SOUTH TEXAS COLLEGE

ACTIVITY REPORT

May 2024

Academic Affairs

OFFICE OF THE VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS AND ECONOMIC DEVELOPMENT DIVISION

TO: DR. RICARDO J. SOLIS, PRESIDENT

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

DATE: MAY 1, 2024

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

DR. ANAHID PETROSIAN
VICE PRESIDENT & PROVOST FOR ACADEMIC AFFAIRS

VPAAED ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Board meeting, May 1
- Attended VIDA Graduation, May 1
- Panel Discussion with all the Vice Presidents of the College to discuss Collaborative Leadership for the participants of the Distinguished Leadership Academy, May 2
- Attended South Texas College, Healthcraft Solution and Techmilenio meeting, May 2
- Attended South Texas College & TXST Direct Admissions Program Discussion, May 2
- Participated Discussion of Dual Credit Program Option for McAllen ISD Collegiate Academy, May 6
- Attended HB5 MOU Discussion, May 6
- Attended 2024 TACCBO Mechanics of HB 8 at South Texas College for FY 24 and FY 25, May 7
- Attended Signing Ceremony Admissions Agreement Texas A&M McAllen HEC/STC, May 8
- Attended Santa Fe STC Foundation Donation, May 8
- Participated Review of Perkins Grant with Region One, May 8
- Attended Coordinated Operations Council (COC), May 9
- Participated in a HR Meeting, May 9
- Participated in A&M AG Econ Academy/Transfer program, May 9
- Attended New Administration Building Workshop, May 9
- Attended EMS Pinning Ceremony, May 9
- Attended Respiratory Therapy Pinning Ceremony-Class of 2024, May 9
- Attended Institutional Leadership Council Meeting, May 10
- Attended Diagnostic Medical Sonography Program-Pinning Ceremony, May 10
- Attended an Appreciation Luncheon, May 10
- Attended Workplace Issue Meeting, May 13

- Hosted Academic Affairs Assembly and Division Meetings, May 13
- Held a meeting with New English Chair, May 13
- Attended Pinning Ceremony Honoring the class of 2024 of the Occupational Therapy Assistant Program, May 13
- Attended Region One Perkins Grant, May 14
- Attended a Board Meeting, May 14
- Attended Pinning Ceremony Honoring the class of 2024 of the Physical Therapist Assistant Program, May 14
- Attended Pre-Cabinet One to One Meeting w/Vice Presidents, May 15
- Attended TACC/TDCJ Webinar: Providing Community College Services to Incarcerated Individuals, May 15
- Attended Cabinet Meeting, May 15
- Attended ACTA Commissioning Ceremony, May 16
- Attended DOL ETA Budget Discussion, May 16
- Held a meeting with new Architecture Chair, May 16
- Attended STC region One Grant Meeting, May 20
- Attended PCN P Classrooms to Office Conversion, May 21
- Held a meeting to discuss Senior Administrative Assistant roles and responsibilities, May 21
- Attended RAND study on student loss - South Texas College, May 21
- Held an Organizational Distance Learning meeting, May 22
- Attended FORVIS Roundtable on Program-Level Economics, May 22
- Held AA FY 25 Staffing Plan Requests, May 22
- Held a meeting with Vocational Nursing Program Chair, May 23
- Participated in a Search Committee, May 23
- Held a FY24-25 Pay Plan: CEWD/CATA Section, May 28
- Attended STC Board Oath of Office Ceremony - Victoria Cantu and David De Los Rios, May 28
- Attended Pre-Cabinet One to One Meeting with Vice Presidents, May 29
- Attended Cabinet Meeting, May 29
- Attended Hidalgo County Nursing Grant Meeting, May 30
- Attended Distinguished Leadership Academy Graduation luncheon, May 30
- Attended STC Board Oath of Office Ceremony - Rose Benavidez, May 30

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
- Maintain 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
- Faculty Awards and Classification
- Developing presentation proposals for state and national conferences
- Preparing for the CTE Leadership Meeting
- Meta-Major Activities

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

- Met with the Internal Auditor to review and discuss electronic faculty records that were processed for compensation, May 1
- Met with CourseLeaf to discuss management software for the faculty handbook, May 1
- Participated in the Project and Change Management Training, May 1
- Attended the Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Area Bi-Weekly Construction Meeting, May 1
- Attended Spring 2024 Commencement Ceremonies held at the Bert Ogden Arena, May 3-4
- Attended coordination meeting regarding District Wide Re-Flooring Mid Valley Campus - North Academic Building G and Student Union Building F, May 6
- Participated in the Project Manager Training, May 6
- Attended the RCPSE - Two Story Residential Fire Training Structure - Bi-Weekly Construction Progress Meeting, May 8
- Attended the Technology Campus - Welding Lab Expansion Building F Bi-Weekly Construction Progress Meeting, May 8
- Attended the MVC Automotive Lab, HVAC-R Classroom & Outdoor Area, and Welding Lab Expansions Construction Meetings, May 8
- Participated in the Change Management Training, May 8
- Attended the Coordinated Operations Council meeting, May 9
- Attended the Continuing Education Weekly Coordination meeting, May 9
- Attended the Institutional Leadership Council Meeting, May 10
- Attended the Annual Commencement Appreciation Luncheon, May 10
- Attended coordination meeting regarding District Wide Re-Flooring Mid Valley Campus - North Academic Building G and Student Union Building F, May 13
- Participated in the Project Manager Training, May 13
- Attended coordination meeting regarding District Wide Re-Flooring Mid Valley Campus - North Academic Building G and Student Union Building F, May 15
- Participated in the Change Management Training, May 15
- Attended the Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Area Bi-Weekly Construction Meeting, May 15
- Attended the Continuing Education Weekly Coordination meeting, May 16
- Participated in the Project Manager Training, May 20
- Met with Provost and Dean for Liberal Arts regarding the PCN P Classrooms to Office Conversion, May 21
- RCPSE - Two Story Residential Fire Training Structure - Bi-Weekly Construction Progress Meeting, May 22
- Met with NAH, Henry Schein rep, ET, FPC, and FOM regarding the proposed Dental Hygienist Program, May 22
- Attended Technology Campus - Welding Lab Expansion Building F Bi-Weekly Construction Progress Meeting, May 22
- Attended MVC Automotive Lab, HVAC-R Classroom & Outdoor Area, and Welding Lab Expansions Construction Meetings, May 22
- Participated in the Change Management Training, May 22
- Attended the Continuing Education Weekly Coordination meeting, May 23
- Met with Provost and HR to discuss CEWD and CATA section for FY24-25 Pay Plan
- Participated in the Change Management Training, May 29
- Attended Starr County Campus Automotive Lab Expansion and HVAC-R Outdoor Area Bi-Weekly Construction Meeting, May 29
- Attended the Continuing Education Weekly Coordination meeting, May 30
- Met with Provost, Dean for Nursing & Allied Health, and Executive Director of Sponsored Initiatives to discuss the Hidalgo County Nursing Grant, May 30
- Met with Provost and Project Manager to discuss and review the updated to the FY24-25 Pay Plan, May 31

PROJECTS:

- Continue working on Faculty Load and Compensation (FLAC) for Academic Affairs Division
    - Continue creating/updating internal procedures
    - Finalized the Summer 2024 FLAC Calendar and Summer 2024 Payroll Pay Dates & Fraction of Payment schedule
    - Begin working on the Fall 2024 FLAC Calendar and Payroll Pay Dates & Fraction of Payment schedule with BO and HR
    - PEPFLAC for contract types: OV, 45, NA, DC, and PS
    - PEPFLAC for part of terms: K1, L1, L2, N3, N10, N12, N14, N16, S1 and S3
    - Total faculty records processed for electronic compensation: Pending
- Continue working with FPC and FOM 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; Welding Lab Expansion
    - Worked with departments on processing and completing move/set up requests
    - Work with departments on various Space Modifications
- Continue working with divisions regarding instructional space needs and office occupancy and vacancies
- Continue overseeing scheduling and maintenance of Active Learning Classrooms district-wide
- Continue working on revisions for the FY24-25 Pay Plan
- Continue to finalize updates for the annual FY24-25 Staffing Plan
- Continue assisting with editing job descriptions for requests related to the FY24-25 Staffing Plan
- Commencement Online Registration for Faculty- emailed on a weekly basis to instructional Deans and Chairs
- Setup/Breakdown at Bert Ogden Arena in preparation for the Spring 2024 Commencement Ceremonies
- Verified and certified the annual Physical Inventory

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

- Attended and participated in Academic Council
- Participated in the OVPPAA Staff Meeting
- Participated in Cabinet Meetings during the month
- Attended the Graduation Celebration for an Academic Excellence Staff Member
- Participated in all of the College's 5 Commencement Ceremonies
- Participated in the Data Integration Meeting with EAB regarding Navigate 360
- Participated in the STC/Healthcraft Solutions/TecMilenio Zoom Meeting regarding an International Nursing Pathway
- Participated in the STC & Texas State University Direct Admissions Program Discussion
- Presented the Welcome and participated in the Fire Academy Graduation at the RCPSE
- Participated in the Discussion of Dual Credit options for McAllen ISD
- Met with a staff member regarding a personnel matter
- Participated in a meeting to discuss the Final Exam dates in relation to Pay Plan and Substitutions
- Participated in a planning meeting regarding a TACCBO presentation on the Mechanics of HB8 funding

- Attended the Educational Technologies Academy Graduation
- Attended the Signing Ceremony for the Joint Admissions Agreement between STC and Texas A&M HEC McAllen
- Attended and participated in the Core Writing Team One-on-One meeting with Brad Davis
- Attended the Coordinated Operations Council Meeting

- Participated in a meeting with STC Business Admin leadership and Texas A&M HEC McAllen Agricultural Econ to review articulation possibilities
- Attended the Institutional Leadership Meetings during the month
- Attended the Commencement Appreciation Luncheon
- Participated in the Academic Affairs Assembly planning meetings
- Participated in the planning meeting for the Senior AA duties
- Organized and facilitated the Interviews for the Academic Initiatives Officer
- Subsequently completed the Academic Initiatives Officer hiring proposal documents
- Participated in a Search Committee Meeting for the ISP division
- Introduced the Mission Moment for the Board Meeting
- Attended the Distinguished Leadership Academy graduation luncheon
- Attended the month's Board Meetings
- Met with Ms. Cavazos to discuss the curriculum and program development process
- Met with Yolonda Jaramillo regarding various subjects, including staffing and learning outcomes status
- Met with Jessica Galloso regarding staffing and ongoing projects within the Teaching and Learning Center
- Met with Shannon Perales regarding Starfish and Navigate 360
- Met with Dr. Sale regarding budgeting for next year
- Met with Dr. Valerio regarding the TecMilenio initiative as well as other ongoing projects

JESSICA GALLOSO
ASSOCIATE DEAN – TEACHING & LEARNING CENTER

MEETINGS:

- Attended IPEC Bi-Weekly meeting, May 6
- Attended Emerging Technologies Graduation, May 7
- Attended Signing Ceremony Admissions Agreement Texas A&M McAllen HEC/STC, May 8
- Attended Public Speaking Presentation for Dual Credit Programs, May 9
- Held Interview Committee to review applicants, May 9
- Attended Institutional Leadership Council meeting, May 10
- Held e-Faculty of the Year Committee meeting, May 10
- Attended Academic Affairs Assembly and Division Meetings meeting, May 13
- Held Ambassador Cross -Training Logistics meeting, May 14
- Attended Emerging Technologies Committee meeting, April 15
- Attended Institutional Leadership Council meeting, May 20
- Attended Distinguished Leadership Academy steering committee pre-meeting, May 21
- Attended Educational Technologies Interview Committee meeting, May 21
- Held Teaching and Learning Center Hiring Committee meeting, May 22
- Attended STC Foundation Gala Committee meeting, May 22
- Attended NISOD 2024 Conference in Austin, Texas, May 25-27

ACADEMIES AND TRAININGS:

- Ambassadors Cross-Training Academy, Session 9, May 2
- Distinguished Leadership Academy, Phase 2 Presentations, May 2
- Ambassadors Cross-Training Academy, Session 10 (Graduation), May 16
- Distinguished Leadership Academy, Presentations & Graduation, May 30

PROGRAMS IN DEVELOPMENT:

- Held Discussion of Fall Programs and Areas for Collaborations, May 1

CHRISTINA CAVAZOS
DIRECTOR – CURRICULUM
DIRECTOR'S REPORT:

- Met with IT Applications team to review the modifications for the Fundable Credentials database, May 1
- Met with Leepfrog Technologies to discuss the scope of work related to the possibility of adding the College's faculty handbook to the Course Leaf Catalog product, May 1
- Met with THECB staff to address questions and seek guidance related to the submission of the Recommended Course Sequences data collection, May 6
- Attended the Council of Chairs meeting to co-present with the Director of Learning Outcomes on the procedures for Core Curriculum Course proposals, May 7
- Met with the Project Manager from the VPAA's office to address questions related to instructional time of course offerings, May 7
- Attended the Institutional Leadership Council meeting and presented on the proposed AY25-26 draft academic calendar, May 10
- Conducted program development training with a faculty from the Liberal Arts division, May 14
- Attended the Banner User Group meeting, May 14
- Met with the CPWE and CATA department leads to discuss the approval process for Institutional Credentials Leading to Licensure/Certification (ICLC) as part of the Micro-credential Development & Reporting taskforce efforts, May 14
- Met with the chair of Business Administration to review the proposed sequence for a track for Agricultural Economics, May 15
- Attended the ACTA Ceremony, May 16
- Met with and assisted the new Curriculum Director from El Paso Community College with responses to questions related to curriculum planning and compliance, May 13 and 21
- Met with a SmartEvals vendor representative to discuss the impact of changes to the course evaluation question sets as part of the research for the Course Evaluation Taskforce, May 29
- Met with the department chair for IT to review and finalize the presentation for the Network Security certificate in preparation for the upcoming Institutional Leadership Council meeting, May 29
- Met with the Director of Admissions to discuss the requirements and data needed for the SEVIS re-certification, May 29
- Attended the Project & Change Management Training, May 6, 8, 13, 15, & 29
- Attended the May webinar for Lightcast which covered latest updates, May 14
- Attended the AY25 Basic Grant Orientation hosted from THECB, May 15
- Continued working and finalized the Recommended Course Sequences data collection of the academic degrees for the THECB initiative due June 17, 2024; this entails a breakdown of each degree sequence to include prerequisites and categorization of core requirements, field of study requirements and other requested data.
- Reviewed and finalized the end-of-term IE report for Concourse syllabi for Spring 2024.
- Worked on a Zero Textbook Cost report to send to the department chairs to request updates for Summer 2024 course offerings.
- Summarized the proposed rules from the Texas Register from May 3, 2024, and emailed to the administrators impacted.
- Developed a charge and timeline for a new taskforce created to review the current student course evaluation question sets.
- Began working on the Off-Campus Instructional Report for South Texas College in preparation for the upcoming Higher Education Regional Council meeting.
- Worked with the Curriculum & Scheduling Coordinator to roll the Spring 2025 course schedule.
- Reviewed and sent the Concourse Compliance Reports with data as of May 30th and compliance percentages were as follows: Syllabi (71.55%) and CV (96.47%).
- Updated the proposed instructional programs list and submitted it to the OVPAA.

- Compiled the labor market data and job posting data for the Paralegal department to assist with possible development of a new credential in legal office.

YOLONDA JARAMILLO
DIRECTOR – LEARNING OUTCOMES
DIRECTOR'S REPORT:

- Met with program chairs and faculty to assist with JagPRIDE navigation and data entry, May 1- 30
- Met with the AEDT Program Chair and Faculty to review and update 2023-2026 PLO Assessment Plans, May 1
- Attended the VIDA Spring and Summer 2024 Graduate Celebration and Stole Ceremony, May 1
- Met with the AEDT Program Chair and Faculty for a follow-up PLO Assessment Plan meeting, May 7
- Attended the Veteran's Mural Unveiling Event, May 8
- Met with Suitable and IT to discuss API options for student rosters and grade completion, May 7
- Presented Core Curriculum Course Proposal Guide assessment elements at the Council of Chairs Meeting, May 7
- Met with the Dean and Project Manager of IRE&SP to review and discuss 2023 PLO and Core Curriculum data, May 8
- Participated in the Institutional Leadership Council Meeting, May 10
- Met with IT Application Analysts to review pending service tickets and troubleshoot JagPRIDE technical issues, May 14.
- Met with the IT Business Analyst and Client Services Analyst to follow up on an AI bot project request, May 14
- Met with the President of Texas Associate for Higher Education Assessment (TxAHEA) to discuss assessment trends and upcoming fall conference, May 15
- Met with the Business Administration Program Chair to review and discuss PLO Assessment Plan updates, May 15
- Met with the Academic Affairs Graphic Designer to provide an overview of the Suitable project and timeline for deliverables, May 16
- Met with the Dean of IRE&SP and Dean of LA to review and discuss learning outcomes assessment and the SACSCOC Accreditation report, May 16
- Met with the IT Applications Manager to review options for JagPRIDE data collection and Suitable API, May 16
- Met with an IT Client Services Analyst to review ADA compliant video tutorial recording options, May 20
- Met with a Chegg Learning Services representative to review learning services, May 21
- Met with the Suitable University Success Specialists to share project updates, plan future projects, and review integrating Industry Credentials within the sandbox, May 21
- Met with an IT Client Services Analyst to follow up on Microsoft Teams and Sway tutorial recording options, May 22
- Met with TechSmith representatives to research Camtasia, SnagIt, Knowmia, and Audiate features to support ADA compliant video recording with embedded assessment capabilities, May 22
- Met with the Academic Affairs Graphic Designer to review Suitable project and scope of deliverables, May 28
- Met with IT Application Specialists to review pending IT service tickets, May 29

GRANT & PROJECTS:

- 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 Plans for program approval 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. Updated information and mapping in JagPRIDE.
- Annual Physical Inventory – Updated inventory records for each office and initiated workflow process to revise the custodian and equipment manager for HSI Grant Items and overflow labs. Submitted the Certificate of Completion.
- Budget: Collaborated with Curriculum AA on expenditures pending requisitions/payments, encumbrances, potential technology expenses, and summer conferences/travel to close out the 2023-2024 fiscal year.

- 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.
- Data Sharing – Researching Tableau application for options to share read-only data dashboards with stakeholders who do not have a license. PowerBI had been used previously, but the project encountered several challenges with different licensing agreements. Reviewing considerations to embed into SharePoint site.
- 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 session courses. Tested each course's new descriptions, mass activity inserts, and mapping approaches. Realigned PLOs for programs using the same courses in multiple programs to streamline faculty navigation and data entry. Tested potential Argos's audit to identify incomplete items and course alignment. 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.
- Suitable ePortfolio: Collaborated with Suitable University Success Specialists to discuss progress and troubleshoot issues. Provided updates from the task force groups and began researching options to efficiently upload student rosters and course completions for OSAs. Drafted an update of approved competencies in the sandbox.
- Video Tutorials: Researched options to update and improve the navigation of the department SharePoint site with ADA compliant video tutorials with embedded assessment. New software and subscriptions services were purchased to support the project. To provide faculty and staff with 24/7 support and access to resources, the Learning Outcomes Team will be developing video tutorials. Camtasia, an all-in-one screen recorder with video editing capabilities, will be used for creating these tutorials. Additionally, Snagit will be utilized for screen and scrolling capture, as well as for organizing content with its library and tagging features. Audiate, a video editing tool, generates captions and automatically marks hesitations for easy removal, enhancing content delivery and fluency. Knowmia was the selected tool for embedding assessments and data analytics, but the vendor is no longer offering the platform to new clients.

REPORTS:

- Spring 2024 JagPRIDE Data Load Audit
- Spring 2024 JagPRIDE PLO Mass Activity Audit and Remapping
    - 98.8% (1,140 out of 1,153 sections completed)
- Spring 2024 JagPRIDE Data Entry Session Audit
    - Core Objectives:
        - 91.4% (425 out of 465 sections complete)

SHANNON PERALES
ADMINISTRATOR - STARFISH (EARLY ALERT SYSTEM)
MEETINGS:

- Information Technology and Starfish Weekly Update Meeting, May 2
- EAB/Navigate 360 Discussion and Demo Information, May 2
- Institutional Planning and Effectiveness Committee, May 6
- Educational Technology Academy Graduation, May 7
- EAB demo presentation discussion, May 8
- Information Technology and Starfish Weekly Update, May 9
- Institutional Leadership Council Meeting, May 10
- Minding College Minds Project Meeting, May 14
- Institutional Planning and Effectiveness Committee, May 20
- Digital Learning Discussion, May 20
- Starfish Kiosk Training, May 21
- Martinez Elementary Awards Ceremony, May 21
- BL Gray Speech and Debate Team Awards, May 25
- BL Gray Jr. High Awards Ceremony, May 28
- Starfish Team Meeting, May 28

- First Year Connection, May 29
- Distinguished Leadership Academy Graduation, May 30

PROJECTS:

- Summer Term Creation, Progress Survey Creation and updating of the Starfish technology system for effectiveness with the Summer I, II, and III semester integration. The evaluation and deployment of all Blackboard, Student Information System process with analysis needs for the summer sessions. Additionally, the deployment of the Summer Student Survey for student self-identification for requesting resources or assistance.
- Spring 2024 Flag Review and system update. Evaluation and Analysis of the Spring utilization and completion of flags, kudos, referrals, and To-do's within the system.
- Training and preparation for the Starfish Connected Kiosk. The virtual kiosk will allow students the opportunity to schedule, meet, and have questions answered by simply logging into the kiosk and asking for assistance.

Starfish Monthly Report	
Reporting Period:	May-24
Starfish Events	
Appointments Created	1146
Starfish Electronic Disbursement of Information/Activities	35274
Events Created	13
Notes:	50844
To-Do's:	1
Kudo's: (Paws up Jaguar)	97
Attendance Created	1745
Flags Raised	133
Referrals:	2
Traditional CLE Referral	13
Dual Credit CLE Referral	0
Flags Cleared	30543
Total Number:	119811

Updated 5/1/24 SA

DR. KELLI DAVIS
DIRECTOR – TRANSFER & EDUCATIONAL ADVANCEMENT CENTER

- Met with representatives from Texas State University about a potential direct admissions agreement, May 2
- Participated in the IPEC Bi-Weekly meeting, May 6
- Participated in the American Association for Women in Community College's monthly meeting, May 6
- Met with representatives from the Texas A&M University Engineering Academy, May 7
- Attended the RGV Focus College Access and Enrollment Action Network Meeting, May 7
- Attended the "Introducing the Center for Skills by C-BEN" webinar, May 7
- Attended the signing ceremony for the Admissions agreement with the Texas A&M University Higher Education Center at McAllen, May 8
- Met with representatives from Abilene Christian University about a potential new agreement, May 8
- Met with representatives from the Agricultural Economics program at the Texas A&M University Higher Education Center at McAllen about a potential new pathway, May 9
- Attended the Advisement Subcommittee Meeting, May 9

- Participated in and presented at the ILC monthly meeting, May 10
- Participated in the STC-TAMU Engineering Academies Preview Day, May 11
- Met with representatives from Human Resources about the FLSA Update, May 23
- Met with representatives from Abilene Christian University about a new agreement, May 23
- Presented the Mission Moment to the STC Board of Trustees about the STC – TAMU Engineering Academy, May 28
- Attended the webinar, "Time with IX 2024 Regulations Series: Decision Points and ATIXA Model Policies for Higher Education," May 29
- Met with a representative from Wayland Baptist University about a potential new agreement, May 29
- Attended the Honorlock Training, May 30
- Attended the BASOL Department meeting, May 30

South Texas College - Texas A&M University Engineering Academy Recruitment Update:

	2023	2024
Prequalification Data		
Forms Submitted	166	107
Forms Reviewed	166	107
Not Prequalified	35	12
Prequalified	45	80
Summary Data		
Started Applications	31	52
Completed Applications	19	45
In-Review	0	7
Admits	13	34
Denied	6	4
Confirmed	9	26
Enrolled	9	0

May 2024 Transfer Events:

- Pecan Campus – Our Lady of the Lake University, May 1
- Pecan Campus – UTRGV, May 1
- Pecan Campus – UTRGV Application Drive, May 2
- Pecan Campus – STC – TAMU Engineering Academy Next Steps Session, May 2
- Pecan Campus – Bellevue University, May 7
- Mid Valley Campus – Wayland Baptist University, May 7
- Mid Valley Campus – STC – TAMU Engineering Academy Next Steps Session, May 7
- Pecan Campus – Texas A&M University – Kingsville, May 7
- Pecan Campus – IDEA Public Schools Alumni Relations, May 8
- Pecan Campus – Texas A&M University – Kingsville Education Program, May 9
- Pecan Campus – STC – TAMU Engineering Academy Preview Day, May 11
- Pecan Campus – Texas A&M University – Kingsville, May 14
- Pecan Campus – Our Lady of the Lake University, May 15
- Pecan Campus – IDEA Public Schools Alumni Relations, May 15
- Pecan Campus – IDEA Public Schools Alumni Relations, May 28
- Pecan Campus - STC – TAMU Engineering Academy Next Steps Session, May 30

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
- University of the Incarnate Word Feik College of Pharmacy

- Texas A&M University at San Antonio
- Texas State Technical College
- Herzing University
- Region One Pace Program
- Dallas College
- University of Houston – Victoria
- Abilene Christian University
- Texas State University
- Sam Houston State University

Upcoming Events:

- Signing Ceremony with Texas A&M University – Corpus Christi, TBD
- Signing Ceremony with Texas Women's University, TBD
- Fall 2024 College Fair: TBD

ACADEMIC EXCELLENCE PROGRAMS

PHI THETA KAPPA:

- **Recruitment** –Answered emails and phone calls from students interested in joining Phi Theta Kappa. Met with students that had questions and were interested in Phi theta Kappa. Hosted an information table at the first Year Connections Student Orientation at the Pecan Campus Student Union on May 29
- **Meetings** –
  - Attended the Summer Session- Chapter Officer Orientation Zoom meeting on May 23
- **Volunteer**- Hosted a Summer Kits Round up for the RGV Down Syndrome Association where we collected and pushed for donations for the kids that will be attending RGVDSA summer camps, May 1 -8
- **Projects-**
  - College Project – Officer team and advisors started working on the College project write up titled *Shattering the STIGMA Surrounding attending a Community College.*
- **Administrative** – Requested last year's HiA and College Project submission scoring rubrics from Headquarters.

HONORS PROGRAM:

- **Recruitment-** Met with students that had questions and were interested in the Honors program. Sent out recruitment emails to students that met eligibility. Started reviewing Honors applications and meeting with students to discuss course options.
  Hosted an information table at the first Year Connections Student Orientation at the Pecan Campus Student Union on May 29
- **Retention-** Assisted students that had questions or concerns regarding their honors course.

VALLEY SCHOLARS PROGRAM:

- **Administrative-** Attended the Starfish kiosk training in Pecan Campus, Bldg. Y1.101 on May 21

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

- Spring 2024 Commencement Dual Credit Programs Ceremonies consisted of 1,550 prospective graduates from partnering school districts, May 3
- Dual Credit Programs hosted a Departmental Professional Development Day for Staff, May 9
- AVP attended the Decade of Excellence Celebration for Sharyland Advanced Academic Academy, May 10
- AVP attended an orientation at Starr County Memorial Hospital for the Dual Enrollment Medical Science Academy (DEMSA) program students from Roma HS, May 16
- AVP presented the 2024-2025 Interlocal Agreement for In-District Partnering School Districts at the STC Board Meeting, May 28
- AVP presented the 2024-2025 Interlocal Agreement for IDEA San Juan P-TECH at the STC Board Meeting, May 28

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

- Associate Dean participated in data review and recommendations with Edinburg CISD as an evaluation of program to establish success rate plan, May 9
- Associate Dean hosted a call to discuss future CTE options with South Texas ISD for their Welding Program, May 10
- Associate Dean participated in a call with Weslaco ISD to discuss Automotive Technology degree pathways, in addition to scheduling and enrollment support for Welding Program, May 10
- Associate Dean along with Directors met with the new administrator for Vanguard Van Gogh to discuss planning year efforts for new P-TECH campus, May 14
- Associate Dean lead meetings with Dual Enroll Software including reanalysis of process maps, review of test data and import of prerequisites, May 15
- Associate Dean attended Summer and Fall planning meeting with Edinburg CISD where discussion on future enrollment estimates were reviewed, May 20
- Associate Dean attending a Welding Facility Walk-through at Weslaco High School with Administration to plan on growing welding cohorts possibly to include courses at the STC Mid Valley Campus, May 21

LEONARDO CASTANEDA
DIRECTOR - ACADEMIES AND CAREER TECHNICAL PROJECTS:

- Staff coordinated Automotive Technology Lab Site visit to McAllen High School facilities, which was attended by McAllen ISD CTE Coordinator, ISD Teacher, and STC Automotive Technology Program Chair, May 9.
- Staff held a meeting with Hidalgo ISD CTE Director, Counselors, and STC Automotive Technology Program Chair to discuss and plan for offering of Automotive Maintenance & Light Repair Certificate at the Technology Campus for Spring 2025, May 13
- Staff attended meeting with Roma High School CTE Counselor and Head Counselor with STC Automotive Technology Program Chair to discuss STC Faculty availability for Fall 2024 and courses scheduling, May 13
- Staff coordinated a Fire Science Academy Program Parent Information Session at Mission Collegiate High School, which also served as student recruitment for new program offering to begin Summer 2024, May 13
- Staff coordinated a meeting with Weslaco ISD CTE Director, CTE Coordinator, and Dual Credit Programs Director for Scheduling & Enrollment Services to review course offerings and need for lab site visit, May 14
- Department established an Affiliation Agreement with the Starr County Memorial Hospital to provide an opportunity for 7 DEMSA Students from Roma High School to shadow doctors, nurses, and other medical health professionals during June and July. An orientation was held where students received a campus tour, learned about the student expectations and vaccination requirements, May 16
- New Parent / Student Orientations were held at the Mid Valley and Pecan Campuses for newly selected Dual Enrollment Academy Program Students for the 2024-2027 Cohort, where they were provided a program overview, degree plans, student expectations, FERPA overview, support services/resource information, and student only orientation dates/times:

Campus	Event	Accepted Students	Date
Mid Valley	**New Parent Student Orientations**	100	May 14, 2024
Pecan	**New Parent Student Orientations**	68	May 15, 2024

- New Student Orientations for Dual Enrollment Engineering Academy (DEEA) Program Students were held, which consisted of campus tours, receiving student IDs, accessing Jagnet, and printing their summer schedules:

Campus	Date
Pecan Campus	May 21, 2024
Mid Valley Campus	May 30, 2024

- Annual Senior STEM Educational Field trip with twenty-three (23) Dual Enrollment Academy students had the opportunity to visit the San Antonio Aquarium and the Witte Museum in San Antonio, Texas. While at the San Antonio Aquarium, students learned about aquatic life and the importance of conservation through a variety of hands-on and interactive exhibits. Additionally, students learned about nature, science, and various world cultures at the Witte Museum, May 29
- Staff twenty-five (25) case management sessions with Dual Enrollment Academy Program students.

AARON GUAJARDO
DUAL CREDIT ACADEMIC PATHWAYS:

- Director and Coordinators met with various Designated High School Administrators and their respective Texas Education Agency Coaches for discussions on the Blueprint for Early College High School and Pathway in Technology Early Colleges.
- Coordinator attended the Decade of Excellence Celebration for Sharyland Advanced Academic Academy, May 10.
- Associate Dean, Director of Enrollment and Scheduling, and Director of Academic Pathways met with Vanguard's Van Gogh High School for planning meeting on upcoming designation, May 14
- Director and Coordinator met with La Joya ISD Administration for preparations for the next academic year, May 15
- The following outlines the events and support provided for partnering school districts:

DATE	SCHOOL	COUNT	TYPE OF SUPPORT
May 1	Weslaco ISD	1200+	Community Event
May 9	La Joya ISD	12	Site Visits
May 13	Donna High School	36	Enrollment Support
	Robert Vela ECHS	4	Student Advisement
	Sharyland Advanced Academic Academy	7	Leadership Meeting
May 14	Vanguard Academy Rembrandt	4	Student Advisement
	Donna High School	80	Enrollment Support
	Donna High School	5	Student Advisement
	Weslaco ECHS	3	Enrollment Support
May 15	Weslaco East ECHS	92	Enrollment Support
	Economedes ECHS	53	Student Advisement
May 16	Weslaco East ECHS	117	Enrollment Support
	Economedes ECHS	26	Student Advisement
May 20	Veterans Memorial HS	1	Student Advisement

	Rio Grande Preparatory	8	Leadership Meeting
	Weslaco ECHS	9	Student Advisement
May 21	Economedes ECHS	50	Spring Bridge
	La Joya ECHS	5	Leadership Meeting
May 22	Jimmy Carter ECHS	43	Student Presentation
May 23	Weslaco ECHS	6	Leadership Meeting
May 30	Jimmy Carter	66	Summer Bridge

ALEJANDRA CANTU
DIRECTOR - DUAL CREDIT SCHEDULING AND COMPLIANCE:

- Enrollment Staff held and supported the following Apply Texas Drive Events:

Date	School	Activity	Count
May 1	Weslaco East High School	Apply Texas Drive	45
May 2	Weslaco High School	Apply Texas Drive	25
May 7	Weslaco High School	Apply Texas Drive	41
May 13	Donna High School	Apply Texas Drive	36
May 15	Weslaco East High School	Apply Texas Drive	92
May 16	Weslaco East High School	Apply Texas Drive	117
May 21	Achieve ECHS	Apply Texas Drive	30

- Enrollment Staff held and participated in the following events:

Date	School	Activity	Count
May 1	Hidalgo ECHS	Registration Drive	65
	Juarez-Lincoln High School	Registration Drive	15
	Weslaco High School	CCMR	1,200
May 3	Weslaco ISD	Parent/Community	135
	Mercedes High School	Student Information	9
	Achieve ECHS	Student Information	96
	Mercedes High School	Student Information	6
May 8	Juarez-Lincoln High School	Registration Drive	50
May 13	Robert Vela ECHS	Registration Drive	25
May 14	Donna High School	Registration Drive	80
May 17	Vanguard Van Gogh	Parent/Community	83
May 20	McAllen High School	Registration Drive	200
May 21	ISD Partners	Academies Presentation	25
May 22	PSJA High ECHS	Registration Drive	80

	Weslaco High School	Enrollment Update Meeting	6
May 23	Mercedes High School	Registration Drive	97
May 28	Roma High School	Registration Drive	23
May 29	Mercedes High School	Registration Drive	16
May 30	La Joya High ECHS	Summer Bridge	112

- Dual Credit Scheduling staff has processed 262 scheduling requests for summer 2024 and 359 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
262	**262**	**89**	**86**	**87**	**407**	**124**	**283**

Fall 2024

Total Requests	Processed	New Sections	Updated Sections	Cancelled Sections	Total Number of Sections	Sections with ISD Faculty	Sections with STC Faculty
496	**359**	**145**	**123**	**91**	**1502**	**882**	**620**

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

- VIDA Spring and Summer 2024 graduation, May 1
- GM ASEP Graduation Banquet at Top Golf with GM partners, May 1
- Fire Academy Graduation at the RCPSE, May 2
- South Texas College Commencement Ceremonies, May 4
- IPEC Bi-weekly meeting, May 6
- ET Academy—Graduation and Networking, May 7
- Signing Ceremony with Texas A&M (Higher Education Center in McAllen), May 8
- Santa Fe donation to South Texas College Culinary Arts Program Ceremony, May 8
- Coordinated Operations Council meeting, May 9
- Welding Lab Ribbon Cutting Vanguard Rembrandt, May 9
- Graduation Celebration with STC Faculty and Staff, May 10
- Welding faculty retirement recognition, May 13
- BPST Division Leadership meeting and new construction projects tour at MVC, May 14
- South Texas College—Board of Trustees EDWC meeting, May 14
- Starfish Kiosk Training, May 21
- College Connections meeting regarding upcoming enrollment efforts, May 22

Compliance and Accreditation Liaison

Major Meetings:

- Monthly Meeting with BPST Dean, May 1
- BPST Chair Meeting, May 1
- Starr County Expansion Projects Meeting, May 1, 15 & 29

- Meeting to discuss Architecture Program, May 2
- Technology Campus Welding Expansion Project Meeting, May 8 & 22
- Mid Valley Expansion Projects Meeting, May 8 & 22
- Meeting with DBT Chair to discuss Accreditation and Certifications, May 8
- Coordinated Operations Council (COC), May 9
- STC - AG Econ Program Meeting, May 9
- AEDT Architectural Design I Final Review, May 9
- ILC Meeting, May 10
- BPST Division Leadership Meeting, May 14
- Meeting with Public Safety Chair to discuss Accreditation and Certifications, May 16
- Status of PLA and OSAs meeting, May 16

Major Activities:

- Assisted in Cosmetology degree plan change due to TDLR requirements, May 1
- Santa Fe STC Foundation Donation, May 8
- Coordinated potential ribbon cuttings with PR for multiple BPST project nearing completion, May 8
- Coordinated certification of occupancy for new Cosmetology Center, including Fire Inspection and Building Inspection, May 13-15
- Coordinated installation of signage for the new Cosmetology Center, May 15
- Review of credential mapping by BPST GPS's, May 29
- Attended Distinguished Leadership Academy Graduation with BPST Project Manager, May 30
- Coordinated with all BPST chairs to submit documentation for Advisory Committee meetings, May 28
- Coordinated with Digital Learning and Automotive faculty regarding pending trainings, May 28
- Coordinated tour with UTRGV Manufacturing Engineering and three potential investing manufacturing companies from Sweden at the Technology Campus of AMT and Mechatronics programs, May 29
- Met with/established contact with multiple local Architects to coordinate potential adjunct opportunities, May 30

Grant Activity:

- Submitted supporting documentation for Perkins CLNA, May 6

External Visits (site/organizations):

- STC Site Visit: McAllen HS Automotive Technology Lab for Dual Credit offerings, May 9

BPST Project Manager

- BPST Chair Meeting, May 1
- GM ASEP Graduation, May 1
- Perkins Equipment Reporting Check-In with Lab Assistant, May 2
- Fire Academy Graduation, May 2
- STC Dual Credit Automotive Meeting with Weslaco ISD, May 8
- Meeting with Diesel Department regarding Harlingen Cotton Committee Scholarship, May 8
- Vanguard Welding Ribbon Cutting, May 9
- Reclamation Meeting, May 9
- BPST Division Leadership Meeting, May 14
- FY Basic Perkins Grant Seminar, May 15
- Mission High School and Mission Veterans Presentation, May 16
- Region One Perkins Grant Review of Summer Camps, May 22
- College Connections Summer Planning, May 22
- Upward Bound Prep Meeting for Summer Camp, May 23
- SGT Planning Meeting for Local Convening, May 23
- Credential Map Overview, May 29
- Distinguishes Leadership Academy Graduation, May 31

Maricela Oliva

- Monitoring state agency, legislative, other updates, May 1
- Employer Engagement Workshop, May 2
- White House Educational Excellence & Equity Meeting Online, May 3
- American Association of Women in Community College Monthly Meeting, May 6
- Valley View Junior High Career Day, May 7
- FAFSA/TAFSA support at Technology Campus, May 8
- Employer Engagement Workshop, May 10
- BPST Division Leadership Meeting, May 14
- Active Shooter Training, May 15
- THECB Perkins Update, Online, May 15
- Employer Engagement Workshop, May 16
- Community Organization Visits, May 21
- Employer Engagement Workshop, May 23
- Institutional CLNA Review, May 16-23
- CLNA Synthesis and Ideas to RDMC, May 28
- Employer Engagement Workshop, May 30

Emerging Technology Specialist

- AEDT students using the VR lab for final projects, May 1-3 and May 6-8
- Showcased zSpace, Phantom 4 RTK drone, and Meta Quest Pro headset at Valley View Junior High Career Day, May 7
- Attended the Youth Conference at the Mission Event Center, May 21
- Laser engraver training with AEDT staff, May 30

Advanced Manufacturing Technology

Major Events:

- AMT Dept attended CCMR Marketing Event at Weslaco HS, May 1
- AMT had a PR interview that will be used for the PR department video, May 2
- Attended Valley View J.H. Career Day and took the AI Dog Jenny Byte, May 7
- PR Video concentrated on Robotics and PLC content with STC models, May 9
- Presented at the Robotics Program at IDEA Owassa and took the AI Dog Jenny Byte, May 9
- Department Meetings with workshops with Distance Learning and Environmental Health & Safety Depts., May 10
- Entravision FB Live Interview, May 14
- STC PR Interview to be used for Robotics and Mechatronics Video, May 14
- Midkiff Elementary School Career Fair, May 16
- KRGV Interview – Adv Manufacturing at Technology Campus Robotics Lab (will air June 8th), May 22
- Vanguard Recruitment Event, May 29
- Swedish Companies Toured AMT Labs and classrooms, May 29

Business Administration

- STC Graduation, May 3-4 Jose Olivares presented on Economic Data for Hidalgo Cunty to EDC and Prosperity Task Force representatives., May 8
- Ambassador Cross-Training Commissioning Ceremony, May 16

- Business Academy Cap and Gown Ceremony, May 16
- Reynaldo Jasso graduated from the DLA academy, Dr. Rosemond Moore in attendance, May 30

Cosmetology

- Chair Meeting, May 1
- Meeting to discuss spring student incompletes and contact hours make-up, May 3
- Meeting with Weatherford College for Faculty credentials, May 7
- South Texas ISD student tours, May 8
- Department meeting, May 11
- Department equipment training, May 13
- Business programs Chair & AA meeting, May 21
- Entravision Facebook live interview, May 23
- Spring Advisory Committee Meeting 3rd schedule, May 30

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

Major Meetings:

- Chair meeting, May 1
- Electrician Assistant (ELPT) instructor had group of students from IDEA High School at the Technology Campus for a tour of the ELPT Lab, May 1
- CBE meeting, May 2
- Construction Supervision (CNBT), Electrician Assistant (ELPT), and Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) faculty attended meeting with Dean, May 2
- Construction Club with Advisory Boards Partners raised supplies for RGV Down Syndrome Association, May 3
- New Program Fees – Fall 2024 meeting, May 6
- Construction Supervision Program Coordinator attended Valley view Career Day, May 7
- Accreditation and Certifications meeting, May 8
- Construction Supervision Program Coordinator attended the Lone Star National Bank Small Business Seminar, May 8
- BPST Leadership meeting, May 14
- Summer Camp status review meeting, May 15
- MVC Expansion meeting, May 22
- Faculty participated in various online trainings/courses, webinars and workshops throughout the month.

Major Activities:

- Faculty attending Spring 2024 STC Graduation, May 4

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

Major Meetings:

- Attended Texas Commission on Fire Protection (TCFP) District Meeting at the McAllen Fire Department, May1
- Attended Coordinated Operations Council (COC) Meeting, May 9
- Attended Institutional Leadership Council (ILC) Meeting, May 10
- Attended Elsa Police Department's Fallen Officer's Memorial Ceremony, May 13
- Attended Two Story Fire Training Structure Punch List Walk Through, May 13
- Met with Pharr Public Safety Communications Director Kenneth Ennis regarding future Telecommunicator Courses, May 13
- Attended BPST Division Leadership Meeting, May 14
- Attended Hidalgo County Sheriff's Office Fallen Officer's Ceremony, May 16
- Facilitated and attended ALERRT Active Shooter Training at the Technology Campus, May 18-19
- Met with Pharr Police Chief Juan F. Gonzalez regarding future academy and telecommunicator courses, May 28

Events/Accomplishments:

- Early Voting Election Site, April 15-May 4
- STC Fire Academy Completion Ceremony, May 2
- Texas Department of Public Safety-South Region B-2024 DPS Academy Family Day, May 7
- Pharr Police Department Badge the Youth, May 22

May Courses:

- Homicide Investigation and Crime Scene Management, April 30-May 2
- Texas Alcohol Beverage Commission Emergency Vehicle Operator Course, May 6-8
- Glock Armorer Course, May 14
- Investigating Internal Affairs Citizen Complaints and Officer Discipline, May 14-16
- ALERRT Active Shooter Level I Training at Technology Campus, May 18-19
- Basic Firefighter/Introduction to Wildland Fire Behavior S130-190 Course, May 20-24
- Sexual Assault Investigation Course, May 20-21
- Death Investigation: Cause, Manner, and Mechanism of Death and the Investigative Process, May 29-30

Upcoming June Course:

- Texas Department of Public Safety Team Building Course, June 3
- Intro to Narcotics Investigations, June 5-6
- Mexican Drug Cartel Investigations, June 17-18
- ALERRT Active Shooter Level I Training, June 22-23
- De-Escalation Practitioner Instructor Course, June 24-26

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

- Community College Humanities Association's (CCHA) "Ai in the Community College Classroom" Panel Event, May 1
- STC English Dual Credit Faculty candidate interviews, May 1-2
- Region One's HB5 (college prep courses) MOU discussion, May 6
- RNL's "Unveiling the Basics of AI University Innovation" webinar, May 8
- Invited talk to at-risk students at Valley View Junior High, May 8
- Panel Discussion: "Developing and Communicating AI Policies in Higher Education", May 9
- American Psychological Association's "Solving Modern College Problems with a Stone-Age Brain" webinar, May 15
- AAC&U's "Going Beyond the Transcript with LERs" webinar, May 22
- STC Foundation ASCENDER Check Presentation, May 23
- STC "Emerging Artist (high school students) Exhibition Reception", May 24
- "Education & Generative AI Roundup #10" webinar, May 30
- "Integrating Career Preparation and Civic Engagement with the Liberal Arts" webinar, May 30

Projects completed or in progress:

- Texas Success Center's "Minding College Minds" Project
- Degree Reclamation (returning adult learners) Committee
- Identification and selection of four new Department Chairs (Art, Communication, English, and World Languages)
- Talent Strong Texas Pathways Project – State of Adoption Self-Assessment
- THECB's Open Texas 2024 Program Committee
- Pecan J Building Cyber Lounge conversion project
- Texas College Bridge project
- STC's SACSCOC 5th Year interim report Steering Committee
- Pecan J Building Maker Space classroom conversion
- STC's Generative AI in Higher Education Task Force

DEPARTMENT/PROGRAM REPORTS:

Center for Mexican American Studies

- Ballet Folklórico South Texas College participated in the MXLAN 2024 festivities at the McAllen Performing Arts Center. Alongside invited guests, Ensemble Folklórico Mexicano from Monterrey, MX, Ballet Folclórico del Nuevo Santander from Reynosa, MX, Palmview High School and La Joya High School folklórico dance teams from La Joya ISD on May 5, 2024.
- Conducted follow-ups with dance groups that attended the 2024 South Texas College State Dance competition. Feedback surveys indicate that the directors and participants enjoyed the event and will be returning the following year.
- Staff prepared awards and recognitions for the end of the year meeting with Ballet Folklórico South Texas College students that took place on May 21, 2024.
- Staff began travel preparations for the Ballet Folklórico South Texas College's invitation to form in July 2024 at Universal Theme Parks – Orlando. Student waivers and Staff authorization forms were submitted for approval.

- Initiated discussion with DanceComp Genie, a company that would digitize the annual dance competition. The purpose of going digital is to facilitate the registration and payment process, along with ease of tabulation and score keeping.

Communications

- Hosted an online "30 Second Video Competition", opened online on April 19 to May 1st, then 5 days were allotted for online voting & the results were shared online, May 8th.
- COMM 2339 Writing for Radio, TV, & Film virtually hosted two guest speakers over zoom; William Haines & Gloria Reyes, May 2

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

DIVISION DEAN'S REPORT:

- Attended Board Word Day Meeting, May 1
- Attended Bismarck College CBE Course Development Meeting via Teams, May 1
- Attended the VIDA Graduation at Pecan Student Union, May 1
- Attended the City of Pharr Collaboration Meeting, May 2
- Held meeting with Information Technology Program Chair, May 2
- Attended Graduation Commencement, May 3
- Attended HB5 MOU Discussion meeting at Region One Education Service Center, Edinburg, May 6
- Attended the ET Academy: Graduation & Networking Ceremony at PCN U-Ballroom, May 7
- Attended the Signing Ceremony Admissions Agreement Texas A&M McAllen HEC/STC at PCN Student Union, May 8
- Attended the Bachelor Program New Student Summer Orientation via Teams, May 8
- Attended the Coordinated Operations Council (COC) Meeting at PCN H-Bldg., May 9
- Joined the Blended Learning: Combining the Best of Online and In-Person Learning webinar via Zoom, May 9
- Joined the Panel Discussion: Developing and Communicating AI Policies in Higher Education via Zoom, May 9
- Conducted Chair Evaluations, May 10-14
- Attended Institutional Leadership Council Meeting, May 10
- Attended Region One Perkins Grant meeting via Teams, May 14
- Attended EWD, Facilities, and Special Board meeting Finance, Audit and HR meeting, May 14
- Attended the CTN Ascender Presentation via Zoom, May 15
- Attended the ACTA 2024 - Commissioning Ceremony at PCN Ballroom, May 16
- Attended CTN Mentoring Network Monthly Webinar via Zoom, May 16
- Attended Teams Meeting to discuss summer camps and funding, May 16
- Attended CTN Onboarding 10 CST Zoom meeting, May 17
- Presented at the Catch the Next Ascender Conference in Dallas, TX, May 18-20
- Attended the RAND study on student loss - South Texas College meeting via Teams, May 21
- Attended the FORCCE-ATE: Required Virtual Kickoff Meeting, via Zoom, May 22
- Held Meeting with IT and Associate VP Academic Success & Advancement, May 22
- Conducted Faculty Interviews, May 23
- Attended the STC Foundation Ascender Check Presentation at PCN Bldg.-X, May 23
- Attended 2024 NISOD Conference in Austin, TX., May 24-27
- Attended STC Board Oath of Office Ceremony - Victoria Cantu and David De Los Rios at PCN Student Union, May 28
- Attended the FLSA status update meeting at PCN Plaza, May 29

BACHELOR PROGRAMS:

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

- Participated in Bismarck College CBE Course Development Meeting via MS Teams, May 1
- Faculty Instructors participated in Weslaco High School College Career Day and IT & STEM Job Fair, May 1
- Attended RSA 2024 Conference in San Francisco, CA, May 5-9

- Participated in Bachelor Program New Student Orientation via MS Teams, May 8
- Participated in Faculty Overload Internal Audit Meeting with Internal Auditor via MS Teams, May 14

Medical and Health Services Management (MHSM)

- Participated in the virtual meeting with Bismack College on CBE Course Development, May 1
- Attended and carried the MSITB Gonfalon at the students' graduation ceremony, May 4
- Attended the Council of Chairs meeting, May 7
- Participated in the New Student Orientation of the Bachelor Programs, May 8
- Met with our Library Liaison to discuss future available resources to the MHSM Program, May 9
- Attended the TPHA annual conference at Galveston, TX, May 19 – 22
- Attended and presented at the STC New Student Orientation event, Pecan Campus, May 29

Organizational Leadership (BASOL)

- Attended CBExchange 2024 Board Retreat in Georgia, May 1-5
- Participated in the NISOD Presentation Prep meeting, May 6
- Attended the ET Academy: Graduation & Networking, May 7
- Participated in the Leadership McAllen Executive Board meeting, May 7
- Attended the Foster Angels 25 years RGV Luncheon, May 8
- Participated in the STC & NSLS meeting via Zoom, May 8
- Participated in the Bachelor program new student orientation, May 8
- Participated in the RGV Leadership Group 1 – SpaceX meeting, May 10
- Participated in the NISOD Presentation Prep meeting, May 13
- Attended the Leadership McAllen Excellence Award Gala, May 14
- Participated in the RGV Leadership Class for May, May 17
- Facilitated a post-graduation dinner with my Capstone students, May 18
- Attended the Museum of South Texas History Board of Trustee meeting, May 21
- Presented in the C-BEN Huddle on "Managing Faculty Workload in CBE Programs", May 21
- Participated in the RGV Leadership Group 1 – SpaceX presentation review, May 22
- Presented our final presentation findings as part of the RGV Leadership Group 1 – SpaceX to the RGV Partnership, May 23
- Attended and presented at the NISOD 2024 Conference in Austin, TX, May 25-28
- Attended the RGV Partnership Recruitment Mixer, Weslaco, May 29
- Meeting with Dean of Distance Education & Learning Support Services at Bismarck State College to discuss CBE via Teams, May 30
- Facilitated the BASOL Department meeting, May 30

Operations Management (OPMG) / Public Administration (PBAD)

- The OPMG Team met with Bismarck State College Dean of Distance Education and Learning Support Services to discuss the development of their CBE curricula, May 1
- The OPMG Team met with City of Pharr Assistant City Manager and her team to discuss their employee educational and training needs, May 2
- The OPMG Team attended Bachelor Program graduation ceremonies, May 4
- The OPMG Team attended the Mission Junior High Career Day and set up tables with literature and promotional items. We spoke to many students about our Bachelor Programs, May 9
- Conducted an Organizational Ethics presented to Mission Chamber of Commerce members at the CEED Building on Bryan Road, April 17, 2024
- The OPMG Team attended the Donna ISD University Event at the Donna High School campus and set up tables with literature and promotional items. We conducted a presentation about our Bachelor Programs to Donna High School Paraprofessional staff, May 24
- City of McAllen Convention Center and Performing Arts Center Board Member Meeting, May 27

DEPARTMENT/PROGRAM REPORTS:

Biology

- Participated in Biology Hiring Committee, May 1
- Led DCF Biology Interview, May 1
- Participated in Biology DC/Adjunct End of Semester Meeting, May 4
- Led Full-Time Biology Faculty Interview, May 6
- Led DCF Biology Interview, May 6
- Led Full-Time Biology Faculty Interview, May 7
- Attended Council of Chairs Meeting, May 7
- Led Faculty Evaluation, May 8
- Led Full-Time Biology Faculty Interview, May 8
- Participated in Laboratory Safety Committee Meeting, May 9
- Attended ILC Meeting, May 10
- Attended Institutional Leadership Council Meeting, May 10
- Led Full-Time Biology Faculty Interview, May 13
- Participated in Chair Evaluation, May 13
- Attended STEM NCE, May 14
- Attended Faculty Overload Calc. Meeting, May 14
- Participated in Laboratory Safety and Hazard Classification Training, May 20
- Attended Grants Development and Grants Management Workshop for HSIs, May 20-21
- Conducted Supervisor Evaluations, May 21-23
- Attended NSF 24-584 (ITYC), May 23

Chemistry

- Attended Intro to Chem Teams Meeting, May 1
- Attended Graduation Ceremony, May 4
- Attended to Intro to Chem Teams meeting, May 7
- Attended Council of Chairs Meeting, May 7
- Attended Laboratory Safety Committee Meeting, May 9
- Attended ACS-South Texas Local Section Monthly Meeting, May 9
- Attended ILC Meeting, May 10
- Attended Institutional Leadership Council Meeting, May 10
- Attended Chair Evaluation, May 14
- Conducted Evaluation, May 15
- Attended ACS Lab Safety Course Intro Meeting, May 31

Cybersecurity

- Met with Outpost 24 sales rep to discuss current contract/license agreement, May 1
- Met with Certiport representative to discuss new Cisco certifications we are now offering to our students, May 2
- Participated in reading student names during the Spring Commencement Ceremony, May 4
- Met with the City of Pharr cybersecurity team to discuss Fall 2024 internships for students, May 8
- Met with faculty to discuss summer activities and internships, May 9
- Met with PSJA representatives to discuss the new cohort of students for Fall 2024, May 13
- Met with MSITB Dean to discuss chair evaluation, May 14
- Met with Vonahi representatives to discuss a possible partnership with cybersecurity department, May 16
- Attended the BSides Cybersecurity conference hosted by STC's CISO, May 18
- Attended the FORCCE-ATE required virtual kickoff meeting, May 22
- Attended the EI-ISAC monthly meeting, May 28
- Attended a 2nd virtual meeting for the FORCCE-ATE grant, May 31

Information Technology

- Attended Curriculum Meeting, May 1,22
- Attended Workshop: Ambassador Cross Training Academy (A.C.T.A) Spring 2024, May 2,16
- Held May IT Department Meeting, May 3
- Participated in Graduation Commencement, May 4
- Participated in Emerging Technologies- Peer Sharing presentations, May 7
- ET Academy: Graduation & Networking, May 7
- Attended Council of Chairs Meeting - 2023-2024, May 7
- Conducted Technology Campus Visit, May 8
- Participated in Program Chair Evaluation, May 14
- Attended CAAT Advisory Committee Meeting, May 28
- Viewed STC Board Meeting, May 28
- Attended Network Security Meeting, May 29
- Attended Workshop: Microsoft OneDrive (Online), May 29

Physical Sciences and Engineering Department

- Reviewed the Lab Safety Semi-annual Inspection Report - Physics & Engineering dept - Starr campus, May 1
- Chair and Engineering Program Coordinator reviewed the student application materials submitted by one student for transfer credits of engineering courses, May 2
- Participated in the engineering faculty hiring committee member activities. The committee has interviewed two applicants. May 6
- Reviewed the status of yearly inventory project, May 7
- Attended council of chairs meeting, May 7
- Participated in the engineering faculty hiring committee member activities, May 8, 14
- Physics faculty received Quality Matters certification for his OER physics course, May 8
- Attended Laboratory Safety committee meeting, May 9
- Attended the webinar: Panel Discussion: Developing and Communicating AI Policies in Higher Education, May 9
- Attended Institutional Leadership Council (ILC) meeting, May 10
- Discussed the status of the yearly inventory project with the Secretary and the Physics Lab Coordinator, May 10
- Attended Chair Evaluation meeting conducted by the Dean, MSITB, May 13
- Attended grant proposal meeting for a collaboration project between STC and UTRGV, May 15
- Discussed the state of the Physical Science department and the plans for the Fall semester with the Dean, MSITB, May 21
- Met with the Division Initiatives Manager, MSITB and reviewed the budgetary matters of departmental grant subawards, May 21
- Chair, Engineering Program Coordinator and Engineering student volunteers attended Lower Rio Grande Valley 26th Annual Stormwater Management & Planning Conference, May 22
- Met with the staff of STC's Career & Employer Services: Director, Coordinator of Career Services, Coordinator of Employer Services, and the Career and Placement Specialist, and discussed the student services offered by their department, May 28

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

- Attended the Organization for Associate Degree Nursing (OADN) Board of Directors Meeting held in Tampa, Florida, April 29 – May 1
- Held meeting with Student Success Center staff to discuss updates for the summer, May 2
- Attended meeting with representatives from Tecmilenio University and Healthcraft Solutions, May 2
- Attended meeting with the employee relations officer, May 2
- Attended meeting with the simulation coordinator, May 3
- Assisted in hosting a tour of the NAH Campus for representatives from Rio Grande Regional Hospital, May 3
- Held meeting with senior administrative assistant, May 3

- Attended the Institutional Planning and Effectiveness Committee (IPEC) meeting to discuss strategic priorities and initiatives, May 6
- Attended the Accreditation Commission for Education in Nursing (ACEN) Annual Conference Planning Meeting, May 6
- Attended meeting with representative from ATI to receive an overview of the ATI Program Manager, May 6
- Worked on the STC TIP Grant Report.
- Followed up on recommended initiatives proposed by the NAH Student Government Association.
- Attended the Critical Care Resource Review hosted by the BSN Program, May 7
- Met with the NAH initiatives manager to discuss Department of Labor (DOL) Employment and Training Administration grants, May 7
- Attended the Emerging Technologies Academy Pilot Graduation hosted by Educational Technologies, May 7
- Worked on the TIP Progress Report.
- Attended the signing ceremony held to celebrate the admissions agreement between Texas A&M McAllen HEC and STC, May 8
- Held the NAH Program Chair Meeting, May 8
- Attended the Maximizing Benefits, Minimizing Risks: The Role of Artificial Intelligence in Patient Simulation Scenario Creation webinar hosted by Education Management Solutions, May 8
- Attended the Workforce Funding Opportunities for Nursing Students and Nurses webinar hosted by the Health Resources and Services Administration, May 8
- Attended the Coordinated Operations Council (COC) meeting, May 9
- Attended meeting with representatives from Region ONE ESC to plan SYSTEMMS camps focusing on Health Science Careers for the upcoming 2024 – 2025 academic year, May 9
- Attended the Respiratory Therapy Program Pinning Ceremony, May 9
- Worked on completing RDMC 007's and Proof of Effort for the NSRP skill course stipends.
- Attended the Diagnostic Medical Sonography Program Pinning Ceremony, May 10
- Attended the Associate Degree Nursing Program Pinning Ceremony, May 10
- Attended the Occupational Therapy Assistant Program Pinning Ceremony, May 13
- Met with the executive director of Human Resources, May 14
- Met with the dean of Continuing Education and Workforce Development to discuss the Region One Perkins Grant, May 14
- Attended the Physical Therapist Assistant Program Pinning Ceremony, May 14
- Attended the 2024 Survey of College and University Chief Academic Officers webinar, May 15
- Met with the senior development officer from the Office of Sponsored Initiatives to discuss the digital learning technology to be purchased with the DOL grants, May 16
- Worked on completing the National ADN program survey from OADN.
- Held meeting with the chair for the OTA Program to discuss special assignments, May 20
- Attended meeting with representatives from DHR to discuss the RN Apprenticeship Program, May 23
- Attended the OADN DEI Committee Meeting, May 28
- Attended the swearing-in ceremony for the STC Board of Trustees, May 28
- Took part in hosting the Midland College Tour of STC Nursing and Allied Health Programs, May 29
- Attended the Hidalgo County Nursing Grant meeting held by the Office of the President, May 30
- Attended the Distinguished Leadership Academy Graduation Luncheon, May 30
- Attended the Tree Planting Ceremony hosted by Driscoll Children's Hospital with US senator John Cornyn as quest speaker, May 30
- Attended the swearing-in ceremony for the District 1 STC board trustee, May 30

DEPARTMENT/PROGRAM REPORTS:

Associate Degree Nursing

- Level 3 RNSG 2361 students held a presentation osteoporosis at the Helping Hands Adult Day Care. They utilized poster boards, pamphlets, and a Q&A session to educate and engage participants, May 6
- Level 3 RNSG 2361 students provided a presentation on osteoarthritis to students at McAllen High School. In addition, they assisted in performing sports physicals by checking blood pressure, pulse, and vision screening, May 8
- Advisors attended the Workforce Career Day held at the Mission Event Center. Over 500 students from different high schools attended the event, May 21
- ADN faculty member and secretaries attended the NISOD Conference held in Austin, TX where they received awards in recognition of their work, May 25 – May 28

Diagnostic Imaging Department

- Faculty attended the STC Spring Commencement Exercises, May 4
- Faculty and staff attended the DID May Department Meeting, May 7
- Faculty and staff attended the DMS Program Spring 2024 Pinning Ceremony, May 10
- Department chair attended the RadReview Demonstration for the introduction of new software license for RADT Program, May 27
- Secretary attended the Microsoft OneDrive Workshop, May 29

Emergency Medical Services

- Held third review meeting over the CoAEMSP Annual Report for the FY 22 cohorts and Student Competency, May 2
- Held a meeting to review equipment needs of EMS Program, May 2
- Attended the Commencement Ceremony held at the Bert Ogden Arena, May 4
- Attended a Teams meeting with Roma High School Representatives, May 6
- Attended the Emerging Technologies Academy Graduation, May 7
- Held fourth review meeting over the CoAEMSP Annual Report for the FY 22 cohorts and student competency, May 8
- Attended the NAH Program Chairs Meeting, May 8
- Attended a Teams meeting regarding the Roma High School cohort for Fall 2024, May 08
- Submitted the CoAEMSP Annual Report for FY 2022, May 09
- Conducted faculty evaluation reviews for two faculty, May 9
- Faculty attended the Course Completion Ceremony, May 9
- Attended the Institutional Leadership Council via Teams, May 10
- Conducted faculty evaluation review for one faculty, May 13
- Attended a meeting with the Public Relations Department to review the logos for the new ambulance, May 16
- Held a Teams meeting to review the IE Plan goals for the EMS Department, May 20
- Attended the NAEMT – Professionalism A Study of Workforce Behaviors webinar, May 21
- Attended a TEAMS Conference follow up meeting via Teams, May 21
- Attended the final installation of the Medical Oxygen Generator at NAH Building D, May 22
- Conducted a tour of the EMS Department with Ferno Washington Representative, May 22
- Attended the 8th Annual Eastern Pediatric Trauma Conference via Zoom, May 23
- Attended the Accreditcon Conference held in Oklahoma City, May 28 – June 3

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

- Attended Graduation Ceremonies at the Bert Ogden Arena, May 4
- Attended the Signing Ceremony Admissions Agreement Texas A&M at Pecan Student Union, May 8
- Conducted SBS Division Meeting on MS Teams, May 8
- Attended the Coordinated Operations Council at Pecan Campus Bldg. H 127, May 9
- Attended the Institutional Leadership Council on MS Teams, May 10
- Attended the Graduation Luncheon at the Mission Event Center, May 10
- Attended the SBS Support Staff Meeting at Pecan Campus Building T1.102, May 28
- Conducted SBS Division Meeting on MS Teams, May 22
- Attended the Board Oath of Office Ceremony – Victoria Cantu and David De Los Rios at Pecan Campus Student Union, May 28
- Attended the PSYC Dual Academy Discussion on MS Teams, May 29
- Attended the CCAMPIS Oversight Committee Meeting on MS Teams, May 30

DEPARTMENT/PROGRAM REPORTS:

Education

- The Education and Kinesiology Departments teamed up to offer Education majors, specifically students enrolled in EDUC 1301 and EDUC 2301, the opportunity to receive CPR, AED, and First Aid Training for Adults and Children/Infants. Twelve EDUC 1301/2301 students enrolled in the program with ten completing rigorous instruction and training and receiving a Red Cross certificate.

Psychological Science

- The Starr County Campus Psychology Club honored the Top 10 Most Active Members of Spring 2024 semester by presenting them with Certificates of Recognition. All club meetings and events throughout the semester are opportunities for members to earn club points for the rankings of the point system, May 2
- Psychological Science faculty, Alex Sarabia served as South Texas College Commencement Faculty Name Reader for the 8th Time for the Social & Behavioral Sciences Graduation representing the Department of Psychological Science. Alex was also Master of Ceremony in F3all 2022 graduation and virtual name reader during virtual graduation (COVID), aside from 8 times as name reader on stage, May 4
- Participated at the Annual Roma ISD Ramiro Barrera Middle School's Career Day. Mr. Sarabia Psychological Science faculty inspired the students to attend college and elaborated on the fields of psychological science and counseling, May 7
- Participated at the Annual Rio Grande City Grulla ISD Ringold Middle School's Career Day. Mr. Sarabia Psychological Science faculty inspired the students to attend college and elaborated on the fields of psychological science and counseling, May 8
- Participated at the annual Rio Grande City Grulla ISD Roque Guerra Jr. Elementary School's Career Day. Mr. Sarabia Psychological Science faculty inspired the students to attend college and elaborated on the fields of psychological science and counseling, May 10

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

- Advisory Meetings for Bismark College, assisted in creating a Competency Based Education (CBE) program, May 1
- American Association for Women in Community Colleges (AAWCC) April May 6
- Signing Ceremony Admissions Agreement Texas A&M McAllen, May 7
- Institutional Leadership Council (ILC) Meeting, May 10
- Attended The Valley Initiative for Development and Advancement (VIDA) Graduation, May 11
- Participated in the Institutional Leadership Council meeting, May 10
- Attended Anthology webinar: Accessibility and Inclusivity in Technology, May 14
- Retention Planning for 24-25 Online and Hybrid Students, May 20-24
- Finalize Dual Credit GED classes, May 27-31

ANA DAVILA
DIRECTOR - DIGITAL LEARNING TECHNOLOGIES:

- In collaboration with IS&P, transfer all Microsoft PowerApps, Flows, Triggers, Tables OneDrive Files and Forms into a department service account, May 1-31
- Develop and updated Microsoft Flows to faculty certifications in the digital learning portal, May 1-31
- Met with Bachelor's Academic Coaches to discuss new Blackboard roles, May 8
- Participated in the Institutional Leadership Council meeting, May 10
- Attended the Region One Technology Conference, May 14-16
- Presented the South Texas College - Blackboard AI Design Assistant at the Region One Technology Conference, May 16
- Participated in the GAI Task Force Committee, May 21
- Facilitated the Honorlock Overview Training for the CLE staff, May 29
- Develop new integration LTI for ACS Essentials of Lab Safety for the Chemistry department, May 29-30
- Submitted the data South Texas College reports needed for the National Council for State Authorization Reciprocity Agreements (NC-SARA) application membership, May 22
- Attended the Board of Trustees Ceremonial Oath of Office at Pecan Campus, May 28
- Implemented and updated the Blackboard Training Development Management (TDM) to version 2. May 21-30

Digital Learning Helpdesk

- **Numbers for support**

Blackboard Student/ Faculty Tickets:	397
Blackboard Helpdesk Phone Calls received by DL Staff	82
Social Intent – Digital Learning Chat	73
Crosslist Request for Summer 2024	43
Blackboard Support Chats/Calls:	68
Blackboard Level 2 – Tier II Support Requests:	12
Total	**675**

Student Success Activities

Type of Service	Number of Students Visit
General Advising	165
Telephone/ Text Contacts	82
Virtual Campus Advising Email	166
Radius Inquires	119
Register TxDOT Students	18
Academic Coach Sessions	16
Email Reminders Sent	3,817

Register Online Students	7
Total	**4,390**

Trainings/Workshops/Professional Development/Events

Type of Training DL Offer	Number of Faculty Completed
LMS Fundamentals Certification	7
Instructional Continuity Certification	4
Instructional Continuity Re-Certification	27
Online Teaching Certification	2
Blackboard AI Design Assistant Workshops	20
Intro to Honorlock Proctoring Services Workshop	37
Total	**97**

Type of Session DL Offer	Number of Students Participated
First Year Connection – Pecan DL Presentation	276
Digital Learning - College Advising Session	24
Total	**300**

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

- Attended meeting with City of Pharr to discuss training opportunities, May 2
- Met with architect and Facilities, Planning and Construction regarding new building, May 2, 9, 16, 17, 30
- Attended commencement ceremonies, May 3 and 4
- Met with Hidalgo County Prosperity Task Force, May 7
- Attended signing ceremony for admissions agreement with Texas A&M McAllen, May 8
- Met with Region One and STC Office of Sponsored Initiatives regarding proposal for Region One Perkins grant, May 9
- Attended webinar regarding providing services to incarcerated individuals, May 15
- Met with HEB on current programs, May 15
- Met with PSJA ISD on substitute teacher program, May 21
- Facilitated monthly department meeting, May 22
- Met with NAH regarding dental lab, May 22
- Attended STC Board oath of office ceremony, May 28

DANIELA MASTEN
DIRECTOR

- Attended meeting with City of Pharr to discuss training opportunities, May 2
- Attended signing ceremony for admissions agreement with Texas A&M McAllen, May 8
- Interviewed by STC Public Relations regarding CEED courses, May 9
- Interviewed potential Community Health Care Worker instructor, May 14
- Met with CATA and others departments to finalize plans for Summer Camps, May 15
- Attended the Texas Connection Consortium (TCC) Conference in San Antonio, May 20th - 24th
- Met with HEB to discuss HEB YOU, May 15
- Met with coordinators to get an update on their programs, May 29
- Presented on programs at Mission Chamber's Small Business Resource Seminar, May 30

HOBY FOLLIS
PROGRAM DEVELOPER & MANAGER

- Continued working with CDL program on recruitment and student completion
- Met with Mercedes ISD about engagement with their Parental and Family Engagement Program, May 2 and 20
- Met with Education Technologies to incorporate Poll Everywhere into the CDL curriculum, May 3
- Met with the City of Donna regarding a customer service training, May 6
- Met with Team Mario SOAR! regarding a contract to offer Employability Skills and other classes for over 18 adults with developmental disabilities, May 7 and 20
- Attended department meeting, May 22
- Met with Trust Americas about a contract to train 50 women through our CDL program to hire them as Cement Truck Drivers, May 23
- Worked with Santa Rosa ISD on set up of CDL class for graduating seniors, May 29

ENROLLMENT AND RECRUITMENT:

- Unduplicated enrollment through the end of May was 5,477 students
- Started a CDL class at Starr County Campus, May 20
- Started classes for the public in ESL, GED, Real Estate, Truck Driving, Substitute Teacher, BLS CPR, Medication Aide Update, Hazmat Endorsement, Manual Restriction Removal, Phlebotomy, Teacher Aide, AWS Certification
- Completed EKG certification training at La Joya ISD and PSJA ISD
- Continued recruitment at various community events for the High School Equivalency Program (HEP) for migrant farmworkers, have already exceeded the number of students served last year
- Continued offering GED orientation sessions every Thursday in English and Spanish
- Started offering orientation sessions for CDL every other Wednesday
- Finalized plans for summer camps

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

- Reviewed and approved all monthly grant financial status reports
- Received and reviewed monthly CATA revenue, appropriations and expense report
- Reviewed and approve monthly KPI report
- Reviewed RAP 2024--25 enrollment projections report
- Reviewed CATA monthly projections and fiscal year enrollment reports
- Reviewed grant compliance and closeout reports
- Completed monthly activity report
- Attended Mercedes Joint Chamber Mixer, May 1
- Meeting with CATA staff, May 1
- Met with Mission Chamber of Commerce personnel to discuss barber apprenticeship, May 2
- Attended meeting to review Veterinary Apprenticeship grant, May 2
- Met with STC Professional Development Staff regarding Sales training for staff, May 7
- Attended breakfast meeting with Mission Chamber of Commerce, May 8
- Attended meeting at South Texas ISD regarding RAPs, May 8
- Attended Pharr Industrial Warehouse Summit, May 9
- Participated in SBDC Smart Start Webinar, May 9
- Attended Commencement Appreciation Luncheon, May 10
- Presented at South Texas Manufacturers Association Meeting, May 14
- Attended meeting to discuss non-credit fundable credentials, May 14
- Presented at South Texas ISD World Scholars parent meeting, May 14
- Met with Dr. Esmaeili to discuss summer camps and funding, May 16
- Met with Lone Star National Bank to discuss training initiatives, May 16
- Attended Food Bank of the RGV Board meeting, May 21

- Attended RGV Partnership Board meeting, May 23
- Attended meeting with DHR Health to discuss training programs, May 28
- Hosted Hispanic Chamber of Commerce Monthly Board Meeting, May 28
- Attended STC Oath of Office Event, May 28

INITIATIVES:

- Compliance review and updating of apprenticeship grant and program records (on-going)
- Development and promotion of additional courses for Mission CEED Building
- Planning for Apprenticeship Employer Forums
- Revisions to apprenticeship programs under development (Child Care) 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 III
- 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 (Fall 2024). Ongoing discussions with TWC and DHR Health
- Partnership with DHR Health Care Institute
- Presentation and tour for prospective McAllen employers
- Business Retention and Expansion cooperation with EDCs of McAllen, Pharr, Edinburg and Weslaco.
- EDC of Weslaco retail and industrial training initiatives—Implementing 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, on going)
- EV Technicians and AI apprenticeship program
- Developed strategies for year-round youth robotics programs
- Researched national health care apprenticeship programs

LEONEL O. GARCIA
DIRECTOR -THE INSTITUTE FOR ADVANCED MANUFACTURING

- Met with San Isidro to discuss Summer Camps, May 1
- Met with Region One to discuss strategies to maximize student outreach for credential programs, May 1
- Met with South Texas ISD to discuss Paralegal Assistant Apprenticeships program, May 8
- Review of Perkins Grant with Region One, May 8
- Departmental meeting with CATA staff, May 9
- Present during BPST Division Leadership Meeting on CATA updates, May 14
- Attended monitoring visit by OSHA DOL on the Susan Harwood Grant, May 16
- Met with team to discuss upcoming summer camps and look at logistics of every camp, May 16

Enrollment and Recruitment:

- Target unduplicated enrollment for FY24 is 3,700
- Unduplicated enrollment through the end of May: 2,285 students

- Enrollment and Recruitment consisted of the following:
    - Meeting with ALPS on 4/4/24 regarding the curriculum on Management & Leadership Skills for First Time Supervisors
    - Meeting on 5/1/24 with Chula Brand to discuss the Forklift training certification
    - Meeting on 5/8/24 with Denso10 to discuss the details of the training request on HAZCOM and HAZMAT
    - Meeting on 5/17/24 with ALPS to coordinate the 5S Overview training
    - Meeting on 5/22/24 with Vertiv to discuss Excel training
    - Meeting on 5/23/24 with ALPS Alpine regarding the Soft skills progress report
    - SiCar Farms meeting with HR/Safety/Security officer to identify training needs
    - WinNuts visit with Operations Manager to discuss training interests
    - Gleco Plating visit with Safety Coordinator and HR Specialist to discuss training interests
    - ABC Warehousing visit with Warehouse Manager to discuss ESL training
    - WoodCrafters LTD visit with HR Specialist to present information for supervisors
    - Trostel Limited visit with Production Manager to discuss Facilities Maintenance (Spanish)
    - Zebra Technologies visit with Production Manager to present information to employees
    - Nebco Athletics visit with owner to present information for employees
    - International Paper McAllen and Edinburg facility visit to discuss in-house training and ISO certification
    - Exquisita Tortillas, Inc. visit with President & COO to discuss Industrial Maintenance (Spanish) and internship opportunities
    - Melhart Manufacturing visit with Director of Manufacturing Sales to present information to staff
    - TI Fluid Systems meeting to discuss ISO 45001 requirements and training proposal
    - Fox Packaging visit with Training Manager to discuss training interests
    - Oasis Cold Storage visit with HR Specialist to leave CATA information
    - Fresco Cold Storage visit with HR Specialist to leave CATA information and plan return
    - Santos Warehousing visit to deliver information to Mr. Santos
    - Prime Brokerage Cold Storage visit to leave CATA information with HR Specialist
    - Coordination of OSHA 30 training for Fox Packaging (16 participants)
    - Coordination of CPT courses for Zebra Technologies
    - Coordination of CPT courses for continuing student
    - Training on 5/7/24 for 10 participants on Forklift Certification + JHA from Chula Brand
    - Training on 5/7/24 for 12 participants on Phase 2 System from ALPS
    - Training on 5/18/24 for 10 participants on CPR/First Aid from Cinch
    - Training on 5/20/24 for 10 participants on Forklift Certification from Greenlight
    - Training on 5/22/24 for 15 participants on 5S Overview from ALPS
    - Training on 5/23/24 for 1 participant on MSSC 2 Quality Assurance for Identipak
    - Training on 5/23/24 for 12 participants on Phase 3 Logistics from ALPS
    - CPR/FA/AED training for TIFS
    - PPE course for STC Faculty/Staff/Students
    - LOTO course for TIFS
    - PPE Group 1 training for TIFS
    - Communications Improvement (ESL) for Fox Packaging/TIFS/Amazon
    - Prepped ESL textbooks
    - Met with ESL students for introductions and textbook presentation
    - Followed up with parking permit information and relocation of class to Pecan Plaza
    - PPE courses AM/PM for Melhart Manufacturing
    - PPE Group 2 training for TIFS rescheduled to June due to instructor illness

MARISOL CHAVEZ
MANAGER - APPRENTICESHIP

- Coordinated "AI in the Workplace" seminar at CEED Building May 1
- Met with Paralegal department to begin PLA process for Paralegal Assistant Apprenticeship May 2
- Coordinated CEED Building course offerings reservations May 3
- Coordinated with South Texas ISD instructors' credential for Paralegal Assistant Apprenticeship May 3
- Met with Paralegal department to organize on-site parent visit for South Texas ISD May 6
- Met with Mission Chamber of Commerce and "Triple 7 Barbershop" to discuss Barber Apprenticeship May 8
- Met with South Texas ISD administrators and superintendent to discuss Paralegal Assistant Apprenticeship Opportunities May 8
- Coordinated parking lot reservations for RGV Hispanic Chamber meeting May 8
- Attended Industrial Warehouse Summit May 9
- Coordinated with ET request for RGV Hispanic Chamber meeting May 9
- Completed Quarterly Report for TWC Apprenticeship grant May 10
- Met with Workforce Solutions for set up and logistics for exhibitors in Youth Conference May 10
- Met with DHR Health to discuss start of next cohort for IT Apprenticeship May 10
- Attended STMA bi-monthly Meeting May 14
- Presented to South Texas College ISD parents Paralegal Assistant Apprenticeship opportunity May 14
- Updated CATA Apprenticeship Data report for month of April May 15
- Met with MSIT to discuss Summer Camps and funding May 16
- Attended 2024 Youth Conference with Workforce Solutions May 16
- Created list of Major Activities and Events for CATA May 20
- Created proposal for Employer sessions May 20
- Met with RGV Focus, Milly Hernandez, to discuss partnership to recruit employers for Paralegal Assistant Apprenticeship May 21
- Contacted McAllen EDC for Employer session initial May 22
- Contacted Pharr EDC for Employer session invite May 22
- Coordinated dates and location of Employer Session in upcoming months May 25
- Presented Certificate of Apprenticeship completion to **5** new apprentices for Construction Superintendent May 28
- Coordinated RGV Hispanic Chamber Board member meeting at Tech Campus May 28
- Met with instructor to develop summer camp customized training May 29
- Created QR code and form for Employer sessions May 29
- Submitted Final report for Apprenticeship 7 grant May 29
- Met with Vet Tech Apprenticeship instructor to begin preparation for Fall 2024 courses May 30
- Promoted Employer sessions with Economic Development corporations/Organizations around the RGV May 30

Recruitment

- UTRGV Student Veteran of American Chapter- IT and Construction Apprenticeship recruitment May 2
- Workforce Solutions- Apprenticeship recruitment May 3
- Texas Veteran Commission- IT and Construction Superintendent Apprenticeships May 6
- Gerardo Garza- Veterans recruitment for IT and Construction Superintendent May 8
- TagleRock Managed IT Solutions- IT Apprenticeship recruitment May 9
- City of McAllen Human Resources- Apprenticeship recruitment May 10
- La Joya ISD- Veteran Apprenticeship recruitment May 14

- Elena Pacheco, Daniel Uribe- Workforce Solutions- Veteran recruitment for IT and Construction Superintendent May 15
- 2024 Youth Conference Exhibitors table May 21

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS
CAMPUS ENGAGEMENT:

- Attended STC meetings and training district-wide:
    - Coordinated Operations Council Meeting, May 9
    - Institutional Leadership Council Meeting, May 10
    - Flooring Replacement – MVC Building G – Pre-Construction/Coordination Meeting, May 13
    - Meeting with Christopher Woods (Educational Technologies) to discuss campus needs, May 29
    - BASOL Department Meeting, May 30
- BPST Leadership Meeting was held, May 14
- MVC Annual End of Year BBQ was held, May 23

COMMUNITY ENGAGEMENT:

- Attended various local community organizations and school district events in the Mid Valley.
- Texas A&M Kingsville Educator Prep Recruitment and Advising, various dates
- Texas A&M Engineering Academies Student Workshop hosted, May 7
- Wayland Baptist University hosted a recruitment and information table, May 7

ENROLLMENT ACTIVITIES:

- College Connections hosted several All Access – Freshman Orientation Events for local districts:
    - Progreso ISD, Monte Alto ISD, May 7
    - Mercedes ISD, May 14
    - Cameron County, May 15

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

- Attended monthly Starr County Community Coalition with the mission to keep young people off of drugs & alcohol.
- Attended monthly RGC Planning & Zoning Commission meeting as chairperson of commission.
- Campus tour for new associate dean of library services meet and greet.
- Attended COC meeting for CIP updates on campus.
- Hosted meeting between Starr County Campus team and College PD to discuss parking arrangements for Easter Seals and other events.
- Attended Lift fund company for financial literacy workshop for small business owners and prospects.
- Served as guest speaker at Roma ISD JROTC annual awards banquet.
- Attended Oath of office ceremony for STC Board member.

COMMUNITY ENGAGEMENT:

- GEAR UP Rural TAC meeting, May 1
- Student Activities & Wellness “5 de Mayo”, May 1
- All Access Event-Roma ISD, May 2
- Scholarship Banquet, May 2
- Starr County Council Meeting, May 6
- Easter Seals, May 8
- Engineering Academy, May 9
- CPR Course, May 11
- Criminal Interdiction of Law Enforcement, May 13-15
- STC/RGCGISD CTE Dual Enrollment Senior Banquet, May 13-14

- Student Activities & Wellness “Table Top Club”, May 13
- STRC Automotive Lab & HVAC Expansion, May 15 & 29
- Phlebotomy OSHA training, May 18 & 25
- Summer 2024-First Year Connection, May 29
- Easter Seals Parents, May 30
- Rose Benavidez Oath of Office, May 30

ENROLLMENT ACTIVITIES:

- Mass email sent to students currently enrolled with message to register now for Summer/fall 2024 classes.
- Gathered school district graduation student list for purposes of recruiting for summer/fall 2024 semesters.
- Finalized enrollment for technology programs for summer/fall 2024 enrollment.

Finance & Administrative Services

SOUTH TEXAS COLLEGE

TO:	DR. RICARDO J. SOLIS, PRESIDENT
DATE:	JUNE 25, 2024
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2024, THROUGH MAY 31, 2024

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

Vice-President: Mary Del Paz, MBA, CPA, CFE, CGMA

May 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
- Board Work Session – Architect Interviews
- Budget review for FY 2024-2025
- Cabinet meeting updates
- Committee Packet review with the President
- Credit Card Expense reports review
- Electricity Bill Management Report review
- Enterprise Resource Planning (ERP) conversion project updates
- Equipment Disposition Procedure review
- ERP Weekly Status meeting updates
- Executable Electricity pricing review
- Facilities & Finance Committee meeting
- FAS Director's meeting
- FAS Facilities Planning updates
- 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
- FLSA Rule – meeting updates
- FY 2024 - 2025 Budget, Staffing, and Pay Plans
- FY 2024 – 2025 Staffing Plan review of requests with VP's
- Human Resources (HR) bi-weekly updates
- Investment advisor meeting
- IT Assessment project – initial call
- Legal Counsel meeting on various matters
- Master Unexpended Plan Fund Budget and R&R Report updates
- New Administration Building Wokshop
- Popular Report, Investment, and Management Report updates
- Preliminary Staffing Plan Review for FY 2024-2025
- Purchasing presentation and other items
- Reclassifications review of positions processed prior to Jan 31, 2024
- STC Spring Graduations
- TACCBO Conference Initiatives for Reducing Student College Costs meeting
- TACCBO Conference planning meeting agenda review
- TACCBO Mechanics of HB 8 at South Texas College for FY 24 and FY 25 (Concurrent Session)
- TASB meeting on review of Staffing Plan items
- VP Panel Discussion - Distinguished Leadership Academy

WEBINARS/WEBCASTS/CONFERENCES/TRAINING

- TACC webinar on FY 25 formula funding

CURRENT PROJECTS

- Activity Report for Board
- Augmentation of Proposed Legal Counsel Services for Personnel
- Auxiliary Fund Reserve and Reconciliations
- Board Budget Presentation
- Board packet review
- Budget Transfer approvals
- Capital Improvement Projects
- Change Order for Contract with Precision Task Group/Workday
- Creating Magic Student Scholarship Program
- Crisis Management meeting agenda review
- Custodial Hiring updates
- District/Administration building
- Ellucian Banner Report review
- Employee Benefits and Associated Costs Models
- Enrollment and Performance Outcome Projections
- Enrollment Headcount and Credit Hour reports
- ERP – Workday implementation of semi-monthly payroll
- ERP – Workday Project timeline and updates
- Excess Fund Allocation and Comparison reports
- Expenditure Budget analysis
- Facilities Operations and Maintenance Construction Projects & Space Modification Projects
- Facility use rental fees report
- Faculty Hires and Direct Wage Report review
- FAS Account Reconciliations
- FAS Budget review for FY 2024-2025
- FAS FY 25 Preliminary Budgets
- FAS FY 25 Preliminary Budgets
- FAS Operating Budget & Fund Balance review
- FAST funds potential expenses worksheet review
- FY 2024 & FY 2025 Budget Development
- FY 2025 Budget Guidelines and Priorities
- FY 2025 Budget Planning Calendar
- FY 2025 Budget, Staffing, and Pay Plans
- FY 2025 Staffing Plan review and updates
- FY 2025 Tuition & Fee Schedules – Proposed Changes
- Hiring Report review
- New Hires and Resignations reports
- NOE's review and approvals
- P Cards for Fall 2025 review
- Pay Plan tables for FY 24-25
- 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
- Review of debt owed by vendor
- Safety trainings
- Salary Savings Report for FAS Division
- Semi-monthly Payroll for all Employees
- Starr County Food vendor review
- STC Foundation Accounting/Financial Reports
- Summary of Financial Support – STC Foundation
- TACCBO Accounting Financial reports
- TACCBO Annual Conference Planning meeting agenda including review of topics and speakers
- TASB Pay Maintenance Draft on Proposed Salary Increases for Faculty and Non-Faculty Personnel for FY 2024-2025
- TASB Policies review: Local Policies Report Card and Current STC Policies review.
- TASB Review of Academic Deans – Executive Division Deans
- Timeclock Plus (TCP) approvals
- Travel – Chrome River approvals
- Tuition and Fees Fall Revenue Report & Schedule for FY 24
- Turnover rates over the last three years
- Unexpended Plant Fund for 5-year Budget and R&R budget presentation
- Vacation Payout for WorkDay ERP Implementation Primary Leads and Co-Leads for FY 2024
- Workday Travel Process Recommendation

BUSINESS OFFICE
ACTIVITY REPORT
Myriam M. Lopez, Comptroller
May 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 100% 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 MAY 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 MAY 2024

MAY 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 MAY 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

May 2024

SOUTH TEXAS COLLEGE

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

STAFF

Department Staff: 75

- 25 Commissioned Peace Officers
- 5 Licensed Telecommunications Operators
- 45 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

193 Calls for service

1,278 Incoming Calls

POLICE SERVICES

- Provided police services for the Spring Commencement ceremonies.
- Maintained daily Clery Crime Log for all STC campuses.
- Completed the Automated Records Management system upgrade.
- Police personnel attended multiple trainings throughout the month.
- Started training for two newly hired police officers.

PARKING AND SECURITY SERVICES

- Provided security services seven days a week district wide.
- Completed 31 parking event requests districts wide.
- Provided crosswalk and traffic control.
- Provided security at the Spring Commencement ceremonies.

SAFETY AND EMERGENCY MANAGEMENT SERVICES

- Held Active Shooter Phase 1 online training, campus district wide.
- Provided surgical and KN95 masks district wide.
- Continued the replacement of AEDs to the new G5 AEDs across all campuses.
- Held recertification training for Heartsaver CPR/First-Aid instructors.
- Held monthly evacuation drills at the Pecan campus, Mid-Valley campus, and Starr Co. campus.

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 the projects for new the fiscal year 24-25.

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

May 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 - 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 –Project Complete.
- Pecan West Continuing Education Building – Architect's Preliminary Layout and Planning Complete; Schematic Design 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 – Final Completion.
- Kinesiology Building Phase I –Construction Document Phase to Reduce Project Cost.
- South Academic Building J Generator Replacement – Construction Phase.
- East Drive Resurfacing – Construction Complete.
- Student Services Building K Cashiers Renovation – Solicitation of Architectural Services Approved by Board.
- Operations Support Center Building Z – Solicitation of Architectural Services Approved by Board.
- Pecan Plaza East Building B Cosmetology Renovation – Solicitation of Architectural Services Approved by Board.

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 –Roof Replacement-Final 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 – Bidding 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 – Contract Negotiations with Architect 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 Complete.
- Advanced Technical Careers Building B Atrium Repainting – Bidding 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 Complete.
- Workforce Building D Automotive Lab and HVAC-R Expansion – Construction Phase.
- Stucco Repainting –Completion Complete 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 Complete.
- Skills Pad & EVOC Lighting – Construction Phase – Construction Complete.
- Two Story Residential Fire Training Structure – Construction Phase.
- Parking Lot #1 for Additional Parking Spaces – Contract Negotiation with Engineer in Progress.

DISTRICT WIDE

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

DEPARTMENT OF BUSINESS PROCESS AND ACCOUNTABILITY

ACTIVITY REPORT

Jason Gutierrez, Director

May 2024

SOUTH TEXAS COLLEGE

KEY FACTS

STAFF	7

MISSION

The Department of Business Process and Accountability fosters a culture of continuous process improvement at South Texas College by enhancing operational efficiency, optimizing processes, driving innovation, and stewarding project and change management principles with the intention to prepare and deploy college-wide projects successfully. The department is dedicated to supporting services, programs, and initiatives aimed at adherence to records management requirements.

WHAT WE DO

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

CURRENT/ONGOING PROJECTS

Policy localization project and related assignments.
Multiple college-wide procedures.
Enterprise Resource Planning Project.
In process of creating and deploying a FAS division procedure directory.

Out of 132 local policies slated for board adoption, **89** have been adopted as of **May 2024**.

PURCHASING AND DISTRIBUTION SERVICES

ACTIVITY REPORT

Deyadira A. Leal, Interim Director

May 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 – **56 RFP's/ 21 RFQ's**
- FY2025 - **10 RFP's**
- Completed **949** Purchase Orders
- Comply Monthly with Legislative Budget Board and Texas Ethics Commission Reporting
- Completed **418** Airfare Purchases in FY2024
- **633** Vendors registered on Bonfire Platform

CONTRACT MANAGEMENT

- Reviewed and Revised **35** Contracts/Agreements
- Assisted with Title IX Related Matters
- Negotiates and Approves Construction Contracts
- **197** Contracts entered on Bonfire platform

CENTRAL RECEIVING

- Completed **681** deliveries totaling **5,825** boxes/packages
- Completed **29** Faculty/Staff moves
- Prepares surplus property for auction or disposal
- **6,680** Items Transferred/ Relocated

FIXED ASSETS

- Approved **31** new assets
- Adjusted **61** existing assets
- Coordinates the Annual Physical Inventory

MAIL SERVICES

- Process **24,378** pieces of outgoing mail
- Process overnight delivery requests.

COPY CENTER

- Completed **15,619** copies
- Service all 5 campuses

	YEAR TO DATE INFORMATION	NUMBER	AMOUNT
1	FY24 Purchase Orders	6,941	$71,316,208.71
2	College Assets	23,164	$425,514,534.67

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

May 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
May 2024

SOUTH TEXAS COLLEGE

KEY FACTS

- Distributed Faculty Letter of Appointment Acknowledgement for FY 2024-2025.
- Internal and New hire compensation worksheet set-up and review for FY 2024-2025.
- Transitioned the South Texas College Driver Eligibility Log from a paper-based, monthly duty to a paperless, annual project (377 drivers).
- Participated in the Equal Employment Opportunity Commission's Investigative Interviewing Techniques: General Principles, Adapting for Trauma, and Intercultural Communication Virtual Workshop.
- South Texas Leadership Academy 2024

TOTAL EMPLOYEE BY LOCATION - 05/31/2024

HEADCOUNT BY LOCATION

	PCN	NAHC	TECH	MIDVAL	STARR	RCPUBL	HS	TOTAL
ADMIN	69	1	4	1	1	1	1	78
FT-STAFF	757	58	84	95	60	6	3	1063
PT-STAFF	123	42	21	23	16		13	238
WS	27	1	1	11	7			47
FACULTY	317	104	91	63	29	10	8	622
DUAL	4		2		1	1	314	322
TOTAL	1297	206	203	193	114	18	339	2370

CURRENT/ON-GOING PROJECTS

BENEFITS | EMPLOYEE COUNT: 5

- Attended meeting with Environmental Health and Safety Manager on Hazards Communications Training.
- Attended HCM Workday Talent Customer Confirmation Session.
- Attended Benefits Fundamentals Workday Training.
- Attended TRS Weekly Meetings.
- Completed data entry of Sick Leave Pool enrollments/renewals/cancellations.
- Attended employee demographic file build session with Workday consultant.
- Attended Finance Administrative Services Safety Meetin
- Attended Payroll Workday meetings.
- Attended HCM Benefits Workday meetings.
- Attended Absence and Time Tracking Workday meetings.
- Attended Employee Retirement System Open Enrollment Host Kick Off Meeting.
- Completed Teacher Retirement System Employee Demographic Files.
- Completed Teacher Retirement System Employment After Retirement report.

COMPENSATION/PAYROLL | EMPLOYEE COUNT: 6

- Data entry, review, verification and processing over 2000 items for college wide payrolls SR09, SR10 and MR05 Payroll.
- Sent out Overload, Adjunct, and Regular NOE packets for summer sessions.
- Signed up and completed LinkedIn trainings on Excel and Personal Finance
- Worked on May 2024 Payroll Distribution Report.
- Compensation Plan Draft Edits
- Worked on Staff salary and work history reviews.
- Workday Daily testing meetings
- HMC Core compensation workday meeting
- Entered new hires into OAG system.
- TASB manual worksheets
- Peer colleges NHA stipend project
- Peer colleges TWC reporting project
- Internal and New hire compensation worksheet set-up and review for FY 24-25.
- Organization Charts compensation grade updates
- Attended TASB meetings for pending items and review
- Attended E2E Workday Kickoff meeting
- Attended staffing plan reclassification review meeting.
- Attended staffing plan preliminary meetings.
- Attended Semi-monthly payroll meetings regarding set-up, parallel testing and benefits deductions.
- Attended HCM Internal meetings
- Collaborated with Business Office for semi-monthly website, provided feedback and content.
- Attended Workday Weekly Sessions
  - Time Tracking
  - Core Compensation
  - Semimonthly payroll and Payroll weekly
  - Position Budget
  - Talent & Recruiting
  - Period Activity Pay

EMPLOYEE RELATIONS (ER) | EMPLOYEE COUNT: 6

- Participated in the Ogletree Deakins – McAllen Employment Law Briefing regarding Equal Employment Opportunity, Pregnant Workers Fairness Act & Fair Labor Standards Act updates.
- Contributed to the assessment & realignment of duties to improve efficiency & effectiveness across the Employee Relations Unit.
- Ongoing training of the Director of Human Resources – Employee Relations & Title IX, Employee Relations Officer, and Human Resources Specialist – Employee Relations over a variety of employee relations duties, processes & procedures.

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

- Attended Workday Talent and Certifications Discussion
- Attended HCM - Ellucian and Workday Process and Data Conversion discussion
- Attended Workday Period Activity Pay Setup and Integration Meetings
- Attended FY25 Staffing Plan and Parallel Testing Meetings
- Attended Workday Workers IDs and Source of Truth Meeting
- Attended STC Workday Integration Kickoff Meeting
- Attended Workday Weekly Reporting HCM Core Training and Development Sessions
- Attended Reporting FIN Payroll Scope and Design Meeting
- Attended Workday End to End Workbook Review Meeting
- Attended HCM End to End Testing Kick-off Meeting
- Attended Work Study Integrations Design Signoffs Meeting
- Attended PowerApps Troubleshooting for Faculty Letters of Appointment Meeting
- Attended ERP Conversion Project Meeting
- Participated in Call with Microsoft to resolve LOA visibility issue
- Attended Workday HCM and Finance Semi-monthly Payroll Weekly
- Meeting
- Attended BUGs Committee Meeting
- Attended Dual Credit Process Meeting
- Attended HCM and Finance Payroll End to End Scenarios Meeting
- Attended Workday Integrations meetings - ERS
- Attended Workday Integrations meetings – TRS
- Attended Workday Integration Data Gathering Meeting
- Participated in Workday Source of Truth discussion
- Attended Workday Job Description and Certification Data Meeting
- Attended Workday weekly meetings: Position Budget, Recruiting, Reporting, Period Activity Pay, Talent, Integrations, Payroll, Compensation, HCM Core and Academics, Benefits, Absence, and Time Tracking.
- Audited active and termed personnel files.
- Scanned & indexed the last quarter's NOEs (Notice of Employment), Direct Deposit Forms, and W-4s given by the Payroll Department.
- Created several ad-hoc reports requested by internal and external functional areas.

STAFFING | EMPLOYEE COUNT: 8

- Attended Workday meetings for Recruiting, HCM Core, Compensation, and Academics.
- Conducted interviews for Human Resources Faculty Staffing Specialist Evaluator.
- Conducted interviews for Associate Degree Nursing Faculty Recruiter.
- Assisted with hiring staff, faculty, direct wage, work study, trainers and temporary agency employees.
- Processed overloads, substitutions and adjunct Notice of Employment.
- Conducted screening and clearing for full-time and part-time applications and new hires.
- Processed transcripts and Credential Database.
- Provided onboarding support during Staff New Hire Orientation on
- May 6 & 13, 2024.
- Provided onboarding support during May 2,3,9,10,16,23,30 Direct Wage and Work-study New Hire Orientation.

TALENT, LEARNING AND ONBOARDING | EMPLOYEE COUNT: 1

- Collaborated with various departments
  - Emerging Technologies Academy
  - Ambassador Cross-Training Academy (ACTA)
  - Safe Summer Series 2024
- Prepared for upcoming retirement events.
- 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
- Assisted in facilitating workshops (in collaborations with other teams) for supervisors and general staff
- Civilian Response to Active Shooter
- Planning Meetings for new initiatives
- Safe Summer Series 2024
- EHS Safety Trainings
- Emerging Technologies Academy – Fall 2024
- Attended and assisted in staff leadership workshop graduation sessions
- Emerging Technologies Academy – Graduation Spring 2024
- Ambassador Cross-Training Academy – Spring 2024

DEPARTMENT OF FACILITIES OPERATIONS AND MAINTENANCE

ACTIVITY REPORT

George McCaleb, Director

May 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: JUNE 12, 2024

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

DR. JESÚS CAMPOS, INTERIM VICE PRESIDENT
OFFICE OF INFORMATION SERVICES, PLANNING, PERFORMANCE & STRATEGIC INITIATIVES

MEETINGS

- Participated in Distinguished Leadership Academy Vice President's Panel Discussion
- Participated in Cabinet meetings
- Participated in NTIA CMC Grant information sharing session
- Met with Interim Chief Information Officer (CIO) and Chief Information Security Officer (CISO) to discuss status of departmental operations
- Participated in Administration Building Workshop
- Met with Strategic Initiatives Office staff regarding operations
- Met with Institutional Research, Effectiveness & Strategic Planning (IRESP) Dean and Board Liaison to discuss Strategic Planning presentation
- Met with Interim CIO regarding staffing request
- Met with CISO regarding projects and operations.
- Met with Interim CIO regarding projects and operations
- Participated in meeting with Student Affairs & Enrollment Management (SAEM) and IRESP staff to discuss degree completions reporting processes
- Met with Vice President of Finance & Administrative Services (FAS) and Vice President of SAEM to discuss Business Analyst requirements
- Met with VP of FAS to discuss ISPP&SI staffing request
- Met with IT Workday project manager to plan IT/IRESP training requirements
- Met with Strategic Initiatives Project Analyst regarding projects and operations
- Met with Dean of Institutional Research Effectiveness and Strategic Planning regarding projects and operations

ACTIVITIES

- Worked with Strategic Initiatives Office to finalize transition of staff member and worked on position update
- Participated in High School Internship Program Close Up Event
- Participated in graduations
- Attended A&M McAllen HEC/STC signing ceremony
- Attended Graduation Recognition ceremony
- Coordinated and submitted IT Workday training requirements to project manager
- Coordinated review of statement of work for IT change management exercise
- Coordinated with Dean of IRESP visioning exercise for Cabinet
- Coordinated preparation of Laptop Donation technical support handout
- Prepared revisions to ISPP&SI staffing request
- Attended STC Foundation Ascender Check Presentation event

TRAININGS

- Participated in change management training by Peek Performance Group
- Participated in project management training by Peek Performance Group
- Participated in TACC HB 8 webinar

LUCIO GONZALEZ, INTERIM CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

WORKDAY

Payroll, Finance, and HR (Human Resources) continue to test the first tenant and provide daily updates to Workday. Workday continues to work on the approved 40 integrations as a second tenant is being created. Once the second tenant is provided to (Information Technology) IT, they will move forward with the SSO integrations and then will test Workday Studio integrations as Workday as the new tenant will be moving from the government to the public cloud. Workday Studio is an integrated editor that will be used for more complex integrations between third-party applications and Workday. The Project Team met with Workday to determine which system will be the authoritative source. Two different scenarios will be tested to determine this answer. Once Workday has completed the 40 integrations, they will provide training to IT, so IT can continue with the integration maintenance once Workday goes live in 2025.

BANNER/SELF-SERVICE

The Applications Team placed the latest Banner patches in the test environment and was given to all stakeholders to test before the June 6 deployment into production. Patches will be placed in two test environments testing two different scenarios as the Workday project continues to move forward.

JAGNET

The Applications Team will reach out to Public Relations (PR) to discuss the schedule for the Jagnet Content Committee for 2024. The first meeting was postponed to the summer until the Workday integration inventory is determined. 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 Team has completed the application servers and is now being scanned for any vulnerabilities. Once the scans are completed, the Team will begin cloning the application from production to test before the upgrade occurs. The application is tentatively scheduled to be completed in test by late Summer or early Fall. The production date has not been determined.

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 South Texas College (STC) to TJC.

The purchase order has been generated and forwarded to Spectrum. The IT Team will now engage with Spectrum to arrange for the subsequent phases, including configuring hardware management services and internet connectivity at TJC.

The IT Team convened a departmental meeting, during which they conducted a disaster recovery tabletop exercise as a key agenda item.

VIRTUALIZATION PHASE II

The IT Team continues monitoring the utilization of software applications for this second phase of the virtualization project which allows students to use virtual software applications from any computer in the district by utilizing a link.

The IT Team has received the latest purchase order for additional VDI licenses and equipment. This expansion encompasses six new physical hosts designed to accommodate 700 concurrent users. To facilitate the deployment of these servers, the IT Team will collaborate with Dell support services. Moreover, a dedicated project manager from Dell has been assigned to work closely with our IT Team throughout the project.

To ensure ongoing support for the Virtual Desktop Infrastructure, the IT Team has submitted a proposal to the board for the purchase of six additional VDI hosts. This expansion is aimed at enhancing capacity and resources to better serve our student community. Following

approval, the acquisition of the additional hosts has been confirmed, and the IT Team is preparing to receive the physical hardware to commence rack and stacking procedures.

In addition, the IT Team continues to work on deploying a new login image in computer labs collegewide. The Mid-Valley Campus deployment has been completed.

Furthermore, the IT Team is actively engaged in deploying a new login image across all computer labs throughout the college. Deployment at the Mid-Valley Campus has already been successfully completed.

JOSE LUIS GONZALEZ, CHIEF INFORMATION SECURITY OFFICER INFORMATION SECURITY

MFA: TWO-FACTOR AUTHENTICATION

- Computer Science Students are using a server to upload programming assignments that were given MFA. They also dropped/added students for upcoming summer classes.
- We are conducting a feasibility assessment on two-factor authentication for students.
- Employees were enrolled in Duo Security and will receive a second prompt to verify their identity when accessing Office 365 Webmail from outside the college network.
- Currently enrollment for new employees is being processed manually, we contiune to work with IT to automate this process. We have identifed other application/serivices where risk can be reduced with multi-factor authentication.
- Yearly Maintenance of DUO-2FA has been started. About 600 unused accounts will be cleaned.
- Upcomming DUO-2FA Authenticaton proxies migration, upgrade and high availability configuration.

GOVERNANCE

- CR and CS policies, going for May board approval
- Finalizing Texas DIR (Department of Information Resources) Security Plans that are due June 1st
- 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 for 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
- Information Technology started the mass deployment of the SentinelOne End-Point-Protection Agent, about 9,300 systems have been covered with the new Next Generation Anti-Virus (NGAV).

COMPLIANCE

- Reviewing reports of completion for certified cybersecurity training program that is due to Texas Department of Information Resources (DIR) in mid-summer
- Selecting Tabletop Exercises for Disaster Recovery Testing
- Completed 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 am currently reviewing the 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
- BSidesRGV Planning Meeting

- Summer Camps Meetings

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

SACSCOC

- 5th Year Interim
- Strategic Plan 2019-2025

MEETINGS/TRAINING

- Institutional Leadership Council (ILC)
- IRE&SP Leadership Weekly Meeting
- Institutional Planning and Effectiveness Committee (IPEC) Meeting
- Data Management & Integrity Committee (DMI)
- 2024 Association for Institutional Research (AIR) Forum
- EdSights & South Texas College
- THECB Degree Completions Reporting
- Workday Training
- Project & Change Management
- Policy Fellow Meeting
- BPST Division Leadership Meeting
- RGV Focus 2023 Annual Report & Scorecard Release
- CLNA 7 Perkins Meeting
- Core Writing Team
- Cabinet Vision Workshop
- Dual Site Review Meeting
- Binational Regional Steering Committee: Texas Mexico Border Connectivity Plan

PROJECTS

- Strategic Planning

DR. BRADLEY W DAVIS, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSTITUTIONAL EFFECTIVENESS

- 2023-2025 IE Plans Auditing – Auditing and making suggestions needed
- 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 – Working on VP approvals
- Comprehensive Operational Plant (C.O.P.) Status Report AY 2020-2021 – Updating charts
- C.O.P. Status Report AY 2022-2023 – Pending unit reports
- Xitracs Maintenance – Updating links to Strategic Planning platform
- IE Reports Data Support – Updated FTIC Persistence
- Effective IE Plans for each Cycle- Creating list of action plan and assessment methods

FACTBOOK AND DATA PORTAL

- Data Portal Update – Working on updating the reports & Posted FTIC Cohort Tracking

DATA REQUESTS, SACSCOC, AND DATA SUMMIT

- Ad Hoc Discussions with RAS and/or STC Constituent(s) – Protocol CLNA/Grants partnerships
- Data Requests – Provided THECB One Year Persistence Rates
- QEP Assessment Data and QEP Impact Report Support- Posted Fall 2023 Cohort report
- Program Review Data – Updating

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
- Institutional Planning and Effectiveness Committee (IPEC)
- Project & Change Management
- Substantive Change Support – Prepared the new instructional mode for programs notification letters
- Conference Activities – Attended the 2024 Association for Institutional Research (AIR) Forum
- DLA Steering Committee
- Core Writing Team
- QEP Follow-up Discussed the development of QEP Impact Report for new metrics for success

PROJECTS

- Fifth Year Interim Report – Met with Core Writing Team to discuss standards
- Professional Development – Working on training materials for Workday

SERKAN CELTEK, DIRECTOR RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Summer 2024 Campus Enrollment Report
- Summer 2024 Enrollment, Credit and Contact Hour Report

SURVEYS

- Dual Credit Seniors Survey
- PASS Program Survey
- Strategic Plan - Community Survey

QUALITATIVE STUDIES

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

DATA REQUESTS

- 201910-202410 Stop Out List
- Bachelor Programs data
- Data for Strategic Plan 2019-2025
- DHSI Grant - Financial Literacy Year 4 Reporting
- ENGL1301 INRW0030 Success rates comparison
- Enrollment, FTE, and Campus Enrollment
- Fall 2023 Census Traditional Enrollment at STC Higher Education Center - La Joya and Pharr
- Fall 2023 Dual Credit Program Success Indicators and Fall 2022 Dual Persistence Rates
- Fall and Spring 2024 dual credit student credit hours earned by ISDs
- Freshman Enrolled and Not Enrolled in EDUC1301 and PSYC1300 TSI Status
- Graduation numbers for Information Technology program
- Psychology Major Enrolled Spring 2024 not yet enrolled Summer 2024 Academic Status and Contact Info.
- Starfish Tracking and Persistence Analysis
- Transfer to UTRGV data
- Valley Initiative for Development and Advancement Grant: Patient Care Program Performance Measures

MEETINGS

- Association for Institutional Research Annual Conference
- BUGs Committee Meeting
- EAB Virtual Data Leadership Summit - A Blueprint to Campus Data Excellence Meeting
- Evaluation Team Meeting
- ILC Meeting

- IPEC Meeting
- IRESP Leadership Weekly Meeting
- Project & Change Management Training Meeting
- QEP Data and Impact Report Meeting
- Qualitative Team Meeting
- Quantitative Team Meeting
- SENSE 2024 Orientation Webinar: In-Class Administration Meeting
- TACC HB 8 Webinar Series: FY 25 Model Meeting
- Update of Branding and Industry Analysis for the Region - Hidalgo County Prosperity Taskforce Meeting
- Zoom Meeting with VIDA and Economic Mobility Meeting
- 2024 TACCBO Panel Presentation planning Meeting

OTHER RESEARCH/SUPPORT

- AY 2023 CBM009 Correction
- Review of THECB FY25 draft funding
- TACCBO presentation - HB8 State Funding

DR. JESÚS CAMPOS, DEAN
LIBRARY AND LEARNING SUPPORT SERVICES

ACTIVITY HIGHLIGHTS

- Delivered remarks at the Emerging Technologies Academy graduation ceremony
- Planned August safety training for Library and Learning Support Services group employees

MEETING HIGHLIGHTS

- Participated in a meeting with vendor Schlager Digital Library to discuss product features and a one-year trial
- Met with Associate Dean of Library Services to discuss library operations and projects
- Met with the Director of Centers of Learning Excellence to discuss library operations and projects
- Met with the Dean of Digital Learning to discuss interdepartmental software collaboration
- Participated in Institutional Leadership Council Meeting
- Participated in a meeting on Workday worker's ID
- Met with the Director of Learning Commons & Open Labs operations and projects
- Met with the new STC Foundation Director to discuss upcoming projects
- Met with Library Technical Services staff to discuss EBSCO databases package proposal
- Convened meeting of Library and Learning Support Services administrators
- Met with library staff to discuss Generative AI portal development
- Participated in Generative AI Task Force Meeting
- Met with Educational Technologies Director to discuss operations and projects
- Met with Systems and Applications Librarian to discuss ongoing Library & Learning Support Services systems projects

ASSOCIATE DEAN
LIBRARY SERVICES

ACTIVITY HIGHLIGHTS

- Conducted site visit to Mid-Valley Campus Library and met with staff
- Conducted a site visit to Starr Campus Library and met with staff
- Conducted a site visit to the Technology Campus Library and met with staff
- Facilitated Annual Library Team Building Training
- Reviewed SB17 mandates with Library supervisors
- Screened applicants with the hiring committee and scheduled interviews for the Librarian III-Outreach and Instruction position

MEETING HIGHLIGHTS

- Met with the Director of Comprehensive Advisement & Mentoring Services to plan the laptop giveaway program through STC Foundation
- Met with Bachelor of Applied Science in Organizational Leadership program student for Capstone Project
- Met with the Director of Learning Commons Open Labs to review and confirm hours for the summer term

- Met with the Dean of Digital Learning to discuss a potential data project
- Met with Dean of Library & Learning Support Services and colleagues to discuss OER initiatives and projects
- Hosted virtual meeting for the STC Chapter of the American Association of Women in Community Colleges as Board Secretary
- Attended Educational Technologies Academy graduation ceremony
- Met with two separate hiring committees
- Reviewed project updates with various library teams and staff

LIBRARY DATA:

Monthly Statistics	**May 2024**
▪ Library Website Visits: **4,205** ▪ Discovery Search Visits: **2,661** ▪ Community Users: **203**	▪ Visitors: **21,159** ▪ Reference/Research: **71** ▪ Non-Reference/Research: **120**

Events and Library Art Gallery Highlights

Cold War Film Retrospective: The Twilight Zone (Block 2)

Speaker: Dr. Jaclyn Miller, Dr. Mark Allen, and Jason Chapa	**Pecan Campus (Auditorium D)**	**May 1, 2024** **5:30PM – 8PM**
Source: Faculty Request	**History Department**	**Attendees: TBD**

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.

Art & Memory Exhibition

Youth ages 6-18 & Professional Adult Artists	**Pecan Library (2 floors)**	**April 2, 2024 – May 15, 2024**

The South Texas College Liberal Arts division, in conjunction with Library Services, presents the 4th Annual Art & Memory Conference with four days of lectures, a roundtable, film viewing, a reception, and a two-part exhibition. This interdisciplinary collaboration will highlight aspects of memory through a humanities lens in the theme of "youth and memory."
https://library.southtexascollege.edu/3artandmemory/

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 a diverse range of techniques from ceramics to paintings and drawings.

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. An initial assessment has been made of CLE items and staff is preparing to meet with the CLE director to define the project's scope and participants.

MICROSOFT 365 CONSULTANT PROJECTS

Projected End Date: July 2024

Progress: 75%

Summary: Outside consultants will develop a Microsoft Power App that uses a Custom Connector to Banner enrollment data to track library instruction data. The delivered product will be fully owned by the library and technical staff will be trained to maintain the product and use the data integrations to build similar products. Consultants have completed the data integrations and are working on the interface, filters, and attendance tracking features.

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 completed the prep year project plan and is now working to configure core settings.

ACTIVITY HIGHLIGHT

- Met with the Team at Pecan to practice activities in preparation for Annual Staff Training
- Cold War Retrospective Film Series set-up and support
- Pecan Campus - Direct Wage Hire – screening
- Several employees met with their team to finalize the script and practice presentation for Annual Training Day.
- LAG staff member finalized the Fall 2024 schedule of exhibits and events by planning dates, and corresponding with artists, faculty, the college events manager, the art department, and librarians.
- LAG staff members moved offices from F105 to F235, transferred desk supplies, and exhibit supplies, set up shelves, workroom, and storage areas, and auctioned or offered unused items to other staff or departments.
- LAG staff members reviewed and finalized the draft of the Ceramic Showdown press release.
- Staff member presented at Emerging Technologies Academy Graduation Event.
- Staff members presented at the Annual Library Staff Team Building Training.
- Staff member presented Peer-sharing Emerging Technologies.
- LAG staff member finalized a one-page informational document for the DLA project "The Art of Healing" – an art gallery at NAH.
- LAG staff member finalized and submitted the final Art Loan Agreements for the Ceramic Showdown.
- LAG staff members worked with the Graphic Designer to finalize designs for the Ceramic Showdown poster and postcard.
- LAG staff members submitted a press release to PR & Marketing for public release and worked on an Auxiliary Request for the Ceramic Showdown.
- Staff member organized data for the Annual Report, generated graphs, and updated statistics.
- Staff members printed and sent cards and bookmarks through campus mail.
- Discussed the EBSCO Continuation Package with the Purchasing Department
- Spring 2024 – Ambassador Cross-Training Commissioning Ceremony

- LAG staff members finalized the Fall 2024 Exhibitions Brochure.
- Working on Films on the Demand list for HVAC – Accreditation
- Held a tour for STC/RGCGISD CTE Dual Enrollment students.
- Staff member updated and reconciled auxiliary budgets.
- Staff worked on the annual Library Inventory.
- New Hire Direct Wage reported for work.
- Conducted three library instructions at NAH
- Staff member worked with library graphic designer to finalize poster and postcard for the Ceramic Showdown. Submitted to PR for approval to print.
- Staff member received images for potential donation to the STC Permanent Art Collection by Japheth Aisedu-Kwarteng.
- Staff member finalized and submitted group program proposal for DLA: "The Art of Healing."
- Staff renewed Hotspot & laptops, and filed missing reports for Hotspots with STC Security.
- Staff member worked with vendor in finalizing an agreement for Schlager Digital Library.
- Staff member presented for the Culinary Arts Department OER Presentation.
- Staff made prizes with Cricut for library pop-up tables and events.
- Staff members evaluated applicants for the Librarian III Position.
- Staff member presented at the Generative AI meeting.
- Staff member conducted 4 Library Instructions at NAH.
- Staff conducted Circulation Technology Inventory.
- Staff conducted Library Symphony Inventory.

MEETING HIGHLIGHTS

- Staff members participated in the Mary Killoran Scholarship Committee to select student finalists.
- Supervisors held discussions about team-building exercises for Employee Training.
- Staff member attended the Schlager Digital Library Demo Meeting.
- Staff participated in the Social Media Liaisons Meeting.
- Supervisors acted out Team Building exercises for Employee Training.
- Staff members held a performance meeting.
- Renovation Meeting held with Dean, Facilities & Maintenance, & Construction Department for updates on current projects.
- LAG staff member met with the Distinguished Leadership Academy team about the final project.
- Staff members attended the Generative AI Portal meeting with the Dean and Associate Dean.
- Staff members had one-on-one meetings with the Associate Dean.
- Staff members met with the Associate Dean to review the DTC Project.
- Staff member met with Social Media Liaisons.
- Staff members attended ACTA graduation.
- Staff members attended Community Users and Parking Permits Information Meeting via Teams.
- Staff member met with ADLS and Academic Outreach Librarian for new Blackboard Project.
- Staff members attended the Generative AI Task Force meeting with the Dean.
- Staff members attended CLE, OL, and Library Collaboration Meeting.
- Staff members attended the ACTA Pinning Ceremony.
- Staff members attended the Digital Training Center Project Meeting.
- Staff members attended SharePoint Meeting.

TRAINING HIGHLIGHTS

- Several employees are continuing to participate in the Ambassadors Cross Training Academy.
- Staff member completed LinkedIn video: "Enhancing your Customer Centric Skills."
- Staff member completed LinkedIn video: "Making the most of a Difficult Job Design."
- Staff members attended Distinguished Leadership Academy – Presentation by VPs.
- Staff members attended the Pecan Campus Innovation Exchange Tour session.
- Staff member attend Emerging Technologies Academy Core Session.
- Staff member attended Student Juried Art Reception.
- Staff member completed Blackboard Training.
- Staff member completed LinkedIn video: "Align Your Career Goals with Your Authentic Self".
- Staff member attended "Book Talk: Big Fiction" as hosted by the Internet Archive.
- Staff member completed the LinkedIn video: "Discussing Racism with Dr. Greer".
- Staff members attended the Project Management Fundamentals Week 3 course.
- Staff members graduated from Educational Technologies Academy.

- Staff member attended New Hire Orientation Training HR and hands-on.
- Staff member attended ATIXA's Title IX Regulations overview webinar.
- Staff members attended the Annual Library Staff Team Building Training.
- Staff members attended Cash Handling Training.
- Staff member attended Unlocking Insights with Generative AI hosted by ARCL Choice 360.
- Staff member completed LinkedIn video: "Improving your listening skills."
- Staff member attended Conflict Management hosted by Niche Academy.
- Staff member completed the LinkedIn video "Building Self-Confidence."
- Staff members attended Active Shooter Virtual Training.
- All staff attended the Library Team Virtual Meeting.
- Staff members attended the ACRL Webinar – Research and Integrity and AI: Navigating Challenges and Leveraging Potential.
- Staff member attended Mental Health, Depression & Mood Disorders: How to Identify, Support & Refer Students Webinar.
- Staff member attended Chat GPT in the Workplace: Practical Strategies for Faculty, Staff & Administrators Webinar.
- Staff member attended Practical Application of Student Success Theory: How to Retain First-Year Students & Help Them Navigate Challenges.
- Staff member attended Effective Strategies for Dealing with A Challenging Employee-Supervisor Relationship.
- Staff member completed the LinkedIn video: "The 10 Pillars of Customer Service."
- Staff members attended Week 4 Project Management for Librarians.
- Staff member attended LinkedIn training: "Human Leadership."
- Staff member attended NTIA Grant Hotspots Training.

Name:	Completed:	Completion Date:
Moxee Inventory	90%	Intersession
OER LibGuide Prototype	75%	June 5th
Add data block to hotspots	As needed	No end date
Remove data block to hotspots	As needed	No end date
F142 Storage Inventory	85%	
Assets Inventory	85%	May 17th
Download & Process applications*	As needed	No end date
Retrieve long overdue items-calls, emails, certified letters, police reports	90%	By end of each semester
Generative A.I. Sharepoint Site	25%	No end date
Research starters links	45%	No end date
Mentorship program	50%	August 2024

YOLANDA MARTINEZ, DIRECTOR EDUCATIONAL TECHNOLOGIES

MEETINGS:

- 05/01/2024: Discussion of Fall Programs and Areas for Collaborations Meeting
- 05/03/2024: Graduation Ceremonies Support
- 05/04/2024: Graduation Ceremonies Support
- 05/06/2024: ET Leadership/Project Updates Meeting, Open IT Request Report Meeting
- 05/07/2024: ET Academy Graduation
- 05/08/2024: Counseling/Coaching Meeting, Graduation Debrief Meeting
- 05/09/2024: Bi-Weekly Budget Meeting, Coordinated Operations Council Meeting, Travel Rotation Meeting, Update Meeting, Interview Committee Meeting
- 05/10/2024: Dean of Library & Learning Support Services Meeting, ILC Meeting

- 05/13/2024: ET Leadership/ Project Updates Meeting, Open IT Request Report Review, Manager Training on SWOT Analysis-Digging Deeper
- 05/14/2024: Region One Technology Conference
- 05/15/2024: Region One Technology Conference
- 05/16/2024: Region One Technology Conference
- 05/20/2024: ET Leadership/Project Updates Meeting, Open IT Request Report Review
- 05/21/2024: DOL Plans for Classroom Setup Meeting, ET Luncheon Monthly Department Meeting
- 05/22/2024: TLC Hiring Committee Meeting
- 05/23/2024: ET Director One-on-One Meeting, Bi-Weekly Budget Meeting
- 05/28/2024: Fall 2024 ET Academy Coordination Meeting, Meeting w/ Ms. Mary Alaniz, Board Meeting
- 05/30/2024: ET Director On-on-One 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	206
May	98
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	
Total:	**649**

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	605.75
May	798.75
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	
Total:	**2610**

ARTURO SOLANO, DIRECTOR
INFORMATION COMMONS AND OPEN LABS

MEETING HIGHLIGHTS

- The Director held a meeting with the Administrative Assistant to discuss the direct wage and work-study assignments.
- The Director held a meeting with the Administrative Assistant to discuss financials.
- The Director held a meeting with the Mid-Valley Open Labs Supervisor.
- The Director held a meeting with the Administrative Assistant and the Open Labs Logistics Manager to discuss phase 2 of the LCOL annual inventory.
- The Director held a one-on-one meeting with the Open Labs Analyst.
- The Director held a direct report meeting with the off-site Open Labs Logistics Manager, Administrative Assistant, Pecan Open Labs Supervisors, and Open Labs Analyst.
- The Director attended a one-on-one bi-weekly meeting with the Dean of Library & Learning Support Services.
- The Director held a Learning Commons and Open Labs leadership team meeting with the Open Labs Logistics Manager, the Open Labs Analyst, the Open Labs Supervisors, and the Administrative Assistant to discuss campus updates.
- The Director attended the Coordinated Operations Council (COC) meeting.
- The Director held a meeting with the Open Labs Analyst and the off-site Open Labs Logistics Manager to review candidates for the Logistics Manager position.
- The Director held a meeting with the makerspace team to discuss the makerspace technologies and operations.
- The Director held a meeting with the Library Graphics and Multimedia Specialist and the Associate Dean of Library Services to discuss the signage project.
- The Director held a meeting with the off-site Open Labs Logistics Manager to finalize inventory reports and filing for fiscal year 2024.
- The Director attended a workshop with the Open Labs Supervisors to review how to use the systems involved in 3D printing reservations and workshops.
- The Director attended the Pecan Campus library phased renovation held by the Dean of Library & Learning Support Services to discuss modifications and updates.
- Director and the Administrative Assistant attended the Spring 2024 (ACTA) Ambassador cross-training commissioning ceremony.
- The Director held a meeting with the Open Labs Supervisor to discuss the Technology campus operations.
- The Director held a meeting with the Open Labs Supervisors to discuss the supervisor and employee schedules for the summer term.
- The Director attended the LLSS Administrator meeting held by the Dean of Library & Learning Support Services.
- The Director interviewed candidates for the Open Logistics Manager position.
- The Director held a makerspace 3D printing meeting with the Open Lab Technician to discuss the 3D printing project requests from other departments.
- The Director held a signage meeting with the Administrative Assistant, Open Lab Technician and the Library Graphics and Multimedia Specialist to discuss the distribution of items being sent to outside campuses.
- The Director held a farewell celebration for the Technology Specialist.

ACTIVITY HIGHLIGHTS

- Annual Inventory taking place; Phase 2 Scanning in progress
- Interviewed for the Open Lab Technician Position
- Service Ticket placed to remove access for an Open Lab Technician (last day 05/03/2024) .
- The Open Labs Logistics Manager did a walkthrough at the RCPSE and La Joya campuses and inventory took place.
- LCOL hours of operations schedule created and shared
- The Open Labs Analyst worked on scanning inventory at the Shah Center.
- The Open Labs Analyst did a weekly checkup at the Shah Center.
- The Open Labs Analyst went to the Tech Campus to cover on Tuesday, May 7, 2024, from 10 am-5:30 pm.
- The Open Labs Analyst joined the monthly leadership meeting.
- Ten new curved monitors were installed at the Pecan campus F-122 and F-130 open labs.
- The Mid-Valley campus hosted all access registration event on May 7, 2024.
- The new toners were received at PCN, NAH, and STR campuses.
- The Learning Commons and Open Labs leadership meeting occurred on May 8, 2024.
- The end of the spring semester, reports were compiled.
- The annual silver tag inventory has been finalized.
- The 4-day workweek began during Intersession and the flyers were posted on doors.

- The semester reports were completed.
- The Mid-Valley LCOL participated in the college connection registration event on May 14, 2024.
- The interviews for the Logistics Manager were set up.
- The Open Labs Analyst received seven maintenance kits for scanners.
- The Open Labs Analyst finished updating hours of operations for the LCOL website.
- The Open Labs Analyst received two panels with designed printed out for iPad stands.
- The Open Labs Analyst requested a quote for three new printers.
- The Open Labs Analyst attended the pecan renovation meeting.
- The Open Labs Analyst received eleven computers from Mid-Valley and installed them in Y-1.107.
- The Open Labs Analyst started AutoDesk 2025 updates campus-wide.
- The security Cameras were installed in F-130 (6) and F-134 (2).
- The recording studio workshop took place on Wednesday, May 22, 2024, at F-130.
- The Open Labs Analyst installed eleven new computers in Y-1.107.
- The logistics manager interviews took place on May 20th, 2024.
- The Starr Campus-Open Lab Technician candidate accepted the position.
- The off-site Open Labs Logistics Manager finalized the LCOL annual inventory reporting on May 21st, 2024.
- Delayed start to operations at Pecan Campus on May 20th, 2024.
- The off-site Open Labs Logistics Manager set up training for the Honorlock.
- The Sirsi inventory took place at the Starr campus.
- The off-site Open Labs Logistics Manager did rounds at RCPSE on May 22nd, 2024, and followed up on the maintenance ticket.
- The 3D printer session dates are being set for summer sessions for the Starr, Technology, and Mid-Valley campuses.
- The maintenance work order was placed for light fixtures at the NAH campus.
- The Open Labs Analyst attended a recording session at Cooper Center with ET Audio Visual Events & Production Technician II.
- The AEDT department shared 50 educational licenses with the Learning Commons and Open Labs for the Lumion software.
- The Open Labs Analyst transferred 12 Optiplex3060 computers to MV and 2 to NAH for the release stations project.
- The department attended the Honorlock training with the Digital Learning Department.

DISTRICT TOTAL OF UNDUPLICATED USERS SERVED - MAY 2024 ATTENDANCE STATISTICS: 4,737

ATTENDANCE & LAPTOP CHECKOUT STATISTICS:

Campus	Number of Logins	Number of Students	Laptop Checkouts
Mid-Valley Campus	2,011	729	1
Nursing and Allied Health Campus	1,349	483	5
Pecan Campus	4,501	1,165	9
Pharr Regional Center for Public Safety Excellence	180	37	
Starr County Campus	579	198	
Technology Campus	1,176	381	
Beauty Academy	13	6	
Campus Totals:	**9,809**	**2,999**	**15**

OPEN LABS PRESENTATION, TOUR, AND RESERVATION STATISTICS:

Campus	Number of Presentations
Mid-Valley Campus	4
Nursing and Allied Health Campus	
Pecan Campus	5
Pharr Regional Center for Public Safety Excellence	
Starr County Campus	2
Technology Campus	
Total:	**11**

JagPrint - Printing Report

May 1, 2024 to May 31, 2024

Totals			
Type	**Users**	**Jobs**	**Pages**
Printing	1900	7514	54828
Web Printing	861	4769	18129
Total	2761	12283	72957

	Prints by Campus			Mobile Prints by Campus			Print Totals		
Campus	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**	**Users**	**Jobs**	**Pages**
Mid -Valley	456	1266	6166	120	675	3165	576	1941	9331
NAH	374	1956	16310	376	2444	8302	750	4400	24612
Pecan	747	2869	24868	324	1567	5766	1071	4436	30634
RCPSE	25	91	488	4	14	200	29	105	688
Starr	140	704	3894	33	59	563	173	763	4457
Tech	154	608	2905	5	11	133	159	619	3038

LYNELL WILLIAMS DIRECTOR
CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **May 2024**

- Tutoring Sessions:
  - In-Person: 725
  - Online: 281
  - In-Class: 20
- Assignment Review: 298
- Supplemental Instruction: 192
- Visitors: 8,991
- Workshops: 14
- Workshop Attendance: 339
- Independent Study: 453
- Starfish Flags addressed: 13
- CLE Information Requests: 5

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: 98%***
IE Plan Objectives: 1	***Action Plan 1 & 2***	***COP:***	***End Date: July 31, 2024***
Statistics training (part 1 of 3) complete. The math faculty committee is reviewing the content and will provide feedback by the second week of June.			
Static Content Training for Students and Staff in CLE Resource Library			***Progress: 55%***
IE Plan Objectives: 1	***Action Plan 3***	***COP2022-23:1***	***End Date: August 31, 2024***
Content resources for Cybersecurity are currently in review by the Specialist and Coordinator before being submitted for faculty approval. Met to plan and update the CLE Writing Center content resources.			

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

Integrated Tutoring Pilot			**Progress: 35%**
IE Plan Objectives: 2	**Action Plan: 1,2,5 & 7**	**COP (2022-25) :3**	**End Date: September 30, 2024**
Tutor and instructor identified for the first pilot section. The class has been selected for the pilot, pending enrollment in the section. Met with the math chair and math faculty member to finalize class selection (Math 2412). The faculty member is currently updating the syllabus to include the pilot for fall 2024.			
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**
After consulting with MSITB, cost sharing model is on hold.			

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

Year 4 DHSI Grant Participation			**Progress: 90%**
IE Plan Objectives: 2		**COP (2022-23) 1**	**End Date: August 2024**
Data collection from Upswing is complete, and a request for RAS data extraction has been submitted. The year 4 Formative Activities Report has been submitted. Supporting documentation collection for formative reports is complete and filed. Compiling Spring 2024 data to be sent to RAS. Sent survey feedback report to grant auditor.			

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

Quantitative & Qualitative Assessment of Embedded Tutoring & SI 2023-2024			**Progress: 92%**
IE Plan Objectives: 3	**Action Plan: 1-4**	**COP (N/A)**	**End Date: September 2024**
Surveys close this week, and responses from students and faculty are being collected. The Spring Semester Survey is closed. The meeting has been sent to June 3 to compile the data report.			

2023-2025 IE Objective 4: Cultivate Positive Organizational Culture

Cultivating Inviting CLE Spaces			**Progress: 29%**
IE Plan Objectives: 4	**Action Plan: 3 & 4**	**COP (N/A)**	**End Date: September 2024**
Mural project on hold pending discussion with PR/Marketing regarding wall covering branding campaign.			
Cultivating Inviting CLE Spaces-Scholarship Opportunities			**Progress: 30%**
IE Plan Objectives: 4	**Action Plan: 4 & 7**	**COP (N/A)**	**End Date: September 2024**
Researching rubrics for scholarship selection. The next meeting is scheduled for May 21st. A meeting was held for the scholarship process.			
CLE Staff Achievement Recognition			**Progress: 78%**
IE Plan Objectives: 4	**Action Plan: 5 - 9**	**COP (N/A)**	**End Date: August 2025**

Graduation cords have been delivered to campuses with Spring 2024 graduates. The rank pin format has been decided, moving to the design phase. Contacted CRLA regarding usage of copyrighted design for rank pins and perpetual plaques. Highlighted CLE graduates in the CRLA Peer-Iodical newsletter.

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

Refine Process for Data Collection			**Progress: 55%**
IE Plan Objectives: 5	**Action Plan:1-7**	**COP (N/A)**	**End Date: September 2024**

Met to create a comprehensive timeline of current assessment/evaluation measures and identify actions tied to the data gathered from each measure

General CLE Projects

CLE Marketing Spring 2024	**Progress: 100%** **End Date: May 2024**

PASS Program Poppin' Events held at MVC and Starr. Tabling at Career Expo at Pecan Campus. Final Student Success workshop (Finals Prep) conducted online. Construction Trades Expo tabling at Tech. Public Safety and First Responders Expo tabling at RCPSE. Promotion for Scholarship Information Session on May 1. Promotion for Pecan CLE Game Day on May 6. CLE Game day had about 100 students participate. Staff promoted services for students to prepare for Finals.

Tutor Training FY 2023-2024	**Progress: 75%** **End Date: August 2024**

Meeting over the interim to start planning for Spring 2025 Tutor Training Day. A discussion of themes was held. CRLA trainings were conducted.

CLE Website Updates	**Progress: 66%** **End Date: May 2024**

Met with Library Services Graphics and Multimedia Specialist regarding design updates. CLE update on website pages scheduled to go live June 3.

EVENT HIGHLIGHTS

CLE StudentLingo Scholarship Opportunity — **Event Date: May 1, 2024**

The CLE Academic Coaching program hosted an information session on the StudentLingo Adulting 101 Scholarship Opportunity. The information session was broadcast across all 6 campuses.

Over 80 students participated in the event across the district. Students who attended learned how to apply for five scholarship opportunities and learned more about the CLE services.

CLE Game Day — **Event Date: May 6, 2024**

The Pecan CLE campus hosted a Star Wars-themed Game Day where 92 students came in and participated in the event.

The Game Day events bring in new students to explore CLE services and allow our staff a chance to build connections with students. It is a place where stress relief meets learning, and every interaction enriches the CLE experience.

Emerging Technologies Academy Graduation **Event Date: May 7, 2024**

The CLE staff participated in and graduated from the Emerging Technologies Academy.

The Emerging Technologies Academy Pilot was launched to increase awareness and usage of emerging technologies that are provided and supported by STC. Participants were trained on various software such as Asitive Technologies, Instructional Software & Web Apps, Gimkit, Yuja, Padlet, and more!

ACTA Academy Graduation **Event Date: April 17-19, 2024**

The CLE staff participated in and graduated from the Ambassador's Cross-Training Academy.

The ACTA Academy is designed to provide STC employees the opportunity to continually improve their knowledge of all aspects of the College. Ambassadors help eliminate roadblocks, provide better assistance to students and colleagues, and also create greater transparency, understanding, and collegiality among all areas of the College.

NISOD Excellence Award **Event Date: May 2024**

The CLE Director, Lynell Williams, was a 2024 NISOD Excellence Award Recipient. The Excellence Awards tradition gives NISOD the distinct privilege of honoring so many of the community colleges' best educators. Teaching and leading on the front lines of the community college mission rest on the shoulders of these outstanding individuals

The National Institute for Staff and Organizational Development is committed to promoting and celebrating excellence in teaching, learning, and leadership at community and technical colleges.

ACTA Academy Graduation **Event Date: May 2024**

The CLE graduating staff were recognized in the CRLA SIG Newsletter distributed to colleges across the nation.

The newsletter also highlighted the innovative ways that the CLE Department strives to foster a vibrant organizational culture for staff and a nurturing environment for students. One activity that promotes this is the placement of puzzle stations placed throughout our learning center where students can take mental breaks and rejuvenate amidst the rigors of academic life. Some of these puzzles help market our Game Days, a gathering where students enjoy games, cosplay, and food.

MEETING HIGHLIGHTS

- HESI Support Meeting
- Met with Open Lab Supervisor
- Met with OTA Chair for final projects
- Met with PCA Chair for program requirements
- Met with ADN faculty for Remediation
- Met with ADN advisors

- Met with the BSN Chair for upcoming enrollment
- Upswing Monthly meeting
- Academic Coaching meeting
- DHSI Data meeting
- Go2Knowledge & Micro-Credential Overview with HR Department
- Upswing Categories meeting
- Cosmetology Center Tour and Program Meeting
- RCSPE Update Meeting
- Sharepoint Meeting
- Met with PMT faculty to coordinate NIMS Proctoring
- Met with Tech CLE Librarian
- Met with Tech CLE Specialist to plan end-of-semester meeting
- LLSS leadership training work session
- Met with Open Labs Supervisor
- Met with NAH Librarian
- Met with OTA Faculty
- Met with ADN Advisors
- Met with PCA Chair
- Academic Coaching Collaboration with Digital Learning
- Scholarship meeting
- Academic Coaching meeting
- Link-Systems meeting
- DHSI data meeting
- Tech CLE End of Semester meeting
- Met with AEDT faculty to discuss the development of CLE Workshops
- Met with Tech CLE Specialists to plan an interim tutor training schedule
- Met with Starr FT SLA to discuss summer tutor trainings
- DHSI external evaluator
- Yuja troubleshooting
- ILC
- NetTutor vetting: pricing follow-up
- Upswing Tutor Data Collection Meeting
- Pecan writing center (Bldg F) planning
- NTIA grant extension planning
- Data collection meeting
- Perkins V Basic FY 25 Grant Orientation
- Eyes on the Prize guest presenter introductory meeting
- 1-1 Meetings with Staff on Project Assignments
- IE Objective V: Data Collection Meeting
- Met with Online Specialist
- Met with Campus AA for CLE Retreat planning
- Data Collection Meeting
- ICLCA and Knack Learning Center
- Innovative Educators Scholarship Meeting
- Summer Projects Meeting: Alex 1-1
- Summer Projects Meeting: Brenda 1-1
- Summer Projects Meeting: Catalina 1-1
- Online Specialist Meeting
- IE Objective V: Data Collection Meeting
- OER Portal Update Meeting, Creating an Impact Page.
- FY 25 Perkins Basic Grant Orientation
- Met with Tech Campus Open Lab Supervisor
- Met with RCPSE CLE Specialist
- Met with Open Labs
- Met with ADN faculty and advisor
- Met with PTA Chair
- Met with OTA Chair
- CRLA NAH Planning Meeting

- Symphony Inventory
- Summer 2024 DW Project Meeting
- Met with Open Lab Supervisor
- 1-1 Meeting with Staff on Project Assignments
- CLE Scholarship Meeting
- CLE, Open Lab, and Library Collaboration
- Integrated tutoring pilot meeting
- AI student workshop meeting
- C4 keynote planning meeting
- Generative AI Task Force
- EdSights Demo
- Nimbus Demo
- Integrated Tutoring Pilot Planning
- QR codes PR approved usage
- TxNCLCA Working Group: Data Analysis
- Website Usability Study Project Updates
- 4C May Membership Meeting
- Academic Coaches Formstack Meeting
- Nimbus - South Texas College (Demo)
- RCPSE Police Academy Applicant Workshops
- Meeting with Dir Fundraising & Foundation for StudentLingo Scholarship
- Comment Bank Meeting
- TX NCLCA Working Group
- Met with Childcare Center Secretary
- Met with Campus AA for room reservations
- Met with Online Specialist
- Upswing Categories Data meeting
- OTA Remediation Meeting
- PTA Remediation Meeting
- PCA Micro credential Meeting
- Met with Pharmacy Technology Chair
- Met with ADN Lab Technician

TRAINING HIGHLIGHTS

- Innovation Exchange Tour – Pecan Campus
- ChatGPT As a Learning Tool: Elevating Reading, Writing & Thinking Skills
- ChatGPT in the Workplace: Practical Strategies for Faculty, Staff, & Administrators
- Final Title IX Regulations: Understanding the April 2024 Released Revisions
- Collecting & Reporting Retention Data: Telling The Student Success Story
- Dream Designing: Planning For The Life You Want
- Navigating Change: Utilizing Motivational Interviewing & Coaching To Maximize Student Success
- Growing Your Academic Support Center: Needs Assessment, Data Collection & Funding Strategies
- Canva Create: Work Redesigned
- Making Scholarly Content More Interactive: Explore Social Annotation for Libraries
- Effective Strategies for Dealing with A Challenging Employee-Supervisor Relationship
- Completion of Empower & Excel: The Go2K Micro-Credential Challenge

EVENT HIGHLIGHTS

- StudentLingo Scholarship Information Session
- Mary Killoran Scholarship Committee
- Robert Vela Dual Enrollment Scholarship Committee
- Free Ice Cream Event tabling – Pecan
- Cinco De Mayo Event – Pecan
- Tabletop Jaguars Game Day – Pecan
- Final Project Panel

- Nurse's Week
- ADN Pinning
- Pecan Game Day – Revenge of the Sixth
- ET Academy: Graduation & Networking for CLE Staff
- ACTA commissioning ceremony
- Library Workflows Inventory
- Guest Speaker at OTA Pinning
- Attended PTA Pinning
- South Texas College on highlighted on the Leaderboard of the Go2Knowledge Micro-Credential Challenge
- MVC End-of-Year BBQ

PROJECT 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

KANDRA MALDONADO, PROJECT MANAGEMENT ANALYST OFFICE OF STRATEGIC INITIATIVES

PROJECT HIGHLIGHTS

Project Name: CMC NTIA Grant 2022-2025

Project Role: Interim Project Coordinator
Project Manager Kandra A. Maldonado

Scope: Fiber Optic and Classroom Technology Upgrades

Status:

Goal 1: Connectivity and Enhancement of the Fiber Optic Infrastructure

- Fiber optic connectivity lines are operational, facilitating the flow of data.

Goal 2: Analog to Digital

- Quote for classroom podiums was submitted. Aiming to be included in the Board packet for June.
- ET is currently finalizing two quotes: one for 3 SMART interactive monitor units and another from Dell for 9 podium monitors.
- Data drops for the building is anticipated by the end of this month (May). The network switches, procured under the grant, are scheduled for installation at the same time with the data drops. Data drop quote adjustment due to railways needed.
- Data drop price adjustment completed and approved.

Goal 3: Remote Access Devices

- Remote device distribution remains on schedule, with targets being met as planned. Likewise, progress with Student Support workshops continues as scheduled.

Goal 4: Virtual Desktop Interface

- The servers have been mounted onto the server racks and are currently awaiting configuration.

Budget expenditures update:

- Work on edits for the AAR Budget Category and Budget Narrative is still ongoing.
- Submitted documents for review by FPO on 5/15.
- Requisitions for IT procurement of Year 2 equipment are pending approval, awaiting confirmation of budget updates.

Meetings

- Meeting with Interim Vice President of ISPP&SI regarding updates on grant work. 5/6/24
- Meeting with Grant Accounting to update the budget documentation needed to submit for the Award Action Request regarding changes to the budget. 5/8/24
- Met with Grant Department/Accounting for budget document updates. 5/9-5/10
- Meeting with Grant Accounting to align budget documentation. 5/13/24
- Met with Grant Department/Accounting for budget document updates. 5/14.
- FY 25 Basic Grant Orientation 5/15
- SI One to One with Interim VP of Information Services, Planning, Performance, & Strategic Initiatives. 5/20/24
- EdSights & South Texas College. 5/21/24
- Overview meeting of Generative AI Portal. 5/23/24

Student Affairs and Enrollment Management

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. RICARDO J. SOLIS, PRESIDENT
FROM:	MATTHEW S. HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	JUNE 25, 2024
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2024 THROUGH MAY 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 Coordinated Operations council (COC)
- Student Affairs and Enrollment Management Division Leaders meetings
- Vice-President's Panel Discussion – Distinguished Leaders Academy
- South Texas College and Texas State University Direct Admissions Program Discussion
- Veterans Mural Unveiling – Veterans Affairs Office
- Interviews for the Director of External Affairs- Interview Committee Member
- Interviews for the Project/Event Manager – Interview Committee Member
- Student Affairs and Enrollment Management Staffing Plan Review
- Texas Association of Community Colleges HB & Webinar Series: FY 25 Model
- South Texas College Foundation Ascender Check Presentation

ATTENDED

- South Texas College Board Oath of Office Ceremony for Victoria Cantu and David de los Rios
- South Texas College Board Oath of Office Ceremony for Rose Benavidez at STARR County Campus
- Trellis Foundation/Valley Alliance of Mentors for Opportunities & Scholarships Meeting with STC Foundation

- Foster Youth Alliance Graduation
- Olivia County meeting
- EMS and Valley Promise Check-in
- Pharr Economic Development Corporation Foundation Awards Ceremony
- Institutional Leadership Council Meeting
- National Foster Care Month Proclamation (Hidalgo Co Commissioner's Court)
- Ted Talk Announcement
- Distinguished Leadership Academy Graduation Lunch

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Summer 2024 semester and Fall 2024 semester on March 4, 2024. **_11956_** students have registered online for Summer 2024 semester and **__7127___** 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 **_813_** chat sessions during May 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 Education Discussion, Emerging Technologies Presentations/Graduation, BUGs Meeting, Student Completion Discussion, ILC Meeting, Institutional Leadership Council Meeting, Commencement Meeting, Final Walk Through at Bert Ogden Arena, Texas Connection Consortium Conference.
- 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**__4384__**Admission *Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during May 2024.
- STC has **_40_** international students enrolled for Summer 2024 semester and **_35_** international students enrolled for Fall 2024 semester.
- Processed **_373__** course substitutions and exceptions in DegreeWorks during May 2024.
- Processed grade changes for **_525_** students during May 2024.
- Processed reinstatement requests for **_1__** students during May 2024.
- Processed schedule change requests for **__1__** students during May 2024.
- Processed **_2358_** high school and **_893__** college/university transcripts during May 2024.
- Evaluated **_565__** transcripts from other colleges and universities during May 2024.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **_4051_** STC transcripts during May 2024.
- Scanned and indexed **_3240_** documents submitted by students during May 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 is contacting more than **10,000** adult learners for Summer and Fall 2024 enrollment. These targeted lists consist of returning students, recent GED recipients, and applicants who applied and did not enroll in Spring 2024. The department will utilize a variety of communication methods, such as mobile messaging, outbound calls, and emails.
- The department has received over **1100** inquiries, resulting in **147** students enrolled for Summer and Fall 2024. These numbers are expected to increase as ongoing recruitment activities continue throughout the Summer and Fall semesters.
- In collaboration with the Council of Adult & Experiential Learning (CAEL) and CollegeApp, the department expanded a social media marketing campaign on Instagram and Facebook. This campaign targeted adults with some college credits in Hidalgo and Starr counties, culminating the Latino Adult Student Success (LASS) 2.0 Academy
- The department is preparing to undergo the initial Foundational Coaching training as part of the College's partnership with InsideTrack. The training is scheduled for July 16-18, 2024. Staff will learn coaching skills to help students overcome academic and non-academic barriers.

SNAPSHOTS

2024 TxDOT Pharr District Safety & Wellness Fair

Department staff provided support during the 2024 TxDOT Pharr District Safety & Wellness Fair event that took place at the Mission Event center on May 09, 2024.

Spring 2024 ACTA Commissioning Ceremony

Department staff completed the Ambassador Cross Training Academy (A.C.T.A) throughout the Spring 2024 semester.

Region One Senior Sendoff

Department staff provided support during the Region One Senior Sendoff that took place at the Region One Education Service Center on May 22, 2024.

Distinguished Leadership Academy (DLA)

Department staff completed the Distinguished Leadership Academy (DLA) throughout the Fall 2023 and Spring 2024 semester.

COMMUNITY OUTREACH & RECRUITMENT

Academic Program Enrollment	Total Inquiries
Associates in Law Enforcement	28
Associates in Fire Science Technology	10
Bachelor in Computer and Information Technologies	61
Bachelor of Operations Management	40
Bachelor in Organizational Leadership	90
Bachelor in Medical and Health Services Management	53
Basic County Corrections Academy	30
Firefighter Academy	57
Police Academy	162
TxDOT Pathways • Associates of Arts in Business Administration, Communication Studies, Interdisciplinary Studies • Associates of Science in Interdisciplinary Studies Mathematics, Engineering	49
Public Administration	8
Cosmetology	50
YTD Total	638

Event	Agency	Date	Total Attendees
Weslaco Job Fair	City of Weslaco	05/02/2024	70
2024 TxDOT Pharr District Safety & Wellness Fair	TxDOT	05/09/2024	50
Region One Senior Sendoff	Region One	05/22/2024	40
Bachelor Program Recruitment	Donna ISD	05/24/2024	50
		Total	210

Student Appointments	
Total	**98**

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	2,707
GED Graduates	April 25, 2024	154
	Total	**2,861**

*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
- South Texas College (STC) & InsideTrack FCT Bi-Weekly Planning Meeting
- Institutional Planning & Effectiveness Committee Bi-Weekly Meeting
- South Texas College (STC)/IDEA Bi-Weekly Huddle
- South Texas College (STC)/Student Bridge (SB) Monthly Check In
- Trellis and VAMOS Initiatives Meeting
- SharePoint Meeting
- Graduation Practice
- STC and Texas State University Transfer Agreement Meeting
- Spring 2024 Commencement Ceremonies
- Education Discussion Meeting
- Veterans Mural Unveiling
- Distinguished Leadership Academy (DLA) Committee Meeting
- Signing Ceremony Admissions Agreement Texas A&M McAllen HEC/STC
- Foster Angels South Texas Luncheon

- Inside Track + STC DEI & FCT Planning Meeting
- SACSCOC Core Writing Team Meeting
- Advisement Sub-Committee Meeting
- Institutional Leadership Council
- Senior Sendoff Logistics Meeting
- Commencement Appreciation Luncheon
- Department Retreat Planning Meeting
- Mid-Valley Site Visit
- Minding College Minds Project
- Distinguished Leadership Academy (DLA) Group Meeting
- Department Leadership Meeting
- EAB Navigate Discussion Meeting
- Meeting with Public Relations
- Technology Discussion Meeting
- Meeting with VIDA Representatives
- Summer Extended Hours
- GED Enrollment Monitoring
- Distinguished Leadership Academy (DLA) Group Meeting
- Summer Extended Hours
- Student Affairs & Enrollment Management (SAEM) AA's/Secretaries Meeting
- South Texas College/Graduation Alliance
- Summer Extended Hours

PROFESSIONAL DEVELOPMENT

- Distinguished Leadership Academy (DLA)
- Ambassador Cross Training Academy (A.C.T.A) Spring 2024
- ET Academy: Graduation & Networking/Peer Sharing Presentation
- Civilian Response to Active Shooter Events Phase 1
- ACTA 2024 - Commissioning Ceremony
- Distinguished Leadership Academy (DLA) Graduation Lunch

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- College Connections Leadership Meeting
- VIDA Graduation
- Spring Commencement Ceremonies
- Administrative Assistant SAEM Division Meeting
- CIVSA 2024 Conference Seattle, Washington

RECRUITMENT

- Individual Student Appointment – 29 appointments
- La Joya High School – Decision Day
- PSJA Memorial High School – Decision Day
- McAllen High School – Decision Day
- McAllen Memorial High School – Decision Day
- Weslaco High School – College/Career Fair
- Rio Grande City High School – Decision Day
- Jimmy Carter Early College High School – Decision Day
- Workforce Solutions – Decision Day
- PSJA Collegiate School of Health Professions – Decision Day
- Sharyland High School – Decision Day
- Donna North High School – Decision Day
- PSJA North High School – Decision Day
- Edcouch Elsa High School – Decision Day
- Robert Vela High School – Career Fair
- Academy of Health Science Professions – Decision Day
- Edinburg North High School – Decision Day
- PSJA Southwest High School – Decision Day
- PSJA Collegiate – Decision Day
- La Feria Early College High School – Decision Day
- Patricio Perez Elementary – Career Day
- Thigpen-Zavala Elementary School – Career Fair
- Palmview High School – Decision Day
- Vanguard Beethoven Secondary – Decision Day
- IDEA Owassa – Career Fair
- McAllen ISD Parent & Family Engagement – Recruitment Presentation
- Valley View Junior High – Career Day
- Emiliano Zapata Elementary – Career Day
- Ramiro Barrera Middle School – Career Day
- Vanguard Beethoven Secondary – Career Fair
- McAllen High School – Recruitment Presentation
- McAllen High School – Spanish Recruitment Presentation

- Mexican Consulate Ventanilla Recruitment
- Lloyd M. Bentsen Jr. Elementary School – Career Day
- Santa Rosa High School – Decision Day
- Monte Alto Early College High School – Decision Day
- Memorial High School – Spanish Recruitment Presentation
- Memorial High School – Recruitment Presentation
- GEAR UP: Pathways to the Future Parents and Families – Virtual Recruitment Presentation
- Thelma R. Salinas High School – Decision Day
- Emma Vera Elementary – Career Day
- Region One Office of College, Career and Life Readiness – Virtual Recruitment Presentation
- PSJA T-Stem High School – Decision Day
- Rudy Silva Elementary – Career Day
- Veterans Memorial High School – Campus Visit
- Mission High School – Campus Visit
- Rio Grande City High School – Campus Visit
- Grulla High School – Campus Visit
- Nikki Rowe High School – Campus Visit
- Weslaco East High School – Decision Day
- Cuellar Middle School – Career Fair
- Mexican Consulate Ventanilla Recruitment
- William J. Clinton Elementary – Career Day
- LBJ Middle School – College and Career Fair
- Rayburn Elementary School – Career Day
- Sharyland High School – Campus Visit
- Rafael Cantu Jr. High School – Career Fair
- Valley View High School – College/Transition Fair
- Sharyland Pioneer High School – Decision Day
- Student Services Extended Hours
- Vanguard Academy Family Day– Community Outreach Table Setup
- Valley View High School – Campus Visit
- Progreso High School – Decision Day
- Mercedes High School – Campus Visit
- Hidalgo Early College High School – Campus Visit
- Mexican Consulate Ventanilla Recruitment
- Roma High School – Decision Day
- Region ONE STARN Event – Table Setup
- Progreso High School – Campus Visit
- Palmview High School – Campus Visit
- Educacion Simultanea – Recruitment Presentation
- Parent & Family Engagement McAllen ISD – Recruitment Presentation
- La Joya High School – Campus Visit
- Carmen Anaya Elementary – Career Day
- Juarez Lincoln High School – Campus Visit
- Weslaco East High School – Campus Visit

- Weslaco High School – Campus Visit
- Monte Alto High School – Campus Visit
- Hidalgo Early College High School – Decision Day
- Santa Maria High School – Campus Visit

FAST TRACK/ ALL ACCESS

- IDEA Public Schools – Pecan Campus
- Roma ISD High Schools – Starr Campus
- La Joya ISD High Schools – Pecan Campus
- Progeso ISD High Schools – Mid Valley Campus
- Monte Alto ISD High Schools – Mid Valley Campus
- La Villa ISD High Schools – Mid Valley Campus
- Edcouch Elsa ISD High Schools – Mid Valley Campus
- La Joya ISD High Schools – Pecan Campus
- PSJA ISD High Schools – Pecan Campus
- Vanguard Charter Schools – Pecan Campus
- Mercedes ISD High Schools – Mid Valley Campus
- Cameron County High Schools – Mid Valley Campus
- PSJA ISD High Schools – Pecan Campus
- Edinburg ISD High Schools – Pecan Campus
- La Joya ISD High Schools – Pecan Campus
- PSJA ISD High Schools – Pecan Campus
- Edinburg CISD High School – J. Economedes High School

CAMPUS TOURS

- Pecan Campus
  - Veterans Memorial High School – 50 visitors
  - Lyndon B. Johnson High School – 16 visitors
- Mid Valley Campus
  - Sgt. Chacon Middle School Group 1 – 53 visitors
  - Sgt. Chacon Middle School Group 2 – 70 visitors
- Tech Campus
  - Personal Tour – 6 visitors
  - Progreso Early High School – 30 visitors
  - Sharyland High School – 30 visitors
- Starr Campus
  - Rio Grande City - Grulla ISD – 18 visitors

CALL CENTER

Phone Calls	
Inbound Calls	Calls 6,632

Mongoose Text Campaigns			
Campaign	**# Reached**	**# Students replied**	**# Replies**
Pledge	77	21	22
Summer 2024 unpaid list Verification	125	2	2
Summer 2024 Unpaid List No FAFSA	489	11	15
24-25 FAFSA Corrections	2196	28	37

EVENT PHOTOS

Workforce Solution Decision Day

College Connections had the privilege of attending Workforce Solutions Decision Day, where high students celebrated their decision to become South Texas College Jaguars.

IDEA Public Schools All Access

Palmview High School seniors took the Valley Promise pledge, making the beginning of their college journey as Valley Promise Scholars.

Roma ISD All Access

La Joya High School seniors committed to their college journey by taking the Valley Promise pledge, officially becoming Valley Promise Scholars.

Palmview High School Seniors Take the Pledge

IDEA Public Schools from across Hidalgo County attended the All Access Event, where students had the opportunity to meet with advisors, check on their financial aid, and register for summer and fall classes.

La Joya High School Seniors Take the Pledge

Roma ISD High School seniors attended the All Access Event hosted by the College Connections department at Starr Campus, successfully registering for summer and fall classes.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations, deadlines and College Updates
- SFS submitted the request to open the vacant position for Coordinator of Scholarships & Outreach
- 201 Financial Aid chats
- 961 window visits
- Have received over 22,000 Institutional Student Information Records (ISIRs) for 2024-2025
- Contacted VA students to submit required documentation to process their benefits
- Continue working on R2ITV calculations for Withdrawals for Spring 2024
- There were over 1,000 students assisted at FA labs.
- Assisted students/staff via phones, Teams and emails.
- Worked on Multiple Reporting Records, importing of Transfer Monitoring and Potential Over-award payments.
- We helped over 300 students with their 3rd Party and State awards
- 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.
- SFS Outreach Specialist Irene Rodriguez attended 8 local High School/Community FAFSA events throughout the month of May.
- VA Certifying Official Outreach attended 5 VA events to promote registration and educational benefits.
- We are working diligently to award 2024-2025 funds and send out award letters for the week of June 10

STUDENT ASSESSMENT CENTER

TESTING REPORT AND WALK-INS

Student Assessment Center Monthly Activity Report May 2024					
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	**45**			**ACT**	**686**
Mid-Valley	**30**	**34**	**30 (88% show)**	**TSI EXAM**	**189**
Starr Campus	**38**	**8**	**8 (100%show)**	**TSI EXAM**	**72**
Pecan Plaza	**15**	**103**	**88 (85% show)**	**GED/ PEARSON**	**619**
Pecan Plaza		**228**	**210 (92% show)**	**TSI EXAM/ includes TSI Online**	**1,116**
Pecan Plaza		**44**	**43 (98%show)**	**TCOLE/TCFP Proctored Exams**	**178**
Pecan Plaza		**124**	**109 (88% show)**	**HESI**	**788**
Mid-Valley		**84**	**79 (94%show)**	**HESI**	**374**
Mid-Valley		**9**	**9 (100%show)**	**TCFP Proctored Exam**	**80**
Starr		**20**	**18 (90%show)**	**HESI**	**115**
Starr		**5**	**3 (60%show)**	**TCFP**	**13**
TOTAL:	**128**	**659**	**597 (91% show)**		**4,230– All Campuses YTD**

TSI 2.0 PLACEMENT REPORT

English Language Arts and Reading College and Career Readiness (ELAR)			
Monthly (05/01/2024 – 05/31/2024)		**Year To Date (09/01/2023 - 05/31/2024)**	
College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay)	32	**College ready (945+ & 5+ Essay or 5+ Diag & 5+ Essay**	220
Dev Ed (945+ 0-4 Essay)	21	Dev Ed (945 + 0-4 Essay)	128
ELAR Diagnostic Level 6 & Essay < 5	0	ELAR Diagnostic Level 6	0
ELAR Diagnostic Level 5 & Essay < 5	4	ELAR Diagnostic Level 5	31
ELAR Diagnostic Level 4	41	ELAR Diagnostic Level 4	299
ELAR Diagnostic Level 3	25	ELAR Diagnostic Level 3	187
ELAR Diagnostic Level 2	11	ELAR Diagnostic Level 2	75
ELAR Diagnostic Level 1	0	ELAR Diagnostic Level 1	0
Total	**134**	**Total**	**940**

Mathematics College And Career Readiness			
Monthly (05/01/2024- 05/31/2024)		**Year To Date (09/01/2023 – 05/31/2024)**	
College Ready (950+ or 910+ & 6+ Diag)	35	**College Ready (950+ or 910+ & 6+ Diag)**	213
Mathematics Diagnostic Level 5	15	Mathematics Diagnostic Level 5	68
Mathematics Diagnostic Level 4	48	Mathematics Diagnostic Level 4	342
Mathematics Diagnostic Level 3	42	Mathematics Diagnostic Level 3	233
Mathematics Diagnostic Level 2	17	Mathematics Diagnostic Level 2	117
Mathematics Diagnostic Level 1	0	Mathematics Diagnostic Level 1	0
Total	**157**	**Total**	**973**

Data retrieved from College Board Accuplacer

Date: 06/1/2024

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
1088	Student Contacts, Outreach & Virtual Appointments
419	CTE Student Contacts
32	Student & Alumni Registered on CCN
12	Student & Alumni Resumes Revised/Uploaded on CCN
10	New Employer Registered on CCN
35	Jobs posted to CCN
4	Workshops Presented
58	Resumes Reviewed Online by Employers via CCN
1420	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

Job Development

- Affordable Homes of South Texas, Inc.
- B & B Insurance Agency LLC
- City of South Padre Island
- Delgar Foods, LLC
- Digital Office Systems
- Entravision Communications
- Gartner
- Green, Rubiano &Associates
- Growers Select Produce
- Grupo Telco LLC
- House Wine & Bistro
- NBCUniversal/Telemundo Rio Grande Valley
- New York Life
- North Alamo Water Supply Corporation
- Payne Auto Group
- SoberSense LLC
- Streamline Management Group LLC
- Texas Wood Supply
- The Borgen Project
- The County of Hidalgo

Presentations/Workshops

- Interview for Success TEAMS Workshop
- Getting Resume Ready Workshop

Employer Outreach

- New York Life
- SafeGuard Insurance Agency
- North Alamo Water Supply Corporation
- Streamline Management Group LLC
- The County of Hidalgo
- Trancasa USA
- NEXPAY
- Tadco Roofing & Waterproofing, LLC

Employer Registrations

- Affordable Homes of South Texas, Inc.
- Delgar Foods, LLC
- Digital Office Systems
- Fire / EMS
- Grupo Telco LLC
- Presidente Home Care
- SALT-New American Table
- SULTANA TRADING LLC
- Texas Wood Supply
- Vidaurri, Rodriguez & Reyna, L.L.P.

Coordination of Upcoming Events

- Financial Literacy Forums

Meetings & Miscellaneous information

- CES reached out to private sector employers to thank them for participating in the **STC 2024 Career Expo/Job Fair.** This event was held at the Pecan Campus on April 24, 2024 and provided a means for students to connect with private sector representatives that they may make them aware of exploring different career options. The event also provided an opportunity to allow students to meet with employers and interact directly with representatives from the different job fields. Over 60 business organizations from the educational, engineering, government, computer information, manufacturing, medical, law enforcement, construction, technical, business and automotive programs participated in the event. Students were able to consider different courses of study, ask questions and seek new employment leads.

- Assisted in the Financial Literacy: Healthy Habits even at Starr Campus
- Reviewed student resumes submitted via CCN
- Created LinkedIn page for CES department
- CES participated in First Year Connection Orientation at the various campuses.
- CTE Nursing and Allied Health Campus Student Engagement Event
- Financial Wellness Planning Meeting with Public Relations, Texas Regional Bank & Career Services
- Career and Employer Services coordinated with MEMCO 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 DBR Engineering 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 MIBA Energy 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.
- 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+
- 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.
- 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 Summer 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 May 2024.

- CES conducted a Financial Wellness workshop via TEAMS
- Coordinating the distribution and tracking of 2000 Financial Wellness kits for students who have completed the required online workshop module
- Conducted outreach activities with STC students for Financial Wellness platform and supported services via CCN online platform, CES social media platforms
- 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.
- 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 Summer 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 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.

STUDENT RIGHTS AND RESPONSABILITIES

OFFICE OF THE OMBUDS

- The Office of the Ombuds participated and set up informational booths for First Year Connection at the Pecan, Starr, and Mid-Valley campuses.
- The Office of the Ombuds presented for the GED Student at the Pecan Campus.
- The Office of the Ombuds attended the CommUNITY: Shattering the Stigma panel discussion.
- The Office of the Ombuds attended the Detecting Deception Training in Las Vegas, NV.
- The Office of the Ombuds attended the Mural Unveiling at the Pecan Campus.
- The Office of the Ombuds attended the Signing Ceremony Admissions Agreement Texas A&M McAllen HEC/STC at the Pecan Campus.
- The Office of the Ombuds attended the SACSCOC Standard 12.4 Status Review meeting.
- The Office of the Ombuds is working on a Brunch for the Office of Student Rights & Responsibilities for administrations.
- Ms. Maria Alonso attended the Institutional Leadership Council meeting.

OFFICE OF STUDENT CONDUCT

- The Office of Student Conduct participated and set up informational booths for First Year Connection at the Pecan, Starr, and Mid-Valley campuses.
- The Office of Student Conduct presented for the GED Student at the Pecan Campus.
- The Office of Student Conduct attended the CommUNITY: Shattering the Stigma panel discussion.
- The Office of Student Conduct attended the Detecting Deception Training in Las Vegas, NV.
- The Office of Student Conduct attended the Mural Unveiling at the Pecan Campus.
- The Office of Student Conduct attended the Signing Ceremony Admissions Agreement Texas A&M McAllen HEC/STC at the Pecan Campus.
- The Office of Student Conduct attended the SACSCOC Standard 12.4 Status Review meeting.
- The Office of Student Conduct is working on a Brunch for the Office of Student Rights & Responsibilities for administrations.
- Ms. Maria Alonso attended the Institutional Leadership Council meeting.

BEHAVIORAL INTERVENTION TEAM

- Behavioral Intervention Team held a meeting

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

- CARE Team held a meeting.

Scan Below!

FAMOUS FOR
Steak 'n Shake
TACO

SOUTH TEXAS COLLEGE
CONGRATULATIONS
Victoria Cantú
DISTRICT 2
David De Los Rios
DISTRICT 6

Spring 2024
AMBASSADORS
CROSS-TRAINING
ACADEMY

STUDENT ACTIVITIES AND WELLNESS

- Cinco de Mayo Celebration Day 1 (Technology)

- 5 de Mayo Celebration (Starr)

- Cinco de Mayo Celebration Day 2 (Technology)

- Stress Free Week: Fiesta Day (NAH)

- Cinco de Mayo (Mid-Valley)

- May the 4th be with You (Starr)

- Cinco de Mayo Celebration (Pecan)

- Good Luck on Finals Day 1 (Starr)

- Good Luck on Finals Day 2 (Starr)

- First Year Connection New Student Orientation Summer 2024 (Starr)

- First Year Connection New Student Orientation Summer 2024 (Pecan)

- Spring 2024 Commencement Ceremonies
- Food Pantry Distribution (Mid-Valley, Pecan, Starr)
- All Access FYC Presentations (Mid-Valley, Pecan)

COUNSELING AND STUDENT DISABILITY SERVICES

Counseling Services Contacts

May 2024	
Special Programs, Other	166
Academic Advising	338
Academic Counseling, Academic Probation, and Academic Suspension	166
Mental Health Counseling	111
Total	**781**

Student Accessibility Services

May 2024	
Student Requests	60

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
- Review, refer and respond to Counseling and Student Accessibility Service Department Emails, Contact Us Forms, Referral Forms, Presentation Requests Form
- Behavioral Intervention Team Meetings
- CARE Team Meetings
- CSAS Manager's Meeting
- All Access Events

COMPREHENSIVE ADVISING

Academic Advising

- Received/managed all student advising requests received via email, telephone, in-person, and chat system and assigned them to an advisor for individualized education planning
- Contacts – total of 3,832 contacts with students were conducted by Academic Advisors and PASS Program Advisors in May 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 (558 Live Chats in May 2024)

Faculty Advising

- Coordinated and conducted Session 8 of Faculty Advising Training Program (FACT) Spring 2024
- 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 for summer term (*Best Advising Practices Summer Workshop Series*) to provide practical information for faculty advisors, adjunct faculty, dual credit faculty and staff interested in effective advising practices:
  - **June 6, 2024** – Onboarding Advising and Foundational Institutional Practices Presented by Advising Staff
  - **June 13, 2024** – Best Practices for Engaging Students in an Advising Session
  - June 20, 2024 – The Graduation Process: What Every Advisor Must Know Presented by Office of Admissions and Record
  - **June 27, 2024** – Identifying Signs of Distress, Mental and Emotional Health, and the Counseling Referral Process
    Presented by: Counseling Staff

PASS Program and Perkins V

- 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
- Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant and 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

Mentoring Services

- **Beacon Mentoring Program** – 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;
- **College Advising Training Program** – currently recruiting K -12 counselors and administrators from partnering schools to participate in the training to be held in June; the advising training includes in depth tours of specialized campuses to showcase state of the art facilities
- **THECB Work Study Mentorship Grant** – Compiled student mentor reports; held staff meetings and communicated daily with mentors; coordinated with Office of Financial Services to ensure mentors met compliance requirements for employment based on the THECB Grant Guidelines and for completion of Notice of Employment Forms for mentors for the Summer 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;

Trainings, Committees, and Collaborative Efforts

- **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 participated in meetings to plan for Minding College Minds application;
- **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

Institutional Advancement and External Affairs

SOUTH TEXAS COLLEGE

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:	JUNE 17, 2024
SUBJECT:	ACTIVITY REPORT FOR MAY 1-31, 2024

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

Projects Completed or in Progress:

- Board Work Session-May 1
- VIDA Spring and Summer 2024 Graduate Celebration-May 1
- Mayor Prayer-City of Pharr-May 2
- ACTA Presentation-May 2
- VP Panel Discussion-Distinguished Leadership Academy-May 2
- MXLAN Summit: Investing in Educated Human Capital Panelist-May 4

- Spring Commencement Ceremonies-May 3 & May 4

- Mural Unveiling-May 7

- ET Academy: Graduation & Networking-May 7
- Signing Ceremony Admissions Agreement Texas A&M McAllen-May 8
- Santa Fe STC Foundation Donation-May 8

- New Administration Building Workshop-May 9
- Pinning Ceremony OTA-May 13
- Texas Census Institute-May 14
- Board Committee Meetings-May 14
- Pinning Ceremony PTA-May 14
- STC Foundation Meeting-May 16

- Entrevista STC Mexico Industry-May 20
- STC Region One Grant Meeting-May 20
- Interviews for the Director of External Affairs
- STC Foundation Gala Committee Meeting-May 22
- HACU Webinar #6-May 22
- STC Foundation Ascender Check Presentation-May 23

- Memorial Day College Closed-May 27

- RGV USBP 100th Birthday Celebration-May 28
- STC Board Oath of Office Ceremony-May 28
- Board Meeting-May 28
- Interviews for Project/Event Manager

<u>Report of New Donations to the STC Foundation</u>:

- Santa Fe Donation-$25,000.00.
- City of McAllen-$5,000.000

CARLA RODRIGUEZ, EXECUTIVE DIRECTOR
OFFICE OF SPONSORED INITIATIVES

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

Number of Awards this Month	Number of Active Awards in FY24	Dollar Amount of Active Awards in FY24
9	88	$31,825,882

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 May 2024:

Grant Award Updates:

- **Texas Workforce Commission, Adult Education and Literacy Service Provider, in the amount of $1,000,000**

  These funds will allow the Continuing Education and Workforce Development (CEWD) department to provide participants with low literacy skills the skills and credentials to be able to find employment. CEWD will provide In-person, Remote, and Distance Learning instruction to those who either lack a high school diploma to be able to find employment or who may have their high school diploma or GED but who may not have the skills needed for employment. The funding period is July 2024 to July 2026. This grant aligns with Strategic Goal #1, Lead Community Engagement, by aligning educational opportunities with community and workforce needs.

- **The Texas Higher Education Coordinating Board, Carl D. Perkins Basic Grant, Additional Funds in the amount of $544,120**

  The purpose of the Carl D. Perkins Basic Grant is to improve graduation, retention, access, quality, and to provide for the expansion of Career and Technical Education (CTE) programs. Funds will be used for instructional equipment, instructional supplements, professional development, CTE personnel, datahub software, and other program activities in the Divisions of Academic Affairs, Student Affairs and Enrollment Management, Information Services, Planning, Performance, and Strategic Initiatives, and in Institutional Advancement and Economic Development. With this reallocation of $544,120, and an original allocation of $2,222,167, STC's Perkins Basic Grant award for this funding period is a grand total to $2,766,287. The funding period is September 1, 2023 to August 31, 2024. This grant aligns with Strategic Goal #4, Foster Student Success, providing students with accessible pathways and effective support structures that promote persistence, educational attainment, academic achievement, personal and professional growth and aligns with the Strengthening Career and Technical Education for the 21st Century Act.

- **Texas Mutual Insurance Company, Workforce Development and Safety Training Grant in the amount of $100,000**

  These funds will allow the Continuing Education and Workforce Development (CEWD) department and the Center for Advanced Training and Apprenticeships (CATA) to expand training initiatives and offer free workplace safety and life-saving skills courses to local businesses and their employees. Trainings will be structured to improve workplace safety and enhance emergency responses by empowering individuals to respond effectively in medical emergencies. The funding period is June 1, 2024 to December 31, 2024. The

award aligns with Strategic Goal #1, Lead Community Engagement, by aligning educational opportunities with community and workforce needs.

- **Texas Workforce Commission, Explore STEM! for Students with Disabilities in the amount of $60,000**

  This grant was awarded to the Center for Advanced Training and Apprenticeships (CATA) to provide STEM-based summer camps for students ages 14-22. Explore STEM camps are designed to provide students with disabilities the opportunity to learn about STEM occupations through virtual and hands on modalities. Students would be instructed both through the Microsoft Teams online platform and in person while providing students an Instructional Coach for hands-on lead activities as needed. This grant allowed the CATA an opportunity to work with students with disabilities, enhance their learning experience through interactive learning, and encourage students to persist in STEM-related studies. The funding period is from June 2024 through December 31, 2024. This grant aligns to Strategic Goal #1, Lead Community Engagement, by providing middle and high school students with disabilities the opportunity to engage in coherent educational experiences through Science, Technology, Engineering and Math (STEM) learning camps that encourage them to pursue higher education in STEM-related occupations.

- **Educate Texas/RGV Focus, subaward with Region One Education Service Center (ESC), in the amount of $50,000**

  This subaward will strengthen and align K-12 to postsecondary healthcare & education pathway offerings across Region One ESC. STC will build and scale dual enrollment pathway options and provide summer camps, and training for STEM students. The funding period is June 2024 to December 2025. This award aligns with Strategic Goal #1, Lead Community Engagement by strengthening partnerships with local stakeholders to align educational opportunities with community and workforce needs.

- **Department of Education, Perkins Innovation and Modernization Grant, subaward with Region One Education Service Center (ESC), in the amount of $41,666.65**

  South Texas College will partner with Region One ESC to build capacity for nine local education agencies to foster Career and Technical Education (CTE). STC will provide Advanced Placement and early college dual enrollment, college and career institutes, college learning and visits, counseling and internships, job shadowing, cybermentoring, academic and career advising, mentoring, and dual concurrent enrollment support. The funding period is June 2024 to June 2029. This award aligns with Strategic Goal #1, Lead Community Engagement, by strengthening partnerships with local stakeholders to align educational opportunities with community and workforce needs.

- **Texas Pioneer agreement with Science Mill in the amount of $20,000**

  These funds will be used for STEM summer camps at Rio Grande City Consolidated Independent School District hosted by Science Mill, an interactive science learning exhibit based in Johnson City, Texas. The funding period is June 1, 2024 to December 31, 2024. This grant aligns to Strategic Goal #1, Lead Community Engagement, by providing high school students the opportunity to engage in Science, Technology, Engineering and Math (STEM) learning camps that encourage them to pursue higher education in STEM-related occupations.

- **Harlingen Cotton Committee Foundation, in the amount of $10,000**

  Funds will be utilized to support students enrolled in South Texas College's Diesel Technology Program, specifically those aiming to work within the agricultural sector. Funding will provide essential equipment and tools required for student training and future employment. The Diesel Technology Department offers a comprehensive curriculum that equips students with the necessary skills to excel in agricultural jobs involving the repair and maintenance of diesel engines, electrical and electronic control systems, hydraulic systems, air

brakes, and transmissions. The funding period is June 2024 to June 2025. This award aligns with Strategic Goal #3, to Create Educational Opportunities for Students, by aligning programs with emerging technologies to support students.

- **Dollar General Foundation, Adult Education and Literacy Grant in the amount of $8,000**

  These funds will allow the Continuing Education and Workforce Development (CEWD) department to purchase GED reusable software licenses to provide ESL instruction. The software which will be used to assist up to 600 GED training participants. The funding period for this grant is from June 5, 2024 to June 5, 2025. This award aligns with Strategic Goal #3, to Create Educational Opportunities for Students, by aligning programs with emerging technologies to support students.

Carla M. Rodriguez
Executive Director-Sponsored Initiatives:

Attended or Facilitated Meetings as Follows:

- Attended the NAH Effort Reporting Orientation. The purpose of this meeting was to provide the new NAH Initiatives Manager with an orientation into the effort reporting process. MSITB Initiatives Manager was asked to join to share her effort reporting model and process.
- DOL ETA Congressional grant discussion with NAH team related to program and budget items.
- Attended the signing ceremony for the Admissions Agreement between Texas A&M Higher Education Center and South Texas College.
- Met with Achieving the Dream's Pre-Healthcare Pathways Professional Learning Community team.
- Facilitated follow up meeting with Abilene Christian University. Continued the conversation about exploring the ways ACU and STC can work together to serve their communities more effectively. Articulation agreements were discussed and are being considered through the Transfer and Educational Advancement Center.
- Attended a meeting at Region One to discuss grant protocols for subawards.
- Attended the Institutional Leadership Council (ILC) Meeting.
- Participated as an interview committee member for the Director of External Affairs position within the Institutional Advancement and External Affairs (IAEA) Division.
- Attended the STC Foundation Gala Committee Meeting.
- Participated as an interview committee member for the Academic Initiatives Officer position within the Division of Academic Affairs.
- Participated as an interview committee member for the Project/Event Manager position within the IAEA Division.
- Met with NAH and Academic Affairs teams to review and discuss the Hidalgo County Healthcare Interlocal Agreement.

Juan Carlos Aguirre
Special Assistant to the Executive Director:

Attended or Facilitated Meetings as Follows:

- Met weekly with OSI to review status of ongoing grants and identify new opportunities.
- Met with CATA to review Texas Talent Connection grant proposal.
- Met with CATA to review status of ongoing projects and identify new initiatives.

- Met with CEWD to review status of the enrollment and revenue strategy and identify new initiatives.
- Met with CEWD to review status of ongoing projects and identify new initiatives.
- Met with CEWD to prioritize new training programs to develop.
- Met with CATA to review/revise FY23 data used to calculate FY24 revenue.
- Met with Mr. Jose Vela to review status of ongoing PLAs/OSAs and identify new ones.
- Met with CATA to review status of the enrollment and revenue strategy and identify new initiatives.
- Met with Robert Vela to cost out RCPSE activities offered to the public.
- Attended U.S. Department of Homeland Security's Citizenship Instruction and Naturalization Application Services and Citizenship and Integration Training Academy webinar.

Projects:

- Checked for grant opportunities and RFPs; found Citizenship Instruction and Naturalization Application Services from U.S. Department of Homeland Security; evaluated and sent to OSI. Found Citizenship and Integration Training Academy from U.S. Department of Homeland Security; evaluated and sent to OSI.
- Completed the following for the $126,000 Texas Talent Connection grant proposal: agency budget; sent to CATA and OSI for review and approval.
- Prepared a cost analysis for CATA as of 3/31/24; sent to department for review.
- Prepared a cost analysis for CEWD as of 3/31/24; sent to department for review.
- Submitted a CDL PLA packet to Dr. Davis for approval: PLA table, advisory committee approval, and credit conversion form.
- Received approval for the CDL PLA from Dr. Davis.
- Received approval for the Human Resources Clerk Assistant PLA from Dr. Davis.
- Developed a PLA for the Child Development Associate Registered Apprenticeship Program; sent to CEWD for review and approval; sent to Child Development and Early Childhood program for approval.
- Received approval for the Computer Support Assistant PLA from Dr. Davis.
- Developed a PLA for the Paralegal Assistant Registered Apprenticeship Program; sent to Sandra Charles and CATA for review and approval.
- Developed the following for the U.S. Department of Education's Student Support Services grant proposal: RFA summary, logic model, and management plan; sent to OSI for review.
- Developed the following for the U.S. Department of Homeland Security's Citizenship Instruction and Naturalization Application Services grant proposal: RFA summary and recommendation; sent to OSI for review.
- Composed memo indicating the agreed-upon indirect cost rate for CATA and CEWD; sent to the Business Office for review, approval, and signature.
- Costed out the use of RCPSE's Forceable Entry Door by local agencies.
- Developed the following for the U.S. Department of Homeland Security's Citizenship and Integration Training Academy grant proposal: RFA summary, recommendation, lawful permanent resident statistics, and program design: sent to OSI and CEWD for review.

Samantha B. Uriegas
Director of Project Alignment:

- Hired new Coordinator and getting him acclimated to role by supporting with dissection of CLNA and Perkins application for standardized framework to follow.
- Provided necessary documents to Executive Director and HR for title and compensation adjustment for CTE grant-funded positions for Perkins.

- Completed Comprehensive Local Needs Assessment and it appears to align to many outcomes from institutional SWOT.
- Discussed with various stakeholders the review of CLNA and aligning with current needs.
- Working on next year's process, in having Perkins systemically integrated within Institutional Effectiveness planning processes.
- Internal deadline for Perkins basic application is June 1, but hard deadline to THECB is June 27.

Nohemi Marroquin
Senior Development Officer:

Attended or Facilitated Meetings as Follows:

- Met with NAH and ET regarding DOL ETA congressional grant budget amendment.
- Met with RSPCE to discuss potential funding opportunities; conducted needs assessment.
- Met with Region One ESC to discuss Perkins Modernization and Innovation grant.
- Met with MSITB team regarding NSF S-STEM extension.
- Met with Chemistry department and UTRGV on potential NSF subaward.
- Met with IT on NSF training grant for future NSF application.
- Met with new Grant Development Officer (GDO) about internal GD systems.
- Met with GDO and Senior Management and Compliance Officer on GD and GC internal systems.
- Attended the Perkins Basic FY24-25 webinar.

Projects:

- Conducted research for grant opportunities and RFPs.
- Completed the following:
  - DOL ETA, Congressional Funding budget and project amendment. Submitted May 30th.
- Continued to develop Library of Congress, Teaching with Primary Sources grant; budget and narrative.

Sara Walker
Resource Development Officer:

Onboarding:

- Attended Orientation with Human Resources.
- Integrated with Office of Sponsored Initiatives and met STC Internal Stakeholders.
- Became familiar with OSI policies, including:
  - Operations, workflow, and communication
  - Priorities and strategic directions
  - Compliance with state and federal law

Collaboration:

- Alignment
  - Held one-on-one meetings to assess gaps and overlaps.
- Grant Development
  - Attended weekly update meetings regarding potential and ongoing projects.
  - Held one-on-one meetings to assess gaps and overlaps.
  - Edited funding proposal to the Trellis Foundation on behalf of STC Foundation.
- Grant Compliance

    - Held one-on-one meetings to assess gaps and overlaps.

Resource Development:

- OSI Website
    - Sourced exemplars for an updated website.
- Project Lifecycle Workbooks
    - Drafted a comprehensive workbook to bridge communication between Grant Development, Grant Compliance, Grant Accounting, and Project Leadership.
    - Drafted supporting documents for the Project Lifecycle Workbook to more easily disseminate specific and pertinent information.

Myra Ochoa
Senior Compliance Officer:

Projects:

- Hidalgo County Healthcare Interlocal Agreement
    - Revision of budget due to recapture
    - Confirmation of remaining budget with County
    - Recommendations and assistance with procurement
- Adult Education and Literacy Core Provider
    - Review and negotiation of agreement, was vetted and is being worked on for Award Kickoff
- Explore STEM!
    - New agreement, was vetted and is being worked on for Award Kickoff
- South Texas College Promise Program
    - Discussion with EMS
    - Internal Discussion w/Business Office and Foundation
    - Recommendation – draw up mini agreement between College and STC Foundation delineating terms
    - Recommendation – assist STC Foundation staff with discussions with EMS and RSTEF for minor adjustments
- Texas Pioneer _ STC_ RGCGISD _ Science Mill
    - Assistance with drafting of application and MOU between the parties
    - Vetting, Routing and execution of MOU
    - Draft Award Kickoff packet and Business Office Forms
- RGV Education Pathways (subaward with Region One)
    - Vetting and negotiation of agreement
    - Routing for execution
    - Routing information to Business Office for creation of invoice
    - Internal discussion for POCs
- Perkins Innovation and Modernization (PIM)
    - Review of agreement and discussion with Region One
    - Internal discussion for plan of action

Next Steps:

- Meet with OSI team to collaborate on the Project Lifecycle Workbook, which will be used as a live document with departments so that all information regarding the grant's proposal elements from pre- award to post-

award, such as the budget, project timeline, project organizational chart, record retention information, and will include links to the narrative and other key resources.

- Assist with the coordination and planning development process of the FY 2025 Perkins grant application, as led by the Director of Project Alignment given the CTE Projects Manager vacancy.
- Attend the Institutional Leadership Council (ILC) meeting for the month of June.
- Attend an overview presentation on House Bill 8.
- Conduct interviews for two vacant Grant Compliance Specialist positions.
- Attend Brighter Workday Project Steering Committee and discuss OSI's participation.