SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

August 2021

Board Meeting
September 28, 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:	SEPTEMBER 30, 2021
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2021 THROUGH AUGUST 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 Pre-Cabinet one to one 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
- HEERF disclosures with William M. Collins
- Departmental IE Plan Writers review meeting
- Marketing discussion with Dr. David Plummer
- Conference call discussion on COVID-19 with Andrew Fish via zoom
- Dual Credit Sections Enrollment Schedule with Dr. Anahid Petrosian
- Congressman Gonzalez Committee meeting
- Visit to Reynosa Industrial Park
- Chad Young's zoom meeting
- HEERF funding meeting with Myra Ochoa

ATTENDED

- Virtual Pathways Project (Texas) Site Visit – South Texas College/Texas Success Center
- Welcoming lunch for Dr. Ricardo J. Solis, South Texas College President
- Sacred Heart Catholic Outreach Presentation with Dr. Larry Barroso
- Discussion on agenda for THECB Commissioner Visit
- MEDA Committee meeting with Judy Martinez and Mike Carranza

- Upswing Study Proposal with Dr. Jesus Campos
- Governmental Affairs Council with Dr. Keller and Dr. Farias
- Congressman Gonzalez Youth Advisory Council meeting
- Foundation meeting with Mario Vasquez
- Military Friendly survey meeting
- Discussion on support model for after hours support calls with Dr. David Plummer
- Conference call with Index Reynosa President
- South Texas x Guild/ Ops Discussion
- ERP x South Texas College call
- THECB Commissioner Keller Visit
- Farewell retirement celebration for Mike Carranza
- HIS Career Readiness Program Summit
- Zoho + McAllen EDC with STC and Workforce Solutions meeting

ENROLLMENT SERVICES AND REGISTRAR

- Contributed to the current enrollment of **29,604** students for Fall 2021 semester, which began August 23.
- 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 **2,179** chat sessions during August 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), December 2021 commencement exercises review with President, DegreeWorks, Enrollment Appeals, search/hiring committees, and student handbook update.
- 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.
- Conducted interviews and made a recommendation for the Institutional Research Analyst position.
- 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 certified August 2021 graduates, including **186** certificates, **528** associate degrees and **94** bachelor degrees.
- Document Management Specialist downloaded, reviewed and verified **5,372** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during August 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 **59** international students currently registered for Fall 2021 semester.
- Processed **607** course substitutions and exceptions in DegreeWorks during August 2021.
- Processed grade changes for **141** students during August 2021.
- Processed reinstatement requests for **01** student during August 2021.
- Processed **2,439** high school and **1,215** college/university transcripts during August 2021.
- Evaluated **766** transcripts from other colleges and universities during August 2021.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,736** STC transcripts during August 2021.
- Scanned and indexed **4,592** documents submitted by students during August 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 August 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	**212**			**ACT**	**498**
Mid-Valley	**85**	**149**	**136 (91%show)**	**TSI EXAM**	**564**
Starr Campus	**110**	**60**	**60 (91%show)**	**TSI EXAM**	**243**
Pecan Plaza	**44**	**30**	**19 (63%show)**	**GED/ PEARSON**	**255**
Pecan Plaza		**808**	**758 (94% show)**	**TSI EXAM/ includes TSI Online**	**2,549**
Pecan Plaza		**113**	**98 (87%show)**	**HESI**	**1,134**
Mid-Valley		**46**	**40 (87%show)**	**HESI**	**483**
Pecan Plaza		**11**	**5 (45%show)**	**HiSET**	**70**
TOTAL:	**451**	**1,217**	**1,116 (92% show)**		**5,796 – All Campuses YTD**

- A total of over 400 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.

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (08/01/2021 – 08/31/2021)		**Year To Date (01/11/2021 - 08/31/2021)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	157	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	423
Developmental Ed (945+ & 0-4 Essay	170	Developmental Ed (945+ & 0-4 Essay	362
ELAR Diagnostic Level 6 & Essay < 5	1	ELAR Diagnostic Level 6	3
ELAR Diagnostic Level 5 & Essay < 5	21	ELAR Diagnostic Level 5	55
ELAR Diagnostic Level 4	176	ELAR Diagnostic Level 4	561
ELAR Diagnostic Level 3	177	ELAR Diagnostic Level 3	435
ELAR Diagnostic Level 2	87	ELAR Diagnostic Level 2	226
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**789**	**Total**	**1628**
Mathematics College and Career Readiness			
Monthly (08/01/2021 – 08/31/2021)		**Year To Date (01/11/2021 - 08/31/2021)**	
College Ready (950+ or 910+ & 6+ Diag)	91	**College Ready (950+ or 910+ & 6+ Diag)**	302
Mathematics Diagnostic Level 5	45	Mathematics Diagnostic Level 5	139
Mathematics Diagnostic Level 4	258	Mathematics Diagnostic Level 4	756
Mathematics Diagnostic Level 3	187	Mathematics Diagnostic Level 3	456
Mathematics Diagnostic Level 2	139	Mathematics Diagnostic Level 2	339
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**720**	**Total**	**1992**
Data retrieved from College Board Accuplacer			
Date: 9-03-2021			

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 Fall 2021
- Auditor came in to check on Third Party Programs.
- SFS Staff was assigned to work all Saturdays in the month of August at the Mid-Valley, Pecan and Starr Campuses
- SFS department is getting the Nursing and Technology Campus offices ready to assigned staff at those locations.
- All Xerox copiers rentals were extended for the new fiscal year 2022
- All type of financial assistance for Fall 2021 paid out August 13th.
- Student files are being completed and awarded, files are coming in via email, fax and mail.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **15** events and served **556** students during the month of August
- Department is in the process of scheduling meetings with ISD administrators and staff to plan for Spring 2022 dual credit enrollment. These meetings are focused on agreeing to an Enrollment Plan that outlines a timeline of recruitment, admission and registration activities for the Spring 2022 semester.
- Department is working with partnering ISDs to resume Dual Credit Fast Tracks events on STC campuses during the Fall semester. All early college high school freshman will participate in a New Student Convocation, campus tour, and advisement session, and register for Spring 2022 courses in the Enrollment Centers. An estimated 1,000 students are expected to participate in this initiative which has positively contributed to student success metrics according to a study conducted by Research & Analytical Services in 2018.
- Department is working with the Office of Public Relations & Marketing to enhance the College's Dual Credit Enrollment Plan by designing a recruitment landing page for students and parents. In addition, targeted postcards and CRM communications are being developed to assist students in completing the admission and registration processes one year in advance of students' first semester.

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Registration Drive	Rio Grande HS	8/2/21	ISD	23
Registration Drive	PSJA Memorial	8/3/21	ISD	42
Registration Drive	Rio Grande HS	8/3/21	ISD	31
Registration Drive	PSJA Southwest	8/3/21	ISD	29
Registration Drive	PJSA North	8/4/21	ISD	51
Registration Drive	PSJA Memorial	8/4/21	ISD	87
Registration Drive	PSJA ECHS	8/4/21	ISD	85
Registration Drive	Jimmy Carter ECHS	8/4/21	ISD	28
Registration Drive	Jimmy Carter ECHS	8/5/21	Virtual	26
Registration Drive	Weslaco East HS	8/9/21	ISD	26
Registration Drive	Weslaco East HS	8/10/21	ISD	36
Registration Drive	Science Academy	8/12/21	Virtual	11
Registration Drive	Science Academy	8/13/21	Virtual	38
Registration Drive	Science Academy	8/17/21	ISD	26
Registration Drive	Science Academy	8/18/21	ISD	17
			Total	**556**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

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

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
- DE Academic Holds Meeting
- Dual Credit Resource Page Meeting
- Perkins Grant Review Meeting
- SAEM Divisions Leaders Meeting
- Repeat Fee Meeting
- Non-S Status Update Meeting
- ISD Section Enrollment Meeting

PROFESSIONAL DEVELOPMENT

- Gadgets and Virtual Reality Workshops

COLLEGE CONNECTIONS

SOUTH TEXAS COLLEGE

- Extended Saturday Registration Hours
- Occupational Therapy Assistant Orientation

DEPARTMENT MEETINGS AND EVENTS

- 2021-2022 Recruitment Planning & Initiatives
- Ventanilla de Orientación Educativa (VOE) Meeting
- 3rd Annual Women's Empowerment Conference
- TXDot Process and Communication Meeting
- Dual Credit Program Meeting

RECRUITMENT

- General Information Virtual Lobby – 30 Students
- Enrollment Appointments – 13 Students
- Meeting with Prospective Student – 2 Students
- Border Patrol Post Academy Orientation
- UTRGV Senior Survival Event – College Presentation
- Alamo Fire Science Department – Outreach Effort
- International Dual Credit - Parent Information Session
- Robert Vela High School – Table Set Up

FAST TRACK

- PSJA ISD

School	Campus	Attended	Registered
PSJA ISD	Pecan	31 Students	Students

CAMPUS TOURS

- Pecan
  - Personal – 2 visitors

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

CALL CENTER

Phone Calls	
Inbound Calls	15,075 Calls

Telemarketing	
Campaign	**Calls**
Fall Unpaid List 202210 - HEERF application over the phone	286 outbound calls

Mongoose Text Campaigns			
Campaign	**# Reached**	**# Students replied**	**# Replies**
Fall 2021 Withdrew All Classes	161	53 (33%)	92
Fall 2021 Unpaid List No HEERF No FAFSA	830	312 (38%)	340
Instructional Plan 2 Week Online Notice	16418	450 (3%)	479
TSI2 Test	32	0	0

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
6623	Student Contacts, Outreach & Virtual Appointments
6745	CTE Student Contacts
20	Student & Alumni Registered on CCN
5	Student & Alumni Resumes Revised/Uploaded on CCN
11	New Employer Registered on CCN
54	Jobs posted to CCN
4	Workshops Presented
77	Resumes Reviewed Online by Employers via CCN
2475	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- 4th Rock Medical – 1 job posting
- Bettcher Manufacturing LLC – 1 job posting
- Boys & Girls Club of McAllen – 1 job posting
- Bridgestone Retail Operations, LLC. – 14 job posting
- City of South Padre Island – 9 job posting
- Court Appointed Special Advocates – 1 job posting
- Destilados de Mexico, LLC – 1 job posting
- Entravision Communications – 2 job posting
- Gartner – 3 job posting
- GRA Engineering – 1 job posting
- IC Imaging LC – 1 job posting
- Luis C. Orozco, CPA – 1 job posting
- National Security Agency NSA – 1 job posting
- Pappa's Pizza– 1 job posting
- PMG, Inc. – 3 job posting
- R & D Personnel – 4 job posting
- Radio United LLC – 1 job posting
- SAMES Inc. – 2 job posting
- Total Computing Solutions of America, Inc. – 3 job posting
- Tropical Texas Behavioral Health – 1 job posting
- WestWind Homes – 1 job posting
- Vaddo, Inc. – 1 job posting

Presentations/Workshops

- CES Overview presentations – OTA, Patient Care
- CES Overview presentations – PMG
- Presented an overview of CES services and platforms to new NAH staff.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.

Employer Outreach

- RDO Equipment
- Advantage Healthcare Consulting
- Mission Regional Medical Center
- Pecan Pharmacy

Employer Registrations

- 4th Rock Medical
- Bank of Colorado
- Boys & Girls Club of McAllen
- Court Appointed Special Advocates
- FTSI
- IC Imaging LC
- IDEA Public Schools
- PuresoftH2O
- Travco-7784
- Tropical Texas Behavioral Health

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

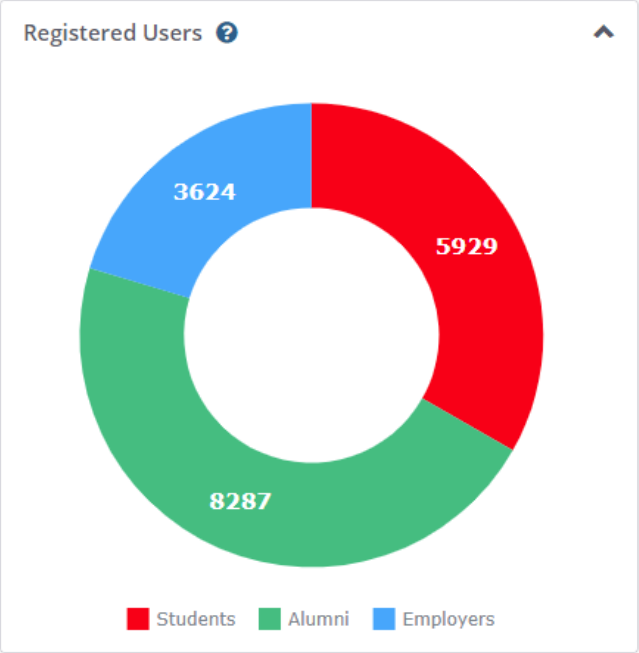
MEETINGS AND MISCELLANEOUS INFORMATION

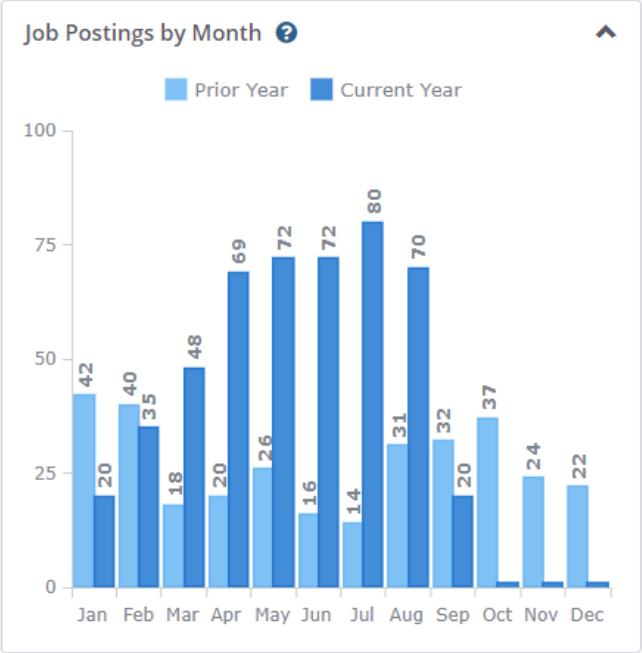
- CES attended the City of Edinburg Library Career Fair on August 5, 2021.
- CES specialist prepared and submitted Summer 2021 NAH/CTE activities for NAH Perkins liaison.
- CES participated in the STC Summer Bash Program Fairs.
- CES continuing to provide an overview of CES services and platforms to incoming registering students.
- Promoted and posted on all CES social media platforms internship opportunities with the Federal Deposit Insurance Corporation (FDIC).
- CES Director is coordinating with iGrad and STC Public Relations to design the website incorporating the iGrad program link 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 compliant with Department of Education requirements to receive financial aid.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for Ben Cantu Accounting, GRA Engineering and Mid-Valley Contracting Company.
- CES is coordinating with the STC Business Office to create a registration URL for employers to participate in the upcoming STC 2021 Career Expo.
- CES reviewed, revised, and submitted Perkins Time on Task documentation, as requested by the Grants office.
- 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.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for FTS Industries, Casa de Hidalgo and TTBH.
- CES coordinated with the STC Business Office and STC PR to finalize the registration URL for employers to participate in the upcoming STC 2021 Career Expo.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for various employers.
- Reviewed COVID-19 campus safety protocol updates, work safe guidelines, and recommendations.
- Promoted Gartner employment opportunities to 1,115 students/alumni within targeted groups via CCN and social media.
- Promoted Boys & Girls Club of McAllen employment opportunities to 966 students/alumni within targeted groups via CCN and social media.
- Viewed *A Culture of Assessment*, Inside Higher Ed webinar.
- Prepared and submitted Summer 2021 NAH/CTE activities for NAH Perkins liaison.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Outreached AEDT/Interdisciplinary groups for **Hispanic Association of Colleges and Universities National Internship Program (HNIP) paid internship opportunities via CCN online job board**
- Met with NAH Student Services staff to discuss Fall 2021 CES workshop calendar, work safe guidelines, and new staffing updates.
- Presented an overview of CES services and platforms to new NAH staff.
- Finalized Fall 2021 workshop schedule and created virtual workshop links, evaluations, and certificates.
- Met with CES Technology Specialist to discuss and coordinate fall workshop calendar and marketing.
- Input NAH Fall 2021 workshop calendar into College Central Network event calendar.
- Reviewed *Comparing NACE Career Competencies Virtually Through Intern Self-Assessments and Employer Assessments*, NACE article.
- Reviewed *Facilitating Faculty Buy in to Career Services*, NACE article.

- Reviewed *Repositioning Career Services*, NACE article.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Attended the Fall 2021 NAH Division Meeting.
- Attended CES staff meeting discussing fall events, staff updates, and projects.
- Reviewed, revised, and submitted Perkins Time on Task documentation, as requested by the Grants office.
- Met with Respiratory Therapy program chair to coordinate Fall 2021 in class presentations.
- Presented an overview of CES services and platforms at Occupational Therapy Assistant orientation.
- Presented an overview of CES services and platforms to Patient Care Fall 2021 cohort.
- Met with CES Technology Specialist to organize Threads donations, purchase supplies, and set up for Fall 2021 events.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Promoted Fall 2021 workshop schedule to all NAH Division faculty and staff.
- Promoted Fall 2021 workshop schedule to 2,477 students within the NAH division.
- Conducted career document reviews and mock interviews for students referred by NAH division faculty.
- Met with Patient Care Technology program chair to discuss employment trends, student needs, and future collaborative projects.
- Promoted South Padre Island PD employment opportunities to 366 students/alumni within targeted groups via CCN and social media.
- Researching work safe event strategies to support the Fall 2021 Career Expo.
- Met with College Success for Healthcare faculty to discuss in class presentations and NAH Fall 2021 workshop schedule.
- CES director is conducting updates and revisions for the Institutional Effectiveness (IE) Plan for CES.
- Presented an overview of CES services and platforms to Hidalgo & Starr County school district advisors and counselors for the Nursing & Allied Health PATHS Conference.
- 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
- Attended BPST mid-valley registration event
- Assisted Technology Specialist with CES information table for the Business, Public Safety, & Technology registration event at MVC.
- Viewed *Bringing Your Campus Back to Life*, Inside Higher Ed webinar.
- 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.
- 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.
- Completed "*Learning to be Promotable*" LinkedIn Online training.
- Conducted CES website updates.
- 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.

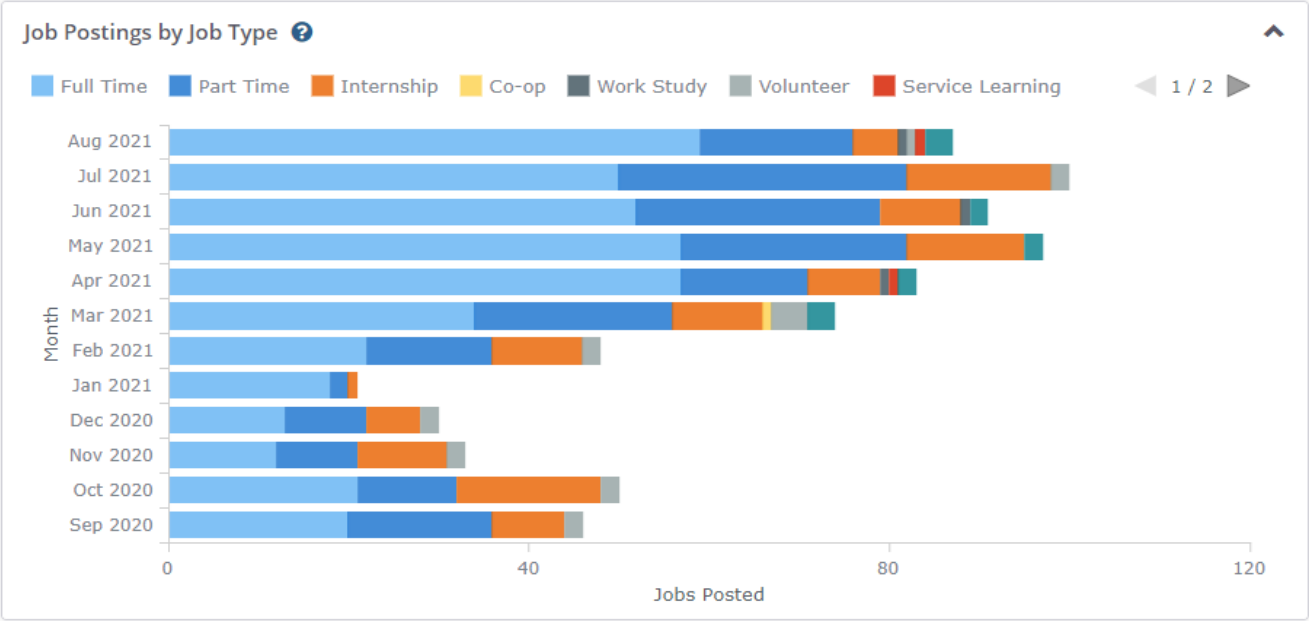
- 12 student resume revision via CCN
- 1 alumnus, 2 student outreaches, 1 student walk in

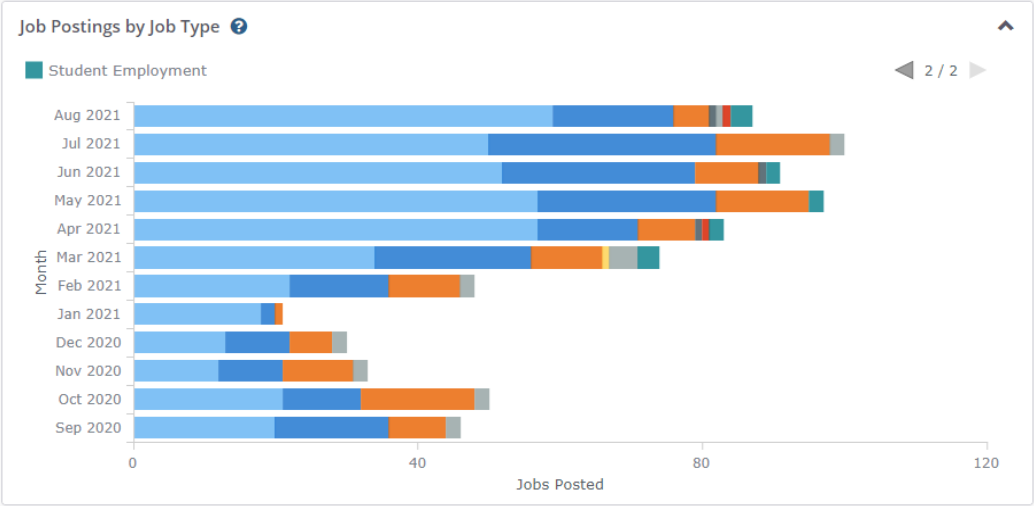
College Central Network Logistics





College Central Network Logistics





Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- Holding hours across the district

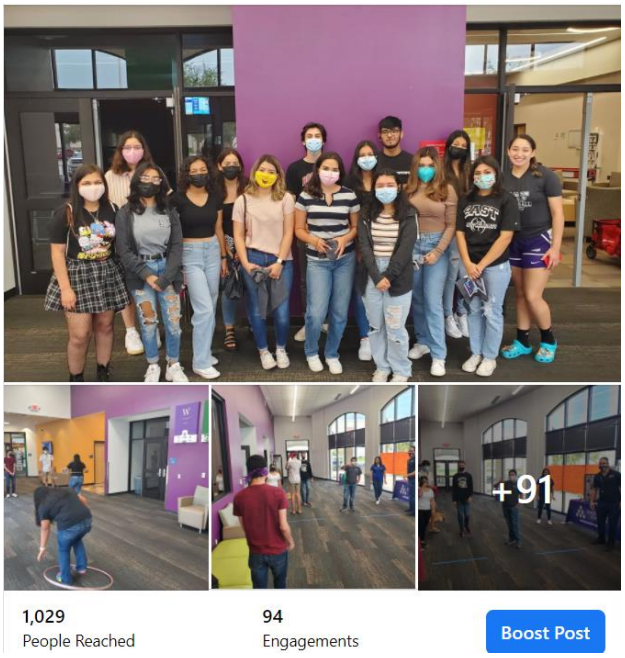
OFFICE OF STUDENT CONDUCT

- Holding hours across the district

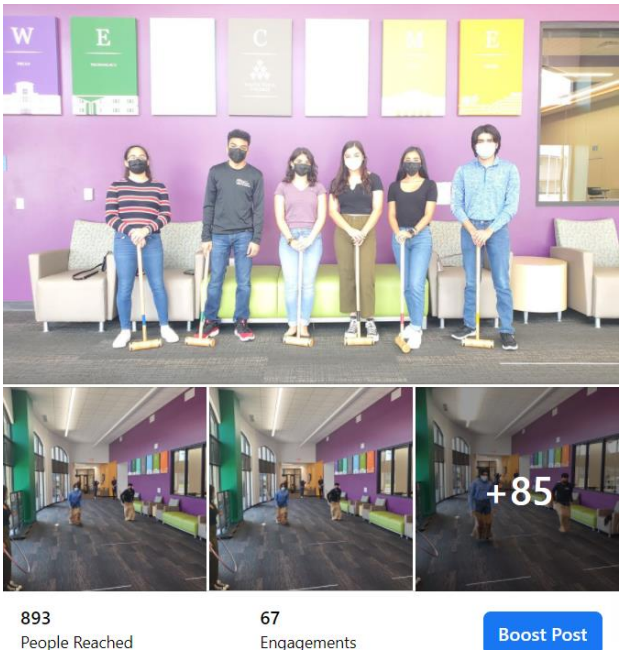
BEHAVIORAL INTERVENTION TEAM

- Holding hours across the district
- Developing conflict resolution training for VP Hebbard

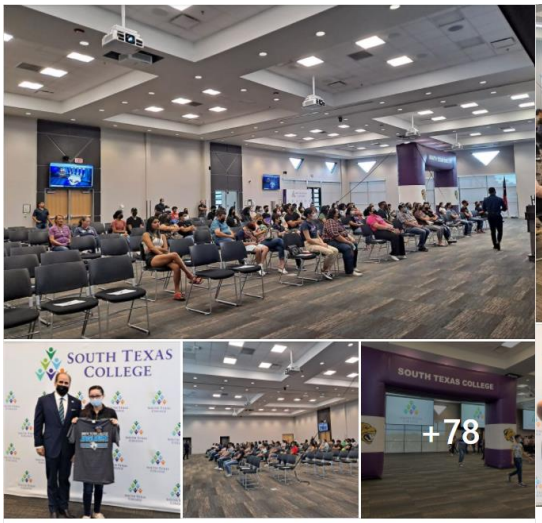
- Student Tour Day 1 (Mid-Valley)



- Student Tour Day 2 (Mid-Valley)



- First Year Connection New Student Orientations In-Person (Pecan, Mid-Valley, Starr County)



