March
2022

SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

Board Meeting
April 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:	APRIL 26, 2022
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2022 THROUGH MARCH 31, 2022

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-Presidents
- South Texas College Coordinated Operations Council meeting
- South Texas College President's Administrative staff via Teams
- Admission & Connections Work Group (South Texas College/University of Texas Rio Grande Valley)
- Lumina Grant Application Review
- Lunch with Border Patrol at the Regional Center for Public Safety Excellence
- Instituto Internacional de Estudios Superiores (IIES) Outreach efforts with High School students and partners as part of the Dual Credit Proyecto Reynosa Initiative visit

ATTENDED

- Higher Education Emergency Relief Fund (HEERF) Institutional funds meeting
- Grant Status Review – Supplemental Assistance meeting – American Rescue Plan
- Technology Campus Enrollment Center walk through
- Bank of America Progresando Project Kickoff
- Additional Texas Reskilling Funding Discussion
- Prevent, Treat and Beat Diabetes Panel Discussions

- #RealCollegeTX Topic 4 – mapping basic needs support
- EAB – South Texas College – Pre-Production meeting
- Grow with GOOGLE HIS Career Readiness Program
- Transfer to Bachelor programs website
- McAllen ISD Summer Dual Policy
- Prison Education Program Meeting with Faculty

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2022 semester and Fall 2022 semester on March 7, 2022. **3,359** students have registered online for Summer 2022 semester and **2,210** students have registered online for Fall 2022 semester after OAR processed the required documents and cleared the students to register.
- Assisted students by responding to hundreds of emails sent to the admissions address and registration address, as well as on the phone and in person at the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses.
- Assisted students by responding to **650** chat sessions during March 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, BUGS meeting, Collegewide Curriculum Committee, Commencement Ceremonies, Data Management & Integrity Committee, Enrollment Appeals, Fast Track Kick-Off, non-credit Pell Grant eligible programs, TSI Committee and withdrawal from classes date.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- Graduation Analysts sent **3,077** potential May 2022 graduates an invitation to Spring 2022 Commencement Ceremonies, which will be held at Bert Ogden Arena on May 6 and May 7, via Marching Order on March 29, 2022.
- Specialists downloaded, reviewed and verified **5,347** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during March 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 **03** international students enrolled for Summer 2022 semester and **07** international students enrolled for Fall 2022 semester.
- Processed **162** course substitutions and exceptions in DegreeWorks during March 2022.
- Processed grade changes for **55** students during March 2022.
- Processed reinstatement requests for **17** students during March 2022.
- Processed schedule change requests for **1,538** students during March 2022.
- Processed **1,515** high school and **440** college/university transcripts during March 2022.
- Evaluated **464** transcripts from other colleges and universities during March 2022.
- Received requests via USPS mail, Jagnet and National Student Clearinghouse, processed and distributed **3,238** STC transcripts during March 2022.
- Scanned and indexed **2,110** documents submitted by students during March 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					
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	**85**			**ACT**	**508**
Mid- Valley	**20**	**26**	**24 (92% show)**	**TSI EXAM**	**196**
Starr Campus	**34**	**3**	**3 (100% show)**	**TSI EXAM**	**75**
Pecan Plaza	**56**	**63**	**53 (84% show)**	**GED/ PEARSON**	**288**
Pecan Plaza		**81**	**66 (81% show)**	**TSI EXAM/ includes TSI Online**	**815**
Pecan Plaza		**27**	**22 (81% show)**	**TCOLE/ Proctored Exams**	**99**
Pecan Plaza		**111**	**100 (90%show)**	**HESI**	**490**
Mid-Valley		**64**	**57 (89% show)**	**HESI**	**257**
Starr		**14**	**13 (93% show)**	**HESI**	**61**
TOTAL:	**195**	**389**	**338 (87% show)**		**2,789- – All Campuses YTD**

TSIA 2.0 Scores: by placement score

English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (03/01/2022 – 03/31/2022)		**Year To Date (09/01/2021 - 03/31/2022)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	14	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	158
Developmental Ed (945+ & 0-4 Essay	8	Developmental Ed (945+ & 0-4 Essay	138
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	3	ELAR Diagnostic Level 5	29
ELAR Diagnostic Level 4	20	ELAR Diagnostic Level 4	258
ELAR Diagnostic Level 3	16	ELAR Diagnostic Level 3	181
ELAR Diagnostic Level 2	3	ELAR Diagnostic Level 2	100
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**64**	**Total**	**864**

Mathematics College and Career Readiness			
Monthly (03/01/2022 – 03/31/2022)		**Year To Date (09/01/2021 - 03/31/2022)**	
College Ready (950+ or 910+ & 6+ Diag)	19	**College Ready (950+ or 910+ & 6+ Diag)**	120
Mathematics Diagnostic Level 5	8	Mathematics Diagnostic Level 5	59
Mathematics Diagnostic Level 4	24	Mathematics Diagnostic Level 4	319
Mathematics Diagnostic Level 3	17	Mathematics Diagnostic Level 3	191
Mathematics Diagnostic Level 2	5	Mathematics Diagnostic Level 2	150
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**73**	**Total**	**839**

Data retrieved from College Board Accuplacer

Date: 04/01/2022

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates in regards to COVID-19 via TEAMS
- SFS Staff has been assisting students with FAFSA application and HEERF application via Live Chat, Virtual Lobby and in-person for Spring 2022 & Summer 2022
- SFS Staff was trained on how to do and submit mileage done for events or other campuses travel.
- Staff has been assigned to be at the NAHC or TECH
- Interviews for the vacant VA Coordinator position took place March 24th
- VA Certifying Officials continue to work and awarding and adjusting VA student files.
- Pecan Staff is still been rotated to cover Starr FA office.
- 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 2022 semester.

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department met with **6** high schools to prepare for Summer and Fall 2022 enrollment planning. Staff has scheduled Student & Parent Information Sessions, Admission Application Drives, and Registration drives virtually or at high school sites.
- Department staff held **31** events and served **1412** students and parents during the month of February

SNAPSHOTS

Application Drive was held in-person at PSJA North ECHS on March 31

Application Drive was held in-person at Veterans Memorial HS on March 31

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	PSJA Memorial	03/01/2022	ISD	97
Application Drive	Edcouch Elsa ECHS	03/02/2022	ISD	27
Application Drive	Mission HS	03/03/2022	ISD	85
Application Drive	Vanguard Mozart	03/03/2022	ISD	64
Application Drive	Mission HS	03/04/2022	ISD	43
Application Drive	Pioneer HS	03/08/2022	ISD	88
Application Drive	Pioneer HS	03/09/2022	ISD	5
Application Drive	Health Professions	03/23/2022	ISD	78
Application Drive	Juarez-Lincoln HS	03/24/2022	ISD	66
Application Drive	MECA	03/24/2022	ISD	51
Application Drive	Health Professions	03/24/2022	ISD	92
Registration Drive	Grulla HS	03/24/2022	ISD	12
Registration Drive	Rio Grande City HS	03/24/2022	ISD	3
Application Drive	Mercedes HS	03/28/2022	ISD	12
Application Drive	Science Academy	03/29/2022	ISD	85
Application Drive	Science Academy	03/30/2022	ISD	71
Application Drive	Calvillo CTE Complex	03/30/2022	ISD	45
Application Drive	Veterans Memorial HS	03/31/2022	ISD	101
Application Drive	PSJA North ECHS	03/31/2022	ISD	49
Application Drive	Calvillo CTE Complex	03/31/2022	Virtual	8
			Total	**1082**

STUDENT/PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served
Student/ Parent DC Information Session	PSJA Southwest	03/02/2022	ISD	22
Student/ Parent DC Information Session	PSJA Sotomayor	03/10/2022	Virtual	20
Student/ Parent DC Information Session	Juarez-Lincoln HS	03/21/2022	ISD	12
Student/ Parent DC Information Session	Vanguard Mozart	03/22/2022	ISD	50
Student/ Parent DC Information Session	PSJA T-STEM	03/23/2022	Virtual	10
Law Enforcement Recruitment	Border Patrol	03/23/2022	Station	12
Student/ Parent DC Information Session	Mercedes HS	03/24/2022	ISD	8
Student/ Parent DC Information Session	Science Academy	03/29/2022	Virtual	40
Student/ Parent DC Information Session	Vanguard Rembrandt Secondary	03/30/2022	ISD	20
Student/ Parent DC Information Session	Calvillo CTE Complex	03/30/2022	Virtual	68
Student/ Parent DC Information Session	Calvillo CTE Complex	03/31/2022	Virtual	68
			Total	**330**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Summer/Fall enrollment:
    - Triumph Public Schools
    - Economedes ISD
    - Edinburg HS
    - Veterans Memorial HS
    - PSJA ISD
    - Weslaco 21st Century

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
- NACEP Peer Reviewer Training
- TX Reskilling Grant Follow Up Meeting
- Meeting with Lackland AFB Navy School
- College Connections Fast Track Kick-Off Meeting
- Progresando Grant Project Kickoff
- Lumina Grant Application Review
- Additional Texas Reskilling Grant Funding Discussion
- Reskilling Grant Follow Up Meeting
- TXDOT CRM Review
- #RealCollegeTX Topic 4 Session
- Reskilling Grant Follow Up Meeting
- EAB Grant Pre-Production Meeting
- TX Dot Informational Meeting
- Reskilling Grant Meeting
- Graduation Meeting
- Dual Credit Enrollment Review
- CBP Overview Meeting
- Public Safety Meeting
- TX Dot Rep Meet Up
- TX Dot STC Reps
- Review of BP Powerpoint
- Reskilling Grant Training
- Adult Learner Initiatives
- Public Safety Tuition Waiver Meeting
- Data Management & Integrity Committee Meeting
- Student Retention Meeting
- Data and Information Usage and Needs Discussion

PROFESSIONAL DEVELOPMENT

- Community College Virtual Forum: Understanding and Supporting the Success of Adult Learners in Community Colleges
- National Summit of Dual Credit Programs

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- Review and Discussion of Dual Credit Programs Mexico Schools Partnership
- Mexican Consulate Instituto Nacional para la Educación de los Adulto" Aprende INEA" Meeting
- TXDot Informational Meeting
- CIVSA 2023 Annual Conference Kickoff
- College Board 2022 Conference Prepárate™: Educating Latinos for the Future of America
- TACAC Conference 2022

RECRUITMENT

- Border Patrol Post Orientation Recruitment
- Mexican Consulate Ventanilla Recruitment
- La Villa High School Apply Texas Drive
- Latinas In Progress (LIP) Education Series Wellness & Safety for College Recruitment Presentation
- Johnny G. Economedes High School College Fair
- Santa Maria High School College Fair
- Colegio Mexicano Recruitment Presentation
- Career Day at Marcel Elementary
- South Palm Garden Recruitment Presentation
- Progresso High School Recruitment Presentation
- Grulla High School Program Fair
- Proyecto Dual Credit – IIES Recruitment Presentation
- Noemi Dominguez Elementary School College Fair
- Individual Student Appointments – 5

FAST TRACK

- Sharyland High School
- IDEA Toros
- PSJA ISD
- Fast Track 2.0 McAllen ISD
- Edinburg ISD
- Robert Vela High School
- PSJA High School
- PSJA Memorial High School
- IDEA Quest College Preparatory

CAMPUS TOURS

- NAH
  - IDEA North Mission College Preparatory – 20 visitors
  - La Joya Palmview High School – 40 visitors
  - McAllen Memorial High School – 17 visitors

CALL CENTER

Phone Calls	
Inbound Calls	7,863 calls

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
9477	Student Contacts, Outreach & Virtual Appointments
119	CTE Student Contacts
6	Student & Alumni Registered on CCN
10	Student & Alumni Resumes Revised/Uploaded on CCN
19	New Employer Registered on CCN
138	Jobs posted to CCN
5	Workshops Presented
260	Resumes Reviewed Online by Employers via CCN
2273	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Azure Bistro
- Bridgestone Retail Operations, LLC.
- Cascade Process Controls, Inc.
- City of South Padre Island
- CSM French Ellison
- DICE BUILDERS INC
- Eastwood Energy Group
- Entravision Communications
- Expanding Frontiers
- Green, Rubiano &Associates
- Hidalgo County Head Start Program
- North Alamo Water Supply Corporation
- PMG, Inc.
- Provision Home Care Services, LLC
- Quality Fast Service, Inc.
- RE/MAX 1st Class Realty
- TA EXPRESS LLC
- Texas Campaign for the Environment
- The Borgen Project
- VG Vanguard Engineering, LLC.
- Villeda Law Group

Presentations/Workshops

- Getting Resume Ready- Virtual workshop
- Student Activities Spring Break Blitz informational table events- 2-day event
- Career Services overview presentation to Student Government Association Members
- Career Services Informational Table for AEDT Open House
- Creating your Career Portfolio workshop

Employer Outreach

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

Employer Registrations

- CSM French Ellison
- DICE BUILDERS INC
- Eastwood Energy Group
- Expanding Frontiers
- Four Seasons Produce, Inc
- Green Light Go
- Grifols
- North Alamo Water Supply Corporation
- Payless Properties, Inc.
- Provision Home Care Services, LLC
- Quality Fast Service, Inc.
- RE/MAX 1st Class Realty
- Rio Grande Valley Empowerment Zone Corporation
- Sunshine Retirement Living
- TA EXPRESS LLC
- Texas Campaign for the Environment
- Texas Workforce Commission
- United States Border Patrol
- Vilico Management LLC

Coordination of Upcoming Events

- Planning for the STC 2022 Career Expo
- Spring 2022 workshop presentations
- Sharyland Pioneer High School Career Prep tour & overview of Career Services for CTE students
- Participation of Student Activities tech campus event -Career Services Informational table
- Support Services Tech Campus presentation for Faculty/Staff

Meetings & Miscellaneous information

- CES is collaborating with Public Relations to kick off the *Financial Literacy Awareness* speaker series to be held at the Starr, Mid-Valley and Pecan campuses in cooperation with Texas Regional Bank.
- CES coordinated meeting with CCN to discuss the Texas Community College Jobs Consortium
- CES staff attended Business Public Safety & Technology division meeting
- 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
- Sharyland Pioneer High School Career Prep tour & overview of Career Services for CTE students
- Attended Student Activities Spring Break Blitz informational table events- 2 day event
- Departmental meeting with Employer HBNield
- Outreached AEDT for VG Vanguard Engineering, LLC. employment opportunity via CCN online job board platform (34 student/alumni contacted)
- Conducted outreach/marketing efforts to Nursing & Allied Health students via online job board for employment opportunities with Provision Home Care Services, LLC.
- CES attended Career Services Informational Table for AEDT Open House
- Created marketing on social media pages for Career Expo 2022
- Conducted outreach/marketing efforts to Automotive students' opportunities with CSM French Ellison
- Created marketing on social media pages for Career Expo 2022

- Outreached all student (4,292) and alumni (5,185) for Spring 2022 Career Expo via online job board- College Central Network
- Conducted virtual open workshop via Microsoft Teams
- CES Interview Skills Workshop: McAllen Housing Authority
- Professional Headshot Student Session
- CES Overview ACTA Presentation
- CES is coordinating with Sgt. Christian Rodriquez regarding the U.S. Army Health Professions Scholarship Program (HPSP).
- CES is coordinating with ProBar for internship positions.
- Career Expo Vendor Parking meeting
- Vanguard Academy Career Workshops (8th-12th grade)
- Professional Headshot Session - MVC
- CES sent an email invitation for the STC 2022 Career Expo to all employers registered on the CCN platform.
- Coordinated a meeting with diesel faculty and tour of the STC Tech diesel program facilities for representatives of Serda Trucking.
- 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.
- Conducted outreach efforts with Border Stone Rehab Services regarding employment opportunities for STC students and alumni.
- CES with representatives of the building maintenance department in order to initiate preliminary preparation plans for the upcoming STC 2022 Career Expo.
- CES staff attended an introductory My Hubb platform meeting sponsored by Tech campus staff.
- Conducted outreach efforts for Azure Bistro regarding employment opportunities for STC students and alumni.
- CES NAH staff promoted HCA Healthcare StaRN Virtual Hiring Event to ADN and LVN students.
- Created Marketing outreach for CTE workforce opportunities for U.S. Customs and Border Protection
- Conducted outreach activities with Automotive Program chair and Automotive student/alumni for workforce opportunities with Goodyear employer
- Created 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.
- CES staff attend STC Professional Development Day
- Conducted outreach to HVAC students and alumni, on behalf of Air Cool Tech Corp, notifying of available employment opportunities.
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Conducted compiling of data and preparation of FY22 Biannual Perkins reporting.
- Continuing to assist Tech Campus staff by coordinating an introductory presentation to the Emsi Skillabi - Skills Matching System with Emsi representatives in order to help Tech staff achieve compliance with their Lumina grant reporting requirements.

- 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 positions.
- CES participated in supporting AEDT Career and Technical Education activities at the Tech campus.
- Conducted outreach and created social media marketing for HCA Healthcare South Texas Virtual Hiring event for Nursing students.
- Created marketing and outreach for Fire Science majors for CTE workforce opportunity
- Updated and created Spring/Summer CTE workshop calendar, links and evaluations
- Maintained NAH Spring 2022 1st Friday Virtual Workshop schedule and links.
- Facilitated PTA Career Readiness Workshop, in collaboration with Technology Specialist. Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted HCA Healthcare StaRN Virtual Hiring Event to 450 ADN and LVN students.
- Promoted Threads Spring Donation Drive marketing.
- Developed and incorporated Financial Wellness Center-Student Survey question set and form in collaboration with Public Relations department.
- Met with Technology Specialist to outline Spring/Summer CTE program collaborative projects and targeted student-based events.
- Continuing to provide an overview of CES services and platforms to all NAH students visiting NAH Student Services.
- Outreached Automotive students via CCN for workforce opportunities
- Continued collaborative project with various programs to facilitate career portfolio reviews, professional headshots, and mock interviews.
- Working with Technology Specialist to facilitate resume reviews via College Central Network.
- CES Director is coordinating with iGrad to update the STC website by 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.
- Contacted, promoted and posted on all CES social media platforms employment opportunities for various employers.
- Presented an overview of CES services and platforms for new NAH campus staff.
- Created Financial Wellness CTE student outreach materials.
- CES assisted U.S. Customs in conducting on-campus recruiting efforts.
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, regarding new initiatives and to gain insight of industry needs.
- Dual Credit + BA Capstone Career Presentations: InterviewStream, CCN, Resume Reviews.
- NACE Affinity Meetings
- Promoted Marketing Edge Student Virtual Student Career Forums to Faculty/Staff and to students registered on College Central Network.
- CES attended DHSI 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 monitor the Interview Stream platform for student support and maintenance issues.
- CES prepared and completed the CES Comprehensive Operational Plan for submittal.
- CES continues to provide workshops for Interview Stream use and navigation.
- CES Director prepared responses the DHSI Financial Literacy External Evaluator questions.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for March 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.
- 10 resume revision via CCN, 11 student outreach, 3 CTE walk-in

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

March 2022

- The Office of the Ombuds conducted Dispute Resolution Student Academy Session 3.
- The Office of the Ombuds conducted Dispute Resolution Student Academy Session 4.
- The Office of the Ombuds conducted Dispute Resolution Student Academy Session 5.
- The Office of the Ombuds conducted Dispute Resolution Student Academy Session 6.
- The Office of Student Rights & Responsibilities is preparing for the National Week of Conversation at all campuses.
- The Office of Student Rights and Responsibilities held informational booth at the Mid-Valley Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Starr Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Nursing Allied Health Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Pecan Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Technology Campus.
- The Office of Student Rights and Responsibilities is preparing for the National Week of Conversation events.

BEHAVIORAL INTERVENTION TEAM

March 2022

- Behavioral Intervention Team held a meeting.

OFFICE OF STUDENT CONDUCT

March 2022

- The Office of Student Rights & Responsibilities is preparing for the National Week of Conversation at all campuses.
- The Office of Student Conduct is working with the Office of Human Resources on Student Conduct Officer job descriptions.
- The Office of Student Rights and Responsibilities held informational booth at the Mid-Valley Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Starr Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Nursing Allied Health.
- The Office of Student Rights and Responsibilities held informational booth at the Pecan Campus.
- The Office of Student Rights and Responsibilities held informational booth at the Technology Campus.
- The Office of Student Conduct assisted the department meeting for Physical Sciences and Engineering to provide information on classroom discipline.
- The Office of Student Rights and Responsibilities is preparing for the National Week of Conversation events.

STUDENT ACTIVITIES AND WELLNESS

- Mardi Gras (Mid-Valley, Technology, Starr)

- Donuts & Keychains (Mid-Valley)

- Poetry & Iced Coffee (Pecan)

- Canvas Painting (Technology)

- NAH Dance Off! (NAH)

- Just Because Prize Giveaway (Pecan)

- NAH SGA Meet & Greet (NAH)

- Keep McAllen Beautiful Arbor Day Celebration

- Spring Break Blitz Day 1-4 (Mid-Valley)

- Spring Break Blitz (Pecan)

- Spring Break Bash Day 1 & 2 (NAH)

- Tiki Tiki Tiki Day (Technology)

- Luau Bash (Technology)

- Splish Splash Bash (Technology)

- SGA Popsicle Social (Technology)

- Weslaco Onion Festival (Mid-Valley)

- Lava Java (Technology)

- Canvas Painting (Pecan)

- Peanut Butter & Jelly Day (Mid-Valley)

- Cesar Chavez Day (Mid-Valley)

- Loteria (Pecan)

- DIY Lava Lamp (Pecan)

- Arts & Crafts day (Technology)

- Harry Potter and the Nursing Students Part 1 (Mid-Valley)

- Early College High School Sports Tournament

- Project Evolution Kickoff

- 5 v 5 Basketball Leagues (Mid-Valley)
- 3 v 3 Basketball Tournament (Pecan, Mid-Valley, Starr)
- NIRSA Regional Basketball Tournament
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services

March 2022					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Academic Probation and Academic Suspension	33	6	66	5	3
Mental Health Counseling	39	31	124	5	29
Academic Advising	11	3	115	3	1
Career and Transfer	1	0	3	0	0
Special Programs, COVID-19 Contacts, Other	16	3	28	8	0
Total	100	43	336	21	33

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Accessibility Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- Sign Language Interpreter's Student Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination and creation of documents for semester mental health & personal growth workshops
- Academic, Career, & Mental Health Counseling
- Student Accessibility Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Review, refer and respond to Counseling and Student Accessibility Service Department Emails
- Title IX Committee Meetings
- Behavioral Intervention Team Meeting
- PATH Coalition Meeting
- SAEM Division Meeting
- Perkins V Discussion Series: Streamlining Time on Task Documentation
- TPP Institute #5 Team Meeting
- AHEAD Spring 2022 Webinar Series - Learning from Each Other: Developing an Effective Peer Mentoring Program for Students with Disabilities to Facilitate Access and Community
- Fast Track Kick Off Meeting
- AHEAD Spring 2022 Webinar Series - Trauma-Informed Teaching Strategies
- Trauma-Informed Care with Victims
- AHEAD Spring 2022 Webinar Series - Emotional Support Animals in Housing, Classrooms, Dining Facilities, Testing Spaces, and More
- AHEAD Spring 2022 Webinar Series - Practical Application of the AHEAD Guidance on Disability Documentation Practices, a Presentation and Panel Discussion
- CLNA Meeting for Perkins V
- 504 Meeting
- Search Committee, Student Success Specialist-Counseling Services Interviews
- Search Committee, Counseling Services Manager Interviews
- Data and Information Usage and Needs Discussion-Bradley Davis
- Talking Sessions 1: Large Institutional Perspective - Strategic conversations on improving the self-identification process for Students with Unique or Special Circumstances (aka Perkins Special Populations)

WORKSHOPS/PRESENTATIONS

- Virtual Workshops, Presentations, Microsoft Teams Live Events:
- Tips for Academic Success
- Pregnant and Parenting Services
- Juggling Multiple Roles
- Overcoming Academic, Career, and Personal Problems
- Get SMART about your Goals

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Programs/Activities/Meetings:

- **Academic Advising**
  - **Contacts** – total of 2,623 contacts with students were conducted by Academic Advisors and PASS Program Advisors in March 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
  - Coordinator of Advisement and Director presented to Education Department meeting to inform them of advising initiatives and services for Education students
- **Faculty Advising**
  - Updated Master List of Faculty Advisors to reflect faculty still at the college, per Division, and Program which will be used to assign students to faculty advisors
  - Collaborated with Starfish Administrator to review faculty advising process and assigning students to faculty advisors as well as documentation of advising sessions in Starfish
  - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support to faculty advisors when advising students
  - Updated training content and developed specific training for Dual Credit Faculty Advisors
  - Participated in TSI Committee Meetings in regards to update of TSI Developmental Plan in preparation for Summer and Fall advising
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** new training for Spring Cohort was rescheduled for April; recruitment for participants is ongoing; training 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
  - **Monitoring Beacon Mentor Program** –Beacon Mentoring began for Spring 2022 for a total of 11 sections consisting of the following classes BIOL 2401, ENGL 1301 and MATH 1414; Mentors conduct a total of four visits within the semester to present topics including support services, reminder to apply for financial aid, final exam preparation etc. Student in these sections will be participating in Priority Advising for Registration in March

- **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 Summer and Fall semesters; collaborated with Office of Financial Services to ensure mentors meet compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors for the Spring semester

- **PASS Program**
  - Staff provided academic advisement for PASS Program participants virtually and in person
  - Staff maintained ongoing contacts with students on their caseloads;
  - Reviewed ongoing Childcare services paperwork and met with students to ensure compliance with grant requirements
  - PASS Program staff participated in the Talking Sessions virtual meeting held by THECB regarding documentation of special populations
  - Perkins funded staff assisted in the completion of Biannual Report that was submitted to Grants Office by responding to the activities listed in the report
  - 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
  - Reviewed applicants for PASS Program vacancies and submitted People Admin documents for recommendation of hire
  - Responded to feedback/questions by Grant Office for Student Affairs & Enrollment Management Perkins V Biannual Report
  - Met with PASS Program staff to review past activities and plan for the semester
  - Participated in the Talking Series sessions provided by the Grants Department
  - Reviewed Time & Effort forms and submitted to Grants Office

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways** – Director serves as Co-lead; reviewed advance work regarding Basic Needs and Mental Health in preparation for Institute; participated in #RealCollegeTX Hope Center meeting to review and discuss basic needs for students; met with core group (Financial Aid, Research & Analytical Services, Counseling, Advising, Academic Affairs) attending Guided Pathways Institute to be held in Houston on April 6th – 8th;
- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; met with Achieving the Dream Coach and SAEM Directors overseeing orientation to refine and enhance the College Connections to FYC to Advising/QEP/MAP student experience; held the first Fast Track 2.0 and met with front line

- staff and ATD Coach to debrief afterwards; made changes based on feedback from Debriefing and will incorporate in next event to be held April 8, 2022;
- **STC & UTRGV Collaborative** – STC Advising Department now houses a UTRGV representative from Monday thru Friday, 8 am to 5 pm to facilitate student transfer from STC to UTRGV
- **National Alliance for Partnerships in Equity (NAPE)**– Director and PASS Program Coach along with other STC personnel are participating in NAPE Grant Action Research Grant with Temple College to address equity for non-traditional students (as defined by Perkins V) within STC CTE Programs and participating in the PASS Program;

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: APRIL 26, 2022

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

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Finance, Audit, and Human Resources Committee Meeting, Facilities Committee Meeting, Board of Trustees Meeting, Cabinet Meeting, President's Administrative Staff Meeting, Planning and Development Council Meeting, Coordinated Operations Council, and Finance and Administrative Services Director's Meeting.
- Held or Attended meetings or discussions on the following items:
  - Business Office:
    - Board Committee packet review with the Comptroller and Accounting Group Manager.
    - Budget Retreat with the Budget Manager.
    - Credit Card Expense report discussion with the Associate Comptroller.
    - Delinquent Tax discussion for guidance on board item with the Comptroller, Accounting Group Manager, Accountant, and Tax Law Firm.
    - Financial Advisor information review with the Accounting Group Manager per Board Member's request.
    - HEERF Institutional Funds meeting review with the Grants, SAEM, FAS, BO and IAED staff.
    - HEERF Lost Revenue meeting with the Comptroller and Budget Manager.
    - Travel mileage home base for NAH Faculty review with the Associate Comptroller and Accounting Group Supervisor.
  - Human Resources:
    - Ellucian Cloud Enterprise Resource Planning (ERP) software meeting with the Strategic Account Executive at Ellucian, HRIS Manager, Director of Human Resources, and Assistant Director of Human Resources.
    - ERP Project discussion with the Director of Human Resources, Assistant Director of Human Resources, and HRIS Manager.
    - 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 questionnaire review with the Director of Human Resources, Assistant Director of Human Resources, Compensation and Payroll Manager, and Staffing and Recruiting Manager.
    - Transcript extension memo review with the Director of Human Resources and Assistant Director of Human Resources.

- Facilities Planning and Construction:
  - Future Facilities projects review with the Director of Facilities Planning and Construction and FAS Project Manager.
  - 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:
  - Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.
  - RFP's on Semi-Trucks and Automatic Heavy-Duty Trucks discussion with the Director of Purchasing.
- Accountability, Risk, and Compliance:
  - Finance items discussion with the Director of Accountability, Risk, and Compliance regarding the Alcohol Policy, Technology Stipend, and Insurance Consultant.
  - Non-Substantive changes on policies discussion with the Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, and Accountability, Risk, and Compliance Support Specialist.
  - Student Accident Insurance discussion and Hurricane Tabletop Exercise with the Director of Accountability, Risk, and Compliance, and Risk Manager.
- COVID-19:
  - HEERF Grant extension meeting with the COVID-19 Prevention and Response Manager.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
  - Student Well Being and Awareness Resources meeting with the COVID-19 Prevention and Response Manager.
- Title IX:
  - Office of Institutional Equity bi-weekly meetings to discuss several matters with the Interim Director of Institutional Equity.
  - SB212 Quarter 2 meeting with the Interim Director of Institutional Equity and Accountability, Risk, and Compliance Support Specialist.
  - Title IX Employee and Student case discussions with Committee.
- Other Meetings:
  - 2019 – 2021 Institutional Effectiveness (IE) Plan final review meeting with the FAS Administrative Officer.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with the Finance and Administrative Services Reporting Coordinator.
  - City of Weslaco State of the City Address event.
  - Current and upcoming projects with the Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Finance and Facilities Agenda items review with the College President.
  - Interviews for Director of Office of Institutional Equity.
  - Legal Counsel meeting to review the Parking Software T2 Agreement and Finance and Facilities agenda items.
  - 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.
  - PNC Bank Public Finance Team meeting with the College President, and Vice President for Institutional Advancement and Economic Development.
  - Popular Report, Investment, and Management Reports with the Finance and Administrative Services Reporting Coordinator.

- Public Adjuster discussion with the Director of Accountability, Risk, and Compliance, Risk Manager, Director of Facilities Planning, and Construction, Assistant Director of Facilities Planning, and Construction, and Director of Facilities Planning, and Maintenance.
- Reduced work schedule meeting with the Director of Accountability, Risk, and Compliance, FAS Administrative Officer, Director of Human Resources, Assistant Director of Human Resources, Comptroller, Associate Comptroller, and Accounting Group Manager.
- Staffing Plan change requests with the College President and Chief Assistant to the President.
- TACCBO 2022 Conference Planning weekly meetings.
- Technology Support fee motion review with the Director of Human Resources and Comptroller.
- Temporary Agency Graphic Designer interviews.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - HEERF III Supplemental Support under the American Rescue Plan (SSARP) virtual webinar.
  - NACUBO Washington update webinar.

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - <u>Business Office:</u>
    - Budget Development for FY 2022 & FY 2023.
    - Expenditure Budget Analysis.
    - Frozen Position Analysis Report.
    - FY 22 Budget Amendment.
    - FY 23 Budget Guidelines Review.
    - HEERF III Use of Funds Quarterly Report & Expenditures.
    - HEERF III Reconciliations.
    - Tuition & Fees review.
  - <u>Facilities Planning and Construction:</u>
    - Capital Improvement Projects Master Budget.
    - Facilities Planning and Construction project updates (timelines and budget).
  - <u>Facilities Operations and Maintenance:</u>
    - Electricity Bill Management Report.
  - <u>Title IX:</u>
    - Title IX Case Review and Follow-ups.
    - Title IX Employee & Student cases.
  - <u>Other:</u>
    - Activity Report for Board.
    - Auxiliary Reserve review.
    - Board Budget Presentation.
    - Board Meeting Agenda items review.
    - Budget Transfer approvals.
    - College System research.
    - Continuing Education Building project review.
    - Coordinate office moves for FAS and other divisions.
    - COVID-19 training.
    - Credit Card and Budget review for Institutional Advancement and Economic Development.
    - FAS Accounts Reconciliations.
    - Finance & Facilities Committee Agenda items review with the President and Staff.
    - Headcount and Credit Hour Report.
    - Legal Counsel email on administrative computer system vendor concerning its Non-Disclosure Agreement.
    - Management Report files for meetings.

- Operation of the College Bookstore Second Contract Modification.
- Pay Plan and Compensation Study review.
- Plant Funds Expenditure Approvals.
- Police Department Report.
- President's Meeting Backup Documents.
- President's message: COVID-19 Update on Return to Campus.
- Public Information Requests.
- Purchasing Audit Scope.
- Reduced Workday Schedule options for the Summer.
- Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees.
- Review and Approval of Documents.
- Staffing Plan priority requests and Budget Scenarios for Salary Allocations for FY 2022-2023.
- STC Foundation documentation review.
- Student Activities Fee uses review.
- T2's parking software implementation and agreement.
- TACCBO 2022 Conference Planning.
- TACCBO Listserv poll on other College's ERP systems.
- TACCBO Treasurer duties.
- TASB Compensation Study questionnaire.
- TASB MOU.
- Technology Support Stipend to Non-Exempt Employees.
- TimeClock Plus (TCP) approvals.

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

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at <u>March</u> Finance, Facilities, and Board meetings on the following items:
    - Award of Proposal, Rejection of Proposal, Purchases, Renewal, and Interlocal Agreement
      - A. Award of Proposal
        - 1) Risk Management Consultant Services (Award)
      - B. Rejection of Proposal
        - 2) Purchase of Heavy-Duty Trucks - II (Reject)
      - C. Purchases and Renewals
        - a. Instructional Items
          - 3) 3D Metal Printer (Purchase)
          - 4) Fire Science Training Simulator (Purchase)
          - 5) Instructional Equipment, Software, and Materials (Purchase)
        - b. Non-Instructional Item
          - 6) Consultant Services Contract (Purchase)
        - c. Technology Items
          - 7) Computers, Laptops, and Tablets (Purchase)
          - 8) Network Equipment (Purchase)
      - D. Interlocal Agreement
        - 9) State Records Inquiry Access Agreement (Purchase/Renewal)
    - Disposal/Recycle of Technology and Electronic Items with an Original Value of $5,000 and Over
    - Operation of the College Bookstore Second Contract Modification
    - Revised Appraisal District Allocated Cost Payments for the 2022 Assessment Fees for Hidalgo County

- Use of the Department of Education Higher Education Emergency Relief Fund (HEERF) and Unrestricted Fund for a Retention Incentive Payment to Regular and Full-Time Temporary and Part-Time Employees Working Fully Remote and Other Eligible Employees
- Proposed Budget Amendment for FY 2021 -2022
- FY 2022 – 2023 Budget Development
- Amend TASB Risk Management Fund Interlocal Participation Agreement (IPA)

- Reviewed the following agenda items for the Board meeting:
  - Approval to Contract Architectural Services for the Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas
  - Approval to Contract Engineering Services for the Pecan Campus East Drive Resurfacing
  - Approval to Contract Engineering Services for the Pecan Campus South Academic Building J Generator Replacement and for the Nursing and Allied Health Campus NAH East Building A Generators Replacement
  - Authorization to Proceed with Solicitation of Architectural Services for the Pecan Campus North Academic Humanities Building P Renovations for the Office of the Vice President for Finance and Administrative Services, the Accountability, Risk, and Compliance Department, and the Office of Institutional Equity
- Started working on the following items for <u>April</u> Finance, Facilities, and Board meetings:
  - Award of Proposals, Rejection of Proposal, Purchases, and Renewals
    - A. Award of Proposals
      1) Online Continuing Education Services (Award)
      2) Purchase of Semi-Trucks (Award)
      3) Recruitment Advertising Services (Award)
      4) Vehicle Maintenance and Repair Services (Award)
    - B. Rejection of Proposal
      5) Purchase of Automatic Heavy-Duty Truck (Reject)
    - C. Purchases and Renewals
      - a. Instructional Items
        6) Mobile Hotspot Service Extension (Purchase/Subscribe)
        7) Medical Office Skills Training (Renewal)
        8) Small Business Skills Training (Renewal)
      - b. Non-Instructional Items
        9) Consultant Services Contract (Purchase)
        10) Ground Maintenance (Renewal)
        11) Network Cabling and Equipment Installation Services (Renewal)
        12) Travel Services (Renewal)
      - c. Technology Items
        13) Computers, Laptops, and Monitors (Purchase)
        14) Network Switches (Purchase)
        15) 1Servers (Purchase)
        16) Servers, Equipment, and Software Licenses (Purchase)
        17) Internet Services for South Texas College Sites (Renewal)
        18) Server Maintenance and Support Agreement (Renewal)
  - Adopt New Policy and Retire Current Policy
  - New Policy GK - Relations with Educational Accreditation Agencies
  - Retire Current Policy # 3347 – Substantive Change Reporting
  - Renew the Hidalgo County Agreement for Tax Assessment Collection
  - Renew the Starr County Agreement for Tax Assessment Collection
  - Resolution 2022-012 on a Written Statement for Professional Legal Services Contract
  - Renewal of Delinquent Tax Collection Services for Hidalgo County and Starr County
  - Resolution 2022-008 to Impose an Additional 15% Penalty for Collection Cost of Delinquent Taxes as Authorized Under Section 33.07 and 33.08 of the Texas Property Tax Code for Attorney's Compensation

- Implementing a Four-and-a-Half-Day Work Week Pilot Schedule for June 2022 and July 2022
- Proposed Budget Amendment for FY 2021 - 2022
- Approval of Revised Exterior Elevations of the Starr County Campus Workforce Center Building D Automotive Lab Expansion
- Approval on Final Completion of the Deferred Maintenance of District-Wide Roofs at Mid Valley Campus
- Approval on Substantial and Final Completion of the District-Wide Flooring Replacements Phase I at Starr County Campus
- Approval to Contract Construction Services for the following projects:
  - Mid Valley Campus Center for Learning Excellence Building A Culinary Arts Lab Renovation
  - Starr County Campus Workforce Center Building D Welding Lab Expansion
- Approve to Contract Architectural Services for the Pecan Campus Ann Richards Administration Building A Renovation for the President's Office
- Authorization to Proceed with Solicitation of Architectural Services for the following projects:
  - Pecan Campus Kinesiology Building Phase I
  - Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs
  - Pecan Campus Department of Public Safety Building
- Discussion and Action as Necessary on Real Property

- Finance and Administrative Services Administrative Officer worked on the following items:
  - Analysis of Public Relations expenses with Administrative Assistant of Public Relations team.
  - Attended the Board Master Planning Meeting where the main topic was reviewing projects involving buildings.
  - Board Meeting Tasks:
    - Work until noon on Friday's.
    - Worked with Associate Comptroller to update HEERF Funds Reports.
  - Reviewed the 2019-2021 IE Plan Cycle for the 10 departments under Finance and Administrative Services (FAS). Worked with multiple FAS directors to make the necessary adjustments.
  - Reviewed the 2019-2021 IE Plan Cycle for the 10 departments under Finance and Administrative Services (FAS). Worked with multiple FAS directors to make the necessary adjustments.
  - Reviewed the Comprehensive Operational Plan (COP) for the Office of the Vice President for Finance and Administrative Services and Human Resources and made updates suggested by Director of Institutional Effectiveness, Assessment and Accreditation.
  - TASB Leave Policy meetings with Director of Human Resources, Assistant Director of Human Resources and Benefits Manager to continue updating the policy.
  - Updates to Staffing Request reports.
- Project Manager worked on the following items:
  - Assisted Facilities Planning and Construction in developing a budget report to revise the FY 2021 – 2022 budget for project savings.
  - Attended Coordinated Operations Council (COC) meeting and wrote notes.
  - Attended meeting with Academic Affairs, Accountability, Risk, and Compliance, Facilities Planning and Construction Departments to discuss institutional moves and temporary relocation plans.
  - Coordinated the kitchen equipment moves from the Technology Campus and Pecan campus.
  - Created PowerPoint presentation for the Pecan Campus Building P Renovation project for the Vice President for Finance and Administrative Services, Accountability, Risk, and Compliance, and the Office of Institutional Equity.
  - Finalized the Coordinated Operations Council (COC) agenda items for discussion at the March meeting.
  - Finalized the Master Plan Project Evaluation vs. Current Needs Matrix for discussion at the Coordinated Operations Council (COC) 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.
- Started researching professional guest speakers for the Fall 2022 Professional Development Day.
- Started working on the FY 2022 – 2023 Staffing Plan Revision Requests.
- Worked on the monthly legal counsel log and confirmed activities stated on invoices sent by legal counsel.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Application payment issues, over-refunded accounts and Campus Receivable with Cashier and Accounts Receivable.
- Automated Budget and Evaluation System of Texas (ABEST) report with Budget Manager.
- Bond 2001 and Bond 2013 reports with Construction Accountant.
- Bond 2021 for the Board of Trustees with Vice President for Finance & Administrative Services.
- Conducted interview for full time temporary call center Cashier.
- Conducted interview for Mid-Valley Cashier.
- Collector systematic payment application and pending RPBMLID IT training.
- Commercial Card Account Manager Introduction with PNC and Accounts Payable Supervisor.
- Computer and laptop set ups with Accounts Payable staff.
- Conducted interview for the Cashier Business System Analyst.
- Conference call regarding the Technology Support Stipend with Human Resources.
- Construction training for Board members.
- Continuing disclosure agreement with Purchasing Contract Manager.
- Cooper Center event on Saturday with Cashiers on March 5, 2022.
- Cost allocation with Continuing Education and Grant Compliance staff.
- COVID-19 upcoming training with Finance and Administrative Services staff.
- Data and information usage needs with Purchasing and Director of Institutional Effectiveness, Assessment and Accrediation.
- Donations items with General Accounting staff.
- Ellucian Consultant meeting with Payroll and Human Resources staff.
- Ellucian Consultant Remote Training session with Human Resources and Business Office staff.
- GASB 87 Leases with Construction Accountant.
- Gateway Printing invoices with Accounts Payable staff.
- Grant Initiating meeting for Accelerating Credentials Subaward with University of Texas Rio Grande Valley with Grants and Compliance Department.
- Image Processing Systems (IPS) Project Charter review with Accounts Payable Supervisor and Information Technology.
- Invoicing questions for Weslaco Economic Development Commission Grant with Grants and Compliance.
- Lower Rio Grande Valley Development Council (LRGVDC) invoice total.
- Non-credit Pell eligible program with Continuing Education, Student Financial Services, Information Technology and Student Enrollment Services.
- Non-Resident flat rate conversations with Vice President for Finance & Administrative Services.
- Process for noncredit Pell-eligible programs.
- Purchase of Hot Spots with Library staff.
- Record Retention with Business Office staff.
- Recurring Manager meeting with Accounting Group Managers and Associate Comptroller.
- Reviewed applicants for Accounting Assistant and Cashier.
- Security purchases with Financial Advisor and Cash Management staff.

- Texas Workforce Commission grant with Grant Accounting staff.
- Trainings or Webinars:
  - AP Training-Temporary Staffing Services Vendors.

PROJECTS IN PROGRESS:

- Management Reports:
  - Management Reports – The Business Office staff worked on February 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 Assistant applicants.
  - Grant Revenues and Expense Report FY22.

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

- Budget and Reporting:
  - Budget Development Assistance.
  - Disaster Federal Funding Report Data Compilation.
  - FY 2022 Budget Amendment motion.
  - FY 2022 Fund Balance Designation and Release of Designations motion.
  - FY 2023 Budget Development Motion and Presentation.
  - FY 2023 Budget Development Process Reminder Alert Notice.
  - FY 2023 Expenditure Budget Changes.
  - FY 2023 Revenue Scenarios for Cabinet.
  - FY 2023 Salary Expense Budget Discussion with the Vice President for Finance and Administrative Services and Human Resources.
  - Higher Education Emergency Relief Fund (HEERF) No Cost Extension Request.
  - Retention Incentive Payment for Employees Working Fully Remote motion.
  - Worked on Integrated Postsecondary Education Data System (IPEDS) due April 6, 2022.
- Cash Management/ Special Projects/ Office Support:
  - Compensation study responses to TASB survey.
  - Compensation study responses to TEXAS ALLIANCE OF SCHOOL BOARDS (TASB) survey.
  - Prepared and Submitted No Cost Extension request to Department of Education.
  - Prepared Higher Education Emergency Relief Fund (HEERF) Payment Motion.
  - Submitted Property / Casualty Insurance RFP forecast for Risk Management.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	12	448
01 Direct Deposit	8	196
02 Payroll	4	337
02 Direct Deposit	3	2,184
03 Student	5	2,070
12 I&S	0	0
16 I&S	0	0
17 Plant	0	0
17 Plant Direct Dep.	0	0
38 Bond Series 2014	0	0
Total	32	5,235

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	22
Bank Transfers between Bank Accounts	46
Wire Transfers for Benefits, New Investments, and International	1

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared Board and management reports and staff continues to work on monthly reconciliations.
  - Reviewed the Financial Advisor Services contract.
  - Completed 140 monthly reports during the month of March 2022.

Duties	Total
Approval - Requisition queues approval	16
Bank - Download bank info. for bank reconciliations	2
Bank - Download daily bank info. formatted, and email them to specified staff	141
Bank - Prepare daily deposits	23
Bank - Processed Stop Payments including stale-dated checks	161
Bank - Transactions removed from Banner Bank Recon.	6,544
Budget - Review Construction budget transfers	5
Check - Provide a copy of cashed check to AP/Payroll	11
Check - Verification of checks for AP / Payroll / Student	39
Checks - Stale dated letters mail-hours used to search for updated address	625
Checks - Stale-dated checks list prepared	3
Checks - stale-dated letters mailed	660
Checks - stale-dated letters returned and logged	11
Checks - Stop payments processed (including stale-dated checks	3
Checks Returned - Logged and Filed the returned checks by mail	35

Duties	Total
Checks Returned- Disbursed to student/staff/vendor	48
Donations - telephone calls received - FOAP questions	49
Emails - Initiated and/or responses to emails	768
Emails - received and viewed/read	1,184
FOAP - Created including Activity codes and FOAP updates/Inactive	13
FOAP - Provided for deposits and/or other depts requesting info.	15
IDT's - reviewed	28
IDT's - Submitted for posting	28
Invoices - and Encumbrances reviewed	30
Journal Entries - Copies requested	16
Journal Entries - Filed and Organized including labeling	1,015
Journal Entries - Hours used to for scanning	19
Journal Entries - Hours used to Log Scanned JE	18
Journal Entries - Hours used to prepare documents for scanning	3
Journal Entries - Logged	840
Journal Entries - Number of JE scanned	840
Journal Entries - Printed Tax JE received via email Hours	1.25
Journal Entries - Posted to GL including FUPLOAD	854
Journal Entries - Posted Transactions processed	5,680
Journal Entries - Prepared	132
Journal Entries - Reviewed	138
Meetings - Comptroller/Associate Comptroller/AGM/Accountants	2
Meetings - General Accounting Department Review meeting	16
Meetings - Met with internal and external departments. Entities	3
Motion - Number of motions submitted to VP-FAS Office	2
Motions-prepared, revised, reconciliations, prepare backups	4
Positive Pay - Exceptions researched/verified (quantity)	7
Positive Pay - Submitted and/or Exceptions approved (quantity)	7
Record Retention - Hours used in boxing and organizing	3
Record Retention - Meetings	1
Report - Prepare LRGVDC report and compile backup	12
Reports - Download/Save Daily General Ledger reports	220
Reports - Download/Save Hours used to download 15 Monthly Reports	3
Reports - Prepare Bank reconciliations	8
Reports - Reviewed Board and Management Reports	75
Requisitions - Prepare requisitions	2
Special Project - Construction - Reports for Bond 2001 & Bond 2013	11
Taxes - Correspondence to counties	2
Taxes - Tax Abatement/Guidelines/Resolutions	1

Duties	Total
Training - Webinars - Other than HR/AP/Banner - hours	5

Description	Mar-22
General Journal Entry (Intra-Fund) (JE 15)	149
General Journal Entry (Inter-Fund) (JE 16)	96
Cash Receipts (CR 05)	419
Encumbrance Liquidation (E032)	3
Encumbrance Liquidation (E020)	1
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE17)	2
Misc. Receipt Payments (CA10)	12

- Cashiers:
  - Answered student questions for the Spring 2022
  - Preparing the Cashier due dates booklet for Summer and Fall 2022
  - Reviewing publications for Summer and Fall 2022
  - Set up new rules for Fall 2022 to start testing of Fall 2022 tuition tables
  - Testing began for Summer 2022 tuition tables

Payroll Processes for the Month Ending March 31, 2022			
Payroll Re-issue Processed			1
Payroll Cycles			3
Payroll Checks & DD			2,816
TimeClock Plus Access Forms Processed			52
Number of Employees with OT reviewed for OT Memos			277
NOEs Approved			195
Salary Budget Transfer Forms Processed			4
Number of Employees & Deposits Processed			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,990	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	528	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 12/16 - 12/31) SR01	263	Salaried	1
(Waged 01/01 - 01/15) SR02	267	Waged	0
Regular (Salaried: January) MR01	4,359		
Supplemental (Salaried: Jan.) MP01	0	**Void Checks Processed**	
Supplemental (Salaried: Jan.) SP01	0	Salaried	1
NOE's Approved		Waged	0

Approved NOE's	195		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	1
(Additions, Deletions, Changes)	24	Waged	0
Salaried	189		
FLAC (Additions, Deletions, Changes)	0	**Salary Budget Transfer Forms Processed**	4
FLAC	941		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	4	Salaried	0
Waged	27	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	23	Salaried	0
Salaried: MR01	70	Waged	0
Salaried:			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	290
Waged SR01	0	Total Net	$218,438.12
(Waged: SR02)			
Liabilities Processed			
ORP	11	Waged	46
Annuity	12	Total Net	$ 10,257.87
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	1,976
IRS Levy	0	Total Net	$5,144,981.91
Withholding & FICA	3		
Met Life	1	Waged	504
Legal Judgement	1	Total Net	$137,963.85
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:

- Behavioral Intervention Team (BIT) Teams Meeting to discuss threat assessment cases with Team Members.
- Conference Call with Human Resources Director and Assistant Director to discuss personnel topic.
- Coordinated Operations Council to present information about our Department Operation and Staffing.
- COVID-19/Public Transportation Agency Safety Plan meeting to discuss new reporting form with Department of Transportation (DOT).

- Department of Public Safety (DPS) Meeting to discuss DPS Operating Budget balances with DPS Police & Transportation Services Manager and Administrative Assistant.
- Department of Public Safety (DPS) Meeting to discuss lost & found procedures and processes with Police Lieutenant and Sergeant.
- Department of Public Safety (DPS) Meeting to discuss Police Sergeant's duties with DPS Police Lieutenant.
- Department of Public Safety (DPS) Meeting to discuss the Spring 2022 Graduation Ceremony dates & times with Police Lieutenant & Sergeants and Security & Parking Services Manager.
- Department of Public Safety (DPS) Scheduling Training Meeting to discuss Emergency Preparedness Training for College Stakeholders and Police Training at the Regional Center for Public Safety Excellence with DPS Police Lieutenant & Sergeants.
- Department of Public Safety Police Supervisor Meeting to discuss different operating procedures with Police Lieutenant and Sergeants.
- Meeting to discuss a proposed transportation bus with Vice President for Student Affairs, Dean of Student Affairs, Director of Student Activities & Wellness, and Police & Transportation Services Manager.
- Police Supervisor Meeting to discuss police scheduling and other police topics with Police Lieutenant and Sergeants.
- Public Transportation Agency Safety Plan Meetings to discuss safety plan with Texas Department of Transportation (DOT).
- Return to Campus Safely COVID-19 Training.
- South Texas College Spring 2022 Graduation Ceremony Planning Meeting to discuss final details with Director of Students Records and Registrar and employee's campus district wide.
- Teams Meeting to discuss Data and Information Usage and Needs Discussion with Director of Institutional Effectiveness, Assessment & Accreditation and other campus directors.
- Teams Safety Meetings to discuss COVID-19 safety topics with Vice President for Finance and Administrative Services (FAS) and other members.
- Texas Commission on Law Enforcement (TCOLE) audit on South Texas College Department of Public Safety police officer and dispatcher TCOLE files with Auditor, Police Compliance Coordinator, Police & Transportation Services Manager, and Police Sergeant.
- Texas Commission on Law Enforcement (TCOLE) Meeting to discuss department's police officer and dispatcher TCOLE files audit results with TCOLE auditor.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Referrals sent to Title IX Coordinator, Risk Management, and Counseling.
  - Reviewed incident reports in the Department of Public Safety (DPS) Automated Reporting Management System (RMS).
- <u>Surveillance Cameras:</u>
  - Continued to work on camera replacement/maintenance projects campus district wide.
- <u>Training:</u>
  - Evacuation Drills at Pecan Building T, Technology Building A & B, and Mid Valley Building C.
  - Firearms proficiency training conducted for South Texas College Police Officers.
  - Scheduled police training on different topics.
- <u>Staffing Requests, Assignment of Duties, and Other Personnel Issues:</u>
  - Approved leave requests on Time Clock.
  - Approved times on Time Clock.
  - Continued to work on internal procedures.
  - Coordinator of Emergency Preparedness & Training Interviews held and hiring packet completed and submitted.
  - Human Resource People Admin regarding the posted Police Officers, Police Dispatcher, Security Support Specialist, Police Compliance Coordinator, Security Guards, and Emergency Preparedness & Training positions.

- Human Resources People Admin Police and Security Guard Positions.
- Provided security guard coverage during Spring Break.
- South Texas College Public Relations photographed police officer on his recent promotion to Police Sergeant.
- Started security guard graveyard shift at Technology and Pecan Campus.
- Submitted memo to request to post police officer positions.
- Two security guard positions were processed and hired.
- Updated magnetic key access campus district wide for police officers and police supervisors.

- Purchases and Repairs:
  - Finalized Requests for FY2023 Capital Expense and Operating Budget.
  - Maintenance on police, security, and transportation vehicles.
  - Obtained estimates on computer laptops for police and security guard vehicles.
  - Submitted monthly gas logs/interdepartmental transfers for all department units.
- Shuttle Buses and Parking:
  - Completed 31 event parking request.
  - Continued to work to prepare for the Valley Metro Transportation Compliance Oversight Review.
  - Continued working on unpaid citation report.
  - Entered permit reports into Department's Automated Reporting Management System (ARMS).
  - Hosted two Appeal Meetings and reviewed 57 appeals.
  - Issued 274 parking permits, replaced 6 parking permits, and issued 272 Temporary parking permits.
  - Provided Crosswalk Security Guard at main crosswalk.
  - Reserved parking spaces on the westside of Nursing & Allied Health Building A while stairwell is being repaired.
  - Submitted COVID-19 Response from to the National Transit Database for February.
  - Submitted monthly reports to Valley Metro: ridership report, trip log report and driver manifest which totals service hours driving/service miles.
  - Submitted Transportation Department Compliance Review Questionnaire to Valley Metro.
- Other:
  - Campus Security Authority Training 2nd Notification sent out.
  - Completed collecting Clery Crime Reporting Forms from identified Campus Security Authority personnel.
  - Continued to identify Campus Security Authorities (CSA) that have not completed the Clery required training.
  - Finalized Engagement letter with auditor for Auditor's Statement for National Transit Database Reporting.
  - Issued 1,500 KN95 masks and 4,043 3-ply surgical masks to various departments college wide.
  - Made and placed Temporary Exit Signs on all four floors at Nursing Allied Health Building A while the outside North and West Stairs are being repaired.
  - Monthly automated external defibrillator (AED) Log check as required by Texas Senate Bill 199.
  - Started planning South Texas College Department of Public Traffic/Safety Plan for the South Texas College Spring 2022 Graduation Ceremony at Bert Ogden Arena May 6 & 7, 2022.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Board Work Session on Master Planning for Pecan Campus.
- Coordinated Operations Council meeting.
- Data and Information Usage and Needs Meeting for Facilities Planning & Construction and Facilities Operations and Maintenance.
- Facilities Operations Council meeting.
- Facilities Planning & Construction Staff Meeting and meeting to review construction project assignments and statuses with Facilities Planning & Construction staff.
- Finance & Administrative Services Facilities Planning Meetings.

- March Board Meeting.
- March Facilities Committee and Special Board Meeting.
- Meeting with possible student work-study for department.
- District-Wide:
  - District Wide Deferred Maintenance of Roofs Starr County Campus-construction progress meetings with architect, contractor, and College staff at Starr County Campus.
  - District Wide Flooring Replacement General Academic Building A-attended meeting with staff and flooring contractor to review coordination timeline.
  - District Wide Flooring Replacement Starr County Campus Student Activities Building H-Partial Substantial Completion Punchlist Walkthrough with contractor and College staff.
  - District Wide Flooring Replacement-meetings to discuss project schedule changes with staff and vendors.
- Mid-Valley Campus:
  - Mid Valley Campus Center for Excellence Building A Renovation for the Culinary Arts Program-attended Pre-proposal Conference.
  - Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas-meetings to discuss status of new public adjuster with College staff.
- Nursing Allied Health Campus:
  - Nursing Allied Health Campus Occupational Therapy Lab Expansion-project Kick-Off meeting with architect and College staff.
- Pecan Campus:
  - Pecan Campus Library Building F Renovation and Expansion-furniture connectivity meeting with architect, consultants, and College staff.
  - Pecan Campus Library Building F Renovation and Expansion-meeting to review and discuss the planning for a café space with Library and Facilities Planning & Construction staff.
  - Pecan Campus Library Building F Renovation and Expansion-reviewed temporary relocation meeting for staff members with Facilities Planning and Construction staff; attended meeting with Facilities Operation and Maintenance locksmith to review architect's requested information.
  - Pecan Campus Library Building F Renovation and Expansion-discuss temporary relocation meeting for staff members with Library staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Flammable Liquids and Gas (FLAG) Training Area and Canopies for Safety Training Vehicles & Student/Instructors Training-met with geotechnical vendor to locate the bore locations at the site.
- Starr County Campus:
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-attended Pre-proposal Conference.
- Technology Campus:
  - Technology Campus Institute for Advanced Manufacturing Building E Workforce Training Area-attended meeting to discuss project scope with Dean of Technology Campus, Associate Dean of Industrial Technology and Economic Development, and Technology Campus Faculty.
  - Technology Campus Solar Panel Structures-Design Kick-off meeting with architect and College staff.
  - Technology Campus Welding Lab Building F-meeting to review scope of work and request fee proposal from architect.

WORKED ON THE FOLLOWING ITEMS:

- Assisted Business Office with 2001 Bond information.
- Assisted Business Office with plat information for Pecan Plaza.
- Discussion of applicants for Project Manager by Interview Committee.
- March Board Meeting write up revisions and updated backup from the Facilities Committee Meeting.

- March Facilities Committee Meeting agenda and write ups.
- Received and reviewed new Fiscal Year 2022-2023 Capital Improvement Proposals requests.
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Worked on April Facilities Committee Meeting agenda.
- Worked on back up information needed for Coordinated Operations Council meeting.
- Worked on fact sheets for various projects.
- Worked on furniture quotes for replacement of furniture.
- Worked on furniture quotes for Vice President of Institutional Advancement and Educational Development space.
- Worked on preparing hiring documents and job description for replacing Space Management Specialist position.
- Worked on Return to Campus Safely COVID-19 Training & Retention Incentive.
- Worked on Texas Association of School Boards (TASB) Compensation Study Questionnaire.
- Worked on the department's Fiscal Year 2022-2023 Operating Budget
- Worked on the department's Fiscal Year 2022-2023 Staffing Request
- Worked on updating budget estimates and transfers as requested by Finance & Administrative staff.
- <u>District Wide:</u>
  - District Wide Deferred Maintenance of Roofs-reviewed contractor pay applications and change orders; performed site visits to verify construction progress and status of punch lists.
  - District Wide Flooring Replacement Administration Building D-performed walkthrough of completed flooring replacement.
  - District Wide Flooring Replacement-assisted staff and coordinated timeline.
- <u>Mid Valley Campus:</u>
  - Mid Valley Campus Center for Learning Excellence Building A Renovation for the Culinary Arts Program-reviewed addendum and drawings.
  - Mid Valley Campus Center for Learning Excellence Building A Renovation for the Culinary Arts Program-worked on Request for Proposal documents and newspaper ad.
  - Mid Valley Campus South Academic Building H Repair and Renovations of Damaged Roof and Interior Areas-participated in the evaluation of Request for Architectural Qualifications submissions.
- <u>Nursing & Allied Health Campus</u>
  - Nursing & Allied Health Campus East Building A and Pecan Campus South Academic Building J Generator Replacements-reviewed Statements of Qualifications for engineering services; participated in the evaluation of Request for Engineering Qualifications submissions.
  - Nursing Allied Health Occupational Therapy Kitchen Lab Expansion-finalized Owner/Architect agreement from architect.
- <u>Pecan Campus:</u>
  - Pecan Campus Athletic Fields Reseeding-worked on the newspaper advertisement and Request for Proposals; submitted to Purchasing to be issued.
  - Pecan Campus Building A Renovations-worked on the newspaper advertisement and Request for Qualifications; submitted to Purchasing to be issued.
  - Pecan Campus Continuing Education Building-worked on conceptual floor plan to confirm new and existing spaces would fit within the required square footage.
  - Pecan Campus East Drive Resurfacing-reviewed Statements of Qualifications for engineering services; participated in the evaluation of Request for Engineering Qualifications submissions.
  - Pecan Campus Information Technology Building M Generator Replacement-site visits with Texas Gas to review issues with installation of new gas line for generator.
  - Pecan Campus Information Technology Building M Generator Replacement-site visit to review construction progress.
  - Pecan Campus Information Technology Building M Generator Replacement-coordinated with Texas Gas for the gas and meter connection.

- Pecan Campus Library Building F Renovation and Expansion-reviewed architect's invoice.
- Pecan Campus Library Building F Renovation and Expansion-worked on library café options.
- Pecan Campus Renovation and Expansion of the Existing Pecan Campus Library-provided additional information as requested from architect.
- Pecan Plaza Existing Testing Center-worked on options for relocating testing center from Pecan Plaza; discussed options with Vice President for Student Affairs & Enrollment Management

- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-reviewed submittals.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course Lighting-reviewed proposal for engineering services from engineer.
  - Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course Lighting-finalized Professional Services Agreement for engineering services provided by Purchasing and sent to engineer for signature.
  - Regional Center for Public Safety Excellence Two Story Residential Training Structure-reviewed fee proposal and agreement for architectural services from architect.
  - Regional Center for Public Safety Excellence Two Story Residential Training Structure-finalized owner / architect agreement.
- Starr County Campus
  - Starr County Campus Workforce Center Automotive Lab Expansion-reviewed and commented on architect's invoice.
  - Starr County Campus Workforce Center Automotive Lab Expansion-worked on revising exterior finishes of building to provide to architect.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-reviewed 100% construction drawings and project manual; worked on Request for Proposals and newspaper ad.
  - Starr County Campus Workforce Center Building D Welding Lab Expansion-reviewed addendum and drawings.
  - Starr Workforce Center Building D Welding Lab Expansion-reviewed 100% construction drawings; worked on Request for Proposals and newspaper ad.
- Technology Campus
  - Technology Campus Shipping & Receiving Building D-worked on development of Capital Improvement Proposal for security fencing at parking area.
  - Technology Campus Solar Panel Structures-reviewed final Owner/Architect agreement from architect.
  - Technology Campus Welding Lab Building F-reviewed Architectural services proposal.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bookstore Agreement with Regional Manager for Barnes and Noble College.
- Coordinated Operations Council meeting with the Vice President for Finance and Administrative Services.
- Data and Information Usage Discussion with the Director for Institutional Effectiveness and Assessment.
- Facilities Operations & Maintenance Support Staff meeting to gather department updates.
- Facilities Committee Meeting with the Vice President for Finance and Administrative Services.
- Facilities Operations Council meeting with the Facilities Planning & Construction department.
- Facilities Operations & Maintenance Manager's meeting to gather department updates.
- Finance and Administrative Services meeting with the Director for Facilities Planning and Construction.
- Finance Committee 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 meeting with the Facilities Planning and Construction.
- Meeting with Public Adjuster and the Risk Manager of Accountability, Risk and Compliance.

- Phone Call meeting with Barnes and Noble Bookstores.
- Special Board Meeting with the Board of Trustees.
- Starr County Campus - Deferred Maintenance of District Wide Roofs with the Facilities Planning & Construction department.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus
    - Elevator at building V is down due to necessary replacement of belts. Otis Elevator is scheduling repair.
    - Holt Cat came out to service generators at building M and building V.
  - Nursing & Allied Health Campus
    - Meeting with TLC regarding high water consumption at Nursing Campus.
    - Six Shooter Soft Wash serviced Nursing Campus.
  - District Wide Campuses
    - Continued to work on resolving all Winter Break inspection issues. Several pending due to parts shortage.
    - Meeting with Custodial and Maintenance managers regarding new uniform order. Still pending one sample for review.
    - Meeting with TLC in preparation of spring cutting season, going back to one cut per week.
    - Typical pest control issues and equipment rentals.
- Custodial Department:

Duties	Number of Requests
Set-Ups	255
Moves/Relocations	45

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	176	$11,296.75
Electrical	107	$5,914.06
Energy Management	34	$929.40
HVAC	61	$ 8,932.41
Locksmith	107	$ 3,302.5
Painting	26	$984.15
Plumbing	99	$1,325.06
Plant Services		$473.91
Tools/ Equipment		**$33,158.24**
Total Cost		
General Maintenance	1	
Total Work Orders	**611**	

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- COVID-19:
  - COVID-19 April vaccination clinic logistics with Hidalgo County Health Department.
  - COVID-19 employee training video Consent Release Form with Director of Public Relations.
  - COVID-19 employee training video with Public Relations staff.
  - COVID-19 Higher Education Emergency Relief Fund (HEERF) extension with Vice President for Finance and Administrative Services.
  - COVID-19 Prevention Clinic with departmental staff.
  - COVID-19 staff reporting procedures with Web Design Specialist.
  - COVID-19 Vaccination Clinic logistics at Hidalgo County Health Department with Lead Epidemiologist.
  - COVID-19 Vector Solutions training logistics with College staff.
- Insurance and Risk Management:
  - Brokers Program Ribbon Cutting Ceremony at Technology Campus.
  - Insurance account balances and accruals with Vice President for Finance and Administrative Services staff.
  - Insurance premiums with Risk Management Consultant.
  - Loss runs for insurance Request for Proposal with Insurance Agents.
  - Mid Valley Campus Building H insurance claim with The Hartford Adjuster.
  - Pecan Campus Building P window testing with Facilities Operations and Maintenance staff.
  - Property insurance claim for Mid Valley Campus Building H with Public Adjuster, Architect, Director of Facilities Operations and Maintenance, and Director of Facilities Planning and Construction.
  - Property insurance claim with Public Adjuster.
  - Public Adjuster for property insurance claim with Vice President for Finance and Administrative Services, Director of Facilities Planning and Construction and Director of Facilities Operations and Maintenance.
  - Public Adjuster matters with Director of Facilities Operations and Maintenance.
  - Reporting requirements with Montalvo Insurance staff.
  - Review and evaluation of bid proposal for Risk Management Consultant services with Director of Purchasing and departmental staff.
  - Risk Management Consultant Request for Proposal with Director of Purchasing.
  - Texas Association of School Boards (TASB) Interlocal Participation Agreement amendments matters with Vice President for Finances and Administrative Services staff, Risk Management Consultant, and departmental staff.
  - Texas Association of School Boards (TASB) Interlocal Participation Agreement updates with Vice President for Finance and Administrative Services.
  - Texas Association of School Boards (TASB) International Participation Agreement amendments with Risk Management Consultant and Texas Association of School Boards (TASB) Consultant.
  - Vehicle and inland marine schedules/insurance coverage with Department of Public Safety staff.
- Other:
  - Affirmative Action in Employment: Legal Considerations and Best Practices for Diversity Hiring Initiatives in Higher Education webinar.
  - Board motion on cell phone and technology use payment with Business Office staff, Human Resources staff, and Office of the Vice President for Finance and Administrative Services staff.
  - Facilities and Planning Meeting with Vice President for Finance and Administrative Services, Facilities Planning and Construction staff, Risk Manager, and departmental staff.
  - Facilities Committee Meeting.
  - Finance and Administrative Services Safety Team Meeting.
  - Finance, Audit, and Human Resources Committee Meeting.
  - Sonography Program consent forms review and updates with Nursing and Allied Health staff.
  - South Texas All Hazards Emergency Conference.
  - Weekly department huddles.

- Records Management and Retention:
  - Non-standard retention for Business Office records with Accounting Group Manager and Accountability and Compliance Manager.
  - Pricing terms for shredding console installation with Purchasing Senior Buyer.
  - Record retention boxes ready for destruction with record retention vendor, Accountability and Compliance Manager, and departmental staff.
  - Retention and Availability of College Catalogs with Dean of Curriculum, Dean of Library and Learning Support Services, Dean of Institutional Research, Effectiveness, and Strategic Planning, Public Relations staff, Library staff, and departmental staff.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Non-substantive changes meeting with Vice President for Finance and Administrative Services, Accountability and Compliance Manager, departmental staff.
  - SharePoint Policy Localization Approval Workflow process with Web Design Specialist and Accountability, Risk, and Compliance Support Specialist.
  - SharePoint Policy Localization Approval Workflow updates with Accountability and Compliance Manager and departmental staff.
- Title IX:
  - Back to the Basics: Refresher of Title VI, VII, and The Americans with Disabilities Act webinar.
  - Director of Institutional Equity/Title IX and 504 Coordinator job position interviews with College staff.
  - Section 504 case status with 504 Coordinator, Title IX Deputy Coordinator, and Title IX Liaison.
  - Section 504 case with 504 Coordinator and Title IX Liaisons.
  - Senate Bill 212 Quarterly 2 Report Meeting with Title IX Coordinator and Title IX Deputy Coordinator.
  - Senate Bill 212 Quarterly 2 Report review with Title IX Coordinator.
  - Sexual Harassment Awareness Month with Title IX Coordinator, Title IX Liaison, Librarian III-Outreach and Instruction, and Librarian II-Programming.
  - Title IX meeting with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.
  - Title IX Pregnancy and Parenting with Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Liaison.
  - Title IX with Title IX Coordinator, Title IX Deputy Coordinators, and Title IX Liaisons.

PROJECTS IN PROGRESS:

- COVID-19:
  - COVID-19 daily/weekly reports, testing site reports, restock of daily masks, questions and feedback on protocol inquiries from staff and students.
  - COVID-19 employee training video Consent Release form pick up from Pulmonologist specialist and Internal medicine physician for Public Relations
  - COVID-19 employee training video content final edits and approvals with Public Relations.
  - COVID-19 home test Higher Education Emergency Relief Fund (HEERF) pre-authorization request.
  - COVID-19 Pecan Campus Prevention and Awareness Clinic.
  - COVID-19 Prevention and Awareness Clinic logistics with Starr and Weslaco Campuses.
  - COVID-19 Prevention and Awareness Clinic PowerPoint presentation.
  - COVID-19 Vaccination Clinic logistics for Mid-Valley and Technology Campuses.
- Insurance and Risk Management:
  - Board motion for Texas Association of School Boards (TASB) Interlocal Participation Agreement.
  - FY 2022-2023 Insurance Request for Proposal.
  - FY 2022-2023 Student Insurance Request for Proposal.
  - House Bill 3834; Cybersecurity Training test work and updates, reviewed/analyzed data.
  - Hurricane tabletop exercise research.
  - Memo to Vice President for Finance and Administrative Services regarding insurance premiums.
  - Mid Valley Campus Building H timeline and memo for Vice President of Finance and Administrative Services.
  - Pandemic Operations Response Plan.
  - Reviewed information on non-substantive change.

- Reviewed police report and accompanying referral report.
- Reviewed vehicle and inland marine schedules.
- Risk Management Consultant Board motion.
- Student insurance claim.

- Records Management and Retention:
  - Completed annual record retention destruction.
  - Non-standard retention research on Business Office records and also on records ready for destruction.
  - Retention Center Inventory: continued reviewing and updating boxes processed, Business Office retention boxes updates.
  - Retention records ready for 2021 destruction: review and recap.
  - Review record retention report from Business Office.
  - Reviewed and identified records pending further clarification from retention processing vendor.
  - Reviewed records pertaining to the Library Department and Public Relations department.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - Board Policy Manual webpage mockup.
  - Historical File Best Practices Guide, Historical File Meeting Agenda, and Historical File Policy Research.
  - Legal Counsel correspondence log.
  - Policy CT-Intellectual Property.
  - President's Administrative Staff and Planning and Development Council Policy Review Period Notification.
  - SharePoint approval workflow process, test work, and follow-ups.
  - South Texas College/Texas Association of School Boards Policy Crosswalk, non-substantive changes email, and TASB follow up questions.
  - Transition Phase 1
    - Crosswalk.
    - Follow-up email draft.
    - Model Policy Crosswalk.
    - Policies by Policy Owner.
    - Status Matrix.
    - Status request for Vice President for Finance and Administrative Services.
  - Transition Phase 2
    - Model Policy Crosswalk.
    - Policies by Policy Owner.
    - Status Matrix.
  - Transition Phase 3
    - Model Policy Crosswalk.
    - Status Matrix.
- Title IX:
  - Evaluated applications for Director of Institutional Equity/Title IX and 504 Coordinator job position.
  - Section 504 updates; Case Status Report review, and Report an Accessibility Issue Form.
  - Title IX updates and review:
    - Title IX Closed Case List.
    - Title IX Master Case List.
    - Title IX Pregnancy and Parenting Case List.
    - Title IX Senate Bill 212 Quarterly 2 Report.
    - Title IX Updates Maxient Files.
    - Title IX Webpage mockup updates.
    - Title IX Weekly Cabinet Report.
- Other:
  - Ambassadors Cross Training Academy presentation updates.
  - Board motion for Cell Phone and Technology Resource Reimbursement.
  - College Safety Committee agenda and related items.
  - Compliance Assessment Senate Bill 18 Report and Appendix updates.

- Compliance Assessment test work for House Bill 449 Transcript Notation of Ineligibility to Re-enroll.
- Human Resources Job Description Status Matrix updates.
- Institutional move form.
- Researched alcohol consumption and distribution operations.
- Workflow record retention requests, monthly activity report, reviewed invoices, requisitions, and work order requests as needed.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged nineteen (19) 1295 Forms with the Texas Ethic Commission.
- Attended March Finance Committee Meeting and Regular Board Meeting.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Met with vendors to discuss the campus dining contract awards.
- Participated in a zoom meeting with the Business Office and PNC Bank to discuss pending items.
- 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.
- Reviewed and negotiated changes to twenty-three (23) vendor agreement/contracts.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Approved four hundred ninety-four (494) online Banner requisitions.
  - Created or updated eighty-seven (87) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Disapproved three hundred one (301) online Banner requisitions.
  - Processed change orders for goods and services.
  - Processed five hundred thirty (530) purchase orders.
  - Reviewed and updated Department procedures as needed.
  - Submitted ten (10) new records and updated nine (9) existing records to the Legislative Budget Board to report all purchases/contracts at $50,000 and above.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 21-22-1046 Online Continuing Education Services
    - Request for Proposals: 21-22-1047 Mid Valley Campus Building A Center for Learning Excellence Space Renovation for Culinary Arts Program (Contractor)
    - Request for Proposals: 21-22-1048 Vehicle Maintenance and Repair Services
    - Request for Proposals: 21-22-1049 Building Moving Services
    - Request for Proposals: 21-22-1050 Recruitment Advertising Services
    - Request for Proposals: 21-22-1051 Starr County Campus Welding Lab Expansion (Contractor)
    - Request for Proposals: 21-22-1052 Purchase of Semi-Trucks (Diesel)
    - Request for Proposals: 21-22-1054 Purchase of Automatic Heavy-Duty Truck
  - Prepared the following Request for Proposals/Quotes/Qualifications:
    - Request for Proposals: 21-22-1053 Pecan Campus Reseeding and Regrading of Athletic Fields
    - Request for Proposals: 21-22-1054 Purchase of Automatic Heavy-Duty Truck
    - Request for Proposals: 21-22-1056 Telephone Services
    - Request for Proposals: 21-22-1057 Building Moving Services – II
    - Request for Proposals: 21-22-1058 Temporary Personnel Services

- Request for Qualifications: 21-22-1055 Architectural Services – Pecan Campus Ann Richards Building A Renovation of Administrative Offices

- Fixed Assets Department:
  - Reviewed all assets purchased and paid through March 31, 2022 as follows:
    - Adjusted twenty (20) assets in Banner for the month of March.
    - Approved two hundred fifty-nine (259) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed forty (40) faculty/staff moves in March.
  - Completed three hundred eighty-nine (389) deliveries (purchase orders and complimentary books) and three thousand seven hundred two (3,702) packages/boxes.
  - Received and posted three hundred eighty-nine (389) purchase orders in Banner.
  - Transferred/relocated nine thousand nine hundred five (9,905) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed forty thousand seven hundred forty-seven (40,747) copies at the copy center for the month of March.
  - Mailed out a total of twelve thousand five hundred twelve (12,512) letters and one hundred fifty-six (156) letters were returned to South Texas College due to incorrect addresses.
  - Processed the following mail and copy requests:
    - Academic Excellence - $998.61
    - Student Financial Aid - $995.99
    - Office of Human Resources - $18.34

OFFICE OF INSTITUTIONAL EQUITY – LAUREN STARNES, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Vice President for Finance and Administrative Services:
  - Vice President for Finance and Administrative Services to discuss specific Title IX cases.
  - Vice President for Finance and Administrative Services to discuss Office of Institutional Equity matters and updates.
  - Vice President for Finance and Administrative Services to review Senate Bill 212 Second Quarterly Report and approve for submission to the President.
- 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.
  - Counseling and Student Accessibility Services Departmental meeting to discuss 504 and Title IX related matters.
  - Dean of Dual Credit to discuss revisions to the Dual Credit Interlocal Agreement for 2022-2023.
  - 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 to discuss various Title IX appeals and reports relating to pregnant and parenting individuals.
  - Director of Institutional Effectiveness to discuss the Office of Institutional Equity's Institutional Effectiveness Plan for 2019-2021 and 2021-2022.
  - Director of Student Activities and Wellness to discuss programming for Sexual Assault Awareness Month 2022.
  - Program Chair and instructor of the Associate Degree of Nursing to discuss 504 and Title IX related matters, as well as specific cases.

- 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.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss Title IX case updates and SB 212 reporting.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss updates on various ongoing projects.
  - Meeting with Accountability, Risk, and Compliance Specialist to discuss mock-up of updated Title IX website.
  - Meeting with Association of Title IX Administrators to discuss various ongoing projects and efforts.
  - Meeting with Consultant from the Association of Title IX Administrators to discuss specific reports, policies, and procedures.
  - Meeting with Digital Services Manager to discuss Title IX webpage updates, email outreach, and creation webpage for Office of Institutional Equity.
  - Meetings with Human Resources Employee Relations Officer to discuss specific Title IX related reports and cases.
  - Meetings with Director of Human Relations to discuss specific Title IX reports and ongoing cases.
  - Meetings with Talent and Learning Manager to discuss Title IX training and programming for employees.
  - Title IX Committee twice monthly meetings to discuss reports received and cases relating to employees.
  - Title IX Committee twice monthly meetings to discuss reports received and cases relating to students.
  - Various South Texas College instructors to discuss reports they have submitted relating to students.
  - Various South Texas College staff to discuss reports they have submitted relating to students as well as other employees.
  - Various Independent School District Administrators, complainants, and complainants' parents to discuss reports related to Title IX cases involving dual enrollment students and employees.
  - Various South Texas College students to discuss reports received relating to Title IX cases.
- Training(s)/Webinar(s):
  - Ambassadors Cross-Training Academy pre-meeting for presenters
  - Ambassadors Cross-Training Academy presentation
  - Association of Title IX Administrators webinar on the Violence Against Women Act
  - Husch Blackwell LLP webinar on Affirmative Action in Employment: Legal Considerations and Best Practices for Diversity Hiring Initiatives in Higher Education
  - History and Philosophy Departmental Title IX Training
  - Institutional Compliance Solutions webinar on Religious Exemptions under Title IX
  - Institutional Compliance Solutions webinar Back to Basics: Refresher of Title VI, VII, and the Americans with Disabilities Act
- 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.
  - Title IX 50th Anniversary Flyer Design
  - Sexual Assault Awareness Month planning and programming, including flyer design and social media posts
  - Updates to website, Title IX informational flyer, and other Title IX related documents and guides.
  - Weekly Cabinet Reports, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.
  - Procedures updates and revisions
  - Violence Against Women Act Brochure drafting

PROJECTS IN PROGRESS:

- Creating comprehensive repository of templates for corresponding with parties and third-parties regarding reports.

- Drafting comprehensive Complaint Resolution Procedures Handbook for resolving complaints governed by Policy # 4216 - Freedom from Discrimination, Harassment, Sexual Misconduct and Retaliation and Title IX/HB1735.
- Drafting 504/ADA Handbook, including procedures, and resources related to disability services and ADA/504 related complaints.
- Drafting Pregnancy and Parenting Handbook, including policies, procedures, and resources related to pregnancy and parenting cases.
- Drafting internal procedures for both the Office of Institutional Equity and Title IX relating to intake, SB 212 reporting requirements, and policy and procedure updates.
- Updating Title IX webpage to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.
- Dismissed reports that did not fall under Title IX jurisdiction and referred each dismissed case to the appropriate office for further review to determine if other College policies were violated.
- Drafted Five-Point Assessments for determining whether a report falls under Title IX jurisdiction or should be referred to another office.
- Drafted, finalized, and sent Memos to Admissions and Registrar and Cashiers Department related to administrative drops for Pregnancy and Parenting students.
- Drafted, finalized, and sent email correspondence and letters to students and employees dismissing cases and reports from Title IX Grievance process.
- Prepared Five-Point Assessments and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.
- Reviewed and edited weekly Title IX Reports for Cabinet to Vice President for Finance and Administrative Services.
- Reviewed and edited Title IX Case Status Report for Vice President for Finance and Administrative Services.
- Reviewed and responded to emails.
- Reviewed daily Association of Title IX Administrators (ATIXA) listserv emails in order to stay up to date on current Title IX related issues nationwide.
- Revised Interlocal Agreement for Dual Credit 2022-2023.
- Sexual Assault Awareness Month programming and training
- Title IX 50th Anniversary Flyer preparation and design
- Updated Title IX website.
- 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 bi-weekly Banner Security Project meeting to discuss the format of the documentation and to set up the agenda for the next meetings.
  - Attended the bi-weekly Human Resources – Vice President of Finance and Administrative Services meeting.
  - Attended the Ellucian Banner HR & Finance Q1 Release Overview webinar.
  - Attended the Human Resources department meeting.
  - Attended the monthly Banner User Group (BUGs) where the monthly Banner Patches and data dictionary process was discussed.
  - Attended the monthly Human Resources – Information Technology meeting to discuss the issues and get updates on new procedures and tasks.
  - Attended the virtual consultation of the Ellucian consultant on the monthly cell phone stipend project.
  - Ellucian Cloud ERP (enterprise resource planning) meeting with Strategic Account Executive. Discussed the Strategic Alliance Plan (SAP) analysis to evaluate the current system.
  - Helped the Benefits department to print the 1095C documents at the Business Office printing location using their access to the Evision FormFusion software.

- Human Resources Compensation Study Group met with the Texas Association of School Boards (TASB) staff to review the data, inquire about issues, and respond to inquiries.
- Met with Ellucian Senior Account Executive, Ellucian Senior Strategic Business Advisor, and Human Resources Administrators and discussed Strategic Alignment Plan/Cloud Readiness.
- Met with Human Resources administrators and managers and discussed the TASB-Texas Association of School Boards questionnaire.
- Met with Human Resources administrators to discuss the data requirements for the Property / Casualty Insurance RFP (request for proposal).
- Met with Information Technology Applications Development team to identify and discuss training goals and determine what access is needed for Ellucian training.
- Met with staff from Accountability, Risk and Compliance, Facilities Operations & Maintenance, Business Office, and Human Resources Payroll to discuss the Covid-19 training rules, procedures, and recommendations.
- Met with Systems and Networking Applications Development to discuss the Active Directory (AD) automation.
- Met with the Assistant Director of Human Resources, Payroll, and Compensation Manager to discuss the IPEDS (The Integrated Postsecondary Education Data System) and the Bureau of Labor Statistics reports.
- Met with Vice President of Finance and Administrative Services and Human Resources administrators and discussed the new ERP (enterprise resource planning) selection project.
- Participated in Data Management & Integrity Committee Meeting where we discussed Discuss the interview findings and the next steps.
- Participated in the bid evaluation for Project No. 21-22-1050– Recruitment Advertising Services.
- The PeopleAdmin re-engineering group met to review the changes proposed by HRIS (Human Resources Information Services)
- Weekly meetings with PeopleAdmin development staff and Human Resources re-engineering group to work on the position management module for both Full and Part-time Staff and Faculty.

- <u>Payroll/Compensation:</u>
  - Compensation Setting Training.
  - Data entry, review, verification and processing for MR 03 Payroll.
  - Finalized Payroll for Trainer NOE's.
  - Met via TEAMS and in person to review compensation hiring setups (Various).
  - Met Via TEAMS for Department Monthly meeting and presentation.
  - Met via TEAMS on TASB questionnaire review with Payroll Manager and Assistant Director.
  - Met via TEAMS with Ellucian to review FLSA Module – Calculate Overtime.
  - Met with Assistant Director to Review Compensation on Job Offer Salary Reviews.
  - Met with Assistant Director to review compensation setup.
  - Met with HRIS team on People Admin Staff and Faculty Class Review.
  - Met with HRIS various times to review IPEDS report.
  - Met with Search Committee for Continuing Ed Trainer (Truck Driving) job interviews.
  - Packed and sent out Regular, Trainer and Overload NOE's.
  - Pay Stub Training for Faculty members.
  - Sent out NOE's pending Signatures.
  - Sent out Trainer NOE's, Cell Phone Stipend and Grant Funded NOE's to By Inner Campus Mail.
  - Verification for employees eligible for the upcoming COVID stipend which is based on having an active assignment on 03/01/22.
  - Verification of Employment via e-mail, call or in person drop off forms.
  - Worked on Employment Verification Binder.
  - Worked on US Regulatory for new hires.
- <u>Staffing:</u>
  - Academic Affairs Rehire Guide Meeting to review updates on hiring guide.
  - Assigned Search Committee pool members and submitted training for their review.
  - Attended Human Resources department meeting.

- Attended Staffing Plan HR Review Training.
- Attended Texas Association of School Board Compensation Study documents/questionnaires meeting with Human Resources Managers.
- Held meeting to review Human Resources Assistant Tracking Log.
- Hosted interviews for Human Resources Assistant SP1842.
- Job description meetings for review and approval.
- Met with HR Team and Academic Affairs to plan logistics for 2022 Adjunct Job Fair.
- Participated in bid evaluation for Recruiting Advertising Services
- PeopleAdmin Training with Staffing and Recruiting Manager and Faculty Specialist.
- PeopleAdmin weekly working sessions.
- Training with Faculty Specialist on daily duties.
- Weekly staffing meetings to discuss weekly and procedure updates.

- Benefits:
  - Additional Ellucian Consultant Training to further discuss Tech Stipend implementation.
  - Benefits Specialist training on Teacher Retirement System Employment After Retirement Report.
  - Department of Labor webinar where Family Medical Leave Act was reviewed and discussed.
  - Discussion and review of test site for Title IX Lactation Rooms with Assistant Director of Human Resources.
  - Ellucian remote training session with consultant to discuss options for integrating the Tech Stipend into Banner and FLSA module to calculate overtime.
  - FAS Safety Meeting with discussions related to COVID-19 and campus safety.
  - Human Resources Bi-weekly meeting with VP of Finance and Administrative Services.
  - Human Resources Departmental Meeting.
  - Orientation for new full-time and part-time employees.
  - Printed calendar year 2021 1095-C forms at the Business Office using their Evision FormFusion Software.
- Employee Relations (ER):
  - Met on disciplinary written reprimand regarding employee with supervisor.
  - Met on Human Resources related matters with Vice President for Finance and Administrative Services.
  - Met on non-renewal hearing with counsel and appropriate witnesses.
  - Met on policies and procedures concerning departmental issues regarding employees with supervisors.
  - Met on policies and procedures concerning departmental issues with employees.
  - Met on policies and procedures concerning the Office of Human Resources personnel issues and needs with other administrators regarding overtime.
  - Met on Return to Campus Safely COVID-19 Training and Retention Incentive Payment hosted by Vector Solution.
  - Met on the administrative leave suspension process with supervisors regarding employees.
  - Met on the discussion of a hearing on proposed termination regarding employee.
  - Met on the discussion of Affirmative Action in Employment: Legal Considerations and Best Practices for Diversity Hiring Initiatives in Higher Education hosted by Husch Blackwell.
  - Met on the discussion of Affirmative Action in Employment: Legal Considerations and Best Practices for Diversity Hiring Initiatives in Higher Education hosted by Husch Blackwell.
  - Met on the discussion of Equal Employment Opportunity Commission/Potential Lawsuits with the Director of Human Resources.
  - Met on the discussion of Policy #4112 Self-Reporting of Criminal Conduct with the Assistant Director of Human Resources.
  - Met on the discussion of Safety Meeting policies and procedures via Teams.
  - Met on the discussion of Texas Commission on Law Enforcement Secure Share and Background Confirmation Form hosted by the Texas Commission on Law Enforcement.
  - Met on the discussion of Title IX cases with the Intuitional Equality Manager/Title IX and 504.
  - Met on the discussion of Title VII Gender Equality Session with Equal Employment Opportunity Commission hosted by Monday with Marvis and Marina.
  - 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 via telephone hearings on appeals submitted by the College and provided testimony and evidence for the cases with the Texas Workforce Commission (TWC).
- Prepared and responded to litigation counsel request for claim file materials.
- Prepared and responded to personnel counsel request for claim file materials to prepare position statement request by Equal Employment Opportunity Commission.

- Talent and Learning:
  - 2022 Adjunct Job Fair Meeting to discuss logistics of the career fair with Human Resources Staffing/Talent and Recruiting, Public Relations and Academic Affairs.
  - Attended Bi-Weekly Meeting with Vice President of Financial Administrative Services.
  - Attended Human Resources Departmental meeting.
  - Attended Human Resources New Hire Orientation for cross-training purposes with Benefits Department.
  - Attended Professional Development Workshop #214663: Develop Interactive Questioning with Poll Everywhere.
  - Attended Title IX training for History and Philosophy Departments.
  - Compiled research for truck driver salary.
  - Developed and updated survey for 4.5 workweek.
  - Developed and updated Training Presentation for Supervisors.
  - Met on Campus Security Authority Training reporting with Human Resources Management, Campus Public Safety Department, and Student Activities.
  - Met on development of survey for 4.5 workweek with Human Resources Management, Business Office and Vice President for Finance and Administrative Services.
  - Met on documentation review with Employee Relations Officer for pending case.
  - Met on Return to Campus Safely COVID-19 Training and Retention Incentive Payment with Human Resources Management, Business Office and Vice President for Finance and Administrative Services.
  - Met with Professional Development for training on Region 1 PD system.
  - Met with Title XI Coordinator for collaboration efforts.
  - Updated Non-Discrimination Notice poster and website.
  - Updated Texas Workforce Commission documents on the website.

PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Active Directory Automation with IT services.
  - Covid-19 Special Payment Payrolls.
  - Ongoing training with Ellucian Consultant.
  - TASB Compensation Study.
  - Technology Stipends.
  - Training of new payroll staff members.
- Benefits:
  - Completion of 1095-C IRS upload for calendar year 2021.
  - Completion of mailing of 1095-C forms for calendar year 2021.
  - Employee Demographic Files creation for Teacher Retirement System Regular Payroll report for February 2022.
  - Employee Retirement System Reconciliation report for February 2022.
  - Family Medical Leave Act research on FMLA online tracking system at other higher education institutions.
  - On-going training of duties for new Benefits Specialist.
  - Sick Leave Pool report for qualifying individuals in upcoming enrollment period.
  - Teacher Retirement System Employment After Retirement report for February 2022.
  - Transition of COVID-19 related duties to new COVID-19 specialists.

- Employee Relations (ER):
  - Training of new employee, HR Specialist – Employee Relations.
  - Working on Employee Relations cases and reviews.
  - Working on Texas Workforce Commission files.
  - Working on updating the filing system for Employee Relations files and cases.
- Human Resources Information System (HRIS):
  - Continue to work on the ERP selection project. The first version of the project plan was presented to the Vice President of Finance and Administrative Services. An additional document is in the process which includes additional information and a new and completed tasks list.
  - Working on MS PowerApps system to create the cellphone stipend request form.
  - Working on the design and development of the re-engineered PeopleAdmin system's administration and position management modules.
  - Working on the yearly IPEDS (The Integrated Postsecondary Education Data System) report.
- Staffing:
  - Submit Full-Time and Administrative Job Descriptions to Texas School Board Association for review.
  - Working on 2022 Adjunct Job Fair.
  - I-9 Project Review
  - Training continued for Faculty Specialist
- Talent and Learning:
  - Reviewing mandatory trainings offered via the Vector Solutions Learning Management System (LMS).
  - Working on logistics & completion of 2022 Adjunct Faculty Job Fair.
  - Working on updating 2022-2023 Employee Handbook.
  - Working on updating Human Resources Training Presentations.

HRIS -			
Type of Access Provided	**Count**		
Active Directory	8		
AppTrack	1		
Argos Access	6		
Banner	7		
Credential Database	6		
DFS (Distributed File System)	3		
Distribution Lists	5		
FLAC	0		
Faculty/Staff Directory Update	2		
JagNet Forms Management	3		
Send As – Email	0		
MS Teams Maintenance	2		
SSN	1		
WebTailor	1		
Xtender access	4		
Total Count	**49**		
Visio Charts	**Created**	**Updated**	**Published**
Count	1	8	2

Information Services and Planning (IS&P) Issues	Assigned	Resolved	Open
Count	40	36	9
PeopleAdmin Issues	**Assigned**	**Resolved**	**Open**
Count	1	1	0
EverFi Issues	**Assigned**	**Resolved**	**Open**
Count	0	0	0
Human Resources Website Updated Main | JagNet	0		3

Completed Federal/State/Agency Reports

- Bureau of Labor Statistic Survey
- Property / Casualty Insurance RFP (request for proposal)

Report Development	**34**
Internal Reports	**17**
Human Resources – Compensation	1
Human Resources – Director of Human Resources	5
Human Resources – Employee Relations	2
Human Resources – Payroll	5
Human Resources – Staffing	1
Human Resources – Staffing Evaluators	1
Human Resources – Talent and Learning Manager	2
External Reports	**17**
Academic Affairs – Vice President	4
Facilities Operations & Maintenance - Environmental Health & Safety Manager	3
Finance and Administrative Services – Business Office	1
Finance and Administrative Services – Vice President	2
Information Technology – Applications Development	1
Professional & Organizational Dev – Manager	1
Project Manager – NAH	1
SAEM -Student Affairs & Enrollment Mgt	4

Faculty Staffing	Count
Position requests w/job descriptions	4
Positions posted	9
Positions reposted	1
Positions extended	2
Positions canceled	0

Faculty Staffing	Count
Search committees' forms requested	2
Search committees assigned	2
Hiring proposals reviewed (HR Staffing Review workflow)	0
Job offers	1
Review Adjunct/Dual Credit applications	10
New Hire Email Notifications	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	2
Positions filled	0
PeopleAdmin user updates	15
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	2
SOAPCOL	15
PEAFACT	15
Resignations/Terminations	5
SACS Audit Credential Review	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	10
Reviewed in PeopleAdmin	0
Notices (1st, 2nd & Final notice)	11
Extension requests	0
Credential entered in credential database Faculty/Staff	7
Vacancy Reports completed NOE course and Rate Review	76
Educational Supplements (Review, log, memo, send to payroll and faculty)	4
New hire/re-hire/transfer files (closing onboarding process) track transcripts	96
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	
Visitors Assisted	143

Support	Count
E-Verify	
Cases submitted	22
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	40
Name changes	0
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	1
Applications	
Processed On-Line	320
Processed Paper	44
Postings	
Closed (On-Line)	56
On Boarding	
New Hires	25
Transfers	13
Returning	2
Adjunct	3

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	15
Record Requests: External	8
Records Filed (by page)	1,069
Files Scanned & Indexed	710
New Hire/Active Personnel Files Prepared	55
New Hire/Active Transcript Files Prepared	59
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	41
Telecommunicating - Activity Reports Received and Logged	375
Telecommunicating - Agreements Received and Logged	25

Records	Count
Employment Reference Checks Logged	47
Active Files Moved to Termed (personnel/transcript)	0
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	1
Telecommunicating Automation Workflow and Front-end User System	0 Updates/Adjustments to App 0 Workflow Test Runs

Staffing/Staffing Support (Staff)	Count
Position requests	31
Job Descriptions reviewed and approved	8
Positions posted	16
Positions reposted	9
Positions extended	20
Positions canceled	4
Search committees' forms requested	16
Search committees assigned	38
Hiring proposals reviewed (HR Staffing Review workflow)	23
Job offers	25
New Hire Email Notifications	
Full-time staff	23
Part-time staff (DW/WS)	(13 / 0)
Trainers	8
Positions filled	17
PeopleAdmin user updates	17
Advertisements placed (Monitor, Town Crier, etc.)	3
Resignations/Terminations (HR Benefits)	
Full-time staff	11
Part-time staff	2
NOEs	
Full-time temporary staff	0
Part-time staff (WS)	7
Part-time staff (DW)	15
Trainers	63

Staffing/Staffing Support (Staff)	Count
Temporary Agency Employees	
Request	3
Replacements	0
Assignment Extension	1

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	443	52	TWC Claims	26	1
Fingerprints	257	45	Open Records Requests	3	0
DPS Driver Eligibility Checks	54	3			

Benefits	Count
New Hire Orientations Full-Time	2
New Hire Orientation Part-Time	8
Internal Transfers	8
Benefits Credits/Collections	3
TRS ED Records reported	200+
TRS RR Records reported	19
TRS Prior Yrs. of Svc Verifications	15
TexaSaver 457/403B Accounts	1
Faculty (Adjunct, Temporary)	3
Exits	
Full Time	10
Retirees	0
FMLA Requests	
New	15
On-Going Cases	20
Closed	5
FMLA Intermittent Requests	
New	0
On-Going	16
Closed	0
Approved Leave of Absence	
New	0
On-Going	5
Closed	1
Workers Compensation Claims	

New	9
On-Going Cases	3
Closed	7
Tuition Reimbursement Applications Processed	4
Tuition Reimbursement Applications ready for payment	4
Tuition Grant Applications	
Employee	18
Dependent	0
Promissory Notes	1
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	2
Sick Leave Pool Donations	2
Medical Support Orders	0
ERS Changes	0
Vacation Settlement Worksheets	14

Payroll	**Count**
PDR Notifications	236
Direct Deposit Transactions	26
Full Time	0
Direct Wage/Work Study/Trainer	1
Resignations	
Full Time	11
Direct Wage/Work Studies	
Garnishments	49
State Charitable Deductions	59
TXOAG Reporting	34
Payroll DOC/ADJ/SLP Worksheets	0
New Hires, Rehires, Transfers	0
Name Changes	0
Address Changes	4
Form W-4 Changes	39
FY21 Staffing Plan Salary Inc Rev	0
Verification of Employment	0
Forms processed	73
TWC	0

Letters sent	5
Phone Calls	90
Cell Phone Stipends	1
Adjunct Leave Forms	0
NOE	0
Letters of Appt Verification and Matching	0
Letter of Appointment Staff Full Time Regular	0
Direct Wage	10
Work Study	8
Adjunct	5
Overload	162
FLAC Dual Credit assignments reviewed	3
FLAC entries reviewed and applied	29
Trainers	78
Dual Enrollment	3
Fac. Salary Retro-Pay Adj	0
Fac. Base Salary Pay-Off	0
Faculty Base Salary Month Ext	0
Full-time Regular Faculty Pay-Off	0
Faculty Special Assignment Other	4
Faculty Classification Changes	0
Special Assignments	7
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	0
Staff Special Assignment	0
Faculty New Hire	1
Large Class Payments	0
11/12 Salary Pay off	0
Educational Increase	5
Mini-mesters	9
Certification Stipend	0
PeopleAdmin Transactions	
Approvals	0
Hiring Proposals	20
Compensation Worksheets	46
Payroll Worksheets	34
Move Request Updates	32

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:	APRIL 20, 2022
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2022 – MARCH 31, 2022

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Participated in the TPP Institute #5 Team Meeting, March 1
- Facilitated planning meetings for inaugural Workforce Summit, March 2, 4, 7
- Conducted Starfish activity report discussion with Deans, March 4
- Run-through for EWDC, March 7
- Distance Learning presentation during the EWDC Meeting, March 8
- Cabinet Meeting, March 9
- Attended Weslaco State of City Address, March 9
- GPS-VP-Starfish Monthly Meeting, March 9
- COC Meeting, March 9
- RGV College - Articulation Agreement Discussion, March 10
- Meeting to finalize the TxDot OER section requests, March 10
- DoD Grant with UTRGV, March 21
- Meeting with Division Deans and VP of SAEM to discuss withdrawal date/faculty approval, March 21
- Potential Data/Information Usage and Needs Discussion, March 21
- D2L webinar for The Future of Education: Reimagined, March 22
- Attended the Prevent, Treat, and Beat Diabetes Panel Discussion, March 23
- Presented during the Edinburg CISD Counselor Workshop, March 24
- Texas Health Institute Visit at NAH, March 25
- Meeting with LA Dean the potential film production collaboration opportunity, March 25
- Facilitated an Academic Council Meeting, March 28
- Met with Associate Dean of OPOD, March 29
- Participated in the TCCIA Board Meeting, March 29
- Learning Outcomes Meeting, March 31
- Attended Child Development Center Quinceañera Celebration at Mid-Valley Campus, March 31

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinating inaugural STC Workforce Summit

- Coordinating Annual "A Night with the Stars" Gala
- Coordinating STC & UTRGV Collaborative
- 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
- Developing a process to recruit and hire online faculty
- Implementing Guided Pathways Project
- Academic Affairs Risk Management Plan
- New Program Development Proposals
- Developing guidelines and templates for the division
- Updating all manuals and reports for the division
- Developing the Handbook of Operating Procedures Template
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard

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

DIVISION DEAN'S REPORT:

- Recorded message for Pharr EDC Foundation Scholarship Opportunity, March 1
- Discussion on Jailer Academy, March 1
- Role Clarity Project meeting, March 2
- Meeting to plan for Shipping & Receiving area in Building E at Technology Campus, March 2
- Technology Campus Leadership Team meeting, March 3
- Perkins Workshop with Department Chair, March 3
- Meeting with UTRGV/TMAC Partnership, March 3
- Technology Campus walk-through with Vice President for Student Affairs & Enrollment Management, March 4
- Perkins V Discussion Series: Streamlining Time on Task Documentation, March 4
- Planning meeting for the Workforce Summit, March 4
- Starfish Activity Report discussion, March 4
- Visit to US Navy training center in Austin to meet and discuss partnership with US Navy course and alignment with the Law Enforcement AAS degree, March 7-8
- Coordinated Operations Council Meeting, March 9
- Discussion and planning for RCPSE Public Safety Expo, March 10
- Department meeting for Human Resources and Office Administration Programs, March 11
- Department of Defense Grant meeting, March 21
- Workforce Summit Planning follow-up, March 21
- LRGV-AIA Golf Tournament Planning Committee meeting, March 22
- WE CAN TX Cohort Kickoff Meeting, March 23
- BPST Division – Department Chairs and Staff March meeting, March 23
- Edinburg ISD Counselor Workshop and Tour of Technology Campus, March 24
- Broker Certification Luncheon, March 24
- LRGV-AIA ArchiTour at the Technology Campus, March 24

- WECM Advisory Committee Meeting, March 25
- Academic Council Meeting, March 28
- Texas Business Leadership Council's Policy Summit 2022 in Austin, March 29
- Nurse's Apprenticeship Workshop meeting in Austin, March 30

Project Manager

- Shipping & Receiving Building E Space Planning, March 2
- Technology Campus Leadership Meeting, March 3
- BPST Perkins Workshop, March 3
- Technology Campus Enrollment Center Walk-through, March 4
- Perkins V Discussion Series Streamlining Time on Task, March 4
- Follow up Meeting for Workforce Summit, March 4
- VR Lab Discussion/Updates, March 4
- Division of BPST and BPST Project Manager Monthly Check In, February 7
    - Planning Perkins Workshops for BPST Programs for FY 21-22
    - PLA Planning for BPST Programs
    - BPST Programs Facility Updates (CIP's/Space Modifications/ Maintenance Requests)
- Meeting with PR to discuss grant projects: Perkins Basic and Perkins Leadership, March 8
- American General Contractors Luncheon - Women in Construction, March 8
- Public Safety Expo Planning Meeting, March 10
- Human Resources and Office Administration Meeting – Planning for Program Updates, March 11
- American Institute of Architects Tournament Planning Meeting, March 22
- BPST Department Chair and Staff Meeting, March 23
- National Customs Brokers Forwarders Association of America Ceremony, March 24
- Edinburg CISD CTE Counselor Technology Campus Tour, March 24
- American Institute of Architects Tour Technology Campus, March 24
- VR Lab Meeting Presentation Update, March 28
- Public Safety Expo follow up meeting, March 28
- Public Safety Expo Meeting with PR, March 29
- Kenedy Scholarship – Grant Kick-off, March 29
- BPST Perkins CLNA Workshop, March 31

Director of the Regional Center for Public Safety Excellence

Major Meetings/Activities:

- Meeting Zero tuition costs at the RCPSE, March 10
- Meeting Access to Data and Information, March 21
- Meeting with Facilities at RCPSE, March 22
- Attended First Responder conference, March 24

Trainings:

- Outside agency Fire department training at the RCPSE, March 25
- Law Enforcement Training Seminar Terrorism, March 28
- Texas Alcoholic Beverage Commission In-Service training, March 29

Promoting Courses/Trainings:

- Request by outside agency to use facility, March 7, 23, 24, 25, 28, 29 & 31
- Coordinating Training for September Introduction to Communications for Law Enforcement, March 7
- Finalized training for April Crisis Negotiations, March 7
- Distributed training updates to law enforcement agencies, March 9
- Contacted by state police regarding trainings at the RCPSE, March 10
- Contacted by outside agency regarding recruitment of police cadets at the RCPSE, March 10
- Coordinating training with STC police department, March 10

- Coordinating training for January FY2023 School Based Law Enforcement, March 10
- Coordinating future Fire training with an outside agency at the RCPSE, March 10
- Disseminated Training information on courses to agencies, March 21
- Coordinating with Grant Department on funding for training courses at the RCPSE, March 21
- Coordinating upcoming training Crime Scene Investigation course in July at RCPSE, March 22
- Coordinating MOU with an outside agency regarding training courses at RCPSE, March 22 & 23
- Coordinating Training Human Trafficking for Law Enforcement in May at RCPSE, March 23
- Coordinating training Introduction to Cell Phone Investigations in June at RCPSE, March 25
- Coordinating Crisis Intervention Training course in July, March 25
- Coordinating law enforcement training Crime Scene Search course in May at RCPSE, March 28
- Coordinating Outside Agency use of facility for training, March 29
- MOU for Telecommunicator Course approved, March 30
- Coordinating a tour of RCPSE, March 30
- Visited Edinburg Fire training facility, March 31
- Received update on registration for Human Trafficking course for May at RCPSE, March 31
- Coordinating with STC P.D. future training utilizing their staff, March 31

Guided Pathway Specialist - Business

- Student contacts and advisement activities:
  - 76 Telephone contacts
  - 290 Personal emails
  - 567 Email reminders
  - 30 Student registrations
  - 30 Students advised
  - 2 Student meetings
  - 440 Starfish flags
  - 2 Financial aid addendums
  - 10 Course substitutions

Emerging Technology Simulations Specialists

- AEDT open house VR Lab Session Workshop with Mr. Serna. Demonstrated Gravity Sketch, Twinmotion, and Google Earth VR, March 24
- Had the training for the Street Smarts Law Enforcement VR Simulator, March 30

DEPARTMENT/PROGRAM REPORTS:

Advanced Manufacturing Technology

- Attended Tech Campus Leadership meeting, March 3
- Associate Professor met with Organizational Leadership Program Department Chair and Assistant Dean of Bachelor Programs to assist with AAWCC event in April, March 10
- Provided tour of AMT Machining Lab for Cinch Connectivity Solutions, March 21
- Instructor attended Faculty Senate Meeting, March 22
- Developed P-Tech recruitment project with instructor, March 21-24
- Department Chair, Associate Professor and instructor assisted in Palmview P-tech recruitment event and provided tours and workshop activities. Instructor participated in workshops presenting to 60 middle school students learning about AMT. The students rotated in 25-minute workshops learning from blueprint reading and sketching, precision tools and measurements, cnc, and a hands-on project to take home, March 25
- Attended AMT department Faculty Learning Community Session focusing on 3-D Printing setup and operations. Cross departmental & dual enrollment participation occurred, March 25
- Instructor led tour for Progreso High School Manufacturing plant visit-Precision Group at La Feria, TX, March 25
- Instructor attended an NC3 training for Fluid Power and received an NC3 certification in Pneumatics that can now use in classes to certify students, March 28-31
- Department Chair attended Perkins CLNA Workshop, March 31
- Instructor assisted in Academic Calendar Committee results came in from the voting process, March 31

Architectural & Engineering Design Technology

- AEDT Faculty attended online workshop "The Trends Set to Impact the Future of AEC," a webinar presented by real-time rendering company "Enscape,", March 1

- Surveying & Geospatial Technology program development advisory committee meetings, March 2 & 7
- Meetings with Director of Learning Commons & Open Labs to discuss Makerspace needs for AEDT technologies, March 2 & 30
- Council of Chairs Meeting, March 1
- Perkins Workshop with Program Chairs, Academic Initiatives & Projects Officer, & BPST Dean, March 3 & 31

- Technology Campus Leadership Team Meeting, March 3
- AEDT Curriculum & AEDT Ultra Shells Workshops, March 4
- AEDT Open Lab Saturdays, March 5, 12, & 26
- Meeting with McAllen ISD to discuss potential dual partnership for Arch. & Eng. Design Tech AAS, March 8

- DELTA Online Academy, March 9
- Faculty researched and Worked on Curriculum for Adobe Certification, March 9
- Completed and submitted JET Quarter 2 Progress Report, March 10
- AEDT Departmental Meetings, March 10
- AEDT Open House planning & preparation Meetings, March 10, 11, 21, & 22

- Submitted Surveying & Geospatial Technology program development documents to Division Curriculum Committee for review & approval, March 11
- AIA-LRGV Membership Meeting & ArchiTour, March 24
- Edinburg ISD CTE Counselor Tour, March 24
- AEDT Open House, March 24

- AEDT Open House preparation meetings, March 21 & 23
- Faculty participated in Kennedy Scholarship Meeting Kick-off, March 29
- Faculty attended the Faculty Senate March 2022 Meeting, March 22
- ACD2 Architectural Club Fundraiser Activity, March 24
- Faculty utilized VR Lab for supplemental training to students, March 24
- Technology AR/VR Experiences meeting with Director of Learning Commons, March 30
- EHS Gear Up Spring Learning Series: Preparation meeting, March 20

Community Outreach:

- Assisted LRGV-AIA with preparations for the Golf Tournament Scholarship Fundraising event. Created a Flickr photo gallery and laser engraved items to support fundraiser, March 23 & 28

Automotive

- Instructors met in preparation for Perkins Grant, prepared information required and quotes answering questions and justifications, March 2
- Automotive and Diesel instructors coordinated with NAPA, O'Reillys, Burton Auto Parts store along with tool vendors MATCO and Snap On to organize the Spring 2022 Automotive and Diesel Tool Expo, March 3
- Instructor completed a GM training course. GM moveable Roof System 2, March 3
- Instructor completed GM Trainings, March 8 & 9
- Instructors met with PR Marketing to record the first ever TikTok video for the Automotive Department, March 8
- Automotive Instructors attended Perkins Application review and updates meeting, March 9
- Instructors participated in the Food Bank Drive 724 N. Cage Blvd, March 9
- The Automotive and Diesel Department attended the Tire Repair Seminar workshop organized by an Automotive instructor, March 11

- Instructor along with the GMASEP committee ordered the plaques for the previous and current GMASEP Graduating classes. Graduation ceremony was postponed due to COVID. Graduation will commence on May 6, March 11-14
- Instructor along the ASE Educational Foundation certification committee planned to contact ASEEF and update school information, March 11-14
- Instructor involved with the GMASEP committee contacted service managers in preparation with the GMASEP committee meeting in April, March 11-14
- Automotive Program organized and attended Spring 2022 Automotive Advisory Committee meeting, March 23
- Instructor attended the RGV Vipers/Show Off Car Show and the Automotive and Welding Dept. Program Info and Recruitment booth at Bert Ogden Arena, March 26
- Instructor performed presentation at Donna ISD, to the seniors Collision Program. Instructor and CTE Counselor made this presentation possible, March 29

Business Administration

- Faculty interviews:
    - Economics faculty interviewed with KRGV on the following story: Rise in gas prices take toll on Valley Food Trucks. https://www.krgv.com/news/rise-in-gas-prices-take-toll-on-valley-food-trucks/
    - Economics Faculty interviewed with Telemundo on the following story: Experto aclara si conflicto armado pudiera causar hambruna que afecte a EEUU. https://www.telemundo40.com/noticias/local/experto-aclara-si-conflicto-armado-pudiera-causar-hambruna-que-afecte-a-eeuu/2183064

- Chair attended the Council of Chairs meeting, March 1
- Faculty attending college wide curriculum committee meeting, March 24
- Management working group and Department Chair met for new course development of new electives, March 2022

- Accounting working group and Department Chair met for new course development of new electives, March 2022
- Business Administration department advising event at Mid-Valley Campus. Organized by instructor and faculty and staff helping included Chair and Guided Pathway Specialist (GPS), March 7-8

- Business Administration department advising event at Pecan Campus. Organized by Department Chair and faculty and staff helping included: Assistant Chairs, and GPS, March 22-23
- Department Chair and Assistant Chair attended meeting with McAllen ISD CTE (Achieve HS) to discuss Management AAS being offered at a high school, March 30
- Chair and staff attended Perkins CLNA Workshop, March 31

Culinary Arts

- Attended Council of Chairs Meeting, March 1
- Registration Event with Art Department, March 1
- Attended BPST Perkins Workshop, March 3
- Attended Hispanic Women Network: Texas' Latinas in Progress, March 5
- Culinary Arts Mentor Monday: Chef Rivera of Bonhomia, March 7
- Faculty/ Students attended Culinary Arts Internship Meeting for PSJA students, March 7
- Faculty Presented to PSJA sophomores, March 8
- Faculty and Chair attended SXSW Just Food: Community, Culture, and Economy, Food Tank, March 11
- Faculty and Chair attended, The future of food at SXSW, March 12
- Team meeting with Weslaco dual instructor, March 16
- Program Tour for Achieve HS, March 22

- Attended faculty senate, March 22
- Attended MVC renovation meeting, March 24
- Faculty Attended Easy Online Video Editing, March 25
- Attended Learn to Build Community & Spark Engagement for Community College Students Webinar, March 28
- Filmed Jerry's Journey clips for Social Media, March 28
- Corresponded with Advisory Board to seek guidance on beneficial certifications, March 28
- Faculty Filmed promotional video with PSJA PR department, March 29
- Team meeting with Weslaco dual instructor, March 30
- BPST Perkins Grant work session, March 31

Design and Building Technologies

Major Meetings:

- Meeting with Library Services regarding Marker Space at Pecan Campus, March 2
- HVAC Advisory Committee Meeting, March 2
- Meeting with BPST Dean regarding Shipping and Receiving area, March 2
- ELPT classes visited Magic Valley Training facilities for line workers, March 2
- Department Chair and faculty attended the Technology Campus Leadership Team Meeting, March 3
- Perkins Workshop, March 3
- Department Chair and instructors attended CBE Course Development Review, March 4, 11 & 25
- PLA meeting with DBT faculty, March 4
- CBE Liaison Meeting, March 7
- HVAC instructor collaborated with City of McAllen Maintenance Dept on HVAC Student Activities, March 7
- Perkins Leadership Grant: CBE Promotional Content meeting, March 8
- HBNeild - Contractors meeting, March 8
- AEDT meeting, March 9
- HVAC Student Club hands-on event, March 10
- Perkins Leadership meeting with Grants department, March 11
- HVAC faculty attended the HVAC Excellence Conference in Las Vegas, March 20-23
- Program development meeting – Associates in Architecture, March 23
- Attended AEDT meeting – Open house, March 23
- BPST Department Chair and Leadership meeting, March 23
- Meeting with BPST Dean on Associates in Architecture, March 23
- Attended AEDT Open House, March 24
- Meeting with CBE Liaison and former badging developing faculty on the implementation of badging in the Perkins Leadership project, March 24
- Participated in the tour for Edinburg ISD counselors, March 24
- AIA meeting, March 24
- Kentucky Community & Technical College System CBE Meeting, March 25
- Technology Campus Solar Panel Structures meeting with Facilities, Planning, & Construction, March 25
- Construction Supervision, ELPT and HVAC faculty attended La Grulla High School Career Fair, March 25
- Perkins Leadership meeting with CBE Liaison, March 28
- Meeting with Business Office, Grants, and Project Director to discuss over ENSI Subscription Service, March 29
- In person demo of VR equipment to Library Services, March 30
- Perkins CLNA Workshop, March 31
- Meeting with South Texas Builders Association, March 31

Major Activities:

- Ongoing Blackboard Ultra course conversations, March 1-31
- Fall 2023 schedule submitted, March 1
- NCCER Audit scheduled, March 1
- Ongoing NCCER information gathering, March 1-31
- Collaboration with "Mi Casita" project to install drywall on community project, March 3-31
- Began working with IAM to offer NCCER Core to interested DBT students, March 24

Grant Activity:

- Ongoing communication with HR and Employer Network Support Specialist candidates to ensure a smooth hiring process, March 1-31
- Received approval from TACTE presentation proposal, March 1
- Ongoing communication with Business Office and Skillabi representative to ensure a smooth implementation of platform, March 1-31
- MADISSAR grant software installation, March 4-31
- PLA development for all DBT programs, all programs complete, March 4-31
- Began development on new NCCER grant, March 23-31
- Submitted Perkins Leadership Quarter 2 report and amendment, March 31

External Visits (site/organizations):

- AGC Women in Construction event, March 8
- "Mi Casita" project, March 9
- Starr Campus ELPT and Technology Campus ELPT1420 students visited the Magic Valley Electric Cooperative (MVEC) training site located in Edinburg, TX. Students learned pole climbing skills. Students were encouraged by MVEC supervisor to continue getting education at South Texas College which can lead to a job with MVEC, March 23

Fire Science

Major Meetings

- Follow-up meeting on Public Safety Expo, March 9
- Meeting to discuss Public Safety Expo, March 10
- Faculty Senate Meeting, March 22
- College Wide Curriculum Meeting, March 24
- Perkins Workshop, March 3 & 31

Major Activities

- Future Heroes Club Meeting, March 3, 10 & 24
- Guided Pathway Specialist Applicant Review, March 25
- "Live Fire" Training at Edinburg Fire Training Facility, March 28-31

External Visits

- South Texas All Hazards Conference, March 23 & 24

Human Resources and Office Administration

- Attended Council of Chairs meeting, March 1
- PLO Targeted Improvement Plan meeting with Director of Learning Outcomes, March 1
- PLO Targeted Improvement Plans workshop, March 2
- Attended Finding Your Community as a Veteran, March 2
- Digital Reading in the Modern World webinar, March 3
- Perkins Workshop with the Dean, March 3
- Attended Program Chair Update by Dual Credit Programs, March 4
- Faculty Senate In's & Out's training, March 4
- Meeting with Advising and Counseling, March 8
- Meeting with Distance Learning & HR faculty, March 10
- HR & OA Department meeting, March 11
- Attended Creating Assessments in an Ultra Course, March 15
- APA Digital Learning webinar, March 15
- Ultra Course Seminar #1, March 16
- Ultra Course Seminar #2, March 17
- Meeting with Advising & Counseling, March 22
- Faculty attended Faculty Senate Meeting, March 22
- HR faculty / Book Adoptions & other course changes to Bb Ultra, March 23
- Attended All Hazards Conference, March 24
- College Wide Curriculum Committee meeting, March 24
- High School Tours on Pecan Campus, March 25
- Attended Learn to build community and spark engagement for students, March 28

- Perkins CLNA workshop, March 31
- Completed "Return to Campus Safely COVID-19"
- HR & OA faculty assisted with Advising, Counseling, Registrations and Tutoring – Various times, all month, Degree works and GPS
- The HR & OA faculty from Pecan, Mid Valley and Starr Campuses will continue to recruit and market both the Human Resources and Office Administration programs. Safety is our big concern for students and faculty.

Law Enforcement

Major Meetings

- Discussion on Jailer Academy with HCSO, March 1
- Council of Chairs Meeting, March 1
- PLO Targeted Improvement Plans Workshop, March 2
- Perkins Workshop, March 3 & 31
- Follow-up meeting on Public Safety Expo, March 9
- Discussion on MOU with HCSO for Jailer's Academy, March 10
- Meeting to discuss Public Safety Expo, March 10
- Faculty Senate Meeting, March 22
- College Wide Curriculum Meeting, March 24
- Discussion with McAllen ISD CTE on possible Paralegal Program, March 30

Major Activities

- Future Heroes Club Meeting, March 3, 10 & 24
- Luncheon with USBP EVOC Instructors for Upcoming Training, March 21
- Street Smarts VR Simulator Training, March 23
- Guided Pathway Specialist Applicant Review, March 25

External Visits

- South Texas All Hazards Conference, March 23 & 24

Accomplishments

- Former Cadet Sworn in with Alamo PD, March 28
- 5 Former Cadets Sworn in with Pharr PD, March 18

Upcoming Events

- Public Safety Expo, April 22
- Future Heroes 5K Run/Walk, April 23

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Continued leading preparations for Institute #5 of the Texas Pathways Project
- Coordinated a visiting speaker presentation on the topic of Data for Developmental Education Improvements. March 21
- Participated in a CCRC-sponsored roundtable discussion on dual enrollment programs. March 4
- Attended the AAC&U Conference on "Diversity, Equity, and Student Success," in New Orleans. March 16 – 19
- Met with stakeholders to discuss participating in the AAC&U Institute on OER. March 25
- Met with stakeholders to start discussing the possibility of a prison education program, March 29

DEPARTMENT/PROGRAM REPORTS:

Art

- Art Faculty participated during Midwest Art History Society Annual Conference in Houston, Texas. March 10 – 12
- Art Department organized a student advising and registration drive in collaboration with the CLE and Guided Pathway Specialists at the Weslaco Campus on March 23 – 24, 2022.
- Art Department Gallery Committee organized and installed an exhibition for Christopher Troutman from February 24 through March 24, 2022 at Pecan.

- Art Department organized a student advising and registration drive in collaboration with the CLE and Guided Pathway Specialists at the Pecan Campus from March 28 through March 31, 2022.

History/Philosophy

- History Faculty presented at UTRGV's CMAS Symposium *El Retorno al Valle: Literary Landmark Unveiling & Symposium on Gloria Anzaldua*. March 28

English

- English Faculty created a *Romeo and Juliet* display cabinet at the Weslaco campus for the college-wide Shakespeare Festival.
- Chair presented a lecture on Kafka's *The Metamorphosis*, March 9
- Joseph Haske and Daniel Mendoza were on two panels "The Unseen and The Unsaid" and "Poverty, Violence, and Redemption" at the Association of Writers and Writing Programs conference in Philadelphia, Pennsylvania, March 24-25

Music

- The STC Jazz Ensemble performed in the Student Activities Center (change of venue due to inclement weather), March 3

- The Music Department hosted the United States Army Band School of Music Instructors for a Virtual Presentation on Managing Performance and Audition Anxiety for Musicians, March 4

- STC Alumnus and current UTRGV senior, Jacques Mendiola-Tagle performed a Piano Recital with UTRGV professor, Dr. Shoko Kinsella, March 8
- Under the coordination of Patrick Hopkins, the Music Department hosted part of Cello Festival featuring international cellists, Julian Schwarz and Mike Block. The event was done in collaboration with UTRGV and 160 area high school cellists registered for the event. March 24
- Members of the STC Jazz Ensemble performed at Memorial H.S. for a Fast Track 2.0 event in collaboration with College Connections during the lunch hour. Promotional material for the Department was provided, March 25

Theatre & Dance

- The Theatre & Dance Department's South Texas College Dance Collective made its premiere with their production of *Resilience*. The event was held on Friday, March 4 for faculty, students, and administration and the general public on Saturday, March 5.
- Faculty working in collaboration with Marcos Martinez and Brisa Areli Munoz received word their application with the City of Edinburg for the One Nation/One Project – A National Arts & Wellness Project was accepted. This is a national public health project which engages local artists in workforce development to address community need. The project is a partnership with the National League of Cities, J.J. Abram's Bad Robot Productions, Adventureland LLC (Hamilton Producers), the University of Florida Center for Arts and Medicine, Community Health Centers, and a team of national artists led by Clyde Valentin and Lear deBessonet. Mr. Rodriguez and Mr. De Hoyos will join the Edinburg Arts staff along with UTRGV's Dr. Guerra in presenting the project to the City Council on April 5 for their approval to move forward in the planning. Bad Robot Productions will visit each of the selected sites to film footage for a documentary on project to premiere on a major streaming platform. The project is inspired by the Federal Theatre Project's 1936 event which included 18 cities, towns, and communities producing and adapting the same play and opened it on the same night. One Nation/One Project will do the same by bringing 18 communities with local artists, Community Health Centers, and stakeholders to work together on a 2-year project which speaks to the theme – There's no Place Like Home.
- Chair hosted a virtual event with the American Alliance for Theatre and Education on Wednesday, March 30 for its members as a part of Theatre in Our Schools. The event is one in a three-part series focused on the current trends seen in various states regarding legislation focused on limitations on educators regarding curriculum and parental involvement and approval. Educators from Indiana, Utah, Massachusetts, and Kentucky joined in the meeting and shared their thoughts and experiences.

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

DIVISION DEAN'S REPORT:

- Attended meeting regarding DoD Grant with UTRGV, March 21
- Participated in AACU Webinar, March 22
- Grant initiation meeting for Accelerating Credentials Subaward and Value Subaward, March 22
- Manager Training with Inside Track/STC, March 24
- Attended College Wide Curriculum Committee meeting, March 24
- Full-Time online task force meeting, March 25
- OER Strategy and AAC&U Institute on OER meeting, March 25
- Attended Academic Council Meeting, March 28
- Facilitated Division Chair Leadership meeting, March 30
- Attended National Medal of Science Webinar, March 30
- Manager Mentoring meeting with Inside Track, March 31
- Attended Child Development 15 Year Celebration at Mid Valley Campus, March 31

Project Manager

- Attended InsideTrack meeting, March 1
- Role Clarity Project meeting with InsideTrack, March 3
- Meeting to discuss TASB Pay Study Questionnaire, March 7
- NSF STEM Academy meeting to discuss the grant status, March 7
- Attended Microsoft Teams Live Event training for STEM Summit, March 7
- Workshop: Tasks in Microsoft 365 Level 100, March 8
- Attended meeting to discuss NDEP proposal, March 8
- Facilitated STEM Summit planning meeting, March 10
- Attended InsideTrack meeting, March 11
- DoD-NDEP grant meeting discussion with division, March 21
- Facilitated meeting to discuss Accelerating grant NOEs, March 22
- Attended GIM: Accelerating Credentials Subaward of Purpose and Value, March 22
- InsideTrack Manager Training, March 24
- Facilitated STEM Summit planning meeting, March 24
- Attended BeAware grant meeting, March 28
- Role Clarity Project meeting with InsideTrack, March 29
- Attended CLNA Q&A session, March 29
- Attended Microsoft Teams Live Training for STEM Summit, March 30
- Attended Mini Quality Kick-Off with InsideTrack, March 31
- Facilitated Teams Live Training with STEM Summit speakers
- Submitted Budget Development for MSITB Division
- Submitted quality training videos to InsideTrack

BACHELOR PROGRAMS:

BASOL

- Participated in the Council of Chairs meeting, March 1
- Attended the McAllen Chamber of Commerce's Good Day Luncheon, March 3
- Participated in the McAllen Chamber Ribbon Cutting for Floor & Décor, March 3
- Participated in the Competency-Based Education (C-BEN) Board of Directors Virtual Meeting, March 4
- Attended the Hispanic Women Network of Texas' Latinas in Progress, March 5
- Participated in the TASB Pay Study Questionnaire meeting, March 7
- Facilitated the American Association for Women in Community Colleges (AAWCC) Board meeting, March 7

- Participated in the McAllen Chamber Ribbon Cutting for NavyArmy Community Credit Union, March 7
- Facilitated a PLO meeting with the MHSM Program Chair, March 8
- Participated in Leadership McAllen Steering Board Meeting, March 9
- Participated in PLO Targeted Improvement Plan meeting with Director of Assessment and MHSM Program Chair
- Participated in the Bachelor Programs New Student Orientation, March 10
- Attended the McAllen Chamber of Commerce's All About Women Luncheon, March 10
- Participated in the Faculty Senate Salary & Benefits Committee Meeting, March 10
- Facilitated the Capstone II Student Dinner Celebration, March 10
- Participated in the Library Services Feedback with Librarian III-Outreach & Instr, March 11
- InsideTrack/South Texas College Partnership Meeting, March 11
- "Leadership in Motion Talks" event location meeting, March 22
- Participated in the Budget FY22-23 meeting with the MHSM Program Chair and MSITB Senior AA, March 22
- March Faculty Senate Meeting, March 22
- Attended the Texas Women in Higher Education 2022 Conference in Austin, TX, March 27-29
- Participated in the National Society for Leadership and Success Webinar "Teach the Importance of Soft Skills", March 31

Computer Information Technology/Computer Science

- Attended Council of Chairs meeting March 1
- COSC/CITP PLO Improvement Plan Meeting, March 1
- Attended meeting to give feedback for TASB Pay Study Questionnaire, March 3
- Attended Bachelor Programs New Student Orientation, March 9
- STEM Summit-Planning, March 10
- Attended meeting faculty senate, March 22
- Attended College-Wide Curriculum Committee Meeting - March 24
- Attended meeting with PR for Marketing-BAT-CITP
- Attended AWS Academy Application

Medical Health Services Management

- Participated in the virtual MS Teams Program Chairs meeting, March 30

Technology Management

- Attended Historic Moments in Business Planning Meeting with Local Business Leaders, March 10
- Met with STC PR & Marketing Department to incorporate their involvement in Historic Moments Community Event, March 23
- Met with Higher Coordinating Board Representative regarding TAB Marketing Grant, March 23
- Participated in the McAllen Independent School District Advisory committee meeting, March 24
- Participated in the City of McAllen Convention Center Advisory Board meeting, March 28

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Attended Council of Chairs Meeting, March 1
- Spring 2022-Program Chair Update, March 4
- Nikon-South Texas College Teams Meeting, March 4
- TASB Pay Study Questionnaire Meeting, March 7
- Attended NSF STEM Academy Meeting, March 7
- The Neuro Science Journal Club Meeting, March 8
- STEM Summit Planning Meeting, March 10
- Attended Meet & Greet President's Office Meeting, March 10
- Presented SEA PHAGES March Virtual Faculty Meeting, March 11
- Presented at SAES conference, March 11
- Attended STEM Summit Planning Meeting, March 24
- College-Wide Curriculum Committee Meeting, March 24
- Academic Council Meeting, March 28
- Attended Program Chair Meeting, March 30
- Attended Microsoft Teams Live Training-STEM Summit, March 30

Chemistry

- Attended Inclusive Access Meeting with Math Department Chair, March 31
- Faculty attended Blackboard Exemplary Course Program Cohort Webinar Series, March 23-24; 30 -31
- Attended Program Chair virtual meeting, March 30
- Faculty monitored the local section ACS USNCO (Chemistry Olympiad) part I exam, March 29
- Served on 2023-2024 Academic Calendar Committee. She conducted a division wide vote on the two proposed versions and submitted the results to Curriculum Office, March 1-28
- Participated in College-Wide Curriculum virtual meeting, March 24
- STEM Summit-Planning, March 24
- Attended via ZOOM the ACS Councilors meeting held during the ACS Spring National Meeting in San Diego, March 23
- Faculty Prepared and sent out recruitment emails for the USNCO (Chemistry Olympiad), March 1-22
- Met with Division Dean to share actions taken/decisions made on his behalf while he was on vacation, March 21
- Chair attended DoD-NDEP Co-PI to discuss proposed grant and determine if the Division continue to participate in the proposal, March 21
- Faculty attended via ZOOM the ACS Councilors meeting held during the ACS Spring National Meeting in San Diego, March 23
- Faculty attended via ZOOM the ACS District IV Councilors Caucus being held during the ACS Spring National Meeting in San Diego, March 21
- Attended via ZOOM the spring 2022 ACS MAC meeting that was held in San Diego, March 20
- ACS South Texas Local Section Officer meeting, March 18
- Met with IT faculty and Chair on behalf of Division Dean to discuss student grade appeal. Chair also met with student regarding the grade appeal. A recommendation was made. March 10-11
- Attended STEM Summit-Planning virtual meeting, March 10
- Met with faculty teaching CHEM1405 to discuss course success, March 9
- Attended NDEP proposal--equipment budget virtual meeting on behalf of Division Dean, March 8
- Worked with Division Chairs, Project Manager, and Senior Administrative Assistant to respond to the TASB Pay Study Questionnaire and submit to HR and VP's Office on behalf of Division Dean, March 7 -10
- Participated in Science on Saturday at Texas A & M University McAllen, March r 6
- Attended Starfish Activity Report discussion virtual meeting on behalf of Division Dean, March 4
- Met with Director of Assessment to discuss PLO report. Submitted PLO reports for the Chemistry and Pre-Pharmacy Department, March 4
- Attended Program Chair Update virtual meeting hosted by Dual Credit Programs, March 4
- Attended Council of Chairs virtual meeting, March 1

Science Olympiad Coordinator

- Coordinator began compiling volunteer lists and coordinator lists to begin certificates, March 21
- Sent out state announcements for teams invited, March 11
- Met with state coordinator via zoom to discuss state qualifying teams and test situation, March 10
- Worked on reviewing exams in question for one of the events, March 5-10
- Worked on summary write up for event, March 2
- Mailed off lost and found items to teams, March 1

Chemistry Club

- Attended and participated in SOS at Texas A & M University in McAllen, March 6
- Attended club officer meeting and regular club meeting, March 8 and 10
- Attended club officer meeting and regular club meeting, March 22 and 24
- Faculty prepared for chemistry club fundraiser to be held the last week in March, March 28-30

Cybersecurity

- Met with Director of Learning Outcomes to discuss PLOs, March 1
- Attended Council of Chairs meeting, March 1
- Attended the weekly Micro Credentials (subgroup) meeting with UTRGV faculty, March 3
- Pogram Chair Update Hosted by Dual Enrollment, March 4
- Meeting with EC-Council to discuss cybersecurity competitions for the students this Spring and Fall 2022, March 7
- Attended the weekly Micro Credentials (project discussion) meeting with UTRGV faculty, March 9

- Facilitated a virtual meeting with Cellebrite representatives to discuss new features to a digital forensic software and partnership status with STC, March 9
- Attended the STEM Summit Planning meeting, March 10
- Met with MSITB Project Manager to discuss the NOEs for the Accelerating Credentials grant, March 22
- Met with grants department to discuss the new Accelerating Credentials of Purpose grant with UTRGV, March 22
- STEM Summit Planning meeting, March 24
- College Wide Curriculum Committee Meeting, March 24
- Attended the monthly MS-ISAC Cybersecurity meeting, March 9
- Program Chair Meeting, March 30

Information Technology

- Program chair and assistant program chairs attended the Technology Campus Leadership Team Meeting, March 3
- IT and CAAT faculty and staff attended the IT/CAAT Monthly Meeting, March 4
- IT Faculty attended IT Career Expo meeting, March 11
- Assistant chair met with Leslie Howland to discuss the IT Career Expo event, March24
- Program Chair attended a STEM meeting, March 24
- IT and CAAT faculty attended IT Career Expo meeting, March 25
- IT and CAAT faculty attended Career Fair at La Grulla High School, March 25
- Program Chair attended the Division Chair Leadership meeting, March 30

Mathematics

- Faculty and Staff visited Starr campus to meet with Mathematics faculty & students to help with registration and promote the TSI Boot Camps scheduled for May, March 1
- Faculty met to discuss Quality Matters (QM) status for re-certification, March 1
- Chair attended Council of Chairs Meeting, March 1
- Faculty and Staff met with Public Relations to discuss TSI2, March 2
- Faculty attended TCCTA Conference in Frisco, TX to present at the Texas Mathematical Association of Two-Year Colleges (TexMATYC) annual meeting, March 3-5
- Chair attended Micro Credentials Subgroup meeting with UTRGV counterparts for the Accelerating Credentials grant, March 3, 9, 10, 17, 24, 31
- Faculty and Staff attended Volunteering – What's in it for me Workshop, March 4
- Dual Credit Coordinator attended Program Chair Update by Dual Credit Program, March 4
- Faculty attended Faculty Focus Session Workshop, March 4
- Faculty hosted a meeting with faculty from UTRGV & UTD to check-in with the Technical Assistance Partners (TAP) for the THECB OER Development grant, March 4
- Faculty attended TASB Pay Study Questionnaire Meeting, March 7
- Chair met with Chair of Education and Dean of SBS to discuss Education programs needs related to mathematics courses and student performance on the certification exam as it relates to math, March 7
- Chair attended Advisory Committee meeting for Geospatial and Surveying programs to discuss recommended/required mathematics courses, March 7
- Faculty and Staff attended Tasks in Microsoft 365 Workshop, March 8
- Faculty attended A Guide to Teaching Financial Responsibility Webinar, March 8
- Faculty attended GoToWebinar, March 8
- Faculty attended PLO Targeted Improvement Plan Meeting, March 8
- Chair met with Dr. Anna Alaniz to discuss ASCENDer course scheduling for Fall 2022, March 9
- Chair met with Vice President of UTRGV to discuss THECB Accelerating Credentials subaward grant and STC plans to create six (6) micro-credential courses (three Statistics + three Cybersecurity), March 9
- Faculty and Staff attended Virtual Art Workshops, March 9
- Faculty attended STEM Summit Planning, March 10, 24
- Faculty attended TxtDOT OER course section scheduling design meeting, March 10
- Faculty and Staff attended Interactive Questions with Poll Everywhere, March 11
- Faculty attended Catch the Next Presentation by Dr. Linda Hagedorn, March 21
- Chair & Faculty attended TSI Committee Meeting, March 22
- Faculty attended GIM: Accelerating Credentials Subaward of Purpose and Value Subaward Meeting, March 22

- Chair, Faculty & Staff participated in the Psychological Sciences Recruitment Fair to advise and help register students, March 22
- Chair and Faculty attended planning meeting with Region One representatives and a collaboration for the May 2022 TSI Boot Camps, March 23
- Chair and Faculty met with Director of Learning Outcomes to discuss the Department of Mathematics' endeavors to utilize the Goals & Assessment feature within Blackboard Ultra for assessment collection/tracking, March 23
- Chair and Faculty met with Dean of Distance Learning to discuss the Goals & Assessment tool in Blackboard Ultra and its possible use to collect learning outcomes data, March 24
- Chair and Faculty attended College-Wide Curriculum Committee Meeting, March 24
- Staff attended Transfer Advising Academy: General Tips and Tricks Workshop, March 25
- Faculty attended OER Strategy and AAC&U Institute on OER planning meeting, March 25
- Faculty and Staff attended I Love It Here Book Study Workshop, March 30
- Chair attended MSITB Division Program Chair Meeting, March 30
- Faculty attended Microsoft TEAMS live training in preparation for the STEM Summit, March 30
- Faculty attended 2022 ASCENDer Spring Seminar, March 31 – April 1
- Chair presented at the 2022 ASCENDer Spring Seminar, March 31 – April 1
- Developmental Mathematics Coordinator and Staff visited Mathematics faculty classrooms to promote registration and May TSI Boot Camps, March 1, 2, 3, 7, 8, 9, 10, 22, 28, 29
- Dual Credit Coordinator assisted all Mathematics faculty with over 25 site visits and evaluations of Dual Credit Mathematics Faculty across the service district

Physical Science

- Met with the Director of the Learning Commons and Open Labs, Library on MS Teams and discussed Maker Space needs for Engineering, Physics, and Geology, March 1
- Met with the Director of the Learning Outcomes, Curriculum on MS Teams and discussed the PLO Targeted Improvement Plan updates, March 1
- Attended Council of Chairs meeting on zoom, March 1
- Attended a potential STC-UTRGV collaboration meeting on zoom to discuss UTRGV/TMAC Partnership and NDEP Proposal, March 3
- Held a meeting on MS Teams with the Professor of Engineering, UTRGV and Grant Officer, STC to discuss the proposal for the DoD-NDEP Grant program, March 4
- Attended Spring 2022 - Program Chair Update Hosted by Dual Credit Programs, March 4
- Attended Faculty Spotlight Committee Meeting on MS Teams, March 4
- Met with Physics and Engineering faculty on MS Teams to delineate targeted Program Learning Outcomes Improvements plans, March 4
- Attended TASB Pay Study Questionnaire on MS Teams, March 7
- Met with the Laboratory Coordinator and Faculty Secretary in person to discuss the program budget time-lines and Physics, Engineering, and Geology Lab Instruction material needs, March 7
- Attended STC-UTRGV DoD-NDEP meeting to discuss NDEP proposal-equipment budget, March 7
- Organized and Presented at virtual Physics, Engineering, and Geology Advising Days on MS Teams (click the link for the agenda), March 8-10
- Attended STEM Summit planning Meeting on MS Teams, March 10
- Reviewed ten (10) articles submitted for the "D1. Mineralogy, Geochemistry, Petrology, and Volcanology", Technical Session, 2022 Geological Society of America South-Central Section (GSA-SC) Meeting, March 13
- Chaired the following virtual Technical Session at 2022 Geological Society of America South-Central Section (GSA-SC) 54th Meeting, Session Title: "D1. Mineralogy, Geochemistry, Petrology, and Volcanology", moderated the presentation of ten (10) articles, March 14
- One Geology faculty chaired a geoscience education session at 2022 Geological Society of America South-Central Section (GSA-SC) 54th Meeting, March 15
- Chair and one geology faculty collaborated with UTRGV and participated in the organizing committee of the 54th 2022 Geological Society of America South-Central Section (GSA-SC) (5 states of USA and 5 states of Mexico) virtual Meeting and attended the conference, March 14-15
- Attended QM Certification meeting on zoom as a course representative of the Open Educational Resources GEOL1403 Physical Geology course developed by the Chair. The QM review committee and chair introduced themselves, and discussed the review process, March 17

- Discussed the Iron Range Engineering Bell Program workshop, MinnState University with the workshop presenter on MS Teams, March 18
- Attended STC-UTRGV DoD-NDEP grant proposal meetings on MS Teams, March 21
- Inspected Physics Prep-room at Mid-valley campus for the status of the renovation, March 22
- Met with the Distance Education Instructional Designer on MS Teams to discuss Chair access to the program courses on Blackboard Ultra, March 22
- Discussed the department table at the Grulla High School Program Fair with the lab staff and faculty secretary on MS Teams, March 23
- Met with the Engineering coordinator, faculty, and lab coordinator on MS Teams, and reviewed Engineering electronic instructional supplies for Online classes, March 24
- Attended STEM Summit planning Meeting on MS Teams, March 24
- Attended College-Wide Curriculum Committee Meeting, March 24
- Physics faculty and lab specialist participated in the Grulla High School STC Program Fair, March 25
- Attended Program Chair meeting, March 30
- Lab coordinator completed lab inspection at Mission Veterans High school - STC Engineering Dual Credit Department, March 30
- Chair and laboratory staff conducted test shoot of Open Educational instructional video using multiple camera live event equipment, March 31

UNIVERSITY RELATIONS:

- Conducted Virtual Sessions on Transfer Issues, every Wednesday
- Met with Billie Jo Norton from Bellevue University about the status of our relationship manager, March 3
- Presented to ACTA about the University Relations, Transfer and Articulation Center, March 3
- Met with a representative from the Texas A&M University Higher Education Center in McAllen about ways that we can partner together, March 7
- Participated in the Texas Association for College Admissions Counseling Middle Management Institute Planning Session, March 7
- Attended the American Association of Women in Community Colleges March Board Meeting, March 7
- Attended the webinar, “Understaffed and Overworked: Strategies for Balancing It All,” March 8
- Participated in the NACADA Transfer Steering Committee Meeting, March 9
- Met with a cross-functional STC Team about the possibility of an agreement with RGV College, March 10
- Participated in the STEM Summit Planning Committee Meeting, March 10
- Participated in a planning session for the Middle Management Institute for the Texas Association for College Admissions Counseling, March 21
- Presented to counselors from Edinburg CISD about the transferability of STC Courses, March 24
- Met with a cross-functional STC Team about the launching of a “Transfer to STC” webpage, March 25
- Conducted the first session of the Transfer Advising Academy: General Tips and Tricks, March 25
- Participated in the March meeting of Academic Council, March 28
- Met with a cross-functional STC team about the “Transfer to STC” webpage, March 29
- Participated in the professional development book study on “I Love It Here” by Clint Pulver, March 30
- Participated in the Microsoft Teams Live Training for STEM Summit, March 30
- Met with representatives from RAS about potential data and information needs, March 31

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN’S REPORT:

- Attended the Texas Association of Deans and Directors of Professional Nursing Programs (TADDPNP) Nursing Faculty Shortage Support Task Force meeting, March 1
- Attended the Bureau of Health Workforce Healthcare Workforce Diversity and Health Equity meeting, March 1
- Organization for Associate Degree Nursing (OADN) Board of Directors March Meeting, March 1
- Discussion on Expanding Women Health Care Services to South Texas College Campuses, March 2
- Attended the Project ECHO on Racism in Nursing: Understanding Unconscious Bias and Microaggressions session, March 2

- Accompanied Dr. Solis for a visit of RGV College, March 2
- Worked on revision proposals for the FY 2022 – 2023 Pay Plan.
- Held meeting with the VN and EMT program chairs to discuss grant opportunities available through the Jobs and Education for Texans (JET) Program, March 3
- Took part in the PATHS TRES Work Group Meeting and JFF Coaching Call, March 3
- Attended the Volunteering – What's in it for Me? workshop, March 4
- Perkins V Discussion Series: Streamlining Time on Task Documentation session hosted by Resource Development, Management and Compliance, March 4
- Met with the VPAA to discuss the Starfish activity report, March 4
- Worked on and submitted questionnaire responses to HR for the Texas Association of School Boards (TASB) compensation study.
- Worked on and finalized the Accreditation Commission for Education in Nursing (ACEN) narrative report for the RN to BSN Program which is a requirement for the initial ACEN accreditation process. The ACEN process for the evaluation of nursing education programs is a comprehensive four-step process with a program self-review and Self-Study Report as the first step. The second step is a site visit conducted by peer evaluators resulting in the Site Visitors' Report. In the third step, a peer Evaluation Review Panel examines the reports written by and about the program (Self-Study Report and Site Visitors' Report). The final step is a review of the process and the decision on accreditation status by the ACEN Board of Commissioners.
- Attended the Educational and Workforce Development Committee Meeting, March 8
- Attended the Coordinated Operations Council, March 9
- Reviewed enrollment for upcoming minimester sessions to ensure courses meet enrollment requirements.
- Attended Articulation Agreement Discussion held with representatives from STC and RGV College, March 10
- Attended the Demographic Decline and College's Financial Futures webcast, March 10
- Attended the TADDPNP Faculty Shortage Subgroup Meeting, March 11
- Worked on presentation for upcoming Edinburg CISD Counselor Workshop
- Worked on and completed the Campus Security Authority online training program.
- Worked on and completed the NSRP Survey.
- Attended the Achieving Gender Equality and Economic Empowerment through Nurse Migration hosted by CGFNS International, March 15
- Borrowed Dreams: Reimagining Life Without Student Debt webinar, March 15
- Using Data to Drive Student Success webcast which discussed integrating data analysis into decision-making about academics, student affairs, and institutional equity, March 16
- Attended the ECHO on Racism in Nursing – Tools to Address Racism in Clinical Practice: Confronting Racism on the Unit and at the Bedside webinar, March 16
- Participated in the Sunset Meal Distribution event held by the Food Bank of the RGV, March 19
- Attended the TADDPNP Faculty Shortage Subgroup Meeting, March 21
- Attended COVID-19 Memorial Prayer Service held at the Edinburg Conference Center at Renaissance, March 21
- Attended the National Commission Education WG Meeting, March 21
- Attended meeting hosted by the VPAA to discuss requirements for student withdrawals, March 21
- Attended the Workforce Summit Video Planning Meeting, March 21
- Met with representatives from Del Mar College, March 22
- Attended the Planning for FY23: Preparing Faculty for Success webinar hosted by the Association of American Colleges and Universities, March 22
- Attended the RN-BSN Meeting, March 23
- Hosted the NAH Program Chair Meeting, March 23
- Took part in hosting the Edinburg CISD Counselor Workshop. Presented on the NAH Division and provided a tour of the NAH Campus to attendees, March 24
- Attended the Coursera Campus Skills Report 2022: Student Skill Trends and Insights to Strengthen Job Outcomes, March 24
- Attended the OADN Diversity, Equity, and Inclusion Task Force Meeting, March 25
- Attended the Academic Council Meeting hosted by the VPAA, March 28

- Attended the 2022 Nurse Apprenticeships workshop hosted by the Texas Workforce Commission with Julian Alvarez, Commissioner Representing Labor, presenting. Attendees worked on modeling how registered apprenticeships in the healthcare fields can fit into nursing curriculum, March 29-30

- Attended the Comprehensive Local Needs Assessment Q & A Session hosted by THECB, March 29
- Attended the STC Board Meeting livestream, March 29
- Attended the Conversations on the Assessing Community Engagement Conceptual Model webinar, March 30
- Attended the 2022 Survey of College and University Presidents webinar which examined the results of Inside Higher Ed's annual survey of presidents, March 30
- Attended the Project ECHO on Racism in Nursing session, March 30
- Attended the RGV FOCUS and Digital Promise Design Session, March 31
- Met with ADN program chair and ATI Testing representatives to discuss plans for the Summer and Fall 2022 Semesters, March 31
- Attended the Large Institutional Perspective – Strategic Conversations on Improving the Self-Identification Process for Students with Unique or Special Circumstances Talking Session, March 31

DEPARTMENT/PROGRAM REPORTS:

Diagnostic Imaging Department

- Chair attended meeting with Director of Learning Outcomes in completion of DID Curriculum Maps, March 1
- Chair attended the NAH Professional Headshots Photography Session for NAH Program Chairs, March 2
- The DID Readmissions Committee held a meeting to discuss student Spring 2022 readmission requests, March 8
- Chair met with NAH Project Manager to work on updates for FY 2022-2023 Pay Plan, March 11
- RADT faculty members attended the American Society of Radiologic Technologists (ASRT) Live Webinars held throughout the month of March.
- Chair and DMS faculty began planning for the DMS Program Spring 2022 Pinning Ceremony.
- Chair attended NAH Program Chair Meeting, March 23
- RADT Program completed the Fall 2022 Online Applications that were made available to students on March 25 via the STC RADT Program Website.

Emergency Medical Technology

- Program chair and faculty members attended the All Hazards Conference, March 22 & March 23
- Faculty members attend the 2022 Red Dukes Trauma Symposium, March 25

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Attending an online workshop on Finding Your Community as a Veteran, March 2
- Meeting on Starfish Activity Report, March 4
- Attending a meeting with the Department Chairs for Math and Education to discuss Education Programs needs as related to Mathematics courses and transfer consideration (including TAMUK), March 7
- Held MS TEAMS Program Chairs' meeting. Topics of discussions were Starfish Training, Faculty Advisors, Blackboard switching to Ultra in Fall, Lecturers to Adjuncts for Summer (Intent to Hire), When Faculty are out to submit request on TCP and Adjuncts need to submit an Adjunct Leave From; Graduation May 6-7; Registration Activities/Events, March 9
- Attended a Coordinated Operations Council (COC) to review Presentation on the Department of Public Safety Police and Security Staffing and Operations, Status update on the Pecan Campus Library Building F Expansion and Renovation Project, Review Proposed Layout of the (4) Administrative Offices Renovation Project, Priorates of Current Facilities Need, and Construction Improvements Projects (CIP) Budgets, March 9
- Attended MS TEAMS meeting on the Oversight Committee Meeting, March 10
- Meeting on the Withdrawal Date, March 21
- Attended MS TEAMS meeting on College Wide Curriculum Committee Meeting, March 24
- Attended meeting on OER Strategy and AAC&U Institute on OER, March 25

- Attended MS TEAMS meeting for Academic Council Meeting, March 28
- Attended MS TEAMS meeting on Core Objectives Assessment, March 29
- Attended a meeting with the Education Department Chair, Incoming Department Chair for Psychological Science and an STC book representative to discuss details on First Day All-Inclusive Access possibility for our students, March 30
- Attended MS TEAMS meeting for Data Management & Integrity Committee, March 31
- Attended a Zoom Meeting to discuss Equal Employment Opportunity Commission, March 31
- Attended the MV Campus Child Development Center 15 Anniversary Quinceañera, March 31

DEPARTMENT/PROGRAM REPORTS:

Kinesiology

- The Kinesiology and Wellness Center are glad to welcome faculty, students and staff back to our Pecan Plaza & Mid-Valley Wellness Centers! At the moment we don't offer classes at both facilities, but we do have a Weight room & Dojo at our Pecan Plaza Wellness Center. At our Mid-Valley Wellness Center, we have a Weight room, Dojo, Volleyball & Basketball courts! Come join us today and enjoy an awesome workout!

- KINE Club is preparing for the Sand Volleyball at the STC Pecan Campus on April 24th
- KINE Club will be volunteering for the Special Olympics Texas RGV Area in the month of April.
- Met with UTRGV representative to introduce himself and to discuss, transferability of courses from STC to UTRGV degree plans and possible changes, service learning collaborations, advisement of students, how to better prepare STC students for UTRGV, representation at conferences, cooperation of both our KINE clubs.

Psychological Science

- The Starr County Campus Psychology Club participated in a social media collage in honor of March being Optimism Month with the phrase: "When you focus on the good, the good gets better." Members, along with the club's official social media pages posted this to bring community awareness of its importance, March 1
- The Starr County Campus Psychology Club participated in a social media collage providing psychological advice to live a better life with advice like: "Show gratitude, think positively, exercise daily, eat healthy, work hard, stay strong, worry less, enjoy more, love often, be happy, smile more, help others", International Women's Day with the phrase: "We support -women's empowerment, fair treatment, and equality to men", March 7-8
- President of the Starr County Campus Psychology Club, was featured as South Texas College Student of the Week on STC Website Home Page and on The Monitor Newspaper how she graduated with an Associate's Degree in psychology last fall and is now pursuing a nursing degree, with the ultimate career goal of one day becoming a psychiatric nurse. She has served as the president of the Starr Psych Club for over a year, March 15

- The Starr County Campus Psychology Club participated in the social media collage in honor of World Down Syndrome Day, Act Happy Week, Sleep Awareness Week, and Brain Awareness Week, March 13 -22
- The Department of Psychological Science held a spring registration and major exploration event at the Pecan Campus courtyard. The purpose of the event was to encourage students to register for the upcoming summer and fall sessions. "Walk-Up" registration was facilitated by four guided pathway specialists from the Social & Behavioral Sciences, Liberal Arts, and Math division. An advisor from the Advising department was also present to answer any questions and provide advising to students. The major exploration featured guest speakers Psychological Science Faculty who shared their passion for Psychological Science and experiences from their academic journeys. The psychological science student organizations, the Psi Beta Chapter at South Texas College and Psychology Club @ Pecan, provided students with information about their organization, membership, and meeting times. The Department of Psychological Science provided information about their degree plan, course offerings, departmental scholarship, marketable skills gained through the program, and career information.

Criminal Justice, Sociology, Math, and Education departments were also present at the event to offer information about their programs and advise students. March 22

- Assistant chair for Psychological Science met with Education department Chair, Social & Behavioral Science Dean and Barnes and Noble Bookstore representative to discuss details on First Day All-Inclusive Access possibility for our students, March 30
- Meeting between Chemistry Chair, Mathematics Chair, Assistant Chair and Department Chair of Psychological Science to further discuss first day all-inclusive access. Their two programs/departments support the efforts and would follow up with their Dean Ali Esmaeili to see if he too will support inclusive access, March 31

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Presented Updates for the Ultra View Project to the Council of Chairs, March 1
- Presented "Distance Education & Virtual Campuses" to the ACTA participants, March 3
- Attended the McAllen Chamber Good Day Luncheon, March 3
- Blackboard meeting for Training and Development Manager, March 8
- Developed OER and registration tracking proposal for AA to track TXDOT students, March 10
- Renewed our membership in NC-SARA Multi-state Collaborative
- Initiated collaboration with the Biology Department to move Master classes to Ultra by Summer 2022. This is the first Instructional Design Multi-Specialty Team model we have applied and it's working well, March 12, 18, 25
- Participated in the Texas Digital Library Web Accessibility meeting, March 23
- Manager Training Inside Track, March 24
- Participated in the Full-Time Online Teaching Taskforce, March 24
- Collaboration meeting with Curriculum for Assignment Tagging, March 2

DIRECTOR'S REPORT:

- Review, approve, submitted WFH and TimeClock hours for DL staff, March 7, 21 and 28
- Participated in the Banner User Groups Committee meeting, March 8
- Develop the Spring Break DL helpdesk schedule and Blackboard after hours, March 8
- Updated STC Online website, SharePoint and catalog to include the BSN degree to the online listing.
- Develop accreditation temp account in Blackboard to have access to all courses requested by NAH, March 7
- Participated at the Blackboard Service Delivery Manager weekly meetings, March 9
- Met with Technologies Manager to review DL office hours, schedule, projects and expectations, March 24
- In collaboration with HR, review the South Texas College policies and procedures, March 21-23
- Met with the Guided Pathway Specialist hiring committee to review, evaluate and select candidates to interview, March 25
- Met with Blackboard Analytics admin executives to review data on faculty's activity reporting, March 30
- Participated in training on Blackboard Data Explorers, March 1-11
- Participated at the Academic Council Meeting, March 28

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for Spring 2022 courses and faculty/student enrollments through ILP Admin, March 1-31
    - In collaboration with IS&P department, troubleshoot ILP in Blackboard Ultra with settings from Ellucian, March 1-31
    - Updated information modules and pop-ups in Blackboard, March 1-31
    - Updated the institutional hierarchy for all Spring 2022 term, March 1-31
    - Converted new Summer 2022 courses into Ultra, March 1-31

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	617
Helpdesk Phone Calls from DL Staff:	483
Social Intent – Distance Learning Chat:	129
After-hours Chats:	14
After-hours Calls:	64
Total:	1,307

- **Trainings/ Workshops/ Professional Development**
  - Trainings:
    - Student success staff participated in the Inside Track Coach Training (One-on-One), March 3
    - Student success staff participated in the Inside Track Coach Training (STC Cohort), March 25
    - Help desk staff facilitated Bb Grade Center Hands-On Training for Biology Dept, March 26
  - Workshops:
    - Student success staff facilitated the following workshops:
      - Interactive Reading Student Success Workshop, March 2
      - STC Blackboard Orientation Presentation – Dual Credit, March 11
      - Vide Presentation on Jagnet and Blackboard, March 21 & 23
      - Test Taking Fundamentals Student Success Workshop, March 22
      - Effective Note-Taking Student Success Workshop, March 30
    - Helpdesk staff facilitated the following workshops:
      - Respondus and Lockdown Browser Workshop, March 4
      - MS Live Proctoring Using Respondus, March 25
    - Student success staff participated in ACCU Planning FY 23, March 22
    - Distance Learning student success staff participated in STC Transfer Academy, March 25
  - Professional Development:
    - Distance Learning student success staff participated in the following professional development:
      - Blackboard Exemplary Course Program Webinar: Course Design, March 23
      - Blackboard Exemplary Course Program Webinar: Interaction & Collaboration, March 24
      - Blackboard Marketing Strategies Webinar, March 29
      - Blackboard Exemplary Course Program Webinar: Assessment, March 30
      - Blackboard Exemplary Course Program Webinar: Learner Support, March 31
    - Distance Learning Media Manager provided and demonstrated free resources and tools to 11 faculty and staff to edit video content with readily available platforms, March 25

- **Student Success Activities:**

Type of Service	**Number of Students Visit**
General Advising	141
Telephone/ Text Contacts:	56
Virtual Campus Advising Email:	242
Radius Inquires:	138
Student Registrations:	8
TxDOT Registrations:	12
Enroll Students for BB Orientation:	15
Social Intents – DL Chat	6
Student Contacts for STC Reminders:	12,840
Academic Coach Sessions:	85
Total:	**13,543**

DISTANCE LEARNING MEETINGS:

- Held Distance Learning Department Technologies Team meeting, March 9, 23, and 30
- Student Success Staff held TxDOT Student Timeline Meeting, March 9

- Student Success Staff held New TxDOT Contact Meeting with STC staff, March 29

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

DEAN'S REPORT:

- Hosted the National Summit for Dual Credit Programs at South Padre Island on February 27-March 1, 2022. The Conference had 243 attendees from 23 states, 14 school districts, 59 institutions of higher education and six state/national entities.
- Hosted a Virtual Session Dual Credit Faculty Approval Process with 25 ISD partners in attendance in preparation for the April 1, 2022 Application deadline, March 3
- Hosted a Spring 2022 Program Chair Updates with 43 attendees to provide up to date information on the NACEP Accreditation Annual Reporting requirements and key information for the duration of the semester, March 4
- Dean and Director of Dual Credit Academic Pathways hosted an ECHS Workshop for Pasco County Schools in Florida for fifteen College and School district Administrators, March 9

- Dean and Dual Credit Directors met with Donna ISD Advanced Academics Director to review the current state of dual credit for their district, March 11
- Dual Credit Programs hosted an Edinburg CISD Counselor Workshop for 50 Counselors who work with 8th-12th grade students. The full-day workshop included presentations were conducted by Dual Credit Programs, Nursing & Allied Health, Business and Technology, and Transferability, March 24
- Dual Credit Programs in collaboration with Research & Analytical Services Department finalized and determined ate to launch Dual Credit Evaluation Survey for High School Seniors this Spring 2022 via SmartEvals.

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- The Dual Enrollment Academy Program's Application deadline was extended to Monday April 4
- Staff conducted the following Academy Program's Recruitment/Information Sessions:

Date	High School	Delivery Method	Attendance
March 2	La Grulla High School	In-Person	25
March 2	Edcouch-Elsa High School	In-Person	16
		Total	**96**

- Staff exported and filtered the DCP Starfish Progress Survey Report #1 to identify Dual Enrollment Academy student flagged with Academic Concerns/In Danger of Failing and conducted the following case management:

Campus	Case Management Sessions
Mid-Valley	18
Pecan Campus	56
Starr County	3

- Staff hosted Friday Educational Enrichment Workshop for Dual Enrollment Academy Students, March 4:
  - Mid Valley Campus:
    - Forty-one (41) Juniors attended the Student Leadership Academy hosted by the Student Activities Department. Additionally, students were given the opportunity to attend the Center for Learning Excellence and to work on pending course assignments.
    - Twenty-seven (27) Seniors attended a workshop that provided updates on the graduation location and dates. Students were given the opportunity to attend the Center for Learning Excellence and to work on pending course assignments.
  - Pecan Campus:

    - Twenty-seven (27) Juniors attended a workshop hosted by the STC Counseling & Student Accessibility Services Department, which focused on assisting student with developing communication and assertiveness knowledge and skills. Students also received a presentation by the STC Kinesiology Department which focused on maintaining a healthy lifestyle and overall wellness.
    - Nineteen (19) Seniors attended a workshop hosted by STC Faculty which focused on the transition from South Texas College to the university setting. Students also received graduation

reminders from Staff and provided an update to student participating in the upcoming trip to SpaceX in April.

- Starr County Campus:
  - Three (3) Seniors attended a workshop hosted by the Texas A&M University AgriLife Extension, which focused on highlighting healthy nutrition and educated students about the importance of monitoring sodium intake. Students also had the opportunity to prepare healthy salsa as part of a hands-on activity to learn about this topic. These workshops are designated to be a series of workshops held on a weekly basis.

- Staff coordinated and attended a site visit to McAllen High School Welding facilities to determine if suitability to provide Welding courses, March 2
- Staff attended a TexPREP Meeting with Site Directors to discuss Summer 2022 Planning, March 4
- Staff conducted the following PREP Year 1 Recruitment/Information Sessions:

Date	High School	Delivery Method	Attendance
March 3	Weslaco ISD-Mary Hoge Middle School	In-Person	22

- Staff attended the Region One Regional CTE Directors/Leaders Networking Meeting, March 10
- Staff attended the Edinburg CISD Counselor Workshop, March 24
- Staff conducted the following Dual Enrollment Academy Program's Application Drive:

Date	High School	Delivery Method	Attendance
March 25th	The Science Academy of South Texas	In-Person	21

- Staff hosted Friday Educational Enrichment Workshop for Dual Enrollment Academy Students, March 25:
  - Mid Valley Campus:
    - (43) Juniors attended the Student Leadership Academy hosted by the Student Activities Department. Additionally, students conducted self-registration for Summer 2022 courses.
    - (25) Seniors attended a workshop that provided updates on the graduation location and dates. Students were given the opportunity to attend the Center for Learning Excellence and to work on pending course assignments.
  - Pecan Campus:
    - (35) Juniors attended a workshop that provided them an overview of the Jagnet Registration process, how to search for courses, and how to verify their information. Additionally, students conducted self-registration for Summer 2022 courses.
  - Starr County Campus:
    - (2) Seniors attended a workshop hosted by the Texas A&M University AgriLife Extension, which focused on healthy nutrition: monitoring sugar intake.
- Staff assisted with the Architectural & Engineering Design Technology Program Open House by guiding forty (40) La Joya ISD students on campus to break out sessions, March 24
- Twenty-eight (28) Dual Enrollment Engineering Academy (DEEA) Students visited the SpaceX Launch Facility in Brownsville, TX, which is a private rocket production facility, test site, and spaceport. The visit consisted of students being provided a tour of the facilities, learning about internship and career opportunities, as well as viewing first-hand the production of rockets. Students were accompanied by Dean of Dual Credit Programs and Academies & Career Technical Pathways Staff, April 1

- Starr coordinated and facilitated meetings between McAllen ISD CTE Staff and STC Program Chair & Faculty for the Business Management & Paralegal Departments to discuss program offerings to students, March 30

DUAL CREDIT ACADEMIC PATHWAYS:

- Director presented at the National Summit for Dual Credit Programs on Academic Support System: A Case for Why Dual Credit High Schools Should Invest in One, February 28
- Director and Dean for Dual Credit Programs hosted an ECHS Workshop for Pasco County Schools in Florida for fifteen College and School district Administrators, March 9
- Hosted an in-person and virtual Dual Credit Counselors Symposium for Spring 2022 with approximately 50 attendees, March 10
- Director attended the Edinburg ISD Counselor Workshop, March 24

- Director participated in DC Enrollment Review to discuss transition activities to Academic Affairs division, March 28
- Director participated in Data Management and Integrity Committee Meeting, March 31
- Staff conducted and/or attended the following meetings:

Meeting Type	ISD	Team
SA3 Workshop	Sharyland	Pecan
Sharyland HS Degreeworks training	Sharyland	Pecan
Degree Audits with 11 Grade Students	Hidalgo ECHS	Pecan
Degree Audits with 11 Grade Students	PSJA North	Pecan
Degree Audits with 10 Grade Students	Weslaco ECHS	Mid Valley
Degree Audits with Students	Weslaco East ECHS	Mid Valley
District Meeting	Donna ECHS	Mid Valley
Degree Audits with 10 Grade Students	Progreso ECHS	Mid Valley
Training with Students	Economedes ECHS	Pecan
Degree Audits with 11 Grade Students	Edinburg Nroth	Pecan
Degree Audits with 11 Grade Students	Valley View	Pecan
Degree Audits with 11 Grade Students	Achieve ECHS	Pecan
Robert Vela 11th audits	Edinburg ISD	Pecan Team
Robert Vela 10th audits	Edinburg ISD	Pecan Team
Veterans Memorial HS 11th audits	Mission	Pecan Team
PSJA ECHS 11th audits	PSJA	Pecan Team
Valley View CCRSM Leadership meeting	Valley View	Pecan Team
Mission Collegiate 11th Audits	Mission	Pecan Team
OXFORD DC Student Session	Mexico Program	Pecan Team
Weslaco Leadership Meeting (Fritz)	Weslaco	Mid-Valley
Mercedes Early College Academies	Mercedes ISD	Mid-Valley
Weslaco 21st Century CTE	Weslaco ISD	Mid-Valley
Progreso CCRSM Leadership Meeting	Progreso ISD	Mid-Valley
PSJA Memorial 11th grade	PSJA ISD	Pecan
Mission Veterans 11th audits	Mission CISD	Pecan
PSJA Collegiate	PSJA ISD	Pecan
Robert Vela 11th audits	Edinburg CISD	Pecan
La Villa 11th audits	La Villa ISD	Pecan
La Joya TSTEM CCRMS	La Joya ISD	Pecan

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Scheduling and Compliance Manager attended and presented at the National Summit for Dual Credit Programs to inform the procedures and development of the Dual Credit Scheduling and Enrollment Department, February 27–March 1
- Met with the McAllen CTE Department and Welding Chair to discuss structural certificate scheduling options, March 2
- Presented at the Approval Process Zoom meeting to discuss the procedures and expectations of the Dual Credit Scheduling and Enrollment Department, March 3
- Discussed with the Dual Credit Program Chairs the updates of the Dual Credit Scheduling for the upcoming summer and fall semester, March 4
- Program Assistant is finalizing and processing the Spring 2022 – Dual Credit Course Agreement as received by partnering school districts then routed to Business Office to invoice.
- Submitted completed Verification of Program Offering forms, along with the upcoming Academic Scheduling to the Dean of Instructional Research & Effectiveness, March 22
- Met with the Dean of Instructional Research & Effectiveness to discuss and review the dual sites planning forms, March 25
- Continued to assist program chairs with faculty and room changes for Summer and Fall 2022 semester.
- Worked on the Spring 2022 Dual Credit Course Agreements.

- Continued processing the Spring 2022 FLAC mini-semesters.
- Attended an enrollment meeting with the Dean of Dual Credit to discuss processes and action plans for the upcoming Summer and Fall 2022 semesters, March 28
- Attended the Data Management Team Meeting to discuss interview findings while discussing items of concern and/or interest, March 31
- Continued to assist program chairs with faculty and room changes for Summer and Fall 2022 semester.

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Associate Dean met with Inside Track, March 9
- Associate Dean attended Planning and Development Council (PDC), March 18
- Associate Dean attended Academic Council Meeting, March 28

ACADEMIES AND TRAININGS:

- Instructional Coach facilitated *Ambassadors Cross Training Academy*, March 3, 10 & 24
- Project Manager for Dual Credit Programs facilitated week 4 of *DELTA Academy*, March 1 - 28
- Instructional Coach facilitated the workshop *Finding Your Community as a Veteran* workshop, hosted by an outside consultant, March 2
- Instructional Coach facilitated session one of a two-part workshop *I Love it Here Book Study*, March 30

PROGRAMS IN DEVELOPMENT:

- Faculty and Staff Awards, April 2022
- South Texas Leadership Academy (STLA), April 2022
- Jaguar Academy, May 2022
- Academic Affairs Convocation, August 2022
- Professional Development Week, August 2022
- Adjunct & Dual Credit Professional Development Day, August 2022
- Distinguished Leadership Academy, August 2022

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Academic Council Meeting, March 28
- Bldg. A Renovation for Culinary Arts Program Meeting, March 31
- History Department hosted virtual TEAMS presentation, “Tanks, Javelins and Memes: Modern Warfare and the Invasion of Ukraine,” with STC and Prairie View A&M University instructors as guest speakers, March 7
- Mid-Valley Campus Advisory Committee Meeting was held, March 24
- Library Services hosted Virtual Art Talk, Guest Josue Ramirez, “Who’s the Bandit?” Art Gallery Exhibit on display beginning March 2
- Vaccination Clinic was held, March 30
- English Dept hosted “Heirs to the Thrones: Which Fantasy/Sci-Fi Franchise Will Rule Them All,” March 30
- Student Activities hosted various events for student engagement/entertainment:
    - Mardi Gras Celebration, March 1
    - Sonora Bakarash Band, Live music, March 7
    - Spring Break Blitz, including indoor and outdoor festivities, March 10-11
    - March Madness Basketball Bracket Fill-in, March 24
    - Cesar Chavez Day Celebration, March 28
- MVC Child Development Center hosted their 15th Anniversary Celebration, March 31

COMMUNITY ENGAGEMENT:

- Attended Weslaco Museum Board of Director's Meeting, March 10
- Texas A&M University hosted information table for students, March 29

ENROLLMENT ACTIVITIES:

- Dual2Degree Department hosts enrollment events for local high schools
- The Division of Business, Public Safety & Technology hosted a Priority Registration for students, March 7-8
- The ARTS Department hosted a Priority Registration for students, March 23-24

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Attended monthly Starr County Community Coalition.
- Met with CEO of RGC Economic Development to involve South Texas College.
- Met with South Texas Prevention Navigation Program Stakeholder group.
- Attended COC meeting regarding planning and construction.
- Attended Starr County Campus Ascender update meeting with faculty coordinator.
- Attended meeting for welding lab expansion with Planning & Construction department.
- Participated in RGC Focus Group event for future city growth plan.
- Coordinated event for Starr Campus retiring faculty member.
- Participated in Starr County COVID-19 Remembrance Ceremony at County Courthouse.

COMMUNITY ENGAGEMENT:

- IDEA Public School Tour & Activity, March 10
- Ombuds Information Booth, March 21

ENROLLMENT ACTIVITIES:

- Completed remodeling of Student Activities area to provide students with more comfortable facilities.
- Fast Track events for RGCGISD & Roma ISD preliminary coordination.
- Met with CEO of Economic Development to provide information on new programs and expansions for technical programs.
- Coordinated with county veterans service agencies to promote Veterans Center on campus for grand opening and recruiting of veteran students.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended the Council of Chairs meeting to provide an update on the 5-minute reduction for scheduling times in the Summer for Pecan, Mid-Valley and Starr campuses, requested feedback from committee on whether the 5-minute reduction needed to apply to the final exam schedule, and also provided an update for the AY23-24 Academic Calendar Committee and deadline for feedback, March 1
- Met with the Dean of BPST to review and discuss the projected budget for the proposed Cosmetology program in order to finalize the program proposal in preparation for the internal review process, March 1
- Presented at the 2022 Virtual Innovations Conference on STC's experience with Concourse Syllabi Management application; session titled "Syllabus Management: Turning Legislation into Lemonade", March 2
- Attended the Banner User Group Meeting, March 8
- Attended meeting with Accountability, Library, and PR departments to discuss a plan for retention of archived catalogs and making them available on the College website, March 9
- Attended the Data and Information Usage meeting, along with other administrators from Academic Affairs, to discuss our current data usage and provide input on current challenges, March 21

- Facilited the College-Wide Curriculum Committee meeting, March 24
- Facilitated a TSI Committee with representation from Academic Affairs and Student Affairs and Enrollment Management staff to discuss TSI compliance for students and strategize at which point of their pathway should follow-up take place, March 22
- Facilitated a program development training with a department chair in the BPST division to train on the academic program development process, March 23
- Met with the Director of RAS and Starfish Administrator to discuss and review the mapping of major and program codes with metamajors for the purposes of setting up the structure in the Starfish application, March 23
- Attended a meeting hosted by the Dean of Library & Learning Support Services to discuss OER strategy and the possible participation in the American Associate of Colleges and Universities' Institute on Open Educational Resources, March 25
- Attended and presented at Academic Council on proposed Cosmetology Operator and AAS/Certificate in Surveying and Geospatial Technology. Also provided updates on Summer Uniform Class Times revision and the update to the Concourse Syllabus Management application to include content on Starfish Activation, March 28
- Worked on a draft calendar for the AY23-24 Academic Year to show the impact of accomodating a full-week for Thanksgiving break, at the request of the OVPAA's office.
- Completed last minute updates to the AY 2022-2023 online catalog; catalog went live Friday, March 4, 2022.
- Compiled and finalized the proposed Cosmetology Operator and Surveying & Geospatial Technology program development proposals; initated the internal approval process and obtained approvals from the College-Wide Curriculum Committee meeting (March 24) and Academic Council (March 28)
- Compiled and submitted the Substantive Change rubrics for the proposed Cosmetology Operator and Surveying & Geospatial Technology awards to the SACSCOC Liaison for review by the Substantive Change Committee.
- Worked on the Syllabi and Curriculum Vitae compliance reports; institution was at 93.4% as of March 30th for syllabi and 99.6% for CVs.
- Conducted a program development training for the Coordinator of the department for the purposes of cross-training and assisting with data collection.
- Reviewed the AY22-23 PDF print catalog with staff from the PR & Marketing department to address errors and finalize the project.
- Reviewed and renewed the Special Topics and Local Needs Courses in inventory for courses that were approaching the two-year expiration date.
- Worked with Starfish Administrator and VPAA to add verbiage for Starfish Activiation in Concourse Syllabus.
- Continued working on the Degree Works Prerequisite conversion project; converted 16 additional courses and corresponding sections for Summer and Fall 2022 terms.
- Facilitated the Spring 2022 Chair Evaluation process; the evaluation period closed at a 77% completion rate and instructional deans were informed on how to access the final results.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Assisted the director by working on and completing the Patient Care and Medical Administrative Technician non-credit program development packet; added the EMSI, data tables and worked on the proposed budget.
- Participated in a meeting with the Ellucian vendor to troubleshoot an issue with the Student Education Planner in Degree Works, March 30
- Began the audit process for curriculum revisions in Degree Works.
- Worked on the submission of curriculum revisions to THECB via CBPass.
- Managed the following course evaluations through SmartEvals in the month of March.

<table>
<tr><td>M8</td><td>44%</td></tr>
<tr><td>N12</td><td rowspan="3">26%</td></tr>
<tr><td>K1</td></tr>
<tr><td>M5</td></tr>
<tr><td>M2</td><td>20%</td></tr>
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YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with the following to review and discuss the PLO Targeted Improvement Plans, March 1
    - Office Administration program chair and faculty member
    - Cybersecurity program chair
    - Physics and Engineering program chair
- Presented PLO Targeted Improvement Plans Open Lab Training with anonymous faculty surveys, March 2
- Met with Business Administrator program chair to review/discuss PLO Targeted Improvement Plans, March 3
- Presented PLO Targeted Improvement Plans Open Lab Training with anonymous faculty surveys, March 3 (2 sessions)
- Participated Ambassadors Cross Training Academy, March 3, 10, 24
- Met with Application Development Manager to discuss JagPRIDE Argos reporting options, March 4
- Participated in Formstack Strategy meeting to research survey and data collection alternatives, March 7
- Met with Computer Advanced Technology program chair and faculty members to review and discuss the PLO Targeted Improvement Plans, March 8
- Met with Mathematics program chair to review and discuss the PLO Targeted Improvement Plans, March 8
- Met with Public Administration faculty to review and discuss the PLO Targeted Improvement Plans, March 9
- Met with Medical & Health Services program chair to review and discuss the PLO Targeted Improvement Plans. Program chairs from Organizational Leadership and Technology Management also in attendance, March 9
- Met with Education program chair to update PLO Targeted Improvement Plans and Curriculum Maps, March 10
- Met with the Culinary Arts program chair to review and discuss the PLO Targeted Improvement Plans, March 11
- Participated in Data and Information Usage Meeting, March 21
- Met with Starfish Administrator regarding the Title V HSI Grant Faculty Advising initiative, March 22
- Met with Mathematics program chair and faculty member to discuss Blackboard assignment tagging, March 23
- Presented an overview of the Program Learning Outcomes Assessment Plan, Curriculum Maps, and Concourse alignment at the NAH Program Chair. Options to align accreditation standards were also discussed, March 23
- Presented Core Objective Targeted Improvement Plan project status updates and requested recommendations at the College-Wide Curriculum Committee Meeting, March 23
- Met with HelioCampus to explore ePortfolio and assessment management solutions, March 24
- Met with LLSS Administrators to discuss existing library services that may support Core Curriculum, March 25
- Met with the Medical & Health Services program chair to update the PLO Curriculum mapping to identify the scope and sequence of skills throughout the field of study, March 25
- Met with SPOL representatives to explore ePortfolio and assessment management options, March 28
- Participated and presented Learning Outcome, ePortfolio Taskforce, and Academic Affairs COP#3: Low Pass/High Withdrawal Rate updates at Academic Council, March 28
- Met with the Dean of Distance Learning to explore Blackboard Ultra options to tag assignments aligned to learning outcome to improve the data collection process, March 29
- Met with Dean of Liberal Arts to discuss the status of Core Objective Assessment, March 29
- Met with Deans of Liberal Arts, Social Behavioral Sciences, and MSITB to discuss Core Objectives, March 29
- Participated in a meeting with Suitable to review and discuss options for ePortfolio and assessment management platform, March 29
- Met with the BSN Program Chair to finalize PLO Targeted Improvement Plans and update the Curriculum mapping to identify the scope and sequence of skills throughout the field of study, March 29
- Participated in an OPOD leadership book-study, I Love It Here, March 30
- Met with the IVPAA to review and discuss the status of the Core Objectives Targeted Improvement Plan project, March 31
- Participated in Week 8, Ambassadors Cross Training Academy, March 31

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Assisting Program Chairs to develop PLO Assessment Plans for new programs. 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.
- Academic Affairs Comprehensive Operational Plan: Met with respective program chairs and RAS to redesign project and develop student survey questions. Pending further recommendations from the program chairs.
- Budget: Planning the remainder of 2021-2022 encumbrances.
- 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.
- Core Objective Targeted Improvement Plans: Presented updates at the College-Wide Curriculum Meeting. Developed and improvement plan recommendation template links for Critical Thinking, Communication, and Empirical Quantitative Skills due by Monday, April 18, 2022.
- ePortfolio Taskforce: Participating in initial meetings to determine which vendors meet the requirements before scheduling demos.
- Handbook of Operations: Updated Argos IE data request procedure, creating a JagPRIDE service ticket, and JagPRIDE mass activity insert guide.
- JagPRIDE Spring 2022: Completed 100% of the mass activity inserts and opened the JagPRIDE application for data submission on February 18, 2022 to meet N5, N12, K1, and M5 session grade deadlines. Developed informational flyers and shared with IVPAA, deans, program chairs, and faculty/staff news. Ran daily audit reports to troubleshoot any issues with data submissions or discrepancies.
    - Core Objectives Data Submission: 2% completion (4 out of 228 faculty complete with 590 unduplicated sections)
    - PLO Data Submission: 4% completion (17 out of 450 faculty complete with 1,107 unduplicated sections)
- Learning Outcomes Office Moves – Completed move set-up, maintenance, and key requests. Completed relocating both Learning Outcome Specialists to new locations.
- Learning Outcomes Specialist Onboarding: Hired new staff member on March 21st. Completed workflows for move set up, maintenance, and access requests. Began department training.
- Learning Outcomes Open Lab Training: PLO Targeted Improvement Plans: Developed training and flyers to share with IVPAA, deans, program chairs, and faculty/staff news. Developed participant needs assessment surveys. Shared pdf presentations with participants and followed up on questions and meeting requests after the training. Two one-hour interactive training were scheduled for March 2-3, 2022.
- Program OneDrive Folders: Updated all PLO Assessment Plans and removed outdated files. Updated direct access for approved team members.

GRANT & PROJECTS:

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

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Continued working on new design concept for the 17th A Night with the Stars Gala. Reviewed and sent contract to Business office for processing. Started creating sponsorship request mailing lists.
- **Recruitment-** Send email reminders to all qualified dual credit students regarding March 31st priority application deadline. Emailed counselors from our partner high schools to remind them about the application deadline and offer to present to their students.
- **Volunteering** – Assisted with Bebo's Angels parent support meeting on March 3rd. Helped at RGV Food Bank Sunset Distribution event on March 9th. Provided extras for Starfish Commercial production on March 22nd.

- **Meetings-** Held the VS monthly meeting on Friday, March 4th at 12:00 pm via Teams.
- **Administrative –** Attended the Academic Council meeting on March 28th at 2:00pm via Teams.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa. Held a PTK Information session for students that were invited to join on March 8th at 4:00pm via teams.
- **Volunteering** – Assisted with Bebo's Angels parent support meeting on March 3rd. Helped at RGV Food Bank Sunset Distribution event on March 9th. Provided extras for Starfish Commercial production on March 22nd.
- **Meetings** – Held the PTK general meeting on Friday, March 31st at 4:30pm via Teams. Had weekly meetings with PTK officers on Sundays at 3:00pm. Advisor and one student attended the PTK Texas Regional Convention in Frisco, TX on March 10-12.
- **Recognition-** Received Five Star Chapter Status certificate at Texas Regional Convention. Advisor, Lacy Culpepper, won a Horizon Award for being a promising advisor. Beta Epsilon Mu won the overall roll call award for the Texas Region at the regional conference. One of our students received a Golden Opportunity Scholarship to help cover their membership fees.
- **Administrative**- Started travel pre-approval for Advisor and student to travel to the PTK International Convention on April 7- 10th in Aurora, CO. Registered for the convention, booked hotel and requested air fare quote for travel. Began preparations for April 21st Spring Induction Ceremony.

HONORS PROGRAM:

- **Recruitment** –Answered emails and phone calls from students that were interested in joining the Honors Program.
- **Volunteering** – Assisted with Bebo's Angels parent support meeting on March 3rd. Helped at RGV Food Bank Sunset Distribution event on March 9th. Provided extras for Starfish Commercial production on March 22nd.
- **Administrative** – Followed up with honors students for update on honors course progress. Started documenting total hours served for Honors Faculty.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Use of Starfish for noncredit Program, Continuing Educational Program, March 1
- PR Production Team Awareness Campaign, March 2
- InsideTrack Role Clarity Project 1:1, March 2
- Workshop #212149 Ambassador Cross Training Academy, March 3
- Presentation Faculty Advising Certification Training, March 3
- Dual Credit and Starfish Discussion for 2nd Progress Survey, March 7
- Workshop # 223630 Tasks in Microsoft 365 Level 100, March 8
- Attend EWC Committee Meeting, Board Room, March 8
- BP-GPS-Starfish Monthly Meeting, March 9
- Workshop # 212149 Ambassador Cross Training Academy, March 10
- Workshop # 214170 Interactive Questioning with Poll Everywhere, March 11
- Presentation Workshop # 224687 Starfish Training Faculty/Staff, March 12
- Meeting Policy Withdrawal Date Concerns, March 21
- Meeting Potential Data/Information Usage and Needs Discussion, March 21
- Meeting Majors to Division Discussion, March 23
- Workshop# 212149 Ambassador Cross Training Academy, March 24
- Workshop # 222449 Business Administration Departmental Meeting & Presentation, March 25
- Workshop # 221215 Starfish Training Faculty/Staff 9 am, March 25
- Workshop # 224712 Starfish Training Faculty/Staff 1 pm, March 25
- Presentation Math, Science, and Bachelor Programs Division Meeting, March 30
- Workshop# 212149 Ambassador Cross Training Academy, March 31

PROJECTS:

- Starfish Analysis and Reporting Documentations Training with EAB representatives Cohort
- Development process of implementation, usage, tasks, and goals with Starfish Liaisons from certified Faculty Advisor roles and activities
- Creation of 2nd Academic Progress Survey within Starfish System
- Discussions with RAS for Intake questionnaire in Starfish
- Design Starfish Activity Report for GPS on accumulation of production numbers monthly analysis
- Establish Monthly Meetings with the OVPAA, Guided Pathways Specialist, and Starfish Administrator
- PR filming of DHSI-Starfish Video March 22-23
- Academic Council Meeting Presentation & Discussion, March 28
- Inside Track Role Clarity Project, Trends and Projections for future growth
- Starfish Handbook, in progress, development and research to complete by Fall 2022

GPS Starfish Monthly Report	
Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	1854
Flags Addressed:	1028
To-Do's:	0
Referrals: (Tutoring)	640
Kudo's: (Paws up Jaguar)	3
Notes:	2806
Total Number:	**6331**
Advising/GPS Activities:	
Type of Service:	**Number of students:**
Advising-Degree Audits:	492
Course Substitutions:	16
Email/Phone:	6680
Financial Aid Addendums:	6
Graduation-Degree Audits:	132
Registration:	294
Schedule Changes/Cancellations:	1
Total Number:	7621

DR. MARICELA SILVA
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

Potential Grants:

- Lumina Foundation -- Million Dollar Community College Challenge – Attended the Million Dollar Community College Challenge Applicant Webinar. This grant will award nine (9) colleges with $100,000 and one college with $1M to support branding and marketing. While the Dean for BPST expressed interest in the grant; I recommended that the PR & Marketing Department, possibly SAEM, and others be involved in the planning as this grant focuses on new innovative approaches to marketing, branding, and enrollment/recruitment.
- THECB's Equitable Access and Opportunity Program Grant – The grant has no limitation as to how much money will be awarded; it's dependent on the institution and their goals. However, the Coordinating Board would like the project or initiative institutionalized after the grant has ended. There should be a strategy for sustainability for this

project. The grant focuses on equity and inclusion of special populations. The grant timeline is also dependent on the institution and the project and can vary between one and two years.

- Department of Defense for a *STEM Community College Consortium Cooperative Agreement* - Received External Funding Request form from the Physical Science and Engineer Program Chair. This grant is a partnership with UTRGV and other community colleges, which will include but are not limited to: TSTC, TSC, and Laredo Community College. The Funding amount is approximately $441,600.
- TAB Marketing and Recruitment Grant - Received External Funding Request form from Dr. K. Peek. This grant is funded through the Texas Higher Education Foundation (THEF). Grant funds may be used to purchase print collateral, for website and advertising development, advertising placement and other related activities. The Funding amount is between $20,000 and $40,000 and the application is due by March 29th.

Existing Grants:

- Perkins Basic - Attended RDMC's Perkins V Discussion Series to discuss CLNA Updates and Data Driven Planning. Attended and helped facilitate a Perkins Planning Workshop at BPST Campus. Attended RDMC's Perkins V Discussion Series: Streamlining Time on Task (ToT) Documentation. Participated in RDMC's Perkins V workshop series discussing CLNA Updates and Time on Task reporting. Reviewed email from RDMC notifying us that the Coordinating Board has scheduled a CLNA Update webinar and registered for webinar. The information was forwarded to the Deans and Project Managers who were encouraged to register. Regularly checked RDMC's SharePoint to see if there were additional questions or feedback. Information requested by RDMC was submitted on time. Participated in CLNA webinar held on **March 29th**. Attended and helped facilitate meeting at BPST to review and amend CLNA. Met with AEDT Secretary to discuss faculty NOEs for CBE and OER preparation. Reviewed email from RAS regarding potential NAH student focus groups for CLNA preparation/amendments. Reviewed Time on Task for Perkins salaried employees in the NAH and BPST Divisions. Received and reviewed Perkins Approved Amendment, which was shared with respective Deans.
- UTRGV Subaward of the Accelerating Credentials of Purpose and Value Grant – STC received a Subaward from UTRGV in the amount of $216,140. This project will support the marketing and outreach for Cybersecurity programs. The grant will end in September 2022. Participated in the Grant Initiation Meeting.
- OER Grant – Reviewed email and attachments from (Philosophy Program) PI regarding project report. Reviewed email response from THECB regarding the report. Reviewed emails from Math Department to grantor regarding grant report. Reviewed report as well as response from grantor. Reviewed and responded to emails from Grant Accounting regarding Personal Activity Report for Math Department Instructional Designer.
- NSRP Grant – Reviewed and responded to emails from NAH Project Manager regarding Time on Task reporting requirements for faculty member paid through NSRP grant. Reviewed emails from NAH to RDMC regarding NOE split funding. A requisition was submitted; however, there is not enough grant monies to cover it. The Dean for NAH agreed to cover the remaining costs from his budget.
- Hidalgo County Interlocal Agreement – This is an award to support the NAH Division – (retention) stipends for ADN faculty were awarded in the amount of $181,920.00 for year one. This is a $2M award. Participated in Grant Initiation Meeting. The Budget Set-Up forms were reviewed and discussed.
- LRGVWDB Child Development Associates (CDA) Trainers grant - Reviewed email from RDMC regarding contract along with attachments (Service Contract). This is a contract in the amount of $37,450.00 awarded to the CDEC Program to provide training. The timeline for the contract will be from April 1, 2022, through February 28, 2024.
- RAND Grant – Reviewed and responded to emails regarding budget items and amendments needed.

INITIATIVES:

- A meeting was held to discuss the Workforce Summit. The Dean for BPST provided a list of potential invitees (names only). The list was combined with the existing Advisory Committee Members and CLNA Stakeholders list, and submitted to the AA Project Manager to review and update with additional invitees.
- Registered and attended THECB's March 9th Perkins Equitable Access and Opportunity Program RFA webinar. This webinar will provide additional information about the grant and an opportunity for a Q&A session. The Coordinating Board provided guidance for applying for the grant and a question and answer session.
- Attended CAEL's Member Benefits webinar to learn about resources and technical assistance available to member colleges. Attended *Coffee with CAEL: Credit for Prior Learning (CPL): Understanding the Fiscal Impact.*
- Reviewed email regarding appointment to serve as STC's representative for Excelencia in Education. Also reviewed email regarding upcoming Seal of Excelencia recertification webinar.

- Received and reviewed signed Advisory Committee Meeting minutes from some of the programs. Communicated with OPOD regarding upcoming *Guidelines for a Successful Advisory Committee Meeting* workshop. The workshop will be offered on April 22nd, and as of March 25th, there were 9 registrants.
- Reviewed email from IE Division regarding IE Plan Goals(s) and budget allocations.
- Reviewed and forwarded email from League of Innovations regarding Innovations of the Year Awards to AA Division Deans. The deadline to apply is March 31st.
- Participated in an internal meeting to discuss AAC&U's Institute on OER. Met with an internal team represented by various of the College, such as Library Services, Distance Learning, Deans from both LA and MSITB divisions, Curriculum & Instruction, Dual Programs, and OPOD. Per AAC&U's application, we should identify a team of 5 or 6 to be part of the team participants. Cost is $6,500. Dean of DL recommended that we skip the institute and allow her staff to create OERs for the institution. However, the committee discussed potential participants for the institute, which would potentially include members from Dr. Plummer's division (library services) and members from Academic Affairs.
- Reviewed email from Texas Workforce Commission regarding Texas Labor Market Review. Reviewed links and data provided regarding unemployment and projected job occupations. Shared information and data with Deans and respective project managers.
- Attended the Perkins *Special Populations – Continuous Improvement Ideas* hosted by Temple College Perkins Leadership Grant and supported by THECB.
- Participated in Inside Higher Ed's Workshop: *How to Create Authentic Online Assessments that Promote Academic Integrity*.

LISA ALEMAN & MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

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

- Assisted with notification and announcement of 2021 eFaculty of the Year; finalized certificate
- Began working on revisions to CPWE PowerPoint presentation for EWDC Meeting
- Compiled and submitted Monthly Activity Report for OVPAA Project Managers
- Continued to assist with coordination of upcoming Academic Affairs events
    - A Night with the Stars Scholarship Gala
        - Drafted letter for potential honorees
        - Revised cover letter for request of sponsorship renewals
        - Supervised design of stationary for all ANWTS correspondence
        - Updated content for Sponsorship Request booklet
    - ECISD Counselors Workshop
        - Assisted DCP with handouts for Workshop
        - Developed, finalized, and submitted PowerPoint presentation for ECISD Counselors Workshop
- Continued to coordinate OVPAA events/meetings
    - 2022 Faculty Retirement Ceremony
        - Finalized formal and email invitations
        - Started to research vendors for catering
        - Requested musical guest from STC Music Program
        - Confirmed support from PR for podium, table covers, and flower arrangements
        - Continued to coordinate retirees' biographical information for announcement
        - Created digital RSVP form and began distributing invitation via Faculty/Staff Email
    - Academic Council Meeting
        - Finalized and distributed agenda and handouts to meeting participants
    - STC Workforce Summit
        - Facilitated discussion of video production for event
        - Coordinated content and revisions to all evites and distributed
        - Worked with STC Facilities and ET on logistics
- Continued to coordinate updates from STC & UTRGV Collaborative Workgroups
    - Assisted Student Progression & Success Workgroup with photo for co-branded webpage
- Coordinated flyer to announce re-opening of STC Wellness Centers and distributed via Faculty/Staff Email

- Developed talking points for opening session "Welcome" of Distance Learning Symposium
- Reviewed and revised (1) out of (2) PPT presentations for the annual American Association of Community Colleges Conference
- Reviewed and revised letter to City of McAllen Mayor
- Reviewed, edited, and submitted Feb. 2022 Monthly Activity Report for Academic Affairs
- Revised and submitted Distance Learning PowerPoint presentation for EWDC Meeting

SUPERVISED DESIGN WORK: CONTENT AND/OR UPDATES

- Assisted OVPAA office with academic related design projects and requests
    - Grant Inventory Quick Tips flyer artwork
    - Organizational Chart for 2021-2022 Academic Year
    - Summer 2022 Intent-to-Hire Form updates and
    - 2022 AACC Conference PowerPoint Art
- Began working on 2022 Convocation artwork
- Continued working on 2022 A Night with the Stars event designs
    - Cover Letter Stationery
    - Logo updates
    - Sponsorship Request Booklet
    - Template for PowerPoint artwork
    - Web Banner
- Continued working on Division Graduation Banner designs
    - Finalized artwork updates for Nursing and Allied Health Banner with newly selected main Pantone color
    - Continued working on finalizing Retractable Graduation Banner designs for Spring 2022 Commencement
- Continued working on promotional flyer for the Pecan Plaza and Mid-Valley Wellness Centers
- Worked on 2021 e-Faculty of the Year Certificate design
- Worked on corrections for Pecan Plaza and Mid-Valley Wellness Centers promotional flyer
- Worked on Faculty Retirement Ceremony designs
    - Email invitation
    - Formal print invitation
    - PowerPoint artwork
- Worked on proposal covers for Curriculum
    - Patient Care and Medical Administrative Technician Program
    - Architecture Program
- Worked on Spring 2022 Adjunct Faculty Job Fair Save-the-Date evite

MEETINGS:

- Met with STC Public Relations & Marketing regarding Workforce Summit, March 1
- Met at Tech Campus to discuss venue for Workforce Summit, March 2
- Met with STC Public Relations & Marketing regarding Workforce Summit "Save the Date," March 2
- Participated in Workforce Summit planning meeting via TEAMS, March 4
- Met to "run-through" presentation for EWDC, March 7
- Attended EWDC Meeting, March 8
- Attended Workshop #214170: Interactive Questioning with Poll Everywhere, March 11
- Met via TEAMS to discuss video featuring STC workforce programs, March 21
- Met with STC Facilities and ET to discuss logistics for upcoming events, March 22
- Attended Academic Council Meeting, March 28

Information Services, Planning, Performance and Strategic Initiatives

SOUTH TEXAS COLLEGE

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

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: APRIL 1, 2022

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

Event / Project	Description	Completed Tasks	Next Steps
Diabetes Panel Discussion 03/23/2022 STC Pecan Student Union Ballroom	South Texas Health System (STHS) and STC Hosted a Panel Discussion with community leaders and healthcare professionals regarding how to help our community prevent, treat, and beat diabetes.	Diabetes Alert Day Panel Held	Debrief with event organizers
Diabetes Symposium 03/26/2022 STC Pecan Student Union and Building J Classrooms	South Texas Health System (STHS) and STC are Hosted a Community Expo Symposium for the public with free diabetes screenings, seminars, exercise and cooking demos and more to help our community prevent, treat, and beat diabetes.	Symposium Event Held	Debrief with event organizers

Youth Camps Summer 2022	 Summer Camps offered by STC Faculty and Staff on multiple campuses and online. https://www.southtexascollege.edu/youth-camps/	• Camps Posted Online • CRNs created • ISDs notified	Student Registration Count (weekly from CE)
Border Patrol Training Agreement	 Border Patrol Trainings at RCPSE for driving course, driving simulator, and classroom space.	• First BP Training Held 03/21/2022 • Access/Keys: BP 3-B, 1.301, Gate Key for EVOC	Awaiting review and approval of MOU by Border Patrol Upper Management
Navy Law Enforcement	Sharing Law Enforcement AAS with Navy Law Enforcement Officers and advise of escrow credit options	Met with trainers at Lackland AFB to share info on 03/08/2022	Follow-up Meeting 04/29/2022
Bus Lease Agreement	Need for school busses and city busses available for STC to teach bus driving courses.	Agreement with Vanguard to lease a school bus.	Working on an agreement with City of McAllen to lease a city bus. Awaiting approval by FTA review.
Former State Representative Gutierrez Donations	 The family of former Texas State Representative Roberto Gonzalez would like to donate items relating to the establishing of South Texas College to the College.	Donor would like to schedule donations with STC Board of Directors during an upcoming Board Meeting after May 2022 elections	Discuss schedule with Board Liaison

MEETINGS

- Board Meeting
- Board Committee Meetings
- Cabinet Meetings
- Apprenticeship Navigator Booster Meeting
- HEB & STC Project Connect
- Lackland Air Force Base Meeting

- COC Meeting
- CIT Webpage Review
- Edinburg CISD Counselor Workshop
- Website for Transfer to Bachelor Programs
- Border Patrol Contract Review
- Texas Health Institute Nursing Visit
- Film Production Collaboration
- Educause

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Applications Development Team continues to work on the Banner 9 upgrade project which consists of enhancing the self-service module as well as an upgrade to the Oracle database. The Financial Manager's Handbook Acknowledgement pages were tested, and IT will work on the requested changes to be completed by April for final testing and production rollout. The new upgraded Student Obligation Acknowledgments have been placed on hold due to scheduling conflicts. The Team will reach out in May to continue with testing and finalize a date for production. Additional apps will continue to be converted through the rest of the 2022 year. The Oracle 19c database upgrade was postponed as Ellucian has extended the support to May 2022 to allow for additional time to update apps that connect to the database.

JAGNET

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

DEGREE WORKS

The Applications Development Team continues to work on the next phase of this project which will allow STC and other HE institutions to share degree plans that are part of previously established articulation agreements including the creation of online "what-if" scenarios for students to transfer course work. The Team received a recorded demo that Texas A&M Kingsville is using to display transfer course work. The STC Team will review the software and determine if the software satisfies STC's needs. Once the software is reviewed, the Team will reach out to Texas A&M Kingsville to determine the next steps. Once the project with Texas A&M Kingsville begins, the STC Team will reach out to UTRGV (University of Texas Rio Grande Valley) and Alamo College as possible partners for this project.

OFFICE 365 MIGRATION

There are no changes during this reporting cycle. The MS Teams adoption continues to grow among students, faculty, and staff who use this solution to conduct virtual meetings, classes, online symposiums, conferences, and outreach events, among others. Additionally, the Social Intents virtual lobby continues to expand as the IT Team continues to provide training and set up the virtual lobby for additional faculty and staff who wish to use the new solution in combination with MS Teams to support students from home.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT Team continues monitoring the health and performance of data replication from Pecan to TJC (Tyler Junior College) and Pecan to Starr Campus, the Team has not encountered any issues or errors. In addition, the IT Team will be performing a server version upgrade to apply the latest security patches.

The IT Team started configuring and testing VMware Site Recovery Manager (SRM) and vSphere Replication. This solution should allow STC to have a hot site at TJC.

Building M is in the process of replacing the current diesel generator with a generator powered by natural gas. The generator has been installed in building M and Texas Gas has completed their installation. Metro Electric will follow-up with IT staff on April 9, 2022, to test the power transfer switch and generator load.

VIRTUALIZATION PHASE II

The IT Team continues to work in 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, in conjunction with Open Labs staff, continue to monitor the virtual application link. In addition, IT will continue monitoring the health and performance of the virtual applications deployment.

The Engineering Department continues to use the instructional virtual environment with no issues. The IT Team will be applying a recently released security patch for the virtual environment; rollout date is pending.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER
INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENICATION

- Finalizing some follow-up from the two audits conducted by Carr Riggs & Ingram (CRI).
- Working with Sterling to get a Scope-of-Work for a pen-test. Currently they provided an assessment to gather more information about IPs and applications. Renewing DUO license and increasing license numbers to accommodate students for accesses specialty software from home using VDI. Those students will need MFA to connect from home into South Texas College network.
- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Currently enrollment for new employees is being processed manually, we contiune to work with IT to automate this process. We have identifed other application/serivices were risk can be reduced with multi-factor authentication.

GOVERNANCE

- College-wide Data Security & Privacy Training, currently we have well over 90% of all employees completed. In addition, it has been reported to State with an individual compliance report completed online to Texas DIR.
- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- December 9th Advisories were released of a known security vulnerability discovered in Log4j. We identified those systems that were impacted and followed vendors recommendation. Currently running daily vulnerability scans to make sure we don't have that risk in our environment anymore.
- Completed our annual Risk Assessments for both IT and InfoSec and was reviewed and approved by Dr. Plummer. A copy of the signed Risk Assessment was sent to Risk Management.
- Performed a health check to our vulnerability scanning solution with vendor.
- Completed our End-Point-Protection project of moving services to the cloud with McAfee support. Next month practical training will occur for IT and InfoSec staff.

COMPLIANCE

- Finalizing Nationwide Cybersecurity Review (NCSR), annual self-assessment designed to measure gaps and capabilities of cybersecurity programs.
- Performed two Table Top Exercises with key folks.
- Additionally, we coordinated with Human Resources management to consolidate all of the required employee training for ease of compliance reporting and helped with cost of the training.
- The bill does not require us to report completion of cybersecurity awareness training at this time, but the plan is to maintain records of cybersecurity in case reporting requirements change cybersecurity.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement.
- Received scanning results from PCI and is currently reviewing report to determine if any changes are needed.

INFORMATION SECURITY PROGRAM METRICS

- McAfee Professional Services to configure CASB, Cloud Access Security Broker, to monitor all activities in our cloud products and enforce security policies.
- We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.
- We will be leveraging an enterprise security log solution for analytics-driven security and advanced threat detection.
- A standard success plan is being coordinated with IT Risk & Security to expand our current use case.

DATA LOSS PREVENTION

- McAfee MVISION DLP on the CASB environment is 100% configured. In the future we plan cutting over from Office 365 to McAfee.
- Configuration policies that will help us automated and reduce the manual tasks involved in management have been applied.
- We have been monitoring logs to identify any false positives with the DLP technology.
- DLP is key component of our security it must be configured with industries best practices

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

SACSCOC

- Cosmetology Prospectus – Inquired and provided recommendations for faculty credentials.
- Faculty Qualification – Researched requirement of terminal degree.

MEETINGS / TRAININGS

- IRESP Administrators Meeting.
- Data Summit.
- TAIR Virtual Conference.
- Catch the Next Evaluation – Discussed and planned for upcoming research and evaluation template.
- College-Wide Curriculum Committee Meeting.
- RGV Articulation Agreement Discussion – Discussed the RGV College request.
- Retention and Availability of previous STC Catalogs.
- ACTA Academy – Presented the IEA and RAS services.

PROJECTS

- Data Management & Integrity Committee.
- Dual Sites Review -Working with the Dual Credit Department to verify the most updated sites information.

MISCELLANEOUS

- IRE March Weekly Reports to ISPP&SI – Submitted on a weekly basis.
- IRE February Monthly Report to ISPP&SI.

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 Completion.
- 2021-2023:
  - Rubric Templates Report.
  - Entity Tree and Plan Writer List - Division/Department Official Names and Plan Writers.
  - Submission Track Status.
- 2019-2021
  - Submission Track Status.
  - IE Cycle HTML Errors.
- Comprehensive Operational Plan (COP) Final Excel Master Report.
- QEP
  - Fall to Spring Persistence Rates.
  - Fall to Fall Data Trend.
- Completion of 2020-2021 COP Update – Pending final review and formatting prior to publication.
- Cabinet Level IE Plan Integration.
- Support for Program-based Accreditation (Re-accreditation) – Pharmacy Technology virtual on-site visit set for April 4.
- SACSCOC Ongoing Activities:
  - Research on establishing branch campuses as per SACSCOC definition.
  - Provided basic criteria for faculty credentialing.
- Budget Development Support – Reminded to all divisions to link their budget to the 21-23 IE plan objectives justification.
- Indirect Support to Departments/Divisions for IE Plan Development (2021-2023) or 2019-2021 IE Plan Report Completion:
  - Generated a coding system for 2021-2023 IE objectives' assessment method.
  - Updated coding file with planner names/emails.
- IE Reports Data Support:
  - Graduate awards for IE cycle report.
  - Enrollment by major and by student type report.

MEETINGS / TRAININGS

- Weekly Meeting with IE Analyst.
- IE Analyst Research:
  - Articles on active learning.
  - Persistence readings.
  - Increasing persistence.
  - Draft of scale of attitudes toward active learning.
- QEP Follow-Up:
  - Discussed current data.
  - Sources of more/additional data.
  - Programing plans.
  - Dovetail with the DHSI grant.
- Data Management & Integrity (DMI) Committee:
  - Scheduled meetings for data and information use for all FAS, ISPPSI, Institutional Advancement and Economic Development, Academic Affairs divisions and, Office of the President.
  - Posted a series of questions to clarify the STC data management roles.
- College-Wide Organizational Professional Development Day - Focusing on visualizations to explain the IE plan process and how the different parts of the process interlock.
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning.
- IEA Staff Weekly Meeting.
- Meeting with Dr. Plummer (VP-ISPPSI) – Discussed the THECB and SACSCOC considerations for a name change.
- Academic Calendar Committee -Coordinating with Dr. Campos (Library) on the response of ISPPSI regarding the version of the Fall 2023 academic calendar to use.
- Data Literacy Academy and Workshops – Developed the board range of topics to be covered in six sessions.
- Conference Activities - Virtual portion of the TAIR conference, including THECB update, integrated use of third-party resources in labor market research, TWC data, and other topics.

FACTBOOKS AND DATA PORTAL

- Data Portal Update.
- Fact Book Update.

DATA REQUESTS AND SACSCOC

- QEP Assessment Data Support.
- Substantive Change Support.
- Ad Hoc Discussions with RAS and/or STC Constituent(s).
- Data Requests for the STC Presentation for the Planning Committee Meeting.
- Data Request - Service Ticket 3643: Prior DE history and Age Group for FTIC Cohorts.

MISCELLANEOUS

- IEA March Weekly Reports to ISPP&SI.
- IEA February Monthly Report to ISPP&SI.
- Compilation of IEA-IRE-RAS Weekly Report to Dean.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPEDS Fall Enrollment Survey
- Texas Pathways Institute #5 Advance Work

SURVEYS

- ADN Simulation Survey for Spring 2022
- COP #3 Survey
- Dual Credit Faculty Survey
- FAS Satisfaction Survey
- HEDS Graduate Survey 2022 Administration
- Library Quality Survey for Spring 2022

- SmartEvals Surveys for Spring 2022
- Tech Campus Planning Survey

QUALITATIVE STUDIES

- CDC Focus Group
- CLNA NAH Focus Group
- Data Summit Descriptive Coding

DATA REQUESTS

- Cybersecurity program enrollment and graduates (from Data Portal)
- FTIC lists for financial wellness training
- iGrad registrations FTIC analysis for DHS
- PCT graduates into LVN and ADN 1st semester success and retention rates Spring 2021- Fall 2021
- PCT graduates into LVN and ADN success and retention rates Fall 2021-Spring 2022
- Spring 2022 Enrollment, Credit and Contact Hours by Traditional and Dual Courses
- Starfish First Progress Survey Reports (Traditional and Dual)
- Starfish Student Flags Report
- SSARP Program Profile Information Form
- Undeclared student count Spring 2022

MEETINGS

- CLE Spring research overview
- Climbing the Mountains in South Texas - Dr. Linda Serra Hagedorn
- COP #3 Meeting
- Council of Chairs Meeting
- Data Academy Meeting
- DHSI Starfish Survey Consulting
- Division Crosswalk Organizations Meeting
- DMI presentation to PAS Meeting
- DM&I Interviews
- Dr. Linda Hagedorn's Zoom Meeting
- IRESP Weekly Meeting
- QEP Assessment Meeting
- Qual Team Meeting
- Quant Team Meeting
- Texas Pathways Project Institute #5 Team Meeting

OTHER RESEARCH/SUPPORT

- Developmental Education Data for Dr. Hagedorn visit
- Enrollment Composition Edits of Student Type Last Five Falls
- Focus group support for RCPSE CLE
- Historic Full Time Equivalent by Student Type - Fall Term
- IPEDS Fall Enrollment - Student/Faculty Ratio: Faculty Data Source Preparation
- IPEDS Financial Aid Syntax Edits for Cross-Training
- IPEDS Human Resources Survey Data Preparation
- Majors-Metamajors-Divisions crosswalk
- QEP Measures of FTIC Prior Dual Working File
- Starr County CLE focus group support
- Update Metamajor Major College crosswalk file

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Reviewed 60% construction documents for Pecan Campus Library and compiled comments on the construction documents.
- Worked on application for AAC&U Institute on OER.

- Worked on Texas Council of Academic Libraries Executive Board matter.
- Coordinated review of 60% Construction Drawings review by Learning Commons and Open Labs staff.
- Worked on follow-up of NTIA Connecting Minority Communities grant application.
- Visited with LLSS staff members at Mid-Valley, NAH, and Technology campuses to discuss operations
- Coordinated with Learning Commons and Open Labs and Facilities Planning & Construction to layout alternative student study spaces in Buildings P and M.
- Presented on Library Technology Lending Program for EWD Committee.
- Corresponded with Research and Analytical Services regarding Library and Learning Support Services satisfaction survey.
- Worked with Library, Learning Commons and Open Labs, and Facilities Planning & Construction staff to develop concept for a food vending space in the Pecan Campus renovation
- Coordinated with Learning Commons and Open Labs to layout alternative student study spaces in Buildings P and M.
- Prepared update presentation on Library Technology Lending Program for EWD Committee.
- Corresponded with Research and Analytical Services regarding Library and Learning Support Services satisfaction survey.
- Began planning Library and Learning Support Services Advisory Committee spring meeting.

MEETING HIGHLIGHTS

- Convened meeting with stakeholders to discuss feedback on 60% construction documents for Pecan Campus Library.
- Convened meeting of interdivisional team to discuss possible participation in AAC&U Institute on OER.
- Met with Facilities Planning and Construction colleagues to discuss option for adding a café to the Pecan Campus Renovation plan.
- Participated in College-Wide Curriculum Committee meeting.
- Participated in meeting between CLE and HR to discuss plans for online direct wage application process.
- Met with Texas Higher Education Coordinating Board staff member and library staff member to discuss possible development of an STC hub in the OERTX digital repository.
- Participated in Coordinated Operations Council meeting.
- Met with colleagues from Curriculum, PR & Marketing, Library, and Strategic Initiatives to discuss College Catalog retention, archiving, digitization, and accessibility.
- Presented update on Pecan Campus Renovation project to Council of Chairs.
- Met with Facilities Planning and Construction colleague to discuss questions from ERO regarding details of Pecan Campus Library renovation project.

TRAINING HIGHLIGHTS

- Participated in Library and Learning Support Services supervisor teambuilding training
- Completed Return to Campus Safely COVID-19 training
- Participated in SXSWedu online

LISA B. WALTERS ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

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

MEETING HIGHLIGHTS

- Attended 60% Construction Drawings Review Meeting
- Attended All Team Meeting
- Attended Record Retention Meeting
- Attended NTIA CMC Meeting
- Attended Beliefs Meeting
- Attended Associate Dean of Library Services Meeting
- Attended Library and Learning Support Services Meeting
- Attended Open Educational Resources Strategy and AAC&U Institute Meeting
- Attended Purchasing Department Presenter Meeting
- Attended S TX College EWD Board Committee Meeting
- Attended Retention & Availability STC Catalogs Meeting

- Attended Pecan Campus Library Renovation & Expansion Meeting
- Attended Systems & Applications Meeting
- Attended TSLCA LSTA Focus Meeting
- Attended Marketing Access Meeting
- Attended Librarian I Weekly Meeting
- Attended Librarian II Weekly Meeting
- Attended Librarian III Weekly Meeting
- Attended Institutional Reviewer Meeting
- Attended T-Mobile Contract Migration Meeting
- Attended ADLS Meeting

LIBRARY DATA:

Monthly Statistics

- Library Website Visits# __10,243__
- Discovery Search Visits# __4,098__
- Active Community Users #__118__
- Visitors # __18,664__
- Reference/Research: __17__
- Non-Reference/Research: __8__
- Library Art Gallery Events # __5__
  - Attendance In Person __31__
  - Attendance: Synchronous Online __110__
  - Attendance: Asynchronous Online __89__
- Library Events # __2__
  - Attendance Synchronous # __32__
  - Attendance: In person __28__

EVENTS AND LIBRARY ART GALLERY HIGHLIGHTS

"Time and a Half"

Jason Valdez, MFA (STC Alum) + Community Artists **Location: Technology Campus Lib** **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/

Virtual Art Talk & Opening Exhibit Reception

Josue Ramirez, BA (Cont. Ed Student)	**Location: MVC Campus Library & Virtual Webinar**	**March 2, 2022** **Virtual Talk: 44 attendees** **In-person Opening: 31 attendees**

Ramirez's artwork is inspired by growing up in a *colonia*, outside of Los Fresnos, in the lower RGV. In this exhibit and art talk, he marries his 10+ years working in housing advocacy with his art and teaches students how to use the visual arts to have conversations regarding topics they are passionate about. Ramirez received his B.A. in Mexican American Studies from the University of Texas at Austin and is a full-time artist, content creator, and writer. Ramirez is currently continuing his education by taking courses with the STC Art Department.

Comment from survey: "I love the setup that allows me to attend virtually but see the artist right there in the gallery with their artwork – very cool experience. Lots of food for thought in the presentation, enjoyed it!"

Transgender 101

Speakers: Antonia Harter	**In-Person (MVC Auditorium)**	**March 2, 2022 at 10:00 AM**
Source: Faculty Request	**(Jenny Chamberlain/Sociology)**	**Attendance:** 28

In Transgender 101 is a lecture that Antonia Harter has been delivering at STC for 11 years. This lecture is a vocabulary lesson about terms used in the transgender community, issues currently facing transgender individuals, and what allies can do to help. This event was requested specifically to be recorded for future classes, as Antonia Harter will no longer be presenting in Texas.

Project Management

Speakers: William Roper	**Virtual (Zoom Webinar)**	**March 24, 2022 at 6:00 PM**

Source: Faculty Request	(Gustavo Garza, IT)	Attendance: 27 registered

IT project management involves planning, scheduling, execution, monitoring and reporting of IT projects. Learn from STC alumnus William Roper about this important part of the IT field.

Inside the Artist's Studio: 5-part Virtual Workshop Series

Marcelina Gonzales: Resin Collage	Location: Virtual Webinar	March 9, 2022 Synchronous Attendance: 66

Gonzales presented a one-hour step-by-step workshop from her home studio on how she creates her unique technique of oil-tinted resin collages. Originally from Brownsville, TX, she has exhibited in New York, Dallas, Fort Worth, Seattle, San Antonio and in 2020 she was awarded a grant by the City of Brownsville and City of Matamoros to create a mural that showed unity between the two cities.

Comments from survey: "It's rare that an artist will be so generous with not only her time, but to share the entire process of creating a piece. This presentation really gave the audience a sense of the deep thought and careful planning that goes into the work." and "It was beautiful and inspirational."

PROJECT HIGHLIGHTS

Weed Collection	**Progress:** 88%	**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 – 95% Phase II – 70% Phase III – 50%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		
Web Checkout	**Progress:**	**End Date:** August 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 – 63% 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:** 63%	**End Date:** May 2022
Create a Power App that allows faculty to request library support for a wide range of services through a single portal and a corresponding Power App for staff to manage faculty requests. Several services have been identified and the team has met with stakeholders and begun working on six modules.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress:**	**End Date:** April 2022
Phase I – Assign sections of survey to teams Phase II – Compile and review data	Phase I – 100% Phase II – 100%	

Phase III – Write the annual report (STC Annual) Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V – Complete the ACRL web survey (February date) Phase VI – Complete the iPEDS web survey (February date)	Phase III – 25% Phase IV – 0% 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 HIGHLIGHT

- Texas Library Association Branding Iron Award recognizing the Bethel Garden Mural Project
- coordinated by the Library Art Gallery staff and community partners
- Library Art Gallery Program Art Libraries Society of North America (ARLIS/NA) Interview
- Art Survey 1&2 Library Instruction sessions for Instruction Sessions
- Distance Learning Symposium Library Services Presentation
- Open House – National Library Week – planning ongoing
- Live Lecture by Antonia Harter – In-person attendees: 28
- Virtual Lecture by William Roper – Registration: 27
- Texas Association of Museums Annual Conference
- TC High School AEDT Open House
- NAH Library Orientations
- NAH Recruitment Fair
- Marcelina Gonzalez Virtual Lecture: 66 attendees
- TSLAC Grant Workshops Advertisement
- NAH High School Students Library Tour
- Citations & Plagiarism Presentation
- March Newsletter Completion
- Hotspot Project/Laptop/Smartphones (Workflow Processes, Script, Name Distribution, Check-list/ins) – Ongoing (new list assignments)
- Weeding General Collection Project – Ongoing
- Collection Development - Ongoing
- Records Retention Project - Ongoing
- Library Renovation – Ongoing
- OER Math Grant Project – Ongoing
- HEERF Laptops Project – Ongoing
- Personnel Activity Report (OER Project)
- Personnel Activity Report (Smartphones direct wage) - Ongoing
- Smartphones circulation/check-ins – Ongoing
- Work from Home Time and Effort Reports –Ongoing
- Work from Home Schedule Weekly – Ongoing
- BAT Laptops cataloging/circulation – Ongoing
- HEERF Laptops Processes Audit – Completed
- HEERF Laptops circulation/check-ins – Ongoing
- Community User Guidelines Review/Update – ongoing
- Employee Guidelines (Exempt) Review/Update - ongoing
- Discards Project – Ongoing
- Institutional Moves _ Completed
- MVC "Who's the Bandit?" Exhibition & Reception: 31 attendees
- Josue Ramirez Virtual Lecture: 44 attendees
- Virtual Library Summit for Dual Credit Librarians: 21 attendees
- TSLAC Grant Workshops

MEETING HIGHLIGHTS

- Staff members participated in Mid Valley Campus Monthly Individual Meeting
- Staff members participated in OER Strategy & AAC&U Institute
- Staff members participated in Beliefs Meeting
- Staff members participated in Record Retention

- Staff members participated in Tidbit Topics Meeting
- Staff members participated in Community Users Guidelines Meeting
- Staff members participated in Liaisons/Library Instruction Team Meeting
- Staff members participated in Mid Valley Advisory Committee Meeting
- Staff members participated in CLE & Open Labs Managers Meeting
- Staff member participated in BASOL Program Chair Meeting
- Staff members participated in Presenter Agreement Meeting
- Staff members participated in Librarian I Weekly Meeting
- Staff members participated in Librarian II Weekly Meeting
- Staff members participated in Librarian III Weekly Meeting
- Staff members participated in Mid-Valley Coordination Meeting
- Staff members participated in Mid-Valley Individuals Meeting
- Staff members participated in Library Public Services Meeting
- Staff member participated in ACRL Meeting
- Staff member participated in Art Faculty Meeting
- Staff member participated in Renovation Meeting
- Staff member participated in Blog Updates Meeting
- Staff members participated in Starr County Campus Meeting
- Staff member participated in Education Technologies Meeting
- Staff members participated in Technology Campus Leadership Meeting
- Staff members participated in Facilities Planning & Construction Meeting
- Staff member participated in Marketing Renovation Communication Meeting
- Staff members participated in Resource Development, Management & Compliance
- Personnel Activity Report Meeting

TRAINING HIGHLIGHTS

- Staff members attended Ambassadors Cross-Training Academy
- Staff members attended Supervisor's training – "Virtual Escape Room: Jewel Heist"
- Staff members attended webinar – "Reflections on 2021 College Freshmen: What We've Learned, How They're Different, How We Support"
- Staff member attended webinar – "Learn to Build Community and Spark Engagement for community College Students"
- Staff member attended webinar – "Spring 2022 Augusta Baker Diversity Series: Thomas Crisp"
- One team member attended the Electronic Resources and Libraries virtual conference.
- Staff members attended Ambassadors Cross-Training Academy
- Staff members attended webinar – "Educating Through Trauma: Put the Mask on Yourself First"
- Staff members attended webinar – "Transition from High School to College for the Pandemic Generation"
- Staff member attended webinar – "Soil Sifting: Unearthing Ancestral Communities in the Black Informational Experience"
- Staff member attended webinar – "AAPI Youth Literature"
- Staff members completed Return to Campus Safely COVID-19 & Retention Incentive Training
- Staff members attended webinar – "Taking Care of Self, Staff, and Community"
- Staff members attended Ambassadors Cross-Training Academy
- Staff member attended webinar – Augusta Baker Diversity Series: Cindy Hohl
- Staff members attended webinar – "CloudSource Overview"
- Staff members attended webinar – "Research Basics"

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 3/01/2022: NSDCP Conference
- 3/02/2022: ET Project Update Meeting
- 3/03/2022: ET Presentation for ACTA, ET Event Processes Discussion, Analog to Digital Project Discussion
- 3/07/2022: ET Project Update Meeting
- 3/08/2022: Connecting in The Cloud Interest Group Discussion: Women in Technology, Library & Support Services Teams Temporary Move
- 3/09/2022: COC Meeting Pecan Campus Student Union
- 3/10/2022: ET Director One-on-One Meeting, Administrative Services Projects Meeting

- 3/21/2022: ET Project Update Meeting
- 2/22/2022: NTIA CMC Grant Items Due to Agency
- 3/23/2022: Follow up Meeting on Items Due for NTIA CMC Grant
- 3/24/2022: ET Director One-on-One, CCUMC-AVIXA Training-Designing of UX
- 3/25/2022: ET Leadership Meeting, LLSS Administrator Meeting
- 3/28/2022: ET Project Update Meeting
- 3/29/2022: InfoComm Conference Meeting, Monthly Department Meeting, Potential Data/Information Usage and Needs Discussion
- 3/30/2022: LLSS Supervisor Training
- 3/31/2022: DW Flooring Replacement, PCN Renovation & Expansion of Existing Library, Review of PCN Library 60% Construction Drawing

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	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**178**

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	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	529

Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	17	0	0	1	3
Data Projector	33	0	0	3	4
Projector/ Laptop	0	0	0	0	0
Computer	23	0	0	3	0
Microphone (Hand Held)	17	0	0	0	12
Microphone (Lapel)	1	0	0	0	7
RF Remote	0	0	0	0	7

PA System	5	0	0	0	12
TV/ Display	1	0	0	1	7
Screen	0	0	0	0	0
Portable Table	0	0	0	1	10
Keyboard/ Mouse	0	0	0	0	0
Mic Stands	0	0	0	0	0
Table Top Mic Stands	0	0	0	0	2
Document Camera	0	0	0	0	0
iPad	0	0	0	0	2
Mixer	5	0	0	0	10
Webcam	0	0	0	1	2
MAC Adaptor	0	0	0	0	0
Video Camera	1	0	0	0	0
Direct Box	0	0	0	0	8
Digital Camera	0	0	0	0	0
Speakers	0	0	0	0	10
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Wireless Lab	0	0	0	0	0
HD Video Streamer	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
Tripod	0	0	0	0	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	0	0	2
Interactive Display	1	0	0	0	0
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***104***	***0***	***0***	***10***	***98***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director met with the VP of ISPP&SI and the Dean of Library & Learning Support Services to discuss the Information Commons.
- The Director held a meeting with a Physics Department Chair to discuss Makerspace Science & Engineering.
- The Director met with the Dean of Library & Learning Support Services to discuss planning for Building P and M Information Commons Proposals.
- The Director held the weekly Open Labs Marketing Team Meetings.
- The Director met with the Pecan Logistics Manager and an Open Lab Technician to discuss planning for Building P and M Information Common areas.
- The Director held a meeting with the AEDT department to discuss Makerspace Construction.
- The Director held a meeting with the AEDT Department Chair to discuss Makerspace AEDT.
- The Director met with Asst CIO for Infrastructure and Software Development regarding the purchase of computers for the Pecan Library Renovation.
- The Director met with the Pecan Open Labs Specialist to discuss the Makerspace website.
- The Director met with a Lab Specialist from the Communications department to discuss the Makerspace.
- 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 held the weekly Pecan Renovation Planning meetings with the Pecan Logistics Manager.
- The Director held the weekly Makerspace Team meetings with the Pecan Logistics Manager and Open Lab Specialists.
- The Director held the weekly Record Retention meetings with the Administrative Assistant.
- The Director attended the Library & Learning Support Services Temporary Move meeting.
- The Director held the weekly direct reports meetings with the Logistics Managers, Open Labs Analyst, and Administrative Assistant.
- The Director held the monthly Learning Commons & Open Labs Leadership Team meeting.
- The Director held one-on-one meetings with the Logistics Managers and Open Labs Analyst.
- The Director held the weekly Training & Professional Development Meetings with the Logistics Managers, Open Labs Analyst, and Administrative Assistant.
- The Director held the weekly Webcheckout meetings with the Off-Sites Logistics Manager.
- The Director held the LabStats Bi-Weekly Reporting Meeting with the Open Labs Analyst.
- The Director attended a meeting with the Open Labs Specialists, Pecan Logistics Manager, and Fabman a vendor that has a solution for Makerspace management.
- The Director held the weekly Improvement of Services meetings with the Logistics Managers and the Open Labs Analyst.
- The Director attended a meeting to discuss the possible café space in the Pecan Campus Library Project.
- The Director attended the Library & Learning Support Services Administrator meeting.
- The Director held a meeting with the Open Labs Analyst regarding the LCOL computer replacement plan.
- The Director attended a meeting hosted by the Director of Institutional Effectiveness, Assessment, and Accreditation to discuss potential data/information usage and needs.
- The Director attended an orientation on the variety of AR/VR experiences available at the Technology programs, which will assist in implementing the experience at the Pecan Campus Makerspace.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to review the Pecan Campus renovation café concept.
- The Director met with the Director of College Connections to discuss use of the Open Labs computer areas for upcoming registration events.
- The Director held a meeting with the Open Labs Analyst and Pecan Logistics Manager regarding the LCOL computer replacement plan.
- The Director attended the review of the Pecan Campus Library 60% Construction drawings hosted by the Dean of Library & Learning Support Services.
- The Director held a meeting with the Pecan Logistics Manager and Open Labs Analyst to discuss the Pecan Renovation Business Continuity Plan.
- The Director held a meeting with the Logistics Managers to discuss the annual inventory procedures.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs' computer replacement cycle is underway.
- The Mid-Valley community user section is under configuration.
- The Pecan Campus Internet Café has reopened, and hours of operation have been updated on the website.
- The Arts department conducted a registration trail for 11 students in the C-129 Open Lab.
- The relocation of the Pecan P 3.102 lab to Pecan P 2.102 was completed.
- The Learning Commons & Open Labs supervisors attended the Supervisor Training - Virtual Escape Room: Jewel Heist.
- The Arts department used the C-129 Open Lab for an Art Department registration drive from March 28th - March 31st.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – MARCH 2022 ATTENDANCE STATISTICS:3,111

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
La Joya Higher Education Center	1	1	
Mid-Valley Campus	1,879	629	
Nursing and Allied Health Campus	2,576	687	
Pecan Campus	3,459	1,248	14
Pharr Regional Center for Public Safety Excellence	162	36	
Starr County Campus	652	223	
Technology Campus	1,660	480	
Campus Totals:	**10,389**	**3,304**	**14**

OPEN LABS PRESENTATION STATISTICS:

Campus	Number of Presentations
Mid-Valley Campus	1
Nursing and Allied Health Campus	4
Starr County Campus	4
Total:	**9**

JagPrint - Printing Report

Mar 1, 2022 to Mar 31, 2022

Totals

Type	Users	Jobs	Pages
Printing	3991	23048	33752
Web Printing	1202	7073	29225
Total	5193	30121	62977

	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	538	2699	20832	164	994	3570	702	3693	24402
NAH	637	4709	40147	754	4947	20058	1391	9656	60205
Pecan	1039	4774	35293	225	723	3833	1264	5497	39126
RCPSE	31	170	3253	0	0	0	31	170	3253
Starr	168	954	6464	38	159	966	206	1113	7430
Tech	376	2669	9198	25	254	798	401	2923	9996

LYNELL WILLIAMS DIRECTOR

CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	March 2022
▪ Tutoring Sessions: ○ In-Person: 793 ○ Online: 874 ○ In-Class: 447 ▪ Assignment Review: 1,638 ▪ Supplemental Instruction: 201	▪ Visitors: 12,979 ▪ Workshops: 6 ▪ Workshop Attendance: 99 ▪ Independent Study: 673 ▪ Starfish Flags addressed: 255 ▪ CLE Information Requests: 25

PROJECT HIGHLIGHTS

NSF Grant Year 3	Progress: 20%	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. Awaiting feedback from the grant on needs for Summer.		
CLE Marketing Spring 2022	**Progress: 55%**	**End Date: May 2022**
CLE coordinators met to discuss marketing initiatives for Spring 2022. They have developed a social media strategy and launched campus visits to develop content. The CLE distributed the CLE SWAY to Counseling, Academic Advising, and other departments to increase awareness of the wide array of services. CLE has uploaded CLE tour video on social media and created a new Tutor Success Story for the website. Promotion for joint Student Success Workshop Series via flyers, social media, and email. Tutor Spotlight videos and tours of the CLE are being developed and posted regularly. The CLE has marketed second round of Student Success Workshops. The CLE will be participating in Career Fair for recruitment.		
Tutor Training for FY2021-2022	**Progress: 85%**	**End Date: August 2022**
Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. CLE conducted online training day on Thursday, January 13th for all campuses. CLE will schedule CRLA trainings for April 2022. Checklist for CRLA trainings have been updated by coordinators. Trainings have been identified for April and assignments have been made.		

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: 53%
IE Plan Objective 1	**COP (2020-21) 2**	**End Date: June 2022**
APA resources have been developed, videos have begun to be created and writing team met with academic coaches to review the Libguides platform. Video creation and posting schedule continues. Added additional workshops to resources. Met with Pecan Specialist for video editing techniques and quality control. Reviewing Dosage Calculation content for video uploads. Revamping PowerPoints and using editing software to prepare material. Videos have been reviewed and assigned to staff. OTA is working on content specific videos as well. Dosage Cal series frame and disclaimer have been completed. May be incorporating skills videos.		

IE Plan Objective 2: Expand Online Learning Support Services

Year 2 DHSI Grant Participation		Progress: 50%
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 being assembling the toolkits. Reference Cards have been finalized. The magnet materials have been delivered and will be disseminated through Dual Credit Programs and High School counselors. Video production draft has been received.		
Virtual CLE Quality Assurance		**Progress: 99%**
IE Plan Objectives: 2	**COP (2020-21) 3**	**End Date: April 2022**
Created standards for onboarding, training, and maintaining quality of service for online services to be handed to online learning excellence specialist. Online Specialist has created the standardizations for the tutor profile on Upswing and has presented the standardization to the Coordinators. Campus supervisory staff will review tutor profiles on July 1st. One hundred percent complete with updating all CLE tutor profiles and picture day has been completed at Pecan and Tech. Pictures will be taken by CLE Department during Spring 2022. PR sent over staff pictures that are currently being edited. Equipment to take employee pictures is being reviewed for purchase, and a camera has been borrowed from Educational Technologies in the meantime.		

IE Objective 3: Refine Embedded Tutoring and Supplemental Instruction

Update Focus Group Protocols for Embedded Tutoring		**Progress: 65%**
IE Plan Objectives: 3	**COP (N/A)**	**End Date: May 2022**

Pilot an assessment of the correlation between participation in ET and course performance. Developed and trained staff on Excel spreadsheet for tracking Embedded Tutoring attendance and participation. The embedded tutoring sessions are occurring and being recorded. Data collection for Fall 2021 has been completed. Had meeting to discuss qualitative assessment with the Lrn. Support Manager and developed action items.

Assess Student Satisfaction of Embedded Tutoring & SI		**Progress: 50%**
IE Plan Objectives: 3	**COP (N/A)**	**End Date: May 2022**

Distribute and assess student satisfaction for Embedded Tutoring and Supplemental Instruction through a qualitative survey for Spring 2022. Coordinator and manager will send course list to RAS analyst to finalize distribution of survey. Met with RAS analyst.

IE Objective 4: Increase Faculty Confidence and Collaboration

Implement Faculty Assisted Training for SLAs		**Progress: 45%**
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 SLA to discuss development of series. SLAs will be meeting to finalize topics. Meeting with point of contact this week.

EVENTS HIGHLIGHTS

ACTP Conference	**Event Dates: March 20-22, 2022**

Engage. Educate. Empower.

CLE supervisors and staff attended the Association for the Coaching and Tutoring Professions conference where the theme was to engage, educate, and empower our staff and students. Sessions focused on concepts such as: “Engaging Tutors for a Sense of Belonging,” “Developing Assessment Tools for Learning Centers,” “Evolution of Academic Support Services,” “The Impact of Academic Coaching,” and more.

SXSW Edu Conference **Event Dates: March 7-10, 2022**

CLE supervisors attended the SXSW EDU conference where participants discussed the changing landscape of higher education, addressing the needs of working adult learners, serving new demographics, and re-evaluating internal processes from a post-COVID mindset.

Architectural and Engineering Desing Technology Open House **Event Dates: March 24, 2022**

The Centers for Learning Excellence participated in Architectural and Engineering Design Technology Open House and hosted a modeling workshop for Dual Enrollment and Tech Campus students. Tutors engaged students in the concept of architectural model making and discussed the processes involved for developing their designs.

MEETING HIGHLIGHTS

- THECB Perkins CLNA Webinar
- THECB Talking Session: Strategic conversations on improving the self-identification process for Students with Unique or Special Circumstances - Large Institutional Perspective
- Distance Learning Symposium Presentation
- Met with Online Specialist
- Summer Content meeting
- Met with Dual Credit Specialist
- Summer Content Training Follow-Up
- Review Conference Proposal CRLA Rubric
- Met with Tech Open Labs Supervisor to discuss CLE computer Layout
- Potential Data/Information Usage and Needs Discussion
- Writing Center Display Placement PCN Library Renovation Discussion
- Review of Pecan Library Renovation 60% Drawings
- PAS meeting
- Met with PTA Chair concerning retention. The CLE will be conducting a Burn Out workshop April 11
- Tutor Training follow-up meeting
- Met with Open Labs to set summer hours
- Met with RCPSE Specialist to review Perkin's reporting
- Academic Coaches Meeting
- Review Effective Note-Taking Presentation
- History & Philosophy Department Presentation
- Met with ADN faculty about Dosage Cal and CLE Support
- Met with ADN advisors about upcoming Dosage Cal workshops
- Met with Open Lab staff about CLE schedules and coverage
- Met with Online Specialist about TikTok video content

- Mid Valley Advisory Committee Meeting
- HR Meeting on streamlining PT hire process
- LLSS Administrator Meeting
- Budget development Meeting
- Specialist Hiring Committee
- Physics and Physical Science Department Meeting
- SI Leader Meeting
- Meet and Greet CEO of Catch the Next
- Met with Open Labs Supervisor
- Upswing wait time testing session
- Title IX Meeting
- Budget ITTPC Meeting
- LLSS Teams Temporary Move – PCN Library Update
- Academic Coaching Meeting
- SI Overview Meeting
- Faculty Advising Training Workshop
- Conference Proposal Meeting
- Online Tutoring Hours Appeals Meeting
- OTA Faculty Meeting to discuss ergonomics spatial assessment
- NAH Manager Monthly Meeting
- Starfish phone meeting STARR and NAH Coordinator
- Upswing wait time testing session
- BPST Division Leadership Meeting
- Online Tutoring Hours Appeals Committee Meeting
- CLE Data Projects Meeting with RAS
- Meeting with STARR Campus Administrator
- SI Leader Meeting
- STARR Campus Meeting
- SI Mentor Meeting
- Academic Coaches Meeting
- Role Clarity Meeting
- Review for Upswing Meeting
- STC Upswing Feedback
- CLE File Structure meeting (for records retention)
- Perkins V Discussion Series: Part 1 - CLNA Updates
- Perkins V Discussion Series: Part 2 - Data Driven Planning
- Perkins V Discussion Series: Part 3 - Streamlining Time on Task Documentation
- CLE Pending Data Projects (RAS)
- SI Manager Transition Planning
- Role Clarity Project (DHSI)
- Upswing monthly check-in
- Upswing Feedback for developers
- MVC LLSS Coordination Meeting
- Met with ADN Advisor to discuss summer and fall cohorts
- Met with Respiratory Therapy Chair about remediation needs

TRAINING HIGHLIGHTS

- Faculty Upswing Training
- Advanced Conflict Resolution Training
- ISPP&SI State of the Division mtg
- Records management
- Faculty Upswing Training
- CRLA Snack & Chat: Successful Faculty Involvement in Your Center
- ACTA
- MS Live Proctoring Using Respondus
- APA Training
- MLA Training
- Training NCLCA Webinar: Shovel organization tool

- Starfish Training
- CRLA ITTPC Reviewer Training
- Financial Literacy Training
- Workshop #222675: Pronto Instant Messenger
- PTA Presentation Skills
- ACTLA Training: SI Without Limits

EVENT HIGHLIGHT

- Welcome Week Tabling
- 5 MVC In-Class Presentations
- Open Labs conducted online interviews in A101-J
- 4 Pecan CLE Tours
- Coordinator Swap of CLEs
- Effective Note-Taking Workshop
- OTA Gallery Walk
- Architecture and Design Technologies Open House Event
- Interactive Reading Workshop
- ADN Academic Coaching Pharmacy Collaboration session
- Spring Break Bash Tabling @ Tech
- MVC Coordinator attended SXSW EDU conference in Austin, TX
- Manager and Specialists attended ACTP Conference in Tampa, FL
- Interactive Reading Workshop
- Effective Note-Taking Workshop for TSLAC grant

OTHER PROJECT MILESTONES

- First Round of Student Success Workshops completed for TSLAC Grant

PROJECT COMPLETION HIGHLIGHTS

- 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: **1.** Expend Grant Funds to pay for 120 IBC Exams for STC Students. **2.** 100 STC Students Obtain an IBC in a High Demand Occupation.
Status Summary: STC Board formally accepted the grant award on 8/24/2021
Milestone(s): On Target to Meet Grant Goals, and expend all funds.
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: 119	STC Certified So Far: 92	76.44%: STC Passing Rate
99.15% of Goal Met	92.00% of Goal Met	*No Grant Passing Rate Requirement*

Total Grant Funds	Total Grant Funds Expended	Total Grant Funds Unspent	Expected Grant Expended
$30,000	$7,831.20	$22,168.80	$29,974.60

2. **Project Role:** Project Manager/Facilitator
Project Name: IT & CS: Web Redesign
Scope: Redesign the IT & CS Home Page to improve the student user experience
Status Summary: Final Development of Beta. Have started the process to update web page video(s)
Next Step: Final Mock Up Approval before publishing in the Spring. Updating of Web Page Video's

3. **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. Continue with Year 2 Improvements

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

PROJECT HIGHLIGHTS

Project Name	South Texas College DHSI Project
Project Role	Project Coordinator
Grant Period of Performance	October 1, 2020 – September 30, 2025
Report Period	March 1, 2022 – March 31, 2022
Grant Goals	1. Provide students with accessible pathways that promote persistence, educational attainment, academic achievement, personal, and professional growth. 2. Provide accessible and inclusive educational opportunities that enable seamless transfer to advanced degrees or align with emerging workforce needs. 3. Increase accessibility to an expanded use of technology-based resources. 4. Increase students' ability to effectively manage debt and stay on a path leading to program completion and employment.
Grant Strategies to Achieve Goals	1. Academic Coaching 2. Online Tutoring 3. Starfish 4. Financial Literacy

Grant Project Activities	Project activities vary but focus on the integration of a uniform and streamlined academic coaching model; expanding online tutoring services to include additional subjects and course levels; providing Starfish training to faculty, staff and students and developing a workable intervention plan; providing an online money management tool to Hispanic First Time in College students that provides courses and tools related to money management, financial aid instruction, credit/debit practices, budgeting, and savings/investing.
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	**$302,150.07**	**33.8%**

Summary Status

Academic Coaching:

- BASOL Project Manager provided InsideTrack an updated list of the participants who have gone through the Foundational Coach Training and will move on to complete their Student Coaching Certification.
- Attended InsideTrack/STC Partnership meeting on March 11.
  - Quality update by Arwen: coaches are participating and scoring well on their recordings review. Coaches will need four reviews with a score of seven or better to be certified and be able to move on to advanced training.
  - Manager Training update: Dr. Esmaeili had to cancel this training, but InsideTrack were able to meet with Jessica Galloso.
  - Foundational Training update: participants are doing well; Dalina will continue to send reminders to encourage participation.
  - Role Clarity update: Erin has been conducting interviews with staff from different departments; her meeting with the CLE Director and Learning Support Manager brought about awareness of the department's request to have their Student Success Specialists and Academic Coaches trained, possibly with the Foundational Coach Training. However, this needs to be reviewed to ensure this fall within the bounds of the grant.
- Attended InsideTrack/STC Manager Training on March 24.
- Attended InsideTrack/STC Coaching Reinforcement Training on March 25.
- Attended InsideTrack/STC Partnership Meeting on March 25:
  - Training Update: Tina reported that training is running smoothly. Participants are in different levels in terms of their skills and interaction with students. Arwen continues to offer support on a one-on-one basis.
  - Network Training Update: Seth mentioned the interest from the CLE to begin Network Training, which are offered in June and October. MSIT&BP Project Manager Dalina Medina confirmed that Project Coordinator is looking at the budget and will reallocate funds if possible. CLE is interested in training for 3-5 people.
  - Consulting Update: Erin has met with administrators/staff from different departments on a one-to-one basis and will hold a meeting on March 29 with everyone to review what was discussed and begin brainstorming on how to get the Role Clarity Project started.

Online Tutoring:

- On March 1, the Online Tutoring team decided to redistribute the quantities of each BarChart study guides subject matter to reflect student service usage more accurately. An updated quote was provided to DHSI administration to proceed with the online requisition.
- Submitted backup documentation to the Purchasing department on March 10 so that a purchase order can be issued for the BarCharts study guides.
- Imagehouse Media began filming on campus on March 10 for the Online Tutoring component's promotional video.
- Purchase Order was issued for the BarChart Study Guides for Online Tutoring on March 21. Items will be processed and shipped by the end of the week.
- Hotspots were picked up at the Purchasing department March 30 and delivered to the CLE. Online Learning Excellence Specialist Jessica Torres will have remote tutors sign out each hot spot and return the signed forms to the DHSI office.
- Online Tutoring postcards with magnets attached were delivered to the CLE. Invoice is pending DHSI Financial Manager signature for payment processing.

Starfish:

- Image House Media visited Pecan Campus on March 22 and 23 to begin filming the promotional video for the Starfish component of the grant.

Financial Literacy:

- Met with RDMC and Financial Literacy team on March 28 to follow up on the items below:
  - Expenditures to date: purchase of toolkits containing t-shirts, calculators, magnets, boxes, and filling; came under the estimated budget from year 1 carryover.
    - The t-shirt slogan needs to be reviewed to have a call to action. Can use "#got funds" but add "Get Financially Fit".
    - The magnets need to be redesigned as well; change color to blue and use the slogan from the shirt and box to tie everything together.
  - Projected Expenses: activities pending from year 1 carryover include professional development, financial coach/presenter, video production and promotion.
    - Professional Development is provided by iGrad monthly at no additional charge. Consider using funds for other areas.
    - Financial Coach/Presenter to be contracted to provide training for areas such as Financial Aid and Cashier's.
    - Video production is expected to be completed by early April. Promotion will take place throughout the college and via social media (Facebook, Instagram, Snapchat and TikTok).
  - Financial Literacy Month: guest speakers from Texas Regional Bank will hold three events at Starr, Mid-Valley and Pecan campuses.
  - Part of the remaining funds from the toolkits will be allocated towards iGrad contract.

DHSI Administration:

- Met with RDMC on March 1 to review notes and answer questions they had on the Annual Performance Report.
- Received a list of questions/recommendations on March 2 from Grants Accounting office regarding the budget section of the APR. Modifications were made where necessary and explanations were provided for the areas that were left unchanged.
- Provided PDF of APR to VP, Grants Accounting, and Comptroller offices for final review and approval. DHSI Administration's goal is to submit the report by Thursday, March 10.
- Reviewed External Evaluator's final report and adjusted the format as necessary. Re-submitted to External Evaluator for final review and received confirmation that no further changes were necessary. Final Report was uploaded to the HEPIS system as part of the Annual Performance Report.
- Submitted the following online requisitions:
  - BarCharts Inc (R0120039) – BarCharts study guides will contain helpful subject-matter information for students to enhance and support courses offered through Online Tutoring services.
- Met with Erin Swenson from InsideTrack on March 8 for a one-on-one meeting regarding the Role Clarity Project.
- Completed and submitted a Grant Status Review Form to RDMC on March 9. This form will help RDMC provide customized support for the grant.
- Finalized and submitted the Annual Performance Report in the HEPIS system on March 10. PDF copies of the report were provided to ISPP&SI Vice President, RDMC, Grants Accounting and Comptroller offices, as well as to the External Evaluator.
- Reviewed and approved February Financial Report provided by Grants Accounting office on March 11.
- Met with External Evaluator on March 11 to discuss questions he had regarding Formative Evaluations.
- Met with RDMC on March 21 to discuss the DHSI Financial Literacy component and its project activities. A breakdown of expenses to date was provided as well as the activities that are pending – Professional Development and Financial Coach/Presenter. RDMC will set up a meeting with the Financial Literacy team to discuss whether the pending activities will be fulfilled and if not, determine how the funds will be used. Tentative meeting date is Wednesday, March 23.
- Attended meeting conducted by Director of the Institutional Effectiveness Department on March 21 to discuss potential data/information usage and needs.
- Attended DOE AM Coffee Break Meeting on March 22.
- Attended InsideTrack/STC Role Clarity Project meeting on March 29. Regrouped with administrators/staff from different departments to share goals and ideas for the next steps in the Role Clarity Project.
- Met with External Evaluator, Humberto Vasquez, on Thursday March 31 to discuss creating a timeline for the evaluation process, which the Mr. Vasquez would like to align with STC's calendar. Also discussed was the number of students served in Online Tutoring component. Although the percentages are favorable, the raw numbers show a high failure rate. Mr. Vasquez suggested to include situational awareness examples in the formative narrative to explain why the numbers may be lower than anticipated. Regarding student surveys, there is a concern that Financial Literacy only has two responses to date. Mr. Vasquez suggested Project Coordinator speak with

	Project Owners to ask if surveys are helpful. If they find surveys are not helpful, then consider talking with DOE to ask if they are necessary.
Next Steps	• Attend monthly meeting with iGrad representative and Financial Literacy team on April 1. • Attend InsideTrack/STC partnership meetings on April 8 and 22. • Attend President's Administrative Staff Team meeting on April 8. • Attend InsideTrack/STC Manager Training meeting on April 19. • Participate in DOE's AM Coffee Break Meeting on April 21. • Attend InsideTrack/STC Coaching Reinforcement Training on April 22. • Plan second Quarterly Meeting with Project Owners and External Evaluator which is scheduled for April 27. • Continue to lead, manage, and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy.