SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

July 2021

Board Meeting
August 24, 2021

Student Affairs and Enrollment Management

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	MATTHEW S. HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	AUGUST 31, 2021
SUBJECT:	ACTIVITY REPORT FOR JULY 1, 2021 THROUGH JULY 31, 2021

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College President's Cabinet meetings
- South Texas College President's Administrative Staff meeting
- South Texas College Coordinated Operations Council meeting
- South Texas College Planning and Development Staff meeting
- Student Affairs & Enrollment Management Division Leaders meeting
- International Student Recruiting Partnership Visit with Colegio Mexicano in Reynosa, Tamaulipas
- Technology Campus walkthrough
- Meeting with Dr. David Plummer and Keith Partridge of McAllen Economic Development
- Review of Enrollment Marketing Deliverables with PR and Dr. Plummer
- HEERF disclosures with William M. Collins, PR Web team.
- Meeting with Texas A&M Kingsville and Dr. David Plummer
- Departmental IE Plan Writers review meeting
- Meeting with City of McAllen

ATTENDED

- FY22 Perkins Basis Grant: Dual2Degree Support
- Texas Workforce Commission Skills Development Fund Grant
- Sacred Heart Outreach / Holy Cross & Christ the King Chapels with Dr. Larry Barroso
- McAllen Fire Development and Recruitment Effort with Maricruz Hinojosa
- Regional Center for Public Safety Excellence site visit with Director/Sgt. Jose Moroles
- HEERF Quarterly Budget and Expenditures Reporting

- Forum with Dr. J. Solis, South Texas College President and students
- Enrollment Center visit with Dean Sara Cardoza and Project Manager Ashley Gonzalez
- Reskilling Grantee Informational Webinar on Grant Modifications
- Meeting with faculty member Trini Gonzalez on student issues
- Meeting IME Becas Mexican Consulate
- Entrega de Recursos y Firma de MdE para South Texas College
- Retirement celebration for Elizabeth "Liz" Diaz, South Texas College Counselor
- Meeting with Juan Zubiaga and representatives from South Texas College
- Deactivate Everfi assignments
- Co-Step meeting @ Mission CEED
- SEVIS Recertification

ENROLLMENT SERVICES AND REGISTRAR

- Contributed to the final enrollment for Summer II 2021 Minimester, which started on July 14.
- **17,482** students have registered online for Fall 2021 semester, to date, after OAR processed their required documents and cleared them to register.
- Assisted students by responding to hundreds of emails sent to the admissions address and registration address, as well as on the phone and in person.
- Assisted students by responding to **1,189** chat sessions during July 2021.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as Banner User Groups (BUGS), Enrollment Appeals, evaluation of RFQ for printing & mailing diplomas, IE Plan writers review, search/hiring committees, Starfish taskforce, and TACRAO Summer 2021 Meetings held virtually on July 13 – 14.
- 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 reviewing potential August 2021 graduates.
- Document Management Specialist downloaded, reviewed and verified **4,216** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during July 2021.
- 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 **19** international students registered for Summer 2021 semester and **46** international students registered for Fall 2021 semester, to date.
- Processed **437** course substitutions and exceptions in DegreeWorks during July 2021.
- Processed grade changes for **80** students during July 2021.
- Processed reinstatement requests for **33** students during July 2021.
- Processed withdrawal requests for **376** students during July 2021.
- Processed **1,432** high school and **814** college/university transcripts during July 2021.
- Evaluated **768** transcripts from other colleges and universities during July 2021.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,479** STC transcripts during July 2021.
- Scanned and indexed **2,905** documents submitted by students during July 2021.

- 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.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report July 2021					
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	**104**	**205**	**130 (63%show)**	**ACT**	**498**
Mid- Valley	**50**	**125**	**113 (98%show)**	**TSI EXAM**	**428**
Starr Campus	**49**	**52**	**51 (98%show)**	**TSI EXAM**	**183**
Pecan Plaza	**47**	**104**	**88 (85%show)**	**GED/ PEARSON**	**236**
Pecan Plaza		**433**	**411 (94% show)**	**TSI EXAM/ includes TSI Online**	**1,791**
Pecan Plaza		**140**	**120 (86%show)**	**HESI**	**1,036**
Mid-Valley		**60**	**54 (90%show)**	**HESI**	**443**
Pecan Plaza		**17**	**15 (88%show)**	**HiSET**	**65**
TOTAL:	**250**	**1,136**	**982 (86% show)**		**4,680 – All Campuses YTD**

- A total of over 300 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 TSI test date without penalty.

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (07/01/2021 – 07/31/2021)		**Year To Date (01/11/2021 - 07/31/2021)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	84	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	266
Developmental Ed (945+ & 0-4 Essay	58	Developmental Ed (945+ & 0-4 Essay	134
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	2
ELAR Diagnostic Level 5 & Essay < 5	11	ELAR Diagnostic Level 5	23
ELAR Diagnostic Level 4	135	ELAR Diagnostic Level 4	250
ELAR Diagnostic Level 3	100	ELAR Diagnostic Level 3	158
ELAR Diagnostic Level 2	49	ELAR Diagnostic Level 2	90
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**437**	**Total**	**839**
Mathematics College and Career Readiness			
Monthly (07/01/2021 – 07/31/2021)		**Year To Date (01/11/2021 - 07/31/2021)**	
College Ready (950+ or 910+ & 6+ Diag)	53	**College Ready (950+ or 910+ & 6+ Diag)**	211
Mathematics Diagnostic Level 5	28	Mathematics Diagnostic Level 5	94
Mathematics Diagnostic Level 4	152	Mathematics Diagnostic Level 4	498
Mathematics Diagnostic Level 3	101	Mathematics Diagnostic Level 3	269
Mathematics Diagnostic Level 2	79	Mathematics Diagnostic Level 2	200
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**413**	**Total**	**1272**
Data retrieved from College Board Accuplacer			
Date: 8-03-2021			

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

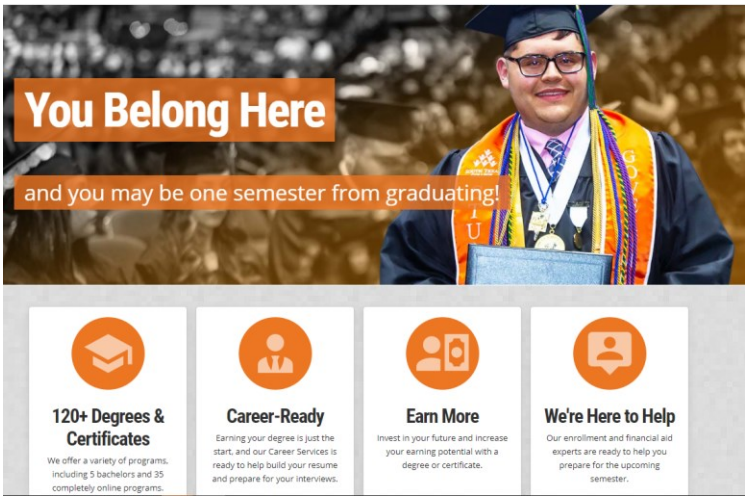
- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates in regards to COVID-19 via TEAMS
- SFS Staff has been assisting students with FAFSA application and HEERF application via Live Chat, Virtual Lobby and in-person for Summer 2021 & Fall 2021
- Direct Wage NOE's were submitted for the current 7 work-studies, direct wage NOE will cover them from August 14th through August 31st.
- SFS Coordinator Yesenia Garcia & Specialist Indira Salinas met throughout the month in regards to ETP reports for WIA
- SFS Department worked extended hours on Saturday July 17th.
- Due to the limited overtime allowed only selected staff will be able to work overtime for the Saturdays we will be opened in the month of August, and staff has been notified.
- SFS Outreach Specialist presented on Financial Aid for scheduled events.
- Student files are being completed and awarded, files are coming in via email, fax and mail.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff continues to assist partnering ISDs in registering students for the Fall 2021 semester.
- Department is working with partnering ISDs to review requests for extensions of the admission application deadline to students who were impacted by extenuating circumstances.
- Dual credit exceptions for the Fall 2021 semester include over **2,800** students who do not meet the course pre-requisites and more than **1,900** who did not apply for admission. This data is based off new student cohort lists submitted by partnering ISDs to the Dual2Degree Department to assist in the determination of student enrollment eligibility.
- Department worked with Dual Credit Programs and PR & Marketing to develop a Student Resources Page for dual credit students. The resource page will be promoted in postcards to be mailed to new dual credit students as part of the Fall 2021 "*Welcome Campaign*" which will reach approximately 6,000 students during the 2021-2022 academic year.
- Department worked with PR & Marketing to develop a landing page for dual credit stop-out students as part of dual credit matriculation efforts. The webpage will be promoted to dual credit high school graduates who have not matriculated to South Texas College or any other higher education institution. The webpage includes information including programs of study and an inquiry form linked directly to the Radius CRM.
- Director has applied to become an accreditation Peer Reviewer for the National Association for Concurrent Enrollment Partnerships (NACEP) and has completed the required certification.
- Department finalized the 2021-2022 Dual Credit Programs Enrollment & Student Services Manual. The manual includes updates to policies and procedures regarding dual credit students for students, parents and ISD partners.
- Department finalized the 2021-2022 Dual2Degree Department Manual which includes updates to departmental policies, processes, and procedures.
- Department held the annual departmental manual at the Mid Valley Campus. Agenda focused on administrative and enrollment updates, team-building exercises and other professional development activities.

SNAPSHOTS



"Back on Track" Matriculation Landing Page

Dual Credit Resources Landing Page

Dual2Degree Annual Department Retreat

ENROLLMENT SERVICES

Department staff continues to manually register dual credit students in college courses held at high school sites and STC campuses. Data regarding departmental registration transactions for the month of July 2021 is below:

Section Type	Total Registration Transactions
S (courses held at high school sites)	1,244
Non-S (courses held at STC campus)	86
Total	**1,330**

Registration of students will continue through the first class day.

Event	High School Served	Date	Location	Total Served
Registration Drive	La Joya ECHS	7/26/2021	Virtual	7
Registration Drive	La Joya ECHS	7/27/2024	Virtual	2
			Total	**9**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Fall enrollment:
  - La Joya ISD
  - McAllen ISD

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Department Meetings
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Monthly Department Meeting
- Dual2Degree Personnel Committee Meeting
- Dual2Degree Enrollment Services Meeting
- Dual2Degree Student Success Meeting
- FY 21-22 Budget Committee Meeting
- Dual Credit Program Directors Meeting
- Dual Credit Minimum Section Enrollment Meeting
- Departmental IE Plan Writes Review Meeting
- Dual Credit Programs Actionable Items Meeting

PROFESSIONAL DEVELOPMENT

- Four Agreements Workshop
- Microsoft One Note L100
- Writing Better Business Email Workshop
- Business Writing for Impact Workshop
- TACRAO Summer Meeting
- Dual2Degree Annual Department Retreat

COLLEGE CONNECTIONS

SOUTH TEXAS COLLEGE

- Extended Saturday Registration Hours
- CDA Orientation

DEPARTMENT MEETINGS AND EVENTS

- Ventanilla de Orientación Educativa (VOE) Meeting
- Meeting with Weslaco Border Patrol Deputy Patrol Agent in Charge
- Police Academy Graduation at RCPSE
- Pathways Aligned to Health Science (PATHS) Conference Meeting
- Region One & STC - Pathways Aligned to Health Science Conference
- Hidalgo County Fire Chiefs Association Meeting

RECRUITMENT

- General Information Virtual Lobby – 6 Students
- Meeting with Prospective Student – 1 Students
- Enrollment Appointments – 12 Students
- Alamo Police Department – Outreach Effort
- Border Patrol RGV Sector Post Academy – College Presentation
- Donna Police Department – Outreach Effort
- McAllen Fire Department – Outreach Effort
- Weslaco Border Patrol Station – Outreach Effort
- UTRGV Early Head Start Milestone Fair
- International Dual Credit - Parent Information Session

FAST TRACK

- PSJA ISD

School	Campus	Attended	Registered
PSJA ISD	Pecan	21 Students	21 Students
IDEA McAllen	Pecan	3 Students	3 Students

CAMPUS TOURS

- Technology Campus
  - Brownsville ISD -Future Jags Leadership Camp – 50 visitors
- NAH Campus
  - STC Counseling & Student Accessibility Services – 7 visitors
  - Pathways Aligned to Health Science (PATHS) – 82 visitors
  - Brownsville ISD -Future Jags Leadership Camp – 25 visitors

Campus	# Visitors
Pecan	No Tours
Mid-Valley	No Tours
Starr	No Tours
NAH	114 visitors
Tech	50 visitors

CALL CENTER

Phone Calls	
Inbound Calls	11,908 Calls

Telemarketing	
Campaign	**Calls**
Call Center Outbound Telemarketing – HEERF - MSI over the phone Census Day	423 outbound calls

Mongoose Text Campaigns			
Campaign	**# Reached**	**# Students replied**	**# Replies**
Summer II 2021 Unpaid List	286	74 (26%)	79
Fall 2021 Unpaid List	1469	531 (36%)	587

Radius			
Campaign	**Emails Sent**	**Emails Viewed**	**Total Students**
Summer Bash Invite	8338	1675	8608
MVC BBQ Registration Event	880	142	892
Invite to South Texas College Jaguar Saturday Registration Event	29080	5748	29714

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
7190	Student Contacts, Outreach & Virtual Appointments
7760	CTE Student Contacts
26	Student & Alumni Registered on CCN
22	Student & Alumni Resumes Revised/Uploaded on CCN
20	New Employer Registered on CCN
64	Jobs posted to CCN
6	Workshops Presented
103	Resumes Reviewed Online by Employers via CCN
1586	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

- **Job Development**
  - Access Mini Storage, LP – 1 job posting
  - Amazon – 5 job posting
  - Bridgestone Retail Operations, LLC. – 2 job posting
  - City of South Padre Island – 10 job posting
  - Cytech Heating & Cooling – 3 job posting
  - Dignity LLC – 1 job posting
  - El Tizon LLC – 1 job posting
  - Enterprise Products – 1 job posting
  - Entravision Communications – 1 job posting
  - GLINT SOLUTIONS, INC. – 1 job posting
  - GRA Engineering – 1 job posting
  - Inception – 1 job posting
  - KBW Supply, Inc. – 1 job posting
  - Law Office of Francisco J. Rodriguez – 1 job posting
  - Mayo Clinic – 1 job posting
  - McAllen Vet Center – 1 job posting
  - PMG, Inc. – 3 job posting
  - Texas A & M University – 1 job posting
  - Texas A&M University-Kingsville – 1 job posting
  - The Borgen Project – 14 job posting
  - The Lakes Family Dental – 3 job posting
  - Total Computing Solutions of America, Inc. – 3 job posting
  - Vaddo, Inc. – 1 job posting
  - Windsor Arbor View – 2 job posting

  Presentations/Workshops
  - McAllen VetCenter, CES overview, CCN registration, 1 job posting, student outreach
  - Healthcare Unlimited Inc, CES overview
  - CES Overview Presentations, NAH PATHS Conference
  - Creating Your Career Portfolio, Vocational Nursing virtual in class presentation
  - Creating Your Career Portfolio, NAH virtual open workshop
  - Creating Career Portfolio & Interviewing Skills, Phlebotomy in class presentation
- **Employer Outreach**
  - RDO Equipment
  - Advantage Healthcare Consulting
  - Mission Regional Medical Center
  - Pecan Pharmacy
- **Employer Registrations**
  - Amazon
  - BBVA USA
  - Destilados de Mexico, LLC
  - Dignity LLC
  - El Pizon LLC
  - Enterprise Products
  - GLINT SOLUTIONS, INC.
  - Hess Air
  - Inception

- KBW Supply, Inc.
- Law Office of Alma R. Garza
- Law Office of Francisco J. Rodriguez
- Margo RX, LLC
- McAllen Vet Center
- Payne Auto Group
- Santa Fe Steakhouse
- ScribeAmerica
- Texas A & M University
- TMF Health Quality Institute

Coordination of Upcoming Events

- CES is planning for the upcoming STC Fall 2021 Career Expo.
- CES is planning for the upcoming 2021 Career Exploration Day

MEETINGS AND MISCELLANEOUS INFORMATION

Meetings & Miscellaneous information

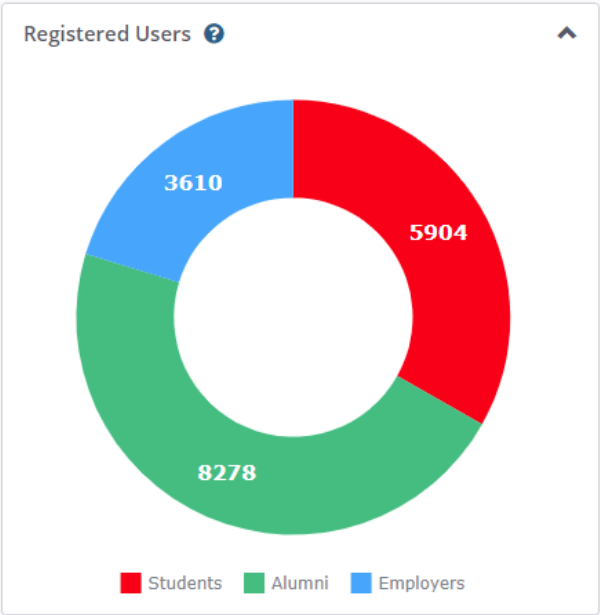
- CES is coordinating the creation of internship positions, for BASOL and TMGT capstone students, with the Program Chairs, the Dean of Bachelor Programs and GR Fresh.
- CES participated a virtual discussion and training meeting with the U.S. Department of Agriculture (USDA) to discuss internships and employment opportunities for students and recent alumni.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for Richard's Pharmacy, Hess Air and the A.R. Garza Law Firm.
- CES director conducted standards and price negations with **iGrad** sales representatives. As a result, was able to obtain a proposal for a financial literacy learning platform for FTIC college students, in support of a DHSI grant funded initiative, as part to establish a Financial Wellness Center. This initiative will keep STC students compliant with Department of Education requirements to receive financial aid.
- CES director is conducting updates and revisions for the Institutional Effectiveness (IE) Plan for CES.
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, to hear a presentation from TESLA regarding new initiatives and to gain insight of industry needs.
- CES promoted the Prospanica virtual career fair which took place on July 14, 2021.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for the Veteran's Administration and HealthCare Unlimited Inc.
- CES attended the Careers and Coffee Job Fair which was hosted by the City of Brownsville, the Greater Brownsville Incentive Corporation (GBIC) and the Economic Development Corporation in Brownsville, Texas.
- CES staff completed the required EVERFI training modules.
- CES Director conducted a planning meeting with staff to review and outline upcoming tasks.
- CES participated a virtual discussion and training meeting with the U.S. Environmental Protection Agency (EPA) to discuss internships and employment opportunities for students and recent alumni.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for Village Health Care and Rehab, Vanguard Academy and BBVA.
- CES meeting with Public Relations to design the website incorporating the iGrad program into the financial literacy learning platform for FTIC college students, in support of a DHSI grant funded initiative, as part to establish a Financial Wellness Center. This initiative will keep STC students compliant with Department of Education requirements to receive financial aid.
- CES promoted the Edinburg Library career fair which is scheduled to take place on August 2, 2021.

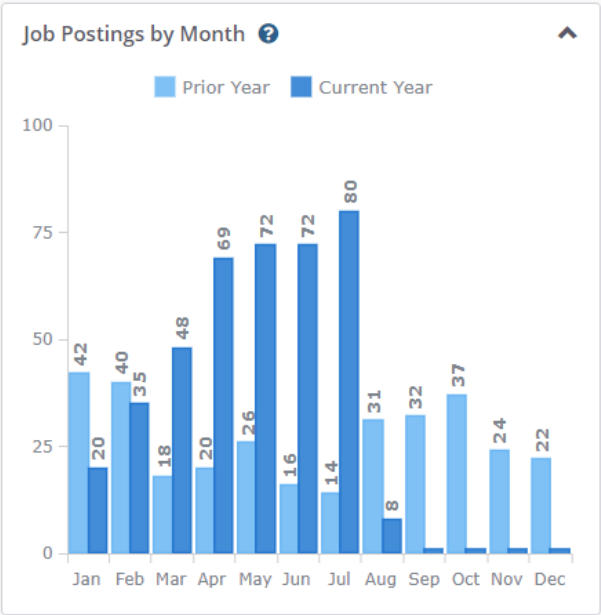
- Contacted, promoted and posted on all CES social media platforms employment opportunities for El Pison LLC.
- CES participated by manning an information table for the Business, Public Safety, & Technology registration event at MVC.
- CES participated in a virtual informational discussion and training meeting with the U.S. Department of Agriculture (USDA) to discuss internships and employment opportunities for students and recent alumni.
- Met with representatives from KBW Supply to provide an overview CES services and a College Central Network tour and registration.
- Promoted Fernandez Adult Day Care job opportunities to 102 students from targeted groups via CCN and promoted job posting on CES social media pages.
- Promoted Fernandez AirCool Tech job opportunities to 112 students from targeted groups via CCN and promoted job posting on CES social media pages.
- Reviewed the FY22 Perkins Basic RF & THECB Changes webcast.
- Continuing to promote NAH Summer 2021 events and activities.
- Reviewed and submitted Carl Perkins FY 22 justifications with CES Director and Perkins staff.
- Promoted Texas A&M Weslaco job opportunities to 678 students from targeted groups via CCN and promoted job posting on CES social media pages.
- Promoted Windsor Arbor View job opportunities to 649 students from targeted groups via CCN and promoted job posting on CES social media pages.
- Promoted GRA Engineering job opportunities to 208 students from targeted groups via CCN and promoted job posting on CES social media pages.
- Promoted KBW Supply job opportunities to 785 students from targeted groups via CCN and promoted job posting on CES social media pages.
- Promoted Bridgestone Retail Operations job opportunities to 694 students from targeted groups via CCN and promoted job posting on CES social media pages.
- Promoted KBW Supply job opportunities to 785 students from targeted groups via CCN and promoted job posting on CES social media pages.
- Promoted HCA Healthcare virtual hiring event to 1,062 students from targeted groups via CCN and promoted job posting on CES social media pages.
- Presented an overview of CES services and platforms to Hidalgo & Starr County school district advisors and counselors for the Nursing & Allied Health PATHS Conference.
- Promoted VA Work Study Allowance program to 278 veterans via CCN and social media.
- Presented an overview of CES services to incoming NAH students registering for Fall 2021.
- Promoted NAH Summer 2021 programing to NAH students, faculty, and staff.
- Reviewed *The Attributes Employers Seek on Students' Resumes*, NACE article.
- Reviewed *Email Etiquette – 10 Rules to Follow for Professional Emails*, Career Contessa article.
- Outreached HVAC program students/alumni on CTE job opportunity via College Central Network online job board
- Outreached Paralegal, Legal Office Mgmt. program students/alumni on CTE job opportunity via College Central Network online job board
- Promoted The Lakes Family Dental employment opportunities to 640 students/alumni within targeted groups via CCN and social media.
- Presented an overview of CES services and platforms and Creating Your Career Portfolio workshop to Vocational Nursing Summer graduate cohort, 99 students total.
- Met with representatives from Dignity LLC, completed employer registration, and reviewed/approved job postings.
- Conducted outreach for Dignity LLC employment opportunities to 366 students/alumni within targeted groups via CCN and social media.

- Promoted Inception Clinics employment opportunities to 123 students/alumni within targeted groups via CCN and social media.
- Attended BPST mid-valley registration event
- Promoted El Tizon employment opportunities to 620 students/alumni within targeted groups via CCN and social media.
- Created marketing to promote The Borgen Project internship opportunities to students/alumni within targeted groups via CCN and social media.
- Assisted Technology Specialist with CES information table for the Business, Public Safety, & Technology registration event at MVC.
- Presented an overview of CES services and platforms and Creating Your Career Portfolio workshop to Phlebotomy summer graduate cohort, 10 students total.
- Viewed *Bringing Your Campus Back to Life*, Inside Higher Ed webinar.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, in order to create new initiatives and to gain insight of educational and industry needs.
- CES participated a virtual discussion and training meeting with the U.S. Environmental Protection Agency (EPA) to discuss internships and employment opportunities for students and recent alumni.
- CES attended the Careers and Coffee Job Fair which was hosted by the City of Brownsville, the Greater Brownsville Incentive Corporation (GBIC) and the Economic Development Corporation in Brownsville, Texas.
- CES coordinated and conducted a virtual Zoom planning meeting with the Federal Bureau of Investigation (FBI) and all Faculty Bachelor degree program Chairs to discuss internships and employment opportunities.
- Attended Perkins staff meeting, discussing Time on Task documentation and updates.
- Revised and altered, previously approved, Perkins outlook hourly time on task calendar documentation as per grant compliance manger new modification directives.
- Promoted HRSA Virtual Job Fair
- Hosted Threads Pop Up Shop event for Career & Technical Education students in collaboration with Technology Specialist.
- Attended Public Business & Technology Division registration event
- Promoted NAH Summer workshop and activities to NAH Division.
- Participated in Business, Public Safety, & Technology Division Registration Event by providing and overview of CES services to prospective and currently enrolled students in attendance.
- Facilitated NAH Virtual Workshop *"Creating Your Career Portfolio"* career boost workshop.
- CES is participated in the Excelencia Leadership Conference.
- CES is participating in the Texas Pathways Institute.
- CES Director conducting Title IX case reviews.
- Attended Teams meeting/training on the social intents/live chat feature for the CES Threads Career Closet.
- CES departmental trainings, website developments/updates, upcoming CES events and initiatives for Summer/Fall 2021
- Completed "*Learning to be Promotable*" LinkedIn Online training.
- Conducted CES website updates.
- Posted NAH Summer Workshop schedule to College Central Network.
- Reviewed STC updated works safe guidelines.
- Created digital marketing to promote NAH Summer Workshops and activities.
- Reviewed *Key Factors When Choosing Between Equal Candidates*, NACE article.
- Reviewed, *The Next COVID-19 Issues: Mandating the Vaccine*, NACE article.

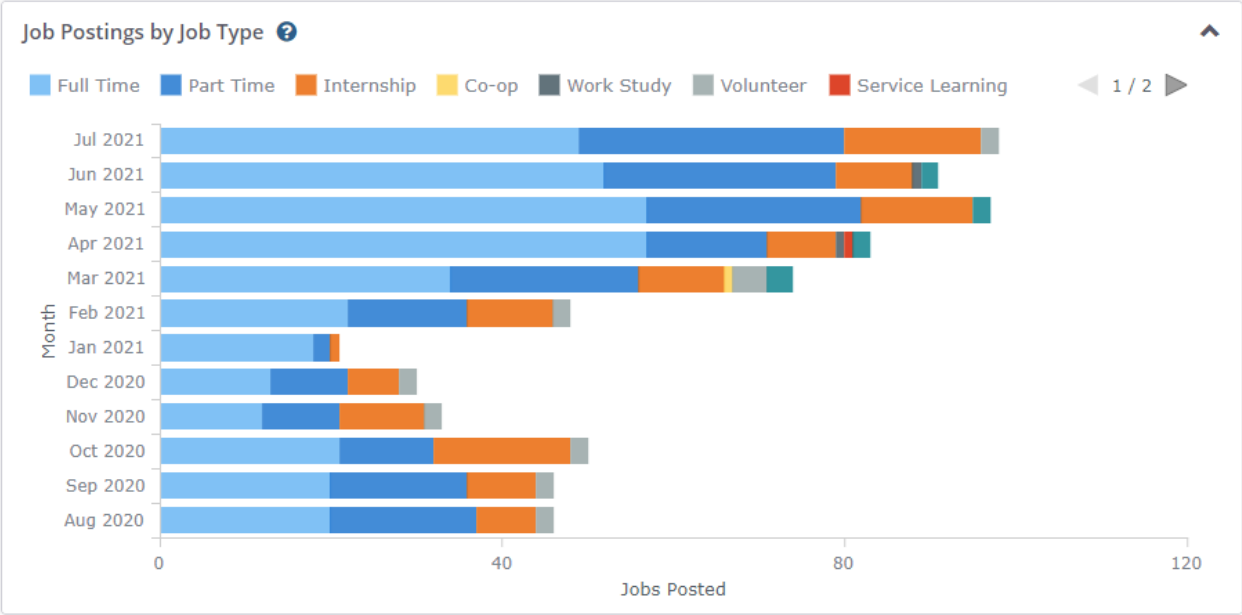
- Reviewed, *The Attributes Employers Seek on Student Resumes*, NACE article.
- Toured CES MVC office space and career center.
- 72 resume revisions
- 5 student outreaches
- 43 student appointments, NAH campus
- 9 student walk-ins.

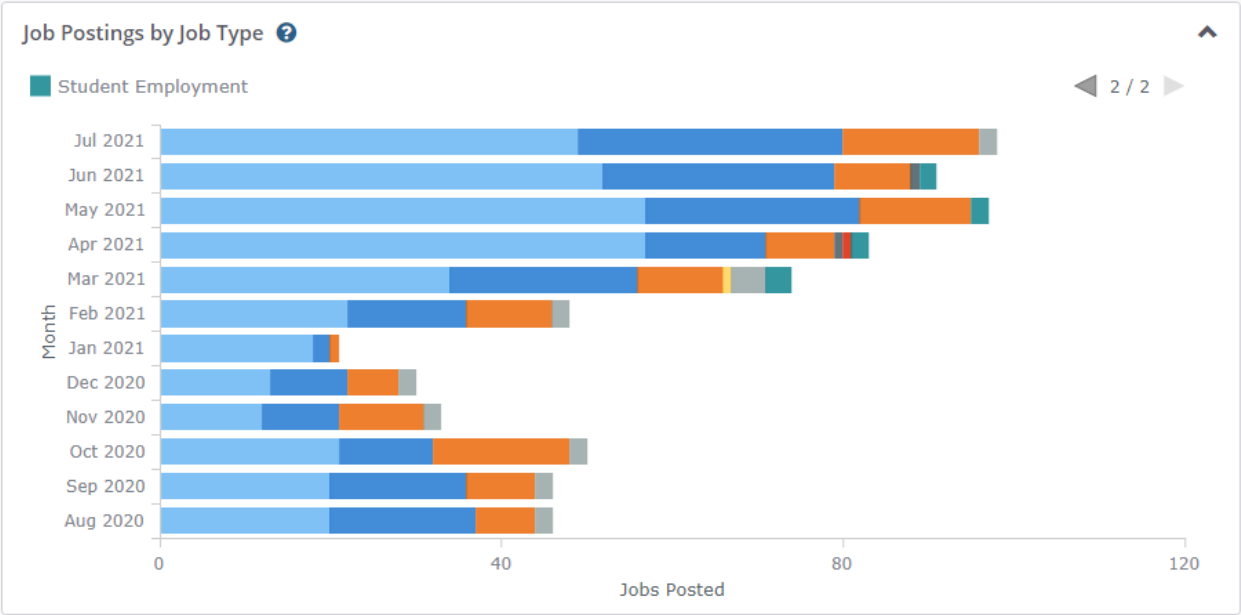
College Central Network Logistics





College Central Network Logistics



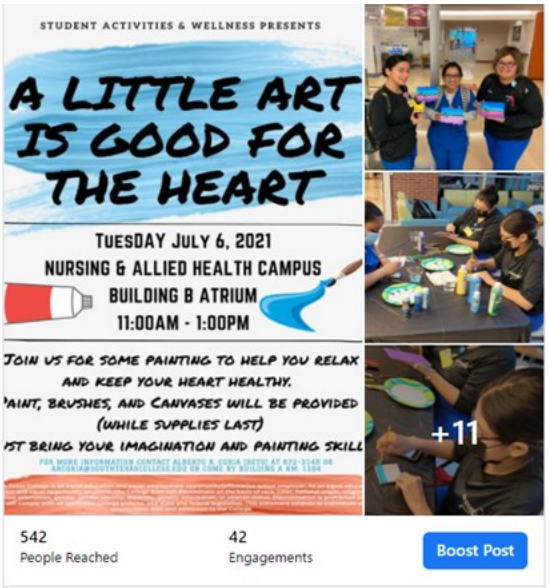


Career Coach

STUDENT ACTIVITIES AND WELLNESS

- Independence Day Celebration (Pecan, NAH, Starr County)

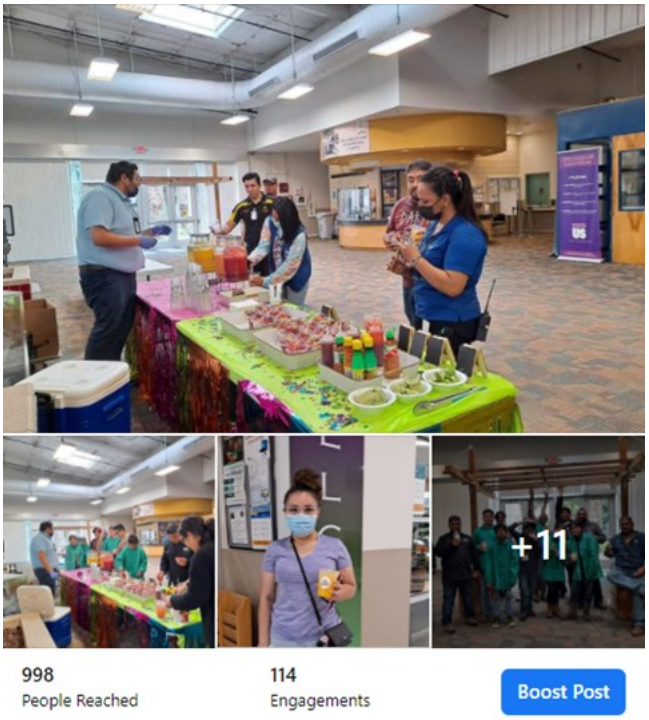
- A Little Art is Good for the Heart (NAH)



- Jaguar Walk/Run/Cycle Online Challenge (Online)

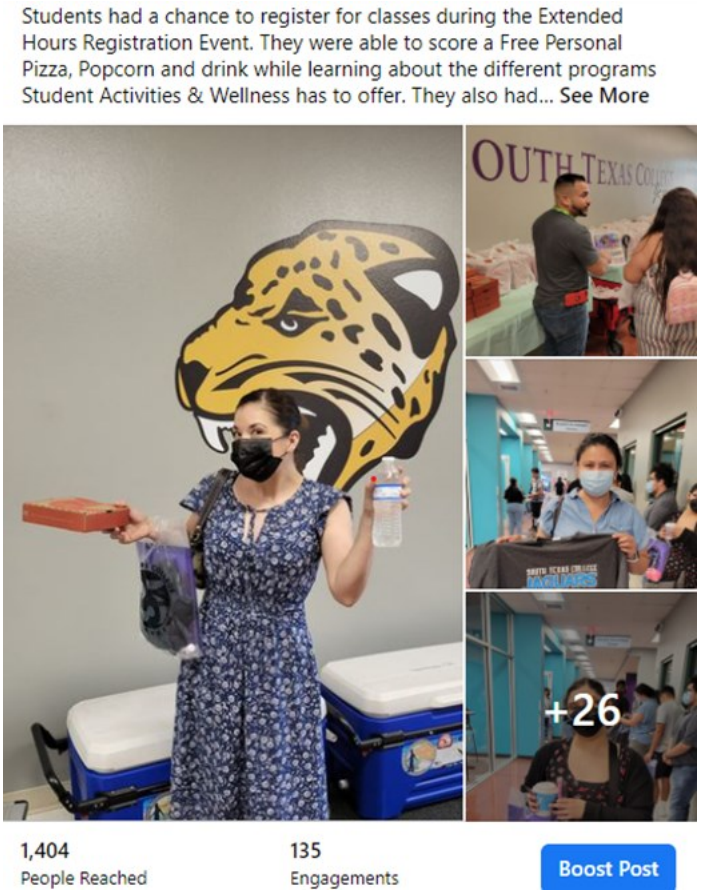
- Bean Bag Toss Contest (NAH)

- Beat the Heat (Technology)

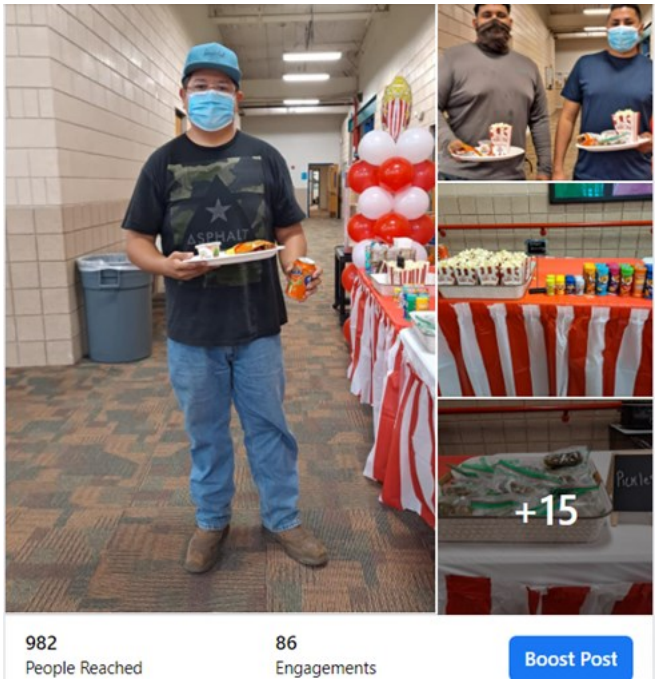


- Cheer Up the Lonely Karaoke (NAH)

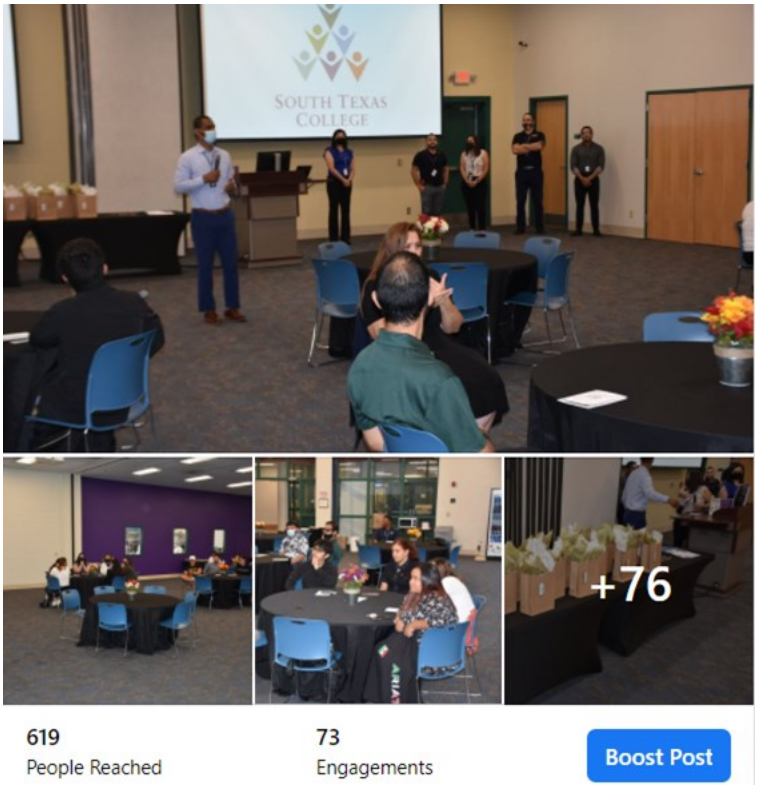
- Extended Hours Registration Event (Pecan, Mid-Valley, Starry County)



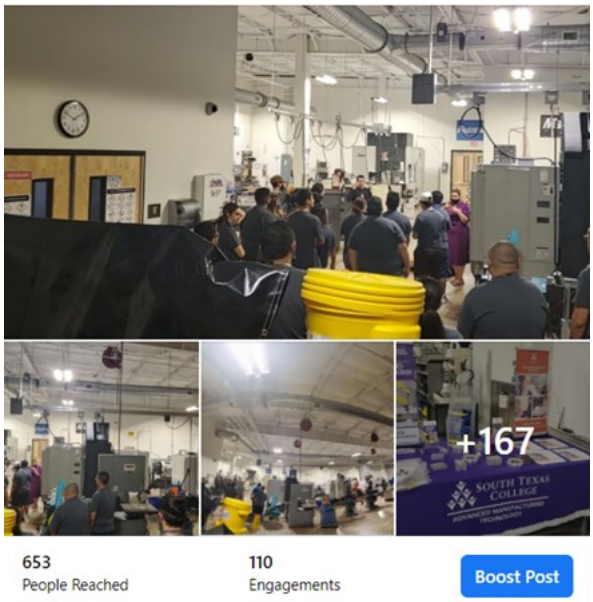
- National Junk Food Day (Technology)



- Future Jaguars Leadership Camp Graduation (Pecan, Mid-Valley)



- Future Jaguars Leadership Camp Campus Tour: Regional Center, NAH, & Tech Campus



- National Junk Food Day (Starr County)

1,031
People Reached

109
Engagements

Boost Post

- Student Government Association - Meeting with the President (District Wide)

NEWS.SOUTHTEXASCOLLEGE.EDU

'Our mission is to evolve'

New President of South Texas College, Dr. Ricardo J. Solis, spent pa...

475
People Reached

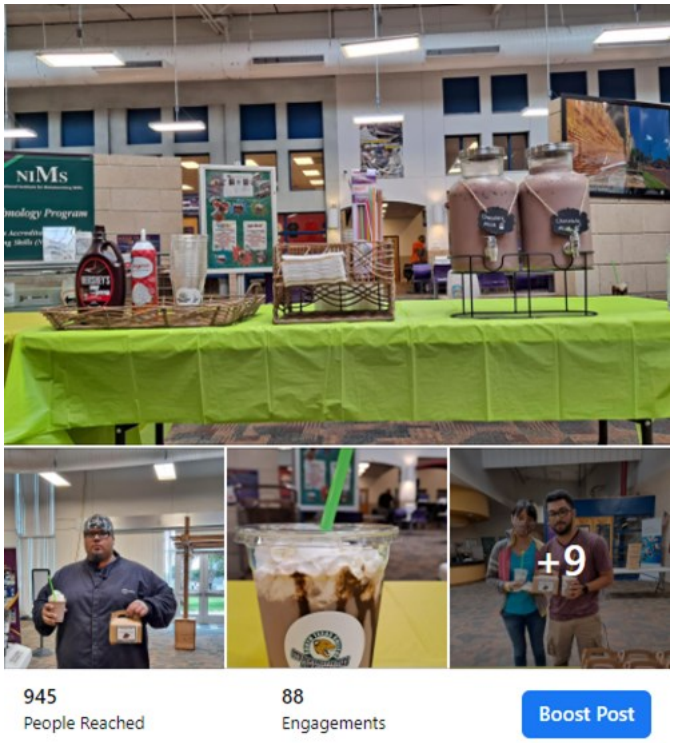
22
Engagements

–
Distribution Score

Boost Post

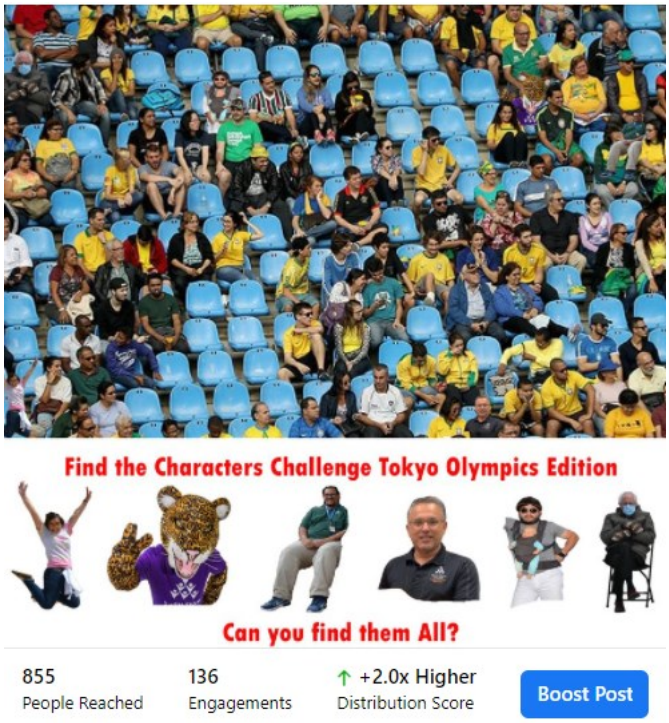
- Ice Cream Youce Cream (NAH)

- National Milk Chocolate Day (Technology)



- Beat the Heat with a Freezer Treat (Pecan)

- Find the Characters Challenge Olympics Edition (Online)



- Future Jaguars Leadership Camp (Pecan, Mid-Valley)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- First Year Connection New Student Online Orientations
- Let South Texas College be a Grill Part of Your Future (Mid-Valley)

COUNSELING AND STUDENT DISABILITY SERVICES

CSAS Presentation requests: 6

Referrals for Student Accessibility Services: 13

Referrals for Counseling Services: 28

Counseling Email Inquiries: 306

Counseling Services

July 2021					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Academic Probation and Academic Suspension	212	37	262	67	19
Mental Health Counseling	41	15	145	8	9
Academic Advising	20	14	384	19	0
Career and Transfer	10	1	19	6	0
Financial Aid Appeals	35	15	118	19	14
COVID-19 Student Contacts	0	0	34	0	0
Other	5	2	176	11	25
Total	323	84	1,138	130	67

Student Accessibility Services

Case Notes-201

Appointments-158

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Accessibility 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 Accessibility 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 Leaders Meeting
- President's Administrative Staff Meeting
- Review, refer and respond to Counseling Department Emails
- CSAS Coordinators Meeting
- Weekly Interpreter Meetings
- Individual Meetings with UTRGV MSW Intern
- College Safety Committee Meeting
- Behavioral Intervention Team Meeting
- Carl Perkins Summer Bridge and Fast Track Planning Meetings
- Meetings with HR and ERO
- Pharr Mental Health Unit Alliance
- Review Mental Health Screenings and Medicat Documentation Meeting
- Crisis Prevention Institute Preparation Meetings
- Crisis Prevention Institute In-Person Meeting
- Assisted students in Mental Health Crisis
- Mental Health Unit Planning Meetings
- Interpreter Handbook Update Meetings
- CAVE Committee Meeting
- UNIDAD Coalition Meeting
- Perkins V Grant-NAPE Meeting
- AIM Note Taking Module Implementation Meeting
- Update Carl Perkins ASL Interpreter Job Description Meeting
- AIM Implementation Meetings with vendor and staff
- NAH Campus Tour
- Part-Time ASL Interpreter Interviews
- CSAS IE Planning Meeting
- ERS Summer Enrollment Webinars
- Assistive Technology Upcoming Fiscal Year Meeting
- Meeting with Student Assessment Center

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Presentations, Microsoft Teams Live Events:

Workshops:

- Tips for Taking Online Classes
- Anger Management
- Stranger Danger
- Harness the Power of Your Imagination
- Setting Attainable, Academic, Career & Personal Goals
- Building Self-Confidence
- Peer Pressure: Getting Along Without Going Along
- Balancing Your Wellness Wheel
- Intimate Partner Violence: Recognizing the Signs

- Got Stress? Use it to Your Advantage!
- ASL Vocab Lesson 6
- ASL Vocab Lesson 7
- ASL Vocab Lesson 8
- ASL Vocab Lesson 9
- ASL Vocab Lesson 10
- ASL Vocab Lesson 11

Presentations:

- Admissions Frequently Asked Questions Workshop
- Faculty Advising Summer Workshop Series: Office of Admissions and Records Overview and FAQ's

Events:

- Saturday Extended Enrollment and Registration Event

PROFESSIONAL DEVELOPMENT

- HOPE Lunch & Learn: Suicide Prevention: Be Aware & Care
- Human Trafficking Training
- Leading for Equity, Temple College Perkins Leadership Grant, Special Populations
- Mental Health Advanced Training
- Supporting Deaf College Students: Perspectives from Disability Services on Campus Reopening
- Everfi HR Trainings
- Community Partner Monthly Information and Training
- Crisis Prevention Institute Non-Violent Crisis Intervention Training
- Immigration Relief for Undocumented Victims of Crime Webinar
- AHEAD 2021 Equity and Excellence Virtual Conference

Interpreting Services Activity Report	
Type of Service	**Total**
Live Classes Interpreted (Synchronous)	38
Post-Production ASL Interpreted Lectures (Asynchronous)	0
Post-Production ASL Interpreted Videos (Asynchronous)	6
Interpreted for Admissions/Enrollment	3
Interpreted for Advising/PASS	3
Interpreted for Financial Services	5
Interpreted for Testing Services	0
Interpreted for CSAS	12
Interpreted orientation/outreach	1
Interpreted Tutoring Services	0
Telephone/Email Contacts with Students	73
Interpreter Hosted Workshops	6
Interpret student and/or instructor meeting	2
Other	431
Total number of services provided	574
Total number of interpreted hours	72.75 hrs

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	21
Contacts with SAS Students	32
Assist Students in Registration Process	14
Mass Emails to CSAS Students/faculty/community	1
Additional Services	**Number of services/interns/interpreters**
Assign Cases to Counselors	26

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 6,799 contacts with students were conducted by Academic Advisors and PASS Program Advisors in July 2021
  - Continued implementation of Advising Chat so that students are able to chat with an advisor and do not need to visit campus for services
  - Received/managed all student advising requests received via email, telephone, in-person, and chat system and assigned them to an advisor for individualized education planning
- **Faculty Advising**
  - Updated Master List of Faculty Advisors
  - Communicated with Faculty Advisors to answer their advising questions and provide support
  - Scheduled and worked on Faculty Advising Summer Series in special advising topics that will be offered in July;
  - Provided Academic Advising training to faculty advisors; the following workshops were held in July – Office of Admissions and records Overview and Frequently Asked Questions
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** planning face to face meetings for fall semester - schedule and presentations for training; recruited participants (teachers, administrators, counselors) from K-12 partners throughout STC District;
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held weekly staff meetings with mentors; mentors completed webinars as part of their staff development; collaborated with Office of Financial Services to ensure mentors meet compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors
- **PASS Program**
  - Staff provided academic advisement for PASS Program participants virtually and in person
  - Staff maintained ongoing contacts with students on their caseloads;
  - Held Program meetings to review Program activities and services;
  - Reviewed PASS Program inventory and submitted required forms to Grants Office
  - Updated job descriptions

    - Reviewed student applications and ranked students for acceptance into the program
    - Began collecting student class schedules and compiling lists for purchase of Instructional Supplements
    - Met with PASS staff to review FY2021 and FY2022 budget for Childcare and Instructional Supplements; projected new expenditures for remaining of fiscal year for childcare and instructional supplements
    - Director participated in Leading for Equity Training provided by the National Alliance for Partnerships in Equity and focused on the Perkins V Comprehensive Local Needs Assessment (CLNA)
- **Perkins V**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
    - Maintained continued contact including meetings with Grants Office on Perkins V FY2022 application, staff reorganization, and FY2021 Virtual Site Visit institutional response
    - Met with and collaborated with SAEM Directors for completion of SAEM FY2022 Perkins V application and FY2022 updates

PARTICIPATED IN THE FOLLOWING

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; provided professional development for advisors and faculty advisors; Director attended the SACSCOC Virtual Summer Institute; Held multiple meetings with Institutional Effectiveness and Research Analytical Services to develop/update IE Plan, determine data to be gather, and establish next steps to prepare of QEP 5th Year Impact Report; finalized "Proposed Handoff Criteria" (transitioning students from academic advisement with Academic Advisors to program advisement with GPS/faculty) which is the last component of QEP; QEP Assessment Team will be developing list of students to transition; met with SACSCOC Liaison and Assessment team to review QEP status and next steps; met with Achieving the Dream Coach to discuss focus of work for FY2022; will begin meeting with small groups soon and focusing on enhancing the MAP Roadmap Communication Plan beginning with College Connections to FYC to Advising/QEP/MAP.

B. 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 Student Rights and Responsibilities conducted Conflict Resolution Training Part 1.
- The Office of Student Rights and Responsibilities conducted Conflict Resolution Training Part 2.
- The Office of Student Rights and Responsibilities conducted Conflict Resolution Training Part 3.

OFFICE OF STUDENT CONDUCT

- The Office of Student Rights and Responsibilities conducted Conflict Resolution Training Part 1.
- The Office of Student Rights and Responsibilities conducted Conflict Resolution Training Part 2.
- The Office of Student Rights and Responsibilities conducted Conflict Resolution Training Part 3.
- The Office of Student Conduct is working with the Office of Human Resources to initiate the hiring process for the Student Conduct Specialist position.

BEHAVIORAL INTERVENTION TEAM

- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team is searching for new conferences.

Finance and Administrative Services

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: AUGUST 18, 2021

SUBJECT: ACTIVITY REPORT FOR JULY 1, 2021 THROUGH JULY 31, 2021

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, Cabinet Meeting, President's Administrative Staff Meeting, Planning and Development Council Meeting, Coordinated Operations Council, and Finance and Administrative Services Director's Meeting.
- Held or Attended meetings or discussions on the following items:
  - <u>Business Office:</u>
    - Board Committee packet review with Comptroller and Accounting Group Manager.
    - Budget and Staffing Plan review with Comptroller and Budget Manager.
    - Fiscal Year 2021-2022 Budget Committee meeting.
    - Fiscal Year 2021-2022 Budget status and pending items with Comptroller and Budget Manager.
    - Fiscal Year 2021-2022 Auxiliary Budget for Student Activities review with Comptroller and Budget Manager.
    - HEERF Fund Expenditures review on Student Aid with Comptroller.
    - President's requests review with Comptroller.
    - Uncollectible Report and Discharge of Debt discussion with Comptroller.
  - <u>Accountability, Risk, and Compliance:</u>
    - COVID-19 Safety Protocols
    - Policy Analysis
    - Teacher Adjunct Employee review
    - Telecommuting Procedures
  - <u>Human Resources:</u>
    - FMLA request review and conference call with the Department of Labor.
    - Hiring process review with Director of Human Resources and Accountability and Compliance Manager.
    - Human Resources Overview and Hiring Processes Board Workshop Presentation review with Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and FAS Administrative Officer.
    - Office of Human Resources department staff updates with the Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.

- Personnel and Title IX matters discussed with Director of Human Resources.
- Reviewed items from Board Session meeting on HR processes and Improvement Plan with Director of Human Resources, Assistant Director of Human Resources, and Accountability and Compliance Manager.

- Facilities Planning and Construction:
  - Facilities projects, Facilities Committee and Board packet items, COC Agenda items, and other outstanding items with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.
  - FY 22 CIP and R&R Project Budgets meeting with Director of Facilities Planning & Construction, FPC Project Managers, Coordinator of FPC Accounts, and FAS Project Manager.
  - Pecan Campus Sand Volleyball Courts Lawsuit case review with Legal Counsel, Director of Facilities Planning and Construction, Assistant Director of Facilities Planning and Construction, FPC Project Manager, and FAS Project Manager.
- Facilities Operations and Maintenance:
  - UV Air Filters for air handlers.
- Purchasing:
  - ISD Interlocal Agreement review with Director of Purchasing.
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
- Department of Public Safety:
  - Campus Carry policy review with Chief of Police.
  - Campus Incident Review
  - LRGVDC Agreement.
  - Stop the Bleeding presentation.
- COVID-19:
  - College-Wide Safety Committee to discuss revised COVID-19 Safety Protocols.
  - COVID-19 Keynote memo review with Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and FAS Administrative Officer.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
- Title IX:
  - Title IX – Advisor Appointment for Complaint Case.
  - Title IX – TASB Case Review with Legal Counsel.
  - Title IX Case discussion with Complainant.
  - Title IX Case review with Legal Counsel, Director of Human Resources, and Benefits Manager.
  - Title IX Case review with VP for Student Affairs.
  - Title IX Personnel complaint case with Director of Human Resources.
  - Title IX Team case discussions with Committee.
- Other Meetings:
  - Action Plan discussion for President's upcoming meeting with Director of Human Resources, Assistant Director of Purchasing, and Staffing and Recruiting Manager.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Board items and content agenda with Administrative Specialist for Board Relations.
  - Board Work Session review meeting with the President, Executive Assistant to the President, and Interim President.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Managers and FAS Administrative Officer.
  - Cyber Liability Insurance memo review with Administrative Specialist for Board Relations.
  - Dining and Food Truck Services review with Project Manager, Accountant, and FAS Administrative Assistant.
  - FAS Departmental IE Plan review with FAS Administrative Officer.
  - FAS Directors' special meeting to discuss various matters regarding meeting with the President.

- Finance and Administrative Services (FAS) Directors' monthly meeting.
- Institutional Equity Manager Second Interview.
- Investment Advisor meeting with Comptroller, Associate Comptroller, and Accounting Group Manager.
- IT Projects Status updates with the Interim Director of Human Resources, Comptroller, Director of Purchasing, and Project Manager.
- Legal Counsel meeting on the review of various contracts.
- Letter of Appointment review with Legal Counsel and Director of Human Resources.
- Office of the Vice President for Finance and Administrative Services staff meetings.
- Overview of several matters with the Executive Assistant to the President regarding items for the President.
- Pay Plan and Hiring processes presentation review with FAS Administrative Officer and Project Manager.
- Pecan Campus Library Renovation and Expansion meeting with STC Vice-Presidents and Administrators.
- Pecan Campus Tour for the President with Executive Assistant to the President and Facilities Planning and Construction Director.
- Popular Report, Investment, and Management Reports with Finance and Administrative Services Reporting Coordinator.
- President's Cabinet Updates with Finance and Administrative Services Project Managers, FAS Administrative Officer, and FAS Reporting Coordinator.
- President's On-boarding and Staffing Requests meeting with Executive Assistant to the President.
- President's Onboarding and Staffing requests meeting with the President, Interim President, Administrative Specialist for Board Relations, and Executive Assistant to the President.
- Projects review with FAS Administrative Officer.
- Property Insurance review with Insurance representatives, Director of Accountability, Risk, and Compliance and Accountability and Compliance Manager.
- Review IT requests on using HEERF funds on expanding the wireless infrastructure with Chief Information Officer.
- Reviewed several matters with College President.
- Special Board Session review with Director of Human Resources and Assistant Director of Human Resources.
- Student Conduct case review with Dean of Student Affairs.
- TACCBO HEERF Supplemental Funding Roundtable meeting.
- Telecommuting Procedures meeting with Accountability and Compliance Manager and FAS Project Manager.
- Telecommuting Procedures review with Director of Accountability, Risk and Compliance, Accountability and Compliance Manager, and FAS Administrative Officer.
- Vacant Dean position review with FAS Project Manager and Director of Human Resources.
- Vacation and Sick Leave Benefit review with FAS Administrative Officer.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - ACFE San Antonio 15th Virtual Annual Conference
  - NACUBO 2021 Annual Virtual Meeting

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - <u>Business Office:</u>
    - Auxiliary Budget.
    - Budget and Staffing for FY 2021 and FY 2022.
    - CD Purchase.
    - Debt Service Payment.
    - Expenditure Budget Analysis.
    - FY 2022 Budget Summary.

- FY 2022 Staffing & Budget Plans.
- HEERF III Use of Funds Report & Expenditures.
- Student Uncollectible Report.

- Human Resources:
  - Human Resources Overview and Hiring Processes Presentation revisions.
  - Human Resources Processes Improvement Plan.
  - President's On-Boarding with Human Resources.
- Facilities Planning and Construction:
  - Facilities Planning and Construction project updates.
  - Pharr Facilities Lease Terms.
  - President's Onboarding with Facilities Planning and Construction.
  - Sand Volleyball Lawsuit Review with Legal Counsels and Staff.
- Facilities Operations and Maintenance:
  - Electricity Bill Management Report.
- COVID-19:
  - COVID-19 Campus Safety Protocols and FAQ's.
  - COVID-19 Keynotes.
- Title IX:
  - Title IX Case Review and Follow-ups.
  - Title IX Employee & Student cases.
- Other:
  - Activity Report for Board – July.
  - Advisor Appointment for Complaint Case.
  - Board Budget Presentation.
  - Board Member's Request for Retirement Advisor.
  - Budget Transfer approvals.
  - Campus Dining and Food Truck services.
  - Chapter 661 Applicability to Community College.
  - COC Meeting agenda.
  - Contracts and Motion to Substitute Counsel with Legal Counsel.
  - Dining and Food Truck Services RFP.
  - Dual Credit Interlocal Agreement.
  - Employee Complaint.
  - Employee Termination.
  - F&A Indirect Rate for ITED & CE.
  - FAS Department IE Plan.
  - FAS Organizations Reconciliations.
  - FMLA Review.
  - FY 2014 Compensation Study Report.
  - HB 3979.
  - Headcount and Credit Hour Report.
  - Hiring Packets Review and Approvals.
  - Institutional Effectiveness (I.E.) Plan – Administrative Simplification Project.
  - Institutional Equity Manager Second Interview.
  - ISD Interlocal Agreement.
  - Legal Counsel Contract.
  - Letter of Appointment Review with Legal Counsel.
  - Notice of Employment (NOE) for At-Will Employees.
  - Office Staff Job Descriptions.
  - Pecan Campus Sand Volleyball Courts Lawsuit.
  - Personnel Complaint Case.

- President's Administrative Functions List.
- President's Contract.
- President's Meeting Backup Documents.
- President's Onboarding Items and Staffing Requests.
- President's Request on Staff Salaries.
- President's Space Layout review.
- President's Deferred Compensation Plan.
- Professional Development Plan.
- Property Insurance.
- Request for Qualifications (RFQ) for College Bond Counsel.
- Request for Qualifications (RFQ) for College Legal Counsel.
- Review and Approval of Documents.
- Salary Reserve Pool Allocation.
- TASB Legal Counsel Case.
- Telecommuting Procedures.
- Time Clock Plus (TCP) approvals.
- Vacation and Sick Leave Benefit.
- VP's and Deans Salaries Report.

▪ Monthly Reports provided to President's Cabinet members as follows:
- Leave (Sick and Vacation) Reports (June 2021).
- Overtime Reports - Hours Worked by Employee (June 2021).
- Salary Savings Reports (June 2021).
- TCP Verification Reports (June 2021).
- Travel by Employee Reports (June 2021).
- Vacancy Reports (June 2021).

• Worked on the following items for the Board Committee Meetings or Board Meeting:

▪ Prepared to present at July Finance, Facilities, and Board meetings on the following items:
- Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2021 – 2022.
- Award of Proposal for Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, and Workforce Training Programs Student Accident Insurance.
- Award of Proposals for Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Cyber Liability Insurance.
- Award of Proposals, Purchases, Renewals, Interlocal Agreements, and Contract Extensions.
- Bond Counsel Services.
- Proposed FY 2021 - 2022 Committee Meeting Schedule.
- 2018 – 2021 Junior College Audit Report on Safety and Security.
- Proposed Revisions to Regional Center for Public Safety Excellence (RCPSE) Tuition and Fees for FY 2020 – 2021.
- Preliminary Summary of Unrestricted Fund Projected Revenues and Expenditures for FY 2021 - 2022 with Comparison to FY 2020 – 2021 Proposed Amended Budget.
- Proposed Staffing Plan Revisions Requests for FY 2021 – 2022.
  A. Increases to FY 2021 – 2022 Salary Reserve Pool
  B. Title Changes of Non-Faculty and Faculty Positions
  C. Annual Salary Increase for Faculty and Non-Faculty Personnel
- Proposed Employee Pay Plan for FY 2021 – 2022.
- Proposed Staffing Plan for FY 2021 – 2022.
- Use Higher Education Emergency Relief Fund II (HEERF II) Institutional Funds for Purchase and Installation of Ultraviolet (UV) Air Purifiers in College Buses.
- Use Higher Education Emergency Relief Fund (HEERF) Institutional Funds for District-Wide Air Handler Replacement Project.

- Authorization to Proceed with Solicitation of Architectural Services for the Proposed Workforce Program Projects in FY 2021- 2022 at the Starr County Campus.
  A. Workforce Center Building D Automotive Lab Expansion
  B. North Academic Building C HVAC-R Labs Expansion and Renovation
- Authorization to Proceed with Solicitation of Architectural Services for the Proposed Workforce Program Projects in FY 2021- 2022 at the Starr County Campus.
  A. Workforce Center Building D Welding Lab Expansion and Renovation
  B. Workforce Center Building D Automotive Lab Expansion
  C. Workforce Center Building D HVAC-R Labs Expansion and Renovation
  D. Center for Learning Excellence Building A Culinary Arts Labs Renovation
- Authorization to Proceed with Solicitation of Architectural Services for the District Wide Air Handler Replacements Project.
- Contracting Architectural Services for the following projects:
  A. Pecan Campus Information Technology Building M Generator Replacement
  B. Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles
  C. Regional Center for Public Safety Excellence Canopies for Students and Instructors
  D. Regional Center for Public Safety Excellence Flammable Liquid and Gas (F.L.A.G.) Fire Training Area
  E. Regional Center for Public Safety Excellence Drainage Improvements Phase II
  F. District-Wide Automatic Doors Phase IV Project
- Contracting Geotechnical Engineering and Materials Testing Service.
- Annual Facility Usage Agreements.
- Proposed FY 2021 – 2022 Committee Meeting Schedule.

- Started working on the following items for August Finance, Facilities, and Board meetings:
  - Potential Refunding of the Series 2015 Bonds.
  - Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed.
  - Mission Economic Development Authority (MEDA) Scholarship Fund Awards.
  - Award of Proposals, Purchases, Renewals, and Interlocal Agreement.
  - Procurement of Air Purifiers for Classrooms.
  - No-Cost Extension (NCE) Request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award.
  - Proposed Budget for FY 2021 – 2022.
  - South Texas College Proposed 2021 Tax Year Tax Rate.
  - Take Record Vote and Schedule A Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the Lower of the Non-New-Revenue Rate or the Voter-Approval Rate.
  - Interlocal Agreement for Policy Management Services between South Texas College and Texas Association of School Boards for FY 2022.
  - Rejection of Construction Services Proposals for the Regional Center for Public Safety Excellence Chiller Installation Project.

- Finance and Administrative Services Administrative Officer worked on the following items:
  - Bond Construction Program report.
  - Contracts Award and Purchases Management Report.
  - Facilities and Finance packet.
  - FAS Department Orientation Guide presentations.
  - FAS Department Recognition Luncheons at all Campuses.
  - Food Trucks and Dining Services.
  - IE Goals.
  - Policy Analysis.
  - PSJA and MOU student fee breakdown.
  - Staffing Plan.

- STC Employee Job Descriptions.

- Project Managers worked on the following items:
  - Activity Report for the month of June 2021.
  - Assistant Director List with Director of Human Resources.
  - Assisted in launching the NeoGov training program and followed up on issues involving the contract.
  - Assisted the Department of Public Safety and Facilities Operation and Maintenance to work on the board write-up to use HEERF funds to purchase UV Purifiers for installation in College Buses and District-Wide Air Handlers.
  - Assisted the Director of Accountability, Risk, and Compliance in writing a keynote memo regarding COVID-19 updates.
  - Assisted the Office of Human Resources in the printing and binding of the Staffing Plan and Pay Plan.
  - Budget Committee Meeting with Budget Manager.
  - Business Office and Cashiers Presentation with Comptroller and Graphic Designer.
  - Collection Report with Comptroller and Accounting Group Manager.
  - Completed the Everfi trainings.
  - Continued to assist the Department of Public Safety to finalize the board write-up regarding the FY 2021 - 2022 Interlocal Agreement between South Texas College and LRGVDC on Transportation Services.
  - Continued to update the FY 2021 - 2022 Staffing Plan Revisions Requests with additional requests to unfreeze positions.
  - Coordinated and submitted the proposed agenda item for Coordinated Operation Council (COC) schedule in August 2021.
  - Coordinated Operations Council Meeting backups.
  - Coordinated with the Business Office Accounting Group Manager to finalize the 2013 Bond Construction Program files.
  - Coordinated with the Purchasing Department to start working on an RFP for Dining and Food Truck Services.
  - COVID-19 Matrix with Police Compliance Coordinator Financial Profile 2021 and Graphic Designer.
  - Created a matrix of my duties and responsibilities as a Project Manager.
  - Created a presentation on the FY 2021 - 2022 Staffing Plan Revisions Requests.
  - Creating Magic Flyer for the July 2021 and August 2021 with Graphic Designer.
  - Creating Magic for Jags Badges for June 2021 Donors with Graphic Designer.
  - Creating Magic Scholarship Testimonial Announcement with Coordinator of Scholarships.
  - Departmental Institutional Effectiveness Plan Writers Review with Finance and Administrative Services Officer.
  - Duties and Responsibilities with Finance and Administrative Services Officer.
  - Everfi Online Training with Director of Human Resources.
  - Fall 2021 Enrollment Headcount with Graphic Designer.
  - Finalized the Board meeting agenda write-up to request approval on the FY 2021 - 2022 Staffing Plan Revisions Requests, supporting documents, and presentation.
  - Finalized the Finance Committee meeting agenda write-up to request approval from the Board on additional Staffing Plan Revisions Requests for FY 2021 – 2022 along with the supporting documentation and PowerPoint presentation.
  - Finalized the Funding Reconciliation report for the FY 2021 - 2022 Staffing Plan Revisions Request for HR's use.
  - Finance and Administrative Services Departments Recognition Meeting with Finance and Administrative Services.
  - Finance and Administrative Services Departments Recognition Meeting with Coordinator of Student Activities.
  - Finance and Administrative Services Strategy Meeting with Administrative Assistant.
  - Held a meeting with Human Resources regarding Staffing Plan Revisions Request Revisions for the Fiscal Year 2021 – 2022.
  - Higher Education Emergency Relief Fund Quarterly Report with Comptroller.
  - Human Resources Updates with the Director of Human Resources.

- Jags at Work with Human Resources Staffing Specialist.
- Job Description List with Staffing and Recruiting Manager.
- Job Description Update with Comptroller.
- Justification Hire Memos with the Director of Human Resources.
- Leave Balance Report with Benefits Specialist Human Resources.
- Management meeting with Directors to Discuss items for the President.
- NEOGOV South Texas College Project Overview with Director of Human Resources.
- Participated and attended the weekly Facilities Planning and Construction meetings to discuss the status of projects and any other issues.
- Payroll Report with Comptroller and Finance and Administrative Services Officer.
- Pizza Luncheon Flyer with Graphic Designer.
- Policy Inventory with Accountability and Compliance Manager.
- Prepared and finalized weekly President's Cabinet meeting packet.
- Requested data from RAS to provide the number of online students from 2010 to 2021.
- Resources for Faculty & Staff updates with Digital Services Manager.
- Reviewed and assisted in developing the Facilities Committee and Finance, Audit, and Human Resources Committee packets.
- Salaries updates with the Director of Human Resources.
- Salary Savings Transfer with Comptroller.
- South Texas College salaries of Vice President, Deans, and Directors with Finance and Administrative Services Officer.
- South Texas College Search Committee Volunteers with Director of Human Resources.
- Southern Association of Colleges and Schools Commission on Colleges with Comptroller and Dean of Institutional
- Student Activities Revenue and Expense Report with Comptroller.
- Tuition and Fee Revenue Updates with Accountant.
- Worked on the Employee Hiring Process Overview presentation.
- Worked on the monthly construction report included in the Facilities Committee packet.
- Worked on the monthly legal counsel log and confirmed activities stated on invoices sent by legal counsel.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Account reconciliation meeting with Comptroller and Cash Management Manager
- Accounts Payable and Travel month-end processes with Accounts Payable and Travel staff
- Accounts Payable staff meeting
- Accounts Receivable bi-weekly recurring meeting
- Automated clearing House (ACH) setup schema for recurring payments via Customer Web Access (CWA)
- Banner Communication Manager (BCM) overview demo with Information Technology (IT)
- Budget FY 2021-2022 with Committee Budget members
- Business Office Manager meeting to discuss various items with Comptroller and Associate Comptroller
- Capitalization of equipment purchase with Comptroller and Associate Comptroller
- Cash Flow using Banner-GASB reports
- Cashiers Pending issues
- Collection Board Report with Accounts Receivable
- ACH payment in Customer Web Access (CWA)
- Cross-train specific staff on Coronavirus Aid, Relief, and Economic Security (CARES) refund process with Cashier Accounting Group Supervisor
- Deadlines for new fund set-ups and budget amendments with Grant Accounting and Grant Compliance staff
- Department's projects, work status, and goals with General Accounting Construction Accountant
- Deployment of library online payments with Library and Business Office staff

- Discussed depreciation with Ellucian consultant
- Enabled the Delinquent Account transfer process to Campus Receivable Collector (CRC)
- Enterprise Resource Planning (ERP) action items with Cashiers staff
- Fall 2021 Higher Education Emergency Relief Fund (HEERF) refunds with Financial Aid
- Family Medical Leave Act (FMLA) with Human resources
- Finalized change of signatory with Depository Bank
- Finance and Administrative Service Director's meeting
- Flat rate for distance learning courses with Comptroller
- Food Truck cost rate methodology with Comptroller
- FY 2021-2022 Staffing Plan meeting with Human Resources
- FY 2021-2022 Student Activities Budget meeting with the Vice President for Finance and Administrative Services
- Grant Accounting Specialist interviews
- Grant Budget Amendments and new Grant set up considering month-end closing
- Higher Education Emergency Relief Fund (HEERF) disclosure with Business Office, Grant Compliance, Public Relations, and Financial Aid
- Inactive plant fund codes with General Accounting Construction Accountant
- In-kind amount for FY2021-2022 budget and green line payment with Lower Rio Grande Valley Economic Development Counsel and STC Chief and Student Transportation Coordinator
- Law suit with Legal Counsel, Vice President Finance and Administrative Services, and Comptroller
- Lease meeting with Vice President Finance and Administrative Services
- Library student fee meeting with Comptroller and Budget Manager
- Month-end close testing with Business Office and Purchasing staff
- Nursing Shortage Reduction Program Grants to review Budget with Division Nursing & Allied Health (NAH)
- Participated in statement of work meeting with Business Office staff, Purchasing and Information Technology (IT)
- Pending Budget Items meeting with the Vice President for Finance and Administrative Services
- Perkins Basic Banner and Fiscal Reconciliation Support with Grants and Compliance staff
- Positive pay meeting with Business Office staff
- Prepaid expenses with Accounts Payable Accounting Supervisor
- Prepaid monthly process meeting with Business Office staff
- Prepaid process with Accounts Payable staff
- President's credit card meeting with Comptroller and Accounts Payable Supervisor
- Processing of student discharge of debt with Vice President of Finance & Administrative Services
- Reconciliation of Interest & Sinking (I&S) budget and methodology on projected amounts with General Accounting Tax Accountant
- Record retention with Cash Management staff
- Restricted Roll Budget Process with Business Office Grant Accounting staff
- Staff appraisals with Accounting Group Manager
- Staff evaluation meeting with Comptroller
- Strengthening Guided Pathways Project Funds with Grant Compliance
- Test results and final feedback on the Student Financial Obligation Agreement (SFOA) with Information Technology (IT)
- Texas State Library and Archives Commission (TSLAC) call to discuss vendor account that is pending credits
- Timely submission of budget amendments and Grant setups due to monthly closing process
- Update procedures with General Accounting staff
- Vice President Finance & Administrative Services Directors meeting
- <u>Trainings/Webinars:</u>

- Federal Grants Forum for Institutions of Higher Education
- Everfi-Data Security and Privacy
- Governmental Accounting Standards Board (GASB) Implementation Guidance Update
- Higher Education Emergency Relief Fund (HEERF) Webinar hosted by Texas Association of Community College Business Officers (TACCBO

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on June board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- Accounts Payable / Grants and Contracts:
  - Accounts Payable Automation Institutional Effective (I.E) Plan process mapping.
  - Alert Notice for video training location for Accounts Payable invoice processes.
  - Collection Board Report with Accounts Receivable.
  - Disciplinary meeting with Cashier staff.
  - Grant report to Texas State Library and Archives Commission (TSLAC).
  - Nursing Shortage Reduction Program Grants to review Budget with Division Nursing & Allied Health (NAH).
  - Prepared AA Roundup for Accounts Payable and Travel end of year deadlines.
  - Reviewed of month end close processes with Accounts Payable staff.
  - Reviewed of P-Card system with Purchasing.
  - Reviewed interim audit items.
  - Tested recurring payable payment transactions with Business Office System Analyst.
  - Tested new Travel system issues.
  - Uploaded additional Accounts Payable documents.

Bank No.	20-Sep	20-Oct	20-Nov	20-Dec	21-Jan	21-Feb	21-Mar	21-Apr	21-May	21-Jun	21-Jul
01 E&G	225	297	229	230	254	232	266	295	383	306	336
01 Direct Deposit	39	43	57	57	47	39	54	79	86	77	97
03 Student	7,026	2,062	429	100	10,724	5,716	1,703	2,535	1,013	5,035	2,451
12 I&S Taxes	-	-	-	-	1	-	-	-	-	-	1
16 I&S Bond	-	-	-	-	-	-	-	-	-	-	-
17 Plant	11	9	10	18	27	13	10	17	12	7	19
17 Direct Deposit	-	-	-	-	-	-	-	-	-	-	2
31 Virtual Card	234	344	263	188	213	179	287	303	311	319	254
32 AP Card	1	3	2	1	2	-	4	1	2	4	1
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-	-	-	-

- Budget and Reporting:
  - Banner Upgrade Testing.
  - Budget Projections for Interest & Sinking FY 2021-2022.
  - Business Office Operating Manual Procedures.
  - Distance Learning Flat Fee Rate Estimates.
  - Draft of August Finance Committee Budget Items FY 2021-2022 Headcount Analysis by Residency Type for the Comptroller.
  - Estimation of FY 2021-2022 Salary Budget.
  - FY 2020-2021 July Budget Board Reports.
  - FY 2020-2021 Revenue Estimations for Associate Comptroller.
  - FY 2021-2022 Auxiliary and Restricted Staffing Plan.
  - FY 2021-2022 Auxiliary Budgets.
  - FY 2021-2022 Budget Items.
  - FY 2021-2022 Frozen Position Analysis for the Vice President for Finance and Administrative Services.
  - FY 2021-2022 Information Technology (IT) Allocation Percentages.
  - FY 2021-2022 Plant Budgets.
  - FY 2021-2022 Restricted Budget.
  - FY 2021-2022 Shuttle System Revenue and Expenditure Projections with the Comptroller.
  - FY 2021-2022 Staffing Plan Budget Analysis.
  - FY 2021-2022 Student Activities Revenue and Expenditure Budget.
  - FY 2021-2022 Tuition and Fee Revenue Based on Headcount Scenarios for the Vice President for Finance and Administrative Services.
  - July Finance Committee Backup Items for the Vice President for Finance and Administrative Services.
  - New FY 2021-2022 Budget Scenario, Motion, and Presentation for the July Finance Committee Meeting.
  - Preliminary FY 2021-2022 Staffing Plan Draft with Information Technology (IT) Allocations.
  - Salary Increase Scenarios for FY 2021-2022.
- Accounts Receivable / Financial Aid Accounting:
  - Banner Testing Pages used by Accounts Receivable.
  - Completed Discharging Fall 2020 and Spring 2021 delinquent balances.
  - Completed the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 2021 Financial Profile form.
  - CRC recurring payment implementation pending Cashier to complete $1 refund testing.
  - Delinquent Student Account Presentation outline.
  - Mid Valley Childcare reconciliation with Mid Valley Childcare staff.
  - Revenue Recognition Procedures.
  - Tested Argos reports.
  - Tested the Ellucian Campus Receivable Collector (CRC) Customer Web Access (CWA) on - line recurring payment process.
  - Trained Accounting Group Supervisor on the monthly Workman's Compensation allocation.
  - Revenue Recognition Procedures.
- Cash Management/ Special Projects/ Office Support:
  - Submitted various audit items for interim audit.
  - Uploaded Cash Receipts and Tuition and Fees Process Memo.
  - Uploaded daily tax collection journal entries (audit sample).
  - Uploaded Depository Bank User Entitlement Report.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	10	344
01 Direct Deposit	6	88

02 Payroll	7	147
02 Direct Deposit	4	2,023
03 Student	5	2,451
12 I&S	1	1
16 I&S	0	0
17 Plant	5	19
37 Bond Series 2015	2	2
38 Bond Series 2014	0	0
Total	40	5,075

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	19
Bank Transfers between Bank Accounts	48
Wire Transfers for Benefits and International	2

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared board management reports, and staff continues to work on monthly reconciliations reports.
  - Completed 62 monthly reports during the month of July 2021.
  - Internal Control process memo changes for external audit.
  - Procedures updates.
  - Reviewed the Lower Rio Grande Valley Development Council (LRGVDC) motion and interlocal agreement for the Board meeting.
  - Reviewed the projected FY2022 Interest and Sinking budget.
  - Reviewed the Student Transportation budget in relation to the Lower Rio Grande Valley Development Council (LRGVDC) FY22 Interlocal agreement.
  - Reviewed Unexpended plant fund codes to inactivate those funds and projects no longer in use.
  - Revised FY2021 budget and FY2022 proposed budget to be added to reports being prepared for the new College President.
  - Updated and projected FY 2022 Budget with Lower Rio Grande Valley Development Council (LRGVDC).
  - Updated the In-kind Student Transportation budget for the Lower Rio Grande Valley Economic Development Council (LRGVDC) FY2022.
  - Updated the Lower Rio Grande Valley Development Council (LRGVDC) FY2022 Interlocal agreement.

Duties	Total
Approval Queues - Requisitions Approved	3
Bank Reconciliations	7
Board and Management Reports Reviewed	10
Checks provided to AP / Payroll - Stale-dated	0
Check provided to AP/Payroll - Cashed	18
Check verification for AP / Payroll / Student	34
Construction/Grant/Payroll Checks & Bank statements- Retrieve for Auditor	4
Construction budget transfers reviewed and approved	15
Copies of booklets/journal entries requested	22

Duties	Total
Deposits prepared	25
Download bank info, convert bank statements to PDF, and download excel information for reconciliation	1
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report, and email to specified group contacts	175
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report, and email to specified group contacts	1
Returned mailed checks - Logged and Filed	31
Returned Mailed checks - Disbursement	99
Emails - answered, prepared, initiated	608
Emails - received and read	1,076
Financial manager changes	457
FOAP created including activity codes and FOAP updates	96
FOAP provided for deposits and/or other depts requesting info.	20
Hours assisting other departments	24
Hours Filing and organizing of Journal Entries and boxing	5
Hours used for scanning - estimated	37.50
Hours used to log Scanned JE	22
Hours used to prepare documents for scanning	4.50
Hours used to compile and scanning LRGVDC backup	10
Donations - telephone calls received - FOAP questions	74
General Accounting Daily Banner Reports	221.50
IDT's - telephone calls received	1
Interdepartmental Transactions reviewed	4
Interdepartmental Transactions submitted	4
Invoices and encumbrances reviewed	58
Journal entries prepared	31
Journal entries processed, including FUPLOAD	921
Journal entries- transactions processes	5,358
Journal entries/documents scanned	1,490
Journal Entries Logged	1,490
Journal Entries Filed and Organized including the creation of labels	1,513
Journal Entries reviewed	33
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	18
Positive Pay Exemption-Number of checks researched/verification	27
Stale dated list prepared	4
Stale dated letters mailed	678
Stale dated letters returned and logged	26
Stop payments processed (includes stale-dated checks)	124
Transactions removed from bank reconciliation	1,036
Audit - Scanned/copied documents for auditor	1.5
Banner Testing hours/training - Hours Used-Gomer-FUPLOADS	2.5
Special Project - Research and updated the Delinquent Attorney RFP	1

Duties	Total
General Accounting Department Review meeting - hours	9.5
HR/AP Training	2

Description	July-21
General Journal Entry (Intra-Fund) (JE 15)	160
General Journal Entry (Inter-Fund) (JE 16)	75
Cash Receipts (CR 05)	585
Encumbrance Liquidation (E032)	1
Encumbrance Liquidation (E020)	0
Encumbrance Liquidation (E035)	0
Encumbrance Liquidation (E037)	0
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE 17)	6
Misc. Receipt Payments (CA10)	7
General Journal Entry (STCJ)	0

- Cashiers:
  - Worked on distance learning spreadsheet of "V" internet courses for Fall 2020.
- Payroll and Position Control Departments:
  - DocuSign setups for utilizing for Overtime Memo Requests.

Payroll Processes for the Month Ending July 31, 2021	
Payroll Re-issue Processed	3
Payroll Cycles	8
Payroll Checks & DD	2,472
TimeClock Plus Access Forms Processed	75
Number of Employees with OT reviewed for OT Memos	221
NOE's Approved	194
Salary Budget Transfer Forms Processed	8

Payroll Processes for the Month Ending July 31, 2021			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,734	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	430	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 3/16 - 3/31) SR07	220	Salaried	3
(Waged 04/01 - 04/15) SR08	212	Waged	0
Regular (Salaried: April) MR04	2,853		
		Void Checks Processed	
		Salaried	3
NOE's Approved		Waged	0

Payroll Processes for the Month Ending July 31, 2021			
Approved NOE's	194		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	3
(Additions, Deletions, Changes)	17	Waged	0
Salaried	159		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	8
FLAC	105		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	5	Salaried	0
Waged	96	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	22	Salaried	0
Salaried: MR04	23	Waged	0
(Salaried:)	60		
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	90
Waged	0	Total Net	$182,577.53
(Waged:)	0		
Liabilities Processed			
ORP	11	Waged	54
Annuity	11	Total Net	$15,693.30
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	1934
IRS Levy	0	Total Net	5,149,228.80
Withholding & FICA	4		
Met Life	1	Waged	394
Legal Judgement	1	Total Net	$140,979.86
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:

- Board Finance Committee meeting regarding write-ups on the Safety and Security Junior College Audit Report, The Interlocal Agreement between South Texas College Transportation Services and the Lower Rio Grande Valley Development Council, and the purchase of Ultraviolet (UV) Air Purifiers.
- Board Meeting regarding the following write-ups: The interlocal agreement between South Texas College Transportation Services and Lower Rio Grande Valley Development Council, the Safety and Security Audit

reported to the Texas School Safety Center, and the purchase of the Ultra-Violet (UV) filters for the transportation buses.

- Department of Public Safety Parking and Security Services Manager to discuss capital funds for inoperable old cameras needing replacement.
- Human Resource hiring orientation for new South Texas College President and presented services provided by the Department of Public Safety.
- Information and Technology Projects/Enterprise Resource Planning (ERP) to discuss current South Texas College processes at different departments with employee's district wide.
- Meeting to discuss different police operation topics with Department of Public Safety Police Lieutenant and Sergeant.
- Mental Health Advanced Training provided by South Texas College Counseling Department.
- National Weather Service (NWS) Brownsville/Rio Grande Valley Flood Potential Briefing held July 7, 2021 at 3:00 PM.
- Natural Disasters Training presented by South Texas College Department of Public Safety Emergency Preparedness Coordinator.
- Security Surveillance Cameras Recommendation Meeting for the Expansion/Remodel of the Pecan Campus Library with Library Dean and Planning & Construction personnel.
- South Texas College (STC) Department of Public Safety Police Mental Response Team in conjunction with STC Counseling Department personnel visited different mental illness facilities to develop working relationships.
- Teams Behavioral Intervention Team (BIT) Meetings to discuss any cases requiring a risk assessment with other South Texas College Administrators.
- Teams Clery Committee Meeting to discuss Clery and Non-Clery reported crimes as they relate to Timely Warnings.
- Teams College Safety Meeting to discuss safety topics with other South Texas College Administrators.
- Teams Finance and Administrative Services (FAS) Directors Meeting to discuss different operation topics with Vice President for FAS and other FAS Directors.
- Teams Finance and Administrative Services (FAS) Safety Meetings with FAS Vice President and other FAS Directors.
- Teams Meeting between South Texas College Department of Public Safety Transportation Services and Lower Rio Grande Valley Development Council to discuss the lapse of service during Summer 2021 on the Green Line between Rio Grande City and Pecan Campus.
- Teams meeting to discuss a personnel matter with Employee Relations Officer (ERO) and Department of Public Safety Security and Parking Services Manager.
- Teams Meeting to discuss the Lower Rio Grande Valley Development Council (LRGVDC) In-Kind expenses grant approval for South Texas College Department of Public Safety Transportation Services with LRGVDC personnel.
- Texas Commission on Law Enforcement (TCOLE) Trainer Provider License Advisory Board Meeting at the Regional Center for Public Safety Excellence to discuss past and future trainings.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Incident report requests by student and risk management.
  - Reviewing incident reports on the South Texas College Department of Public Safety Automated Reporting Management System (ARMS).
- <u>Surveillance Cameras:</u>
  - Continued working on camera projects.
  - Reviewed request processes to view Avigilon surveillance recordings.
  - Submitted recommendation for surveillance cameras for Pecan, Building F.
- <u>Training:</u>
  - All South Texas College (STC) Department of Public Safety police personnel attended Mental Health Advanced Training hosted by STC Counseling.

- Approved survey questions on trainings provided by Department of Public Safety Emergency Preparedness Coordinator.
- Evacuation Drills Pecan Campus Building F and Mid Valley Campus Building A & B.
- Planning "Stop the Bleeding" presentations for different departments at the Technology Campus.
- Prepared "Stop the Bleeding" presentation for the Coordinated Operating Council.
- Prepared and presented "Natural Disasters" training presentation.
- Prepared and presented "Stop the Bleeding" flyer with training dates.
- Several South Texas College personnel attended the Texas Safety School Conference.

- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved time and leave requests on Time Clock.
  - Processed recommendation on the Police Sergeant position in People Admin.
  - Submitted hiring proposal for a security guard at Starr campus.
  - Worked on processes to report work injuries by employees to their supervisors and mitigate processes to prevent future injuries.
- Purchases and Repairs:
  - Moved a security gator to Technology and working on moving one to NAH campus.
  - Police, security, and transportation vehicle maintenance.
  - Worked on Police, Security, and Transportation gas Voyager Report.
- Shuttle Buses and Parking:
  - Began working with Texas Department of Transportation to create Public Transportation Agency Safety Plan.
  - Closed out FY20 parking permits.
  - National Transit Database 2020 Report Closed Out by the US Department of Transportation – Federal Transit Administration.
  - Prepared Jag-Express/Parking Services Presentation for Counseling 3rd Annual Summer Bridge Program.
  - Submitted monthly reports to Valley Metro Transit, ridership report, trip log report and driver manifest which totals service hours driving and service miles.
  - Use of HEERF Funds to purchase and install UV Air Purifiers in College Buses presented and approved by Board.
- Other:
  - Researched information on Texas House Bill 1927 (Firearm Carry Act Law) to update the Campus Carry Information on the Department of Public Safety website.
  - Reviewed, prepared and presented the Clery and non-Clery crimes as it relates to Timely Warnings at the Teams Clery Committee Meeting.
  - Updated Board Write-ups on the agreement between South Texas College Department of Public Safety Transportation Services and Lower Rio Grande Valley Development Council (LRGVDC) to include the approved LRGVDC In-Kind Expense Grant.
  - Updated Department of Public Safety information on the South Texas College Student Handbook.
  - Updated Department of Public Safety information on the South Texas College Employee Handbook.
  - Updated the Committee Board Motion on the Texas School Safety Junior College Audit Report (JCAR) presented.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Clery Act Committee Meeting.
- Coordinated Operations Council.
- Departmental Institutional Effectiveness Plan Writers Review Meeting.
- Facilities Planning & Construction Staff meeting.
- Finance & Administrative Services Directors meetings.
- Finance Administration Services Facilities and Planning Meeting.

- July Board meeting.
- July Facilities Committee Meeting.
- Meeting to introduce local staff members from Geotechnical Consultant.
- Meeting to review and update Fiscal Year 2021-2022 Unexpended Capital Improvement and Renewals and Replacements projects.
- Meeting to review lease agreements for proper reporting documentation with Business Office, Facilities Operations & Maintenance, and Purchasing Departments.
- Meeting to review Mid Valley Campus and Starr County Campus Workforce project scope and schedules with Sara Lozano and Facilities Planning & Construction project manager.
- Meeting to review new flooring lines with flooring firm representatives.
- Meeting to review project distribution with Facilities Planning & Construction staff.
- Meeting with furniture representative to review new furniture lines.
- Texas Workforce Commission Skills Development Fund Grant Award Recognition Ceremony.
- Tour of Pecan Campus Administration Building D with Administration.
- District Wide
  - District Wide Deferred Maintenance of District Wide Roofs-attended pre-construction meeting with Facilities Planning and Construction staff, South Texas College staff, architect, contractors, and roofers.
- Pecan Campus
  - Pecan Campus Library Building F Renovation-meeting at the Nursing Allied Health Campus Library to review proposed cost reduction options with architect, Library staff, and Facilities Planning & Construction staff.
  - Pecan Campus Library Building F Renovation-meeting to review existing irrigation system with Architect, Landscape Consultant, College's landscape and irrigation vendor, Facilities Operations & Maintenance staff, and Facilities Planning & Construction staff; attended meeting with grant development, Library staff, and Facilities Planning & Construction staff to review proposed grant fund request for Makerspace area; attended proposed security camera location meeting with Police staff, Security staff, and Facilities Planning & Construction staff.
  - Pecan Campus Library Building F Renovation-meeting to review proposed value management opportunities with architect; meeting to review Move Timeline Strategy with Library staff.
  - Pecan Campus Library Building F Renovation-meeting to review updated probable construction cost with Architect, Library staff, and Facilities Planning & Construction staff; meeting to review proposed grant fund request for Makerspace area with staff from Grant Development, Library, and Facilities Planning & Construction.
  - Pecan Campus Sand Volleyball Court Replacement-meeting to transition lawsuit case with new Legal Counsel, Vice-President for Administrative Finance, and Legal Counsel.
  - Pecan Information Technology Building M Generator Replacement-meeting to review gas line easement agreement with legal counsel; meeting to discuss changes to gas line easement agreement with Texas Gas Service.
- Pecan Plaza
  - Pecan Plaza Kinesiology Renovation-attended construction progress meeting with Facilities Planning and Construction staff, Maintenance staff, architect, and contractor.
  - Pecan Plaza West Building C Kinesiology Renovation-attended In-wall inspection with Facilities Operations and Maintenance staff.
- Regional Center for Public Safety Excellence
  - Regional Center for Public Safety Excellence Chiller Installation-Bid Opening meeting.
  - Regional Center for Public Safety Excellence Chiller Installation-meeting to discuss construction bid proposals with Engineer, Facilities Operations & Maintenance, and Facilities Planning & Construction.
  - Regional Center for Public Safety Excellence Confined Space/Trench Rescue Training and Flashover Training areas-meeting to review probable cost estimates with Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Site Drainage Improvements-Bid Opening meeting.
- Starr County Campus

- Starr County Campus Workforce Welding Expansion and Renovations-attended design kick off meeting with architect, College staff, and Facilities Planning and Construction staff.

WORKED ON THE FOLLOWING ITEMS:

- Assisted Continuing Education staff with information for La Joya Electrocardiogram (EKG) Training proposal.
- Assisted Purchasing Department with Interviews for a Distribution Services Specialist.
- August Facilities Committee Meeting draft agenda and write-ups.
- Budgets requested from Business Office for Fiscal Year 2021-2022 Unexpected Funds and Renewals & Replacements Funds.
- College facility lease matrix.
- Completed Online Training sessions required by Human Resources.
- Continuing education for the Plumbing Inspector License to review with the Texas State Board of Plumbing Examiners.
- Enterprise Resource Planning system questions from Facilities Planning & Construction department.
- Facilities Planning & Construction Monthly Report.
- Finalizing continuing education for the Plumbing Inspector License with the Texas State Board of Plumbing Examiners.
- July Facilities Committee Meeting agenda and write ups.
- Review of proposals, agreements, invoices, change orders and pay applications and construction submittals from various Architects, Engineers, and Contractors.
- Review of Space Modification plans and requests.
- Reviewed and updated Project Fact Sheets for on-going and completed projects.
- Reviewed and updated project schedules for various projects.
- Reviewed Project List for Business Office on Active and Inactive projects with Project Managers.
- Signature document list for new College President.
- Title IX Training sessions required by Human Resources.
- Updated and provided backup documents for Coordinated Operations Council meeting.
- Updated Fiscal Year 2021-2022 Capital Improvement Projects and Renewals & Replacements project budget spreadsheets.
- Updated project schedules for various projects.
- Updated the budget spreadsheets requested by Business Office for Fiscal Year 2021-2022 Unexpected Funds and Renewals & Replacements Funds.
- Updated the project Fact Sheets for various projects.
- Updating all Project Fact Sheets for format consistency.
- <u>District Wide:</u>
  - District Wide Deferred Maintenance of Roofs-coordinated pre-construction meeting with architect, College staff, and Facilities Planning and Construction staff.
  - District Wide Deferred Maintenance of Roofs-reviewed engineer progress invoice.
  - District Wide Deferred Maintenance of Roofs-site visit to take pictures of existing conditions prior to begin of construction start and reviewed submittals.
  - District Wide Flooring Replacement Mid-Valley Campus Building F-worked on quantities and floor plans for Request for Proposals.
  - District Wide Flooring Replacement Pecan Campus Building J-worked on quantities and floor plans for Request for Proposals.
  - District Wide Flooring Replacement Starr County Campus Building H-worked on quantities and floor plans for Request for Proposals.
  - District Wide Flooring Replacement-reviewed proposal for Mid Valley Building C rubber flooring replacement and clarified specifications with general contractor.
  - District Wide Interior Wayfinding Signage-site visits to verify status of construction progress.
- <u>Mid Valley Campus:</u>

- Mid Valley Campus Center for Learning Excellence Building A Renovations of Space for Supplemental Instruction termination letter to architect.
- Mid Valley Campus Workforce Expansions and Renovations-worked on updating project schedules.

- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus West Building B-site visit to verify west entrance concrete replacement.
  - Nursing and Allied Health Campus West Building B-site visit to verify concrete sidewalk replacement at west entrance.
- Pecan Campus:
  - Pecan Campus Building M Generator Replacement-worked on final agreement for gas service and gas line easement agreement with legal counsel, Texas Gas, Facilities Planning & Construction, Purchasing, and Facilities Operations & Maintenance staff.
  - Pecan Campus Building M Generator Replacement-worked on gas line easement agreement with legal counsel, Texas Gas Service, and Facilities Planning & Construction staff.
  - Pecan Campus Building M Generator Replacement-worked on material testing services agreement with engineer and Facilities Planning & Construction staff.
  - Pecan Campus Building M Generator Replacement-worked on testing services proposal, prepared memorandum and requested signatures.
  - Pecan Campus Building M Generator Replacement-worked with Texas Gas Service to make changes to the natural gas line easement agreement and worked on memo for agreement signatures.
  - Pecan Campus Business and Science Building G Classroom Conversions-site visits to verify status of construction progress.
  - Pecan Campus Library Building F Renovation-reviewed and updated proposed furniture floor plan and forwarded to Library staff for review and approval.
- Pecan Plaza:
  - Pecan Plaza Kinesiology Renovation-site visits to verify status of construction progress.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-reviewed engineer's invoice.
  - Regional Center for Public Safety Excellence Confined Space/Trench Rescue Training and Flashover Training areas-worked on probable cost estimate as requested by Dr. Plummer.
  - Regional Center for Public Safety Excellence Drainage Improvements Phase II-evaluated the Request for Qualifications for architectural services.
  - Regional Center for Public Safety Excellence Drainage Improvements Phase II-site visit to evaluate storm water conditions due to heavy rains.
  - Regional Center for Public Safety Excellence Portable Buildings-worked on review and processed quote to provide relevelling for the building.
- Starr County Campus
  - Starr County Campus Workforce Expansions and Renovations-worked on updating project schedules.
- Technology Campus
  - Technology Campus Buildings A and B Master Plan-review of preliminary master plan from architect and College staff; layout of athletic field and basketball court on site plan.
  - Technology Campus Buildings A and B Master Plan-review of preliminary master plan changes and comments from Architect and College staff.
  - Technology Campus Buildings A and B Master Plan-worked on review and providing comments of master plan to architect.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bid Proposals meeting for the chiller installation at the Regional Center for Public Safety Excellence with the Facilities Planning and Construction department. (two meetings)
- College Safety Committee meeting with the Vice President for Finance and Administrative Services.
- Coordinated Operations Council Meeting with the Coordinated Operations Council Team.

- Directors meeting to discuss items for meeting with the President with the Vice President for Finance and Administrative Services.
- Facilities Operations and Maintenance Managers Meeting to gather department updates via Microsoft Teams. (several meetings throughout the month)
- Facilities Operations and Maintenance Support Staff Meeting to staff input via Microsoft Teams.
- Finance and Administrative Services Directors Meeting to provide department updates with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Facilities and Planning meeting with the Facilities Planning and Construction department.
- Finance and Administrative Services Safety meeting to provide department updates with the Vice President for Finance and Administrative Services. (several meetings throughout the month)
- GoToWebinar- National Weather Service Brownsville/Rio Grande Valley potential flood briefing.
- Human Resources meeting to discuss interview with the Employee Relations Officer.
- Instructional Technology Projects meeting to follow up on the Evaluation Review Panel with the Evaluation Review Panel Team.
- July Board of Trustees meeting with campus administrators and board members.
- Microsoft Teams interview with the Director of Human Resources.
- Mid Valley Campus Pre-Construction Deferred Maintenance of Roofs with the Facilities Planning and Construction department.
- Nursing & Allied Health Library cost savings walk through with the ERO Architects.
- Pecan Campus Landscape and Irrigation Site Visit & Coordination with the Project Manager for ERO Architects.
- Quarterly Clery Committee meeting with the Chief of Police at South Texas College.
- Regional Center for Public Safety Excellence review of proposals for the chiller installation with the Facilities Planning and Construction department.
- Starr Campus Pre-Construction Deferred Maintenance of Roofs with the Facilities Planning and Construction department.

PROJECTS IN PROGRESS:

- <u>Operations Contract Department:</u>
  - Pecan Campus:
    - Met with building cleaning vendor regarding building exterior cleanliness.
    - Met with landscaping vendor regarding installation of new plants.
  - Nursing & Allied Health Campus:
    - Met with building cleaning vendor regarding building exterior cleanliness.
  - District Wide Campuses:
    - Completed midyear kitchen hood inspections.
    - Completed monthly irrigation inspections, repairs in progress.
    - Completed municipal fire inspections deficiencies.
    - Completed restock of soda and snack vending machines.
    - Completed typical pest control issues and equipment rentals.
    - Met with uniform vendor regarding pick up/drop off issues.
    - Repaired multiple fire alarm issues.
- <u>Custodial Department:</u>

Duties	Number of Requests
Set-Ups	167
Moves/Relocations	66

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	204	$14,733.34
Electrical	117	$5,286.23
Energy Management	41	$2,657.40
HVAC	102	$13,179.03
Locksmith	76	$1,404.71
Painting	60	$3,138.05
Plumbing	100	$3,454.92
Plant Services		$7,363.41
Total Cost		**$51,217.09**
General Maintenance	3	
Total Work Orders	**703**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Auto insurance claim with Texas Association of School Board (TASB) staff and Director of Purchasing.
  - Cyber Liability Insurance Application with Associate Comptroller and Chief Information Security Officer.
  - Incident Reporting Form and incident reporting procedure with Environmental, Health & Safety Manager.
  - Incident reporting new process with Risk Manager and Environmental, Health & Safety Manager.
  - Incident reporting online portal with Web Design Specialist.
  - Insurance Board Motions and supporting documentation with Vice President for Finance and Administrative Services.
  - Insurance proposals with Finance and Administrative Services staff and Insurance Consultant.
  - Insurance recommendation letters and comparison spreadsheets with Risk Management Consultant, Purchasing staff, and Finance and Administrative Services staff.
  - Property insurance claim for Mid-Valley Campus Building H with Insurance Adjuster and Insurance Agent.
  - Property/Casualty Insurance Board Motion, recommendation letter, and comparison spreadsheet with Director of Purchasing.
- Vice President for Finance and Administrative Services:
  - Enterprise Resource Planning meeting with Finance and Administrative Services Administrative Officer.
  - Hiring Process and Telecommuting Procedures with Vice President for Finance and Administrative Services, Project Manager, and Administrative Officer.
  - Hiring Process Improvement Project status with Vice President for Finance and Administrative Services, Director of Human Resources, and Assistant Director of Human Resources.
  - Hiring Process Improvement Summary with Vice President of Finance and Administrative Services, Director of Human Resources, and Staffing and Recruiting Manager.
  - Human Resources Policy Synopsis with Finance and Administrative Services Administrative Officer.
  - Job descriptions status with Finance and Administrative Services Administrative Officer.
  - Telecommuting Procedures updates with Finance and Administrative Services Project Manager.
  - Telecommuting Procedures with Vice President for Finance and Administrative Services.
  - Various new assignments with Vice President for Finance and Administrative Services.
- Human Resources Process Improvement:
  - Action items for hiring process with Staffing and Recruiting Manager.
  - Applicant viewing via PeopleAdmin with Staffing and Recruiting Manager.
  - Hiring process for full-time staff with Director of Human Resources and Staffing and Recruiting Manager.

- Job descriptions status with Director of Human Resources.
- Job descriptions with Administrative Specialist for Board Relations.
- Job descriptions with Human Resource Assistant.
- Job descriptions with Staffing and Recruiting Manager.
- Process map for Notice of Employment Trainer with various college staff.
- Separation of Employment by Employee Relations Officer with various college staff.

- Records Management and Retention:
  - On-site review of record retention boxes with record retention processing vendor.
  - Outstanding invoices and pricing variances with secure shredding vendor.
  - Pest control options for the Retention Center with pest control vendor.
  - Records Management and policy synopsis with Accountability Assistant.
  - Records management with Director of Facilities, Planning, and Construction.
  - Retention records for Office of the President with Administrative Specialist for Board Relations, Project Coordinator, and departmental staff.
- Title IX:
  - Title IX Advisor with Title IX Coordinator and Title IX Deputy Coordinator.
  - Title IX Case Reviews with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Case Status Report with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Closed Cases with Title IX Deputy Coordinator.
  - Title IX Complaint Process Flowchart with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaison.
- COVID-19:
  - College-Wide Safety Committee to discuss revised COVID-19 Safety Protocols.
  - COVID-19 Keynote memo review with Compliance Manager, and FAS Administrative Officer.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
- Trainings/Webinars:
  - 2021 TASBTACCA Post-Legislative Seminar for Community Colleges and Their Attorneys.
  - Various college annual trainings.
- Other:
  - Board of Trustees Meeting.
  - College Safety Committee Meeting.
  - Finance and Administrative Services Director's Meeting.
  - Finance and Administrative Services Safety Team Meeting.
  - Finance, Audit, and Human Resources Committee Meeting.
  - Texas House Bill 3979 with Texas Association of School Boards (TASB) Legal Attorney.
  - Institutional Effectiveness Plan Writers Review Meeting with department staff.
  - Texas Association of School Boards (TASB) Policy Localization process steps and policy synopsis with departmental staff.
  - Texas Association of School Boards (TASB) Policy Localization updates with Accountability, Risk, and Compliance Support Specialist.
  - Weekly huddle meetings with staff departmental staff.

PROJECTS IN PROGRESS:

- Insurance:
  - Auto insurance claim.
  - Cyber Liability Insurance Application and Board motion draft.
  - Cyber/Crime Comparison Sheet and Insurance Management Report for VPFAS.
  - Incident Reporting Form.
  - Insurance Management Report and Cyber Liability Summary sheet.
  - Insurance spreadsheets and recommendation letters.

- Insurance proposal supporting documentation for Board of Trustees and Finance, Audit, and Human Resources Committee Meetings.
- Property insurance claim, timeline and memo for Mid-Valley Campus Building H.
- Property/Casualty Insurance and Student Insurance Board motions.
- South Texas College Workforce Student Accident Insurance Report.

- Human Resources Process Improvements:
  - Applicant view of PeopleAdmin flowchart.
  - Completion of Human Resources assignment on employment types, special assignment, and stipends.
  - Hiring Process Improvement Summary.
  - Job descriptions for Financial Manager review.
  - Non-Faculty Emergency Hires Procedures review and recommendations.
  - Notice of Employment Trainer and Separation of Employment by Employee Relations Officer process maps.
  - Position Request revisions.
  - Process Mapping Training Notice.
  - Search Committee Notification and form revisions.
  - Search Committee Training logistics on Professional Development System.
- Records Management and Retention:
  - Electronic Record Disposition Form.
  - Office of the President retention records research.
  - Record retention period research for candidate interview recordings.
  - Record retention revisions for processing vendor.
  - Records Management Newsletter Memo for Record Coordinators.
  - Secured shredding vendor invoices differences.
- Title IX:
  - Agendas for Title IX Case Study meetings.
  - Title IX Case Closed Letters.
  - Title IX updates and review:
    - Title IX Case Status Report.
    - Title IX Closed Case Report.
    - Title IX Master Case List.
    - Title IX Maxient Cases.
    - Title IX Transition Action Plan.
    - Title IX Weekly Cabinet Report.
  - Updates for College's Title IX webpage.
- COVID-19:
  - COVID-19 FAQs updates.
  - COVID-19 reporting flowchart.
  - Key Notes from the Vice President for Finance and Administrative Services – Updates to COVID-19 Campus Safety Protocols.
- Policy Manual Localization:
  - Policy Analysis overview and breakdown.
  - Policy Owners Overview draft and Human Resources Policy Synopsis for policy localization project.
  - Policy Synopsis assignment for policy localization project.
  - Texas Association of School Boards (TASB) Localization internal process steps and flowchart.
- Other:
  - 87th Texas Legislature 1st Called Session Matrix.
  - Policy 4520: Compensation for Overtime revisions; Board motion updates.
  - Self-assessment performance appraisals.
  - Telecommuting Procedures, Telecommute Agreement, and Time and Effort Report updates.
  - Texas Association of School Boards (TASB) Compensation Study research on consultation services.

- Workflow requests, meeting minutes and agendas, monthly activity report, reviewed invoices, prepared requisitions, and prepared work order requests as needed.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged eighteen (18) 1295 Forms with the Texas Ethic Commission.
- Attended July Finance Committee Meeting and Regular Board Meeting.
- Completed the Human Resources online trainings related to Data Security and Privacy and various Purchasing related trainings.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Participated in the Finance and Administrative Services Information Technology Projects meeting and Enterprise Resources Planning System Questions Meeting.
- Participated in the Texas Association of School Boards/Texas Association of Community College Attorneys Post-Legislative virtual seminar concerning legislative changes related to taxation, elections, personnel issues, finance, instruction, purchasing, construction, transportation, campus safety and law enforcement, and student issues.
- Prepared two (2) contract renewal vendor notification letters for the July Finance Agenda.
- Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packets.
- Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.
- Reviewed and negotiated changes to twenty-two (22) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- <u>Purchasing Department:</u>
  - Approved one hundred ninety-six (196) online Banner requisitions.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 21-22-1006 Welding Gases, Metals, and Supplies.
  - Created or updated twenty-five (25) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved seventy-three (73) online Banner requisitions.
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 21-22-1009 Nursing and Allied Health Campus East Bldg. A Stair Repairs and Replacement.
    - Request for Proposals: 21-22-1010 Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Covered Area.
    - Request for Proposals: 21-22-1011 Nursing and Allied Health Campus Bldg. A Analog to Digital Audiovisual Upgrade Phase II.
    - Request for Proposals: 21-22-1012 Industrial Supplies Materials, and Accessories.
    - Request for Qualifications: 21-22-1008 Architectural Services for the Mid Valley Campus Workforce Center Bldg. D – Automotive Lab, HVAC-R Classroom and Outdoor Lab, and Welding Lab Expansions.
  - Processed change orders for goods and services.
  - Processed two hundred forty-one (241) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Scanned over six hundred fifteen (615) FY2020 purchase orders and key receiving forms into Banner Xtender.

- Submitted five (5) new records and updated twelve (12) existing records to the Legislative Budget Board to report professional services contracts at $14,000 and above and all contracts at $50,000 and above.

- Fixed Assets Department:
  - Reviewed all assets purchased since July 31, 2021 as follows:
    - Adjusted thirty-two (32) assets in Banner for the month of July.
    - Approved one hundred eleven (11) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed four hundred eighty-one (481) deliveries (purchase orders and complimentary books) and three thousand thirty-one (3,031) packages/boxes.
  - Completed twelve (12) faculty/staff moves in July.
  - Received and posted two hundred eighty-six (286) purchase orders in Banner.
  - Transferred/relocated nine thousand fourteen (9,014) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed sixty-six thousand nine hundred ninety-eight (66,998) copies at the copy center for the month of July.
  - Mailed out a total of two hundred forty-six thousand nine hundred fifty-three (246,953) letters and of those three hundred six (306) letters were returned to South Texas College due to incorrect addresses.
  - Processed the following mail and copy requests:
    - Business Office/Cashiers - $2,004.66
    - Financial Aid - $1,648.21
    - President's Office - $187.00
    - Public Relations and Marketing - $26,399.97

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Administrative Letters of Appointment with the Payroll and Staffing members.
  - Argos new application and Banner Form that automated the compensation process.
  - Banner User Group (BUG's) monthly meeting where the Banner downtimes were discussed.
  - Departmental meeting follow-up the new Human Resources tasks and procedures.
  - Directed the meeting with the Human Resources personnel to define the part-time NOE type and the nomenclature of each task.
  - Ellucian Banner technical form where all available and future Banner cloud functions were presented.
  - Met Human Capital Management (HCM) stakeholders and discussed the functions, requirements, and ideas for the search for a new ERP (Enterprise Resource Planning) system.
  - Met to inform and train the Staffing members on Argos reports about faculty credentials and validation.
  - Met with NEOGOV and Environmental Health & Safety Manager to go over the final touch-ups and questions before rolling out the Learn product to the users.
  - Met with NEOGOV consultant and Environmental Health & Safety Manager the final time and rolled out the NEOGOV training.
  - Met with PeopleAdmin consultant and staffing personnel and go over applicant-facing workflow statuses.
  - Met with the Director of Institutional Effectiveness, Assessment, Director of Human Resources, and Human Resources Managers and went over and modified our Institutional Effectiveness Plan.
  - Met with the Human Resources Director and the Staffing Manager and presented a report with data from 2015 containing the applicant-facing statuses for every posting status.
  - New procedures of the Hiring Process with Human Resources managers, Human Resources Director, and Vice President of Finance and Administrative Services.
  - NOE mapping process.
  - Resignation mapping process.

- Reviewed and applied and tested the new functionality and data specifications to the Work from Home Office 365 PowerApp application, changes to Time and Effort report. Published the latest version to the Human Resources website.
- Reviewed and applied and tested the new functionality and data specifications including renaming the "Work from Home" to "Telecommunicating" 365 PowerApp application, changes to the Telecommunicating agreement form. Published the new version to the Human Resources website.
- Reviewed the digital Signage slide mockups.
- Successfully tested the Evision Platform Upgrade in Test Environment.
- Tested the new Page Builder application for PDR which was presented by the Information Technology group.
- Tested the new Page Builder application for Sick Leave Pool which was presented by the Information Technology group.
- Went over the EverFi training data with the Director of Human Resources and Staffing Manager.

- <u>Payroll/Compensation:</u>
  - Action Plan Meeting to prepare for Dr. Ricardo Solis arrival to the Office of Human Resources for onboarding and Human Resources departmental tour with all Human Resources Managers.
  - Administrators Letter of Appointment/Faculty Letter Follow Up Meeting via Teams to follow up on the project status and updates with Compensation and Payroll Manager, Compensation Specialist, Staffing and Recruiting Manager, and Staffing Specialists.
  - Attended the Board/President Recess Meeting for presentation and discussion on the FY2022 Staffing Plan, FY2022 Pay Plan and Hiring Process with Vice-President of Finance and Administrative Services and Assistant Director of Human Resources.
  - Attended the Finance Committee Board Meeting for any questions on the FY2022 Pay Plan and Staffing Plan.
  - Compensation Meeting to review any hiring proposals under compensation status with Compensation Specialist.
  - Compensation Project Follow-Up Meeting to discuss status of project completion with Assistant Director of Human Resources, Compensation Specialist and Human Resources Payroll Assistant.
  - FY2021-2022 Budget Committee Meeting via Teams to discuss budget updates with Vice-President of Finance and Administrative Services, Comptroller, Budget Manager and attendees.
  - FY2022 Staffing Plan Reconciliation Meeting to discuss items in the FY2022 Staffing Plan worksheets and any pending questions with Finance and Administrative Services-Project Manager, Academic Affairs-Project Manager, Budget Manager and Human Resources and Compensation and Payroll staff.
  - Human Resources Announcements Meeting via Teams to present any Human Resources updates with the Office of Human Resources staff.
  - Human Resources Bi-Weekly Meeting via Teams for presentation on the Human Resources updates with Vice-President of Finance and Administrative Services and Human Resources Team.
  - Human Resources Department Meeting via Teams for presentation of department updates in each area of Human Resources with Human Resources Department.
  - Human Resources-Intent to Rehire Meeting via Teams to review Intent to Hire form with Academic Affairs.
  - Institutional Effectiveness and End-of-Biennium Report Meeting via Teams to review and discuss items in the Human Resources section and make any recommended changes with Director of Institutional Effectiveness and Human Resources Management Team.
  - Meeting Transition to discuss project follow ups for Human Resources Staffing Team and reporting with Human Resources Staffing Team and Assistant Director of Human Resources.
  - New President Contract Meeting to review and discuss contract for payroll and benefits items affecting the July 2021 Payroll with Compensation and Payroll Manager and Benefits Manager.
  - Page Builder-Payroll Distribution Report Meeting via Teams to provide project updates of JagNet login for the use of Payroll Distribution Report with Compensation and Payroll Manager and staff, Human Resources Information System Manager, and Information Technology Team.
  - Part-Time Job Description Meeting via Teams to discuss questions from Dean of Library Services on full-time equivalency part-time positions and how it may affect the number of hours worked during the week

with Compensation and Payroll Manager, Human Resources Payroll Specialist, Budget Manager, Staffing and Recruiting Manager and staff.
  - Review Items from Yesterday Board Meeting session to strategize an action plan for President presentation with Vice-President of Finance and Administrative Services and Assistant Director of Human Resources.
  - Review of Hiring Documents and Procedures for FY2022 for updates via Teams with Academic Affairs.
  - Review of Pay Plan Titles Meeting to consolidate any updates needed to be made on the list of titles and pay grades reflected on the FY2022 Pay Plan for final booklet with Compensation and Payroll Manager and Purchasing Specialist.
  - Review Pay Plan Meeting for preparation of final booklet for July Board Meeting with Compensation and Payroll Manager.
  - User Guidelines Meeting via Teams to discuss employee user access with Delivery Services Manager and Human Resources Management Team.
- Staffing:
  - Letter of Appointment meetings for Executive and Administrative letters.
  - Job description meetings with Staffing and Recruiting Manager.
  - Staffing meeting for transition of supervision 7/30/2021.
  - NOE Process Mapping meetings.
  - PowerSchool meetings with PeopleAdmin.
  - Resignation Mapping meetings.
  - Review and Update of the Hiring Manual meetings.
  - Trainings for new HR Staffing Specialist.
- Benefits:
  - College Safety Meeting.
  - Communicable Disease Employee Reporting Form meeting with IT department to discuss updates and revisions to form.
  - Human Resources Bi-Weekly Meeting with VP for Finance and Administrative Services.
  - Incident Report form discussion meeting with Accountability, Risk and Compliance department to review implementation of suggested reporting form.
  - Family and Medical Leave Act Process meeting with Business Office.
  - Financial Advisors meeting with FAS Administrative Officer.
  - Meeting with Human Resources Director to review items on the President's contract.
  - NOE Process Mapping meetings.
  - Resignation Process Mapping meetings.
  - Sick Leave Pool Page Builder meeting with IT department to review new updates and discuss testing of new member page.
  - Summer Enrollment campus visits to assist employees with benefit changes in Pecan, Technology, STARR, NAH and Mid-Valley campuses.
- Employee Relations (ER):
  - Attended meetings on the Institutional Effectiveness Plans and end-of-biennium report with Staff of Institutional Effectiveness.
  - Conducted Performance Improvement Plan presentation meeting for usage with departmental professional development.
  - Hosted presentation on the Conduct and Performance Improvement Plan and Performance Appraisals for the Library and Learning Support Services Supervisor Training.
  - Meeting on the discussion of background checks for potential, returning, and current employees.
  - Meeting on the discussion of continuation of employment letter for hire project.
  - Meeting on the discussion of Employee Handbook updates and revisions.
  - Meeting on the discussion of President's Administrative Staff agenda.
  - Meeting on the discussion of the President's visit with Office of Human Resources Managers.
  - Meeting on the removal and deactivation of accounts for exiting employees.
  - Meetings on disciplinary written reprimand regarding employee with supervisor.

- Meetings on Human Resources related matters with Vice President for Finance and Administrative Services.
- Meetings on policies and procedures concerning departmental issues regarding employees with supervisors.
- Meetings on policies and procedures concerning departmental issues with employees.
- Meetings on the discussion of announcements and updates with the Office of Human Resources.
- Meetings on the discussion of Safety Teams policies and procedures.
- Meetings on the interviews of applicants for the position of Talent and Recruitment Manager.
- Meetings on the migration of Employee Relations files from SharePoint to local hard drive.
- Meetings on the pre-disciplinary process with employees being recommended for termination.
- Meetings on the review of active complaints received with the Director of Human Resources.
- Meetings on the review of personnel files for potential employment with Federal Agencies.
- Telephone hearings on appeals submitted by the College and provided testimony and evidence for the cases with the Texas Workforce Commission (TWC).

PROJECTS IN PROGRESS:

- Staffing:
  - Hiring process review.
  - Intent to re-hire for Faculty changes.
  - Letter of Appointment for Administrators and Faculty.
  - Notice of Employment mapping.
  - PeopleAdmin Reimplementation Part-Time Staff settings.
  - Resignation notice mapping.
  - Screening process modifications.
  - Staffing Plan review.
  - Updating Hiring Manual.
- Payroll/Compensation:
  - Completion of final FY2022 Pay Plan and Staffing Plan (final booklet and printing for Finance and Board Meeting)
  - Completion of review of President's contract affecting benefit and payroll items
  - FY2022 Roll-Over testing phase in progress
- Benefits:
  - Assisted 100+ employees with open enrollment changes both in office and at campus visits.
  - Assisted employees with COVID related enquiries and college safety protocol.
  - Completed Creating Magic report.
  - Completed Employee Demographic records for the June 2021 Teacher Retirement System Regular Payroll Report.
  - Completed Employee Retirement System 1% Report.
  - Completed Employee Retirement System Retiree Report.
  - Completed new hire benefits orientation for new South Texas College President.
  - Completed Teacher Retirement System Service Verification Forms.
  - Completed the Teacher Retirement System Employment After Retirement Report for June 2021.
  - Processed Institutional Grant Applications for Dependents and Employees for the upcoming Fall 2021 semester.
  - Reviewed and processed Faculty Modification Schedule Requests for ADA and Non-ADA reasons.
  - Reviewing Sick Leave Pool policies for suggested revisions in the upcoming fiscal year.
  - Testing the Page Builder Application for Sick Leave Pool.
  - Updated Communicable Disease Employee Reporting Form with up to date information as per college safety protocol.
  - Worked on Adjustment, Semi-monthly and Monthly payrolls.
  - Worked on May 2021 Employee Retirement System Reconciliation Report.

- Employee Relations (ER):
  - Working on Texas Workforce Commission files.
- Human Resources Information System (HRIS):
  - Auditing the degree prefixes of the employees with doctoral degrees.
  - Registered the Virtual CoHEsion Summit 2021.
  - Researching how to best create in PeopleAdmin the new Organization codes created in the fiscal year 2022 staffing plan. Once the staffing plan is approved by the Board and HRIS (Human Resources Information System) receives the change requests, PeopleAdmin Organization codes will be updated.
  - Reviewed the Fall 2021 FLAC (Faculty Load and Compensation) calendar and start reviewing the Argos FLAC (Faculty Load and Compensation) scripts.
  - Reviewing the 2019-2021 IE (Institutional Effectiveness) Plans (including the mid-biennium report) for the department.
  - Reviewing the Page Builder version of PDR (Payroll Distribution Report). Testing and approving the software and the web layout on this new platform.
  - Reviewing the Page Builder version of the Sick Leave Pool application. Testing and approving the software and the web layout on this new platform.
  - Updating the Human Resources JagNet forms for staffing group hiring process changes.
  - Waiting for the Business Office to test the script modifying the Secondary Contract types to Overload in a FLAC table. HRIS (Human Resources Information System) has already tested the new script written by the Information Technology department.
  - Worked on creating a group of org charts Org Chart for Fiscal Year 2018, 2019, 2020, and 2021for the Benefits Manager.
  - Working on creating the pending EverFi training statuses for all employees.
  - Working on modifying the EverFi Learning Management System (LMS) assignment setup to relative due dates for every assignment.
  - Working on setting up and rolling out the NEOGOV Learning Management System together with the vendor representative and Environmental Health and Safety Manager.
  - Working with Human Resources employees to define the part-time employee hiring nomenclature to better map the Resignation and NOE (Notice of Employment) process.
  - Working with several departments within Human Resources and Information Technology for the administrative and executive Letter of Appointments for the Fiscal Year 2022.
  - Working with the Information Technology department on the security of Argos security access of FLAC (Faculty Load and Compensation) users.
  - Working with the staffing group and PeopleAdmin implementation consultant on Part-time staff and faculty workflow processes.
- HRIS Type of Access Provided:
  - Flac Access:
    - Assigned: 3
    - Closed: 3
  - Banner Access:
    - Assigned: 12
    - Closed: 17
  - WebTailor:
    - Assigned: 8
    - Closed: 8
  - Active Directory (AD):
    - Assigned: 1
    - Closed: 0
  - Outlook Send As:
    - Assigned: 1
    - Closed: 1
  - Extender Access:

        - Assigned: 2
        - Closed: 2
    - Argos Access:
        - Added: 1
        - Modified: 3
    - *Total Assigned: 28*
    - *Total Closed: 34*
- <u>Systems/Reporting:</u>
    - Visio charts:
        - Published: 0
        - Updated: 0
        - Created: 0
    - Information Services and Planning (IS&P) Issues:
        - Assigned: 26
        - Resolved: 35
        - Currently Open: 8
    - PeopleAdmin Issues:
        - Assigned: 0
        - Resolved: 0
        - Currently Open: 0
    - EverFi Issues:
        - Assigned: 0
        - Resolved: 0
        - Currently Open: 0
    - NEOGOV Issues:
        - Assigned: 0
        - Resolved: 0
        - Currently Open: 0
- <u>Human Resources Website Updated:</u>
    - Main: 3
    - JagNet: 2
- <u>Report Development:</u>
    - Worked on 30 reports this month:
        - 20 – Internal Report Requests
            - ⇒ 5 Human Resources – Director of Human Resources
            - ⇒ 4 Human Resources – Payroll
            - ⇒ 3 Human Resources – Benefits
            - ⇒ 5 Human Resources – Staffing
            - ⇒ 3 Human Resources – Information System Support
        - 10 – External Report Requests
            - ⇒ 1 Academic Affairs – Vice President's Office
            - ⇒ 5 Finance and Administrative Services – Vice President
            - ⇒ 1 Office of the President
            - ⇒ 1 Research and Analytical Services
            - ⇒ 2 Business Office

Employee Relations	**Count**			**Count**	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	434	102	TWC Claims	152	10
Fingerprints	103	1	Open Records Requests	7	0

DPS Driver Eligibility Checks	149	6			

Staffing/Staffing Support (Staff)	**Count**
Position requests	40
Job Descriptions reviewed and approved	8
Positions posted	22
Positions reposted	2
Positions extended	11
Positions canceled	1
Search committees' forms requested	5
Search committees assigned	10
Hiring proposals reviewed (HR Staffing Review workflow)	34
Job offers	22
New Hire Email Notifications:	
Full-time staff	20
Part-time staff	13
Trainers	0
Positions filled	14
PeopleAdmin user updates	13
Advertisements placed (Monitor, Town Crier, etc.)	3
Resignations/Terminations:	
Full-time staff	17
Part-time staff	8
Full-time temporary staff	6
Part-time staff (WS)	0
Part-time staff (DW)	107
Trainers	0
Temporary Agency Employees:	
Request	3
Replacements	0
Assignment Extension	1

Faculty Staffing	**Count**
Position requests w/job descriptions	0
Positions posted	2
Positions reposted	0
Positions extended	0
Positions canceled	1
Search committees' forms requested	1
Search committees assigned	1
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	0
Review Adjunct/Dual Credit applications	0
New Hire Email Notifications:	

Faculty Staffing	Count
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
	0
Positions filled	0
PeopleAdmin user updates	0
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	0
SOAPCOL	0
PEAFACT	0
Resignations/Terminations	0
SACS Audit Credential Review:	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcripts:	
Requested from Admissions	0
Reviewed in PeopleAdmin	0
Notices (1st, 2nd & Final notice)	0
Extension requests	0
Credentials entered in credential database Faculty/Staff	0
Vacancy Reports completed NOE course and Rate Review	0 0
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	0

Support	Count
Front Desk:	
Visitors Assisted	314
E-Verify:	
Cases submitted	61
TNC cases	0
Form I-9:	
Banner entry/updates (PEAEMPL)	61
Requests:	
Name changes	0
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	0
Applications:	
Processed Online	112

Support	Count
Processed Paper	32
Postings:	
Closed (Online)	12
On Boarding:	
New Hires	42
Transfers	7
Returning	9
Adjunct	5

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	153
Record Requests: External	4
Records Filed (by page)	746
Files Scanned & Indexed	246
New Hire/Active Personnel Files Prepared	28
New Hire/Active Transcript Files Prepared	21
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	0
Telecommunicating - Activity Reports Received and Logged	227
Telecommunicating - Agreements Received and Logged	37
Employment Reference Checks Logged	11
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	8
Telecommunicating Automation Workflow and Front-end User System	39 Updates/Adjustments to App 48 Workflow Test Runs

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	2
Internal Transfers	2
Benefits Credits/Collections	3
TRS ED Records reported	200+
TRS RR Records reported	12
TRS Prior Yrs. of Svc Verifications	1
Texa$aver 457/403B Accounts	4
Faculty (Adjunct, Temporary)	1
Exits	
Full Time	20

Benefits	Count
Retirees	2
FMLA Requests	
New	4
On-Going Cases	5
Closed	20
FMLA Intermittent Requests	
New	2
On-Going	12
Closed	3
Approved Leave of Absence	
New	0
On-Going	0
Closed	0
Workers Compensation Claims	
New	6
On-Going Cases	4
Closed	1
Tuition Reimbursement Applications Processed	2
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	103
Dependent	25
Promissory Notes	1
Sick Leave Pool Enrollment	7
Sick Leave Pool Termed	N/A
Sick Leave Pool Donations	N/A
Medical Support Orders	8
ERS Changes	0
Vacation Settlement Worksheets	9

Payroll	Count
PDR Notifications	229
Direct Deposit Transactions	
Full Time	27
Direct Wage/Work Study/Trainer	
Resignations	
Full Time	20
Direct Wage/Work Studies	
Garnishments	52
State Charitable Deductions	81
TXOAG Reporting	10

Payroll DOC/ADJ/SLP Worksheets	85
New Hires, Rehires, Transfers	2
Name Changes	0
Address Changes	2
Form W-4 Changes	39
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	0
Forms processed	21
TWC	2
Letters sent	4
Phone Calls	20
Cell Phone Stipends	1
Adjunct Leave Forms	0
NOE	10
Letters of Appt Verification and Matching	
Letter of Appointment Staff Full Time Regular	
Direct Wage	
Work Study	
Adjunct	
Overload	
FLAC Dual Credit assignments reviewed	105
FLAC entries reviewed and applied	105
Trainers	78
Dual Enrollment	
Fac. Salary Retro-Pay Adj	
Fac. Base Salary Pay-Off	
Faculty Base Salary Month Ext	
Full-time Regular Faculty Pay-Off	
Faculty Special Assignment Other	
Faculty Classification Changes	
Special Assignments	1
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	38
Staff Special Assignment	
Large Class Payments	5
11/12 Salary Pay off	
Educational Increase	
Mini-mesters	
Compensation worksheet updates	15
PeopleAdmin Transactions:	
Approvals	4
Hiring Proposals	14
Payroll Worksheets	31
Move Request Updates	26

Report Development
Internal Reports
• Continue to update the current and vacant faculty positions for the FY 2022 staffing plan report. • Provided the updated preliminary staffing plan FY 2022 to Business Office. • Provided a list of all employees on the April 2021payroll register who were also on the December 2020 payrolls for the initial testing of the one-time payment to employees. • Provided a list of all employees with an active assignment on May 3, 2021 and had also received a paycheck in calendar year 2020. The list was first sent to each Human Resources Payroll Specialists for review of the employee classes they process.
External Reports
• Monthly online Department of Labor employee count on the payrolls for May was 2,259 – submitted online.

Academic Affairs

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. RICARDO SOLIS, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	AUGUST 18, 2021
SUBJECT:	ACTIVITY REPORT FOR JULY 1, 2021 – JULY 31, 2021

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Meeting with Deans regarding CBE Skills Training and Digital Credentials Pathway; and enrollment, July 1
- Meeting with Human Resources and OVPAA staff regarding "Intent to Hire" procedures, July 2
- Attended Coordinated Operations Council July 6
- Meeting regarding IE Plan COP #2, Jul 8
- Participated in #RealCollegeTexas Kickoff with the Hope Center, July 13
- Meeting with OPOD regarding upcoming Fall 2021 events, July 13
- Meeting with Texas A&M-Kingsville Vice President of Enrollment Management and Student Affairs, July 14
- Met with HR and Deans to discuss several items for Faculty hiring FY22, July 14
    - Hiring Forms
    - Guide for Hiring Faculty: New Hire or Re-Hire
    - Guidelines - Faculty requests for Modification of Teaching schedule
    - Guidelines – Request for Non-ADA Consideration
    - Form – Faculty Request for Modification of Teaching Schedule to Not Include Teaching Face-to Face Classes
- Team meeting to discuss COP priority #3, July 15
- Meeting to discuss program development and SACSCOC requirements, July 15
- TCCIA Virtual Meeting July 19
- Academic Affairs Strategic Planning Meeting July 19
- Participated in #RealCollegeTexas – TA Topic 1 virtual session, July 21
- AA Leadership Meeting July 22
- Meet with Distance Learning Dean to discuss department staffing plan, July 29

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring Fall 2021 semester enrollment and course offerings
- Continue working with Deans to develop a list of departments that will go through review for possible workforce reduction for Fall 2021
- Monitoring the budgets for the instructional pools for FY 21
- Working on the Budget and Staffing Plan for FY22

- Working with several HR cases
- Working on updating FY22 Faculty Handbook
- Working on updating FY22 Pay Plan – Final draft was submitted to HR
- Working on updating the action plan for the AA major priorities (COP)
- Developing an Action Plan to work on the CBE Substantive Change Report
- Working on developing the Handbook of Operating Procedures (HOP) for CBE
- Responded to set of questions submitted by Council of Chair President
- Met with Deans to discuss technology needs for instruction and the process to request. Developed new procedures for the division
- Communicated with Dr. Janna Arney regarding Nursing faculty pay at UTRGV.
- Finalizing the Pay Plan with last moment changes.
- Working on Starfish Contract extension
- Worked on the Message from Chief Academic Officer regarding HB3979
- Worked on comparison report for Enrollment and Sections, July 9
- Developed a Faculty Count by Categories, July 12
- STC Handbook of Operating Procedures for CBE
- Coordinating STC & UTRGV collaborative activities
- Coordinating a Process Review of Bachelor Programs recruitment
- Discussion of High Drop courses, Jul 15
- Program Development and SACSCOC, Jul 15
- Working on Developing a GUIDE for each Meta Majors
- Implementing the Major priorities and COP for the division
- Working on NAH process and procedures to update the pay plan
- Implementing Action Plan for 2020-2023 Academic Affairs Strategic Priorities
- Working with Continuing Education and Industry Training processes for utilizing Distance Learning to develop online modules for them
- Continue working on Faculty Cost analysis
- Implementing 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
- Developing the Handbook of Operating Procedures Template
- Working on scheduling dashboard
- CBE Prospectus

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

DIVISION DEAN'S REPORT:

- Attended Coordinated Operations Council, July 6
- Meeting to discuss Program Learning Outcomes for the BPST Division, July 6
- PR Article on FANUC Certifications, July 6
- Worked on Geospatial Engineering Technology update on Program Development Presentation, July 6
- Meeting to get update on Business Administration specializations and CBE courses, July 7
- Discussion with STC Qualitative Researcher regarding survey for students with regards to student activities at the Technology Campus, July 7
- Discussion updates with Department Chair, July 7
- Review of Edinburg CISD plans for the Fire Science Academy program and location of site, July 7
- Starr Welding Lab Expansion Project meeting with architect, July 8
- Discussion of JagPride with Business Administration Program Chair, July 8

- Perkins working meeting and discussion on current application, July 8
- Technology Campus walk-through of Student Services area with Vice President for Student Affairs & Enrollment Management and Interim President, July 9
- Starfish Cohort development meeting with Starfish Administrator, July 9
- Technology Campus walk-through of Student Services area, July 12
- CPWE, OITED and RCPSE Online Application Process meeting and discussion, July 12
- Site Visit with Regional Director of the Department of Homeland Security at the Regional Center for Public Safety Excellence, July 13
- Review of Prior Learning Assessment Process with the Special Assistant to the President Continuing Education, July 14
- Discussion for the new program under development "Geospatial Engineering Technology", July 14
- Division and Technology Campus Teams meeting, July 16
- Academic Affairs Strategic Planning Workshop, July 19
- Attended Planning for Technology Campus tour for Dr. Solis, July 19
- Discussion with Welding Department about possible community service project for IMAS, July 19
- Meeting with Kyle Hayungs regarding the Medical Resource Group /STC/ONC Grant opportunity July 20
- Planning and preparation meeting for the Fire Chiefs Association, July 20
- FY 2021 – 2022 Budget Committee meeting, July 21
- Hosting Hidalgo County Fire Chief's Association meeting, July 21
- Planning and preparation meeting for the Telecommunicator License, July 22
- College Safety Committee meeting, July 22
- Attended Visit to the PJSA campus to discuss HVAC Program, July 22

Project Manager

- Meeting with IRE to discuss student survey, July 7
- Perkins Basic Application Review, July 8
- Starfish Cohort Development Meeting, July 9
- CPWE, OITED and RCPSE Online Application Project Meeting, July 12
- Sign Depot Meeting, Project: Technology Campus artwork for walls, July 12
- NAPE Pipeline Texas Cohort Training, July 13
- Leading for Equity, Perkins Leadership, NAPE Pipeline and Micro messaging Training, July 15
- BPST Division and Campus Leadership Meeting, July 16
- Visit to Enrollment Centers Pecan, NAH, MVC, July 16
- Academic Affairs Liaisons and Co-Liaisons Monthly Meeting, July 16
- SOARD Drone Training Discussion, July 19
- Planning: Presentation for Fire Chiefs Association Meeting at RCPSE, July 20
- Meeting with PR, Build Communication Plan for Program HVAC, Electrician and Construction Supervision, July 20
- Planning: Meeting with Fast Signs for artwork for Technology Campus Wall Collage, July 21
- Hidalgo County Fire Chiefs Association Meeting at RCPSE, July 21
- Meeting to discuss Telecommunicator License Course, July 22
- BPST Dean Meeting on Technology & RCPSE updates, visits, and tours, July 23
- PLA Meeting with BPST Division Chairs, July 26
- PR Meeting over BPST Content, July 27
- Perkins Basic Flowchart Discussion, July 27
- Staff Performance Appraisal, July 28
- BPST Registration Bash, July 28
- Persist Campaign Meeting with PR, July 28
- VR Lab Discussion Planning for Fall 2021, July 29
- Perkins V Grant NAPE Meeting, July 29
- BPST Department Chair Meeting, July 29
- Meeting to discuss BPST Job Description, July 30
- Persist Campaign Meeting with PR, July 30

Director of the Regional Center for Public Safety Excellence

- Coordinating with RCPSE instructor on a future training and class, July 1 & 2
- Coordinating with student services on receiving recreational equipment for RCPSE, July 1
- Followed up with Penitas on their request for training, July 2
- Meeting with DPS on training, July 6
- Confirmed FBI LEEDA leadership course for August, July 6
- Preparing a Facilities Agreement contract for upcoming training with Edinburg CISD PD, July 7
- Received update on information regarding hazardous material class, July 7
- Requested update on fees for fire car training to start promoting the training, July 7
- Coordinating future training with RCPSE trainer, July 8
- Provided information to STC PD on training, July 8
- Received information from Dean Valerio on training for Penitas Fire, July 8
- Submitted information to HR on RCPSE trainer that was needed to instruct, July 9
- Conducted a reference check for a RCPSE trainer, July 9
- Meeting with Pharr Police Academy Advisory Board, July 9
- Basic Civil Process law enforcement course, July 12-14
- Coordinated DHS visit for Tuesday, July 12
- Coordinated fire car demo for Tuesday, July 12
- Assisted by Continuing Education on costing out a training, July 13
- Coordinating a Drone training with Tech campus, July 13
- DHS meeting with regional coordinator, July 13
- Review fire car curriculum for Continuing Education training, July 13
- Contacted a vendor on drone training, July 13
- Presentation of course to Pharr PD advisory board, July 14
- Worked on course outline for telecommunicator class, July 14
- Contacted Continuing Education on upcoming courses regarding CTA/MOUs information, July 14
- Contacted telecommunicator instructor regarding course information, July 14
- Distributed certificates on course completion Basic Civil Process course, July 14
- Submitted course outline for telecommunicator course to Pharr P.D., July 15
- Contacted cybersecurity chairperson on providing such training at RCPSE, July 15
- Provided information cost wise for Hazardous awareness training to department requesting, July 16
- Meeting with Advisory Board for RCPSE, July 16
- TCOLE reporting of hours for officers completing Basic Civil Process course, July 16
- Coordinating Hazardous material training, July 19
- Provided TCOLE information to an upcoming training class, July 19
- Coordinated information on EMT training for upcoming presentation, July 19
- Submitted PowerPoint presentation regarding RCPSE for upcoming presentation, July 19
- Received information addendum to EMT presentation, July 20
- Requested information on CTA for internal training, July 20
- Request for quote on artwork being replaced, July 20
- Conducted a tour for future STC students at RCPSE, July 20
- Meeting to prepare for presentation to Fire Chiefs, July 20
- Received information on CTA regarding upcoming training, July 21
- Coordinating meeting with McAllen Mayor, July 21
- Provided information to STC testing center regarding TCOLE state exams, July 21
- Provided EMT information to Penitas Fire, July 21
- Contacted RCPSE fire trainers regarding fire care training, July 21
- Contacted STC PD regarding the need to replace items used from first aid kit at RCPSE, July 21
- Contacted STC department on registration information needed for students to attend training, July 21
- Fire chiefs meeting presentation and tour of RCPSE, July 21
- Provided update to outside instructor on upcoming training at RCPSE, July 22
- Requested information on TCOLE hours given for an upcoming training class, July 22
- Meeting to discuss Telecommunicator training class, July 22

- Meeting with TCOLE representative, July 22
- Received information on RCPSE trainer for telecommunications class, July 22
- Received information on telecommunicator course from instructor, July 23
- Contacted by STC program chair division of Math, Science, and Bachelor Programs regarding RCPSE visit, July 23
- Training class Bicycle Patrol for Law Enforcement, July 26-30
- Drone class, July 26-29
- Submitted information to DHS coordinator, July 26
- Coordinating upcoming training with Edinburg ISD P.D., July 26
- Submitted Facilities Agreement to Edinburg ISD to be signed for use of simulator, July 26
- Provided information on attendees for the visit to RCPSE by college president, July 27

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

- Reviewed construction documents for McAllen Housing Authority Little Free Library project, July 1
- Perkins SPA activity: Meeting with IAM personnel to discuss Apprenticeships and procedures for development, July 13
- Blackboard World Online Conference, July 13-15
- Perkins SPA activity: Workshop #189289: OER Bootcamp-Week 4: Course Journals and Content Sharing with OneNote Class Notebook (Asynchronous), July 13-15
- Meeting with Curriculum office for Geospatial Engineering Technology program proposal revisions based on recommendations from Academic Council, July 14
- AEDT Lab Assistant Search Committee -prepared reference and reviewed memo to begin preparing Hiring Proposal, July 14
- AEDT Faculty Search Committee: Finalized memo for submission to Dean and VP, met with Dean to discuss recommended candidates, July 14
- Division and Campus Leadership Meeting, July 15
- Assisted AEDT students with registrations and course substitutions, July 16

Business Administration

- Project pitch: PERAJ Program Collaboration with STC and Universidad Autonoma de Tamaulipas (UAT), by ECON instructor, July 6
- Working with CASA of Hidalgo to place an Accounting graduate within their organization, July 8-9
- ACBSP meeting update: Met with faculty to receive update on ACBSP accreditation process for certificate programs in Business Administration department (Accounting Clerk, Management, and Marketing), and help clean up the faculty list needed for the accreditation packet, July 13

Culinary Arts

- Attended the BIT meetings on the 2nd and 4th week of the month
- Served as Chair for the Hiring committee for the Human Resources Specialist Faculty Position
- Meeting with Dean of Distance Learning for Demo of Knowledge Matters Simulation Software for the Restaurant Management program, July 12
- Planning meeting with the South Texas Museum, the City of Edinburg, and Area965 of a collaboration to live stream "The Cooking Spot" on the Edinburg Public Access channel, July 14
- Starfish Taskforce Meeting, July 20
- Meeting with Dean of Distance Learning and Continuing Education to discuss collaboration and growth, July 26
- Received Letter of Congratulations from State Representative Bobby Guerra on Faculty of the Year Award, July 27

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

- Coordinated additional/extensions of Carl Perkins Grant internships with DBT faculty, July 1-9
- Coordinated CBE development for DBT courses, July 1-30
- Continued development of CBE course for the Construction Supervision Program, July 1-30
- Began hiring process for adjuncts and lectures of all DBT programs, July 1-31

- Developed Communication Plan for Program Inquires. Test pilot for automatic responses currently running, July 2-20
- Attended 2nd Biannual ACE-IT CBE Course/Program Development & Refinement Conference, July 6
- Meeting with BPST Dean to give updates on Academic Council and CLO's, July 6
- Coordinated the completion of Perkins Basic Inventory and Disposition Reports, July 7-23
- Attended Weekly CBE Course Review Meetings, July 8-31
- Meeting with BPST Dean to discuss Technology Campus Master Plan, July 14
- Attended BPST Division and Campus Leadership Meeting, July 15
- DBT departmental meeting to discuss increased enrollment for Fall 2021, July 20
- Meeting to develop test pilot for Communication Plan for Program Inquires, July 20
- Coordinated scheduling efforts for Fall 2021's increased enrollment, July 20-31
- Began communication with Texas A&M Construction Science program for possible collaboration for transfer students/articulation agreement, July 21
- Meeting with PSJA ISD staff to discuss potential dual credit offerings at new campus, July 22

Human Resources and Office Administration

- Attended Blackboard Grade Center training, July 1
- ACE-IT Competency-Based Education Symposium, July 6
- HR Search Committee Teams meeting, July 6
- Business Administration Specializations Teams meeting, July 7
- CBE courses Teams meeting, July 7
- JagPride/PLO reporting Teams meeting, July 8
- Microsoft Teams Natural Disasters training, July 20
- Attended Microsoft Teams ASL training, July 20 & 22
- Microsoft Teams Dual Credit Interview, July 21
- Crisis Prevention Intervention training online, July 21
- Microsoft Teams Interviews (four of them), July 22
- Crisis Prevention Intervention F2F training, July 23

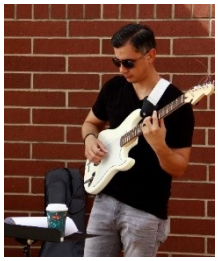
Public Safety and Fire Science

- 25th Police Academy Completion Ceremony at RCPSE, July 1
- Meeting on proposed ECISD dual credit fire academy class site, July 7
- Donna PD Recruitment Visit with Coordinator of College Connections, July 7
- Pharr Police Academy Training Advisory Board Meeting, July 9

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Division Dean facilitated final preparatory work for the emergent e-Portfolio project.
- Division Dean planned outreach initiatives with Liberal Arts Department Chairs, Program Coordinators, and Guided Pathways Specialists.
- Division Dean participated in the finalization of the Persistence Task Force initiative timeline.
- Division Dean coordinated another planning meeting for a potential Co-Req Professional Development grant project with the THECB.
- Division Dean participated in the "Principles for Leading" Workshop / Boot Camp.



- Division Dean coordinated a meeting to work on finalizing the symbols for the Liberal Arts Division Banner.
- Division Dean participated in the AAC&U's Guided Pathways Data Debrief.
- Division Dean and Department Chairs of the following departments:
  - World Languages
  - English

- History & Philosophy
- Communication
- Music

prepared for and participated in the Admissions' Enrollment Drive. Jul 17

DEPARTMENT/PROGRAM REPORTS:

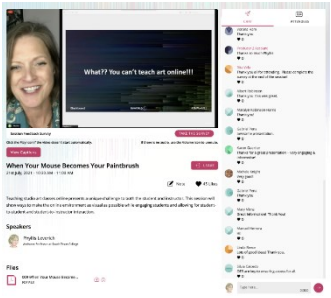
Art Department

- The Monitor ran an article on our Alumni Art Exhibition on 7/12/2021. In response to the article, State Representative Bobby Guerra sent a letter to congratulate us on reopening the gallery to public exhibitions July 21
- Phyllis Leverich, eFaculty of the Year, presented at Blackboard World on her experiences teaching Art online, July 21

Communication Department

- Department Chair contacted Human Resources about Adjunct new hire and accessibility to platform(s).
- Department Chair made an inquiry to the Vice President's Office regarding Fall 2021 Intent to Rehire form(s).

English Department



- Department Chair participated in English Department Leadership Meetings.
- Chair attended:
  - Council of Chairs Meeting
  - Ultra Meeting
  - Developmental Studies Webpage meeting with William Collins
  - Dual Credit Faculty Coordinator Meeting with new Coordinator, Evaristo Bocanegra
- Began preparations for Professional Development Meeting for Fall 2021
- Prepared for July 17th Enrollment Drive event.
- Met with Jessica Gonzalez of Distance Education about Ultra transition
- The English Department continues coordination efforts for "Summer Bash":

- August 5th at Starr,
- August 6th at Weslaco,
- August 7th at Pecan

Center for Mexican American Studies (CMAS)

- Coordinator met with potential speaker(s) for events to be held through the Fall.
- The Ballet Folklórico South Texas College (BFSTC) hosted the first Summer 2021 Workshop Monday – Friday 6:00 – 10:00 p.m. with guest instructors from Veracruz and San Antonio. Full days included transportation to studio, errands, meals.
- Coordinator met with Faculty Secretary to discuss logistics of several of BFSTC's virtual Summer performances as well as invitations for upcoming festivals in August. All discussions included information regarding precautions being taken to host and maintain guidelines depending on the status of the pandemic.
- The Ballet had class Tuesday and Thursday. Hours for each day were from 6:00-10:00PM.
- Continued to work and finalize Ballet group calendars to discuss and release to them. These calendars detail workshop days and class days through the Fall.
- Weekly virtual meeting with representatives of CIOFF USA for the state of our branch of the organization and what can be done for more in person festivals and participation here in the U.S.

Music Department

- STC Music Faculty members, Dr. Lindsey Gamble (violin) and Dr. Patrick Hopkins (cello), provided music for the Welcoming Reception for incoming president, Dr. Ricardo Solis. Jul 29

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

DIVISION DEAN'S REPORT:

- Attended Brainstorming session with CCBA, July 1
- Art Department Alumni invitational art exhibition, July 1
- Coordinated Operations Council, July 6
- Facilitated Division Chair meeting, July 7, 22
- Participated in the CBE Fundamentals Certification meeting with Distance Learning, July 7
- Chaired committee in the Medical and Health Services Academic Coach Search Committee, July 7
- Participated in CBE forms discussion, July 8
- Met with DHSI Coordinator and MSITB Project manager, July 9
- Attended Convocation Committee meeting, July 9, 15
- Meeting with InsideTrack, July 9
- Attended Texas Statewide Advising and Scaling Workshop, July 12
- Conducted performance appraisals for various staff, July 13
- Attended meeting regarding OER Technology, July 13-15
- Met with Texas A&M Kingsville Vice President of Enrollment Management and Student Affairs, July 14
- Attended meeting with Deans and Interim Vice President for Academic Affairs to discuss the new intent to hire form, July 14
- Met with DHSI Project Coordinator and Grant's Compliance Officer to discuss Year 2 budget for Academic Coaching, July 16
- Attended meeting with OPOD, speaker, and convocation committee to discuss motivational speaker for MSITB convocation, July 16
- South Texas Coach Training, July 19-22
- Academic Affairs meeting, Strategic Planning Workshop, July 19
- C-BEN Camp, July 20
- Organization Meeting with Biology Chair and Dean of Distance Learning, July 21
- Attended FY2021-2022 Budget Committee meeting, July 21
- Academic Affairs Leadership meeting, July 22
- Completed performance appraisals, July 23

- Attended meeting with MRG Medical to discuss potential collaboration, July 21

Project Manager

- Attended meeting to discuss STEM Academy with RDMC Officer, July 2
- Ongoing communication with Academic Officer, IT, and Cybersecurity programs to discuss upcoming Perkins application
- Reconciled monthly budgets for MSITB grants
- Prepared training documentation for InsideTrack Foundational Coach Training
- Assisted IT faculty member with preparing Personnel Certification for Summer Internship
- Reviewed Perkins Application and provided feedback as necessary
- Communicated with CAAT for pending marketing materials
- Attended MSITB Convocation Meeting, July 19
- Foundational Coach Training, July 19-22
- CBE Camp, July 20
- Program Chair Meeting, July 22
- Attended meeting with DHSI Project Coordinator and Distance Learning Academic Coach, July 22
- Facilitated meeting with STEM Success Academy FM, PI, and Co-PI, July 23

BACHELOR PROGRAMS:

BASOL

- Participated and presented in the ACE-IT CBE Symposium, Jul 6
- Participated in the MISTB Program Chair Meeting, July 7, 22
- CBE Fundamentals Certification meeting with Distance Learning, July 7
- Medical and Health Services Academic Coach Search Committee, July 7
- McAllen Chamber of Commerce Ribbon Cutting at DHR Health Neuro-Therapy Institute, July 8
- Facilitated the CBE Forms discussion, July 8
- Participated in the MISTB Convocation meeting, July 9, 15, 19
- InsideTrack meeting, July 9
- Facilitated the Capstone Students' Pre-Celebration Dinner, July 9
- Participated in the McAllen Firefighters' Recruitment Effort with Student Affairs, July 12-13
- MSITB Convocation Committee & OPOD Pre-Meeting, July 16
- Insidetrack Academic Coach training, July 19-22
- CBE Fundamentals Certification Review meeting, July 19
- BASOL Course Transition to Blackboard Ultra review, July 20
- Participated in the CBE Fundamentals Certification Review meeting, July 22

Computer Information Technology/Computer Science

- Facilitated meeting to work on the transition of CITP4348 and CITP4346 to Ultra, July 1
- Participated in Admissions Frequently Asked Questions Workshop, July 1
- Faculty Advising Summer Workshop Series #183390, July 1
- Virtual Program Chair Meeting, July 7, 22
- CBE Forms Discussion, July 8
- Facilitated Virtual Meeting with a CS Faculty to discuss CITP4348 Ultra, July 9
- Adjunct Application Process Meeting, July 9
- Facilitated Virtual Meeting with a CS Faculty and an Adjunct Faculty to discuss CITP3311 Ultra, July 10
- Marketing Meeting with Academic Coach and CS Faculty to discuss the communication process vial telephone and/or email with new students majoring in BAT in CITP and Computer Science, July 12
- Meeting with a CS Faculty to work on faculty hiring requirements, July 14
- Department Meeting to discuss CITP 4348 Ultra, July 16
- Meeting to discuss CITP 3311 Ultra, July 17
- CS & CITP Marketing Meeting with Academic Coach and CS Faculty, July 19
- Blackboard Ultra Shell Demos Meeting, July 20
- CITP 4301 Blackboard Ultra Meeting, July 2
- Goal Statement Meeting, July 23
- Facilitated Virtual CITP 3311 Meeting, July 24

Technology Management

- Attended exploratory meeting with RGV Partnership for Branding and Recruitment Purposes, July 14
- Attended exploratory meeting with McAllen Chamber of Commerce, Jorge Sanchez, VP of Business Development and Start-ups for Branding and Recruitment Purposes, July 15
- Attended Advisory Committee Recruitment of past Chief Operations Officer of Mission Regional Medical Center, Mr. Mario Garza, July 14
- Attended Advisory Committee Recruitment Meeting with owner of Tony Romas and various Valley Hotels, Rick Guerra, July 16
- Attended Advisory Committee Recruitment of McAllen Mayor Javier Villalobos, July 16
- Attended Advisory Committee Recruitment of McAllen City Commissioner and past owner of Broadway Hardware, Tony Aguirre, July 16
- Recruitment Outreach to the Hidalgo County Judge's Office, Josephina Gonzalez, potential presentation at Hidalgo County Commissioner's Court to approve STC Bachelor Program presentations to Hidalgo County employees, July 20
- Meeting with the Labor Council for Latin American Advancement, Executive Director Jose Vargas, regarding their invitation for me to participate in a panel at their national convention in Las Vegas, Nevada, July 20
- Recruitment Outreach Meeting with City of Edinburg, Belinda Torres, July 21
- Recruitment Outreach Meeting with South Texas College Regional Center for Public Safety Excellence Director Jose Moroles, RE: STC Bachelor Programs Presentation to their trainees, July 23

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended Internal Deadline-Advancing Innovation and Impact in STEM education Meeting, July 2
- STEM Academy Grant Meeting, July 2
- OER Update Face to Face Meeting, July 2
- NSF-IUSE EHR Grant Faculty Meeting, July 2
- Blackboard ULTRA conversion Meeting for Biology courses for Fall 2021, July 6
- Program Chair Meeting, July 7, 22
- NSF (National Science Foundation) Meeting, July 8
- Presented MSITB Convocation Committee Meeting, July 9, 15, 19
- Pearson Review Meeting, July 9
- Attended NSF Proposal Meeting, July 12
- Presented Review of OER Technology Meeting, July 13
- OER Committee Review Meeting, July 14
- ULTRA review for Anatomy and Physiology Meeting, July 15
- Attended SEA-PHAGES Information Session for DEMSA Meeting, July 15
- Pre-Meeting for MSITB Division Meeting, July 16
- ULTRA Biology department Organizational Meeting with Dean of Distance Learning, July 21
- Presented ULTRA Conversions Workshop Meeting, July 22
  Attended STEM Success Academy Update Meeting, July 23

Chemistry

- Attended Division Chair Meeting, July 7
- Worked on faculty assignments for Fall 2021, July 5 – 9
- Worked with Office of Academic Affairs to respond to Faculty Teaching Schedule Modification Consideration request, July 13 to July 15
- Work with Dean's Office and Office of admissions to review and respond to student grade appeal, July 14 & 15
- Attended Dual Credit lab report review virtual meeting, July 14
- Submitted updates to Fall 2021 schedule, July 13 & 14

Mathematics

- Faculty attended BlackBoard Gradebook Center workshop, July 1
- Staff attended Admissions Outline and Q&A Workshop, July 1
- Chair met with Dean of Liberal Arts and English/Education Faculty to discuss THECB Grant opportunity, July 2
- Chair attended meeting to discuss THECB Grant application, July 12
- Facilitated Summer 2 Department of Mathematics meeting, July 13

- Faculty attended DANA Center FOCI Series Session 5, July 13
- Staff attended The Four Agreements workshop, July 14
- Chair attended Co-Req brainstorming meeting, July 14
- Chair attended meeting with McGraw Hill for training ideas for fall session, July 14
- Chair attended MSITB Convocation Committee meeting, July 15
- Attended Chair Meeting with Enlearn software, July 15
- Chair attended meeting to meet with potential MSITB Keynote speaker, David Katz, for Division Convocation, July 16

Physical Science

- Reviewed the enrollment in the Fall 2021 physics, geology, physical science, and engineering sections, revised the schedule, and emailed the revisions to the curriculum office, July 1
- Participated in the Workshop# 189390 Office of Admissions and Records Overview and FAQ's, July 1
- Created the Fall 2021 department meeting workshops on OPOD system and on the Outlook calendar, and sent the email invitations to the department faculty and staff, July 2
- Participated in the Geochemical Society Social Media committee work, July 5
- Prepared New Engineering Dual Credit faculty hiring documents, July 6
- Attended Program Chair Leadership meeting, July 7, 22
- Conducted department orientation for the New Faculty Secretary, July 7
- Contacted Engineering Industry presenter for Fall 2021 Engineering Program Advising Days, July 8
- Additional revisions to Physics and Engineering Fall 2021 schedule, July 8
- Revised Fall 2021 low enrollment contingency plans to include Fall 2019 data, July 8
- Email communication with the Engineering and Physics program faculty for a review of PLO and CLO attainment in online sections, July 9
- Email communication with the STC Public Relations office, July 9
- Met with the physics program faculty on MS Teams and discussed Program Learning Outcomes and Course Learning Outcomes of Physics courses and ACGM Manual, July 13
- Email and Phone communication with the Dean and MVC Campus coordinator to discuss the status of MVC B212 Space Modification proposal, July 13
- Email communication with the Director of Academies & High School Projects regarding Dual Enrollment Academy Programs weekly workshops in the fall and spring semesters, July 13
- Chair and faculty secretary planned for Summer Program bash participation, July 13
- Promoted STC Counseling and Student Accessibility Services, Tutoring, and Open Computer Labs among department faculty. Reminded the faculty to share the information about these services with their Summer II students, July 14
- Email communication with the faculty teaching dual credit sections to discuss the Dual Credit Starfish Activities Summer II 2021 Semester Timeline, July 15
- Faculty secretary coordinated with the physics faculty and Wiley representatives to setup Online Homework System training workshop, July 16
- Reviewed the syllabi submitted by the physics, physical science, geology, and engineering faculty on concourse and sent the feedback where needed, July 16
- Participated in the International Geochemical Society committee activities, July 16
- Met with the distance education instructional designer and discussed the strategies for moving online engineering courses to Blackboard Ultra, July 20
- Email communication with the Physics and Engineering faculty; Reviewed the Dual Credit physics and engineering faculty online job description and revised where appropriate, July 23
- Met with the Director and Coordinator of Academies & High School Projects, STC DEEA Program on MS Team and explored opportunities for implementing engineering major specific activities during 2021-2022, July 23
- Moved several modules of OER Physical Geology course from Blackboard learn to Blackboard, Ultra, July 19-23

UNIVERSITY RELATIONS:

- Attended the "Admissions Frequently Asked Questions" workshop, July 1
- South Texas College, Texas Workforce Commission Skills Development Fund Grant Award reception, July 6
- Participated in the Math, Science, Information Technology and Bachelor Programs Division Leadership Meeting, July 7, 22

- Attended the MHSM Academic Coach Interviews, July 7
- Worked on completing the Summer Showcase at Texas Tech University, July 9
- Completed the Summer Showcase at Texas Tech University, July 12
- Connected with Kevin Struckhoff from StraighterLine about potential next steps in an agreement, July 12
- Attended a webinar entitled "Lessons in Leadership: Up Front with Ally Love, CEO/Founder of Love Squad, Peloton Instructor and Host of the Brooklyn Nets" hosted by Morgan Stanley, July 13
- Met with Dr. Rito Silva (Vice President for Enrollment Services and Student Affairs) and Dr. Lucy Villarreal (Assistant Dean for Educator Preparation and Partnership Development) from Texas A&M University – Kingsville, July 14
- Attended the "Recommended Course Sequence Q&A Webinar hosted by the Texas Higher Education Coordinating Board, July 15
- Participated in the Math, Science, Information Technology and Bachelor Programs Fall Convocation Planning Meeting, July 19
- Attended the Academic Affairs: Strategic Planning Workshop, July 19
- Participated in the "Natural Disasters" workshop hosted by the Department of Public Safety, July 20
- Attended the Competency-Based Education Network's "Camp CBE" workshop, July 20
- Hosted representatives from Regional Christian University, July 21
- Met with the Advisor for Agricultural Economics, Construction Science and University Arts and Sciences at the Texas A&M University Higher Education Center in McAllen, July 21
- Met with the new Outreach Representative from UTRGV who is assigned to work with STC Transfer students, July 24

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Followed up with NAH program chairs regarding the THECB Licensure Report
- Attended the TADDPNP Nursing Faculty Shortage Support Task Force meeting, July 6
- Attended the Coordinated Operations Council meeting, July 6
- Worked on/submitted granted-funded NOEs
- Attended meeting with the VPAA, July 6
- Interviewed three faculty candidates for the Vocational Nursing Program, July 7
- Attended the STHS x STC Summer Screening Follow-Up Meeting, July 7
- Followed up on enrollment figures for the summer sessions
- Reviewed healthcare programs' video for PATHS Conference
- Held meeting with program chair for Vocational Nursing, July 8
- Attended the Clery Committee Meeting, July 8
- Reviewed Carl Perkins Grant revisions for FY 2022
- Reviewed PATHS documentation
- Reviewed program chair candidate for the RN-to-BSN Program
- Met with program chair for the Vocational Nursing program to discuss staff assignments, July 12
- Attended the PATHs Conference Meeting with NAH staff, July 12
- Attended the 2021 ACEN Nursing Education Accreditation Conference, July 12 & July 13
- Took part in hosting the PATHS Conference in collaboration with Region One ESC at the NAH Campus; NAH representatives showcased our healthcare programs and campus facilities to counselors and advisors from local school districts, July 14 & July 15
- Attended the Deans Meeting hosted by the VPAA, July 14
- Interviewed faculty candidate for the Physical Therapy Assistant Program, July 16
- Attended the Texas Online Retirement Review webinar, July 16
- Radiologic Technology Program Pinning Ceremony, July 16
- Master Syllabi Learning Outcome Meeting, July 16
- Academic Affairs: Strategic Planning Workshop hosted by the VPAA, July 19
- Attended the Connect Students with Future of Work-Aligned Skills webcast, July 20

- Held monthly NAH Program Chair Meeting, July 21
- Attended the FY 2021 – 2022 Budget Committee Meeting, July 21
- Attended the Vaccine Equity Meeting with the Hidalgo County Department, July 22
- Worked on completing EverFi trainings
- Attended meeting with MRG Medical to discuss potential collaboration with South Texas College, July 23
- Worked on duties related to role as member on American Nurses Association advisory board to address racism in nursing in practice and education
- Met with Mission CEED representatives to discuss partnership on grant for first responder training grant, July 26
- Reviewed research by the Texas Team Nursing Coalition on faculty shortages
- Took part in hosting retirement celebration for retiring VN faculty member, July 29
- Attended Vocational Nursing Pinning Ceremony for graduates, July 29
- Worked on completing the Carl Perkins Final Report

NAH PROJECT MANAGER:

- Worked on budget reconciliation of PATHS Conference account
- Worked on budget reconciliation of NSRP account
- Attended NAH Program Chair Meeting; presented on scholarship opportunities available to NAH students, July 21
- Worked on agenda for campus visit by the new college president

NAH STUDENT ACTIVITIES:

- Held celebration event for Independence Day with hot dogs, popcorn, drinks, music, games, prizes, July 1
- Held painting activity for students; provided paint, brushes, and canvases, July 6
- Held Bean Bag Toss Contest, July 13
- Held "Cheer Up the Lonely" karaoke event, July 15
- Held Chip & Putt Challenge event for students, July 20
- Offered free ice cream to celebrate National Vanilla Ice Cream Day, July 22

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Students under the supervision of faculty member, took part in the Summer Screening Series Partnership with South Texas Health System which offered free health screenings and information to visitors at the STHS ER Monte Cristo Center, July 10
- Students under the supervision of faculty member took part in the Summer Screening Series Partnership with South Texas Health System which offered free health screenings and information to visitors at the STHS ER Weslaco Center, July 17

- Students under the supervision of faculty member took part in the Summer Screening Series Partnership with South Texas Health System which offered free health screenings and information to visitors at the STHS ER Alamo Center, July 24
- Students under the supervision of faculty member took part in the Summer Screening Series Partnership with South Texas Health System which offered free health screenings and information to visitors at the STHS ER Ware Road Center, July 31

Bachelor of Science in Nursing

- Chair and academic coach attended the 2021 ACEN Nursing Education Accreditation Conference, July 12 – July 16
- Faculty secretary attended The Four Agreements – 3 Part Series workshop, July 14
- Chair and academic coach participated in the PATHS Conference, July 14 & July 15
- Faculty secretary attended the ASL Vocabulary: Lesson 7 workshop, July 15

Diagnostic Imaging Department

- Chair held department meeting for faculty and staff, July 1

- Faculty secretary attended the NAH Monthly Secretary Meeting, July 1
- Department worked on preparations for the RADT 2021 Pinning Ceremony scheduled for July 16
- Chair worked with NAH project manager on plans for the RADT Program 2021 Pinning Ceremony
- Chair submitted the DID master syllabi for the Fall 2021 Semester, July 8
- Faculty secretary attended the Intentional Communication and Teaming workshop, July 9
- Chair attended the AHEC Live Webinar: Digital Breast Tomosynthesis, July 12
- Chair and faculty attended the Apply NAH Online System Training Meeting, July 13
- Department held 2021 Advisory Committee Meeting, July 14
- Chair gave presentation on the DMS and RADT Programs at the PATHS Conference, July 15
- Faculty secretary took part in setup and facilitation of host duties for the PATHS Conference, July 14 & July 15
- Department held RADT Program 2021 Pinning Ceremony, July 16

Emergency Medical Technology

- Faculty secretary attended the NAH Monthly Secretary Meeting, July 1
- Chair and faculty member took part in presenting for the EMT program at the PATHS Conference, July 14
- Chair attended the Achieving Mental Health Resilience – A Roadmap for Practitioners and Agencies webinar, July 14
- Attended the Enhancing Patient Care Through Telehealth webinar hosted by CAPCE, July 20
- Monthly NAH Program Chair Meeting, July 21
- Chair attended the Special Edition: New Program Director's Only workshop hosted by CoAEMSP, July 22
- First Responder Training, July 26
- Department continued to register students for the Fall 2021 Semester

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Dean attended the Coordinating Council meeting where several construction projects were detailed, July 6
- Scheduled 6 interviews for Political Science lecturer positions for Fall 2021, July 8
- Attended the 2021 TCCTA Leading from the Middle virtual conference. Sessions attended included the Legislative Update, Accreditation Updates from SACSCOC, Leadership on Campus, Breakout Section: TSIA2 Update, and Legal Issues in Higher Education, July 12-13
- Interviewed 5 potential Lecturers candidates for the Political Science Department, July 12-16.
- Attended the CDEC staff meeting discussing Parent Handbook and camera installation, July 13.
- Meeting with VP and deans to discuss the new Intent to Hire/Rehire lecturers for Fall 21, July 14.
- Attended off-and-on the South Texas Foundational Coach Training with Inside Tract, July 19-22.
- Attended Academic Affairs Strategic Planning Workshop, July 19
- Held SBS Division chair's meeting where we discussed enrollments for Summer 2 and Fall 2021, modification of teaching schedule, campus safety protocols, rehiring of lecturers, not adding students to capped classes for Fall 2021, spending of promotional budget, OER, Starfish, Degree plans and articulation agreements with UT-RGV, checking SharePoint for updated templates, ensuring faculty sign up for academic affairs convocation and division meeting, July 21.
- Attended virtual leadership meeting with VP and deans to discuss enrollment for fall, workforce reduction, revised hiring forms, staffing positions (GPS), CBE substantive changes, dual credit courses, merged sections, document retention schedule, July 22.

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood Department

- The Program Chair provided an orientation on the CDA Credential and the process of enrolling at STC to enroll in the CDA classes. We also had in attendance Helen Meave, Instructor, and Rosangela Mancillas, Student Services Specialist II. The meeting was held via TEAMS, July 30

Psychological Science

- Program Chair had a meeting with departmental scholarship committee to finalize which applicants would be awarded for Fall 2021, July 21.
- Two Psychological Science faculty will be recognized for their commitment to excellence in teaching and student success during the live, online Academic Affairs Convocation on August. 16th. They will be featured in the Academic Year 2020-2021 Faculty Spotlight booklet, July 22.
- The Division Dean notified us about Distance Learning now moving in to delete blackboard collaborate content due to storage capacity being taxed. Program Chair voiced his concerns that even though we are currently being told that One Drive and VidGrid have unlimited storage at this time, I feel that eventually they'll go the way of blackboard and collaborate where they'll cap the storage, and we'll have to migrate our files once again. For now, I suggested to my colleagues that VidGrid is the best option for videos since it automatically captions everything. After that, one of my fellow chairs asked me to help them walk them through VidGrid, July 28.
- Faculty member reached out to our Dean of Student Affairs and VP for Student Affairs and Enrollment Management. After e-mail exchanges, it was determined that we would compile a list of concerns and experiences regarding academic dishonesty, and we would forward that to our dean. At that point, our dean will communicate with the VP for Academic Affairs, and we'll determine the best possible route of action, July 29.
- Mónica Pérez in the VPAA's Office contacted me regarding some suggested changes that myself and another chair in my division had sent via our Dean regarding the Faculty Handbook. She said she would send me the new Pay Plan in order to compare that to the proposed changes. I contacted her back the next day to let her know that the discrepancies were still present on the new pay plan, July 29-30

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Managed the development of a CBE Fundamentals Certification class. The course is designed to be mobile friendly with Captivate lessons and available in Blackboard, July 1-31.
- Launched FA 2021 training and professional development schedules. Sign-ups are available in OPOD. July 25-31
- Co-presented at the STC Aim High CBE Conference. The topics was applying quality assurance and control to CBE courses using the Quality Matters Rubric, July 6
- Blackboard contract review and revision for year 2 of a 5-year contract, July 6-10.
- IE Plan meetings, COP meetings, July 8
- Collaborated with IT to plan Blackboard Analytics training for DL Technical Staff, July 8-12
- DHSI Academic Coach hired and on staff, July 15
- Collaborated with PR and TXDOT student to create an article about how STC moved online and survived the Pandemic crisis. July 20-26

DIRECTOR'S REPORT:

- Participated at the Banner User Group Monthly Meeting, July 20.
- Participated at the Crosslist Application Review meeting to discuss the new policies and guidelines to the application.
- Develop a Distance Learning Historical Data enrollment report, online sections and number of online degree report, Blackboard user logins report, number of faculty using SafeAssign report, and Blackboard Mobile accesses report, July 6-9.
- Develop the Blackboard student engaging tools usage report, July 9.

PROJECTS:

- First Time Online Student Orientation
    - Distance Learning staff revised the Bb Student Orientation for Fall 2021 to include more Blackboard student support services, removing out of date information, and adding student video tutorials.
- Learning Management System (LMS)
    - Batch upload for all Summer 2021 and Fall 2021 courses and faculty/student enrollments through ILP admin, July 1-31.

- In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian.
- Assisted faculty with storage issues with a course in Blackboard by moving content to their One Drive account.
- DL Director updated the Blackboard Starfish building block on staging and production environment to the latest version, July 9.
- Updated information modules in Blackboard.
- Blackboard Course Collection LTI enabled for Blackboard Ultra, July 16
- Develop the Financial Aid survey popup message for all students in the learning management system.
- Manually converted Fall 2021 410 Original courses into Ultra course view, July 2-23.
- DL Director develop the Distance Learning Certifications module for all faculty in the learning management system, July 23.
- Began a Storage File Management Project for Blackboard Collaborate, July 13-16

- Student Support/Outreach
  - Distance Learning staff assisted 825 online students, 50 TxDOT duplicated students, and 116 prospective students with their academic courses, Summer/Fall registration, and information to apply to STC, July 1-31.
  - Distance Learning staff outreach stop-out students through text and phone call, July 6-9
  - DL staff outreach stop-out students and STC graduates regarding upgrading their degree, July 6

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month
    - Blackboard Students/Faculty Tickets: 1,058
    - Helpdesk Phone Calls from DL Staff: 780
    - Social Intent – Distance Learning Chat 157
    - Afterhours Students/Faculty Chats: 18
    - Afterhours Helpdesk Calls: 63
    - **Total: 2,076**

- **Trainings/Workshops/Professional Development**
  - Workshops
    - Distance Learning staff presented for the Dual Credit Pathways Workshop, July 1.
    - Distance Learning staff participated at the Admissions Frequently Asked Questions Workshop, July 1.
    - Distance Learning staff facilitated the Blackboard Grade Center Workshop, July 1.
    - Distance Learning staff facilitated the Blackboard Grade Center Hands-on Workshop, July 6.
    - DL Dean and Director participate in Blackboard Analytics Strategic Planning sessions, July 12, 14.
  - Trainings
    - Distance Learning staff trained the new part-time Help Desk Technician employee with Argos, phone agent, Blackboard, Ticketing System, TraxAdmin, and Social Intents Chat, July 1- 2.
    - Distance Learning staff assisted and produced the ACE-IT Symposium, July 6.
    - Distance Learning staff participated at the Academic Coaching Webinar, July 9.
    - DL staff continued Instructional Continuity Certification classes with 42 enrolled in LMS Fundamentals, 39 enrolled in Instructional Continuity Principles and Practices, and 84 Enrolled in OTC.
    - DL Dean, Director, and Staff attended Inside Track training, July 19-23.
    - DL staff facilitated the Biology Department Open Lab workshop, July 22 27 and 29.
    - DL staff continued Instructional Continuity Certification classes with 42 enrolled in LMS Fundamentals, 39 enrolled in Instructional Continuity Principles and Practices, and 84 Enrolled in OTC.
    - DL Dean, Director and staff participated at the Blackboard Analytics South Texas College: Data Warehouse Concepts & Content Navigation, Fundamentals Training Sessions, July 26-30.

- Conference
  - DL Dean, Director, and Staff attended the Blackboard World Conference Sessions, July 13-15, 20-22.
  - DL Staff provided ACE-IT Conference Archive Recordings, July 12-13

➢ **Student Success Activities:**

Type of Service	Number of Students Visits
General Advising:	136
Telephone/Text Contacts:	795
Virtual Campus Advising Email:	368
Radius Inquiries:	141
Register Students:	27
Registration for Bb Orientation	42
TxDOT Registrations	8
Social Intents – DL Chat	64
Student Contacts for STC Reminders	2,397
Total:	***3,978***

DISTANCE LEARNING MEETINGS:

- Held Distance Learning department technologies team meeting, July 7, 14, 21 and 28.
- Participated at the Blackboard TDM Demo for STC Meeting, July 7, 21, and 28.
- DL Director met with the Account Executive for Blackboard Analytics to discuss the mockups dashboard data on the analytics reports, July 12.
- DL Director met with Pronto Customer Success Manager to discuss the STC renewal contract, July 14.
- DL Dean and Director participated in Academic Coach training related to the DHSI grant
- DL Dean and Director participated in the Starfish Taskforce Meeting, July 20
- DL Dean, Director and Staff met with Dr. Esmaeili and Chair Maria Cervantes to discuss online biology course conversions for Ultra, July 31.
- DL Instructional Staff attended Blackboard World (virtual conference), July 13-15, July 20-22

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

DEAN'S REPORT:

- Dual Credit Programs submitted their Annual NACEP Accreditation Annual Report in July 2021.
- Dean along with Relations Manager finalized the logistics with NACEP for the 2022 National Summit for Dual Credit Programs in which the Agreement is scheduled for Board Committee in August 2021.
- Dual Credit Programs in collaboration with Human Resources Department is establishing an online application for Dual Credit Faculty. A meeting was held to review and discuss the launching for Fall 2021, July 8.
- Dean met with Triumph Public Schools Administration to discuss Interlocal Agreement for McAllen and Mercedes Campuses, Jul 20.
- Dual Credit Programs met with Oxford Reynosa to discuss the partnership and next steps for the upcoming academic year, Jul 23
- Dean met with K12, a Stride Company to discuss partnership with two Online Virtual Schools, Jul 23.
- Planning and Scheduling Manager met with the Dean of Dual Credit and Dual Credit Staff to finalize revisions to the new SACSCOSC Substantive Change Policy Protocols and Procedures, Jul 26
- Project Manager in collaboration with Distance Learning Support staff monitored the new Dual Credit Faculty progress with required Distance Learning Certifications. The table below is status with the trainings:

Fall 2021 Prospective Dual Credit Faculty Distance Learning Certification Status As of 7-29-21			
Training	Complete	Pending	Total
LMS	38	0	38

Instructional Continuity (IC)	38	0	38
OTC	24	14	38

- Scheduling staff processed 935 scheduling requests for Fall 2021. Here is the breakdown:

Fall 2021							
Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number	STC Faculty Sections	ISD Faculty Sections
1052	**935**	**315**	**473**	**264**	**1512**	**538**	**974**

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Staff attended the UTSA PREP TEA Course Re-Approval Meeting held via Zoom, Jul 7.
- Staff conducted registration for two hundred forty-one (241) Dual Enrollment Academy Students for Fall 2021:

Campus	Student Count
Pecan	106
Mid Valley	132
Starr County	3

- Staff conducted the following Case Management session based on Starfish Alert Reporting:

Campus	Case Management
Pecan	61
Mid Valley	28

- Staff attended the UTSA PREP TEA Course Re-Approval Meeting/Final Draft Review held via Zoom, Jul 14
- Staff coordinated a Virtual Information Session for the STC SEA-PHAGES Research Opportunity for twenty-eight (28) new Dual Enrollment Medical Science Academy, Jul 15
- South Texas College-PREP held a presentation hosted by Texas A&M University-Kingsville which provided an overview of the RGV Engineering Initiative, Jul 12
- Staff attended the Starfish Caucus hosted by the Starfish Administrator, Jul 27.
- Staff conducted a New Student Orientation for ten (10) Dual Enrollment Criminal Justice Academy (DECJA) Students at the Pecan Campus, Jul 30.

- Staff conducted the following in-person campus tours at the Pecan Campus:

Date	Attendance
July 27	25
July 29	7
July 30	21

- Prefreshman Engineering Program (PREP) held a Virtual Closing Remarks Event for Years 1-4 students with Keynote Speaker from the National Society of Professional Engineers Foundation Trustee/Vice-President at Huitt-Zollars and Executive Vice-President of Texas Society of Professional Engineers/Senior Practice Builder at Kimley-Horn & Associates, Jul 21
- The Academies & High School Projects Department hosted the Prefreshman Engineering Program (PREP) Year 4 Closing Ceremonies at the Starr County Campus, Pecan Campus, and Mid-Valley Campus, Jul 22.

Campus	School District	Year 4 Student
Starr County	Roma ISD	24
Pecan	PSJA ISD	8
Mid-Valley	Weslaco ISD	10

- PREP was hosted for six-weeks during summer and consisted of virtual instruction and hands-on activities, began on June 14 and ended on July 22. A total of one hundred ninety-seven (197) successfully completed the program:

School District	Participant Count
PSJA ISD	68
Roma ISD	81
Weslaco ISD	59

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- Director participated in Dual Credit Programs Actionable Items for the Vision, Mission and Goals, July 6.
- Pathways Staff conducted meetings to review and update department content and material in preparation for fall events and presentations, July 6-9.
- Pathways Staff monitored Summer II Enrollment Compliance for students exceeding the max course count allowed by Policy 3232, July 6-9.
- Director and Coordinator conducted evaluation and preparation of the 2.5 GPA Task Force to identify students below 2.5 as an effort to enhance advising methods.
- Director and Pathways Staff conducted an overall evaluation of workshops and bridge events in preparation for fall semester with partnering school districts.
- Pathways Specialist met with Relations Manager to review and edit the Dual Credit Programs Jaguar Journey student guide in preparation for late Fall, Jul 20.
- Director participated in a SACSCOC Sub Change Protocol & Procedures process review, Jul 21.
- Director and Pathways Mid Valley Coordinator participated in a meeting with La Villa ISD P-TECH Administration to discuss next steps in their TEA planning year, Jul 22.
- Director participated in the initial meeting with Reynosa Oxford Administrator to discuss enrollment, scheduling and pathway management considerations, Jul 23.
- Pathways Staff conducted individual virtual advising sessions for dual credit students returning in preparation for Fall semester. Advising topics include course corrections or adjustments to high school schedules in collaboration with partnering high school counselors.
- Coordinator attended meeting with Texas A&M University-Kingsville, Education Program Chair and Director of University Relations, Transfer & Articulation Center to discuss La Joya ISD Education Degree Offering, Jul 30.
- The following Meetings were held and/or attended by Dual Credit Pathways Staff:

Meeting Type	School/ISD	DCP Team
Jagnet Black Board Training	Open Districts	Pecan Staff
DCP Orientation	Open Districts	Pathways Staff
DCP Content and Material for Fall 2021	STC	Pathways Staff
Palmview STEM Leadership	La Joya ISD	Starr Team
Student Advising (10) students	Various districts	All DCP Team
Department meeting: discuss summer concerns	STC	All DCP Team
Summer Virtual DC Students Information Workshop	Open to all	Pathways Staff
Student Advising	Sharyland A3	Starr Staff
Degree Audits: Fall Prep	Edinburg	Pecan Staff
Advising	Edcouch Elsa	Mid Valley Staff
Leadership Meeting	Mercedes	Mid Valley Staff
Leadership Meeting	Donna ECHS	Pecan Staff
Introduction/ Welcome Meeting	La Joya New Academies Director	Starr Staff
PTECH Planning Year Meeting	La Villa	Mid Valley Staff
La Joya Academies Director Meeting	La Joya	Starr Staff

Palmview PTECH Planning Meeting	La Joya	Starr Staff
CCRSM Partnership Webcast	Educate Texas	Pathways Staff
La Joya ISD Education Degree Review	La Joya	Starr Staff
Weslaco East ECHS Counselors Meeting	Weslaco	Mid Valley Staff
Weslaco ECHS Onboarding	Weslaco	Mid Valley Staff

RELATIONS MANAGER'S REPORT:

- Manager coordinated logistics for the Summer Bash Program Fair to be held August 5-7, 2021 at the Starr, MV, and Pecan Campuses
- Worked on the Jaguar Journey Student Booklet
- Updated Reference Guides, Manuals, and Booklets for the upcoming academic year
- Worked on logistics for the 2022 National Summit for Dual Credit Programs conference
- Continued marketing the 2021 Youth Camps and logistics for in-person camps
- Worked on Dean's presentations for the dual credit professional development days
    - STC Faculty Teaching Dual Credit Courses PD Day to be held August 19, 2021
    - Adjunct/Dual Credit Faculty PD Day to be held August 21, 2021
- Worked on design a Fire Science Certificate brochure to promote to dual credit students
- Worked on logistics for the upcoming annual events for partnering school districts
    - Superintendents Leadership Meeting to be held September 9, 2021
    - Dual Credit Leadership Meeting to be held September 10, 2021
- Assisted Academies & High School Programs with coordinating STC-PREP Closing Ceremonies that was held July 22, 2021 at the Starr, MV, and Pecan Campuses
- Worked Metrics Student Performance Reports for upcoming leadership meetings

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Instructional Coach attended NAPE Grant Training, July 13 & 15
- OPOD Manager attended monthly Tech Support Committee meeting, July 15
- Instructional Coach met with Director of Learning Outcomes to discuss Education Strategy on active learning, July 23

ACADEMIES AND TRAININGS:

- OPOD facilitated a book study workshop on *The Four Agreements* – 3 Part Series, July 7
- Instructional Coach facilitated week 4 of Spark Online, July 7
- OPOD facilitated workshop Intentional Communication & Teaming Training for faculty and staff of NAH, July 9
- OPOD facilitated session two of three of book study workshop on *The Four Agreements*, July 14
- Instructional Coach facilitated week 5 of Spark Online, July 14
- Microsoft Power Apps workshop was facilitated by Microsoft trainer, July 15
- Writing Better Business Emails workshop was facilitated by Skill Path trainer, July 16
- Business Writing Workshop was facilitated by Skill Path trainer, July 16
- Instructional Coach attended South Texas Coach Training, July 19-23
- OPOD facilitated session three of three of book study workshop on *The Four Agreements*, July 21
- Instructional Coach facilitated week six of Spark Online, July 21
- Microsoft OneNote workshop was facilitated by Microsoft trainer, July 22

PROGRAMS IN DEVELOPMENT:

- Academic Affairs Convocation, August 2021
- Professional Development Week, August 2021
- Adjunct Dual Credit Professional Development Day, August 2021

- College Wide Professional Development Day, September 2021
- Chair Academy, September 2021
- Teaching and Learning Academy, September 2021
- Jaguar Academy, October 2021

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mr. Montez was involved with several departments and organizations at MVC.
    - Participated in Coordinated Operations Council meeting, July 6
    - Participated in Clery Safety Committee Report meeting, July 8
    - Participated in Mid Valley Campus Summer Bash Planning Meeting, July 8
    - Participated in Academic Affairs Council Meeting, July 19
    - Participated in TEX-Prep Closing Ceremony at Mid Valley, July 22
- Student Activities hosted various activities:
    - Student Food Pantry Distribution, various dates
    - Jaguar Freshman Academy, various dates
    - Jaguar Leadership Camp Basketball tournament, July 13
- Hosted Drone Piloting Youth Camp, July 19-23

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
    - Met with EDC regarding Promo Video for Mid Valley, July 02
    - Participated in Weslaco Museum Sidewalk Art Competition, July 03
    - Participated in National Weather Service Webinar for Emergency Weather Information, July 06
    - Toured campus with Weslaco Fire Marshall for MV Campus inspection, July 13
    - Presented to over 35 students on Leadership with the Chamber of Commerce, July 16
    - Participated in Weslaco Museum event, July 22

ENROLLMENT ACTIVITIES:

- Mr. Montez met with several Faculty, Staff, Student and Community members to assist with campus enrollment.
    - Contacted PR regarding Program Promotion for MV Campus, July 1
    - Contacted Culinary Arts Chairs regarding SSII and Fall 2021 classes at MVC, July 7
    - Met with Philosophy Dept. regarding course demands for Fall 2021, July 7
    - Contacted ART Dept. Chair regarding scheduling of courses at MV, July 8
    - Met with Admissions to review course demand for Fall 2021, July 15
    - Hosted Extended Enrollment Saturday, July 17
    - Contacted MS Dean regarding courses needed at MV for Fall 2021, July 19
    - Contacted MATH Chair regarding courses requested at MV, July 20 & 23
    - Contacted INRW Chair regarding classes requested at MV, July 22
    - Assisted students with financial/academic holds, July 19-23
- Hosted BPST Let South Texas College Be a Grill Party of Your Future Event to promote BPST Division to students, July 28

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Scheduled appointment with Advance Head Start of Starr County to draft MOU for Fall/Spring 2021-2022.
- Sought guidance from Starr County Sherriff Department for weather disaster protocols affecting campus.
- Prepared for Starr County Community Coalition meeting on July 7, 2021.
- Worked with RGCCISD to schedule development for CATE department.

- Continued reaching out to Starr County Disaster Control for South Texas College participation
- Reached out to local faith leaders to participate in campus events.
- Prepared MOU draft for AVANCE Head Start a Program to participate in Campus events.

COMMUNITY ENGAGEMENT:

- Continued working with district food bank to distribute goods.
- AVANCE Preservice Training Mon. July 19 – Thurs. July 22
- Prep Year 4 Recognition Ceremony Thursday, July 22

ENROLLMENT ACTIVITIES:

- Evaluated applicants for Outreach Department opening for recruiting help on campus.
- Recruited applicants for recruiter position on campus to open soon on campus.
- Continued work with Student Success Specialists on campus for LASS to recruit for Fall 2021.
- Made recommendations to chairpersons to open new face-to-face sections on campus.
- Continued recruiting students for corequisite sections by Student Success Specialists.
- Continued recruiting for technology programs on Campus.
- Held weekend recruiting and registration on campus for Fall semester.
- Attended Starr County Community Coalition monthly meeting.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Met with the Dean of BSPT and the developer for the Geospatial Engineering Technology proposed program to discuss the revision of the award title and re-examine the need for a certificate credential.
- Attended the IE Plan Comprehensive Plan #2 Goal Discussion regarding persistence strategies through the use of gradable assignments.
- Meeting with the Dean of BPST and program chair for Business Administration to discuss the possibility of separating the specializations in their own stand-alone degrees to allow for additional technical coursework.
- Met with the Starfish Administrator to discuss functionality of Concourse Syllabi with regards to student usage.
- Attended the Education and Workforce Development Committee (EWDC) due to an agenda item relating to the Academic Calendar being presented.
- Attended the SB25 Recommended Course Sequence Reporting & Submission webinar where questions were addressed in regards to the templates and submission process.
- Meeting with the Deans and Director of Learning Outcomes to review data entry in Concourse relating to Program Learning Outcomes and discuss options on how to present the data with regards to courses being mapped to multiple programs. The decision was made to only map those to the course owned by the program, include a notation if courses were mapped to other programs, and create pages in the catalog to list all program learning outcomes for each program where students could find additional information.
- Attended the Academic Affairs Strategic Planning Workshop to review and discuss major goals for AY21-22 and provide strategies to address strategic directions in the biennial update.
- Facilitated the 2021 Curriculum Summer Retreat for the Office of Curriculum staff to provide SharePoint training and collaborate with the department to develop our SharePoint page. Staff were tasked with creating pages for each functional area in an effort to increase productivity in a more efficient manner by providing a workspace where access to files and processes would be centralized.
- Attended the Banner User Group meeting to discuss the status on the Degree Works upgrade.
- Attended the 3rd meeting for the Cosmetology Advisory Committee to provide assistance with questions related to GIPWE and contact hours to finalize the proposed curriculums.
- Attended the Academic Affairs Leadership meeting to discuss updates in the division including staffing positions, enrollment review and upcoming events.
- Attended the Concourse Annual User Meeting to review current modifications and new features coming up in the future, include a CV Report which will allow us to track compliance of curriculum vitae submission in Concourse.

- Worked on updates for the Continuing Education certificate in Cybersecurity Technician proposal; updated job projection data and researched award offerings from other community colleges.
- Met with the Dean of BPST and program developer for the Geospatial Engineering Technology proposal to discuss and finalize the award title change and the demand for the level-one certificate; further research would be conducted to determine if additional certifications could be embedded into the certificate.
- Attended the "Accreditation: New SACS Policies and How they Apply to New and Existing CBE Programs" presentation from Dr. Robin Zuniga as part of the 2nd Biannual ACE-IT CBE Course/Program Development & Refinement Conference sessions. The session covered the recent Substantive Change Policy updates and the speaker explained content that would be covered as part of the prospectus review.
- Setup and tested a workflow for submission of the Local Needs Course Request Form to tracking incoming requests and approvals from THECB. Began working on a similar task for the Special Topics Course Request Forms.
- Attended the Texas Associate of Collegiate Registrars and Admissions Officers (TACRAO) conference where I attended the following sessions:
    - Legislative Updates from the Legislative Issues Committee
    - CBM Reporting Updates
    - THECB – Transfer Advisory Committee
    - SB25 Update
    - College Board Update: CLEP
- Worked on updating the Prior Learning Assessment manual to update procedures on non-credit to credit conversion; reviewed and updated the licensing section regarding FLETC programs and other modifications.
- Completed the Concourse Summer 2021 Audit report and sent to the department chairs and Deans to provide the current institutional status for HB2504.
- Completed an audit on the Special Topics course inventory to determine if any courses needed to be converted to Local Needs; will reach out to the department chairs in the Fall 2021 to discuss options.
- Completed a report on enrollment by day/time for each campus at the request of the VPFAS.
- Completed an updated Concourse Summer 2021 Audit report and sent to the department chairs and Deans to provide the current institutional status for HB2504.
- Completed and uploaded the course description update feed file for the Concourse Syllabi application to update course descriptions that were revised through the curriculum revision process; updated course titles.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended the 2nd webinar for Senate Bill 25 Recommended Sequence Reporting and Submission held by the THECB to obtain more information regarding policy, reporting requirements, and general questions submitted by other institutions.
- Participated in the Curriculum Summer 2021 Retreat where we completed a SharePoint training and began to develop our department SharePoint site.
- Attended the Banner Technical Forum meeting to obtain most-up-to-date information on Banner upgrades and upcoming projects.
- Attended the BUGs group meeting to discuss Banner and Degree Works project updates, testing, and upcoming downtimes.
- Managed course evaluation for Summer 2021 in SmartEvals in the month of July SmartEvals, which includes report uploads, registration drops, and sending out email reminders to instructors and students. Response rates were as follows:

Session	Final
N16	90%
N13	0%
N11	100%
N14	100%
S3	17%
L1	21%

- Worked on the 2021-2022 Faculty Handbook Table of Contents and Index to ensure changes are updated accordingly.

- Worked on Concourse resources and workshop material in preparation for the upcoming Fall 2021 workshops for instructors.
- Continued with the SB25 recommended course sequence reporting for AAT awards, Biology AS, Chemistry AS, and Computer Information Systems AS awards.
- Worked on and completed the Fall 2021 SmartEvals schedule in preparation for the upcoming term.
- Audited the room assignments for Pecan Campus to ensure there is a 45 minute to 1-hour in between the scheduled classroom/lab for cleaning and sanitizing.
- Reviewed the Concourse Course Report for instructor drops in Concourse for Summer II to ensure syllabi reflect the most up to date instructor information.
- Processed request for EMSI Reports for Assistant for President of Continuing Education.
- Audited the Fall 2021 schedule for possible discrepancies in scheduled online, face-to-face, hybrid, CBE, and tagged courses.
- Audited the Summer 2021 minimesters and reduced capacity as per the Guidelines for Class Maximums Instructional Efficiency for the following session: K2/N8, L4, and S2.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with BPST Dean, HR Program Chair, and Business Administration Program Chair regarding CBE courses and Program Learning Outcome alignment.
- Coordinator of Curriculum for ADA compliance training for Word and PDF documents.
- Presented and fielded questions regarding Learning Outcome updates at the MSITB Program Chair meeting.
- Met with team to provide Excel Calculated Field Pivot Table training.
- Business Administration Program Chair to provide JagPRIDE and PLO Assessment Plan training.
- IT Application Analyst to review JagPRIDE technical issues and discuss a timeline for solutions.
- Met with Director and AA of Curriculum regarding the Concourse Learning Outcome updates and feasible timeline. Program Learning Outcomes will be prioritized for completion by August 11 with Core Objectives and Course Learning Outcomes scheduled for spring 2022.
- Director of Student Rights and Responsibilities to review the progress of the Communication, Conflict Resolution, and Mediation Training.
- Participated in sixth session of talking circles and team building for Communication, Conflict Resolution, and Mediation Training.
- Met with an IT Systems Specialist to ensure that all new program chairs have access to the chair menu for Core Objectives and Program Learning Outcomes in JagPRIDE. Followed up with new program chairs to verify access and provide additional training if needed.
- Met with faculty and program chairs to navigate and address JagPRIDE issues.
- Met with IVPAA, Liberal Arts Dean, Special Assistant to the Office of the VP for Academic Affairs, Academic Affairs Project Manager to discuss end of year report for COP #3 Course Success and plan next steps.
- Met with the Director of Student Rights and Responsibilities to review the progress of the Communication, Conflict Resolution, and Mediation Training.
- Participated in seventh and eighth session of talking circles and team building for Communication, Conflict Resolution, and Mediation Training. Mediation certification completed.
- Met with Academic Affairs Project Manager to revise COP #3 report and participating faculty members to collect additional information.
- Met with division Deans, Dean of Inst'l Rsrch, Eff & SP, and the Director of Curriculum to address consistency issues for Program Learning Outcomes publication in the Master Syllabi. Course Learning Outcomes and Core Objectives were tabled for a later meeting.
- Met with team to provide Program Learning Outcome and Core Objective audit report training.
- Met with faculty and program chairs to navigate and address JagPRIDE issues.
- Met with the Director of Curriculum and AA to review Concourse Program Learning Outcome inconsistencies and discuss new timeline proposal for full launch fall 2022.
- Participated in SACSCOC Summer Institute sessions:

- *Accreditation 101*
- *Assessment and IE: Basic Components for Successful Implementation*
- *Metacognition: A Foundation for Closing and Eliminating Achievement Gaps*
- *Student Outcomes: Standard 8.2*
- *From Teaching to Learning: Research-Based Practices for Improved Learning Outcomes*
- *Learning Goals*
- *Student-Centered Learning Environments that Support Equitable Student Success*
- *Curriculum Mapping*
- *Assessment Learning: Formative, Fast, Frugal, and Fun Strategies to Use in Any Discipline*
- *Getting Faculty Involved in Assessing General Education*

- Participated in Academic Affairs: Strategic Planning Workshop.
- Met with Director of Research and Analytical Services and Qualitative Researcher to review COP #3 Course Success project and provided class contact reports and contact feedback form.
- Met with the Special Assistant to the Office of the VP for Academic Affairs to review COP #3 data reporting and develop questions for follow-up survey. Question drafts submitted for review.
- Met with Pharmacy Technician Program Chair to discuss WECM end-of-course outcomes, accreditation programmatic educational standards, Program Learning Outcome scope/sequence options for integrated curriculum map, and master syllabi documentation. A curriculum map draft is in progress to address the unique needs of NAH. Potential NAH Program Retreat for the upcoming academic year will serve as an opportunity to meet with all chairs and develop consistent documentation and relevant tools for institutional and accreditation reporting.
- Attended Academic Affairs Leadership meeting.
- Met with Director of Curriculum to plan 2021-2022 College-Wide Curriculum meetings.
- Met with IT Reporting Analyst to discuss Argos reporting options to include term sessions for JagPRIDE data entry auditing.
- Met with IT Applications Analysts to discuss JagPRIDE data load, review potential new data, and impact on mass activity inserts.
- Met with RAS Qualitative Researcher to finalize COP#3 follow up survey. The survey questions were finalized and approved to share with Spring 2021 cohort.
- Met with OPOD to review and revise the FOCUS Academy and ALC Case Study.
- Provided revisions and recommendations to the Education Strategy Group and GDMC to ensure grant compliance.
- Met with the Dean of Institutional Research and Effectiveness to discuss learning outcome progress and concerns. Planning a follow up meeting in September to begin Data Summit preparations.
- Met with staff to review the appraisal process and facilitated individual meetings to discuss current status and areas for improvement.
- Met with the Social Work program chair and faculty member to review the 2020-2023 PLO Assessment Plan, provided recommendations to modify incorrect assessment methodologies.
- Met with faculty and program chairs to troubleshoot, navigate and address JagPRIDE issues.
- Presented and met with BPST program chairs to discuss learning outcome updates and the unique needs of the division.
- Participated in final Communication, Conflict Resolution, and Mediation professional development focused on summative goal setting and debriefing.

Projects:

- <u>2020-2023 PLO Assessment Plans/Curriculum Maps</u>: Drafted redesign of curriculum map to integrate Course Learning Outcomes to scope and sequence alignment to Program Learning Outcomes.
    - Liberal Arts – 100% complete
    - Social Behavior Sciences – 100% complete
    - MSITB – 90%
    - BPST – 10%
- <u>Concourse Learning Outcomes Update</u>: Updating Course Learning Outcomes, Core Objectives, and Program Learning Outcomes on each Master Syllabi. Prioritized Program Learning Outcomes for Fall 2021. Core Objectives and Course Learning Outcomes are scheduled for spring 2022.
- <u>IE Reporting:</u> Completed process calendar draft integrating IE, COP, Strategic Mission and department Handbook of Operations. Preparing to close the loop on current IE Plan.

- JagPRIDE PLO Rewrite: IT research in process to enable mass activity insert roll-over of activities to subsequent semesters. Update is scheduled for fall 2021.
- Website: Planning the structure and design of each page and needed elements.
- Academic Affairs Comprehensive Operational Plan – Drafted end of year report and revised timeline based on meeting recommendations. Student survey completed for the spring 2021 cohort survey.
- Concourse Learning Outcomes Update: Cross-referenced Vocational Nursing, Pharmacy Technology, and Radiologic Technology Master Syllabi with WECM and PLO Assessment Plans to research programmatic and division documentation trends and ensure all learning outcome elements were present. Drafting Pharmacy Technology integrated curriculum map with embedded programmatic educational standards for accreditation. Working on both projects in tandem may provide a solution for consistent documentation/reporting for the master syllabi, JagPRIDE, and PLO Assessment Plans.
- JagPRIDE Summer I & III – Completed 100% of manual mass activity inserts for all Summer I & III courses.
- JagPRIDE Summer I Data Submission:
    - Core Objectives, 97%
    - Program Learning Outcomes, 100%
    - Provided daily updates to Program Chairs for faculty pending data.
    - Requested feedback from Program Chairs to improve data collection process.
    - Drafting proposal to increase awareness of data collection process and identifying participating faculty for targeted training.
- JagPRIDE Summer II – Pending application updates to be able to submit manual mass activity inserts.

Reports:

- AAC&U Grant: Compiled Fall 2020 Core Objective Critical Thinking assessment methodologies and data for CHEM 1412, COSC 2425, GEOL 1403, HIST 2321, MATH 2413, PHIL 2303, PHYS 1402, SOCI 1306, and SPCH 2335.
- Summer Core Objective and Program Learning Audit: Compiled master audits for each JagPRIDE section from Argos reports with the addition of manual fields to monitor pending data.

GRANT & PROJECTS:

- Met with IVPAA to discuss and plan the transition of the grant initiatives.
- Planning transition of duties for the Active Learning Classrooms and Financial Literacy, as well as on-going evaluation plans of institutionalized initiatives.
- Scheduling summer and fall courses into Active Learning Classrooms. Training team on scheduling process.
- Completed Certificate of Completion access to finalize inventory records.
- Met with Academic Affairs Project Manager to discuss ALC transition and planned future meeting for training.
- Planning Accelerating Recovery through Credentials case study publication interview.
- Met with OPOD Instructional Coach for an overview of Accelerating Recovery Through Credentials case study interview highlighting the success of the FOCUS Academy and Active Learning Classrooms.
- Met with the Compliance GDMC Officer to review grant data sharing protocols.
- Met with OPOD Instructional Coach to share grant compliance concerns.
- Provided Academic Affair Specialist job description details for pending positing. When hired, the ALC inventory and scheduling will transition to this staff member.
- Participated in Accelerating Recovery through Credentials case study publication interview with the disclaimer that the case study would need to be reviewed and approved by the College and Department of Education before publication.
- Provided case study revisions and recommendations to the Education Strategy Group and GDMC to ensure grant compliance.
- Met with the Dean of Institutional Research and Effectiveness to discuss case study
- Collaborating with program chairs and faculty to schedule fall 2021 and spring 2022 courses in the ALCs.
- Collaborating with departments to schedule future events in the ALCs.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Worked on different event options for the ANWTS fundraiser. Toured the Mission Event center and discussed pricing. Discussed venue options in STC with Jeannette from Facilities & Planning. Submitted the August full page ad to SOCIALIFE Magazine. Continued Processing 16th annual ANTWS donations.
    - Cash Donations: $17,450.00
    - Cash Pledged: $500.00
    - In-Kind Donations: $25,000.00
- **Retention** – Assisted students with registration, degree plans and financial aid.
- **Recruitment** –Continued meeting with qualified Valley Scholars applicants to review contract. Called all accepted students who have not accepted offer. Scheduled Valley Scholars Orientation for new cohort.
- **Scholarship** - Awarded Post-Census Valley Scholars scholarships for Summer II.
- **Administrative –** Attended Academic Affairs Strategic Planning Workshop. Reached out to references for a potential DW hire for our office. Submitted Requisition to purchase polo shirts for the new Valley Scholars students.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa.
- **Meetings** – PTK officer team attended the Virtual PTK Texas Honors Institute on July 23-25. Held PTK monthly Officer meeting on July 27 at 4:30pm via Teams. Held PTK monthly meeting on July 29th at 4:30pm via Teams.
- **Administrative** –Submitted requisition for registration to PTK Honors Institute. Submitted Summer II recruitment list to ptk.org.

HONORS PROGRAM:

- **Recruitment** – Sent mass email invitation for the Honors program to pre-qualified students. Answered emails and phone calls from students that were interested in joining the Honors Program.
- **Retention** – Assisted current Honors students with academic planning and Fall registration.
- **Administrative** – Started requesting courses from faculty for current Honors students.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Met with Office of Professional Development for development of focus group discussions, faculty trainings, and Fall 2021 scheduling and assistance needs.
- Hosted Individual training for Faculty to understand office hours, flag clearing, and future function availability within Starfish.
- Attended EAB Support System webinar "Starfish Reporting and Updates, July 6
- Dean of Distance Learning, discussion on Starfish integration on Blackboard Ultra and reporting systems analysis available, July 6
- Dean of BPS&T and Project Manager, Starfish cohort development, program specific messaging, and cohort reporting for Fall 2021, July 9
- Year 1 DHSI Status Updates and documentation with Grant Coordinator, July 9
- Attended EAB Webinar, "2 Year Serving Students of the Pandemic", July 13
- Individual training to DHSI Grant Coordinator for usage and understanding of Starfish system, July 14
- DHSI Grant budget carryover/unobligated funds from Year 1, July 15
- Distance Learning Academic Coach for review of Starfish access, prioritize goals, and create Service functions for Distance Learning Program
- Starfish Taskforce Member meeting, 21 attended, July 20

PROJECTS:

- Development of Website update and digital signage for Fall 2021 Awareness Program
- Reviewed analytics and design for To-Do Messages and Referrals within Starfish System
- Revised and Introduced new roles and Relationships to staff, providing access to student tracking and flagging
- Updated Batch Assignments for Roles and Relations for Fall 2021 Semester
- Opening discussion with Director of Curriculum about future linkage between Concourse and Starfish, July 13

- Contract Negotiations with Starfish Account Representative for final reviews to fall renewal agreement, July 14
- Announcement generation in Starfish system for developmental use by the CLE tutoring and service awareness
- Served on Interview committed for Dual Credit Marketing Instructor, July 21
- Starfish Caucus 2021, Lead Focus Group discussion of 19 faculty/staff, July 27

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- **New Grants Awarded:**
  - **ACE grant**
    - This grant award in the amount of $175,000(plus) will be a one-year continuation of the ACE-IT Grant; however, this grant will focus on BPST programs, pending revisions requested by THECB, which are as follows:
    - **Required Revisions:**
      - The evaluation plan should include student outcomes. The current evaluation plan is mostly process evaluation, using artifacts from the project to show progress. You have an opportunity to contribute to the literature on CTE+CBE with your outcomes data. Ongoing analysis can also support your sustainability plans.
      - Add information to Schedule A for compliance with RFA Sec. 11.9.1: *Line Item Entry Format*—The campus (if applicable), title of the position, a brief description of the work, indication of full-time or part-time, the percentage of time the person/position will spend on Grant activities, and the total compensation for the grant period.
      - Provide a cost breakout for Schedule F line item 4 for compliance with RFA Sec. 11.9.6: The Awarded Applicant shall provide a cost breakout for supplies, consumables, and outreach materials costing $5,000 or more.
    - **Suggested Revisions to Improve the Application on Record (optional):**
      - Activity 1.02. "Develop replicable, CBE courses for Associate of Applied Sciences Degrees in Building Technologies" has an ambitious timeline. Seven months is a small window to convert a traditional program to CBE. We know your long and successful history with CBE and TAB, but anyone external to THECB may not know that. You say you will build on the ACE-IT model, but an external reader may not be familiar with the model; summarizing the model would also improve the application. The project could be a case study for use of Perkins dollars, but this important context is missing from your project description.
  - THECB OER Course Development and Implementation **Grant**
    - The grant award notification was received on July 30th. It will go to the STC Board for approval on August 24th. This grant award will focus on Math in partnership with UTRGV and UT Dallas.
  - Texas Workforce Commission, Child Care Relief Funds **Grant**
    - This grant award in the amount of $70,242 supports families and childcare providers and was created due to the pandemic. The grant will be used for auxiliary positions at the Child Development Center from April 1, 2021, to August 31, 2021. The amount was based on the child care program's licensed capacity and the 75th percentile of the average local market rate for child care in the area.
- **Existing Grants:**
  - Perking Grant
    - Reviewed email and notes sent from the Grants office;
    - Worked on draft of Perkins Basic grant; a draft was sent to Deans and Co-Liaisons for review and feedback;
    - Met with VPAA, Dr. Millan, and VPAA Project Manager to review and set funding priorities;
    - Met with RDMC and VPAA Project Manager to review and discuss Virtual Site Visit Report/ findings; emailed VPAA and Dr. Millan to request summary of Management/ Action Plan to address THECB findings on Advisory Committee meetings;
    - Met with BPST Dean, BPST Project Manager, and RDMC to review and revise application draft;

- Reviewed Faculty Internship NOEs, discussed NOE changes with BPST Project Manager, reviewed and responded to various emails from RDMC regarding the NOEs from BPST division;
- Met with RDMC to review Perkins Basic application draft; made edits to draft based on RDMC feedback;
- The draft included funding request for salaried positions, internships, professional development, and equipment for IT, BPST, and NAH. Total amount requested is approximately $843,532.
- Followed up with BPST Project Manager to ask status of flowchart review.
- Reviewed email and notes sent from the Grants office and provided additional information needed for the application;
- Responded to RDMC's inquiry regarding Advisory Committee Action and Management Plans;
- Developed an Advisory Committee (AC) audit checklist, AC Instructional Summary, and started to draft a Handbook to be used to create a streamlined process for future meetings by both Program Chairs and Advisory Committee (external) members.
- The final application was submitted to the Coordinating Board on July 16th; RDMC eliminated all funding for IT. Funding included salaried positions for BPST and NAH Divisions; equipment for both and professional development for the Child Development and Early Childhood program.
- Held the monthly Co-Liaison meeting to discuss the application process, review the flowchart, and the Advisory Committee handbook.
- Contacted HR to ask about process for posting new Perkins funded positions for FY22;
- Contacted RDMC to request guidance for posting the FY22 positions.
- Revised/edited Advisory Committee Audit Checklist and audited 2 Program Advisory Committee meetings (AEDT and Pharmacy Tech).
- Revised the one-page summary of Advisory Committee Procedures and forwarded draft of summary along with audit checklist to VPAA, Dr. B. Millan, and the Dean for BPST for review and feedback.
- Scheduled the monthly co-liaison meeting for mid-August.

- DHSI Grant
  - Received phone call from OSI Project Manager requesting copies of Starfish reports used for the DHSI grant proposal; forwarded email with information used for the grant proposal.
  - Received and accepted invitation for meeting from the DHSI Coordinator
  - Reviewed emails from DHSI Coordinator regarding Year 1 grant budget savings and budgeting for Year 2 needs.
- RAND Grant
  - Met with Dean of MSITB, Program Chairs for Math/Development Math to discuss status.
  - Discussed possible activities for expediting the remaining grant funds. The following is a summary of the items discussed:
    - Previous planned summer camps were advertised, bridge camps could be done in lieu of the course work. However, they had very low enrollment. They offered developmental course Math 100 through Continuing Education (CE), which could be done again if we pay faculty a stipend. Students completing the 2-week course would enroll in academic course work after successfully completing the 2-week course.
    - Lessons learned - previous marketing could have been better – Program Chair for Developmental Math feels we should push this and advertise it to students. If the college could absorb this, the idea could work.
    - Discussed the possibility of offering 2-week courses online, but previous efforts did not come full circle. This would not appear on student transcript, but would quality students as TSI completion.
    - Funding left is $23,000 for salaries, $3,000 in benefits, and approximately $9,000-$10,000 for operating (total $36,003.92).
    - Possible strategies - focus on co-requisite models or work with CLE to focus on students in developmental classes. Developmental course needs are growing. We can focus on boot camps and offering it through CE. TSI 2 is changing the trend. Many do not want to do SI for developmental because that is focused on academics.
    - Have ongoing TSI prep options. CLE has been developing resources. One model Mario was interested in offering is college algebra / with 2 different labs. Students in higher

range, would be offered 1-hour support lab; those who are low scoring are offered a 3-hour support. Faculty could do research to offer both course designs.
- Also, 3-hour mandatory tutoring could be offered until we get more data. With RAND grant, we had created promotional fryers about co-requisites, etc.
- Before COVID, we had thought about creating our own support center in Bldg. J. Converting a classroom into a tutoring center housed by Math faculty specifically for Co-Requisite support. It would be staffed with Math faculty and tutors, when necessary. Faculty would take students there the first day, offer for fall and spring.
- By Monday or Tuesday of the first week of August, Program Chairs for Math / Developmental Math will develop a plan and budget to use funds by end of the year. Mario and Pablo will develop a plan of 3-4 ideas, which will be provided to Dr. Esmaeili, Dean of MSITB, for review and approval.
- Ideas for funding – PI, faculty for curriculum or other projects. The goal is to use by December 2021.
- To recap, the Program Chair(s) will develop a plan and provide activities, budget and timeline for expediting the funds by next week. The goal is to spend or encumber all remaining monies (approximately $ by end of fall 2021.

INITIATIVES:

- Excelencia in Education:
  - Reviewed and responded to Excelencia' s email communication/ invitation to the President regarding the Seal of Excelencia convening scheduled for end of July.
  - Forwarded invitation to STC President for review and consideration.
  - Participated in Excelencia in Education's Virtual Convening Seal of Excelencia's National Leadership. In attendance from STC were Dr. R. Solis, Dr. D. Plummer, Dr. F. Chapa and myself.
    - Discussions were about next steps. Seal of Excelencia is about us (Excelencia together with the 14 institutions who have been awarded the Seal of Excelencia) having a purpose that we share and greater capacity together.
    - Bill Moses from the Kresge Foundation and Peter Taylor from ECMC Foundation also participated in the convening.
    - Excelencia will be to announcing the 3rd cohort for the Seal of Excelencia.
    - There are things from the convenings they want to address, exemplars of what it is to serve Latino students. 115 institutions are part of the Excelencia network, but not all have earned the Seal of Excelencia.
    - What can we do to compliment and support their efforts?
    - Some of the suggestions by the institutions were to involve family, which is important to Latino students – develop initiatives that promote family involvement; HSI institutions sharing with other institutions so that they can replicate the work; collaboration/sharing best practices, learning from others, setting goals, building capacity, engaging and leveraging current administration.
    - Excelencia stated there is an interest from industry partners to provide scholarships, internships, training students need – how do we tap into these opportunities.
    - Many institutions have experienced an enrollment decline during the pandemic. Institutions were encouraged to take a fresh look at access and success. Latinx men enrollment/ completion are down by 5%, Latin women were too. It is going to be a challenge to recover those enrollments in the community college setting.
    - Institutions were encouraged to develop a model – lessons to share with other states.
    - Excelencia will have a Convening on October 28th – by invitation only.
    - Asking for feedback – how can we help/support/guide newly designated HSIs.
    - Certification for Seal is 3 years long. Then we will need to renew
    - Next steps: we will get something from Excelencia (summary of discussion) and ideas to support work in the next couple of weeks.
- Articulation Agreements
  - Reviewed and provided edits/feedback for Central Texas College Agreement;
- Professional Development:
  - Participated in THECB's P-16 Conference. Sessions attended provided the following information:

        - GED will now be qualified for TSI assessment, -- dependent on scores.
        - Co-Requisite models must increase enrollment to 100%
        - COVID Waiver – not an indicator of college readiness. This will no longer be accepted
        - TSI, Version 2.0 – Launched 1/11/21
        - Major enhancements – Integration of Reading/Writing (English Language Arts and Reading (ELAR))
        - Reduced diagnostic tests to one per subject area;
        - Second chance pass-opportunity for math through diagnostic test (If student scores 6 – they are college ready); students can access scores through their Student Portal;
        - Free access to TSIA2 Learning Resources, an online library of instructional and practice materials
        - Customized access based on diagnostic test results
        - ELAR – 35% of students are college-ready
        - Essay outcomes suggest a learning loss (HS test takers);
        - Math – 23% college-ready
        - Higher number of students assessing at Diagnostic Level 4 versus 5;
        - Validity student anticipated by summer 2022
        - The only instrument that should be used to assess students for college readiness is the TSIA2; the college should not use their own department tests.
        - NOTE: An institution may not use the TSI as a condition of admission to the institution or as a condition of admission to a specific program offered by the institution (Rule Sec.4.55(e)).
        - 57% of FTIC students, in the state of Texas, entered college ready in Fall 2019.
        - HB2223 (85th Legislative Session) develop and scale corequisite model(s) for underprepared students. Fall 2021 – 100%
        - Strengthening the 60x30TX plan
        - Expand our focus to adult learners beyond 25-34 years old.
        - Leverage and accelerate innovation to drive research, commercialization, and economic development
    - Responded to email request from RDMC to provide them with updates for all existing grants – status, etc.
    - Responded to email request from RDMC asking about "Co-Liaisons", who they are, what divisions they represent, who authorized them to serve or provide support for Perkins. The email was forwarded to VPAA.
    - Professional Development: Connect Students with Future of Work-Aligned Skills
        - How can we address equity gaps in education? Review LMS system to check who has access. There is a correlation between socio-economic ….
        - International students – looking for alternative ways to accept these students and provide pathways for them. Language and globalized supports are also needed.
    - Attended BASOL Meeting
        - Upcoming changes for the fall:
            - Blackboard Ultra will be expanded; courses need to be ready for evaluation by August 1st;
            - CBE courses will no longer require Respondus Lockdown Browser as there have been several issues.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Assisted PR with coordinated review and edits of media advertisement content
- Continued to assist with coordination of annual faculty awards and recognitions
- Continued to develop PPT presentations for Fall 2021 events
- Reviewed Academic Affairs IE Plan in relation to the Comprehensive Operational Plan
    - Assisted with development of COP Major Priority #2 general information brief
- Coordinated status updates and revisions of COP Action Plan for OVPAA
- Assist with coordination of agenda and handouts for Leadership Team meeting

- Begin coordinating orientation for Guided Pathways Specialists
- Finalized and submitted introduction letter for 2021-2022 Faculty Handbook
- Finalized PPT presentation, agenda, and handouts for the Academic Affairs Annual Strategic Planning Workshop
- Review and edit email notification to Faculty Spotlight recipients
- Reviewed, edited, and submitted Monthly Activity Report for Academic Affairs
- Coordinated round 2 of photo sessions for Faculty Spotlight
- Continued to coordinate 2021-2022 Major Goals for Division of Academic Affairs and Strategic Planning Updates
- Continued to develop PPT presentation for New Faculty Orientation
- Continued to develop PPT presentation of EMT Program & PATHS Grant for EWDC Meeting
- Reviewed and edited agendas and email communications regarding Fall 2021 professional development events
- Reviewed and edited Dual Credit Programs proposal for 2022 National Summit

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Continue working on edits to FLAC End User Manual
    - Assist in developing FLAC Calendar; emailed support staff for feedback
    - Ran PEPFLAC for part of terms: K2, M9, N8, N11, N13, S2, L4, N15
    - Verify Argos FLAC report for correct data entry
    - FLAC records locked and acknowledged: 105
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - MV/PCN/TECH: Office Administration Classrooms and Labs
    - Pecan Campus: Building G- Physical Science - Classroom to Lab Conversion
    - Pecan Campus: D-107 Suite (carpet and walls)
    - Pecan Plaza: Kinesiology- Renovation (restrooms/storage)
    - Pecan Campus: PB-10B Engineering Model Car Workshop
    - Technology Campus: Master Plan for buildings A and B
    - Move/Setup Request for Faculty and Staff
- Continued working with instructional divisions on symbol design for the Graduation Banners
- Continued working on FY22 Faculty Handbook revisions
- Continued working on updating Grade Appeal Procedures
- Scheduled two (2) virtual grade appeal committee meetings for August 6th
- Collecting information pertaining to Title IX Case
- Began working on job descriptions for new and existing positions
- Finalized FY22 Staffing Plan Requests
- Finalized FY22 Pay Plan revisions

DESIGN WORK:

- Assisted OVPAA office with academic related design projects and requests
    - FY 2021-2022 Faculty Handbook Cover artwork
    - Convocation 2021 Program artwork
    - Fall 2021 Adjunct and Dual Credit Faculty Professional Development Day Program artwork
    - FY 2021-2022 Intent to Hire Form
    - 2021 Proposed Organizational Chart
    - Assisted with editing image/graphic for Power Point
- Assisted Curriculum with Cybersecurity Program Proposal Cover artwork
- Continued working on redesign of Academic Affairs Instructional Divisions' Graduation banners
- Continued working on logo/icon design for Learning Outcomes Department
- Began working on 2021-2022 Faculty Spotlight booklet artwork
- Began working on 2021 Strategic Planning Workshop booklet artwork
- Began preparing Fall 2021 College-wide Professional Development Day booklet template for the Office of Professional and Organizational Development

MEETINGS:

- Attended virtual Coordinated Operations Council meeting, July 6
- Met with HR, FAS PM, and BO to discuss and review FY22 Staffing Plan, July 6
- Met virtually with Academic Initiatives and Projects Officer and Grant Management & Compliance Officer II to discuss the Perkins 2021 Virtual Site Visit Report, July 7
- Attended meeting to discuss Academic Affairs IE Plan Goal #2 – Persistence Strategies, July 8
- Met virtually with Academic Initiatives and Projects Officer, Grant Management & Compliance Officer II, and BPST Division to discuss the Perkins Basic grant for the Academic Affairs Division, July 8
- Met virtually to review and discuss Title IX Student Case, July 12
- Presented the Liberal Arts Division Graduation Banners to LA Dean and Chairs, July 14
- Attended meeting to discuss COP Major Priority 3 – Success in Courses, July 15
- Met virtually with Deans and HR to discuss Intent to Hire forms, July 15
- Met with Faculty to discuss student complaint, July 15
- Met virtually with AIPO and Division PMs regarding monthly Perkins Basic meeting, July 16
- Attended virtual Academic Affairs Strategic Planning Workshop, July 19
- Attended virtual Title IX Student Case discussion, July 20
- Toured potential venue for "A Night with the Stars," July 20
- Attended virtual meeting to review and discuss Title IX Student Cases, July 22
- Attended virtual Leadership meeting to discuss Fall enrollment and other issues, July 22
- Met with Dual Credit Programs to discuss artwork needed for the Dual Credit Programs National Conference, July 23
- Met virtually with IVPAA and Dean for Distance Learning regarding Staffing Plan, July 29
- Attended virtual meeting to review and discuss Title IX Student Cases, July 30
- Attended meeting to discuss agendas for August events, July 30
- Attended the InDesign + Type Summit Online by Creative Pro, July 29-30

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: AUGUST 24, 2021

SUBJECT: ACTIVITY REPORT FOR JULY 1, 2021 THROUGH JULY 31, 2021

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Applications Development Team continues to work on the Banner 9 upgrade project which includes an enhancement to the self-service module, as well as an upgrade to the Oracle database. Self-service applications accessed via Jagnet like the Student obligation acknowledgments, Payroll Distribution Report, and Sick Leave Pool apps will be enhanced and launched using a phased approach through the rest of the year. The database upgrade to Oracle 19c is expected to be complete in February 2022.

JAGNET

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.

DEGREE WORKS

As part of the DegreeWorks upgrade project, the IT team is currently testing its functionality and expects to go live after census day in the Fall to avoid inconvenience to students. Once this upgrade is complete, the team will be able to continue to the next phase which will allow STC and other HE institutions to share degree plans that are part of previously established articulation agreements. Also, STC students will be able to create online what-if scenarios for transferring course work from STC to other four-year institutions. The STC team has already contacted Texas A&M Kingsville and Alamo College to collaborate in implementing this pilot to automate the transfer degree planning and equivalency process.

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The STC and TJC IT teams continue to work on the plan to build a DR site at each other's campuses. The STC network and server equipment were transported to TJC and the network connectivity between the two colleges was successfully tested. The STC technical team will be traveling to Tyler the first week in August to complete the equipment installation. This long-term mutual support partnership will allow both institutions to remotely store critical institutional data on each other's data centers and be able 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, once the remote collocation at Tyler Junior College is complete the STARR county site may be used as an alternate environment for IT staff to stage major upgrades.

The engineering services team continues to work on the plan and necessary permits to install a new gas generator for the building M data center. The deadline to install the new gas generator has been delayed until January 2022. The existing generator runs on diesel for approximately 12 consecutive hours and the fueling services during weather contingencies have proven to be unreliable.

OFFICE 365 MIGRATION

The MS Teams adoption continues to grow among students, faculty, and staff who use this solution to conduct virtual meetings, classes, online symposiums, conferences, and outreach events among others. Additionally, the Social Intents virtual lobby continues to expand as the IT team continues to provide training and set up the virtual lobby for additional faculty and staff who wish to use the new solution in combination with MS Teams to support students from home.

VIRTUALIZATION PHASE II

The IT team completed the configuration of the software for the operation and management of the new servers as well as the operating systems setup. The IT team also addressed an issue with the power distribution that provides power redundancy to the servers and will work on the next steps which include the video card setup and VDI software management.

The IT team has been monitoring the small cohort of students using the virtual PC's as well as the virtual software and no issues have arisen. The IT team will continue reviewing and monitoring the cohort of students in order to prepare for the fall semester. In addition, the IT team continues to virtualize software that will be used district wide by the Open Labs and CLE's.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- Multi-Factor Authentication enforcement in Office 365 Webmail has been applied to over 2300 faculty and staff; all employees have received the enrollment email. Currently, we are providing support for those that reach out to our office.
- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Currently enrollment for new employees is being processed manually, we contiune to work with IT to automate this process. We have identifed other application/serivices were risk can be reduced with multi-factor authentication.

GOVERNANCE

- College-wide Data Security & Privacy Training, currently we have well over 90% of all employees completed. In addition, it has been reported to State with an individual compliance report completed online to Texas DIR.
- 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

- Completed our annual Risk Assessments for both IT and InfoSec and was reviewed and approved by Dr. Plummer. A copy of the signed Risk Assessment was sent to CRI an external audit company that is currently conducting a Financial Aid Audit.
- Performed a health check to our vulnerability scanning solution with vendor.
- Completed our End-Point-Protection project of moving services to the cloud with McAfee support. Next month practical training will occur for IT and InfoSec staff.

COMPLIANCE

- Gathered reports and requirements for two audits conducted by Carr Riggs & Ingram (CRI).
- Launched the Data Security & Privacy Information Security Training with all other HR trainings as well using EVERFI.
- Additionally, we coordinated with Human Resources management to consolidate all of the required employee training for ease of compliance reporting and helped with cost of the training.
- 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.
- Received scanning results from PCI and is currently reviewing report to determine if any changes are needed.

INFORMATION SECURITY PROGRAM METRICS

- McAfee Professional Services to configure CASB, Cloud Access Security Broker, to monitor all activities in our cloud products and enforce security policies.
- 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

- McAfee MVISION DLP on the CASB environment is 100% configured. 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.

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

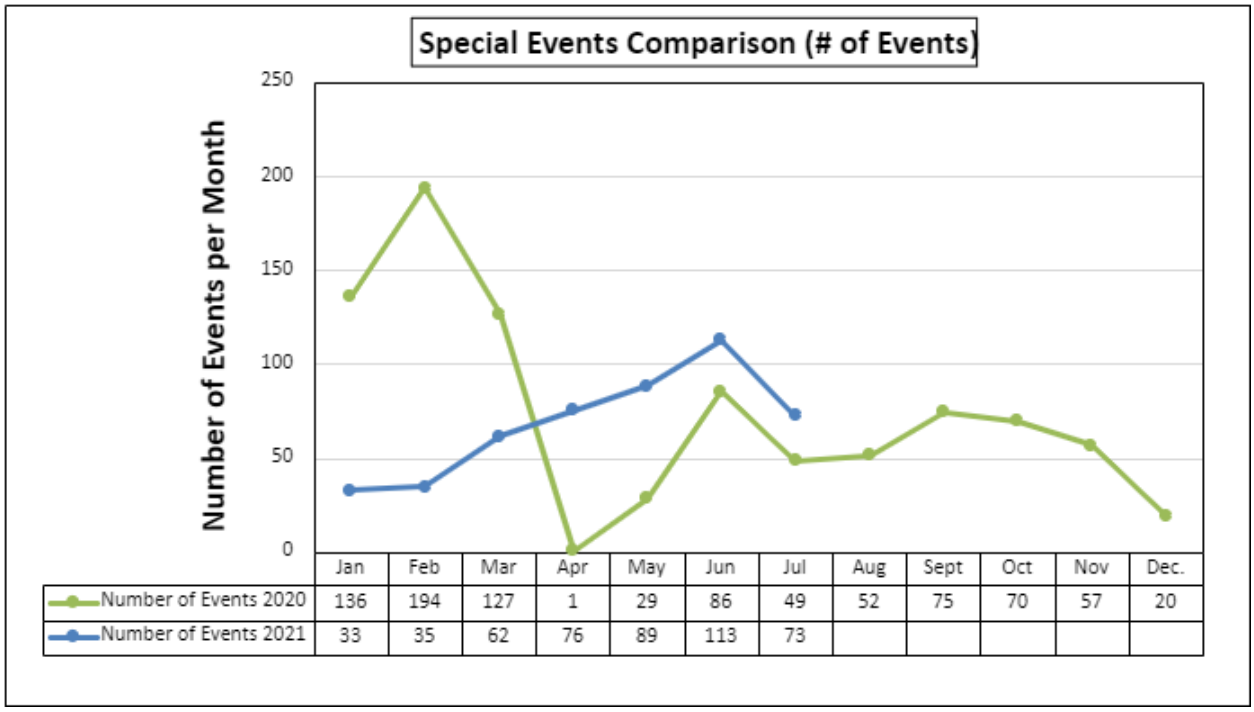
MEETINGS:

- 7/01/2021: RCPSE Site Visit, Advising Training, Admissions Frequently Asked Questions Workshop
- 7/02/2021: AV Site Visit/ National Summit for Dual Credit Program
- 7/06/2021: Coordinated Operations Council, Storage Standardization Meeting, Council of Chairs
- 7/09/2021: ET Director One-on-One, ET Leadership Meeting, FDDLC
- 7/12/2021: ET Project Updates Meeting
- 7/13/2021: ET Administrative Manager Interviews
- 7/16/2021: LLSS Administrator Meeting, ET Leadership Meeting
- 7/19/2021: ET Project Updates, Hyflex room evaluation Meeting
- 7/20/2021: A&M Edinburg Campus AV Tour
- 7/22/2021: CCUMC Emerging Issues IG – Connecting in the Cloud
- 7/23/2021: IT Project Review Meeting, ET Leadership Meeting
- 7/26/2021: ET Project Updates Meeting
- 7/29/2021: ET Director One-on-One, CCUMC Professional Development, Pecan Campus Library Renovation & Expansion Meeting
- 7/30/2021: ET Leadership Meeting, WebCheckout Training

MONTHLY SPECIAL EVENTS COMPARISON

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

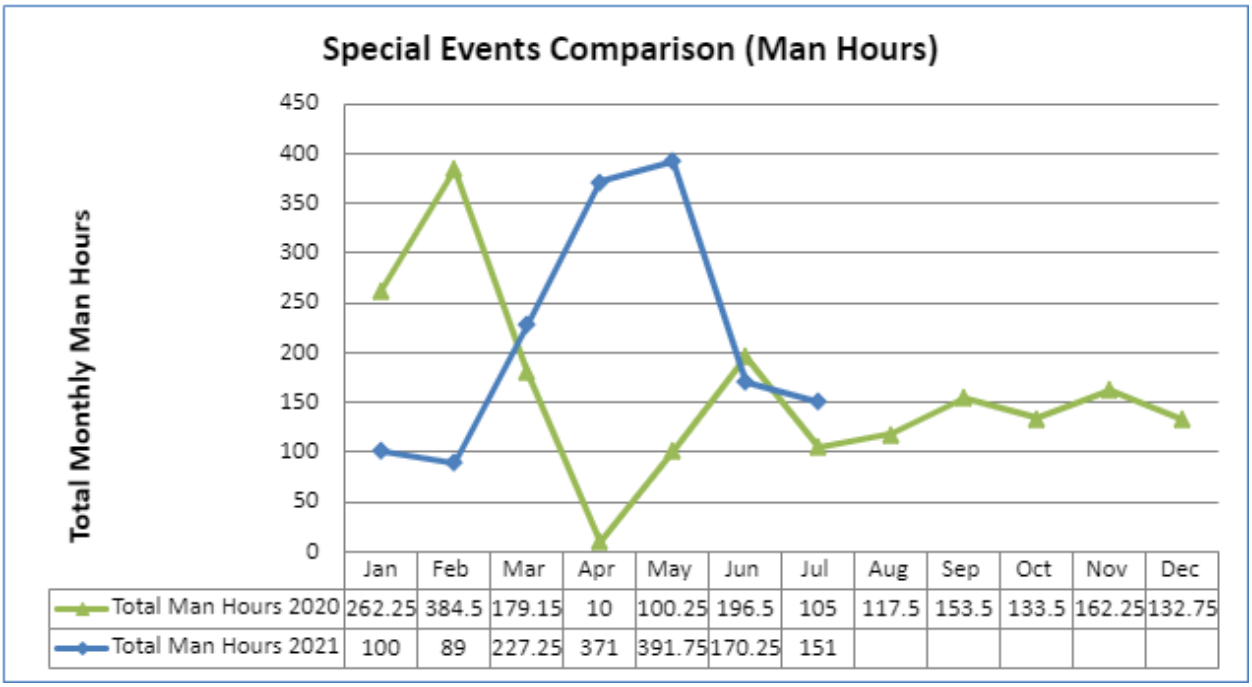
2021	
Jan	33
Feb	35
Mar	62
Apr	76
May	89
Jun	113
Jul	73
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	481



Total Man Hours

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

2021	
Jan	100
Feb	89
Mar	227.25
Apr	371
May	391.75
Jun	170.25
Jul	151
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**1500.25**



Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	0	0	0	0	0
Data Projector	30	0	0	0	0
Projector/ Laptop	0	0	0	0	0
Computer	35	0	14	0	0

Microphone (Hand Held)	38	0	5	4	0
Microphone (Lapel)	6	0	0	0	0
RF Remote	0	0	5	1	0
PA System	1	0	0	0	0
TV/ Display	15	0	0	0	0
Screen	0	0	0	0	0
Portable Table	0	0	0	0	0
Keyboard/ Mouse	18	0	0	0	0
Mic Stands	10	0	0	0	0
Table Top Mic Stands	2	0	0	0	0
Document Camera	0	0	0	0	0
iPad	1	0	0	0	0
Mixer	1	0	0	0	0
Webcam	1	0	0	15	0
MAC Adaptor	0	0	0	0	0
Video Camera	2	0	0	0	0
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	0	0	0	0	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	1	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	3	0	0	0	0
Interactive Display	5	0	0	0	0
PTZ Joystick	2	0	0	0	0
Gooseneck Mic	3	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***174***	***0***	***24***	***20***	***0***

INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for IE Plan or Mid-Bi Report Development, Review, Improvement, and/or Approval.
    - Academic Affairs.
    - SAEM
    - FAS
    - President
    - ISPP&SI
- Meetings for IE Plan Writers – Meet with each department to review the IE plan through MS Teams.
- Fall 2021Chair Academy (Cohort 2).
- 2021-2023 Rubric Templates Report Completed.
    - Office of the President.
    - NAH.
    - Academic Advancement.
    - Bachelor Programs.
- IE Plan Reporting Timeline Development and Dissemination.
    - Timeline completed and approved for posting.
- 2019-2021 IE Cycle - IE Plan Progress Tracking – Identifying unique strategies used by departments and/or divisions to impact Strategic Directions/Goals.
- Comprehensive Operational Plan
    - Master C.O.P. excel spreadsheet to match C.O.P. online.
    - Status report template finalized.
    - Transferred initiatives and strategic directions for FY 2020-2021 for each department/division.
- IE Plan Assessment - Focus Group Feedback.
    - RAS released the focus group(s) study on various aspects of the IE process, materials, training, and college culture regarding IE.
    - Report supports the implementation of an IE Committee.
    - Discussions focusing on professional development needs. Desired result, a Data User Academy.
- Cabinet Level IE Plan Integration - Discussions on integrating COP and IE plans (focus, plan, assessment, and due dates).
- Support for Program-based Accreditation (Re-accreditation) – Pharmacy program on-site accreditation visit set for April 1, 2022.
- Institutional Effectiveness Committee (Start-up).
    - Developed rationale for establishing the IE Committee and its function regarding input, buy-in, collaboration, recommendations, and process improvement.
    - Discussions with Dean and VP define a new direction to work through the PDC and PAS as a conduit for input/feedback, with selected members forming taskforces as needed.
- SACSCOC Activities.
    - Received re-accreditation letter from SACSCOC.
    - STC accredited through 2031.
    - Discussed continuing education to credit conversion with Dr. Sale.
    - Discussions to create a division of responsibilities among Dean, Director and others on issues dealing with SACSCOC. Also shared with dean the possibility of qualifying for differentiated review in 2031, if STC meets the criteria.
- CCSSE and SENSE reports – Discussed results analysis plan. Provided a results comparison template for review.
- IE and COP Timeline Update – Uploaded information in IEA homepage.
- Final IE Report Data Findings – Developed a guide to providing data/evidence for IE plan objective findings.

MEETINGS / TRAININGS

- Starfish – Met for first time with overall plan for action.
- QEP Follow-Up.
    - Participated in several SACSCOC Summer Institute breakout sessions on different aspects of the QEP and QEP Impact Report.
    - Met to discuss summative/formative evaluation; data sources/owners; tracking; the handoff criteria; and profess on 16 activities in the timeline.
    - Title V Hispanic Serving Institutions Grant.
    - Strategic Planning / IE Plan Objectives.
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning.
- IEA Weekly Meeting.
- Meeting with Dr. Petrosian and Academic Affairs Leaders and Ancillary Support.
    - Follow-up on conversations to integrate COP and IE Plan goals.
    - Integrating and aligning the framework for improving withdrawal rates among high enrollment/high DFW CORE courses into both the COP and IE Plan.
    - Preparing for the Academic Council meeting on 7/19/2021.
- SACSCOC Virtual Summer Institute.
- Society for College and University Planning (SCUP) – Became a STC Member.

- Meeting with IRE – Follow-up activities.

FACTBOOKS AND DATA PORTAL

- Data Release Timeline and the IRE Data Hub - Work on the data portal SharePoint site and data timelines.
- Enrollment by Campus.
    - Provide the 3-year comparison template.
    - Work on the historical data collecting.

DATA REQUESTS AND SACSCOC

- QEP Assessment Data Support.
    - Meeting to create the framework for an annual QEP report to support the 5th-Year QEP Impact Report and spur on continuous improvement in the project.
    - Worked on QEP cohort data and transfer data.
- Substantive Change Support.
    - Researched off-campus site program approvals for dean on past Institutional Summary SACSCOC form.
    - Provide input on substantive change issues as they affect dual credit high school sites.
    - Participated in the substantive change session of the SACSCOC Summer Institute for further understanding of changes and requirements.
    - Discussed the necessity to add teach-out protocols and responsibilities to the Faculty Handbook and elsewhere, as well as new requirements about new or termination of an instructional mode for a program.
- Ad Hoc Data Discussions with RAS and/or STC constituent(s).
    - Review/discuss the pass rate gap between dual and traditional students and the disparate effect of the switch to 100% online, especially for dual students.
    - Met with RAS and received all HEDS reports and review materials for future integration into IE resource discussions.
    - Generated two enrollment reports.
    - Discuss the viability of comparing SENSE results.
- Ad Hoc Data Requests – Historical enrollment by campus data and fall 2020 college-going rates.
- Course Pass Rates Analysis.
- THECB Almanac Data Trends and Comparisons – Review y revise the visualizations for trend data for inclusion in the data portal.

PROJECTS

- Data Preparation for Dr. Solis.
    - Work on THECB almanac data summary update and publish on the SharePoint site.
- Chair Academy Presentation – Discuss Content of Presentation in Light of Academic Affairs Development of a Structured IE-Related Framework.
- IE Analyst Position Hiring – Finalist Accepted the Offer and will Start on August 9.

MISCELLANEOUS

- 2020-2021 Performance Appraisal Forms.

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

SACSCOC

- Dual Site Monitoring.
    - RGC ECHS fall and spring course offering.
    - Edinburg site for Fire Science offering.
    - Working on approval of Donna Early College HS and Rio Grande.
    - Reviewed sub change ISD survey.
- Institutional Profile Update – Updated President information to SACS and updated portal.
- Financial Profile Submitted.
- Reaffirmation Press Release.
- Closure of sites.
    - Mercedes Early College.
    - Donna Early College.

MEETINGS / TRAININGS

- Scaling Baccalaureate Pathways Workshop.
- 2nd Biannual ACE-IT CBE Course / Program Development & Refinement Conference – Attended virtual conference.

- Strategic Planning 2021 Biennium Update.
  - Presented to Cabinet for review.
  - Pending on divisional strategies to incorporate in draft.
- EVERFI Mandatory Trainings – Completed.
- IRE&SP Staff Weekly Meetings.
- Master Syllabi Leaning Outcome Meeting.
- Citi Training Certification – Completed.

PROJECTS

- Strategic Planning 2021 Biennium Update Meetings.
  - Added benchmarks and updated strategies.
  - Received Cabinet's feedback.
  - Updating booklet to reflect metrics and directions.
  - Presented at Academic Affairs Council meeting and MSB program chairs meeting.
- Data Management & Integrity Committee – IT Dean pending response of Gartner vendor for next meeting.

MISCELLANEOUS

- Institutional Review Board – Review four studies and provided feedback. Responded to two additional study requests.
- Sean of Excelencia Convening.
- IRE&SP Performance Evaluations – Conducting staff evaluations.

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS:

Pecan Campus Library – Temporary Operations Prep	**Progress:** 35%	**End Date:** December 2021
Library and Learning Support Services (LLSS) staff coordinated with Facilities Planning and Construction staff and administrators to identify locations for temporary operations while Building F is closed for renovations. Preliminary layout sketches were developed and shared with Facilities Maintenance, IT, and Facilities Planning and Construction staff to determine feasibility of temporary operations plan. The proposed plan for temporary operations was shared with college leadership at the President's Development Council and the Council of Chairs. LLSS staff with IT staff to review spaces for feasibility. Feasibility assessments were made of the current proposal and adjustments were made to minimize the costs of setting up temporary operations. Updated sketches were circulated for feasibility review. Completed walk-through of temporary library operation spaces at Pecan Building H. Plan was presented to Coordinated Operations Council. Continued coordination of data drops and power requirements for temporary operations.		

ACTIVITY HIGHLIGHTS

- Worked on employee performance appraisals.
- Worked on Texas Council of Academic Libraries (TCAL) Board planning.
- Worked on Purchasing Department search committee review of applicants.
- Worked on Texas Council of Academic Libraries communications.
- Completed review of 100% Design Development Drawings and submitted comments to Facilities Planning and Construction.
- Worked with HR on staffing issues and training support for upcoming LLSS supervisor training session.

MEETING HIGHLIGHTS

- Met with President to provide a tour of the Pecan Campus Library facility and discuss the renovation and expansion project.
- Met with Facilities Planning & Construction and LLSS staff to discuss project cost reductions to align Pecan Campus Library Renovation and Expansion project in light of President's request for changes.
- Met with Comptroller and with Director of Cashiers Office to discuss procedures for Library to provide a credit card payment option for outstanding accounts.
- Met with Facilities Planning & Construction and ERO staff to discuss project cost reductions to align Pecan Campus Library Renovation and Expansion project in light of recent market changes.
- Participated in Budget Committee Meeting
- Participated in meeting with IT and LLSS staff to discuss status of pending IT projects in LLSS departments.
- Convened meeting of TCAL Board.
- Met with Facilities Planning & Construction and Police Department staff to discuss revised surveillance camera plan for Pecan Campus Library and Expansion project.

- Met with Resource Acquisition, Maintenance, and Compliance and with Learning Commons & Open Labs colleagues to discuss options and strategy for seeking grant funding for Pecan Campus Library makerspace.
- Convened meeting of Library & Learning Support Services administrators to discuss status and plans for projects.
- Met with Cadence event platform staff and TCAL team to review platform setup for TCAL Conference.
- Convened meeting of staff from Library & Learning Support Services, Facilities Planning & Construction, and Shipping & Receiving representatives to discuss scope and timeline for moves associated with Pecan Campus Library Renovation.
- Participated in President's Administrative Staff meeting.
- Participated in meeting of Texas Library Association Nominating Committee.

TRAINING HIGHLIGHTS

- Participated in webinar titled Personalizing Student's Educational Journey.
- Participated in training session for the ACRL Metrics database.
- Participated in American Library Association Annual Conference.

LISA B. WALTERS ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Continued working on the Hotspots for TSLAC and CTE grants
- Interviews with Educational Technologies
- HEERF Project
- Evaluations
- LLSS Administrator's meeting
- Supervisors' meeting
- Renovations

LIBRARY DATA:

Monthly Statistics

- Library Website Visits# __3,306__
- Discovery Search Visits# __1,770_
- Active Community Users # _120__
- Visitors # _10,606__

EVENTS AND LIBRARY ART GALLERY HIGHLIGHTS

ARTchitecture

Artists: Current & former AEDT Faculty and students	**Location:** Technology Library	**Date Information: Mar. 1 – Aug. 20**

"ARTchitecture," features photographs, renderings and drawings by former and current students and faculty in the AEDT program. A full day of presentations about architecture, engineering, drafting and technology and its connection to the visual arts will take place on Tuesday, March 9th from 9:00 a.m. to 4:30 p.m.

Involution: A Science & Art Collaboration

Featured Artist: Hideo Mabuchi, Stanford Physicist with support from Dr. Nandigam, Dr. Cortez, Dr. Cervantes, Students and Community Artists	**Location**: Pecan Library Ceramic Showdown	**Date April 15 – July 30**

This exhibit highlights the connections between science and art with research from science department students and faculty along with science-inspired artwork from the community. Featured artist in the exhibit, Hideo Mabuchi, looks at the connections between physics and ceramics—specifically the physics that happen within the clay during a wood fire. The exhibit features microscopic images, poetry about science, paintings about nature, ceramics and sculptures of cells.

Upcoming event: May 4, 3 p.m.–Art Talk w Hideo Mabuchi and STC Ceramics Instructor

PROJECT HIGHLIGHTS

Weed Collection	**Progress: 55%**	**End Date: August 2021**
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase IV – Auction all discarded Items	Phase I – 78% Phase II – 24% Phase III – 50%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		

Team Ticket Tracker	**Progress: 100%**	**End Date: July 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 development of the application is near completion and the team is preparing to start piloting with a small number of users.		
CLE Departmental SharePoint Site	**Progress: 72%**	**End Date: September 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 meeting with stakeholders to determine the content for each subsite.		
Web Checkout	**Progress:**	**End Date: December 2021**
Phase I – Open Labs inventory Phase II – Library inventory Phase III – CLE Inventory Phase IV – Library Art Gallery inventory	Phase I – 52% Phase II – 25% Phase III – 5% Phase IV – 0%	
Configure and deploy a cloud-based inventory management system. The team has completed imports of user records and is currently building location record imports and planning resource type imports		

ACTIVITY HIGHLIGHTS

- Hotspots Procedures Manual – ongoing
- Hotspot Project (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- OER Bootcamp - ongoing
- Hotspot Reports – Templated created by Systems Team for Hotspot Team – ongoing
- Weeding General Collection Project – ongoing
- Part-Time Staff Employee Manual – ongoing
- Assisted Technical Services with Discards – ongoing
- Library Video Project
- Week 5 of the OER Bootcamp completed
- Specialist submit database spotlight on Films on Demand to Tidbits on SharePoint
- Interviews conducted for ADN faculty positions at NAH
- Librarian I conducted online orientation for RNSG 1209
- Librarian I conducted online EMT/ADN Transition orientation Boot camp
- Performance Appraisals
- Hotspot report production
- CTE and TSLAC hotspot student retention for drops during summer
- Staff member attended meeting with McAllen Mayor and other City staff to present updates about the Bethel Garden project.

- Fall Festival date submitted
- Library Art Gallery move schedule and projects timeline for Fall 2021 has been developed
- Presentation was given to the ACE-IT Symposium, attendance: 29
- Staff member received Texas Association of Museums Virtual Program Camp certificate
- Bldg. T Learning Commons Installation
- LibAnswers Live July
- Library Tours – ongoing
- Marketplace test environment - ongoing
- Hotspots enrollment verification for Summer II
- New online reference service
- Nature photography from the permanent collection was installed in Pecan Bldg. T Learning Commons

MEETING HIGHLIGHTS

- MVC Operations Coordination
- NAH Manager Meeting
- STC Community Relations Coordinator
- Bethel Garden Mural Taskforce
- Library Instruction Team
- MVC Staff meeting with Associate Dean
- OER Bootcamp meeting
- Video project planning meeting
- Fall Festival meeting
- Team Spirit meeting
- Desk tracker updates
- Bi-weekly meeting
- McAllen Park Murals Committee meeting
- Keep McAllen Beautiful Committee meeting
- Division and Campus Leadership meeting
- Campus Librarian II weekly meeting
- Processing Fees meeting
- ACE-IT Symposium meeting
- Librarian III's meeting
- Librarian attended meeting with Open Lab Supervisor.
- Beliefs meeting
- HR meeting
- Monthly communication meeting
- Pecan Campus Library Renovation & Expansion Impact meeting
- Circulation Training (August 13th) Discussion
- OER Presentation meeting discussion
- Art Faculty meeting
- Recreation & District meeting
- Systems Analyst meeting
- Budget meeting
- Encumbrance Report Meeting
- HeinOnline and Newspaper Archives meeting

TRAINING HIGHLIGHTS

- Staff member attended the virtual training, "Back to the Future: Managing change in a post-COVID library."
- Staff member viewed the virtual training recording, "Project Management Simplified."
- Staff member began ALA course "Marketing for Libraries."
- OTA Program's new student interview process.
- Staff members worked on the required Everfi trainings mandated by Human Resources.
- Staff member attended the virtual training, "Info2Go! Introduction to Library Ethics."
- Staff member attended the virtual training, "Microsoft OneNote L100."
- Staff member viewed the virtual training recording, "Uncomfortable Conversations with Librarians: DEI Perspective."
- Staff members attended Workshop: Natural Disasters
- Crisis Prevention Institute Non-Violent Crisis Intervention
- Staff attended WebCheckout User Symposium

- Staff members attended the Business Writing workshop through OPOD.
- Staff members attended the Writing Better Emails training through OPOD.
- Staff member attended the virtual training, "Foundations: Finding Primary Sources on LOC.gov."
- Staff member attended the virtual training, "Finding Partners and Preparing Staff to Teach Technology."
- Staff member viewed the virtual training recording, "If You Feed Them, They Still Might Not Come."
- Staff member attended session 2/3 of the training on "The Four Agreements" book.
- LLSS CPIP Supervisors' Training
- PATHS Conference
- Staff member attended the virtual training, "On Implicit Bias and Communication."
- Staff member attended the virtual training, "Creativity at Work."
- Staff member viewed the virtual training recording, "Queer Cinema."
- Staff member attended the virtual training, "Psych Research Demystified," about connecting with students.
- Staff member completed and presented project for the Texas Association of Museum's Virtual Program Camp.
- Staff member attended the webinar, "How to Write a Video Script."
- LinkedIn Learning training: PowerPoint 2019 Essential Training
- LinkedIn Learning training: Office 365 for Educators
- VidGrid training
- JoVE Webinar
- Staff attended online Upswing Summit.
- Staff attended online SirsiDynix Academic Special Interest Group training.

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held a meeting on the 100% submittal layouts with an Open Lab Technician and the Dean of Library & Learning Support services.
- The Director attended one-to-one meetings with the Dean of Library and Learning Support Services to discuss updates from the Learning Commons & Open Labs.
- The Director held the departmental weekly Makerspace meetings with the Pecan Logistics Manager and Open Labs Specialist.
- The Director attended a meeting with SafetySpot to discuss billing and testing.
- The Director attended a walkthrough of the NAHC Library to discuss any potential cost saving items for the Pecan Library renovation.
- The Director held the monthly Learning Commons & Open Labs Leadership Team meeting.
- The Director held a departmental meeting with the Open Labs Analyst to discuss the business continuity plan.
- The Director attended a meeting with Librarian III-Systems & Apps to begin the initial discussion of the Makerspace website.
- The Director held a departmental meeting with the Logistics Managers to discuss WebCheckout implementation.
- The Director met with Librarian III - Systems & Apps and the Pecan Logistics Manager for WebCheckout planning.
- The Director held a departmental meeting with the Logistics Managers and the Mid-Valley Open Lab Supervisor to discuss the Pecan Library Renovation moves.
- The Director met with the Executive Director of Resource Development, Management, and Compliance to discuss the Makerspace.
- The Director held a departmental meeting with the Logistics Manager to discuss WebCheckout import preparation.
- The Director attended the Library & Learning Support Services Administrator Meeting hosted by the Dean of Library & Learning Support Services.
- The Director held a departmental meeting with an Open Lab Technician to discuss the Technology layout and share designs.
- The Director reached out to the Lower Rio Grande Valley Development District on the CEDS.
- The Director attended a meeting with ERO to discuss the proposed cost savings for the Pecan Library Renovation.
- The Director held departmental weekly one-on-one meetings with the Open Labs Analyst and Administrative Assistant.
- The Director reached out to the Hidalgo County Strategic Planning Department and the Hidalgo County Economic Development Department on the Economic Development plan.
- The Director attended the IT Project Status Review Meeting which was hosted by the Dean of Library & Learning Support Services.
- The Director met with the Dean of Library & Learning Support Services to discuss operations.
- The Director held departmental weekly one-on-one meetings with the Logistics Manager.
- The Director attended the Pecan Campus Design Revision Session hosted by the Dean of Library & Learning Support Services.

ACTIVITY HIGHLIGHTS

- The first 3D Printer training was uploaded in SafetySpot.
- Staff are working on additional 3D printer training materials for GrabCAD.

- The vendor, Bridgenet, installed data ports in Pecan P 2.102, Y 1.107, T-1.706, V-1.111, H-126, H-127 and H-216.
- Staff completed their Performance Evaluations for FY 2021.
- Computers were received for the Learning Commons & Open Labs computer replacement cycle.
- The Learning Commons & Open Labs staff attended a WebCheckout Symposium.
- The Learning Commons & Open Labs staff received "Please Interrupt Me" buttons to wear in the Open Labs district-wide.
- Pearson Lockdown Browser was updated and issues were resolved in the Open Labs district-wide.
- AutoDesk 2022 is in the process of being upgraded in the Open Labs district-wide.
- Installation of 20 Micro 5090's in progress at Pecan F-122 and C-129.
- Dell Optiplex 5090 and Dell Precision 3650 monitors have been distributed to the Open Labs district-wide.
- The Learning Commons & Open Labs Open Lab Specialists completed Drone Certification Training.
- The Learning Commons & Open Labs staff are assisting with the WebCheckout inventory and verifying information.
- Computer replacement and installation is still in progress at the Technology, Mid-Valley, Pecan, and Starr Open Labs.
- Adobe Creative Cloud has been updated in the Open Labs district-wide.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- JULY 2021 ATTENDANCE STATISTICS: 1,181

	Number of Students	Number of Logins
District Totals:	1,438	3,488

attendance statistics:

Campus	Number of Students	Number of Logins	Laptop Checkouts
Mid-Valley Campus	237	482	
Nursing and Allied Health Campus	353	662	
Pecan Campus	571	1683	23
Pharr Regional Center for Public Safety Excellence	37	150	
Starr County Campus	130	305	
Technology Campus	110	206	

Open labs testing, reservations, & presentation statistics:

Campus	Number of Open Lab Reservations	Number of Students TSI Testing	Number of Presentations
Pecan Campus	11	222	
Nursing and Allied Health Campus			4
Pharr Regional Center for Public Safety Excellence			1
Total:	11	222	5

JagPrint - Printing Report

Jul 1, 2021 to Jul 31, 2021

	Prints by Campus			Mobile Prints by Campus			Print Totals		
Campus	Users	Jobs	Pages	Users	Jobs	Pages	Users	Jobs	Pages
La Joya	0	0	0	0	0	0	0	0	0
Mid -Valley	159	1162	9598	40	145	1538	199	1307	11136
NAH	238	1518	12974	110	856	4530	348	2374	17504
Pecan	355	2223	17559	53	276	1603	408	2499	19162

RCPSE	37	262	6302	3	9	35	40	271	6337
Starr	76	358	3012	10	36	137	86	394	3149
Tech	36	136	774	3	5	14	39	141	788

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **July 2021**

- Visitors: 9,051
- Tutoring Sessions: 60
- Workshops: 6
- Workshops Attendance: 79
- JagTrax Totals: 761

PROJECT HIGHLIGHTS

Floor Plan Redesign: Mid Valley Campus **Progress: 50%** **End Date: December 2021**

Space modification for A105 has been approved. Facilities has inspected space and assessed furniture needs, quotes for furniture have been received and data drops have been installed. Clear Touch screen has been delivered. Old computers have been removed and glass boards have been delivered. Furniture has been labeled for removal and work order will be placed.

Standardization of CLE Writing Center **Progress: 80%** **End Date: August 2021**

All campus writing centers met to create standardized procedures for asynchronous writing. First meeting took place at the RCPSE to discuss the writing standardization. Teams channel has been created for the writing team. Supervisory staff met to assign tutors to create comment banks. Feedback has been collected and reviewed to update standards for Fall semester.

CLE Marketing Summer 2021 **Progress: 57%** **End Date: August 2021**

The CLE has signed up to participate in the Summer Bash Program Fair to market our services to prospective, current, dual, and community members. The department has also developed CLE Game Nights as another way to promote services throughout the summer and fall semester. CLE will be interviewed for Jaguar Talks promotional video. Meeting with Coordinator of Community Relations was held and timeline for shooting the video has been assigned. Summer Bash and Game Night flyers have been posted on CLE social media platforms. Social Media publishing schedule has been created.

CRLA Teams Tracking **Progress: 100%** **End Date: August 2021**

CRLA Teams channel has been created, and CRLA rubrics have been added. Supervisors have been trained on moving CRLA files and adding employees to the CRLA Teams channel.

IE PLAN PROJECT HIGHLIGHTS

CLE Online Support Services Institutionalization
IE Plan Objectives: 1, 2, 5 **Progress: 90%** **End Date: August 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.

Year 1 DHSI Grant Participation
COP Plan **Progress: 99%** **End Date: August 2021**

The Learning Excellence Specialist for Online Services was onboarded on May 3rd and began training. Virtual kits and clear touches have been purchased. RAS data has been received for DHSI goals for year 1 and hiring of three online tutors is complete. Received baseline data from RAS which is being analyzed.

Subproject: Virtual CLE Quality Assurance
IE Plan Objectives: 5 **Progress: 95%** **End Date: August 2021**

Created standards for onboarding, training, and maintaining quality of service for online services to be handed to Online Learning Excellence Specialist. Online Specialist has created standardizations for the tutor profile on Upswing and has presented the standardization to the Coordinators. Tutor profiles have been reviewed and picture days have been scheduled to complete online tutor profile standardization by Fall semester.

NSF Grant Year 2 **Progress: 70%** **End Date: December 2021**
IE Plan Objectives: 3

This project targets Goal 3 in our departmental IE Plan. CLE is currently supporting NSF students by providing tutoring and a variety of academic support. Recruitment for a new NSF tutor is still underway.

Tutor Training for FY 2020-2021 **Progress: 98%** **End Date: August 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. Fall Tutor Training Planning is underway.

EVENTS HIGHLIGHTS

Conduct and Performance Improvement Plan Training **Event Dates:** July 14, 2021

CLE full-time staff attended an online training as part of the Library and Learning Support Services division. The training was provided by Human Resources Employee Relations Officer and covered Performance Evaluation standards, as well as guidelines for implementing Conduct and Performance Improvement Plans.

Mid Valley CLE Participated in BPST Registration Event **Event Dates:** July 28, 2021

Mid Valley and Tech Campus Coordinators assisted with tabling during the "Let STC Be a Grill Part of Your Future" Registration event hosted at the Mid Valley Campus on July 28, 2021. Students were given registration information on CTE programs at the Mid Valley campus, along with other student support services, including CLE tutoring and learning support.

CLE Game Nights **Event Dates:** July 9, 16, & 30, 2021

The CLE has begun hosting Game Nights to promote services throughout the Summer and Fall semesters. Two Student game nights were held: Friday, July 9 at Pecan Campus and Friday, July 30 at Mid Valley Campus. An Interdepartmental game night for staff was held on Friday, July 16 at Pecan Campus.

MEETING HIGHLIGHTS

- PCN/MVC Full-Time SLA Hiring Committee Meeting
- PCN/STARR Full-Time SLA Hiring Committee Meeting
- Academic Coaches meeting to discuss Jaguar Talk interview question
- SI Mentor meeting
- Embedded Tutoring focus group design meeting
- CRLA Training scheduling meeting
- Fall Training Day planning meeting
- Full-Time SLA interview questions meeting
- Monthly check-in with Upswing meeting
- Planning meeting for SWAG
- PCN/MVC Full-Time SLA Interviews
- Meeting with UTRGV SI Coordinator
- CLE Marketing to Students follow-up meeting
- Asynchronous Writing Standards Update meeting
- JagTrax Redesign meeting
- DHSI Year 1 Budget carryover discussion
- LLSS Administrators meeting
- OTA Chair student admission committee
- BSN advisor to discuss Fall changes to ADN program
- BPST Division and Campus Leadership meeting

- DHSI Goals Review meeting
- Starfish meeting
- Tech Campus Library floor plan meeting
- Tutor Video Distribution meeting
- IT Project Status Review meeting
- ADN Faculty meeting
- NAH Advisor meeting to discuss HESI and ATI
- CLE Budget meeting
- Tutor Video Distribution meeting
- DHSI External Evaluator Introductory meeting
- Perkins V Grant NAPE meeting
- IEA Plan meeting
- Academic Coaches marketing meeting
- JagTrax meeting with Distance Learning Academic Coach
- Blooms/Costas training meeting
- JagTrax/IT project meeting
- SI Leaders Team SharePoint site meeting
- NAH Operations Coordination meeting
- RCPSE Librarian meeting
- Diagnostic Imaging Faculty meeting
- LVN Faculty meeting
- MVC Operations Coordination meeting
- Organic Chemistry faculty meeting
- NSF Grant tutor funding meeting

TRAINING HIGHLIGHTS

- High Quality, Inexpensive, and Efficient: Academic Coaching Webinar
- Leadership as it extends to Humanities Conference
- LLSS Supervisory Training: CPIP and Performance Appraisals
- NAPE PIPE and Micro-messaging training
- CLE English 1301 content training – Narrative
- CLE English 1301 content training – Plagiarism
- CLE English 1301 content training – APA

EVENT HIGHLIGHTS

- SWAG Statistics sessions
- CLE Student Game Night - Pecan
- Presentation at Future Jaguars Leadership Camp
- CLE Interdepartmental Game Night - Pecan
- NAH CLE participated in PATHS conference
- ADN Boot Camp
- BPST Registration Event at MVC
- CLE Student/Staff Game Night -MVC

PROJECT COMPLETION HIGHLIGHTS

- Upswing Platform Consolidation
- Live Chat Launch completed
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grant Participation
- NSF Grant Participation Year 1
- CLE Marketing Spring 2021
- Complete Hire of Perkins CTE Specialist
- Complete Hire of Online Specialist
- CLE Spring 2021 Marketing
- Cabinet Report/Strategic Plan Implementation
- Faculty Focus Group Completed
- Auxiliary Space at Starr Completed

- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Fall 2021 Campus Enrollment Report
- Fall 2021 Headcount and Credit Hour Report
- Degrees When Due (DWD) Interim Reporting
- THECB 2019-2020 Licensure Data

SURVEYS

- Distance Learning tools survey
- Faculty advisors feedback survey
- FAS employee feedback survey
- HEDS graduate survey 2021 follow-up work
- PTAP surveys
- Public Safety CPR programs survey
- Tech students survey

QUALITATIVE STUDIES

- Dual Credit Qualitative Study
- Embedded Tutoring Qualitative Study
- Institutional Effectiveness Template Improvement
- MVC-Child Development Center Focus Groups

DATA REQUESTS

- Academic Affairs - Comprehensive Operation Plan Goal #2 baseline data
- AY2021 Dual Seniors List
- CLE Fall 2020 Tutoring Analysis
- College Success for Health Care Academic Year 2020 Course Completers' Contact List
- Contact Information for Required Majors
- Data - Guanzon IRB
- Dual Credit Fall 2019 Persistence rates and matriculation rates; Fall 2020 Success Metrics and comparison with average ISD
- Early College High School seniors - awards and hours
- Fall 2017-2019 Traditional students subsequent Fall transfer
- Fall 2021 new students attending Mid-Valley Campus contact list
- Historic Campus Enrollment
- Historical campus enrollment data
- Identify INDS and INTS
- Last 3-5 years about where students who enter into our bachelor programs are coming from
- List of FTICs for Fall 2021
- MGMT AAS/CT1 Without BMGT1327
- Sent Fall Enrollment by Major (from Data Portal)
- Stop-out Contact List
- Student information for Math 0100/0442 for Fall 2021
- TECAs

MEETINGS

- Academic Affairs IE Plan COP #2
- Academic Affairs: Strategic Planning Workshop
- Administrative Assistant Monthly Meeting
- IE Plan meeting
- IRESP Admins Weekly
- OTHER RESEARCH/SUPPORT

- Program Chair Meeting: Strategic Planning Workshop
- RAS staff meeting
- Sara Lozano on facilities study
- Starfish Taskforce Member Meeting

OTHER RESEARCH/SUPPORT

- Baughman IRB
- Cross IRB
- Data from previous surveys for strategic plan updates
- DHSI first year reporting support
- Edit/Update Test Program Banner Download to Include Descriptions for New Tests
- Enter the Licensed Vocational Nursing List on the THECB website
- Guanzon IRB
- HEDS and CCSSE incentive card drawings
- RAS IE Plan edits
- Review of Early COVID-19 Impact Data from the CCSSE 2021 Administration
- Review of Fall 2021 Semester Credit Hours (SCHs)
- Review Second (Final) Draft if the Achieving the Dream (ATD) Annual Report
- Survey incentive documentation drafts
- Update Spring 2021 Data - Student and Course Level Archived Working Files
- 60x30 updates explanations and data review

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name	AWS (American Welding Society)
Scope	Tech Campus Accredited Testing Facility (ATF)
Project Role	Project Manager
Status Summary	Preparing to increase CWI's from 1 to as many as 4
Milestones(s)	Faculty took their CWI Exam on 04/17/2021
Next Step(s)	Pending Results from completed CWI Exams Formal Hand Off to Dean Lozano (August-2021)