December 2
- Met to discuss upcoming Starfish reports and calendar dates, December 2
- Conducted degree audits and discussed transferability options for Vanguard Mozart, Weslaco CTE, Donna ISD dual credit students
- Worked on finalizing the Dual Credit Reporting schedule which will be utilized to guide compliance and action to Policy 3232
- Worked on Spring and Fall 2021 Workshops for dual credit students and parents as an extension to the current advising model offerings for partnering school districts
- Met to discuss Dual Credit Programs student and counselor surveys in Spring 2021, December 9
- Met to review and categorize feedback from high school staff during Success Metrics meetings, December 10
- Year end department meeting recapping issues and progress during the 2020 year, and introducing the 2021 goals and actions needed, December 9
- **Upcoming Events & Activities for January 2021**
    - Academic Advising and Transferability Sessions
    - Development of revised Advising Models and Student/Parent Presentations
    - Finalizing the Dual Credit Report Schedule for partnering school districts

## RELATIONS MANAGER'S REPORT:

- Extracted Non-S Section forms, Student Exception forms, Program Inquiry forms, and ISD Schedule Exception forms on a daily basis
- Continued planning ISD Board Appreciation gift packages for January 2021
- Continued planning the National Conference for Dual Credit Programs to be held March 7-9, 2021
- Maintained the Zoom requests portal for program recruitment presentations and information sessions
- Continued working on 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 5 campuses, in collaboration with PR

## JESSICA GALLOSO
## ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

### MEETINGS:

- Spring Planning meetings for OPOD events, December 1 & 7
- Chair Academy Planning Meetings, December 2 & 8
- Met with Director of College Connections and Admissions, December 3
- Met with Distance Learning Media Manager to develop training for "Best Practices for Developing Engaging Video", December 7
- Met with Director and Assistant Director of Educational Technologies, December 9
- Monthly STC Tech Support Committee Meeting, December 9
- OPOD Budget Closing Meeting, December 9
- NISOD virtual workshop: *Addressing Faculty Anxiety*, December 11

### ACADEMIES AND TRAININGS:

- Final week of DELTA Academy, December 1-4
- *Using Feedback to Drive Your Growth* workshop for AA Roundup dedicated to the Division of the Information Services, Planning, Performance and Strategic Initiatives, December 11
- Provided 1:1 consultation on Teams for three faculty and staff, December 7-11

### 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
- FOCUS Academy Online Edition, January 2021
- Spark Online, February 2021
- Chair Academy, February 2021

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

### CAMPUS ENGAGEMENT:

- Weslaco Fire Inspector passed F Bldg. Phase 2 Construction, December 2
- City of Weslaco Building Inspector passed F Bldg. Phase 2 construction, December 3
- Participated in CLE Campus Coordinator interviews
- Met with Facilities Dept. regarding outdoor furniture needs, December 3
- Food Pantry distribution for students, various dates
- MV Social Work Club collected supplies for the needy, December 4
- Assembled "Care Packages" for students, December 8
- Hosted Channel 5 News for ON-Campus Event, https://www.krgv.com/news/south-texas-college-prepares-care-packages-for-students-affected-by-pandemic, December 8

### COMMUNITY ENGAGEMENT:

- Weslaco Chamber Events:
    - Ribbon Cutting for Le Pho House-Vietnamese Kitchen, December 02
    - Ribbon Cutting for Mundial Telecom Services, December 03.
    - 2nd Annual Christmas Stocking Drive, December 17

### ENROLLMENT ACTIVITIES:

- Met with Admissions daily to review course demands
- Met with VP Stu Affairs & Enrollment Mgmt. regarding enrollment issues/strategies, December 1
- Assisted students with holds/financial aid issues, December 10-11
- Contacted Chair for College Success for Health Care regarding demand for more online courses, December 11

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

### CAMPUS ENGAGEMENT:

- Prepared for monthly Starr County Community Coalition to be held online December 2, 2020
- Prepared for Starr County action committee December meeting
- Attended RGCCISD School Board meeting online
- Continued work through Student Activities Department to serve students in need through food bank on campus
- Attended meeting for Starr County Community Coalition
- Attended faculty retirement celebration drive-thru event
- Attended virtual Rio Grande City Special board meeting
- Prepared for Community coalition regional meeting.
- Reached out to Starr County Workforce Solutions for upcoming events

### COMMUNITY ENGAGEMENT:

- Continued working with district food bank to distribute goods

### ENROLLMENT ACTIVITIES:

- Continued work on facilities to provide more technology programs on campus
- Gained permission to offer more instructional space for Electrical Assistant Program in Wind/Solar energy
- Explored possibility of expanding Automotive Technology program in an effort to offer full program
- Search for more facility space to expand AMT program on campus for full program
- Reached out to current students in technology programs with "Register Now" message Spring 2021
- Continued Starfish efforts to encourage enrollment
- Approved through Biology Department chairperson to open new face/face section
- Reached out to new RGC administration to offer services
- Collaborated with Dual Credit Department to host drive thru event on campus in February 2021

## CHRISTINA CAVAZOS
## DIRECTOR – CURRICULUM

### DIRECTOR'S REPORT:

**Meetings**:

- Admissions Policy Committee meeting to review proposed revisions to application requirements for Occupational Therapy Assistant Program and RN-to-BSN program
- WECM Advisory Committee THECB meeting; discussion regarding curriculum revisions to courses for the upcoming year
- Setup the new program codes for the recently SACSCOC approved programs of AA-Dance and AAS/Certification in Cybersecurity; emailed program codes to key stakeholders for updates to their processes
- Submitted two special topics courses to THECB on behalf of the Continuing Education Department
- Finalized and submitted the Programs Monitoring spreadsheets for the OVPAA to highlight programs and awards that did not meet program standards in the AY 19-20 year
- Title IX Regulations training
- SACSOC Annual Conference general session and following workshops:
    - New Substantive Change Policy
    - Composing a Faculty Qualification Process through a Three C's Framework

- Compiled the Spring 2021 report of the synchronous online and full face-to-face courses to assist OVPAA's office with collaboration with PR department to market course offerings

### CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Managed course evaluations in SmartEvals for the month of December, which included data uploads and sending email reminders to students and instructors for the following Fall 2020 terms:
  - M8
  - N11
  - D4
  - D1
  - M0
  - M3
- Continuing to work on TSI score updates in Banner for corresponding courses for Summer 2021

## YOLONDA JARAMILLO
## DIRECTOR – LEARNING OUTCOMES

### DIRECTOR'S REPORT:

**Meetings:**

- SACS Annual Meeting Sessions
- College Wide Curriculum Committee Meeting to plan Spring 2021 logistics for Core Objectives
- College Wide Curriculum Committee Meeting
- Suitable experiential learning record demonstration and discussion
- Met with Biology Program Chair to review PLO assessment plan and JagPRIDE mapping
- Met with Program Chairs and Coordinators from Biology, Chemistry, Criminal Justice, Graphic Arts, Psychology, History, Mexican-American Studies, Physical Therapy, Advanced Manufacturing, Patient Care Technician, Spanish, Organizational Leadership, and Medical and Health Services to revise PLO assessment plans, update JagPRIDE, and/or provide updates on faculty data submissions
- Met with Success Hub Team to discuss project status and next steps
- Met with Blackboard to review and discuss leaning outcomes reporting options in the EAC application as part of the new contract; planning a follow-up meeting in January with training to begin pilot with Core Objectives and possibly few select programs for PLOs
- Met with IT to troubleshoot JagPRIDE technical issues and submitted service tickets
- Title IX Regulation Training
- Met with Curriculum Director to review and revise Core Curriculum Justifications for HIST 2381 and HIST 2382
- Met with Program Chair for Spanish and Mexican American Studies to provide recommendations to better align assessment plans
- Met with BPST Dean to review program chair assignments for JagPRIDE accessibility

**Reports:**

- Ran preliminary Argos reports to verify JagPRIDE functionality. The data submissions are as follows:
  - Core Objectives, 17%
  - Program Learning Outcomes, 38%
  - Data submissions are due Monday, December 14

### TITLE V GRANT & PROJECTS:

- Updating JagPRIDE mapping, course alignment, PLOs and targets in accordance with 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
- Sunset duplicate course sections in JagPRIDE and ran a randomized audit to troubleshoot additional issues
- Assisted faculty members and Program Chairs with JagPRIDE application navigation for fall 2020 data submission
- Revised Program Chair access in JagPRIDE for programs with updated names
- Entered JagPRIDE Activities (Assessment Methodology and Expected Proficiency) for Criminal Justice and Psychological Science to reflect PLO Assessment Plan updates
- Audited JagPRIDE for PLO duplications

## 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 December: Cash – $1,050. Total 15th annual ANWTS sponsorships through the end of December: Monetary (including Pledges) - $41,470; In-kind – $26,210
- **Retention** – Held Valley Scholars Holiday Social via Teams to celebrate and gear up for finals, December 4
- **Recruitment** – Began communication with HS counselors regarding Class 25 recruitment
- **Graduation** – Dispersed graduation regalia
- **Administrative –** VSS & SSS completed mid-biennium updates for IEA Reports. Submitted NOE's for Valley Scholars position to HR

### PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa
- **Meetings** – Held Holiday Social for PTK members, December 4
- **Volunteer** – Participated in the McAllen Holiday Parade, December 5
- **Administrative** – VSS & SSS completed mid-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
- **Retention** – Assisted current Honors students with academic planning; registered students for Spring 2021 honors sections
- **Graduation** – Dispersed graduation regalia
- **Administrative –** Submitted course & document requests to faculty; VSS & SSS completed mid-biennium updates for IEA Reports; sent service hour certificates for Fall & Summer 2020 to honors faculty

## DR. MARICELA SILVA
## ACADEMIC INITIATIVES AND PROJECTS OFFICER

### GRANTS:

- Perkins Basic
  - Met with NAH Project Manager to discuss Perkins, provided updates, and discussed plan for the quarterly report
  - Worked on quarterly report to update and combine information from different AA divisions
  - Internal quarterly report was submitted to the Grants office, December 9
- CAEL Grant
  - Met with CAEL representative to discuss progress and plan for technical assistance. While initially the support/technical assistance was going to focus on a group of faculty advisors, the CAEL representative suggested a mixed group of Advisors and Faculty advisors. The focus groups will be scheduled first week of February.
- Other (Trainings, grant proposal meetings, etc.)
  - Participated in Grant Management and Compliance Training

### INITIATIVES:

- Starfish:
  - Met with Dual Credit Dean and Directors to discuss Starfish, plan for spring semester, and develop strategies for early alert system effectiveness / improvements for spring 2021.
  - Updated Traditional Timeline; reviewed Dual Credit Timeline to compare – make sure there is consistency; submitted finalized timelines to Media Services to update Starfish Webpage.

- Provided ongoing Starfish Technical support to faculty/staff.
- QEP
  - Participated in weekly QEP Meetings with QEP Director to discuss progress and upcoming meeting with ATD Coach.
  - Participated in meeting with ATD Coach to discuss progress, refine invite for upcoming focus groups (support staff / specialists), and next steps.
  - Attended SACSCOC Annual Conference scheduled from December 7th through the 9th.
- Excelencia in Education
  - Participated in the Annual Excelencia Regional Institute – Check-in; participating institutions shared challenges and accomplishments.
- Title IX Regulations (Training)
  - Participated in Title IX training to learn about latest changes, regulations, etc.
- League of Innovations
  - Met with Program Chairs for Cybersecurity and Computer Information to develop nomination for the Innovations Award, which was submitted to League by the due date. A total of two nominations were submitted for the Academic Affairs Division: one on behalf of IT Division and one on behalf of the Bachelor of Applied Science in Organization Leadership program.

## LISA ALEMAN & MONICA PEREZ
## PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Assisted OPOD with development of Chair Academy tracking list
- Coordinated data request for development of Dual Credit Programs Enrollment Timeline
- Coordinated interview of MSITB Dean for next "Jaguar Talks"
- Continued to coordinate Academic Affairs Highlights
- Continued to coordinate submissions of Comprehensive Operational Plan: Development Matrices
- Coordinated and reviewed Academic Excellence Mid-Biennium Report
- Edited and submitted presentation proposals to National Summit for Dual Credit Programs
- Finalized and submitted Division of Academic Affairs Monthly Activity Report for November
- Finalized Spring 2021 Course Offerings press release
- Finalized updates for Spring 2021 Instructional Plan webpage
- Reviewed and edited memo to partnering ISDs

### 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
    - December 1, 2, and 3: 28 participants
    - December 8: 12 participants
- 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

## DESIGN WORK:

- Updated GPS Flowchart by Academic Affairs and Student Affairs Divisions
- Continued working on redesign of Academic Affairs Instructional Divisions' Graduation banners
- Began artwork for Guided Pathways icon (Meta-Majors GUIDE/Online Modules)

## MEETINGS:

- Attended EWDC Meeting via Zoom, December 8
- Met with Admissions and Financial Aid to discuss Title IX process/procedures, December 8
- Attended virtual meeting with EGV Architects, Facilities, and BPST Division regarding Technology Campus Master Plan- Buildings A & B, December 8
- Provided two 2-hour FLAC Trainings for program chairs and support staff, December 8
- Met with GDMC, NAH PM, and PI regarding Knapp Grant activity status, December 9
- Attended ATIXA webinar regarding SPOO, December 9
- Attended virtual ATIXA Regulation Overview presentation, December 10
- Met with Nursing and Allied Health for building and equipment tour as part of symbol research for NAH Graduation Banner design, December 11

SOUTH TEXAS COLLEGE

# INFORMATION SERVICES, PLANNING, PERFORMANCE AND STRATEGIC INITIATIVES

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

TO: DR. DAVID C. PLUMMER, INTERIM PRESIDENT

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

DATE: JANUARY 1, 2021

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

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

### APPLICATIONS DEVELOPMENT BANNER SELF-SERVICE 9

The IT team completed Banner upgrades to run annual processes like W2, 1098 and 1099T forms in test environment; changes are to go live the first week in January.

### JAGNET

After conducting a student focus group to compile ideas for improvement to the student portal, the IT development team made modifications to JagNets feel and look. The improvements which include easy access to student services like Blackboard, Library online resources, student profile and email went live in mid-December. The Team continues to work on other new JagNet features including a graphical display that tracks individual student weekly progress through the term; these changes will go live in late 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)

Chrome River 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. The solution has been piloted by several departments for cross-campus mileage processes and the business office continues to provide training on an as-need basis. Although the travel process is minimal at this time due to pandemic restrictions, the new application is live and the IT team has begun processing the decommission of the old travel module.

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

The plan for building an STC Disaster Recovery collocation site at Tyler Junior College continues. The IT teams for both institutions will have a virtual meeting the first week in January to work on the memorandum of understanding and service level agreement. This long-term mutual support partnership will allow both institutions to remotely store critical institutional data on each other's data centers with the ability to recover it in the event of a disaster.

While the current DR site at STARR County was created as part of the hurricane preparedness plan to provide clients with access to Banner, after the remote co-location at Tyler Junior College is complete, the STARR county site may be used as an alternate environment for IT staff to stage major upgrades. Additionally, the concerns with the Pecan building M generator running only 16 consecutive hours and the unreliable fueling services during weather contingencies may be eliminated when the DR co-location site at TJC is complete.

## OFFICE 365 MIGRATION

The Student Enrollment Services and IT Client Services teams extended student services during the holiday break with the use of Microsoft Teams and the Social Intents virtual lobby. The same solutions are being used by college faculty and staff to conduct online symposiums, conferences, outreach events, enrollment, and FAFSA drives with individuals inside and outside the STC community. After receiving MS Power BI training in December, the IT team will continue to work towards implementing this and other 365 apps.

## VIRTUALIZATION PHASE II

As follow up regarding the virtual assessment, the IT team has received and reviewed the quotes to increase the capacity and performance for VDI; however, due to some server misconfigurations, the finalized quote and purchase will be submitted for Board approval in February. The IT team will continue to work and collaborate with the vendor the abilities to scale up and upgrade the VDI solution in multiple phases starting in the spring. Additionally, the IT team continues to work with departments with testing the software virtualization.

## APPLICATION TEST SERVERS UPGRADE

The IT team will be performing a virtual server upgrade on the testing server infrastructure to support upgrade and patch implementations for multiple applications such as Banner and Degree Works. The server and storage equipment purchased for this project was approved at the December Board meeting. The IT team has engaged the vendor's project management team to collaborate with the STC IT staff on the planning and coordinating of installation of the devices.

## JABBER IMPLEMENTATION

The IT team is currently piloting the deployment of the Jabber application - a virtual phone to be installed on STC college-owned laptops district wide. This initiative will support staff members working from home or any other place to communicate with students, faculty, staff and community using their office phone extension. The IT team is currently piloting the virtual phone solution with the Advising department and it will review the license model to possibly increase the existing number of licenses to cover all laptops throughout the district.

# 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 continue to work with IT to automate this process. We have identified other application/services 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

- Configuring McAfee MVISION DLP on the CASB environment. In the future we plan cutting over from Office 365 to McAfee.
- 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 1 and Round 2 are complete, State Round will start Jan. 22nd.
- Conducted some security awareness month to several departments within the college.

# DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

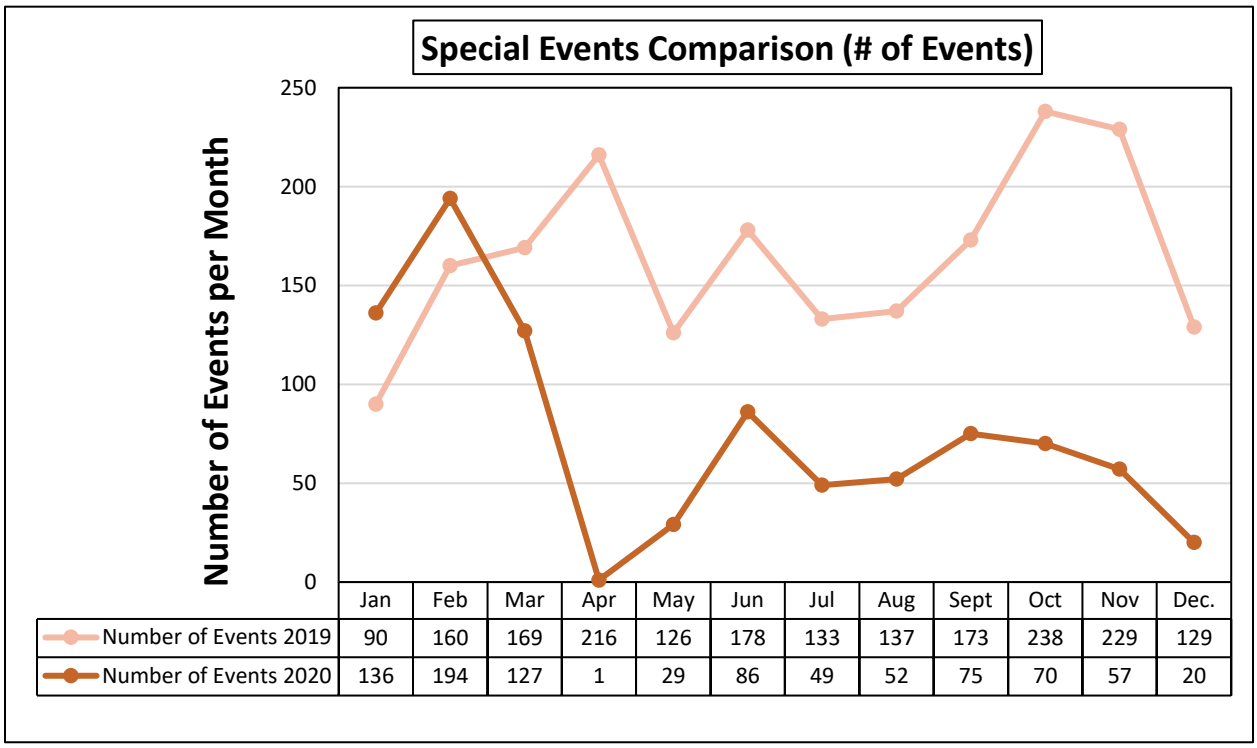
## MEETINGS:

- 12/01/2020: ET Leadership Meeting, Council of Chairs
- 12/02/2020: Pecan Campus Library Renovation Project- Layout Feedback Discussion
- 12/03/2020: ET Director One-on-One, CCUMC PD Meeting, Pecan Campus Library
- 12/04/2020: Training Meeting, ET Leadership Meeting, Microsoft TEAMS Training
- 12/07/2020: ET Project Updates Call, Call Center Training Meeting
- 12/08/2020: ADA Specialist Meeting, AV Systems Designer Meeting, ET Leadership Meeting, BM Specialist Meeting
- 12/09/2020: AV Events Manager Meeting, Welcome to STC Meeting, Managed Services Specialist Meeting
- 12/10/2020: Teams Training Follow Up Meeting, Project Coordinator Meeting, TEAMS Training-Part II, Budget Meeting
- 12/11/2020: ET Specialist/Project Manager Meeting, DL Blackboard Ally Accessibility Training Online, ET Leadership Meeting, MVC Childcare Camera System, Discuss ERO Comment Log and Priorities Teams
- 12/14/2020: Discuss ERO Comment Log and Priorities
- 12/15/2020: ET Leadership Meeting
- 12/16/2020: Pecan Campus Library Plan Review

## 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** |

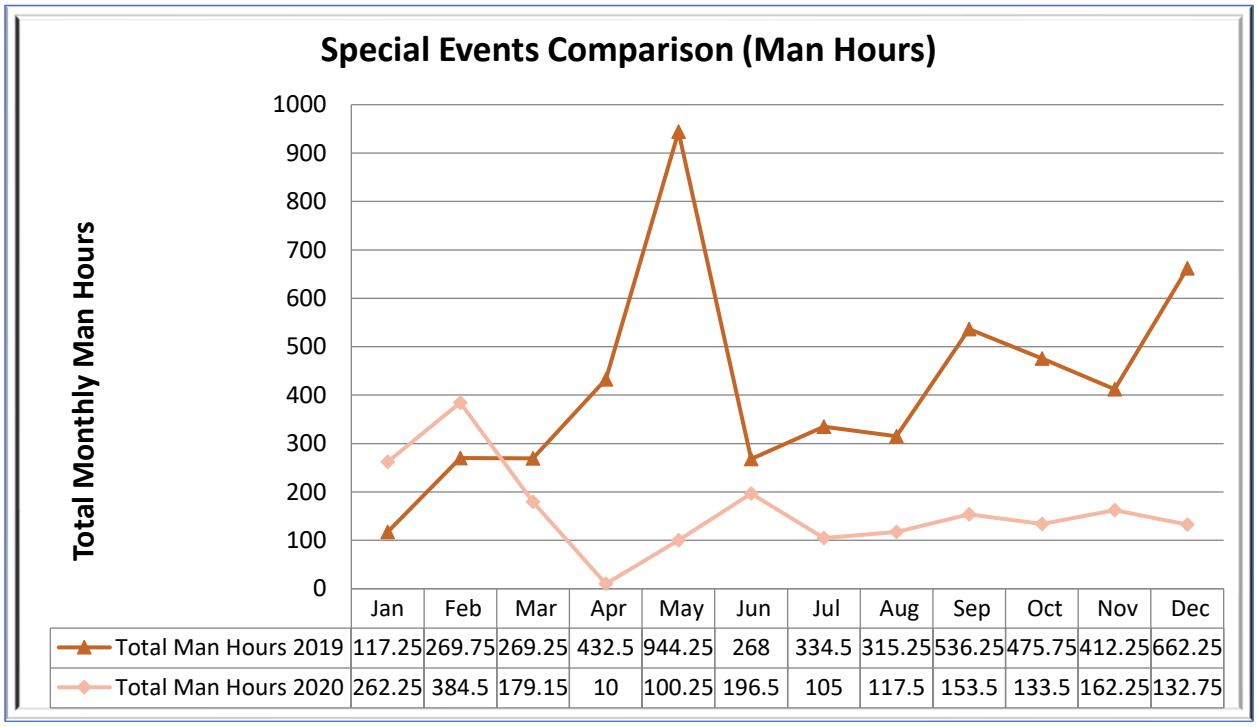
| 2020 | |
|---|---|
| Jan | 136 |
| Feb | 194 |
| Mar | 127 |
| Apr | 1 |
| May | 29 |
| Jun | 86 |
| Jul | 49 |
| Aug | 52 |
| Sept | 75 |
| Oct | 70 |
| Nov | 57 |
| Dec. | 20 |
| **Total:** | **896** |



## 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 | 132.75 |
| **Total:** | **1937.15** |



| | Pecan | Starr | Mid-Valley | Tech | NAH |
|---|---|---|---|---|---|
| Laptop | 2 | 0 | 0 | 0 | 3 |
| Data Projector | 2 | 0 | 0 | 0 | 0 |
| Projector/ Laptop | 0 | 0 | 0 | 0 | 0 |
| Computer | 2 | 0 | 0 | 0 | 0 |
| Microphone (Hand Held) | 8 | 0 | 0 | 0 | 9 |
| Microphone (Lapel) | 0 | 0 | 0 | 0 | 0 |
| RF Remote | 0 | 0 | 0 | 0 | 0 |
| PA System | 1 | 0 | 0 | 0 | 12 |
| TV/ Display | 0 | 0 | 0 | 0 | 0 |
| Screen | 0 | 0 | 0 | 0 | 0 |
| Portable Table | 0 | 0 | 0 | 0 | 5 |
| Keyboard/ Mouse | 2 | 0 | 0 | 0 | 0 |
| Mic Stands | 8 | 0 | 0 | 0 | 3 |
| Table Top Mic Stands | 0 | 0 | 0 | 0 | 0 |
| Document Camera | 0 | 0 | 0 | 0 | 0 |
| iPad | 2 | 0 | 0 | 0 | 2 |
| Mixer | 2 | 0 | 0 | 0 | 8 |
| Webcam | 0 | 0 | 0 | 0 | 1 |
| MAC Adaptor | 0 | 0 | 0 | 0 | 0 |
| Video Camera | 0 | 0 | 0 | 0 | 1 |
| Direct Box | 0 | 0 | 0 | 0 | 0 |
| Digital Camera | 0 | 0 | 0 | 0 | 0 |
| Speakers | 1 | 0 | 0 | 0 | 0 |
| Headphones | 0 | 0 | 0 | 0 | 1 |
| HH Voice Recorder | 0 | 0 | 0 | 0 | 0 |
| Wireless Lab | 0 | 0 | 0 | 0 | 0 |
| HD Video Streamer | 0 | 0 | 0 | 0 | 0 |
| Hard Drive | 0 | 0 | 0 | 0 | 0 |
| USB Hub | 0 | 0 | 0 | 0 | 0 |
| Tripod | 6 | 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 | 10 | 0 | 0 | 0 | 1 |
| Interactive Display | 2 | 0 | 0 | 0 | 0 |
| PTZ Joystick | 6 | 0 | 0 | 0 | 1 |
| Gooseneck Mic | 0 | 0 | 0 | 0 | 1 |
| Blue-Ray Player | 0 | 0 | 0 | 0 | 0 |
| ***TOTAL*** | ***55*** | ***0*** | ***0*** | ***0*** | ***48*** |

# DR. BRADLEY W DAVIS, DIRECTOR
# INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

## INSTITUTIONAL EFFECTIVENESS

- Research on Data Standards and Integrity (including presentation) – Data definition for fact book and data portal. Discuss possibility of using PowerBi.
- Direct Support to Departments/Divisions for IE Plan Development or Mid-Bi Report, including training to staff.
- 2019-2021 IE Cycle - IE Plan Progress Tracking – Reviewed Mid-Bi completion report.
- 2019-2021 Entity Tree and IE Plan Writers List.
- 2019-2021 IE Plan HTML Corrections.
- 2019-2021 Rubric Reports – Ensure all departments/programs are allocated according to each division.
- Preparation of Comprehensive Operational Plan Training, as well as Spring 2021 plans.
- IE Plan Review, Improvement and Approval.
- Cabinet Level IE Plan Integration – Latest version of the proposed IE plan originally written with Dr. Reed was forwarded to Dr. Plummer.
- Comprehensive Operation Plan (COP) - Enhancing the Format and Other Revisions.

## PROJECTS

- Fall Enrollment Cohort Data.

## MEETINGS / TRAINING

- Data Management & Integrity Committee.
- Meeting on Dec. 2, decided to postpone Ellucian-style audit and begin with building the process and focus on local high school classifications as they relate to dual credit, ISD, high school, school-in-school, etc. then look at top priority data issues and manuals.
- Prime Power military instructional contract bid.
- Guidance on accreditation standard concerns was given.
- Recommendations were implemented in next draft.
- Urged STC review and revision by faculty and proper STC instructional/content quality control.
- Time and Effort Estimate in support of Dual Credit Programs.
- OPOD Training – OPOD PD platform and IE and COP trainings.
- SACSCOC Annual Meeting.
- Financial Aid Discussions – Included drop in Financial Aid applications and steps taken elsewhere.
- Administrative Assistants Monthly Meeting (ISPP Division).
- AIR Knowledge Exchange Event.
- Chrome River Training.
- Webcast on Strategic Decision Making during a Pandemic training.
- LinkedIn Learning / YouTube Sources for different trainings.
- U.S. Department of Education Virtual Event.
- THECB Education Research Center Advisory Board Meeting (Virtual).
- THECB Workforce Education Course Manual (WECM) Advisory Committee Meeting (Virtual).

## FACTBOOKS AND DATA PORTAL

- Fact Book and Data Portal updates and link updates.

## DATA REQUESTS AND SACSCOC

- 2020 Program Review – Updated version provided to Academic Affairs as per request.

## MISCELLANEOUS

- Weekly report uploaded to ISPP&SI OneDrive.
- Monthly report uploaded to ISPP&SI OneDrive.
- Compilation of IEA-IRE-RAS weekly report
- Disinfecting area.
- Coordinating institutional move of department to building M - Packing and preparing for the division's move to Building M on Jan. 8, 2021.

- Scan old documents and shredding hard copies.
- Organizing and renaming electronic files.

# DR. FERNANDO CHAPA, DEAN

# INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

## SACSCOC

- Annual meeting – Dr. Chapa attended as speaker and participant.

## PROJECTS

- IE Plan biennium reporting – Reviewed and discussed and shared with IE writers.
- Comprehensive Operational Plan
- In progress.
- Updates reported.
- Entity Tree – Department names reviewed.
- Data management & integrity committee – Project discussed, tasks and experts needed.
- Prime power – Met with Dr. Plummer.

## MEETINGS / TRAINING

- Meeting with IRE&SP administrators.
- ACE-IT CBE Symposium.
- SACSCOC annual meeting attended as speaker and participant.

## MISCELLANEOUS

- IRE weekly report to ISPP&SI.
- IRE monthly report to ISPP&SI.
- Disinfecting area.
- Shred old documents – Performed internally and coordinated visit of external company for bulk shredding.
- Coordinating institutional move of IRE/RAS/IEA to Pecan building M to be performed in January 8.

# DR. JESÚS CAMPOS, DEAN

# LIBRARY AND LEARNING SUPPORT SERVICES

## PROJECT HIGHLIGHTS

| Pecan Campus Library Renovation Plan | **Progress:** 40% | **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. Consultations continued between ERO and LLSS staff over schematic design draft. Met with FPC and LLSS to discuss responses and priorities relating to schematic design. Provided FPC a list of departmental stakeholders with whom to share schematic design draft for coordination and comment. Met with Music Department faculty members to discuss requirements for a possible recording studio in the renovated Pecan Campus Library. | | |

## ACTIVITY HIGHLIGHTS

- Reviewed options for funding internet hotspots
- Consulted with United Training representative for spring CWPODD session.
- Compiled and reviewed documentation for New Horizons training for spring CWPODD.

## MEETING HIGHLIGHTS

- Met with UNT Library School graduate to discuss academic librarian work.
- Participated in Texas Council of Academic Libraries Board Meeting.
- Met with Library, Comptroller, Cashiers, and Business Office Analyst staff to discuss possible deployment of BLUEcloud Circ module to improve student user experience in payment of library bills.

- Met with Resource Development, Management and Compliance staff to discuss Texas State Library and Archives Commission ILL Lending Reimbursement subaward.
- Met with faculty from Computer Technology, Computer Science, Engineering, and Physics to discuss possible ways in which a Pecan Campus makerspace might support students in these programs.
- Met with Library, Comptroller, Cashiers, and Business Office Analyst staff to discuss possible deployment of BLUEcloud Circ module to improve student user experience in payment of library bills.

## TRAINING HIGHLIGHTS

- Participated in ATIXA Title IX Regulations Overview Training.

# ASSOCIATE DEAN OF LIBRARY SERVICES

## MEETING HIGHLIGHTS

- Held Hotspot Check-in meeting with Technology Campus Librarian.
- Met with Library Leadership team for the Believes meeting.
- Participated in the TSLAC – ILL Grant Management and Compliance meeting.
- Participated in the WCO Kickoff Call with South Texas Libraries.
- Held the ACRL/IPEDS meeting with Library Services staff.
- Met with library staff regarding the Pecan Campus Library Renovation Library Furniture Review.
- Met with library staff, Facilities, Planning & Construction, & Architects regarding the Pecan Campus Library Renovation Library Furniture Review & Comments for 3 consecutive days.
- Met with Campus Librarian biweekly meeting.
- Participated in the Annual Grant Management and Compliance Training (Blackboard) meeting.
- Met with the Collection Management and Acquisitions Library Bi-weekly meeting.
- Associate Dean of Library Services Bi-Weekly meeting with Dean of Library & Learning Support Services.
- Participated in the Library Payments by Cashiers.
- Held the All Team Meeting with Library staff.

## ACTIVITY HIGHLIGHTS

- Supervisor worked on the WFH Time and Effort for rotating staff.
- Supervisors worked in processing staff members eTARF's.
- Continued working on the Review and Comments of the Pecan Campus Library Renovation

## LIBRARY DATA:

| **December Monthly Statistics** |
|---|
| Reference Questions # __7__ |
| Active Community Users # _175__ |
| Visitors # _6,697_ |
| Library Art Gallery Events # ___1__ |
| Attendance # __470___ |

## PROJECT HIGHLIGHTS

| | | |
|---|---|---|
| **BLUEcloud Circ**<br>Phase I – Configure for Circulation Transactions<br>Phase II – Determine Feasibility for Payments at Cashiers | **Progress:**<br>Phase I – 99%<br>Phase II – 65% | **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 has met with the Cashiers Office to start discussion and demonstrate the product. | | |
| **Weed Collection** | **Progress:** 52% | **End Date:** May 2021 |
| Phase I – Identify and Remove Items to Discard<br>Phase II – Process Discard Items<br>Phase IV – Auction all discarded Items | Phase I – 78%<br>Phase II – 21%<br>Phase III – 50% | |
| This project is to identify and remove outdated resources from the collections of Pecan Library Campus. | | |

| **Team Ticket Tracker** | **Progress:** 42% | **End Date:** March 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 configure the user app. | | |
| **CLE Departmental SharePoint Site** | **Progress:** 5% | **End Date:** May 2021 |
| Create a departmental SharePoint site where staff can access key resources, such as communications, files, and departmental Power Apps. The team has met with CLE staff and determined the functional units for roles, accesses, and subsites. The departmental hub site and eight subsites have been created and the team is currently working to set up access groups. | | |
| **Web Checkout** | **Progress:** | **End Date:** December 2021 |
| Phase I – Open Labs inventory<br>Phase II – Library inventory<br>Phase III – CLE Inventory<br>Phase IV – Library Art Gallery inventory | Phase I – 1%<br>Phase II – 0%<br>Phase III – 0%<br>Phase IV – 0% | |

| |
|---|
| Configure and deploy a cloud-based inventory management system. The product has been purchased and the team has attended the initial planning meeting with the vendor. |

## ACTIVITY HIGHLIGHTS

- Conducted Virtual Tour of Library to two classes from PSJA ISD.
- Staff members worked on planning for the Mid-year Summit.
- Staff members worked on editing storytime research guide.
- Staff members worked on planning for Spring 2021 exhibits and programs.
- Staff members worked on contracts.
- Continued working on the FFE Pecan Campus Library Renovation.
- Posting for Library Outreach and Instruction Specialist has been extended through January 3rd.
- New Podcast episode was released.
- New Database spotlight video was released.
- Worked with library staff on the OER project discussion.
- Worked with Inventory prep. January – discussion.
- 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.
- Working on the Hotspot Project (Workflow Processes) – Ongoing.
- Working on the Hotspots Procedures Manual.
- Working on the Performance Rubric Project – Ongoing.
- Working on the Library Descriptions project – Ongoing.
- Prepared the Work from Home Agreements for staff.
- Continued working with the Call Center list.
- Continued working on the WebCheckout.
- Hiring packet for Librarian II-Programming is moving through the pipeline.
- Hiring packet for part-time Art Gallery Technician has been prepared, awaiting signatures.
- Final artist lecture, "Transforming Our World: Personal Health and Self Care" was livestreamed successfully using Zoom Webinar.
- Facilitated the reference checks for an upcoming speaker in Spring 2021.
- Working on the ACRL and Annual Report statistics – ongoing.

## MEETING HIGHLIGHTS

- Library Supervisors met with Associate Dean of Library Services.
- Met with Librarian III's to debrief from last week's training session.
- Library Supervisors Participated in the Beliefs meeting.
- Met with library staff member reoccurring Expectations on Behavior and Tasks (CPIP).

- Mid Valley Campus Librarian participated in the interviews for MVC CLE Coordinator.
- Staff member met with science faculty to discuss collaboration.
- Staff members met to record podcast.
- Staff member met with faculty about Spring 2021 projects.
- Mid Valley Library staff participated in End of Semester meeting.
- Participated in Hotspot Check-in meeting with Associate Dean of Library Services.
- Participated in ACRL/IPEDS meeting
- Participated in Budget meeting
- Met with Librarian III's for presentation this Friday.
- Staff member participated in the Labtrax Data collection meeting.
- Staff member met with colleague for a project.
- Staff member met with colleagues and faculty regarding OER.
- Staff member met with ET for Zoom Webinar testing and configuring live captions.
- Staff member met with panelists for event for testing and planning before event launch.
- Met with library staff member reoccurring Expectations on Behavior and Tasks (CPIP).
- Mid Valley Campus Librarian participated in the interviews for MVC CLE Coordinator.
- Mid Valley Campus Librarian participated in the Mid Valley Campus Reading Committee meeting.
- Technology Campus Librarian met with Associate Dean of Library Services for the Bi-weekly meeting.
- Technology Campus Librarian met with Laura Salas AEDT Cameras regards to checkout process and possible cabinet for her Cameras and Laptops.
- Participated in the Beliefs meeting.

### TRAINING HIGHLIGHTS

- Librarian III's led the Breakout Session group for the All Library Staff Training.

## DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

### MEETING HIGHLIGHTS

- The Director met with the Dean of Library & Learning Support Services and the Computer Technology and Science programs to discuss possible Makerspace support.
- The Director met with the Dean of Library & Learning Support Services and the Engineering and Physics programs to discuss possible Makerspace support.
- The Director held the monthly Learning Commons & Open Labs Leadership Team meeting.
- The Director attended the Pecan Campus Library Renovation Project Meeting to discuss layout feedback.
- The Director attended the Pecan Campus Library Renovation Project Continuation Meeting for feedback.
- The Director met with the Dean of Library & Learning Support Services for updates on the Learning Commons & Open Labs.
- The Director met with the Dean of Library & Learning Support Services and the Physics program to discuss possible Makerspace support.
- The Director held the Weekly LCOL meeting with the Logistics Managers, Open Lab Analyst, & Administrative Assistant.
- The Director visited the Starr County Campus for a campus tour and to meet with the Starr County Campus Administrator.
- The Director met with Open Labs supervisors to discuss student usage of the 3D printer.
- The Director attended a meeting with LabStats lab management software for LabFind training.
- The Director met with Librarian III - Systems and Apps to discuss LabStats lab management software.
- The Director attended a meeting to review the ERO schematic design and priorities.
- The Director met with the Dean of Library & Learning Support Services for updates on the Learning Commons & Open Labs.
- The Director attended a meeting to discuss completion of ACRL report.
- The Director attended a meeting to discuss the overview for the WebCheckout plan.
- The Director attended a meeting to discuss ERO comment log and priorities.
- The Director held the Weekly LCOL meeting with the Logistics Managers, Open Lab Analyst, & Administrative Assistant.
- The Director held a meeting with the Dean of Library & Learning Support Services and the Music Department to discuss Makerspace Sound Studio Room.
- The Director attended a meeting to discuss ERO comment log and priorities.

### ACTIVITY HIGHLIGHTS

- Cleaning and maintenance were conducted in the Learning Commons & Open Labs areas district-wide.
- Learning Commons & Open Labs staff continued calling students for the Student Outreach Initiative.
- Inventory laptops were received and distributed to the NAH & Technology Campus supervisors.

- Staff at the RCPSE Campus assisted with the Vanguard Fast Track Event on December 3rd, 2020.
- Vinyl Chairs were received and distributed to the Open Labs district-wide.
- Computer Lab Management Software - LabStats was received.
- Jaguar Talks including the Learning Commons & Open Labs services was released.
- TSI testing was conducted at the Pecan F 130 Open Lab and served 14 prospective students/students.

## DISTRICT TOTAL OF UNDUPLICATED USERS SERVED-DECEMBER 2020 ATTENDANCE STATISTICS: 994

| | Number of Students | Number of Logins |
|---|---|---|
| **District Totals:** | **1,113** | **2,024** |

## OPEN LABS ATTENDANCE STATISTICS:

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan F-130 Open Lab | 99 | 206 |
| Pecan F-134 Internet Café | 6 | 6 |
| Pecan P 3.102 Open Lab | 6 | 13 |
| Pharr RCPSE Internet Café PB2A | 5 | 9 |
| Technology B-141 Open Lab | 40 | 51 |
| Mid-Valley E 1.316 Open Lab | 130 | 233 |
| Mid-Valley G-270 Open Lab | 7 | 11 |
| Mid-Valley K 2.801 Open Lab | 2 | 4 |
| Starr Limited Services | 52 | 91 |
| **District Total:** | **347** | **624** |

## LIBRARY AND LEARNING COMMONS ATTENDANCE STATISTICS:

| Campus | Number of Students | Number of Logins | Laptop Checkouts |
|---|---|---|---|
| Pecan F-122 Learning Commons | 153 | 258 | 14 |
| Pecan F-117 Community User Corner | 20 | 65 | |
| Pecan F-222 | 37 | 76 | |
| Pharr-RCPSE Library PB 5A/5B | 31 | 56 | |
| NAH B Library Open Lab | 155 | 331 | |
| Mid-Valley Quiet Study E 1.200 | 10 | 15 | |
| Technology A-136 | 23 | 33 | 2 |
| **District Total:** | **429** | **834** | **16** |

## CLE OPEN LABS ATTENDANCE STATISTICS:

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan C-129 CLE Open Lab | 42 | 126 |
| Mid-Valley A101A CLE Open Lab | 8 | 9 |
| NAH A 1.208J CLE Open Lab | 141 | 192 |
| NAH A CLE Proctoring 1208I | 62 | 77 |
| Technology CLE Open Lab | 25 | 50 |
| Starr CLE Open Lab B 208 | 2 | 5 |
| Starr CLE Open Lab B 201 | 10 | 25 |
| **District Total:** | **290** | **484** |

## GROUP STATIONS:

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan Library Group Stations F122 | 3 | 3 |
| **District Total:** | **3** | **3** |

## STUDY ROOMS:

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| Mid-Valley E Library Study Rooms | 14 | 22 |
| NAH B Library Study Rooms | 11 | 24 |
| **District Total:** | **25** | **46** |

## VETERAN'S ROOMS:

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| Starr Library Veteran's Room | 2 | 4 |
| **District Total:** | **2** | **4** |

## INFORMATION COMMONS ATTENDANCE STASTICS:

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan P 2.102 Info. Commons | 2 | 6 |
| Pecan Y 1.107 Info. Commons | 9 | 14 |
| Pecan T 1.706 Info. Commons | 5 | 8 |
| Pecan V 1.111 Info Commons | 1 | 1 |
| **District Total:** | **17** | **29** |

| JAGPRINT - PRINT REPORT | | | | | | |
|---|---|---|---|---|---|---|
| Dec 1, 2020 to Dec 31, 2020 | | | | | | |
| | | | | | | |
| **Printer Name** | **Users** | **Jobs** | | **Campus** | **Users** | **Jobs** |
| **Mid-Valley A101 A** | 3 | 13 | | Mid-Valley | 14 | 191 |
| **Mid-Valley A101A A** | 1 | 1 | | NAH | 106 | 618 |
| **Mid-Valley E1200 A** | 3 | 106 | | La Joya | 0 | 0 |
| **Mid-Valley E1316 B** | 7 | 71 | | Pecan | 33 | 152 |
| **NAH B1200 A** | 58 | 446 | | RCPSE | 2 | 5 |
| **NAH B1200 C** | 20 | 73 | | Starr | 1 | 15 |
| **NAH C1208J A** | 10 | 29 | | Tech | 2 | 12 |
| **NAH C1208J B** | 5 | 11 | | | | |
| **NAH C1208J C** | 13 | 59 | | | | |
| **Pecan C129 C** | 7 | 30 | | | | |
| **Pecan F122 B** | 2 | 2 | | | | |
| **Pecan F122 D** | 16 | 70 | | | | |
| **Pecan F130 D** | 5 | 36 | | | | |
| **Pecan F222 A** | 1 | 10 | | | | |
| **Pecan T1706 A** | 1 | 3 | | | | |
| **RCPSE PB5A A** | 2 | 5 | | | | |
| **Starr K1300 A** | 1 | 15 | | | | |
| **Tech B141 B** | 2 | 12 | | | | |
| Totals: | **157** | **1149** | | | | |

## DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

**Monthly Statistics** **December 2020**

- Visitors: 3,251
- Tutoring Sessions: 608
- JagTrax Totals: 938

### PROJECT HIGHLIGHTS

**Floor Plan Redesign: Mid Valley Campus** **Progress:** 40% **End Date:** December 2021

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:** 100% **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:** 100% **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:** 50% **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: 30%** **End Date: March 2021**

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 February, position has been posted on STC website.

- **Subproject: TSI Workshop Video Expansion**
- **IE Plan Objectives: 1, 2** **Progress: 99%** **End Date: January 2021**

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. Videos should be posted by the end of January 2021.

- **Subproject: Virtual CLE Quality Assurance**
- **IE Plan Objectives: 5** **Progress: 25%** **End Date: May 2021**

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: 70%** **End Date: January 2021**

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** **Progress: 100%** **End Date: December 2020**

**IE Plan Objectives: 3**

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. Final meeting with NSF tutor was held.

**Revise and Implement Embedded/SI Tutoring Survey** **Progress: 100%** **End Date: December 2020**

**IE Plan Objective: 4**

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** **Progress: 40%** **End Date: Aug 2021**

**IE Plan Objective: 5**

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:** December 2020

During the month of November and December 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.

**Final Countdown** **Event Dates:** December 1-14, 2020

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

In collaboration with the Student Activities department, the CLEs is hosting the Finals Countdown promotional event where students are provided with free study snacks and tutoring sessions to prepare for their finals.

**SWAG Math and Science** **Event Dates:** December 1-5, 2020

The Centers for Learning Excellence hosted Study With A Group (SWAG) from Dec. 1-5 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 meeting with CLE Director
- One-to-one meetings with Staff
- CLE Specialists meeting
- Meeting with SI Leaders
- Monthly meeting with Upswing
- College Advisor Training Program
- MVC Coordinator Search Committee meeting
- PCN Library Renovation meeting
- Holiday working lunch to discuss Spring 2020Tutor Training Day
- OTA Chair meeting
- Pharmacy Technology Chair meeting
- Met with Academic coach
- Mid-Year goal check -in meetings
- Success Hub Team
- Humanities Specialists intercampus meeting
- Upswing Processes meeting
- Met to discuss Tech Schedule
- Meeting with Specialists to discuss Tutor Training day platform links
- Pecan Library Renovation Meeting with ERO
- Upswing Prep Work Meeting
- NCLCA Monthly Membership Meeting
- CLE website changes meeting

## TRAINING HIGHLIGHTS

- Grant Management and Compliance Training
- Wellness Wednesday Training
- Upswing Tutor Up training
- Upswing Ask Up training
- Helping managers support their staff struggling with mental health issues
- WCO kick-off
- TSIA 2 Learning Resources

## ACTIVITY HIGHLIGHTS

- CLE hosted Finals Countdown Event
- Pecan CLE hosted SWAG Study with a Group Math and Science

- OTA Gallery Walk
- Participating in ADA bootcamp
- Participated in Time Lapse Tour of NAH
- BSN Graduation

## SERKAN CELTEK, DIRECTOR
## RESEARCH & ANALYTICAL SERVICES

### INSTITUTIONAL PROJECTS

- 2018-2019 CB116 Follow-Up - Program List
- Campus enrollment report, 10/28/2020 until the day after Spring 2021 census day.
- Integrated Postsecondary Education Data System - Fall 2019 Financial Aid Survey
- IPEDS Winter Collection: Outcomes
- SACSCOC Enrollment Profile Fall 2020
- THECB Baccalaureate Programs reporting
- THECB Institutional Input

### SURVEYS

- ADN department ACEN accreditation survey
- CLE faculty tutoring survey
- Nursing simulation evaluations for Fall 2020 (x2)
- QEP/My Advising Plan student assessment survey
- SmartEvals program evaluations for various service units

### QUALITATIVE STUDIES

- Adult Learner 360 Grant
- Assessment of Faculty Confidence in CLE Tutors

### DATA REQUESTS

- Adult Learners 360 Grant - Third Data Collection
- Amount of Center for Learning Excellence Time Servicing Dual Students 2019 Academic Year
- Dual Credit Research Taskforce data
- Dual CTE courses with 10 or fewer enrollment
- Fall 2020 census enrollment (FT, PT, FTE)
- Fall 2020 census non-traditional enrollment students contact list
- Fall 2020 Enrollment Demographics
- Fall 2020 FTIC count census
- Math Enrollment in Fall 2020
- Meta Major Wheel Addition of Bachelor of Science Nursing and Enrollment Edit
- 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 2020 vs Spring 2021 head count and contact hours report
- Spring 2021 new students contact lists in January, 2021

### MEETINGS

- Academic Council
- Applied Baccalaureate Program Report meeting
- Discuss CLNA FY21 communication plan
- DM&I Committee Meeting
- Dual Credit Surveys
- Guided Pathways Action Plan meeting
- IRESP Admins
- Special Board Meeting - Livestream
- Title IX, ATIXA

## OTHER RESEARCH/SUPPORT

- Annual Year 2019-2020 Early College High School (ECHS) List
- Bachelor Program Report to the THECB - Identify First Term in College
- CCSSE 2021 Data Verification
- Cumulative Grade Point Average Data Source and Description
- DM&I Committee - High School Data review
- Dual service percentages
- Fall 2020 and Spring 2021 List of Dual High School Students, Early College High School and Non-Early College High School
- First Time in College Student Spring 2021
- Guanzon IRB
- Guided Pathways Action Plan review
- Identify students attending La Joya Early College High School (ECHS) Campus but assigned to La Joya Campus in Banner
- Miscellaneous support for Facilities Dept. outreach
- Reviewed Banner data to prepare list for project on Data Management and Integrity
- Reviewed Degrees When Due Research and Reporting Overview
- Reviewed MOU from Institute for Higher Education Policy (IHEP) for Degrees When Due initiative
- Reviewed Preliminary enrollment projections from Wendell Davis
- Reviewed THECB Enrollment Projections
- Spring 2021 new students review. Student type corrections made by Admissions and Records
- Time spent in dual services

## MISCELLANEOUS

- Advanced Pivot Tables in Excel Tutorial
- A Tale of Two Universities: Decision Making in a Pandemic
- Banner Training Manual
- Cousera Course - Dealing with Missing Data
- edX course: Harvard PH125.2x: Data Science: Visualization
- LinkedIn Learning: Excel Business Intelligence: Data Modeling 101
- LinkedIn Learning: Excel Business Intelligence: Power Query
- LinkedIn Learning: Excel: Using Dynamic Array Functions
- LinkedIn Learning: Excel 2019 Essential Training
- LinkedIn Learning: Goal Setting: Objectives and Key Results
- LinkedIn Learning: Power Pivot and DAX
- LinkedIn Learning: SPSS Statistics Essential Training
- LinkedIn Learning: The Non-Technical Skills of Effective Data Scientists
- LinkedIn Learning: Writing with Flair
- LinkedIn Learning: Zoom: Leading Effective and Engaging Calls
- Manage information protection and governance (5hrs 13 min)
- Microsoft Learning: Prepare Data for Analysis: Create and use analytics reports with Power BI (6Hrs)
- Organized files on Share Drive
- Perform analytics in Power BI (51 min)
- Posted the RAS Weekly Report on the ISPP/SI One drive
- Prepared Institutional Move Form for Research & Analytical Services (RAS) department- Pecan Campus Building M Office
- Reconciled Budget - Banner
- SACSCOC Virtual Annual Meeting
- Title IX Training
- Top 25 Advanced Pivot Table Tips & Tricks for Microsoft Excel
- Watched Board Meeting video

# ISAAC GARZA, PROJECT MANAGER
# OFFICE OF STRATEGIC INITIATIVES

## PROJECTS

| | |
|---|---|
| **Project Name** | **AWS (American Welding Society)** |
| **Scope** | **Tech Campus Accredited Testing Facility (ATF)** |
| **Status Summary** | **Official AWS Certified Testing Facility** |
| **Milestones(s)** | **Initiation of Infrastructure for CE and Dual Credit Testing** |
| | |
| **Next Step(s)** | **Complete CE & Dual Credit Testing Phase** |
| | **Complete Spring Institutionalization Phase** |
| | **Prepare Fall Budget** |

| | |
|---|---|
| **Project Name** | **Continuing, Professional, and Workforce Education Web Page (CPWE)** |
| **Scope** | **Redesign of the CPWE Web Page** |
| **Status Summary** | **Owner Review/Feedback of Proposed Web Design is Complete** |
| **Milestones(s)** | **Mock up design approved by business owners** |
| **Next Step(s)** | **Publishing date set for end of January** |