

# Board of Trustees

## Education and Workforce Development Committee Meeting

Tuesday, January 12, 2021

4:00 p.m.

Ann Richards Administration  
Building, Board Room  
Pecan Campus  
McAllen, Texas



*In the Making!*

Online Copy

**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, January 12, 2021 @ 4:00 p.m.**

**AGENDA**

“At anytime during the course of this meeting, the Board of Trustees may retire to Executive Session under Texas Government Code 551.071(2) to confer with its legal counsel on any subject matter on this agenda in which the duty of the attorney to the Board of Trustees under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Texas Government Code. Further, at anytime during the course of this meeting, the Board of Trustees may retire to Executive Session to deliberate on any subject slated for discussion at this meeting, as may be permitted under one or more of the exceptions to the Open Meetings Act set forth in Title 5, Subtitle A, Chapter 551, Subchapter D of the Texas Government Code.”

- I. Approval of Minutes for Tuesday, December 8, 2020 Committee Meeting ..... 3 - 7
- II. Presentation on Student Activities and Wellness: Student Engagement During the Pandemic..... 8 - 17
- III. Presentation on Dual Credit Faculty: Standards, Approval Process, and Support ..... 18 - 28
- IV. Presentation on CARES Act Funding and Continued Student Support ..... 29 - 30

## **Approval of Minutes for Tuesday, December 8, 2020 Committee Meeting**

The Minutes for the Education and Workforce Development Committee meeting of Tuesday, December 8, 2020 are presented for Committee approval.

**South Texas College  
Board of Trustees  
Education and Workforce Development Committee  
Ann Richards Administration Building, Board Room  
Pecan Campus, McAllen, Texas  
Tuesday, December 8, 2020 @ 4:30 p.m.**

**MINUTES**

The Education and Workforce Development Committee Meeting was held on Tuesday, December 8, 2020 in the Ann Richards Administration Building Board Room at the Pecan Campus in McAllen, Texas. The meeting commenced at 4:34 p.m. with Mrs. Victoria Cantú presiding.

Members present: Mrs. Victoria Cantú, and Mr. Gary Gurwitz

Other Trustees present: Ms. Rose Benavidez, Mr. Paul R. Rodriguez, Mr. Rene Guajardo, and Mr. Danny Guzman

Members absent: Dr. Alejo Salinas, Jr.

Also present: Dr. Shirley A. Reed, Dr. David Plummer, Dr. Anahid Petrosian, Dr. Rebecca De Leon, Dr. Jayson Valerio, Ms. Lisa Aleman, and Mr. Andrew Fish.

**Approval of Minutes for Tuesday, November 10, 2020 Committee Meeting**

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Minutes for the Education and Workforce Development Committee meeting of Tuesday, November 10, 2020 were approved as written. The motion carried.

**Review and Recommend Action on Reimbursement Rates for South Texas College Faculty Teaching Dual Credit Courses**

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships reviewed the Proposed Flat Rates for reimbursement for South Texas College faculty teaching dual credit courses.

Dr. De Leon and Dr. Brett J. Millán, Special Assistant to the Office of the Vice President for Academic Affairs, presented this item for an initial discussion at the November 10, 2020 Education and Workforce Development Committee meeting.

Dr. De Leon returned to the Committee on Tuesday, December 8, 2020, to provide further time for review, and to request a Committee recommendation for Board approval to implement the proposed flat rates for the 2021-2022 Academic Year.

### **South Texas College Dual Credit Partnerships**

In Fall 2020, South Texas College's Dual Credit Program supports partnerships with 21 school districts, and at 70 separate high school campuses, across Hidalgo and Starr Counties. With its school district partners, 1,556 dual credit course sections were taught, serving 12,282 dual credit students.

Generally, it is expected that school districts will recruit and hire highly qualified teachers, with appropriate credentials to teach as dual credit faculty. South Texas College evaluates all teachers assigned by districts to teach dual credit courses, and provides approved teachers with training, curriculum, and support to ensure the quality of their courses meets higher education rigor and standards.

