May 2014 Division Activity Reports

Board of Trustees

Board Meeting

June 26, 2014

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Student Affairs and Enrollment Management

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MEMORANDUM

DATE: **June 24, 2014**

TO: Dr. Shirley A. Reed, President

FROM: Wanda Garza, Division of Student Affairs & Enrollment Management (SAEM)

SUBJECT: **May 2014 Activity Report**

Wanda Garza, Interim VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM)

- Participated in weekly President's Cabinet meetings, Administrative Staff meetings, Planning & Development Council Meetings, Coordinated Operations Council meeting and STC strategic Planning committee meetings
- Community meetings included McAllen EDC Board of Directors and Rio South Texas Economic Council Marketing Committee.
- My office conducted weekly Dean's meetings and Bi-weekly Division Leaders meetings to maintain communication within the division. Division leaders provide status on the department's workflow activities.
- Conducted the quarterly McAllen Economic Development Corporation (MEDC) Workforce and Education Committee meeting
- My Office participated in the following meetings:

    - Tom Logan on the JagExpress
    - Deans and Division Leaders Overtime meeting
    - Mary Elizondo, VP of Finance and Administrative Service
    - Dr. Anahid Petrosian, VP of Academic Affairs and Mr. Jose Cruz, VP of Information Services & Planning

- Attended 2014 Career Expo
- Held a several conference calls with Tom Logan, Director of the Valley Metro in developing a JagExpress District Inter-Campus Transit Plan for FY 2014-2015
- Met with student Rafael Soto in my office
- Attended STC Summit on College & Career Readiness.
- Attended Tecnologico Superior de San Pedro de Las Colonias meeting with Mario Reyna
- Attended NAAMREI Grand Announcement Ceremony
- Attended Ambassadors Leadership Academy
- Attended President's Administrative Staff Meeting
- Attended MEDC Press Conference
- Attended STC Support Services Presentation for PSJA

Wanda Garza, Interim VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM) cont'd.

- Attended MEDC Board Meeting
- Attended McAllen Chamber of Commerce Signing Ceremony
- Met with Paul Hernandez to discuss the Coordinator of Employer Services Position
- Attended ATD Coaches site visit
- Attended Step Out Conference
- Met with Mike Carranza to discuss the Coordinator of Scholarships temporary position
- Met with Miguel Alanis (College Connections)
- Meeting with UTPA/STC on Reverse Transfers
- Meeting with Mary Elizondo regarding budget
- Meeting with Mary Elizondo to discuss Shuttle Buses
- Met with Mary Elizondo to regarding overtime budget
- Attended Perkins Planning Workshop
- Attended UTPA/STC Executive Teams and Deans Working Breakfast
- Met with Ruby Melgoza
- Attended Adopted Elementary College Bound Leadership Conference
- Attended Planning and Development Council Meeting
- Attended STC/PSJA Leadership Meeting with Dr. King

Matt Hebbard, Dean of Enrollment Services & Registrar

Admissions and Records

- Opened registration for Summer and Fall 2014 semesters on March 3; 9,963 students have registered for Summer I & III sessions, 4,334 students have registered for Summer II session and 7,341 students have registered for Fall 2014 semester, to date, after being cleared by OAR.
- Continued processing documents and clearing students to register for Summer and Fall 2014 semesters.
- All OAR staff helped to plan, prepared for and/or worked at the Spring 2014 Graduation Ceremonies held at State Farm Arena on May 16 & 17, 2014, under the direction of the Dean of Enrollment Services and Registrar, who chaired the Graduation Committee.
- Dean of Enrollment Services and Registrar travelled to San Diego, California to attend NAFSA 2014 Annual Conference held May 25 – 30, 2014, regarding admission of international students.
- Compliance Coordinator travelled to San Antonio, Texas to attend Texas Connection Consortium (TCC) held May 21 - 23, 2014.
- Dean of Enrollment Services and Registrar attended regular meetings, such as President's Administrative Staff, Planning & Development Council and SAEM Division Leaders.
- Worked on various projects, such as enrollment, graduation ceremonies, registration appeals, revision of STC Catalog for the 2014-2015 edition, SIG Degree Works, and THECB webinars.
- Compliance Coordinator worked on CBM Reports required by the THECB.
- Assisted faculty with submission of online grades for Spring 2014 semester, which were due on May 19, and ran an automated job to download grades May 20 - 25, 2014.

Admissions and Records Cont'd.

- Residency Specialist personally assisted international students and reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*.
- Ran processes in Banner to print and send out weekly *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to students during May 2014.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.
- Processed *Reinstatement After Census Date Forms* for 01 student during May 2014.
- Processed *Change of Grades* for 172 students during May 2014.
- Downloaded, reviewed and verified 7,177 *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during May 2014.
- Processed 1,621 high school and 1,313 college/university transcripts during May 2014.
- Evaluated 727 transcripts from other colleges and universities during May 2014.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed 3,911 STC transcripts during May 2014.
- Scanned and indexed 8,083 documents submitted by students during May 2014.
- Processed 76 online *Course Substitution Forms* during May 2014.
- Began certification of May 2014 graduates, awarding degrees via a batch process, as well as a manual review of requirements.

Assessment Center

Student Assessment Center Activity Report May 01 through 31, 2014					
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD**
Pecan Campus	**370**	**810**	**670 (85% show)**	**TSI EXAM**	**2685**
Mid- Valley Campus	**126**	**348**	**278 (90% show)**	**TSI EXAM**	**1118**
Starr Campus	**223**	**136**	**130 (95% show)**	**TSI EXAM**	**789**
Pecan Plaza	**117**	**156**	**147**	**GED EXAM**	**180**
TOTAL:	**836**	**1450**	**1225**		**4772**

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean & Coordinators met weekly for updates on Federal regulations and deadlines

- SFS Veteran Coordinators Jessie Luna & Javier Arredondo attended a Mental Health Training Series: Trauma: CBT for PTSD & Anxiety Disorders held at the Cooper Center

- SFS Veteran Coordinator Javier Arredondo & Specialist Rehel Resendez attend the 2014 New Aid Officers Workshop held in Arlington, Texas

- SFS Jessie Luna attended the Texas Veterans Commission 16th Annual Veterans Summit held in San Antonio, Texas

- SFS Scholarship Coordinator Judy Martinez attend the WFSN Achieving the Dream meeting held in San Antonio, Texas

- SFS Coordinator Yesenia Garcia & Specialist Indira Salinas attend the Texas Connection Consortium Conference held in San Antonio, Texas

- Veteran Affairs Department held the annual Information Fair at the Pecan Cooper Center

- SFS Staff assisted with 23 events throughout the month of May (FA presentations & FAFSA transmittal nights)

Outreach/Welcome Centers

- Division Leader Meeting
- Call Center
  - Inbound Calls – 16,609
  - JagChats – 661
- Campus Tours
  - Pecan – 1505 students
  - Mid-Valley – 880 students
  - NAH – 100 students
  - Technology – No Tours
  - Starr – No Tours
- Graduation
- Distinguished Leadership Academy
- Ambassadors Cross Training Academy
- Ambassadors Leadership Academy
- Deep South Texas Financial Literacy Alliance Meeting
- BBVA Compass Grant Webinar
- Texas Southmost College site visit for Dual Enrollment
- Retention & Recovery Taskforce Meeting

Outreach/Welcome Centers Cont'd.

- Dual Enrollment Taskforce
- Sure Scores – Campus2Careers Meeting
- JagExpress Id Tracking Meeting
- Strategic Leadership Team – Student On-Boarding
- Strategic Leadership Team – Internal Communications
- Region One Summer Leadership Academy for Migrant Students Planning
- Academic Excellence Graduation Banquet
- CBORD Presentation to Campus Safety & Security Steering Committee
- Dual Enrollment Summer Planning
- T-STEM Student Scholarship Grant Proposal
- P-16 Council & Counselors Network Meeting
- Summer/Fall High School Transition Enrollment Planning
- Access Work Team for First in the World Grant
- Roosevelt Elementary Planetarium Exhibit
- Summer Dual Enrollment Preparation
- Lincoln Elementary College Bound Leadership Conference
- AA Round Up
- PSJA HS Decision Day
- Student Walk In
- Nursing Campus End of Semester Meeting
- Financial Aid Dual Enrollment SAP Presentation – 3 schools
- Recruitment Event – 11 visits
- Dual Enrollment Apply Texas – 5 schools
- Colleges Connecting with Students Event – 6 schools
- Dual Enrollment Orientation - 6 schools
- Cap & Gown Event – 2 ISDs
  - PSJA ISD
  - Mission CISD
- Senior Clearance Event – 19 schools
  - La Joya ISD
    - La Joya HS
    - Palmview HS
    - Juarez-Lincoln HS
  - Weslaco ISD
    - Weslaco East HS
  - Mercedes ISD
    - Mercedes Academic Academy
  - Edcouch-Elsa ISD
    - Edcouch Elsa HS
  - PSJA ISD
    - PSJA North HS
    - PSJA HS
    - PSJA T-STEM ECHS
    - Elvis Ballew HS
    - Sonia Sotomayor HS

Outreach/Welcome Centers Cont'd.

        - PSJA CCTA
        - Southwest ECHS

    - Rio Grande City CISD
        - La Grulla HS
    - La Villa ISD
        - La Villa HS
    - Edinburg ISD
        - Edinburg HS
    - Donna ISD
        - Donna 3D Academy
    - IDEA
        - IDEA Mission
        - IDEA Quest
- One Stop Shop – 3 schools
    - Mercedes ISD
        - Mercedes HS
        - Mercedes Early College Academy
    - South Texas ISD
        - Science Academy
    - Edcouch-Elsa ISD
        - Edcouch-Elsa HS
    - La Joya ISD
        - Palmview HS
    - McAllen ISD
        - McAllen HS
    - PSJA ISD
        - Southwest ECHS
        - PSJA Memorial HS
        - PSJA HS
        - PSJA North
        - PSJA CCTA
        - PSJA T-STEM ECHS
    - Weslaco ISD
        - Weslaco HS
    - Edinburg CISD
        - Edinburg North HS
        - Economedes HS
    - Mission CISD
        - Mission HS
- Career Days/College Fairs
    - 10 Elementary
    - 4 Middle School
    - 3 High School

Outreach and SIC Upcoming Events through the Spring 2014 Semester are as follows:

Upcoming Events

- June 16 – June 17 - SAEM Division Staff Workshop
- June 16 – June 17 – Starr Campus Region One Summer Leadership Academy for Migrant Students
- June 23 – June 26 – Pecan Campus Region One Summer Leadership Academy for Migrant Students

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

APRIL MONTHLY- Career & Employer Services Activity	
Total Number	
113	Student Walk-ins
56	Student & Alumni Registered on CCN
124	Student & Alumni Resumes Revised/Uploaded on CCN
42	Employers Registered on CCN
490	Jobs posted to CCN
3,586	Total Students Registered to date
2,905	Total Alumni Registered to date
2,280	Total Employers Registered to date

Current & Upcoming Activities/ Events

- Presented (CSO) Career Services Overview to students of the Bachelor program.
- Conducted Open Resume & Interviewing Skills Workshop at Technology Campus.
- Made contact with Employer Simon Ortiz from STARR County and had them enroll for college central services.
- Coordinating with Lupe Chavez-PSJA ISD to discuss possibly conducting workshops for Dual Enrollment students from the district receiving an STC degree.
- Conducted Resume Writing & Interview Skills Open Workshop for NAH Campus
- Conducted Resume Writing & Interview Skills Open Workshop for Mid-Valley Campus
- Conducted Performance Evaluation Presentation for PTA Program (Diana Hernandez)
- Starr County Spring 2014 Career Expo Event
- Contact Summit Ambulance Service to provide information about Employer Services and CCN Registration to meet their hiring needs
- Develop hiring flyer for Summit Ambulance Service and advertised at NAH Campus
- Redesigning Backpack to Briefcase Presentation for Fall 2014
- Planning Valley Baptist Brunch Meet & Greet for ADN students
- Job Development with **4** Employers:
  Mary Kay, Rudy Ortega CPA, RGV Killer Bees, and Del-Tex Marketing Group

Career Planning & Employer Services Cont'd.

- Resume Writing Workshop-Faculty Meliton Hinojosa- Electronic & Computer Maintenance
- Strategic Leadership Team Meeting: Student On-Boarding
- Coordinated Conference Call for Sure Score Campus2Careers Meeting
- Staff preparing Ambassadors Leadership Academy Project Deliverables
- Serving on Re-enrollment –Stop Outs Task Force Committee
- Co-Chairing and participating with T- STEM Challenge Scholarship Program Committee with Miguel Carranza, Assoc. Dean Financial Aid & Veteran Affairs
- Participating on SLAMS Committee-Summer Leadership Academy for Migrant Students
- Working with Valley Baptist in regard to Team Member Program for ADN students
- Working with Summit Ambulance EMT Spring 2014 graduates & Fall 2013 outreached (62) graduates promoting 6 EMT employment opportunities
- (Summit Ambulance) and register on College Central Network
- Promoting and supporting "Hiring Events" for Workforce Solutions: Link Staffing Services, Neighborhood Market by Walmart, Halliburton, Stripes and the Texas Department of Criminal Justice.
- Telephone conference call with Edgar Chrnko, PR Specialist; coordinating interviews with employers and students that participated at the EXPO and were hired. The interviews will be featured in a story and upcoming newsletter.
- Planning "Career Closet" Initiative with staff Olivia Rodriguez
- Staff Participated Ambassadors Leadership Academy
- On Campus Recruitment- Mary Kay- Pecan Campus
- Planned/coordinated meeting for SureScore with Nancy Garcia, Director of Comprehensive Advising & Mentoring Services

Office of Judicial Affairs and Conflict Resolution Center

- Processing documentation to host a Title IX Investigator Training at South Texas College (March 20th –ongoing)
- Mr. Paul Hernandez and CRC staff handed Conflict Resolution Center's Winners gift certificates (13th)
- Attended the Open Forums: Candidates for Director of Human Resources (14th – 15th)
- Conducted CRC Training Parts I & II at the Nursing & Allied Health (21st)
- Ms. Erica Hansen attended the Ambassador Cross Training Academy Commissioning Ceremony (23rd)
- Conducted CRC Training Part III at the Nursing & Allied Health (30th)
- Mrs. Maria Alonso presented on Conflict Resolution at Dan Ramirez Elementary for Career Fair (8th)
- Mrs. Maria Alonso and Ms. Olga Moran presented on Eye Witness Report Starr Campus (6th)
- Mr. Karey Barnes conducted Behavioral Intervention Team Meeting (15th)Mr. Josue De La Cruz & Mrs. Maria Alonso attended Behavioral Intervention Team Meeting (15th)
- Mr. Josue De La Cruz attended the Ambassador Cross Training Academy Commissioning Ceremony (23rd)
- Mr. Karey Barnes conducted Behavioral Intervention Team Meeting (29th)

Judicial Affairs & Conflict Resolution Center Cont'd.

- Mr. Josue De La Cruz & Mrs. Maria Alonso attended Behavioral Intervention Team Meeting (29th)
- Held office hours at the following campuses to extend services and assist students, faculty and staff:

Campus	Dates	Times
Starr	Monday (3) & Tuesday (4)	9:30 am – 12:30 pm
Nursing & Allied Health	Monday (3) Tuesday (4)	8:00 am – 11:00 am 1:00 pm – 4:00 pm
Technology	Monday (3) Tuesday (4)	1:00 pm – 4:00 pm 8:00 am – 11:00 am
Mid-Valley	Monday (3) Wednesday (5)	1:00 pm – 4:00 pm 8:30 am – 11:30 am

CRC Case Status	
Open	44
Close	46
Total	**90**

Judicial Case Status	
Open	16
Close	5
Total	**21**

CRC Cases per Campus	
Pecan	59
Nursing & Allied Health	17
Technology	6
Mid Valley	8
Starr County	0
Total	**90**

Judicial Cases per Campus	
Pecan	11
Nursing & Allied Health	0
Technology	6
Mid Valley	2
Starr County	2
Total	**21**

CRC Total Cases	
Complaint	7
Grievance	0
Grade Appeal	22
Consultation	35
Mediation	3
Facilitated Dialog	0
Title IX	23
Total	**90**

BIT Case Status	
Reviewed	20
Not Reviewed	1
Total	**21**

Student Activities & Wellness

- Participation at Welcome Back Fridays (PCN, MID, STR)
- Club Olympics (TEC)
- Presentations for College Connections High School Program to Edcouch H.S., Donna North H.S., Donna South H.S.(MID)
- Student Leadership Academy Workshops (District Wide)
- One More Rep – Wellness Center Tours conducted by Student Activities Staff (MID)
- Cesar Chavez Day Celebration (District Wide)
- Participation with PR for the Happy Video (District Wide)
- Musical Performance by Student Organization " Jam Sessions"- (MID)
- Gamer's Day Extravaganza (MID)
- Presentations for Economedes High School Students (PCN)
- Participation of Student Leadership Academy members at the Keep McAllen Beautiful Service Learning Event(District Wide)
- Support for the Culinary Wars (PCN)
- Student Government Association Meetings (District Wide)
- All Starr Clubs Meeting hosted by SGA (STR)
- Intramural Sports Promo Events for Flag Football and Soccer Leagues – (PCN)
- Participation at the Manufacturing Career Expo (TEC)
- Supported the Girls Day at the College event sponsored by Mid-Valley Latinas Club
- Supported the Veteran's Day Fair (MID)
- Student Government Meetings (District Wide)
- Musical Performance by Student Organization " Jam Sessions"- (MID)
- Service Learning Day by Student Leadership Academy Students–Mid-Valley's Botanical Garden Cleanup (MID)
- Soccer League Kickoff(PCN)
- Flag Football League Kickoff (PCN)
- Presentations to Economedes High School students (PCN)
- World Health Day Fair Celebration Day (TEC)
- Supported the Community Awareness Fair (MID)
- Jiu Jitsu Tournament sponsored by the Jiu Jitsu Club (MID)
- Assisted PR with Shooting of "Happy Video" (STR)
- All Starr County Campus Clubs Meeting hosted by SGA (STR)
- Participation at Welcome Back Fridays (PCN, MID, STR)
- IT Career Expo (TEC)
- Soccer League (PCN)
- Flag Football League (PCN)
- Classroom Presentations Promoting Student Activities and Wellness (PCN)
- Ice Cream Social Promoting Early Registration (STR)
- Burn to Earn Workshop(PCN)
- Burn to Earn Social (PCN)
- Flexing Competition (PCN)
- Arm Wrestling Competition (PCN)
- Soccer League Playoff/Championship (PCN)
- Flag Football League Playoff/Championship (PCN)

Student Activities & Wellness Cont'd.

- Coed Softball Tournament (PCN)
- Lincoln Elementary Presentation(PCN)
- Participation at the Jag Fest (PCN)
- Participation at the Career Expo(PCN, MID, STR)
- Tuesday Fun Day (NAH)
- Mid-Valley Campus All Clubs Mixer (MID)

Health & Wellness Centers Membership Update – Jan 6th – April 30th

367 Total Members – 364 Paid + 3 Free (2-B2E Winner Fall 2013 + 1-SAW Director)

- 367 students
- 34 staff
- 23 faculty
- 8 family
- 1 alumni

By Campus:
Mid-Valley – 235
Pecan – 198

Advisor Student Contacts	
Campus	**# of Students**
Pecan	2441
Weslaco	1096
Rio Grande	309
Total	**3846**

Student Success Specialist Contacts	
Division	**# Student Contacts**
Bachelors of Applied Technology (Tech Mgmt.)	333
Bachelors of Applied Technology (CIT)	112
Business, Math, Science & Technology	315
Distance Learning	62
Liberal Arts & Social Science	89
Total	**911**

Counselor Student Contacts								
Campus	**Advisement Telephone Contacts**	**Personal Counseling Referrals/ Consult.**	**Stu. Dis. Svcs .**	**Career/ Transfer Services**	**Workshops/ Presentations**	**Probation/ Suspension**	**Other Special Programs**	**Total**
Pecan	**391**	**118**	**65**	**324**	**95**	**218**	**0**	**1211**
Weslaco	**6**	**6**	**19**	**37**	**998**	**87**	**0**	**1153**
Rio Grande	**127**	**3**	**4**	**11**	**0**	**6**	**0**	**151**
Tech Ctr.	**14**	**15**	**31**	**2**	**11**	**3**	**0**	**76**
NAH	**53**	**16**	**8**	**6**	**3**	**0**	**51**	**137**
Total	**591**	**158**	**127**	**380**	**1107**	**314**	**51**	**2728**

Meetings/Consultations

- SAEM Continuing Student Work Team Meeting – Pecan
- College Career & Technology Academy (CCTA) – Pecan
- Meeting with Economedes High School/Edinburg North High School – Pecan
- Supervisory Leadership Academy (SLA) – Pecan
- Search Committee for Physics – Pecan
- Medical Health & Services Management (MHSM) Review of prospective graduates – Pecan
- BAT Programs Graduation - Pecan
- Advising Department meeting – Pecan
- Meeting with Nancy Garcia for Off-Track Notices – Pecan
- Program Chair meeting with Dean Mario Reyna – Pecan
- Meeting with Liz Hernandez of Continuing Education – Pecan
- Strategic Leadership Team meeting for Student On-Boarding – Pecan
- Early Alert meeting with Nancy Garcia – Pecan
- Continuing Student Workgroup Meeting – Pecan
- Business Department meeting – Pecan
- Comprehensive Advisement Committee meeting – Pecan
- Distance Ed Symposium Event meeting – Pecan
- Financial Aid Appeals – Pecan
- Off-Track Notification Report Summer I & II/Summer II & Fall 2014 – Pecan
- First in the World Student Transfer meeting – Pecan
- First in the World Project Team meeting – Pecan
- Meeting with Marilyn Hagerty and UTPA Staff Members – Pecan
- Becoming A Mom Meeting – Pecan
- IE Training – Pecan
- Campus Security Training – Starr
- ADA Awareness Day – Starr
- Safety/Advisory Committee meeting – Tech
- Meeting with Instructor Mobley on ADA related services – Tech
- South Texas Health Systems Luncheon Honoring A.D.N. Graduating Class – NAH
- Stress Free Zone by Counseling Center for NAH Students during Finals Week – NAH
- NAH End of Semester Division Meeting – NAH

Workshops/Presentations

- One Stop Shop PSJA Southwest/Mission HS/Palmview HS – Pecan
- Beacon Presentation – Pecan
- (Attendance) STC & Sure Score Campus2Careers Presentation – Pecan
- Counseling Information Table at Mental Health Series Seminar – Pecan
- Cyberbullying Presentation at Starr County Campus – Pecan
- Becoming A Mom Session 6: Baby Shower and Graduation – Pecan
- Dealing With Death and Grief Workshop – Pecan
- Frontier High School Counseling Services Presentation – MVC
- Setting Attainable Goals Workshop – Tech
- Information provided on Transfer Services available at STC on Fox2 Channel Good Day Valley Program – Pecan

Professional Development

- Supervisor Leadership Academy – Pecan
- Customer Service Academy Training – Pecan
- Comprehensive Advisement Meeting/Training – Pecan
- E-teach I & II Online Training – Pecan
- Workshop at McAllen Teaching Center on "Prevention"

Student Contacts:

- Provided services to the following # of students:

Campus	*# of Students*
PASS Program	**1228**
Total	***1228***

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Technology Campus Division Meeting

B. Professional Development:

- Supervisory Training

C. Participated in the Following:

- Distribution of books for Summer 2014 Participants

D. Coordinated the Following:

- Update students files degree plans/case notes
- Update students files degree plans/case notes
- Made book bundles for Summer 2014 I/III participants
- Setup dates for book return for Summer 2013 sessions
- Set up dates/for Fall 2014 applications for off-site visits
- Generated childcare contracts for Summer 2014 participants
- Generated book contracts for Summer 2014 participants
- Purchase pending books for Summer 2014 participants
- Called/Emailed qualified Summer I/III 2014 participants to pick-up books
- Called/Emailed qualified Summer I-III 2014 childcare participants to pick up contracts and attendance forms.

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Finance and Administrative Services

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Office of the Vice President for Finance & Administrative Services

P. O. Box 9701 ◆ McAllen, Texas 78502 Phone (956) 872-3558 Fax (956) 872-8304

TO: Dr. Shirley A. Reed
President

FROM: Mary G. Elizondo
Vice President for Finance & Administrative Services

DATE: June 19, 2014

SUBJECT: Activity Report for Finance & Administrative Services
May 1, 2014 through May 30, 2014

The following is a summary of activities from May 1, 2014 through May 30, 2014 for Finance & Administrative Services.

<u>The Vice President</u>

- The Vice President prepared for and attended the following meetings:
  - ⇒ President's Cabinet Meetings, Regular Board of Trustees Meeting, Finance & Human Resources Committee Meeting, Facilities Committee Meeting, Planning and Development Council Meeting and President's Administrative Staff Meeting.

- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees Finance and Human Resources Committee meeting packets. The Vice President reviewed agenda items and supporting documentation for the Board of Trustees Facilities Committee meeting packets. Also, all requests for proposals and bids were reviewed and compared to tabulations.

- Attended or held meetings to discuss the following:
  - ⇒ Finance and Administrative Services Director Staff Meeting
  - ⇒ Director of Human Resources- Three (3) final candidates were recommended by the search committee and individual Open Sessions were conducted at the Pecan, Mid Valley and Starr County campuses. Also, the candidates met with the Human Resources Staff and with Executives and Administrators.
  - ⇒ Frank Luna from TASB- Discussed insurance and other services
  - ⇒ STC Graduations Ceremonies on Friday (05/16/14) and Saturday (05/17/14).

- ⇒ Ety Bischoff and Gerry Rodriguez- Met on proposed space for Ballet Folklorico. Proposal of a portable building at the Park and Ride location.
- ⇒ George McCaleb - Discussed external organization event guidelines and arranged for meeting with new committee members.
- ⇒ Brenda Balderaz - Discussed compensation plan options, faculty pay plans, and revisions to policies.
- ⇒ Gerry Rodriguez - Discuss CPM contract and student outdoor gathering space.
- ⇒ Program Manager position interviews
- ⇒ Attended the First SouthWest 2014 Post Issuance Compliance Seminar
- ⇒ Director of Accountability position interviews
- ⇒ Attended the RGV Association of Certified Fraud Examiners 2014 Fraud Mix Seminar in McAllen, Texas
- ⇒ Juan Carlos Aguirre- Review of new grant requirements and TPEG set asides
- ⇒ Gerry Rodriguez- Review items for Facilities Committee packet and COC agenda items
- ⇒ CPM Contract Negotiations Meeting
- ⇒ Brenda Balderaz- Review Compensation study, Faculty Pay Plan, and Policies that will be included in the Finance Committee packet
- ⇒ Becky Cavazos and George McCaleb - Review Vending Services RFP
- ⇒ Economic Impact Study (EMSI) Meeting to determine assignments for required information
- ⇒ Dr. Reed and Vice President - Reviewed Compensation Study information for Director positions
- ⇒ Daniel Ramirez- Discussed rebranding marketing expenses and budget
- ⇒ Anahid Petrosian, Ety Bischoff, Juan Carlos Aguirre, Victor Gomez, and Eli Nguma - Discussed Ballet Folklorico Structure and Activities
- ⇒ Gerry Rodriguez - Discussed the Facilities Committee meeting packet, the proposed CIPs and the Construction Program Costs Timeline (with Myriam Lopez and Alma Church)
- ⇒ Texas Society of Certified Public Accountants Texas School Districts Accounting and Auditing Conference

- Worked on the following matters
  - ⇒ External Organization Event Guidelines
  - ⇒ Policy 5520: Emergency Loan Fund
  - ⇒ Policy 4311: Personal Leave
  - ⇒ Policy 4115: Personnel Appointments
  - ⇒ Policy 4922: Termination of Employment and Re-Employment
  - ⇒ Use of computer lab by McAllen ISD for McCCTI students
  - ⇒ Faculty Salary Information from Merrie Van Loy and the revised Faculty Pay Plan
  - ⇒ Compensation Study
  - ⇒ Proposed space for Ballet Folkorico Group
  - ⇒ Construction Program Management
  - ⇒ Designation of Fund Balance
  - ⇒ Student Fund Disbursement Services
  - ⇒ FY 15 Budget
  - ⇒ Economic Impact Study
  - ⇒ Payment Deadline Postcards for Summer 1, 11, and 111
  - ⇒ Budget Covers for Fiscal Year 2014-2015
  - ⇒ Registration Report
  - ⇒ Designation of Fund Balance

⇒ Vacant Positions as of June 1, 2014
⇒ Staffing Plan changes for FY 2014-2015
⇒ Letters of Appointment for Professional–Technical Personnel
⇒ Renewal of Agreement for Financial Advisor Services
⇒ Proposed Salary Increases for Faculty Pay Plan for FY 2014-2015
⇒ Vending (beverages) analysis

Food Service

- Attended Open Forums for the three candidates for the Director of Human Resources position at STC
- Met with Chris Martinez - from Pepsi Company to discuss new product line roll out and availability of product for Technology Campus Cafeteria
- Participated and presented at the IS&P Professional Development Day
- Participated and presented at the Human Resources Employee Health Fair Day
- Attended the CBORD Presentation to Campus Safety & Security Steering Committee
- Attended meeting to discuss and review ElectroMenu Demo. Menu boards for Cafeterias

Purchasing and General Services

- The Purchasing/Distributional Services Department collaboration meetings:
  ⇒ Conducted a pre-proposal conference for the Vending Services – Beverages
  ⇒ Conducted a pre-proposal conference for the MEP Engineering Services
  ⇒ Conducted a pre-proposal conference for the Technology Campus Cooling Tower Replacement
  ⇒ Conducted a pre-proposal conference for the Pecan Campus-Student Services Building Modifications
  ⇒ Attended a meeting with the attorney, risk management consultant and Planning and Construction to discuss insurance requirements for all contracts related to the bond construction program
  ⇒ Reviewed twenty seven (27) agreements for corrections and negotiated changes with the vendors
  ⇒ Participated in three (3) federal webinars related to the OMC Circulars (grant funds)
  ⇒ Reported two (2) student incidents to the STC Insurance carrier
  ⇒ Attended the Finance & Administrative Services Directors meeting
  ⇒ Met with Instructional Technologies and Technology Resources to review the Fixed Assets Workflow Transfer process from Manager to Manager
  ⇒ Participated in the interview committee for the Director of Human Resources

- The following is a list of the request for proposals worked on and public bid openings:
  ⇒ Prepared RFP's:
    - 13-14-1059 Pecan Campus Student Services Building Modifications
    - 13-14-1062 Technology Campus-Cooling Tower Replacement
    - 13-14-1064 Statement of Qualifications for Mechanical Electrical and Plumbing Engineering Services
    - 13-14-1065 Library Serials
    - 13-14-1066 Books and Educational Materials
    - 13-14-1067 Travel Package for TexPREP Program

- 13-14-1068 Audio Visual Equipment – II
- 13-14-1069 Online Employee Training Services
- 13-14-1070 CNC Mini Milling Machine
- 14-15-1001 Childcare Services
- 13-14-1072 Security System Equipment-II
- 14-15-1002 Property, Casualty, Flood and Workers' Compensation Insurance
- 14-15-1003 Equipment Rental Services
- 14-15-1004 Office Supplies
- 13-14-1073 Audio Visual Equipment-III
- 14-15-1005 Depository Bank
- 13-14-1044 Pecan Campus-Grants/Accountability Office Improvements

⇒ Public Bid Openings:

- 13-14-1061 Vending Services – Snacks
- 13-14-1063 Network Cabling Service
- 13-14-1064 Statement of Qualifications for Mechanical Electrical and Plumbing Engineering Services
- 13-14-1066 Books and Educational Materials
- 13-14-1067 Travel Package for TexPREP Program
- 13-14-1059 Pecan Campus Student Services Building Modifications
- 13-14-1062 Technology Campus-Cooling Tower Replacement
- 13-14-1068 Audio Visual Equipment-II
- 13-14-1069 Online Employee Training Services

- The Purchasing Department processed in excess of eight hundred thirty one (831) purchase orders, approved nine hundred seven (907) requisitions, disapproved two hundred eighty one (281) requisitions, processed change orders for goods and services and completed fifty six (56) travel authorizations. A total of three hundred seventy one (371) new vendor W-9 forms were verified and entered into Banner Finance.
- The Fixed Assets Department is currently reviewing all assets purchased since April 30, 2014. The asset review process was completed as follows:
  - ⇒ Fixed Assets approved twenty five (25) assets through May 15, 2014
  - ⇒ Conducted the monthly inventory spot check for Library Books
  - ⇒ Prepared sixty (60) pallets for recycle/dispose and one hundred sixty nine (169) pallets for online auction
- The Receiving Department completed one thousand thirty eight (1,838) deliveries (purchase orders and complimentary books) and a total of six thousand four hundred seventy seven (6,477) packages/boxes. A total of four hundred five (405) purchase orders were posted received in Banner. A total of four thousand five hundred seventy one (4,571) items were transferred/relocated as per move/set up request forms.
- The Mail Services department processed the following mail and copy request:
  - ⇒ Admissions - $2,374.47, Financial Aid Office - $5,015.72, Business Office/Cashiers - $11,682.48, Valley Scholars - $191.33, Developmental Studies - $409.31, Starr County Campus - $202.55, and Counseling and Advising - $300.23;
  - ⇒ A total of one hundred ninety three thousand two hundred ninety seven (193,297) copies were completed at the copy center for the month of May.
  - ⇒ A total of two thousand one hundred thirty (2,130) letters were returned to STC due to invalid addresses.

Security Department

- Emergency Response Training – On Friday (05/02/14) the Director of Security conducted Emergency Response training for STC building responders, police officers, security guards, and other employees. The training consisted of protecting against personal injury and property damage from hurricanes, active shooters on campus, bomb threats, and building fires. A table top exercise was conducted that reinforced training principles and provided guidance to refer media to the college's Public Relations Officer when asked about incidents on college property. The McAllen Fire Department also conducted training in fire prevention and the use of fire extinguishers by accompanying employees to a burning diesel fuel fire in the parking lot and putting out the fire.
- STC Police Officers – Five new STC Police officers reported for duty during the week and received training in responding to emergencies, college procedures, and protocols. The Police officers will assist the STC police department in providing services to the Weslaco and Rio Grande City Campuses.
- Campus Security Authority Training – On Friday (05/09/14) the Director of Security conducted Campus Security Authority training for STC police officers, security guards, and other employees. The training consisted of identifying the requirements of the Clery Act in reporting crimes brought to the attention of employees and instruction in preparing the STC Crime Reporting Form created for those employees designated as Campus Security Authorities.
- Emergency Response Training for Students – During the month of April 2014, the Director of Security attended classrooms at the Pecan campus and provided instruction in responding to emergency situations to college students.
- STC Graduation Ceremonies – The six STC Graduation Ceremonies held on Friday (05/16/14) and Saturday (05/17/14) were successfully conducted without security incidents. The issuance of tickets for visitors prevented the overcrowding that occurred in previous ceremonies and the presence of police vehicles, police officers, and security guards deterred criminal activity. The number of visitors that passed through the main entrance turnstiles were as follows:

Friday	11:00am	2,523
Friday	2:00pm	2,334
Friday	7:00pm	2,322
Saturday	10:00am	2,021
Saturday	2:00pm	2,299
Saturday	6:00pm	2,140

Human Resources Department

- HR Interim Director and Payroll Technician met with Business Office staff and VP Mary Elizondo on May 1 to review budget and staffing plan
- On May 5, HR Interim Director met with IS&P staff to discuss electronic format for renewal forms for staff
- HR Interim Director met with VP Mary Elizondo to discuss electronic signature validity with legal counsel on May 5
- Human Resources Staff held a meeting on May 5 to review PeopleAdmin process and develop additional procedures for onboarding
- System Analyst Researched organizational chart programs; selected Lucidchart which is free for Educational Institutions. Lucidchart will assist with set up for review of data

- Employee Relations Officer attended an online webinar: Avoiding a Court Date with the EEOC – Tales from Background Checking Lawsuits on May 7, 2014
- Interim Director of Human Resources and Employee Relations Officer attended an online webinar: Do's and Don'ts on Internal Investigations on May 8, 2014
- Interim Director of Human Resources set up meetings with appropriate parties and legal counsel for discussion of TWC claim and to finalize position statement on May 12, 2014.
- HR/Payroll staff and Systems Analyst met with IS&P to discuss business process of letters of appointment on May 13, 2014
- Two HR staff (Systems Analyst and Staffing Specialist) attended the PeopleConnect conference May 14-16
- Benefits staff hosted the Annual Health and Wellness Fair at Pecan campus on May 7, over 160 attendees.
- Systems Analyst II updated the HR Web site with new forms and training manuals in May 2014.
  - ⇒ FY15 Faculty Payroll Option Form
  - ⇒ Reset the administrative directory to "under construction, created a report with all the execs and administrators and send an email to them to update their CV and make an appointment with marketing for a new photo
  - ⇒ Performance appraisal forms
  - ⇒ Benefits Information / Benefits Overview
- Benefits Specialist and Interim Director of Human Resources met with IS&P Programmers to discuss ERS crosswalks and Texas Connection modules for review and assistance in set up of ERS data on May 19, 2014.
- Employee Relations Officer and Interim Director of Human Resources met to review SAVE Act requirement and develop draft of revised personnel policies on May 22, 2014.
- Interim Director of Human Resources and Employee Relations Officer and Purchasing Department reviewed RFPs received for online training on May 28, 2014.
- Payroll Technician met with IS&P staff to discuss EPAF process and setup due to cloned database and override of initial setup.

<u>Facilities Planning & Construction</u>

- Departmental report items
  - District Wide Architectural On-Call Services – Completed evaluations and prepared recommendation motion for contracting top five ranked firms;
  - Training – attended Building Responders Training
  - FY 2014-2015 Capital Improvement Proposals – Evaluation team began evaluations and will be completed during the month of June 2014
  - FY 2014-2015 draft budget for Capital Improvement Proposals and Renewal and Replacement projects – 95% complete
  - District Wide Facilities Design Standards and Guidelines – 70% complete
  - Five year deferred maintenance plan – 100% complete
  - Evaluations for MEP Engineering services on call – 100% complete
  - Pecan Campus Building K Improvements – furniture planning 90% complete; Coordinated furniture requirements for purchase

- Nursing Allied Health Campus Library Reorganization – Design development phase 80% complete; working on best solution to reorganize library space to meet student demands

⇒ Gerry Rodriguez - Director

- Bond Construction Program
  - Working with legal counsel on CPM contract draft – 90% complete
  - Met with Broaddus & Associates team for preliminary orientation meeting and information sharing in preparation for first meeting with STC's contract negotiations team
  - Developed two optional Bond Program draft schedules for review by negotiations team
  - Provided Broaddus & Associates information needed for development of proposal
  - Reviewed overall process with IT and TR staff to begin planning
  - Attended presentation by Broaddus & Associates describing use of Building Information Modeling services
  - Coordinated CPM contract negotiations meeting no. 2 on May 30, 2014
  - Coordinated CPM OIS software presentation on May 30, 2014
  - Prepared details for review by Mary Elizondo and Dr. Shirley Reed for proposed swapping of square footage between proposed buildings at Starr County Campus
- Pecan Campus Portable Buildings Relocation – Project development phase 95%; working with IT and TR staff to begin coordination of technology related systems relocation
- Nursing Allied Health Campus Parking Expansion Project – Design phase 25% complete; Prepared and submitted letter to assistant City Manager with the City of McAllen requesting approval to adjust property lines around the water tower property; working with legal counsel on MOU with City of McAllen for property boundary adjustments
- Compensation Study – Provided comments to VP Mary Elizondo on preliminary analysis
- HSI Grant Proposal – Grant development assistance 100%
- Five year deferred maintenance plan – 100% complete
- Leases – visited potential sites for folkloric dance studio lease
- Technology Campus IAM FACT Training Labs – Project development Phase 40%
- Future space for Folkloric Dance club – Project development phase 5%
- Additional portable building by MISD for AECHS – Project development phase 5%; working with MISD to determine need for an additional portable
- Starr County Campus Walking Trail project with AgriLife – Project development phase 95%; Prepaedg MOU for Board approval

⇒ Rick de la Garza – Senior Project Manager

- Starr County Campus Additional Chiller – Construction Phase 95%, Highmark has been working on pending punchlist items.
- NAH Campus Library Improvements – Design phase 80%
- Pecan Plaza Space Renovation for the STC Police Department – Construction phase 80% complete
- Pecan Campus Student Services Building Modifications – Bidding phase 95%; a Recommendation for hiring a contractor will be made at the June, 2014 Board meeting
- Mid Valley Campus South Academic Art Lab Improvements – Construction Phase 95%; pending punch list items
- Technology Campus Cooling Tower Replacement – Bidding phase 75%; construction proposals are due on May 27, 2014

- Technology Campus Career Planning Services Center - Construction Phase 100% complete; Furniture pending delivery
- Mid Valley Campus Center for Learning Excellence Modification - Construction Phase 100% complete
- Starr County Campus Parking Lot 5 and South Drive Lighting – Construction Phase 5%; ACR Engineering is preparing contracts for owner and contractor signatures
- District Wide Design Standards and Guidelines – 70% complete
- Pecan M253 Space Modification- Design phase 95%; Drawings will be forwarded to Maintenance for quotes
- District Wide Outdoor Furniture – Installation 100% complete; installed at Pecan Plaza and Pecan Communication Arts Building
- District Wide ADA Past Projects reconciliation - 50% complete; Restriping as required

⇒ Robert Cuellar - Project Manager

- Hail Damaged Repair Insurance Claim - continuing to provide insurance company additional information as requested and received
- District Wide ADA Improvements Phase I - Construction Phase 100%; Conducted final walk thru on Wednesday, April 30th
- Pecan Campus and Technology Campus Hail damaged Roofs - Construction Phase 99%
- District Wide Automatic Doors Phase II - Construction Phase 90%; substantial completion inspection to be conducted next week
- Pecan Campus Grants Offices - Design Phase 95%;
- Pecan Campus Demarcation Relocation – Construction phase 75%,
- Pecan Plaza Continuing Education/Cashier Renovations – Construction phase 10%
- Pecan Plaza 2629 Abatement Project – 100% completed
- NAHC Carpet Replacement West Wing – Bidding phase 100%; Board approval of contractor in May 2014

⇒ John de la Garza - Project Manager

- Pecan NAB G Re-Carpeting – Construction Phase 5%
- Pecan SAB H Re-Carpeting – Construction Phase 5%
- Pecan G, H, & X Electrical Disconnects – Design Phase 20%
- Pecan NAB 226 Computer Lab Improvements – Construction Phase 35%
- Pecan and Starr County Campuses stucco repainting – Construction Phase 70%
- Nursing Allied Health Parking Lot Expansion – Design phase 50%
- Nursing Allied Health Sub-division plat – Design phase 30%
- Technology Detention Pond Improvements – Construction Phase 99%

⇒ Priscilla Cuellar – Space Management Technician

- Cooper Center lobby furniture removal – 100% Completed; replacement furniture will be ordered
- District Wide furniture procurement – In progress
- Weekly Move/Setup Requests – In progress
- New furniture/fabric standards finalization – In progress
- Identifying stored furniture which can go to Auction; will reduce amount of storage space needed – In progress
- Nursing Allied Health Campus Library modifications – Design phase 80% complete

- Nursing Allied Health Campus Carpet Replacement Preparation; organizing and providing supplies – 75% complete
- PCN Building G & H Carpet Replacement Preparation; organizing and providing supplies – 40% complete
- Preparing list and cost for district wide furniture replacements and renewals – 60% complete

Operations & Maintenance

- Director of Operations & Maintenance
  - ⇒ Meetings
    - Cody Gregg - to Discuss Bond Program - Process & Consultants
    - Mario Reyna - to discuss Technology Center Lawn Maintenance/Plants
    - Met with Cavallo Energy to discuss new web demo
    - Christopher Nelson - on portable building proposal
    - Met with Purchasing Department to evaluate proposals
    - Cody Gregg - to discuss Access Control On Storage Areas
    - Met with Maintenance Staff on the Mid Valley Child Care Center Playground improvements
    - Finance & Administrative Services Directors Meeting
    - Nursing & Allied Health Lawn Maintenance Meeting
    - CBORD Presentation to Campus Safety & Security Steering Committee
    - Attended the 13-14-1060 Vending Services Pre-Proposal
    - Facilities Committee Meeting
    - Finance Committee Meeting
    - President's Administrative Staff Meeting
    - Attended the External Organization Facility Use Guidelines Meeting
    - Simon Rodriguez - Video Shoot
    - Board of Trustee Sworn In Ceremony
    - The May Board of Trustee Meeting
    - Facilities Operations Council Meeting
    - IAM FACT Training Lab Meeting
    - Vending Services - Beverages RFP Meeting with the Purchasing Department
    - Assisted Human Resources Director applicant to Mid Valley ,Pecan, and Starr County Campuses
    - Held a conference call with Tom Byrne, CBC Bookstore Consultant, about the upcoming Bookstore RFP
  - ⇒ Departmental Plans
    - Energy Management Plan
    - 2013-2015 IE Plan
    - EPA Environmental Management System

- Operations Procurement Department
  - ⇒ Maintenance

HVAC	$ 4,151.02
Carpentry	$2,927.92
Electrical	$6,627.18
E. Management	$298.61
Locksmith	$1,283.58
Plumbing	$1,721.57
Painting	$2,655.77
IDT	$3,455.02
Contract/Special Pr.	$1,466.07

  - ⇒ Custodial

Pecan Campus	$12,792.81
Mid Valley Campus	$4,010.29
Starr County	$1,695.27
Nursing Allied Health Campus	$984.06
Technology Campus	$1692.23

- Operations Contract Department
  - ⇒ Pecan Campus
    - ➢ Repair O-Ring on Chiller # 3 - Complete
  - ⇒ Starr Campus
    - ➢ Repair starter SCR Board on Chiller – Complete
    - ➢ Repair Condenser Coil on Chiller - Complete
  - ⇒ District-Wide Scheduled PM's for May 2014
    - ➢ Maldonado Landscape: Lawn Care - Complete
    - ➢ Bug Works: Pest Control - Complete
    - ➢ Joe Fly: A/C Filters - Complete
  - ⇒ Scheduled Annual PM's for 2013 (District Wide)
    - ➢ Repair Domestic And Irrigation Backflows – In Progress
    - ➢ Repair Elevator Phone Lines- In Progress

- Custodial Department

Set-Ups	307
Moves/Relocations	84

- Maintenance Department

Work Orders Created	758
Work Orders Completed	965
Carpentry	119
Electrical	79
Energy	29
HVAC	82
HVAC/Electrical PM	505
Locksmith	67
Painting	27
Plumbing	55
Plant Services	2
General Maintenance	0

Business Office

- Board Agenda Items
  - ⇒ Management Reports – The Business Office staff worked on the April board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.

- The Business Office worked on the following reports/projects:
  - ⇒ eZ-Audit – The Business Office completed and submitted the eZ-Audit report on May 28, 2014.
  - ⇒ CDER security audit from Texas Workforce Commission – Completed on May 28, 2014.
  - ⇒ JagCard – Effective May 22, 2014, all refunds and disbursements were submitted to U. S. Bank, fund disbursement vendor. Students were notified via a postcard that disbursements will now be processed through US Bank. Marketing efforts will continue to increase enrollment in the prepaid JagCard.

- Meetings:
  - ⇒ Staff attended construction project manager software (Broaddus) presentation.
  - ⇒ NAAMREI Compliance Meeting – Grant staff met with Grant Development and NAAMREI regarding fiscal and programmatic compliance.
  - ⇒ Federal MOUs – Grant and Accounts Receivable staff met with Continuing Education to discuss MOU process and compliance.
  - ⇒ Cashiers met with Student Service Department staff to discuss unpaid reports format and Summer I collection efforts through census day, June 5, 2014.
  - ⇒ ACTA Ceremony – After 12 sessions, seven participants from the Business Office graduated from the ACTA program on May 22, 2014. The training was intended to increase knowledge on understanding and collegiality among all areas of the college.
  - ⇒ AA Roundup – 46 staff members attended the AA Roundup on May 20, 2014. The roundup consisted of Fixed Assets, Requisitions, Budget Control Approval and Banner Finance.
  - ⇒ US Bank - Weekly conference call with US Bank representatives to discuss JagCard project timeline.

⇒ The system analyst met on ATMs installation schedule, 5th Friday Marketplace Registration Store, Travel and Expense Training, TR pending items, AP Card

⇒ Attended Retention Recovery Task Force committee. Reviewed final recommendations for 2 key points.

⇒ Attended the TAB Program (BAS-OL degree) site visit from The Higher Education Coordinating Board to share our experiences, challenges and successes in the launch of the competency based degree this Spring 2014.

⇒ Met with Vice President of Finance & Administrative Services on pending Technology Resource projects and develop a plan of action.

⇒ Met with the new armor car company to discuss campuses pick up process effective June 1, 2014.

⇒ Book Voucher Meeting – Grant staff met with WFS, Financial Aid and Grant Development to discuss book voucher process.

⇒ Staff attended Health Fair, AAWCC, ALA, the Strategic Leadership Team-Student Onboarding and Budget 2015 meetings.

⇒ Conducted Cashier III interviews.

- Trainings/Webinars:

⇒ Staff from Business Office and Cashier departments attended various trainings on topics such as excel, outlook, communication, payroll procedures, etc.

➢ Legally Handling Workplace Bullies, Leading the Way: Managing Change in the Workplace, Secrets to Clear Communication, Public Speaking without Fear, Understanding and Complying with the Fair Debt Collection Practices Act, Self-Motivation Tips on Combatting Burnouts, Handling Confrontational Customers, Microsoft Outlook Tips, Tricks, & Techniques, Building Memory Skills, How to Manage Priorities & Time.

➢ Bite size training – Cashier staff attended in-house training which included the Summer/Fall 2014 due dates, payment options and tools necessary to provide customer service to students. Also, Outlook Web App training was conducted by Technology Resource department for all cashiers.

⇒ 2014 Fraud Mix Webinar – Select staff attended the ACFE fraud seminar on May 29, 2014. The seminar included topics on asset misappropriation by government employees, red flags rule, and failing to detect fraud.

⇒ Attended FirstSouthwest Post Issuance Compliance Seminar

⇒ Attended Public Funds Investment Act Training.

⇒ OMB Webinars – Grant staff attended 3 webinars.

⇒ Cross-training between staff to ensure task is performed during staff absence.

- Accounts Payable / Grants and Contracts

⇒ Checks Processed as of May 30, 2014:

Bank No.	09/2013	10/2013	11/2013	12/2013	01/2014	02/2014	03/2014	04/2014	05/2014
01 E&G	864	1,101	798	625	844	829	765	745	909
01 Direct Deposit	98	79	87	83	72	71	59	61	96
03 Student	11,573	1,428	252	581	18,108	1,469	2272	1,051	1,197
12 I&S Taxes	-	-	-	-	1	-	-	-	-
16 I&S Bond	-	-	-	-	1	-	-	-	-
17 Plant	24	6	12	11	11	11	8	16	17

⇒ Travel & Expense Implementation – Training Sessions have been scheduled as follows:

- 3/25/14 & 3/31/14 Math & Science Division
- 4/15/14 & 4/21/14 Business & Technology Division
- 5/13/14 & 5/20/14 Liberal Arts
- 6/4/14 & 6/17/14 Social & Behavioral Sciences

⇒ The Travel & Expense Management System updates have been placed in Production.

⇒ AP Commercial Card – AP card process (Banner) testing is on-going using Bank 32. Transactions have been posted to Banner. AP card process was placed in production on April 6th. A/P staff began processing payments via the Visa card on 4/7/14. Update of bank 32 in Evisions is pending to complete the posting process. Below is an updated summary of vendor enrollment responses:

- 409 – Yes
- 130 – No
- 5 – No, but interested in more information

April 2014	Visa Card Transactions – 126	Amount: $74,050.11
May 2014	Visa Card Transactions – 327	Amount: $197,066.15

⇒ Grant Activity

- TWC Convergys Self Sufficiency Grant – monthly fiscal report
- TWC Starr County Self Sufficiency Grant – monthly fiscal report
- TWC Wagner Peyser Yr 2 Grant – monthly fiscal report
- TWC Skills 19 Grant – monthly fiscal report
- TWC Skills for Small Business Grant – monthly fiscal report
- TWC Fast Start Program – monthly fiscal report
- TWC Skills 18 Grant – close out report
- CCAMPIS Grant – monthly fiscal report
- UTPA DoD Grant – monthly fiscal report
- Childcare Training Grant - initiation Briefing
- Childcare Development Associate National Credentialing Program - inititation briefing
- Work-study Mentorship Program – monthly fiscal report
- National Emergency Grant – monthly fiscal report
- DARS Project Hire – monthly fiscal report
- City of McAllen Phase 17 – monthly fiscal report
- Baylor Geriatric Education Center Grant – monthly fiscal report
- TAMUK Step Up Grant – monthly fiscal report
- MISD College and Career Transition Grant – monthly fiscal report
- Child Care Training Grant – monthly fiscal report
- Gateway Grant – billing to McAllen ISD, Mission ISD and La Joya ISD
- Project Hire – Budget amendment.
- National Emergency Grant – Budget amendment and semi-annual fiscal report.
- Caterpillar Dealer Excellence Grant – Budget amendment.

⇒ Carl Perkins Desk Review – SharePoint Sign-Up spreadsheet was submitted to THECB on 1/28/14. Documents were uploaded on 2/18/14. (Upload due 2/21/14). On 4/23/14, received e-mail from Mr. Shillings, THECB, desk review is on-going.

⇒ TWC Audit Review – Received Texas Workforce Commission letter dated 4/29/14 which summarized issues with the STC audit report for fiscal year ending 8/31/13. E-mailed copy to Long Chilton.

⇒ US Department of Education Information Request – Information for DOE request was submitted on 5/8/14.

⇒ Fast Start Program Meeting – Grants staff met with Grant Development and TSTC-Harlingen to discuss sub-grant contract stipulations.

- Accounts Receivable / Budget & Reporting
  - ⇒ Reviewed Collection Agency proposals
  - ⇒ Prepared FY 2014 Budget Amendment worksheets and motion
  - ⇒ Reviewed US Bank's ATM contract
  - ⇒ Submitted memorandum to request approval to send delinquent accounts to collections agency for Summer 2013 and Fall 2013.
  - ⇒ Outstanding accounts for Spring 2014 were transferred to Campus Loan Manager (CLM)
  - ⇒ Met to discuss AR write-off proposal to forgive debt 100% of debt for IA accounts and collection fees for Banner accounts without SFOA. Updated brief for cabinet discussion.
  - ⇒ Worked with Office of Financial Aid to prepare timeline for financial aid Pell reversals.
  - ⇒ Revised Student Payment Arrangement Form and sent to Legal Counsel for review.
  - ⇒ Reviewed Student Delinquent Balance Disputes procedures and write-off proposal.
  - ⇒ Received Legal Counsel's approval and recommendation for Emergency Loan Application & Promissory note. Prepared order to print revised forms for Summer terms.
  - ⇒ Updated unrestricted available balance report for fiscal year 2014 with reference of fiscal year 2013.
  - ⇒ Budget 2015 – Received request from Admissions to process a budget transfer to fund for College Scheduler for a total of $35,000. Need approval for this request since FY 2015 budget is not being reduced.
  - ⇒ Provided information for Financial Aid Pell reversals gathered from Office of Financial Aid as requested for Legal Counsel's review.
  - ⇒ Sent information on Financial Aid Forgiveness of Debt requests for a total of $16,924.00 to discuss approval with VP Garza.
  - ⇒ Budget assumptions – Update budget assumptions with all notes from meeting and strategies for reductions. Prepared Finance motion for Preliminary Budget 2015.
  - ⇒ Administrative Cost Allowance – Determined administrative cost allowance adjustments for Pell and Veterans to match to actual revenue received. Sent budget transfer to Financial Aid for approval. Send Budget Transfer for Administrative Cost Allowance for Mike Carranza's approval.
  - ⇒ ACH Access – Contacted BBVA Compass to inquire on modifications needed to have ACH access approval for payroll files.
  - ⇒ AAWCC – Received request to setup new fund code and discussed with Elibariki Nguma from Student Services. They don't consider this organization needs to go through their department since is mainly for faculty and staff and no students are members at this point.
  - ⇒ Worked with Human Resources to determine the salary increase for faculty, administrative and executive staff and prepared the Finance motion.
  - ⇒ Revised Finance motion for renewal of External Audit Services.
  - ⇒ FY 2014 Salary Savings - Processed budget transfer to Purchase Reserve organization from FY 2014 salary and benefit savings from vacant positions for a total of $1,534,996.94 ($1,163,301.94 from salaries and $371,695 from benefits). A budget transfer will be prepared to allocate funds to organizations that have requested purchases moved from FY 2015 to FY 2014.
  - ⇒ Provided information for snack vending open records request to Purchasing department.

- Cash Management / Special Projects / Office Support

⇒ Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	14	809
01 Direct Deposit	6	95
02 Payroll	9	1,291
02 Direct Deposit	3	1,673
03 Student	6	1,264
17 Plant	6	17
Total	44	5,149

⇒ Replacement Check Approvals - Staff approved 19 replacement check requests for students, vendors and/or employees who lost their checks or did not receive them in the mail.

⇒ Electronic Fund Transfers – The following electronic fund transfers were approved:

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	7
Bank Transfers between Bank Accounts	8
Wire Transfers for Benefits	4

⇒ Bank Depository Contract RFP – Staff updated the scope of services on the RFP and summarized the various contracts/agreements pertaining to BBVA Compass for management review. The Bank Depository Services minute order was also finalized.

⇒ Fixed Assets Inventory Report – Staff is updating the fixed assets inventory report. The Business Office staff's inventory forms are being updated.

⇒ Travel & Expense Profiles – Staff is assisting with updating the Travel and Expense profiles.

⇒ Compensation Study – Staff is assisting with updating information based on the Compensation Study for all divisions.

⇒ US Bank Student Wire Payment – Staff reviewed the process with TR on the file to send US Bank and wire payment for student refunds and book allowances.

⇒ Disaster Planning – Staff is working on researching other College's disaster plan and creating a Business Office disaster plan handbook.

⇒ Non-Resident Alien Tax Implications – Staff assisted with researching the tax implications for a non-resident foreign vendor.

⇒ South Texas College Bonds Series 2014 Bank Account - Staff is testing the check cycle process for the new bank account.

- General Accounting & Construction

⇒ Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 169 monthly reports were completed during the month of May.

⇒ Continue reviewing the Texas Municipal Report and a spread sheet was created to identify differences.

⇒ Projected the interest to be earned during FY15 for the Auxiliary Fund.

⇒ Prepared requisitions to encumbrance the advertisement of taxes and budget.

⇒ Prepared a preliminary 2014 tax levy to project the FY15 tax rate and revenue.

⇒ The third quarterly invoice was requested from Hidalgo County Appraisal District. Research is being done to identify why the Hidalgo County Appraisal District submitted 2014 Notice of Appraisal Value for three of the college's properties.

⇒ April's monthly report and funds were requested and received from Starr County Tax Assessor/Collector. Submitted the Hidalgo County Tax Assessor/Collector collection agreement to the VP-FAS for approval.

⇒ Positive pay exception was research and results were provided to the Accounting Group Supervisor in-charge of Cash.

⇒ Discussion with another Accounting Group Supervisor on the AP Card expenditure posting to general ledger. In addition to the discussion, testing and setting up of account codes was implemented.

⇒ Meet with IT, cashiers and business office staff to determine the invoicing and payments to US Bank.

⇒ Worked on a preliminary Truth in Taxation worksheet to determine next year's tax rate. Preliminary taxable assessed valuations were received from Hidalgo County and Starr County and preliminary worksheets to analyze the projected tax rate are being work on.

⇒ Tax Collection Fee Proration – Prepared summary of history tax collection fee proration based on tax rate for M&O and I&S. Sent email to VPFAS to ask if we should provide these new proration to both tax assessor/collector offices to begin applying to payment of collection fees.

⇒ A scanned copy of a deposit slip was submitted to BBVA Compass bank to confirm starting deposit number.

⇒ Prepared donation acknowledgement for Mrs. Patricia E. Schwab as requested.

⇒ Accountant met with VP-FAS and Position Control Specialist to work on the Security Department FY15 Budget.

⇒ The 2014 bond payment schedule was emailed after it was requested from First Southwest Company.

Journal entries processed	1,125
Journal entries/documents scanned	1,726
Hours used for scanning - estimated	36
Hours used to prepare documents for scanning	62
Hours assisting other departments	36.5
Checks printed	0
Positive Pay submitted	31
Disbursement of returned mailed checks	64
Stop payments processed	153
Journal entries and requisitions prepared	199
Interdepartmental Transactions reviewed	137
Invoices and encumbrances reviewed	24
Deposits prepared	20
Stale dated letters mailed	432
Copies of booklets/journal entries requested	1,440
Cafeteria daily sales report	109
Transactions removed from bank reconciliation	215
Inter-office deliveries	43

- Payroll, TimeForce and Position Control Departments
  ⇒ Payroll processes for the month of May:

Payroll Re-issue Processed	6
Payroll Cycles	6
Payroll Checks & DD	3,528
New Employee Setups for TimeForce	25
TimeForce Access Forms Processed	84
Number of Employees with OT reviewed for OT Memos	1,898
NOE's Approved	209
Salary Budget Transfer Forms Processed	1

  - Work with VP of FAS on Staffing Plan, Compensation Study Results and Salary Savings in Vacant Positions.
  - Testing Banner Patch Upgrades
  - Hosted HR Director Candidate
  - Submitted TRS signatures for April payrolls
  - Attended meeting with TR for Time Force II Implementation
  - Worked with IS&P on mass punch

- Cashiers
  ⇒ Extended hours of operation to assist students with Summer 2014.
  ⇒ Working on identifying and submitting reports for cashiers' fixed assets at all five campuses.
  ⇒ Working on daily compilation and research of unpaid list for Summer I census, June 5, 2014.
  ⇒ Set up online installment plans for Summer II and Fall 2014.

Business Office Performance Indicators

Third Party Student Scholarships and Grants:

No.	Type	YTD Revenue
35	Federal	55,757,603.67
17	State	3,744,209.58
11	Local	539,265.73
31	Private	585,523.88
94	**Total**	**60,626,602.86**

General Accounting:

General Journal Entry (Intra-Fund)(JE 5) 1	89
General Journal Entry (Inter-Fund (JE6) 1	93
Cash Receipts(CR 05)	540
Encumbrance Liquidation (E032)	5
Encumbrance Liquidation (E020)	6
General Journal Entry (I Construction) (JE 17)	0

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,826	Salaried	621
Employees on Semi-Monthly Payroll	1,118	Total Net	951,864.38
		Waged	664
Timecards Processed		Total Net	166,422.07
(Waged-04/16-04/30) SR09	560		
(Waged-05/01-05/15) SR10	560	**Stop Payment Processed**	
Regular (Salaried: April) MR04	3,045	Salaried	2
		Waged	3
(additions, deletions, changes)			
Salaried	489	**Void checks Processed**	
Waged	82	Salaried	2
		Waged	3
Liabilities Processed	39		
		Replacement Checks Processed	
Reports Processed		Salaried	2
Compass Bank Direct Deposit File	3	Waged	3
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1,388
Deposits Processed		Total Net	3,587,014.86
Internal Revenue Service	3		
Bank Transfers	3	Waged	474
		Total Net	129,925.75

Cashiers:

Description	Total
Calls over the phone by students	4,422
Total Transactions	6,473
Payment Transactions	
Cash	**1,617**
Cash	1,615
NSF Cash	2
Wire Transfer Pmt	**1**
Check	**829**
Paper	472
Money Order	
NSF Check Wire	
Electronic	135
Web	222
Credit Card	**4,026**
ATM/Debit	**0**
Visa	1,286
Master Card	320
Discover	42
Web	2,378
Total	**6,473**

Accounts Payable:

Bank No./Description	Total Number of Checks/ Vouchers Issued	Total Dollar Amount
01 - E&G	1,005	2,382,006.97
02 - Payroll	0	-
03 – Student Funds	1,197	405,049.17
12 - PPFCO Interest & Sinking	0	-
16 - Interest & Sinking	0	-
17 - New Construction	17	229,159.44
18 - Bond 02 Construction	0	-
22 – Bond 03 Construction	0	-
Grand Total	**2,219**	**3,016,215.58**
Process Travel 01 Checks from Bank (E&G) as follows:		
Travel Authorization	62	60,553.73
Travel Vouchers	73	4,003.10
Travel – In district	103	32,103.16
Grand Total	**238**	**96,659.99**

Grants (Non-Student):

No.	Grant Type	YTD Revenue
14	Federal Grants	2,632,905.96
11	State Grants	2,118,849.87
14	Local/Private Grants	1,440,951.10
39	**Total**	**6,192,706.93**

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South Texas College

Changing Lives, Changing Communities

Academic Affairs

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South Texas College

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Memo

Date: June 17, 2014

To: Dr. Shirley A. Reed, President

From: Dr. Anahid Petrosian, Interim Vice President for Academic Affairs

Subject: **MAY 2014 ACTIVITY REPORT**

I respectfully ask that you include the attached **Academic Affairs Highlights and Reports** of activities from the Office of the Interim Vice President for Academic Affairs to our Board of Trustees for review at the June 24, 2014 Board meeting.

Division: **Business & Technology**
Department: **Computer Aided Drafting and Design Program *for* Design and Building Technology Department**
Highlight: **Spring 2014 Lunch and Lecture Series**

On **May 1, 2014**, the Computer Aided Drafting and Design Program hosted the first two presentations as part of the **1st Lunch and Lecture Series**. The goal is to invite community members to share their expertise with the students and give a lecture about a topic that will enhance student learning. The two classes that hosted the Spring 2014 Lecture Series were: ARCE 1303 – **Materials and Methods of Construction** taught by Assistant Professor Sara Lozano and DFTG 2319 – **Intermediate Computer-Aided Drafting** taught by Assistant Professor Margarita Vanguelova. This Lecture Series will continue in the Fall 2014 semester. The entire STC community is invited.

Thursday, May 1, 2014: Lecture by **SpawGlass** p*resented by: David Gutierrez and Eddie Solis*
SpawGlass was started by Louis Spaw and Frank Glass in the late 1940s. Their mission is to provide clients with the absolute best construction expertise. SpawGlass has extensive experience with the Leadership in Energy and Environmental Design (LEED) certification process and green building materials and methods.

Division: **Liberal Arts & Social Sciences**
Department: **Visual Arts & Music**
Highlight: **Annual Student Art Competition & Exhibition: Reception and Awards**

On **Thursday, May 01, 2014,** Visual Arts Students vie for Awards in ***South Texas College 2014 Annual Juried Art Competition and Exhibition***. All students enrolled in a Visual Arts studio course during the 2013 summer or fall semesters or the spring 2014 semester are eligible to enter the annual art competition and exhibition. The Juried Exhibition challenges **art students** to **present their best pieces within a real art-world context**.

Julian Rodriguez, University of Texas at Brownsville, Lecturer in Ceramics, accepted the task of jurying for the Exhibit and selecting the prize winners. Mr. Rodriguez stated:

'It was great to see so many works from emerging artists, as well as so many processes and styles. The diversity of the exhibit speaks highly of the students and faculty. As a juror, it was a difficult job making the selections for inclusion in the exhibit and an even greater difficulty selecting the juror's awards. In the selection process I asked myself a number of questions. Did the work have a visual impact? Was the piece well composed and designed? What was the work about? Students can be content in knowing that it was hard to choose from so many works.'

Best in Show
Elizardo Torres
Imaginacion Infantil

An important part of the creative process is the presentation of the art to an audience. In this final step, **students must select their best work and prepare it for gallery showing**. The Juried Art competition and Exhibition is a critical rite of passage from student to professional artist: reviewing the show prospectus, meeting all the terms and conditions, completing all required paperwork, and accepting the judgment of the juror. **170 works** were submitted to the competition and **68 were ultimately chosen for exhibition**. **Over a hundred** students, family members, and faculty were in attendance as the winners were announced Thurs. May 01, 2014.

2nd Place
3-Dimensional Art
Omar G. Sanchez
Wall of Oz

2nd Place
2-Dimensional Art
Joe Guevara
Sky Cord

3rd Place
2-Dimensional Art
Chusy Ocala
Pobre Venadito

Division: **Liberal Arts & Social Sciences**
Department: **History, English, Art, Political Science, Philosophy**
Highlight: **STC Common Reading Program 2013-2014**

The **STC Common Reading Program (CRP)** was introduced to South Texas College during the 2013-2014 academic year, and follows models established by other colleges and universities across the United States. Considering that college freshmen often arrive underprepared in reading and critical thinking skills, the goal of the CRP is to **engage first year students via exposure to a common book** that has been adopted by a large number of faculty across the curricula and the campuses. This allows for a multi-disciplinary analysis of a book and helps the student think critically from a variety of perspectives. Another goal of the CRP is to engage the students outside the classroom as well. This is accomplished through a lecture series and a student-led showcase where they can present their work related to the book.

During its first year, the CRP has proved a grand success. The committee adopted Art Spiegelman's graphic novel, *Maus*, as the first common read, and faculty and students showed remarkable enthusiasm for it and the program. Data collected and tabulated by Ms. Esther Garcia, the CRP's liaison with the STC Library indicates that the CRP events had some of the highest attendance rates, met with overwhelmingly good reviews from students, and proved extremely cost effective for the college. In Fall 2013, the overall attendance rate for the CRP events was over 190 attendees. For **Spring 2014 events**, the attendance rate was **over 250 attendees**. As a result, **over 95% of attendees** shared in a survey, that the STC Common Reading Program events ***"inspired them to continue their education"***.

The CRP Committee plans to further expand the program for the 2014-15 academic year, and will attempt to involve more students from the Mid-Valley and Starr campuses through electronic media. The ultimate goal is to recruit faculty/students from all academic divisions and campuses so as to maximize exposure.

The CRP Committee is largely composed of faculty from LASS and includes Daniel Tyx (English), Robin Bell (English), Dr. Sarah Merrill (Philosophy), Patty Ballinger (Art), Marissa Taylor (English), Darci Cather (English), Christopher Richardson (English), and Yolanda Hake (Political Science). Numerous faculty from across Liberal Arts and Social Sciences Division have participated in the CRP by adopting the common book.

Division: **Academic Advancement**
Department: **Academic Excellence Office**
Highlight: **2014 Valley Scholars and Honors Program Graduation Banquet**

The Academic Excellence Office celebrated Valley Scholars and Honors Program graduates on **Friday, May 2, 2014.** The Graduation Banquet **honored eighteen Valley Scholars and twelve Honors Program graduates**. Graduates were presented with special cords for their accomplishments. Valley Scholars graduates received a purple cord and Honors graduates received a white cord and medallion. Many Valley Scholars students were also recognized for their outstanding participation and leadership within the Program. South Texas College Director of College Connections and Admissions and Valley Scholar Alumnus, Lazaro Barroso, served as the keynote speaker for the evening.

The Valley Scholars Program is an academic scholarship program awarded to the top 10% of high school graduates who participate in scholastic and leadership activities as well as community service projects. The Honors Program is for highly motivated and academically gifted students. The program provides opportunities for leadership development and academic challenge.

Division: **Academic Affairs**
Department: **University Relations, Transfer and Articulation in conjunction with Center for Mexican American Studies and Culinary Arts, Students Affairs**
Highlight: **Cinco De May Celebration**

On **May 5, 2014,** South Texas College in association with the *Instituto Internacional de Estudios Superiores (IIES)* preparatory school in Reynosa, Tamaulipas, Mexico, came together for a **Cinco de Mayo cultural event** that took place at South Texas College Pecan Campus Student. Activities Center Courtyard.

Students and staff participated in a "grito" contest and the IIES Ballet Folklorico and the STC Ballet Folklorico performed all while the STC Culinary Arts Program sold barbeque fajita plates with traditional Mexican "liquados" and "Dulce de Leche" (Mexican candy). In the 2 hours event took place, the Culinary Arts program **sold $480** in which all proceeds were donated to "No Kid Hungry".

Folklórico Ballet Folklórico and Instituto Internacional de Estudios Superiores Ballet

Division: **Math, Science, & Bachelor Programs**
Department: **BAT- Medical & Health Services Management**
Highlight: **BAT- Medical & Health Services Management Student Health Fair**

On **May 6, 2014,** two classes of the **BAT in Medical and Health Services Management Program** (MHSM) organized a health fair at the Cooper Center at South Texas College with **over 20 different booths** emphasizing a wide spectrum of health care issues, from prevention to treatment of a number of conditions and illnesses.

Some of the featured subjects were diabetes, heart disease, kidney disease, sexually transmitted diseases, smoking and disease, autism, and many more. The displays at all the booths were very professional in their composition and presentation. Participation was opened to several community health agencies, such as the RGV Diabetes Association, and others.

This has been a great opportunity for STC to participate and integrate with the health care community in the Rio Grande Valley. Special thanks go to Professor Tracy Rhodes, Health Care Communication, Professor Eileen Hernandez, Community and Public Health Management, and Ms. Karina Cerda, MHSM senior.

Division: **Academic Affairs**
Department: **Business & Technology**
Highlight: **Cencorp- Laser Tech Conference at Technology Campus**

On **May 7, 2014,** South Texas College Technology Campus was host to **Cencorp Americas LLC**, a maquiladora located in Reynosa, Tamaulipas, Mexico for a presentation and campus tour. Cencorp Corporation is a *leading provider of laser and industrial automation solutions*. Cencorp's corporate offices are located in Mikkeli, Finland, with sales and manufacturing facilities in Finland, North America, China, France and Estonia.

Attendees were provided a continental breakfast on behalf of **McAllen Economic Development Corporation (EDC)**. Topic of the presentations included Laser technology and practice. Attendees include representatives from Cencorp America as well as from U.S. manufacturing companies.

Laser Tech Conference

Cencorp Americas LLC,

Wednesday, May 7, 2014
South Texas College - Technology Campus

7:30 a.m.	**Registration – Continental Breakfast**
8 a.m.	**Introduction and Welcome – Mr. Keith Patridge, Pres & CEO Cencorp?**
8:10 a.m.	**Laser Basics – Henrikki** ➢ **Tech, Business Case, Video Presentation**
8:30 a.m.	**Q&A on Laser Basics**
8:40 a.m.	**Laser Marking Application – Mr. Petri Koivunen** ➢ **Tech, Business Case, Video Presentation**
9 a.m.	**Q&A on Laser Marking Application –**
9:10 a.m.	**Laser Welding and Cutting Application – Mr. Juha Tulla, Mr. Terho Tamminen** ➢ **Tech, Business Case, Video Presentation**
9:30 a.m.	**Q&A on Laser Welding and Cutting Application**
9:40 a.m.	**Live Laser Marking Application & Give Away Gifts –Mr. Petri Koivunen**
10:00 a.m.	**Q&A on Live Laser**
10:10 a.m.	**Final Comments**

Division: **Liberal Arts & Social Sciences**
Department: **Mid-Valley Campus Child Development Center**
Highlight: **Child Development Center Preschool Graduation**

On **Thursday, May 8, 2014** the Mid-Valley Campus Child Development Center held its commencement exercises for the preschool graduating class of the 2013-2014 academic school year. Mr. Daniel Montez, Mid-Valley Campus Administrator, welcomed over 125 proud parents, grandparents, and siblings. MVC-CDC **graduated 25 preschoolers** from its nationally accredited child development program.
Each graduate was presented their diploma by Dr. Margaretha Bischoff, Dean of Liberal Arts and Social Sciences, as Ms. Maria Aida Lozano, Center Manager, gave a brief description on each child's future aspirations.

Also in attendance were Ms. Veronica Rodriguez, Program Chair, Child Development Department, Mrs. Cecilia Villagran, Child Care Services Developer, and all Teachers, Teacher Assts. and Staff of the Mid-Valley Child Development Center.

This year marks the **fourth ceremony** organized by the MVC-CDC staff. A short reception with cake and punch was held immediately after.

Pictured above, Mid-Valley Child Development Center, Preschool Graduating Class of 2014

Pictured above, Dr. Margaretha Bischoff, Dean LASS Division awarding diploma to one of the graduates.

Pictured above, parents, grandparents, and siblings proudly supporting their preschool graduates.

Division: **Academic Advancement**
Department: **High School Programs & Services**
Highlight: **DEMSA Students receive Career Advice at Starr County Campus**

On **May 9, 2014,** the High School Programs and Services Dual Enrollment Academies hosted two guest speakers at the Starr County Campus.

The Dual Enrollment Medical Science Academy (DEMSA) students were given an overview of career options by **Dr. Babbineux** from the **Pediatric Care Centers in Starr County**. She encouraged students to pursue their doctorate degree and not to allow any obstacles to keep them from achieving their dreams.

In addition, the Dual Enrollment Criminal Justice Academy (DECJA) students were informed of careers and volunteer opportunities in the field of Criminal Justice. **Mr. Ruben Cantu** is a **Criminal Justice major**. He has logged over 1,000 of volunteer work among Border Patrol Explorers Program, Rio Grande City Explorers Program, among others. Ruben also currently works as a security guard at UTPA. Ruben Cantu serves as a role model for criminal justice students and explained to students how volunteering in the field they want to pursue will be a benefit to them in the long term.

Dr. Daria Babineaux

Division: **Business & Technology**
Department: **Business Administration**
Highlight: **Kapp Beta Delta Induction Ceremony**

On **Friday, May 9, 2014, thirty-two** South Texas College Accounting, Economics, and Business Administration students were inducted into the **Gamma Chapter of the Kappa Beta Delta International Honor Society**. These students were selected and *honored for their scholarship in business administration* and as members of the organization for their *participation in community service activities* within our local community. Friends and family were present to observe their family member be recognized and inducted into the Kappa Beta Delta International Honor Society.

The Gamma Chapter of Kappa Beta Delta is advised by Business Administration instructors Cynthia Sanchez and Elizabeth Dietz. The president of the Gamma Chapter is Jesse Zavala, the vice-president is Sandra Charles, and the Member at large is Cristina Ibarra. The induction **ceremony involves recognition** of the inductees by the receipt of an honor society pin, honor stole, honor cords, honor tassel, honor medallion, and certificate of membership. Business Administration Program is proud of the students that were recognized for their academic scholarship and community involvement.

Division: **Liberal Arts & Social Sciences**
Department: **Research Center for Prenatal and Perinatal Psychology in Partnership with Counseling and Advising Department**
Highlight: **STC Becoming a Mom Program**

This **May 2014, The Research Center for Prenatal and Perinatal Psychology and Health (PPN)** at South Texas College had a successful **six-week "Becoming a Mom Program**" for its expecting students, faculty and staff during the **Spring 2014** semester. A total of **10 participants** graduated from the program, and **forty more** are expected to enroll in the upcoming sessions taking place during Fall 2014 semester at both Pecan and Starr county campuses. The bilingual curriculum is designed for women who are pregnant or are planning to become pregnant to learn about having a healthy pregnancy and healthy baby in a supportive group setting.

The Becoming a Mom Program consists of six weekly sessions where participants meet to discuss different prenatal educational topics. Some topics include healthy eating, pre-natal care, labor and birth, postpartum care and breastfeeding benefits. Each session ends with a prenatal yoga workout. At the end of the program a baby shower is given for all of the mothers. Likewise, mothers who complete the program **receive a certificate of completion**.

The Becoming a Mom program is made possible through a grant awarded from a non-profit organization, March of Dimes, which helps to provide incentives such as birthing balls, diapers, baby wipes and onesies to participants. The program facilitator is STC Counselor Lucia Castañeda, M.Ed.

The Research Center for Prenatal and Perinatal Psychology and Health opened its first location at STC Pecan Campus in February of 2013, in collaboration with Dr. Janene Israel, Program Director and Psychology Instructor. The research center has a website available for students, staff, and community http://centerforppn.southtexascollege.edu/

Division: **Nursing & Allied Health**
Department: **Occupational Therapy Assistant Program**
Highlight: **OTAP Program Accreditation**

South Texas College **Occupational Therapy Assistant Program** (OTAP) shared recently in **May 2014** that The **American Occupational Therapy Association**, Inc. (ACOTE) reviewed the Report of On-Site Evaluation (ROSE) regarding the Occupational Therapy Assistant Program at South Texas College, McAllen, Texas, and the letter of comment submitted by the program.

As a result, ACOTE voted to ***Grant a Status of Accreditation*** for a **period of 10 years**. The Report of the Accreditation Council (RAC) is viewable at: https://acote.aota.org/programs/2220/report

Accreditation for the OTA Program was granted in 1998, and the first class graduated with an Associate of Applied Science degree in 1999. STC OTA graduates who have taken the national certification exam and passed it on the first try, has been near 100% for the past 15 years.

The OTAP Program at STC is a two-year program which prepares individuals for careers as Certified Occupational Therapy Assistants (COTA). In Texas, the COTA must obtain state licensure to practice under the supervision of a registered Occupational Therapist (OTR). The mandate of the profession is to assist patients to develop life skills by providing services with the ultimate goal of increasing their independence in daily functioning.

The faculty celebrated the accreditation findings of No deficiencies: (s) Meg Galvan, FW Coordinator; Celina Casas and Darnell Miller, faculty; and (s)Espy Brattin, Program Chair.

Division: **Liberal Arts and Social & Behavioral Sciences**
Department: **Psychology; Starr County Campus Psychology Club**
Highlight: **3rd Annual Starr County Campus Psychology Club Scholarship Recipient**

On **May 13, 2014,** Albeza Barrera – South Texas College student and Starr County Campus Psychology Club member – was presented with a Certificate of Recognition for being **the 3rd Annual Psychology Club $1,000 Scholarship Recipient**. STC Psychology Instructors and Club Advisors Eli and Alex Sarabia, as well as Dr. Arturo Montiel—STC Starr County Campus Administrator—presented Albeza with this certificate of recognition signed by all three of them and also signed by Dr. Eric Reittinger—STC Psychology Department Chair.

Albeza will graduate from STC in Summer 2014 with an Associate of Arts Degree with a concentration in Music. She is actively involved in STC events and community events via the Psychology as a member for the past two years. Albeza has performed the national anthem at numerous psychology club events and even obtained **1st place in the adult division of Starr County's Got Talent 5 last month**. Her career goal is to become Choral Director, so that she can share with others her passion for music and teach them how to create music as well.

The committee that selected Albeza as this year's scholarship recipient was composed of STC Starr County Campus faculty and staff: Auristela Lung (College Success and Spanish Instructor), Jaime Maldonado (Advisor), Thelma Garza (Library Specialist), Saida Gutierrez (Admissions Specialist), and Elizabeth Lopez (Student Activities Specialist). "Albeza is a leader, has a bright future, and definitely deserves the scholarship for her unselfish dedication to STC and the community," agreed Eli and Alex Sarabia.

> *"I feel honored to have earned the psychology club scholarship, as I feel all my hard-work and dedication paid off; I'm grateful for the many opportunities the psychology club has afforded me," said Albeza Barrera.*

STC Psychology Instructors and Club Advisors Eli and Alex Sarabia, as well as Dr. Arturo Montiel—STC Starr County Campus Administrator present Certificate of Recognition to STC student Albeza Barrera.

Division: **Academic Affairs**
Department: **Starr County Campus**
Highlight: **National Police Week**

On **May 15, 2014,** The South Texas College Starr County Campus hosted a **National Peace Officers Memorial Day Event**, at which a large crowd of law enforcement officers and local citizens gathered to remember those who gave their lives in service to their community. South Texas College Criminal Justice Student, Ruben Cantu, planned and executed this event with full support of Starr County Campus.

Starr County Campus Administrator, Dr. Arturo Montiel, welcomed attendees to the campus and Starr County Judge Eloy Vera, read the proclamation which honors law enforcement officers who lost their lives in the line of duty for the safety and protection of others. STC students Kenia Perez and Albeza Barrera along with Ruben Cantu were part of the program.
National Peace Officers Memorial Day Event was **first event of this kind to be hosted in Starr County**. The Starr County Campus plans to hold memorial event each year.
The Starr County Sheriff's Office, Texas Department of Public Safety, Roma Police Department, Rio Grande City Police Department, U.S. Border Patrol, U.S. Customs, South Texas College Police Department among other agencies attended the event.

Division: **Business & Technology**
Department: **Accounting**
Highlight: **VITA Program / United Way Awards Ceremony**

On **Thursday, May 15, 2014,** the United Way held a banquet to recognize its many partners involved in the Volunteer Income Tax Assistance (VITA) program. Each year South Texas College's Site Coordinator John Wilson, along with Business Administration faculty member, Ana Valladarez work with students to get them certified as IRS Tax Preparers. With this certification, **students and faculty are able to provide free tax services** to residents of the community. South Texas College had **ten student volunteers** this year. The students certified as Tax Prepares and recognized at the banquet were: Yolanda Cavazos, Rebecca Garcia, Natalie Guerra, Adriana Guzman-Acosta, Veronica Perez, Leobardo, Rangel, Roberto Rodriguez, Debora Yanez, and Ana Zarazua.

The United Way awards banquet acknowledges those organizations, Site Coordinators, and volunteers for their time spent helping members of our community prepare their taxes. The volunteers **receive an award from the United Way and the Department of Treasury's Internal Revenue Service** . This year the United Way acknowledged the level of growth in families served from the prior year. In 2013, the VITA program served 1,065 families which represented $3.5 million in total refunds. In the current year, 2014, the **VITA program served 2,006 families for a total of $4.2 million in refunds**.

The volunteer Tax Preparers in 2014 provided 4,150 volunteer hours. What we are most proud of is the fact that out of 206 volunteers, that a **South Texas College student Roberto Rodriguez was recognized with an Outstanding Volunteer Tax Preparer award**. Roberto received this award for contributing the highest total number of hours with the lowest error rate. South Texas College is committed to its continued support of the VITA program and plans to grow the program in the future to better serve our community.

Division: **Academic Advancement**
Department: **High School Programs & Services**
Highlight: **A Pathway to College Completion**

South Texas College partners with 68 school sites and 22 Independent School Districts to aggressively promote a College Ready, College Going, and College Completion mission.

On **May 16th and 17th 2014,** during the commencement ceremonies held at the State Farm Arena, **1001 high school students received a certificate** and **481 students received Associate's Degree** from South Texas College. These high school students graduated from College several weeks before earning their high school diploma.

2014 Graduation Ceremony

Associate Degree	2013	2014
Early College High School	242	348
Dual Enrollment Academy	104	133
Total	**346**	**481**

Division: **Liberal Arts & Social Sciences**
Department: **STC Puente Program**
Highlight: **2014 Puente Program Graduates**

On **May 16, 2014,** South Texas College students and siblings, Juan and Sylvia Stephanie Perez of the Starr County campus were the **first to graduate** from the **South Texas College's Puente Program**.

STC instructors Ms. Allegra Villarreal and Dr. Sandra Ledesma with students Juan and Sylvia Perez.

STC students Juan and Sylvia Perez first became part of the Puente Program family in the **Fall of 2010** with South Texas College Instructors Dr. Sandra Ledesma and Ms. Allegra Villarreal.

Sylvia an active student at the Starr County Campus, served as the President of the Puente Club and Treasurer of the Criminal Justice Club. She also is a member of Phi Theta Kappa and Sigma Kappa Delta Honors Society of South Texas College.

The siblings graduated with an Associate of Arts degree in Criminal Justice with Sylvia pursuing a minor in Sociology. Both Juan and Sylvia will be attending The University of Texas- Pan America (UTPA) in Fall 2014 and pursue a baccalaureate in Criminal Justice.

Liberal Arts and Social Sciences Dean Dr. Margaretha Bischoff with recent graduates Juan and Sylvia Perez.

Both Juan and Sylvia will be attending The University of Texas-Pan America (UTPA) in Fall 2014 and pursue a baccalaureate in Criminal Justice.

Sylvia credits the Puente Program for motivating her and helping her stay on track as she worked toward her Associates degree, and gives special credit to her two instructors, Ms. Allegra Villarreal and Dr. Sandra Ledesma, who ***"helped me see my true potential."***

"These two individuals were exemplary students who shared great passion in doing their very best, and Puente Program kept them highly motivated and they graduated on time" shared STC instructor Dr. Sandra Ledesma.

The Puente Program, is an initiative that seeks to support students in the areas of literacy, leadership and civic engagement.

The program features **an intensive year-long reading/writing program**, counseling services paired with a personal development course and a mentor from the community who is assigned to each student to help them realize their full potential. The ultimate ***goal is to help more students successfully exit developmental courses, graduate with an Associate's Degree and transfer to a four-year institution.***

Catch the Next, Inc.
Empowering students to catch college and career
PUENTE
Puente Project

Catch the Next (CTN) /Puente College Access Project (Source: Catchthenext.org)

Division: **Academic Advancement**
Department: **Office of Professional & Organizational Development**
Highlight: **Ambassadors Cross Training Academy Commissioning Ceremony**

On **May 22, 2014,** the Office of Professional & Organizational Development held its **14th Ambassadors Cross Training Academy Commissioning Ceremony** at the Cooper Center Theater. During the event, South Texas College President Dr. Shirley A. Reed gave an inspiring welcome that addressed the importance of participating in the Ambassadors Cross Training Academy (ACTA).

The Office of Professional Development cordially invites you to the

14TH AMBASSADORS CROSS TRAINING ACADEMY COMMISSIONING CEREMONY

Thursday, May 22, 2014
8:30 a.m. at the Cooper Center Theater
Light refreshments to follow

Please RSVP by Thursday, May 21, 2014
By contacting Sylvia Valdez at svaldez@southtexascollege.edu or at 956.872.7269
to confirm your attendance.

In addition, the Office of Professional & Organizational Development **selected three brave ACTA Ambassadors** to read their **'This I Believe'** essay to the audience that reflected on their core beliefs.

Each of the **45 ACTA Ambassadors** received a copy of the signed Proclamation certifying their completion of the Academy and their official status as an STC Ambassador. The 14th ACTA Commissioning Ceremony brings a **total of 420 commissioned Ambassadors** since the program's inception in 2007.

Division: **Liberal Arts & Social Sciences**
Department: **Sociology Club Starr County Campus**
Highlight: **1st Annual 5K Run/Walk Benefiting Scholarship**

On **May 24, 2014** the **Starr County Campus Sociology Club** at South Texas College hosted their **First 5K Run/Walk**. Their motto was **"Strong Body, Strong Mind"** in an effort to promote a healthy life style. Sixteen runners and twenty-one volunteers supported the event.

Proceeds raised will be applied to a **2015 Sociology Club Scholarship Award** to *benefit three students*, one from each of the Starr County High Schools (Roma, Rio Grande City and Grulla). South Texas College Sociology Club has a presence in the Mid-Valley, Pecan, and Starr Campuses.

STC Jerry the Jaguar with participant.

Sociology Club volunteers, runners, and Jerry the Jaguar proud to be part of club's first scholarship event.

Division: **Nursing & Allied Health**
Department: **Physical Therapist Assistant Program**
Highlight: **PTA Program's Fifteenth Annual Pinning Ceremony**

On **Wednesday, May 28, 2014** the **Physical Therapist Assistant Program** celebrated its **Annual Pinning Ceremony** to honor recent PTA Program graduates. Members of the Student PTA Club, in collaboration with program faculty and staff, began organizing, planning, and raising funds for this special event.

Approximately 120 guests attended the ceremony held at STC's Cooper Center, including the 2014 graduates, their family and invited guests, area clinical instructors (CIs), various alumni, representatives of the PTA Advisory Board, and the PTA Program Class of 2015.

Among event highlights was a *Graduate Address* provided by Mercedes Hernandez, a PTA and Clinical Instructor employed at Doctors Hospital Inpatient Rehabilitation Department. Hernandez spoke of her personal bout with polio and how it led toward a fulfilling profession in physical therapy. She emphasized the blessings and opportunities graduates will have to serve patients and their community.

As is customary upon completion of the program, **all graduates received blue and gold recognition pins.**

In addition, four students were recognized with *Academic Excellence Awards* for a final GPA of 3.5 or higher, presented by Dr. Anahid Petrosian and Diana Hernandez, PTA Program Chair. Two students received *Clinical Excellence Awards* for outstanding performance in the patient care setting, presented by Arlene Garcia, PTA Academic Coordinator of Clinical Education (ACCE).

This year's pinning ceremony held special significance as it marked the program's **fifteenth class of graduating students**. The program honored Clinical Instructors and area facilities who have continuously participated in the clinical education component of the curriculum since its inception in 1998. Certificates of Appreciation were awarded to Kilo Alaniz, PTA; Javier Rocha, PT; Puig Rehabilitation and Aptus Therapy Services.

Graduates presented a video chronicling events and activities that spanned their two years in the PTA program. The class also created individual video messages to thank the individuals who were instrumental in supporting their success. Finally, faculty and staff were honored by the graduates with commemorative plaques and words of appreciation.

Division: **Liberal Arts & Social Sciences**
Department: **Mid-Valley Campus Child Development Center**
Highlight: **Visit from Judge John Specia, TDFPS Commissioner**

Pictured above, left to right, Ms. Maria Aida Lozano, Center Manager, Ms. Melissa McGhee TDFPS Licensing Inspector, Judge John Specia, TDFPS Commissioner, Veronica Torrez, Teacher, Ana Castillo, Teacher Asst., Veronica Rodriguez, Program Chair.

On **Wednesday, May 28, 2014,** the Staff from **Mid-Valley Campus Child Development Center (MVC-CDC) and Child Development Department** had the honor of **hosting a tour** of their nationally accredited program for the **Commisioner of Texas Department of Family & Protective Service (TDFPS), Judge John Specia**.
Judge Specia and several other respresenatives from the TDFPS state, regional and local offices had the opportunity to hear a brief history of the program given by Ms. Veronica Rodriguez, Program Chair of the Development Department.
Vistors were able to observe children in their classroom enviornment and ask questions about the program operations and facilities. Judge Specia was impressed by the program's national accreditation recognition and was glad to hear that not only staff and students are able to experience this program, but that we serve children from the community.
STC's Child Development Center was selected for this visit from hundreds of programs in the Rio Grande Valley which demonstrates that MVC-CDC program reflects excellence in the field of early childhood, and not only meets but exceeds the standards set forth by the child care licensing division of the TDFPS.

TEXAS Department of Family and Protective Services

Attendees pictured:
- ***Sonia Gaines***- Texas Department of Health & Human Services,
- ***LuAnne Southern*** - Casey Family Foundation,
- ***Annick Barton*** - TDFPS, Internal Audit Department
- ***Adriene Driggers*** - TDFPS, Child Care Licensing Department- Regional Office
- ***Dana Anthony*** - TDFPS, Child Care Licensing Department- Local Office
- ***Melissa McGhee*** - TDFPS Child Care Licensing Department -Local Office.

Pictured above, Judge Specia being greeted by one of our children, Teacher Sandra Vega facilitating introduction.

Mario Reyna
Division Dean - Business & Technology

- Attended the Spring 2014 Higher Education Regional Council Meeting at Texas A&M University-Kingsville and met with Automotive Faculty Candidate on Thursday, May 1st.
- Met with Business Computer Systems Faculty Candidate, met with Accounting Faculty Candidate and attended the AE Graduation Banquet on Friday, May 2nd.
- Met with Dr. Petrosian, attended the Cinco de Mayo and IIES, and visited IBC on Broadway in McAllen on Monday, May 5th.
- Met with Economics Faculty Candidate on Tuesday, May 6th.
- Attended the Computer Aided Drafting and Design 6th Annual Graduation Dinner on Wednesday, May 7th.
- Attended an event at the McAllen Convention Center and the Education and Workforce Development Committee on Thursday, May 8th.
- Held the Business and Technology Program Chair Meeting, attended the President's Administrative Staff Meeting and attended the Kappa Beta Delta Honor Society Ceremony held at the Cooper Center on Friday, May 9th.
- Attended the Review of Bond Construction Program Manager Contract Provisions and Graduation Debriefing meetings, participated in the TAACCCT South Texas Manufacturing Consortium via telephone, met with Human Resources Faculty Candidate and with the Human Resources Specialist Program Chair on Monday, May 12th.
- Attended the TAACCCT Grant Consortium, Rosemond Moore, Business Administration Program Chair held the TAB Program (BSA-OL) Site Visit at the Pecan Campus, met with new Student Information Center employee and Human Resources Specialist Candidate on Tuesday, May 13th.
- Met with Roy Rodriguez (City Managers at the Utilities Office), met with Hunter Eng. Equipment Carey Hatzold and participated in the Houston Community College Grant Meeting on Wednesday, May 14th.
- Participated in the INNO 2014 Planning Meeting and the START Proposal Partner Update via-telephone on Thursday, May 15th.
- Attended the Business and Technology and LASS (Liberal Arts) Graduation Ceremonies on Friday, May 16th.
- Attended the NAH, B&T, and M&S/Baccalaureate Graduation Ceremonies on Saturday, May 17th.
- Visited the Pharr Police Academy on Monday, May 19th.
- Attended the External Organization Facility Use Guidelines Meeting held by George McCaleb and met with Culinary Arts Faculty Candidate on Tuesday, May 20th.
- Met with Culinary Arts Faculty Candidate on Wednesday, May 21st.
- Attended the Hispanic Institutions Consortium in Austin, Texas from May 21st thru May 23rd.
- Attended the Board of Trustees Swearing In Ceremony held at the Pecan Campus Board Room on Tuesday, May 27th.
- Met with Rosendo Martinez from IIES, attended the Department of Education First in the World Grant Meeting at the Pecan Campus held by Hannah McCann, and attended the DOL Ready to Work Grant Meeting at the Pecan Campus also held by Hanna McCann on Wednesday, May 28th.
- Attended the Houstonville Minitropolis Market Days event held at Sam Houston Elementary School in McAllen, participated in the START Proposal Partner Update via-telephone and met with Priscilla Hinojosa from McCCTI Programs on Thursday, May 29th.
- Held the Business and Technology Program Chair Meeting on Friday, May 30th.

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- Building responders received training, this time bright orange vests were distributed and interesting presentations demonstrated usage of the various tools we have to assist in emergencies.

- George McCaleb organized a very informative presentation on e-text, which was followed by a session for faculty. It seems to be a promising direction to go into. Students will pay much less for their textbooks and there are other perks, such as students having their book from the first day of classes on.

- A meeting was held with Van Davis from the Texas Higher Education Coordinating Board where we were complimented for our hard work with regards to the competency-based BASOL degree and several matters were brought to our attention that need to be addressed with the designers and teachers. Dr. Davis made us aware that the degree was meant to be taught by persons strictly assigned to the BASOL, not by regular faculty who also have time consuming other duties. Perhaps this may lead to a discussion to create a fourth "type of faculty" that completely devote themselves to teaching BASOL courses on line, for which they do not need to be reimbursed to the level that regular full time faculty are. Since several faculty have expressed the wish to only teach on-line, which will give them the opportunity to move out of the area, this may be a good compromise.

- Two Travel and Expense management system trainings were held. Concerns with regards to what benefits the new system give us remain.

- Discussion on the future of CMAS in connection with the MASP (Mexican American Studies Program) confirmed that MASP will remain housed under the History Department, where more efforts need to be made to recruit students, while the CMAS will stay under the direct LASS division office supervision while extra efforts should include providing support and network opportunities for the Puente students.

- The Oversight Committee of the Child Development Center convened and discussed logistics with regards to CCAMPIS budget and the coming Summer and Fall months . One teacher and one assistant teacher need to be replaced. A search will determine the most appropriate candidate.

- Discussions were held with the Kinesiology department to consider the transfer of the Wellness Center from Student Life to the Kinesiology department, upon which it would cease to have a membership but would serve as a kinesiology lab area. In principle it would be great to have a "lab" available to have classes and expand offerings. It will inspire the Kinesiology faculty to come up with a Personal Trainer Certificate, which could use the area to train aspiring trainers. This is considered one of the emerging occupations and something that could be a huge success.

- The debate on a good place for the Ballet's dance floor continues. A portable building was deemed most desirable, since it can be placed outside of areas where noise would be a problem. The wellness center is not a good place for it since classes overlap and the noise level has proven to be unbearable to students who have to do tests and attend classes.

- The Dean met with Bill Buhidar and Dr. Montiel in Starr County to scout appropriate space for music classes and to meet with a talented opera singing student who would like to pursue a career in this field. She is the winner of the last Starr County's got talent event and will graduate next December. One of her dreams is to be able to sing the anthem at her graduation. She also sang the anthem at the Bond Election event in Starr County so we know she is tremendous.

- A meeting was held at UTPA's Center for Cultural Studies to discuss bilingual degrees. Upon arrival it turned out that UTPA has no plans to offer bilingual degrees, but that they wanted to organize a conference in collaboration with STC. Richard Lubben will continue the conversation and find interested faculty to assist in this matter. I will continue to work with Richard Lubben to see if we can set up an Ameritas-like system where on-line translation is offered for difficult concepts.

- In the rainbow room at South Texas College, an event was hosted on Wednesday, May 21st in collaboration with Educate Texas and the Center for Public Policy Priorities. Members of the community exchanged thoughts about how to conquer poverty and ill preparedness towards successful completion of college degrees.

- The Dean attended the NISOD conference in Austin where 9 LASS faculty and chairs were decorated to celebrate their outstanding contributions to teaching and learning. The conference provided opportunity to attend many interesting workshops on developmental education, technology in the classroom, and teaching methodology.

- The Mid Valley Child Development Center held its yearly graduation ceremony: 25 Pre schoolers graduated to move on to kindergarten. A high light should be available for further details.

- In addition: The Dean discussed, facilitated and resolved various student/faculty/personnel issues for the LASS division which manages 22 programs, 13 departments, 230 Faculty 150 Adjunct faculty, 45,000 students per semester and includes a Mid Valley Campus Childhood Development Center, which has 16 staff and serves 60 clients, a Theater with an active event calendar and a Ballet Folkorico.

<u>Activities organized by LASS division departments:</u>

- Music Ensemble Concert: May 5 in the Cooper Center black box
- Jazz Ensemble Concert: May 6 in the Cooper Center black box
- The WILD FILM Awards show was held May 6th at 8:00 PM
- Choir Ensemble Concert: May 9
- Percussion Ensemble Concert: May 10
- A Mid Summer Night's Dream, May 1-4: In celebration of Shakespeare's 400th birthday, the Drama Department's Academic Cooperative students brought his most popular comedy to life.

Ali Esmaeili
Division Dean – Math, Science, and Bachelor Programs

- May 01: Attended e-Text book presentation by Rand Spiwak - Mr. Spiwak shared the financial benefit of encourage students to purchase the eText.

- May 02: Met with Representatives from Dana Center to discuss the full implementation of New Mathways. In addition they conducted an information session about role and responsibilities of Co-Developer institutions.

- May 06: Students from Medical and Health Services Management conducted Health Information workshops at the Cooper Center. May community members and STC students visited the workshop

- May 09:
  - Participated in the Cabinet Report Meeting
  - Attended the BAS-OL orientation meeting
  - Participated in the Campus Security training
  - Attended the President's Administrative Staff meeting

- May 12:
  - Participated in the Cabinet Report Meeting
  - Participated in the TAB Program Site visit
  - Attended the TAB program BAS site visit

- May 13: Participated in the BAS program implementation visit. Representatives from THECB conducted a site visit to review status of the BAS program implementation.

- May 14: The Medical and Health Management Program conducted a photo session with the graduating Class of 2014 and over 75 MHSM graduates participated in the photo session.

- May 16: Participated in the graduation ceremony at the Farm Arena in Hidalgo, Texas for the graduating class of 2014

- May 17: Participated in the BAT Programs graduation ceremony at the Farm Arena

- May 20: Attended the UTeach Conference in Austin, Texas

- May 22: Attended the New Mathway Project Meeting in Austin, Texas

- May 28th.
  - Participated in the Standing TAB conference call
  - Participated in the Department of Education First in the World Grant meeting
  - Attended the DOL Ready to Work Grant Meeting
  - Attended the Dana Center/ MDRC Conference call

Mario Morin
Math Instructor – University Relations, Transfer and Articulation Center

University Relations, Transfer and Articulation Center

- Assisted with the coordination of the Cinco de Mayo cultural event in association with IIES, Student Activities, Culinary Arts and Dean Mario Reyna

- Assisted with the re-writing of the Memorandum of Understanding with National American University. We are currently awaiting final approval before organizing a signing ceremony

- Wrote a Memorandum of Understanding for the Universidad Technológica de Gutierrez Zamora in Veracruz, Mexico. This proposal is currently under review and a signing ceremony may follow

- Coordinated with the Texas A&M University – Kingsville Education faculty for their upcoming summer schedule of availability to meet with STC students

- Coordinated a visit from Dr. Jason Mixon from Lamar University to present their online doctoral program in Educational Leadership to STC faculty and staff

- Participated in the First In The World Grant planning meetings as one component of the grant proposal may incorporate support for transfer services offered by STC

- Presented with Liz Diaz on the FOX News morning show, Good Day Valley, to discuss the University Relations, Transfer and Articulation Center and promote the various transfer services available to STC students

New Mathways Project

- Attended the end-of-the-semester meeting of NMP faculty at the Charles A. Dana Center in Austin, TX to discuss this past semester's implementation of the NMP. STC was represented by Mario Morin, Dr. Ali Esmaeili, Esteban Salinas and Fidel Rodriguez

- Coordinated a visit from Amy Getz and Tina Jackson from the Charles A. Dana Center to discuss STC's current implementation of the NMP and to address various questions

- Coordinated all contact with MDRC as part of the Random Control Trial study that we are participating with in association with the NMP implementation

- Met with President Reed, Vice President Anahid Petrosian and Dean Ali Esmaeili to provide an update with the NMP implementation

Melba Treviño
Division Dean - Nursing & Allied Health

- May 9 – STC NAH said farewell to a loving and exemplary instructor and Program Chair Espy Brattin. After many years for service to STC she decided to retire but not without first accomplishing another 10 years of accreditation for the OTA program!

- May 10 – 16 NAH Counseling Center held a "Stress Free Zone" for students to take a few minutes from the stress of finals to relax and "reboot" before taking on their final exam. Students enjoyed the ever so popular massage chair, listening to soothing music, engaged their senses with some aromatherapy or created an artistic masterpiece and snacks were provided by Office of Student Life.

- May 26, 2014 NISOD – PTCA Instructor Magdalena Handy and PTCA Program Chair Sharon Rice (pictured right) were presenters at NISOD where they talked about Contextualized Learning with a Focus on Vocabulary and Critical Thinking Skills within the Curriculum.

- May 28 – A.D.N faculty member Nora Martinez, VN Faculty Member Edmundo Garcia, and Simulation Lab Specialist Ruben Torres attended the inauguration of the UTRGV Smart Hospital. Where they supported the event by providing information about simulation equipment and their functionalities, while also promoting STC – NAH with the support of auto visual equipment by instructional technologies of NAH.

Tours at NAH during the month of March:

- Thursday, May 1
  - Liberty MS (40 students)
  - Roma ISD (30students)
  - Liberty MS (40 students)

- Friday, May 2
  - Roma ISD (30 students)

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **STC Mid-Valley Campus Advisory Committee**
  Met on Thursday, May 1st to discuss valuable information about the campus. Faculty and staff discuss issues concerning the campus.
- **Office of Student Life at the Mid-Valley Campus**
  Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.
  - SGA Meeting – Every Tuesday & Thursday
  - Advanced Leadership Academy – met Monday, May 12th
  - Student Leadership Academy – met Wednesday, May 7th
  - Gamer's Day – every Thursday at 9:00am
  - Cinco De Mayo Celebration – May 5th
  - SGA Officers and Advisors Banquet – May 9th
  - Throw Back Thursday – May 15th
  - Arm Wrestling Contest – May 6th
- **Active student organizations at Mid-Valley Campus**
  Student clubs meet weekly or bi-monthly to discuss upcoming club events. The student clubs also host other events which are listed below.
  - Literary Arts Society Meeting – every Thursday at 4:00 p.m.
  - Latina Club Meeting – every 2nd and 4th Tuesday at 4:00 p.m.
    - Latina's Club Fundraiser – May 1st
  - Criminal Justice Club Meeting – every Monday and Wednesday at 1:00pm
  - Spanish Club Meeting – every Wednesday at 1:00pm
  - Philosophy Club Meeting – every Wednesday at 2:30 p.m.
  - Psychology Club Meeting –
    - Psychology Club Shirt Sale – May 6th
  - Puente Club Meeting – Every Friday at 1:00pm
  - MV Student Veterans Association -
    - Peer to Peer Counseling – May 1st
  - Jam Session Club – every Tuesday and Thursday at 12:00pm and Fridays at 8:00am
  - Photography Club – Button Sale on May 7th
  - Brazilian Jiu Jitsu Club Tournament– Monday thru Thursday at 5:00pm
- **Dual Enrollment Academies Program**
  Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop and/or presentations set up by Mr. Rickey Banda. Students gain valuable information from the workshops and presentations.
  - STC Academy Final Workshop – End of the year workshop and activity day for academy students.
  - STC Academy Selection – Selections for next year's new DEMSA, DECSA and DEEA cohorts
- **Counseling and Center For Learning Excellence Departments**
  Throughout the month, both departments organize a variety of workshops and tutorial sessions for students in different areas of disciplines.
- **Continuing Education at Mid Valley Campus**

Offers classes for students in various fields so that they may be able to enhance their skills and find employment. This month, Cont. Ed. held classes in Keyboarding, Computer Skills, OSHA, CPR/First Aid, Farm Contractor, Tractor Safety, Fork Lift and CDL Training.

- **Student Outreach Department**

  Elementary, Middle and High School Students from different districts come to tour the different areas/departments at our campus. Student Information and Student Life/Wellness assist Outreach dept. in engaging students in activities that show what the campus has to offer. Outreach also assists in complete student registration process.
  - Weslaco East Clearance Event – May 2nd
  - Tour for Margo Elementary – May 2nd
  - Mercedes Academy Clearance Event – May 5th
  - Tour for Austin Middle School – May 7th, 8th & 9th
  - La Villa2STC Senior Clearance Event – May 15th
  - Donna Sauceda Middle School Tour May 16th
  - Tour for IDEA Frontier - May 19th
  - Tour for Donna 3D Academy Donna – May 20th
  - Tour for Rio Hondo High School – May 23rd
- **STC Departmental Trainings and Workshops**

  Various departments host trainings, meetings and information tables for Faculty, Staff and students.
  - Counseling – Transfer Track visits from various colleges
  - Technology Resources – Holds IT and Blackboard training for Faculty and Staff
  - Philosophy – Philosophy Symposium sponsored by Dominic Braune and Dr. Debbie Hutchins.
  - OVP Finance– Open Sessions with Candidates for Director of Human Resources on May 14 and 15
  - ELCT – Recruitment tables provided information about their department and programs. Current students also offer to help with computer services.
  - Child Development Center – Principles of Parenting Workshop and Parent Focus Group Meeting. CDC also had graduation ceremony for their students.
  - Operations and Maintenance – Safety training for custodians and security.
  - Career, Planning and Emp. Serv. – Holds resume writing workshops
  - Financial Aid – Title IV Training
  - Anthropology – Recruitment for classes and club.
  - English – Author Cameron Pierce speaks to students.
- **The STC Mid-Valley Campus**

  Meeting location for many local organizations to host their events:
  - VIDA is a local organization that provides financial support to STC students. Twice a day every Tuesday they host a work session for STC students receiving services from them.
  - Valley area Girls Scouts Troops # 1020, #327, #488 meet various times throughout the month to discuss new fundraisers and events.
  - Texas Rio Grande Legal Aid meets to provide training for farm workers to become Farm Worker *Promotoras.*
  - RGV Quilt Guild meets for quilt exhibitions and classes.
  - Texas Dept. Of Family and Protective Services Meetings for individuals who are interested in fostering or adopting.
  - Ignite Public Schools – Kindergarten Graduation for their students.
  - Weslaco Headstart #1 & #2 – Kindergarten Graduations for their students.
  - HEB – Training for Administrative Staff.
  - Area Agency on Aging – 7th Annual Long Term Care Conference

Arturo Montiel
Site Coordinator – STC Starr County Campus / La Joya Teaching Center

STC Starr County Campus

- 5-1 Career Expo – Office of Career & Employer Relations
- 5-2 Building Responder Training – Cooper Center
- 5-5 Catholic Ministries Mass
- 5-5 Cinco de Mayo Fiesta
- 5-7 Staff Meeting
- 5-9 Campus Security Training-JAGS Pecan Campus
- 5-12 Stress Free Zone for students
- 5-13 Psychology Club Scholarship recipient awarded
- 5-15 National Police Week Event
- 5-16 ADA awareness event for Starr County school districts
- 5-23 Roma HS college orientation
- 5-24 Sociology Club 5K Run

Marketing and Promotional Activities

- Two mail out flyers distributed – Register Now
- Two newsprint ads released – Register Now
- Continue developing IE plan
- Attended RGC HS, Grulla HS, and Roma HS graduation ceremonies

Facilities Related

- Completing last phase of computer project
- H&G buildings painting complete
- Painting building E

Yvette Gonzalez
Project Manager - Academic Advancement

GOT Program

- **Program Website, Jagnet Channel and Social Media –** Periodically update communication portals available to GOT students to inform about available resources, contact information to office for assistance and encouraging for upcoming semesters via (JagNet –GOT Channel, GOT Facebook page). GOT Facebook page has 82 page likes.
- **Student Degree Review -** Course and degree review for the 2011 GOT cohort completed. Identified 32 GOT students who are missing 1-4 courses to complete their declared degree. Sent an email May 30, 2014 to encourage to come back to STC this Summer/ Fall 2014. GOT students will be revised to identify and encourage students with potential to complete degree in August or December 2014.
- **GOT Graduates –** As needed basis, GOT students communicate to office by phone, e-mail, in-person regarding resources available, degree plan, and course selection.

Academic Affairs Highlights

- Assist with preparation of Academic Affairs highlights for current and upcoming month. Highlights recognize academic division/program/campus events and accomplishments which are presented to Cabinet and included in the Academic Affairs website.
- Assist with presentation development for proposed presentations in Academic Affairs Council and Education and Workforce Development Committee meetings.

Course Evaluations

- Assisted Director of Curriculum and Student Learning with e-mail distribution for scheduled Spring 2014 course evaluations through online service provider. Preparation for course evaluation schedule for Summer 2014 will follow.
- Communication with Reporting Team regarding upload registrations and other matters related to online course evaluations is ongoing.

Honors Program

- **Program Application –** InfoPath form for Honors Program Student Application Form completed and in testing environment. Assigned Specialist from Technology Resources will communicate with Public Relations regarding process update link that host the Honors Application in the Honors Webpage.
- **Program Website –** Will submit updated list of course availability for Summer and Fall 2014 to Public Relations next month. Course availability is subject to changes based on course removal and additions..
- **Program Eligibility –** Identify next month, current Honors students who do not meet program eligibility requirements and notify them of probation status with program.
- **Program Recruitment –** Prepare and submit to Public relations during Summer Session I a flier to promote program.
- **Student Communication** – As needed basis, students communicate by phone, e-mail, in-person regarding program information, Honor course selection (Summer/Fall 2014), and their status with the program.

Jessica S. Garcia
Coordinators – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Banquet –** Held the 2014 Academic Excellence Graduation Banquet honoring all Valley Scholars and Honors Program graduates on May 2, 2014. Eighteen Valley Scholars were recognized and many students received certificates for outstanding participation and leadership.
  - **Fundraising –** Mailed 9th Annual "A Night with the Stars" Sponsorship Brochure to 690 potential sponsors on May 9, 2014. Finalizing Silent Auction Brochure to be mailed in June. Donations received in May: Cash - $4,000.00; In-Kind - $2,797.00; Pledged - $1000
  - **Recruitment –** Program is accepting online applications for Class 18 Valley Scholars until July 31, 2014. Sent follow up emails to high school counselors about eligibility changes and requesting list of top 10% students. Presented at Mercedes Early College Academy to recruit students for Class 18.
  - **Scholarships –** Collected UTPA Transfer Scholarship Applications from graduating Valley Scholars and submitted them to the University.
  - **Graduation –** Attended STC graduation ceremonies to congratulate Valley Scholars students and take pictures of graduates with their cords and regalia.
- **Phi Theta Kappa**
  - **Recruitment** – Phi Theta Kappa Spring recruitment closed on May 9, 2014. 205 students accepted membership into Phi Theta Kappa making it the most successful recruitment period to date!
  - **Meetings –** Held May General Meeting on May 8, 2014 to elect remaining officer positions. A new parliamentarian and VP of Service were elected. Held officer meeting on May 19, 2014 to introduce students to Phi Theta Kappa information and responsibilities.
  - **Scholarships –** Collected UTPA Transfer Scholarship Applications from graduating PTK members and submitted them to the University**.**
  - **Graduation –** Attended STC graduation ceremonies to congratulate PTK students and take pictures of graduates with their cords and regalia.
- **Honors Program (Yvette Gonzalez)**
  - **Program Application –** InfoPath form for Honors Program Student Application Form completed and in testing environment. Assigned Specialist from Technology Resources will communicate with Public Relations regarding process update link that host the Honors Application in the Honors Webpage.
  - **Program Website –** Will submit updated list of course availability for Summer and Fall 2014 to Public Relations next month. Course availability is subject to changes based on course removal and additions.
  - **Program eligibility –** Identity next month, current Honors students who do not meet program eligibility requirements and notify them of probation status with program.
  - **Program recruitment –** Prepare and submit to Public relations during Summer Session I a flyer to promote program.
  - **Student Communication–** As needed basis, students communicate by phone, email, in-person regarding program information, Honor course selection (Summer/Fall 2014), and their status with the program.

Kristina Wilson
Officer - Academic Grants and Projects

Grant Management

- **THECB Title III - Carl D. Perkins grant**
  - A draft of the new plan for FY 2014-2015 and the requested budget items were sent to the Grant Dev. Office on April 30.
  - The plan was edited to remove the Workforce Completion Specialist position. Funding for the position was reallocated for equipment purchases.
  - Equipment requests will need to be re-evaluated to ensure that all items purchased are over $1,000 and will have a direct impact on the Perkins Core Indicators.
  - The new plan needs to be edited to include measurable targets for all activities within the evaluation plan. This was included as part of the new RFP.
  - A digital ad campaign for the B&T division is in development. Funding would come from the Perkins promotional budget.
- **T-STEM Challenge Scholarship grant (THECB)**
  - Paperwork was submitted to compensate three faculty mentors for time & work committed to the grant.
  - Officer is assisting with the program design for year 3 of the grant, though Academic Affairs will not play a leadership role in implementation.
- **HSI Grant Application**
  - Multiple meetings were held with key stakeholders to develop a solid implementation plan, budget, and evaluation plan for developing active learning classrooms at all 5 STC campuses.
  - Drafts of the grant narrative as well as drafts of the grant budget were reviewed.
  - Final grant review and decision-making meetings were held to finalize proposal.
- **Academic Grant Spreadsheet**
  - The summary report was updated to include descriptions of each grant and current expenditures. Open grant information is still pending for prior years.
  - Kristina inquired with the manager of the TexPrep grants regarding the low amounts of current expenditures.
- **First in the World Grant**
  - A meeting was held on May 27 to develop a plan for strengthening the Transfer Center. This plan, though, will not be included in the grant proposal as we have instead decided to support Absolute Priority 1: Increasing Access & Completion for Underrepresented, Underprepared, or Low-Income Students.
  - A meeting was held on May 30 to review and strengthen the Active Learning Classroom component of the grant.

Grant Development – In Progress

- **Recently Awarded**
  - CTE Early College High School Grant (THECB)
- **Recently Submitted**
  - Moon Buggy Competition (Stripes) - $19,000 of funding requested for participation in the annual NASA Moon Buggy Race in Huntsville, Alabama for 15 students. Submitted November 2013. Martin Knecht serves as the lead.
  - Nursing Workforce Diversity (NWD) Program (HRSA) - Funding to increase nursing education opportunities for people from disadvantaged backgrounds by providing student

stipends, scholarships, and mentorships. STC has proposed a dual enrollment program for nursing students. Up to $350K per year for 3 years. Submitted January 2014

- Improving STEM Education (NSF) - Funding requested to upgrade chemistry, biology, and physics labs; provide prof. dev. for faculty, and partner with a STEM ECHS to strengthen STEM education. Submitted February 5.
- BUILD grant (Texas A&M) - Will provide summer internships to students pursuing behavioral health science with the option to transfer to Texas A&M with strong financial support. STC submitted a letter of support. If awarded, Texas A&M will begin recruiting for the program at STC during Fall 2014.
- JET Grant - Funding for an ambulance will be pursued, which can be utilized by both NAH and Fire Science students. Submitted on April 21.
- Connection to College Through YouthBuild (DOL) - Partnership with PSJA (lead), Workforce Solutions, and Proyecta Azteca. Targets at-risk youth, students work on construction projects while completing high school degree and gaining college credit. $1.1 million in funding. Rey Sanchez is serving as the lead for STC. Submitted on April 22.
- Jerry's Read a Book Club - Early Reading Development (Target) - $2,000 of funding requested to provide books for children who attend the Child Development Center in order to promote early literacy at home. Submitted on April 30. Cecilia Villagran will serve as the lead.
- HSI Title V grant (Department of Education) - Funding of up to $525K/year for 5 years. Submitted May 8. Projects:
    - 14 active learning classrooms (furniture, technology, & staffing for professional development)
    - A strengthened faculty advising program (coordinator position & stipends for lead advisors)
    - Technology infrastructure & Blackboard collaborate software.
- Project PATH (Partnership Transition into Healthcare): NAH Grant (THECB) - Partnership with UTPA (lead), $372K requested to implement PATH program – a student engagement model that includes increasing awareness of career opportunities and providing culturally-sensitive individualized guidance & support over a 2 year period. Prerequisite course completion rates and transfer-eligibility rates will be measured. Submitted May 9.
- Perkins Leadership Grant (THECB) - St. Philip's College (lead) has asked us to participate; would award $4,000 to STC to replicate its Women in Non-Traditional Occupations (WINTO) student conference. Mario Reyna will serve as the lead & has confirmed STC's participation.

➢ **In Preparation for Submission**

- Trade Adjustment Assistance Community College and Career Training (TAACCT) Grant (DOL)

  Consortiums:
    - South Texas Energy / Advanced Manufacturing (STEAM) Consortium, lead by Houston CC. Would address the workforce training needs of the oil and gas industry.
    - South Texas Regional Area Technology (START) Consortium, lead by Del Mar College. Would expand & enhance geospactial technology (GIS & Surveying) education throughout S. TX. Letters of commitment from area employers needed.

Round 1 Funding

- STC has been asked to partner with Del Mar College, who are Round 1 funding recipients. STC will receive $63K to promote GIS (geographic information systems) programs. A career coach and instructor would be hired on a part-time basis.

  - Ready to Work Grant (DOL) - Targets the long-term unemployed, funding to train for higher skilled labor. STC to partner with the MET organization and will not develop its own submission. Due June 19.
  - Mentor Connect (NSF) - STC is paired with Del Mar College for 9 months for assistance in developing an Advancing Technological Education (ATE) Project proposal. Proposal will focus on developing a project within the Manufacturing fields with the goal of eventually developing the Project into an ATE Center. Due October 2014. RFP has not been released.
  - First in the World Grant (Dept. of Ed) - $2-4 million in funding over 4 years, due June 28. STC will apply in support of Absolute Priority 1: Increasing Access & Completion for Underrepresented, Underprepared, or Low-Income Students. SAEM will create a program to increase student access, and projects developed for HSI grant (active learning classrooms, faculty advising) will be strengthened and resubmitted. Texas Tech University has asked STC to partner in implementing the America's Future 2+1 Fast Track Teacher Ed. Program which would allow students to complete 2 years of coursework at STC and 1 year at TTU via distance education in order for them to get a BA in 3 years. Proposal is currently in review.

- **Currently In-Review for Application**
  - Fast Track Grant (TWC) - Due June 27. This grant was recently awarded to STC to reduce PMT certificate requirements from 2 semesters to 1 through competency-based learning. STC will focus new submission on Computer Science program acceleration.
  - TRIO Student Support Services (DOE) - RFP projected to be released in December. Key areas of focus: tutoring, financial literacy for students, transfer to 4 year institutions, retention. Plan will be developed ahead of RFP release.

<u>Academic Projects</u>

- **Degree Progress Report Assignment – Faculty/Student Engagement**
  - The plan was updated to include target courses and evaluation plan.
  - A meeting was held on May 29 to review and strengthen current plan. The student assignment will be drafted and the proposal will be reviewed once more before it is shared with Academic Council. The assignment currently offered by college success courses will be reviewed as well.
- **Peer2Peer (P2P) Student Engagement Initiative**
  - A plan was drafted with the CLE leadership; the program will be a combination of traditional SI with mentoring services/workshops included. Will be piloted with selected College Algebra courses. Additional SI leaders/mentors will need to be hired.
  - A meeting was held on May 30 to review plans for the initiative. A small pilot will be conducted this fall and a larger roll-out will take place in the spring. Students will be able to earn three points per week to meet the 30 point total. SI leaders will provide learning support sessions with embedded college knowledge lessons.
- **New Mathways Project**
  - Participated in the Dana Center site visit meetings on May 2.
  - Participated in a conference call with the Dana Center & MDRC on May 28. The Dana Center expressed willingness to develop a lesson on ANOVA for the statistics class as requested. MDRC agreed to allow STC to only conduct random assignment placement at the Pecan Campus and not at MidValley & Starr Co., in order to facilitate increased enrollment at these sites.

- **Technology Needs for Academic Affairs**
  - "Big picture" technology needs for the upcoming year were submitted by the Deans and Directors and were compiled in a document that will be shared with STC's CIO and Technology Resources team.
- **Strategic Plan Implementation Team – Internal Communications**
  - Participated in meeting on May 14. Consensus reached during meeting was that STC would examine existing channels of communication in order to better utilize them. Additional channels may be added later on.
- **Degree Works**
  - A plan for faculty communication and training was developed.
- **Excelencia In Education – Profiles of Excellence**
  - Reviewed the Profile drafts for the Dual Enrollment Academies, Early College High Schools, and Valley Scholars Program.
- **Miscellaneous**
  - NAH American Databank software - Officer is facilitating review of agreement with external company which will allow STC's NAH students to submit the documentation required for clinical practices through an online site. Contracts and information regarding the services offered were submitted to the CIO and CISO for review.
  - Developmental Education Program Survey (DEPS) – questions were assigned to relevant leaders within Academic Affairs. Leaders were asked to submit their responses by June 2.
  - Facilitated conference call with Laredo Community College and High School Programs & Services leadership to share information about STC's Dual Enrollment programs.
  - Participated in a meeting regarding the capabilities of SureScore's educational planning tool. The tool is intended to assist high school students in planning their high school coursework, dual enrollment coursework, and college coursework after high school. Will support the state's HB 5 plans & activities. There is a question as to whether the system will integrate with Degree Works. PSJA and Region One will be pursuing partnerships with SureScore.
  - All division IE plans have been updated.
  - Reviewed list of existing programs, services, and initiatives assigned to Academic Affairs, as compiled during the Strategic Planning Implementation Team meetings.
  - Suggested responses to the RAND report were divided among college leaders and distributed for submission.
  - Researched Texas Education Code regarding sabbatical (professional development) leave.

Jennifer Knecht
Interim Director- Centers for Learning Excellence

JagTrax and JagPrint Upgrades Developed

- CLE leadership has been working closely with the Technology Resources (TR) Department to develop enhancements for the two custom software systems we utilize: JagTrax and LabTrax. These programs were developed to assist CLE and STC's Library Open Labs Department more effectively track and report student utilization of lab facilities and CLE learning support services. Through feedback from partnering areas, the programs have each received recent updates to make them more functional and effective. LabTrax 2.0 includes several new features that improve the student user interface. Future revisions will include advanced reporting features for system administrators as well. Recent revisions to JagTrax include new data entry interface options to assist in comprehensive data collection and reporting on various CLE services including SI, Workshops, Proctoring, Presentations, and In-Class Tutoring.

Annual Summer Leadership Academy for migrant Students (SLAMS) Supported by CLE on 2 STC Campuses

- Since Summer 2010, the CLE has partnered with STC's Outreach and Continuing Education departments to host an educational summer camp for migrant students. The program, funded by a grant from Region One, is a week-long event in which 6th and 7th grade students from across STC's 2-county district engage in activities focused on leadership training, college knowledge, and academic enrichment with the goal of helping this at-risk population complete high-school and attend college. This year's student cohort promises to be the largest one yet, with more than 200 students from Hidalgo and Starr county participating. During the month of May, curriculum planning and staff training has been underway at the CLE to make this year's event successful.

TSI Summer Workshops Promotion

- CLE leadership has worked to spearhead collaborations with Academic Affairs Division, Continuing Education Department, Student Affairs Division, and the Student Assessment Center in order to develop and promote TSI Test Preparation opportunities with students who are required to take the TSI test. Through the Summer 2014 and into the 2014-15 Academic Year, TSI test review options will be promoted to students in a more focused manner. As a part of this effort, the CLE has developed its summer workshop schedule for TSI test preparation, which includes a topic-by topic review as well as a newly created condensed overview designed for students with a shorter timeline for testing. These sessions are held on Pecan, Mid-Valley, and now Starr Co. Campus and cover test content in Mathematics, Reading, and Writing areas. Student feedback on the quality of CLE TSI Workshops has been very positive.

"SI Plus" Peer Academic Support and Mentoring Pilot Planning in Progress

- As a part of the Academic Affairs Division student persistence initiatives for Fall 2014, the CLE has been working to add a peer mentoring component to one of its already extremely successful academic support services, STC's Supplemental Instruction program. As a part of the SI Program's recent restructure and expansion, key elements of the program are being enhanced to assist students not only with course success but with degree completion. The new service, which will be called "SI Plus", will combine the same high-quality, peer-based embedded academic course support that the SI program has always delivered, but will now include additional features related to peer coaching on student success skills and college knowledge. In its pilot semester, the program, which will be launched with 12 course sections of College Algebra in Fall 2014,

will be evaluated for its effect on student success and persistence, as well as its capacity to be scaled more widely to support other courses and departments in future semesters.

CLE Data Feature

- As the May 2014 CLE Data Feature, see following page for a month-by-month comparison of student attendance for CLE Tutoring services district-wide. Highlights include CLE Tutoring peaking at 35,000 visits in Spring 2014 semester.

Laura Talbot
Director - Curriculum and Student Learning

Curriculum

- **Curriculum Specialist**
  Interviews for the Curriculum Specialist position were held during the month of May. Kandee Wickboldt accepted the position. Ms. Wickboldt comes to the position with over 20 years of experience of program management and evaluation in the non-profit sector.
- **Curriculum Revisions for Fall 2014-2015**
  The Curriculum and Program Review Committee met in December and approved the highest number of revisions ever tracked for the month of December. The majority of these revisions were triggered by the new requirement for the Core Curriculum for 2014, which mandated degree plan changes to all academic degrees. The Curriculum Committee met for the final time in April. The Curriculum Staff and the Director completed the final review of the curriculum and additional policy information for the 2014-2015 catalog and provided edits to the Public Relations department.
- **Program Development**
  Three new Certificates are proposed for Fall 2014, Payroll Assistant, Employee and Labor Relations Assistant, and Recruiter Assistant. These three certificates 1 semester and are under the umbrella of the Human Resources AAS program. These Certificates are have been approved by the Curriculum and Program Review Committee and Academic Council and will be presented to the EWD Committee and Board in July.
- **Online Student Evaluations**
  The evaluations were completed for the regular Spring 2013 term with an overall 42% response rate, with over 28,000 evaluations submitted. The Fall 2013 response rate was 44%. The student evaluations for Spring 2014 ended on May 9th. The Spring 2014 response rate was 42%. We will continue to work with the vendor on strategies to me meet our 50% response rate goal.

Student Learning Outcomes and Assessment

- **PRIDE Redesign**
  A redesign of the PRIDE system is underway in Partnership with IS&P. An aggressive schedule of trainings was delivered during April and May with 27 training sessions and over 500 faculty being trained on the new system. Open labs supported by the Learning Outcomes Specialist have been scheduled every Friday in June to assist faculty in entering data. The go-has been very smooth. Minimal technical issues have been resolved quickly with the support of IS&P.
- **Data Submission**
  The new PRIDE systems was made available on May 12, 2014. Data submission is on-going. The deadline for adjunct faculty was June 1, 2014 and is June 30th for full-time faculty.

Accreditation

- **SACS Accreditation**
  The Pharr College & Career Teaching Center, Palmview High School and PSJA Southwest Early College High School were all approved for more than 50% of degrees and certificates to be offered at these sites. Prospectuses Robert Vela High School is in the final review stage for submission in June.

Institutional Activities

- **Degreeworks Implementation**
  The Degree works Implementation team, including the Director of Curriculum and Student Learning and the Curriculum Specialists, met weekly during may to coordinate the activities of the Degree Works roll-out. In addition, the Curriculum staff participated in conference calls with

the SIG consultants to ensure accurate interpretation of the degree requirements that are being built into Degree Works by SIG. The Curriculum Specialists continue to be the point of contact with SIG on all curriculum and degree requirements. The Curriculum Staff will be attending both SEP training and Advisor trainings on Degreeworks in June.

The Director of Curriculum and Student Learning attended the IPAS Convening in Washington DC, which was a gathering of the 19 recipients of the IPAS grant. Along with The Degreeworks team lead and an additional lead team member from IS&P, the director attended a day-long change management workshop as well as having opportunities to network with other institutions and provide feedback to the Gates Foundation on the implementation.

- **Academic Calendar Committee**
  The Director of Curriculum and Student Learning is leading the Academic Calendar Committee to establish the calendar for the 2015-2016 academic year. The committee met in February, March and April to develop the proposed calendar. The proposed Calendar was approved at Council of Chairs, Academic Council, and Planning and Development Council in May and is scheduled to be presented to the EWD Board Committee and the Board in July.
- **Full-time Temporary Faculty Procedure Review Taskforce**
  The Director of Curriculum and Student Learning is led a taskforce of faculty to review policies and procedures related to Full-time Temporary faculty. The taskforce met several times in March, April and May and is finalizing recommendations for submission to the Vice President for Academic Affairs.
- **RGV Focus: HB5 Compliance**
  HB 5 requires that each ISD partner with a local Higher Education Institution to design college preparatory courses in mathematics and English language arts for students in the 12th grade who are not meeting college readiness standards. RGV Focus, a non-profit organization, is coordinating an effort to assist ISD's and the IHE's to comply with this requirement with a regional approach. The Director of Curriculum and Student Learning is serving on the College & Career Readiness workgroup of RGV focus to assist with these efforts. The Director of Curriculum and Student Learning is attended a meeting with other administrators form the IHE's to develop draft language for an MOU for the project in March and April. Additional meetings are scheduled in June to complete the course development and finalize the MOU's.
- **Presentations**
  The Director of Curriculum and Student Learning made the following presentations during the month of April:
  - presented on the Developmental Math options at STC for the Lower-Rio Grande Valley P-16 Council
  - presented 3 PRIDE trainings to faculty during May

<u>Statewide Activities</u>

- **Texas Association of College Technical Educators (TACTE)**
  Laura Talbot, Director of Curriculum and Student Learning, was elected to serve as Treasurer for TACTE. Responsibilities include managing the finances of the organization, managing membership dues and payments, and managing conference registration and payments. The Spring Conference took place in April, for which the Director ran the registration process and financials for the conference. The next Board meeting will be in June where the Director of Curriculum and Student learning will be presenting a proposed budget for the 2014-2015 academic year.

Ana Peña
Coordinator – Distance Education Technologies

- **Banner Integration for eLearning (Stephen Crum)**
  - Banner Integration on the Blackboard side it complete. The integration is already working on both the Blackboard and Banner staging/production servers. Benefits of integration are that student registration and withdrawals will be fully automatic to Blackboard. Also, faculty updates will be automatic to Blackboard, creating new courses or un-assigning shells when a course gets cancelled.
  - May 17, IS&P upgraded banner which made the eLearning to stop working and it was restored on Wednesday, May 21 in the morning where most of the events were queue up and placed inside Blackboard when it made a successful connection.

- **Blackboard Mobile**
  Updates for Blackboard mobile were performed in order to have full functionality of the service this month. We continue to monitor the services to make sure it is running smoothly.

- **Kayako**
  Kayako has been having issues ever since they updated the new Microsoft email. IS&P continues to work with the email settings to make sure it works properly for our department.

- **Blackboard Learn**
  - Blackboard Weekly call with Tiffany Kisker every Thursday at 11am. Discuss about all the issues we have during the week with Blackboard.
  - Tiffany installed SP 14 on our staging server on Saturday, May 10. Distance Education tested the staging environment for a week and a half. Everything seem to be working properly on staging and the issues the faculty and staff were experiencing on the server was resolved with the upgrade. On Tuesday, May 20 at 11:30pm our production server was upgraded to SP14. It took about 10 hours for the upgrade to complete. Right after the upgrade, Tiffany made a clean up to the oracle database.
  - Blackboard performed updates on May 7, 14, 20, and 21; as a matter of day-to-day operations, updates fixing bugs that arise specifically the assessment update patch and the discussions/journals patch have been applied. Blackboard applied patches and updates to the system and updated all the building blocks to fix all the bugs with the tools within Blackboard.

- **Distance Education WebPage (Virtual Campus)**
  - Modifications on the Virtual Campus have been done throughout the month. New faculty members added to the intranet faculty list and started creating crosslist courses for the summer.

- **Univision Alegre Despertar Intreview (Ana R. Peña)**
  - Technologies Coordinator Ana R. Peña visited Univision Alegre Despertar in order to talk about Virtual Campus and the Summer Online courses.

Instructional Designers – Distance Education

- **eTeach trainings**
  The eTeach calendar has been developed and placed on the faculty resources page. An email was sent to Faculty/Staff in order to let people know that registration is now open.

- **Training & Support (Jacob Guerra)**
  Support continues for walk-ins, phone calls, and emails.

- **Virtual Campus Webinars (Jacob Guerra)**
  Webinars are being scheduled for Summer, with topics that will cover various aspects of online learning.

- **BAS Degree (Jacob Guerra)**
  Continued support has been given for the new BASOL degree. Weekly meetings have been set up between the Distance Education department and BASOL staff. We have also been meeting with Blackboard/Pearson in order to come up with a solution that will help automate some of the processes that are currently being done manually by the Instructional Designers.

- **Good Day Valley Interview (Jacob Guerra)**
  Instructional Designer Jacob Guerra visited Good Day Valley in order to talk about Summer Online Classes.

- **STC Radio Interview (Jacob Guerra)**
  Course Development Specialist Jessica Gonzalez spoke on STC Radio to discuss the online programs offered by the Virtual Campus.

- **Symposium**
  The Distance Education Department has met with the Office of Professional Development in order to plan for the upcoming Distance Education Symposium.

- **Virtual Campus Booklet (Jacob Guerra)**
  A Booklet is currently being developed that will advertise the eSTC Virtual Campus.

Nicolas Gonzalez
High School Programs and Services Administrator

- **Dual Enrollment Course**
  - See highlights from Academy "cording event", which were held at each STC campus – Mid-Valley, Pecan and Rio. Students finishing the Associate were in attendance along with their parents.
  - STC received approval to start 2 new CTE ECHS this coming fall. One for Mission CISD and the other Weslaco ISD. Both were approved after a 90 minute interview session held April 22nd. We understand that throughout the state, 200 applications were submitted, 21 were selected to be interview and only 5 were approved – 2 being ours.
  - We traveled to Kingsville last week for the THECB annual Southern Regional Council meeting.
  - Both applications from the ECHS and Academies programs, which had been nominated for the Excelencia Award, were submitted last Friday. Hopefully, both will be awarded.
  - Dr. Victor Saenz is meeting with me and my staff this Wednesday afternoon on the dual enrollment program as a project for Educate Texas.- see attachment.
  - My staff and I met with Weslaco ISD, including the Superintendent, on the new CTE ECHS. They have selected a name, which is Weslaco ISD 21st Century CTE ECHS, and will be located for the first year at Central Middle School. They have targeted the students to be selected.
  - We met last week with Mission CISD staff on the CTE ECHS. They have selected the students to address this week.
  - The Academies program at Starr scheduled seminars for the students that included speakers from the community. See attached highlight.
  - The summer dual enrollment schedule is 99% finished, with a large increase in the number of sections, mainly due to the ECHS.
  - Dr. Victor Saenz and others from UT, Texas A&M, and Texas Tech U, interviewed my staff and I on our dual program and how we have managed the growth and capacity needed for such.
  - Meetings with the new CTE ECHS of both Mission and Weslaco have been held. Both have selected the Director or Principal for their school, and are in the process of finishing with the student recruiting and teacher selection. Ms. Dian Llamas has met with the chairs of the Welding, PMT and Diesel programs and is finalizing a plan to complete the AAS degree in each.

- **Meetings/Events/Conference Phone Calls**
  - May 1, 2014 – E-Textbook Meeting
  - May 6, 2014 – STC & Sure Score – Campus2Careers
  - May 8, 2014 - Dual Enrollment Summer Team – Timelines & D2D Initiatives
  - May 12, 2014 – Graduation Debriefing Meeting
  - May 13, 2014 – TAB Program (BAS-OL Degree)Site Visit
  - May 15, 2014 – Laredo CC Conference Call – Dual Enrollment
  - May 19, 2014 – Meeting on CTE ECHS Grant with Weslaco ISD
  - May 21, 2014 – Meeting with Victor Saenz on Dual Programs with other UT, Texas A&M and Texas Tech University
  - May 29, 2014 – Weslaco CTE ECHS students toured Technology Campus

- **Dual Enrollment**

Alejandra Cantu:

- Created two courses for Thelma Salinas ECHS for Summer II. (Biol 1409 and Math 2412)
- Cancelled two speech sections at different HS sites due to lack of instructors. (Vanguard and Edcouch Elsa)
- Replaced the speech class at Vanguard with a COSC 1301 course.
- Requested new section of Music and Computer Science for PSJA HS for summer I and II. Both approved by chairs.
- Created four history sections for Edinburg Collegiate ECHS for Fall 2014 with STC faculty.
- Change time for an Art class at Valley View to accommodate an instructor's schedule.
- Requested two new Government sections for PSJA North for summer I and II due to large number of students interested in taking the class. Program chair approved the two sections.
- Added two sections of ITSC 1409 at Southwest for rising seniors and graduating seniors. Same for summer II, added a ITSW 1410 for same cohort of students.
- Per Criminal Program Chair, switched sections for Fall and spring for the Criminal Justice Academy.
- Cancelled two sections at the Mid-Valley Campus for Progresso ECHS due to low enrollment.
- Cancelled Section at Ballew HS due to 0 enrollments. (POFT 1309)
- Notify Dual Enrollment HS contacts about the time changes for some of the CATE courses due to contact hours.
- Spoke to counselor at T-STEM about 40 students wanting to take MATH 1414 for summer I in regular P sections. I was able to accommodate most of the students at Southwest ECHS and the rest in regular P sections.

Carol Woods:

- Dual Enrollment Taskforce - Working with Nick Gonzalez and Dr. Anahid Petrosian to help coordinate the activities of the Dual Enrollment Taskforce subcommittees. Attended Taskforce meeting May 2. Worked on revising meeting recap and action plans with progress on Fall 2013 issues and adding new issues from spring 2014.
- Textbook Subcommittee - Met with Clarissa Cantu, Dual Enrollment Program Specialist, several times to orient her to updating and distributing the dual enrollment textbook list to chairs and partner schools. List is being sent to chairs in May and schools in June.
- Missing Final Course Grades for Spring 2014 - Worked with Clarissa Torres, Dual Enrollment Program Specialist, to follow up on DEF missing course grades for spring 2014.

Clarissa Torres:

- Thirteen candidates for Dual Enrollment Faculty met with Department/Program chairs for an interview and teaching demonstrations. I met with each of the candidates before their interview to review the guidelines and expectations of a Dual Enrollment Faculty Member. Of those thirteen a total of five were approved. Fourteen interviews are scheduled with the candidate and the program/ department chairs for the coming month. Departments who will be conducting interviews for Dual Enrollment Faculty in June are English, Spanish, Biology, and Mathematics.

- CTE Graduation Cords - 130 Mission ISD students visited the college to pick up their graduation cords for completion of certificates for Multimedia, Computer Applications, EMT, and Computer Internet Specialist. I assisted Diana Llamas in sorting and passing out graduation cords to these Mission students.

Diana Llamas:

- Registered CTE students for summer courses
- Planning with Mission and Weslaco with their new CTE ECHS
- Creating the course sequence with the program chairs for the Associates in Welding, PMT and Diesel Technology
- On-going communication with the Department Chairs: Business, Welding, Administrative office Careers, Automotive Technology, Business Computer Systems, Computer Aided Drafting, Construction Supervision, Culinary Arts, Diesel Technology, Electrician Technology, Electronic Computer Maintenance Technology, HVAC, Human Resources, Precision Manufacturing, Paralegal, EMT, Electronic Health Records, Medical Office Specialist, Patient Care and Nursing Chairs.
- On-going communication with Outreach, Admissions, Academies and Early College High School
- On-going communication with ISD's in regards to CTE courses
- Screening Dual Enrollment Instructor's for Fall 2014.
- Coordinating graduation with admissions
- Provided graduation cords to 1011 CTE students at the Pecan Campus and delivered the rest of the cords to the ISD's
- Degree audits for CTE students
- Escrow student grades and Reconciliation
- Provided career and degree plan guidance to CTE students in Welding and Electronic Health Records

Kimberly P. Crawford
Director - High School Programs

- **Dual Enrollment Academy Friday Workshops**
  We hosted two motivational speakers, a doctor and a criminal justice student, at the Starr campus. In addition, academy juniors attended a workshop on "Preparing for Finals." Dual Enrollment Workshop Academy Presentation had a question and answer sessions with UTPA JAMP Program student, Megan De La Paz.
- **Academies Recruitment**
  Selection for all academies is underway. All students have been selected for the DEMSA, DEEA, and DECSA at the Mid-Valley campus and DEEA at Pecan campus. We will complete selection for Starr and Pecan campus in June. An orientation for these students has already been planned to take place in June.
- **TexPREP Preparation**
  Parent and student orientations are scheduled for PSJA, ROMA, and Hidalgo school districts. Progresso will not be participating this year. We are pending board approval for the Chicago trip with their year 4 completers. We have received funds from UTSA and have received board approval for release of those funds. All instructors and assistant new hire paperwork has been submitted. Opening and closing ceremonies have been scheduled and speakers secured. Preparation has begun for planning week for instructors and assistants. Staff attended a food training in order to offer free lunch to all TexPREP students.
- **Academy Student's Numeric Grades**
  Specialists have sent final grades for spring semester. All students were registered for summer classes.
- **Professional Development**
  Two employees in the department graduated from ACTA. The coordinator completed the Supervisory Leadership Academy. In addition, the secretary completed the customer service training with the professional development office.
- **Graduation**
  We hosted cord ceremonies at all three campuses for students who graduated with their associate's degree. In addition, all staff attended the graduation ceremonies at State Farm Arena to distribute programs to attendees.

Sofia M. Peña
Director - Early College High Schools

- **ECHS Director & Coordinators** reviewed of all ECHS seniors who applied for graduation and work on degree audits for rising senior students to ensure proper planning for Fall Semester.

- **ECHS Director & Coordinators** continue to work with the assigned ECHS's to make sure students are registered for Summer and Fall semesters.

- **ECHS Director & Coordinators** have met on five different occasions with the new CTE ECHS campus administrators to help them with initiation process.

- **ECHS Director and Coordinators** met with Dual 2 Degree staff to ensure processing of summer student registration.

- **ECHS Director and Coordinators** attended and assisted with graduation ceremonies.

- **ECHS Director** co-presented with PSJA ISD and Educate Texas at Brownsville ISD about lessons learned and best practices

- **ECHS staff** participated in meetings with all ECHS campuses for registration of summer students.

- **ECHS Director** attended President's Administrative Staff meetings and Academic Council meetings

- **ECHS Director and Coordinators** in conjunction with Scheduling manager met to prepare for initial meeting with newly designated ECHS campuses as well as existing ECHS campuses.

- **ECHS Director and Coordinators** met with respective dual enrollment task force committees.

- **Communication with ECHS Partners (ECHS Coordinators & Director)**
  Daily Communication with ECHS Partners via email, phone, text and personal visits is continuous and essential to the success of the program.

Lee Grimes Etheridge
Director - Office of Professional and Organizational Development

Academies:

- **Supervisory Leadership Academy: Level I (SLA)**
  The OPOD concluded its first cohort for supervisory training on Friday, May 23rd. The second cohort began on Friday, May 30th. The academy has a cap of 25 people and more than 40 applied for the second cohort. The feedback has all been extremely positive.
- **Customer Service Academy (CSA)**
  The OPOD concluded the first cohort of customer service training graduating 33 people on Friday, May 23rd. The second cohort began on Friday, May 30th with 18 participants. The feedback from participants has been very positive.
- **Ambassadors Cross-Training Academy (ACTA)**
  The OPOD commissioned 44 STC Ambassadors on Thursday, May 22nd in a ceremony at the Cooper Center. This brings the total of ACTA graduates to more than 400 since Fall of 2007 when the program began.
- **Ambassadors Leadership Academy (ALA)**
  ALA met on Friday, May 2nd. The session included two Profiles in Leadership: IVPAA Anahid Petrosian and VPIS&P Jose Cruz. The participants were very excited to hear two different approaches to leadership and have an opportunity to ask questions about the future of leadership at community colleges.
- **Distinguished Leadership Academy (DLA)**
  The DLA concluded with a full-day session with Academy Coach, Pam Bergeron. Each participant presented their individual project that they had been working on throughout the year. It was a very positive experience. The official DLA graduation will take place on Friday, June 27th.

Design Projects:

- **The OPOD Designer worked on the following design projects during the month of April.**
  - A Night with the Starts Booklet and Fundraising Materials for Valley Scholars
  - The OPOD Viewbook
  - STLA for Staff and Chair Designs
  - TLA Marketing Material
  - CLE Marketing Materials
  - Child Development Leadership Conference Program

Special Presentations:

- The OPOD team of April Castaneda and Michelle Rodriguez presented on Leadership to Lincoln Elementary Students as part of the Adopt an Elementary School program with SAEM.

Special Projects and Collaborations:

- **Retention and Recovery Taskforce**
  Director is serving on the Retention and Recovery Taskforce and is Chair of the Faculty & Staff Engagement Sub-Committee.
- **Strategic Leadership Team**
  Director serves as lead for the Student Learning and Engagement Subcommittee. The committee met and made its strategic priority recommendations to the AVP for Strategic Initiatives.

Programs in Development:

- **Jaguar Academy: Onboard for Success**
  Recruitment for the Jaguar Academy is currently underway and will be rolled out on Thursday, June 12th. The Academy will engage new full-time staff beyond the standard first day orientation

as well as to help them connect to South Texas College's Comprehensive Mission. This academy is designed for new members of the STC family who have been hired within the last six months. The participants will meet the STC President, learn about STC Points of Pride, engage in customer service training, learn about campus resources, and take a full-day service area tour.

- **STLA for Staff**
  The 8th Annual South Texas Leadership Academy for Staff is in development. The event will be held on Friday, June 20th for an audience of 200 STC Staff Members. The agenda will feature Crucial Conversations and Positive Assertiveness.
- **Training Room Development**
  The OPOD has been working closely with Instructional Technologies Department and with Facilities, Planning and Construction to order equipment and technology for the new PD Training Room in D-106 PCN. The room will be designed with best practices in active learning in mind.
- **HSI Grant Development**
  The OPOD has been working with the Grants Office to develop a proposal for supporting a scaled up version of the FOCUS Academy that can reach more faculty. The proposal also includes the addition of new active learning classrooms at each campus.
- **First in the World Grant Development**
  The OPOD is working with the Grants Office to develop a proposal on Professional Development for Faculty and Active Learning Classrooms to improve student completion.
- **Academic Affairs Employee Recognition**
  The OPOD is in process of coordinating the Distinguished Teaching and Learning (DTLA) Awards for Faculty, the new Faculty of the Year Award and the Distinguished Staff Awards (DSA). All awards will be presented at Academic Convocation on Monday, August 18th.

Irma Rosales
Site Coordinator – STC-Pharr College & Career Teaching Center

Meetings

- Helped to evaluate CADD program student final projects as presented to architects, cad technicians and other building professionals. (5/5/14)
- Organized and hosted Drafting and Design program's annual graduation dinner with assistance from CADD faculty and PC Sanchez. (5/7/14)
- Attended graduation ceremony at State Farm arena. (5/17/14)
- Met with Dr. Petrosian to discuss ongoing Pharr Teaching Center renovations and La Joya Teaching Center assignment. (5/20/14)
- Met with PSJA ISD CTE director Saenz and CCTA Principal Gomez to discuss CCTA program and class offerings and renovation progress. (5/21/14)
- Met with Dr. Petrosian and Academic Advancement team to discuss La Joya Teaching Center tasks which included: (5/28/14)

    - Needs and use of Technology & Equipment;
    - Staffing of Support Services, Library and Tutoring;
    - Course Offerings for traditional, dual and ECHS;
    - Computer Lab use and maintenance;
    - Monitoring of STC resources and utilization;
    - Marketing and Promotion

- Continued to monitor Pharr Teaching Center renovation project progress and was informed that the due to unanticipated costs, the project would need to be sent out to bid and is expected to be completed by late September or early October. Therefore, the PCCTC is expected to be completed for the start of the Spring 2015 semester. Class offerings for the fall are expected to be strictly academic with continued course offerings for the Police Academy and the Electrician Technology program. (5/29/14)
- Visited La Joya Teaching Center for a brief walk-through and introduction to PSJA ISD administrators and staff. (5/30/14)

South Texas College

Changing Lives, Changing Communities

Information Services and Planning

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José Cruz, Jr., VP

Information Services & Planning/Strategic Initiatives

Monthly Activity Report
May 2014

Alicia Gomez, CIO
Technology Resources

Applications Development

- **HR Process Redesign and Automation**
  Development of an automated Jagnet option for Financial Administrators to approve renewal appointment letters continued through the month of May. The team expects to have Financial Managers approve/renew assignments in a similar process to the PDR by the summer. A full online automated system for faculty, administrators and executive acknowledgment appointment letters will be developed and tested for next FY.

- **Texas Completes**
  Degree works deployment is still on schedule for October 2014. The implementation team is working closely with Advising, Academic Instruction and SIG consultants on the roll out plan. Strong communication and training plans are being created for advisors, faculty, and students.

  The in-house Grad meter and DegreeWorks are web-based academic advising, degree audit, and transfer articulation technology solutions to support students on successful education pathways.

  JagMobile/Phase III (Stephen Crum)

  The new platform for JagMobile, ModoLabs, was approved for purchase during the May board meeting. ModoLabs which is a platform that integrates data and content using a shopping cart style will be implemented by the programming team in JagMobile phase III.

- **Academic Affairs – PRIDE Application Redesign**
  The newly redesigned PRIDE interface and backend functionality was deployed to production in May. No issues have been reported by the Applications team or Curriculum and Accreditation after training faculty on new system functionality.

- **PCI/DIR/IT Assessment Action Plan Updates (Alex Kolahdouz)**
  The Technology Resources and Security office staff continue to have working meetings to review the progress made on recommendations from the IT Whitely Penn, PCI and DIR assessments. An estimated completion date for all changes has been set for August 31st, 2014.

Technology Support and Client Services

- **Infrastructure improvements (Lucio Gonzalez)**
  The SOW for Insight experts to assess South Texas College network health, future growth and scalability was approved in the board committee. The team will move forward with setting up date and time for the assessment to take place.

- **Mobile Device Management (MDM)** The governance and usage policies document draft to monitor STC owned devices is under review. Institutional Security policies created by the Sec. Office on best practice, usage and data/application downloads in STC owned equip are sited in the document in order to keep consistency.

- **Computer Replacement**
  The Technology Support Services team has requested a quote to order another set of computers to replace existing lab equipment. The equipment will be submitted for board July approval and the imaging and deployment of this group will conclude the 2014 equipment replacement cycle.

- **Pharr and La Joya Teaching Centers (CCTA) – (Lucio Gonzalez)**
  Technology Resources is coordinating with AT&T and STC stakeholders to schedule and deliver internet and telephone services to both teaching sites by late summer 2014.

Steven Bourdon, CISO
Information Security

- **RGV InfraGuard Chapter**
  Several security leaders in the area are working together with the McAllen FBI field office to establish an RGV chapter. InfraGuard consists of more than 60 area chapters. It is a partnership between the FBI and representatives of businesses, academic institutions, state and local law enforcement agencies, and other participants dedicated to sharing information and intelligence to prevent hostile acts against the U.S. A chapter meeting is being arranged for June 11 and will hopefully be hosted at the Cooper Center.

- **Incident Response Activities**
  Dell SecureWorks was on site this month to help prepare a full Incident Response plan, the on-site visit lasted 3 days. The purpose of this plan is to properly document and provide specific processes when responding to any type of security incident including communication plans, technical play books, and guidance in other related areas.

- **Annual Web ACH Audit for BBVA Compass**
  Annually the college is asked by BBVA to complete an ACH Self Audit. These questions refer to the security posture and processes in several areas of the college. The InfoSec office sent out the questionnaire and supplemental documents to the appropriate parties for review. The teams, if necessary, will meet to further discuss the document before being finalized in late June.

- **Vulnerability Assessment**
  The team has experienced some difficulties with the external vulnerability assessment from SLAIT. Several applications were found that could not be scanned do to a number of various reasons. The teams are working with SLAIT to clear up the conflicts and a final report is expected within the next several weeks. This report will provide an accurate inventory of external facing web applications.

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  Work has continued on many of the action items by the Technology Resource team. Status update meetings between IT Risk & Security and InfoSec were held and it was decided that a review with the TR leadership team was needed to walk through completed and pending items. This meeting will also serve as a litmus test to determine if the action items being performed will meet the intended recommendations.

- **Business Continuity- Business Impact Analysis (BIA)**
  The board has approved the use of Dell SecureWorks for the college's Business Impact Analysis. This is part of the ongoing DR plan for the college and specifically for the Technology Resources team. Scheduling of this 5 week engagement has not been determined at this time.

- **InfoSec Program Review & Workshop**
  The InfoSec Office has contacted Doug Landoll, a prominent security consultant for the Texas public sector, to prepare an SOW for an on-site engagement during the first week of August. The objectives are to conduct a high-level review of the college's overall Information Security program and to deliver a ½ day or full day workship with Technology Resources staff to promote awareness in IT governance.

- **Annual DMCA Notice to Students**
  With cooperation and collaboration from the Technology Resources, Public Relations and Information Security teams the annual DMCA and P2P notifications have been sent to all students enrolled during the spring 2014 semester. The notification plan also included a banner on the JagNet login page which is used as a link to the full document hosted on our STC homepage.

- **Strategic Plan & Annual ISP& Admin Retreat**
  Work on the information security strategic plan has continued throughout the month. With the new template received from VP Cruz and mentorship from Dr. Henley the InfoSec team has made great strides towards completion. The final presentation of the strategic plan will be held at the IS&P Admin retreat in late June.

- **InfoSec Related Activities**

- Steve attended the STC/PSJA meeting facilitated by Matt on 04/28 to discuss data sharing and reporting strategies.
- The TR/InfoSec risk team met on 04/22 for updates and mapping out security program activities and priorities.
- The TR/InfoSec team held several conference calls with SLAIT Consulting for security assessment services they are providing.
- The TR/InfoSec team held a conference call with McAfee on 05/01services to discuss the objectives to include in a statement of work for a security service proposal.
- InfoSec has been working with systems and InfoSec TR Risk & security on F5 APM/ASM application authentication 5/5-5/10.
- Aaron built several McAfee Asset Manager Servers on 5/6.
- Steve built several McAfee Data Loss Prevention servers on 5/6
- Aaron provided Systems with a knowledge transfer on our current Rackspace environment on 5/6.
- Aaron held a conference call with Dell SecureWorks on 5/8.
- Steve held a project scoping call with Doug Landoll on 05/14.
- The InfoSec team held their bi-weekly meeting with the VP of IS&P on 05/15.
- Luis represented the InfoSec tem on a call 05/16 with Jacadis and Qualys.
- Steve met with CISO Joe Voje on May 14 to share updates.
- Steve and Aaron continued work upgrading several key security services.
- Aaron attended the CEIC 2014 computer forensic conference the week of May 19th.
- Steve participated in a search committee on 05/19 and 05/20.
- Steve represented the InfoSec team on a call 05/23 with Jacadis to discuss Qualys.
- Steve met with VP Cruz on 05/23.
- Steve held a call on 05/23 with Glenn Thorpe, Asst. IT Director for Univ. North Texas.
- Steve attended the ACTA graduation ceremony on 05/22 to recognize Yesenia's completion.
- The InfoSec team held an introductory call on 05/23 with our McAfee Platinum support account manager assigned for our evaluation period.

Dr. Paul T. Henley, Director
Institutional Effectiveness & Assessment

IE Success Stories:

- Worked on LASS – Success Stories (3)
  - Scheduled/Secured photos
  - Revised/reviewed stories for proofing
- Set up Success Stories Timeline & Checklist
- Completed IE Success Story for College Success department **&** Communication Arts department

IE Related Activities:

- Intensive and intensifying work on HIS grant application
- Achieving the Dream Self-Reflection (writing)
- Order for new multi-function device and cameras approved
- Discussion of upcoming timelines for major projects
- Clarified Job Titles with Stephen Crum for Evergreen
- Met with IEA Dir. to clarify job duties for 'Reporting Analyst/Specialist'
- Discussed Data Capture procedures and Data Release Timeline with IEA Reporting Analyst
- Worked with Reporting Analyst to revise Factbook content and presentation
- Worked with IE Reporting Analyst to have presentation materials (IE Training, Mid-Bi Report Training) uploaded to our IEA website
- Developed and implemented plan for IE Tech and Work Study to prepare 2013-2015 IE Plans for Mid-Bi Reporting
- Preparations for Data Coach Training in Starr
- Revised IE Training for STC-Starr County presentation
- Led IE training event for Starr Campus staff and administrators
- Provided sample IE Plans to Campus Administrator – Starr Campus
- Provided Retention data for Child Care and Development Dept. – AAS, Preschool Certificate and Infant/Toddler Certificate
- In progress: data audit of 2013-2015 IE Plans looking for new data requests, updates in order to save and post updated plans on the IEA website
- Updated the Distance Education 2013-2015 IE Plan
- Achieving the Dream Self-Reflection (completed)
- Reviewed and approved work of IE Tech/Work Study for Mid-Bi Reporting
- Campus-specific data sent to Starr County & Mid Valley Campus Administrators
- Reconnected with IEA Team Chair
- Research status of ESSE English Dept. Intervention
- Edited/updated IE Plan Writers (P&S) for Library Technical Services and Office of the VP for Finance & Admin. Services
- Began development of IE Cycle Trainings Checklist
- Began developing Mid-Bi Report Training schedule and materials
- Updated 2014 IE Mid-Bi Report Training presentation
- Revised and updated 2014 IE Mid-Bi Training Guide for IEA Website
- Developed Timelines for IE Mid-Bi Training
- Facilitated registration notifications for IE Plan Writers for training days
- Notified/invited IE Plan Writers re: 2014 Mid-Bi Report Training
- Follow-up communication for Mid-Bi Training attendee
- Sent second notification/invitation to IE Plan Writers re: 2014 Mid-Bi Report Training
- Scheduled Mid-Bi Report trainings for NAH and B&T Divisions
- Conducted 2014 Mid-Biennium IE Report training in computer lab G-212
- Created Mid-Bi 2014 IE Cycle in WEAVEonline

Intervention Evaluations and Assessments:

- Assessment preparation for HSI grant (2)
- Submitted data request re: Puente graduates to our reporting specialist/analyst
- Submitted graduation data to Dr. Chavez/Catch the Next
- Assessment development for HSI grant.
- Worked with IE Reporting Analyst on Puente data reporting
- Met with RAS Dir. to discuss use of 'focus groups' in Puente program
- Quietly retired Engaging Behaviors Intervention project
- Continued discussions with IE Reporting Analyst re: Puente Data
- Finalized and submitted initial Puente data report for Dr. Bischoff
- Conducted research on implementing digital badges
- Conducted research on Hispanic enrollment at 2-year vs. 4-year colleges

IEA Reporting Analyst's Activities:

- Worked on the data collecting for IEA database
- Worked on the Puente Pass Rate/Completion Rate project
- Worked on the Puente Pass Rates / Completion Rates Comparison Persistence Rates project
- Retrieved data and produced the Grade Distribution by Course and by Campus report
- Retrieved and summarized the Gatekeeper Course Enrollment data
- Assessment development for HR automation
- Assessment development for DegreeWorks
- Priority identification regarding development
- Template development for assessments
- Worked with IEA Reporting Analyst regarding data collection for Puente
- Redesigned Puente reporting tables
- Developed 'focus group' discussion handout for Puente program
- Worked with Puente Research & Evaluation Team to revise student surveys and to develop data-reporting templates
- Worked on the Puente Pass Rates / Completion Rates Comparison Persistence Rates project **Factbook**
- Worked on the Puente Pass Rates / Completion Rates Comparison Persistence Rates project
- Retrieved and provided the Developmental Course Enrollment data for IEA director's needs

Factbook Related Activities:

- Coordinated with The Facilities Planning & Construction Department for the data requesting for the Facilities Inventory By Campus By FTE Student - 2014 report (2)
- Reformatted and updated STC Interactive Factbook (3)
- Retrieved THECB data for STC Factbook updating
- Coordinated with RAS for STC Factbook updating (2)
- Edited, uploaded, and posted the Subsequent Fall Term Transfer Institutions (by Fall Cohort and Student Type) report for the 'Transfer and Success'
- Retrieved, updated and posted the Enrollment: County, District, Campus High School Graduates Enrolling in Texas Higher Ed report for the 'Access'
- Updated the Data Release Timeline
- Coordinated with RAS for STC Factbook updating
- Edited, uploaded, and posted the reports for STC Interactive Factbook (internal) listed below:
  The 2012 - 2013 Licensure Exam Pass Rates for 'Completion'
  The Fall to Fall Graduation, Retention, or Transfer by Total Enrollment (2005-2012, Multiple Views) and the Fall to Fall Graduation, Retention, or Transfer by Total Enrollment (2008-2012, Single View) for 'Success & Retention'

The Facilities Inventory By Campus By FTE Student – 2014 for 'Facilities'

- Edited, uploaded, and posted the reports for STC Factbook (external) listed below:
  The Fast Facts
  The CCSSE Historical Benchmark Trends for the 'Stakeholder Satisfaction'
  The TSI Completion and Development Course Sequence Completion for the 'College Readiness'
- Updated the Data Release Timeline

IEA Website Related Activities:

- Posted the A Guide to Writing Clear, Effective IE Plans and the 2014 IE Mid-Bi Report Training Guide for IE Training Materials
- Uploaded and posted the Starr County Addendum and the QuestionISP for the IE Training Materials webpage
- Updated the 2014 IE Mid-Bi Report Training Guide for the IE Training Materials webpage (2)
- Reorganized the IE Training Materials for IEA website

Meetings and Conferences:

- IEA Staff Meeting (4)
- Phone conversation with Terri Manning (ATD)
- Multiple meetings regarding HSI grant (2)
- Webinar: Maximizing Resources for Student Success (Zogotech)
- HSI Grant – IEA Office Meeting
- Attended the discussion for the job description clarification
- Presentation on IEA to Starr County staff (with Jon Herrin)
- Phone conference with Plummer and Jen Bishop (IPAS)
- IEA Professional Staff Assessment conference
- Discussion with Mr. Jose Cruz, Jr
- WFSN Interviw preparation w/Nancy, S. Pena. H McCann
- HR Director Interviews
- Lunch with Dr. D. Plummer
- Graduation Breakfast
- Conference call with Puente Research team co-chair, Pedro Hinojosa, Palo Alto College
- Conference call with Puente Research Team—co-chaired with P. Hinojosa
- Attended IEA Staff Meeting on Assessment
- Attended the Starr & Mid Valley Campuses Data Discussion
- Observed THECB meeting online - Advisory Committee on Research Programs (ACORP) Meeting
- Attended the A Guide to Identifying and Reporting SACS-COC Substantive Change Webinar
- Webinar: *Establishing Validity and Reliability for Locally Developed Instruments*
- Attended the Establishing Validity and Reliability for Locally Developed Instruments Webinar

Miscellaneous:

- Completed weekly article/research summaries for IEA Office (all)
- Verified timecards in TimeForce (Jon)
- Collected SWAT and Environmental Scanning data for Dir. of Grants Office (HSI Grant) (Jon)
- Attended e-Text presentation (David)
- Coordinated FC Old Main Soccer team and attended STC Intramurals soccer game (Patrick)
- Travel plans for ATD interview in San Antonio (Paul)
- Assisted in the revision and editing of the HSI Grant proposal (Jon)
- Worked with work-study student and financial aid to determine eligibility for June Employment (Jon)

- Tested the mobile device survey access using QR code for RAS (Patrick)
- Scheduled the Starr & MV Data Discussion for next week (Patrick)
- Installed and set up the webcams and tested the Google Hangout conference call (All)
- Composed four Twitter posts for @IEA_STC (David) (3)
- Uploaded and shared proposed timeline for implementation of digital badges for IEA (David)
- Uploaded and shared proposed timeline for scaling-up of social media usage (David)
- Installed and tested the input device for colleague's computer (Patrick)

Cody Gregg, Dean
Library Services and Information Commons

Library Services

Dean of Library Services and Instructional Technologies:

Meetings:

- 5/1/14: ACTA Presentation; E-Text Presentation; Meeting with Mr. Cruz.
- 5/2/14: Strategic Implementation Team Meeting; Meeting with Directors; NAH Library Reorganization Meeting.
- 5/5/14: NAH Shelving meeting.
- 5/6/14: Review HIS Grant meeting.
- 5/7/14: Meeting to Discuss Bond Program Process & Consultants; Financial Manager/Custodian Changes Meeting; CBORD Presentation to Campus Safety & Security Steering Committee.
- 5/8/14: Board Facilities Subcommittee Meeting; Board Finance and HR Committee Meeting.
- 5/9/14: Library Leadership Meeting; President's Administrative Staff Meeting; Boardroom Audio Sync - Phone Conference with 323.
- 5/12/14: Review of Bond Construction Program Manager Contract Provisions; Library Services Group meeting.
- 5/13/14: Meeting to Discuss Custodian Moves; Technology Services Group Meeting.
- 5/14/14: Amigos Conference Call; Amigos Board Meeting; HR Candidate Forum
- 5/15/14: Starr Library Space Configuration meeting; HR Candidate Forum.
- 5/16/14: Graduation; CCUMC Board Meeting.
- 5/19/14: Meeting at HR.
- 5/20/14: Meeting on Access Control of Storage Rooms; External Organization Facility Use Guidelines Meeting; LAG and VAM Meeting.
- 5/21/14: Fifth Friday Video Meeting; Meeting to Check on existing infrastracture for relocation of Pecan Campus Portables.
- 5/22/14: LAG & VAM Art Gallery Collaboration; Crestron Meeting.
- 5/27/14: Library Services Directors' Meeting; Programming Surveys Meeting.
- 5/28/14: CCUMC SPTF Meeting; Department of Education First in the World Grant Meeting; La Joya Teaching Center Meeting.
- 5/29/14: Meeting with Dr. Reed.
- 5/30/14: IS&P Fifth Friday.

Library Services Data: 5/1/2014 - 5/31/2014							
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Starr**	**Tech**	**Total**
	n/a	36	0	131	12	0	179
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Starr**	**Tech**	**Total**
	359	11930	8331	31061	5100	2140	58921
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Starr**	**Tech**	**Total**
	0	601	153	901	42	1	1698

Library checkouts this month:	La Joya	Mid-Valley	Nursing	Pecan	Starr	Tech	Total
	n/a	856	271	1831	140	146	3244
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Starr**	**Tech**	**Total**
	0	17	2	40	3	0	62
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Starr**	**Tech**	**Total**
	1	486	47	960	171	92	1757

Technical Services

Director of Technical Services:

Key Ongoing Projects of Technical Services Personnel:

- Coordinated details of evacuation procedures training for the Pecan Campus Library and initiated discussions with the Facilities Office to update the evacuation maps for the Library facilities at Pecan.
- Prepared and submitted a staff self-evaluation and continued working on staff performance appraisals.
- Jesús corresponded with Roz Moore about electronic books available to the BAS-OL program.
- Corresponded with Cory Thompson from West Publishing about difficulties with access to various features of the WestlawNext Campus Research database.
- Loaded the initial group of users from Banner to Symphony for the Summer I and III semesters.
- Continued researching and assessing integrated library system options.
- Worked to identify why the location limiter does not appear on some Discovery Search results lists.
- Researched and began implementing a new plugin to migrate widgets between WordPress staging and production servers.
- Began redesigning the OPAC to have the same look and feel as the new website.
- Traveled to Starr County to coordinate the collection inventory.
- Continued working on the annual report.
- Continued working on new STC Map for Library Directions on library website.
- Continued working on the bookmark for Annual Report.
- Two employees attended the ACTA graduation.

Collection Development Balances:

- Library Acquisition…… $ 1,901.00
- BAT & BAS/OL Materials- …….. $ 626.00

Information Commons and Open Labs

Director of Information Commons and Open Labs:

Highlights: The Information Commons and Open Labs are preparing for the upgrade to Microsoft Office 2013.

May 2014 Attendance Statistics:
Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	2,920	8,012	7,995	17,133
Pecan Internet Café	632	1,444	1,727	6,069
Pecan T. Info. Commons	173	281	219	2,173
Mid-Valley Open Lab	1,315	3,918	3,052	
Mid-Valley Open Area	547	978	958	
Starr County Open Lab	332	1,369	843	
NAH Open Lab	949	3,050	1,557	
Technology Open Lab	446	1,373	814	
Technology Internet Café	198	423	111	
District Total:	**7,512**	**20,848**	**17,276**	**25,375**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	2,826	7,290	5,766
Pecan Testing Room F-228	33	55	76
Mid-Valley Info. Commons	1,075	2,555	1,870
Starr County Library	381	1,132	724
Technology Library	245	777	645
District Total:	**4,560**	**11,809**	**9,081**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	421	649	555
Pecan F-130 Group Stations	53	72	54
Mid-Valley Library Group Stations	201	322	269
Mid-Valley Open Lab Group Stations	26	47	30
NAH Group Stations	304	504	218
District Total:	**1,005**	**1,594**	**1,126**

All regularly scheduled departmental meetings were attended as well as the following:

- 05/02/14: Attended the Building Responder Training. Held an Open Labs Leadership meeting.
- 05/08/14: Met with a hiring committee that held interviews.
- 5/12/14: Library Services Group Meeting.
- 5/13/14: Meeting with David Rojas.
- 5/14/14: Open Labs Leadership meeting.
- 5/15/14: Meeting at Starr County regarding space configuration.
- 05/19/14: Held an Information Commons and Open Labs End of Semester meeting. In this meeting, all full time and part time/work study staff were trained in FISH and What's New in Office 2016.
- 05/30/14: All full time employees attended the IS&P Professional Development day.

Library Services Public Services

Director of Public Services:

Meetings: Attended all regularly scheduled departmental meetings as well as the following:

- CRC Training.
- Interviews for Instructional Technician.
- Meeting regarding shelving at NAH.
- Attended Library Leadership Meeting.

- Bond Construction Meeting for Starr County.
- LAG VAM meeting.
- Directors' Meeting.

Current Exhibits:

- Picturing America
  Feb. 6 - May 9, 2014
  Featuring famous historic artworks on display at the Nursing and Allied Health Campus Library Art Gallery.

- Women's Work
  Feb. 6 - May 9, 2014
  Featuring hand colored etchings by Debbie Little-Wilson on display at the Pecan Campus Library Art Gallery.
  Artist talks: Feb. 6, 1 p.m. & 5:30 p.m.

- Innocent Rhythm
  Feb 6 - May 9, 2014
  Featuring paintings by Anthony Rivera on display at the Pecan Campus Library Art Gallery.

- Machistas Y Vanidad
  Feb 6 - May 9, 2014
  Featuring artworks by Noel Palmenez on display at the Starr Co. Campus Library Art Gallery.
  Artist talk: Feb 13, 1 p.m.

- Portrait of a Poet
  Feb 6 - May 9, 2014
  Featuring photography by Ileana Garcia-Spitz on display at the Technology Campus Library Art Gallery.
  Artist talk: Feb 13, 5:30 p.m.

- Purpose
  Feb 13 - May 9, 2014
  Featuring paintings by Cristina Correa on display at the Mid-Valley Campus Library Art Gallery.
  Artist talk: Feb 13, 6 p.m.

Marie Evans, Director

Instructional Technologies Department

Meetings:

- 5/1/14 Region One Meeting.
- 5/5/14 TR Laptop Update Meeting.
- 5/6/14 Technology Services Group Meeting.
- 5/7/14: Blackboard Collaborate.
- 5/8/14: Google Projects Meeting.
- 5/9/14: Boardroom Audio Sync Meeting.
- 5/13/14 Custodian Moves meeting.
- 5/14/14: Region One Conference.
- 5/15/14: HR Meeting.
- 5/19/14: Region One meeting.
- 5/20/14: Access Control on Storage Meeting, Technology Services Group Meeting
- 5/21/14: Graduation Debrief.
- 5/22/14: ACTA Graduation.
- 5/27/14: Instructional Technologies Conference Call, Library Services Meeting.
- 5/28/14: Dept. of Education First Meeting.
- 5/29/14: Building Evacuation Procedures Meeting.

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Monthly Special Events by Comparison:

2013	
Jan	54
Feb	116
March	145
April	175
May	107
June	107
July	96
Aug	113
Sept	122
Oct	215
Nov	168
Dec	73

2014	
Jan	70
Feb	142
March	112
April	162
May	120
June	
July	
August	
Sept	
Oct	
Nov	
Dec.	

Total Man Hours

2013	
Jan	46.25
Feb	283.75
March	181.75
April	286.75
May	566.5
June	137.5
July	102
August	210.5
Sept	361.75
Oct	336.5
Nov	210.5
Dec	96.75

2014	
Jan	105.5
Feb	373.75
March	174.75
April	363.5
May	75.25
June	
July	
August	
Sept	
Oct	
Nov	
Dec	

Reservations by Campus:

May-14

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	35	6	0	84	0
Data Projector	5	7	4	73	1
Laptop	181	5	11	2	4
PA System	12	9	9	6	1
CD Player	3	2	5	1	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	20	2	0	0	0
TV	4	0	4	0	0
Microphone	98	20	14	8	1
Direct Box	0	2	0	0	0
Digital Camera	1	5	1	0	1
Speakers	47	7	2	104	1
Overhead Projector	0	0	0	0	0
Remote	27	0	0	0	0
Headphones	3	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	15	5	3	7	1
Document Camera	126	7	42	0	10
DVD/VCR Player	8	8	2	0	14
Wireless Lab	0	21	0	0	0
Keyboard/Mouse	16	0	0	0	0
Sympodium	20	0	0	0	0
Hard Drive	2	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	16	2	7	4	0
Tripod	13	2	0	0	0
WebCam	0	3	0	0	0
Computer	5	0	1	0	0
Portable Table	25	3	2	5	0
Microphone Stand	23	20	2	4	0
HD Video Streamer	4	0	0	0	0
Polycom Phone	5	1	0	0	0
Stooges (switcher)	3	0	0	0	0
LANC Controller	20	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	1	0	0	0	0
Comm. Headset	1	0	0	0	0
TOTAL	739	137	109	298	34

Serkan Celtek, Director
Research & Analytical Services

Research Studies:

- **ATD Annual Reflection**
  - Modifications to the narrative pertaining to student success measures
  - Narrative on 5 student success measures
- **Centers for Learning Excellence Faculty Survey Results**
  - Survey Results for Faculty Survey
- **Child Development Report General**
  - Sent General Report, Faculty, Staff, and Student Report
- **CLE**
  - Fall 2013 Overall CLE Course Performance Data
  - CLE Faculty Satisfaction Survey
    - Created online survey, provided list of email for faculty for mail merge invitation to take survey
- **Data and Decisions Academy Scholarship**
  - Registration for the Academy and selected courses
- **Development Education Program Survey (DEPS) – THECB**
  - Reviewed the new survey questions
  - Scheduled a meeting with college stakeholders to respond to the survey
- **Hosted the IS&P 5th Friday Professional Development**
- **IAM**
  - Packets are currently being scanned
- **Library Event**
  - Composed a General Report for the Fall 2013 and Spring 2014 College Year Report
  - Slavery by another name Pecan
  - Freedom Riders Starr
  - End of the year report
- **Library Evaluations**
  - Sent 4 Library Evaluations
- **Math & Science Spring Majors**
  - List of students and contact information
- **New Mathways Project**
  - Total # of STEM vs. Non-STEM enrolled in Developmental math
- **Precision Manufacturing Technology Enrollment**
  - Enrollment for PMTD Fall 2009-Spring 2014 by degree type, gender, dual vs. traditional, veterans
  - Enrollment from 2009-2013 by Gender, Student Type, and Veterans, from AY 2009-2013
- **Puente Survey**
  - Focus groups discussion and planning, as preparation for Puente Research and Evaluation team conference call
- **SENSE Survey**
  - Planning for the Fall administration
  - Custom focus-module communication with CCSSE
- **STARS Scholarship Fund Data Request**
  - Fall 2013 Enrollment
- **STC-UTPA Transfer Report AY 2013**
  - Registration for the Academy and selected courses
- **Student Success Points**

- Review of documents (TACC) for the taskforce meeting in Austin

- **Supplemental Instruction Spring 2014**
  - Puente Project Data
  - Retrieved Fall 2012 and Fall 2013 Data for Puente cohorts
- **Temporary Child Care Survey**
  - NAH campus and currently have 460 online surveys
  - We are working on a report that will be handed on the 23rd for review the Finance VP and the Child Development Department
- **5th Friday Surveys**
  - Sent a new form regarding keynote address and the general session survey
  - 17surveys were administered on Professional Development Day IS&P
- **Valley Scholars Cohort Tracking**
  - Graduation and Retention for valley Scholars (Fall 2008-Fall 2013)
  - Gender and Ethnicity breakdown
- **Working Families Success Network grant**
  - Review of finalist interview questions, target group data, and assessment plans

Data Quality Process:

- ODS Refresh Tables Sync (Ongoing)

Data Requests

- **CE Pilot Reading Program Grant Target Student (ABE Placement 1-4) Identification and Contact (Complete)**
- **Cost Effectiveness of Dual Enrollment**
- **Distance Learning**
  - Pure versus mixed online students, falls 2006 and 2007
- **Dual Data**
- **Enrollment by area and high schools**
  - Sent the Dashboards report links
  - Reporting Team created two additional reports
    - Enrollment by city
    - Enrollment by zip code
- **GOT**
  - May and August 2014 pending graduation application of three GOT cohorts as of now
- **Grade Distribution Spring 2014**
- **Graduates' Participation Online - eSTC Certificates and Degrees (Complete)**
- **HSI grant**
  - % of total annual awards to Hispanics. FY 2000-2013
- **Percent of Degree Plan/Courses Estc Completed by Graduates (Complete)**
- **Puente**
  - Graduates from first Puente cohort
- **Review of ISIS project (Abt Associates and VIDA) for data request**
- **THECB-certified versions of CBM001, CBM0E1, CBM00S, and CBM002 for summer one 2013, summer two 2013, fall 2013, and spring 2014 less non-disclosure and dual (Complete)**
- **TSI – Juan Carlos Aguirre**
  - List of Reading ABE levels 1-4
- **Working Families Success Network – Achieving the Dream Grant Data: Expected Family Contribution Level Cohorts (Complete)**

Meetings Attended:

- Attended AIR Conference
- Attended ATD Annual Reflection Meeting

- Attended ATD Narrative Review Meeting
- Attended eTextbook presentation
- Attended New Mathways Project Meeting
- Attended PAS
- Attended Puente Research and Evaluation Team phone call
- Attended RAS Team meeting: Review and discussion of Institutional Research Analyst position applications
- Attended RAS Weekly Meeting
- Attended Search Committee for Director of Accountability
- Attended SSG meeting
- Attended Student Success Points Taskforce meeting, TACC-Austin
- Attended TRTI MOU Review Meeting
- Attended Visit from UT Dana Center (New Mathways Project)
- Attended the Webinar for the SENSE survey that will be held Fall 2014
- Attended 5th Friday Meeting

Other:

- Forums for HR director finalists
- RAS strategic planning
- Review of applicants for Director of Accountability
- Review of Institutional Research Analyst position applications

Geneva Scott, Project Manager

Office of Vice President of Information Services & Planning

- **Weekly Briefing Meetings every Monday & Tuesday**:

Strategic Services Group	5/5/14, 5/12/14
Technology Services Group	5/6/14, 5/13/14, 5/20/14
Information Security Group	
Library Services Group	5/12/14

- **Monthly Strategy Review Meeting held**: No meeting was held this month due to end of semester activities & Graduation

- **IS&P Professional Development Day (5th Friday) – May 30, 2014**

  All employees had the opportunity to register the week of May 19th. Final logistical measures were taken to finalize the preparations for this event. Geneva met with Chuy Flores, Lead Custodian for event planning and venue set-ups. In addition, Geneva kept in contact with Keynote Speaker, Stan Pearson II, to discuss final run-down of the morning's event and location.

  The event was well received by our employees and our keynote speaker was a success. Our Vice President delivered the division's address. In addition, we offered a total of eight professional development sessions and seven personal growth sessions for the afternoon. We had the opportunity to raffle books written by Stan Pearson throughout the morning and for each of the afternoon sessions.

  The staff enjoyed the opportunity to engage with their colleagues and participate in professional development sessions offered by our own IS&P staff and departmental faculty and staff throughout the college. Our event was successfully supported throughout the division and expanded throughout the college. This year's event was a success!

David C. Plummer, Director
Strategic Initiatives

Achieving the Dream

- Reviewed an initial draft of the Annual Reflection with Drs. Ellis and Manning along with VP Cruz.
- Reviewed draft of ATD Annual Reflection with Dr. Reed and Dr. Martha Ellis. Utilized feedback to update draft.
- Met with Paul Henley and Serkan to review feedback and update ATD Annual Reflection draft.
- Also sent the draft to Kristina Wilson, Jennifer Knecht and Paul Hernandez for review and input. Utilized input to update ATD Annual Reflection draft.
- Submitted ATD Annual Reflection along with data chart and intervention on May 8th.
- Reviewing "Moving Ahead with Institutional Change" report.
- Received and processed invoice for ATD.
-

Degreeworks/Technology Enhanced Advising

- Bill & Melinda Gates Foundation IPAS grant
  - Submitted IPAS update on May 1st
  - Prepared for an IPAS conference the week of May 19th
- Met with SIG to review scribing issues. Several minor issues identified but no major issues identified that would impact the implementation date.
- Met with internal team on May 7th to review student view. Rolando, Rose, Stephen, Nancy, Willie, Laura and Paul Hernandez attended. Discussion centered around making the student view more streamlined and friendlier for students. I met with Dean Hebbard prior to the meeting and made sure to keep him in the loop. Provided him information after the meeting to gain his buy-in as well.
- Had a follow on meeting to discuss future team meeting times/dates. Also discussed pre-work needed to be completed prior to IPAS conference next week with Laura and Stephen. Team will meet weekly on Thursday afternoons.
- Corresponded with Monica Crawford from SIG about the possibility of needing additional localization hours to complete changes to the student view. Will meet next week to discuss with Monica and Stephen.
- Began weekly meetings with core team. Discussed upcoming SEP and Advisor training sessions. Also reviewed overall project. No major issues identified. Project is on track.
- Finalized agenda and coordinated logistics for SEP training June 10th -13th
- Finalized agenda and coordinated logistics at Pecan and Mid-Valley for Advisor training June 24th – 26th
- Confirmed computer lab for Starr County Advisor Training session on June 26th. Request form for computer lab has been submitted.
- Met with Monica Crawford of SIG to confirm agendas for upcoming SEP and Advisor training sessions. Also reviewed overall project. No major issues identified.
- Scheduled Monica Crawford from SIG to join next team meeting via phone to provide update on overall project.
- Conference call with Sig Barbara Gylland and internal team to review draft SEP Templates.
- Met with SIG and internal team to review overall progress on project. All items are on track with no major issues identified.
- Discussed the upcoming SEP training scheduled for June 10th -13th:
- Discussed upcoming advisor training scheduled June 24th – 26th. Confirmed computer lab J103 for Starr County Advisor Training session on June 26th.
- Discussed adding ~85 additional hours to complete SEP templates and localization. Monica to send a modified SOW with additional hours to review.
- Facilitated the DegreeWorks weekly team meeting. No major issues identified.
- Coordinated a demo of the Starfish Early Alert System scheduled for Thursday, June 19th. Starfish is a solution that several of the colleges participating in the IPAS grant are implementing to increase retention.

- All logistics and planning completed for SEP training and Advisor training to be held this month.
- Need to review approval process for exceptions. Stephen to have TR team look at moving the exception historical data to DegreeWorks.
- Short discussion on off-track notifications. Laura and her team to review to determine trends.
- Exchanged emails with Ray Pedraza from PR on creating "how-to" videos for DegreeWorks. Will move forward when student view is completed. We should be prepared after the SEP template training the week of June 9th is completed.
- No major issues identified. Project is on track.

Technology-Enhanced Advising
Strategy Leadership Team

- Scheduled Internal Communications, Learning Support Services and Student On-Boarding team meetings during the next two weeks.
- Sent out updates to the various teams.
- Conducted research on several themes identified by the teams.
- Internal Communication Team
    - Reviewed internal communications survey based on survey done by Austin Community College. Team decided more review is necessary.
    - Invited Dean Paul Hernandez to attend this meeting to share the information and recommendations generated by the Retention & Recovery Taskforce. Both Paul and I want to ensure the work done by the taskforce is linked to the appropriate Strategic Leadership focus area teams.
    - Discussed various communication channels and types of messages.
    - Team decided to focus on reviewing current communication channels being used at STC. Recommendations will be made on how to improve our current communication channels.
    - Team also discussed identifying types of messages. Which messages are "required" to be sent to all employees vs. messages that employees might want to opt into receiving.
        - Example: Messages specifically about Starr County Campus. An employee working at Pecan might originally be from Rio Grande City. They could opt in to receiving Starr County Campus messages.
    - Met to defined and identified next steps.
    - Continued discussion on the defined focus areas from last meeting
    - Several key areas were identified
        - Orientation/ First Year Connection
        - First Year Experience
        - Advising
        - Testing/Assessment
    - Team to conduct research and review best practices to prepare for next meeting
- Learning Support Services
    - Met with Jennifer Knecht and Rene Zuniga to outline goals for upcoming team meeting.
    - Primary goal of the first overall team meeting is to define what "Learning Support Services" means and identify next steps.
    - Team meeting was pushed to the next week due to conflicts with Director of HR commitments of several team members.
    - Team met to define "learning support services" and determine best areas to focus on for student persistence
    - Key areas discussed were advising, counseling, student activities, CLE and library.
    - Team to review best practices and prepare for next meeting.

- Retention & Recovery taskforce
    - Attended Retention & Recovery taskforce as per request of Paul Hernandez. Goal is to ensure that the work of the taskforce gets transitioned to the SLT.
    - Met with Paul Hernandez to discuss how to merge the Retention & Recovery Taskforce into the Strategic Leadership process. Decided that the taskforce should take their recommendations forward to PDC and then merge into the SLT.
    - Met with Paul Hernandez to discuss Retention & Recovery taskforce transition process. We agreed that the Retention & Recovery taskforce present their recommendations to PDC along with David Plummer presenting how these recommendations were going to be transitioned to the correlating SLT focus area teams.
    - We also discussed how many of the Retention & Recovery taskforce members were also on SLT focus area teams. This assists in transitioning the information.
    - Also discussed identifying other members of the Retention & Recovery taskforce that would like to be a member of a SLT focus area team to cover any gaps.

Texas Reverse Transfer Initiative (TRTI)

- The Texas Reverse Transfer Initiative (TRTI) is a two-year project funded by Lumina Foundation (Credit When It's Due), Meadows Foundation, Greater Texas Foundation, and Houston Endowment. The goal of the project is to design and implement a low-cost, scalable, and sustainable model for increasing degree attainment.
- Lonestar is the grant manager.
- Received an MOU to participate.
- Setting up a meeting to review with key stakeholders and determine STC requirements.
- Met with Serkan, Paul Henley and Matt Hebbard to review TRTI MOU. Matt brought up several issues and requested we review with LSCS.

IPAS

- Met with Jen Bishop of PAR/IPAS and Paul Henley on reviewing a survey completed by STC in November 2013. PAR/IPAS is requesting that we review our answers before they compile the overall report on all colleges.
- Met with Stephen and Laura to discuss pre-work needed for IPAS conference May 19th -21st. Distributed the work between team members.
- No issues on IPAS grant.
- Spring 2104 IPAS Program Convening
    - Laura Talbot, Steven Crum and Dr. David Plummer attended and participated in the conference
    - Updates were provided by the 19 colleges and universities participating in the IPAS grant
    - Discussions were focused on successes and challenges of the implementations to date
    - Met with David Yaskin, CEO of Starfish Retention Solutions, and discussed their Early Alert Systems (EAS). Requested to setup a demo of their product sometime this summer.
    - Kotter International hosted a session on change management for the group. Met with Gardner Heaton of Kotter International after the session to discuss the possibility of training at STC on leadership, collaboration and informed decision making. Gardner will follow up with his senior team and let me know of their recommendations.

Other

- Dean Reyna requested I support a meeting of all his program chairs to identify what they can do to increase enrollment and increase persistence. Dean Reyna will schedule this meeting in June.
- I have met with Serkan to request data on Business & Technology enrollment and persistence trends to support Dean Reyna's request.
- Provided Hanna research on student transfer best practices for the First in the World grant.

Meetings & Trainings Attended:

IPAS Status Update Report	May 1
HIS/VPAA	May 1
ATD Annual Reflection	May 1
Weekly Progress Meeting	May 1
Strategic Leadership	May 2
Strategic Services Group	May 5
ATD Coaches Review of Annual Reflection	May 6
South Texas - 14/15 Scribe Check in DegreeWorks	May 6
Retention & Recovery Taskforce	May 7
Review Student View for DegreeWorks	May 7
Weekly Progress Meeting	May 8
Strategic Services Group (WEEKLY)	May 12
STC Degree Works localizations update call	May 13
Conference call with SLCC	May 13
Strategic Leadership Teams	May 14
Review with Jennifer Knecht & Rene Zuniga for SLT	May 15
Weekly Progress Meeting	May 15
DegreeWorks Team Update Meeting	May 15
Follow on to discuss IPAS Conference	May 15
Meeting with Jen Bishop for PAR-IPAS	May 16
Attended IPAS Conference, Washington D.C.	May 19-21
TRTI MOU Review	May 22
SIG-SEP Template Review Conference call	May 22
DegreeWorks Team Update	May 22
Weekly Progress Meeting	May 22
Strategic Leadership Teams	May 22 & 23
Transfer Center/Advising/Counseling Project	May 27
Meeting with Dr. Reed	May 29
Weekly Progress Meeting	May 29
2014 Mid-Bi Report Training	May 29
DegreeWorks Weekly Team Update Meeting	May 29

South Texas College

Changing Lives, Changing Communities

North American Advanced Manufacturing Research & Education Initiative (NAAMREI)

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MEMO

To: Dr. Shirley A. Reed
President

From: Carlos Margo
Interim Executive Director for NAAMREI

Date: June 10, 2014

Subject: May 2014 Activity Report

The major activities of my office this month were: 1)Attended the RSTEC Board Meeting 2) Presented at the NAAMREI compliance meeting 3)Met with South Texas Manufactures Association Executive Director to discuss various manufacturing and local business topics 4) Met with multiple community stakeholders to discuss economic and workforce development issues. 5) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 6) Conducted grant research for workforce training programs—Namely USDOL TAACCT Projects. 7) Collaborated with UTPA, to further develop the Advanced Tooling Academy. 8) Collaborated with multiple Economic Development Organizations regarding business recruitment and expansion projects and NAAMREI initiatives.

Summary of Activities for May 2014:

- Attended the RSTEC Board special meeting.
- Met with major industry prospect together with McAllen EDC. Provided tour of Technology Campus to prospect.
- Worked on the USDOL Ready to work and TAACCCT grant proposals with STC grants office.
- Met with STMA Executive Director to the state of the local manufacturing sector—it's employment, trends, training needs, and growth forecasts.

- Attended the monthly STMA meeting.

- Met with hospitality industry representatives to discuss NAAMREI initiatives and partnerships.

- Attended and participated in the IAM Advisory Committee meeting held at the Technology Campus.

- Collaborated with STC PR and Marketing Department to promote the video production process for promoting NAAMREI and the IAM training and labs. Primary focus is on the Festo Automation Technology Lab.

- Collaborated with Blas Castaneda from Laredo to launch further NAAMREI initiatives in the Laredo area and to establish network connections with local business and government representatives.

- Met with Dr. Miguel Gonzalez to discuss NAAMREI initiatives, in particular the development of the Tooling Academy and Research Park goals.

- Met and worked with STC IAM department to continue the process of planning for the Technology Campus bond renovation.

- Assisted Priority Tooling Solutions in their STC training/production lab. Continued the process of developing course outlines and OJT schedules that will be utilized by Priority as they provide training.

- Met with Leticia Flores, The Governor's Regional Representative, to discuss economic development trends, workforce topics, NAAMREI initiatives, and other business and industry initiatives.

- Collaborated with McAllen Economic Development Corporation regarding meetings with business prospects and existing manufacturing companies—Met at length with Worldwise, a new manufacturing company that recently opened in McAllen and is the producer of pet beds.

- Continued working with IAM staff FESTO company executives to further develop the proposal to have STC become a FESTO Authorized Training Facility.

- Assisted the IAM Department in implementing multiple Texas Workforce Commission Skills Development Fund grant projects.

- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives

- Continued writing/developing the proposal for the next Skills Development Fund (21) project.

- Worked with IAM staff in the development of curricula and implementation plan for the Cell Manufacturing and Automation Technology Lab.

- Worked with STC PMT Department on collaborative training activities.

- Monitored and reconciled NAAMREI and IAM revenue and expense accounts