1,416
People Reached

147
Engagements

Boost Post

1,341
People Reached

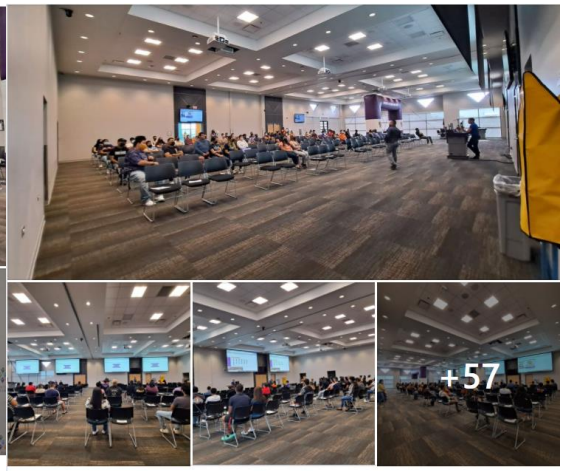
94
Engagements

Boost Post

2,587
People Reached

43
Engagements

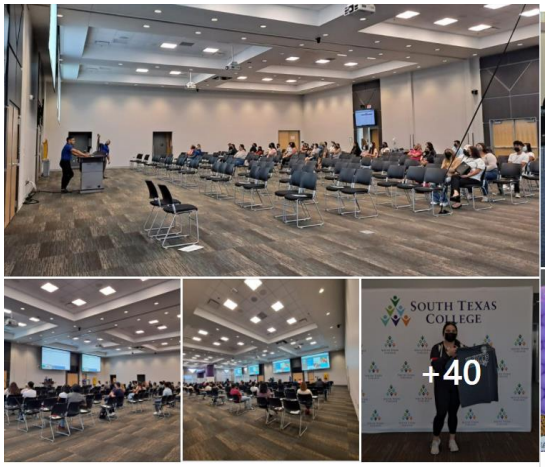
Boost Post



412
People Reached

26
Engagements

Boost Post



1,227
People Reached

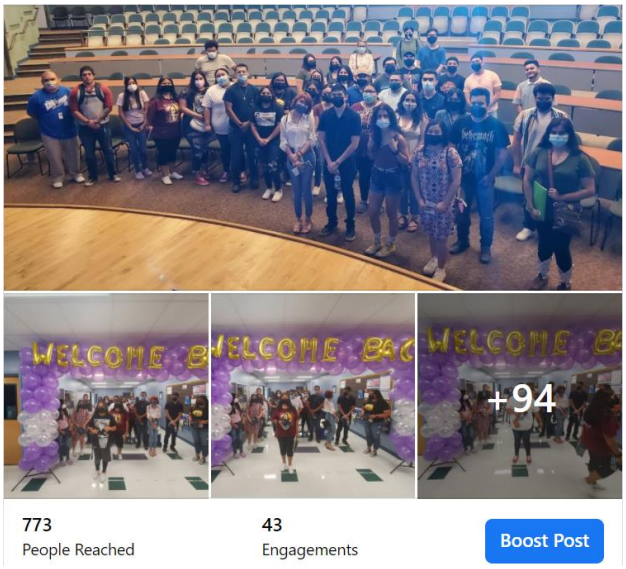
37
Engagements

Boost Post

985
People Reached

118
Engagements

Boost Post



- Summer Bash (Pecan, Mid-Valley, Starr County)
- First Year Connection New Student Online Orientations
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)

COUNSELING AND STUDENT DISABILITY SERVICES

CSAS Presentation requests: 9

Referrals for Student Accessibility Services: 18

Referrals for Counseling Services: 23

Counseling Email Inquiries: 368

Counseling Services

July 2021					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Academic Probation and Academic Suspension	250	40	297	115	29
Mental Health Counseling	25	68	148	11	28
Academic Advising	41	18	557	39	10
Career and Transfer	6	1	8	6	0
Special Programs, COVID-19 Contacts	3	0	153	2	0
Other	3	0	191	2	0
Total	328	127	1,354	175	67

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 Interns
- College Safety Committee Meeting
- Behavioral Intervention Team Meeting
- Carl Perkins Summer Bridge and Fast Track Event
- Mental Health Unit Meeting
- Interpreter Handbook Update Meetings
- CAVE Committee Meeting
- UNIDAD Coalition Planning 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
- CSAS Summer Bridge
- Hidalgo County Mental Health Coalition Briefing
- CSAS Work-study Interview
- Graduate Social Work Intern Interviews
- Graduate Intern Orientation

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Presentations, Microsoft Teams Live Events:

Workshops:

- Effective Communication Skills Needed for Academic, Career and Personal Success

Presentations:

- Laughter Yoga for Dual Students

Events:

- Saturday Extended Enrollment and Registration Event
- Summer Bash Program Fair
- International Overdose Awareness Event

PROFESSIONAL DEVELOPMENT

- Prevention Awareness Team of Hidalgo County Conference (PATH)
- Crisis Intervention Team 4001 Training

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 8,614 contacts with students were conducted by Academic Advisors and PASS Program Advisors in August 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
  - Advising Centers were operational Saturdays at Pecan, Starr, and Mid-Valley
- **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 Fall training series
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** planning 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; gathered data and completed annual report for submission to THECB
- **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;
  - Updated job descriptions to reflect PASS Program reorganization
  - Reviewed student applications and ranked students for acceptance into the program
  - Collected student class schedules and compiling lists for purchase of Instructional Supplements; submitted purchase orders; received, assigned and distributed instructional supplements to PASS Program students;
  - Met with PASS staff to review projected new expenditures for remaining of fiscal year for childcare and instructional supplements

- **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
    - Maintained contact with SAEM Directors for completion of SAEM FY2021 Perkins V Final Report

PARTICIPATED IN THE FOLLOWING

- Guided Pathways – Director serves as Co-lead and participated in Virtual Site Visit with Texas Success Center to review action plans and discuss next steps as well as prepare for Fall Institute
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; provided professional development for advisors and faculty advisors; Held multiple meetings with Institutional Effectiveness and Research Analytical Services to develop/update Comprehensive Operation Plan, determine data to be gather, and establish next steps to prepare of QEP 5th Year Impact Report; working with QEP Assessment Team to develop 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; met with small groups 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

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: SEPTEMBER 22, 2021

SUBJECT: ACTIVITY REPORT FOR AUGUST 1, 2021 THROUGH AUGUST 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:
  - Business Office:
    - Board Committee packet review with Comptroller and Accounting Group Manager.
    - Budget and Staffing Plan review with Comptroller and Budget Manager.
    - Budget Transfer changes.
    - Fiscal Year 2021-2022 Budget Hearing meeting.
    - Fiscal Year 2021-2022 Budget status and pending items with Comptroller and Budget Manager.
    - Student Activities Expenditures with Comptroller and Director of Purchasing.
  - Accountability, Risk, and Compliance:
    - COVID-19 Safety Protocols.
    - Human Resources process improvement project with Director of Accountability, Risk, and Compliance.
    - Mid-Valley campus insurance claims discussion with Director of Accountability, Risk, and Compliance, Risk Manager, Director of Facilities Planning & Construction, and Director of Facilities Operations and Maintenance.
    - TASB Localization Process Map for Fall 2021 with Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and Accountability, Risk, and Compliance Support Specialist.
  - Human Resources:
    - Office of Human Resources department staff meeting with the Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
  - Facilities Planning and Construction:
    - Facilities projects, Facilities Committee and Board packet items, COC Agenda items, and other outstanding items with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.

- Master Unexpended Plant Fund Budget and R&R reports with Director of Facilities Planning & Construction, FAS Project Manager, FAS Administrative Officer, Comptroller, and Accounting Group Manager.
- Mid-Valley Campus Building H roof insurance claim discussion with Legal Counsel, Director of Facilities Planning & Construction, Director of Facilities Operations & Maintenance, FAS Project Manager, Director of Accountability, Risk, and Compliance, and Risk Manager.
- Technology Campus Masterplan with Director of Facilities Planning and Construction.

- Facilities Operations and Maintenance:
  - UV Air Filters for air handlers.
- Purchasing:
  - Merchant Services contract review on Copier Services with Comptroller, Director of Human Resources, and Contracts Manager.
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
- COVID-19:
  - College-Wide Safety Committee and FAS Safety Committee meetings to discuss various matters.
  - COVID-19 Prevention and Response Manager position review with Director of Accountability, Risk, and Compliance.
  - COVID-19 Safety Protocols review with Director and Assistant of Human Resources.
  - COVID-19 Safety Protocols review with Executive Assistant to the President and Assistant VP for Academic Advancement.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
- Title IX:
  - Title IX Case discussion and Discrimination Statement with Institutional Equity Manager.
  - Title IX Case review with Director of Human Resources.
  - Title IX Case review with TASB representative.
  - Title IX Complaint Process Flowchart review with Committee.
  - Title IX Team case discussions with Committee.
- Other Meetings:
  - 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.
  - Bond Refunding Proposed Presentation with Comptroller and Investment Advisor.
  - Budget Hearing for FY 21-22.
  - Campus Tours with President.
  - Conference call for Bond Counsel with Legal Counsel, Director of Purchasing, and Comptroller on various issues.
  - Cooperative Procurement process for Air Purifiers with Legal Counsel and Director of Purchasing.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Managers and FAS Administrative Officer.
  - Dining and Food Truck Services review with Project Manager, Accountant, and FAS Administrative Assistant.
  - External Auditors meeting on Fraud Inquiry.
  - FAS Department Performance Appraisals.
  - FAS Department Recognition Luncheons at all South Texas College campuses.
  - Five-Year and Technology Campus Masterplan review with Accounting Group Manager, FAS Project Manager and Accountant.
  - Foundation meeting with Public Relations Fundraising Consultant.
  - Governmental Affairs Council meeting (THECB) with President, Vice-Presidents, and Assistant Director of Public Relations and Marketing.
  - HEERF III Institutional ARP Grant Initiation meeting and discussion with Grants and Business Office department personnel.

- Office of Institutional Equity bi-weekly meetings to discuss several matters with Institutional Equity Manager.
- 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.
- 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 meeting on pending procedure updates.
- President's Welcoming Tour.
- Projects review with FAS Administrative Officer.
- Public Information Request review with Director of Human Resources, Comptroller, Director of Purchasing, and FAS Administrative Officer.
- Renovation projects review with President, Director of Facilities Planning and Construction, and FPC Project Manager.
- Reviewed several matters with College President, Executive Assistant to the President, and Administrative Specialist for Board Relations.
- Search Committee Pool follow-up with Director of Human Resources, Director of Accountability, Risk, and Compliance and Accountability and Compliance Manager.
- Technology Campus Masterplan review with President, Director of Facilities Planning and Construction, Assistant Director of Facilities Planning and Construction, Dean of Business, Public Safety, and Technology, and Assistant VP for Academic Advancement.
- THECB Commissioner visit discussion on agenda with Vice-Presidents.
- THECB Commissioner visit.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - ACFE San Antonio 15th Virtual Annual Conference
  - THECB Community and Technical Colleges Formula Advisory Committee 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.
    - Expenditure Budget Analysis.
    - HEERF III Use of Funds Report & Expenditures.
    - Student Uncollectible Report.
    - TNT Tax Rates for FY 2022.
  - <u>Human Resources:</u>
    - Human Resources Overview and Hiring Processes Presentation revisions.
    - Human Resources Processes Improvement Plan.
    - President's On-Boarding with Human Resources.
  - <u>Facilities Planning and Construction:</u>
    - Capital Improvement Projects Master Budget.
    - Library New Plans.
    - Facilities Planning and Construction project updates.
    - President's Onboarding with Facilities Planning and Construction.

  - <u>Facilities Operations and Maintenance:</u>
    - Electricity Bill Management Report.

- COVID-19:
  - COVID-19 Campus Safety Protocols and FAQ's.
  - COVID-19 Prevention and Response Manager job position description.
  - COVID-19 Keynotes.
  - COVID-19 Dashboard & Graphs.
  - COVID-19 Message from the President.
- Title IX:
  - Title IX Case Review and Follow-ups.
  - Title IX Case referred to Office of Student Rights and Responsibilities.
  - Title IX Complaint Communication & Flowchart.
  - Title IX Employee & Student cases.
- Other:
  - 2015 Bond Refunding with Financial Advisor.
  - Activity Report for Board – August.
  - Board Budget Presentation.
  - Board Meeting Agenda item review.
  - Bond Counsel.
  - Budget Transfer approvals.
  - Budget Hearing Agenda item review.
  - Campus Dining and Food Truck services RFP.
  - COC Meeting agenda.
  - Employee Termination.
  - Engineer Pool Selection.
  - FAS Department IE Plan.
  - FAS Organizations Reconciliations.
  - Headcount and Credit Hour Report.
  - Hiring Packets Review and Approvals.
  - Legal Counsel Contract.
  - No-Cost Extension with DOE.
  - Office Staff Job Descriptions.
  - President's Meeting Backup Documents.
  - President's Onboarding Items and Staffing Requests.
  - President's Space Layout review.
  - Property Insurance.
  - Public Information Request.
  - Request for Qualifications (RFQ) for College Bond Counsel.
  - Request for Qualifications (RFQ) for College Legal Counsel.
  - Review and Approval of Documents.
  - TASB Localization Process review.
  - Time Clock Plus (TCP) approvals.
- Monthly Reports provided to President's Cabinet members as follows:
  - Leave (Sick and Vacation) Reports (July 2021).
  - Overtime Reports - Hours Worked by Employee (July 2021).
  - Salary Savings Reports (July 2021).
  - TCP Verification Reports (July 2021).
  - Travel by Employee Reports (July 2021).
  - Vacancy Reports (July 2021).

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at August Finance, Facilities, and Board meetings on the following items:
    - 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.

- Started working on the following items for <u>September</u> Finance, Facilities, and Board meetings:
  - Reimbursement from the Lower Rio Grande Valley Development Council for the FY 2021 Summer Session Transportation Services.
  - Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2021 – 2022.
  - Mission Economic Development Authority (MEDA) Scholarship Fund Trust with Edward Jones for Student Scholarships and Report on Funds Distributed to the College.
  - Mission Economic Development Authority (MEDA) Scholarship Fund Awards.
  - Award of Proposals, Purchases, Renewals, and Contract Extension.
  - Lease/Rental Procurement of District-Wide Copiers.
  - Assignment of Bank Depository Services Contract from BBVA to PNC Bank.
  - Revise Policy #4520: Compensation for Overtime.
  - Revise Policy #5320: Preparation and Processing of Budget Changes.
  - No-Cost Extension (NCE) Request for the Higher Education Emergency Relief Fund (HEERF) Institutional Award.
  - Use HEERF Institutional Funds to Discharge Student Debt for Summer Sessions 2020.
  - Use HEERF Institutional Funds to Discharge Student Debt for Fall Semester 2020, Spring Semester 2021, and Summer Sessions 2021.
  - Acceptance of South Texas College Chief Executive Officer Reporting Requirements for Academic Year 2020 – 2021 of Sexual Harassment, Sexual Assault, Dating Violence, and Stalking Incidents Under Texas Education Code, Section 51.253(c).
  - Additional Design Services from ERO Architects for the Pecan Campus Library Building F Renovation and Expansion Project.
  - Authorization to Proceed with Solicitation of Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building.
  - Authorization to Proceed with Solicitation of Design Services for Selected FY2021 - 2022 Capital Improvement Proposal Projects.
    A. Technology Campus Exterior Solar Panel Structure
    B. Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion
    C. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting
    D. Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure
  - Authorization to Proceed with Solicitation of Engineering Services for Selected FY2021 - 2022 Renewals & Replacements Projects.
    A. Pecan Campus Resurfacing of East Drive
    B. Pecan Campus South Academic Building J Generator Replacement
    C. Nursing and Allied Health Campus NAH East Building A Generator Replacement
  - Contract Amendment with EGV Architects, Inc. for Removal of the Technology Campus Advanced Technical Careers Building B Cafeteria and Atrium Areas Project from Scope of Work.
  - Master Plan for the Renovations at the Technology Campus Emerging Technologies Building A and Advanced Technical Careers Building B.

- Proposed Changes to the Design of the Pecan Campus Library Building F Expansion and Renovation Project.
- Substantial and Final Completion for the Pecan Campus Business and Science Building G Conversion of Two (2) Classrooms to Geology Labs Project.
- Update on Property Insurance Claim for Mid Valley Campus South Academic Building H.

- Finance and Administrative Services Administrative Officer worked on the following items:
  - Assisted with Board Packets.
  - Banner meeting follow-up to discuss for a new software.
  - Contracts Award and Purchases Management Report.
  - Contracts and Policies Reports.
  - COVID-19 Meetings.
  - Employee Satisfaction Survey.
  - FAS Employee Recognition Luncheons at 5 campuses.
  - Food Truck meetings with Project Managers and Accountant.
  - HACU Survey.
  - Job Description updates.
  - Policy Analysis.
  - Presidents Onboarding Requests.
  - STC Retirement Webpage revisions.
- Project Managers worked on the following items:
  - Assisted Accountability, Risk, and Compliance in updating the keynote memo to Administrators related to Voluntary Student Insurance.
  - Attended meeting with Vice President for Finance and Administrative Services, Purchasing Director, FAS Administrative Officer, and Accountant to discuss the campus cafeteria dining and food truck project.
  - Attended the Coordinated Operation Council (COC) meeting and finalized meeting notes.
  - Attended weekly meetings at the Business Office to finalize the 2013 Bond Construction Program files with the Accounting Group Manager.
  - Conducted research on administrative building and created a recap summary of cost options prepared by Facilities Planning and Construction.
  - Coordinated with Facilities Planning and Construction to obtain estimates on future construction projects and update the Five-Year Comprehensive Plan for Capital Improvement Projects accordingly.
  - Coordinated with Human Resources to obtain NeoGov's final report on training courses completed.
  - Coordinated with the Office of Professional and Organization Development on Title IX training sessions.
  - Participated and attended the weekly Facilities Planning and Construction meetings to discuss the statuses of projects and any other issues.
  - Prepared and finalized weekly President's Cabinet meeting packet.
  - Reviewed and assisted in developing the Facilities Committee and Finance, Audit and Human Resources Committee packets.
  - Reviewed and updated Project Manager Job Description and recommended changes.
  - Updated the campus cafeteria dining and food truck agenda item write-up, location maps, and RFP for the September Board Meeting.
  - Updated the Frozen Position Report with additional requests.
  - 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.
  - Worked on the proposed agenda item for the next Coordinated Operation Council (COC) meeting, requested backup, and created calendar.
  - Worked with Auxiliary Accountant and Facilities Planning and Construction on updating the campus site maps and write-up the food truck agenda item.
  - Worked with the Accounting Group Manager to update the Five-Year Comprehensive Plan for Capital Improvement Projects.
  - Worked with the Budget Manager to update and revise the Frozen Analysis Report.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Accounts Payable end of year with AP staff.
- Accounts Payable Travel training with General Accounting Assistant.
- Accounts Receivable and Cashiers bi-weekly meeting.
- Administrative Grant with Associate Comptroller.
- AT&T Bills with Library Public Services.
- Attended FY 2020-2021 appraisal review.
- Attended to students with Fall 2021 questions during extended hours.
- Audit item deadlines with Accounts Payable staff.
- Auditor meeting with new external audit partner and Comptroller and Associate Comptroller.
- Business Office end of fiscal year.
- Capital Improvement Proposal (CIP) and Administration project with Project Manager (VP-FAS).
- Capital Improvement Proposal (CIP) Comprehensive Plan with Project Manager (VP-FAS).
- Cashier student refund cross training.
- Close out 2013 Bond Construction Program Files.
- College wide AA/FM Roundup Accounts Payable and Travel deadlines workshop.
- COVID Relief Child Care Funds initiation meeting.
- COVID-19 plan and updated guidelines.
- Depository bank file migration.
- Disciplinary meeting follow-up with Cashier staff.
- Endowment and E&G new investments with Comptroller.
- Financial literacy with Director of Career & Employer Services.
- Fiscal Year 2020-2021 Audit Meeting with Comptroller, Associate Comptroller, and Managers.
- FPC Automation with Director of Facilities, Planning and Construction.
- Fund code for Administrative Cost expense with Cash Management staff.
- Grant year-end planning with Grant Supervisor and Associate Comptroller.
- HEERF III Institutional American Rescue Plan (ARP) Grant Initiation discussion.
- Initiation meeting for FY 2022 Perkins Basic Grant.
- Interview committee for Information Technology (IT) Customer Specialist.
- Investment proposal with Comptroller.
- Manager meeting to discuss various Business Office items with Comptroller and Associate Comptroller.
- Merchant Services Contract with Vice President for Finance and Administrative Services.
- On line classes with Cashiers, Director of Student Records and Registrar.
- Outstanding HESI fees and the possibility of reversing student FY 2020, FY 2021 and FY 2022 charges with Chair Dr. Mariano A. Acevedo.
- Participated in Texas Pioneer Foundation grant meeting with Grant Compliance.
- Proposed Bond Refunding presentation with Vice President for Finance and Administrative Services.
- Public Information Request (PIR) with Vice President for Finance and Administrative Services.
- Record retention with Cash Management.
- Restricted grant fund project code with Business Analyst and Grant Supervisor.
- Review pending items with Payroll.
- Reviewed the delinquent balance process presentation with Accounts Receivable.
- Status call with external auditor.
- Student Activities expenditures with Vice President for Finance and Administrative Services.
- Texas Workforce Commission final report on CDER system with Associate Comptroller.
- Update Capital Improvement Projects (CIP) and Beyond Budget.

- Training of TimeClock Plus Non-Compliance Reports with Payroll.
- Truth-in-Taxation (TNT) worksheets and projections with Property Tax Accountant.
- Upcoming items with Accounts Payable Supervisor.
- Vendor account pending credits with Library Services and Accounts Payable Accounting Group Supervisor and staff.
- Work Study payroll taxes with Comptroller and Payroll Manager.
- Year-end reconciliation with Childcare Development staff.

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on July 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 project.
  - Alert Notice for video training location for Accounts Payable invoice processes.
  - Invoice corrections and tax-exempt status with Library Services and AT&T.
  - Month-end close processes with Accounts Payable staff.
  - Recurring payable payment transactions.
  - Reviewing P-Card system with Purchasing.
  - Submitted final Texas State Library and Archives Commission (TSLAC) report to grantor.
  - Testing new Travel system issues.

Bank No.	2020 Sep	2020 Oct	2020 Nov	2020 Dec	2021 Jan	2021 Feb	2021 Mar	2021 Apr	2021 May	2021 Jun	2021 Jul	2021 Aug
01 E&G	225	297	229	230	254	232	266	295	383	306	336	299
01 Direct Deposit	39	43	57	57	47	39	54	79	86	77	97	128
03 Student	7,026	2,062	429	100	10,724	5,716	1,703	2,535	1,013	5,035	2,451	13,311
12 I&S Taxes	-	-	-	-	1	-	-	-	-	-	1	1
16 I&S Bond	-	-	-	-	-	-	-	-	-	-	-	-
17 Plant	11	9	10	18	27	13	10	17	12	7	19	16
17 Direct Deposit	-	-	-	-	-	-	-	-	-	-	2	3
31 Virtual Card	234	344	263	188	213	179	287	303	311	319	254	223
32 AP Card	1	3	2	1	2	-	4	1	2	4	1	1
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-	-	-	-	-

- Budget and Reporting:
  - August Finance Committee Budget Items.
  - Budget Hearing Budget Items.

- FY 2021-2022 Budget Roll Testing.
- FY 2021-2022 Frozen Position Analysis for the Vice President for Finance and Administrative Services.
- FY 2021-2022 Plant Budgets.
- FY 2021-2022 Public and Non-Public Budget Book for Finance Committee meeting.
- FY 2021-2022 Public and Non-Public Budget Books for Budget Hearing.
- FY 2021-2022 Restricted Budget.

- Accounts Receivable / Financial Aid Accounting:
  - Completed Auxiliary procedures.
  - Completed filing and labeling boxes scheduled for record retention; pending storage.
  - Completed the Campus Receivable Collector (CRC) ACH recurring payment and refund testing, implementation to production scheduled for 9/1/2021.
  - Completed the Campus Receivable Collector (CRC) ACH recurring payment and refund testing Implementation to production scheduled for 8/16/2021.
  - Delinquent Student Account Collection Effort PowerPoint presentation.
  - Researching Community College Budget change threshold levels requiring College president approval.
  - Reviewed the FY 2021 discharge debt methodology to determine the total remaining in Banner and CRC to provide for September Board Approval.
  - Working on Revenue Recognition and Uncollectible procedures.
- Cash Management/ Special Projects/ Office Support:
  - New investment motion for Mission Economic Development Authority (MEDA) Trust Fund.
  - Submitted various audit items for interim audit.

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
Totals	40	5,075

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	18
Bank Transfers between Bank Accounts	54
Wire Transfers for Benefits and International	5

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared board management reports and staff continues to work on monthly reconciliations reports.
  - Completed 102 monthly reports during the month of August 2021.
  - Capital Improvement Plan Comprehensive Plan.
  - Change Financial Manager for Unexpended Funds.
  - Identify active organizations and funds for Financial Manager that is no longer working at the College.
  - Inactivated Unexpended fund codes after Claim on Cash (COC) is tested.
  - Prepared and revised the Lower Rio Grande Valley Development Center (LRGVDC) motion for the credit reimbursement for the September's meeting.
  - Prepared procedures for General Accounting.
  - Review the following policies - #5425 Ad Valorem Taxes, #5430 General Obligations Bonds, #5431 Revenue Bonds and #5910 Acceptance of Gifts and Bequest.
  - Truth-in-Taxation (TNT) tax rate calculation, motions and power point presentation.
  - Update of Capital Improvement Projects (CIP) project budget.
  - Update of Financial Manager for Construction funds.
  - Worked with Hidalgo and Starr County on Truth and Taxation worksheets for Tax Rate calculation.

Duties	**Total**
Approval Queues - Requisitions Approved	3
Bank Reconciliations	8
Board and Management Reports Prepared	102
Board and Management Reports Reviewed	94
Checks provided to AP / Payroll - Stale-dated	7
Check verification for AP / Payroll / Student	19
Construction budget transfers reviewed and approved	2
Copies of booklets/journal entries requested	26
Deposits prepared	24
Donations - telephone calls received	47
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	126
Download General Accounting Daily Banner reports	4.5
Returned mailed checks - Logged and Filed	81
Returned Mailed checks - Disbursement	30
Bond Checks printed and file for bank 12, 16 17, 37 & 38	15
Emails - answered, prepared, initiated	846
Emails - received and read	1292
Financial manager changes	221
FOAP created including activity codes and FOAP updates	314
FOAP provided for deposits and/or other depts requesting info.	46
Hours Filing and organizing of Journal Entries and boxing	4.5
Hours used for scanning - estimated	27

Duties	Total
Hours used to log Scanned JE	16.5
Hours used to prepare documents for scanning	3.5
Hours used to compile and scanning LRGVDC backup	9
General Accounting Daily Banner Reports	346
Interdepartmental Transactions reviewed	63
Interdepartmental Transactions submitted	62
Invoices and encumbrances reviewed	46
Journal entries prepared	116
Journal entries processed including FUPLOAD	1032
Journal entries- transactions processes	5127
Journal entries/documents scanned	963
Journal Entries Logged	963
Journal Entries Filed and Organized including creation of labels	1240
Journal Entries reviewed	149
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	20
Requisitions prepared	1
Stale dated list prepared	6
Stale dated letters mailed	274
Stale dated letters returned and logged	15
Stale dated letters mail-hours used to search for updated address	4
Stop payments processed (includes stale dated checks)	918
Transactions removed from bank reconciliation	505
Truth-in-Taxation - calculation/motions/publication/notices	1
Audit - Scanned/copied documents for auditor	5
General Ledger/Construction/cash/taxes Procedures and Policy reviewed	10.5
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	2
Banner Testing hours/training - Hours Used-Gomer-FUPLOADS	12
General Accounting Department Review meeting - hours	0.5
HR/AP Training	3

Description	August-21
General Journal Entry (Intra-Fund) (JE 15)	208
General Journal Entry (Inter-Fund) (JE 16)	88
Cash Receipts (CR 05)	798
Encumbrance Liquidation (E032)	19
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)	1
General Journal Entry (STCJ)	0

- Cashiers:
  - Cashier extended hours Saturday 10am to 2pm.
  - Staff appraisals.
- Payroll and Position Control Departments:
  - Optional Retirement Plan (ORP) Report.
  - Reviewed pension and Other Post-Employment benefit year end information.

Payroll Processes for the Month Ending August 31, 2021	
Payroll Re-issue Processed	1
Payroll Cycles	9
Payroll Checks & DD	2,330
TimeClock Plus Access Forms Processed	52
Number of Employees with OT reviewed for OT Memos	251
NOE's Approved	213
Salary Budget Transfer Forms Processed	6

Payroll Processes for the Month Ending August 31, 2021			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,612	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	421	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 7/16 - 7/31) SR15	219	Salaried	1
(Waged 08/01 - 08/15) SR16	204	Waged	1
Regular (Salaried: August) MR08	2,597		
		Void Checks Processed	
		Salaried	1
NOE's Approved		Waged	1
Approved NOE's	213		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	1
(Additions, Deletions, Changes)	15	Waged	1
Salaried	182		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	6
FLAC	343		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	5	Salaried	1
Waged	38	Waged	0

Payroll Processes for the Month Ending August 31, 2021			
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	24	Salaried	0
Salaried: MR04	45	Waged	0
(Salaried:)	1		
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)		Salaried	58
Waged	0	Total Net	$141,238.54
(Waged:)	0		
Liabilities Processed			
ORP	11	Waged	52
Annuity	11	Total Net	$14,895.57
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	1,836
IRS Levy	0	Total Net	$5,208,623.61
Withholding & FICA	4		
Met Life	1	Waged	384
Legal Judgement	1	Total Net	$124,050.92
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Appreciation Luncheon hosted by Vice President for Finance and Administrative Services.
- Behavioral Intervention Team (BIT) Meetings to discuss Threat Assessment Cases with other administrators.
- College Safety Committee Meetings to discuss different safety topics with campus administrators district wide.
- Conference call meeting to discuss the college safety protocols with the Police Lieutenant and the Parking & Security Services Manager.
- Conference call with Office of Students Rights and Responsibilities regarding information on Student Handbook regarding Campus Carry and the new Texas House Bill 1927.
- Coordinated Operations Council to discuss different topics with campus district wide administrators and presented "Stop the Bleed" presentation.
- COVID-19 Statistics Collection Meeting at the Department of Public Safety to discuss data collection method with COVID-19 Manager and Finance and Administrative Services (FAS) employees.
- How to use Evacuation Chair Presentation that included hands on application at Technology Campus.
- Safety Committee Meetings to discuss different safety topics with Vice President for Finance and Administrative Services (FAS) and other FAS directors.
- Stop the Bleed Presentations that included hands on application at Pecan and Technology Campuses.
- Teams Meeting to discuss the Student Transportation Green Line 1 Service Summer 2021 with Lower Rio Grande Valley Development Council.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Request for Information:
  - Open records request.
  - Referrals sent to Human Resources.
  - Referrals sent to Risk Management.
  - Reviewed incident reports in the South Texas College Department of Public Safety Automated Reporting Management System (ARMS).
- Surveillance Cameras:
  - Updated Avigilon camera client request form.
  - Continued working on camera maintenance/replace/repair projects campus district wide.
- Training:
  - Evacuation Drills at Pecan, Starr, and Mid-Valley Campuses.
  - Cardiopulmonary Resuscitation, Stop the Bleed, Rave Guardian Trainings.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved times and leave requests on Time Clock.
  - Police Sergeant job description to post vacancy.
  - Police dispatcher background as required by Texas Commission on Law Enforcement (TCOLE) and hiring packet submitted to Human Resources.
- Purchases and Repairs:
  - Closed out all open purchase orders for Fiscal Year 2021.
  - Maintenance to police, security, and bus transportation vehicles.
  - Requisition to buy masks for students' district-wide using HEERF funds.
- Shuttle Buses and Parking:
  - Attended Federal Transit Administration (FTA) virtual substance abuse training.
  - Closed out reconciliation for Fiscal Year 2021 Parking Permits.
  - Created Fall Semester transportation driver schedules.
  - Processed on-line request for Parking Permits for the 2021-2022 school year.
  - Set up traffic cones as needed for the start of the Fall 2021 Semester.
  - Submitted monthly reports to Valley Metro Transit, ridership report, trip log report and drivers manifest which totals services hours and service miles.
  - Updated Double Map Global Positioning System (GPS) with current route information.
  - Updated Jag Express Website with current route information.
- Other:
  - 2020-2021 Professional/Technical Support Staff Performance Appraisals for all Department of Public Safety personnel.
  - Campus Carry Information updated on Department of Public Safety webpage as it relates to Texas House Bill 1927.
  - Completed Department of Public Safety Comprehensive Operational Plan.
  - Designed and printed signs for all campuses parking lots and entrances to buildings encouraging to wear mask, social distancing, and to wash hands frequently as a proactive approach dealing with COVID-19.
  - Gathered Clery Act and Violence Against Women Act Crime Statistics and worked on updating the 2021 Annual Security Report.
  - Mask distribution plan campus district wide to key locations.
  - Prepared a letter of support for the South Texas College Regional Center for Public Safety Excellence vision and overall concept.
  - Prepared Policy Analysis on college policies pertaining to the Department of Public Safety.
  - Reviewed and completed status of the 2019-2021 and 2021-2023 Department of Public Safety Institutional Effectiveness Objective Goals.
  - Reviewed Department of Public Safety found property processes with Department's Property/Evidence Custodian.
  - Reviewed Texas 87th Legislative Updates that pertain to Safety & Security and Law Enforcement.

- Updated the All Hazards Emergency Plan.
- Updated the Department of Public Safety Driver Eligibility Expiration List for the Month of August and September 2021.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 5 Year Comprehensive Plan meetings to review and revise overall project budgets.
- August Board Meeting.
- August Facilities Committee meeting.
- Coordinated Operations Council Meeting.
- District Wide Deferred Maintenance of District Wide Roofs-attended construction meetings at Mid Valley Campus, Nursing Allied Health Campus, and Starr County Campus.
- District Wide Deferred Maintenance of Roofs-Pre-installation meetings at Mid Valley Campus, Nursing Allied Health Campus, and Starr County Campus with the architect, contractors, and South Texas College staff.
- District Wide Flooring Automatic Door Openers-Contract Negotiations meeting with contractor and Facilities Planning & Construction staff.
- District Wide Interior Wayfinding Signage-attended Substantial Completion Walkthrough with contractor.
- District Wide Interior Wayfinding Signage-attended Final Completion Walkthrough with contractor.
- Facilities Operations Council meeting.
- Information Technology Projects & Enterprise Resource Planning (ERP) Follow Up meeting with Finance & Administrative Services directors and staff.
- Meeting to discuss data drops in the online Move/Set Up process with Accountability, Risk & Compliance and Facilities Planning & Construction staff.
- Meeting to discuss Facilities Planning & Construction Automation of forms with Business Office and Facilities Planning & Construction staff.
- Meeting to discuss the Financial Manager approval processes with Business Office, Purchasing, and Facilities Planning & Construction.
- Meeting with various vendor representatives.
- <u>Mid-Valley Campus</u>
  - Mid Valley Campus South Academic Building H Storm Damage-meeting to review insurance claims with legal counsel, Administration, Accountability Risk & Compliance, Facilities Operations & Maintenance, and Facilities Planning & Construction staff.
  - Mid Valley Campus South Academic Building H Storm Damage-meeting to discuss storm damage insurance process.
  - Mid Valley Campus Workforce Center Building D Automotive Lab, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R) Classroom and Outdoor Lab, and Welding Lab Expansions-coordinated and attended Pre-Qualifications Conference.
- <u>NAH Campus</u>
  - Nursing and Allied Health Campus West Entry Sign-attended the 1-Year Warranty Walkthrough.
- <u>Pecan Campus</u>
  - Pecan Campus Building M Generator Replacement-construction negotiations meeting with engineer, contractor, and Facilities Planning & Construction staff.
  - Pecan Campus Library Building F Renovation and Expansion-attended meeting to discuss the proposed revised layout as per direction from Administration with Library and Facilities Planning and Construction Staff.
  - Pecan Campus Library Building F Renovation-attended meeting to review current status of design and plan layout with College President, Vice Presidents, Library and Facilities Planning & Construction staff; attended meeting to review and discuss alternate layout to allow for additional seating for the meeting room with Library and Facilities Planning & Construction staff.

- Pecan Campus Library Building F Renovation-meeting to review propose changes with Administration and Facilities Planning & Construction staff; conference call to review possible changes to scope and layout with Administration, Library, and Facilities Planning & Construction staff.
- Pecan Campus Tour with College President, Vice President for Finance and Administrative Services, and Director of Operations & Maintenance.

- Pecan Plaza
  - Pecan Plaza West Building C Kinesiology Renovation-Above Ceiling Inspection with architect and College staff.
  - Pecan Plaza West Building C Kinesiology Renovation-construction meeting with architect, contractor, Facilities Planning and Construction, and College staff.
  - Pecan Plaza West Building C Kinesiology Renovations-partial Substantial Completion Walk-Thru with contractor, architect, and College staff.
- Regional Center for Public Safety Excellence
  - Regional Center for Public Safety Excellence Canopies and Fire Training Area-Design Kick-Off meeting to request fee proposal meeting and scope review with architect and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Chiller Installation-meeting to discuss construction bid proposals and reviewed value engineering items with engineer, Facilities Operations & Maintenance, and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Site Drainage Improvements Phase II-Contract Negotiations meeting with contractor and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Site Drainage Improvements Phase II-Preconstruction meeting with contractor, engineer, and Facilities Planning & Construction staff.
- Starr County Campus
  - Starr County Campus Automotive Lab Expansion, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC-R) Outdoor Covered Area Addition-coordinated and attended Pre-Qualifications Conference.
  - Starr County Campus Screening of District Wide Equipment-Preconstruction meeting with contractor.
- Technology Campus
  - Technology Campus Master Plan-Presentation meeting to review the Master Plan phases with President, Vice President-Finance & Administrative Services, Vice President-Academic Affairs, Dean of Business, Public Safety and Technology, and Facilities Planning & Construction staff.

WORKED ON THE FOLLOWING ITEMS:

- August Facilities Committee Meeting agenda and write ups.
- Coordinated moving of McAllen Independent School District portables with South Texas College Police.
- Provided cafeteria information and parking lot layouts of all campuses as requested by Administration staff.
- Provided campus maps and area square foot areas for the cafeterias district wide.
- Review of Data Drop Request to develop a new process as part of the Workflow process.
- Review of electrical issues for computer labs district wide and coordinate a meeting.
- Review of existing portable building space for future storage use.
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Review of Space Modification plans and requests.
- Reviewed open encumbrances to close out for Fiscal Year 2020-2021.
- Reviewed the Facilities Planning & Construction Operating Budget for Fiscal Year 2021-2022.
- Revised project change order log spreadsheet as requested.
- September Facilities Committee Meeting draft agenda and write ups.
- Updated the Comprehensive Operations Plan Status Report fiscal year 2020-2021 for the Facilities Planning & Construction Department.
- Worked on Employee's Performance Evaluation forms as requested by Human Resources.

- Worked on policy summaries for review of Board policies as requested.
- Worked on Status of Construction Projects worksheet for Fiscal Year 2021 and Fiscal Year 2022.
- Worked on updating all Project Fact Sheets for format consistency.
- District Wide:
  - District Wide Automatic Door Openers-performed contract negotiations with contractor, Facilities Planning & Construction, and Purchasing staff in preparation of contract.
  - District Wide Automatic Door Openers-worked with engineer, Purchasing, and Facilities Planning & Construction staff to finalize the construction contract.
  - District Wide Deferred Maintenance of District Wide Roofs-site visit to take pictures of existing conditions prior to begin of construction start and reviewed submittals.
  - District Wide Deferred Maintenance of Roofs-site visit to verify pay application and reviewed submittals.
  - District Wide Deferred Maintenance of Roofs-site visits to verify status of construction progress.
  - District Wide Flooring Automatic Door Openers-worked with engineer and contractor to coordinate contractor negotiations meeting.
  - District Wide Flooring Replacement-floor plans and quantities with Facilities Planning & Construction staff in preparation of the Request for Proposals.
  - District Wide Screening of Equipment Starr County Campus-performed site visits to verify status of construction progress.
- Mid Valley Campus:
  - Mid Valley Campus Building A Renovation of Space for Culinary Arts-worked on Request for Quotes and newspaper advertisement.
  - Mid Valley Campus Workforce Center Building D Expansion-Request for Quotes and newspaper advertisement.
  - Mid Valley Campus Workforce Center Building D Expansion-worked on Request for Quotes and newspaper advertisement.
- Nursing and Allied Health Campus:
  - Nursing Allied Health Campus East Building A-reviewed engineer preliminary design plans for stair replacement and provided comments to engineer.
  - Nursing and Allied Health Campus Building A Stair Repairs and Replacement-worked with engineer to provide status of designs and invoices for engineering services.
- Pecan Campus:
  - Pecan Administration Building-preliminary space program, project budget, and schedule.
  - Pecan Building M Generator Replacement-worked on finalizing the gas line easement agreement with Purchasing and sent to Administration for signature; reviewed Owner/Contractor Agreement and provided modifications to engineer; worked with engineer and contractor to coordinate contract negotiations meeting.
  - Pecan Campus Building M Generator Replacement-coordinated the preconstruction meeting with contractor, Texas Gas, engineer, and Facilities Planning and Construction staff.
  - Pecan Campus Building M Generator Replacement-finalized revisions with engineer for inclusion in the Owner/Contractor Agreement for signatures.
  - Pecan Campus Building M Generator Replacement-revisions with engineer for inclusion in the Owner/Contractor Agreement.
  - Pecan Campus Business and Science Building G Classroom Conversion-Plumbing Rough-in Inspection with engineer.
  - Pecan Campus Business and Science Building G Classroom Conversions-site visits to verify status of construction progress.
  - Pecan Campus Business and Science Building G Classroom Conversions-performed Substantial Completion Walk-Thru.
  - Pecan Campus Business and Science Building G Classroom Conversions-performed site visit to confirm status of punch list items.
  - Pecan Campus Library Building F Renovation and Expansion-provided revised library layout to Library and Educational Technologies staff.

- Pecan Campus Library Building F Renovation-reviewed and updated proposed furniture floor plan and forwarded to Library staff for review and comment.
- Pecan Campus Library Building F Renovation-reviewed proposed library layouts.
- Pecan Campus Library Building F Renovation-revisions to proposed library layouts; reviewed Request for Qualifications to verify scope of work.

- Pecan Plaza:
  - Pecan Plaza West Building C Kinesiology Renovations-site visits to verify status of construction progress and reviewed submittals; reviewed information for potential change order.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Canopies and Fire Training Area-worked with architect on architectural services proposal and provided review comments.
  - Regional Center for Public Safety Excellence Portables-site visits to verify status of elevation leveling of Portable Building PB5.
  - Regional Center for Public Safety Excellence Portables-site visits to verify punch list items for the leveling of Portable Building PB5.
  - Regional Center for Public Safety Excellence Site Drainage Improvements Phase II-reviewed engineer's invoice and coordinated contractor negotiations meeting with engineer and contractor.
  - Regional Center for Public Safety Excellence Site Drainage Improvements Phase II-finalized revisions with engineer for inclusion in the Owner/Contractor Agreement for signatures.
  - Regional Center for Public Safety Excellence-site visit to verify size of folding partitions at classrooms.
- Starr County Campus
  - Starr County Campus Building D Welding Lab Expansion-worked on calculating the building occupant load to determine the required number of restroom fixtures.
  - Starr County Campus Workforce Center Building D Expansion-Request for Quotes and newspaper advertisement.
- Technology Campus
  - Technology Campus Buildings A and B Master Plan-reviewed preliminary master plan changes and comments from architect and College staff.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Air Purifier demo with the vendor and Facilities Operations & Maintenance Assistant Director and the Environmental Health & Safety Manager.
- August Board of Trustees meeting with Campus Administrators and Board Members.
- Behavioral Intervention Team meeting.
- College Safety Committee meeting with the Vice President for Finance and Administrative Services.
- Coordinated Operations Council Meeting with the Coordinated Operations Council Team.
- Facilities Operations and Maintenance Managers Meeting to gather department updates via Microsoft Teams.
- Facilities Operations and Maintenance Support Staff Meeting to staff input via Microsoft Teams.
- Facilities Operations Council meeting with the Facilities Planning and Construction department.
- Finance and Administrative Services Pizza Award Luncheon at the Mid Valley Campus with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Pizza Award Luncheon at the Nursing & Allied Health Campus with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Pizza Award Luncheon at the Pecan Campus with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Pizza Award Luncheon at the Starr Campus with the Vice President for Finance and Administrative Services.

- Finance and Administrative Services Pizza Award Luncheon at the Technology Campus with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Safety meeting to provide department updates with the Vice President for Finance and Administrative Services.
- Meeting with an air/heating vendor to discuss air/heating needs at South Texas College.
- Mid Valley Campus Building H insurance claims meeting with the Vice President for Finance and Administrative Services.
- Mid Valley Campus Deferred Maintenance of Roofs meeting with the Facilities Planning and Construction department.
- Mid Valley Campus tour with the President of South Texas College.
- Nursing & Allied Health Campus Deferred Maintenance of Roofs meeting with the Facilities Planning and Construction department.
- Pecan Campus tour with the President of South Texas College.
- Pre-Qualification Conference to discuss the Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Covered Area Addition with the Facilities Planning and Construction department.
- Receiving of Proposals meeting for the Mid Valley Campus Workforce Center Building D Automotive Lab, HVAC-R Classroom & Outdoor Lab, and Welding Lab Expansions with the Facilities Planning and Construction department.
- Roof Insurance meeting with the Vice President for Finance and Administrative Services.
- Starr Campus Deferred Maintenance of Roofs meeting with the Facilities Planning and Construction department.
- Walk through of the Pecan Campus Kinesiology Renovation with the Facilities Planning and Construction department.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus:
    - Exterior building cleaning for buildings M and L begins on September 2021.
    - Installation of new plant material in progress.
  - Nursing & Allied Health Campus:
    - Elevator vendor meeting to address damaged button panels and hand rails.
    - Exterior building cleaning of building A begins on September 2021.
  - District Wide Campuses:
    - Exterior building cleaning.
    - Kitchen hood inspections completed.
    - Monthly irrigation inspections completed, repairs in progress.
    - Multiple fire alarm issues repaired.
    - Open purchase orders have been completed and invoiced for this past fiscal year.
    - Pest control vendor meeting regarding expectations for their contract.
    - Service by uniform vendor has improved.
    - Typical pest control issues and equipment rentals.
- Custodial Department:

Duties	Number of Requests
Set-Ups	236
Moves/Relocations	66

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	214	$12,012.50
Electrical	98	$16,379.99
Energy Management	46	$1,231.43
HVAC	119	$28,223.40
Locksmith	150	$4,215.53
Painting	46	$1,385.36
Plumbing	80	$4,868.03
Plant Services		$15,977.71
Total Cost		**$84,293.95**
General Maintenance	3	
Total Work Orders	**756**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Cyber Liability Application and extended reporting period with Associate Comptroller and Chief Information Security Officer.
  - Cyber Liability Board motion with Associate Comptroller and Chief Information Security Officer.
  - Property insurance claim for Mid-Valley Campus Building H with Insurance Adjuster and Insurance Agent.
  - Property insurance claim for Mid-Valley Campus Building H with Vice President for Finance and Administrative Services, Director of Facilities Operations and Maintenance, and Director of Facilities Planning and Construction.
- Vice President for Finance and Administrative Services:
  - Contract policies project updates with Finance and Administrative Services staff.
  - Contract policies project with Vice President for Finance and Administrative Services.
  - COVID-19 items and updates with Vice President for Finance and Administrative Services.
  - Texas Association of School Boards (TASB) Policy Localization presentation and updates with Vice President for Finance and Administrative Services.
- Records Management and Retention:
  - Next on-site record retention processing date and logistics with record retention processing vendor.
  - Recorded Interviews and retention periods with Director of Human Resources and Human Resources Information Systems staff.
  - Records Management procedures, retention of electronic records, and processing records with Coordinator of Fixed Assets and Distribution.
  - Records Management Training with Library Public Services staff.
  - Records Management with Project Coordinator for the Office of the President.
  - Records retention process with Library staff.
- Title IX:
  - Title IX Case Meeting with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Items with Institutional Equity Manager/Title IX and 504 Deputy Coordinator.
  - Title IX Meeting with Title IX Coordinator.
- COVID-19:
  - Communicable Disease Reporting Forms with Director of Human Resources Director and Director of Counseling and Student Disability Services.
  - COVID-19 Campus Safety Protocols with COVID-19 Prevention and Response Manager.

- COVID-19 employee cases with Benefits Manager, Digital Services Developer, and Director of Counseling and Student Accessibility Services.
- COVID-19 FAQs with Dean of Liberal Arts.
- COVID-19 matters with Biology Department Program Chair and also with Environmental, Health, and Safety Manager.
- COVID-19 related items with Dean of Dual Credit Programs.
- COVID-19 report and data collection with Police Department staff.
- COVID-19 response protocol for students with Director of Counseling and Student Accessibility Services.
- Vaccination clinic coordination with Hidalgo County Health Department Chief Administrative Officer and also with Dean of Students.

- Other:
  - 87th Legislature and Texas House Bill 1927 with Chief of Police.
  - Academic Affairs Convocation presentation with Environmental, Health, and Safety Manager.
  - Academic Affairs Convocation.
  - August Board of Trustees Meeting.
  - College Safety Committee Meeting.
  - Coordinated Operations Council meeting.
  - Executive Order GA-38 and hospital requirement with Texas Association of School Boards (TASB) Director of Community College Services.
  - Finance and Administrative Services Safety Team Meeting.
  - Finance, Audit, and Human Resources Committee meeting.
  - Microsoft Forms and Formstack Forms for online use with Web Design Specialist.
  - Move/Setup Request process with Facilities, Planning, and Construction staff.
  - NeoGov Safety Training.
  - Onboarding for new departmental staff.
  - Outstanding invoices and pricing variances with Senior Purchasing Buyer.
  - People Admin re-engineering with Human Resources staff.
  - Policy Synopsis with Director of Purchasing and also with Chief of Police.
  - Syllabi Institutional Policy review with Professor of English and also with Title IX Equity Manager.
  - Texas Association of School Boards (TASB) Localization Process Map meeting with departmental staff.
  - Weekly huddle meetings with departmental staff.

PROJECTS IN PROGRESS:

- Insurance:
  - Cyber Liability Insurance Board motion, recommendation letters, and comparison spreadsheets.
  - Incident Reporting Form.
  - Insurance Applications: Crime, Social Engineering, and Cyber Liability.
  - Insurance Renewals Invoices.
  - Property insurance claim for Mid-Valley Campus Building H.
  - South Texas College Workforce Student Accident Insurance Report.
  - Student insurance website updates and College-wide Memo.
- Human Resources Process Improvements:
  - Emergency Hire Procedures and Request Form; review and suggestions.
  - Full-time staff hiring process action items.
  - Job description requests.
  - PeopleAdmin re-engineering; revisions for Full-Time Staff Process Map, and Grant Staff Process Map.
  - Position and Search Committee Request Form.
  - Search Committee Notification.
- Records Management and Retention:
  - Quick Reference Guide on most comment records.
  - Record retention requirements for fillable forms, daily notes, and transitory information.
  - Records Management Procedures updates.

- Research on retention periods for affirmative action records and graded coursework records.
- Researched retention periods for library records.
- Secure Shredding Container Document Retrieval Request Form.
- Standard response to elect electronic records as the official records.

- Title IX:
  - Agenda for Title IX Case Study meeting.
  - Office of Institutional Equity SharePoint website updates.
  - Title IX Case Closed Letters.
  - Title IX Senate Bill 212 Quarterly 4 and Annual Report.
  - Title IX updates and review:
    - Title IX Case Status Report.
    - Title IX College's webpage.
    - Title IX Flyer.
    - Title IX Letter Templates.
    - Title IX Master Case List.
    - Title IX Maxient Cases.
    - Title IX Procedures.
    - Title IX Team Roster.
    - Title IX Training Matrix.
    - Title IX Training Reporting Form.
    - Title IX Transition Action Plan.
    - Title IX Weekly Cabinet Report.
- COVID-19:
  - Centers for Disease Control and Prevention (CDC) protocols for COVID-19.
  - COVID-19 Campus Safety Protocols updates.
  - COVID-19 Employee and Student cases Reports and data collection.
  - COVID-19 FAQs for Academic Affairs Division.
  - COVID-19 FAQs revisions and updates.
  - COVID-19 Prevention and Response Manager position description.
  - COVID-19 protocols and metrics for other colleges.
  - COVID-19 reported cases follow-up.
  - COVID-19 research on HIPAA violation.
  - COVID-19 Update for Fall Semester Notice email.
  - COVID-19 vaccine coordination with Hidalgo County Health Department.
  - COVID-19 webpage revisions.
  - Pandemic response plan research for other colleges.
  - Researched COVID-19 related jobs and position descriptions.
- Policy Manual Localization:
  - Graph and count of College policies amended and originated per year.
  - Policy Inventory updates.
  - Policy Synopsis template updates; additional questions.
  - South Texas College Policy Inventory List.
  - Texas Association of School Boards (TASB) Policy Localization Board motion and presentation.
- Other:
  - 87th Texas Legislative Matrix draft.
  - 87th Texas Legislature 2nd Called Session Matrix.
  - 87th Texas Legislature Bills requiring College action.
  - Budget transfer policy and procedures for other colleges.
  - Overtime compensation policy and procedures for other colleges.
  - Syllabi Institutional Policy document.
  - Workflow record retention requests, meeting minutes and agendas, monthly activity report, reviewed invoices, requisitions, and work order requests as needed.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged forty-eight (48) 1295 Forms with the Texas Ethic Commission.
- Attended August Finance Committee Meeting and Regular Board Meeting.
- Completed the department staff performance appraisals.
- 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 Business Office End of Fiscal Year Meeting on teams.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Participated in the Texas Department of Information Resources (DIR) virtual training which was related to the new website and their cooperative contracts.
- 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-one (21) vendor agreement/contracts and updated the purchase order and Request for Proposals execution of offer with the new legislative changes.

PROJECTS IN PROGRESS:

- <u>Purchasing Department:</u>
  - Approved one hundred thirty (130) online Banner requisitions.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 21-22-1007 Cyber Liability Insurance
    - Request for Qualifications: 21-22-1008 Architectural Services for Mid Valley Workforce Center Bldg. D – Automotive Lab, HVACR Classroom and Outdoor Lab, and Welding Expansions
    - Request for Qualifications: 21-22-1010 Architectural Services for Starr County Campus Automotive Lab Expansion and HVACR Outdoor Covered Addition
    - 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
  - Created or updated thirty-one (31) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved forty-seven (47) 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: 21-22-1011 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
    - Request for Qualifications: 21-22-1010 Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Covered Area
    - Request for Qualifications: 21-22-1013 Architectural Services – Mid Valley Campus Center for Learning Excellence Bldg. A Renovation of Space for the Culinary Arts Program
  - Processed change orders for goods and services.
  - Processed three hundred twenty-six (326) purchase orders.
  - Reviewed and updated Department procedures as needed.

- Scanned over one thousand forty-three (1,043) FY2020 purchase orders and key receiving forms into Banner Xtender.
- Submitted ten (10) new records and updated sixteen (16) 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 August 31, 2021 as follows:
    - Adjusted thirty-one (31) assets in Banner for the month of August.
    - Approved eighty-seven (87) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed thirty-one (31) faculty/staff moves in August.
  - Completed three hundred ninety-seven (397) deliveries (purchase orders and complimentary books) and three thousand fifty-six (3,056) packages/boxes.
  - Received and posted two hundred ninety-eight (298) purchase orders in Banner.
  - Transferred/relocated two thousand four hundred three (2,413) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed fifty-eight thousand nine hundred eighty-four (58,984) copies at the copy center for the month of August.
  - Mailed out a total of forty-two thousand six hundred fifty (42,650) letters and of those eight hundred fifty-three (853) letters were returned to South Texas College due to bad addresses.
  - Processed the following mail and copy requests:
    - Business Office/Cashiers - $3,047.90
    - Financial Aid - $3,840.06
    - Public Relations and Marketing - $762.80

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attend the Business Office lead End of Fiscal Year checklist review and action dates meeting.
  - Attend the NEOGOV final training before the contract ends to prepare the reports.
  - Attended ERP (Enterprise Resource Planning) meeting with FAS (Finance and Administrative Services) staff to train them on some of the HCM (Human Capital Management) functions.
  - Attended I-9 Training for HR Assistants, I-9 completion and data recording.
  - Attended the Information Technology PageBuilder (software) PDR Distribution Report) redesign
  - Attended the TRS (Teacher Retirement System) for STC (South Texas College) meeting.
  - Reviewed the applicants with the search committee for the Human Resources position.
    Met with Human Resource Payroll team to discuss the Banner PEAEMPL (employee) form standardization.
  - The HRIS (Human Resources Information Services) team met via MS Teams with the ARC (Accountability, Risk, and Compliance) team Discuss Recorded Interview Procedures.
  - The Human Resources Information Services team met with the EverFi software consultant to upgrade the system to Version 2.0.
  - The Human Resources Staffing Specialist and Assistants, the Human Resources Information Services and Accountability, Risk, and Compliance teams met to Review the Re-engineered PeopleAdmin procedures.
  - The Human Resources team met to discuss PEAEMPL Current Hire Date for Returning Lecturers
  - Trained the HRIS (Human Resources Information Services) team on how to create the monthly reports for the Vice President of Finance and Administrative Services.
  - We spend two days with the Ellucian Payroll consultant. After our process was reviewed she showed us several new ways of processing.
- Payroll/Compensation:
  - Attend the Business Office lead End of Fiscal Year checklist review and action dates meeting.

- Attend the NEOGOV final training before the contract ends to prepare the reports.
- Attended ERP (Enterprise Resource Planning) meeting with FAS (Finance and Administrative Services) staff to train them on some of the HCM (Human Capital Management) functions.
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- <u>Staffing:</u>
  - Attend the Business Office lead End of Fiscal Year checklist review and action dates meeting.
  - Attend the NEOGOV final training before the contract ends to prepare the reports.
  - Attended ERP (Enterprise Resource Planning) meeting with FAS (Finance and Administrative Services) staff to train them on some of the HCM (Human Capital Management) functions.
  - Attended I-9 Training for HR Assistants, I-9 completion and data recording.
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  - We spend two days with the Ellucian Payroll consultant. After our process was reviewed she showed us several new ways of processing.
- <u>Benefits:</u>
  - Attend the Business Office lead End of Fiscal Year checklist review and action dates meeting.
  - Attend the NEOGOV final training before the contract ends to prepare the reports.
  - Attended ERP (Enterprise Resource Planning) meeting with FAS (Finance and Administrative Services) staff to train them on some of the HCM (Human Capital Management) functions.
  - Attended I-9 Training for HR Assistants, I-9 completion and data recording.
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- Trained the HRIS (Human Resources Information Services) team on how to create the monthly reports for the Vice President of Finance and Administrative Services.
- We spend two days with the Ellucian Payroll consultant. After our process was reviewed she showed us several new ways of processing.

- Employee Relations (ER):
  - Attended the Business Office lead End of Fiscal Year checklist review and action dates meeting.
  - Attended the NEOGOV final training before the contract ends to prepare the reports.
  - Attended ERP (Enterprise Resource Planning) meeting with FAS (Finance and Administrative Services) staff to train them on some of the HCM (Human Capital Management) functions.
  - Attended I-9 Training for HR Assistants, I-9 completion and data recording.
  - Attended the Information Technology PageBuilder (software) PDR Distribution Report) redesign
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PROJECTS IN PROGRESS:

- Staffing:
  - Attend the Business Office lead End of Fiscal Year checklist review and action dates meeting.
  - Attend the NEOGOV final training before the contract ends to prepare the reports.
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- Payroll/Compensation:
  - Attend the Business Office lead End of Fiscal Year checklist review and action dates meeting.
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  - The Human Resources team met to discuss PEAEMPL Current Hire Date for Returning Lecturers
  - Trained the HRIS (Human Resources Information Services) team on how to create the monthly reports for the Vice President of Finance and Administrative Services.
  - We spend two days with the Ellucian Payroll consultant. After our process was reviewed she showed us several new ways of processing.
- Benefits:
  - Completed benefit calculation for Faculty renewal letters.
  - Completed benefit calculations for Administrative Letters of Appointment.
  - Completed Creating Magic Report.
  - Completed Employee Retirement System 1% report for August.
  - Completed Employee Retirement System Retiree Report for the month of August.
  - Completed exit documentation for retiring employees in the month of August.
  - Completed monthly, semimonthly and adjustment payrolls for the month of August.
  - Completed review of Teacher Retirement System Service Verification forms.
  - Completed the Employee Demographic files for the Teacher Retirement System Regular Payroll Report for the month of July.
  - Completed the Teacher Retirement System Employee After Retirement Report for the month of July.
  - Completed the Teacher Retirement System Regular Payroll Report for the month of July.
  - Entered new full time benefit eligible employees into the Employee Retirement System portal.
  - Updating COVID-19 Matrix with daily cases and providing to STC Police Department.
  - Worked on COVID-19 inquiries and processes.
  - Worked on Texas Saver Annuities for August.
  - Worked on transition and training of Resignation Letters for Staff and Faculty with HR Staffing.
  - Working on Employee Retirement System Reconciliation Report for the month of July.

- Employee Relations (ER):
  - Training of new employee, HR Specialist – Employee Relations.
  - Working on Texas Workforce Commission files.
  - Working on updating filing system for Employee Relations files and cases.
- Human Resources Information System (HRIS):
  - Training of new employee, HR Specialist – Employee Relations.
  - Working on Texas Workforce Commission files.
  - Working on updating filing system for Employee Relations files and cases.
- HRIS Type of Access Provided:

- Active Directory: 27
- AppTrack: *5*
- Argos Access: 8
- Banner: 6
- Credential Database: 3
- DFS (Distributed File System): 1
- FLAC: 0
- JagNet Forms Management: 2
- Send As – Email: 3
- SSN: 1
- Xtender access: 1
- *Total Count: 57*

- <u>Systems/Reporting:</u>
  - Visio charts:
    - Published: 2
    - Updated: 3
    - Created: 0
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 23
    - Resolved: 30
    - Currently Open: *5*
  - PeopleAdmin Issues:
    - Assigned: 1
    - Resolved: 1
    - Currently Open: 0
  - EverFi Issues:
    - Assigned: 2
    - Resolved: 2
    - Currently Open: 0
- <u>Report Development:</u>
  - Worked on 20 reports this month:
    - 12 – Internal Report Requests
      - ⇒ 3 Human Resources – Director of Human Resources
      - ⇒ 3 Human Resources – Payroll
      - ⇒ 1 Human Resources – Benefits
      - ⇒ 3 Human Resources – ERO
      - ⇒ 2 Human Resources – Staffing
    - 8 – External Report Requests
      - ⇒ 3 Finance and Administrative Services – Vice President
      - ⇒ 2 Research and Analytical Services
      - ⇒ 1 Business Office
      - ⇒ 1 Student Affairs and Enrollment Management
      - ⇒ 1 Information Technology – Research and Analytical Services

Employee Relations	**Count**			**Count**	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	527	93	TWC Claims	162	10
Fingerprints	113	1	Open Records Requests	12	5
DPS Driver Eligibility Checks	329	180			

Staffing/Staffing Support (Staff)	Count
Position requests	11
Job Descriptions reviewed and approved	12
Positions posted	26
Positions reposted	6
Positions extended	11
Positions canceled	6
Search committees' forms requested	14
Search committees assigned	19
Hiring proposals reviewed (HR Staffing Review workflow)	9
Job offers	35
New Hire Email Notifications:	
Full-time staff	1
Part-time staff	14
Trainers	0
Positions filled	25
PeopleAdmin user updates	27
Advertisements placed (Monitor, Town Crier, etc.)	4
Resignations/Terminations:	
Full-time staff	0
Part-time staff	0
Full-time temporary staff	41
Part-time staff (WS)	6
Part-time staff (DW)	171
Trainers	67
Temporary Agency Employees:	
Request	3
Replacements	0
Assignment Extension	0

Faculty Staffing	Count
Position requests w/job descriptions	1
Positions posted	0
Positions reposted	0
Positions extended	0
Positions canceled	0
Search committees' forms requested	0
Search committees assigned	0
Hiring proposals reviewed (HR Staffing Review workflow)	9
Job offers	56
Review Adjunct/Dual Credit applications	0
New Hire Email Notifications:	
Faculty	19
Lecturers	37

Faculty Staffing	Count
Adjuncts/Dual Credit	29
	10
Positions filled	0
PeopleAdmin user updates	0
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	56
SOAPCOL	56
PEAFACT	56
Resignations/Terminations	0
SACS Audit Credential Review:	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcripts:	
Requested from Admissions	0
Reviewed in PeopleAdmin	19
Notices (1st, 2nd & Final notice)	6
Extension requests	16
Credentials entered in credential database Faculty/Staff	56
Vacancy Reports completed NOE course and Rate Review	0 0
Educational Supplements (Review, log, memo, send to payroll and faculty)	7
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	527
E-Verify:	
Cases submitted	61
TNC cases	0
Form I-9:	
Banner entry/updates (PEAEMPL)	61
Requests:	
Name changes	3
Revisions	
Updated employment authorization documents	1
Emails for expiring documents	
Applications:	
Processed Online	234
Processed Paper	61
Postings:	

Support	Count
Closed (Online)	33
On Boarding:	
New Hires	49
Transfers	81
Returning	30
Adjunct	18

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	100
Record Requests: External	33
Records Filed (by page)	466
Files Scanned & Indexed	286
New Hire/Active Personnel Files Prepared	41
New Hire/Active Transcript Files Prepared	43
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	90
Telecommunicating - Activity Reports Received and Logged	223
Telecommunicating - Agreements Received and Logged	104
Employment Reference Checks Logged	20
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	9
Telecommunicating Automation Workflow and Front-end User System	0 Updates/Adjustments to App 7 Workflow Test Runs

Benefits	Count
New Hire Orientations Full-Time	5
New Hire Orientation Part-Time	4
Internal Transfers	5
Benefits Credits/Collections	4
TRS ED Records reported	200+
TRS RR Records reported	12
TRS Prior Yrs. of Svc Verifications	10
Texa$aver 457/403B Accounts	3
Faculty (Adjunct, Temporary)	5
Exits	
Full Time	15
Retirees	6
FMLA Requests	
New	10

Benefits	**Count**
On-Going Cases	6
Closed	7
FMLA Intermittent Requests	
New	2
On-Going	10
Closed	2
Approved Leave of Absence	
New	0
On-Going	0
Closed	0
Workers Compensation Claims	
New	6
On-Going Cases	3
Closed	4
Tuition Reimbursement Applications Processed	10
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	112
Dependent	34
Promissory Notes	0
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	5
Sick Leave Pool Donations	4
Medical Support Orders	5
ERS Changes	4
Vacation Settlement Worksheets	18

Payroll	**Count**
PDR Notifications	232
Direct Deposit Transactions	
Full Time	34
Direct Wage/Work Study/Trainer	6
Resignations	
Full Time	13
Direct Wage/Work Studies	16
Garnishments	52
State Charitable Deductions	81
TXOAG Reporting	72
Payroll DOC/ADJ/SLP Worksheets	2
New Hires, Rehires, Transfers	1
Name Changes	3

Address Changes	6
Form W-4 Changes	108
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	0
Forms processed	14
TWC	17
Letters sent	8
Phone Calls	10
Cell Phone Stipends	2
Adjunct Leave Forms	0
NOE	5
Letters of Appt Verification and Matching	0
Letter of Appointment Staff Full Time Regular	0
Direct Wage	58
Work Study	0
Adjunct	3
Overload	6
FLAC Dual Credit assignments reviewed	1
FLAC entries reviewed and applied	344
Trainers	77
Dual Enrollment	1
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	64
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	15
Staff Special Assignment	
Large Class Payments	9
11/12 Salary Pay off	
Educational Increase	
Mini-mesters	
Compensation worksheet updates	15
PeopleAdmin Transactions:	
Approvals	2
Compensations Worksheets/Updates	5
Hiring Proposals	26
Payroll Worksheets	41
Move Request Updates	40
Monthly Online Department of Labor Employee Count	1,807

Report Development
Internal Reports
• PEPFCAP FLAC entries report submitted to Director of Human Resources for approval for the month of August. • Provided payroll register extract report from Monarch to HR/Payroll staff to assist in auditing the payroll. • Provided a report to the Vice President of Finance and Administrative Services containing the current and previous cell phone stipend activity for the year. • Provided a report to the Vice President of Finance and Administrative Services of the current employee's primary job title that receive a cell phone stipend. • Provided the database that was completed by Benefits Team with the benefit amounts used to prepare the letters of appointment for full-time regular faculty including the Nursing Allied Health faculty.
External Reports
• Monthly online Department of Labor employee count on the payrolls for August was 1,807 – submitted online.

Academic Affairs

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	SEPTEMBER 22, 2021
SUBJECT:	ACTIVITY REPORT FOR AUGUST 1, 2021 – AUGUST 31, 2021

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended STC Coordinated Operations Council Meeting, August 3
- Participated in Virtual Site Visit from Texas Success Center, August 3
- Met to discuss status of GUIDE for Fine and Performing Arts Meta-Major, August 3
- Attended Tech Campus Masterplan Meeting, August 3
- Met with Distance Learning Dean to discuss staffing needs, August 4
- Met to discuss addition of Juneteenth Holiday to academic calendar, August 4
- Attended welcome lunch for Dr. Solis at Starr County Campus, August 5
- Participated in IE Plan Review for End-of-Biennium and the New Cycle Meeting, August 5
- Hosted Gearing Up for Fall: Informational Forum for Chairs, August 6
- Met to discuss agenda for THECB Commissioner Visit, August 6
- Met to discuss marketing for enrollment through Census Day, August 9
- Participated in Zoom meeting regarding COVID-19, August 10
- Met to discuss finalizing enrollment in Dual Credit Sections, August 10
- Attended EWDC Committee meeting, August 10
- Pre-Cabinet meeting with the President, August 11
- Participated in meeting with THECB Commissioner, Dr. Keller, and Board Member, Mr. Fred Farias, August 11
- Met to discuss options for internal/external 24/7 call center support model, August 12
- Participated in meeting to discuss possible STC Foundation President and Mario Vazquez, August 12
- Facilitated meeting with Deans to discuss instructional issues, August 12
    - Face to Face Classes at ISDs and STC
    - FAQ for faculty
    - TCAO Survey Results
- Provided Welcome for VS Orientation, August 13
- Facilitated Leadership Meeting to discuss upcoming Fall Semester, August 13
- Attended College Safety Committee Meeting, August 13
- Held Academic Affairs Convocation, August 16
- Participated in #RealCollegeTX - TA Topic 2 session, August 18
- Met with Deans to discuss compensation for Dual Credit sections, August 18

- Conducted Guided Pathways Specialist Orientation, August 18
- Participated in TCCIA BOD Meeting, August 20
- Attended Planning and Development Council meeting, August 20
- Met with Deans to discuss enrollment, August 23
- Attended STC Board Meeting, August 24
- Met to discuss COP #2 timeline, August 25
- Attended College Safety Committee meeting, August 26
- Conducted meeting with COP Priority #2 volunteer faculty and advisors, August 31

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring Fall 2021 semester enrollment and course offerings
- Developing an Action Plan to work on the CBE Substantive Change Report
- Working on developing the Handbook of Operating Procedures (HOP) for CBE
- Developed new procedures for the division
- Coordinating a Process Review of Bachelor Programs recruitment
- Working on Developing a GUIDE for each Meta-Major
- Implementing Action Plan for 2021-2022 Academic Affairs Strategic Priorities
- Working with Continuing Education and Industry Training processes for utilizing Distance Learning to develop online modules for them
- Developing a process to recruit and hire online faculty
- Implementing Guided Pathways Project
- Academic Affairs Risk Management Plan
- New Program Development Proposals
- Developing guidelines and templates for the division
- Updating all manuals and reports for the division
- Developing the Handbook of Operating Procedures Template
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard

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

DIVISION DEAN'S REPORT:

- Coordinated Operations Council Meeting, August 3
- Meeting to work on CBE Prospectus, August 3
- Presentation and Discussion of Technology Campus Master Plan with Dr. Solis, August 3
- CBE Prospectus review with Dr. Campos regarding Tech Campus Facility, August 10
- Integrating Coaching Skills with Inside Track, August 11

- Attended external visit with THECB's Commissioner Keller and Board Member, Mr. Fred Farias, August 11
- Training for "Stop the Bleed" and Evacuation Chair for the Technology Campus Building Responders, August 12
- CBE Prospectus meeting and update on template, August 12
- WECM Committee Meeting for Local Needs/Special Topics, August 12
- Diesel Technology faculty meeting to discuss new initiatives regarding emerging technologies, August 12

- Dr. Solis tour of the Technology Campus, August 13
- Safety Committee Meeting regarding COVID Safety Protocols, August 13
- Lower Rio Grande Valley – American Institute of Architects Committee meeting for the Building Communities Conference, August 13
- Academic Affairs Convocation, August 16
- Division of Business, Public Safety, and Technology meeting for the beginning of the semester, August 16
- IE Plan Review and discussion, August 17

- Discussion for the Virtual Reality Lab procedures, August 17
- Intel Artificial Intelligence Program meeting and discussion, August 17
- Perkins Basic Updates meeting, August 17
- Department meeting with the new cluster: Human Resources and Office Administration, August 18
- Company tour and meeting/discussion with leadership from ScanTech with Dr. Solis, August 18
- City of McAllen tour at the Regional Center for Public Safety Excellence, August 19
- Campus tour at the Mid-Valley Campus with Dr. Solis to visit with the Technology Programs held at this site, August 20

- Meeting with new Guided Pathways Specialist for Business meta-major, August 20
- Planning and Development Council meeting, August 20
- Meeting with new Guided Pathways Specialist for Technology meta-major, August 23
- Review and working meeting for the CBE Prospectus, August 24
- South Texas Manufacturing Association's monthly luncheon and meeting, August 24

- Part 2 of CBE Prospectus development, August 24
- Dean's meeting, August 26
- RCPSE Site Draining Improvement Phase II – Pre-construction meeting with the Facilities, Planning, and Construction Department, August 26
- College Safety Meeting, August 26
- Virtual Reality lab discussion and visit from PR staff, August 27
- Virtual Reality lab visit and tour with Dean of Institutional Research, Effectiveness & Strategic Planning and Director of Research & Analytical Services, August 27

- Meeting to finalize documents for the Telecommunicator course to prepare for presentation to Advisory Board, August 30
- Persist Campaign meeting and discussion regarding upcoming year and goals for project completion, August 30
- Review job descriptions for Dean's staff to finalize for HR, August 30
- Preparation for the City of Pharr visit at the Regional Center for Public Safety Excellence, August 30
- ScanTech visit, tour of Building E, and discussion with Department Chairs and leadership, August 31
- Discussion with BPST's new Guided Pathways Specialists, August 31

Project Manager

- Project: Planning Phase Microgrant for industry certifications, August 10
- Perkins Basic FY 22 Grant Initiation Meeting, August 11
- Technology Campus tour with President Dr. Solis, August 13
- Academic Affairs Convocation, August, 16
- Division of Business, Public Safety and Technology, August, 16
- IE Plan Review for End of Biennium and New IE Plan Cycle, August 17
- VR Lab Planning for Fall semester, August 17
- Guided Pathways Specialist Meeting, August 18
- City of McAllen Tour at Regional Center for Public Safety Excellence, August 19
- Weslaco ISD CTE Programs Presentation Planning, August 20
- Workshop #2000052: Starfish Setup Profile & Hours, August 25
- Weslaco ISD Presentation Discussion, August 27
- Mid-Valley Campus Tour of Business, Public Safety & Technology Programs, August 27
- VR Lab Tour, August 27
- Telecommunicator Course Update, August 30
- Project: Planning Phase – Microgrant for industry certification, August 30
- VR Lab Preparation Check In, August 30
- South Texas College – Technology Campus Tour with ScanTech Sciences, August 31

- Project: Hallway Vinyl Displayed, completed August 24
  The scope for the hallway vinyl was to demonstrate students in our Career and Technical Education programs and highlight non-traditional students in industry fields. Collaborated with Public Relations for photo shoots for Career and Technical Education Programs. RDMC, Project Director for Perkins Grant requirements, approvals from Technology Campus Site Coordinator, Facilities and Maintenance and Planning and Construction.

Director of the Regional Center for Public Safety Excellence

- Attended FBI course, August 2-6
- Coordinating upcoming Hazardous Material Training, August 2
- Reviewing air testing companies for the Breathing Air Trailer, August 5
- Meeting to discuss RCPSE letters of support, August 6
- Certificates issued to attendees for FBI LEEDA class, August 6
- Certificates issued to Haz. Mat. Training students, August 12
- Academic Affairs Division Meeting, August 16
- Coordinating meeting with City of McAllen personnel, August 16
- Coordinating with La Joya ISD on a next year training SBLE, August 17
- Meeting with STC President/Staff and McAllen Police Chief; gave President a tour of RCPSE, August 19
- Students services provided back to school supplies to students, August 23
- Coordinated classroom for dual enrollment students attending class at RCPSE, August 23
- Preparing a flyer to promote Car Fire Simulator, August 25
- Meeting with Facilities on drainage upgrades at RCPSE, August 26
- Approved and signed off on documents for ATT grant, August 27
- Coordinated DPS Leadership training, August 27
- Update Facebook and STC webpage promoting Car Fire Simulator, August 27
- Coordinated with STC police chief in acquiring a gator vehicle for RCPSE use, August 30
- Contacted person with Forest Service regarding possible fire training, August 31
- Contacted DPS on possible training for law enforcement, August 31

DEPARTMENT/PROGRAM REPORTS:

Advanced Manufacturing Technology (AMT)

- Met with Tim Jones of Cinch Connectors regarding Cinch workforce needs and update on academy, August 3
- Assisted in tour of Advanced Manufacturing labs for Dr. Ricardo Solis, August 13
- Faculty and staff attended the Academic affairs Convocation, August 16
- Faculty and staff attended BPS&T Division meeting, August 16
- Presented at AMT department meeting and provided faculty updates for Fall 2021 term, August 17
- Department Chair and faculty attended tour of Space X's Stargate facility in Brownsville, TX, August 18
- Instructor attended meeting with Cambria Hotel to finalize manufacturing scholarship, August 25
- Instructor assisted RGV Lead with their Career Fair, August 26
- Provided tour of Advanced Manufacturing labs for ScanTech Sciences Inc., August 31

Architectural & Engineering Design Technology (AEDT)

- Photo Sessions for Faculty Award/Spotlight Recipients August 4
- Gearing Up for Fall: Informational Forum for Chairs, August 6
- Summer Bash Program Fair
  - Mid-Valley, August 6
  - Pecan Campus, August 7
- Autodesk Upgrade meeting with Open Labs, CLE, and Libraries, August 11
- Hiring proposals for full time faculty position and Staff Lab assistant position, August 11
- Submitted AEDT program Major Accomplishments to Dean's office, August 12

- Children's Area design proposal for Weslaco Museum, August 12
- Private tour with Dr. Solis at Technology Campus, August 13
- Webinar: Gadgets and Virtual Reality Friday, August 13
- Business, Public Safety and Technology Division Meeting, August 16
- Direct wage applicant processing, August 16
- Fall 2021 AEDT Departmental Meeting, August 17
- Screening of AEDT Adjunct/Lecturer candidates, August 16-18
- Reference checks for AEDT Adjunct/Lecturer applicants, August 17 & 18
- Perkins Lending Library MOU updates for Fall 2021 –Spring 2022, August 18
- Submitted Curriculum Cmte. AEDT recommendations to Dean's Office, August 18
- Adjunct and Dual Credit Faculty Professional and Organizational Development Day- Fall 2021, August 21
- AEDT faculty met with BPST Project Manager for planning of "Doughnuts with the Dean" initiative, August 24
- AEDT Departmental Meeting, August 27
- AEDT faculty trained/practiced drone flights with Emerging Technology Simulation Specialist of BPST division VR Lab, August 30
- Continues scheduling updates due to high enrollment, August 2021
- AEDT faculty presentation proposals: Session 1: "BIM: The Next Step" and Session 2: "Powerful New 'Real Time' Visualization Tool" were accepted to be presented at Building Communities Conference in September.
- AEDT student club, ACD2, delivered Little Free Libraries to McAllen Housing Authority, August 17

Business Administration

- Attended the Summer Bash Program Fairs:
  - Starr Campus, Accounting instructor attended, August 5
  - Mid-Valley Campus, Department Chair and Business Administration instructor attended, August 6
  - Pecan Campus, Department Chair, two Economics faculty attended, August 7
- News interview, Economics faculty participated in several news interviews as expert in economic recovery.
  - https://www.valleycentral.com/news/local-news/rent-rates-are-increasing-experts-say-its-part-of-our-economic-recovery/
- INNO and Binational Educational Symposium meetings continue, team working on event include Economics instructor and Business Administration instructor. Event is set to be held virtually in November in partnership with UAT (Universidad Autonoma de Tamaulipas).
- Economics instructor was approved as CBE liaison through the Perkins State Leadership Grant, 2021-2022, he will be working with Department Chair for Electrician Assistant Program, HVACR, & Construction Supervision.
- Business Administration instructor submitted application for Academic Classification: Associate Professor, department vote is pending for next meeting.
- IE Plan Review Meeting with Director of Institutional Effectiveness, Assessment and Accreditation, Business Administration Department Chair and instructor, August 19
- ACBSP has accredited all Certificate of Completion programs including Accounting Clerk Certificate, Management Certificate, and Marketing certificate. Business Administration faculty working on ACBSP accreditation, August 31

Rent rates are increasing, experts say it's part of our economic recovery

by: Karina Vargas
Posted: Aug 21, 2021 / 10:59 AM CDT / Updated: Aug 21, 2021 / 10:59 AM CDT

RIO GRANDE VALLEY, Texas (ValleyCentral) — Communities may be noticing a rise in rent the past few months, and experts are attributing it to the high demands in the housing market.

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

- Coordinated CBE development for DBT courses and completed development of CBE course for the Construction Supervision Program, August 1-10
- Collaborated with BPST Dean to develop CBE - Substantive Change Action Plan, August 1-31
- Met with BPST Dean regarding Division updates, August 3
- Coordinated gather Letters of Support for the Regional Center for Public Safety, August 3-10
- Met with Director of Learning Outcomes regarding Perkins Leadership Advancing Completion and Employability (ACE), August 4
- Perkins Leadership Advancing Completion and Employability (ACE) meeting, August 4, 6, 11, & 27
- Meeting with Amherst regarding potential student internships, August 5

- Met with Public Safety Program Chair and Director of RCPSE regarding letters of support, August 6
- Coordinated with all BPST Program Chairs on merging and/or cancelling low enrolled sections, August 6
- Meeting with McAllen ISD regarding HVAC dual credit courses, August 10
- BPST Dean regarding CBE - Substantive Change Action Plan, August 10, 12, 24, & 25
- Attended Stop the Bleed training, August 12
- Tour with new South Texas College President of Technology Campus, August 13
- Submitted renewed MOU with Library Services for HVAC Lending Library, August 16
- NCCER Curriculum implementation and coordination for all DBT programs. August 16-31
- Attended Guided Pathway Specialist Meeting, August 18
- Met with DBT faculty regarding NCCER, August 19
- Planning and Development Council, August 20
- DBT Dual Credit meeting, August 21
- Coordinated with Facilities Planning and Construction on Space Modification of Electrician Technology lab at Starr County, August 24
- Supervisor/Chair Evaluation with BPST Dean, August 25
- Tour with ScanTech Sciences Inc. of Technology Campus, August 31
- Scheduled IE Plan Review meeting. August 31
- Requested BIM models from Facilities Planning and Construction for use in the BPST VR lab, August 31

Human Resources and Office Administration

- Attended Blackboard Learn Basics (Ultra) Microsoft Teams meeting, August 3 & 9
- ASL Microsoft Teams meeting, August 3
- Beyond the Basics for Blackboard Collaborate Microsoft Teams meeting, August 5
- Interaction and Engagement Tools for Online Environment Microsoft Teams meeting, August 5
- Human Resources and Office Administration Programs participated in the Starr County Summer Bash, August 5
- Participated in Gearing up for Fall: Info forum for Chairs Microsoft Teams meeting, August 6
- Human Resources and Office Administration Programs participated in the Mid Valley Summer Bash, August 6
- Human Resources and Office Administration Programs participated at the Pecan Summer Bash, August 7
- Attended Stop the Bleed – hands on in Bldg. U training, August 10
- Texas SHRM Microsoft Teams training, August 10
- Setting up the Gradebook Learn Ultra Microsoft Teams training, August 12
- Academic Affairs Convocation Microsoft Teams meeting, August 16
- BPST Division Microsoft Teams meeting, August 16
- RAVE Guardian Microsoft Teams meeting, August 17

- Future fit your curriculum & keep your IP and revenue Microsoft Teams meeting, August 17
- TEXAS SHRM Cert Success Microsoft Teams training, August 17
- Human Resources and Office Administration Department meeting Microsoft Teams, August 18
- Attended Concourse Syllabi training via Microsoft Teams, August 18
- Improving Student Engagement training via Microsoft Teams, August 19
- BAS-OL Dept Microsoft Teams meeting, August 20
- Adjunct & Dual Credit Microsoft teams meeting, August 21
- Attended the Guide to build mobile content for blackboard ultra, August 24
- Attended the SHRM competency-based workshop, August, 25

Public Safety and Fire Science

- SOARD Drone Pilot Training, August 1-6
- City of Pharr Night Out, August 3
- Border Patrol Post Academy Orientation Recruitment, August 4
- RCPSE Support Letter Meeting, August 6
- Alamo Fire Department Recruitment Effort, August 12
- Academic Affairs Convocation, August 16
- Hired Full-time Law Enforcement Instructor, August 16
- Public Safety Department Meeting, August 17
- Guided Pathways Specialist Meeting, August 18

- Border Patrol Post Academy Orientation Recruitment, August 18
- City of McAllen Tour of RCPSE, August 19
- 24th Part-time Police Academy Completion, August 19
- Telecommunicator Course Update Meeting, August 30

Welding

- Completed a Summer program in which Welding Program continued with Face to Face courses. Welding program conducted over 35 sections with approximately 14 sections that tested to AWS standards through the South Texas College ATF, August 13
- Welding Faculty completed 16 hours of AWS training during Staff Development. Weld Tests that conform to AWS standards were performed as well, August 18-20
- Welding Program participated in the South Texas Manufacturing Association Luncheon, August 24
- Department Chair visited with Osynergy Representative to plan on implementing a Cooperative program with company, August 24
- Faculty cut pipe and plate to be ready for the upcoming semester. The faculty worked with CWI and QCI (Quality Control Inspectors) to have the proper measurements of steel in order to better prepare students for their AWS Tests, August 23-27
- Welding Instructors assisted with Division presentation utilizing the welding simulators. Instructors demonstrated the SMAW, GTAW, GMAW, and FCAW processes, August 27
- Welding Program participated in a meeting with representatives from ScanTech, August 31
- Welding Faculty prepped steel for the upcoming semester. Faculty prepared steel coupons and recycled welding booth trees to refurbish and utilize for another semester, August 31

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Division Dean completed the final Modules of "Principles for Leading" Workshop, August 3, 5, and 9
- Facilitated Virtual Site Visit with Texas Pathways Project Coach, August 3
- Attended "A Culture of Assessment" Webinar, August 4
- Represented the Division at the three Summer Bash Program Fairs, August 5, 6, and 7
- Participated in the Foundational Coach Training for Guided Pathways Specialists, August 11
- Participated in the meeting with THECB Commissioner Harrison Keller, August 11
- Held the Fall 2021 Liberal Arts Division Meeting, August 16
- Participated in the #RealCollegeTX "basic needs" Session 2 workshop, August 18
- Held "Open Forums with the Dean" for Liberal Arts Division Faculty, August 18 – 19
- Attended the "STC Faculty Teaching DC Courses" event, August 19
- Participated in the QEP Implementation Team's QEP Review, August 23
- Attended "Overcoming Uncertainty with Student Engagement" Webinar, August 24
- Participated in a meeting of College stakeholders regarding the prospect of "Hyflex" class modalities, August 26

DEPARTMENT/PROGRAM REPORTS:

Art

- Art Faculty is currently exhibiting with the 11th Annual Clay International at the Workhouse Arts Center Vulcan Gallery from Aug 7, 2021 – Oct 10, 2021.
    - Exhibit may be viewed at: https://www.workhousearts.org/exhibitions/clay-international-2021/
- Art Faculty is currently exhibiting artwork at the Sekula Library in Edinburg from Aug 16-Sept 30, 2021.
- Alumni Invitational Exhibition ended, August 5
- Art Faculty and Department Chair assisting with Keep McAllen Beautiful' s standpipe Art initiative. The assistance provided is to help update the entry forms and to serve on a committee tasked with collecting and selecting artist submissions to be painted on the various standpipes throughout the city.
- During Convocation, the following were recognized:
    - Ms. Phyllis Leverich, Arts Faculty, 2020-2021 eFaculty of the Year
    - Ms. Deborah Ellsworth, Arts Faculty Secretary, Distinguished Staff Award

English

- Department Chair attended English Department Leadership Meetings including:
    - Meeting with Dual Enrollment Coordinator
    - Dual Credit Faculty Meeting
    - OER Meetings
    - Distance Education

History/Philosophy

- Interdisciplinary Coordinator advised and registered (non-dual) INDS majors.
- Interdisciplinary Coordinator completed INDS IE Plan (Goals) for 2021-2023, including demographic study of traditional INDS students for comparison with national trends on undeclared students, and current 3-year graduation data.
- Interdisciplinary Coordinator met with Starfish Administrator to review goals for Starfish platform with respect to faculty advising within majors, and developed plans to test out a cohort contact group with students targeted for advising under SB25 (2019) this semester.

Music Department

- String Faculty Performance at Presidential Welcoming Reception, July 29
- Professional Development Workshop presented by STC Guitar faculty to Corpus Christi ISD Guitar Directors, August 2-3
- Department Chair participated in BASH enrollment drive Mid-Valley campus, August 6
- Music Faculty performance at BASH enrollment drive Pecan campus, August 7
- In the process of finalizing a Guitar Academy, Song Writing Academy, and Sound Recording Certificate through Continuing Education as an option for students.
- Increased Music Department enrollment, resulting in hiring of two (2) new adjunct instructors

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

DIVISION DEAN'S REPORT:

- Attended Ascender Recruitment meeting, August 2
- Coordinated Operations Council meeting, August 3
- Participated in MSITB Division Convocation Committee meeting, August 3, 6
- Facilitated MSITB Division Program Chair Leadership meeting, August 4, 25
- Attended IE Plan Review for End of Biennium and the New Cycle Meeting, August 6
- Workshop: Stop the Bleed Presentation and Hands-On Training, August 10
- Attended Competency-Based Education Network Camp, August 10
- Attended Integrating Coaching Skills meeting, August 11
- Presented at the THECB Commissioner Keller Visit, August 11
- Metacognition and Motivation: Keys to Student Success Workshop, August 13
- Attended Academic Affairs Convocation for Fall 2021, August 16
- Fall 2021 MSITB Division Convocation, August 16
- MSITB Division Department meetings, August 17 - 20
- Guided Pathways Specialist meeting, August 18
- Attended THECB OER Course Development and Implementation meeting, August 18
- Planning & Development Council, August 20
- Attended CCBA Conference Planning meeting, August 30
- Attended Carl Perkins Grant Opportunities meeting, August 31

Project Manager

- Attended MSITB Convocation planning meeting, August 3, 6, 10
- MSITB Program Chair meeting, August 4, 25
- Meeting with OPOD for Convocation Logistic planning, August 4
- Attended IE Plan Review for End-of-Biennium and the New Cycle Meeting, August 6

- NSF STEM Focus Group meeting, August 6
- Submitted Strategic Planning for MSITB Division
- Collaborated with ACE-IT Project Director and RDMC office on NOE amendments
- Worked on MSITB IE Plan for End-of-Biennium and new cycle
- Coordinated with InsideTrack to schedule Manager and Reinforcement Trainings with all participants
- Met with David Katz for convocation logistics, Aug 9
- Attended Perkins Basic FY 22 Grant Initiation Meeting, Aug 11
- Attended Integrating Coaching Skills training with InsideTrack for supervisors, Aug 11
- Prepared presentations for MSITB Convocation
- Compiled data for IE Plan 2019-2021
- Attended Academic Affairs Convocation, August 16
- Organized and monitored MSITB Fall Convocation, August 16
- Reviewed IE Plan with TMGT Program Chair, August 17
- Attended meeting with UTRGV, B2BMed PI, and RDMC staff for Year 2 Budget review, August 17
- Attended InsideTrack meeting with DHSI Coordinator and DHSI AA, August 17, 19
- Attended Guided Pathways Specialist Meeting, August 18
- Completed Division and College Wide Curriculum Committees
- Finalized grant documentation for ending grants

BACHELOR PROGRAMS:

BASOL

- Participated in the CBE Fundamentals Certification meeting, August 2, 3, 5
- MSITB Convocation Committee meeting, August 3, 6
- MSITB Program Chair meeting, August 4, 25
- McAllen Chamber Ribbon Cutting for Lynx Beauty, August 5
- Gearing Up for Fall: Informational Forum for Chairs, August 6
- Participated in the August Summer Bash event, August 7
- Academic Affairs Convocation, August 16
- MSITB Convocation, August 16
- STC and Dallas Community College CBE meeting, August 17
- Collaborated with Distance Learning regarding the new updated BASOL Ultra shells, August 17
- Participated in the STC/InsideTrack Partnership meeting, August 17
- Leadership McAllen Welcome Reception for Class 41 as a LM Steering Board member, August 17
- Participated with IEA to review the BASOL, TMGT, and MHSM IE Plans, August 18
- Collaborated with Upper-Level Capstone faculty to work on Course Learning Outcomes, August 19
- Collaborated with Distance Learning to finalize the Ultra version of the Capstone courses, August 19
- Facilitated the BASOL Fall 2021 Department Meeting, August 20
- Facilitated the BASOL Fall 2021 Adjunct Department Meeting, August 21
- Attended the McAllen Chamber Ribbon cutting for Pieology Pizzeria, August 24
- Participated in the C-BEN Panel Review of the "Required Substantive Interaction" presentation, August 25
- Capstone I & II Course Reviews with Distance Learning, August 25
- Facilitated a review of the new Ultra Capstone I & II courses with faculty, August 25
- Participated in the Bachelor Programs New Student Orientation, August 25
- Facilitated a CBE Review & Question meeting with Math faculty, August 26
- Participated in the Division-Wide Curriculum Committee Meeting, August 26
- Facilitated a CBE Review & Question meeting with Philosophy faculty, August 27
- Facilitated the American Association for Women in Community Colleges Board meeting, August 27
- Participated in the MS-Teams Chat Troubleshooting meeting with IT, Aug 27
- Facilitated the Grant Opportunities for moving Bachelor Programs into a new area of Virtual Reality as an Assessment, August 31
- Attended the Faculty Senate Special Meeting, August 31

Computer Information Technology/Computer Science

- Participated in Virtual Program Chair Meeting, August 4
- Participated in Virtual Gearing Up for Fall: Informational Forum for Chairs - Workshop#194601, August 6
- Facilitated Virtual Department Meeting to review CITP 3311, August 7th
- Virtual Math, Science, IT and Bachelor Programs Fall 2021 Convocation, August 16
- Facilitated Virtual Computer Science & CITP Department Meeting, August 17
- FT Faculty Teaching Dual Credit Professional Development Day - Workshop#192337, August 19
- Facilitated Virtual Department Faculty Meeting and Training, August 19
- Adjunct and DCF Professional and Organizational Development Day - Workshop#193715, August 21
- Facilitated Virtual Blackboard Ultra Department Meeting, August 21
- Facilitated Virtual Computer Science & CITP Dual Credit/Adjunct Faculty Department Meeting - Workshop# 193075, August 21

Technology Management

- Meeting with postal union contact regarding the possibility of recruiting both postal letter carriers and postal mail handlers, August 5
- Meeting with AFL-CIO contact about marketing our program, August 6
- Contact with local literacy center to recruit among their students, August 6
- Gearing Up for Fall: Informational Forum for Chairs, August 6
- Recruitment Outreach to
    - Our Lady of Perpetual Help Parish, potential presentation with their parishioners, August 10
    - Saint Joseph the Worker Parish, potential presentation with their parishioners, August 10
    - Holy Spirit Catholic Church Parish, potential presentation with their parishioners, August 10
    - Our Lady of Sorrows Parish, potential presentation with their parishioners, August 10
    - Our Lady of Guadalupe Parish, potential presentation with their parishioners, August 10
- Meeting with Community Members and the publisher of the Monitor Newspaper about community initiative to rename the McAllen Police Public Safety Building after now deceased McAllen Police Chief Alejandro Longoria.
- Presented to over 150 National Guards people at the STC Mid-Valley campus, August 31

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Chemistry

- Attended Gear Up for Fall; Information Forum for Chairs, August 6
- Informed Distance Learning that implementation of Blackboard Ultra for Chemistry classes would be delayed until Spring 2021, August 6
- Participated in Summer Bash Event at Starr Campus, August 5
- Worked with Lab Coordinator and Dual Credit personnel on onboarding Vanguard Academy for Fall 2021, August 3 to 5
- Attended Division Chairs Meeting, August 4, 25
- Requested feedback from faculty regarding Blackboard Ultra piloted courses, August 4
- Facilitated department meeting for Dual Credit Faculty. Reviewed updated lab curriculum, STC COVID-19 protocols, departmental expectations, Starfish, PLO improvement Strategies, College CORE Objective rubrics, and department successes, Goals, and Institutional Effectiveness Plan, August 21
- Facilitated department meeting for Full-Time faculty, lecturers, and staff. Faculty member reviewed additional labs to be included in CHEM1412. The Lab Coordinator reviewed Lab Incident Reporting procedures. Director of Learning Assessments reviewed PLO improvement strategies, CORE Objective rubrics, and JagPride updates. EHS Manager and Director of Accountability, Risk, and Compliance reviewed COVID-19 Protocols and answered faculty and staff questions. The Center for Learning Excellence provided an overview of CLE online and in-person services available to students and faculty at each campus, August 20
- Met with new Dual Credit faculty and Chemistry Faculty Liaison, August 19
- Facilitated department meeting for departmental faculty and staff. The COVID-19 protocols were reviewed and the new lab curriculum was discussed and finalized. The meeting included discussions on department resources, department lab personnel, Blackboard Ultra concerns, fall 2021 instructional plan, and committee assignments. The Institutional Effectives plan was provided for faculty to review and modify. Another meeting will be scheduled to update the IE plan, August 18
- Attended ALEKS training provided by McGraw Hill, August 17

- Academic Affairs Convocation, August 16
- Participated in MSITB Convocation, August 16
- Attended Monthly NSF Grant Faculty Meeting, August 27
- Division Curriculum Committee meeting, August 26
- Attended Lab Specialist Job Description Meeting hosted by Director of HR, August 25

Cybersecurity

- Attended the Program Chair meeting, August 4, 25
- Attended the Gearing Up for Fall: Informational Forum for Chairs, August 6
- Met with Director of Institutional Effectiveness for the IE Plan Review for end of biennium, August 10
- Met with uCertify representatives to discuss the shift from MTA certifications to other possible cybersecurity industry certifications for our students, August 13
- Attended the MSITB Fall Convocation, August 16
- Met with Chief Information Security Officer to discuss the possibility of having our cybersecurity students compete with other colleges and universities at the National Collegiate Cyber Defense Competition, August 18
- Conducted the monthly meeting for the cybersecurity department, August 19
- Conducted the capstone orientation for students about to graduate, August 25
- Attended the Division-Wide Curriculum Committee meeting, August 26
- Met with EC-Council representatives to discuss cybersecurity initiatives for STC students August 27
- Met with Amber Shroader to discuss a possible webinar for STC students taking cybersecurity courses, August 27+

Information Technology

- Participated in Summer Bash, August 5-6-7
- IT Assistant Chairs attended *Gearing Up for Fall: Informational Forum for Chairs Meeting*, August 6
- Attended Fall 2021 Convocation, August 16
- Fall 2021 Business, Math, Science, and Information Technology Division Meeting, August 16
- Fall 2021 IT/CAAT Program Meeting, August 17
- Attended Division Wide Curriculum Committee Meeting, August 26
- IT IE Planning Meeting, August 31

Mathematics

- Chair attended Ascender Recruitment Meeting, August 2
- Faculty attended MSITB Convocation Committee Meeting, August 3, 6, 10, 13
- Chair attended Program Chair Meeting, August 4, 25
- Chair attended meeting re: STC clubs and Pena Elementary Student Enrichment Activities, August 4
- Chair attended Gearing up for Fall: Informational Forum for Chairs, August 6
- Attended THECB OER Grant Workshop, August 10
- Faculty attended FOCI 8 Session 3 Workshop, August 11
- Faculty attended Metacognition and Motivation: Keys to Student Success Workshop, August 13
- Staff attended Gadgets and Virtual Reality Workshop, August 13
- Academic Affairs Convocation, August 16
- MSITB Convocation, August 16
- Department Meeting, August 17
- Title IX Training, August 17
- THECB OER Course Development and Implementation Meeting, August 18
- FOCI 8 Session 4 Workshop, August 18
- Faculty attended STC FT Faculty Teaching DC courses PD Day, August 19
- Met to discuss Hy-Flex classroom technology design and considerations, August 19
- Chair attended CTN Webinar, August 19
- Math Department DC orientation meeting, August 19
- Math Professional Development Day, August 20
- Chair attended Planning and Development Council Meeting, August 20
- Faculty attended ADJ and DC Faculty Professional Development Day, August 21
- Faculty attended Math ADJ and DC Department Meeting, August 21
- Chair had meeting with Equatio about their software, August 26
- Chair attended Hyflex/hybrid classroom Meeting, August 26

- Chair attended IE Plan review Meeting, August 26
- Faculty attended Division Wide Curriculum Committee, August 26
- Staff attended AA/FM Roundup Banner Reconciliations, August 27
- Faculty THECB OER Partner Meeting, August 27

Physical Science

- Met with the engineering adjunct faculty for faculty evaluation, August 3
- Physics Lab Coordinator and Lab Specialist visited Vanguard Rembrandt High School Engineering Dual Credit Site. The purpose of the visit was to conduct Engineering lab visit, check the lab material/equipment, inspect the lab safety compliance requirements, and develop a report. August 3
- Attended division chair leadership meeting, August 4, 25
- Met with the Principal of the Corina Pena Elementary school and the biology and chemistry chairs and discussed potential collaboration between STC student clubs, students, or faculty and Corina Pena Elementary for the purpose of enrichment within STEM fields, August 4
- Reviewed and approved ADA Accommodations request for physics faculty, August 11
- Physics faculty and physics Lab Specialist visited PSJA Memorial, Physical Science STC Dual Credit Site. The purpose of the visit was to discuss the Fall 2021 Teaching Schedule, visit the class/lab room, and address any details regarding the class schedule and access to the campus, and inspect the lab facilities, August 12
- Physics faculty met with the Wiley Plus representatives and discussed the text book issues, August 12
- Met with Physics faculty, physics Lab Specialist and Lab Coordinator to discuss the findings of visit to PSJA Memorial, Physical Science STC Dual Credit Site and to delineate Fall 2021 instructional plan, August 13
- Chair, Faculty, and Staff attended Academic Affairs Convocation and the MSITB Fall Convocation, August 16
- Organized and presented the Workshop: 192988 August 18, 2021 Department of Physical Sciences and Engineering Meeting, August 18
- Met with the new Engineering Dual Credit faculty and conducted Onboarding meeting. Discussed the department and college policies, guidelines, and requirements, August 18
- Attended Workshop #192337: South Texas College Full-Time Faculty Teaching Dual Credit Courses PD Day, August 10
- Organized and presented Workshop: 192980 August 20, 2021 Department of Physical Sciences and Engineering Meeting, August 20
- Attended Planning and Development Council August 20, 2021 Meeting, August 20
- Organized and presented the Workshop: 192992 - August 21, 2021 Department of Physical Sciences and Engineering Dual Credit and Adjunct Faculty Meeting, August 21
- Met with the physical science faculty member and STC Honors Program coordinator to discuss the Fall 2021 Physical Science Honors section blackboard site, August 24
- Attended Physical Sciences and Engineering IE Plan review meeting organized by the director of the institutional effectiveness and assessment and the institutional effectiveness specialists. Reviewed the 2019-2021 and 2021-2023 IE Plans, August 24
- Attended Division-Wide Curriculum Committee meeting, August 26
- Participated in the International Geochemical Society committee activities, August 27

UNIVERSITY RELATIONS:

- Completed Pathways Maps for UTRGV
- Completed the Bronze Award project with the Junior Girl Scouts of Troop 65
- Promoted the University Relations, Transfer and Articulation Center on social media, ongoing
- Working on Pathways Maps for TAMUK, ongoing
- Participated in a table information session for new teachers in McAllen ISD, August 3
- Collaborated with the team planning MSITB Division convocation, August 3, August 6, August 10
- Participated in the Virtual Site Visit for the Texas Pathways Project, August 3
- Attended MSITB Division Leadership Meetings, August 4 and August 25
- Met with representatives from IT, Curriculum and Enrollment Services about implementing the Transfer Finder tool in DegreeWorks, August 5
- Participated in Camp CBE Workshop, August 10
- Attended the AAWCC Board Planning Retreats, August 10 and August 27
- Met with the Transfer Student Coordinator at Texas A&M University-Kingsville about faculty summit, August 11

- Attended a Study Abroad webinar about Positive Impact Internships, August 12
- Met with representatives from IT, Curriculum, Enrollment Services and SUNY Oswego about specifics regarding implementing Transfer Finder in DegreeWorks, August 13
- Attended Academic Affairs Convocation and MSITB Convocation, August 16
- Attended a webinar on "What if Students Don't Read Emails?," August 18
- Participated in the Guided Pathways Specialist Meeting, August 18
- Participated in Planning and Development Council Meeting, August 20
- Attended the AA/FM Roundup on Banner and Reconciliations, August 27

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Worked on the Strategic Plan for the NAH Division
- Attended the Texas Association of Deans and Directors of Professional Nursing Programs (TADDPNP) Faculty Shortage Support Task Force meeting, August 3
- Attended the Coordinated Operations Council Meeting, August 3
- Hosted meeting with the college president and provided tour of the NAH Campus, August 3
- Attended the A Culture of Assessment webcast which explored ways colleges are conducting student assessments and pushing for better results, August 4
- Representatives from South Texas College and Hidalgo Counties announce a collaboration to mitigate the spread of COVID by providing immunization coverage in communities in the Rio Grande Valley. Leaders will help develop strategies to reach communities with lower vaccination rates and implement plans to utilize students from the VN, ADN, and EMT Programs to deliver vaccinations at vaccination drive events held on campus and at local school districts, August 4

- Presented at the Fall 2021 Boot Camp Orientation for Traditional and EMT Paramedic/ADN Transition, August 5
- Met with EMT chair to review presentation for upcoming EWDC meeting, August 5
- Met with Hidalgo County representative to discuss vaccination hubs at STC campuses, August 5
- Attended the TSTC Local Advisory Board Meeting, August 5
- Interviewed faculty candidate for the Associate Degree Nursing Program, August 5
- Attended the Summer Bash Program Fair held at the Starr County Campus, August 5
- Attended the Gearing Up for Fall; Informational Forum for Chairs workshop, August 6
- Interviewed two faculty candidates for the Associate Degree Nursing Program, August 6
- Attended the Economic Development Meeting, August 6
- Summer Bash Program Fair held at the Mid-Valley Campus, August 6
- Summer Bash Program Fair held at the Pecan Campus, August 7
- First Responder Training, August 9
- Met with representatives from Hidalgo County and provided them with a walk-through of the Student Union at the Pecan Campus for an upcoming vaccination drive, August 10
- Attended EWDC meeting to present on the EMT Program and on outcomes of the PATHS Conference, August 10
- IE Plan Review for End-of-Biennium and the New Cycle Meeting, August 11
- Integrating Coaching Skills webinar hosted by InsideTrack, August 11
- Attended meeting with Commissioner Keller and other representatives from THECB, August 11
- Interviewed two faculty candidates for the Respiratory Therapy Program, August 12
- Met with the director of Professional and Workforce Education to discuss the EMR/ECA and MAT pathways, August 12
- Met with the VPAA to discuss instructional issues, August 12
- Attended the Academy of Health Science Professions and STEM College Conference Planning, August 13
- College Safety Committee Meeting to discuss issues for the upcoming Fall 2021 Semester, August 13
- Worked on presentation for the upcoming NAH Division meeting
- Worked on performance appraisals
- Attended the Fall 2021 Academic Affairs Convocation, August 16

- Hosted the Fall 2021 NAH Division Meeting, August 16
- Attended the TADDPNP Nursing Faculty Shortage Support Task Force meeting, August 17
- Attended the college's first vaccine drive held at the Pecan Campus, August 18
- Guided Pathways Specialist Meeting, August 18
- STC Full-Time Faculty Teaching Dual Credit Courses workshop, August 19
- Gave welcome address to new cohort of students during the OTA orientation, August 19
- Gave welcome address to new cohort of students during the PTA orientation, August 20
- Worked on following up with low enrollment sections
- Hosted the NAH Distinguished Staff Award Ceremony, August 20
- Attended the Planning and Development Council Meeting, August 20
- Attended the Fall 2021 Adjunct and DCF Professional and Organizational Development Day, August 21
- Gave welcome address to new cohort of students during the VN orientation, August 23
- Met with the VPAA to discuss enrollment, August 23
- Held meeting with VN student to address their concerns, August 23
- Meeting with representatives from the City of Mission to discuss the Villa Del Carbon project, August 23
- Attended the Deans Meeting hosted by the VPAA, August 26
- Participated as a subject matter expert during the National Commission Education Workgroup/American Nurses Association meeting on racism in nursing, August 26
- Attended the New Normal: HyFlex Models for Student Engagement webinar, August 26
- College Safety Committee Meeting, August 26
- Hosted the NAH Distinguished Teaching and Learning Award Ceremony, August 27
- Held meeting with ADN instructor, August 27
- Worked on completing the Comprehensive Operational Plans Status Report for the NAH Division
- Provided tour of Building A to college president, August 30
- Worked on completing the annual reports for the NSRP Grants
- Attended the Suggested Vision for NAH Student Success meeting, August 31
- Texas Vaccine Providers Webinar hosted by the Texas Department of State Health Services, August 31

DEPARTMENT/PROGRAM REPORTS:

Diagnostic Imaging Department

- Faculty and staff attended the Fall 2021 Academic Affairs Convocation, August 16
- Faculty and staff attended the Fall 2021 NAH Division Meeting, August 16
- Chair held Diagnostic Imaging Department Meeting, August 17
- Chair and secretary attended AA/FM Roundup – Accounts Payable/Travel Year End Report Training, August 17
- Chair attended the IE Plan Review Meeting, August 19
- Attended the ASRT Live Webinar Radiation Biology: A Practical Review, August 19
- Faculty completed and posted the Diagnostic Imaging Department Student Handbook 2021 – 2022, August 20
- Secretary attended the AA/FM Roundup – Banner Navigation and Reconciliations Training, August 27
- Faculty and staff attended the DTLA Ceremony for Gloria Anciso, DMS faculty recipient, August 27
- Faculty submitted the Financial Aid Rosters, August 30
- RADT Program accepted a new cohort of students to begin in the Fall 2021 Semester

Emergency Medical Technology

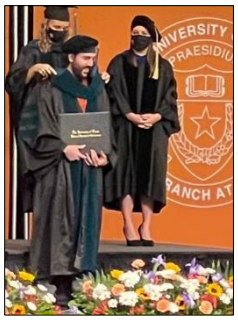
- Chair attended the grant discussion with AT&T, August 2
- Attended the Education and Workforce Development Committee Meeting, August 5
- Department held Pinning Ceremony for the Summer 2021 graduates, August 6
- Gearing Up for Fall: Essential Information for Chairs meeting, August 6
- Tour of the EMT Department for representatives from Vanguard Academy, August 6
- Chair attended First Responder Training, August 9
- Attended the Metacognition and Motivation: Keys to Student Success workshop, August 13
- Faculty and staff attended the Fall 2021 Academic Affairs Convocation, August 16
- Held the Fall 2021 EMT Department Meeting, August 18
- Attended the Blackboard Ultra Training, August 19
- Chair attended the Planning and Development Council Meeting, August 20

Occupational Therapy Assistant

- Held New Student Orientation for the Class of 2023; 19 students were in attendance, August 19
- New students attended Boot Camp to introduce them to the functional anatomy course and to review program policies and procedures, August 20

Physical Therapist Assistant

- New students for the Class of 2023 were officially notified of acceptance and began the onboarding process
- The Class of 2022 Student PTA Club completed their annual Academic Calendar fundraiser
- Attended the Metacognition and Motivation: Keys to Student Success workshop, August 13
- Matthew Garza, a 2016 STC PTA alumnus, became the first distinguished graduate to earn a doctoral degree in physical therapy via the UTMB Galveston DPT Bridge Program (STC-UTMB articulation agreement). The program chair collaborated with Dr. Garza's family to develop an article for the Monitor which will be published in September. The program will feature his accomplishment on our social media platforms as well, August 13
- Partnered with CLE to provide a New Student Bootcamp series, August 16-19
- Faculty members hosted the Annual New Student Orientation Program which included activities such as facility tours, campus resource presentations, a "Taste of Lab" session, a meet and greet luncheon hosted by students from the Class of 2021, a Student & Alumni Q&A session, and more, all designed to promote student collaboration, preparation, and success, August 20



Vocational Nursing

- Chair held department meeting for faculty, August 16
- New Student Orientation for Level I students, August 30
- Orientation for Level III students, August 30
- Faculty/staff attended workshop on how to properly use N95 face masks, August 30
- Boot Camp for Level I and Level III students, August 30 – September 3

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Dean attended COC Meeting, August 3
- Met with Dr. Davis regarding IE Plan review for end-of-biennium and the new cycle, August 5
- Attended workshop 194601 – Gearing up for Fall: Informational Forum for Chairs, August 6
- Integrating Coaching Seminar: A follow-up to the coaching seminar offered last week and attended meeting with Dr. Keller, THECB Commissioner, August 11
- Attended Meta-Cognition and Motivation: Keys to Student Success seminar on ZOOM hosted by OPOD and attended a Guided Pathway Specialist meeting, August 13
- Reviewed and discussed with chairs the development and assigning of courses for Fall 21

DEPARTMENT/PROGRAM REPORTS:

Psychological Science

- PSYC faculty attended the "Summer Bash" at the Pecan Campus. Spoke with students regarding requirements for the psychology program. Passed out business cards, brochures, and AA Psychology degree plans. I Heart radio was on hand at the event and interviewed Faculty about what the Psychology program has to offer, August 7
- Three (3) Psychological Science majors were award scholarships, in addition, Student Financial Services matched their awards.

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Created Service Plan and supervised Fall 2021 Faculty Usage and Certification Reports, August 1-31
- Facilitated four sections of the Fall 2021 Online Faculty Teaching Certification: Regular Faculty (2) classes, Adjunct Faculty (1 Class) and Dual Credit Faculty (1 class). Facilitating these classes helps me to create working relationships with our faculty.
- Planned and supervised the development of the Fall Faculty Focus Professional Development Series (OPOD), August 1-15
- Planned and began initial development of the new DL Faculty Resource SharePoint site, August 16-3, in collaboration with Director Pena and Will Collins from PR
- Workforce Meeting, planning for 12 fall course developments, Aug 4, August 31
- Presented summaries of Teaching Certifications and Ultra Updates "Gearing Up for Fall, Informational Forum," August 6
- Blackboard meetings, RE: Ultra updates, August 10
- After Hours support meeting with ITS, AA, DL, August 12
- Presented on Fall Updates, SBS Division meeting, Aug 16, BASOL, August 18
- Guided Pathways Meeting, August 18
- Participated in the Planning and Development Council meeting, August 20
- Newsroom recording with Channel 4 news, collaboration with Dr. Millan, August 24
- Blackboard Analytics and ODS Meeting with ITS, August 25
- Completed the DL Portion of AA COP Priority 2 Activities, August 30-31

DIRECTOR'S REPORT:

- Approved and enter WFH forms and TimeCards for Student Success Specialists/Helpdesk DW to match the Time Adjustment form, August 5,12,19, and 30.
- Academic Affairs Convocation, August 16.
- Guided Pathways Specialist Meeting, August 18.
- Banner User Group Monthly Meeting, August 31.
- Developed a Distance Learning Fall 2021 content added and faculty access report, August 23, 24, 25, 26, 27.
- Developed a Distance Learning Fall 2021 Gradebook usage report, August 27.
- In collaboration with IS&P, develop the updated Crosslist Application, August 2-6

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.
        - Enrolled 6,393 students
- Learning Management System (LMS)
    - Batch upload for all Fall 2021 courses and faculty/student enrollments through ILP admin, August 1-31
    - Created 238 crosslist merge sections for Fall 2021, August 6-18
    - In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian
    - Assisted faculty with storage issues in Blackboard by moving content to their One Drive account
    - Updated information modules in Blackboard
    - Added Flatworld LTI on staging Blackboard environment, August 16-21
    - Reverted Blackboard Ultra courses into Blackboard Original
    - Assisted faculty with course copies for Fall 2021 courses, August 1-31

DISTANCE LEARNING TECHNOLOGIES AND STUDENT SUPPORT:

- **Distance Learning Helpdesk**
  - Numbers for the month
    - Blackboard Students/Faculty Tickets: 1,789
    - Helpdesk Phone Calls from DL Staff: 1,590
    - Social Intent – Distance Learning Chat 391
    - Afterhours Students/Faculty Chats: 45
    - Afterhours Helpdesk Calls: 104
    - **Total: 3,919**
- **Trainings/Workshops/Professional Development**
  - Workshops Facilitated
    - Crosslist Hands-On Workshop, Aug. 17.
    - Getting Acquainted with Blackboard Ultra Experience during Adjunct PD Day, August 21.
    - Blackboard Analytics and Certifications Workshop during Adjunct PD Day, August 21.
  - Trainings
    - DL staff facilitated the Biology Department Open Lab workshop, August 3 and 5.
    - DL Director and Technology/Student Support staff participated at the Leslie Fisher's OneNote and Adobe Spark training, August 13.
    - Presented an overview of Bb Ultra and Bb Grade Center for the English Dept, August 18.
- **Student Success Activities:**

Type of Service	**Number of Students Visits**
General Advising:	226
Telephone/Text Contacts:	505
Virtual Campus Advising Email:	866
Radius Inquiries:	223
Register Students:	27
Enroll Students for Bb Orientation	6,393
TxDOT Registrations	8
Social Intents – DL Chat	184
Student Contacts for STC Reminders	7,144
Academic Coach Sessions	15
Total:	***15,591***

DISTANCE LEARNING MEETINGS:

- Held Distance Learning department technologies team meetings, August 4, 11, 18, and 25
- Participated at the Blackboard TDM Demo for STC Meeting, August 4, 11, 18 and 25
- Met Customer Success Manager from Easysoft/Impact to discuss support articles within the LMS
- Monthly STC Tech Support Committee Meeting, August 11
- IT Project request for documentation Meeting, August 11
- Presenter and Cohost Meeting for Adjunct and Dual Credit Faculty PD Day, August 18
- DL Director met with Starfish Administrator to discuss the Blackboard LTI integrations, August 19
- Met with IT Staff to discuss updates with the Blackboard Analytics and ODS server, August 25
- Met with Library staff to discuss the tutoring videos that will be hosted inside Blackboard, August 27
- Met with Dean of Business, Public Safety & Technology to discuss the transition to GPS, August 31

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

DEAN'S REPORT:

- Dean presented at the Educational and Workforce Development Committee on the STC and NACEP MOU for the National Summit for Dual Credit Program, August 10
- Dual Credit Programs in collaboration with the Office of Professional & Org Dev hosted Full-Time Faculty Teaching Dual Credit Courses PD Day with 180 in attendance, August 19

- Dual Credit Programs in collaboration with Office of Professional & Org Dev hosted the Adjunct and Dual Credit Faculty PD Day with 449 in attendance, August 21
- Project Manager met with RAS Institutional Research Analyst to review research protocols for Dual Credit Student Focus Group for Fall 2021, August 21
- Dual Credit Programs met with College Connections to discuss hosting a virtual event in September for Schools from Mexico partnering with the College, August 31
- Scheduling and Compliance staff processed 1,542 scheduling changes for fall 2021. Below is the updated data:

Total Sections	STC Faculty Sections	ISD Faculty Sections	New Sections	Cancellations
1284	**473**	**811**	**208**	**561**

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Staff conducted review of the Dual Credit Programs Starfish Progress Survey Report for Summer II and conducted the following Case Management:

Campus	Case Management
Pecan	60
Mid Valley	34

- Staff attended CTE Directors/Leaders Networking Meeting at Region One ESC, August 5
- Staff met with Texas A&M University-Irma Lerma Rangel College of Pharmacy Representatives to discuss Memorandum of Understanding (MOU) and Dual Enrollment Pharmacy Academy (DEPA) Recruitment Efforts and offering for the 2021-2022 recruitment cycle, August 13
- Staff conducted in-person campus tours for Dual Enrollment Academy Students:

Date	Campus	Attendance
August 6 (Morning)	Mid Valley	19
August 6 (Afternoon)	Mid Valley	25
August 11	Mid Valley	4
August 13	Pecan	14
August 13 (morning)	Mid Valley	11
August 13 (afternoon)	Mid Valley	14

- Staff attended a meeting with McAllen ISD to discuss Welding Courses' delivery, August 19
- Staff is currently assisting with collecting interest in Cosmetology Program from school district personnel as is required for program development by the Department of Curriculum
- Staff held Friday Welcome Back Workshop Presentation for Dual Enrollment Academy students at Pecan, Mid Valley and Starr County Campuses, August 27:

Campus	Attendees
Pecan	91 students
Mid Valley	75 students
Starr	3 students

- Staff attended CTE Transition Meetings hosted by the Dual Credit Academic Pathways Dept, which provided an overview of services provided to partnering school districts, August 31

DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS:

- 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.
- Director met with Academies Programs Director met to discuss Career and Technical Programs oversight beginning Fall 2021.
- Pathways Staff began in-person visits to partnering school districts to provide advising and enrollment support as student return to campuses, August 9-13.
- Pathways Staff held 3-2-1 Go Student Virtual Workshops which provides dual cred students vital information in preparation for their first-class days, August 24 & 26.
- Director participated in a Texas Education Agency Educate Texas Podcast targeted at discussing IHE-ISD partnerships and consideration, August 27.

- Pathways Staff hosted CTE Transition Meetings which provided an overview of services provided to partnering school districts, August 31.
- Dual Credit Dean, Director and Coordinator met with Director for College Connections to discuss the initial service plan with Reynosa Schools, August 31.
- The following Meetings were held and/or attended by Staff:

Meeting Type	School/ISD	DCP Team
Vanguard Advising	Vanguard (3 days)	Pecan Staff
Sharyland A3 Advising	Sharyland (3 days)	Starr Staff
Edinburg -Math inquiry	Edinburg	Director
Weslaco CTE – Improvement Discussion	Weslaco	Mid Valley Staff
3-2-1 Go New Student Orientation (3 Events)	All Districts	All
Advising/Degree review: Edinburg	Edinburg ISD	Pecan
Juarez-Lincoln Leadership	La Joya ISD	Starr
Jimmy Carter Leadership	La Joya ISD	Starr
Weslaco East Advising Logistics/Planning	Weslaco	Mid Valley
CTE Orientation Logistics	Weslaco	Mid Valley
Donna TSTEM	Donna	Mid Valley
Weslaco ISD Orientation	Weslaco	Mid Valley
Vanguard Remb. Advising	Vanguard	Pecan

RELATIONS MANAGER'S REPORT:

- Coordinated logistics and hosted the Summer Bash Program Fair that was held:
  - August 5 at Starr County Campus: 10 students attended; 10 submitted an inquiry for more information
  - August 6 at MV Campus: 20 students and parents attended; 9 submitted an inquiry for more information
  - August 7 at the Pecan Campus: 175 students and parents attended; 55 submitted an inquiry for more information
- 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
- Worked on logistics for the 2022 National Summit for Dual Credit Programs conference
- Finalized Dean's presentations for the upcoming dual credit professional development
  - STC Faculty Teaching Dual Credit Courses PD Day held August 19, 2021
  - Adjunct/Dual Credit Faculty PD Day held August 21, 2021
- Worked on logistics for information session for Rio Grande City Grulla ISD
  - Counselor Information Session to be held Friday, September 3, 2021
  - Parent/Student Information Session to be held Wednesday, September 15, 2020

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

ACADEMIES AND TRAININGS:

- Full-Time Faculty Teaching Dual Credit Courses Professional Development Day was hosted virtually. 147 faculty participated this half-day event. August 19
- Adjunct and Dual Credit Faculty Professional Development Day – 379 participants attended this full day event. The morning events included General Session followed by two breakout sessions. The afternoon was designated for department meetings. August 21

PROGRAMS IN DEVELOPMENT:

- 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:

- COC Meeting, August 3
- College Safety Committee Meeting, August 13 & 26
- Technology Management Departmental Meeting, August 19
- PDC Meeting, August 20
- Maintenance Meeting for roof repairs, every Wednesday.
- First Year Connection events held for entering freshmen, August16, 18 & 20
- Spring Bash Program Fair was held for the students in which 40+ departments were in attendance. August 6
- Continuing Education hosted a Safety and Accident Prevention Training, August 6
- Child Development Center hosted staff training, August 9 & 10
- STC President, Dr. Ricardo Solis visited MVC for campus tour hosted by Mr. Montez and staff, August 20
    - Hosted 300 Texas National Guardsmen and women during on campus training (Driver Training of High-Profile Military Vehicles), August 24-26 & 29-31

COMMUNITY ENGAGEMENT:

- Weslaco Museum Board Meeting, August 5.
- Weslaco City Budget Hearing hosted by Weslaco Museum Director, August 11
- Neon Cloud Filming on Site with EDCW & STC; drone filming of Mid Valley Campus, August 12
- Weslaco Chamber of Commerce Meeting, August 17
- Weslaco Museum Board of Directors Meeting, August 19

ENROLLMENT ACTIVITIES:

- Presented to TX State Guard members about programs available, August 25 & 30
- Attended Extended Hours Registration Days, August 7, 14 & 21
- Bachelor's Program Department presented to TX State Guard members, August 25

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended monthly Starr County Community Coalition meeting with the mission is to keep young people in the county off of drugs & alcohol.
- Continued participating in community book club throughout Rio Grande City and Roma.
- Continued work with RGCCISD CATE Director to provide Continuing Ed program in welding technology.
- Filled a substitute teacher position in person for Welding Program one day only at Grulla High School.
- Met with Grulla High School Principal to arrange recruiting days on their campus.
- Continued coordinating with Industrial Foundation to offer more Continuing Ed. Classes.
- Acknowledged appreciation note from Starr County Head Start Program (AVANCE) for allowing use of campus facilities for their professional development.
- Continued dialog with Texas DPS for use of campus facilities for training.
- Restart Rio Grande City Men's Prayer Club in campus Event Center.

COMMUNITY ENGAGEMENT:

- RGCGCISD Training, August 12
- U.S. Customs & Border Protection Meeting, August 17
- Warehouse Safety Training, August 28

ENROLLMENT ACTIVITIES:

- Coordinated weekly with Student Success Specialists and Enrollment Specialists to monitor daily enrollment to help adjust sections and facilities.
- Finalized hiring and onboarding for new Dual 2 Degree specialist to work with Dual Credit students at local ISD.
- Finalized hiring and onboarding for new Outreach Specialist on campus to coordinate community outreach.
- Began search process for campus recruiter to begin working in the community and in school districts.
- Began search for Student Activities Specialist for campus activities and weekly events.
- Coordinated with scheduling team to identify facilities for in person hybrids and other social distancing precautions.
- Student Success Specialists continued training in academic advising workshops to increase case management skills.
- Student Success Specialist participated in Starfish training to help track student success closely

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Presented at the Gear up for Fall Information Forum for Chair on Concourse Syllabi for Fall 2021 and discuss recently released features.
- Met with the Director of Admissions, Director of University Transfer and IT Applications Manager to discuss the possibility of implementing Transfer Finder in Degree Works and discuss the setup and work requirements.
- Met with the VPAA to discuss the addition of Juneteenth Holiday to the Academic Calendar.
- Met with the Department Chair of Technology Management to discuss the process for revising the award title; provided chair information on the Concourse application.
- Met with the Director of IE to review IE Plans for AY19-21 and AY21-23 cycles; was provided feedback and worked on updating the goals and activities.
- Met with the Director of Continuing Education to discuss revisions to the Prior Learning Assessment manual regarding student and department chair responsibilities for non-credit to credit conversion; worked on applying updates to the manual based on the information provided during the meeting.
- Attended the Degree Works briefing meeting to provide updates on the status of the upgrade and information on testing the application.
- Attended a meeting with SUNY Oswego contact to inquire on Transfer Finder and the technical setup and scribing requirements for possible implementation at South Texas College.
- Attended the Academic Affairs Leadership meeting to discuss contingency plans for Fall 2021 due to the increase in COVID19 cases.
- Attended the Guided Pathways Specialist Meeting where roles and responsibilities for GPS staff were discussed and questions were addressed.
- Met with Admissions, Advising, Dual Credit & IS&P staff to discuss testing of Degree Works prerequisites and address questions related to which test scores to include in the logic. Also discussed whether SEP prerequisite checking needed to be enabled.
- Attended Enrollment meeting with the VPAA and Deans.
- Worked on an enrollment report for AY20 at the request of the Business Office department on behalf of the VPFAS.
- Met with the program developer to discuss the options for Local Needs Courses for the proposed AAS in Cosmetology.
- Completed the final Summer 2021 HB2504 compliance report for the overall syllabi submission percentage and sent to the instructional Deans and Department Chairs.
- Completed an updated Fall 2021 student traffic report for all campuses, at the request of the VPFAS.
- Completed a report on sections for Fall 2021 that had 18+ students enrolled at the request of the VPAA.
- Created and applied scribe files for ENGL 1301, MATH 1414, ECON 2301 and BIOL 1406 for Degree Works Prerequisite testing. The plan is to troubleshoot and have Admissions test to ensure prereq errors are only displayed when conditions are not met. The focus is on courses that have the most sections as these will be the first ones to be added in the production environment.

- Finalized budget and enrollment management plan for the AA – Early Childhood proposal and sent to the developer for review.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Finalized the 2021-2022 Faculty Handbook and submitted to the VPAA for review and final approval.
- Held two Instructor Training Workshops for Concourse Syllabi, in total 9 participants attended.
- Managed course evaluation for Summer 2021 in SmartEvals in the month of August SmartEvals, which includes report uploads, registration drops, and sending out email reminders to instructors and students. Response rates were as follows:

Session	Final
N14	100%
K2, N8, & L4	32%

- Compiled the Fall 2021 Low Enrollment report as requested by the VPAA.
- Audited the Fall 2021 schedule for the Pecan, Mid-Valley, Starr, and Tech campuses to ensure room assignments include the allowable 45 minutes – 1 hour in between for cleaning and disinfecting.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with IT Application Analyst to review JagPRIDE technical issues and discuss a timeline for solutions.
- Met with the Director of Student Rights and Responsibilities to review the progress of the 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 team to provide Program Learning Outcome and Core Objective audit report training.
- 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 IE Director to review and discuss the 2019-2021 and 2021-2023 IE Plans.
- Met with HVAC Program Chair to discuss Perkins ACE-IT Grant deliverables and alignment to PLO data collection processes.
- Met with Program Chairs and faculty to provide one-on-one JagPRIDE training.
- Met with Graphic and Visual Arts Program Chair to discuss options of reporting data in JagPRIDE for fall 2021. Both assessment methodologies will be added in the application and a manual sort of students to differentiate programs. Follow up meeting planned with revisions to targeted improvement plans.
- Participated in Gearing up for Fall 2021 Program Chair Meeting. Facilitated anonymous real-time surveys to assess department process strengths and areas for refinement
    - How Would you rate the PLO JagPRIDE Update? (1 is the lowest and 5 is the highest)
        - 20 completed surveys, *average 3.6*
    - Recommendations – Favorable responses. Requests for extended deadlines, training, tie in to Blackboard, reinstating COAT and removing from the College-Wide Curriculum Committee, and concerns that data is not accurate.
- Participated in the Fall 2021 Academic Affairs Convocation.
- Participated and presented Learning Outcome updates at the BPST Division Meeting. Facilitated anonymous real-time surveys to assess department process strengths and areas for refinement
    - How Would you rate the PLO JagPRIDE Update? (1 is the lowest and 5 is the highest)
        - 35 completed surveys, *average 4.3*
    - Recommendations – Favorable responses. Requests for more time and training.
- Participated in Guided Pathways Meeting.
- Participated in Educational Technology interview committee.

- Presented Learning Outcome updates and training at the Biology, Math, Physical Science, and Chemistry Department Meetings. Discussed misconceptions of data reporting (Met vs Not Met vs Not Accessed). Facilitated anonymous real-time surveys to assess department process strengths and areas for refinement:
    - How Would you rate the PLO JagPRIDE Update? (1 is the lowest and 5 is the highest)
        - 37 completed surveys, *average 3.62*
    - Recommendations – Favorable responses. Requests for more time, training, and JagPRIDE shortcuts and tips.
- Participated in Planning and Development Council Meeting.
- Met with IT Analysts to review pending JagPRIDE service/data tickets and discuss options with a feasible timeline. Mass Activity Insert Admin Roll-Over capability has been prioritized for fall 2021 with further research on Argos reporting options.
- Met with Learning Outcomes Team to provide JagPRIDE Argos Audit Report Training that will be added to the Handbook of Operations.
- Met with faculty and program chairs to troubleshoot, navigate and address JagPRIDE issues.
- Attended Retirement Celebration to honor Mike Carranza's commitment and dedication to the College.
- Met with RAS Qualitative Researcher to review and discuss the supplemental Academic Affairs COP#3 online student survey. A total of 322 students were contacted with a 3% response rate.
- Presented and met with BPST program chairs to discuss learning outcome updates and the unique needs of the division.
- Met with Director of Student Rights and Responsibilities to debrief over summer intensive training and discuss future opportunities.
- Participated in Fall 2021 Chair Leadership Meeting.

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 with additional alignment to NAH accreditation standards. Pending follow-up department meetings to finalize.
    - Liberal Arts – 100% complete
    - Social Behavior Sciences – 100% complete
    - MSITB – 100%
    - BPST – 100%
- <u>Budget</u>: Finalized all pending 2020-2021encumbrances. Planning 2021-2022 encumbrances.
- <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.
- <u>JagPRIDE PLO Rewrite:</u> IT research in process to enable mass activity insert roll-over of activities to subsequent semesters. Researching Argos Reporting options. Update is scheduled for Fall 2021.
- <u>Website:</u> Planning the structure and design of each page and needed elements.
- <u>Academic Affairs Comprehensive Operational Plan</u> – Drafted end of year report and revised timeline based on meeting recommendations. Completed supplemental online survey.
- <u>Concourse Learning Outcomes Update</u>: 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. Drafted 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.
- <u>JagPRIDE Summer 2021</u> – Completed 100% of manual mass activity inserts.
- <u>JagPRIDE Summer 2021 Data Submission:</u>
    - Core Objectives, 100% (109 participating faculty members with 212 unduplicated sections)
    - Program Learning Outcomes (204 participating faculty members with 330 unduplicated sections)
    - Provided daily updates to Program Chairs for faculty pending data.
    - Piloted K2 and N8 early reminder to Program Chairs. The added effort was well received and resulted in higher submission on-time rates.
    - Implemented BPST Teams Group for updates and deadline sharing based. Requested and well received by division.
    - Corresponded daily with Program Chairs on 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.

Reports:

- Completed 2020-2021 Comprehensive Operational Plan Status Reports for Learning Outcomes and aligned plan for Academic Affairs.
- Completed Strategic Planning Update and KPIs Report revisions to 2.4 with Core and PLO data submission rates.
- Drafted revisions of 2019-2021 and 2021-2023 IE Plans.
- Drafted JagPRIDE PLO and Core Objective course alignment report for Fall 2021 with sessions. (Sessions are not currently available in JagPRIDE or Argos).
- Completed manual JagPRIDE audit reports for summer 2021.

GRANT & PROJECTS:

- Welcomed all faculty instructing in the ALCs for Fall 2021 and shared resources for a smooth transition.
- Met with Director of Student Activities and Wellness to discuss Financial Literacy reporting request.
- Met with Academic Affairs Project Manager to review ALC scheduling and inventory processes. Planning transition of grant documentation for storage.
- Met with Educational Technology to discuss ALC use reporting for 2019-2020. Report and graphs for each campus, ALC, weekly hours of use for courses and events drafted.
- Shared published Accelerating Recovery Through Credentials Case Study with IVPAA and GDMC.
- Collaborating with program chairs, faculty, and campus schedulers to schedule fall 2021 and spring 2022 courses in the ALCs.
- Collaborating with departments and campus schedulers to schedule future events in the ALCs.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** –Started working on creating the Sponsorship Information brochure that will be sent out in September. Started editing chamber lists for Sponsorship Information mailout. Continued Processing 16th annual ANTWS donations.
    - Cash Donations: $19,950.00
    - In-Kind Donations: $26,000.00
- **Retention** – Assisted students with registration, degree plans and financial aid.
- **Recruitment** –Continued meeting with qualified Valley Scholars applicants to review contract. Attended the Summer Bash Program Fair on Saturday, Aug. 7th.
- **Meetings** – Held the Valley Scholars New Class Orientation on Friday Aug.13th at 9:00am.
- **Scholarship** – Sent Pre-Census scholarship report to financial aid office.
- **Administrative –** Met with Davis Bradley for the IE Plan review for the End of Biennium and the New Cycle. Attended the virtual Academic Affairs Convocation on Aug.16th at 9:00am. Attended the virtual AA Round-Up on Tuesday, Aug. 17th at 9:00am.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Sent mass email invitation to students that qualified.
- **Meetings** – Held PTK monthly meeting on Aug. 26th at 4:30pm via Teams. Held weekly officer meetings every Sunday at 3:00pm via Teams.

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program. Met with students that applied to the Honors program to further discuss their application.
- **Retention** – Contacted current Honors students and registered them for Fall Honors courses.
- **Administrative** – Continued requesting courses from faculty for current Honors students.
  Honors students registered for Fall- 14

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Meeting discussion on baselines for Starfish DHSI grant reporting data
    - External Evaluator, August 5 & August 10
    - Director Research & Analytical Services, August
    - DHSI Grant Coordinator, August
- Distance Learning Program discussion for Starfish needs in Fall 2021, August 6
- ADN Academic Coach meeting with designing Starfish Office hours and group session creation, August 6
- Attended EAB Webinar Conference, Starfish Project Roadmap 2021, Part I August 9
- Presentation to students attending the Valley Scholar Fall 2021 Orientation, August 13
- Professional Development Workshop #190102: Metacognition and Motivation: Keys to Student Success by Saundra McGuire, August 13
- Director of QEP to discuss development of IT coding for automatic assignments, August 11
- Observed the virtual presentation for the Fall 2021 Academic Affairs Convocation, August 16
- Monthly meeting with EAB Starfish Tech Representative, brainstorm and discuss ideas for Fall Project Development, August 19
- Presenter Workshop # 193951, 193953, Starfish is Here! 122 registered attendees for the Dual Credit & Adjunct Professional Development, August 21
- Attended EAB Webinar Conference, Starfish Product Roadmap 2021 Part 2, August 20
- Training Sessions for Faculty and Staff, Starfish Set UP, August 24 & August 25

PROJECTS:

- Review analytics and designs for To-Do Messages and Referrals within Starfish System, evaluate system default settings for Fall Optimization Project
- Presented Starfish update to "Gearing Up for Fall: Informational Forum for Chairs," workshop #194601, August 6
- Development and creation of Distance Learning Service Tab in Starfish, creating links between STC website, email notification, and Distance Learning Staff
- Updating Faculty Presentation for Adjunct & Dual Credit Professional Development breakout sessions Fall 2021
- Design and create Dual Credit Academy Cohorts Per Location
- Finalize and published the Starfish Activity Timeline for Fall 2021, August 16
- Research and establish parameters need for the technical integration of Starfish with updated Blackboard Ultra courses
- Presented Starfish is Here! Program Meetings: Business Administration, Office Administration, Physical Sciences and Engineering
- Participated in the Guided Pathway Specialist Meeting, August 18
- Discussion with OVP-ISPP&SI discussing Starfish Fall 2021 Update and availability for data development

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- Perkins Grant
    - Responded to email from NAH asking for status of FY22 NOEs, which were submitted for approval;
    - Followed up with Grants office to ask for status of NOEs.
    - Attended the Perkins FY22 Grant Initiation meeting where discussion regarding the funding for the new coming year was discussed along with protocols for submitting paperwork for salaried positions (i.e. NOEs, Time & Effort, etc.). Also, discussed upcoming reporting, amendments, etc. The Grants office will be working on the grant timeline, but do not expect to have it ready before mid- to late fall.
    - Reviewed various Faculty Internship Personnel Certifications. Worked on the reporting spreadsheets and emailed them to Project Managers prompting them to begin entering the data to begin drafting the final

report, which is due to me on September 7th. Forwarded email reminder from RDMC that final report will be due September 9th.
    - Worked on the Perkins FY21 Final Report draft.
    - Reviewed various emails from RDMC and project managers regarding upcoming final report. Reviewed information/data submitted by some of the Program Chairs/project managers for the final report. Forwarded email reminder again from RDMC that final report will be due in September 9th.
- RAND Grant
    - Met with Dean of MSITB, Program Chairs for Math and Development Math to discuss status.
    - Discussed possible activities for expediting the remaining grant funds.
    - The Program Chair(s) will develop a plan and provide activities, budget and timeline for expediting the funds. The goal is to expedite or encumber all monies by end of fall 2021.
- AAC&U Grant
    - Reviewed NOEs and various email communications between RDMC and LA division.
    - Contacted RDMC to check status of electronic signatures for Form 005 (Commitment Form).
    - Contacted HR to ask for guidance with the NOEs as the time to begin the project had lapsed during the time the department was waiting for RDMC approvals. HR recommended start dates be changed to begin assignment at a later date to give everyone time to approve the NOE packets.
- Perkins Leadership - ACE Grant (a continuation of the ACE-IT Grant)
    - Reviewed emails from the Grants office regarding THECB questions/recommendations for the grant;
    - Met with RDMC and ACE Project team to develop plan to respond to THECB.
- Perkins Leadership – ACE-IT Grant
    - Reviewed emails from the Grants office to PI regarding NOE – NOE was not acceptable according to the Grants office.
    - HR responded to the Grants office and stated the faculty must be compensated for the work.
- NSRP Grant
    - Reviewed email from NAH asking for status of NOEs;
    - Followed up with office of VPAA to ask for status. The NOEs were approved and submitted for processing.
- OER Course Development and Implementation Grant
    - Reviewed email communications among UTRGV, UT-Dallas, and RDMC.
- NSF S-STEM
    - Reviewed various NOE packets and delivered to OVPAA for approval.
    - Reviewed emails regarding student summer internships. There was a question on behalf of RDMC as to whether one of the students was qualified for the funding. Called the Program Chair and PI to get clarification. It was determined that the student was qualified; therefore, email was sent to RDMC to move forward with the approval process.
- Child Care COVID Relief Fund
    - Reviewed Grant Budget documentation and submitted to OVPAA for approval.

Grant Development:

- THECB – TAB Marketing and Recruitment in the amount of $10,000. The deadline to apply was extended to August 23rd, and the required RDMC Request for External Funding has been routed for approvals. After careful review, it was decided we would not be moving forward with this grant application.
- Intel AI Program / EDA Build Back Better Regional Challenge Grant - The Build Back Better Regional Challenge is designed to assist communities nationwide in their efforts to build back better by accelerating the economic recovery from the coronavirus pandemic and building local economies that will be resilient to future economic shocks.

  The $1 billion Build Back Better Regional Challenge will provide a transformational investment to 20-30 regions across the country that want to revitalize their economies. These regions will have the opportunity to grow new regional industry clusters or scale existing ones through planning, infrastructure, innovation and entrepreneurship, workforce development, access to capital, and more.
    - **Phase 1:** 50-60 regional coalitions of partnering entities will be awarded ~$500,000 in technical assistance funds to develop and support three to eight projects to grow a regional growth cluster.
    - **Phase 2:** EDA will award 20-30 regional coalitions $25 million to $75 million, and up to $100 million, to implement those projects.

- Child Care CACFP (Food Program grant - renewal) – Reviewed email, renewal application and other documentation provided by the Child Care Program. RDMC insisted that a Form 001 be provided before the application could be forwarded to Dr. Solis for review/approval. I responded to RDMC explaining that this is a continuation grant and not a request to look for funding; however, RDMC insisted CDEC provide the form before sending the application for review/approval by the President.

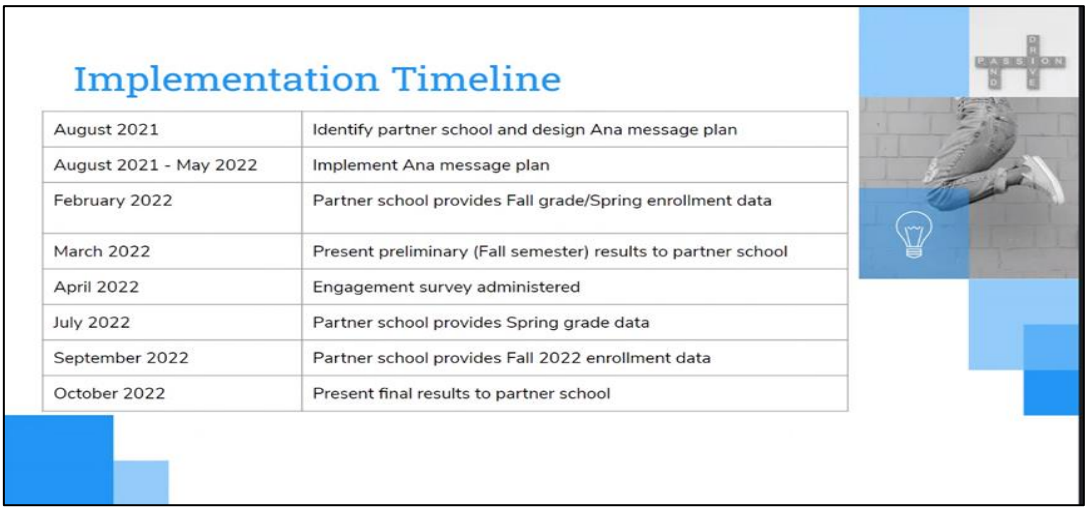
New Grants Awards:

- THECB – Advancing Completion and Employability (ACE) – this is a continuation of the ACE-IT grant; however, this will focus on Building Technologies. The award amount is approximately $174,000.
- THECB – OER Grant to support the Math and Philosophy departments in creating courses with OER textbooks. Grant award amount was for approximately $71,000.

INITIATIVES:

- Reviewed email from the Department of Ed regarding "Return to School Roadmap"
    - The information was forwarded to all deans and VPAA.
- DegreeWorks Progress Assignment
    - Contacted scheduling to request copies of all course assignments and faculty teaching Learning Frameworks, ENGL1301, and College Success for Healthcare.
    - Updated DegreeWorks Progress Assignment information to reflect fall 2021 semester along with list of faculty and course assignments.
    - Emailed Deans asking that they share the information with Program Chairs and faculty.
    - Reviewed DegreeWorks Report information (Formstack results). Will begin working on report after Census day to ensure all students have had an opportunity to complete the assignment.
- Institutional Effectiveness
    - Met with IE Director, IE Specialist, VPAA and Dr. Millan to review the 2019-2021 report and the 2021-2023 Plan for the Office of the VPAA;
    - IE Director provided feedback and the IE Report and Plan were edited based on the recommendations.
    - Worked on the VPAA 2019-2021 IE Report and 2021-2023 Plan. Requested additional data and information from various departments, which was used for reporting purposes.
- Upswing – Ana Impact Analysis
    - Participated in a meeting with representatives from Upswing, STC's CLE department and others. The summary of the purpose/ information shared at the meeting is as follows:
        - Ana Impact Analysis Proposal – Upswing would like to run a randomized controlled trial at no cost to STC.
        - In attendance: Drew M., Nina B. from Upswing. Lynell W., Dr. J. Campos, Dr. N. Garcia, Serkan C., and Becky Owens.
        - Ana is a virtual assistant for students; an extension of the platform; SMS-based – not an app; acts as a representative of the institution; a one-stop shop for student questions; a mix of auto & human responses.
        - Ana can answer questions; provide updates & reminders; survey, collect student info; connect students to services they need; provide encouragement; lend an ear and provide an opportunity to connect.
        - Upswing would like to identify the impact of Ana on Upswing platform usage, student engagement and student completion at STC.
        - Upswing will provide Ana for free (for a year) in order to collect data and analyze impact of the platform for treatment and control group.

- The timeline is as follows:



Implementation Timeline

August 2021	Identify partner school and design Ana message plan
August 2021 - May 2022	Implement Ana message plan
February 2022	Partner school provides Fall grade/Spring enrollment data
March 2022	Present preliminary (Fall semester) results to partner school
April 2022	Engagement survey administered
July 2022	Partner school provides Spring grade data
September 2022	Partner school provides Fall 2022 enrollment data
October 2022	Present final results to partner school

- Students will be selected from all campuses – to make sure that all campuses are proportionally represented for this project.

- Attended the *Starfish Product Roadmap Webinar* Part I.
- Attended the Guided Pathways Specialist (GPS) Meeting to learn about the strategies the GPS will use to help guide FTIC students to choose the right path and complete their educational and career goals.
- Attended the BASOL Department meeting to learn about CBE course changes/ expectations and the transition to Ultra Blackboard for fall 2021.
- Attended the PDC meeting.
- Participated in the Adjunct and Dual Credit Faculty Professional Development Day.
- Attended the *Starfish Product Roadmap Webinar Part II* meeting.
- Scheduled and chaired the monthly AA Division Perkins Meeting. The agenda included a discussion regarding revising the Comprehensive Local Needs Assessment (CLNA) to reflect the updated needs of the programs and data justifications; the upcoming deadline to submit a draft of FY21's Perkins Basic Final Report; discussion of FY22 Perkins funding; the group was encouraged to submit paperwork needed for Perkins funded positions and create requisitions for equipment purchases.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Developed the following PowerPoint presentations:
  - Academic Affairs Convocation
  - Bachelor Programs for EWDC
  - Chair Leadership Meeting
  - Division of MSITB for EWDC
  - EMT and PATHS Conference for EWDC
  - Guided Pathways Specialist Orientation
  - New Faculty Orientation
  - Superintendents Leadership Meeting/Dual Credit Leadership Meeting
  - Templates of all Academic Affairs Instructional Divisions for EWDC
- Assisted OPOD with multiple projects:
  - Review and edits of Faculty of the Year videos
  - Review and edits of AA Convocation Program booklet
  - Redesign of artwork for College-wide Professional Development Day
- Assisted Dual Credit Programs with multiple projects:
  - Review and revisions to Success Metrics booklets for ISDs
  - Revised communication to dual credit partners regarding Fall 2021 Safety Protocols
  - Revised compensation proposal for STC Faculty teaching DC courses at high school sites

- Assisted Academic Excellence with multiple projects:
    - Assisted with development of ANWTS event brochure
    - Coordinated revisions to ANWTS promotional ad
    - Revised design and developed content for ANWTS sponsorship ad
    - Researched historical funding for the Valley Scholars Program
- Completed and submitted OVPAA Status Report for 2020-2021 Comprehensive Operational Plan
- Continued to develop Faculty Spotlight
- Coordinated updates to Chair Assignment Cycle webpages
- Created "Welcome Notes" for new faculty
- Drafted VPAA message for Faculty Senate Newsletter
- Prepared program profiles for THECB site visit
- Revised and edited Academic Affairs Monthly Activity Report
- Submitted strategies from AA Division for College's Strategic Goals
- Updated Fall 2021 Instructional Plan and assisted with CAO Message re: F2F courses
    - Coordinated updates of AA Division webpages: Fall 2021 Instructional Plan

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
    - Ran PEPFLAC for part of terms: S2, L4, N15
    - Ran PEPFLAC for part of terms: 1, D2, K1, M2, M6, M9, N1, N5, N9
    - Created FLAC SharePoint
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - MV/PCN/TECH/STRC: Office Administration Classrooms and Labs
    - Pecan Campus: Building G- Physical Science - Classroom to Lab Conversion
    - Pecan Campus: D-107 Suite (carpet and walls)- Completed
    - 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
- Continue working on FY22 Faculty Handbook
- Continue working on updating Grade Appeal Procedures
- Conducted walk-through of Pecan Portables
- Continue working on Grade Appeal; committee meeting scheduled for August 6th
- Began summarizing information pertaining to Student Complaint submitted via portal
- Began working on job descriptions for new and existing positions
- Worked with Police Department on obtaining face masks for faculty

DESIGN WORK:

- Assisted Dual Credit Programs with the following:
    - National Summit for Dual Credit Programs co-branded logo for the Spring 2022 National Conference
    - Dual Enrollment Academy Programs pamphlet updates for Dual Enrollment
- Assisted OVPAA office with academic related design projects and requests
- Began working on Office Specialist flyer design for Office Administration Program
- Completed artwork modifications for the Convocation Program booklet
- Continued working on 2021 AA Strategic Planning Workshop booklet
- Continued working on 2021 Faculty Spotlight booklet
- Continued working and/or finalized "A Night with the Stars" designs for the following:
    - Event Information Brochure
    - SociaLife Magazine two-page editorial for September publication
    - Texas Border Business and Mega Doctor News ads for September publications

- Continued working on Fall 2021 College-wide Professional Development Day booklet artwork
- Finalized Faculty Handbook FY 2020-2021 cover design
- Made corrections to STC Bachelor Degrees Infographic
- Worked Academic Affairs Divisions' Graduation banners
    - Made final adjustments to banner artwork to ensure requirements for print
    - Continued preparing various file types of final banner artwork to be used in print and web
    - Reviewed Graduation Banner print proofs sent by vendor
    - Made corrections to banner artwork and resubmitted to vendor
    - Assisted in write up regarding Graduation Banner design process
    - Began making updates to artwork based on feedback from STC President and PR
- Continued working on symbol descriptions for display on STC website

MEETINGS:

- Attended photo sessions for Faculty Spotlight, August 2 & 3
- Attended virtual Coordinated Operations Council meeting, August 3
- Attended IE Plan Review Meeting, August 5
- Attended Gearing Up for Fall Informational Session for Chairs, August 6
- Presented on FLAC for Gearing Up for Fall: Information Forum for Chairs, August 6
- Facilitated two (2) virtual grade appeal meetings, August 6
- Attended virtual meeting regarding Perkins Computers from Sign Language, August 10
- Attended virtual Perkins Basic FY22 Grant Initiation Meeting, August 11

Information Services, Planning, Performance and Strategic Initiatives

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: SEPTEMBER 1, 2021
SUBJECT: ACTIVITY REPORT FOR AUGUST 1, 2021 THROUGH AUGUST 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. The team continues to finalize the first set of self-service apps: Student Obligation Acknowledgments, Payroll Distribution Report, and Sick Leave Pool. All will be launched in the fall semester. After they are published and have been tested by the clients, the Team will continue to work on the next set of apps. They will continue to work on the project until all apps have been completed, tentatively set as the end of 2022. The Oracle 19c database upgrade continues to be on schedule and is expected to be complete February 2022.

JAGNET

No changes during this reporting cycle. The virtual environment created to provide access to employees to work from home remains available via JagNet until the different functional areas at the college come to normality.

DEGREEWORKS

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 any inconvenience to the students. After 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. The Team met with Oswego College in New York to discuss how configurations were implemented at their college. This conference call provided the Team with the next steps to move forward creating online what-if scenarios for transferring course work from STC to other four-year institutions. The STC team will continue to meet with Texas A&M Kingsville & Alamo College as development continues with the app.

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. 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, after 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 IT Team traveled to Tyler Junior College the week of August 2 to August 6 to set up the disaster recovery equipment. The equipment was set up and configured successfully. The team was able to test connectivity from STC Pecan Campus to TJC Campus without any issues. The IT

team was able to build virtual servers at the TJC location and began the work of installing and configuring the data replication to the disaster recovery site. After the data replication is complete, the Team will start working on the Banner servers.

There is a pre-construction meeting scheduled for September 2. The engineering services team continues to work on the plan and necessary permits to install a new gas generator for the building M datacenter. 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

No changes during this reporting cycle. 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 to 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 worked on the video card setup and the publishing server required for the virtualization and deployment of virtual applications such as SolidWorks in the virtual servers. The IT team also worked on the configuration pools to virtualize applications such as Note Pad, Microsoft Suite, etc.

The IT team received positive feedback from the small cohort of students that tested the SolidWorks virtual application over the summer. The IT team received the list of students that will be utilizing the virtual application this fall semester and DUO enrollment letters were sent to those students. The IT team will continue to work with the Engineering department to make sure students get a good experience while using the virtual desktop.

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

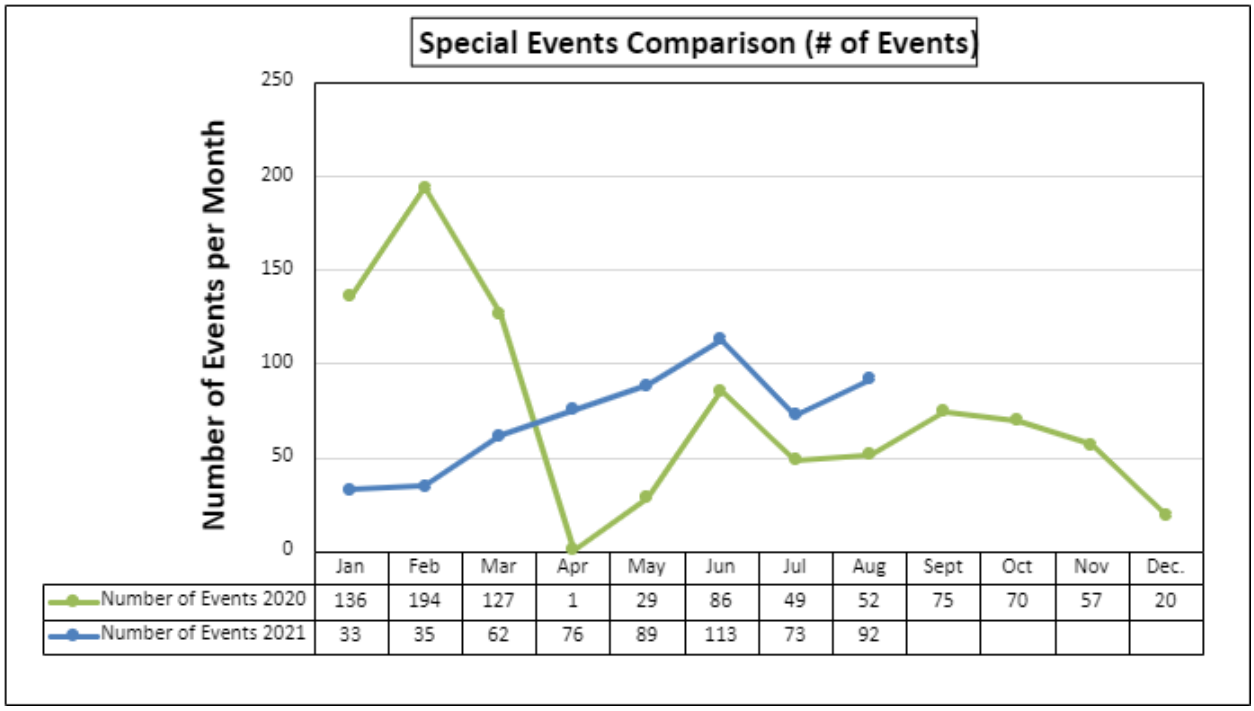
MEETINGS:

- 8/02/2021: IE Plan End-of-Biennium Workshop, New Faculty Orientation Presentation Prep
- 8/03/2021: COC Meeting, Council of Chairs
- 8/04/2021: Web 2.0 Software/Distance Learning Discussion
- 8/05/2021: Starr Campus Presidential Visit
- 8/06/2021: FDDLC Meeting, Starr Campus FMLA/Hyflex update
- 8/09/2021: Weekly/Monthly Reports Meeting
- 8/10/2021: August Team Department Meeting, NTIA Connecting Minority Communities Grant
- 8/12/2021: ET Director One-on-One, Connecting in the Cloud
- 8/18/2021: IE Biennium Report
- 8/19/2021: DL Symposium, NITA Grant, Hyflex Classroom Strategy
- 8/20/2021: LLSS Administrator Meeting
- 8/23/2021: Grant Narrative Meeting, Hyflex /hybrid proposal
- 8/24/2021: Employee Performance Appraisals
- 8/26/2021: ET Director One-on-One, Hyflex/hybrid classrooms Meeting
- 8/31/2021: Proof of Concept Rooms Meeting

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

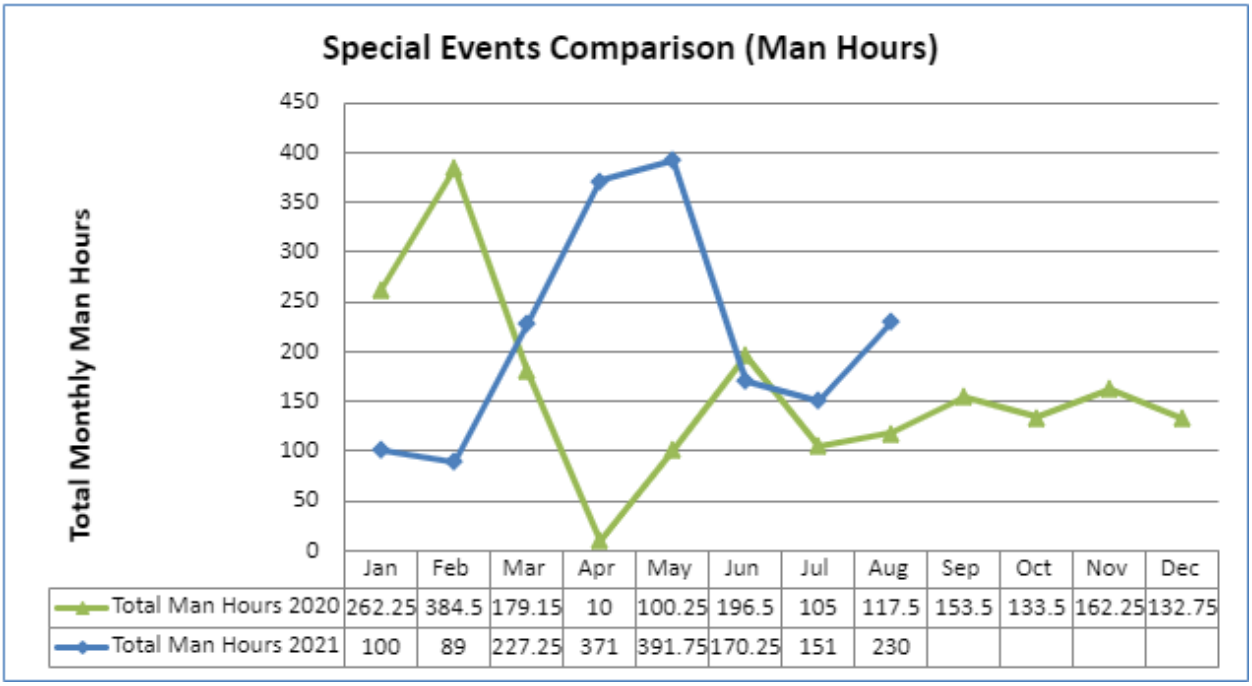
2021	
Jan	33
Feb	35
Mar	62
Apr	76
May	89
Jun	113
Jul	73
Aug	92
Sept	
Oct	
Nov	
Dec.	
Total:	**573**



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	230
Sept	
Oct	
Nov	
Dec	
Total:	**1730.25**



Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	0	0	0	0	2
Data Projector	30	0	0	0	9
Projector/ Laptop	0	0	0	0	0
Computer	35	0	14	0	5
Microphone (Hand Held)	38	0	5	4	16
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	12
Screen	0	0	0	0	9
Portable Table	0	0	0	0	6
Keyboard/ Mouse	18	0	0	0	1
Mic Stands	10	0	0	0	3
Table Top Mic Stands	2	0	0	0	1
Document Camera	0	0	0	0	0
iPad	1	0	0	0	0
Mixer	1	0	0	0	10
Webcam	1	0	0	15	1
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	2
Speakers	0	0	0	0	13
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	2
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***	***92***

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

SACSCOC

- SACSCOC Annual Meeting Planning Survey – Completed.
- CBE SACSCOC Prospectus – Completed IE portion.
- Substantive Changes:
    - Closure of HS Site – Sent letter for Donna Early College.

    - Processed letter to change the name to off-site campus Mid-Valley Academy.
- SACSCOC Reaffirmation 2021.
    - List of sites approved by extensive review received.
    - Prepared itinerary for verification's visit with Dr. Robinson.
    - Preparing documents for review.
- Dual Site Monitoring - Met with DC Scheduling Manager to review Fall 2021 course offerings for reporting sites.

MEETINGS / TRAININGS

- Citi Training Certification – Completed modules.
- IRE&SP Staff Weekly Meeting – Discussed current activities and prospective projects.
- Planning and Development Council - Completed presentation on MVC and KPIs. Facilitated PDC.
- Strategic Planning 2021 Biennium Update – Updated KPI targets and strategies.
- THECB Commissioner Meeting – Met with commissioner Dr. Keller.

PROJECTS

- Continuing Education Program Review.
    - Ongoing updates to prior learning assessment manual and seeking clarification from SACSCOC V.P. Dr. Young.
    - Review updated PLA manual and provided feedback to Curriculum Office.
- Data Dashboards – Met with vendor and discussed next steps.
- Data Management & Integrity Committee.
    - Met to discuss by-laws, Gartner, and priority projects and action items.
    - Updated action plan and status update on dashboards, grade distribution, and data dictionary.
- Enrollment Analysis - Examined dual enrollment patterns and drop in enrollment for fall 2021.
- Guided Pathways – Met to give update on action planning.
- National Science Foundation Grant Assessment –Organize focus groups.
- QEP Status Update - Contacted QEP Director to obtain student handoff criteria and scheduled meeting to discuss it.
- Strategic Planning 2021 Biennium Update: Booklet is ready and pending strategies. Prepared and presented to PDC on KPI's and updates on Strategic Directions.
- Students Earning 0-Hours Analysis - Coordinated analysis on students who completed 0-hours during term.
- Virtual Lab Tour - Visited Technology Campus to experience the virtual labs for developing evaluation template for IE, Carl Perkins planning.

MISCELLANEOUS

- Institutional Review Board -
    - Approved Guanzon amendment.
    - Processed upswing proposal.
    - Approved Gaines proposal.
    - Revising IRB form.
- IRE&SP Performance Evaluations – Submitted to Human Resources.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- College Board - Big Future College Profile
- Degrees When Due (DWD) Interim Reporting
- Fall 2021 Campus Enrollment Report
- Fall 2021 Headcount and Credit Hour Report
- IHEP Degrees When Due (DWD) Interim Reporting - edits
- IPEDS 2021-22 data collection keyholder registration
- IPEDS Institutional Characteristics (IC) Header

SURVEYS

- Annual fraud survey
- Faculty advisors feedback survey
- FAS employee feedback survey
- Liberal Arts Division election
- Open Labs user feedback

- PTAP surveys
- Public Safety CPR programs survey
- Tech students survey

QUALITATIVE STUDIES

- Dual Credit Qualitative Study
- Embedded Tutoring Qualitative Study

DATA REQUESTS

- Certified Academic Year 2020-21 Enrollment, Section, Contact & Semester Hours
- Demographic information for INDS in Fall 2021
- Dual Enrollment Academy Program students' term to term persistence for 2019-2019 and 2018-2020 Cohorts.
- Fall 2021 FTICs by meta-major report
- Information for INRW0020
- Information for MATH0100 and MATH0442
- Last 5 years about where students who enter into our bachelor programs are coming from
- List of FTICs for Fall 2021
- MHSM program data
- MSIT AND Bachelor Programs enrollment
- ORGL program data
- Perkins Hotspot Program Grant Data
- QEP tracking template Fall 2019 to Fall 2020 transfers
- Spring 2021 meta-majors report
- Starr County Students Persistence, Award, Transfer data by Term and Student Type Fall 2020 -Summer 2021.
- THECB report for MHSM CBE students
- Veteran Counts Most Recent Semesters

MEETINGS

- AA COP survey meeting
- Degrees When Due (DWD) Interim Reporting meeting
- DHSI Data Discussion with External Evaluator
- DHSI Starfish meeting
- DM&I: Data Cleaning Preliminary Meeting
- Hyflex/hybrid classrooms meeting
- IRB form discussion
- IRESP Weekly
- PDC
- PTAP survey meeting
- QEP Hand-off Criteria
- Texas Pathways Project - Virtual Site Visi
- Upswing Ana RCT Discussion meeting

OTHER RESEARCH/SUPPORT

- Comprehensive Operational Plan Status Report 2020-2021
- Gaines IRB
- Guanzon amended IRB
- Monger IRB
- New IRB form
- RAS IE Plan edits
- Review SB 475 (Data Management)
- Sent Public Information Requests to TEA and TWC - high school equivalency certificates by county/center

DR. BRADLEY W DAVIS, DIRECTOR INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- 2019-2021

    - IEA IE Plans – Reviewed plans and began to complete end-of-biennium findings and activity reports.
    - IE Cycle – Updated IE plan progress tracking.
- 2021-2023
    - IEA IE Plans – Reviewed plans and began to complete end-of-biennium findings and activity reports.
    - Rubric Templates Report – Working on writing notes for Liberal Arts.
    - Submission Track Status - Departments pending to complete goals/objectives and updated plan writer's list.
- CCSSE and SENSE Results Analysis - Located SENSE reports limited to responses of entering students.
- Direct Support to Departments/Divisions for IE Plan Development or Mid-Bi Report – Face to face assistance via Teams to:
    - FAS,
    - Academic Advancement,
    - Liberal Arts,
    - SBS,
    - ISPP&SI,
    - Academic Affairs,
    - Bachelors,
    - Math & Science,
    - BPS&T
    - BAT & BAS
    - NAH, Mid-Valley and Starr County Campus,
    - Developmental Reading.
    - Business Administration Dept.
    - Dual Programs and,
    - SBS
- Final IE Report Data Findings - Developed plan to share AY 2020-2021 graduates and enrollment/persistence data for fall 2021 (based on fall term census date in early September).
- IE Plan Assessment – Shared focus group feedback results with IE team.
- Institutional Effectiveness Committee (Start-up)
    - IE planning and feedback plan redirected toward support from PDC and PAS (and sub-groups).
    - IE will interface with PDC for feedback, ideas, and creation of task forces or work groups to support/guide IE initiatives.
- SACSCOC Ongoing Activities
    - Director analyzed the prior learning assessment criteria in light of initiatives leading to conversion of non-credit course completion to escrowed college credit awards.
    - Review PLA document as it relates to SACSCOC principals of accreditation and substantive change requirements. Review documentation needs for SACSCOC follow-up visit.
- Review prior learning assessment manual for an update, clarifications, and suggestions to support a consistent application of processes according to each pathway.

MEETINGS / TRAININGS

- Chair Academy Presentation – Discussed with Dean for IRE&SP and Director for RAS of what might be covered.
- Data Management & Integrity Committee - Set priorities for completing the data maturity survey and resolution of reporting issues dealing with dual students.
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning.
    - Focus on development of the data academy and topics to be covered.
    - Review how PDC can benefit IE, strategic planning, and reporting.
    - KPI presentation to the PDC.
    - PDC presentation and engagement of the group to support IE efforts.
- IEA Department Meeting.
    - Focus on completion of the responses for the end-of-biennium reports for the IEA department (2019-2021).
    - Initial review of 2019-2021 and 2021-2023 IE plans for feedback and ongoing project assignments.
- KPIs and SAIs Development Meetings - Review with IRESP and RAS the proposed KPI goals and potential presentation elements.
- Meeting with Dr. Petrosian and Academic Affairs leaders and ancillary support – Reviewed the VPAA IE Plans.
- QEP Follow-up - QEP Director provided feedback on MAP progress.
- IEA Analyst Training.

FACTBOOKS AND DATA PORTAL

- Argos Dashboard/Interactive Charts Updates – Scripts.
- Data Release Timeline Update and the IRE Data Hub.
    - Added New Data Elements to Data Release Plan.
    - Added new data elements to data release plan and updated the Factbook/Data portal release Timeline.
- Data Portal Updates.
    - Fall-Fall and Fall-Spring persistence by major reports.
    - Posted the QEP/FTIC cohort tracking reports on data portal.
- KPIs and SAGs – Updating information for Fact Book and data portal.

DATA REQUESTS AND SACSCOC

- Ad Hoc Discussions with RAS and/or STC constituent(s)
  - Discussed attributes assigned to students either receiving a cash award or using the $1700 to support tuition and fee payment. Attributes can help track course completion, success, and persistence to Spring term. Also discussed how to make the Fall to Spring and Fall to Fall persistence reports easier to understand.
  - Inquiry into attributes given to students taking advantage of the $1700 incentive. These attributes make retention, success, and persistence trackable among these populations.
- QEP Assessment Data Support
  - Reviewed STC Strategic Plan Handbook (2019-2025); MAP: QEP meeting materials, MAP handbook/handout, QEP/MAP status report, MAP data (2018, 2019, 2020); Academic Affairs reporting structure and analyzed QEP data for indicators of students at risk.
  - Support for Developing 2019 Cohort Data, Including Transfer.
- Strategic Planning/KPI Data Support – Provided information for PDC presentation.
- Substantive Change Support -Support for Donna ECHS Initiative.
- IE Plan Objectives and Strategic Directions for OPOD – Provided the COP by SD.
- Ad Hoc Data Requests -
  - Provided the FTIC first-term GPA hours earning report and the college-going rates for Hidalgo and Starr. Worked on the first term 0-GPA hours earned analysis and provided updated results.

MISCELLANEOUS

- 2020-2021 Performance Appraisal Form – Submitted to HR Department on time.

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library – Temporary Operations Prep	**Progress:** 40%	**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. Coordinated data drops and power requirements for temporary operations. Revised some locations for temporary library operations.		

ACTIVITY HIGHLIGHTS

- Worked on Comprehensive Operational Plan status report and on IE biennium report.
- Worked on Texas Council of Academic Libraries (TCAL) Conference planning.
- Coordinated a revision of the Pecan Campus Library Renovation and Expansion layout and transmitted it to Facilities Planning & Construction and VP for ISPP&SI for consideration.
- Worked on preparations for Library & Learning Support Services training day activities.
- Coordinated planning for library contributions to SACSCOC prospectus submissions for institutional CBE and AA in Early Childhood Education.
- Prepared training on teamwork for Learning Commons and Open Labs for August 13, 2021
- Participated in President's Open session at Starr County Campus.
- Worked on Texas Council of Academic Libraries (TCAL) Board planning.

MEETING HIGHLIGHTS

- Met with Facilities Planning & Construction to discuss Pecan Campus Library Renovation and Expansion layout for presentation to Coordinated Operations Council and Facilities Committee.
- Participated in meetings with College staff and members of Texas State Library & Archives Commission to arrange for reimbursement of hotspot expenses through IMLS/TSLAC Cares II grant.
- Participated in meeting on hyflex/hybrid classrooms technology options with ET, faculty, and administrators.
- Met with TCAL conference team to plan training for speakers and presenters.
- Participated in Planning and Development Council meeting.

- Convened Library & Learning Support Services Group administrator's meeting.
- Convened meeting of TCAL Board.
- Met with stakeholders from ISPP&SI and Student Services, and CLE to decide on whether to proceed with Upswing study proposal.
- Met with Facilities Planning & Construction and VP for ISPP&SI to discuss alignment of Pecan Campus Library Renovation and Expansion project President's request for changes.
- Participated in Perkins Grant Initiation Meeting
- Participated in NTIA Connecting Minority Communities grant planning meeting.
- Participated in workshop with Institutional Effectiveness and Assessment Office staff and LLSS administrators to plan IE Plan biennium report.
- Participated in Coordinated Operations Council meeting.
- Met with Upswing staff and STC staff to discuss Ana Impact Study proposal by Upswing.

TRAINING HIGHLIGHTS

- Participated in Chronicle of Higher Education webinar entitled that "Supporting Student Learning in the Fall".
- Convened Library and Learning Support Services Training Day.
- Delivered training workshop on Effective Teams to Learning Commons and Open Labs Department staff.

LISA B. WALTERS ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- TSLAC Grant
- Appraisals
- AT&T Bill Review
- NTIA Connecting Minority Communities Grant
- Hotspot Survey
- IE Plan End -of -Biennium Workshop
- HEERF Project
- Renovations
- Evaluations

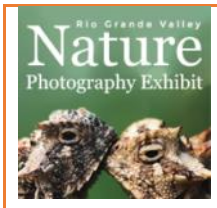
LIBRARY DATA:

Monthly Statistics

- Library Website Visits# 6,363
- Discovery Search Visits# 2,453
- Active Community Users # 162
- Visitors # 13,828

Events and Library Art Gallery Highlights

ARTchitecture		
Artists: Current & former AEDT Faculty and students	**Location: Technology Library**	Date Information: Mar. 1 – Dec 10
"ARTchitecture," features photographs, renderings and drawings by former and current students and faculty in the AEDT program.		
RGV Nature Photography Exhibit		
Valley Land Fund	**Location: Starr Library**	Date: Aug. 23 – Dec. 17



South Texas College's Library Art Gallery presents the "Rio Grande Valley Nature Photography Exhibit," featuring sixteen photos in collaboration with The Valley Land Fund taken by professional photographers in the region.

Art in Action – Community Project

STC Art Students	**Location: Bethel Garden** **1322 S. 16th St., McAllen**	Upcoming: Oct. 6 & 7

STC Art students working with community group and the City of McAllen to paint four murals at Bethel Garden in the themes of Faith, Hope, Love, and Unity.

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.		
CLE Departmental SharePoint Site	**Progress:** 85%	**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 nine subsites have been created, and the team has worked with stakeholders to determine the content for eight subsites.		
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 – 65% 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 HIGHLIGHT

- Librarian I conduct online orientation for RNSG1209 Intro to Nursing
- South Texas College Library and South Texas College Art Department enter into a MOU
- South Texas College Library and South Texas College Architectural & Engineering Design Technology Department enter into a MOU
- Library video project near completion
- Employee Performance Appraisals – ongoing
- ET Assistant Interviews
- Specialist ordered book for MHSM/BAT-MHSM
- Fall Festival Preparations
- Course Guide Updated
- Adjunct and Dual Credit Professional Development Day presentation
- Librarian I OER & EBSCO eBook order consultation with MHSM Instructor
- August 13th Presentations Project - completed
- HEERF Funded Backpacks Arrival
- Casting Call video project interview
- Librarian II joined EMT search committee
- Hotspot Project (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- Hotspot Reports – Templated created by Systems Team for Hotspot Team – ongoing

- Hotspots Procedures Manual – ongoing
- Weeding General Collection Project – ongoing
- Part-Time Staff Employee Manual – ongoing
- OER Bootcamp - ongoing
- Consultation with MM-Med Health Svc Management review and select eBooks for MHSM 4304
- Consultation with PT Coordinator Instructor for family night event
- Summer Bash Outreach event

MEETING HIGHLIGHTS

- Construction & Electrical Lending Library meeting with AEDT Instructor
- HVAC Student Tool Kits meeting with HVACR Instructor
- Projects and collaborations meeting with Math faculty
- Liaisons Communications Plan Meeting
- Marketplace Reports Meeting
- Ask Team Meeting (LibAnswers)
- Staff Appraisal Meeting
- Attended Beliefs and liaison meetings
- Fall Festival meeting
- Breakout session presentation meeting
- New program prospectus meeting
- STC Community Relations Coordinator meeting for artwork installation
- Bethel Garden Mural Taskforce – murals design finalization
- MVC Staff meeting with Associate Dean
- Open Labs, CLE and Library meeting
- Public Art Committee meeting
- Ceramics Showdown meeting
- Hotpot meeting
- Attended HEERF and Records Retention meetings.

TRAINING HIGHLIGHTS

- Staff member attended the virtual training, "Connecting to LGBT+ community all year."
- Staff member attended the virtual training, "Confidence through Nostalgia."
- Staff member complete LinkedIn Learning. Finding your Management Style.
- Staff member attended the virtual training, "Reducing the Risk, Part 2."
- Staff member attended the virtual training, "Artstor on JSTOR."
- Staff attended the virtual training, "Building Grit."
- Staff member attended the virtual training, "ConnectED: An Academic Library Program Designed to Support and Engage Students."
- Staff member attended the virtual training, "Promoting Social-Emotional Learning in Digital Life."
- Staff member attended the virtual training, "How to Be Both Assertive and Likable."
- Staff member completed the "Marketing for Libraries" online course.
- Staff member attended workshop 184808 - Increase academic success, complete effective teams, strategic team building.
- Staff member attended the virtual training, "The Value of Immigrant Experiences: Diversity and Inclusion Efforts Across the Curriculum."
- Staff member attended LinkedIn Learning - Leading with Emotional Intelligence Course.
- Staff member attended the virtual training, "Reducing the Risk."
- Staff attended LLSS Professional Development Day – August 13, 2021
- Staff member attended the virtual training, "New Orleans Library Association Information Literacy Conference."
- Staff member attended the virtual training, "Exploring the SOAR (Strengths, Opportunities, Aspirations, Results) Model."
- Staff member completed the virtual training recording, "Project Management Simplified.
- Staff member attended the virtual training, "Resource Sharing in the Pandemic."
- Staff member continued ALA course "Marketing for Libraries."
- Staff attended Digipalooza OverDrive Conference.

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director attended the IE Plan End-of Biennium Workshop for the Library & Learning Support Services departments.
- The Director held departmental meeting to discuss WebCheckout status.
- The Director attended a meeting with the Vice President for Information Services, Planning, Performance & Strategic Initiative and the Dean of Library & Learning Support Services to discuss the Pecan Campus Library Renovation.
- The Director attended a meeting to discuss the revision of the Pecan Campus Library Plan which was hosted by the Dean of Library & Learning Support Services.
- The Director held departmental weekly Makerspace meetings with the Pecan Logistics Manager and Open Labs Specialist.
- The Director held departmental weekly one-on-one meetings with the Open Lab Analyst, Logistics Managers, & Administrative Assistant.
- The Director held the monthly Learning Commons & Open Labs Leadership Team meeting.
- The Director attended the Economic Development Administration Webinar on American Rescue Plan Programs.
- The Director held a departmental meeting with the Administrative Assistant to discuss annual inventory.
- The Director held a departmental meeting with the Pecan Logistics Manager to discuss the Pecan Renovation Inventory Transfers.
- The Director attended a meeting with the Logistics Managers and Librarian III - Systems and Apps to discuss the import process for WebCheckout.
- The Director held departmental meetings to discuss Mid-Valley Open Lab operations.
- The Director attended the Increasing Academic Success, Effective Teams, and Strategic Think - Team Building Activity trainings.
- The Director attended the Pecan Campus Library Renovation Plan Revision meeting hosted by the Dean of Library & Learning Support Services.
- The Director attended the AA/FM Roundup workshop on Accounts Payable and Travel deadlines.
- The Director held a meeting with the Logistics Managers to have a final discussion on the WebCheckout import.
- The Director held a departmental meeting to discuss and reviews the Learning Commons & Open Labs website content.
- The Director attended one-on-one meetings with the Dean of Library and Learning Support Services to discuss updates from the Learning Commons & Open Labs.
- The Director attended the Library & Learning Support Services Administrator Meeting which was hosted by the Dean of Library & Learning Support Services.
- The Director held a departmental meeting to discuss the data drops intended for the business continuity plan.
- The Director attended a meeting with the Logistics Managers and Librarian III - Systems & Apps to discuss the final files for the WebCheckout import.
- The Director held a departmental meeting with the Pecan Logistics Manager and Open Labs Analyst to review the IE Plan.
- The Director attended a meeting with Library Acquisition to discuss a proposal for print credit request and presentation request improvements.
- The Director attended the Pecan Renovation and Expansions revised layout discussion.
- The Director attended the AA/FM Roundup workshop on Banner and budget reconciliations.
- The Director attended the Makerspace presentation with the Dean of Library & Learning Support Services, the Pecan Logistics Manager, and the Open Labs Specialist.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to discuss messaging students on the Library & Learning Support Services & resources.
- The Director attended the Records Retention Work Group to discuss record retention procedures.

ACTIVITY HIGHLIGHTS

- The WebCheckout standards and list was completed, a meeting was conducted for final import planning.
- The Open Labs Specialist is working on the Makerspace website and trainings for Safety Spot.
- The Pecan Logistics Manager is researching prices and requesting quotes for the cost estimate spreadsheet for the Makerspace.
- The Pecan Logistics Manager attended the collaboration meeting with the Library & CLE.
- Computer replacement and installation completed at the Technology, Mid-Valley, Pecan, and Starr Open Labs.
- Research is being conducted on cable management improvements for the microcomputers.
- Staff attended Library & Learning Support Services Professional Development Trainings
- The Open Labs Analyst met with Librarian III-Systems & Apps to discuss percentage reports from LabStats.
- The Learning Commons & Open Labs staff attended CPR/First-Aid training at the Pecan & Mid-Valley campuses.
- The Learning Commons & Open Labs updated AutoDesk 2022 district-wide.
- The Open Labs Specialist worked on the Makerspace Mockup and presented to the Dean of Library & Learning Support Services.
- The Learning Commons & Open Labs presented at the Adjunct Dual Credit Professional Development Day.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED- AUGUST 2021 ATTENDANCE STATISTICS: 2,074

	Number of Students	Number of Logins
District Totals:	**2,656**	**6,121**

ATTENDANCE STATISTICS:

Campus	Number of Students	Number of Logins	Laptop Checkouts
Mid-Valley Campus	421	864	
Nursing and Allied Health Campus	750	1385	
Pecan Campus	983	2680	22
Pharr Regional Center for Public Safety Excellence	78	291	
Starr County Campus	194	509	
Technology Campus	230	392	

OPEN LABS TESTING, RESERVATIONS, & PRESENTATION STATISTICS:

Campus	Number of Open Lab Reservations	Number of Students TSI Testing	Number of Presentations
Mid-Valley Campus			16
Pecan Campus	23	439	2
Nursing and Allied Health Campus			6
Pharr Regional Center for Public Safety Excellence			1
Starr County Campus			3
Technology Campus			1
Total:	**23**	**439**	**29**

JagPrint - Printing Report

Aug 1, 2021 to Aug 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	294	2326	14195	39	201	1404	333	2527	15599
NAH	558	3445	22805	219	1178	5456	777	4623	28261
Pecan	709	4736	32164	104	643	2982	813	5379	35146
RCPSE	79	504	7687	3	3	32	82	507	7719
Starr	126	957	7178	4	57	78	130	1014	7256
Tech	155	819	3110	3	29	62	158	848	3172

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **August 2021**

- Visitors: 11,321
- Tutoring Sessions: 160
- Workshops: 17
- Workshops Attendance: 390

Monthly Statistics	August 2021
▪ JagTrax Totals: 1,326	

PROJECT HIGHLIGHTS

Floor Plan Redesign: Mid Valley Campus	Progress: 75%	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 arrived. Old computers have been removed and glass boards have been delivered. New furniture has been delivered. Waiting on computer and Clear Touch installation.		
Standardization of CLE Writing Center	**Progress: 100%**	**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. Standardization of CLE Writing Center was completed.		
CLE Marketing Summer 2021	**Progress: 100%**	**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 was held at Pecan, MVC and Starr campuses. Game Night flyers have been posted on CLE social media platforms. Social Media marketing plan has been created. Tabling has been successful as CLE staff promoted services to more than 1,000 students.		
Tutor Training for FY2020-2021	**Progress: 100%**	**End Date: August 2021**
Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. CRLA training meeting has been held and Fall CRLA trainings have been identified. Fall Tutor Training sessions have been completed.		

IE PLAN PROJECTS HIGHLIGHTS

CLE Online Support Services Institutionalization IE Plan Objectives: 1, 2, 5	Progress: 99%	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. RAS data has been received for DHSI goals for year 1 and hiring the first four tutors is complete.		
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. RAS usage data has been analyzed. Performance data is pending.		
— **Subproject: Virtual CLE Quality Assurance** — **IE Plan Objectives: 5**	**Progress: 99%**	**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. One hundred percent complete with updating all CLE tutor profiles and picture day has been completed at Pecan and Tech. Picture day at other campuses will be scheduled.		
NSF Grant Year 2 **IE Plan Objectives: 3**	**Progress: 75%**	**End Date: December 2021**
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 **IE Plan Objective: 5**	**Progress: 100%**	**End Date: August 2021**
Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. CRLA training meeting has been held and Fall CRLA trainings have been identified. Fall Tutor Training sessions have been completed.		

EVENTS HIGHLIGHTS

Tutor Training Day **Event Dates: August 19-20, 2021**

CLE Department held Tutor Training Day for all part-time staff at PCN, NAH, STARR, and MVC campuses where they covered trainings on concepts such as Becoming a Student Ready Center, Bloom's Taxonomy and Costa's Levels of Thinking, Engagement Tools Round Robin, AVID Tools Round Robin, and more.

SI Leader Training Day **Event Dates: August 20, 2021**

Supplemental Instruction held their semester training where they covered topics such as F2F SI Session Strategies, Student Populations, SI Session Facilitation Strategies, Collaborative Learning Techniques, Planning and Conducting a Session, Blackboard Training, SI Resources and more.

LLSS Professional Development Day **Event Dates: August 13, 2021**

The CLE participated in the Library Learning Support Services Professional Development Day, where Director Emerita of Center for Academic Success and retired Assistant Vice Chancellor and Professor of Chemisty at LSU, Dr. Saundra Yancy McGuire provided a session on how to "Increase Academic Success for All Students. The CLE also discussed our SWOT Analysis, and had a Critical Reflection on the Current State and Scope of Our Services.

Summer Bash **Event Dates: August 5, 6, & 7 2021**

The CLE participated in the Summer Bash Program Fair at Pecan, Mid-Valley, and Starr campuses. Our department was able to promote academic support services such as tutoring, Supplemental Instruction, Academic Coaching, and success workshops. The event allowed us to market to over 200 students across the Rio Grande Valley.

CLE Game Nights **Event Dates: Aug. 20 & 27 ,2021**

The CLE has begun hosting Game Nights to promote services throughout the Summer and Fall semesters. Two Interdepartmental game nights were held: Friday, August 20 at Technology Campus and Friday, August 27 at STARR Campus.

MEETING HIGHLIGHTS

- Tutor Video Distribution meeting
- SI Mentor meeting
- SI Activity Videos Meeting
- Upswing Assignment Review Webinar planning meeting
- Upswing Ana Research Project Introductory Meeting
- Upswing Data Sharing Agreement review meeting
- Upswing monthly check-in
- PAS
- PTA Bootcamp meeting
- Student Success Workshops with OTA Chair meeting
- Marketing for Students meeting
- Academic Coaches meeting
- Tutor Introduction Videos meeting
- CRLA Snack and Chat
- Adjunct and Dual Credit Faculty Professional Development Day Planning meeting
- Tutor Training Day Planning meetings
- Upswing Study Proposal Meeting
- Perkins Fiscal Year 22 Grant Initiation meeting
- CLE Qualitative Studies meeting
- Performance Appraisals
- Student Activities Coordinator presentation meeting
- Respiratory Chair meeting
- OTA Chair meeting
- PTA Chair meeting
- Perkins Grant Compliance Manager meeting
- Pharmacy Tech Chair meeting
- Division Meeting Planning
- Liberal Arts Division Meeting Presentation
- History and Philosophy Department Meeting Presentation
- English Department Presentation
- Social and Behavioral Sciences Division presentation
- Computer Science and CITP Faculty presentation
- Business, Public Safety and Technology Division presentation
- Physical Science and Engineering Presentation
- Biology Department presentation
- Chemistry department presentation
- DHSI Reporting Meeting
- Library Technical Services Website meeting
- OTA Faculty online tutoring meeting
- OTA chair embedded tutoring meeting
- Radiology faculty orientation meeting
- EMT faculty CLE student hours discussion
- ADN faculty in-class presentation discussion
- Supplemental Instruction Training Day
- Tutor Training Day
- SI Faculty Presentation
- Meeting for Training Days
- GPA Information on JagTrax Meeting
- Academic Coaches Presentation Skills Training
- BPST Division Meeting
- Presenter and Co-host meeting for Adjunct and Dual Credit Faculty PD Day
- Presentation update meeting for Adjunct and Dual Credit Faculty PD Day
- JagTrax Update meeting with IT and Admissions SI & Embedded Tutoring Meeting
- Classroom COVID response measures Meeting
- Met with Distance Learning Academic Coach to discuss posting service flyers in the CLE
- SI Leader District Meeting
- SI Mentor Meeting

- Meetings with faculty member regarding Supplemental Instruction
- Academic Coaching Meeting
- Social Media Marketing Meeting
- Meeting with Distance Learning Academic Coach
- Tutor Videos Blackboard Meeting
- Met with Open Lab Supervisor to discuss technology equipment
- Met with English tutors for Workshops APA/MLA
- OTA Faculty online tutoring meeting
- Meeting with Pharmacy Tech Faculty
- MVC Operations Coordination meeting
- LSSS Communication Plan Strategizing meeting
- SI Leader Meeting
- Upswing Presentation Meeting
- SI Hybrid Activity Meeting
- SharePoint Meeting
- DHSI Meeting
- NAH JagTrax Data meeting
- Academic Coach Data meeting
- LLSS Student Messaging meeting
- CLE Data Reporting meeting
- DHSI Reporting meeting
- IT Project Status Review meeting
- PAS meeting
- OTA Chair meeting organize gallery presentation
- LVN Faculty meeting to discuss faculty tutoring
- CRLA Teams meeting
- Library Fall Open House planning meeting
- OPOD Upswing Demo planning meeting

TRAINING HIGHLIGHTS

- CLE English 1301 content training – Classification and Division
- Presentation on Upswing vetting, hiring, and supervision practices
- IE Plan LLSS End-of-Biennium Reporting Workshop
- Part-time new hire orientation training
- LLSS division training: Increasing Academic Success for All Students
- CLE services reflection and SWOT review
- CPR/First-Aid/AED
- RAVE Guardian Training
- Fall Tutor Training Day (Pecan, SI, Tech) at Pecan Campus
- NAH Training Day
- Starr Training Day
- MVC Training Day
- PCN Tutor Training Day
- Supplemental Instruction Training Day
- Student Populations Training
- F2F SI Session Training
- CRLA English Content Training
- Faculty Upswing Trainings
- Starfish Setup Training
- Student Success Post Pandemic Webinar
- SI Hybrid Activity Training
- English 1301: Argumentative Essays

EVENT HIGHLIGHTS

- Facilitating ADN Bootcamp
- Participating in Summer Bash at STARR, MVC, and PCN
- Presidential Visit at Tech CLE

- CLE Valley Scholars Tour Presidential Visit to MVC CLE
- PTA Bootcamp Student Success Workshops
- OTA Orientation and Bootcamp
- Adjunct and Dual Credit Faculty PD Day
- LVN Orientation
- Radiology Orientation
- NAH Presidential Visit

PROJECT COMPLETION HIGHLIGHTS

- Upswing Platform Consolidation
- Live Chat Launch completed
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grand 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
- Develop Faculty Outreach -COP 20-21
- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- CLE Marketing Summer 2021

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name	**Micro Grant: Fall 2021 to Spring 2022**
Project Role	Project Manager/Grant Manager
Scope	1. Expend Grant Funds to pay for 125 IBC Exams for STC Students. 2. 100 STC Students Obtain an IBC in a High Demand Occupation.
Status Summary	STC Board formally accepted the grant award on 8/24/2021
Milestones(s)	The first cohort of students obtained their IBC (Jailer's Exam) on 8/25/2021.
Fund Status:	**Total Grant Funds**: $30,000 **Grant Funds Expended**: $420 **Grant Funds Dedicated**: $15,357 **Total Grant Funds Unspent**: $29,580
Next Step(s)	10/08/2021: Jailer's Exam Scheduled 11/15/2021: Jailer's Exam Scheduled

CARLA M. RODRIGUEZ, PROJECT COORDINATOR
DEVELOPING HISPANIC-SERVING INSTITUTIONS (DHSI) GRANT

PROJECT HIGHLIGHTS

- Project Coordinator attended the FY 2021 Hispanic-Serving Institutions Virtual Project Director's Conference

- Held budget meetings with each of the grant Project Owners (Academic Coaching, Online Tutoring, Starfish and Financial Literacy) to discuss current grant budget and Year 1 Carryover Budget
- Submitted Year 1 Carryover Budget to Department of Education
- Onboarded new DHSI Administrative Assistant to program and processes
- Served as Facilitator for and attended several Starfish training workshops through OPOD
- Ongoing Teams meetings with grant Project Owners and External Evaluator
- Attended several InsideTrack vendor training sessions under the Academic Coaching grant component
- Attended tech meeting (Single Sign On) with iGrad under the Financial Literacy grant component
- Reviewed and revised External Evaluator report