July
2022

SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

Board Meeting
August 23, 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:	AUGUST 23, 2022
SUBJECT:	ACTIVITY REPORT FOR JULY 1, 2022 THROUGH JULY 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 Special Board meeting
- South Texas College review Board presentation
- South Texas College Cabinet Meeting with Dr. Solis and Vice-Presidents
- South Texas College Pre-Cabinet One to One meeting with Vice-Presidents
- South Texas College Coordinated Operations Council meeting
- South Texas College Education Workforce Committee meeting
- Student Affairs and Enrollment Management Directors meeting
- Review of High School Programming
- Budget meeting with Dr. Ricardo J. Solis, South Texas College President

ATTENDED

- Grow with Google HIS Career Readiness Program
- McAllen International Airport Aviation meeting
- Reviewing mapping of Navy training
- Higher Education Emergency Relief Fund (HEERF) Quarterly Report submitted to Dr. Virginia Champion
- South Texas College International Expansion

- Completion of 2019-2021 Institutional Effective plan report
- Discussion-Workstudy Applications (online) with Laura Requena
- Meeting with Valley Initiative for Development and Advancement (VIDA)
- NAFSA
- Jobs and Education for Texas (JET) Grant Recognition ceremony
- TWC Grant presentation
- TX Ed Code 54.231: Resident of Bordering State or Nation or Participation in Student Exchange Program
- Ellucian Banner onsite meeting
- Meeting #3 with Border Patrol Station: Recruitment Process of Bachelors programs
- 710 KURV online interview, not including (Nursing Allied Health)
- Federal grant event with Lynda Lopez and Public Relations team

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Fall 2022 semester on March 7, 2022; **16,782** students have registered online for Fall 2022 semester after OAR processed the required documents and cleared the students to register.
- Census date enrollment for Summer II Minimester on July 18, 2022 is **12,173** students after dropping for non-payment.
- Assisted students by responding to hundreds of emails sent to the admissions address and registration address, as well as on the phone and in person at the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses.
- Assisted students by responding to **755** chat sessions during July 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 Banner testing, BUGS meeting, disaster recovery exercise, Ellucian Banner onsite meetings, Enrollment Appeals, faculty advising in Enrollment Centers, JagMobile registration discussion, and TACRAO Summer Meeting Committee.
- 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.
- Director/Registrar, Compliance Coordinator, Coordinator of Enrollment Centers and Document Management Specialist (ApplyTexas) attended TACRAO Summer Meeting held in Austin, Texas on July 11 – 13, 2022. Director/Registrar was on the Planning Committee, helping to organize and run it!
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the Compliance Specialist, who assists with related reports.
- Graduation Analysts continued reviewing potential August 2022 graduates.
- Specialists downloaded, reviewed and verified **2,588** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during July 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 **39** international students enrolled for Fall 2022 semester, to date.
- Processed **102** course substitutions and exceptions in DegreeWorks during July 2022.
- Processed grade changes for **42** students during July 2022.
- Processed reinstatement requests for **09** students during July 2022.
- Processed schedule changes (drop requests) for **391** students during July 2022.

- Processed **1,259** high school and **411** college/university transcripts during July 2022.
- Evaluated **477** transcripts from other colleges and universities during July 2022.
- Received requests via USPS mail, Jagnet and National Student Clearinghouse, processed and distributed **3,132** STC transcripts during July 2022.
- Scanned and indexed **2,332** documents submitted by students during July 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 July 2022					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT / HISET Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2021**
Pecan Campus	**65**	**166**	**106 (64%show)**	**ACT**	**614**
Mid- Valley	**50**	**74**	**57 (77%show)**	**TSI EXAM**	**376**
Starr Campus	**78**	**70**	**68 (97% show)**	**TSI EXAM**	**223**
Pecan Plaza	**45**	**71**	**67 (94% show)**	**GED/ PEARSON**	**510**
Pecan Plaza		**353**	**291 (82% show)**	**TSI EXAM/ includes TSI Online**	**1,671**
Pecan Plaza		**22**	**22 (100% show)**	**TCOLE/ Proctored Exams**	**156**
Pecan Plaza		**138**	**126 (91%show)**	**HESI**	**955**
Mid-Valley		**50**	**46 (92% show)**	**HESI**	**469**
Starr		**11**	**9 (82% show)**	**HESI**	**106**
TOTAL:	**238**	**955**	**792 (83% show)**		**5,080- – All Campuses YTD**

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (07/01/2022 – 07/31/2022)		**Year To Date (09/01/2021 - 07/31/2022)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	72	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	326
Developmental Ed (945+ & 0-4 Essay	54	Developmental Ed (945+ & 0-4 Essay	262
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	4	ELAR Diagnostic Level 5	49
ELAR Diagnostic Level 4	119	ELAR Diagnostic Level 4	548
ELAR Diagnostic Level 3	97	ELAR Diagnostic Level 3	375
ELAR Diagnostic Level 2	38	ELAR Diagnostic Level 2	190
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**384**	**Total**	**1750**
Mathematics College and Career Readiness			
Monthly (07/01/2022 – 07/31/2022)		**Year To Date (09/01/2021 - 07/31/2022)**	
College Ready (950+ or 910+ & 6+ Diag)	58	**College Ready (950+ or 910+ & 6+ Diag)**	287
Mathematics Diagnostic Level 5	28	Mathematics Diagnostic Level 5	133
Mathematics Diagnostic Level 4	151	Mathematics Diagnostic Level 4	742
Mathematics Diagnostic Level 3	89	Mathematics Diagnostic Level 3	389
Mathematics Diagnostic Level 2	53	Mathematics Diagnostic Level 2	265
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**379**	**Total**	**1816**
Data retrieved from College Board Accuplacer			
Date: 08/01/2022			

STUDENT ENGAGEMENT AND COMPLETION SERVICES

IMPORTANT HIGHLIGHTS

- Department staff held **10** events and served **1,498** students during the month of July.
- Director continues to work with the Continuing Education Office and the Office of Industry training & Economic Development to develop a Non-Academic to Academic Enrollment Framework. The plan includes comprehensive services to help advise and matriculate non-academic students into academic programs.
- Department continues to finalize a Student Enrollment Framework for Adult Learners and Stop-Out students. The plan includes a case-management approach to recruitment which allows students to have a single point of contact for questions, issues and concerns regarding enrollment. The Department is also

identifying and acquiring emerging recruitment technologies, such as mobile messaging systems, to improve the effectiveness of communications with students.

- Department is working with STC Bachelor Programs to develop an enrollment plan for student prospective students. Department staff will assist Bachelor Programs by responding to student inquiries and assisting students with the admission and financial aid processes. Bachelor Program staff will provide advising and registration support to eligible students. The new plan will streamline the enrollment process for new students by removing bottlenecks in the enrollment process.

SNAPSHOTS

Student Engagement & Completion Services staff attended an in-person information session at the Pecan Campus for the Valley Initiative for Development and Advancement (VIDA) program

Student Engagement & Completion Services staff assisted with an in-person table setup for the 2022 MXLAN Festival at the McAllen Convention

COMMUNITY OUTREACH

Event	Agency	Date	Location	Total Served
Law Enforcement	Border Patrol	07/13/2022	Edinburg	13
Law Enforcement	Border Patrol	07/19/2022	Edinburg	11
Law Enforcement	Border Patrol	07/27/2022	Edinburg	15
MXLAN	City of McAllen	07/27/2022	McAllen	130
MXLAN	City of McAllen	07/28/2022	McAllen	250
MXLAN	City of McAllen	07/29/2022	McAllen	530
MXLAN	City of McAllen	07/30/2022	McAllen	160
MXLAN	City of McAllen	07/31/2022	McAllen	278
			Total	**1,387**

STUDENT RE-ENGAGEMENT

Reskilling Grant Summer 2022		
Total # Outreach	Total Students Awarded	Total Funds Awarded (YTD)
2,561	**67**	**$320, 367**

DUAL ENROLLMENT SERVICES

Event	High School Served	Date	Location	**Total Served**
Registration Drive	Mercedes Early College Academy	07/26/2022	ISD	39
Registration Drive	Mercedes Early College Academy	07/27/2022	ISD	72
			Total	**111**

DUAL MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- The following meetings were held with partnering ISDs to plan for Fall enrollment:
  - Mission CISD

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Student Engagement & Completion Services Weekly Staff Meetings
- Student Engagement & Completion Services Weekly Coordinator Meetings
- Student Engagement & Completion Services Weekly Supervisor Meetings
- Student Engagement & Completion Services Monthly Department Meeting
- AL Communications Follow Up Meeting
- Meeting with VIDA
- Student Appointment – Reskilling Grant
- SAEM Directors Meeting
- Full Measure Follow-Up Meeting
- AL Communication Follow Up Meeting
- Stop-Out Planning Meeting
- AL Enrollment Communication Plan Follow Up Meeting
- Enrollment Services Compliance Training
- MXLAN Festival – Meeting
- Accelerating Student Success Planning Grant Review Meeting
- CRM AL Communications Review
- ARGOS AL Report Review
- TSTC Recruitment Process Meeting
- DE Unpaid Report Overview

- Reskilling Financial Aid Overview
- STC & IDEA Re-Enrollment Event Meeting
- DC Enrollment Services Fall 2022 Planning Meeting
- MXLAN Meeting
- MXLAN Planning Meeting
- Pre-Screening List Training for new DC personnel
- American Rescue Plan Funds
- AL and Stop-Out Enrollment Communication Plan - Follow-Up
- BPA: Recruitment Process of Bachelor Programs
- Federal Grant Event
- MXLAN Planning Meeting
- Review of Monday Reports
- Full Measure Software Review
- CRM Meeting
- AR Repeat Fee Report Review
- Meeting with Dr. De Leon
- Fall Schedule Assignments Meeting
- Enrollment Services Team Introductory Meeting
- DE Weekly Reports Review Meeting with IT
- Board Meeting
- Adult Learner Enrollment Initiatives
- South Texas College X Full Measure: Security and IT review
- RGV Fire Chiefs Meeting
- IME Becas Signing Ceremony
- SAEM IE Plan Development Meeting
- New Department IE Plan Development Meeting
- AL Meeting
- Saturday Extended Hours

PROFESSIONAL DEVELOPMENT

- PASS Program Information Session
- Counseling and Student Accessibility Services Information Session
- Veterans and Military Services Information Session
- Civilian Response to Active Shooter Workshop
- TACRAO Summer Meeting
- Plan for Your Future: Your Social Security Benefits Workshop
- VIDA Services Training
- CRM Training

- AA/FM Roundup July 2022 - Accounts Payable/Travel Year End Deadlines
- Student Engagement Conversation with Achieving the Dream Coach

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates
- SFS Staff has been assisting students with FAFSA & The Higher Education Emergency Relief Funds Applications via Live Chat, Virtual Lobby and in-person for Fall 2022
- VA Coordinator Javier Guajardo and VA Certifying Officials Lauren Matthews and Melinda Garcia attended the Western Association of Veterans Education Specialist (WAVES) Conference July 17th through the 20th and was held in Portland, Oregon.
- SFS Coordinator Rebecca Cano held interviews for the vacant Financial Aid Technician position.
- SFS Department assigned staff to work Saturday July 30th and will be assigned to work Saturdays in August.
- SFS Department renewed the National Association of Student Financial Aid Administrators (NASFAA) membership for the 2022-2023 academic year
- Student files are being completed and awarded, files are coming in via email, fax and mail. R2TIV calculations are being processed for drops of Summer 2022 semesters.

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- South Texas College Extended Hours
- CIVSA Annual Conference Committee Standing Meeting
- CIVSA Community Colleges Meeting
- MXLAN Planning Meeting
- MXLAN Event
- PATHS Conference
- Colegio Mexicano Meeting
- IME Becas Signing Ceremony
- STC/Mission CISD Mentorship Program Meeting

RECRUITMENT

- Mexican Consulate Ventanilla Recruitment
- Individual Student Appointment – 20 appointments
- High School– College Presentation
- Interview with Telemundo

CAMPUS TOURS

- Pecan
  - Personal Tour – 2 visitors
- MidValley
  - STC Counseling and Student Accessibility Starr – 5 visitors
- NAH
  - Personal Tour – 2 visitors

- STC Counseling and Student Accessibility Starr – 5 visitors
- Future Jaguars Leadership Camp – 20 visitors

CALL CENTER

Phone Calls	
Inbound Calls	7,999 Calls

Mongoose Text Campaigns		
Campaign	**Outgoing**	**Incoming**
Incoming Recruitment Text by Individual Recruiters	60	65

Radius			
Campaign	**Emails Sent**	**Emails Viewed**	**Total Students**
McAllen ISD Senior Recruitment	203	103	207
Mid-Valley Schools Recruitment	1317	629	1339
Fall 2022 HEERF – Spring 2022 Opted Out 07.30.22 (STC email)	2008	653	2012
Fall 2022 HEERF – Spring 2022 Opted Out 07.30.22	1991	1171	2015

Saturday Extend Hours Count		
Pecan Campus	**Mid-Valley Campus**	**Starr Campus**
80	40	15

EVENT PHOTOS

MXLAN

South Texas College representing at the 2022 MXLAN event in McAllen, Texas.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
2100	Student Contacts, Outreach & Virtual Appointments
1250	CTE Student Contacts
47	Student & Alumni Registered on CCN
37	Student & Alumni Resumes Revised/Uploaded on CCN
12	New Employer Registered on CCN
57	Jobs posted to CCN
1	Workshops Presented
26	Resumes Reviewed Online by Employers via CCN
1293	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Alps Alpine North America Inc - 1 job posting
- Bridges at Edinburg Assisted L - 1 job posting
- Bridgestone Retail Operations, LLC. - 15 job posting
- City of South Padre Island – 12 job posting
- Colair Inc. - 1 job posting
- Entravision Communications - 4 job posting
- ORCA TRUCK LINE LLC - 1 job posting
- Palo Alto Battlefield National Historical Park - 1 job posting
- Payne Insurance Group – 1 job posting
- Radio United LLC – 1 job posting

Presentations/Workshops

- Vocational Nursing virtual class presentation- Career Services/1 Hour Resume

Employer Outreach

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

Employer Registrations

- Alps Alpine North America Inc
- Bridges at Edinburg Assisted L
- Cayetano Development, LLC
- Crescendo Music Institute
- Ewing, Lara & Co PC
- Fontaine Modification Co
- Houston Police Department
- Los Fresnos CISD
- ORCA TRUCK LINE LLC
- Palo Alto Battlefield National Historical Park
- Texas Wood Supply
- Val Verde Regional Medical Center

Coordination of Upcoming Events

- Fall Workshop Calendar
- New student orientation presentation

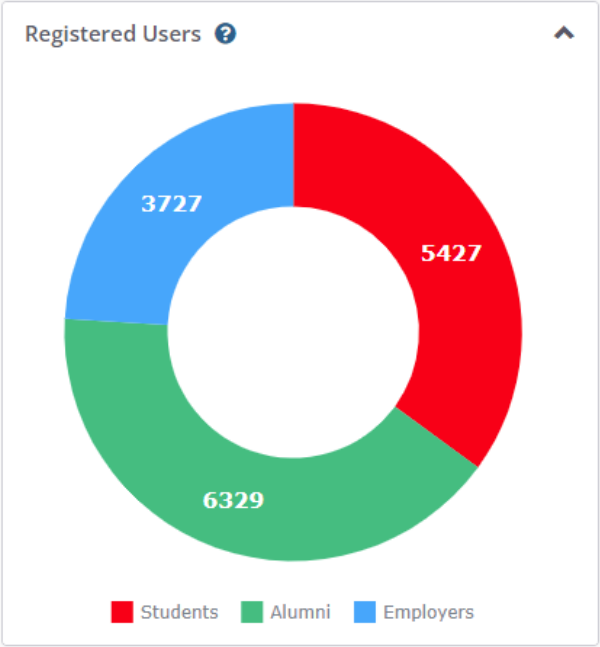
MEETINGS AND MISCELLANEOUS INFORMATION

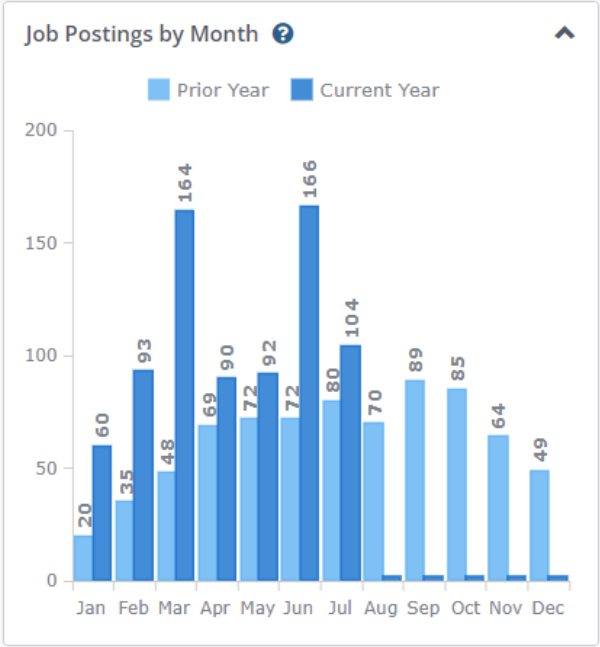
- Conducted outreach efforts to pharmacy students and alumni groups via CCN for potential workforce opportunity with Val Verde Regional Medical Center
- CES staff attended the 2022 APCA Conference to obtain training on promoting campus activities.
- Conducted outreach efforts to Physical Therapy Students/Alumni groups via CCN for potential workforce opportunity with Val Verde Regional Medical Center
- Conducted outreach efforts to Business Administration/HR Students and Alumni via online job board for potential workforce opportunities with Wonderful Citrus Company.
- Compiled career services events data for CTE tech manager for equity and access
- Conducted presentation for Nursing & Allied students (65 CTE attendees)
- CES is promoting the *Grow with Google HIS Career Readiness Program* by coordinating with PR to update the STC website to incorporating the Grow with Google program link in the CES website.
- CES Director is coordinating with iGrad to update the STC website by modifying the iGrad program link in the financial literacy learning platform for FTIC college students, in support of a DHSI grant funded initiative, as part of a project to establish a Financial Wellness Center. This initiative will keep STC compliant with Department of Education requirements to receive financial aid.
- CES assisted the BASOL and Medical and Health Services Management programs by trouble shooting and maintaining the InterviewStream platform to facilitate student's online assignments.
- Conducted outreach activities with STC students for Financial Wellness platform and supported services via CCN online platform, CES social media platforms
- Participated in First Year Connections Summer Orientations for district wide campus- Career Services Informational Tables
- Collected donations from STC Staff and Community Partners for Threads: Career Closet
- Career and Employment Services participated in the Institutional e Portfolio Taskforce
- Career and Employment Services participated in the Office of Professional Development Committee
- Conducted outreach to STC media students and alumni majors for an employment opportunity with Entravision via the College Central Network (CCN) Online job board
- Career and Employment Services was in contact with representatives of Freightliner of San Antonio for job development and recruitment opportunities for STC students.
- Career and Employer Services is collaborating with Student Activities to participate in the Future Jaguars Leadership Camp
- Career and Employment Services was in contact with representatives of ZOHO of Austin and McAllen, Texas regarding job development and recruitment opportunities for STC students.
- Career and Employer Services conducted a CES overview presentation for the Dual Credit Program staff.
- Conducted outreach to students and alumni for Alps Alpine North America employment opportunity via the College Central Network (CCN) Online job board
- Career Services departmental meeting, CES overview and trainings

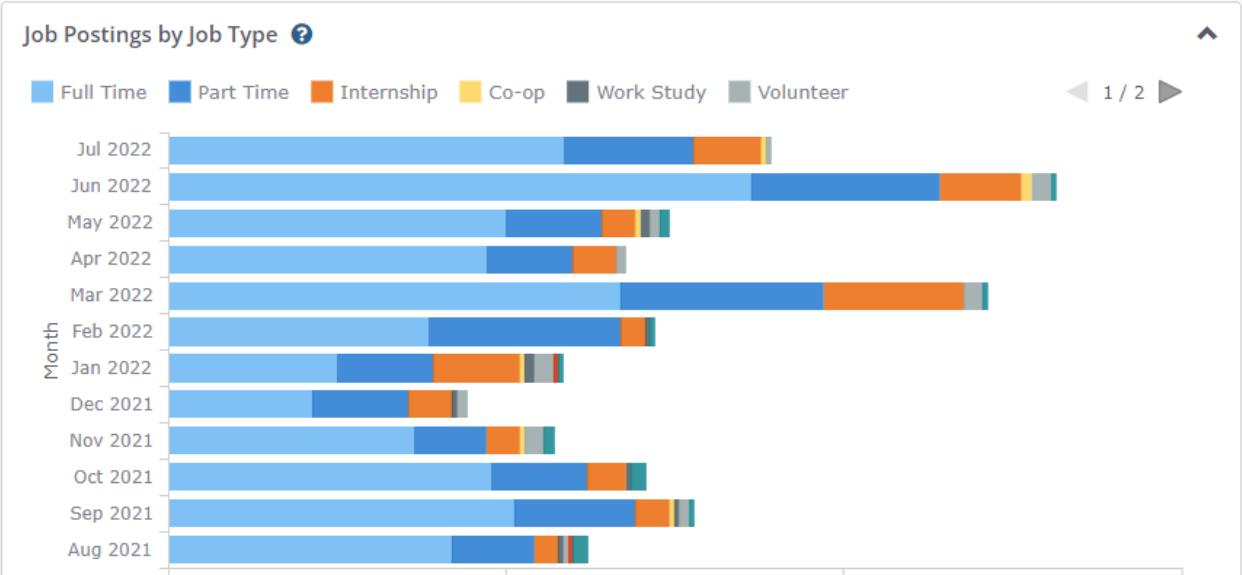
- CES coordinated meeting with CCN to discuss the Texas Community College Jobs Consortium
- CES staff submitted Campus Security Authority (CSA) form for compliance to department of public safety
- Compiling, preparation and submission of FY22 Biannual Perkins Time on Task documentation
- Conducted virtual open workshop via Microsoft Teams
- CES attended a meeting with Sgt. Melody Fierro of the U.S. Army recruiting office and planned to facilitate her future on-campus recruiting efforts.
- Conducted outreach efforts with FSID, a transport facility regarding employment opportunities for STC students and alumni
- Created Marketing outreach for CTE workforce opportunities for U.S. Customs and Border Protection
- Continued marketing outreach via CES social media for HACU webinar sessions, employer spotlights, scholar programs.
- Continued with Hospital Corporation of America Healthcare StaRN Virtual Hiring Event, ADN/LVN outreach efforts.
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Conducted outreach efforts to HVAC students/alumni for workforce opportunity
- Conducted outreach marketing efforts to students and alumni on behalf of IOC Company LLC regarding employment opportunities for diesel and heavy equipment mechanic helper
- Maintained NAH Spring 2022 1st Friday Virtual Workshop schedule and links.
- Facilitated Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted HCA Healthcare StaRN Virtual Hiring Event to ADN and LVN students.
- Promoted Threads Spring Donation Drive marketing.
- Conducted outreach to Automotive students via CCN for workforce opportunities
- Continued collaborative project with various programs to facilitate career portfolio reviews and mock interviews.
- CES staff continues to facilitate resume reviews via College Central Network.
- Contacted, promoted and posted on all CES social media platforms employment opportunities on behalf of various employers
- Created Financial Wellness CTE student outreach materials.
- CES met with the South Texas Career Center Consortium, in conjunction with UTRGV and Texas A&M Kingsville, regarding new initiatives and to gain insight of industry needs.
- CES staff conducted Dual Credit + BA Capstone Career Presentations: InterviewStream, CCN, Resume Reviews.
- CES staff participated in NACE Affinity Meetings
- Promoted Marketing Edge Student Virtual Student Career Forums to Faculty/Staff and to students registered on College Central Network.
- CES attended DHSI grant presentation
- CES director is conducting updates and revisions for the Institutional Effectiveness (IE) Plan for CES.
- CES is continuing its involvement in the Excelencia Leadership Conference.
- CES is participating in the Texas Pathways Institute.
- CES Director conducting Title IX case reviews.

- CES continues to support and monitor the Interview Stream platform for student support and maintenance issues.
- CES prepared and completed the CES Comprehensive Operational Plan for submittal.
- CES continues to provide workshops for Interview Stream use and navigation.
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for June 2022.
- CES coordinated tech support with vendor for the continuing updates of the IGrad platform on the CES website.
- Facilitated *Get to Know Career Services* NAH virtual workshop, providing an overview of CES services and platforms.
- Continuing to compile and submit additional data and reporting for Carl Perkins Grant.
- Updated CTE record retention, evidence, and time on task for Carl Perkins.
- Viewed *A Culture of Assessment*, Inside Higher Ed webinar.
- Reviewed *Comparing NACE Career Competencies Virtually Through Intern Self-Assessments and Employer Assessments*, NACE article.
- Reviewed *Facilitating Faculty Buy in to Career Services*, NACE article.
- Reviewed *Repositioning Career Services*, NACE article.
- Attended CES staff meeting discussing Spring 2022 events, staff updates, and projects.
- Researching work safe event strategies to support a planned Spring 2022 event.
- Reviewed, *The Attributes Employers Seek on Students' Resumes*, NACE article.
- Viewed *Bringing Your Campus Back to Life*, Inside Higher Ed webinar.
- Facilitated NAH Virtual Workshop *"Creating Your Career Portfolio"* career boost workshop.
- Completed "*Learning to be Promotable*" LinkedIn Online training.
- Conducted CES website updates.
- Reviewed *Key Factors When Choosing Between Equal Candidates*, NACE article.
- Reviewed, *The Next COVID-19 Issues: Mandating the Vaccine*, NACE article.
- Reviewed, *The Attributes Employers Seek on Student Resumes*, NACE article.
- 73 resume revisions via CCN, 9 student outreach, 2 alumni walk ins

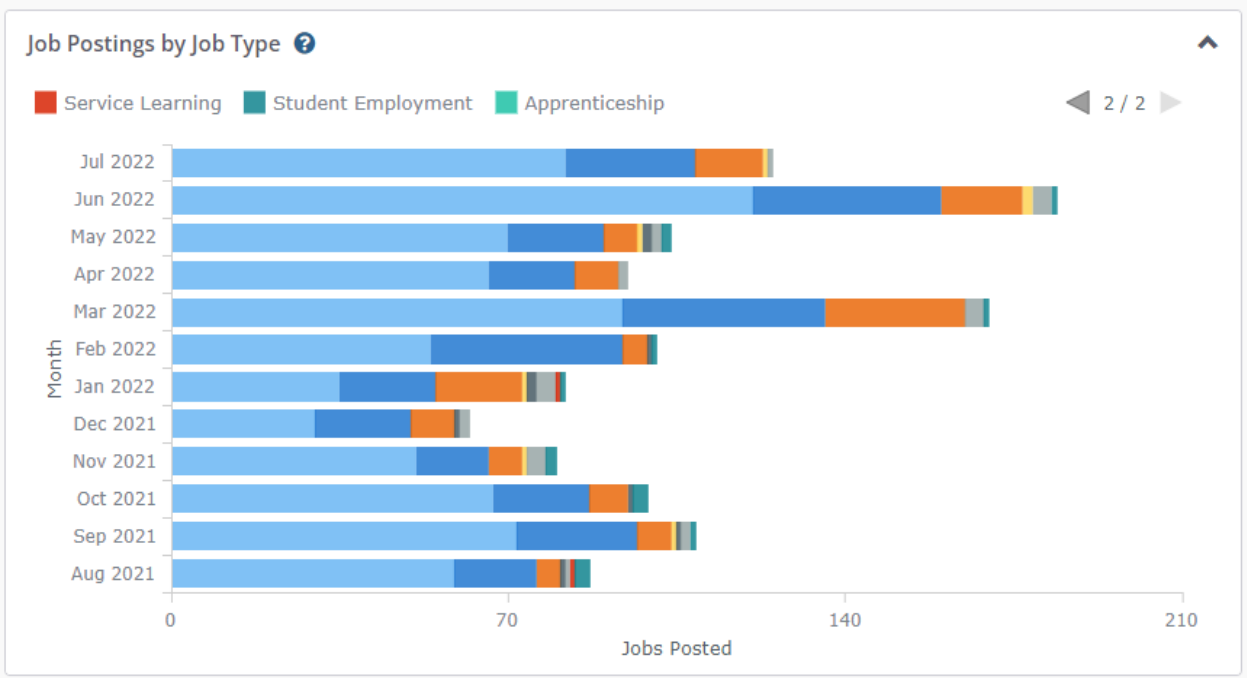
College Central Network Logistics



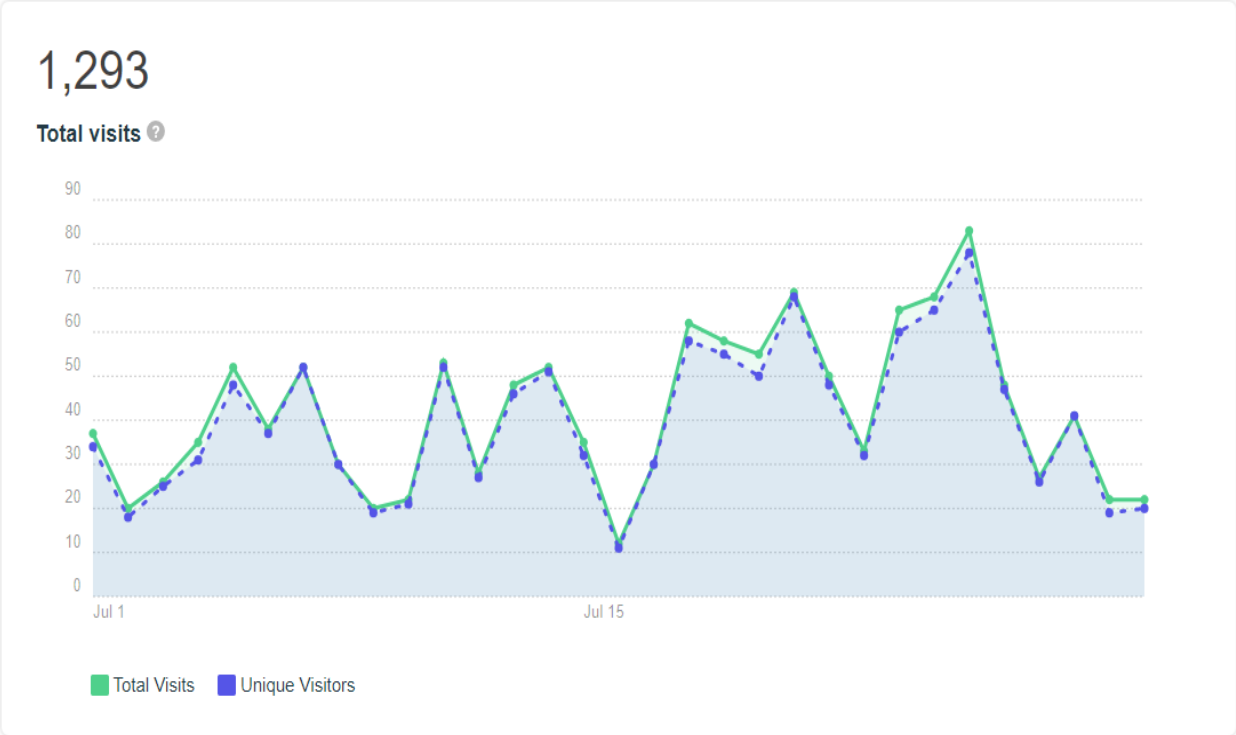




College Central Network Logistics



Career Coach



OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- Ms. Erica Hansen attended the ADT Core 4 Foundations of Talent Development in San Antonio, TX
- Ms. Michelle Miller attended the Administrative Assistant Roundup Accounts Payable End of the Year Travel.
- The Office of Student Rights and Responsibilities is preparing school supplies giveaways to welcome students for the Fall semester for all campuses.
- The Office of Student Rights and Responsibilities provided 4th of July booths at all campuses.

OFFICE OF STUDENT CONDUCT

- Ms. Maria Alonso attended the ADT Core 4 Foundations of Talent Development in San Antonio, TX
- The Office of Student Conduct is searching for a Search Committee for Student Conduct Specialist positions.
- The Office of Student Rights and Responsibilities is preparing school supplies giveaways to welcome students for the Fall semester for all campuses.
- The Office of Student Rights and Responsibilities provided 4th of July booths at all campuses.

BEHAVIORAL INTERVENTION TEAM

- Behavioral Intervention Team held a meeting.
- The Behavioral Intervention Team Chair and Co-Chair are reviewing members and upcoming annual conference.

STUDENT ACTIVITIES AND WELLNESS

- **Karaoke & Elotes (Pecan)**

- **Independence Day Celebration (Technology)**

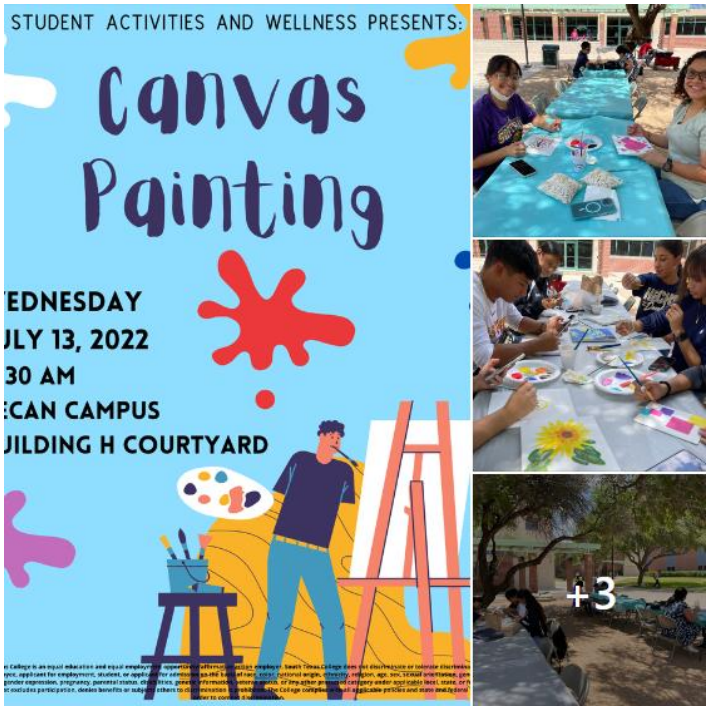
- **Independence Day Celebration (Starr)**

- **Independence Day Celebration (Pecan)**

- **Future Jaguars Leadership Camp (Pecan, Mid-Valley, Starr)**

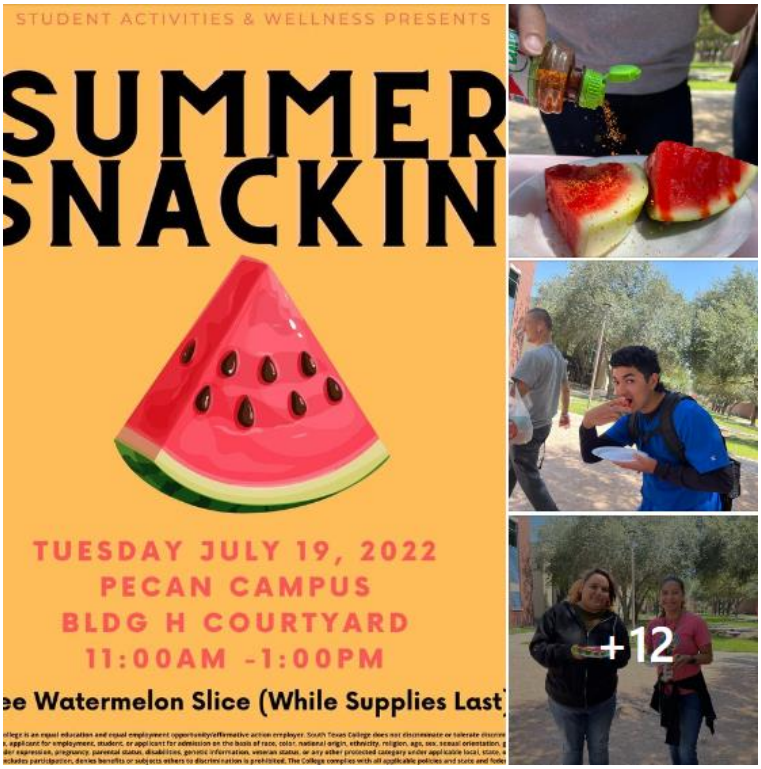
- **4th of July Celebration (NAH)**

- **Canvas Painting (Pecan)**



- **It's Slime Time (NAH)**

- **Summer Snackin' (Pecan)**



- **Jell-O Summer Day (Technology)**

- **Beat the Heat (NAH)**

- **Jello Summer (Pecan)**

- **Jam Out & Paint (NAH)**

- Summer Bridge Presentations
  - Achieve ECHS
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services

July 2022					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Special Programs, Other	16	5	49	9	0
Academic Advising	46	8	327	15	29
Career and Transfer	1	1	2	1	0
Academic Probation and Academic Suspension	87	18	151	24	32
Mental Health Counseling	0	9	22	7	10
Total	150	42	551	56	71

COVID-19 Services

July 2022	
COVID-19 Student Contacts	70

Student Accessibility Services

July 2022	
Student Contacts	257

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 Meetings
- Fast Track Events
- 504 Meeting
- COVID-19-On-going contacts with students and faculty
- SAEM Director's Meeting
- Summer Bridge Planning Meetings
- Counseling Search Committee Meeting/Interview
- PR/Marketing CSAS Meeting
- CSAS Manager's Meeting

WORKSHOPS/PRESENTATIONS

- Anger Management
- Goal Setting
- Harness the Power of Your Imagination
- Calming Wellness Activities to Reduce Stress & Anxiety
- Sun Safety-Interactive Poster Session
- Adjusting to College Life
- American Sign Language: Fingerspelling to the Rescue
- American Sign Language Automotive Vocabulary

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising**
  - 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
  - Contacts – total of 4,216 contacts with students were conducted by Academic Advisors and PASS Program Advisors in July 2022
  - Continued implementation of Advising Chat so that students are able to chat with an advisor and do not need to visit campus for services (473 Live Chats in July)
- **Faculty Advising**
  - Updated Master List of Faculty Advisors to reflect faculty still at the college, per Division, and Program which will be used to assign students to faculty advisors
  - Maintained ongoing communication with Faculty Advisors and Program Chairs to answer their advising questions and provide support to faculty advisors when advising students
  - Updated training content and continued developing specific training for Dual Credit Faculty Advisors
  - Actively recruited Faculty Advisors to participate in Summer Training
  - Held training Looking at the Big Picture with Degree Works on July 5, 2022 at the Technology Campus
  - Held session 6 of the faculty advising certification training
  - Held Degree Works Workshop – Academies and High School Programs on July 19, 2022 @ Pecan Campus.
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** recruitment for participants is ongoing; training has been rescheduled for September and will focus on participants from within our K-12 partner districts to provide foundational knowledge on crucial student support services and resources that STC delivers; it also includes a campus tour of our Career and Technical Programs so that they can have first-hand knowledge of STC's state of the art facilities
  - **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings and communicated daily with mentors; coordinated with Office of Financial Services to ensure mentors meet compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors for the Summer and Fall semesters
  - **Monitoring Beacon Mentor Program** –Beacon Mentoring will resume Fall 2022 semester; recruitment for Beacon Mentor volunteers is ongoing.
- **PASS Program**
  - Met with PASS Manager to discuss state of the Program and plan for enhancements, CLNA, FY2023 Perkins Basic Application submitted to Grants Office
  - Staff provided academic advisement to PASS Program participants virtually and in person
  - Staff maintained ongoing contacts with students on their caseloads;
  - Perkins funded staff documented their work activities on an hourly basis in compliance with Grants Office Time on Task requirements
  - Applications for fall 2022 were open to students between 6/1 and 7/8/2022 and 7/14 – 7/20/2022. A total of 664 applications were received

- PASS Program Presentations were held on July 6th and July 13th for the Student Engagement & Compliance Department and at the Nursing & Allied Health Associates Degree in Nursing & Emergency Medical Technician's Orientations

- **Perkins V**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant;
  - Maintained continued contact with Grants Office on Perkins V staff, compliance, and grant activities
  - Maintained contact with SAEM Directors for ongoing Perkins V Grant implementation and so that everyone can be familiarized with the activities that must be completed this fiscal year and to update the CLNA
  - Responded to feedback/questions by Grant Office for Student Affairs & Enrollment Management Perkins V CLNA
  - Met with PASS Program staff to review past activities and plan for the semester

PARTICIPATED IN THE FOLLOWING

A. Programs/Activities/Meetings:
Participated/Training/Working on the Following:

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; met with Achieving the Dream (ATD) Coach and SAEM Directors overseeing orientation to wrap up ATD FY2022 work and to plan for ATD FY2023 action plan on enhancing services for students; held Conversations with ATD Coach on Student Engagement for all Student Affairs and Enrollment Management Division front line staff to discuss being student ready and engaging with students to create a sense of belonging for STC students
- **Training Provided – Division of Business, Public Safety & Technology** 2 Guided Pathway Specialists (BPST) on advising process, academic programs, and TSI placement including exemptions and waivers such as TAAS, TAKS, STAAR, ACT, SAT, GED, HISET, COLLEGE PREP, DD214, ACTIVE DUTY, and returning students. Studied in detail all rules, scores and placement for **exams such as COMPASS, ASSET, ACCUPLACER, THEA, TSI, and TSI2; Counseling and Accessibility Services Department** – Student Success Specialist and Counseling Services Manager on differences between CT1, CT2, CT3, Associates, Bachelor programs along with possible transitions from one to another. Also reviewed sections of online catalog, degree plans and course pre-requisites and discussed differences between FTIC, Continuing & Returning students to better understand outcomes that could affect student GPA along with coursework taken and needed. Training also covered DegreeWorks overview along with how to input notes and how to create Advisement Plans for students and TSI placement including all exemptions and waivers.
- PSJA One Stop Shop at PSJA Collegiate – Assisted students and provided STC program information and advised students on TSI placement and Degree Planning.
- Advising Department staff completed Carl Perkins Training

Preliminary Forms

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

Finance and Administrative Services

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: JULY 20, 2022

SUBJECT: ACTIVITY REPORT FOR JULY 1, 2022 THROUGH JULY 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, Special Board Meeting, Cabinet Meeting, President's Administrative Staff Meeting, and Coordinated Operations Council Meeting.
- Held or Attended meetings or discussions on the following items:
  - Business Office/Cashiers:
    - Board Committee packet review with the Comptroller and Accounting Group Manager.
    - FY 2023 Budget meeting with the Comptroller and Budget Manager.
    - HEERF funds discussion with Comptroller and FAS Administrative Officer.
  - Human Resources:
    - Discussion with Legal Counsel, the Director of Human Resources, and Chief of Staff on HR matters.
    - FY 2023 Staffing Plan-Budget review with the Director of Human Resources, Assistant Director of Human Resources, Compensation and Payroll Manager, Staffing and Recruiting Manager, Comptroller, Budget Manager, and FAS Project Manager.
    - 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 review with Director of Human Resources, Comptroller, and Budget Manager.
  - Facilities Planning and Construction:
    - Future Facilities projects review with the Director of Facilities Planning and Construction and the College President.
    - Master Unexpended Plant Fund Budget and R&R reports with the Director of Facilities Planning & Construction, FAS Project Manager, FAS Administrative Officer, Comptroller, and Accounting Group Manager.
    - Weekly Facilities Planning and Construction meetings on Facilities projects, Facilities Committee and Board packet items, COC Agenda items, and other outstanding items with the Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance.
  - Purchasing:

- Purchasing presentation and other Purchasing items for Finance, Audit, and Human Resources Committee meeting with the Director of Purchasing.

- COVID-19:
  - College Safety Committee meeting.
  - Safety Measures dealing with COVID-19 and different processes dealing with communicable and infectious diseases with the FAS Safety team.
- Title IX:
  - Office of Institutional Equity bi-weekly meetings to discuss several matters with the Interim Director of Institutional Equity.
  - Title IX Employee and Student case discussions with Committee.
- Other Meetings:
  - Active Shooter training review meeting with Director of Human Resources, Assistant Director of Human Resources, and Talent and Learning Manager.
  - Alternate Work Schedule memo to the President meeting with the Director of Human Resources, Assistant Director of Human Resources, Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, HRIS Manager, HRIS Analyst, and Accounting Group Manager.
  - Board agenda items and Finance, Audit, and Human Resources agenda items with the Finance and Administrative Services Reporting Coordinator.
  - Board Work Session on TASB Compensation Study and Staffing Plan.
  - Budget review meeting with the College President and Vice-Presidents.
  - Current and upcoming projects with the Finance and Administrative Services (FAS) Project Manager and FAS Administrative Officer.
  - Ellucian Banner Onsite meetings with the College President, Vice-Presidents, Director of Human Resources, Assistant Director of Human Resources, HRIS Manager and other STC staff.
  - FAS Executive Administrative Assistant interviews.
  - Finance and Facilities Agenda items review with the College President.
  - First Day Complete Initiative meeting with Bookstore Representative, Director of Facilities Operations and Maintenance, and FAS Project Manager.
  - Food Service vendors discussion meetings with the Director of Purchasing, FAS Administrative Officer, FAS Project Manager, Director of Facilities Operations and Maintenance, and Director of Facilities Planning, and Construction.
  - FY21 Fraud Survey, management responses and next steps meeting with the Director of Accountability, Risk, and Compliance.
  - Historical Record Policies meeting with Director of Accountability, Risk, and Compliance, Accountability and Compliance Manager, ARC Support Specialist, and Accountability and Compliance Coordinator.
  - I&S Cash Balance for Tax Rate Calculation meeting with Investment Banker Representatives, Comptroller, Associate Comptroller, and Accounting Group Manager.
  - Investment Advisor meeting with Comptroller, Associate Comptroller, Accounting Group Manager, and Accountant.
  - Legal Counsel review of contracts with Director of Purchasing.
  - Office of Professional & Organizational Development Transition meeting with the College President and Assistant Vice-President for Academic Advancement.
  - 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.
  - Pay inquiry with Faculty Senate members, Assistant VP for Academic Advancement, Assistant Director of Human Resources, and FAS Administrative Assistant.
  - Popular Report, Investment, and Management Reports with the Finance and Administrative Services Reporting Coordinator.
  - Salary Placement for Internal Hires meeting with TASB representative, Director of Human Resources, Assistant Director of Human Resources, Compensation Specialist, Compensation and Payroll Manager, Talent and Learning Manager, and FAS Administrative Officer.
  - Special Board meeting.

- TACCBO 2022 Conference Results and Feedback.
- TASB Compensation Plan and PowerPoint overview with Director of Human Resources and Assistant Director of Human Resources.
- TASB Pay Procedures and Salary Calculation worksheets review with TASB Representatives, Director of Human Resources, Assistant Director of Human Resources, Compensation and Payroll Manager, Compensation Specialist, and Talent and Learning Manager.

- Participated in Webinars/Webcasts/Conferences/Trainings:
  - NACUBO 2022 Annual meeting (virtual).

PROJECTS IN PROGRESS:

- Prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit, and Human Resources Committee, and Facilities Committee Meeting packets.
- Reviewed/and or worked on the following items:
  - Business Office/Cashiers:
    - Auxiliary Fund Reserve and Reconciliation review.
    - Budget Development for FY 2022 & FY 2023.
    - Expenditure Budget Analysis.
    - FY 22 Budget Amendment.
    - FY 23 Budget Guidelines Review.
    - FY 23 Excess Fund Allocation and Comparison Reports.
    - FY 23 Salary Budget Review.
    - HEERF III Reconciliations.
    - HEERF III Use of Funds Quarterly/Annual Reports & Expenditures.
    - I&S Cash Balance for Tax Rate Calculation write-up.
    - Pay Card initiative review for employees.
    - Staffing Plan revision request and Budget Scenarios for Salary Allocations for FY 2022-2023.
    - Summer and Fall 2022 Enrollment Progress Report review.
    - Tuition & Fees review.
  - Facilities Planning and Construction:
    - Architect contract review and redesign with new architect.
    - Capital Improvement Projects Master Budget.
    - Facilities Planning and Construction project updates (timelines and budget).
  - Facilities Operations and Maintenance:
    - Electricity Bill Management Report.
  - Title IX:
    - Title IX Case Review and Follow-ups.
    - Title IX Employee & Student cases.
  - Other:
    - Active Shooter Training review.
    - Activity Report for Board.
    - All Hazards Plan name change review to Comprehensive Safety Plan.
    - Board Approved Salary increase for FY 2022-2023 review.
    - Board Budget Presentation review.
    - Board Meeting Agenda items review.
    - Budget Transfer approvals.
    - Consultant Services contract review.
    - Cosmetology building status update review.
    - COVID-19 Continued Awareness – Monitoring notices and protocols.
    - Direct Deposit initiative for College.
    - Director of Legal Services job description review.
    - Ellucian Banner review.

- Employee questions on Salary increases review.
- Enrollment Headcount and Credit Hour Reports.
- Enterprise Resource Planning (ERP) system Non-Disclosure Agreement review.
- ERP Selection and Implementation team review.
- FAS Accounts Reconciliations.
- FAS Division – New Employee hires meetings.
- FAS Executive Administrative Applications review.
- Finance & Facilities Committee Agenda items review with the President and Staff.
- Fixed Assets Technology disposal review.
- Food Services vendor review of contract.
- Investment Report Questions from Board review.
- Legal Counsel review of contracts requiring signatures.
- Management Report files for meetings.
- Mediation trainer review.
- Organizational charts review.
- Plant Funds Expenditure Approvals.
- Policy review of Alcohol use on Campus.
- President's Meeting Backup Documents.
- Public Information Requests.
- Reduced Work Schedule extension Keynote.
- Review and Approval of Documents.
- Review request to purchase/lease vehicle for use in Mexico under ITED Division.
- TACCBO Listserv survey on Raises for Upcoming Year from other Colleges.
- Target Range project timeline follow-up.
- TASB Compensation Plan presentation.
- TASB Compensation Study review.
- TASB Pay Procedures and Salary Calculation worksheets review.
- TASB Policy Localization project.
- TimeClock Plus (TCP) approvals.
- Work from Home procedures review and updates.

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

- Worked on the following items for the Board Committee Meetings or Board Meeting:
  - Prepared to present at <u>July</u> Finance, Facilities, and Board meetings on the following items:
    - Student / Faculty Medical Professional Liability Insurance, Voluntary Student Accident Insurance, Workforce Training Programs Student Accident Insurance, and Business, Public Safety & Technology Student Accident Insurance
    - Property / Inland Marine / Boiler & Machinery, Crime, School Leaders E&O, General Liability, Law Enforcement Liability, Automobile, Workers Compensation, Foreign Liability, and Reject Proposal for Cyber Liability Insurance
    - Award of Proposals, Purchases, Renewals, and Interlocal Agreements
      A. Award of Proposals
         1) Childcare Services (Award)
         2) General Purpose Printing (Award)
         3) Travel Services (Award)
      B. Purchases and Renewals
         a. Instructional Items

4) Welding Gases, Metals, and Supplies (Renewal)

b. Non-Instructional Items

5) Air Condition Filters and Installation (Purchase)
6) Building Automation Control Equipment, Parts, and Equipment Maintenance (Purchase)
7) Chiller Chemicals and Maintenance (Purchase)
8) Heating, Ventilation, and Air Conditioning (HVAC) Related Services (Purchase)
9) Library Furniture Upholstery Services (Purchase)
10) Parts and Supplies (Purchase)
11) Public Adjuster Services Agreement (Purchase)
12) Commercial Card Services (Accounts Payable Card) (Renewal)
13) Elevator Maintenance Agreement (Renewal)
14) Office Supplies (Renewal)

c. Technology Items

15) Online Digital Portfolio Application (Purchase)
16) Service for Mobile Devices (Renewal)
17) Syllabus Management Software (Renewal)

C. Interlocal Agreements

18) Professional Development Services (Interlocal Agreement/Renewal)
19) Contract Training Agreement (Interlocal Agreement)

- Disposal of Automotive Technology Program Donated Vehicles
- Proposed FY 2022 - 2023 Committee Meeting Schedule
- Implement a Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023
- Proposed Budget Amendment for FY 2021 - 2022

- Reviewed the following agenda items for the Board meeting:
  - Approval to Contract Architectural Services for the Pecan Campus Kinesiology Building Phase I
  - Approval to Contract Architectural Services for the Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs
  - Approval on the Schematic Design of the Mid Valley Campus Workforce Program Projects
    - A. Workforce Center Building D Welding Lab Expansion and Renovation
    - B. Workforce Center Building D Automotive Lab Expansion
    - C. Workforce Center Building D HVAC-R Classroom & Outdoor Lab Expansion
  - Approval on the Schematic Design of the Technology Campus Exterior Solar Panels Structures
  - Proposed Changes to the Scope of the Pecan Campus Library Building F Expansion and Renovation Project
  - Approval to Contract Construction Services for the District Wide Repainting of Exterior Stucco & Panels
  - Approval of Substantial and Final Completion for the Pecan Campus Information Technology Building M Generator Replacement
  - Approval of Substantial and Final Completion for the District Wide Flooring Replacements Phase I at Mid Valley Campus
  - Approval of Substantial Completion of the District Wide Automatic Door Openers Phase IV
  - Final Completion of the Deferred Maintenance of District Wide Roofs at Nursing and Allied Health Campus
  - Final Completion of the Deferred Maintenance of District Wide Roofs at Starr County Campus
  - Renewal of Lease Agreement with City of Edinburg for the Fire Department Training Facility
  - Facilities Usage Agreement with the Mission Economic Development Corporation for the Mission Center for Education and Economic Development Sound Studio
  - Review Unexpended Plant Fund – Construction Proposed Projects and Preliminary Budgets for Fiscal Year 2022 – 2023
  - Review Renewals & Replacements Plant Fund Proposed Projects and Preliminary Budgets for Fiscal Year 2022 – 2023

- Proposed Changes to the Scope of the Pecan Campus Library Building F Expansion and Renovation Project
- Final Completion of the District Wide Automatic Door Openers Phase IV

- Started working on the following items for <u>August</u> Finance, Facilities, and Board meetings:
  - Solicitation of Proposals, Purchases, Renewals, and Interlocal Agreement

    A. Solicitation of Proposals
        1) Campus Dining Services – Food Trucks (Solicit)
        2) District Wide Network Equipment Upgrade (Solicit)
        3) Purchase of Portable Air Purifiers (Solicit)

    B. Purchases and Renewals
        a. Technology Items
        4) Banner Application Maintenance Agreement (Renewal)
        5) Communication Software Agreement (Renewal)
        6) Data Hosting and Maintenance Agreement (Renewal)
        7) Data Storage Hardware Maintenance Agreement (Renewal)
        8) Email Backup Online License Subscription (Renewal)
        9) Email Security Software License Agreement (Renewal)
        10) Enterprise Software Licenses and Maintenance Agreements (Renewal)
        11) Internet Service – District Wide (Renewal)
        12) Network Hardware and Software Maintenance Agreement (Renewal)
        13) Oracle License Maintenance Agreement (Renewal)
        14) Public Website Hosting Services (Renewal)
        15) Server Hardware Maintenance and Support Agreement (Renewal)
        16) Support Services Agreement (Renewal)
        17) System Appliance Maintenance Agreement (Renewal)

    C. Interlocal Agreements
        18) Service Agreement (Interlocal Agreement)
  - Vendor Registration on the Electronic Bids and Proposals System for Receiving Notification of College Solicitations
  - Evaluation Criteria for Competitive Procurement of Products, Services, and Products and Services
  - Update on Staffing Plan and Pay Plan for FY 2022 – 2023
  - Extend the Current Pilot for the Four-and-a-Half-Day Work Week Schedule Starting August 1, 2022 and Ending on August 31, 2023
  - South Texas College Proposed 2022 Tax Year Tax Rate
  - Recommend Record Vote and Schedule A Public Hearing Regarding Adoption of the Proposed Tax Rate that Exceeds the No-New-Revenue Tax Rate and/or the Voter-Approval Tax Rate
  - Acceptance of Internal Auditor's Annual Statement of Organizational Independence
  - Internal Audit Charter
  - Proposed Projects for Internal Auditor for FY 2022 – 2023
  - Vendor Registration on the Electronic Bids and Proposals System for Receiving Notification of College Solicitations
  - Authorization to Proceed with Solicitation of Civil Engineering Services for a Subdivision Plat for the Pecan Campus West Property
  - Authorization to Proceed with Solicitation of Architectural Services and Selection of a Location for the Pecan Campus Continuing Education Building
  - Project Scope Location 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
  - Proposed Modifications and Phases for the Pecan Campus Library Building F
  - Terminate the Architectural Services Contract with ERO Architects and Cancellation of the Pecan Campus Library Building F Renovation and Expansion
  - Approval of Schematic Design of the Technology Campus Master Plan Phase I Welding Lab Building F

- Contracting Construction Services for the Starr County Campus Workforce Center Building D Welding Lab Expansion

- Project Manager worked on the following items:
  - Assisted the Office of Human Resources in finalizing the FY 2022 – 2023 Staffing Plan and Pay Plan.
  - Continued to worked on the FY2022-2023 Staffing Plan Revision Request and created presentation for the July Board Work Session and Special Board Meeting packets.
  - Held weekly meetings with T2 Parking and Citation Software vendor to implement the new system to be used by students, staff, faculty, and visitors.
  - 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.
  - Reviewed and assisted in developing the Facilities Committee and Finance, Audit, and Human Resources Committee packets.
  - Updated the Five-Year Comprehensive Plan for Capital Improvement Projects with the Business Office and Facilities Planning and Construction.
  - Worked on the monthly legal counsel log.

BUSINESS OFFICE - MYRIAM LOPEZ, COMPTROLLER, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Analog and digital equipment paid by R&R instead of Unexpended with Director of Educational Technologies and Technician, Construction Accountant.
- Bank of America Grant for South Texas College Foundation.
- Banner processes and uses with Ellucian representatives.
- Business Office audit timeline meeting with various Business Office staff.
- Continue working on DocuSign-journal entries with Accounting Assistant and Construction Accountant.
- Discussion with College staff and Workday employees.
- Donations power point presentation with General Ledger Accountant.
- Industry Training & Economic Development regarding City of McAllen year to date expenditures.
- Items needed for the Request for Proposal Merchant Service with Merchant Service Consultant, Purchasing Director, and Buyer.
- Monthly interchange charge, fees, and service charges with PNC Merchant Service representative and Associate Comptroller.
- Purchasing-Card (P-card) meeting with Purchasing staff.
- Rio South Texas Education & Community Development Foundation with Grants Compliance and Associate Comptroller.
- Tax abatement recording of M&O and I&S taxes due by vendor with Property Tax Accountant.
- Travel Guidelines with Travel Supervisor and Accounts Payable Manager.
- Wisely Pay Card Presentation.
- Workers Compensation refund with Business Office and Associate Comptroller.
- <u>Trainings or Webinars:</u>
  - South Texas College - Vector LMS, Higher Education Edition Online Training
  - South Texas Leadership Academy for Staff

PROJECTS IN PROGRESS:

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

Bank No.	21-Sep	21-Oct	21-Nov	21-Dec	22-Jan	22-Feb	22-Mar	22-Apr	22-May	22-Jun	22-Jul
01 E&G	253	328	303	365	272	324	437	398	486	498	412
01 Direct Deposit	83	179	160	175	119	154	208	200	240	263	227
03 Student	13,530	1,934	1,164	183	15,996	7,424	2,070	393	1,001	1,855	1,463
12 I&S Taxes	-	-	-	-	-	1	-	-	-	-	-
16 I&S Bond	-	-	-	-	-	-	-	-	-	-	-
17 Plant	2	6	11	9	1	3	-	11	6	8	9
17 Direct Deposit	1	-	1	2		-	-	-	-	-	-
31 Virtual Card	268	281	228	254	217	315	383	328	496	373	232
32 AP Card	2	4	3	2	3	3	4	3	4	2	4
37 Unexp-LT Bond Series 2015	-	-	-	-	-	-	-	-	-	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-	-	-	-	-

- Budget and Reporting:
  - FY 2023 Revenue and Expenditure Scenarios for July Special Board meeting
  - FY 2023 Restricted Expenditure Budgets
- Cash Management/ Special Projects/ Office Support:
  - Prepared Revenue and Expense Reports

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	9	416
01 Direct Deposit	7	209
02 Payroll	7	143
02 Direct Deposit	3	2,000
03 Student	4	1,463
12 I&S	0	0
16 I&S	0	0
17 Plant	3	9
17 Plant Direct Dep.	0	0
38 Bond Series 2014	0	0
Total	33	4,240

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	20
Bank Transfers between Bank Accounts	36
Wire Transfers for Benefits, New Investments, and International	2

- General Accounting/ Construction/ Fixed Assets/ Property Tax:
  - Prepared 82 board and management reports and staff continues to work on monthly reconciliations

Duties	Total
Approval - Requisition queues approval	12
Audit - Hours used to pull out information for the auditor	3
Audit - Prepare audit reports	1
Bank - Download bank info. for bank reconciliations	1
Bank - Prepare daily deposits	23
Bank - Transactions removed from Banner Bank Recon.	555
Bond - Bank Statement and Checks Printed for bank 12,16,17,37 & 38	237
Budget - Preparation of budgets	1
Budget - Reviewed - Unexpended/R&R/I&S Budgets	2
Check - Provide a copy of cashed check to AP/Payroll	22
Check - Verification of checks for AP / Payroll / Student	44
Checks - 30-90 days o/s checks letters mail-hours used to search for updated address	221
Checks - Stale-dated checks list prepared	3
Checks - 30-90 days outstanding checks letters mailed	238
Checks - 30-90 days outstanding checks letters returned and logged	27
Checks - Stale-dated stop payment verification	9
Checks - Stop payments processed (including stale-dated checks)	128
Checks Returned - Logged and Filed the returned checks by mail	14
Checks Returned- Disbursed to student/staff/vendor	21
Donations - telephone calls received - FOAP questions	52
Emails - Initiated and/or responses to emails	812
Emails - received and viewed/read	1,145
FOAP - Changed financial manager	2
FOAP - Created including Activity codes and FOAP updates	70
FOAP - provided for deposits and/or other depts requesting info.	3
IDT's - reviewed	46
IDT's - Submitted for posting	45
Invoices - and Encumbrances reviewed	31
Journal Entries - Copies requested	9
Journal Entries - Hours used to filed and Organized including labeling	1,475
Journal Entries - Hours used to for scanning	52
Journal Entries - Hours used to Log Scanned JE	32.5
Journal Entries - Hours used to prepare documents for scanning	5
Journal Entries - Logged	2,095
Journal Entries - Number of JE scanned	2,095
Journal Entries - Posted to GL including FUPLOAD	956
Journal Entries - Posted Transactions processed	5,586

Duties	Total
Journal Entries - Prepared	59
Journal Entries - Reviewed	95
Meetings - General Accounting Department Review meeting	12
Meetings - FPC, Purchasing, and other STC departments - hours	0.95
Motions-prepared, revised, reconciliations, prepare backups	2
Positive Pay - Exceptions researched/verified (quantity)	43
Positive Pay - Submitted and/or Exceptions approved (quantity)	16
Professional Development - ACTA, Jaguar, Leadership Academies	8
Professional Development - hours - Attended	1
Report - Prepare LRGVDC report and compile backup	16
Reports - Download/Save Daily and End of Month General Ledger reports	275
Reports - Download/Save Hours used to download 15 Monthly Reports	16.5
Reports - Prepare Bank reconciliations	8
Reports - Reviewed Board and Management Reports/Motions	84
Special Project - DocuSign Journal Entries (Hours)	5
Special Project - GASB 87 Leases - hours	4.25
Special project - Hours to prepare performance appraisal	7
Testing - Banner/FUPLOAPS/Bank	2.75

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

Description	July-22
General Journal Entry (Intra-Fund) (JE 15)	216
General Journal Entry (Inter-Fund) (JE 16)	73
Cash Receipts (CR 05)	505
Encumbrance Liquidation (E032)	10
Encumbrance Liquidation (E020)	1
Encumbrance Liquidation (E035)	-
Encumbrance Liquidation (E037)	-
General Ledger Beginning Balance (JE05)	-
General Journal Entry (JE17)	8
Misc. Receipt Payments (CA10)	-

Payroll Processes for the Month Ending July 31, 2022	
Payroll Re-issue Processed	5
Payroll Cycles	3
Payroll Checks & DD	2,418
TimeClock Plus Access Forms Processed	50
Number of Employees with OT reviewed for OT Memos	264
NOEs Approved	192

Salary Budget Transfer Forms Processed			7
Number of Employees & Deposits Processed			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,683	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	453	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 06/16 - 06/30) SR13	230	Salaried	1
(Waged 07/01 - 07/15) SR14	244	Waged	0
Regular (Salaried: July) MR07	2,962		
Supplemental (Salaried:)		**Void Checks Processed**	
Supplemental (Salaried:)		Salaried	4
NOE's Approved		Waged	1
Approved NOE's	192		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	4
(Additions, Deletions, Changes)		Waged	1
Salaried			
FLAC (Additions, Deletions, Changes)		**Salary Budget Transfer Forms Processed**	7
FLAC			
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	5	Salaried	0
Waged	98	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	31	Salaried	
Salaried: MR05	53	Waged	
Salaried:			
(Salaried:)		**Checks Processed**	
(Additions, Deletions, Changes)	1	Salaried	98
Waged		Total Net	$197,435.98
(Waged:)	1		
Liabilities Processed			
ORP	11	Waged	40
Annuity	12	Total Net	$12,065.97
Student Loans	MR-0, SR-0		
United Way	1	**Direct Deposits Processed**	
Child Support	1	Salaried	1,848
IRS Levy	0	Total Net	$5,228,742.12
Withholding & FICA	3		
Met Life	1	Waged	432
Legal Judgement	1	Total Net	$152,034.52
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:

- After Action Incident Meeting to discuss any concerns with Police Lieutenant, Police Sergeant, Parking and Safety Services Manager, and Coordinator for Emergency Preparedness.
- Cardiopulmonary Resuscitation (CPR) Training for security guards and police officers.
- Civilian Response to Active Shooter Training.
- Clery Committee Meeting to discuss 2nd quarter reported crimes at all Campuses as it relates to Timely Warnings.
- Criminal Justice Information Services (CJIS) presentation regarding information available for law enforcement.
- Department of Public Safety Meeting to discuss equipment with Training Police Sergeant.
- Department of Public Safety Procedure Meeting to discuss updates with Police Sergeant.
- Meeting to plan/coordinate Initial Response to Active Shooter/Attack training for police officers with law enforcement partners.
- Parking Software Working Session.
- Past Clery Findings Presentation on how to Avoid Future Compliance Issues.
- Public Relations Meeting to discuss a new logo for the South Texas College Transportation Buses with Public Relations Director, Public Relations Graphic Designer, and Parking & Safety Services Manager.
- South Texas College Department of Public Safety Supervisor Meeting to discuss operational processes with Police Lieutenant and Sergeant.
- Teams Meeting to discuss local new policy GDA-Community Expression and Use of College Facilities/Conduct on College District Premises with Director to Accountability, Risk, & Compliance.
- Teams Safety Meeting to discuss COVID-19 Cases and Operational Plan along with other safety concerns with Vice President for Finance and Administrative Services (FAS) and FAS Safety Team.
- Teams Safety Meeting to discuss COVID-19 Cases, Preparedness to Active Shooter/Attacks, and other safety concerns with Vice President to Finance Administrative Services (FAS) and Safety Team Members.
- Teams Safety Meetings to discuss COVID-19 reported numbers and other safety topics with Vice President for Finance and Administrative Services (FAS) and other FAS Directors.
- WebEx Meeting to discuss information needed for implementation of our Parking Software with South Texas College parking software implementation team.

PROJECTS IN PROGRESS:

- <u>Police Reports, Incident Reports, and Other Request for Information:</u>
  - Processed request for open records.
  - Referral sent to Title IX Coordinator.
  - Reviewed incident reports in the Department of Public Safety Automated Reporting Management System (ARMS).
- <u>Surveillance Cameras:</u>
  - Continued working on camera projects, replacements, and installations.
  - Assisted with camera placement recommendations for Planning and Construction Projects.
- <u>Training:</u>
  - Crises Intervention Training conducted at the Regional Center for Public Safety Excellence.
  - Evacuations Drills conducted at Pecan, Mid-Valley, and Starr Campuses.

- Planned, coordinated and finalized Advance Law Enforcement Rapid Response Training (ALERRT) with our Law Enforcement Partners in Rio Grande City and McAllen.
- Planned, coordinated, and trained Department of Public Safety Police Officers on equipment proficiency.
- Planning/Coordinated Civilian Response to Active Shooter/Attack Trainings for college stakeholders Campus District Wide.
- Police Officers attended Bicycle Training for Police Officers at the Regional Center for Public Safety Excellence.
- Title IX Training for police officers provided by Title IX Director.

- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Approved leave request on Time Clock.
  - Approved times on Time Clock.
  - Held interviews for Security Guard Specialist and Security Guard positions.
  - Hired one security guard for the McAllen area.
  - Submitted hiring proposals for Security Guard and for Security Guard Specialist.
- Purchases and Repairs:
  - Checking our police radio communication system reception/connectivity campus district wide.
  - Continued summer maintenance on transportation buses to include Federal Transit Administration (FTA) required preventative maintenance.
  - Maintenance on police, security guard, and transportation vehicles.
  - Requisitions for emergency purchase on police equipment.
- Shuttle Buses and Parking:
  - Assisted students with route schedules for yellow line and green line.
  - Attended weekly Parking Software Meetings.
  - Coordinated/Planned the re-wrapping of the Transportation Buses.
  - Followed up with Public Relations new Art-Work logo to re-wrap Transportation Buses.
  - Issued 2 Permit Refunds.
  - Issued 4 permit replacements.
  - Issued 72 temporary permits.
  - Issued about 150 parking permits.
  - Jag-Parking Service Tickets Completed.
  - Parking Citations Appeal Report.
  - Posted paid Invoices.
  - Provided information for Parking Software as requested.
  - Received 20 event parking requests.
  - Sent and received signatures from the Lower Rio Grande Valley Development Council (LRGVDC) for the FY 2023 Interlocal Agreement, Board Motion, and Presentation.
  - Submitted monthly reports to Valley Metro Transit, ridership report, trip log report and driver manifest which totals service hours driving and service miles.
  - Unpaid Citation Report.
- Other:
  - Continued to check Automated External Defibrillators (AED) functionality campus district wide as required.
  - Provided extra security and patrol for kids summer camps district wide.
  - Travel for Mileage Encumbrance.
    - Mid-Valley Employees: providing coverage at Regional Center for Public Safety Excellence (RCPSE).
  - Worked with South Texas College Maintenance and Custodial Director to get better radio/phone communication with his team and Department of Public Safety Communication Center in case of an emergency.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended conference call with Administration and College staff to develop agenda item for Special Board meeting.
- Attended meeting with Administration to review July Facilities Committee packet.
- Attended two separate vendor presentations, one for flooring products with Planning & Construction Staff and one for door hardware with Operations & Maintenance Department.
- Finance & Administrative Services Facilities Planning meeting.
- Food Service Vendors meeting.
- July Board Meeting.
- July Facilities Committee Meeting.
- Meeting to discuss Statement of Qualifications submittal with architect and Purchasing.
- Meeting to review project assignments with Facilities Planning & Construction staff.
- Meeting with Business Office and Facilities Planning & Construction staff to review Fiscal Year 2022-2023 budgets.
- Meeting with Business Office and Facilities Planning & Construction staff to review a Renewals & Replacements project.
- Site visit to Technology Campus to verify existing cafeteria conditions as requested by food vendor.
- Special Board Meeting.
- District-Wide:
  - District Wide Air Handler Replacement-meeting to review engineer fee proposal.
  - District Wide Repainting of Exterior Stucco and Panels-negotiation meeting
- Mid-Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-attended construction meetings with Contractor, Architect, and College staff.
- Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus NAH East Building A Stair Repairs and Replacement-construction progress meeting with Contractor and College staff.
- Pecan Campus:
  - Pecan Campus Ann Richards Administration Building A Administration Office Renovation-meeting to review construction documents with Architect and College staff.
  - Pecan Campus Ann Richards Administration Building A Vice President's Office Renovation-meeting on-site to review pending furniture installation with College staff.
  - Pecan Campus Ann Richards Administration Building A Vice President's Office Renovation-meeting to review pending furniture quotes with College staff; site visit to review status of construction progress and storefront issues.
  - Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-meeting to review the project scope and request a fee proposal with Architect and College staff.
  - Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-meeting to discuss the architect's preliminary project program and estimated construction costs with the Architect and College staff.
  - Pecan Campus East Drive Resurfacing-on-site meeting to review existing site utilities with College staff.
  - Pecan Campus Kinesiology Building-site walk through of existing Kinesiology Department spaces at Pecan Plaza to review project program requirements with Architect and College staff.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-construction meeting with Engineer, Contractor, and College staff.
  - Regional Center for Public Safety Excellence Chiller Installation-conference call to discuss status of electrical study and project delays with Engineer and College staff.
  - Regional Center for Public Safety Excellence Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles-meeting to review current project status with Architect and College staff.

- Regional Center for Public Safety Excellence Shooting Range-TEAMS meeting to review and request revised schematic plans and additional fees with Architect and department staff.
- Regional Center for Public Safety Excellence Two-Story Fire Training Structure-meeting to review gas props for the facility with Architect and College staff.
- Regional Center for Public Safety Two-Story Fire Training Structure-on-site coordination meeting to review existing site utilities with Architect and College staff.
- Regional Center for Public Safety Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles-attended meeting to review 95% Construction Documents with College staff; attended meeting to review landscape requirements with Architect and College staff.

- Starr County Campus:
  - Starr County Campus Automotive Lab Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area Addition-attended Pre-Proposal Conference meeting with design team and College staff.
  - Starr County Campus Automotive Lab Expansion and Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area Addition-design meeting with Architect, Mechanical, Electrical, and Plumbing (MEP) Engineer, and College staff.
- Technology Campus:
  - Technology Campus Building F Welding Expansion-meeting to review schematic design with College staff; site visit to verify existing building conditions on use of building materials and equipment.

WORKED ON THE FOLLOWING ITEMS:

- Assisted Operations & Maintenance to clarify products for three maintenance projects.
- August Facilities Committee meeting draft agenda and packets.
- Documentation for quantifying facilities district wide.
- July Facilities Committee meeting agenda and write-ups.
- July Special Board Meeting write-up.
- List of pending items for Facilities Planning & Construction Project Managers' projects while out on vacation for the week.
- Mandatory Higher Education Online Training
- Review of proposals, agreements, invoices, change orders, pay applications, and construction submittals from various Architects, Engineers, and Contractors.
- Space Modification Request drawings.
- Updated the monthly project Fact Sheets.
- Uploaded hiring documents for vacant Facilities Planning & Construction Space Management Specialist position.
- Weekly Cabinet report.
- Worked on Annual Physical Inventory Verification as required.
- Worked on Fiscal Year 2022-2023 Unexpended Construction Plant Fund and Renewal & Replacements project budgets.
- Worked on July Board meeting agenda and write-ups.
- Worked on monthly Fact Sheets.
- Worked on preliminary budget estimates for Regional Center for Public Safety Excellence Master Plan projects with consultant and College staff.
- Worked on updating job description for department staff secretary.
- Worked on updating the monthly Change Order Log.
- District Wide:
  - District Wide Air Handler Replacement-updating the project schedule.
  - District Wide Automatic Door Openers Phase IV-worked on final completion documentation from Engineer.
  - District Wide Maintenance of Roofs Starr County Campus-reviewed final pay application and closeouts.

- Mid Valley Campus:
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-reviewed Request for Information and submittals; performed site visit to verify status of construction progress.
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-reviewed equipment list provided by College staff.
  - Mid Valley Campus Center for Learning Excellence Space Renovation for Culinary Arts Program-performed site visit to verify construction progress; reviewed submittals and Requests for Information (RFI) on Owner Insite.
- Nursing & Allied Health Campus
  - Nursing & Allied Health Campus East Building A Occupational Therapy Kitchen Expansion-reviewed construction documents from Architect; provided information on existing equipment as requested by Architect.
  - Nursing & Allied Health Campus East Building A Occupational Therapy Kitchen Expansion-reviewed construction documents provided by Architect.
  - Nursing & Allied Health Campus East Building A Stair Repairs and Replacement-performed site visits to verify status of construction progress.
  - Nursing & Allied Health Campus Occupational Therapy Kitchen Expansion-reviewed construction documents provided by Architect.
- Pecan Campus:
  - Pecan Campus Ann Richards Administration Building A Vice President's Office Renovation-worked on acquiring quotes for conference table as requested by Administration.
  - Pecan Campus Building Ann Richards Administration Building A Administration Renovations-reviewed construction documents.
  - Pecan Campus Building J Generator Replacement and Nursing & Allied Health Campus Building A Generator Replacement-reviewed construction documents with Maintenance staff.
  - Pecan Campus Continuing Education Building-worked on the process for a subdivision plat.
  - Pecan Campus Cooper Center for Performing Arts Building L Expansion and Renovations for the Music and Dance Programs-uploaded as-builts and documents on Owner-Insite and reviewed preliminary estimate.
  - Pecan Campus East Drive Resurfacing-observed soil material bores for testing.
  - Pecan Campus Library Building F Modifications-worked on a probable cost estimate for study rooms as part of possible Phase I proposed project.
  - Pecan Campus North Academic Humanities Building P Renovations for Administrative and Support Services Offices-worked on verifying use of classrooms on east side of building for Accountability, Risk, and Compliance department.
- Regional Center for Public Safety Excellence:
  - Regional Center for Public Safety Excellence Chiller Installation-performed site visit to verify construction progress; reviewed contractor's pay application.
  - Regional Center for Public Safety Excellence Flammable Liquid and Gas Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles-reviewed construction documents provided by Architect.
  - Regional Center for Public Safety Excellence Center Skills Pad and Emergency Vehicle Operator Course (EVOC) Lighting-reviewed construction documents provided by Engineer; coordinated a plan review with College staff.
  - Regional Center for Public Safety Excellence Chiller Installation-performed site visit to verify construction progress; reviewed contractor's pay application.
  - Regional Center for Public Safety Excellence Shooting Range-request to revise plans with Architect.

- Starr County Campus
  - Starr County Campus Automotive Lab & Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC-R) Outdoor Covered Area-reviewed final construction documents with Architect and College staff.

- Starr County Campus Automotive Lab & HVAC-R Outdoor Covered Area-reviewed newspaper advertisement and front-end sections of Request for Proposals with Purchasing; reviewed existing utilities and infrastructure from previous project as-built record documents.
- Starr County Campus Welding Lab Expansion-reviewed alternate metal louver panels.

- Technology Campus
  - Technology Campus Shipping & Receiving Fence Enclosure-performed a site visit walkthrough.
  - Technology Campus Shipping & Receiving Fence Enclosure-reviewed a Change Order provided by Purchasing to Vendor.
  - Technology Campus Welding Expansion Building F-reviewed schematic design provided by Architect.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Barnes and Noble First Day Complete Initiative meeting with the Vice President for Finance and Administrative Services.
- Board of Trustees meeting at the Board Room.
- College Safety Committee Meeting with the Vice President for Finance and Administrative Services.
- Energy Auditing Trends and Advice from Industry Experts meeting.
- Facilities Committee Meeting at the board room.
- Facilities Operations and Maintenance Managers meeting to gather department updates.
- Finance and Administrative Services Facilities and Planning meeting with the Vice President for Finance and Administrative Services.
- Finance and Administrative Services Safety meeting with the Vice-President for Finance and Administrative Services.
- Finance Committee meeting at the board room.
- Food Service Vendors Follow-up meeting with the Vice President for Finance and Administrative Services.
- Food Service Vendors meeting with the Vice President for Finance and Administrative Services.
- Meeting to discuss information about the Starr County Campus Cafeteria with the Campus Administrator for Starr County Campus.
- Phone Call meeting with Barnes and Noble Bookstores.
- Regional Center for Public Safety Excellence Tour with the Vice President for Information Services and Planning.
- Review of the Proposed Pecan Library Renovation Projects meeting with Facilities Planning and Construction Department.
- Special Board meeting at the board room.
- Steak and Shake meeting at Pecan Campus Student Union.
- Steak and Shake virtual meeting to discuss Test Fit.
- Virtual meeting to discuss the Integration of Environmental, Social, and Governance (ESG) Factors into business activities.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - District Wide Campuses
    - Tree trimming is ongoing.
    - Palm tree trimming has begun.
    - Typical pest control issues and equipment rentals.
  - Mid Valley Campus
    - Fire detection devices inside elevator shaft repaired in Building G.
    - Fresh crushed granite placed between Building G and Building F.
  - Pecan Campus

- Replacement of clean agent suppression system in server room delayed by back ordered parts in Building M.
- Tadco Roofing completed repairs to metal roof in Building F.
- Nozzle added to hood suppression system in Culinary kitchen in Building H. Red tag removed.

- Technology Campus
  - Exterior water leak repaired by 1st fire suppression.

- Custodial Department:

Duties	Number of Requests
Set-Ups	150
Moves/Relocations	48

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	136	$9,018.83
Electrical	78	$3,864.71
Energy Management	26	$295.89
HVAC	68	$3,587.71
Locksmith	79	$6,312.28
Painting	37	$5,881.26
Plumbing	92	$3,462.49
Plant Services		$4,767.55
General Maintenance	3	$1,164.26
Totals	**519**	**$38,354.98**

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance and Risk Management:
  - Cyber liability items with Insurance Consultant and Chief Information Security Officer.
  - Cyber liability Request for Proposal with Purchasing, Insurance Consultant, and Chief Information Security Officer.
  - Insurance Request for Proposal bid response evaluations.
  - Insurance response for proposal items with Vice President for Finance and Administrative Services.
  - New policy write-up template and instructions with Accountability & Compliance Manager.
- Records Management and Retention:
  - On new record retention storage location with Academic Affairs Officer.
  - On new record retention storage location with Mid-Valley Campus Administrator
  - On space modification with Facilities Planning and Construction Director.
  - Short paying invoices with Business Officer staff.
  - Shred-it invoices variances status update with Purchasing Senior Buyer.
  - Space modification request for Technology Portable Building 7 with Receiving and Distribution Manager, Accountability and Compliance Manager, and departmental staff.

- Texas Association of School Boards (TASB) Policy Manual Localization:

- 504 Case Status with 504 Coordinator, Director of Human Resources, Employee Relations Officer, Accountability, Risk, and Compliance Support Specialist, and Director of Counseling and Student Accessibility Services.
- Historical Record Policies and retention records with Vice President for Finance and Administrative Services and departmental staff.
- Notice of Proposed Rule Making (NPRM): Higher Education Special Community Partner Meeting webinar.
- Reference check with Director of Institutional Equity/Title IX & 504 Coordinator.
- TASB Phase 3 policy localization with the Chief Information Officer and the Chief Information Security Officer.
- TASB policy localization project with Employee Relations Officer.
- Texas House Bill 3834 matters with Chief Information Security Officer.
- Using Past Clery Findings to Avoid Future Compliance Issues: Implementing Best Practices for Clery Success webinar.

- Title IX:
  - Higher Education Title IX Notice of Proposed Rulemaking: Top 10 Things to Know training webinar.
  - New Regulations Are Coming: What You Need to Know About the New Title IX Notice of Proposed Rulemaking (NRPM) training webinar.
  - Title IX Employee matters with Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Liaison.
  - Title IX Meeting, Employees with Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Liaison.
  - Title IX Pregnancy and Parenting matters with Title IX Coordinator and Title IX Liaisons.
  - Title IX Programming matters with Title IX Coordinator, Title IX Liaison, Librarian II- Programming, Librarian III- Outreach and Instruction, and Manager for Equity and Access Career Technology Education.
  - Title IX Student meeting with Title IX Coordinator, Title IX Deputy Coordinator, and Title IX Liaison.
  - Title IX Student Training Planning meeting with Title IX Coordinator, Title IX Liaison, Director of Student Records and Registrar, and Vice President for Student Affairs and Enrolment Management.
  - Title IX Training Department of Public Safety.
  - Title IX Training, Students meeting with Title IX Coordinator, Title IX Liaison, and Director of Student Activities and Wellness.
  - Title IX University – Title IX 101 Training.
  - Title IX University – Title IX Coordinator Training.
- Other:
  - Alternate Work Schedule meeting.
  - Finance and Administrative Services Safety Team meeting.
  - Finance, Audit, and Human Resources Committee meeting.
  - GDA model policy with Chief of Police.
  - Pandemic Operations Response Plan with the College President and Vice President for Finance and Administrative Services.
  - Policy management items with Chief of Police.
  - Record Coordinator role overview with Associate Director for Grant Management Compliance and departmental staff.
  - Various meetings with Vice President for Finance and Administrative Services and Finance and Administrative Officer on board write-ups.

PROJECTS IN PROGRESS:

- Insurance and Risk Management:
  - 2022-2023 Property / Casualty Insurance write-up.
  - 2022-2023 Property/Casualty Insurance Board Motion.
  - 2022-2023 Student Insurance Board Motion.
  - 2022-2023 Student Insurance write-up.
  - Fiscal Year 2022 – 2023 Annual Departmental Risk Assessment Kickoff e-mail.
  - Fiscal Year 2022 – 2023 Cyber Liability Request for Proposal.
  - Fiscal Year 2022 – 2023 Student Insurance Board Memo and accompanying information.

- Fiscal Year 2022-2023 Property / Casualty Insurance Board Motion and accompanying information.
- Incident Reporting procedures and flowchart.
- Insurance Management Report for Vice President for Finance & Administrative Services.

- Records Management and Retention:
  - Master File – Record Inventory updates.
  - Master File – Record Inventory updates.
  - Permanent records research.
  - Record Retention Center layout updates.
  - Records Management Procedures updates on essential records.
  - Shipping and Receiving assistance recap for record retention purposes at Technology Campus Portable 7.
  - Shredding vendor invoice variances recap.
  - Updated images and shelf location on share drive for Technology Portable Building 7B.
  - Updated retention information on Master File -Record Inventory.
- Texas Association of School Boards (TASB) Policy Manual Localization:
  - 504: Case Status Report review, updates, and 504 Notice of Completion of Investigation review.
  - Comments from Texas Association of School Board on Phase 3 Crosswalk section C.
  - Compliance Assessment – House Bill 3834.
  - Compliance Assessment – House Bill 449 report draft.
  - Compliance Assessment – Red Flags.
  - Government Code Chapter 791 Interlocal Cooperation Contracts, Subchapter A General Provisions
  - HB 3834 Compliance Assessment.
  - Local model policy CF and College policy 5226.
  - Policy DEC (local) Compensation and Benefits – Leaves and Absences
  - Section 504: Case Status Report review and updates.
  - Texas Association of School Boards Policy Localization; GDA Hearing Procedures Research, Legal Counsel Log, Legal Counsel Policies Review Requests, Master Crosswalk.
  - Texas Association of School Boards Policy Localization; Legal Counsel Log, Legal Counsel Policies Review Requests.
  - Texas Association of School Boards Policy Localization; Legal Counsel Log, Legal Counsel Policies Review Requests, Master Crosswalk.
  - The new localized policy, CIA (local) Equipment and Supplies Management – Records Management.
  - Write-up on policy GDA: Community Expression and Use of College Facilities – Conduct on College District Premises.
  - Transition Phase 1
    - Status Matrix.
    - Status Matrix Updates.
  - Transition Phase 2
    - Crosswalk Updates.
    - Follow-Ups.
    - Status Matrix Updates.
  - Transition Phase 3
    - Crosswalk.
    - President's Administrative Staff/Planning & Development Council Policy Review Period Updates.
    - Statistics.
    - Status Matrix Updates.
- Title IX:
  - Case Status Report review and updates.
  - Non-Title IX Case Status Report.
  - Title IX Case Status Report review and updates.
  - Title IX Maxient updates.
  - Title IX Meeting Agenda.
  - Title IX Pregnancy and Parenting Case List.

- Title IX Weekly Cabinet Report.
- Title IX Case Status Report review and updates.
- Title IX Updates; Outreach Correspondence, Maxient updates, Pregnancy and Parenting Case List, Title IX Weekly Cabinet Report, and Non-Title IX Case Status Report.

- Other:
  - Finalized first draft of procurement card procedures.
  - New covid-19 email notice.
  - Quotes on storage units for retention boxes.
  - Telecommuting Procedures, comparison table between alternate work from home and telecommuting, cover page.
  - Updated covid-19 safety protocols.
  - Updated Human Resources permanent shelf location on the share drive.
  - Updated permanent retention information on the Human Resources master file.
  - Updated Risk Assessment Procedures.
  - Vector Solutions employee trainings.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Acknowledged thirty-one (31) 1295 Forms with the Texas Ethic Commission.
- Attended July Finance Committee Meeting and Regular Board Meeting.
- Attended the Texas Public Purchasing Association annual conference in Galveston, TX.
- Completed the monthly account reconciliation for nine (9) accounts/budget.
- Conducted a staff meeting to discuss the year end encumbrances and process.
- Created, reviewed and/or negotiated changes to twenty-five (25) vendor agreement/contracts.
- Participated in several TEAMS meetings with the Vice President for Finance and Administrative Services and the division Directors.
- Participated in the Coordinated Operations Council and President's Administrative Staff monthly meetings.
- Prepared purchasing, fixed assets, and receiving documents for the external auditors.
- Prepared, reviewed, and revised Construction related items and supporting documentation for the Board of Trustees and Facilities Committee packet.
- Prepared, reviewed, and revised Purchasing agenda items and supporting documentation for the Board of Trustees and Finance, Audit, and Human Resources Committee packets.
- Purchasing, Central Receiving, and Mail Services staff completed the Human Resources online trainings.

PROJECTS IN PROGRESS:

- Purchasing Department:
  - Processed sixty-four (64) purchase orders.
  - Approved one hundred thirty-seven (137) online Banner requisitions.
  - Disapproved sixty-five (65) online Banner requisitions.
  - Processed change orders for goods and services.
  - Submitted four (4) new records and updated thirteen (13) existing records to the Legislative Budget Board to report all purchases/contracts at $50,000 and above.
  - Created or updated fifty-five (55) new/existing vendor W-9 forms, which were created or updated in Banner.
  - Reviewed and updated Department procedures as needed.
  - Conducted Public Bid Openings for the following:
    - Request for Proposals: 21-22-1072 Re-Bid Starr County Campus Welding Lab Expansion (Contractor)

  - Prepared the following Request for Proposals/Quotes/Qualifications:

- Request for Proposals: 22-23-1010 Ann Richard Administration – Pecan Campus Bldg A Renovation of Administrative Offices (Contractor)
- Request for Proposals: 22-23-1013 Regional Center for Public Safety Excellence Skills Pad and Emergency Vehicle Operator Course Lighting
- Request for Proposals: 22-23-1015 Cyber Liability Insurance

- Fixed Assets Department:
  - Reviewed all assets purchased and paid through July 31, 2022 as follows:
    - Adjusted sixty (66) assets in Banner for the month of July.
    - Approved two hundred fifty-nine (259) assets.
    - Conducted the monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed thirty-one (31) faculty/staff moves in July.
  - Completed two hundred forty-six (246) deliveries (purchase orders and complimentary books) and two thousand one hundred five (2,105) packages/boxes.
  - Received and posted two hundred seventy (270) purchase orders in Banner.
  - Transferred/relocated seven thousand fifty-two (7,052) assets and/or boxes as per move/set up request forms.
- Mail Services/Copy Center:
  - Completed forty-eight thousand two hundred ninety-seven (48,297) copies at the copy center for the month of July.
  - Mailed out a total of eight thousand seven hundred one (8,701) letters two hundred sixty-two (262) letters were returned to South Texas College due to incorrect addresses.
  - Processed the following mail and copy requests:
    - Business Office/Cashiers - $49.98
    - Financial Aid - $1,762.12
    - Starr County Campus - $128.11

OFFICE OF INSTITUTIONAL EQUITY – LAUREN STARNES, DIRECTOR OF INSTITUTIONAL EQUITY, TITLE IX & 504 COORDINATOR

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Vice President for Finance and Administrative Services:
  - Vice President for Finance and Administrative Services to discuss specific Title IX cases and other cases that involve Policy #4216.
  - Vice President for Finance and Administrative Services to discuss Office of Institutional Equity matters and updates.
- Student Affairs and Enrollment Management:
  - Coordinator of Enrollment Services to discuss process for dropping students from specific courses related to Title IX matters and questions relating to student-specific issues.
  - Conduct interviews and formal meetings with individuals involved in 504/ADA Procedures Formal Complaint process.
  - Counseling and Student Accessibility Services counselors and Employee Relations Officers discuss 504 related matters.
  - Director of Counseling and Student Accessibility Services to discuss counseling referrals submitted by Title IX for specific cases involving students.
  - Director of Counseling and Student Accessibility Services to discuss various 504 related cases involving students.
  - Director of Counseling and Student Accessibility Services and Accountability Risk and Compliance Specialist to discuss various Title IX appeals and reports relating to pregnant and parenting individuals, as well as recent legal changes to Title IX as it relates to pregnant and parenting individuals.

- Library Outreach and Instruction to discuss speakers and programming to celebrate the 50th Anniversary of Title IX, including Title IX film showings and speaker series for the Fall 2022 semester.
- Meetings with Human Resources Employee Relations Officer to discuss specific reports and cases related to Section 504 and the Americans with Disabilities Act.

- 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.
  - Clery Committee Quarterly meeting to review latest Clery crime statistics and crime log.
  - Director for Student Activities and Wellness to discuss Title IX training for students provided by Vector Solutions, as well as general Title IX Coordinator outreach and preventing programming for Fall 2022.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss Title IX case updates and SB 212 reporting.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss updates on various ongoing projects, including updates to the Title IX Weekly Cabinet Report.
  - Meetings with Accountability, Risk, and Compliance Specialist to discuss further updates to Title IX website, including significant expansion of Frequently Asked Questions section and supporting informational handbooks and other documents.
  - Meeting with consultant from the Association of Title IX Administrators to discuss specific reports.
  - Meetings with Human Resources Employee Relations Officer to discuss specific Title IX related reports and cases.
  - Meetings with Director of Human Resources to discuss specific Title IX reports and ongoing cases.
  - Title IX Committee twice monthly meetings to discuss reports received and cases relating to employees.
  - Title IX Committee monthly meetings to discuss reports received and cases relating to students.
  - Various South Texas College instructors to discuss reports they have submitted relating to students.
  - Various South Texas College staff to discuss reports they have submitted relating to students as well as other employees.
  - Various Independent School District Administrators, complainants, and complainants' parents to discuss reports related to Title IX cases involving dual enrollment students and employees.
  - Various South Texas College students to discuss reports received relating to Title IX cases.
- Training(s)/Webinar(s):
  - Association of Title IX Administrators webinar on Notice of Proposed Rulemaking: Steps to Take Now.
  - Institutional Compliance Solutions training for Advisors.
  - Institutional Compliance Solutions training for Decision-Makers and Appeal Decision-Makers.
  - Institutional Compliance Solutions training for Informal Resolution.
  - Institutional Compliance Solutions training for supporting Pregnant and Parenting Students.
  - Institutional Compliance Solutions training for work with campus and local public safety and police officers in parallel Title IX and criminal cases.
  - Institutional Compliance Solutions training for Emergency Removals.
  - Present Title IX training for Department of Public Safety Officers (two trainings).
  - Present Title IX trainings for Dual Credit Programs staff.
- Departmental Meetings to discuss the following topics throughout the month:
  - Individual Title IX reports and cases as needed.
  - Title IX Case Status Reports and updates to same.
  - Updates to website, Title IX Pool, and training matrix
  - Weekly Cabinet Reports, Title IX Weekly Reports, Senate Bill 212 Quarterly Report, and Senate Bill 212 Annual Report.
  - Procedures updates and supporting informational documents.

PROJECTS IN PROGRESS:

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

- Created custom Title IX presentation for Department of Public Safety Officers and Security Supervisors.
- Drafting 504/ADA Handbook, including procedures, and resources related to disability services and ADA/504 related complaints.
- Drafting Pregnancy and Parenting Handbook, including policies, procedures, and resources related to pregnancy and parenting cases.
- Drafting internal procedures for both the Office of Institutional Equity and Title IX relating to intake, SB 212 reporting requirements, and policy and procedure updates.
- Dismissed reports that did not fall under Title IX jurisdiction and referred each dismissed case to the appropriate office for further review to determine if other College policies were violated.
- Drafted Five-Point Assessments for determining whether a report falls under Title IX jurisdiction or should be referred to another office.
- Drafted, finalized, and sent Memos to Admissions and Registrar and Cashiers Department related to administrative drops for Pregnancy and Parenting students.
- Drafted, finalized, and sent email correspondence and letters to students and employees dismissing cases and reports from Title IX Grievance process.
- Prepared Five-Point Assessments and prepared email correspondence to Title IX Committee memorializing result of assessment for each report received.
- Reviewed and edited weekly Title IX Reports for Cabinet to Vice President for Finance and Administrative Services.
- Reviewed and edited Title IX Case Status Report for Vice President for Finance and Administrative Services.
- Reviewed and responded to emails.
- Reviewed daily Association of Title IX Administrators (ATIXA) listserv emails in order to stay up to date on current Title IX related issues nationwide.
- Updated Title IX website.
- Updated Title IX related Maxient reporting form and Report an Incident or Complaint at the College landing page
- Updating Title IX webpage to enhance and streamline information and resources and to strengthen compliance with federal and state regulations and law.
- Worked on individual Title IX related cases.

HUMAN RESOURCES - LAURA REQUENA, DIRECTOR, AND STAFF

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Human Resources Information System (HRIS):
  - Attended several training/learning/designing sessions with the Ellucian technical and functional consultants to automate the fiscal year-end manual entries and standardize the salary tables, position information, and classifications.
  - Attended the Alternate wok schedule meeting with the Vice President of FAS ((Finance & Administrative Services), Human Resources Director and Assistant Director, HRIS (Human Resources Information Services) Staff, Business Office Account Group Manager, and Accountability, Risk and Compliance group.
  - Attended the biweekly update meeting with the Vice President of FAS (Finance & Administrative Services) and Human Resources Managers.
  - Attended the Human Resources Department meeting.
  - Attended the weekly PeopleAdmin re-implementation group meeting to review and approve the modifications performed by the support team in accordance with the specifications provided the previous week.
  - Human Resources Compensation group reviewed the TASB (Texas Association of School Boards) provided com compensation data.
  - Met with Banner Security Committee regarding progress of Banner Security Project.
  - Met with BUG's Committee regarding Banner updates and patches.
  - Met with Business Office, HR Payroll, and Ellucian consultant regarding South Texas NBAPBUD workflow.
  - Met with HR Staffing and Student Financial Services regarding Work Study Applications.

- Met with the new AS (Finance & Administrative Services) Project Manager to inform her and train her in the ERP (Enterprise Resource Planning) search process.
- Met with Victoria Lopez to discuss the ERP Project.
- Organized and attended all sessions of the Ellucian Strategic Alignment Planning Discovery meeting. This meeting lasted two days. All the executives and most of the functional and technical departments and a sample of the student body was invited and they attended.
- Organized and attended Wok-study automation discussion. A decision was made to move the process to PeopleAdmin. The team was comprised of the HRIS (Human Resource Information Services) team, the Human Resources Director, and the Human Resources Staffing group. A preliminary workflow was designed for both work-study and Direct-Wage applications.
- The Ellucian Account Executive and the Senior Strategic Business Advisor will provide the HRIS Manager and consequently the Executive Sponsors within three weeks with their findings.
- The HRIS (Human Resources Information Services) Manager informed the Vice President of FAS (Finance & Administrative Services) of the preliminary quantitative and qualitative results of the meeting.
- Trained the staffing and Employee Relations staff on "How to request Temp Agency Employee access."
- Weekly created and uploaded to an SFTP server the Staff LMS user data for the required training.

- <u>Payroll/Compensation:</u>
  - Attended Ellucian Fiscal Year- End Roll Meeting- EPAF.
  - Attending meeting with Human Resources Compensation Team to discuss Staffing Plan and Pay Plan.
  - Departmental monthly meeting.
  - Data entry, review, verification and processing for MR 07 Payroll.
  - Disaster Recovery Team.
  - Ellucian Consultant Training.
  - Entered years of service for Hiring Proposal's.
  - Filed Self-Identification forms for New Hires.
  - Finalized Payroll for Trainer NOE's.
  - FLAC Project Records Review Scheme list.
  - Grant Funded Special Assignment NOE Training.
  - Packed and sent out Regular, Adjunct, Overloads and Trainer NOE's.
  - PeopleAdmin Position Control.
  - PSLF Re-training Meeting.
  - Record Retention on Assistant Program/in Person-Hybrid.
  - Record Retention on Verification of Employment and NOE's for May 2022.
  - Review and editing of Pay Plan.
  - Verification of Employment via e-mail, call or in person drop off forms.
  - Worked on PDR for June.
  - Worked on TXOAG Reporting.
  - Worked on US Regulatory for new hires.
- <u>Staffing:</u>
  - Attended weekly staff meetings to discuss weekly and procedures updates held by Staffing & Recruiting Manager.
  - Hosted interviews for Human Resources Assistant SP 1906 and Human Resources Assistant Temp Agency.
  - Attended Staffing Plan meeting to discuss FY2022-2023 updates.
  - Attended PeopleAdmin weekly working sessions.
  - Attended meeting with Linda Ortiz and Senior Administrative Assistant to review Faculty Hiring Documents.
  - Met with Assistant Director of Human Resources to continue Educational Supplements Training.
  - Met with Academic Affairs to finalize Intent to Hire Form.
  - Met with Academic Affairs to finalize Faculty Hiring Guide 2022-2023.
  - Met with Evaluator to review Dual Hiring Guide.
  - Worked on assigning Search Committee pool members for exempt positions.
  - Attended Jaguar Academy sessions.
  - Attended Human Resources department meeting.

- Attended TASB Compensation Study Review meeting.
- Met with via Teams regarding pending Compensation Study Job Description for Texas Association of School Boards.
- Met for job description reviews and approvals with Staffing and Recruiting Manager.
- Met with IT for communication rollout for access for new hires.

- Benefits:
  - College Safety Committee Meeting where the Pandemic Operation Response Plan was discussed and reviewed by committee.
  - DEC Leave Policy review with Finance and Administrative Services Administrative Officer, Director of Human Resources, Assistant Director of Human Resources and Employee Relations Officer.
  - Discussion with Business Office regarding Promissory Notes and Overpayments.
  - Discussion with Human Resources Director and Assistant Director of Human Resources regarding dual enrollment faculty and Affordable Care Act limitations.
  - Ellucian Banner onsite meeting on Human Resources banner practices.
  - Ellucian Consultant training on the automation of the fiscal year end rollover process.
  - Finance and Administrative Services Safety Meeting on COVID protocol updates and active shooter training follow up.
  - Human Resources Department Meeting.
  - Open Enrollment Campus Visit at Mid-Valley Campus.
  - Open Enrollment Campus Visit at NAH Campus.
  - Open Enrollment Campus Visit at Pecan Campus.
  - Open Enrollment Campus Visit at STARR Campus.
  - Open Enrollment Campus Visit at Technology Campus.
  - Open Enrollment Fair with Benefit Plan Administrators at Pecan Campus.
  - Presentation with Business Office and Employee Relations on TimeClock Plus best practices and leave overview.
  - Review of Employee Relations/Business Office/ Benefits presentation for library services.
- Employee Relations (ER):
  - Facilitated Human Resources Training regarding Workplace Issues, Complaints, and Investigations for the Educational Technologies department.
  - Facilitated the Library and Learning Support Services department supervisors training via Teams.
  - Met on disciplinary written warning technical assistance regarding employee with supervisor.
  - Met on policies and procedures concerning departmental issues regarding employees with supervisors.
  - Met on policies and procedures concerning departmental issues with employees.
  - Met on the administrative leave suspension process with supervisors regarding employees.
  - Met on the discussion for current state of Excel training and expanding training to include conditional formatting and finding duplicate data for FACT and other logs.
  - Met on the discussion of assisting with memo findings for referred cases.
  - Met on the discussion of cases, duties and special projects with Employee Relations Team.
  - Met on the discussion of closing Hotline Cases through NAVEX.
  - Met on the discussion of College's Employee Professional Development Plan.
  - Met on the discussion of implementing a college-wide Employee Assistance Program.
  - Met on the discussion of past employee relations cases.
  - Met on the discussion of Records Management of Essential Records.
  - Met on the discussion of Safety Meeting policies and procedures via Teams.
  - Met on the discussion of the President's Administrative Staff/PDC Phase 1and 3 Policies Review Period.
  - Met on the discussion of the termination fingerprint report for fiscal year 2021-2022.
  - Met on the discussion of Title IX cases with the Director of Office of Institutional Equity/Title IX.
  - Met on the discussion regarding employees that did not turn in transcripts after the seven-week deadline with Human Resources Staffing Department.
  - Met on the discussion to review cases for recommendation for termination with the Director of Human Resources.

- Met on the pre-disciplinary process with employees being recommended for termination.
- Met on the review of active complaints and closure of files 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 to train and discuss Excel shortcuts to help with the efficiency of maintaining the Employee Relations Team logs.
- Met to train and work on Texas Workforce Commission reimbursement statement and request for earnings information.
- Met via Teams on the discussion of Phase 3 of the Policy Review project.
- Met via Teams on the discussion of productivity using software, Excel, and Constant Contact.
- Met via Teams on the discussion of the special handling list on People Admin.
- Met via Teams regarding Finance and Administrative Services Safety Meeting.
- Met via Teams regarding the Disaster Recovery Exercise with the Information Technology department.
- Met via Teams to debrief on completed and pending projects.
- Met via Teams to discuss pending items with Administrators.
- Met via Teams with Human Resources administrators and Director of Child Development Center on the discussion of staffing needs.
- Met via Teams with Human Resources managers regarding coordination pay and staffing plan implementation.
- Met via Teams with Library Services staff on the discussion of Library and Learning Support Services department supervisors training.
- Met via Teams with the Finance and Administrative Services Administrative Officer on the discussion of Texas Association of School Boards Leave feedback.
- Met via Teams with the Human Resources Benefits Manager and Business Office Account Group Manager regarding the TimeClock Plus best practices presentation to the Library and Learning Support Services department.
- Met via Teams with the Human Resources Staffing and Recruiting Manager on the discussion of updating procedures for transcripts.
- Met via Teams with the Vice President of Finance and Administrative Services on the discussion of a complaint.
- Met via Teams with the Vice President of Finance and Administrative Services on the discussion of Human Resources Bi-weekly updates.
- Met via telephone hearings on appeals submitted by the College and provided testimony and evidence for the cases with the Texas Workforce Commission (TWC).
- Met with Human Resources Payroll staff, Business Office Payroll staff, and Ellucian consultant regarding Payroll and Banner.
- Met with the Human Resources Talent and Learning Manager on the discussion of the presentation to the Educational Technologies department.
- Met with the Human Resources Talent and Learning Manager on the discussion of the presentation to the Library and Learning Support Services department.
- Met with the Interim Vice President of Academic Affairs on the discussion of yearly performance appraisals.
- Participated and completed Vector Solutions Trainings regarding Cybersecurity Awareness, Discrimination Awareness in the Workplace, Diversity and Inclusion: Faculty and Staff, General Ethics in the Workplace, FACTA: Identity Theft and Consumer Protection, and Title IX and Sexual Harassment Prevention for Employees.
- Participated in the Equal Employment Opportunity Commission's Mondays with Marvis and Marina July Edition webinar.
- Participated in the Higher Education Title IX Notice of Proposed Rulemaking: Top 10 Things to Know webinar.
- Participated in the Talent Marketplace: The Next Evolution of Internal Mobility webinar.
- Participated in the Using Past Clery Findings to Avoid Future Compliance Issues: Implementing Best Practices for Clery Success webcast.

- Prepared and responded to litigation counsels' requests for claim file materials.
- Prepared and responded to Office of the President's request for claim file materials.
- Reviewed, requested, and implemented computer resources for the temporary agency hire.
- Trained and assigned duties to Temporary Agency Human Resources Assistant – Employee Relations.

- Talent and Learning:
  - Attended Human Resources department meeting.
  - Completed the Campus Safety Report (CSA) for Public Safety Department.
  - Conducted and compiled research for the development of a Staff Council.
  - Launched mandatory trainings for non-faculty staff through Vector Solutions
  - Met and worked on Texas Association of School Boards (TASB) data and evaluated placements.
  - Met with Office of Professional and Organizational Development, Human Resources Administrators to continue the discussion and development of Staff Council.
  - Presented at new hire orientations.
  - Researched and complied research for Employee Assistance Programs.
  - Served on hiring committee for Institutional Equity Manager/Title IX and 504.
  - Update Non-discrimination Notice.
  - Worked on Title IX ATIXA training.
  - Worked on updates for Employee handbook.
  - Worked with Employee Relations to develop training presentation for Library Services
  - Worked with the Graphic Designer to develop covers for Employee Handbook, Staffing Plan, and Pay Plan booklets.
  - Worked with the Graphic Designer to develop the required posters as mandated by Federal and State law.

PROJECTS IN PROGRESS:

- Payroll/Compensation:
  - Pay Plan creation.
  - Staffing Plan creation.
  - Year End Roll Process.
- Benefits:
  - Active research for new Employee Wellness initiative.
  - Benefits Presentation for Educational Technologies.
  - Mass August leave accrual for end of fiscal year process.
  - Ongoing training of new Benefits Specialist.
  - Open Enrollment campus visits and fair.
  - Teacher Retirement System Employee Demographic files for the Regular Payroll Report completion.
  - Teacher Retirement System Employment After Retirement Report completion.
  - Texas Association of School Boards DEC Leave Policy review.
- Employee Relations (ER):
  - Human Resources administrators working on reviewing personnel policy updates related to Texas Association of School Boards.
  - Training of new employees: HR Specialist – Employee Relations, Employee Relations Officer, and Temporary Agency Human Resources Assistant – Employee Relations.
  - Working on Employee Relations cases and reviews.
  - Working on reaching out to South Texas College supervisors to gauge need and provide trainings to departments regarding employee relations topics.
  - Working on updating filing system for Employee Relations files and cases.
  - Working on updating South Texas College Employee Handbook and Acknowledgements.
  - Working on updating the College's Legal, Safety, and Nondiscrimination poster notices distribution.
- Human Resources Information System (HRIS):
  - Assisting the FAS Project Manager with the Workday Discovery Workshop. Selecting the functional, technical, and Executive members and setting up the online meeting dates.

- Automating all the Human Resources forms.
- Creating new reports for Human Resources, Student, Business Office.
- In process of preparing the session schedule for the Workday (Rising) conference in September.
- The same process will be employed for both Oracle and Anthology discoveries.
- Updating the curriculum review forms by converting them to fillable PDF and checking accessibility.

- Staffing:
  - Educational Supplements worked on.
  - Met with HRIS team and People Admin for system updates.
  - Met with Team to review FY2022-2023 Hiring Guide.
  - Met with Team to review Intent to Hire FY2022-2023
  - Planned meetings for 2022-2023 Staffing Plan.
  - Summer Hires-Direct Wage.
  - Trainer posting tested on Cascade.
  - Training for new Human Resources Assistant.
  - Worked on testing PeopleAdmin postings.
- Talent and Learning:
  - Tracking progress for mandatory trainings.
  - Working on PeopleAdmin Training Manual.
  - Working on TASB Compensation.
  - Working on updated for Employee handbook.
  - Working with Human Resources Staffing and Payroll to develop Pay Plan and Staffing Plan.

HRIS -			
Type of Access Provided	**Count**		
Active Directory	0		
AppTrack	1		
Argos Access	1		
Banner	10		
Credential Database	0		
DFS (Distributed File System)	3		
FLAC	0		
JagNet Forms Management	3		
Job Submission Service turn-on	0		
Send As – Email	0		
SSN	0		
Web Tailor Access	1		
Xtender access	1		
Total Count	**21**		
Visio Charts	**Created**	**Updated**	**Published**
Count	3	1	0
Information Services and Planning (IS&P) Issues	**Assigned**	**Resolved**	**Open**
Count	19	22	11

PeopleAdmin Issues	Assigned	Resolved	Open
Count	0	0	0
Vector Solutions Issues	**Assigned**	**Resolved**	**Open**
Count	0	0	0
Human Resources Website Updated Main | JagNet	3		3

Report Development	**0**
Internal Reports	**18**
HRIS – Analytics	0
HRIS – LMS (Learning Management System) Support	2
Human Resources - Benefits Manager	0
Human Resources - Compensation	4
Human Resources - Director of Human Resources	3
Human Resources - Employee Relations	4
Human Resources - Payroll	1
Human Resources - Staffing	2
Human Resources - Staffing Evaluators	0
Human Resources - Staffing Manager	0
Human Resources - Talent and Learning Manager	2
External Reports	**8**
Academic Affairs – Vice President	1
Academic Affairs – Distance Learning	0
Academic Affairs - Div. of Math Science IT & BA Prog.	0
Coordinator of Fixed Assets & Distribution	0
Academic Affairs - OPOD (Office of Professional & Organizational Development)	0
Finance and Administrative Services – Accountability, Risk, & Compliance	0
Finance and Administrative Services – Business Office	2
Finance and Administrative Services – Vice President	5
Information Technology – Applications Development	0
Federal/ State/Local Government Reports	**1**
IPEDS (Integrated Postsecondary Education Data System) (Yearly)	0
TWC (Texas Workforce Commission) Multi-Site Worksite Report	0
Bureau of Labor Statistics – Current Employment Statistics (Monthly)	1
Texas Higher Education Coordinating Board	0
Survey of Public Employment & Payroll (Yearly)	0
HEERF CARES Act 2018-2021 data request (On-Demand)	0

Telecommunicating Automation Workflow and Front-end User System	0 Updates/Adjustments to App 0 Workflow Test Runs

Faculty Staffing	**Count**
Position requests w/job descriptions	1
Positions posted	3
Positions reposted	0
Positions extended	3
Positions canceled	2
Search committees' forms requested	1
Search committees assigned	1
Hiring proposals reviewed (HR Staffing Review workflow)	27
Job offers	9
Review Adjunct/Dual Credit applications	20
New Hire Email Notifications	
Faculty	2
Lecturers	0
Adjuncts/Dual Credit	7
Positions filled	0
PeopleAdmin user updates	10
Advertisements placed (Monitor, Town Crier, etc.)	0
Email Activation/Deactivation	8
SOAPCOL	12
PEAFACT	12
Resignations/Terminations	14
SACS Audit Credential Review	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	0
Reviewed in PeopleAdmin	7
Notices (1st, 2nd & Final notice)	3
Extension requests	0
Credential entered in credential database Faculty/Staff	26
Vacancy Reports completed NOE course and Rate Review	0

Faculty Staffing	Count
	48
Educational Supplements (Review, log, memo, send to payroll and faculty)	4
New hire/re-hire/transfer files (closing onboarding process) track transcripts	67
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACS Audit	0

Support	Count
Front Desk	
Visitors Assisted	308
E-Verify	
Cases submitted	27
TNC cases	0
Form I-9	
Banner entry/updates (PEAEMPL)	0
Name changes	1
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	0
Applications	
Processed On-Line	308
Processed Paper	189
Postings	
Closed (On-Line)	57
On Boarding	
New Hires	26
Transfers	12
Returning	2
Adjunct	0

Records	Count
Record Requests: Internal Files Processed (personnel/transcript/other)	0
Record Requests: External	16
Records Filed (by page)	1,124

Records	Count
Files Scanned & Indexed	753
New Hire/Active Personnel Files Prepared	37
New Hire/Active Transcript Files Prepared	45
Termed Personnel Files Prepared	0
Termed Transcript Files Prepared	0
Files Audited (by Records)	0
Special File Requests (HR Director, auditor, etc.)	0
Telecommunicating - Activity Reports Received and Logged	250
Telecommunicating - Agreements Received and Logged	78
Employment Reference Checks Logged	45
Active Files Moved to Termed (personnel/transcript)	454
"Missing" files found	0
Boxes to Record Retention	0
Files Moved Back from Storage Room	5

Staffing/Staffing Support (Staff)	Count
Position requests	27
Job Descriptions reviewed and approved	6
Positions posted	31
Positions reposted	6
Positions extended	5
Positions canceled	4
Search committees' forms requested	3
Search committees assigned	25
Hiring proposals reviewed (HR Staffing Review workflow)	34
Job offers	34
New Hire Email Notifications:	
Full-time staff	1
Part-time staff (DW/WS)	3
Trainers	0
Positions filled	16
PeopleAdmin user updates	23
Advertisements placed (Monitor, Town Crier, etc.)	0
Resignations/Terminations (HR Benefits):	

Staffing/Staffing Support (Staff)	Count
Full-time staff	14
Part-time staff	3
NOEs:	
Full-time temporary staff	0
Part-time staff (WS)	0
Part-time staff (DW)	13
Trainers	0
Temporary Agency Employees:	
Request	0
Replacements	0
Assignment Extension	0

Employee Relations	Count				
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	670	38	TWC Claims	34	0
Fingerprints	341	15	Open Records Requests	6	0
DPS Driver Eligibility Checks	320	168			

Benefits	Count
New Hire Orientations Full-Time	3
New Hire Orientation Part-Time	4
Internal Transfers	7
Benefits Credits/Collections	3
TRS ED Records reported	200+
TRS RR Records reported	17
TRS Prior Yrs. of Svc Verifications	14
TexaSaver 457/403B Accounts	2
Faculty (Adjunct, Temporary)	1
Exits	
Full Time	15
Retirees	1
FMLA Requests	
New	9
On-Going Cases	6
Closed	4
FMLA Intermittent Requests	
New	3

On-Going	15
Closed	0
Approved Leave of Absence	
New	2
On-Going	2
Closed	1
Workers Compensation Claims	
New	4
On-Going Cases	4
Closed	4
Tuition Reimbursement Applications Processed	3
Tuition Reimbursement Applications ready for payment	3
Tuition Grant Applications	
Employee	52
Dependent	17
Promissory Notes	0
Sick Leave Pool Enrollment	N/A
Sick Leave Pool Termed	1
Sick Leave Pool Donations	N/A
Medical Support Orders	0
ERS Changes	5
Vacation Settlement Worksheets	11

Payroll	**Count**
PDR Notifications	
Direct Deposit Transactions	
Full Time	
Direct Wage/Work Study/Trainer	8
Resignations	
Full Time	
Direct Wage/Work Studies	10
Garnishments	36
State Charitable Deductions	

TXOAG Reporting	24
Payroll DOC/ADJ/SLP Worksheets	
New Hires, Rehires, Transfers	
Name Changes	
Address Changes	
Form W-4 Changes	31
FY21 Staffing Plan Salary Inc Rev	
Verification of Employment	
Forms processed	45
TWC	
Letters sent	4
Phone Calls	60
Cell Phone Stipends	
Adjunct Leave Forms	1
NOE	
Letters of Appt Verification and Matching	
Letter of Appointment Staff Full Time Regular	
Direct Wage	58
Work-Study	41
Adjunct	10
Overload	56
FLAC (Faculty Load and Compensation) Dual Credit assignments reviewed	
FLAC entries reviewed and applied	
Trainers	73
Dual Enrollment	
Fac. Salary Retro-Pay Adj	1
Fac. Base Salary Pay-Off	
Substitute NOES	11
Full-time Regular Faculty Pay-Off	1
Faculty Special Assignment Other	
Faculty Classification Changes	
Special Assignments	10
Course-Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	35
Staff Special Assignment	
Large Class Payments	6
11/12 Salary Pay off	
Educational Increase	

Mini-mesters	18
Certification Stipend	
PeopleAdmin Transactions	
Compensation worksheet setup	
Approvals	
Hiring Proposals	22
Payroll Worksheets	23
Move Request Updates	
Compensation Worksheets, PeopleAdmin Transactions/Updates	

Academic Affairs

SOUTH TEXAS COLLEGE

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:	AUGUST 17, 2022
SUBJECT:	ACTIVITY REPORT FOR JULY 1, 2022 – JULY 31, 2022

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended THECB webinar - Digital Transformation (DX) Initiative, July 5
- Cabinet Meeting, July 6
- McAllen International Airport Aviation Meeting, July 6
- Starfish Milestone Meeting with EAB, July 7
- Meeting with Deans to discuss potential "Z" sections to offer for Starr County Campus, July 7
- Met with President to discuss OPOD transition and budget, July 7
- Met with HR to discuss yearly performance appraisals, July 8
- GPS-VP-Starfish Monthly Meeting, July 12
- Meeting to discuss TWC Initiative, July 12
- Facilitated (2) presentations for EWDC Meeting, July 12
- Attended Board Work Session to discuss pending items, July 13
- Special Board Meeting, July 13
- Meeting to Review Fall Hiring Forms, July 14
- Attended TWC Grant Presentation, July 15
- Meeting to discuss micro-credential grant with Deans, July 18
- Attended the 30th CIL Anniversary Entrepreneur Challenge, July 19
- Ellucian Banner Onsite meeting, July 20
- Meeting #3: BPA: Recruitment Process of Bachelor Programs, July 20
- Hosted Q&A Session to review Fall Hiring Guides and Forms with Deans, Chairs and support staff, July 21
- Participated in College Safety Committee meeting, July 21
- Facilitated the Academic Affairs Strategic Planning Workshop, July 22
- Participated in meeting to discuss Construction Science Partnership, July 26
- ANWTS Presentation - Regular Board Meeting, July 26
- Met with BPST Dean to discuss goals for division, July 27
- Attended MXLAN Opening Ceremony & Ribbon Cutting, July 27

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinating Annual "A Night with the Stars" Gala
- Coordinating STC & UTRGV Collaborative
- Coordinating *Faculty Spotlight*
- Working on Pay Plan revisions
- Working on Staffing Plan and Budgets
- Working on Academic Grant Activities
- Coordinating office relocations for Distance Learning Department
- Monitoring Faculty Reports
- Developing a procedures manual for CBE
- Developing a student GUIDE (online modules) for each Meta-Major
- Implementing Action Plan for 2021-2022 Academic Affairs Strategic Priorities
- Academic Affairs Taskforces
    - Faculty Online Teaching Guidelines
    - ePortfolio Platform
    - Test Proctoring Platform
- Implementing Guided Pathways Project
- Academic Affairs Risk Management Plan
- New Program Development Proposals
- Developing guidelines and templates for the division
- Updating all manuals and reports for the division
- Developing the Handbook of Operating Procedures Template
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard

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

DIVISION DEAN'S REPORT:

- Starfish Milestone meeting for South Texas College, July 7
- 2022 2nd Quarter Clery Committee Meeting, July 7
- Pharr EDC Foundation Golf Tournament fundraiser, July 9
- Technology Campus Welding Lab Expansion Design Review meeting, July 11
- TWC Grant Presentation for AEDT Award, July 15

Celebration of Vent's first cohort of graduates from IAM, July 18

- Jobs for the Future – STC Meeting #2, July 19
- Valley Automotive Dealer's Association Lunch presentation, July 19
- NIMS Board Meeting, July 22
- Monthly meeting with Dr. Margo for collaboration efforts, July 25
- Role Clarity meeting, July 26
- Texas A&M Construction Science Summer Luncheon, July 26
- Meeting with Texas A&M Construction Science administrators from McAllen campus, July 26
- MXLAN Opening Ceremony and Ribbon Cutting, July 27, 2022.
- RGV Fire Chief's meeting, July 27
- IME Becas Signing Ceremony, July 28

DEPARTMENT/PROGRAM REPORTS:

Guided Pathway Specialist – Business

- Student contacts and advisement activities:
    - 100 Telephone contacts
    - 132 Personal emails

- 2,325 Email reminders
- 24 Student registrations
- 19 Students advised
- 11 Student meetings
- 5 Starfish contacts
- 2 Financial aid addendums
- 1 Course substitutions

Guided Pathway Specialist – Public Safety

- Student contacts and advisement activities:
  - 14 Telephone contacts
  - 59 Personal emails
  - 23 Student registrations
  - 55 Students advised
  - 2 Student meetings (In-Person)
  - 3 Course substitutions
  - 1 Event
  - 2 Division/Program Meetings

Guided Pathway Specialist – Technology

- Student contacts and advisement activities:
  - 47 Telephone contacts
  - 37 Email contracts
  - 41 Student registrations
  - 29 Students advised
  - 16 Student meetings (In person)
  - 1 Starfish contacts
  - 4 Financial aid addendums
  - 1 Course substitutions

Culinary Arts

- Meeting discussing progress update for Mid Valley Culinary Arts Kitchen, July 20
- Chef Marcel guest lectured our International Cuisine students. He shared his knowledge of Netherlands cuisine, July 26
- Faculty and students attended MXLAN event, July 28

Law Enforcement

Major Meetings

- BPST Division-Discussion on Uniform Class Times, July 6
- BPST Division Leadership Meeting, July 19

Major Activities

- Review Curriculum Mapping for Escrow Credit Navy Master at Arms "C" Course, July 6
- Meeting with Curriculum regarding OSA's, July 11
- Review of Construction Documents for RCPSE FLAG Fire Training Area, Canopies for Students, Instructors, and Safety Training Vehicles, July 13
- Review Caruth Police Institute Training, July 14
- RCPSE Chiller Installation Construction Meeting, July 15
- MCTC K9 Tour of Facilities for training, July 24
- RGV Fire Chief's Meeting at La Joya City Hall, July 27
- Service Area Tour for Jaguar Academy at RCPSE, July 28

External Visits

- MXLAN at the McAllen Convention Center, July 27

Accomplishments

- 28th Academy Cadet sworn in with Alamo PD, July 19
- 26th Academy Cadet sworn in with Pharr PD, July 18

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Dean assumed the role of co-lead on the STC team participating in the AAC&U Institute on OE, July 8
- Prepared the STC IOER Team for the Institute Kick-Off Event, July 13
- Participated in the AC& IOER kick-off event, culminating in the creation of an action plan for 2023-2024, July 14-15
- Participated in the Academic Affairs Strategic Planning Workshop, July 22
- Division Dean collaborated with the OVPAA to create a faculty stipend for co-requisite course support, July 27
- Assisted in the preparations for the Fall semester College Readiness Workshop for ISDs, July 29

DEPARTMENT/PROGRAM REPORTS:

Music

- Adjunct Instructor offered a free piano camp that was filled to capacity, June 27 – July 1

Center for Mexican American Studies (CMAS)

- As part of its Summer Workshop Series, Ballet Folklorico South Texas College completed three separate music and dance workshops with the following guest performers:
  - Colombia Workshop: Nandy Luna Ramirez, July 11 – 16, 2022
  - Guanajuato Workshop: Roberto Martinez Rocha, July 18 – 21, 2022
  - Technique Workshop: Nandy Luna Ramirez, July 26 – 28, 2022
- BFSTC was invited by the McAllen Chamber of Commerce to participate in the Calenda Parade as part of MXLAN Festival at the McAllen Convention Center, July 30
- Coordinator met with Karla Puente, McAllen Convention Center Sales Manager, to discuss dates for *Tradiciones* 2023 and STC Dance Competition 2023.
- Coordinator initiated preparations for upcoming workshops for the month of August. Two guest performers, Emmanuel Coronel Rico and Ernesto Luna Ramirez, were contacted and agreed to travel to South Texas College to work with BFSTC students.

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

DIVISION DEAN'S REPORT:

- Attended Teams meeting on Initiatives for Fall 2022, July 6
- Zoom meeting with Strive Career Coaching, July 6
- Starfish Milestone Meeting, July 7
- Attended grant meeting with PR, July 7
- Meeting on STC International Expansion, July 8
- BASOL review and identification of new courses, July 12
- Attended manager training with InsideTrack, July 14
- Jet Grant Recognition by TWF, July 15
- Attended Recruitment Process of Bachelor Programs meeting, July 20
- Q&A session to review fall hiring guides and forms, July 21
- Academic Affairs Strategic Planning Workshop, July 22
- Attended Role Clarity meeting, July 26
- Attended MXLAN opening ceremony and ribbon cutting, July 27
- Met with Keynote speaker for Division Meeting, July 27

- Attended meeting to review and discuss college readiness workshop with ISDs, July 29

Project Manager

- Attended THECB Accelerating Credential meeting with Public Relations, July 12
- NSF STEM meeting to discuss summer activities and recruitment, July 12
- Attended InsideTrack Training, July 14
- Coaching Reinforcement Training with InsideTrack, July 14
- Entrepreneurial Challenge Mock Presentation, July 18
- Met with Distance Learning Academic Coach to review DHSI data, July 20
- Attended BPA: Recruitment Process of Bachelor Programs, July 20
- Prepared goals and accomplishments for Strategic Planning Workshop
- Attended meeting with THECB for Accelerating Planning Grant, July 25
- Attended Role Clarity meeting, July 26
- Attended InsideTrack partnership meeting, July 26
- Updates to Chemical Hygiene Plan, July 26
- Attended DHSI Quarterly meeting, July 27
- Met with Keynote speaker for division meeting, July 27
- Attended Grant Initiation Meeting for Accelerating Credentials Planning Grant, July 28

BACHELOR PROGRAMS:

BASOL

- Participated on an enrollment meeting, July 8
- Participated in my Capstone II Pre-Celebration Graduation dinner with students, July 8
- Meeting BASOL Advisory Committee to discuss BASOL Review and Identification of New Courses, July 12
- Facilitated meeting with BASOL faculty and Librarian III-Outreach & Instruction to identify Library resources, July 7
- Participated in a Certifications for BASOL meeting with Continuing Education, July 13
- Participated in McAllen Chamber Ambassador Professional Development, July 14
- Facilitated a meeting with BASOL faculty to discuss the review and identification of new prospective courses along with current assessment updates, July 14
- Attended the Texas Community College Teachers Association Conference "Leading from the Middle", Austin, TX, July 16-19
- Participated in the MXLAN Academic Programs meeting, July 19
- Meeting with BASOL Capstone faculty to identify the Capstone I & II assessments updates, July 20
- Participated in the Meeting #3: BPA: Recruitment Process of Bachelor Programs (not including NAH), July 20
- CBE Faculty Course Evaluation Committee meeting, July 21
- Participated in the Q&A Session to review Fall Hiring Guidelines, July 21
- Facilitated a BASOL faculty meeting to discuss the Upper-Level Assessment Team reports, July 21
- Participated in the Division Planning meeting, July 25
- Facilitated the CBE Faculty Course Evaluation Committee meeting, July 25
- Facilitated an Interview Stream training for BASOL faculty, July 26
- Participated in meeting with Frederick Shegog, guest speaker for the upcoming MSITB fall Convocation, July 27

Computer Information Technology

- Attended Accelerating Credentials Planning Grant Meeting to work on CITP courses, July 18 – 29
- Participated in the Microsoft Teams Workshop "I'm Dreaming of a Stress-Free Semester" hosted by Distance Learning, July 13
- Attended Q&A Session to Review Fall Hiring Guides and Forms, July 21
- Attended Grant Coordinating Board Meeting, July 25
- Attended Accelerating Credentials Planning Grant Meeting hosted by Grant Accounting, July 28

Technology Management

- Sponsored and led an OPMG Student Team to Participate in the 30th Annual CiL Conference Entrepreneur Challenge. Our student team, Samantha Sauri and Gilbert Barrera, competing against teams from UTRGV and Texas A&M, College Station, placed 1st and won the Grand Prize of $2,000.00, July 19

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Chemistry

- Worked with Biology Chair and Project Manager to update Division Instructional Integrity document, July 27-29
- Monitored Fall 2022 Chemistry Enrollment, updated faculty assignments, and worked to find Lecturer and adjunct faculty candidates to meet potential department needs, July 10-29
- Participated in meeting to update the Division Chemical Hygiene Plan, July 26
- Met with Cengage to discuss potential low-cost options for Organic Chemistry classes, July 22
- Chair and faculty secretary attended Q&A Session for Guides and Forms virtual meeting to learn about the updated new hire requirements, July 21
- Led staff virtual meeting to discuss status of risk assessments, high school partner visits, and needs for Fall 2022 term, July 20
- Worked with Lab personnel to address lab needs, update access to storage and waste areas, July 4-29
- Worked with Dual Credit personnel to update Dual Credit course offerings, July 7, 21, 26, & 27
- Met with faculty to discuss Fall 2022 course schedule and make tentative faculty assignments, July 12

Computer Science

- Attended Accelerating Credentials Planning Grant Meeting to work on CITP courses, July 18-29
- Participated in the Microsoft Teams Workshop "I'm Dreaming of a Stress-Free Semester" hosted by Distance Learning, July 13
- Attended Q&A Session to Review Fall Hiring Guides and Forms, July 21
- Attended Grant Coordinating Board Meeting, July 25
- Attended Accelerating Credentials Planning Grant Meeting hosted by Grant Accounting, July 28

Mathematics

- Chair and Dual Credit Coordinator met to discuss Initiatives for Fall 2022 meeting, July 6
- Faculty attended Micro Credentials meeting with UTRGV, July 7, 14
- Chair attended APLU project planning meeting to discuss joining Intro to Statistics initiative as created by Lumen Learning and via funding from the Bill & Melinda Gates Foundation, July 14, 27
- Chair met with VPAA to discuss micro-credentials grant and college's plan to offer such courses, July 18
- Chair and Staff attended review of hiring guidelines meeting with the VPAA, July 21
- Chair attended planning meeting with Rio Grande Valley College regarding their interest in offering a Physical Therapist Assistant program in coordination with STC for Core classes, July 21
- Chair attended CAPTE interview for Rio Grande Valley College regarding Physical Therapist Assistant program, July 24
- Staff attended AA/FM roundup, July 28
- Faculty attended THECB OER Development Grant contributions discussion, July 28
- Faculty attended meeting with Dual Credit Office to review and discuss the offering of a college readiness workshop with ISDs, July 29
- Faculty & Chair coordinated and presided-over THECB OER Mathematics Grant Meeting with UTRGV & UT-Dallas, July 29

Physical Sciences and Engineering Department Chair

- Completed Workshop 235545: Civilian Response to Active Shooter online, July 7
- Conducted Chemical Spill drill for the Physics and Engineering Laboratory personnel. The drill included a demonstration of accidental spill (used water), usage of chemical spill kit, and cleanup procedure. Teams Recording of the Chemical Spill Drill: https://stusouthtexascollege-my.sharepoint.com/:v:/g/personal/rcnandigam_southtexascollege_edu/EaVBkkUwB4FAgSrG-EqlLpsBbkPG7Xfjbr8_MnMCi5KJ1A?e=DYTPZr, July 15
- Attended MXLAN Festival Academic Programs meeting organized by the STC PR department. July 19.
- Attended OVPAA Q&A Session to review Fall Hiring Guides and Forms, July 21
- Attended NISOD Webinar: "Prepared, Personal and Professional: Maximizing Your Impact on Student Engagement", July 25
- Revised the Section 8.9 Radioactive Materials of the MSITB Chemical Hygiene Plan and shared it with the MSITB Project Manager, July 26

Figure 1 Lab Staff presenting department programs outreach booth at the MXLAN Festival

- Attended the MSITB Chemical Hygiene Plan-Update meeting Part 1. The participants reviewed the Chemical Hygiene Plan and revised it where necessary, July 26
- Provided information for Texas DSHS Radioactive materials licensing to the Biology Program Chair and Lab Coordinator, July 26
- Chair and laboratory staff presented an outreach booth to promote STC's physics, engineering, and geology programs at the MXLAN Festival, McAllen, TX, July 28
- Conducted functionality and calibration check on the Bruker X-Ray Fluorescence analyzer, July 29

UNIVERSITY RELATIONS:

- Worked on adding Pathways to Bachelor's Degrees on a new website where potential students will be able to access them
- Attended the American Association of Women in Community Colleges ongoing webinar series, Jul 6, 13, 20, 27
- Met with the representative from Bellevue University about status of the partnership and future activities, July 7
- Briefly attended a meeting regarding international expansion of South Texas College programs, July 8
- Participated in the monthly meeting of the NACADA Transfer Steering Committee, July 13
- Met with the Starfish Administrator about the Guided Pathways Status Update, July 18
- Attended professional development webinar on "Plan for your Future: Your Social Security Benefits," July 20
- Participated in the Division Leadership Meeting, July 27
- Participated in the meeting with Frederick Shegog, our division convocation keynote speaker, July 27
- Attended the AA/FM July 2022 Roundup, July 28
- Attended the IME Becas Signing Ceremony, July 28

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Reviewed Summer Management Reports for Summer II, L4, and N15 to identify courses with low enrollment.
- Attended the Pathways Aligned to Health Science (PATHS) Conference Meeting with Student Success staff to discuss logistics for the conference, July 11
- Attended the RGV Regional Nursing Apprenticeship Meeting hosted by the RGV Partnership, July 11
- Attended the Best Practices for the Nurse Educator in Today's Environment – Session 1: Redesigning Curricula to Meet a Changing Health Care System virtual event, July 12
- Attended the Educational and Workforce Development Committee Meeting, July 12
- Provided welcome remarks for the Traditional Track and EMT Paramedic-ADN Orientation, July 13
- Attended the Best Practices for the Nurse Educator in Today's Environment – Session 2: Evidence-Based Teaching Approaches virtual event, July 14
- Attended the Texas Workforce Commission Jobs and Education for Texans (JET) Grant Acknowledgement Ceremony, July 15
- Attended the Radiologic Technology Program Class of 2022 Pinning Ceremony, July 15
- Assisted in facilitating the second annual PATHS Project Pathfinder Academy in partnership with Region One Education Service Center, July 20-21

- Attended meeting with MRG Health, July 21
- Attended meeting to discuss a request from Mission ISD for training, July 21
- Attended the Success Stories: Student Engagement, Social Strategy, and More webcast hosted by Inside Higher Ed, July 21
- Attended the OVPAA Q & A Session to review hiring guides and forms for the Fall 2022 Semester, July 21
- Attended the College Safety Committee Meeting, July 21
- Attended meeting to discuss the NSRP and full online delivery, July 22
- Attended the Academic Affairs Strategic Planning Workshop, July 22
- Attended the Vocational Nursing Program Class of 2022 Pinning Ceremony, July 27
- Worked on arranging a tour of the NAH Campus for Jaguar Academy attendees

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- The program had 162 traditional applicants for the Fall 2022 Semester. 42 out of the 162 applicants did not meet admission criteria. There were 14 Paramedic to RN applicants and 11 of these students met admission criteria. 130 total students sat for the math exam with 115 traditional students and 11 Paramedic to RN students passing the math entrance exam.
- ADN advisors advised 60 students in group sessions, provided individual sessions to 98 students, and answered hundreds of inquiries during the month.
- ADN advisors attended the MXLAN event at the McAllen Convention Center where they provided information on the program, July 27-29
- Level II MedSurg RNSG 1162 students presented on Diabetes Mellitus Type 2 at the Corazones Divinos Adult Day Care as part of their Community Health Teaching Project. Students used visual aids that included a PowerPoint presentation, poster boards/pamphlets (in English/Spanish), and engaged attendees through the use of games, conversations, and prizes, July 27

- Level III MedSurg students presented on the topic of "Stranger Danger" at the Southern Littles Academy as part of their Community Health Teaching Project. Students read books about the dangers of dealing with strangers and engaged attendees by encouraging questions and participation., July 30

Diagnostic Imaging Department

- The department had 162 traditional applicants for the Fall 2022 Semester. 42 out of the 162 applicants did not meet admission criteria.
- Department chair and faculty members attended the DID Advisory Committee Summer 2022 Meeting, July 12
- RADT Program held its Class of 2022 Pinning Ceremony, July 15
- Department chair presented at the PATHS Conference, July 20-21
- RADT Program 2022 graduates received a 100% pass rate on the American Registry of Radiologic Technologists (ARRT) Radiography Certification Examination.
- RADT Program accepted a new cohort of 24 students to begin the program in the Fall 2022 Semester.

Vocational Nursing

- Students participated in health fair hosted by South Texas Health System, July 9
- Program hosted Class of 2022 Pinning Ceremony, July 27

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

- Redesign Overlay for Faculty Resources and Faculty Portal, July 1-10
- EAC Data Project Summer Update Meeting, July 6
- Set Project Plans for a sample Virtual Tour, July 7-14
- CBE Planning call with Dr. Esmaeili, July 12
- TWC Grant Presentation, July 15
- AAC&U IOER, STC Grant Team, meetings, July 14, 15
- Bachelor's programs course review, July 17, 21, 25, 26
- Inside Track Manager Meeting, July 19
- Vendor Demo, Feedback system, July 22
- Vendor Demo and planning session, Victory XR, Virtual Reality

DIRECTOR'S REPORT:

- Participated in the McGraw Hill Connect LTIA configuration meeting, July 5
- Blackboard's Support Back to School Touchbase meeting, July 6
- Participated in the Monthly STC Tech Support Committee meeting, July 11

- Banner User Groups Committee meeting, July 12
- Participated at the STC User upload for Blackboard's SmartView system, July 13
- Met with Dir of College Connections & Adm Trad Students to discuss feedback and usage of Mongoose application, July 15
- Met with Chief Information Security Officer to discuss granting access to Distance Learning Department to the Secret Server, July 18
- Developed Fall 2020, 2021 and Spring 2022 end of semester gradebook usage report using Blackboard Analytics, July 19
- Updated the reference guide for ADJ, DCF and STC faculty manual for academic year 22-23 for Dual Credit Programs, July 25
- Met with Network Services Analyst I to discuss phone tree changes to the DL Helpdesk, July 20.
- Participated in TDM meeting, July 25
- Submitted staff position request form and search committee forms for Help Desk Specialist and Coordinator of Distance Learning Technologies, July 25
- Created Blackboard's activity reports and gradebook for grade appeals needed for the Dean of Business, Public Safety, and Technology, July 27

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for all Summer and Fall 2022 courses and faculty/student enrollments through ILP Admin, July 1-31
    - Batch upload for all drop students in term Summer 2022 courses through the Blackboard integration, July 11, 18 and 25
    - Converted pending original Summer 2022 and Fall 2022 courses to Ultra view
    - Created 20 summer Crosslist requests in Blackboard, July 1-31
    - Updated information modules and pop-ups in Blackboard, July 1-31
    - Updated the institutional hierarchy for all Summer/Fall 2022 term, July 1-31
    - Removed all FY2020 courses from Blackboard, July 1-31
    - Updated Library Tutorials LTI to Blackboard Production, July 18
    - Added Ear Training Games LTI to Blackboard Production, July 27
    - Updated Blackboard's modules to simplify the information under My STC tab for students and faculty, July 29

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	807
Helpdesk Phone Calls from DL Staff:	55
Social Intent – Distance Learning Chat	217
Blackboard Support Chats:	21
Blackboard Support Calls:	629
Total	**1,729**

- **Trainings/Workshops/Professional Development**
    - Trainings:
        - Distance Learning Technologies Specialist and Course Development Specialist facilitated the Submitting Your Final Grades Workshop, July 5-7
        - Participated in the Inside Track One-on-One Training, July 7
        - Facilitated Course Reports, Accessibility Score and Organize your course list view, July 11-14
        - Facilitated the Respondus and MS Teams Live Proctoring, July 18, 19 and 27
    - Workshops:
        - Distance Learning Student Success Team presented Academic Coaching to Dual Faculty with CLE Department, July 7
        - Participated in the Plan for your Future Workshop, July 20

- Professional Development:
  - Distance Learning Student Success Specialist and Academic Coach participated in Anthology/ Blackboard World Conference, July 11-15
- Events:
  - Distance Learning Student Success Team participated in the MXLAN Event, July 31

- **Student Success Activities:**

Type of Service	Number of Students Visit
General Advising	119
Telephone/ Text Contacts:	60
Virtual Campus Advising Email:	188
Radius Inquires:	151
Student Registrations:	3
TxDOT Registrations:	13
Enroll Students for BB Orientation:	29
Social Intents – DL Chat	12
Academic Coach Sessions:	13
Email Reminders Sent:	7,674
Event(s)	1
Total:	**8,263**

DISTANCE LEARNING MEETINGS:

- Distance Learning Student Support Team participated in
  - Volunteer Form Discussion with E-Instructional Manager, July 1
  - CLE Presentation Planning Meeting, July 5
  - College Connections/ Mongoose Meeting, July 19
  - Feedback Fruits Demonstration Meeting, July 19
  - Meeting with STEM Project Manager, July 20

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

DEAN'S REPORT:

- Dean along with the Director for Continuing Education presented at EWDC Meeting on STC Summer Camps Offered in 2022, July 12
- Presented with STC Board of Trustee at Futuro RGV: Festival of Facts Event on Dual Credit Programs, July 12
- Met with San Isidro ISD regarding a future Dual Credit Programs Partnership, July 13
- Reviewed Dual Credit Surveys during FY2021-2022 and developed recommendations, July 13
- Hosted a Title IX, Branding and Non-Credit through Continuing Education Trainings for all Departmental Staff, July 18
- Dean attended the Dallas Promising Convening to begin the discussion of planning for our College's Program to potentially launch in Fall 2023, July 19-21
- Hosted a New Staff Retreat to provide information on each department and their responsibilities, July 26
- Dean along with Project Manager submitted the NACEP Annual Report, July 26
- As of July 28, 50 prospective DCF applications have been submitted for Fall 2022. Below is summary of their status:
  - 24 DCF recommended
  - 22 applicants not recommended
  - 4 pending (returning DCF with teaching gap under review at chair level)

ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff conducted over 700 degree audits dual credit students on Career & Technical Education Pathways in preparation for advising.
- Roma ISD PREP Program at the STC Starr County Campus concluded after five week of hands-on STEM focused activities, projects, and career awareness presentations. A total of seventy-two (72) Roma ISD middle school and high school students successfully completed, July 8

- PREP Roma ISD Cohort held a Year 4 Closing/Graduation Ceremony for thirteen (13) students to recognize their hard work and dedication to academic excellence students in their final year of the program, which was attended by parents and family members, July 8
- PREP Weslaco ISD participated in a Career Awareness Presentation by BGE Inc. Project Manager, who is a South Texas College - Dual Enrollment Engineering Academy (DEEA) Alumni and 2012 Graduate. BGE Inc. is a nationwide consulting firm that provides engineering, environmental, surveying, and construction management.

- Staff conducted 187 Summer I Final Grade Audits for Academy students from the Mid Valley and Pecan Campuses, July 11-14
- Staff conducted the following case management based on Summer I Final Grades:

Campus	Case Management
Pecan Campus	15
Mid Valley Campus	1

- PREP continued at the Mid Valley Campus where 49 Students received a Career Awareness Presentation by Texas Department of Transportation Engineer and South Texas College-Dual Enrollment Engineering Academy Alumni from the Class of 2011. The presenter provided an overview of his job duties & credentials, engineering design, and his experiences as a dual credit student at South Texas College, July 11

- Staff coordinated an information session at the Mid Valley Campus to recruit for the Biology Department SEA-PHAGES On Campus Research Opportunity offered exclusively to DEMSA Students. The first cohort for the Mid Valley Campus will begin Fall 2022 with fifteen (15) students, July 21
- Staff coordinated an information session at the Pecan Campus to recruit for the Biology Department SEA-PHAGES On-Campus Research Opportunity offered exclusively to Dual Enrollment Medical Science Academy (DEMSA) Students in which thirteen (13) Students were in attendance, July 28
- PREP concluded at the Mid Valley Campus for Weslaco ISD students after six (6) weeks of hands-on STEM focused activities, projects, and career awareness presentations. A total of fifty (50) middle school and high school students successfully completed their respective PREP Year, with a total of thirteen (13) students having completed all four years of the summer program.

- PREP Year 4 Closing/Graduation Ceremony was held to recognize the hard work and dedication to academic excellence for PREP students in their final year of the program, which was attended by parents and family members. A Keynote Speaker, Senior Vice President at Halff Associates and Mechanical Engineering, provided a message to graduates that focused on the importance of continuing their journey in higher education and their ability to succeed if they continue their hard work and dedication to their academics.

DUAL CREDIT ACADEMIC PATHWAYS:

- Director and Dean met with San Isidro to discuss future dual credit partnership in which an explanation of partnering needs and compliance and brief overview of timelines, July 13.
- Director met with department to discuss advising data and schedule fall advising strategies with a focus on transfer advising, July 14.
- Department assessed final grades and share with partnering school districts as requested, July 12.
- Staff participated in a Texas Education Agency “Power talk for IHE Partners” transitioning from TSTEM to PTECH, July 21.
- Staff is supporting Enrollment Services activities in which they are assigned schools at the various school districts to assist in the registration process, July 25-28.
- Director and Coordinator attended a Dual Credit Training for Vanguard ISD, July 28

- Director participated in a call with Texas Education Agency to discuss updates on TSTEM designated schools converting to ECHS or PTECH designations, July 27
- The DCAP team completed all of the required training as expected, July 29

Meeting Type	School/ISD	Staff
Achieve ECHS	McAllen	Pecan
Fall Kick off meeting	STC	Entire Department

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Finalizing the Summer 2022 – Dual Credit Faculty (8) assignments FLAC; mini-semesters D1 and N10.
- Continuing to process requests received from the DC Portal website and/or via emails from ISD's and Department Chairs for both the upcoming Summer II and Fall 2022 semesters.
- Still processing the changes in both banner and the master schedule as requested by chair departments: instructional method, faculty name, time, and location for the Summer II 2022 and Fall 2022 semesters.
- Processed the Summer 2022 – Dual Credit Faculty (52) assignments FLAC which have been locked and acknowledged.
- Director and Coordinator for Dual Credit Enrollment Services met with Vanguard Rembrandt for new personnel update, July 19.
- Director, along with Coordinator for Dual Credit Enrollment Services and Dual 2 Degree had an Introductory Meeting with Mission CISD Personnel, July 21.
- Director met with the IT Department to discuss the different vendors for the Dual Credit department, July 25
- Director and Coordinator for Dual Credit Enrollment Services attended New Employee retreat with Dual Credit Program team, July 26
- Staff attended Registration Drives for the following partnering school districts:

Date	Campus
July 26, 2022	Mercedes Early College Academy
July 27, 2022	Mercedes Early College Academy
July 28, 2022	Science Academy Sharyland Advanced Academic Academy
July 29, 2022	Science Academy

- Director of Dual Credit Scheduling and Enrollment Services and Coordinator for Dual Credit Enrollment Services met with Vanguard Mozart Administration, July 28
- Dual Credit Scheduling and Compliance staff processed 766 sections for the Fall 2022 semester, see below:

Fall 2022

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
766	**736**	**276**	**325**	**165**	**1,351**	**838**	**513**

JESSICA GALLOSO
ASSOCIATE DEAN – PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Instructional Coach met with a Faculty to discuss upcoming workshop for special population students, July 6
- Meeting with Dean of Dual Credit to discuss upcoming department events, July 25

ACADEMIES AND TRAININGS:

- Instructional Coach facilitated Spark Online course, July 6, 13, 20 & 27
- Facilitated *Reducing Stress through Restorative Yoga* at the Nursing & Allied Health Campus, July 13
- Facilitated a One-on-One PD Training, Power-Up: Professional Development System with a staff member of Pecan Campus, July 20
- Facilitated *Jaguar Academy On-board for Success*. 30 staff members from Pecan, Nursing & Allied Health, Mid-Valley, Tech and Star Campus attended the in-person event on Pecan Campus, July 14, 21 & 28
- Facilitated Plan for *Your Future: Your Social Security Benefits* workshop, July 20

PROGRAMS IN DEVELOPMENT:

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

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Campus Administrator was involved with several departments and organizations district-wide.
    - Participated in MVC Bldg. A Culinary Arts Renovation Construction Meeting, July 6 & 20
    - Participated in Clery Committee Meeting, July 7
    - Participated in MVC Workforce Center – Automotive, Welding & HVAC-R Expansion site visit, July 12
    - Attended College Safety Committee Meeting, July 21
    - Attended Academic Affairs Strategic Planning Workshop, July 22
    - Hosted Service Area Tour for Jaguar Academy, July 28
- RGV TASO Football organization began their current season meetings for their sports officials, July 11
- Dual Enrollment Academies hosted a Biology information session, SEA-PHAGES for academy students, July 14
- STC Tex Prep Closing Ceremony, July 21

COMMUNITY ENGAGEMENT:

- Campus Administrator was involved with many outside organizations and local school districts.
    - Attended Chick-fil-A Birthday Celebration, July 8
    - Attended Ribbon Cutting for Salinas Funeral Home, July 11
    - Attended Ambassador Quarterly Lunch Meeting at Tony's Grill, July 13
    - Attended Weslaco Museum Board of Directors Meeting, July 14
    - Attended Milestone Ribbon Cutting: WoodmenLife, 10 yr. Celebration, July 21
    - Attended Ribbon Cutting: Advanced Urgent Care, July 22
    - Attended Ribbon Cutting: TXW Corporate Hangars, July 27
    - Attended Ribbon Cutting: Amado Sanchez, CPA, July 28

ENROLLMENT ACTIVITIES:

- Student Activities and Wellness Department host various events for students.
    - Future Jaguars Leadership Camp/First Time College Students Program and Orientation, various dates

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Coordinated with community military veterans to form committee for Veterans Day event 2022.
- Coordinated with local media to broadcast interviews and radio remotes on campus.
- Coordinated interview with local media to present college Student Activities Department.
- Worked with Planning & Construction to propose food services for students and public.
- Attended JET Grant award gathering at Technology Campus.
- Participated in phone interview via McAllen news media on history and future of campus in Starr County.

COMMUNITY ENGAGEMENT:

- Biology Explores Camp, July 1
- Future Jaguar Leadership Academy, July 5- July 22

- Student Activities "Independence Day Celebration", July 6
- Tex PREP Closing Ceremony Year 4, July 7
- 2022 Summer-Enrollment, July 7
- Men's Prayer Breakfast, July 12
- Healthy Parks and Connectivity Action Institute, July 13
- Bi-Annual Meeting, July 13
- PCEP Graduation Ceremony, July 20
- Rio Grande City Lions Club Monthly Meeting, July 26
- H-E-B Talent Summit, July 28
- YCT Candidate Meet and Greet, July 28

ENROLLMENT ACTIVITIES:

- Collaborated with VPAA Office to schedule Z courses for Fall 2022.
- Coordinated with Continuing Education to recruit for GED courses.
- Worked with Continuing Ed. In collaboration with Region 1 to reinstate partnership.
- Collaborated with PR to continually report activities at the Starr County Campus.
- Informed Admissions, Academic Advisors, and Testing Departments to help enrollment regarding Z courses
- Participated as guest speaker at Student Activities Leadership Camp to help visibility and enrollment through student leaders.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Facilitated and attended a meeting with the Dean and Department Chair for the BPST division to discuss the uniform class times, class capacities and the scheduling guidelines, July 6
- Attended a meeting with the IVPAA and Deans to discuss remote delivery of courses for the Starr County Campus and review the proposed courses for Fall 2023, July 7
- Met with the Administrative Assistant to discuss and review the Retention Log for the department and discuss the schedule of documentation, July 11
- Facilitated the 2nd Annual Curriculum Department Retreat with the staff; presentations were held on Microsoft Planner, Program Development, Curriculum & Scheduling Processes, July 14
- Met with Lightcast (EMSI) vendor to discuss the data sets and how the data is compiled and made available through the dashboard, July 18
- Attended Micro-credentials meeting to discuss possible offering of the Statistics and Cybersecurity trainings developed via a grant. Discussion took place regarding recognition of such offerings and whether these can be offered through non-credit or embedded in existing credit courses. A meeting re-cap was completed following the meeting, July 18
- Met with new chair for Information Technology to discuss the difference between credit hours and contact hours to assist with scheduling courses and reviewed Uniform Class Times, July 19
- Met with new chair of Human Resources Specialist department to assist with questions with scheduling, July 19
- Met with developer for the proposed AAS in Biotechnology to discuss the 5-year course schedule, the instructional costs questionnaire and mapping to the proposed budget, July 19
- Met with Curriculum & Scheduling Coordinator to prep for the Academic Affairs Strategic Planning workshop in which they were presenting on my behalf, July 21
- Attended the Banner Ellucian Onsite Meeting to discuss the impact of Banner in the Curriculum and Scheduling processes; discussion was focused on the volume of minimesters and the different needs of the College for creation of them, July 21
- Compiled a document to outline scheduling procedures and compensation for remote delivery courses, at the request of the IVPAA.
- Worked on developing the Concourse data feeds for new course syllabi, course description and course title updates in preparation for the Fall Master Syllabi update process that will begin later in July.

- Compiled an updated OER report for Fall 2022 to share with the chairs and reminded them to provide course sections that need to be tagged as OER.
- Worked on updating the program brief for the Course Reporter program to update job projection and wage data, at the request of the IVPAA.
- Worked on updating the program brief for the Automotive Collision to determine on whether to proceed with development in the future, at the request of the Dean of BPST.
- Worked on updating the proposed instructional programs list and include the programs approved in the last 5 years; the list will be used as an ongoing monitoring tool for the OVPAA office.
- Completed the EMSI training webinars which expanded on the use of EMSI reports for program development.
- Worked on creating Degree Works scribe examples to assist Curriculum team with continuing conversion of the prerequisites for the remaining courses.
- Completed the pending sections of Curriculum, Program Development and Prior Learning Assessment for the Faculty Handbook draft.
- Worked on updating the Concourse Syllabi & CV content for the Dual Credit Faculty Manual in preparation for the Fall 2022 semester.
- Began working on the PowerPoint presentations for "New Faculty Orientation" and "Gear Up for the Fall" events.
- Completed the Concourse Maintenance feeds including the updates to course titles and descriptions as per approved curriculum revisions collected in Fall 2021; worked on the email notification to program chairs for updating Fall Master Syllabi templates, and updated the access for new chairs in Concourse.
- Finalized the remote delivery schedule for the Fall 2022 pilot and tagged the sections with the attribute identifier in order to track for future reports.
- Worked on the program summary for the proposed AS - Architecture; began compiling the documentation for the 4-year institutions and the proposed curriculum and course descriptions.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Assisted the Director with facilitating the 2nd Annual Curriculum Department Retreat with the staff; presentations were held on Microsoft Planner, Program Development, Curriculum & Scheduling Processes, July 14
- Met with Lightcast vendor to discuss EMSI features and use of data within the application, July 18
- Attended meeting with the Director of Curriculum and Program Developer for Biotechnology to discuss the instructional costs questionnaire and budget review, July 19
- Attended Ellucian Banner team onsite meeting to share Curriculum and Scheduling processes in Banner, July 21
- Attended the Academic Affairs Strategic Planning Workshop and shared the department's major accomplishments for 2021-2022 and the 2022-2023 major goals on behalf of the Director, July 22
- Worked on auditing Degree Works Scribe and Student Educational Planner (SEP) files for the 2022-2023 catalog.
- Continued working on entering Spring 2023 1st review course schedules.
- Audited the Summer schedule for upcoming minimesters to ensure accuracy in room assignments and Internet & Hybrid course checks.
- Applied revisions to the proposal for the Patient Care and Administrative Technician Non-Credit Certificate and submitted it to the Director of Continuing Education for review.
- Continued working on Degree Works prerequisite conversions for Summer 2022.
- Created Remote Delivery courses and processed room re-assignments for Fall 2022.
- Generated TxDot course schedule and provided update to the Director of Curriculum.
- Managed course evaluations in SmartEvals July 2022

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with program chairs and faculty re: JagPRIDE PLO and Core Objective data submissions, July 1- 31
- Met with IT Applications Development Manager to plan scheduled summer data loads, data report access, project timeline, and service tickets, July 1
- Met with Coordinator of College Success of Healthcare to sunset course learning outcomes in JagPRIDE, July 1

- Met with the Director of Institutional Effectives to revise the PLO Assessment Plans and Curriculum Maps for pending SACSCOC Prospectus submission for AAS-SGST and CT1-SGT, July 1
- Met with new ORG-BASOL faculty member to review drafted JagPRIDE PLO video tutorial, July 1
- Met with English Program Chair to assist with JagPRIDE and PLO Assessment Plan navigation and access, July 5
- Met with Assistant Director of Purchasing to review ePortfolio procurement and contract, July 5
- Met the Dean of Distance Learning, Director of Distance Learning, Distance Learning Instructional Designer, Dean of Liberal Arts, and English Program Chair to review and discuss the summer pilot, accessibility, and sustainable options that comparable to JagPRIDE, July 6
- Met with IT Analyst to update JagPRIDE program chair access, July 7
- Met with HelioCampus/AEFIS as a follow-up of previous assessment management discussions, July 11
- Met with SPOL to discuss assessment management platform and data collection option, July 12
- Met with the IT Applications Manager to discuss JagPRIDE data collection and pending service tickets, July 14
- Met with a Physical Therapy Assistant faculty member to review and update Course Learning Outcome assessment methodologies in JagPRIDE, July 11
- Met with IT Analyst to update JagPRIDE program chair access, July 14
- Met with Political Science Program Chair to discuss JagPRIDE data entry discrepancies, July 14
- Attended 2022 SACSCOC Institute on Quality Enhancement and Accreditation, July 17 – 20
- Met with the Dean of Institutional Research and Effectiveness to review student learning data collection and Learning Outcomes Committee, July 18
- Met with the Assistant Director of Purchasing to revise ePortfolio contract to meet College standards, July 18
- Met with Suitable to revise and finalize the ePortfolio contract, July 18
- Met with Human Resources Benefits Manager to review Campus Safety Protocols and documentation, July 21
- Presented and participated in Academic Affairs: Strategic Planning Workshop, July 22
- Met with IT Applications Manager to follow up on JagPRIDE data collection and pending service tickets, July 26.
- Met with IT Analyst to review to follow up on Argos report issues, July 27
- Participated in How to Close Gaps in Your Education Experiences webinar, July 27
- Met with Weave to discuss assessment management platform options, July 27
- Met with Early Childhood Education Program Chair to review and update PLO AA Assessment Plan, Curriculum Map, PLO Summary, and OneDrive direct access, July 28
- Met with Suitable to plan the implementation of the ePortfolio, July 28
- Met with Curriculum Coordinator to review Learning Outcomes Committee faculty handbook addition, July 28
- Met with the new Culinary Arts Program Chair to provide JagPRIDE and PLO Assessment Plan access, July 29
- Met with Business Office Accounting Assistant to update an encumbered requisition, July 29

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access OneDrive Folders. Cross-referencing WECM, ACGM, and Concourse to align Course Learning Outcomes. Audited PLO Summary dashboard to provide program chairs and faculty a quick reference guide of pending revisions and deadlines for each program. Reviewing PLO Targeted Improvement Plan submissions and following up with program chairs.
- 2021-2023 IE Plan – Updating biennium findings and activity reports for each Learning Outcomes PLO, CLO, CO, and staff professional development goals.
- Assessment Management Platform: Continued meeting with several vendors to find a solution to streamline the data collection process while improving reliability and validity.
- Budget: Followed up on encumbrances and delivery timeframes of pending items.
- 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.
- ePortfolio: Met with Purchasing to facilitate board motion and review contract clause. Met with Suitable to revise the contract clause. Board approved procurement. Met with Suitable for initial onboarding meeting. Pending the initial training meeting scheduled for mid-August to begin implementation.
- Faculty Handbook – Submitted Learning Outcomes Committee summary.
- Handbook of Operations: Updated the following: ADA Compliance for PLO User Guide, Program Chair Cheat Sheet, How to Use STC Computer (Work From Home Access), and PR website requests.

- Revised JagPRIDE Admin Guide, JagPRIDE FAQ, Mass Activity Inserts, pivot tables, and creating a JagPRIDE service ticket.
- JagPRIDE Summer 2022: Ran audit reports twice daily to troubleshoot any data submissions or discrepancies issues. Collaborated with IT to resolve technical problems. Shared weekly flyers and reminders via Faculty/Staff News. Assisted faculty members with JagPRIDE data entry and navigation. Teamed with program chairs to update instructor of record as needed and sunsetting sections that did not make. Sent program chairs and deans updates on faculty pending completed data entry. Learning Outcomes Committee: Drafted general committee overview including membership representation with two faculty members from each meta-major, Bachelor Programs, and the College-Wide Curriculum Committee, timeline, and scope of responsibilities.
- SharePoint – Researching SharePoint options to update website to improve content and navigation. Researching faculty resources and video options. Developed a draft of site and piloted initial JagPRIDE PLO video with a new faculty member for feedback.
- Surveying & Geospatial Technology PLO Assessment Plan for SACSCOC Prospectus: Updated the PLO Assessment Plans and Curriculum Maps for the SACSCOC Prospectus.
- Vector LMS, Higher Education Edition Online Training - Completed Diversity and Inclusion, General Ethics in the Workplace, FACTA: Identity Theft and Consumer Protection, Cybersecurity Awareness Training, Discrimination Awareness in the Workplace, Title IX and Sexual Harassment for Employees training.

Reports:

- JagPRIDE Master Audit Report - Developed report by combining elements from several Argos reports verifying courses that did not make, instructors of record, sections, and sessions. Used to cross-reference data submission reports. Discrepancies were reported to IT.
- Summer 2022 JagPRIDE Data Submission – Completed mass activity inserts for first and second data loads with an audit to verify accuracy. Created and shared flyers with program chairs, deans, and Faculty/Staff news to inform that the JagPRIDE application was open for summer data entry. Provided faculty training. Emailed all program chairs with pending session data five days before the deadline. Action resulted in better response rates from faculty.
    - Core Objectives Data Submission: 28% completion (33 out of 120 faculty complete with 242 sections)
    - PLO Data Submission: 40% completion (81 out of 203 faculty complete with 319 unduplicated sections)
- Summer 2022 PLO and Core Master Audit Reports – JagPRIDE is restricted to section information and not sessions. The master reports are a combination of multiple Argos reports to monitor section due dates and provide program chairs with early reminders of upcoming due dates for faculty. Early intervention has improved data collection rates.

GRANT & PROJECTS:

- Collaborating with campuses, program chairs, faculty, and campus schedulers to schedule summer and fall 2022 courses in the ALCs.
- Collaborating with OPOD to schedule ALCs for department meetings and training. Requests approved in the PD system.
- Collaborating with departments and campus schedulers to schedule summer and fall 2022 events in the ALCs.
- Assisted faculty with troubleshooting ALC technology issues and referred them to Educational Technology for further assistance.
- Updated FOCUS Academy graduate documentation.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Sent out the first two ads to Texas Border Business and Mega Doctor News. Started designing the ANWTS Event Brochure and event tickets. Scheduled a tasting and linen sample appointment with Corinthians. Continued processing ANWTS donations.
    - Cash Donations: $21,300
    - In-Kind Donations: 25,300
    - Pledges: $5,000

- **Recruitment** – Continued meeting with students to sign acceptance agreements. Sent out last round of emails to qualified students.
- **Scholarship** – Updated and distributed NAH scholarship extension applications to qualified students.
- **Administrative –** Prepared to hold the Valley Scholars new class Orientation in August. Attended the Academic Affairs Strategic Planning Workshop on July 22. Attended the AA July RoundUp on July 28. Completed the mandatory college employee HR trainings.

PHI THETA KAPPA:

- **Recruitment** – Answered emails and phone calls from students interested in joining Phi Theta Kappa.
- **Meetings** – Held the PTK general meeting on Thursday, July 28th at 4:30pm via Teams. Held Weekly Meetings with officer team.
- **Administrative-** Sent reminders for monthly meeting. Distribute PTK attire to officer team

HONORS PROGRAM:

- **Recruitment** – Answered emails and phone calls from students that were interested in joining the Honors Program in the Fall. Sent mass email invitation to qualified students for Fall 2022. Scheduled meetings with potential participants.
- **Administrative** – Worked with RAS to update Argos recruitment reports. Reviewed degree plans and qualifications of Fall 2022 applicants.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- EAB Starfish Milestone Presentation Meeting and Discussion, July 7
- Texas Workforce Commission JET Grant Recognition Ceremony, July 15
- Guided Pathways Progress Report, July 18
- Update and Revise Strategic Planning Initiatives Starfish 22-23, July 20
- Update and Review Dual Credit and STC Faculty manual (Starfish Section), July 20
- Information Technology and Starfish Account Representative, Organizations, July 21
- Presentation Faculty Advising Certification Program, July 21
- Academic Affairs: Strategic Planning Workshop, July 22
- Information Technology and Starfish Account Representative, Organizations, July 25
- Role Clarity Committee, July 26
- DHSI Quarterly Stakeholder Meeting, July 27
- South Texas College Tour, July 28

PROJECTS:

- Preparation for Yearly Milestone Meeting Presentation, Yearly reports and analysis of growth and strategies evaluation. Growth presentation from 2018 to current semester.
- Dual Credit Notes documenting the students with flags and kudos notification to High Schools for loop closure and faculty notification.
- Training Evaluation and analysis for previous semesters, Semester objectives analysis and design for success completion. Documentation of 29 training sessions provided to Faculty and Staff for FY 21-22.
- The Guide, Exploring the Meta – Majors, schedule and template design to begin developmental processes for October deployment of events.
- Progress Survey Completion, Summer I, II, and III. Deployment, Processing, and evaluation for completion.

Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	3
Flags Addressed:	5
To-Do's:	0
Referrals: (Tutoring)	0
Kudo's: (Paws up Jaguar)	0
Notes:	2191
Total Number:	**2199**

Advising/GPS Activities:	
Type of Service:	**Number of students:**
Advising-Degree Audits:	298
Course Substitutions:	2
Email/Phone:	1733
Financial Aid Addedums:	36
Graduation-Degree Audits:	25
Registration:	319
Schedule Changes/Cancellations:	252
Total Number:	2665

OLIVIA DE LA ROSA
DIRECTOR – CONTINUING, PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Presented to EWD Committee on Summer Camps and CE Department
- Concluded summer camp offerings
- Awarded $385,500 THECB TRUE grant and $1.5 million EDA grant for new CE building

PROJECTS:

- TWC SDF Grant proposal with Starr County Memorial Hospital
- Launched training courses for childcare centers under the TWC SSB Grant
- Started development of Insurance Agent Test Preparation course

ASHLEY GONZALEZ
ACADEMIC INITIATIVES AND PROJECTS OFFICER

GRANTS:

- Perkins Basic FY 22, Phase: Monitoring and Controlling
  - Working with divisions to submit reporting of measures.
  - Compiling and verifying Inventory Disposition Report.
  - Compile and submit pending documentation for special assignments to Grants & HR Office.
- Perkins Leadership FY 22: Phase: Closing
  - Close out special assignments and submit documentation to Grants & HR Office.
  - Plan for Lessons Learned meeting for reporting.
- Work-based Learning Grant, Phase: Monitoring & Controlling
  - Role: Project Director
    - Gathering requirements for division/department stakeholders.
    - Processing payments for students' wages/financial assistance.

INITIATIVES:

- Developing action plans for responding to Perkins Basic FY22-23 for Division of Academic Affairs.
- Reviewing and developing plans for submission of Advisory Meeting Minutes throughout Academic Affairs.
    - Work with OPOD to plan for trainings for upcoming fiscal year.
- Gathering information for AA division and sub-division needs for upcoming grants to align with OVPAA divisional mission.

MEETINGS:

- RGVision Update Meeting - Close out of marketing videos and focus groups under Perkins Basic, July 18
- Academic Affairs Strategic Planning Workshop, July 22
- Meeting with Grants Office re: Academic Affairs Grants, July 25
- Meeting with Human Resources Program Chair for Work-based Learning Grant, July 25.
- Check in Meeting with AccCred Grant, July 25
- Meeting with Interim Vice President of Academic Affairs, July 25
- Meeting with Child Development Chair over Grants, July 26
- Meeting over Grant for LA Division & Grants Office, Grant: OER TX documentation submission, July 27
- Meeting with PR over Perkins Leadership, July 28
- Accelerating Credentials Planning Meeting, July 28

MONICA PEREZ
ACADEMIC OPERATIONS OFFICER

REPORT:

- Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Continue working on finalizing FLAC Calendar for Fall 2022
    - Continue working with BO and HR on finalizing Fall 2022 Payroll Pay Dates & Fraction of Payment schedule
    - PEPFLAC process for contract types: OV, 45, NA, and DC
    - Final SIAASGN/PEPFLAC for part of terms: K2, M9, N8, N11, N13, S3, and S1- DC
    - Total records uploaded: 222
- Continued working with Maintenance and Facilities on office space/building renovations/space modifications across all campuses
    - MV/PCN/TECH/STRC: Office Administration Classrooms and Labs
    - Mid Valley Campus: Building A Cafeteria to Culinary Arts Instructional Kitchen
    - Mid Valley/Starr County Campus: Building D Automotive Lab Expansion
    - Mid Valley/Starr County Campus: Building D HVACR Classroom/Outdoor Covered Area
    - Mid Valley/Starr County Campus: Building D Welding Lab Expansion
    - NAH Campus: Building A Occupational Therapy Kitchen Lab Expansion
    - Pecan Campus: Building A Distance Learning Department Relocation
    - Pecan Campus: Building D-106 Training Room to Office Conversion
    - Pecan Campus: Building P 3rd Floor- Classroom/Lab to Office Conversion
    - Pecan Plaza: Dance Studio Expansion
    - Technology Campus: Master Plan for buildings A and B; Cosmetology Program; Building B Automotive Lab Exhaust System; Exterior Solar Panels Structure
    - Move/Setup Request for Faculty and Staff.
- Continued working on updating Grade Appeal Procedures
- Continued working on Important Dates Template for Academic Affairs SharePoint Site
- Continue working on revisions to Faculty Handbook
- Finalized FY23 Staffing Requests for division
- Finalized FY23 Pay Plan revisions for division

MEETINGS:

- Met virtually with FAS-PM to discuss Adjunct Pool Increase via Teams, July 1
- Attended virtual meeting regarding the MVC Bldg A, Culinary Arts Renovation, July 6
- Met with FPC to discuss PCN J 1st floor classroom to Dean Suite conversion, July 8
- Met virtually with IVPAA, Exec AA, and HR staff to review Fall Hiring Forms, July 14
- Met virtually with Staffing & Recruiting Manager to discuss PeopleAdmin, July 20
- Met virtually regarding the MVC Bldg A, Culinary Arts Renovation, July 20
- Attended the Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Covered Area Addition Pre-Proposal Conference, July 21
- Participated in the Q&A Session to review Fall Hiring Guides and Forms, July 21
- Attended the Academic Affairs Strategic Planning Workshop, July 22
- Met virtually with IVPAA, Exec AA, and HR Staff to discuss final hiring forms to meet due date, July 25

LISA ALEMAN
PROJECT MANAGER – ACADEMIC AFFAIRS

PROJECTS – BOOKLETS, EVENTS, PRESENTATIONS AND REPORTS:

- Assisted with "A Night with the Stars" Gala
    - Sponsorship Requests
    - Ticket Design
- Assisted with revisions to announcement regarding Terry Miller
- Compiled status updates of OVPAA COP Priorities
- Continued to coordinate design, content, notifications to award recipients, and photo sessions for 2021-2022 Faculty Spotlight
- Developed welcome letters for Fall 2022 publications
    - Adjunct & Dual Credit Faculty Professional Development Day Event Program
    - Fall 2022 Convocation Event Program
    - Faculty Spotlight
- Finalized agenda, handouts, and presentations for Academic Affairs Strategic Planning Workshop
- Requested updates to PLA on STC webpage
- Reviewed and edited Dual Credit Programs PPT presentation for Futuro RGV
- Worked on Fall 2022 PowerPoint presentations
    - Academic Affairs Convocation
    - Academic Affairs Strategic Planning Workshop
    - CPWE for EWDC Meeting
    - New Faculty Orientation

SUPERVISED DESIGN WORK - CONTENT AND/OR UPDATES:

- Began working on Fall 2022 Guided Pathways booklet
- Continued working on 2021-2022 Faculty Spotlight
- Continued working on 2022 Bachelor Programs booklet artwork
- Continued working on A Night with the Stars event designs
    - Event Information Brochure
    - Ticket Design
- Continued working on STC and H-E-B Project Wrap-Up booklet design
- Updated OVPAA Organizational Chart
- Worked on Concourse Syllabi & CV Management PowerPoint artwork for Curriculum
- Worked on designs for 6 More Common Writing Mistakes PowerPoint Presentation

MEETINGS:

- Attended run-through for EWDC, July 11 & 12
- Attended EWDC Meeting, July 12
- Facilitated run-through for Strategic Planning Workshop, July 21
- Attended Academic Affairs Strategic Planning Workshop, July 22

- Attended photo sessions for Faculty Spotlight, July 26

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: AUGUST 1, 2022

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

Event / Project	Description	Completed	Next Steps
Youth Camps Summer 2022	Summer Camps offered by STC Faculty and Staff on multiple campuses and online.		Remainder of summer camps completed
Bus Partnerships	City of McAllen and STC partnership for commercial bus driver training	CDL Bus Driver Website Active	STC Logo and Design to wrap bus is pending completion in August
Aviation Program	Possibility to offer avaiation program for students to fly aircrafts	Met with McAllen Airport	
RCPSE Training Agreements	Partnership agreements between agencies for future training.	MOU's and Facilty Use Agreements created and signed.	Continue reviewing upcoming training scheduled with 3rd party and request signed agreements

MEETINGS

- Board Meetings
- Board Committee Meetings
- Special Board Work Session
- Cabinet Meetings
- COC Meeting
- Budget Meetings
- Library Plans Review
- RCPSE Training Plans Review
- Avaiation Meeting
- Navy Training Mapping
- IE Plan Reports Meetings
- RCPSE K9 Training Tour
- International Non-Resident Mapping Process
- Caruth Police Institute Training
- TCW Grant Presentation
- Ellucian Banner
- Culinary Arts Renovation Construction Meeting
- CDL and McAllen Metro Partnership
- RGV Fire Chiefs Meeting
- IME Becas Program

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9

The Applications Development Team continues to work on the Banner 9 upgrade project which consists of enhancing the self-service module, as well as, an upgrade to the Oracle database. The Team is collaborating with Cashiers to complete the Financial Manager's Handbook acknowledgements testing. Once completed, the Team will target a date in August to push the pages to production. Additional apps will continue to be converted through the rest of 2022. All Oracle databases have been upgraded, except for Banner. The database upgrade for Banner is scheduled for September after census day.

JAGNET

The Applications Development Team continues to prepare for the Jagnet Content Committee which will be held in August. The Team plans to showcase the new baseline improvements which have been completed in the Self-Service Banner (SSB) environment and how to navigate to the new links and icons. HR will present on the new SharePoint site where all the HR forms now reside.

DEGREE WORKS

While the self-service tool whereby students can see how their credits will transfer to another institution is on hold, the Team will review the possibility of upgrading DegreeWorks to the latest version. At Ellucian Live, the Team was excited to see that the new version allows students to register for courses inside DegreeWorks. The Team proposed the idea to the Banner User Group and a decision will be made in the next meeting in August. Once DegreeWorks has been upgraded, the Project Team will review transfer tools that are available and will reach out to our HE partners to determine if the timing is good to move forward with a solution.

OFFICE 365 MIGRATION

The MS Office Project Team implemented a password reset utility within Office 365. The utility would make it easier for students, faculty, and staff to change their password and to unlock and secure their accounts with multifactor authentication using their existing STC credentials. The Team, in coordination with Student Services, will be providing guidance to students during orientation on how to use the new self-service password reset tool. There have been many calls from students with expired passwords. To make the transition a little easier for our students and faculty, we have extended the password expiration date between now until census day for those users whose password is going to expire. This would give us the opportunity to serve our students and faculty better during this transition.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT Team continues monitoring the health and performance of data replication from Pecan to both locations Starr County and TJC; no issues have been encountered. The VMware Site Recovery Manager (SRM) and vSphere Replication solutions are being evaluated in order to automate and streamline the Banner server replication to TJC which would ultimately allow the swapping of traffic between sites to make TJC an active site for business continuity and disaster recovery. As part of this configuration and testing phase, the IT Team finalized the network security configurations to allow communication from servers at the Pecan location to the TJC datacenter. They also completed the setup of the replication admin software at both locations. They will continue working on the server replication settings.

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

The IT Team in coordination with BUGs Committee users performed the Yearly Disaster Recovery Exercise on July 29 at Starr County campus. During the exercise, the generators at Starr County campus buildings J and E were tested without any issues. Functional users and IT Team performed their respective tests remotely without any issues.

VIRTUALIZATION PHASE II

The IT Team continues monitoring the utilization of software applications for this second phase of the virtualization project which allows students to use virtual software applications from any computer in the district by utilizing a link. The IT Team has reached out to the Open Labs staff to review the utilization of the VDI labs during the summer and prepare for the fall semester.

The Engineering Department continues to use the instructional virtual environment with no issues. The IT Team has deployed the ChemDraw virtual app to all VDI lab computers district wide. The Team will continue monitoring the usage and performance of the virtual environment.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Conducting a feasibility assessment on two-factor authentication for students.
- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Currently enrollment for new employees is being processed manually, we contiune to work with IT to automate this process. We have identifed other application/serivices were risk can be reduced with multi-factor authentication.

GOVERNANCE

- Cyber Security Awareness training is available for all staff with Vector Solution (LMS). Due on August 15th, currently 1,091 have completed the training an 89.28%. We have to report to Texas DIR before August 31st.

- Worked with Information Technology on Remote Access Standards.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- Completed our annual Risk Assessments for both IT and InfoSec and was reviewed and approved by Dr. Plummer. A copy of the signed Risk Assessment was sent to Risk Management.
- Reviewing a health check of our email security.
- Completed our End-Point-Protection project of moving services to the cloud with McAfee support. Next month practical training will occur for IT and InfoSec staff.

COMPLIANCE

- Finalized the security plans that get submitted in June 2022.
- Audit from Carr Riggs & Ingram (CRI), filling out questionnaire with IT. Addressing follow-up questions.
- Performed two Table Top Exercises with key folks.
- Completed our PCI DSS Compliance questionnaire required by our banking services BBVA. We are working with cashiers on some areas for improvement.
- Received scanning results from PCI and is currently reviewing report to determine if any changes are needed.

INFORMATION SECURITY PROGRAM METRICS

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

DATA LOSS PREVENTION

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

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

SACSCOC

- Submitted Prospectus "Surveying and Geospatial Technology" to SACSCOC
- Submitted Prospectus "Cosmetology" to SACSCOC
- Submitted Annual Financial Information to SACSCOC

MEETINGS / TRAININGS

- Weekly IRE&SP Administrators Meeting
- Bi-Weekly Meeting with Dr. Plummer to Follow Up on Current and Upcoming Projects
- Review and Discuss College Readiness Workshop with ISDs in Coordination with Dean De Leon
- Academic Council Meeting
- Presented the Comprehensive Plan to the City of McAllen at the McAllen Public Library
- Attended the TWC Grant Presentation Ceremony at the Technology Campus
- Attended 2022 SACSCOC Annual Meeting in Orlando, FL

PROJECTS

- Seal of Excelencia – Cabinet Meeting for Interview
- BPS&T IE Plan – Met with Dean Lozano to Review the Office of the President IE Plan
- Creating a Database for Official SACS Letters which Includes Notifications, Approvals, Changes of Names, Changes of Addresses, Deactivation/Activation of Programs, etc.

MISCELLANEOUS

- Submitted the IRE July's Weekly Reports to ISPP&SI
- IRE Project Manager Hire Process
- Assisted the RAS Department in the Process of Requesting, Purchase and Send Gift Cards to the Winner Students that Participated in the HEDS Survey

DR. BRADLEY W DAVIS, DIRECTOR INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- 2021-2023 IE Cycle - Identify Missing Mission Statements and Fields on the SBS, Office of the President, Liberal Arts, ISPP&SI, BPS&T, Academic Affairs, FAS, Bachelor Programs, and NAH.
- Direct Support to Departments/Divisions for IE Plan Development 2021-2023 or 2019-2021 IE Plan Report Completion
    - Met with VP Hebbard to discuss IE Plans, including a new workshop on data use for Planning and Assessment to be piloted with SAEM in late July
    - Organizing the SAEM 2021-2023 IE Plans
    - Preparing documents for Mid-Bi workshops
    - Review and made analytical notes for those departments that need additional assistance
    - Made suggestions for the objectives and action plan guidance.
    - Met with Tony Matamoros to discuss/advise the IE Plan for Student Engagement and Completion Services department
- 2021-2023 Rubric Templates Report – Working on notes for the SAEM, FAS, ISPP&SI, Academic Affairs, Bachelor's programs, and BPS&T division
- 2019-2021 Submission Track Status – Identified areas needing adjustments
- C.O.P. Status Report AY 2020-2021 – Approved for sharing with PDC and PAS for final feedback prior to publication
- C.O.P. AY 2020-2021 – Status report updated to reflect initiatives supporting the MAP-QEP
- SACSCOC Ongoing Activities
    - Discussion regarding the possibility to adjust the program development process in light of current SACSCOC prospectus requirements.
    - Outlined the steps for submitting the Fifth-Year Interim Report which will require updated responses to 22 standards, with references to the updated TASB-based STC policies plus any additional procedures. The report will also include a QEP Impact Report limited to 10 pages based on the progress of the MAP Connect Persist Succeed initiative
    - Submitted revised SACSCOC accreditation statement for use in the 2022-2023 Fact Sheet
- 2019-2021 and 2021-2023 IE Plans
    - Reviewed 2019-2021 IE Plan reports
    - Followed up on pending items and plans for 2021-2023 IE Plan mid-biennium workshops
    - Checked congruence of COP initiatives to IE Plan objectives for the SAEM division
- Indirect Support to Departments/Divisions for IE Plan Development 2021-2023 or 2019-2021 IE Plan Report Completion
    - Prepared document of SAEM division and department mission statements and initial IE Plan checklist for analysis during the upcoming workshop
    - Reviewed and compared the SAEM division's IE Plans to identify common themes and sources for documenting the success of IE Plan objectives, as well as identified areas needing clarification or further definition
- IE Reports Data Support
    - KPI and data portal reports
    - New IE data reports/dashboards preparation
    - Enrollment report and course pass rates report for IE cycle
    - IE Plan writer toolbox page updated

MEETINGS / TRAININGS

- Transitioning Projects Meeting
- QEP Follow-up
    - 2020-2021 QEP-MAP Annual Report in preparation for the meeting of the QEP Assessment team
    - Suggestions to Dr. Garcia regarding the QEP FTIC target population
- Data Management & Integrity (DMI) Committee - Shared information with the Ellucian team regarding the data needs survey/interview process looking into STC Banner issues
- Division (IEA & RAS) Meeting w/ Dean - Emphasis on the Data User and IE Plan Writer training focus for piloting by August 2022 with Student Affairs and Enrollment Management
- IEA Staff Weekly Meeting

- Meeting with Dr. Plummer (VP-ISPPSI) - Discussed the need to present the COP Status Report and the SACSCOC Fifth Year Interim Report Timeline to both PDC and PAS
- Presentation to the Student Affairs and Enrollment Management Division departments regarding IE Plan mid-biennium and data resource awareness
- Institutional Effectiveness Analyst Hiring Process – Submitted Staff Position forms and Job Description to HR
- IRE Project Manager Search Committee – Director of IEA participated in the search committee, which interviewed candidates
- STC Mandatory Training – All IEA staff completed the mandatory training

FACTBOOKS AND DATA PORTAL-

- Data Portal Update – Pass rates and grade distribution, as well as KPIs update for the data portal, Factbook, and the Almanac Data Summary update

DATA REQUESTS AND SACSCOC

- Strategic Planning/KPI Data Support - Provided the recommendations about the KPIs and Data Portal update
- QEP Assessment Data Support
    - Prepared timeline for QEP data set for Fall 2021 FTIC student cohort
    - Met with Dr. Garcia (Director of QEP), RAS, College Connections and Admissions to review the 2020-2021 QEP Annual Report, advising and Student Educational Plan data, student performance challenges to providing and documenting service and planning improvements
    - Identify QEP data need for Fall 2021 FTIC cohort not yet enrolled for Fall 2022 in conjunction with QEP and RAS
- Substantive Change Support
    - Completed the substantive change prospective for the new Certificate and AAS in Surveying and Geospatial Technology program and submitted it to SACSCOC
    - Ongoing communications regarding an upcoming meeting to discuss alignment of program development proposals and SACSCOC substantive change policies, due to changes in requirements of the latter.
- Ad Hoc Discussions with RAS and/or STC Constituent(s)
    - Possible improvements for reporting section/course level fill rates, exploration for a new or modified report
    - Discussed with RAS the use of CCSSE and SENSE results to measure the effectiveness of the SAEM department's efforts to improve students' awareness, use, and satisfaction regarding STC support services
    - Discussed potential instructional program review criteria
    - Discussed whether there is any student choice of degree name for their transcripts if the name of the program changes after their initial declaration of a major
- Data Requests
    - Data support for a RAS request
    - Enrollment by major and courses enrollment data for the Dance program

PROJECTS

- Enrollment Dashboard – Collecting the information in light of the project preparation

MISCELLANEOUS

- IEA July's Weekly Reports to ISPP&SI
- IEA July's Monthly Report to ISPP&SI
- Banner/Database Updating – Worked with the Network team and tested the updated connection

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

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

SURVEYS

- Classroom tech survey, Summer 2022

QUALITATIVE STUDIES

- CDC/CCAMPIS Grant Focus Group

DATA REQUESTS

- AY 2021-22 updated Enrollment Update on Statistical Supplement
- College Readiness Data for Matriculated Dual Students
- Dual Indicators Fall 2021 and Fall 2020 Matriculation and persistence rates
- ENGL1301 HIST1301 Vs CoReq Success Rates Fall 2018 - Summer 2021
- Enrolled Summer MATH0100 Students with a Score of five on Math Diagnostic Test
- Enrollment numbers 2019-2020-2021
- Enrollment progress chart
- Fact Sheet updates
- Fall 2019-2020-2021 FTE
- Fall 2020 Dual % of Fails
- Fall 2021 FTE
- Fall 2021 FTIC into Fall 2022
- High School information for a list of students in Starfish
- Import Export Logistics Programs' Historic Enrollment and Graduate Statistics
- Legislative Budget Board (LBB) Performance Measure Reporting
- Seal of Excelencia - Enrollment broken down by dual / non-dual
- Students with College prep scores of 70 (CPE1 and 2) and Subsequent ENGL1301 Grade
- Starfish Tracking Reports (Fall 2021 and Spring 2022) by Division
- Subsequent Enrollment of High School Senior Graduates
- Spring 2022 ITNW, ITSC, ITSE K1&K2 enrollment and success rates
- Texas Pathways KPI dashboards STC data
- Texas State Library Archives Commission Grant Data: Spring Academic Performance
- THECB Accountability data (graduation rate, credits to degree, time to degree)
- The # of Starr County Campus students persisted from Fall 2021 to Spring, Summer, Fall 2022
- Top 10 Transfer Institutions

MEETINGS

- Academic Council Meeting
- Admin items Meeting
- CTN Program-Evaluation -Survey Meeting
- Data Academy Meeting
- Data for College Readiness Workshop with ISDs Meeting
- Ellucian Banner Onsite Meeting
- IE Development Meeting – SAEM Meeting
- IRESP Weekly Meeting
- Planning for data for College Readiness Workshop with ISDs Meeting
- QEP Assessment and Next Steps Meeting
- Quant Team Meeting
- Qual Team Meeting
- Review and Discussion of College Readiness Workshop with ISDs Meeting
- SACSCOC Summer Institute Meeting
- Starfish Milestone Meeting with EAB Meeting

OTHER RESEARCH/SUPPORT

- Akpo IRB
- CLNA data/report support
- Data Usage and the IE Plan Mid-Biennium Planning Presentation
- Fall 2019 Traditional Enrollment Progress - Weeks up to Census
- Incentive drawings for Spring 2022 Surveys
- Public Information Request to TEA and TWC for high school equivalency certificates data
- Sanchez Barrera IRB
- Survey research incentive administration for Spring 2022

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Worked on STC Team action plan for the AAC&U Institute on Open Educational Resources.
- Worked on phased plan for Pecan Campus Library renovation.
- Planned STC Team work for the AAC&U Institute on Open Educational Resources kick-off.
- Participated in Texas Council of Academic Libraries planning.
- Prepared agenda narrative on Pecan Campus Library renovation.
- Visited Mid-Valley Campus to review facility issue and meet with staff.

MEETING HIGHLIGHTS

- Participated in AAC&U OER team leads meeting.
- Participated in Texas Council of Academic Libraries Board meeting.
- Participated in Facilities Committee meeting.
- Participated in planning meeting with VP of ISPP&SI.
- Met with Facilities Planning and Construction staff and with Facilities Operations and Maintenance to discuss options for phased approach to Pecan Campus Library renovation.

TRAINING HIGHLIGHTS

- Participated in SCUP Annual Conference.
- Participated in American Library Association Annual Conference.
- Participated in Society of College & University Planning foundations training.
- Participated in LLSS Supervisors' trainings.
- Participated in Texas Higher Education Coordinating Board Digital Learning Summit.
- Participated in American Association of Colleges & Universities Institute on Open Educational Resources.

LIBRARY DATA:

Monthly Statistics

- Library Website Visits # 4,378
- Discovery Search Visits # 2,045
- Active Community Users #114
- Visitors # 11,135
- Reference/Research: 18
- Non-Reference/Research: 3

Events and Library Art Gallery Highlights

"Time and a Half"

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

South Texas College's Library Art Gallery presents its latest exhibit highlighting the connection between the visual arts and vocational careers such as welding and auto mechanics.

"Time and a Half," featuring artwork by Jason Valdez, an STC graduate and now a professor at Victoria College, reflects Valdez's upbringing in a family of mechanics and welders in the Rio Grande Valley. The exhibition also features a call for automotive-themed artwork. https://library.southtexascollege.edu/time-and-a-half/

"Who's the Bandit?"

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

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

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

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

Location: Art Dept. Gallery

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

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

"Juneteenth & Bethel Mural Display"

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

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

"Who's the Bandit?"

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

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

"Call for Artwork: Creatures of the Night"		
STC and Community	**Location: Pecan Campus Library Art Gallery**	**Deadline: September 7, 2022**

Students, faculty, staff, and community members are invited to send original printmaking artwork in the theme of "Creatures of the Night." Artworks must be 2D, in any printmaking medium, and ready to hang on the wall. The artwork will be exhibited alongside Eduardo Garcia and Jessie Burciaga, two RGV Printmaking Faculty at STC and UTRGV Brownsville, respectively, at the STC Pecan Campus Library Art Gallery, September 19 through December 2, 2022.
https://library.southtexascollege.edu/call-for-art-creatures-of-the-night-fright-and-folklore/

PROJECT HIGHLIGHTS

Weed Collection	**Progress:** 100%	**End Date:** July 2022
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase IV – Auction all discarded Items	Phase I – 100% Phase II – 100% Phase III – 100%	
This project is to identify and remove outdated resources from the collections of Pecan Library Campus.		
Web Checkout	**Progress:**	**End Date:** October 2022
Phase I – Open Labs inventory Phase II – Library inventory Phase III – CLE Inventory Phase IV – Library Art Gallery inventory	Phase I – 100% Phase II – 72% Phase III – 5% Phase IV – 0%	

Configure and deploy a cloud-based inventory management system. Open Labs is now using WebCheckout for furniture items and plans and initial steps have been taken to prepare the Open Labs computer equipment and Library inventory data imports.		
Library Faculty Portal	**Progress:** 94%	**End Date:** August 2022
Create a Power App that allows faculty to request library support for a wide range of services through a single portal and a corresponding Power App for staff to manage faculty requests. The team is currently building 6 modules and working to set up email notifications, user access groups, and associated forms for each.		
Annual Reporting (ACRL, iPEDS, STC)	**Progress:**	**End Date:** September 2022
Phase I – Assign sections of survey to teams Phase II – Compile and review data Phase III – Write the annual report (STC Annual) Phase IV – Format, edit and finalize a print tri-fold brochure (STC Annual) Phase V – Complete the ACRL web survey (February date) Phase VI – Complete the iPEDS web survey (February date)	Phase I – 100% Phase II – 100% Phase III – 50% 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.		

FOLIO ERM	**Progress:** 1%	**End Date:** September 2022
Configure and implement a cloud-based, open-source Electronic Resource Management (ERM) system for managing library electronic collections, including holdings, licenses, and invoices. The kickoff meeting has taken place and the vendor is now in the process of setting up the server.		

ACTIVITY HIGHLIGHT

- OER Math Grant Project – ongoing
- Smartphones circulation/check-ins – project complete

- Finalizing library staff training for LLSS PDD in August
- Inventory & Store Smartphone (project finalizing) – Complete
- Association of College & Research Libraries Framework Presentation
- Nursing & Allied Campus Library Interview Committee Member: Vocational Nursing Full Time Faculty Position
- Library Programming & Community Services - 2 Library Instruction Sessions: Organizational Leadership Students
- Library Programming & Community Services - Library & Learning Support Services Presentation
- OERTX Institutional Hubs Possible Design for STC Participation – Ongoing
- OER Math PAR – Completed
- Nursing & Allied Health Campus Fall 2022 Orientation Presentation: Traditional & Paramedic ADN Transition Event
- Library Programming & Community Services Search Committee Participation
- Regional Center for Public Safety Excellence Police Academy Tour
- Starr County Campus Jaguar Leadership Academy Presentation
- Technology Campus Library Tour - Robotics Summer Camp: 20 students
- Nursing & Allied Campus Library Tour for New Counselors
- Nursing & Allied Campus Library Instruction Tour
- BAT Laptops cataloging/circulation – Ongoing
- HEERF Laptops circulation/check-ins – Ongoing
- Engineering MOU – pending items for checklist
- Furniture Re-Upholstery Project (storing furniture) – Ongoing
- Creative Commons Certification (2 Librarians) – Ongoing
- Nursing & Allied Vanguard Academy Library Tours – 18 students
- Mid Valley Campus Fire Marshal Visit

MEETING HIGHLIGHTS

- Staff members attended Library Faculty Portal Meeting
- Staff members attended IndexData Meeting
- Staff members participated in Library Liaisons Team Meeting
- Staff members attended THECB OER Development Grant Meeting
- Met with colleagues and collaborators regarding the OER Development Grant project.
- Staff member met with Art Department and Grants Department for Spring events/exhibits.
- Staff member met with Art Department for collaboration.
- Staff members attended the Yuja follow-up meeting.
- Staff member met with Board Liaison regarding donation to Permanent Art Collection.
- Met with colleague to continue planning our ACRL Framework workshop.
- Staff member participated in Gelman Museum Meeting
- Staff members participated in Librarian II Weekly Meeting
- Staff members participated in Librarian III Weekly Meeting
- Staff member participated in Infographics Design Meeting
- Staff members participated in July Instruction Team Virtual Meeting
- Staff members participated in Creative Commons Final Project Meeting
- Staff members participated in Library Instruction Project Review Meeting
- Staff members participated in Organizational Leadership Faculty Capstone II Meeting
- Staff members participated in Hotel Reservation Procedures & Contracts Process Review Meeting
- Staff member participated in Library Liaison Preparation Meeting
- Staff member participated in McAllen Creative Incubator Meeting
- Staff members participated in Review & Discussion OERTX Meeting
- Staff members participated in CC Final Project Preparation Meeting
- Staff members participated in Mid- Valley & Pecan Campus Meeting
- Staff member participated in Rainbow Room Phase I Project Meeting
- Staff member participated in Dialpad Final Project Discussion Meeting
- Staff member participated in Learning Commons & Open Labs Meeting
- Staff members participated in Organizational Leadership Capstone II Meeting
- Staff member participated in Faculty Colonel Firmin Event
- Staff member participated in Mid-Valley Campus Artist Meeting
- Staff members participated in Fall Semester Guest Speaker Meeting
- Staff member participated in Capstone II Curriculum Resources Meeting

TRAINING HIGHLIGHTS

- Attended the virtual webinar: Student Engagement Conversation with Achieving the Dream Coach
- Staff member attended the free virtual conference: Smithsonian National Education Summit
- Staff members attended workshop #238637: Emotional Intelligence & the 4 Strategies of Learning
- Staff member attended workshop #232897 – Reducing Stress through Restorative Yoga
- Staff member attended the virtual webinar: Ethical Engagement in Learning Analytics
- Staff members attended workshop: Plan Your Future: Your Social Security Benefits
- Staff members attended workshop #239281: TCP/Leave Request Best Practices
- Staff member attended virtual webinar: Describing and Promoting Your OER for Maximum and Effective Use
- Staff member attended virtual webinar: Digital Teaching and Learning Tools Supporting OER – Creation Workshop
- Staff member attended virtual webinar: Student Involvement in OER Creation, Evaluation, and Review
- Staff member attended virtual webinar: The OER Creation Toolkit – Improvements and Collaboration
- Staff member attended virtual webinar: OER in the Course Development and Adoption Workflow
- Staff member attended virtual webinar: Digital Teaching and Learning Tools Supporting OER
- Staff member attended the virtual webinar: Designing Student-Centered Research Guides
- Staff member attended virtual webinar: Review Frameworks and Instruments
- Staff member attended the virtual webinar: Pregnant and Parenting Services
- Staff member attended virtual webinar: Research in Action
- Staff member attended Jaguar Academy session
- Staff member participated in OERTX Institutional Hub session on Raising Engagement Training
- Staff member attended the STC virtual webinar: TexFlex Q&A Session

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

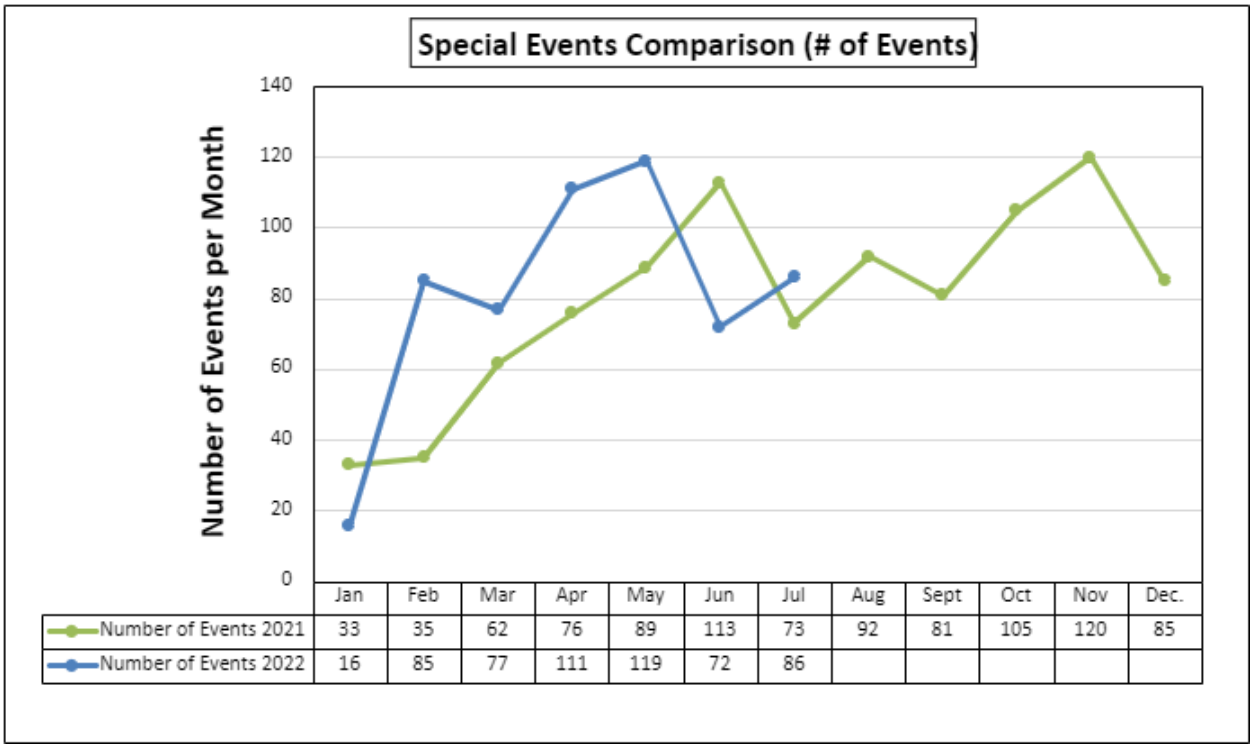
MEETINGS:

- 7/05/2022: ET Project Update/ Leadership Meeting, Council of Chairs
- 7/06/2022: Meeting with Dr. Sale
- 7/11/2022: ET Project Update, ET Director One-on-One
- 7/12/2022: Analog to Digital Display Upgrade Funding
- 7/13/2022: Status Update Meeting w/ Yoli
- 7/14/2022: Tech Talk Session: Ticketing Systems, Website Review Laptop Checkout Verbiage Meeting
- 7/18/2022: ET Project Update/Leadership Meeting, Meeting w/ Frank V., Meeting w/ Jorge M.
- 7/19/2022: Amanda Babineaux and Isaac Kingsmith Yuja Meeting, Monthly Department Meeting
- 7/20/2022: Meeting w/ Frank D., LLSS Supervisor Training
- 7/21/2022: Analog to Digital Display Funding, Connecting in the Cloud
- 7/25/2022: ET Project Update/Leadership Meeting, Collaborative Meeting
- 7/26/2022: HR Training Workplace Issues/Complaints & Investigations, Meeting w/ Jaime Navarro, Temporary Assistance for Campus Operations
- 7/28/2022: Duties – ET Staff w/Laura Requena

MONTHLY SPECIAL EVENTS COMPARISON

2021	
Jan	33
Feb	35
Mar	62
Apr	76
May	89
Jun	113
Jul	73
Aug	92
Sept	81
Oct	105
Nov	120
Dec.	85
Total:	**964**

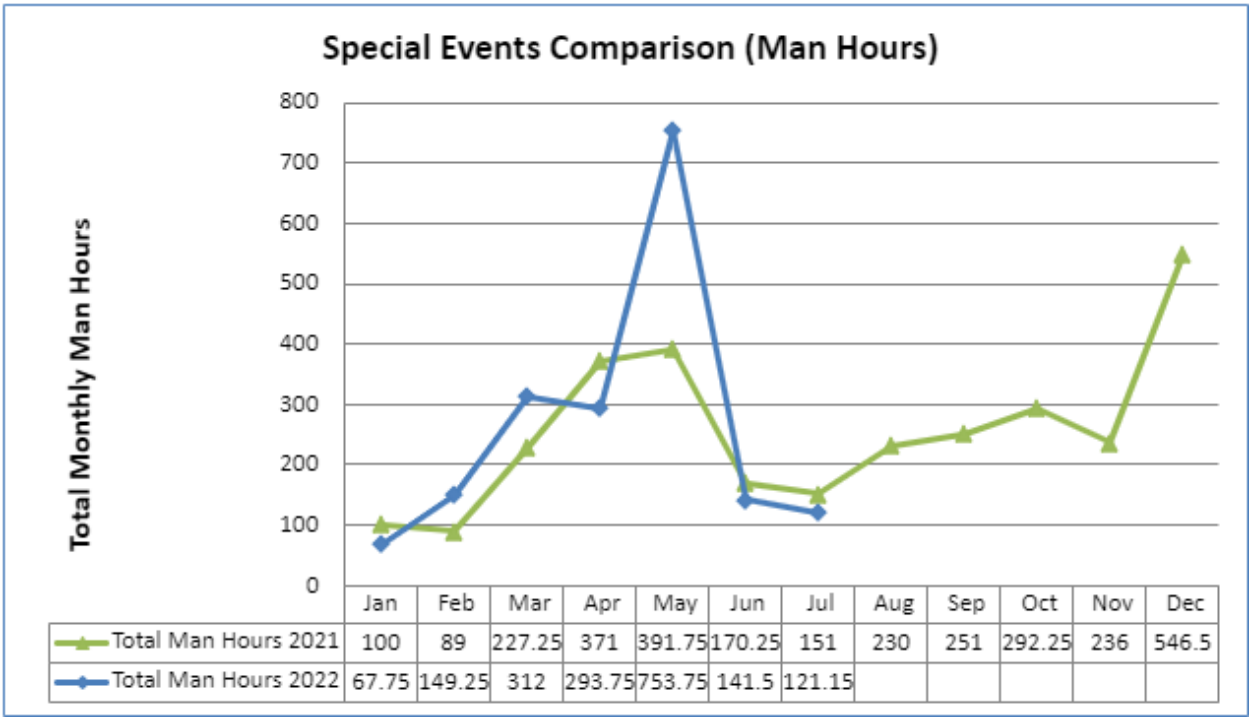
2022	
Jan	16
Feb	85
Mar	77
Apr	111
May	119
Jun	72
Jul	86
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**566**



Total Man Hours

2021	
Jan	100
Feb	89
Mar	227.25
Apr	371
May	391.75
Jun	170.25
Jul	151
Aug	230
Sept	251
Oct	292.25
Nov	236
Dec	546.5
Total:	**3056**

2022	
Jan	67.75
Feb	149.25
Mar	312
Apr	293.75
May	753.75
Jun	141.5
Jul	121.15
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**1839.15**



Monthly Counts

	Pecan	Starr	Mid-Valley	Tech	NAH
Laptop	0	2	2	5	3
Data Projector	27	0	4	0	4
Projector/ Laptop	0	4	0	0	0
Computer	27	8	4	1	4
Microphone (Hand Held)	29	8	4	7	15
Microphone (Lapel)	4	0	0	0	0
RF Remote	11	2	0	0	0

PA System	4	1	0	7	2
TV/ Display	0	1	8	6	6
Screen	0	0	4	0	0
Portable Table	0	1	0	5	4
Keyboard/ Mouse	0	1	0	1	0
Mic Stands	0	8	0	5	0
Table Top Mic Stands	0	0	2	2	1
Document Camera	0	0	0	0	0
iPad	0	0	0	7	0
Mixer	0	0	0	7	3
Webcam	1	1	0	0	8
MAC Adaptor	0	0	0	0	0
Video Camera	0	0	0	0	0
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	0	0	0	7	14
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	5	4
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	0	0	0
Interactive Display	0	2	0	1	0
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
TOTAL	***103***	***39***	***28***	***66***	***68***

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director met with the Pecan Open Labs Specialist to review the Fabman Bridge connection.
- The Director held meetings with the Learning Commons & Open Labs Marketing Team to review and discuss marketing initiatives.
- The Director hosted the monthly Learning Commons & Open Labs Leadership Team Meeting.
- The Director met with the Off Sites Logistics Manager and Administrative Assistant to review job descriptions and develop Training and Professional Development goals for the department.
- The Director held one-on-one meetings with the Logistics Managers, Open Labs Analyst, and Administrative Assistant to assess operations.
- The Director held meetings with the Pecan Logistics Manager and Open Labs Specialists to review and plan for the Makerspace.
- The Director had a one-on-one with the Dean of Library & Learning Support Services to review the department operations.
- The Director met with the IT Project Manager to discuss the Fabman pilot.
- The Director held the Direct Reports meeting with the Off-Sites Logistics Manager, Open Labs Analyst, and Administrative Assistant.
- The Director attended the Facilities Committee Meeting.
- The Director traveled to the Starr County Campus, Nursing & Allied Health Campus, and Technology Campus to review operations and meet with the Open Lab Supervisors.
- The Director met with the Assistant CIO for discuss a usability study on the high performance and VDI testing.

- The Director met with Librarian III - Outreach and Instruction to discuss PR & marketing initiatives.
- The Director attended the TWC Grant Presentation at the Technology Campus.
- The Director held meetings with the Pecan Logistics Manager and Open Labs Analyst to discuss the Pecan Renovation.
- The Director attended a meeting with the Logistics Managers and Administrative Assistant to discuss the Learning Commons & Open Labs DFS files.
- The Director attended the Plan for Your Future: Your Social Security Benefits workshop.
- The Director met with the Open Labs Analyst and an Open Lab Technician to review the Open Labs data.
- The Director attended the Library & Learning Support Services Supervisor Training.
- The Director met with a Sr. Account Executive of AppsAnywhere to review the features of AppsAnywhere and discuss possible use at South Texas College.
- The Director met with the Pecan Logistics Manager, Pecan Open Labs Specialist, IT Project Manager, and Network Services Analyst I to discuss Fabman testing.
- The Director held a meeting with the Logistics Managers and Administrative Assistant to discuss updates in the Learning Commons & Open Labs.
- The Director attended the AA/FM Roundup July 2022 – Accounts Payable/Travel Year End Deadlines workshop.
- The Director attended the review of the proposed Pecan Library Renovation Project with Facilities, Planning, & Construction.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs staff completed the mandatory HR Vector trainings.
- The Learning Commons & Open Labs reviewed the door counters in the labs district-wide.
- The Learning Commons & Open Labs continued the SSD installation project at the Open Labs district-wide.
- The Learning Commons & Open Labs staff began their FY2022 Performance Appraisals.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – JULY 2022 ATTENDANCE STATISTICS: 1,564

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
La Joya Higher Education Center	1	1	
Mid-Valley Campus	817	275	
Nursing and Allied Health Campus	1,499	397	
Pecan Campus	1,947	697	8
Pharr Regional Center for Public Safety Excellence	302	46	
Starr County Campus	413	133	
Technology Campus	290	119	
Campus Totals:	**5,629**	**1,668**	**8**

OPEN LABS PRESENTATION & LAB RESERVATION STATISTICS:

Campus	Number of Presentations	Number of Lab Reservations
Mid-Valley Campus	2	
Nursing and Allied Health Campus	2	
Pecan Campus	1	2
Pharr Regional Center for Public Safety Excellence	2	
Starr County Campus	2	
Total:	**9**	**2**

JagPrint - Printing Report									
Jul 1, 2022 to Jul 31, 2022									
			Totals						
			Type	**Users**	**Jobs**	**Pages**			
			Printing	2064	15188	19788			
			Web Printing	711	5762	23698			
			Total	2775	20950	43486			
	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	210	1501	9870	108	626	3177	318	2127	13047
NAH	338	3171	26961	399	4207	12855	737	7378	39816
Pecan	577	3362	25226	162	626	6020	739	3988	31246
RCPSE	76	580	9213	5	24	288	81	604	9501
Starr	99	442	3820	33	132	963	132	574	4783
Tech	52	367	1697	8	151	395	60	518	2092

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **July 2022**

- Tutoring Sessions:
  - In-Person: 180
  - Online: 180
- Assignment Review:
- Supplemental Instruction: 146
- Visitors: 10,846
- Workshops: 13
- Workshop Attendance: 424
- Independent Study: 247
- Starfish Flags addressed: 23
- CLE Information Requests: 4

PROJECT HIGHLIGHTS

NSF Grant Year 3 **Progress: 99%** **End Date: December 2022**

CLE is currently supporting the NSF students by providing tutoring and a variety of academic support. For Summer semester, we will be split funding several tutors to offer support to the grant. Discuss staffing for Fall 2022 semester, and faculty has been contacted.

CLE Marketing Spring 2022 **Progress: 45%** **End Date: December 2022**

CLE coordinators met to discuss marketing initiatives for Summer 2022 and analyzed social media marketing on various platforms. CLE hosted June 8th Game Night event at TECH campus. Pecan CLE tabling in K building reached over 100 students. First Year Connection continued this week. CLE Specialists have created a schedule for CLE promotional video releases. You-Visit photographer will be at NAH video taping center. Participated in several Outreach events in collaboration with the Student Activities Department. CLE incorporating a positivity wall in the center. The August Game Night is being promoted on the TV screens. Met to discuss Fall and end of Summer marketing strategies.

Tutor Training for FY2021-2022 **Progress: 98%** **End Date: August 2022**

Tracking, maintaining, and improving quality of tutoring services through training and professional development day to certify SLA staff for CRLA. Coordinator met to discuss Fall 2022 and Spring 2023 Tutor Training Days and have solidified dates. Coordinators met to develop Fall 2022 trainings for their respective campuses. Creating activities to utilize in training days. NAH held Fall Training Day for staff.

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: 75%
IE Plan Objective 1	**COP (2020-21) 2**	**End Date: August 2022**

APA resources have been developed, videos have begun to be created and writing team met with academic coaches to review the Libguides platform. Video creation and posting schedule continues. Added additional workshops to resources. Met with Pecan Specialist for video editing techniques and quality control. Reviewing Dosage Calculation content for video uploads. Revamping PowerPoints and using editing software to prepare material. Videos have been reviewed and assigned to staff. OTA is working on content specific videos as well. Dosage Cal series frame and disclaimer have been completed. May be incorporating skills videos. Series for Dosage Cal is complete. Team is compiling videos that assisted them through the ADN program. Electrical and HVAC tutors have started collecting resources to add to the Libguides page. NAH staff moving forward with editing videos and have scheduled a training for July 28th. Coordinators met to discuss Libguides and Niche Academy platform, and are currently compiling resources. A scheduled check-in has been set for end of July 2022. PCN Specialist providing audio/video training to NAH staff.

IE Plan Objective 2: Expand Online Learning Support Services

Year 2 DHSI Grant Participation		Progress: 87%
IE Plan Objectives: 2	**COP (2021-22) 3**	**End Date: August 2022**

Add additional virtual tutoring support for MATH 1442, CHEM 1412, and BIOL2401. Hiring of additional online tutors for year 2 has begun. Planning meeting was held for carry over funding spending plan. Participated in Year 2 Evaluation Kick off meeting. Promotional materials for Dual Credit students currently being vetted through PR. Met with Public Relations Department and discussed marketing materials. Vendors are currently assembling the toolkits. The magnet materials have been delivered and will be disseminated through Dual Credit Programs and High School counselors. Video production draft has been received. Feedback has been sent back to video production team. Magnet materials have been handed out to dual credit programs for dissemination. Reference Cards have been delivered and will be distributed in the Fall 2022 semester to students who received tutoring. Toolkits have been received by the CLE. Fourth tutor will start in August 2022. Spring 2022 data has been reported. Marketing plan for tool kit dissemination has been created. Video has been finalized. Awareness campaign timeline is under revision

Development of CLE Online Trainings		Progress: 20%
IE Plan Objectives: 2	**COP (2020-21) 3**	**End Date: May 2023**

Learning Support Manager and Online Specialist met to review ACTLA standards for certification. Certification would complement the standardization of online tutor trainings. Online Specialist will develop trainings based on certification requirements. Meetings with fellow colleges that are certified will be scheduled. Currently developing Training Session Plan for the Communication Training.

IE Objective 4: Increase Faculty Confidence and Collaboration

Implement Faculty Assisted Training for SLAs		Progress: 90%
IE Plan Objective 4	**COP (2021-22) 7**	**End Date: August 2022**

Plans to collaborate with faculty to develop trainings for Student Learning Assistants on various topics. Coordinator of College Success has volunteered to conduct trainings for the CLE. Second Logic Model was held. Data analysis has been conducted on most tutored subjects and meeting was held. Coordinators will assess which courses they would like their tutors to sit in class to expand their skill set and collaborate with faculty during Summer 2022. Chemistry series would be developed and launched in Summer 2022 to expand tutor skill set. Met with SLAs from Starr and Pecan to discuss development of series. All Chemistry topics have been finalized and series is being developed. Schedules have been distributed. SLAs met to discuss topics. First session was held on Dimensional Analysis. Second session was held on Stoichiometry. Third session was held on Stoichiometry part 2. Fourth session was held on Oxidation. Fifth session was held on Acidic and Basic Reactions. Sixth session was held on Calorimetry. Potentially will develop a training series for Statistics.

EVENTS HIGHLIGHTS

NAH Tutor Training Day	Event Dates: July 28, 2022

The NAH Centers for Learning Excellence held their tutor training day. The breakout sessions focused on tutor roles, fostering independence within their sessions, and goal setting. Additionally, a video editing workshop was presented to assist with student resource development.

CLE Game Night	Event Dates: July 13, 2022

NAH Tutor Training Day **Event Dates: July 28, 2022**

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

Dosage Calcultion Workshops **Event Dates: July 2022**

The Centers for Learning Excellence held several summer dosage calculation workshop series to welcome and prepare our fall ADN cohort. Students interacted with tutors and prepared for their upcoming mandatory entrance Math exam for the ADN program.

JET Grant Recognition Ceremony **Event Dates: July 15, 2022**

The Centers for Learning Excellence participated the Jobs and Education for Texans Grant Ceremony with the Commissioner Representing Labor of the Texas Workforce Commission. The CLE staff assisted the Architectural Engineering and Design Technologies Department by answering questions regarding the equipment utilized in the classroom. CLE frequently supports the AEDT Department with embedded tutoring throughout the academic year.

MEETING HIGHLIGHTS

- LibGuides Content Meeting
- Academic Coaching Presentation for Faculty Advisors
- Academic Affairs Initiatives meeting
- Initiatives for Fall 2022 Meetings
- Academic Coaching Meeting
- Meeting on Co-Req Courses
- Tech TDD Planning Meeting
- Met with ADN Advisor to Coordinate tutor panel for Fall cohort.
- Met with Student Activity Specialist for workshop snacks.
- Met with Specialists to plan Tutor Training Day
- SI Training Day Planning
- SI Minimester Recap Meetings
- Academic Coaching Meeting
- PAL Publication Exploration
- STC InsideTrack Meeting
- CLE Marketing Meeting
- CRLA Conference Presentation Meeting
- ACTLA Meeting
- Interviews with Counseling Department
- Conference Proposal Bi-Weekly Meeting

- CLE Alumni Survey Revamp Meeting
- SLA Interviews
- Met with Student Activities Coordinator for Summer Retreat
- Met with Open Lab Supervisor
- Met with Campus Administrator for recruitment
- NAH Division Meeting
- Met with ADN faculty to schedule presentations
- CLE Retreat
- Game Night Meeting
- ACTLA Tutor Trainings Meeting
- UMN Crookston Meeting
- Met with OTA Chair for Bootcamp support
- Met with PTA Chair for Bootcamp support
- Met with Respiratory Chair for tutoring support
- Met with ADN Advisors for Dosage Cal support
- Met with Open Labs to discuss RCPSE support
- SI Training Meeting
- Mid Valley LLSS Coordination Meeting
- OTA chair for workshop confirmation
- PTA chair for workshop confirmation
- ADN advisors for bootcamp workshop and panel confirmation
- June DHSI reporting
- DHSI Role Clarity Project
- DHSI Quarterly Meeting
- Compensation Study Implementation Meeting (with HR)

TRAINING HIGHLIGHTS

- Power BI Demo and Training
- Civilian Response to Active Shooter
- Title IX Decision-maker Training
- Pivot Tables Training
- Creating A Custom Online Training Program for Faculty & Staff
- Goal Setting Workshop
- Chemistry 1411 Refresher Series
- Plan for Your Future: Your Social Security Benefits
- Emotional Intelligence & The 4 Stages of Learning
- TCP/Leave Request Best Practices
- LLSS Supervisory Training
- Chemistry 1411 Session 6: Calorimetry
- Chemistry 1411 Refresher Series: Acids and Bases
- NCLCA Pre-Conference Showcase
- Jag Academy Service Tour

EVENT HIGHLIGHT

- Dosage Calculation Workshop Series
- CLE Presentation to Future Jaguars Leadership Camp
- ADN Orientation
- Dosage Cal Student Success Workshops
- CLE Presentation to Future Jaguars Leadership Camp
- ADN Orientation
- Student Success Dosage Calculations Workshop Series
- OTA admission panel
- PTA admission panel
- NAH Training Day

PROJECT COMPLETION HIGHLIGHTS

- CLE Marketing Summer and Fall 2022
- Assess Student Satisfaction of Embedded Tutoring & SI

- Virtual CLE Quality Assurance
- CLE Wage Proposal Submitted for FY 22-23
- Upswing Platform Consolidation
- Live Chat Launch completed
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grand Participation
- NSF Grant Participation Year 1
- CLE Marketing Spring 2021
- Complete Hire of Perkins CTE Specialist
- Complete Hire of Online Specialist
- CLE Spring 2021 Marketing
- Cabinet Report/Strategic Plan Implementation
- Faculty Focus Group Completed
- Auxiliary Space at Starr Completed
- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors
- Develop Faculty Outreach -COP 20-21
- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- CLE Marketing Summer 2021
- 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
- Quantitative Assessment of Embedded Tutoring

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: A budget and final report due 8/31/2022
Milestone(s): Grant Goals Met:

Grant Fund Status:

# of Exams Paid with Grant Funds	# of Exams Passed	Passing Rate
Grant Target 120	Grant Target: 100	No Passing Rate Goal in Grant
STC Paid So Far: 623	STC Certified So Far: 403	84%: STC Passing Rate
**** Goal Met****	*Goal Met*	*No Grant Passing Rate Requirement*

Grant Funds Spent	% of Funds Spent	Grant Funds Remaining
$29,453	98.17%	$547

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

2. **Project Role:** Project Resource
Project Name: DHSI Grant

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

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

Project Name	**South Texas College DHSI Project**
Project Role	Project Coordinator
Grant Period of Performance	October 1, 2020 – September 30, 2025
Report Period	July 1, 2022 – July 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 Intervention 4. Financial Literacy
Grant Project Activities	Project activities vary but focus on the integration of a uniform and streamlined academic coaching model; expanding online tutoring services to include additional subjects and course levels; providing Starfish training to faculty, staff and students and developing a workable intervention plan; providing an online money management tool to Hispanic First Time in College students that provides courses and tools related to money management, financial aid instruction, credit/debit practices, budgeting, and savings/investing.
Year 2 Grant Expenditures to Date	The table below lists the Year 2 Grant Expenditures to Date. Expense totals include Personnel, Fringe Benefits, Supplies and Contractual Costs.

Total Grant Funds October 1, 2021 – September 30, 2022 (Year 2 + Year 1 Carryover)	Grant Funds Expended to Date	Percentage Expensed
$894,273.89	**$556,641.00**	**62.2%**

Summary Status

Academic Coaching:

- Attended STC/InsideTrack Partnership meeting on July 26.
  - InsideTrack has revised its Manager Development Service, now referred to as Coaching Powered Leadership (CPL). CPL is a more structured way of working with managers to streamline the training process; training ends with a formal certification. STC will transition to CPL since a majority of the work for Manager Development aligns with CPL requirements. InsideTrack invited Dalina to participate and/or invite others to join as well. There will be no change in cost.
  - Currently have 15 participants for ongoing training and six will move forward with certification. We will discuss with InsideTrack the possibilities of including new hires into current contract.
  - On-site visit: Arwen will not be able to join the on-site visit October 3-5. She would only be participating virtually. Seth and Dalina will revise the schedule.

DHSI Administration:

- Provided Project Status Report template for the month of June to Project Owners on July 18 and requested to submit by July 25.
- Reviewed and corrected DHSI Internal Budget sheet provided by Grants Accounting office. Updated document was received July 20.
- Met with External Evaluator on July 21 to discuss the evaluation pieces that need to be addressed for end of year.
- Met with Digital Services Developer on July 21 to review the information provided by DHSI Project Coordinator regarding the development of a DHSI website.
- Facilitated Role Clarity Project meeting on July 26. The Role Clarity project was spurned from DHSI but is not a goal under the project. Through the Program Diagnostic that InsideTrack conducted during year one of the grant, a recommendation for the college to clarify roles between the GPS, SSS and Academic

	Advisors was noted as through their interviews with staff, students and leadership, it was found that there was confusion between roles and handoff processes between these positions and their functions. Carryover grant funds from year one into year two were used to capitalize and build upon this recommendation. Guided Pathway Specialists present provided their input on their current operating methods and ideas for improvement to make roles clearer for students to know who they need to connect with at any given time.
	• Facilitated DHSI Quarterly Meeting with Project Owners and External Evaluator on July 27. Project Owners provided the following updates:
	  ○ **Academic Coaching**: InsideTrack will only have one person attend the scheduled on-site visit in October. Considering cancelling this visit and possibly using toward including new hires in future trainings. Due to attrition, there are 15 coaches remaining from the cohort of 20 and six of the ten remain in coaching certification.
	  ○ **Starfish**: New Administrative Assistant has been hired and currently in the process of hiring a Guided Pathway Specialist. Starfish Administrator has been working with RAS to provide data for grant objectives. Starfish Administrator had been working with the CLE by shifting their focus to Referral Flags, which are used when an instructor recommends a student to attend tutoring. 100% of the referrals were followed up with and 40% of the students flagged attended tutoring, which is a great accomplishment. Still need to evaluate the pass rates.
	  ○ **Online Tutoring**: Online Tutors dedicate two hours a week to creating educational resources and content for students, as required under the grant. Content is located on the CLE webpage. Also, currently working on accreditation for online tutoring programs. The goal is to submit the application by the next cycle, which is in January 2023.
	  ○ **Financial Literacy**: Project Owner was out of office and therefore did not attend the quarterly meeting.
	  ○ **External Evaluator**: concluded the meeting by reviewing the items on the Summative Evaluation Report. All items, with exception of the Staff Surveys, have been submitted by all four project owners. Project Owners present questioned the need for the staff surveys since the questions would not be able to be answered by anyone not directly involved with DHSI.
	• Signed Notice of Employment (NOE) forms for all DHSI employees for the period of September 1, 2022 through August 31, 2023 and forwarded to HR for processing.
	• Reviewed and updated the DHSI Program Infrastructure Map: added DHSI grant employees and updated participants under Project Team for each of the grant components.

Next Steps	• Meet with RDMC on August 3 to review DHSI components and provide an update on project status. • Attend President's Administrative Staff meeting on August 5. • Attend STC/InsideTrack Partnership meeting on August 11. • Submit Budget Carryover Request form to DOE by August 22. • Continue to lead, manage, and facilitate the programmatic and fiscal implementation of the DHSI grant components: Academic Coaching, Online Tutoring, Starfish and Financial Literacy.