SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

January 2022

Board Meeting
February 22, 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:	FEBRUARY 22, 2022
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1, 2022 THROUGH JANUARY 31, 2022

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-President's
- South Texas College Coordinated Operations Council meeting
- Student Affairs & Enrollment Management Division Leaders meeting
- TXDot and South Texas College semester moving with Kristi Garcia
- Financial Wellness Center Webpage I igrad landing page
- South Texas College Graduation Bash Plans
- Review of job descriptions of both Dean and Associate Dean positions
- GWG Grant meeting
- HEERF I, II, III (MSI & Institutional SAIHE and HEERF I, II, III student quarterly reports

ATTENDED

- Financial Literacy – DHSI Gran meeting
- South Texas College and University of Texas Rio Grande Valley Collaborative Update
- Contact review with Vice President Dr. David Plummer
- Delta OPT meeting
- EVERFi meeting

- Dispute Resolution Training Institute with Laura Requena, Director of South Texas College
- Joint services Transcript Upload Degree Programs
- Met with Delia Magdaleno, Associate Professor for Spanish at South Texas College
- EAB visit project kickoff for South Texas College

ENROLLMENT SERVICES AND REGISTRAR

- After dropping students for non-attendance on January 31, **29,802** students were registered for Spring 2022 semester, which began on January 18, 2022.
- 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 **2,003** chat sessions during January 2022.
- 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, Jagnet Content, Enrollment Appeals and Starfish.
- 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 completed certification of **1,838** December 2021 graduates, including **539** Certificates, **1,078** Associate Degrees and **206** Bachelor Degrees.
- Specialists downloaded, reviewed and verified **3,549** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during January 2022.
- 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 **65** international students registered for Spring 2022 semester.
- Processed **251** course substitutions and exceptions in DegreeWorks during January 2022.
- Processed grade changes for **172** students during January 2022.
- Processed reinstatement requests for **40** students during January 2022.
- Processed **1,777** high school and **1,052** college/university transcripts during January 2022.
- Evaluated **673** transcripts from other colleges and universities during January 2022.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,773** STC transcripts during January 2022.
- Scanned and indexed **2,647** documents submitted by students during January 2022.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report January 2022					
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	**41**			**ACT**	**355**
Mid- Valley	**25**	**67**	**57 (85% show)**	**TSI EXAM**	**159**
Starr Campus	**43**	**27**	**26 (96% show)**	**TSI EXAM**	**65**
Pecan Plaza	**26**	**31**	**24 (77% show)**	**GED/ PEARSON**	**185**
Pecan Plaza		**314**	**247 (79% show)**	**TSI EXAM/ includes TSI Online**	**669**
Pecan Plaza		**12**	**12 (100% show)**	**TCOLE/ Proctored Exams**	**60**
Pecan Plaza		**89**	**65 (73%show)**	**HESI**	**330**
Mid-Valley		**29**	**28 (97% show)**	**HESI**	**174**
Starr		**9**	**8 (% show)**	**HESI**	**39**
TOTAL:	**135**	**578**	**467 (81% show)**		**2,036 – All Campuses YTD**

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (01/01/2022 – 01/31/2022)		**Year To Date (09/01/2021 - 01/31/2022)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	55	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	124
Developmental Ed (945+ & 0-4 Essay	56	Developmental Ed (945+ & 0-4 Essay	114
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	9	ELAR Diagnostic Level 5	26
ELAR Diagnostic Level 4	84	ELAR Diagnostic Level 4	212
ELAR Diagnostic Level 3	54	ELAR Diagnostic Level 3	148
ELAR Diagnostic Level 2	32	ELAR Diagnostic Level 2	89
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**290**	**Total**	**713**
Mathematics College and Career Readiness			
Monthly (01/01/2022 – 01/31/2022)		**Year To Date (09/01/2021 - 01/31/2022)**	
College Ready (950+ or 910+ & 6+ Diag)	40	**College Ready (950+ or 910+ & 6+ Diag)**	99
Mathematics Diagnostic Level 5	21	Mathematics Diagnostic Level 5	42
Mathematics Diagnostic Level 4	100	Mathematics Diagnostic Level 4	265
Mathematics Diagnostic Level 3	59	Mathematics Diagnostic Level 3	160
Mathematics Diagnostic Level 2	61	Mathematics Diagnostic Level 2	136
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**281**	**Total**	**702**
Data retrieved from College Board Accuplacer			
Date: 02/01/2022			

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 Department welcomed Irene Rodriguez as the new Financial Aid Outreach Specialist at the Pecan Campus
- SFS staff has been assigned to work Saturday January 8th and Saturday January 15th at the Pecan, Mid-Valley and Starr Campuses.
- Financial Aid award, missing information and/or academic standing letters have been mail out for the Spring 2022 semester.
- 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.
- 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 has met with **17** high schools to prepare for Summer and Fall 2022 enrollment planning. Staff has scheduled Student & Parent Information Sessions, Admission Application Drives, and Registration drives virtually or at high school sites.
- Department has concluded our 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. A total of **1,237** students have participated in **28** events since November 2021.

SNAPSHOTS

Fast Track was held in-person for dual credit students from Achieve ECHS on January 06

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Fast Track	Achieve ECHS	01/06/2022	PCN	114
Registration Drive	Pioneer HS	01/07/2022	ISD	38
Total				**152**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:
    - Roma HS
    - Hidalgo ECHS
    - La Villa ECHS
    - Sharyland HS
    - Rio Grande CISD
    - Health Professions
    - Donna HS
    - La Joya
    - Sharyland AAA
    - Edcouch Elsa HS
    - Juan Diego Academy
    - Donna ECHS
    - World Scholars
    - Donna North HS
    - Mission CISD
    - Edcouch Elsa ECHS
    - McAllen ISD

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Department Meetings
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Monthly Department Meeting
- Dual2Degree Personnel Committee Meeting
- Dual2Degree Enrollment Services Meeting
- Dual2Degree Student Success Meeting
- Review of STC Faculty Assigned Sections Meeting
- NACEP Peer Reviewer Training
- Review of STC Faculty Sections Meeting
- Minimum Section Enrollment Meeting
- Spring 2022 Non-S Review Meeting
- Rescaling Grant Follow Up Meeting
- Department Follow Up Meeting
- EAB Grant YouVisit Project Kickoff
- Division Leaders Meeting
- STC & UTRGV Collaborative Leadership Meeting
- #RealCollegeTx Topic 4 Mapping Meeting
- Grant Follow Up Meeting

COLLEGE CONNECTIONS

RECRUITMENT

- Mexican Consulate Ventanilla de Orientación Educativa (VOE)
- General Information Virtual Lobby
- Johnny Economedes High School – Information Table
- Ballew Early College High School – Application Drive
- Horton DAEP High School – College Presentation
- Santa Rosa High School – College Presentation
- Weslaco CTE Early College HS – Virtual College Presentation
- Lamar Academy – Application Drive
- Individual Student Appointments – 11 Students

- Parent Meeting
  - IIES
  - Colegio Mexicano

MEETINGS

- TXDot Meeting
- Proyecto Dual Credit Meeting with Colegio Mexicano
- Mongoose Cadence Bootcamp
- Collegiate Information and Visitor Services Association Virtual Connections Zoom Chat
- Winter Break Virtual Lobby

CAMPUS TOURS

- Pecan
  - Personal Tour – 4 visitors

Campus	# Visitors
Pecan	4 visitors
Mid-Valley	No Tours
Starr	No Tours
NAH	No Tours
Tech	No Tours

CALL CENTER

Inbound Phone Calls	
January 2022	**December 2021**
10,862 calls	6,216 calls

Outbound Telemarketing – Unpaid List No HEERF App
535 outbound calls

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
12,636	Student Contacts, Outreach & Virtual Appointments
3,929	CTE Student Contacts
11	Student & Alumni Registered on CCN
2	Student & Alumni Resumes Revised/Uploaded on CCN
11	New Employer Registered on CCN
34	Jobs posted to CCN
3	Workshops Presented
27	Resumes Reviewed Online by Employers via CCN
1986	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

<u>Job Development</u>

- Atlas, Hall & Rodriguez, LLP - 2 job posting
- Bridgestone Retail Operations, LLC. – 9 job posting
- City of Baytown – 1 job posting
- City of South Padre Island – 3 job posting
- Green, Rubiano and Associates – 1 job posting

- INTERFLET TRANSPORT INC – 1 job posting
- Mayo Clinic – 1 job posting
- Presto Payco Payroll Services LLC – 1 job posting
- RGV Metro Waste – 1 job posting
- SAMES Inc. – 1 job posting
- Streamline Management Group LLC – 1 job posting
- Texas Juvenile Justice Department – 1 job posting
- The Borgen Project – 7 job posting
- The County of Hidalgo – 1 job posting
- Traya Staffing Solutions – 1 job posting
- Vexus Fiber – 2 job posting

Presentations/Workshops

- PTA Level II Cohort, Career Readiness Workshop
- CES Overview, ADN Level I cohort
- CES Overview, College Success for Healthcare

Employer Outreach

- DHR
- USBP
- Radio United
- Valley Baptist Medical Center
- HCA
- Hidalgo County
- Idea Public Schools
- CBP OFO
- Texas Department of Criminal Justice
- Workforce Solutions

Employer Registrations

- *Amedisys Home Health Care*
- *Azaria Financial Group, LLC*
- *INTERFLET TRANSPORT INC*
- *Presto Payco Payroll Services LLC*
- *PRODUCE TEAM LLC*
- *RGV Metro Waste*
- *San Antonio Medical Recruiting Station (9D1)*
- *Silver Eagle Distributors Houston LLC*
- Streamline Management Group LLC
- TWIN Communications
- Vexus Fiber

Coordination of Upcoming Events

- Donna I.S.D. Career Day coordination
- Mission I.S.D. Career Day coordination
- NAH Career Boost 1st Friday Virtual Workshops
- PTA Spring 2022 Career Readiness Presentations

- OTA Spring 2022 Career Readiness Presentations
- Pharmacy Spring 2022 graduate cohort Career Readiness project
- Health Information Technology Week events – Spring 2022
- Spring 2022 workshop presentation calendar
- Fire Science, Law enforcement in class presentations
- Technology Campus welcome week

MEETINGS AND MISCELLANEOUS INFORMATION

- CES is supporting Career and Technical Education (CTE) Month activities at the Tech campus as needed.
- CES is coordinating with representatives of Domingo Trevino Middle School of Mission I.S.D. to participate in their upcoming Annual Career Day.
- Conducted outreach efforts with FHI, a produce treatment, storage and transport facility regarding employment opportunities for STC students and alumni.
- Met with ABA ProBAR representatives to introduce new point of contact personnel and to discuss future collaborative projects.
- Coordinated with a representative of Atlas, Hall & Rodriguez, LLP and with Professor Campuzano with the candidate search for an employment position at their firm.
- Met with NAH campus administration to discuss work safe guidelines and updates.
- CES is coordinating with representatives of Donna I.S.D. to participate in their upcoming Annual Career Day.
- Coordinated PTA in class presentations for Spring 2022 cohort.
- Met with Technology Specialist to discuss and coordinate PTA Career Readiness Session and Spring 2022 projects.
- Facilitated resume and cover letter reviews for PTA Level 2 cohort.
- Created marketing and outreach for Fire Science majors for CTE workforce opportunity
- Conducted outreach and created social media marketing for PSJA, reaching 1,092 students from Nursing and Vocational Nursing.
- Met with OTA program chair to coordinate presentations for OTA Spring 2022 cohort.
- Conducted outreach and created social media marketing for HCA Healthcare South Texas Virtual Hiring event reaching 912 Nursing students.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Updated and created Spring CTE workshop calendar, links and evaluations
- Created NAH Spring 2022 1st Friday Virtual Workshop schedule and links.
- Attended CES departmental meeting discussing Spring initiatives, projects, and events.
- Facilitated PTA Career Readiness Workshop, in collaboration with Technology Specialist. Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Created CES question set for PTA program Unit Exam.

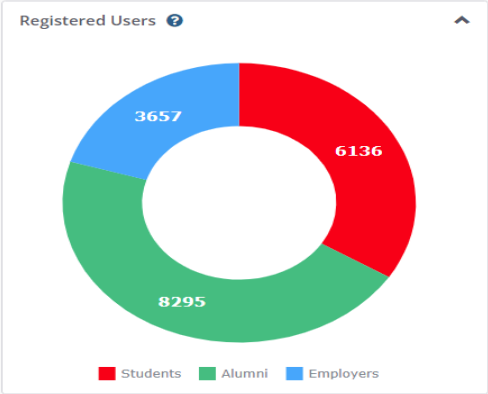
- Conducted outreach and created social media marketing for Texas Medical Response, reaching 71 students from EMT and Paramedic majors.
- Input NAH Spring 2022 Workshop schedule into College Central Network calendar of events.
- Created a special announcement on College Central Network to promote Spring 2022 Workshop calendar.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Assisted NAH specialist with presentations - Interviewing for Success presentation for PTA students.
- Updated NAH Spring 2022 1st Friday Virtual Workshop flyer and outreach messaging.
- Conducted outreach for Traya Staffing Solutions, reaching 450 students from Medical Assistant Technology, Medical Coding, and Licensed Vocational Nursing majors.
- Met with OTA faculty to outline Spring 2022 cohort in class workshops.

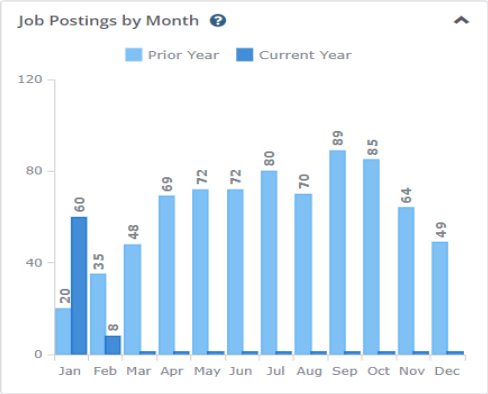
- Provided an overview of CES services and platforms to Level I ADN student group.
- Promoted HCA Healthcare StaRN Virtual Hiring Event to 450 ADN and LVN students.
- Created Threads Spring Donation Drive marketing.
- Planning NAH Campus Welcome Week activities to promote CES services.
- Developed Financial Wellness Center-Student Survey question set and form in collaboration with CES Director.
- Provided an overview of CES services and platforms to College Success for Healthcare students.
- Met with Technology Specialist to outline Spring CTE program collaborative projects and targeted student-based events.
- Continuing to provide an overview of CES services and platforms to all NAH students visiting NAH Student Services.
- Created Marketing outreach for CTE workforce opportunities
- 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.
- 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
- Outreached Automotive students via CCN for workforce opportunities
- Outreach and marketing for U.S. Department of State job opportunities
- Contacted, promoted and posted on all CES social media platforms employment opportunities for various employers.
- Continuing to provide an overview of CES services and platforms to all incoming NAH registering students.
- Presented an overview of CES services and platforms for new NAH campus staff.
- Working in partnership with the PTA program to facilitate resume reviews for Spring 2022 cohort.
- 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.
- CES assisted U.S. Customs in conducting on-campus recruiting efforts.

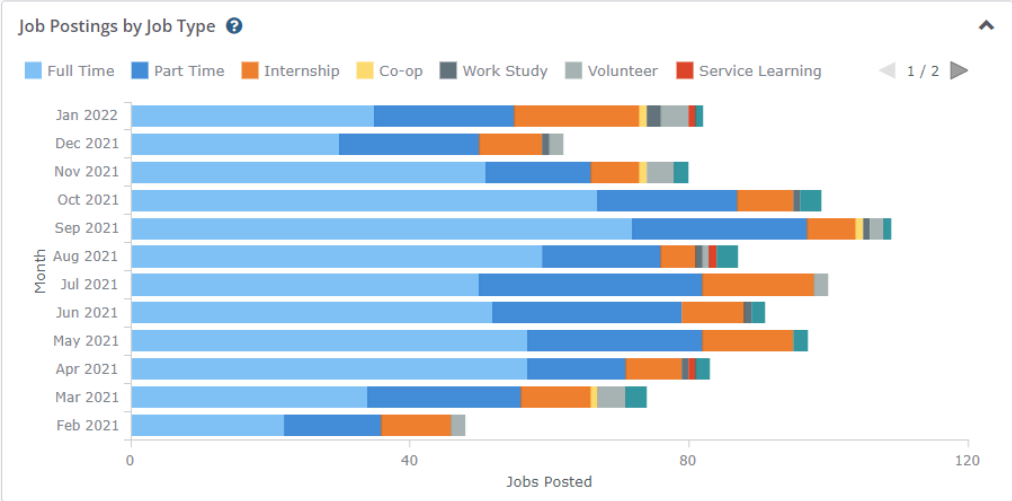
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, regarding new initiatives and to gain insight of industry needs.
- CES initiated discussions regarding automotive mechanic certification internships for STC students with Ford Motor Company
- 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.
- CES attended DHSI presentation
- 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 January 2022.
- CES coordinated tech support with vendor for the continuing updates of the IGrad platform on the CES website.
- Met and updated 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.
- Continuing to compile and submit additional data and reporting for Carl Perkins.
- Updated CTE record retention, evidence, and time on task for Carl Perkins.
- Compiled CES student contact data in collaboration with Technology Specialist.
- Create CES marketing imaging for Faculty/Staff and CES social media platforms for Webinar Forum for students
- 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 Spring 2022 events, staff updates, and projects.
- Researching work safe event strategies to support a planned Spring 2022 event.
- 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.
- 9 resume revision via CCN, 3 CTE student walk ins, 1 student outreach

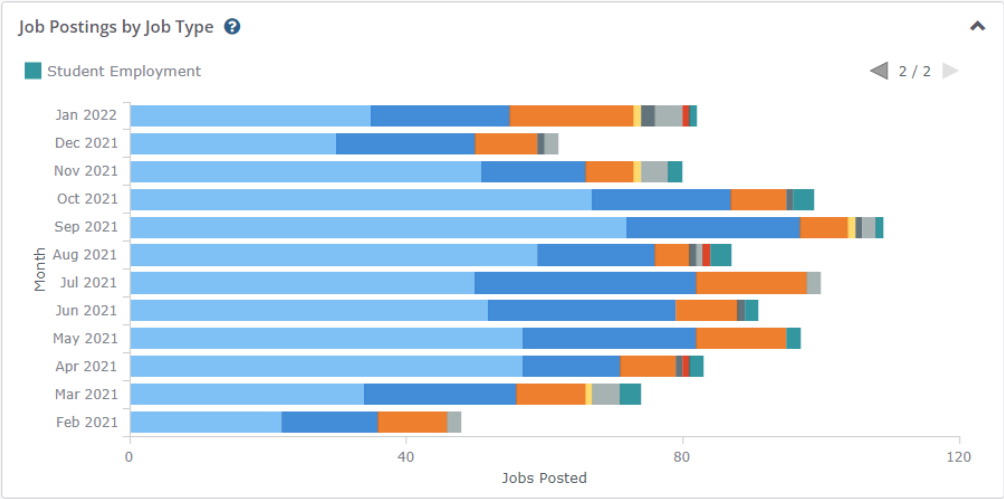
College Central Network Logistics



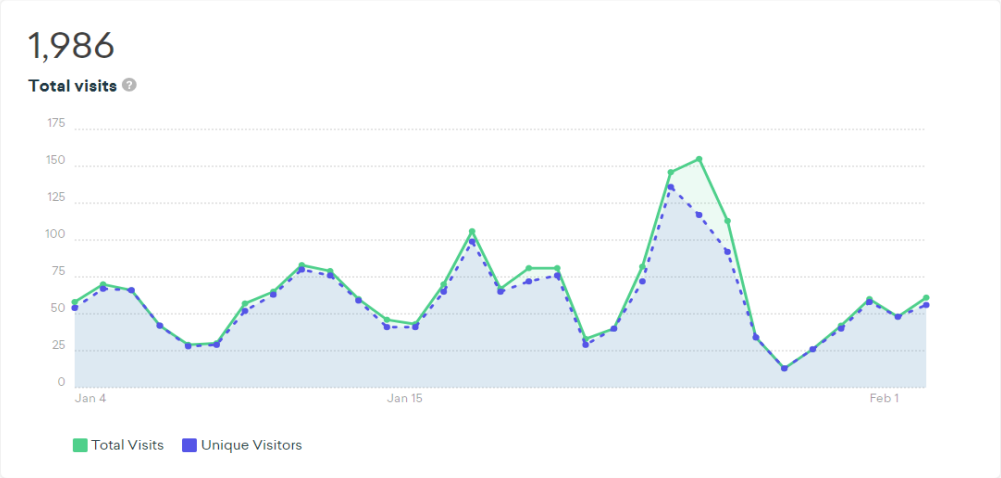




College Central Network Logistics



Career Coach



OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- The Office of Student Rights and Responsibilities developed calendar and events for the Spring 2022 semester.
- The Office of Student Rights and Responsibilities is working on Dispute Resolution Center proposal.
- The Office of the Ombuds is reviewing and revising Student Dispute Resolution Academy sessions for upcoming semester.

OFFICE OF STUDENT CONDUCT

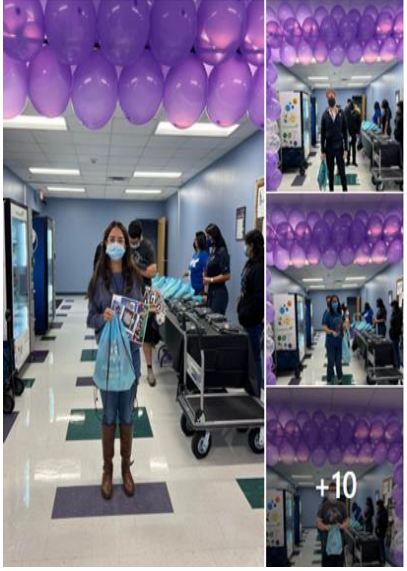
- The Office of Student Rights and Responsibilities developed calendar and events for the Spring 2022 semester.
- The Office of Student Rights and Responsibilities is working on Dispute Resolution Center proposal.
- The Office of Student Conduct is searching for upcoming trainings.

BEHAVIORAL INTERVENTION TEAM

- Behavioral Intervention Team developed calendar for the upcoming semester.
- Behavioral Intervention Team is searching for upcoming trainings.

STUDENT ACTIVITIES AND WELLNESS

- First Year Connection New Student Orientations (FYCNSO) (Pecan, Mid-Valley, Starr)



- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- First Week Student Support (Pecan)
- Triathlon (PCN, Mid-Valley, NAH, Starr)
- Sports Promo Tables (Mid-Valley)

COUNSELING AND STUDENT DISABILITY SERVICES

CSAS Presentation requests: 11
Referrals for Student Accessibility Services: 18
Appointments for Student Accessibility Services: 149
Case notes entered for Student Accessibility Services: 338
Referrals for Counseling Services: 37
Counseling Email Inquiries: 406

Counseling Services

JANUARY 2022					
Services	**Mid-Valley**	**NAH**	**Pecan**	**Starr**	**Technology**
Academic Probation and Academic Suspension	102	20	402	10	91
Mental Health Counseling	5	12	72	2	34
Academic Advising	31	30	434	11	9
Career and Transfer	7	2	4	0	0
Special Programs, COVID-19 Contacts, Other	10	3	141	2	0
Total	**155**	**67**	**1053**	**25**	**134**

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 Meeting with UTRGV MSSW Intern
- College Safety Committee Meeting
- Title IX Committee Meetings
- Behavioral Intervention Team Meeting
- PATH Coalition Meeting
- January Stakeholder Meeting for Coalition for Empowering Children and Families
- ATD/QEP SAEM Division Meeting
- Full-Time ASL Interpreter Search Committee Interviews

WORKSHOPS/PRESENTATIONS

Virtual Workshops, Presentations, Microsoft Teams Live Events:

Presentations:

- Virtual Laughter Yoga Presentation for Easter Seals
- Presented at the SPI Counselors' Institute on The New Normal and Add Laughter...Reduce Stress
- Dual Credit Programs Staff Professional Development
- Adjunct/Dual Credit Breakout Session
- Current Mental Health Trends and Resources to Help Students

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 5,951 contacts with students were conducted by Academic Advisors and PASS Program Advisors in January 2022
  - 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
- Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support to faculty advisors when advising students

- **Mentoring Services**
  - **Monitoring Beacon Mentor Program** – recruited Beacon Mentor for Math and English sections for Spring 2022 semester; presented at the Academic Programs Faculty meetings to create awareness on the Program, recruit faculty to participate; share the benefits of the Programs and share successes of the Program;
  - **College Advising Training Program (CATP)-** new training for Spring Cohort is scheduled for March
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held weekly staff meetings and communicated daily 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 for the 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;
  - Purchased and distributed Instructional Supplements to PASS Program participants
  - Reviewed and accepted Childcare student applications and met with student to complete the necessary paperwork for grant compliance
  - Perkins funded staff documented their work activities on an hourly basis in compliance with Grants Office Time on Task requirements
- **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
  - Reviewed applicants for PASS Program vacancies and held interviews for one of the vacancies
  - Met with PASS Program staff to review past activities and plan for the semester

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways** – Director serves as Co-lead; reviewed communication and plan for #RealCollegeTX resources in preparation to complete action plan due March 1st; maintained communicated with Guided Pathways Coach (Laura Rittner) and plan to attend Guided Pathways Institute to be held in Houston on April 6th – 8th
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; reviewed results for survey given to Fall 2021 cohort, shared with key stakeholders, and planned activities to enhance services based on student responses to the survey; met with Achieving the Dream Coach and SAEM Directors

overseeing orientation to refine and enhance the College Connections to FYC to Advising/QEP/MAP student experience; presented the
SAEM process completed all SAEM Directors, Dean, and Vice President to gather and incorporate their feedback; 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 collaborative meeting to address the current status and direction for new collaboration
- **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 regroup, review available data and plan the next steps.

B. Preliminary Forms

- Reviewed/approved timecards, reports, invoices, activity reports, grant forms, and other department/grant related

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: FEBRUARY 22, 2022

SUBJECT: ACTIVITY REPORT FOR JANUARY 5, 2022 THROUGH JANUARY 31, 2022

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, Cabinet Meeting, President's Administrative Staff Meeting, Planning and Development Council Meeting, Coordinated Operations Council, and Finance and Administrative Services Director's Meeting.
- Held or Attended meetings or discussions on the following items:
  - <u>Business Office:</u>
    - Board Committee packet review with Comptroller and Accounting Group Manager.
    - Departmental staffing matters with Comptroller.
    - FY 2022 – 2023 Budget Review with Comptroller and Budget Manager.
    - Travel reimbursements meeting with Comptroller, Associate Comptroller, and Accounting Group Manager.
  - <u>Accountability, Risk, and Compliance:</u>
    - Accountability, Risk and Compliance departmental matters with the Director of Accountability, Risk, and Compliance.
  - <u>Human Resources:</u>
    - Employee's Salary review with Director of Human Resources, Assistant Director of Human Resources, and Director of Accountability, Risk and Compliance.
    - New Employee Compensation setting methodology meeting with Director of Human Resources and Assistant Director of Human Resources.
    - Office of Human Resources department staff meeting with the Interim Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
    - Position review with Director of Human Resource and Legal Counsel.
  - <u>Facilities Planning and Construction:</u>
    - 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.
- Weekly Facilities Planning and Construction staff meetings.

- Purchasing:
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
- COVID-19:
  - College-Wide Safety Committee meetings to discuss various matters.
  - Communicable Disease meeting with Director of Facilities Operations and Maintenance, and Director of Accountability, Risk, and Compliance.
  - COVID-19 new training meeting discussion with Director of Accountability, Risk, and Compliance, and COVID-19 Prevention and Response Manager.
  - COVID-19 Testing vendor discussion with College President.
  - COVID-19 Vendor testing site logistics discussion with Director of Accountability, Risk, and Compliance, COVID-19 Prevention and Response Manager, Chief of Police, Parking and Security Services Manager, and Police Lieutenant.
  - 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.
  - Title IX Team Roster meeting.
- Other Meetings:
  - 2019 – 2021 Institutional Effectiveness (IE) Plan final review meeting with FAS Administrative Officer.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with Finance and Administrative Services Reporting Coordinator.
  - Board meeting room renovation discussion with Chief Assistant to the President and Director of Facilities Planning, and Construction.
  - Clery Act Committee meeting.
  - Construction Area for President and VP Budget Transfers.
  - Continuing Education new building project meeting with Director of Facilities Planning and Construction, Assistant Director of Facilities Planning and Construction, FPC Project Managers, Continuing Education Special Assistant to the President, FAS Project Manager, Comptroller, Budget Manager, Accounting Group Manager, and Assistant VP for Academic Advancement.
  - Coordinated Council Committee meeting items discussion with Director of Facilities Planning and Construction, FPC Project Managers, and FAS Project Manager.
  - Current and upcoming projects with Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Deans meetings to discuss the Fall 2022 Course Offerings.
  - Department of Public Safety and Security department draft presentation meeting with Chief of Police.
  - Facilities projects review with FAS Project Manager.
  - Finance and Administrative Services Directors meeting.
  - Insurance claim review with Risk Manager.
  - Legal Counsel fees and pending bill discussion with Comptroller.
  - Legal Counsel retainer meeting with FAS Administrative Officer.
  - Legal Counsel review on Technology Support fee agenda item.
  - 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 Board agenda and items for the President.

- Popular Report, Investment, and Management Reports with Finance and Administrative Services Reporting Coordinator.
- Proposed positions for IAED department with VP of Institutional Advancement and Economic Development and College President.
- Reviewed Finance and Facilities Agenda items with College President.
- School district cost model on charge for students with VP of Information Services and Planning.
- STC and UTRGV Collaborative Leadership meeting.
- Student Veteran matter with Accounting Group Supervisor and VP of Student Affairs and Enrollment Management.
- Tax Abatement meeting to discuss the termination of agreement cost.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - Texas Commission on Community College Finance (TXCCCF).

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - <u>Business Office:</u>
    - Budget and Staffing for FY 2022 & FY 2023.
    - Expenditure Budget Analysis.
    - Frozen Position Analysis Report.
    - FY 22 Budget Amendment.
    - FY 23 Budget Guidelines Review.
    - HEERF III Use of Funds Quarterly Report & Expenditures.
    - HEERFF Funds Reconciliations.
    - Tuition and Fee Revenue reports for Fall 2021.
  - <u>Facilities Planning and Construction:</u>
    - Capital Improvement Projects Master Budget.
    - Facilities Planning and Construction project updates (timelines and budget).
  - <u>Facilities Operations and Maintenance:</u>
    - Electricity Bill Management Report.
  - <u>Title IX:</u>
    - Title IX Case Review and Follow-ups.
    - Title IX Employee & Student cases.
  - <u>Other:</u>
    - Activity Report for Board.
    - Air Purifiers Award review.
    - Air Purifiers purchase review with Legal Counsel.
    - Auxiliary Reserve review.
    - Board Budget Presentation.
    - Board Meeting Agenda items review.
    - Budget Transfer approvals.
    - Continuing Education Building project review.
    - COVID-19 Testing Sites Contract Agreement and Logistics.
    - Credit Card and Budget review for VP for Institutional Advancement and Economic Development.
    - FAS Organizations Reconciliations.
    - Finance & Facilities Committee Agenda items review with the President and Staff.
    - Food Services Coordinator position.
    - Food Services vendors review.
    - Headcount and Credit Hour Report.
    - Invoices request on landscape and maintenance contractors as requested by STC Trustee.
    - KeyNote on Professional Development for Finance and Administrative Services.

- Management Report files for meetings.
- Pay Plan and Compensation Study review.
- Plant Funds Expenditure Approvals.
- Police Department Report.
- President's Meeting Backup Documents.
- Public Information Requests.
- Public Relations Credit Card use.
- Retention and Training Payment to STC Employees.
- Review and Approval of Documents.
- Review of Employees Working Remotely.
- Rio Grande Community Foundation donation.
- STC Foundation documentation review.
- Student Activities Fee uses review.
- TACC Administrative Survey report review.
- Tax Abatement Finance item review.
- Temporary Agency Assignment of Collections.
- TimeClock Plus (TCP) approvals.
- Vice-President's review of emails with FAS Administrative Officer.
- VIDA Agreement.

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

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at <u>January</u> Finance, Facilities, and Board meetings on the following items:
    - Acceptance of South Texas College Law Enforcement Racial Profiling Report for Calendar Year 2021
    - Award of Proposals, Rejection of Proposal, Purchases, and Renewals
    - Ratification of COVID-19 Testing Services Agreement
    - Second Revision of the Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for Fiscal Year 2021 – 2022
  - Reviewed the following agenda items for the board meeting:
    - 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 Substantial Completion for the Deferred Maintenance of District Wide Roofs at Dr. Ramiro R. Casso Nursing and Allied Health Campus
  - Started working on the following items for <u>February</u> Finance, Facilities, and Board meetings:
    - Amend and Restate the Terra-Gen Development Company, LLC, Tax Abatement Agreements
      - ⇒ Monte Cristo Windpower, LLC
      - ⇒ La Joya Windpower, LLC
      - ⇒ West Willacy Windpower, LLC (Monte Alto)
    - Award External Auditor Services
    - Award for Outstanding Achievement in Popular Annual Financial Reporting Issued by Government Finance Officers Association of the United States and Canada (GFOA)

- Award of Proposals, Purchases, and Renewals
- Disposal of Surplus Property Valued at $5,000 and Over
- Guidelines and Criteria for Granting Tax Abatements and Approval of Resolution 2022-009 for Electing to Participate in Tax Abatement Agreements and Adopting Guidelines and Criteria
- Legal Services Modification Agreement
- Monte Alto II Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Application, Agreement, and Resolution 2022-010 Approving the Agreement
- Proposed Budget Amendment for FY 2021 – 2022
- Proposed Tuition and Fees Schedules for FY 2022 – 2023
- Renewal Agreement for Continuing Disclosure Services
- Renewal Agreement for Financial Advisor Services
- 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
- Use HEERF Institutional Funds to Discharge Additional Student Debt for Summer 2020, Fall 2020, Spring 2021, Summer 2021 and New Student Debt for Fall 2021
- Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Return to Campus Safely COVID-19 Training and Retention Incentive Payment to Eligible Regular and Full-Time Temporary and Part-Time Employees
- Withdrawal/Termination of the Buenos Aires Windpower, LLC (Terra-Gen Development Company, LLC) Tax Abatement Agreement
- Update on Pecan Campus Ann Richards Administration Building A Renovation for the President's Office
- Update on Pecan Campus Ann Richards Administration Building A Renovation for the Vice President for Institutional Advancement and Economic Development's Office
- Contracting Architectural Services for the Technology Campus Master Plan Phase I Welding Lab Expansion Building F
- Approval on Schematic Design of the Starr County Campus Workforce Program Projects
- Authorization to Proceed with Solicitation of Construction Services for the Starr County Campus Workforce Program Projects
- Approval of Substantial Completion of the Deferred Maintenance of District Wide Roofs at Mid Valley Campus

- Finance and Administrative Services Administrative Officer worked on the following items:
  - Academic Affairs LHE Calculator: Worked with Academic Affairs Executive Administrative Assistant to improve the current LHE Calculator. This is the calculator that Faculty uses in order to calculate how much they will get paid for the semester.
  - Assisted in getting data for Enrollment Headcount dating back to 2019.
  - Began the IE Plan Checklist review for the FAS Division. This checklist is used to confirm that the IE Plans for the FAS Division are following the proper formatting.
  - Began working on Legal Counsel's contract amendment motion.
  - ISD Contract update: Finalized the estimated costs for renting out space in ISD in order to offer classes.
  - Met with TASB representative in order to review the changes we've made to the TASB policy
  - Part of Academic Affairs hiring committee. Evaluated applicants for Academic Affairs Officer and prepared for the interview that occurred in February.
  - President Mileage Log: Worked with the Accounting Group Manager and Chief Assistant to the President to obtain the mileage information for the STC Truck for the month of December 2021.
  - Reviewing Membership procedures.
  - TASB DEC Compensation and Benefits – Leaves and Absences: Worked on a weekly basis with the Human Resources department and ARC department to review the process of replacing over 15 STC policies by the TASB DEC Compensation and Benefits – Leaves and Absences policy.
- Project Manager worked on the following items:
  - Attended meeting to discuss the new Continuing Education Building project and budget.
  - Coordinated scoping call with parking software vendor with the Department of Public Safety and Accounts Receivable.

- Finalized Guest Speaker Agreement to present for Spring 2022 College-wide Professional Development Day scheduled on February 11, 2022, for the Division of Finance and Administrative Services staff.
- Finalized the Coordinated Operations Council (COC) agenda and attended the meeting.
- Finalized the Food Services Specialist job description to coordinate with food services vendors district-wide.
- Finalized the temporary accounting specialist job description to assist the Nursing and Allied Health Division and Academic Affairs with Lecture Hour Equivalent (LHEs) process and procedures.
- Participated and attended the weekly Facilities Planning and Construction meetings to discuss the statuses 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.
- Reviewed and assisted in developing the Facilities Committee and Finance, Audit and Human Resources Committee packets.
- Updated the Master Plan Project Evaluation vs Current Needs Matrix for discussion at the Coordinated Operations Council (COC) meeting.
- Worked on the monthly legal counsel log and confirmed activities stated on invoices sent by legal counsel.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Accounts Payable automation system with Accounts Payable staff
- Agency fund changes with Business Office staff
- Banner User Group (BUGs) meeting
- Business Office recurring Manager meeting with Comptroller, Associate Comptroller and Business Office Managers
- Drawdown monitoring call with Grant and various departments
- Finalized the Annual Comprehensive Financial Report (ACFR) distribution
- Finance Enterprise Resource Planning (ERP) Discovery
- FY 2021 bond journal entry and closing with Construction Accountant
- FY 2022 Budget Amendment and FY 2023 Budget meeting with the Vice President for Finance and Administrative Services
- FY 2023 Budget Timeline with Institutional Effectiveness and Assessment
- Grant Initiation Meeting for Texas Supports Libraries Grant with Resource Development, Management and Compliance Department
- Independent audit report requested by grantor with Student Transportation Coordinator
- Interviews for Associate Director of Grant Compliance
- New Continuing Education Buildings meeting with the Vice President for Finance and Administrative Services, Continuing Education and Facilities Planning & Construction
- Payment questions for Temporary Plus vendors
- Popular Annual Financial Report with Associate Comptroller and Graphic Designer
- Revenue and expense call with Grant Supervisor
- Software license questions call with Business Office, Information Technology and Purchasing
- Statement 84 Fiduciary Activities with Comptroller, Associate Comptroller, and Budget Accounting Group Manager
- Susan Harwood reporting portal with Grant Supervisor and Grant Compliance staff
- T2 parking permit system
- Tax abatement applications and agreements
- Termination of Tax Abatement Agreement Cost with Vice President for Finance and Administrative Services
- Touchnet additional line for Mid-Valley Childcare on-line payments with Cashiers
- Transferring the Cashier financial literacy modules with Public Relations
- Veterans Affairs office regarding payment with Accounts Receivable staff

- Workday Adaptive Planning Demo
- Workday Financial Fundamentals Demo
- Trainings or Webinars:
  - Oracle HCM Cloud Demo with South Texas College
  - NACUBO 2022 - Intermediate Accounting and Reporting for Colleges and Universities

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on December board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- Accounts Payable / Grants and Contracts:
  - Conducted Travel Assistant and Records Technician interviews
  - Exit interviews for two Accounts Payable Assistants with Accounts Payable Supervisor
  - Grant initiation meeting for Prioritizing Adult Community College Enrollment (PACCE) with Resource Development Management and Compliance Department
  - Grant reports in grant portal
  - Quarterly reporting questions for Susan Harwood grant with Associate Comptroller
  - South Texas College Monitoring Report #21.23.0101, Skills Development Initial Resolution letter with Grant Management & Compliance Department

Bank No.	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan
01 E&G	253	328	303	365	272
01 Direct Deposit	83	179	160	175	119
03 Student	13,530	1,934	1,164	183	15,996
12 I&S Taxes	-	-	-	-	-
16 I&S Bond	-	-	-	-	-
17 Plant	2	6	11	9	1
17 Direct Deposit	1	-	1	2	
31 Virtual Card	268	281	228	254	217
32 AP Card	2	4	3	2	3
37 Unexp-LT Bond Series 2015	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-

- Budget and Reporting:
  - Bachelor of Applied Technology State Appropriation Funding
  - Banner patch testing
  - Continuing Education New Building Funding
  - Fall 2021 Lost Revenue Estimate
  - FY 2022 Budget Amendment Initiatives and Motion
  - FY 2023 Budget Scenario
  - Higher Education Emergency Relief Fund Quarterly Reports for other institutions
  - Property Tax journal entry approval
  - Second One-Time Payment for Coronavirus Training Motion
  - Technology Support Stipend
- Accounts Receivable / Financial Aid Accounting:
  - Changing Non-Custodial Fund Detail Codes to Fees, selected new Organization codes and Auxiliary codes
  - GASB 84 and detail codes
  - Submitted the FY2021 Report of Fundable Operating Expenditures (RFOE) and certification letter
  - T2 Parking Permit System webex call with the Department of Public Safety
  - Touchnet to accept Mid Valley Childcare on-line payments with Cashiers
  - Veterans Affair Chapter 33 Student funds requisition with Director of Student Financial Services

- Cash Management/ Special Projects/ Office Support:
  - Award Notifications, Board Authorizations, and Budget Set-up with Grant Compliance Director
  - FY 2021 Popular Annual Financial Report
  - Participated in Police Sergeant interviews
  - Popular Annual Financial Report with graphic designer
  - Researched food purchases
  - Title III & Title V Annual Performance Reports, Technical Assistance Workshop with Higher Education Programs

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	8	281
01 Direct Deposit	5	87
02 Payroll	7	94
02 Direct Deposit	5	1,767
03 Student	8	15,996
12 I&S	0	0
16 I&S	0	0
17 Plant	1	1
17 Plant Direct Dep.	0	0
38 Bond Series 2014	0	0
Total	34	18,226

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	23
Bank Transfers between Bank Accounts	67
Wire Transfers for Benefits, New Investments, and International	0

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Board and management reports and staff continues to work on monthly reconciliations
  - Completed 63 monthly reports during the month of January 2022
  - Provided backup documentation for the DTA motion

Duties	Total
Approval Queues - Requisitions Approved	8
Bank Reconciliations	9
Board and Management Reports Reviewed	26
Cancelled checks provided to AP / Payroll	16
Check verification for AP / Payroll	23
Construction budget transfers reviewed and approved	7
Copies of booklets/journal entries requested	17
checks provided for Arbitrage and Bank Statements	0

Duties	Total
Deposits prepared	21
Donations - telephone calls received	56
Download of Year End Reports and Monthly and Daily, including closed	7.25
Returned mailed checks - Logged and Filed	178
Returned Mailed checks - Disbursement	29
Emails - answered, prepared, initiated	599
Emails - received and read	1,094
Financial manager changes	3
FOAP created including activity codes and FOAP updates	5
Hours Filing and organizing of Journal Entries and boxing	5
Hours used for scanning - estimated	25
Hours used to log Scanned JE	21.5
Hours used to prepare documents for scanning	4
General Accounting Daily Banner Reports	165
Interdepartmental Transactions reviewed and submitted	15
Interdepartmental Transactions submitted	17
Invoices and encumbrances reviewed	23
Journal entries prepared	54
Journal entries processed including FUPLOAD	787
Journal entries- transactions processes	6,241
Journal entries/documents scanned	900
Journal Entries Logged	900
Journal Entries Filed and Organized including creation of labels	760
Journal Entries reviewed	76
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	16
Positive Pay Exemption-Number of checks researched/verification	33
Stale dated list prepared	350
Stale dated letters mailed	350
Stale dated letters returned and logged	40
Stop payments processed (includes stale dated checks)	1
Transactions removed from bank reconciliation	1,053
ACTA and Workplace Answering training Hours	1,418
Special project - Tax abatement	3
Number of Motions Prepared and Submitted to VP office	3
Special Project - Finance ERP Discovery Zoom meet-hours	1
Training - webinar	20

Duties	Total
Overtime - Hours and Task worked	27.5
General Journal Entry (Intra-Fund) (JE 15)	125
General Journal Entry (Inter-Fund) (JE 16)	60
Cash Receipts (CR 05)	654
Encumbrance Liquidation (E032)	8
Encumbrance Liquidation (E020)	-
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	6
General Journal Entry (JE 17)	4
Misc. Receipt Payments (CA10)	4

- Cashiers:
  - Answered student questions for the Spring 2022 census due date February 2, 2022
  - Answered student questions for the Spring 2022 payments for due date of January 17, 2022
  - Final review of 1098T Tuition statement for 2021 made available to students on January 28, 2022
  - Finance Administrative Staff (FAS) Director's meeting
  - JagNet Content Committee to discuss various items
  - Reporting questions on 1098T's for students with Bursar staff and Associate Comptroller
  - Testing of 1098T Tuition statement for 2021

Payroll Processes for the Month Ending January 31, 2022	
Payroll Re-issue Processed	1
Payroll Cycles	6
Payroll Checks & DD	2,126
TimeClock Plus Access Forms Processed	61
Number of Employees with OT reviewed for OT Memos	329
NOEs Approved	418
Salary Budget Transfer Forms Processed	12

Number of Employees & Deposits Processed			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1619	Internal Revenue Service	5
Employees on Semi-Monthly Payroll	728	Bank Transfers	5
Timecards Processed		**Stop Payment Processed**	
(Waged 12/16 - 12/31) SR01	54	Salaried	
(Waged 01/01 - 01/15) SR02	172	Waged	1
Regular (Salaried: January) MR01	1889		
Supplemental (Salaried: Jan.) MP01	66	**Void Checks Processed**	
Supplemental (Salaried: Jan.) SP01	12	Salaried	

NOE's Approved		Waged	1
Approved NOE's	418		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	
(Additions, Deletions, Changes)	61	Waged	1
Salaried	121		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	12
FLAC	0		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	18	Salaried	0
Waged	206	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	36	Salaried	0
Salaried: MR01	52	Waged	0
Salaried:			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)		Salaried	70
Waged SR01	0	Total Net	$166,344.02
(Waged: SR02)	0		
Liabilities Processed			
ORP	11	Waged	22
Annuity	12	Total Net	$3,663.60
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried $	1,818
IRS Levy	0	Total Net	$4,469,324.05
Withholding & FICA	5		
Met Life	1	Waged	216
Legal Judgement	1	Total Net	$50,310.63
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
PNC Bank Direct Deposit File	5		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Board Committee Meeting for the Law Enforcement Racial Profiling Report Presentation.
- Board Committee Meeting for the Second Revision of the Interlocal Agreement for the Jag Express Intercampus Transportation between South Texas College (STC) and the Lower Rio Grande Valley Development Council (LRGVDC).

- Department of Public Safety (DPS) Meeting to discuss racial profiling documentation and training with DPS Police Lieutenant and Sergeant.
- Meeting to discuss testing sites locations with vendor and safety committee members to include visiting proposed testing sites locations at Pecan Campus.
- Parking Software Meeting to discuss additional questions regarding the software with Department of Public Safety (DPS) Security & Parking Services Manager and other DPS personnel.
- Regional Transportation Advisory Panel Meeting to discuss transportation concerns with transportations partners across the Rio Grande Valley.
- Search Committee Meeting to conduct interviews for the Police Sergeant Position.
- Teams Clery Committee Meeting to discuss crime reports as they relate to Timely Warnings with committee members campus district wide.
- Teams College Safety Committee Meeting to discuss safety topics with Vice President for Finance and Administrative Services (FAS) and Administrators Campus District Wide.
- Teams Coordinated Operations Council Meeting to discuss campus facility projects with Vice President for Finance and Administrative Services (FAS) and campus administrators district wide.
- Teams Director's Meeting to discuss different topics with Vice President for FAS and FAS Directors.
- Teams Meeting to discuss college policy owner's conversion to Texas Association School Boards (TASB) policies with Accountability, Risk, & Compliance Director.
- Teams Meeting to discuss police staffing and police vehicles draft power point presentation with Vice President for Finance and Administrative Services.
- Teams Meeting with vendor for proposed purchase of parking software with college personnel from the Office of Finance and Administrative Services (FAS) and personnel campus district wide.
- Teams Meetings to discuss the proposed COVID-19 Testing sites at Pecan, Mid Valley, and Starr Campuses with Vice President for Finance and Administrative Services (FAS) and Committee FAS Directors.
- Teams Safety Committee Meeting to discuss COVID-19 Testing Sites safety concerns at Pecan, Mid Valley, and Starr Campuses with Vice President for Finance and Administrative Services (FAS) and Committee members.
- Teams Safety Committee Meetings to discuss safety concerns with Vice President for Finance and Administrative Services (FAS) and Committee FAS Directors.
- WebEx Meeting to discuss proposed parking software with vendor and other South Texas College Departments.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Reviewed incident reports in the Department of Public Safety Automated Reporting Management System.
- <u>Surveillance Cameras:</u>
  - Camera projects for Pecan, Technology, and Nursing Allied Health Campuses.
  - Finished camera cleaning campus district wide.
- <u>Training:</u>
  - Reviewed our Clery and Violence Against Women Act (VAWA) processes before going to the Advance Clery Compliance Academy 2022 Training.
  - Scheduled training on racial profiling for Department of Public Safety police officers.
  - South Texas College Emergency Reporting Management System presented to the Campus Community.
  - Transportation Jag Express Driver's attended Defensive Driving, Pre/Post Trip Inspections and Behind the Wheel Inspection Trainings.
- <u>Staffing Requests, Assignment of Duties, and Other Personnel Issues:</u>
  - Approved leave request on Time Clock.
  - Approved several Institutional Grant Applications for Department of Public Safety employees.
  - Approved times on Time Clock.
  - Conducted interviews for the Police Compliance Coordinator.
  - Maintained 24/7 security guard operation at the Pecan Campus and 7:00 am to 11:00 pm 7 days a week security guard operation at all other campuses.

- Police Compliance Coordinator Position Interviews held.
- Police Sergeant Position Interviews held.
- Prepared and approved on Security Guard Schedules for all campuses district wide.
- Prepared and approved police officer schedules for 2022 1st quarter.
- Processed police sergeant's position on Human Resources People Admin.
- Reviewed applications in People Admin data base for the Police Sergeant's position.
- Submitted memo request to post Dispatcher Position, submitted position request to Human Resources and updated the job description.
- Submitted memo to request to post Police Officer Position.
- Worked on power point presentation on Department of Public Safety staffing and equipment.
- Worked with Human Resources on security guard positions.

- Purchases and Repairs:
  - Approved requisitions.
  - Higher Education Emergency Relief Fund (HEERF) approval form submitted for KN95 individually wrapped mask for students, faculty, and staff.
  - Maintenance on police, security, and transportation vehicles.
  - Submitted monthly gas logs/interdepartmental transfers for all department units.
  - Submitted requisition for KN95 mask.
- Shuttle Buses and Parking:
  - Checked and entered cashier receipts on the user banner accounts.
  - Completed Unpaid Citation Report.
  - Created Spring 2021 Jag Express Driver Schedule.
  - Entered the permit report on Department of Public Safety Automated Reporting Management System (ARMS).
  - Hosted and reviewed 10 Appeal Meetings.
  - Issued 913 parking permits, replaced 8 permits, and processed 11 refunds.
  - Processed 8 event parking request.
  - Reported the monthly bus mileage to Valley Metro.
  - Requested 2022 1st quarter Random Testing List for transportation drivers.
  - Reviewed Transportation Agreement Board Motion between Lower Rio Grande Valley Development Council and South Texas College.
  - Submitted Permit Inventory Report to South Texas College Business Office.
  - Updated South Texas College Jag Express Website.
- Other:
  - Completed monthly AED inventory.
  - Coordinated COVID-19 Testing Sites traffic control with traffic cones and signage at Pecan, Mid Valley, and Starr Campuses.
  - Final review on the Department of Public Safety Racial Profiling Report submitted to TCOLE and South Texas College Board.
  - Issued out 5,530 face masks to requesting departments campus district wide.
  - Planned/scheduled staff at the COVID-19 testing sites at Pecan, Mid Valley, and Starr Campuses.
  - Prepared for a Clery Committee Teams Meeting to discuss incidents for all campuses district wide as they relate to Timely Warnings.
  - Reserved and provided signage for COVID-19 vaccination at Pecan Campus Parking Lot #4.
  - Reserved and provided signage for the University of Texas Rio Grande Valley Administration visit at Pecan Campus Student Union Parking Lot #4.
  - Reviewed and completed a Campus Law Enforcement Agency survey.
  - Reviewed and updated Department of Public Safety South Texas College Catalog pages.
  - Reviewed student catalog parts pertaining to the Department of Public Safety.
  - Sent Mass Notification Message delaying South Texas College business operation to 9:00 AM for Friday, January 21, 2022.

- Signs and traffic control planning for the proposed COVID-19 Testing Sites at Pecan, Mid Valley, and Starr Campuses.
- Updated Campus Security Authority (CSA) Crime Reporting Form made available on South Texas College Website and sent out two notices to CSA to submit by February 28, 2022.
- Updated map to the proposed COVID-19 Testing Site at Mid Valley Campus.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting with Finance & Administrative Vice President and College President to review January Facilities Committee packet.
- Coordinated Operations Council meeting.
- January Board Meeting.
- January Facilities Committee Meeting.
- Meeting with Facilities Planning & Construction staff to review overall project budgets.
- Meeting with Finance & Administrative Services Vice President to review February Facilities Committee agenda items.
- Meeting with President and College staff to review color finish selections and furniture selections for Pecan Campus Building A President's Suite project.
- District-Wide:
  - District Wide Deferred Maintenance of Roofs-construction meetings at Mid Valley Campus, Nursing Allied Health, and Starr County Campus with architect, contractors, and College staff.
  - District Wide Deferred Maintenance of Roofs-construction meetings at Mid Valley Campus and Starr County Campus with architect, contractors, and College staff.
  - District Wide Floor Replacement Mid Valley Campus Building F, and Pecan Campus Building J-attended Pre-Construction Meeting.
- Mid-Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation-meeting with Architect, Maintenance, Information Technologies, Educational Technologies, Culinary Arts staff, Academic Affairs, and Site coordinator.
- Nursing Allied Health Campus:
  - Nursing Allied Health Campus East Building A Occupational Therapy Kitchen Lab Expansion-meeting with architect and department staff.
- Pecan Campus:
  - Pecan Campus Library Renovations and Expansion-meeting to review display locations with the Library and Educational Technologies staff.
  - Pecan Campus Library Renovations and Expansion-meeting to review temporary locations with the Library and Facilities Operations & Maintenance staff.
  - Pecan Campus New Continuing Education Building-meeting to review proposed building locations and budget with administration.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Canopy for Students and Instructors, Flammable Liquid and Gas (FLAG) Fire Training Area-schematic design meeting with Regional Center staff and architect.
  - Regional Center for Public Safety Excellence Chiller Installation-Contract Negotiation Meeting with Johnson Controls.
- Starr County Campus:
  - Starr County Campus Welding Lab Expansion-attended design meeting with architect, engineer, and College staff, meeting with Sara Lozano to discuss expectations of architectural services.
- Technology Campus:

- Technology Campus Solar Panel Structures-met with Architect to discuss scope of work and request proposal.
- Technology Campus Welding Lab Expansion Building F-Architect evaluations

WORKED ON THE FOLLOWING ITEMS:

- Assisted Purchasing with evaluations for Air-Purifiers and Auction Services.
- Chane Order log of Construction Projects for the month of January.
- Drafted and finalized January Facilities Committee Meeting agenda and write ups.
- Drafted February Facilities Committee Meeting agenda and write ups.
- Fact sheets for various projects.
- Progress Status of Construction Projects for the January Facilities items.
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Visited Luby's facility with VP for ISP, Dean of Business Public Safety & Technology, and Facilities Planning & Construction staff.
- District Wide:
  - District Wide Deferred Maintenance of Roofs-performed site visits to verify construction progress.
  - District Wide Deferred Maintenance of Roofs-performed Substantial Completion walk through with Maintenance and Operations, architect and contractor at the Nursing & Allied Health Campus.
  - District Wide Deferred Maintenance of Roofs-reviewed contractor pay applications and change order.
  - District Wide Floor Replacement Starr County Campus Building G, Mid Valley Campus Building F, and Pecan Campus Building J-received fully executed Agreements for all three projects.
  - District Wide Interior Wayfinding Signage Phase II-developed drawings for issuance of Request for Proposals.
  - District Wide Stucco Repainting-worked on construction documents.
- Mid Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Building A Space Renovation for Culinary Arts Program-reviewed drawings provided by architect for Coordinated Operations Council meeting and Facilities Committee meeting with architect; received fully executed agreement and distributed to architect.
  - Mid Valley Campus Center for Learning Excellence Building A Space Renovation for Culinary Arts Program-reviewed additional services proposal from Architect.
  - Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas-worked on request for qualifications newspaper advertisement and request for qualifications packet.
  - 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-received and reviewed the Owner/Architect draft agreement.
- Nursing & Allied Health Campus
  - Nursing & Allied Health Campus East Building A Exterior Stair Repairs and Replacement-reviewed the Owner/Contractor Agreements with Purchasing; coordinated and conducted the Contract Negotiation Meeting with contractor.
- Pecan Campus:
  - Pecan Campus Building A President's Suite floor plan layout; furniture cost estimates.
  - Pecan Campus Building A Vice President's office floor plan layouts.
  - Pecan Campus Building P Space for Accountability, Risk Management, & Compliance-review options for relocation of staff and furniture.
  - Pecan Campus Building P Vice President's Suite and Accountability, Risk, & Compliance floor plan layouts.
  - Pecan Campus Information Technology Building M Generator Replacement-coordinated building shutdown and observed installation of automatic transfer switch during Winter Break.
  - Pecan Campus Library Renovations and Expansion-compiled and forwarded requested information to architect.

- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Student/Instructors, and Fire Training Area-coordinated schematic design review meeting with architect and College staff.
  - Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Student/Instructors, and Fire Training Area-coordinated schematic design presentation for the Coordinated Operations Council meeting with architect and College staff.
  - Regional Center for Public Safety Excellence Canopy for Safety Training Vehicles, Student/Instructors, and Fire Training Area-reviewed proposed location due to irrigation easement.
  - Regional Center for Public Safety Excellence Chiller Installation-received Owner/Contractor Agreements from Johnson Controls.
  - Regional Center for Public Safety Excellence Chiller Installation-reviewed the Owner/Contract Agreement with Purchasing; conducted the Contract Negotiation Meeting with Johnson Controls.
  - Regional Center for Public Safety Excellence Chiller Installation-coordinated revisions for Owner/Contractor Agreements from Johnson Controls.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting-participated in the evaluation of Engineers for Electrical Engineering Services.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting-worked on updating the project schedule.
  - Regional Center for Public Safety Excellence Two Story Fire Training Structure-coordinated and performed site visit to Round Rock Public Safety Training Facility with Business, Public Safety, & Technology and Facilities Planning & Construction staff.
  - Regional Center for Public Safety Excellence Two Story Fire Training Structure-participated in the evaluation of Architects for Architectural Services.
  - Regional Center for Public Safety Excellence Two Story Fire Training Structure-worked on updating the project schedule.
- Starr County Campus
  - Starr County Campus Welding Lab Expansion-reviewed 100% Design Development drawings from architect.
  - Starr County Campus Welding Lab Expansion-reviewed 50% Design Development drawings from architect.
- Technology Campus
  - Technology Campus Welding Lab Expansion Building F-coordinated evaluation of architect statements of qualifications with Purchasing department; participated in the evaluation of nine Architects for Architectural Design Services.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2021 Fourth Quarter Clery Committee Meeting with South Texas College Chief of Police.
- Association of Energy Engineers webinar: How to Make a 3rd Grader an Energy Engineer.
- Bookstore update meeting with vendor.
- College-wide Safety Meeting with the Vice President for Finance and Administrative Services.
- Coordinated Operations Council meeting with the Vice President for Finance and Administrative Services.
- Facilities Committee meeting to provide department updates.
- Facilities Operations & Maintenance Manager's meeting to gather department updates.
- Final review meeting to discuss air purifiers with buyer from the Purchasing Department.
- Finance & Administrative Services Director's Meeting with the Vice President for Finance and Administrative Services.
- Finance & Administrative Services Safety Meeting with the Vice President for Finance and Administrative Services.
- Finance Committee meeting to provide department updates.

- January Board of Trustees Meeting.
- Request for Proposal Evaluations for the food service program with the Director of Purchasing.
- Request for Proposal for air purifiers with buyer from the Purchasing Department.
- Responsibility for Communicable Diseases meeting with the Vice President for Finance and Administrative Services.
- Review, discuss and plan move with Maintenance and Shipping & Receiving-Renovation of building F.
- Starr County Campus Deferred Maintenance of District Wide Roofs meeting with the Facilities Planning and Construction department.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus
    - Generator vendor contacted to troubleshoot generators at building M and V.
  - District Wide Campuses
    - Fire alarm repairs pending due to lack of available parts.
    - Fire sprinkler repairs mostly completed.
    - Landscaping vendor is trimming overgrow of trees in certain buildings.
    - Meeting with fire safety vendor regarding ongoing service issues.
    - New custodial and maintenance staff uniforms have been ordered.
    - Winter break fire inspection reports reviewed.
- Custodial Department:

Duties	Number of Requests
Set-Ups	199
Moves/Relocations	43

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	116	$4,053.36
Electrical	92	$9,117.29
Energy Management	33	$1,381.15
HVAC	78	$10,262.07
Locksmith	87	$819.94
Painting	22	$830.95
Plumbing	46	$2,251.73
Plant Services		$12,041.45
Total Cost		**$40,757.94**
General Maintenance	2	
Total Work Orders	**476**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- COVID-19:
  - COVID-19 Campus Safety Protocols updates with Director of Counseling and Student Accessibility Services, Human Resources staff, and departmental staff.

- COVID-19 interviews for Specialist position and recommending process for new hires with Counseling and Student Access Services staff and Human Resources.
- COVID-19 January 2022 vaccination clinic logistics for Pecan Campus Building U with Facilities Operations and Maintenance Assistant and also with Custodial Logistics Supervisor.
- COVID-19 on site testing issues with testing vendor, Chief of Police, and departmental staff.
- COVID-19 testing concerns and testing vendor's operations with College President and Vice President for Finance and Administrative Services.
- COVID-19 testing site logistics meetings with Campus Administrators, Public Relations staff, Public Safety staff, testing vendor, and departmental staff.
- COVID-19 testing site matters for Pecan Campus Parking Lot 16 with testing vendor.
- COVID-19 testing sites notice and scheduling logistics with Public Relations staff and departmental staff.
- COVID-19 training video with Public Relations staff and also on the weekly reporting notice.
- COVID-19 upcoming training with pulmonologist.
- COVID-19 vaccination and flu shot clinics for 2022 with Hidalgo County Health Department staff.
- Return to Campus Safely COVID-19 Training session related items with Organizational and Professional Development staff.

- <u>Insurance and Risk Management:</u>
  - Insurance claim/construction for Mid Valley Campus Building H with Vice President for Finance and Administrative Services, Director of Facilities Operations and Maintenance.
  - Insurance claims and student insurance matters with Vice President for Finance and Administrative Services, Director of Student Activities and Wellness, Insurance Adjusters and departmental staff.
  - Insurance items for intramural sports with Student Activities and Wellness staff.
  - Owner-controlled insurance program claim and related testing of Pecan Campus Building P windows with Vice President for Finance and Administrative Services, Attorney, and Facilities, Planning, and Construction staff.
- <u>Other:</u>
  - Accountability, Risk and Compliance departmental staff meeting.
  - Annual Texas Association of Community College Attorneys Virtual Conference.
  - Cabinet Meeting.
  - College Safety Committee Meetings.
  - Departmental functions with Vice President for Finance and Administrative Services.
  - Departmental update with Business Administration for Academics and Careers staff.
  - Finance and Administrative Services Safety Team Meetings.
  - Finance and Administrative Services Director's Meeting.
  - President's Cabinet.
  - Shared functions and operations with Vice President for Finance and Administrative Services and Director of Facilities, Operations, and Maintenance Director.
  - Weekly department huddles.
- <u>Records Management and Retention:</u>
  - Business Office retention records with Accounting Group Manager.
  - Shredding services invoices with variances with Purchasing Buyer and shredding services vendor and also with Accounting Group Supervisor.
  - Shredding services renewal agreement with Purchasing Buyer.
  - Human Resources records retention inquiry with departmental staff.
  - Learning Common and Open Labs retention records with Accountability and Compliance Assistant.
- <u>Texas Association of School Boards (TASB) Policy Manual Localization:</u>
  - Policy CT – Intellectual Property with Special Assistant to the Office of the Vice President for Academic Affairs and departmental staff.
  - Policy CT – Intellectual Property with Dean of Library and Learning Support Services.
  - Policy DEC Leaves and Absences with Vice President for Finance and Administrative Services and Finance and Administrative Services Officer.
  - Phase 1 local model policies with Chief Assistant to the President.

- SharePoint approval workflow process with Web Design Specialist and Accountability, Risk, and Compliance Support Specialist.

- Title IX:
  - Title IX Meeting with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Case with Title IX Coordinator.
  - Title IX Team Roster meeting with Vice President for Finance and Administrative Services and Title IX Coordinator.

PROJECTS IN PROGRESS:

- COVID-19:
  - Board Motion for COVID-19 testing vendor.
  - COVID-19 Campus Safety Protocols updates based on new public health guidance and College Safety Committee feedback.
  - COVID-19 employee training assistance and stipend related items.
  - COVID-19 January vaccination and flu shot clinics; preparations and logistics.
  - COVID-19 Protocols and Quarantine Isolation Flowchart; updates, review, and feedback.
  - COVID-19 rapid antigen and PCR swab testing availability for employees, students and general public.
  - COVID-19 testing site coordination and logistics for all campuses.
  - COVID-19 weekly reports, restock of daily masks for Pecan Campus buildings, feedback on protocol inquiries from staff and students, requisitions, and purchases as needed.
- Insurance and Risk Management:
  - Automobile insurance claim.
  - College-owned Property Damage Incident Report.
  - Fiscal Year 2022-2023 Insurance; request for proposal preliminary planning.
  - House Bill 3834; Cybersecurity Training Compliance Assessment, transcript notation, and identification of test work items.
  - Illness/Injury Incident Report – Employees.
  - Illness/Injury Incident Report – Students.
  - Incident Reporting forms; employees, students, visitors, and property.
  - Incident Reports.
  - Insurance claim for Mid-Valley Campus Building H.
  - Owner-controlled insurance program claim for Pecan Campus Building P.
  - Property insurance claim.
  - Regulation codes corresponding to House Bill 3834 and House Bill1118.
  - Reviewed policies for Property Insurance.
  - South Texas College Workforce Student Accident Insurance Report.
  - Student insurance Board motion on intramural sports.
  - Tabletop exercises on hurricane scenarios; research and review.
  - Tax Assessor bond renewals for Hidalgo and Starr Counties.
- Records Management and Retention:
  - 2021 records retention destruction.
  - Learning Commons and Open Labs retention records research.
  - Records Management Publications Notification email.
  - Records Retention Inventory for Business Office records processed.
  - Shredding services December invoices; reviewed and noted variances.
  - Shredding services invoices monthly report updates.
  - Shred-it Renewal Agreement updates; additional containers and service fee increase.
  - Updates for Reference Guide: Am I the Record Custodian?
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Board Policy Manual webpage mockup.
  - Legal Counsel correspondence log.

- Policy CT-Intellectual Property.
- Policy Manual Status Matrix; crosswalk updates.
- President's Administrative Staff and Planning and Development Council Policy Review Period Notification.
- SharePoint approval workflow process.
- Transition Phase 1
  - Model Policy Crosswalk.
  - Policies by Policy Owner
  - Follow-up email draft.
  - Crosswalk.
  - Status Matrix.
- Transition Phase 2
  - Crosswalk.
  - Status Matrix.
- Transition Phase 3
  - Crosswalk.

- Title IX:
  - Title IX updates and review:
    - Title IX Binders.
    - Title IX Case Status Report review and updates.
    - Title IX Closed Case List.
    - Title IX Incidents of Sex-Based Harassment or Discrimination.
    - Title IX Master Case List.
    - Title IX Pregnancy and Parenting Case List.
    - Title IX Procedures.
    - Title IX Project Status.
    - Title IX Student Orientation webpage.
    - Title IX Students, Employee, and Community Members process map.
    - Title IX Webpage mockup.
    - Title IX Weekly Cabinet Report.
    -
- Other:
  - Board motion for Cell Phone and Technology Resource stipend.
  - College Safety Committee agenda and related items.
  - Human Resources Job Description Status Matrix updates.
  - Weekly departmental huddles.
  - 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.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted one (1) Purchasing Department staff meetings related to open encumbrances.
- Participated in a meeting with Business Office related to the online invoicing system.
- Participated in a meeting with Grant Compliance concerning surplus grant assets.
- Participated in a zoom meeting with the Business Office and Citi Bank related to p-cards.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.

- Participated in two (2) meetings with Information Security to discuss the new TX-RAMP vendor certification requirement for hosted services.
- 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.
- Reviewed and negotiated changes to thirty-one (31) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Approved two hundred eighty-five (285) online Banner requisitions.
  - Created or updated fifty-seven (57) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved one hundred twenty-eight (128) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed three hundred fifty-one (351) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Submitted four (4) new records and updated zero (0) 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: 21-22-1033 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 Bldg Renovation Projects
    - Request for Proposals: 21-22-1039 Library Materials Moving Services
    - Request for Qualifications: 21-22-1038 External Auditor Services
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 21-22-1042 Campus Dining and Food Truck Services – Starr County Campus
    - Request for Proposals: 21-22-1043 Purchase of Heavy-Duty Trucks – II
    - Request for Qualifications: 21-22-1040 Civil Engineering Services for the Pecan Campus Resurfacing of East Drive
    - Request for Qualifications: 21-22-1041 Engineering Services – Mechanical Electrical and Plumbing for Generator Replacement at NAH and Pecan Bldg J
    - Request for Qualifications: 21-22-1044 Architectural Services – Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas
- Fixed Assets Department:
  - Reviewed all assets purchased and paid through January 31, 2022 as follows:
    - Adjusted six (6) assets in Banner for the month of January.
    - Approved one hundred twelve (112) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed eighteen (18) faculty/staff moves in January.
  - Completed six hundred fifty-seven (657) deliveries (purchase orders and complimentary books) and five thousand two hundred fifty-seven (5,257) packages/boxes.
  - Received and posted three hundred two (302) purchase orders in Banner.
  - Transferred/relocated four thousand eight hundred ninety-five (4,895) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed thirty thousand nine hundred eighty (30,980) copies at the copy center for the month of January.

- Mailed out a total of fifty-two thousand five hundred twenty (52,520) letters and seven hundred thirty (730) letters were returned to South Texas College due to bad addresses.
- Processed the following mail and copy requests:
  - Business Office/Cashiers - $4,486.78
  - Student Financial Aid - $5,765.49
  - President's Office - $232.25

OFFICE OF INSTITUTIONAL EQUITY – LAUREN STARNES, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Vice President for Finance and Administrative Services:
  - Vice President for Finance and Administrative Services to discuss specific Title IX cases.
  - Vice President for Finance and Administrative Services to discuss Office of Institutional Equity matters and updates.
  - Vice President for Finance and Administrative Services to discuss updates to the Title IX Team Roster
- Student Affairs and Enrollment Management:
  - Dean of Student Affairs and Director for Student Rights and Responsibilities to discuss staffing on specific case.
  - Director for Student Rights and Responsibilities to discuss cross-training for team members, and how departments can work together on cases involving 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.
  - Title IX Committee twice monthly meetings to discuss reports and ongoing Title IX related cases involving students.
  - Title IX Committee twice monthly meetings to discuss reports and ongoing cases related to Title IX Pregnancy and Parenting cases.
  - Title IX Committee twice monthly meeting to celebrate the end of a busy semester for Title IX and to plan for the upcoming Spring 2022 semester, including celebrating the fiftieth anniversary of Title IX and recognizing Sexual Assault Awareness month in April.
- Title IX and House Bill 1735:
  - 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 discuss updates on various ongoing projects.
  - Meeting with Accountability, Risk, and Compliance Specialist to discuss mock-up of updated Title IX website.
  - Meeting with Digital Services Manager to discuss Title IX social media outreach efforts and mass email messages to students.
  - Meeting with Digital Services Manager to discuss updates to Accessibility website.
  - Meetings with Human Resources Employee Relations Officer to discuss specific Title IX related reports and cases.
  - Title IX Committee twice monthly meetings to discuss reports received and cases relating to employees.
  - Title IX Committee twice monthly 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 staff 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.
- Various South Texas College students to discuss reports received relating to Title IX cases.

- Training(s)/Webinar(s):
  - Association of Title IX Administrators (ATIXA) Certification and Training course ADA/504 Coordinator
  - Association of Title IX Administrators (ATIXA) Certification and Training course Informal Resolution One
  - Association of Title IX Administrators (ATIXA) Certification and Training course Title IX Coordinator Two
  - Institutional Compliance Solutions: Higher Education 2021 Year End Review webinar
  - New Year, New Title IX Sexual Harassment Procedure? How to Know if It's Needed and What to Change webinar by Thomson Horton LLP
  - Presenter at two sessions of Celebrating 50 Years of Title IX training for ADC Professional and Organizational Development Day
- Departmental Meetings to discuss the following topics throughout the month:
  - Drafting Frequently Asked Questions and other resources for inclusion on Title IX webpage.
  - Individual potential Title IX reports and cases as needed.
  - Title IX Case Status Reports and updates to same.
  - Title IX 50th Anniversary Flyer Design
  - 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.
  - Procedures updates and revisions
  - Violence Against Women Act Brochure drafting

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.
- 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.
- Title IX 50th Anniversary Flyer preparation and design
- Updated Title IX website.
- Updated Frequently Asked Questions document for Title IX to be posted on Title IX webpage.
- Updated Title IX new student online orientation information, including detailed Frequently Asked Questions section.
- 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 a full-day demo by the Oracle Cloud group on Talent Acquisition & Onboarding/Offboarding, Talent Management, Benefits, and Compensation, Time, Labor and Absence Management, Payroll, Advance Management, and Reporting.
  - Attended several meetings for compensation study.
  - Attended the Bi-weekly Vice President of Finance and Administrative Services and Human Resources Managers.
  - Attended the Human Resources and Information Technology meeting regarding applicant tracking.
  - Attended the monthly Banner Update Group (BUG's) meeting where multiple updates and patches were discussed.
  - Attended the quarterly JagNet contents committee meeting. The new Ellucian updates were discussed.
  - Attended the Workday Payroll for Payroll Stakeholders, Financials Fundamentals for Finance, Procurement, Accounting Stakeholders, and Adaptive Planning for Budget and Planning Stakeholders half-day demo.
  - Human Resources Managers met to discuss and decide the staff rotation schedule due to Covid-19 restrictions.
  - Met with PowerSchool to discuss the problems with PeopleAdmin support and to receive a concrete commitment for them for the full support, modification and update of the system.
  - Met with the Oracle Cloud services group to discuss the agenda for the Payroll, Finance, and Budgeting demo.
  - Met with the Payroll, and Compensation team, and the Assistant Director of Human Resources to discuss user access to the network provided by the Information Technology Service Desk.
  - Our group met with the Payroll group to discuss the CBM008 reporting requirements. HRIS will be the sole group creating the reports for Human Resources.
  - Sent the Workday (NDA) Non-Disclosure Agreement to Vice President of Finance and Administrative Services to be reviewed and signed.
  - The HR teams (Human Resources Information Services team, Payroll, and Compensation team, and the Assistant Director of Human Resources) met with the Texas Association of School Boards (TASB) team to clarify the details of their request. The meeting was recorded.
  - The Human Resources Information Services (HRIS) Manager, the Human Resources Director, and Assistant Director met to discuss the strategic planning of the applicant tracking system.
  - The Human Resources Information Services team attended the discovery meeting with the Oracle Cloud services group and went over business office requirements for the demo.
  - The HR teams met to discuss and create the first draft of the faculty specifications for the compensation data to be sent to the Texas Association of School Boards (TASB).
  - The HR teams met to discuss and create the first draft of the Staff specifications for the compensation data to be sent to the Texas Association of School Boards (TASB).
  - The HR teams met to discuss and create the first draft of the Staff and Faculty specifications for the compensation data to be sent to the Texas Association of School Boards (TASB) and prepared the questions for the meeting with the Texas Association of School Boards (TASB).

- Prepared timeline and sequence of implementation of the new Enterprise Resource Planning (ERP) system by other community colleges and sent it to the Vice President of Finance and Administrative Services to present it to the cabinet.

- Payroll/Compensation:
  - Held meeting with HRIS to explain the step-by-step process in running and preparing the CBM008 Excel file for Coordinator of Compliance Admissions & Records.
  - Met various times with HR Assistant and Temporary HR Specialist to train and review verification of employment and earnings.
  - Met via TEAMS and in person various times to review reports for One Time Payment for Eligible Full-Time staff and faculty with HR Payroll and Position Control Specialist.
  - Met via TEAMS with Assistant HR Director and Benefits Manager to review and complete TACC Administrator Survey.
  - Met via TEAMS with Compensation study consultant to review data request.
  - Met via TEAMS with Continuing Education Department to review applications and submit recommendations for hire.
  - Met via Zoom Oracle HCM Cloud for Payroll.
  - Met Via Zoom Workday Demo for Payroll.
  - Met with Assistant Director and HRIS to review compensation study project data request various times.
  - Met with Assistant HR Director to review submission of Faculty TASB data request for compensation study.
  - Met with Assistant HR Director various times to review compensation.
  - Met with HR Payroll and Position Control Specialist to update FY 23 preliminary staffing plan.
  - Met with Payroll Department via Team to discuss rotating schedule.
  - Met with search committee for Academic Affairs to review applications.
  - Worked on data analysis of TASB data request for submitted report.
  - Worked on updates to be submitted for review for TASB.
- Staffing:
  - Attended Department Chair Leadership meeting to discuss questions regarding hiring processes for Faculty.
  - Attended meeting to discuss application review procedures for minimum requirements.
  - Attended meetings with Vice President of Academic Affairs to discuss hiring procedures regarding full time faculty, lecturers, adjuncts, and dual credits.
  - Held teams meetings with Vice President of Academic Affairs and Nursing Allied Health to discuss pending items for new hires and re-hires.
  - Reviewed job descriptions and met with Assistant Director and Director of Human Resources for staff position requests.
  - Staffing/Faculty Specialists met to discuss updates on Staff Hiring Manual procedures.
- Benefits:
  - ADA training with Rodney Klein on ADA procedures and what is reasonable accommodation under the ADA.
  - Attended Oracle Demo for Benefits and Payroll sections.
  - College Wide Safety Committee meeting to discuss updates to COVID-19 and campus safety.
  - Conducted new hire orientation for the new Vice President of Institutional Advancement and Economic Development.
  - Discussed COVID-19 updates and communication with COVID-19 Prevention and Response Manager and Director of Accountability, Risk and Compliance.
  - Discussion of updates and review of TASB Compensation and Benefits: Leave and Absences policy with Finance and Administrative Services Officer, Assistant Director of Human Resources and Director of Human Resources.
  - Employer Advisory Group meeting with Teacher Retirement System to discuss Regular Payroll report updates.
  - Finance and Administrative Services Safety Committee meeting to discuss updates to COVID-19 and campus safety.
  - Human Resources Bi-weekly meeting with Vice President of Finance and Administrative Services.

- Texas Association of Community Colleges Survey review with Assistant Director of Human Resources and Compensation Specialist.
- Worked with Business Office and Ellucian to set up New Jersey tax code on the Banner system.

- Employee Relations (ER):
  - 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 interviews with candidates for Human Resources Specialist – Employee Relations position.
  - Met on policies and procedures concerning departmental issues regarding staff rotation due to COVID.
  - Met on policies and procedures concerning departmental issues regarding increase in COVID cases.
  - Met on policies and procedures concerning departmental issues regarding employees with supervisors.
  - Met on policies and procedures concerning departmental issues with employees.
  - Met on policies and procedures concerning the Office of Human Resources departmental issues to coordinate any response regarding density of office.
  - Met on policies and procedures concerning the Office of Human Resources personnel issues and needs with other administrators.
  - Met on the administrative leave suspension process with supervisors regarding employees.
  - Met on the discussion of Reasonable Accommodations Under the Americans with Disabilities Act Training hosted by Equal Employment Opportunities Investigator.
  - Met on the discussion of Safety Teams policies and procedures.
  - Met on the discussion of South Texas College Payroll, Finance, and Planning Overview Demo hosted by Workday.
  - Met on the discussion of Title IX Case Status report with the Director of Human Resources, Interim Director of Institutional Equity, and Accountability Risk and Compliance Specialist.
  - Met on the discussion to review the final position statement with the Dean and Chair of the department.
  - 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 personnel files for potential employment with Federal Agencies Background Investigators and Office of Personnel Management.
  - Met with applicants on the discussion of federal background criminal history.
  - Prepared and responded to litigation counsel request for claim file materials.
  - Prepared and responded to personnel counsel request for claim file materials to prepare position statement request by Equal Employment Opportunity Commission.
  - Prepared and selected Hiring Committee for the Employee Relations Officer position SP1769.

PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Created payroll worksheet for faculty on FMLA and using all sick leave. Provided training to Benefits Staff on the calculations.
  - Created various Monarch templates to use for the auditing of the January payroll.
  - Monthly online Department of Labor employee count on the payrolls for the month of January 2022 was 1,723.
  - On-going Staffing Plan – updated with faculty resignations and new hires.
  - Provided the Summer 2021 Faculty CBM008 report to Jesse Ramirez.
  - Submitted Preliminary Staffing Plan FY23 to the Budget Manager.
  - Updated list of eligible employees that took the online training in January and processed the MP and SP payroll audits.
- Benefits:
  - 1095C forms review and set up for printing.
  - Benefits amounts entered for Texas Association of Community Colleges Survey.
  - COVID-19 procedure updates and transitioning of duties to COVID-19 Specialists.
  - Creating Magic Report completed.

- TASB Compensation and Benefits: Leave and Absences policy review and updates.
- Teacher Retirement System Employee Demographic Report completed for December.
- Teacher Retirement System Regular Payroll report completed for December.
- Training of new Benefits Specialist on daily duties and responsibilities.
- Uploaded Health Savings Account and Texas Saver Annuities files to Employee Retirement System with assistance from Information Technology Department training on UC4 system.

- Employee Relations (ER):
  - Training of new employee, HR Specialist – Employee Relations.
  - Working on Employee Relations cases and reviews.
  - Working on Texas Workforce Commission files.
  - Working on updating the filing system for Employee Relations files and cases.
- Human Resources Information System (HRIS):
  - Continue working on the new Enterprise Resource Planning (ERP) system. Communicating with vendors, setting up demos for each function of Human Capital Management (HCM). Communicating with the Vice President of Finance and Administrative Services and providing her the necessary information for her to sign the Non-Disclosure Agreement (NDA) and information from other colleges on timelines and sequences.
  - Gathering the functional specification and requirements from the Payroll group to automate the reports they are currently creating manually.
  - Meeting with stakeholders and process users for new proposed payment requirements requested by the administration.
  - Preparing the PeopleAdmin Applicant Tracking System's (ATS) re-implementation timeline. Meeting with their support team.
  - Working on automating the access request for both Faculty Load and Compensation (FLAC) and Human Resources (HR)
  - Working on automation for the record request process
  - Working on providing reports for the Texas Association of School Boards (TASB) compensation study.
  - Working on setting up the timeline and agenda for the Ellucian consultant for the full Benefits function.
  - Working on updating all the Argos reporting scripts with new functional knowledge and new standards.
- Staffing:
  - Faculty Credentials Audit with Internal Auditor.
  - Participated in Oracle HCM Cloud Demo review.
  - Working on Faculty Catalog with HR Administrators in order to verify all credentials for all faculty employees.
- HRIS Type of Access Provided:
  - Active Directory: 9
  - AppTrack: 0
  - Argos Access: 2
  - Banner: 8
  - Credential Database: 0
  - DFS (Distributed File System): 3
  - FLAC Access: 4
  - JagNet Forms Management: 0
  - Send As – Email: 0
  - SSN: 0
  - Web tailor access: 4
  - Xtender access: 2
  - *Total Count: 32*
- Systems/Reporting:
  - Visio charts:
    - Published: 1
    - Updated: 3
    - Created: 0

- Information Services and Planning (IS&P) Issues:
  - Assigned: 19
  - Resolved: 8
  - Currently Open: 5
- PeopleAdmin Issues:
  - Assigned: 0
  - Resolved: 0
  - Currently Open: 1
- EverFi Issues:
  - Assigned: 0
  - Resolved: 0
  - Currently Open: 0
- Human Resources Website Updated Main | JagNet:
  - Assigned: 1
  - Resolved: 0
  - Currently Open: 0

- <u>Report Development:</u>
  - Worked on 28 reports this month:
    - 18 – Internal Report Requests
      - ⇒ 2 Human Resources – Assistant Director of Human Resources
      - ⇒ 3 Human Resources – Compensation
      - ⇒ 4 Human Resources – Director of Human Resources
      - ⇒ 5 Human Resources – Employee Relations
      - ⇒ 1 Human Resources – Payroll
      - ⇒ 3 Human Resources – Staffing
    - 10 – External Report Requests
      - ⇒ 1 Academic Affairs – Distance Learning
      - ⇒ 2 Academic Affairs – Faculty Senate
      - ⇒ 1 Academic Affairs – Vice President
      - ⇒ 2 Finance and Administrative Services – Vice President
      - ⇒ 1 Information Services, Planning, Performance, and Strategic Initiatives– Library and Learning Support Services
      - ⇒ 3 Academic Affairs – Vice President

Faculty Staffing	Count
Position requests w/job descriptions	1
Positions posted	0
Positions reposted	0
Positions extended	0
Positions canceled	0
Search committees' forms requested	3
Search committees assigned	2
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	35
Review Adjunct/Dual Credit/Lecturer applications	16
New Hire Email Notifications:	
Faculty	1
Lecturers	19
Adjuncts/Dual Credit	15
Positions filled	0
PeopleAdmin user updates	11
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	26
SOAPCOL	25
PEAFACT	22
Resignations/Terminations	0
SACS Audit Credential Review:	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcripts:	
Requested from Admissions	4
Reviewed in PeopleAdmin	0
Notices (1st, 2nd & Final notice)	21
Extension requests	14
Credential entered in credential database Faculty/Staff	31
Vacancy Reports completed NOE course and Rate Review	10
Educational Supplements (Review, log, memo, send to payroll and faculty)	21
New hire/re-hire/transfer files (closing onboarding process) track transcripts	62
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	39

Support	Count
Visitors Assisted	232
E-Verify	
Cases submitted	53
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	20
Name changes	3
Revisions	
Updated employment authorization documents	1
Emails for expiring documents	1
Applications	
Processed On-Line	316
Processed Paper	70
Postings	
Closed (On-Line)	55
On Boarding	
New Hires	20
Transfers	20
Returning	12
Adjunct	7

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	31
Record Requests: External	3
Records Filed (by page)	1,620
Files Scanned & Indexed	1,024
New Hire/Active Personnel Files Prepared	82
New Hire/Active Transcript Files Prepared	94
Termed Personnel Files Prepared	5
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	56
Telecommunicating - Activity Reports Received and Logged	674
Telecommunicating - Agreements Received and Logged	350
Employment Reference Checks Logged	82
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	0
Telecommunicating Automation Workflow and Front-end User System	0 Updates/Adjustments to App 0 Workflow Test Runs

Staffing/Staffing Support (Staff)	Count
Position requests	19
Job Descriptions reviewed and approved	8
Positions posted	20
Positions reposted	2
Positions extended	17
Positions canceled	9
Search committees' forms requested	20
Search committees assigned	39
Hiring proposals reviewed (HR Staffing Review workflow)	20
Job offers	20
New Hire Email Notifications	
Full-time staff	12
Part-time staff DW/WS)	
Trainers	4
Positions filled	17
PeopleAdmin user updates	17
Advertisements placed (Monitor, Town Crier, etc.)	5
Resignations/Terminations (HR Benefits)	
Full-time staff	14
Part-time staff	4
Notice of Employments	
Full-time temporary staff	0
Part-time staff (WS)	4
Part-time staff (DW)	27
Trainers	65
Temporary Agency Employees	
Request	3
Replacements	0
Assignment Extension	1

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	325	48	TWC Claims	20	1
Fingerprints	183	33	Open Records Requests	2	0
DPS Driver Eligibility Checks	49	13			

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	6
Internal Transfers	5
Benefits Credits/Collections	3

TRS ED Records reported	200+
TRS RR Records reported	16
TRS Prior Yrs. of Svc Verifications	2
TexaSaver 457/403B Accounts	4
Faculty (Adjunct, Temporary)	3
Exits	
Full Time	15
Retirees	1
FMLA Requests	
New	10
On-Going Cases	25
Closed	10
FMLA Intermittent Requests	
New	0
On-Going	16
Closed	1
Approved Leave of Absence	
New	1
On-Going	1
Closed	0
Workers Compensation Claims	
New	2
On-Going Cases	5
Closed	15
Tuition Reimbursement Applications Processed	0
Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	85
Dependent	33
Promissory Notes	2
Sick Leave Pool Enrollment	NA
Sick Leave Pool Termed	2
Sick Leave Pool Donations	2
Medical Support Orders	0
ERS Changes	2

Vacation Settlement Worksheets	14

Payroll	**Count**
PDR Notifications	217
Direct Deposit Transactions	
Full Time	24
Direct Wage/Work Study/Trainer	6
Resignations	
Full Time	16
Direct Wage/Work Studies	3
Garnishments	49
State Charitable Deductions	59
TXOAG Reporting	36
Payroll DOC/ADJ/SLP Worksheets	1
New Hires, Rehires, Transfers	
Name Changes	2
Address Changes	3
Form W-4 Changes	67
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	0
Forms processed	46
TWC	0
Letters sent	2
Phone Calls	9
Cell Phone Stipends	0
Adjunct Leave Forms	0
NOE	4
Letters of Appt Verification and Matching	0
Letter of Appointment Staff Full Time Regular	0
Direct Wage	134
Work Study	86
Adjunct	0
Overload	14
FLAC Dual Credit assignments reviewed	0
FLAC entries reviewed and applied	0
Trainers	65
Dual Enrollment	0
Fac. Salary Retro-Pay Adj	0
Fac. Base Salary Pay-Off	0
Faculty Base Salary Month Ext	0
Full-time Regular Faculty Pay-Off	2
Faculty Special Assignment Other	36
Faculty Classification Changes	0
Special Assignments	19
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	6
Staff Special Assignment	0
Large Class Payments	0

11/12 Salary Pay off	0
Educational Increase	0
Mini-mesters	0
Certification Stipend	1
PeopleAdmin Transactions	
Approvals	0
Hiring Proposals	19
Payroll Worksheets	60
Move Request Updates	28
Monthly Online Department of Labor Employee Count	0

Academic Affairs

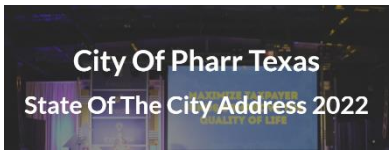
OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	FEBRUARY 16, 2022
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1, 2022 – JANUARY 31, 2022

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

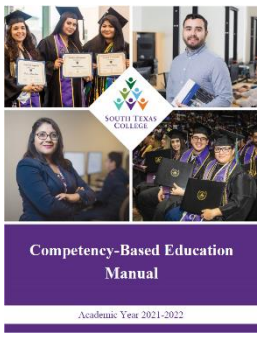
IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Cabinet Meeting, January 5
- College Safety Committee, January 5
- Coordinated Deans Meeting, January 6
- Coordinated Meeting with Deans on low enrolled sections, January 6
- Division/Department meetings, January 10
- Coordinated Operations Council (COC) meeting, January 11
- College-wide Safety Committee meeting, January 11
- Meeting with BPST Dean regarding Reginal Center, January 11
- Cabinet Meeting, January 12
- Meeting with OPOD on Collaborative and Chair Leadership Meetings, January 12
- Presented during EWDC Meeting - Professor Emeritus Presentation, January 18
- Accountability, Risk & Compliance (ARC) team meeting to discuss office availability at Technology Campus, January 19
- Meeting to discuss Continuing Education Building, January 20
- City of Pharr 2022 State of the City Address, January 20
- Apprenticeship Navigator Booster Meetings, January 20
- College-wide Safety Committee Meeting, January 20
- Hosted STC & UTRGV Collaborative Leadership Meeting, January 25
- Regular Board Meeting, January 25
- Meeting to discuss New HEERF Guidance and Additional HEERF Funds, January 27
- EDA Reshoring Launch, January 27
- Facilitated Chair Leadership Meeting, January 28
- Meeting with University of Arizona Global Campus, January 31



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:

- Attended College Safety Committee Meeting, January 5
- Schematic Design review meeting for RCPSE Canopies design, January 6
- WECM Subcommittee for Local Needs/Special Topics courses meeting, January 7
- BPST Division Meeting for Spring 2022, January 10
- Coordinated Operations Council meeting, January 11
- STC Board of Trustees Committee Meetings, January 11
- RGVision Kickoff meeting, January 12
- Texas A&M TRAIN + South Texas College meeting, January 14
- Meeting to discuss projects at the RCPSE with VP Dr. Rodney Rodriguez, January 18
- Buenas Tardes Luncheon, January 19
- Webinar for work-based learning grant opportunities – internships, January 20
- City of Pharr State of the City Address, January 20
- College-wide safety Committee meeting, January 20
- STC and UTRGV Collaborative Leadership meeting, January 25
- Starr County Campus Workforce expansion meeting with architect, January 25
- BPST Division Perkins Workshop #3, January 27
- Pharr EDC Foundation Regular Board meeting, January 27
- Chair Leadership Meeting, January 28
- Pharr Police Department Officer Swearing in – Moderator, January 28
- Association of General Contractors Installation of Officers – Casino Night, January 29

Director of the Regional Center for Public Safety Excellence

Major Meetings/ Activities:

- Meeting with Facilities to discuss projects at RCPSE, January 6
- Mental Health Officer Course, January 10-14
- Meeting discuss RCPSE projects with VP, January 17
- Contacted grant department regarding Grants for training needs, January 18
- Contacted Border Patrol staff regarding training opportunities at RCPSE, January 19
- Contacted Regional Forest Coordinator regarding Fire training at RCPSE, January 24
- Meeting RCPSE updates, January 26

Trainings:

- Coordinated training class
    - Hostage / Crisis Negotiations Course for April, January 5
    - Focus on Reducing Impaired Driving Among Youth Course for March, January 5
    - Class Basic Narcotic Investigations Course for February, January 6
    - Seminar for March, January 6
    - Human Trafficking for May, January 7
    - Mental Health for first responders, January 17
    - Cell Phone Use in Drug Investigations for March at RCPSE, January 18
    - Introduction to Communication Technologies for Law Enforcement for Sept. at RCPSE, January 19
    - ICS 300 and 400 for April at RCPSE, January 21
    - ICS 300 and 400 classes at RCPSE in April, January 24
- Coordinating with Pharr P.D. training course Highway Drug Interdiction for May at RCPSE, January 20
- Coordinating grant opportunities for law enforcement training at RCPSE, January 24
- Coordinating an MOU with an agency to provide training at RCPSE, January 24
- Coordinating the purchase of a Fire training prop to utilize for fire training at RCPSE, January 25
- Research regarding funding opportunities for an Indoor firearms training Range at RCPSE, January 26
- Coordinating training class Drug Interdiction at RCPSE in June, January 26
- Finalized upcoming training class Interdiction Investigations at RCPSE in May, January 27
- Coordinating MOU with an agency to provide training at RCPSE, January 27
- Finalized training course Focus on Reducing Impaired Driving for March at RCPSE, January 31
- Received additional information on funding opportunities for firearms training and Indoor Range at RCPSE, January 31

Guided Pathway Specialist - Business

- Student contacts and advisement activities:
    - 61 Telephone contacts
    - 255 Personal emails
    - 42 Student registrations
    - 19 Student advisements
    - 2 Student meetings
    - 3 Starfish contracts
    - 4 Financial aid addendums
    - 3 Course substitutions

DEPARTMENT/PROGRAM REPORTS:

Advanced Manufacturing Technology

- Attended BPS&T spring enrollment meeting, January 7
- Instructor met with STC/UTRGV collaboration committee to work on Spring report, January 12
- Hosted department meeting for Advanced Manufacturing Technology, January 11
- Instructor worked on STC/UTRGV Collaboration meeting update data and submitted to VP's office, January 14
- Hosted AMT Dual Credit and Adjunct Faculty Meeting, January 15
- Instructor met with OPOD on STC/UTRGV collaboration notes, to finalize presentation information, January 19
- Attended ETSS virtual reality meeting to discuss potential simulation opportunities for Mechatronics and Manufacturing programs, January 20
- Attended work-based learning meeting for BPS&T, January 21
- Attended College-Wide Curriculum Committee Meeting, January 27

Architectural & Engineering Design Technology

- Department participated in and presented on Adjunct and Dual Credit Faculty Professional and Organizational Development Day- Spring 2022, January 15
- JET Grant - continued meetings, work, and efforts for equipment purchases, January 18-31
- AEDT faculty continue professional development efforts and attended the following workshops in the month of January: Professional Development:
    - Start Here, Go Anywhere: Talking Transfer with Students, January 15
    - Professional Development: PLOs, COs, and Jag PRIDE, Oh My!, January 15

- Department continues supporting AEDT students with club meetings and activities, January 2022
- Collaborated with Emerging Technology Simulation Specialists to discuss VR Lab program needs and initiatives, January 19
- Coordinated with Dual Office for 1st time minimester course offering for La Joya HS, January 20
- Participated in the Work-based Learning Internship Opportunities Grant application, data submission for AEDT industry wages and need, and acquired letters of support from industry partners, January 21-27
- Submitted amendment to Perkins AEDT Lending Library MOU, January 21
- AEDT faculty participated in Core Objective Targeted Improvement Plan Meeting – January 21
- Met with representative from RO Engineering, PLLC to discuss student internships opportunity, January 25
- AEDT faculty participated in Peer Mentoring, DFTG 2419.TY1: Inter. Computer Aided Drafting, January 25
- Submitted Program Development Special Assignment documents for Surveying & Geospatial Technology, January 26
- Coordinated updates in classroom computer Labs for visual rendering software, January 26
- PC meeting: Perkins Workshop, January 27
- Coordinated Technology Library and Lending Library Laptops updates for visual rendering software, January 27
- Peer Mentoring, DFTG 2400.TY1: Capstone: Int. Arch. Drafting – Residential, January 27
- AEDT Chair & Assistant Chair attended Chair Leadership Meeting -Spring 2022, January 28
- AEDT faculty attended LEARN Monthly NSF Grant Faculty Meeting, January 28
- Coordinated with VP's office for printing of graduation banners, January 28
- Discussed student internship opportunities with UTRGV Facilities Planning & Construction dept., January 28
- Meeting with employer, Green, Rubiano & Associates about presenting to classes on Structural Engineering, January 28
- AEDT faculty conducted a class tour: Presentation on Learning Commons and Open Labs Services, Technology B 141, Technology Campus Library, VR Lab, Automotive Laboratory, January 28

Departmental/Student Recognitions:

- Published in Texas Architect Magazine, January/February 2022 Issue: **AIRPORT TO THE STARS**
  "Mario Serna is a Ph.D. student and lecturer in the Architectural and Engineering Design Technology department at South Texas College."

Business Administration

- Department Chair attended the CBE course scheduling meeting with BASOL Program Chair and BPST Dean, January 13
- Held the Adjunct and Dual credit faculty department meeting, January 15
- INNO and Binational Educational Symposium winners from UAT Rio Bravo received first-place prize (laptops), presented by Economics Lecturer who led INNO/BES, January 19
- News Interview, Economics Lecturer participated in a news interview on rent in the valley.
  - Aumenta costo de viviendas en el Valle del Río Grande (January 28, 2022) https://www.krgv.com/news/aumenta-costo-de-viviendas-en-el-valle-del-r-o-grande/

- Worked on the Perkins grant with BPST Dean and BPST division chairs and support staff, January 27

Culinary Arts

- Meeting with STJDA on Culinary Arts program participation with Middle School initiative, January 5
- Planning Meeting for Mentorship Mondays Committee, January 17
- Planning session for Culinary Educators Network, January 19
- Faculty meeting with Weslaco ISD Dual instructor, January 19
- Planning session for Cooking Spot episode, January 24
- Contacted by Collin College. Provided them with best practices and research on student food pantries, January 25
- Contacted by Chemistry Department at UTTyler regarding their Culinary Chemistry Course, January 25
- Represented South Texas College at the LRGVEDC board meeting, January 26
- Faculty networking Meeting with Weslaco ISD, January 26
- Chair Leadership Meeting, January 28
- Provided Data for Grant opportunity to BPST Dean, January 28
- Meeting with Weslaco ISD instructor to discuss scheduling concerns, January 28

- Episode of the Cooking Spot: Here comes truffle, January 31
- Meeting with OPOD regarding data summit presentation, January 31
- Discussion with Dr. Solis regarding his upcoming event, January 31

Design and Building Technologies

Major Meetings:

- BPST Program Chair meeting to discuss enrollment, January 7
- CBE Introduction Session, January 8
- CBE Orientation Meeting, January 13
- Meeting with hiring committee for Manager of Equity and Access, January 14
- DBT Adjunct and Dual Credit Faculty Professional and Organizational Development Day, January 15
- Meeting with new Emerging Technology Simulation Specialist to discuss DBT needs, January 19
- Department faculty attended the Electrician Technology meeting, January 21
- Meeting with BPST Dean to discuss ongoing construction projects, January 25
- Meeting with Facilities, Planning, and Construction and Starr County architectural team to discuss automotive and HVAC projects at Starr County, January 25
- Meeting with BPST Dean to discuss FY2023 budget, January 26
- BPST Program Chair meeting to discuss Perkins, January 27
- ELPT has met with the City of McAllen to discuss electrical installations for upcoming events at the McAllen Convention Center. As soon as we go back to F2F meetings, we will continue with this meeting, January 27
- CBE Template Review Meeting, January 27
- Department Chair, Construction Supervision Program Coordinator, and Electrician Assistant instructor attended the CBE Review Session, January 28

Major Activities:

- Hired a new Electrician Technology faculty for Spring 2022, January 11
- Collaborated with AEDT faculty on Introduction to Architecture course adjustments, January 12
- Evaluated potential changes to the Electrician Technology program, January 13
- Collaborated with IAM on the development of the Construction Technician Apprenticeship Program, January 14
- Worked with Facilities Operation and Maintenance regarding space modification at Starr County campus for the Electrician Technology program, January 18
- Submitted MOU to Continuing Education for use of computer labs, January 20
- Coordinated with Mi Casita regarding student community project, January 20
- Coordinated the hiring of 4 students at 2 local engineering firms, January 20
- Interviews for Manager of Equity and Access, January 24
- Aided in the coordination of the Technology Campus Vaccination Clinic, January 31

Grant Activity:

- Submitted Perkins Leadership quarterly report, January 7
- Coordinated the search for the Employer Network Specialist. Spoke with Chair of Technology Management regarding potential recommendations, January 10
- Issued special assignments to faculty as CBE course reviewers, January 11-31
- Worked with BPST Project Manager and Human Recourses to create Employer Network Specialist position, January 20-31
- Coordinated the presentation of the MyHub platform for the Perkins Leadership grant, January 20

Fire Science

- RCPSE Canopy for Safety Training Vehicles, Canopies for Students Meeting, January 6
- Discussion of CIPS for RCPSE, January 18
- Prior Learning Assessment Review and Q&A w/ Hector Cerda, January 26
- Perkins Grant Workshop, January 27

Major Activities

- 28th Class participated in FLAIM Virtual Reality Training, Various dates in January
- Instructor attended the Unmanned Aircraft Systems Program Development and Drone Assessment and Response Tactics Class, January 13 & 14

External Visits

- Class 28 tour of Pharr Emergency Communications Center, January 29

Human Resources and Office Administration

- HR & OA faculty assisted with Business Professionals of America (BPA) judging and collaboration, January 6 - 7
- Attended Dean's Teams meeting to discuss enrollment, January 7
- Attended Dean's CBE and PLO reporting meeting, January 13
- HR faculty attended BAS-OL Dept meeting, January 14
- HR & OA faculty Mid Valley Campus Advisory Committee, January 18
- Attended Blackboard Learn Basics Ultra, January 19
- Attended Dean's Work based Learning Internship Opportunities, January 21
- Attended Dean's Perkins Workshop, January 27
- HR & OA faculty assisted with Advising, Counseling, Registrations and Tutoring – Various times, all month, Degree works and GPS
- The HR & OA faculty from Pecan, Mid Valley and Starr Campuses will continue to recruit and market both the Human Resources and Office Administration programs. Safety is our big concern for students and faculty.

Law Enforcement

Major Meetings

- RCPSE Canopy for Safety Training Vehicles, Canopies for Students Meeting, January 6
- Meeting to discuss enrollment, January 7
- Discussion of CIPS for RCPSE, January 18
- Prior Learning Assessment Review and Q&A with Coordinator of Enrollment Services regarding credit by exam for the Paralegal Program, January 26
- Meeting Perkins Grant Workshop, January 27

Major Activities

- Evaluation of RFP 21,22,1029 Virtual Reality Law Enforcement Trainer, January 12
- Instructional Designer II Search Committee Meeting, January 24
- College Wide Curriculum Meeting, January 27
- Chair Leadership Meeting, January 28

External Visits

- Swearing in Ceremony at Pharr PD for New Hires, January 28 (4 of 5 from STC Academy)
- Swearing in Ceremony at Edinburg PD for New Hires, January 21 (2 of 6 from STC Academy)

Public Administration

- Business, Public Safety & Technology Divsion Meeting, January 10
- Public Safety Dept. Meeting, January 12
- Sharyland High School Meet & Greet – Student Mentorship Program, January 12

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Attended the AAC&U Virtual Conference on OER and e-Portfolios, January 24
- Assisted with preparations for the 3rd Annual STC Data Summit

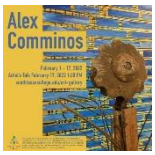
DEPARTMENT/PROGRAM REPORTS:

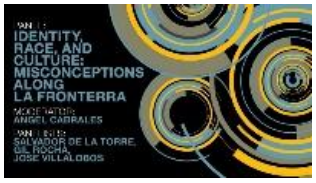
Center for Mexican American Studies (CMAS):

- 10th Annual Ballet Folklorico South Texas College (BFSTC) *Tradiciones* performance postponed to April 1, 2022 as a preventative measure due to the rise of COVID cases in the area.
- Preparations continue for the 7th Annual South Texas College Folklorico and Contemporary Competition to take place on February 26 – 27, 2022

Arts

- Gallery Committee organized and installed an Art exhibition for visiting artist Alex Comminos. Exhibit will be on display February 1st - 17th in the Art Department Gallery, with an opening reception from 1:00 – 3:00 p.m. on February 17th





- Instructor attended the online conference "International Sculpture Center: Identity, Race, and Culture: Misconceptions Along la Frontera", January 13
- Faculty attended a portrait painting workshop at the New York Academy of Art. January 5 – 7
- Faculty, held two OPOD Workshops titled "Basic Tips & Tricks in Typography to Make Your Presentations Shine" (Workshop #213247 from 9:00 – 10:15 a.m. and #213250 from 10:45 a.m. – 12:00 p.m.) for Dual/Adjunct Professional Development Day, January 15
- Art Faculty participated in the following group and solo exhibitions between December 18, 2021 and January 31, 2022:
    - Upper Valley Art League All Members Exhibit, Kika de la Garza Fine Arts Center, Mission, January 8 – February 6
    - Solo Exhibition: La Visa Negra 2.0 Hanging the Laundry Outside, Corpus Christi at KSpace Contemporary Gallery, January 7 – February 25

English

- Display cabinets in Mid Valley updated to promote all English courses.

Music

- The Music Department provided background music for the UTRGV – STC Collaborative, January 25

Theatre / Dance

- The Theatre & Dance Department's South Texas College Dance Collective's production of *Resilience* is currently in rehearsal and production. The event will be held of Friday, March 4th for high school students and the general public on Saturday, March 5th.
- STC Faculty are working in collaboration with Marcos Martinez and Brisa Areli Munoz in developing an application with the City of Edinburg for the One Nation/One Project – A National Arts & Wellness Project. This is a national public health project which engages local artists in workforce development to address community need. The project is a partnership with the National League of Cities, J.J. Abram's Bad Robot Productions, Adventureland LLC (Hamilton Producers), the University of Florida Center for Arts and Medicine, Community Health Centers, and a team of national artists led by Clyde Valentin and Lear deBessonet.
    - Bad Robot Productions will visit each of the selected sites to film footage for a documentary on project to premiere on a major streaming platform. The project is inspired by the Federal Theatre Project's 1936 event which included 18 cities, towns, and communities producing and adapting the same play and opened it on the same night. One Nation/One Project will do the same by bringing 18 communities with local artists, Community Health Centers, and stakeholders to work together on a 2-year project which speaks to the theme – *There's No Place Like Home.*
- Faculty and Drama major, were nominated for the American Alliance for Theatre and Education's Distinguished Play Award. De Hoyos for *Medea*, Garza for *The Ghost Sonata*, and Lara and Garza for *Cypress* Video. We will know by Summer if any of them receive the award.

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

DIVISION DEAN'S REPORT:

- Participated in
    - Deans meeting with Interim Vice President of Academic Affairs, January 6, 7
    - Math, Science, IT and Bachelor programs Division Meeting, January 10
- Attended
    - Coordinated Operations Council meeting, January 11
    - Partnership meeting with InsideTrack, January 14
    - STC and UTRGV Collaborative Leadership meeting, January 25
    - Manager Training with InsideTrack, January 25
    - STEM Summit Planning Meeting, January 27
    - College Wide Curriculum Committee Meeting, January 27
    - Chair Leadership meeting, January 28

    - Meeting with University of Arizona Global Campus, January 31
- Facilitated Math, Science, IT and Bachelor Programs Chair Leadership meeting, January 13

Project Manager

- Contact EDC members for Spring Division Meeting, January 5
- Attended and facilitated Zoom components for Spring Division Meeting 2022, January 10
- Attended
    - MSITB Chair Leadership Meeting, January 13
    - Partnership meeting with InsideTrack, January 14
    - Meeting with DHSI coordinator and Starfish Administrator for Professional Dev. Day, January 18
    - NSF STEM Academy recruitment meeting, January 21
    - NSF STEM Academy meeting for semester event planning, January 25
    - Manager Training with InsideTrack, January 25
    - CBE Huddle: Building CBE Awareness and Support on Your Campus, January 25
    - Meeting with Lab Personnel to discuss Safety Audit, January 26
    - Academic Coaching Student Survey meeting with DHSI Coordinator and Research & Analytical Services, January 27
    - Meeting with DHSI Coordinator and external evaluator, January 28
    - Coaching Reinforcement Training with InsideTrack, January 28
    - Partnership meeting with InsideTrack, January 28
- Facilitated STEM Summit Planning meeting, January 27
- Prepared documents for ongoing Safety Audit
- Communicate with InsideTrack on setting up new employees for training
- Reviewed MSITB grants and communicated with PIs

BACHELOR PROGRAMS:

BASOL

- Participated in
    - The MSITB Division Convocation, January 10
    - South Texas College/NSLS Strategy Session, January 11
    - Leadership McAllen Steering Board Meeting, January 12
    - CBE at the Spring 2022 Chemistry Department Meeting, January 12
    - Bachelor Programs' New Student Orientation, January 12
    - CBE Course scheduling and PLO Reporting with the Dean of BPST, Director of Curriculum, and Director of Assessment, January 13
    - McAllen Ambassador Monthly Meeting, January 13
    - NSLS STC Chapter e-Board meeting, January 14
    - McAllen Ribbon Cutting for Rise & Shine Café, January 21
    - Training: NewLine TruTouch Ultra HD LED Multi-Touch Display, January 25
    - CBE Huddle: Building CBE Awareness and Support on Your Campus/In System, January 25
    - NSLS STC Chapter e-Board meeting, January 27
    - College-Wide Curriculum Committee Meeting, January 27
    - Participated in the McAllen Chamber Ribbon Cutting - Thrive Drip Spa, January 27
- Facilitated the AAWCC January Board Meeting, January 24
- Attended the CASA Gala, January 29

Computer Information Technology/Computer Science

- Bachelor Programs' New Student Orientation, January 12
- COSC Adjunct and Dual Credit meeting, January 15
- Chair Meeting- with Dr. Petrosian, January 27
- College-Wide Curriculum Committee Meeting, January 27

Medical Health Services Management

- Organized and led MHSM virtual Faculty meeting via MS Teams, January 13

Technology Management

- Spoke to Community Business Leaders about their participation in an TMGT-sponsored forum about the history of the local business community, January 12

- Participated in a McAllen Convention Center Subcommittee meeting, January 20
- Participated in the McAllen Independent School District Advisory committee meeting, January 20
- Participated in the City of McAllen Convention Center Advisory Board meeting, January 24
- Spoke to and recruited Mr. Artemio Ramos, Jr. to serve on our Program Advisory Committee, January 25

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Presented Biology Department Spring 2022 Workshop Meeting, January 12
- Biology Dept Meeting: High Withdrawal/Low Pass Rate Meeting, January 12
- Attended STC/TAMU Agreement Meeting, January 13
- STEM Academy Cohort 3 Recruitment Meeting, January 21
- Faculty Advising Committee Meeting, January 21
- Restructuring Department Meetings Meeting, January 21
- Attended STEM Academy Meeting, January 25
- Lab Personnel Training Meeting, January 26
- STEM Summit-Planning Meeting, January 27
- Attended Monthly NSF Grant Faculty Meeting, Jan 28

Cybersecurity

- Attended meeting with EC-Council to discuss new industry certification pilot program, January 14
- Reached out to Regional Computer Forensic Laboratory staff to see how the cybersecurity department can establish a partnership with them, January 19
- Attended meeting with uCertify staff to establish path for new IT certification series offered by uCertify, January 24
- Met with faculty to discuss new Blackboard ULTRA, January 26
- Met with Global Market Developer Coordinator at STC to discuss the possibility of providing forensic training to law enforcement officers in Mexico, January 27
- Attended the STEM Summit-Planning meeting, January 27

Information Technology

- Program chair attended STEM Summit Planning meeting, January 27

Mathematics

- Chair attended South Texas College Enlearn updates, January 6
- Faculty attended meeting for THECB OER Development grant, January 12
- Faculty attended discussion with ALEKS, January 13
- Dual Credit Coordinator and Chair facilitated New Math DCF Onboarding meeting, January 13
- Discussion on onboarding process for Dallas District to Ascender Partnership, January 18
- Meeting discussing the Communications Studio proposed space, January 19
- Facilitated meeting with Assistant Chairs/Coordinators for department updates, January 21
- Chair attended meeting to discuss online design for MATH 1414 with Distance Learning teams from STC & UTRGV, January 27
- STEM Summit Planning Meeting, January 27
- Chair attended CTN Foundational Seminar planning meeting, January 31

Physical Science

- Reviewed the enrollment in Physics, Geology, and Engineering Spring 2022 sections and revised Spring 2022 schedule, January 5
- Met with Student successful specialist regarding Spring 2022 course cancellations, January 6
- Meeting with STC Educational Technology department regarding the educational software training for the faculty and staff, January 6
- Communication with Engineering coordinator regarding engineering low enrollment sections and the revision of Engineering Spring 2022 schedule, January 6
- Met with the physical science instructors and STC bookstore regarding the Physical Science laboratory manual issues, January 7
- Attended Math, Science, IT and Bachelor Programs Division Meeting- Spring 2022, January 10
- Organized January 12, 2022 Department of Physical Sciences and Engineering Meeting. Faculty and staff participated in Educational software training, January 12
- Met with chemistry program chair and physics lab coordinator and discussed Chemical Hygiene Plan, January 13

- Organized January 15, 2022 Department of Physical Sciences and Engineering DC and Adjunct faculty Meeting. Physics faculty and engineering coordinator presented physics and engineering discipline specific trainings, January 15
- Met with the Interim Associate Dean for Diversity, Outreach & Student Engagement, College of Engineering and Computer Science, UTRGV regarding collaboration on NSF grant proposal, January 17
- Obtained Spring 2022 RAS Data Request report for the Physics and Engineering Majors including the following parameters: Contact information, Overall GPA, Total Hours Completed, Credit Hours Applied to the Current Major, FTIC or not, Starting Semester for FTIC students, Full time or Part-Time, January 18
- Met with physical science faculty on Teams and reviewed the status of Physical Science lab manual availability. January 19
- Program chair and engineering coordinator met with the representatives of Iron Range Engineering Bell Program, Minnesota State University and discussed classroom visits, January 19
- Organized department's Learner Centric Teaching Committee meeting. Delegated committee tasks to the physics and engineering subcommittees, January 21
- Met with the engineering coordinator and reviewed engineering course schedule for Fall 2022, January 25
- Attended Training for G building Conference room large screen computer, NewLine TruTouch Ultra HD LED Multi-Touch Display, January 25
- Presented Physics and Engineering program and department overview to the newly hired MSIT Academic Coach and discussed the program needs of the department majors, January 25
- Visited Mid-Valley campus to inspect the progress of Space Modification project at Physics Prep-room MVC B212. Discussed the progress with the Physics faculty stationed at MVC and the MVC Campus Administrator, January 26
- Met with the division program manager, biology program chair, chemistry program chair, physics lab coordinator, and biology lab coordinator to discuss chemical hygiene plan, January 26
- Discussion with the Student Success Specialist regarding Graduation Report for December 2021, January 26
- Attended STEM summit planning meeting, January 27
- Met with the instructors scheduled to teach face to face sections at mid-valley campus and the lab staff and discussed classroom and lab room issues and prep-room renovation project, January 28
- Met with the distance education instructional designer and discussed converting CBE Physical Science model courses to Ultra, January 31

New Shelf installed in MVC B212

UNIVERSITY RELATIONS:

- Met with the Transfer Team from UTRGV about this semester's activities, January 11
- Participated in the NACADA Transfer Steering Committee, January 12
- Met with representatives from the Texas A&M University College of Agriculture and Life Sciences, January 13
- Led a meeting with representatives from the Student Progression and Transition team for the STC 2 UTRGV Collaborative, January 13
- Met with Billie Jo Norton from Bellevue University, January 14
- Attended New Student Orientation, January 14
- Presented in both sessions of the Dual Credit and Adjunct Faculty Professional Development Day about Transfer, January 15
- Met with the representative from StraighterLine, January 18
- Led a presentation on Transfer Tips and Tricks, January 19
- Participated in the planning session for the Middle Management Institute for TACAC, January 20
- Met virtual with Dr. Bob Paxton from University of Arizona–Global Campus about upcoming visit, January 24
- Participated in the January Board meeting of the South Texas College Chapter of AAWCC, January 24
- Participated in the semiannual STC 2 UTRGV Collaborative Meeting, January 25
- Watched a webinar on "The Unrelenting Campus Mental Health Crisis," January 26
- Led a webinar on the new ApplyTexas application, January 26
- Participated in the STEM Summit Planning Committee Meeting, January 27
- Led a meeting with representatives from South Texas College, University of Arizona – Global Campus and StraighterLine, January 31

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Met with VPAA to discuss plans for the first week of the Spring 2022 Semester, January 3
- Worked on identifying facilities capital improvements and completing Capital Improvement Proposal forms for the NAH Campus
- Attended the Deans Meeting regarding Fall 2022 Semester course offerings, January 6
- Held Spring 2022 meeting with NAH program chairs, January 6
- Attended the 2022 Texas Society for Advancement of Health Professions Summit, January 7
- Hosted the Spring 2022 NAH Division Meeting, January 10
- Worked on finalizing agenda for the Accreditation Commission for Education in Nursing (ACEN) onsite visit
- Reviewed the BSN Student Handbook
- Attended the Coordinated Operations Council Meeting, January 11
- Took part in hosting tour of the simulation labs at the NAH Campus for 40 – 50 prospective students, January 12
- Reviewed Spring 2022 sections with low enrollment
- Worked on and reviewed Institutional Effectiveness Plans for the NAH Division
- Attended the Texas Association of Deans and Directors of Professional Nursing Programs (TADDPNP) Nursing Faculty Shortage Support Task Force meeting, January 18
- Spring 2022 VN Cohort Orientation to welcome students, January 18
- Meeting with program technical lead from AVIAN, January 18
- Attended the Education and Workforce Development Committee Meeting, January 18
- Attended the RN-BSN Meeting, January 19
- New Realities of Senior Leadership Transitions webinar, January 19
- TNA Education and Workforce Committee Workgroup meeting, January 20
- Attended the College Safety Committee meeting hosted by the VPFAS, January 20
- National Commission to Address Racism in Nursing Monthly Meeting, January 21
- Organization for Associate Degree Nursing (OADN) Diversity, Equity, and Inclusion Task Force Meeting, January 24
- Attended the STC and UTRGV Collaborative Leadership Meeting, January 25
- STC Board Meeting, January 25
- Reviewed affiliations listed in the College Catalog for the NAH Division and submitted revisions to the Curriculum Department
- Followed up on stipend NOEs
- Attended the 2021 4th Quarter Clery Act Committee Meeting, January 28
- Held meeting with STC graduate to discuss practicum project, January 28
- Meeting with NAH program chairs to discuss COVID vaccination verification, January 28
- Worked on the Carl Perkins biannual report
- Held meeting with DID program chair, January 31

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Academic coach attended McAllen ISD's Annual Middle School Endorsement and Career Expo. The event was held at the McAllen Convention Center with over 1,500 junior high students in attendance, January 25

College Success for Healthcare

- College Success for Healthcare granted six scholarships in the amount of $250 each for the Spring 2022 Semester. The scholarships were awarded to students from across all NAH programs

Diagnostic Imaging Department

- Faculty and staff attended the CWPOD Academic Affairs – Instructional Division Meeting, January 10
- DID welcomed new DMS adjunct faculty member to the team for the Spring 2022 Semester
- DMS Program held Spring 2022 Student Orientation for new cohort, January 12
- Chair attended the Spring 2022 Chair Leadership Meeting, January 28

Emergency Medical Technology

- Program chair attended the Student Accessibility Services Meeting, January 12
- Department held EMT Orientation for the Spring 2022 Semester, January 13
- Attended the Review for National Alliance of Concurrent Enrollment Partnerships (NACEP) meeting, January 25
- GoToWebinar – Simulation – Bringing the Patient Off the Page webinar, January 26
- Program chair attended the Complio Compliance meeting, January 28
- Department held a budget review meeting, January 28

Occupational Therapy Assistant

- Cristina Lugo, COTA (Class of 2019) presented a workshop to first year OTA Students on "The Roles and Responsibilities of the COTA in Telehealth"
- Department Chair, was elected to serve as the Texas Occupational Therapy Association OTA Representative. Will represent and be the voice of occupational therapy assistants in Texas

Vocational Nursing

- Level 1 students learned appropriate donning and doffing of PPE to prepare them for participating in upcoming COVID testing/vaccination events to serve the local community.

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- MS TEAMS meeting to discuss First week of semester and the option to go online first and second week.
- Attended Deans Meeting, January 6
- Coordinated Operations Council (COC) on MS TEAMS. Topics discussed Review of schematic design of the MV campus Center for Learning Excellence Building. A renovation of existing cafeteria to Culinary Arts Instructional Kitchen. Review of schematic design of the 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, January 11
- Held a 2-Day MS TEAMS meeting for Support Staff. The meeting started off with Guest Speaker, Dr. Sandra Ledesma, Education Instructor. First meeting topics were Due Dates for the division; How to navigate on SharePoint for SBS Division, as well as the Academic Affairs SharePoint, Guide for Hiring Faculty, How to determine LHEs, NOEs – Special Assignments, Stipends and Overloads, and SBS Division FLAC Spreadsheet. The last day of training the topics were travel, travel checklist (within the SBS Division), forms the Travel Office requires and forms used by division, Travelers Request form, virtual conference, prepayment form, Institutional Membership, mileage, directory, and we had Tonya Ecker, Accounting Assistant for Travel Office attend a Q&A., January 13-14
- Attended WEDC Meeting – Professor Emeritus Presentation at the Student Union, January 18
- STC & UTRGV Collaborative Leadership Meeting, January 25
- Held a Program Chairs' Meeting on MS TEAMS, January 26
- Attended a College-Wide Curriculum Committing Meeting on MSTEAMS meeting for College-Wide Curriculum Committee, January 27
- Chair Leadership meeting on MS TEAMS, January 28

DEPARTMENT/PROGRAM REPORTS:

Education

- Education Department Chair, and President of Border Issues of South Texas, a non-profit organization that seeks to provide low- cost homes to local families, is happy to announce the construction of the organization's second home for a local family. The home is currently in the final stages of construction, and is scheduled to be delivered by the end of February. This is project is made possible by Border Issues of South Texas Board of Directors under the leadership of Dr. Ramirez.

Child Development

- McAllen ISD Career Technical Education Department sponsored a Middle School Endorsement & Career Expo at the McAllen Convention Center. It allowed us to share career information to McAllen ISD middle school students.

Psychological Science

- Met with Assistant Chair to discuss planning an upcoming registration event to help recruit and retain more students within our program, January 26
- Met with Assistant Chair to discuss topics related to the upcoming Data Summit, January 28
- The Starr County Campus Psychology Club's display case was updated with the new 4-in-1 frame that showcases the club's 10th Anniversary Proclamations. These proclamations were awarded to the Starr Psych Club by Starr County Commissioner's Court (Judge Eloy Vera), City of Roma, and Rio Grande City in 2019 prior to the pandemic during the club's 10th anniversary for all the club's community service and positive impact on STC and the Starr County Community for 10 continuous years. This 2022, Starr Psych Club is continuing its 13th year, virtually active for now due to COVID-19 pandemic and surge in omicron variant cases. The Starr Psych Club's display case is located in Academic Building E Hallway, and it features the club's recognitions (awards, trophies, medallions, proclamations, and certificates), as well as the models of the brains and a screen with rotating club event pictures, January 26

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Collaborated with academic deans for New Faculty Training Day, January 5
- Participated in the DigiTex State Authorization Network Meeting, January 12
- TDL Web Accessibility AV Meeting, January 12, 26
- Participated in the Inside Track Partnership Meeting, January 14
- Developed proposed enrollment plans for TXDOT students in the Fall of 2022, January 17-21
- Organized committee and conducted interviews for the open Instructional Designer II position
- Supervised planning for Professional Development revisions before Summer semester, January 23-28
- Participated in STC & UTRGV Collaborative Leadership Meeting, January 25
- Inside Track Manager Training, January 25
- Starfish IT Bootcamp, January 26

DIRECTOR'S REPORT:

- Participated in the Initial Meeting about Data with RAS department, January 24
- External Accounts or Storage meeting with PR department, January 26
- Starfish IT Bootcamp, January 19, 26
- Participated in the Banner User Groups Committee meeting, January 28

PROJECTS:

- **First Time Online Student Orientation**
  - Distance Learning staff reviewed all students who completed the assessment and sent out Bb student Orientation Certifications for Spring 2022
    - Certified 396 students
- **Learning Management System (LMS)**
  - Batch uploaded for Fall 2021 courses and faculty/ student enrollments through ILP Admin, January 1-31
  - In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian, January 1-31
  - Updated information modules in Blackboard, January 1-31
  - LMS Fiscal Year 2020 Archiving courses, January 1-31
  - Institutional Hierarchy inputting Spring 2022 term, January1-31

- Distance Learning staff assisted faculty with course copies for Spring 2022 courses, January 1-31
- Updated ExamSoft building and configuration, January 28

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	1,256
Helpdesk Phone Calls from DL Staff:	1,060
Social Intent – Distance Learning Chat:	366
After-hours Chats and Calls:	111
Total:	**2,793**

- **Trainings/ Workshops/ Professional Development**
  - Trainings:
    - DL Student Success staff participated in the Inside Track Training Reinforcement, January 28
    - DL helpdesk staff participated in the Starfish IT Bootcamp, January 19 & 26
  - Workshops:
    - DL Instructional staff participated in the MSITB Division Department Meetings, January 10-14
    - DL Help Desk staff facilitated Ultra Grade Center Workshop, January 15
- **Student Success Activities:**

Type of Service	Number of Students Visit
General Advising	145
Telephone/ Text Contacts:	92
Virtual Campus Advising Email:	331
Radius Inquires:	272
Student Registrations:	11
Enroll Students for B Orientation:	195
TxDOT Registrations:	11
Social Intents – DL Chat	21
Student Contacts for STC Reminders:	2,127
Academic Coach Sessions:	19
Total:	**3,224**

DISTANCE LEARNING MEETINGS:

- DL Helpdesk participated at the Blackboard SDM Demo for STC Meeting, January 5, 12, 19, 26
- Instructional Team MS Teams Meeting, January 5
- Department Meeting, January 7
- Student Success Team met with Inside Track Coach, January 7
- Student Success Team Orientation Certificate workflow, January 28

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

DEAN'S REPORT:

- Dual Credit Programs held their Division Meeting which included Program Updates, Departmental Goals and presentations by Student Rights & Responsibility, Center for Learning Excellence and Counseling & Student Accessibility Services, January 10.
- Dual Credit Programs reviewed and processed over 1,700 Non-S section requests for Spring 2022, January 10.
- Dean for Dual Credit Programs presented at the Adjunct and Dual Credit Faculty Professional & Organizational Development Day to over 370 participants, January 15.
- Dean for Dual Credit Programs presented at the Educational Workforce Development Committee Meeting on the National Summit for Dual Credit Programs, January 18.

- Dean, Project Manager and Director for Academies & Career Technical Pathways met with IDEA Public Schools Assistant Director for CTE Programs to review future partnerships and degree offerings for students, January 20.
- National Summit for Dual Credit Programs Conference Presentation submissions were completed and updated for 35 breakout sessions, January 28.
- Dean and Scheduling & Compliance Manager attended the following Enrollment Services Planning Meetings:

Meeting Date	District/Campus
January 24	Roma High School
January 25	Hidalgo ECHS La Villa ECHS Sharyland High School
January 26	Rio Grande Grulla ISD STISD Health Professions Donna High School Sharyland Advanced Academic Academy
January 27	Pioneer High School
January 28	Edcouch-Elsa High School Juan Diego Academy Progreso HS/ECHS

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff provided counselors with updates as needed regarding classes failed, schedule adjustments, and/or program withdrawals.

Campus	Case Management
Pecan	15
Mid Valley	5

- Staff continue development of the Dual Enrollment Academy Program's Workshop Schedule, which consists of securing guest speakers, facilities, and educational technology requests.
- Staff updated Dual Enrollment Academy Program's Rosters which includes a total of 187 participants. Updated Counts are as follows:

Campus	Juniors	Seniors	Total
Mid Valley Campus	50	33	83
Pecan Campus	56	45	101
Starr County Campus	-	3	3

- Staff attended a meeting with McAllen ISD Administration and CTE Staff to discuss the development of CTE Programs and district needs, January 13.
- Staff hosted Friday Educational Enrichment Workshop for Dual Enrollment Academy Students, January 21:
  - Pecan Campus:
    - Twenty-one (21) Seniors joined virtually, where Academy Programs' Staff provided an overview of available scholarship opportunities, the academic calendar, textbooks, goals, Jagnet, Degreeworks, GPAs, office updates, and tutoring time.
    - Forty-seven (47) Juniors attended a workshop hosted by Academy Programs' Staff focused on the STC academic timeline, textbooks, goals, Jagnet, office updates, and tutoring time.
  - Mid Valley Campus:
    - Twenty-eight (28) Seniors and thirty-nine (39) Juniors attended a Welcome Back Workshop, where Academy Programs' Staff focused on textbook tracking, COVID-19 reporting/safety protocols, Science labs dates/times, academic calendar, and other South Texas College updates.
- Staff attended the STC Dual Credit Programs/IDEA CTE Programs Meeting to discuss available program offerings, alignment of programs of study with school district courses, and faculty credentialing, January 20.
- Staff conducted a mail out of PREP Applications for fifty-six (56) Returning Year 2, Year 3, and Year 4 Students from Roma ISD. Returners Application deadline is February 25
- Staff coordinated Information Session Virtual Recruitment events open to all students from participating area schools and provided marketing material to promote events.

Campus	Dates
Pecan Campus	February 10 & 17
Mid Valley Campus	January 27 & February 3

- Staff conducted the following Dual Enrollment Academy Program's Recruitment/Information Sessions:

Date	High School	Delivery Method	Attendance
January 11	Sharyland HS	Virtual	20
January 12	Weslaco HS	In-Person	75
January 24	PSJA T-STEM ECHS	In-Person	150
January 25	Economedes HS	Virtua	200
January 25	Johnny Economedes HS	Virtual	10
January 25	McAllen Memorial HS	In-Person	32
January 27	Open Presentation	Virtual	4
		Total	**491**

- Staff attended a COMPLIO training provided by Clinical Affairs Specialist at the Nursing & Allied Health Campus in preparation to assist prospective EMT and other NAH Program Applicants, January 27.

DUAL CREDIT ACADEMIC PATHWAYS:

- Pathways Staff provided Fall 2021 final grades for partnering school districts, January 5-7.
- Dual Credit Academic Pathways Staff conducted review of final enrollment numbers to verify enrollment course counts and assess any student out of compliance with Policy 3232.
- Director participated in a TEA Lead Learning Community Conference call focusing on Student Support in Social and Emotional Learning.
- Pathways Director visited Monte Alto ISD to speak with students about dual, STC resources and degree audits.
- The DCP team helped assess "S" sections that had low enrolled quantities and communicated with schools to inquire if enrollment would be increased or if sections required to be canceled.
- Staff began evaluation of May 2022 potential dual credit students graduates and academic standing.
- Director participated in a Texas CCRSM Call focused on Student Support Systems.
- The following session was held by Staff:

Meeting Type	School/ISD	DCP Team
Black Board Orientation	Open	Pecan

- The DCP team met with Cengage to discuss Inclusive Access textbook option offering, January 26.
- Dual Credit Programs emailed the first of three Starfish reports to partnering school districts, January 25.

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Scheduling and Compliance staff continued to assist program chairs with faculty and room changes for Spring 2022 semester.
- Scheduling staff continued working with program chairs on room and faculty changes for spring 2022.
- Dual Credit Programs Assistant ran Argos report for Spring 2022 to compare and review enrollment with Master Schedule.
- Dual Credit Programs Assistant reviewed the contact hours for Dual Credit Course Agreements for Spring 2022.
- Dual Credit Planning and Compliance Manager attended twelve Summer/Fall 2022 Planning Meeting, January 24-28.
- Dual Credit Planning and Compliance Manager uploaded the Summer 2022 Dual Credit Schedule into the portal.
- Scheduling and Compliance staff processed scheduling requests for Spring 2022. Below is the breakdown:

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with STC Faculty	Sections with ISD Faculty
885	**885**	**290**	**340**	**255**	**1,445**	**523**	**922**

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Associate Dean met with JTK Consulting to discuss possible upcoming speaking event, January 6
- Attended Inside Track meeting, January 12
- Instructional Coach attended Leadership Academy Curriculum meeting, January 13
- Attended NSDCP Conference Meeting to discuss details for upcoming conference, January 20
- Facilitated a meeting with Director of Institutional Effectiveness and Assessment, Dean of Institutional Research and Effectiveness, Director of Learning Outcomes, and Dean of Liberal Arts to discuss upcoming College Wide Data Summit, January 21
- OPOD Manager met with consultant to discuss possible presentation for College Wide Breakout, January 21
- Assisted Academic Affairs Vice President's office with the facilitation of STC & UTRGV Collaborative Leadership Meeting, January 25
- Facilitated Data Summit follow up meeting to discuss details for upcoming College Wide, January 26
- Associate Dean and OPOD Manager facilitated a meeting with the scheduled presenters for ACTA, January 26
- OPOD assisted Academic Affairs Vice President's office with the facilitation of the Chair Leadership Meeting, January 28

ACADEMIES AND TRAININGS:

- OPOD facilitated Professional Development Day Spring 2022. Each division held their virtual division meeting to discuss and prepare for Spring 2022, January 10
- OPOD facilitated Professional Development Week, Department Meetings Spring 2022. Each department held their department meetings to discuss and prepare for Spring 2022, January 11-14
- OPOD assisted with the facilitation of the One-Time Return to Campus Safely COVID-19 Training for all faculty and staff of South Texas College, January 14, 2022
- OPOD facilitated Adjunct and Dual Credit Faculty Professional Development Day. Approximately 380 Adjunct and Dual Credit Faculty attended the virtual event that consisted of a morning session, two breakout sessions and afternoon department meetings. Faculty were able to choose form over 26 breakout sessions to facilitate their professional development, January 11
- Associate Dean facilitated the first of seven sessions for Ambassador's Cross Training Academy (A.C.T.A.), January 27

PROGRAMS IN DEVELOPMENT:

- Faculty and Staff Awards, April 2022
- Jaguar Academy, May 2022
- Distinguished Leadership Academy, August 2022
- South Texas Leadership Academy (STLA), April 2022

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- COC Meeting, January 11
- College-Wide Safety Committee Meeting, various dates
- Quarterly Clery Committee Meeting, January 28
- Student Union Building F Flooring Replacement Meeting, January. 31
- Student Activities hosted various activities:
- Math Department hosted TSI Bootcamp, January 10-13

COMMUNITY ENGAGEMENT:

- Weslaco Museum Board of Director's Meeting, January 13

- Chamber of Commerce Executive Board Meeting, January 18
- Chamber of Commerce Board Meeting, January 18
- STC & UTRGV Collaborative Leadership Meeting, January 25
- Weslaco Museum Zoom Meeting, January 27
- Vaccination Clinic for Community, January 11
- Texas A&M hosted TRAIN Program courses, January 24-25
- Region One ESC Gear Up Now TAC Meeting, January 14

ENROLLMENT ACTIVITIES:

- Dual2Degree Department hosts enrollment events for local high schools:
    - Spring Bridge Orientation for Sophomore, January 13

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended monthly Starr County Community Coalition meeting as active member.
- Coordinated with local RGC prayer group to provide facilities for meeting dates.
- Meeting with campus student club advisors to arrange display space in E Building.
- Arranged to attend meetings with RGCCISD Director of Counseling to encourage
- Advised Director of CATE RGCCISD of summer camps prepare to submit schedule to South Texas College.
- Began preliminary discussions on COVID Testing site on campus for Spring 2022

CAMPUS EVENTS/ACTIVITIES:

- Men's Prayer Breakfast January 8
- Planning and Construction Meeting January 9

ENROLLMENT ACTIVITIES:

- Began early academic advising for technology programs in preparation for summer/fall priority registration.
- Began early academic advising for Liberal Arts, Social Silences, and Math divisions for priority registration.
- Confirmed order for chair gliders for event room to ensure good seating for students and visitors in D.116.
- Arranged faculty & staff meeting for beginning of Spring 2022 semester.
- Discussed need for air purifiers on campus through Operations Department as well as Academic Affairs for proper student safety.
- Approached local retailer to carry blue books and scantrons for students to purchase since book store on campus has limited hours of operation
- Collaborative working session with UTRGV toward better student matriculation.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Dean's Meeting to discuss Spring 2022 scheduling and the impact of rising COVID19 cases on the start of the semester, January 6
- Met with the Applications Analyst III to review updates to the scheduling tracking application and discuss modifications.
- Conducted Concourse Chair Training with the department chair for the BSN program.
- Met with the program developer for the Cosmetology proposal to receive an update on the securement of a facility; reviewed the timeline and discussed dates of future activites.
- Attended the Spring 2022 Chair Leadership Meeting, January 28.
- Facilitated the January College-Wide Curriculum Commmitee meeting, January 27.

- Attended the Banner User Group meeting to discuss downtimes and issues with prerequisites in self-service; provided an updated on the Degree Works prerequisite conversion project. Currently we have converted 71 courses which amounts to approximately 44% of course sections for Spring 2022.
- Worked on developing of list of inactive department and campus codes to provide to the Applications Analyst II to update the scheduling application.
- Worked on 2 Spring 2022 course modality reports to detail the breakdown of online, hybrid and F2F classes by division for traditional and dual credit, at the request of the OVPAA. Updated the report to breakdown the course offerings by course type to determine which lecture course offerings may be converted online and added the room capacities to determine percentage of current capacity in the classrooms.
- Worked on a report of hybrid course offerings that meeting at least 2x a week to determine the possible number of in-person hybrid offerings for Spring 2022.
- Worked on the 3 enrollment reports by division to breakdown the number of low enrolled sections versus classes that would make for the month of January.
- Worked on a student traffic report for the main campuses at the request of the Business Office.
- Assisted the OVPAA's office with a report on Spring 2022 classrooms not utilizing air purifiers to re-locate them where needed.
- Worked on the pages assigned to the Curriculum department for the online College Catalog due to the upcoming deadline.
- Tested the Concourse Syllabi data feeds for the Spring 2022 course offerings; reviewed data and applied the feeds in production to make syllabi available to faculty.
- Worked on updates to the TSI Developmental Plan; applied updates to the TSI Placement Scale in the AY22-23 College Catalog.
- Worked on Merged Course Syllabi requests; completed 102 of requests for the week of January 10th.
- Worked on the syllabi and CV initial compliance reports and sent to the Department Chairs and Deans to provide a status on the HB2504 compliance. As of January 27th, the institution was at 89% compliance for syllabi and 99% for CV compliance.
- Updated the proposed instructional programs list and emailed it to the instructional Deans and key stakeholders to review and update in preparation for the program development process for AY22-23.
- Participated in two search committees for the month of January.
- Uploaded the Concourse data feeds for Spring 2022 term; created the schedule for Concourse for the Fall 2022 term.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Met with Director, Scheduling staff, and Applications team to discuss the Scheduling Application project status, testing, and next steps.
- Assisted with the testing of the Scheduling App and communicated the issues to the Web Analyst team.
- Held 4 Concourse Trainings in the month of January 2022, which included presenting at the Adjunct/Dual Credit Professional Development Day; there were a total of 70 attendees. Assisted with (2) one-on-one consultations for Concourse Syllabi.
- Processed Spring 2022 audits to ensure instructional plan guidelines are followed, resolve discrepancies, reviewed and update TBAs for room assignments and faculty assignments.
- Audited Spring 2022 schedule to ensure the internet/hybrid instructional modes, assigned census flags, and online minimester sections are accurate in Banner.
- Applied the curriculum updates to the College Catalog for instructional programs that completed the curriculum revision process in Fall 2021; prepared workflows for catalog owners and disseminated instructions on completion before deadline.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Various Data Summit Committee meetings to plan agenda and activities for College-Wide PD Day

- IT Applications Manager to discuss spring 2022 JagPRIDE data load options and scheduling. Submitted service ticket with data loads planned for February, March, and April, January 5
- Participated in Presenter and Co-Host Adjunct and Dual Credit Faculty Professional Development Meeting, January 11
- RAS Director to review best practices for high withdrawal/low pass rate data collection, January 12
- Met with Biology Department to review high withdrawal/low pass rate data and discuss improvement plan options, January 12
- Psychology and History Program Chairs to discuss and review high withdrawal/low pass rate improvement plan options, January 12
- BPST Dean, Business Administration Program Chair, Organizational Leadership Program Chair, and Human Resources Program Chair to discuss CBE and PLO reporting procedures, January 13
- Presented two Learning Outcome and JagPRIDE workshops at the Spring 2022 Adjunct and Dual Credit Faculty Professional Development Day. Provided participants with an anonymous needs assessment pre-survey to tailor the training to faculty needs, January 15
- Met with IT Analysts to review pending JagPRIDE service/data tickets and discuss options with a feasible timeline, January 18
- Program Chairs and Faculty to assist with PLO Assessment Plans, JagPRIDE navigation/training, data submission, and sunsetting sections, January 5 – 31
- IT Analyst to troubleshoot JagPRIDE application and reporting issues, January 20
- Core Objective Targeted Improvement Plan team to review faculty feedback, recommendations, and draft options for review at the College-Wide Curriculum Committee meeting, January 21
- HR faculty member to discuss and plan the PLOs for the upcoming Cosmetology program, January 21
- Dean of Institutional Effectiveness, Liberal Arts Dean, RAS Director, and IE Director to discuss Core Objective feedback and next steps, January 21
- Participated in STC & UTRGV Collaborative Leadership Meeting.
- Learning Outcomes Specialist Hiring Committee to review candidates and schedule interviews, January 24
- Met with the Director of Student Rights and Responsibilities to revise interview questions focusing on communication, teamwork, and conflict resolution, January 26
- Met with Learning Outcome Specialist candidates to ensure remote meeting accessibility, January 26 and 27
- Met with IT Analyst to develop access and a process to run JagPRIDE PLO Argos reports through client view without data cloning. Due to the amount of data, this option is not possible, January 26
- Presented Core Objective Targeted Improvement Plan Updates at the College-Wide Curriculum Committee Meeting, January 27
- Met with IT Applications Manager and Applications Analyst to review options for JagPRIDE PLO data reporting by instructional modality in a timely manner, January 27
- Participated in Ambassador Cross Training Academy, January 27
- Presented at Spring 2022 Chair Leadership Meeting, January 28
- Met with program chairs to assist them with preparation for the Data Summit, January 26-31
- Facilitated the Learning Outcomes Specialist interviews with selected candidates, January 28
- Participated in the University of Arizona Global Campus meeting, January 31

Projects:

- <u>2020-2023 PLO Assessment Plans/Curriculum Maps</u>: 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
    - 100% -- Business & Public Safety
- <u>Academic Affairs Comprehensive Operational Plan</u>: Developed informational presentation with an overview for Biology, History, and Psychology departments with individual data reports. Met with Biology, History, Psychology teams to develop improvement plans. Scheduled follow-up meeting with IVPAA for February 1, 2022.
- <u>Budget</u>: Planning 2021-2022 encumbrances.

- Chair Leadership Meeting: Prepared a handout with key learning outcome updates and presentation navigating the updates to the PLO Assessment Plans, Curriculum Maps, and new PLO Summary page. Shared in the Teams meeting files and in the Data Summit 2022 OneDrive department folders.
- 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. Improvement plan draft presented and discussed at College-Wide Curriculum Meeting.
- ePortfolio Taskforce: Identified Institutional needs and current applications in use. Pending demos.
- Handbook of Operations: Updated Argos PLO and Core Reporting procedures.
- JagPRIDE Fall 2021: Provided JagPRIDE assistance and training to faculty and program chairs. Updated course mapping. Sunset requested sections and revised program chair access. Shared updated JagPRIDE informational flyers vis Faculty/Staff News. Ran daily audit reports. Emailed Program Chairs daily on faculty pending data. The data entry deadline in Monday, December 13, 2021. The final reporting of data entry is as follows:
    - Core Objectives:
        - 98% completion (173 out of 177 faculty complete with 385 unduplicated sections)
    - Program Learning Outcomes:
        - 99% completion (424 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: Completed adding Program Learning Outcomes for each department for the upcoming 2022-2023 Academic Catalog.
- Website/SharePoint: Planning the scaffold, flow, and design of department pages and accessibility to existing OneDrive folders.

GRANT & PROJECTS:

- Collaborating with campuses, program chairs, faculty, and campus schedulers to schedule spring 2022 courses in the ALCs.
- Assisted faculty with technical issues in the ALCs and submit service tickets.
- Collaborating with departments and campus schedulers to schedule spring 2022 events in the ALCs.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Sent final donation report paperwork to accounting at Business Office.
    - Cash Donations: $30,900.00
    - In-Kind Donations: $26,000.00
    - **Total Donations: $56,900.00**
- **Recruitment-** Send email reminders to all qualified dual credit students regarding March 31st priority application deadline
- **Retention** – Reviewed all student Degree Plans to determine students on probation or in need of assistance.
- **Scholarship**- Submitted Pre-Census awards to scholarships and financial aid.
- **Administrative –** Administrative Assistant attended the Presenter and Co-Host meeting in preparation for ADCF on Tuesday, January 11th at 9: 00am. Administrative Assistant Co-hosted two Starfish Presentations during the ADCF Professional Development day on Saturday, January 15th from 9:00am -12:00pm. AE staff met to discuss Spring Calendar planning on Wednesday, January 26th at 10:00am

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa.
- **Meetings** – Held the PTK general meeting on Thursday, January 27th at 4:30pm via Teams.
- **Administrative**- Reviewed and submitted final Honors in Action and College Project Hallmark Award submissions. Connected with PTK headquarters to ensure that all necessary documentation for the 2021 year has been submitted. Officially reached Five Star Chapter Status for the Beta Epsilon Mu chapter.

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program.
- **Administrative** – Finalized registration for Spring 2022 honors students. Continued to send reminders and collect documents from various honors faculty.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- BPST Division Meeting for Spring 2022, Starfish Presentation, January 10
- Presenter and Co-Host Meeting for Adjunct-Dual Credit, Presentation, January 11
- EAB/Starfish Admin Semester Overview, Teams Meeting, January 12
- Starfish Orientation for New Guided Pathways Specialist, January 13
- QEP- Starfish Follow-Up for Spring 2022 Schedule, January 14
- Spring BASOL Department Meeting, Teams Meeting, January 15
- Workshop # 209467, Adjunct and Dual Credit Faculty Professional and Organizational Development Day
- Workshop # 211961, Starfish is HERE! 30 attendees for Presentation, January 15
- Workshop # 211962, Starfish is HERE! 28 Attendees for Presentation, January 15
- InsideTrack Professional Development Training Day, January 18
- Starfish IT Bootcamp, Teams Meeting, January 19
- Business Administration Program Monthly Meeting, January 21
- STC & UTRGV Collaborative Leadership Meeting, attended via Teams, January 25
- Starfish IT Bootcamp Series, Teams Meeting, January 26
- Ambassador Cross Training Academy, January 27
- Open Forum, Starfish Q & A Session, January 27
- Chair Leadership Meeting Spring 2022, January 28
- Inside Track South Texas College, Planning Meeting, January 28

PROJECTS:

- Starfish In-Take Survey and question design for upcoming Spring 2022 semester test session. Creation of questions meeting the needs of college-wide resources access and knowledge within the Starfish application.
- Starfish Assignment Assessment and modifications to include In-Take Survey for Future semesters. The first of class activity is designed to verify students have accessed the STC email account, logged into Starfish, updated or created account and can raise their "Paw" with an assignment completed flag signaling to the Faculty they are an active student.
- Starfish Campaign for Awareness, Video Development with PR & Marketing, DHSI Expectations Year 2, review of feedback received from students on specific ideas of how to get the attention of the current student body and encourage the use of Starfish.
- Spring 2022 Planning and Strategic Designs for Progress Survey Expectations, schedule re-evaluation and posting to website. This will include the Financial Aid Attendance First Week Survey, 1st Progress Survey occurring during week 5-6 and the 2nd Progress Survey deploying during weeks 10-11.
- Starfish Training Handbook development, ongoing research and evaluation to provide instructions, screenshots, and overall effective use of the Starfish application.
- Roles and Relationship Optimization Project, continuing with Organizations designed with IT for Spring 2022, updating and generating the proper data feeds to meet the continually changing population of South Texas College.

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

Potential Grants:

- THECB Work-based Learning Opportunity Grant - Internships – Reviewed an email received from THECB regarding an internship grant opportunity. The maximum award available per institution is $250,000. The information was forwarded to the Deans for BPST and NAH. The Dean for BPST expressed an interest in applying, and a meeting was scheduled the following week. Participated in THECB's webinar to learn more about the grant opportunity. Attended meeting with Dean for BPST and Program Chairs to discuss and plan for the internship grant. Contacted RDMC to inform them about our interest in the grant. RDMC's required documents were approved and submitted to begin the planning process. Attended meeting with Dean for BPST and RDMC team to review draft application and budget for the grant. Met with RDMC to review and discuss the Internship grant proposal, which is due on Monday, January 31st. Participated in various meetings throughout the week. Followed up with Program Chair for CDEC Program as to whether there was still an interest in applying. The CDEC Program decided not to apply, but will consider applying the next round. Reviewed the grant proposal, provided edits, and reviewed the budget. BPST will be requesting a total of $249,826.74 in funding. The program internships that will be funded through the grant are: Architectural & Engineering Design, HVAC-R, Construction Supervision, Electrician Assistant, Paralegal and Human Resources. The proposal is due by Monday, January 31st.
- Attended meeting with CAEL to discuss additional grant funding available. CAEL is working with the Greater Texas Foundation to continue the work of CAEL 360, which focuses on adult learners. CAEL is inviting the five (5) Texas institutions from the original grant to submit letters of support, which are due February 11th. The Greater Texas Foundation will hold its board meeting in April at which time, they will decide which institutions to fund. If funded, T. Matamoros (from STC) will be leading the initiative.
- HEB Community Investment Program – Reviewed emails regarding External funding form. The English Department will be seeking funding to support the department's Annual Shakespeare Project.
- THECB – Texas Evidence-Based Grant Making and Perkins Equitable Access and Opportunity Program Grant – reviewed email and attachments sent by the RDMC Department regarding additional funding available to support Equitable Access.

Existing Grants:

- Perkins Basic –Emailed Deans and Project Managers to request status of Perkins funded equipment. There is a delay in shipments due to COVID, and we may not receive the equipment until late spring. Called Purchasing Director to discuss matter, and she confirmed they are working with vendors. However, the Director explain that this is a nationwide problem. Participated and presented at the BPST Division Meeting to discuss CLNA, Perkins planning, etc. Worked on spreadsheets to prepare for upcoming Biannual reporting which will be due first or second week of March. This was sent to the Deans and project managers. Meeting regularly with BPST Division to continue our discussions and planning for FY23 application. Meeting with BPST team to work on FY23 Perkins Planning. Biannual report spreadsheets were sent to the Deans and project managers to begin collecting information for the report. Reviewed various emails and met briefly with Project Managers and Program Chairs to address questions. Participated in a follow-up meeting with BPST Division to continue our discussions and planning for FY23 application.
- Perkins Leadership (ACE) Grant –Reviewed several NOEs. Contacted project managers to request updates and provide support. Reviewed budget information; compared current grant budget to former ACE-IT Grant budget to guide and support BPST project manager. Met with Project Manager for BPST to discuss Perkins Leadership grant, review NOE guidelines, etc.
- RAND Grant – Reviewed emails from RDMC regarding NOEs. Communicated with PI to discuss RDMC questions regarding LHEs. Called HR to get clarification as well. The issue was resolved and the packets were processed.
- OER Grant – Reviewed emails from grant PI regarding Personal Activity Reports (PAR) for December. Reviewed documentation provided for accuracy. Reviewed emails from PI and RDMC regarding PAR. Reviewed the reports attached to emails for accuracy.

INITIATIVES:

- Attended BASOL Department meeting.
- Updated grant report, which was submitted to the Interim VPAA for review:
- Met with CDEC Program Chair to review and discuss Advisory Committee meeting minutes and procedures. Reviewed and audited Advisory Committee Meeting minutes for various programs. Reviewed and audited additional Advisory Committee Meeting minutes for various programs. Completed the audit for all pending minutes. The report was forwarded to the Deans for follow-up. Met briefly with Dean for Dual Credit Programs; reviewed and responded to emails regarding upcoming Dual Credit CTE Advisory Committee Meeting.
- Reviewed email from DSHS for potential grant opportunities.
- Reviewed email from RDMC forwarding THECB's email regarding TACTE and NAPE conferences.
- Received request from RAS regarding THECB's Accountability System Update. Forwarded the request to the Deans and project managers.
- Requested information from the Scheduling Technician to prepare for the DegreeWorks Progress Report Assignment. The information was then compiled and sent to Deans/Program Chairs requesting participation in the assignment. Programs invited to participate were as follows: Learning Frameworks, ENGL1301, and College Success for Healthcare. Reviewed status of DPR Assignment; final report will be run on February 11th.
- Participated in the White House's *Year One in Review presented by VP Harris and Latino Stakeholders*.
- Received email from Academic Excellence Programs containing information needed by RAS for THECB's Accountability System Update; the information was forwarded to RAS to be uploaded to THECB's reporting system. The program highlights submitted for the Update included: Nursing (ADN), Welding (New Certificates), and IT (Google IT).
- Reviewed and responded to email from Faculty Senate President regarding the possible creation of a Staff Senate. More information will be forthcoming in the following weeks.
- Reviewed email from RDMC regarding US Department of Ed 2022 Advancing Equity in Career-Connected Education Summit, and registered per their recommendation.
- Received various phone calls regarding Starfish issues, which were forwarded to Ms. Perales. Contacted IT to inform them that the calls should be forwarded to her and provided contact information.
- Attended Chair Leadership Meeting.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Finalized and submitted Professor Emeritus presentation for January EWDC Meeting
- Finalized PowerPoint presentation for the Chair Leadership Meeting
- Worked on PowerPoint presentations for EWD Committee Meetings
    - Distance Learning
    - Dual Credit Programs
    - STC & UTRGV Collaborative
- Finalized communications/bi-fold brochures regarding STC services in western Hidalgo County
- Finalized various communications regarding Spring 2022 F2F classes for the following:
    - Academic Affairs faculty and staff
    - School District Partners
    - STC Webpage
- Submitted updated Return to Campus (2nd week of semester) information for STC webpage
- Finalized all materials and logistics for STC & UTRGV Collaborative Leadership Meeting
    - PowerPoint presentation
    - Content for workgroup products
    - Online, interactive poll
    - Logistics with Educational Technologies and Facilities/Maintenance
    - Request for STC Public Relations & Marketing services
- Reviewed and provided edits for Interlocal Agreement between Hidalgo County and STC
- Worked with STC PR & Marketing on several items

    - Provided edits and corrections for press release
    - Requested updates to list of Academic Classifications on STC webpage
    - Reviewed and edited PR & Marketing email to students re: Phase II of Spring 2022 Instructional Plan
    - Reviewed and provided corrections for updated web content
        - Academic Classifications
        - Phase II of Spring 2022 Instructional Plan
- Assisted Learning Outcomes by making PDF accessible for web
- Began coordinating Academic Council meeting and agenda
- Began reviewing and revising all COP Status Reports for Academic Affairs
- Developed and distributed Meeting Evaluation for Collaborative Leadership Meeting
- Developed Talking Points for Data Summit

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Continue working on FLAC Calendar for Summer 2022
    - Continue working with BO and HR on Summer 2022 Payroll Pay Dates & Fraction of Payment schedule
    - PEPFLAC for contract types: 90, OV, 45, and NA
    - PEPFLAC for part of term: 1, K1, M0, M2, M5, M8, N1, N5, and N12
    - Total jobs to be uploaded for compensation: Pending
- 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
- Continue reviewing Capital Improvement Proposals submissions for FY22-23
- Continue working on updating Grade Appeal Procedures
- Continue summarizing information pertaining to Student Complaint submitted via portal
- Continue working on creating SharePoint Page for Academic Initiatives
- Continue working on Important Dates Template for Academic Affairs SharePoint Site
- Continue working on Quick Tips page for Grant Inventory
- Created workflows to relocate computer lab furniture in PCN P due to conversion for staff offices
- Continue collecting budget and staffing requests for FY22-23
- Continue editing annual Pay Plan for FY22-23

DESIGN WORK:

- Continue working on 2022 National Summit for Dual Credit Programs Event Program artwork
    - Event Program Booklet
    - Work on Event Agenda At-A-Glance Poster
    - PowerPoint artwork
    - Assist with review and minor edits of NSDCP Agenda/booklet
- Work on A Night with the Stars Holiday Cards
- Work on 2022 A Night with the Stars bulletin board poster design

- Continue working on adjusting Divisional Graduation Banner/Gonfalon artwork to fit Retractable Banner size for Spring 2022 Commencement
- Continue working on Learning Outcomes Logo/Icon design
- Assist Dual Credit Programs with Save the Date invitation artwork
    - Advisory Committee Meeting
    - CTE Advisory Committee Meeting
- Continue working on STC to UTRGV Collaborative event artwork
    - Annual Report artwork/content updates
    - Updated One-page handout
    - Event Directional Sign
    - Post-event photo edits
- Continue to assist with OVPAA Recognitions/Announcements artwork

MEETINGS:

- Attended virtual Coordinated Operations Council monthly meeting, January 11
- Met with DCP&SDP Dean regarding office moves for staff, January 11
- Met with Liberal Arts Dean regarding job description for coordinator position, January 11
- Facilitated logistics meeting for STC & UTRGV Collaborative Event, January 11
- Met with Director of Learning Outcomes regarding Chair Leadership Meeting, January 11
- Attending meeting to discuss Collaborative Event and Chair Leadership Meeting, January 12
- Facilitated Teams meeting to follow up on logistics for Collaborative Event, January 13
- Met with PR Coordinator to discuss Collaborative Event, January 14
- Met with IVPAA and Dean for BPST to discuss office availability at the Technology Campus, January 19
- Met with FPC, BPST and Architect regarding Starr County Welding Lab Expansion, January 20
- Met with STC Educational Technologies to discuss options for polling Collaborative Leadership Meeting participants, January 21
- STC & UTRGV Collaborative Leadership Meeting, January 25
- Met with FPC, Dean for BPST, and Architect regarding Starr County Campus Workforce Projects (Automotive and HVAC), January 25
- Chair Leadership Meeting, January 28
- Met with BPST PM, FPC, and ARC to review office spaces at Technology Campus, January 28
- Attended virtual meeting with Destiny One regarding demo of online registration for Continuing Education and Workforce, January 31

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: FEBRUARY 1, 2022

SUBJECT: ACTIVITY REPORT FOR JANUARY 1, 2022 THROUGH JANUARY 31, 2022

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, as well as an upgrade to the Oracle database. The Team continues to work on the Student Obligation and Financial Manager Handbook Acknowledgements, which both plan to be launched in March 2022. HR (Human Resources) Appointment Letters and Faculty Notices development will begin in March to be completed by the Summer. Additional apps will continue to be converted through the rest of the year 2022. The Oracle 19c database upgrade was pushed to April 2022 due to other projects.

JAGNET

The environment created to provide access to employees to work from home will remain available via JagNet while the institution remains working at half capacity. Additionally, faculty and employees who have VPN access may continue to use it to work from home.

DEGREE WORKS

The Applications Development Team continues to work on the next phase of this project which will allow STC and other Higher Ed 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. Texas A&M Kingsville has agreed to meet in the next two weeks to discuss the possibility of using Transfer Finder functionality to share degree plans. Once the project with Texas A&M Kingsville begins, the STC Team will reach out to UTRGV (University of Texas Rio Grande Valley) 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

No issues or errors have been encountered while the IT Team continues monitoring the health and performance of data replication from Pecan to Tyler Junior College (TJC) and Pecan to Starr Campus. Additionally, the IT Team continues to work on the next phase of the project which includes the Banner configuration environment. The IT Team has identified two potential technology solutions, VMWare Site Recovery Manager and vSphere Recovery Manager, that can be utilized to automate and streamline the current Banner server replication process at Starr Campus and can later be used for TJC Banner server's replication.

The installation of the new generator for Building M will be complete in February 2022. The data center shutdown that was scheduled in preparation for the new generator was successful. It took more time than was expected, but the electrical cabling is ready for the natural gas generator. Contractors continue to work on gas lines, concrete foundation, etc.

VIRTUALIZATION PHASE II

The IT Team coordinated with OpenLabs the deployment of virtual applications to fifty (50) computers district wide. One of the features of the virtual application deployment is the implementation of Single Sign-On (SSO), which will streamline the signing process and launching of the virtual applications.

The IT Team added a new cohort of students for the Spring 2022 semester for the Engineering Department. The IT Team will monitor the classes throughout the Spring semester.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENICATION

- 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. 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.
- 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

- Donna Early College High School – Draft of site closure and new physical address notification letters for review and approval.

MEETINGS / TRAININGS

- IRESP Administrators Meeting.
- Data Summit - Met with Academic Affairs to discuss data and CWPD plan for Data Summit and with Keynote speaker.
- College-Wide Curriculum Committee Meeting - Gathering topic interests for afternoon sessions.

PROJECTS

- Records Archival - Developed a simple record archiving template, pending to schedule meeting with the Compliance department.
- HEP Grant Evaluation - Finalized and distributed survey form.
- Comprehensive Operational Plan: Status Report - Created a template for the FY 2020-2021 status report booklet; pending VP final approval to transfer all data.
- Comprehensive Operational Plan: 2021-2023 - Developed a report with 2021-2023 action items from Comprehensive Operational Plan.
- Departmental Procedures - Meetings have been scheduled with Dean and IEA Director to collect feedback.
- Data Management & Integrity Committee – Coordinated interviews.

MISCELLANEOUS

- IRE Weekly report to ISPP&SI.
- Institutional Review Board – Review of one study.
- IRE Monthly report to ISPP&SI.

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Research on Data Standards and Integrity (including presentation).
- Direct Support to Departments/Divisions for IE Plan Development (2021-2023) or 2019-2021 IE Plan Report Completion.
- 2021-2023 Rubric Templates Report.
- 2021-2023 Entity Tree - Division/Department Official Names.
- 2021-2023 IE Cycle - Short Titles Recommendations.
- 2021-2023 and 2019-2021 Submission Track Status.
- Xitracs Maintenance.
- Completion of 2020-2021 Comprehensive Operation Plan Update.
- Cabinet Level IE Plan Integration.
- Support for Program-based Accreditation (Re-accreditation).

- SACSCOC Ongoing Activities - Review of the SACSCOC standards to be addressed for the Fifth Year Interim Report.
- Review of 2019-2021 and 2021-2023 IE Plans.
- Budget Development Support.

MEETINGS / TRAININGS

- IEA Analyst Weekly Meeting.
- IEA Analyst Self Training.
- IEA Analyst Research.
- Data Management & Integrity (DMI) Committee.
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning.
- IEA Weekly Meeting.
- Data Summit Meeting Follow-up.

FACTBOOKS AND DATA PORTAL

- Data Portal Updates.
- Fact Book Updates.

DATA REQUESTS AND SACSCOC

- Strategic Planning/KPI Data Support.
- Substantive Change Support.
- Ad Hoc Discussions with RAS and/or STC Constituent(s).
- Data Request: ST-3590, Enrollment and Success for CBE Courses.
- Ad Hoc Request: 3-Year Fall Pass Rates.
- CtN Course Success Report.
- Data Request: ST-3604, FY 2022-2021 STC Course Enrollment by Instructional Mode.

MISCELLANEOUS

- IEA Weekly Report to ISPP&SI.
- IEA Monthly Report to 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 Survey
- IPEDS Outcomes Measures Survey 2021-22
- THECB Institutional Input

SURVEYS

- Tech Campus Planning Survey

DATA REQUESTS

- Archives of Spring Enrollment Progress Reports
- Adult Learner Cohort Tracking - Last five Fall semesters
- AY21 Enrollment and Course Section by Instructional Mode
- Campus, Department, Course, Student Type, Enrollment, Contact Hours, Credit Hours by Term
- Campus Enrollment Report (Existing Report forwarded)
- Data Summit - Course Success Pyramid Data
- Data Summit Planning Data
- Demographic Data for the Dual Enrollment Academic Programs' 2019-2021 Cohort
- DHSI Grant Data

- EDUC 1300 FTIC Percentages
- Fall 2021 Census Enrollment by Race/Ethnicity
- Historic Annual Online Enrollment and Demographics
- MATH 0100 Pass Rates (Data Portal report link shared)
- Merritt Research Survey
- NAH Stop-out Student Contact List
- Physics and Engineering Majors Information Spring 2022
- SACSCOC Enrollment Profile
- THECB Reports - TMGT and ORGL Competency-Based Education Enrollment

MEETINGS

- Chair Leadership Meeting
- Core Objective Meeting
- Data Summit Team Meetings
- DHSI Academic Coaching Survey Meeting
- DM&I Committee Data Meeting with Distance Education
- HEDS call for 2022 Administration Meeting
- IRESP Weekly Meeting
- Research Meeting (for UTRGV Collaboration Preparations)
- South Texas College Follow Up with Dr. Brad Phillips for Data Summit
- STC & UTRGV Collaborative Leadership Meeting
- Tech Campus walkthrough w/ Ashley Gonzalez Meeting
- Tech Campus Planning Survey Meeting

OTHER RESEARCH/SUPPORT

- Baughman IRB
- Data Summit Presentation for Chair Leadership Meeting - with Brad
- Flores IRB
- Narrative for STC handout from Research & Data Sharing Workgroup - STC-UTRGV Collaboration
- Updates to VR Lab Form

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

PROJECT HIGHLIGHTS

Pecan Campus Library – Temporary Operations Prep	**Progress:** 95%	**End Date: February** 2022
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

- Visited Mid-Valley, NAH, and Starr Campuses to meet with staff and coordination in preparation of Spring 2022 Semester.
- Worked with Purchasing Office and Library leadership to finalize and issue Pecan Campus Library material moved RFP.
- Reviewed and consulted with LLSS administrators regarding 2021-2023 IE plans.
- Coordinated LLSS Group presentation for BPST Division meeting.
- Worked on Pecan Campus Library renovation communications plan.
- Worked on Pecan Campus Library renovation task planning.
- Planned Conflict Management Practices training for Collegewide Professional and Organizational Development Day.

- Prepared a response to request from ISPP&SI Office for answers to inquiries in preparation for College-Wide Professional and Organizational Development Day.
- Began review of Pecan Campus Library 30% construction documents and organized group evaluations.
- Coordinated with Learning Commons and Open Labs on an HR matter.
- Participated in RFP scoring for Library Materials moving services.

MEETING HIGHLIGHTS

- Met with NAH Campus Administrator.
- Met with Starr County Campus Administrator.
- Participated in presentation by Library and Learning Support Services Departments to Business, Public Safety, and Technology Division faculty.
- Participated in Coordinated Operations Council Meeting.
- Met with Risk Office staff and with Academic Affairs staff to discuss Intellectual Property Policy proposal.
- Met with Library & Learning Support Services administrators to discuss status of projects and upcoming activities.
- Participated in demonstration of Niche Academy tutorial platform.
- Participated in Texas Council of Academic Libraries (TCAL) Board meeting
- Participated in meeting to plan financial reporting for IPEDS Academic Libraries report.
- Participated in interdepartmental discussion of Niche Academy tutorial platform.
- Participated in President's Cabinet Meeting on behalf of ISPP&SI VP.
- Participated in Library & Learning Support Services Satisfaction Survey planning meeting.

TRAINING HIGHLIGHTS

- Completed online course titled Managing and Working with a Technical Team for Nontechnical Professionals.
- Participated in webinar entitled "Reconnecting with Students in 2022: Overcoming Communications Gaps".

LISA B. WALTERS ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

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

MEETING HIGHLIGHTS

- Attended Pecan Campus Library Renovation & Expansion Meeting
- Attended Pecan Campus Library Consultant Coordination Meeting
- Attended Circulation, Reference, & Reserves Bi-Weekly Meeting
- Attended Systems & Application Bi-Weekly Meeting
- Attended Library Art Gallery Staffing Meeting
- Attended Work from Home Setup Meeting
- Attended Collection Management & Acquisitions Library Bi-Weekly Meeting
- Attended Bid Evaluation RFP 21-22-1039 Library Materials Moving Services Meeting
- Attended T-Mobile for Higher Education Meeting
- Attended LLSS Satisfaction Survey Review Meeting
- Attended Financial Reporting IPEDS Report Meeting
- Attended Niche Academy Demo Meeting
- Attended Librarian II Weekly Meeting
- Attended Librarian III Weekly Meeting
- Attended Record Retention Meeting
- Attended Supervisor Training

LIBRARY DATA:

Monthly Statistics

- Library Website Visits# 6,673
- Discovery Search Visits# 2,062
- Active Community Users # 221
- Visitors # 11,009
- Reference/Research: 5
- Non-Reference/Research: 23
- Library Events # 1
- Attendance In Person 43

Events and Library Art Gallery Highlights

***Observation Landscape* - Open call for recycled artwork**

Featured: Britney Luna & Jessica Monroe | **Location: Pecan Campus Library** | **October 1, 2021 – March 10, 2022**

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** | **October 8, 2021 – February 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/

PROJECT HIGHLIGHTS

Weed Collection	**Progress:** 57%	**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 – 99% Phase II – 50% 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:** 35%	**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 six 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 I – 100% Phase II – 50% Phase III – 0% Phase IV – 0%	

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 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

- 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
- OER Math Grant Project – Ongoing
- HEERF Laptops Project – Ongoing
- HEERF Laptops Symphony Report - Ongoing
- Personnel Activity Report (OER Project)
- Faculty Portal Design – Ongoing
- Smartphones Setup Project – Ongoing
- Fire Academy Presentation– ongoing
- Campus visits by Dean of Library to NAH Campus
- VidGrid Video Preparation for BSN Program
- Library Technician Proposal Documentation
- Work from Home Agreements Submitted
- Library Art Gallery 2022 Brochures and Workshop Flyers
- Fire Academy Presentation– ongoing
- Professional Development Day Training – Ongoing
- Organizational Leadership Library Instruction Session
- Library Instruction Data Complied
- LibGuides Training Presentation
- Online Orientation Request
- Beliefs Meeting Research

MEETING HIGHLIGHTS

- Staff members participated in Zoom Webinar Options Meeting
- Staff members participated in New Job Description Meeting
- Staff members participated in Spring 2022 Planning Meeting
- Staff members participated in Work from Home Setup Meeting
- Campus Librarian II weekly meeting
- Met with ACRL Library Instruction mentor.
- Met with staff for updates on library renovation plans.
- Met with colleagues for college-wide planning.
- Staff member met with social media liaisons.
- Staff member met with artist for virtual workshop.
- Staff member met with the Marketing committee
- Staff members participated in Records Retention Workgroup Meeting
- Staff members participated in Librarian I Weekly Meeting
- Staff members participated in Librarian II Weekly Meeting
- Staff members participated in Librarian III Weekly Meeting
- Staff members participated in Mid-Valley Campus Meeting
- Staff members participated in Niche Academy Demo Meeting

- Staff member participated in ADN & RSPT Book Reserve Meeting
- Staff members participated in Grant Presentation Planning Meeting
- Staff members participated in Brand Iron Award Application Meeting
- Staff members participated in TSLCA Grant Presentation Meeting
- Staff member participated in Art Department Faculty Meeting
- Staff member participated in Bethel Garden Committee Meeting
- Staff members participated in Instruction Meeting

TRAINING HIGHLIGHTS

- Staff members attended Library Renovation update meeting for all library staff.
- Staff member attended webinar - Wellness in the Library Workplace, Part 2/2.
- Staff members attended webinar – (Re)connecting with Students in 2022.
- Staff member attended webinar – Branching Out: Amplifying Voices Through Public Performance and Art.
- Staff member attended webinar - Managing your emotions at work
- Staff members attended LibGuides Training for Renovation Page
- Staff member attended Ambassador Cross Training Academy

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

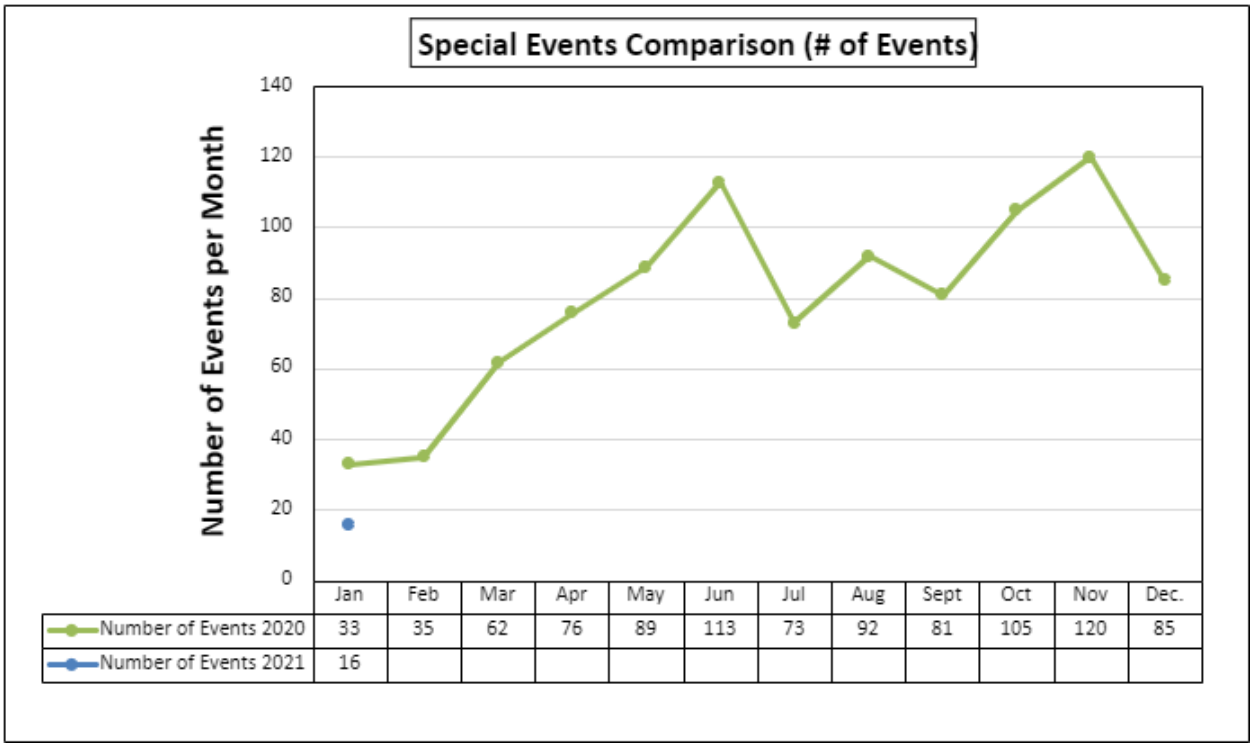
- 1/07/2022: ET Leadership Meeting
- 1/10/2022: ET Project Update Meeting, Business, Public Safety & Technology Division Meeting
- 1/11/2022: COC Meeting, IE Plan with Yoli
- 1/12/2022: ET Director One-on-One
- 1/14/2022: ET Leadership Meeting, Staffing Plan, CCUMC Professional Development, Meeting Regarding Dual
- 1/17/2022: ET Project Update Meeting
- 1/18/2022: Niche Academy Demo
- 1/19/2022: TEA Educator Certification Meeting
- 1/20/2022: NSDCP Conference Update Meeting, AXIVA Training, Staffing Plan
- 1/21/2022: ET Leadership Meeting, TEA Educator Certification Meeting, LLSS Administrator Meeting
- 1/24/2022: ET Project Update/Leadership Meeting, Discussion: Niche Academy Demo
- 1/25/2022: Starr County Campus Workforce Projects Rm. E 1.801
- 1/26/2022: EPP Certification Meeting, Supervisors Training
- 1/27/2022: ET Director One-on-One, District Wide Flooring Replacement Starr Campus, LLSS Satisfaction Survey Review
- 1/28/2022: ET Leadership Meeting
- 1/31/2022: ET Project Update Meeting, Satisfaction Survey, Analog to Digital Project Discussion, DW Flooring Replacement-Mid Valley

MONTHLY SPECIAL EVENTS COMPARISON

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

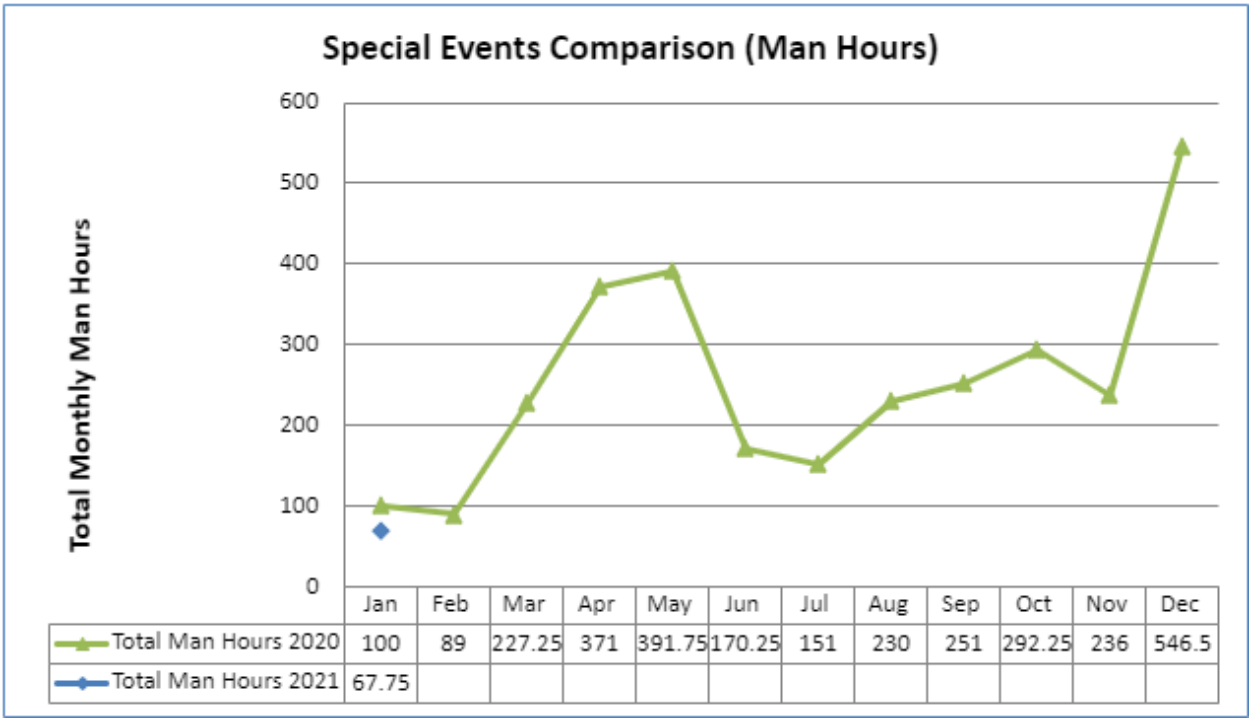
2022	
Jan	16
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**16**



Total Man Hours

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

2022	
Jan	67.75
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**67.75**



Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	1	0	1	1	0
Data Projector	21	0	0	3	0
Projector/ Laptop	0	0	0	0	0
Computer	10	0	0	3	0
Microphone (Hand Held)	11	0	3	5	0
Microphone (Lapel)	4	0	0	0	0
RF Remote	0	0	3	0	0
PA System	0	0	0	1	0
TV/ Display	0	0	0	1	0
Screen	0	0	0	0	0
Portable Table	0	0	0	1	0
Keyboard/ Mouse	0	0	0	0	0
Mic Stands	0	0	0	0	0
Table Top Mic Stands	0	0	4	4	4
Document Camera	0	0	0	0	0
iPad	0	0	0	1	0
Mixer	0	0	0	1	0
Webcam	0	0	0	0	3
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	0	0	0	2	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	0	0	0	2	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	0	0	0
Interactive Display	1	0	0	0	0
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***48***	***0***	***11***	***25***	***7***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held meetings with the Pecan Logistics Manger to discuss the Pecan Renovation planning.
- The Director attended the Business, Public Safety & Technology Division Meeting for Spring 2022.
- The Director met with the Logistics Managers to discuss COVID safety practices.
- The Director held weekly departmental meetings with the Makerspace Team.
- The Director held weekly departmental meetings with the Direct Reports.
- The Director held weekly departmental meetings with the Administrative Assistant to discuss record retention.
- The Director reviewed Technology Campus design changes.
- The Director held a meeting with the Open Labs Analyst and Open Labs Supervisor to discuss the high-performance marketing efforts.
- The Director hosted the monthly Learning Commons & Open Labs Leadership Team Meeting.
- The Director held weekly departmental meetings to discuss IE 3-4 Training and Improvement of Services.
- The Director began planning for the College-Wide Professional Development Day.
- The Director attended the library discussion on the Niche Academy Demo.
- The Director held the weekly departmental meeting with Open Labs Marketing Team.
- The Director held the weekly meeting with the Off-Sites Logistics Manager to discuss Webcheckout.
- The Director attended the Library & Learning Support Services Satisfaction Survey Review hosted by the Dean of Library & Learning Support Services.
- The Director held a meeting to plan the Makerspace recording studio with the Pecan Open Labs Specialist, Logistics Manager, and Educational Technologies.
- The Director met with Chief Executive Officer of the Mission CEED to discuss the recording studio lease options.
- The Director held a one-on-one meeting with the Logistics Managers, Open Labs Analyst, and the Administrative Assistant to discuss bi-weekly updates.
- The Director held meetings with the Direct Reports to discuss work from home planning.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs are preparing for the Spring 2022 College Wide Professional Development Day.
- The Learning Commons & Open Labs' computer replacement cycle is underway.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – JANUARY 2022 ATTENDANCE STATISTICS: 2,194

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
La Joya Higher Education Center	1	1	
Mid-Valley Campus	932	393	
Nursing and Allied Health Campus	1,307	476	
Pecan Campus	2.353	932	24
Pharr Regional Center for Public Safety Excellence	85	28	
Starr County Campus	444	179	
Technology Campus	901	354	
Campus Totals:	**6,023**	**2,363**	**24**

OPEN LABS PRESENTATION STATISTICS:

Campus	Number of Presentations	Number of Students TSI Testing
Pecan Campus		153
Pharr Regional Center for Public Safety Excellence	1	
Starr County Campus	3	
Technology Campus	3	
Total:	**7**	**153**

JagPrint - Printing Report

Jan 1, 2022 to Jan 31, 2022

Totals

Type	Users	Jobs	Pages
Printing	2516	18144	24231
Web Printing	525	3425	14092
Total	3041	21569	38323

	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	325	2727	17026	84	683	2600	409	3410	19626
NAH	486	3696	24110	302	1957	6738	788	5653	30848
Pecan	746	5440	40560	118	579	4015	864	6019	44575

RCPSE	19	75	1560	0	0	0	19	75	1560
Starr	135	1028	7763	15	149	543	150	1177	8306
Tech	280	1753	7289	10	61	196	290	1814	7485

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **January 2021**

- Tutoring Sessions:
  - In-Person: 243
  - Online: 140
  - In-Class: 103
- Assignment Review:
- Supplemental Instruction: 93
- Visitors: 11,089
- Workshops: 5
- Workshop Attendance: 44
- Independent Study: 109
- Starfish Flags addressed: 31
- CLE Information Requests: 30

PROJECT HIGHLIGHTS

Floor Plan Redesign: Mid Valley Campus **Progress: 100%** **End Date: December 2021**

Room A105 has been redesigned has been completed.

NSF Grant Year 3 **Progress: 2%** **End Date: December 2022**

CLE is currently supporting the NSF students by providing tutoring and a variety of academic support. For Summer semester, we will be split funding several tutors to offer support to the grant.

CLE Marketing Spring 2022 **Progress: 8%** **End Date: May 2022**

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

Tutor Training for FY2021-2022 **Progress: 75%** **End Date: August 2022**

Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. CLE conducted online training day on Thursday, January 13th for all campuses. CLE will schedule CRLA training for April 2022.

IE PLAN PROJECTS HIGHLIGHTS

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

Repository for NAH Student Support resources at Academic Coach page **Progress: 42%**
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. Videos have been reviewed and assigned to staff.

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: 60%**
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. Meeting to discuss qualitative assessment with the Lrn. Support Manager has been set.

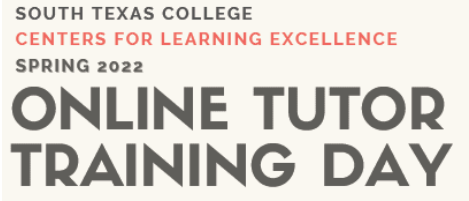
IE Objective 4: Increase Faculty Confidence and Collaboration

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.

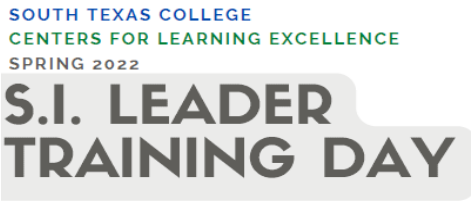
EVENTS HIGHLIGHTS

CLE Tutor Training Day — **Event Dates: January 13, 2022**



Over 90 tutors and CLE Staff participated in Tutor Training Day. Trainings covered several CRLA topics such as communication skills, working with diverse students, structuring the learning experience, working with multi-language learning, record keeping and data analysis, and many more. These trainings help qualify our staff for a nationally recognized certification and assist in developing essential skills for working in a learning center.

SI Training Day — **Event Dates: January 14, 2022**



Over 50 SI Leaders and staff were trained in Supplemental Instruction Training Day. Trainings covered topics such as collaborative techniques, facilitation strategies, conflict resolution, technology resources, and many more. Participants gained an insight to the nuances of the SI program and how it differed from other CLE services.

MEETING HIGHLIGHTS

- Met with IT and HR to discuss DW staff access issues
- BPST Presentation Planning Meeting
- DSHI grant RFP approval meeting
- Monthly Upswing Meeting
- PAS Meeting
- Tutor Training Day Review Meeting
- Tutoring Request Form Meeting
- SI Video Meeting
- SI Faculty Presentations
- Campus Meetings
- Multiple meetings vetting presentations
- BPST Division Meeting
- Records retention meeting
- Tutor Training Day Planning Meeting
- Data Collection Training Prep Meeting
- Communication Training Prep Meeting
- Adjunct PD final presentation prep
- Biology Department Meeting
- Starr County Campus staff meeting
- Liberal Arts Division Meeting
- Professional Development Meeting

- Working with Diverse Students Prep Meeting
- Met with Simulation Coordinator to discuss Skills Lab
- Met with PTA chair to evaluate tutor utilization
- Met with Pharmacy Tech chair to discuss upcoming accreditation renewal documentation
- Met with OTA chair to solidify student use of the CLE, doctoral research presence, and UTRGV collaboration
- MVC supervisor meeting Academic Coaches Meeting
- Upswing Testing New Features Meeting
- Niche Academy Demo Meeting
- SI JagTrax Meeting
- SI Blackboard Meeting
- Tutoring Request New Form Meeting
- SI Mentor Meetings
- ADN Faculty for new instructor orientations
- Records retention work session
- NAPE Logistics meeting for PASS survey
- LLSS Administrator meeting
- TSI Planning Meeting
- SI Faculty Meetings
- Academic Coaches Meeting
- Upswing Testing New Features Meeting
- Niche Academy Demo Discussion
- SI Meeting
- Tutoring Appeals Meeting
- STARR SLA Proposal
- Academic Workshops Meeting with Distance Learning
- Job Applications Review Meeting
- MVC Embedded Tutoring Meeting
- Upswing Admin Lite Chat
- Clerks Upswing Meeting
- Pharmacy Tech Faculty about CLE Tutoring
- ADN Faculty Dosage Cal support

TRAINING HIGHLIGHTS

- Communication Skills
- Working with Diverse Students
- Structuring the Learning Experience
- Record Keeping and Data Analysis
- Use of Probing Questions
- Working with Multi-language Learners
- Professional Development -Personal Mission Statement
- Learning Styles Inventory
- Critical Thinking
- Conflict Resolution
- RAVE Training
- CRLA ITTPC Evaluator Training
- Learning Support Services for STC Students Adjunct Professional Development
- Distance Learning Alignment Strategies to Improve Student Success Webinar
- Financing the College Experience Webinar

EVENT HIGHLIGHTS

- Tutor Training Day
- Supplemental Instruction Training Day

PROJECT COMPLETION HIGHLIGHTS

- Upswing Platform Consolidation
- Live Chat Launch completed
- TSI Workshop Video Expansion

- CRLA Recertification Submission
- Pre-Award – DHSI Grand Participation
- NSF Grant Participation Year 1
- CLE Marketing Spring 2021
- Complete Hire of Perkins CTE Specialist
- Complete Hire of Online Specialist
- CLE Spring 2021 Marketing
- Cabinet Report/Strategic Plan Implementation
- Faculty Focus Group Completed
- Auxiliary Space at Starr Completed
- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors
- Develop Faculty Outreach -COP 20-21
- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- 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
- Assess support needs of RCPSE and MVC for CTE student support
- TSI Resource Marketing
- CLE Marketing Fall 2021
- NSF Grant Year 2
- Floor Plan Redesign: Mid Valley Campus

OTHER PROJECT MILESTONES

- NTIA Grant application submitted
- TSLAC Grant Spring activity calendar created
- DW Wage Proposal Drafted
- 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)	On Target to Meet Grant Goals, and expend all funds.
Fund Status:	

Exams Paid with Grant Funds	# of Exams Passed	Passing Rate
Grant Target: 120	Grant Target: 100	No Passing Rate Goal in Grant
STC Paid So Far: 76	STC Certified So Far: 60	78.94%: STC Passing Rate

Total Grant Funds	Total Grant Funds Expended	Total Grant Funds Unspent	Expected Grant Expenders
$30,000	$6,181.20	$23,818.20	$29,997.00

Next Exam Scheduled	TBD

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 2/08/2022

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	January 1, 2022 – January 31, 2022
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 January 14. ○ The InsideTrack team reported that Amanda Pope will be leaving InsideTrack, but Seth Carreiro will be taking her place as Strategic Partnership Director. ○ InsideTrack reported that Sarah Eustis will be leading the Program Diagnostic presentation to grant stakeholders on February 10, with Project Coordinator providing introduction. ○ InsideTrack session on Professional Development Day will be conducted virtually due to the pandemic. ○ Tina will send a refined schedule once all details have been solidified.

- BASOL Project Manager, Dalina Medina, provided the following updates to InsideTrack regarding pending items from January 14 meeting:
  - DHSI will send out Save the Date invitations for the Program Diagnostic Presentation scheduled for February 10.
  - The meeting time for the biweekly InsideTrack/STC partnership meetings was reviewed and updated to a later time of day (1:30pm-2:00pm).
  - Dalina provided an updated list of the new hires who will need to complete the Foundational Training in February.
  - Reinforcement training will remain as scheduled for February 18.
- Attended InsideTrack's Manager Training on January 25 and Reinforcement Training on January 28.
- Attended InsideTrack Partnership meeting on January 28.
  - InsideTrack team presented new team member Seth Carreiro.
  - DHSI Administration sent out save the date invitations to grant stakeholders for Program Diagnostic presentation.
  - For the presentation Sarah Eustis will give an overview of the InsideTrack/STC partnership and the results of the Program Diagnostic.
  - For Professional Development Day training, Tina Jones will present from 1:30pm – 3:00pm and Starfish Administrator, Shannon Perales, will present from 3:15pm – 4:00pm. Starfish Administrator's session will include discussion on the handoff processes between the GPSs, SSSs, and Advisors.

Online Tutoring:

- Met with Online Learning Excellence Specialist, Ms. Jessica Torres, to review grant activities and discuss procurement of items for Year 2. Ms. Torres has requested quotes for mobile hotspots and Adobe Creative Cloud licenses, which she will forward to DHSI administrative assistant for processing.
- Online Tutoring Specialist provided a quote for the purchase of mobile hotspots. A requisition was submitted on Banner on January 26 for the purchase of the mobile hotspots. The initial approval process was completed, and a purchase order was issued January 28. The purchasing department confirmed that the items should be received by the week of 02/01/2022.

Starfish:

- Met with Starfish Administrator on January 18 to discuss the presentation scheduled for the afternoon session of Professional Development Day - February 11.
- Met with Starfish Administrator for updates on DHSI grant component activities, including presentation for Professional Development Day.

Financial Literacy:

- Met with Financial Literacy Project Owner, VP Matthew Hebbard, VP Dr. Plummer, and RDMC officer Myra Ochoa, on January 6 to review and assess the progress made so far. Mr. Hebbard would like to extend training to areas such as Financial Aid and Cashiers, which would account for the first activity listed in Year 2. VP Dr. Plummer suggests to have Financial Literacy landing page reviewed and updated. Follow up meetings will ensure that the Financial Literacy component remains on track moving forward.
- Met with Financial Literacy team and STC Digital Services on January 11 to review iGrad's landing page and developed a plan to update the information available on the Financial Literacy website.
- Met with Financial Literacy team and External Evaluator on January 20 to discuss the grant's Formative Evaluation Process. Mr. Humberto Vasquez was introduced to the Financial Literacy team as the External Evaluator and his main points of discussion were as follows:
  - As an evaluator he will ensure that the grant components are on track to fulfill the grant's objectives and activities. He has provided all Project Owners with documentation for recording the activities that need to be completed in Year 2.
  - Student Services surveys are currently being developed by each grant component. These surveys may be 5 to 7 questions and will assess service satisfaction.
  - There needs to be standardized curriculum to ensure that the instruction provided is standardized. Mr. Paul Hernandez pointed out that since iGrad has been incorporated into the Learning Framework courses, this has standardized the information and services available to students.

	○ For accountability purposes, the number of students served are those that complete the six course modules. After some discussion to the "served" definition, there may be a change to allow a minimum of three of the modules be completed along with the submission of a financial plan. **DHSI Administration**: • Met with External Evaluator on January 6 to begin the preliminary development of the DHSI grant student surveys as part of the formative evaluation process. • Served on evaluation committee meeting on January 6 for the RFPs related to the Video Awareness Services for Online Tutoring, Starfish and Financial Literacy Services. • Reviewed final draft of the student survey instrument for each grant component on January 7. Met with External Evaluator to finalize. • Prepared and sent out save the date invitations for the InsideTrack/STC Program Diagnostic Presentation scheduled for February 10. • Revised and finalized Sole Source letter for the purchase of additional consulting hours by InsideTrack. Original signed document will be forwarded to Purchasing for their records. • Participated in DOE's Virtual Office Hour on January 18. This monthly meeting is used to ask general questions and connect with new/experienced Project Directors to collaborate and share resources or best practices on grant implementation. • Met with the External Evaluator on January 20 and reviewed preliminary responses entered into the Higher Education Programs: Institutional Service (HEP IS) web portal for the Annual Performance Report. • Met with the Business Office Associate Comptroller and the Grants Accounting Supervisor to review and discuss the First Quarter Financial Performance Review Form requested by DOE, due January 28. • Met with External Evaluator on January 24 to continue data discussion for the DHSI Annual Performance Report. • Attended Board Meeting on January 25 where the proposals for the Financial Literacy toolkits and the Video Awareness Campaigns for Online Tutoring, Starfish and Financial Literacy were reviewed and approved. • Attended the Title III and Title V Annual Performance Report Technical Assistance workshop on January 26 as provided by HEP IS. • Submitted Financial Monitoring Review Form to DOE on January 26. • Met with Academic Coaching Project Owner and RAS on January 27 to discuss and finalize Student Survey as needed for the formative evaluation process. • Attended the DHSI HSI-specific Annual Performance Report Technical Assistance webinar on January 27 as provided by the DOE. Meeting organizers provided detailed webinar notes and a slideshow presentation to assist with the completion of the APR due in March. • Met with BASOL Project Manager and External Evaluator to review and discuss Academic Coaching Data on January 27. • Met with Agnes Flores from TAMUK on January 28 to share best practices on the completion and submission of the Annual Performance Report. • Met with External Evaluator on January 31 to review responses to APR questions and verified data before uploading into HEP IS.
Next Steps	• Hold first Quarterly Meeting on February 1 with Project Owners and External Evaluator. Project owners will provide updates on project activities and expenses incurred to date. • Meet with Starfish Administrator and RAS on February 2 to discuss and finalize Student Survey as needed for the formative evaluation process. • Meet with RDMC and Grants Accounting office to confirm budget narrative and data for the APR report. • Meet with External Evaluator to review student surveys for all grant components. • Send an updated invitation for DHSI-InsideTrack/STC Program Diagnostic Presentation on February 10 once InsideTrack provides the meeting link. • Attend and provide opening remarks at DHSI-InsideTrack STC Program Diagnostic Presentation on February 10. • Attend (virtually) College Wide Professional Development Day on February 11. The morning session will include a State of the Division address. The afternoon sessions will

	be divided into a presentation by InsideTrack, followed by a presentation by Starfish Administrator. • Attend introductory meeting February 14 with PR & Marketing team and Image House Media, the approved vendor for video production for Online Tutoring, Starfish and Financial Literacy promotional videos. • Attend introductory meeting February 18 with PR & Marketing team and 25th Hour Communications Inc, the approved vendor for awareness campaign (placement) for Online Tutoring, Starfish and Financial Literacy promotional videos. • Continue to work with External Evaluator, RDMC and Grants Accounting to finalize APR by the end of February. • Continue to lead, manage, and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy.