JUNE
2022

SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

Board Meeting
July 26, 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:	JULY 26, 2022
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2022 THROUGH JUNE 30, 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-Presidents
- South Texas College Pre-Cabinet One to One meeting with Vice-Presidents
- South Texas College Coordinated Operations Council meeting
- South Texas College Education Workforce Committee meeting
- Review of High School Programming
- Budget meeting with Dr. Ricardo J. Solis, South Texas College President

ATTENDED

- Grow with Google HIS Career Readiness Program
- Education Advisory Board and South Texas College – Pre-Capture meeting
- University of Texas Rio Grande Valley Joint Admissions Agreement
- University of Texas Rio Grande Valley and South Texas College Admissions Agreement Review
- Bank of America/ Education Advisory Board Partnership Initiative – Person Development
- Precinct 2 with Commissioner Cantu and South Texas College meeting
- Systematic Recruitment for Bachelor's Programs
- Counseling Webpage update

- Border Patrol Advertisement
- BUGs June meeting
- Fall Enrollment Strategies
- Border Patrol – Recruitment Process of Bachelor Programs (not including Nursing Allied Health)
- Farewell Luncheon for Ana Bulnes, Consul of Honduras-McAllen, at the Republic of the Rio Grande Valley and Dr. David Plummer
- McAllen Holiday Parade Preparation
- Student Financial Funds Proposal and Estimates
- Community College Success: How Are Some Community Colleges Attracting more Students and Increasing Graduation Numbers
- Meeting with H.E.B. Leadership
- Title IX Student Training Planning meeting

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2022 and Fall 2022 semesters on March 7, 2022. **5,122** students have registered online for Summer II Minimester and **9,408** students have registered online for Fall 2022 semester after OAR processed the required documents and cleared the students to register.
- Census date enrollment for Summer I Minimester on June 9 is **11,854** students after dropping for non-payment.
- Census date enrollment for Summer 2022 semester on June 22 is **12,023** students after dropping for non-payment.
- 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 **628** chat sessions during June 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 Academic Council, ApplyTexas system update, BUGS meeting, census for Summer 2022 semester, Data Management & Integrity, Enrollment Appeals, Fall 2022 semester enrollment strategies, Rave emergency alerts, SACSCOC substantive changes, STC/UTRGV admission agreement review, TACRAO Summer Meeting, and Title IX student training planning.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Conducted interviews for the vacant specialist position at OAR/MVC and made a recommendation.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the Compliance Specialist, who assists with related reports.
- Graduation Analysts began reviewing potential August 2022 graduates.
- Specialists downloaded, reviewed and verified **3,737** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during June 2022.
- Residency Specialist reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an Affidavit, and assisted students with residency requirements, as needed.
- Specialist for International Students assisted them with all aspects of admissions and registration.
- STC has **24** international students enrolled for Summer 2022 semester and **26** international students enrolled for Fall 2022 semester, to date.

- Processed **169** course substitutions and exceptions in DegreeWorks during June 2022.
- Processed grade changes for **78** students during June 2022.
- Processed reinstatement requests for **03** students during June 2022.
- Processed schedule changes (drop requests) for **1,612** students during June 2022.
- Processed **7,736** high school and **690** college/university transcripts during June 2022.
- Evaluated **555** transcripts from other colleges and universities during June 2022.
- Received requests via USPS mail, Jagnet and National Student Clearinghouse, processed and distributed **3,660** STC transcripts during June 2022.
- Scanned and indexed **2,966** documents submitted by students during June 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 June 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	**35**			**ACT**	**508**
Mid- Valley	**50**	**58**	**57 (98%show)**	**TSI EXAM**	**319**
Starr Campus	**74**	**42**	**40 (95% show)**	**TSI EXAM**	**155**
Pecan Plaza	**45**	**71**	**67 (94% show)**	**GED/ PEARSON**	**443**
Pecan Plaza		**308**	**240 (78% show)**	**TSI EXAM/ includes TSI Online**	**1,381**
Pecan Plaza		**22**	**22 (100% show)**	**TCOLE/ Proctored Exams**	**134**
Pecan Plaza		**176**	**154 (88%show)**	**HESI**	**829**
Mid-Valley		**80**	**72 (90% show)**	**HESI**	**423**
Starr		**16**	**16 (100% show)**	**HESI**	**97**
TOTAL:	**204**	**773**	**668 (86% show)**		**4,289- – All Campuses YTD**

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (06/01/2022 – 06/30/2022)		**Year To Date (09/01/2021 - 06/30/2022)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	46	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	254
Developmental Ed (945+ & 0-4 Essay	32	Developmental Ed (945+ & 0-4 Essay	208
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	8	ELAR Diagnostic Level 5	45
ELAR Diagnostic Level 4	71	ELAR Diagnostic Level 4	429
ELAR Diagnostic Level 3	53	ELAR Diagnostic Level 3	278
ELAR Diagnostic Level 2	28	ELAR Diagnostic Level 2	152
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**238**	**Total**	**1366**
Mathematics College and Career Readiness			
Monthly (06/01/2022 – 06/30/2022)		**Year To Date (09/01/2021 - 06/30/2022)**	
College Ready (950+ or 910+ & 6+ Diag)	47	**College Ready (950+ or 910+ & 6+ Diag)**	229
Mathematics Diagnostic Level 5	18	Mathematics Diagnostic Level 5	105
Mathematics Diagnostic Level 4	131	Mathematics Diagnostic Level 4	591
Mathematics Diagnostic Level 3	45	Mathematics Diagnostic Level 3	300
Mathematics Diagnostic Level 2	29	Mathematics Diagnostic Level 2	212
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**270**	**Total**	**1437**
Data retrieved from College Board Accuplacer			
Date: 07/01/2022			

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **8** events and served **82** students and parents during the month of April.
- Department held **12** ISD meetings to plan for Fall enrollment.
- Director continues to work with the Continuing Education Office to develop an Enrollment Management Plan for GED students. The plan includes comprehensive services to help advise and enroll GED graduates into credit and non-credit programs.
- Department continues to finalize a Student Enrollment Plan for Adult Learners and Stop-Out students. The plan includes a case-management approach to recruitment which allows students to have a single point of contact for questions, issues and concerns regarding enrollment. The Department is also identifying and acquiring emerging recruitment technologies, such as mobile messaging systems, to improve the effectiveness of communications with students.
- Department is working with STC Bachelor Programs to develop an enrollment plan for student prospective students. Department staff will assist Bachelor Programs by responding to student inquiries and assisting students with the admission and financial aid processes. Bachelor Program staff will provide advising and registration support to eligible students. The new plan will streamline the enrollment process for new students by removing bottlenecks in the enrollment process.
- Director provided assistance with the Seal of Excelencia Recertification Process

SNAPSHOTS

Border Patrol Recruitment Presentation was held in-person at the STC Regional Center for Public Safety Excellence

Dual2Degree department workshop was held in-person for staff at the Pecan Campus

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Registration Drive	Rio Grande City HS	06/07/2022	ISD	19
			Total	**19**

WORKFORCE RECRUITMENT

Event	High School Served	Date	Location	Total Served
Law Enforcement Recruitment	Border Patrol	06/01/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	06/02/2022	RCPSE	12
Law Enforcement Recruitment	Border Patrol	06/07/2022	RCPSE	8
Law Enforcement Recruitment	Border Patrol	06/08/2022	RCPSE	4
Law Enforcement Recruitment	Border Patrol	06/09/2022	RCPSE	10
Law Enforcement Recruitment	Border Patrol	06/10/2022	RCPSE	7
Law Enforcement Recruitment	Border Patrol	06/15/2022	Edinburg	14
			Total	**63**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- <u>The following meetings were held with partnering ISDs to plan for Fall enrollment:</u>
  - Palmview High School
  - Mission High School
  - Thelma Salinas Early College High School
  - Juarez Lincoln High School
  - La Joya High School
  - Jimmy Carter Early College High School
  - Rio Grande CISD
  - Roma CISD
  - Mission Collegiate Early College High School

- Academy of Health Science Professions & STEM
- Mission Veterans High School
- Rio Preparatory Early College High School

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Weekly Staff Meetings
- Dual2Degree Weekly Coordinator Meetings
- Dual2Degree Weekly Supervisor Meetings
- Dual2Degree Monthly Department Meeting
- Dual2Degree Personnel Committee Meeting
- Dual2Degree Enrollment Services Meeting
- Dual2Degree Student Success Meeting
- DE Student Appointment
- Enrollment Transition Planning Meeting
- Stop Out Efforts Review Meeting
- Accelerating Student Success Planning Grant
- SAEL of Excelencia Recertification
- Budget Development Meeting
- Training Partnership Discussion
- Reskilling Grant Planning Meeting
- DE Student/Parent Appointment
- Accelerating Student Success Grant
- EAB | South Texas - Pre-Capture Meeting
- Full Measure Meeting
- IE Plan for New Department Meeting
- Reskilling Meeting
- Reskilling Meeting Training
- SEAL of Excelencia Recertification
- BP Appreciation Luncheon & Tour
- Systematic Recruitment for Bachelor Programs
- IDEA RE-Engagement Efforts
- Adult Learner Enrollment Plan
- GED to FTIC Enrollment Framework
- #RealCollegeTX Closing Session
- EAB | South Texas Onsite Photo Review
- DCP Enrollment Transition Meeting

- South Texas College X Full Measure: ASE Follow-Up
- Dual Credit Meeting with Weslaco 21st Century ECHS
- GED Student Enrollment Meeting
- HCSO Introductory Meeting
- Fall Enrollment Strategies
- CAEL Member Benefits
- BPA: Recruitment Process of Bachelor Programs
- GPS-Public Safety Meeting
- Reskilling Grant Update Meeting
- GPS Introductory Meeting
- Adult Learner Mapping Meeting
- Achieving the Dream Meeting
- AL Mapping/Communication Meeting
- Meeting #2: BPA: Recruitment Process of Bachelor Programs
- DC Enrollment Transition Meeting

PROFESSIONAL DEVELOPMENT

- Office of Admissions & Records Information Session
- Student Assessment Center Information Session
- DCP Enrollment Training
- South Texas Leadership Academy for Staff
- DCP Enrollment Training
- Civilian Response to Active Shooter
- DCP Enrollment Training
- Continuing, Professional, and Workforce Education Information Session
- Distance Learning Information Session
- University Relations, Transfer and Articulation Center Information Session
- DCP Enrollment Training
- How to Boost Your Physical & Financial Wellbeing Workshop
- Library Services Information Session
- Centers for Learning Excellence Information Session
- Career and Employer Services Information Session
- Looking at the Big Picture with Degree Works Workshop
- DCP Enrollment Training
- DCP Enrollment Training
- Advising Information Session
- Student Financial Services Information Session
- Cashiers Office Information Session

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates
- SFS Staff has been assisting students with FAFSA application via Live Chat, Virtual Lobby and in-person for Summer 2022
- Staff has been assigned to be at the NAHC or TECH campuses to assist students with FAFSA
- SFS Department & VA held work-study interviews throughout the month of June
- VA Certifying Officials & VA Coordinator have been assigned to attend the upcoming WAVES Conference in July
- Student files are being completed and awarded, files are coming in via email, fax and mail. R2TIV calculations are being processed for drops of Spring/Summer 2022 semesters.

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- Dual Credit Programs Mexico Schools Partnership Video Logistics Meeting
- RGV STARN Boot Camp
- South Texas Leadership Academy for Staff - Summer 2022
- South Texas College | Full Measure Meeting
- CIVSA Annual Conference Committee Standing Meeting
- CIVSA Community Colleges Meeting
- Be the Change Leadership Conference

RECRUITMENT

- Mexican Consulate Ventanilla Recruitment
- Individual Student Appointment – 43 appointments
- Rio Grande City Preparatory for Early College High School– College Presentation

FAST TRACK

- PSJA ISD

CAMPUS TOURS

- Pecan
  - Personal Tour – 3 visitors
  - Texas State Technical College – 44 visitors

        - Colegio Mexicano – 10 visitors
    - MidValley
        - Personal Tour – 1 visitor
    - NAH
        - Personal Tour – 2 visitors
        - La Joya ISD Region One GEAR UP – 15 visitors
        - UTRGV GEAR UP – 42 visitors

CALL CENTER

Phone Calls	
Inbound Calls	9,537 Calls

Mongoose Text Campaigns			
Campaign	**# Reached**	**# Students replied**	**# Replies**
Fall 2022 Peace Officer and Fire Fighter Exemption	186	4 (2%)	4

Radius			
Campaign	**Emails Sent**	**Emails Viewed**	**Total Students**
Fall Recruitment	2642	625	2679
ZOHO Hiring Event	3606	791	3686
Summer/Fall Recruitment Follow Up	6231	2890	6396
Summer/Fall Recruitment	3098	1754	3202

EVENT PHOTOS

Colegio Mexicano Campus Tour

Pictures include students from our partner school in Reynosa, Colegio Mexicano. Students took the TSI, attended to an information session presentation and had a Pecan Campus Tour. Students will be registering for the Fall semester.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
4341	Student Contacts, Outreach & Virtual Appointments
20,10	CTE Student Contacts
25	Student & Alumni Registered on CCN
9	Student & Alumni Resumes Revised/Uploaded on CCN
12	New Employer Registered on CCN
61	Jobs posted to CCN
1	Workshops Presented
66	Resumes Reviewed Online by Employers via CCN
1572	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Bridgestone Retail Operations, LLC.
- City of South Padre Island

- ELLIS KOENEKE & RAMIREZ
- Entravision Communications
- Frangar Wholesale LLC
- IDEA Public Schools-Tres Lagos
- Law Offices of Carl Shaff II
- McAllen Orthopedic Associates
- Meddeas
- Nueva Luz Foundation
- PBK Architects Inc
- Promise Opens Doors
- Regency Integrated Health Services
- Regency Integrated Health Services
- Soberon Group
- The Borgen Project
- The County of Hidalgo
- Total Computing Solutions of America, Inc.
- Wonderful Citrus

Presentations/Workshops

- Virtual Interview for Success Workshop

Employer Outreach

- SOS International LLC
- Freightliner
- SOS International LLC
- Colair Inc.
- Customs and Border Protection
- Zero Energy Solar Panels

Employer Registrations

- Austin-Travis Co EMS, City of Austin
- Delgado Collective
- Frangar Wholesale LLC
- Lacks valley stores
- Law Offices of Carl Shaff II
- McAllen Orthopedic Associates
- Nueva Luz Foundation
- PBK Architects Inc
- Regency Integrated Health Services
- Soberon Group
- Vanguard Academy
- Vantage Bank

Coordination of Upcoming Events

- Summer Workshop Calendar

MEETINGS AND MISCELLANEOUS INFORMATION

- CES is promoting the *Grow with Google HIS Career Readiness Program* by coordinating with PR to update the STC website to incorporating the Grow with Google program link in the CES website.
- CES Director is coordinating with iGrad to update the STC website by modifying the iGrad program link in 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.
- CES assisted the BASOL and Medical and Health Services Management programs by trouble shooting and maintaining the InterviewStream platform to facilitate student's online assignments.
- Conducted outreach activities with STC students for Financial Wellness platform and supported services via CCN online platform, CES social media platforms
- Participated in First Year Connections Summer Orientations for district wide campus- Career Services Informational Tables
- Conducted a ZOOM meeting with the InterviewStream CEO to discuss some recurring troubleshooting issues on the platform.
- Attended South Texas Leadership Academy
- Outreached Human Resources Students for potential employment opportunity with Wonderful Citrus
- Collected donations from STC Staff and Community Partners for Threads: Career Closet
- Career and Employment Services participated in the Institutional e Portfolio Taskforce
- Career and Employment Services participated in the Office of Professional Development Committee
- Career and Employment Services was in contact with representatives of SOSi of Reston, Virginia regarding local job development and recruitment opportunities for STC students.
- Conducted outreach to STC media students and alumni majors for an employment opportunity with Entravision via the College Central Network (CCN) Online job board
- Career and Employment Services was in contact with representatives of Freightliner of San Antonio for job development and recruitment opportunities for STC students.
- Career and Employer Services is collaborating with Student Activities to participate in the Future Jaguars Leadership Camp
- Career and Employment Services was in contact with representatives of ZOHO of Austin and McAllen, Texas regarding job development and recruitment opportunities for STC students.
- CES participated in the Automotive/Diesel Career Expo
- Career and Employer Services conducted a CES overview presentation for the Dual Credit Program staff.
- Conducted outreach to students and alumni for Alpine North America employment opportunity via the College Central Network (CCN) Online job board
- Career Services departmental meeting, CES overview and trainings
- CES coordinated meeting with CCN to discuss the Texas Community College Jobs Consortium
- CES staff submitted Campus Security Authority (CSA) form for compliance to department of public safety
- Compiling, preparation and submission of FY22 Biannual Perkins Time on Task documentation

- Conducted virtual open workshop via Microsoft Teams
- CES attended a meeting with Sgt. Melody Fierro of the U.S. Army recruiting office and planned to facilitate her future on-campus recruiting efforts.
- Conducted outreach efforts with FSID, a transport facility regarding employment opportunities for STC students and alumni
- Created Marketing outreach for CTE workforce opportunities for U.S. Customs and Border Protection
- Continued marketing outreach via CES social media for HACU webinar sessions, employer spotlights, scholar programs.
- Continued with Hospital Corporation of America Healthcare StaRN Virtual Hiring Event, ADN/LVN outreach efforts.
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Conducted outreach efforts to HVAC students/alumni for workforce opportunity
- Conducted outreach marketing efforts to students and alumni on behalf of IOC Company LLC regarding employment opportunities for diesel and heavy equipment mechanic helper
- Conducted outreach and created social media marketing for HCA Healthcare South Texas Virtual Hiring event for Nursing students and for registration Updated and created Spring/Summer CTE workshop calendar, links and evaluations
- Maintained NAH Spring 2022 1st Friday Virtual Workshop schedule and links.
- Facilitated Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted HCA Healthcare StaRN Virtual Hiring Event to ADN and LVN students.
- Promoted Threads Spring Donation Drive marketing.
- Conducted outreach to Automotive students via CCN for workforce opportunities
- Continued collaborative project with various programs to facilitate career portfolio reviews and mock interviews.
- CES staff continues to facilitate resume reviews via College Central Network.
- Contacted, promoted and posted on all CES social media platforms employment opportunities on behalf of various employers
- Created Financial Wellness CTE student outreach materials.
- 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 staff conducted Dual Credit + BA Capstone Career Presentations: InterviewStream, CCN, Resume Reviews.
- CES staff participated in 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 grant 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 support and 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.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for June 2022.
- CES coordinated tech support with vendor for the continuing updates of the IGrad platform on the CES website.
- 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 Grant.
- Updated CTE record retention, evidence, and time on task for Carl Perkins.
- 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.
- 16 resume revisions via CCN, 4 student outreaches

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

June 2022

- Ms. Olga Moran attended the Kennesaw State University Center for Conflict Management conference in Savannah, GA.
- Ms. Erica Hansen attended the NASPA 2022 Civic Learning and Democratic Engagement Meeting in Minneapolis, MN.
- The Office of Student Rights and Responsibilities participated on the virtual Restorative Justice in Education Conference.

OFFICE OF STUDENT CONDUCT

June 2022

- Ms. Maria Alonso attended the NASPA 2022 Civic Learning and Democratic Engagement Meeting in Minneapolis, MN.
- The Office of Student Rights and Responsibilities participated on the virtual Restorative Justice in Education Conference.
- Ms. Maria Alonso presented In-Class Student Discipline for BAS Organizational Leadership BASOL.

BEHAVIORAL INTERVENTION TEAM

June 2022

- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.

STUDENT ACTIVITIES AND WELLNESS

- Summer Bridge ECHS Presentations & Activity Sessions
  - Mission Collegiate ECHS
  - La Joya Jimmy Carter ECHS
  - Weslaco CTE
  - Sharyland Academic Advanced Academy
  - PSJA TSTEM
  - Edinburg Economides ECHS
  - PSJA Southwest ECHS
  - La Joya Palmview TSTEM
  - La Joya TSTEM
  - Hidalgo ECHS
  - PSJA Ballew
  - La Joya ECHS
  - Progreso ECHS
  - Mercedes TSTEM
  - Donna ECHS

+4
+58

+20
+94

+89
+18

- Chocolate Ice Cream Day (STRC)

- Iced Tea Day (TECH)

- Welcome Back Event (PCN)

- Pride Month Wednesdays (STRC)
    - Rainbow Art & Pins

    - Pride Rocks

- Tie Dye Shirts

- Pride Dance Party

- Best Friends Day (NAH)

- Iced tea Tuesday (PCN)

- Sundae Wednesday (PCN)

- Iced Coffee Day (PCN)

- Beat the Heat with something Sweet (TECH)

- One in a Melon Day Celebration (NAH)

- First Year Connection – New Student Orientation (PCN)

- National Hydration Day (PCN)

- National Hydration Day (TECH)

- Hula Hoop Throwdown

- Snow N Chill Day (TECH)

- Summer Karaoke (NAH)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services

June 2022					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Special Programs, Other	18	2	46	4	0
Academic Advising	19	3	196	24	1
Career and Transfer	0	0	2	3	0
Academic Probation and Academic Suspension	403	180	1088	18	173
Mental Health Counseling	14	11	39	8	19
Total	454	196	1371	57	193

COVID-19 Services

June 2022	
COVID-19 Student Contacts	88
Positive	73
Negative	15

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
- Title IX Committee Meetings
- Behavioral Intervention Team Meetings

- 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 and Student Accessibility Service Department Emails
- Fast Track Events
- 504 Meeting
- COVID-19-On-going contacts with students and faculty

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - **Contacts** – total of 3,765 contacts with students were conducted by Academic Advisors and PASS Program Advisors in June 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
  - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support to faculty advisors when advising students
  - Updated training content and continued developing specific training for Dual Credit Faculty Advisors
  - Actively recruited Faculty Advisors to participate in Summer Training
  - Held training for Faculty Advisors at Mid Valley Campus on navigating Degree Works (8 participants registered); Tech Campus training will be held in July 2022
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** recruitment for participants is ongoing; training is scheduled for early August and focuses on participants from within our K-12 partner districts to provide foundational knowledge on crucial student support services and resources that STC delivers; it also includes a campus tour of our Career and Technical Programs so that they can have first-hand knowledge of STC's state of the art facilities
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings and communicated daily with mentors; guided mentors to make phone calls to First time in college students (FTIC) Career and Technical Students (CTE) students and inform them of the PASS Program and remind them to register for the Fall semester; 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 Summer and Fall semesters
  - **Monitoring Beacon Mentor Program** –Beacon Mentoring will resume Fall 2022 semester
- **PASS Program**
  - Met with PASS Manager to discuss state of the Program and plan for enhancements, CLNA, FY2023 Perkins Basic Application submittal to Grants Office
  - Staff provided academic advisement to PASS Program participants virtually and in person
  - Staff maintained ongoing contacts with students on their caseloads;
  - Reviewed ongoing Childcare services paperwork and met with students to ensure compliance with grant requirements
  - PASS Program staff participated in the Talking Sessions virtual meetings held by THECB regarding documentation of special populations
  - 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 and to update the CLNA
- Responded to feedback/questions by Grant Office for Student Affairs & Enrollment Management Perkins V CLNA
- Met with PASS Program staff to review past activities and plan for the semester
  Participated in the Talking Series sessions provided by THECB

PARTICIPATED IN THE FOLLOWING

Participated/Working on the Following:

- **Guided Pathways** – Director serves as Co-lead; participated in #RealCollegeTX Hope Center closing sessions and learned from San Antonio Colleges on their implementation of Student Advocacy Centers to address student basic needs/insecurity; maintained communication with core group (Financial Aid, Research & Analytical Services, Counseling, Advising, Academic Affairs) on next steps;
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; met with Achieving the Dream Coach and SAEM Directors overseeing orientation to wrap up ATD FY2022 work and to plan for ATD FY2023 action plan on enhancing services for students;
- **STC & UTRGV Collaborative** – STC Advising Department now houses a UTRGV representative from Monday thru Thursday, 8 am to 5 pm to facilitate student transfer from STC to UTRGV; Director maintains ongoing communication with UTRGV to facilitate services;

Preliminary Forms

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

Finance and Administrative Services

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: JULY 20, 2022

SUBJECT: ACTIVITY REPORT FOR JUNE 1, 2022 THROUGH JUNE 30, 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, Special Board Meeting, Cabinet Meeting, President's Administrative Staff Meeting, and Coordinated Operations Council Meeting.
- Held or Attended meetings or discussions on the following items:
  - Business Office/Cashiers:
    - Board Committee packet review with the Comptroller and Accounting Group Manager.
    - FY 2023 Budget review with Budget Manager.
    - HEERF funds discussion with Comptroller and FAS Administrative Officer.
    - Pay cards for Employees with Comptroller.
    - Unrestricted Budget Amendment review with Budget Manager.
  - Human Resources:
    - FY 2023 Staffing Plan-Budget review with the Director of Human Resources, Assistant Director of Human Resources, Compensation and Payroll Manager, Staffing and Recruiting Manager, Comptroller, Budget Manager, and FAS Project Manager.
    - Hiring proposal discussion and Committee meeting presentation review with Director of Human Resources.
    - HRIS Group access meeting with HRIS Manager, Director of Human Resources and Assistant Director of Human Resources.
    - Office of Human Resources department staff meeting with the Director Human Resources, Employee Relations Officer, Staffing and Compensation Manager, and Human Resources Information Systems Manager (HRIS) Manager.
    - TASB Compensation Study meeting on illustration of changes with TASB representative, Director of Human Resources, and Assistant Director of Human Resources.
    - TASB Compensation Study review with Director of Human Resources, Comptroller, and Budget Manager.
    - Work from Home and other flexible work options round table discussion with FAS Administrative Officer, Director of Human Resources and HR Managers.

- Facilities Planning and Construction:
  - Future Facilities projects review with the Director of Facilities Planning and Construction and the College President.
  - Master Unexpended Plant Fund Budget and R&R reports with the Director of Facilities Planning & Construction, FAS Project Manager, FAS Administrative Officer, Comptroller, and Accounting Group Manager.
  - Weekly Facilities Planning and Construction meetings on Facilities projects, Facilities Committee and Board packet items, COC Agenda items, and other outstanding items with the Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.
- Purchasing:
  - Conference call to discuss Facility with Director of Purchasing, Purchasing Buyer, Director of Facilities Planning and Maintenance.
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
- COVID-19:
  - College Safety Committee meeting.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
- Title IX:
  - Office of Institutional Equity bi-weekly meetings to discuss several matters with the Interim Director of Institutional Equity.
  - Senate Bill 212 Quarter 3 meeting with Director of Office of Institutional Equity/Title IX Coordinator.
  - Title IX Employee and Student case discussions with Committee.
- Other Meetings:
  - Board agenda items and Finance, Audit, and Human Resources agenda items with the Finance and Administrative Services Reporting Coordinator.
  - Board Work Session on TASB Compensation Study.
  - Chamber of Commerce meeting.
  - Current and upcoming projects with the Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Department of Public Safety meeting update with Chief of Police.
  - Ellucian Banner: Next Steps – Strategic Alignment Planning meeting with Director of Human Resources, Assistant Director of Human Resources, and HRIS Manager.
  - Finance and Administrative Services Director's meeting.
  - Finance and Facilities Agenda items review with the College President.
  - FY23 Budget Meeting with the College President and all Vice-Presidents.
  - Mid-Valley Child Development Center meeting with Asst. Prof. of Child Development, Childcare Services Developer, Dean for Social & Behavioral Sciences, Assistant VP for Academic Advancement, Comptroller, Budget Manager, Accounting Group Supervisor, Associate Comptroller, Director of Facilities Planning, and Construction, and FPC Project Manager.
  - Office of Professional & Organizational Development Advisory Committee meeting.
  - 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.
  - Pecan Campus tour for new STC Board member.
  - Policy GB: Public Complaints and Hearings meeting discussion with Director of Institutional Equity and Director of Human Resources.
  - Popular Report, Investment, and Management Reports with the Finance and Administrative Services Reporting Coordinator.
  - Staff Council organization meeting with Director of Human Resources, Assistant Director of Human Resources, FAS Administrative Officer, Talent and Learning Manager, and Associate Dean for Professional and Organizational Development.

- Staffing Plan review with the College President and Chief Assistant to the President.
- TACCBO 2022 Conference Planning weekly meetings.
- TACCBO financial records meeting review updates.
- TASB Compensation Study proposed methodology for the Faculty Pay Scales with Assistant VP for Academic Advancement, Director of Human Resources, Comptroller, FAS Administrative Officer, and Faculty Senate Committee.
- Work from Home updates on procedures with Director of Accountability, Risk, and Compliance, and Accountability and Compliance Manager.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - TACCBO 2022 Annual Conference in Waco, TX.

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - Business Office/Cashiers:
    - 2022 LBB Performance Measure Report review.
    - Auxiliary Fund Reserve and Reconciliation review.
    - Budget Development for FY 2022 & FY 2023.
    - Expenditure Budget Analysis.
    - FY 22 Budget Amendment.
    - FY 23 Budget Guidelines Review.
    - FY 23 Excess Fund Allocation and Comparison Reports.
    - FY 23 Salary Budget Review.
    - HEERF III Reconciliations.
    - HEERF III Use of Funds Quarterly/Annual Reports & Expenditures.
    - Pay card for Employees.
    - Staffing Plan revision request and Budget Scenarios for Salary Allocations for FY 2022-2023.
    - Tuition & Fees review.
  - Facilities Planning and Construction:
    - Capital Improvement Projects Master Budget.
    - Facilities Planning and Construction project updates (timelines and budget).
  - Facilities Operations and Maintenance:
    - Electricity Bill Management Report.
  - Title IX:
    - Title IX Case Review and Follow-ups.
    - Title IX Employee & Student cases.
    - Title IX required training.
  - Other:
    - 2022 SASCOC Financial Profile and Indicators review.
    - Activity Report for Board.
    - Alternate Work Schedule memo.
    - Board Budget Presentation.
    - Board Meeting Agenda items review.
    - Board Presentation review.
    - Budget Transfer approvals.
    - Consultant Services contract review.
    - Continuing Education building plan review.
    - COVID-19 Continued Awareness – Monitoring notice.
    - Direct Deposit initiative for College.
    - Ellucian Banner survey and engagement Key Note.

- Ellucian Banner: Next Steps – Strategic Alignment Planning review.
- Enrollment Headcount and Credit Hour Reports.
- Enterprise Resource Planning (ERP) system review.
- ERP Selection and Implementation team review.
- Faculty Pay table worksheets.
- FAS Accounts Reconciliations.
- Finance & Facilities Committee Agenda items review with the President and Staff.
- Internal Audit Purchasing Audit Scope review.
- Letters of Appointment for Administrators.
- Management Report files for meetings.
- NAH Equipment and Supplies Vendor information review.
- New FAS Project Manager listing of duties.
- Pandemic Operations Response Plan review.
- Plant Funds Expenditure Approvals.
- Police Department Report.
- President's Meeting Backup Documents.
- Public Information Requests.
- Purchasing Card information review.
- Reduced Work Schedule survey.
- Review and Approval of Documents.
- Review request to purchase/lease vehicle for use in Mexico.
- Staff Council Organization – research to provide guidance on the formation of the organization, development of the guidelines and bylaws.
- Student Activity Fee purchases review.
- TACCBO 2022 Conference Planning.
- TACCBO Treasurer duties.
- TASB Compensation Plan approval and implementation Key Note.
- TASB Compensation Study review.
- TASB Policy Localization Phase 3 Crosswalk.
- TimeClock Plus (TCP) approvals.

- Monthly Reports provided to President's Cabinet members as follows:
  - Leave (Sick and Vacation) Reports (May 2022).
  - Overtime Reports - Hours Worked by Employee (May 2022).
  - Salary Savings Reports (May2022).
  - TCP Verification Reports (May 2022).
  - Travel by Employee Reports (May 2022).
  - Vacancy Reports (May 2022).

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at <u>June</u> Finance, Facilities, and Board meetings on the following items:
    - Interlocal Agreement for the Jag Express Intercampus Transportation Services between South Texas College and the Lower Rio Grande Valley Development Council (LRGVDC) for FY 2022 – 2023
    - Award of Proposals, Rejection of Proposal, Purchases, Renewals, and Contract Extension

      A. Award of Proposals
        1) Library Serials (Award)
        2) Maintenance and Repair Parts, Materials, and Supplies (Award)
        3) Nursing and Allied Health Equipment and Supplies (Award)
        4) Purchase of Automatic Heavy-Duty Tractor Trailer Unit (Award)

      B. Rejection of Proposal
        5) Travel Services (Reject)

      C. Purchases and Renewals

        a. Instructional Items
        6) Books and Educational Materials (Renewal)

7) Library Materials (Renewal)
8) Science Laboratory Supplies (Renewal)
9) Graduation Facility Lease Agreement (Lease/Purchase)

b. Non-Instructional Items

10) Furniture (Purchase)
11) Geotechnical and Materials Testing Services (Renewal)
12) Glass, Plexiglass, and Installation (Renewal)
13) Mail Services (Renewal)
14) Mass Notification System Agreement (Renewal)
15) Promotional Items for Student Outreach (Renewal)
16) Promotional Items for T-Shirts (Renewal)

c. Technology Items

17) Computers and Laptops (Purchase)
18) Software License Agreement (Renewal)

D. Contract Extension

19) Travel Services (Contract Extension)

- Use of a Purchasing Card (P-Card) by College Employees
- Texas Association of School Boards Compensation Study
- Proposed Staffing Plan Revisions Requests for FY 2022 – 2023
  - A. Faculty Instructional Pool Funding Increase
  - B. Critical New Non-Faculty Position
  - C. Reclassifications of Vacant Non-Faculty Positions
  - D. Funding of Selected Previously Frozen Positions
  - E. Pool Adjustment to Instructional Direct Wage Pool, Non-Faculty Temp Pools, and FY 2022 – 2023 Position Salary Funding Reserve
  - F. Title Changes of Non-Faculty Positions
  - G. Funding Sources: 1) Deletion of Vacant Non-Faculty Positions and Pool and 2) Reduction of Direct Wage Pools
  - H. TASB Compensation Study Recommendations
  - I. FY 2021 – 2022 Position Salary Adjustments Approved by the President
- Preliminary Summary of Unrestricted Projected Revenues and Expenditures for FY 2022 - 2023 with Comparison to FY 2021 – 2022 Amended Budget
- Proposed Auxiliary Fund Budget Amendment for FY 2021 - 2022

- Reviewed the following agenda items for the Board meeting:
  - Approval to Contract Architectural Services for the Pecan Campus Kinesiology Building Phase I
  - Approval to Contract Architectural Services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs
  - Approval on the Schematic Design of the Mid Valley Campus Workforce Program Projects
    - A. Workforce Center Building D Welding Lab Expansion and Renovation
    - B. Workforce Center Building D Automotive Lab Expansion
    - C. Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion
  - Approval on the Schematic Design of the Technology Campus Exterior Solar Panels Structures
  - Proposed Changes to the Scope of the Pecan Campus Library Building F Expansion and Renovation Project
  - Approval to Contract Construction Services for the District Wide Repainting of Exterior Stucco & Panels
  - Approval of Substantial and Final Completion for the Pecan Campus Information Technology Building M Generator Replacement
  - Approval of Substantial and Final Completion for the District Wide Flooring Replacements Phase I at Mid Valley Campus
  - Approval of Substantial Completion of the District Wide Automatic Door Openers Phase IV
  - Final Completion of the Deferred Maintenance of District Wide Roofs at Nursing and Allied Health Campus
  - Final Completion of the Deferred Maintenance of District Wide Roofs at Starr County Campus

- Renewal of Lease Agreement with City of Edinburg for the Fire Department Training Facility
- Facilities Usage Agreement with the Mission Economic Development Corporation for the Mission Center for Education and Economic Development Sound Studio
- Review Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2022 – 2023
- Review Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2022 – 2023

- Started working on the following items for July Finance, Facilities, and Board meetings:
  - Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance
  - Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Reject Proposal for Cyber Liability Insurance
  - Award of Proposals, Purchases, Renewals, and Interlocal Agreements
    A. Award of Proposals
       1) Childcare Services (Award)
       2) General Purpose Printing (Award)
       3) Travel Services (Award)
    B. Purchases and Renewals
       a. Instructional Items
          4) Welding Gases, Metals, and Supplies (Renewal)
       b. Non-Instructional Items
          5) Air Condition Filters and Installation (Purchase)
          6) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
          7) Chiller Chemicals and Maintenance (Purchase)
          8) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)
          9) Library Furniture Upholstery Services (Purchase)
          10) Parts and Supplies (Purchase)
          11) Public Adjuster Services Agreement (Purchase)
          12) Commercial Card Services (Accounts Payable Card) (Renewal)
          13) Elevator Maintenance Agreement (Renewal)
          14) Office Supplies (Renewal)
       c. Technology Items
          15) Online Digital Portfolio Application (Purchase)
          16) Service for Mobile Devices (Renewal)
          17) Syllabus Management Software (Renewal)
    C. Interlocal Agreements
          18) Professional Development Services (Interlocal Agreement/Renewal)
          19) Contract Training Agreement (Interlocal Agreement)
  - Disposal of Automotive Technology Program Donated Vehicles
  - Proposed FY 2022 - 2023 Committee Meeting Schedule
  - Implement a Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023
  - Proposed Budget Amendment for FY 2021 - 2022
  - Proposed Changes to the Scope of the Pecan Campus Library Building F Expansion and Renovation Project
  - Final Completion of the District Wide Automatic Door Openers Phase IV

- Finance and Administrative Services Administrative Officer worked on the following items:
  - Interview Committee - Hiring Manager
    - Finance and Administrative Services Project Manager.
  - Reduced work week schedule - 4.5 days

    - Generated four-and-a-half-day work week feedback questionnaire with Talent and Learning Manager to gather employee feedback in regards to how they felt with the 4.5 work week pilot.
    - Created the four-and-a-half-day work week motion to extend the four-and-a-half-day work week schedule up to August 31, 2023.
    - Analysis/feedback wrap up.
  - Gathered Monthly Mileage Log reports from Accounting Group Manager and Chief Assistant to the President.
  - Assisted with finalizing agenda/items for Cabinet.
  - FAS Directors Meeting
    - Presented on the QBQ (Question Behind the Question) book
  - Finalized Texas Association of Community College Business Officers (TACCBO) reconciliation of payments received.
  - Attended the Texas Association of Community College Business Officers (TACCBO) conference in Waco Texas from June 15th to June 17th.
  - TASB (Texas Association of School Boards) Leave policy/motion updates. Also compared our TASB Leave policy to Dallas/Tarrant Colleges.
  - Attended PAS Meeting.
  - Ellucian Banner in person meeting in STC:
    - Attended meeting with HRIS manager in regards to the upcoming Ellucian Banner meetings that will be held in person in South Texas College.
    - Modified the Ellucian Banner survey request in order to email to key stakeholders.
    - Scheduled a total of 15 meetings for next month with key stakeholders.
- Project Manager worked on the following items:
  - Continued to worked on the FY2022-2023 Staffing Plan Revision Request for the June Finance Committee and Board Meeting packets.
  - Held weekly meetings with T2 Parking and Citation Software vendor to implement the new system to be used by students, staff, faculty, and visitors.
  - Organized the Coordinated Operations Council (COC), finalized meeting agenda and attended meeting.
  - Participated in 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.
  - Worked on the monthly legal counsel log.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bank card issues with bank representatives, Associate Comptroller and Accounting Group Manager
- Bid Evaluation 22-23-1006 - Rebid- Travel Services on Bonfire with Purchasing and Travel Supervisor
- Blackbaud call with vendor
- Deadlines, new staff, expectations and auditor requested items with AP staff, Associate Comptroller and Accounting Group Supervisor.
- Department of Education Quarterly Report Webinar
- Duties and responsibilities of Accounts Payable, Travel Staff and new Accounting Group Supervisor with Associate Comptroller and new Accounting Group Manager.
- End of Year Process meeting with Business Office Staff, Purchasing, Human Resources, and Information Technology
- FY 2023 Staffing Plan Teams meeting with Human Resources and the Vice President for Finance and Administrative Services
- FY 2023 Staffing Plan Teams meeting with Payroll and Human Resources

- Mid-Valley Child Development Center meeting with Child Center staff and Finance and Administrative Services staff
- South Texas College monitoring meeting with Grant Compliance
- Texas Institute of Finance and Management (IOFM) chapter meeting with Accounts Payable Group Manager
- Trainings or Webinars:
  - ACFE 33rd Annual Global Fraud Conference
  - Civilian Response to Active Shooting Training
  - Excel Power Query and Power Pivot - WebEx training
  - Foreign Vendors: How to Identify Foreign Status and determine tax withholding requirements webinar
  - Physical and Financial Wellbeing Workshop
  - South Texas College - Higher Education Edition Online Training
  - South Texas Leadership Academy for Staff
  - Tax Treaties: How they work and how to apply them to Foreign vendor payments webinar
  - Texas Association of Community College Business Officers (TACCBO) Annual Conference in Waco, Tx

PROJECTS IN PROGRESS:

- Management Reports:
  - The Business Office staff worked on May board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- Accounts Payable / Grants and Contracts:
  - Accounts Payable Automation progress with Accounts Payable Automation vendor

Bank No.	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun
01 E&G	253	328	303	365	272	324	437	398	486	498
01 Direct Deposit	83	179	160	175	119	154	208	200	240	263
03 Student	13,530	1,934	1,164	183	15,996	7,424	2,070	393	1,001	1,855
12 I&S Taxes	-	-	-	-	-	1	-	-	-	-
16 I&S Bond	-	-	-	-	-	-	-	-	-	-
17 Plant	2	6	11	9	1	3	-	11	6	8
17 Direct Deposit	1	-	1	2		-	-	-	-	-
31 Virtual Card	268	281	228	254	217	315	383	328	496	373
32 AP Card	2	4	3	2	3	3	4	3	4	2
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-	-	-

- Budget and Reporting:
  - FY 2023 non-self-supporting auxiliary projections
  - FY 2023 revenue and expenditure revisions
  - FY 2023 Revenue and Expenditure Scenarios for June Board meeting
  - June Finance Committee motion revisions
  - Reviewed preliminary FY 2023 staffing plan
- Cash Management/ Special Projects/ Office Support:
  - Prepared Revenue and Expense Reports

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	9	504
01 Direct Deposit	8	249
02 Payroll	5	121
02 Direct Deposit	3	1,902
03 Student	7	1,855
12 I&S	0	0
16 I&S	0	0
17 Plant	3	8
17 Plant Direct Dep.	0	0
38 Bond Series 2014	0	0
Total	35	4,639

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	26
Bank Transfers between Bank Accounts	43
Wire Transfers for Benefits, New Investments, and International	1

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared 126 Board and management reports and staff continues to work on monthly reconciliations

Duties	Total
Approval - Requisition queues approval	12
Audit - End-of-Year Meetings/Const/exhibits/schedule/audit	6.5
Audit - Prepare audit reports	5
Bank - Download bank info. for bank reconciliations	4
Bank - Prepare daily deposits	20
Bank - Transactions removed from Banner Bank Recon.	1,741
Bond - Bank Statement and Checks Printed for bank 12,16,17,37 & 38	160
Budget - Review Construction budget transfers	9
Check - Provide a copy of cashed check to AP/Payroll	20
Check - Verification of checks for AP / Payroll / Student	45
Checks - 30-90 days o/s checks letters mail-hours used to search for updated address	241
Checks - Stale-dated checks list prepared	3
Checks - 30-90 days outstanding checks letters mailed	274
Checks - Stop payments processed (including stale-dated checks)	47
Checks Returned - Logged and Filed the returned checks by mail	85
Checks Returned- Disbursed to student/staff/vendor	45

Duties	Total
Donations - telephone calls received - FOAP questions	63
Emails - Initiated and/or responses to emails	601
Emails - received and viewed/read	1,188
FOAP - Changed financial manager	3
FOAP - Created including Activity codes and FOAP updates	24
FOAP - provided for deposits and/or other depts requesting info.	2
IDT's - reviewed	31
IDT's - Submitted for posting	28
Invoices - and Encumbrances reviewed	75
Journal Entries - Copies requested	5
Journal Entries - Filed and Organized including labeling	1,800
Journal Entries - Hours used to filed and Organized including labeling	4
Journal Entries - Hours used to for scanning	24
Journal Entries - Hours used to Log Scanned JE	21
Journal Entries - Hours used to prepare documents for scanning	4
Journal Entries - Logged	890
Journal Entries - Number of JE scanned	890
Journal Entries - Posted to GL including FUPLOAD	1011
Journal Entries - Posted Transactions processed	4,498
Journal Entries - Prepared	91
Journal Entries - Reviewed	67
Meetings - General Accounting Department Review meeting	2.5
Meetings - Met with internal and external departments. Entities	1.5
Positive Pay - Exceptions researched/verified (quantity)	19
Positive Pay - Submitted and/or Exceptions approved (quantity)	26
Professional Development - hours - Attended	10.5
Report - Prepare LRGVDC report and compile backup	24
Reports - Download/Save Daily and End of Month General Ledger reports	220
Reports - Download/Save Hours used to download 15 Monthly Reports	4.5
Reports - Reviewed Board and Management Reports/Motions	38
Special Project - GASB 87 Leases - hours	1
Training - Webinars - Other than HR/AP/Banner - hours	14.5

Description	June-22
General Journal Entry (Intra-Fund) (JE 15)	185
General Journal Entry (Inter-Fund) (JE 16)	80
Cash Receipts (CR 05)	578

Encumbrance Liquidation (E032)	21
Encumbrance Liquidation (E020)	1
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE17)	-
Misc. Receipt Payments (CA10)	6

- Cashiers:
  - Assisted students with payments and questions for Summer 2022.

Payroll Processes for the Month Ending June 30, 2022	
Payroll Re-issue Processed	2
Payroll Cycles	3
Payroll Checks & DD	2,299
TimeClock Plus Access Forms Processed	59
Number of Employees with OT reviewed for OT Memos	295
NOEs Approved	356
Salary Budget Transfer Forms Processed	16

Number of Employees & Deposits Processed			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,644	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	374	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 5/16 - 5/31) SR11	154	Salaried	2
(Waged 06/01 - 06/15) SR12	233	Waged	0
Regular (Salaried: June) MR06	2,733		
Supplemental (Salaried:)		**Void Checks Processed**	
Supplemental (Salaried:)		Salaried	2
NOE's Approved		Waged	0
Approved NOE's	356		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	2
(Additions, Deletions, Changes)	150	Waged	0
Salaried	349		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	16
FLAC	696		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	31	Salaried	0
Waged	221	Waged	0

Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	30	Salaried	0
Salaried: MR05	46	Waged	0
Salaried:			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	89
Waged	0	Total Net	$190,860.01
(Waged:)	0		
Liabilities Processed			
ORP	11	Waged	30
Annuity	12	Total Net	$9,134.71
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	1,821
IRS Levy	0	Total Net	$5,066,182.69
Withholding & FICA	3		
Met Life	1	Waged	359
Legal Judgement	1	Total Net	$128,021.41
Social Security Administration	0		
US Department of the Treasury	0		
Pershing LLC	0		
Reports Processed			
PNC Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Coordinated Operating Council (COC) Meeting to discuss an overview to the Civilian Response to Active Shooter Training and several renovations/expansions projects with COC members.
- Department of Public Safety Meeting to discuss police equipment with Police Lieutenant and Sergeants.
- Department of Public Safety Supervisor Meeting to discuss training for college stake holders and police officers with Police Sergeants & Emergency Coordinator for Emergency Preparedness & Training.
- Director's Meeting to discuss Accountability at The Work Place with Vice President for Finance and Administrative Services (FAS) and FAS Directors.
- Finance Board Committee Meeting regarding the Transportation Agreement between South Texas College and Lower Rio Grande Valley Development Council (LRGVDC).
- Meeting to discuss mutual concerns with law enforcement Police Chief's from Hidalgo County.
- Meeting with Pecan Campus Biology Instructor and Dean to Biology Department to discuss Civilian Response to Active Shooter/Attacks Training.
- Meeting with Pecan Campus Dean regarding a Civilian Response to Active Shooter Training request by faculty.
- Police Equipment demonstration at the Hidalgo County Sheriff's Office along with other law enforcement partners.
- President's Administrative Staff (PAS) Meeting to discuss different topics with administrator's campus district wide.

- Regular Board Meeting regarding the South Texas College Transportation Agreement with Lower Rio Grande Valley Development Council (LRGVDC).
- T2 Parking Software Meetings to discuss current parking processes.
- T2 Parking Software Teams Meetings to discuss the installation process with T2 representatives and college employees from different departments.
- Teams Behavioral Intervention Team (BIT) Meetings to discuss threat assessment on cases with BIT members.
- Teams College Safety Committee Meeting to discuss COVID-19 Operation Response Plan and other concerns with College Wide Committee Members.
- Teams Emergency Safety Meeting to discuss the increase of COVID-19 cases and the Operational Response Plan (OPR) with Vice President for Finance and Administrative Services (FAS) and FAS Safety Team members.
- Teams Meeting to discuss updating college stakeholder's information in the Mass Notification System with college staff from Information Technology, Human Resources, Admissions, and Department of Public Safety.
- Teams Safety Meeting to discuss the Monitoring of COVID-19 Memorandum and other safety concerns with Vice President for Finance and Administrative Services (FAS) and Safety Team Members.
- Teams Safety Meetings to discuss emergency training for college stakeholders and other safety topics with Vice President for Finance and Administrative Services.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Referral sent to Title IX Director and Counseling Director.
  - Referrals sent to Risk Management
  - Reviewed incident reports in the Department of Public Safety Automated Reporting Management System (ARMS).
- <u>Surveillance Cameras:</u>
  - Assisted by recommending camera placement for Planning and Construction Projects:
    - Pecan, Building F, Library
    - MVC, Childcare Center
    - Pecan, Building A, Administration Offices
    - MVC, Building A, Culinary Arts
  - Camera maintenance/replacement campus district wide.
  - Completed summer cleaning on all cameras, campus district wide.
- <u>Training:</u>
  - Civilian Response to Active Shooter Training to smaller groups at Pecan Campus.
  - Department of Public Safety personnel attended Title IX Presentation presented by Title IX Director.
  - Evacuation Drills at Pecan Campus Building V, Mid-Valley Campus Building B, and Starr Campus Building F.
  - Planned and Scheduled equipment proficiency training for South Texas College Department of Public Safety police officers.
  - Teams Civilian Response to Active Shooter Trainings for College Stakeholders.
  - Vector Solutions Training hosted by South Texas College Human Resources.
- <u>Staffing Requests, Assignment of Duties, and Other Personnel Issues:</u>
  - Approved leave request on Time Clock.
  - Approved times on Time Clock.
  - Held interviews for three security guard vacancies and one security guard specialist vacancy.
  - Reviewed proposed hiring positions on South Texas College Human Resources People Admin.
  - Reviewed recommend for hire on Human Resources People Admin.
  - Submitted three hiring proposals for Security Guards.
  - Travel for Mileage Encumbrance:
    - Mid-Valley security guards providing coverage at RCPSE.
- <u>Purchases and Repairs:</u>
  - Approved requisitions.
  - Completed budget request forms for FY2023.

