May

2023

SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

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:	JUNE 27, 2023
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2023 THROUGH MAY 31, 2023

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-Presidents
- South Texas College One to One meeting with Vice Presidents
- South Texas College 2023 Spring Commencement Ceremonies at Bert Ogden Arena in Edinburg
- Student Affairs and Enrollment Management Division Leaders meeting
- Lunch meeting with Dr. Ricardo Solis, President of South Texas College and VIDA CEO
- Anthology – Executive Session
- Meeting with Jorge Figueroa (Texas Women's University Vice Provost for Curriculum & Strategic Initiatives
- Panel Participation for Distinguished Leadership Academy (DLA)

ATTENDED

- CoSTEP-South Texas College Rio Grande Valley Promise program meeting
- City of Edinburg Mayor Garza, ECISD and South Texas College meeting
- Prosperity Task Force Update meeting

- District Wide Flooring Replacement Mid-Valley Campus Childcare Development Center Building L, Dr. Ramiro R. Casso Nursing & Allied Health East Building A and Pecan Campus Building K Preconstruction meeting
- Meeting to Coordinate Relocation of the Cashiers Print Room and Dr. Maria Rosas's office
- College Restructure meeting
- Rural College Promise Cohort 2 Implementation kick off with College Leads
- Drive out the Darkness Parade & Rally – Mental Health Awareness
- Rural Postsecondary & Economic Development Program (RPED)

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2023 semester and Fall 2023 semester on March 6, 2023. **_11304_** students have registered online for Summer 2023 semester and **_7175_** students have registered online for Fall 2023 semester after OAR processed the required documents and cleared the students to register.
- Assisted students by responding to hundreds of emails sent to the admissions address and registration address, as well as on the phone and in person at the Enrollment Centers located at Pecan, Mid-Valley and Starr County campuses.
- Assisted students by responding to **_528_** chat sessions during May 2023.
- Director of Student Records & Registrar ("Director/Registrar") attended monthly SAEM Division Leaders meeting, Institutional Leadership Council meeting and Board of Trustees meeting.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as TACRAO Summer Planning Meeting, San Jacinto College Feedback on ERP software – Ellucian – Students Session, Graduation Ceremonies, South TX College & Upwardly Global Focus Group, BUGS Meeting, STC2UTRGV Monthly Check-in, UTRGV2STC FILE Meeting, Flooring Replacement - Preconstruction Meeting, TACRAO Summer Meeting-Planning Committee, Ambassadors Cross Training Academy Commissioning Ceremony, Purchasing Meeting, TACRAO Summer Planning Meeting, Jagnet Content Committee, SouthTexas-DualEnrollment - Facilitated Testing, Tallahassee CC Feedback on ERP software – Workday – Students' session.
- Director/Registrar and Coordinators worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, transcript evaluations, graduation and records.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with the reporting specialist, who assists with related reports.
- Specialists downloaded, reviewed and verified **__4556__** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during May 2023.
- Specialists for international students and residency reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an Affidavit, and assisted international students with all aspects of admissions and registration.
- STC has **_26_** international students enrolled for Summer 2023 semester and **_25_** international students enrolled for Fall 2023 semester.
- Processed **__254__** course substitutions and exceptions in DegreeWorks during May 2023.
- Processed grade changes for **_430__** students during May 2023.

- Processed reinstatement requests for **_5_** students during May 2023.
- Processed schedule change requests for **_18__** students during May 2023.
- Processed **__2550_** high school and **_790_** college/university transcripts during May 2023.
- Evaluated **_544__** transcripts from other colleges and universities during May 2023.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **__3800_** STC transcripts during May 2023.
- Scanned and indexed **__2233__** documents submitted by students during May 2023.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates
- SFS Staff has been assisting students with FAFSA application, completing files and awarding via Live Chat, Virtual Lobby and in-person
- SFS Staff Marisela Lozano, Irene Rodriguez, Indira Salinas and Elizabeth Salinas assisted with the Spring 2023 Graduations.
- National Association of Student Financial Aid Administrators (NASFAA) Membership was renewed; July 1, 2023 – June 30, 2024
- President, Vice President of SAEM, Director of SFS, Coordinator and Work Study Specialist presented a plaque at the Mid-Valley Campus to Myra de la Garza
- Student Financial Services received lab chairs that were ordered for the Pecan Campus Financial Aid Lab.
- SFS Department assigned staff to work the Fridays we are closed to assist students with their FA application and forms.
- SFS Coordinator Rebecca Cano held interviews for the vacant Pecan Campus Financial Aid Specialist
- VA Coordinator Javier Guajardo held interviews for the vacant Pecan Campus Certifying Official - Outreach
- Request for Clery Act Postcards was submitted.
- SFS Outreach Specialist Irene Rodriguez & Ariana Valenzuela attended 6 local High School/Community FAFSA events throughout the month of May.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report May 2023					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2022**
Pecan Campus	**25**			**ACT**	**484**
Mid-Valley	**35**	**49**	**43 (88%show)**	**TSI EXAM**	**272**
Starr Campus	**33**	**23**	**21 (91%show)**	**TSI EXAM**	**93**
Pecan Plaza	**48**	**81**	**71 (88% show)**	**GED/ PEARSON**	**457**
Pecan Plaza		**167**	**140 (84% show)**	**TSI EXAM/ includes TSI Online**	**1,020**
Pecan Plaza		**24**	**24 (100%show)**	**TCOLE/TCFP Proctored Exams**	**92**
Pecan Plaza		**94**	**86 (91%show)**	**HESI**	**695**
Mid-Valley		**82**	**78 (95% show)**	**HESI**	**340**
Starr		**20**	**18 (90%show)**	**HESI**	**78**
TOTAL:	**141**	**540**	**481 (89% show)**		**3,531 – All Campuses YTD**

TSI PLACEMENT REPORT

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (05/01/2023 – 05/31/2023)		**Year To Date (09/01/2022 - 05/31/2023)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	33	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	251
Developmental Ed (945+ & 0-4 Essay	18	Developmental Ed (945+ & 0-4 Essay	156
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	4	ELAR Diagnostic Level 5	36
ELAR Diagnostic Level 4	52	ELAR Diagnostic Level 4	337
ELAR Diagnostic Level 3	37	ELAR Diagnostic Level 3	256
ELAR Diagnostic Level 2	18	ELAR Diagnostic Level 2	122
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**162**	**Total**	**1158**
Mathematics College And Career Readiness			
Monthly (05/01/2023- 05/31/2023)		**Year To Date (09/01/2022 – 05/31/2023)**	
College Ready (950+ or 910+ & 6+ Diag)	30	**College Ready (950+ or 910+ & 6+ Diag)**	197
Mathematics Diagnostic Level 5	13	Mathematics Diagnostic Level 5	96
Mathematics Diagnostic Level 4	89	Mathematics Diagnostic Level 4	411
Mathematics Diagnostic Level 3	30	Mathematics Diagnostic Level 3	257
Mathematics Diagnostic Level 2	31	Mathematics Diagnostic Level 2	185
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**193**	**Total**	**1146**
Data retrieved from College Board Accuplacer			
Date: 06/01/2023			

STUDENT ENGAGEMENT AND COMPLETION SERVICES

STUDENT COMPLETION SERVICES

IMPORTANT HIGHLIGHTS

- Approximately **12,100** students with some college hours, but no credential have been targeted for Summer and Fall enrollment through the department's re-engagement campaign in partnership with Trellis TAP Services. Students who submit an inquiry will be assigned to a single point of contact in order to streamline the re-enrollment process.
- More than **1,000** prospective student inquiries have been received during the Spring semester and a total of **260** students have been enrolled.

SNAPSHOTS

TXDOT Employee Wellness Fair

Department staff provided support with a STC Bachelor Programs presentation to the City of San Juan employees on May 11, 2023

City of San Juan Educational Fair

Department staff provided support with a TXDOT Employee Wellness Fair at the Mission Event Center on May 04, 2023

All Access Event Support

Department staff provided support during an All Access Event at the Pecan Campus on May 24, 2023

COMMUNITY OUTREACH & RECRUITMENT

Academic Program Enrollment	Total Inquiries
Associates in Law Enforcement	29
Associates in Fire Science	19
Bachelor in Computer and Information Technologies	39
Bachelor of Operations Management	56
Bachelor in Organizational Leadership	145
Bachelor in Medical and Health Services Management	25
Public Safety Academies Basic County Corrections Academy Firefighter Academy Police Academy	190
TxDOT Partnerships Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies Associates of Science in Interdisciplinary Studies Mathematics, Engineering	40
Public Administration	3
Total	546

Event	Agency	Date	Total Attendees
STC Bachelor Programs Presentation	DHR	05/02/23	3
STC Bachelor Programs Presentation/Wellness Fair	TXDOT	05/04/23	150
STC Bachelor Programs Presentation	Mission PD	05/04/23	10
STC Bachelor Programs Presentation	City of San Juan	05/11/2023	50
		Total	213

STUDENT RE-ENGAGEMENT

Target Group	Total Students Outreached	Total Inquiries
Spring 2023 Stop Outs	2096	178
Fall 2021 - Spring 2023 IDEA Stop Outs	276	31
Fall 2022 Stop Outs	168	40
Applied for Spring 2023, Did Not Enroll	731	192
Total	**3,271**	**441**

MEETING 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
- Student Affairs & Enrollment Management (SAEM) Monthly Division Leaders Meeting
- Student Affairs & Enrollment Management Monthly AA/Secretaries Meeting
- Council for Adult and Experiential Learning (CAEL) Monthly Meeting
- MDRC'S Real-Time Student Engagement & Progress Data Session
- Department Meeting Update
- Department Retreat Planning Meeting
- Additional Funding Opportunities Discussion

- Graduation Practice Meeting
- TxDOT recap and updates
- Students with Some College Hours Campaign Meeting
- Students with Some College Hours Meeting – Second Meeting
- SSAP-IG Real-Time Student Engagement and Progress Data Webinar
- Basic Needs Resources Inventory List for Students
- Spring 2024 Cosmetology Cohort Updates
- Bookings Overview
- Outbound Calls Debrief Meeting
- Texas Higher Education Coordinating Board (THECB) Visit - Dr. Jones
- Enrollment Monitoring – Cynthia
- Enrollment Monitoring – Aileen
- Public Administration Recruiting Process Meeting
- Collegiate Information and Visitor Services Association (CIVSA) Webinar
- Enrollment Monitoring – Nataly
- Trellis/STC Stop Out Campaign Planning Meeting
- MDRC Grant Meeting
- Meeting with Curriculum Department
- Prior Balances Meeting with Financial Aid
- Checking Meeting with Valley Initiative for Development and Advancement (VIDA)
- ITK + STC Connect Meeting
- Stop-Out Scholarship Program
- South Texas College Monthly // FM x StudentBridge
- Meeting with Radius
- Meeting with CPWE Student Success Specialist
- BASOL Program Meeting
- Financial Aid Assistance Update Meeting
- Basic Needs Committee Meeting
- Meeting with Trellis Research
- Public Safety Training Planning Meeting
- Re-Enrollment Collaborative with IDEA Public Schools
- CAEL Policy Advisory Group Meeting
- Meeting with BASOL Student - Capstone Project
- Public Safety Academies/CRM Training
- Basic Needs Work Group Meeting
- STC | IDEA: Re-Enrollment Collaborative
- InsideTrack + STC Follow Up Meeting
- Rural Postsecondary & Economic Development Program (RPED)
- College & Community Resources Webpage

PROFESSIONAL DEVELOPMENT

- Years of Service - Pecan Campus
- Spring 2023 Commencement Ceremonies
- Commencement Appreciation Luncheon

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- Fast Track/All Access Meeting
- Commencement Ceremony
- Drive Out the Darkness Parade & Rally Mental Health Awareness

RECRUITMENT

- Individual Student Appointment – 13 appointments
- Palmview High School – Recruitment Presentation
- McAllen Memorial High School – Decision Day Table Setup
- Sharyland High School – Decision Day Table Setup
- IDEA Elsa – College Fair
- Thelma R. Salinas STEM ECHS – Decision Day Table Setup
- Weslaco High School – College Fair
- Juarez-Lincoln High School – Decision Day Table Setup
- Region One Edinburg – Career Fair
- La Joya High School – Decision Day Table Setup
- Edinburg North High School – Decision Day Table Setup
- Palmview High School – Decision Day Table Setup
- Jimmy Carter Early College High School – Decision Day Table Setup
- Roma High School – Decision Day Table Setup
- Workforce Solutions – Career Fair
- Rudy Silva Elementary – Career Fair
- South Texas College Public Relation & Marketing – Media Interview
- Vanguard Academy – Decision Day Table Setup
- Be the Change Leadership Conference – Table Setup
- Rudy Silva Elementary – Career Fair
- Region One Gear UP: College Now – Table Setup
- Veterans Memorial High School – Virtual Information Session
- Valley View ISD – Recruitment Presentation
- W. J. Clinton Elementary – Career Fair
- Edinburg High School – Career Fair
- IDEA Rio Grande Valley – Decision Day
- Pioneer High School – Decision Day

- Hidalgo Early College High School – Decision Day
- Roma ISD PCT – Table Setup
- Santa Rosa High School – Decision Day
- Drive Out the Darkness Parade & Rally – Community Outreach Table Setup
- Noticias Ya – TV Interview
- KKPS 99.5 – Radio Interview
- KVLY 107.9 – Radio Interview
- Harlingen Honors Ceremony – Table Setup

CAMPUS TOURS

- YouVisit
  - Virtual Tour – 13 Inquiries
- Pecan Campus
  - Personal Tour – 2 visitors
  - Premont Collegiate – 51 visitors
  - Edinburg High School – 20 visitors
  - Audie Murphy Middle School – 70 visitors
  - UTRGV – 2 visitors
- Technology Campus
  - IDEA Pharr – 2 visitors
  - Travis Middle School – 25 visitors
  - BL Gray Junior High – 60 visitors
  - Rafael Cantu Junior High – 50 visitors
  - IDEA Pharr – 5 visitors
- Mid-Valley Campus
  - Personal Tour – 6 visitors
  - IDEA Weslaco Pike – 135 visitors
- NAH Campus
  - Donna High School Gear UP– 30 visitors
  - McAllen ISD Elementary – 85 visitors

FAST TRACK/ ALL ACCESS

- Hidalgo High School – Pecan Campus
- Roma ISD – Starr Campus
- IDEA Quest College Preparatory – Pecan Campus
- La Joya, Palmview, and Juarez- Lincoln High Schools – Pecan Campus
- Valley View High School – Pecan Campus
- Donna ISD – Mid-Valley Campus
- IDEA College Preparatory McAllen – Technology Campus
- Progreso/La Villa High School – Mid-Valley Campus
- Johnny Economedes High School – Pecan Campus
- IDEA North Mission – Pecan Campus
- PSJA ISD – Pecan Campus
- Vanguard Academy – Pecan Campus
- PSJA ISD – Pecan Campus

CALL CENTER

Phone Calls	
Inbound Calls	9,088 Calls

EVENT PHOTOS

Campus Tour with IDEA Weslaco at Mid-Valley

IDEA Weslaco elementary students pictured with Jerry the Jaguar after tour provided at Mid-Valley Campus by College Connection staff.

Valley View High School All-Access at Pecan Campus

Senior students from Valley View High School captured at the end of their All-Access experience event after registering for Fall 2023 semester classes.

Donna High School All-Access at Mid-Valley Campus

Campus Tour was provided for McAllen ISD 4th graders at NAH. Students experienced our 4D specialized facilities. They were provided with the knowledge of what programs South Texas College has to offer at NAH.

Campus Tour with McAllen ISD 4th graders at NAH

South Texas College welcomes Johnny Economedes High School to their first All Access event at Pecan campus. FTIC students successfully met with financial aid, advising, and registered for the fall 2023 semester.

Economedes High School All-Access at Pecan Campus

Donna High School senior students gather for picture after experiencing All-Access event that took place at Mid-Valley Campus. Students were able to register for Fall semester classes by the help of Recruiters and College Connections staff.

Drive Out the Darkness Parade & Rally – Mission, TX

College Connection department in representation of all South Texas College took part of Drive Out of the Dark Parade at Mission Event Center to help raise awareness on the importance of mental health in the Rio Grande Valley.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
5697	Student Contacts, Outreach & Virtual Appointments
1084	CTE Student Contacts
41	Student & Alumni Registered on CCN
36	Student & Alumni Resumes Revised/Uploaded on CCN
17	New Employer Registered on CCN
27	Jobs posted to CCN
3	Workshops Presented
29	Resumes Reviewed Online by Employers via CCN
1585	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Camp Cody
- East Central Independent School District
- Entravision Communications
- Healthy LifeStyles RGV Medical Clinic
- Meddeas
- Moore Law Firm
- Promise Opens Doors
- Region One ESC
- Texas A&M University
- The Borgen Project
- Total Computing Solutions of America, Inc.
- USA FEDERAL
- Valley Family Clinic
- Villeda Law Group
- Workforce Solutions

Presentations/Workshops

- Getting Resume Ready Workshop
- CTE LVN/RN Bootcamp Presentation- 70+ students
- Open Workshop- 8 attendees

Employer Outreach

- Law Firm of Hicks Thomas
- HSI
- Blue Parrot Software, LLC
- Lincona Insurance Group
- Branding Hearts Home Health
- USA Federal Clinics
- Revcor
- Texas A&M University
- HEB

Employer Registrations

- Ageless Living Home Health
- Branding Hearts Home Health
- East Central Independent School District
- Healthy LifeStyles RGV Medical Clinic
- Hicks Thomas Law Firm
- Lexine Group
- Licona Insurance
- Moore Law Firm
- ProScribe MD

- Regal Rexnord
- Revcor de Mexico
- Sharon Wells Mathematics Curriculum Inc.
- SOUTH TEXAS HEALTH SYSTEM
- Texas A&M University
- USA FEDERAL
- Valley Family Clinic
- Workforce Solutions

Coordination of Upcoming Events

- Career Day at Escobar-Rios Elementary

Meetings & Miscellaneous information

- Assist walk in students and student email outreaches
- DHSI Focus Group interview for Financial Literacy
- Departmental end of semester meeting: Discussion of Summer and Fall initiatives
- Meeting with Jenny Chamberlain from Sociology (05/02/2023)
- DHSI Grant Focus Group on Financial Aid (05/03/2023)
- Updated Perkins records and evidence
- CTE Student Outreach via CCN; OTA employment opportunity- 38 students
- Revised 10+ CTE resumes via CCN and email
- Career and Employer Services coordinated with the Department of Homeland Security to promote a remote informational student roundtable regarding an internship opportunity in the Intelligence and Cybersecurity Diversity Fellowship (ICDF) Program. Outreach efforts were conducted on their behalf resulting in 4897 students and alumni being contacted and made aware of this opportunity.
- CES staff attended CES retreat
- Career and Employer Services coordinated with Blue Parrot Software, LLC to promote an internship opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in 256 students and alumni being contacted and made aware of this opportunity.
- Career and Employer Services coordinated with the Lincona Insurance Group to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with Branding Hearts Home Health to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with USA Federal Clinics to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Career and Employer Services coordinated with Revcor to promote an employment opportunity being offered by their company. Outreach efforts were conducted on their behalf resulting in students and alumni being contacted via CCN and made aware of this opportunity.
- Participated in Student Activities Orientation for CES informational table
- CES staff continues to meet with College Central Network vendor for demonstration and training regarding the “single sign-on” feature.

- Continuation of training for New NAH & Tech specialist hires
- Assisted students visiting the lab utilizing CES services. Getting registered on College Central Network, Grow with Google, Financial Wellness, and updating resumes.
- Staff Departmental Meeting
- Carl Perkins biannual reporting meeting
- CES conduct orientation and training for the CTE technology specialist
- Conducted outreach activities with students regarding Financial Wellness
- Conducted Interview workshop for students
- Continuance of training Tech and NAH CTE specialist
- Update CES website for CES open workshops
- Adjusted CES marketing on social media platforms
- Coordinated on campus recruitment events with various private sector organizations
- Coordinate upcoming Spring 2023 Career Services Workshop Calendar
- Program on Career and Employer Services. Financial Wellness and Grow with Google.
- Assisting program walk ins for Resume Writing and Career Services feedback
- Update all Career Services flyers
- Updated CTE/NAH events and activities to NAH Perkins Liaison - for May 2023.
- CES conducted a Financial Wellness workshop via TEAMS
- CES staff continues to seek and conduct research for a replacement platform for Big Interview.
- Coordinating the distribution of 2000 Financial Wellness kits for students who have completed the required online workshop module
- CES is promoting the *Grow with Google HIS Career Readiness Program* by coordinating with PR to update the STC website to incorporating changes to the Grow with Google program link in the CES website.
- Updated the Grow with Google instructional flyer
- Coordination of upcoming workshop for Starr Campus students
- Conducted a Grow with Google training for Career Services Staff updates
- Provided Grow with Google presentation via Teams for Starr Campus students
- CES contacted students, via mass email, who completed the two required courses on the iGrad Financial Wellness platform to inform them to pick up their Financial Wellness Tool kit.
- CES staff updated and cleaned the exported student module completion data from the iGrad platform, prior to sending out mass email to ensure that toolkits are received only by those students who completed the two required courses.
- Compiled career services events data for CTE tech manager for equity and access
- CES continues to coordinate 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.
- Conducted outreach activities with STC students for Financial Wellness platform and supported services via CCN online platform, CES social media platforms
- Collected donations from STC Staff and Community Partners for Threads: Career Closet
- Career and Employment Services continues to participate in the Institutional ePortfolio Taskforce
- Career Services departmental meeting, CES overview and trainings

- Compiling, preparation and submission of FY23 Biannual Perkins Time on Task documentation
- Created marketing notifications for employment opportunities via CES Social Media Platforms
- Facilitated Career Readiness Workshop, Workshop included Resume & Cover Letter Writing, Job Search & Application, and Interview/Dress for Success.
- Promoted Threads Spring Donation Drive marketing.
- 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 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 prepared and completed the CES Comprehensive Operational Plan for submittal.
- CES coordinated tech support with CCN representatives for the change to a "single sign on" log on feature in order to facilitate access to the platform on the CES website.
- 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 2023 events, staff updates, and projects.
- Researching work safe event strategies to support a planned Spring 2023 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.

College Central Network Logistics

College Central Network Logistics

College Central Network Logistics

Career Coach

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

- The Office of Student Rights and Responsibilities set up booths and had a charm activity at all campuses.
- The Office of the Ombuds presented on Ombuds Services for Dual Credit Programs at the Pecan Campus.
- The Office of the Ombuds delivered prizes to the student winners for National Library Week raffle.
- Ms. Michelle Miller completed the Ambassadors Cross Training Academy and attended ceremony.
- Ms. Maria Alonso attended a Division Leaders Meeting.
- The Office of Student Rights and Responsibilities attended the AmeriCorps Vista Grant Program Ceremony.
- Ms. Maria Alonso attended the Networking hosted by VAMOS Mixer at North Park Lexus Rio Grande Valley.

OFFICE OF STUDENT CONDUCT

- The Office of Student Rights and Responsibilities set up booths and had a charm activity at all campuses.
- The Office of Student Conduct interviewed for the Coordinator of Student Rights and Responsibilities position.
- Ms. Alexandra Cantu, Student Conduct Specialist, joined the Office of Student Conduct.
- Ms. Maria Alonso attended the Division Leaders Meeting.
- The Office of Student Rights and Responsibilities attended the AmeriCorps Vista Grant Program Ceremony.
- Ms. Maria Alonso attended the Networking hosted by VAMOS Mixer at North Park Lexus Rio Grande Valley.

BEHAVIORAL INTERVENTION TEAM

- Behavioral Intervention Team held a meeting.
- Behavioral Intervention Team held a meeting.
- Ms. Maria Alonso and Mr. Paul Hernandez are working with TNG Consulting to have a Best Practice Training for all BIT members

STUDENT ACTIVITIES AND WELLNESS

- Cinco de Mayo Bash (Technology)

- Stress Free Fiesta (NAH)

- Stress Free Week Day 1 (Pecan)

- Video Game Challenge (Technology)

- Stress Free Week Day 2 (Mid-Valley)

- Stress Free Week Day 3 (Pecan)

- 2023 Annual Intramural Sports Appreciation Banquet

- End of Semester Fiesta (Technology)

- Summer 2023 FYC New Student Orientation (Starr)

- Summer 2023 FYC New Student Orientation (Mid-Valley)

- All Access FYC Fast Tracks (Pecan, Mid-Valley, Starr)
- Food Pantry Distribution (Pecan, Mid-Valley & Starr County)
- Library Team Building Training (Pecan)
- Spring 2023 Commencement Ceremonies
- Rafael Cantu Junior High Career Day Presentation

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services Contacts

May 2023					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Special Programs, Other	54	100	129	26	2
Academic Advising	96	0	303	5	3
Academic Counseling, Academic Probation, and Academic Suspension	37	9	149	18	15
Mental Health Counseling	22	31	159	18	31
Total	209	140	740	67	51

Student Well-Being Services Contacts

May 2023	
COVID-19 Student Contacts	18
Walking Groups	12

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Technology and Starr Campus Case Staffings
- Student Accessibility Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case 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, Referrals and Staffing
- Review, refer and respond to Counseling and Student Accessibility Service Department Emails, Contact Us Forms, Referral Forms, Presentation Requests Form
- Title IX Committee Meetings
- Behavioral Intervention Team Meetings
- CARE Team Meetings

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. 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 4,329 contacts with students were conducted by Academic Advisors and PASS Program Advisors in May 2023 including textbook lending and childcare services contacts
  - Continued implementation of Advising Chat so that students are able to chat with an advisor and do not need to visit campus for services (465 Live Chats in May 2023)
  - Participated in review of Enterprise Resource Planning (ERP) Systems
- **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/training to faculty advisors when advising students
  - Held Faculty Advising Certification Training for spring semester; it consists of seven sessions of 1.5 hours each and covers topics ranging from curriculum basics, advising technology, campus resources, advising theories and group discussions
- **Mentoring Services**
  - **College Advising Training Program (CATP)-** next training is being planned for June; training will provide foundational knowledge on crucial student support services and resources that STC delivers; it also will include 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 and services; 12 participants are registered for the training
  - **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 met compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors for the Summer 2023 semester;
  - **Monitoring Beacon Mentor Program** –Beacon Mentoring resumed for Spring 2023 semester; a total of 5 Math 1414 Beacon Mentoring sections are being implemented; mentors contact students 4 times during the semester to guide them and connect them to resources as needed;
- **PASS Program**
  - Met with PASS Manager to discuss state of the Program and plan for enhancements, CLNA, and to plan for FY2024 Perkins Basic Application
  - 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
  - PASS Program is serving 147 students pursuing non-traditional fields
  - PASS Program is serving a total of 780 students in the spring semester
  - Held interviews for PASS Program advisors for NAH and Starr Campus

- **Perkins V**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
    - Met with CTE PASS Manager to review program activities, textbook lending, SAEM services survey, and FY2023 budget and FY2024 projected budget as well as services and a more collaborative/cohesive approach in service delivery to CTE students
    - 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
    - Planning Perkins V SAEM application activities and corresponding budget

PARTICIPATED IN THE FOLLOWING

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director Director and Basic Needs Workgroup participated in HOPE Center webinars; Student Needs Survey provided by the HOPE Center and focusing on assessing student basic needs was disseminated to STC students; all forms were submitted to HOPE Center for access to the dashboards and a meeting was set up with the HOPE Center Coach on next steps
- **Guided Pathways –** Director presented a Texas Pathways Institute update at the Council of Chairs meeting to inform all chairs on Institute activities and next steps

Preliminary Forms

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

Finance and Administrative Services

SOUTH TEXAS COLLEGE

TO: DR. RICARDO J. SOLIS, PRESIDENT

DATE: JUNE 21, 2023

SUBJECT: ACTIVITY REPORT FOR MAY 1, 2023, THROUGH MAY 31, 2023

OFFICE OF THE VICE PRESIDENT OF FINANCE AND ADMINISTRATIVE SERVICES ACTIVITY REPORT

Vice-President: Mary G. Elizondo, MBA, CPA, CFE, CGMA

May 2023

SOUTH TEXAS COLLEGE

"Accountability through Clarity, Engagement, Transparency, and Equity"

The Finance and Administrative Services (FAS) Division provides services for success in innovative ways to ensure a cooperative relationship with all departments.

The FAS division is responsible for fiscal responsibility, acquiring resources in a timely manner, recruiting qualified personnel, providing and maintaining safe and adequate facilities, and all other support services necessary to ensure a productive learning and working environment.

MEETINGS

- Board of Trustees
- Building updates for STC campuses
- Cafeteria vendor status
- College-wide and FAS division implementation of employee of the year
- Committee Packet review with the President
- Comprehensive Operational Plan and Institutional Effectiveness review for the Office of Institutional Equity
- Enterprise Resource Planning (ERP) conversion project updates
- Facilities & Finance Committee
- FAS Facilities Planning updates
- FAS New Hires meeting
- FAS Operating budget review
- FAS Project Manager updates
- FAS Safety updates
- FY 2024 Appropriations and Budget review
- HEERF report review
- Institutional Equity updates
- Interviews for Executive Director of Human Resources position
- Investment management and consulting services meeting
- Legal Counsel meeting on Pecan and Mid-Valley campuses' insurance claims
- Master Unexpended Plan Fund Budget and R&R Report updates
- McAllen Citizens League meeting
- Organizational Restructure meeting
- Pecan North Academic Building Water Infiltration Action Plan meeting with Facilities Planning and Construction, Contractor & Architect
- Policy review on Alcohol Use
- Popular Report, Investment, and Management Report updates
- President's Cabinet
- Purchasing presentation and other items
- Ratification of Reclassifications to the Employee Pay Plan and the Employee Staffing Plan for FY 2022 – 2023.
- Staffing Plan updates
- STC Interlocal Agreement for FY 2024 review
- STC Shuttle Bus Cost Analysis review
- TACCBO Audit
- TACCBO updates: Annual conference planning, IRS form 990 and audit committee
- TASB Educational Technologies meeting
- TASB Follow-up meeting on Staffing Requests
- TASB Policies review
- Title IX Committee updates on Employee & Student Cases
- Title IX Policies review

WEBINARS/WEBCASTS/ CONFERENCES/ TRAINING

- Clery Act Training

CURRENT PROJECTS

- A/P invoice automation.
- Activity Report for Board.
- Arbitrage Contract review.
- Auxiliary Fund Reserve and Reconciliation review.
- Board Budget Presentation review.
- Break-even analysis on the Shuttle Bus operations.
- Budget Allocations for various departments.
- Budget Transfer approvals.
- Capital Improvement Projects Master Budget review.
- College closure procedures review.
- College-wide and FAS division implementation of employee of the year.
- Comprehensive Operational Plan.
- Comprehensive Study Analysis.
- Electricity Bill Management Report.
- Ellucian Banner Report review.
- Enrollment Headcount and Credit Hour reports.
- Enrollment Projections.
- ERP Conversion Project and Implementation Action Plan review.
- ERP matrix of costs.
- Excess Fund Allocation and Comparison reports.
- Expenditure Budget analysis.
- Facility use fees report.
- FAS Account Reconciliations.
- FAS FY 2024 Preliminary Budgets review.
- FY 22 Community College Financial Condition Report review.
- FY 23 and FY24 Staffing Plan requests and Pay Plan updates.
- FY 23 Final Salary Report.
- FY 24 Budget Development and Staffing requests.
- FY 24 Salary Report review.
- HEERF III Reconciliations.
- HEERF III Use of Funds Quarterly/ Annual Reports & Expenditures
- Hiring Report review.
- History Trend of Composite Index Ratio of STC.
- I&S Cash Balance for Tax Rate Calculation.
- Institutional Effectiveness Plan.
- ITED Revenue and Expenditure reports.
- La Joya Higher Education Center sign options review.
- LBB Administrative and Accountability reports.
- Local Policies Report Card and Current STC Policies review.
- P-card for Board Travel review.
- Plan Funds Expenditure review and approvals.
- Policy and procedures review on Alcohol Use on Campus during events.
- Position Reclassification forms review and approval of requests.
- Position Vacancy Reports for FAS Division.
- Presentation motion on Cost Analysis – LRGVDC.
- Public Information requests.
- Purchasing, Acquisitions, and Contracts review.
- Reclassification of Academic Affairs Deans review with TASB.
- Review and Approval of documents.
- RFP for Campus Dining and Food Trucks for RCPSE review.
- RFQ Criteria options for the Board.
- Salary Budget review.
- Salary Savings report for FAS Division.
- Shuttle Bus Services Agreement and Board motion.
- Sick Leave analysis and reports. Simplified Tuition Rate review.
- TACC Salaries Presentation report review.
- TACCBO Accounting Financial reports.
- TACCBO IRS Form 990 filing.
- TASB Compensation Study review.
- TimeClock Plus (TCP) approvals.
- Title IX Audit Report draft review.
- Travel – Chrome River approvals.
- Vacation Balances and Extensions review.

BUSINESS OFFICE ACTIVITY REPORT

Myriam M. Lopez, Comptroller

May 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF 77

including Cashier Sub-Department

The Business Office provides financial and administrative services by maintaining the general ledger and related accounting records; processing transactions; performing financial duties in response to campus and external needs; adhering to external financial requirements; and providing internal management reports.

ACCOMPLISHMENTS

- Achieved 100% Timely Payment of Taxes/Benefits
- Achieved 100% Payroll Accuracy rate for amount of salaries paid
- AA General Obligation Bond Rating issued by Standard & Poor's
- Aa2 General Obligation Bond Rating issued by Moody's

ON-GOING PROJECTS

- ADP Implementation and Testing
- Direct Deposit Mandate Implementation.
- Developing more remote training sessions for TCP and Payroll.
- DocuSign Review Testing
- ERP Conversion
- GASB 96 Implementation.
- Revamping Tuition & Fees Report
- IPS Implementation testing for AP workflow

DIRECT DEPOSIT AND PAPER CHECKS MAY 2023

Payroll & Position Control: This Department provides accurate and quality payroll operations for all South Texas College Faculty, Staff, and Administration.

The Position Control department assists the college's departments in maintaining their salary funds throughout the fiscal year. The department also assigns budgeted sources to positions and performs non-sufficient fund checking.

SALARY EXPENSE FOR MAY 2023

VENDOR PAYMENT TYPE MAY 2023

Accounts Payable & Travel: Accounts Payable department processes payments for goods and services purchased by South Texas College. Accounts Payable also ensures that payments are timely received by our vendors and is responsible for the printing and distribution of checks with the exception of Payroll checks.

The Travel office performs functions such as reimbursement of incurred travel expenses and the payment of conference registration fees on behalf of the individual, group and/or student travelers.

TRAVEL EXPENSE BY DIVISION MAY 2023

INVESTMENT PORTFOLIO BY FUND TYPE

Cash Management: The Cash Management Department provides cash management services to the college community by overseeing its liquidity, and initiating electronic payments for college obligations. The department also assists with investments, debt management and serves as a liaison between banks, financial institutions, credit card processors, and the College.

INVESTMENT SOLICITATIONS

Budget: The Budget Department is responsible for assisting the college's departments in maintaining their budget throughout the fiscal year. It processes budget transfers and performs non-sufficient fund checking.

TOTAL REVENUE BUDGET BY SOURCE

TOTAL REVENUE YTD BY SOURCE

REVENUES BY SOURCE

EXPEDITURES BY CLASSIFICATION

TOTAL EXPENSE BUDGET BY CLASSIFICATION

TOTAL EXPENSE YTD BY CLASIFFICATION

FY 2023 TAX RATE

General & Construction Accounting: General Accounting Department provides timely and accurate monthly management and board reports, prepares and analyzes the college's fixed assets report, sets up chart of account codes as needed, reconciles cash, and fixed assets in a timely manner.

The Department also maintains accounting and budgetary records for all of the College's construction projects and maintains accounting records for construction in progress, buildings, infrastructure and land improvements.

Grants and Contracts: Grants office serves as a financial and administrative liaison between College faculty/staff and grantors. It also assists to ensure that the College carries out all sponsored program activities in accordance with applicable regulations.

Accounts Receivable & Financial Aid Accounting: The Accounts Receivable department is the centralized billing and collection point for delinquent or bad debt student accounts and third-party accounts. Also performs periodic Federal Financial Aid student award drawdowns from the Department of Education automated processing system and resolves accounting discrepancies with appropriate Financial Aid personnel.

STUDENT PAYMENT BY TYPE

BUSINESS OFFICE

SOUTH TEXAS COLLEGE

DEPARTMENT OF PUBLIC SAFETY ACTIVITY

Ruben Suarez, Chief of Police

May 2023

SOUTH TEXAS COLLEGE

Providing a safe educational environment for students, faculty, staff, and campus visitors.

Department Staff: **70**

25 Commissioned Peace Officers

7 Licensed Telecommunication Operators

38 Civilian Employees

DEPARTMENT OF PUBLIC SAFETY AREAS

- Police Services
- Dispatch
- Emergency Preparedness and Training
- Campus Safety
- Parking Services
- Jag Express

24/7 DISPATCH

956.872.4444

165

Calls for service

1,402

Incoming Calls

POLICE SERVICES

- Attended the STC Spring 2023 Graduation Ceremonies at Bert Ogden Arena.
- Held 5 trainings for the Security staff.
- Maintained daily Clery Crime Log for all STC campuses.
- Officers participated in trainings and also led Phase 3 Hands-On Active Shooter training.

NUMBER OF INCIDENT REPORTED IN May 2023

SAFETY & EMERGENCY MANAGEMENT SERVICES

- Cardiopulmonary Resuscitation (CPR) & First Aid training provided in English.
- Held Phase 1 and Phase 3 of the Civilian Response Active Shooter Training: Stop the Bleed.
- Monthly evacuation drills. Pecan Campus BLD H and Tech BLD E.
- Provided surgical and KN95 masks district wide
- Distributed COVID - 19 at home testing kits at Pecan Plaza, MVC, and Starr campuses.
- Attending multiple College Safety Meetings to discuss various safety topics.

PARKING & SECURITY SERVICES

- Provided security services seven days a week district wide.
- Managed the collection of lost and found property for all STC campuses.
- Completed twenty-nine parking event request districts wide.
- Provided crosswalk services at Pecan campus.

Parking Permits Issuance for May 2023

SURVEILLANCE CAMERAS

- Continued maintaining, upgrading, adding, and replacing cameras district wide.
- Continued working with Facilities, Planning, and Construction on arranging camera locations for renovations and remodels districts wide.
- Completed summer cleaning of all camera's campus wide.

JAG EXPRESS SERVICES

- Yellow Line: service between Pecan, Technology, and NAH campuses.
- Green Line & Route 60: service between Starr and Pecan campuses.
- Held meeting with VMT to discuss the routes for FY 2024.
- Submitted Transportation report to the Lower Rio Grande Valley Development Council (LRGVDC) – Valley Metro.

DEPARTMENT OF FACILITIES PLANNING AND CONSTRUCTION ACTIVITY REPORT

Ricardo De La Garza, Director

May 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF 11

FACILITIES:

- **5** Full Service Campus
- **3** Centers
- **1** On Line Campus
- **391** Acres
- **2,065,731** Sq. FT.
- **55** Permanent Buildings
- **53** Portable Buildings

RESPONSIBILITIES:

- Planning and construction of Capital Improvement Projects
- Planning and construction of Deferred Maintenance Program Projects
- Bond Construction Program Coordination
- Space Modification Requests
- Maintaining furniture standards, approval of furniture purchases, distribution of furniture inventory, and furniture replacement program.
- Staff, faculty, and furniture & equipment move requests.
- Assist faculty and staff with nameplate ordering.

CURRENT & ON-GOING PROJECTS

PECAN CAMPUS

- Ann Richards Building A Office Renovations – Pending Final Completion/Staff has moved in.
- Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations - Architect Contract Complete and Space Programming Phase.
- North Academic and Humanities Building P Renovations for the Accountability, Risk, & Compliance and Institutional Equity Departments – Bidding Phase.
- Pecan West Continuing Education Building - Request of Qualifications for Architectural on Hold until new evaluation process is approved; Civil Engineering Services for Plat under Contract; Contract Negotiations for Civil Engineering Services for Parking and Site Improvements in Progress.
- Ann Richards Administration Building A Additional Parking Lot – Bidding Phase.
- Kinesiology Building Phase I – Schematic Design Phase
- South Academic Building J Generator Replacement – Construction In Progress.

MID VALLEY CAMPUS

- CLE Building A Renovation for Culinary Arts Program - Construction Phase-Substantially Complete.
- Workforce Building D Automotive Lab Expansion, HVAC-R Expansion and Welding Lab Expansion – Construction Phase
- Stucco Repainting – Repainting of Buildings E, F & G Completed.
- South Academic Building H Repair & Renovations of Damaged Roof and Interior Areas – Bidding Phase for Roof/Design Phase for Interior Renovations

NURSING & ALLIED HEALTH CAMPUS

- Campus East Building A Stair Repairs and Replacement - Construction Complete.
- East Building A Occupational Therapy Kitchen Lab Expansion Renovation - Construction Phase-Substantially Complete.
- District Systems Office – Preliminary Programming and Pre-Design Contract In Progress.
- NAH East Building A Generator Replacement – Construction In Progress.

TECHNOLOGY CAMPUS

- Welding Lab Expansion - Bidding Phase.
- Exterior Solar Panel Structures – Construction Phase.
- Truck Driving Range Expansion – Bidding Phase.

STARR COUNTY CAMPUS

- Workforce Building D Welding Lab Expansion – Construction Phase.
- Workforce Building D Automotive Lab and HVAC-R Expansion – Construction Phase.
- Stucco Repainting – Final Completion Buildings D, E, G, H, K, L & P.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

- Safety Training Vehicles, Canopy for Students/Instructors and Fire Training area – Construction Phase.
- Skills Pad & EVOC Lighting – Construction Phase.
- Two Story Residential Fire Training Structure – Construction Phase.

BUILDING PROGRAMS	BUILDING SQUARE FEET	PROGRAM COST
Pre-2001 Bond Program	579,164	
2001 Bond Construction Program	627,942	98,700,000
2013 Bond Construction Program	511,245	159,000,000
Other Non-Bond Projects after 2001 Bond Construction Program	324,430	
TOTAL	**2,042,781**	**$257,700,000**

WHAT WE DO

KEY FACTS

STAFF 8

MISSION

The Office of Accountability, Risk, and Records Management is dedicated to supporting South Texas College through services, programs, and initiatives aimed at facilitating process improvement, accountability, risk mitigation and prevention, and adherence to records management requirements.

- Oversee the policy localization program, including maintaining all local draft policies, review cycle process, and routine correspondence on new local board adopted policies.
- Policy Liaison for the College and TASB.
- Oversee the Records Management Program including, but not limited to provides trainings, maintains policy and procedure, manages record retention center inventory, issues routine correspondence on related matters.
- Annual insurance request for proposal.
- Supports institutional assessment and implementation of safety- related procedures, policies, and operations.
- Coordinate insurance claim matters with appropriate parties.
- Performs college-wide assessments on institutional operations and procedures giving specific attention to best practices and internal/ external requirements.

CURRENT/ON GOING PROJECTS

Updating local policy CIA: Equipment and Supplies Management - Records Management

Out of 127 local policies slated for board adoption, 37 have been adopted as of May 2023.

POLICY SECTION	BOARD APPROVED AS MARCH 2023
Basic District Foundations	1
Local Governance	16
Business and Support Services	8
Personnel	8
Instruction	1
Students	1
Community and Governmental Relations	2

PURCHASING AND DISTRIBUTION SERVICES ACTIVITY REPORT

Rebecca Cavazos, Director

May 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF:

33

To secure the best value in the acquisition of goods and services; maintaining an efficient system for delivery of goods and processing of mail for College departments; and maintaining an accurate and up-to-date inventory of the College.

LOCATIONS

Pecan Campus

- Purchasing
- Contract Management
- Mail Services
- Copy Center

Technology Campus

- Central Receiving
- Fixed Assets

PURCHASING

- Prepared RFPs/RFQs: FY2022 – **72**, FY2023 – **70** and FY2024 – **9**
- Completed **660** Purchase Orders April 2023
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **392** Airfare Purchases in FY2023
- **409** vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **39** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **193** contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **332** deliveries totaling **3,422** boxes/packages
- Completed **19** Faculty/Staff moves
- Prepares surplus property for auction or disposal

FIXED ASSETS

- Approved **119** new assets
- Adjusted **17** existing assets
- Coordinates the Annual Physical Inventory

MAIL SERVICES

- Process **25,284** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **70,079** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY23 Purchase Orders	6,901	$62,159,925.23
2	College Assets	22,517	$419,157,019.50

OFFICE OF INSTITUTIONAL EQUITY ACTIVITY REPORT

Todd C. Nelson, MBA, JD, Interim Title IX Coordinator
Brenda Muñoz, Institutional Equity Investigator

May 2023

SOUTH TEXAS COLLEGE

TITLE IX

TitleIX@southtexascollege.edu

TITLE IX WEBSITE
https://www.southtexascollege.edu/title-ix/

WHAT WE DO:

- Promote an environment of respect, diversity, inclusivity, and equity for all members of the campus community.
- Ensure compliance with relevant federal and state laws.
- Develop and implement policies and procedures.
- Offer trainings and educational opportunities.

CURRENT/ON-GOING PROJECTS:

Administer and track mandatory training for incoming students.

Oversee compliance for Title IX, Section 504, and grievance processes including intake, outreach efforts, supportive measures, investigations, and pregnancy and parenting appeal requests.

Host college-wide events to promote Title IX and Section 504 topics.

Create and deliver custom training to faculty and staff on Title IX/ADA/504/-Diversity, Equity, and Inclusion.

POLICIES/ PROCEDURES:

POLICY 4216 - Sex Discrimination, Sexual Harassment, Domestic Violence, Stalking and Retaliation Prohibited
https://admin.southtexascollege.edu/president/policies/pdf/4000/4216.pdf

DAA - Employment Objectives Equal Employment Opportunities
https://admin.southtexascollege.edu/president/policies/pdf/4000/4205.pdf

TITLE IX PROCEDURES
https://www.southtexascollege.edu/title-ix/files/Title-IX-Procedures.pdf

SECTION 504/ADA GRIEVANCE PROCEDURES
https://www.southtexascollege.edu/accessibility/504-grievance-procedures.html

SB 212 REPORT:

Under the Texas Education Code (TEC), Section 51.253(c), the institution's Chief Executive Officer is required to submit a data report at least once during each fall or spring semester to the institution's governing body and post on the institution's internet website a report concerning the reports received by employees under the TEC, Section 51.252 the type of incident described in the employee's report constitutes "sexual harassment," "sexual assault," "dating violence," or "stalking" as defined in the TEC, Section 51.251, and any disciplinary actions taken under TEC, Section 51.255.

Please see the link below for the latest SB 212 Report.

https://www.southtexascollege.edu/title-ix/annual-reports.html

OFFICE OF HUMAN RESOURCES ACTIVITY REPORT

Alicia Correa, Interim Director

May 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Place to view Employment Opportunities; finding forms, guidelines, and procedures for STC.
- Provide Employee Relation services: process payroll and compensation; provide Employee Benefits information to the new hired.
- Holding a recruitment and hiring event, training and meeting.

TOTAL EMPLOYEE BY LOCATION - 05/10/2023

HEADCOUNT BY LOCATION							
	PCN	TECH	NAHC	MIDVAL	STARR	RCPUBL	TOTAL
ADMIN	65	3	1	1	1		71
FT-STAFF	719	75	54	81	56	7	992
PT-STAFF	87	24	29	23	16	1	180
WS	16	1		6	14		37
FACULTY	242	75	87	60	28	6	498
TOTAL	1129	178	171	171	123	21	1778

CURRENT/ON-GOING PROJECTS

EMPLOYEE RELATIONS (ER)

EMPLOYEE COUNT: 4

- Participated in the GoToWebinar – Stop Collaborate and Listen webinar.
- Met with various South Texas College stakeholders regarding institutional policies.
- Completed the review of case management solutions options for South Texas College employee grievances.
- Participated in the South Texas College Employee Years of Service ceremony with the South Texas College Talent and Learning Manager.
- Updated the South Texas College Employee Handbook regarding College policy updates.

COMPENSATION & PAYROLL

EMPLOYEE COUNT: 6

- Participated in Notice of Employment automation meeting.
- Attended Payroll cross-training meeting for Adjunct faculty and overload assignments.
- Attended feedback sessions for new system held by Tallahassee CC and Northwest Mississippi CC.
- Completed LinkedIn training on Strategic Thinking.
- Attended Budget process and staffing plan development meeting.
- Attended TASB follow up meeting with Luz Cadena.
- Met with Dean of Educational Technologies regarding new hire salary review.
- Met and discussed various salary reviews with Interim Human Resources Director including FY2024 staffing plan requests.
- Created TASB paygrade FY2024 mid-point calculation tables.

TALENT, LEARNING & ONBOARDING

EMPLOYEE COUNT: 4

- Preparation of logistics for Jaguar Academy and South Texas Leadership Academy
- Organizing Safety Month Logistics for trainings
- Hosted Team Building Trainings, and Years of Service Awards across 5 campuses
- Actively screening and clearing full-time and part-time applications and new hires
- Campus Security Authority Reports
- Met with Interim Director of Human Resources and Vice President of Financial and Administrative Serivices on upcoming projects and new initiative.
- Provided update to President's Cabinet on Staff Council initiatives.
- Attended Feedback sessions on Enterprise Resource Planning (ERP) software with Various other institutions of Higher Education.

BENEFITS

EMPLOYEE COUNT: 5

- Attended feedback sessions regarding new ERP systems with outside colleges.
- Wellness Coordinator Connect Meeting with Employee Retirement System wellbeing coordinator.
- Attended Finance and Administrative Services Safety Meeting.
- Preparation for Employee Retirement System Open Enrollment period.
- Updated New Hire Orientation PowerPoint and paperwork to reflect college and benefit updates.
- Completed Survey of Adjunct Faculty Members for Employee Retirement System reporting.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

EMPLOYEE COUNT: 5

- Built a PowerApp to automate Letters of Appointment which were sent out to faculty.
- Participated in Notice of Employment automation meeting.
- Attended feedback sessions for new ERP system held by Tallahassee CC and Northwest Mississippi CC.
- Attended Budget process and staffing plan development meeting.
- Scripted and designed a paginated report for the staffing plan.
- Created PowerBi dashboards for employee count and employee leave for FAS review.
- Created several Ad-hoc reports.
- Created specs and working on scripting the Learning Management System (LMS) dataset.
- Testing PeopleAdmin's new reengineering system.
- Active files scanned, filed, and indexed at 90% completion.

STAFFING

EMPLOYEE COUNT: 6

- Assisted with distribution for Faculty Letter of Appointment Acknowledgement for FY 2023-2024.
- Met with Interim Director of Human Resources and Compensation/Payroll Manager to review Staffing Plan draft sheets.
- Worked on testing staff, faculty and adjunct postings on PeopleAdmin Reengineering.
- Assisted with hiring staff, faculty and direct wage employees.
- Attended sessions held by Tallahassee CC and Northwest Mississippi CC for ERP software.

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE ACTIVITY REPORT

George McCaleb, Director

May 2023

SOUTH TEXAS COLLEGE

CAMPUS	BUILDING/ ROOM NO.	PROJECT DESCRIPTION	PROJECT COST
Pecan	X-218	Create new storage rooms, replace flooring	$10,649.65
Pecan	F-176	Update cabinets and flooring in break room	$9,805.31
Pecan	B-116	Update cabinets and flooring in break room	$6,323.04
Pecan	A	Complete change order in President's Administrative Staff area	
Pecan	A-103/ 106/111	Relocate doors and extend storage room. Combine 111 and 120 to convert into Jag Studio.	$4,500.00
Tech	A-210/211	Remove wall to combine two rooms into one	
MVC	A	Remove & replace existing circulation desk	

KEY FACTS

STAFF 146

Responsible for the operation of all physical facilities to support the mission of South Texas College.

- **Custodial Services:** provides a high standard of cleanliness and services for all campuses
- **Energy Management Services:** energy conservations program
- **Environmental, Health & Safety Services:** promotes safe best practices with all rules and regulations
- **Maintenance Services:** ensures all facilities are well maintained and follows a PM program
- **Operations Contract Services:** oversees all contracts for facility related services
- **Operations Inventory Management Services:** maintains an inventory management system
- **Auxiliary Services:** Bookstore Services, Snack Vending, and Soda Vending

FACILITIES SUMMARY

Pecan Campus
17 Buildings
27 Portable Buildings
824,986 Square Feet
147.76 Acres

Mid Valley Campus
10 Buildings
7 Portables Buildings
357,881 Square Feet
53.37 Acres

Starr County Campus
13 Buildings
3 Portable Buildings
247,813 Square Feet
63.78 Acres

Regional Center for Public Safety Excellence
1 Building
5 Portable Buildings
27,708 Square Feet
67.22 Acres

Technology Campus
4 Buildings
5 Portable Buildings
295,738 Square Feet
33.57 Acres

Dr. Ramiro Casso Nursing Allied Health Campus
3 Buildings
3 Portable Buildings
222,132 Square Feet
15.60 Acres

Pecan Plaza
3 Buildings
66,523 Square Feet
5.6 Acres

System Office
1 Building
22,950 Square Feet
2.98 Acres

FACILITIES MAINTENANCE SERVICES
MISSION STATEMENT

The Maintenance Department of South Texas College will provide support services for the purpose of maintaining a well-functioning and safe facility that is conducive to a quality learning and work environment for all who encounter the college. The Maintenance Department will conduct all its business in a manner that is integral to the overall mission of the college and provide assistance to all who require the services from the Maintenance Department.

CUSTODIAL SUPPORT SERVICES
MISSION STATEMENT

Custodial Support Services is responsible for maintaining a clean environment within all buildings maintained by South Texas College, including cleanliness of the interior, entryways, porches, steps, etc., of all academic and administrative buildings. We perform our daily cleaning in a variety of areas such as classrooms, hallways, offices, labs, examining rooms, athletic areas, special technical areas, restrooms, stairwells, patios, porches, steps and entrances. We provide exceptionally clean and sanitary environments for South Texas College students, faculty, staff and visitors committed to achieving excellence in teaching, learning and service.

Academic Affairs

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	JUNE 20, 2023
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2023 – MAY 31, 2023

DR. ANAHID PETROSIAN
VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Met with Operations Management Chair to discuss prison education program, May 1
- Participated in Texas Association of Chief Academic Officers Quarterly board meeting, May 2
- Meeting with Jorge Figueroa Texas Woman's University Vice Provost for Curriculum and Strategic Initiatives to discuss MOU, May 3
- Panel Participation for Distinguished Leadership Academy (DLA), May 4
- Meeting with BPST Dean to discuss Incubator space, May 4
- Review of Schematic Design for Kinesiology Building, May 4
- Attended Spring graduation, May 5-6
- Met with BPST Dean to discuss changes and transition for Public Administration, May 8
- Attended Anthology - Executive Session, May 8
- Meeting with Linda Uribe, Executive Officer for College & Career Readiness PSJA and Dual Credit Dean to discuss Lab Safety Standards, May 9
- Meeting with Vice President of Institutional Advancement and Economic Development to discuss the future of Non-Credit to Credit opportunities that we are developing for our community, May 9
- City of McAllen Nursing Award Kickoff, May 10
- Met with Texas A&M to discuss Engineering Academy Grant possibilities, May 11
- Interviewed by YouTube show/Podcast RGV Stars, May 11
- Attended 2023 Commencement Luncheon, May 12
- Met with Division Deans to discuss Valley Scholars program, May 16
- Met with Dr. Solis to discuss College restructuring, May 16
- La Joya Higher Education Center meeting with Facilities, May 24
- STC Law Enforcement Academy Application meeting with BPST Project Manager, May 24
- Meeting to conduct technical review of simulation equipment to be purchased as part of the DOL Nursing Expansion subaward with VIDA, May 30

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring semester enrollment and course offerings
- Coordinating STC & UTRGV Collaborative

- Working on Pay Plan revisions
- Working on Staffing Plan and Budgets
- Working on Academic Grant Activities
- Monitoring faculty and enrollment reports
- Reviewing the policy changes for TASB transition
- Developing student guide (online modules) for each Meta-Major
- Working with Academic Affairs Taskforces
- Implementing Action Plan for the 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:

- Meeting with Mission EDC to discuss upcoming event, May 2
- Meet with Jorge Figueroa of Texas Women's University on potential articulation agreements, May 3
- Perkins Workshop with BPST Division Leadership, May 4
- AEDT Student Exhibit and Graduation Celebration, May 4
- Building Communities Conference 2023 Planning Committee meeting, May 4
- Commencement for over 3,000 South Texas College graduates, May 5 & 6
- Coca-Cola Plant Tour for South Texas College's Advanced Manufacturing team, May 9
- Career Day at Garza Elementary, May 12
- Graduation Team Appreciation Luncheon, May 12
- BPST Division End of Year BBQ and Retirement Recognition, May 12
- Meeting with Dr. Solis to discuss Welding project, May 15
- Perkins Workshop, May 16
- RGV Focus Scorecard release, May 17
- Ambassador's Cross Training Academy, May 18
- Pharr EDC Foundation Board meeting, May 18
- Meeting and lunch discussion with Able City to discuss potential internship opportunities with AEDT Program Chair, May 22
- Meeting with Director for STMA, May 22
- Board of Trustees meeting and recognition of Fire Academy students (and recent graduates) who assisted a woman in need, May 23
- Meeting with Educational Technologies Operations Manager, May 30

DEPARTMENT/PROGRAM REPORTS:

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- Met with Border Pacific Railroad, Starr County Emergency Management and STC Personnel to discuss potential meeting regarding brushfire resources and training, May 2
- Attended Emergency Management Resource Meeting at Starr County campus to discuss preparation for upcoming brush fire season, May 18

Major Activities:

- South Texas College Fire Academy Completion Ceremony, May 5
- Bi-Weekly Construction Update Meeting on Flammable Liquid Gas Fire Training Area, May 10

- Assisted with tour for Rafael Jr. High School/Mission CISD of RCPSE facility, May 15
- Met with Hidalgo County Community Service Agency and STC Personnel to discuss possible funding assistance for students attending South Texas College Public Safety Programs (Fire and Police Academy), May 16
- Attended Bi-weekly Construction Update Meeting on Flammable Liquid and Gas Training Area, May 24
- Met with MSITB Dean and VPAA Staff to discuss preparation of TCOLE Police Academy Application before submission, May 24
- Attended Bi-weekly Construction Progress Meeting, for two-story fire structure, May 24
- Worked on Texas Commission on Law Enforcement (TCOLE) Pre-Screening Training Provider License for Police Academy, Various dates throughout May

External Visits

- Attended Emergency Management Resource Meeting at Starr County campus to discuss preparation for upcoming brush fire season, May 18

Accomplishments:

- Two Day Fire Training with Weslaco Fire Department at Mid-Valley Campus in Weslaco, Texas. The training familiarized the personnel with the use of both the car fire and vent trailer props, May 8 & 9

Events held at RCPSE:

- Basic Telecommunicator Academy, April -May 5
- Arrest and Control Tactics Instructor Course, May 1-5
- 30th STC Fire Academy Completion Ceremony, May 5
- TCIC/TLETS Full Access Course, May 8-10
- Weslaco Fire Department Vent Trailer Training-May 8
- Weslaco Fire Department Car Fire Simulator Training, May 9
- STC Police Bike Class for STC Security Personnel, May 10
- Mission Jr. High Tour of RCPSE, May 11
- DPS E-Tag Training, May 15-16
- Rafael Cantu Jr. High GEAR UP Tour of RCPSE, May 15
- Pharr Police Adult and Youth Police Academy-Virtra Simulator, May 16-17
- Pharr EMS use of skills pad for vehicle training, May 19
- Incident Command System (ICS) 300 & 400 Course at RCPSE, May 22-26
- Writing Narcotic Search Warrants, May 24-26
- Emergency Medical Response and Basic Life Support for graduated STC fire cadets, May 15-26

Upcoming RCPSE Events:

- Fire Vent Trailer Train the Trainer Familiarization at Roma Fire Department, June 6
- Patrol Rifle Instructor Course, June 12-16
- Texas Drug Recognition Expert Program "Don't Fear the Darkside", June 13 & 14
- Texas Drug Recognition Expert Program-Advanced Roadside Impaired Driving Enforcement, June 15 & 16
- Midwest Counterdrug Training Center-Tactical Medical Class, June 15 & 16
- Lyford Middle School Tour of RCPSE, June 15
- Fire Vent Trailer Train the Trainer Familiarization at Donna Fire Department, June 20
- South Texas College Police Academy Emergency Vehicle Operations Course, June 20-23
- Field Training Leadership Course, June 26-30
- South Texas College Police Academy (full-time class) Completion Ceremony, June 29

Project Manager

- Mission EDC Telsa Take Over Meeting, May 2
- BPST Perkins Workshop, May 4

- Fire Academy Graduation, May 5
- Culinary Meeting for Perkins Application, May 9
- Cosmetology Spring 2023 Enrollment Meeting, May 9
- Prospectus for Shae Eye Center with Melissa Renner, May 10
- BPST Carl Perkins Manager Meeting, May 15
- STC Carl Perkins Meeting with Academic Officer, May 16
- Gene HAAS Scholarship Application meeting with AMT & Grants, May 16
- RGV Focus Scorecard Event, May 17
- Testing out Tenstar Driving Simulator, May 17
- Public Safety Academies CRM Update with Program Chairs, May 18
- Harlingen Cotton Kick-Off Meeting, May 18
- Mission EDC Tour of Technology Campus, May 18
- Perkins Leadership Application Review, May 22,2023
- STMA Scholarship Meeting, May 22
- Perkins Application Equipment Review, May 23
- STC Law Enforcement Academies Meeting with VPAA, May 24
- Perkins Leadership Pre-Proposal Meeting, May 24
- Public Safety Academies/CRM Review with Public Safety Compliance Specialist, May 24

Guided Pathway Specialist – Business

- Student contacts and advisement activities:
  - 103 Telephone contacts
  - 245 Personal emails
  - 248 Email reminders
  - 58 Student registrations
  - 34 Students advised
  - 14 Graduation audits
  - 22 Student meetings
  - 2 Financial aid addendums
  - 3 Financial aid appeals
  - 12 Signed degree plans
  - 5 Course substitutions
  - 5 Meetings
  - 1 Trainings

Guided Pathway Specialist – Technology

- Student contacts and advisement activities:
  - 39 Students registered
  - 26 Email contacts
  - 44 Phone contacts
  - 29 Students advised
  - 16 Student meetings (In person)
  - 6 Starfish contacts
  - 7 Financial Aid Addendums
  - 6 Course substitutions

Emerging Technology Simulation Specialists (ETSS)

- Architecture class using Twin Motion in the VR lab for final projects, May 2
- First 2 HVAC classes used the new Interplay HVAC simulator and Architecture class using Twin Motion for final projects, May 3
- Demo from Tenstar, a commercial driving virtual reality simulator with over 20 different vehicles, May 17
- Economic development tour visiting the VR lab and sharing information about their upcoming Tesla Take Over event, May 18
- Received Skydio Drone that features Artificial Intelligence assisted flight and capable of several different visual modes, May 25

Advanced Manufacturing Technology

Major Meetings & Events

- Hosted a manufacturing career fair for Mission Veteran students at the Technology Campus, May 4
- Department attended Commencement Ceremonies, May 5
- AMT department volunteered to help Progresso H.S. after the storm damage to their manufacturing building, May 15
- Department recruitment Event at Cuellar Middle School, May 17
- AMT Presented at Alton Elementary Career Fair, May 19
- AMT Presented at Vanguard Beethoven Career Fair, May 26

Architectural & Engineering Design Technology

Major Meetings & Activities

- Years of Service Recognition, May 3
- AEDT Student Exhibit and Graduation Celebration, May 4
- STC BPST Graduation Ceremony, May 6
- Border Issues of Texas Community Project: Design Studio Presentations, May 8
- End of Year Fiesta & Margarita Vanguelova's Retirement Celebration, May 12
- Able City & STC Internship Meeting, May 22

Upcoming Travel, Meetings, and Conferences:

- 2023 CERTIFIED Educator Conference, June 26 –June 28

Departmental/Student Recognitions: Community Outreach:

- STC Story: STC Architecture Students Giving Hope to Communities in Need

Automotive/Diesel Technology

- Faculty attended the Spring 2023 graduation at Bert Ogden Arena, May 6
- Faculty participated in PSJA High School presentation at South Texas College Automotive Technology Campus, May 9
- Automotive Instructors attended the Automotive Meeting Perkins Grant, May 9
- Instructor attended the End of Year Fiesta, May 12
- Instructors attended a presentation at the Automotive Technology Shop for Rafael Cantu Junior High School, May 15

Business Administration

- Attended the Binational Educational Symposium (BES) 2023 Planning Committee Meeting, May 3
- Attended Commencement Ceremonies, May 5
- Participated in the City of San Juan Educational Fair, May 11
- Instructor participated in the Ambassadors Cross Training Academy, May 18

Culinary Arts

- Assisted Student Life with pastries for an event, May 4
- PSJA Dual Credit Culinary Arts graduated their second cohort of Commercial Baking Certificate students, May 5
- Faculty hosted an orientation for 100 potential Dual Credit students in PSJA, May 5
- Students and faculty attended graduation, May 6

Design and Building Technology (Construction Supervision, Electrician Assistant and Heating, Ventilation, Air Conditioning and Refrigeration)

Major Meetings:

- Attended Council of Chairs meeting, May 2
- Technology Campus - Solar Panel Structures - Bi-Weekly meeting, May 3 & 17
- Starr County Campus Automotive Lab Expansion - HVAC Expansion meeting, May 3
- CBE Meeting with Winthrop University meeting, May 4
- Faculty attended the Dual Enrollment Graduation Ceremony, May 5
- Faculty attended the STC Commencement Ceremony, May 6

- HVAC faculty attended Dual Enrollment meeting at Valley View High School, May 10
- HVAC faculty attended the Rafael Cantu Jr. High Annual Career Fair, May 11
- HVAC faculty attended City of San Juan Educational Fair, May 11
- Meeting with Interplay Learning representative to discuss VR options, May 15
- Starr County Campus Automotive Lab Expansion/HVAC Expansion meeting, May 17
- BPST Division Leadership Team meeting, May 18
- Construction Academies - STC and Texas A&M meeting, May 22
- Accelerated Associates Degree Program meeting with CBE staff, May 24
- MVC Automotive Lab, HVAC-R Classroom & Outdoor Area meeting, May 24
- Meeting with Dean to discuss DBT department plans, May 30

Major Activities:

- Faculty participated in the Ambassadors Cross Training Academy Commissioning Ceremony, May 18
- HVAC and Electrician Assistant faculty participated in various trainings, webinars and workshops throughout the month.

Grant Activity:

- Assistant Chair met with HVAC and ELPT for Perkins Grant application, May 8-12
- Assistant Chair attend Technology Conference, May 16-18

External Visits (site/organizations):

- Department Chair visited the Lab site at Valley View high school, May 16

Human Resources/Office Administration

- Department Chair visits Safeguard Solutions for a site visit and meets with business owner to establish the summer agreement for faculty internship under the Basic Perkins Grant, May 4
- Faculty attended the Spring 2023 Graduation Commencement Ceremony, May 6
- Department Chair attended the monthly Rio-Net ADRC Advisory Council Meeting – Member, May 10
- ADRC Veteran Clinic – Financial Awareness. The HR program sets up a table at the event in connection with the special populations and community awareness of career pathways, May 17
- Department Chair, Coordinator at Dual Credit (STC) joined, DC Instructor and event planner for the all-day conference at the 6th Annual Women's Empowerment Conference, Standing Tall. The HR Program is dedicated to assisting the partnership we have with PSJA ISD, specifically the Sotomayor campus, which serves special population students who are parents or single mothers, May 19
- Department Chair accepts the invitation from Principal Yvette Morales to attend this year's Weslaco High School Graduation Ceremony for seniors taking courses in Office Administration at WHS, May 24

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS

DIVISION DEAN'S REPORT:

- Presented the first ever "Dean's Choice Award" at the Annual Juried Student Art Exhibition, May 1
- Attended the AAC&U Institute on OER Team Lead Meeting, May 25

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies

- Follow-ups were conducted with local school districts and dance groups that participated in the 2023 South Texas College State Dance Competition to ensure client satisfaction and retention for the following year.
- A recruitment presentation was conducted at Palmview High School with Grupo Folklórico Ozomatli seniors to engage students in Ballet Folklorico STC's program offered at South Texas College on May 10

- The Center met with the McAllen Convention Center staff and the directors of Ballet Folklórico de la Universidad de Guanajuato from Guanajuato, MX and Ballet Folklórico Mexcaltitlán de la Ciudad de Tepic from Nayarit, MX to discuss the planned participation of all three troupes in MXLAN during Summer 2023. The Center coordinated a discussion between the directors of the three dance companies and City of McAllen staff via Zoom on May 23
- The Center exchanged information with Board Relations Officer, who initiated discussion for the Ballet's participation at the 2023 Association of Community College Trustees (ACCT) Board Retreat in July in San Antonio, TX.
- The Center continued discussion with staff at Oregon State University for Ballet Folklórico South Texas College participation at the OSU campus in June.
- Travel authorization was processed for Ballet Folklórico STC's planned trip to Oregon State University and Anaheim, California.
- Ballet Folklorico STC students presented at the Daniel Ramirez Elementary School (PSJAISD) on May 31

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

DIVISION DEAN'S REPORT:

- Participated in CCBA May 2023 Board Meeting, May 1
- Attended Prison Education Program MS Teams Meeting, May 1
- DHR Health Education Department Presentation, May 2
- Participated in Operations Management Planning Meeting, May 3
- Met with Jorge Figueroa Texas Woman's University Vice Provost for Curriculum and Strategic Initiatives, May 3
- Attended Chief Alex Longoria Commemorative Plaque Unveiling Ceremony, May 4
- Participated in BAT MHSM Information Session, May 4
- Participated in Developmental Education + Continuing Education presentation, May 4
- Attended CBE meeting with Winthrop University, May 4
- Graduation Commencement for Dual Credit Students, May 5
- Graduation Commencement for Tradition Students, May 6
- Attended APLU/ Lumen Learning STC Site Visit, May 10
- Attended San Juan Educational Fair, May 11
- DEMSA Program & Vaqueros MD Early Assurance Program Follow Up Meeting, May 15
- Attended Ascender Site Visit Report MS Teams Meeting, May 15
- Met with Dual Credit Dean discuss Public Administration Program, May 15
- Attended Recognition for Newly Selected DEMSA Students from Roma HS, May 16
- Participated in Public Administration Recruiting Process /Pathway to MPA Meeting, May 16
- Attended Valley Scholars Meeting, May 16
- Ambassadors Cross Training Academy Commissioning Ceremony, May 18
- STC & UTRGV Collaborative Student Progression & Success Committee Meeting, May 22
- Attended Emotional Intelligence Conference, May 24-25
- Attended NISOD Conference, May 26-30
- Attended Public Administration Program Meeting, May 31
- Met with Distance Learning Dean regarding TxDOT, May 31

Project Manager

- Attended STC Journey Map Partnership Meeting, May 3
- Distinguished Leadership Academy Collaborative Leadership Session, May 4
- Attended Perkins Basic Application meeting, May 10
- Attended Coaching Powered Leadership session with InsideTrack, May 11
- Attended Carl Perkins Planning Workshop #3, May 16
- Public Administration Recruiting Process meeting, May 16
- Attended Public Administration pathway to MPA meeting, May 16

- PANACEAS meeting with RDMC office, May 18
- Attended meeting to discuss Wall Wraps with Perkins funding, May 22
- Attended meeting to discuss Science Mill donation, May 24
- Attended NISOD Conference, May 27-30

BACHELOR PROGRAMS:

Organizational Leadership

- Participated in the Council of Chairs Meeting, May 2
- Participated in the Leadership McAllen Executive Board meeting, May 2
- National Society for Leadership and Success Monthly Call, May 3
- Presented to the Mission Police Department along with Full-time BASOL faculty and Student Engagement and Completion Specialist, May 4
- Attended the Leadership McAllen Class '42 Graduation Ceremony, May 9
- Attended the Leadership McAllen Steering Board Meeting, May 10
- Participated in the San Juan Educational Fair, May 11
- Bachelor Program's New Student Orientation, May 11
- Attended the STC Commencement Appreciation Luncheon, May 12
- Facilitated the Capstone students' graduation dinner celebration at Salt Grass, May 13
- Participated in the Chair Celebration – Spring 2023 at Main Event, Pharr, TX, May 16
- Presented to the Pharr Police along with full-time BASOL faculty and Student Engagement and Completion Specialist, May 18
- Participated in the 8th Annual McAllen Public Works Block Party to promote the Bachelor programs, May 20
- Attended the Student Engagement and Completion Specialist meeting to discuss BASOL enrollment/registration reporting, May 22
- Presented to the Texas State Technical College Aviation program, Harlingen, TX, May 22
- Attended the Texas Hispanic Serving Institutions Consortium, San Antonio, TX, May 23-26
- Facilitated the BASOL Advisory Committee Meeting, May 30
- Participated in the Leadership McAllen Committee meeting, May 30
- Participated in the Texas Women in Higher Education 2024 Conference Planning meeting, May 31

Computer Information Technologies/ Computer Science

- Worked on CITP Activities IE Plan Report with Nicholas Hinojosa via MS Teams, May 1
- DHR Health Education Department Presentation, May 2
- Participated in Computer Science Research Meeting via MS Teams, May 2
- Participated in Council of Chairs Meeting, May 2
- Optional Credit for Prior Learning Office Hour Session with Haley Press, May 4
- CBE Meeting with Winthrop University via MS Teams, May 4
- Optional Credit for Prior Learning Office Hour Session with Christian Lagarde, May 4
- Attended Spring 2023 Commencement Ceremony-Bert Ogden Arena, May 6
- Participated in JFF/STC Case Study Meeting with Madeleine Chaisson, May 8
- Participated in Google IT Grant Meeting via MS Teams, May 9
- Participated in Google Cybersecurity Professional Certificate Meeting via MS Teams, May 9
- Attended STC Bachelor Programs Presentation at San Juan Educational Fair- San Juan Memorial Library, May 11
- Participated in Bachelor New Student Orientation Summer Terms via MS Teams, May 11
- Facilitated Google Certification Progress Report Meeting with Staff via MS Teams, May 11
- Participated in Unity Workforce Grant Q & A Webinar, May 15

Operations Management

- Met with James Barron, Texas Department of Criminal Justice, and Ashley Koonce with the Wyndham School District, MSITB Dean and Vice President for Academic Affairs to discuss the possibility of providing educational services in the Texas Prison System, May 1
- Presented on the OPMG program to DHR Management staff, May 2
- OPMG led and sponsored the City of San Juan Educational Fair, May 11

- Met with Dual Credit Dean and her Dual Credit Managers to discuss the Public Administration program being included in the Dual Credit programs at High School Campuses, May 15
- Met with the Enrollment Services Team discuss the inclusion of the Public Administration program in the recruiting process, May 16
- Held first Public Administration Student Orientation, May 17
- Met with Chair of the Master of Public Affairs program at UTRGV, the President of the Public Administration Program Advisory Council, Dr. Diana Almaguer, MSITB Dean and Project Manager, May 16
- Attended City of McAllen Convention Center and Performing Arts Center Advisory Board, May 22, 2023
- Held the OPMG Program Advisory Council Meeting, May 31, 2023

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Physical Sciences and Engineering Department Chair

- Collaborated with UT RGV department of environmental science on a NASA MUREP Curriculum Awards (MCA) grant proposal to set up the "Remote-sensing and Analytics for Integrating Science Education with NASA MD to Strengthen Student Research Capacity at MSI (RAISE)" program, May 1
- Attended Spring 2023 Dual Credit Program Chair Update meeting, May 4
- Engineering program coordinator attended UTC Grant kickoff meeting, May 4
- Engineering faculty attended Online Digital Teaching Symposium, May 4
- Attended Spring 2023 STC Commencement ceremony, May 5
- Met with the physical science faculty who is leading the Open Educational Resources (OER) Physical Science Lab Manual project, reviewed the status of the project and drafted next steps, May 5
- Attended the webinar: All Hands-on Deck: Unifying Faculty and Student Affairs for Improved Student Outcomes, May 9
- The Engineering program coordinator attended SENSE IT grant proposal development meeting with TAMUK, May 12
- Reviewed the first draft s of Open Educational Resources (OER) Physical Science Lab Manual, May 16
- The Engineering program coordinator recruited 7 STC Engineering that graduated from STC this Spring into the UTC Summer Bridge program. Students will engage in research through the UTRGV Transportation Center and take two summer classes with UTRGV tuition free, May 1-18
- The geology instructor continued to fulfill the expectations of the role as the director of the USDA grant program PANACEAS, May 1 - 31
- The Chair and the Engineering program coordinator participated in the ArcGIS Training at the 2023 Stormwater Conference at South Padre Island, May 21-23
- The Engineering program coordinator attended SENSE IT grant proposal development meeting with TAMUK, May 19
- The Engineering program coordinator attended the 2023 Stormwater Conference at SPI. Presented during the High School conference session (~200 students) and promoted department programs at the STC recruitment booth, May 24 to May 26

UNIVERSITY RELATIONS:

- **Agreements Awaiting Signing:**
  - Texas A&M University – Corpus Christi
  - Texas Women's University
  - UTRGV Updated MOU
  - University of Houston Bauer College of Business
  - West Coast University
- **Agreements in Progress**:
  - Texas Southern University College of Pharmacy
  - University of Houston - Victoria
  - Southern New Hampshire University

    - Lamar University Program Articulations
    - University of the Incarnate Word Feik College of Pharmacy
    - Texas A&M University at San Antonio
    - TAMUK BAAS (STC Fire Science to BAAS)
    - Community College of the Air Force
    - TAMU Biomedical Sciences
    - TAMU Engineering
    - University of Arizona Global Campus
    - Texas Southern University
- **Agreements Being Edited:**
    - Texas State Technical College
    - Texas Women's University Culinology Program
- Worked on adding Pathways to Bachelor's Degrees on a new website where potential students will be able to access them, ongoing
- Reaching out to students regarding eligibility for the Texas A&M University Engineering Academy, ongoing
- Met with representatives from the Texas A&M University Engineering Academy, May 1
- Hosted Jorge Figueroa and Javier Flores from Texas Women's University and had meetings with the academic teams and President's cabinet members, May 3
- Presented to the capstone students in the Bachelor's program on graduate program opportunities, May 3
- Met with representatives from the Dual Credit Programs and Texas A&M University – Kingsville on ways that we can partner with TAMUK engineering program and DEEA, May 9
- Participated in the NACADA Steering Committee on Advising Transfer Students monthly meeting, May 10
- Met with representatives from Texas A&M University and the South Texas College Grants office about a potential grant opportunity, May 11
- Met with representatives from the Dual Credit programs about a potential partnership for the DEMSA academy with the UTRGV Medical School, May 11
- Met with representations from the Dual Credit Programs and UTRGV's Vaqueros MD Early Assurance Program about partnership opportunities, May 15
- Attended the ACTA Commissioning Ceremony, May 18
- Met with representatives from the Feik College of Pharmacy at University of the Incarnate Word about a potential agreement, May 18
- Attended the NACADA Advising Transfer Students webinar, May 18
- Participated in the Tres Lagos PID meeting to present on the Community Center Committee, May 18
- Met with the members of the Student Progression and Success Subcommittee of the STC2URTGV Collaborative about goals achieved and priority setting for the next year, May 22
- Met with Dr. Laura Saenz at UTRGV about the status of transfer maps and creative ways to approach programs that may have issues developing a true 2+2 agreement, May 23
- Attended the STC training session on "Civilian Response to Active Shooter Events," May 30
- Attended the AACU webinar "SHE LEADS: Managing & Navigating Change in Higher Education," May 30
- **Upcoming Events:**
    - Signing Ceremony with Texas A&M University College of Agriculture and Life Science, TBD
    - Signing Ceremony with Texas A&M University – Corpus Christi, TBD
    - Launch event with University of Maryland-Global Campus, TBD
    - Signing Ceremony with Texas Women's University, TBD
    - Fall 2024 College Fair, October
    - Transfer Advising Academy, Fall 2024

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended meeting with Student Financial Services leadership team and the BSN program chair to discuss the Mary J. Killoran Scholarship, May 1, 8
- Followed up on work for the Organization for Associate Degree Nursing (OADN) Board, OADN DEI Committee, and Philippine Nurses Association of South Texas - RGV.
- Provided welcome remarks to students attending the ADN LVN-RN Transitional Track Boot Camp, May 2
- Met with clinical simulation coordinator to discuss future plans for the Simulation Department and grant opportunities for equipment purchases, May 2
- Worked on the 2023 – 2025 IE Plan for the NAH Division.
- Attended the Years of Service Awards celebration held at the NAH Campus, May 3
- Worked on the ADN Self-Study Report for the Texas Board of Nursing (TBON).
- Met with representatives from ATI Nursing Education during their onsite visit, May 3
- Followed up on the status of grant funds for the NAH Division.
- Attended the 2023 Commencement Ceremonies, May 5 & May 6
- Nursing Career and Education Fair held at the Valley Baptist Medical Center Harlingen Campus, May 10
- Attended the HRSA Workforce Funding Opportunities for Nursing Students and Nurses Webinar, May 10
- Attended the City of McAllen Nursing Award Kickoff, May 10
- Attended the Prosperity Task Force Update Meeting, May 11
- Met with representatives from La Joya ISD to discuss collaboration for their summer bridge program and upcoming college and career conferences, May 11
- Faculty Mentor Meeting with ADN faculty and leadership, May 11
- DMS Program 2023 Pinning Ceremony held at the NAH Campus, May 11
- EMS Program Recognition Ceremony held at Balli's Terrance Event Center in Mission, May 11
- Attended the Carl Perkins Workshop #2, May 12
- STC Commencement Appreciation Luncheon hosted by the president, May 12
- Attended the ADN Spring 2023 Pinning Ceremony held at the Pecan Campus, May 12
- Attended the Youth Career Conference hosted by Workforce Solutions, May 16
- Attended the Carl Perkins Workshop #3, May 16
- Followed up on the Bank of America Progresando Grant awarded to the STC Foundation, May 16
- Met with VPAA to discuss Valley Scholars Program recommendation, May 16
- Attended the PTA Program Pinning Ceremony held at the Pecan Campus, May 16
- Attended the Texas Workforce Commission Meeting held in Austin, TX. Speakers provided insight on how Texas can deliver a workforce adept at providing safe, quality patient care using e-health technologies and discussed strategies to ensure the state has the workforce to support health technology innovations of the future, May 18 – May 19

- Attended the ATI Testing and Remediation: Best Practice Recommendations webinar, May 19
- Attended the OADN Diversity, Equity, and Inclusion (DEI) Committee Meeting, May 22
- Reviewed the affidavit of graduation for the Texas Board of Nursing, May 22
- Met with the grant development office to discuss subaward elements for the DOL Nursing Expansion Grant, May 23
- Met with the academic initiatives officer to discuss grants, May 23
- Attended the Navigating Undergraduate Education: Future Proofing the Profession webinar, May 24
- Followed up on invoice from Southwest Ambulance Sales.
- Attended the AmeriCorps VISTA Grant Program Ceremony held at the Pecan Campus, May 25
- Worked on/submitted Perkins Basic FY24 content to the academic initiative office, May 25
- Followed up with the IT and ET Departments regarding augmented reality equipment that will be procured through a partnership with VIDA.

- Met with grant development officer to review simulation equipment to be purchased as part of the DOL Nursing Expansion subaward with VIDA, May 30
- Finalized and submitted the ADN Self Study Report to the Texas Board of Nursing, May 31
- Followed up on Personnel Activity Report from the ADN academic coach.

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Department hosted the Incoming LVN to RN Summer 2023 Boot Camp. The boot camp is a full-day, information-packed workshop that is designed to provide students with the necessary tools, resources, and information to guide them in their academic career with STC ADN, May 2
- Level 2 RNSG 1162.A05 students provided an information session at Nuestra Familia Feliz Day Care on coronary artery disease, May 3
- Level 2 RNSG 1162.A06 students provided an information session at the NAH Campus on hypertension. Students utilized posters and handouts to educate attendees, May 3
- Level 2 RNSG 2161.A06 students provided an information session at Amigos Del Valle on diabetes. Students utilized posters and pamphlets to educate attendees, May 3
- ADN advisor and BSN academic coach attended the Valley Baptist Medical Center Harlingen Education and Career Fair. More than 100 attendees visited our tables for information regarding our programs, May 10
- Advisors provided advising to 450 students and held four information sessions with a combined total of 48 attendees.

- Held the Spring 2023 ADN Pinning Ceremony at the Pecan Campus for 53 graduates, May 12
- Three faculty members attended the 2023 NISOD International Conference in Teaching and Leadership Excellence held in Austin, TX. Several attendees from STC were recognized as NISOD Excellence Award recipients, May 27 – May 30

Diagnostic Imaging Department

- DMS Program attended a SonoSim Virtual Demonstration for the addition of sonography resources, May 2
- Department chair attended meeting with supervisor of Cashiers Office regarding DID tuition fees, May 3
- Faculty attended the Spring 2023 Commencement Ceremony, May 5
- DMS Program Spring 2023 Pinning Ceremony held at NAH Campus, May 12

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES

DIVISION DEAN'S REPORT:

- Met with Jorge Figueroa Texas Woman's University Vice Provost for Curriculum and Strategic Initiatives, May 2
- Attended the Criminal Justice Club at Pecan to recognize its club members, May 3
- Meeting with the President and Architect to review the schematic design for the Kinesiology building, May 4
- Attended SBS Division Curriculum Meeting, May 4
- Meeting to discuss the procedures in providing the child care Child Care Covid Relief Fund Stipend for CDC staff, May 8
- Child Care Provider expansion initiative Award, May 9
- Ascender Site visit Report, May 15
- Meeting to discuss recommendation for Valley Scholars Program, May 16
- Meeting for STC & UTRGV Collaborative Student Progression & Success Committee Meeting, May 22
- Meeting to discuss the Pecan Campus - Kinesiology Building Schematic Design Review, May 25
- Oversight Committee meeting, May 30

DEPARTMENT/PROGRAM REPORTS:

Child Development

- Our spring semester has gone and went by in a blink of an eye! Our children and teachers were busy creating different activities for spring study, creating gifts for moms and enjoying the last weeks of the semester with outdoor fun! Children were able to take part in beautifying their playground, by growing a garden and took turns in taking care of their plants, flowers and herbs by watering and digging out weeds. Teachers concluded the semester with fun week, which included sunglasses/hat day, water day and pajama day.

Education

- Education Department Chair and Board President of Border Issues of Texas and Mi Casita Affordable Housing Project, welcomed South Texas College Architectural Engineering Design and Technology students and faculty to the Border Issues of Texas offices to present on their final design of a master plan and townhome proposal for the Mi Casita Affordable Housing Project. Faculty and industry guests attended to evaluate students' projects and provided valuable feedback. Student house designs one will soon become a reality thanks to STC students and Faculty from the Architectural Engineering Design and Technology program and Border Issues of Texas that has a 10-acre lot where students' projects will become a reality. This was a great opportunity for students to showcase their talent while they serve and give back to the community, May 8

Psychological Science

- STC student and Starr County Campus Psychology Club Member – was presented with a Certificate of Recognition for being the 12th Starr County Campus Psychology Club $1,000 Scholarship Recipient. To be eligible to apply for this scholarship, applicants must meet the following criteria: be an active member of the Starr Psych Club, graduate from South Texas College with an Associate's Degree, have at least a 3.0 GPA, and submit the following documentation: application, resume, official transcript, financial aid eligibility award, and 500-word essay on applicant's achievements and professional goals. The STC student graduated from STC last December 2022 with an Associate's Degree in Criminal Justice. She is currently pursuing a Bachelor's Degree in Organizational Leadership at STC and her goal is to one day become an attorney and CEO for a company/business, possibly her own. May 3
- The Psychology Club at Pecan hosted their final meeting of the year with a Pizza Party and an Informational Presentation on "Transfer Options and Opportunities" by Cordelia Shotts, the Relationship Manager for Premier Partnerships with Bellevue University, to 15 of its members and additional STC students. Students walked away with full tummies and knowledge about the Bachelor Degrees offered at Bellevue University as well as other transfer information on possible Four-Year Institutions in the area. Our club students stated they were eager to visit the Transfer Center in the fall semester, as many will be returning to finish their Associates Degrees next year, May 3

- The Starr County Campus Psychology Club honored the Top 10 Most Active Members of spring 2023 semester by presenting them with Certificates of Recognition. The Starr Psych Club has been active for 15 consecutive years starting this fall 2023 semester, including virtually a couple of semesters due to COVID-19 pandemic, and transitioning back to in-person events/activities since fall 2021. The Starr County Campus Psychology Club is the largest and most active club in all South Texas College, leading the way since 2009, and proud and humbled to represent the Department of Psychological Science and the Division of Social and Behavioral Sciences, May 3

- South Texas College Vice-Presidents were featured in RGV Starts. Dr. Anahid Petrosian (STC Vice-President of Academic Affairs) and Dr. Rodney Rodriguez (STC Vice-President of Institutional Advancement and Economic Development) discussed more about the leadership at STC, as well as opportunities, programs, and resources available, and the exciting times with the 30th Anniversary Celebration of the college this year. Both Vice-Presidents, in their respective episodes, elaborated on their backgrounds, careers, achievements, obstacles, the importance of family support to reach success, provided advice, and mentioned their future goals personally and for STC in the next 5-10 years, May 11

- Two faculty from the Department of Psychological Sciences Department received Years of Service Awards at South Texas College Starr County Campus, May 10

- PSYC Faculty participated at the annual Rio Grande City Grulla ISD Academy for Academic Enhancement Magnet (GT) Middle School's Career Day. The presenters were stationed at the hallway and the different grade levels (6th, 7th, and 8th grade) came in rotations to learn from the career day presenters. This is important outreach as middle schoolers are considering colleges to attend and majors to pursue, May 16
- PYSC Faculty attended a virtual conference on Zoom as licensed professional counselor (LPC) and licensed chemical dependency counselor (LCDC) on the topic of "The Silent Battle: Video Game Addiction and its Impact on Teen Mental Health". This mental health conference is sponsored by UTRGV's Addiction Resource Center (ARC). The presentation elaborated on Internet Gaming Disorder (IGD), culture perceptions, the pandemic and the impact of IGD on teens, strategies that mental health professionals can utilize, counseling techniques for IGD treatment, strategies for parents to support their children with IGD, playing video games in a healthy way, and resources for mental health professionals. He always implements and incorporates what he learns in conferences like these to his classes as psychological science faculty, and students enjoy learning from hands-on experience as well, May 19

- The Department of Psychological Science Faculty members participated in a virtual three-day workshop. This virtual workshop was dedicated to certifying professionals and researchers who are interested in a more in-depth learning experience using transformative emotional intelligence (TEI) positive assessments, models, and learning materials. This was the 20th Anniversary Conference for Transformative Emotional Intelligence out of Texas A & M University Kingsville, May 22-24

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

External/Outreach Activities:

- VictoryXR planning meeting, April 5
- Vendor Meeting and Evaluation Session, Class Technologies and Stephen Crum in IS&P, May 10,16,30
- Attended AmeriCorps VISTA Grant Program Ceremony, May 25
- Met with the new DigiTX Executive Director to discuss STC involvement in future activities May 22

College-Wide Activities:

- Attended Inside Track, DHSI grant meeting, May 1
- Vendor displays to Nursing, Engineering, Liberal Arts for synchronous classes (April 5-12)
- VictoryXR planning meeting, May 2, 11
- Coordinated Gradebook Drop-In sessions during evenings and weekends for Dual and Adjunct Faculty, May 1-8

DL Office Activities:

- Initiated a project to redesign DL Webpages, May 3
- Development meeting with VictoryXR Support, May 11

DIRECTOR'S REPORT:

- Participated at the Years of Service – Pecan Campus, May 2
- Identify and develop Helpdesk Tier II services, May 2
- Participated at the Blackboard Learn Ultra Roadmap, May 3
- Met with Distance Learning Team to discuss DL portal, Faculty/Student SharePoint, Bb Homepage and Online Website to organize all content to simplify and improve efficiency, May 5
- Develop Spring 2023 Crosslist Request report for Vice President of Academic Affairs, May 9-10
- Participated at the Banner User Groups Committee, May 9
- Met with PR Digital Services Manager to discuss Distance Learning Online Campus website redesign, May 11
- Attended the Region One - Technology Conference at South Padre Island, May 16-18
- Participated at the Blackboard Tier II Services Meeting, May 24
- Participated at the InsideTrack Leadership Coaching Meeting, May 24
- Develop the National Council for State Authorization Reciprocity Agreements (NC-SARA) application, payment and submitted the required annual data reporting for our institution, May 25-31
- Participated at the Student Focus Group Meeting with RAS department, May 30

PROJECTS:

- Learning Management System (LMS)
    - Batch upload for all Summer 2023 courses and faculty/student enrollments through ILP Admin, May 1-31
    - Batch upload for all drop students in term Summer 2023 courses through the Blackboard integration, May 1, 8, 15, 22 and 29
    - Updated information modules and pop-ups in Blackboard, May 1-31
    - Updated the institutional hierarchy for all Summer 2023 term, May 1-31
    - Updated Blackboard Assist resource page, May 1-31
    - Troubleshoot gradebook settings and exams, May 1-31
    - Updated the Training and Development Manager on Blackboard's production server, May 1-30
    - In collaboration with IT department, updated banner scripts for the "Course at a Glance" student report in Blackboard.
- Distance Learning Portal
    - Updated dean/chair reports on the dashboard.
    - Fix bugs/errors.
    - Updated faculty certification list.
    - Updated script to pull data from the OPOD system into the DL portal.
- Distance Learning Ticketing PowerApp
    - Fix bugs/errors

DISTANCE LEARNING TECHNOLOGIES:

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

Blackboard Student/ Faculty Tickets:	422
Helpdesk Phone Calls received by DL Staff:	272
Social Intent – Distance Learning Chat	50
Blackboard Support Chats/Calls:	39
Crosslist Requests for Summer 2023	36
Total	**819**

- **Trainings/ Workshops/ Professional Development**
  - Professional Development
    - Participated at the Region One - Technology Conference at South Padre Island, May 16-18
    - Participated at the Blackboard Learn Ultra Roadmap, May 3
  - Training
    - Distance Learning Drop In Session – Gradebook Assist, May 1-12
    - Blackboard - Setting up Overall Grades, May 1, 2, and 5
    - Blackboard - Submitting Your Final Grades, May 8, 9 and 12
    - Hosted and facilitated a Blackboard All Day Open Lab Training Session at the Technology Campus, May, 3
    - Participated in a Gradebook training, May 4
    - Hosted and facilitated a Blackboard All Day Open Lab Training Session at the Mid-Valley Campus, May 10
    - Participated in the Advanced Ongoing Training with InsideTrack, May 10
    - Participated in a Help Desk cross training, May 11
    - Facilitated the Blackboard Navigation to Dual Credit students, May 25
- **Student Success Activities:**

Type of Service	Number of Students Visit
General Advising	97
Telephone/ Text Contacts:	117
Virtual Campus Advising Email:	111
Radius Inquires:	136
Register Online Students	5
Register TxDOT Students	11
Academic Coach Sessions:	23
Email Reminders Sent:	4,821
Total:	**5,321**

DISTANCE LEARNING MEETINGS:

- Distance Learning Technology and Student Success Weekly Meeting, May 1
- Distance Learning Technology Team participated with Blackboard's Service Delivery Manager Session, May 2, 9, 16, 23 and 30
- Distance Learning staff participated in the Pathways to Success meeting, May 4
- Distance Learning Leadership Staff Monthly Meeting, May 16
- Distance Learning department meeting, May 23

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

DEAN'S REPORT:

- Dual Credit Programs Leadership hosted a Make-Up Session: Spring 2023 Chair Update, May 4
- Spring 2023 Commencement Dual Credit Programs Ceremonies consisted of 1,454 prospective graduates from partnering school districts, May 5
- Dual Credit Programs Leadership met with Progresso ISD Leadership regarding STC Dual Credit Programs data and program, May 10
- Dean attended a recognition event for newly selected Dual Enrollment Medical Science Academy (DEMSA) program students from ten Roma HS students, May 16
- Dual Credit Programs presented the 2023-2024 Interlocal Agreement for In-District and Out-Of-District Partnering School Districts at the STC Board Meeting, May 23
- Dual Credit Programs hosted a Staff Seminar which consisted of training on Emotional Intelligence and presentations from Student Rights & Responsibilities, Continuing Education and Institution of Advance Manufacturing, May 24
- Dual Credit Programs Leadership held a follow-up planning meeting with Edinburg Economedes, Edinburg High School and Robert Vela High School Administration to review instructional plans for academic and career technical program offerings, May 25

ACADEMIES AND CAREER TECHNICAL PROJECTS:

Academy Programs

- Academy Programs had seventy-one (71) prospective graduates that completed the rigorous two-year program at the Mid Valley and Pecan Campus from area high schools.
- Academy Programs completed confirmation of acceptance for one hundred sixty-five (165) new students from the Mid Valley and Pecan Campus, with a 10% increase over the previous recruitment cycle. The final 2023-2025 cohort student counts are as follows:

Campus	Program	Attendance
Mid Valley Campus	**DEEA**	17
Mid Valley Campus	**DEMSA**	31
Mid Valley Campus	**DEBAA**	12
Mid Valley Campus	**DECJA**	14
Pecan Campus	**DEEA**	21
Pecan Campus	**DEMSA**	42
Pecan Campus	**DEBAA**	18
Starr County Campus	**DEMSA**	10
	Total	165

- Staff held meeting with Texas A&M University-Kingsville Representatives, Dean for Dual Credit Programs, Director of the University Relations to discuss possible development of agreement for our Engineering Academy students, May 9

- Staff coordinated a visit for thirty-nine PSJA ISD Student visit to Technology Campus for Diesel & Automotive Technology Program recruitment presentations and campus tour, May 9
- Staff held meeting with the UTRGV MD Vaqueros Program Representatives, STC Dean for Dual Credit Programs, Director of the University Relations and Biology Program Chair to discuss possible development of agreement for Medical Science Academy students, May 15

- Staff conducted New Student Orientation for seventeen (17) Mid Valley Campus DEEA Cohort, which consisted of a campus tour, visits and presentations at the library & tutoring center, and receiving their student I.D, May 30
- Staff held recognition event for newly selected Dual Enrollment Medical Science Academy (DEMSA) program students from ten Roma HS students.

- Staff coordinated a STC EMS Program Student & Parent information session for Mission CISD students at the Nursing & Allied Health Campus, May 23
- The School to Career in Dual Enrollment Academy (SCADE) Welding Program with Mission CISD had a total of twenty-three (23) graduates that were awarded their Certificate in Structural Welding.
- Staff attended a STC Cybersecurity Program recruitment/information session for PSJA ISD Students at the STC Regional Center for Public Safety Excellence, May 12
- Staff held the TexPREP Parent/Student Orientation for Roma ISD Starr County Campus participants at the Roma ISD Performing Arts Center, May 30

DUAL CREDIT ACADEMIC PATHWAYS:

- Pathways Director and Coordinator met with Weslaco ISD Administration to continue SACSCOC teach-out plan to reallocate college course and initiatives due to Weslaco 21st Century ECHS campus closure, May 1
- Director presented at the Make-Up Session for Dual Credit Programs Department Chair updated, May 4
- Dean, Director, Chair: Biology and Chemistry met with PSJA initiate corrective action plans with PSJA administrators, May 9
- Dean and Director met with Progresso ISD to share dual credit status and discuss future opportunities, May 10
- Dean and Coordinator met with Edinburg ISD to discuss program status and future opportunities, May 25
- Scheduling Team and Director attended a workflow meeting with Dual Enroll software company, May 30
- The following events were hosted by Staff:

School	District
Virtual Parents Night	South Texas ISD Virtual Academy
Blackboard Orientation Session	Open to all Districts
Class of 2027 Parent Orientation	La Joya ECHS
CCRSM Leadership Meeting	Weslaco ISD
Dual Credit Resource Presentation	Mercedes ISD
STC NAH EMS Event	Mission ISD

DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Dual Credit Scheduling Staff continued to finalize the Summer 2023 and Fall 2023 Dual Credit Schedules.
- Dual Credit Enrollment Services hosted the following events for partnering school districts in preparation for Summer and Fall 2023 Semesters, as shown below:

Date	School	Purpose	Attendees
May 2, 2023	Juarez Lincoln High School	Parent Info Session	25
May 3, 2023	Juarez Lincoln High School	Apply Texas	50
May 9, 2023	Edcouch Elsa ECHS	Double Up Registration	25
May 10, 2023	Weslaco East ECHS	Apply Texas	29
May 15, 2023	La Joya AHSP	Double Up Orientation	75
	Weslaco East HS	Double Registration	10
May 16, 2023	Weslaco HS	Double Up Registration	16
	Weslaco CTE	Double Up Registration	10
	Juarez Lincoln HS	Double Up Registration	50
May 17, 2023	Weslaco CTE	Double Up Registration	7
	STISD Virtual Campus	Apply Texas	15
May 18, 2023	STISD Virtual Campus	Apply Texas	5
	Roma High School	Double Up Registration	50
May 19, 2023	McAllen High School	Double Up Registration	162
	Roma High School	Double Up Registration	50
	Mercedes Early College Academy	Student info session	60
May 23, 2023	Juarez Lincoln High School	Apply Texas	60
	Vanguard Beethoven ECHS	Apply Texas	65
	PSJA North ECHS	Apply Texas	37
	Mercedes Early College Academy	Pathways Support	30

May 26, 2023	PSJA North ECHS	Apply Texas	12
	Vanguard Beethoven	Parent Info Session	10
May 30, 2023	PSJA Southwest ECHS	Apply Texas	37
May 31, 2023	PSJA Southwest ECHS	Apply Texas	25
	STISD Virtual Campus	Apply Texas	8

- Scheduling and Compliance Assistant worked on the Summer 2023 – FLAC Summer I and III – Entering Position and Suffix Number for over 60 assignments.
- Scheduling and Compliance Assistant is continuing to assess the Summer 2023 –Dual Credit Course Agreements for Summer I and III.
- The scheduling department processed 238 scheduled requests for summer 2023. Please see chart below

Summer 2023							
Total Request	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
238	238	120	52	66	367	293	74

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mr. Montez attends meetings, campus events and trainings for STC:
  - MVC Automotive Lab, HVAC-R & Welding Expansion Meeting, every two weeks.
  - Attended ACTA Commissioning Ceremony at Pecan, May 18
  - MVC South Academic Bldg. H Repair & Renovations and Roof Reparation Meeting, May 25
  - MVC hosted Annual End of Year BBQ for Faculty and Staff, May 25
- Counseling and Student Accessibility Services Dept. hosted Open House for new students including campus tour, registration and ADA accommodations, May 12
- OSRR hosted information table for students, May 1
- Student Activities hosts events for students:
  - Stress Free Day, May 3 & 4
- Child Development Center hosted Muffins for Mom Event, May 10
- Dual Enrollment Academies Parent Orientation held, May 16

COMMUNITY ENGAGEMENT:

- Mr. Montez meets with various outside organizations and local schools for events, meetings, and trainings:
  - Ribbon Cutting: Gibson Park Musical Garden, May 11
  - Weslaco Chamber Executive & General Board Meetings, May 16
  - Milestone Celebration: Montalvo Insurance, May 25
- RGV Down Syndrome Association held its monthly meeting, May 1
- RGV TASO Football held Board & General Meetings, various dates.
- Weslaco PD hosted Basic Code Enforcement Training for employees, May 1-5
- VIDA hosted workshops and training for students, various dates.
- Colleges and Universities host information tables for students:
  - UTRGV, May 4
  - Bellevue University, May 10
  - Texas A & M University Kingsville, May 10
- Weslaco EDC hosted How to Start a Business 101 Workshop for local community, May 5
- HEB Store Leaders Win Through People Workshop held, May 23
- HEB Department Meeting Trainings, May 30

ENROLLMENT ACTIVITIES:

- College Connections hosted All Access Registration Events:
  - Donna ISD, May 1

- Edcouch-Elsa Fast Track, May 8
- Progresso, La Villa, La Feria & Santa Rosa ISDs, May 15

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS

CAMPUS ENGAGEMENT:

- Coordinated with HR for distribution of service award documents & pins to faculty/staff.
- Attended monthly Starr County Mental Health Coalition meeting to provide referral services for community.
- Finalized and executed event for Texas A&M Health new facility for Diabetes Management Program on campus.
- Attended commencement ceremonies at Ogden Arena in Edinburg.
- Attended recognition ceremony for Roma ISD – DEMSA new cohort.
- Coordinated with Easter Seals to explore possibilities for rental office space on campus.
- Attended RGCGISD CTE Annual Award Ceremony.
- Coordinated and attended Starr County Emergency Resources meeting hosted by the Starr County Industrial Foundation.
- Served as guest speaker at Brazosport Community College GED commencement Ceremony.

COMMUNITY ENGAGEMENT:

- Avance FBC Parent Classes, May2
- Student Activities & Wellness "No Queremos un Verano Sin Ti", May 2
- Students Rights & Responsibilities May Info Booth, May 2
- Music Club Rehearsal & Discussion of Fall Activities, May 2
- Student Activities & Wellness "5 de Mayo Celebration", May 3
- Student Mentor Staff Training, May 5
- Student Government Association Meeting, May 8
- Fuel for Finals, May 8
- English Final Exam, May 9
- Mayors Men's Prayer Breakfast, May 9
- Years of Service Awards, May 10
- Construction Meeting, May 17
- CTE Banquet for RGCGISD, May 18
- DEMSA Parent/ Student Orientation, May 25
- Health Services Advisory Committee Meeting, May 31

ENROLLMENT ACTIVITIES:

- Continued coordinating with Continuing Ed. To recruit completed GED students for Fall 2023 enrollment.
- Continued coordinating with Deans to adjust schedule for Summer/Fall 2023 semesters.
- Prepared Welding Department traditional student and RGCGISD summer semester facilities schedule.
- Coordinated with RGCGISD to partner with The Science Mill for summer camp training and events for rural students.
- Worked with RGCGISD & Roma ISD to complete mail out post cards with "register now" message to over 1000 high school graduating seniors.
- Coordinated with PR to provide social media and on campus media to get the "register now" message out to the Starr County Community.

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Met with Qualtrics Course Evaluations to discuss the product and current challenges faced in the process, May 2
- Met with the Dean of Library Services, Dean of Distance Learning and Dean of Liberal Arts to discuss the current OER course identification process in Banner and the next steps for incorporating the new "Zero Textbook" categories, May 3
- Attended the ERP feedback meeting with San Jacinto College for the Ellucian product, May 3
- Attended the "Data Dashboards for Holistic, Collaborative, and Data-Informed Decisions by Faculty, Staff, and Institutional Leadership" webinar presented by NISOD, May 4
- Met with Explorance Blue to discuss the current course evaluations system and current challenges which are part of our initial research phase for vetting vendors, May 10
- Attended a course evaluation demo from Qualtrics and met with the Curriculum team to discuss feedback and address follow-up questions, May 10
- Met with the department chair for Cybersecurity to discuss the potential development of an Artificial Intelligence and Machine Language credential, May 11
- Met with the Applications Development Manager and Digital Services Manager to discuss updating the Zero Textbook Cost webpage, course listing view and updates to the JagNet page to align with the initiatives of the IOER strategy consultation team, May 11
- Attended the Explorance Blue Demo for Course Evaluations which was split into two dates to cover the faculty and administrative views, May 15 and May 31
- Attended the THECB Lunch & Learn event regarding recent legislative changes on program development and course modality changes, May 16
- Attended the Ambassadors Cross Training Academy Commissioning Ceremony, May 18
- Met with the Coordinator of Enrollment Services for Dual Credit to discuss issues with Degree Works and dual credit students not being able to register for certain courses, May 22
- Participated in the STC & UTRGV Collaborative Student Progression & Success Committee Meeting to discuss accomplishments and future goals, May 22
- Attended the ERP feedback meeting with Tallahassee Community College for the Workday product, May 31
- Conducted training with the Curriculum Specialist on obtaining enrollment and graduation data from other senior institutions as part of the program development process.
- Worked on the Summer OER Course Report and sent it to the department chairs for review and updates.
- Requested the official vote from the Academic Calendar Committee members on the proposed AY24-25 academic calendar.
- Worked on auditing the Special Topics/Local Needs Inventory and submitting renewals for the courses set to expire in the summer.
- Worked on an OSA report modification at the request of the VPAA.
- Worked on the Fall 2023 OER report and provided instructions to the department chairs regarding the updated "Zero Textbook" designations.
- Tested and uploaded the data feeds for syllabi creation for Summer 2023 term, updated the chair access permissions for new chairs, and audited the CV compliance report.
- Worked on updates to the Chair Evaluation timeline for the AY23-24 Faculty Handbook.
- Analyzed and summarized the Online Synchronous Survey report for the Dean of Liberal Arts and shared with all of the instructional deans and VPAA.
- Worked on and finalized the South Texas Higher Education Regional Council report for AY23-24; applied the updates and modifications provided by key stakeholders.
- Worked on the initial syllabi and CV report for Summer 2023; as of May 18th, syllabi compliance was at 62.77% and CV compliance was at 97.64%
- Submitted the Open Educational Resources Third Biennial Landscape Survey.
- Finalized inputting the exemption codes provided by the Admissions Department in the course prerequisite logic in Degree Works.

- Finalized the AS-Architecture proposal with the curriculum, course descriptions, enrollment, and graduation data for senior institutions, and exporting job and wage data projections to add to the occupational demand section; completed the draft proposal and emailed to the developer to address questions and comments.
- Reviewed the job/wage labor market data and enrollment/graduation data from Texas community colleges on Artificial Intelligence and created a timeline for the potential development of a Certificate & AAS credential in Artificial Intelligence and emailed to the developer.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended a Qualtrics Course Evaluation demo session on May 10
- Attended a meeting with Director of Curriculum, Digital Services Manager, and Applications Development Manager to discuss F2F and OER attributes and options for the college's website on May 11
- Meeting with Explorance Blue to discuss course evaluation and view demo from the vendor on May 15
- Attended the THECB Lunch & Learn event on May 16
- Attended the Ambassadors Cross Training Academy Commissioning Ceremony on May 18
- Conducted a Concourse Syllabi & CV training workshop on May 12; a total of 11 faculty attended.
- Worked on Concourse Syllabi research for effective syllabi and began creating a resource guide for faculty.
- Worked on the draft 2023-2024 Faculty Handbook to apply submitted revisions and update the board policies.
- Audited the Summer and Fall 2023 schedules to ensure OER and SYNC attributes are accurately assigned, if applicable; ensured accuracy in internet/hybrid offerings.
- Worked on merged course syllabi requests for Summer 2023 term.
- Processed Fall 2023 course schedule changes which included faculty assignments, cancellations, and new requests.
- Audited the Concourse Course report and completed faculty updates in Concourse.
- Worked on finalizing the Spring 2024 session calendar in preparation for the upcoming schedule roll.
- Worked on Degree Works Scribe and Student Educational Plan audits for all degrees and certificates.
- Reviewed and updated Concourse User Guides for faculty and department chairs to incorporate the College's new colors in preparation for the Fall 2023 semester.
- Reviewed and completed fee attribute updates to 2000 courses and sections for Fall 2023 and Spring 2024 to align with the recent board-approved tuition & fee changes.
- Managed course evaluations in SmartEvals which includes uploading reports and sending email reminders to students and faculty.

Reg Term	38%
N3, M3	34%
N9	19%

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with program chairs, faculty and Learning Outcomes Committee Liaisons to provide assistance on assessment language, Core Objective course alignment, and Core Objective Improvement Plans, May 1 – May 15
- Met with program chairs and faculty to provide JagPRIDE navigation and data entry assistance, May 1 – May 31
- Met with program chairs and faculty to provide 2020-2023 and 2023-2026 PLO Assessment Plan assistance, May 1 – May 31
- Met with the Director of Research and Analytic Services to discuss Qualtrics resources as part of a possible integration with Suitable (ePortfolio) application, May 3
- Met with the Director of Open Labs to discuss the types of assessments they needed to integrate into Suitable for student badging, May 3
- Met with IT Program Chair to review and discuss 2023-2026 PLO Assessment Plan revisions, May 3
- Met with the IT Applications Development Manager to discuss JagPRIDE and Suitable updates, May 3
- Participated in San Jacinto College ERP Feedback Meeting, May 3

- Met with Qualtrics to schedule an informational meeting, May 5
- Met with Director of Research and Analytic Services to discuss Qualtrics survey and assessment options, May 5
- Met with the Director of Open Labs to provide an update on Qualtrics assessment options, May 5.
- Met with the Dean of Liberal Arts to discuss Core Objective course alignment and Talent Strong Texas Pathways Action Plan, May 8
- Met with the Dean of Continuing Education, Workforce Training and Economic Development to discuss current learning outcomes reporting for non-credited courses, May 9
- Met with Director of Research and Analytic Services discuss sample sizes and options for Core Objective course alignment, May 9
- Facilitated the Learning Outcome Core Objective Course Alignment Subcommittee, provided updated recommendations and sample sizes, May 9
- Met with Suitable, ePortfolio, and the Director of Research and Analytical Services to discuss a potential Qualtrics integration, May 9
- Met with the IT Applications Specialist to plan summer 2023 JagPRIDE data loads, May 16
- Participated in Ambassador Cross Training Academy, May 11
- Met with the Biology Program Chair to discuss Core Objective course alignment for the 2023-2026 Assessment Cycle, May 11
- Participated in the Oracle Cloud ERP Meeting, May 11
- Met with the Graphic and Visual Arts Program Chair to discuss Core Objective course alignment for the 2023-2026 Assessment Cycle, May 11
- Met with the Anthology, Sociology, and Social Work Program Chair to discuss Core Objective course alignment for the 2023-2026 Assessment Cycle, May 12
- Met with the IT Applications Specialist to troubleshoot off campus networking issues and options to access JagPRIDE, May 16
- Met with the Program Chair of Physical Therapy to discuss new JagPRIDE assessment methodologies and expected proficiencies needing to be implemented for the spring 2023 term, May 16
- Met with the IT Applications Specialist to troubleshoot duplicate JagPRIDE mass activity inserts, May 16
- Participated in the Ambassador Cross Training Academy Commissioning Ceremony, May 18
- Met with IT Applications Specialist to discuss process of Mass Activity Inserts, May 22
- Participated in the Suitable, ePortfolio, implementation meeting to review SSO status and overview of the spring 2023 pilot cohort experience, May 23
- Met with the IT Applications Specialist to plan summer 2023 JagPRIDE data loads, May 16
- Met with the Program Chair of Computer Science to discuss the off-campus networking issues that limited JagPRIDE faculty access, May 25
- Participated in Tallahassee Community College ERP Feedback Meeting, May 31
- Met with the IT Applications Specialist to discuss options to revise JagPRIDE Argos reporting fields and ability to revise sessions, sections, rosters, and instructor of record with data loads, May 31

Projects:

- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans and direct access SharePoint and OneDrive Folders, revised PLO Summary dashboard to provide program chairs and faculty a quick reference guide of pending revisions and deadlines for each program. Reviewed PLO Targeted Improvement Plan submissions to the PowerApp and followed up with program chairs. Provided program chairs and faculty training on Targeted Improvement Plans and SharePoint navigation.
- 2023-2024 Catalog – Finalized the updated PLO descriptions for the 2023-2024 catalog and shared them with the Curriculum Department for publication.
- 2023-2026 PLO Assessment Plan Revisions – Shared PLO Assessment Plan drafts for approval to programs and requested clarification on revisions submitted to the PowerApp. Met with program chairs and faculty to provide assistance with the revision process and provide an overview of the PLO Assessment Plans.
- Ambassador Cross Training Academy Commissioning Ceremony – Created congratulatory video to celebrate the academy completion for fellow team member.
- Budget: Planned 2022-2023 & 2023-2024 encumbrances and collaborated with Curriculum AA on expenditures. Submitted sole source justification for Suitable.
- Concourse Learning Outcomes Update: Continued the review of Course Learning and Program Learning Outcome alignment in spring 2023 master syllabi. Collaborating with Program Chairs on inconsistencies.

- Department Training: Provided team members with training on JagPRIDE duplicate section sunsetting and CLO/PLO Mapping for the AAS-PTAS Department.
- Faculty Handbook: Completed and submitted the revisions to the Learning Outcomes Assessment and Chair Responsibilities sections.
- IE Plan: Updated staff professional development documentation for the current plan and drafted the new plan.
- ePortfolio: Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to troubleshoot student sign-in processes. Met with IT Applications Manager to discuss the timeline for SSO and API. Met with Suitable and pilot study teams to discuss progress on projects and a potential Qualtrics integration.
- JagPRIDE Spring 2023 – Audited the data loads, mass activity inserts, updated PLO descriptions, clarified CLOs, and verified PLO and CLO course mapping within JagPRIDE. Updated instructor of record and sunset sections that did not make. Shared reminder emails to program chairs with pending session data. Provided training and assistance to program chairs and faculty. Submitted IT service ticket requests for JagPRIDE and Argos reporting.
- Learning Outcomes Committee: Continued meeting with subcommittees, provided updated resources and correspondence after each meeting in Teams channel. Met with liaisons, faculty, and program chairs who needed assistance. Finalized 100% of the spring 2026 Statement of Commitments and shared it with liaisons, deans, and program chairs. Received pending liaison approvals for fall 2023 college service hour documented time and efforts. The subcommittees met regularly to provide meta-major department feedback. The goal to provide approved updates for fall 2023 implementation with the VP, deans, and program chairs before the end of the spring 2023 semester was met. The following is a summary of each subcommittee's progress:
    - Empirical and Quantitative Skills Targeted Improvement Plan – Met with LOC Liaisons and faculty from meta-major departments to discuss options. The three-year instructional strategy was approved and shared with program chairs, deans, VPAA, and LOC Liaisons.
    - Assessment Language - Met with LOC Liaisons and faculty from meta-major departments to discuss options. The revised assessment language and definitions template was shared with program chairs, deans, VPAA, and LOC Liaisons.
    - Communication Skills Targeted Improvement Plan – Met with LOC Liaisons and faculty from meta-major departments to discuss options. The three-year instructional strategy was approved and shared with program chairs, deans, VPAA, and LOC Liaisons.
    - Core Objective Course Alignment – Met with LOC Liaisons and faculty and program chairs from meta-major departments to discuss options. The 2023-2026 Core Objective JagPRIDE Course Alignment list was approved and shared with program chairs, deans, VPAA, and LOC Liaisons.
    - Critical Thinking Skills Targeted Improvement Plan – Met with LOC Liaisons and faculty from meta-major departments to discuss options. The three-year instructional strategy was approved and shared with program chairs, deans, VPAA, and LOC Liaisons.
- Qualtrics XM Basecamp – Provided access to review survey tools for possible Suitable integration.
- Talent Strong Texas Pathways Action Plan – Provided an overview of the status of mapping Course Learning Outcomes, Program Learning Outcomes and Core Objectives.
- Vanguard Academy Beethoven ECHS Prospectus – Submitted the WECM End-of Course Outcomes and ACGM Course Learning Outcomes for the proposed spring and fall 2024 schedule.

Reports:

- Core Objective Course Alignment
    - Division Courses with Required Core Objectives
    - 2018-2023 Course Selections
    - 2023-2026 Proposed Course Selections
- 2022-2023 PLO Target Report
    - Redesigned template and initiated entering program data and project updates
- Spring 2023 JagPRIDE Data Load Audit
- Spring 2023 JagPRIDE Data Submission (Summary report shared with VPAA and division deans)
    - Core Objectives: 98.6% (222 out of 225 faculty members) 551 sections
    - Program Learning Outcomes: 100% (435 out of 435 faculty members) 1,044 sections
- Spring 2023 JagPRIDE Instructor Audit
- Spring 2023 JagPRIDE Session Audit
- Spring 2023 JagPRIDE Signature Audit
    - Core Objectives
    - Program Learning Outcomes

GRANT & PROJECTS:

Transitioning ALC Project to Academic Affairs Team

- Collaborated with campuses, program chairs, faculty, and campus schedulers to schedule spring 2023 and summer 2023 courses in the ALCs.
- Collaborated with OPOD to schedule ALCs for department meetings and training. Requests approved in the PD system.
- Collaborated with departments and campus schedulers to schedule spring 2023 and summer 2023 events in the ALCs.
- Forwarded new requests to ALCRequest group email.
- Collaborated with OPOD to transfer approvals in the PD system to the Academic Affairs Team.
- Updated the ALCRequest email group permissions.

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

Administrative

- Started making necessary preparations and changes for AE Coordinator's departure from STC.
- Requested Budget transfer to transfer all Valley Scholars funds from Fundraising into Scholarship.

PHI THETA KAPPA:

Recruitment

- Answered emails and phone calls from students interested in joining Phi Theta Kappa.
- Met with students that had questions and were interested in Phi theta Kappa.

Meetings

- Held the PTK General Meeting on May 25

Administrative

- Finished and submitted travel reports for PTK Catalyst 2023.
- Started making necessary preparations and changes for AE Coordinator's departure from STC.

HONORS PROGRAM:

Recruitment

- Answered emails and phone calls from students that were interested in joining the Honors Program.
- Met with students that had questions about the Honors Program and were interested in joining.

Administrative

- Started making necessary preparations and changes for AE Coordinator's departure from STC.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Pathways to Success Meeting, May 3
- EAB Starfish Team Meeting, May 9
- Dual Credit Starfish Meeting, May 22
- EAB Starfish Team Meeting, May 23
- Starfish Core Office Hours, May 24

PROJECTS:

- Finalize Starfish User Guide, 50-page documentation of step-by-step tools for utilizing the electronic communication tool by Faculty and Staff
- Analysis of semester ending data to meet DHSI Grant objectives
- Scheduling and design or summer surveys, updating website for scheduled timelines during summer semesters
- Prepare online course design for Starfish Onboarding of New Faculty and Staff, prepare certification course for Fall 2023 Semester

GPS Starfish Monthly Report		
Date:	6/2/2023	
Reporting Period:	May-23	
Submitted By:	Name: Starfish	
	Meta Major:	Divison:
Management of Starfish Flags:		
Type:		**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)		2
Flags Addressed:		488
To-Do's:		178
Referrals: (Tutoring)		
Kudo's: (Paws up Jaguar)		
Notes:		1851
Total Number:		**2519**
Advising/GPS Activities:		
Type of Service:		**Number of students:**
Advising-Degree Audits:		318
Course Substitutions:		4
Email/Phone:		668
Financial Aid Addedums:		25
Graduation-Degree Audits:		24
INDS Holds:		5
Remediation		
Registration:		326
Schedule Changes/Cancellations:		63
Total Number:		**1433**
Starfish Events		
Appointments Created		634
Flags Raised		69
Dual Credit Referral		0
Flags Cleared		36443
Total Number:		**37146**

Updated 3-21-22 SA

OLIVIA DE LA ROSA
DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Participated in San Juan Education Fair organized by BASOL department, May 11
- Attended Career Pathways Symposium in Corpus Christi, May 15-17
- Attended NISOD Conference in Austin, May 27-28

PROJECTS:

- Working with McAllen Flight Academy to offer a Private Pilot Program, like the one offered at McAllen ISD, in fall 2023
- Finalizing residency form to simplify financial aid process for CE students
- Finalizing hybrid ESL program to start offering it August 2023
- Setting up contracts for next school year with McAllen, PJSA, and RGC ISDs

ASHLEY GONZALEZ
ACADEMIC INITIATIVES OFFICER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Perkins Basic Prep Meeting, May 2
- Perkins Basic Summer Internship Meetings, May 2
- Texas Talent Connection Grant Meeting with BPST, May 2
- Associate Director of Grant Management & Compliance & Academic Initiative Officer Monthly Check In, May 3
- Building Communities Conference Planning Meeting at D Wilson, May 4
- Child Care Covid Relief Funds Stipends Meeting, May 8
- Data Dashboard Logistics Meeting with IRE&SP, May 10

- Kickoff Meeting: City of McAllen, May 10
- Engineering Academy Grant Meeting, May 11
- Perkins Basic Workshop, May 15
- Gene HAAS Scholarship, May 16
- Kickoff: Harlingen Cotton Committee Grant for Diesel Technology, May 18
- JET Grant Follow up meeting with EMS Department and Grants Officer, May 18
- Perkins Leadership Grant, May 22
- Perkins Basic Marketing, May 22
- Non-Credit program meeting, May 23
- Meeting with Fast Signs for MSITB Artwork, May 23
- Building Communities Conference Planning Meeting, May 23
- Texas Pioneer Support of Science Mill at STC, May 24
- Perkins Leadership Pre-Proposal, May 24
- City of McAllen Grant Meeting to discuss budget logistics, May 25
- Perkins Basic FY24 Meeting with RDMC, May 30
- Nursing Expansion Subaward with VIDA Meeting, May 30
- PowerBI Purchase Meeting, May 30
- Special Assignment NOE Meeting with HR, BO, and RDMC, May 31
- Grants Discussion with Liberal Arts Division and BPST, May 31

PROJECTS:

- Perkins Basic - Academic Affairs Application FY24
    - Workshop Sessions
- TACTE Presentation
- HR Process Mapping
- COP & IE Plan – Strategic Planning Alignment

ACADEMIC GRANTS:

- Apprenticeship Texas 6 Expansion – Continuing Education
- Dollar General Foundation Adult Education and Literacy Grant – Continuing Education
- Texas Higher Education Foundation – Texas Affordable Baccalaureate Grant - MSITB
- Child and Adult Care Food Program: Mid Valley Child Development Center
- New Continuing Education Building Parking and Site Improvements-EDA Grant
- Building Construction Trades – BPST
- Texas Reskilling and Upskilling through Education - Continuing Education
- Perkins Leadership ACE 3 – BPST.
- HTX Grant – Liberal Arts Division
- Nursing Shortage Reduction Program – NAH
- Association of Public and Land Grant Universities – MSITB
- Perkins Basic FY 2023 – Academic Affairs CTE Programs
- Texas Pioneer - Summer Mills (Starr County Campus)

LISA ALEMAN
PROJECT MANAGER – ACADEMIC AFFAIRS

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Facilitated multiple photo session for the 22-23 Faculty Spotlight, May 2, 3, 9, 18 & 24
- Meeting to discuss Valley Scholars scholarship funds, May 9
- Meeting to discuss STC's pre-screening application to TCOLE, May 24

PROJECTS – BOOKLETS, EVENTS, PRESENTATIONS AND REPORTS:

- Assisted with information request from STC Trustee
- Began coordinating distribution of remaining scholarship funds for Valley Scholars

- Began to assist with RCPSE's pre-screening application to TCOLE
- Continued to coordinate 2023-2024 CPWE promotional materials
- Continued to coordinate photo sessions for 2022-2023 Faculty Spotlight
- Continued to coordinate recognition items for distribution to 2022-2023 faculty retirees
- Continued to coordinate the STC & UTRGV Collaborative Workgroup Meeting
- Reviewed and provided edits for articulation agreement between STC & U of H Bauer College of Business
- Updated cover for the STC Off-Campus Instructional Plan

SUPERVISED DESIGN WORK: CONTENT AND/OR UPDATES

- Began working on 2023 Academic Affairs Assembly Program artwork
- Continued working on design and layout for 2022-2023 Faculty Spotlight
- Continued working on Fall 2023 Adjunct and Dual Credit Faculty Professional Development Day booklet artwork
- Finalized Distinguished Leadership Academy Logo and Certificate
- Finalized reconstruction/redesign of South Texas College Academic Seal for Academic Affairs
- Worked on design and content updates for 2022-2023 Continuing Education and Workforce Development Program Offerings Bi-Fold
- Worked on Regional Center for Public Safety Excellence TCOLE Pre-Screening Application for Police Academy License Cover and Break Page designs
- Worked on Superior Syllabus Management Handbook Cover designs for Curriculum
    - Faculty Handbook Cover
    - Department Chairs' Handbook Cover
- Administrators' Handbook Cover

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:	JUNE 1, 2023
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2023 THROUGH MAY 31, 2023

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

ATTENDED OR HELD MEETINGS AS FOLLOWS

- Board Meetings
- Board Committee Meetings
- Pre-Cabinet and Cabinet Meetings
- Starr County Wildfire Training and Workshop
- Texas Woman's University Vice Provost for Curriculum and Strategic Initiatives
- Panel Participation for Distinguished Leadership Academy
- Anthology Executive Session
- LevelUp RGV: Digital Workforce Planning Alliance Meeting
- Radius Continuing Education Update
- City of Edinburg Mayor Garza, ECISD and STC Meeting
- RGV Sector Border Patrol Sector Chief
- Hidalgo County Community Service Agency for student support
- College Restructure
- Emergency Management Resources
- Staffing plan meeting
- 5th Year SACSCOC Report
- New student Orientation at Regional Center for Public Safety Excellence

LUCIO GOMEZ, INTERIM CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE

The Applications Team completed the latest Banner patches and upgrades in the test environment. All functional areas are testing the new Banner functionality. Deployment had to be postponed to June 23 to allow for functional testing. In terms of self-service functionality, HR and IT continue to work together to create the admin and faculty letter appointment letters in an Office 365 Power App platform moving away from Self-Service Banner. The Team will review the connector with HR on June 5 to determine if the functionality meets their needs.

JAGNET

PR and IT continue to prepare for the next Jagnet Content Committee which will be scheduled in July. PR and IT will present on the new branding and color scheme to the Jagnet Content Committee for approval. Deep links for faculty will also be available and the committee will determine what will be available in production. PR and IT will also preview the new space where the transcripts will reside to make them more visible to students. PR and IT will continue to work on highlighting OER (Open Educational Resources) courses in Jagnet and will continue the API development with electronic portfolios and badges.

DEGREE WORKS

The Team continues to upgrade the DegreeWorks test environment, tentatively scheduled to be completed by June 12. Once the upgrade is completed, the Team will complete some internal testing before providing the test application to the stakeholders. The upgrade in production is tentatively scheduled for Fall 2023.

OFFICE 365 MIGRATION

The MS Office Project Team implemented a self-service password reset utility within Office 365 to 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 IT Team continues working on strategies to promote the Self-Service Password Reset Tool. The total number of users, students, faculty and staff continues to increase steadily. The IT Team in coordination with the Public Relations department worked on updating the "How To" videos" on the MyPassword website.
The IT Team continues to participate in enrollment events for the summer and fall 2023 semesters districtwide in order to promote and assist students to enroll in the password reset tool and create their profile.

SYSTEMS/INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – DATA CENTER REPLICATION

The IT Team continues monitoring the health and performance of the data replication from Pecan to both locations Starr County and Tyler Junior College (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 and ultimately allow to swap traffic between sites to make TJC an active site for business continuity and disaster recovery.

The IT Team completed the configuration of the batch server (job scheduler) at TJC. The Team also worked on the database configuration for the connection to the batch server. The Team continues working on the Banner Admin server configurations.

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 created new Windows Server 2019 VDI connection servers and converted podiums to Windows 11. The Team worked on converting computer lab P1118-33 to a virtual lab. The Team also worked on updating to Windows 11 at the Welcome Center at Mid Valley campus.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER
INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Renewal for DUO Telephony Credits has been completed, users have been notified as well.
- 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

- Worked with HR on a ERO Policy related to Professional Development.
- Worked with Information Technology on Web Application Firewall Assessment.
- Developing Web Application Firewall Standards for Information Technology.

RISK MANAGEMENT

- Completed our new FY annual Risk Assessments for both IT and InfoSec. It was approved by VP, Dr. Plummer. A copy of the signed Risk Assessment will be sent to Risk Management.
- Submitting all the configuration changes for the health check of our email security.
- Completed our End-Point-Protection project acquisition of 9,000 licenses with SentinelOne Next generation Anti-Virus (NGAV), ready to star transitioning from McAfee/ Trellix End-Point Security into SentinelOne End-Point Security.

COMPLIANCE

- AT&T Cybersecurity Final TCF Assessment report provide to Information Technology and Information Security Program.
- Selecting Table Top Exercises for Disaster Recovery Testing.
- 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

MEETINGS

- DIR Monthly Security Meeting
- TxISAO Meeting
- InfraGard Monthly Meeting

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

SACSCOC

- Submitted Notification of Closure of Sonia Sotomayor High School Off-Campus Site
- Submitted Notification of Closure of 21st. Century High School Off-Campus Site
- 5th Year Interim Report – Reviewing prior report writers and updated SharePoint files
- Vanguard Beethoven ECHS – Completing prospectus and evidence gathering

MEETINGS/TRAINING

- ERP Demo for the Reporting Session
- Council of Chairs Meeting
- Cabinet Meeting
- IRESP Leadership Weekly Meeting

- IRE IE Plan – Set the goals and action plan
- STC-UTRGV Meeting – Discussed data sharing
- ERP Educate Texas – Discussed the proposed project to measure student success in college-level math and reading courses to review the project goals and timelines

PROJECTS

- Perkins Application Workshop
- Data Hub – Discussing quotes from different vendors, and processed requisitions
- College Restructure – Reviewing proposal

MISCELLANEOUS

- IRE Weekly Report to ISPP&SI – Uploaded 4 reports to the ISPP's Share Point
- IRE April's Monthly Report – Uploaded to the ISPP's Share Point
- Annual Inventory – Verification of inventory through Argos
- Search Committee – Qualitative Researcher – Evaluating the applicants in People Admin
- Annual Inventory – Verified IRE inventory through Argos

DR. BRADLEY W. DAVIS, DIRECTOR INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for:
    - 2023-2025 IE Plan Development:
        - Institutional Advancement and Economic Development
        - Resource Development Management and Compliance
        - Interdisciplinary Studies
        - Institutional Research and Effectiveness
        - Credit Scheduling and Enrollment Services
        - Dual Credit Academic Pathways
        - Bachelor and Science in Nursing
        - Respiratory Therapy
        - Geospatial Technology
        - Architectural and Engineering Design Technology
        - Emergency Medical
        - Mexican American Studies
        - Health Student Success
    - 2021-2023 Mid-Biennium Report
    - 2019-2021 IE Plan Report Completion
- 2023-2025 Submission Track Status – Prepared and submitted the report for the Academic Affairs Division
- Updated the C.O.P. Master Sheet
- 2022-2023 through 2024-2025 Comprehensive Operational Plans – Reviewed drafts received
- Support for Program-based Accreditation (Re-accreditation)
    - Reviewed program accreditation list and contacted all units with upcoming re-accreditations to offer support for self-study development and elements dealing with STC as an institution
- SACSCOC Ongoing Activities – Off-site campus closure
- IE Reports Data Support – Reviewing scripts

FACTBOOKS AND DATA PORTAL

- Data Portal Update - Scripts reviewing and updating

DATA REQUESTS, SACSCOC AND DATA SUMMIT

- Ad Hoc Discussions with RAS and/or STC Constituent(s)
    - How to address the potential need for procedures that implement the new TASB-based board policies
    - Analyzed and created a summary of SB2335 on the Texas Commission to review/rank accrediting agencies that may accredit public Texas IHEs
    - Proposed research on the difference in pass rates among CT1 and AAS students taking the same course. The next step would be to divide the CT1 students into college-ready and not college-ready cohorts for comparisons

- Data Research - Identified the majors of students taking a range of courses, looking at the possible connections between the majors and the course(s)
- Data Requests – CtN report
    - HEC Enrollment Data for La Joya and Pharr
- Program Reviews Data

MEETINGS/TRAININGS

- Data Management & Integrity (DMI) Committee Meeting - Director participated in the ARGOS - Advanced SQL training from EVISIONS - gained permissions/access to ARGOS in test and EVISIONS community online
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning Meeting - Discussed progress on the Fifth Year Interim Report, apprenticeships at STC, nursing apprenticeships, and proposals for procedure development protocols
- IEA Staff Weekly Meeting
- Institutional Leadership Council (ILC) - Responded to a survey on enrollment factors/assumptions
- Academic Calendar Committee – Final vote on the 24-25 Academic Calendar
- Conference Activities – Complete arrangements for AIR Forum in Cleveland, OH
- Ambassador Cross Training Academy (A.C.T.A) Spring 2023
- ARGOS - Advanced SQL Training

MISCELLANEOUS

- IEA Weekly Report to ISPP&SI – Uploaded 4 reports to ISPP&SI's Share Point
- IEA April's Monthly Report
- Verified the Annual Inventory through Argos

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Fall 2023 Enrollment Progress Chart
- Summer 2023 Campus Enrollment Report
- Summer 2023 Enrollment Progress Chart
- Weekly Same Day Summer Enrollment, Credit and Contact Hours

SURVEYS

- ADN ACEN Survey
- Enrollment Assumptions Feedback Survey
- HEDS Alumni Survey
- La Joya Community Outreach Survey
- Starfish Faculty Survey

QUALITATIVE STUDIES

- CDC Focus Group
- DHSI Financial Literacy Focus Group
- DHSI Inside Track Focus Group
- DHSI Online Tutoring Focus Group
- DHSI Starfish Focus Group
- Focus Group questions/protocol - Distance Learning
- STC Logo Student Focus Group

DATA REQUESTS

- Aggregate data for Project MALES (11 Years Student Measures)
- Annual Enrollment Update for ACE Insurance
- Enrollment for selected programs for budget review
- Fall 2022 Dual Credit Program Success Indicators
- Fall 2022 FTE
- Grant Qualification: Summer Enrollment in BSN, VN, and PCA of McAllen Residence
- NCLEX data for Board of Nursing Self Study Report
- Online tutoring pass rate for BIOL MATH CHEM ENGL courses
- PASS program data

- Stop-Out List in the past 5 years and not enrolling in other institutions

MEETINGS

- Ascender Site Visit Report Review Meeting
- Basic Needs Work Group Meeting
- BUGs Monthly Meeting
- CAEL / STC - LASS 2.0 Monthly Meeting
- DC-STC IR/Qualitative Research Meeting ERP - Educate Texas - STC Project Meeting
- DHSI Online Tutoring Testing Meeting
- IRESP Leadership Weekly Meeting
- Outline for Student Focus Group - Logo Design Meeting
- Padlet Support Meeting
- RAS Team Meeting
- STC Logo Focus Groups and Feedback Meeting
- STC-UTRGV Collaboration - Research and Data Sharing Meeting
- Suitable + South Texas College Implementation Meeting
- Update Student Focus Group Meeting

OTHER RESEARCH/SUPPORT

- RAS IE Plan
- STC-UTRGV transfer data presentation

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Participated in coordinated response to THECB OER Landscape Survey.
- Prepared and delivered remarks on ACTLA accreditation of the CLE's online tutoring services.
- Worked with Curriculum Office on OER course marking implementation.
- Participated in scoring quotes for Library software services solution.
- Revised OER Portal content.
- Prepared and submitted findings letter in connection with Library service question.
- Discussed Open Educational Resources and OER course marking definitions with the Math Department faculty.
- Coordinated AAC&U IOER action plan review.
- Visited Bert Ogden to discuss AV setup for graduations with ET staff.
- Worked on Texas Library Association taskforce outreach.

MEETING HIGHLIGHTS

- Participated in budget and staffing plan meetings with LLSS administrators and business office staff.
- Participated in meeting of Texas Library Association leaders committee.
- Participated in search committee interviews for position at HR.
- Met with Facilities Planning & Construction and Library and Learning Support Services staff to review furniture requirements for Pecan Campus Library Phase-I Renovations.
- Met with Dean of Distance Learning and Associate Dean of Library Services to discuss role of Distance Learning in OER Portal and areas of collaboration.
- Met with library database vendor Medici.tv to review and discuss their services
- Convened meeting with Facilities Planning & Construction and Library & Learning Support Services stakeholders regarding Pecan Campus Building F renovation.
- Coordinated meeting with AAC&U IOER faculty mentor and STC project team.
- Met with Curriculum and Scheduling Department staff to discuss implementation of OER course marking plan.

TRAINING HIGHLIGHTS

- Completed National Incident Management System course ICS-700 and ICS-800 online.
- Participated in American Library Association webinar on library changes and challenges.
- Completed National Incident Management System courses ICS-100 and ICS-200 online.
- Participated in SCUP Trends in Higher Education webinar.

LISA B. WALTERS, ASSOCIATE DEAN

LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Library Technician Grant Interviews

MEETING HIGHLIGHTS

- Attended Librarian II Meeting
- Attended Librarian III Meeting
- Attended Supervisor Discussion Meeting
- Attended Grant Workshops & Certificates Meeting
- Attended Outreach & Instruction & ADLS Meeting
- Attended Circulation, Reference, & Reserves Meeting
- Attended Systems & Applications Bi-Weekly Meeting
- Attended South Texas College & T-Mobile Implementation Call 350 Hotspots Meeting
- Attended AT&T Terminating Services Meeting
- Attended Special Community User Card Meeting
- Attended Nursing & Allied Health Campus Meeting
- Attended Collection Development Bi-Weekly Meeting
- Attended Automation Image Data Discussion Meeting
- Attended South Texas College & Optimum Sync Meeting
- Attended Human Resources Committee Interview Meeting
- Attended Outreach & Instruction Meeting
- Attended Coordinator of Library Project Budget Meetings
- Attended Associate Dean of Library Services Bi-Weekly Meeting
- Attended Outreach & Instruction Dual Event Discussion Meeting
- Attended Library Public Services Administration Weekly Meeting
- Attended Technical Services EBSCO TexShare Discussion Meeting
- Attended Outreach & Instruction Budget Communications Meeting
- Attended Library & Learning Support Services Administrator Meeting
- Attended Library Support Friday Intersession Coordination Discussion Meeting
- Attended Nursing & Allied Health Campus Friday Schedule Discussing Meeting
- Attended Regional Center for Public Safety Excellence Signs Discussion Meeting
- Attended Pecan Campus Library Modifications Update Phase 1 Meeting
- Attended Associate Dean of Library & Director of Learning Commons & Open Labs Monthly Meeting

LIBRARY DATA:

Monthly Statistics		**May 2023**
▪ Library Website Visits: 5,229	▪ Visitors: 18,912	
▪ Discovery Search Visits: 2,102	▪ Reference/Research: 29	
▪ Active Community Users: 155	▪ Non-Reference/Research: 28	

Events and Library Art Gallery Highlights

Welcome Butterfly, My Love		
Leila Hernandez, STC Instructor	**Starr Campus Library**	**January 23 – July 1, 2023** **Workshop: Feb 23, 2023**

Hernandez is a native of El Salvador and earned a Master of Fine Arts degree from the University of Florida. Her international travels have influenced her artwork, where she echos the color, texture, and compositions of the countries she has visited into images that honor her background and ideas of transformation, healing, and love. Her environmentally sustainable artwork, composed mainly from repurposed used clothing, stems from her studies of *Diseño*

Artesanal (Handcraft Design) at the Universidad Dr. Jose Matias Delgado, where Hernandez learned about ceramics, textiles, and metals.

15! Angela Dominguez Has Something to Say

Angela Dominguez	**Pecan Campus Library**	**February 6 – June 6, 2023** **Workshop: March 7 & 8, 2023**

Hernandez Illustrator and author Angela Dominguez was born in Mexico City and earned an MFA at the Academy of Art University in California. She recently illustrated the New York Times Bestseller, "Just Help! How to Build a Better World," written by Sonia Sotomayor. *This exhibit and event are part of the "She Roars" series made possible in part by a grant from Humanities Texas. It is a collaboration between the STC library and art department plus partners the University of Texas Rio Grande Valley - School of Interdisciplinary Programs and Community Engagement, International Museum of Art & Science, and McAllen Public Library.*

Life & Death on the Border, 1910-1920

Bullock Texas State History Museum	**Pecan Campus Library**	**February 9 – June 6, 2023** **Round Table: Feb 9, 2023**

A panel exhibit that includes photographs, postcards, court documents and rare artifacts that tell the story of daily life and re-examines Texas historical events of the early 1900s in the Rio Grande Valley and South Texas. This exhibit was originally produced by the Bullock Texas State History Museum in collaboration with Refusing to Forget. The exhibit has been made possible in part by a grant from the National Endowment for the Humanities: Sustaining Humanities through the American Rescue Plan in partnership with the American Historical Association.

Cultural Portrait

Lupe Navarro	**Technology Campus Library**	**February 13 – July 21, 2023** **Workshop: April 25, 2023**

The South Texas College Technology Campus Library Art Gallery showcases a University of Georgia Jewelry and Metals MFA graduate Guadalupe Navarro. He uses traditional Copper and Silversmithing techniques to create vessels, wall-hanging pieces, and sculptural objects that focus on his experience as a first-generation Mexican American. Navarro's artwork was recently featured in a prestigious Craft in America exhibit.

Colorful Paradise

Jerry Medina	**Mid-Valley Campus Library**	**February 21 – July 21, 2023** **Workshop: April 26, 2023**

Mixed-media artist Gerardo Medina earned a BFA at the Art Institute of Dallas in 1991 before returning home to McAllen and starting his own advertising firm. This exhibit features surrealistic artworks in digital and traditional media.

PROJECT HIGHLIGHTS

WebCheckout
Projected End Date: October 2023
Progress:
Phase 1 – Open Labs Inventory – 100%
Phase 2 – Library Inventory – 95%
Phase 3 – CLE Inventory – 5%
Phase 4 – Library Art Gallery Inventory – 0%
Summary: Configure and implement a cloud-based inventory management system. Open Labs is now using WebCheckout for all inventory items and staff are preparing the library inventory data imports.

FOLIO ERM
Projected End Date: June 2023
Progress: 60%
Summary: Configure and implement a cloud-based, open-source Electronic Resource Management (ERM) system for managing library electronic collections, including holdings, licenses, and invoices. The system has been configured for EBSCO eHoldings and sending emails, and electronic resources staff has begun entering data and is working to identify which modules and features they would like to use.

Power BI Library Dashboards
Projected End Date: June 2023
Progress: 58%
Summary: Create Power BI dashboards for the new library content moved into Microsoft 365. The IT department has completed requested configuration changes and the team is working to create streaming dataset connections, troubleshoot errors between SharePoint and Power BI, explore different visualizations and settings, and get feedback from key stakeholders.

Annual Reporting (ACRL, iPEDS, STC)
Projected End Date: May 2023
Progress:
Phase 1 – Assign sections of survey to teams – 100%
Phase 2 – Compile and Review data – 100%
Phase 3 – Write the annual report (STC Annual) – 100%
Phase 4 – Format, edit, and finalize a print tri-fold brochure (STC Annual) – 95%
Phase 5 – Complete the ACRL web survey (February date) – 100%
Phase 6 – Complete the iPEDS web survey (February date) – 100%

Summary: There are three annual reports / surveys to be prepared for submission 1) ACRL 2) iPEDS 3) FY22 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 FY22 STC report will be completed after all the data is collected.

ACTIVITY HIGHLIGHT

- Summer Project – Career Development – Ongoing
- Summer Project – Popcorn Cart- Pop-up Library
- Re-location Projects – Ongoing
- Librarian I position screening – Ongoing
- Inventory Technology Equipment (Macs/Cameras/Calculators) – Ongoing
- Pecan Campus – Mental Health Wellness Fair – Hope Family Health – Presentation
- Starr County Campus – Tabling Event – Roma PCT Students
- Nursing & Allied Health Campus – Library Tours – McAllen ISD: Jackson Elementary – 84 students
- Creating Procedures for Community Users Cards for Minors: Ongoing
- Silver Tags Inventory – Ongoing
- Library Technician Funded Screening – Ongoing
- Outreach & Instruction – Nursing Campus Library Tour – Dual Credit Librarian
- Hotspot Project/Laptop/Smartphones (Download applications, distribute approved applicants district wide, contact eligible and ineligible students, contact delinquent students, perform check-list/ins – Ongoing
- HEERF Laptops Project – Ongoing
- BAT Laptops Cataloging/Circulation – Ongoing
- HEERF Hotspots Circulation/Check-ins – Ongoing
- Perkins Hotspots – Inventory and boxing the first batch of hotspots (T-Mobile T9) – Ongoing

- LibAnswer Tickets Coverage – Ongoing
- LibChat – Pecan Staff staffed the LibChat throughout the week
- OER – Ensure links are working. Core elements work.
- Library Reno Project /Moving Furniture (First/Second Floors) – Ongoing
- Collection Development FY22-23 Ongoing
- Library Book Displays
- Staff member presented to Library staff about Texas Associations of Museums conference.
- Library Summit report was submitted.
- Presentation finalized for upcoming LOEX conference.
- Staff members began shifts helping out with the LibAnswers service.
- OER Math Grant Project – Ongoing
- Personnel Activity Report (OER Project) – Ongoing
- Perkins Hotspots – Inventory
- CTE Hotspots – Inventory
- LibGuide – staff updates – Ongoing
- LOEX – Presentation Preparation
- District Wide – Fuels for Finals Event

MEETING HIGHLIGHTS

- Staff members participated in Supervisor Discussion Meeting
- Staff members participated in Technology Campus Grant Meeting
- Staff members participated in Technology Campus New Grant/MOU Meeting
- Staff members participated in Outreach & Instruction Fall Hotspot Grant Workshop Meeting
- Staff members participated in Outreach & Instruction Upcoming Presentation Discussion Meeting
- Staff member participated in Nursing & Allied Health Campus ADN RN Faculty Position Interviews
- Staff members participated in Outreach & Instruction Automated Certificate Systems Review Meeting
- Staff members participated in Tidbits Meeting
- Staff members participated in Librarian II Meeting
- Staff members participated in Librarian III Meeting
- Staff members participated in Programming Update Meeting
- Staff member participated in Special Community User Card Meeting
- Staff members participated in Starr Campus Reference Book Training
- Staff members participated in Outreach & Instruction Niche Academy Processes Meeting
- Staff members participated in Outreach & Instruction Specialized Thank You Card Meeting
- Staff members participated in Outreach & Instruction & Library Art Gallery Brochure Meeting
- Staff members participated in Outreach & Instruction Dual Credit Presentations Opportunities Meeting
- Staff members participated in Regional Center for Public Safety Excellence & Automation MS365Meeting
- Staff members participated in Regional Center for Public Safety Excellence Campus Hiring Committee Meeting
- Staff members participated in Nursing & Allied Health Campus & Outreach & Instruction Resources Availability Meeting
- Staff members participated in Outreach & Instruction & Dean of the Library & Learning Support Services Meeting
- Staff member met with colleague to revise Library Engagement SharePoint list.
- Staff members met with colleagues to discuss consultations form.
- Staff members met with colleagues for LOEX Presentation planning.
- Staff members met with staff members and colleagues to review the Budget.
- Staff member participated in Mid Valley Campus Reading Committee Meeting
- Staff members participated in Mid Valley Campus Monthly Individual Staff Meeting
- Staff members participated in Outreach & Instruction Budget Communications Meeting
- Staff members participated in Outreach & Instruction LOEX Presentation Planning Meeting
- Staff members participated in Outreach & Instruction Consultations Form Discussion Meeting
- Staff member participated in Technology Campus, Automation & Shipping & Receiving Meeting
- Staff members participated in Outreach & Instruction Library Engagement SharePoint List Revision Meeting
- Staff members participated in Outreach & Instruction & Library Art Gallery 2024 Art & Memory Conference Future Collaboration Meeting

TRAINING HIGHLIGHTS

- Staff member attended Library Technology Conference
- Staff member attended American Association of Museums Conference
- Staff member attended LinkedIn training: Make Belonging Real in the Workplace

- Staff members attended Workshop 276480: Reality Oriented Physical Experiences (ROPES)
- Staff member attended LinkedIn training: Training Your Mind to Focus & Handle Distractions Better
- Staff members attended the Library's All-Team Meeting.
- Staff member attended LinkedIn training: Happiness Habits
- Staff member attended LinkedIn training: Preventing Turnover
- Staff member attended Distinguished Leadership Academy Session
- Staff member attended LinkedIn training: Get More Done in Less Time
- Staff member attended LinkedIn training: Being Positive at Work
- Staff member attended LinkedIn training: Help Your Team Prioritize What Matters
- Staff member attended webinar: Engaging Your Virtual Audience Through LinkedIn
- Staff member attended webinar: New This Week- AI Social Media Tools Drive Content Creation

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 4/03/2023: ET Project Update Meeting
- 4/04/2023: Interviews – Project Coordinator, Physics Classroom Displays Discussion
- 4/11/2023: ET Project Update Meeting, ET Project System Progress Meeting, ET Academy Pilot Collaboration Meeting
- 4/12/2023: Wellness Center Requisition of Google Displays, ADC Conference Planning Meeting
- 4/13/2023: ET Academy Pilot Presentation, LLSS Administrator Meeting
- 4/17/2023: ET Project Update Meeting, ET Director One-on-One, Planning for Admin Prof Day
- 4/20/2023: CMC-LN Meet and Share Meeting #2, DEI Interest Group: Managing with DEI in Mind
- 4/24/2023: ET Project Update Meeting, Tour of Campuses TCH, RCPSE, NAH, & MVC
- 4/25/2023: Monthly Department Meeting, NTIA Grant Kick Off
- 4/26/2023: ET Specialist Interviews, ET Assistant II Interviews
- 4/27/2023: Bert Ogden Arena Meeting, CMC: NTIA Grant Discussion
- 4/28/2023: Institutional Leadership Council Meeting

2022

MONTHLY SPECIAL EVENTS COMPARISON

2022	
Jan	16
Feb	85
Mar	77
Apr	111
May	119
Jun	72
Jul	86
Aug	89
Sept	104
Oct	199
Nov	167
Dec	130
Total:	**1255**

2023	
Jan	98
Feb	99
Mar	117
Apr	165
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**479**

2023

Total Man Hours

2022	
Jan	67.75
Feb	149.25
Mar	312
Apr	293.75
May	753.75
Jun	141.5
Jul	121.15
Aug	124.14
Sept	291.75
Oct	359.25
Nov	359
Dec	676.25
Total:	**3649.55**

2023	
Jan	227.15
Feb	504.6
Mar	238
Apr	527.6
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**1497.35**

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director hosted the monthly Learning Commons & Open Labs Leadership Team Meeting to discuss updates at the Open Labs district wide.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to discuss the Pecan Campus library modifications and updates.
- The Director held meetings with the Pecan Logistics Manager, Open Lab Specialist, and Technology Specialist to discuss the Makerspace.
- The Director held a meeting with the Pecan Logistics Manager and Administrative Assistant to discuss FY 2023 and purchases.
- The Director held a meeting with the Pecan Logistics Manager to discuss NOEs for the upcoming semester.
- The Director held a meeting with the Administrative Assistant to review the NOE process for the Summer 2023 semester.
- The Director met with the Assistant CIO to discuss departmental technology purchases.
- The Director held a meeting with the Off-Sites Logistics Manager to discuss the Argos Silver Tag inventory process.
- The Director held a meeting with Librarian III – Systems & Apps and a Senior Buyer from Purchasing to discuss Open Labs Color Printing options.
- The Director met with the Pecan Logistics Manager, Open Labs Specialist, Ed Tech Assistant I, and the Mission CEED Facility Manager in regard to the solution for reported issues with equipment at the Mission CEED Studio.
- The Director attended a meeting with BRW Architects to discuss information on the development of the Makerspace.
- The Director attended a meeting with the Library and Facilities, Planning & Construction to discuss the Pecan Campus Library modifications and to finalize furniture details.
- The Director attended the Ambassador Cross Training Academy (A.C.T.A) Spring 2023 sessions.
- The Director visited the Mid-Valley Campus to meet with the Mid-Valley Open Labs Supervisor and the Off-Sites Logistics Manager to discuss the campus lab operations.
- The Director had a one-on-one meeting with the Dean of Library & Learning Support Services to discuss the Learning Commons & Open Labs operations.
- The Director attended a meeting with the Associate Dean of Library Services to discuss the coordination of Library support on Fridays during intersession.
- The Director attended a meeting with Librarian III – Systems & Apps and the Financial Information Systems Manager to discuss lab printing payment options.
- The Director attended a meeting with WEPA, a cloud campus printing solution.
- The Director attended the Pecan Campus Library Modifications Update Meeting Phase I biweekly meeting.
- The Director held meetings with the Pecan Logistics Manager to review and discuss color printing options available.
- The Director held a meeting with LCOL staff attending the LabMan Conference to review the logistics of the trip.
- The Director attended the Library & Learning Support Services Administrator Meeting hosted by the Dean of Library & Learning Support Services.
- The Director held a meeting to discuss the recording studio plans with the Makerspace team and Ed Tech Assistant I.
- The Director attended the LabMan 2023 Conference in Richmond, Virginia, a conference for computer lab managers and IT professionals involved in the management and support of computer labs.
- The Director held a meeting with the Pecan Logistics Manager to review the Annual Physical Inventory verification.
- The Director met with the Pecan Logistics Manager to discuss Makerspace timelines and Open Labs operations.

ACTIVITY HIGHLIGHTS

- WebCheckout Fiscal Year Inventory was completed at the Learning Commons & Open Labs district wide.
- PaperCut (Printer System) was updated by IT on Thursday, May 25th. Printing was tested by the Learning Commons & Open Labs and IT staff after the upgrade was done.
- The Learning Commons & Open Labs Director, an Open Labs Supervisor, and two Technology Specialists attended the LabMan 2023 Conference in Richmond, Virginia.
- The Learning Commons & Open Labs began the FY2023 Annual Physical Inventory.
- Summer schedules were distributed to the Learning Commons & Open Labs staff at all campuses.
- The Learning Commons & Open Labs hours of operations flyers were updated with summer hours.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED - MAY 2023 ATTENDANCE STATISTICS: 2,990

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students
Mid-Valley Campus	1,790	766
Nursing and Allied Health Campus	1,678	574
Pecan Campus	2,567	1,191
Pharr Regional Center for Public Safety Excellence	168	30
Starr County Campus	459	203
Technology Campus	811	372
Campus Totals:	**7,473**	**3,136**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations & Tours	Number of Lab Reservations
Mid-Valley Campus	1	6
Nursing and Allied Health Campus	3	
Pecan Campus		6
Starr County Campus	1	
Total:	**5**	**12**

JagPrint - Printing Report					
May 1, 2023 to May 31, 2023					
Totals					
	Type	**Users**	**Jobs**	**Pages**	
	Printing	2290	9625	71297	
	Web Printing	1008	4933	22356	
	Total	3298	14558	93653	

Campus	**Prints by Campus**			**Mobile Prints by Campus**			**Print Totals**		
	Users	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**
Mid -Valley	520	1711	10475	166	880	3437	686	2591	13912
NAH	504	3212	26340	530	2995	13600	1034	6207	39940
Pecan	920	3592	27125	270	925	4706	1190	4517	31831
RCPSE	31	121	1654	3	4	26	34	125	1680
Starr	156	590	3591	29	92	524	185	682	4115
Tech	159	399	2112	11	38	63	170	437	2175

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics	**May 2023**
▪ Tutoring Sessions: ○ In-Person: 536 ○ Online: 229 ○ In-Class: 14 ▪ Assignment Review: 1,076	▪ Visitors: 8,442 ▪ Workshops: 2 ▪ Workshop Attendance: 173 ▪ Independent Study: 528 ▪ Supplemental Instruction: 192

PROJECT HIGHLIGHTS

CLE Marketing Spring 2023	**Progress: 100%**	**End Date: May 2023**
Spring Game Nights' flyer was sent to PR to add to STC calendar. CLE is presenting a panel and workshop at Adjunct and Dual Credit Faculty Professional and Organizational Development Day. Will be presenting at the History department meeting. Faculty and Staff email was sent out a second time regarding CLE presentations. Met with Library and with Dual Credit, and they will be promoting CLE services. Presented two workshops at the Adjunct & Dual Credit Faculty Professional and Organizational Development Day. Presented to individual departments. CLE tabling occurred at Pecan campus. The CLE is preparing for Welcome Week. Tabling for Career Expo at Pecan. Participated in Welcome Week and additional events. Met with OPOD for staff presentation. In class presentations continue. Participated in STC club fair event. Flyers created and sent to liaisons for student distribution at Starr campus. LLSSPR and Marketing meeting to discuss marketing initiatives throughout the college. Specialist developed social media calendar. Snacks are provided to students. A meeting was held to discuss campus specific marketing strategies and social media marketing. CLE participated in Pecan Student Activities events. Continuing in class CLE presentations. MVC is having Game Night; tabling and marketing took place. Email sent to faculty and staff for Academic Coaching information session. Academic Coach information session held. IT Career Expo participation; three workshops were given. CLE presented to prospective students at Technology Campus. CLE presenting to the Counseling & Accessibility Service Center Open House. LVN to ADN Orientation presentation. Presentation for faculty on Academic Coaching and Distance Learning. Finals prep workshop fliers distributed. Finals' week snacks distributed to specific campuses. Marketing fliers and tabling displayed. The CLE participated in the STC Career Expo. Faculty staff emails sent out for the finals' events. All campuses participated in National Library Week. Pecan tabling at Emerging Scientist Symposium. CLE tabling and promotion for Finals Countdown. Conducted finals prep workshop.		

Tutor Training for FY 2022-2023	**Progress: 92.6%**	**End Date: August 2023**
Coordinators will meet to discuss Spring 2023 Tutor Training Days. They will utilize the CLE Amazing Race activity. Sending notifications within Teams calendar for CRLA trainings. Revisions to the Spring 2023 Training are underway. A meeting was held to discuss Spring 2023 agenda. Items on the CLE Amazing Race activity were modified. Equipment was requested for TTD and reservations were confirmed for locations. Final testing and construction of Amazing Race activity complete. Completed TTD and SI Training Day. Set calendar for Spring Training dates; Coordinators will meet to solidify schedules. Schedules solidified for the year. Tutor trainings will be posted for February. Academic Coaches are conducting Workshop presentations. Dates for trainings are posted on Teams and will be shared at campus locations via flyers. Level 2 and 3 trainings completed for February. March trainings scheduled. Event calendar is being created for March. Met with STC PD to discuss in person Active Shooter training. Scheduled CRLA trainings are currently being held. Training Calendar continues to be updated to improve efficiency and support staff leveling up. Training schedule updated and recalibrated for tutor availability. Trainings actively being held. Training schedule and assignments solidified. ACTLA training meeting scheduled. ACTLA training day planning has begun for August.		

TSI Marketing Project	**Progress: 100%**	**End Date: May 2023**
Currently working on a template to revamp CLE website to highlight TSI resources. TSI promotional material will also be created. Discussed the potential concept for a TSI Banner. TSI introduction video will be created for the website landing page. TSI Website page mockup has been completed and submitted to Library Technical Services for development. TSI Website has been developed in the PR test site. TSI Video Script has been completed. Categorization for ELAR and Math strands has been completed. Published an updated TSI Resources page available from the CLE homepage, which will be further refined in the spring. Met to discuss further updates on the information presentation on the website. Draft video is in production. Meeting scheduled to finalize updates. Anticipated launch date Feb. 17th. Further refinements have been made and approved. The launch date is still set for Feb. 17th. Student introduction video to resources is being created. Edits being made to video. The webpage was launched March 1. Feedback and changes are being applied. May 1st launch date set for finished TSI videos. Website launched.		

INSTITUTIONAL EFFECTIVENESS & COMPREHENSIVE OPERATIONAL PLAN PROJECT HIGHLIGHT

IE Plan Objective 2: Expand Online Learning Support Services

Year 3 DHSI Grant Participation		**Progress: 89.5%**
IE Plan Objectives: 2	**COP (2021-22) 3**	**End Date: August 2023**

Researching marketing strategies to target Distance Learning population. Working on monthly report. We are working on compiling the semester report data as well. Year 2 Summary Report has been provided to grant manager. Meeting with Distance Learning staff to discuss marketing strategies for the Distance Learning student population. Reports on student service has been added to the evidence folder. Request for Year 2 Annual Activity Report has been reviewed and submitted. Key DHSI Program Activities report has been completed and submitted. Working on marketing strategies through Blackboard to reach the Distance Learning population. Online Tutoring video was put up on Blackboard. Completed an email campaign that specifically targets online students. Starfish also sent out marketing email regarding Finals Countdown. Data request to facilitate distribution of toolkits to online students from Fall 2022 has been submitted. Report will be generated next week. Year 3 mid-year report was generated and sent to the external evaluator. Tool kits will be distributed to students based on RAS analysis. Emails have been sent to eligible students with instructions to pick up their tool kit. DHSI-required focus group logistics have been settled in cooperation with RAS. Focus groups tentatively scheduled for April. Toolkit tracking information sent to staff and students; eight kits have been picked up at Pecan. Marketing campaign for Distance Learning launched for spring. Continuing to collect data for tutor sessions. Contacted Dual Enrollment Department to distribute more tool kits to dual enrollment students. Planning committee meeting for focus group for online tutoring component. 180 kits were delivered to students. End of the semester reporting is being compiled. Feedback on the formative assessment has been submitted. Asynchronous paper service usage is being tracked. Evaluator incorporated feedback into formative assessment. 196 toolkits have been distributed to students. Meeting to evaluate data collection. Submitted data to RAS for analysis. Distribution of toolkits for Fall '22 is complete.

Development of CLE Online Trainings		**Progress: 100%**
IE Plan Objectives: 2	**COP (2020-21) 1**	**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. Met with UMN Crookston regarding ACTLA Certification. Completed Training Session Plan for the Communication Training. Session plan for Technology and accompanying PPT are about half complete; Session Plan for Diversity and PPT are also about half complete. Reviewed CRLA training components that can be integrated into the development of ACTLA trainings. Meeting with tutors next week to pilot the Communications training. Met with tutors regarding the development of Tutor Content Specific training. In contact with ACTLA representative to set-up meeting. Continuing to work on the application. Full-time SLA completed slides for STEM Content Specific training. Continuing to work on asynchronous content training development. Met with ACTLA representative regarding application requirements. Observations of online sessions are planned for second half of January. Required ACTLA trainings have been completed. Application for certification is being prepared for submission. Application has been submitted. Currently working on invoice. Submitted invoice and confirmation has been received. Application fee has been paid. Application fee has been paid. Meeting held with ACTLA board member for clarification and feedback. Feedback on application has been emailed to ACTLA board for revision. The ACTLA Certification for Online Tutoring was awarded to South Texas College CLE Department.

Standardizing Onboarding Process		**Progress: 78.3%**
IE Plan Objectives: 2	**COP (2022-23) 3**	**End Date: August 2023**

Review QC measures and refine as needed. Develop a standardized onboarding process across all CLEs. The team met to discuss the platform, the length, and the content of the onboarding process. A follow-up meeting was held to discuss additional topics added to the onboarding process. Coordinator and Specialist met to develop wording of "No Wrong Door" policy. A meeting was held to discuss the progress of the development of the onboarding process. Safety training component to be added to onboarding process. Mid semester and deadline update meeting held. Communicating with other departments to discuss training support. Progress has been made on SharePoint structure. Update meeting planned for May 16th. Presentations and material being reviewed and compiled into SharePoint. Meeting was held, SharePoint site is being reviewed. Updates are being incorporated into the SharePoint site.

IE Objective 3: Quantitative & Qualitative Assessment of Embedded Tutoring & SI

Quantitative & Qualitative Assessment of Embedded Tutoring & SI		**Progress: 5%**
IE Plan Objective 3	**COP (N/A)**	**End Date: August 2023**

Developed an assessment of the correlation between participation in ET and course performance. Will continue to track data for the new semester for both embedded tutoring and the Supplemental Instruction program. Courses have been assigned to SI's and Embedded tutors.

EVENTS HIGHLIGHTS

Game Night - May the 4th Be With You	**Event Date: May 4, 2023**

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

The CLE had a great turnout for this Star Wars-themed game night with over 40 students and staff in attendance!

CLE Graduation Cords **Event Date: May 6, 2023**

The Centers for Learning Excellence (CLE) at South Texas College cultivates a collaborative and positive organizational culture for staff and a nurturing environment for students. One recently implemented practice is to award cords to graduating students who have tutored, provided academic coaching, or served as SI leaders at the CLE.

The CLE graduating class of Spring 2023 was the first to receive the turquoise cord to proudly wear with their commencement regalia. We greatly value our staff and hope this public acknowledgment will further demonstrate our esteem for them as employees and their accomplishments as students.

ACTLA Online Tutoring Program Certification Celebration **Event Date: May 25, 2023**

The Centers for Learning Excellence has been awarded the Online Tutoring Certification through the Association of Colleges for Tutoring and Learning Assistance.

STC's CLE Online Tutoring Program is the first in Texas and the ninth in the nation to achieve this recognition. This certification is in addition to the CRLA International Tutoring Training Program Certification they currently hold. The CLE held an event to celebrate the certification attended by staff, faculty, and the STC President.

MEETING HIGHLIGHTS

- Met with ADN Advisors
- CMC NTIA Position Renaming
- Developmental Education and Continuing Education Math Support
- Tech CLE Meetings
- Tech CLE Mentor Meeting
- Additional Tutoring Hours Committee Meeting
- Met with Open Lab Supervisor for summer support
- CMC NTIA Position Renaming
- Academic Coaches Meeting
- Met with OTA Chair
- Met with ADN Advisor
- Clinical Teaching Assistant Hiring Committee
- Manager Coordination Meeting
- Fulltime SLA Meeting
- Pecan Counseling Office CLE Presentation
- SharePoint Permissions and MS 365 Overview Meeting with Library Systems Manager
- Additional Tutoring Hours Committee Meeting
- 4C Monthly Meeting
- 4C Proposal Preparation Workshop debrief
- NTIA Grant Job Description
- Upswing Monthly Touchpoint
- Starr Interview Committee Meeting
- Starfish Meeting
- STC Advanced Ongoing Training
- Academic Coaching Meeting
- NTIA Grant Job Description
- AND Fall Cohort Meeting
- PSJA Library Coordination Meeting
- PCA Summer Cohort Meeting
- Conference Proposal
- Finalizing Onboarding Process Meeting
- CRLA and ACTLA Training Schedule Meeting
- Specialist Training Planning
- Setting Attributes in Banner Meeting
- Intro into SIDocs Training
- Innovative Educators meeting
- Onboarding Process Meeting
- Marketing Mission Statement Meeting
- Niche Academy Data Meeting
- Academic Coaching Summer Workshop Meeting
- CLE Website Usability Study Planning
- LLSS Admin Meeting
- Finalizing CLE Onboarding Process
- Integrated Tutoring Plan Development
- CRLA and ACTLA Training Schedule Meeting
- Full-time SLA Meeting
- CLE Specialist Meeting
- NTIA Grant Meeting
- Staffing Plan Review
- Perkins Application Work Meeting
- Starfish Data Review Meeting

- Samsung Flip Demo Meeting
- MVC LLSS Coordination Meeting
- SI Summer 2023 Welcome Meeting
- Academic Coaching Meeting
- Overview of TSI Website Presentation
- ADN Academic Advisor Meeting
- Regional Center for Public Safety Excellence CLE Specialist Meeting

TRAINING HIGHLIGHTS

- 4C Proposal Submissions Best Practices Workshop
- CMC NTIA Position Renaming
- Academic Coaches Meeting
- Innovative Educators Translation Software Demo
- New SI Leader Summer Training Day
- Becoming Trauma-Informed: A Framework for Faculty, Administrators, and Staff
- Chat GPT for Learning Centers
- Summer 2023 Concourse Resource Guide
- Effective Listening Training
- Difficult Conversations Training

EVENTS HIGHLIGHTS

- LVN-ADN Bootcamp
- Years of Service Award
- CLE Cord distribution to graduates
- CLE Game Night
- Finals Countdown Week
- OTA Shark Tank
- Starr End of the Semester Appreciation Luncheon
- ACTLA Certification Celebration
- First Year Connection
- Distinguished Leadership Graduation Luncheon

PROJECTS COMPLETION HIGHLIGHTS

- TSI Marketing Project
- Development of CLE Online Trainings
- Updating Mission Statement
- Developing CRLA Training Syllabus
- CLE Marketing Fall 2022
- 4C Tutor Conference
- Student Success Workshop Series
- Year 2 DHSI Grant Participation
- Repository for CTE Student Support resources on Academic Coach page
- Tutor Training for FY 2021-2022
- NSF Grant Year 3
- Implement Faculty Assisted Training for SLAs
- CLE Marketing Summer and Fall 2022
- Assess Student Satisfaction of Embedded Tutoring & SI
- Virtual CLE Quality Assurance
- CLE Wage Proposal Submitted for FY 22-23
- Upswing Platform Consolidation
- Live Chat Launch
- TSI Workshop Video Expansion
- CRLA Recertification Submission
- Pre-Award – DHSI Grand Participation
- NSF Grant Participation Year 1
- CLE Marketing Spring 2021
- Complete Hire of Perkins CTE Specialist
- Complete Hire of Online Specialist

- Cabinet Report/Strategic Plan Implementation
- Faculty Focus Group
- Auxiliary Space at Starr
- Cross Train RCPSE Librarian
- CRLA Teams Tracking
- Hire Three Dedicated Online Tutors
- Develop Faculty Outreach -COP 20-21
- Standardization of CLE Writing Centers Asynchronous Feedback
- Tutor Training for FY 2020-2021
- CLE Marketing Summer 2021
- TSIA Preparation Resources
- Update Focus Group Protocols for Embedded Tutoring
- Assess Student Satisfaction of Embedded Tutoring & SI
- Assess support needs of RCPSE and MVC for CTE student support
- TSI Resource Marketing
- CLE Marketing Fall 2021
- NSF Grant Year 2
- Floor Plan Redesign: Mid Valley Campus
- Quantitative Assessment of Embedded Tutoring

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

PROJECT HIGHLIGHTS

Project Name: CMC Grant
Project Role: Project Manager
Scope: Fiber Optic and Classroom Technology Upgrades
Status: Baseline Report Submitted
Ongoing Work: CMC Semi-Annual Performance submitted on 04/28/2023
Grant Funded positions have been posted

DEVELOPING HISPANIC-SERVING INSTITUTIONS (DHSI) GRANT

PROJECT HIGHLIGHTS

Project Name: DHSI Grant 2021-2025
Project Role: Interim Project Coordinator **(09-23-2022)**
Scope: Implementation of Four DHI Grant Goals.
Status: Year 3 Mid-Review by External Evaluator Completed
Ongoing Work: Planning for Year 4-5 Improvements and Budgets
InsideTrack Management Support Contract for Year 4
Pending DOE Response to Objective Change Request for years 3-4

Institutional Advancement and Economic Development

OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT
DATE:	JUNE 20, 2023
SUBJECT:	ACTIVITY REPORT FOR MAY 1-31, 2023

DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & ECONOMIC DEVELOPMENT

Projects Completed or in Progress:

- City of Edinburg Mayor Garza-May 1
- Dinner PNC Management Team-May 1
- Cabinet Meeting-May 3
- Meeting with Jorge Figueroa-May 3
- Commencement Ceremonies-May 5 & 6

- Work Study of the Year Award
- Board Committee Meetings-May 9
- Nursing Pinning Ceremony-May 11
- Interview RGV Stars-May 11

- Cabinet Meeting-May 17
- COSTEP-STC RGV Program Meeting-May 17

- Celebrate 10 Years of Community Investment in the Rio Grand Valley & Retirement of CEO, Yvonne
- "Bonnie" Gonzalez

- Board Meeting-May 23
- CLE Celebration
- Vamos & Lexus Mixer
- Memorial Day College Closed-May 29
- RGV Partnership Valley Proud Honors Banquet

Global Initiatives:

- Met with Becomer Studios to discuss the marketing strategy for South Texas College Education Foundation, May 3.
- Attended end of the semester Art exhibit, May 4.
- Attended Commencement Ceremony 2023, May 5 & 6.

- Atended "La Trayectoria" at Consulado de México en McAllen, May 5.
- Met with INDEX Reynosa to promote IAM trainings, May 9.
- Met with Mexican Consul, Froylán Yescas Cedillo to discuss future collaboration and donation, Mar 11.

- Met with Mexico industry to develop lead generation for website to promote South Texas College, May 21.
- Met with High schools from Reynosa (Educacion Simultánea/Concurrent Enrolment), May 3, 6, 12, 23, 24 & 31.
- Attended and hosted Binational TED talks, featuring high school students form RGV and Mexico, May 31.

DR. CARLOS MARGO, DEAN OF INDISTRY TRAINING AND ECONOMIC DEVELOPMENT

Department/Program Reports:

- Reviewed and approved all monthly grant financial status reports
- Received and reviewed monthly ITED/IAM revenue and expense report
- Reviewed and approve monthly KPI report
- Reviewed IAM monthly enrollment reports
- Reviewed grant compliance reports
- Completed monthly activity report

Initiatives:

- Creation of IAM Apprenticeship procedures manual (on-going)
- Updating of department procedures manual inclusive of proposed staffing and department changes

- Building of modular homes at STC Technology Campus for IAM construction programs—Phase II
- Customization veterinary apprenticeship and pre-apprenticeship programs
- Preparation for the hiring the new IAM Apprenticeship Manager and Navigator positions
- Preparation in anticipation of RN apprenticeship USDOL approval
- Brewery Technician training program
- Electric/autonomous Vehicle manufacturing and maintenance program (Business incubator partnership)
- Presentation and tour for prospective McAllen employers
- Business Retention and Expansion cooperation with Pharr EDC
- EDC of Weslaco retail and industrial training initiatives
- Heavy machinery operator safety program—initiated proposals with simulation equipment vendors
- Planning for an STC Office of Industrial Safety
- Preparation for the approved STC Office of Apprenticeship Training
- Customization of Construction Superintendent Apprenticeship program
- Discussion with TWC regarding RN Apprenticeship application
- Outreach to employers and school districts to promote grant and contract training
- Work on IAM grant budget amendments
- Revisited Starr County Heavy Machinery Operator Training Program and resumed development
- Researched state and national workforce grant opportunities
- Review and oversee all grant revenue, expenses enrollment and strategies.
- Review and modify course content for the IAM Facilities Maintenance Program
- Oversee and review monthly revenue projections from IAM staff
- Strategized new avenues to expand registered apprenticeship programs
- Manufacturing training targeting unemployed individuals
- Summer Robotics Campus (Annual)
- Collaboration with RGV Focus regarding strategies for workforce development and expansion
- Foster Youth training program (Desi Holmes, TWC, ongoing)
- Culinary arts apprenticeship program
- EV Technicians apprenticeship program
- Maritime Logistics program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Updated STC IE plan
- International program/course and outreach initiatives
- Online workforce training platforms facilitated by Dr. Sale and staff

Meetings:

- Met with new COO for TAMU McAllen Campus
- Served as guest speaker for STC International Business course
- Multiple meetings with STC Divisions
- Prosperity task force meeting with Mr. Mario Reyna
- Attended Ground Breaking Ceremony for Glazer's in Weslaco
- Participated in career day at Midkiff Elementary in Mission CCISD
- Monthly meeting with Continuing Education, Dual Credit department and Technology Division
- Met with IAED Director to strategize operations
- Met with PSJA to discuss list of material and equipment needed for Vet Assistant program
- Meeting with Juan Carlos Aguirre regarding grant proposals

- Discussion regarding international initiatives
- Participation in multiple hiring committees for various STC staffing positions
- Meeting with TWC to discuss potential Apprenticeship Texas grant signing ceremony
- Meeting with veterinary technician/curriculum developer to discuss course modifications
- Multiple meetings with IAM staff to discuss grant, revenue and KPI status
- Multiple grant initiation meetings with STC Office of Accountability and IAM staff
- Meeting with Dr. Rodney Rodriguez to discuss operational planning and departmental staffing
- Bi-weekly staff meetings
- Meeting with McAllen Economic Development Corporation and business prospects.
- Presented at MEDC monthly Board meeting
- Meeting with Texas A&M McAllen staff to discuss training partnerships—specifically new Vet Assistant program
- Meeting with STC Distance Education staff to discuss workforce training programming and applications

CARLA RODRIGUEZ, INTERIM EXECUTIVE DIRECTOR OF RESOURCES DEVELOPMENT, RESOURCE DEVELOPMENT, MANAGEMENT AND COMPLIANCE

• Number of Awards this Month	Number of Active Awards in FY23	Dollar Amount of Active Awards in FY23
-	100	$160,370,934

RDMC Department Operations:

- RDMC Department Meetings:
  - 05/08/23: Review and discussion of pre-award processes and workflow
  - 5/31/23: Updates provided by the RDMC team as follows:
    - Interim Executive Director indicated that RDMC's IE Plan is complete but needs to be revisited before submitting to Dr. Davis for review. Also, the department's Staffing Plan for FY24 has been submitted and is pending review.
    - Grant Development Officers provided information regarding upcoming grants, award totals, and submission deadlines.
    - Grant Compliance Specialists are beginning their review of Effort Reports, Personnel Activity Reports (PARs) and Semi-Annual Certification forms; the team has also reviewed and modified the Perkins handbook, SharePoint folders and onboarding processes for the new Career and Technical Education (CTE) Projects Manager.
- Bi-weekly RDMC/Grant Accounting (GA) Meetings:
  - 5/10/23: Updates regarding AmpliFund implementation; GA requested feedback for revisions to Board Policy 5510; review of grants in the pipeline; the 36-hour work week for grant funded employees, and
  - 5/24/23: Review of grants in progress and pending items; discussion of Special Assignments and the need to enforce the timely submission of documentation; reminder that external auditors will be on site the week of July 10 and July 17; GA provided the four accounts that will be part of the TWC audit; discussed In-Kind Matching.
- Award Kickoffs: The Award Kickoff is an opportunity to engage the grant's internal stakeholders who are accountable for the successful implementation of the project initiative. The purpose of the Award Kickoff is to facilitate a mutual understanding of roles, responsibilities, division of labors and the level of commitment as the grant is handed off to the awarded department.
- The award kickoffs for May include:
  - Child Care Provider Expansion Initiative
  - City of McAllen – Nursing Stipends
  - Harlingen Cotton Committee – Diesel Technology Grant
- Professional Development:
  - Carl Perkins Planning FY24 Workshop #3 – Grant Compliance Specialists were in attendance.
  - National Association for Career & Technical Education Information (NACTEI) Conference – Associate Director of Grant Management & Compliance and a Grant Development Officer were in attendance. Sharing best practices and presentations with entire RDMC team.

Administrative Meetings:

- Meeting with Texas Workforce Commission (TWC) Grant Manager to discuss the JET Grant for STC's EMT and LVN programs.
- EDA Recompete Prosperity Task Force meeting – STC will serve as the lead applicant and fiscal agent for a regional project that will address workforce training and development as well as other economic development initiatives. Meeting with potential partners was positive.
- Meeting with the National Telecommunications and Information Administration (NTIA) Connecting Minorities Communities Program (CMC) team to discuss the Academic Coach position for the Centers for Learning Excellence (CLE).
- Meeting with STC Application Development Manager to discuss technical findings for AmpliFund.
- Meeting with Director of Student Engagement and Completion Services to discuss additional funding opportunities.
- Meeting to discuss the Upskill Texas Grant.
- Meeting with VP Rodriguez and VP Petrosian to discuss the future of non-credit to credit opportunities which are currently being developed. Also, discussion on whether to move Juan C. Aguirre under RDMC and have him report directly to the RDMC Executive Director.
- Attended CoSTEP-STC RGV Promise Program meeting to discuss the $500,000 proposal and plan for a presentation (Dr. Rodriguez and VP Hebbard) before the CoSTEP Board after July 2023.
- Attended the AmeriCorps VISTA Grant Program Ceremony where the MOU signing and partnership announcement between STC and Hidalgo County took place.
- Attended the Nursing Expansion Sub-Award meeting with the purpose of conducting a technical review of the simulation lab equipment to be purchased as part of the DOL Nursing Expansion subaward with VIDA.
- Meeting to discuss the Rural Postsecondary & Economic Development Program (RPED) program application and the goal of improving rates of postsecondary enrollment, persistence, and completion among rural students through development of high-quality career pathways aligned to high-skill, high-wage, and in-demand industry sectors and occupations in the region.
- Meeting with Human Resources and Grant Accounting to discuss the Special Assignment NOE process and share ideas on how to improve.

Partnership/Vendor Updates:

- AmpliFund
    - AmpliFund is a SaaS company that provides a cloud-based research and grant management platform. AmpliFund has a customizable dashboard, the system is intuitive and its functionalities are similar to the internal processes the RDMC is currently seeking to transform to. Additionally, the platform is more cost effective than eCivis, AmpliFund's cost would be based on the college's initial grant portfolio size and eCivis has a limited license model pricing structure, which means there is a fee associated with every assigned user.
    - Interim Executive Director will meet with Grant Accounting department to discuss whether the implementation of this software will be beneficial and supportive of the needs of their department.
- eCivis
    - eCivis is a SaaS company that provides a cloud-based research and grant management platform and STC's annual subscription totals $14,420.50, which is set to expire June 30, 2023.

- RDMC will revisit the eCivis contract and may reconsider renewing if the platform can be programmed to provide the data as needed by the department.

Next Steps:

- Prepare onboarding for the new Career & Technical Education (CTE) Projects Manager.
- Meet with STC Foundation to discuss the Memo of Understanding (MOU) for the Bank of America Award.
- Follow-up meeting to determine whether to pursue the Rural Postsecondary Economic Development (RPED) Grant or wait for the next funding cycle.
- Meet with Grant Accounting department to discuss any questions regarding AmpliFund.
- Submit Certificate of Completion for the Annual Physical Inventory Verification.
- Attend Perkins Basic FY23 Kickoff Meeting with RDMC team.
- Attend meeting to review the CoSTEP Grant – RGV Promise Program and discuss the Project Timeline, Proposed Goals, Project Activities and Budget.
- Attend the Department of Labor's FY23 Community Project Recipients Technical Assistance Webinar.
- Meet with VIDA, Nursing & Allied Health, Information Technology and Purchasing representatives to discuss the Request for Quote (RFQ) Development for the Nursing Expansion Grant Program.
- Continue to review and enhance processes for increased efficiency.
- Continue to represent STC and the RDMC with internal and external stakeholders, partners and community agencies.
- Continue to lead and manage the RDMC team.

REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

Major Meetings:

- Met with Border Pacific Railroad, Starr County Emergency Management, and STC Personnel to discuss potential meetings regarding brushfire resources and training, May 2nd
- Attended Emergency Management Resource Meeting at Starr County campus to discuss preparation for upcoming brush fire season, May 18th

Major Activities:

- Worked on Texas Commission on Law Enforcement (TCOLE) Pre-Screening Training Provider License for Police Academy, Various dates throughout May
- Attended South Texas College Fire Academy Completion Ceremony, May 5th
- Attended Bi-Weekly Construction Update Meeting on Flammable Liquid Gas Fire Training Area, May 10th
- Assisted with tour for Rafael Jr. High School/Mission CISD of RCPSE facility, May 15th
- Met with Hidalgo County Community Service Agency and STC Personnel to discuss possible funding assistance for students attending South Texas College Public Safety Programs (Fire and Police Academy), May 16th
- Attended Bi-weekly Construction Update Meeting on Flammable Liquid and Gas Training Area, May 24th

- Met with Dean Lozano and VPAA Staff to discuss preparation of TCOLE Police Academy Application before submission, May 24th
- Attended Bi-weekly Construction Progress Meeting, for two-story fire structure, May 24th

Accomplishments:

- Two Day Fire Training with Weslaco Fire Department at Mid-Valley Campus in Weslaco, Texas. The training familiarized the personnel with the use of both the car fire and vent trailer props., May 8th & 9th

Upcoming RCPSE Events:

- Fire Vent Trailer Train the Trainer Familiarization at Roma Fire Department, June 6th
- Patrol Rifle Instructor Course, June 12th-16th
- Texas Drug Recognition Expert Program "Don't Fear the Darkside", June 13th-14th
- Texas Drug Recognition Expert Program-Advanced Roadside Impaired Driving Enforcement, June 15th-16th
- Midwest Counterdrug Training Center-Tactical Medical Class, June 15th-16th
- Lyford Middle School Tour of RCPSE, June 15th
- Fire Vent Trailer Train the Trainer Familiarization at Donna Fire Department, June 20th
- South Texas College Police Academy Emergency Vehicle Operations Course, June 20th-23rd
- Field Training Leadership Course- June 26th-30th
- South Texas College Police Academy (full-time class) Completion Ceremony-June 29th

Events held at RCPSE:

- Basic Telecommunicator Academy, April -May 5th
- Arrest and Control Tactics Instructor Course, May 1st -5th

- 30th STC Fire Academy Completion Ceremony, May 5th

- TCIC/TLETS Full Access Course, May 8-10th
- Weslaco Fire Department Vent Trailer Training-May 8th

- Weslaco Fire Department Car Fire Simulator Training, May 9th

- STC Police Bike Class for STC Security Personnel, May 10th
- Mission Jr. High Tour of RCPSE, May 11th
- DPS E-Tag Training, May 15-16th

- Rafael Cantu Jr. High GEAR UP Tour of RCPSE, May 15th
- Pharr Police Adult and Youth Police Academy-Virtra Simulator, May 16-17

- Pharr EMS use of skills pad for vehicle training, May 19th

- Incident Command System (ICS) 300 & 400 Course at RCPSE, May 22-26
- Writing Narcotic Search Warrants, May 24-26
- Emergency Medical Response and Basic Life Support for graduated STC fire cadets, May 15th-26th