SOUTH TEXAS COLLEGE

February 2015 Activity Reports

Board of Trustees
Board Meeting
March 31, 2015

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Student Affairs and Enrollment Management

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **March 31, 2015**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **February 2015 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, Director of the Valley Metro, to discuss proposed $4 million to expand services of the STC JagExpress and UTRGV Express (see attachment #1)
  - Mary Elizondo, VP of Finance and Administrative Service, JagExpress Budget
  - Dr. Anahid Petrosian, VP of Academic Affairs, Persistence Initiatives
  - David Plummer, Anahid Petrosian and Mary Elizondo, 5 year Comprehensive Operational Plan
  - George McCaleb, Director of Facilities, Operations and Maintenance, BLDG K Deferred Maintanence
  - Mike Carranza, Associate Dean of Student Financial Services, Testing and Veterans Affairs, Outreach Plan
  - Matt Hebbard, Dean of Enrollment Services and Registrar, Proposed Call Center Services
  - Cynthia Blanco, Director of Degree and Certificate Completion, Spring 2015 Graduation Report
  - Narciso Garcia, Deputy Superintendent PSJA ISD, Dual2Degree Initiative

Participated in:

- December Graduations Planning Meeting
- Texas Association of Community Colleges "College Day" in Austin, TX
- Finance Committee Meeting in Austin, TX
- 10th Annual South Texas College Summit on College Readiness in Edinburg, TX
- Coffee Conversation with Karl Rowe and James Carville
- College Wide Professional Development Day
- ATIXIA Title IX Investigator Training
- Conference Call with TWC Chair Andres Alcantar to discuss proposed $20 million Accelerate Texas Program (GED/Skills Training)

Matt Hebbard, Dean of Enrollment Services & Registrar

- Reported official census-date enrollment for Spring 2015 semester is **30,485** students; on Census Date, February 4, 2015, only **537** students were dropped for non-payment.
- Continued processing incoming documents and clearing students to register for mini-mesters.
- Attended college-wide Professional Development Day meetings/sessions on February 13, 2015.
- Worked on various projects, such as May 2015 Commencement Exercises to be held at State Farm Arena on May 15 & 16, DegreeWorks, enrollment, registration appeals and THECB webinars.
- Dean of Enrollment Services & Registrar and Director of Degree & Certificate Completion attended regular meetings, such as President's Administrative Staff, Planning & Development Council and SAEM Division Leaders meetings.
- Dean, Director and Coordinator of Records worked together for the benefit of faculty, staff and students to plan ahead, provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, graduation and records.
- 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*.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to student's personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.
- Processed **4,225** *Schedule Change Forms* since the Spring 2015 semester began on January 20.
- Processed *Reinstatement After Census Date Forms* for **175** students during February 2015.
- Processed *Change of Grades* for **98** students during February 2015.
- Downloaded, reviewed and verified **2,698** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during February 2015.
- Processed **1,077** high school and **248** college/university transcripts during February 2015.
- Evaluated **278** transcripts from other colleges and universities during February 2015.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **4,236** STC transcripts during February 2015.
- Scanned and indexed **5,098** documents submitted by students during February 2015.
- Processed **51** online *Course Substitution Forms* during February 2015.
- Graduation Analyst printed and mailed **1,348** diplomas to December 2014 graduates, whose records are clear (o holds), and began reviewing potential May 2015 graduates

Assessment Center

Student Assessment Center Activity Report February 01 through 28, 2015					
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD**
Pecan Campus	**198**	**139**	**128 (85% show)**	**TSI EXAM**	**3411**
Mid- Valley Campus	**51**	**34**	**31 (96% show)**	**TSI EXAM**	**1478**
Starr Campus	**64**	**11**	**11 (97% show)**	**TSI EXAM**	**494**
Pecan Plaza	**146**	**109**	**100 (93% show)**	**GED EXAM**	**643**
Pecan Plaza	**0**	**19**	**17 (89% show)**	**TSI EXAM**	**17**
TOTAL:	**459**	**312**	**287**		**6043**

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- Veteran Affair Coordinators Javier Arredondo & Jessie Luna traveled to Austin, Texas to attend the Texas Veterans Commission Summit
- SFS Department attended the morning sessions for Professional Development Day and had a working lunch to meet as a department for FA Updates
- SFS Director, Coordinators, FA Outreach Specialist and Administrative Assistant met to go over the final details for the Super Saturday and Financial Aid Fairs
- SFS Staff assisted the Super Saturday event that took place at the Pecan, Mid-Valley & Starr Campuses
- SFS Dean, SFS Director and Administrative Assistant met to discuss and submit the Budget for FY 2016
- SFS Staff assisted with 70 Financial Aid Events throughout the month of February
- SFS staff continue to work on completing and correcting student files, awarding students and student appeals are being reviewed daily.

Outreach/Welcome Centers

College Connections

- Call Center
  - Inbound Calls – 8,761 calls
  - JagChats – 177 chats
- Campus Tours
  - Pecan Campus – 415 students
  - Mid-Valley Campus – 133 students
  - Technology Campus – 80 students
  - Nursing Campus – 80 students
  - Starr Campus – 13 students
- Parent Meeting/Event
  - Mercedes ISD
  - Rio Grande City HS
  - Brown Middle School
- College Bound Presentation
  - Mid-Valley Academy
  - PSJA Memorial HS
  - Robert Vela HS
  - Rio Grande City HS
  - Edinburg HS
- Financial Aid Night
  - Progreso HS
  - Weslaco HS
  - Donna HS
  - Weslaco East HS
  - Donna North HS
  - Mission HS
  - Mission Veterans HS
  - Economedes HS
  - Mercedes ECHS
  - Mercedes HS
  - McAllen Memorial HS

Outreach/Welcome Centers cont.

- College Bound Presentation
  - Sharyland HS
  - Rio Grande City ISD Alternative
  - Ignite Charter School
- College/Career Fair
  - Travis Elementary
  - Carmen Anaya Elementary
- Elementary Event
  - Roosevelt Elementary – Planetarium
  - Tabasco Elementary – College Awareness Presentation
- Registration
- Support Dual Enrollment Registration and Processing
- College Advising Training Program
- STC & PSJA ISD Principal Planning Workshop
- Digital Signage Committee Meeting
- First Year Experience Meeting
- 10th Annual Summit on College and Career Readiness
- Region One Migrant Directors Meeting Presentation
- South Texas College "Declare a Major Fair"
- Ambassadors Cross Training Academy
- Mission CISD College Bound Planning
- College Advising Training Program: Tours & Presentation
- RGV Lead Education & Career EXPO Planning Meeting
- Region One TIES Event
- McAllen ISD Family Engagement Conference
- Mission CISD Operation College Bound
- Lower RGV P-16 Council Meeting
- Starr County Youth Fair
- Ambassador Leadership Academy

Dual2Degree

- STC & PSJA ISD Principals Planning Workshop
- TEXAAN Advising Conference
- NODA Conference
  - Tony Matamoros and Larry Barroso Presented on Dual Enrollment: Best Practices for Orientation, Transition and Retention
- Dual Enrollment Counselor Meetings
- Dual Enrollment Processing and Registration
- Dual Enrollment Roster Verification
- Dual Enrollment Reconciliation
- Dual Enrollment Document Pick up
- TV Spot Interview
- Ambassador Leadership Academy
- Dual Enrollment Apply Texas
  - Veterans Memorial HS
  - Edcouch Elsa HS

Outreach/Welcome Centers cont.

- Dual Enrollment Parent Night/Meeting
  - Mercedes ECHS
- Dual Enrollment Financial Aid SAP Workshops
  - Donna HS
  - Donna North HS
  - Med High
  - Weslaco HS
- Dual2Degree Orientation
  - La Grulla HS
  - Mercedes ECHS

College Connections and Dual2Degree Upcoming Events through the Spring Semester

Upcoming Events

- March – May – Fast Track Senior Clearance Events
- April – Dual2Degree Month Fast Track Saturdays
- April 8 – Dual2Degree Spring Update
- April 24 – 2nd Annual Junior Jaguar Leadership Conference for Adopted Elementary Schools

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

DECEMBER MONTHLY- Career & Employer Services Activity	
Total Number	
1195	Student Contacts & Outreach
130	Student & Alumni Registered on CCN
62	Student & Alumni Resumes Revised/Uploaded on CCN
119	Employer Contact and New Employer Registered on CCN
75	Jobs posted to CCN
5,751	Total Students Registered to date
3,071	Total Alumni Registered to date
2,548	Total Employers Registered to date

Current & Upcoming Activities/ Events

- Job Development: (Appen, Course Hero, Inc., Double Diamond Companies, Entravision Communications, Frost Bank, Inter National Bank, Lower Rio Grande Valley Development Council, Marcela Arredondo CPA LLC, ScribeAmerica, Urban Scholars, Spherion, 101 Tech Solutions, City of San Juan, Daniel Martinez Insurance Agency-Farmers, JPO Enterprises Inc., Lexine Inc., Packback LLC, Pax Billa Hospice & Palliative Care, Serrano School, T.E.A.M. Solutions Inc., Amex Distributing, College Fashionista, Course Hero Inc., Inter National Bank, Language Success, Laura and John Arnold Foundation, TeleTech, Trendsetters Realty, Valley Baptist Health System, De Alba Bakery, Amex Distributing, William Hajacyn Ambulance Service, All State Insurance, CSM Companies, Sherwin Williams, Ticketmaster)
- 6 On Campus Recruitment (OCR)-Vector Marketing, Pecan Campus
- 1 On Campus Recruitment (OCR)-Texas Department of Public Safety, Pecan Campus
- 1 On Campus Recruitment (OCR)-All State Insurance, Pecan Campus
- 5 Resume Writing & Interviewing Skills presentation, Computer Networking, Adolfo Lozano
- 1 Resume Writing & Interview Skills presentation, Continuing Education, Ms. Lizbeth Cobos
- 2 Resume Writing & Interview Skills presentation, Speech Program, Dawn Taylor
- 2 Resume Writing & Interview Skills Open Workshop, Pecan Campus
- 3 Career & Employer Services Overview presentations, Electrician Technology Program, Mr. Arnulfo Flores
- Attended Career Fair at PSJA South West High School; 1,000+ students in attendance
- Presented at "Comprehensive Advising Training Program"
- Hosted "Declare A Major Fair"-District-Wide
- Coordination of 2015 Spring Career Expos; outreach to 2,000+ employers-registration forms; collecting registration forms; marketing event via email, social networking pages, flyers
- Coordinating Career Readiness Seminar for BAT students
- Promoting "NASA OSSI Online Career Expo"
- Promoting Kinesiology internship; outreach to 621 students
- Coordinating with Human Resources Program, Mr. Ricardo Olivares, on placing Capstone students in internship sites; outreach to 1,432 employers for Human Resources internship opportunities
- Manage Social Networking Pages & Online College Central Network
- Serving on Persistence and Completion Strategies Retreat-Committee
- Coordination of SureScore-Campus2Career Implementation
- Continue preparation for 10th Annual College Summit at Region One to take place on February 23rd, 2015
- Serving on STC & PSJA Dual2Degree Initiative Work Team 2
- Coordination of Women in Technology Spring 2015
- Co-Chairing and participating with T-STEM Challenge Scholarship Program Committee with Miguel Carranza, Assoc. Dean Financial Aid & Veteran Affairs
- Attended Business & Technology Program Chair Meetings

Office of Judicial Affairs and Conflict Resolution Center

- Mr. Josue De La Cruz & Mrs. Maria Alonso attended the Behavioral Intervention Team Meeting
- Mr. Karey Barnes conducted the Behavioral Intervention Team Meeting
- Mr. Karey Barnes, Mrs. Maria Alonso and Mr. Josue De La Cruz attended the Professional Development sessions and attended a department meeting in the afternoon.
- Mr. Karey Barnes, Mrs. Maria Alonso in collaboration with the McAllen Convention & Visitor Bureau hosted the Association of Title IX Administrators (Atixa) Title IX Investigator Training conducted by Mr. Scott Lewis

  The training consisted of:

  - 37 registered South Texas College Employees
  - 140 plus attendees from 33 institutions and one law firm within the nation
  - Mr. Paul Hernandez and Mr. Josue De La Cruz attended and earned a certificate of completion for the Atixa Title IX Investigator Training. (February 18th & 19th)
- Behavioral Intervention Team members attended and earned a certificate of completion for the Atixa Title IX Investigator Training. (February 18th & 19th)

  Members include:

  - Mr. Ferrin McMillan
  - Mr. Frank Gomez
  - Mr. Paul Varville
  - Ms. Santa Peña
  - Ms. Mayra Davila
  - Ms. Laura Requena
  - Ms. Brenda Balderaz

- Mrs. Maria Alonso attended the Behavioral Intervention Team Meeting
- Mr. Karey Barnes conducted the Behavioral Intervention Team Meeting
- Mr. Karey Barnes and Ms. Maria Alonso attended a Department Meeting
- Mr. Paul Hernandez, Mr. Karey Barnes, Mrs. Maria Alonso, Ms. Erica Hansen, Ms. Olga Moran and Mr. Josue De La Cruz met with Ms. Santa Peña, Ms. Mayra Avila and Ms. Gracie Sanchez to review Title IX Parent and Pregnancy transition process.
- Ms. Erica Hansen and Ms. Olga Moran attended the Professional Development sessions and attended a department meeting in the afternoon.
- Ms. Erica Hansen and Ms. Olga Moran attended and earned a certificate of completion for the Atixa Title IX Investigator Training.
- Ms. Erica Hansen, Ms. Olga Moran, Ms. Mary Figueroa and Ms. Miranda Vela attended a Department Meeting

Behavioral Intervention Team Status For the month of February 2015	
Reviewed	25
Not Reviewed	3
Total	**28**
Year to Date	**186**
Judicial Affairs Total Cases per Campus for the month of February 2015	
Pecan	22
Nursing & Allied Health	0
Technology	0
Mid-Valley	3
Internet	0
Starr	3
Total	**28**
Year to Date	**186**
Judicial Affairs Total Case Status for the month of February 2015	
Open	22
Closed	6
Total	**28**
Year to Date	**186**

CRC Total Cases for the month of February 2015	
Complaint	22
Grievance	2
Grade Appeal	7
Consultation	68
Mediation	0
Facilitated Dialog	0
Title IX	51
Total	**150**
Year to Date	**757**
CRC Total Cases per Campus for the month of February 2015	
Pecan	93
Nursing & Allied Health	16
Technology	6
Mid-Valley	24
Internet	3
Starr	8
Total	**150**
Year to Date	**757**
CRC Total Case Status for the month of February 2015	
Open	83
Closed	67
Total	**150**

Student Activities & Wellness

- Men's & Women's 5 on 5 Basketball League (Mid-Valley Campus)
- Student Leadership Academy Kickoff events (Mid-Valley, Starr Co., Pecan & Technology Campuses)
- Deadline Coed Volleyball League (District Wide)
- Student Government Association Meetings (Pecan, Mid-Valley, Starr Co and Technology Campuses)
- Community College Day Student Delegation Austin Trip meet with Texas State Legislators
- Intramural Sports Promotion (District Wide)
- Student Leadership Academy/College Success Kickoff event (Pecan)
- Student Organizations Involvement Fair (Starr Co., Pecan, Mid-Valley and Technology)
- Men's & Women's 5 on 5 Basketball Leagues (Mid-Valley Campus)
- Student Leadership Academy Kickoff event (Nursing & Allied Health Campus)
- Coed Volleyball League (Mid-Valley Campus)
- Student Government Association Meetings (Pecan, Mid-Valley, Starr Co and Technology Campuses)
- Student Leadership Academy Workshops (Pecan, Mid-Valley, Starr Co and Technology Campuses)
- Student Leadership Academy Workshop (Pecan Campus – College Success Pilot)
- Intramural Sports Promotion – (deadlines for upcoming sports 4 on 4 Flag Football Tourney @ Starr Co/Mid-Valley Campuses & Ping Pong Tournament @ Pecan Campus)
- Student Fitness Academy promotion (Mid-Valley & Pecan Campuses)
- PSJA Counselors CATP 2015 – Student Activities & Wellness Presentation & Team Building Training (Pecan Campus)
- College-Wide Professional & Organizational Day Development Breakout Sessions – Brain Games (Sessions 1 & 2) & Recreational Activities (Sessions 3 & 4)
- Valentine's Day Celebration (Mid-Valley, Starr County, & Pecan Campuses)
- All Clubs meeting (Starr County Campus)
- Hoop It Up (Mid-Valley Campus)
- Poker Tournament (mid-Valley Campus)\
- Student Activities & Wellness Presentations (Technology Campus)
- Student Fitness Academy Workshop(Mid-Valley)
- Spring 5 on 5 Basketball League(Mid-Valley)
- Indoor Volleyball League(Mid-Valley)
- 4 on 4 Flag Football Tournament – Saturday 21st (Starr)
- 7th Starr County Role Models Conference
- Student Leadership Academy Workshops (District wide)
- Student Fitness Academy Workshop (Mid-Valley)
- Spring 5 on 5 Basketball League Playoffs & Championship (Mid-Valley)
- Coed Indoor Volleyball League (Mid-Valley)
- 10th Annual South Texas Shootout Basketball Tournament – Saturday 28th (Hosted at UTPA - top 2 males teams and top female teams represent South Texas College against teams from UTPA, UTB, TSC and TSTC)
- Student Leadership Academy Workshops [District wide - includes Pilot programs from College Success (PCN) and Dual Enrollment (Starr)]
- Student Government Association Meetings (Starr Co, Mid-Valley, Pecan and Technology campuses)
- Student Government Association Needs Assessment Survey (District wide)
- Student Government Association - College Community Day presentation to Board of Trustees
- Student Government Association Delegates and Advisors attending Conference on Student Government Associations (Texas A&M University in College Station, TX)
- College Success Classroom Presentations (Pecan)

STUDENT ACTIVITIES

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STUDENT ACTIVITIES

Counseling and Advising

Advisor Student Contacts

Campus	# of Students
Pecan	850
Weslaco	269
Rio Grande	444
Total	**1563**

Student Success Specialist Contacts

Division	# Student Contacts
Bachelors of Applied Technology (Tech Mgmt.)	152
Bachelors of Applied Technology (CIT)	0
Business, Math, Science & Technology	131
Distance Learning	1527
Liberal Arts & Social Science	0
Total	**1810**

Counselor Student Contacts

Campus	Advisement Telephone Contacts	Personal Counseling Referrals/ Consult.	Stu. Dis. Svcs.	Career/ Transfer Services	Workshops/ Presentations	Probation/ Suspension	Other Special Programs	Total
Pecan	**463**	**90**	**136**	**80**	**35**	**359**	**0**	**1163**
Weslaco	**9**	**5**	**19**	**33**	**334**	**31**	**0**	**431**
Rio Grande	**36**	**8**	**5**	**5**	**17**	**3**	**85**	**159**
Tech Ctr.	**11**	**35**	**63**	**3**	**31**	**3**	**0**	**146**
NAH	**1**	**13**	**43**	**2**	**33**	**0**	**0**	**92**
Total	**520**	**151**	**266**	**123**	**450**	**396**	**85**	**1991**

Meetings/Consultations

- Tech Advisory/Safety Committee meeting – Tech
- Search Committee meeting with CADD Program Chair – Tech
- Interviews for B&T Secretary – Tech
- Program Chair meetings – Tech
- Information table and display on Eating Disorders Awareness Screening – Tech
- Information table on Relationship Building – MVC
- Work Study interviews – MVC
- Staffing of Professional and ADA Cases meeting – Pecan
- Individual supervision with UTPA Social Work Intern – Pecan
- Behavioral Intervention Team meeting – Pecan
- STC Women Studies Committee meeting – Pecan
- Project HIRE PAC meeting – Pecan
- Meeting with OAR on Transcript Evaluations – Pecan
- Counseling/SDS meeting – NAH/Tech/Starr/MVC
- Project HIRE meetings – Pecan
- Title IX and Pregnancy Planning meeting – Pecan
- ADA Day & Community Social Service Fair Committee meeting – Pecan
- Clays for Hope Fundraising Event meeting – Pecan
- NASW LRGV Committee meeting – Pecan
- Certified Laughter Yoga Leaders of the RGV Meeting – Pecan
- SDS meeting regarding accommodations with student/parent/coordinators/program chair - NAH

Workshops/Presentations

- Domestic Violence Awareness workshop – Tech
- Presentation at STVT-McAllen for Faculty on Emotional Intelligence and Coping Skills – Tech
- Roma ISD Special Education Presentation – Starr
- Workshop on Practice Effective Study Habits – Starr
- Workshop on How to Set Goals and Meet Them – Starr
- National Eating Disorders Awareness Week – Starr/MVC/NAH
- Workshop on A Review of 3 Note Taking Styles – MVC
- "Declare a Major" Event Class Presentation– MVC
- Workshop on Tips for a Successful Transfer – Pecan
- Workshop on Managing Time for College Success – Pecan
- Workshop on Time Management – Pecan
- Workshop on Maintaining Healthy Relationships – Pecan
- Workshop on How's Your Self-Esteem – Pecan
- Workshop on Wellness, Health, and Nutrition – Pecan
- Laughter Yoga Presentation at Professional Development – Pecan
- Laughter Yoga Presentation at Family Crisis Center in Harlingen – Pecan
- Declare Your Major Fair at Starr – Pecan

Workshops/Presentations cont.

- Rio Grande Valley Human Trafficking Coalition Training – Pecan
- Atixa Title IX Investigator Training – Pecan
- Lunch & Learn at Hope Family Health Center – Pecan
- 10th Annual Summit on College & Career Readiness – Pecan
- CATP 2015 PSJA Counselor BAT Presentation – Pecan
- Hosting CATP Academy with PSJA Cohort 2 through February 12th – Pecan
- Advising/Retention Classroom Presentation for CEDC Class – Pecan
- Workshop on Walking Does Wonders – NAH
- Workshop on An Apple A Day: Benefits of apples and other fruits discussed – NAH
- Workshop on Appreciating Our Diverse World (Intro to PTA Class) – NAH
- Workshop on Love the Body – NAH

Professional Development

- The Housing Dramas Continue Webinar – Tech/Pecan
- Professional Development – Tech/Pecan/NAH
- Human Trafficking Conference – Starr
- Jaguar Academy – Pecan
- TEXAAN and Presenting Session – Pecan
- Student Disability Services (SDS) Webinar at Pecan – NAH
- Identification of the Impaired Employee and Its Cost to the Workplace Presentation at UTPA McAllen Teaching Site – Tech

PASS Program

Student Contacts:

- Provided services to the following # of students:

Campus Tech	# of Students
PASS Program	**179**
Total	**179**

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Dir. Compr. Advsmnt. & Mentrg. Svc, Student Affairs & Enrollment Mgt.
- Business and Technology Division Chair meeting

B. Professional Development:

- College Wide Professional

C. Participated in the Following:

- College Wide Professional
- Comprehensive Advising Meeting

D. Coordinated the Following:

- Update students files degree plans/case notes
- Lend out books to students as walk-in basis for Spring 2015
- Issued out monthly childcare attendance forms
- Sent out workshop list via-email to PASS Program students.
- Staff reshelf books in storage.
- Cleaned and organized storage room.
- Removed and boxed obsolete textbooks.

84th Legislator Proposed RGV College/University Transportation Pilot

By: _____

Proposed Funding and Rider
Regional Transit Pilot in the Valley

February 25, 2015

Overview

The Lower Rio Grande Valley Development Council has developed a proposal to help fund a Regional Transit Pilot in the Rio Grande Valley to connect all higher education institutions in the region. This proposal would expand, in connection with Valley Metro, the transit system between and among campuses including South Texas College, Texas Southmost College, Texas State Technical College and the University of Texas Rio Grande Valley.

Required Action

On page VII-18 of the Department of Transportation bill pattern, increase General Revenue in Strategy D.1.1 Public Transportation by the following amount:

	2016	2017
D.1.1 Public Transportation	$2,000,000	$2,000,000

On page VII-34 of the Department of Transportation bill pattern, add the following new rider:

45. Regional Transit Pilot in the Valley. Out of the amounts appropriated above in strategy D.1.1 Public Transportation, the Texas Department of Transportation shall make available during the biennium $4,000,000 for the Regional Transit Pilot in the Valley. Funding will expand, in connection with Valley Metro, a transit system connecting all higher education institutions in the Rio Grande Valley.

Rio Grande Valley

84TH Legislature Proposed RGV College/University Transportation Pilot

Proposed Pilot

- The Lower Rio Grande Valley Development Council Is Requesting **$4 Million** to Establish A RGV College/University Transportation System
- Federal/ Local Funds Will Contribute **$5 Million**, one million for Capital & Planning and $4 million for Operating
- Fund a Two Year Pilot To Create A RGV Inter-Campus College/University Sustainable Transportation System
- For every one dollar of State operating cost match the LRGVDC will be able to drawdown one dollar from Federal funds

Precursor Project

- The idea to create a college/university route was proposed by the Los Fresnos CISD in 2010.
- There was a need to link graduating high school seniors to higher education in Cameron County area
- Community partners gathered to form a coalition to fund and support a transportation route as best mobility option
- Route 45 formed to connect Los Fresnos, Harlingen, San Benito, Brownsville and local colleges – UTB, TSC, and TSTC

Statement Of Need

- Need for a direct link between UT-RGV campuses
- Need for link between UT-RGV and feeder colleges
- Expanded transportation options needed for area students to reach new educational opportunities
- Current system requires expansion to accommodate new service: routes, vehicles

Valley Metro Student Ridership

- 2014 LRGVDC formed partnership with CACST Starr County

Consortium Members

- University of Texas Rio Grande Valley
- South Texas College
- Texas State Technical College
- Texas Southmost College
- LRGVDC Valley Metro
- Community Action Council Of South Texas

RGV College/University Transportation System

RGV Regional Profile

Population
- 1.3 Million
- 90% Hispanic

Median Age
- 30 years (RGV)
- 34 years (Texas)
- 37 years (US)

Area
- 4,276 square miles

Source: US Census Bureau, 2008-2012 American Community Survey

RGV Regional Profile

COUNTY	AREA URBAN	AREA URBAN in Square Miles	AREA RURAL	AREA RURAL in Square Miles
Cameron	19.58%	115.63	80.42%	474.92
Hidalgo	23.03%	281.70	76.97%	941.48
Starr	2.20%	34.56	97.80%	1,536.31
Willacy	1%	8.91	99%	882.01
Total Area in Sq. Miles		440.80		3,834.72

Source: U.S. Census Bureau, Census 2010, Data and Information Systems Center-UTPA

RGV Regional Profile

33% Below Poverty **$40,000** Median Income

14% Below Poverty **$52,000** Median Income

15% Below Poverty **$53,000** Median Income

Source: U.S. Census Bureau, 2008-2012 American Community Survey

RGV Regional Profile

EDUCATIONAL ATTAINMENT: ADULTS 25 YRS & OLDER

	RGV	TEXAS	US
Less Than 9th Grade	25%	10%	6%
9th to 12th Grade, No Diploma	14%	10%	8%
High School Graduate	24%	25%	28%
Some College, No Diploma	17%	23%	21%
Associate's Degree	5%	6%	8%
Bachelor's Degree	11%	18%	18%
Graduate or Professional Degree	4%	9%	11%

Source: U.S. Census Bureau, 2008-2012 American Community Survey

Project Budget Rider

Operating Cost	$8,000,000.00
Capital & Planning Cost	$1,050,000.00
Total Cost	$9,050,000.00

Federal/Local Match	$5,050,000.00
State Operating Match	$4,000,000.00
Total Project Cost	$9,050,000.00

Proposed Funding and Rider
Regional Transit Pilot in the Valley

February 25, 2015

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Required Action

On page VII-18 of the Department of Transportation bill pattern, increase General Revenue in Strategy D.1.1 Public Transportation by the following amount:

	2016	2017
D.1.1 Public Transportation	$2,000,000	$2,000,000

On page VII-34 of the Department of Transportation bill pattern, add the following new rider:

45. Regional Transit Pilot in the Valley. Out of the amounts appropriated above in strategy D.1.1 Public Transportation, the Texas Department of Transportation shall make available during the biennium $4,000,000 for the Regional Transit Pilot in the Valley. Funding will expand, in connection with Valley Metro, a transit system connecting all higher education institutions in the Rio Grande Valley.

Proposed Expansion Recap

- Inter-campus Express
- Rural & Colonia Service Expansion
- AM&PM Service Expansion
- Improve frequencies of routes
- Bus and Ridership Automated Tracking
- Fleet Acquisition
- One Call & One Click Center

INTRA-CAMPUS NETWORK

LRGVDC Proposed Grant Agency

- The Lower Rio Grande Valley Development Council (LRGVDC) is a regional planning organization designated by the State of Texas as a Council of Governments (COG).
- Serves the counties of Cameron, Hidalgo, and Willacy and is tasked with developing a "Regional Strategic Plan" for the Lower Rio Grande Valley.

LRGVDC Proposed Grant Agency

- Many regional projects and services have been accomplished since the inception of the Lower Rio Grande Valley Development Council (LRGVDC) in 1967.
- Has served as a link between federal and state programs and a means for local units of government to join together in developing services and strategy, thus eliminating duplication of effort and encouraging economic efficiency.

LRGVDC Proposed Grant Agency

- The LRGVDC formed under Texas Law **(Chapter 391 Local Government Code)** to address problems and planning needs that cross the boundaries of individual local governments that require regional attention. In Texas there are 24 Councils of Governments under this statue.
- Coordinates planning efforts, provides a regional approach to problem solving through cooperative action, and provides direct services. The LRGVDC also serves an important role in assisting state and federal agencies in their respective programs in the Region.

The Future

84th Legislature
Proposed RGV College/University Transportation Pilot

With the establishment of UT- Rio Grande Valley, the necessity for the expansion of our public transportation system in the RGV has become critical—transit is needed to connect the different campuses in Edinburg, Harlingen, and Brownsville where administration and the health school will be centered. Students, faculty, and staff will need to make trips not only within their respective campuses, but between campuses, and from the university into the community. Local colleges such as South Texas College, Texas State Technical College, and Texas Southmost College will have the need to access the educational resources the new UT school will provide. Colonia residents and other low-income populations will access the University for greater educational opportunities, and transit will be required to meet this demand.

The Lower Rio Grande Valley Development Council, as the region's sole planning entity with stakeholder representatives from cities and public agencies throughout the RGV, and with expertise in providing public transportation under the Valley Metro banner for over 30 years, proposes a pilot project to fund an RGV College/University transportation system for a period of 2 years. We are requesting **$4,000,000** in state funds.

- 2-Year Pilot Project – Entirely New Public Transit System
- Connects university, local colleges, and community
- $4 million requested in state funding for operating assistance
- Funding will leverage an additional $4 million in Federal Transit Administration (FTA) funds
- Funding will leverage an addition $1 million in FTA/local funds for capital

This pilot project will result in a regional system with buy-in from the region's many stakeholders, as reflected in the organizational structure of the Lower Rio Grande Valley Development Council. Transit connectivity will promote mobility not only between the campuses, but also *within* the campuses and *between* the campuses and the rest of the regional transit network.

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Finance and Administrative Services

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SOUTH TEXAS COLLEGE

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: March 18, 2015

SUBJECT: Activity Report for Finance & Administrative Services
February 02, 2015 through February 27, 2015

The following is a summary of activities from February 02, 2015 through February 27, 2015 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 and Administrative Division Director's Meeting, Finance and Facilities Committee Meeting, Finance and Human Resources Committee Meeting, Presidents' Administrative Staff Meeting, and Finance and Administrative Services division Retreat.

- 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 Laura Requena to review employee matters
  - With Brenda Balderaz, Deborah Morgado, and Ken Lyons on Human Resources Policies
  - With Gerry Rodriguez regarding the Facilities Committee Board motions and bond construction program kick-of meetings
  - With Myriam Lopez, Nicole Perez, Alma Church on FY 16 Revenue and Expenditures Budget projects, property taxes, and bond construction budgets
  - Attended the Texas Association of Community College Attorneys 17th Annual Conference in Austin, Texas on 1/29/15 and 1/30/15.

- With Ken Lyons on BIA
- With Broaddus & Associates and Gerry Rodriguez on bond construction projects, budgets, and activities
- With Paul Varville on shuttle bus incident and shuttle bus operation
- With Brenda Balderaz and Deborah Morgado on update of Human Resources Policies
- With Veronica Rodriguez, Gerry Rodriguez, and Melba Treviño on potential Limited Child Care Options
- With Fernando Lamas and Cynthia Villarreal on preparation of Investment Advisor Agreement and RFQ
- With Brenda Balderas and Laura Requena on pending employee issues
- With Anne Burger on bond issuance schedule and interest rates
- Attended Title IX Training in McAllen, Texas on 2/18/2015 & 2/19/2015
- Attended the Summit College and Readiness in Edinburg, Texas on 2/23/2015
- Attended Interviews for Project Manager for Accountability position
- With Fernando Lamas and Myriam Lopez to discuss Investment Advisor Agreement
- With Dr. Reed on Workforce Grants Compliance
- Prepared and attended the AAWCC Pining Ceremony
- Attended Webcast for Procurement Fraud: Improve Fiscal Responsibilities with Procurement Fraud Detection
- Attended the two day ATIXA Title IX Investigation Training
- Led the Search Committee Meeting and Interviews for Director of Accountability
- Served on interview committee for CISO

- Worked on the following matters
  - Student Registration Reports to identify trend in attendance
  - Unpaid Numbers and History Graph
  - Budget Summary #4 (2/13/15) with Assumptions, including additional faculty (15) and salary increases
  - Update of Human Resources Policies
  - Policy 3800:Full Time Regular Faculty (On Board Approved Staffing Plan) Assignments and Workloads As Conditions of Employment
  - Salary Savings Analysis
  - Adjunct Report Analysis
  - Reviewing Kayaking for Scholarships Event
  - Texas Association of Community College Business Officers Conference
  - Employee Exempt and Non Exempt Status
  - Preparing New Policy #4111: Volunteers and Procedures
  - New Staff Positions for In-House Internal Audit Office for FY 2015-2016 and updated job description
  - Identify New Investment Advisor Agreement and RFQ
  - Review and development of Limited Childcare Proposal
  - Shuttle Bus Options
  - Emergency Loan and Installment Loan Analysis
  - Uncollectible Accounts
  - Travel Justification Form
  - Presentation of People Admin Processes
- Working on the following Policies for Board approval:
  - New Policy #4111: Volunteers
  - Policy 4205: Equal Employment Opportunity/Affirmative Action
  - Policy 4206: Persons with Disabilities

- Policy 4207: Age Discrimination
- Policy 4208: Racial Harassment
- Policy 4209: The Whistle Blower
- Policy 4212: Sexual Harassment
- Policy #4214: Violence in the Workplace
- Policy #4216: Freedom from Discrimination, Harassment, and Retaliation – NEW

Risk Manager

- Attended / held meetings / discussions pertaining to the following:
  - Business Impact Analysis - contracting for Disaster Recovery Services (facilities), next steps
  - Insurance RFP 2015-2016
  - New Volunteer Policy / Board Motion
  - Doc-Aid
  - TASB Risk Management Conference
  - Title IX
  - TASB – Policy Online
  - Student Insurance
  - Professional & Organizational Development Day
  - Annual Facility Report
  - Investment Advisor RFP
  - Shuttle Busses Vehicle Insurance
  - TASB Onsite Training – Spring 2015
  - Ambassador's Cross Training Academy
- Worked on the following matters:
  - Miscellaneous tasks and requests from VP-FAS
  - Comprehensive Plan 2015 – 2020 (editing and formatting)
  - Paid / Unpaid graph
  - Record Retention Audit
  - New Volunteer Policy / Board Motion / Editing of same
  - Economic Impact Study – press release and accompanying infographics
  - HB483
  - Disaster Conference – Houston, TX
  - TASB Risk Management Fund Annual Conference – Austin, TX
  - TASB Onsite Training – Spring 2015 (coordinate and organize event / invitations to attendees, tracking same, etc.)
  - Insurance Invoices
  - Applicant Tracking System - Regular Staff Hiring Flowchart
  - Applicant Tracking System – Grant Flowchart
  - Installment & Emergency Loans graphs

Food Services

- Pecan Campus Cafeteria participated in the Science Olympaid February 28, 2015 providing lunch.
- Met with Labatt Food Representatives to discuss New Menu items and availability.
- Met with Gerry Rodriguez and Diana-Bravo-Gonzalez to discuss scope of service for new and expanded cafeterias.
- Met with Laura Requena, Human Resources Employee Relations Officer to discuss an incident with a student and cashier.

- Met with Laura Requena, Human Resources Employee Relations Officer to discuss an incident at the Mid Valley Campus Cafeteria.
- Met with Debbie Kuehn, Account Executive with Advance Sales and Marketing to discuss new products available for the cafeterias through Sysco and Labatt Foods.
- Met with team, Lucio Gonzalez, Francisco Pena and Hector Zamora to discuss Point of Sale Issues with CRS Texas.

Purchasing and General Services

- The Director of Purchasing and Staff:
  - The Purchasing/Distributional Services Department collaboration meetings:
    - Attended the Finance and Administrative Services Director's Meeting.
    - Presented at the Business Office AA Roundup the Fixed Asset/Physical Inventory process and timeline for 2015
    - Participated in the Professional Development Day Division Meeting
    - Worked on seventeen (17) agreements and negotiated changes as needed with the vendors
    - Attended a meeting with Gerry Rodriguez and the Broaddus & Associates representatives to go over the RFP for Construction Manager-at-Risk
    - Conducted/Participated in three (3) proposal evaluation committees
- The following is a list of the request for proposal worked on and public bid openings:
  - Prepared RFP:
    - 14-15-1050 Pecan Campus Student Services Building Carpet Replacement at 2nd Floor
    - 14-15-1040 Investment Advisory Services
    - 14-15-1045 Construction Manager-at-Risk Services
    - 14-15-1052 District Wide – Lighting Upgrades for Parking Lots
    - 14-15-1056 Rebid – Pecan Campus Infrastructure for Relocation of Portable Buildings
    - 14-15-1057 Pecan Plaza – Asphalt Resurfacing at Rear of Building B
    - 14-15-1058 Statement of Qualifications for Engineering Services for Geotechnical and Materials Testing
  - Public Bid Openings:
    - 14-15-1051 FIBER Optic Transceivers
- The Purchasing Department processed in excess of five hundred fifty two (552) purchase orders, approved four hundred eight five (485) requisitions, disapproved one hundred seventy three (173) requisitions, processed change orders for goods and services and completed fifty five (55) travel authorizations. A total of one hundred eighty six (186) new vendor W-9 forms were verified and entered into Banner Finance and eighteen (18) existing vendors were updated.

- The Fixed Assets Department is currently reviewing all assets purchased since January 2015. The asset review process was completed as follows:
  - Fixed Assets approved forty seven (47) assets through January 31, 2015
  - Conducted the monthly inventory spot check for Library Books

- The Receiving Department completed five hundred fifty five (555) deliveries (purchase orders and complimentary books) and a total of three thousand eighty hundred sixty eight (3,868) packages/boxes. A total of four hundred seven (407) purchase orders were posted received in Banner. A total of two thousand two hundred seventeen (2,217) 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 - $2,556.58, President's Office - $260.75, Cashiers - $3,965.72, Valley Scholars - $296.88, Developmental Studies - $178.80 and Business Office - $369.97;
- A total of two hundred ten thousand four hundred seventy three (210,473) copies were completed at the copy center for the month of February.
- A total of nine hundred ninety (990) letters were returned to South Texas College due to invalid addresses.

Human Resources

- Director of Human Resources met with Vice President for Finance and Administrative Services to discuss and review proposed policy updates.
- Staffing personnel within Human Resources discussed current PeopleAdmin procedures and timeline for posting conversion to full online processing for staff positions.
- Director of Human Resources attended the Cabinet meeting on behalf of Vice President for Finance and Administrative Services to discuss and review proposed policy updates
- Director of Human Resources held conference call with Network representative Barry Tresch to discuss Network services and provide request for demo of upgrade features.
- Procedure/Policy activity:
  - New:
    - Policy #4216: Discrimination, Harassment, Retaliation and Sexual Misconduct
    - Revisions:
      - Policy 4205: Equal Education and Employment Opportunities
      - Policy 4209: "The Whistle Blower Act"
      - Policy 4214: Violence in the Workplace
    - Deletions:
      - Policy 4206: Persons with Disabilities
      - Policy 4207: Age Discrimination
      - Policy 4208: Racial Harassment
      - Policy 4212: Sexual Harassment
- Director of Human Resources attended the Academic Affairs Council Meeting
- Director of Human Resources held the Monthly Human Resources Staff Meeting
- Director of Human Resources attended the Vice President of Finance and Administrative Services Retreat
- Director of Human Resources attended the American Association for Women in Community Colleges Pinning Ceremony
- Director of Human Resources attended a meeting with Public Relations and Marketing to discuss Compensation Study Appeals and Salary Adjustments
- Director of Human Resources assisted Academic Affairs with the review of an amendment to Policy 3800: Full Time regular Faculty (on Board Approved Staffing Plan) Assignments and Workloads as Conditions of Employment.
- Director of Human Resources attended Concord USA's XITRACS Credentials Training with the Faculty Staffing Specialist/Evaluator at the Pecan Campus.
- Director of Human Resources attended the Financial and Administrative Services Director's Meeting held at the Pecan Campus
- Director of Human Resources attended the Atixa Title IX Investigator Training with the Employee Relations Officer, held at the McAllen Convention Center.
- Director of Human Resources held a planning meeting with Systems Analyst II-FAS, and Human Resources Institutional Support staff regarding the launch of new HR web site.

- Benefits Specialist participated in the Texas Connection Quarterly Conference Call for Affordable Care Act discussion.
- Benefits and Payroll Manager presented at the ACTA (Ambassadors Cross Training Academy) on behalf of the Director of Human Resources.
- The Human Resources Department launched the digital Policy 4118: Notice of Renewal for Faculty over One Year on Jagnet.
- Human Resources Director met with Vice President of Finance and Administrative Services and External Auditors.
- Human Resources Director met with Employee Relations Officer and Legal Counsel.
- Human Resources Director attended a meeting regarding Human Resources Policies hosted by the Vice President of Finance and Administrative Services.
- Human Resources Director conducted an investigation into hotline concerns.
- Human Resource Director and Employee Relations Officer attended the Society for Human Resource Management's monthly meeting/training: "How to Conduct a Sexual Harassment Investigation".
- Human Resources Director met with the Vice President of Finance and Administrative Services to discuss flowchart for PeopleAdmin program.
- Human Resources Director attended the Behavioral Intervention Team meeting.
- Human Resources Director and Human Resources Faculty Staffing Specialist/Evaluator attended a meeting with Information Services and Planning, and the Associate Dean of Curriculum and Student Learning regarding the XITRACS transcript merge.
- Human Resources Director met with Diane Teter, Associate Professor of Biology, regarding the possible development of a South Texas College Retiree's Association.
- Human Resources Benefits Staff hosted an Immunization Clinic for employees (provided by Preventative Health Solutions).
- Systems Analyst II and Human Resources Director presented PeopleAdmin process at Professional Development Council meeting.
- Human Resources support staff processed two hundred two (202) online Staff applications, (727) seven hundred twenty-seven hard-copy (paper) Staff applications, and (658) six hundred fifty-eight online Faculty applications.
- Human Resources support staff processed thirty-eight (38) employment verifications.
- Human Resources support staff reviewed I9 documentation for upcoming expirations and contacted appropriate departments.
- Human Resources Faculty Staffing Specialist/Evaluator met with Systems Analyst II-FAS, Human Resources Staffing Specialist and Human Resources Assistants regarding PeopleAdmin updates.
- Human Resources Faculty Staffing Specialist/Evaluator interviewed four (4) candidates for the HR Staffing Position.
- Human Resources Faculty Staffing Specialist/Evaluator met with Human Resources Staffing Specialist on going live with Staff applications in PeopleAdmin and review of the Human Resources webpage.
- Human Resources Faculty Staffing Specialist/Evaluator attended a webcast on Introducing Banner Employee Profile
- Human Resources Faculty Staffing Specialist/Evaluator continued working on PeopleAdmin applicants with transcripts evaluations
- Human Resources Faculty Staffing Specialist/Evaluator updated Vacancy Report for the Assistant Vice President for Academic Advancement
- Human Resources Faculty Staffing Specialist/Evaluator updated Full Time Temp Faculty list for the Assistant Vice President for Academic Advancement

- Human Resources Faculty Staffing Specialist/Evaluator made preparations for the upcoming Adjunct Fair.
- Benefits and Payroll Manager reviewed Military Leave (monthly drills) Requests from February (4 active duty employees).
- Benefits and Payroll Manager completed the Texas Retirement System (TRS) Documentation Report.
- Benefits and Payroll Manager served as search committee member for the Accounting Group Supervisor position.
- Benefits Department hosted Retirement Question and Answer session during Professional Development
- Benefits Department gave a Human Resources Duties and Responsibilities Question and Answer session for the Ambassadors Cross-Training Academy
- Benefits/Payroll Manager attended a retirement-related webinar "Ready, Set, Retire!"
- Benefits/Payroll Manager processed three (3) Workers' Compensation claims.

Security & Police Department

- Clery Act Letters to Police Departments - Required letters to the McAllen, Weslaco, and Rio Grande City police departments requesting crime statistics have been sent via certified mail. These letters are mandated by the Clery Act and responses from the police departments are reviewed and entered into the college Clery statistics.
- Title IX Coordinator Training - The Chief of Police/Director of Safety & Security, Dean of Student Affairs, Director of Human Resources, and Employee Relations Officer, attended Title IX training conducted by the Association of Title IX Coordinator Administrators (ATIXA). The training meets the requirements of the Office of Civil Rights and a certificate of completion was obtained from ATIXA.
- Valley Metro Transit Contract - The original and current contract between South Texas College and Valley Metro Transit (VMT) stated that the Park and Ride shuttle buses would continue to be managed by the college, while the commuter lines would be operated by Valley Metro Transit. In a meeting on Friday (02/06/15), Valley Metro Transit President Tom Logan agreed that if the college wished to manage the Park and Ride shuttle buses, it could do so. This arrangement would include the operation of the shuttle buses by college employees and the cost of maintenance, repairs, and wraps paid for by Valley Metro Transit. If needed, new buses being ordered by Valley Metro Transit would be made available to the college without charge for operation of the Park and Ride.
- Selection of Police Dispatcher - Subsequent to interviews, polygraph examination, psychological and medical examinations, a recommendation was submitted for the selection of a police dispatcher. The selectee was offered the position and accepted. The new police dispatcher will attend orientation in March 2015.
- Replacement of Network Servers - The South Texas College Technology Resources Department met with the police department to provide information on the servers that have reached the end of life status and will no longer be able to operate the college surveillance camera system. A cost estimate will be provided to replace the affected servers to maintain surveillance camera network.
- Emergency Response Training - On Thursday morning (02/19/15), prior to Title IX training, the South Texas College chief of police/director of security conducted training in emergency management for the current ambassador class. The training encompassed personal security, the purpose and assessments conducted by the college behavioral intervention team, and the technology available to report security incidents and receive mass notification of emergency situations.
- Mission ISD Surveillance Camera System - On Friday (02/20/15) the South Texas College chief of police/director of security visited the Mission ISD surveillance camera system location to exchange

information on the techniques for obtaining high quality imaging of camera recordings. The Mission ISD recently acquired additional surveillance cameras at a cost of $850,000.

Planning & Construction

- Departmental report items
  - Performed the following:
    - Board items
      - Finalized motions and backup information for February Board Facilities Committee meeting
      - Presented agenda items at the February 5th Board Facilities Committee meeting
      - Drafted agenda and worked on for March, 2015 Board Facilities Committee meeting motions
    - 2013 Bond
      - Worked with legal counsel and Broaddus & Associate to finalize contract and request for proposals in preparation for Board approval to begin solicitation of Construction Manager at Risk services
      - Worked with Broaddus & Associates to organize budget tracking process
      - Coordinated with Broaddus & Associates to get signature on AE contracts
      - Coordinated with Broaddus & Associates on negotiation of fees from architects and engineers
    - General
      - Received RFQ responses for Civil engineering on-call service and completed evaluation of RFQ responses
      - FY2015-2016 Capital Improvement Proposals – received proposals and began organizing them in preparation for evaluations
      - Move Workflow online process - Prepared draft of training manual
      - Worked on first draft of departmental budget for FY 2015-16
      - Pecan Campus Building A Professional Development – Improvements are complete and staff has moved back in
      - Pecan Campus Building B Covered Area for Ceramic Arts Kiln - Reviewed revised schematic floor plan design submitted by EGV Architects
      - Pecan Campus Electrical Disconnects for Buildings A, G, H, & X – Metro Electric is in receipt of the switch gears and scheduled to install during Spring Break, when power to the buildings will be cut
      - Pecan Campus Hail Damage Claim – Assisted legal counsel in organizing documents in preparation for case mediation; prepared spread sheet with results from analysis of cost for general conditions
      - Pecan Campus REBID Infrastructure for the Relocation of Portable Buildings – Engineer completed redesign and STC began solicitation of construction proposals
      - Pecan Campus Relocation of Overhead Power Line – Sigma Engineer's fee proposal was submitted for review and fee proposal was negotiated
      - Pecan Sports Field Lighting – DBR Engineering contract was finalized and design work began
      - Pecan Campus Student Services Building Modifications – Construction is complete and architect submitted letter recommending final acceptance.
        Board approval Final Completion
      - Pecan Campus Student Services Carpet Replacement at 2nd Floor – Finalized RFP and solicitation of proposals began

- Pecan Plaza Asphalt Resurfacing at Alley Side of Building –Engineers completed construction drawings and solicitation of construction proposals began
- Pecan Plaza Continuing Education/Cashier's Office Renovations – Conducted the final walk through inspection and architect submitted letter recommending final acceptance
- Pecan Plaza Police Department Renovation – Architect submitted letter recommending final acceptance; Board approved final completion
- NAH Campus Parking Lot Expansion – Contractor, Texas Cordia, began working on the first phase of construction which consists of installing the storm drainage infrastructure.
- NAH Campus Subdivision Plat – All items needed for platting have been completed and submitted to the City of McAllen for approval and recording
- Starr County Campus Carpet Replacement for Buildings A & B – Intertech Flooring completed replacement of carpet in both buildings
- Technology Campus Cooling Tower Replacement – Contractor poured concrete for foundation; tower installation is on hold due to rain
- Technology Campus West Academic Building Re-Roofing - Evaluated proposals and developed recommendation for review at the March Facilities Committee Meeting

- Attended the following:
  - 2013 Bond
    - Met with Broaddus & Associates to review information on Building Information Modeling services for Bond program.
    - Conducted weekly status meeting with Broaddus & Associates staff.
    - Conducted STC 2013 Bond Program design kick-off meetings for the following: NAH Campus Expansion, Pecan Campus STEM Building, NAH Expansion and MVC Health Professions and Science Building
    - Attended first meeting with AV/IT consultant for review of design standards and guidelines
    - Conducted review of kitchen design requirements
    - Attended meeting with Broaddus & Associates and STC Library staff to review student use data and projected space needs
  - Other
    - Attended monthly Board meeting; Presidents' Administrative staff meeting; monthly Board Facilities Committee meeting; Met with representative from S&GE Engineering; Professional and Organizational Development Day; webinar presentation for FaciliCAD space management software; Facilities Operations Council meeting ; met to review Move Workflow process with Technology Resources staff; Director attended FAS Directors meeting
    - District Wide ADA Improvements - Met with engineers to review scope of proposed work
    - Pecan Campus Building B Covered Area for Ceramic Arts Kiln - Attended meeting with City of McAllen Building Department and Fire Marshall to review preliminary design requirements
    - Pecan Campus Grants/Accountability Modifications - Attended Substantial Completion Punch list Walkthrough with architect and STC staff
    - Pecan Campus Hail Damage repairs - Met with legal counsel and Amtech Building Sciences to prepare for mediation
    - Pecan Campus Infrastructure for the Relocation of Portable Buildings - Met with engineers to reduce scope of work in an effort to reduce cost
    - Pecan Campus Student Services Carpet Replacement at 2nd Floor – Met with bidders on site to review scope of work
    - Pecan Campus Tree Removal – Maldonado Nursery & Landscaping completed removal of trees on the west side.

- Pecan Plaza Asphalt Resurfacing at Alley Side of Building – Met with engineer and reviewed preliminary progress set of plans for review and attended meeting with City of McAllen Building Departments and Engineers to review proposed plans

Operations & Maintenance

- The Director of Operations & Maintenance attended or held meetings to discuss the following:
  - With Planning & Construction to discuss the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building B
  - Board of Trustees' February Meeting
  - February Facilities Meeting
  - Pecan Campus Grants/Accountability Improvements-Substantial completion walk through
  - President's Administrative Staff meeting
  - The South Texas College - 2015 AEP TX SCORE Kickoff Meeting with Ryan Smith from CLEAResult
  - Cooling Tower Replacement Construction Meeting
  - Nursing and Allied Health Parking Lot Expansion - Construction Meeting
  - Pecan AECHS Service Drive and Sidewalk Relocation - Start up Meeting
  - Technology Campus West Academic Building Re-Roofing Evaluation
  - Pecan Campus Infrastructure for the Relocation of Portable Buildings
  - The Finance and Administrative Services Divisional Retreat and College-Wide Professional Development Day
  - The Finance and Administrative Services Director's Meeting
  - The Facilities Operations Council Meeting
  - Starr County Campus New Thermal Plant meeting with Broaddus and Associates and Sigma Engineering
  - South Texas College 2013 Bond Program Planning Meeting
  - Nursing and Allied Health Parking Lot Expansion - Construction Meeting
  - Technology Campus Cooling Tower Foundation Inspection
  - South Texas College 2013 Bond Program – Nursing and Allied Health Center - Campus Expansion - Meeting #2
  - Attended the Pecan Campus Electrical Disconnects for Buildings A, G, H & X - Construction Meeting
  - South Texas College 2013 Bond Program - Pecan Campus STEM Building
  - With Wanda Garza on Pecan Campus Student Services Building K items
  - With Mid Valley Campus's Campus Administrator on issues and concerns
  - With Custodial Department on District Wide cleaning procedures
  - With Purchasing Department on Bookstore contract.
  - With James Knight from Siemens to discuss the South Texas College Building Automation System
  - With Rigoberto Garza from Trane on new projects
  - Conducted the Maintenance Manager Interviews
  - Held the Operations & Maintenance Supervisors' Meeting
  - Inspected Pecan Campus Portable Buildings ramp and decks
- Departmental Plans
  - Energy Management Plan
  - 2013-2015 IE Plan
  - EPA Environmental Management System
- Operations Contract Department
  - Pecan Campus

    - Repair elevator phone lines – Complete
  - Mid Valley Campus
    - Siemens panel upgrade – Scheduled
    - Replace two A/C blower wheels - Scheduled
- Preventative Maintenance Scheduled for February (District-Wide)
  - Maldonado Landscape: Lawn Care - Complete
  - Bug Works: Pest Control - Complete
  - Joe Fly: A/C Filters – Complete
- Operations Procurement Department
  - Maintenance February IDT

District Wide	$1,053.79

  - Custodial February Expenditures Per Campus

Pecan Campus	$7,699.57
Mid Valley Campus	$3,590.83
Starr County	-
Nursing Allied Health Campus	$920.15
Technology Campus	-

- Custodial Department

Set-Ups	283
Moves/Relocations	91

- Maintenance Department Work Orders and Expenditures

Work Orders	885
Work Orders Completed	963

Classification	Work Orders Completed	Cost
Carpentry	113	$9,505.75
Electrical	83	$8,145.17
Energy	25	$1,037.86
HVAC	62	$7,196.99
Locksmith	84	$1,272.71
Painting	27	$5,822.03
Plumbing	71	$1,000.62
Plant Services	1	-
General Preventative Maintenance	497	-
Total	963	$33,981.13

Business Office

- Board Agenda Items
  - Management Reports – The Business Office staff worked on the January board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- The Business Office worked on the following reports/projects:
  - Staff prepared responses to the College Affordability and Transparency Explanation Form and were sent to Research and Analytical Services. The responses addressed cost increases for the Fiscal Year 2011 and Fiscal Year 2013 comparison of financial data
  - Continuing Disclosure data requested from First Southwest was submitted and uploaded to EMMA website.
- Meetings:
  - TimeForce presented at President Administrative Staff Meeting
  - TimeForce I conference call
  - Texas Workforce Commission Nursing Mentorship Grant Orientation
  - Technology Enhanced Advising Grant Close-out meeting
  - Selected staff attended Ambassadors Cross Training Academy
  - Memorandum of Understanding/ Contract Meeting with NAAMREI and Grant Compliance staff
  - Met with Accounts Receivable team and Williams and Fudge collection agency to discuss questions related to processes and training.
  - Met with Student Services Division on planning campus hours for the year.
  - Accounts Payable Meeting to discuss work status
  - Selected Staff attended IE Team Meeting
  - Staff participated in the College Wide Professional Development Day
  - Technology Resources Meeting on student refunds
  - Interview Committee – Grant Compliance Specialist
  - TimeForce duties meeting
  - Overtime Reports
  - Attended meeting with the Business Office and Technology Resources to discuss pending projects
  - Attended FAS Directors meeting
  - Served on search committee for Accountability Project Manager
  - Attended meeting with curriculum staff to review mini-mesters
  - Chaired the interview committee for two (2) full time temporary cashiers.
  - Met with Student Services to discuss the reinstatement and delayed Financial Aid processes. Also discussed initiatives on gathering student social security numbers necessary for 1098T reporting.
  - Met with Accounts Receivable to train on their processes.
  - Met to review Child and Adult Care Food Program Review
  - Met with Accounts Receivable team and with grants/contract compliance officer to discuss the financial aid, grants and accounts receivable processes
  - Met with Technology Resources on pending projects to be discussed and prioritized
- Trainings/Webinars:
  - IAM Grant Training
  - Travel Training for Physical Science secretary
- Accounts Payable / Grants and Contracts
  - Checks Processed as of February 28, 2015:

Bank No.	09/14	10/14	11/14	12/14	01/15	02/15
01 E&G	582	769	532	571	472	594
01 Direct Deposit	94	113	71	59	59	99
03 Student	10,906	1447	241	95	18,234	2,285
12 I&S Taxes	-	-	-	-	1	-
16 I&S Bond	-	-	-	-	1	-
17 Plant	19	6	8	6	18	15
32 AP Card	379	404	212	274	364	352
38 Unexp-LT Bond Series 2014	2	2	1	-	1	-

- Initiation Briefing for Wagner Peyser Year 3 Grant
- Child and Adult Care Program – Grantor review was completed.
- AA Roundup Presentation on Travel and Budget Development
- Initiation Briefings:
  - UTeach STEM Teachers Grant
  - Texas Regional STEM Degree Accelerator Initiative Grant
  - VIDA College Prep Academy Grant
  - Career Pathways to High-Wage High-Demand Welding Jobs Grant
  - TWC Nursing Mentorship Grant

- Accounts Receivable / Budget & Reporting
  - Revisions were made to the Delinquent Collection History report.
  - The Budget Development Application was opened on February 5, 2015 for financial manager's entry of their Fiscal Year 2016 budget requests
  - Prepared new revenue and expense projections for Fiscal Year 2016
  - The 2014 financial section of the Integrated Postsecondary Education Data System has been updated.
  - The Childcare Center fund balance report was prepared.
  - Host Budget Development Open Lab with Institutional Effectiveness and Assessment
  - Credit hours on the CBM reports were verified against the credit hours reported by the Texas Higher Education Coordinating Board for the Fiscal Year 2016 formula funding model.
  - The Budget Staff assisted financial managers and administrative assistants with navigating the Budget Development Application for entry of the Fiscal Year 2016 expense budget requests.
  - Prepare approval Memo for Summer 2014 delinquent accounts.
- 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	17	485
01 Direct Deposit	4	59
02 Payroll	11	576
02 Direct Deposit	3	1,381
03 Student	7	18,234 (US Bank)
12 I&S	1	1
16 I&S	1	1
17 Plant	4	18
38 Bond Series 2014	1	1
Total	32	12,052

- Prepared Bank Depository Agreement Timeline
- Prepared report of Letter of Credit History
- Review Investment Advisory Services RFQ and agreement.
- Bank Listing – Staff contacted several local banks regarding their interest in investing the College's public funds in CD's.
- Staff reviewed and updated the Depository Agreement draft for managements review.
- 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	8
Wire Transfers for Benefits	2

- General Accounting & Construction
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 43 monthly reports were completed during the month of February.

Board and Management Reports Prepared	101
Journal entries processed	1250
Journal entries/documents scanned	843
Hours used for scanning - estimated	54
Hours used to prepare documents for scanning	2
Hours assisting other departments	124.75
Hours used printing, binding and scanning documents	0
Checks printed and/or send	3
ACH and Book Transferred Initiated and/or Approved	1
FOAP created	15
Financial manager changes	13
Positive Pay submitted	29

Disbursement of returned mailed checks	10
Stop payments processed	16
Journal entries prepared	31
Requisitions prepared	1
Interdepartmental Transactions reviewed	57
Invoices and encumbrances reviewed	45
Deposits prepared	9
Stale dated letters mailed	14
Cancelled checks provided to AP and/or verification and positive pay	20
Copies of booklets/journal entries requested	70
Filing and organizing of Journal Entries	0
Cafeteria daily sales report	63
Bank Reconciliations	10
Transactions removed from bank reconciliation	450
Errands to Inter-office deliveries	39
Hours used for X-tender/banner testing	45.25
Number of Batches removed from e-vision	120
Timeforce – telephone calls received	26

- Fundraiser procedures were emailed to Mr. Daniel Ramirez
- Nursing Shortage Reduction Program balance from Fiscal Year 2005. Carry over funds were transferred to Unrestricted Fund in the amount of $91,265.88
- Reviewed the attorney's formula to estimate the possible funds to be received from the sale of a Starr County property requested to be used for a drainage project.
- Submit additional documentation requested for JAG Express in kind report
- Prepared Debt Service Allocation.

- Payroll, TimeForce and Position Control Departments
  - Payroll processes for the month ending February 27, 2015:

Payroll Re-issue Processed	8
Payroll Cycles	3
Payroll Checks & DD	2791
New Employee Setups for TimeForce	34
TimeForce Access Forms Processed	35
Number of Employees with OT reviewed for OT Memos	473
NOE's Approved	356
Salary Budget Transfer Forms Processed	6 with multiple transactions

  - Interviews were conducted on February 10, 2015 for the Accountant positions in the Payroll, Budget and Property Tax departments.

- System Analyst
  - U.S Bank single sign on troubleshooting

- Complete Fiscal Year balance roll
- Generating reports for Finance security review

- Cashiers
  - Extended hours of operation to assist students with payment options for the Spring 2015 emergency loan and installment plans with a census payment deadline of February 4, 2015
  - Working on daily compilation and research of unpaid list for Spring 2015
  - Cashiers starting the process of mailing out W9S to collect missing social security numbers
  - Cashiers attended Staff Development Division meeting and Customer Service session.
  - Cashier call agents contacting students on the mini-mester unpaid list.

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,513	Salaried	333
Employees on Semi-Monthly Payroll	518	Total Net	$660,550.91
		Waged	602
Timecards Processed		Total Net	$144,113.36
(Waged 1/16/-1/31) SR03	524		
(Waged 02/01-02/15) SR04	540	**Stop Payment Processed**	
(Salaried: February) MR02	2,575	Salaried	1
		Waged	5
Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	904	Salaried	1
Waged	302	Waged	5
Liabilities Processed	39	**Replacement Checks Processed**	
		Salaried	3
Reports Processed		Waged	5
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1,386
Deposits Processed		Total Net	$3,634,416.30
Internal Revenue Service	3	Waged	480
Bank Transfers	3	Total Net	$129,967.96

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	89
General Journal Entry (Inter-Fund) (JE 16)	50
Cash Receipts (CR 05)	569
Encumbrance Liquidation (E032)	3
Encumbrance Liquidation (E020)	2
General Journal Entry (IConstruction) (JE17)	1

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

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SOUTH TEXAS COLLEGE

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Memo

Date: March 25, 2015

To: Dr. Shirley A. Reed, President

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

Subject: **FEBRUARY 2015 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 March 31, 2015 Board meeting.

Division: **Academic Advancement**
Department: **High School Programs & Services**
Highlight: **DEEA and DECSA Academy Students attend College Tour**

On **February 5th and 6th 2015**, the **High School Program and Services Dual Enrollment Academies** office took **30** Dual Enrollment Engineering (DEEA) and Computer Science (DECSA) Academy students on a college tour to ***visit four universities*** in Texas.

- University of Texas Pan-American
- Texas A&M University - Kingsville
- University of Texas at Austin
- University of Texas at San Antonio

Students first visited the *University of Texas Pan-American* to tour the campus and receive presentations on Computer Science as well as engineering. In addition, students were exposed to the STEM Center of Excellence lab housed on campus, given a hands-on project to complete and a presentation on computer science by a faculty member at the university.

Next, students toured the *Texas A&M University - Kingsville* campus and were given a first-hand look at the engineering facility as well as a presentation on the different engineering programs offered at the campus.

The *University of Texas at Austin* hosted a tour of the campus followed by a presentation by the engineering department. One of the fourth year engineering students spoke to the DEEA and DECSA students a personal account of the college experience as an engineering student. In addition, a presentation given by computer science showed the students different career options in computer science as well as the program opportunities available to them at the university.

The last stop on the tour was at the *University of Texas at San Antonio*. Students were shown the robotics lab as well as the robots that are housed at the campus. In addition, students were also exposed to research lab used with the most up-to-date technology.

Overall, students toured each campus and received detailed information dealing specifically with career and program opportunities in the fields of engineering and computer science.

Division: **Math, Science & Bachelor Programs**
Department: **Biology**
Highlight: **What do I do? Faculty Activity for College-Wide Professional & Organizational Development Day**

The **Biology Department** participated in the College-Wide Professional & Organizational Development day on **February 13, 2015**, with diverse activities to inform and energize the faculty for the **Spring 2015** semester.

After the morning session, a round robin/role play activity workshop was held entitled **"What do I do?"**

Participating faculty formed two circles, one within the other. The outside circle posed as the student and the inside circle posed as faculty. Each person in the outside circle chose from a series of 5 possible questions to ask the opposing person on the inside circle to answer.

After two minutes, the people in the outside circle would move one person counter clockwise which would change their conversational partner for the next two minutes. After 10-15 minutes, the outside and inside circles changed roles.

Each faculty member played the role of faculty and student and replied on their chosen questions from the list or other questions thought up. As a result, partner interaction with fellow faculty changed as well as the possible responses to the questions.

The outcomes accomplished by the activity included:

- ✓ **Direct communication** between faculty who might not otherwise interact with each other due to campus locations or topics taught
- ✓ **Problem solving** as some faculty might approach a student question through a different manner than another faculty
- ✓ **Faculty camaraderie** in general

Activity Questions

1. "I need to keep my phone on today, because I might be receiving an emergency phone call during class. I will step out of the classroom if I receive a call. Is that okay?"
2. "I made a 50 on the first two exams. I have to pass your class. Do you drop the lowest grade? Do you give extra credit? Can I retake one or both of those exams? What do you think I should do?"
3. "Since you are not teaching the class I want and need to take next semester, who do you recommend I take for XXXX?"

Division: **Social & Behavioral Sciences**
Department: **Psychology**
Highlight: **7th Starr County Role Models: Get Inspired Conference**

On **February 19, 2015**, the South Texas College **Starr County Campus Psychology Club** hosted its **7th Starr County Role Models Get Inspired Conference** at the college's Starr County Campus Auditorium.

The panelists featured included:

- **229th District Attorney - Omar Escobar Jr.**
- **RGCCISD Licensed Professional Counselor - Jessica Vera-Rios**
- **Physical Therapist - Dr. Aaron Cantu**
- **Founding Director of Roma ISD Mariachi Nuevo Santander - Yamil Yunes**

The panelists shared their achievements and obstacles they have overcome. In addition, they offered college advice to the students, talked about the importance of family support and college resources, and elaborated on their future professional goals—all with the intention of inspiring those present.

The event was open to STC students, faculty, staff, and the community at large- free of charge. **Over 130 people were in attendance,** including local elected officials and community leaders:

- Starr County Judge - Eloy Vera
- Roma ISD Board President - Leticia Garza-Galvan
- STC Board Member and Starr County Industrial Foundation President - Rose Benavidez
- Starr County Public Relations Director - Cynthia Garcia-Fuentes

STC instructor, Mr. Eli Sarabia welcomed the audience and introduced fellow instructor Mr. Alex Sarabia, who served as moderator. Ms. Rose Benavidez delivered closing remarks.

Division: **Academic Advancement**
Department: **High School Programs & Services**
Highlight: **TexPREP Students Career Awareness Speaker**

On **February 20th and 21st**, the South Texas College **Texas Pre-Freshman Engineering Program** hosted a career awareness speaker for the students who attended TexPREP at the South Texas College campus during the summer of 2014. Students from Hidalgo, PSJA, and Roma **school districts were invited to attend this presentation in order to learn more about engineering and the different careers** that are available to students within the engineering field.

The presentation was given by *Mrs. Justa Trevino*, who is originally from Donna, Texas, and a retired engineer. She shared with the students her experience as a migrant worker and her drive to achieve as much education as possible to make a better life for herself and her family. Students had the opportunity to see what is possible with an engineering degree.

Division: **Academic Advancement**
Department: **High School Programs & Services**
Highlight: **DEMSA Students attend college tour**

On **February 26th and 27th**, the Dual Enrollment Academies office took **47** Dual Enrollment Academy Medical Science students on a college tour to visit four universities in Texas.

First, students visited **Baylor University** in order to tour the campus and receive presentations on the admissions process as well as financial aid.

Next, students toured **Texas A&M University** campus and were given an in-depth overview of different parts of the campus. The presentation also included several stories about the traditions that happen at Texas A&M among the students. In addition, previous Dual Enrollment Medical Science Academy students, along with regular University students, hosted a panel where students were able to ask questions about the university and the transfer process.

The **University of Texas at Austin** hosted our students for a tour of campus followed by a first-hand look at the science building and a detailed account of some of their most coveted traditions.

The last stop on the tour was a tour of **Texas State University**. Our students toured the campus and then were given a presentation about the different health professions as well as degree options in those areas at Texas State. The presenter also informed the students not only of the admissions process, but also the career options that can be obtained upon completion of their Bachelor's degree from one of their health profession accredited programs.

Mario Reyna
Division Dean - Business & Technology

- Visited the College and Career Teaching Center in Pharr on Tuesday, February 3rd. Met with Victor Fonseca and Victor Valdez to see how their programs are doing.
- Met with Rosendo Martinez, Director of IIES. The purpose of our visit was to continue to discuss when are faculty are going to meet to review the curricula from both institutions. Charo Mann, Executive Director of Women's Business Center, to discuss program updates, and Ruben Lemus, Culinary Arts Program Chair on Wednesday, February 4th to see how his program is doing.
- Held the Business and Technology Division Meeting and served as a judge for the Ruby Red Competition on Thursday, February 5th.
- The Welding Program hosted their Gold Collar Career Day at the Technology Campus on Thursday, February 5th.
- Attended a meeting with PSJA, held the INNO 2015 Initial Meeting, and attended the SAEM Division Leadership Team Meeting on Friday, February 6th.
- Participated in the CISO interviews on Monday, February 9th.
- Attended the 83rd Legislative Session in Austin, Texas on Tuesday, February 10, 2015.
- Met with Manuel Niño and Paul Scoville, Diesel Instructors, Roy Treviño, Auto/Diesel Program Chair, and Guadalupe Guajardo, Service Manager at Holt Caterpillar in Edinburg, and met with Dr. Aurelio, Universidad de Tamaulipas on Wednesday, February 11th.
- Assisted with the CISO Interviews and Closing Meeting on Friday, February 13th.
- Participated in the Automotive/Technology Collegiate Academy Program Meeting with PSJA ISD Monday, February 16th.
- Visited Starr County Campus and met with Arturo Montiel Tuesday, February 17th.
- Attended the Title IX Investigator Training at the McAllen Convention Center on Wednesday, February 18th and Thursday, February 19th.
- Held the Business and Technology Division Meeting and met with Alex Meade, Chief Executive Officer at Mission Economic Development Corporation on Friday, February 20th.
- Attended the South Texas College 10th Annual Summit College and Career Readiness at Region One, ESC in Edinburg on Monday, February 23rd.
- Met with Design and Building Technologies Faculty Secretary candidates, attended the Promotion of CTE Programs held by Kristina Wilson and participated in the Development Corporation Meeting with the City of McAllen administered the Oath of Office on Tuesday, February 24th.
- Met with Human Resources personnel, met with Resources Specialist Gateway Program, and attended the Planning and Development Council Meeting held at the Pecan Campus on Friday, February 27th.
- The Business Administration Department will be supervising students provided free tax preparation and filing assistance through the Volunteer Income Tax Assistance (VITA) Program from February 2nd until March 5th at the Technology Campus Library. VITA is a free and professional service to file tax returns for residents of Hidalgo and Starr counties. The service is not available for small businesses, farmers, or taxpayers who choose to itemize deductions.
- Planning for the Women in Technology Night Event to be held Thursday, March 26th.
- The Welding Program hosted their Gold Collar Career Day at the Technology Campus on Thursday, February 5th.
- Program Chairs and faculty have attended the Declare a Major Fair at the Pecan Campus, Mid-Valley Campus and Starr County Campus on February 3rd, 10th, 17th.
- The Precision Manufacturing has scheduled the Fifth Annual Texas HTEC Educators' Conference will

take place at the Technology Campus for Friday, March 6th.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- Had a meeting with the president of Council of Chairs to discuss success rates in online courses and strategies for improvement
- Did a presentation at Council of Chairs meeting on success rates in online courses and to discuss strategies for improvement.
- Visited the distance education department of UT-Brownsville to discuss areas of collaboration.
- Met with Chair of Medical and Health Services Management to finalize timeline for conversion to online. Full conversion is scheduled for Fall 2015.
- Participated in the evaluation of a new tutoring service for online and traditional students.
- Met with the web team to evaluate mock-ups for the new distance learning website.
- Met with application development team from Technology Resources to discuss and finalize timelines for Blackboard data validation for Cevitas.
- Met with application development team for a final demonstration of the digitized Distance Education Course Development Criteria form.
- Worked with Dean of Admissions to request budget estimates for the proposed call center outsourcing.
- Participated in the Illume Insight workshop by Civitas
- BASOL Gapware development project is finally concluded and working as expected. The purpose of the Gapware project is to create a solution that will resolve the issues with the inconsistent setup between the two systems and will eliminate manual enrollment of TAB students into course competencies in Blackboard. Consultant is working on documentation for gapware.
- Participated in the regularly scheduled validation of institutional data for Cevitas Analytics. Purpose of the validation was to continuing the collaboration with Civitas to produce an application that will provide predictive analytics for STC administrators to make key business decisions based on historical trends and statistical analysis.
- Finalized marketing proposal and plan for eSTC and online degree programs.
- Met with application development team for a final demonstration of the digitized Distance Education Course Development Criteria form. Application is ready to be deployed
- Had regularly scheduled weekly meetings with applications development team from IS&P to discuss and find resolution to Blackboard integration malfunctions and also to discuss technology needs of distance learning.
- Had weekly scheduled meetings with the web team on the redesign of virtual campus website

Simon J. Rodriquez – Media Technologies

- **Bb Collaborate Roll Out**
  Bb Collaborate Roll Out continued during the Month of February. Online training was delivered to several faculty and staff from different departments, including a designated group of NAH faculty. These trainings were essential in creating competency in the program to allow faculty and staff to successfully utilize the Bb Collaborate platform.
- **Staff Trainings**
  - CWPD Day: Provided 4 sessions of training
  - Focus Academy: Group two of Focus Academy, February 27
- **Faculty Training**
  - CWPD Day: Provide 4 sessions of training
  - Focus Academy: Groups one and two of Focus Academy, February 27
  - NAH: Provided online training for group designated by Dean Trevino

- **Online Workshops**
  - A total of 80 online faculty have been trained from February 1-28, 2015.

Johnny Gonzalez – Media Technologies

- **Blackboard Collaborate Trainings**
  - Updated Formstack form to reflect new available training day.
  - Developing more helpful handouts and PDFs on using Collaborate for both students and faculty.
  - Prep technology and trier down of technology the day of Professional Development Day Training. We had 4 successful sessions.
  - Prep technology the day of Focus Academy Training. We had 2 successful sessions.
- **Promotional Video for eSTC**
  - Video recording of a military member was accomplish
  - Waiting on approval on department name, once that is finalize PR can move forward and start featuring the video in Distance Education strategic marketing campaign.
- **DE training videos for students and faculty**
  - Editing DE first time users video series
  - Working with Simon to break-up the creation of more videos for DE students and faculty. Work with the Instructional Designers and other members of the DE team identify where more multimedia delivery could be of use.
- **Mid-Valley and Starr Co DE Faculty Resource Centers**
  - Starr Co: Project is still on-going but there has been no change due to some emergency projects that Instructional Technologies needed to address at this time. I have been reassured that the project will be completed by this fiscal year.
  - Mid-Valley: lab computers are due to be re-organized, work-ordered has been submitted, and I'll follow-up.
- **Streaming Servers and alternatives**
  - Current streaming PASSTREAM1, is now our primary server and will start handing on-demand video playback and streaming of live events.
  - VIDEOSTREAM1, which is the older server will soon start the process of upgrading the OS and updating the Adobe Media Server software, time table has not been finalize.
  - Passed information on two alternative video content delivery systems: Kaltura and Ensemble Video; these two possible solutions would provide online faculty and learner much more flexibility with video than we can currently provide.

San Juanita Rios – Distance Education Student Success Specialist

- Participated in activities designed to create awareness and promote eSTC and degree programs. I also made contacts with and advised both walk-in and virtual students.
- Below is a break-down of student contacts and advisement activities for the period.

  - General Advising: 64 students
  - Degree Plans: 12
  - Graduation: 0
  - Distance Education Walk-Ins: 5
  - Distance Education Chats: 15
  - Telephone Contacts: 43
  - Virtual Campus advising email contacts: 878
  - Distance Education Agent (Advisor) 87
  - Blackboard Retention/Performance Emails 197
  - Total: 1298

- Checked the Retention Center in Blackboard and contacted 400 students that were behind in their work.
- Assisted the Dean of Distance Learning to run 80 online faculty report to ensure student persistence and success.
- Attended Declare a Major Fair in South Texas College Mid-Valley and Starr campus.
- Emailed 709 students to remind them on the importance of logging in to their mini mester online course.
- Attended Donna High School for College Fair, Aug. 24, 2015.
- 154 emails were sent for Advisement on Summer/Fall 2015.
- Meetings:
  - Feb. 4, 2015: Professional Development Day (Attended Advising Department Meeting 8:30am-4pm)
  - Feb. 16, 2015: Meeting with Admissions Office on Transcript Evaluation (Met with Hector Cerda, Michelle Limon and Matthew Hebbard)

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 been stable for the month of February. Blackboard perform a patch and workaround in the system in order for the integration to work properly with the enrollments in a merge course.
- **Blackboard Mobile (Ana R. Peña)**
  Blackboard Mobile has been stable for the month of February and no updates were applied.
- **Kayako (Ana R. Peña)**
  Kayako has been stable for the month of February with no updates on the client desktop application or server needed.
- **Blackboard Learn (Ana R. Peña)**
  Bi-weekly meetings with IS&P (Ali Kolahdouz and Stephen Crum) have been occurring to discuss the projects they are assisting Distance Education. Blackboard Collaborate, Distance Education Call Center and BAS program integration with Blackboard have been the main projects IS&P is assisting with the department.
  Blackboard Weekly call with Tiffany Kisker every Thursday at 11am. Discuss about all the issues we have during the week with Blackboard. Due to some known issues with the upgrade (October 2014 Release) on the Blackboard servers with Collaborate, we disregard the updates we had schedule for the staging server and production until there is a fix for the bugs.

  BAS Program integration with Blackboard
  Our department has been working with Stephen Crum's department to successfully implement the requirements needed to create all the competencies inside Blackboard. Chris Frost was assigned to the project to develop the automation from banner to Blackboard. IS&P and I have been testing the whole month of February and is finally working. IS&P will still work with Chris to get all the documentation changes. IS&P will also need to re-install the application in test since the consultant did the installation the first time. We will have to do another round of testing after we implement the new test installation. Once the new installation is tested, we can then proceed into production. Production timeline would be until Summer; in the meantime Distance Education will continue to manually populate the courses and enrollments.
- **Distance Education WebPage - Virtual Campus (Ana R. Peña)**
  Fernando Chapa from PR created a Virtual Campus website survey to get input from our users of what they want to see in our new VC website. We received 631 responses from users which will be very helpful to use for the rebuilding of the website. Distance Education has been having weekly meetings with Will Collins from PR to start rebuilding the VC website. New recruiting form has been placed in all online degrees so that the person can contact our Student Success Specialist for information on the program.

Instructional Designers – Distance Education

CIT and Office Careers

- Designers worked with faculty in both departments to ensure that their courses were up by for the current semester.

BAS and TM

- New cartridges for MATH have been created are ready for uploading. Waiting for final testing of automated enrollments before moving onto production.

Common Course Navigation

- The Common Course Page was deployed to several departments who have begun giving feedback with their thoughts. Feedback will continue in the next few weeks.

New Online Degrees

- Designers Mike Ayala and Jacob Guerra are currently working with BAT/BASOL faculty in order to bring the Bachelor programs fully online by Fall/Spring of next year

Support for Faculty

- Continuous support is being given to those with issues facing Blackboard.

eTeach Trainings

- Both face-to-face and online trainings have begun for the semester. Bb Basics was changed to a self-enrolled courses, while eTeach I and II are now completely online.

Campus visits

- Campus visits have begun, with Mike Ayala already visiting the MV, Tech and Nursing Campuses.

Course Reviews

- The Instructional Design Team continues to review DECDC's for online courses as they come in.

Online DECDC Form

- The first online DECDC forms are being filled out. Some minor glitches have occurred and were reported to the development team.

TXDLA

- Mike Ayala has continued his ongoing collaboration with TXDLA.

Course Reviews

- The Instructional Design Team continues to review DECDC's for online courses as they come in.

MOOC

- Jacob Guerra and Jessica Gonzalez are currently working on a MOOC (Massive Open Online Course) that will focus on Developmental Math.

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 Dean attended a THECB workshop to reduce the number of credits in the Sign Language Interpreter program in Austin, several community colleges were present: Collin, Alamo, Lone Star, Tarrant County. Under the leadership of Kathryn O'Brien, we had a productive meeting and were able to preserve 5 credits above the required 60 for all AA, AS, and AAS degree plans.
- The Art faculty exhibits their work in the Art Gallery in Building B. A reception was held on Thursday of last week. The Art faculty all submitted work and should be commended for their devotion to students and great talent.

- All departments of the LASS division spent the day in the Cooper Center for the Declare a Major fair. Jaime Garcia provided entertainment with his guitar and the chairs showed up to market their programs.
- The Dean started the interview process for the Sociology position(s). The Tradiciones concert/performance was held on Friday evening in the old McAllen convention center.
- The Dean attended The Educause Learning Initiatives (ELI) leadership conference. Dr. Joe Sanchez, Psychology instructor, had worked on an innovative way to help students find their way on campus and was presenting with his team. This conference displays many new ways to incorporate technology in the class room. The presentation ideas were very impressive. We are moving into a new era where students will no longer need textbooks, but have all the material available, including assessments after every module to check for learning. All these programs include sophisticated ways for faculty to check where their students are and who needs extra attention.
- Friday the 20th was devoted to Professional Development day. The Dean spent most of the day with the Psychology department which had organized a variety of team and curricular information activities.
- The Dean conducted interviews with the Public Administration Candidates
- The Dean met with Puente faculty to discuss the Fall Semester and Summer activities
- The Dean attendee the TSI Planning and Information Committee
- Tuesday February 17 was devoted to the "Choose a career" fair in Starr County. Attendance was disappointing, but the STC chairs and faculty did a fantastic job displaying their degrees and certificates. Kudos to Dr. Eric Reittinger, Ms. Veronica Rodriguez, Mr. Richard Lubben, Mr. Rene Zuniga, and Dr. Rosalinda Cantu, who all persisted throughout the event. The other departments were represented with lots of fun materials facilitated by the Dean.
- A very informative and interesting ATIXA Title IX Investigator Training was held in the Convention Center, leading up to a certification for attendees. Kudos to Mr. Paul Hernandez who organized this much needed and helpful training. People from all over the state were there (and even beyond, I believe) and it was a proud feeling to have this conference hosted by STC.
- This last week of February, the Dean interviewed candidates for the Public Administration and Political Science positions.
- The Dean also substituted two classes for a Psychology teacher in PSJA North

- There was a LASS department chair meeting where, among other things, a full agenda was discussed: news from the areas, the graduation list, the persistence and enrollment initiatives, the weave on line changes, required dual enrollment hiring procedures, budget increases and decreases, enrollment per department, copier cost, mini-mester changes, steps for on-line hiring procedures, DTLA needs.
- A ribbon cutting event took place to celebrate Mission Technical Early High school Academy, which offers precision manufacturing and welding.
- A discussion took place to discuss the Public Administration candidates.
- The production "Land of the Dead" was well received. It proved to be a cunning snippet of Shakespearian history wrapped in a zombie atmosphere. It made for good comedy while we are reminded of Shakespeare's days and what challenges England faced at the time. Marcela Garza did an outstanding job with costumes and make-up. If our theater is about the different skills needed in the world of theater productions, this one obviously targeted costume and make-up skills.

- The PDC talked about a variety of subjects such as a proposed college ID system, new program approvals, the people admin process, and changes in a number of Board Policies, sometimes combining them, sometimes adding new ones.
- 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.

From the Child Development Department

- Faculty and Ceci set up a table at the Workforce Solutions Child Care Symposium this past weekend where we passed out literature about our programs to participants. There were over 200 attendees on Friday and over 900 on Saturday.
- Faculty set up a table on each campus for the Declare your Major events.
- Jackie Worley visited All Star Academy as Mother Goose and read books to the children.
- Jackie Worley and Becky Garza set up activities for children at the Play Day for Peace on the Mid Valley Campus.
- Veronica Rodriguez presented on Temperaments at the College Wide Professional Development Day. Cecilia Villagran presented on Conscious Discipline.
- Veronica Rodriguez visited Niki Rowe HS dual enrollment Child Development classes and provided an orientation to college and child development programs.
- Child Development Department had their department meeting on Thursday, February 26th.

From the Music, Art, and Drama area: Fine and Performing Arts - LASS Division

- The Fine and Performing Arts cluster launched its new social media campaign with sites of Facebook, Twitter and Instagram. The number of views and likes continue to increase almost daily with up to the minute news on Art, Drama, and Music.
- Music faculty members Daniel Cather, Jaime Garcia, and William Buhidar were invited as judges for the 2015 UIL Solo and Ensemble Competition for Region 15. The competition was held on 31 January 2015. Included in the competition were high school

students Edinburg, PSJA, and La Joya school districts. Instrumentation included orchestral strings, guitar and piano.

- Jaime Garcia was invited as judge for the San Benito ISD Guitar Competition on Saturday 21 February 2015. The program at San Benito HS is thriving thanks to very dedicated teachers and enthusiastic students. Mr. Garcia reported there are definite recruitment possibilities from this program. Pictured below are students from the competition with their instructors and Mr. Garcia.

- Drama Department's new production beginning February 27th at the Cooper Center. "William Shakespeare's Land of the Dead" by John Heimbuch is described as "a true and accurate account of the 1599 zombie invasion at the Globe Theatre". This play is sure to be a hit with all our zombie fanatics.
- The Fine and Performing Arts cluster participated in this semester's Declare a Major Fair held at the Pecan, MV, and Starr County campuses. Representation from each of the areas was present with information for potential students. Jaime Garcia provided music for attendees while Scott Nicol visited with potential majors.

- The Culinary Arts Department visited the patio area for its ice sculpture cutting demonstration. The event attracted a number of onlookers captivated by the artwork that was transformed from a block of ice.
- The Faculty Advising Steering Committee has held two meetings in preparation for revising the recommended guidelines for faculty advising. William Buhidar is a member of the committee and will serve as an initial Faculty Advising Trainer. To date the committee has gathered responses from a faculty survey regarding their perspectives on the effectiveness of current advising. The committee will meet again within the week.

- William Buhidar was invited to clinic the Edinburg HS Symphony Orchestra in preparation for its competition to be held Thursday February 26, 2015. The clinic included rehearsing repertoire for the competition and a discussion of stage presentation. The HS has wonderful talent and a string program with a long and respected reputation. In addition to visiting the HS Mr. Buhidar was also invited to visit Longoria MS and hear their orchestra. He discovered some great artwork while visiting the middles school as well.

- The Music Department held a Planning Meeting on 13 February 2015. Faculty members reviewed the upcoming concert events and budget items that are to be purchased this semester. April 2015 will include three major music events that include two guest artists and a chamber orchestra concert. More to come.
- William Buhidar participated in a Hiring Committee meeting for the review of applicants for Dual Enrollment Specialist-Starr County. The selected potential candidates will be contacted for interviews in the very near future.
- William Buhidar reported that out of all of the FPA departments only one adjunct instructor did not complete the Census Roster by the deadline. The instructor reported technical issues as the reason

why the deadline was not met. This included all FT and Dual Enrollment instructors. Very proud of this result!

- Music faculty members Daniel Cather, Jaime Garcia, and Bill Buhidar were invited to participate as judges for UIL Solo and Ensemble contest at Memorial High School in the PSJA school district. The great musical talent was evident and yet another connection was made so that our local high school students feel akin to South Texas College.

Art Department, February 2015 Professional development activities

- College Art Association Annual Conference, February 11-14 was attended by Phyllis Evans, Scott Nicol and Richard Lubben.
- Richard Lubben is a member of the CAA Education Committee and was assigned to a committee taskforce on Education in the Public.
- Chris Leonard attended the February 13 juror lecture presentation at the University of Dallas's Regional Ceramic Juried Competition where he has artwork accepted.
- Chris Leonard attended the Yuma Ceramic Symposium February 19-21
- Richard Lubben presented at the TCCTA as the Art Division Conference Chair on two panels, the creative arts core curriculum and changes in art pedagogy in contemporary art higher education.
- Richard Lubben met with TASA President and the THECB's Dr. Peebles on February 6 in Austin to discuss the revision of the art field of study and creative arts core curriculum.
- February 3, 10 & 17, nine art faculty were involved in the "Declare a Major Fair" on three campuses
- Thomas Murray- Beyond Arts Gallery in Harlingen- The opening reception was on Friday 2/27/15.
- The show contains about 6 large scale pieces from his recent residency in Italy.
- Thomas Murray- will have an additional exhibit on display in Building A during the months of March and April

(Above: Richard Lubben with art appreciation textbook authors at the MOMA, NY)

Art Pedagogy and Education in the 21st Century Panel (Above Left to right: Dr. Ed Check & Prof. Future Akins, Texas Tech University, Dr. Rebecca Riley, Interim President LSC, Montgomery, and Richard Lubben, STC)

From the Humanities area:

- Search Committees in English, History, and American Sign Language got under way.
- The Chairs from Developmental Reading and Developmental Writing continued to fine tune the new, comprehensive TSI Placement scale (which is now nearing completion).
- Faculty and Chairs from English, Spanish, History, and Philosophy participated in the Declare-a-Major Fairs on the Pecan, Mid-Valley, and Starr campuses.

- The Spanish Club and the Study Abroad in Spain working group participated in the Student Life Club Recruitment Fair.
- Two new bulletin boards were erected at the Mid-Valley campus – one for English, one for History and Philosophy – promoting departmental activities and offering general information.
- Department of History and Philosophy devoted a substantial portion of their February Department meeting to beginning a discussion about pass rate distributions among faculty.
- The English Departmental PR Committee collaborated with the PR Department to promote the Study Abroad in England.
- Visiting Screenwriter David Carren was invited to the College by the English Department and he presented on February 23rd in the Rainbow Room.

The South Texas College Art Department Presents...

Irony, Drawings from the Edge

An Exhibition by Thomas Murray

Exhibition Dates

March 6—April 16, 2015

Location

South Texas College, Pecan Campus, Building A

For more information contact:

Federico Gonzalez Jr., Gallery Assistant

fgonzalez14@southtexascollege.edu

(956) 872-2501

No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by STC on the basis of race, color, national origin, religion, sex, age, veteran status or disability.

- The Assistant Dean held the first two meetings of the Humanities Area Chairs and Assistant Chairs, and the design of discipline specific Professional Development opportunities for Dual Enrollment Faculty (in English, Spanish, and History) emerged as the first initiative on which the respective chairs will collaborate.

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

- **Texas Regional STEM Accelerator Consortium meeting:**
  Approximately fifty participant attended the STEM consortium meeting on Monday, March 2nd at South Texas College, Cooper Centre. Representatives from Rand Corporation conducted overview of STEM activities among regional Higher Education Institutions. They have help the consortium to begin brainstorming about the unique idea of expanding STEM pathway.
- **Science Olympiad:**
  The 9th Annual RGV Regional Science Olympiad, hosted by the Physical Science Department at South Texas College, was held this past Saturday, Feb. 28, 2015 at the Pecan campus. Over 250 students from the Rio Grande Valley area and around 100 students from San Antonio, Boerne and Beaumont, Texas participated in this event. The Science Olympiad competition provides students the opportunity to compete in science based hands on events that include: Forensics, Chemistry Lab, Elevated Bridge, Experimental Design, Fossils, Cell Biology, Bottle Rocket and more. There were 13 events for the high school division and 14 events for the Middle school division. All the events were coordinated by 22 Physical Science department faculty, 2 Biology faculty members, and 1 faculty member from UTPA. STC staff members and over 140 STC student volunteers provided additional support to faculty and visitors.

- The middle school division included teams from: Harmony Science – Brownsville, TX; Oratory Academy- Pharr, TX; Noemi Dominguez Elem.- La Feria, Tx (2 teams); Alamo Heights Junior School- (2 teams); and Harmony Science Beaumont, TX.
- The high school division included teams from: McAllen High School- McAllen, TX; Lamar Academy- McAllen, TX; Achieve Early College High School- McAllen, TX; Veterans Memorial High School- Mission, TX; Med High- Mercedes, TX (2 teams); Oratory Athenaeum- Pharr, TX; Samuel V. Champion High School- Boerne, TX; Alamo Heights High School- San Antonio, TX; and Harmony Science Academy- Beaumont, TX
- The Science Olympiad is a nonprofit organization developed over 30 years ago to improve the quality of science education for students. The Olympiad consists of interscholastic competitions for students in grades 6th-12th. It is a way to provide recognition of outstanding achievement in science education by both students and teachers as teams from all 50 states compete at the regional, state and national level. The winners of the RGV regional competition will be competing at the state competition at College Station, TX that will be held in May.

University Relations, Transfer and Articulation Center

- Texas A&M University – Kingsville Education department representatives will hold office hours and visits on Tuesday, March 3rd and Thursday, March 5th to assist students with transfer questions
- Dr. Greg Sawyer from Texas A&M University Health Science Center will be on-campus Thursday, March 5th to visit classes in the Bachelors program as well as to meet with department chairs to discuss possible collaborations

- Arrangements are being made for a Signing Ceremony to formalize a 2+2 Co-Operative Agreement with the University Of Houston College Of Pharmacy on Friday, March 27th. An Outlook calendar invitation was sent to all STC Administrators as well as to University of Houston alumni (faculty)
- The University of Texas Rio Grande Valley was at the Starr Co. campus today, 3/3, to provide transfer information to the students of western Hidalgo County
- Texas A&M University – Kingsville will have a representative from their Masters of Business Administration to visit with STC Bachelors program classes and students
- The University of Phoenix representatives will be holding an information table on Thursday, March 5th at the Mid-Valley campus for students interested in transferring
- Subtropical Agriculture and Environments Society: Students and faculty in Biology Department participated in 69th Annual Meeting of SAES on February 6, 2015. This event was hosted by Texas A &M AgriLife Research and Extension Center in Weslaco.
- Texas Regional STEM Accelerator Initiative Grant: Grant Team Members participated in the STEM grant Conference call with Rand Corporation on Monday February 2nd in preparation of March 2nd Consortium meeting. Additional phone conference has been scheduled for February 12 at 1:30pm.
- Community College Day in Austin: Approximately 31 students and several administrators participated in the Community College Day in Austin on February 6th. Student had the opportunity to meet with their representatives and share their opinion about incoming legislative session.
- Participated in Academic Affairs Council Meeting: I provided update about STEM grant and Civitas during AAC meeting on Monday, February 9th.
- Achieving the Dream Conference: I will co-present with Ms. Laura Talbot at Achieving the Dream Conference on February 17th to 20th. The topic of our presentation is "Building a Pathway to the Baccalaureate, From Dual Enrollment, Stackable Credentials, and Competency-Based Learning".
- Community College Baccalaureate Association: Will attend the Annual CCBA Board meeting on April 7th to 10th. In addition, I will present during breakout session. The Title of my presentation is "Building a Pathway to the Baccalaureate, From Dual Enrollment, Stackable Credentials, and Competency-Based Learning".

Melba Treviño
Division Dean – Nursing and Allied Health

Dean's Activities:

- **February 2, 2015** – Dean Trevino and Program Chair of A.D.N. held conference call with Texas Board of Nursing to discuss the proposed A.D.N. Dual Enrollment pilot program and its requirements.
- **February 2, 2015** – a Nursing Mentorship Program Meeting where Texas Workforce Commission held personnel came to NAH to orient Dean Trevino, Program Chair for Associate Degree Program Jayson Valerio, Grant Office, and Business Office on particulars of grant compliance and proper documentation.
- **February 10, 2015-** Dean Trevino attended a limited children's meeting were a discussion was held on how to provide limited childcare for NAH & Pecan students, faculty and staff.
- **February 11, 2015-** NAH Parking Lot Expansion- meeting was held, in collaboration with Planning & Construction Department, on future parking expansion for NAH.
- **February 13, 2015** meetings for the new simulation hospital building are well underway. Meetings with the Architectural firm have started and the planning has begun!
- **February 24, 2015** – a meeting was held to discuss with PR and Grant Office to discuss the most efficient way to promote the CTE NAH Programs through technology based means.
- **February 25, 2015** – a meeting was held to discuss updates with the Nursing & Allied Health Parking Lot Expansion.
- **February 25, 2015** – Dean for Nursing & Allied Health held a meeting with all chairs to discuss important updates which included: proper budget planning, future needs that should be incorporated in new facilities, and facility updates.

Division Activities

- **February 3, 2015 -** Nursing & Allied Health is participating in choose a major fair where many students have shown interest in declaring NAH courses as their major.
- **February 26, 2015 –** a vaccination clinic will be held at NAH to give employees the flexibility to be immunized on site.
- **February 27, 2015 –** South Texas College A.D.N. program will host a meeting with all Chief Nurses to discuss important updates in the Nursing world. It is a great honor and privilege to have been chosen as a place to host this meeting.

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 Kick Off Meeting – every Thursday at 4pm
  - Student Leadership Academy – Every Wednesday at 4pm
  - SGA Meeting – Every Tuesday at 4pm
  - Hoop It Up – Every Thursday at 10am
  - 5 on 5 Basketball – Every Tuesday and Thursday at 5:30pm
  - Volleyball – Every Wednesday at 5:00pm
  - Gamer's Day – Every Monday at 10am
  - Club Fair – February 4th
  - Texas Hold 'Em – February 11th
  - Speed Dating – February 12th
  - STC Has Talent – February 17th
  - Fitness Academy – February 18th and 25th
  - Ping Pong Tournament – February 19th
  - 4 on 4 Flag Football – February 21st
  - SGA Needs Assessment Survey – February 23rd and 24th
  - STC Feud – February 25th
- **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.
  - Criminal Justice Club – Meet every Wednesday at 1pm
  - Baptist Students Ministry – Meet Tuesdays and Thursdays at 1pm
  - Literary Arts Society – Meets every Thursday at 4pm
  - Latinas Club Meeting – February 12th and 26th
  - Fundraiser – February 12th
  - Brazilian Jiu Jitsu Club – every Monday, Wednesday and Friday at 3pm
  - Political Science Club – February 5th & 19th
  - Social Work Club – Every other Tuesday at 12pm
  - Puente Club Fundraiser – February 11th
- **Dual Enrollment Academies Program**
  Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop and/or presentations. Students gain valuable information from the workshops and presentations.
  - Dual Enrollment Academy College Tour/Parent Orientation – February 19th
- **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.
  - Eating Disorders Screening – February 19th
  - Relationship Building – February 25th
- **Continuing Education at Mid Valley Campus**

Coordinate with MET Corporation to offers classes for students in various fields so that they may be able to enhance their skills and find employment. This month they are conducting classes in Customer Service and Welding.

- **Library Services**
  - Celebrates Black History Month
    - Film – "42" – February 11th
    - Film – "Fruitvale Station" – February 17th
    - Film – "The Butler" – February 25th
    - Speaker – Dr. Marvin Dulaney "In the Heart of Black Texas" – February 26th
  - Artist Talk Series – Guest Irma Garza Garcia "Conceptualization, Expression, & Feeling" – February 12th
- **Student Outreach Department**
  - Elementary, Middle and High School Students from different districts come to tour the different areas/departments at our campus. Student Information and Student Life/Wellness assist Outreach dept. in engaging students in activities that show what the campus has to offer. Outreach also assists in complete student registration process.
    - Tour for Mercedes ECHS – February 20th
    - Tour for Edcouch Elsa Academy – February 27th
- **STC Departmental Trainings and Workshops**

  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - Psychology Dept. Active Student Meeting (Dr. Blake Armstrong & Pedro Cantu) – February 17th
  - Faculty Senate Meeting – February 24th
  - Retention and Transfer Services Dept. – Counselor's Tour (Rosendo Villagran) – February 6th
  - Philosophy Dept. – 10th Annual People for Peace & Justice Workshop (Dominic Braune & Debbie Hutchins)– February 7th
  - History Dept. – Rainlilly Elizondo – Round Table Discussion for Capstone Students – February 2nd, 9th, 16th
  - Valley Scholars Student Meeting – February 20th
  - Distance Learning – Blackboard Training – Feb. 3rd, 11th, 25th
  - Career & Employer Services Dept. –
    - Declare a Major Fair – February 10th
    - Resume and Interviewing Workshop – February 10th
  - University Relations Dept. –
    - Texas A&M University – February 9th & 12th
    - Spring 2015 College Fair – February 11th
    - UTRGV Transfer Visit – February 25th
  - Biology Dept. –
    - Biotechnology Program Committee Meeting – February 20th
    - Biotechnology Workshop – February 27th
  - Financial Aid Dept. – Financial Aid Super Saturday – February 21st
  - Office of Human Resources – Vaccination Clinic for Faculty/Staff – February 23rd
  - Business Administration Dept. – Weslaco PD Management & Organization Skills Workshop (Daniel Montez) – February 24th
  - Arts Dept. – Creative Wellness Workshop – February 24th
- **The STC Mid-Valley Campus - Meeting location for many local organizations to host their events:**
  - RGV Quilt Guild meets for quilt exhibitions and classes.
  - South Texas Area Regional Counselors Meeting – February 20th
  - Educate Texas holds meeting for various ISDs – February 23rd

- VIDA Counseling Sessions for Nursing students– Every Monday 10am-5pm, Wednesday at 12pm, Tuesdays at 12pm
- THSteps held a workshop for local medical personnel – February 27th
- UT Health Science Center held an SAT workshop for high school students – February 28th
- LUPE Organization set up information table – February 4th & 5th
- Mid Valley Gideons distributed bibles to students – February 16th

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Meeting TMC-Head Start coordinate BAT cohort
- Meeting new superintendent RGCCISD
- Visiting Early College HS RGCHS
- Coordinating w Starr County Youth fair for STC presence
- Working w emergency management Starr County to include campus
- Developing MOU for Starr HS scholarship
- Working w faith-based leaders to utilize J building for student gathering
- Working w Workforce Solutions to plan more job fair events on campus
- Preparing for activity booth at Starr County Youth Fair 3 days
- Visiting Grulla HS for opening speech Dual enrollment

Campus Events

- University Relations Center – Building E meet students 2-10
- Student leadership Academy presentation 2-11
- Starr Campus Staff Meeting 2-11
- Weekly Mass Campus Ministries 2-11
- All Campus Clubs Meeting 2-11
- Student Government Association meeting 2-12
- Art talk Auditorium 2-16
- Declare a Major Fair cafeteria 2-17
- Law Enforcement Training City/County 2-17
- Key to Success in College Auditorium 2-17
- Creative Thinking Workshop 2-18
- Ash Wednesday Services 2-18
- Student Government Association lecture 2-19
- Starr County Role Models Conference 2-19
- TexPrep Presentation 2-20
- Dual Enrollment Leadership Presentation 2-20
- Valley Scholar Meeting 2-10
- Vaccination Clinic D-116 2-23
- Faculty Senate Meeting 2-24
- National Eating Disorders Screening 2-25
- Student Government Association Meeting 2-25
- Black History Month Movie Library 2-25
- Resume & Interviewing Skills workshop 10-11:30am
- Dual Enrollment Academies event 2-27

Facilities Related

- Discussion w Director security reposition cameras on campus for better visibility
- Coordinating w staff to develop new SAEM plan for Summer/Fall 2015
- Proposal to tint windows auditorium entrance
- Welding Instructor & Student orientation on cleanliness/Safety expectations
- New office for History Instructor J building

- Request for visit from Planning & Construction for new furniture across campus
- Request for more participants in Declare a Major Fair
- Working with Planning & Construction to get more furniture for Student Activities building H
- Preparing inventory annual
- "I" report sent in for students who punched hole in wall building H (damage repaired)
- "I" report sent in on students who made hole in wall with skateboard (damage repaired)
- New office provided for new welding faculty

Yvette Gonzalez
Project Manager - Academic Advancement

GOT Program

- Post messages in GOT program Facebook page to inform and encourage GOT students to participate in campus events, workshops, and other academic opportunities.
- Preparation of certificates of achievement to GOT students who have graduated will be produced and mailed in the next month.

Academic Affairs Highlights

- Assist with presentation development for the following proposed presentations in Academic Affairs, conferences, and Education & Workforce Development Committee meetings:
  - Achieving the Dream (ATD) conference: Building a Pathway to the Baccalaureate
  - STC College Summit: HSPS Overview & ECHS Success; Dual Enrollment vs. High School Courses
  - Academic Council: Bachelor Program Capstone Course Overview
  - EWDC: Valley Scholars Program; Center for Mexican American Studies (CMAS)
- Submit to Public relations web request forms to update information in the following college webpages: High School Programs and Services, Bachelor Programs, University Relations.
- 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.
- Began assisting assigned instructors/staff with booklet development and compilation for NAH and BT, Valley Scholars Program programs. Follow-up communication and updates ongoing.

Course Evaluations

- Assist Associate Dean of Curriculum and Student Learning with preparing schedule for course evaluations period for Spring 2015 course evaluations through online service provider.
- Communicate with Reporting Team regarding Spring 2015 course evaluation period schedule and other matters related to online course evaluations.

Honors Program

- Student Communication – Assist walk-in and current Honor students with program eligibility,
- Emailed Honors instructors for Spring 2015 regarding course components and required documentation on second week of class.
- Currently, accepting required documentation from participating instructors in Honors Program for Spring 2015. The deadline is for March 02, 2015 -documentation packet will be sent to instructors who haven't submitted after the deadline to facilitate documentation submission. Respective NOEs for Honors stipend will be processed after receiving complete documentation from instructors.

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising –** Contract was finalized with The Corinthian Banquet & Special Events Center. Met with the Corinthian to finalize theme colors and decorations for the event. Coordinated with Public Relations to design the Sponsorship Renewal Brochure for the 10th Annual "A Night with the Stars." The brochures were sent to all past sponsors requesting them to renew their sponsorship. Received first donation for the 10th ANWTS, currently have raised $250 for scholarships. Contacted departments assisting with the Kayaking Challenge to inform them that the event was officially cancelled.
  - **Recruitment –** Sent Public Information Requests to Hidalgo and Starr County school districts requesting list of top 10% students to send recruitment letters. Received lists and sent letters to top 10% students from Sharyland, McAllen, and Roma. Set up recruitment table at the Financial Aid Fair held on the Pecan Campus on Feb. 25, 2015. Presented Program information to high school counselors at the Comprehensive Advising Training Program on Wed. Feb. 4, 1015.
  - **Retention –** Held Valley Scholars meeting at each campus on Feb. 20, 2015 to update students on upcoming events and opportunities. Held workshop on "How to Google like a Librarian" for students to learn effective ways to conduct research and learn about new academic sources. The workshop was led by STC librarian, Esther Garcia at the monthly meeting. Finalized list of students who will be attending the College Tour from March 25th – 27th to visit UTSA, Texas State University, UT Austin, Texas A&M, and TAMUK. Continued to receive early alert notices from faculty on VS students' progress and contacted students at risk. Students met with the Student Success Specialist for advisement, early registration for Spring 2015, and to make sure they are on track to graduate. Worked with admissions to verify all VS students on track to graduate were included in the list of Spring 2015 graduates and contacted students pending information. Mailed probation and termination letters to students who are not meeting the GPA program requirements**.**
  - **Administrative –** Entered program budgets for fiscal year 2016. Coordinated necessary paperwork with Business Office for the College Tour-student waiver forms, requisitions for hotel, bus expenses and per diems. Submitted NOE's for the Valley Scholars student workers. Confirmed reservations with Universities for the College Tour.
- **Phi Theta Kappa**
  - **Meetings –** Held February General Meeting on Wed. Feb. 25, 2015 to discuss upcoming events and scholarship deadlines. Held Officer meeting on Wed. Feb. 25, 2015 to plan and organize events for the Spring 2015
  - **Recruitment –** Ran report of all qualified students and mailed invitation letters to over 2000 students inviting them to join Phi Theta Kappa. Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa.
  - **Retention –** Mailed probation and termination letters to members of Beta Epsilon Mu who are not meeting the GPA requirement to remain in good standing.
- **Honors Program (Yvette Gonzalez)**
  - Student Communication – Assist walk-in and current Honor students with program eligibility.
  - Emailed current Honors students & Honors instructors for Spring 2015 regarding course components and required documentation on second week of class.

- Currently accepting required documentation from participating instructors in Honors Program for Spring 2015. The deadline is for March 2, 2015 – documentation packet will be sent to instructors who haven't submitted after the deadline to facilitate documentation submission. Respective NOEs for Honors stipend will be processed after receiving complete documentation from instructors.

Kristina Wilson
Officer - Academic Grants and Projects

Grant Summary (FY14-15)

Division	Active Grants FY 14-15 *(awarded as of April 2014)*	Applications Recently Submitted / Pending Notification
LASS	5*	1
Math & Science	1	2
Business & Technology	3*	2
NAH	3*	1
Academic Advancement	3*	3
TOTAL**	**14****	**7**

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

Grant Oversight

- **THECB Carl Perkins Grant**
  - Began compiling sections of the 2015 bi-annual report, due to the Grants Compliance Office on March 5.
  - Participated in a meeting on the Promotion of CTE programs using Perkins funding on February 24.
- **HSI Title V Grant (Department of Ed.)**
  - Finalized the development of CIP requests for the second Training Room and the first Tier 2 Classroom
  - Co-led the Faculty Advising Steering Committee Kick-off meeting on Feb. 6. Faculty members from all divisions were represented. The goals of the committee were discussed and preliminary action items were identified. Committee members will identify the essential competencies and skills needed by Faculty Advisors in order to effectively advise students. The new FA model will be built around the competencies identified.
  - Hosted the Faculty Advising Steering Committee Meeting on Feb. 20. Faculty members submitted their lists of skills and competencies that faculty advisors need in order to successfully assist students. The next step will be to develop an accelerated training model for faculty members who already provide advising to students.
- **Texas Regional STEM Degree Accelerator – Phase 1**
  - Participated in a conference call with RAND on Feb. 12 regarding the March 2 meeting. Partners from UTRGV and Workforce Solutions also participated in identifying areas in which to focus our efforts.
  - Distributed calendar invitations to the March 2 meeting to both internal staff and external partners.
  - Facilitated the signing of the Burning Glass contract. Trainings on the software will begin next week.
  - Participated in a conference call with Lindsay from RAND on Feb. 19 regarding the March 2 meeting.

Grant Development

- **Recently Awarded: 1 Grants**
  - Texas Regional STEM Degree Accelerator Initiative (GTF, Kresge, Helmsley)

        - Aims to increase the number of STEM graduates in Texas.
        - $15,000 was awarded for the Round 1 Planning Grant.
        - A Kick-Off meeting took place in Dallas on January 27.
        - The Regional meeting will take place on March 2. Representatives from all K-12, higher education, and workforce partners will be invited to assist in the creation of a new regional STEM pathway plan. The plan will form the basis of the Round 2 grant application.
- **Recently Submitted/Pending Notification: 7 Grants**
    - Fire Science Program (FEMA)
        - $300,000 in funding requested for new equipment. An institutional match of 15% is required.
        - Submitted on December 5.
    - Girls in Engineering, Mathematics, and Science (GEMS) Project (NSF)
        - Partnership with PSJA, will target 100-150 girls at PSJA's Southwest ECHS currently enrolled in STEM or other pathways in 10th grade. Identify at risk, low income, Hispanic, first in college to increase female enrollment in STEM careers, persistence, interest, and graduation rates in STEM fields. Submitted Nov. 6
    - Bridge to Baccalaureate (B2B) Alliances Program – Louis Stokes Alliances for Minority Participation (NSF)RAND & THECB TSI Study (US DOE – Institute of Education Sciences)
        - 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.
        - $157,444 in funding for each college over three years. Funding will be used for student scholarships to conduct research, lab equipment, mentors, etc.
        - Submitted 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.
        - Submitted October **9**.
    - 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. Award notification will not take place until June 2015, though we may receive indication of acceptance in March/April 2015.
        - RAND is planning to reengage partner institutions in early spring 2015 to flesh out the plan for implementation in preparation to launch during summer 1. The THECB may provide limited funding for the project if grant is not accepted.
    - 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.

- **In Preparation for Submission: 1 Grants**
  - Texas Regional STEM Degree Accelerator – Phase 2
    - Attended the Kick-Off meeting in Dallas on January 27 and received guidance on the next steps of the grant development process.
    - STC will host a regional meeting on March 2 in partnership with Educate Texas and other grant partners. During the meeting regional workforce data will be reviewed and the participants will develop a plan for implementation.
    - Participated in a conference call with RAND on Feb. 2 to discuss plans for the March 2 meeting.
    - Sent a "Save the Date" invitation for the March 2 event.
    - STC will host a regional meeting on March 2 in partnership with Educate Texas and other grant partners. During the meeting regional workforce data will be reviewed and the participants will develop a plan for implementation.
- **Not Pursued: 1 Grant**
  - Arthur Vining Davis Foundation – Prof. Dev. in Writing to PSJA Teachers
    - PSJA ISD has asked STC to offer professional development workshops to their high school teachers on how to imbed writing skills within their curriculum.
    - The AVD Foundation is no longer funding higher education projects; other funding sources may be sought to support this project

Academic Projects

- **Persistence Strategies**
  - Sent a reminder to the Deans and Chairs regarding the deadline to collect the Student Information forms. Communicated with Technology Resources about requiring students to update their contact information on JagNet before they can register for classes. Communicated with Admissions leaders to identify any potential issues with requiring students to update info before registering.
  - Updated Task Force Charges for the five new groups scheduled to begin this Spring.
  - Received 800 student information forms from the Criminal Justice department. Forms are continuing to be received by the departments and they are forwarding them to the Office of Admissions. Departments are tallying the number of forms received and will submit their numbers to the Deans.
  - Over 19,000 student information forms have been collected by the Academic Divisions. Information is still pending from Bachelors Programs, LASS, and NAH.

Divisions	Counts
Bachelors Program	40
Business & Technology	2116
LASS	9951
Math & Science	6575
Nursing & Allied Health*	689
Totals	**19371**

  - Distributed the task force charges to the co-leaders and members of each task force.
  - Developed a message to faculty members regarding early assessment practices, communicating student progress, and referring students to the CLE.
- **Degree Progress Report Assignment**

- A faculty member has identified that the link to students' audits on the Degree Progress Meter are not working properly. Technology Resources is looking into the matter.
- As of Feb. 24, 989 online Reflection Activities have been submitted.
- As of Feb. 10, 262 students have requested assistance from an advisor (count does not include duplicates). The list of students requesting assistance were distributed to STC's advisors and student success specialists. They will be contacted in the upcoming weeks.

- **TSI Committee**
  - Sent an updated version of the Dev. Ed. plan to Laura Talbot for her review.
  - Continued to update the Dev. Ed. Plan in preparation for review by the TSI Committee on Feb. 16.
  - Met with Alex Kolahdouz and Nancy Garcia to discuss the online student intake form that will be used by advisors to capture students place. TSI placement information and holistic criteria. Alex will determine whether Degree Works can be leveraged to capture this information.
  - Hosted the TSI Committee Meeting on Feb. 16. Updates were provided by the sub-committee chairs.
- **Miscellaneous**
  - Attended the Summit on College Readiness on Feb. 23.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Mid-Valley
  - Conducted 3 classroom presentations on CLE services.
  - Conducted 4 MVC CLE tours.
  - English tutors attended "Calibration" training conducted by panel of Mid-Valley English faculty on Feb 6, 2015.
  - Hosted nursing program testing in the A101A computer lab on Feb 10, 2015.
  - Math and science tutors attended CRLA tutor training on Feb 12, 2015.
  - MVC CLE testing technicians conducted whole class proctoring for nursing program.
  - Update Mid-Valley Academies Programs attendance/services.
  - Hosted three whole-class proctoring sessions on Feb 24 and Feb 26.
  - Conducted presentation to nursing students on Feb 24.
  - Co-hosted Creative Wellness workshop on Feb 24.
  - Conducted presentation to approximately 50 Early College students on Feb 27.
  - Manager will attended Upswing Online Tutoring/Retention Platform Demo on Feb 26.
- Nursing
  - We've had a lot of requests from different College Success for Healthcare (CSFH) instructors to present on the CLE and on various topics such as Time Management, Test-taking Skills/Anxiety, Note-taking Skills, etc.
  - We have developed a new workshop on Reading Comprehension at the request of the program chair for the Occupational Therapy Assistant (OTA) program, and will be doing an in-class presentation on that sometime in the near future.
  - We began promoting the newly purchased on-line workshops from StudentLingo.com to faculty, staff and students (a couple of students have already utilized it and gave great feedback)
  - Created awareness for StudentLingo Workshops.
  - Laptops have been received and a few computers have been set up in the study rooms.
- Pecan Campus
  - Pecan CLE Staff made presentations about CLE services to students in 2 classes during the week of February 2-7. During department meetings, CLE staff encouraged instructors to sign up for CLE presentations and tours. Presentations will continue for the next week.
  - CLE staff made a presentation about CLE Services for College Advising Training Program group on February 3.
  - Prepared for an Essay Calibration training, in collaboration with English instructors, for the English tutors.
  - Prepared a Grammar Workshop for Communications Arts class.
  - CLE Staff presented to Developmental Math faculty during department meeting.
  - CLE Staff attended STC Professional Development Day.
  - Interviewed 10 candidates for Student Learning Assistant and Lab Assistant positions.
  - Reading TSI Quick Review Workshop on February 12
  - Prepared for upcoming TSI Assessment Workshops.
  - CLE Staff presented to 3 College Success classes about CLE Services.
  - CLE Staff attended Banner Training by Michelle Limon.
  - Coordinated with College Connection staff and conducted 4 CLE tours.
  - Conducted interviews for Student Learning Assistant and Lab Assistant positions.

- Provided a Grammar Workshop for a Communication Arts class on February 18.
- Sentence Structure and Logic TSI Workshop on February 17
- Literary Analysis TSI Workshop on February 19
- Quadratic Expressions TSI Workshop on February 16
- Algebraic Expressions TSI Workshop on February 18
- Math Quick Review TSI Workshop on February 20

- Starr
  - Interviewed two potential English Student Learning Assistants. One of the candidates was selected from the Graduate on Time (GOT) 2013 cohort and agreed to come in and learn more on the position. The other candidate learned about the position at the financial aid office and both were interviewed on February 5, 2015. These two candidates
  - The Starr county CLE was invited to be at a campus event from the Student Activities Center. The event will be a collaboration of four department Student Activities, Library Services, Open Lab, and CLE. All four departments will be working together to promote the services of each department on February 12, 2015.
  - The Starr county CLE is continuing to promote the department by continuing to distribute brochures at campus events, admissions, financial aid and Academic Building. In addition, continuing to conduct CLE tours to a diversity of classes.
  - On Wednesday February 11, 2015, the Starr county campus held its first Staff meeting of the year. The staff meeting consisted of Starr enrollment for spring 2015, facility updates, department updates, bond construction schedules, administrative challenges, and other activities.
  - The Starr CLE participated in a four department event on Thursday February 12, 2015. The CLE had the Kissing Booth which students had an opportunity to guess how many chocolate kisses the jar had. The Library had the fake weeding. The Open lab had the Matching Booth which paired their devices with the wireless network. Lastly, the Student Activities center had the Photo booth which many of the students where really intrigued and gave all the students to bond together.
- Tech
  - The Technology Campus CLE, working in conjunction with Mechatronics Instructor Jorge Saenz, hosted the first workshop of the spring 2015 Mechatronics Workshop Series, entitled "Introduction to Arduino" on Friday, February 6th. Arduinos create a platform for users to develop devices that interact with the environment using sensors and actuators, such as motion detectors and thermostats.

  - The purpose of the workshop series is to raise awareness of the Mechatronics Program in the Electronics and Computer Maintenance Department and to show students in all disciplines how mechatronics is relevant to their industry.
  - Technology CLE Hosts 2nd Presentation in the spring 2015 Mechatronics Workshop Series: working in conjunction with Electronics and Computer Maintenance Instructor Jorge Saenz, hosted the second workshop of the Spring 2015 Mechatronics Workshop Series, entitled "Using a Seven Segment Display with an Arduino". Arduinos create a platform for users to develop devices that interact with the environment using sensors and actuators, such as motion detectors and thermostats.

  - The purpose of the workshop series is to raise awareness of the Mechatronics Program in the Electronics and Computer Maintenance Department and to show students in all disciplines how mechatronics is relevant to their respective industries.

- Director's Meetings:

- 2/2/15: IS&P Leadership Team Meeting.
- 2/3/15: Bond Program Planning Meeting.
- 2/4/15: SI Meeting.
- 2/5/15: Library Directors' Meeting.
- 2/6/15: Bond Program Planning Meetings.
- 2/9/15: Academic Affairs Council Meeting; Library Services Group Meeting.
- 2/10/15: Bond Program Planning Meetings.
- 2/12/15: CLE Personnel Meeting.
- 2/16/15: TSI Planning & Info Committee.
- 2/17/15: Bond Program Planning Meeting.
- 2/18/15: Upswing Demo.
- 2/19/15: Library Directors' Meeting.
- 2/20/15: Review Perkins Grant Meeting; Bond Program Planning Meetings; Art Gallery Steering Committee Meeting.
- 2/23/15: CCUMC Survey Committee; Budget Review Meeting; Vendor Meeting; CCUMC Board Meeting.
- 2/24/15: Bond Program Planning Meeting; CLE Update Meeting.
- 2/25/15: UTPA Writing Center; Meeting with Dr. Reed.
- 2/26/15: Upswing Online; Supplemental Instruction Sections & Course Repeaters Meeting.
- 2/27/15: Bond Program Planning Meetings.

Jagtrax Data (February 2015)

	All Campuses	Pecan	MVC	Starr	NAH	TC
Total Student Hours Delivered	11862:43	2674:04:00	2816:26:00	456:37:00	2484:06:00	3431:26:00
Independent Study (Duplicated)	2260	276	939	15	965	65
Independent Study (Unduplicated)	719	125	281	10	271	32
Lab Visits(D)	27286	15848	2768	924	7146	600
Lab Visits (U)	5130	3245	552	214	896	223
Proctoring	219	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	3067:25:00	1621:16:00	439:51:00	311:26:00	193:59:00	500:53:00
Tutoring Visits/Sessions (D)	6317	3015	1086	294	540	1382
Tutoring Visits/Sessions (U)	2244	1120	424	125	358	217
Workshop Attendance	550	62	263	34	163	28
Workshops Hosted	44	15	12	2	12	3

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Curriculum Revisions**
  The Curriculum staff continued to process curriculum revisions for Fall 2015 in February. All necessary information was updated in Banner in time for registration.

  The Curriculum Staff presented a session on Curriculum Basics for Faculty and Chairs at College-Wide Professional Development Day on February 13th.
- **THECB Submissions**
  The Learning Outcomes Specialist and the Associate Dean worked with program chairs in January to update syllabi and prepare the documents necessary to submit additional courses for the Core Curriculum for Fall 2015. The courses were submitted on February 23rd. There is a 30 day waiting period to receive a response from the THECB.
- **THECB 60 SCH Rule Compliance**
  The 60 SCH rule exemption requests for Physical Therapist Assistant and Sign Language Interpreter were approved with a 66 hour maximum for PTA and a 65 hour maximum for Sign Language. The exemption requests for Engineering and Music were denied and these programs will have to reduce their hours.
- **Program Development**
  Program Briefs for Fast Start Precision Manufacturing and Crime Scene technology were approved by Academic Council and PDC in February. These will be presented to the EWD committee in March.

  The Associate Dean worked with the Nursing program in February to prepare documentation for the Texas Board of Nursing to gain approval to pilot a Dual Enrollment Nursing cohort beginning in Fall of 2015.
- **Online Student Evaluations**
  The evaluation schedule for the Spring 2015 semester has been created and posted to the Website. Minimester evaluations have begun.

Student Learning Outcomes and Assessment

- **Data Submission**
  JagPRIDE was made available for Fall 2014 data submissions. The deadline for adjuncts was December 15th and was January 30th for Full-time faculty. Learning Outcomes staff also met personally with numerous faculty to assist them with entering data. The Submission rate for Fall 2014 was 79%.
- **Learning Outcomes Resource Website**
  The Learning Outcomes Specialist presented a session of Assessment of Learning Outcomes at College-Wide Professional Development Day on February 13th. This session has been posted to the Learning Outcomes webpage.

Course Scheduling

- **Schedule Development**
  Curriculum Specialists and schedulers continue to follow-up with program chairs to ensure course corrections are made in the fall schedule in accordance with curriculum revisions that were submitted

for Fall 2015. A review of the Fall 2015 minimester was conducted and the number of minimesters was streamlined from 26 to 18 based upon success data.

- **Schedule Maintenance**
  The Scheduling Technicians continued to process changes to Spring, Summer and Fall 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, and worked with the Supplemental Instruction Coordinator to schedule rooms for SI courses for the Spring semester.

Academic Affairs Activities

- **Presentations**
  The Associate Dean of Curriculum and Student Learning made the following presentations during the month of February:
  - Presented TSI and Dual Enrollment Participation requirement to PSJA Principles on February 5th.
  - Presented on Pathways to the Baccalaureate-Stackable Credentials with Dr. Ali Esmaeili at the Achieving the Dream Conference in Baltimore Maryland on February 19th.

Institutional Activities

- **TSI Planning and Information Committee**
  The Associate Dean of Curriculum and Student Learning participated in the TSI Planning and Information Committee on February 16th. At this meeting updates to the Fall 2015 Development Plan and Placement Scale were reviewed and discussed.
- **Degreeworks Implementation**
  The Curriculum Staff continue to develop the scribing for Degree Works and participated in a consulting call in January to address unique curriculum scribing requirements including split course credits and course equivalencies.
- **IE Team**
  The Associate Dean participated in the IE Team meeting on February 10th.
- **College Readiness Summit**
  The Associate Dean presented on the HB 5 College Preparatory courses during the general session at the College Readiness Summit. In addition The Associate Dean partnered with Nick Gonzalez to provide a break-out session of Faculty Credentials and Dual Enrollment Faculty Hiring Procedures.

Statewide Activities

- **Texas Association of College Technical Educators (TACTE)**
  Laura Talbot, Associate Dean of Curriculum and Student Learning, serves 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 continued to process all related financial transactions and registrations for the upcoming Spring 2015 TACTE conference.

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 fifth session in January. 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. The DLA met on February 27th and had a session on Crucial Conversations.
- **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 fifth meeting in February with a topic of Crucial Conversations. Each individual is meeting with a smaller team of participants within the Academy to plan an institution project as part of the Academy.

- **Achieving the Dream Conference**
  Laura Talbot, Associate Dean of Curriculum and Student Learning attended the Achieving the Dream Conference in Baltimore Maryland. She also presented at this conference with Dr. Ali Esmaeili.
- **Texas A & M Assessment Institute**
  Joanna Saucedo, Learning Outcomes Specialist and Esmer Eureste, Learning Outcomes Technician attend the Texas A & M Assessment Institute in College Station in February.

Nicolas Gonzalez
High School Programs and Services Administrator

- **Dual Enrollment**
  - The Academies program hosted a college and career TexPREP session for participating schools that centered on engineering careers. See the attached highlight.
  - The Academies DEMSA program visited several universities this past Thursday and Friday. Attached are the highlights of this college tour.
  - All the staff of the ECHS and Alejandra Cantu took part in the annual meeting of the South Texas Early College Consortium (STECC), which was held in La Joya Thelma Salinas TSTEM ECHS. ECHS principals from as far as Laredo and Corpus Christi attended.
  - All Dual Enrollment Course Agreements have been distributed to the schools that hire STC Faculty to teach dual enrollment sections. We are anticipating that a total of $1,281,621.66 will be collected this spring. This is an increase from the fall of $274,660.12 and mainly due to the increase of the new ECHS.
  - ECHS personnel attended a "consortium" of ECHS principals at Thelma Salinas ECHS Tuesday morning. The forum is to discuss successful activities and areas that may be improved in the operation and partnership with STC.
  - We are to be notified at the end of this week or early next on the new ECHS designations by TEA. We expect 4 new ones for STC – two at Weslaco (one each at the two high schools), and two at PSJA.
  - DEMSA is on college tour this week Thursday and Friday. They will visit Baylor, Texas A&M College Station, UT Austin and UT Health Science Center in San Antonio.
  - Representative Sergio Munoz office called that they are working on a resolution to recognize the DEMSA program for being a national finalist in the Excelenicia in Education award.
  - Work has started on the Recovery schedule. We have scheduled a meeting with all the schools that have this program for this Thursday. Decisions will have to be made for the fall program because of the change from TAKS to EOC and change of testing days.
  - Attached is the highlights from the recent college tour by the engineering and computer science Academies.

- **Meetings/Events/Conference Phone Calls**
  - 2/5/2015 – STC& PSJA Principals Organizational Planning Workshop
  - 2/10/2015 – Meeting with Department Directors
  - 2/10/2015 – Meeting with South Texas ISD Representative Jeff Hembree
  - 2/11/2015 – Meeting Dual Enrollment Information Technology Committee
  - 2/12/2015 – Meeting with Adolfo Lozano and PSJA Ms. Garcia on Special Request.
  - 2/12/2015 – Recovery Program Meeting
  - 2/12/2015 – TSI Planning & Information Committee
  - 2/19/2015 - Engineering, Math, Science, and Computer Science Academy Programs
  - 2/23/2015 – 10th Annual Summit at Region One
  - 2/24/2015 – South Texas Early College Consortium Meeting
  - 2/24/2015 – PSJA i3 Leadership Cabinet Meeting
  - 2/26/2015 – Mission CTE ECHS Celebration at Mission HS
  - 2/26/2015 – Knapp Community Foundation rollout for Grants
  - 2/27/2015 – Planning and Development Council

Dual Enrollment: Alejandra Cantu

- **Workshops/Meetings**
  - Attended Professional Development Day.
  - Meet with the Dual Enrollment IT committee.
  - Meet with all the principal from the Recovery Programs to discuss spring schedules.
  - Application screening for the ECHS Specialist.
  - Part of a hiring committee for ECHS Specialist. The committee recommended a candidate.
  - Attended the STECC meeting at Thelma Salinas. (ECHS Consortium Meeting)
  - Attended the SUMMIT at Region One
  - Picked up DECAS for Vanguard and Oratory.

- **DE Scheduling and Planning**
  - Changed all the majors for the DE CTE graduates.
  - Worked with PSJA CCTC on welding summer courses.
  - Spoke to Asst. Principal from PSJA HS to discuss summer I & II schedule.
  - Added and deleted a couple of courses from PSJA HS for summer I& II.
  - Received the new summer schedule for Southwest and Sharyland ECHS.
  - Created a new computer section for Vision Academy, and deleted a Medical term class for spring.
  - Per program chair, Made a couple for changes on faculty for summer I & II
  - Switched students from Nikki Rowe from ACCT 2401 to ACNT 1311.
  - Checked the DEF list for spring was complete to run the NOE's
  - Scheduled visits with all the recovery schools to do registration for this spring.
  - Requested a couple for sociology sections and speech sections to program chair for summer I. Pending respond.

<u>Dual Enrollment: Clarissa Torres</u>

- **Dual Enrollment Faculty**
  Dual Enrollment Faculty applications are now being accepted. The history department is planning on scheduling interviews March 20th and 21st. So far the history department has three dual enrollment faculty candidates.
- **Dual Enrollment Academies College Tours**
  On February 6th, 7th, 26th, and 27th our Dual Enrollment Academy students (DEEA, DECSA, DEMSA, and DECJA) were taken on college tours. I went along to help chaperone and assist with the students. The students toured The University of Texas – Pan American, Texas A&M at Kingsville, The University of Texas at Austin, The University of Texas at San Antonio, Baylor University, Texas A&M at College Station, and Texas State.
- **College Wide Professional Development Day**
  Professional development day offered breakout sessions that were diverse and informative. I attended workshops relating to resume writing, interviewing skills, leadership styles, and keeping a positive mindset. In addition a department meeting was scheduled for The Department of High School Programs and Services. Information discussed at the meetings involved course changes effective fall 2015, department updates, and degree changes.
- **Dual Enrollment Academies**
  During February, I assisted the dual enrollment academies with workshops and presentations for their students. Some presentations included were, housing on a college campus, goal setting, and organizational skills. Workshops are held every other Friday from 2-3 pm.
- **10th Annual College and Career Readiness Summit**
  On February 23rd South Texas College hosted the 10th Annual College and Career Readiness Summit. Our partnering high schools administrators and staff attended the event. The summit included topics regarding student success. I also assisted and added information to the presentation regarding teacher approval for to teach dual enrollment courses.

Dual Enrollment: Minna Montalvo

- Conferences/Workshops/Meetings
  - Attended Department Meeting
  - Attended CTE Networking Meeting Workshop
  - Attended Recovery Program Meeting
  - Professional Development Day
  - Staff Meeting with Dual Enrollment Team
  - Attended Sharyland CTE Advisory Meeting
  - Attended 10th Annual STC Summit
  - Attended Mission HS CTECA Ribbon Cutting Ceremony
  - Attended Jaguar Academy
- Reviewing prospective DE High School Graduates list.
- Screening Dual Enrollment Instructors for Fall '15.
- On-going communication with the Department Chairs: Business, Welding, Administrative office Careers, Automotive Technology, Business Computer Systems, Computer Aided Drafting, Construction Supervision, Culinary Arts, Diesel Technology, Electrician Technology, Electronic Computer Maintenance Technology, HVAC, Human Resources, Precision Manufacturing, Paralegal, EMT, Electronic Health Records, Medical Office Specialist, Patient Care and Nursing Chairs.
- On-going communication with Outreach, Admissions, Academies, Early College High School and The Institute for Advance Manufacturing.
- On-going communication with ISD's in regards to CTE courses.

Carol Woods – Dual Enrollment Faculty Liaison

- Attended Faculty Senate meeting held on Tuesday, February 24, 2015. No dual enrollment issues were brought up at meeting. The Faculty Senate subcommittee that has been meeting to formulate questions for a faculty climate survey did report on the development of a draft of survey questions. They will report to Faculty Senate at a future meeting after receiving input from RAS and meeting again with the Vice President of Academic Affairs about developing a possible joint faculty survey. This survey is the one referred to on the Action Plan for the Dual Enrollment Taskforce.
- Asked the Faculty Senate President if there were any new dual enrollment issues, but he said he had not heard of any recently.
- Help coordinate Dual Enrollment Taskforce subcommittees' activities such as updating action plans, following up with subcommittee chairs, and updating subcommittee membership.
- Updating the 2014-2015 DE Taskforce Charges/Action Plan with input from Dual Enrollment Taskforce subcommittee chairs as subcommittees hold meetings. Attend meetings as they are scheduled.
- Attended Taskforce subcommittee for Instructional Technology meeting held on February 11, 2015. Subcommittee went over progress on completion of tasks and discussed new issues.
- Responding to faculty or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
- Following up on Textbook Subcommittee issues in keeping with established timeline for updating DE textbook adoption list and in anticipation of meeting textbook needs for spring 2015 and fall 2015 dual enrollment classes.
- Serving on STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment. Will continue to follow up with Debra Pingel, PSJA Advanced Academics/College Readiness Instructional Coach regarding progress on textbook issues such as centralizing textbook access for the district's schools, how PSJA students attending STC on-campus summer classes would be issued textbooks, and how open source materials pilot study in spring 2015 might impact textbook access.

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - Recruitment Presentations held at McAllen Achieve Early College High School, Palmview High School, Mission Veterans Memorial High School, and Economedes High School
  - Informed professors about students missing class for college tour
  - Hosted parent meetings to go over logistics of the college tours with Mid-Valley and Pecan campus parents and students
  - Career Awareness speaker for TexPREP February 20th and 21st-Justa Trevino
  - Academy follow-up application drives at Mission high school, Weslaco East, and Mercedes Early College
- **Workshops:**
  - Texas A&M Kingsville Presentation on Engineering Department
  - Campus Housing 101
  - Personality Types
  - Leadership Styles
- **TexPREP:**
  - TexPREP application turned in applications February 27th
  - TexPREP new Year One Recruitment Presentations scheduled
  - TexPREP instructor, program assistant, and lead program assistant positions are posed on HR website
- **Academy Programs:**
  - Took DEEA, DECSA, and DEMSA students on a college tour
  - Held case management sessions with students making below 80% in any class from first progress report
  - Met with Dr. Trevino to discuss Academy Recruitment in Rio Grande City District
  - Met with Mr. Jeff Hembrey at South Texas ISD to discuss recruiting at the schools
- **McCCTI**
  - Credit Recovery for students underway
- **Recovery Program:**
  - Planning underway for spring tours of technology and nursing allied health campuses being scheduled
  - Meeting was held for all participating school districts to discuss spring schedules and deadlines
- **Professional Development/Continued Learning:**
  - Attended Professional Development Day
  - Held staff meeting with High School Programs Staff
  - Held staff meeting with Academies Staff
  - Attended South Texas College 10th Annual Summit College and Career Readiness at Region One
- **In Progress: Projects and Major Activities**
  - TexPREP program logistics to be finalized
  - Preparations in progress for planning senior education trip for DEEA, DECSA, DECJA, and DEMSA
  - Academies Specialist committee meeting to review applications and hold interviews
  - TexPREP year one applications due March 27
  - TexPREP instructor and program assistant interviews to be scheduled

Sofia M. Peña
Director - Early College High Schools

- ECHS Director and Coordinators continue to conduct degree audits and prepare students for graduation in May.
- Meetings with Mission and Weslaco CTE administrators to ensure students are progressing successfully through their coursework and preparations for summer coursework are underway.
- Conducted interviews for Starr County based ECHS Specialist and a recommendation has been submitted for approval.
- ECHS Director attended President's Administrative Staff meetings and Academic Council meetings.
- ECHS Director attended State ECHS Advisory Board Meeting in Austin.
- ECHS Director read and scored several applications for ECHS from around the State for ECHS Designation.
- ECHS Director and Coordinators met at monthly staff meeting. Next one scheduled for March 25th in the morning. 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:

- **Ambassadors Cross-Training Academy (ACTA)**
  The OPOD kicked off its 16th Cohort of ACTA on February 5th. A total of 3 sessions were held with 31 active participants. Presenters have been confirmed.
  - Session 1– February 5, 2015
    Office of Professional & Organizational Development
  - Session 2 – February 19, 2015
    STC Police Department – Paul Varville
    Student Financial Services – Juan Miguel Galvan
    Human Resources – Karina Garza
  - Session 3 – February 26, 2015
    Facilities, Planning, & Construction – Gerry Rodriguez
    College Connections – Larry Barroso
    Client Services – Lucio Gonzalez
- **Jaguar Academy**
  The OPOD kicked off its Spring 2015, 3rd Cohort Jaguar Academy: Onboard for Success on February 26, 2015. There are currently 18 active participants and a total of 7 sessions. Presenters have been confirmed.
  - Session 1 – February 26, 2015
    Office of Professional & Organizational Development
- **Distinguished Leadership Academy (DLA)**
  The DLA was held on February 27th for the 17 participants in STC's highest level of leadership academy. The participants focused on Crucial Conversations presented by Greg Stephens.
- **Ambassadors Leadership Academy (ALA)**
  The ALA was held on February 27th for the 20 participants in STC's second level of leadership academy. The participants focused on Crucial Conversations by presented by Greg Stephens.
- **FOCUS Academy**
  The OPOD held its FOCUS Academy Cohorts 1 & 2. There are currently a total of 45 active participants and a total of 3 session held in February.
  - Session 1 – February 6, 2015
    Introduction of the Rounds Process – Sandra Ledesma
  - Session 2 – February 20, 2015
    Writing to Learn
  - Session 3 – February 27, 2015
    Blackboard Collaborate Training
- **Teaching and Learning Academy (TLA)**
  The TLA was held on February 6th for 23 participants. The participants received presentations from Student Activities and ADA Awareness.

Special Events:

- **College Wide Professional & Organizational Development Day**
  The OPOD hosted the Spring POD Day at the Pecan Campus with 1,000 faculty, staff, and administrators in attendance. Registration was held at the pecan campus courtyard. The day featured four rounds of breakout sessions and department meetings, with each round highlighted more than 20 different topics related to organizational, personal and professional development, technology, teaching excellence, and with a brand new wellness track.

Programs in Development:

- **Child Development Conference**
  The OPOD is currently working on the program for the Child Development Conference to be held on March 7th.
- **Customer Service Training**
  The OPOD is currently working on a customized Customer Service Training for the Cashiers Department.

Design & Publications

- **Child Development Conference**
  The OPOD worked on the flyer and registration form for the Child Development Conference to be held on March 7th.
- OPOD Banner for the hallway wall

HSI Grant: STC in FOCUS Implementation

- Staffing
  - Hiring of Assistant Director for Innovative Instruction in progress
  - Faculty Advising Coordinator Position posing closes on February 6th.
  - Lead Faculty Advisors have been identified and special assignments are being processed
  - Instructional Coach for FOCUS Academy has been identified and hiring is in process
  - Hiring Committee for Faculty Development Trainer will be held in mid-February
- Training Room has been painted and carpeted. Furniture has been delivered and technology is being installed by contractors. Expected completion date is February 16th.
- Capital Improvement Plan for FY 2016 has been submitted to FPC.
- First Faculty Advising Steering Committee meeting met on Friday, February 6th and Friday, February 20th. Next meeting is scheduled for Friday, March 20th.
- 5 Tier 1 Active Learning Classrooms are currently in the identification process throughout the five campus locations.

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

STC-La Joya Teaching Center

- Met with LJJC ISD administrator, Mrs. Sepulveda, to discuss library computer and printer availability and was informed that the LJJC library will no longer offer students the ability to print as two LJ ECHS computer labs and printing stations have been created to serve ECHS students. Therefore, evening dual enrollment students will be required to utilize the STC computer labs located on the second floor.
- Teleconferenced with La Joya DE Coordinator, Gracie Lopez to discuss ongoing computer lab issues and not having available working printer due to no funding to provide printer toner or paper supplies for labs. This item needs to address for immediately in order to provide adequate support services for dual enrollment students.
- Requested assistance from Technology Resources department to assist with up keep of the La Joya Teaching Center computer labs as computers are being tampered with and lack of maintenance of printers is preventing optimal use of these resources.

STC-Pharr Teaching Center

- Initiated and coordinated the creation of the first cohort Heating, Ventilation, Air Conditioning & Refrigeration Dual enrollment class to be offered at the Pharr Teaching Center's newly renovated HVAC&R lab. Course will run as a 10 week minimester.
- Coordinated HVAC&R DE room and lab assignment, media technology and faculty working area.
- Met with CCTA Principal to discuss testing week facility access and room use.
- Met with Continuing Education Operations Officer Lori Trevino to discuss summer Kid's College course offerings to be held at both the Technology Campus and Pharr Teaching Center.
- Attended the Automotive/Technology Collegiate Academy meeting to review space requirements at existing middle school facilities to accommodate the Automotive, Diesel and Welding programs.
- Coordinated meeting with PSJA ISD administrators, faculty, facilities staff and contractors to discuss setup of welding equipment in designated stalls in preparation to have welding students return to PTC facilities on March 16, 2015.
- Coordinated final move of Precision Manufacturing Equipment from Ridge Road facility to the Pharr Teaching Center after much delay. All PMT equipment has been put into place and will have electricians working on electrical connectivity during the week of March 9-13, 2015.
- Punch list completion is pending for full turn-over of welding lab.
- Continued to attend Tuesday morning construction progress meetings with contractor and PSJA ISD design team members.

Other Activities

- Attended Business & Technology program chair meetings.
- Attended Academic Affairs Council meeting.
- Attended Dual Enrollment Information Technology Committee meeting.
- Attended Professional Development activities with Fire Science and Police Academy faculty and staff at the Pharr Teaching Center to discuss outreach possibilities and potential workshops to host for the community.
- Attended College Readiness Summit.
- Continued working on Technical programs information booklet.
- Attended Distinguished Leadership Academy, Crucial Conversations workshop.

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Information Services and Planning

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Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report for February 2015

Alicia Gomez, CIO
Technology Resources

Applications Development

HR Process Redesign and Automation

After rolling out the Renewal Electronic Appointment letter module for faculty the HR team confirmed no issues were encountered with the new application. The team is now working on the final phase of the project which consists in creating an automated module to produce the Appointment letters for faculty and administrators and post them on JagNet. The teams will continue to verify/test the new module with current staffing plan information until the new salary plan is approved. Electronic Appointment letters acceptance on JagNet is expected to be complete and production ready for the next fiscal year. Due to unexpected circumstances the Salary Planner project go live deadline has been moved to the first week in April.

College Scheduler

The College Scheduler application which is a student web-based planner that uses Banner information to present students with every possible schedule option that is open and able to be register for continued to be tested during the month of February. The teams finalized the DegreeWorks data that will be included in the College Scheduler application and determined that Student Education Plans are not being completed by students/advisors, resulting in no data available for College Scheduler to use to populate course availability for registration. This project completion may be delayed until the end of March or upon the resolution on the data dependencies.

JagMobile 3.0

The TouchNet mobile application upgrade which allows students 24/7 mobile access to bills and online bill payments continued to be tested by the Cashiers staff during the month of February 2015. The expected go live will be reschedule pending testing completion.

IT Risk and Security

PCI/DIR/IT Assessment Action Plan Updates

The TR team continued work on the IT Assessment action plans such as the separation of test and development environments; as well as, DegreeWorks database encryption.

Business Impact Analysis and Disaster Preparedness/Recovery Planning

The TR team reached out to the Facilities and Construction team to discuss the acquisition of a gas generator, an extra AC unit and fire suppression system to be installed in the designated room in Rio Grande campus to be the new data center. The Technology Resources team began working on a plan to

acquire and implement all necessary hardware and software to replicate critical Banner data to the proposed remote site. In addition an Exchange system health-check was performed with the support of Microsoft Premiere. This health-check assessment will aid the team in preparing for the faculty and staff Office 365 e-mail system migration project.

Technology Support and Client Services

Infrastructure Improvements

The TR team continues working on re-configuration settings as recommended by the Network assessment performed by Insight consultants. Network switch replacements and new fiber optic equipment will also be installed as a result of the same assessment.

Computer Replacement

The new 2015 computer replacement cycle is well under way. The first set of 100 computers were imaged and deployed as planned by the end of February. The process will continue through the rest of the year configuring and deploying 100 computers per month until the total 450 computers are deployed.

Pharr and La Joya Teaching Centers (CCTA)

The TR team has completed the installation of network switches and access points at La Joya teaching site.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 2/2/2015: Project Update Conference Call
- 2/3/2015: Collaborate Meeting, RFP for Analog to Digital
- 2/4/2015 – 3/6/2015: TCEA Conference in Austin Texas.
- 2/9//2015: Project Update Conference Call, Meeting with New Managed Services Specialist
- 2/10/15: Digital Signage Committee Meeting
- 2/16/2015: Project Update Conference Call, Digital Signage Meeting
- 2/17/2015: Budget Meeting
- 2/18/2015: Network Closet Meeting
- 2/20/2015: STC Bond Program Meeting
- 2/23/2015: Project Update Conference Call, Budget Review Meeting
- 2/26/2015: Specialist Position Meeting, UTB Brownsville Meeting

Monthly Special Events by Comparison:

2014	
Jan	70
Feb	142
March	112
April	162
May	120
June	154
July	87
Aug	89
Sept	169
Oct	241
Nov	188
Dec	84

2015	
Jan	99
Feb	156
March	
April	
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec.	

Total Man Hours

2014	
Jan	105.5
Feb	373.75
Mar	174.75
Apr	363.5
May	75.25
June	82.75
July	103
Aug	101.75
Sept	240
Oct	488.5
Nov	348.5
Dec	319.65

2015	
Jan	186.5
Feb	239.25
Mar	
Apr	
May	
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	

Reservations by Campus:

February-15

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	37	18	0	71	8
Data Projector	8	0	14	8	4
Laptop	278	5	26	5	12
PA System	7	2	1	2	2
CD Player	0	0	0	0	
VCR's Only	0	0	0	0	0
Smart Board	0	2	0	0	0
Video Camera	9	2	0	0	0
TV	4	2	9	0	0
Microphone	86	2	14	2	2
Direct Box	4	0	0	0	0
Digital Camera	0	4	0	0	0
Speakers	3	18	10	71	0
Overhead Projector	0	0	0	0	0
Remote	34	48	0	0	2
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	9	0	5	1	0
Document Camera	157	18	59	0	12
DVD/VCR Player	5	2	3	1	0
Wireless Lab	0	5	0	0	0
Keyboard/Mouse	10	0	5	0	4
Sympodium	38	18	24	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	23	0	0	0
CPS	0	0	0	0	4
Mixer	17	2	7	0	0
Tripod	3	2	0	0	0
WebCam	2	2	0	0	2
Computer	0	0	7	0	0
Portable Table	7	0	0	0	4
Microphone Stand	12	2	2	0	0
HD Video Streamer	6	0	0	0	0
Polycom Phone	0	2	0	0	2
Stooges (switcher)	0	0	0	0	
LANC Controller	2	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
TOTAL	***738***	***179***	***186***	***161***	***58***

_____, CISO
Information Security

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  Completion of SAQ C is in progress; a few of the requirements have changed in version 3.0 which have led to some verification issues within the food service area. According to Technology Resources all other action items have been verified. The InfoSec team is currently using the Control Scan portal to complete the SAQ C version 3.0 and will be completed soon.

- **Incident Response Plan**
  The incident response plan is officially complete, and will be given to each department during a short meeting to review the plan. The InfoSec team is also working to prepare a table top exercise that will be led by Dell SecureWorks to run through the processes and procedures outlined in the plan. The table top exercise hours will be used from the current incident response retainer we currently hold with Dell SecureWorks.

- **Dell Secure Works- Web Application Firewall Project**
  InfoSec has purchased the remaining part of this project for on-site services. The TR team is currently scheduling with the engineer dates that are suitable for both areas.

- **Firewall Purchase**
  The InfoSec team is currently working with the network team to design the architecture for the placement of the firewalls. The design is complicated because we must always have firewall protection in place, because of this; we are planning to have the new SonicWALL implemented "inline" with the current ASA. This will allow us to test traffic and the configuration without hindering traffic flow. This process is extremely important so that the correct connections and wiring is in place prior to installation. Also we are finalizing the SSL VPN licensing which has gone to purchasing. Also a 10G blade has been sent to board for approval. This blade will be used to interconnect all networks to the firewall at 10G speeds. We still have a target date of March 23rd for installation.

- **Computer Science Online Labs**
  COMPLETE. The InfoSec team has performed a follow-up with the professor using the environment and all is working well. The information security BAT class can now officially be taught 100% online including all labs.

- **Information Security Budget Planning**
  The proposed budget for FY16 has been reviewed by Dr. Plummer and submitted in Banner.

- **Firewall Health Check**
  A final draft has been received by the teams. Action items are outlined within the report and will be discussed with leadership prior to any configuration changes by the network team. Both InfoSec and Network have reviewed the recommendations and agree with the comments and changes that are necessary.

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

IE Related Activities:

- Development of IE plan for Computer Science department
- Developed Fictitious IE Plan for Instruction/Demonstration Purposes
- Made preparations for launch of online data request form
- IEA Team Meeting
- Budget Discussions
- Staffing Issues Discussions
- Computer Science IE Plan
- Fact Book
- Business Office/IEA budget development workshop
- Preparations for IEA Team meeting
- Compiled updated list of IE reporting entities for the 2015-2017 IE cycle
- Updated list of IE Plan writers
- Contacted IE Plan writer for Criminal Justice & Social Sciences department to provide a copy of the 2013-2015 IE Plan
- Entered South Texas College organizational structure into Xitracs system for IE Planning/Reporting
- Created multiple operational field set options in Xitracs for use by STC reporting entities
- Input IEA IE plan into Xitracs
- Developed Checklist for Remaining Tasks of Xitracs Implementation
- Xitracs development
- Added IE Plan writers to Xitracs user base
- Assigned IE Plan writers to their respective IE Plans in Xitracs
- We launched Xitracs 2/20/2015

Assessment Related Activities:

- Developed evaluation protocol for DoE SSS grant
- Re-worked Assessment Plan for DPR Assignment
- Work on DPRA Assignment
- Student Success Matrix report completion
- Discussion of IPAS Grant report with Isaac G.; Assessment discussion/examples provided.
- Discussions with Laura Talbot regarding BA accreditation and feral cats.

IEA Reporting Analyst's Activities:

- Worked on the Xitrcas system launch preparation
- Worked on the Xitracs system testing
- Coordinated with HR for the HR-Applicant Tracking System Assessment
- Worked on the IEA Wednesday Research Summaries
- Updated the IEA Data Needs Calendar and the IEA Monthly Data Calendar
- Worked on the IEA Wednesday Research Summaries
- Updated the IEA Data Needs Calendar
- Updated the IEA website
- Provided research results of the Community College Research Center: State Performance Funding and Institutional Success for IEA director
- Tested the IBM Watson Analytics system

Factbook Related Activities:

- Coordinated with RAS for the STC Factbook update
- Worked on the Census Day data related reports updating preparation
- Updated the Data Release Timeline
- Updated and posted the Census Day data related reports include:
  The Enrollment: Headcount and Course Section Count by Instructional Mode, the Enrollment: Headcount and Number of Sections by Division, by Department, by Course, and by Time Frame, and the Enrollment: Headcount and Number of Sections by Division, by Department, and by Course for 'Access'
  The Repeater Rate for Developmental Courses for 'College Readiness'
- Updated and posted the Academic Success after Developmental Studies (With Dual-Enrollment) and Academic Success after Developmental Studies (Without Dual-Enrollment) for 'Academic Progress'
- Worked on the New version of STC Fact Book preparation

Meetings and Conferences:

- SSG
- Cabinet
- Lunch meeting with David Plummer
- IE/BO Presentation Strategy Session
- Civitas Meeting in Austin
- Pre - Civitas Marathon Meeting
- Persistence Target Setting for Academic Affairs with Kristina Wilson
- IEA Staff Meeting
- ISP Leadership Meeting
- IPAS Program Strategy Meeting
- CWPD
- Meeting with Jose Cruz, Jr.
- Xitrcas implementing meeting
- Business Office and & IEA xitracs/Budget Development Training

Miscellaneous:

- Submitted research proposal to World Education Research Association
- Weekly Research Summaries (David)
- Ordered Microsoft Visio
- Interviewed Work Study Candidates (David)
- Attended the Persistence Target Setting Meeting
- Attended the Illume Insight (Civitas) Meeting
- Observed the THECB - The Apply Texas Advisory Committee Meeting
- Observed the Cabinet meeting
- Scheduled Twitter posts for @IEA_STC account
- TR Data Request portal
- Research: Employment of Foreign Nationals for Texas Community Colleges
- Attended the Appeals Meeting
- Observed the Texas Higher Education Strategic Planning Committee Meeting
- Observed the Governor Abbott's State of the State address

Cody Gregg, Dean
Library Services and Information Commons

Meetings:

- 2/2/15: IS&P Leadership Team Update Meeting.
- 2/3/15: Bond Program Planning Meeting; Bond Program - AV/IT Specifications and Design Issues.
- 2/4/15: Directors' bi-monthly meetings; Library Services Directors' Meeting.
- 2/5/15: Bond Program - N&AH Center - Campus Expansion - Kick Off Meeting; Bond Program - Pecan Campus - STEM Bldg - Kick Off Meeting.
- 2/9/15: Academic Affairs Council Meeting.
- 2/10/15: STC 2013 Bond Program - Discussion of Library Standards and Design Issues; Carl Perkins Biannual Report.
- 2/12/15: Employee Meeting.
- 2/13/15: College Wide Professional Development.
- 2/16/15: TSI Planning and Information Committee.
- 2/17/15: Bond Program Planning Meeting.
- 2/18/15: College Upswing Meeting.
- 2/19/15: JagTrax Training.
- 2/20/15: Bond Program Planning Meeting; Art Gallery Steering Committee Meeting.
- 2/23/15: CCUMC Survey Committee Meeting; Budget Review Meeting; Meeting with Datum Vendor; CCUMC Board Meeting.
- 2/24/15: Bond Program Planning Meeting; CLE Update Meeting.
- 2/25/15: UTPA Writing Center; Cle Update Meeting.
- 2/26/15: Personnel Meeting; Upswing Online Tutoring Demo; Supplemental Instruction Sections & Course Repeaters Meeting.
- 2/27/15: Bond Program Planning Meeting.

Library Services Data:

Library Services Data: 2/1/2015 -2/28/2015								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	45	0	209	n/a	25	0	279
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	1016	12509	15079	41152	477	4958	2533	77724
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	233	142	406	n/a	13	18	812
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1098	726	2428	n/a	202	225	4679
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	16	0	23	n/a	14	0	53
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	481	50	875	n/a	309	49	1764

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Began work on the annual fixed asset inventory.
- Worked to identify a vendor and quote for a security gate to replace the one at the Technology Library, which is no longer functioning.
- Continued currently working on the Library Week Open House flyers for all campuses.
- Automation Team began working with TSS staff to install and configure software on new staff computers.
- Continued working with EBSCO to integrate the Discovery Curriculum Builder into Blackboard.
- Continued working to separate item descriptors into content and format, modify fields on all associated items, and remove descriptors that are no longer needed.
- Began researching custom queries for Symphony reports.
- Continued researching the record editor validation tool features in Symphony.
- Continued work on developing content for the Softchalk tutorial.
- Searched for and imported records for newly received items using WorkFlows, LC, and OCLC and assigned item barcodes to MARC records in WorkFlows.

Collection Development Balances:

- Library Acquisition…….…….. $ 86,650
- BAT & BAS/TMGT Materials- …….…… $ 2,767
- BAT & BAS/CIT Materials- …….. $ 3,602
- BAT & BAS/MHSM Materials- …….. $ 5,603
- BAT & BAS/OL Materials- ……. $ 3,000

Information Commons and Open Labs:

Highlights:

- Raul Tamez began working as an Open Lab Technician. He will be training at the Pecan Campus, but will eventually be transferred to the Mid-Valley Campus.
- A computer warranty report was run and it was determined that several computers will need to be replaced this fiscal year. A quote was requested and a requisition was submitted for approval.

February 2015 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	3,125	11,494	12,530	22,364
Pecan Internet Café	874	2,767	3,361	10,676
Pecan T. Info. Commons	593	1,462	705	6,221
Mid-Valley Open Lab	1,517	6,446	6,335	
Mid-Valley Open Area	700	1,465	1,123	
Starr County Open Lab	447	1,758	2,200	
NAH Open Lab	1,148	5,983	3,223	
Technology Open Lab	689	2,572	2,191	
Technology Internet Café	215	595	418	
District Total:	**9,308**	**34,542**	**32,086**	**39,261**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,373	10,141	11,426
Pecan Testing Room F-228	42	68	111
Mid-Valley Info. Commons	1,330	3,892	3,635
Starr County Library	527	2,319	2,448
Technology Library	297	942	1,148
District Total:	**5,569**	**17,362**	**18,768**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	475	695	913
Pecan F-130 Group Stations	65	88	229
Mid-Valley Library Group Stations	116	184	343
Mid-Valley Open Lab Group Stations	6	6	3
NAH Group Stations	593	1,612	2,065
District Total:	**1,255**	**2,585**	**3,553**

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

- 02/02/15: Attended an IS&P & SI Leadership Team meeting.
- 02/03/15: Held a Library PR & Marketing Team meeting; met to discuss future computer replacements.
- 02/04/15: Met to discuss SI Plans.
- 02/05/15: Met with the Dean of Library Services for the bi-monthly meeting; attended a Library Services Directors' meeting; held an Information Commons and Open Labs Leadership meeting.
- 02/06/15: Attended the President's Administrative Staff meeting.
- 02/09/15: Gathered a hiring committee to review applicants for the vacant Lab Specialist II position; attended a Library Services Group meeting with Dr. Plummer.
- 02/10/15: Attended an STC 2013 Bond Program Discussion of Library Standards and Design Issues meeting; attended an Institutional Effectiveness meeting.
- 02/11/15: Held interviews for the Open Lab Specialist II position. An applicant was recommended and the hiring packet has been submitted for approval; met with a hiring committee in the Client Services department.
- 02/12/15: One employee attended a Mobile Device meeting.
- 02/13/15: The Open Lab staff attended College Wide Professional Development Day.
- 02/16/15: Met with a representative from Super Inkjet Systems to discuss their printers and the different features they have.
- 02/18/15: Met to discuss the new features of LabTrax.
- 02/19/15: Was part of a hiring committee that held interviews.
- 02/23/15: Attended a Budget Review meeting; met to discuss changes to the schedule.
- 02/26/15: One employee attended an MS PowerPoint 2013 Part 1 training.

Library Services Public Services

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

- 2/02/15: IS&P Meeting.
- 2/05/15: Director's Meeting.
- 2/10/15: Bond Program Meeting.
- 2/16/15: Staff Meeting at MidValley Campus.
- 2/20/15: Steering Committee (Library Art Gallery).
- 2/25/15: Personnel Meetings.

Library Art Gallery January Exhibits:

Current Exhibits:

Pecan Campus Library Art Gallery brings Ricardo Benavides Carrasco

The exhibit opens, Thursday, February 5, 2015 and will be on view through May 15, 2015.

Starr Library Art Gallery brings Victor Alvarez's artwork

Lecture on Monday, February 16th at 1:00 pm. The exhibit opens Thursday, Feb. 5th and will be on view through Monday, May 4th, 2015 at STC's Starr County Campus Library Art Gallery.

Conceptualization, Expression and Feelings
When: Feb 12 - May 15, 2015
Where: Mid-Valley Campus Library Art Gallery

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- Affordable Healthcare Act Accountability
- ATD data submission
- ATD leader college certification
- CATEF (IPEDS)
- IPAS program final report
- IPEDS (Fall Enrollment)
- IPEDS (Graduation Rates & Financial Aid)
- LBB Performance Measures
- Success Point Targets

Surveys

- CCSSE Survey
- Campus Climate Survey
- Chair Evaluations Survey
- eSTC Website Survey
- Gender Studies Program Interest Survey
- IAM Survey
- PTA Graduate Follow-Up Survey
- SOSE pilot (Online student survey from CCSSE)
- Student Needs Assessment Survey
- Textbook Survey
- 5th Grade Leadership Camp Survey

Qualitative Studies

- MVC-CDC CCAMPIS grant focus group study
- LibQual focus groups
- Orientation focus groups

Data Requests

- Actual Scheduled Hours and Minutes Faculty
- Associate degrees in CRIJ, 2008-2014
- BAT graduates with stackable awards
- BUSA data, reaffirmation by ACBSP
- Carl Perkins data
- Course Success Rates by Semester Length
- Dual students with Engineering majors by HS
- Enrollment by Campus Report
- Enrollment Composition Spring 2015
- Fall 2014 FTIC's who are not college ready
- Fall to Spring Persistence
- Math & Science Major List
- NURSE Corp. Loan Reimbursement Data
- Population projections by county
- TACC Census Contact Hours Funded

- THECB enrollment projections
- TMGT 4347 pass rate, 5 years

Data Analysis

- BAT - CAAP data analysis
- Dual Cost Analysis
- IPEDS Data Feedback Report, review and present
- Repeaters by campus
- Spring 2014 ABE analysis
- Summit presentation (with SJ from UTPA)
- THECB Accountability Update, review and present
- 2015 THECB Almanac data review

Meetings

- ACTA Meeting
- Civitas Learning Summit - Austin
- Clearinghouse Workshop
- CWPOD Meeting
- IE Team Meeting
- IPAS program final report
- ISP&SI Leadership Team Update
- Planning Developmental Council Meeting
- RAS weekly Meeting
- RGV Focus Data Support Council Meeting
- SSG Meeting
- STC Summit
- TSI Planning and Information Committee

Miscellaneous

- Updating IRB forms
- RAS Budget
- RAS IE Plan
- Institutional Research Analyst hiring
- UT-WAHS Workshops

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

- Meeting with William Collins, Web Coordinator: First meeting to discuss First Year Experience Web Page.
- Attended Weekly Bond Meeting
- Meeting with Marissa Salinas: RE: Tech Campus Computers
- Meeting with William Collins, Web Coordinator: Second meeting to discuss First Year Experience Web Page.

ACTIVITIES

- Assisted with Reference Checks on VP-ISP AA applicant
- Contacted Maderdo Garza to be added to Plan Writer's List as a Plan Writer for the OSI
- Assisted with IPAS Grant Final Narrative
  Viewed Laredo Community College Art Faculty Exhibition
- Reviewed Achieving the Dream Leader College: Recertification Application
- Campus visit to Tech Campus with Dr. David Plummer

JAG ACADEMY

- Attended and participated in first class session.

TRAININGS

- Completed 2 Project Management PDU's: Have completed 36.75 of 60 hours required for PMP-PMI Re-Certification. Current certification Expires 12/10/2016.
- Learned to Access and Study STC's On Line Fact Book
- Visio 2013: Online Tutorial

2013-2018 STRATEGIC PLANNING [UPDATE]

- Year One Update has been proofed and will be sent to vendor for printing.

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

North American Advanced Manufacturing Research & Education Initiative (NAAMREI)

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MEMO

To: Dr. Shirley A. Reed
President

From: Carlos Margo
Interim Associate Dean for Industry Training and Economic Development

Date: March 20, 2015

Subject: February 2015 Activity Report

The major activities of my office this month were: 1) Met with South Texas Manufacturers Association Executive Director 2) Met with STC Business Office to discuss various operational procedures 3) Attended and completed Lead Auditor training for ISO 9001 4) Attended IAM Advisory Committee meeting 5) Joined McAllen Economic Development Corporation (MEDC) in meeting with business prospect 6) Attended Rio South Texas Economic Council Board Meeting 7) Met with multiple community stakeholders to discuss economic and workforce development issues. 8) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 9) Attended Annual Summit on College and Career Readiness. 10) Attended the McAllen State of the City Luncheon 11) Hosted Economic Development workshop

Summary of Activities for February 2015:

- Met with STC Business Office to discuss training Memorandum of Understanding (MOU) procedures.
- Met with STC Grants Office to discuss initiation procedures for new Wagner Peyser Grant.
- Created internal budgets and accounts for Wagner Peyser grants.
- Attended Lead Auditor Training in Dallas for ISO 9001 certification. I am now certified as a Lead Auditor for ISO 9001.
- Attended Annual Summit on College and Career Readiness at Region One in Edinburg.
- Attended the McAllen State of the City Luncheon.

- Attended Rio South Texas Economic Council Board Meeting
- Hosted and conducted workshop for Economic Development representatives. The objective was to present them with details on relevant on-going and developing industrial training initiatives.

- Met with Mike Willis, STMA Executive Director, to discuss trends in manufacturing, ongoing STMA surveys and related STC projects.

- Attended the monthly IAM Advisory Committee Meeting.

- Met with staff to advance progress for Maquiladora training projects. My office is promoting customized training to Reynosa maquiladora employees.

- Attended STC Professional Development Day.

- Met with Dr. Miguel Gonzalez to discuss manufacturing initiatives and grant opportunities.

- Assisted Priority Tooling Solutions in their STC training/production lab.

- 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. Specifically, I joined them with a visit with a project named Project Industrial.

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

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

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

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

- Worked with STC PMT Department on collaborative training activities.

- Monitored and reconciled NAAMREI and IAM revenue and expense accounts

- Reviewed and monitored NAAMREI and IAM budgets, financial and programmatic reports.