- Continued summer maintenance on all buses including FTA required preventative maintenance.
- Estimates on police equipment.
- Finalized Departments of Public Safety equipment inventory.
- Maintenance on police, security, and transportation vehicles.

- Shuttle Buses and Parking:
  - Assisted students with route schedules for yellow line and green line.
  - Board Finance Committee Motion regarding the Interlocal Agreement between South Texas College Transportation and Lower Rio Grande Valley Development Council (LRGVDC).
  - Completed 2022-2nd quarter random drug and alcohol testing.
  - Completed mock collection site visit for our transportation drug and alcohol program.
  - Coned off Pecan Campus Eastside main drive and parking lot #2 as requested by Planning and Construction to conduct soil samples of the Eastside Main Drive.
  - Issued 239 parking permits:
    - Issued 172 temporary parking permits.
    - 3 permit replacement.
    - 2 Permit Refunds.
  - Submitted monthly reports to Valley Metro Transit, ridership report, trip log report and driver manifest which totals service hours driving and service miles.
  - Successfully completed the Transportation Services Department Compliance Review to Valley Metro - zero deficiencies found.
  - Successfully completed the Transportation Services Department Drug and Alcohol Program Compliance Review – zero deficiencies found.
  - Transportation Interlocal Agreement between Lower Rio Grande Valley Development Council (LRGVDC) and South Texas College.
- Other:
  - Planned security detail for event at Starr Campus.
  - Civilian Response to Active Shooter Presentation and Overview to present at the Coordination Operation Council (COC).
  - Updated the Department of Public Safety web page regarding Clery Act Campus Security Authority requirement to report certain crimes.
  - Working with Information Technology on updating college stakeholder's information in our Emergency Mass Notification System.
  - Completed monthly automated external defibrillator (AED) log check as per Texas Senate Bill 199.
  - Provided extra security and patrol for kid's summer camps, campus district wide.
  - Provided T2 Parking Software Systems with the requested information.
  - Created 2 Service Tickets with IT regarding Jag Parking.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Child Development Center grant and auxiliary account budget meeting.
- Civilian Response to Active Shooter workshop.
- Coordinated Operations Council.
- Facilities Operations Council meeting with College staff.
- Finance & Administrative Services and Facilities Planning Meeting.
- Finance & Administrative Services Director's meeting.
- June Board meeting.
- June Facilities Committee Meeting.
- Meeting to review status of projects with Facilities Planning & Construction staff.
- Meeting with Administration to review the June Facilities Committee meeting packet.

- Meeting with department staff to finalize the Unexpended Construction Plant Fund and Renewal & Replacement Budgets for Fiscal Year 2022-2023.
- Pecan Campus Tour with new Board Member and College staff.
- District-Wide:
  - District Wide Air Handler Replacement-attended Request for Proposal and Scope Review meetings with engineers, Facilities Operations & Maintenance, and Facilities Planning & Construction staff.
  - District Wide Repainting of Exterior Stucco & Panels-conference call with Legal Counsel for Board agenda item.
- Mid-Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-construction meeting with Architect, contractor, and College staff.
  - Mid Valley Campus Child Development Center-meeting to review scope and budget for grant application with College staff.
- Pecan Campus:
  - Pecan Campus Building M Generator Replacement-met with Information Technology and Facilities Operations & Maintenance staff to discuss the addition of a notification module for the new generator.
  - Pecan Campus Library Building F Renovation and Expansion-meeting to review presentation of possible option for reduction of scope as prepared by Library department staff, Architect, and College staff.
  - Pecan Campus Library Building F Renovation and Expansion-meeting to review moving services with Library and Purchasing department staff.
  - Pecan Campus Library Building F Renovation and Expansion-meeting to review Facilities Committee meeting presentation with the Architect and College staff.
  - Pecan Campus North Academic Humanities Building -met with the approved Architect and department staff to request a fee proposal for design services.
  - Pecan Campus South Academic Building J Generator Replacement-worked on gathering existing gas line information with Facilities Operations and Maintenance staff as requested by Engineer.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-attended construction meeting with contractor and College staff.
  - Regional Center for Public Safety Excellence Two-Story Fire Training Structure-attended schematic design review meeting with Architect and South Texas College staff.
- Starr County Campus:
  - Starr County Campus Welding Lab Expansion-pre-proposal conference for construction services.
- Technology Campus:
  - Technology Campus Welding Lab Expansion-met with Architect via TEAMS to review preliminary floor plan and reduce square footage to meet project requirements.
  - Technology Campus Welding Lab Expansion-met with department staff to review preliminary design scope.

WORKED ON THE FOLLOWING ITEMS:

- Received proposal fee for a Building Assessment & Condition and Asbestos Survey from testing company for possible future purchase of property
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Worked on and finalized June Facilities Committee agenda and write ups.
- Worked on fact sheets for various projects.
- Worked on Fiscal Year 2022-2023 Unexpended Construction Plant Fund and Renewal & Replacements project budgets.
- Worked on list of lease agreements for Purchasing Department.
- Worked on portable building layout for Child Development Center classrooms.
- Worked on presentation for Finance & Administrative Services Director's meeting.

- Worked on review of applications for the department's Space Management Specialist position.
- Worked on Staff Position Request to replace department staff secretary.
- Worked on the department's Hiring Plan Management Report.
- Worked on updating June Facilities Committee write ups for Board meeting.
- District Wide:
  - District Wide Air Handler Replacement-received and began review of engineer fee proposals.
  - District Wide Automatic Door Openers Phase IV-received Change Order #3 and worked on the memorandum to accompany the Change Order for signature.
  - District Wide Deferred Maintenance of Roofs Starr County Campus-reviewed pay applications and closeout documents.
  - District Wide Flooring Replacement Pecan Campus Building J-performed substantial completion walkthrough.
- Mid Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-reviewed Request for Information and submittals; performed site visits to verify status of construction progress.
  - Mid Valley Campus Child Development Center-worked on portable building layout for classrooms; worked with vendor & requested estimate of construction services for a new portable building; worked on budget estimates.
  - Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas-worked on review of fee proposal for testing services from consultant.
  - Mid Valley Campus Workforce Center projects-worked on providing revisions to architect for schematic design presentation.
- Nursing & Allied Health Campus
  - Nursing and Allied Health Campus East Building A Occupational Therapy Kitchen Expansion-reviewed construction documents from Architect.
  - Nursing and Allied Health Campus Stairs Repairs and Replacement-performed site visits to verify status of construction progress; reviewed change order and prepared memo.
- Pecan Campus:
  - Pecan Campus Building J Generator Replacement-reviewed generator relay module presented by Engineer.
  - Pecan Campus Continuing Education Building-worked on updating estimated budget information as requested by College staff for grant application.
  - Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-participated in the evaluations of Qualifications for Architectural Design Services.
  - Pecan Campus East Drive Resurfacing-worked on revised schedule for Engineer.
  - Pecan Campus Kinesiology Building Phase I-participated in the evaluation of Qualifications for Architectural Design Services.
  - Pecan Campus Library Building F Renovations and Expansion-worked with architect on review of presentation for reduced scope of work.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-performed site visit to verify status of construction progress.
- Starr County Campus
  - Starr County Campus Student Services Building G-assisted Operations & Maintenance staff with modifications to the design for drainage issue.
  - Starr County Campus Welding Lab Expansion-discussed revised scope of project for re-bid with Architect.
  - Starr County Campus Welding Lab Expansion-worked on PowerPoint presentation and sign in sheet for pre-proposal conference.
  - Starr County Campus Welding Lab Expansion-worked on Request for Proposal and newspaper ad for re-bid.

- Technology Campus
  - Technology Campus Shipping & Receiving Building D Fence Enclosure-performed site visit to verify status of construction progress.
  - Technology Campus Shipping & Receiving Fence Enclosure-performed site visit to conduct substantial completion punch list walkthrough.
  - Technology Campus Solar Panels Structures-worked on providing revisions to architect for schematic design presentation.
  - Technology Campus Welding Expansion Building F-reviewed schematic design floor plan layout and provided comments to the Architect.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- College Safety Committee Meeting with the Vice President for Finance and Administrative Services.
- Conference Call to Discuss Facility with the Director of Purchasing.
- Construction meeting of the Chiller Installation at Regional Center for Public Safety Excellence with Planning and Construction Department.
- Coordinated Operations Council meeting with the Vice President for Finance and Administrative Services.
- Emergency Finance and Administrative Services Safety Meeting with the Vice President for Finance and Administrative Services.
- Employee Appreciation End of Semester Taquiza with the Custodial Department.
- Facilities Committee Meeting at the board room.
- Facilities Operations and Maintenance Support Staff meeting to gather department updates.
- Finance and Administrative Services Facilities and Planning meeting with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Safety meeting with the Vice-President for Finance and Administrative Services.
- Finance and Administrative Services Directors meeting with the Vice President for Finance and Administrative Services.
- Finance Committee Meeting at the board room.
- Pecan Campus Tour for the new South Texas College Board member Mrs. Dalinda Gonzalez-Alcantar with the Vice President for Finance and Administrative Services.
- President's Administrative Staff meeting with the Vice President for Information Services and Planning Department.
- Regional Center for Public Safety Excellence Construction Meeting for Chiller Installation with Planning and Construction Department.
- Request for Proposal meeting of District Wide Air Handler Replacement Scope of Work for Pecan Campus South with Planning and Construction Department.
- Request for Proposal meeting of District Wide Air Handler Replacement Scope of Work for Pecan Plaza, Regional Center for Public Safety Excellence, and Starr County Campus with Planning and Construction Department.
- Request for Proposal meeting of District Wide Air Handler Replacement Scope of Work for Technology Campus, and Nursing and Allied Health Campus with Planning and Construction Department.
- Request for Proposal meeting of District Wide Air Handler Replacement Scope of Work for Pecan Campus North with Planning and Construction Department.
- Request for Proposal meeting of District Wide Air Handler Replacement Scope of Work for Mid Valley Campus with Planning and Construction Department.
- South Texas College Technology Campus and Nursing & Allied Health Campus Air Handler Units replacement meeting to discuss additional Air Handler Units discovered with Sigma HN Engineers PLLC.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - District Wide Campuses
    - Attended NFPA convention in Boston, attending sessions on fire suppression systems.
    - Tree trimming is ongoing.
    - Palm tree trimming has begun.
    - Deficiency corrections for McAllen municipal fire inspections has begun.
    - Typical pest control issues and equipment rentals.
  - Mid Valley Campus
    - Otis elevator scheduled to assist Strongline in repairing smoke detectors in elevator shaft in Building G.
  - Pecan Campus
    - Elevator in building U continues to run without issue.
    - Replacement of clean agent suppression system in server room in Building M has begun. Expected completion date is early July.
    - Tadco roofing investigating leaks, awaiting quote and PO for repairs for building F.
    - Requested quote from El Fire and Safety to add nozzle to building H hood suppression system.
  - Pecan Plaza
    - Hanging smoke detectors in records room repaired at Human Resources.
- Custodial Department:

Duties	Number of Requests
Set-Ups	336
Moves/Relocations	41

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	227	$5,937.71
Electrical	100	$ 9,375.86
Energy Management	35	$207.49
HVAC	63	$5,712.29
Locksmith	116	$1,947.19
Painting	40	$2,591.46
Plumbing	71	$13,960.36
Plant Services		$2,838.33
General Maintenance	1	$1,229.57
Total Work Orders	**653**	
Total Cost		**$43,800.27**

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - 2022-2023 Property / Casualty Request for Proposal matters with Human Resources staff, Vice President for Finance and Administrative Services staff, Purchasing staff and Montalvo Insurance staff.
  - Document Retrieval Request Form with Assessment Center Specialist.

- Finance and Administrative Services Director's meeting.
- Finance and Administrative Services Safety Team meeting.
- Incident matters with Environmental, Health, and Safety Manager.
- Insurance claim matters with Purchasing and Planning and Construction Directors.
- Insurance Request for Proposal responses with Purchasing Director.
- Logistics regarding items for property and casualty insurance Request for Proposal matters with Human Resources and Vice President for Finance and Administrative Services staff.
- Mid-Valley Campus Building H matters with Public Adjuster.
- Multiple new assignments with Vice President for Finance and Administrative Services.
- Owner Controlled Insurance Program invoice logistics with adjuster.
- Owner Controlled Insurance Program matters on invoices and next steps with adjuster.
- Pecan Campus Building P windows, environmental testing, and public adjuster/architect matters with Facilities, Planning & Construction staff.
- Pecan campus, Building P, invoice and window testing logistics with adjuster.
- Public adjuster contract planning with public adjuster and Purchasing staff.
- Request for Proposal claims and other insurance matters with insurance consultant.

- Other:
  - Contract for public adjuster with Director of Purchasing.
  - Diagnostic Medical Sonography Program Model Patient Documentation discussions with Nursing & Allied Health staff.
  - Hiring proposal questions with Human Resources Director and compensation staff.
  - Pandemic Operations Response Plan with Vice President for Finance and Administrative Services.
  - Purchasing procedures with Contracts Manager.
  - Reference check on an applicant with Finance and Administrative Services Officer.
  - Telecommuting Procedures with Human Resources staff.
  - Telecommuting procedures with Vice President for Finance and Administrative Services.
  - Telecommuting write-up with Accounting Group Manager.
  - Timecard variances with Benefits Manager.
  - Weekly department huddles.
- Records Management and Retention:
  - Shred bin temporary relocation for Pecan Campus Building J with shredding vendor.
  - Shred-it status and updates with Shred-it staff, Accounting Assistant.
  - Shred-it status updates on invoice pricing variances, account balance, memo credit documentation, and revised invoices with Shred-it Accounts Receivable staff and Business Office Accounting Assistant.
- Title IX:
  - Association of Title IX Administrators Civil Rights Investigator One: Foundations training.
  - ATIXA 50th Anniversary of Title IX: Commemorating the Past, Present, and Future of Gender Equity in Education webinar.
  - ATIXA Special Edition Time with IX: 37 Words-A History of Title IX webinar.
  - Title IX Coordinator Refresher course training.
  - Title IX Senate Bill 212 Quarter 3 Report matters with Title IX Coordinator.
  - Title IX Senate Bill 212 Quarter 3 Report matters with Vice President for Finance and Administrative Services, Title IX Coordinator, and Title IX Liaison.

PROJECTS IN PROGRESS:

- Insurance and Risk Management:
  - 2022-2023 Annual Departmental Risk Assessment kickoff e-mail.
  - 2022-2023 Property / Casualty Insurance Request for Proposal.
  - 2022-2023 Property/Casualty Insurance Request for Proposal.
  - 2022-2023 Student Insurance Request for Proposal.
  - 2022-2023 Student Insurance Request for Proposal.
  - Policy Localization.

- Public Adjuster Contract.
- Reviewed/approved invoice for Owner Controlled Insurance Program claim.

- Records Management and Retention:
  - Continued reviewing 2021 destruction retention records for variances.
  - Continued reviewing Business Office records processed for 2021.
  - Continued updating retention inventory for Tech 7A.
  - Cross-referenced Ranger Shredding 2014 Record Destruction Report.
  - List of record retention variances and corrections for processing vendor updates.
  - Non-standard deviation for GR1025-30d for Business Officer records.
  - Record Destruction Review.
  - Responses for Standard Questions - Records Retention Requests Questionnaire.
  - Reviewed invoice and accompanying information, Owner Controlled Insurance Program claim.
  - Shred-it invoices.
  - Shred-it pricing variances on May 2022 invoice.
  - Shred-it status updates meeting recap.
  - Texas Association of School Boards Letter of Non-Renewal.
  - Took images at Tech 7A retention center to update the new shelf location.
  - Took images of new shelf location at Tech 7B retention center.
  - Updated image number on Human Resources Records Retention Inventory.
  - Updated images on share drive for Tech 7B.
  - Updated Retention 7A images onto new shelf locations on Share Drive.
  - Updated shelf location on inventory lists for Business Office and 519 Inventory.
  - Updated Tech 7A shelf location on to 519 Star Storage Inventory.
  - Uploaded Tech 7A images to proper shelf location on to Share Drive.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Phase 2 Policy Federal Education Association: Financing and Education matters with Accountability and Compliance Manager, Accountability, Risk, and Compliance Support Specialist, and Director of Student Financial Services.
  - Section 504: Case Status Report review and updates.
  - Section504: Case Status Report review, updates, and 504 Notice of Completion of Investigation review.
  - Texas Association of School Boards Policy Localization; Legal Counsel Log, Policy CRA (Legal) – Technology Resources.
  - Transition Phase 1
    - Crosswalk Updates.
    - Follow-up email draft.
    - Policy CRA (Legal) – Technology Resources.
    - Policy Status Email.
    - Status Matrix Updates.
    - Website Postings Matrix.
  - Transition Phase 2
    - Local Model Policies Folder Updates.
    - Status Update.
  - Transition Phase 3
    - Policy Localization – Standard Board Write-up Template Notice.
    - Reviewed Crosswalk.
    - Statistics.
    - Status Matrix.
- Title IX:
  - Title IX updates; Maxient updates, Pregnancy, and Parenting Case List, Title IX Weekly Cabinet Report, Title IX Meeting Agenda, Title IX 50th Anniversary Flyer, Title IX Procedures, and Non-Title IX Case Status Report.

- Title IX updates; SB 212 Q3 Report, Maxient updates, Pregnancy and Parenting Case List, Title IX Weekly Cabinet Report, Title IX Meeting Agenda, Title IX Meeting Schedules, Title IX Procedures, and Non-Title IX Case Status Report.
- Section 504 Case Status Report review and updates.
- 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 updates; Master Case List, Closed Case List, Pregnancy and Parenting Case List, and Title IX Weekly Cabinet Report.
- Title IX updates; Senate Bill 212 Quarterly 2 Report, Master Case List, Closed Case List, Pregnancy and Parenting Case List, Title IX website mockup updates, and Title IX Weekly Cabinet Report.
- Title IX Webpage mockup.
- Title IX Weekly Cabinet Report.

- Other:
  - Assisted in creating the purchase card narrative and diagram.
  - College Safety Committee meeting agenda and minutes.
  - Continued P-Card procedures.
  - COVID-19 Awareness Notice.
  - COVID-19 confirmed cases report.
  - Institutional move form. Finance and Administrative Services Safety Team notes.
  - May 2022 Activity Report.
  - Monitoring of COVID-19 college-wide notice.
  - Pandemic Operations Response Plan.
  - Prepared timeline for Owner Controlled Insurance Program claim.
  - Presentation on QBQ! book.
  - Purchase card procedures.
  - Red Flags Rule assessment.
  - Red Flags Rule research, assessment, and assessment of applicability.
  - Research Red Flag Rule.
  - Researched Community Colleges/Universities P-Card procedures.
  - Researched South Texas College Handbook and policy procedures about student suspension.
  - Reviewed and revised Business Office meeting recap.
  - Reviewed Owner Controlled Insurance Program invoice.
  - Revised standardized draft motion template for policies.
  - Revised Telecommuting Procedures and created a current state process map.
  - Telecommute flowchart depicting alternate work arrangements and remote work requests.
  - Telecommuting procedures, research, current, and future state process map.
  - Updates to Operations Response Plan.
  - Write-up on covid-19 awareness.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged forty-eight (48) 1295 Forms with the Texas Ethic Commission.
- Attended June Finance Committee Meeting and Regular Board Meeting.
- Attended the Texas Association of Community College Business Offices annual conference in Waco, TX.

- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted a staff meeting to discuss the internal report and safety protocols.
- Created, reviewed and/or negotiated changes to thirty-six (36) vendor agreement/contracts.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packet.
- Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.
- Purchasing, Central Receiving, and Mail Services staff completed the Active Shooter online training.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Approved two hundred eighteen (218) online Banner requisitions.
  - Created or updated fifty-eight (58) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved one hundred seven (107) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed four hundred three (403) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Submitted seven (7) new records and updated fifteen (15) 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: 22-23-1006 Rebid – Travel Services
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 21-22-1071 Rebid – District Wide Wireless Network Equipment Upgrade (HEERF)
    - Request for Proposals: 21-22-1072 Rebid – Starr County Campus Welding Lab Expansion
    - Request for Proposals: 22-23-1009 Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Covered Area Addition (Contractor)
- Fixed Assets Department:
  - Reviewed all assets purchased and paid through June 30, 2022 as follows:
    - Adjusted fifteen (15) assets in Banner for the month of June.
    - Approved two hundred six (206) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed six hundred ten (610) deliveries (purchase orders and complimentary books) and two thousand thirty-eight (2,038) packages/boxes.
  - Completed thirty-three (33) faculty/staff moves in June.
  - Received and posted five hundred sixty-two (562) purchase orders in Banner.
  - Transferred/relocated five thousand eight hundred twenty (5,820) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed twenty-five thousand four hundred three (25,403) copies at the copy center for the month of June.
  - Mailed out a total of six thousand nine hundred eight (6,908) letters three hundred ninety (390) letters were returned to South Texas College due to bad addresses.
  - Processed the following mail and copy requests:
    - Student Financial Aid - $397.95
    - Vice President for Academic Affairs - $480.40

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 and other cases that involve Policy #4216.
  - Vice President for Finance and Administrative Services to discuss Office of Institutional Equity matters and updates.
  - Vice President for Finance and Administrative Services and Accountability Risk and Compliance Support Specialist to review SB 212 Quarter Three Report.
  - Vice President for Finance and Administrative Services and all other Division Directors to present on QBQ!: The Question Behind the Question assigned book chapters.
  - Vice President for Finance and Administrative Services and Director of Human Resources to discuss changes to proposed TASB Policy GB: Public Complaints and Hearings.
- Student Affairs and Enrollment Management:
  - Coordinator of Enrollment Services to discuss process for dropping students from specific courses related to Title IX matters and questions relating to student-specific issues.
  - Conduct interviews and formal meetings with individuals involved in 504/ADA Procedures Formal Complaint process.
  - Counseling and Student Accessibility Services counselors and Employee Relations Officers discuss 504 related matters.
  - Director of Counseling and Student Accessibility Services to discuss counseling referrals submitted by Title IX for specific cases involving students.
  - Director of Counseling and Student Accessibility Services to discuss various 504 related cases involving students.
  - Director of Counseling and Student Accessibility Services and Accountability Risk and Compliance Specialist to discuss various Title IX appeals and reports relating to pregnant and parenting individuals, as well as recent legal changes to Title IX as it relates to pregnant and parenting individuals.
  - Library Outreach and Instruction to discuss speakers and programming to celebrate the 50th Anniversary of Title IX, including Title IX film showings and speaker series for the Fall 2022 semester.
  - Meetings with Human Resources Employee Relations Officer to discuss specific reports and cases related to Section 504 and the Americans with Disabilities Act.
  - Various faculty members and Department Chairs related to students' grade appeals that are based either on Title IX Pregnancy and Parenting or 504/ADA related concerns.
  - President's Administrative Staff Meeting to discuss various matters related to College operations.
- Title IX and House Bill 1735:
  - Behavior Intervention Team meeting to discuss specific individuals and cases.
  - Calls with Chief of Police of the Department of Public Safety, relating to certain reports submitted by employees and students.
  - Director, Manager, and Support Specialist for Accountability, Risk, and Compliance to discuss process for reviewing and adoption TASB policies for which OIE is a policy-owner.
  - 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, including final revisions to Policy #4216 Grievance Procedures.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss further updates to Title IX website, including significant expansion of Frequently Asked Questions section.
  - Meeting with consultant from the Association of Title IX Administrators to discuss specific reports, policies, procedures, and upcoming presentation to Board of Trustees.
  - Meeting with Digital Services Manager to discuss updates to Title IX website and "Report an Incident" landing page.

- Meetings with Human Resources Employee Relations Officer to discuss specific Title IX related reports and cases.
- Meetings with Director of Human Resources to discuss specific Title IX reports and ongoing cases.
- Title IX Committee twice monthly meetings to discuss reports received and cases relating to employees.
- Title IX Committee 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.
- Vice President for Student Services and Enrollment Management and Director of Admissions and Records to discuss launch, onboarding, and user data collection for Vector Training Solutions training for all new and incoming students beginning Fall 2022.

- Training(s)/Webinar(s):
  - Association of Title IX Administrators Title IX 50th Anniversary: Virtual Congressional Briefing webinar.
  - Association of Title IX Administrators 50th Anniversary of Title IX Webinar
  - Association of Title IX Administrators Title IX Notice of Proposed Rulemaking Webinar
  - Institutional Compliance Solutions webinar "Higher Education Title IX Notice of Proposed Rulemaking: Top 10 Things to Know."
  - Present Title IX training for Department of Public Safety Security Supervisors.
  - Thompson & Horton webinar "Title IX Double Take: A Side-by-Side Comparison of the Current and Proposed Title IX Rule
- Departmental Meetings to discuss the following topics throughout the month:
  - Individual Title IX reports and cases as needed.
  - Title IX Case Status Reports and updates to same.
  - Updates to website, Title IX Pool, and training matrix
  - Weekly Cabinet Reports, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.
  - Procedures updates and supporting informational documents.

PROJECTS IN PROGRESS:

- Creating comprehensive repository of templates for corresponding with parties and third-parties regarding reports.
- Created custom Title IX presentation for Department of Public Safety Officers and Security Supervisors.
- Finalized 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 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.
- 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.
- Updated Title IX website.
- Updated Title IX related Maxient reporting form and Report an Incident or Complaint at the College landing page
- Updating Title IX webpage to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.
- Worked on individual Title IX related cases.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attended the 40 hours of Alternative Dispute Resolution seminar and received a certificate at the conclusion.
  - Attended the Fiscal Year Roll initial meeting. Discussed the procedures and responsibilities.
  - Attended the weekly meeting with the PeopleAdmin development team and tested, modified, and approved the position management and staff posting forms.
  - Met with Business Office managers, external Auditors, Human Resources, and Business Office Payroll personnel to review the procedures on how to communicate and upload the staffing plan data.
  - Met with Human Resources Managers to discuss the Web changes Human Resources Information Services is proposing for Forms, Part-time applications, and new Training and Employee Relation Sites.
  - Met with the Human Resources managers and the staffing specialist to discuss the advertising options for trainers.
  - Met with the Human Resources managers, Business Office Payroll, and Budget personnel to review the process and format of the Staffing Plan data collection and reports.
  - Met with the Vice President of Finance and Administrative Service and Human Resources Administrators to discuss the upcoming Ellucian Banner evaluation meetings.
  - Met with Workday representatives to discuss the next steps.
- Payroll/Compensation:
  - Attended FY 2022-2023 Roll Over Meeting via Teams.
  - Attended Monthly Department meetings.
  - Attended Staffing Plan Meeting via Teams.
  - Attended TASB questions meeting via Teams.
  - Completed Discrimination Awareness in The Workplace Training.
  - Completed Diversity and Inclusion: Faculty and Staff Training.
  - Completed General Ethics in the Workplace Training.
  - Completed Title IX and Sexual Harassment Prevention for Employees Training.
  - Entered years of service for Hiring Proposal's.
  - Filed Self-Identification forms for New Hires.
  - Finalized Payroll for Trainer NOE's.
  - Met for Final Feed Back of TASB Report via Teams.
  - Met with Assistant Director and Compensation Payroll Manager to review compensation (various).
  - Monthly HR Departmental meeting.
  - Packed and sent out Regular and Trainer NOE's.
  - Sent out NOE's Needing Business Office and Grant Accounting Signatures.
  - Sent out Trainer NOE's, Cell Phone Stipend and Grant Funded NOE's to By Inner Campus Mail.

- Verification of Employment via e-mail, call or in person drop off forms.
- Worked on TXOAG Reporting.
- Worked on US Regulatory for new hires.

- Staffing:
  - Attended Alternative Dispute Resolution Mediation Seminar hosted by The Institute for Advanced Manufacturing.
  - Attended Cascade Training provided by Marketing Office to post Direct Wage.
  - Attended Civilian Response to Active Shooter Training.
  - Attended Human Resources department meeting.
  - Attended job description meetings for review and approval.
  - Attended meeting to discuss Trainer procedure updates.
  - Attended Nursing Faculty Evaluation and Strategies meeting.
  - Attended PeopleAdmin weekly working sessions to discuss PeopleAdmin updates.
  - Attended Staffing Plan and Pay Plan meeting to discuss FY2022-2023.
  - Attended Summer Intent to Hire/ Fall Intent to Hire meeting to discuss edits to forms.
  - Attended TASB Compensation Study Review meeting.
  - Attended weekly staffing meetings to discuss weekly and procedure updates.
  - Attended Workshop – Jaguar Academy on Thursdays.
  - Hosted interviews for Human Resources Staffing Specialist SP1949 and Human Resources Assistant – Temporary Agency.
  - Met with Academic Affairs to review updates on hiring guide.
  - Met with Staffing Team to review External Audit Request.
- Benefits:
  - Alternative Dispute Resolution seminar completion.
  - Business Office End of Year Fiscal Year meeting. Discussed role procedures and dates.
  - College Safety Committee meeting. Discussed COVID rising cases and adjustments to current COVID protocols.
  - Discussion with Business Office on external audit smart sheet procedures.
  - Finance and Administrative Services Safety meeting, discussed active shooter training, climbing COVID cases, and employee assistance program.
  - Human Resources monthly department meeting.
  - Jag Academy Benefits presentation for Office of Professional Development. Overview of benefits for new employees.
  - Office of Administration department meeting to provide benefits information and resources.
  - Open Enrollment changes review with Benefits Team.
  - Review of DEC leave policy with Finance and Administrative Services Officer.
  - Summer Enrollment Benefits Coordinators webinar for open enrollment changes.
  - Teacher Retirement System Higher Education Meeting on reporting portal issues.
  - Wellbeing program presentation by WebMD on employee wellness.
- Employee Relations (ER):
  - Hosted the yearly performance appraisals workshop for South Texas College Facility Maintenance and Custodial managers.
  - Met on disciplinary written reprimand regarding employee with supervisor.
  - Met on disciplinary written warning technical assistance regarding employee with supervisor.
  - Met on policies and procedures concerning departmental issues regarding employees with supervisors.
  - Met on policies and procedures concerning departmental issues with employees.
  - Met on the administrative leave suspension process with supervisors regarding employees.
  - Met on the discussion of 504 cases with the Director of Office of Institutional Equity /Title IX and 504.
  - Met on the discussion of 50th Anniversary: Virtual Congressional Briefing Webinar hosted by Association of Title IX Administrators.
  - Met on the discussion of Addressing Inappropriate Employee Behaviors Webinar.

- Met on the discussion of Alternative Dispute Resolution Mediation Seminar hosted by The Institute for Advanced Manufacturing.
- Met on the discussion of assisting with memo findings for referred cases.
- Met on the discussion of cases, duties and special projects with Employee Relations Team.
- Met on the discussion of closing files with the Director of Human Resources.
- Met on the discussion of closing Hotline Cases through NAVEX.
- Met on the discussion of exiting South Texas College property between supervisors and employees.
- Met on the discussion of facilitating potential campus-wide training on social media best practices with the South Texas College Public Relations department and Office of Professional and Organizational Development.
- Met on the discussion of Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) webinar hosted by the Equal Employment Opportunity Commissions and the Department of Labor -Wage and Hours Division.
- Met on the discussion of Global Positioning System consent form with the Director of Facilities Operations and Maintenance, the Assistant Director of Facilities Maintenance Services, the Assistant Director of Custodial Support Services, and the Parking and Security Services Manager.
- Met on the discussion of meeting with South Texas College Vice President of Institutional Advancement and Economic Development.
- Met on the discussion of People Admin training with South Texas College Human Resources Staffing area member.
- Met on the discussion of presentation planning to be held on July 20th for South Texas College Library Services department.
- Met on the discussion of Safety Meeting policies and procedures via Teams.
- Met on the discussion of South Texas College Office of Institutional Equity Manager interviews.
- Met on the discussion of streamlining current paper-based case document retention process, current license we have for the software, and the possibility of upgrading features for the platform with NAVEX/ETHICSPOINT Customer Service.
- Met on the discussion of the Behavioral Intervention Team.
- Met on the discussion of the President's Administrative Staff/PDC Phase 1and 3 Policies Review Period.
- Met on the discussion of the review of the Vector Solutions Trainings for the Office of Human Resources staff.
- Met on the discussion of the search committee for the Office of Institutional Equity Manager position with the Director of Office of Institutional Equity.
- Met on the discussion of the Teacher Retirement System Employee Relations Employment after Retirement Report Deadline with Director of Human Resources.
- Met on the discussion of Title IX cases with the Director of Office of Institutional Equity/Title IX.
- Met on the discussion regarding employees that did not turn in transcript after the seven-week deadline with Human Resources Staffing Department.
- Met on the discussion to review case for recommendation for termination with the Director of Human Resources.
- Met on the pre-disciplinary process with employees being recommended for termination.
- Met on the review of active complaints received with the Director of Human Resources.
- Met on the review of Human Resources departmental agendas.
- Met on the review of personnel files for potential employment with Federal Agencies Background Investigators and Office of Personnel Management.
- Met on the submittal of subpoena.
- Met via telephone hearings on appeals submitted by the College and provided testimony and evidence for the cases with the Texas Workforce Commission (TWC).
- Met with the Director of Institutional Equity as a co-investigator regarding an investigation.
- Prepared and responded to litigation counsels' requests for claim file materials.
- The Human Resources Director and Employee Relations Officer attended the Summer 2022 Texas Association of Community College Human Resources Professionals Conference June 1-3.

- Talent and Learning:
  - Attended 40 hours – Alternative Dispute Resolution Training days 3 – 5.
  - Attended TASB Compensation Study Review meeting.
  - Attended the South Texas Leadership Academy.
  - Completed the Campus Safety Report for Public Safety Department.
  - Conducted and compiled research for the development of a Staff Council.
  - Developed and presented presentation for the Security Department's Supervisors.
  - Launched mandatory trainings for non-faculty staff through Vector Solutions.
  - Met and worked on Texas Association of School Boards (TASB) data and evaluated placements.
  - Met with Chief Information Security Officer for the development of a custom Cybersecurity Awareness Training.
  - Met with Employee Relation Officers on documentation needed for pending case.
  - Met with Financial & Administrative Officer to develop Employee Satisfaction Survey for 4 ½ day work schedule.
  - Met with Office of Professional and Organizational Development, Human Resources Administrators to discuss the development of a Staff Council.
  - Met with Vector Solutions Sales engineer to discuss data transition to meet needs of the Human Resources department for reporting purposes.
  - Presented at new hire orientations.
  - Researched and complied research for Employee Assistance Programs.
  - Served on hiring committee for Institutional Equity Manager/Title IX and 504.
  - Worked on Title IX ATIXA training.
  - Worked on updated for Employee handbook.
  - Worked with Academic Operation Officer on break down of Adjunct Faculty Job Fair results.
  - Worked with the Graphic Designer to develop covers for Employee Handbook, Employee Benefits Handbook, Staffing Plan, and Pay Plan booklets.
  - Worked with the Graphic Designer to develop the required posters as mandated by Federal and State law.

PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Data entry, review, verification, and processing for MR07 Payroll.
  - Processed compensation reviews.
  - Review of Diagnostic Medical Sonography Stipends.
  - Transitioning of Staffing Plan process to Staffing team.
  - Year-End Roll-Over Process Testing.
- Benefits:
  - Completion of Employee Demographic Files for the Regular Payroll Teacher Retirement System Report.
  - Completion of Teacher Retirement System Employment After Retirement Report.
  - COVID-19 documentation tracking, tracking of cases and contact tracing for employee positive cases.
  - Employee Retirement System Reconciliation report for May.
  - Employee wellness research for additional benefits through employee assistance programs.
  - External audit on Teacher Retirement System Reports.
  - Open Enrollment setups for campus visits.
  - Processing of employee American Disability Act requests.
  - Processing of Family and Medical Leave Act requests.
  - Review of the Teacher Association of School Boards DEC leave policy. Review of policies that will be eliminated and transitioned into procedures.
  - Training of new Benefits Specialist.
- Employee Relations (ER):
  - Training of new employees, HR Specialist – Employee Relations and Employee Relations Officer.
  - Working on Employee Relations cases and reviews.

- Working on reaching out to South Texas College supervisors to gauge need and provide trainings to departments regarding employee relations topics.
- Working on Texas Workforce Commission files.
- Working on an update to the South Texas College Employee Relations web page.
- Working on updating the filing system for Employee Relations files and cases.
- Working on updating South Texas College Employee Handbook.

- Human Resources Information System (HRIS):
  - Working on moving the Human Resources forms from Jagnet to the newly created Human Resources SharePoint Site.
  - Working on creating a semi-automated process to update the staffing plan changes. The manual changes are so extensive that the whole process needs to be reviewed and the individual processes redesigned.
  - Working on automating all Human Resources forms.
  - Reviewed and updated PeopleAdmin new version.
- Staffing:
  - Faculty Letter of Appointment draft were sent out for review.
  - Met with Team to review Hiring Guide.
  - Met with Team to review Intent to Hire Guide for Fall 2002/ Spring 2023.
  - Planned meetings for 2022-2023 Staffing Plan.
  - Summer Hires-Direct Wage.
  - Trainer posting tested on Cascade.
  - Worked on Educational Supplements.
  - Worked on testing PeopleAdmin staff postings.
- Talent and Learning:
  - Tracking progress for mandatory trainings.
  - Working on PeopleAdmin Training Manual.
  - Working on updating for Employee handbook.
  - Working with Human Resources Staffing and Payroll to develop Pay Plan and Staffing Plan.

HRIS -

Type of Access Provided	Count
Active Directory	0
AppTrack	0
Argos Access	3
Banner	7
Credential Database	0
DFS (Distributed File System)	1
FLAC	3
JagNet Forms Management	0
Job Submission Service turn-on	0
Send As – Email	0
SSN	0
Web Tailor Access	2
Xtender access	2

Total Count			**18**
Visio Charts	**Created**	**Updated**	**Published**
Count	0	2	0
Information Services and Planning (IS&P) Issues	**Assigned**	**Resolved**	**Open**
Count	2	0	0
PeopleAdmin Issues	**Assigned**	**Resolved**	**Open**
Count	0	0	0
Vector Solutions Issues	**Assigned**	**Resolved**	**Open**
Count	0	0	0
Human Resources Website Updated Main | JagNet	2		1

Report Development	**24**
Internal Reports	**11**
Human Resources – Director of Human Resources	1
Human Resources – Employee Relations	1
Human Resources – Payroll	3
Human Resources – Staffing Evaluators	2
Human Resources – Staffing Manager	2
Human Resources - Talent and Learning Manager	2
External Reports	**11**
Academic Affairs – Vice President	5
Finance and Administrative Services – Vice President	6
Federal/ State/Local Government Reports	**2**
Bureau of Labor Statistics – Current Employment Statistics (Monthly)	1
Texas Higher Education Coordinating Board	1
Telecommunicating Automation Workflow and Front-end User System	0 Updates/Adjustments to App 0 Workflow Test Runs

Faculty Staffing	**Count**
Position requests w/job descriptions	7
Positions posted	4
Positions reposted	0
Positions extended	0
Positions canceled	1
Search committees' forms requested	

Faculty Staffing	Count
Search committees assigned	3
Hiring proposals reviewed (HR Staffing Review workflow)	2
Job offers	21
Review Adjunct/Dual Credit applications	20
New Hire Email Notifications	
Faculty	5
Lecturers	0
Adjuncts/Dual Credit	14
Positions filled	0
PeopleAdmin user updates	17
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	1
SOAPCOL	26
PEAFACT	26
Resignations/Terminations	0
SACS Audit Credential Review	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	0
Reviewed in PeopleAdmin	
Notices (1st, 2nd & Final notice)	3
Extension requests	0
Credential entered in credential database Faculty/Staff	43
Vacancy Reports completed NOE course and Rate Review	0 124
Educational Supplements (Review, log, memo, send to payroll and faculty)	8
New hire/re-hire/transfer files (closing onboarding process) track transcripts	83
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	
Visitors Assisted	298

Support	Count
E-Verify	
Cases submitted	53
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	0
Name changes	0
Revisions	0
Updated employment authorization documents	1
Emails for expiring documents	0
Applications	
Processed On-Line	211
Processed Paper	119
Postings	
Closed (On-Line)	39
On Boarding	
New Hires	54
Transfers	30
Returning	6
Adjunct	12

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	0
Record Requests: External	6
Records Filed (by page)	1,521
Files Scanned & Indexed	1,346
New Hire/Active Personnel Files Prepared	28
New Hire/Active Transcript Files Prepared	42
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	640
Special File Requests (HR Director, auditor, etc.)	1
Telecommunicating - Activity Reports Received and Logged	170
Telecommunicating - Agreements Received and Logged	46
Employment Reference Checks Logged	55

Records	Count
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	2

Staffing/Staffing Support (Staff)	Count
Position requests	24
Job Descriptions reviewed and approved	7
Positions posted	16
Positions reposted	9
Positions extended	7
Positions canceled	2
Search committees' forms requested	13
Search committees assigned	33
Hiring proposals reviewed (HR Staffing Review workflow)	39
Job offers	22
New Hire Email Notifications:	
Full-time staff	22
Part-time staff (DW/WS)	17
Trainers	3
Positions filled	22
PeopleAdmin user updates	17
Advertisements placed (Monitor, Town Crier, etc.)	
Resignations/Terminations (HR Benefits):	
Full-time staff	13
Part-time staff	8
NOEs:	
Full-time temporary staff	2
Part-time staff (WS)	13
Part-time staff (DW)	53
Trainers	67
Temporary Agency Employees:	
Request	4
Replacements	
Assignment Extension	

Employee Relations	Count				
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	632	76	TWC Claims	34	3
Fingerprints	326	19	Open Records Requests	6	1
DPS Driver Eligibility Checks	152	88			

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	8
Internal Transfers	9
Benefits Credits/Collections	2
TRS ED Records reported	200+
TRS RR Records reported	19
TRS Prior Yrs. of Svc Verifications	2
TexaSaver 457/403B Accounts	4
Faculty (Adjunct, Temporary)	3
Exits	
Full Time	13
Retirees	2
FMLA Requests	
New	6
On-Going Cases	4
Closed	10
FMLA Intermittent Requests	
New	1
On-Going	14
Closed	1
Approved Leave of Absence	
New	2
On-Going	3
Closed	0
Workers Compensation Claims	
New	2
On-Going Cases	4
Closed	4
Tuition Reimbursement Applications Processed	0

Tuition Reimbursement Applications ready for payment	0
Tuition Grant Applications	
Employee	5
Dependent	4
Promissory Notes	1
Sick Leave Pool Enrollment	NA
Sick Leave Pool Termed	NA
Sick Leave Pool Donations	NA
Medical Support Orders	1
ERS Changes	3
Vacation Settlement Worksheets	8

Payroll	**Count**
PDR Notifications	223
Direct Deposit Transactions	
Full Time	25
Direct Wage/Work Study/Trainer	25
Resignations	
Full Time	9
Direct Wage/Work Studies	8
Garnishments	38
State Charitable Deductions	
TXOAG Reporting	56
Payroll DOC/ADJ/SLP Worksheets	
New Hires, Rehires, Transfers	
Name Changes	
Address Changes	3
Form W-4 Changes	77
FY21 Staffing Plan Salary Inc Rev	
Verification of Employment	
Forms processed	34

TWC	
Letters sent	1
Phone Calls	51
Cell Phone Stipends	
Adjunct Leave Forms	
NOE	2
Letters of Appt Verification and Matching	
Letter of Appointment Staff Full Time Regular	
Direct Wage	111
Work-Study	56
Adjunct	20
Overload	67
FLAC (Faculty Load and Compensation) Dual Credit assignments reviewed	
FLAC entries reviewed and applied	
Trainers	76
Dual Enrollment	
Fac. Salary Retro-Pay Adj	
Fac. Base Salary Pay-Off	
Substitute NOES	54
Full-time Regular Faculty Pay-Off	
Faculty Special Assignment Other	
Faculty Classification Changes	
Special Assignments	41
Course-Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	22
Staff Special Assignment	
Large Class Payments	15
11/12 Salary Pay off	
Educational Increase	
Mini-mesters	50
Certification Stipend	
PeopleAdmin Transactions	
Compensation worksheet setup	
Approvals	
Hiring Proposals	52
Payroll Worksheets	38
Move Request Updates	21
Compensation Worksheets, PeopleAdmin Transactions/Updates	34

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:	JULY 20, 2022
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2022 – JUNE 30, 2022

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Met with BPST Dean to discus CLNA goals, Jun 1
- Attended the Good Day McAllen luncheon with College Health Care Professions, Jun 2
- Meet with Division Deans to discuss, Jun 2
    - Timeline for Returning Lecturers
    - Pre-approval for out of pocket expenses
    - Pre-approval of overtime
    - Dual Credit Faculty - Summer Session
    - Onboarding Access for Faculty
- Attended President's Administrative Staff (PAS) Meeting, Jun 3
- Attended TCCIA Summer Leadership Conference, Jun 5-7
- GPS-VP-Starfish Monthly Meeting, Jun 8
- Met with Grant development officer to discuss STISD JET Grant, Jun 8
- Review of non-credit workforce programs offered to school districts by Continuing Educations and Industry Training and Economic Development, Jun 9
- Met with Division Deans to discuss role clarity of GPS's, Jun 9
- Attended active shooter training offered by STC Department of Public Safety, Jun 10
- EAC Summer 2022 Pilot Meeting with Learning Outcomes, Jun 10
- Systematic Recruitment for Bachelor Programs, Jun 13
- ADN Faculty Hiring Evaluation and Strategies, Jun 13
- Discussion of Escrow Credit for Law Enforcement with Curriculum, Jun 13
- Attended Cabinet Meeting, Jun 14
- Attended EWDC, Jun 14
- Met with HR to review Summer Intent to Hire/Fall Intent to Hire, Jun 15
- Met with VP Inst'l Adv and Economic Dev to go over JET Grant Application – Monte Alto, Jun 16
- PDC Meeting, Jun 17
- Nursing & Allied Health Campus Tour for Mrs. Dalinda Gonzalez-Alcantar new Board of Trustees member, Jun 21
- Lunch with Mrs. Dalinda Gonzalez-Alcantar new Board of Trustees member, Jun 21

- Met with Dean to discuss Dual Credit Programs Review of Online Course Data, Jun 22
- Met with VP Elizondo and Child Dev Chair to discuss Mid-Valley Child Development Center, Jun 6/22
- Review of Fall Enrollment Strategies and Marketing with VP Stu Affrs & Enrllmnt Mgmnt, Jun 23
- Met with Deans of NAH and BPST to discuss CLNA, Jun 23
- Discuss updates to changes at RCPSE with BPST Dean, Jun 23
- Recruitment Process of Bachelor Programs, Jun 23
- College Safety Committee meeting, Jun 23
- McAllen Flight Academy Camp Expansion meeting, Jun 24
- Attended Iris Jasso celebration of life, Jun 24
- Academic Council Meeting, Jun 27
- Budget meeting with President, Jun 27
- Met with Division Deans to discuss instructional issues, Jun 28
    - Student Assistance for Fall semester
    - Teaching online procedures
    - remote faculty
    - instructional continuity
    - Requirements to video lectures as part of the instructional continuity
    - other issues
- Finalize Intent to Hire for Fall semester, Jun 29
- Meet and greet with HEB leadership, Jun 30

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinated inaugural STC Workforce Summit
- Coordinating Annual "A Night with the Stars" Gala
- Coordinating STC & UTRGV Collaborative
- Coordinating *Faculty Spotlight*
- Working on Pay Plan revisions
- Working on Staffing Plan and Budgets
- Working on Academic Grant Activities
- Coordinating office relocations for Distance Learning Department
- Monitoring Faculty Reports
- Developing a procedures manual for CBE
- 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
- 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

DIVISION DEAN'S REPORT:

- Meeting to review the Regional Center for Public Safety Excellence expansion project Two-story fire training structure, Jun 1
- STC and PSJA ISD Meeting and walk-through to discuss possible options for Cybersecurity and Fire Science offerings at the RCPSE, Jun 1
- Role Clarity Chart review, Jun 1
- Discussion of Caruth Police Institute, Jun 2
- Pharr EDC Foundation – Board Meeting, Jun 2
- President's Administrative Staff Meeting, Jun 3
- Training Partnership Discussion for Caruth Police Institute, Jun 6
- Coordinated Operations Council meeting, Jun 7
- WE CAN TX New Pathway Design and Development Cohort meeting, Jun 7
- Mid Valley Campus Building A Culinary Arts Expansion project update meeting with contractor, Jun 8
- LRGV-AIA Education Committee meeting, Jun 8
- Lunch with Border Patrol Leadership, Jun 9
- Study Abroad options for Professional Development discussion, Jun 9
- Civilian Response – Active Shooter training, Jun 10
- Pharr EDC Foundation Meeting, Jun 10
- Discussion of escrow credits for Public Safety Programs, Jun 13
- Business Leadership Institute – Panel Speaker, Jun 14
- Entrepreneur Challenge discussion and planning for event, Jun 15
- RGV Hispanic Chamber of Commerce Women of Distinction Ceremony, Jun 15
- Tour with new Board of Trustees member Dalinda Alcantar, Jun 16
- PDC Meeting, Jun 17
- Business, Public Safety, and Technology Division Meeting for Department Chairs and Staff, Jun 21
- Technology Campus and RCPSE Vinyl Wall Wrap discussion with PR & Marketing Department, Jun 21
- Tour and Discussion with Erica Simon from WE CAN TX – Educate Texas, Jun 22
- Fall Enrollment Strategies meeting, Jun 23
- WECM Advisory Board Meeting, Jun 23
- College Safety Committee Meeting, Jun 23
- Technology Campus – Welding Lab Expansion Project meeting with architect, Jun 24
- McAllen Flight Academy Camp Expansion discussion, Jun 24
- "Celebration of Life honoring Ms. Iris Jasso", Jun 24

DEPARTMENT/PROGRAM REPORTS:

Guided Pathway Specialist – Business

- Student contacts and advisement activities:
  - 87 Telephone contacts
  - 218 Personal emails
  - 1,600 Email reminders
  - 32 Student registrations
  - 47 Students advised
  - 5 Student meetings
  - 1 Starfish contacts
  - 6 Financial aid addendums
  - 3 Course substitutions

Guided Pathway Specialist – Public Safety

- Student contacts and advisement activities:
  - 8 Telephone contacts
  - 203 Personal emails
  - 6 Student registrations
  - 8 Students advised

- 1 Event
- 4 Division/Program Meetings
- 9 Trainings

Guided Pathway Specialist – Technology

- Student contacts and advisement activities:
  - 10 Telephone contacts
  - 5 Personal emails
  - 19 Student registrations
  - 3 Students advised
  - 3 Student meetings
  - 1 Starfish contacts
  - 2 Course substitutions

Emerging Technology Simulations Specialists

- VR Lab tour with Dalinda Alcantar New Board Trustee, Jun 16
- Visit with Erica Simon from WE CAN TX, Jun 22
- zSpace Automotive Remote PD Session with South Texas College's Automotive Faculty, Jun 23
- Career Exploration "She's My Hero" Event at RCPSE, Jun 25
- Youth Welding Summer Camp for Middle School Students, Jun 29 & 30

Business Administration

- The Business Administration faculty participated in the ACBSP Conference, Jun 17-20
- Accounting adjunct instructor, created the Business Math course and taught HEB partner cohorts at STC Pecan and La Joya Higher Education Center. The cohorts completed Business Math, Jun 30
- Dr. Moore, Associate Professor of Business Administration was recognized at Faculty of the Year for 2021, Jun 15
- Economics Lecturer was awarded the NISOD Excellence Award and attended the Dinner and NISOD conference on May 28 – 31. Chair of Business Administration attended the dinner to support faculty.

Law Enforcement

Major Meetings

- Two Story Fire Structure Design Meeting, Jun 1
- Meeting with PSJA ISD concerning fire academy training, Jun 1
- Training Partnership Discussion with Edinburg Fire Department and partnership opportunities, Jun 6
- Caruth Police Institute Discussion Meeting, Jun 6
- Discussion of Escrow Credits for Law Enforcement, Jun 13
- Caruth Police Institute Police Leadership Course Curriculum Discussion, Jun 17
- Two Story Residential Fire Structure Schematic Design Discussion, Jun 27

Major Activities

- Luncheon with Border Patrol Leadership at the RCPSE, Jun 9
- Meeting with Isaac Sulemana (Chief of Staff Hidalgo County Judge) concerning possible Academic Alternative Program for Basic Peace Officer Course, Jun 16
- Meeting with Hidalgo County Sheriff's Office regarding possible recruitment drives at their agency, Jun 22
- Pharr Fire Career Exploration "She's My Hero" Virtual Reality Simulators Event at RCPSE, Jun 25
- BPST Strategic Planning Workshop, Jun 29

Accomplishments

- Completion of 28th Police Full-time Academy, Jun 27

Upcoming Events

- 27th Police Academy Completion Ceremony, Aug 12

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Represented Academic Affairs at the STC Board Work Session on the TASB Compensation Study, Jun 6
- Coordinated meeting between the Center for Mexican American Studies Coordinator and the VP for Institutional Advancement and Economic Development to discuss future collaborations, Jun 6
- Worked with staff from Distance Learning and Learning Outcomes on a potential new solution for learning outcomes reporting, Jun 6 – ongoing
- Attended a national webinar on Program Evaluation and Management, Jun 8
- Began working with Chairs from the Fine and Performing Arts Programs and Dual Credit Pathways Staff on the development of a Dual Enrollment FPA Academy, Jun 14
- Participated in planning meeting for development of a "college readiness workshop" for local ISD teachers and administrators, Jun 30

DEPARTMENT/PROGRAM REPORTS:

Art

- The Art Department hosted the 14th Annual Ceramic Showdown Exhibition in collaboration with the Library Art Gallery featuring multiple artists including Ms. Carla Hughes and Mr. Julian R. Rodriguez, Jun 16 – 17

Music

- The Music Department hosted a recruitment event in collaboration with *Musical Living Academy*. Several STC alumni are now teaching and Mr. Cather distributed promotional material to middle/high school age students about the College's programs, Jun 4
- Music Faculty, hosted free drumline camps every Friday from 1:00 – 5:00 p.m. during the month with success, Jun 3, 10, 17, 24
- Adjunct Faculty, offered a free piano camp which was filled to capacity, Jun 27 – July 1

Center for Mexican American Studies

- Ballet Folklórico South Texas College (BFSTC) was invited to perform at Ballet Folklórico Viva Mexico's "Mexico: Fiesta y Tradicion" in Corpus Christi, TX. The performance welcomed hundreds of guests with live music and dancing for the general public to enjoy, Jun 11
- BFSTC recognized members for their exemplary contribution to the formation and identity of Ballet Folklórico South Texas College, Jun 11
    - 10 Years of Service Recipients:
        - Victor Gomez
        - Norma Silva
        - Carlos Garcia
    - 5 Years of Service Recipients:
        - Eduardo Morales
        - Pablo Gallegos
        - John M. Castañon
        - Yanelli Rodríguez
        - Iris Y. Ordaz
        - Mariamne B. Cervantes

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

DIVISION DEAN'S REPORT:

- Attended the Texas Hispanic Serving Institution Consortium, Jun 1
- Participated in South Texas College and Inside Track meeting, Jun 2, 16
- Attended Deans' meeting with Academic Affairs, Jun 2
- Administrative Staff Meeting, Jun 3
- Attended TCCIA Conference, Jun 4 – 6

- Coordinated Council meeting, Jun 7
- BASOL Advisory Committee meeting, Jun 7
- Gave update on STC at 24th Annual Water Quality and Management Stormwater Conference, Jun 8
- CBE Fundamentals Certification Question Review meeting, Jun 9
- Attended meeting with Academic Affairs regarding Role Clarity for Guided Pathway Specialists, Jun 9, 21
- Systemic Recruitment for Bachelor programs, Jun 13
- Spectrum Presentation and Table Time for Technology Management, Jun 15
- Catch the Next Webinar, Jun 16
- Attended Planning and Developmental Council Jun 17
- Division Department planning meeting, Jun 22
- Recruitment process of Bachelor programs meeting, Jun 23, 27Att
- Met with Communications Manager of Public Relations, Jun 23
- Water Quality Workforce program meeting, Jun 24
- Attended Academic Council meeting, Jun 27
- Meeting with Academic Affairs regarding Instructional Continuity, Jun 28
- Attended Review and Discussion of College Readiness Workshop with ISDs, Jun 30

Project Manager

- Attended STC and PSJA ISD Meeting-Cybersecurity & Fire Science, Jun 1
- InsideTrack partnership meeting, Jun 2
- Grant Initiation Meeting for PANACEAS, Jun 7
- Attended South Texas Leadership Academy for Staff, Jun 9
- Meeting with Credentials grant team for NOEs, Jun 13
- Attended Role Clarity Meeting with Starfish administration, Jun 15
- Webinar on: The 50th Anniversary of Title IX: Commemorating the Past, Present, and Future of Gender Equity in Education, Jun 15
- Coaching Reinforcement Training with InsideTrack, Jun 16
- Attended InsideTrack partnership meeting, Jun 16
- Accelerating Credentials planning grant agreement review, Jun 16
- Civilian Response to Active Shooter Events training, Jun 17
- Attended Role Clarity Meeting, Jun 21
- BPA Recruitment Process of Bachelor Programs, Jun 23
- Bachelor Program meeting, Jun 30
- Attended InsideTrack partnership meeting, Jun 30

BACHELOR PROGRAMS:

BASOL

- Attended the Texas Hispanic Serving Institution Consortium, South Padre Island, Jun 1-2
- Attended the McAllen Chamber's Good Day Luncheon, Jun 2
- Facilitated the APA Faculty Workshop Planning meeting with the Library, Jun 2
- Facilitated a meeting with the Director of Professional and Workforce Education to assist with the identification of certificates for the BASOL program, Jun 2
- Participated in the AACRAO Adult Learner Webinar Prep, Jun 3
- Facilitated the BASOL Advisory Committee Meeting, Jun 7
- Participated with other Bachelor chairs in the CBE Fundamentals Certification Question Review meeting, Jun 9
- Attended the McAllen Chamber of Commerce's Ambassador Monthly Meeting, Jun 9
- Attended the Leadership McAllen Steering Board Retreat, Jun 10
- Facilitated/participated in the BASOL Faculty Workshop with topics such as APA, Student Conduct, Rights, & Responsibilities, and Blackboard Gradebook with the BASOL faculty,
  Jun 11
- Participated in the Systemic Recruitment for Bachelor Programs meeting, Jun 13
- Participated in the American Association for Women in Community Colleges (AAWCC) New Membership Model webinar, Jun 13

- Participated as a guest speaker for the national panel with ACCRAO Adult Learner Webinar sponsored by Lumina, Jun 14
- Facilitated the BASOL Course Assessment Discussion and team assignments meeting, Jun 16
- Participated in the MSITB Division Planning meeting, Jun 22
- Participated in the BPA: Recruitment Process of Bachelor Programs, Jun 23
- Attended the Meet Communication Manager meeting, Jun 23
- Participated in the Leadership McAllen Committee meeting, Jun 23
- Facilitated the Capstone Assessment Discussion meeting, Jun 24
- Facilitated the AAWCC June Board Meeting, Jun 28
- Participated in the South Texas College-Division Meeting Keynote, Jun 29
- Participated in the Meeting #2: BPA: Recruitment Process of Bachelor Programs, Jun 29
- Participated in the Bachelor Programs New Student Orientation, Jun 29
- Facilitated the AAWCC June Membership Meeting, Jun 30

Technology Management

- Conducted an APA Workshop for STC students, Jun 1, 15, 29
- Conducted a presentation at Spectrum Call Center, Jun 15
- Attended the City of McAllen Convention Center and Performing Arts Center Board Meeting, Jun 27

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Computer Science

- Attended Google IT Certificate Program for Fall 2022 Meeting, Jun 1
- Attended Capstone Class Meeting Online, Jun 6
- CBE Fundamentals Certification Meeting, Jun 9
- Systematic Recruitment for Bachelor Programs Meeting, Jun 13
- Accelerating Credentials Grant Meeting, Jun 13
- Attended Accelerating Credentials Planning Grant to Review Agreement, Jun 16
- Goals and Accomplishments Meeting with Faculty, Jun 16
- Attended Coursera Training with Faculty, Jun 17
- Accelerating Credentials Planning Meeting with Division Project Manager, Jun 22
- Accelerating Credentials Planning Meeting to Finalize Grant Budget, Jun 24
- Meeting to Discuss Letter of Commitment for Grant, Jun 26
- Attended New Student Orientation for Bachelor Programs, Jun 29

Mathematics

- Faculty attended the Texas Hispanic Serving Institute (TxHSI) Annual Consortium meeting; South Padre Island, May 31 – Jun 2
- Faculty attended Micro-Credential Project meeting with UTRGV & Texas A&M University at UTRGV Brownsville Campus, Jun 1
- Faculty attended meeting on Blackboard Outcomes, Jun 3
- Chair attended Catch the Next Leadership Fellows Retreat, Jun 6
- Chair attended EAC update Meeting, Jun 7
- Chair attended UTRGV Quality Assurance Board Meeting, Jun 8
- Faculty attended Catch the Next Transfer Motivational Conference, Jun 9 to 11
- Staff attended South Texas Leadership Academy for Staff, Jun 9
- Faculty attended Micro Credentials Subgroup Meeting, Jun 9, 16, 23, 30
- Chair attended Summer NOE Discussion, Jun 13
- Faculty attended Ascender Team Meeting, Jun 14
- Chair attended VidGrid Replacement Advisory Committee Meeting, Jun 14
- Staff attended DocuSign Workshop, Jun 14
- Staff attended How to Boost your Physical and Financial wellbeing workshop, Jun 15
- Staff attended Civilian Response to Active Shooter events, Jun 17
- Chair & Developmental Math Coordinator attended & presented at PDC Meeting, Jun 17
- Chair attended MSITB Division Planning Meeting, Jun 22

- Faculty attended THECB OER Development Grant Report 2 Meeting, Jun 24
- Chair attended & presented at Academic Council Meeting, Jun 27
- Faculty attended Review and Discussion of College Readiness Workshop with ISDs, Jun 30

Physical Science

- Attended Grant Initiation Meeting for the role of grant financial manager for the U.S. Department of Agriculture, National Institute of Food and Agriculture, Research and Extension Experiential Learning for Undergraduate program, Subaward from The University of Texas Rio Grande Valley in the amount of $230,435, Jun 7
- Met with the MSITB DE Instructional Designer and discussed about OER courses being developed and their QM certification, Jun 9
- Email discussion with STC EHS Manager regarding Vector Safety training scheduling for all department faculty and staff, Jun 9
- Sent Department Statements of Understanding to all the lab staff for their review and acknowledgement, Jun 9
- Sent safety plans to the adjunct faculty for their review and acknowledgement, Jun 10
- Met with the laboratory specialists to discuss Laboratory Preparation and Instruction plans for summer semester, Jun 16
- Attended PDC meeting, Jun 17
- Met with the lab staff and reviewed the chemical hygiene plan and hazard communication plan, Jun 22
- Organized a meeting to discuss the viability of a new Workforce Program in Water Quality, Jun 24
- Conducted a field visit to Mid-valley campus to inspect the status of physics and geology laboratory facilities and to review the results of renovation, Jun 28
- Reviewed the grant proposal documents for a possible collaboration with UTRGV, Jun 28
- Communicated with the Summer I faculty regarding the end of semester data and PLO and CO reports, Jun 29
- Completed the 1st review of Spring 2023 course schedule, Jun 30
- Sent a review statement of Quality Matter course certification to the Dean of Distance Education, Jun 30

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended the Dual Credit Programs Workshop for Prospective Dual Credit Faculty Discussion, Jun 1
- Followed up with NAH staff to review updates to the clinical affiliation list of workforce healthcare partners.
- Followed up with the VPAA and the VP for ISPP&SI in regards to clinical affiliation agreements with new workforce healthcare partners, Jun 2
- Attended the Good Day McAllen Luncheon sponsored by the College of Health Care Professions, Jun 2
- Attended the Occupational Therapy Assistant Pinning Ceremony, Jun 2
- President's Administrative Staff Meeting, Jun 3
- Attended the Organization for Associate Degree Nursing (OADN) Board of Directors June Meeting held in Wilmington, NC, Jun 6 – Jun 8
- Project ECHO on Racism in Nursing – Session 8 meeting, Jun 8
- Attended the Transition to Academia meeting, Jun 9
- College-Ready Students? Let's Try Student-Ready Colleges webinar, Jun 9
- Attended the South Texas Leadership Academy for Staff – Summer 2022 workshop, Jun 10
- Attended the Presence You Create is Powerful: How to Build Career Relationships Online & IRL webinar hosted by the Texas Workforce Commission and the Texas Higher Education Coordinating Board, Jun 10
- Held meeting with VPAA and HR staff to discuss hiring issues and strategies regarding the hiring of ADN faculty, Jun 13
- Met with TrueLearn representative to discuss possible implementation of their audio-visual mnemonic learning platform, Jun 13
- Attending the Faculty Shortage Committee Meeting, Jun 14
- Met with the director of Professional and Workforce Education to discuss the Skills Development Fund (SDF) grant opportunity with SCMH, Jun 14
- Attended the STC Board Meeting, Jun 14
- Attended the Education and Workforce Development Committee Meeting, Jun 14

- Attended the Changing Course: Season 1 Roundtable, Jun 14
- Attended the How to Boost Your Physical and Financial Well-Being workshop, Jun 15
- Attended the Planning and Development Council meeting, Jun 17
- Attended the Education Stakeholder Nursing Apprenticeship Work Session hosted by the Texas Workforce Commission, Jun 20
- Hosted tour of the NAH Campus for the newest member of the STC Board of Trustees, Jun 21
- Attended the Educating and Supporting the Whole Student webcast held by Inside Higher Ed, Jun 22
- Attended meeting with the NAH project manager to discuss the CNA Region One/La Joya Course, Jun 22
- Attended meeting with the VP for SAEM to discuss enrollment strategies for the Fall 2022 Semester, Jun 23
- Attended meeting with the VPAA to discuss the Comprehensive Local Needs Assessment (CLNA), Jun 23
- Attended meeting with the chief executive officer of Valley Baptist Health System and the president of STC, Jun 23
- Hosted tour of the NAH Campus for students enrolled in MEDCamp (UTRGV GEARUP), Jun 23
- College Safety Committee Meeting, Jun 23
- CLNA Review meeting hosted by the VPAA, Jun 24
- PATHS Conference Meeting with NAH staff to discuss logistics for the upcoming conference, Jun 24
- Attended the OADN Diversity, Equity, and Inclusion Committee Meeting, Jun 24
- Attended meeting with the communications and public relations manager to discuss the nursing grant, Jun 27
- Attended the Academic Council Meeting hosted by the VPAA, Jun 27
- Worked on preparing report for South Texas Health System.
- Attended meeting with the VPAA to discuss instructional issues, Jun 28
- Attended the How to Move the Needle on Student Success Next Semester webcast held by Inside Higher Ed, Jun 28
- Attended the Statewide Nursing (ADN) Advisory Board Meeting, Jun 28
- Attended the When the Ground Shakes: Not Losing Yourself & Your Work in the Midst of Organizational Change webinar, Jun 28
- Attended the STC Board Meeting, Jun 28
- Attended the Healthcare and Nursing Apprenticeship Workshop held in Austin, TX and hosted by the Texas Workforce Commission, Jun 29 – Jun 30
- Attended the Beyond Cultural Competence: Practicing Cultural Humility webinar, Jun 29

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Program coordinator and assistant chair attended the Texas Board of Nursing Deans and Directors Training, Jun 22
- LVN to RN Level 3 students provided a community health presentation on the topic of obesity at a local Mission car dealership. The students prepared posters and pamphlets for use during the event, Jun 27
- The program opened up applications for traditional and EMT-Paramedic-RN. 154 applications were received for the traditional track and 14 were received for the EMT-Paramedic-RN track.
- The program provided 168 one-on-one advising sessions to prospective students and an additional 247 prospects attended group advising sessions.

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Meeting for Dual Credit Programs Workshop for Prospective DCF Discussion, Jun 1
- Attended Data Management & Integrity Committee Meeting, Jun 2
- Attended meeting for Deans, Jun 2
- President's Administrative Staff (PAS) Meeting, Jun 3
- Meeting for the COC meeting, Jun 7
- Attended meeting for Role Clarity – GPS, Jun 9

- Attended Active Shooter Preparedness, Jun 10
- Meeting for Ascender, Jun 14
- Held a Program Chairs' meeting, Jun 15
- Attended PDC, Jun 17
- Meeting Dual Credit Programs Review of Online Course Data, Jun 22
- Attended meeting for the Mid Valley Child Development Center, Jun 22
- Meeting for Fall Enrollment Strategies, Jun 23
- Attended Academic Council, Jun 27
- Meeting for Instructional Continuity, Jun 28
- Attended a Zoom workshop for Inside Higher Ed How to Move the Needle on Student Success, Jun 28

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Participated in Deans Meeting, Jun 2
- Blackboard Visual Data Presentation developed, Jun 2-27
    - Presented at the Outcomes Meeting for Math Dept, Jun 3
    - Update with Learning Outcomes Director, Jun 7
    - Meeting with Blackboard developers, Jun 7
    - Let EAC Summer Pilot meeting
- Participated in Role Clarity Meeting, Jun 8
- Met with BASOL faculty for course redesign plans, Jun 11
- Participated in YUGA video recording meeting, Jun 15
- Revised and Updated Distance Learning Certification Process, updated faculty portal, Jun 17-25
- Participated in Fall Enrollment Strategies meeting, June 23, Jun 29
- Participated in Instructional Continuity planning meeting, Jun 28

DIRECTOR'S REPORT:

- Participated at the President's Administrative Staff Meeting, Jun 3
- Participated at the Coordinated Operations Council Meeting, June7
- Participated at the Civilian Response to Active Shooter Workshop, Jun 10
- Participated in the Banner User Groups Committee meeting, Jun 22

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for all Summer 2022 courses and the faculty/student enrollments through ILP Admin, Jun 1-30
    - Batch upload for all drop students in Summer 2022 courses through Blackboard integration, Jun 6, 13, 27
    - Converted pending original Summer 2022 and Fall 2022 courses to Ultra view.
    - Created 60 summer Crosslist requests in Blackboard, Jun 1-30
    - Updated information modules and pop-ups in Blackboard, Jun 1-30
    - Updated the institutional hierarchy for all Summer/Fall 2022 term, Jun 1-30
    - Archive all FY2020 courses from Blackboard, Jun 1-30
    - Clear out Blackboard's developmental original courses.
    - In collaboration with IS&P, updated Blackboard's authentication certificate, Jun 22

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	552
Helpdesk Phone Calls from DL Staff:	201

Social Intent – Distance Learning Chat	157
Blackboard Support Chats:	5
Blackboard Support Calls:	290
Total	**1,205**

- **Trainings/ Workshops/ Professional Development**
  - Trainings:
    - Distance Learning Student Success Team participated in the Inside Track Oral Examination, June 1
    - Distance Learning Student Success Team participated in the Inside Track Training, June 16
    - Distance Learning Student Success Team participated in the Human Resources Staff (Non-Faculty) Required Training, June 23
  - Workshops:
    - Distance Learning Student Success Team facilitated Dual Credit Pathways Blackboard Presentation, June 6
    - Distance Learning Student Success Team participated in the Civilian Response to Active Shooter Workshop, June 10
    - Distance Learning Student Success Team participated in the SPARK Online, June 13
    - Distance Learning Technologies Specialist and Course Development Specialist facilitated Managing Your Course Content Workshop, June 13-16
    - Distance Learning Student Success Team facilitated Distance Learning Introduction Presentation, Student Engagement & Completion Services, June 14
    - Distance Learning Student Success Team participated in the Looking at the Big Picture Degree Works Workshop, June 21
    - Distance Learning Technologies Specialist and Course Development Specialist facilitated Blackboard Ultra using Release Conditions, visibility features, and accessibility via the roster, June 21-23
    - Distance Learning Technologies Specialist and Course Development Specialist facilitated Introduction to Gradebook, June 27-30
  - Professional Development:
    - Distance Learning Student Success Team participated in the Academic Coaching Meeting Prep to Present for Dual Faculty, June 17
- **Student Success Activities:**

Type of Service	**Number of Students Visit**
• General Advising	157
• Telephone/ Text Contacts:	77
• Virtual Campus Advising Email:	247
• Radius Inquires:	138
• Student Registrations:	5
• TxDOT Registrations:	8
• Enroll Students for BB Orientation:	30
• Social Intents – DL Chat	24
• Academic Coach Sessions:	16
Total:	**702**

DISTANCE LEARNING MEETINGS:

- Ticketing System Meeting, June 2 & 14
- Distance Learning Department Technology and Student Success Team meeting, May 5, 11, and 26.
- Student Success Team and Course Development Specialist met to discuss SharePoint BlackBoard Ultra Advanced Tab, June 14
- Student Success Team and E-Instructional Manager met to discuss SharePoint Form, June 30

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

DEAN'S REPORT:

- Dean assisted in coordinating a meeting with PSJA ISD Administration, STC Cyber Security and Fire Science Programs to discuss the recruitment of students in AY 2022-2023, June 1
- Dual Credit Programs hosted an Administrative Assistants and Part-time Staff Retreat which introduced employees to each Department's role and responsibilities, June 2
- Relations Manager met with Public Relations & Marketing Department to discuss usage of RGV Toros Facility for event partnerships, June 7
- Dean along with Director for Continuing Education met with La Joya ISD Administration to discuss Dual Credit and Continuing Education offerings, June 15
- Dean met with Assistant Superintendent for McAllen ISD to review CTE Dual Credit Programs opportunities, June 16
- Dean along with Dean for Institutional Research & Effectiveness and Dean for Library Services met with Mercedes Early College Academy Administration to discuss the campus relocation and SACSCOC Prospectus submission, June 21
- Dual Credit Programs leadership met with newly appointed Weslaco 21st Century Campus Principal and Counselor, June 21
- Dean, College President, and Director for Dual Credit Academic Pathways met with newly approved Roma ISD Superintendent to discuss expanding dual credit course offerings, June 23
- Dual Credit Programs is facilitating the offering of a Math and English College Readiness Workshop for partnering school districts and STC Stakeholders in October. An initial planning meeting was held to discuss the agenda, data requests and workshop format, June 30
- As of June 24, 46 prospective DCF applications have been submitted for Fall 2022. Below is summary of their status:
    - 19 (13 New, 6 returning) DCF recommended for Fall 2022
    - 24 applicants not recommended (2 of 24 were recommended but retrieved app)
    - 4 pending (2 returning, 2 new – Prospective DCF exceptions under review at chair level)

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff attended a meeting with PSJA ISD Administration and CTE Staff with Cybersecurity and Fire Science Department Program Chairs to discuss program offerings, June 1
- Staff hosted Orientation Sessions for Academy Students for the Mid Valley and Pecan Campuses:

Date	Campus	Student Attendance	Orientation Type
June 2, 2022	Mid Valley Campus	5	Make-Up Session
	Pecan Campus	2	Make-Up Session
June 3, 2022	Pecan Campus	15	New DEEA Cohort
	Mid Valley Campus	26	New DEEA Cohort
June 9, 2022	Mid Valley Campus	30	New DEMSA Cohort
June 17, 2022	Pecan Campus	33	New DEMSA Cohort
June 21, 2022	Mid Valley Campus	1	Make-Up Session
June 22, 2022	Mid Valley Campus	1	Make-Up Session
June 24, 2022	Pecan Campus	15	New DEBAA Cohort

- Staff conducted the following case management meetings:

Campus	Case Management Sessions
Pecan Campus	42
Mid Valley	29

- Staff facilitated Registration Drives for Summer Bridge Event held at the Mid Valley Campus:

Date	High School Name	Student Count
June 8, 2022	Mercedes T-STEM	25

- Staff facilitated Registration Drives for Summer Bridge Event held at the Mid Valley Campus:

Date	High School Name	Student Count
June 7, 2022	Weslaco CTE ECHS	80

- Academy Program finalized the University Scholarship Report for the 2020-2022 Cohort from the Mid Valley, Starr County and Pecan Campuses to which students were **offered a total of $3,113,218.**
- Staff attended the Region One CTE Summer Conference, June 13
- Staff hosted the STC PREP Program Mandatory Parent Student Orientation for the Mid Valley Campus Weslaco ISD Year 1 and Returning Students, June 7
- Staff hosted the STC PREP Program Training Week for Weslaco ISD 4 Instructors and 4 Program Assistants. The training consisted of providing Program Overview & Expectations, Development of Projects & Supply Lists, and Distribution of Curriculum/Instructional Material.

- PREP Program kicked off at the Mid Valley Campus for 63 Weslaco ISD students. During the Opening Ceremony, students received a presentation from Motivational Speaker and Winter Olympics Cross Country Skier. Throughout the week, student received instruction specific to their PREP Year and began hands on learning through a variety of STEM projects.
- PREP Program kicked off with the Opening Ceremony at the Starr County Campus for 73 Roma ISD students. During the Opening Ceremony, a Motivational Speaker and Roma ISD Tennis Coach, provided a presentation titled "Dream Big". Throughout the week, student received instruction specific to their PREP Year and began hands on learning through a variety of STEM projects.

- PREP Program at the Starr County Campus hosted a Career Awareness Presentation conducted by Texas Department of Transportation Engineer, which provided an overview of structural, geotechnical, and environmental engineering. Additionally, the presenter discussed duties and responsibilities associated with role, area office, and TxDOT safety initiatives, June 13
- PREP Programs at the Mid Valley and Starr County Campuses were provided a Dual Credit Program's Presentations by South Texas College-Dual Credit Programs Staff who provided an overview of available dual credit options available to students, June 27

DUAL CREDIT ACADEMIC PATHWAYS:

- In June, Staff hosted Bridge Programs for partnering Designated High Schools to which approximately 600 students visited and STC Campus, Completed Apply Texas, learned more of Dual Credit Programs and experienced student activities.
- Director and Coordinator met with La Joya Administration to discuss data needs and improvement plan ideas to increase student success within the district, June 1
- Director and Coordinator met with Sharyland A3 Administration to discuss core completion rates and TEA metrics, June 1

- Director and Dean met virtually with Monte Alto administrators to discuss completion and submission of a new Jet Grant opportunity to purchase equipment related to criminal justice / law enforcement section and offer the Associates in Criminal Justice, June 2
- Director met with Edinburg CISD Administration to discuss changes to student's degree selection to increase graduation in other degree types other than Interdisciplinary Studies.
- Director attended the MECA Relocation Notice with Dean of Dual Credit Programs and Dean of Inst'l Research & Effectiveness, June 14
- Staff attended virtual CCRSM Leadership Summit which focused on changes to designations and metrics used to monitor and track success, in addition to transition of new models and metrics, June 14.
- Director met with Sharyland A3 ECHS Principal to discuss core complete student data for Texas Education Agency Requirements, June 15
- Staff met with 754 dual credit students this week for advising and transferability sessions.
- Director and Specialist attended meeting with new Weslaco 21st Century ECHS Administration, June 21
- Director met with Monte Alto ISD Administration to discuss PTECH phase out and introduction of AA Criminal Justice, June 29

- The following Meetings were held and/or attended by Staff:

Meeting Type	School/ISD
Economedes ECHS Pecan Campus tour	Edinburg
Mercedes ECHS Blackboard orientation	Mercedes
Rio Prep ECHS Leadership meeting	Rio Grande
Parents Night Vanguard	Vanguard
PSJA North Site Visit	PSJA
La Villa registration support	La Villa
Edinburg Collegiate 11&12 campus tour	Edinburg
Jimmy Carter ECHS Bridge	La Joya
Weslaco CTE ECHS Bridge	Weslaco
Mercedes TSTEM Academy Bridge	Mercedes
Sharyland A3 Bridge	Sharyland
Economedes ECHS Bridge	Edinburg
Weslaco ECHS Bridge	Weslaco
PSJA TSTEM Bridge	PSJA
Weslaco ECHS CCRSM	Weslaco
Thelma Salinas CCRSM	La Joya
Summer I Blackboard Orientation	Open to All schools
High School Programing Meeting (STC Admin)	Internal – STC
PSJA Southwest ECHS Bridge	PSJA
Progreso ECHS Bridge	Progreso
Palmview TSTEM Academy & La Joya T-STEM	La Joya
Rio Grande Prep Campus Tour	Rio Grande
Hidalgo ECHS Bridge	Hidalgo
PSJA Ballew Bridge	PSJA
La Joya HS ECHS Bridge	La Joya
Donna ECHS Bridge	Donna

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Director attended Data Management & Integrity Meeting, June 2
- Director presented at a Dual Credit Administrative Assistants Retreat meeting, June 2
- Dual Credit Programs Scheduling and Compliance Assistant is finalizing the Summer 2022 – Dual Credit Faculty (8) assignments FLAC; mini-semesters D1 and N10.
- Enrollment staff services assisted the Pathways Department with the Bridge Orientations for the following schools:

Bridge Orientations		
High School	**Location**	**Date**
Jimmy Carter ECHS	Pecan Campus	June 6, 2022
Weslaco CTE ECHS	Mid-Valley Campus	June 7, 2022
Mercedes TSTEM Academy	Mid-Valley Campus	June 8, 2022
Sharyland-SAAA	Pecan Campus	June 8, 2022
PSJA TSTEM	Pecan Campus	June 8, 2022
Economedes ECHS	Pecan Campus	June 9, 2022
Weslaco ECHS	Mid-Valley Campus	June 9, 2022
La Joya ECHS	Pecan Campus	June 22, 2022
Donna ECHS	Mid-Valley Campus	June 27, 2022

- Coordinator for Dual Credit Enrollment Services attended follow up meeting with Weslaco 21st CTE at Mid Valley to discuss new change in Administration, process updates, June 21
- Dual Credit Programs Scheduling and Compliance Assistant is processing the changes on banner and master schedule as requested by chair departments: instructional method, faculty name; time, and location for the Summer II 2022 and Fall 2022 semesters.

- Director and Enrollment Staff attended a meeting with Vanguard Rembrandt's counselor and Dual 2 Degree to discuss Timeline and requirements in preparation for Fall 2022, June 28
- Director and Enrollment Coordinator had a Dual Credit Transition meeting with Dual2Degree to review timelines, processes, and responsibilities to complete the transition process, June 30
- Dual Credit Scheduling and Compliance staff processed 592 class section requests for the Fall 2022 semester, please see below:

Summer 2022

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
262	262	95	97	70	353	72	281

Fall 2022

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
592	466	247	213	132	1424	909	515

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Team met to plan Fall 2022 events for STC faculty & staff, Jun 13
- OPOD Advisory Committee met to discuss upcoming events, such as College Wide, Adjunct Dual Credit Professional Development Week and Academic Affairs Convocation, Jun 22

ACADEMIES AND TRAININGS:

- South Texas Leadership Academy (STLA) was attended by 73 staff members of STC, a one-day event held on Pecan Campus. The event consisted of a general session in the morning and a total of 10 breakout sessions in the afternoon, Jun 9
- OPOD facilitated *Boosting Your Physical & Financial Wellbeing* workshop, attended by 49 faculty & staff members online, Jun 15
- Associate Dean facilitated kick-off session for *Jaguar Academy On-board for Success*. This was the first of six sessions. 30 staff members from Pecan, Nursing & Allied Health, Mid-Valley, Tech and Star Campus attended the in-person event on Pecan Campus, Jun 16
- OPOD facilitated *Reducing Stress through Restorative Yoga* at the Mid-Valley Campus, Jun 23
- Administrative Assistant facilitated a One-on-One PD Training, Power-Up: Professional Development System with a staff member of Pecan Campus, Jun 30

PROGRAMS IN DEVELOPMENT:

- Faculty and Staff Awards, August 2022
- Academic Affairs Convocation, August 2022
- Professional Development Week, August 2022
- Adjunct & Dual Credit Professional Development Day, August 2022
- Distinguished Leadership Academy (DLA), August 2022
- College Wide Professional Development Day, September 2022

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mr. Montez was involved with several departments and organizations at MVC.
    - Attended President's Administrative Staff meeting, Jun 3
    - Attended Compensation Study Presentation, Jun 6

    - Attended COC Meeting, Jun 7
    - Attended PDC Meeting, Jun 17
    - Attended STC College Safety Meeting, Jun 23
    - Attended the Academic Council Meeting, Jun 27
- Dual Enrollment Academies Department hosted a Parent Orientation for students that were starting their classes Summer I, Jun 2
- Continuing Education Department and new full time CE staff member on campus, held GED testing, various dates
- Student Activities hosted Future Jaguars Leadership Camp, Tues. & Thurs./various dates

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school districts.
    - Attended Weslaco EDC groundbreaking for Shoppes at N. Bridge, Jun 9
    - Attended Weslaco Museum Board of Directors Meeting, Jun 9
    - Attended EDC Meet & Greet for Johnson Controls, Jun 15
    - Attended and volunteered at Bridal Luncheon hosted by Weslaco Museum, Jun 18
    - Attended Weslaco Chamber Board Retreat & June Meeting, Jun 24
    - Attended Ribbon Cutting for Judge Gilbert Garza Park, Jun 28
    - Attended Ribbon Cutting for Air Lift Texas – Air Methods, Jun 30
- Continuing Education Department hosted a workshop/training series for HEB Employees in which they attended Business Communications and Retail Math Courses, various dates
- STAR Network hosted College Boot Camp and had 20+ colleges and universities present to provide students with transfer and registration information, Jun 7

ENROLLMENT ACTIVITIES:

- Dual2Degree Department hosts enrollment events for local high schools:
    - ECHS Dept. hosted Summer Bridge Program – various dates
        - Weslaco CTE, Jun 7
        - Mercedes TSTEM, Jun 8
        - Weslaco ECHS, Jun 9
        - Progreso ECHS, Jun 14
        - Donna, Jun 27

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended monthly Starr County Community Coalition with goal to keep young people off of drugs & alcohol.
- Attended Roma ISD Donor Appreciation Breakfast for Easter Egg Hunt contribution.
- Collaborated with local pharmacy to carry scantrons for student purchase.
- Coordinated with PR and local social media to advertise for Fall 2022 recruitment purposes.

COMMUNITY ENGAGEMENT:

- STC-RGC Town Hall with Beto O'Rourke, Jun 6
- Student Activities "National Chocolate Day", Jun 7
- Men's Prayer Breakfast, Jun 14
- Reducing Stress Restorative Yoga, Jun 14
- Health Services Advisory Committee Meeting, Jun 15
- Rio Grande Preparatory Tour, Jun 15
- Student Activities "Colorful Pride Rocks", Jun 15
- Future Jaguar Leadership Academy, Jun 21-30
- Student Activities "Tie Dye Shirts", Jun 22
- Biology Explores Camp, Jun 27-Jun 29

- Healthy Parks and Connectivity Action Institute, Jun 28
- Rio Grande City Lions Club Monthly Meeting, Jun 28
- Student Activities "Pride Dance Party", Jun 29

ENROLLMENT ACTIVITIES:

- Arranged two social media remotes through PR for recruiting Fall 2022 potential students.
- Arranged two social media interviews with campus specialists to recruit Fall 2022 potential students.
- Made phone calls and in person contact to enroll currently enrolled students for Fall 2022.
- Gathered list of additional currently enrolled students to distribute post cards for Fall 2022 enrollment.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended and co-presented at the Texas Community College Instructional Administrators (TCCIA) conference, Jun 5-7
- Attended follow-up meeting with the Instructional Deans and Starfish Administrator to clarify the roles of Guided Pathways Specialists, Academic Coaches, etc., Jun 9
- Facilitated meeting to include Dean of BPST and Department Chair for Law Enforcement to discuss the application of escrow credit towards other degrees and resulted in revisions to the PLA Manual, Jun 13.
- Attended Planning & Development Council Meeting, Jun 17
- Attended and presented at the Banner User Group meeting on Occupational Skills Awards and the impact on formula funding moving forward, Jun 22
- Attended and presented at Academic Council on the CV implementation through Concourse coming up in the Fall 2022 semester, Jun 27
- Met with Curriculum & Scheduling Coordinator to work on the PowerPoint presentation on the Scheduling Review Process for the BPST department chair meeting in early July.
- Met with IS&P to discuss the course workload issue that resulted in errors to all courses with lecture and lab contact hours, Jun 29
- Analyzed program review 2021 data for all instructional programs to produce a finalized report to the IVPAA.
- Assisted OVPAA with narratives for the Perkins Comprehensive Local Needs Assessment.
- Revised STC's Off-Campus Instructional Plan to include current clinical sites used within our service area and submitted to THECB.
- Worked on testing the Curriculum Vitae reporting capabilities in the Concourse Syllabi Management application in preparation for implementation of CVs in Concourse.
- Worked on creating and narrating tutorial videos for updating CVs and submitting syllabi for review and uploading to the resource website.
- Developed a 2-page report on program demand for Aviation Mechanics, at the request of the IVPAA.
- Worked on the agenda and content for the departmental staff retreat scheduled in July.
- Worked on applying the AP/CLEP equivalents in Degree Works prerequisites to applicable courses; this will allow students that passed the examination to register for courses with related prerequisites.
- Assisted Curriculum staff with correcting the workloads for all courses that resulted from a scrip error to prevent further delay in the Faculty Load and Compensation process.
- Analyzed scheduling patterns and uniform class times for the Technology campus in preparation for the upcoming meeting with the BPST department chairs.
- Tested the linked course sections through Degree Works prerequisites with the Admissions department.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Held a Concourse Training for Instructors on June 2, 2022 and June 3, 2022; total participants: 2
- Worked editing and revising the 2022-2023 draft Faculty Handbook.
- Attended the STLA for Staff held on June 9, 2022. Participated in 2 breakout sessions regarding leadership and organization.
- Attended the Civilian Response to Active Shooter workshop via Microsoft Team on June 10, 2022.

- Worked on Degree Works Prerequisites initiative. Over 484 sections have been updated in Banner for Summer, Fall 2022, and Spring 2023.
- Audit shared course codes in SmartEvals to ensure they are identified by department and assigned appropriately; updated department chair access in SmartEvals
- Attended the DocuSign Requests for Overtime and Straight Time Workshop held on June 14, 2022 to obtain the process of submitting and approving requests.
- Scheduling staff audited the Summer 2022 and Fall 2022 course schedules for discrepancies with the schedule type, instructional method, instruction mode, and census/span flags to ensure the schedules are reflecting accordingly.
- Completed the Linking/Unlinking Co-Requisite Form updates and Power Automate flow to aid in the HB2223 corequisite process.
- Worked on adding Occupational Skills Awards (OSAs) in the program inventory portal at the recommendation of THECB.
- Attended the Banner User Group (BUGs) meeting held on June 22, 2022 to discuss topics such as OSA tracking, Banner patches, Oracle 19c, enrollment reports, and ERP search.
- Managed course evaluations in SmartEvals for June 2022:

Sessions	Results
N12, D1	46%
K1, N10, L2	26%

- Assisted with correcting workloads for 950+ LLB courses that included the workload issue that impacted the FLAC process in Banner.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

- Met with IT Applications Development Manager to plan scheduled summer data loads, data report access, project timeline, and service tickets, Jun 1
- Met with the Assistant Director of Purchasing to review the Suitable contract Jun 2
- Met with HelioCampus/AEFIS as a follow-up of previous assessment management discussions, June3
- Participated in the President's Administrative Staff Meeting, Jun 3
- Met with Public Relations/Marketing Videographer and Office of Professional Development Instructional Coach for This I Believe statement recording, Jun 6
- Met with the Dean of Distance Learning, Instructional Designer, Dean of Liberal Arts, Mathematics program chair, and a math faculty to review Blackboard/EAC summer pilot options, Jun 7
- Met with Anthology to discuss assessment management options, Jun 7
- Participated in Summer 2022 South Texas College Staff Leadership Academy, Jun 9
- Met with IT Applications Manager and IT Project Manager to discuss the timeline for ePortfolio implementation, Jun 10
- Met with the IVPAA, Dean of Distance Learning, and Dean of Liberal Arts to review the scope and timeline of the Blackboard/EAC summer pilot, Jun 10
- Met with Applications Analyst to review the accuracy of the first scheduled summer 2022 JagPRIDE data load, Jun 13
- Participated in Blackboard/EAC training provided by Distance Learning Instructional Designer and Mathematics faculty member, Jun 13
- Met with ExamSoft for follow-up assessment tool meeting for data collection and analysis, Jun 15
- Participated in Planning Development Committee Meeting, Jun 17
- Met with Anthology to follow up on assessment management solutions and discuss future training for EAC, Jun 21
- Participated in Blackboard/EAC training provided by Distance Learning Instructional Designer and Mathematics faculty member, Jun 21
- Met with faculty who participated in the fall 2016 Blackboard pilot to review previous concerns and issues, Jun 22

- Met with the EMS Program Chair to review the PLO Assessment Plans for the paramedic and AAS program, Jun 22
- Met with the Dean of Institutional Research and Effectiveness to discuss accreditation reporting and update the Blackboard/EAC summer project on Jun 23
- Met with the Dean of Liberal Arts to provide an update on the Blackboard/EAC project, Jun 23
- Met with Applications Analyst to review the accuracy of the second scheduled summer 2022 JagPRIDE data load and the list of added sections on Jun 24
- Presented JagPRIDE, Comprehensive Operational Plan #3 High Withdrawal/Low Pass Rates, Summer 2022 Blackboard/EAC Pilot, ePortfolio Taskforce, and Learning Outcomes Committee updates to Academic Council, Jun 27
- Met with the Assistant Director of Purchasing for updates on the ePortfolio procurement, Jun 28
- Met with Suitable to review survey options within the application, Jun 28
- Met with the IT Applications Manager to discuss data collection reporting options, Jun 28
- Met with faculty to assist with JagPRIDE PLO and Core Objective data submissions, Jun 28-30
- Met with the Dean of Institutional Research and Effectiveness to discuss the Learning Outcomes Committee, Jun 30
- Met with the Political Science Program Chair to discuss a core objective data entry discrepancy, Jun 30
- Met with the College Success for Healthcare Coordinator to sunset CSFH 0101 from JagPRIDE reporting, Jun 30
- Met with Human Resources and the IT Applications Manager to research solutions for missing faculty usernames and duplicated usernames in Banner, Jun 30

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access OneDrive Folders. Cross-referencing WECM, ACGM, and Concourse to align Course Learning Outcomes. Audited PLO Summary dashboard to provide program chairs and faculty a quick reference guide of pending revisions and deadlines for each program. Reviewing PLO Targeted Improvement Plan submissions and following up with program chairs.
- Assessment Management Platform – Efforts have been put on hold to prioritize the ePortfolio adoption and implementation and Summer 2022 Blackboard/EAC Pilot.
- Concourse Learning Outcomes Update: Meeting with Program Chairs to ensure consistency in documentation across the PLO Curriculum Maps, ACGM, WECM, Concourse, and updating documentation as needed.
- Cosmetology PLO Assessment Plan for SACSCOC Prospectus: Met with the program coordinator and completed the PLO descriptions for the learning outcomes portion of the SACSCOC Prospectus. Drafted the PLO descriptions, course alignment, expected proficiencies, PLO targets, curriculum maps, and PLO summaries.
- ePortfolio Taskforce: An update was presented at the Academic Council meeting. The mission of the taskforce was met. The purchase is pending approval at the July Board Meeting.
- Faculty Handbook – Drafted Learning Outcomes Committee summary, submitted to IVAPP for approval.
- Handbook of Operations: Updated the following; JagPRIDE User Guides, ADA Compliance Guide, Argos IE Data Request, ACGM & WECM Guides, Sample Faculty/Staff General Email, PLO and Core Objective Argos Audit Report Guides, and Concourse Navigation Guide.
- HR Vector Solutions Training: Team has started the training and is on target to complete before the due date.
- IE Biennium Reporting – Began updating report and collecting supplemental data as a body of evidence to support efforts.
- JagPRIDE Summer 2022: In collaboration with IT, the first and second scheduled data loads were completed. Completed mass activity inserts with an audit to verify accuracy. Reviewed and updated course alignment mapping for Core Objectives and Program Learning Outcomes. Sunset sections that did not make. Created and shared flyers with program chairs, deans, and Faculty/Staff news to inform that the JagPRIDE application was open for summer data entry. Provided faculty training. Continued meetings with IT to plan update projects and troubleshoot issues.
- Learning Outcomes Committee: Drafted general committee overview including membership representation with two faculty members from each meta-major, Bachelor Programs, and the College-Wide Curriculum Committee, timeline, and scope of responsibilities. Provided draft to IVPAA. Presented overview at Academic Council.
- Summer 2022 Blackboard/EAC Pilot – Met with stakeholders and participated in training. Researched options to develop folders for departments with multiple programs. Created initial folders for the twenty-five selected programs. Progress on the project was halted due to access, data archiving, and reporting concerns.

Reports:

- 2021-2022 PLO Target Report – Drafted division reports with fall reporting and cross-referencing targeted improvement plan progress.
- Summer 2022 JagPRIDE Data Submission –Emailed all program chairs with pending K1 and N10 session data five days before the deadline. Action resulted in better response rates from faculty.
    - Core Objectives Data Submission: 2% completion (2 out of 120 faculty complete with 244 sections)
    - PLO Data Submission: 1% completion (2 out of 201 faculty complete with 319 unduplicated sections)
- Fall 2021 PLO Data: Added supplemental raw data not included on the PLO Assessment Plan to department OneDrive Folders.
- Spring 2022 PLO Assessment Plans: Updated PLO Assessment Plans aligned to spring reporting from JagPRIDE data. Pending instructional modality report from IT to complete project.
- Summer 2022 PLO and Core Master Audit Reports – JagPRIDE is restricted to section information and not sessions. The master reports are a combination of multiple Argos reports to monitor section due dates and provide program chairs with early reminders of upcoming due dates for faculty. Early intervention has improved data collection rates by session.

GRANT & PROJECTS:

- Collaborating with campuses, program chairs, faculty, and campus schedulers to schedule summer and fall 2022 courses in the ALCs.
- Collaborating with OPOD to schedule ALCs for department meetings and training. Requests approved in the PD system.
- Collaborating with departments and campus schedulers to schedule summer and fall 2022 events in the ALCs.
- Assisted faculty with troubleshooting ALC technology issues and referred them to Educational Technology for further assistance.
- Met with the Director of Educational Technology to discuss ALC locations. Provided a list with student capacities, Jun 2
- Met with OPOD Instructional Coach to discuss FOCUS Academy Graduate documentation, Jun 30

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Started sending email reminders to past sponsors who have not yet donated. Started submitting grant applications to banks and businesses. Started designing the ads for July and August. Continued processing ANWTS cash donations.
    - Cash Donations: $17,300
    - In-Kind Donations: 25,300
    - Pledges: $2,500
- **Recruitment-** Continued meeting with students to sign acceptance agreements.
- **Scholarship-** Submitted Summer Fund request for approval. Sent the list of scholarship recipients to Financial Aid.
- **Administrative –** Attended the Civilian Response to Active Shooter training on June 10th at 9:00 am.
- Attended Academic Council Meeting on Jun 27

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, June 30th at 4:30pm via Teams. Held weekly meetings with PTK officers.
- **Administrative-** Created new Social Media Accounts for Beta Epsilon Mu Chapter. Mailed Honors in Action booklet to officers. Sent reminders for scholarship deadlines. Developed and submitted highlights and goals for Strategic Planning Workshop.

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program in the Fall.
- **Administrative** – Continued collecting surveys for honors courses completed in the Spring. Discussed potential honors sections with students for the Fall. Finalized documentation and enrollment for student taking honors course in the summer. Developed and submitted highlights and goals for Strategic Planning Workshop.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Role Clarity Chart, Jun 1
- Workshop #228650 Starfish Faculty & Staff Training, Jun 3
- Starfish & Dual Credit Progress Survey Meeting, Jun 6
- GPS-VP-Starfish Monthly Meeting, Jun 8
- South Texas Leadership Academy, Jun 9
- Workshop # 227667 The Magic of Balance, Jun 9
- Role Clarity Chart, Jun 9
- Workshop # 234926 Civilian Response to Active Shooter, Jun 10
- Role Clarity Committee Follow-Up, Jun 15
- Planning & Development Committee, Jun 17
- Role Clarity Chart, Jun 21
- Academic Council Meeting, Jun 27

PROJECTS:

- Develop, schedule, create and deploy Dual Credit Attendance & Progress Survey for Summer I courses
- Starfish Monthly Training Schedule for Faculty and Staff
- Onboarding newly appointed Guided Pathway Specialist
- Finalizing Spring 2022 semester data analysis
- Developing new core strategic directions for growing Starfish usage with Faculty, Staff and Students

GPS Starfish Monthly Report		
Date:	7/5/2022	
Reporting Period:	June 2022	
Submitted By:	Name: Starfish	
	Meta Major:	Divison:
Management of Starfish Flags:		
Type:		Number of students:
Tracking: (Attendance Concern, Participation, No shows)		809
Flags Addressed:		4
To-Do's:		
Referrals: (Tutoring)		21
Kudo's: (Paws up Jaguar)		
Notes:		3156
Total Number:		3990
Advising/GPS Activities:		
Type of Service:		Number of students:
Advising-Degree Audits:		297
Course Substitutions:		16
Email/Phone:		2391
Financial Aid Addedums:		38
Graduation-Degree Audits:		21
Registration:		300
Schedule Changes/Cancellations:		99
Total Number:		3162

LISA ALEMAN
PROJECT MANAGER – ACADEMIC AFFAIRS

PROJECTS – BOOKLETS, EVENTS, PRESENTATIONS AND REPORTS:

- Assisted Academic Excellence with communications to A Night with the Stars sponsors
- Assisted OPOD with communication to Advisory Committee Members
- Assisted VPAA with communications regarding:
    - Funding for GED Initiatives
    - Healthcare related funding from Hidalgo County
    - Role of Guided Pathway Specialists
    - Transition of professional development to Human Resources
- Assisted with compiling information/evidence for Perkins CLNA
- Assisted with content and design of CPWE bi-fold
- Assisted with development of A Night with the Stars event information booklet
- Began coordinating the Academic Affairs Strategic Planning Workshop
- Began coordinating updates for Bachelor Programs Annual Report
- Began coordinating updates to Texas Pathways Project webpage
- Compiled and distributed STC/UTRGV Collaborative Workgroup Summaries
- Continued to coordinate design, content, notifications to award recipients, and photo sessions for 2021-2022 Faculty Spotlight
- Coordinated agenda and handouts for Academic Council Meeting
- Developed reporting method for Academic Affairs 21-22 Major Goals
- Developed, reviewed and/or edited the following PowerPoint presentations:
    - CPWE PowerPoint presentation for EWDC Meeting
    - Presentation for New Faculty Orientation
    - Presentation for TCCIA Annual Conference

    - STC Summer Camps PowerPoint presentation for EWDC Meeting
- Developed table to track 21-22 Academic Affairs Taskforces
- Finalized May 2022 Academic Affairs Monthly Activity Report
- Submitted request for Academic Classification webpage updates
- Worked on A Night with the Stars / Education Foundation donation logistics
- Worked on updating content for STC Programs and Degrees bi-fold

SUPERVISED GRAPHIC DESIGN WORK:

- Assisted Dual Credit Programs with STC Pre-freshman Program Certificate of Completion design adjustments
- Assisted OVPAA with academic related design projects and requests
    - Continued working on 2022 TCCIA PowerPoint Art
    - News from the OVPAA Header redesign
    - OVPAA Organizational Chart updates
    - Worked on designs for 6 Common Writing Mistakes PowerPoint Presentation
- Began working on 2022 Bachelor Programs Annual Report artwork
- Began working on the 2022-2023 STC Non-Credit Programs bi-fold brochure
- Continued working on 2021-2022 Faculty Spotlight
- Continued working on A Night with the Stars event designs
    - Event Information Brochure
    - SociaLife Magazine ad for August
    - Texas Border Business and Mega Doctor News ads for July
- Continued working on STLA event designs
    - Booklet artwork updates
- Continued working on STC and H-E-B Project PowerPoint designs
    - H-E-B Partners' Retail Math
    - STC and H-E-B Project Wrap-Up booklet designs
- Reconstructed STC Honors Program Crest

MEETINGS:

- Attended photo session for Faculty Spotlight, Jun 6
- Graphic Designer attended STLA, Jun 9
- Graphic Designer attended Civilian Response to Active Shooter Workshop, Jun 10
- Attended photo sessions for Faculty Spotlight, Jun 14-16
- Attended Academic Council Meeting, Jun 27
- Attended photo sessions for Faculty Spotlight, Jun 28-30

Information Services, Planning, Performance and Strategic Initiatives

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

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: JULY 1, 2022

SUBJECT: ACTIVITY REPORT FOR JUNE 1, 2022 THROUGH JUNE 30, 2022

DR. DAVID C. PLUMMER, VICE PRESIDENT
OFFICE OF ISPP&SI

Event / Project / Task	Description	Completed	Next Steps
Youth Camps Summer 2022	Summer Camps offered by STC Faculty and Staff on multiple campuses and online.		• T-Shirt Distribution • Certificate Distribution • Student Registration Count (weekly from CE)
HEB Training	HEB select staff completed training for customer service and business-related math courses with STC.	Training Completed	Review for future trainings with HEB
Bus Partnerships	City of McAllen and STC partnership for commercial bus driver training	• CDL Bus Driver Website Active	• STC design wrap on bus

Aviation Program		Met with Representative Terry Canales	Follow-Up meeting with Rep Canales to discuss bachelor programs in more detail as well and potential aviation program offerings.
Border Patrol		Wrap-up meeting and luncheon held with STC and Border Patrol leadership and trainers. Border Patrol training was a success.	We look forward to more training partnerships in the future.

MEETINGS

- Board Meetings
- Board Committee Meetings
- Cabinet Meetings
- ISPPSI Leadership Team
- Presidential Administrative Staff (PAS)
- Planning and Development Council (PDC)
- COC Meeting
- Budget Meetings
- Caruth Police Institute
- Central Texas College
- Edinburg Fire Department
- CPI Training
- HEB & STC Project
- MFTZ and FTZ Intermodal Quarterly Meeting
- Mission Housing Authority
- La Joya Housing Authority
- High School Programming
- UTRGV Joint Admissions Agreement
- Border Patrol Leadership
- Recruitment for Bachelor Programs
- Board Member Campus Tours
- Curriculum Discussion Meetings
- City of Pharr Mayor
- BUGs Meeting
- Enrollment Strategies
- MEDC Monthly Board of Directors Meeting
- ERP Discussions
- Flight Academy Discussions
- RCPSE Training Review
- Chairman Terry Canales Meeting
- Transit Academy Meeting

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Applications Development Team continues to work on the Banner 9 upgrade project which consists of enhancing the self-service module and upgrading the Oracle database. Due to other projects and scheduling concerns, the Team is pending the approval of placing the Financial Manager's Handbook acknowledgements in production. The Team completed a clone of production so Cashiers can finish the testing for the Student Obligation pages. Once done, the Team will push the pages to production. Additional apps will continue to be converted through the rest of the 2022 year. All Oracle databases have been upgraded except for Banner. The database upgrade for Banner is scheduled for September after the census.

JAGNET

The Jagnet Content Committee was rescheduled to early August so that the July Banner upgrades can be placed in production which will also include new Self-Service Banner functionality. The Team plans to showcase the new baseline improvements that have been completed in the SSB environment and how to navigate the new links and icons. HR will present on the new SharePoint site where all the HR forms will reside. The forms will no longer exist in Jagnet but a button in the Jagnet screen will redirect faculty and staff to the new SharePoint site.

DEGREE WORKS

While the self-service tool whereby students can see how their credits will transfer to another institution is on hold, the Team will review the possibility of upgrading DegreeWorks to the latest version. At Ellucian Live, the Team was excited to see that the new version allows

students to register for courses inside DegreeWorks. The Team will propose the idea to the Banner User Group the second week of July. Once DegreeWorks has been upgraded, the Project Team will review the transfer tools that are available and will reach out to our HE partners to determine if the timing is good to move forward with a solution.

OFFICE 365 MIGRATION

The MS Office Project Team implemented a password reset utility within Office 365 to make it easier for students, faculty, and staff to change their password. The utility would also let them unlock and secure their accounts with multifactor authentication using existing STC credentials. Several videos have been created to educate students, faculty, and staff on how to use the tool.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT Team continues monitoring the health and performance of the data replication from Pecan to both locations of Starr County and TJC. No issues have been encountered. The VMware Site Recovery Manager (SRM) and vSphere Replication solutions are being evaluated in order to automate and streamline the Banner server replication to TJC. This would ultimately allow to be able to swap traffic between sites to make TJC an active site for business continuity and disaster recovery. As part of this configuration and testing phase, the IT Team worked on creating network security configurations to allow communication from servers at the Pecan location to the TJC datacenter. They will continue testing the server replication and the network security rules.

The IT Team met with Facilities Operations and Maintenance Team to discuss alert notifications for the new gas generator. The Facilities Operations and Maintenance Team is looking into purchasing the modules required for monitoring and alerting. This add-on feature will help notify the IT and FOM departments when the generator is powered on or off.

The IT Team is coordinating with the Banner User Groups Committee to perform the yearly Disaster Recovery exercise. The Banner User Group Committee agreed to perform the exercise on July 29 at 5 pm. The Disaster Recovery exercise will allow functional departments to test their own internal procedures and test the technology to access Banner at the Starr datacenter.

VIRTUALIZATION PHASE II

The IT Team continues monitoring the utilization of software applications for the second phase of the virtualization project which allows students to use virtual software applications from any computer in the district by utilizing a link. The IT Team has reached out to Open Labs staff as they continue to promote the software virtualization option this summer session to students using the labs.

The Engineering Department continues to use the instructional virtual environment with no issues. The IT Team reached out to the Engineering Department for approval to deploy the requested ChemDraw virtual app. The Team will continue monitoring the usage and performance of the virtual environment over the summer.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENICATION

- Conducting a feasibility assessment on two-factor authentication for students.
- 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

- Cyber Security Awareness training is available for all staff with Vector Solution (LMS).
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- Completed our annual Risk Assessments for both IT and InfoSec and was reviewed and approved by Dr. Plummer. A copy of the signed Risk Assessment was sent to Risk Management.
- Reviewing a health check of our email security.
- 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

- Finalized the security plans that get submitted in June 2022.
- New audit from Carr Riggs & Ingram (CRI), filling out questionnaire with IT.
- Performed two Table Top Exercises with key folks.
- 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

- Preparing Prospectus "Surveying and Geospatial Technology"
- Preparing Prospectus "Cosmetology Operator"

MEETINGS / TRAININGS

- Planning and Development Council [PDC] Meeting – College Readiness.
- Met with Dr. Rebecca De Leon and Mercedes ISD to Discuss the Relocation Notice.
- Escrow Credit for Law Enforcement Meeting
- Boosting your Physical and Financial Wellbeing Training
- STC Mandatory Training

PROJECTS

- COP Status Report Updated
- Seal of Excelencia – Completed and Submitted Application

MISCELLANEOUS

- IRE June's Weekly Reports to ISPP&SI
- IRE June's Monthly Report to ISPP&SI
- Travel Arrangements

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for IE Plan Development (2021-2023) or 2019-2021 IE Plan Report
- 2021-2023
  - Rubric Templates Report
  - Submission Track Status
- 2019-2021
  - Submission Track Status

- C.O.P. Status Report AY 2020-2021
- Support for Program-based Accreditation (Re-accreditation) – Suggested changes to Dr. Garza for the accrediting agency ASHP/ACPE on their onsite re-accreditation visit
- SACSCOC Ongoing Activities – Review dual program MOU with international schools
- Review of 2019-2021 and 2021-2023 IE Plans
- Identifying Effective IE plans for the 2019-2021 Cycle
- Indirect Support to Departments/Divisions for IE Plan Development (2021-2023) or 2019-2021 IE Plan Report Completion

MEETINGS / TRAININGS

- Weekly Meeting with IE Analyst
- Vector LMS, Higher Education Edition Online Training
- Data Management & Integrity (DMI) Committee Meeting
- Division (IEA & RAS) Meeting with Dean on Updates and Planning
- IEA Weekly Staff Meeting
- Planning and Development Council Meeting
- President's Administrative Staff Meeting
- Data Literacy Academy and Workshops
- Substantive Change Committee
- 2022 AIR Forum Conference

FACTBOOKS AND DATA PORTAL

- Data Portal Update
- Census Day Data

DATA REQUESTS AND SACSCOC

- Substantive Change Support
- Ad Hoc Discussions with RAS and/or STC Constituent(s)
- Data Requests

MISCELLANEOUS

- IEA June's Weekly Reports to ISPP&SI
- IEA June's Monthly Report to ISPP&SI

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Fall 2022 Enrollment, Credit Hours, and Contact Hours
- Summer 2022 Campus Enrollment Report
- Summer and Fall 2022 Enrollment, Credit Hours, and Contact Hours
- THECB 2020-2021 Licensure/Certification Report

SURVEYS

- HEDS graduate survey 2022 administration

QUALITATIVE STUDIES

- CDC/CCAMPIS Grant Focus Group

DATA REQUESTS

- AY 2021-22 updated Enrollment Update on Statistical Supplement
- Bachelor's Nursing Program Graduate Counts Historical
- Dual Credit Online Sections Grade Distribution
- Dual Indicators Fall 2021 and Fall 2020 Matriculation and persistence rates
- ENGL1301 HIST1301 Vs CoReq Success Rates Fall 2018 - Summer 2021

- Enrolled Summer MATH0100 Students with a Score of five on Math Diagnostic Test
- Fall 2022 New Student - Pecan, Mid-Valley, Starr County Campus
- Legislative Budget Board (LBB) Performance Measure Reporting
- PCT graduates into LVN and ADN success and retention rates Fall 2021-Spring 2022
- Subsequent Enrollment of High School Senior Graduates
- Tech. Campus Embedded Tutoring Participants' Success Measures Fall 2021
- Tech. Campus Embedded Tutoring Participants' Success Measures Spring 2022
- Texas State Library Archives Commission Grant Data: Spring Academic Performance
- Spring 2022 MATH 1414 grade distributions and drops
- STC Bachelor Graduate Subsequently Graduating with a Master's or Doctoral Degree
- 2021 Total Awards and Academic/Technical breakdown

MEETINGS

- AIR Forum
- BUGs June Meeting
- Data Management & Integrity Committee Meeting
- IRESP Weekly Meeting
- PAS Meeting
- PDC Meeting
- Search Committee Meeting (Posting - SP1898 – Project Manager)

OTHER RESEARCH/SUPPORT

- Continuing Education Program Review - 2020-2021 Course Offerings Fall 2022 Traditional Enrollment Progress Chart
- Dual International Schools data review
- Hope Center Partnership Form - needs assessment review and feedback
- IRB/human subjects research annual CITI re-certification
- PDC Developmental Education presentation
- Review of EAB data request
- Review objectives of CCAMPIS Grant
- Seal of Excelencia data
- Updated CLNA data from HEDS, 2018-2020 (2021 administration)
- Watched recording of webinar: Academic Program Evaluation and Management: Planning, Predictions, and Pitfalls

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Presented to Facilities Committee on alternative Pecan Campus Library renovation plan.
- Reviewed and revised SACSCOC prospectus narratives for CLE services in support of Cosmetology and Surveying & Geospatial Technology programs.
- Worked on planning for STC OER Hub in OERTX
- Worked on presentation regarding alternative Pecan Campus Library renovation plan.
- Reviewed and revised SACSCOC prospectus narratives for library services in support of Cosmetology and Surveying & Geospatial Technology programs.
- Worked on development of alternative Pecan Campus Library renovation plan.
- Coordinated revision of Library & Learning Support Services operation schedules.

MEETING HIGHLIGHTS

- Participated in Planning and Development Council meeting.
- Participated in meeting with ERO and Facilities Planning & Construction staff to discuss Pecan Campus Library renovation plan.
- Convened meeting of Library & Learning Support Services administrators.
- Participated in Coordinated Operations Council meeting.
- Participated in meeting with Library staff regarding development of OERTX Hub.
- Participated in Texas Library Association Legislative Committee meeting.
- Participated in SACSCOC Substantive Change Committee meeting.
- Participated in meeting with Facilities Planning & Construction (FPC) and ERO to discuss Pecan Campus Library renovation plan.

- Participated in PAS meeting.
- Participated in meeting with Zspace technology vendor.
- Participated in Texas Council of Academic Libraries Committee meetings.

TRAINING HIGHLIGHTS

- Participated in The Chronicle of Higher Education webinar on "The Future of Academic Libraries."
- Participated in Dashboard-in-a-Day training on use of Microsoft Power BI.

LIBRARY DATA

Monthly Statistics

- Library Website Visits # 5,205
- Discovery Search Visits # 2,165
- Active Community Users #77
- Visitors # 14,106
- Reference/Research: _____
- Non-Reference/Research: _____
- Library Art Gallery Events # 5
  - Attendance: In person 105
  - Attendance: Synchronous Online: 13
  - Attendance: Asynchronous Online: 4

Events and Library Art Gallery Highlights

"Time and a Half"

Jason Valdez, MFA (STC Alum) + Community Artists **Location: Technology Campus Library** **February 16, 2022 – August 5, 2022**

South Texas College's Library Art Gallery presents its latest exhibit highlighting the connection between the visual arts and vocational careers such as welding and auto mechanics. "Time and a Half," featuring artwork by Jason Valdez, an STC graduate and now a professor at Victoria College, reflects Valdez's upbringing in a family of mechanics and welders in the Rio Grande Valley. The exhibition also features a call for automotive-themed artwork. https://library.southtexascollege.edu/time-and-a-half/

"Who's the Bandit?"

Josue Ramirez, BA (Cont. Ed Student) **Location: Mid-Valley Campus Library** **March 2, 2022 – August 5, 2022**

South Texas College's Library Art Gallery presents "Who's the Bandit," a multidisciplinary exhibit with Josue Ramirez that features installation, performance, and video. In this exhibit, Ramirez uses found objects to create an installation that engages the conversation of housing advocacy through art. Ramirez received his B.A. in Mexican American Studies from the University of Texas at Austin and continues his education by taking courses with the STC Art Department. https://library.southtexascollege.edu/josue-rawmirez/

"14th Annual Ceramic Showdown: The Future is Fluid. Is Function Fixed?"

Julian Rodriguez MFA & Carla Hughes
With Collaborative Constructions from Colleges and Universities Across the U.S.

Location: Art Dept. Gallery

June 6, 2022 – July 1, 2022
Thursday, June 16, 2022
9 a.m. – 2 p.m. Clay Demos
6 p.m. – 7 p.m. Art Talk
6 p.m. – 8 p.m. Reception
Friday, June 17, 2022
9 a.m. – 12 p.m. Clay Demos

South Texas College kicks off its 14th Annual South Texas Ceramic Showdown with two days of demonstrations, art talks, a reception, and a month-long exhibit with esteemed local ceramicists Julian Rodriguez and Carla Hughes, as well as ceramic work from universities and colleges across the U.S. –including work by STC students. https://library.southtexascollege.edu/south-texas-college-gears-up-for-its-14th-annual-ceramics-conference/

"Juneteenth & Bethel Mural Display"

Location: Pecan Campus Library June 16, 2022 – July 16, 2022

A small informational display with 7 historical text panels, a memorial tapestry, and photos that document a community outreach mural project at local historical site where Juneteenth is hosted.

"Who's the Bandit?"

Location: Mid-Valley Campus Library March 2, 2022 – August 5, 2022

Ramirez, is originally from Ciudad Mante, Tamaulipas, Mexico, and grew up in the Rio Grande Valley. In this exhibit, he uses found objects to create an installation that engages the conversation of housing advocacy. Rawmirez received his B.A. in Mexican American Studies from the University of Texas at Austin. Rawmirez is currently continuing his education by taking courses with the STC Art Department. https://library.southtexascollege.edu/josue-rawmirez/

PROJECT HIGHLIGHTS

Weed Collection	**Progress:** 98%	**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 – 100% Phase II – 99% Phase III – 92%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		
Web Checkout	**Progress:**	**End Date:** October 2022
Phase I – Open Labs inventory Phase II – Library inventory Phase III – CLE Inventory Phase IV – Library Art Gallery inventory	Phase I – 100% Phase II – 72% 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:** 90%	**End Date:** June 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. The team is currently building 6 modules and working to set up email notifications, user access groups, and associated forms for each.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress:**	**End Date:** September 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 – 100%	

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 III – 85% Phase IV – 25% Phase V – 100% Phase VI – 100%	
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 HIGHLIGHTS

- Nursing and Allied University of Texas Rio Grande Valley GEAR UP Tours
- Librarian II – Academic Outreach Hiring Proposals
- Art Gallery Associate Hiring Proposals
- Furniture Cleaning Before Upholstery – Ongoing
- Reserves Weeding – Ongoing
- Semi- Annual Certification – Complete
- Preparing Presentation for Future Jaguar Leadership Camp - Ongoing
- OERTX Institutional Hubs Possible Design for STC Participation – Ongoing
- Library Art Gallery Associate Interviews
- Academic Outreach Librarian II Interviews
- Academic Outreach Librarian Interviews Proctor
- Library Outreach Dual2Degree Staff Presentation
- Vocational Nursing Interview Committee Participation
- Ceramic Showdown Event – Demonstration & Presentations – Carla Hughes & Julian Rodriguez
- Creative Commons Certificate (2 Librarians) – Ongoing
- Nursing & Allied Health Instructions
- Nursing & Allied Health Online Orientation
- "This I Believe" Video Segment Recording
- First Year Connection Presentation
- Texas Association of Museums – Statewide Informal Digital Learning Network Initiative: "Communicating Program Value" Presentation
- Hotspot Project/Laptop/Smartphones (Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- Collection Development – Extra Funds Provided Cont. – Ongoing 6/3/2022
- OER Math Grant Project – Ongoing
- HEERF Laptops Project – Ongoing
- Library Renovation - Ongoing
- Personnel Activity Report (OER Project)
- Smartphones circulation/check-ins – Ongoing
- BAT Laptops cataloging/circulation – Ongoing
- HEERF Laptops circulation/check-ins – Ongoing
- Engineering MOU – Ongoing
- LibAnswer Tickets – Ongoing
- Furniture Photo Updates – Ongoing
- Furniture Re-Upholstery Project – Ongoing
- Desktracker reports/edits – Complete
- TSLAC (equipment student satisfaction survey) – Ongoing
- Reserves Weeding – Ongoing
- Organizational Leadership Library Instruction Sessions
- Library Art Gallery Ceramic Showdown Installation
- McAllen Monitor Review Feature - "Time and a Half" Exhibition

MEETING HIGHLIGHTS

- Staff members participated in Library Instruction Team Meeting
- Staff member participated in Colgate University Team Meeting
- Staff members participated in OPOD Advisory Committee Meeting
- Staff member participated in Library Art Gallery Candidate Meeting
- Staff members participated in Texas Association of Museums Meeting

- Staff members participated in Dean of Library and Learning Support Services Meeting
- Staff members participated in VidGrid Meeting
- Staff members participated in Mid Valley & Pecan Meeting
- Staff members participated in Performance Appraisal Rubric Meeting
- Staff member participated in Employee Performance Rubric Revision Meeting
- Staff member participated in Juneteenth Meeting
- Staff member participated in Fall Enrollment Meeting
- Staff member participated in Fall 2022 Artists Meeting
- Staff members participated in OERTX Hub Project Meeting
- Staff members participated in Faculty Portal Power App Meeting
- Staff member participated in Library Art Gallery Search Committee Meeting
- Staff members participated in Outreach & Instruction Search Committee Meeting
- Staff members participated in Campus Librarian Meeting
- Staff members participated in Library All Teams Meeting
- Staff members participated in Librarian II Weekly Meeting
- Staff members participated in Mid Valley Weekly Staff Meetings
- Staff members participated in Star County Monthly Staff Meetings
- Staff members participated in Nursing & Allied Health Weekly Meetings
- Staff members participated in Mid Valley Monthly Individual Staff Meetings
- Staff members participated in Open Educational Resources Grant Project Meeting

TRAINING HIGHLIGHTS

- Staff member attended Jaguar Academy
- Staff members attended – "Cybersecurity Awareness"
- Staff members attended virtual sessions - "Creative Commons"
- Staff members attended workshop – "Reducing Stress through Restorative Yoga"
- Staff member attended workshop – "Develop a High-Performance Mindset"
- Staff member attended webinar – "Curation OER for Your Hub of OERTX"
- Staff member attended the virtual webinar - "Am I Doing This Right? Advice for First Time Managers"
- Staff member attended the virtual webinar - "Confronting Pregnancy Criminalization"
- Staff member attended the virtual webinar - "Continuous Improvement Trumps Strategy – How to Become a Learning Organization"
- All technical team members attended the EBSCO User Group virtual conference.
- Staff members attended – "How to Manage a Hub webinar with OERTX"
- Staff member attended: "How to Boost Your Physical & Financial Wellbeing"
- Staff members attended the virtual webinar: The 50th Anniversary of Title IX
- Staff member attended the virtual webinar: Break Free from Misinformation
- Staff members attended CCE Certificate Course Assignments & Researching
- Staff member attended virtual workshop – "Civilian Response to Active Shooters"
- Staff member attended the virtual webinar: Fun for All – Game-Based Programming
- Staff members attended webinar session – "Introductory Session & Overview of OERTX"
- Staff members attended the virtual webinar: Boosting your Physical and Financial well-being.
- Staff member attended webinar session – "Introductory Session & Overview of OERTX"
- Staff members attended virtual workshop – "Civilian Response to Active Shooters"
- Staff member attended South Texas Leadership Academy
- Staff member attended Unit 3 of Texas Association of Museums – Statewide Virtual Programs Workshop.
- Staff member attended the virtual webinar: The Impact of COVID-19 on the Use of Academic Library Resources.
- Staff member attended MS365 Power Users Training
- Staff member attended WordPress Training

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 6/01/2022: Proof of Concept Room Discussion, Infocomm Travel
- 6/02/2022: ET Director One-on-One
- 6/03/2022: President's Administrative Staff Meeting

- 6/06/2022: ET Project Update Meeting
- 6/07/2022: Sick Leave Discussion, COC Meeting, Council of Chairs
- 6/09/2022: What's New in Web 2.0 Tools?
- 6/13/2022: ET Project Update Meeting
- 6/14/2022: Infocomm Recap, VidGrid Replacement Advisory Committee Meeting
- 6/16/2022: ET Director One-to-One, LLSS Administrator Meeting
- 6/21/2022: Yuja Discussion, ET Project Update Meeting
- 6/22/2022: OPOD Advisory Committee Meeting, Yuja Discussion Meeting
- 6/23/2022: Instructional Design Interest Group
- 6/27/2022: ET Project Update Meeting
- 6/28/2022: Monthly Department Team Meeting
- 6/30/2022: ET Director One-on-One

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	85
Mar	77
Apr	111
May	119
Jun	72
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**480**

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	149.25
Mar	312
Apr	293.75
May	753.75
Jun	141.5
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	1718

MONTHLY COUNTS

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	4	3	0	10	1
Data Projector	33	10	1	1	3
Projector/ Laptop	0	4	4	0	0
Computer	34	10	1	1	2
Microphone (Hand Held)	40	10	2	12	8
Microphone (Lapel)	6	0	0	0	0
RF Remote	16	0	0	0	0

PA System	6	0	0	10	3
TV/ Display	3	2	2	10	3
Screen	0	10	0	0	0
Portable Table	0	1	0	10	4
Keyboard/ Mouse	0	0	0	0	1
Mic Stands	0	5	0	1	3
Table Top Mic Stands	0	0	0	0	0
Document Camera	0	0	0	0	0
iPad	0	0	0	10	0
Mixer	0	0	0	10	3
Webcam	0	0	0	0	4
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	2
Direct Box	0	1	0	0	0
Digital Camera	0	0	0	0	0
Speakers	0	0	2	10	4
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	10	2
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	0	2	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	***142***	***58***	***12***	***95***	***43***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director attended a meeting with Zspace regarding an introduction to their AR/VR learning experience product.

- The Director met with the Dean of Library & Learning Support Services, the Graphics and Multimedia Specialist, and Pecan Logistics Manager to discuss to Makerspace design.
- The Director traveled to the Mid-Valley Campus to meet with the Mid-Valley Lab Supervisor.
- The Director held a meeting with the Logistics Managers and Administrative Assistant to discuss and review the Summer Term Hours and Schedules.
- The Director hosted the monthly Learning Commons & Open Labs Leadership Team meeting.
- The Director met with the Dean of Library & Learning Support Services to discuss Mid-Valley operations.
- The Director attended one-on-one meetings with the Dean of Library & Learning Support Services to provide updates on the Learning Commons & Open Labs.
- The Director attended the President's Administrative Staff Meeting.
- The Director held the weekly Learning Commons & Open Labs Marketing Team meetings to review and discuss marketing initiatives.
- The Director held the weekly Direct Reports meetings with the Logistics Mangers, Open Labs Analyst, and Administrative Assistant.
- The Director attended the Facilities Committee Meeting.
- The Director attended the How to Boost Your Physical & Financial Wellbeing workshop.
- The Director held one-on-one meetings with the Logistics Managers, Administrative Assistant, and Open Labs Analyst.
- The Director held the weekly Training and Professional Development Meetings to review and develop training and professional development goals for the department.
- The Director held the weekly Makerspace meetings with the Pecan Logistics Manager and Open Lab Specialists.
- The Director met with the Open Labs Analyst to discuss LabStats reporting.
- The Director attended the Library & Learning Support Services Administrator Meeting hosted by the Dean of Library & Learning Support Services.
- The Director met with Librarian III - Systems & Apps to discuss a usability study and community user project.
- The Director visited with Mid-Valley Campus and met with the Open Lab Supervisor.
- The Director hosted the monthly Library & Learning Support Services Marketing and PR Committee to review and discuss marketing initiatives.
- The Director met with Advanced Technologies Consultants in relation to the maker space.
- The Director met with Logistics Manager and Open Labs Specialist to review and plan for the Makerspace.
- The Director met with Librarian I - Public Services to provide a recap on the monthly Library & Learning Support Services Marketing meeting.
- The Director held the weekly Pecan Renovation Planning Meeting with the Pecan Logistics Manager and Open Labs Analyst.
- The Director held a meeting with the Pecan Logistics Manager and Open Labs Analyst to discuss the micros installation plan.
- The Director met with Librarian III - Systems & Apps to discuss usability studies.

ACTIVITY HIGHLIGHTS

- JagPrint credits were allocated to students for the Summer sessions.
- The Learning Commons & Open Labs' computer replacement cycle was completed.
- Installation of the 3060's SSDs is underway.
- CPU holders were installed at the CLE Open Lab.
- Packet Tracer was updated at the Learning Commons & Open Labs district-wide.
- Learning Commons & Open Labs rooms M-225 and P 1.131 are operating.
- Table grommets were installed in the Learning Commons & Open Lab computer tables for proper cable management.
- The Learning Commons & Open Labs staff have begun the mandatory HR Vector trainings.
- The Learning Commons & Open Labs have begun an audit on the door counters in the labs district-wide.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – JUNE 2022 ATTENDANCE STATISTICS: 1,707

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
La Joya Higher Education Center	6	3	
Mid-Valley Campus	1,444	320	
Nursing and Allied Health Campus	1,475	370	
Pecan Campus	2,354	732	11
Pharr Regional Center for Public Safety Excellence	95	21	

Starr County Campus	763	170	
Technology Campus	616	197	
Campus Totals:	**6,753**	**1,813**	**11**

OPEN LABS PRESENTATION STATISTICS:

Campus	Number of Presentations
Mid-Valley Campus	9
Nursing and Allied Health Campus	2
Pecan Campus	2
Starr County Campus	5
Total:	**18**

JagPrint - Printing Report

Jun 1, 2022 to Jun 30, 2022

Totals

Type	Users	Jobs	Pages
Printing	2183	16678	18955
Web Printing	649	5071	21464
Total	2832	21749	40419

	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	277	1518	15113	108	1066	3867	385	2584	18980
NAH	322	3423	28961	322	2935	10418	644	6358	39379
Pecan	642	4288	31281	185	905	5867	827	5193	37148
RCPSE	22	123	1935	0	0	0	22	123	1935
Starr	149	851	8576	34	151	1157	183	1002	9733
Tech	121	1402	4609	4	18	155	125	1420	4764

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **June 2022**

- Tutoring Sessions:
  - In-Person: 381
  - Online: 241
  - In-Class: 0
- Assignment Review:
- Supplemental Instruction: 189
- Visitors: 9,870
- Workshops: 3
- Workshop Attendance: 49
- Independent Study: 183
- Starfish Flags addressed: 29
- CLE Information Requests: 8

PROJECT HIGHLIGHTS

NSF Grant Year 3	**Progress: 80%**	**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. Discuss staffing for Fall 2022 semester and faculty has been contacted.
CLE Marketing Fall 2022 **Progress: 30%** **End Date: December 2022**
CLE coordinators met to discuss marketing initiatives for Summer 2022 and analyzed social media marketing on various platforms. CLE hosted June 8th Game Night event at TECH campus. Pecan CLE tabling in K building reached over 100 students. First Year Connection continued this week. CLE Specialists have created a schedule for CLE promotional video releases. You-Visit photographer will be at NAH video taping center. Participated in several Outreach events in collaboration with the Student Activities Department. CLE incorporating a positivity wall in the center. The August Game Night is being promoted on the TV screens.
Tutor Training for FY2021-2022 **Progress: 95%** **End Date: August 2022**
Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. Coordinators met to discuss Fall 2022 and Spring 2023 Tutor Training Days and have solidified dates. Coordinators met to develop Fall 2022 trainings for their respective campuses.

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: 67%**
IE Plan Objective 1	**COP (2020-21) 2**	**End Date: August 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. OTA is working on content specific videos as well. Dosage Cal series frame and disclaimer have been completed. May be incorporating skills videos. Series for Dosage Cal is complete. Team is compiling videos that assisted them through the ADN program. Electrical and HVAC tutors have started collecting resources to add to the Libguides page. NAH staff moving forward with editing videos and have scheduled a training for July 28th.		

IE Plan Objective 2: Expand Online Learning Support Services

Year 2 DHSI Grant Participation		**Progress: 83%**
IE Plan Objectives: 2	**COP (2021-22) 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 Evaluation Kick off meeting. Promotional materials for Dual Credit students currently being vetted through PR. Met with Public Relations Department and discussed marketing materials. Vendors are currently assembling the toolkits. The magnet materials have been delivered and will be disseminated through Dual Credit Programs and High School counselors. Video production draft has been received. Feedback has been sent back to video production team. Magnet materials have been handed out to dual credit programs for dissemination. Reference Cards have been delivered and will be distributed in the Fall 2022 semester to students who received tutoring. Toolkits have been received by the CLE. Fourth tutor will start in August 2022. Spring 2022 data has been reported. Marketing plan for tool kit dissemination has been created. Video has been finalized. Awareness campaign timeline is under revision.		
Development of CLE Online Trainings		**Progress: 14%**
IE Plan Objectives: 2	**COP (2020-21) 3**	**End Date: May 2023**
Learning Support Manager and Online Specialist met to review ACTLA standards for certification. Certification would complement the standardization of online tutor trainings. Online Specialist will develop trainings based on certification requirements. Meetings with fellow colleges that are certified will be scheduled. Currently developing Training Session Plan for the Communication Training.		

IE Objective 4: Increase Faculty Confidence and Collaboration

Implement Faculty Assisted Training for SLAs		**Progress: 87%**
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 has been conducted on most tutored subjects and meeting was held. Coordinators will assess which courses they would like their tutors to sit in class to expand their skill set and collaborate with faculty during Summer 2022. Chemistry series would be developed and launched in Summer 2022 to expand tutor skill set. Met with SLAs from Starr and Pecan to discuss development of series. All Chemistry topics have been finalized and series is being developed. Schedules have been distributed. SLAs met to discuss topics. First session was held on Dimensional Analysis. Second session was held on Stoichiometry. Third session was held for Stoichiometry part 2. Fourth session was help for Oxidation.		

EVENTS HIGHLIGHTS

Shark Tank CLE Edition **Event Dates: May 30 – June 1, 2022**

The Centers for Learning Excellence developed a Shark Tank event where employees teamed up to develop innovative ideas to improve CLE services. Proposals created by the teams were presented to a panel of judges. This activity was a fantastic team building event and allowed for part-time employees to practice their creativity and implement their ideas.

CLE Game Night **Event Dates: June 8, 2022**

The Centers for Learning Excellence held a game night at Tech campus. The event encouraged students to enjoy a night of fun while familiarizing themselves with the learning center and our services. The event also built great rapport with the students on campus.

Dosage Calcultion Workshops **Event Dates: June 29, 2022**

The NAH CLE tutors have initiated their summer dosage calculation workshop series to welcome and prepare our fall ADN cohort. Students interact with tutors and prepare for their upcoming mandatory entrance Math exam for the ADN program.

MEETING HIGHLIGHTS

- 4C Virtual Tutor Conference Planning
- AEDT Faculty Hiring Committee Meeting
- CLE Hiring Committee
- Library Hiring Committee
- Shared Drive Meeting
- Met with Student Activities Specialist for Summer Events
- OTA writing meeting
- Met with LES to make workshop presentation schedule
- Learning Support Manager Meeting
- 4C Virtual Tutor Conference Planning
- Meeting preparation for Chemistry 1411 Refresher series
- Nuke the Shared Drive-The final Countdown
- Hiring Committee Librarian
- DCP Enrollment Manual
- Perkins Check-in with RCPSE Specialist
- Leadership Styles Specialist Meeting
- Leadership Styles SLA Meeting

- Dual Credit Programs Enrollment Manual Meeting
- SLA Interview
- Nuke the Shared Drive Meeting
- Cosmetology program support planning meeting
- Role Clarity Project meeting
- Community College Creative Collaborators (4C) meeting
- LLSS Administrator meeting
- NOE process for CLE (meeting w/HR and Becky Owens)
- 4C Virtual Tutor Conference Planning meeting
- Specialist Check In's
- Hiring Full Time Staff Training
- Architectural Hiring Committee Meeting and Interviews
- ACTLA Tutor Trainings Meeting
- C114 Space Modification Meeting
- Academic Coaching Meeting with Distance Learning
- Academic Coaches Meeting
- Role Clarity Project
- CRLA Peer Assistance Programs SIG Snack-n-Chat
- NCLCA monthly Member Meeting
- C-114 Space Modification planning
- Hire Committee CLE
- Met with ADN Advisor to plan Dosage Cal Workshops
- LLSS Marketing and PR Meeting
- LLSS Mid Valley Coordination Meeting
- SI Training Day and Agenda Meeting
- Niche Academy Meeting
- Starfish Data Analysis Meeting
- ACTLA Tutor Trainings Meeting
- Upswing Troubleshooting Meeting
- Academic Coaching Meeting
- Hiring Committee Meeting
- President's Administrative Staff Meeting
- Upswing Monthly Meeting
- SI Ending Semester Training
- Starfish Project Meeting
- Chemistry Prep Meeting
- CRLA Conference Presentation Planning Meeting
- Open Lab 3D Printing Process and Procedure Meeting
- Tech CLE Training Day Planning Meeting
- Met with ADN Advisor on Level 4 remediation
- Niche Academy orientation
- TxNCLCA Conference Planning
- Starfish Progress Survey for Tutor Recruitment
- Candidate interviews

TRAINING HIGHLIGHTS

- Network Foundational Coach Training
- South Texas Leadership Academy for Staff
- Civilian Response to Active Shooter
- Chemistry 1411 Refresher Series: Dimensional Analysis
- Chemistry 1411 Refresher Series: Stoichiometry Session 1
- APA and MLA training
- Chemistry 1411 Refresher Series: Stoichiometry Session 2
- CRLA Level 1 Training: Modeling Problem Solving - Tutor Scenarios
- Vector Solutions - Making Schools Safe and Inclusive for Transgender Students
- Vector Solutions - Discrimination Awareness in the Workplace
- Vector Solutions - Cybersecurity Awareness Training
- Vector Solutions - Title IX and Sexual Harassment Prevention for Employees

- Chemistry 1411 Refresher Series: Oxidation
- Title IX changes training
- The Great Student Resignation

EVENT HIGHLIGHTS

- FYC Student Orientations
- Mid Valley CLE Shark Tank Presentations
- CLE Student Outreach Participation with Student Activities
- Iced Coffee Please
- Sundae Wednesday
- Iced Tea Tuesday
- Inventory Workflows
- Dosage Cal Summer
- Karaoke Event

PROJECT COMPLETION HIGHLIGHTS

- CLE Marketing Summer and Fall 2022
- Assess Student Satisfaction of Embedded Tutoring & SI
- Virtual CLE Quality Assurance
- CLE Wage Proposal Submitted for FY 22-23
- Upswing Platform Consolidation
- Live Chat Launch
- 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
- Auxiliary Space at Starr
- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors
- Develop Faculty Outreach -COP 20-21
- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- CLE Marketing Summer 2021
- TSIA Preparation Resources
- Update Focus Group Protocols for Embedded Tutoring
- Assess Student Satisfaction of Embedded Tutoring & 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

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

1. **Project Role:** Project Manager/Grant Manager

Project Name: Micro Grant: Fall 2021 to Spring 2022

Scope: Expend Grant Funds to pay for 120 IBC Exams for STC Students.
100 STC Students Obtain an IBC in a High Demand Occupation.

Status Summary: An extension has been received from the grantor in order to expand remaining fund balance.

Milestone(s): Grant Goals Met:

Grant Fund Status:

# of 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: 266	STC Certified So Far: 226	84%: STC Passing Rate
**** Goal Met****	*Goal Met*	*No Grant Passing Rate Requirement*

Grant Funds Spent	% of Funds Spent	Grant Funds Remaining
$26,247.50	87.50%	$3752.50

*With Approval from Educate Texas all remaining funds will be used to provide Micro-Grant Scholarships to STC Summer II students.

2. Project Role: Project Resource
Project Name: DHSI Grant
Scope: Serve as a project related resource to the DHSI Grant Administrator, as needed
Status Summary:_ Annual Report has been submitted to DOE.
Grant Goal Work (Year 2) Continues
Next Step: Complete Quarterly DOE Reports and Continue with Year 2 Improvements

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	June 1, 2022 – June 30, 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 Intervention 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.
Year 2 Grant Expenditures to Date	The table below lists the Year 2 Grant Expenditures to Date. Expense totals include Personnel, Fringe Benefits, Supplies and Contractual Costs.

Total Grant Funds October 1, 2021 – September 30, 2022 (Year 2 + Year 1 Carryover)	Grant Funds Expended to Date	Percentage Expensed
$894,273.89	**$484,415.65**	**54.2%**

Summary Status	**Academic Coaching:** • Attended InsideTrack/STC Partnership meeting on June 2.

- On-Site Visit proposed dates are October 3-5 or October 10-12. Dalina will confirm staff availability and work schedules before confirming the visit date. Arwen will be joining Seth and she will weave coach certification celebration into the visit as most coaches will have been certified by then.
- Reinforcement trainings will be rescheduled for Thursdays at 10:00am since college hours on Fridays have been modified for most participants. Updated invitations will be sent once Seth confirms change with new trainer Anna Kern.
- Network FCT will begin Monday, June 6 for Marissa and Rosario. Materials for the training were received and calendar invites appear to be correct.

- Attended InsideTrack/STC Partnership Meeting on June 30.
  - Calendar invites for trainings through October have been sent out. Academic Coaching team requested for trainings to be postponed for August because the start of the Fall semester is the busiest time for all coaches.
  - Academic Coach Alejandra Garcia will be leaving the college at the end of July. She may be able to complete and receive her certification. InsideTrack is willing to consider repurposing components of the contract to train any new employees.
  - Coaching certification update – three coaches have been certified to date; everyone else needs about a month to complete.
  - On Site Visit update – tentative date stands at Monday, October 3 through Wednesday, October 5; InsideTrack will send a proposed sample schedule toward the end of this week. InsideTrack would like to hold a certification celebration/ceremony; DHSI Project Coordinator noted that PR should attend events to document activities.

Starfish:

- Starfish AA received the sit-down desk and monitor stand on June 6 to be used by Starfish Administrator. Key receiving form was provided to DHSI Administration for our records.
- Starfish AA received the order of office supplies on June 27. The key receiving form (KRF) was submitted to DHSI administration for record keeping.

Financial Literacy:

- Project owner provided four samples of the t-shirt designs including the QR code for DHSI administration's review on June 1.
- Final proof for Financial Literacy box toolkits was provided on June 2. Vendor will begin printing once final approval has been received.
- Project owner provided iGrad with questions for the student satisfaction survey she would like to have embedded into the platform. A Call to Action link will be added at the end of the 2 featured courses to encourage students to complete the survey, thereby ensuring data is gathered to meet the reporting requirements under the DHSI Grant.
- iGrad provided a copy of the fully executed Special Addendum which states that the number of eligible users will be increased to 30,000 while all other terms and conditions (including pricing) will remain in effect.
- Provided shirt sizes to the vendor on June 22 to proceed with the order. Vendor will order shirts and provide a sample for approval before starting production.
- Notified iGrad that the Call to Action link was not available after completing the required courses.

DHSI Administration:

- Provided information on DHSI grant, including focus areas and descriptions of each grant component to Dr. Chapa to include in Seal of Excelencia application.
- Submitted notice on June 1 to DOE program officer Robin Dabney regarding the transfer of funds from supplies to contractual, which is allowable under the 10 percent rule. This transfer will cover the purchase of additional t-shirts for Financial Literacy. Initially, these funds were allotted for the cost of a Financial Literacy presenter, but since a local financial institution provided this service at no cost, the funds remain unused.
- Attended President's Administrative Staff (PAS) meeting on June 3.
- Provided Year 1 recommendations to External Evaluator after meeting with him to discuss the report on June 7.
- Submitted several narratives outlining the DHSI grant components and financial investment to Dr. Fernando Chapa as part of the recertification application for Seal of Excelencia.
- Generated an outline to develop a website for the Developing Hispanic-Serving Institutions Grant. The purpose of the website is to serve as a hub of information for the programmatic, fiscal and performance data for each grant component and their respective goals and objectives. The outline was forwarded to PR & Marketing on June 30 for review.
- Continued collaboration on the promotional videos for Online Tutoring, Starfish and Financial Literacy.
- Notified Grants Accounting office that a budget line item transfer will be made from Contractual to Supplies to cover the purchase of T-shirts for Financial Literacy. Per DOE Program Officer's

	recommendation, DHSI Project Coordinator will report such budget changes on the Annual Performance Report.
	• Emailed Project Status Reports for May to the four DHSI Project Owners on June 10. Reports should be completed and returned by June 17.
	• Attended Role Clarity meeting on June 21.
	• Provided Project Status Reports from each of the grant components to the External Evaluator.
	• Reviewed and approved June payroll registers on June 28 as requested by Grants Accounting office.
	• Attended follow up meeting to review and discuss the Recruitment Process of Bachelor's Programs on June 29.
	• Submitted the following requisitions:
	  ○ R0122223 – Imprezos Pro – Tee shirts for Financial Literacy
	  ○ R0122322 – Gateway Printing & Office Supplies – Office supplies for Starfish
	• Disbursements were made to pay the following invoices:
	  ○ CDW – Desk for Starfish Administrator ($537.50)
	  ○ iGrad – Call to Action Link ($500.00)
	  ○ Vasquez Consulting Services – Year 2 Services ($15,000.00)

Next Steps	• Attend President's Administrative Staff (PAS) Team meeting on July 1. • Attend Starfish Milestone Meeting with Education Advisory Board (EAB) on July 7. • Meet with RDMC on July 13 to review budget. • Attend InsideTrack/STC partnership meeting on July 14. • Hold a quarterly meeting in July with Project Owners which will include a review of programmatic and fiscal activity, including a discussion about the Formative and Summative Evaluation processes. • Continue to lead, manage, and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy.