SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

December 2021

Board Meeting
January 25, 2022

Student Affairs and Enrollment Management

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:	JANUARY 25, 2022
SUBJECT:	ACTIVITY REPORT FOR DECEMBER 1, 2021 THROUGH DECEMBER 31, 2021

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- Student Affairs & Enrollment Management Division Leaders meeting
- Search Committee reviewed applications and interviewed candidates for the position of Vice President for Institutional Advancement and Economic Development.
- Texas Completion Repayment Grant Program Texas Higher Education Coordinating Board
- South Texas College Commencement debrief
- Guided Pathways Specialist monthly meeting
- Visit and Tour of South Texas College Technology Campus with Economic Development Team from Reynosa and McAllen Economic Development Corporation
- Fall 2021 Commencement ceremonies at the Bert Ogden Arena on December 12

ATTENDED

- CDL Program-Press Conference at the Technology Campus
- South Texas – Guild Onboarding session
- Employee Appreciation Luncheons at the Technology Campus, Nursing & Allied Health Campus, Mid-Valley Campus, STARR County Campus and the Pecan Campus
- McAllen Economic Development Corporation Holiday Celebration

- Retirement celebration for Thelma Jackson, American Sign Language Interpreter
- Bank of America Progresando Initiative Welcome Call with Education Advisory Board and South Texas College
- Achieving the Dream and Quality Enhancement Plan Communication Plan meeting
- South Texas College Administrative Staff Holiday Luncheon
- Texas State Technical College Splash page
- South Texas College Board Appreciation Dinner

ENROLLMENT SERVICES AND REGISTRAR

- **24,818** students have registered online for Spring 2022 semester, since registration opened on October 4, 2021, after OAR processed their required documents and cleared them to register.
- Assisted students by responding to hundreds of emails sent to the admissions address and registration address, as well as on the phone and in person at the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses.
- Assisted students by responding to **617** chat sessions during December 2021.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting, President's Administrative Staff meeting and Board of Trustees meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as BUGS meeting, Curriculum Committee, Data Management & Integrity Committee, December 2021 Commencement Exercises and Enrollment Appeals.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- Graduation Analysts continued reviewing potential December 2021 graduates, and they began certifying graduates after grades for Fall 2021 semester were downloaded and posted on December 14, 2021.
- A total of **1,254** August 2021 graduates and potential December 2021 graduates participated in the Commencement Exercises held at Bert Ogden Arena on Sunday, December 12, 2021.
- Specialists downloaded, reviewed and verified **3,421** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during December 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 **37** international students registered for Spring 2022 semester.
- Processed **192** course substitutions and exceptions in DegreeWorks during December 2021.
- Processed grade changes for **464** students during December 2021.
- Processed reinstatement requests for **04** students during December 2021.
- Processed **2,026** high school and **378** college/university transcripts during December 2021.
- Evaluated **242** transcripts from other colleges and universities during December 2021.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,297** STC transcripts during December 2021.
- Scanned and indexed **2,048** documents submitted by students during December 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.

Student Assessment Center Monthly Activity Report December 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, 2021**
Pecan Campus	**58**	**251**	**207 (82%show)**	**ACT**	**355**
Mid-Valley	**25**	**32**	**30 (94% show)**	**TSI EXAM**	**102**
Starr Campus	**34**	**7**	**7 (100% show)**	**TSI EXAM**	**39**
Pecan Plaza	**30**	**57**	**50 (88% show)**	**GED/ PEARSON**	**161**
Pecan Plaza		**145**	**125 (86% show)**	**TSI EXAM/ includes TSI Online**	**422**
Pecan Plaza		**9**	**9 (100% show)**	**TCOLE/ Proctored Exams**	**48**
Pecan Plaza		**46**	**41 (89%show)**	**HESI**	**265**
Mid-Valley		**59**	**52 (88% show)**	**HESI**	**146**
Starr		**12**	**10 (83% show)**	**HESI**	**31**
TOTAL:	**147**	**618**	**531 (86% show)**		**1,569 – All Campuses YTD**

TSI PLACEMENT REPORT

SIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (12/01/2021 – 12/31/2021)		**Year To Date (09/01/2021 - 12/31/2021)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	19	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	69
Developmental Ed (945+ & 0-4 Essay	17	Developmental Ed (945+ & 0-4 Essay	58
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	7	ELAR Diagnostic Level 5	17
ELAR Diagnostic Level 4	38	ELAR Diagnostic Level 4	128
ELAR Diagnostic Level 3	23	ELAR Diagnostic Level 3	94
ELAR Diagnostic Level 2	16	ELAR Diagnostic Level 2	57
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**120**	**Total**	**423**
Mathematics College and Career Readiness			
Monthly (12/01/2021 – 12/31/2021)		**Year To Date (09/01/2021 - 12/31/2021)**	
College Ready (950+ or 910+ & 6+ Diag)	22	**College Ready (950+ or 910+ & 6+ Diag)**	59
Mathematics Diagnostic Level 5	8	Mathematics Diagnostic Level 5	21
Mathematics Diagnostic Level 4	55	Mathematics Diagnostic Level 4	165
Mathematics Diagnostic Level 3	34	Mathematics Diagnostic Level 3	101
Mathematics Diagnostic Level 2	27	Mathematics Diagnostic Level 2	75
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**146**	**Total**	**421**
Data retrieved from College Board Accuplacer			
Date: 01/10/2022			

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 Spring 2022
- SFS Coordinator Judy Martinez held interviews for the vacant position of Financial Aid Outreach Specialist at the Starr Campus.
- SFS Coordinator Anna Barrera and Specialist Elizabeth Salinas held interviews to fill the work-study positions available in our department.
- VA Certifying Officials continue to work and awarding and adjusting VA student files.
- Pecan Staff has been rotating travel to Starr to cover the FA office.
- Pecan staff stayed after hours and worked Saturday the week of December 13th through the 18th to work on R2TIV calculations.
- Staff from Pecan, Starr and Mid-Valley have been attending high schools for FAFSA events.
- Student files are being completed and awarded, files are coming in via email, fax and mail. R2TIV calculations are still being processed for the Fall 2021 semester.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **36** events and served **1,537** students and parents during the month of September.
- Department is working with ISDs to resume Dual Credit Fast Track events at STC campuses for the new cohort of early college high school freshmen enrolling in Spring 2022. Programmed activities include a New Student Convocation, Campus Tour, Advising Session, and Registration Drive at Enrollment Centers. As of this report, a total of 1,169 students have participated in 27 events.
- Department is providing enrollment support to ISDs for Spring 2022. Staff has scheduled Student & Parent Information Sessions, Admission Application Drives, and Registration drives at high school sites. In addition, Department staff is assiting in reviewing student enrollment eligibility for Spring 2022.

SNAPSHOTS

Mr. Daniel Montez, MVC Campus Administrator, welcomed students during a Fast Track hosted in-person for Mercedes HS T-STEM at the Mid Valley Campus on December 14

President Dr. Ricardo J. Solis chatted with students during a Fast Track hosted in-person for La Joya ECHS at the Pecan Campus on December 14

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served

Registration Drive	Science Academy	12/01/2021	ISD	43
Registration Drive	Academy of Health Science Professions & STEM	12/01/2021	ISD	72
Registration Drive	Vanguard Rembrandt	12/01/2021	ISD	26
Registration Drive	PSJA ECHS	12/02/2021	ISD	164
Registration Drive	La Joya HS	12/02/2021	ISD	37
Dual Spring Bridge	Mercedes Early College Academy	12/02/2021	Mid Valley	59
Fast Track	Mercedes Early College Academy	12/02/2021	Mid Valley	14
Fast Track	Mission Collegiate ECHS	12/02/2021	ISD	28
Registration Drive	McAllen HS	12/03/2021	ISD	56
Registration Drive	PSJA T-STEM	12/03/2021	ISD	84
Fast Track	Jimmy Carter ECHS	12/03/2021	Pecan	38
Registration Drive	Mission CTE	12/06/2021	ISD	46
Registration Drive	McAllen HS	12/06/2021	ISD	65
Registration Drive	Palmview HS	12/06/2021	ISD	12
Registration Drive	La Joya ECHS	12/06/2021	ISD	49
Registration Drive	La Joya ECHS	12/07/2021	ISD	47
Fast Track	Hidalgo ECHS	12/07/2021	Pecan	24
Fast Track	Weslaco 21st Century	12/07/2021	Mid Valley	61
Registration Drive	Valley View Early College Campus	12/08/2021	ISD	25
Registration Drive	STISD Health Professions	12/08/2021	ISD	25
Registration Drive	STISD Health Professions	12/09/2021	ISD	14
Fast Track	Weslaco ECHS	12/09/2021	Mid Valley	26
Registration Drive	Sharyland AAA	12/13/2021	ISD	28
Fast Track	Donna HS	12/13/2021	Mid Valley	8
Fast Track	Thelma Salinas ECHS	12/13/2021	Pecan	94
Registration Drive	La Villa ECHS	12/14/2021	ISD	11
Registration Drive	Veterans Memorial High School	12/14/2021	ISD	5
Fast Track	La Joya ECHS	12/14/2021	Pecan	54
Fast Track	Mercedes HS T-STEM	12/14/2021	Mid Valley	20
Registration Drive	Robert Vela HS	12/15/2021	ISD	73
Registration Drive	Mission HS	12/15/2021	ISD	23
Fast Track	Monte Alto ECHS	12/15/2021	Mid Valley	24
Fast Track	Vanguard Rembrandt	12/15/2021	Mid Valley	31
Registration Drive	PSJA Southwest	12/16/2021	ISD	118
Fast Track	Vanguard Mozart	12/16/2021	Mid Valley	23
			Total	**1,527**

STUDENT/PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served

Student/ Parent DC Information Session	Progreso HS	12/01/2021	Virtual	10
			Total	**10**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

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

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
- NACEP Peer Reviewer Training
- Data Management & Integrity Meeting
- Jaguar Connection Day Follow Up Meeting with PSJA ISD
- Fall 2021 Commencement Meeting
- President's Administrative Staff Meeting
- Bank of America Progresando Initiative Welcome Call with EAB & South Texas College Meeting
- STC Weslaco 21st Century Action Plan Meeting
- Jaguar Connection Planning Day Meeting with Sara Lozano
- Repayment Grant Planning Meeting
- Texas Completion Repayment Grant Program, THECB Meeting
- Graduation Practice Meeting
- Adult Learner Grant Planning Meeting
- Centralia College Site Visit Question Finalization Meeting
- Adult Learner Data Meeting
- Enrollment Services Transition Meeting

PROFESSIONAL DEVELOPMENT

- Employee Appreciation Luncheon – Mid Valley Campus
- Employee Appreciation Luncheon – Pecan Campus
- Employee Appreciation Luncheon – Starr County Campus
- Fall 2021 Commencement Ceremonies

COLLEGE CONNECTIONS

RECRUITMENT

- Mexican Consulate Ventanilla de Orientación Educativa (VOE)
- General Information Virtual Lobby
- Border Patrol Post Orientation Recruitment
- CBP Explorer Day at RCPSE
- McAllen Holiday Parade
- CBP Career & Employer Workshop
- Individual Student Appointments
- Vanguard Mozart Academy College Presentation
- La Feria HS College Presentation
- Premier HS of Weslaco Application Drive

- Parent Meeting
  - IIES
  - Reynosa Schools
- PSJA ISD Fast Track

MEETINGS

- Bank of America Progresando Initiative Welcome Call
- Continuing Education Call Center Support Planning
- SAEM ATD/QEP Communication Plan Meeting
- NAH & Tech Campus Program Events Planning
- South Texas Area Recruiter Network Meeting
- Graduation
- TSTC Statewide Splash Page Planning
- Collegiate Information and Visitor Services Association Virtual Connections Zoom Chat
- Winter Break Virtual Lobby

CALL CENTER

Inbound Phone Calls	
December 2021	**November 2021**
6,216 Calls	9,330 Calls

*Decrease in call volume due to Winter Break.

Mongoose Text Campaigns		
Campaign	**#Texted**	**# Students Replied**
Fall 2021 Graduation Notice	2605	541 (21%)
Fall 2021 Graduation Feedback	1127	92 (8%)

Radius Email Campaigns

Campaign	# emails sent	# emails viewed
Fall 2021 Graduation	2434	1512

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
652	Student Contacts, Outreach & Virtual Appointments
742	CTE Student Contacts
19	Student & Alumni Registered on CCN
12	Student & Alumni Resumes Revised/Uploaded on CCN
7	New Employer Registered on CCN
33	Jobs posted to CCN
5	Workshops Presented
62	Resumes Reviewed Online by Employers via CCN
1405	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Advantage Healthcare Consulting, Inc. – 1 job posting
- Alamo Economic Development Corporation – 1 job posting
- Bridgestone Retail Operations, LLC. – 4 job posting
- City of South Padre Island – 11 job posting
- Identipak, INC. – 1 job posting
- PMG, Inc. – 3 job posting
- Radio United LLC– 1 job posting

- SAMES Inc. – 2 job posting
- The Borgen Project– 7 job posting
- Total Computing Solutions of America, Inc. – 1 job posting
- VG Vanguard Engineering, LLC. – 1 job posting

Presentations/Workshops

- Interview for Success, NAH evening workshop
- Medical Assistant Technology Pinning Event, CES information table and MAT employer spotlights
- CES overview and Resume in class presentation
- Interview for Success workshop, 10:30 am
- Interview for Success workshop, 12:30 pm

Employer Outreach

- Region 1
- DHR
- USBP
- Radio United
- A&G Engineering
- Valley Baptist Medical Center
- Entravision
- HCA
- Hidalgo County
- Texas DPS
- Idea Public Schools
- CBP OFO
- Texas Department of Criminal Justice
- Aircool Tech-ACT Group
- Workforce Solutions
- Vantage Bank

Employer Registrations

- Atlas, Hall & Rodriguez, LLP
- Empower Brokerage
- Kids' Quest Learning Academy, LLC
- Raymondville ISD
- Texas Juvenile Justice Department
- Vexus Fiber
- VG Vanguard Engineering, LLC.

Coordination of Upcoming Events

- Health Information Technology Week events – Spring 2022
- Planning Pharmacy Spring 2022 graduate cohort Career Readiness project

MEETINGS AND MISCELLANEOUS INFORMATION

- Researched and prepared presentation materials specifically tailored for higher level, exploratory federal employment navigation.
- Conducted interview and resume writing workshops for U.S. Customs and Border Protection Office of Field Operations

- Continued collaborative project with Medical Assistant Technology program to facilitate career portfolio reviews, professional headshots, and mock interviews.
- Working with Technology Specialist to facilitate resume reviews via College Central Network.
- Conducted outreach for Advantage Healthcare Consulting, reaching 353 students from Computer Science and Technology Management major groups.
- Hosted a CES information booth and employer spotlight for Medical Assistant Technology Program Pining event. Employer spotlight included, MRG Medical, DHR, and
- Conducted outreach for Identipak Inc, reaching 40 students from Advertising and Public Relations major groups.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for various employers.
- Facilitated Interviewing for Success evening workshop for NAH campus.

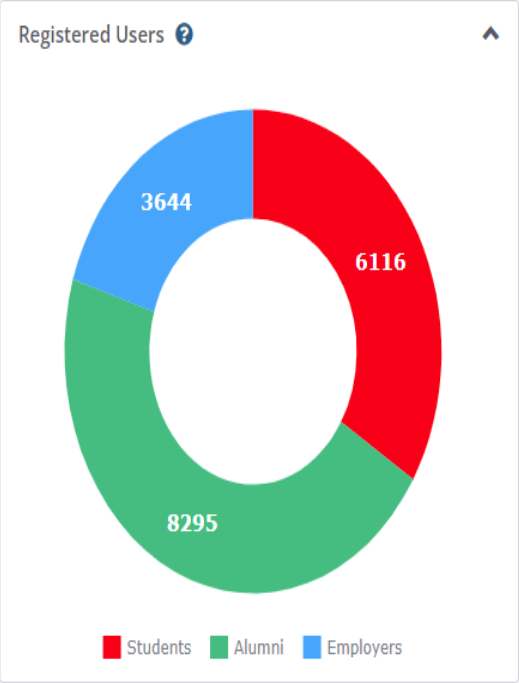
- CES Director is coordinating with iGrad to update the STC website by incorporating the iGrad program link into the financial literacy learning platform for FTIC college students, in support of a DHSI grant funded initiative, as part of a project to establish a Financial Wellness Center. This initiative will keep STC compliant with Department of Education requirements to receive financial aid.
- Attended NAH campus STC employee appreciation banquet.
- Created Federal Resume Writing handouts.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Attended Technology Campus Employee Banquet
- Presented an overview of CES services and platforms for new NAH campus staff.
- Met with NAH faculty to plan Spring 2022 projects.
- Presented an overview of CES services and platforms for LVN cohort.
- Promoted CES services and platforms at NAH campus Finals Week events.
- Attended meeting with CES Director to showcase College Central Network online job board to CTE program chair
- Discussion/coordination of upcoming CES presentations with BSPT Guided Pathway Specialist
- Working in partnership with the PTA program to facilitate resume reviews for Spring 2022 cohort.
- Presented an overview of CES services and platforms to incoming Patient Care students.
- Created marketing to promote City of South Padre Island open job postings.
- Outlined NAH Spring 2022 calendar of activities, workshops, and projects.
- Created Financial Wellness CTE student outreach materials.
- Compiled and submitted NAH activities for NAH Perkins reporting.
- Attended CES department meeting discussing staff updates, projects, and Spring 2022 initiatives.
- Met with Center for Learning Excellence staff to discuss CES services and student resources.
- Created CES department holiday messaging and distributed via CES social media pages.
- CES generated an after-action report for the STC 2021 Career Exploration Day**.** This event was held at the Starr, Mid-Valley and Pecan Campuses and provided a means for students to connect with STC programs that they may have an interest in exploring. The event also provided an opportunity to allow students to meet with program faculty and interact directly with representatives from the different fields of study. Approximately 37 representatives from the educational, engineering, government, computer information, engineering, manufacturing, medical, law enforcement, construction, technical, business and automotive programs participated in the event. Students were able to discover new career opportunities, ask questions and seek new leads.
- CES assisted U.S. Customs in conducting on-campus recruiting efforts.
- Coordinating MAT Career Readiness collaborative project for Fall 2021 cohort.

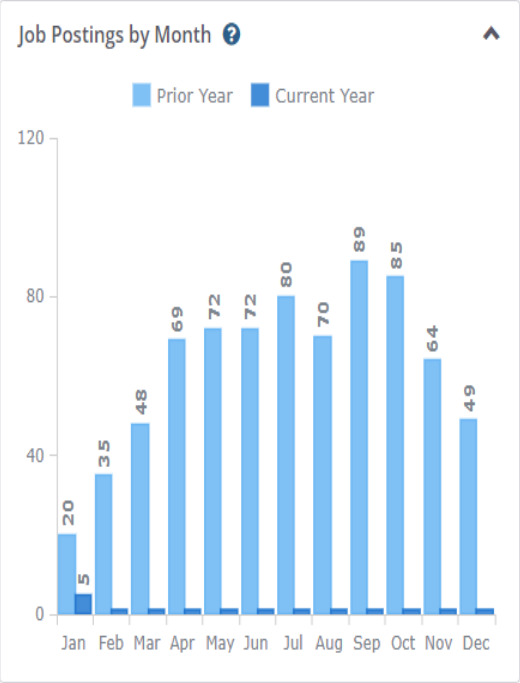
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, regarding new initiatives and to gain insight of industry needs.
- Conducted virtual in class presentations for MAT Career Readiness collaborative project.
- Attended CES department meeting discussing Spring 2022 events and activities.
- Conducted outreach with students/alumni for potential job opportunities targeting Criminal Justice, Police Academy majors for City of McAllen Police Department.
- Completed COVID-19 employee trainings.
- CES initiated discussions regarding automotive mechanic certification internships for STC students with Ford Motor Company
- Dual Credit + BA Capstone Career Presentations: InterviewStream, CCN, Resume Reviews.
- NACE Affinity Meetings

- Promoted Marketing Edge Student Virtual Student Career Forums to Faculty/Staff and to students registered on College Central Network.
- Outreached CTE Automotive groups for employment opportunities via CCN online job board
- Created CES marketing imaging for CES social media platforms for future CES workshops/events
- CES attended DHSI presentation
- Continues to provide an overview of CES services and platforms to NAH dual enrollment students.
- CES director is conducting updates and revisions for the Institutional Effectiveness (IE) Plan for CES.
- CES is continuing its involvement in the Excelencia Leadership Conference.
- CES is participating in the Texas Pathways Institute.
- CES Director conducting Title IX case reviews.
- CES continues to monitor the Interview Stream platform for student support and maintenance issues.
- CES prepared and completed the CES Comprehensive Operational Plan for submittal.
- CES continues to provide workshops for Interview Stream use and navigation.
- CES Director prepared responses the DHSI Financial Literacy External Evaluator questions.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for November 2021.
- CES coordinated tech support with vendor for the continuing updates of the IGrad platform on the CES website.
- Updated NAH campus signage to promote Fall 2021 workshop schedule.
- Met with NAH advising team to provide Career Coach overview and demo.
- Facilitated *Get to Know Career Services* NAH virtual workshop, providing an overview of CES services and platforms.
- Outreached CTE Automotive/Diesel groups for employment opportunities via CCN online job board
- Continuing to compile and submit additional data and reporting for Carl Perkins.
- Updated CTE record retention, evidence, and time on task for Carl Perkins.
- Conducted outreach to HVAC for potential CTE employment opportunity via Online job board (CCN)
- Compiled CES student contact data in collaboration with Technology Specialist.
- Created messaging to promote Marketing Edge – Virtual Student Career Forums
- Create CES marketing imaging for Faculty/Staff and CES social media platforms for Webinar Forum for students
- Reviewed COVID-19 campus safety protocol updates, work safe guidelines, and recommendations.
- Viewed *A Culture of Assessment*, Inside Higher Ed webinar.
- 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.

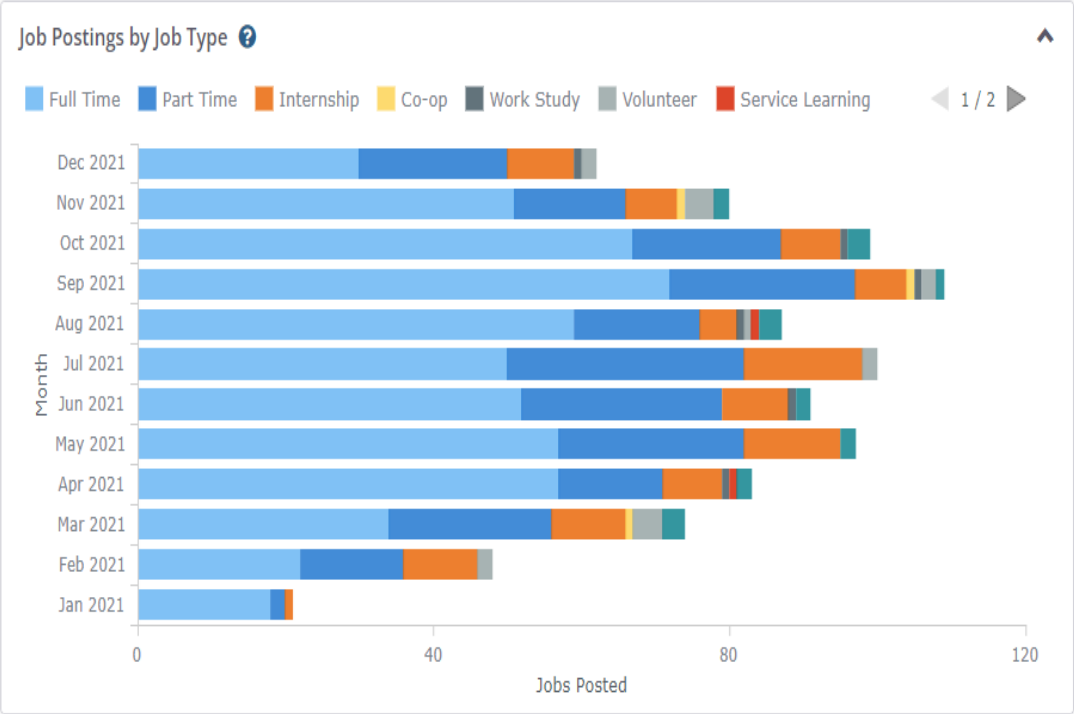
- Attended CES staff meeting discussing fall events, staff updates, and projects.
- Researching work safe event strategies to support the Fall 2021 Career Expo.
- Reviewed *The Attributes Employers Seek on Students' Resumes*, NACE article.
- Viewed *Bringing Your Campus Back to Life*, Inside Higher Ed webinar.
- Facilitated NAH Virtual Workshop *"Creating Your Career Portfolio"* career boost workshop.
- 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.
- 64 student resume revision via CCN, 5 students walk in, 2 student outreaches

College Central Network Logistics

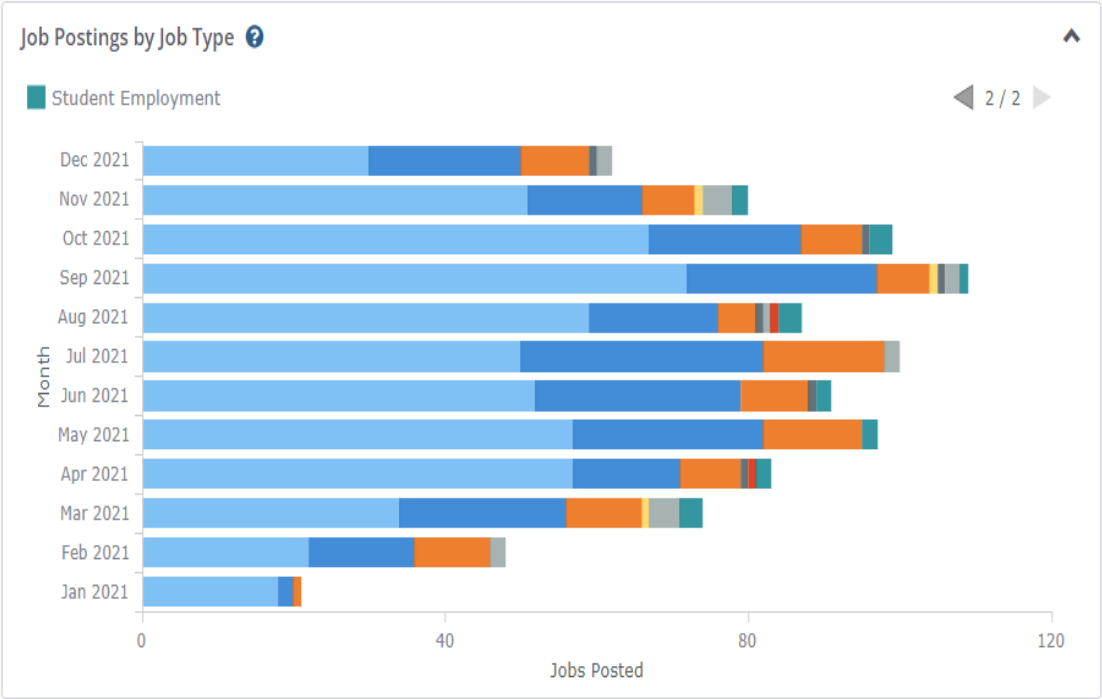




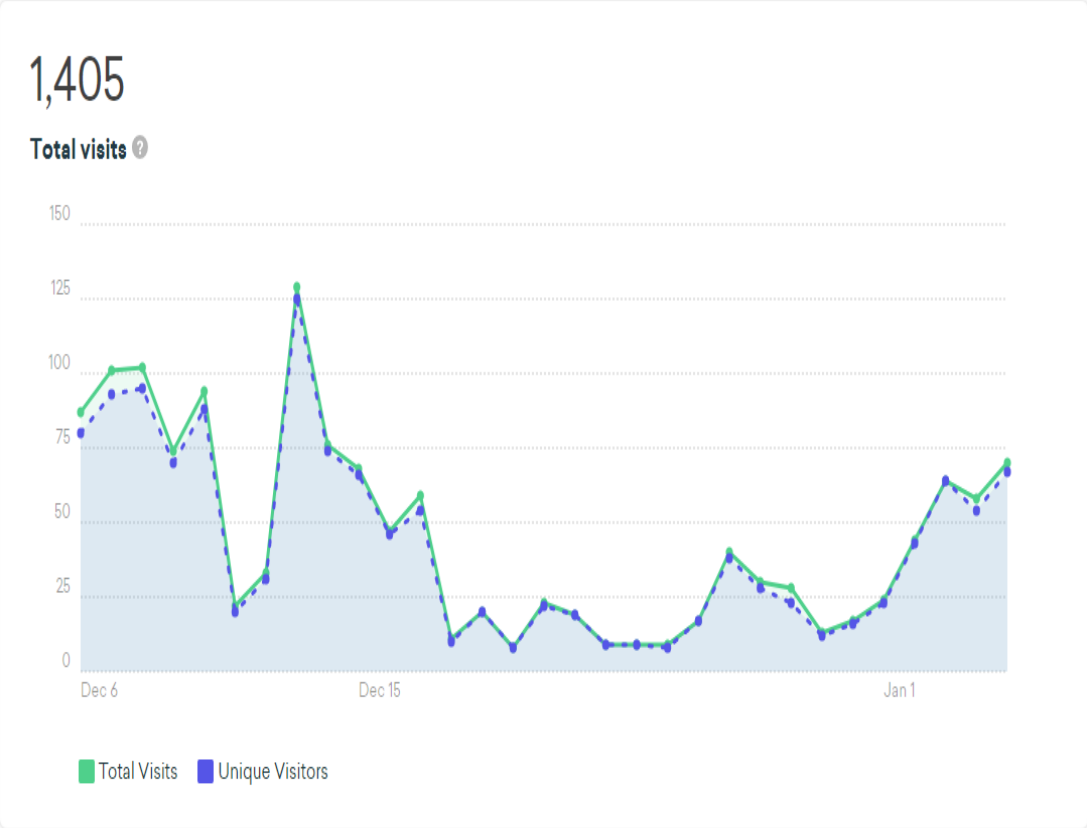
College Central Network Logistics



College Central Network Logistics



Career Coach



OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- Took student calls in reference to a lack of communication/ response from faculty members in reference to final grades

BEHAVIORAL INTERVENTION TEAM

- Reviewed cases with the Behavioral Intervention Team
- Received 6 referrals for academic dishonesty

STUDENT ACTIVITIES AND WELLNESS

- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- Commencement Ceremonies
- Contact students for First Year Connections New Student Orientation (FYCNSO) for Spring 2022.

COUNSELING AND STUDENT DISABILITY SERVICES

CSAS Presentation requests: 0
Referrals for Student Accessibility Services: 2
Referrals for Counseling Services: 12
Counseling Email Inquiries: 150

Counseling Services

December 2021					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Academic Probation and Academic Suspension	62	20	110	0	25
Mental Health Counseling	41	21	83	0	41
Academic Advising	20	6	105	2	0
Career and Transfer	8	0	4	0	0
Special Programs, COVID-19 Contacts, Other	8	0	43	1	0
Total	139	47	345	3	66

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
- Review, refer and respond to Counseling Department Emails
- Individual and Group Meetings with UTRGV MSSW Interns
- Final Evaluations for UTRGV Social Work Graduate Interns
- College Safety Committee Meeting
- Title IX Committee Meetings
- Behavioral Intervention Team Meeting
- Self-Care Series Session for CSAS Staff
- Meeting with Crisis Text Line
- National Association of Social Workers LRGV Branch Event

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Presentations, Microsoft Teams Live Events:
Workshops:

- The Road to Academic Success
- Sexual Assault Awareness & Prevention

Presentations:

- Time Management for Dual Enrollment Students
- College Advising Training Program

STUDENT ACCESSIBILITY SERVICES

Case notes-181
Appointments-106

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - **Contacts** – total of 2,745 contacts with students were conducted by Academic Advisors and PASS Program Advisors in December 2021
  - 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
  - Continued implementation of Advising Chat so that students are able to chat with an advisor and do not need to visit campus for services

- **Faculty Advising**
  - Updated Master List of Faculty Advisors to reflect faculty still at the college, per Division, and Program which will be used to assign students to faculty advisors
  - Collaborated with Starfish Administrator to review faculty advising process and assigning students to faculty advisors as well as documentation of advising sessions in Starfish
  - Communicated with Faculty Advisors and Program Chairs to answer their advising questions and provide support to faculty advisors when advising students
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** held campus tours for CTE Campuses (Regional Safety for Public Safety Excellence, Technology Campus, and Nursing & Allied Health) to familiarize them with STC state of the art facilities to prepare students for the workforce.
  - **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;
  - **Monitoring Beacon Mentor Program** – 12 Beacon Mentor sections for fall 2021 semester are in place for the term; four virtual contacts implemented throughout the term; presentations topics include financial *aid, final exam preparation, etc*.; 7 mentors committed to working with assigned sections; Will begin to recruit 8 beacon mentors for participation this upcoming spring semester;
- **PASS Program**
  - Staff provided academic advisement for PASS Program participants virtually and in person

- Staff maintained ongoing contacts with students on their caseloads;
- Planning distribution of textbooks for next semester

- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
  - Maintained continued contact with Grants Office on Perkins V staff, compliance, and grant activities
  - Maintained contact with SAEM Directors for ongoing Perkins V Grant implementation and so that everyone can be familiarized with the activities that must be completed this fiscal year
  - Review applicants for PASS Program Vacancies and scheduled meeting with committee to discuss interviews

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways** – Director serves as Co-lead; reviewed communication and plan for #RealCollegeTX resources
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; provided professional development for advisors and faculty advisors; Met with Director for Institutional Effectiveness and Research Analytical Services to develop/update Comprehensive Operation Plan and Fifth Year Interim Report, worked with QEP Assessment Team to review and analyze data for Fall 2020 and Fall 2021 FTIC Cohorts and presented it at Planning and Development Council (PDC); also, reviewed results for survey given to Fall 2021 cohort; met with Achieving the Dream Coach and with small groups focusing on enhancing the MAP Roadmap Communication Plan beginning with College Connections to FYC to Advising/QEP/MAP; also reviewed

- the process for SAEM services provided to the FTIC students with team including ATD Coach; met with and continued collaborating with Starfish Administrator to facilitate the implementation of a "student
- success network" within Starfish that includes automated advisor/student assignment so that students can know who to contact for assistance
- **STC & UTRGV Collaborative** – STC Advising Department and the Academic Affairs Guided Pathways Specialists (GPS) participated in an STC 2 UTRGV Transfer training for students transferring into the Health Sciences Programs at UTRGV including the new Bachelor of Science – Integrated Health Science Program
- **National Alliance for Partnerships in Equity (NAPE)**– Director and PASS Program Coach along with other STC personnel are participating in NAPE Grant Action Research Grant with Temple College to address equity for non-traditional students (as defined by Perkins V) within STC CTE Programs and participating in the PASS Program; met with Team to review available data and develop action plan.

A. **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: JANUARY 25, 2021

SUBJECT: ACTIVITY REPORT FOR DECEMBER 1, 2021 THROUGH DECEMBER 17, 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.
  - Accountability, Risk, and Compliance:
    - Accountability, Risk and Compliance departmental matters with the Director of Accountability, Risk, and Compliance.
    - Sick Leave meeting with Director of Accountability, Risk, and Compliance and FAS Administrative Officer.
  - Human Resources:
    - One-time Stipend payment discussion with the Director of Human Resources and Benefits Manager.
    - 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.
    - Future Facilities needs review with Director of Facilities Planning and Construction.
    - 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.
  - Purchasing:
    - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
    - Truck Driving RFQ with the Director of Purchasing.
  - COVID-19:

- College-Wide Safety Committee meetings to discuss various matters.
- OPOD meeting to discuss Safety measures dealing with COVID-19.
- Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.

- Title IX:
  - Title IX Employee and Student cases discussions with Committee.
- Other Meetings:
  - Audit Exit Conference with External Auditors and STC staff.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Facilities projects review with FAS Project Manager.
  - CDL Licensed Truck Driving Event at Technology Campus.
  - NAH Campus Employee Appreciation Luncheon.
  - 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 Chief Assistant to the President regarding items for the President.
  - Pecan Campus Employee Appreciation Luncheon.
  - Popular Report, Investment, and Management Reports with Finance and Administrative Services Reporting Coordinator.
  - Reviewed Finance and Facilities Agenda items with College President.
  - Starr Campus Employee Appreciation Luncheon.
  - Technology Campus Employee Appreciation Luncheon.
  - Texas Workforce Commission Employee Hearing Review.
  - Various legal matters with Legal Counsel.
  - Vice President of Institutional Advancement and Economic Development interviews.
- Participated in Webinars/Webcasts/Conferences/Trainings:
  - THECB Community and Technical Colleges Formula Advisory Committee December meetings.

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - Business Office:
    - Budget 23 and Budget 22 Amendment Write-up.
    - Budget Scenarios for FY 23.
    - Frozen Position Analysis Report.
    - Tuition and Fee Revenue reports for Fall 2021.
    - Budget and Staffing for FY 2022 & FY 2023.
    - Expenditure Budget Analysis.
    - HEERF III Use of Funds Report & Expenditures.
  - Human Resources:
    - Human Resources Audit Findings – Faculty Credentials.
    - Sick Leave Policies and Procedures.
  - Facilities Planning and Construction:
    - Capital Improvement Projects Master Budget.
    - Facilities Planning and Construction project updates.
  - Facilities Operations and Maintenance:
    - Electricity Bill Management Report.
  - Title IX:

- SB212 Quarterly Report.
- Title IX Case Review and Follow-ups.
- Title IX Employee & Student cases.

- Other:
  - Activity Report for Board – December.
  - Board Budget Presentation.
  - Board Meeting Agenda items review.
  - Budget Transfer approvals.
  - Employee Performance Appraisals.
  - FAS Organizations Reconciliations.
  - Finance & Facilities Committee Agenda items review with the President and Staff.
  - Headcount and Credit Hour Report.
  - Plant Funds Expenditure Approvals.
  - President's Meeting Backup Documents.
  - Public Information Requests.
  - Remote Work Procedures.
  - Review and Approval of Documents.
  - Review of Employees Working Remotely.
  - SB 18 Compliance Assessment.
  - Tax Abatement Contract Revisions to Legal Counsel.
  - TimeClock Plus (TCP) approvals.
  - Vice-President's review of emails with FAS Administrative Officer.
- Monthly Reports provided to President's Cabinet members as follows:
  - Leave (Sick and Vacation) Reports (November 2021).
  - Overtime Reports - Hours Worked by Employee (November 2021).
  - Salary Savings Reports (November 2021).
  - TCP Verification Reports (November 2021).
  - Travel by Employee Reports (November 2021).
  - Vacancy Reports (November 2021).

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at December Finance, Facilities, and Board meetings on the following items:
    - Award of Proposals, Purchases, and Renewals
    - Status of the Fiscal Year 2021 Financial Audit
    - Terra-Gen Development Company, LLC, Tax Abatement Agreements
    - 2021 Tax Roll/Tax Levy for Hidalgo and Starr Counties
    - Appraisal District Allocated Cost Payments for Hidalgo and Starr Counties
    - Proposed Revisions to Student Tuition and Fees Schedule for FY 2021 – 2022
  - Reviewed the following agenda items for the board meeting:
    - Contracting Architectural Services for the following projects:
      A. Nursing and Allied Health Campus NAH East Building A Occupational Therapy Kitchen Lab Expansion
      B. Technology Campus Exterior Solar Panel Structures
    - Contracting Construction Services for the following projects:
      A. Nursing and Allied Health Campus NAH East Building A Exterior Stairs Repairs and Replacement
      B. Regional Center for Public Safety Excellence Additional Chiller Installation
    - Approval of Proposed Change Order for the District Wide Deferred Maintenance of Roofs at the Starr County Campus
  - Started working on the following items for January Finance, Facilities, and Board meetings:
    - Second Revision of Interlocal Agreement for Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for the Fiscal Year 2021 – 2022
    - Amend and Restate the Terra-Gen Development Company, LLC, Tax Abatement Agreements

- Withdrawal/Termination of Buenos Aires Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement
- Award of Proposals, Purchases, and Renewals
- Food Services
- Portable Air Purifiers
- Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County
- Resolution 2022-008 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 of the Texas Property Tax Code for Attorney's Compensation
- Revise Sick Leave Policies
- Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2021
- Contracting Architectural Services for the following projects:
  A. Regional Center for Public Safety Excellence Skills Pad and EVOC Lighting
  B. Regional Center for Public Safety Excellence Two-Story Residential Fire Training Structure
- Approval on Schematic Design for the following projects:
  A. Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation
  B. Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopies for Students and Instructors, and Flammable Liquid and Gas (F.L.A.G.) Fire Training Area
- Approval of Proposed Change Order for the District Wide Deferred Maintenance of Roofs at the Starr County Campus
- Approval of Substantial Completion for the Deferred Maintenance of District-Wide Roofs at Dr. Ramiro R. Casso Nursing and Allied Health Campus

- Finance and Administrative Services Administrative Officer worked on the following items:
  - Participated in the Hiring Committee.
  - Reviewed additional board meeting software's
  - Sick Leave Procedures update with Director of Human Resources and Benefits Manager.
  - Teams meeting with the Accounting Group Manager and the Business Systems Analyst to make changes on the Creating Magic web page.
  - Updated the STC COVID-19 Daily Data formulas to start incorporating 2022 data.
  - Worked on Credit Card and Fuel Transactions changes on procedures and reporting forms with the Accounting Group Manager.
- Project Manager worked on the following items:
  - Assisted the Department of Accountability, Risk, and Compliance in writing a keynote memo regarding instructions to register, access, and complete the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Payment.
  - Coordinated and reserved professional guest speaker
  - Coordinated and reserved venue and professional guest speaker for the Spring 2022 College-Wide Professional Development Day event.
  - Created a new 2022 timeline for the Facilities Committee packet to be reviewed by the Vice President for Finance and Administrative Services.
  - Created step-by-step procedures on registering and completing the COVID-19 Training to be eligible for the one-time payment.
  - Finalized the Accounting Specialist job description to assist the Division of Academic Affairs with submission of Notice of Employment (NOE) and Lecture Hour Equivalents (LHE's).
  - Participated and attended the weekly Facilities Planning and Construction meetings to discuss the status of projects and any other issues.
  - Prepared and finalized President's Cabinet meeting packet.
  - Prepared the monthly construction report included in the Facilities Committee packet.
  - Researched professional guest speakers for the Spring 2022 College-Wide Professional Development Day event.
  - Reviewed and assisted in developing the Facilities Committee and Finance, Audit, and Human Resources Committee packets.
  - Worked on the monthly legal counsel log and confirmed activities stated on invoices sent by legal counsel.

- Worked with Contract Manager and professional guest speaker to edit and finalize a contract for the Spring 2022 College-wide Professional Development Day event for the Division of Finance and Administrative Services.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 reports with Vice President for Finance Administrative Services- Project Manager
- Bond 2021 journal entry, amortization tables, and reports with Construction Accountant
- Business office projects with Associate Comptroller and Accounting Group Managers
- Committee and Board motions regarding the Terra-Gen projects discussed with Vice President for Finance Administrative Services-Reporting Coordinator
- Donations procedures, IRS guidelines, and preparation of new forms and PowerPoint with General Accounting Accountant
- Dual Credit contract agreement proposed changes to reflect the revised contact hour rate schedule with High School Programs
- Job descriptions with Associate Comptroller, Bursar, Accounting Group Managers, and Accounting Group Supervisors
- New bank automation of bank reconciliation with General Accounting Accountant and Financial System Analyst
- Non-payment of the merchant service credit cards transactions with Associate Comptroller
- Oracle Cloud Discovery Zoom call with Oracle and Human Resources
- Possibility of creating an additional line in Touchnet for Magic Vally Childcare online payments with Cashiers and Accounts Receivable
- Various items with JagNet Content Committee
- Web Give button and PowerPoint presentation with Vice President for Finance Administrative Services Officer and Financial System Analyst
- Trainings or Webinars:
  - 2021 Virtual Federal Student Aid Conference
  - GFOA-Disclosure Updates
  - STC-One-Time Return to Campus Safely Training

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on November board and management reports, including summary of revenues and expenses, investments, property taxes, auxiliary funds, state appropriations, and grants reports.
- Accounts Payable / Grants and Contracts:
  - Accounts Payable automation project.
  -

Bank No.	21-Sep	21-Oct	21-Nov	21-Dec
01 E&G	253	328	303	365
01 Direct Deposit	83	179	160	175
03 Student	13,530	1,934	1,164	183
12 I&S Taxes	-	-	-	-
16 I&S Bond	-	-	-	-
17 Plant	2	6	11	9
17 Direct Deposit	1	-	1	2
31 Virtual Card	268	281	228	254
32 AP Card	2	4	3	2

Bank No.	21-Sep	21-Oct	21-Nov	21-Dec
37 Unexp-LT Bond Series 2015	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-

- Budget and Reporting:
  - Budget Items needed for Cabinet
  - Business Office Job Descriptions for Compensation Study
  - Created Position Unfrozen Form
  - FY 2021-2022 Budget Amendment Scenarios
  - Submitted the FY 2020-2021 Campus Report (Rider 22)
- Accounts Receivable / Financial Aid Accounting:
  - Student Receivable and Reports
  - Completed the Agency Fund beginning balance reclassification testing in GWAP
  - Guild Onboarding meeting regarding the invoicing process with Student Enrollment Services
  - Pending receipt of Request for Proposal (RFP) for potential vendors for outsourcing cafeteria services
  - Prepared a list of questions regarding the invoicing process to Vice President for Student Affairs and Enrollment Management and Director of Student Financial Services
  - Provided Fall 2019 delinquent account listing to Grant Development Officer for the application to the THECB Texas Completion Repayment Grant Program
  - Setup Revenue accounts and detail codes for the STC Truck Driving Training course
- Cash Management/ Special Projects/ Office Support:
  - Submitted various audit items for interim audit
  - FY 2020 - 2021 Annual Comprehensive Financial Report review
  - Submitted FY 2020 - 2021 Annual Comprehensive Financial Report for Finance Committee Meeting

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	6	373
01 Direct Deposit	5	165
02 Payroll	10	449
02 Direct Deposit	5	3,878
03 Student	3	183
12 I&S	0	0
16 I&S	0	0
17 Plant	4	9
17 Plant Direct Dep.	2	2
38 Bond Series 2014	0	0
Total	35	5,059

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	18
Bank Transfers between Bank Accounts	36
Wire Transfers for Benefits, New Investments, and International	1

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Appraisal District allocation cost motion
  - Appraisal District allocation requisitions
  - Board and management reports and Staff continues to work on monthly reconciliations
  - Motion for the Monte Cristo, Monte Alto, and La Joya Windpower Amended and Restated Agreements
  - Reviewed Lower Rio Grande Valley Development Center (LRGVDC) reports identifying when the program started
  - Reviewed the Monte Cristo, Monte Alto, and La Joya Windpower approved agreements against the amendment requested
  - Tax Roll motion
  - Tested FUPLOAD in GWAP as requested
  - Tested the positive pay files by uploading them to the new bank
  - Updated the Lower Rio Grande Valley Development Center (LRGVDC) motion and agreement

Duties	**Total**
Approval - Requisition queues approval	15
Bank - Download daily bank info. formatted, and email them to specified Staff	66
Bank - Prepare daily deposits	13
Bank - Transactions removed from Banner Bank Recon.	7,446
Budget - Review Construction budget transfers	2
Check - Provide a copy of cashed check to AP/Payroll	12
Check - Verification of checks for AP / Payroll / Student	27
Checks - Stale dated letters mail-hours used to search for updated address	16
Checks - stale-dated letters mailed	35
Checks - stale-dated letters returned and logged	38
Checks - Stop payments processed (including stale-dated checks	52
Checks Returned - Logged and Filed the returned checks by mail	12
Checks Returned- Disbursed to student/staff/vendor	13
Donations - telephone calls received - FOAP questions	61
Emails - Initiated and/or responses to emails	375
Emails - received and viewed/read	1,015
FOAP - Changed financial manager	0
FOAP - Created including Activity codes and FOAP updates	79
FOAP - provided for deposits and/or other depts requesting info.	0
IDT's - reviewed	0
IDT's - Submitted for posting	0
Invoices - and Encumbrances reviewed	50
Journal Entries - Copies requested	10
Journal Entries - Filed and Organized, including labeling	1,445
Journal Entries - Hours used to be filed and Organized, including labeling	3
Journal Entries - Hours used for scanning	30

Duties	Total
Journal Entries - Hours used to Log Scanned JE	37
Journal Entries - Hours used to prepare documents for scanning	3
Journal Entries - Logged	840
Journal Entries - Number of JE scanned	864
Journal Entries - Posted to GL including FUPLOAD	606
Journal Entries - Posted Transactions processed	3,763
Journal Entries - Prepared	9
Journal Entries - Reviewed	5
Meetings - General Accounting Department Review meeting	2
Motion - Number of motions submitted to VP-FAS Office	0
Motions-prepared, revised, reconciliations, prepare backups	0
Positive Pay - Exceptions researched/verified (quantity)	23
Positive Pay - Submitted and/or Exceptions approved (quantity)	22
Reports - Hours used converting BOR and Management reports PDF	1
Reports - Download/Save Daily General Ledger reports	165
Reports - Download/Save Hours used to download 14 Monthly Reports	1.5
Reports - Prepare Board and Management Report	59
Reports - Reviewed Board and Management Reports include motions, cabinet and MIPS	63
Requisitions - Prepare requisitions	8
Requisitions - Review requisitions	1
Special Project - Manually add addresses to Nov's Outstanding Check List _ Bank 3	182
Special project - Hours working with IT issues with software, computer and/or printer	1.5
Special Project - hours - LRGVDC-meetings/projection/motion	4
Special Project - Credit Card issues with bank - hours	0
Special Project - completion of surveys	1
Testing - Banner/FUPLOAPS/Bank (hours)	1.5
Training - HR/AP	2

Description	December-21
General Journal Entry (Intra-Fund) (JE 15)	128
General Journal Entry (Inter-Fund) (JE 16)	38
Cash Receipts (CR 05)	403
Encumbrance Liquidation (E032)	7
Encumbrance Liquidation (E020)	-
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	1

Description	December-21
General Journal Entry (JE 17)	4
Misc. Receipt Payments (CA10)	2

- Cashiers:
  - Assisted students with Spring 2022 questions.

Payroll Processes for the Month Ending December 31, 2021			
Payroll Re-issue Processed			33
Payroll Cycles			5
Payroll Checks & DD			4,842
TimeClock Plus Access Forms Processed			45
Number of Employees with OT reviewed for OT Memos			245
NOEs Approved			306
Salary Budget Transfer Forms Processed			15
Number of Employees & Deposits Processed			
Employees on Monthly Payroll	3,489	Internal Revenue Service	5
Employees on Semi-Monthly Payroll	801	Bank Transfers	5
Timecards Processed		**Stop Payment Processed**	
(Waged 11/16 - 11/30) SR23	277	Salaried	0
(Waged 12/01 - 12/15) SR24	285	Waged	29
Regular (Salaried: December) MR12	4,524		
Supplemental (Salaried: Dec.) MP12	3,399	**Void Checks Processed**	
Supplemental (Waged: Dec.) SP12	242	Salaried	3
NOE's Approved		Waged	30
Approved NOE's	306		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	3
(Additions, Deletions, Changes)	80	Waged	30
Salaried	143		
FLAC (Additions, Deletions, Changes)	1	**Salary Budget Transfer Forms Processed**	15
FLAC	40		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	1	Salaried	0
Waged	19	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	38	Salaried	0
Salaried: MR12	66	Waged	0
Salaried: Supplemental MP12	1		
(Salaried)		**Checks Processed**	
(Additions, Deletions, Changes)		Salaried	336
Waged		Total Net	$323,414.14

(Waged)	0		
Liabilities Processed		Waged	80
ORP	11	Total Net	$40,808.72
Annuity	12		
Student Loans	MR-0, SR-0	**Direct Deposits Processed**	
United Way	1	Salaried	3673
Child Support	1	Total Net	8,529,187.63
IRS Levy	0		
Withholding & FICA	5	Waged	753
Met Life	1	Total Net	$434,406.41
Legal Judgement	1	**Reports Processed**	
Social Security Administration	0	Compass Bank Direct Deposit File	5
US Department of the Treasury	0	Void and Replacement Check Cycle File	1
Pershing LLC	0	Overtime & Straight Time Mgmt. Report	1

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2021 South Texas College Fall Graduation Ceremonies and provided safety and traffic control.
- Administrative Staff Holiday Luncheon with South Texas College President and Administrators Campus District Wide.
- City of McAllen Holiday Parade Supervisor Meeting to discuss final safety awareness protocols with McAllen Police Administrators and other law enforcement partners from South Texas.
- Department of Public Safety (DPS) Meeting to discuss 2021 successes and plans for 2022 with DPS employees at the Pecan Campus Library Rainbow Room.
- Employee Appreciation Banquet at Pecan Campus.
- Hidalgo County Sheriff's Office Unveiling Memorial Wall Ceremony in honor of their fallen heroes.
- Meeting with Department of Public Police Lieutenant and Sergeant to discuss the Safety and Traffic Control Plans for the South Texas College Fall 2021 Graduation Commencement at Bert Ogden Arena in Edinburg.
- Police Officers Interviews with Search Committee.
- South Texas College Graduation Commencement Meeting to go over details with graduation planning committee.
- Teams Behavioral Intervention Meetings to discuss risk assessment cases with committee members district wide.
- Teams Safety Committee Meetings to discuss safety topics with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Finalized the South Texas College Department of Public Safety Fall 2021 Graduation Traffic and Safety Plans at the Bert Ogden Arena in Edinburg.
  - Referrals sent to South Texas College Risk Management on accidents that occurred on campus.
  - Reviewed incident reports on the Department of Public Safety Automated Reporting Management System (ARMS).
- <u>Surveillance Cameras:</u>
  - Camera maintenance/replacement projects Campus District Wide.
- <u>Training:</u>
  - Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator/First Aid Trainings provided to College Staff Campus District Wide.
  - Scheduled Advance Law Enforcement Rapid Response Training (ALERRT) First Responder Medical Train the Trainer Course Training.

- Scheduled police officers to Introduction to Intelligence for Law Enforcement Training at the South Texas College Regional Center for Public Safety Excellence.

- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved leave request on Time Clock.
  - Approved times on Time Clock.
  - Police Compliance Coordinator, Security Support Specialist, and Coordinator of Emergency Preparedness & Training positions posted.
- Purchases and Repairs:
  - Maintenance and inspections on police, security, and transportation vehicles.
  - Maintenance on Security Guard Gators.
  - Reviewed and approved requisitions.
- Shuttle Buses and Parking:
  - 5 Event Parking request were processed.
  - 89 Parking Permits and 7 Temporary Parking Permits were issued.
  - Parking Permit report entered in the Department of Public Safety Automated Reporting Management System.
  - Permit Inventory Report submitted to the Business Office.
  - Submitted monthly reports to Valley Metro Transit, ridership report, trip log report and driver manifest (Total service hours driving and service miles).
  - Unpaid Citation Report Completed.
- Other:
  - Automated External Defibrillator (AED) monthly inspections completed as required by law.
  - Coordinated to have nine Department of Public Safety employees meet with South Texas College Public Relations for a story on them graduating with their bachelors, associates, or a certificate during Fall 2021.
  - Interlocal Agreement for Transportation Services between South Texas College and The Lower Rio Grande Valley Development Council signed by the Lower Rio Grande Valley Development Council.
  - Issued out 4,500 masks as requested by departments campus district wide.
  - Planned and assisted with the City of McAllen Holiday Parade.
  - Planned and provided with Safety and Traffic Control at the South Texas College Fall 2021 Graduation Ceremony.
  - Reviewed South Texas College Concealed Carry and Weapons on Campus Policy and Texas law regarding firearms and prohibited weapons.
  - Reviewed the traffic and safety plans for the South Texas College (STC) Fall 2021 Commencement Ceremonies at the Bert Ogden Arena with Department of Public Safety Police Lieutenant and Sergeant.
  - Security Guard coverage provided at all campuses during the Holiday Break.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Board meeting, Facilities Committee Meeting, Facilities Operations Council Meeting, and Finance & Administrative Services Facilities Planning Meetings.
- Interviews for Associate Director for Purchasing.
- Meeting to review existing and future Facilities Planning & Construction facility storage needs for furniture with Purchasing and Facilities Planning & Construction staff.
- Meeting with Operations & Maintenance to review existing mechanical, electrical, and plumbing conditions at Pecan Campus Building A renovation for the President's space.
- Site visits to potential properties for lease or purchase.
- District-Wide:
  - District Wide Deferred Maintenance of Roofs-attended the construction meetings with South Texas College staff, architect, and contractors for each campus to discuss construction progress.

- District Wide Deferred Maintenance of Roofs-construction meetings for the Nursing Allied Health campus to discuss construction progress with architect, contractor, and College staff.

- Mid-Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation-kick off meeting.
  - Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Renovation-Design Kick-Off Meeting with architect and College staff.
- Pecan Campus:
  - Pecan Campus Employee Appreciation Banquet.
  - Pecan Campus Library Renovations and Expansion-meeting to review display locations with the Library and Educational Technologies Staff.
  - Pecan Campus Library Renovations and Expansion-meetings to discuss pending clarifications for mechanical, electrical, plumbing, data, and audio-visual systems with Operations and Maintenance staff, architect, and architect's consultants; meeting to discuss relocation and storage of existing furniture with Library staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operations Course (EVOC) Lighting-Pre-Qualifications Conference meeting for Engineering Services.
  - Regional Center for Public Safety Excellence Two Story Residential Fire Training Structure-Pre-Qualifications Conference for Architectural Services; met with department staff to schedule times for possible visits to fire training facilities in Texas.

- Starr County Campus:
  - Starr County Campus Workforce Center Building D Automotive Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area Addition-Contract Negotiations Meeting to review project scope and request fee proposal with architect.
- Technology Campus:
  - Technology Campus Welding Lab Expansion Building F-Pre-Qualification Conference for Architectural Services.

WORKED ON THE FOLLOWING ITEMS:

- Draft of January Facilities Committee Meeting agenda.
- Drafts and finalization of December Facilities Committee Meeting agenda and write ups.
- Evaluation committee for Pest Control Services with Maintenance and Purchasing.
- Evaluation committee for Printing Services with Purchasing.
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Vacant Facilities Planning & Construction Project Manager position.
- Worked on and issued notification for FY2022-2023 Facilities Capital Improvement Requests.
- Worked on draft agenda for January Coordinated Operations Council meeting.
- Worked on fact sheets for various projects.
- District Wide:
  - District Wide Automatic Door Openers Phase IV-Change Order #1.
  - District Wide Deferred Maintenance of Roofs-site visits to verify status of construction progress; reviewed change order proposals.
  - District Wide Floor Replacement Starr County Campus Building G, Mid Valley Campus Building F, and Pecan Campus Building J-Owner Supplemental Instruction No. 01.
  - District Wide Interior Wayfinding Signage Phase II-developed drawings for issuance of Request for proposals.
  - District Wide Stucco Repainting-developed construction documents.
- Mid Valley Campus:

- Mid Valley Campus Center for Learning Excellence Building A Space Renovation for Culinary Arts Program-review of draft agreement between Owner and Architect and provided comments to the architect.
- Mid Valley Campus Center for Learning Excellence Building A Space Renovation for Culinary Arts Program-review of the schematic design layout submitted by architect.
- Mid Valley Campus Workforce Center Building D Welding Expansion, Automotive Lab Expansion, and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Classroom and Outdoor Covered Area-review of fee proposal and discussed it with architect.
- Mid Valley Campus Workforce Center Building D Welding Expansion, Automotive Lab Expansion, and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Classroom and Outdoor Covered Area-review of the owner/architect draft agreement.

- Pecan Campus:
  - Pecan Campus Building A President's Suite floor plan layout; furniture cost estimates.
  - Pecan Campus Building P Vice President's Suite and Accountability, Risk, & Compliance floor plan layouts.
  - Pecan Campus Information Technology Building M Generator Replacement-general email for building shutdown during Winter Break.
  - Pecan Plaza Kinesiology Renovation-review of architect's invoices #'s 6, 7, and 8.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Canopies for Students/Instructors, Canopy for Safety Training Vehicles, and Fire Training Area-provided project information regarding vehicle/equipment storage to architect.
  - Regional Center for Public Safety Excellence Emergency Vehicle Operations Course (EVOC)-Pre-Qualification Conference for Architectural Services.
  - Regional Center for Public Safety Excellence Two Story Fire Training Structure-Pre-Qualification Conference for Architectural Services.
  - Regional Center for Public Safety Excellence Two Story Fire Training Structure-coordinated site visit to Round Rock Fire Training Facility.
- Starr County Campus
  - Starr County Campus Workforce Center Building D Automotive Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area Addition-review of draft agreement between Owner and Architect and provided comments to the architect.
- Technology Campus
  - Technology Campus Welding Lab Expansion Building F-Pre-Qualification Conference for Architectural Services.
  - Technology Campus Welding Lab Expansion Building F-received nine Statements of Qualifications for Architectural Services.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 22-004 Pest Control Services Bid Evaluation with the Purchasing Department.
- 9030 HVAC & Plumbing Coordination meeting with the consultants.
- 9030 IT, AV & Electrical Coordination meeting with the consultants.
- 2nd interviews with the Director of Human Resources.
- Behavioral Intervention Team meeting with the Office of Student Rights and Responsibilities department.
- Blood Donations/Drives meeting with the Accountability Risk and Compliance department.
- Facilities Operations & Maintenance Manager's meeting to gather department updates.
- Facilities Operations & Maintenance Support Staff meeting to gather department updates.
- Facilities Operations Council meeting with the Facilities Planning and Construction department.
- Finance & Administrative Services Holiday Get-Together with the Vice President for Finance and Administrative Services.

- Finance & Administrative Services Safety Meeting with the Vice President for Finance and Administrative Services.
- Meeting with the E-Learning Media Manager from the Distance Learning department.
- Meeting with Employee Relations Officer of Human Resources to discuss a case.
- Mid Valley Campus Deferred Maintenance of District Wide Roofs meeting with the Facilities Planning and Construction department.
- Mid Valley Campus Employee Recognition Luncheon at the Mid Valley Campus.
- Nursing & Allied Health Campus-Deferred Maintenance of District Wide Roofs meeting with the Facilities Planning and Construction department.
- Pecan Library Renovation HVAC & Plumbing Coordination meeting with the Facilities Planning and Construction department.
- Request for Qualifications 21-22-1027 Mechanical, Electrical and Plumbing Engineering Services for the Regional Center for Public Service Excellence Skills Pad and Emergency Vehicle Operator Course Lighting Pre-Qualifications Conference.
- Request for Qualifications 21-22-1028 Architectural Services for RCPSE Two Story Residential Fire Training Structure - Pre-Qualifications Conference.
- Request for Qualifications 21-22-1028 Architectural Services for the Regional Center for Public Service Excellence Two Story Residential Fire Training Structure Pre-Qualifications Conference.
- Starr County Campus Deferred Maintenance of District Wide Roofs meeting with the Facilities Planning and Construction department.
- South Texas College Administrative Staff Holiday Luncheon.
- Zoom call to discuss the South Texas College bookstore operations.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus
    - Vacuum pump repairs completed in building V by vendor.
  - District Wide Campuses
    - New pest control vendor meeting to discuss procedures and expectations.
    - Winter break fire inspection completed, reviewing reports.
- Custodial Department:

Duties	Number of Requests
Set-Ups	255
Moves/Relocations	47

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	124	$10,505.82
Electrical	55	$1,808.37
Energy Management	22	$1,475.40
HVAC	71	$11,719.34
Locksmith	57	$7,200.48
Painting	17	$2,409.22
Plumbing	39	$3,952.30
Plant Services		$0
Total Cost		**$38,615.93**

General Maintenance	2	
Total Work Orders	**387**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- COVID-19:
  - COVID-19 employee training logistics with Office of Professional and Organizational Development staff.
  - COVID-19 employee training updates and instructions with Vice President for Finance and Administrative Services and departmental Staff.
  - COVID-19 employee training and one-time payment updates with Human Resources staff.
  - COVID-19 Specialist position interviews.
  - COVID-19 Training Lessons Learned with Human Resource, Office of Professional and Organizational Development, and departmental staffs.
  - COVID-19 vaccination clinics for 2022 with Hidalgo County Health Department staff.
  - Syllabi changes for COVID-19 with Academic Affairs staff.
- Insurance and Risk Management:
  - Annual risk assessments updates with various department heads and Vice Presidents.
  - Insurance items with Director of Student Activities and Wellness.
  - Insurance matters with Texas Association for School Boards (TASB) and Montalvo Insurance staff.
  - Owner-controlled insurance program claim and related testing of Pecan Campus Building P windows with Attorney, Vice President for Finance and Administrative Services, and Facilities, Planning, and Construction staff.
  - Owner-controlled insurance program claim with Insurance Adjuster and Attorney.
- Other:
  - Blood donations and drives procedures with Director of Student Activities and Wellness, Director of Purchasing, and Director of Facilities, Operations, and Maintenance.
  - Departmental functions with Vice President for Finance and Administrative Services.
  - Finance and Administrative Services Safety Team meetings.
  - Texas Association of School Boards (TASB) Policy DEC Leaves and Absences with Director of Human Resources, Assistant Director of Human Resources, Benefits Manager, TASB Policy Specialist, and departmental Staff.
  - Texas Association of School Boards (TASB) Policy Manual weblink with Digital Services Developer, Board Liaison, and departmental Staff.
  - Weekly departmental huddles.
- Records Management and Retention:
  - Grant Record Retention Process with Grant Development, Business Office, and Purchasing staffs.
  - Onsite visit and exit meeting with record retention processing vendor.
  - Retention period and record series for Texas Association of School Boards (TASB) local and legal policies with Texas State Library and Archives Commission (TSLAC) Analyst.
- Title IX:
  - Title IX Case Meeting with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX college website discussions with Public Relations/Marketing Team, Title IX Coordinator, and Title IX Liaison.
  - Title IX Meeting with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Senate Bill 212 Quarterly Report with Vice President for Finance and Administrative Services and also with Title IX Coordinator.

PROJECTS IN PROGRESS:

- COVID-19:

- COVID-19 employee training assistance at Pecan Campus Centers for Learning Excellence.
- COVID-19 employee training assistance; registration instructions, one-time payment cross-reference, updates.
- COVID-19 Specialist position; forms, applicant selection, interview questions, confidential agreement, references.
- COVID-19 vaccination clinics; January 2022 dates, logistics.
- COVID-19 weekly reports, restock of daily masks for Pecan Campus buildings.

- Insurance and Risk Management:
  - Annual departmental risk assessments; Vice President Acknowledgment Form.
  - Automobile insurance claim.
  - Certificates of General Liability Insurance.
  - Incident Reporting forms; employees, students, visitors, and property.
  - Reviewed policies for Property Insurance.
  - Owner-controlled insurance program claim.
  - Property insurance claim.
  - South Texas College Workforce Student Accident Insurance Report.
- Records Management and Retention:
  - Reference Guide: Am I the Record Custodian?
  - Destruction Proposal for records eligible for destruction.
  - Permanent Records Retention research and analysis.
  - Preliminary review of records processed by records retention vendor.
  - Records Management-Publications December 2021 notification for Record Coordinators.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Board motion template and motion sample.
  - Policy Status Matrix; crosswalk updates.
  - Policy department email and historical records research.
  - SharePoint website page updates.
  - Phase 1 Model Policy Crosswalk.
  - Policy manual weblink access, options, and updates.
  - Legal Counsel correspondence log.
- Title IX:
  - Title IX updates and review:
    - Pregnancy and Parenting Case List.
    - Senate Bill 212 Quarterly Report.
    - Title IX Binders.
    - Title IX Case Status Report review and updates.
    - Title IX Closed Case List.
    - Title IX college webpage.
    - Title IX Flyer.
    - Title IX Master Case List.
    - Title IX Training Reporting Form.
    - Title IX Weekly Cabinet Report.
- Other:
  - Compliance Assessment on Texas Senate Bill 18; test work matrix, assessment draft report, and email notification.
  - Job Description Status Matrix; updates and status.
  - Position requisition and related hiring documents for staff position.
  - Sick Leave Pool procedures and research.
  - Sonography department Questions and Answers document.
  - Workflow record retention requests, 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 thirteen (13) 1295 Forms with the Texas Ethic Commission.
- Attended December Finance Committee Meeting and Regular Board Meeting.
- Attended the External Auditor Final Review and Exit meeting.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted one (1) Purchasing Department staff meetings related to open encumbrances.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packet.
- Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.
- Purchasing and Distribution Services staff completed the One-Time Return to Campus Safely COVID-19 Training.
- Reviewed and negotiated changes to twenty-one (21) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Approved two hundred seventy-eight (278) online Banner requisitions.
  - Created or updated forty-four (44) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved one hundred ninety-one (191) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed three hundred twenty-seven (327) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Submitted five (5) new records and updated one (1) existing records to the Legislative Budget Board to report all purchases/contracts at $50,000 and above.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 21-22-1031 Purchase of Financial Wellness Student Toolkits
    - Request for Proposals: 21-22-1032 DHSI Awareness Marketing Campaign Services
    - Request for Qualifications: 21-22-1028 Architectural Services – Regional Center for Public Safety Excellence – Skills Pad and EVOC Lighting
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 21-22-1033 Purchase of Heavy-Duty Trucks
    - Request for Proposals: 21-22-1034 Advertising Services
    - Request for Proposals: 21-22-1035 Digital Advertising Services
    - Request for Proposals: 21-22-1036 Moving Services
    - Request for Proposals: 21-22-1037 Network Cabling Services for Building Renovation Projects
    - Request for Proposals: 21-22-1039 Library Materials Moving Services
    - Request for Qualifications: 21-22-1038 External Auditor Services
    - Request for Qualifications: 21-22-1040 Civil Engineering Services for the Pecan Campus Resurfacing of East Drive
    - Request for Qualifications: 21-22-1041 MEP for Generator Replacement at NAH and Pecan Bldg. J
- Fixed Assets Department:
  - Reviewed all assets purchased since November 30, 2021 as follows:
    - Adjusted ten (10) assets in Banner for the month of December.
    - Approved twenty-nine (29) assets.
    - Conducted the monthly inventory spot check for Library Books.

- Receiving Department:
  - Completed forty-five (45) faculty/staff moves in December.
  - Completed three hundred forty-two (342) deliveries (purchase orders and complimentary books) and one thousand seven hundred twenty-seven (1,727) packages/boxes.
  - Received and posted two hundred eighty-one (281) purchase orders in Banner.
  - Transferred/relocated ten thousand four hundred fifty-seven (10,457) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed eleven thousand five hundred ninety-three (11,593) copies at the copy center for the month of December.
  - Mailed out a total of five thousand three hundred seventy-six (5,376) letters and fifty-eight (58) letters were returned to South Texas College due to bad addresses.
  - Processed the following mail and copy requests:
    - Financial Aid - $310.51
    - Public Relations - $245.86

OFFICE OF INSTITUTIONAL EQUITY – LAUREN STARNES, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Vice President for Finance and Administrative Services:
  - Attend Finance and Administrative Services end of semester Get-Together.
  - Vice President for Finance and Administrative Services and Director of Off of Human Resources to discuss confidential matters related to various Title IX cases
  - Vice President for Finance and Administrative Services to discuss specific Title IX cases.
  - Vice President for Finance and Administrative Services to review and approve SB 212 Quarter 1 Report and prepare for submission to College President.
- Student Affairs and Enrollment Management:
  - Dean of Student Affairs to meet and discuss Title IX training and outreach efforts to current, incoming, and prospective students.
  - Director of College Counseling and Student Accessibility Services to discuss counseling referrals submitted by Title IX for specific cases involving students.
  - Director of College Counseling and Student Accessibility Services to discuss enrollment appeals, records, and strategy for various Pregnancy & Parenting cases.
  - Director of Student Activities and Wellness to discuss updates to Title IX related information presented new student orientation. Also discuss Title IX presenting briefly at many future new student orientations.
  - Director of Student Records and Registrar to discuss dropping specific Pregnancy & Parenting student from their courses at 100%.
  - Director of Student Records and Registrar to obtain enrollment records and related information for specific students relating to Title IX cases.
  - Title IX Committee meeting to celebrate the end of a busy semester for Title IX and to plan for the upcoming Spring 2022 semester.
  - Title IX Committee meetings to discuss reports and ongoing cases related to Title IX Pregnancy and Parenting cases.
  - Title IX Committee meetings to discuss reports and ongoing Title IX related cases involving students.
- Title IX and House Bill 1735:
  - Behavior Intervention Team (BIT) to discuss and evaluate student who is involved in potential Title IX case.
  - Calls with Chief of Police of the Department of Public Safety, relating to certain reports submitted by employees and students.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss Title IX case updates and SB 212 reporting.

- Meetings with Accountability, Risk, and Compliance Specialist to review and discuss SB 212 Quarter 1 draft report and rationale for same.
- Meetings with Human Resources Employee Relations Officer to discuss specific Title IX related reports and cases.
- Public Relations Manager and Accountability, Risk, and Compliance Specialist to discuss updates to Title IX webpage.
- Title IX Committee meetings to discuss reports received and cases relating to employees.
- Title IX Committee meetings to discuss reports received and cases relating to students.
- Various South Texas College instructors to discuss reports they have submitted relating to students.
- Various South Texas College employees to discuss reports they have submitted relating to students as well as other employees.
- Various Independent School District Administrators, complainants, and complainants' parents to discuss reports related to Title IX cases involving dual enrollment students and employees.

- Training(s)/Webinar(s):
  - Association of Title IX Administrators (ATIXA) webinar "Time with IX" Town Hall."
  - Husch Blackwell LLP webinar "Labor & Employment in Higher Education Year-in-Review."
- Departmental Meetings to discuss the following topics throughout the month:
  - Drafting Frequently Asked Questions and other resources for inclusion on Title IX webpage.
  - Drafting specific "Report and Incident" Title IX reporting Form.
  - Individual potential Title IX reports and cases as needed.
  - Preparing and finalizing SB 212 Report for Quarter 1.
  - Title IX Case Status Reports and updates to same.
  - Title IX flyer printing and posting on all campuses.
  - Updates to website, Title IX informational flyer, and other Title IX related documents and guides.
  - Weekly Cabinet Reports, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.

PROJECTS IN PROGRESS:

- Creating comprehensive repository of templates for corresponding with parties and third-parties regarding reports.
- Drafting comprehensive Complaint Resolution Procedures Handbook for resolving complaints governed by Policy # 4216 - Freedom from Discrimination, Harassment, Sexual Misconduct and Retaliation and Title IX/HB1735.
- Drafting 504/ADA Handbook, including policies, procedures, and resources related to disability services and ADA/504 related complaints.
- Drafting Pregnancy and Parenting Handbook, including policies, procedures, and resources related to pregnancy and parenting cases.
- Drafting internal procedures for both the Office of Institutional Equity and Title IX relating to intake, SB 212 reporting requirements, and policy and procedure updates.
- Updating Title IX Complaint Process Flowchart.
- Updating Title IX webpage to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.
- Dismissed reports that did not fall under Title IX jurisdiction and referred each dismissed case to the appropriate office for further review to determine if other College policies were violated.
- Drafted Five-Point Assessments for determining whether a report falls under Title IX jurisdiction or should be referred to another office.
- Drafted, finalized, and sent Memos to Admissions and Registrar and Cashiers Department related to administrative drops for Pregnancy and Parenting students.
- Drafted, finalized, and sent email correspondence and letters to students and employees dismissing cases and reports from Title IX Grievance process.

- Finalized Title IX Flyer to be displayed on all campuses, approved Spanish translation of same flyer, oversaw posting of flyers on all campuses.
- Prepared Five-Point Assessments and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.
- Reviewed and edited weekly Title IX Reports for Cabinet to Vice President for Finance and Administrative Services.
- Reviewed and edited Title IX Case Status Report for Vice President for Finance and Administrative Services.
- Reviewed and responded to emails.
- Reviewed daily Association of Title IX Administrators (ATIXA) listserv emails in order to stay up to date on current Title IX related issues nationwide.
- Updated Title IX website.
- Updated Frequently Asked Questions document for Title IX to be posted on Title IX webpage.
- Worked on individual Title IX related cases.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attended the Employee Appreciation Banquet on Pecan Campus.
  - Attended the guest speaker art activity meeting.
  - Attended the monthly Human Resources department meeting.
  - Attended the Oracle Cloud vendor's discovery zoom meeting which included Finance, Planning & Budgeting, Procurement & Capital Projects, time tracking. The call was on two separate sessions and on two separate times.
  - Communicated with the Business Office management to set up the next Oracle Cloud discovery call and to request the list of Staff who will be attending the Zoom call. A list was provided by the Associate Comptroller and a date was set up with the Oracle cloud consultants.
  - Communicated with the Ellucian consultant to specify the specification of the Benefits consulting projects, create the request ticket through the Ellucian Support system, and complete the request
  - Human Resources Information Services and Human Resources Payroll group met to discuss the specs for the report for Faculty Steps requested by the Faculty Senate. At the end of the meeting, Human Resources Information Services created a report approved by Payroll Position control. This will be the automated report to be provided to the faculty senate chair and business office every term.
  - Met with the Director of Accountability, Risk, & Compliance, COVID-19 Prevention and Response Manager, Human Resources Information Services Staff, Human Resources Payroll Staff, and Professional and Organizational Development team to go over the list of employees who have taken the covid-19 Training, to clean the missing information and to remove the duplicate accounts.
  - Met with the Director of Accountability, Risk, & Compliance, COVID-19 Prevention and Response Manager, Human Resources Information Services Staff, Human Resources Payroll Staff, and Professional and Organizational Development team to go over lessons learned.
  - Systems and Networking Manager, Application Development Manager, Payroll and Compensation Manager, Assistant Human Resources Director, and the Human Resources Information Services team met to discuss the staff email access automation process for direct wage and work-study employees. The whole email-providing processes were discussed and an agreement was reached among the attendees.
- Payroll/Compensation:
  - Assisted with the annual Administrative Accountability Report.
  - Created various Monarch templates to use for the auditing of the December payroll and test payrolls.
  - Held meeting with HRIS to explain the faculty senate's request of the salary step report. Defined each field and worked together to create a new report in Argos.
  - Held meeting with the Compensation Specialist regarding the initial preliminary staffing plan for the staff records.

- Held meeting with the HR/Payroll staff regarding the specific steps followed to create the list of eligible employees for the one-time special payroll in December. Requested to review one more time at which time, several employees were found to be added to the January payroll because they had already taken the online testing.
- Joined meeting with Business Office staff regarding position changes in their department.
- Met via TEAMS for Departmental meeting with HR Director to review monthly activities
- Met via TEAMS to review Covid Special payment process in Banner Test.
- Met via TEAMS with Compensation study consultant to review data request.
- Met via Zoom Oracle HCM Cloud – Payroll.
- Met with Assistant HR Director various times to review compensation.
- Met with HR Position Control to Review Preliminary Staffing plan updates for Staff.
- Met HR Position Control to review the Master list for Covid one-time payments.
- Monthly online Department of Labor employee count on the payrolls for the month of December 2021 was 2,234.
- Took the One-Time Return to Campus Safely COVID-19 Training and Response Strategies Training.
- Updated list of employees that took the online Training and were not included on the December special payroll, per HR Staff's review.
- Worked on Review of Staff for Covid Payment.

- <u>Staffing:</u>
  - Met to review pending items to review before Winter break.
  - Participated in the Oracle ERP, HCM and EPM Cloud Discovery Call.
- <u>Benefits:</u>
  - Attended EAG Higher Education Teacher Retirement System Members meeting to discuss reporting procedures.
  - Attended Employee Appreciation Banquet at Pecan Campus.
  - Attended FAS Safety Meeting to discuss safety protocols.
  - Attended Human Resources Departmental Meeting.
  - Attended meeting with Business Office to set up forms in Banner for Special COVID Payment.
  - Attended Oracle HCM Cloud Discovery Zoom Call for benefit features.
  - Attended Recognition and Completion of Certificates of Completion for Chair Academy.
  - Met with Accountability, Risk and Compliance department and TASB to discuss policies.
  - Met with Applications Analyst to review the process of uploading reports directly to Employee Retirement System using UC4 System.
  - Met with FAS Administrative Officer to review and revise Sick Leave Pool, Sick Leave Donation and Sick Leave policies.
- <u>Employee Relations (ER):</u>
  - Hosted interviews with candidates for Human Resources Specialist – Employee Relations position.
  - Met on disciplinary written reprimand regarding employee with supervisor.
  - Met on Human Resources related matters with Vice President for Finance and Administrative Services.
  - Met on Oracle Human Capital Management Cloud regarding Enterprise Resource Planning and Enterprise Performance Management Cloud with South Texas College.
  - Met on policies and procedures concerning departmental issues regarding employees with supervisors.
  - Met on policies and procedures concerning departmental issues with employees.
  - Met on the discussion of 20 minutes to trained First Amendment Primer-20 Minutes to Trained hosted by The Association of Title IX Administrators.
  - Met on the discussion of a lawsuit brought by former Biology instructor with Litigation Council.
  - Met on the discussion of Behavioral Intervention Team with the Office of Student Rights and Responsibilities.
  - Met on the discussion of Finance and Administrative Services Department Risk Assessments.
  - Met on the discussion of Safety Teams policies and procedures.
  - Met on the discussion of Title IX Case Status report with Accountability Risk and Compliance Specialist.

- Met on the pre-disciplinary process with supervisors regarding employees being recommended for termination.
- Met on the review of active complaints received with the Director of Human Resources.
- Met on the review of Human Resources departmental agendas.
- Met on the review of personnel files for potential employment with Federal Agencies Background Investigators and Office of Personnel Management.
- Met via telephone hearings on appeals submitted by the College and provided testimony and evidence for the cases with the Texas Workforce Commission (TWC).
- Met with applicants on the discussion of federal background criminal history.
- Prepared and responded to litigation council request for claim file materials.
- Prepared and responded to personnel council request for claim file materials to prepare position statement request by Equal Employment Opportunity Council.

PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Participated in the testing payroll for the one-time payment in December.
- Benefits:
  - Employee Demographic files completed for the completion of the Regular Payroll Report in the Teacher Retirement System for the month of November.
  - Employment After Retirement Report for the month of November completed.
  - Institutional Grants for Employees and for Dependents processing.
  - Maintaining COVID-19 Spreadsheet for individuals reporting test results, symptoms or exposure.
  - Processing and maintaining Family Medical Leave Act requests and files.
  - Sick Leave Pool, Sick Leave Donation and Sick Leave policy revisions.
  - Training of new Benefits Specialist on daily duties.
- Employee Relations (ER):
  - Working on Texas Workforce Commission files.
  - Working on updating filing system for Employee Relations files and cases.
  - Working on Employee Relations cases and reviews.
  - Training of new employee, HR Specialist – Employee Relations.
  - Employee Relations Officer recertified as Society of Human Resources Management Certified Professional.
- Human Resources Information System (HRIS):
  - Updated the Human Resources Website. The new link of HR Information Services (HRIS) subsite was added to the main website and the new subsite was created.
- HRIS Type of Access Provided:
  - Active Directory: 24
  - AppTrack: 0
  - Argos Access: 1
  - Banner: 7
  - Credential Database: 1
  - DFS (Distributed File System): 2
  - FLAC Access: 0
  - FLAC Process Approval: 1
  - I-9 Access: 1
  - JagNet Forms Management: 0
  - Send As – Email: 0
  - SSN: 0
  - Web tailor access: 2
  - Xtender access: 2
  - Everfi Support: 22

- *Total Count: 63*

- Systems/Reporting:
  - Visio charts:
    - Published: 2
    - Updated: 2
    - Created: 0
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 16
    - Resolved: 15
    - Currently Open: 6
  - PeopleAdmin Issues:
    - Assigned: 4
    - Resolved: 3
    - Currently Open: 0
  - EverFi Issues:
    - Assigned: 0
    - Resolved: 0
    - Currently Open: 0
  - Human Resources Website Updated Main | JagNet:
    - Assigned: 2
    - Resolved: 0
    - Currently Open: 0
- Report Development:
  - Worked on 19 reports this month:
    - 9 – Internal Report Requests
      - ⇒ 4 Human Resources – Assistant Director of Human Resources
      - ⇒ 2 Human Resources – Benefits
      - ⇒ 1 Human Resources – Employee Relations
      - ⇒ 1 Human Resources – Payroll
      - ⇒ 1 Human Resources – Staffing
    - 10 – External Report Requests
      - ⇒ 4 Academic Affairs – HRIS – LMS Support
      - ⇒ 1 Academic Affairs – OPOD
      - ⇒ 3 Finance and Administrative Services – Vice President
      - ⇒ 1 Information Technology – Research and Analytical Services
      - ⇒ 1 Academic Affairs – Vice President

Employee Relations					
	FYTD	**MTD**		**FYTD**	**MTD**
DPS CCH Background Checks	277	80	TWC Claims	19	2
Fingerprints	150	43	Open Records Requests	2	0
DPS Driver Eligibility Checks	36	3			

Staffing/Staffing Support (Staff)	**Count**
Position requests	47
Job Descriptions reviewed and approved	14
Positions posted	27
Positions reposted	3
Positions extended	5
Positions canceled	10
Search committees' forms requested	13

Staffing/Staffing Support (Staff)	Count
Search committees assigned	16
Hiring proposals reviewed (HR Staffing Review workflow)	27
Job offers	20
New Hire Email Notifications:	
Full-time staff	13
Part-time staff DW	5
Trainers	2
Positions filled	15
PeopleAdmin user updates	15
Advertisements placed (Monitor, Town Crier, etc.)	7
Resignations/Terminations (with HR Benefits):	
Full-time staff	4
Part-time Staff	3
Notice of Employments:	
Full-time temporary staff	3
Part-time staff (WS)	0
Part-time staff (DW)	192
Trainers	13
Temporary Agency Employees:	
Request	0
Replacements	1
Assignment Extension	18

Faculty Staffing	Count
Position requests w/job descriptions	1
Positions posted	1
Positions reposted	0
Positions extended	1
Positions canceled	0
Search committees' forms requested	2
Search committees assigned	1
Hiring proposals reviewed (HR Staffing Review workflow)	7
Job offers	46
Review Adjunct/Dual Credit applications	20
New Hire Email Notifications:	
Faculty	5
Lecturers	2
Adjuncts/Dual Credit	38
Positions filled	1
PeopleAdmin user updates	10
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	38
SOAPCOL	45

Faculty Staffing	Count
PEAFACT	45
Resignations/Terminations	0
	1
SACS Audit Credential Review:	
Faculty	48
Lecturers	0
Adjuncts/Dual Credit	0
Transcripts:	
Requested from Admissions	5
Reviewed in PeopleAdmin	5
Notices (1st, 2nd & Final notice)	6
Extension requests	5
Credentials entered in credential database Faculty/Staff	23
Vacancy Reports completed NOE course and Rate Review	0 12
Educational Supplements (Review, log, memo, send to payroll and faculty)	3
New hire/re-hire/transfer files (closing onboarding process) track transcripts	56
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	48

Support	Count
Front Desk	
Visitors Assisted	256
E-Verify	
Cases submitted	30
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	32
Name changes	0
Revisions	0
Updated employment authorization documents	2
Emails for expiring documents	0
Applications	
Processed On-Line	95
Processed Paper	33
Postings	
Closed (On-Line)	18
On Boarding	
New Hires	41
Transfers	8
Returning	27
Adjunct	2

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	50
Record Requests: External	1
Records Filed (by page)	1372
Files Scanned & Indexed	602
New Hire/Active Personnel Files Prepared	10
New Hire/Active Transcript Files Prepared	0
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	178
Telecommunicating - Activity Reports Received and Logged	189
Telecommunicating - Agreements Received and Logged	8
Employment Reference Checks Logged	19
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	1
Telecommunicating Automation Workflow and Front-end User System	0 Updates/Adjustments to App 0 Workflow Test Runs

Benefits	Count
New Hire Orientations Full-Time	3
New Hire Orientation Part-Time	3
Internal Transfers	2
Benefits Credits/Collections	2
TRS ED Records reported	200+
TRS RR Records reported	17
TRS Prior Yrs. of Svc Verifications	3
TexaSaver 457/403B Accounts	1
Faculty (Adjunct, Temporary)	0
Exits	
Full Time	3
Retirees	1
FMLA Requests	
New	9
On-Going Cases	17
Closed	5
FMLA Intermittent Requests	
New	1
On-Going	18
Closed	1
Approved Leave of Absence	
New	1
On-Going	3

Benefits	Count
Closed	0
Workers Compensation Claims	
New	4
On-Going Cases	3
Closed	1
Tuition Reimbursement Applications Processed	0
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	97
Dependent	47
Promissory Notes	0
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	N/A
Sick Leave Pool Donations	N/A
Medical Support Orders	0
ERS Changes	2
Vacation Settlement Worksheets	6

Payroll	Count
PDR Notifications	232
Direct Deposit Transactions	38
Full Time	0
Direct Wage/Work Study/Trainer	4
Resignations	
Full Time	5
Direct Wage/Work Studies	0
Garnishments	49
State Charitable Deductions	80
TXOAG Reporting	0
Payroll DOC/ADJ/SLP Worksheets	0
New Hires, Rehires, Transfers	0
Name Changes	0
Address Changes	0
Form W-4 Changes	51
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	
Forms processed	20
TWC	0

Letters sent	0
Phone Calls	10
Cell Phone Stipends	7
Adjunct Leave Forms	0
NOE	1
Letters of Appt Verification and Matching	0
Letter of Appointment Staff Full Time Regular	0
Direct Wage	11
Work Study	3
Adjunct	8
Overload	23
FLAC Dual Credit assignments reviewed	0
FLAC entries reviewed and applied	40
Trainers	108
Dual Enrollment	1
Fac. Salary Retro-Pay Adj	0
Fac. Base Salary Pay-Off	1
Faculty Base Salary Month Ext	0
Full-time Regular Faculty Pay-Off	0
Faculty Special Assignment Other	11
Faculty Classification Changes	0
Special Assignments	0
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	8
Staff Special Assignment	0
Large Class Payments	0
11/12 Salary Pay off	0
Educational Increase	0
Mini-mesters	0
Certification Stipend	0
PeopleAdmin Transactions	
Approvals	16
Hiring Proposals	14
Payroll and Compensation Worksheets	65
Move Request Updates	34
Monthly Online Department of Labor Employee Count	0

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:	JANUARY 13, 2022
SUBJECT:	ACTIVITY REPORT FOR DECEMBER 1, 2021 – DECEMBER 17, 2021

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Commercial Driver's License Program Press Conference, December 1
- Search Committee Meeting to review applicants: VP for IA and ED, December 1
- Employee Appreciation Luncheon - Tech Campus, December 2
- Chair Academy follow up with OPOD, December 2
- McAllen Economic Development Annual Holiday Celebration, December 2
- Recognition & Presentation of Certificates of Completion for Chair Academy, December 3
- Rio Grande Regional Hospital Robotics seminar, December 3
- Employee Appreciation Luncheon - NAH Campus, December 6
- Discussion on Cosmetology program timeline, December 6
- Cabinet Meeting at NAH campus December 6
- Discussion of possible partnership opportunities South Texas College/Tesla Sync START Program, December 6
- Dual Credit Programs Meeting with Weslaco 21st Century, December 7
- Pecan Campus Employee Appreciation Luncheon – Day 1, December 7
- EWDC Meeting (2) presentations: Divisions of BPST and NAH, December 7
- Pecan Campus Employee Appreciation Luncheon – Day 2, December 8
- Employee Appreciation Luncheon - Starr Campus, December 9
- UTRGV 1st Friday Gathering/Dual Credit Discussion, December 10
- Commencement Review with President's Office, December 10
- 2021 Graduation Ceremonies, December 12
- South Texas Health System Meeting to discuss partnership opportunity, December 14
- STC Board Meeting, December 14
- Cabinet Meeting, December 15
- Discussion of Fall 2022 course offerings with Deans, December 15
- QEP/Starfish Meeting, December 16

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinating CBE Substantive Change Report
- Developing a procedures manual for CBE
- Coordinating a Process Review of Bachelor Programs recruitment
- Developing a student GUIDE (online modules) for each Meta-Major
- Implementing Action Plan for 2021-2022 Academic Affairs Strategic Priorities
- Academic Affairs Taskforces
    - Faculty Online Teaching Guidelines
    - ePortfolio Platform
    - Test Proctoring Platform
- 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:

- Press Conference for CDL Program with Trancasa, December 1
- Donuts with Dean for Business Administration students involved in INNO Conf., December 1
- Meeting with Organizational Leadership Program Department Chair and Assistant Dean of Bachelor Programs to discuss upcoming tour for Leadership McAllen, December 1
- Technology Campus Appreciation Luncheon with Dr. Solis, December 2
- Demo for Glowforge laser cutter/engraver, December 2
- MEDC Holiday Celebration, December 2
- RGV Partnership Holiday Celebration, December 2
- Recognition and Presentation of Certificates for Chair Academy, December 3
- Robotics Seminar with Rio Grande Regional Hospital surgery doctors, December 3
- Meeting to discuss final items pending for CBE prospectus, December 3
- Provided introduction at the Fire Academy Completion Ceremony, December 3
- LRGVAIA Holiday Party, December 4
- Discussion for update on Cosmetology, December 6
- Meeting and discussion for the Telecommunicator course, December 6
- Employee Appreciation Luncheon for Mid Valley Campus, December 6
- Meeting with Deans to discuss document retention schedule for faculty evaluations, December 6
- Received recognition certificate for the support and participation in the 2nd Binational Educational Symposium, December 7
- Gene Haas/Kennedy Scholarship meeting update, December 7
- Worked with BPST Division staff to complete ornaments for President's Office, December 1-7
- Employee Appreciation Luncheon for Pecan Campus staff, December 7
- CBE meeting and discussion to update pending items, December 7
- BPST Division Presentation at the Board of Trustees EWDC meeting, December 7
- Mid Valley Campus Building A Space Renovation for Culinary Arts Program – Kick off Meeting, December 7
- CTE Program Events at the Technology Campus discussion, December 8

- Discussion of RCPSE Fees, December 8
- Jaguar Connection Day Planning meeting, December 8
- Update on Cosmetology space requirement needs, December 8
- CBE Meeting and update, December 8
- Jingle & Mingle with Clarus & DC Interiors, December 8
- Starr County Campus Automotive and HVAC Renovation Design Kick off, December 9
- Employee Appreciation Luncheon at Starr County Campus, December 9
- Good Jobs Challenge Grant meeting, December 9
- Police Academy Completion Ceremony, December 9
- Technology Campus Signage Upgrade meeting and walk-through, December 10
- Commencement Ceremonies for graduates for Fall 2021, December 12
- Meeting to discuss Shipping and Receiving area and usage, December 13
- Meeting and walkthrough with Maintenance to discuss updates to Building B, December 13
- STC Administrative Staff Holiday Luncheon, December 13
- Chevrolet Dealer of the Year Award Presentation for Mr. Robert C. Vackar at Fiesta Chevrolet, December 13
- Good Jobs Challenge Grant Discussion, December 13
- Digital Promise Visit to the Rio Grande Valley and RGV Partnership workshop, December 14
- Perkins Workshop #2 with Department Chairs, Assistant Chairs and staff, December 14
- McAllen Leadership Tour, December 14
- Pharr EDC Foundation Holiday Dinner, December 14
- GPS Monthly meeting, December 15
- Visit and Tour of South Texas College Technology Campus with Economic Development Team from Reynosa and McAllen EDC, December 15
- LRGV-AIA Golf Committee Planning Committee Meeting, December 15
- Visit to Round Rock Public Safety Training Facility, December 16
- Meeting to discuss temporary offices at the Technology Campus to house staff from various division, December 17

Project Manager

- CDL – Trancasa Press Conference, December 1
- Donuts with the Dean, December 1
- McAllen Leadership Tour Planning, December 1
- Public Safety Discussion, December 1
- Technology Campus Appreciation Lunch, December 2
- RGV Partnership Holiday Celebration, December 2
- IMAS Setup with PR, December 3
- Robotics Seminar with Rio Grande Regional Hospital- HNI, December 3
- Division of BPST and BPST Project Manager Monthly Check In, December 6
- Planning Perkins Workshops for BPST Programs for FY 21-22
- PLA Planning for BPST Programs
- BPST Programs Facility Updates
- CTE Program Events at Technology Campus Meeting PR, Dual CTE, College Connections, December 8
- NAPE Grant Action Research, December 8
- Starr County Campus Automotive Lab and HVACR Lab Expansion, December 9
- Technology Campus Digital Signage Update, December 10
- Meeting to Discuss E1.508 Shipping & Receiving, December 13
- Meeting with Maintenance to evaluate building B Upgrade, December 13
- Culinary Arts Renovations (MV) Meeting with Facilities and External Stakeholders, December 13
- BPST Perkins Workshop #2 Session, December 14
- McAllen Leadership Tour, December 14
- Planning Committee Meeting with AIA golf tournament, December 15
- Monthly Meeting with BPST Guided Pathways Specialist, December 15
- College Advising Training Program – Campus Tours, December 15

- Tour of Round Rock Public Safety Training Center, December 16
- RGV Partnership Port of Brownsville Tour, December 17

Director of the Regional Center for Public Safety Excellence

Major Meetings/ Activities:

- Agency (Edinburg) providing update on documents for contract training at RCPSE on the use of the Fire Arms Simulator, December 6
- Meeting Telecommunicator Training class, December 6
- STC Police Academy graduation, December 9
- Contacted by Pharr PD regarding Telecommunicator training class, December 10
- Meeting with Pharr PD advisory board regarding Telecommunicator training class, December 13
- Meeting Edinburg PD police chief regarding training opportunities at RCPSE, December 14
- Meeting RCPSE Fees, December 14
- PSJA school district in service training/luncheon at RCPSE, December 15
- Meeting tour of RCPSE for STC department, December 15
- Meeting with Pharr Fire Dept Asst Chief regarding Driver Operator training classes at RCPSE, December 15
- Request for use of EVOC driving pad by Pharr EMS for EMS Vehicle Operator Safety Course, December 15

Trainings:

- Training course at RCPSE - Introduction to Intelligence for Law Enforcement, December 6-8
- Coordinating training for Feb. fy22 Basic Narcotics Investigation course, December 7
- Coordinated Trainer for RCPSE to instruct Edinburg ISD on Fire Arms Simulator Training on 12/14-15-, December 7
- Coordinating training for March – May FY22 -Introduction to Communication Technology, Operational Red Flags for Narcotics Investigations, Mission Planning for Law Enforcement, Drug Information Management, December 7
- Coordinating training for June FY 22 Hostage Negotiations Course, December 7
- Pharr Fire Department using Skills Pad for training, December 13-15
- Monitored Firearms Simulator training at RCPSE, December 14
- Edinburg ISD PD Firearms Simulator training at RCPSE, December 14 & 15

Guided Pathway Specialist - RCPSE

- Traveled to RCPSE and had career and employer services speak with police academy about resumes and interviews, December 2
- Traveled to Pecan to assist students with advising and registration, December 6
- Meeting with advising coordinator about enrolling students in programs who have not met TSI, December 6
- Met with Financial Aid staff about Law Enforcement Officer and fire fighter waivers/exemptions, December 6
- Traveled to regional center and had financial aid representative meet with cadets to help complete fin aid requirements so cadets could register for classes next semester and get aid, December 6
- Traveled to RCPSE to give Department Chair and instructor a chance to see and approve ceremony video for cadets
- Assisted student through email and by phone various times

Guided Pathway Specialist - Business

- Student contacts and advisement activities:
    - 42 Telephone contacts
    - 95 Personal emails
    - 292 Email reminders
    - 28 Student registrations
    - 10 Student advisements
    - 1 Student meetings
    - 1 Financial aid addendums

DEPARTMENT/PROGRAM REPORTS:

Architectural & Engineering Design Technology

Major Meetings & Activities:

- Program Chair attended RFA 32021-00099 JET Grant Orientation (Session 2), December 1
- Dual Faculty evaluation visit to Veterans Memorial HS, December 1

- AEDT faculty & staff attended the CDL Program Ribbon-cutting ceremony, December 1
- AEDT faculty & staff attended Employee Appreciation Banquet (Technology & RCPSE), December 2
- Attended College-Wide Curriculum Committee Meeting, December 2
- Completed Augmented Reality Design for Christmas Ornament, December 2
- Lecturer hosted a Laser Cutter Student Training, December 2
- Program Chair attended Chair Academy - Fall 2021, December 3
- Participated and assisted with the IMAS Tree Decorating, December 3
- Associate Professor attended the Core Objective Targeted Improvement Plan Meeting, December 3
- AEDT students' Architectural Studio Final Review, December 7
- Program Chair attended the December Council of Chairs Meeting, December 7
- AEDT students' Final Project Review, December 8
- Program chair meeting with potential adjunct instructor for architecture courses, December 9
- AEDT leadership attended Perkins Workshop #2 with BPST Dean & Academic Initiatives & Project Officer, December 14
- AEDT program participated and assisted with the McAllen Leadership Tour, December 14

Community Outreach:

- IMAS 2021 Christmas Tree Forest Celebrating the Rio Grande Valley – BPST division programs will be participating in this contest by decorating one of the trees with hand-made ornaments representing the programs in the division. AEDT is one of the participating programs and will be laser cutting/engraving and 3-D printing ornaments to represent architecture and its presence in the Rio Grande Valley. Faculty and staff will also be assisting other programs with their ornament productions.

Culinary Arts

- Guest Speaker- Jose Aguirre, December 1
- Guest Speaker- Addie Broyles, December 1
- Hosted Veterans Memorial HS students and Edcouch-Elsa HS (80 students), December 1
- Behavioral Intervention Team (BIT) meeting, December 1 & 15
- Guest Speaker- Shakera Raygoza, December 2
- Guest Speaker- Melissa Guerra, December 2
- Hosted Veterans Memorial Students and Valley View HS (80 students), December 2
- College-wide Curriculum Committee, December 2
- Guest Speaker- Andres Garza, December 3
- Guest Speaker- Adan Medrano, December 3
- Hosted Students from Veterans Memorial HS and PSJA ISD (100 students), December 3
- Culinary Arts Advisory Board Meeting, December 6
- Meeting and visit with Rio Grande ISD, December 7
- MVC Building and Space Remodeling Meeting, December 8
- Meeting for review of Commencement, December 10
- Meeting at Mid-Valley regarding remodeling, December 13
- Perkins Workshop, December 14

Fire Science

- BPST Perkins Workshop #2, December 14
- 12 of 15 Cadets of the 27th Academy which took the TCFP Licensing Exam on December 7th passed all four sections of the examination

Major Activities

- Pharr Fire Department Hazmat Presentation, December 1
- 27th Academy Completion Ceremony, December 3
- Customs and Border Protection Explorer Presentation, December 4
- TCFP State Licensing Examination, December 7

External Visits

- Round Rock Public Safety Training Facility, December 16

Human Resources and Office Administration

- Attended CDL/Transcasa Press Release at the Technology Campus, December 1

- Chair Academy Budget meeting with VPAA, December 2
- College Wide Curriculum Committee meeting, December 2
- Chair Academy Graduation, December 3
- Human Resources IE Plan meeting, December 6
- Council of Chairs meeting, December 7
- Monthly meeting with BPST Dean, December 7
- Employee Appreciation Banquet, December 7
- HR Advisory Committee meeting, December 9
- Attended Perkins Workshop #2, December 14
- Visit with Office Administration instructor at Starr County, December 15
- Attended HR Ultra Conversions meeting with Distance Learning, December 16
- Assisted with Advising and Registrations, various time all month

Law Enforcement

Major Meetings

- Meeting with Pharr PD over future Telecommunicator Course, December 6
- Meeting Pharr PD Advisory Board for approval of Telecommunicator Course, December 13
- 6 of 7 Police Cadets from "full-time" academy that took the TCOLE Licensing Exam on December 8th passed on their 1st attempt. Cadet who failed has subsequently passed on their second attempt

Major Activities

- Customs and Border Protection Explorer Presentation, December 4
- 26th Full-time Police Academy TCOLE State Exam, December 8
- 26th Full-time Police Academy Completion Ceremony, December 9
- Council of Chairs Meeting, December 7
- TCOLE State Licensing Exam, December 8

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Division Dean completed the final 3 sessions of "Essential Leadership Skills for Academic Deans" bootcamp, December 2, 9, 16
- Attended and presented at the Pecan Campus Employee Appreciation Banquet, December 8
- Attended the three Commencement Ceremonies, December 12
- Attended the Administrative Staff Holiday Luncheon, December 13

DEPARTMENT/PROGRAM REPORTS:

Music

- Music Ensembles performed at Culinary Arts !*Sabores*! December 1 – 3
- The Music Department offered a wide variety of concerts and recitals:
    - String Ensemble Concert on December 1
    - Percussion Ensemble Concert on December 2
    - Choir Ensemble Concert on December 3
    - Guitar Studio Recital on December 6
    - Jazz Ensemble Concert on December 7
    - Piano Studio Recital on December 8
    - Sophomore Recitals on December 9

- Music Faculty and students performed at the Administrator's Appreciation Luncheon, December 13
- Voice Instructor, sang the National Anthem at all three graduation ceremonies, December 12

Theatre & Dance

- The Theatre & Dance Department's production of *The Ghost Sonata*, by August Strindberg, adapted by Marcela Garza was held on November 18 – 21 with November 20 (10 a.m. and 1 p.m.) reserved for two school

matinees. This was the department's first live production since Spring 2019. This event was held at reduced capacity and followed the recommended protocol regarding social distancing, etc.

- Dance Faculty, continued rehearsals with members of the South Texas College Dance Collective. He and the performers are currently choreographing pieces for their upcoming dance concert titled *Resilience.* The dance concert will be held on March 4th and 5th.
- South Texas Theatre Auditions were held on Monday, November 15th, this event was a collaboration with UT-Austin Theatre & Dance Department and PSJA ISD. Fifty-seven participants were involved in the event which consisted of graduating high school seniors and college students. The event had twenty-seven university and conservatory theatre programs participating. To increase participation with students and theatre programs, we offered the event as an in-person and virtual event. Seven university and conservatory theatre programs participated in-person with the remaining twenty choosing to do so virtually. Universities included UT-Austin, Texas A&M-Corpus Christi, Sam Houston State University, Oklahoma State University, UT-El Paso, University of Houston, University of South Alabama, Southwestern University, Southern Methodist University, DePaul University, and more. Three of our majors participated in the event and were invited to their universities of choice.
- Chair Elect, worked with the American Alliance for Theatre and Education's board and membership in organizing the second Leaders of Color Institute (LOCI) held on November 5th & 6th. LOCI is a dedicated space for global majority artists, teachers, arts professionals, administrators, and anyone who wants to learn from and interact with other leaders in the field. Our intent was to provide professional development opportunities which included peer exchange, artistic vision, and leadership skill development. It also was an opportunity to share our work, successes, challenges, and make new connections with potential collaborators in the field.

World Languages

- The World Languages Department held its XV Tierra Firme event featuring filmmaker, Dante Silva. The evening event was attended by 100 students, in person at the Student Union and via YouTube.

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

DIVISION DEAN'S REPORT:

- Attended TMGT Program Advisory Committee meeting, December 1
- SACS preparation meeting, December 2
- Bachelor programs marketing meeting, December 2
- College-Wide Curriculum meeting, December 2
- Recognition and Presentation of Certificate of Completion for Chair Academy, December 3
- Attended Mapping (IT#CS) program pathways meeting, December 3
- Employee Appreciation Luncheon, December 7
- MHSM Advisory Committee meeting, December 8
- Bachelor Programs staff appreciation dinner, December 8
- Attended Academic Coaching Survey, December 9
- Facilitated Bachelor Programs Academic Coach meeting, December 9
- Administrative Staff Holiday Luncheon, December 13
- Bachelor Programs Marketing Strategies meeting, December 15
- Manager Training with STC/Inside Track, December 16

Project Manager

- Met with Executive PR Director for Bachelor Program marketing, December 2
- Organized InsideTrack trainings
- Reviewed Personnel Certifications for grant personnel
- Presented with InsideTrack at the SACSCOC virtual conference: Leveraging External Resources to Enhance Student Persistence & Degree Completion, December 6
- Attended Employee Appreciation Banquet, December 7
- Meeting with DHSI Coordinator and RAS to discuss Academic Coaching Survey, December 9

- Academic Coach and Bachelor's Chair meeting, December 9
- Attended Reinforcement Training with InsideTrack, December 10

BACHELOR PROGRAMS:

BASOL

- Participated in the McAllen Chamber Ribbon Cutting for Affordable Homes, December 1
- Met with the Dean and Project Manager for the Technology Campus to discuss the upcoming tour for the Leadership McAllen Class of '41, December 1
- Facilitated the Leadership McAllen Education Committee walk-thru meeting, December 1
- Participated in the Technology Campus logistics walk-thru for the upcoming Leadership McAllen Class '41with the Project Manager, December 2
- Facilitated a Bachelor Marketing meeting with the MSITB Dean and Project Manager, Executive Director for PR, and Bachelor program chairs, December 2
- Participated in the College-wide Curriculum monthly meeting, December 2
- National Society for Leadership and Success (NSLS) Induction run thru, December 2
- Participated in the CBE-CTE Information Session with in Lakeshore Technical College, Dallas Community College, and other Institutions of Higher Education, December 3
- Competency-Based Education Network (C-BEN) Board Meeting, December 3
- National Society for Leadership and Success (NSLS) Induction, December 4
- Facilitated a meeting with CBE faculty from CITP, TMGT, and MATH to discuss/review the CBE Handbook updates, December 5
- Facilitated a CBE Handbook discussion on revisions to be made, December 5
- Participated in the STC Employee Luncheon, December 7
- Met with Dean of Liberal Arts and MSITB to discuss the ORGL courses, December 7
- Participated in the COC December meeting, December 7
- Attended the McAllen Chamber Ribbon Cutting for Rosmani Mexican Cuisine, December 7
- Facilitated the Bachelor Program Staff Appreciation Dinner, December 8
- Attended the Good Day McAllen Chamber Luncheon, December 9
- Participated in the Academic Coach meeting, December 9
- Participated in the American Association for Women in Community Colleges' Dining Etiquette Seminar, December 9
- STC Graduation Ceremony, December 12
- Facilitated the American Association for Women in Community Colleges (AAWCC) December Board Meeting, December 13
- Facilitated the Capstone Students' Dinner Celebration, December 13
- Collaborated as part of the Leadership McAllen Higher Education Committee and attended the Leadership McAllen Class '41 held at the STC Technology Campus, December 14
- Facilitated the Bachelor Program Marketing Strategies with PR Executive Director, December 15
- Attended the Leadership McAllen Steering Board Meeting, December 15
- Attended the McAllen Chamber Ribbon Cutting for Magnolia Coffee Bar, December 15
- Attended the Organization for Women Executives December Luncheon, December 16
- Attended the STC Police BASOL Graduate Picture with PR, December 16
- Attended the McAllen Chamber Ribbon Cutting for La Bella Casa Flooring Studio, December 16
- Presented at the Leadership Mission Class XXXVIII Education Class, December 16
- Attended the McAllen Chamber Ambassador Holiday Celebration, December 17

Computer Information Technology/Computer Science

- Facilitated COSC Department Meeting, December 1
- Attended Bachelor Program Marketing meeting, December 2
- Attended Chair Academy meeting and Budget Follow up, December 2
- Attended Mapping (IT&CS Program Pathways) meeting, December 3
- Attended CoC meeting, December 7

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended STC-UTRGV Bio Meeting, December 1
- 2021 SACSCOC Virtual Annual Meeting, December 2
- NSF STEM Scholarships Meeting, December 2
- College-Wide Curriculum Committee Meeting, December 2
- 2021 SACSCOC Virtual Annual Meeting, December 3
- Attended Si Teaching Microscope Training, December 3
- December CoC Meeting, December 7
- FT Online Teaching Taskforce Meeting, December 8

Cybersecurity

- Attended a virtual meeting with EC-Council to plan for Spring 2022, December 2, 2021
- Conducted the Cybersecurity Department Meeting, December 10, 2021
- Meeting with Passmark to discuss the new plan for the forensics certification being offered, December 10

Information Technology

- Faculty (IT/CAAT) completed COVID training
- Assistant Chair attended Mapping (IT&CS Program Pathways) Meeting, December 3
- CBE Meeting with Dallas College, San Jacinto College, and Lakeshore College, Dec 3
- Attended End of Semester Meeting/Luncheon, December 10
- Fall Graduation Ceremony, December 12
- Employee Appreciation Banquet, December 2, 8

Mathematics

- Attended CLE Developmental Math intro, December 1
- TSI Math Boot Camp discussion, December 1
- College-Wide Curriculum Meeting, December 2
- Monthly meeting with Enlearn, December 2
- Math 1332 Committee Meeting, December 3
- Attended Proctoring Taskforce Meeting, December. 3
- 3rd Cross-Institutional OER Workshop, December 3
- Fall 2021 SSRC, December 4
- Employee Appreciation Banquet, Dec. 7
- Attended TutorMe demo, December 7
- Council of Chairs meeting, December. 7
- MyLabMath training, December. 8
- Developmental Math duties meeting, December 8
- Attended Graduation Ceremony, December 12

Physical Science

- Attended College-wide Curriculum Committee meeting, December 2
- Organized a meeting to discuss the development of Open Educational Resource Lab Manual of Physical Science. Attendees include Physics faculty, Physics Lab Specialist, Library MS Liaison. The committee reviewed the current status of the faculty authored lab assignments and developed action plan for Spring 2022, December 3
- Attended Proctoring Taskforce Meeting, December 3
- Participated in the MSITB Graduation Commencement ceremony. Carried the STC MSIT Gonfalon. December 12
- Revised Open Educational Resource (OER) GEOL1403 Physical Geology course for Blackboard Ultra, December 20-31

STC Physical Sciences and Engineering Department Chair attending December 2021 Graduation Ceremony

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended the BSN New Student Orientation - Spring 2022 Cohort, December 1
- MAT Pinning and Completion Ceremony, December 1
- CDL Program - Press Conference in Technology, December 1
- OADN Board of Directors Orientation Meeting, December 1
- Hosted the Monthly December 2021 NAH Program Chairs Meeting, December 1
- Attended the Title: Retaining and Advancing Faculty from Historically Marginalized Groups: A Discussion for Faculty Affairs and Academic Leaders, December 2
- CTE Program Health Open House Event Planning with Dual Credit and College Connections, December 2
- College-Wide Curriculum Committee Meeting, December 2
- Employee Appreciation Banquet held in NAH, December 2

- Attended the Robotic Seminar in Embassy Suites with Dr. Solis, December 2
- Recognition & Presentation of Certificates of Completion for Chair Academy, December 3
- OADN Board of Directors Meeting, December 7
- Committee Meeting- Education & Workforce Development and presented the NAH Division, December 7
- Attended a grant meeting for possible application for Good Jobs Challenge Grant Part 1, December 8
- BSN Pinning Ceremony with Dr. Solis, December 8
- VN Pinning Ceremony with Board of Trustees, Rose Benavidez and Dr. Solis, December 9
- EMT and Intermediate Completion Ceremony, December 8
- Taskforce Meeting on National Commission Education in Addressing Racism in America sponsored by the American Nurses Association, December 8
- Attended ADN Pinning Ceremony with Dr. Solis, December 8

- STC December 2021 Commencement Exercises in Bert Ogden Arena, December 12
- STC Administrative Staff Holiday Luncheon, December 13
- South Texas Health System Meeting with Dr. Solis, Dr. Plummer, and Dr. Petrosian, December 14
- Attended STC Board of Trustees Meeting, December 14
- Presided the ADN Faculty Mentorship – Orientation, December 14
- Attended a grant meeting for possible application for Good Jobs Challenge Grant Part 2, December 16
- Panel Discussion on the Good Jobs Challenge Grant, December 17

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Our ADN assistant advisors had the following activities:
  - Boot Camp level one Traditional and Transitional track December 2nd total students that show up 143 Students
  - Advising session on December 7
  - Advising session on December 9
  - Total students 50

Diagnostic Imaging Department

- Department Chair attended NAH PC Meeting November/December 2021, December 1.
- Faculty and staff attended Fall 2021 Advisory Committee Meeting, December 2.
- Faculty and staff attended NAH Employee Appreciation Banquet on Friday, December 3.
- RADR 1309: Introduction to Radiography & Patient Care student, Erica Gaona, featured as Student of the Week, December 8.
- Faculty and staff attended the December Diagnostic Imaging Department Meeting, December 9.
- DID Fall 2021 Faculty Evaluations complete on December 10.

- Department Chair completed Spring 2022 Master Syllabi, December 16.

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DEPARTMENT/PROGRAM REPORTS:

Psychological Science

- The Starr County Campus Psychology Club honored the Top 10 Most Active Members of fall 2021. The Starr Psych Club has been active for 13 ½ consecutive years, including this past year and a half virtually due to COVID-19 pandemic, as well as a couple in-person events this fall. We are proud that in the past STC Board Meeting, STC Board President Rose Benavidez informed us that the Division Dean Dr. Reittinger mentioned it's the best club at Starr County Campus, and she added that it's the best club in all STC. She's very proud of all the students and the work the club has done for STC and the Starr County Community for 13 ½ years.
- The Starr County Campus Psychology Club participated in this special holiday collage. Starr Psych Club wishes all of you in the Psychological Science Department and Social & Behavioral Sciences Division: Happy Holidays 2021 and Happy New Year 2022!

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Participated in
- Guild Student Process, December 2
- The 2021 SACSCOC Virtual Annual Conference, December 2-7
- Starfish Reporting and ROI Series, December 7 and 14
- Full Time Online Teaching Taskforce, December 8
- Product Demos, December 8
- ESL Program, December 9 and 13

PROJECTS:

- **First Time Online Student Orientation**
  - Distance Learning staff reviewed all students who completed the assessment and sent out BB student Orientation Certifications for Fall 2021.
    - Certified 115 students
- **Learning Management System (LMS)**
  - Batch uploaded for all Fall 2021 courses and faculty/student enrollments through ILP Admin
  - In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian
  - Updated information modules in Blackboard
  - LMS Fiscal Year 2020 Archiving courses
  - Institutional Hierarchy inputting Spring 2022 term
  - Distance Learning staff assisted faculty with course copies for Spring 2022 courses

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month

Blackboard Student/ Faculty Tickets:	701
Helpdesk Phone Calls from DL Staff:	693
Social Intent – Distance Learning Chat:	130
After-hours Chats and Calls:	36
Total:	**1,560**

- **Trainings/ Workshops/ Professional Development**
  - Trainings:
    - Helpdesk staff facilitated the Gradebook Hands On Training, December 2-3
    - Student Success staff participated in College Advisor Training Program, December 1, 2, 6 and 15
    - Student Success staff participated in the Inside Track Training Reinforcement, December 10
  - Workshops:
    - Student Success staff facilitated Test Taking Fundamentals for Dual HS, December 1
    - Student Success staff facilitated Test Anxiety & Test Taking Fundamentals for Dual HS Programs, December 1
    - Instructional staff collaborated in Faculty Focus Session: Ultra Gradebook Interface from a Faculty Perspective, December 3
  - Professional Development:
    - Student Success staff participated in Math Summit presented by Appalachian State University, December 14
    - Student Success staff participated in NISOD-Creating Engagement in Virtual Classrooms, December 16
- **Student Success Activities:**

Type of Service	Number of Students Visit
General Advising	53
Telephone/ Text Contacts:	35
Virtual Campus Advising Email:	101
Radius Inquires:	75
Student Registrations:	6
Enroll Students for BB Orientation:	1,017
TxDOT Registrations:	4
Social Intents – DL Chat	9
Student Contacts for STC Reminders:	5,518
Academic Coach Sessions:	57
Total:	**6,875**

DISTANCE LEARNING MEETINGS:

- DL Helpdesk staff and Educational Technologies VidGrid Meeting, December 2
- DL Helpdesk staff participated in VidGrid meeting with Educational Technologies Department, December 7 & 13
- DL Student Success staff Project Request Meeting, December 9
- DL Technologies Team Meeting, December 15
- Participated at the Blackboard SDM Demo for STC Meeting, December 1, 8, 15
- DL Helpdesk Staff participated at the Monthly STC Technologies Support Committee Meeting, December 9

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

DEAN'S REPORT:

- Dean attended the SACSCOC Virtual Annual Conference, December 3-6.
- Presented at the UTRGV Dual Credit Discussion along with Texas Southmost College and Texas State Technical College, December 10.
- Met with IDEA Public Schools Administration to discuss a Dual Credit Programs Partnerships for AY 2022-2023, December 14.
- Dean and Director met with San Isidro ISD Principal and Counselor to discuss a Dual Credit Programs Partnerships for AY 2022-2023, December 15.
- The following table outlines the Prospective Dual Credit Faculty Application Overview for Spring 2022:

Spring 2022 Prospective Dual Credit Faculty Applications As of December 17, 2021	
Category	#
New DCF recommended	13
Not Recommend for Interview	3
Interviewed, Not Recommended for Spring 2022	5
Did not meet minimum degree requirements	2
Declined Interview	2
Grand total of Apps Submitted	25

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff attended a campus tour of the Texas A&M Higher Education Center to discuss campus tours for Dual Enrollment Academy students, December 9.
- Staff held the following Case Management Session:

Campus	Case Management
Pecan	16
Mid Valley	6

- Held a meeting with Mercedes ISD CTE Staff to discuss current and upcoming CTE Course/Program offerings, department services, CTE Program Fairs, issues/concerns, and opportunities, December 6.
- Attended the PSJA ISD EMT Program Site Visit with Program Chair and Faculty to assess supplies in preparation for Spring 2022, December 6.
- Attended the Cosmetology Discussion Meeting held by Interim Vice-President of Academic Affairs, December 6.
- Coordinated and attended a meeting with Rio Grande City Grulla CISD and Culinary Arts Department Program Chair and Faculty. Visit consisted of discussing course/program offerings, assessment of facilities, meeting ISD teachers and discussion of DCF credentialing, December 7.
- Provided group advising session for 66 students during a Dual2Degree Department FastTrack Event for Weslaco CTE ECHS, December 7.
- Held a meeting with Nursing & Allied Health Division Project Manager to discuss CTE NAH Open Hours/Program Fair Event logistics and concerns, December 10.

DUAL CREDIT ACADEMIC PATHWAYS:

- Pathways Staff worked with La Villa Early College High School to provide an estimated instructional plan for their Patient Care PTECH initiative.
- The DCP Director participated in a call with Educate Texas Deputy Director to discuss future IHE synergy meetings. This effort is done to help bridge comment discussions and concerns.

Meeting Type	School/ISD	DCP Team
Weslaco 21st Century ISD Corrective Action	Weslaco	DCP Leadership
Hidalgo Fast Track event	Hidalgo	Pecan
Reynosa School DC Parents meeting	Reynosa Area	Pecan
Parents open session: IIES School	Reynosa Area	Pecan
Mercedes Virtual Call: leadership meeting	Mercedes	Mid Valley
Weslaco 21st Century Fast Track	Weslaco	Mid Valley
DCP Meeting with 21st Century Weslaco	Weslaco	Mid Valley
Weslaco ECHS Fast Track	Weslaco	Mid Valley
San Isidro ISD: Reestablishment of Dual Credit Program Agreement	San Isidro	Administration
Enrollment Services Transition Meeting	STC	Administration
Donna High School TSTEM Fast Track	Donna	Mid Valley
Mercedes TSTEM Fast Track	Mercedes	Mid Valley
Weslaco Monthly Leadership meeting	Weslaco	Mid Valley
Thelma Salinas ECHS Fast Track	La Joya	STARR
La Joya ECHS Fast Track	La Joya	STARR
Vanguard Rembrandt Fast Track	Vanguard	Pecan

Vanguard Mozart Fast Track	Vanguard	Pecan
STC Vanguard Welding meeting	Vanguard	Administration
Reynosa School Advisement	Reynosa	Pecan

- Director along with Dean for Dual Credit Programs met with San Isidro ISD Principal and Counselor to discuss the reestablishment of a Dual Credit Program Interlocal Agreement, December 15.
- Director, Dean for Dual Credit Programs, Scheduling Manager and D2D Director met to discuss preliminary transition plans of enrollment services to Dual Credit Programs, December 15.
- Director, Dean for Dual Credit Programs, STC Welding Chair and Vanguard CTE Director met to discuss alternative action plans for students that failed portions of the Welding Program, December 16.

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Scheduling and Compliance Manager met with Weslaco ISD administration and Dual Credit staff to discuss correction plan for Weslaco 21st Century CTE ECHS, December 7
- Finalized the HVAC spring schedules for Rio Grande ISD and Valley View ISD.
- Submitted a service ticket to the IT department to schedule fall 2021 to Spring 2022 rollover registration process, December 16.
- The fall 2021-spring 2022 rollover process was running in production on December 16, in which 4,129 students were successfully enrolled in their spring courses.
- Dual Credit Assistant has begun to assess the Dual Credit Course Agreements for Spring 2022.
- Attended meeting with Dual 2 Degree and Pathways Director, along with Dean of Dual Credit to discuss enrollment services transition. December 15.
- Staff processed 785 scheduling requests for spring 2022. Below is the breakdown:

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections
793	**785**	**280**	**318**	**195**	**1510**

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Associate Dean met with Vice President of Academic Affairs, December 2
- Instructional Coach attended NAPE Grant Meeting, December 6
- Associate Dean and Instructional Coach met with consultant to discuss Distinguished Learning Academy, December 7
- Department staff attended Monthly STC Tech Support Committee Meeting, December 9
- Instructional Coach attended InsideTrack meeting, December 10

ACADEMIES AND TRAININGS:

- OPOD offered *Overcoming the Fear of Public Speaking: 6 Week Virtual Program*, facilitated by outside consultant, December 1-15
- Associate Dean facilitated the final session of *Chair Academy*, December 3

PROGRAMS IN DEVELOPMENT:

- Faculty and Staff Awards, January 2022
- Professional Development Week, January 2022
- Adjunct Dual Credit Professional Development Day, January 2022
- Ambassadors Cross Training Academy (ACTA), January 2022
- FOCUS Academy, January 2022
- College Wide Professional Development Day, February 2022

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Attended Building A Culinary Kitchen Renovation Meeting, December 13
- Participated in SI Manager Interviews with Center for Learning Excellence Department, various dates
- Hosted MV Advisory Committee Meeting, December 2
- Participated in VP for Institutional Advancement and Economic Development Interviews, December 6
- Attended STC Administrative Staff Holiday Luncheon, December 13
- Student Activities hosted various activities:
    - Stress Free Week activities for students, December 1-2
    - MVC Employee Appreciation Luncheon sponsored by President's Office, December 6
    - Dual2Degree Department hosted their Christmas Luncheon, December 16

COMMUNITY ENGAGEMENT:

- CDL Program – Press Conference, December 1
- City of Weslaco Tree Lighting Ceremony, December. 1
- Weslaco EDC Investment Tour, December 2
- Weslaco Chamber Board Meeting, December 14
- Weslaco Museum Christmas Celebration, December 16
- UTRGV Campus visit to help students with transfer and registration issues, December 2 & 16

ENROLLMENT ACTIVITIES:

- Dual2Degree Department hosts enrollment events for local high schools:
    - Mercedes STEM Fast Track, December 1
    - Mercedes ECHS Academy Fast Track, December 2
    - Mercedes ECHS Sophomores Fast Track, December 2
    - Weslaco 21st Century Fast Track, December 7
    - Progresso ECHS Fast Track, December 8
    - Weslaco ECHS Fast Track, December 9
    - Donna HS Fast Track, December 13
    - La Villa ECHS Fast Track, December 14
    - Monte Alto ECHS Fast Track, December 15
    - Vanguard Mozart Academy, December 16

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Spoke to Head Start early childhood community about using campus facilities for their annual training.
- Encouraged local Department of Public Safety State Police to use campus facilities for events and annual training.
- Attended virtually monthly Starr County Community Coalition meeting as a regular member.
- Attended first Presidential visit for employee recognition prior to season holiday.
- Coordinated with Psychology Club to display awards in specified areas of campus.
- Began search for Automotive Program alternative locations for instruction due to upcoming construction on campus.
- Began search for Welding Program alternative locations for instruction due to upcoming construction on campus.
- Continued recruiting for truck driver training in Starr County offered by Continuing Professional Workforce Education.

CAMPUS EVENTS/ACTIVITIES:

- AVANCE meeting Tuesday 7th, 2021
- Employee Appreciation Banquet Thursday 9th, 2021

ENROLLMENT ACTIVITIES:

- Continued enrolling technology programs for Spring 2022 semester.
- Continued enrolling for Liberal Arts as well as Social Sciences for Spring 2022 semester.
- Confirmed order for chair gliders for event room to ensure good seating for students and visitors in D.116.
- Completed draft of facilities activity specifications across campus for proper room capacities.
- Confirmed social distancing protocols and room capacities for proper student seating in Spring 2022.
- Confirmed Student Services building operation for weekends leading to first day of class for Spring 2022.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended a meeting with the VPAA, VPISP and Dean of BPST to discuss the timeline for the implementation of the proposed Cosmetology program.
- Worked on testing the scheduling tracking application and documented functional errors for the Application Analyst III.
- Updated the EMSI data for the Cosmetology award proposal and requested the finalized curriculums from the developer to audit the course descriptions.
- Worked on a Fall 2021 Course Modality report at the request of the OVPAA's office.
- Worked on identifying inactive courses to restrict from the Concourse search results in the application.
- Attended the SACSCOC Conference sessions: "Roles and Responsibilities for Managing Substantive Change", "The SACSCOC Substantive Change Policy has been reviewed...what do we do next?", and "Applying Lessons Learned During COVID19".
- Worked with the Coordinator to roll the Fall 2023 schedule.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended BUGs meeting to discuss banner patches and upcoming downtimes for January 15.
- Audited the Spring 2022 schedule to ensure compliance with the instructional plan set by the VPAAs office. - SmartEvals final results: Fall 2021 Full term: 37%

TERM	Percentage
D1, N11 & M8	20%
N6, D4, & M2	26%

- Worked on the Scheduling App testing and collaboration with the scheduling team and Applications Analyst.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Attended the Administrative Staff Holiday Luncheon.
- Attended the Employee Appreciation Banquet.
- Met with IT Application Development Manager and Applications Analyst to review and discuss pending data and technology service tickets, reporting options, and spring 2022 JagPRIDE data load schedule.
- Participated in SACSOC Annual Meeting assessment sessions.
- Facilitated Core Objective Targeted Improvement Plan meeting to draft Communication, Critical Thinking, and Empirical Quantitative Skill plans.
- Participated in College-Wide Curriculum Meeting.
- Participated in Chair Academy Recognition & Presentation Certification Ceremony.

- Met with HR faculty to provide an overview of PLOs, JagPRIDE data entry, and Concourse alignment.
- Met with Dean of Institutional Research, Dean of BPST, and Construction Program Chair to review and discuss the CBE Prospectus status.
- 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 postponed to spring 2022 with further research on Argos reporting options.
- Met with Business Administration to review and discuss PLO Assessment Plans.
- Met with Program Chairs and Faculty to assist with PLO Assessment Plans, JagPRIDE navigation/training, data submission, and sunsetting sections.

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps: Assisting Program Chairs to develop PLO Assessment Plans for new programs. Updating Targeted Improvement Plans and direct access OneDrive Folders. Cross referencing WECM, ACGM, and Concourse to align Course Learning Outcomes. Clarified reporting term wording. Updated revised plans with completion as follows:
    - 100% -- Social Behavior Sciences
    - 100% -- Liberal Arts
    - 100% -- Nursing & Allied Health
    - 100% -- Math, Science, Information Technology & Bachelor Programs
    - 25% -- Business & Public Safety
- Academic Affairs Comprehensive Operational Plan: Developed informational presentation with an overview for Biology, History, and Psychology departments with individual data reports. Met with History and Psychology teams to develop improvement plans. Scheduled meeting with Biology team for January 12.
- Budget: Planning 2021-2022 encumbrances.
- Concourse Learning Outcomes Update: Meeting with Program Chairs to ensure consistency in documentation across the PLO Curriculum Maps, ACGM, WECM, and Concourse. Updating documentation as needed.
- Core Objective Targeted Improvement Plans: Key concepts identified for Critical Thinking and Communication Skills. Additional recommendations needed for Empirical Quantitative Skills.
- ePortfolio Taskforce: Identified Institutional needs and current applications in use. Pending demos.
- Handbook of Operations: Updated JagPRIDE Mass Activity Insert and Argos Reporting sections.
- JagPRIDE Fall 2021: Provided JagPRIDE assistance and training to faculty and program chairs. Updated Mass Activity Inserts for programs with revisions. Updated course mapping. Shared revised JagPRIDE informational flyers vis Faculty/Staff News. Emailed Program Chairs daily on faculty pending data. The data entry deadline in Monday, December 13. The status of data entry is as follows:
    - Core Objectives:
        - 95% completion (169 out of 177 faculty complete with 356 unduplicated sections)
    - Program Learning Outcomes:
        - 99% completion (421 out of 427 faculty complete with 1,107 unduplicated sections)
- JagPRIDE PLO Rewrite: Due to limited staffing, the rewrite project has been postponed.
- PLO Catalog Integration: Began adding PLOs to the catalog. All submissions are due Friday, January 14.
- Website: Planning the structure and design of each page and needed elements.

GRANT & PROJECTS:

- Collaborated with Program Chairs and faculty to relocate spring 2022 back to Pecan G101.
- Assisted faculty with technical issues in the ALCs.
- Collaborating with campuses, 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.
- Assisted with furniture relocations at Pecan D106 and G101.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Submitted December ads to Texas Border Business and Mega Doctor News. Sent Student Thank You cards to Sponsors. Sent Holiday cards to Sponsors. Submitted AEP donation Receipt Report on our AEP

account per their request. Continued Processing 16th annual ANTWS donations. Sent donation report paperwork to accounting at Business Office

  - Cash Donations: $29,900.00
  - In-Kind Donations: $26,000.00

- **Recruitment-** Sent copy of Valley Scholars Presentation and reminder of March 31st, 2022 priority application deadline to all High School Counselors.
- **Retention** – Assisted students with degree plans and preparing for graduation/transferring.
- **Meetings** – Held the Academic Excellence Holiday Student Social on Friday, December 11th from 11:00am-1:00pm.
- **Graduation**- Presented graduating Valley Scholars with their cord for graduation.
- **Volunteer**- Requested and submitted list of potential student participants for upcoming Starfish Commercial. Students volunteered with the Food Bank of the Rio Grande Valley on Wednesday, December 15 @ 5:30 PM
- **Administrative –** Made purchase orders and reservations in preparation for Academic Excellence Holiday Social. Staff attended the Employee Appreciation Banquet on Tuesday, December 7th.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Sent reminders regarding December 15th deadline to accept Fall memberships. Sent reminder and copy of Fall invitation letter to all High School Counselors.
- **Meetings** – Held the Academic Excellence Holiday Student Social on Friday, December 11th from 11:00am-1:00pm. Met with student offices on December 17th at 2:000pm to discuss Hallmark Awards Submission.
- **Volunteer**- Requested and submitted list of potential student participants for upcoming Starfish Commercial. Students volunteered with the Food Bank of the Rio Grande Valley on Wednesday, December 15 @ 5:30 PM

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program.
- **Retention** – Checked-in with honors students regarding their progress. Submitted program survey to honors students and reviewed feedback.
- **Meetings-** Held the Academic Excellence Holiday Student Social on Friday, December 11th from 11:00am-1:00pm.
- **Graduation**- Presented graduating Honors student with their regalia for graduation.
- **Administrative** – Requested updated Argos report for potential Spring honors students. Submitted honors course requests to faculty and program chairs.
- **Volunteer -** Requested and submitted list of potential student participants for upcoming Starfish Commercial. Students volunteered with the Food Bank of the Rio Grande Valley on Wednesday, December 15 @ 5:30 PM

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Starfish Reporting & ROI Series, Analytics Training, December 1
- Starfish Intensive Configuration Texting Training and Development, December 1
- Starfish Reporting & ROI Series, Report Development, December 7
- EAB 2022 Roadmap Call with Account Specialist, December 7
- Employee Appreciation Banquet, Pecan Campus, December 8
- Starfish Texting Intensive Configuration Series, December 8
- DHSI Video Specifications Meeting with PR, December 10
- DHSI Video Asset Meeting #2 with PR, December 14
- Starfish Reporting and ROI Series, Technology Evaluation, December 14
- Starfish Texting Intensive, Operations Expectations, December 15
- QEP/Starfish Meeting, Spring 2022 Planning, December 16
- Support with Starfish for IT Training Series, December 17

PROJECTS:

- DHSI Year 2 Objectives & Goals Evaluation Kickoff and Analysis
- Texting Implementation and Configuration Designs for Spring 2022 Strategic Goals
- Starfish Campaign for Awareness, Video Development with PR & Marketing, DHSI Expectations Year 2
- Spring 2022 Planning and Strategic Designs for Progress Survey Expectations
- Starfish Training Handbook development, ongoing research and evaluation
- Roles and Relation Optimization Project, continuing with Organizations design with IT for Spring 2022

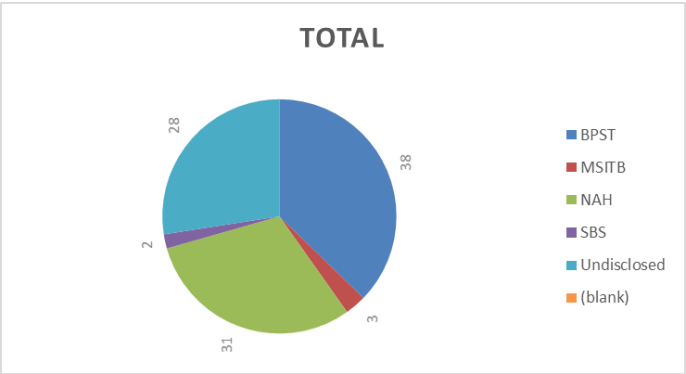
DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- Good Jobs Challenge grant – met with RDMC, Dean for BPST, and others to discuss and plan. Dean Lozano, Dr. Valerio and Dr. Margo are looking at EMCI and local data to develop the proposal. They also reached out to local industry to request commitment letters. Attended follow-up meeting; reviewed and discussed progress of the proposal. Juan Carlos shared a table he developed for the grant goals and objectives.
- Perkins Basic –Traveled to Technology campus to plan for FY23 Perkins application. Emailed CLNA Guide and information for updating CLNA narrative amendment to all the Deans, Program Managers, etc., to begin planning for FY23 Perkins application. Followed up with RDMC to ask if anything was pending and/or upcoming deadlines; was advised that they will be emailing everyone soon with upcoming deadlines, etc. Traveled to Technology campus the week before winter break to continue working on the FY23 Perkins application draft. Worked on Biannual Report template, which will be emailed to Deans upon return from winter break.
- OER Grant (Philosophy) – reviewed various emails regarding upcoming grant report. Reviewed several NOEs. Sent email reminder to PI regarding upcoming grant report due January 7th. Reviewed several NOEs.
- B2B Grant – Reviewed emails regarding grant. Reviewed various NOEs for special assignments starting in January 2022.
- NSF S-STEM Grant – Reviewed emails and various NOEs for grant-related boot camps starting in January 2022.
- Perkins Leadership (ACE) Grant – Sent email reminder to PI of upcoming grant report due in January. Reviewed various NOEs for PI, Liaison, and CBE course developers.

INITIATIVES:

- The Advisory Committee survey results were analyzed and shared at the Academic Council Meeting. Based on feedback/recommendations, follow-up emails were sent to all Advisory Committee members asking that they submit the survey, if they hadn't done so already. While several of the emails were returned "undeliverable", we had 104 responses overall. The survey results were analyzed and information was desegregated by Division. The following chart shows the breakdown per division:



- Developed a Comprehensive Local Needs Assessment (CLNA) Guide for the upcoming Perkins required amendment. The guide was emailed to the Deans, Program Managers, etc., along with the original THECB approved CLNA Narrative. Deans/Program Managers were asked to review and amend the CLNA by December 10th.

MEETINGS:

- Participated in the Good Jobs Grant meeting to plan and develop the proposal. The proposal will include funding for both credit and non-credit programs. Participated in follow-up meeting with RDMC and Deans to review, discuss updates and additional information needed for the grant proposal.
- Attended and presented information about the Advisory Committee survey results at the NAH Program Chair monthly meeting.
- Met with Program Chair for CDEC to review/discuss CLNA amendments.
- Attended the SACSCOC Annual Conference. Participated in Pre-Conference webinars. Some items covered about Assessment, are as follows:
    - Institutions should use a multi-dimensional assessment process. This helps to frame and organize what the institution is doing. Should not be outcomes driven, but rather, it should be query minded. This will require a broader concept. Outcomes should not drive the process but rather query should drive the process. Reconstructing meaning to do it a way through the IPM -- reconstruct meaning for student experiences and making it meaningful. It is recommended that institutions use the "Inquiry-based Praxis Model (IPM)." The IPM Triple Helix – represents what the presenters envision assessment should work (i.e. Queries, Processes & Influence). These are interconnected – not a simple clean cycle.
    - Three tensions in the work: Queries/Outcomes; Process/Procedure; and Influence/Reporting.
    - The IPM in practice: create an assessment map. These help when accreditors request to see the assessment process.
    - Student Achievement 8.1:
        - Institutions should have good assessment methods. Even if the institution does not meet its goal, so long as we are evaluating and working towards meeting the goal, this serves as evidence that we are meeting 8.1.
    - General Session:
        - SACSCOC has hired a Help Desk support person; the phone systems have been switched to a cloud-based platform. The Institutional Portal is working now. Presidents and Liaisons changes can be uploaded at the institutional level now. However, Compliance Certifications and other documents still cannot be uploaded through the portal. Ten webinars were created and delivered focusing on Substantive Change. Federal Updates – the current buzz word in Washington is "Build Back Better". SACSCOC is up for recognition in June. The Government is looking at loan repayments and borrower defense to repayment, closed schools, and Pell grants for incarcerated people.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Assisted with tasks related to Competency-Based Education programs and resources
    - Continued working on additions and revisions to CBE Manual
    - Proofread CBE Prospectus and indicated suggested edits
    - Requested updates to CBE resources available online
- Continued coordinating STC & UTRGV Collaborative Leadership Meeting
    - Began developing PowerPoint presentation
    - Confirmed attendance with STC & UTRGV Offices of the Presidents
    - Confirmed location and scheduled logistics meeting
    - Created "Save the Date" invitation and distributed via Outlook
    - Developed new logo
    - Requested activity/status updates from workgroups
- Coordinated tasks related to Professor Emeritus classification
    - Finalized and distributed notification letters and emails
    - Developed PowerPoint presentation for January EWDC Meeting
- Developed PowerPoint templates for upcoming EWDC Meetings
    - Distance Learning
    - Office of Professional and Organizational Development

- Finalized and submitted Faculty Spotlight PowerPoint presentation for December Board Meeting
- Finalized NAH Programs booklet

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continued creating internal procedures for Academic Affairs Division
    - Finalized FLAC End User Manual
    - Finalized FLAC Calendar for Spring 2022
    - Finalized Spring 2022 Payroll Pay Dates & Fraction of Payment schedule
    - Continued working on FLAC Calendar for Summer 2022
    - Continued working with BO and HR on Summer 2022 Payroll Pay Dates & Fraction of Payment schedule
    - PEPFLAC for contract types: OV, 45, DC, and PS contracts
    - PEPFLAC for part of term: M8 and N11
    - Total jobs to be uploaded for compensation: 40
- 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
    - Mid Valley Campus: Building A Cafeteria to Culinary Arts Instructional Kitchen
    - Mid Valley/Starr County Campus: Building D Automotive Lab Expansion
    - Mid Valley/Starr County Campus: Building D HVACR Classroom/Outdoor Covered Area
    - Mid Valley/Starr County Campus: Building D Welding Lab Expansion
    - NAH Campus: Building A Occupational Therapy Kitchen Lab Expansion
    - Pecan Campus: Building A Distance Learning Department Relocation
    - Pecan Campus: Building D-106 Training Room to Office Conversion
    - Pecan Campus: Building P 3rd Floor- Classroom/Lab to Office Conversion
    - Pecan Plaza: Dance Studio Expansion
    - Technology Campus: Master Plan for buildings A and B; Cosmetology Program; Building B Automotive Lab Exhaust System; Exterior Solar Panels Structure
    - Move/Setup Request for Faculty and Staff: PCN D101 and D104
- Finalized moving furniture from PCN D-106 to Kinesiology and PCN D-106 to PCN G-101
- Continued working on updating Grade Appeal Procedures
- Continued summarizing information pertaining to Student Complaint submitted via portal
- Continued working on creating SharePoint Page for Academic Initiatives
- Continued working on Important Dates Template for Academic Affairs SharePoint Site
- Continued working on Quick Tips page for Grant Inventory
- Began working creating workflows to relocate computer lab furniture in PCN P due to conversion for staff offices

DESIGN WORK:

- Began working on adjusting Divisional Graduation Banner/Gonfalon artwork to fit Retractable Banner size for Spring 2022 Commencement
- Began working on STC & UTRGV Collaborative Annual Report artwork
- Continued working on 2021-2022 Nursing and Allied Health Programs bi-fold brochure
- Continued working on 2022 National Summit for Dual Credit Programs Event Program artwork
    - Continued working Event Program Booklet
    - Event Poster board artwork
    - Revised Co-Branded logo and updated all event promotional artwork for print and web
    - Worked on Event Agenda At-A-Glance Poster
- Designed "A Night with the Stars" Holiday Cards
- Worked on Competency-Based Education booklet cover artwork

MEETINGS:

- Participated in SI Manager Interview, December 6
- Attended EWDC Meeting, December 7
- Attended virtual search committee meeting for SI Manager position, December 9

- Held virtual search committee meeting for Academic Affairs Support Specialist position, December 10
- Assisted with December 2021 Commencement Ceremony held at Bert Ogden Arena, December 12
- Attended in-person meeting regarding MV Culinary Art Instructional Kitchen Renovation, December 13
- Attended Board Meeting, December 14
- Attended virtual meeting to review and discuss Title IX Student Cases, December 15
- Met with LA Dean and Drama Chair to discuss possible temp agency and direct wage employees, December 17
- Met with BPST Dean and Space Management Specialist at Tech Campus to discuss temp staff offices for Library staff, December 17

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: JANUARY 1, 2022

SUBJECT: ACTIVITY REPORT FOR DECEMBER 1, 2021 THROUGH DECEMBER 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 consists of enhancing the self-service module and an upgrade to the Oracle database. The team will begin discussing a production date for the Financial Managers Handbook as the team begins the last phases of development. The new upgraded Student Obligation Acknowledgments will be next and are expected to go live in March once testing has been completed. The HR Appointment Letters and the Faculty Notices development will begin in March to be completed by the Summer. Additional apps will continue to be converted through the rest of year 2022. The Oracle 19c database upgrade is on schedule to be complete in February 2022.

JAGNET

No changes during this reporting cycle. The 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.

DEGREE WORKS

The Applications Development team continues to work on the next phase of this project which will allow STC and other HE institutions to share degree plans that are part of previously established articulation agreements including the creation of online what-if scenarios for students to transfer course work. The STC team reached out to Texas A&M Kingsville and is expecting a call to be scheduled within the next couple of weeks to determine what is needed to begin the project. Once the project with Texas A&M Kingsville begins, the STC team will reach out to UTRGV and Alamo College as possible partners for this project.

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 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.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT team continues monitoring the health and performance of the data replication from Pecan to both locations Starr County and TJC; no issues have been encountered. At the same time, the IT team continues working on the configuration specifications for the Banner servers and application environment along with the other server dependencies. In addition, the IT team continues to research the technology/processes that would allow for streamlining and improving the Banner server replication to TJC since the current process is manual.

The IT team worked on the building M data center shutdown on December 20. In addition, the contractor worked on the new electrical wiring for the natural gas generator. The work took longer than expected but the services became available on the same day. The new gas generator will replace the existing generator that runs on diesel for only 12 consecutive hours and which fueling services have proven to be unreliable in bad weather conditions. The installation of the new generator is still scheduled for February 2022. There will be a complete data center shutdown on December 20 in order to prepare the electrical wiring for the new generator. A temporary generator will be in place while the removal and replacement of the generator is completed.

VIRTUALIZATION PHASE II

The IT team continues to work in the second phase of the virtualization project which will allow students to use virtual software applications from any computer in the district. The IT team worked with Open Labs on identifying 50 computers to pilot the virtual applications. The virtual applications will be available to these computers by the beginning of the Spring Semester.

The IT team will reach out to the Engineering department to add the next cohort of students for the Spring 2022 Semester; no issues were reported for the Fall 2021Semester.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENICATION

- Renewing DUO license and increasing license numbers to accommodate students for accesses specialty software from home using VDI. Those students will need MFA to connect from home into South Texas College network.
- 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.
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- December 9th Advisories were released of a known security vulnerability discovered in Log4j. We identified those systems that were impacted and followed vendors recommendation. Currently running daily vulnerability scans to make sure we don't have that risk in our environment anymore.
- 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 Risk Management.
- 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

- Finalizing Nationwide Cybersecurity Review (NCSR), annual self-assessment designed to measure gaps and capabilities of cybersecurity programs.
- Finalizing some follow-up from the two audits conducted by Carr Riggs & Ingram (CRI).
- Working with Sterling to get a Scope-of-Work for a pen-test. Currently they provided a assessment to gather more information about IPs and applications.
- Performed two Table Top Exercises with key folks.
- 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. FERNANDO CHAPA, DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENESS, AND STRATEGIC PLANNING

SACSCOC

- Substantive Change Prospectus: Preparatory ECHS – Document sent to the agency.
- CBE SACSCOC Prospectus – HVAC Program documentation sent to the agency.

MEETINGS / TRAININGS

- SACSCOC Annual Meeting.
- Strategic Planning 2021 Biennium Update – Information has been sent to PDC.
- Xitracs User Meeting.
- College-Wide Curriculum Committee Meeting.
- Dual Credit Course Offerings Meeting – Reviewed the Spring 2022 courses.
- COVID-19 College Training.
- CDL Program - Press Conference at Technology campus.
- Council of Chairs Meeting.

PROJECTS

- SACSCOC Annual Meeting – Dr. Chapa presented at the conference.
- Data Management & Integrity Committee - Discussed data owners' interviews, questions, and policy development; update on BUGs meeting.

MISCELLANEOUS

- Submitted IRE weekly reports for December to the VP of ISPP&SI.
- Submitted the IRE November's report to the VP of ISPP&SI.

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for IE Plan Development or Mid-Bi Report.
- 2021-2023 Rubric Templates Report.
- 2021-2023 Entity Tree - Division/Department Official Names.
- 2019-2021 Objective Met or Field 11 Update.
- SACSCOC Ongoing Activities.
- Review of 2019-2021 and 2021-2023 IE Plans.
- IE Reports Data Support.
- IEA Website Updates.

MEETINGS / TRAININGS

- One-Time Return to Campus Safely COVID-19 Training.
- QEP Follow-Up.

- Data Management & Integrity (DMI) Committee.
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning.
- IEA Meeting – online.
- AIR Forum Virtual 2021 Recap.

FACTBOOKS AND DATA PORTAL

- Student Achievement Goals - Factbook Updates.
- Data Portal Updates - THECB Almanac.

DATA REQUESTS AND SACSCOC

- Strategic Planning/KPI Data Support.
- Substantive Change Support.
- Ad Hoc Discussions with RAS and/or STC Constituent(s).
- Program Review - AY 2020 – 2021.
- Ad Hoc Data Request.

PROJECTS

- Program/Major Change/update Tracking.

MISCELLANEOUS

- Submitted IEA weekly reports for December to the VP of ISPP&SI.
- Submitted the IEA November's report to the VP of ISPP&SI.

SERKAN CELTEK, DIRECTOR RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus Enrollment Report
- Credit Hours and Contact Hours Report
- IPEDS Financial Aid Survey 2021-22
- IPEDS Graduation Rates 200 Survey
- IPEDS Outcomes Measures Survey 2021-22
- 2019-2020 CB116 Follow-Up - Student Data

SURVEYS

- Ascender Survey Second Administration
- Ed Tech Surveys x2
- HEP Bilingual Form Design
- Perkins Equipment Assessment for Fall 2021
- PTAP Surveys x3
- QEP MAP Survey for Fall 2021

QUALITATIVE STUDIES

- Dual Credit Qualitative Study
- Mid-Valley Campus Child Development Center Grant Focus Group

DATA REQUESTS

- Allied Health Programs' Historic Graduates by Year
- Dual Credit Taskforce Data Fall 2020
- Dual Metrics - Spring 2021 - Sharyland ISD
- Enrollment and Student Faculty Ratio Data
- Fall 2021 Census Enrollment by Race/Ethnicity
- Fall 2021 Course Enrollment, Contact Hours, Student Type, and Campus
- Fall 2021 ELPT HART Enrollment by Campus
- SACSCOC Enrollment Profile
- Starfish Progress Survey Report Analysis - Dual Credit faculty

MEETINGS

- Academic Council Meeting
- Administrative Assistant Monthly Meeting
- Adult Learner Data Meeting
- BUGs Meeting
- Data Summit Meeting
- DHSI Grant Academic Coaching Survey Meeting
- DM&I: Discuss Interviews/Questions & BUGs Meeting Update
- Employee Recognition Banquet
- IRESP Weekly Report Meeting
- PASS Program/NAPE Grant Meeting
- STC CDEC Advisory Committee Meeting
- 2021 SACSCOC Annual Meeting

OTHER RESEARCH/SUPPORT

- SP1678 Analyst Hiring Committee
- Review of NEPIS - RN Spreadsheet
- Oracle SQL Developer Research
- Post-SmartEvals data storage & miscellany

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library – Temporary Operations Prep	**Progress:** 90%	**End Date:** December 2021
Library and Learning Support Services (LLSS) staff coordinated with Facilities Planning and Construction (FPC) 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. Worked with FPC staff to submit institutional move requests. Consulted with Purchasing office on moves RFP. Met with FPC to update plans for temporary operations locations. Coordinated on possible additional temporary staff workspace at Technology Campus.		

ACTIVITY HIGHLIGHTS

- Consulted with HR leadership on CLE matters.
- Reviewed and revised plan for library materials move RFP.
- Reviewed and consulted with LLSS administrators regarding 2021-2023 IE plans.
- Corresponded with Kanopy database vendor representative.
- Consulted with HR leadership on CLE and Library matters.
- Identified options to fund technology support for Summit on Dual Credit Programs.
- Researched makerspace management software options.
- Reviewed and provided comments on NTIA Connecting Minority Communities grant proposal.
- Reviewed and provided comments on two HR reports.

MEETING HIGHLIGHTS

- Met with HR staff and CLE staff to discuss possible adjustments to NOE processing.
- Convened meeting with LLSS administrators to discuss status of pending projects and upcoming projects.
- Met with LLSS administrators to discuss status of pending projects.
- Participated in Council of Chairs meeting to discuss Intellectual Property policy review.
- Participated in meeting with TutorMe representative.
- Met with Library Services staff to review and revise RFP for library materials moving services for the Pecan Campus Library renovation and expansion.
- Met with IT and LLSS leadership to discuss status on LLSS IT projects.
- Participated in Search Committee interviews meeting for Purchasing Department position.

LISA B. WALTERS ASSOCIATE DEAN
LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- TSLAC Grant
- Hotspot Devices
- Records Retention
- Laptop Equipment – HEERF Grant
- Pecan Campus Library Renovation & Expansion
- Coordinator of Library Projects Interviews

MEETING HIGHLIGHTS

- Attended Spring 2022 Planning Meeting
- TSLAC Grant Initiation Meeting
- Attended LLSS Administrator Meeting
- Attended RFP Review and Complete Meeting
- Attended Graduation Debrief
- Attended Beliefs Meeting
- Attended TikTok Meeting
- Attended Pecan Campus Library Renovation & Expansion Meeting
- Attended Pecan Campus Library Consultant Coordination Meeting
- 19030 HVAC & Plumbing Coordination Meeting
- 19030 IT, AV & Electrical Coordination Meeting
- TSLAC Grant Activities Meeting
- Attended OER Grant Meeting
- Attended Hotspot Meeting
- Attended RFP Meeting
- Attended ACRL Meeting

LIBRARY DATA:

Monthly Statistics

- Library Website Visits# 4,735
- Discovery Search Visits# 2,027
- Active Community Users # 189
- Visitors # 10,096
- Reference/Research: 1
- Non-Reference/Research: 2

Events and Library Art Gallery Highlights

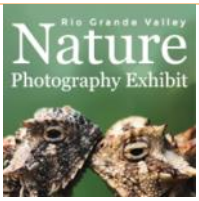
ARTchitecture

Artists: Current & former AEDT Faculty and Students **Location: Technology Library** **Mar. 1 – Dec. 10, 2021**

"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** **Aug. 23 – Dec. 17, 2021**



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.

Permanent Art Collection

Location: Pecan Bldg. A Atrium **Sept. 2021 –Dec. 2021**

South Texas College's Library Art Gallery and the Office of Public Relations and Marketing present twenty-seven works of art from the college's Permanent Art Collection in the Pecan Campus Building A. Atrium. Curated by STC's Coordinator of Community Relations, Francisco Perez, this collection includes paintings, printmaking pieces, ceramics, photography, and sculptures and thematically highlights local customs, arts, cuisine, architecture, and people. https://library.southtexascollege.edu/south-texas-college-library-art-gallery-transforms-bldg-a-atrium-with-a-new-exhibit-from-the-permanent-art-collection/

Observation Landscape

Featured: Britney Luna & Jessica Monroe **Location: Pecan Campus Library** **Oct. 1 – Dec. 10, 2021**
Along with open call for recycled artwork

Contrasted with Jessica Monroe and Brittney Luna's paintings about our natural South Texas environment, the viewer is addressed with artists' hypercreativity who have transformed materials that would have otherwise ended up in a landfill and eventually our soil and oceans into artwork. This exhibit is a call to remind ourselves of the human impact on our natural environment. https://library.southtexascollege.edu/the-stc-library-art-gallery-investigates-the-natural-landscape-in-a-three-part-exhibition-and-workshop/

iTlacuachismo! 2021

STC Student + Community Artists **Location: Mid-Valley Library** **Oct. 8, 2021 – Feb. 10, 2022**

This exhibit features artwork created by community artists and STC students that visually describe the beloved South Texas *tlacuache* (opossum) and what the idea, term, and animal mean to each artist.
https://library.southtexascollege.edu/tlacuachismo-2021-art-exhibit-at-mid-valley/

Guitar Performances at Pecan Library

Performers: STC Guitar Studio **In-Person** **Nov. 30, 2021 & Dec. 1, 2021**

Source: Faculty Request **Jaime A. Garcia (Music)**

Professor Jaime A. Garcia and his students of Guitar Studio performed for students and staff in the Pecan Library. 5 students and the instructor performed.

Finals Fuel: Free Popcorn!

In-Person **Dec. 6 – 10, various times**

Heather Bobrowicz	**Attendance:** (see below)

Free popcorn and prizes are being handed out at various campuses during Finals Week. All campuses with popcorn makers were requested to pick times to provide popcorn and Plinko for prizes.

- Tech Campus (12/6/2021) – Attendance: 15
- Pecan Campus (12/7/2021 and 12/8/2021) – Attendance: 75
- Mid Valley Campus (12/7/2021) – Attendance: 60
- Starr Campus (12/7/2021) – Attendance: 28
- Nursing Campus (12/8/2021 and 12/10/2021) – Attendance: TBD

PROJECT HIGHLIGHTS

Weed Collection	**Progress:** 55%	**End Date:** Spring 2022
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.		
Web Checkout	**Progress:**	**End Date:** April 2022
Phase I – Open Labs inventory Phase II – Library inventory Phase III – CLE Inventory Phase IV – Library Art Gallery inventory	Phase I – 90% Phase II – 41% Phase III – 5% Phase IV – 0%	
Configure and deploy a cloud-based inventory management system. Open Labs is now using WebCheckout for furniture items and plans and initial steps have been taken to prepare the Open Labs computer equipment and Library inventory data imports.		
Library Faculty Portal	**Progress:** 16%	**End Date:** May 2022
Create a Power App that allows faculty to request library support for a wide range of services through a single portal and a corresponding Power App for staff to manage faculty requests. Several services have been identified and the team has met with stakeholders and begun working on five modules.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress:**	**End Date:** February 2022
Phase I – Assign sections of survey to teams Phase II – Compile and review data Phase III – Write the annual report (STC Annual) Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V – Complete the ACRL web survey (February date) Phase VI – Complete the iPEDS web survey (February date)	Phase I – 100% Phase II – 40% Phase III – 0% Phase IV – 0% Phase V – 0% Phase VI – 0%	
There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY21 Annual Library Report. The data collection team includes Library Services AAs, Systems & Automation, Technical Services, Open Labs staff, and Administration. Sections have been assigned to subgroups of the ACRL survey. When the ACRL survey is complete a file to upload into iPEDS will be available eliminating most of the work for iPEDS. The FY21 STC report will be completed after all the data is collected.		

ACTIVITY HIGHLIGHT

- Fire Academy Presentation– ongoing
- Technology Campus Art Deinstallation
- Library Technician Interviews
- ACRL Statistics Entered
- Permanent artwork was installed at Mid-Valley campus library.
- Popcorn and Plinko events were held district-wide to support students during finals.
- Hotspot Project/Laptop/Smartphones (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- Hotspot Reports – Ongoing
- Hotspots Procedures Manual – Ongoing
- Weeding General Collection Project – Ongoing

- Assisted Technical Services with Discards – Ongoing
- Deselection of Book Collection – Ongoing
- Collection Development - Ongoing
- Records Retention Project - Ongoing
- Library Renovation – Ongoing
- Faculty Portal Design – Ongoing
- OER Grant Project – Ongoing
- HEERF Laptops Project – Ongoing
- HEERF Laptops Symphony Report - Ongoing
- Personnel Activity Report (OER Project)
- Smartphones Setup Project – Ongoing
- Screening for DW (grant funded) – ongoing
- ACRL Report – ongoing
- College Advising Training Program
- NAH Online Library Orientation
- NAH Specialist Applicants Review
- Employee Appreciation Banquet
- Pecan Campus Library - Guitar Performances
- PSJA Chief Academic Officer& Superintendent RCPSE Visitation

MEETING HIGHLIGHTS

- Staff member participated in ADA Human Resources Meeting
- Staff members participated in Library Instruction Strategies Meeting
- Staff members participated in Spring 2022 Planning Meeting
- Staff member participated in Campus Librarians Meeting
- Staff members participated in Mid-Valley Campus Meeting
- Staff members participated in Social Media Post Meeting
- Staff members participated in Tiktok Meeting
- Staff members participated in Beliefs Meeting
- Staff member met with colleague for book ordering procedures.
- Staff members attended the Grant/Smartphone setup meeting.
- Staff member attended the Marketing Team meeting.
- Staff member attended meeting with artist for Spring 2022.
- Staff member met with Bethel Garden Committee regarding sealing of recently installed murals.
- Staff members met with faculty regarding Spring 2022 Shakespeare speaker.
- Staff members attended the Blackboard Orientation meeting.
- Attended demo of Niche Academy for library tutorial integration.
- Staff members attended the Employee banquet.
- Staff members participated in Records Retention Workgroup Meeting
- Staff members participated in Pecan Campus Library Renovation & Expansion Meeting
- Staff members participated in Faculty Portal Power App Module Review
- Staff members participated in Ready for Proposal Meeting
- Staff members participated in Library Instruction Meeting
- Staff member participated in Mid-Valley Librarians Weekly Meeting
- Staff members participated in Mid-Valley Advisory Meeting
- Staff members participated in Mid-Valley Operations Coordination Meeting
- Staff member participated in Mid-Valley Monthly Individual with Staff Meetings
- Staff member participated in ADN Interview Committee
- Staff member participated in THECB-OER Development PAR Meeting
- Staff member participated in Third Cross- Institutional OER Workshop Meeting
- Staff member participated in Maintenance Meeting
- Staff members participated in Hotspot Discussion
- Staff member participated in Art Department Meeting

TRAINING HIGHLIGHTS

- Staff member attended virtual training, “Communications Foundations”
- Staff member attended virtual training,” Ethical Dilemmas”
- All staff members reviewed the Copyright training video.
- Staff member attended the virtual training, “Learn about Crisis Text Line with South Texas College.”

- Staff member attended the virtual training, “EDI Leadership and Community Inquiry.”
- Staff member attended the virtual training, “Austin Kleon and David Epstein, “Range”
- Staff members attended “One -Time Return to Campus Safely COVID- 19 Training”
- Staff member attended Virtual training, “Customer Service: Knowledge Management”
- Staff member attended Virtual training, “Managing Up as an Employee”
- Staff member attended the virtual training, “Policing and Libraries”
- Staff member attended Art Department Mark Greenwalt Lecture & Workshop

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

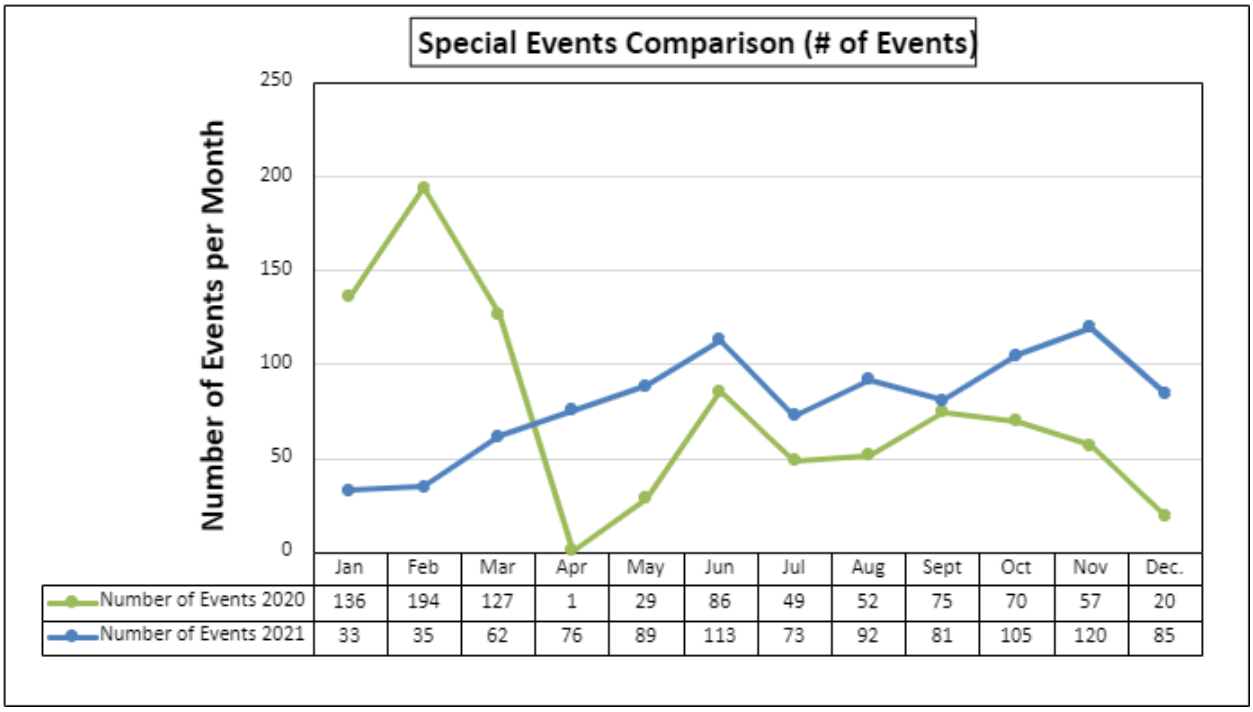
MEETINGS:

- 12/01/2021: Open Labs for STC Covid-19 Training
- 12/03/2021: ET Leadership Team Meeting, FDDLC Meeting
- 12/06/2021: ET Project Update Meeting, College Wide Planning Meeting
- 12/07/2021: ET Staff Travel/ Conferences Meeting, ET Items on Finance Committee Meeting
- 12/10/2021: ET Leadership Team Meeting, IT LLSS Project Review Meeting
- 12/13/2021: Graduation Debrief Meeting, Administrative Staff Holiday Luncheon
- 12/14/2021: NSDCP Conference Update Meeting, December Department Meeting Luncheon
- 12/16/2021: ET Director One-on-One, CCUMC Professional Development Committee
- 12/17/2021: LLSS Administrator 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	81
Oct	105
Nov	120
Dec.	85
Total:	**964**

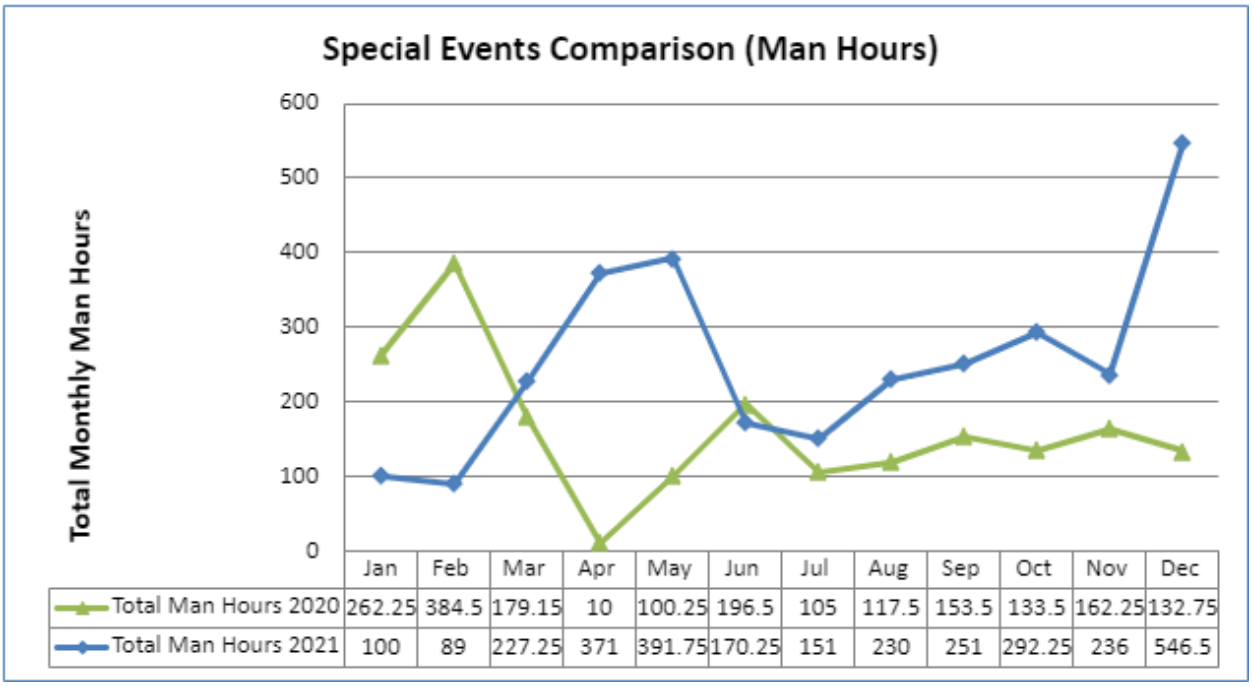


	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec.
Number of Events 2020	136	194	127	1	29	86	49	52	75	70	57	20
Number of Events 2021	33	35	62	76	89	113	73	92	81	105	120	85

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	251
Oct	292.25
Nov	236
Dec	546.5
Total:	**3056**



MONTHLY COUNTS

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	8	0	0	1	0
Data Projector	57	0	0	0	0
Projector/ Laptop	0	0	0	0	0
Computer	38	0	0	0	0
Microphone (Hand Held)	31	0	0	6	0
Microphone (Lapel)	2	0	0	0	0
RF Remote	0	0	0	0	0
PA System	1	0	0	4	0
TV/ Display	7	0	0	5	0
Screen	0	0	0	0	0
Portable Table	0	0	0	0	0
Keyboard/ Mouse	0	0	0	0	0
Mic Stands	8	0	0	1	0
Table Top Mic Stands	0	0	0	4	0
Document Camera	0	0	0	0	0
iPad	5	0	0	3	0
Mixer	3	0	0	3	0
Webcam	0	0	0	0	0
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	0
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	2	0	0	5	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0

Wireless Lab	0	0	0	0	0
HD Video Streamer	4	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	0	0	0	5	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	4	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	15	0	0	0	0
PTZ Camera	17	0	0	0	0
Interactive Display	0	0	0	0	0
PTZ Joystick	5	0	0	0	0
Gooseneck Mic	3	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***210***	***0***	***0***	***37***	***0***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director hosted the monthly Learning Commons & Open Labs Leadership Team Meeting.
- The Director reviewed the Pecan Library Renovation Building P layout.
- The Director held a meeting with the Logistics Managers to discuss WebCheckout.
- The Director held one-on-one meetings with the Administrative Assistant.
- The Director met with the Library & Learning Support Services Marketing Team & the PR Department.
- The Director held a meeting with the Administrative Assistant to review the ACRL/iPEDS data.
- The Director held a departmental meeting to discuss tentative IE professional development & training.
- The Director held a one-on-one meeting with the Open Labs Analyst.
- The Director held departmental meetings with the Open Lab Marketing Team.
- The Director held departmental meetings with the Makerspace Team.
- The Director met with the Pecan Logistics Manager to discuss the IE1 Pecan Campus Renovation.
- The Director attended a meeting hosted by the Associate Dean of Library Services to discuss relocation information.
- The Director held a meeting the Administrative Assistant to discuss Record Retention.
- The Director held meetings with the Logistics Managers to discuss the Open Lab Supervisor job description.
- The Direct held one-on-one meetings with the Off Sites Logistics Manager.
- The Director attended the Pecan Campus Employee Appreciation Banquet.
- The Director hosted the Library & Learning Support Services Marketing & PR Committee monthly meeting.
- The Director held a one-on-one meeting with the Pecan Logistics Manager.
- The Director held a departmental meeting to discuss LabStats & WebCheckout.
- The Director attended one-on-one meetings with the Dean of Library and Learning Support Services.
- The Director attended the IT Library & Learning Support Services Project Review Meeting hosted by the Dean of Library & Learning Support Services.
- The Director attended the STC Administrative Staff Holiday Luncheon.
- The Director held a meeting with the Open Labs Analyst to discuss the FY 2022 computer replacement quote.
- The Director met with the Assistant CIO to discuss the VDI background.
- The Director met with Librarian III - Systems & Apps to discuss the Micros & High-Performance survey.
- The Director held meetings with the Pecan Logistics Manager to discuss the business continuity staffing.
- The Director attended the Library & Learning Support Services Administrator Meeting hosted by the Dean of Library & Learning Support Services.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs analyzed the ability to checkout headsets with microphones.
- The Learning Commons & Open Labs Technology high performance study room pilot remained underway.
- The Learning Commons & Open Labs continued working on the schedule for the Spring 2022 semester.
- The Learning Commons & Open Labs prepared and held the End of Semester Meeting.
- The 4 UPS' are to be returned as they do not meet the capacity needed for the equipment.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – DECEMBER 2021 ATTENDANCE STATISTICS: 1,827

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
La Joya Higher Education Center	3	2	
Mid-Valley Campus	874	409	
Nursing and Allied Health Campus	812	376	
Pecan Campus	1,379	694	5
Pharr Regional Center for Public Safety Excellence	119	33	
Starr County Campus	292	145	1
Technology Campus	484	252	
Campus Totals:	**3,963**	**1,911**	**6**

OPEN LABS PRESENTATION STATISTICS:

Campus	Number of Presentations
Mid-Valley Campus	12
Pecan Campus	
Nursing and Allied Health Campus	2
Starr County Campus	1
Technology Campus	
Total:	**15**

JAGPRINT - PRINTING REPORT

Dec 1, 2021 to Dec 31, 2021

Totals

Type	Users	Jobs	Pages
Printing	1707	7426	13295
Web Printing	464	2041	8357
Total	2171	9467	21652

	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	253	1078	5658	39	101	914	292	1179	6572

NAH	308	1465	11140	281	1437	4402	589	2902	15542
Pecan	446	1948	10417	120	368	2344	566	2316	12761
RCPSE	42	99	1236	2	2	4	44	101	1240
Starr	81	357	1999	21	126	668	102	483	2667
Tech	113	438	1604	5	11	25	118	449	1629

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **December 2021**

- Tutoring Sessions: 497
  - In-Person: 245
  - Online: 173
  - In-Class: 79
- Assignment Review: 289
- Supplemental Instruction: 115
- Visitors: 7,232
- Workshops: 5
- Workshop Attendance: 326
- Independent Study: 302
- Starfish Flags addressed: 4
- CLE Information Requests: 5

PROJECT HIGHLIGHTS

Floor Plan Redesign: Mid Valley Campus **Progress: 99%** **End Date: December 2021**

Room A105 has been redesigned to conduct SI Sessions and workshops as needed. Computers and printer have been installed. Setup for ClearTouch has been completed. Awaiting imaging for ClearTouch login. Will be following up with ET regarding ClearTouch equipment.

NSF Grant Year 2 **Progress: 100%** **End Date: December 2021**

CLE is currently supporting the NSF students by providing tutoring and a variety of academic support. Recruitment for a new NSF tutor is still underway. Tracking program for participants is being developed. Updated reporting tool for NSF tutor, and we will be looking to split fund tutors in Summer 2022. Report has been submitted.

CLE Marketing Fall 2021 **Progress: 100%** **End Date: December 2021**

Marketing initiatives for the year have been completed. Marketing meeting was held.

Tutor Training for FY2021-2022 **Progress: 65%** **End Date: August 2022**

Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. Meeting to plan for Spring 2022 training has been held and follow up has been scheduled. CRLA Team availability survey has been posted. CRLA trainings have been scheduled for November. Room reservation and equipment checkout have been completed. Test run of training activity was conducted and modifications were made. Follow-up meeting will be held in January 2022.

TSI Resource Marketing **Progress: 100%** **End Date: December 2021**

Pending the webpage launch, implementing a strategy to market TSI resources to Dual Credit stakeholders. Collaborating with Student Affairs and Enrollment Management to market TSI prep resources to prospective dual credit and traditional students who were not TSI ready. Postcard has been mailed out. Division of Student Affairs & Enrollment Management and Math Department were notified that the TSI Resources were published on the CLE website. Flyer has been designed.

IE PLAN PROJECTS HIGHLIGHTS

IE Plan Objective 1: Increase Access to CTE Learning Support Services

Assess support needs of RCPSE and MVC for CTE student support **Progress: 100%**

IE Plan Objective 1 **COP (2020-21) 2** **End Date: Dec 2021**

Discussions underway with Pecan Coordinator to create a shared full-time SLA to support writing at all three campuses. RCPSE Specialist has created student success workshops and held sessions for students. RCPSE Specialist will meet with the police academy to coordinate support based on what is covered in class. RCPSE Specialist has trained new Librarian and will provide a workshop in support of the PASS program students. Workshops for Test taking Skills taking place in the evenings. Plan has been developed for new student program orientation for Spring 2022.

Repository for NAH Student Support resources at Academic Coach page **Progress: 35%**

IE Plan Objective 1 **COP (2020-21) 2** **End Date: June 2022**

APA resources have been developed, videos have begun to be created and writing team met with academic coaches to review the Libguides platform. Video creation and posting schedule continues. Added additional workshops to resources. Met with Pecan Specialist for video editing techniques and quality control. Reviewing Dosage Calculation content for video uploads. Revamping PowerPoints and using editing software to prepare material.

IE Plan Objective 2: Expand Online Learning Support Services

Year 2 DHSI Grant Participation		**Progress: 20%**
IE Plan Objectives: 2	**COP (2020-21) 3**	**End Date: August 2022**
Add additional virtual tutoring support for MATH 1442, CHEM 1412, and BIOL2401. Hiring of additional online tutors for year 2 has begun. Planning meeting was held for carry over funding spending plan. Participated in year 2 kick off meeting. Promotional materials for Dual Credit students currently being vetted through PR. Met with Public Relations Department and discussed marketing materials.		
Virtual CLE Quality Assurance		**Progress: 98%**
IE Plan Objectives: 2	**COP (2020-21) 3**	**End Date: January 2022**
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 the standardizations for the tutor profile on Upswing and has presented the standardization to the Coordinators. Campus supervisory staff will review tutor profiles on July 1st. One hundred percent complete with updating all CLE tutor profiles and picture day has been completed at Pecan and Tech. Pictures will be taken by CLE Department during Spring 2022.		

IE Objective 3: Refine Embedded Tutoring and Supplemental Instruction

Update Focus Group Protocols for Embedded Tutoring		**Progress: 100%**
IE Plan Objectives: 3	**COP (N/A)**	**End Date: December 2021**
A meeting has been held with analyst. Focus group protocols are being developed and follow meeting has been scheduled for next week. Another email will be sent out to students and the course shell is created and posted on blackboard for participants. Focus group will take place next year.		
Quantitative Assessment of Embedded Tutoring		**Progress: 50%**
IE Plan Objectives: 3	**COP (N/A)**	**End Date: January 2022**
Pilot an assessment of the correlation between participation in ET and course performance. Developed and trained staff on Excel spreadsheet for tracking Embedded Tutoring attendance and participation. The embedded tutoring sessions are occurring and being recorded. Data collection for fall 2021 has been completed.		
Assess Student Satisfaction of Embedded Tutoring & SI		**Progress: 100%**
IE Plan Objectives: 3	**COP (N/A)**	**End Date: December 2021**
Distribute and assess student satisfaction for Embedded Tutoring and Supplemental Instruction through a qualitative survey for Fall 2021. Coordinator and manager have sent course list to RAS analyst to finalize distribution of survey. Surveys have been completed.		

IE Objective 4: Increase Faculty Confidence and Collaboration

Implement Faculty Assisted Training for SLAs		**Progress: 20%**
IE Plan Objective 4	**COP (2021-22) 7**	**End Date: August 2022**
Plans to collaborate with faculty to develop trainings for Student Learning Assistants on various topics. Coordinator of College Success has volunteered to conduct trainings for the CLE. Second Logic Model was held. Data analysis will be conducted on most tutored subjects and meeting will be held.		

EVENTS HIGHLIGHTS

CLE End-of-Semester Luncheons	**Event Dates: December 17**
On Friday, December 17th, CLE coordinators at all five campuses hosted end-of semester luncheons for their staff. The luncheons ranged from on-campus potlucks to an off-campus lunch after the centers closed.	
CLE Finals Countdown	**Event Dates: November 29 – December 10**

CLE End-of-Semester Luncheons	Event Dates: December 17

The CLE held the Finals Countdown event from November 29 to December 10. This event is aimed at encouraging students to come in early to prepare for their final exams.

MEETING HIGHLIGHTS

- Tutor Training Spring 2022 Meeting
- DHSI Year 2 Evaluation Kickoff
- Perkins Grant NAPE Project: PASS Program Data Meeting
- CLE/Developmental Math Program TSI Collaboration Meeting
- TSLAC Grant Activities Meeting
- Met with PTA Tutor to discuss additional student support
- OTA Chair meeting concerning pass rates
- Adjunct and Dual Enrollment prep meeting
- Student Mentor Training
- Mid Valley Advisory Committee Meeting
- MVC Operations Coordination LLSS Meeting
- Online Tutoring Request Form meeting
- Upswing Meeting
- Blackboard Student Orientation Meeting
- Search Committee Meeting
- Academic Coaches Meeting
- TutorMe Demo
- Periscope Meeting
- Structuring the Learning Experience Meeting
- Dual Credit Programs Committee Meeting
- TTD Presentation Meeting
- End Of Semester Meeting
- NAPE Grant Action Research
- DHSI follow-up meeting
- IT LLSS Project Review Meeting
- DHSI PR & Marketing meeting
- Met with PCA Chair to discuss skills lab assistance
- Met with ADN advisor to discuss Math Remediation for incoming cohort
- Perkins end of the semester assessment meeting with RCPSE Specialist.
- CRLA Planning Meeting
- Innovative Educators Meeting
- Tutor Limitations Meeting
- Planning for Personal Mission Statement Training
- Setup for Test Run Meeting
- Jagtrax Project Update Meeting
- Tutoring hours limitation finalization mtg
- DHSI grant marketing
- DHSI video asset meeting #2
- Meeting with HR compensation staff
- HR Meeting for NAH select NOEs
- Meeting with Dean to discuss program support
- Dual Adjunct Professional Development Meeting
- Learning Excellence Mentor Meeting
- Data and Marketing Meeting

TRAINING HIGHLIGHTS

- CRLA Communication Skills

- Academic Coaches Training
- Creating Engagement in the Virtual Classroom Training
- Math Support Course Summit

EVENT HIGHLIGHTS

- SI Manager interviews
- ADN Bootcamps
- BSN Bootcamps
- Presidential Employee Appreciation Lunch – Tech Campus
- Presenting to College Advisors Training Program
- CLE Holiday Potluck
- STC Employee Appreciation Banquet
- CLE Game Night and Staff Appreciation Potluck
- STC Administrative staff holiday luncheon
- CLE leadership end-of-semester gathering
- CLE Amazing race testing
- LLSS Administrator luncheon

PROJECT COMPLETION HIGHLIGHTS

- Upswing Platform Consolication completed
- 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
- NSF Grant Participation Year 2
- CLE Marketing Fall 2021
- TSI Resource Marketing
- Assess support need of RCPSE and MVC for CTE student support
- Update Focus Group Protocols for Embedded Tutoring
- Assess Student Satisfaction of Embedded Tutoring and SI

OTHER PROJECT MILESTONES

- NTIA Grant application submitted
- TSLAC Grant Spring activity calendar created
- DW Wage Proposal Drafter
- Unexpended funds proposals collected
- CLE Services SWAY completed

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 second cohort of students obtained their IBC (Jailer's Exam).
Fund Status:	

# of Exams Paid with Grant Funds	# of Exams Passed	Passing Rate	Funds Expended
34	34	100%	$1,260
Total Grant Funds	**Total Grant Funds Expended**	**Total Grant Funds Unspent**	
$30,000	$1,260	$28,740	

Next Step(s)	11/15/2021: Jailer's Exam Scheduled

Project Name	**IT & CS: Web Redesign**
Project Role	Project Manager/Facilitator
Scope	Redesign the IT & CS Home Page to improve the student user experience
Status Summary	Gathering feedback of Draft Mock Up
Next Step(s)	Mapping Meeting Scheduled for 01/21/2022

Project Name	**DHSI Grant**
Project Role	Project Resource
Scope	Serve as a project related resource to the DHSI Grant Administrator, as needed.
Status Summary	Assisted Starfish Administrator with the development of grant required plans.
Next Step(s)	Complete and Submit Annual Performance Report

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

Project Name	**South Texas College DHSI Project**
Project Role	Project Coordinator
Grant Period of Performance	October 1, 2020 – September 30, 2025
Report Period	December 1, 2021 – December 17, 2021
Grant Goals	1. Provide students with accessible pathways that promote persistence, educational attainment, academic achievement, personal, and professional growth. 2. Provide accessible and inclusive educational opportunities that enable seamless transfer to advanced degrees or align with emerging workforce needs. 3. Increase accessibility to an expanded use of technology-based resources. 4. Increase students' ability to effectively manage debt and stay on a path leading to program completion and employment.
Grant Strategies to Achieve Goals	1. Academic Coaching 2. Online Tutoring 3. Starfish 4. Financial Literacy
Grant Project Activities	Project activities vary but focus on the integration of a uniform and streamlined academic coaching model; expanding online tutoring services to include additional subjects and course levels; providing Starfish training to faculty, staff and students and developing a workable intervention plan; providing an online money management tool to Hispanic First Time in College students that provides courses and tools related to money management, financial aid instruction, credit/debit practices, budgeting, and savings/investing.
Summary Status	**Academic Coaching:** • Attended InsideTrack/STC Partnership meeting on December 3. The InsideTrack team reported that the SOW was sent to STC Purchasing Department the week before. It was confirmed that the SOW has since been reviewed by Purchasing and was forwarded to the President's Office for signature. InsideTrack's participation during Professional Development day is pending

	OPOD's review of the proposed presentations. The InsideTrack team continues to work on the slideshow presentation for the grant stakeholder's meeting in February 2022.
	• Met with Academic Coaching team and RAS on December 9 to discuss the development of a survey instrument for services as part of the grant's evaluation process for Year 2.
	• Attended InsideTrack/STC Partnership meeting on December 17. The InsideTrack Team reported that the SOW for additional hours has been fully executed. STC's purchasing department is requesting an updated sole source for the new SOW and InsideTrack Solutions Team will assist with updating the form. The InsideTrack team will provide samples of surveys, along with sample questions, as the Academic Coaching team works to develop a student survey which will be used as part of the grant's evaluation process in year 2. Dalina will provide updated information for staff for Network Foundational Coach Training. InsideTrack provided a draft of the slideshow presentation for the grant stakeholder's meeting in February.
	Starfish:
	• Met with Starfish Project Owner on December 17 to discuss Starfish Training for Professional Development Day.
	Financial Literacy:
	• Met with Project Owner to reiterate the timelines tied to each Year 2 Project Activity, specifically as related to the awareness campaign video production, financial coach/presenter for Financial Litearcy Day, Professional Development, and the designation of a day in April 2022 for Financial Literacy Day.
	DHSI Administration:
	• Created a template to assist Project Owners with the development of each of their component's video concept and message, as part of their awareness campaign for Year 2.
	• Met with Project Owners on December 10 to discuss the video concepts outlined in their template.
	• Coordinated with PR & Marketing for the Requests for Proposal (RFP) as related to the Toolkit, Awareness Campaign, and Video Production. The RFPs have been distributed and bids will be evaluated by the purchasing department.
	• Met with Project Owners and PR & Marketing Team on December 14 to review and discuss the video concepts developed by each grant component.
	• Met with Senior Buyer Billy Langley on December 16 and 17 to discuss and evaluate the RFQ's for vendors for the DHSI Grant Video Production and for the Financial Wellness Toolkits.
	• Submitted Banner online requisitions for the purchase of the following items:
	  ○ Promo Universal – business card magnets for Online Tutoring will supplement the marketing plan and serve as an additional tool and resource to increase awareness of the Online Tutoring services available to students.
	  ○ InsideTrack – additional consulting hours for Academic Coaching were requested in order to support organizational change based on the recommendations included in InsideTrack's Diagnostic Report.

Next Steps	• Meet with Financial Literacy Project Owner, including VP Matthew Hebbard and RDMC officer Myra Ochoa, on January 6 to review and assess the progress made so far, and ensure that the Financial Literacy component remains on track moving forward. • Meet with External Evaluator January 6 to begin the preliminary development of the DHSI grant component surveys. • Meet with Academic Coaching and Starfish teams to discuss Professional Development day trainings to be provided by InsideTrack. • Continue to prepare narrative statements for the DOE Annual Performance Report. • Continue to lead, manage and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy.