September 2014 Division Activity Reports

Board of Trustees

Board Meeting

October 28, 2014

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Student Affairs and Enrollment Management

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MEMORANDUM

DATE: **October, 2014**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **September 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, STC Board of Trustees Public Hearing & Special meeting, STC Board 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 departments 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
  - Mary Elizondo, VP of Finance and Administrative Service
  - Dr. Anahid Petrosian, VP of Academic Affairs
  - TSI Planning & Implementation Team meeting
  - David Plummer, Anahid Petrosian and Mary Elizondo
  - SAEM Division Deans Fall Enrollment meeting
  - Larry Barroso, Director of College Connections & Admissions for STC
  - Dr. Martha Cantu, Vice President for Student Affairs at UTPA
  - Dr. Margaretha Bischoff, Dean for Social & Behavioral Sciences
  - Santa Pena, Director of Counseling & Advising
  - Betty Torres-Herrera, Testing Officer
  - Tony Matamoros, Coordinator of Dual Enrollment

- Attended the Edcouch-Elsa Early College High Ribbon Cutting Ceremony
- Attended College Wide Professional Develop Day
- Attended the Pecan campus student services modification construction meeting
- Attended the TSI planning and implementation team committee meeting
- Attended the Stripes Scholarships Check
- Attended the Future of the Region meeting in Kenedy, TX and met with Dr. Zaragoza
- Attended the SureScore meeting in Austin, TX
- Attended the Innovation Conference

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

- Attended the McAllen Chamber of Commerce & Residences at Village 83 to a Project Unveiling and Ribbon Cutting ceremony
- Attended the Dual Fall Enrollment meeting
- Attended the TSI & DE Webinar (THECB)
- Attended the luncheon with the ALA participants
- Attended the luncheon with the PSJA/STC counselors who participated in the two week training program
- Attended the Regional Transportation Planning meeting- UTRGV, STC, & LRGVDC
- Attended the Our Lady of Lake University – Executive Team meeting
- Attended the Driving Student Success in Texas: Using Holistic Assessment to Improve Retention & Completion Rates meeting
- Participated in a conference call with the Department of Labor
- Participated in a conference call for the HSI Grant-Preparation for Call with Program Officer
- Participated in a conference call with Future of the region Agenda Convention Tracker & Future meeting Dates
- Met with SAEM staff to plan future building expansion
- Met with Ron Whitlock Freelance Reporter for "The Guardian"

Matt Hebbard, Dean of Enrollment Services & Registrar

- The official census date enrollment on September 10 for the Fall 2014 semester, which began on August 25, is 31,325 students.
- Attended Professional Development Day held at McAllen Convention Center on September 19, 2014.
- Attended regular meetings, such as President's Administrative Staff, Planning & Development Council, SAEM Division Leaders and Strategy Leadership Team.
- Worked on various projects, including census date drops for nonpayment, enrollment and registration appeals, SIG Degree Works, and THECB webinars.
- Assisted with ApplyTexas events held at area high schools.
- Trained new Admissions Technician who will be assigned to the Mid-Valley campus.
- Compliance Coordinator worked on CBM Reports required by the THECB.
- 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 September 2013.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.
- Assisted faculty with census day rosters for the Fall 2014 semester.
- Processed *Schedule Change Forms* for 1,480 students during September 2014.
- Processed *Reinstatement After Census Date Forms* for 127 students during September 2014.
- Processed *Change of Grades* for 55 students during September 2014.
- Downloaded, reviewed and verified 5,690 *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during September 2014.
- Processed 989 high school and 596 college/university transcripts during September 2014.

Assessment Center

Student Assessment Center Activity Report September 01 through 30, 2014					
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD**
Pecan Campus	**250**	**227**	**201 (89% show)**	**TSI EXAM**	**1284**
Mid- Valley Campus	**74**	**59**	**53 (90% show)**	**TSI EXAM**	**524**
Starr Campus	**59**	**24**	**24 (100% show)**	**TSI EXAM**	**169**
Pecan Plaza	**213**	**122**	**114 (93% show)**	**GED EXAM**	**217**
TOTAL:	**596**	**432**	**392**		**2194**

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Director Miguel Galvan, Coordinator Anna Barrera & Accounting Assistant Connie Lira assisted with the vacant Financial Aid Specialist Interviews
- SFS Coordinator of Scholarships Judy Martinez held the Stripes Scholarship Ceremony at the Pecan Campus Auditorium
- SFS Staff attended the Fall 2014 Professional Development Day held in the McAllen Convention Center / Pecan Campus
- SFS Staff assisted with 27 Financial Aid Events throughout the month of September

Outreach/Welcome Centers

- Call Center
  - Inbound Calls – 10,019 calls
  - JagChats – 417 chats
- Campus Tours
  - Pecan – 38 Students
- TACRAO College Fair Week
  - Rio Grande City CISD – 43 prospects collected
  - Roma ISD – 130 prospects collected
  - La Joya ISD – 671 prospects collected
  - McAllen ISD – 76 prospects collected
  - Mission CISD – 138 prospects collected
  - Donna ISD – 113 prospects collected
  - PSJA ISD – 93 prospects collected
  - Weslaco ISD – 285 prospects collected
  - South Texas ISD – 82 prospects collected
  - Edinburg CISD – 93 prospects collected
- Apply Texas Drives
  - Robert Vela HS – 328 Applications
  - Donna North HS – 224 Applications
  - Edinburg North HS – 93 Applications
  - Mission HS – 185 Applications
  - PSJA HS – 319 Applications
  - PSJA Memorial HS – 290 Applications
  - PSJA North HS – 301 Applications

Outreach/Welcome Centers cont.

- PSJA Southwest – 80 Applications
- PSJA TSTEM – 81 Applications
- Roma HS – 295 Applications
- Veterans Memorial – 318 Applications

- Pathways to Progress 2014 – TSI Institute
- Deep South Texas Financial Literacy Alliance
- Fall 2014 Dual Enrollment Registration
- Fall 2014 Dual Enrollment Roster Verification
- Edcouch-Elsa ECHS Ribbon Cutting
- Ambassadors Leadership Academy
- PSJA/STC Advising Training Program
- Spring 2015 Early and Final Payment Deadline Meeting
- Dual Enrollment Reporting Meeting
- Food Saving Task Force Meeting
- 2014-2015 McAllen Elks Lodge #1402 Scholarship Kickoff
- P16 Council/RGV Lead Meeting
- South Texas Area Regional Counselors Planning Meeting
- Sharyland ISD College Night
- Region One Migrant College Fair

Upcoming Events

- October – November – District Wide Apply Texas Application Drives
- October – December – District Wide Dual Enrollment Orientation
- November 11 – Dual Enrollment Counselors' Update

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

SEPTEMBER MONTHLY- Career & Employer Services Activity	
Total Number	
254	Student & Employer Walk-ins
183	Student & Alumni Registered on CCN
128	Student & Alumni Resumes Revised/Uploaded on CCN
40	Employers Registered on CCN
90	Jobs posted to CCN
3,906	Total Students Registered to date
2,974	Total Alumni Registered to date
2,379	Total Employers Registered to date

Current & Upcoming Activities/ Events

- Job Development: (AVANCE, Documation, Fort Worth ISD, Gilberto Gutierrez Insurance Agency, Lower Rio Grande Valley Development Council, Management & Training Corporation, Packback, Palm Valley Construction, Region Staffing Inc., Rio Stone Products, Riverside EMS, SMG Savor)
- Staff attended Campus Coach Training by Rosendo Villagran/ Nancy Garcia
- Open Resume & Interviewing Workshop- Pecan Campus
- Staff attended Career Cruising Training by Liz Diaz
- Job development Email 55 graduates job opportunities
- Resume Writing & Cover Letter Presentation-OTA Program 17 Students
- Interview Skills & Mock Interview Presentation-OTA Program 17 Students
- Hosted Resume Writing & Interviewing Workshop-NAH Campus
- Hosted Resume Writing & Interviewing Workshop-Mid-valley Campus
- Presented Career & Employer Services to Continuing Education Customer Services students- Instructor Eleazar Hernandez
- Hosted Open Resume Writing Workshop- Technology Campus
- Hosted Open Resume Writing Workshop -STAAR Campus
- Conducted active recruitment and contacted students via phone to inform of 2 Welding Instructor positions needed for Continuing Education courses this fall.

<u>Career Planning & Employer Services cont.</u>

Current & Upcoming Activities/ Events

- Job Development: (Ace Cash Express, March of Dimes, Jera IT Training Services)
- Staff Attended Microsoft office 2013 training
- Prepared deliverables & schedule for First Year Connection Career & Employers Services Presentations- District Wide
- Suited for Success District-Wide Clothing drive week of August 12-15, 2014.
- Development of “hire a part time student” marketing materials
- Planning for Fall Events including BAT Orientations and Career Meets Fashion: Runway Showcase
- Planning for BAT – Career Readiness Seminar
- Manage Social Networking Pages & Online College Central Network
- Coordination of Search committees for filling 2 vacancies
- Planning Public Safety & First Responders Expo
- Scheduling On Campus Recruitment events for fall
- Serving on Strategic Leadership Team -Student On-Boarding Committee
- 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
- Job development (Appen Butler Hill, Costa Messa Restaurant LLC, Family Specialists Medical Center PA, I. Kunik Company, Limex Sicar, Linebarger Goggan Blair & Sampson LLP, Logicorp Enterprises LLC, Lower Rio Grande Valley Development Council, Management & Training Corporation, Mike’s Lading Service, Packback LLC, SafeGuard Insurance Agency, State Farm Insurance, Stripes Stores/Applied Petroleum Technologies, Swiss Finance Academy, TigerDirect, Union Pacific Railroad)
- Presented Career & Employer Services- District Wide First Year Connection
- Email Students/Alumni/Employer Report Hire Survey- 3134 Students, 2527 alumni, 1444 employers, 7105 total emails
- Email Job Fair Information to 3128 students
- Email/ Outreach to 41 alumni job opportunity-Medical Assistant
- Email/ Outreach to 20 alumni job opportunity-Architectural Draftsman
- Continue conducting Employer Survey

- Continue promoting “Suited for Success” clothing drive
- Meeting with Diana Llamas new Coordinator of CATE Programs to discuss future projects in partnership with Students go through her programs and assistance Career & Employer Services could provide
- Meeting with Faculty member Laura Leal of the Economics department to discuss what services of Career & Employer services could be of benefit to her in the classroom
- Career & Employer Services Overview for Medical and Health Services Management Residency Orientation
- Job development (Burlington Coat Factory,De Alba Tortilla Factory & Bakery
  Vector Marketing, Appen, ASICS, Auntie Anne’s Pretzels, ConTap, Entravision Communications, Management & Training Corporation, Nestle Purina PetCare Company, State Representative Sergio Munoz, Jr., theiPhoneclinic.com, U.S. Coast Guard, VIC Construction)
- Distinguished Leadership Academy Kickoff Retreat
- On Campus Recruitment with T-Mobile- Pecan Campus
- 3 Classroom presentations-Diesel Technology-Overview Career & Employer Services-Technology Campus
- Attended STMA Meeting at McAllen Country Club-Collaboration with Brownsville EDC on launch of SpaceX and building partnership with SpaceX
- District Wide Career & Employers Services Information Tables
- Presented at Vocational Nursing Orien. Overview of Career & Employer Services
- Attended and presented Career & Employer Services information at Business Advisory Committee Meeting- Business Program- Technology Campus-
- Presented Department services at HVAC Orientation -Technology Campus
- Presented Career & Employer Services-Automotive Program Orientation
- 2 Classroom presentations- Overview of Career & Employer Services– Faculty- Fred Garcia and Rosa Elvia Aleman- STARR Campus

STMA Meeting- Collaboration with STMA & Brownsville EDC- with Lizzy Putegnat, Director of Business Retention & Expansion

Career Planning & Employer Services cont.

Current & Upcoming Activities/ Events

Office of Judicial Affairs and Conflict Resolution Center

- Ms. Erica Hansen developing presentations for upcoming student academy
- Mr. Karey Barnes created and advertised through Faculty/Staff email upcoming dates for the Symposium on Student Rights & Responsibilities
- Mr. Paul Hernandez, Mr. Karey Barnes and Mrs. Maria Alonso met with Ms. Brenda Balderas, Director of Human Resources, and Ms. Laura Requena, Employee Relations Officer, to review Complaint and Grievance process.
- Ms. Maria Alonso conducted Sexual Harassment Presentation for the Occupational Therapy Assistant Student Orientation
- Set up Conflict Resolution Center Services display board, flyers and banners for First Year Connect New Student Orientation at the Pecan Campus
- Set up Conflict Resolution Center Services Title IX display board, flyers and banners for First Year Connect New Student Orientation at the Pecan Campus
- Ms. Olga Moran presented on Mediation for the Starr Campus for the Center for Student Rights and Responsibility Symposium
- Ms. Erica Hansen presented on Conflict Resolution Services for the Starr Campus for the Center for Student Rights and Responsibility Symposium
- Ms. Olga Moran presented on Mediation for the Mid-Valley & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Erica Hansen presented on Conflict Resolution Services for the Mid-Valley & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Olga Moran presented on Mediation for the Nursing and Allied Health & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Erica Hansen presented on Conflict Resolution Services for the Nursing and Allied Health & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Olga Moran presented on Mediation for the Technology & Pecan Campuses for the Center for Student Rights and Responsibility Symposium

Office of Judicial Affairs and Conflict Resolution Center cont.

- Ms. Erica Hansen presented on Conflict Resolution Services for the Technology & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Ms. Olga Moran presented on Mediation for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Ms. Erica Hansen presented on Conflict Resolution Services for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Ms. Olga Moran presented on Mediation for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Ms. Erica Hansen presented on Conflict Resolution Services for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Conflict Resolution Services for Vocational Nursing Program Orientation at the Mid-Valley Campus
- Ms. Erica Hansen and Ms. Olga Moran attended the Train the Trainer: Present with Purpose Webinar

CRC Total Cases for the month of August 2014	
Complaint	5
Grievance	0
Grade Appeal	10
Consultation	26
Mediation	2
Facilitated Dialog	2
Title IX	43
Total	**88**
Year to Date	**799**
CRC Total Cases per Campus for the month of August 2014	
Pecan	45
Nursing & Allied Health	30
Technology	5
Mid-Valley	3
Starr	5
Total	**88**
Year to Date	**799**
CRC Total Case Status for the month of August 2014	
Open	57
Closed	31
Total	**88**
Year to Date	**799**

Office of Judicial Affairs and Conflict Resolution Center cont.

- Mr. Josue De La Cruz is creating Probation Modules for students placed on probation by the Office of Student Conduct Administration
- Mr. Karey Barnes created and advertised through Faculty/Staff email upcoming dates for the Symposium on Student Rights & Responsibilities
- Mr. Karey Barnes conducted Behavioral Intervention Team Meeting
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended Behavioral Intervention Team Meeting
- Set up Title IX display board, flyers and banners for First Year Connect New Student Orientation at the Pecan Campus
- Set up Title IX display board, flyers and banners for First Year Connect New Student Orientation at the Pecan Campus
- Ms. Marianne Price, Director of Educational Programs at Association of Title IX Administrators, confirmed the two-day (February 18th & 19th, 2015) Title IX Investigator Training at the McAllen Convention Center to be hosted by South Texas College
- Mr. Karey Barnes presented on Certifications & Trainings for the Starr Campus for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Starr Campus for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for the Starr Campus for the Center for Student Rights and Responsibility Symposium
- Mr. Karey Barnes presented on Certifications & Trainings for the Mid-Valley & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Mid-Valley & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for the Mid-Valley & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Karey Barnes presented on Certifications & Trainings for the Nursing and Allied Health & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Nursing and Allied Health & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for the Nursing and Allied Health & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Karey Barnes presented on Certifications & Trainings for the Technology & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Technology & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for Technology & Pecan Campuses for the Center for Student Rights and Responsibility Symposium
- Mr. Karey Barnes presented on Certifications & Trainings for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for the Pecan Campus for the Center for Student Rights and Responsibility Symposiu
- Mr. Karey Barnes presented on Certifications & Trainings for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mr. Josue De La Cruz presented on the Office of Student Conduct for the Pecan Campus for the Center for Student Rights and Responsibility Symposium

Office of Judicial Affairs and Conflict Resolution Center cont.

- Mrs. Maria Alonso presented on Title IX Discrimination & Pregnancy for the Pecan Campus for the Center for Student Rights and Responsibility Symposium
- Mrs. Maria Alonso presented on Title IX for Vocational Nursing Program Orientation at the Mid-Valley Campus
- Mr. Karey Barnes conducted Behavioral Intervention Team Meeting
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended Behavioral Intervention Team Meeting
- Mrs. Maria Alonso, Mr. Karey Barnes and Mr. Josue De La Cruz attended the Train the Trainer: Present with Purpose Webinar

Behavioral Intervention Team Status for the month of August 2014	
Reviewed	11
Not Reviewed	0
Total	**11**
Year to Date	**268**

Judicial Affairs Total Cases per Campus for the month of August 2014	
Pecan	11
Nursing & Allied Health	0
Technology	0
Mid-Valley	0
Starr	0
Total	**11**
Year to Date	**268**

Judicial Affairs Total Case Status for the month of August 2014	
Open	6
Closed	5
Total	**11**
Year to Date	**268**

Student Activities & Wellness

- Welcome Tents/Tables (District Wide)

First Year Connection Orientations

- **Pecan Campus**
  Building H Cafeteria

  Saturday, August 16, 2014
  12:00pm – 2:30pm
  Student Attendance: 119

  Monday, August 18, 2014
  11:00am – 1:30pm
  Student Attendance: 159

  6:00pm – 8:30pm
  Student Attendance: 148

  Tuesday, August 19, 2014
  10:00am – 12:00pm
  Student Attendance: 167

  2:00pm – 4:30pm
  Student Attendance: 158

  6:00pm – 8:30pm
  Student Attendance: 171

  Friday, August 22, 2014
  10:00am – 12:30pm
  Student Attendance: 205

  2:00pm – 4:30pm
  Student Attendance: 191
  Saturday, August 23, 2014
  12:00pm – 2:30pm
  Student Attendance: 221

  4:00pm – 6:30pm
  Student Attendance: 177

- **Starr County Campus**
  Building E Auditorium

  Wednesday, August 20, 2014
  6:00pm – 8:30pm
  Student Attendance: 165

- **Mid-Valley Campus**
  Lecture Hall (G.191)
  Thursday, August 21, 2014
  10:00am – 12:30pm
  Student Attendance: 138

  2:00pm – 4:30pm
  Student Attendance: 102

  6:00pm – 8:30pm
  Student Attendance: 138

Advising

Advisor Student Contacts

Campus	# of Students
Pecan	3349
Weslaco	1208
Rio Grande	560
Total	**5117**

Student Success Specialist Contacts

Division	# Student Contacts
Bachelors of Applied Technology (Tech Mgmt.)	553
Bachelors of Applied Technology (CIT)	574
Business, Math, Science & Technology	280
Distance Learning	152
Liberal Arts & Social Science	263
Total	**1822**

Counselor Student Contacts

Campus	Advisement Telephone Contacts	Personal Counseling Referrals/ Consult.	Student Disability Services	Career/ Transfer Services	Workshops/ Presentations	Probation/ Suspension	Other Special Programs	Total
Pecan	**1075**	**145**	**218**	**86**	**2**	**756**	**0**	**2282**
Weslaco	**0**	**0**	**33**	**25**	**182**	**460**	**0**	**700**
Rio Grande	**158**	**4**	**15**	**8**	**19**	**64**	**0**	**268**
Tech Ctr.	**29**	**42**	**83**	**6**	**4**	**4**	**0**	**168**
NAH	**234**	**11**	**25**	**20**	**0**	**2**	**2**	**294**
Total	**1496**	**202**	**374**	**145**	**207**	**1286**	**2**	**3712**

Meetings/Consultations

- Course substitution meeting with Laura Talbot on BASORGL Program – Pecan
- TMGT Capstone Meeting/Students – Pecan
- Math, Science, and BAT/BAS Convocation – Pecan
- MHSM-Residency meeting with students – Pecan
- TMGT Faculty Meeting – Pecan
- Starr County Head-Start Program (100 participants) – Pecan
- Starr County/MV Campus Bachelor Programs meetings – Pecan
- Faculty Advising Training PSJA Cohort – Pecan
- ED/College Success Meeting – Pecan
- Program Chair meeting at Tech Campus – Pecan
- Distance Ed Symposium meeting – Pecan
- LASS Division meeting – Pecan
- NAH Division meeting for NAH Faculty/Staff on Counseling Services/DSS procedures – NAH
- Appointments with students – finalizing DSS services – NAH
- Coordinated UTSA Transfer Track with Jeffrey Driskill for Fall Semester – Pecan
- Scholastic Appeals Committee meeting – Pecan
- "How To" Training with Career Cruising Program for Career & Employer Services dept. – Pecan
- Title 9 Meeting with Dr. Israel and Karey Barnes – Pecan
- PPN and Becoming A Mom meeting with Dr. Israel– Pecan
- Meeting with Mr. Smith, Instructor and Student for ADA Accommodation concerns – Pecan
- Departmental meetings for Technology Management, English, and Math for ADA Q&A – Pecan
- PCP Meetings for various Project HIRE Students – Pecan
- Staffing with Project HIRE Coach – Pecan
- Business Department Program Chair meeting – Pecan

Workshops/Presentations

- Symposium Event: How to Access the Blackboard Tool-Retention Center – Pecan
- Advising Information presented to PSYC 2301, Dr. Sanchez's classes – Pecan
- Counseling Presentation for Occupational Therapy Assistant Program-New Students – NAH
- Patient Care Assistant Program Orientation on Counseling Services for NAH – NAH
- Information provided to NAH students on Title IX Referrals and CRC Office Information – NAH
- Vocational Nursing Orientation on Counseling Services for MVC – NAH/MVC
- Physical Therapy Assistant Program Orientation/Counseling Presentation – NAH
- College Success Workshop/Counseling Services – MVC
- "Constructive vs. Destructive" Workshop – Tech.
- "Emotional Intelligence Skills Information" Workshop – Tech
- "Maintaining Healthy Relationships" Workshop – Pecan
- "Ace Your Interview" Workshop – Pecan
- Career Cruising Training – Pecan
- VA Community Mental Health Summit – Pecan
- Faculty Advising & Campus Coach Training – Pecan

Professional Development

- Texas Literacy Coalition State Conference – Pecan
- Distance Ed Symposium Event – Pecan
- First Year Connection – Pecan

Student Contacts:

- Provided services to the following # of students:

Campus	***# of Students***
TECH PASS Program	**250**
Total	***250***

A. Meetings/Consultations:
- PASS Program Staff Meeting
- David Rojas Web Application Analyst

B. Professional Development:
- College Wide Professional Development
- CPR Training

C. Participated in the Following:
- Advising Training
- PSJA Counselors-Shadowing PASS Advisors
- PSJA Counselors-Orientation at Technology Campus

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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 (956) 872-3558 Fax (956) 872-8304

TO: Dr. Shirley A. Reed
President

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

DATE: October 20, 2014

SUBJECT: Activity Report for Finance & Administrative Services
September 01, 2014 through September 30, 2014

The following is a summary of activities from September 01, 2014 through September 30, 2014 for Finance & Administrative Services.

The Vice President

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

- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees Finance and Human Resources Committee meeting and 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:
  - ⇒ With Gerry Rodriguez, Facilities Planning & Construction staff, and Broaddus and Associates staff on 2013 Bond Program Planning meeting.
  - ⇒ With Chuy Ramirez and Business Office staff, and BBVA Compass staff on Bank bid and agreement.
  - ⇒ With Ken Lyon and Nicole Perez on Comprehensive Plan
  - ⇒ With George McCaleb on Mid Valley Campus and Starr County Campus issues
  - ⇒ With Myriam Lopez, Alma Church, Anahid Petrosian, Melba Trevino, Jayson Valerio and Maricela Silva to discuss Nursing Shortage Reports

- ⇒ With Myriam Lopez and Maritza Adame on accounts receivables
- ⇒ With Gerry Rodriguez and Chuy Ramirez (conference call) on construction projects
- ⇒ With Fernando Lamas, Myriam Lopez, Cynthia Villarreal on Bank Agreement and Check and Purchasing Policies
- ⇒ With Cynthia Villarreal and Myriam Lopez on several policies
- ⇒ With Brenda Balderas on Vacancy Report for FY 2014-2015
- ⇒ With Myriam Lopez and Nicole Perez on revenue and expenditure projections for next 5 years
- ⇒ With Paul Varville and Ken Lyon on Police Policy and Procedures
- ⇒ With Ken Lyons on the Business Impact Analysis and next steps
- ⇒ College Wide Professional Development
- ⇒ LAR Hearing in Austin, Texas
- ⇒ RGV CPA Chapter Seminar on Auditing and Accounting Updates

- Worked on the following matters
  - ⇒ Preparation of information for Finance and Human Resources Committee Meeting packet
  - ⇒ Preparation of information for Public Hearing on Tax
  - ⇒ Preparation of Revenue and Expenditure Projections through 2020
  - ⇒ Review and discussion of Nursing Shortage reports
  - ⇒ Discussion of outside areas for students
  - ⇒ Discussion of LBB Prior Learning Assessment Survey
  - ⇒ Review and discussion of Student Unpaid Information
  - ⇒ Review and discussion of Bookstore Services Proposal
  - ⇒ Review and preparation of Educational and Financial Comprehensive Plan
  - ⇒ Review and preparation of Accounts Receivable and Write-off Reports and Methodology
  - ⇒ Review and discussion of IRS 1098T Letter received for 2012
  - ⇒ Research of HB 483 requirements for additional assignments
  - ⇒ Review and preparation of Vacancy Report
  - ⇒ Discussion of TASB Training options
  - ⇒ Review and discussion of Auction Items
  - ⇒ Review of TASB Policy Services to evaluate potential value to South Texas College
  - ⇒ Review of Tuition and Fee Revenue Report
  - ⇒ Review of LAR Questions received from Texas Higher Education Coordinating Board
  - ⇒ Review of Chubb Insurance Response for Hail Damage claims
  - ⇒ Working on the following Policies for October Board approval:
    - ➢ Policy #4154: documentation of Education for Placement of Classified Staff on the Salary Schedule
    - ➢ Policy #4214: Violence in the Workplace
    - ➢ Policy #5110 Comptrollership Function: Collection, deposit and Disbursement of College and Grant Funds
    - ➢ Policy 5600: Authorization to Sign Checks
    - ➢ Policy 5610: Release of Checks
    - ➢ Policy 5210: Purchasing
    - ➢ Policy #5120: Investment Policy and Investment Strategy Statement
    - ➢ Policy #6312 Campus Peace Officers
    - ➢ Revenue and Expenditure Projections through 2020

Project Manager

- Attended / held meetings / discussions pertaining to the following:
  - ⇒ Comprehensive Plan update
  - ⇒ Finance and Administrative Services Director's Meeting
  - ⇒ Professional & Organizational Development Day
  - ⇒ Business Impact Analysis – next steps
    - ➢ Meeting to discuss next steps with Aaron Thalman & VP-FAS
    - ➢ Created a presentation and presented same at President's Meeting
  - ⇒ Contracting disaster recovery services for South Texas College facilities
  - ⇒ Consultations with TASB Legal
    - ➢ To discuss South Texas College Bus Driver working hours
    - ➢ To discuss HB483 – provision regarding payments in excess of contractual amount
  - ⇒ Discussions with UTPA VP for Business Affairs regarding Investment / Financial Advisors
  - ⇒ Job Descriptions for Department of FAS
  - ⇒ Institutional Effectiveness Plan updates
  - ⇒ HB483 – provision regarding payments in excess of contractual amount
  - ⇒ Checks & Purchases policies
  - ⇒ Utility tracking / reporting for South Texas College
  - ⇒ Insurance cards for South Texas College vehicles
  - ⇒ Policy Maintenance Services through TASB
  - ⇒ Jaguar Academy
  - ⇒ Conflict Resolution Training
  - ⇒ Researched Business Continuity Insurance
- Worked on the following matters:
  - ⇒ Miscellaneous tasks and requests from VP-FAS
  - ⇒ Coordination of TASB onsite training to be held in October for all supervisors
  - ⇒ Finalized Paid / Unpaid Students graph for VP-FAS
  - ⇒ Comprehensive Plan - revised table of contents & began compiling information provided by various departments into one cohesive document.
  - ⇒ Board Motion for Checks & Purchases policies
  - ⇒ Finance and Administrative Services Organization Charts
  - ⇒ Researched University / College Police firearms & off duty policies; recommended proposed changes to existing Policy
  - ⇒ Finance and Administrative Services Audits
  - ⇒ TASB Invoices

Food Services

- Attended the Finance and Administrative Services Directors Meeting
- Attended and hosted Food Handler's Certification class for the Food Services Staff
- Met with Mary Elizondo, Fernando Llamas and Becky Cavazos to discuss the implementation of the Departmental Food Purchase Taskforce.
- Met with the Departmental Food Purchase Taskforce.
- Met with David Rojas to discuss new changes to the JagMobil App.
- Installed New Menu Boards at Pecan, Mid Valley and Technology Campus cafeterias.

Purchasing and General Services

- The Purchasing/Distributional Services Department collaboration meetings:
  - ⇒ Participated in the pre-qualification meeting on RFQ 14-15-1014 MEP Engineering Services
  - ⇒ Participated in pre-proposal meeting for the following projects: 14-15-1025 Technology Campus Building B Flooring Replacement and 14-15-1026 Nursing & Allied Health Campus Flooring Replacement – West Wing Medical Labs
  - ⇒ Reviewed nineteen (19) agreements and negotiated changes with the vendors
  - ⇒ Conducted three (3) staff meetings to review year end and new fiscal year procedures
  - ⇒ Participated in the Business Office Administrative Assistant Round Up presenting on requisition procedures
  - ⇒ Conducted one (1) Banner Requisition training for a new employee
  - ⇒ Meet with Technology Resources to review the process for all technology purchases
  - ⇒ Meet with Human Resources to review the online staff hiring process
  - ⇒ Meet with Vice President Mary Elizondo to review food purchases and develop a task force to research food purchases
  - ⇒ Meet with Student Services to review the RFP process for call center services
  - ⇒ Conducted one (1) food savings task force meeting
  - ⇒ Participated in the Business Office Administrative Assistant Roundup by presenting on Banner requisitions
- The following is a list of the request for proposals worked on and public bid openings:
  - ⇒ Prepared RFP:
    - ➢ 14-15-1024 Audio Visual Capture Device
    - ➢ 14-15-1027 Online Defensive Driving Training
    - ➢ 14-15- 1025 Technology Campus building B Flooring Replacement
    - ➢ 14-15- 1026 Nursing & Allied Health Campus Flooring Replacement – West Wing Medical Labs
    - ➢ 14-15-1018 Starr County Campus Carpet Replacement for Buildings A & B
    - ➢ 14-15-1031 Cargo Van
    - ➢ 14-15-1032 Hydraulic Sheet Metal Iron Worker
- The Purchasing Department processed in excess of one thousand six (1,006) purchase orders, approved one thousand sixty six (1,066) requisitions, disapproved three hundred sixty three (363) requisitions, processed change orders for goods and services and completed seventy seven (77) travel authorizations. A total of three hundred twenty six (326) new vendor W-9 forms were verified and entered into Banner Finance and forty one (41) existing vendors were updated.
- The Fixed Assets Department is currently reviewing all assets purchased since August, 2014. The asset review process was completed as follows:
  - ⇒ Fixed Assets approved three hundred sixty (360) assets through September 30, 2014
  - ⇒ Conducted the monthly inventory spot check for Library Books
  - ⇒ Prepared twenty three (23) pallets for recycle/dispose and two hundred thirty six(236) pallets for online auction
- The Receiving Department completed four hundred seventy two (472) deliveries (purchase orders and complimentary books) and a total of three thousand nine hundred two (3,902) packages/boxes. A total of four hundred two (402) purchase orders were posted received in Banner. A total of sixteen thousand one hundred ninety eight (16,198) items were transferred/relocated as per move/set up request forms.
- The Mail Services department processed the following mail and copy request:

⇒ Financial Aid Office - $3,708.07, Business Office/Cashiers - $2,113.82 and Valley Scholars - $1,056.96;

⇒ A total of two hundred thirteen thousand seven hundred fifty five (213,755) copies were completed at the copy center for the month of September.

⇒ A total of three thousand sixty nine (516) letters were returned to STC due to invalid addresses.

Human Resources

- Meeting was held by Interim VP-Academic Affairs, Associate Dean of Curriculum, Systems Analyst II, Faculty Staffing Specialist and Director of HR for review of online position description and review of Faculty advertising and credential review.
- Chief Information Officer requested meeting with Director of Human Resources for review of compensation study recommendations and procedure for employee appeals through Evergreen.
- Applications Manager and Programmer Analyst met with Director of Human Resources for review of process for electronic letters of appointment.
- Continuous review of job descriptions received by Evergreen to ensure education/experience requirements and essential duties were appropriately listed.
- Meeting was held by Interim VP-Academic Affairs, Associate Dean of Curriculum, Payroll Assistant, Faculty Staffing Specialist and Director of HR for review of calculation of LHE's (lecture hour equivalents) and procedures for departments/divisions.
- Employee Relations Officer and Director of Human Resources attended the President's Administrative Staff Meeting.
- Staffing Specialist prepared information and facilities request for upcoming Adjunct and Staff job fairs to be held in October 2014.
- Director of HR continued review of credential database for eligibility of educational supplements for staff effective for September 2014 payroll.
- Director of Human Resources reviewed Policy 4154 for appropriate revisions to incorporate new educational supplements for all staff as previously limited to Classified.
- Director of Human Resources reviewed staffing and onboarding updates to provide latest vacancy report for VP-FAS review in preparation for Board reports.
- Director of Human Resources attended the FAS Director's Meeting held by Vice President for Finance and Administrative Services.
- Employee Relations Officer conducted an afternoon training session for Supervisors at Professional Development Day.
- Systems Analyst II-FAS and Faculty Staffing Specialist conducted an afternoon training session on Processing Personnel Requisitions on PeopleAdmin for faculty Department Chairs on Professional Development Day.
- Employee Relations Officer and Director of Human Resources attended the full day session of the Human Resources Symposium hosted by SHRM-Society for Human Resources Management on Affordable Care Act and Human Resources' Impact on the Bottom Line. Benefits staff attended half-day session on Affordable Care Act.
- Employee Relations Officer and Director of HR met with Director of Judicial Affairs, Dean of Student Affairs and Ombudsperson to review demo of online Maxient software CRC uses for eyewitness reports/student grievances and review of complaint procedures.
- Director of Human Resources and Employee Relations Officer presented the Office of Human Resources' mission for the ACTA Ambassadors Cross Training Academy.

- Director of Human Resources met with Associate Dean of Organizational and Professional Development and Academic and Grant Project Officer to review and guide detailed duties for job descriptions for new grant positions under the HSI Grant.
- Director of Human Resources prepared FY2014-2015 current report of staff vacancies for board packet for Vice President of Finance and Administrative Services review.

Security & Police Department

- South Texas College Police CAD Mobile Application - South Texas College Police Department and Technology Resources personnel met with the McAllen Police Department IT supervisor to further discuss the mobile application used by McAllen police officers to prepare police reports in vehicles, avoiding the need for officers to return to the police station to write reports. Technology Resources will study the application to assist them in setting up the mobile application the South Texas College Police Department previously purchased.
- Pecan Campus Traffic Control - The College fall semester began on August 25 and traffic control measures were implemented at the Pecan campus to ensure the safety of students, employees and visitors. South Texas College police vehicles were stationed on 29th street and security officers were positioned throughout the campus to maintain traffic flow and assist new students with directions and information. The south side of campus was closed temporarily in the mornings to prevent gridlock and vehicle accidents when parking lots were filled.
- Fall Semester Traffic - During the first two weeks of the Fall 2014 semester, traffic control measures were implemented at the Pecan campus to ensure the safety of students, employees and visitors. Students are learning the time of day that parking spaces are available at the buildings that they have classes in and are adjusting the time of arrival and parking locations.
- Texas Department of Public Safety - Arrangements have been made for the Texas Department of Public Safety (DPS) to install Texas Law Enforcement Telecommunications System (TLETS) equipment at the new South Texas College police building. This equipment is provided by the state at no cost to the college and will provide access to the DPS and FBI Crime Center information.
- Electronic Fingerprinting Equipment - On Thursday (09/11/14), an electronic fingerprint machine was installed at the new South Texas College Police Department Building. This equipment will allow instantaneous access to the FBI and Texas Department of Public Safety fingerprint database and remove the requirement for prisoners to be processed at the Hidalgo County Jail.
- TLETS Coordination - On Monday (09/08/14), the Texas Department of Public Safety visited South Texas College to gather information from the South Texas College Police Department and Technology Resources for the installation of the Texas Law Enforcement Telecommunications System (TLETS) in the college dispatch office. TLETS will permit the immediate review of criminal records and outstanding arrest warrants when police officers make traffic stops.
- Campus Security Authority Training - On Saturday (09/20/14) the South Texas College Chief of Police/Director of Safety & Security, provided Clery Act mandatory Campus Security Authority (CSA) training to 105 instructors and advisors. The training encompassed the U.S. Department of Education requirements for CSA reporting including the need to file a closing report at the end of each calendar year.
- RAVE Alert Modification - South Texas College RAVE Alert mass notification system has been modified to include RSS messaging that enables alerts to be sent to students and employees who are using the JAG Mobile wireless program. RSS also permits the rolling banner on Jag Mobile to be interrupted for emergency messaging and removed when no longer pertinent.

Facilities Planning & Construction

- Departmental report items
  - ⇒ Performed the following:
    - ➢ 2013 Bond
      - o Completed evaluations of qualifications submitted by 17 architect firms
      - o Finalized RFQ's for MEP and CE services; Began solicitation on Monday September 1, 2014; Hosted pre-qualifications conference; received qualifications on September 23rd.
      - o Finalized AE evaluations and worked with Broaddus & Associates to prepare recommendation on project assignments for approval by the Board of Trustees
      - o Worked with legal counsel on draft contract for Architectural services
      - o Worked on Phase I furniture evaluations for future libraries
    - ➢ Worked on September & October 2014 Facilities Committee agenda items
    - ➢ Coordinated with City of McAllen to prepare lease agreement for use of space in South Texas College's Technology Campus Building E (Southwest Building)
    - ➢ Pecan Campus Electrical Disconnects for Buildings A, G, H, & X – Conducted a Pre-proposal conference and submitted comments for an addendum; Proposals were received and evaluated; recommendation was submitted for Board approval in September
    - ➢ Pecan Campus Infrastructure for Relocation of Portable Buildings – A project start-up meeting was held with the project engineers; design is in progress
    - ➢ Pecan Campus Removal of Some Old Trees; A bid package was prepared for the cutting of trees located on the west side in preparation for Bond Construction
    - ➢ Pecan Campus Relocation of AECHS Service Drive and Sidewalk – Began project development work in preparation for hiring a civil engineer
    - ➢ Pecan Campus Student Services Building Modifications - Construction work is in progress by Bullard Construction; coordination to prevent disruptions has gone well; Worked on acquiring furniture quotes; received quote for data drops from Bridgenet
    - ➢ Pecan Plaza Police Department – A Final Punch list Walkthrough was performed on 8/29/2014 and forwarded to 5 Star Construction; HVAC system is operational and PBK and 5 Star are working on modifications to the HVAC system as recommended by PBK engineers; Worked with Innerface Signage to request quote for exterior building signage.
    - ➢ NAHC Library Quite Area – Received quote for new movable walls to be installed in Quiet Area
    - ➢ NAHC North Parking Lot Expansion – Received and evaluated six proposals submitted by contractors; recommended Board approval to reject proposals due to amount over budget
    - ➢ NAHC Subdivision Plat – The master plan of the campus was updated and forward to the City of McAllen's P&Z Commission for approval of the proposed North Campus Subdivision Plat
    - ➢ Starr County Carpet Replacement for Buildings A&B – Plans were completed and solicitation of proposals began on Monday, September 15th.
    - ➢ Starr County Campus Lot 5 and South Drive Lighting - Substantial Completion walk through was performed on 8/27/2014 and Board of Trustees approved Substantial Completion at the September meeting
    - ➢ Technology Campus Cooling Tower Replacement - Received two proposals from contractors. Evaluation of proposal was performed and a recommendation to hire contractor was approved by the Board of Trustees in September
    - ➢ Pecan Campus & Starr County Campus Buildings Exterior Painting – A final walk-thru of buildings was done and a letter recommending acceptance of final completion was received; Board approved final completion at the September meeting

- Technology & Nursing & Allied Health Campus Flooring replacement projects – worked on request for proposals, solicitation of proposal began on September 11, 2014
- Pecan Campus Grants/Accountability Office Improvements – Contractor started demolition;

⇒ Attended the following:

- 2013 Bond
  - Hosted various weekly Bond Progress meeting with B&A
  - Met with Broaddus and the City of McAllen Planning Department staff for update on proposed 2013 Bond projects in McAllen
  - Met with Broaddus, Mary Elizondo and Jesus Ramirez to discuss preparations for the Board Meeting presentations
- Pecan Plaza Continuing Education/Cashier Renovations – Hosted a meeting with Architect and Contractor to review, resolve and bring the project schedule back on schedule
- District Wide Parking Lot LED Lighting - Hosted meeting with South Texas College Maintenance Staff to review LED lighting specification options
- Conducted planning meeting for handling increased number of faculty and staff move requests
- President's Administrative Staff meeting; Monthly Board Facilities Committee meeting; Monthly Board meeting; Bi-weekly Facilities Operations Council meetings
- Pecan Campus Grants/Accountability Office Improvements – Conducted pre-construction meeting with all parties
- Technology Campus Cooling Tower Replacement - Attended meeting with evaluation committee to review construction proposals
- Pecan Campus Student Services Building Modifications – Met with South Texas College TR & IT Personnel and Bridgenet to review existing data conditions and request proposal for new data drops; Met with Paul Hernandez and Bullard Construction to coordinate construction in next areas to prevent disruptions
- Pecan Plaza Continuing Education/Cashier Renovations – Met weekly for construction status; Received Temporary Certificate of Occupancy for Classrooms and now available for use.
- Met with HIS Grant Steering Committee to plan space and furniture needs
- Attended FPC project planning meeting to develop the order for startup of new FY 2014-2015 capital improvement projects
- Director traveled to San Antonio with other administrators to visit and gather ideas from other colleges and universities for design of future libraries and cafeteria
- Conducted meeting with HIS grant managers to prepare list of furniture to be purchased for phase I active learning classroom to be ready in January 2015
- Pecan Plaza Police Department - Attended meeting with PBK, 5 Star, Carrier and South Texas College Staff to review option for the resolution of the HVAC issue
- Met with TAMUK to review details of Low Impact Development Grant
- Met with Texas A&M representative to discuss Starr County Campus Walking Trail construction project
- Met with SAEM staff to plan future building expansion on Pecan Campus
- Met with Innerface to review Police Department exterior signage and Pecan Student Services interior signage
- Met with Landscape forms to review new outdoor furniture and pedestrian lighting products
- Attended the LRGV-AIA BCC annual conference

Operations & Maintenance

- The Director of Operations & Maintenance attended the following:
  - ⇒ Meetings
    - ➢ Technology Campus Cooling Tower Evaluations Meeting
    - ➢ Pecan Campus Infrastructure for Relocation of Portable Buildings Meeting
    - ➢ President's Administrative Staff Meeting
    - ➢ PCN Campus Electrical Disconnects for A, G, H, & X Bid Opening
    - ➢ Facilities Committee Meeting
    - ➢ Special Budget Hearing Meeting
    - ➢ Special Board Meeting
    - ➢ Finance Committee Meeting
    - ➢ Facilities Operations Council Meeting
    - ➢ September Board of Trustees Meeting and presented on the Best and Final Offer for the Bookstore Services RFP.
    - ➢ Pecan Campus Infrastructure for Relocation of Portable Buildings Project Meeting
    - ➢ Bookstore Services RFP Best and Final Offer Evaluation Committee Meeting
    - ➢ Pecan Campus Student Services Modifications Construction Meeting
    - ➢ Broaddus and Associates Meeting on Schooldude and BIM Modeling
    - ➢ 2013 Bond Construction Program MEP/Civil Engineering Services - Prequalification Conference
    - ➢ Mannington Commercial discussion on new carpet and tile products.
    - ➢ Met with VP Mary Elizondo and Tom Byrne from CBC Consultants
    - ➢ Met with CBORD on employee IDs and commerce opportunities
    - ➢ Met with AEP to begin planning for relocation of overhead power lines on Pecan Campus
    - ➢ Held a call with Hyde Griffith from Broaddus & Associates
    - ➢ Attended the IFMA World Workplace Conference & Expo
    - ➢ Attended the McAllen Miller International Airport A/C Tour with City of McAllen
    - ➢ Met with Mid Valley Child Care Manager Ida Lozano, on the playground issues and needs. Recommendation is to submit a CIP form to address the issue.
  - ⇒ Departmental Plans
    - ➢ Energy Management Plan
    - ➢ 2013-2015 IE Plan
    - ➢ EPA Environmental Management System

- Operations Procurement Department

  - ⇒ Maintenance

HVAC	$26,510.79
Carpentry	$14,444.72
Electrical	$4,783.43
E. Management	$3,438.26
Locksmith	$3,844.52
IDT	$8,227.02
Plumbing	$2,886.64
Painting	$1,591.77
Contract/Special Pr.	$2,999.46

⇒ Custodial

Pecan Campus	$4,831.04
Mid Valley Campus	$6,515.90
Starr County	0
Nursing Allied Health Campus	0
Technology Campus	0

- Operations Contract Department
  - ⇒ Pecan Campus
    - ➢ Repair five domestic and irrigation backflows – In Progress
  - ⇒ Mid Valley Campus
    - ➢ Repair Board on Chiller #1 – In Progress
    - ➢ MVC Building F Siemens Panel Upgrade – Scheduled
  - ⇒ NAHC Campus
    - ➢ Convert A/C controls to Siemens – In Progress
  - ⇒ District-Wide Scheduled PM's for August 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 Elevator Phone Lines- In Progress

- Maintenance Department

Work Orders Created	1222
Work Orders Completed	1074
Carpentry	121
Electrical	104
Energy	39
HVAC	89
HVAC/Electrical PM	539
Locksmith	85
Painting	25
Plumbing	72
Plant Services	0
General Maintenance	0

- Custodial Department

Set-Ups	421
Moves/Relocations	68

<u>Business Office</u>

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

- Meetings:
  - ⇒ U.S. Bank Check Cashing Options meeting on September 3, 2014.
  - ⇒ W2's meeting on September 3, 2014.
  - ⇒ GFOA meeting on September 8, 2014.
  - ⇒ Meeting on September 8, 2014 with Business Office, legal counsel, and BBVA Compass to discuss the depository contract, interest rate, balance options, and alternative investments.
  - ⇒ Marketplace store set-up meeting on September 9, 2014.
  - ⇒ HIS grant meeting on September 9 and 10, 2014.
  - ⇒ A meeting was held on September 17, 2014 with Business Office and the Vice President for Finance and Administrative Services to discuss the investment policy.
  - ⇒ On September 18, 2014, a meeting with VPFAS, VPAA, Grant compliance, Nursing Allied Health and the Business Office was held to discuss the Nursing Shortage Reduction Programs reports.
  - ⇒ TimeForce II implementation meeting on September 18, 2014 with Business Office and Technology Resources.
  - ⇒ Attended the College-Wide Professional Development Day on September 19, 2014.
  - ⇒ Meeting with Financial Aid to review the student refund hierarchy and the categorization and application of payment of exemptions and waivers.
  - ⇒ Attended phone conference calls with Business Office and U.S. Bank on the "check cashing" issues students were facing.
  - ⇒ Meeting to discuss Depository Services Proposal and Contract.
  - ⇒ Attended Student Services meeting to discuss the early and final payment deadlines for Spring 2015.
  - ⇒ Assisted with Merchant Service Bid evaluations.
  - ⇒ Attended the STC/Dell Executive Presentation of the Business Impact Analysis results.
- Trainings/Webinars:
  - ⇒ Attended the Closing Out Your Federal Grant Webinar on September 16, 2014.
- Accounts Payable / Grants and Contracts
  - ⇒ Checks Processed as of September 30, 2014:

Bank No.	09/14
01 E&G	582
01 Direct Deposit	94
03 Student	10,906
12 I&S Taxes	-
16 I&S Bond	-
17 Plant	19
32 AP Card	379
38 Unexp-LT Bond Series 2014	2

  - ⇒ Provided auditor with grant contracts for TWC Skills Development 18, TWC Skills Development 19 and TWC Fast Start Programs.
  - ⇒ US Bank Fleet Cards were issued to Police Department.
- Accounts Receivable / Budget & Reporting
  - ⇒ The Comprehensive Plan is being prepared in conjunction with the VP FAS Risk Manager. Preparation of the 2013-2014 Budget Amendment booklet has begun.
  - ⇒ Accounts Receivable presentation and reports.
- 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	6	456
01 Direct Deposit	5	69
02 Payroll	9	343
02 Direct Deposit	2	570
03 Student	5	10,594 (US Bank)
12 I&S	0	0
16 I&S	0	0
17 Plant	4	18
38 Bond Series 2014	1	2
Total	32	12,052

⇒ Replacement Check Approvals - Staff approved 12 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	9
Bank Transfers between Bank Accounts	10
Wire Transfers for Benefits	4

⇒ Motion for Merchant Services.

⇒ Working on policy changes for the finance meeting: Policy 5600, Authorization to Sign Checks; Policy 5610, Disbursements; Policy 5120, Investment Policy; and Policy 5110, Comptrollership Function.

⇒ Staff prepared the finance motion for the bank deposit options and alternative investments provided by BBVA Compass.

⇒ Staff worked on seven transfer/renewal letters for the Certificate of Deposits that matured on August 31, 2014.

⇒ Worked on the evaluation support for the motion to award the merchant services contract.

⇒ Information is being gathered and submitted to the external auditors as per their request such as internal control procedures, registers, reconciliations and samples.

- General Accounting & Construction

⇒ Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 67 monthly reports were completed during the month of September.

Journal entries processed	1,005
Journal entries/documents scanned	800
Hours used for scanning - estimated	40
Hours used to prepare documents for scanning	47
Hours assisting other departments	13
Checks printed	0
Positive Pay submitted	29

Disbursement of returned mailed checks	9
Processed electronic payments	0
Processed book and wire/ach transfers	7
Stop payments processed	115
Journal entries and requisitions prepared	170
Interdepartmental Transactions reviewed	29
Invoices and encumbrances reviewed	21
Set-up FOAP codes	278
Deposits prepared	11
Stale dated letters mailed	66
Copies of booklets/journal entries requested	38
Cafeteria daily sales report	17
Transactions removed from bank reconciliation	248
Inter-office deliveries	26

⇒ Received IRS notice number 972CG regarding 2012 information returns.
⇒ Five Bond confirmation letters were prepared and are been reviewed.
⇒ Four reports and one application for the Nursing Shortage Reduction Program and Nursing Shortage Reduction Over 70% were prepared and submitted to the Comptroller for review.
⇒ Motion for First public hearing was prepared and revised.
⇒ Three tax reports with graphs were prepared.
⇒ Working on year end reconciliations
⇒ Submitted to the newspapers the ad to be publish next week regarding the Notice of Tax Revenue Increase.
⇒ Answered the external auditor's survey.
⇒ Deferred Revenue entry for Fall 2014.
⇒ IRS response for tax year 2011.
⇒ Followed up on Nursing shortage reports pending Dean Treviño's approval. Reports are due to the Coordinating Board by September 19.
⇒ Reports for the Nursing Shortage Reduction Program were completed and submitted to the THECB after reclassification of expenditures were processed as approved.

- Payroll, TimeForce and Position Control Departments
  ⇒ Payroll processes for the month ending September 30, 2014:

Payroll Re-issue Processed	6
Payroll Cycles	12
Payroll Checks & DD	2,254
New Employee Setups for TimeForce	120
TimeForce Access Forms Processed	70
Number of Employees with OT reviewed for OT Memos	340
NOE's Approved	893
Salary Budget Transfer Forms Processed	22

- System Analyst
  ⇒ TimeForce upgrade
  ⇒ TouchNet Mobile
  ⇒ Journal Vouchers – working on new test instance including current budget.

- Cashiers
  - ⇒ Extended hours of operation to assist students with the Fall 2014 installment due date of September 24, 2014.
  - ⇒ Working on daily compilation of unpaid list for Fall 2014 mini-semesters.
  - ⇒ Cashier call agents continue calling students on the unpaid lists.
  - ⇒ Cashiers started process for mail out of 2014 W9S.
  - ⇒ Researched students on unpaid list and submitted manual drops to Admissions.
  - ⇒ Working on year end refunds, voids and adjustments.

Business Office Performance Indicators

Grants (Non-Student):

No.	Grant Type	YTD Revenue
18	Federal Grants	3,638,320.85
13	State Grants	1,387,983.78
12	Local/Private Grants	1,717,438.85
40	**Total**	**6,743,743.48**

Payroll:

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,526	Internal Revenue Service	5
Employees on Semi-Monthly Payroll	831	Bank Transfers	4
Timecards Processed		**Checks Processed**	
(Waged 08/16-08/31) SR17	519	Salaried	343
(Waged 09/01-09/15) SR18	506	Total Net	$ 700,892.77
(Waged 09/01-09/15) SR18 ADJ01	2	Waged	544
(Salaried: September) MR09	2,445	Total Net	$ 130,796.39
(Salaried: June) SU02	504		
(Salaried: July) MR07ADJ01	1	**Stop Payment Processed**	
(Salaried: July) MR07ADJ03	1	Salaried	0
(Salaried: July) MR07ADJ04	3	Waged	4
(Waged 07/01/13-07/15/13) SR14ADJ01	0		
(Waged 08/01/13-08/15/13) SR16ADJ01	0	**Void checks Processed**	
(Waged 09/01/13-09/15/13) SR18ADJ02	0	Salaried	0
(Waged 12/01/13-12/15/13) SR24ADJ01		Waged	4
Worksheets Processed			
(additions, deletions, changes)		**Replacement Checks Processed**	
Salaried	2,319	Salaried	0
Waged	788	Waged	6
Liabilities Processed	37	**Direct Deposit Processed**	
		Salaried	1,367
Reports Processed		Total Net	$ 3,498,347.96
Compass Bank Direct Deposit File	3	Waged	407
Void and Replacement Check Cycle File	1	Total Net	$ 107,855.30
Overtime & Straight Time Mgmt. Report	1		

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	93
General Journal Entry (Inter-Fund) (JE 16)	103
Cash Receipts (CR 05)	540
Encumbrance Liquidation (E032)	10
Encumbrance Liquidation (E020)	12
General Journal Entry (IConstruction) (JE17)	12

Third Party Student Scholarships and Grants:

No.	Type	YTD Revenue
39	Federal	356,058.88
18	State	605,070.72
12	Local	203,360.44
38	Private	245,304.45
107	**Total**	**1,409,794.49**

Cashiers:

Description	Total
Calls over the phone by students	4,443
Calls made to students due to balances owed	1,710
Total Transactions	8,758
Payment Transactions	
Cash	**3,379**
Cash	3,377
NSF Cash	2
Wire Transfer Pmt	**0**
Check	**929**
Paper	574
Money Order	-
NSF Check Wire	-
Electronic	110
Web	245
Credit Card	**4,450**
ATM/Debit	**0**
Visa	1,361
Master Card	336
Discover	33
Web	2,720
Total	**8,758**

Accounts Payable:

Bank No./Description	Total Number of Checks/ Vouchers Issued	Total Dollar Amount
01 - E&G	676	$ 3,601,604.89
02 - Payroll	0	-
03 – Student Funds	10,906	7,931,565.02
12 - PPFCO Interest & Sinking	0	-
16 - Interest & Sinking	0	-
17 - New Construction	19	272,550.82
32 – Credit Card Payments	379	341,424.01
38 – Unexp-LT Bond Series 2014	2	71,819.30
Grand Total	**11,982**	**$ 12,218,964.04**
Process Travel Checks from Bank 01 (E&G) as follows:		
Travel Authorization	126	$ 91,962.98
Travel Vouchers	0	-
Travel – In district	0	-
Grand Total	**126**	**$ 91,962.98**

South Texas College

Changing Lives, Changing Communities

Academic Affairs

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South Texas College

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McAllen, Texas 78502- 9701

Office of the Interim Vice President for Academic Affairs
3201 W. Pecan Blvd. • McAllen, Texas 78501

(956) 872-6790
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Memo

Date: October 22, 2014

To: Dr. Shirley A. Reed, President

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

Subject: **SEPTEMBER 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 October 28, 2014 Board meeting.

Division: **Academic Advancement**
Department: **Professional & Organizational Development**
Highlight: **South Texas College awarded $2.5 million Grant by the U.S. Department of Education**

On **September 2014,** South Texas College was recently awarded a $2.5 million grant by the U.S. Department of Education under the **Developing Hispanic-Serving Institutions (HSI) Program**.
The purpose of the HSI Program is to provide grants to assist Hispanic Serving Institutions (HSI) to expand educational opportunities for, and improve the attainment of, Hispanic students. These grants also enable HSIs to expand and enhance their academic offerings, program quality, and institutional stability.

South Texas College Staff Kristina Wilson, Academic Grants and Projects Officer and Lee Hudson Grimes, Associate Dean of Professional and Organizational Development (right) worked together to apply for HSI grant.

South Texas College qualifies as a traditional HSI with a current student body that is 94% Hispanic. In addition, **70% of its students are the first in their family to attend college**.

During the *five-year funding period*, three projects designed to work cohesively to increase the higher education success of South Texas College students will be implemented.

U.S. Department of Education

Project I:

- Implementation of the **FOCUS Academy and Active Learning Classrooms (ALCS)** in order to enhance student learning and increase student retention and course completion.
- The FOCUS Academy will provide professional development for faculty to assist them in an ALCS environment.

Project II:

- Redesign and Expansion of the Faculty Advising program. This will include instituting practices to regularly **update Faculty Advisors on best practices and college programs**, and to recruit and train new Faculty Advisors.
- Implementation of **Degree Works and a custom-designed tool, the Graduation Progress Meter**, will be used to support the student and their Advisor with real-time degree pathway status and progress to degree information.

Project III:

- Enhancement of Information Technology Infrastructure to support the implementation of the ALCS.
- To provide full functionality across South Texas College's five physical campuses and virtual campus, the broadband service will be enhanced to support distance learners or students requiring remote access to use student support areas such as the Library or the Center for Learning Excellence.

Division: **Academic Advancement**
Department: **High School Programs & Services**
Highlight: **Edcouch-Elsa Early College High School Ribbon Cutting**

On **September 4, 2014**, a Memorandum of Understanding was signed between South Texas College and Edcouch-Elsa ISD establishing the Edcouch-Elsa Early College High School (ECHS).
After two years of development, the Edcouch-Elsa ECHS will make it possible for students to receive dual credit college courses free of charge.
The Edcouch-Elsa ECHS is now the ***26 ECHS established in partnership with local school districts throughout Hidalgo and Starr counties***. Since its inception in 2003, the South Texas College Dual Enrollment Program has saved families more than $73 million in tuition.

By adopting this program, the Edcouch-Elsa ECHS will function as an autonomous public high school located on a separate wing of the campus. It is designed to create an integrated system of high school and college classes.

Each fall semester, 100 high school ninth graders will be admitted to the ECHS and stay in the system until graduation. As they reach their last two years, they will often be on our Mid-Valley Campus for specialty courses, intergraded among the traditional students.

These high school students have the opportunity to earn college credit up to an associate degree. The first cohort of Edcouch-Elsa ECHS students will graduate in 2018.

South Texas College President, Administrators and Staff.

Ribbon Cutting Ceremony at Edcouch-Elsa Early College High School.

Division: **Business and Technology**
Department: **Paralegal Department**
Highlight: **Power of Attorney Clinic**

On **September 5, 2014**, a **Power of Attorney Clinic** was hosted by **South Texas College Paralegal Department** at the Pecan Campus.

STC paralegal students prepared Powers of Attorney and Living Wills for **38 indigent clients** from Hidalgo County. The students were supervised by attorneys from Texas Rio Grande Legal Aid, South Texas Civil Rights Project, and Paralegal Program Chair Paul Gaytan.

A private practice attorney would charge between $500 and $750 to prepare these documents for one client. The STC Paralegal Dept. prepared these documents for 38 clients; therefore, an **estimated $19,000 to $28,500 in free legal services were provided during the Clinic**.

The following ***three legal documents were prepared*** for each client:

- Statutory Durable Power of Attorney
- Medical Power of Attorney
- Directive to Physicians and Family or Surrogates

Community organizations that also assisted at the Clinic:

- Union del Pueblo Entero, Proyecto Azteca
- University of Texas Pan American Pre-Law Society
- RGV Retired and Senior Volunteer Program.

STC's Paralegal Department will continue to host legal clinics for the underprivileged and underserved in the community. The next Power of Attorney Clinic will take place on November 7, 2014, at STC Starr Campus, where STC Paralegal students are expected to provide legal services for 65 indigent clients from Starr County.

Division: **Liberal Arts and Social Sciences**
Department: **Visual Arts Department**
Highlight: **Charles Neumann Art Exhibition**

On Thursday evening **September 11, 2014,** Mr. Charles Neumann presented a lecture on his current exhibition **"Tools: Instruments and Implements"**. The exhibition, which is housed in the Art Department Gallery, runs through October 2, 2014. The lecture was well attended by students and faculty alike.

Mr. Neumann's exhibition centers on hand tools and their action and interaction with the user.

In Mr. Neumann own words, "It is in this change of power that the tool becomes a means of communication.
By manipulating tools in an absurd or subtle way and inventing my own tools, I have been able to illustrate topics ranging from struggle, futility, misdirection, humor, social interaction, and world events."

Charles Neumann

Division: **Liberal Arts and Social Sciences**
Department: **Music Department**
Highlight: **Hector Rodriguez Guitar Recital**

On Friday evening **September 12, 2014,** Mr. Hector Rodriguez performed a guitar recital of classic music. The recital took place in the college's Cooper Center Theatre.

Mr. Rodriguez, a **graduate of the Conservatory of Music in Puerto Rico**, joins the Music faculty this Fall 2014 as an adjunct instructor. The South Texas College Music Department has a vibrant and growing guitar program and many of the guitar students were on hand to experience this virtuosic performance.

STC instructor Hector Rodriguez

Division: **Liberal Arts and Social Sciences**
Department: **Center for Mexican American Studies: *Ballet Folklórico***
Highlight: **El Grito Independencia Celebracion**

On **September 13-14, 2014**, *Ballet Folklórico* South Texas College kicked off its **third performing season in "*El Grito de Independencia* Celebration"** in McAllen, TX. "*El Grito Celebration*" was hosted by the Mexican Consulate in McAllen and the City of McAllen at the McAllen Convention Center.

Major political figures from Texas and Mexico formed part of the festivities and witnessed our Ballet's outstanding performance of *Veracruz* and *Matachines* dance sets.

Joining our Ballet as their special guest was *Grupo Folklórico Ozomatli* from Palmview High School with their performance of Jalisco. Portions of this event was locally televised and heavily coveted by the media on both sides of the border.

Over 10,000 people attended the festivities on both days and over 4,000 were in attendance for STC Ballet's performance and main festivities on Sunday, September 14, 2014.

Student dancers were very pleased with the crowd, the opportunity, and to have represented South Texas College both in this fashion and successfully.

Division: **Liberal Arts and Social Sciences**
Department: **Political Science**
Highlight: **Mid-Valley Political Science Club Attends Gubernatorial Debate**

On **September 19, 2014**, Students and Faculty advisors from the **Mid -Valley Political Science Club** attended the **Rio Grande Valley Gubernatorial Debate** that took place at Edinburg Conference Center at Renaissance.

This is the first time the Rio Grande Valley has held a gubernatorial debate and sharing the stage was gubernatorial hopefuls Texas State Senator Wendy Davis and Texas Attorney General Greg Abbott. The debate between was he first of two scheduled before the November election.

Local television news anchors Ryan Wolf of Channel 4 KGBT, Dalila Garza of Channel 40 KTLM, and *The Monitor* editor Carlos Sanchez took turns quizzing Gregg Abbott and Wendy Davis on a variety of statewide issues.

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Division: **Liberal Arts and Social Sciences**
Department: **Center for Mexican American Studies- *Ballet Folklórico* South Texas College**
Highlight: **Dia de los Niños and Culture, Health, and Fitness Fair- San Antonio, TX.**

On **September 20, 2014,** *Ballet Folklórico* South Texas College participated in the **"Día de los Niños and Culture, Health, and Fitness Fair"** in San Antonio, TX. The event was hosted by the City of San Antonio and the Department for Culture of Creative Development at the Maverick Plaza in La Villita, downtown San Antonio.

Ballet Folklórico South Texas College enjoyed the **presence of over 1,000 people throughout the event** and shared the dance sets of *Veracruz, Matachines de Zacatecas, Sonora Bronco, and Tabasco*. Student dancers were very pleased with the crowd, the opportunity, and to have represented South Texas College both in this fashion and successfully.

Division: **Academic Affairs**
Department: **Mid-Valley Campus in collaboration with Weslaco ISD**
Highlight: **March for Education at South Texas College Mid-Valley Campus**

On **September, 20, 2014**, the Mid Valley Campus hosted the **March for Education** sponsored by the office of State Representative Armando Martinez.

The purpose of the event is to ***promote education in our community*** and invite parents and students. Participants included families, students, business representatives, school groups, law enforcement and local residents.

The event started at Bobby Lackey Stadium with the Weslaco High School Drum Corps and the Mercedes High School Dance Team, The Debonnaires, leading the parade. They marched around the stadium and then proceeded to the Pavilion at the Mid-Valley Campus. Dr. Ruben Alejandro, Weslaco CISD superintendent, and Jesse Villarreal, STC Board Member were also in attendance.

Representative Martinez addressed the parents and students about the importance of education and how it can transform a community. He also stressed the **importance of parental support and involvement for the education of our children**. This will become an annual event here at Mid-Valley Campus.

The event was captured in video and can be seen through the following link: http://youtu.be/Xd5_S5EuUzo

State Representative Armando Martinez

Parents and students in attendance

Division: **Liberal Arts and Social Sciences**
Department: **Psychology in collaborations with Starr County Campus**
Highlight: **3rd Starr County Mental Health Awareness Conference: "Social Work"**

On **September 25, 2014**, the Starr County Campus Psychology Club hosted **its 3rd Starr County Mental Health Awareness Conference** at the STC Auditorium in Rio Grande City. *Mr. Robert Luckett* (STC Social Work Instructor and Program Department Chair of Criminal Justice and Social Sciences Department) presented on **"The Field of Social Work,"** where he elaborated on:

- Who social workers serve
- How social work is linked to mental health and illness
- Career options in social work
- What the associate's degree in social work looks like at STC

This conference was open to all STC students and the community, free of charge. **Over 150 people were in attendance**, including:

- STC Dean of Liberal Arts and Social Sciences Dr. Ety Bischoff
- STC Starr County Campus Administrator Dr. Arturo Montiel
- STC faculty and staff.

STC Psychology Instructor, Club Advisor and LPC, Mr. Alex Sarabia, welcomed the audience and introduced Dr. Montiel, who delivered opening remarks. Dean Bischoff then delivered special remarks and introduced our speaker- Mr. Luckett. Following Mr. Robert Luckett's presentation, there was a Question and Answer session by the audience.

Division: **Liberal Arts and Social Sciences**
Department: **Music Department**
Highlight: **An Evening of American Music**

On Friday evening **September 26, 2014**, South Texas College Music Faculty, *Ms. Sharon O'Leary and Mr. Daniel Cather* presented a recital of music by American composers.

The recital, which was held in the college's Cooper Center Theatre, included Negro Spirituals, Broadway Show tunes, and original compositions by Mr. Cather.

The audience was delighted to hear such a wide variety of compositions on one program. Ms. O'Leary and Mr. Cather interacted with the audience by sharing anecdotes and historical perspectives on the music.

South Texas College Music Faculty,
Ms. Sharon O'Leary and Mr. Daniel Cather.

Division: **Business and Technology**
Department: **Business Administration**
Highlight: **2nd Annual Bi-national Innovation Conference**

On **Friday, September 26, 2014,** the Business Administration Department held its **2nd Annual Innovation Conference**. This year's conference was focused on ***Energy Innovation***, in particular the impact of energy reform in Mexico and its impact along the U.S. & Mexican border economies.
This conference is a bi-national conference sponsored by South Texas College and the Instituto Internacional de Estudios Superiores (IIES).

The conference began at the IIES campus in Reynosa, Mexico on Thursday, September 25, 2014 with an economic conference that included poster sessions of research completed by both the IIES University and high school students. The second day is held at the South Texas College Technology Campus Atrium.
The conference began with a presentation by Jesus Cañas from the Federal Reserve Bank of Dallas. Other speakers included presentations from the Director of the Port of Brownsville (Eduardo Campirano) and a financial perspective on the impact of energy innovation from the President & CEO of Texas Regional Bank (Paul Moxley).

Just as last year, a *panelist of local economic development representatives* from McAllen, Mission, Edinburg, Pharr, Rio Grande City, and provided very informative information and insight into how economic development innovation would impact the valley. The common theme was collaboration and taking advantage of the strengths of each city to strive for regional success.
The **keynote speaker was M. Max Yzaguirre** who shared his personal experience managing an international organization in Mexico. He was able to communicate how the energy reforms in Mexico will impact innovation, economic development, and various forms of transportation and international trade.

New features of this year's conference involved a poster session by the IIES students who presented their research and a business development workshop and content led by the STC Economics faculty. The winning business was an internal car fan that runs while the car is turned off.
IIES Poster

This year's conference succeeded in educating the community about the impacts of energy reform on economic development in the region.

Mario Reyna
Division Dean - Business & Technology

- On Tuesday, September 2nd I held interviews for the new Paralegal Program Chair, met with Human Resources twice for faculty issue and met with Fernando Ortiz, Executive Director at Instituto Internacional de Estudios Superiores for updates on INNO 2014.
- Attended meeting with Dr. Anahid Petrosian, held the Business and Technology Program Chair Meeting on Wednesday, September 3rd.
- Met with Rosendo Martinez, Dean, Instituto Internacional de Estudios Superiores and attended the Ribbon Cutting Ceremony at Edcouch-Elsa ECHS on Thursday, September 4th.
- Attended the Exposicion Internacional de Publicidad in Monterrey, Tamaulipas, Mexico on Thursday, September 4 – 8th.
- Visited Universidad of Tamaulipas, met with personnel at Human Resources, had an interview with STC Radio to promote INNO 2014 Conference, and attended the DOL Grant Opportunity at the Pecan Campus on Tuesday, September 9th.
- Interview with KURV radio to promote INNO 2014 Conference and visited Pharr Police Academy on Wednesday, September 10th.
- Interviewed with Fox news to promote INNO 2014 Conference, attended the Education & Workforce Development Committee, Board Meeting and presented at the Valley Scholars Class 18 Welcome Banquet at the Pecan Campus on Thursday, September 11th.
- Attended a meeting at the Anzaldua Bridge, held the Business and Technology Chair Program Chair Meeting, attended the NAAMREI Quarterly Leadership Team Meeting at UTRGV, and attended the Planning and Development Council Meeting at the Pecan Campus on Friday, September 12th.
- Met with Rosendo Martinez, Dean, Instituto Internacional de Estudios Superiores, met with Maria Esther Carargo of UT Reynosa and was interviewed by Telemundo to promote INNO 2014 on Tuesday, September 16th.
- Interviewed with McAllen Cable Network to promote INNO 2014 on Wednesday, September 17th.
- Attended the Pathways to Progress 2014 Conference in Dallas, Texas on Sunday, September 21-23, 2014.
- Met with personnel from Human Resources on Wednesday, September 24th.
- Attended INNO 2014 at the Instituto Internacional de Estudios Superiores in Reynosa and interview with KURV Spanish to promote INNO 2014 on Thursday, September 25th.
- Hosted the INNO 2014 Conference at the Technology Campus, attended Planning and Development Council Meeting, and met with personnel at Human Resources on Friday, September 26st.
- Attended the Academic Affairs Council Meeting held at the Pecan Campus on Monday, September 29th.
- Will be attending the National Institute for Metalworking Skills (NIMS) Board of Directors Meeting in Alexandria, Virginia on Wednesday, October 8-10, 2014.
- Will be attending the National Council for Workforce Education (NCWE) 2014 Annual Conference in Pittsburg, Pennsylvania on Wednesday, October 29-31, 2014.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- Met with IS&P to review Blackboard integration
- Participated in the review of HSI Grant Application
- Attended STC/Dell Executive presentation of BIA results
- Met with Blackboard representatives to discuss support for student's services.
- Met with the Chair of Computer Science to discuss the progress of online BAT CIT degree program.
- Participated in a web conference on state authorization for distance education
- Met with the director of PR and his team to discuss a marketing campaign for eSTC Virtual Campus. We discussed the overall marketing goal to provided visibility for the campus, online courses and degree programs.
- Met with web coordinator to discuss layout for the eSTC website.
- Attended ribbon cutting ceremony at Edcouch Elsa ECHS
- Met with application development team from IS&P to discuss a working solution for Blackboard integration problems.
- Met with the Chair of Business administration to work on timelines for degree programs in Accounting and Banking to be offered online.
- The discussion with PR and web coordinator on marketing campaign and redesign of the virtual campus website is on-going. Weekly meetings have been scheduled to work on the design of the website.
- Met with application development team from IS&P to discuss a working solution for Blackboard integration problems. Automated drops are currently not working. A temporary solution of bulk upload is being used till a lasting solution is developed.
- Met with data team from IS&P to outline data needs of distance education department.
- Met with the Chair of Administrative Office Careers Program to have further discussions on online courses and programs. The department plans to schedule 4 online courses for online delivery in Spring 2015 and then 5 in Fall 2015.
- Met with Instructional Technology team from Library Service to discuss technologies for distance learning training rooms. The discussion also touched on future uses of training rooms in Starr and Mid Valley campuses when collaborate is implemented
- Attended the Civitas meeting on learning analytics in Austin. The one day summit was packed with lots of excitement and information about the role of learning analytics in student success and decision making.
- Attended a meeting at Texas Higher Education Coordinating Board on the BAS in Organizational Leadership.
- Met with applications development team from IS&P to discuss and find resolution to Blackboard integration malfunctions.
- Met with the Chair of Communication Studies to have further discussions on online courses and programs.
- Met with the director of PR and Marketing to discuss progress on marketing plan for eSTC and online degree programs
- Attended Our Lady of The Lake Executive Team meeting.

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.
  - eLearning has not been functional for the whole month of August and September. Manual feed files need to be created in order to process all enrollments of students however, all the student drops have not been processed since the file does not recognize it. Faculty and Distance Education staff have been manually disabling students in courses they are no longer enrolled in. IS&P has been working hard to get eLearning back up and running by consulting with SIG and Ellucian to make sure they get the application stable.
  - Dr. Erasmus Addae and myself have created bi-weekly meetings with IS&P (Ali Kolahdouz and Stephen Crum) since August to discuss any issues and status on all Distance Ed related projects. The main discussion has been the banner integration, a lot of changes have been made in order to get the application stable. On September 27, they recreated all streams and rules to start receiving them again inside Blackboard. Even though as of October 2, it seems to be working for the current term, it is still not picking up all the future term courses and enrollments. I have been working with Rolando Rangel to get future terms working making sure all the data source keys are matching for both Blackboard and banner.
- **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. On September 30, the building block got updated to version 94.6.0. It provides support for the Bb Grader mobile application. By installing this version, users will be able to find their school and login to Bb Grader using the same credentials they use for Web Learn and Mobile Learn.
- **Kayako**
  Kayako has been stable for the month of August and September. New stable application update was applied in all computers that use the Kayako Client desktop application.
- **Blackboard Learn**
  - Blackboard Weekly call with Tiffany Kisker every Thursday at 11am. Discuss about all the issues we have during the week with Blackboard.
  - Updated the following building blocks on September 12: Basic LTI Tools, Goal building block, Assessments, Grading building block, Discussions building block, Blogs and Journals building block, Content editor building block, Date management building block. The Basic LTI tools got corrupted that caused all courses using Pearson and McGraw Hill not see the link on the tool bar. Blackboard was able to fix the issue by reinstalling the Partner Cloud building block and performing a rolling restart. Also, the assessment building block was having issues and Blackboard was able to patch it up with the following by performing another rolling restart to the servers:
  - Assessment Building Block resolves the following issues:
    - Test Availability Exceptions does not allow more exceptions to be added - Article # 38876
    - Matching Question throws ArrayIndexOutOfBoundsException As Student - Article # 35672

- Active directory IP address changed on Friday, June 13 at 5am. This issue caused every account not to work on the Blackboard login page. After working with IS&P and Blackboard, they were able to get the new IP to Blackboard so that it could be modify. Tiffany recommended to work with IS&P to have a publicly resolvable DNS name to replace .local.
- Action: STC will provide a public DNS to Blackboard in the month of August when Tiffany's staff explains to IS&P the importance of having a public DNS. IS&P continues to research this issue in order to give us a public DNS entry. I am still waiting for IS&P to get me the public DNS entry.
- A clone was done from production to our staging server in order to install the Civitas building block. Civitas created a new building block for STC Bas program to facilitate the process in the Blackboard environment. STC is the first to have this new building block so we will be testing for a good amount before we install it to our production environment. Meeting with Civitas technical staff, Stephen Crum and myself to discuss how the building block needs to be installed and how it is supposed to function. The new Civitas building block will be installed in our staging environment on October 3 for testing the whole month of October as much is needed to feel confident that it can be placed on production server.
- Blackboard performed maintenance/updates on September 3, 12, 18, 24 and 26; 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. Added new online programs for a total of 24 programs to the website.

Associates

Accounting
Anthropology
Business Administration – Transfer Plan
Computer Information Systems
Computer Science
Criminal Justice
Education – Elementary
Education – 4-8 Generalist
Education – Secondary
English
Human Resources Specialist
Interdisciplinary Studies
Language and Cultural Studies –Spanish Concentration
Psychology
Social Work
Sociology

Certificates

Accounting Clerk
Computer Applications Specialist
Employee and Labor Relations Assistant
Human Resources Assistant
Management
Marketing
Payroll Assistant
Recruiter Assistant

- Meeting with PR (Daniel Ramirez and Will Collins) to discuss about the revamp of the VC website. A refocus and redesign discussion has taken placed for the eSTC website. The purpose of this will be to increase awareness of South Texas College's online programs. This will involve redefining the goal of eSTC website and increasing visibility across STC website. Targeting the prospective students and current students & faculty/staff so that we can consolidate information and deliver it in efficient manner. Also, to identify resources that Current Students and Faculty will find useful. We will need to evaluate each item to determine which are currently being used,

and which can be removed. Currently, the eSTC website resides at vc.southtexascollege.edu. For the sake of consistent marketing, I recommend that we build the new site in parallel in a subdomain of eSTC.southtexascollege.edu. This will ensure we minimize confusion among new users. While we can easily identify the key audiences and what we want to communicate to them, we need to develop a survey and determine what they are looking for. This might require an incentive like movie passes. Identifying first time distance-ed students and email survey to students. In October, we will have a meeting with Fernando Chapa to start the survey. The eSTC website needs to be as visible as possible across the STC Website. While it currently has homepage placement, it is recommended that ONLINE designations be integrated on program/degree pages. This will make it understood that the program has an online degree available. Also, eSTC will become a global link at the top of the website.

- **Special Projects:**
  Instructional Designer: Assistance with BASOL Degree
  Meetings were held to in house solutions in regards to how courses are being populated are on-going.
- **Instructional Designer: Development of New Online Programs**
  Instructional Designers are working with the Administrative Office Careers Department to develop online courses for their degrees and certificates. IDs are also working to complete BAT Technology Management courses for online delivery.
- **Development of Common Course Navigation Page**
  Instructional Designers and Course Development Specialist have been working on a Common Course Navigation Blackboard Shell that faculty can utilize during the development of their online courses. The purpose is to provide a common means of navigation to help ease the frustration of online students.
- **National Distance Learning Week**
  Meetings have been help to organize student activities and webinars for 2014 National Distance Learning Week. In honor of National Distance Learning Week (NDLW) eSTC Virtual Campus will be holding a number of events to celebrate distance learning and to educate the general public on the future of learning online. Each year, National Distance Learning Week, sponsored by the United States Distance Learning Association, is held in the second week of November across the country as a way to increase "awareness and appreciation for distance learning" in arenas ranging from education to business and government sectors.

Ongoing:

- **Training and Support**
  eTeach face-to-face trainings have been completed. eTeach Online trainings was completed on August 5th. Support continues for those seeking assistance from Instructional Staff via walk-ins, phone calls, and emails.

Course Reviews

- Course Reviews continue for new Online Courses as DECDC's are submitted.

Future Projects

- Drama Department- Ideas on how to get their courses online/hybrid
- Nursing –Raquel Esquera Ideas on how to get their courses online/hybrid
- Zelda Colegado Ideas on how to get their courses online/hybrid

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

The Edcouch-Elsa Board of Trustees
in partnership with
South Texas College
Cordially invite you to attend the
Edcouch-Elsa Early College High School
Ribbon Cutting Ceremony
Thursday, September 04, 2014
9:30 am

- A Ribbon Cutting ceremony was held at the Edcouch/Elsa Early College Highschool to celebrate the establishment of yet another early college high school. In the presence of STC and Edcouch Elsa notables and the first Edcouch/Elsa EHS cohort, Sophia Pena cut the ribbon and the ceremony was followed by a reception.
- The Psychology Department held an orietation for its majors in D103. Approximately 70 majors showed up and participated in a very informative program. Majors were given advice, information on how to navigate college, and specifi information on the Psychology program itself. Humor alternated with serious contemplation made it a very pleasant event. Majors went home with a bag full of degree plans, career options, and other valuable stuff.

- A division curriculum meeting was held and agenda items on the NCBOs in Reading and Writing were approved. Dr. Reittinger had an item to accept the Psychology of Adjustment course as a Social and Behavioral elective.
- A meeting was held with VP Petrosian to discuss a possible re-organization of the LASS division into three entities rather than 2, where the three entities would be overseen by the LASS dean, with have 3 assistant deans leading the respective entities.

- The LASS dean attended Degree works training with several of the LASS chairs
- A LASS chair meeting took place where the following issues were discussed:
    - Maria Evans talked about the new grant and what it means for STC.
    - Mario Morin introduced Cate Facey of Canterbury Christ Church University who presented on the wonderful study abroad opportunities they have. This particular program would require that international credits are transferred as STC credits, sine our faculty would only serve as mentors and travel coaches.
    - A Discussion on what faculty secretaries can be asked to do
    - A request not to send faculty straight to the BO in case of problems
    - Support for the Reading Apprenticeship program that our faculty may be interested in
    - The dates for the TASB harassment training
    - A series of announcement on matters of faculty evaluations, search committees, etc.
    - Stevan Stoyanof provided Position Description training in the Admin program
- The Dean attended the Pathways to Progress Institute in Dallas, TX, organized by the Coordinating Board, Educate Texas, The Dana Center, Achieving the Dream, and TACC. Work sessions included lots of helpful information on success initiatives and their data, examples on how to implement the variety of TSI tools available to us, and a call to use data wisely. Intensive team work sessions produced answers to what new initiatives STC will implement with regards to developmental students.

- The Dean participated in the monthly Puente phone call and provided an update on the Fall 2014 Puente activities.

- A TSI and DE Webinar held on September 17 did not provide much new information, other than a peculiar definition of Open Enrollment by the CB. They seem to believe it includes admitting students without a high school diploma.
- An executive team from Our Lady of the Lake University visited and an informative discussion took place on programs and collaboration opportunities. For the LASS division the best links would be in the Kinesiology, Education, Child Development, and Mexican American History programs. While they have a more research focused Center for Mexican American Studies, it would still be good to have the Puente folks organize a transfer visit to the University.
- The Child Development Center Oversight Committee meeting was held to discuss enrollment, staff matters, upcoming activities. It was decided to organize a radio performance to recruit more students. The budget was discussed as well.
- The bi-annual Puente Pizza meeting took place where faculty and staff met to discuss the upcoming semester's calendar with regards to family nights, enrollment, the survey, mentor activities, and the 5K run.
- The Dean visited the Advising Staff meeting with Adrian Lozano from the Testing office to inform the advisors of the new option to refer students to "My Foundation Lab". This unique opportunity allows "bubble students in all three levels (almost READ/WRITE 0100 and almost READ/WRITE 0200, and almost College Ready) to either take a one credit NCBO with access to this on-line support program, or practice the program by themselves for a higher score on the TSI.
- The Starr County Psychology Club hosted the 3rd Starr County Mental Health Awareness Conference on the topic of "The Field of Social Work". Mr. Robert Luckett, chair for the Criminal Justice and Social Sciences department presented on the topic. The Dean provided the introduction.
- The Planning and Development Council discussed a new JAG Mobile Application, Persistence Data, the Roll Back Election efforts by OWL, and the new Branding strategy.
- A huge gala event in the IMAS to honor Kirk Clark was attended by Art faculty Richard Smith, VAM chair Bill Buhidar, and Dean Bischoff. Amazing items were part of the auction/silent auction. Food, catered by house.wine, and gala atmosphere contributed to a fantastic event, worthy of the great leader and philanthropist Mr Clark is.

- 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>News from the English Department:</u>

- The Retention and Advising committee met to discuss the English major sign-up forms and begin planning to contact all English majors.
- The Academic Classification Support Group met and reviewed binder format with Brett Millan, and began collecting past evaluations.
- The Page Turners student club (based in Weslaco) set up a booth at the Club Recruitment Fair. Additionally, this club held their first meeting, elected club officers, and began planning to gather books to donate to a needy day care or school.
- The English department devoted the afternoon of Professional Development Day to discussing faculty evaluations and then talking about ways to smooth the late registration and overload process, textbook selection, classroom management, and strategies for promoting student engagement.

- Marisa Taylor just completed a cool project with her class. Here is her write-up:
  - A student in my 1301 class and a former member of the military service, brought note cards to class to be included in a care packet for members of the armed forces serving overseas. Students were asked to write a message, a prayer, a joke…anything to brighten the day of someone serving overseas. Students took great care and time to write something meaningful. Some students wanted to volunteer to assemble the care packages, which will be sent through the Salvation Army.

- Together with the Center for Mexican American Studies, and the Library, the English department arranged to have author Tim Hernandez visit on October 2nd.

News from the Child Development Department and MVCCDC:

- Program Chair Veronica Rodriguez and Cecilia Villagran Conference planning meeting Office of Professional Development September 3, 2014
- Mailed out conference registrations September 9, 2014; over 600 private centers invited to register
- Program Chair Veronica Rodriguez and Cecilia Villagran met with Frank Brewster, possible presenter for October 18th - Lunch Keynote speaker on September 9, 2014
- Cecilia Villagran finalized CDA textbook sign-in sheets for participants; returned books to WorkForce Solutions September 10, 2014
- Cecilia Villagran attended Webinar with TAEYC; provided information on Teaching Strategies GOLD Assessment System Pilot – For Child Development Center September 11, 2014
- Program Chair Veronica Rodriguez and Cecilia Villagran Met with Elias Hernandez (continuing Education Representative) regarding CDA class cohort for M.E.T program Spring 2015
- Cecilia Villagran presentation for Dual Enrollment Students –Nikki Rowe High School September 12, 2014.
- Cecilia Villagran Child Care Services Developer attended Degree Works Training to prepare for CCAMPIS grantee advisement sessions.
- Program Chair Veronica Rodriguez met with TMC Regional Office infant/toddler and preschool specialists to review student Field placement requirements and training.
- Worked on daily reports for CACFP programs such as H1535 form, Food Production Log, Attendance, and Sign In/Out.
- Teacher and Field Student classroom observation on a daily basis.
- Attended the oversight committee meeting on Tuesday afternoon.
- Completed Conference Budget and submitted it to Office of Professional Development for Approval.
- Cynthia Cain, Beverly Schmalzried, Veronica Rodriguez, and Cecilia Villagran attended the Child Development Center Oversight Committee Meeting
- Sent additional evites to Conference on October 18th, 2014
- Met with Grant Compliance Financial Manager to finalize the expenditures for CCAMPIS grant year 4. Also discussed approval of the Year 1 budget for new CCAMPIS grant to be submitted to DOE by Sept. 19th.
- Continued to refer students to WorkForce Solution Local match Child Care Assistance program.
- Veronica attended the McAllen ISD College Night at the McAllen Convention Center
- Submitted Year 1 Budget for CCAMPIS grant to the Department of Education for their approval.
- Submitted request order form to office of Public relations for conference materials promotional items for participants.
- Conducted Child Development Center Oversight Committee Meeting
- Met with Grant Development Office to complete the Letter of Inquiry for the Lee and Ramona Bass Foundation
- Child Development Department Meeting held on Thursday

- Attended College Wide- Professional Development Day on Friday
    - Dr. Garza had a guest speaker from the Rainbow Room to discuss services offered and how students can help families in need.

Criminal Justice and Social Sciences Department:

- Sylvia Flores has accepted the position of Assistant Chair of the department, and will be active in Institutional Effectiveness, and the high school programs, among other functions.
- The department will participate in Palm Fest in addition to the SWACJ conference.
- Student clubs and organizations are up and running, and attendance to events and trainings have taken place.
- New adjuncts have started teaching this semester, with a social work class being taught for the first time in Starr county.
- The Pecan Criminal Justice Club soon will be the first college in the Valley to join the American Criminal Justice Association as a regional/subsidiary chapter.

History Department: Common Reading Program

- The text for this year's common reading is The Color of Water: A Black Man's Tribute to his White Mother by James McBride.

LASS events/participations:

- We were approached by Mr. Victor de Leon of Workforce Solutions that they are organizing a Round Table event on Tuesday September 23, 9:30 – 12:00 PM.

  Notables such as Ruben Hinojosa, Ron Painter, Larry Temple, Bobby Guerra, Michael Williams, and Tina Atkins will attend. STC students are invited so they can increase their knowledge of public matters.
- Students and faculty advisors from the Mid Valley Political Science Club attended the gubernatorial debate that took place on September 19 at the Renaissance Conference Center.
- The Starr County Psychology Club hosted the 3rd Starr County Mental Health Awareness Conference on the topic of "The Field of Social Work". Mr. Robert Luckett, chair for the Criminal Justice and Social Sciences department presented on the topic. The Dean provided the introduction.
- On September 20, 2014, *Ballet Folklórico* South Texas College participated in the "Día de los Niños and Culture, Health, and Fitness Fair" in San Antonio, TX. The event was hosted by the City of San Antonio and the Department for Culture of Creative Development at the Maverick Plaza in La Villita, downtown San Antonio. Our Ballet enjoyed the presence of over 1,000 people throughout the event and shared the dance sets of *Veracruz*, *Matachines de Zacatecas, Sonora Bronco, and Tabasco*. Our student dancers were very pleased with the crowd, the opportunity, and to have represented South Texas College both in this fashion and successfully.

workforce SOLUTIONS

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

- Hosted a meeting with Executive Team from Our Lady of the Lake University to discuss future 3+1 and 2+2 Articulation Agreement. OLL has established a center in La Fria, and recruiting graduate and undergraduate students.

- Met with the Advisory Committee members for Medical and Health Services Management. We have shared the changes in our Core Curriculum and overall degree plan with them.
- Attended the Pathway to Progress Conference from Sept 21 to Sept 23. I served as Team Leader for TSI issues.
- Met with a representative from Lerado Community College to discuss Pathway to Baccalaureate NSF grant. South Texas College, Lerado Community College, Texas Southmost College is collaborating in this grant.

- Attended the Civitas Pioneer meeting in Austin.
- Attended TSI Planning and Information Committee meeting on October 6th.
- Attended College-Wide Professional Development.

- Conducted Orientation for New Students in the Bachelor's Degree Programs.
  Attended Sharyland ISD Early College High School Grand Opening.
- Any major meetings and activities:
  - Met with Ms. Catherine Facey from Canterbury Christ University - UK to discuss Study Abroad Opportunity. September 11.
  - Met with Dean of College of Health Profession at UTPA to discuss articulation opportunity between STC NAH and UTPA College of Health Profession.
  - Attended the MOU signing ceremony at 26th Early College High School at Edcouch-Elsa ISD

- Any upcoming travel, meetings, conferences:
- Attended Civitas Pioneer meeting in Austin, September 16 and17.
- Attended the College for All Texas meeting to discuss our strategies in continuation of collaboration between STC, TAMUC, and Coordination Board, after the Educause grant on Thursday September 18.
- Attended the Pathway to Progress Conference on September 21 to 23 in Dallas.

- Any grant activity in your area (please keep Kristina Wilson in the loop as she provides the summary of all Grant activities for the Cabinet report)
  - Met with a representative from Laredo Community College to discuss Bridge to Baccalaureate, B2B, NSF grant.

University Relations, Transfer and Articulation Center

- Coordinated a Leadership Meeting between STC Administration and Our Lady of the Lake University Administration to discuss possible collaboration and program alignment
- Hosted Ms. Catherine Facey from Canterbury Christ Church University to discuss a Study Abroad opportunity in Canterbury, Kent, England in June 2015
- Presented to LASS Division Chairs meeting along with Cate Facey to present UK Study Abroad opportunity
- Coordinated a meeting with Dr. John Ronnau, Dean of Health Science and Human Services Division from UTPA, to meet with Dean Melba Trevino and Dean Ali Esmaeili to discuss potential articulation agreements between our institutions. A potential follow-up meeting between STC's and UTPA's department chairs may ensue.
- Met with Cynthia Torres-Beltran, Texas A&M University Health Science Center representative, to discuss potential presentations, classroom visits and table set-ups for the Fall 2014 semester
- Supported Western Governor's University representatives with a table set-up in the Pecan campus Student Activities area
- Welcomed Suzanne Alford, Texas A&M International University representative, and assisted with a table set-up in the Pecan campus Student Activities area
- Welcomed U.S. Army recruiters to the Pecan campus Student Activities area with a table set-up to present information to students
- Organized visits from Texas A&M University-Kingsville Engineering department
- Coordinated visit from Texas A&M University-Kingsville Environmental Engineering department
- Participated on a telephone conference call with Dean Melba Trevino and Dr. David Henzi and Jessica Priddy, from University of Texas Health Science Center San Antonio, to discuss potential articulation between our institutions and health programs
- Participated in the Pathways to Progress Institute in Dallas, TX from September 21-23 on an STC team focused on the TSI
- Met with Delia Magdaleno to discuss Study Abroad protocol and best practices
- Participated in the RGV FOCUS College and Career Readiness meeting in Harlingen, TX to discuss educational initiatives that effect STC students and our partners in education
- Welcomed the University of Texas at Austin, Texas A&M, and Texas A&M Corpus Christi and provided table set-ups for each group in the Student Activities Lounge
- Welcome Grand Canyon University to the Nursing and Allied Health Campus and coordinated further visits including the upcoming Fall 2015 College Fair
- Celina Esparza participated in a UTRGV Counselors update to learn about the University's new admissions requirements and other various transfer issues
- Supported weekly visits from National American University, Ms. Valerie Gamez, at the University Relations Center to provide office hours and information sessions to interested students
- Coordinated recruiting visits from Our Lady of the Lake University, Dr. Patricia Longoria, in the Student Activities building to promote transfer and their Los Fresnos campus
- Supported UTRGV representative, Rosalina Arevalo, with a table set-up at the Pecan campus Student Activities building and planned for a visit to the Mid-Valley campus
- Welcomed , Mr. Oscar Lopez, from Texas A&M College Station to provide information to students interested in transferring
- Held meeting for all faculty interested in serving as Mentors for the UK Study Abroad program. A meeting is being scheduled for all interested students
- Currently working-on and reviewing articulation agreement from Texas A&M International University
- Currently working-on and reviewing articulation agreement with Texas A&M Health Science Center in the area of Public Health

- An articulation agreement with the University of Houston's College of Pharmacy program is near completion and will be presented in the STC administration for review before coordinating a formal signing ceremony
- Currently working-on a draft articulation agreement with the University of Texas Health Science Center in San Antonio in the area of Nursing
- Currently working-on and reviewing an articulation agreement with Texas A&M University-Kingsville in the area of Business
- Working on a submission with Dr. David Plummer to the American Association of Community College Annual Convention in April 2015 to present on the University Relations, Transfer and Articulation Center
- Submitted an articulation agreement with Texas Tech University in the area of Nursing to President's office for review and possible approval.

New Mathways Project

- Coordinated multiple conference calls with MDRC to discuss the status of the Random Control Trial study at STC
- South Texas College was released from the MDRC RCT study on 8/18 as per an agreement regarding the low student enrollment in the project
- Assisted Ms. Celina Esparza in the identifying, recruiting and registering of students in to the NMP class sections after having the RCT removed
- Participated on a follow-up conference call with MDRC and the Charles A. Dana Center after the first day of class to discuss how our final recruitment efforts turned-out and to discuss our work with one another moving forward

Melba Treviño
Division Dean – Nursing & Allied Health

Dean's Activities:

- Planning meetings for the new facilities have begun and will continue every Tuesday.
- The Dean and Mario Morin met with the UTPA Health and Human Services Dean to revisit programs for possible Articulation agreements.
- UT San Antonio is seeking us out to talk about articulation agreements.
- An NAH Progressions Committee meeting will be held to review an appeal for a student requesting to return to the ADN Program.

- September 15th – The NAH Dean and Mario Morin had a phone conversation with UT San Antonio's Assistant Dean for Student Affairs and Admissions to discuss possible articulation agreements with STC and the UTHSCSA School of Health Professions. Both Dean's will have a meeting at an upcoming Allied Health Conference to meet and continue the conversation.
- The Dean attended her last El Milagro Clinic Board meeting. This ended her 6 year term as Board member.
- September 18 & 22 - The Dean and several faculty met with Karey Barnes and Maria Alonzo regarding Title IX issues.
- September 22 -The Dean chaired a selection committee and interviewed two candidates for a faculty secretary position.
- September 23 -The Dean and ADN Chair attended the RGV Workforce & Education Roundtable presentation.
- September 25-26 The Dean attended the Texas Society of Allied Health Professions Conference at MD Anderson School of Health Professions in Houston. Part of the conference agenda included the deans having lunch with Cris Fowler

Division Activities:

- September 17 – The OTA Department Chair and students held a backpack awareness event. Students were made aware of how heavy backpacks could harm their spines and techniques as to how to prevent injury.
- September 25 &26 – The Occupational Therapy Assistant (OTA) Program at South Texas College appeared on the Fox 'Good Day Valley' and Univision 'Alegre Despertar' morning shows to promote the American Occupational Therapy Association's '*National* School *Backpack Awareness Day'*. Occupational therapy assistant students provided the Rio Grande Valley community with backpack safety tips through a real-life demonstration. Safety tips included proper backpack alignment and strap adjustment, a loading demo and weight recommendations. The OTA program remains committed to promoting backpack safety in the community. This month, OTA students also provided a demonstration for students at both Freddy Gonzalez Elementary in Edinburg and at the STC Nursing & Allied Health Campus in McAllen.

- 9/11 remembrance was held at NAH where faculty, staff, and students paid their respects.

- Congratulations to the Pharmacy Tech Program who has received their accreditation certification until 2017! (Pictured right: Dr. Theresa Garza & Roger Rodriguez).
- The following programs held their Advisory Committees in the month of September:
    - September 9, 2014 : Respiratory
    - September 11, 2014 Medical Assistant Program
    - September 11, 2014 Pharmacy Technology Program
    - A.D.N & VN Program
- The Occupational Therapy Assistant Program students challenged the Physical Therapist Assistant Program students to an ALS Ice Bucket Challenge to raise awareness and funds for ALS.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid Valley Campus Advisory Committee**
  Meets the fourth Thursday of every month 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 Thursday @ 4pm
  - Student Leadership Academy – meets every Wednesday @ 4pm
  - Mobile Blood Drive – September 30th
  - Welcome Week – September 2 & 3
  - SGA Kick Off – September 9th
  - Student Activities Club Fair – September 10th
  - 9/11 Remembrance – September 11th
  - Intramural Sports Captain Meeting – September 10th
  - Co Ed Volleyball – September 10, 17 & 24
  - Mexican Independence Celebration – September 16th
  - Constitution Day – September 17th
  - Student Fitness Academy Kick Off – September 18th
  - SGA Recruitment and Campaign
  - Frisbee Golf – September 26th
- **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.
  - Wellness Club Meeting – meets every Thursday @ 2:30pm
  - Literary Arts Society Meeting – every Tuesday & Thursday at 4:00 p.m.
  - Latina Club Meeting – every other Thursday at 5:00 p.m.
    - Latina's T Shirt and Candy Sale – September 30th
  - Criminal Justice Club Meeting – every Tuesday and Thursday at 1:00pm
  - Spanish Club Meeting – every Thursday @ 4pm
  - Psychology Club Meeting – every other Tuesday @ 4:15
  - Puente Kick Off Event – September 30th
  - Jam Session Club – Mondays @ 11am
  - Baptist Student Ministry Club – meets every Tuesday at 2:30
  - Mid Valley Education Club – meets Wednesdays at 3pm
  - Chemistry Club – Meets on Fridays at 1pm
  - Social Work Club – Meets every other Tuesday at 12pm
- **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. Several tutoring session are held throughout the week for students.
- **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 Shipping and Receiving Logistics.

- **Mid Valley Campus Library – Hispanic Heritage Month (Sept. 16-Oct 16)**
  - Hispanic Heritage Month Film Series - Cesar Chavez
  - Guest Speaker – Poet Teresa Palomo Acosta -
  - Library Art Walk – September 18th
- **STC Departmental Trainings and Workshops**

  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - Counseling – Transfer Track visits from various colleges
    - UTSA – September 8th
    - Texas A&M Health Science Center – September 25th
  - Academic Excellence – Hosts meeting for students of PTK and Valley Scholars
  - Career, Planning and Emp. Serv. – Holds resume writing workshops. Recruitment and Information tables for students from local companies looking for employees.
    - Modern View
    - H&R Block
    - Army
    - Jackson Hewitt
  - Technology Resources – Holds IT and Blackboard training for Faculty and Staff
  - Dept. of Curriculum & Student Learning – Jaguar Pride Training workshop
  - Biology – STEP UP Presentations – USDA – September 5th
  - Conflict Resolution Center - RAINN Day – September 23rd
  - Office of Safety and Security – CPR Training for STC Employees – September 26th
  - Faculty Senate – Teleconference Meeting on September 23rd
  - History Department – Hector P. Garcia Day – September 17th
- **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 Troop, #327, meet various times throughout the month to discuss new fundraisers and events.
  - RGV Quilt Guild meets for quilt exhibitions and classes.
  - Vector Marketing sets up information tables for student recruitment several times this month.
  - RMA Map Training for employees of Great American Insurance – September 5th
  - Mid Valley Home Buyer's Fair – September 13th
  - Texas Dept. Of Family & Protective Services – Child Care Licensing – September 27th
  - Educate Texas – Project manager meets monthly with instructional coaches that serve PSJA & BISD. – September 29th

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

Community Engagement

- Continued discussion with community leaders to use J building to hold events for students. Multiple groups joining Campus Ministries for more participation.
- Contact with Roma ISD PR department to coordinate events with STC-Starr campus.
- Contact with law enforcement and rescue departments to coordinate Student Activities for 911 ceremony.
- Coordinating with Agrilife to plan fall 2014 events on campus.
- Participate in TMC-Head Start Birthday Bash event at El Ebano Center
- Attended County Commissioner's Court session.
- Contact police and emergency entities for participation in 911 event.
- Meet with Army recruiter Starr County for Fall events.
- Discuss opening ceremony for 911 event with religious leaders.
- Working on enrollment strategy for Spring 2015.
- Meeting with Roma ISD Performing Arts for partnership
- Motivational speech to RGCHS football team on importance of higher education and victory.
- Meet with RGCHS to offer STC services to faculty & staff as well as students.
- Meeting with TSTC SAEM to visit admissions & registration procedures.
- Meeting with UTB SAEM to visit admissions & registration procedures
- Coordinating with Sofia Pena make contact w players at RGCCISD ECHS to coordinate
- Working w College Success upcoming priority registration
- Working w Political Science to participate in priority registration
- Coordinating w Grulla High School to attend football games this season
- Coordinating with Roma ISD to attend football games this season
- Coordinating with Head Start of Starr County to enroll and register students who have AAS-Degree in Child Development to begin BAT/BAS.

Campus Events

- Welcome Back Week sponsored by Student Activities Tuesday, Wednesday, and Thursday. Food, drinks, games, fun for all students.
- Student Government Kickoff ceremony – Student Activities. 9-9
- UT- San Antonio Transfer Track – Counseling & Advising. 9-10
- Campus Club Fair – Student Activities. 9-10
- SLA Kickoff event – Student Activities. 9-10
- 911- Remembrance Ceremony-9-11
- Practice Good Study Habits presentation – 9-22
- Phi Delta Kappa student meeting – 9-22
- International Day of Peace – 9-22
- Creative Thinking Challenge event – 9-23
- Faculty Senate Secretary Meeting – 9-23
- Texas A&M Engineering Water Act training – 9-23
- Rio Grande City STC Campus Tour Early College High School – 9-23
- Financial Aid Basics presentation – 9-23
- RGC Fire Department Evacuation Sheltering training – 9-24
- Center for Students Rights & Responsibilities presentation – 9-24

- WOW Coalition meeting -9-24
- Student Engagement Event – 9-24
- RGC Fire Department Evacuation Training – 9-25
- 3rd Starr County Mental Health Awareness Conference – 9-25
- RGC Fire Department Evacuation Sheltering 9-26
- Valley Scholar Meeting 9-26
- Jagpride and degree Works Training 9-26
- SLA Leadership Style lecture – 9-30
- Movie for Students sponsored by Student Activities – 9-20
- Phi Theta Kappa Meeting – 9-30
- Career & Employer "Resume Day" – 10-1
- Time Management Workshop – 10-1
- Library Student Movie – 10-2
- Testing Workshop – 10-3

Facilities Related

- Broken water main line shut down water for entire campus 8-12 noon on Tuesday September 2, 2014. Problem fixed by maintenance departments and water services restored by 12 noon. Classes were not canceled.
- Two roof leaks reported in E building. Work orders completed.
- Working with Technology Dean to maintain welding lab.
- Working with Security to help students get parking stickers…parking fines being issued this week.
- Golf cart picked up and returned to Pecan Campus.
- AC south side building C being repaired should be completed in one day.
- Irrigation system being checked for problems through landscaping contractor. Time clock that runs irrigation system being checked for problems.
- AC repair for building B southside.
- Water repair campus main line completed.
- AC repair building C – Region 1 GED Program.
- Continue work on irrigation system timer clock.
- Working with Dean Technology for welding lab repairs and maintenance.
- Finalized welding program maintenance plan sent to VPAA
- Request for faculty parking in building 2 sent to Maintenance Department
- Request for new vending machines sent to Maintenance Department
- Meet with Technology Resources to install plasma screen in auditorium
- Request change sign from visitor parking to Police & Security parking lot 4
- Request camera pole for parking lot 4.
- AC Building C down called and fixed
- Welding Lab progress as reported
- Meet with Workforce Ed, Custodial, & Maintenance to inspect Welding lab daily for compliance.
- Several security Cameras blocked by trees/working with Paul Varville to solve
- Requested limo golf cart from George McCaleb
- Requested sign change for police/security vehicle parking places
- Requested parking spaces designated faculty.

Yvette Gonzalez
Project Manager - Academic Advancement

GOT Program

- **Communication Portals** (JagNet –GOT Channel, GOT Facebook page) periodically updated to inform GOT students about available resources, contact information to office for assistance and encouraging students to register for Fall 2014.
- **Work and Learn Opportunities** – Assist with verifying GOT participants through Banner System for eligibility for Work and Learn Opportunities.
- **Data Request –** Submitted request to update Student contact information and cohort data for returning participants. Welcome letter planned for next month

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.
- Assist with data compilation for High School Programs and Services Department annual booklet development, Bachelor Programs, Graduate on Time, Ballet Folklorico Programs.

Course Evaluations

- Assist Associate Dean of Curriculum and Student Learning with e-mail distribution for scheduled Fall 2014 course evaluations through online service provider. Communication with Reporting Team regarding upload registrations and other matters related to online course evaluations is ongoing.

Honors Program

- **Student Communication –** Assist walk-in and current students with program eligibility, Honor course selection (Fall 2014), and their status with the program.
- **Honors Instructors Communication** – Follow-up communication with Honors students and instructors regarding course components and required documentations. Will send Honor instructors packet next month via intercampus mail to facilitate submission of documents.
- **Recruitment** – participated in Club Recruitment Fair in Pecan Campus – September 10, 2014

Other Items

- Participated in Academic Advisor Search Committee – September 5, 2014
- Submitted plan activities for Carl Perkins for 2013-2014 fiscal year for Graduate-on-Time Program

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising** — Competed mail out of the 9th Annual "A Night with the Stars" event brochure to over 7,500 businesses to promote the 9th Annual ANWTS. Visited businesses to seek silent auction donations. Finalized selections at the Corinthian for the 9th ANWTS gala. 9th ANWTS Donations received in September: Cash - $7,650; In-Kind – $997; Pledged - $8,800.
  - **Recruitment –** Held the Valley scholars Welcome Banquet on Sept. 11, 2014 for the newest class of Valley Scholars, Class 18. The students and their parents enjoyed an evening with guest speaker Dean Mario Reyna where they learned more about the Valley Scholars Program and South Texas College.
  - **Trainings –** Attended the Student Organizations Leadership Summit on Sept. 20, 2014 with Valley Scholars Officers to learn the policies and procedures for student organizations. Held the Valley Scholars meeting at the MV, Pecan, and Starr campuses on Sept. 26, 2014. Pete Luna from Career Services served as a guest speak for the Pecan meeting to present Resume Building Tips to the students.
  - **Marketing –** Coordinated with PR to create the 9th ANWTS commercial. Held two check presentations with Diamond Sponsors, DHR and Wells Fargo, for press release.
- **Phi Theta Kappa**
  - **Meetings –** Held Officer meeting on Sept. 10, 2014 to discuss the College Project and Honors in Action project. Held General meeting for all members on Sept. 22, 2014 to discuss upcoming events and deadlines. Held a Phi Theta Kappa Orientation on Sept. 20, 2014 for eligible students to learn more about Phi Theta Kappa benefits and scholarship opportunities. Participated in the Club Recruitment fair on Sept. 10, 2014. Attended the Student Organizations Leadership Summit on Sept. 20, 2014 with PTK Officers to learn the policies and procedures for student organizations.
- **Honors Program (Yvette Gonzalez)**
  - **Student Communication –** Assist walk-in and current students with program eligibility, Honor course selection (Fall 2014), and their status with the program.
  - **Honors Instructors Communication** – Follow-up communication with Honors students and instructors regarding course components and required documentations. Will send Honor instructors packet next month via intercampus mail to facilitate submission of documents.
  - **Recruitment** – Participated in Club Recruitment Fair in Pecan Campus – September 10, 2014

Kristina Wilson
Officer - Academic Grants and Projects

Grant Implementation (FY14-15)

Division	Active Grants FY 14-15 *(awarded as of April 2014)*	Applications Recently Submitted / Pending Notification
LASS	5*	1
Math & Science	1	0
Business & Technology	3*	1
NAH	2*	2
Academic Advancement	3*	2
TOTAL**	**11****	**6**

*Includes Carl Perkins Grant
**Duplications due to Carl Perkins Grant are removed from the total calculations

Grant Oversight

- **THECB Title III – Carl D. Perkins grant**
  - The final report for the 13-14 fiscal year was due to the Grants Office on Sept. 18. Kristina asked that each Academic Affairs submit their responses by Sept. 16 so that she could review and compile. The final report for Academic Affairs was submitted to the Grants Office on 9/17.
  - Assisted in identify funding from PY that can be reclassified to cover unforeseen expenses – overtime, higher salaries, etc.
- **HSI Title V Grant (Department of Ed.)**

  Project Tracking & Grant Procedures
  - Reviewed grant application sections in detail and identified areas of concern and immediate "to-do" items.
  - Met with Technology Resources team to begin developing a project implementation plan using Project software for the Active Learning Classroom component of the grant. Plans will be built for the following components as well: FOCUS Academy, Faculty Advising, Technology Infrastructure.
  - Created the HSI Grant Leadership Structure flow chart.
  - Attended the Grant Initiation Briefing meeting on 9/25. Received information regarding purchasing requirements for federal grants.
  - Met with Purchasing Department to discuss procedures for federal grant purchases.

  Evaluation Plan
  - Participated in meetings to review the existing evaluation plan and to identify more detailed and improved measures and milestones

  Steering Committee & College-Wide Communication
  - Participated in a Steering Committee meeting to identify questions for the DoE Program Officer and concerns with the existing plan.
  - Developed a presentation on the grant for PDC.
  - Presented information on Active Learning Classrooms and the HSI grant during a break out session during CWPD Day.

Communication with Project Officer

- Participated in a conference call with the DoE Program Officer, Jeffrey Hartman. Notes from the call were distributed to the Steering Committee.

Active Learning Classrooms & Training Room

- Met with Gerry Rodriguez to discuss the conversion of classroom space in the CLE into an active learning classroom training lab. Began work to identify furniture for the lab which will be submitted for Board approval in October.
- Met with Instructional Technologies on 9/15 to identify the technology needs for the ALC training room in the CLE.
- Developed drafts of the job descriptions for the Asst. Director of Innovative Instruction and the Faculty Development Specialists.
- A meeting with the Deans took place on 9/29 to identify the classrooms that will be converted to active learning classrooms during year 1 of the grant.

Grant Development

- **Recently Awarded: 3 Grants** (as of September 1, 2014)
  - Child Development Conference Series (TWC)
    - Funding for a series of conferences and seminars which provide high quality early childhood training for local child care providers and educators. Workforce Solution will provide scholarships to local vendors in order for students to attend the conferences at no cost.
    - $20,000 in funding awarded.
  - Child Development Associate (CDA) Tuition & Fees Scholarship (Workforce Solutions)
    - Workforce Solutions will provide tuition, fees, and textbook assistance to eligible students in form of a scholarship. Cohort I will begin Spring 2015 and Cohort II will begin Fall 2015.
    - $ 35,904 in funding awarded.
  - Child and Adult Care Food Program (CACFP)
    - Support for the STC Mid-Valley Child Development Center operating food budget in the form of meal reimbursements for eligible children enrolled.
    - Estimated meal reimbursement - $65,639.49 based on prior year estimates. Submitted Sept. 2 (STC has received funding for this award in the past).
- **Grants Not Funded: 8 Grants**
  - 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
    - St. Philip's has not responded to inquiries regarding grant status. It is assumed that the grant was not awarded.
  - Child Development Educator Training in Spanish (Sid Richardson Foundation)
    - A letter of inquiry in support of STC's intention to apply for a grant has been submitted, but was not approved. An application will not be submitted
  - Connection to College Through YouthBuild (DOL)
    - Partnership with PSJA (lead), Workforce Solutions, and Proyecto Azteca
    - Targets at-risk youth, students work on construction projects while completing high school degree and gaining college credit
    - $100,000 in funding. Rey Sanchez is served as the lead for STC. Submitted on April 22.
  - Fast Track Grant (TWC)
    - $228,835 in funding to reduce Computer Maintenance program from 2 semesters, and when stacked results in AAS in 18 months. Submitted June 27.
    - The proposal did not offer a competency-based component in the proposed curricula, as required by the RFP.

- Gear up (USDOE)
    - STC partnered with Region One on two grant applications.
    - STC commits to promoting a college-going culture by assigning 3 advisors to serve 30 high schools and assign one coordinator to provide training to high school counselors.
    - Institutional funding commitment forms submitted for both grants, Sofia Pena is listed as point of contact. Submitted July 3.
- Trade Adjustment Assistance Community College and Career Training (TAACCT) Grant (DOL), submitted July 3.
  Consortiums:
    - South Texas Energy / Advanced Manufacturing (STEAM) Consortium, led by Houston CC. Would address the workforce training needs of the oil and gas industry.
    - South Texas Regional Area Technology (START) Consortium, led by Del Mar College. Would expand & enhance geospatial technology (GIS & Surveying) education throughout S. TX.
    - South Texas University-Community College-Craft Training Institution-Employer Partnership (ST-UCEP), led by Texas A&M Kingsville. Development of career pathways from Cont. Ed., to STC credit programs, to TAMUK.
- Build grant (Texas A & M)
    - Would have provided 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.
- First in the World Grant (Dept. of Ed)
    - $2-4 million in funding over 4 years, submitted June 30.
    - STC applied in support of Absolute Priority 1: Increasing Access & Completion for Underrepresented, Underprepared, or Low-Income Students.
    - Funding for Active Learning Classrooms and the FOCUS Academy was pursued.
      Consortiums:
    - America's Future 2+1 Fast Track Teacher Ed. Program, led by Texas Tech Univ., 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. $383,000 for STC
    - Civitas, led by Austin CC with El Paso CC, would seek funding for the implementation of Civitas. Kristina W. would serve as the lead at STC. $614,000 for STC

➢ **Recently Submitted/Pending Notification: 6 Grants**

- Nursing Mentorship Program (TWC)
    - Funding sought to train nurse practitioners to serve as preceptors (mentors) for nursing students through clinicals to strengthen experience and learning.
    - Maximum $350,000 in funding. Due Sept. 5.
- RAND & THECB TSI Study (US DOE – Institute of Education Sciences)
    - RAND & THECB are partnering to study the implementation of TSI.
    - STC will participate in the ABE portion of the study. Letter of commitment has been submitted.
    - Information regarding STC's TSI placement scale and current practices for students placing into ABE levels was submitted to RAND.
    - Grant would award STC $20K per year for 4 years ($80K total) for coordination and administration costs, including: travel, on-site meetings and focus groups, data collection & analysis.
    - Submitted by RAND on August 7.
- Skills Development Fund – Dual Credit Program (TWC)

        - Up to $225K in funding for the creating and expansion of dual credit career and technical education programs in high-skill, high-demand, high-wage industries
        - STC will be requesting equipment to support the two new CTE ECHSs.
        - Sofia Pena is serving as the lead. Submitted July 11.
    - RAND & THECB TSI Study (US DOE – Institute of Education Sciences)
        - RAND & THECB are partnering to study the implementation of TSI.
        - STC will participate in the ABE portion of the study. Letter of commitment has been submitted.
        - Information regarding STC's TSI placement scale and current practices for students placing into ABE levels was submitted to RAND.
        - Grant would award STC $20K per year for 4 years ($80K total) for coordination and administration costs, including: travel, on-site meetings and focus groups, data collection & analysis.
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    - Skills Development Fund – Dual Credit Program (TWC)
        - Up to $225K in funding for the creating and expansion of dual credit career and technical education programs in high-skill, high-demand, high-wage industries
        - STC will be requesting equipment to support the two new CTE ECHSs.
        - Sofia Pena is serving as the lead. Submitted July 11.
    - Transforming Health Through Communities (UHF)
        - Partnership with UTRGV Consortium to provide communities in RGV access to health care. STC will provide 2 cohorts of Promotoras through Continuing Education; NAH programs will be included into grant design after award is finalized. Submitted June 2014.
    - Ready to Work Grant (DOL)
        - Targets the long-term unemployed, funding to train for higher skilled labor. STC partnered with MET (Motivation, Education and Training Inc.), who will be leading the project. Submitted June 19.
    - Jerry's Read a Book Club - Early Reading Development (Build-a-Bear Foundation)
        - Submitted on May, Cecilia Villagran to serve as the lead
- **In Preparation for Submission: 2 Grants**
    - Bridge to Baccalaureate (B2B) Alliances Program – Louis Stokes Alliances for Minority Participation (NSF)
        - STC was asked by Laredo CC to participate in an Alliance to strengthen pathway to bachelors degrees for STEM students. Laredo CC will serve as the lead; UTB may also participate.
        - $100,000 in funding for each college over three years. Funding can be used for student scholarships, mentorship programs, etc.
        - Due October 17.
    - Advancing Technological Education (ATE) Project (NSF)
        - 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 9.

- **Currently In-Review for Application: 2 Grant**
    - Lee and Ramona Bass Foundation
        - The foundation funds grants to schools, colleges, and universities in Texas (with an emphasis on faculty development and liberal arts programs), and community programs and projects.

        - A meeting took place on 8/8 to discuss projects for funding. Ideas include: a child care center at the Pecan Campus, expansion of the Mexican American studies program, active learning classrooms and faculty development.
        - Follow-up meeting will be scheduled soon. Active learning classrooms and faculty development will be pursued only if HSI and First in the World Grants are not awarded.
        - There is no application deadline; organizations must submit a letter of intent before they are invited to submit a formal application.
    - 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.
- **Not Pursued: 1 Grant**
    - EHS Child Care Partnership Grant
        - AVANCE (grant lead) is seeking partnership in a grant to enroll family child care providers in STC's Child Development associate degree program. They are also seeking partnership with the PSJA Alliance to Community Engagement Services (PACES) program.
        - A letter of commitment from STC was requested. More details on the project were requested but AVANCE never responded. They may have proceeded without STC's assistance.

<u>Academic Projects</u>

- **Degree Progress Report Assignment – Faculty/Student Engagement**
    - The Fall 2014 Pilot is currently underway. Over 2,400 students in 93 course sections will be required to complete the assignment. All assignments will be completed by October 3 in preparation for Spring 2015 enrollment.
    - As of 9/29 at 10am, over 1,100 completed reflection assignments have been submitted online. According to the submissions, approximately 9% of students have identified that their major is incorrectly listed in Banner. Over 300 students have identified that they are enrolled in classes that are outside of their degree plan. Approximately 42% of students have requested that they be contacted by an advisor for additional help.

- The DPR Assignment Tracking document (to collect names & ID numbers of students who need help from a Success Specialist) and a DPR Guide for Students were distributed to faculty on Sept. 3.
- Students with declared BAT degrees do not have access to their Degree Progress Report as those degrees are not contained within CAPP. This issue will be resolved when Degree Works launches.
- Faculty have expressed that several of their students have been able to view their information, even though they should have access. Technology Resources has been working to address the issues on a case-by-case basis.
- An overview of the project was presented at PDC on Sept. 12.

➢ **TSI Planning & Implementation Committee**
- The Committee met on Sept 2 and reviewed a proposal for NCBOs in Reading and Writing. The proposals will be reviewed by the LASS division's curriculum committee then will be reviewed by the college-wide curriculum committee. The sub-committee action plans were discussed. The next meeting will take place on October 6.
- Collaborated with RAS to complete the homework required for the Pathways to Progress TSI Summit in Dallas, TX.
- Hosted a TSI webinar from the THECB on 9/17.
- Participated in the Pathways to Progress TSI Institute, Sept. 21-13, Dallas, TX. Worked collaboratively with STC participants to review data as requested and to respond to questions provided. A plan will be submitted to the Coordinating Board in October based on the work completed at the Institute.

➢ **Technology Requests**
- The technology requests list for Academic Affairs will be converted to an online tracking format. Kristina is working with Alex Kolahdouz to facilitate this work.
- Met with Alex Kolahdouz and Jessica Garcia on 9/18 to discuss an automated process for capturing faculty feedback on Valley Scholars progress.

➢ **Early Alert Systems - Starfish**

- Attended a meeting with Dr. Plummer, Nancy Garcia, and Chris Nelson regarding the Starfish software system on 9/15.
- It was determined that it would benefit the college if we reviewed existing systems such as Starfish and Hobsons in order to identify that components that we would like to see in an early alert system.
- This knowledge would be helpful for future grant applications that may come along.
- Attended a short demo on the Starfish modules on 9/25.

➢ **Miscellaneous**

- Submitted proposal for the ATD Conference, titled - Building a Pathway to the Baccalaureate: Dual Enrollment, Stackable Credentials, and Competency-Based Learning
- Participated on the Texas Completes Team Lead Panel at the Pathways to Progress Institute.
- Attended the Distinguished Leadership Academy session on 9/25.
- Attended the INNO 2014 Bi-National Conference on 9/26.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Staff Updates/Additions:

- Pecan Campus
  - Issac Garza has accepted the Specialist position.
  - Hiring of Coordinator of is in process: a recommendation has been made and the hiring packet submitted.
  - Job description for Learning Support Coordinator has been updated and posted.
  - Job descriptions for Student Learning Assistant and SI Leader were combined and posted as a single job description.
- Starr Campus
  - Hiring of FT Lab Technician is in process.

CLE Campus Updates:

- Mid Valley
  - Staff training was on Sept. 12 (Role of Tutor – Tutor Lingo).
  - Resume Writing workshop hosted at MVC CLE—September 29, 2014
  - One Student Success workshop—September 29, 2014: Student Life.

- Nursing
  - Staff meeting 9/12.
  - A new tutor was cleared to begin working. He is from the Occupational Therapy Assistant (OTA) program and was recommended by the OTA faculty for the position. This is the first time the NAH CLE has had an employee from this program. In the coming weeks we will be meeting and collaborating with the OTA program chair to develop a plan of action for assisting students from this program. This may involve a bit of in-class tutoring but conversations will not begin until the coming week. The same holds true for a newly hired Radiologic Technology (RADT) tutor.
  - The NAH CLE acquired a scanner last semester but there has been an increase in demand for its use, perhaps as a result of a new database called Complio which the NAH staff has employed to assist with tracking clearance and vaccination history of its students. Consequently, an additional scanner was installed to meet this need.
  - A Respiratory Calculations workshop was presented twice for the Respiratory (RSPT) program students. It was the first of its kind and received excellent feedback from students and faculty of the program.
  - 3 Test-Taking Skills/Anxiety workshops were presented to 3 different CSFH classes at the request of the instructor
  - Two additional workshops were presented at the request of students from the Health and Information Technology (HIT) program and ADN students seeking readmission into the program; one workshop was on Stress Management and the other on Test-Taking Skills/Anxiety
  - The Test-Taking Skills/Anxiety workshop and information has seen an increase in requests by instructors and students. As a result, all staff was trained on it this week to meet the growing demand. Staff was also trained briefly on working with students who come in for remediation from the ADN program; CLE staff was aware of exams students had this week so in anticipation of students seeking remediation for failing grades we were proactive and conducted an overview for old and new tutors.

- Instructors from the Medical Assistant Technology (MAT) program are beginning to refer students down for remediation as well, a service which has not been provided to students from this program in past semesters. We are hopeful more programs, especially those for which we now have staff (OTA and RADT) will follow suit.

- Pecan
  - Smartthinking developmental meeting held 9/8.
  - Department meeting was held.
  - H.S.I. Grant meetings held.
  - SI Coordinator interviews were held.
  - CLE Master Tutors provided 2 TSI review sessions in Reading/Writing and 3 TSI review sessions in Math for students. These workshops review different material every week and are based on the TSI Assessment concepts.
  - CLE Tutors made 7 presentations and/or CLE tours during the week of September 23-29 to promote CLE services and the SI program to students.
  - Dr. Belinda Torres will be attending the Lower Rio Grande Valley P-16 Council meeting on September 30 at UTPA.
  - The Pecan Campus CLE provided over 600 hours of tutoring services to 607 students during 1033 visits in the week of September 15-20. The CLE allows walk-in registration or appointments for tutoring. There were 25 students that attended appointments during the same week.

- Starr:
  - CLE promotions by SLA's was the week of Sept. 1-5.
  - Implementation of Smartboard:
  - The Starr County Campus CLE worked together with Instructional Technologies department for the past three months to install a Smartboard, Projector, Speakers and Podium in B-201C. This new technology for the Starr CLE will be resourceful for students, faculty, staff, and community users. The equipment was installed on September 24, 2014 by Instructional Technologies Staff.

- Tech: Technology CLE Hosts Introduction to Pneumatics Workshop:
  - In keeping with our tradition of offering unique, content specific workshops for our students, the Technology Campus CLE partnered with Electronics & Computer Maintenance Instructor Jorge Saenz to host an Introduction to Pneumatics workshop in the Technology CLE on Friday, September 26th. Pneumatics refers to the study and application of pressurized gas to produce mechanical motion. Pneumatics is used in the Automotive, HVAC, Electrical, and Mechatronic industries, thus making this workshop relevant to many of our Technology Campus students.

  - Electronics & Computer Maintenance Instructor Jorge Saenz hosted an Introduction to Pneumatics Workshop in the Technology CLE on Friday, September 26th.

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Curriculum Revisions**
  The Curriculum staff processed multiple curriculum revisions for Fall 2014. The first meeting of the Curriculum and Program Review Committee was September 17th, and had 27 individual curriculum items on the agenda for approval.
- **Curriculum Updates**
  Curriculum Specialists continue to finalize the Scribing of all degree requirements and work with SIG Consulting on the development of the Student Educational Planner templates. The Curriculum Specialists and the Associate Dean have reviewed all proposed curriculum changes to ensure compliance with the 60 Semester-Credit-Hour rule by the October 31st deadline. Two programs, Music and Engineering will be submitting a request for an exemption for the 60 hour rule. The Associate dean is in the process of reviewing the exemption documentation that will be submitted to document the need for the exemptions
- **THECB Submissions**
  No THECB submissions were made in August. The submissions for the 60 Semester-Credit-Hour Rule are due by October 31st.
- **Program Development**
  Program proposals for an Advanced Technical Certificate in Diagnostic Medical Sonography, an AAS in Welding, were approved by Academic Council and Planning and Development Council. They will be reviewed by the Education and Workforce Development committee of the Board in October. Program briefs are being developed by faculty for Forensics, Gender/Women's studies, and Architecture.
- **Labor Market Reports**
  Labor market reports were produced upon requests for Architects, Forensics Technicians, Diagnostic Medical Sonographers, and Interior Designers.
- **Online Student Evaluations**
  Evaluations for Fall 2014 are underway for selected minimester sessions. A survey of all online courses is scheduled for late October. The regular fall session evaluation period will open up in November.

Student Learning Outcomes and Assessment

- **PRIDE Redesign**
  Learning Outcomes staff and the Associate Dean met with the an IS&P Reporting Team representative to identify the particular reports needed for the PRIDE system to document the learning outcomes process for accreditation purposes and to provide data access to the Deans and Chairs.
- **Pride Training**
  Nine PRIDE training sessions were conducted by Learning Outcomes staff for a total of 49 registered faculty.
- **Data Submission**
  The data submission rate for Spring 2014 was 65%. The deadline for Adjunct to submit was July 31 for Summer I and is September 1st for full-time faculty. The Deadline to submit Summer II & II data is August 11th for adjunct faculty and September 30th for full-time faculty.

Course Scheduling

- **Schedule Development**
  The Summer 2015 schedules were rolled from the previous year and sent to the Program chairs to review and update for Summer 2015. This is the first of two reviews the Departments will have to develop the Summer 2015 schedule.
- **Schedule Maintenance**
  The Scheduling Technicians continued to process changes to both the Fall 2014 and Spring 2015 schedules, process classroom reservation requests, and update flyers for minimesters and Hybrid courses. They also continued to run necessary reports and check data in the schedule to ensure accuracy for CBM reporting.

Accreditation

- **SACS Accreditation**
  Robert Vela High School was as an off-campus site authorized to offer 50% or more of credit towards a degree. The Associate Dean held meetings in September with Vanguard Academy, Donna North High School, La Villa High School, and Sonia Sotomayor High School to request information required to submit a prospectus for these site for Spring 2015.

Institutional Activities

- **Degreeworks Implementation**
  The Degree works Implementation team, including the Associate Dean of Curriculum and Student Learning and the Curriculum Specialists, met bi-weekly during may to coordinate the activities of the Degree Works roll-out. The Curriculum Staff coordinated validation of the Degree Works scribing for all of the catalogs (5 years) and participated in conference calls with the SIG consultants to address all scribing errors identified during the validation testing. The department developed a comprehensive training schedule for the month of September to train faculty on Degree Works. Curriculum Specialists and Advising Staff conducted 21 training sessions for a total of 133 registered faculty.
- **TSI Implementation**
  The Associate Dean of Curriculum and Student Learning is participating on a cross-functional TSI Implementation Team that is charged with developing a final implementation plan for the State-recommended Development/TSI plan that will be in effect for Fall 2015. The Associate Dean attended the Pathways to Progress Institute in September along with several other members of the TSI team. As an outcome of this Institute, a draft plan for implementing Non course-based Developmental interventions was developed and is being finalized by the TSI team.
- **Presentations**
  The Associate Dean of Curriculum and Student Learning made the following presentations during the month of August:
  - Presented the 60 Semester-Credit-Hour Rule requirements to the Advisory Committees for Occupational Therapy Assisting and Automotive Technology

Statewide Activities

- **Texas Association of College Technical Educators (TACTE)**
  Laura Talbot, Associate Dean 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 Associate Dean processed multiple registrations and payments during the month of September.

Professional Development

- **Distinguished Leader Academy**

Laura Talbot, Associate Dean of Curriculum and Student Learning, was selected to participate in the Distinguished Leader Academic and attend the second session in September. This is a year-long professional development commitment that focuses on personal leadership mentoring and development. The Associate Dean is developing a Strategic Planning activity for the Department as the project required for the DLA.

- **Ambassadors Leadership Academy**
  Three staff from the Curriculum and Student Learning Department (Christina Cavazos, Kandee Wickboldt, and Joanna Saucedo) were selected to participate in the Ambassadors Leadership Academy and attended the first meeting in September. Each individual has been placed on a team within the Academy that will be developing and institution project as part of the Academy.

Nicolas Gonzalez
High School Programs and Services Administrator

- **Dual Enrollment**
  - MOU signing and ribbon cutting ceremony was held at Edcouch Elsa ECHS this past Thursday. Many people attended and by all indications, a great success.
  - We are planning a similar, although larger event at Sharyland's ECHS opening ceremony scheduled for September 24th.
  - Similarly, we will be approaching Rio Grande City about scheduling a ceremony for their ECHS in the near future.
  - We are almost finished with the enrollment of all ECHS that our Coordinator are completing, and should meet the Census deadline.
  - We have tested and completed revamped our Dual Enrollment Web System. All Web Operators reported the system as much better in producing the correct data, easier to access and navigate. Every high school site has the system available for them to view and print students rosters, review final grades at the end of the term, and submit drop requests. Term data is kept for the last three terms.
  - Providing case management for all students
  - TexPREP plans to take all students to a science competition on October 10th at UTPA. Hidalgo, Roma, and PSJA will be participating.
  - ECHS staff continues to work through fall registration issues successfully and preparing schools for the spring schedule.
  - ECHS staff is currently preparing to conduct degree auditing for purposes of projecting graduation numbers for the spring.
  - Rio Grande City ECHS opening ceremonies are tentatively scheduled for October 10th at the former high school. More info to follow.
  - Kim Crawford, Rebecca De Leon and I are attending the Celebracion de Excelencia Conference in Washington D.C. The Academies program is a finalist and recognized for providing gateways for Hispanic students to higher education.
  - TexPREP plans to take all students to a science competition on October 10th at UTPA. Hidalgo, Roma, and PSJA will be participating.
  - ECHS staff continues to work through fall registration issues successfully and preparing schools for the spring schedule.
  - ECHS staff is currently preparing to conduct degree auditing for purposes of projecting graduation numbers for the spring.
  - Rio Grande City ECHS opening ceremonies are tentatively scheduled for October 10th at the former high school. More info to follow.

- **Meetings/Events/Conference Phone Calls**
  - September 2, 2014 – TSI Planning & Information Committee Meeting
  - September 4, 2014 – Ribbon Cutting Ceremony at Edcouch Elsa ECHS
  - September 5, 2014 – Texas A&M University College Station at NAHCampus
  - September 5, 2014 – President's Administrative Staff
  - September 8, 2014 – Dual Enrollment Web System Meeting
  - September 8, 2014 – Academic Affairs Council Meeting
  - September 12, 2014 – Planning and Development Council
  - September 16, 2014 – TWC Conference Discussion with Webb, Mahalia C.
  - September 18, 2014 – Dual Enrollment Class PSJA Meeting with Melba Treviño

- September 23, 2014 – Meeting on ECHS Graduation Counts for Booklet
- September 24, 2014 – Guest Speaker at Sharyland ECHS Ceremony
- September 26, 2014 – Planning and Development Council
- September 30, 2014 – Excelencia Conference

Dual Enrollment: Alejandra Cantu

- **Workshops/Meetings**
  - Meet with IT Department to discuss DE Web System.
  - Visited Oratory HS to discuss schedule and pick up DECA.
  - Attended ECHS meeting to discuss spring schedule for all new Early College High Schools.
  - Meet with Laura Talbot to review the schedules of new schools offering dual and the schools going over 50%.
  - Meet with Outreach Department to discuss reconciliation process for dual students.
  - Meet with Vanguard Academy and Sotomayor ECHS to prepare prospectus

- **DE Scheduling and Planning**
  - Changed times at Valley View Hs for fall 2014.
  - Deleted a couple of sections from PSJA North due to low enrollment for fall 2014.
  - Changed times and deleted two sections for BETA HS.
  - Added a section of Engl 1301 for Edinburg ECHS.
  - Change instructors for two sections at Rio Grande HS.
  - Cancelled Art appreciations at PSJA Memorial HS
  - Deleted a section of speech at PSJA Memorial
  - Per Assistant Principal at Thomas Jefferson, changed the time for Chem 1412.
  - Worked with Assistant Principal from PSJA HS on the spring schedule.
  - Did degree audits of all the students from PSJA HS and PSJA Memorial on the multimedia and computer applications certificates.
  - Per Dual to Degree specialist, cancelled two math sections at Science Academy due to low enrollment.
  - Cancelled Educ 1301 at Weslaco HS and Weslaco East due to low enrollment.
  - Worked with Asst. Principal at PSJA North on the spring semester.
  - Changed instructors on a couple of S sections requested by program chairs.
  - Worked with CTE counselor at Donna North and instructor to change the sequence on two drafting courses.

Dual Enrollment: Clarissa Torres

- **Dual Enrollment Faculty**
  There was no dual enrollment faculty hired in the month of September, due to classes having already started. I have received inquiries regarding dual enrollment as well as reviewed five transcripts. In the coming month the process will begin for hiring dual enrollment faculty. So far, we have candidates for Criminal Justice, Speech (Communications), and Environmental Physics. I have also received one application for History and one for English. However, for the spring semester I do not plan on forming History or English interviews unless we will be replacing instructors or if the course is already being offered. Adding instructors and courses in these subjects would not allow schools to follow the sequence.
- **Dual Enrollment Faculty Spreadsheet**
  Added four candidates to the dual enrollment faculty spreadsheet and have made initial contact with all candidates informing them that the process would begin mid-October.
- **Approving Rosters and Official Transcripts for Dual Enrollment Faculty**
  Made contact via email and phone to dual enrollment faculty to approve the census roster that was due on the 12th class day. In addition, I have two new dual enrollment faculty whose official

transcripts have still not been received by Human Resources. I phoned and emailed these instructors throughout the month of September.

- **College Wide Professional Development Day**
  Attended the College Wide Professional Development Day and gained information regarding what South Texas College has planned for the coming year. Networked with STC staff and faculty during networking breaks and breakout sessions. Attended two sessions in the afternoon titled, "campus coaches" and "conflict management".
- **Dual Enrollment Web Operating System**
  Worked tentatively with Mr. Gonzalez and IT in assisting high school administrators in accessing the web operating system to approve rosters, drop, and add students. Many called for information such as the temporary password and username. Ones who experienced technical issues were directed to the IT Help Desk.
- **Textbooks for New DE Courses**
  Made changes to textbook list as they became available. I met with our partnering district PSJA regarding textbooks and the procedures for updating textbooks. They were informed again of the three years they have from the time of purchase of textbooks. In the coming month, I will begin to find new spring courses that are being offered at the high schools and send out the textbook information accordingly.

<u>Dual Enrollment Faculty Liaison: Carol Woods</u>

- **Dual Enrollment Taskforce**
  - Continued to help coordinate Dual Enrollment Taskforce subcommittees' activities. Updating 2013-2014 DE Taskforce Charges/Action Plan.
  - Transferring charges from last year's DE Taskforce plan to new 2014-2015 DE Taskforce Charges/Action Plan and revising membership list.
  - Completing one-page summaries of actions accomplished by DE Taskforce for the past couple years.
  - Helping faculty as needed with dual enrollment issues. A few faculty have expressed concern that younger students will take offense at the mature topics dealt with in classes. Faculty are worried about repercussions even though they forewarn students about such discussions and have protections according to College policy.
  - Followed up on Textbook Subcommittee issues. Will schedule additional meetings for November 2014 and in mid-April 2015 to check textbook preparations for spring 2015 and fall 2015.
  - Offered to help Council of Chairs President with compilation of "Best Practices" in chairs' supervision of dual enrollment faculty.
  - Served on History & Philosophy Department special committee that researched, discussed, and proposed ideas on how to increase collaboration between STC History faculty and dual enrollment history faculty at the high schools. The aim is to form a standing committee to ensure and maintain college level rigor and collegial interaction between the department and dual enrollment faculty at the high schools. Dr.Nelson will present the committees ideas to Dr. Petrosian.
- **High School Programs and Services Webpages**
  - Followed up on requests to HSPS to update webpages with information from Summit and manuals. Followed up on request to OPOD to reformat FAQs for posting on HSPS webpages.

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - Requested progress reports from faculty members
  - Required tutoring for students earning below 80 in classes
  - Conducted workshops on Friday which included: University of Houston admissions
  - Obtained principal approval for students participating in Academies for all partner high schools
  - Contacted parents of students with failing grades
  - Began scheduling fall recruitment presentations
  - Updated recruitment Presentation
- **Workshops:**
  - University of Houston
  - Engineering Guest Speakers: TX DOT, City of Harlingen and Texas A&M Kingsville
  - Time Management and Test Anxiety
  - Apply Texas and Financial Aid
  - Effective Communication with Professors
- **TexPREP:**
  - Meeting held with Purchasing Office to review travel package for December trip
  - Scheduled and completed paperwork for the fall TexPREP field trips for all districts to HESTEC Middle School Challenge
  - TexPREP spring follow up on speakers for TexPREP
  - Planning underway for Hidalgo ISD trip in December to Sea World
  - Attended closing ceremony for Catholic Charities of the Rio Grande Valley for the second largest site to serve meals to children in need
- **Academy Programs:**
  - Presentation at La Villa High School
  - All SCADE program instructors and students completed S forms
  - All rosters updated with current students participating in the Academies program
- **McCCTI**
  - Planning meeting held with training manager to discuss future opportunities
- **Recovery Program:**
  - Scheduling for classes for partnering districts complete
- **Professional Development/Continued Learning:**
  - Specialists attended UTPA & College Board Counselor Update
  - All Employees attended South Texas College Professional Development Day
  - Held Staff meeting for HSPS team
  - Attended 2014 Examples of Excelencia in Washington DC
  - Attended Texas A&M University School of Public Health meeting on future opportunities
- **In Progress: Projects and Major Activities**
  - Continue to schedule recruitment presentations
  - Planning spring 2015 college tours
  - In contact with IT to try and open the application online for academy participants
  - Follow up on opportunities for McCCTI program
  - Alumni page for Academy Programs

Sofia M. Peña
Director - Early College High Schools

- Fall Semester Registration Complete
- Meeting with Mission and Weslaco CTE administrators to ensure processes of initiating CTE ECHS are being successful.
- ECHS Director has been working on presentation for the College for All Conference in October.
- Conference call between STC, TEA and THECB to discuss matters of ECHS Cohort designation.
- Director working on presentations for TWC National Conference
- Director working on presentations for College for All Conference with PSJA
- ECHS Director & Coordinators along with Edcouch-Elsa successfully coordinated a Ribbon Cutting and MOU signing.
- 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.
- Coordinators are working on Degree Audits for prospective Graduates May 2015
- ECHS Director and Coordinators met at monthly staff meeting. Next one scheduled for October 16th. Weekly one on one meetings are held.
- 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
Associate Dean - Office of Professional and Organizational Development

Academies:

- **Teaching and Learning Academy (TLA)**
  The Office of Professional and Organizational Development kicked off its 2014-2015 Teaching and Learning Academy on September 12, 2014. A total of two sessions were held in the month of September. Session one covered Blackboard basics with Jacob Guerra from Distance Education and session two covered responsibility in the classroom with Dr. Sandra Ledesma, Coordinator of Innovative Instruction. There are currently 23 active participants.
- **Ambassadors Cross-Training Academy (ACTA)**
  The Office of Professional and Organizational Development kicked off its Fall 2014 class of the Ambassadors Cross-Training Academy on September 11, 2014. A total of two sessions were held with 31 active participants. Presenters have been confirmed.
  Session 1 – September 11, 2014
  - Office of Professional and Organizational Development – Lee Grimes & Staff

  Session 2 – September 25, 2014
  - STC Police Department – SGT Ruben Suarez
  - College Connections & Admissions – Larry Barroso
  - Human Resources – Brenda Balderas & Laura Requena
- **Ambassadors Leadership Academy (ALA)**
  The Office of Professional and Organizational Development welcomed a new cohort of ALA on Friday, September 5th for a day-long orientation at the Pecan Campus. In accordance with the Academy mission of cultivating leadership at every level, twenty faculty, staff and administrators joined the ranks of the academy. The discussion with the Academy Facilitator and the ALA Steering Committee centered around the expectations of the Academy and its participants, the Complex Role of Leaders, and finally, broke into teams to discuss their year-long team project.
- **Distinguished Leadership Academy (DLA)**
  The Office of Professional and Organizational Development hosted the second DLA session on September 25th. The participants focused on appreciative coaching and the 5 exemplary practices: Model the Way, Inspire a Shared Vision, Challenge the Process, Enable Other to Act, and Encourage the Heart.
- **Teaching and Learning Academy (TLA)**
  Personal Responsibility in the Classroom session was facilitated by Dr. Sandra Ledesma in which the content presented included, Student Self-Responsibility and Management, Creating a Life-Plan, Setting Goals and Expecting Success. Classroom strategies and writing prompts to facilitate the activity were provided and background information on what research has found on the content was reviewed. Video's and power-point was e-mailed to participants.

FOCUS Academy Kickoff

- FOCUS Academy was facilitated by Dr. Ledesma. A module binder for Collaborative Group Work was created for each participant. An overview was provided and group activities were conducted to create FOCUS success teams among faculty and model what they would do in their classrooms to organize students into groups. Faculty discussed how to empower students to employ collaboration, what research has discovered, the critical skills required for the workforce, and the impact this has on creating a collaborative environment in the classroom.

Design Projects:

- Completed

    - CWPOD Booklet
    - Spirit of South Texas College Booklet
- In Development
    - High School Programs and Services Booklet
    - Night with the Stars Booklet
    - Bachelor Programs Booklet
    - Child Development Conference

Programs in Development:

- **Supervisory Leadership Academy (SLA)**
  The Office of Professional and Organizational Development is in the approval process for contracting World Class Training for the 3rd cohort of SLA. The email announcing the academy has been sent out and applications are now being accepted. Registration deadline has been set for October 10th. Sessions will begin on October 17th.
- **Jaguar Academy: Onboard for Success**
  The OPOD Office continues to collaborate with the Office of Human Resources to obtain monthly new-hire reports in order to identify potential participants. We have obtained new-hire reports for the months of June, July, and August and have identified over 20 potential participants from those reports. The supervisors of those potential participants were sent promotional materials and time-commitment forms through e-mail as well as intercampus mail. Materials and agenda are in development. Presenters have been confirmed. The 2nd cohort is scheduled to begin on October 9th.

Major Events

- **College-Wide Professional & Organizational Development Day**
  On September 19, 2014, the Office of Professional & Organizational Development Day hosted its Fall College Wide Professional & Organizational Development Day at the McAllen Convention Center with 1,109 faculty, staff and administrators in attendance. Dr. Reed delivered her State of the College Address: South Texas College: In The Making: Audience members had a chance to participant in an activity that invited them to write down their personal commitment and contributions to South Texas College, after watching an inspiring video that captured our students' stories. Chuck Carlberg, South Texas College's marketing consultant leading our rebranding efforts, presented on Unveiling the South Texas College Brand, revealing the new logo and brand vision. The afternoon program highlighted more than 30 different breakout sessions on topics related to organizational, professional and personal development, technology and teaching excellence.

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

STC-La Joya Teaching Center

- Met with dual enrollment faculty to review classroom set up, technology and progress.
- Met with La Joya ISD police and custodial staff to review dual enrollment and traditional class schedules.
- Met with Maggie Morato of Texas Riogrande Legal Aid to consider space usage and coordinate a Wills on Wheels clinic tentatively set for January 15, 2015, from 2:30-10:30pm. The date will be finalized as soon as clinic is approved by La Joya ISD administration.
- Met with La Joya Jimmy Carter Principal, Mrs. Sepulveda, to review MOU specifics for Wills on Wheels clinic drafted by Maggie Morato of Texas Riogrande Legal Aid. Mrs. Sepulveda will present project to La Joya ISD administrators for final approval.
- Met with La Joya ISD Credit Recovery Coordinator, Ronny Cabrera to discuss possible short program offerings at LJJC for the spring semester. In discussion it was decided that a tour of the Technology Campus and program presentations would be most beneficial for students. Tour of the Technology campus has been tentatively scheduled for Thursday, October 23.
- Met with La Joya ISD police officers interested in pursuing and enhancing their current education by attending criminal justice related courses.
- Discussed possible Continuing Education class offerings with Lorena Trevino who is working on program development of a tailoring program.

STC-Pharr Teaching Center

- Meeting every Tuesday with PSJA ISD Project Manager, James Rodriguez and design team to discuss progress of Pharr Teaching Center renovation.
- Updated PTC hallway bulletin boards in preparation for visitors from PSJA ISD.
- Met with Xerox service technician in repair of STC-PTC copy machine.
- Meeting held with CCTA Principal, Yolanda Gomez, Javier Saenz, CTE Director, and CTE Coordinator, Belinda Vargas to discuss facility use and proposed parking area fencing.
- Coordinated Planning meeting to discuss short and long term plans for the Pharr Teaching Center. Meeting has been scheduled for Tuesday, October 14, 2014 at 10:00am to be held at the PTC library.
- Coordinated and assisted PC Rey Sanchez and Construction Supervision students with construction of 9 HVAC tables and 6 AC Air Handler unit stands to be utilized in HVAC classroom areas.
- Coordinating the move of HVAC&R equipment from Technology Campus to Pharr Teaching Center.
- Reviewed and monitored paint color scheme of HVAC&R office, lab and classroom areas.
- Met with electrical subcontractor in review of requested electrical drops for HVAC training equipment.
- Previous request by Police Academy PC, Victor Valdez, for classroom printer availability to be discussed with instructional technology department during planning meeting. Will also address limitations in student services availability at the Pharr Teaching Center.
- Hosted United Blood Services blood drive.

Ballew High School Science Classrooms

- Received keys for Ballew Science Building classrooms from PSJA ISD personnel.

- Met with Dr. Odeh, Dr. Cortez, Dr. Wilson, and lab assistants to review classroom settings, equipment availability, classroom utility services controls, remote control table system, and key distribution in preparation for minimester.
- Submitted Move Request documents to transport science lab equipment and supplies from Pecan Campus to Ballew High School Science Building.
- Met with Dr. Plummer, Cody Gregg and Maria Evans to discuss instructional technology needs and alternatives in preparation for minimester offerings of science classes.

Other Activities

- Participated in interview committee in search of next PC for Legal Assistant program.
- Attended weekly Business and Technology Program Chair meetings
- Attended Session One of PMT's NIM's CNC Milling Project Part 1 at the Technology Campus.
- Attended CADD Department meetings and Advisory Committee meeting.
- Attended Construction Supervision Advisory Committee meeting.
- Attended SCI Women's Business Center Entrepreneurial Workshop and 10 year evening celebration at La Mansion in Mission, Texas.
- Attended the September session of the Distinguished Leadership Academy.
- Advised students for spring 2015 semester.
- Attended INNO Conference at the Technology Campus.

South Texas College

Changing Lives, Changing Communities

Information Services and Planning

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Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report
September 2014

Alicia Gomez, CIO
Technology Resources

Applications Development

HR Process Redesign and Automation

The Applications team continues to work on the second phase of the HR automation project which consists of creating a fully electronic appointment letter module that will allow faculty, administrators and executive to view and acknowledge appointment letters online. The new module is expected to be complete for FY 2015. Salary Planner implementation has been schedule to commence early December and go live by March 2015.

Degree Works

The implementation rollout for the Degree Works and South Texas College Graduation Meter is on schedule for the month of October when All South Texas College students will be able to access the new online academic advising, transfer articulation and degree audit online solutions. The implementation team met with consultants to go over the validation process the last week in September. The communication plan which included training for advisors and a new website that hosts a series of videos to support DegreeWorks training for students and staff was also finalized and set in motion during the month of September.

JagMobile 3.0

The new Jagmobile application was released on schedule late August. Jagmobile 3.0 was redesigned for all mobile devices including windows phones, tablets and desktop browsers. It integrates data and content using a shopping cart style and provides access to essential information on the go including My Jagnet, CLE tutoring, Campus Directory, Emergency Contacts, Course Catalog, Student Handbook as well as Student Feedback.

IT Risk and Security

PCI/DIR/IT Assessment Action Plan Updates

Major system related tasks such as the Jagnet and ODS database encryption have been delayed until the month of October due to unforeseen circumstances and other project priorities. In the mid time the TR and Security teams continue to make progress towards validating work performed on all assessment action plans.

Business Impact Analysis and Disaster Preparedness/Recovery Planning

After receiving the analysis and recommendations for a College-wide disaster recovery plan from Dell consultants, The Technology Resources team began researching on possible solutions to replicate datacenter away from hurricane zones and a staff and faculty email migration to Office 365.

Technology Support and Client Services

Infrastructure Improvements

The Technology Resources team with the support of Insight consultants continues to analyze bandwidth availability and traffic during peak times. The results of this assessment will be used to calculate how much bandwidth is needed to meet current needs and estimate future growth.

Computer Replacement

Technology Resources and Instructional Technologies held meetings with site coordinators in the Rio Grande and Mid Valley campuses in September. Rio Grande Valley reported most old faculty and staff computers were replaced during the summer with the exception of sixteen which are being handled by TR technician. The team visited the RG auditorium to discuss alternative solutions for monitors/screens for panel guests.
Mid Valley will compile a list of computers needing replacement which will be compared against TR's replacement cycle list. Technology upgrade options for the MV auditorium were discussed during the visit.

Pharr and La Joya Teaching Centers (CCTA)

A new meeting has been set to meet with the Pharr Coordinator and South Texas College representatives on October 7, 2014 to ensure new deadline and deliverables are set for the spring term academic plans.

_____, CISO
Information Security

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  Luis and Aaron met to discuss the PCI action plan, several items have been completed but are still lacking verification. A list was compiled so that specific items can be collected for a proper verification, proving the work done properly meets the recommendations. Due to time conflicts meeting will continue with Luis and the TR team to finish verifications on PCI and Whitely Penn this week. BBVA Compass has received the status update for PCI, once verifications have been completed a final SAQ C will be filled out and performed.

- **Incident Response Plan**
  The InfoSec team has completed the editing process and will review with Technology Resources and other areas that are involved in Incident Response. A copy of the plan will be provided to each area according to the roles and responsibilities and reviewed with the InfoSec team. At a later date a table top exercise will be performed to find any gaps in the response plan.

- **Business Continuity- Business Impact Analysis (BIA)**
  A short presentation was given to the PAS team to recap the BIA project. Most of the attendees were participants in the project, but most of the academic side were not. This presentation gave them results of the BIA study and guidance on how to proceed. A formal disaster recovery plan/project will be the next steps taken, specifically in the Technology areas. Ken Lyons and VP Elizondo will be leading this project along with CIO Gomez.

- **Dell SecureWorks- Web Application Firewall Project**
  The project is underway and the physical Counter Threat Appliance is installed and configured. A few changes are needed so that complete management by Dell can be accomplished. We have scheduled upgrades to our current appliances. Once connectivity is achieved we will begin the management and configuration of the appliances with Dell. At that time an on-site visit will take place for knowledge transfer.

- **Qualys SaaS Implementation**
  The Qualys vulnerability scanner will allow the InfoSec team to perform weekly scheduled scan on a subset of IP address internally and externally for the college. This subset will provide a 97% confidence rate of vulnerability management on all of our systems. A few purchasing and configuration issues have come up and are being looked at. A change order is being provided to allow SecureWorks to enable the external scanning portion of the appliance. Scheduled vulnerability scans are part of the ongoing process to improve our information security posture.

- **Firewall Purchase**
  The proof of concept firewall project is still underway. Scheduling issues with the vendors have pushed back the start date for the evaluations. Although the project is still on time, the vendor installations have taken longer than expected. All vendors have equipment on site and installed. The team will use a predetermined list of questions as the criteria for testing. This will take place over a four week period and each person on the team will fill out an evaluation page for each of the four products.

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

IE Related Activities:

- Met with Christopher Nelson (2x) to discuss upcoming Council of Chairs meeting
- Met with Steve Bourdon to learn of his upcoming plans
- Edited the Office of the President 2013-2015 IE Plan
- Began working on President's Mid-Biennium Narrative
- Researched and determined assignments for formulating the Mid-Biennium report for the Office of the President
- Updated IE worksheet of the Office of the President 2013-2015 IE Plan to include initiatives and interventions under way at the college (in progress) (2)
- Work on Presidential Mid-Biennium report
- Actively recruited for open analyst position
- Recruited/Checked for new applicants for open analyst position
- Discussed potential of new job posting offer from *Chronicle* with VP and IEA staff
- Developed working plan for handling data request
- Developed question list for data requests
- Developed flow-chart for handling data requests
- Met with Steve Crum and Serkan Celtek to determine best steps regarding report requests
- Developed initial evidence and plan for handling report requests
- Learned initial steps to appropriately pull data from Banner via SPSS at STC
- Created WEAVEonline profile for Ken Lyons (Projects Administration)
- Created a new IE Reporting entity '**Risk Management**' in WEAVEonline at the request of Ken Lyons
- Meeting with Ken Lyons to discuss FAS IE Plan
- Assisted the Office of Strategic Initiatives IE Plan writer to complete the 2014 Mid-Bi report
- Requested input from Council of Chairs on open analyst position
- Researched Texas Completes framework
- Discussed job qualifications of new Associate Dean position
- Audited 2014 IE Success Stories useable as Texas Completes Success Stories
- Meeting with Paul Hernandez/Karey Barnes regarding IE plans and potential presentations
- Xitracs research and invoice request(s)
- Grade Distribution Reports to Art Montiel
- Discussion with IVP Plummer about plans for IEA
- Changed reporting software platforms
- Completed IEA "Ten-Year Plan" for FAS
- Learned appropriate Banner queries from staff
- Met with the IE Plan writer of Projects Administration to provide an introduction to IE and provide Mid-Bi Report training
- Edited and revised the Ten Year Plan for IEA document
- Promise Zone Webinar/Designation investigation

Evaluation and Assessment Related of Intervention:

- Presented assessments to IEA staff for editing before posting
- Assessment for HSI Grant Redux
- Attended HSI grant evaluation plan meeting
- HSI Grant Evaluation Development Activities

- HSI Grant Proposal Touch-ups
- NSF Grant Planning/Discussion with Martin Kinect and others
- NSF Grant Discussions and Strategy
- Work on Texas Completes Success Stories reporting
- Reviewed the assessment plan for the Hard Drop policy
- Reviewed the assessment plan for the Degree Progress Report assignment
- Posted Assessments for Hard Drops and DPRA
- Texas Completes Success Stories

IEA Reporting Analyst's Activities:

- Worked on the external data search for the Office of the President IE Plan (2)
- Worked on the Texas Register Research (3)
- Worked on the pass rate and grade distribution report for Starr campus
- Provided and updated the list of department - specific reporting analysts
- Finished the pass rate and grade distribution report for Starr campus
- Worked on the external data search for the Office of the President IE Plan
- Retrieved the Top 5 Enrolled Courses by Campus data with RAS for IEA Director
- Provided the Comparison of Census day Drops for IEA Director
- Worked on the HSI Title V Grant evaluation plan
- Worked on the Texas Register Research
- Worked on the IEA Wednesday Research Summaries
- Worked on the NSF Grant 'evaluation plan'

Factbook Related Activities:

- Reorganized and updated the Data Release Timeline
- Worked on the Census day related reports
- Snapshotted Census day enrollment data for the enrollment related report updates
- Worked on the enrollment reports updating
- Updated and posted reports for STC internal Factbook listed below:
  The Enrollment Composition (Updated: 'Fall 2014')

  The Enrollment: Headcount and Course Section Count by Instructional Mode (Updated: 'Fall 2014')

  The Enrollment: Headcount and Number of Sections by Division, by Department, by Course, and by Time Frame (Updated: 'Fall 2014')

  The Enrollment: Headcount and Number of Sections by Division, by Department, and by Course (Updated: 'Fall 2014')

  The Enrollment: Headcount by Gender and by Ethnicity (with Dual-Enrollment, Fall Terms Only, Updated: 'Fall 2014')

  The Enrollment: Headcount by Gender and by Ethnicity – Fall 2014

- Coordinated with RAS for Developmental Sequence report for STC Factbook
- Updated the 'Completion' and 'College Readiness' for STC Factbook
- Updated the Data Release Timeline

IEA Website Related Activities:

- Received the Assessments and the Evaluation Plans
- Worked on the publish preparing for the Evaluation Plans
- Formatted and posted the Assessments and the Evaluation Plans for "DPRA" and "Early Drops for Non-Payment"

Meetings and Trainings:

- SSG Meeting (4)
- Jag Lunch Meeting
- IEA staff meeting (5)
- Attended the discussion for the effectively internal communication
- ISP Administrative Team Meeting
- Achieving the Dream webinar
- PDC
- Attended HSI Grant Meeting
- Council of Chairs Meeting
- PAS
- Curriculum & Instruction Committee
- THECB - Update on TSI, DE, and ABE Webinar
- Our Lady of the Lake articulation meeting
- Puente KDWG Phone Conference (attempt)
- Jag Lunch
- Multiple HR-related meetings
- THECB UEAC online meeting
- Client Services meeting
- Silver Bullets to Web Embedded Assessments Webinar

Miscellaneous:

- Followed up for the network connection for IEA director
- Compiled media research summaries to post to @IEA_STC Twitter feed (4)
- Scheduled Twitter posts for @IEA_STC account (4)
- Submitted the registration for the ambassadors cross-training academy
- Weekly article/research summaries for IEA Office
- Training on Banner access via SPSS (Wes)
- Initiated VPN connection after multiple attempts
- Followed up for the network connection for IEA director
- Began collecting data for Texas Completes program success stories
    - Contacted Texas Completes associate to obtain the submission forms
    - Contacted the Office of the Registrar for information regarding Automatic Graduation policy
    - Contacted the Development Math department for information regarding the Mathways project
    - Audited departmental IE Plans and Reports for further potential stories
- Submitted finalized Texas Completes program success documents to Texas Completes
- Attended ACTA Training
- Attended webinar: Building and Effective and Fun Culture of Assessment
- THECB Webinar on TSI
- Attended Texas Completes program success meeting
- Attended College Wide Professional Development (All)

- Edited RITS grant proposal document
- FC Old Main Uniform Discussions
- Worked with AA – IEA for the AIR membership invoice issue
- Worked with AA – IEA for the travel checks

Cody Gregg, Dean
Library Services and Information Commons

Meetings:

- 9/1/14: Labor Day Holiday.
- 9/2/14: Meeting at H.R.; Bond Program Planning Meeting; TSI Planning and Information Committee Meeting.
- 9/3/14: Meeting to Review SI Coordinator Applications.
- 9/4/14: Library Furniture Proposal Evaluation; IS&P Admin Team Meeting.
- 9/5/14: DynaSign Solution Overview; President's Administrative Staff Meeting.
- 9/8/14: Conference Call to Discuss National Office Furniture Mockup; Project Update Conference Call; HSI Grant Space Allocation Meeting; Proposal Review Conference Call with FWI; Herman Miller Conference Call; Academic Affairs Council Meeting.
- 9/9/14: CWPD Day Planning Meeting; Bond Program Planning Meeting; HSI Grant Evaluation Plan Meeting; HSI Grant Meeting.
- 9/10 – 9/12/14: San Antonio and Austin Academic Library Visits.
- 9/15/14: HSI Grant - ALC Project Tracking Meeting; CCUMC Board Meeting Conference Call; SI Meeting; Smartthinking Meeting.
- 9/16/14: MDI Call; Bond Program Planning Meeting; Starr County Campus Technology Review.
- 9/17/14: AMX Follow-Up Meeting; RAS Meeting.
- 9/18/14: Crestron Meeting; Pharr Teaching Center Meeting; Meeting with Furniture Reps.
- 9/19/14: CWPD Day.
- 9/22 – 9/23/14: Texas Council of Academic Libraries Annual Conference in Austin.
- 9/25/14: SI Coordinator Interviews.
- 9/26/14: American Institute of Architects Meeting.
- 9/29/14: Purchasing Process Federal Grants Meeting; CLE Employee Meeting.
- 9/30/14: Furniture Demo Meeting; Ballew High School Technology Needs Meeting.

Library Services Data:

Library Services Data: 9/1/2014 -9/30/2014								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	50	0	198	25	0	0	273
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	1596	15980	18088	53044	333	6301	2763	98105
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	981	325	1729	n/a	86	0	3121
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1534	685	3453	n/a	272	358	6302
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	22	0	64	n/a	64	1	151
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	1	477	44	979	n/a	222	66	1789

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Automation Team continued testing and identifying errors with the Library Tracking System so they can be corrected prior to the pilot.
- Continued reviewing SirsiDynix's bibliographic analysis reports and worked with Technical Services staff to correct errors in Symphony.
- Began identifying Computer Science items for purchase.
- Continued working on specialized XML reports from Symphony.
- Began creating an online survey for the furniture pilot.
- Worked to obtain digital images of furniture that will be exhibited as part of the Library furniture pilot to facilitate the collection of student feedback.
- Continued to develop and modify the Softchalk library skills and information literacy modules.
- Continued to check the weekly LinkChecker report in LibGuides and fixed any broken links on staff guides.
- Began testing different options for recording a new set of video tutorials on using eBook databases.
- Continued to work on the Veterans Day flyer.
- Continued to work on the Furniture Reconstruction Project flyer.

Collection Development Balances:

- Library Acquisition…… $ 195,599.00
- BAT & BAS/TMGT Materials- …… $ 8,804.00
- BAT & BAS/CIT Materials- …… $ 6,100.00
- BAT & BAS/MHSM Materials- …… $ 8,804.00
- BAT & BAS/OL Materials- …… $ 8,804.00

Information Commons and Open Labs:

Highlights:

- 09/19/14: The Information Commons and Open Labs' full time staff attended College Wide Professional Development Day.
- 09/26/14: Two employees attended the CPR Training at the Mid-Valley Campus.

September 2014 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	3,553	14,066	17,655	26,964
Pecan Internet Café	913	3,063	4,375	13,165
Pecan T. Info. Commons	415	972	1,259	5,885
Mid-Valley Open Lab	1,827	8,754	8,414	
Mid-Valley Open Area	860	2,035	1,887	
Starr County Open Lab	553	2,817	3,204	
NAH Open Lab	1,325	8,032	3,940	
Technology Open Lab	692	3,214	1,482	
Technology Internet Café	295	887	292	
District Total:	**10,433**	**43,840**	**42,508**	**46,014**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	4,085	13,676	14,533
Pecan Testing Room F-228	64	142	386
Mid-Valley Info. Commons	1,529	5,354	4,411
Starr County Library	657	3,243	3,556
Technology Library	307	1,306	1,229
District Total:	**6,642**	**23,721**	**24,115**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	798	1,379	1,433
Pecan F-130 Group Stations	77	110	66
Mid-Valley Library Group Stations	282	532	704
Mid-Valley Open Lab Group Stations	22	39	15
NAH Group Stations	426	974	724
District Total:	**1,605**	**3,034**	**2,942**

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

- 09/03/14: Met with a hiring committee to review applications.
- 09/04/14: Attended a Library Furniture Proposal Evaluation meeting; attended an IS&P Administrative Team meeting.
- 09/05/14: Held an Information Commons and Open Labs Leadership meeting; attended a President's Administrative Staff meeting.
- 09/08/14: Attended a meeting with Dr. Plummer.
- 09/10/14: Attended an Onshore Personnel Scheduling demo.
- 09/15/14: Held an interview for a workstudy position.
- 09/16/14: Met with David Rojas.
- 09/23/14: Traveled to the Mid-Valley Campus to oversee Open Lab operations and to meet with the SI Faculty.
- 09/25/14: Was part of a hiring committee that held interviews for the Center for Learning Excellence.

Library Services Public Services

Meetings: 9/18/14 PSJA Teaching Center Meeting.

Library Art Gallery September Exhibits:

- Gesticulaciones de la Vida
  Sept. 18 – Dec. 4, 2014
  Pecan Campus Library Art Gallery

- Evolution of the Soul
  Sept. 18 – Dec. 4, 2014
  Mid-Valley Campus Library Art Gallery

- Rostros de mi niñez
  Sept. 18 – Dec. 4, 2014
  Technology Campus Library Art Gallery

- Birds & Flowers
  Sept.5 – Dec. 4, 2014
  Starr County Campus Library Art Gallery

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 9/2/2014: Project Update Conference Call
- 9/32014: Star Campus Visit
- 9/5/2014: Instructional Technologies Team Meeting
- 9/8/2014: College Wide Professional Development Meeting, Technology Resources Meeting, ALC Presentation
- 9/10/2014: Lass Chair Meeting
- 9/11/2014: NAH Campus Visit, Mid Valley Campus Visit
- 9/12/2014: Star Campus Visit, Dr. Montiel Meeting
- 9/15/2014: Aisys Meeting, Distance Learning Meeting, ALC Discussion,
- 9/16/2014: CWPD Meeting, Starr Campus Meeting
- 9/18/2014: Dr. Wood Phone Conference
- 9/19/2014: Professional Development Day Set up
- 9/24/2014: NCATE Certification Meeting
- 9/26/2014: Instructional Technologies Redesign Meeting
- 9/29/2014: Brenda Rubio Meeting, Digital Conversion Meeting
- 9/30/2014: Starr Campus Visit, Technology Resources Meeting

Monthly Special Events by Comparison:

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

2014	
Jan	70
Feb	142
Mar	112
April	162
May	120
June	154
July	87
August	89
Sept	169
Oct	
Nov	
Dec.	

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Number of Events 2013	54	116	145	175	107	107	96	113	122	215	168	73
Number of Events 2014	70	142	112	162	120	154	87	89	169			

Total Man Hours

2013	
Jan	46.25
Feb	283.75
March	181.75
April	286.75
May	566.5
June	137.5
July	102
Aug	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	82.75
July	103
Aug	101.75
Sept	240
Oct	
Nov	
Dec	

	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Special Events 2013	46.25	283.75	181.75	286.75	566.5	137.5	102	210.5	361.75	336.5	210.5	96.75
Special Events 2014	105.5	373.75	174.75	363.5	75.25	82.75	103	101.75	240			

Reservations by Campus: **September 2014**

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	101	24	0	59	0
Data Projector	8	0	3	45	0
Laptop	70	1	10	2	1
PA System	5	8	4	10	0
CD Player	0	0	0	7	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	3	3	1	1	0
TV	2	0	6	2	0
Microphone	87	8	14	19	0
Direct Box	0	0	1	0	0
Digital Camera	2	11	0	0	0
Speakers	101	1	15	89	1
Overhead Projector	0	0	0	0	0
Remote	24	76	1	2	0
Headphones	5	0	0	1	0
HH Voice Recorder	0	0	0	0	0
Screen	2	5	4	2	2
Document Camera	147	19	42	0	18
DVD/VCR Player	0	4	2	2	0

Wireless Lab	0	24	0	0	0
Keyboard/Mouse	9	0	2	0	0
Sympodium	26	19	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	21	0	0	0
CPS	0	0	0	0	0
Mixer	7	1	9	1	0
Tripod	4	3	1	1	0
WebCam	1	3	0	1	1
Computer	0	0	0	0	0
Portable Table	3	0	2	3	0
Microphone Stand	13	8	0	0	0
HD Video Streamer	2	0	0	1	0
Polycom Phone	3	1	0	0	1
Stooges (switcher)	0	0	0	0	0
LANC Controller	3	0	0	1	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	5	0	0	0	0
TOTAL	633	240	117	249	24

Serkan Celtek, Director
Research & Analytical Services

Research Studies

- **Art Studio Course Enrollments**
  - Fall 2013 and Spring 2014 enrollments
- **CCSSE**
  - 31 survey administration confirmed
- **CLE**
  - Received 2 packets from the CLE Summer course
- **Comprehensive Plan**
  - Regional data updates for the comprehensive plan (completed)
- **Dual Enrollment**
  - # of Dual who failed/withdrew for Fall 2013 and Spring 2014 and reenrolled
  - # of sections Dual students enrolled in
- **Enrollment Reports**
  - Three-year Enrollment Patterns
- **HSI Meeting**
  - Attended to the HSI meeting - preparing a survey for that grant
- **IAM**
  - Created a new form, (Checkbox survey)
  - Made changes to the form (online form)
- **IPEDS Fall 2014 collection**
  - IC Header component
- **Library Evaluations**
  - Created a new on-line survey
  - Currently working on creating a paper survey
- **Library Online Evaluations**
  - Added 5 new librarians to the online survey
- **Math Co-requisite Analysis Spring 2014-Summer II 2014**
  - # students enrolled in Math 1414, Math 0020
  - # students enrolled that completed Math 085/100
  - # of students who earned a 342+ TSIM
  - Grade distribution of students enrolled
- **MHSM Program Alumni Employment Survey**
  - Created online survey
- **MHSM Alumni Survey**
  - Created report for online survey
- **Pathways for Progress Institute**
  - Data Homework TSI
- **PUENTE Survey**
  - Pick up 3 packets (Starr and 2 from Pecan)
  - Currently receiving the new form and is working on the form.
  - Teleform is currently down - to restart the server
- **SPSS – secured new authorizations for new computers**
- **UT-WAHS**
  - Random sample of 1500 female STC students ages 18-24
  - Uploaded the sample file to UT Box
- **Valley Scholars Retention and Graduation**
  - Updated Valley Scholars three year graduation rate

- Updated Valley Scholars fall to fall retention rate
- Updated Valley scholars fall to spring retention rate

Data Requests

- **Affordable Care Act Guidelines Employee E-Class Summers and Fall 2014 Faculty – Hours and Minutes Revised – (Completed)**
- **All Male students (declared majors) enrolled in HMAS and MAT Programs – (Completed)**
- **Banner Campus Miscoding of Dual Student Courses at Technology Campus (Dual were taking multiple courses at the Tech. Campus so the unduplicated count appeared low.) - (Completed)**
- **Banner Campus Miscoding of Dual Student Courses at Technology Campus**
- **BAT transfer report**
- **CAFR Update of Supplemental Statistic Tables – BUSO (Waiting for Registrar's CBM Certification)**
- **Campus Enrollment Comparisons Fall 2013 and 2014 Same Day, Contact Hours by Division, and Campus Enrollment – (Completed)**
- **Continuing Education AY 13-14 Course Inventory – (Awaiting course code confirmation)**
- **CWPD data**
- **Developmental Sequence Completion Update**
- **Enrollment by degree/major - Business Administration program Falls 2009-2014**
- **Fall 2014 FTIC's prior dual and no dual**
- **Fall 2014 Student Enrollment Composition – (Completed)**
- **FTIC Intent Historic (Completed)**
- **HSI Grant – Top 5 enrollment courses by campus, Fall 2013**
- **IPEDS Survey Entry – Institutional Characteristics, Completions, and Completions**
- **LASS courses online pass rates**
- **Pathways to Progress Institute**
  - TSIA Homework
  - Texas Completes 4 and 6 Year completion rates for Texas Completes meeting
  - TSIA Data homework addendum, ABE 5-6 level
- **Prior Dual Seniors' Matriculation to STC and UTPA Fall 2014 Update - (Completed)**
- **Read The Primer for Institutional Research book**
- **Report of all student enrolled in Administrative Office Careers, Precision Manufacturing Technology, and Computer Aided Drafting and Design Majors with all the classes they have taken for Fall 2014**
- **Report of all students who are in Paralegal and Human Resources majors and all courses taken in Fall 2014 – (Completed)**
- **Spring Stop-outs and Their Contact Info – (Completed)**
- **SPSS and programs training**
- **STC and very Large Colleges Graduation Rate updates**
- **Transfer Report 2012 from THECB**
- **GOT**
  - Updated graduate counts of cohorts
  - Profile of Fall 2011 cohort's graduates
  - Fall 2014 persistence of cohorts

Meetings Attended:

- Ambassadors Leadership Academy Retreat
- IEA, RAS and IS& P Help Desk meeting
- ISP Administrative Team meeting
- JagLunch – Reviewed the draft data request form
- STC data on immigrant students
- Noncredit environmental scanning

- Post Census enrollment analysis planning
- Review of ongoing and pending Academic Affairs data/report requests
- Metrics Taskforce meeting – San Jacinto College, Pasadena TX
- PAS
- Pathways to Progress Institute
- PDC
- RAS weekly meeting
- SSG meeting
- SureScore meeting in Austin
- Texas Completes program successes meeting
- TSI Planning & Information Committee Meeting
- Webinar: How to Build an Effective (and Fun) Culture of Assessment
- Weekly RAS/IEA meeting with Paul

Other:

- Working on RAS project reporting template for cabinet

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 CM
Interim Associate Dean for Industry Training and Economic Development

Date: October 14, 2014

Subject: September 2014 Activity Report

The major activities of my office this month were: 1) Visited Alps Electronics Corporate Headquarters in Japan 2) Met with Priority Tooling Solutions regarding Tooling Academy 3)Met with South Texas Manufacturers Association Executive Director 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) Met with major prospective business partner along with MEDC 7) Developed strategies to expand NAAMREI/IAM training activities 8) Attended RSTEC Board Meeting 9) Worked on entrepreneurial tooling project 10)

Summary of Activities for September 2014:

- Attended the ribbon cutting ceremony for Royal Technologies expansion.
- Joined McAllen Economic Development Corporation and UTPA on trip to Japan to visit with executives from Alps Electric LTD. The visit included multiple Alps plant tours and meetings with Alps representatives.
- Attended the President's Administrative Staff meeting.
- Attended the Rio South Texas Economic Council (RSTEC) Board meeting.
- Conducted and presented at the NAAMREI Core Leadership Team meeting at UTPA.
- Attended and presented at the Rio Grande Valley Workforce and Education Roundtable.
- Attended the STC INNO conference.
- Participated in conference call with US Department of Labor and Congressman Hinojosa's staff to discuss upcoming federal solicitations for grant awards.

- Attended Institute for Advanced Manufacturing Advisory Committee Meeting
- Attended the Rio South Texas Manufacturing College Alliance Meeting.
- Further developed advanced tooling project for a prototype for an entrepreneurial tooling project for a local business owner. The project will give STC and opportunity to provide real-time, hands-on tool making training to qualified students.
- Continued implementation of new Skills Development Fund Grant (Skills 20)
- Met with STMA Executive Director to the state of the local manufacturing sector—it's employment, trends, training needs, and growth forecasts.
- Met with Dr. Miguel Gonzalez to discuss NAAMREI initiatives, in particular the development of the Tooling Academy and Research Park goals.
- 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.
- Continued working with IAM staff FESTO company executives to further develop the proposal to have STC become a FESTO Authorized Training Facility.
- Provided oversight to major Festo train-the-trainer program for IAM instructors.
- 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