Increasingly, districts have offered more classes than they can satisfy with their own teachers, and ask South Texas College to provide faculty to cover courses. Over the years, the number of South Texas College faculty assigned to teach at school district sites has increased.

- In 2010: **103** STC faculty taught **276** sections at high school campuses.
- In 2020: **270** STC faculty taught **620** sections at high school campuses.

### **South Texas College Dual Credit Faculty Costs**

South Texas College is able to afford to waive dual credit tuition and fees by partnering with school districts to provide faculty, while the College provides curriculum, training, and faculty support.

When faculty members teach traditional College courses at South Texas College campuses, students are assessed tuition and fees, which helps provide revenue to offset faculty costs.

When school districts require College faculty to teach their scheduled courses, the College does not generate tuition or fees. This has led to increased faculty costs to the College. While the College does collect State Contact Hour funding, it is delayed for two years, and does not adequately cover faculty costs.

### **Faculty Cost Study**

During the Spring 2020 semester, the Division of Academic Affairs analyzed dual credit faculty cost reimbursements covering 558 course sections and determined that the College lost \$71,922 in faculty salary costs by assigning faculty to dual credit courses instead of courses at South Texas College campuses.

### **Proposed Flat Rates**

Administration recommended the adoption of a simple Flat Rate System for Academic Year 2021 – 2022. The proposed flat rates provide a rate schedule to all districts, allowing them to budget according to their need for South Texas College faculty to cover dual credit course assignments.

Flat Rate Academic Year 2021-2022	
Hours	Flat Rates
Academic	
3	\$4,500
4	\$5,000
5	\$5,600
6	\$6,000
CTE	
3	\$4,800
4	\$5,500

Total South Texas College faculty costs, as studied by the Division of Academic Affairs, were used as a basis to identify the minimum flat rate needed to sufficiently cover the College's faculty salary expenditures for Dual Credit courses. Rates were formulated according to number of course requests and class length.

Such a model would offer simplified budgeting and billing practices, offering the College and its partners greater cost control and planning capabilities.

The College would continue to regularly review the flat rate schedule, and work on revisions for subsequent years based upon recoupment strategies and effectiveness.

Upon a motion by Mr. Gary Gurwitz and a second by Mrs. Victoria Cantú, the Education and Workforce Development Committee recommended Board approval to implement the proposed model for the 2021 - 2022 Academic Year. The motion carried.

### **Presentation on the Associate Degree Nursing Program NCLEX-RN Exam Results for 2020**

Dr. Jayson Valerio, Dean of Nursing & Allied Health, presented the National Council Licensure Exam (NCLEX) for Registered Nurses (RN) results for South Texas College students in 2020. Dr. Valerio was proud to report an 88.51% First-Time Pass Rate for STC graduates in 2020. Of South Texas College's 235 Associate Degree Nursing (ADN) graduates this year, 208 passed this difficult exam on their first attempt.

The South Texas College ADN Program was established in 1998, with an initial cohort of 53 students admitted in 1999.

The ADN Program received formal accreditation from the Texas Board of Nursing (TBON) in 2001, and was re-approved in 2019 for an additional six-year term. Additionally, the program earned accreditation by the prestigious and rigorous Accreditation Commission for Education in Nursing (ACEN) in 2019.

The NCLEX-RN is required for all nursing graduates who wish to attain licensure as a registered nurse. This is a comprehensive examination, administered by the National Council of State Boards of Nursing, and the resulting licensure is accepted nation-wide. This same test is administered to graduates of Associate, Bachelor, or Master level prelicensure nursing programs. Licensed nurses advancing their academic career, such as through South Texas College's RN-to-BSN Program, are not required to retake the NCLEX-RN because they have previously successfully passed it.

The Texas Board of Nursing (TBON) measures the first-time pass rates for all accredited nursing programs state wide. TBON requires that program graduates attain an 80% pass rate on their first attempt at the NCLEX exam. While students who fail their first attempt are able to re-test for licensure, subsequent success does not affect this TBON measure.

