June

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:	JULY 25, 2023
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2023 THROUGH JUNE 30, 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 Coordinated Operations Council
- Student Affairs and Enrollment Management Division Leaders meetings
- Distinguished Leadership Academy Graduation Luncheon
- United States Mexico High Level Economic Dialogue (HLED) 1st Virtual Dialogue on Technical Education; US Department of Education Virtual Meeting
- South Texas College and Texas A&M Higher Education Center at McAllen Agreement Discussion with College President and Dr. Rodriguez

ATTENDED

- Meeting with Gabriel Puente at Rio Grande Vision Media Head Quarters with College President
- Rural Postsecondary Economic Development Grant (RPED) meeting grant/Department of Education

- Lunch meeting with Celinda Salinas, STC Director of Job Placement and Paul Hernandez, STC Dean of Student Affairs, regarding United States Border Patrol training for resumes and interview skills.
- South Texas College Promise Launch Informational meeting
- Law Enforcement/Fire Science Tuition Exemption marketing and promotion meeting
- Meeting with Mountain Side Investment Group; Request to work with Weslaco-based business and job opportunities for STC graduates
- Interior Signage Discussion with VP Elizondo and team
- VIDA Memorandum of Understanding for office space in Counseling Center, Pecan Campus
- Student Birthday Greetings/Certificate Promotion meeting with PR & Marketing and VP's
- Prosperity Taskforce meeting
- CoStep Grant Rio Grande Valley Promise Program Development meeting
- Meeting with Dr. Rodney Rodriguez, Vice President of Institutional Advancement and Economic Development
- Visited the Technology Campus; Met with Dean Lozano regarding enrollment and recruitment for programs
- Valley Alliance of Members for Opportunities and Scholarships (VAMOS) 27th Annual Scholarship Banquet
- South Texas College and University of Texas Rio Grande Valley Collaborative Workgroup meeting
- Vocational Rehabilitation Presentation with Vanessa Vera, Director; Discussion regarding paid internships for students.

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2023 semester and Fall 2023 semester on March 6, 2023. **_11932_** students have registered online for Summer 2023 semester and **_9632_** 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 **_575_** chat sessions during June 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 GED Graduation Meeting, Automated Admissions Process, Digital Birthday Card for Students, Division Leaders Meeting, College Advising Training Program Summer Cohort 3 - Admissions & Registrations Presentation, South Texas College-DualEnroll - Review Workflow Testing Results, Strategic Planning (Summer & Annual Meeting Registration), STC2UTRGV Monthly Check-in, Division Leader's Meeting, TACRAO Summer Meeting-Planning, BUGS Meeting, STC and Peak Performance Session - Admissions/Records-Dean/Directors Only, Academic Council Meeting, Degree Reclamation Committee, Review Workday Survey, Application/Data Automation.
- 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 **_3057_** Admission Applications submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during June 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 **_30_** international students enrolled for Summer 2023 semester and **_29_** international students enrolled for Fall 2023 semester.
- Processed **_144_** course substitutions and exceptions in DegreeWorks during June 2023.
- Processed grade changes for **_117_** students during June 2023.
- Processed reinstatement requests for **_57_** students during June 2023.
- Processed schedule change requests for **_1430_** students during June 2023.
- Processed **_6356_** high school and **_518_** college/university transcripts during June 2023.
- Evaluated **_455_** transcripts from other colleges and universities during June 2023.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **_3595_** STC transcripts during June 2023.
- Scanned and indexed **_3375_** documents submitted by students during June 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 Administrative Assistant completed and submitted the Fiscal Year 2023 Department Inventory
- Judy Martinez, Yesenia Garcia, Marisela Lozano, Irene Rodriguez, Rebecca Lopez, Vania Garcia and Menisa Vega attend the 2023 NASFAA Conference in San Diego, CA June 29th through July 2nd
- Student Financial Services staff had trainings on Degree Plan in Degree Works, for any Maximum Time Frame calculations
- SFS Director and Coordinators all received a new laptop and docking station, this will allow them to work from anywhere.
- VA Department has certified and awarded VA Students registered for the Summer 2023 sessions.
- VA Staff will all be attending the upcoming WAVES Conference

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report					
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	**60**			**ACT**	**484**
Mid- Valley	**30**	**74**	**67 (91%show)**	**TSI EXAM**	**339**
Starr Campus	**84**	**37**	**34 (92%show)**	**TSI EXAM**	**127**
Pecan Plaza	**85**	**92**	**83 (90% show)**	**GED/ PEARSON**	**540**
Pecan Plaza	**25**	**302**	**289 (96% show)**	**TSI EXAM/ includes TSI Online**	**1,309**
Pecan Plaza		**23**	**22 (96%show)**	**TCOLE/TCFP Proctored Exams**	**114**
Pecan Plaza		**141**	**130 (92%show)**	**HESI**	**825**
Mid-Valley		**59**	**56 (95% show)**	**HESI**	**396**
Mid-Valley		**15**	**15 (100%show)**	**TCFP Proctored Exam**	**30**
Starr		**18**	**17 (94%show)**	**HESI**	**95**
TOTAL:	**284**	**781**	**713 (91% show)**		**4,259 – All Campuses YTD**

TSIA 2.0 Scores: by placement score			
English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (06/01/2023 – 06/30/2023)		**Year To Date (09/01/2022 - 06/30/2023)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	65	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	316
Developmental Ed (945+ & 0-4 Essay	29	Developmental Ed (945+ & 0-4 Essay	185
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	9	ELAR Diagnostic Level 5	45
ELAR Diagnostic Level 4	95	ELAR Diagnostic Level 4	432
ELAR Diagnostic Level 3	51	ELAR Diagnostic Level 3	307
ELAR Diagnostic Level 2	27	ELAR Diagnostic Level 2	149
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**276**	**Total**	**1434**
Mathematics College And Career Readiness			
Monthly (06/01/2023- 06/30/2023)		**Year To Date (09/01/2022 – 06/30/2023)**	
College Ready (950+ or 910+ & 6+ Diag)	69	**College Ready (950+ or 910+ & 6+ Diag)**	266
Mathematics Diagnostic Level 5	20	Mathematics Diagnostic Level 5	116
Mathematics Diagnostic Level 4	93	Mathematics Diagnostic Level 4	504
Mathematics Diagnostic Level 3	51	Mathematics Diagnostic Level 3	308
Mathematics Diagnostic Level 2	41	Mathematics Diagnostic Level 2	226
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**274**	**Total**	**1420**
Data retrieved from College Board Accuplacer			
Date: 07/01/2023			

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 **1,400** prospective student inquiries have been received during the Spring semester and a total of **300** students have been enrolled.
- Department has partnered with the Council of Adult and Experiential Learning and CollegeApp to target more than **100,000** adults with some college hours, but no credential in Hidalgo and Starr counties. The Fall 2023 enrollment campaign includes digital marketing, postcards and commercials at local cinemas.
- Director is working with administrative staff to finalize the recommendation of an institutional scholarship program for adults with some college hours, but no credential for Spring 2024.

SNAPSHOTS

STC Bachelor Programs Presentation

Department staff provided support at a STC Bachelor Programs presentation at the STARR County Campus on June 1, 2023.

2023 Collegiate Information and Visitor Services Association (CIVSA) Conference

Department staff attended the 2023 Collegiate Information and Visitor Services Association (CIVSA) conference in St. Louis, Missouri during the month of June

Fire Science Recruitment Presentation

Department staff provided support with a Fire Science Recruitment Presentation for the City of McAllen on June 13, 2023

COMMUNITY OUTREACH & RECRUITMENT

Academic Program Enrollment	Total Inquiries
Associates in Law Enforcement	36
Associates in Fire Science	21
Bachelor in Computer and Information Technologies	56
Bachelor of Operations Management	83
Bachelor in Organizational Leadership	176
Bachelor in Medical and Health Services Management	42
Public Safety Academies • Basic County Corrections Academy • Firefighter Academy • Police Academy	230
TxDOT Partnerships • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	56
Public Administration	10
YTD Total	710

Event	Agency	Date	Total Attendees
STC Bachelor Programs Presentation	Starr County	06/01/23	28
STC Bachelor Programs Presentation	Starr County	06/01/23	15
STC Bachelor Programs Presentation	Mission Event Center	06/06/23	10
STC Bachelor Programs Presentation	Mission Event Center	06/07/23	15
Law Enforcement Recruitment Presentation	U.S. Border Patrol	06/07/23	16
Fire Science Recruitment Presentation	City of McAllen	06/13/23	14
Fire Science Recruitment Presentation	City of McAllen	06/14/23	4
		Total	102

Target Group	Total Monthly Inquiries
Student Appointments	**130**

STUDENT RE-ENGAGEMENT

Target Group	Total Students Outreached	Total Inquiries
Stop Outs	15,202	534
Applied for Spring 2023, Did Not Enroll	731	199
YTD Total	**15,933**	**733**

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
- Administrative Assistant Travel Training - New Hire
- Rural Postsecondary Development Grant Meeting
- Law Enforcement/Fire Science Tuition Exemption Meeting
- Extended Hours – Mid Valley Campus
- CIVSA Conference
- STC Logo Focus Group with IPEC
- Staff Meeting – Stop Out Trellis Campaign Follow Up
- LASS 2.0 Virtual Academy Convening
- STC Education Workforce Development Committee Presentation
- Law Enforcement & Fire Science Tuition Exemption & Process
- Retreat Planning Meeting
- Basic Needs List Support Meeting
- Student Success Acceleration Program Implementation Grant (SSAP-IG) Planning Meeting
- GED College Connections Course
- Degree Reclamation Committee Meeting
- Follow Up Meeting with Financial Aid
- Full Measure Follow Up Meeting
- Summer Academy Orientation Meeting

PROFESSIONAL DEVELOPMENT

- 2023 CIVSA Conference
- TimeClock Plus Workshop
- Jaguar Academy for New Employees

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- Recruitment Team Meeting
- Jaguar Academy Workshop
- Evacuation Procedure Training
- Promise Launch Meeting
- College Connections Department Meeting
- CPR/First Aid/AED Training

RECRUITMENT

- Individual Student Appointment – 30 appointments
- Mexican Consulate Ventanilla Recruitment – 2
- Entravision Pharr, TX – Radio Interview
- BCFS McAllen Transition Center – Recruitment Presentation
- Pharr Housing Authority – Community Outreach

CAMPUS TOURS

- YouVisit
  - Virtual Tour – 9 Inquiries
- Pecan Campus
  - LBJ Middle School – 54 visitors
  - Jaguar Academy South Texas College – 40 visitors
- Technology Campus
  - Personal Tour – 3 visitors
- Mid-Valley Campus
  - Personal Tour – 5 visitors
  - Southern Littles Academy – 15 visitors
- Starr Campus
  - Personal Tour – 5 visitors
  - Future Jaguar Leadership Camp – 40 visitors

FAST TRACK/ ALL ACCESS

- PSJA Collegiate High School – Collegiate High School, San Juan, TX

CALL CENTER

Phone Calls	
Inbound Calls	8,014 Calls

Mongoose Text Campaigns

Campaign	# Reached	# Students replied	# Replies
Fall 2023 FTIC Applied NR	9064	1250	1793
Enrolled Spring 2023 Not Enrolled Fall 2023	8407	1673	2703
Summer 2023 Unpaid List No HEERF	137	8	11

Radius

Campaign	Emails Sent	Emails Viewed	Total Counselors
2023 FTIC	1719	265	1870
2023 FTIC	1896	157	1939
2023 FTIC	1626	163	1684
2023 FTIC	2736	557	2793
2023 FTIC	646	128	653
2023 FTIC	473	104	482

EVENT PHOTOS

CPR/First Aid/ AED Training at Pecan Campus

College Connection staff members attended CPR/First Aid/ AED Trainings at Pecan Campus in order to be prepared for on campus emergencies. The department is always focused and willing to keep learning.

Pecan Campus Tour for Jaguar Academy

Staff members from College Connections attended tour at Pecan Campus for the 2023 Jaguar Academy. Tour was conducted by College Connections Specialist Jorge Cantu.

Tour at Mid-Valley Campus with Southern Little Academy

Students from Southern Little Academy enjoyed a tour at the Mid-Valley Campus. College Connections is encouraging young students a college going culture.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
4266	Student Contacts, Outreach & Virtual Appointments
824	CTE Student Contacts
33	Student & Alumni Registered on CCN
12	Student & Alumni Resumes Revised/Uploaded on CCN
7	New Employer Registered on CCN
29	Jobs posted to CCN
3	Workshops Presented
8	Resumes Reviewed Online by Employers via CCN
1833	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Guerra & Sabo, PLLC
- Licona Insurance
- McAllen Farmers Market
- Moore Law Firm
- ProScribe MD
- Sharon Wells Mathematics Curriculum Inc.
- SKG Homes, LLC
- The Borgen Project
- The County of Hidalgo
- Total Computing Solutions of America, Inc.

Presentations/Workshops

- New Student Orientation, June 1, 2023
- Presentation on Financial Wellness to the Future Jaguar Leadership Students, June 22, 2023

- Presentation on Resume Building to Future Jaguar Leadership Camp, June 27, 2023

Employer Outreach

- County of Hidalgo
- HSI
- U.S. Probation Office
- Lincona Insurance Group
- Texas A&M University
- HEB

Employer Registrations

- Distributor Professional Aesthetics Products
- Guerra Law Firm PC
- Hanson Professional Services Inc.
- Sames, Inc.
- SKG Homes, LLC
- Tiny Tots Pediatric Rehab
- U.S. Probation

Coordination of Upcoming Events

- Career Day Prep

Meetings & Miscellaneous information

- Presented at New Students FYC Orientation
- Provided students with Career and Employer Services
- New Students Future Jaguar Leadership (Student Activities)
- Presented at New Students Future Jaguar Leadership Camp
- Career and Employer Services coordinated with the Internal Revenue Service to promote a remote informational student roundtable regarding employment opportunities in the IRS. Outreach efforts were conducted on their behalf resulting in 4897 students and alumni being contacted and made aware of this opportunity.
- Career and Employer Services coordinated with SAMES Engineering Inc. 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 is coordinating with U.S. Border Patrol and the Department of Continuing Education to provide testing skills training for agents seeking to advance their careers with in the service.
- Career and Employer Services coordinated with the Mr. Joseph Hogan of the McAllen Farmers Market 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 the Ms. Jenifer N. Milam, Deputy Associate Chief Consul, U.S. Customs and Border Protection, to promote employment opportunities being offered by their agency. 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 the Mr. Daniel Torres of Hanson Engineering 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 is coordinating with Ms. Laura Espino of Rally Credit Union to provide Financial Literacy training for schools seeking subject matter experts in this field.
- Career and Employer Services contacted Ms. Saraith Sanchez of HEB to seek information regarding any job-related initiatives targeting the special needs population.
- Career and Employer Services coordinated with TransCon Diesel to promote employment opportunities 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 Mr. Jaime Mercado to promote a marketing employment opportunity being offered by his 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 Hidalgo County Department of Human Resources to promote numerous employment opportunities being offered by their office. 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.
- Carl Perkins biannual reporting meeting
- Conducted outreach activities with students regarding Financial Wellness
- Conducted Interview workshop for students
- 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 June 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 HSI 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
- 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.

College Central Network Logistics

College Central Network Logistics

Career Coach

STUDENT RIGHTS AND RESPONSABILITIES

OFFICE OF THE OMBUDS

- Ms. Claudia Tovar completed the Heartsaver CPR/First Aid/AED Training (Spanish).
- Ms. Claudia Tovar attended the TimeClock Plus Training.
- Ms. Maria Alonso attended a Division Leaders Meeting.
- Ms. Maria Alonso attended the Dual Credit Programs: Collaborative Session Discussion.
- The Office of the Ombuds attended the Talking Circles for Ombuds: Engaging in Dialogue and Building Community.
- The Office of the Ombuds attended IOA June webinar title.

OFFICE OF STUDENT CONDUCT

- Ms. Claudia Tovar completed the Heartsaver CPR/First Aid/AED Training (Spanish).
- Ms. Claudia Tovar attended the TimeClock Plus Training.
- Ms. Maria Alonso attended a Division Leaders Meeting.
- Ms. Maria Alonso attended the Dual Credit Programs: Collaborative Session Discussion.
- The Office of Student Conduct submitted hiring proposal for the Coordinator of Student Rights and Responsibilities position.
- The Office of Student Conduct updated the Code of Conduct.

BEHAVIORAL INTERVENTION TEAM

- 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

- Triathlon Tournament (Technology)

- Summer is Poppin’ (Pecan)

- Welcome Summer (Technology)

- Pride Month: Colorful Pride Rocks (Starr)

- Summer 2023 FYC New Student Orientation (Pecan)

- Let’s Get Techy with Game Battle (Technology)

- Karaoke Wednesday (Pecan)

- Hello Summer! (NAH)

- Create with Pride (NAH)

- Water Games (Pecan)

- Loteria Day (Technology)

- Picnic Party (Technology)

- Hula Hoop Luau (NAH)

- Pride and Tie Dye (Pecan)

- PRIDE Dance Party (Starr)

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

- Food Pantry Distribution (Mid-Valley, Pecan, Starr)
- Summer Bridge Presentations (Mid-Valley)
- College Advisor Training Program Presentation (Pecan)
- 3 v 3 Basketball Tournament (Starr)
- 4 v 4 Volleyball Tournament (Pecan)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services Contacts

June 2023					
Services	Mid-Valley	NAH	Pecan	Starr	Technology
Special Programs, Other	45	70	146	44	0
Academic Advising	64	1	276	10	0
Academic Counseling, Academic Probation, and Academic Suspension	49	4	126	25	29
Mental Health Counseling	9	9	67	11	6
Total	167	84	615	90	35

Student Accessibility Services Contacts

June 2023	
Student Contacts	104

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
- All Access/Fast Track Events
- 504 Meetings

- SEAM Division Leader's Meeting
- SAEM Director's Meeting
- CSAS Manager's Meeting
- Walking Groups
- Texas A&M Diabetes Program Meeting
- Basic Needs Committee Meeting

COMPREHENSIVE ADVISING

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 3,324 contacts with students were conducted by Academic Advisors and PASS Program Advisors in June 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 (313 Live Chats in June 2023)
  - Participated in review of Enterprise Resource Planning (ERP) Systems with STC Human Resources Office, Tallahassee Community College and Peak Performance

- **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
  - Recruited Faculty Advisors for Faculty Advising out of Pecan Enrollment Center for August 2023

- **Mentoring Services**
  - **College Advising Training Program (CATP)-** held training from June 12th – 16th; training provided foundational knowledge on crucial student support services and resources that STC delivers; it also included a campus tour of our Career and Technical Programs campuses so that they can have first-hand knowledge of STC's state of the art facilities and services; 10 participants completed 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;

- **PASS Program**
    - Met with PASS Manager to discuss state of the Program and plan for enhancements, CLNA, and to complete the 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 Manager worked on and submitted the Student Affairs & Enrollment Management (SAEM) FY24 application in collaboration with SAEM Directors
- **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

PROGRAMS/ACTIVITIES/MEETINGS

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director; Director gathered and reviewed data for FY21, FY22, and FY23 and provided a QEP Update to Academic Council on outcomes and activities for the QEP
- **Basic Needs Workgroup -** Director serves as lead for the Basic Needs Workgroup; Director participated in HOPE Center webinars addressing enhancement of basic needs for students; submitted and was granted access to Student Needs Survey provided by the HOPE Center which focused on assessing student basic needs; Director also met with Hope Center Coach to review STC status of basic needs enhancements such as basic needs inventory for easy student access
- **Guided Pathways –** Director met with Co-lead, Dr. Nelson, to review activities and data for report at upcoming Scale of Adoption meeting with Guided Pathways
- Director participated in STC Logo Focus Group
- Director met with Grants office to provide information for CoSTEP Grant submittal
- Director served in the Distinguished Leadership Academy Team Project Review Committee and its activities/meetings/evaluations
- Banner User Group (BUGS) – Director participated in the monthly meeting and discussion in regards to Banner updates, downtimes, and other pertinent information.

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: JULY 18, 2023

SUBJECT: ACTIVITY REPORT FOR JUNE 1, 2023, THROUGH JUNE 30, 2023

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

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

June 2023

SOUTH TEXAS COLLEGE

"Accountability through Clarity, Engagement, and Transparency"

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 meeting
- Committee Packet review with the President
- Enterprise Resource Planning (ERP) conversion project updates and pricing discussion
- ERP meeting with consultant on project revision
- ERP Peak Performance Session
- FAS Facilities Planning updates
- FAS Operating Budget review
- FAS Project Manager updates
- FAS Safety updates
- FY 2024 Appropriations and Budget review
- FY 24 Budget and Staffing Plans
- HEERF Funds report review for use for stipends
- HR processes review with Executive Director of Human Resources and Talent Development
- Instructional Salary Pools review
- Investment management and consulting services meeting on Bond Defeasement
- Master Unexpended Plan Fund Budget and R&R Report updates
- P-card procedures review
- Policy on Alcohol Usage and procedures review
- Popular Report, Investment, and Management Report updates
- President's Cabinet
- Purchasing presentation and other items
- Simplified Tuition Rate review
- STC Cafeteria vendor updates
- STC college-wide signage review with FPC department
- TACCBO updates
- TASB Follow-up meeting on Pay Plan and Staffing Requests
- TASB Pay Data questions meeting
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- Title IX Committee updates on Employee & Student Cases
- Title IX Policies review
- Title IX/ 504 Webpage review

WEBINARS/WEBCASTS/ CONFERENCES/ TRAINING

- TACCBO Annual Conference
- The Single Audit from Beginning to End webinar
- Webinar on How to Launch a Customized Equitable Access Program hosted by San Bernardino Community College District

CURRENT PROJECTS

- Activity Report for Board
- Auxiliary Fund Reserve and Reconciliations
- Board Budget Presentation
- Bond Defeasement and I & S Reserve review
- Break-even analysis on the Shuttle Bus operations
- Budget Allocations for various departments.
- Budget Reserve levels
- Budget Transfer approvals
- Capital Improvement Projects Master Budget
- Comprehensive Operational Plan
- Comprehensive Study Analysis
- Drones for campus security
- Electricity Bill Management Report
- Ellucian Banner Report review
- Employee Supplemental Insurance review
- Enrollment Headcount and Credit Hour reports
- Enrollment Projections
- ERP Conversion Project and Implementation Action Plan
- Excess Fund Allocation and Comparison reports
- Expenditure Budget analysis
- Facility use fees report
- FAS Account Reconciliations
- FAS FY 24 Preliminary Budgets
- FY 24 Budget Development and Staffing requests
- FY 24 Salary Report review
- FY 24 Staffing Plan requests and Pay Plan updates
- HB8 and Budget Conference updates
- HEERF III Reconciliations
- HEERF III Use of Funds Quarterly/ Annual Reports & Expenditures
- Hiring Report review
- Institutional Effectiveness Plan
- Insurance RFP updates
- ITED Revenue and Expenditure reports
- Local Policies Report Card and Current STC Policies
- Parking lot designations
- P-Card procedures analysis for Board travel
- Plan Funds Expenditure review and approvals
- Position Reclassification forms review and approval of requests
- Position Vacancy Reports for FAS Division
- Public Information requests
- Purchasing, Acquisitions, and Contracts
- Review and Approval of documents
- RFQ Criteria options for the Board
- Salary Budget
- Salary Savings report for FAS Division
- Sick Leave procedures analysis and reports
- Simplified Tuition Rate release review
- Student Activity Fee for Transportation Services
- TACC Faculty survey to our market
- TACCBO Accounting Financial reports
- TASB Compensation Study
- TimeClock Plus (TCP) approvals
- Title IX department restructure – Office of Institutional Equity
- Travel – Chrome River approvals
- Upper management review of salaries
- Vacation Balances and Extensions
- Vendor information review

BUSINESS OFFICE ACTIVITY REPORT

Myriam M. Lopez, Comptroller

June 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 JUNE 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 JUNE 2023

VENDOR PAYMENT TYPE JUNE 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 JUNE 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

June 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

39 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

149

Calls for service

1,271

Incoming Calls

POLICE SERVICES

- Police Officers led a patrol rifle course at the City of Hidalgo Shooting Range.
- Maintained daily Clery Crime Log for all STC campuses.
- Department attended and presented at 3 new student orientations.
- Police officers attended Radar/Lidar Instructor course at the Hidalgo Police Department.

SAFETY & EMERGENCY MANAGEMENT SERVICES

- June Safety Month Trainings:
  1. Cardiopulmonary Resuscitation (CPR) & First Aid training provided in English and Spanish.
  2. Phase 2: Continuation of the Civilian Response Workshop, Stop the Bleed at Pecan, NAH, Tech, MVC, and Starr campuses.
- Provided surgical and KN95 masks district wide
- Distributed COVID - 19 at home testing kits at Pecan Plaza, MVC, and Starr campuses.
- Monthly evacuation drills. Pecan Campus BLD F and NAH BLD B.

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-five parking event requests districts wide.
- Security personnel attended training held by STC police officers.

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.
- Started detailed floor plans of cameras campus wide.

JAG EXPRESS SERVICES

- Yellow Line: service between Pecan, Technology, and NAH campuses.
- Green Line & Route 60: service between Starr and Pecan campuses.
- Worked on Interlocal Agreement for FY 2024 for June board meeting.
- 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

June 2023

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF: 11

FACILITIES:

- **5** Full Service Campus
- **3** Centers
- **1** On Line Campus
- **391** Sq. FT.
- **2,065,731** Acres
- **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 name-plate 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 - Schematic Design.
- 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.
- East Drive Resurfacing – Construction Phase

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 June 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

June 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 – **10**
- Completed **462** Purchase Orders June 2023
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **458** Airfare Purchases in FY2023
- **421** vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **32** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **495** contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **316** deliveries totaling **3,288** boxes/packages
- Completed **20** Faculty/Staff moves
- Prepares surplus property for auction or disposal

FIXED ASSETS

- Approved **182** new assets
- Adjusted **149** existing assets
- Coordinates the Annual Physical Inventory

MAIL SERVICES

- Process **25,866** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **30,909** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY23 Purchase Orders	7,136	$63,028,255.42
2	College Assets	22,362	$418,321,242.45

OFFICE OF TITLE IX, 504, AND COMPLIANCE ACTIVITY REPORT

June 2023

Todd C. Nelson, MBA, JD, Interim Title IX Coordinator
Brenda Muñoz, Employee Relations Investigator

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 and parity 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, Section 504, and Compliance topics.

Create and deliver custom training to faculty and staff on Title IX/ADA/504 and Compliance.

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

Dr. Zachary Suarez, Director

June 2023

SOUTH TEXAS COLLEGE

KEY FACTS

- Department Participated in Peak Performance Session regarding ERP system.
- Department generatd the FY 23-24 Staffing and Pay Plans in collaboration witih other administrative offices.
- Department facilitated the search and selection of the Symplicity case management software.

TOTAL EMPLOYEE BY LOCATION - 06/30/2023

HEADCOUNT BY LOCATION

	PCN	TECH	NAHC	MIDVAL	STARR	RCPUBL	HS	TOTAL
ADMIN	66	3	1	1	1			72
FT-STAFF	721	76	56	86	58	7	1	1005
PT-STAFF	114	31	30	25	17	1	4	222
WS	30	4	2	12	18			66
FACULTY	288	82	97	62	30	6	27	592
DUAL						1	39	40
TOTAL	1219	196	186	186	124	15	71	1997

CURRENT/ON-GOING PROJECTS

EMPLOYEE RELATIONS (ER)

EMPLOYEE COUNT: 4

- Distributed over 400 employee notices throughout the College's five campuses, the Pecan Plaza, and the Regional Center for Public Safety Excellence to comply with the Federal deadline of Wednesday, June 28, 2023. The distributed employee notices were regarding the Fair Labor Standards Act, the Family and Medical Leave Act, and the Pregnant Workers Fairness Act, as revised and required by the Equal Employment Opportunity Commission and the United States Department of Labor.
- Participated in the search and selection of temporary agency employee for the position of Human Resources Specialist – Employee Relations.
- Processed 161 driver eligibility renewals out of 354 drivers for the South Texas College driver eligibility log.

COMPENSATION & PAYROLL

EMPLOYEE COUNT: 6

- Attended Year End Roll Over Meeting with Business Office.
- Participated in EEOC Workshop regarding employee pay.
- 4 team members attended and participated in the South Texas Leadership Academy at Region One.
- Held Pot-Luck Sub Committee meeting and determined a set schedule for employee morale boosting events.
- Attended Staffing Plan and Pay Plan meeting to review procedures and process.
- Data entry, review, verification and processing of over 1,500 items for MR 06 Payroll.
- Worked on Pay Plan revisions and Staffing Plan updates being implemented via TASB compensation study.
- Worked on project with HRIS to verify NTRP-CLS codes in Banner and the relationship between the code and position.
- Participated in various Linkedin trainings throughout the month regarding various subjects to further the payroll team's professional development.

TALENT, LEARNING & ONBOARDING

EMPLOYEE COUNT: 4

- Safety Month – Coordinated a month-long series of trainings to increase safety awareness.
- South Texas Leadership Academy – Coordinated a day long conference for professional development of South Texas College Staff at Region 1.
- Jaguar Academy – 3 of 6 sessions
- Actively screening and clearing full-time and part-time applications and new hires
- Met with Executive Director of Human Resources and Talent Development.
- Benefits Workshop – Leave and FMLA for Department

BENEFITS

EMPLOYEE COUNT: 5

- Participated in Employee Retirement System Open Enrollment Webinars for current Benefit Administrators.
- Conducted Benefits Workshop regarding Family Medical Leave Act, TimeClock Plus and Leave of Absences for supervisors.
- Conducted Benefits presentation regarding Leave for Jaguar Academy enrollees.
- Participated in Teacher Retirement System Employer Advisory Group committee.
- Prepared College-Wide Open Enrollment period activities.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS)

EMPLOYEE COUNT: 5

- Active employees record digitalization is complete.
- Auditing new hire records and terminated employee files.
- Met with Vector Solutions solution engineers to resolve data issues.
- Met with RAS (Research Analytical Services) and IT to discuss Power Bi member access and training for analysts.
- Participated in Peak Performance ERP system session.
- Met with IT to discuss Banner API (application programming interfaces) integration to automate processes using PowerApps.
- Federal and State reports distributed as per official reporting schedules.
- Ad hoc reporting requests distributed.

STAFFING

EMPLOYEE COUNT: 6

- Processed Summer I and Summer II Faculty Overload NOE's.
- Tested People Admin staff positions, faculty and direct wage on reengineering site.
- Processed Adjunct and Dual Enrollment hires for Summer and Fall 2023.
- Assisted with hiring staff, faculty, direct wage and temporary agency employees.
- Attended Society of Human Resources Management (SHRM) 2023 Annual Conference.
- Provided edits for the 2023-2024 Staffing Plan.

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE ACTIVITY REPORT

George McCaleb, Director

June 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	

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

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 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 SOLIS, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	JUNE 18, 2023
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2023 – JUNE 30, 2023

DR. ANAHID PETROSIAN
VICE PRESIDENT FOR ACADEMIC AFFAIRS

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Distinguished Leadership Academy Graduation Luncheon, June 1, 2023
- Initiative Development Process and Role of Distance Learning Meeting, June 5, 2023
- Attended Kinesiology Building Review, June 5, 2023
- Attended COC Meeting, June 6, 2023
- Attended Meeting with Philosophy Department Chair, June 6, 2023
- Attended Prosperity Task Force Meeting, June 7, 2023
- Held Summit Discussion, June 7, 2023
- STC & UTRGV Collaborative Meeting – Overview, June 8, 2023
- Attended TCCIA 2023 Summer Leadership Conference, June 10 – 13, 2023
- Attended STC / Vanguard Rembrandt ECHS- Dual Credit Programs Enrollment Meeting, June 14, 2023
- Attended Preliminary Meeting to discuss McAllen ISD Partnerships Meeting, June 15, 2023
- Attended Global Youth Leadership Campus - Summer 2024, June 20, 2023
- Held meeting to Discuss AA Strategic Planning Workshop, June 21, 2023
- Attended South Texas HERC Meeting, June 22, 2023
- Held Academic Council Meeting, June 22, 2023
- South Texas Higher Education Council Meeting
- Held STC & UTRGV Collaborative workgroup meeting, June 27, 2023
- Attended Board Meeting, June 27, 2023
- Attended Cabinet Meeting June 28, 2023

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:

- Attended Distinguished Leadership Academy Graduation Luncheon in celebration of staff who attended DLA, June 1
- Pharr EDC Foundation Awards Ceremony for Scholarship Recipients, June 1
- STC Logo Focus Group with IPEC meeting, June 7
- IPEC Enrollment Assumptions discussion, June 7
- BPST Leadership Team June Meeting, June 8
- Texas Community College Instructional Administrators Conference in Grapevine, Texas, June 11-13
- Credit and Non-credit Program alignment monthly meeting, June 20
- Interview for Short-term certificates and credentials, June 20
- South Texas Higher Education Regional Council meeting, June 22
- Academic Council Meeting, June 22
- IPEC Enrollment Assumptions Meeting, June 26
- RCPSE Leadership Team Update meeting, June 26
- STC and UTRGV Collaborative Workgroup Meeting, June 27
- STC Board of Trustees Regular meeting recognition of AEDT students participating in the Affordable Homes Project, June 27
- Updates on facilities projects for Starr County Campus, June 28
- Vocational Rehabilitation Services Presentation, June 29
- City of Edinburg meeting to discuss partnerships with Edinburg CISD and South Texas College, June 29
- 30th Class of South Texas College Police Academy Completion Ceremony, June 29

DEPARTMENT/PROGRAM REPORTS:

Regional Center for Public Safety Excellence (RCPSE)

Major Meetings:

- Attended the Fire Science & Law Enforcement Tuition Exemption meeting, June 1
- Attended a meeting to discuss recruiting opportunities for Law Enforcement and Fire Science Programs with US Border Patrol and McAllen Firefighters Union, June 7
- Attended Bi-Weekly Construction Meeting on Flammable Liquid & Gas Pad, Lighting, and Vehicle and Student Canopies, June 7
- Attended Bi-Weekly Construction Meeting regarding the Two-Story Residential Fire Structure, June 7 & 21
- Attended and presented at the Pharr Police Academy Advisory Board Meeting, June 8
- Attended the Bi-Weekly Construction meeting regarding the Flammable Liquid & Gas Pad, Lighting, and Vehicle and Student Canopies, June 21

Major Activities:

- Met with Roma Fire Chief concerning future trainings, heavy equipment and driver training, and table top exercise for Starr County, June 6
- Spoke with Edinburg Fire Chief to obtain status on the Edinburg Fire Training Facility MOU for Fire Academy Use, June 7
- Attended the State Firefighter's and Fire Marshal's Conference held at the McAllen Convention Center, June 9-10
- Presented Fire Science degree program to the McAllen Firefighters Association Meeting, June 13-14
- Attended Firefighter Cancer Awareness Training hosted at the Starr County Campus, June 15
- Met with Student Assessment Center concerning RCPSE being a possible testing site for TCOLE and TCFP licensing examinations, June 22
- Conducted Tour of RCPSE, to include use of VIRTRA simulator, for Association of Community of College Trustee Mr. Jee Hang Lee, June 22
- Met with search committee on Guided Pathway Specialist position to discuss applicants, June 29
- Attended 30th Police Academy completion ceremony conducted at the RCPSE, June 29

External Visits

- Attended Fire Vent Trailer training being conducted by STC Fire Instructors at the Roma Fire Department, June 6

Events held at RCPSE:

- 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
- Patrol Vehicle Operations for San Juan Police Department, 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 at RCPSE, June 15
- Fire Vent Trailer Train the Trainer Familiarization at Hidalgo Fire Department, June 26

- South Texas College Police Academy Emergency Vehicle Operations Course, June 20-23
- Local Emergency Planning Committee (LEPC) meeting, June 28
- South Texas College Police Academy (full-time class) Completion Ceremony, June 29

Upcoming RCPSE Events:

- Basic Telecommunicator Course, July 10-28
- Firefighter Driver Operator Course, July 10-20
- TASER Instructor Course, July 14
- Medicological Death Investigations Course, July 17-21
- Internal Affairs Administration Course, July 18-19
- Drone Flight Basics/Part 107 Preparation Course, July 24-15

BPST Project Manager

- BPST Division Meeting, June 8
- Cosmetology Budget Review, June 12
- Law Enforcement and Tuition Exemption Meeting with SECS & FA, June 13
- Perkins FY 24 Equipment Review, June 13
- CRM Review with AA for Continuing Education at RCPSE, June 20
- FLAIM Training, June 21
- We can Tx Update with Projector Director and Support Staff, June 22
- BPST Fall Assembly Planning, June 28
- TWC Vocational Rehabilitation Services Meeting, June 29
- 30th Police Academy Graduation, June 29

Guided Pathway Specialist – Technology
Hugo Elizondo

- Student contacts and advisement activities:
  - 45 Students registered
  - 31 Email contacts
  - 48 Phone contacts
  - 37 Students advised
  - 23 Student meetings (In person)
  - 3 Starfish contacts
  - 8 Financial Aid Addendums
  - 1 Campus tour
  - 3 Course substitutions

Architectural & Engineering Design Technology
Major Meetings:

- BPST Leadership June Meeting, June 8
- Dual Credit Faculty Interview, June 14
- BPS&T Technology Campus Tour, June 15
- Industry Advisory Group National Career Clusters Nominations Meeting, June 15
- WeCanTX grant assignment Meeting, June 22
- Faculty attended 2023 CERTIFIED Educator Conference, June 26-28
- STC Board Meeting, June 27

Departmental/Student Recognition:

- STC's Architectural and Engineering Design Technology students were recognized for their work with local nonprofit Border Issues of Texas and its Mi Casita Affordable Housing project at the June STC Board Meeting.

Emerging Technology Simulation Specialists (ETSS)

- Displayed the FLAIM simulator at the SFFMA event with RCPSE Faculty, June 9-10
- High School welding camp used the Vrtex 360 welding simulators, June 13-14
- VR labs showcasing equipment to the new staff touring with the Jag Academy, June 15
- FLAIM simulators training with RCPSE faculty and staff, June 21
- Board of Trustees Tour of the VR lab, June 22
- Set up the new Vrtex 360 welding simulator in building D135 at Mid Valley, June 28

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

Major Meetings:

- Technology Campus Solar Panel Structures meeting, June 1
- Meeting with Interplay representative to review VR for HVAC, June 6
- Sponsor Reps and Primary Administrators NCCER Progress Update meeting, June 6
- HVAC Expansion at Mid-Valley Campus meeting, June 7
- BPST Leadership Meeting, June 8
- Solar panel structure meeting, June 14
- HVAC Expansion at STARR Campus meeting, June 14
- Met with PSJA dual enrollment staff to discuss solar panel installation course, June 20
- HVAC Expansion at Mid-Valley Campus meeting, June 21
- Solar panel structure meeting, June 28
- HVAC Expansion at STARR Campus meeting, June 28

Major Activities:

- Heavy Equipment Simulation demonstration, June 6

Cosmetology

- Meeting for new site-class schedules, June 6
- Division Leadership meeting, June 8
- Meeting to discuss new Cosmetology Center equipment, June 12
- Meeting to discuss Cosmetology Center, June 12
- DHR Stroke support group fieldtrip, June 15
- Search Committee meeting, June 20
- Meeting for Shah Eye Center, June 22
- CLE meeting for Department tutor, June 29

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

DIVISION DEAN'S REPORT:

- Participated in South Texas College and Inside Track Meeting, June 1
- Attended Informal Gathering with Instructional Deans, June 1
- Participated in Initative Development Process and Role of Distance Learning, June 5
- Hosted Motivational Presentation for City of Mission Employees, June 6-7
- Attended Summer Camp Session 2: Conflict in Organizations-Managing Difficult Employees, June 6
- Attended Summer Camp Session 4: Emotional Intelligence and the Use of Soft Skills in the Workplace, June 7
- Hosted Inside Track Site Visit, June 12
- Participated in Inside Track Meeting, June 12
- Participated in Youth Camp Discussion, June 14
- Participated in EHS Meeting, June 14
- Participated in Glboal Youth Leadership Campus-Summer 2024, June 20
- Attended TAMUK and STC Reconnecting Meeting, June 21
- Particiapted in CCBA Zoom Meeting, June 21
- Participated in Academic Council Meeting, June 22
- Attended 2nd Annual South Texas LatinX New Play Festival, June 23
- Attended SOWAT and Academic Council, June 24
- Participated in STC & UTRGV Collaborative Workgroup Meeting, June 27
- Hosted Bachelor Program Meeting, June 27
- Hosted Program Chair Meeting, June 28
- Participated in Weslaco Economiv Development Meeting, June 29

Project Manager

- Attended DLA: Final Presentations, Graduation Ceremony, and Luncheon, June 1
- Attended InsideTrack meeting, June 1
- Hosted InsideTrack for a site visit, June 12
- Participated in Search Committee, June 13
- Attended Mentoring session with InsideTrack, June 13
- Attended meeting to discuss Summer Mills summer camp, June 20
- Met with Texas A&M Faculty for office arrangements, June 22
- Attended meeting with Division Meeting Keynote Speaker, June 27
- Attended Bachelor Programs meeting, June 27
- Attended Program Chair meeting, June 28
- Participated in interview committee, June 29

BACHELOR PROGRAMS:

Organizational Leadership

- Participated in the STC Logo Focus Group with IPEC, June 7
- Participated in the weekly National Society for Leadership and Success call with NSLS Chapter representative, June 7
- Attended and participated in the Mix, Mingle, & Match: TVC-RGV Mentoring Program Event, June 7
- Met with Distance Learning Instructional Designer to discuss and create the BASOL's PLO & CLOs course map for the Online Program Design
- Attended the Competency-Based Education Board Retreat, Santa Rosa Beach, Florida, June 15-17
- Participated in the McAllen Chamber Monthly Ambassador Meeting, June 20

- Facilitated the BASOL Redesign/design Kick-off Meeting, June 20
- Met with TAMUK's MBA Director and Business Dean to discuss the existing MOU for the Bachelor programs and revise as needed, Kingsville, TX June 21
- Attended the RGVision Media Mixer, June 22
- Attended/participated in the Community College Association of Texas Trustees for Leadership Seminar, June 23
- Participated in the Bachelor Program Meeting, June 27
- Attended Erika Leal's Farewell Luncheon, June 28
- Participated in the MSITB Program Chair Meeting, June 28
- Attended the McAllen Chamber Ribbon Cutting for Dixon Boot Company, June 29

Computer Information Technologies/ Computer Science

- Facilitated Staff Department Meeting via MS Teams, June 5
- Participated in Career Circle Presents: Building Your Resume for Google Career Certificate Graduates, June 7
- Participated in Google Career Certificates Sustainability Guide Office Hour Session with Madeleine Chaisson, June 8
- Participated in COSC2436 Python Meeting via MS Teams, June 19
- Participated in Mapping Meeting with Nicholas Hinojosa via MS Teams, June 20
- Facilitated Staff Department Meeting via MS Teams, June 22
- Participated in Bachelor Program Meeting with Dalina Medina, June 27
- Participated in Program Chair Meeting with Dalina Medina, June 28
- Participated in Bachelor New Student Orientation Summer Terms K2 & N8 via MS Teams with Dr. Emma Miller, June 28
- Participated in CBE Meeting with Harmony Little from Kentucky Community and Technical College System via MS Teams, June 30

Operations Management

- We presented on the STC Bachelor programs to the Starr County Employees from 10:00 a.m. to 3:00 p.m., June 1, 2023
- Conducted the OPMG Youth Leadership Summer Camp Session Personality, Cultural, and Generational Differences, June 6, 2023
- Staffed a recruiting and marketing table at the City of Mission Employee Motivational Presentation, June 6, 2023
- Conducted the OPMG Youth Leadership Summer Camp Session Conflict in Organizations, June 6, 2023
- Conducted the OPMG Youth Leadership Summer Camp Session Basis of Power, June 7, 2023
- Conducted the OPMG Youth Leadership Summer Camp Session Emotional Intelligence, June 7, 2023
- Staffed a recruiting and marketing table at the City of Mission Employee Motivational Presentation, June 7, 2023
- Conducted the OPMG Youth Leadership Summer Camp Session Gender Differences, June 8, 2023
- Conducted the OPMG Youth Leadership Summer Camp Session Organizational Ethics, June 8, 2023
- Conducted the OPMG Youth Leadership Summer Camp Session Emotional Intelligence, June 12, 2023
- Conducted the OPMG Youth Leadership Summer Camp Session Personality, Cultural, and Generational Differences, June 13, 2023
- Conducted the OPMG Youth Leadership Summer Camp Session Organizational Ethics, June 14, 2023
- Met with Dr. Petrosian, Dr. Esmaeili, and Dr. Millan regarding the Youth Leadership Camp Proposal to hold the camps in conjunction with the County of Hidalgo's Prosperity Task Force, June 20, 2023
- Attended the TAMUK and STC MBA Dual Credit Agreement Meeting, June 21, 2023
- Met with OPMG Team for the OPMG Weekly Planning Meeting, June 22, 2023
- Attended City of McAllen Convention Center and Performing Arts Center Advisory Board, June 26, 2023
- Bachelor Programs New Student Orientation Meeting, June 28, 2023
- Meeting with Kentucky Community and Technical College System regarding information for their new CBE programs, June 30, 2023

MATH, SCIENCE & INFORMATION TECHNOLOGY:

Biology

- Biology Department Faculty Secretary Interview, 6/8/23
- Biology Lab Specialist II Interview, 6/9/23
- Biology Lab Site Visit – Weslaco High School, 6/14/23
- PCUC Lab Checklist/Survey Update, 6/15/23
- Summer Workshop Planning Meeting, 6/16/23
- DEMSA Student Only Orientation, 6/21/23
- Biology Faculty Teams Meeting (Summer II Modality Changes), 6/23/23
- DEMSA Student Orientation (Mid-Valley Campus), 6/26/23
- June 2023 PSJA STC Non-Compliance Meeting, 6/27/23
- Program Chair Meeting, 6/2/23

Chemistry

- Program Chair met with Physical Science Program Chair, June 8
- Attended Chair Curriculum Management and Concourse Training, June 14
- Met with Lab Coordinator to discuss Lab Checklist Survey, June 15
- Met with Dual Credit and PSJA ISD for the Non-Compliance Meeting, June 27
- Attended Program Chair Meeting, June 28
- Met with Dean to discuss Chemistry Department, June 29

Cybersecurity

- Attended a virtual meeting with our partners from Qualys to discuss new products, June 5
- Attended the National Cybersecurity Training Center Externship Kickoff ,June 12
- Attended the Fortinet Sync meeting on June 14
- Attended a meeting with Family Physicians Night Clinic manager to discuss cybersecurity as part of the NCyTC initiative, June 15
- Attended a meeting with Palo Alto Networks personnel to discuss the new AI program we are developing, June 22
- Attended a virtual meeting with our partner TitanHQ, June 23
- Attended the monthly EI-ISAC meeting, June 27
- Attended the STC Board of Trustees Regular Meeting, June 27
- Attended the TX SLED Splunk Workshop, June 28
- Attended the program chairs meeting with MSITB Dean, June 28

Information Technology

- IT Faculty participated in CyberCamp, Jun 5-9
- Program Chair attended 2023 Creative Pro Week, Jun 5-9
- Program chair attended Curriculum Meeting for Network Security, Jun 15
- Networking faculty attended 2023 Cisco Networking Academy Partner & Instructor Conference, Jun 20-22
- PC and IT Faculty attended TAGITM Pharr Regional Summit, Jun 27

Mathematics

- Staff attended Impact Players Book Study, June 6, 13, 27
- Chair attended STC Logo Focus Group, June 7
- Chair attended IPEC Enrollment Assumptions Review, June 7
- Chair attended demonstration on Mobius Grading software for mathematics content, June 8
- Chair met with Dean, June 8
- Faculty attended Catch the Next Staff Creating the Future meeting, June 14
- Chair met with Lumen Learning regarding interview with Sara Weissman from Inside Higher Ed, June 14
- Staff attended South Texas Leadership Academy for Staff, June 15
- Chair assisted with Texas Success Center's Pathways Institute survey, June 21
- Faculty attended IPEC Meeting, June 26

- Chair met with ET representatives regarding upgrades to Proof of Concept classroom, J2.308
- Chair attended MSITB Program Chair Meeting, June 28

Physical Sciences and Engineering Department

- Chair Met with the Physics and Chemistry lab coordinators and the Chair of chemistry and discussed storage issues, June 8
- Met with the Dean and Project Manager of Dual credit programs and discussed the prospect of a new Dual Credit site for engineering at PSJA, June 8
- Attended NISOD Webinar, June 15
- Attended Open Educational Resources Advanced Skills Academy, Texas Higher Education Coordinating Board (THECB) professional development workshop #1, June 20
- Met with the Physics and Engineering Student Success Specialist and the Guided Pathways Specialist and discussed strategies to promote Physics, Engineering, and Geosciences Programs, June 21
- Attended Open Educational Resources Advanced Skills Academy, Texas Higher Education Coordinating Board (THECB) professional development workshop #2, June 22
- Met with the Faculty Secretary and discussed items for the August 2023 department meeting, June 22
- Ongoing discussion with the laboratory coordinator regarding Open Lab Display for Geology, June 26
- Completed the 1st review of Spring 2024 course schedule, June 26
- Observed the classroom of Physics adjunct faculty, June 27
- Attended program chair meeting, June 28
- Teams meeting with the Dean of Dual credit programs and discussed the net steps for a new Dual Credit site for engineering at PSJA, June 8
- Attended Open Educational Resources Advanced Skills Academy, Texas Higher Education Coordinating Board (THECB) professional development workshop #3, June 29
- Met with the Engineering program coordinator and discussed the strategies for the success of engineering program, June 29
- Observed the classroom of Physics adjunct faculty, June 29
- Attended the following Course Hero Ed Summit webinar: "Dismantling Inequality in Education: How to Foster Diversity & Empathy in Your Classroom", June 30

UNIVERSITY RELATIONS:

- **Agreements Completed:**
  - 25 Transfer Maps with UTRGV
  - 3 Culinology Pathways with TWU
- **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 State Technical College

- 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
- Presented to capstone students in the BASOL Program, June 7
- Attended a webinar on how to use Pronto to assist with pathway development, June 7
- Met with representatives from the Texas A&M University Engineering Academy, June 11
- Attended the Texas Community College Instructional Administrators Conference in Grapevine, June 11 – 13
- Presented to the College Advising Training Program, June 14
- Travelled to Kingsville to meet with representatives from the MBA Program, June 24
- Met with the Texas Talent Strong Pathways Liaison about the progress report, June 22
- Presented to the Future Jaguars Leadership Academy, June 22
- Attended the June Academic Council Meeting, June 22
- Met with representatives from the Texas A&M University Engineering Academy, June 26
- Met with representatives from Academic Affairs about potential hospitality programs, June 26
- Participated in the Competency Based Education Network June Huddle, June 27
- Attended the June Math, Science, Information Technology and Bachelor Programs Division Leadership meeting, June 28
- Attended the Admitted Students Information Session for the Texas A&M University Engineering Academy, June 30
- **Upcoming Events:**
    - Orientation and Steering Committee Meetings for the Texas A&M University Engineering Academy, August 7
    - 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:

- Reviewed N3, S1, S3, N16, N11, N13, M9, K2, and N8 mini-mester course enrollment data and worked on approval memo for low enrollment sections.
- Submitted the semi-annual certification for the McAllen Healthcare Professional Enhancement Program.
- Developed plan and worked on preparations for the La Joya ISD Summer 2023 Healthcare Informational Sessions, June 1
- Attended the Distinguished Leadership Academy Graduation Luncheon, June 1
- Worked on updates for the ADN Self-Study Report.
- Followed up on the status of grant funds for the NAH Division.
- Attended informal gathering hosted by the president, June 1
- Attended the Initiative Development Process and Role of Distance Learning meeting hosted by the VPAA, June 5
- Followed up on work for the Organization for Associate Degree Nursing (OADN) Board, OADN DEI Committee, and Philippine Nurses Association of South Texas (PNAST) - RGV.
- Attended the Coordinated Operations Council Meeting, June 6
- Coordinated the participation of the NAH Division representatives at the AHSP Summer Bridge Program, June 8
- Held meeting with EMS program chair, June 8
- Attended the Nursing Expansion Grant Program: RFQ Discussion, June 13
- Held meeting with the nursing skills remediation & lab coordinator, June 13

- Hosted the NAH Program Chair Meeting, June 14
- Attended the Admitting and Developing Learners Who Succeed in Higher Ed and Beyond webinar, June 14
- Held meeting with NAH student, June 15
- Attended the Reimagining Nurse Education webinar, June 15
- Attended the How Quality Online Learning Programs Drive Enrollment in Higher Education webinar hosted by Inside Higher Ed, June 15
- Attended the PNAST RGV Monthly Meeting, June 15
- Attended the Navigating Obstacles on a Microcredential Journey webinar, June 16
- Participated as a panelist for the Gear Up Summer Camp Leadership Institute, June 19 - 20
- Attended the Ensuring NCLEX Readiness through Clinical Judgement Exams webinar, June 20
- Attended the South Texas Higher Education Regional Council (STHERC) Meeting, June 22
- Attended the Barriers and Belief Systems: Nurses with Disabilities in Training and Practice webinar, June 22
- Attended the Academic Council Meeting hosted by the VPAA, June 22
- Attended the Institute for Professional Excellence in Coaching (IPEC) Enrollment Assumptions Review, June 26
- Held meeting with ADN student to discuss readmission, June 26
- Attended meeting with the new project director of clinical education coordination at South Texas Health System, June 27
- Attended the Nursing Expansion Grant Program: RFQ Discussion, June 27
- Reviewed agenda, presentations, and program guide for the upcoming PATHS Conference.
- Presented to students at the Fall 2023 Traditional RN and Paramedic – RN Transitional Track Orientation, June 29
- Attended the Best Practices for Faculty Recruitment and Retention webinar, June 29
- Interviewed candidate for ADN faculty position, June 29

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Opened applications for the Fall 2023 Session. The program had 165 eligible applicants; 141 traditional track and 24 EMS – RN transitional track.
- Advisors participated in the La Joya ISD Incoming Freshman Program Healthcare Information Sessions. They provided prospective students and their families information regarding the ADN Program, June 8
- Level 3 RNSG 2361.A04 students provided an information session at Adult Day Care on fall prevention. Students utilized poster boards, provided a live demonstration, and used a fall-prevention-themed bingo game to engage attendees, June 14

- Level 3 RNSG 2361.A05 students provided an information session at the NAH Campus on the pathophysiology of obesity. Students utilized poster boards, handouts, and an interactive game to educate attendees on risk factors, assessment findings, BMI calculations, and available treatments, June 14
- Hosted the ADN Fall 2023 Traditional and Paramedic – RN Transitional Track Orientation. Students were provided with information regarding policies, procedures, standards, and

documentation to support practice and familiarize them with the STC Associate Degree Nursing Program's vision, mission, values, goals and organizational structure, June 29

- Advisors provided advising to 565 students and held six information sessions with a combined total of 128 attendees.

Diagnostic Imaging Department

- First-year DMS students began their first practicum assignments in the clinical sites training with certified technologists and patients during the Summer I Session.
- Department chair held the Diagnostic Imaging Department IE Plan Meeting, June 12
- Department chair attended NAH Program Chairs Meeting, June 14
- RADT Program faculty, staff, and second-year students attended luncheon hosted by Mobile X-Rays on Demand to inform the upcoming graduates of current employment opportunities, June 21
- Department chair attended meeting with representatives from the GE Healthcare Service Contract Department, June 22
- DMS Program opened AAS and ATC applications for the Spring 2024 Semester, June 28
- Faculty and staff attended the DID Summer 2023 Advisory Committee Meeting, June 29

Emergency Medical Services

- Department chair and faculty member attended the 2023 Accreditcon held in Louisville, Kentucky, May 30 – June 5
- Department onboarded its new secretary.
- Department chair attended the National Association of Emergency Medical Services Educators Webinar on Future of Immersive Learning in EMS, June 7
- Department chair conducted an information session with Mission CISD administrators, parents, and students at the NAH Campus for the upcoming Fall 2023 Dual Credit EMT Basic offering, June 7
- Department chair attended meeting with the NAH dean, June 8
- Department chair and faculty member met with Dr. Michael Menowsky from DHR regarding the creation of emergency medicine residency program, June 9
- Department chair held a Medical Director Meeting with Dr. Levine on program accreditation matters, June 9
- Department chair participated on a faculty search committee and interview with the Radiologic Technology Program, June 26

Occupational Therapy Assistant

- Held the OTA Community Advisory Committee Meeting. Attendees worked on developing the OTA program strategic plan and long-term vision, June 10
- Program chair participated in the Texas Occupational Therapy Association (TOTA) State Board Meeting, June 24
- Faculty continued work on the Accreditation Council for Occupational Therapy Education (ACOTE) accreditation standards.

Vocational Nursing

- Students participated in the SCAN Health Fair. They conducted wellness checks, measured blood pressure, and tested glucose levels of community members, June 13
- Students participated in a cancer detection and early prevention health fair. They conducted blood pressure and glucose checks. They also provided community members information regarding cancer, diabetes, and hypoglycemia, June 14

- Students participated in the World Elder Abuse Awareness Walk and Resource Fair. They conducted blood pressure tests and provided community members with information regarding resources to combat elder abuse, June 15

DR. RACHEL SALE
DEAN – DISTANCE LEARNING

DEAN'S REPORT:

External/Outreach Activities:

- Attended the Texas Community College Instructional Administrators Conference, June 11-13
- Participated in the Digital TX OER Advanced Skills Workshop, June21-July 20

College-Wide Activities:

- Participated in Technical Review of NAH Sim Lab project, June 1
- Hosted a meeting to discuss the redesign of the International Business Course, June 2
- Meeting to Discuss the future of the Digital Learning Department, Dr. Petrosian and other deans, June 5
- COC Meeting, June 6
- Logo Focus Group, June 7
- Met with Dr. Miller to discuss BASOL Redesign of Courses, June 8
- Met with Dr. Miller to Discuss Grant options for development, June9

DL Office Activities:

- Supervised the Redesign of the Bachelor's level International Business Course, June 2-30
- Revised and developed new job descriptions for the 2023 Pay plan, June 3-17
- Revised DL ORG, June 19-25

DIRECTOR'S REPORT:

- Develop instruction guides for Blackboard's admin Academic Coach role, June 1.
- Develop a process for creating new materials for Blackboard Impact software and created repository knowledge-based on Blackboard support, June 1-30.
- Develop eLearning Operation Manager job description, June 2.
- Completed Blackboard Learn Administration Essentials Certification, June 5.
- Participated at the South Texas College Check In – Blackboard Data Meeting, June 5, 12, and 20.
- Updated online degrees inventory at the THECB Distance Education Portal and initiated Degree audit with DL team to identify the Hybrid Programs, June 6.
- Develop, updated and removed canned responses in the DL Helpdesk PowerApp, June 6-22.
- Initiated the PressBooks SSO integration with IS&P, June 6.
- Participated at the Blackboard Tier II Services Meeting, June 7.
- Develop sole source for Annotation – Hypothesis form, June 7.
- Assisted Donna's ISD IT department with MSI lockdown browser file for all laptops and Chromebooks, June 7.
- Met with Dean of Dual Credit Programs and Dual Credit Programs Manager to discuss DC faculty certification status and Blackboard Roles, June 7.
- Develop MS form on a survey for DL working schedules and feedback, June 8.
- Met with Dean of Distance Learning on status on OneNote projects, roles and responsibilities, June 14.
- Met with ADN and LVN program chair to discuss merged sections, June 14.
- Develop the CBE Student Orientation course in our Digital Training Center, June 15.
- Updated the DL Student Portal SharePoint for user friendly navigation, June 16.
- Develop the DCF – Digital Training Center Instruction guide, June 16.
- Participated at the Banner User Groups Committee, June 21.
- Develop organization chart for Dean of Distance Learning, June 22.
- Participated at Academic Council Meeting, June 22.

PROJECTS:

- Learning Management System (LMS)
  - Batch upload for all Summer 2023 courses and faculty/student enrollments through ILP Admin, June 1 - 30.
  - Batch upload for all drop students in term Summer 2023 courses through the Blackboard integration, June 5, 12, 19 and 26.
  - Updated information modules and pop-ups in Blackboard, June 1 - 30.
  - Updated the institutional hierarchy for all Summer 2023 term, June 1 - 30.
  - Updated Blackboard Assist resource page, June 1 - 30.
  - Troubleshoot gradebook settings and exams, June 1 - 30.
  - Updated the Training and Development Manager on Blackboard's production server, June 1 - 30.
  - In collaboration with IT department, updated banner scripts for the "Course at a Glance" student report in Blackboard.
  - Updated Blackboard's Academic Coach Role, Work-study Role and DTC Role in Blackboard, June 1 and 16.
- 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:	365
Helpdesk Phone Calls received by DL Staff:	298
Social Intent – Distance Learning Chat	79
Blackboard Support Chats/Calls:	46
Crosslist Requests for Summer 2023	15
	Total 803

- **Trainings/ Workshops/ Professional Development**
  - Professional Development
    - Distance Learning staff attended InsideTrack's Coaching Retreat, June 12.
    - Distance Learning staff attended the Course Hero workshops: Keeping Students Interested: Tips for Active Learning, June 29.
    - Distance Learning attended Course Hero workshops: Building Relationships: How to create positive and Engaging Classrooms, June 29
  - Workshops
    - Distance Learning staff facilitated the Navigating Blackboard Student workshops, June 6 and 8.
    - Distance Learning staff facilitated the Study Essentials Workshops, June 7.
    - Distance Learning staff facilitated the Boosting your Test Taking Skills workshop, June 26.
  - Training
    - Distance Learning staff participated with the Inside Track Training, June 8.
    - Distance Learning staff presented for the College Advising Training Program Cohort 3 Training, June 14.

- **Student Success Activities:**

Type of Service	Number of Students Visit
• General Advising	172

• Telephone/ Text Contacts:	219
• Virtual Campus Advising Email:	109
• Radius Inquires:	106
• Register Online Students	2
• Register TxDOT Students	24
• Academic Coach Sessions:	45
• Email Reminders Sent:	224
Total:	**901**

DISTANCE LEARNING MEETINGS:

- Distance Learning Technology Team participated with Blackboard's Service Delivery Manager Session, June 6 and 27.
- Distance Learning staff met with CLE Manager to discuss the HMAS workshop, June 1.
- Distance Learning staff attended On-Campus Inside Track Award Celebration/Meeting, June 12.
- Distance Learning staff participated in the Inside Track Focus Group, June 12.
- Distance Learning staff met with Global Market Development Coordinator for an update on Mexico Students, June 13.
- Distance Learning staff met to discuss IE goals, June 13.
- Distance Learning staff met with DL Dean to discuss job roles and summer schedules, June 21.
- Distance Learning staff met to discuss Course Audit offerings and hybrid report, June 22.
- Distance Learning staff met to discuss TxDOT students, June 27 and 29.

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

DEAN'S REPORT:

- Dean, Director and Dean for Continuing Education attended meeting with PSJA ISD Administration to discuss Occupational Skills Awards and Continuing Education options for students, June 7.
- Dean attended final session of Edinburg CISD Mission, Vision and Goals Committee, June 7.
- Dean and Director attended meeting with Juan Diego Academy Administration to discuss the current program offerings and resources, June 20.
- Dual Credit Programs Leadership Meeting was held to review the current projects and future goals for AY 23-24, June 21.
- Dean, Director, Biology and Chemistry Department Chairs met with partnering school district as a follow-up Non-Compliance Meeting, June 27.
- Dean presented an update at the Board Meeting on Summit for Dual Credit Programs and requested approval for the 2024 Summit in partnership with NACEP, June 27.
- Dean attended meeting with the City of Edinburg Mayor, Edinburg CISD Superintendent and STC Executive Leadership to discuss CTE Program offerings, June 29.

ACADEMIES AND CAREER TECHNICAL PATHWAYS:

- Scholarship and University Report for the 2021-2023 Dual Enrollment Academy Program's Cohort, which graduated is May 2023 is a grand total of $4,712,581.00.
- Staff conducted New Student Orientation for one hundred twenty-eight (128) Dual Enrollment Academy Programs, which consisted of a campus tour, visits and presentations at the library & tutoring center, and receiving their student I.D.
- Staff held make-up New Parent/Student Orienation at the Mid Valley Campus for eight (8) students and their parents, June 6.

- Staff conducted review of the Starfish Attendance Verification and Progress Surveys to identify and conducted case management for Academy Program Students:

Campus	Case Management Sessions
Pecan Campus	12
Mid Valley Campus	6
Total	18

- Staff coordinated and attended an STC EMS Program Student & Parent information session for Mission CISD students at the Nursing & Allied Health Campus, June 7.
- Staff coordinated and attended a meeting with Valley View ISD Administration, Dean for Dual Credit Programs, and Dean for Continuing Education to discuss CTE dual credit and non-credit options, June 20.
- PREP Program Instructors and Program Assistants Training Week were held for the two partnering school districts to review expectations, college policies and procedures:
    - Starr County Campus – Roma ISD: May 30-June 1, 2023
    - Pecan Campus – Hidalgo ISD: June 5-June 8, 2023
- PREP Opening Day Event was held at Starr County Campus for 87 students from Roma ISD and at the Pecan Campus for 21 Hidalgo ISD students.
- Staff held the TexPREP Parent/Student Orientation for participants from Hidalgo ISD – Ida Diaz Junior High School, June 7.

DUAL CREDIT ACADEMIC PATHWAYS:

- Summer Bridge Events were held for over 1,100 students at the Starr County, Pecan and Mid Valley campuses.
- Dean, Director and Dean for Continuing Education met with PSJA IS Administration to discuss potential programs and to introduce Occupational Skills Award options for high school students, June 7.
- Director and Enrollment Team Staff met with newly assigned high school administrators at Monte Alto high school to discuss onboarding and program processes and expectations, June 13.
- Dean and Director met with Juan Diego Charter School Administrators to discuss dual credit status and progress, June 20.
- Director and Enrollment Team Staff met with South Texas ISD to discuss the course selection for the Virtual Academy as well as certificate course changes to Business Certificate instructional plan, June 27.
- Director provided 2023-2024 Interlocal Agreements to partnering high schools to be in compliance with Texas Agency requirements as an Institution of Higher Education Partner.
- Dean, Director, Biology and Chemistry Department Chairs met with a Partnering School District to review corrective action plan progress, June 27.

DUAL CREDIT SCHEDULING AND ENROLLMENT SERVICES:

- Director attended via Teams with the Vanguard ISD Administrators to discuss future goals of improving Vanguard's Dual Credit Programs Enrollment for upcoming academic terms, June 14.
- Director met with the DualEnroll staff to review the workflow testing results, June 14.
- Director joined the South Texas HERC Meeting via Zoom. June 22nd.
- Director, Enrollment Coordinators, Dual Credit Pathways Director, and Pathway Coordinators visited Monte Alto High School June 26.
- Dual Credit Enrollment Services assisted the Dual Credit Academic Pathways on the dates as follows:

Date	School	Purpose	Attendees (approx.)
June 1	Progeso HS	Double Up – Orientation	49 students
June 5	Edinburg North	Summer Bridge (am)	Assisted DCP event
	PSJA Thomas Jefferson	Summer Bridge (pm)	Assisted DCP event
	Mercedes Early College	Apply Texas Drive	62 students

June 6	Jimmy Carter ECHS	Summer Bridge (am)	Assisted DCP event
	Mission Collegiate ECHS	Summer Bridge (pm)	Assisted DCP event
	Mercedes Early College	Summer Bridge	62 students
June 7	Roma	Registration	20 students
	La Joya ECHS	Summer Bridge (am)	Assisted DCP event
	Juarez Lincoln ECHS	Summer Bridge (pm)	Assisted DCP event
June 8	Rio Prep ECHS	Summer Bridge	Assisted DCP event
	Weslaco HS	Summer Bridge	36 students
June 12	Edinburg Economedes	Summer Bridge	Assisted DCP event
	Mercedes HS (PTECH)	Summer Bridge	31 students
June 13	PSJA Collegiate School of Health Professions	Summer Bridge	Assisted DCP event
	Progreso HS	Summer Bridge (am)	17 students
	La Villa HS	Summer Bridge (pm)	34 students
June 14	Vanguard Mozart	Summer Bridge (am)	Assisted DCP event
	Mission CTE	Summer Bridge (pm)	Assisted DCP event
June 15	Hidalgo ECHS	Summer Bridge (am)	Assisted DCP event
	Robert Vela ECHS	Summer Bridge (pm)	Assisted DCP event
	Weslaco East HS	Summer Bridge	40 students
June 22	Vanguard Rembrandt	Summer Bridge	Assisted DCP event

- Scheduling and Compliance Assistant is processed the Summer I & III 2023 – FLAC: Locked, Acknowledged and Uploaded by HR
- Dual Credit Programs Scheduling and Compliance Assistant is currently processing the Summer 2023 – Dual Credit Course Agreements.
- Scheduling and Compliance staff processed 546 scheduling requests for Fall 2023. Below is the breakdown:

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
606	**546**	**207**	**291**	**108**	**1,390**	**864**	**526**

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

CAMPUS ENGAGEMENT:

- Mr. Montez was involved with several department and organization meetings, trainings and events district wide:
  - Attended COC Meeting, Jun. 6
  - Attended Academic Council Meeting, Jun. 22
- Continuing Education hosted several youth camps: Cyber Security and Drone Piloting, various dates
- Library Services and Open Labs department hosted information table for students, Jun. 14
- New Logo Selection Focus Group was held, Jun. 15
- Child Development Center held Donuts for Dads event, Jun. 16

COMMUNITY ENGAGEMENT:

- Mr. Montez was involved with many outside organizations and local school district events, meetings and trainings:
    - Attended Ribbon Cutting: Mid Valley Legacy Project, Jun. 12
    - Attended Weslaco Chamber Executive and Regular Board Meetings, Jun. 13
    - Attended Ribbon Cutting: Freddy's, Jun. 30
- RGV Taso held board meeting, Jun. 1 & 12
- VIDA hosted case management sessions for STC nursing students, Jun. 13
- Continuing Ed. Department hosted trainings for HEB Employees, every Thursday
- HEB held Department Manager Interviews, Jun. 27 & 29
- HEB hosted Upper Valley Quarterly Meeting for their Managers, Jun. 6
- Region One GEAR UP Now TAC Meeting was held, Jun. 8
- Advance Auto Parts AP 101 Training was held for their employees, Jun. 20
- HEB hosted Lower Valley Quarterly Meeting for their Managers, Jun. 21
- Weslaco PD hosted a First Aid Training for their employees, Jun. 26

ENROLLMENT ACTIVITIES:

- Dual Enrollment Academies Student Orientation was held for DEEA and DEMSA, Jun. 1 & Jun. 26
- Dual Credit Pathways hosted several enrollment events for incoming freshmen students:
    - Double Up Orientation – Progreso High School, Jun. 1
    - Summer Bridge Orientation – Mercedes Early College Academy, Jun. 6
    - Summer Bridge Orientation – Weslaco High School, Jun. 8
    - Summer Bridge Orientation – Mercedes High School, Jun. 12
    - Summer Bridge Orientation – La Villa High School, Jun. 13
    - Summer Bridge Orientation, - Progreso High School, Jun. 13
    - Summer Bridge Orientation – Weslaco East High School, Jun. 15
- Student Activities hosted First Year Connection for freshman students, Jun. 1
- Student Activities held Future Jaguar Camp for incoming freshman students, various dates

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM

DIRECTOR'S REPORT:

- Attended meeting with the instructional deans and VPAA to discuss the role of Digital Learning and the impact on the goals of the instructional divisions, June 5.
- Meeting with THECB contact to discuss the Core Curriculum submission and troubleshoot submission portal issue, June 5.
- Met with the Dean of Library and Learning Support Services to provide a status update on the "Zero Textbook Cost" webpage and identification of courses for Fall 2023, June 7.
- Met with SmartEvals vendor to discuss latest changes to the course evaluation interface and the impact on end users, June 8.
- Met with the chair of Information Technology to discuss the potential development of a Network Security certificate and Occupational Skills Award, June 15.
- Participated in a webinar with SmartEvals to review the settings and preferences that are currently set for the SmartEvals application, June 21.
- Met with the program developer for the AS - Architecture to prepare for the presentation at Academic Council, June 21.
- Met with the Dean of Liberal Arts to provide information on the TSTP Assessment, June 21.
- Attended the Banner User Group Meeting on June 21.
- Attended the South Texas Higher Education Regional Council Meeting and presented the off-site instructional plan on behalf of South Texas College, June 22.
- Attended and co-presented on the AS - Architecture at Academic Council and provided updates on the recent rule changes to THECB and the current list of proposed instructional programs, June 22.

- Met with the VPAA, Dean of BPST, and Director of University Transfer to discuss the findings and data of the hospitality industry to discuss potential development of programs, June 26.
- Attended the STC & UTRGV Collaborative Workgroup Meeting to discuss new objectives regarding student progression and success, June 27.
- Met with the Peak Performance consultant to discuss the role of the Curriculum Department and share current processes and pain points as part of the ERP selection project, June 27.
- Attended the STC Board of Trustees Meeting to be available for questions regarding the proposed revisions to the AY23-24 Academic Calendar, June 27.
- Attended the Texas Community College Instructional Administrators conference, June 11-13.
- Assisted the Director of Learning Outcomes with content review for the Course Selection Document pending for submission with THECB; met to address any questions related to the Division and College-Wide Curriculum Committee review process.
- Began reviewing the program review data and creating customized review sheets for the VPAA.
- Assisted the Curriculum & Scheduling Coordinator with the Spring 2024 schedule roll and disbursed the division schedules to the department chairs for review and editing.
- Worked on adding content related to the program development process and current list of proposed instructional programs to the Perkins Grant application to assist the Academic Initiatives Officer.
- Reviewed the Metamajors document for revisions and submitted it to the VPAA office.
- Completed the CV Status report and emailed, along with the Syllabi Status report, to the department chairs and Deans for Summer 2023. As of June 28, syllabi compliance was at 87.41% and CV compliance was at 97.66%.
- Completed the narrative and revised documentation for updates to the AY23-24 Academic Calendar presented in the June STC Board Meeting.
- Worked on compiling budget data for programs developed in the last 10 years and validated the operating and revenue figures.
- Worked on requesting and compiling the data for the Workforce Credentials request from THECB for the AY24 formula funding calculations to submit before the requested deadline.
- Worked on the narrative on the proposed revisions to the AY23-24 Academic Calendar due to changes in the College-Wide Professional Development date and event title for Fall 2023 to present at the STC Board of Trustees meeting.
- Completed the AY24 Core Curriculum Submission with assistance from THECB staff due to technical issues on the portal.
- Continued working on Faculty Handbook revisions.
- Finalized the AS - Architecture document proposal and sent it to the developer for one final review followed by the Dean, VPAA and SACSCOC Liaison.
- Compiled the PowerPoint presentation for the AS - Architecture to present at Academic Council; worked on the one-page brief for the VPAA to share at the next Cabinet meeting.
- Completed the Substantive Change Rubric for the AS - Architecture and submitted to the SACSCOC Liaison for review by the Substantive Change Committee.
- Worked on the program brief for the AAS and Certificate in Artificial Intelligence.
- Compiled labor market data and enrollment/graduation date for Texas institutions on the Hospitality industry at the request of the VPAA.

CURRICULUM & SCHEDULING COORDINATOR'S REPORT:

- Attended a meeting with Austin Community College course evaluation staff to provide feedback on the use of SmartEvals and the college's general process for course evaluations, held on June 6.
- Attended a meeting with SmartEvals representative to obtain updates on the application, held on June 8.
- Attended a meeting with SmartEvals representative to discuss user preference and available admin capabilities held on June 21.
- Offered one-on-one trainings for two newly appointed Department Chairs to cover Concourse Syllabi and Curriculum Management.
- Attended the TimeClock Plus Training for Staff and Supervisors on June 29.
- Reviewed all reporting options for instructional programs in SmartEvals in efforts towards improving report accessibility for program chairs and deans.

- Worked on an audit on the stackable credentials and identifying possible shared capstone/practicums/coop courses.
- Continued with Degree Works Scribe and SEP audits for all programs.
- Reviewed and edited the 2023-2024 faculty handbook table of contents and formatting in preparation for publication.
- Prepared the Spring 2024 first review schedules by division to be distributed to Program Chairs with a deadline of July 10.
- Audited Fall 2024 course schedules for discrepancies with online/hybrid/face to face offerings, verified instructional mode, campus locations codes, and census/span flags to ensure accuracy.
- Processed a report request for Summer 2023 sections scheduled on Friday, Saturday and Sunday as requested by the Curriculum Director.
- Audited the Spring 2024 uniform class times for the 3 contact hour courses.
- Audited the HB2223 report for Summer 2023 to ensure accuracy in corequisite courses scheduled in Banner.
- Began working on the lecture/lab allowable combination and contact hour audit for all courses.
- Processed schedule changes and internet/hybrid audits for Summer II schedules.
- Worked on developing a user guide for LightCast for labor market data requests from stakeholders.
- Managed course evaluations in SmartEvals which includes uploading reports and sending email reminders to students and faculty. Final Results:

N12	33%
K1, N10, L2	26%
S1	33%
N16	44%

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES

DIRECTOR'S REPORT:

Meetings:

- Met with program chairs and faculty to provide 2020-2023 and 2023-2026 PLO Assessment Plan assistance, June 1 – June 29.
- Met with program chairs and faculty to provide JagPRIDE navigation and data entry assistance, June 1 – June 30.
- Met with AEDT faculty to develop Program Learning Outcomes for AS Architecture prospectus, June 1.
- Met with the Director of Curriculum to discuss needed College-Wide Curriculum Committee elements and Core Curriculum justifications for the THECB Core Component Report, June 5.
- Met with the IT Specialist to troubleshoot a Core Objective JagPRIDE issue, June 5.
- Met with the Dean of Institutional Research and Effectiveness to discuss the THECB Core Curriculum Component reports and request the 2020 8.2b Reaffirmation documentation, June 5.
- Met with Suitable University Success Specialists and the pilot study teams to review progress and next steps, June 6.
- Met with IT to update JagPRIDE program chair access for Summer I, June 6.
- Met with the Director of Research and Analytical Services to request HEDS and CCSSE indirect assessment data for THECB Core Objective Report, June 7.
- Met with Qualtrics representative to discuss benefits of a potential API for Suitable, June 7.
- Met with the IT Specialist to run the JagPRIDE modified data load test, June 7.
- Met with HR Benefits Specialist to request department prior and current vacation leave audits through August 31, 2023, June 8.
- Met with IT Specialist to review data loads and updates to Argos Reports, June 12.
- Met with HR Staffing to discuss Learning Outcomes Specialist position posting, June 12.

- Participated in Book Study: Impact Players, How to Take the Lead, Play Bigger, and Multiply Your Impact Workshop, June 13.
- Met with Qualtrics representative and Director of Research and Analytical Services to discuss API subscription options and pricing, June 14.
- Met with the Director of Institutional Effectiveness to discuss IE plans with Core Objective goals, June 20.
- Met with the Business Office to follow up on sole source requisition for Suitable year two contract, June 20.
- Met with Suitable University Success Specialists and the pilot study teams to review progress, next steps, and sandbox access, June 20.
- Met with the Director of Institutional Effectiveness to further discuss IE plans with Core Objective goals, June 21.
- Met with Qualtrics representative and Director of Research and Analytical Services to follow up on current contract with added API subscription and pricing, June 21.
- Met with the Director of Research and Analytical Services discuss Qualtrics API benefits, subscription, and pricing, June 21.
- Met with the Director of Open Labs to review department assessment/survey needs and review of Qualtrics, June 21.
- Presented Learning Outcome, Suitable, and Learning Outcomes Committee updates at the Academic Council Meeting, June 22.
- Met with the Dean of Liberal Arts to discuss for Texas Success Center Pathways scale of adoption self-assessment, June 26.
- Met with the ERP Consultant, HR Information Systems Officer, FAS Manager to provide an overview of the department, needs, data set queries, and custom application extensions, June 26.
- Meeting with IT Applications Manager to discuss JagPRIDE application, June 26.
- Met with the IE Specialist to discuss the drafted 2023-2025 IE Plan and Xitracs tools, June 27.
- Participated in Book Study: Impact Players, How to Take the Lead, Play Bigger, and Multiply Your Impact Workshop, June 27.
- Met with the Director of Curriculum to request expanded access to Concourse to view master syllabi outside of active terms, June 27.
- Met with the Global Market Development Manager to provide an overview of the Suitable application, student benefits, and data, June 28.
- Met with Learning Outcomes Specialist applicants to ensure Teams accessibility, June 28.
- Attended Farewell Luncheon for OPOD Manager, June 28.

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.
- 2023-2026 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. Implemented a revision audit.
- Budget: Planned 2023-2024 encumbrances. Collaborated with Curriculum AA on expenditures pending requisitions/payments, and summer conferences. Developed spreadsheet for each projected expense with timeline and aligned budget categories. Included in 2023-2025 IE Plan draft.
- 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 Handbook of Operations: Drafted PowerApp Navigation guide.
- Department Training: Provided team members with training on updating program chair access in JagPRIDE, People Admin navigation, and hiring process.
- ePortfolio: Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to discuss progress and troubleshoot issues. Met with IT Applications Manager to discuss the timeline for API and sample data files for testing. Met with Suitable and pilot study teams to discuss progress on projects and a potential Qualtrics integration. Created a folder for Suitable resources.

- Hiring Committee: Reviewed applications, developed a spreadsheet to summarize skills and responses, called applicants to set up interviews and Teams access meeting, emailed applicants to verify meeting dates, and met with applicants to verify Teams access.
- IE Plan: Drafted 2023-2025 plan for Core Objectives, Program Learning Outcomes, Course Learning Outcomes, Staff Support, and Suitable ePortfolio application.
- JagPRIDE Spring 2023- Shared number of sections, unduplicated sections, participating faculty, and completed data by division.
- JagPRIDE Summer 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. Shared pilot study overview with VPAA and Division Deans.
- THECB Core Curriculum Submission: Completed Component I: Course Selection Process, II A & B: Core Assessment Plan 2015-2023 reporting.

Reports:

- Core Objective Reporting
  - Spring 2023
  - Spring 2023 AA and AS Interdisciplinary Studies
  - Spring 2023 Communication Department
- Spring 2023 Data
  - PLO Assessment Plans
  - Program Raw JagPRIDE Data
- Summer 2023 JagPRIDE Data Load Audit
- Summer 2023 JagPRIDE Data Submission (Summary report shared with VPAA and division deans)
  - Core Objectives: 2% (3 out of 116 faculty members) 213 sections
  - Program Learning Outcomes: 9% (18 out of 193 faculty members) 295 sections
- Summer 2023 JagPRIDE Instructor Audit
- Summer 2023 JagPRIDE Session Audit
- Summer 2023 JagPRIDE Signature Audit
  - Core Objectives
  - Program Learning Outcomes

GRANTS & PROJECTS:

- Collaborated with the Associate Director of Grant Management and Compliance to verify current federal audit uniform grant guidance (UGG) and documentation retention for the Title V HSI and DSHI supplemental grant awards.
- Redirected staff and faculty to t

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- **Fundraising:** Met with Project Manager to discuss the closing of unpaid pledges to the ANWTS. Closed fundraising marketplace and began working with Business Office on closing fundraising accounts. Reviewed and updated the list of ANWTS Historical Sponsors.
- **Scholarship:** Reviewed and submitted Valley Scholars Summer Funding requests for VP approval. Sent Post-Census awarding list of students to Judy Martinez at financial aid for disbursement of funds**.**

PHI THETA KAPPA:

- **Recruitment** – Sent invites to qualified students enrolled in Summer 2023 courses to join PTK. 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 June General Meeting on June 29th at 4:30 pm via Teams. Held PTK Officer team meetings weekly to discuss Honors in Action project.
- **Scholarships** – Met with students that had questions about PTK transfer scholarships and the PTK Connect program.
- **Administrative** – Was in contact with PTK Headquarters to be designated as an advisor and get access to our chapter's PTK account. Attended a PTK International Advisor Recruitment meeting on June 29th at 3:00pm via Zoom. Sent information about advisor roles and duties to a faculty member that was interested in the opening. Started working on updating student alumni dates on our PTK website account for more accurate data reports. Ordered PTK Polo shirts for our new officer team. Worked with the PR student officer on getting access to our social media accounts.

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.

SHANNON PERALES
STARFISH ADMINISTRATOR

MEETINGS:

- Starfish Macros Office Hours with EAB, June 13
- Starfish Summer School 2023 with EAB, June 13
- Starfish Core Office Hours EAB, June 14
- Evaluating Your Differentiated Care Strategy, June 15
- Starfish Macros Office Hours with EAB, June 20
- Starfish Summer School 2023 with EAB, June 20
- Starfish Organizations, June 21
- Guided Pathway Specialist Onboarding Session, June 21
- Student Survey Overview and Best Practices, June 22
- Academic Council Meeting, June 22

PROJECTS:

- Finalize development of the South Texas College Starfish User Guide with step-by-step directions and guidelines for institutional use of the technology.
- Attendance and Progress Survey design, build, and deployment for Summer 2023 courses.
- Evaluation of institutional effectiveness of the data tracked within the Starfish system. Overview of the triage approach to meeting intervention needs from the appropriate flags raised within the system.
- Prepare for Fall 2023 and Spring 2024 activities to meet the driving needs within the parameters set forth in the Developing Hispanic Serving Institute (DHSI) grant.

Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	70
Flags Addressed:	139
To-Do's:	107
Referrals: (Tutoring)	1262
Kudo's: (Paws up Jaguar)	
Notes:	13395
Total Number:	**14973**

OLIVIA DE LA ROSA
DIRECTOR - PROFESSIONAL AND WORKFORCE EDUCATION

DIRECTOR'S REPORT:

- Youth summer camps started the week of June 5
- Started training for three new groups of HEB partners, June 15
- Signed contract with Border Patrol to start bus driving training in July
- Got Real Estate program re-approved by the Texas Real Estate Commission for a four-year period

PROJECTS:

- Working with faculty to develop Communications and Supervisory training for Border Patrol
- Modifying dental assistance program to make it more competitive with competitors' offerings
- Engaging employers for apprenticeship grant

LISA ALEMAN
PROJECT MANAGER – ACADEMIC AFFAIRS

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Distinguished Leadership Academy Graduation Celebration, June 1
- Met with OPOD to discuss video project for Academic Affairs Assembly, June 5
- Participated in STC Logo Focus Group, June 7
- Participated in Hiring Committee Meetings, June 7 & 21
- Met virtually with OSI Project Manager to discuss SWOT Analysis for Academic Affairs Division, June 12 & 21
- Met with Academic Excellence staff to discuss program updates, June13
- Participated in interviews for Professional Development Specialist, June 14
- Graphic Designer attended South Texas Leadership Academy, June 15
- Facilitated planning meeting for Academic Affairs Strategic Planning Workshop, June 21
- Attended Academic Council Meeting, June 22
- Attended STC & UTRGV Collaborative Workgroup Meeting, June 27
- Met with Business Office and Human Resources regarding Valley Scholars funds, June 29

PROJECTS – BOOKLETS, EVENTS, PRESENTATIONS AND REPORTS:

- Began coordinating the Academic Affairs Strategic Planning Workshop
- Continued to assist with RCPSE's pre-screening application to TCOLE
- Continued to coordinate photo sessions for 2022-2023 Faculty Spotlight
- Coordinated Academic Council Meeting
- Coordinated STC & UTRGV Collaborative Workgroup Meeting and developed PPT presentation
- Finalized Starfish PPT presentation for EWD Committee Meeting
- Finalized development of (3) Program Briefs
    - Revision Brief for Mechatronics Technology
    - Development Brief for AS in Architecture
    - Development Brief for AAS and C1 in Artificial Intelligence
- Initiated review and revisions of Meta-Major groupings
- Participated in hiring committee for Professional Development Specialist
- Requested data updates for Fall 2023 presentations
- Submitted marketing request for Continuing Education programs
- Worked on proposal for transition and distribution of Valley Scholars scholarship funds; also worked with Business Office, Human Resources, and PR/Marketing to cease all methods of fundraising for the Valley Scholars Program

SUPERVISED DESIGN WORK: CONTENT AND/OR UPDATES

- Worked on Faculty Load and Compensation Cover Design
- Began working on the Essential Qualities and Characteristics page redesign
- Continued working on Regional Center for Public Safety Excellence TCOLE Pre-Screening Application Cover and Break Page designs
- Worked on 2023-2024 South Texas College Faculty Handbook Cover Design
- Continued working on 2022-2023 Faculty Spotlight
- Continued working on Fall 2023 Adjunct and Dual Credit Faculty Professional Development Day booklet artwork
- Continued working on 2023 Academic Affairs Assembly Program artwork
- Continued working on 2022-2023 Continuing Education and Workforce Development Program Offerings Bi-Fold content updates and corrections
- Began working on 2022-2023 Industry Training and Economic Development Program Offerings Bi-Fold booklet
- Worked on 2023-2023 STC Programs and Degrees Bi-Fold content updates
- Worked on 2023-2024 Faculty Handbook cover design for Curriculum
- STC & UTRGV Collaborative design projects and requests
    - Worked on artwork for PowerPoint Template
    - Pecan Campus Map content updates
- Worked on August 2023 GED Graduation Program design reconstruction and content updates for Continuing Education, Workforce Training and Economic Development
- Worked on creating PowerPoint slide artwork for Starfish
- Updated Delta Online logo colors to navy and gold
- Began working on Delta Online Blackboard Banner design for Dual Credit
- Began working on South Texas College NACEP Documentation Portal Blackboard Banner design for Dual Credit

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: JULY 1, 2023

SUBJECT: ACTIVITY REPORT FOR JUNE 1, 2023 THROUGH JUNE 30, 2023

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

MEETINGS

- Discussion of DDI Contract
- GAO Survey Review
- Distinguished Leadership Academy Graduation Luncheon
- Law Enforcement/Fire Science Tuition Exemption
- Border Patrol Leadership Training
- Coordinated Operations Council
- National Telecommunications and Information Administration (NTIA)
- Department of Labor FY23 Community Project Recipients Technical Assistance Webinar
- Pre-Cabinet and Cabinet Meetings
- Board Committee meeting
- Regular Board meeting
- Tour of Regional Center for Public Safety Excellence facility to include the VirTra and Driving Simulator

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE

The Applications Team completed the latest Banner patches and upgrades in the production environment. In terms of self-service functionality, IT completed the reusable components in order to process Banner APIs in the Office 365 Power App environment. Testing will begin in early July and should finish by the end of the month. The Applications Team continues the effort to remove SSB 8 self-service from our production environment. The Team is developing rosters and a customized page that breaks down the payroll rate for each staff and faculty assignment given.

JAGNET

PR and IT continue to prepare for the next Jagnet Content Committee, which will be scheduled in late July. PR and IT have completed the new branding and color scheme in the Jagnet test environment. Pending the Jagnet Content Committee's approval, PR and IT will publish the modifications in production on August 1. 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 has completed the DegreeWorks upgrade in the test environment. The Team is receiving errors and will continue to work with consultants to resolve the issues. Once the errors are resolved, 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 has closed and completed the project deliverables for the Office 365 Self-Service Password Reset tool. This project report will be removed for the next reporting cycle.

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 Banner Admin server. The Team coordinated the testing of the Banner admin and database settings without any issues.

The IT Team presented at the Banner User Group (BUGs) committee meeting about this year's Disaster Recovery exercise testing. It was agreed that it will take place in the first week of August.

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 added a new 2019 Licensing server to support 100 CAL licenses. In addition, the Team built two new 2019 Windows Servers in order to install the Remote Desktop Session Host (RDSH) applications.

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.
- Yearly Maintenance of DUO-2FA have been started. About 600 unsued accounts will be cleaned.

GOVERNANCE

- Worked with HR on a ERO Policy related to Professional Development.
- Developing Web Application Firewall Standards for Information Technology.
- Worked with Information Technology on a Web Application Firewall Health Assessment.
- Renewed our yearly license with LiquidFiles (Secure Share) for FY 2023-2024.

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.
- Information Technology started the mass deployment of the SentinelOne End-Point-Protection Agent, about 2,250 systems have been covered with the new Next Generation Anti-Virus (NGAV).

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 Off-Campus Instructional Site – Vanguard Beethoven ECHS
- Submitted Notification of Off-Campus Instructional Site for the Cosmetology Certificate
- New Program: Architecture – Prospectus draft template started
- Fifth-Year Interim Report – All points of contact for all divisions identified and timeline provided to Cabinet

MEETINGS/TRAINING

- IRESP Leadership Weekly Meeting
- Academic Council Meeting
- Cabinet Meeting
- Institutional Leadership Council (ILC)
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- IRE IE Plan – Completed
- Enrollment Assumptions – Met with the IPEC Committee to review the survey results to present to the ILC
- ERP Educate Texas – Attended zoom meeting to get Tallahassee College feedback on their software solution experience
- ARCC Institutional Survey Office Hours – Attended meeting
- Student Focus Groups at the Students' Union
- Grant Opportunity: Strengthening the Culture of Data Use in Postsecondary CTE - Discussed potential grant opportunity that may align with the direction of the data hub
- STC & UTRGV Collaborative Workgroup Meeting
- STC and Peak Performance Session - Attended Reporting, Research and Analytical Services Session
- Degree Reclamation Committee - Serving as part of the committee to review institutional policies, practices and procedures, increase the communication and collaboration within internal departments, expand, enhance and create awareness of internal and external supports and resources for adult learners and assess student data and identify opportunities for targeted-enrollment and completion initiatives

PROJECTS

- Strategic Planning – SWOT dates and groups identified, environmental scan vendor awaiting FY24 for signature
- Data Hub – Power BI member access and training review. Pending July Board meeting for approval of Optimum Power BI training contract.
- STC Logo – Focus groups at Mid-Valley Campus, Starr County Campus, as well as presentation testing and workshops
- Staffing Plan FY 23-24 – Reviewed document
- ARC Survey

MISCELLANEOUS

- Search Committee – Qualitative Researcher – Second round of interviews via phone
- IRE Weekly Report to ISPP&SI – Uploaded 4 reports to the ISPP's Share Point
- IRE May's Monthly Report – Uploaded to the ISPP's Share Point
- IRB Renewal Subscription – Under process
- Compilation of IRE-IEA-RAS Weekly Reports to Dean of IRE&SP
- Annual Inventory Completed

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

INSTITUTIONAL EFFECTIVENESS

- Direct Support to Departments/Divisions for IE Plans Development:
  - Philosophy
  - Occupational Therapy
- Assistance to Plan Writers on 2023-2025 IE Plans
  - Discussed the Philosophy IE plan
  - Reviewed latest draft for the IAED division
  - Discussion with head of the Institutional Equity department regarding SB17
  - Assisted the College Connections, Admissions department, Library Services, and Learning Outcomes
- 2021-2023 and 2019-2021 Submission Track Status – Finalized contact with plan writers pending to complete, confirm and submit their IE plan for the 2023-2025 IE cycle
- 2023-2025 Objectives and Similarities Report for:
  - Bachelor Programs
  - Business Public Safety &Technology
  - Social and Behavioral Science
  - Liberal Arts
  - Nursing and Allied Health
  - Math, Science, and Information Technologies
- Comprehensive Operational Plan Master Sheet – Updated with latest COPs received
- 2022-2023 through 2024-2025 Comprehensive Operational Plans – Plan to send out departmental COPs to their respective VPs for review, discussion, adjustment, and approval
- Cabinet Level project Materials – Prepared handout that shows assignments made by appropriate VPs of points of contact for each of the 22 SACSCOC standards for the fifth-year interim report and a timeline for activities for this group for Summer through December 2023
- Support for Program-based Accreditation (Re-accreditation)
  - Followed up on the progress with the Advanced Manufacturing Technology reaccreditation
- SACSCOC Ongoing Activities – Analyzed the SB17, which would prohibit DEI offices or personnel among other things
- Effective IE Plans for the 2019-2021 Cycle
- IE Reports Data Support – Revisited the IE data audit files for the appropriate data selecting for the Power BI dashboard developing

FACTBOOKS AND DATA PORTAL

- Data Portal Update – Updated and posted the STC graduate transfer rates, graduate transfer by program, and pass rates and grade distribution report. Currently working on the census day data
- FactBook Update – Updated the exam pass rates, licensure exam passing rates and the licensure exam passing rates comparison

DATA REQUESTS, SACSCOC AND DATA SUMMIT

- Ad Hoc Discussions with RAS and/or STC Constituent(s) Discussions
  - Student tracking from non-credit to credit programs, as well as documenting external industry exam success
  - Contact hour and LHE calculations with Director of Curriculum
  - Calculating instructional revenues based on contact hours and tuition and fees and instructional costs based on various staffing considerations
  - Preservation of procedural implementation of Board Policies after conversion to TASB-based policies that do not enshrine

these details
- Data Requests – Updated the pass rate report
- Program Reviews Data
  - Retrieved 2022 Program Reviews Data for the Transfer by Program Updating
  - Director shared the Program Review spreadsheet with Dr. Petrosian (Academic Affairs) and Dr. Plummer (ISPPSI) after vetting it with IRESP leadership
  - Revisited the Program Reviews Data for the potential data selecting of the Power BI dashboard developing
- Strategic Planning/KPI Data Support – THECB data retrieving and STC KPIs updating
- QEP Assessment Data Support – Draft of longitudinal view of QEP FTIC cohort success measures

MEETINGS/TRAININGS

- QEP Follow-up – Planning QEP Impact Report in collaboration with the Director of Comprehensive Advisement & Mentoring Svcs
- Data Management & Integrity (DMI) Committee Meeting – Discussed the Power BI training, and the members role
- Focus Group Meeting on the STC Logo – Participated in the Pecan session
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning Meetings
- IEA Staff Weekly Meeting
- Institutional Planning and Effectiveness Committee Meeting (IPEC) - Reviewed the responses of the ILC survey on factors impacting on enrollment
- Substantive Change Committee – Reviewed rubric submitted for the proposed AS-Architecture program
- Substantive Change Support – Provided feedback on the proposal for the AS-Architecture program and reviewed and edited two prospectuses being submitted to SACSCOC
- Professional Development Workshop – Attended "How to take the lead, play bigger, and multiply your impact" training

PROJECTS

- RAS – Qualitative Researcher Search Committee – Follow-up interviews of candidates
- SACSCOC Fifth-Year Interim Report – Worked with IRE Project Manager to organize outreach to VPs for identifying single points of contact for each standard and discussed the integration of focused report responses
- Enrollment Dashboard – Working on the data preparation for the non-traditional enrollment dashboard and studied the roles in workspaces in Power BI
- IE Analyst Hiring Process – Analyst has been hired and Director provided and overview and background of the IE framework

MISCELLANEOUS

- IEA Weekly Report to ISPP&SI – Uploaded 4 reports to ISPP&SI's Share Point
- IEA May's Monthly Report

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Fall 2023 Campus Enrollment Report
- Fall 2023 Enrollment, Credit Hours, and Contact Hours Year over Year
- Fall 2023 Enrollment Progress Chart
- Summer 2023 Campus Enrollment Report
- THECB Institution Digital Infrastructure Landscape Survey responses - Data, Reporting & Analytics section
- THECB Licensure Report
- Weekly Same Day Summer Enrollment, Credit and Contact Hours

SURVEYS

- ADN ACEN Survey
- Enrollment Assumptions Feedback Survey
- HEDS Alumni Survey
- STC Logo Survey
- Student Basic Needs Survey 2023 highlights
- Survey for STC Logo

QUALITATIVE STUDIES

- CDC Focus Group
- DHSI Financial Literacy Focus Group
- DHSI Inside Track Focus Group

- DHSI Online Tutoring Focus Group
- DHSI Starfish Focus Group
- Distance Learning Focus Group
- Focus Groups for STC Logo

DATA REQUESTS

- Aggregate data for Project MALES (11 Years Student Measures)
- BAT MHSM Currently Enrolled Students Prior Program at STC
- Child Care Center - Progress of Spring 2023 participants
- Enrollment and Graduates data updates
- Fall 2022 Dual Credit Program Success Indicators, Matriculation and Persistence Rates
- Grant Qualification: Summer Enrollment in BSN, VN, and PCA of McAllen Residence
- Hospitality Management old fact books data
- Identify AS and AA Interdisciplinary Major Students
- Indirect assessment data for core objectives (from HEDS and CCSSE)
- Persistence and completion rates for GRADTX program students
- Spring 2023 Enrollment outcome
- Spring 2023 Stop Out enrolled at other institutions in Spring 2023
- Starfish Spring 2023 Tutoring Referrals and Pass Rates
- Texas Reskilling Grant Cohort Persistence and Completion
- Workday Student Survey - IPEDS data

MEETINGS

- BUGs Meeting
- Degree Reclamation Committee Meeting
- IPEC Meeting
- IRESP Leadership Weekly Meeting
- New Logo Focus Groups Debrief Meeting
- Power BI Member Access and Training Review Meeting
- Qualtrics add-ons Meeting
- Qualtrics STC follow-up Suitable integration Meeting
- Quantitative Team Meeting
- STC and Peak Performance Session Meeting
- STC logo focus groups debrief Meeting
- STC logo Mid-Valley Campus Focus Group Meeting
- STC & UTRGV Collaborative Workgroup Meeting

OTHER RESEARCH/SUPPORT

- Review of Traditional Enrollment Projections
- Sampling for Distance Education focus group
- Top Ten Four Year Transfer Institutions of AY 2020 Traditional Students
- VIDA data request - course pass rates

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Corresponded with Facilities Planning & Construction staff regarding planned relocation of one compact shelving unit from Pecan Campus Library to Technology Campus Library.
- Coordinated with STC Police Department possible configuration of an emergency notification button in selected staff phones.
- Prepared and submitted the AAC&U Institute on Open Educational Resources final report.
- Corresponded with Curriculum Office on course marking implementation.
- Corresponded with Purchasing Office regarding planned relocation of one compact shelving unit from Pecan Campus Library to Technology Campus Library and implementation of FOLIO library system.
- Corresponded with SACSCOC regarding reaffirmation committee assignment and reviewed related documentation.
- Analyzed usage statistics.

- Worked with HR Office and Library Services leadership to review LLSS Systems Team positions for possible reclassification.
- Corresponded with Facilities Planning and Construction, Dean of Social Sciences, IT, and ET regarding plans for computer lab services in proposed kinesiology building.
- Worked on American Association of Colleges and Universities Institute on Open Educational Resources STC team report.
- Corresponded with Finance and Academic Affairs division staff regarding TASB update of Intellectual Property policy.
- Corresponded with Facilities Planning and Construction regarding Pecan Campus Library phased renovation.

MEETING HIGHLIGHTS

- Participated in TLA Leaders Committee
- Met with CLE student worker to review and develop recommendations for finding and selecting Zero Textbook Cost courses and submitted observations to Curriculum Office.
- Convened meeting with Facilities Planning & Construction, Facilities Maintenance & Operations, and Library & Learning Support Services staff to discuss status of Pecan Campus Library Renovation Phase I projects.
- Met with VP of ISPP&SI to review and revise staffing plan proposal.
- Participated in Coordinated Operations Council Meeting.
- Participated in preliminary staffing plan meeting with Educational Technologies administrators, TASB representative, and HR office staff.
- Participated in NAH VIDA Simulation Grant technology coordination meeting.
- Participated in AAC&U IOER Team lead meeting.
- Participated in STC Distinguished Leadership Academy Luncheon.

TRAINING HIGHLIGHTS

- Viewed recording of Texas Library & Archives Commission (TSLAC) TexShare update.
- Attended 2023 International Society for Technology in Education (ISTE) Conference in Philadelphia

LISA B. WALTERS, ASSOCIATE DEAN LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Technical Services: Secretary Interviews
- Library Public Services – Interviews – Grant Funded Technician

MEETING HIGHLIGHTS

- Attended Library Public Services & Shipping & Receiving Tagging Procedures Meeting
- Attended 2023 -2025 Library Service Institutional Effectiveness Plan Meetings
- Attended Administrative Assistant, Secretary, & Inventory Specialist Responsibilities Discussion Meeting
- Attended Outreach & Instruction & Associate Dean of Library Meeting
- Attended 2023 -2025 Library Service Institutional Effectiveness Plan
- Attended Systems & Applications Bi-Weekly Meeting
- Attended Purple Tag & WebCheckout Meeting
- Attended Library Technician Grant Meeting
- Attended Compact Shelving Move Meeting
- Attended Programming Update Meeting
- Attended Renovation Meeting
- Attended Library & Learning Support Services Team Workload Discussion Meeting
- Attended CMC – LN Office Hours: Device Distribution & Lending Meeting
- Attended Pecan Campus Library Modifications Update Phase 1 Meeting
- Attended Hotspot/Laptop Tracking System Review Meeting
- Attended Collection Development Bi-Weekly Meeting
- Attended Inventory Specialist Duties Meeting
- Attended Attendance Discussion Meeting
- Attended South Texas College & Harlingen Public Library Collaboration Planning Meeting
- Attended Library Public Services Administration Weekly Meeting
- Attended Circulation, Reference, & Reserves Bi-Weekly Meeting
- Attended Outreach & Instruction Librarian & ADLS Meeting
- Attended T-Mobile Hotspot Project Follow-Up Meeting
- Attended South Texas College FOLIO Proposal Meeting

- Attended Enrollment & NITA Hotspots Meeting
- Attended TASB Library Services Meeting
- Attended TASB Information Meeting

LIBRARY DATA:

Monthly Statistics	**June 2023**
▪ Library Website Visits: 5,405	▪ Visitors: 19,173
▪ Discovery Search Visits: 2,130	▪ Reference/Research: 42
▪ Library Event: 1	▪ Non-Reference/Research: 72
▪ Attendance Synchronous: 17	▪ Community Users: 99

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 echoes 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.

Healthy Relationships with Jackie Joy Ho-Shing

Virtual Talk	**Zoom Webinar**	**June 20, 2023 Time: 6:00 PM**
Source: Partnership with Access Esperanza	**Pride Month Celebration**	**Attendance: 12**

What makes a healthy relationship? Join us for a Zoom Webinar on honesty, trust, respect and open communication between partners. Whether you're in an established relationship, new to dating, or just curious about what makes modern relationships work, there's something for everyone in this inclusive talk by Jackie Joy Hoshing of Access Esperanza.

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: August 2023

Progress: 80%

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: September 2023

Progress: 60%

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: July 2023

Progress: 98%

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) – 98%
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

- Pecan Campus – Presentation – Middle Management
- Pecan Campus – Pop-Up Library – Kernels of Knowledge
- Mid-Valley Campus – Mayor Joe V. Sanchez Public Library Summer Reading Program Event
- Nursing & Allied Campus – Orientation – Traditional Track & Paramedic RN Fall 2023 Event
- Nursing & Allied Campus – Interviews - Associate Degree Nursing Faculty
- RCPSE Campus – Hiring Committee Candidates Review
- Library Programming & Community Services – Library Services Presentation – Jag Academy
- Library Programming & Community Services – Proposal – Texas Library Association Conference
- Texas Library Association Staff Proposals – Ongoing
- Liaison Interaction Report – Ongoing
- Supervisor Training – Ongoing
- Grant Funded Technician Screening – Ongoing
- Nursing & Allied Campus – Applicants' Screening - Associate Degree Nursing Faculty
- Library Programming & Community Services – Virtual Talk: Healthy Relationships – Attendance: 12
- Summer Project – Kernels of Knowledge
- Statistics – Hub Cleaning
- Pecan Campus – ENGL Instruction
- Pecan Campus – Library Tours
- Nursing & Allied Campus – Tabling Presentation – Hello Summer
- Starr County Campus – Library Instruction Session
- Library Art Gallery – International Museum of Art & Science 3rd Annual Members Juried Art Exhibit – Juror
- Library Programming & Community Services – South Texas College Logo Focus Group – Selection
- Technology Loans Training – Ongoing
- MOU GED Students - Ongoing
- Pecan Campus – New Student Orientation
- Pecan Campus – Library Tour - Presentation
- Nursing & Allied Campus – Library Instruction
- Starr County Campus – Library Tours – Presentation
- Starr County Campus – Direct Wage Part Time – Applications Screening – Interviews – Reference Checks
- Technology Campus – Library Tours – High School - Summer Camp
- Library Programming & Community Services – Instruction Session – Organizational Leadership

- 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 Book Displays
- OER Math Grant Project – Ongoing
- Personnel Activity Report (OER Project) – Ongoing
- CTE Hotspots – Inventory and boxing of disconnected AT&T Unite Express 2 hotspots and storage
- LibGuide – staff updates – Ongoing
- Creating Procedures for Community Users Cards for Minors: Ongoing
- Silver Tags Inventory – Ongoing
- Library Technician Grant Funded Interviews – Completed (Reposting Position)
- Summer Project – Career Development – Ongoing
- Summer Project – Popcorn Cart- Pop-up Library
- Re-location Projects – Ongoing
- Storage Cleanup (F142/143/178) – Ongoing
- Librarian I Screening – Ongoing
- Inventory Technology Equipment (Macs/Cameras/Calculators) – Complete
- Mid-Valley Campus – First Year Connection
- Library Clerk Performance Reviews – Complete
- Nursing & Allied Campus – Online Orientations
- Starr County Campus – New Student Orientation

MEETING HIGHLIGHTS

- Staff members participated in Nursing & Allied Campus & Business of Science in Nursing Meeting
- Staff members participated in Virtual Library Art Gallery Exhibit Meeting
- Staff member participated in Outreach & Instruction Fall Speaker Meeting
- Staff member participated in Outreach & Instruction Book Study Group Meeting
- Staff members participated in Library Art Gallery Retrospective Brochure Meeting
- Staff members participated in Outreach & Instruction LOEX Presentation Meeting
- Staff members participated in Summer Gate Data Review Meeting
- Staff members participated in Art & Memory Conference Meeting
- Staff members participated in Friday Data Meeting
- Staff members participated in Programming Update Meeting
- Staff members participated in Compact Shelving Move Meeting
- Staff members participated in Technology & Pecan Campus Meeting
- Staff members participated in Mid-Valley Campus Coordination Meeting
- Staff members participated in Library Art Gallery Retrospective Brochure Meeting
- Staff members participated in Outreach & Instruction Data Configurations Meeting
- Staff members participated in Outreach & Instruction Webinar Certificates Meeting
- Staff members participated in Outreach & Instruction SharePoint List Project Meeting
- Staff members participated in Hotspots Distribution Report Librarian Check-ins Meeting
- Staff members participated in Library Art Gallery & Resource Development, Management & Compliance Meeting
- Staff members participated in Tibits Meeting
- Staff members participated in Renovation Meeting
- Staff members participated in Open Educational Resources Meeting
- Staff members participated in Outreach & Instruction Zoom Certificates Meeting
- Staff members participated in Library Science Student's Capstone Hours Meeting
- Staff members participated in Outreach & Instruction Review IE Plan Goals Meeting
- Staff members participated in Library Art Gallery & Faculty Final Grant Report Meeting
- Staff members participated in Outreach & Instruction & Faculty Outreach Ideas Meeting
- Staff members participated in Outreach & Instruction Fall Library Summit Session Planning Meeting
- Staff members participated in Regional Center for Public Safety Excellence Team Spirit July Meeting

- Staff members participated in Regional Center for Public Safety Excellence & CLE Specialist Meeting
- Staff members participated in Outreach & Instruction Texas Library Association Session Proposal Meeting
- Staff member participated in Library Art Gallery & La Union del Pueblo Entero (LUPE) Local History Exhibit Meeting
- Staff members participated in Liaison Efforts Training Meeting
- Staff members participated in Community User for Minors Meeting
- Staff members participated in Mid- Valley Campus Weekly Staff Meeting
- Staff members participated in Creative Common Course Assignment Meeting
- Staff members participated in Hotspot Device International Charges Meeting
- Staff members participated in Outreach & Instruction Artificial Intelligence Meeting
- Staff members participated in Library Art Gallery & Keep McAllen Beautiful Committee Meeting
- Staff member participated in Outreach & Instruction Outreach Niche Academy Features Meeting
- Staff member participated in Outreach & Instruction & Associate Dean of the Library Services Meeting
- Staff members participated in Outreach & Instruction & Library Art Gallery Fall Brochure Design Meeting
- Staff members participated in Librarian II Meeting
- Staff members participated in Librarian III Meeting
- Staff members participated in Library Chat Meetings
- Staff members participated in Summer Projects Meeting
- Staff members participated in Supervisor Discussion Meeting
- Staff members participated in Mid- Valley Campus Weekly Staff Meeting
- Staff members participated in Library Art Gallery F226 Review Renovation Meeting
- Staff members participated in Mid- Valley Campus Monthly Individual Staff Meeting
- Staff members participated in Outreach & Instruction Hotspot Grant Workshop Meeting
- Staff members participated in Outreach & Instruction & Library Art Gallery Fall Brochure Meeting
- Staff members participated in Outreach & Instruction Upcoming Presentation Discussion Meeting
- Staff member participated in Outreach & Instruction Outreach Materials Designs Planning Meeting
- Staff member participated in Outreach & Instruction APA, MLA, & Chicago Style Guide Tutorials Meeting
- Staff members participated in Regional Center for Public Safety Excellence & Automation MS365Meeting
- Staff members participated in Mid-Valley Campus Library & Learning Support Services Coordination Meeting
- Staff members participated in Technology Campus & Dean of Business, Public Safety & Technology Meeting
- Staff members participated in Outreach & Instruction & Dual Credit Librarians Library Summit Planning Group Discussion Meeting

TRAINING HIGHLIGHTS

- Staff members attended training: Creative Common Course
- Staff member attended webinar: Low Morale in Libraries
- Staff member attended training: TimeClock Plus
- Staff member attended workshop: Stop the Bleed
- Staff member attended: Education Summit
- Staff members attended: New Logo Focus Group
- Staff member attended virtual training: Exhibit Design Process
- Staff member attended Ingram Library Services webinar: iPage
- Staff member attended virtual training: Experience Design Series
- Staff member attended virtual training: Developing a Service Mindset
- Staff member attended LinkedIn training: Recognizing & Seizing Opportunity at Work
- Staff member attended webinar: Intersection between Cognitive Disabilities & the User Experience
- Staff members attended: Jaguar Academy
- Staff members attended: South Texas Leadership Academy
- Staff member attended training: Human Resources Leaving
- Staff member attended webinar: AI for Teaching & Learning
- Staff member attended online training: Exhibit Design Process
- Staff member attended LinkedIn training: Brain- based E-learning Design
- Staff member attended virtual training: Be a Library Leader through Literacy
- Staff member attended LinkedIn training: Creating & Deploying Microlearning
- Staff member attended LinkedIn training: The Key to Good Communication: Your Audience
- Staff member attended virtual training: ChatGPT Driven Instructional Design: Dreams, Results, & Horrors
- Staff member attended LinkedIn training: Improving your Thinking
- Staff member attended LinkedIn training: Learning Canva by Marley Jaxx
- Staff member attended virtual training: Create Effective Data Visualizations

- Staff member attended LinkedIn training: Fighting Gender Bias at the Workplace
- Staff member attended virtual training: Unpacking Conspiracy Theories: Ideas for Confronting the Hydra of the Information Age
- Staff member attended virtual training: Sources for Free Font Alternatives
- Staff member attended LinkedIn training: What is the Metaverse?
- Staff member attended virtual training: Virtual Tour Guide Tools

DR. MARIE EVANS, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 6/01/2023: ET Director One-on-One, Emergency JD Meeting
- 6/05/2023: ISTE Student Data Privacy, ET Project Update Meeting, ET Project System Progress Meeting
- 6/06/2023: COC Meeting
- 6/08/2023: Admin & Campus Services Interest Group, Kinesiology Building Computer Lab Plan
- 6/12/2023 ET Project Update Meeting, ET Project System Progress Meeting
- 6/14/2023: Advocacy Session for Library Summit, Pecan Campus Library Modifications Update
- 6/15/2023: ET Director One-on-One
- 6/20/2023: ET Project Update Meeting
- 6/22/2023: ETC Professional Development Committee
- 6/26/2023: ISTE Conference
- 6/27/2023: ISTE Conference
- 6/28/2023: ISTE Conference
- 6/29/2023: ISTE Conference

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	128
Jun	117
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**724**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec.
Number of Events 2022	16	85	77	111	119	72	86	89	104	199	167	130
Number of Events 2023	98	99	117	165	128	117						

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	703.75
Jun	211
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**2412.10**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Total Man Hours 2022	67.75	149.25	312	293.75	753.75	141.5	121.15	124.15	291.75	359.25	359	676.25
Total Man Hours 2023	227.15	504.6	238	527.6	703.75	211						

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held a meeting with the Open Labs Analyst to discuss the computer replacement plan.
- The Director held a meeting with the Open Labs Analyst to discuss the community user project.
- The Director traveled to the Nursing and Allied Health Campus to meet with the NAH Open Lab Supervisor regarding operations.
- The Director held a meeting with the Pecan Logistics Manager to discuss color printing.
- The Director attended the Suitable + South Texas College Implementation meetings.
- The Director attended one-on-one meetings with the Dean of Library & Learning Support Services to discuss the Learning Commons & Open Labs updates and operations.
- The Director hosted the monthly Learning Commons & Open Labs Leadership Team Meeting.
- The Director held a meeting with the Pecan Logistics Manager to discuss Makerspace management and operations.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to discuss plans for the upcoming computer lab at the Pean Campus Kinesiology building.
- The Director held a meeting with the Pecan Logistics Manager to discuss the Mission CEED media lab.
- The Director held a meeting with the Pecan Logistics Manager and Open Lab Specialist to discuss the Suitable update.
- The Director held meetings with the Pecan Logistics Manager, Open Labs Analyst, Open Lab Specialist, and Technology Specialist to discuss the Makerspace.
- The Director met with the Pecan Logistics Manager to discuss Systems and Applications.
- The Director attended a meeting hosted by the Dean of Library & Learning Support Services to discuss the L&LSS Systems team workload.
- The Pecan Logistics Manager attended the biweekly Pecan Campus Library Modifications Update Meeting Phase I meetings.
- The Director held meetings with the Open Labs Analyst to review the Open Labs reporting measures.
- The Director met with the Pecan Logistics Manager to discuss Makerspace management and planning.
- The Director attended a meeting with the Open Labs Analyst and Logistics Managers to discuss LabStats reporting.
- The Director held a meeting with one of the Pecan Open Lab Supervisors to discuss the development of an Open Labs Customer Support form.
- The Director held meetings with the Pecan Logistics Manager to discuss and review the Open Lab Technician job description.

ACTIVITY HIGHLIGHTS

- The Learning Commons & Open Labs presented and had an informational table booth at the First Year Connections at the Pecan Campus.
- The Learning Commons & Open Labs marketed the upcoming Makerspace workshops.

- Two Learning Commons &Open Labs staff members attended the Workshop #277290: South Texas Leadership Academy for Staff - Summer 2023.
- The Learning Commons & Open Labs contacted the Mission CEED regarding the sound studio repairs and payment. The PO was provided.
- The Learning Commons & Open Labs Open Lab Technician job description was updated and posted by Human Resources.
- The Learning Commons & Open Labs furniture in F-224 is to be relocated.
- The hours of operation were extended at the Learning Commons & Open Labs Starr K 1.102 extended hours lab.
- Data drops were completed at Mid-Valley K 1.801.
- Furniture moves have been coordinated with Central Receiving for MV K 1.801 and NAH A 1.208I.
- New models of computers and displays were imported to WebCheckout.
- The Learning Commons & Open Labs Open Labs setup additional computers at Starr County E 2.100 and Mid-Valley K 1.801.
- The furniture and equipment at NAH 1208I were relocated to NAH A1208.
- Windows 11 upgrade is in progress at the Starr County and Mid-Valley Campus.
- The Logistics Managers attended the LabStats training provided by the Open Labs Analyst.
- The Pecan Open Labs Specialist held the 3D printing workshop with 5 participants.
- The Pecan Logistics Manager met with HR staff regarding the reservation of Pecan F 130 on July 17th, 2023.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED - JUNE 2023 ATTENDANCE STATISTICS: 1,854

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students
Mid-Valley Campus	958	354
Nursing and Allied Health Campus	1,526	397
Pecan Campus	2,561	852
Pharr Regional Center for Public Safety Excellence	38	10
Starr County Campus	742	143
Technology Campus	732	187
Campus Totals:	**6,557**	**1,943**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations & Tours	Number of Lab Reservations
Mid-Valley Campus	7	
Starr County Campus	1	
Pecan Campus	14	3
Technology Campus	1	
Total:	**23**	**3**

JagPrint - Printing Report
Jun 1, 2023 to Jun 30, 2023
Totals

Type	Users	Jobs	Pages
Printing	1600	9581	70002
Web Printing	830	7270	28869
Total	2430	16851	98871

Campus	Prints by Campus			Mobile Prints by Campus			Print Totals		
	Users	Jobs	Pages	Users	Jobs	Pages	Users	Jobs	Pages
Mid -Valley	273	1279	9272	119	1555	4856	392	2834	14128
NAH	322	2830	20633	412	4033	12999	734	6863	33632
Pecan	743	3534	27531	271	1551	10317	1014	5085	37848
RCPSE	7	28	203	0	0	0	7	28	203
Starr	121	828	8839	23	110	654	144	938	9493
Tech	134	1082	3524	6	22	43	140	1104	3567

LYNELL WILLIAMS, DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **June 2023**

- Tutoring Sessions:
  - In-Person: 53
  - Online: 107
- Assignment Review: 622
- Supplemental Instruction: 175
- Visitors: 8,621
- Workshops: 19
- Workshop Attendance: 712
- Independent Study: 209
- Starfish Flags addressed: 743
- CLE Information Requests: 5

PROJECT HIGHLIGHTS

CLE Marketing Summer 2023 **Progress: 30%** **End Date: August 2023**

Summer Orientation presentation and tabling event scheduled. CLE website is being updated for summer. Flyers for Academic Workshops have been marketed. First Year Connection presentations and tabling event. Welcome week tabling events. Email campaign for presentations has begun. CLE in-class and Student Assessment Department presentations have been conducted. Student Success Workshop Series has begun. Pride and Tie Dye Marketing Event Tabling at Pecan.

Tutor Training for FY 2022-2023 **Progress: 95%** **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. 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. Planning meeting is scheduled. ACTLA Training Assignments have been made. Summer to Fall interim NOEs are being updated.

CLE Website Usability Testing	**Progress: 65%**	**End Date: December 2023**

CLE consulted with RAS and will be working with Library Technical services to assess the usability of the CLE Website. Project proposal was submitted and approved. A task outline for participants has been developed and recruitment criteria have been established. Incentivized recruitment has begun. Students to participate in the study have been selected and scheduled. A week of testing with various students has been completed. Results from the study will be compiled and analyzed.

INSTITUTIONAL EFFECTIVENESS & COMPREHENSIVE OPERATIONAL PLAN PROJECT HIGHLIGHT

IE Plan Objective 2: Expand Online Learning Support Services

Year 3 DHSI Grant Participation		**Progress: 92%**
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. RAS data analysis complete. Distribution of toolkits for Spring '23 has begun.

Standardizing Onboarding Process		**Progress: 85%**
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. 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: 20%**
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. Course attributes on Banner have been updated. Meeting for data collection is scheduled.

EVENTS HIGHLIGHTS

AND Orientation and Dosage Cal Workshops **Event Date: June 2023**

The Centers for Learning Excellence presented at the ADN Orientation to welcome the new cohort of future nurses. Additionally, the CLE offered numerous Dosage Calculations workshops for the incoming cohort. The new cohort can only move forward in the program if they attain a perfect score on the Dosage Calculation exam. The workshops provided by the CLE aim to fortify the students' knowledge on important topics such as dimensional analysis, grains, and more.

Summer Student Success Workshops **Event Date: June 6 & 26, 2023**

The CLE'S Academic Coaching Program has partnered with the Distance Learning Department to offer a series of Student Success Workshops this summer. The workshops titled "Study Essentials" and "Boost Your Test-Taking Skills" cover topics that are crucial for students' success. As the summer semesters are only 5 weeks long, it is important that students learn skills to manage their time efficiently. About fifty students have particpated in the first two workshops of the summer semester.

MEETING HIGHLIGHTS

- Art Committee meeting
- SLA interview
- Study.com preliminary meeting
- Staffing Plan Requests progress check
- Perkins Application work session
- Upswing Monthly touchpoint
- Usability Study Planning
- Run-through of TSI Webpage presentation
- TSI Webpage presentation to STC Student Assessment department
- DHSI data review
- Niche Academy meeting
- Full-Time SLA meeting
- Meeting with Open Labs supervisor
- Remediation meeting with PTA chair
- Met with ADN advisors for Dosage Cal workshops
- LVN Support Meeting
- Mentor Meeting Semester Recap
- SI Docs demo

- Mentor Training Attendance Tracking
- Logo Focus Group
- Academic Coaching Meeting
- TxNCLCA Workgroup Meeting
- LLSS Systems Team Workload meeting
- Met with OTA Program Chair
- Met with PTA Program Chair
- Met with PCA Program Chair
- Met with BSN Advisor
- Study.com follow-up
- Usability study recruitment follow-up
- ACTLA Training Planning
- Mid Valley LLSS Coordination Meeting
- ACTLA Training Planning Meeting
- Specialist Planning Meeting
- Met with OTA Chair
- Met with ADN Advisors
- Met with ADN Faculty
- Water Games Tabling 6/21
- ACTLA Training Planning
- TTD Content Dev Meeting
- Website Usability Study Dry Run
- STC Board of Trustee Meeting
- Full-Time Specialist Meeting
- Full-Time SLA Meeting
- Onboarding Process Meeting
- PTA Bootcamp Planning Meeting
- LVN Support Planning Meeting
- OTA Bootcamp Planning Meeting
- CRLA Presentation Run-Through
- NAH Writing Team Meeting
- Cosmetology Support Planning Meeting
- Developing Professionals Survey Planning Meeting
- ScreenPal Demo/Review
- Fall 2023 Planning for CLE Presentations

TRAINING HIGHLIGHTS

- 4C Proposal Submissions Best Practices Workshop
- South Texas Leadership Academy for Staff
- Onboarding new Learning Excellence Specialist
- Advising First-Generation Students & Their Sub-Populations: How To Personalize Your Services
- Flare Virtual Fire Simulation Training
- Can Ancient Aliens Be Used As A Tool To Teach Students In Multiple Disciplines? One English Professor Says Yes!
- CRLA: Unlawful Harassment Awareness and Prevention

EVENT HIGHLIGHTS

- APA Formatting Presentation
- Study Essentials Workshop
- First Year Connection Presentation and Tabling
- Time Management Presentation
- InsideTrack Coaching Retreat
- Library CLE Collaboration Meeting
- Time Management Presentation
- 4C workshop: Proposal Submission Best Practices
- CLE Presentation for Summer Camp
- CLE Class Presentation & Tour
- CLE Coordinator participated in the 2023 STC PTA Program New Student Selection Process

- Website Usability Study
- Dual Credit Academies CLE Services Presentation
- Boost Your Test-Taking Skills Workshop

PROJECT 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: Filling of Grant Funded Position is in Progress

Ongoing Work: Procurement Process for IT Equipment/Supplies

PROJECT COORDINATOR
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:	JULY 18, 2023
SUBJECT:	ACTIVITY REPORT FOR JUNE 1-30, 2023

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

Projects Completed or in Progress:

- Distinguished Leadership Academy Graduation Luncheon-June 1
- Networking Lunch-Apprenticeship Program-June 5
- COC Meeting-June 6
- Prosperity Task Force Meeting-June 7
- CoStep Grant RGV Promise Program Development Meeting-June 7
- Good Day McAllen-June 8
- Summer Bash Mixer-June 8
- Meeting with Manny Vela-June 12
- Board Committee Meeting-June 12
- RGV Economic Summit Brainstorming Luncheon-June 13
- Vamos 2023 Scholarship Banquet-June 13
- Stained Glass Donation Presentation-June 14

- Juneteenth College Closed-June 19

- U.S. Mexico High Level Economic Dialogue (HLED)-June 20
- STC Foundation Meeting-June 22
- Board Meeting-June 27
- Cabinet Meeting-June 28
- Weslaco EDC TEDC Workforce Excellence Award-June 29

- 30th Police Academy Graduation-June 29

Global Initiatives:

- Met with the Mexican Titular Consul Froylan Yescas Cedillo, to discuss donation for South Texas College, Jun 5.
- Developed and coordinated South Texas College Education Foundation first welding contest, Jun 8.
- Met with VIDA CEO, to discuss future partnership/donation for South Texas College students, Jun 12.
- Attended 27th Annual VAMOS Scholarship Banquet, Jun 13.
- Met with Dr. García, the first Hispanic woman to serve as a college president at UT Brownsville and Texas Southmost College, Jun 13.
- Attended donation presentation from Mrs. Judith Godinez, Jun 14.
- Attended press conference for MXLAN Sponsors, Jun 19.
- Presented information and process Apply Texas application for Saint George Prep and IIES (international students), Jun 20.
- Met with Bachelor of Applied Technology program to develop an international seminar course for global initiatives, Jun 21.
- Meet with Learning Outcomes Department and discuss establishment of ePortfolio project with South Texas College Alumni, 28

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

Department/Program Reports:

- Reviewed and approved all monthly grant financial status 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 Center for 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
- Inclusion of AgriLife into 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 (on hold)
- 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
- Starr County Heavy machinery operator safety program—initiated proposals with simulation equipment vendors
- Planning for an STC Office of Industrial Safety
- Preparation for the approved STC Center for 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
- 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, on going)
- 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:

- Meeting with Texas A&M Dean of Engineering
- Meeting with Dr. Solis and Many Vela to discuss engineering partnerships
- Attended stained glass donation presentation
- Multiple meetings with STC Divisions
- Meeting with RGV Commercial Builders Association to discuss training strategies
- Attended the EDC of Weslaco award presentation celebration.
- Prosperity task force discussion with Mr. Mario Reyna
- 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
- Discussion regarding international initiatives
- Participation in multiple hiring committees for various STC staffing positions
- Meeting with TWC to discuss potential Apprenticeship Texas grant signing and Apprenticeship Center ceremony
- Meeting with Vet Assistant 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
- Attended STC Logo focus group
- Monthly staff meeting
- Meeting with McAllen Economic Development Corporation and business prospects.
- Presented at MEDC monthly Board meeting
- Meeting with Texas A&M McAllen staff to further discussions on 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:
  - 6/07/23: Updates provided by the RDMC team as follows:
    - Grant Development Officers provided information regarding upcoming grants, award totals, and submission deadlines.
    - Grant Compliance Specialists continue their review of Effort Reporting and Personnel Activity Reports (PARs). Currently, the college's process requires effort reporting documentation from grants funded by local and private agencies – however, effort reporting is a federal requirement. Interim Executive Director requested an analysis of the number of hours spent on reviewing effort reporting documentation.
  - 6/27/23: Mr. Kim Moore was introduced to the RDMC team as he assumes his role of Interim Director for the Division of Institutional Advancement and Economic Development; updates were provided by RDMC team. RDMC Interim Executive Director discussed standard office functions and team members introduced themselves and shared aspects of their role as related to grant development, management and administration.
- 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 June included:
  - Perkins Basic FY23 Kickoff Meeting: since this award is managed by RDMC, this meeting will assist with defining roles for the Project Director, Financial Manager and support staff, as well as reviewing grant requirements.
- Professional Development:
  - Department of Labor Community Project Recipients Technical Assistance Webinar
  - NTIA CMC-LN Office Hour: Device Distribution and Lending
  - Flex Session #2 by Ellucian Consultant
  - Webinar: Not Just Smoke and Mirrors Economic Development Strategic Partnerships
- Onboarding of new hire, Career and Technical Education (CTE) Projects Manager.
  -

Administrative Meetings:

- Met with Bank of America to review award for the STC Education Foundation, $50,000 for the Foundation and $200,000 for non-credit programs under Continuing Education to support healthcare pathways.
- Attended Rural Postsecondary Economic Development (RPED) Grant meeting.
- Met with Grant Accounting to discuss AmpliFund as new grant management platform.
- Met with COSTEP to discuss the RGV Promise Program grant, reviewed drafted project timeline, proposed goals/activities and budget.

- Attended the COSTEP Grant-RGV Promise Program meeting with Dr. Nancy Garcia, Dr. De Leon and Dr. Larry Barroso to review the proposed STC's Education Foundation grant project design.
- Met with Associate Director and Grant Development team for an EDA STEM Grant review and discussion.
- Meeting with VIDA, Nursing & Allied Health, Information Technology and Purchasing representatives to discuss the Request for Quote (RFQ) Development for the Nursing Expansion Grant Program.
- Met with Dr. Bradley Davis to discuss the IE Plans for the IAED Division.
- Attended the TIP Grant Workforce Solutions/STC Foundation meeting to discuss the new program deliverables and parameters.
- Reviewed a Potential Grant Opportunity with Advance CTE – Strengthening the Culture of Data Use in Postsecondary CTE initiative.
- TX Pioneer Science Mill discussion with Dr. Montiel from Starr County Campus.
- Meeting with Dr. Lee Jones (AEP) and STC Education Foundation.
- Reviewed Susan Harwood Grant for FY 23 and worked with department to develop the project design, target numbers, budget.

Partnership/Vendor Updates:

- Reviewing annual contract for eCivis.
- Reviewing AmpliFund platform against eCivis functionalities.
    - eCivis and AmpliFund are SaaS companies providing cloud-based research and grant management functionalities.
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Next Steps:

- Continue discussions regarding planning and coordination of the Recompete Grant Program under the U.S. Department of Commerce, Economic Development Administration.
- Attend Hidalgo County Prosperity Task Force Forum.
- Follow-up meeting for VIDA-STC Partnership Nursing Expansion Grant to review and answer questions regarding the elements of the MOU.
- Coordinate TWC's monitoring visit scheduled for the weeks of July 10 and July 17.
- Meet with eCivis for demo of system, setup and reporting of data capabilities.
- 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:

- Attended Meeting on Fire Science & Law Enforcement Tuition Exemption, June 1st
- Attended Meeting to discuss recruiting opportunities for Law Enforcement and Fire Science Programs with US Border Patrol and McAllen Firefighters Union, June 7th
- Attended Bi-Weekly Construction Meeting on Flammable Liquid & Gas Pad, Lighting, and Vehicle and Student Canopies, June 7th
- Attended Bi-Weekly Construction Meeting on the Two-Story Residential Fire Structure, June 7th

- Attended and presented at the Pharr Police Academy Advisory Board Meeting, June 8th
- Attended Bi-Weekly Construction Meeting on Flammable Liquid & Gas Pad, Lighting, and Vehicle and Student Canopies, June 21
- Attended Bi-Weekly Construction Meeting on the Two-Story Residential Fire Structure, June 21

Major Activities:

- Met with Roma Fire Chief concerning future trainings, heavy equipment and driver training, and table top exercise for Starr County, June 6th
- Spoke with Edinburg Fire Chief to obtain status on the Edinburg Fire Training Facility MOU for Fire Academy Use, June 7th
- Attended the State Firefighter's and Fire Marshal's Conference held at the McAllen Convention Center, June 9-10th

- Presented Fire Science degree program to the McAllen Firefighters Association Meeting, June 13-14th
- Attended Firefighter Cancer Awareness Training hosted at the Starr County Campus, June 15th

- Met with Student Assessment Center concerning RCPSE being a possible testing site for TCOLE and TCFP licensing examinations, June 22nd
- Conducted Tour of RCPSE, to include use of VIRTRA simulator, for Association of Community of College Trustee Mr. Jee Hang Lee, June 22nd
- Met with search committee on Guided Pathway Specialist position to discuss applicants, June 29th
- Attended 30th Police Academy completion ceremony conducted at the RCPSE, June 29th

External Visits:

- Attended Fire Vent Trailer training being conducted by STC Fire Instructors at the Roma Fire Department, June 6th

Upcoming RCPSE Events:

- Basic Telecommunicator Course, July 10-28th
- Firefighter Driver Operator Course, July 10-20
- TASER Instructor Course, July 14th
- Medicological Death Investigations Course, July 17-21
- Internal Affairs Administration Course, July 18-19
- Drone Flight Basics/Part 107 Preparation Course, July 24-15

Events held at RCPSE:

- Fire Vent Trailer Train the Trainer Familiarization at Roma Fire Department, June 6th

- Patrol Rifle Instructor Course, June 12th-16th

- TCIC/TLETS Full Access Course, May 8-10th
- Texas Drug Recognition Expert Program "Don't Fear the Darkside", June 13th-14th
- Patrol Vehicle Operations Course for San Juan Police Department, June 13-14th

- 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 Hidalgo Fire Department, June 26
- South Texas College Police Academy Emergency Vehicle Operations Course, June 20th-23rd
- Local Emergency Planning Committee (LEPC) meeting, June 28th
- South Texas College Police Academy (full-time class) Completion Ceremony-June 29th