SOUTH TEXAS COLLEGE

ACTIVITY REPORT

March 2024

Academic Affairs

OFFICE OF THE VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

TO: DR. RICARDO J. SOLIS, PRESIDENT

FROM: DR. ANAHID PETROSIAN, VICE PRESIDENT AND PROVOST FOR ACADEMIC AFFAIRS

DATE: MARCH 1, 2024

SUBJECT: ACTIVITY REPORT FOR MARCH 1, 2024 – MARCH 31, 2024

DR. ANAHID PETROSIAN
VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

VPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Hosted Innovation Exchange – Technology Campus, March 1
- Attended Ballet Folklorico South Texas College Tradiciones 2024, March 1
- Hosted in the Culinary Experience – The Warren Group, March 2
- Participated in STC- Brighter Workday Project – Steering Committee Meeting, March 4
- Hosted Academic Affairs Grants Pre-Proposal Planning Phase, March 5
- Attended Board Committee Meeting, March 5
- Attended FMLA Notice ADN Faculty Teaching Assignment meeting, March 6
- Attended Cabinet Meeting, March 6
- Attending City of Weslaco State of the City Address, March 6
- Hosted Annual Workforce Summit 2024, March 8
- Attended League for Innovation Conference, March 17-20

- Presented a meeting to discuss Pay Plan and Faculty Handbook for FY25, March 22
- Attended Dual Credit Offerings Non-credit and credit meeting, March 22
- Attended Perkins Innovation and Modernization (PIM) Career Connected High Schools Grant Program, March 25
- Held an Academic Council Meeting, March 25
- Participated in a discussion of Grant Funded Faculty Stipends Meeting, March 26
- Attended Board Meeting, March 26
- Attended a Meeting with PSJA Leadership Team, March 27
- Attended Hidalgo Faculty Retention Disbursement of Funds Meeting, March 27
- Attended Cabinet Meeting, March 27
- Attended TSTP Institute #3 Advance Work, March 27

PROJECTS COMPLETED OR IN PROGRESS:

- Monitoring faculty/enrollment reports
- Working on Pay Plan revisions
- Working on Academic Grant Activities
- Working on OER Project

- Working on Staffing & Budget Requests
- Working On CEED Program offerings
- Reviewing the policy changes for TASB transition
- 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
- STC ERP Project
- Preparing for Innovation Exchange Campus Tour
- Developing presentation proposals for state and national conferences
- Preparing for the CTE Leadership Meeting
- Overseeing Meta-Major Information Sessions

DR. BRETT MILLAN
ASSOCIATE VICE PRESIDENT FOR ACADEMIC SUCCESS & ADVANCEMENT

- Participated at the Innovation Exchange meeting at the Technology Campus
- Presented about Faculty Credentialing at the Prepare to Become a Dual Credit Faculty Workshop
- Met with Dr. Peek, Dr. Petrosian, and Mr. Olivares on the Tentative Border Issues Conference.
- Participated in the Chair Evaluation Committee meeting
- Participated in the meeting regarding PreApproval Grants Preparation
- Met with the Vice-Consul of Mexico regarding future collaborations
- Participated in the Annual Workforce Summit
- Attended Board Subcommittee meetings
- Participated in the Suitable Task Force Meeting
- Participated in the College-wide Curriculum Committee Meeting
- Reviewed the Dual Credit Programs Interlocal Agreement
- Participated in the Dual Credit Offerings Non-Credit Meeting with Dr. Margo, Dr. De Leon, Dr. Petrosian, and Mrs. Olivia De La Rosa
- Participated in Academic Council
- Met with Jessica Galloso regarding Teaching and Learning Center Updates
- Met with Mr. Vela, Dean Lozano, and Dr. Petrosian regarding the Regional Center
- Met with Jessica Galloso, Crista Hirmas, and Andrew Fish to discuss possible SI expansion
- Met with Dr. Solis, Dr. Petrosian, and Mrs. Carla Rodriguez regarding Nursing Grant Stipends
- Attended Board of Trustees Meeting
- Participated in a meeting with ADN Faculty, Dr. Solis, Dr. Petrosian, and Mrs. Carla Rodriguez regarding the Hidalgo County ARPA grant funds
- Worked with Honorlock representatives and STC Purchasing to discuss issues regarding the Honorlock contract
- Participated in President's Cabinet
- Participated in a meeting with CATA staff regarding grants
- Working on revising the Handbook of Courses by Division
- Finalized policies EE and EGA for Board Approval
- Working on several new policies Dual Credit Policies and others
- Working on the process of evidence gathering for SACSCOC standard on Faculty Credentials
- Met with Ms. Jaramillo regarding human resources issues for her area
- Working on the IE plan for Academic Excellence Programs
- Worked with Ms. Cavazos curriculum issues
- Worked with HR on the Greater College Survey design and implementation
- Met with Ms. Perales regarding Starfish and the creation of a Virtual GPS Kiosk
- Reviewed and turned in budget requests for ASA area
- Worked with Dual Credit on issues regarding service area encroachment

- Met with Dr. Sale regarding several issues pending for Digital Learning
- Participated in several meetings with Dr. Suarez and HR staff regarding policy issues and future search committees

JESSICA GALLOSO
ASSOCIATE DEAN – TEACHING & LEARNING CENTER
MEETINGS:

- Assisted in facilitating Innovation Exchange Tour with VP Petrosian at the Technology campus, March 1
- Attended IPEC Check-In meeting, March 4
- Attended Spring 2024 Data Summit Wrap-up meeting, March 4
- Held DLA Planning meeting, March 5
- Attended OER Coordinating Group Update meeting, March 5
- Attended FOCUS Classroom observation at the Mid-Valley campus, March 5
- Attended YuJa Features Explained - Quizzing and Transferring of Grades workshop, March 6
- Held meeting with Arwen Inside Track, March 6
- Attended Coaching Powered Leadership: Being a Trusted Communicator, March 6
- Attended Workforce Summit, March 8
- Attended Innovation Conference in Anaheim, California, March 18-20
- Held FOCUS Academy Make-up, March 18
- Attended STC Advanced Ongoing Training, March 20 Held meeting with Arwen, March 6
- Held meeting with Arwen, Inside Track, March 21
- Attended STC Foundation Gala Committee meeting, March 21
- Attended Bachelor's Programs Graduates, March 22
- Attended Academic Council meeting, March 25
- Assisted with St. Patrick Day and Traditions workshop, March 26
- Attended TLC updates meeting, March 26
- Held SI Discussion meeting, March 26
- Attended Blackboard AI Design session, March 26
- Attended meeting with HR Executive Director, March 26

ACADEMIES AND TRAININGS:

- FOCUS Academy, Session 4, March 1
- Ambassadors Cross-Training Academy, Session 4, March 7
- Distinguished Leadership Academy, Session 7, March 7
- Ambassadors Cross-Training Academy, Session 5, March 21
- FOCUS Academy, Session 5, March 22

PROGRAMS IN DEVELOPMENT:

- Held DLA Planning meeting, March 5
- Held ACTA Planning meeting, March 19
- Held FOCUS Planning meeting, March 20
- Held Dual Credit DELTA/Library Collaboration meeting, March 20
- Held Future Planning meeting, March 27

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM
DIRECTOR'S REPORT:

- Participated in the Innovation Exchange event at the Technology Campus, March 1
- Met with the program developer for the proposed Network Security certificate to review the proposed schedule and discuss the budget, March 5
- Attended the OER Coordinating Group Update Meeting hosted by Library Services to discuss the progress that has been made and the next steps, March 5

- Met with the Department Chair for Mathematics to discuss the linked sections for HB2223 and discuss recommendations to improve the request process, March 6
- Attended the 2024 Annual Workforce Summit, March 8
- Presented at the BPST Division Leadership meeting on THECB's approved and proposed rules regarding fundable credentials and fundable outcomes, March 18
- Facilitated the College-Wide Curriculum Committee meeting, March 19
- Attended the Banner User Group meeting, March 19
- Met with the department chair of Cybersecurity to discuss program development for the proposed certificate and associate's degree in Artificial Intelligence, March 19
- Facilitated a meeting with the Digital Services Manager, Registrar, and Dean of Library and Support Services to discuss SACSCOC standard 10.3 regarding the archiving of college catalogs, March 20
- Facilitated the Micro-credentials Development & Reporting taskforce meeting, March 21.
- Attended Academic Council and presented an update for the Micro-credentials Reporting & Development Taskforce meetings, March 25
- Facilitated a meeting with the CPWE and CATA Deans to review the course analysis report for their non-credit course offerings for the previous 2 years to determine ownership of shared course offerings and finalize the course setup structure, March 26
- Attended the CBE Faculty Evaluation Committee Meeting, March 27
- Attended the "Micro-credentials - New Concept of Just a Re-invention" webinar.
- Attended the "Teaching AI Literacy: Strategies for Improved Critical Thinking, Ethical Usage & Meaningful Engagement" webinar.
- Compiled the Zero Textbook Cost reports to send to the department chairs to review for Summer and Fall 2024 terms and identify courses that met eligibility.
- Worked on the request from the Texas Higher Education Coordinating Board on data reporting for Institutional Credentials leading to Licensure/Certification (ICLC) for AY23.
- Finalized the Fall 2024 Concourse calendar to identify related tasks, data feeds, etc.
- Worked on the draft content and finalized the SACSCOC narratives for the Fifth Year Report.
- Reviewed and revised the draft Micro-credential Development & Reporting guidelines.
- Compiled the feedback collected from the Academic Calendar Committee representatives and sent it out to the members for review.
- Worked on a report for the OVPAA's office that included Spring 2024 course offerings taking place Friday-Sunday to share with the instructional Deans for consideration of students that may need to attend commencement ceremonies.
- Finalized the Core Curriculum Course Proposal Guide and forwarded to the Director of Learning Outcomes for review on the assessment plan.
- Worked on updating the Program Development Materials for workforce & academic programs.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES
DIRECTOR'S REPORT:

- Met with the IT Applications Development Manager to discuss JagPRIDE projects, March 1
- Participated in Spring 2024 Data Summit Wrap Up Meeting, March 4
- Participated in HR Benefits Overview and Refresher Workshop, March 5
- Met with the Automotive Technology Program Chair to update the 2023-2026 PLO Assessment Plans and JagPRIDE mapping, March 5
- Met with the Suitable University Success Specialists to review push notifications for alumni communication, process to transition alumni access, and new application capabilities, March 5
- Met with the Associate VP of Academic Success & Advancement to review and discuss department updates, March 7
- Participated in the Annual Workforce Summit 2024, March 8
- Participated in New Budget Development Open Lab, March 19
- Facilitated the Suitable Task Force Meeting to review competencies and sample behaviors, March 19
- Participated in the College-Wide Curriculum Meeting, March 19

- Met with the Respiratory Therapy Program Chair to review the 2020-2023 and 2023-2026 PLO Assessment Plan, pending items, and due dates, March 20
- Met with the Physics and Engineering Program Chair to review PLO Assessment Plan Updates, March 21
- Participated in the Performance Evaluations Supervisors Seminar, March 22
- Participated and presented at the March Academic Council Meeting, March 25
- Met with the Suitable University Success Specialists to review project status, future projects, and update on competencies, March 26
- Facilitated the Health and Medical Administrative Service PLO Workshop, March 27
- Facilitated the Patient Care Technology PLO Workshop, March 27
- Facilitated two NAH Open PLO Open Lab Workshops, March 27
- Facilitated the Vocational Nursing PLO Workshop, March 27
- Facilitated the Medical Assistant Technology PLO Workshop, March 27

PROJECTS:

- 8.2a Accreditation Report – Drafted student outcomes: educational programs narrative, developed updated PLO process infographic, selected meta-major sample groups, updated PLO Assessment Plan definitions, and aligned evidence documents. Met with the IEA Project Manager to review and discuss submission.
- 2020-2023 PLO Assessment Plans/Curriculum Maps/PLO Summaries: Updated Targeted Improvement Plans, 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 assistance with 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. Updated PLO Summary formatting, course alignment, reporting terms, due dates, SharePoint Access list, and Reference tab addition.
- Budget: Completed the 2024-2025 budget development. Collaborated with Curriculum AA on expenditures pending requisitions/payments, encumbrances, potential technology expenses and summer conferences/travel.
- Concourse Learning Outcomes Update: Continued the review of Course Learning Outcome alignment in master syllabi. Collaborating with Program Chairs on inconsistencies. Updated Course Learning Outcome descriptions with ACGM/WECM alignment in the Curriculum Map.
- Department Handbook of Operations – Added a reference on how to create a workshop in the PD system.
- Department Training: Provided team member training on JagPRIDE audits, mapping, developing PD system workshops, department inventory, and PLO curriculum maps.
- JagPRIDE Spring 2024 – Completed a full audit (course alignment, PLO description, CLO description, course mapping, mass activity inserts, and emulating faculty accounts) with revisions to all M8, M2, N1, and M0 session courses. Tested new description, mass activity inserts, and mapping approach for each of the courses. Realigned PLOs for programs using the same courses in multiple programs to streamline faculty navigation and data entry. Drafted potential application Argos audit to identify incomplete items and course alignment. Updated the announcement page. Shared reminders with program chairs for pending session data. Assisted faculty with application navigation and submitting data. Entered IT Service Tickets. Collaborated with IT to troubleshoot reporting and mapping issues. Shared calendar updates for email reminders and session data entry due dates.
- Learning Outcomes Committee – Revised time and effort reporting. Updated Teams group files and scheduled next meeting in the Teams channel.
- NAH PLO Workshops & Open Labs – Coordinated department workshops and open labs. Developed workshop presentations and resources based on department needs. Developed workshops in the PD system to provide participants Lifelong Learner Credit.
- Suitable ePortfolio: Collaborated with Suitable University Success Specialists and spring 2023 pilot groups to discuss progress and troubleshoot issues. Provided updates from the Task Force and drafted a plan for alumni push notifications and transitioning alumni application access.
- Suitable Taskforce: Updated Core Team Files and provided a full overview of the application at the March 19, 2024 meeting with Q&A and approved the college-wide competencies. Shared the updated Microsoft Form for Sample Behavior recommendations.

REPORTS:

- Spring 2024 JagPRIDE Data Load Audit
- Spring 2024 JagPRIDE Mass Activity Audit
- Spring 2024 JagPRIDE Session Audit
  - Core Objectives: 0.54% complete (1 out of 185 participating faculty) 463 sections
  - Program Learning Outcomes: 5% complete (57 out of 454 participating faculty) 1,139 sections

SHANNON PERALES
ADMINISTRATOR - STARFISH (EARLY ALERT SYSTEM)

MEETINGS:

- Starfish Training NAH Support Staff, March 4
- Wellness Center Kiosk Implementation, March 5
- Academic Coach Semester Updates, March 5
- Academic Coach Semester Updates, March 6
- Workforce Summit Prep Team, March 7
- Workforce Summit, March 8
- Information Technology & Starfish Monthly Meeting, March 18
- Starfish Partnership Discussion with EAB, March 18
- Support Staff Onboarding, March 20
- Martinez Elementary Career Day, March 21
- Starfish Liaison Onboarding, March 21
- College Advising Training Program, March 22
- Education Departmental Meeting, March 22
- Physics Departmental Meeting, March 22
- Academic Council Meeting, March 25
- Search Committee Member, March 26
- Workshop # 316881
- EAB Starfish Office Hour, March 27

PROJECTS:

- Starfish Early Alert system is continuously evolving to enhance student success, and its latest addition, the Kiosk system, marks another milestone in this journey. With the integration of the Kiosk, students now have a convenient platform to address their concerns and seek assistance in real time. Whether it's academic inquiries or guidance on navigating their educational journey, the Kiosk serves as a one-stop destination. The Guided Pathway Specialists are readily available through this system to provide tailored support and solutions to students' needs. This seamless integration empowers students to stay on track with their coursework while accessing the necessary resources to overcome challenges effectively. The collaborative efforts of instructors, specialists, and students through Starfish's Kiosk system incorporate a proactive approach towards fostering academic excellence and holistic student development.
- New data will be incorporated into our Starfish system to aid staff in communicating with students more easily and quicker. EAB technical support will provide detail data formulation standards to create the new data files to add to the nightly push of information. The end users will have the opportunity to filter and generate reports easier to assist students with additional resources.

GPS Starfish Monthly Report	
Date:	4/8/2024
Reporting Period:	February-24
Submitted By:	Name: Starfish
Management of Starfish Flags:	
Type:	**Number of students:**
Tracking: (Attendance Concern, Participation, No shows)	5398
Flags Addressed:	150
To-Do's:	90
Referrals: (Tutoring)	48
Kudo's: (Paws up Jaguar)	0
Notes:	7358
Total Number:	**13044**
Advising/GPS Activities:	
Type of Service:	**Number of students:**
Advising-Degree Audits:	64
Course Substitutions:	0
Email/Phone:	571
Financial Aid Addedums:	0
Graduation-Degree Audits:	0
INDS Holds:	0
Remediation	0
Registration:	132
Schedule Changes/Cancellations:	14
Total Number:	**781**
Starfish Events	
Appointments Created	3038
Flags Raised	15814
Starfish Notes	4301
Dual Credit Referral	2519
Flags Cleared	2844
Total Number:	**28516**

Updated 3-21-22 SA

DR. KELLI DAVIS
DIRECTOR – TRANSFER & EDUCATIONAL ADVANCEMENT CENTER

- Attended the Innovation Exchange Campus Tour at Technology Campus, March 1
- Participated in the IPEC Meeting, March 4
- Presented to the College Advising Training Program, March 5
- Attended a Planning Session for "Building the Bridge between Higher Education and International Trade," March 6
- Met with the Regional Director for Bellevue University, March 19
- Met with representatives from Public Relations and Marketing about the "Find Your Future: Transfer Edition" event, March 20
- Met with a representative from Herzing University about a potential agreement, March 21
- Attended the monthly Academic Council Meeting, March 25
- Participated in the "St. Patrick's Day and Other Irish Traditions" workshop, March 26
- Participated in the National Institute for the Study of Transfer Students Conference Follow-Up Session, March 26
- Met with Representatives from Region One about a potential agreement for Project Pace, March 27
- Participated in the Competency Based Education Faculty Evaluation Committee Meeting, March 27
- Participated in the South Texas College - Texas A&M University Engineering Academy Information session in Starr County, March 27
- **Agreements in Progress**:
    - Texas A&M International University
    - University of Texas at Arlington RN-to-BSN program
    - 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
- Texas State Technical College
- Luna Community College
- Herzing University
- Region One Pace Program

- **Upcoming Events:**
  - Signing Ceremony with Texas A&M University – Corpus Christi, TBD
  - Signing Ceremony with Texas Women's University, TBD
  - Find Your Future: Transfer Edition, April 22

ACADEMIC EXCELLENCE PROGRAMS

PHI THETA KAPPA:

- **Recruitment** – Sent recruitment email to students that qualified and are eligible to join the society. Mailed recruitment postcard to eligible students. 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 March General Meeting via Teams at 6:00pm, March 21st, 2024
  - Held a PTK information session via Teams at 12:00pm, March 21st, 2024
- **Projects-**
  - College Project- Continued preparations for symposium panel and poster for the Emerging Scientist Symposium being held on April 18th, 2024.
- **Scholarships** – Met with students that had questions about PTK transfer scholarships and the PTK Connect program.
- **Awards** – Texas PTK- College Project Award of Merit 2024
- **Administrative** –

  Advisors attended the PTK Texas Regional Convention in Corpus Christi, TX. March 4- 6, 2024.

  Sent out email invitations to new members for the PTK Spring 2024 Induction ceremony.

HONORS PROGRAM:

- **Recruitment-** Met with students that had questions and were interested in the Honors program. Hosted an information table at the Student Activities Event at the Pecan Campus courtyard on March 21st, 2024.
- **Retention-** Assisted students that had questions or concerns regarding their honors course.
- **Administrative-** Placed order for Honors program regalia. Academic Excellence Programs Assistant continued with the Faculty Advising Certification Training.

DR. REBECCA DE LEON
ASSOCIATE VICE PRESIDENT FOR DUAL CREDIT PROGRAMS & SCHOOL DISTRICT PARTNERSHIPS

- Dual Credit Programs Leadership along with Fire Science Department Chair met with Mission CISD Executive Leadership, Mission Fire Department and City of Mission to discuss the offering of Fire Science Certificate for incoming Seniors, March 1
- Associate VP attended the Region One Educate Texas IHE's Education to Pathways Grant Convening, March 27.
- Associate VP attended PSJA ISD Leadership Meeting to discuss Dual Credit Programs offerings and expansion into the upcoming academic year, March 27

ANTONIO DE LA CRUZ
ASSOCIATE DEAN FOR DUAL CREDIT PROGRAMS AND SCHOOL DISTRICT PARTNERSHIPS

- Associate Dean coordinated Biology lab inspections for future dual credit growth with the following partnering high school sites: Roma High School, South Texas Health Professions, McAllen Memorial High School.

- Associate Dean held Dual Enroll progress meeting with STC staff including a Pilot in Mid-April and live Dual Enroll usage late May, hosted training for piloting schools on Pecan campus, reviewed access and process map.
- Associate Dean and assigned Pathways Coordinator met with IDEA-San Juan to discuss onboarding and planning requirements for their ECHS planning year, March 3
- Academies Director and Associate Dean met with the Dean Ind Training & Econ Dev. Team to discuss ISD CTE/Training needs as they relate to earning industry-based certifications, March 6
- Associate Dean presented at ISD Public Information Officer meeting explaining STC level Public Relations and Graduation expectations, March 19
- Associate Dean attended Perking Innovation and Modernization Career Connect Grant Event, March 25
- Associate Dean attended Educate Texas IHE Education to Pathways Grant event to discuss opportunities and barriers impacting dual credit programs, March 27

LEONARDO CASTANEDA
DIRECTOR - ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Director attended meeting with Mission CISD to continue planning the offering of the Fire Science Academy pathway for dual credit, March 1
- The Dual Enrollment Academy Program's recruitment cycle concluded March 25 with 1,672 Interest Forms, 772 students created applications, and 173 applications were completed.
- Dual Enrollment Engineering Academy (DEEA) Juniors Annual College Tours was held with Thirteen (13) students visiting the Texas A&M University at Kingsville and the University of Texas A&M at Corpus Christi. Students received presentations from Engineering Faculty, participated in hands on activities, received campus tours, and learned about the admissions timelines/requirements, and available scholarships, March 22.

- Staff attended the Donna ISD College, Career, & Military Readiness (CCMR) Fair to promote the Dual Enrollment Academy Programs and Career Technical Pathways among elementary, middle school and high school students, March 5
- Staff attended the Weslaco ISD – B. Garza Middle School CCMR Fair, March 7
- Staff attended a meeting with Starr County Memorial Hospital personnel to discuss a summer internship opportunity for Dual Enrollment Medical Science Academy (DEMSA) Program students from Roma High School, March 19
- Staff attended a recruitment / informational session for Mission CISD students to provide an overview of the Fire Science Academy pathway, March 20
- Staff coordinated and attended a meeting with PSJA ISD CTE Director and STC HVAC-R Program Coordinator to discuss scheduling, faculty, and instructional plan, March 21
- Staff coordinated and attended a meeting with PSJA ISD CTE Director and STC Culinary Arts Program Chair to discuss scheduling, faculty, and instructional plan, March 22
- Staff attended the Region One Annual CCMR Symposium, March 26
- Staff conducted thirty-seven (37) case management sessions with Dual Enrollment Academy Program students.
- Staff hosted Friday Workshops for Dual Enrollment Academy Students on March 8:
    - Pecan Campus: Sixty (60) Juniors and Seniors attended a Financial Planning Workshop and received financial wellness tools.
    - Mid Valley Campus: Fifty-two (52) Juniors attended the Student Leadership Academy facilitated by the Student Activities Department. Sixteen (16) Seniors attended a Financial Planning Workshop and received financial wellness tools.
    - Starr County Campus: Eight (8) Juniors attended the Student Leadership Academy facilitated by the Student Activities Department.

DUAL CREDIT ACADEMIC PATHWAYS:

- Associate Dean, DCAP Director and Coordinator met with IDEA San Juan for an initial introduction meeting to STC's Dual Credit programs, March 4

- Staff attended the Donna ISD College, Career, & Military Readiness (CCMR) Fair to promote the Dual Credit Programs among elementary, middle school and high school students, March 5
- The following outlines the Support provided for our partnering school districts:

Date	School	Count	Type of Support
March 1	South Texas ISD Virtual Academy	16	Enrollment Support
March 4	PSJA Memorial	40	Advising
	PSJA TSTEM	40	Advising
	PSJA Thomas Jefferson	16	Advising
March 5	Edinburg North	22	Advising
	PSJA TSTEM	47	Advising
	Vanguard Beethoven	34	Advising
March 6	Edinburg North	37	Advising
	Vanguard Beethoven	12	Advising
	Weslaco East	42	Application Drive Support
	South Texas ISD	23	Parent Presentation
	Progreso ECHS	5	Leadership Meeting
March 7	Monte Alto ECHS	17	Advising
	Valley View ECHS	37	Advising
	Vanguard Beethoven	2	Advising
	Mercedes High School	80	Student Resources Presentation
March 8	Vanguard Rembrandt	8	Advising
	Sharyland High School	17	Advising
March 18	Donna High School	20	Advising
March 19	Donna High School	22	Advising
	Donna High School	3	Parent Presentation
	Donna PTECH	4	Advising
	Edcouch Elsa ECHS	33	Advising
	Edinburg J. Economedes	2	Advising
	McAllen Achieve ECHS	24	Advising
	South Texas ISD Science Academy	80	Enrollment Support
March 20	Edcouch Elsa ECHS	32	Advising
	McAllen Achieve ECHS	50	Advising
	PSJA Southwest	40	Advising
	South Texas ISD Health Professions	-	Enrollment Support
	Monte Alto ISD	-	Parent Presentation
March 21	Mission Veterans Memorial	45	Student Presentation
	South Texas ISD	-	Parent Presentation
March 22	McAllen Achieve ECHS	38	Advising
March 25	Edcouch Elsa ECHS	4	Advising
	PSJA Southwest	41	Advising
	Weslaco High School	18	Advising
March 26	Edinburg Robert Vela	3	Advising
	PSJA Southwest	34	Advising

ALEJANDRA CANTU
DIRECTOR - DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Enrollment Staff organized the following Apply Texas Drive Events:

Date	School	Activity	Count
March 4	Donna North High School	Apply Texas Drive	22
March 19	The Science Academy of South Texas	Apply Texas Drive	55
March 20	South Texas HS for Health Professions	Apply Texas Drive	71
	PSJA ECHS	Apply Texas Drive	100
March 21	PSJA High ECHS	Apply Texas Drive	60
March 25	PSJA Elvis J. Ballew ECHS	Apply Texas Drive	65
March 27	McAllen High School	Apply Texas Drive	197
	Veterans Memorial High School	Apply Texas Drive	120

- Enrollment Staff held and participated in the following events:

Date	School	Activity	Count
March 1	South Texas ISD Virtual Academy	Double Up	15
	Veterans Memorial High School	Enrollment Update Meeting	7
	Palmview High School	Enrollment Update Meeting	2
	Sharyland High School	Enrollment Update Meeting	5
March 4	PSJA Thomas Jefferson T-STEM ECHS	Pathways Presentation	20
	PSJA Southwest ECHS	CCMR	10
	South Texas ISD Virtual Academy	STC Meeting	9
March 5	PSJA Thomas Jefferson T-STEM ECHS	Pathways Presentation	20
	Edinburg North ECHS	Pathways Presentation	44
	PSJA Elvis J. Ballew ECHS	CCMR	10
	PSJA Thomas Jefferson T-STEM ECHS	CCMR	10
	Donna High School	Parent/Community	4000
March 6	PSJA High ECHS	Parent/Community	7
	PSJA Memorial ECHS	CCMR	10
	PSJA Southwest ECHS	Parent/Community	47
	PSJA North ECHS	Timeline Meeting	7
	South Texas ISD Virtual Academy	Parent/Community	26
March 07	ISD Partners	STC Meeting	43
	Roma High School	Enrollment Update Meeting	10
	ISD Partners	STC Meeting	135
	ISD Partners	Parent/Community	139
	Mercedes High School	Pathways Presentation	75
March 18	Donna High School	Pathways Presentation	31
March 19	Achieve ECHS	Pathways Presentation	30
	Donna High School	Parent/Community	96
March 20	Monte Alto ECHS (school w/in school)	Parent/Community	25
	ACHIEVE ECHS	Pathways Presentation	35
March 21	Achieve ECHS	Parent/Community	30
	ISD Partners	Enrollment Update Meeting	30
	PSJA Memorial ECHS	Timeline Meeting	8
	ISD Partners	STC Meeting	49
March 22	Achieve ECHS	Pathways Presentation	45

	PSJA Southwest ECHS	Enrollment Update Meeting	10
March 23	McAllen Memorial High School	Parent/Community	10
March 25	Weslaco Early College High School	Pathways Presentation	28
March 26	Roma High School	Registration Drive	10
	Juarez-Lincoln High School	Student Information	50
March 27	PSJA Thomas Jefferson T-STEM ECHS	Parent/Community	-
	PSJA Memorial ECHS	Parent/Community	38

- Director met with Business Program Chair and South Texas ISD Virtual Academy Administrators to discuss online synchronous options for summer and fall terms, March 4
- Director and Enrollment Staff hosted a DualEnroll training for selected partnering school in preparation for training and feedback to our Pilot.
- Dual Credit Scheduling staff has processed 131 scheduling requests for summer 2024 and 77 for fall 2024. Below is the breakdown:

Summer 2024

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
133	**131**	**49**	**32**	**52**	**352**	**99**	**253**

Fall 2024

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
130	**77**	**70**	**36**	**24**	**1330**	**828**	**502**

SARA LOZANO
DIVISION DEAN – BUSINESS, PUBLIC SAFETY, AND TECHNOLOGY
DIVISION DEAN'S REPORT:

- Innovative Exchange – Technology Campus, March 1
- 2024 Garver Presentation of Scholarship donation to AEDT Program, March 5
- Noticias RGV Interview promoting the Workforce Summit, March 6
- Manufacturing Expo, March 7
- Annual Workforce Summit 2024, March 8
- NIMS quarterly Board meeting in Fairfax, Virginia, March 15
- BPST Division Leadership Meeting, March 18
- Suitable Taskforce Meeting, March 19
- PSJA ISD Meeting to expand HVAC program, March 21
- Pharr EDC Foundation's Annual Casino Night, March 21
- Meeting on dual credit noncredit and credit offerings, March 22
- Officially signed for the Regional Center for Public Safety Excellence to become a TCOLE Licensing Academy, March 25
- FY 24-25 RCPSE CIP projects discussion, March 26
- Crisis Management Team meeting, March 27

DEPARTMENT/PROGRAM REPORTS:

Compliance and Accreditation Liaison

Major Meetings:

- OER Coordinating Group Update Meeting, March 5
- Starr County Expansion Projects Meeting, March 6 - 20
- BPST Division Leadership Meeting, March 18
- Suitable Taskforce, March 19
- Budget development meeting, March 19
- Construction Supervision Advisory Committee meeting, March 20
- Microcredentials Development & Reporting Taskforce, March 21
- Dual Credit offerings Non-credit and credit meeting, March 22
- Pecan Campus -Technology Campus - Athletic Fields CIP Project Scope Meeting, March 25
- Academic Council Meeting, March 25
- Distinguished Leadership Academy (DLA) Project meeting, March 26
- STC Dual Credit Programs & Valley View ISD, March 26
- (ET/AV Equipment Discussion) MVC Automotive Lab, HVAC Classroom, and Welding Lab Expansions meeting, March 26
- Monthly Meeting with BPST Dean, March 27
- Meeting to discuss NCCER - Welding/Pipefitting, March 27
- Technology Campus Welding Expansion Project Meeting, March 27
- Mid Valley Expansion Projects Meeting, March 27
- Technology Campus - Cashiers Renovation CIP meeting, March 27

Major Activities:

- Coordinated with Cosmetology Chair, FPC, ET, Security, PR, and Owner regarding furniture, equipment, signage, and certification of occupancy for the new Cosmetology Center at Shah Eye Center, March 1-30
- Coordinated with BPST Chairs to collect pending documentation for Fall 2023 advisory committee meetings, March 1-30
- Guided Pathway Specialist Interviews, March 4
- Workforce Summit, March 8
- Hosted budget development workshop for BPST faculty, March 20
- Visited Shah Eye Center/Cosmetology Center to coordinate furniture layouts, March 22

Grant Activity:

- Design and Building Technology Grants meeting, March 1
- Perkins CLNA Workshops, March 6, 19, & 26
- DOL Clean Energy grant development, March 25

BPST Project Manager

- Review of Design and Building Technology Grants, March 1
- Innovation Exchange Workshop, March 1
- Perkins CLNA Workshop 4, March 6
- Distinguish Leadership Academy, March 7
- Firehouse Sub Grant Review with Public Safety Chair and RCPSE Site Administrator, March 7 & 21
- Review of Programs/Service Desk Operations with College Connections at Technology Campus, March 7

- Annual Workforce Summit 2024, March 8
- BPST Leadership Meeting, March 18
- Discussion on DOE Clean Energy and Manufacturing, March 19
- Budget Development Review with BPST Program Chairs, March 10
- Perkins CLNA Workshop 5, March 19
- Budget Development Review with BPST Program Chairs, March 20
- Construction Advisory Committee Meeting, March 20
- Welding Expo, March 21
- TCOLE Signing at TCOLE headquarters in Austin, March 25
- Perkins CLNA Workshop 6, March 26
- BPST Manger Monthly Updates, March 27

Manager for Access & Advocacy:

- Academic VP Open Forum at Technology Campus, March 1
- Dare to be Different Non-traditional speakers' panel for PSJA high schools, March 4
- HR Benefits Refresher, March 5
- Perkins CLNA Workshop 4, March 6
- Women in Construction Partnership Luncheon, March 7
- STC Annual Workforce Summit, March 8
- BPST Division Meeting, March 18
- OPOD Meeting on Special Population Workshops, March 18
- Perkins Workshop Preparation (recording review), March 19
- Perkins CLNA Workshop 5, March 19
- TACTE preparation, March 20
- HVAC Ambassador discussions with board member and alumnus, March 20
- Planning Committee Non-Traditional Students in Higher Education, March 20
- Welding Expo, March 21
- Williams meeting on assessment, March 21
- CLNA Aggregation/Editing of BPST submissions, March 25
- CLNA Workshop 6 and prep (recording), March 26
- Meeting with Automotive Faculty, March 27
- Editing CLNA BPST Submissions, March 28-30

Emerging Technology Specialist

- AEDT class using the VR lab for projects, March 6
- VR lab participating in AEDT open house, March 7
- VR lab showcasing equipment at Work Force Summit Event, March 8
- Participating in the VR lab welding Expo event, March 21

Advanced Manufacturing Technology

Major Events:

- The AMT dept. hosted an activity demonstrating CAM software and CNC machining for 25 seniors from the Palmview High School CTE, March 5
- Hosted our Advanced Manufacturing Technology Career & EXPO, had 120 students and 15 companies attend, had two company speakers and two graduates speak to our current students, March 7
- Participated in the Workforce Summit, March 7
- Met with Toyota to discuss curriculum, graduates, March 19
- Met with Panasonic Automotive, they announced the AMT department would continue with a scholarship this Spring semester, March 19

- Jenny Byte the AI Dog tours the Technology campus, March 21Participated in the Alton Elementary School Career Fair, Mach 22
- Toured 35 dual credit seniors from Palmview High School in our manufacturing labs, March 22
- Met with DLA to see if our AMT department could help with the Chess Project for the school, Mach 26
- Jenny Byte the AI Dog toured Pecan Campus, Mach 26

Architectural Engineering & Design Technology

- STC Chair Evaluation Committee Meeting, March 4
- Donna ISD CCMR Fair, March 5
- AEDT Program Tour, March 5
- Edinburg ISD tour presentation, March 5
- Garver Presentation, March 5
- Telemundo Interview w/ Manuel Carrizales & Brenda Cantu, March 6
- Perkins CLNA Workshop 4: Cluster 6 - Access and Advocacy, March 6
- Sustainability, LEED and Green Design Presentation with Industry Professional, March 6
- AEDT Open House Event, March 7
- Master plan design update for the Border Issues of Texas, March 5-8
- STC Workforce Summit 2024, March 8
- Hidalgo ECHS Career Day, March 8
- AIA-LRGV Golf Committee Meeting, March 13
- BPST Division Leadership Meeting, March 18
- Perkins CLNA Workshop 5: Cluster 4&5, March 19
- College-Wide Curriculum Committee Meeting, March 19
- Meeting with faculty to discuss updates on end of semester exhibit, March 19
- Budget Development Support, March 20
- STC Chair Evaluation Committee, March 20
- AIA-LRGV Golf Committee Meeting, March 20
- Class Site Visit to Construction Site, Materials store and Ecotourism Site, March 20.
- STC+JFF Meeting, March 21
- AEDT Exhibit/ Graduation Planning Meeting, March 21
- Fazio, Buildings Across Time; Demonstration on GO! & Evergreen with ARCH 1301/1302 Faculty, March 21
- Midterm Review with industry Faculty, March 25
- Border Issues of Texas master plan design project, March 25-26
- Perkins CLNA Workshop 6: Wrap up, March 26
- Faculty Senate Meeting, March 26
- SGT PLO's Meeting, March 27
- ACD2 Departmental Student Club Meeting, March 27
- Career Connect TX March Community of Practice Presentation by Lee College, March 28

<u>Upcoming Travel, Meetings, and Conferences:</u>

- AEDT Expo and Graduation Ceremony (April 24)
- NISOD International Conference on Teaching and Leadership Excellence (May 25- 28)
- Certified CERTIPORT Educator Conference (June 17-19)
- Stratasys Additive Manufacturing Certification Program (July 9 – 12)
- AT24 - Anthology together (July 15-17)

Departmental/Student Recognitions:

- Garver Gives Grant donation to AEDT Program to support STEM initiatives, March 5
- AEDT Open House, March 7
- Mr. Serna published article for the March/April 2024 Texas Society of Architects Issue focusing on Biophilia/Habitats https://magazine.texasarchitects.org/2024/03/04/a-stec-forward/

Biophilia/Habitats

March/April 2024

In this issue, we examine the connection between design, nature, and human health and happiness.

Business Administration

- VITA Tax Services ended. The VITA Team completed 216 returns during the 6 weeks of VITA Services. Volunteers accumulated 359 service hours, March 7
- Faculty attended the Hidalgo Early College High School (HECHS) Career Day. They focused their presentations on career pathways in business and our Business Certificate, Associate, and Transfer programs, March 8
- Economics instructor presented at the South Texas College Workforce Summit. The focus of his presentation was on the economic and educational growth of our region for the past 30 years, March 8
- Accounting instructors operated a training program to certify High School students in Rio Grande City High School VITA Basic Certification, March 18 - 22
- Economics instructor, Business Administration faculty and Business GPS helped organize a Registration event at Mid-Valley Campus, March 19 - 20
- "Building the Bridge between Higher Education and International Trade" - Economics instructor moderated a panel of International Trade experts for this event. The event focused on the evolution of international trade and the new skills needed by graduates as they hit the job market. Nearshoring and other trade issues were touched upon as well, March 21

Cosmetology

- Meeting with purchasing for damaged appliance and furniture, March 4
- Meeting with TDLR for inspection, March 4
- Meeting with student completion services for new cohorts' enrollment, March 5
- Meeting with GPS, Department of Curriculum and Dean for enrollment and course schedule, March 5
- Coordinated move with shipping and receiving for computer lab at Shah, March 5
- Business programs Chair meeting, March 5
- Monthly Chair meeting, March 5
- Perkins CLNA workshop #4 special populations-access & advocacy, March 6
- Cosmetology Center cohort orientation, March 7

- Annual Workforce Summit, March 8
- BPST Division Leadership meeting, March 18
- Advisory Committee Chair Meeting, March 19
- Budget development support meeting, March 19
- Perkins CLNA workshop #5, March 19
- College-Wide Curriculum Committee, March 19
- Meeting with Facilities Planning and Construction, March 22
- Department meeting, March 25
- Meeting with custodial for Cosmetology Center start, March 26
- Hinojosa Beauty purchases, March 26
- Armstrong McCall supplies purchases, March 26
- Perkins CLNA workshop #6, March 26
- Budget Development support workshop, March 27

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

Major Meetings:

- HVAC Advisory Committee Meeting, March 4
- Electrician Assistant instructor participated in the Panel Speaker for "Daring to be Different" Event with PSJA Memorial High School at the Technology Campus, March 4
- Electrician Assistant and HVAC faculty attended the Donna ISD College, Career, and Military Fair, March 5
- CBE Program Progress meeting, March 7
- Construction Supervision Program Coordinator and Electrician Assistant instructor attended the Women in Construction WICKED Runway for the ACG RGV Associated General Contractors, March 7
- Annual Workforce Summit 2024, March 8
- HVAC instructor attended the Hidalgo ISD Career Event, March 8
- Budget Development Support, March 20
- Construction Supervision advisory committee meeting, March 20
- HVAC faculty attended the Welding Event at Technology Campus, March 21
- Supervisor Workshop, March 22
- HVAC Departmental meeting on March 22
- Met with CATA staff to discuss Welding/Pipefitting NCCER certifications, March 27
- DBT chair and faculty participated in various online trainings/courses, webinars and workshops throughout the month.

Major Activities:

- Perkins CLNA Workshop 5, March 19
- Perkins CLNA Workshop 6, March 26
  Construction Supervision secured 3 scholarships from Gomez 3 Construction and a scholarship for nontraditional students from Rebecca interior Designs.

Human Resources/Office Administration/Paralegal

- As committee member (Department Chair) of the Non-Traditional Students of Higher Education (NTSHE) planning committee, it was arranged for two high schools to participate in the Dare to be Different Speaker Series, March 4
- HR students participated in the Student Focus Group for Strategic Planning by Institutional Research Effectiveness & Strategic Planning (IRE&SP) Department at STC: Mid-Valley Event, March 5

- HR program instructor and Chair attended and participated in this year's Employer HireAbility forum at Lone Star National Bank in continuance with the ambassador roles at South Texas College and to assist with our initiatives with special populations – disabled students, March 5
- HR instructor attended the Prosperity Taskforce Meeting, March 8 & 22
- HR instructor attended the American Legion Veteran Recruiting Event to represent the HR program and discussed with veterans the degree plans and the college resources available to students, March 8
- Chair attended the Annual Workforce Summit 2024, March 8
- Paralegal faculty (and Program Coordinator) participated in the Sharyland High School Pioneer mentorship program by invitation. The high school offers one or more courses in the legal profession, March 19
- Office Administration instructor participated in the Roma High School, Spring College & Career Fair, March 21 & 26

- Four HR students participated in SHRM RGV Monthly Member Meeting, Engagement Unleashed - The Gen Z+Opportunity alongside faculty and chair (Board of Director), March 27

Public Safety (Law Enforcement/Fire Science)

Trainings Attended:

- Department Chair (DC) attended Performance Evaluation training, March 22
- DC attended active shooter training to be used to enhance police academy trainings in Edinburg, March 26 &27

External Visits:

- Compliance Specialists attended the Region One Student by Student Tech & Leadership
- Conference – Region One, Edinburg, March 1
- Fire Science (FS) Instructor and Law Enforcement (LE) Instructor attended the McAllen HS Career Fair for Seniors, March 6
- FS Instructor attended College Fair, Valley View High School, March 26

Recruitment Activities:

- Guided Pathway Specialist (GPS) presented information to Border Patrol Agents about AAS-LE, March 6
- DC & FS Instructor participated in alive radio show (Super Tejano Show 102.1FM), March 20
- DC & FS Instructor attended recruiting presentation at Mission High School for upcoming Fire Academy, March 20
- GPS presented information to Border Patrol Agents about AAS-LE, March 20
- Compliance Specialist presented information to Border Patrol Agents about AAS-LE, March 27

Community Events:

- DC attended the Workforce Summit in McAllen, March 8

Major Activities:

- RCPSE Tour STC New Advisors, March 6
- RCPSE Tour for Valley View High School students, March 27

Meetings:

- Department Chair (DC) & FS Instructor attended a planning meeting with Dual Credit Programs & Mission CISD for the High School Fire Academy looking to start in June 2024, March 1
- DC attended Perkins CLNA Workshop, March 6
- DC attended planning meeting for Firehouse Subs grant, March 7
- DC attended the Vanguard CTE Advisory Board Meeting, March 8
- DC attended Division meeting, March 18
- DC attended Perkins CLNA Workshop, March 19

Upcoming Events:

- Public Safety & First Responder Expo, April 26
- 33rd Fire Academy Completion Ceremony, May 3
- 33rd Police Academy Completion Ceremony, June 20

ROBERT VELA
SITE ADMINISTRATOR
REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE (RCPSE)

Major Meetings/Activities:

- Public Safety Compliance Specialist Search Committee Meeting and Interview of Applicants, March 1
- Public Safety Compliance Specialist Search Committee Follow-up Meeting, March 5
- Attended Facilities and Planning Committee Meeting at Pecan Campus, March 5
- Attended meeting with BPST Dean and Special Assistant to the Executive Director of RDMC to discuss RCPSE budget, March 6
- Attended meeting t to discuss submission of Firehouse Sub Grant for extrication tools, March 7
- Attended Business, Public Safety, and Technology (BPST) Leadership Meeting, March 18
- Met with Homeland Security Investigations Special Agent Craig DeLeon in regards to possible usage of the RCPSE for a training, March 19
- Attended Budget Support Development Meeting, March 19
- Attended follow-up meeting for Firehouse Sub Grant, March 21
- Met with Alamo Fire Chief Rogelio Contreras regarding possible fire training in April, March 21
- Travelled to Austin for signing of college's TCOLE training contract (police academy license), March 25
- Met with Testing Director Adrian Lozano and TCOLE Field Service Representative Derry Minor in regards to TCOLE testing at the RCPSE, March 26
- Met with Facilities, Planning, and Construction in regards to submitted future Capital Improvement Projects, March 26

Grant Activity:

- Attended meeting t to discuss submission of Firehouse Sub Grant for extrication tools, March 7
- Attended follow-up meeting for Firehouse Sub Grant, March 21

Events/Accomplishments:

- Intoxilyzer Operator Course, March 4-6
- DPS Training-Criminal Interdiction, March 5
- College Advising Training Program Tour, March 6
- Adult Mental Heal First Aid Course, March 7
- Self-Contained Breathing Apparatus (Pharr FD Inservice), March 7
- TEEX ICS 300/400 Course, March 18-22
- Crime Scene Investigation and Reconstruction, March 19-21
- Forcible Entry Training (Pharr FD Inservice), March 21
- Elsa Fire Department Training the Trainer for FLAIM Virtual Reality Simulator, March 21
- Insurance Fraud Course, March 26
- PSJA Badge the Youth Program, March 27
- Valley View High School Tour, March 27

Upcoming RCPSE April Events:

- Bloodstain Pattern Analysis Course, April 2-5
- TEEX Radar/Lidar Instructor Course, April 2-5
- Distinguished Leadership Academy (DLA) Tour, April 4
- Open Source/Social Media Course, April 10-11
- Customs & Border Protection (CBP) ICS 200/400 Course, April 15-19
- Public Agency Training Council Officer Involved Shooting and Use of Force Course, April 15-20
- Early Voting Polling Location, April 22-30
- Human Trafficking in Narcotics Investigation Course, April 23
- Public Safety & First Responders Expo, April 26

DR. CHRISTOPHER NELSON
DIVISION DEAN – LIBERAL ARTS
DIVISION DEAN'S REPORT:

- Presented "An Academic Dean's Perspective" at the Spring 2024 STC "Prepare to Become a Dual Credit Faculty" Workshop, March 1
- Continued working with the THECB Open Texas 2024 Program Committee, March 7, 21, 28
- Gave the welcoming remarks at the Spring 2024 CTN Spring Seminar, March 21

DEPARTMENT/PROGRAM REPORTS:

Art

- The Art Department welcomed artist Dörte Weber to their galley with her *Circular Distortion* exhibition. She is known for her innovative use of diverse, modern, and everyday materials, transforms the often-overlooked into art that demands attention. Her pieces, rooted in traditional weaving patterns, provide texture to conventionally flat surfaces, offering a sense of familiarity and connection to our history.
- In addition to the artist talk at the reception, Ms. Weber led two student workshops on her artistic practice and loom work. Students were given materials to create their own weavings which they shared and were exhibited beginning February 13th through March 1st in Art Department's student gallery. Dörte Weber's *Circular Distortion* Exhibition – February 5th through March 1st Reception – February 6th Student Workshops – February 6th and 13th

Circular Distortion

Our lives and the environment are both impacted by Circular Distortion, so I would like to bring it to our attention from both perspectives. Circular distortion as a metaphor for life symbolizes the ever-changing and unpredictable nature of our existence. Life is often characterized by cycles, where we find ourselves revisiting similar situations, challenges, or emotions, but each time with a slightly different perspective or outcome. This circular distortion reflects how we learn, grow, and adapt over time, gaining new insights and wisdom with each revolution. It reminds us that life's path is not linear; it spirals, presenting us with both highs and lows, challenges and opportunities, but ultimately forming a unique and complex tapestry of experiences. Just as in optical distortion, where the center remains a focal point, our core values and purpose serve as a constant amid the twists and turns, guiding us through life's cyclical journey.

- Art Department participated in the Weslaco's Annual Book Festival at the Mayor Joe V. Sanchez Memorial Library. Art Faculty participated in festival activities and promoted the Visual Arts and Graphic Arts programs, March 2
- Melissa Terry and Rachael Brown participated in the *Healthy Humanities* roundtable held at UTRGV. This event was the second (of three) Public Humanities roundtables co-organized collaboratively between Melissa Terry (Visual Arts - STC), Gina Otvos (Library Services - STC), and Friederike Bruehoefener (School of Interdisciplinary Studies and Community Engagement - UTRGV). The panel brought together humanists, social scientists, artists, and women's health experts from academia and the community. Panelists included Rachael Brown (Visual Arts - STC), Dr. Amy Hay (History - UTRGV), Simone Payan (Certified Nurse Midwife - Holy Family Birth Services, Weslaco), and Dr. Rosalynn Vega (Anthropology - UTRGV). The panel was attended by about 35 people and took place on campus at UTRGV. Melissa and Rachael also led a Creative Wellness workshop focused on how creativity can be used to alleviate stress, March 4

- Dual Credit Instructor and Adjunct, Tania Viveros Vargas, was selected as this year's Style Artist for the annual IMAS Guild Style Show which takes place on May 4th. Ms. Vargas will work with her PSJA North art students and her STC Design I students to take part in this amazing show.

Communications

- The Communication Department hosted an advising day on March 21st for Communication majors, however non-Communication Majors came in as well for the event; "A Slice of Advising".
- The Communication Department is hosting a video competition, open to all STC Communication students. It opened Friday March 22nd, 2024 and will close May 1st, 2024. Participants will have the opportunity to win 1st, 2nd, 3rd, as well as People's Choice.

Music

- STC Guitar Instructor, Jaime Garcia and music students performed for the high-end dinner for the inaugural STC Foundation gala auction winners on March 3 in the Student Union Ballroom.

- STC Cello Instructor, Dr. Patrick Hopkins completed a recording project with *Frisson* in Brooklyn, NY. *Frisson* is a highly prestigious performing group and Dr. Hopkins' invitation to record with them will spotlight the musical excellence of the STC music faculty for recruitment purposes. *Frisson* "features the best and brightest of classical music's stars and in just a few seasons they have emerged as one of the most popular chamber music groups in America. The group showcases emerging young artists as well as seasoned professionals. Many of the members have performed at the Marlboro, Verbier, Spoleto, and Mostly Mozart festivals as well as at Lincoln Center and Carnegie Hall." The classical album is forthcoming and was recorded March 23-25
- STC Cello Instructor, Dr. Patrick Hopkins also organized STC Music co-hosting Cello Fest 2024 in collaboration with UTRGV and area schools, which is happening now: April 1-6

Center for Mexican American Studies

- Ballet Folklórico South Texas College presented their annual concert series, Tradiciones 2024, to over 1,500 attendees at the McAllen Performing Arts Center on March 1
- Center for Mexican American Studies staff met with Educational Technologies Department and the McAllen Performing Arts Center staff to debrief logistics with audio and visual for their assistance at Tradiciones 2024, March 6
- Ballet Folklórico South Texas College participated and performed at the annual BorderFest 2024 hosted by the City of Hidalgo, TX on March 9
- Ballet Folklórico South Texas College travel to San Antonio, TX to participate and perform at the annual San Antonio Folklife and Dance Festival hosted by the Heritage Festivals of San Antonio, March 23
- Center for Mexican American Studies staff continued preparations for 9th annual South Texas College Folklórico and Contemporary State Dance Competition on April 6-7, 2024 at the McAllen Convention Center. Regional and out of state troupes were invited to compete for top honors and advancement to the national competition.

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

DIVISION DEAN'S REPORT:

- Attended the Innovation Exchange Workshop at STC Technology Campus, March 1
- Attended the 2024 Seal of Excelencia Certification Application Webinar, March 1

- Attended the League for Innovations Conference in Anaheim, CA, March 17-20
- Attended the CTN Spring Seminar, March 21
- Attended the Family Centered Innovations Kickoff at UTRGV, March 21
- Participated in Search Committee, March 22
- Attended the Academic Council Meeting via Teams, March 25
- Attended the STC Bachelor Programs and Assoc in Public Administration Presentations at Dustin Sekula Library, March 26
- Met with Pharr City Manager to discuss future initiatives, March 26
- Attended A Night with Legal Leaders in Building D Auditorium, Mach 26
- Attended leadership meeting with the PSJA Leadership Team, March 27
- Held CBE Faculty Evaluation Committee Meeting via Teams, March 27
- Attended the AI Education and Generative AI Roundup #8 Webinar, March 28

BACHELOR PROGRAMS:

Computer Information Technology Program (CITP) / Computer Science (COSC)

- Hosted Region One Coding Camp Workshop, March 1
- Attended Program Chair Meeting with MSITB Initiatives Manager, March 4
- Facilitated Staff Department Meeting via MS Teams, March 4
- Participated in Google Career Certificate Implementation Meeting with Faculty Instructor via MS Teams, March 5
- Participated in Google Certificate and Embedding Meeting with San Diego Mesa College Faculty via MS Teams, March 5
- Attended STC Online Workshop: Respondus 4.0 – Export/Import (Test Generator) via MS Teams, March 5
- Participated in Spring Division Curriculum Committee Meeting with Operations Management Instructor via MS Teams, March 7
- Participated in STC Bachelor Program Presentations at T-Mobile Call Center, March 19
- Participated in College-Wide Curriculum Committee Meeting with Director of Curriculum via MS Teams, March 19
- Participated in COSC1436 Meeting with Counselor via MS Teams, March 21
- Facilitated COSC & BAT in CITP Department Meeting via MS Teams, March 22
- Worked on New AI Courses for BAT-CIT with Faculty Instructors via MS Teams, March 25
- Participated in STC Bachelor Program Presentations at Dustin S. Library, March 26
- Worked on New AI Courses for BAT-CIT with Faculty Instructors via MS Teams, March 26
- Faculty Instructors Participated in STC Bachelor Program Presentations and Table Day at Spectrum Call Center, March 27
- Worked on New AI Course Syllabi with Faculty Instructors via MS Teams, March 27
- Worked on Workshop Application with Faculty Instructor via MS Teams, March 28
- Worked & Reviewed New AI CITP Course with Faculty Instructor via MS Teams, March 29

Medical and Health Services Management (MHSM)

- Presented to classrooms at the Hidalgo Early College High School Career Fair in Hidalgo, March 5
- Presented to employees at the Spectrum event in McAllen, March 27

Organizational Leadership (BASOL)

- Presented at the 2025 Juniors Starn College Fair at South Texas Health Professions in
- Mercedes, TX, March 1
- Attended the MSITB Program Chair Meeting, March 4
- Participated in the Texas Women in Higher Education Conference Planning Committee
- meeting, March 4
- Participated in the Leadership McAllen Executive Committee Meeting, March 5
- Participated in the AAWCC Planning Committee Session for “Building the Bridge Between Higher Education and International Trade”, March 6
- Attended the RGV Hispanic Chamber Hats Off to Women of Distinction, March 6
- Attended the McAllen Good Day Luncheon, March 7

- Attended the Spring MSITB Division Curriculum Committee meeting, March 7
- Attended the STC Annual Workforce Summit 2024, March 8
- Participated in the SpaceX Group 1 Lunch Meeting, March 8
- SpaceX Group 1 met with the President of UTRGV, March 8
- Attended the Texas Women in Higher Education Panelists Sub-Committee meeting, March 11
- Participated in the Hispanic Women Network of Texas 2024 Conference Fundraising Sub-Committee meeting via Zoom, March 14
- Participated in the RGV Leadership Class for March, March 15
- Participated in the Suitable Task Force Committee Meeting, March 19
- Participated in the College-Wide Curriculum Meeting, March 19
- Attended the Hispanic Women's Network of Texas 2024 Women Making History Award and had the privilege of being the Master of Ceremony, March 19
- Attended the Leadership McAllen Steering Board Meeting, March 20
- Participated in the Hispanic Women's Network of Texas 2024 March Conference Meeting via Zoom, March 20
- Participated in the Zera Coaching Leadership Day Guest Panelist Meeting via Zoom, March 20
- Attended the AAWCC Building the Bridge Between Higher Education and International Trade, March 21
- Facilitated an MS-Teams meeting with BASOL faculty and a Business faculty at Northland Pioneer College to discuss Asynchronous Substantive feedback, March 26
- Participated in the Texas Women in Higher Education Conference Planning Committee Meeting, March 26
- Participated in the CBE Faculty Evaluation Committee Meeting, March 27
- Participated in the C-BEN Board meeting via Zoom, March 29

Operations Management (OPMG) / Public Administration (PBAD)

- Traveled to the T-Mobile Call Center in Mission, TX. to set up tables with literature and promotional items to present for T-Mobile employees and inform them about STC Bachelor Programs, March 19, 27
- Attended Board Member Meeting at the McAllen Convention Center and Performing Arts Center, March 25
- The OPMG department led the STC Bachelor Programs presentation for employees at the City of Edinburg, March 26
- The OPMG Team and MSITB Division Dean met with the City of Pharr Manager to discuss a partnership with their administration and STC Bachelor Programs, March 26

DEPARTMENT/PROGRAM REPORTS:

Biology

- Attended the STC Microbiology + Top Hat Meeting, March 1
- Attended Program Chair Meeting, March 4
- Attended the Chair Evaluation Taskforce Committee, March 4, 20
- Attended TAMUK TEAM grant meeting, March 5
- Joined the OER Coordinating Group Update Teams Meeting, March 5
- Department Secretary attended an MSITB Secretary / AA Meeting, March 5
- Attended the Spring Division Curriculum Committee Meeting, March 7
- Attended STC Biology + Top Hat OER Delivery Meeting, March 8
- Attended Lab Specialist Informational Performance and Expectations Meeting, March 19
- Attended College-Wide Curriculum Committee Meeting, March 19
- Attended TAMUK TEAM Scholarship Teams Meeting, March 20
- Attended an STC Workshop: Come Fly With Me: Elevating Faculty & Student Workflows with AI Tool Bing CoPilot, March 20
- Attended NSF-S-STEM Meeting via Teams, March 20
- Led Biology Department Meeting via Teams, March 22
- Attended Biology OER Taskforce Meeting on Teams, March 25

Chemistry

- Attended the Regional Laboratory Safety Summit, March 1
- Attended the Program Chair Meeting, March 4
- Held CHEM1405 Microsoft Teams meeting, March 5
- Attended Online Workshop: Yuja features explained-quizzing and transferring of grades, March 6

- Attended the College-Wide Curriculum Committee Meeting, March 19
- Attended the American Chemical Society Councilor National meeting, March 2
- Held Intro to Chem Meeting, March 20, 26
- Attended the LEPC Meeting, March 21
- Attended Online Workshop: Poll everywhere features explained, March 21
- Participated in the USNCO-National Chemistry Olympiad-South Texas section test, March 24
- Participated in the ACS LSAC Review for Brewsuem, March 24
- Held the Hidalgo High School Evaluation, March 26
- Held a site visit to Memorial High School Chemistry Lab, on March 26
- Held a site visit to McAllen Memorial High School Chemistry Lab, March 26
- Attended the All-Hazards Conference LEPC, March 27, 28

Cybersecurity

- The Cybersecurity Department attended a meeting with uCertify to discuss certification opportunities, March 1
- Attended the Program Chair meeting, March 4
- Met with Region One GEAR UP personnel to discuss possible events for middle school students, March 7
- The Cybersecurity department met to discuss workshop sessions for the IT Expo event, March 7
- Cybersecurity department faculty attended the annual Workforce Summit, March 8
- Met with EC-Council to discuss new Cybersecurity competitions for students, March 8
- The Cybersecurity department met to discuss the details of the workshop sessions for the STEM Summit event, March 18
- Met with the Director of Curriculum to discuss program development details on the new AI program the cybersecurity department is creating, March 19
- Attended a meeting with TelePro to discuss the details of the new cybersecurity lab in PCN Campus Bldg-V, March 20
- Attended the monthly meeting with EI-SAC, March 26
- Met with a Computer Science instructor to discuss a new grant opportunity, March 28
- Met with the COSC/CITP Chair and a Computer Science instructor to finish the application for the NSF grant opportunity, March 30

Information Technology

- Attended TEAMS Meeting: Palmview HS & STC DCP (Computer Application Certificate), March 1
- Hosted the March IT Department Meeting, March 1
- Attended the Program Chair Meeting, March 4
- Participated in the IT Expo Planning meeting, March 4
- Attended STC Workshop: Ambassador Cross Training Academy (A.C.T.A) Spring 2024, March 7
- Attended the Spring Division Curriculum Committee Meeting, March 7
- IT Faculty attended Hidalgo Early College High School Career Day, March 8
- Attended the Workforce Summit, March 8
- Attended the College-Wide Curriculum Committee Meeting, March 19
- Attended Online Workshop: Ambassador Cross Training Academy (A.C.T.A) Spring 2024, March 21
- Attended the MDR Taskforce Meeting, March 21
- Participated in the IT EXPO Planning Meeting, March 22
- Participated in the IT Expo Communication/Planning with IT Industry partners, March 25 - 27

Mathematics

- Department Chair and faculty attended the TexMATYC/TCCTA Conference in Frisco, TX; Chair presented on Legislative Updates relating to Mathematics curriculum/instruction, February 29 - March 3
- Attended the MSITB Program Chair Meeting, March 4
- Department Chair and Faculty attended IPEC Teams Meeting, March 4
- Attended Chair Evaluation Committee meeting, March 4
- Faculty Senate President attended Board Committee meeting, March 5
- Joined a Teams Meeting with OER Coordinating Group Update, March 5
- Joined a Teams Meeting to discuss Family Innovation Grant, March 5
- Secretary attended the MSITB Secretary / AA Meeting, March 5
- Joined a Teams Meeting with the Generative AL Blackboard Usage Workshop, March 6
- Department Leadership met via Teams to discuss departmental concerns and action items, March 7

- Department Chair and Faculty joined the Spring MSITB Division Curriculum Committee, March 7
- Math Faculty attended Workforce Summit, March 15
- Secretary had a Training via Teams with the Developmental Math Coordinator regarding Microsoft Forms, March 18
- Department Chair and Faculty participated in the Family Centered Innovations Grant Kick-Off event at UTRGV/Rio Bank. UTRGV President welcomed the attendees and Co-PIs helped to facilitate the event's activities, March 19
- Math Faculty attended the Suitable Taskforce Committee meeting, March 19
- Department Chair and Faculty participated in the College-Wide Curriculum Committee meeting, March 19

- Math Faculty were visited in their classrooms as part of Catch the Next/Ascender annual evaluation protocol; Department Chair participated in site visit summary meeting with CTN team members, March 20
- Attended a meeting to review the draft and comments/recommendations for the new Chair Evaluation tool, March 20
- Math Faculty presented the student panel session and the incorporating CTN activities into the mathematics curriculum session at the Catch the Next/Ascender Spring Seminar, March 21-22
- Hosted the March Monthly Department Meeting, March 22
- Met with Lumen Learning marketing team regarding the recent pilot implementation of the Lumen One software in 2023, March 22
- Faculty Senate President attended Academic Council meeting, March 25
- Faculty Senate President attended STC Board Meeting, March 26
- Math Faculty helped to represent STC Department of Mathematics at the Roma High School College, Career & Military Fair, March 26
- Faculty Senate President, attended Degree Reclamation Committee meeting, March 27

Physical Sciences and Engineering

- Attended Laboratory Safety Committee Meeting, March 1
- Attended MSITB Division Program Chair meeting, March 4
- Attended Chair Evaluations – College-wide Committee meeting to review the first draft of the Chair Performance Appraisal Form, March 4
- Engineering faculty promoted departmental programs at the Career and Technical Education program fair, March 4
- Department Chair, Secretary, and Physics Laboratory Coordinator reviewed the budget balances and the purchase orders submitted and prioritized the pending purchases for the FY2024 and discussed the budget proposals for FY2025, March 6

- Promoted Physics and Geology programs at the College and Career Fair organized by the Beatriz G. Garza Middle School in Weslaco, March 7
- Attended MSITB Division Curriculum Committee meeting, March 7
- Physics faculty promoted Physics and Geology programs at the Annual Career Day event organized by the Hidalgo Early College High School, March 8
- Attended Teams meeting with grant collaborator from The University of Texas at Arlington, March 8
- Met with the American Physical Society (APS-Link) officer and discussed the faculty and student opportunities offered by their PhysTec Program, March 14
- Met with the Director of Learning Outcomes via Teams and reviewed and finalized the revised 2023-2026 Assessment Plans of Physics Engineering Programs, March 18
- Attended College-wide Curriculum Committee meeting, March 19
- Submitted Textbook Adoptions for Summer 2024 semester, March 19
- Attended Chair Evaluations – College-wide Committee meeting and reviewed the second draft of Chair Performance Appraisal form, March 20
- Submitted Budget Proposals for Physics and Engineering Programs for FY 2024-2025, March 20

- Email communication with the Department Chair and Undergraduate Student Advisor, Department of Physics, at UTRGV regarding a Visit to their Edinburg Campus, March 20
- Submitted faculty assignments for the Summer 2024 Physics and Geology sections to the Curriculum Office, March 21
- Department Chair and Secretary organized March 2024 monthly department meeting-Meeting Agenda: Link, March 22
- Prepared and submitted documentation for the renewal of Physics and Engineering dual credit programs for NACEP Accreditation, March 27

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH
DIVISION DEAN'S REPORT:

- Reviewed the Dual Credit Programs interlocal agreement for 2024 – 2025, March 1
- Reviewed N13, K2, M3, and M6 mini-mester course enrollment data and worked on approval memo for low enrollment sections.
- Attended meeting with ADN Program leadership team to discuss the Preliminary Team Findings and Recommendations from the onsite ACEN visitors, March 4
- Met with Radiologic Technology student to discuss their request for readmission, March 4
- Attended the OER Coordinating Group Update Meeting, March 5
- Attended the OADN Board of Directors Meeting, March 5
- Hosted the College Advising Training Program Spring 2024 Cohort – NAH Campus Tour, March 6
- Held meeting with VN Program leadership team to discuss the ACEN initial candidacy and required forms, March 6
- Interviewed candidate for instructor position with the MAT Program, March 6
- Interviewed candidate for instructor position with the VN Program, March 6
- Worked on completing the STC TIP Progress Report.
- Attended the South Texas College Regional Workforce Summit held at the Pecan Campus, March 8
- Worked on completing the Campus Security Authority Training Requirements.
- Attended the Learning to Use Engage Med-surg in Class, Clinical, and Simulation webinar, March 11
- Worked on collecting and submitting RDMC 007s and Proof of Effort reports for the NSRP 226131 Skills Course Stipends.
- Hosted the NAH Program Chairs Meeting, March 20
- Attended meeting with ACEN representatives to discuss the recent site visit, March 21
- Attended the Academic Council Meeting, March 25
- Participated in the TPLC Student Experience Prep Call, March 25
- Attended meeting at the Office of the President to discuss grant-funded faculty stipends, March 26
- Attended meeting with the president and VPAA to discuss disbursement of funds from the Hidalgo Faculty Retention Grant, March 27
- Attended the MEDC Health and Technology/Innovation Committee Meeting, March 27

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Level I RNSG 1262 students hosted an informational booth on colorectal cancer at the Pecan Campus. Students educated the audience on Colorectal cancer prevalence, using screening tools, signs and symptoms and diet and exercise, March 6

- Advisor attended a MCISD Health Fair hosted at Veterans Memorial High School in Mission, TX. MCISD students and their families were invited to attend mental health seminars and get informed of healthcare-related resources within the community. Health fairs provide an invaluable platform for us to engage with prospective students, their families, and the broader community. These events offer us the opportunity to showcase the unique aspects of our nursing program while fostering partnerships, collaboration and networking with the Mission high schools, March 23
- Level III RNSG 2361 students provided a presentation on osteoarthritis at Windsor Arbor View. Students educated the audience on Osteoarthritis prevention and management, using trifold, pamphlet, and a bingo game, March 29

Diagnostic Imaging Department

- Department Meeting with Doctors Hospital at Renaissance Cardiac Catheterization Department in the addition of RADT student placement during Practicum sessions, March 1
- Department Chair and DMS faculty attended SonoSim Ultrasound Training SPI Test Prep Demonstration, March 5
- DID students participated NAH-B Spring Break Blitz. All of the RADT student karaoke singers received STC Jaguar t-shirts, March 7
- Department Chair and DID Advisory Committee member attended the STC Workforce Summit, March 8
- DMS Program is in preparation of the Spring 2024 Pinning Ceremony to be held at NAH-B on May 10
- Department Chair contacted various medical facilities in Hidalgo County for additional student placement opportunities for DMS and RADT Programs.
- DID faculty, staff, and RADT Program students attend Doctors Hospital at Renaissance Recruitment Presentation, March 25

Emergency Medical Services

- Department EMS Program Leadership Team met with James Archer for ongoing planning on Active Shooter event, March 1
- EMS Program Chair conducted AEMT Pre-Accreditation Mid-Term Student Survey, February 4
- EMS Program Chair attended the NAEMSE EMS in the 20th Century Webinar, March 6
- EMS Program Leadership Team conducted a walk-through with the Public Safety Department Staff at Building P in connection with the Active Shooter event, March 7
- EMS Program Chair attended the Annual Workforce Summit at the Pecan Campus, March 8
- EMS Program Chair and Faculty attended a Point of Care Ultrasound Training Course, March 9
- Spring Break Holiday, March 11-17
- EMS Program Chair attended a CoAEMSP Town Hall meeting via Zoom in connection with fee structure increases for 2025, March 15
- EMS Program Chair submitted EMS Department Budget for AY 2024-2025, March 18
- EMS Department Faculty & Staff Meeting was held via Teams, March 19
- EMS Licensed Lab Specialist attended a meeting with Senior Administrative Assistant via Teams in connection with NOEs completion, March 19
- EMS Program Chair met with the Human Resources Executive Director to further discuss an employee non-renewal matter, March 19
- EMS Program Chair met with the Human Resources Executive Director and Legal Counsel to discuss a pre-hearing meeting, March 20
- NAH Program Chair Meeting – Meeting Canceled, March 20
- EMS Program Leadership Team met with the Public Safety Department Staff via Teams in connection with the Active Shooter event, March 21

- EMS Program Chair attended the Human Resources Performance Evaluations – Supervisors Seminar, March 22
- EMS Program Chair attended a non-renewal hearing with the Human Resources Executive Director and Legal Counsel, March 25
- EMS Program Chair, Faculty, and Staff prepared and participated in the 10th Annual South Texas All Hazards Conference event at McAllen Convention Center. Faculty promoted and recruited for the EMS Program, March 26-28

Medical Assistant Technology

- The Medical Assistant Technology (MAT) Department attended the Valley View High School College Day Fair on. In attendance were MAT Program Coordinator, Dr. Abigail Rodriguez and MAT Faculty, Melissa Mata and a student, Lorena Gonzalez., March 26

Occupational Therapy Assistant

- OTA Program second-year students participated in a face-to-face 8-hour certification exam preparation workshop sponsored by TherapyEd, March 2
- OTA Program first-year students and faculty met with the community partner agency CAMP University to conduct a needs analysis to develop life skills programs for the agency, March 4
- Program chair met with representatives for Caduceus International to develop an 8–9-week OTHA 1409 Human Structure and Function online preparation course. This course will be piloted in summer 2024 after students are selected for the OTA Program. The goal is to increase the passing rate for this course, thus increasing program retention, March 5
- Program Chair participated in the Workplace Summit, March 8

Vocational Nursing

- OTA Vocational Nursing students and faculty attended Weslaco's annual Onion Fest. While there, they assisted the public with free services like blood sugar screenings and checking vitals, March 23

DR. ERIC REITTINGER
DIVISION DEAN – SOCIAL AND BEHAVIORAL SCIENCES
DIVISION DEAN'S REPORT:

- Attended the Innovation Exchange Meeting at the Technology Campus E1.508, March 1
- Attended the Budget Development Training on MS Teams, March 4
- Conducted the Chair Evaluations Committee Meeting at Pecan Campus T1.102, March 4
- Attended the LLSS Advisory Group Meeting on MS Teams, March 7
- Attended the Annual Workforce Summit at the Pecan Campus Student Union 2nd Floor, March 8
- Conducted the SBS Division Meeting on MS Teams, March 13
- Conducted the Chair Evaluations Committee Meeting at Pecan Campus T1.102, March 20
- Attended the Academic Council Meeting on MS Teams, March 25
- Attended the CDC Oversight Committee Meeting on MS Teams, March 25
- Attended the NASW Event at MidValley Campus Building G, March 26
- Attend the Political Science-A Night with Legal Leaders Event at Pecan Campus, Building D Auditorium, March 26

DEPARTMENT/PROGRAM REPORTS:

Child Development and Early Childhood

- The Child Development & Early Childhood Student Club meeting lead by faculty Ana Y. Castillo was held Thursday, March 21st, at 6:00 pm. CDEC faculty attended along with club members and reviewed events for Spring 2024, March 21

Criminal Justice

- South Texas College's Criminal Justice Club toured the Pharr Police Department facilities. Students spent over 3 hours at the PD touring the Clerk of Court, Courtroom, Holding Cells, Shift Command Room, Motorcycle/Traffic

Division, and Evidence Lockers. The SRT (aka SWAT) did a demonstration for students. Students had the opportunity to ask questions, March 22

Political Science

- The Political Science Department Chair, Mark R. Murray attended the Edwards Abstract and Title Company's 20th Annual State of Real Estate Forum at the McAllen Convention Center, March 14
- The Political Science department chair, Mark R. Murray, attended the McAllen Citizens' League's "2024 Economic Update" at the Rio Bank Event Center, March 21
- The Political Science Department presented A Night with Legal Leaders Event to celebrate International Women's Month at Pecan Campus, Building D Auditorium. Speakers for this event were Judge JoAnne Garcia, Savannah Gonzalez, Cynthia Gutierrez and Lucia Thompson, March 26

Psychological Science

- The Psychological Science Department participated in the Mayor Joe V. Sanchez Memorial Book Festival, in Weslaco from 1:00 to 5:00 pm. The book festival was created to encourage the love of reading while bringing the community together in memory of Mayor Joe V. Sanchez, a longtime mayor of Weslaco, superintendent of schools, veteran, author, and champion of literacy. A panel of 26 authors presented at the event and invited South Texas College to participate in promoting the college and its various programs of study. The Psychological Science department distributed information on major/degree plans and STC swag throughout the afternoon. The event was free to the public, with complimentary books provided by the South Texas Literacy Coalition, March 2

- The Starr County Campus Psychology Club hosted a meeting / presentation where the speakers were Amberly Solis and Brenda Hernandez from Easter Seals RGV – Starr County. They presented on "First-Person Language" and emphasized the importance of addressing the person before the disability, whatever disability it is (e.g., ADHD, Autism, physical) and how to use appropriate language to not offend anyone and to have inclusion and acceptance, March 5
- Guided Pathway Specialists (GPS) Arnold Canales and San Juanita Ruiz conducted presentations on Degree Works and the Summer/Fall 2024 Registration process for all students enrolled in Psychology classes at the Mid-Valley Campus. David Alejandro, M-V Student Services Specialist, was available to address admissions, transfer, and financial aid questions. Mid-Valley Psychological Faculty were present to provide insights into the program and major questions. The team assisted approximately 90 students in the registration process, March 4
- Psychological Science faculty Alex Sarabia participated at the annual Rio Grande City Grulla ISD Early Childhood Academy Career Day, March 6

- The Mid-Valley Psychology Club sponsored the bi-annual "Great Condom Giveaway" on the Mid-Valley campus. This two-day event, held on March 5th and March 6th, was open to all students on campus. Collaborating with the Valley AIDS Council, the Mid-Valley Psychology Club aims to promote safe sex practices. The event featured informational flyers and provided male and female condoms, as well as lubricant, for students to pick up at their discretion, March 6
- The Starr County Campus Psychology Club hosted a presentation by Guided Pathways Specialist Daniel Perez where he elaborated about registration for summer and fall 2024 and provided an overview of Starfish, Degreeworks, and Metamajors, March 21

- Department of Psychological Science faculty Orlando Rodríguez and Francisco Ortiz, Jr., attended and participated in the Hidalgo Early College High School Annual Career Day on March 8, 2024. The event was held at Hidalgo High School with a focus on recruiting students to increase enrollment. Faculty were given the opportunity to engage with students in three sessions of approximately 30 minutes each. Information was relayed through an introduction by both Dr. Rodríguez and Mr. Ortiz regarding the importance of having a career plan along with the multitude of career options a degree in Psychology offers. Both faculty members spoke briefly about their own path to a career in Psychology. Information was also shared by answering questions about degree plans, admissions and registration, career goals, marketable skills, and college success, March 8

- The Mid-Valley Psychology Club collaborated with the American Red Cross and the Weslaco Fire Department to install fire alarms in local homes. This community event aims to save lives by providing free smoke alarms to households without them and educating residents about home fire safety. The Red Cross and its partners offer complimentary smoke alarm installations and conduct educational sessions on home fire safety for residents in the South Texas Region, March 9
- Psychological Science Faculty, Alex Sarabia participated at the Annual Roma ISD Roma High School's Career Day & College Fair. Mr. Sarabia inspired the students to attend college and elaborated on the fields of psychological science and counseling. Alex also provided the students Summer & Fall 2024 Starr County Campus psychological science courses handouts as recruitment efforts to increase enrollment for in-person courses on campus, March 26
- The Starr Campus hosts the 11th Edition of "Department of Psychological Science: Faculty Profile" organized by Eli Sarabia and Alex Sarabia hosted at STC Starr County Campus Auditorium with guest speaker Carlo Gonzalez, Psychological Science Faculty from Pecan Campus and former department chair, March 27
- Psychological Science Department Chair, Ms. Liza Véliz attended the Southwestern Psychological Association's (SWPA) Annual Convention in San Antonio, Texas on March 28th -30th at the Hyatt Regency Riverwalk. During the convention, Ms. Véliz attended a meeting with leaders from various organizations at the associate and baccalaureate level including the President of the Southwestern Psychological Association, the President-Elect of the Southwestern Psychological Association the President of the Society for the Teaching of Psychology (STP), and the Executive Director of the Psi Chi International Honor Society for Psychology. Several initiatives were discussed to help reduce the barriers of two-year students transferring to four-year universities, March 28

Social Sciences

- The Sociology Club and the Applied & Clinical Sociology Track participated in the Mayor Joe V. Sanchez Memorial Book Festival along with faculty Jenny Chamberlain and Holly Pottle. The event took place Saturday, March 2nd from 1pm-5pm in Weslaco, TX. Most club members attended at least one of the literacy events, all spoke with people at different tables, and all interacted with families or individuals who stopped by our table, March 2

DR. RACHEL SALE
DEAN – DIGITAL LEARNING
DEAN'S REPORT:

- Participated in the Tech Campus Innovation Tour, March 1
- Participated in the OER Coordinating Group Update Meeting, March 6
- LLSS Advisory Committee meeting, March 7
- Hosted Honorlock Proctoring Service Overviews for interested faculty and staff, March 1-8
- Attended the Workforce Summit, March 8
- Hosted H5P.com overviews for DL Creative Staff Team, March 2-8

- College Wide Curriculum meeting, March 19
- Pressbooks Planning Committee meetings, March 13, 20
- Attended/Presented the TXDLA Conference, March 25-28
- Attended the Academic Council Meeting, March 25
- Attended the CBE Faculty Evaluation Options meeting, March 27

ANA DAVILA
DIRECTOR - DIGITAL LEARNING TECHNOLOGIES:

- Interviewed candidates for Guided Pathways Specialist position in the Business, Public Safety, and Technology division, March 4
- Co-facilitated on Generative AI Blackboard Usage Workshop for the Medical & Health Services Management Department, March 6
- Attended the Annual Workforce Summit 2024, March 8
- Created and downloaded the Blackboard Archives for Fall 2021 with 6,207 courses, March 11-27
- In collaboration with IS&P, identify all the Microsoft PowerApps, Flows, Triggers, Tables, and Forms that needed to be transferred correctly to our department service account, March 11-27
- Participated in the Banner User Groups Committee, March 19
- Participated in the Academic Council Meeting, March 25
- Developed the first draft of the SACSCOC Fifth-Year Standards for Standard 10.6, March 26
- Met with Starfish Administrator to discuss Blackboard data in Starfish and Digital Learning Flags, March 26

Digital Learning Helpdesk

- **Numbers for support**

Blackboard Student/ Faculty Tickets:	256
Blackboard Helpdesk Phone Calls received by DL Staff	37
Social Intent – Digital Learning Chat	55
Crosslist Request for Spring 2024	15
Blackboard Support Chats/Calls:	108
Blackboard Level 2 – Tier II Support Requests:	80
Total	**551**

Student Success Activities

Type of Service	Number of Students Visit
General Advising	33
Telephone/ Text Contacts	15
Virtual Campus Advising Email	26
Radius Inquires	15
Register TxDOT Students	12
Academic Coach Sessions	6
Email Reminders Sent	14
Total	**121**

Trainings/Workshops/Professional Development/Events

Type of Training DL Offer	Number of Faculty Completed
Instructional Continuity Certification	2
Instructional Continuity Re-Certification	12
Online Teaching Certification	2
Blackboard AI Design Assistant Workshop for La Joya ISD	19

Blackboard AI Design Assistant Workshop	21
Exploring the Latest Gradebook Updates in Blackboard Ultra Online Course Workshop	11
Respondus 4.0 - Export/Import (Test Generator) Workshop	22
ACTA – Digital Learning Department Session	35
Total	**124**

Type of Session DL Offer	Number of Students Participated
DL Student Success Workshop	119
Facts Presentations regarding Academic Coaching	35
Digital Learning - College Advising Session	4
Dual Credit Pathways Blackboard Navigation Session	45
Total	**203**

OLIVIA DE LA ROSA
DEAN – CONTINUING EDUCATION, WORKFORCE TRAINING & ECONOMIC DEVELOPMENT

- Met with Mission CISD regarding truck driving for seniors and programs for 18+ population, March 1
- Attended quarterly Family Self-Sufficiency and Resident Services Program Coordinating Committee meeting at McAllen Housing Commission, March 5
- Met with HEB regarding summer training programs, March 6
- Met with architect and Facilities Planning and Construction regarding continuing education building, March 7
- Attended and participated on a panel at the Workforce Summit, March 8
- Attended and presented on non-credit to credit pathways at Innovations Conference in Anaheim, California, March 17-20
- Attended first meeting of the Business and Workforce Engagement Action Network at the McAllen Economic Development Corporation, March 22
- Evaluated RFP for non-credit registration system, March 22
- Met with Groom Curriculum and Well Groomed to discuss dog grooming program, March 25
- Attended meeting with PSJA ISD superintendent and administrators and STC President and Vice-Presidents, March 27

DANIELA MASTEN
DIRECTOR -

- Met with Business Office to review Governor's Summer Merit Program, March 5
- Met with HEB regarding summer training programs, March 6
- Met with Faculty regarding development of the Self Advocacy and Social Skills program, March 6
- Attended the Workforce Summit, March 8
- Met with Texas Mutual regarding additional grant funds, March 18
- Met with Program Coordinators to review expanding programs, March 18
- Met with Panasonic regarding Summer Camp donation, March 19
- Conducted monthly department meeting, March 20
- Met with Manager to review status of all projects, March 20
- Attended Academic Council Meeting, March 25

HOBY FOLLIS
PROGRAM DEVELOPER & MANAGER

- Contacted HEB about CDL Apprenticeship program, March 5
- Continued working with GEAR UP counselor regarding Real Estate training for Edinburg High School, March 8
- Met with Head Start regarding Bus Driving Course and office repair course, March 18
- Met with Pistolero Express about Hazmat endorsement training for employees, March 21
- Met with Fermer Trucking regarding CDL Apprenticeship Program, March 25
- Continue interviewing and contacting potential Real Estate instructors
- Worked with CDL Coordinator on bus repair issues, enhancing procedures for the CDL program, and recruitment for Self Sufficiency Fund and Apprenticeship grants.

ENROLLMENT AND RECRUITMENT:

- Unduplicated enrollment through the end of March was 4,604 students
- Classes started for the public included ESL, GED, Real Estate, Truck Driving, Substitute Teacher, BLS CPR, Medication Aide Update
- Continued Real Estate, EKG, and Dental Assistant programs at PSJA ISD
- Continued Community Health Worker courses at Weslaco ISD
- Continued courses for parents at McAllen ISD and Weslaco ISD
- Continued recruiting for High School Equivalency Program (HEP) grant for migrant and seasonal farmworkers; have already surpassed enrollment and GED attainment numbers from last grant year
- Conducted an orientation at UMOS in Weslaco for the HEP grant, March 1
- Participated in the Donna ISD Health Fair, March 5
- Coordinator did presentation on our programs at Easter Seals in Starr County, March 7
- Started 16 students in the GED/Educational Aide program under the Region One AEL grant, March 18
- Started training for 100 RGCGISD seniors for the VITA certification, March 19
- Started a phlebotomy program in Starr County through the Texas Mutual Insurance grant, March 19
- Participated in the Employee Resource Fair hosted by the Hidalgo County Community Action Agency for dislocated workers of the sugar mill, March 20
- Conducted an orientation at UMOS in Alto Bonito, March 22
- Participated in the Valley View High School College Day Fair, March 26

CARLOS MARGO
DIVISION DEAN – CENTER FOR ADVANCED TRAINING & APPRENTICESHIPS
DIVISION DEAN'S REPORT:

- Attended STC performance review meeting with Grants Accounting, March 4
- Attended meeting with La Joya ISD, March 5
- Attended Credentials Offerings meeting, March 6
- Attended SBDC Smart Start Webinar, March 6
- Attended Apprenticeship and Dual Credit Discussions Meeting, March 6
- Attended Teams meeting with Dr. Petrosian, March 7
- Hosted meeting with Workforce Solutions regarding RAPs, March 7
- Hosted McAllen EDC and prospective employer, March 7
- Hosted meeting at Technology Campus with Jeremiah Bentley and his team from Texas Mutual Grant, March 18
- Attended and presented at McAllen EDC monthly board meeting, March 21
- Attended Business Branding Seminar, March 21
- Attended CATA monthly projections meeting, March 21
- Participated in Dual Credit/Non-Credit meeting, March 22
- Attended CATA/CPWE Course Analysis meeting, March 26
- Attended Pharr EDC Beam signing ceremony, March 27
- Met with Dean Sara Lozano and her staff to discuss NCCER certification process, March 27
- Creation of Office for Apprenticeship procedures manual (on-going)

- Compliance review and updating of apprenticeship records (on-going)
- Development and promotion of courses for Mission CEED Building
- Revisions to apprenticeship programs under development (Scaffolding Technician) submitted to the USDOL for approval
- Updating of department procedures manual inclusive of proposed staffing and department changes
- Building of modular homes at STC Technology Campus for CATA construction programs—Phase II
- Expansion of high-demand RAPs such as Construction Superintendent and Construction Technician
- DOL RAP training for new CATA Apprenticeship Manager and Navigator positions (on-going)
- Preparation for RN apprenticeship implementation. Ongoing discussions with TWC and DHR Health
- Research and development of solar panel incubator project –Pending McAllen EDC follow up
- Electric/autonomous Vehicle manufacturing and maintenance program (Business incubator partnership. Waiting on MEDC)
- Presentation and tour for prospective McAllen employers
- Business Retention and Expansion cooperation with McAllen EDC
- EDC of Weslaco retail and industrial training initiatives—Initiated training for new funding cycle.
- Heavy machinery operator safety program—initiated program in Starr County, pending new cohort for Hidalgo County employees
- Planning for an STC Office of Industrial Safety
- Continued Preparation of work and office space for the approved STC Center for Apprenticeship Training
- Collaborating with STC Academic departments regarding outreach to employers and school districts to promote grant and contract training
- Work on CATA grant budget amendments—capacity building initiatives.
- Collaborated with Workforce Solutions regarding on going partnerships for training unemployed individuals and identifying potential apprentices
- Researched state and national workforce grant opportunities
- Review and oversee all grant revenue, expenses enrollment and strategies.
- Oversee and review monthly revenue projections from CATA staff
- Strategized new avenues to expand registered apprenticeship programs
- General customized training targeting unemployed individuals
- Summer Robotics Campus (Annual)
- Foster Youth to Registered Apprenticeship training program (Desi Holmes, TWC, ongoing)
- EV Technicians and AI apprenticeship program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs
- Updated STC CATA IE plan
- Planned International program/course and outreach initiatives

LEONEL O. GARCIA
DIRECTOR -THE INSTITUTE FOR ADVANCED MANUFACTURING

- Met with McAllen EDC and GE Aviation to discuss CNC Apprenticeship opportunities, March 6
- Met with Dual Credit to discuss Apprenticeship opportunities available to dual credit students, March 6
- Met with Region One to coordinate plans for various courses with credentials to be taken in April. March 7
- Attended the Annual Workforce Summit 2024, March 8
- Met with Jeremiah Bentley from Texas Mutual to discuss funding opportunity available for CATA and CEPW in the area of Workplace Safety, March 18
- Attended the Business & Workforce Engagement Action Network at MEDC, March 22
- Attended meeting to discuss non-credit and credit offerings to dual credit students, March 22
- Attended the Academic Council Meeting, March 25
- Met with Sara Lozano and her team to discuss NCCER Pipefitting program, March 27

Enrollment and Recruitment:

- Target unduplicated enrollment for FY24 is 3,700
- Unduplicated enrollment through the end of March: 1,660 students

- Coordinated sexual harassment and workplace ethics course for City of Weslaco Employees.
- Scheduled CPR course at Maelee's Learning Center in Weslaco
- Collaborated with Johnson Controls to organize a CPR course in Weslaco
- Confirmed courses needed for training at Colimex in Weslaco
- Visited CIL Fresh to discuss Forklift Courses. Scheduled for this month in Weslaco.
- Engaged with Montalvo Insurance for Excel course participants
- Made efforts to contact Sialarm for scheduling safety courses through Ernesto in Edinburg.
- Worked with Pet Wise for an ISO course and other business courses, scheduled for this month.
- Continuing efforts for pending IT training at DHR
- Coordinated various training sessions including Log Out/Tag Out, Basic/Advanced Pneumatics, Forklift Training, ESL training, HR Fundamentals, Operation of CNC, and recruit training for different companies through Region One
- Conducted SSF meetings with Brand SafeWay and Region One for recruitment
- Reviewing OSHA 10 GI schedules with Red Sun Farms, Region One College Bound & Beyond group, Technology Campus students, and MPI Mission
- Worked with Reynosa Maquiladora nVent to review automation training
- Attended meetings with Susana to present e-Learning platforms to various companies
- Preparing CTA Training for MPI Mission and TS Tech Hidalgo
- Met with Nancy from ALPS Alpine for Soft Skills training
- Discussed RCRA trainers with TCEQ Harlingen
- Presented CATA training opportunities to Rio Grande Pak Foods Complex Manager
- Held discussions with DENSO10 regarding future trainings
- Coordinated training with Ms. Sylvia Soria.
- Attended meetings with Lineage HR specialist, TI Fluid Systems HR specialist, and Rio Grande Pak Foods Complex Manager
- Presented e-Learning platforms to Denso Ten McAllen, Alpine McAllen, and Interlink McAllen.
- Coordinated meeting with Region One for recruitment for Construction Craft Laborer and Industrial Truck operator
- Reviewing OSHA 10 GI Schedule with Red Sun Farms – Pharr, Region One College Bound & Beyond group, Technology Campus, and MPI Mission
- Reviewed the OSHA 10 GI Course for Students from Technology Campus, tentative dates in April 2024
- Reviewed the OSHA 10 GI and PPE Schedule with MPI Mission for June and July 2024
- Working with Reynosa Maquiladora nVent to review the automation training.
- Preparing CTA Training for MPI Mission, ISO Internal Auditor, Mach 2024
- Preparing CTA Training for TS Tech Hidalgo, IATF Internal Auditor, April 2024
- Contacted TWS clients regarding information on Robotics and MRPAT related programs as requested.
- Followed-up with identified training program information with Lineage HR specialist and trainer, and TI Fluid Systems HR specialist
- Followed-up with CPR/First Aid information with Rio Grande Pak Foods Complex Manager

MARISOL CHAVEZ
MANAGER - APPRENTICESHIP

- Meeting with PSJA staff to Discuss Vet Tech current courses and update on procedures, March 4
- Meeting with McAllen EDC Director, Josh Vasquez, to discuss CNC Apprenticeship opportunities, March 6
- Meeting with Dual Credit to discuss Apprenticeship and Customized trainings options for local ISD, March 6
- Attended Manufacturing Career and Expo, March 7
- Completed CCTX Data Submission report for Educate Texas for Apprenticeship Data, March 7
- Meeting with Workforce Solutions to discuss details about Apprenticeship Summit set for April, March 8
- Attended Annual Workforce Summit, March 8

- Created CEED Building CATA offerings CRN for members of the community to register, March 18
- Meeting with DHR, Elizabeth Diaz Director of Employee Education, to discuss IT Apprenticeship opportunities, March 19
- Meeting with PSJA Vet Tech instructors to coordinate new course content, March 19
- Meeting with Campus Police department to coordinate Apprenticeship summit parking reservations, March 19
- Coordinated with Workforce Solutions Summit showcase line-up and schedule for presentations and panels, March 21
- Attended Business and Workforce Engagement Action Network Meeting at McAllen EDC, March 22
- Received 6 Certificates of Completion for Apprenticeship from Department of Labor, March 24
- Meeting with Executive Director for STMA, Mike Willis, to discuss Apprenticeship Grant opportunities and workforce demand, March 25
- Distributed flyers of South Texas College course offerings at CEED Building common areas, March 25
- Created report for promotion and marketing efforts for CEED Building activities, March 25

- Reviewed and submitted to the DOL 2 new completion of apprenticeship request, March 26
- Coordinated participation of IT Expo invite to promote IT Apprenticeship options, March 26
- Attended Restaurant Row Beam Signing Ceremony at Pharr Town Center for Pharr EDC, March 27
- Call to discuss Apprenticeship foster youth campus tour of Construction and CNC Apprenticeship options, March 27
- Coordinated company visit to NM Contracting LLC to present **1** apprentice with Construction Superintendent DOL Apprenticeship certificate, March 27
- Coordinated company visit to Noble Texas Builders to present **4** apprentices with Construction Superintendent DOL Apprenticeship certificate, March 27
- Coordinated follow up meeting with South Texas ISD for follow up meeting on Paralegal Apprenticeship, March 27
- Finalized details in preparation of new Computer User Support Specialist Apprenticeship with 10 students to begin in April, March 27

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR COUNTY CAMPUS
CAMPUS ENGAGEMENT:

- Attended monthly meeting with Starr County Community Coalition with the primary mission of keeping young adults off of drugs and alcohol.
- Continued monitoring progress on Palenque Grill to serve students on campus.
- Hosted Student Focus Group directed by Research Department to gather data on student responses regarding college strategic plan
- Hosted and attended Easter Seals Higher Education presentation at Family Resource Center on campus.
- Attended/Hosted Ascender site visit from state stakeholders for future grant growth and recognition.
- Discussion with Starr County PR Director about media exposure for Continuing Education programs in the county.
- Attended AWCC meeting at Pecan Campus.
- Attended career fair at Roma ISD where five STC representatives were set up for exhibits.
- Hosted Faculty Senate meeting face/face and transmitted via Teams.
- Set-up table representing Starr County Campus Continuing Education Department of classes and services offered at La Casita area of Rio Grande City.
- Attended Planning & Zoning Commission of Rio Grande City as member.

- Hosted UTRGV-Health mobile clinic for cancer screenings for community members.
- Continued promoting various stakeholders regarding Continuing Education courses for adult learners.
- Promoted Library art exhibit to community stakeholders to plan events for April

COMMUNITY ENGAGEMENT:

- Table Top Club, March 4
- Starr Co. Council Meeting, March 4
- Student Activities & Wellness "Dr. Seuss Day", March 5
- Student Activities & Wellness "Spring Break Blitz", March 6
- Music Club meeting & rehearsal, March 7
- Student Leadership Academy, March 7
- SGA Signature Event, March 19
- History Exam, March 19
- Starr County Industrial Foundation, March 20
- Student Activities & Wellness "Harry Potter Day", March 20
- Student Rights and Responsibilities, March 20
- F.J. Scott Woman's Club of RGC AIM Banquet, March 20
- Student Activates & Wellness "Happy Easter", March 26
- Gear Up All Access, March 27
- Dept. of Psych Science Faculty Profile 11th Edition, March 27
- Texas A&M Engineering Academy Information Session, March 27

DANIEL MONTEZ ADMINISTRATOR – MID-VALLEY CAMPUS MARCH

CAMPUS ENGAGEMENT:

- Attended STC meetings and training district-wide:
  - LLSS Advisory Group Meeting, March 7
  - Annual Workforce Summit 2024 Meeting, March 8
  - Academic Council Meeting via Teams, March 25
  - Crisis Management Team Full Scale Exercise Meeting, March 27
  - MVC Automotive Lab, HVAC-R Classroom & Outdoor Area and Welding Lab Expansion Construction Meeting, March 27
- The Office of Student Rights and Responsibilities hosted a Student Focus Group Workshop, March 5
- Office of Student Rights and Responsibilities hosted information and activity table for students, March 21
- Biology Department hosted department meeting, March 22
- The National Association of Social Workers celebrated National Social Work Month with a Panel Discussion on Human Trafficking. NASW – Texas LRGV Lifetime Achievement Award was presented to STC Instructor Noel Ysasi, March 26

COMMUNITY ENGAGEMENT:

- Attended various local community organizations and school district events in the Mid Valley.
- Volunteered at Annual Onion Fest hosted by Weslaco Chamber of Commerce, March 23
- Attended Ribbon Cutting: Benjamin Moore Sierra Pro Paint & Décor Center, March 28
- RGV Focus hosted their Action Network Meeting for local ISD counselors, March 1
- Texas A&M Kingsville Educator Prep Program offers transfer information assistance to prospective students, March 6 & 20
- Weslaco Chamber of Commerce hosted the viewing of 1015 Onion Documentary in Honor of Onion Fest Celebration, March 21
- Region One GEAR UP hosted rethINK Series for local ISD students including workshops, March 22

ENROLLMENT ACTIVITIES:

- Dual Credit Programs hosted DC Double UP for STISD Virtual Academy, March 1
- Priority Registration was held for Psychological Sciences Department, March 4 & 5

- Priority Registration was held for Business Administration Department, March 19 & 20
- College Connection Department hosted All Access Events/Freshman Orientation for IDEA Academy, March 25 & 26

MONICA PEREZ
ACADEMIC OPERATIONS OFFICER
ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Met with virtually with Dual Credit Programs and Anthology rep to discuss Radius application renewal, March 4
- Attended the Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Area Bi-Weekly Construction Meeting, March 6
- Attended the annual Workforce Summit 2024, March 8
- Attended the Spring 2024 Graduation meeting and walk through of the Bert Ogden Arena, March 20
- Attended the Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Area Bi-Weekly Construction Meeting, March 20
- Attended virtual meeting to discuss the evaluation-RFP 23-24-1038 Non-Credit Course Registration and Management Software
- Attended virtual Academic Council Meeting, March 25
- Attended the RCPSE Two-Story Residential Fire Training Structure Bi-weekly Construction Progress meeting, March 27
- Attended the Technology Campus Welding Lab Expansion Building F Bi-weekly Construction Progress Meeting, March 27
- Attended the MVC Automotive Lab, HVAC-R Classroom and Outdoor Area, and Welding Lab Expansions Bi-weekly Construction Progress Meeting, March 27

PROJECTS:

- Continued working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating internal procedures for Academic Affairs Division
    - Continue identifying dates for Summer 2024 FLAC Calendar
    - Continue the Summer 2024 Payroll Pay Dates & Fraction of Payment schedule with BO and HR
    - PEPFLAC for contract types: 90, OV, 45, NA, DC, and PS
    - PEPFLAC for part of terms: K2, M3, M4, M6, N9, N11, and N13
    - Total faculty records processed for electronic compensation: Pending
- Continued working with Facilities and Maintenance on office space, building renovations, and space modifications across all campuses
    - Pecan Campus: Cooper Center Expansion
    - Pecan Plaza: Continuing, Professional & Workforce Education; Kinesiology Building
    - Technology Campus: Master Plan for buildings A and B; Building B Automotive Lab Exhaust System
    - Worked with departments on processing and completing move/set up requests
    - Work with departments on Space Modifications
- Finalized faculty participants for processional for the Spring 2024 Commencement Ceremonies
- Finalized revisions and additions to the 2024-2025 Tuition and Fee Schedules
- Continue overseeing scheduling and maintenance of Active Learning Classrooms district-wide
- Continue working on revisions for the FY24-25 Pay Plan
- Finalized updates for the annual FY24-25 Staffing Plan
- Finalized revisions for the FY24-25 Budget Development

Finance & Administrative Services

SOUTH TEXAS COLLEGE

TO:	DR. RICARDO J. SOLIS, PRESIDENT
DATE:	APRIL 23, 2024
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2024, THROUGH MARCH 31, 2024

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

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

March 2024

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- Regular and Special meetings
- Budget Calendar review for FY 2024-2025
- Cabinet meeting updates
- Committee Packet review with the President
- Credit Card Expense reports review
- Director of Purchasing position evaluation meeting
- Director of Purchasing interviews
- Electricity Bill Management Report review
- Electricity and Broker Board agenda item review
- Enterprise Resource Planning (ERP) conversion project updates
- ERP – Brighter Workday project steering committee meeting
- ERP – FAS Session on Finance Projects
- ERP Weekly Status meeting updates
- Facilities & Finance Committee meeting
- FAS Facilities Planning updates
- FAS Operating Budget & Fund Balance review meeting
- FAS Project Manager updates FAS Safety meeting updates
- Finance and Board packet items review
- Finance Budget Weekly Meetings
- FY 2024 Budget, Staffing, and Pay Plans
- Human Resources (HR) bi-weekly updates
- Investment Advisor meeting to review Board items
- Master Unexpended Plan Fund Budget and R&R Report updates
- Performance Appraisals
- Popular Report, Investment, and Management Report updates
- Position Reclassification forms discussion/review
- Purchasing presentation and other items
- State Appropriation Funding and Budget
- TACCBO Conference planning meeting agenda review
- TASB and STC analysis review on Administrators positions
- Tax Abatement project review – Monte Cristo II
- Title IX Committee updates on Employee & Student Cases

CURRENT PROJECTS

- 2024 Jaguar Spot Check survey
- Activity Report for Board
- Auxiliary Fund Reserve and Reconciliations
- Board Budget Presentation
- Board packet review
- Budget Transfer approvals
- Capital Improvement Projects Master Budget review of presentation
- Creating Magic Student Scholarship program
- Crisis Management meeting agenda review
- Custodial Hiring updates
- Draft Board Evaluation of Architects for District Office
- Ellucian Banner Report review
- Employee Benefits and Associated Costs
- Enrollment and Performance Outcome Projections
- Enrollment Headcount and Credit Hour reports
- ERP (PDR) Stipend internal audit review
- ERP – Workday Project timeline and updates
- ERP – Workday implementation of semi-monthly payroll
- ERP Implementation "spotlight" newsletter update
- Excess Fund Allocation and Comparison reports
- Expenditure Budget analysis
- Facilities Operations and Maintenance Construction
- Projects & Space Modification Projects
- Facility use fees report and agreement
- Faculty Hires and Direct Wage Report review
- FAS Account Reconciliations
- FAS Budget review for FY 2024-2025
- FAS Division Risk Assessments
- FAS FY 25 Preliminary Budgets
- FAS Operating Budget & Fund Balance review
- FAST funds presentation review
- Future Bond project list
- FY 2024 & FY 2025 Budget report by Division
- FY 2025 Administrative Salary requests
- FY 2025 Budget Guidelines and Priorities
- FY 2025 Budget Planning Calendar
- FY 2025 Budget, Staffing, and Pay Plans
- FY 2025 Staffing Plan priorities
- FY 2025 Tuition & Fee Schedules – Proposed Changes
- Hiring Report review
- History trends on legal counsel payments
- Human Resources policies on promotion/compensation plans
- Human Resources building renovation review
- ITED Revenue and Expenditure reports
- NOE's review and approvals
- Notice of Establishment of Reinvestment Zones Starr County Courthouse Public Hearing
- Office of Continuous Improvement
- One-Time Vacation leave payout or Leads during ERP implementation
- Organizational charts requests college-wide
- Performance Appraisals
- Plan Funds Expenditure review and approvals
- Position Reclassification forms review and approval of requests
- Position Vacancy Reports for FAS Division & review of applications submitted for posted positions
- Proposed Facilities Use fees
- Public Information requests
- Purchasing Acquisitions, Contracts, and Solicitation projects
- Purchasing policies and procedure updates
- Review and Approval of documents
- Salary Savings Report for FAS Division
- Staffing Plan requests review
- STC Agreements review of expiring contracts
- STC Foundation Accounting/-Financial Reports
- Taco Palenque Starr County operations
- TACCBO Accounting Financial reports
- TACCBO Annual Conference Planning meeting agenda including review of topics and speakers
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- Timeclock Plus (TCP) approvals
- Title IX Policies and forms review
- Travel – Chrome River approvals
- Tuition and Fees Fall Revenue Report & Schedule for FY 24
- Unexpended Plant Fund for 5-year Budget and R&R budget presentation
- Use of State Appropriations for CATA
- Vacation Balances and Extensions
- Valley Metro Purple Line Transportation Route review

BUSINESS OFFICE
ACTIVITY REPORT
Myriam M. Lopez, Comptroller
March 2024

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
- Achieved 99% Payroll via Direct Deposits
- AA General Obligation Bond Rating issued by Standard & Poor's
- Aa2 General Obligation Bond Rating issued by Moody's
- Go Live happened with IPS

ON-GOING PROJECTS

- Workday ERP Conversion
- New Technology Account Codes Setup
- Continued progress with AP Automation Project

DIRECT DEPOSIT AND PAPER CHECKS MARCH 2024

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 MARCH 2024

MARCH 2024 AP TOTAL DISBURSEMENT TYPES

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 MARCH 2024

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.

General and 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.

BUSINESS OFFICE

SOUTH TEXAS COLLEGE

DEPARTMENT OF PUBLIC SAFETY ACTIVITY REPORT

Ruben Suarez, Chief of Police

March 2024

SOUTH TEXAS COLLEGE

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

STAFF

Department Staff: 73

- 23 Commissioned Peace Officers
- 6 Licensed Telecommunications Operators
- 44 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

212 Calls for service

2,419 Incoming Calls

POLICE SERVICES

- Attended various meeting for the full-scale Active Shooter exercise.
- Maintained daily Clery Crime Log for all STC campuses.
- Continued planning the Automated Records Management system upgrade.
- Police personnel attended multiple trainings throughout the month.
- Held crosswalk and traffic control training for new security guards.

PARKING AND SECURITY SERVICES

- Provided security services seven days a week district wide.
- Completed 27 parking event requests districts wide.
- Provided crosswalk and traffic control.
- Attended graduation walkthrough for Spring Commencement planning.

SAFETY AND EMERGENCY MANAGEMENT SERVICES

- Held Civilian Response to Active Shooter Phase 2 training at the Pecan campus.
- Provided surgical and KN95 masks district wide.
- Continued planning for full scale Active Shooter exercise.
- Held interviews for the Emergency Management and Preparedness Coordinator

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 planning projects for FY 24-25 fiscal year.

JAG EXPRESS SERVICES

- Yellow Line:
  Service between Pecan, Technology, and NAH campuses.
- Green Line and Route 60:
  Service between Starr and Pecan campuses.
- Attended the Regional Transportation Advisory Panel subcommittee 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

March 2024

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 nameplate ordering.

CURRENT & ON-GOING PROJECTS

PECAN CAMPUS

- Ann Richards Building A Office Renovations – Project Complete.
- Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations Phase I–Board Approved Additional Scope in Rehearsal Space/Construction Document Phase.
- Cooper Center for Performing Arts Building L Music and Dance Expansion & Renovations Phase II Percussion Space–Construction Document Phase.
- North Academic and Humanities Building P Renovations for the Accountability, Risk, & Compliance and Institutional Equity Departments – Construction Phase-Substantial Completion.
- Pecan West Continuing Education Building – Preliminary Layout and Planning with Architect in Progress; Civil Engineering Services for Subdivision Plat in progress; Contract Negotiations for Civil Engineering Services for Parking and Site Improvements in Progress.
- Ann Richards Administration Building A Additional Parking Lot – Substantial Completion.
- Kinesiology Building Phase I – Construction Document Phase.
- South Academic Building J Generator Replacement – Construction Phase.
- East Drive Resurfacing – Construction Complete.

MID VALLEY CAMPUS

- CLE Building A Renovation for Culinary Arts Program – Construction 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 – Construction Phase for Roof Replacement-Substantial Completion; Construction Document Phase for Repair of Interior Areas.
- Child Development Center Portable Building PB L-2 Renovation – Construction Phase.
- Student Union Building F Financial Aid Renovation – Project Development Phase – Space Modification Project.

NURSING & ALLIED HEALTH CAMPUS

- Campus East Building A Stair Repairs and Replacement - Construction Complete.
- East Building A Occupational Therapy Kitchen Lab Expansion Renovation – Construction Complete.
- District Systems Office – Solicitation of Architects in Progress.
- NAH East Building A Generator Replacement – Construction Phase.

TECHNOLOGY CAMPUS

- Welding Lab Expansion – Construction Phase.
- Exterior Solar Panel Structures – Construction Complete.
- Truck Driving Range Expansion – Construction Phase-Substantial Completion.
- Advanced Technical Careers Building B Atrium Repainting – Design Phase.
- Resurfacing of Parking Lot #2 & Regrading of Existing Swales – Contract Negotiations with Engineer in Progress.

STARR COUNTY CAMPUS

- Workforce Building D Welding Lab Expansion – Construction Phase: Final Completion.
- 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: Final Completion.
- Skills Pad & EVOC Lighting – Construction Phase – Substantial Completion.
- Two Story Residential Fire Training Structure – Construction Phase.
- Parking Lot #1 for Additional Parking Spaces – Solicitation of Engineers in Progress.

DISTRICT WIDE

- DW Flooring Replacement Phase II – Construction Complete.
- DW Flooring Replacement Phase III - Bidding Phase.
- DW Stucco Repainting Phase II – Design Phase.
- DW HVAC Replacements Phase I (Mid Valley Campus) – Contract Negotiations with Engineer in Progress.

OFFICE OF ACCOUNTABILITY AND RECORDS MANAGEMENT

ACTIVITY REPORT

Jason Gutierrez, Director

March 2024

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF	7

MISSION

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

KEY FACTS

- Established a college-wide process to review, amend, and adopt institutional policy.
- Reduced the number of convenience copies (non-records) processed and stored.
- Restructured the layout of all three record retention centers to maximize efficiency in processing and destroying records.
- Spearheading creating and deploying a college-wide and FAS division procedure directory.

CURRENT/ONGOING PROJECTS

Policy localization project and related assignments.
Multiple college-wide procedures
Enterprise Resource Planning Project

Out of 132 local policies slated for board adoption, **68** have been adopted as of **March 2024**.

PURCHASING AND DISTRIBUTION SERVICES
ACTIVITY REPORT
Deyadira A. Leal, Interim Director
March 2024

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF	36

MISSION

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	Technology Campus
• Purchasing • Contract Management • Mail Services • Copy Center	• Central Receiving • Fixed Assets

PURCHASING

- Prepared RFPs/RFQs: FY2024 – **46 RFP's/17 RFQ's**
- Completed **483** Purchase Orders
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **338** Airfare Purchases in FY2024
- **592** vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **22** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **191** contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **346** deliveries totaling **4,548**boxes/packages
- Completed **41** Faculty/Staff moves
- Prepares surplus property for auction or disposal
- **4,102** Items Transferred/ Relocated

FIXED ASSETS

- Approved **83** new assets
- Adjusted **59** existing assets
- Coordinates the Annual Physical Inventory

MAIL SERVICES

- Process **1,596** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **49,612** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY24 Purchase Orders	5,187	$63,436,574.83
2	College Assets	22,802	$424,075,016.41

OFFICE OF TITLE IX, 504, AND COMPLIANCE ACTIVITY REPORT

Todd C. Nelson, MBA, JD, Title IX and 504 Coordinator
Brenda Muñoz, Title IX and 504 Compliance Manager

March 2024

SOUTH TEXAS COLLEGE

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.

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

EMAIL: TitleIX@southtexascollege.edu

2024 CASES PER MONTH

TITLE IX
SOUTH TEXAS COLLEGE

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://pol.tasb.org/PolicyOnline/PolicyDetails?key=632&code=DAA#legalTabContent

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, Executive Director of HR and Talent Development
March 2024

SOUTH TEXAS COLLEGE

KEY FACTS

- Facilitated Adjunct Faculty Job Fair 2024
- Completed Retirement Benefits Allocations Report.
- Attended various Workday testing meetings.
- Reviewed the Employee Relations cases log for fiscal years 2020 through 2024 to check for spelling and uniform data entry of case information to ensure accurate data.
- Scanned & indexed the last quarter's NOEs (Notice of Employment), Direct Deposit Forms, and W-4s given by the Payroll Department.

TOTAL EMPLOYEE BY LOCATION - 03/31/2024

HEADCOUNT BY LOCATION

	PCN	NAHC	TECH	MIDVAL	STARR	RCPUBL	HS	TOTAL
ADMIN	66	1	4	1	1	1	1	75
FT-STAFF	747	58	84	91	60	6	3	1049
PT-STAFF	130	43	21	25	18	1	29	267
WS	61	3	6	17	21			108
FACULTY	311	105	91	63	29	10	7	616
DUAL	4		1		1	1	314	321
TOTAL	1319	210	207	197	130	19	354	2436

CURRENT/ON-GOING PROJECTS

BENEFITS | EMPLOYEE COUNT: 5

- Completed submission of 1095C forms to IRS portal.
- Attended Workday Benefits Weekly meetings.
- Attended Workday TRS Weekly meetings.
- Attended Workday HCM Core HCM, Compensation Weekly meetings.
- Attended Workday Absence and Time Tracking Weekly meetings.
- Attended Workday Payroll Unit Testing Weekly meetings.
- Worked on completion of Smartsheet tasks and test scenarios for Workday categories of Benefits and Absence.
- Attended Workday Daily Testing Review meetings.
- Attended Workday Integrations call with TSACG.
- Attended Educational Advisory Group Teacher Retirement System meeting.

HUMAN RESOURCES INFORMATION SYSTEM (HRIS) | EMPLOYEE COUNT: 5

- Attended Workday Integration Architecture Sessions.
- Attended Workday FAS (Finance & Administrative Services) session for HCM.
- Attended Workday FAS session for Talent.
- Attended Workday Compensation and Academics Weekly Meetings.
- Attended Workday Benefits Weekly Meetings.
- Attended Workday Payroll, Earnings, and Deductions Weekly Meetings.
- Attended Workday Recruiting Weekly Meetings.
- Attended Workday TSA integration Meetings.
- Attended Workday Period Activity Pay Setup and Integration Meetings.
- Attended Workday Absence and Time-Tracking Weekly Meetings.
- Attended Workday Talent Weekly Meetings.
- Attended Workday Reporting Weekly Meetings.
- Attended Work-Study meeting for Workday.
- Attended Unit Test Meetings
- Attended Workday Position Budget Discussion with Workday.
- Audited active and termed personnel files.
- Created several ad-hoc reports requested by internal and external functional areas.

EMPLOYEE RELATIONS (ER) | EMPLOYEE COUNT: 4

- Participated in the Society for Human Resource Management's (SHRM) Rio Grande Valley Monthly Meeting: Engagement Unleashed – The Gen Z + Opportunity.
- Met with the South Texas College Director of Human Resources – Benefits & Compensation on the discussion of benefits & employee relations matters (x2).
- Met with the South Texas College Executive Director of Human Resources & Talent Development on the discussion of administrator updates.

COMPENSATION/PAYROLL | EMPLOYEE COUNT: 6

- Data entry, review, verification and processing of over 900 items for MR 03 Payroll.
- Worked on the Texas Office of the Attorney General Reporting for New Hires.
- Record Retention on Verification of Employment and NOE's for January 2024.
- Worked on March 2024 Payroll Distribution Report.
- Reviewed PDR process for error of titles and resubmitted PDR report college-wide.
- Emailed Supervisors with pending Approval for March 2024 Payroll Distribution Report.
- Checked Argos daily for inactive Human Resources Home/Mailing address.'
- Checked Argos for Accuracy on NOE's keyed in for March 2024.
- Worked emails sent on HRIS Support Primary Assignment Report as they come in.
- Attended United Way Awards ceremony and received Top State Agency Award.
- Editing of new fiscal year Pay Plan.
- Attended various Workday testing meetings regarding Finance, Compensation, and Payroll.
- Validation of data from Workday tenant.
- Updated division organization charts with paygrades.
- Worked on salary reviews for staff.
- Worked on compensation reviews and placement for reclassifications.
- Validation of Banner data loaded into Workday tenant.

STAFFING | EMPLOYEE COUNT: 10

- Attended Workday meetings for Recruiting.
- Attended Workday meetings for HCM Core, Compensation, and Academics.
- Assisted with hiring staff, faculty, direct wage, work study, trainers and temporary agency employees.
- Conducted screening and clearing for full-time and part-time applications and new hires.
- Processed overloads, substitutions and adjunct Notice of Employment.
- Processed transcripts and Credential Database.
- Provided onboarding support during Staff New Hire Orientation on March 4, 2024.
- Provided onboarding support during March 1, 7, 8, 21, 22 Direct Wage and Work-study New Hire Orientation.
- Worked on FY 2024-2025 Faculty Renewal list and letter templates for April distribution.
- Presented at Prepare to Spring 2024: Become Dual Credit Faculty Workshop for Dual Credit Programs.

TALENT, LEARNING AND ONBOARDING | EMPLOYEE COUNT: 2

- Collaborated with various departments
  - Emerging Technologies Academy
  - Jaguar Academy
  - Ambassador Cross-Training Academy (ACTA)
- Attended retirement ceremony for retirement clock distribution
- Open Labs – Teresa Sanchez
- Prepared Campus Security Authority reports for the Department of Public Safety
- Mandatory Trainings (Vector Training)
  - Assign trainings to new hires
- Presented at New Hire Trainings
- Facilitated workshops (in collaborations with other teams) for supervisors and general staff
  - Benefits – HR Benefits Overview & Refresher
  - Employee Relations – Supervisors Seminar on Performance Evaluations
  - Planning Meetings for new initiatives
  - Employee Relations Training
  - Benefits Trainings
  - Guest Speaker Presentations review
  - Fall Convocation
  - South Texas Leadership Academy
- Attended South Texas + LinkedIn Learning Quarterly Review Strategy Meeting

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE

ACTIVITY REPORT

George McCaleb, Director

March 2024

SOUTH TEXAS COLLEGE

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.

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

CAMPUS	Pecan Campus	Mid Valley Campus	Starr County Campus	Regional Center for Public Safety Campus	Technology Campus	Dr. Ramiro Casso Nurse Allied Health Campus	Pecan Plaza	System Office
Buildings	17	10	13	1	4	3	3	1
Portable Buildings	27	7	3	5	5	3		
Square Feet	824,986	357,881	247,813	27,708	295,738	222,132	66,523	22,950
Acres	147.76	53.37	67.78	67.22	33.57	15.60	5.6	2.98

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. JESÚS CAMPOS, INTERIM VICE PRESIDENT FOR INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES (ISPP&SI)

DATE: APRIL 10, 2024

SUBJECT: ACTIVITY REPORT FOR MARCH 1, 2024 THROUGH MARCH 31, 2024

DR. JESÚS CAMPOS, INTERIM VICE PRESIDENT OFFICE OF ISPP&SI

ACTIVITIES

- Participated in Annual Workforce Summit 2024
- Participated in ERP Steering Committee Meeting
- Finalized previous year's performance appraisals with administrators and supporting staff.

MEETINGS

- Met with Strategic Initiatives staff to discuss status of projects.
- Met with IRESP Dean to discuss performance appraisal.
- Participated in Cabinet meeting.
- Participated in ERP Steering Committee Meeting
- Attended Facilities and Finance, Audit, & HR Committee meetings
- Met with Strategic Initiatives staff to discuss budget planning and expenses.
- Reviewed budget request with Executive Administrative Assistant prior to final submission.

TRAINING

- Participated in Society of College and University Planners (SCUP) Planning Institute – Sustain: Developing and Implementing a Strategic Plan
- Worked on Campus Security Authority and Title IX trainings

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

WORKDAY

Payroll, Finance, and HR continue to test the first tenant and provide daily updates to Workday. Workday continues to work on the approved 40 integrations. IT continues to troubleshoot with Workday to connect Workday Studio to the tenant. Workday Studio is an integrated editor that will be used for more complex integrations between third-party applications and Workday. Workday will provide training to IT on the 40 integrations that are being completed so IT can continue with the integrations once Workday goes live in 2025.

BANNER/SELF-SERVICE

The Applications Team placed the latest Banner patches in production on March 23. The Applications Team will continue to configure the Microsoft premium connectors that will allow Banner data to be pushed to the Office 365 environment, including Microsoft Power BI and Power Apps.

JAGNET

The Applications Team will reach out to PR to discuss the schedule for the Jagnet Content Committee for 2024. The first meeting will be scheduled in April once an inventory of all Workday integrations has been completed. This inventory will determine what pages and links will need to be removed from Jagnet with the Workday HCM Go-Live.

DEGREE WORKS

IT has created a project plan to upgrade the DegreeWorks environment in test. The IT Team will begin working on the test environment. The application is tentatively scheduled to be completed in test by Summer 2024. The production date has not been determined yet.

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 Starr County and Tyler Junior College (TJC) locations; no issues have been encountered. The VMware Site Recovery Manager (SRM) and vSphere Replication solutions are being evaluated to automate and streamline the Banner server replication to TJC and allow to swap traffic between sites to make TJC an active site for business continuity and disaster recovery.

The IT Team started the second phase of this project by putting together a plan to set up an external Internet Provider to access Banner at TJC via VPN. We have a direct network connection from STC to TJC.

The Board has approved the purchase of Spectrum manage services and internet at TJC. The IT Team will follow up with Spectrum to coordinate the next steps regarding the setup of the hardware management services and internet services at TJC.

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 received the new purchase order for more VDI licenses and equipment. The new additional VDI environment includes 6 new physical hosts with sufficient resources to support 700 concurrent users. The IT Team will engage with Dell support services for the deployment of the servers. A Project Manager has been assigned from Dell to work alongside the IT Team on this project.

The IT Team continues to work with Dell engineers on the setup of the new additional VDI servers. The servers have been rack-mounted and are pending electrical work. New cables have been ordered and should be arriving during the first week of April.

In addition, the IT Team worked on converting Pecan Lab T2.708 to Virtual Desktops.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Check for DUO renewal complete.
- MFA setup with Cloud ERP Workday.
- 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 continue to work with IT to automate this process. We have identified other application/services where risk can be reduced with multi-factor authentication.
- In progress DUO-2FA. Authentication proxies' migration, upgrade and high availability configuration.

GOVERNANCE

- Worked with CR and CS policies, going for legal for final review.
- Submitted assessment from MS-ISAC (Nationwide Cybersecurity Review NCSR).
- Developing Web Application Firewall Standards for Information Technology.
- Worked with Information Technology on a Web Application Firewall Health Assessment.
- Renewed our yearly license with Password Management Software (Secret Server) for FY 2023-2024.

RISK MANAGEMENT

- Developed action plan form FY annual Risk Assessments for both IT and InfoSec. 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 deployment of 9,000 licenses with SentinelOne Next Generation Anti-Virus (NGAV), ready to decommission McAfee/ Trellix End-Point Security and be only on SentinelOne End-Point Security.

COMPLIANCE

- Configuring our Department of Public Safety patrol unit laptops with a required encryption (FIPS 140-2 certified) to be CJIS (Criminal Justice Information Services) compliant.

- Selecting Table Top Exercises for Disaster Recovery Testing.
- New requirements on our PCI DSS Compliance questionnaire required by our banking services PNC. 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

- 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

- Configuration policies that will help us automate 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
- TX ISAO Meeting
- InfraGard Monthly Meeting
- RGVTA Meeting

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

SACSCOC

- New Program: Architecture
- 5th Year Interim

MEETING/TRAINING

- Institutional Leadership Council (ILC)
- IRE&SP Leadership Weekly Meeting
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- Data Management & Integrity Committee (DMI)
- SCUP Planning Institute: Sustain Workshop
- Lightcast Data

PROJECTS

- Strategic Planning – Held student focus groups college-wide
- Perkins Application
- Data Dashboards/KPIs

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- Research on Data Standards and Integrity – Working on the study of Peer colleges' Fact Book data availability for public access
- 2023-2025 IE Plans Auditing – Created format and reviewing suggestions
- Direct Support to Departments/Divisions for IE Plan Development (2023-2025)/Mid-Biennium and/or End-of-Biennium Reports (2021-2023) or 2019-2021 IE Plan Report Completion –Units to upload their information in Xitracs
- C.O.P. Status Report AY 2021-2022 – Reviewing for qualitive/thematic analysis
- C.O.P. Status Report AY 2022-2023 – Reviewed and achieved
- 2022-2023 through 2024-2025 Comprehensive Operational Plans
- 2023-2024 COP Status Report – Working on merged template proposal
- Indirect Support to Departments/Divisions for IE Plan Development, Implementation, or Reporting (2023-2025) or 2021-2023 IE Plan Final Report Completion – Reviewing report for RAS support services
- Reports/Plans Pending from all Departments: COP and IE Plans – IEA Team continues to provide consultations and support for the submission of pending items

FACTBOOK AND DATA PORTAL

- Data Portal Update – Continued working on new KPIs site page for Data Portal

DATA REQUESTS, SACSCOC, AND DATA SUMMIT

- Strategic Planning/KPI Data Support – Updating the Student Achievement Goals for STC Fact Book
- Ad Hoc Discussions with RAS and/or STC Constituent(s) – Met to discuss STC graduates' data tracking
- Data/Tech Support – Worked with IT support to rebuild the ODBC network connection

MEETINGS/TRAINING

- Data Management & Integrity (DMI) Committee – Discussed team members role on self-review of needs
- Division (IEA & RAS) Meeting w/ Dean on Updates & Planning
- IEA Staff Meeting – Focusing on evaluating projects needing to evolve and future process for the new strategic plan
- Institutional Planning and Effectiveness Committee (IPEC) – Discussed potential STC mission statements
- Academic Calendar Committee
- Substantive Change Support – Prepared the new instructional mode for programs notification letters
- Conference Activities – Attended the 2024 TAIR Annual Conference

PROJECTS

- Fifth Year Interim Report – Submitted standard facilitated of prior evidence
- Board Policy to TASB policy transition – Discussed TASB policies in the review and approval cycle
- Performance Funding Data and Support – Studied the THECB performance Funding model data requirements
- Dashboard Development – Worked on the data collecting and preparing for dashboard reports updating

SERKAN CELTEK, DIRECTOR RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPEDS Fall Enrollment Survey

SURVEYS

- Adult Learners 360 Survey
- CCSSE Survey
- Dual Credit Seniors Survey
- Dual Faculty Survey
- HEDS Alumni Survey
- Library Quality Survey
- PASS Program Survey
- Strategic Plan - Community Survey
- Workforce Summit Survey

QUALITATIVE STUDIES

- CDC Focus Group Fall 2023
- CDC Focus Group SP 2024
- Dual Credit Programs Focus Group
- Strategic Plan - Student Focus Groups

DATA REQUESTS

- Fall Enrollment and Dual Percentage
- Fall 2023 Dual Credit Research Taskforce Data
- Fall 2023 to Spring 2024 Re-Enrolled Data Measures
- Math 1414, 2412, 2413 OER courses enrollments and pass rates
- Power BI visualization for Enrollment by Gender
- 2022-2023 Psychology transfer to UTRGV data

MEETINGS

- Academic Council Meeting
- Ascender Program Report Meeting
- BUGs Committee Meeting
- Catch the Next and College Partners Data Collection Data Meeting

- CCSSE Survey Administration Planning Meeting
- Degree Reclamation Committee Meeting
- IPEC Meeting
- MDR Taskforce Meeting
- Quantitative Team Meeting
- RAS Weekly Team Meeting
- Spring 2024 Data Summit Wrap-Up Meeting
- Strategic Plan / Community Survey Meeting
- Survey Review Meeting
- TAIR Annual Conference
- Texas Pathways Institute Advance Work Meeting
- Workday - Reporting Weekly Meeting
- Workday Steering Committee Meeting
- Workforce Summit 2024 Meeting

OTHER RESEARCH/SUPPORT

- ACTA presentation
- FY25 Enrollment Projections
- Reviewed Financial Value Transparency/Gainful Employment 2024 reporting requirements
- Reviewed IPEDS Changes proposed for 2024-25 through 2026-27
- Texas Pathways Institute Advance Work

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Convened interviews, compiled, and submitted hiring packet for Educational Technologies position.
- Addressed Library Summit with partner school district librarians.
- Coordinated with staff preparation for Library Phase II space modification involving Pecan Campus Library electrical requirements for the Writing Center
- Reviewed and submitted comments on TASB local policies under review by the Institutional Leadership Council.
- Coordinated and submitted comments from the Library and CLE on the Dual Credit Program Interlocal Agreement.
- Coordinated scanning of STC 1996-1997 Catalog to complete college online public catalog collection in compliance with SACSCOC Standard 10.3 Archived Information.
- Travelled to the Mid-Valley Campus and to the Regional Center for Public Safety Excellence to meet with staff and discuss operations.

MEETING HIGHLIGHTS

- Participated in meetings on support services with the visiting ACEN accreditation team.
- Met with systems and applications librarian to discuss library systems projects and plans.
- Convened Library and Learning Support Services Advisory Group meeting
- Convened Library and Learning Support Services Student Worker Advisory Group meeting.
- Convened OER Coordination Group meeting
- Participated in NTIA-CMC Grant Quarterly Meeting
- Convened meeting with library administrative staff members to review the onboarding of a new team member.
- Convened meetings with the library administrative support team to resolve final details of budget submission.
- Participated in NTIA-CMC Grant Student Interview Preparation Meeting.
- Participated in SACSCOC Standard 10.3 Archived Information meeting with representatives of Curriculum, Registrar, and PR & Marketing units.
- Convened Library & Learning Support Services Administrator Meeting.
- Convened meeting with the Librarian II team to discuss ongoing and upcoming projects.
- Participated in Educational Technologies Leadership meeting.

TRAINING HIGHLIGHTS

- Participated in Library and Learning Support Services supervisor training on best practices in the staff hiring process.

ELIZABETH HOLLENBECK, ASSOCIATE DEAN
LIBRARY SERVICES

LIBRARY DATA

Monthly Statistics **March 2024**

- **Library Website Visits: 7,605**
- **Discovery Search Visits: 3,896**
- **Community Users: 120**
- Visitors: 24,140
- Reference/Research: 47
- Non-Reference/Research: **85**

EVENTS AND LIBRARY ART GALLERY HIGHLIGHTS

Cultivando Nuestras Semillas |Cultivating Our Seeds

Alan Pogue &	**Pecan Library, 2nd Floor**	**January 16 – February 28, 2024**
La Unión del Pueblo Entero	**Workshop & Reception:**	**February 28, 3:00 PM - 6:00 PM**

The "Cultivando Nuestras Semillas" (Cultivating Our Seeds) exhibition explores key themes that illuminate the under-told stories of the farm worker movement in South Texas and participate in a broader conversation about the lasting impact of these stories on our understanding of social justice, history, and the rich cultural tapestry of South Texas.
https://library.southtexascollege.edu/lupe/

Summer of Soul screening (Pecan)

Speaker: Dr. Christopher Davis	**In-Person**	**February 21, 2024, at 6:00 PM**
Source: Faculty Request	**History Dept.**	**Attendance: TBA**

Join us for a screening of Ahmir "Questlove" Thompson's debut film. A powerful and transporting documentary - part music film, part historical record created around an epic event that celebrated Black history, culture, and fashion. Dr. Christopher Davis will provide an introduction and follow the showing with a Q&A session.

The Cold War Retrospective Film Series: The Ten Commandments

Speaker: Dr. Kevin Holton	**Film Screening: Pecan Campus Auditorium D**	**March 5th, 2024 @ 2:30PM**
Source: Faculty Request	**History Department**	**Attendance:** 56

STC Library is thrilled to work with the STC History Department and the Liberal Arts Division to present a film series focused on The Cold War and sentiments at that time. All screenings listed below will take place in the Building D Auditorium on the Pecan Campus. Dr. Kevin Holton – "Set My People Free! Religion and Politics in Cold War America"

"Visions of the Heart"

Visionaries: The Blind in Action **Macarena Pena**	**Mid-Valley Campus Library, 1.210**	**March 1, 2024 – May 1, 2024** **Reception: April 9, 2024** **3:30 P.M.**

Macarena Pena started painting in 1997 and two years later became blind. In 2015, she became the co-founder of the Visual Challenges Art Project in conjunction with the National Federation of the Blind. This project helped her rekindle her passion for art and rediscover her artistic talents. *Visionaries: The Blind in Action* is a nonprofit organization dedicated to connecting the community with the blind and vice versa.
https://library.southtexascollege.edu/visions-of-the-heart-by-macarena-pena/

"Life & Death on the Border, 1910-20"

Dr. Trini Gonzales, STC History Instructor	**Starr Co. Campus Academic Bldg.**	**February 7, 2024 – April 30, 2024** **Talk: April 17, 2024 1:00 P.M.**

A 42-panel traveling Texas history exhibit that features postcards, court documents, photographs, and artifacts from the early 1900s in the Rio Grande Valley. These histories inspired Tejano literature, art, and music and influenced the creation of the Mexican American civil rights movement.

To view the original exhibition, visit the Bullock Texas State History Museum link. Exhibit playlist: Música Tejana | https://library.southtexascollege.edu/1910-1920-life-death-on-the-border/

I"Arch thru Art"

STC Architecture Students	**Technology Library, 2nd Floor**	**January 8, 2024 – May 1, 2024** **Reception: April 10, 2024** **12:00- 1:00 P.M.**

In this showcase, STC Architecture students visually reflect on structures from ancient civilizations through the evolution of architecture over time using contemporary designs. Their artwork shows how buildings have changed, revealing the creative ways architects adapt to different times.
https://library.southtexascollege.edu/archthruart/

STC Permanent Art Collection – Rio Grande Visions

Various Artists	**Starr Co. Campus & Pecan Library**	**February 26, 2024 – July 5, 2024**

The STC Library's Permanent Art Collection is on view at the Starr and Pecan Campus Libraries. They feature regional and national artists and explore various techniques from ceramics to paintings and drawings.

"The 'T' is Silent"

Japheth Asiedu-Kwarteng	**Mid-Valley Campus Library** **Artist Talk: March 6, 2024 at 10:30 A.M. – 11:30 A.M.**	**February 7, 2024– April 30, 2024**

Contemporary Ghanaian artist explores themes from traditional ceramic and mixed-media art at STC's Mid-Valley Library Art Gallery. Japheth Asiedu-Kwarteng was born in Ghana and earned a Master of Fine Arts in Ceramics from Illinois State University. He was awarded a fellowship through the National Council on Education for the Ceramic Arts (NCECA) and has exhibited on the U.S.'s east and west coast. He currently resides in Edinburg, TX.
https://library.southtexascollege.edu/the-t-is-silent-by-japheth-asiedu-kwarteng/

PROJECT HIGHLIGHTS

WEBCHECKOUT

Projected End Date: July 2024
Progress:
Phase 1 – Open Labs Inventory – 100%
Phase 2 – Library Inventory – 99%
Phase 3 – CLE Inventory – 5%
Summary: Configure and implement a cloud-based inventory management system. Open Labs is now using WebCheckout for all inventory items. Library items have been imported into the system and inventory management staff are pending training on the Inventory Module.

MICROSOFT 365 CONSULTANT PROJECTS

Projected End Date: May 2024
Progress: 17%

Summary: Outside consultants will develop custom Power App and Power BI solutions to support library operations and services. Library technical staff will identify client needs, develop project proposals, monitor development, oversee testing, and train end users. Each project will result in a delivered product that is fully owned by the library and technical staff will be trained to maintain the product and build similar products. Consultants have assisted with several technical support requests and begun building the first Power App, which uses a Custom Connector to Banner enrollment data.

FOLIO LIBRARY SERVICES PLATFORM

Projected End Date: May 2025
Progress: 6%
Summary: Configure and implement a full FOLIO Library Services Platform (LSP) to replace the current traditional integrated library system. All FOLIO modules have been turned on in the test environment and the team has begun developing a project plan, exploring the system, and configuring core settings.

ACTIVITY HIGHLIGHTS

- Summer of Soul Documentary
- Library Instruction Sessions & Tour
- Student Success Virtual Workshop – Attendees: 115
- Library Art Gallery – Reception & Art Workshop - Cultivando Nuestras Semillas with LUPE
- Associate Degree Nursing (AND) Accreditation Commission for Education in Nursing (ACEN) Onsite Visit
- Library Annual Report
- Library Instruction Sessions & Tours
- Artist Talk: Japheth A Kwarteng "The 'T' is Silent" - Attendance: 43
- Library Programs and Events hosted The Cold War Retrospective Film Series: The Ten Commandments. Attendance: 56
- Library Art Gallery assisted with the Public Humanities & Art series at UTRGV: Healthy Humanities. Attendance: 27
- Artist Talk: Cultivando Nuestras Semillas / Cultivating Our Seeds. Workshop attendance: 27. Reception attendance: 15.
- 2-Gear Up to meet the Jaguar's Event
- Easter Egg Bash & Hunt Event

MEETING HIGHLIGHTS

- Staff member attended the LLSS Advisory Group meeting
- Staff member attended Library and DELTA Collaboration meeting
- Staff members attended the Texas Library Association Presentation meeting
- Library Open House Planning Meeting

TRAINING HIGHLIGHTS

- Staff member attended webinar: Preserving and Protecting Research Integrity and Trust
- Staff members participated in the Ambassadors Cross Training Academy
- Staff members attended the STC Library Summit for Dual Credit
- Staff member attended the workshop: Innovation Exchange
- Staff members attended the OpenStax (ONE) Summit
- Staff member attended the workshop: How to Find and Remix Great OER with Pressbooks Directory
- Staff member attended workshop: #312369: Staff Hiring Process & Best Practices
- Staff member attended webinar: Building Critical Thinking Across Disciplines
- Staff members attended training WordPress – Annual Report
- Staff member attended Distinguished Leadership Academy
- Staff attended Adult Mental Health Aid Training
- Staff member attended the training: Come Fly with Me: Elevating Faculty and Student Workflows with AI Tool Bing CoPilot
- Staff attended Workshop #306781: Performance Evaluations – Supervisors' Seminar
- Staff members attended TCP 15-minute Roundup Training
- Staff member attended Harnessing the power of primary sources.
- Staff member attended Misinformation in the College Classroom

YOLANDA MARTINEZ, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 03/01/2024: Tradiciones 2024 Event Performance Support
- 03/04/2024: ET Project Update/Leadership Meeting, ET Project System Progress Meeting, Open IT Request Report Review Meeting, South Texas College CMC Quarterly Meeting

- 03/05/2024: Core Session #3 Presentation Deadline Meeting, Travel Meeting, Goal Setting Meeting w/ Eddie, Tradiciones 2024 Debrief, Board Committee Meetings
- 03/06/2024: Workshop: Staff Hiring Process and Best Practices
- 03/07/2024: College & Career Fair Day, LLSS Advisory Group Meeting
- 03/08/2024: Workforce Summit
- 03/18/2024: ET Project System Progress Meeting, Open IT Request Report Review
- 03/19/2024: ET Academy Core Session 3
- 03/20/2024: Graduation Meeting at Bert Ogden Arena
- 03/21/2024: ET Director One-on-One, ACTA Presentation, LLSS Administrator Meeting
- 03/25/2024: ET Leadership/Project Update Meeting, ET Project System Progress Meeting, Open IT Request Report Review
- 03/26/2024: Monthly Luncheon Department Meeting, Board Meeting

MONTHLY SPECIAL EVENTS COMPARISON

2023	
Jan	98
Feb	99
Mar	117
Apr	165
May	128
Jun	117
Jul	75
Aug	113
Sept	119
Oct	165
Nov	140
Dec.	93
Total:	**1429**

2024	
Jan	68
Feb	158
Mar	119
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**345**

Total Man Hours

2023	
Jan	227.25
Feb	504.5
Mar	238
Apr	527.5
May	703.75
Jun	211
Jul	183
Aug	373.5
Sept	503.75
Oct	417.5
Nov	400
Dec	626
Total:	**4915.75**

2024	
Jan	148.5
Feb	626
Mar	431
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**1205.5**

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held a meeting with the Open Labs Supervisor to discuss staff hours.
- The Director met with the Librarian III-Systems & Apps to discuss the Makerspace platform.
- The Director met with the HR Hiring Management to discuss the Supervisor training.
- The Director met with the Dean Library & Learning Support Services to discuss department operations such as the Makerspace, Shah Center, Supervisor training, and the Council of Chairs.
- The Director met with the Facility Planning & Construction Project Tech and CLE Director to discuss the Library Phase II Space Modification Review.
- The Director held a meeting with the Makerspace team to discuss makerspace technologies and operations.
- The Director presented for the Staff Hiring Process and Best Practices Workshop.
- The Director attended the LLSS Advisory Group Meeting held by the Dean Library & Learning Support Services.
- The Director attended the LLSS Student Worker Advisory Group Luncheon Meeting.
- The Director held a meeting with the Pecan Campus Open Labs Supervisors to discuss employee performance matters.

- The Director held a meeting with the Administrative Assistant to discuss the New Budget Development.
- The Director held a Farewell celebration for the Pecan Campus Open Labs Logistics Manager's retirement.
- The Director met with the Pecan Campus Open Labs Supervisors to review the disciplinary action process.
- The Director held a meeting with the Pecan Campus Open Labs Supervisor to discuss MS Forms.
- The Director held a meeting with the Arts Departments to discuss the color printing project.
- The Director met with the Open Labs Analyst to discuss security measures for Open Lab F-130. "Chimes and cameras"
- The Director met with the Open Labs Analyst and Open Labs Logistics Manager to discuss the printer replacement plan.
- The Director held a Direct Reports meeting to discuss operations with the Pecan Campus Open Labs Supervisors, Open Labs Logistics Managers, Open Labs Analyst, and the Administrative Assistant.
- The Director met with the Open Labs Logistics Manager and Open Labs Supervisor to discuss flagged student procedures.
- The Director attended a one-on-one Bi-Weekly Meeting with the Dean of Library & Learning Support Services.
- The Director held a VR Scenario Development and Setup meeting with an Open Labs Supervisor to discuss the VR Daycare Facility Layout and how the Learning Commons & Open Labs Makerspace Team may be able to assist.
- The Director met with the Open Labs Logistics Managers to finalize the exit process.

ACTIVITY HIGHLIGHTS

- Papercut Servers for Pecan and NAH upgrades were deployed on Thursday, February 29, 2024.
- Papercut Release stations were tested on Friday, March 11, 2024.
- Eleven scanners were received for the Scanner Replacement Project.
- The four-Year Comparison Report was updated.
- All new iMacs now operating with complementary items.
- The Pecan Campus Logistics Manager contacted the Open Lab Supervisors to request confirmation that they had completed the Campus Security Authority Yearly Training before April 30, 2024.
- The Pecan Campus Logistics Manager updated WebCheckout with two additional computers 611DN.
- Five new scanners were sent to Starr and one to Mid-Valley.
- The F-134 Equipment was taken down due to remodeling.
- The final PaperCut Server Upgrade Campus Wide was deployed successfully.
- The computer and Printer setup was completed at the Shah Center.
- The Pecan Open Labs Logistics Manager attended the Staff Hiring Process and Best Practices Workshop.
- The Pecan Open Labs Logistics Manager presented at the LLSS Advisory Group Meeting.
- The Pecan Open Labs Logistics Manager presented at the LLSS Student Worker Advisory Group Luncheon.
- The Pecan Open Labs Logistics Manager ensured all furniture and computing equipment was relocated to other locations or sent to Auction.
- The Pecan Open Labs Logistics Manager made arrangements to send computing equipment from the Pecan Campus to the Beauty Academy (Shah Center).
- The new printer was configured and set up in room 125 at the Shah Cosmetology Center.
- The door chimes were installed and configured at the F-130 Makerspace Lab.
- The Open Labs Analyst shared the first Recording Studio Workshop in F-130 Lab.
- The maintenance kits for the EPSON DS-6500 scanners were sent to MV and NAH.
- Lockdown Browser upgrade phase 1 was tested on some computers in buildings F and C.
- The Open Lab Technician and Technology Specialist hosted the ET Academy core session #3.
- The Open Lab Technician presented at the College Advising Training Program Spring 2024.
- The Pecan Campus Logistics Manager submitted the reference checks to HR for the Technology Campus Part-Time employee to be hired.
- The Pecan Campus Logistics Manager trained The Open Labs Analyst on the Software and Hardware renewal process.
- The Pecan Campus Logistics Manager completed Hiring Proposals on People Admin for the Open Lab Technician positions.
- The Open Labs Logistics Manager made a trip to RCPSE to check on things.
- The Open Labs Logistics Manager followed up with campuses on projects.
- The Open Labs Logistics Manager worked on the Printer Historical assessment.
- The Open Labs Analyst met with Becky Owens over Sirsi Workflow guidelines: holds, flags, banned users, etc.
- The Open Labs Analyst turned in the Computer Purchase Request Form to the Computer Services Analyst II for 5 staff computers.
- The Open Labs Analyst went to the Shah Center Open Lab and trained the STC beauty academy staff.
- The Open Labs Analyst met with the Director to review the Printer's Assessment.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED – MARCH 2024 ATTENDANCE STATISTICS: 3,797

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
Mid-Valley Campus	2,476	929	1
Nursing and Allied Health Campus	2,325	696	11
Pecan Campus	4,755	1,473	1
Pharr Regional Center for Public Safety Excellence	269	46	
Starr County Campus	902	265	
Technology Campus	1,524	559	
Campus Totals:	12,251	3,968	**13**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations
Mid-Valley Campus	5
Nursing and Allied Health Campus	6
Pecan Campus	4
Pharr Regional Center for Public Safety Excellence	
Starr County Campus	4
Technology Campus	
Total:	**19**

JagPrint - Printing Report

Mar 1, 2024 to Mar 31, 2024

Totals			
Type	**Users**	**Jobs**	**Pages**
Printing	3277	14179	98006
Web Printing	1618	10394	33207
Total	4895	24573	131213

	Prints by Campus			Mobile Prints by Campus			Print Totals		
Campus	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**
Mid - Valley	784	2664	19058	192	1313	4366	976	3977	23424
NAH	642	4420	32041	896	6513	18844	1538	10933	50885
Pecan	1194	4178	30627	439	2304	8904	1633	6482	39531
RCPSE	43	155	1619	9	19	142	52	174	1761
Starr	250	1102	8527	49	173	733	299	1275	9260
Tech	361	1642	5908	34	73	218	395	1715	6126

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **March 2024**

- Tutoring Sessions:
  - In-Person: 871
  - Online: 331
  - In-Class 378:
- Assignment Review: 1,112
- Supplemental Instruction: 307
- Visitors: 6,885
- Workshops: 374
- Workshop Attendance: 16
- Independent Study: 635
- Starfish Flags addressed: 3,270
- CLE Information Requests: 12

PROJECT HIGHLIGHTS

Institutional Effectiveness & Comprehensive Operational Plan Related Projects

2023-2025 IE Plan Objective 1: Tutor Development Program

Develop Synchronous Trainings in Specific Competency Areas			**Progress: 52%**
IE Plan Objectives: 1	**Action Plan 1 & 2**	**COP:**	**End Date: July 31, 2024**
Continuing content creation meetings for the Statistics and Calculus trainings.			
Static Content Training for Students and Staff in CLE Resource Library			**Progress: 21%**
IE Plan Objectives: 1	**Action Plan 3**	**COP2022-23:1**	**End Date: August 31, 2024**
RCSPE tutors requesting access to textbooks for Fire Academy and Cybersecurity. RCPSE tutors created flashcards and Kahoot quizzes for students. Posted College Algebra content videos on social media platforms. Biology content video pending upload.			

2023-2025 IE Plan Objective 2: Innovate Methods to Expand Learning Support Services

Integrated Tutoring Pilot			**Progress: 28%**
IE Plan Objectives: 2	**Action Plan: 1,2,5 & 7**	**COP (2022-25) :3**	**End Date: September 30, 2024**
The math Chair presented the plan to the faculty in a department meeting. One faculty member is interested in partnering with the CLE. Scheduled to present at next Math department meeting to identify additional partners and class pairings.			
Details for Cost Sharing Model for Tutoring Staff			**Progress: 18%**
IE Plan Objectives: 2	**Action Plan: 3,4, & 6**	**COP: N/A**	**End Date: December 2023**
Discussion about cost-sharing options with MSITB is ongoing.			

2021-2023 Plan Objective 2: Expand Online Learning Support Services

Year 4 DHSI Grant Participation			**Progress: 61%**
IE Plan Objectives: 2		**COP (2022-23) 1**	**End Date: August 2024**
Sent out Toolkit emails to qualifying students. The roster of qualifying students was sent to campus teams. Fall 2023 data has been compiled for semester reporting.			

2021-2023 IE Objective 3: Refine Embedded Tutoring and Supplemental Instruction

Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2023-2024			**Progress: 68%**
IE Plan Objectives: 3	**Action Plan: 1-4**	**COP (N/A)**	**End Date: September 2024**
Met to finalize faculty feedback survey.			

2023-2025 IE Objective 4: Cultivate a Positive Organizational Culture

Cultivating Inviting CLE Spaces			**Progress: 28%**
IE Plan Objectives: 4	**Action Plan: 3 & 4**	**COP (N/A)**	**End Date: September 2024**
The mural has received approval from the Starr campus admin. Followed up with MVC faculty on mural progress, and will check in the first week of April.			
Cultivating Inviting CLE Spaces-Scholarship Opportunities			**Progress: 15%**
IE Plan Objectives: 4	**Action Plan: 4 & 7**	**COP (N/A)**	**End Date: September 2024**
The committee was created to research the possibility and feasibility of student scholarships for mural participation and student employees. Met with faculty members to research options. Met with the Coordinator of Scholarship and Outreach to research additional processes. The next meeting is scheduled for March 25.			
CLE Staff Achievement Recognition			**Progress: 67%**

IE Plan Objectives: 4	Action Plan: 5 - 9	COP (N/A)	End Date: August 2025
A vendor for plaques and rank bar pins has been identified. Scheduled a date to visit the vendor. Ordering graduation cords for Spring 2024 graduates.			

2023-2025 IE Objective 5: Refine Process for Data Collection

Refine Process for Data Collection IE Plan Objectives: 5	Action Plan:1-7	COP (N/A)	Progress: 45% End Date: September 2024
Integrating Specialists to identify areas for more comprehensive data collection regarding grants. Specialists have access to records. LibGuides statistics training has been emailed.			

General CLE Projects

CLE Marketing Spring 2024	Progress: 50% End Date: May 2024
Social media marketing posts are ongoing. Promoting StudentLingo Scholarship opportunities and creating training for all staff. Presented to LLSS Student Worker Advisory Group. Presented to Mercedes and La Joya high school students via Zoom. Presented to Faculty Advising Certification Training Group. Participated in Spring Break Blitz Day 1 and 2 at the Pecan campus. Tabled with Library at Tech campus. Tech tutors assisting with Architectural Engineering and Design Technologies Open House. The marketing meeting is scheduled for March 18th.	
Tutor Training FY 2023-2024	**Progress: 57%** **End Date: August 2024**
CRLA trainings have been held. Microsoft Flow is being tested to increase communication reach in CRLA channels	
CLE Website Updates	**Progress: 50%** **End Date: May 2024**
Requested updates to the CLE webpage have been made and are live. Pending organizational changes are being prioritized. Multimedia library created for web page resources. Planning for CTE Resources rehousing is underway.	

EVENT HIGHLIGHTS

Faculty Advising Certification Training — **Event Date: March 7, 2024**

CLE supervisors presented as part of the Faculty Advising Certification Training on the topics of Academic Coaching and CLE Resources. CLE participates every semester in providing training for faculty and staff in collaboration with the Comprehensive Advising and Mentoring Services.

Full-time staff who interact with students daily are highly encouraged to participate. Participants are certified as "Faculty Advisors" upon completion of all the series training. Each session will cover topics ranging from curriculum basics, advising technology, campus resources, advising theories, and group discussions

ACTP Conference — **Event Date: March 17-20, 2024**

Association for the Coaching & Tutoring Profession

Engage. Educate. Empower.

The CLE supervisors and staff attended the Association for the Coaching & Tutoring Profession conference. ACTP exists to provide a communication platform linking academic coaches, coaching supervisors, tutors, tutor coordinators, and administrators who are committed to the development of a successful learner.

Attendees participated in several trainings that covered topics such as implementing inquiry-based holistic coaching, tutor training, and data analytics.

Student Success Workshops	Event Date: March 21, 2024

The Center for Learning Excellence (CLE), Digital Learning, and Library are offering a series of workshops to help students get the most out of their classes.

The CLE Academic Coaches presented Power Up Your Presentation to about 100 students this month. Students participating in the NTIA grant, which provided 350 students with hotspots, have also attended these workshops.

MEETING HIGHLIGHTS

- Mid Valley LLSS Coordination Meeting
- Statistics Training Planning Meeting – MVC
- Citation 101 Bootcamp Meeting
- Conference Presentation Planning Meeting
- SharePoint List/Teams Meeting
- SharePoint Meeting with Online Learning Excellence Specialist
- Computer Update Meeting with Open Labs Supervisor
- Academic Coaches Meeting
- Run-through FACT Academic Coaching Presentation
- South Texas College CMC Quarterly Meeting
- LLSS Student Worker Advisory Group
- Dual Enrollment Data Meeting
- StudentLingo Show & Tell on Dashboards
- Pecan Library Phase II Space Modification
- LLSS Advisory Group
- TxNCLCA Conference Debrief
- Conference Presentation Prep meeting
- Learning Styles Research Conversation
- RCPSE LES met with the Compliance Specialist and Chair for Public Safety
- RCPSE Library and CLE Collaboration meeting
- Conference preparation meeting
- Tech CLE Admin meeting
- Met with the Learning Support Manager to discuss the employee off-boarding process
- SI/ET Program Evaluation Meeting with SI Manager
- Met with OTA Chair
- Met with ADN faculty
- Met with Pharmacy Tech Faculty
- Upswing Monthly Meeting
- CLE Marketing Meeting
- Dual Credit Data Meeting
- Interview Meeting
- Data Infographic Meeting
- Perkins CLNA Development Workshop #5
- CLE & Starfish technology integration exploration
- TSI Boot Camp promotion meeting
- 4C Conference planning
- Assessment Culture Interview
- Performance Evaluations Supervisors Seminar

TRAINING HIGHLIGHTS

- LLSS Staff Hiring Process and Best Practices
- HR Benefits Overview and Refresher
- Empowering At-Risk Students: Applying Behavior Change Techniques for Success

- Yuja Features Explained: Quizzing and Transferring of Grades
- CSA Training
- Evaluating Tutoring Effectiveness with Quantitative & Qualitative Assessment Strategies
- QM Success Stories (QMSS)
- InsideTrack STC Advanced Ongoing Training
- New Features of Windows 11 & Outlook
- Come Fly With Me: Elevating Faculty & Student Workflows with AI Tool Bing CoPilot
- Dual Credit Data meeting
- Awards and Plaques meeting
- Academic Coaches meeting
- Run-through of Group and Collaborative Learning Presentation
- March Madness: The Story of Peer Educator Recruitment
- StudentLingo Event planning meeting
- Open Labs and Library Collaboration meeting
- Met Pharmacy Tech Chair and Faculty
- Remediation Meeting OTA
- Met with BSN Advisor
- Met with PCA Chair
- SLA Meeting
- St. Patrick's Day and Other Irish Traditions
- Perkins CLNA Workshop 6
- Core Values Coaching Training
- CRLA Level 1: Role Modeling
- CRLA Level 2: Group and Collaborative Learning Techniques
- Empowering Academic Advising with AI: A New Era of Student Support

EVENT HIGHLIGHTS

- Mercedes High School CLE Services Presentation – MVC
- La Joya High School CLE Services Presentations (3) – Pecan
- CLE and Library Marketing and Tabling Event – Tech
- Architectural Engineering and Design Technologies Open House – Tech
- Spring Break Blitz – Day 1 & 2 – Pecan
- Faculty Advising Certification Training for Academic Coaching and CLE Services
- Intro to Nursing CLE Presentations
- TSI Test Prep Workshop
- Academic Coaches and TSI Resources Presentation for Donna HS
- Student Success Workshops: Power Up Your Presentation
- Easter Bunny Decorating Event – Pecan
- STC Gear Up Tabling (Monday & Tuesday) – Mid Valley
- Student Activities Easter Egg Hunt - NAH

PROJECT COMPLETION HIGHLIGHTS

- Evaluating Onboarding Process
- CLE Mission Statement Update, Review, & Promotion
- Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2023-2024
- Year 3 DHSI Grant Participation
- Development of CLE Online Trainings
- Updating Mission Statement
- Developing CRLA Training Syllabus

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Strategic Initiatives

Project Name: CMC Grant 2022-2025
Project Role: Interim Project Coordinator
Project Manager Kanda A. Maldonado
Scope: Fiber Optic and Classroom Technology Upgrades
Status: Classroom upgrades are on target
Year 2 equipment updates for IT and ET equipment will be going to April board.
Fiber optic lines have been installed, and data is now flowing through.
Servers have been racked and are awaiting configuration.
Remote device distribution is on target.
Student Support workshops is on target
Budget expenditures update:
Budget Category and Budget Narrative edits submitted to grants office for review.
Other

Connecting Us Series Interview scheduled for April 16. PR photo request submitted.
Semi Annual Performance (Technical)Report Due 4/30
Quarterly FFR and BABA Due 4/30

Developing Hispanic-Serving Institutions (DHSI) Grant

Project Name: DHSI Grant 2021-2025
Project Role: Interim Project Coordinator and Project Manager **(09-23-2022)**
Scope: Implementation of Four DHI Grant Goals.
Status: Year 3 Annual Report submitted on 4/4/2024
Year 4 Improvements are ongoing for the goal owners
InsideTrack® ROI Work will be completed Fall 2024

Student Affairs and Enrollment Management

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	MATTHEW S. HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	APRIL 23, 2024
SUBJECT:	ACTIVITY REPORT FOR MARCH 1, 2024 THROUGH 31, 2024

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College Cabinet Meeting with Dr. Solis and Vice-Presidents
- South Texas College One to One Meeting with Vice Presidents
- Student Affairs and Enrollment Management Division Leaders meetings

ATTENDED

- South Texas College – Brighter Workday Project – Steering Committee Meeting
- South Texas/GA meeting
- Valley Promise + NVision Strategies
- Promise Coordination and Launch
- Annual Workforce Summit 2024
- TAMU Dean lunch School of Public Health
- Lean Executive Director Meet & Great
- Promise Pledge form
- Workshop 1: Addressing Challenges in Direct Admissions
- FAFSA Briefing for Texas Institutions

- McAllen Citizens League Members Meeting
- Graduation Debriefing meeting
- Weslaco State of the City Address 2024
- Perkins Innovation and Modernization (PIM) Career Connected High Schools Grant Program
- McAllen Citizen's League Reimbursement
- Memorandum of Understanding for My Texas Futures
- South Texas Health System (STHS) tom Castaneda
- Salesforce May Event Planning
- IDEA Memorandum of Understanding
- Dean of Enrollment Systems Interview Set-up and Questions
- Crisis Management Team Full Scale Exercise Meeting
- South Texas College/Trellis Foundation Meeting
- Degree Reclamation Committee Meeting
- BofA Jobs initiative College-Employer Learning Hub Session #28: Using Labor Market Data to Advance Modern Careers
- Promise Webpage Meeting
- OA Reaffirmation 3-day onsite visit by Accreditation Council for Occupational Therapy Education (ACOTE)
- Mission Buenos Tardes Luncheon at Mission Event Center
- Jesse Villarreal, Former South Texas College Trustee, Check Presentation
- Progresando Convening with Bank of America
- Valley Promise Grant Meeting

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2024 semester and Fall 2024 semester on March 4, 2024. **_2508_** students have registered online for Summer 2024 semester and **_1463_** students have registered online for Fall 2024 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 **_399_** chat sessions during March 2024.
- 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 STC - Brighter Workday Project - Steering Committee Meeting, BUGs Committee, Graduation Meeting at Bert Ogden Arena, Evaluation - RFP 23-24-1044 Audio Video Production Services, Division Leaders Meeting, STC - Integration Session: INT035 Studio Work Study Awards Amount Inbound, Degree Reclamation Committee Meeting.
- 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 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.
- Specialists downloaded, reviewed and verified **__2887_** Admission *Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during March 2024.
- STC has **_16_** international students enrolled for Summer 2024 semester and **_11_** international students enrolled for Fall 2024 semester.
- Processed **_117_** course substitutions and exceptions in DegreeWorks during March 2024.
- Processed grade changes for **_33_** students during March 2024.
- Processed reinstatement requests for **_26_** students during March 2024.
- Processed schedule change requests for **_1012_** students during March 2024.
- Processed **_1258_** high school and **_426_** college/university transcripts during March 2024.
- Evaluated **_340_** transcripts from other colleges and universities during March 2024.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **2207** STC transcripts during March 2024.
- Scanned and indexed **2171** documents submitted by students during February 2024.
- 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.

OFFICE OF STUDENT RE-ENGAGEMENT

IMPORTANT HIGHLIGHTS

- The Office of Student Re-Engagement will outreach to more than **9,000** adult learners for Summer and Fall 2024 enrollment. The targeted list of students includes stop-outs, recent GED graduates, and students who applied for Spring 2024, but did not enroll. The department will employ various methods of communication including mobile messaging, outbound calls, and e-mail.
- Department is working with Public Relations & Marketing on various projects including developing a new department website, finalizing a mobile communication plan for adult learners, and a social media marketing campaign targeting adults with some college hours in Hidalgo and Starr counties.
- Director will present at the upcoming Texas Pathways Institute (April 10-12, 2024) on best practices for re-engaging adult learners.

SNAPSHOTS

Latino Adult Student Success 2.0 CAEL Convening

Department staff presented at the 2024 League of Innovations National Conference in Anaheim, California on best practices for re-engaging adult learners.

2024 League of Innovations National Conference

Director and Coordinator attended and presented at the Council for Adult and Experiential Learning Latino Adult Student Success Convening in Austin, Texas.

COMMUNITY OUTREACH & RECRUITMENT

Academic Program Enrollment	Total Inquiries
Associates in Law Enforcement	61
Associates in Fire Science Technology	16
Bachelor in Computer and Information Technologies	79
Bachelor of Operations Management	64
Bachelor in Organizational Leadership	154
Bachelor in Medical and Health Services Management	49
Basic County Corrections Academy	55
Firefighter Academy	86
Police Academy	280
TxDOT Pathways • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	30
Public Administration	20
Cosmetology	395
YTD Total	1,289

Event	Agency	Date	Total Attendees
Texas Onion Fest	City of Weslaco	03/23/2024	120
		Total	120

Student Appointments	
Total	**65**

STUDENT RE-ENGAGEMENT

As shown below, the Office of Student Re-Engagement will outreach to more than 9,000 adult learners for Summer and Fall 2024 enrollment. The targeted list of students includes stop-outs, recent GED graduates, and students who applied for Spring 2024, but did not enroll. The department will employ various methods of communication including mobile messaging, outbound calls, and e-mail.

Target Group	Beginning Date	Total Students
Stop-Out (Fall 2021 – Fall 2023)*	April 02, 2024	5,926
Fall 2023 STC GED Graduates	April 25, 2024	186
Enrolled, Dropped for Non-Payment (Spring 2023)	April 29, 2024	330
Applied, Not Enroll (Spring 2023)	May 14, 2024	1,638
Fall 2024 Academic Program Inquiries (Not Enrolled)	June 10, 2024	1,069
Spring 2024 STC GED Graduates	TBD	TBD
	Total	**9,149**

*Second half of Stop Out Outreach will be sent on June 4, 2024

MEETINGS / EVENTS

- Office of Student Re-Engagement Weekly Staff Meetings
- Office of Student Re-Engagement Weekly Coordinator Meetings
- Office of Student Re-Engagement Weekly Supervisor Meetings
- Office of Student Re-Engagement Monthly Department Meeting
- Enrollment Case Management Review Weekly Meeting
- Student Affairs & Enrollment Management (SAEM) Monthly Division Leaders Meeting
- Council for Adult and Experiential Learning (CAEL) Monthly Meeting
- Cosmetology/ Student Re-Engagement Update
- Website Planning Meeting
- Valley Promise+NVision Strategies
- South Texas & CollegeAPP Meeting
- STC/IDEA Huddle with Admin & Team
- South Texas College (STC)/Student Bridge (SB) Monthly Check In
- STC/IDEA Huddle with Admin
- Saturday Extended Hours
- Public Safety Academies Planning Meeting
- Valley Promise+ NVision Strategies
- TSTP I#3 Advance Work Pre-Meeting
- Power Automate Meeting
- Degree Reclamation Committee Meeting

PROFESSIONAL DEVELOPMENT

- Benefits Workshop Overview and Refresher
- Jaguar Academy Spring 2024
- LASS 2.0 CAEL Convening
- Distinguished Leadership Academy (DLA)
- Ambassador Cross Training Academy (A.C.T.A) Spring 2024
- 2024 League of Innovations National Conference
- Educational Technologies Academy
- Employee Appreciation Program Workshop

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates.
- SFS Coordinator Anna Barrera attended the TASFAA Regional Training that took place at Texas Southmost College in Brownsville.
- Director & Administrative Assistant submitted the FY25 proposed budget.
- 338 chats
- 1558 window visits
- Have received over 10,000 ISIRS for 2024-2025
- Contacted VA students to submit required documentation to process their benefits
- Working on R2ITV calculations for Withdrawals for Spring 2024
- Import Pell file from DOE that included student count of 561 students with a Disbursement Accepted amount of $646,600.
- Exported and sent Pell file to DOE.
- There were 730 students assisted at Financial Aid labs.
- Attended Student Appeals Committee meeting, 14 student appeals reviewed.
- Updated and provided to staff, the Guided Pathway Specialist (GPS) list for Meta Majors.
- Assisted students/staff via phones, Teams and emails
- Worked on Multiple Reporting Records, importing of Transfer Monitoring and Potential Over-award payments.
- Unclaimed funds sent to DOE.
- Continue working on TASFA applications for 2024-2025
- Continue awarding TEOG funds for 2023-2024
- Ran Argos report for Withdrawals and reviewed mini-mesters for possible R2TIV calculations. Distributed the lists, letters and copies.

- Attended NASFAA Webinar Deep Dive into the SAI.
- Calls received and answered through Cisco agents: 520.
- SFS Outreach Specialist Irene Rodriguez assisted with 24 Financial Aid events in the month of March

ASSESSMENT CENTER

TESTING REPORT AND WALK-INS

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, 2023**
Pecan Campus	**48**			**ACT**	**401**
Mid-Valley	**30**	**10**	**8 (80% show)**	**TSI EXAM**	**141**
Starr Campus	**15**	**7**	**6 (86% show)**	**TSI EXAM**	**58**
Pecan Plaza	**51**	**65**	**58 (89% show)**	**GED/ PEARSON**	**437**
Pecan Plaza		**97**	**91 (94% show)**	**TSI EXAM/ includes TSI Online**	**745**
Pecan Plaza		**31**	**30 (97%show)**	**TCOLE/TCFP Proctored Exams**	**113**
Pecan Plaza		**73**	**68 (93% show)**	**HESI**	**609**
Mid-Valley		**38**	**36 (95%show)**	**HESI**	**272**
Mid-Valley		**7**	**7 (100%show)**	**TCFP Proctored Exam**	**64**
Starr		**3**	**3 (100%show)**	**HESI**	**86**
Starr		**1**	**1 (100%show)**	**TCFP**	**9**
TOTAL:	**144**	**332**	**308 (93% show)**		**2,935– All Campuses YTD**

TSI 2.0 PLACEMENT REPORT

English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (03/01/2024 – 03/31/2024)		**Year To Date (09/01/2023 - 03/31/2024)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	19	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	154
Dev Ed (945+ 0-4 Essay)	7	Dev Ed (945 + 0-4 Essay)	86
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	1	ELAR Diagnostic Level 5	22
ELAR Diagnostic Level 4	26	ELAR Diagnostic Level 4	220
ELAR Diagnostic Level 3	18	ELAR Diagnostic Level 3	142
ELAR Diagnostic Level 2	3	ELAR Diagnostic Level 2	58
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**74**	**Total**	**682**

Mathematics College And Career Readiness			
Monthly (03/01/2024- 03/31/2024)		**Year To Date (09/01/2023 – 03/31/2024)**	
College Ready (950+ or 910+ & 6+ Diag)	19	**College Ready (950+ or 910+ & 6+ Diag)**	133
Mathematics Diagnostic Level 5	5	Mathematics Diagnostic Level 5	43
Mathematics Diagnostic Level 4	22	Mathematics Diagnostic Level 4	250
Mathematics Diagnostic Level 3	26	Mathematics Diagnostic Level 3	172
Mathematics Diagnostic Level 2	10	Mathematics Diagnostic Level 2	92
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**82**	**Total**	**690**

Data retrieved from College Board Accuplacer

Date: 04/4/2023

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- RGV Focus College Access & Enrollment Action Network Meeting
- Recruitment Team Meeting
- Gecko Engage Meeting
- Ambassador Cross Training Academy Workshop

RECRUITMENT

- Individual Student Appointment – 11 appointments
- Zachary Taylor Elementary School – Career Fair
- STARN - South Texas High School for Health Professions – College Fair
- Mexican Ventanilla Recruitment
- Donna North High School – College Fair
- Valley View High School – Financial Aid Drive
- McAllen High School – Recruitment Presentation
- IDEA Quest – Career Day
- Juarez Lincoln High School – Recruitment Presentation
- Hidalgo Early College High School – Financial Aid Drive
- J.D. Salinas Middle School – Career Day
- Hidalgo Early College High School – Career Day
- Santa Maria High School – Career Day
- Ida Diaz Junior High – College and Career Fair
- Marcell Elementary – Career Day
- Triumph Public High Schools – College Fair
- R. Cavazos Elementary Health and Science Academy – Virtual Recruitment Presentation
- IDEA Tres Lagos – College Fair
- Building the Bridge Between Higher Education and International Trade – Recruitment Presentation
- Santa Rosa High School – Career Fair
- Technology Campus Information Booth Coverage
- IDEA Owassa – College Fair
- Onion Fest – Community Outreach
- Robert Vela High School – Campus Visit
- Arturo Cantu Elementary – Career Fair
- PSJA Southwest – Junior College Fair
- PSJA T-STEM – Junior College Fair
- Valley View High School – College Fair
- Roma High School – College Fair
- Rio Grande City High School – College Fair

FAST TRACK/ ALL ACCESS

- La Joya High School Gear Up – Pecan Campus
- Edinburg CISD – Pecan Campus
- Nikki Rowe High School Gear Up – Pecan Campus
- Santa Rosa High School Gear Up – Mid Valley Campus
- Santa Maria High School Gear Up – Mid Valley Campus
- Mercedes High School Gear Up – Mid Valley Campus
- Donna North High School Gear Up – Mid Valley Campus
- Monte Alto High School Gear Up – Mid Valley Campus
- La Villa High School Gear Up – Mid Valley Campus
- Edcouch Elsa High School Gear Up – Mid Valley Campus
- Weslaco High School Gear Up – Mid Valley Campus
- Weslaco East High School Gear Up – Mid Valley Campus

CAMPUS TOURS

- Pecan Campus
  - Taylor Elementary – 81 visitors
  - Personal Tour – 2 visitors
  - McAllen High School Gear Up- 80 visitors
  - UTRGV High School Equivalency Program – 20 visitors
  - Educational Talent Search – 40 visitors
- NAH Campus
  - Veterans Memorial High School Group 1– 35 visitors
  - Veterans Memorial High School Group 2 – 35 visitors
  - PSJA Memorial & PSJA Southwest – 30 visitors
  - McAllen High School – 40 visitors
  - McAllen High School Gear Up- 80 visitors
  - La Joya Academy of Health and Science Group 1 – 40 visitors
  - La Joya Academy of Health and Science Group 2 – 40 visitors
  - UTRGV High School Equivalency Program – 20 visitors
  - Lyford High School – 30 visitors
- Mid Valley Campus
  - William G Harrell Middle School Group 1 – 139 visitors
  - William G Harrell Middle School Group 2 – 125 visitors
- Tech Campus
  - Palmview High School – 50 visitors
  - Grulla High School – 30 visitors
  - Personal Tour – 2 visitors
  - UTRGV High School Equivalency Program – 20 visitors
  - Edcouch Elsa Academy – 40 visitors

CALL CENTER

Phone Calls	
Inbound Calls	Calls 3,459

Mongoose Text Campaigns

Campaign	# Reached	# Students replied	# Replies
Continuing Student FAFSA push 03.26.24	9721	142	161

EVENT PHOTOS

Technology Campus Tour with Palmview High School

High School seniors from Palmview High School are pictured utilizing a virtual reality sandbox from the Architectural and Engineering Technology department during the hands-on activity portion of a campus visit at the Technology Campus.

All Access Event with La Joya ISD

Approximately 70 students from Weslaco ISD visited the Mid Valley Campus for the All-Access Event, aiming to become future Jaguars!

All Access Event at Mid Valley Campus

All High School seniors from La Joya ISD are pictured with their Paws Up! After experiencing the All-Access Event and successfully registering for fall semester classes at South Texas College.

All Access Event with Nikki Rowe Gear UP

In this photo, Recruiter Specialist, Lisa Turrubiates is in action taking lead at the Nikki Rowe Gear Up High School All Access Event. Students visited the Pecan Campus to meet with advisors, discuss

All Access Event with La Joya ISD

High School seniors from La Joya ISD are captured taking a selfie at the All-Access event celebration following their successful registration for fall classes at South Texas College!

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
1284	Student Contacts, Outreach & Virtual Appointments
191	CTE Student Contacts
55	Student & Alumni Registered on CCN
10	Student & Alumni Resumes Revised/Uploaded on CCN
10	New Employer Registered on CCN
48	Jobs posted to CCN
2	Workshops Presented
16	Resumes Reviewed Online by Employers via CCN
1441	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- BD PHOTOGRAPHY
- Border Crane Services LLC
- Camp Cody
- City of La Joya
- City of South Padre Island
- D' Maria Adult Day Care LLC
- Dallas Area Rapid Transit Police Department
- Fire Systems of Texas, LLC.
- Han CPA and consulting services LLC
- J & D PRODUCE INC.
- Music Academy McAllen LLC

- North Alamo Water Supply Corporation
- PostNet - Mission
- Radio United LLC
- South Texas Infectious Diseases Consultants PA
- Streamline Management Group LLC
- The County of Hidalgo
- Trancasa USA
- Villeda Law Group

Presentations/Workshops

- Interview for Success TEAMS Workshop
- Getting Resume Ready Workshop

Employer Outreach

- JCB Manufacturing
- H.B. Neild
- Haliburton
- Bechtel
- Ford Motor Company
- Raba Kistner
- HoltCat
- Spectrum/Charter

Employer Registrations

- BD Photography
- Border Crane Services LLC
- Casa de Palmas Hotel
- City of San Juan
- Crescendo Music Institute
- Fire Systems of Texas, LLC.
- Global A/C and Heating
- Security International Inc
- Texas Rio Grande Legal Aid (TRLA)
- UHRC Home Dialysis

Coordination of Upcoming Events

- STC 2024 Career Expo
- Financial Literacy Forums

Meetings & Miscellaneous information

- CES is coordinating with the private business sector to participate and host the upcoming **STC 2024 Career Expo/Job Fair.** This event is to be held at the Pecan Campus on April 24, 2024 and will provide a means for students to connect with private sector representatives that they may make them aware of exploring different career options. The event will also provide an opportunity to allow students to meet with employers and interact directly with representatives from the different job fields. A variety of representatives from the educational, engineering, government, computer information, engineering, manufacturing, medical, law enforcement, construction, technical, business and automotive programs
- will participate in the event. Students will able to consider different courses of study, ask questions and seek new employment leads.
- CTE Nursing and Allied Health Campus Student Engagement Event
- Met with staff from the Tech campus to plan support for their upcoming events.
- CES is conducting outreach efforts with the business community encouraging them to register for the STC 2024 Job Fair/Career Expo.
- Career and Employer Services coordinated with the Ford Motor Company 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 the Global A/C and Heating 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 Unlimited Kindness 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 Spectrum/Charter 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.
- Continue to assist Fair Trade Outsourcing with their on campus recruiting efforts.
- Mid-Valley Getting Resume Ready Workshop
- Mid-Valley Students, Career Services Resume Reviews
- NAH Updated Perkins records and evidence.
- NAH Prepped Handout Materials for NAH information tables
- NAH CTE Nursing and Allied Health Campus Student Engagement Event-20+
- NAH Resume Revisions via CCN
- NAH Created CES flyers for Nursing and Allied Health Campus
- NAH CTE student walk ins financial wellness overview of CES services
- Prepped Handout Materials for NAH information tables
- CTE Nursing and Allied Health Campus Student Engagement Event-40+
- Continuing to promote Spring semester workshops for NAH campus
- Promoted Financial Wellness Center
- CTE student walk ins financial wellness tool kits
- Updated PowerPoints for virtual workshops

- Facilitated Dress for Success virtual workshop, providing an overview of CES Threads Career Closet and tips on dressing appropriately for job interviews in a professional manner.
- CES staff continues to meet with College Central Network vendor for demonstration and training regarding the upcoming “single sign-on” feature.
- Assisted students visiting the lab utilizing CES services. Getting registered on College Central Network, Financial Wellness, and updating resumes.
- 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
- Adjusted the upcoming Spring 2024 Career Services Workshop Calendar
- Program interactions on Career and Employer Services and Financial Wellness.
- 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 March 2024.
- 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 and tracking of 2000 Financial Wellness kits for students who have completed the required online workshop module
- 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 FY24 Biannual Grants Department 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 participated in the Hidalgo County Prosperity Task Force Meeting.

- CES is coordinating 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 Grants Department.

College Central Network Logistics

College Central Network Logistics

Career Coach

STUDENT ACTIVITIES AND WELLNESS

• Spring Break Blitz Day 1 (Technology)

• Spring Break Blitz Water Games (Pecan)

• Spring Break Blitz Day 1 (NAH)

• Spring Break Blitz Day 2 (Technology)

• Spring Break Blitz Day 1 – Sand Art (Mid-Valley)

• Spring Break Blitz Day 2 (Mid-Valley)

• 2024 Coed Kickball Playoffs/Championship (Pecan)

• Dr. Seuss Day (Starr)

• Spring Break Blitz 2k24 (Starr)

•Spring Break Blitz Day 2 (NAH)

• Spring Break Blitz Day 2 (Pecan)

• 2024 STC Early College High School Sports Tournament (Pecan)

• Jerry's Field Day (Pecan)

• National Chocolate Caramel Day (Technology)

• Hufflepuff Pride Day (Starr)

• Saint Patrick's Day Karaoke (Mid-Valley)

• SGA Signature Event (Mid-Valley)

• March Madness (Technology)

• 2024 Spring 4v4 Flag Football Tournament (Pecan)

• Karaoke (Pecan)

• 2024 South Texas Shootout Basketball Tournament at UTRGV

• Onion Festival (Mid-Valley)

• Easter Egg Decorating Jamboree Day 1 and 2 (NAH)

• 2024 Spring 7v7 Coed and Men's Soccer League

• Easter Event (Mid-Valley)

• Minute-to-Hop Challenges (Technology)

• 2024 Spring 5v5 Soccer Tournament (Starr)

• Easter Bunny Decorating (Pecan)

• Happy Easter (Starr)

• Jerry's Easter Egg Bash & Hunt (NAH)

• Food Pantry Distribution (Mid-Valley, Pecan, Starr)
• Student Government Association Campus Meetings (District-wide)
• Student Leadership Academy Workshops (District-wide)
• All Access FYC Presentations (Mid-Valley, Pecan)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services Contacts

March 2024	
Special Programs, Other	139
Academic Advising	144
Academic Counseling, Academic Probation, and Academic Suspension	49
Mental Health Counseling	203
Total	535

Student Accessibility Services

February/March 2024	
Student Requests	602

MEETINGS/WORKSHOPS/PRESENTATIONS/OUTREACH EVENTS

- 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 & presentation requests
- Academic and Mental Health Counseling
- Student Accessibility Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Behavioral Intervention Team Meetings

- Review, refer and respond to Counseling and Student Accessibility Service Department Emails, Contact Us Forms, Referral Forms, Presentation Requests Form
- CARE Team Meetings
- CSAS Manager's Meeting
- McAllen ISD Special Education Transition Fair
- Sharyland ISD Special Education Transition Fair
- 2024 South Texas All Hazards Conference
- Motivational Interviewing: Evidence-Based Interventions to Improve Client Engagement and Accelerate Behavioral Change Webinar
- Hidalgo County Transition Fair Kick Off Meeting
- Outreach GEAR UP/College, Career, and Military Readiness Dept.
- All Access Events

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 1,800 contacts with students were conducted by Academic Advisors and PASS Program Advisors in March 2024 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 (209 Live Chats in March 2024)
- **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 provided support/training to faculty advisors when advising students
  - Updated training content and continued developing specific training in different topics related to faculty advising;
  - Provided Faculty Advising Training
- **Mentoring Services**
  - **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 spring 2024 semester; provided professional development training for mentors to ensure they are equipped to assist students; mentors provided peer mentoring at the Starr, Mid Valley, and Technology campuses;
  - **Mentor Program** –Beacon Mentoring for Spring 2024 semester consisted of a total of 8 sections (6 Math 1414 and 2 English) Beacon Mentoring sections comprised of volunteer

    - staff/faculty; mentors contacted students 4 times during the semester to guide them and connect them to resources as needed;
- **PASS Program**
    - Staff provided academic advisement to PASS Program participants virtually and in person
    - Staff provided instructional supplements to qualifying students
    - 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
- **Perkins V**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
    - Maintained close communication with CTE PASS Manager to review program activities, textbook lending, SAEM services survey, and FY2024 and FY2025 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 as needed
    - Director of Comprehensive Advisement attended the CLNA workshops

Participated/Training/Working on the Following:

- **Quality Enhancement Plan (QEP)** – Director serves as QEP Director and oversees implementation and continuous improvement on an ongoing basis
- **SACSCOC Fifth-Year Interim Report** – Comprehensive Advisement & Mentoring Services Director is serving as Point-of-Contact (POC) for a portion of the SACSCOC Fifth-Year Interim Report on quality of student services (Standard 12.1); worked with SAEM Directors and other key College personnel to compile draft of student support services;
- **Guided Pathways –** Comprehensive Advisement & Mentoring Services Director serves as Co-Lead for Guided Pathways for building Talent Strong Texas Pathways for students and will be participating in the spring Institute to be held in April;
- **Institutional Planning & Effectiveness Committee (IPEC) –** Director of Comprehensive Advisement & Mentoring Services serves as a member of IPEC. The committee membership is comprised of content area experts and data/planning staff charged with providing a review of Key Performance Indicators (KPIs) and developing recommendations for cross-divisional collaboration in efforts to improve identified KPIs and related institutional strategic priorities; participated in biweekly meetings

Preliminary Forms

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

STUDENT RIGHTS AND RESPONSABILITIES

BEHAVIORAL INTERVENTION TEAM

- BIT held a meeting.

C.A.R.E. (COLLABORATION, ASSISTANCE, RESOURCE AND EDUCATION)

- CARE Team held a meeting.

OFFICE OF THE OMBUDS

- The Office of the Ombuds attended the Texas Higher Education Law Conference in Denton, TX.
- The Office of the Ombuds participated, set up informational booths and had a spring activity at all campuses.
- The Office of the Ombuds participated and set up informational booths for Safety Week Event.
- Ms. Maria Alonso attended the Division Leaders meeting.
- The Office of Ombuds presented to Ambassadors Cross Training Academy (ACTA).

OFFICE OF STUDENT CONDUCT

- The Office of Student Conduct attended the Texas Higher Education Law Conference in Denton, TX.
- The Office of Student Conduct participated, set up informational booths and had a spring activity at all campuses.
- The Office of Student Conduct participated and set up informational booths for Safety Week Event.
- Ms. Maria Alonso attended the Division Leaders meeting.
- The Office of Student Conduct presented to Ambassadors Cross Training Academy (ACTA).

Institutional Advancement and External Affairs

OFFICE OF THE VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & EXTERNAL AFFAIRS

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & EXTERNAL AFFAIRS
DATE:	April 17, 2024
SUBJECT:	ACTIVITY REPORT FOR MARCH 1-31, 2024

DR. RODNEY RODRIGUEZ, VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT & EXTERNAL AFFAIRS

Projects Completed or in Progress:

- Board Committee Meeting-March 5
- City of Weslaco- "State of the City Address"-March 6
- ECMO Program-March 6
- Annual Workforce Summit 2024-March 8

- Spring Break-March 11-15

- La Academia Webinar: Advocacy in the University Environment-March 20
- STC Foundation Gala Committee Meeting-March 21
- Ascender Catch the Next-March 21

- The American Association for Women in Community Colleges (AAWCC) with the Mexican Consulate Office in McAllen-Building the Bridge-March 21

- Perkins Innovation and Modernization (PIM) Career Connected High Schools Program-March 25

- STC Foundation Valley Promise Commercial-March 25

- South Texas Health System (STHS) Tom Castaneda-March 25
- Board Meeting-March 26
- Crisis Management Team Full Scale Exercise Meeting-March 27

- STC/Trellis Foundation Meeting-March 27

- Laptop Donation Meeting-March 27
- Business over Breakfast-March 28
- Semester Break-March 28-31

CARLA RODRIGUEZ, INTERIM EXECUTIVE DIRECTOR
OFFICE OF SPONSORED INITIATIVES

Report Period: March 1, 2024 through March 31, 2024

Number of Awards this Month	Number of Active Awards in FY24	Dollar Amount of Active Awards in FY24
2	80	$29,992,095.65

The Office of Sponsored Initiatives (OSI) serves as the central resource to the South Texas College District in providing guidance and stewardship of programs and services offered through sponsored projects. Our mission is to establish a vision-oriented culture through strategic and targeted sponsored programs that enhance performance and create a seamless alignment to educational and workforce pathways.

The following sponsored projects were awarded March 2024:

Grant Award Updates:

- **Texas Workforce Commission, Skills for Small Business Fund Grant in the amount of $89,250**

  South Texas College's Continuing Education and Workforce Development program will provide training for employees of small businesses, less than 100 employees, to upgrade employment skills. Courses such as computers skills, safety, CPR, business communication skills, business writing and customer service will be offered. In addition, $10,000 of the funds have been set aside to provide training specifically for employees of childcare centers. The funding period is from March 26, 2024 to April 30, 2025. This grant aligns to Strategic Goal #3, Create Educational Opportunities for Students, by providing training that will help employees increase their economic and social mobility.

- **South Texas College Foundation, to South Texas College for the Valley Promise Program in the amount of $500,000**

  Through funds awarded to the South Texas College Foundation by the Rio South Texas Education and Community Development Foundation, STC will provide students last-dollar scholarships to cover tuition and general use fees for up to 30 credit hours per year, for up to two years or completion of an Associate's degree. The funding period is from January 1, 2024 to December 31, 2025. This grant aligns to South Texas College's Strategic Goal #4, Foster Student Success, by providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, and personal and professional growth.

OSI Department Operations:

- **Award Kickoffs (AKs):**

  Internal AKs are conducted by the OSI team to "launch" awards with internal stakeholders who are responsible for the successful implementation of the initiative. The AK reviews the awarded project, deliverables, timeline and budget, and memorializes the handoff of the initiative to the awarded department.

  AK Meetings:
  - Governor's Summer Merit Program

- **Professional Development & Training:**

In order to enhance knowledge base and capacity and to stay apprised of the latest in grant development and management practices, team members attend various trainings offered through memberships with the **Grant Professionals Association** and the **National Grant Management Association**, as well as various local, state and federal grantor agencies.

The following trainings were attended by OSI staff during the month of March:

- Comprehensive Local Needs Assessment (CLNA) Workshop #4 – this training addressed Access and Advocacy for the CLNA and Local Applications, as well as introduced development framework for the Local Application.
- CLNA Workshop #5 – this training addressed New CTE Programs of Study and Professional Development for the CLNA.
- CLNA Workshop #6 – this training focused on finalizing the CLNA, Perkins Liaison responses and strategies, as well as revisiting outstanding items for the CLNA.

Executive Director Meetings:

- **Abilene Christian University –** Executive Director met Mr. Abel Alvarez in 2021 via telephone when he reached out to her to discuss the Developing Hispanic Serving Institutions grant. Mr. Alvarez is the Director of HSI Initiatives at Abilene Christian University and former Trustee of the institution. Mr. Alvarez is developing strategies to increase the Hispanic population at ACU and is interested in learning best practices from STC on how to achieve the HSI designation. He visited McAllen and met with Ms. Rodriguez and through this discussion, there are possible collaborations as follows:
    1. **Teacher Academies** – Ms. Rodriguez and Mr. Alvarez met with Dr. Rebecca De Leon to discuss possible teacher academies.
    2. **Excelencia Seal** – Ms. Rodriguez and Mr. Alvarez met with Dr. Fernando Chapa to discuss the HSI process and share best practices.
    3. **Educational Transfers** – Future discussion with Dr. Kelli Davis regarding possible transfer programs connecting STC to ACU.
- Attended Brighter Workday Steering Committee meeting.
- Met with Dr. Petrosian, Dr. Millan and Ashley Gonzalez to discuss the division's planning phases for grants.
- Attended Cabinet Meeting.
- Met with Dr. Valerio and the Grant Accounting and Academic Affairs teams to discuss the Hidalgo County budget and 2022 expenses.
- Completed the budget development process for FY2025.
- Conducted interviews and selected candidate for the Resource Development Officer position.
- Conducted interviews and selected candidate for OSI Coordinator – Sponsored Projects position.
- Met with Academic Affairs and President's team to discuss grant funded faculty stipends.
- Attended the STC Foundation Gala Committee Meeting.

Next Steps:

- Meet with the Math, Science, Information Technology and Bachelor (MSITB) Programs team to discuss possible partnership in UTRGV's NSF I-Corps Hub.
- Meet with Dr. Hebbard to discuss the STC Foundation – Promise Program.
- Schedule a follow up meeting with Mr. Abel Alvarez from Abilene Christian University and Dr. Fernando Chapa to discuss further collaborations.

- Conduct interviews for the Grant Development Officer position.
- Participate in hiring committees for several institutional positions.
- Regroup with Brighter Workday Project Steering Committee and discuss OSI's participation.
- Continue to review and enhance processes for increased efficiency.
- Continue to represent STC and OSI with internal and external stakeholders, partners and community agencies.
- Continue to lead and manage the OSI team.