Nursing programs that fail to meet at least an 80% first-time pass rate are sanctioned by TBON, starting with a 1<sup>st</sup> year warning, and escalating to closure of the program after four consecutive years falling below the 80% rate.

South Texas College's historical first-time NCLEX-RN pass rates since 2016, and a sample of peer institutions for the October 1, 2019 – September 30, 2020 period, are provided within the presentation.

South Texas College is proud of its committed and talented ADN graduates, the next generation of Texas nurses, and thanks our faculty and staff for their leadership, guidance, and support of these great students.

No action was necessary. This item was presented for the Committee's information.

## **Adjournment**

There being no further business to discuss, the Education Workforce Development Committee Meeting of the South Texas College Board of Trustees adjourned at 5:10 p.m.

I certify that the foregoing are the true and correct Minutes of the December 8, 2020 Education and Workforce Development Committee of the South Texas College Board of Trustees.

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Mrs. Victoria Cantú  
Presiding

## **Presentation on Student Activities and Wellness: Student Engagement During the Pandemic**

Mr. Elibariki Nguma, Director of Student Activities and Wellness, will deliver a presentation on the operations of his department during the pandemic.

Mr. Nguma will cover a number of vital functions his team supports to promote student orientation, engagement, and success, including:

- First Year Connection Orientation
- Student Events
- Student Leadership Academy
- Student Government Association
- Student Organizations
- Intramural Sports
- Student Food Pantries
- Additional Support Services

While each of these functions has been impacted by the ongoing pandemic, staff and students have implemented safety procedures in accordance with the College's COVID-19 protocols. Mr. Nguma will review a number of the changes, such as transition to online orientations and meetings, social distancing and limited attendance at in-person events, and even guidelines that have allowed intramural sports in safe, limited capacities.

This information is provided for the Committee's information and feedback to administration, and no action is requested.



## Student Activities and Wellness. Student Engagement during the Pandemic (Fall 2020).



## Student Activities and Wellness (Student Life)

Main functions:

- ▶ First Year Connection orientation
- ▶ Student events/activities
- ▶ Student Leadership Academy
- ▶ Student Government Association

## Student Activities and Wellness (Student Life)

Main functions (continued):

- ▶ Student Organizations
- ▶ Intramural sports
- ▶ Student Food Pantries
- ▶ Other support services

## Department's Covid mitigation procedures at all events

- ▶ Social distancing
- ▶ Masks required
- ▶ Capacity: 10 per classroom
- ▶ Configured student lounges
- ▶ No student travel
- ▶ Promotion of online activities



## First Year Connection Orientation

New students introduced to services that will contribute to their success:

- ▶ Tutoring Center
- ▶ Library
- ▶ Advising
- ▶ Counseling
- ▶ Student Rights
- ▶ Student Life
- ▶ Additional Services



## First Year Connection Orientation

	Fall 2018	Fall 2019	Fall 2020
<b>Total FTIC</b>	4,775	4,965	3,162
<b>FTIC that attended FYC</b>	2,408	2,857	2,267
<b>% of FTIC that attended FYC</b>	50%	58%	72%

For Fall 2020:

- ▶ 354 students attended 85 in person sessions
- ▶ 1,913 students participated in online sessions

## Student events/activities (128 Activities)



## Student Leadership Academy

- ▶ Outside the classroom engagement, developing students academically, as leaders, and professionally.
- ▶ Student curriculum/requirements:
  - Leadership styles
  - Communication
  - Teamwork, etc.
  - 10 workshops
  - 20 volunteer hours

*\*Picture from several years ago*





## Student Leadership Academy (Virtual)

Campus	Traditional SLA	Dual Enrollment SLA
Pecan	6	0
Mid-Valley	6	104
Starr	3	10
Technology	10	0
NAH	7	0
<b>Grand Total</b>	<b>32</b>	<b>114</b>

## Student Government Association

Previous initiatives include:

- ▶ Extended Library/Open Labs/CLE hours during finals
- ▶ Additional printing stations for students
- ▶ Phone charging stations
- ▶ Advocating for students at the Capital in Austin

*\*Picture from several years ago*



## Student Government Association (Virtual)

Campus	# of SGA Members	# of Total Meetings	Average Attendance
Pecan	8	8	7
Mid-Valley	10	12	7
Starr	5	8	3
Technology	10	12	7
NAH	9	10	5
Totals	42	50	29

## Student Organizations

- ▶ Spring 2020: 68 registered Student Organizations
- ▶ Fall 2020: 23 registered Student Organizations



*Social Work Club (Mid Valley): Care packages for students affected with Covid. Featured on KRGV channel 5, Fox, etc.*

## Intramural Sports Covid mitigation

- ▶ No indoor sports
- ▶ Only teams playing allowed on the fields
- ▶ No spectators allowed on the fields
- ▶ Students notified during sports registration on STC's Covid procedures

## Intramural Sports Covid mitigation

- ▶ Students queried on symptoms upon check in
- ▶ Face masks required during sporting events
- ▶ Reduced roster sizes per team and sport
- ▶ Sanitized equipment
- ▶ Introducing temperature checks for Spring 2021

## Intramural Sports

(123 Participants from 35 Teams)



## Student Food Pantry Fall 2020

Campus	Students Served	Family members served
<b>Starr</b>	269	845
<b>Pecan</b>	238	915
<b>Mid Valley</b>	43	193
<b>Totals Districtwide</b>	550	1,953



- ▶ Numbers are duplicated
- ▶ Students served Dec 15-16: Starr 20, Pecan 21, Mid Valley 5
- ▶ Recent donations: Over \$3,000 from Culinary Arts as well as food from the Cafeterias
- ▶ Students are also provided registration information flyers, etc.



## Other support services

- ▶ 2020 Graduation cap and gown support:
  - May: 1,116 students (Curb-side pick up)
  - December: 1,394 students (Walk-ins)
- ▶ Voter Registration Committee:
  - 5,297 voted at Pecan
  - 2,837 voted at Nursing
- ▶ Enrollment Center support: Kiosk staffing
- ▶ Regional Center for Public Safety Excellence
- ▶ Center for Learning Excellence

## **Presentation on Dual Credit Faculty: Standards, Approval Process, and Support**

Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships will review and discuss the onboarding of school district teachers to serve as dual credit faculty for South Texas College, including the rigorous standards, meticulous approval process, and high level of support for district administration and teachers to ensure the students are provided high quality college courses.

At the December 8, 2020, Education and Workforce Development Committee, the committee asked about the support and guidance offered to local school districts, to help them recruit and prepare teaching staff that could be approved as South Texas College Dual Credit faculty. Dr. De Leon has developed this presentation as a high-level overview of the process.

### **Dual Credit Program Standards**

South Texas College promotes and protects very high standards to ensure that all college courses, including those at the dual credit level, meet the rigor and quality required by accreditation, state, and the College's integrity. The roles and responsibilities of the College and partnering School Districts to meet these standards is outlined in the interlocal agreement signed with each district, and complies with applicable accreditation standards, coordinating board requirements, and laws.

The College maintains and distributes written manuals and reference guides to help organize and communicate these complicated issues, and Dr. De Leon will review those documents. The manual and reference guides include:

- Dual Credit Programs Instructional and Quality Standards Manual: Academic Affairs Division
- Dual Credit Programs Enrollment and Support Services Manual: Student Affairs and Enrollment Management Division
- Reference Guide for Adjunct, Dual Credit Faculty & STC Faculty Teaching Dual Credit Courses
- South Texas College Faculty Handbook
- South Texas College Dual Credit Faculty 4-Step Review Process

### **Faculty Approval Process**

A critical component to maintain the integrity of the dual credit programs is the faculty approval process. South Texas College adheres to the same standards in approving dual credit faculty as all other College faculty. Specifically, for Dual Credit Faculty, this includes:

1. Initial communication with District administration and teachers
2. Formal application to South Texas College
3. Review by Department Chair and Faculty Committee
4. Review by South Texas College Office of Human Resources

At each point in the process, the College communicates clearly with interested teachers and District administrators, providing mentorship and guidance to those who need support to successfully qualify as faculty.

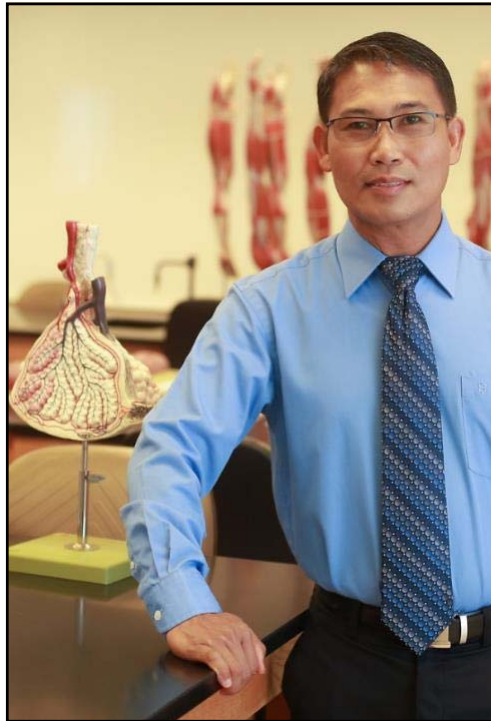
### **Professional Development**

The Dual Credit Programs team coordinates with several departments throughout the College to offer professional development opportunities that provide continued support to District teachers serving concurrently as dual credit faculty. These include face-to-face and online formats, with adjustments as required during the current pandemic.

### **Next Steps**

In a continued effort to improve our partnerships with school districts, administration is working directly with Campus Administrators from partnering School Districts to discuss the dual credit faculty approval process. The goal will be to better align the College's requirements with Districts' procedures, to smooth the pathway for dedicated, qualified teachers to offer higher education instruction as dual credit faculty members.

This information is provided for the Committee's information and feedback to administration, and no action is requested.



# Dual Credit Faculty

## Standards ~ Approval Process ~ Support

January 12, 2021

Presentation For  
Education & Workforce Development Committee

Presenter: Dr. Rebecca De Leon, Dean for Dual Credit Programs & School District Partnerships

## Outline

- Dual Credit Programs Quality Standards
- Dual Credit Faculty Approval Process
- Professional Development/Mentoring Opportunities
- **Upcoming Event:** Meeting with Campus Administrators from partnering school districts to discuss STC Dual Credit Faculty approval process



# Dual Credit Programs QUALITY STANDARDS



## Dual Credit Programs

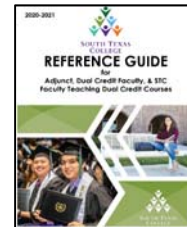
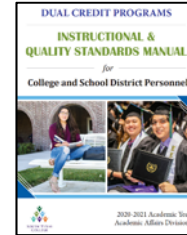
### Quality Standards

- **Interlocal Agreement**
  - Outlines the roles and responsibilities of the College and partnering School Districts
  - Encompasses all programs and initiatives under the Dual Credit Programs as required by the Texas Higher Education Coordinating Board (THECB)
- **NACEP Accreditation Requirements**
  - Dual Credit Programs works collaboratively with respective program chairs to ensure:
    - Compliance with the Dual Credit Faculty approval process
    - Quality and rigor of instruction
    - Professional Development opportunities for Dual Credit Faculty

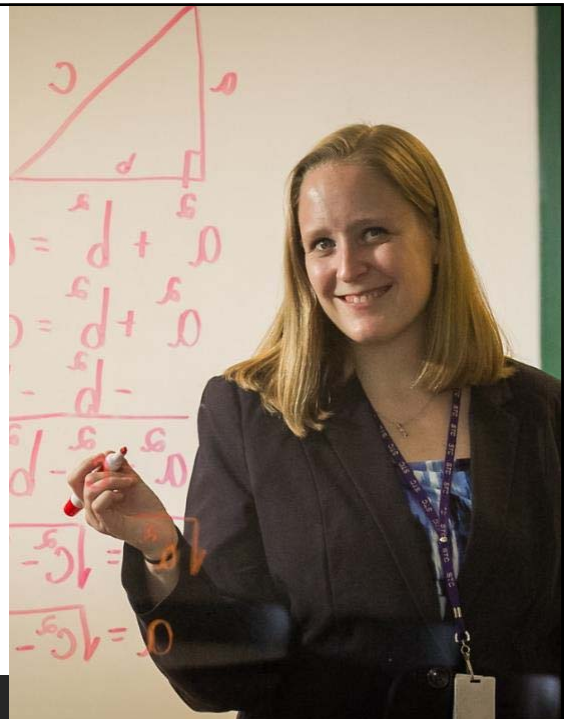
# Dual Credit Programs

## Manuals and Reference Guides

- Dual Credit Programs *Instructional and Quality Standards (IQS)* Manual: Academic Affairs Division
- Dual Credit Programs *Enrollment and Support Services* Manual: Student Affairs and Enrollment Management Division
- *Reference Guide* for Adjunct, Dual Credit Faculty & STC Faculty Teaching Dual Credit Courses
- South Texas College *Faculty Handbook*



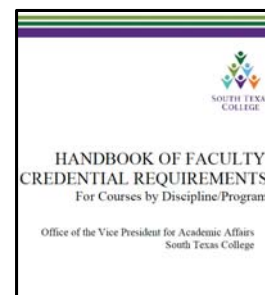
## Dual Credit Faculty APPROVAL PROCESS



# Dual Credit Programs

## Credential Requirements

- The College's approval process for Dual Credit Faculty applicants adheres to the **same standards** used to assess **all STC faculty**
- Deadlines to submit Dual Credit Programs application:
  - April 1<sup>st</sup> – Fall Semester
  - October 1<sup>st</sup> – Spring Semester



# Dual Credit Faculty

## Review Process

Dual Credit Faculty applicants must **successfully complete** each step below to be employed by South Texas College:

1. Identification and Initial Review of Prospective Candidates
2. Submission of Application to Dual Credit Programs Department
3. Review by Department Chair & Committee
4. Review by the Office of Human Resources



## Dual Credit Faculty Hiring Process

### Step 1: Initial Review of Prospective Candidates

#### Initial Review:

- High School administrators recommend teachers as prospective Dual Credit Faculty for initial review by Dual Credit Programs
- Dual Credit Programs staff determine if recommended teachers meet minimum credential requirements
- Dual Credit Programs notifies the Principal of initial review outcome

## Dual Credit Faculty Hiring Process

### Step 2: Submission of Application to STC

#### Submission of Application:

- High school teacher who is approved to proceed with the application process will be instructed to submit a completed application
- Dual Credit Programs and Program Chair coordinate a formal interview with the prospective Dual Credit Faculty





## Dual Credit Faculty Hiring Process

### Step 3: Review by STC

#### Review by Department Chair and Faculty Committee:

- Candidates are interviewed by departmental faculty committee
- Interview assessment criteria:
  - Teaching Experience: Years and grade levels
  - Presentation: Communication, interpersonal, and organizational skills
  - Subject Knowledge: Mastery of the subject matter
- Department Chair notifies Dual Credit Programs of interview outcome



## Dual Credit Faculty Hiring Process

### Step 4: Review by STC Office of Human Resources

#### Review by STC Office of Human Resources:

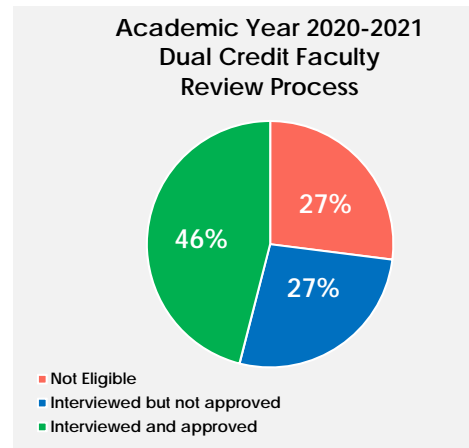
- If **Cleared** by HR
  - Applicant will complete the required paperwork
  - Dual Credit Faculty will receive authorization to begin teaching college dual courses at their respective high school site
- If **Not Cleared** by HR
  - Applicant will be informed of the reasons by HR staff



## Dual Credit Faculty

### Applications

- On average, 50 to 100 Dual Credit Faculty applications are submitted twice a year
- In Academic Year 2020-2021:
  - Over 90 applications were submitted
  - 73% met the required eligibility and were interviewed
  - 46% of interviewees were approved to teach Dual Credit in their respective discipline



Source: Dual Credit Programs

## Dual Credit Faculty

### Mentoring Option

- Prospective Dual Credit Faculty (DCF) not recommended by departmental interview committee may receive a mentorship opportunity.
  - The Department Chair will assign a full-time STC Faculty Mentor to work with the prospective DCF throughout the semester.
  - Success of the mentorship opportunity depends on the commitment by the prospective DCF to successfully fulfill required mentorship expectations.

#### Examples of Mentorship Expectations

- Maintain **communication** with Faculty Mentor
- Attend **scheduled meetings** with Faculty Mentor on a regular basis
- **Observe** assigned courses taught by full-time STC Faculty
- **Satisfactorily complete** required professional development activities

# PROFESSIONAL DEVELOPMENT OPPORTUNITIES



## Professional Development Opportunities

- In collaboration with various departments, Dual Credit Programs offers multiple professional development opportunities for Dual Credit Faculty, in both face-to-face and online formats:
  - DELTA Online – required of all Dual Credit Faculty
  - Onboarding Dual Credit Meeting with Department Chair
  - Blackboard Trainings & Certifications
  - Adjunct/Dual Credit Faculty Professional Development Day
    - Course/Discipline specific training
  - FOCUS Academy



## Next Step

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- Meeting with Campus Administrators from partnering school districts to discuss STC Dual Credit Faculty approval process
- Currently working on finalizing date for this meeting



Thank you for your  
support!



# SOUTH TEXAS COLLEGE

## DUAL CREDIT FACULTY 4-STEP REVIEW PROCESS

There are **4** steps that school districts and prospective Dual Credit Faculty (DCF) need to follow to be reviewed for potential approval to teach Dual Credit courses for South Texas College.

**APPLICATION DUE DATE: FALL SEMESTER-APRIL 1<sup>ST</sup> & SPRING SEMESTER-OCTOBER 1<sup>ST</sup>**

*Application Due Date may vary at the discretion of the Dual Credit Programs, please contact the Dual Credit Programs office for more information.*

Refer to the Dual Credit Programs website: [www.southtexascollege.edu/dual](http://www.southtexascollege.edu/dual)  
or the Dual Credit Program Instructional & Quality Standards Manual, Appendix J for the detailed packet.

# 1

### **IDENTIFICATION & INITIAL REVIEW OF PROSPECTIVE DCF — STC DUAL CREDIT PROGRAMS**

Before South Texas College (STC) can begin an initial review of a prospective DCF applicant, the Review Outcome Notification Acknowledgement Form must be signed by both the applicant and high school principal and submitted to STC's Dual Credit Programs. School District (SD) and/or prospective DCF applicant can forward a copy of his/her transcripts to STC's Dual Credit Programs for initial review with the signed acknowledgment form.

**If the prospective applicant does not have the minimum required credentials:**

- The department chair will confirm the initial review by STC's Dual Credit Programs
- The prospective applicant will be given written notification by STC's Dual Credit Programs that he/she does not meet the minimum requirement to teach at STC

**If the applicant does have the minimum required credentials:**

- The department chair will confirm the initial review by the STC's Dual Credit Programs
- Applicant will be given written notification by STC's Dual Credit Programs that the process can move forward

# 2

### **SUBMISSION OF APPLICATION TO SOUTH TEXAS COLLEGE**

Applicant is contacted by the STC's Dual Credit Programs and is informed to complete the interview packet that will include the STC application, resume, references, copy of transcript(s) (undergraduate and graduate), letter of intent, and any certifications, awards, and documents related to their professional experience.

- Thereafter, the applicant meets with STC's Dual Credit Programs staff for preliminary interview and to review the application packet.
- Afterwards, the STC's Dual Credit Programs staff will set up an interview for the applicant with the departmental chair/committee.

# 3

### **REVIEW BY DEPARTMENTAL CHAIR & COMMITTEE**

After the departmental review and interview is completed:

**If the applicant is recommended**

- Applicant will be notified that he/she has been recommended
- **Intent to Hire** form along with applicant's documents will be sent to HR
- When notified by STC's Dual Credit Programs staff, the applicant will go to HR to complete hiring packet

**If the applicant is not recommended**

- Applicant will be given written notification by STC's Dual Credit Programs that he/she did not receive recommendation.

# 4

### **REVIEW BY THE OFFICE OF HUMAN RESOURCES**

After complete documents have been submitted to HR by the departmental chair, along with **Intent to Hire** form, HR will complete its review.

**If cleared by HR**

- New DCF will complete the required paperwork, will be assigned an STC ID# and email account
- DCF can begin teaching college dual credit courses when scheduled

**If not cleared by HR:**

- Applicant will be informed of the reason

## **Presentation on CARES Act Funding and Continued Student Support**

Mr. Matthew Hebbard, Vice President for Student Affairs and Enrollment Management, and Mr. Mike Carranza, Associate Dean of Student Financial Services, Testing and Veterans Affairs., will provide a presentation on federal CARES Act Funding and its continued support of South Texas College's students.

Student-focused funding was provided by the Coronavirus Aid, Relief, and Economic Security Act through two allocations, to support students impacted by the pandemic:

- Higher Education Emergency Relief Fund - \$10,011,119.00
- Minority Serving Institution Scholarship Fund - \$1,255,089.00

South Texas College implemented criteria consisted with US Department of Education guidance to identify eligible students and award CARES Act funding:

- Enrolled, or accepted for enrollment, toward a degree or certificate
- Eligibility for federal student aid
- Traditional College Student (high school diploma or equivalent)
- Maintain federal "Satisfactory Academic Progress"

Mr. Hebbard and Mr. Carranza will discuss the development and implementation of these eligibility requirements. They will then discuss the tools developed and used to inform students of the opportunity, and to expedite the review and processing of applications for CARES Act relief funds and disbursement to students.

Of the full \$11,266,208 received for disbursement to students, \$10,011,799 has already gone directly to eligible students. Mr. Hebbard and Mr. Carranza will review the plan to disburse the remaining balance, including efforts to reach eligible students who have not yet applied for CARES Act support, and secondary distribution to prior recipients.

## **Reallocation of Institutional Support Funds toward Student Support**

In addition to the \$11,266,208 in CARES Act funding earmarked for direct student support, South Texas College received another allocation of \$10,011,119.00 for institutional support. Initial Department of Education Guidance on the use of funds to reimburse certain costs has since been revised, as presented to the Board on December 15, 2020. At that time, the Board authorized the reallocation of an additional approximately \$6.3 million of those institutional support funds to support direct emergency aid checks to eligible students, under the same CARES Act requirements.

## **Additional Minority Serving Institution Scholarship Fund Award**

In early January, the College received notification from the US Department of Education that the Minority Serving Institution Scholarship Fund award allocation would be increased by \$11,550, to a new total of \$1,266,639.00. This additional funding will be presented to the Board at a special meeting on January 12, 2021. Upon Board approval,

the additional funds will be included among funds to be disbursed to students impacted by the pandemic.

This information is provided for the Committee's information and feedback to administration, and no action is requested.