SOUTH TEXAS COLLEGE

May 2015 Division Activity Reports

Board of Trustees
Board Meeting
June 23, 2015

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Student Affairs and Enrollment Management

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **June 23, 2015**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **May 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:

  - Keith Patridge, President of McAllen Economic Development Corporation, to discuss Research Park Opportunity & Upcoming visit of Alps CEO at MEDC
  - Dr. Kristin Croyle, Vice Provost for Undergraduate Education
  - Vice President Panel: Ambassador Leadership Academy
  - Ray Pedraza, Assistant Director of Public Relations & Marketing
  - Santa Pena, Director of Counseling
  - Martha Pena, Coordinator of Public Relations
  - Ken Jones, Executive Director of LRGVDC

Attended:

- Graduation Ceremony Emergency meeting
- Pecan Campus Building K Admissions/Welcome Center Main Entrance remodeling
- Texas Success Initiative (TSI) Update webinar
- Articulation Agreement Signing (TX A& M Science Center)
- Scholarship Meeting
- Dual Enrollment High Report meeting
- Human Resource meeting
- Emergency Graduation meeting
- Letters to High School meeting

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

- Search Committee for Director of Facilities Meeting
- Shuttle Bus meeting
- Mandatory Supervisor Training
- Veterans Dedication Memorial Day Ceremony
- Lunch meeting with Scott Lewis (Title IX Speaker)
- LRGVDC Board meeting
- SureScore meeting
- Edinburg ISD's Strategic Plan for Progress Committee
- FESTO Certification Announcement meeting
- Texas A&M University Kingsville Administration Team

Participated:

- Conference Call with Senator Hinojosa's staff
- Walk thru at State Farm Arena
- South Texas College Graduation Commencement Ceremonies at State Farm Arena

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Summer and Fall 2015 semesters with Priority Registration on March 2; to date, **10,936** students are registered for Summer I 2015, which began June 1, **4,878** students are registered for Summer II 2015 and **8,181** students are registered for Fall 2015.
- Continued processing incoming documents and clearing students to register for Summer and Fall 2015 semesters.
- Planned and worked at the May 2015 Commencement Exercises held at State Farm Arena on May 15 & 16, 2015.
- Director of Degree and Certificate Completion and Compliance Coordinator attended Texas Connection Consortium (TCC) held in San Antonio, Texas on May 27 - 29, 2015.
- Worked on various projects, such as FY16 budget, deadline for purchases FY15 operating budget, enrollment, graduation ceremonies, IE plans, registration appeals and webinars.
- Dean of Enrollment Services & Registrar and Director of Degree & Certificate Completion attended regular meetings, such as President's Administrative Staff, Planning & Development Council, SAEM Division Leaders and Board of Trustees 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 *Reinstatement After Census Date Forms* for **14** students during May 2015.
- Processed *Change of Grades* for **206** students during May 2015.

Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Downloaded, reviewed and verified **7,417** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during May 2015.
- Processed **2,034** high school and **1,185** college/university transcripts during May 2015.
- Evaluated **415** transcripts from other colleges and universities during May 2015.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **5,396** STC transcripts during May 2015.
- Scanned and indexed **2,985** documents submitted by students during May 2015.
- Processed **69** online *Course Substitution Forms* during May 2015.
- Graduation Analyst began certifying May 2015 graduates and awarding degrees after grades for Spring 2015 semester were posted on May 19, 2015.

Assessment Center

	Student Assessment Center Activity Report May 01 through May 29, 2015			
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**
Pecan Campus	**526**	**597**	**495(83% show)**	**TSI EXAM**
Mid- Valley Campus	**154**	**364**	**300(82% show)**	**TSI EXAM**
Starr Campus	**181**	**137**	**123(90% show)**	**TSI EXAM**
Pecan Plaza	**185**	**105**	**100(95% show)**	**GED/PEARSON EXAM**
Pecan Plaza		**270**	**169(63% show)**	**TSI EXAM**
TOTAL:	**1046**	**1473**	**1187(80%show)**	**TSI/GED**

- Testing Staff continued working on transferring TSI, GED, and ACT scores into banner; including TSI testing from ISD's
- Tested Developmental Studies students from May 4 through May 9
- 5 SAC staff participated in STC graduation ceremonies May 15-16
- Testing Technicians continued working on tracking students for TSI compliance
    - Pecan-180 students on report, 86 letters sent out
    - Nursing-11 students on report, 2 letters sent out
    - Technology- 70 students on report, 11 letters sent out
    - Starr-22 students on report, 20 letters sent out
    - MidValley- No reports

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Specialists Aimee Green, Rolando Solis, Marisela Lozano and Zachary Suarez attended the 3day New Aid Officers Workshop in Arlington, Texas
- SFS Staff Marisela Lozano, Angie Moreno, Zachary Suarez, Manoella Leal & Javier Arredondo assisted with the 2015 Graduation Ceremonies
- Veterans Affairs Office held a Memorial Day Event at the Rainbow Room at the Pecan Campus
- SFS Staff assisted with 26 Financial Aid events throughout the month of May
- SFS staff are assisting students at all Financial Aid labs in submitting and completing the upcoming 2015-2016 Free Application for Federal Student Aid and referring them to advising for registration

Outreach/Welcome Centers

College Connections

- Call Center
  - Inbound Calls – 15,713 calls
  - JagChats – 389 chats
- Campus Tours
  - Pecan Campus – 1142 students
  - Mid-Valley Campus – 190 students
  - Technology Campus – 17 students
  - Nursing Campus – No Tours
  - Starr Campus – No Tours
- Apply Texas College Bound
  - Jimmy Carter Early College High School
  - Donna 3D Academy
  - Ignite Public Schools
- Financial Aid FAFSA Day/Night
  - Jimmy Carter Early College High School
  - Donna 3D Academy
  - Ignite Public School
- Recruitment Event
  - Hidalgo Early College High School
  - Rio Grande City High School
- Decision Day
  - La Joya High School
  - Economedes High School
  - Southwest High School
- Fast Track: New Student Orientation
  - Weslaco East High School
  - Southwest High School
  - PSJA High School
  - PSJA Memorial High School
  - Mercedes High School
  - PSJA T-STEM Early College High School
  - Sotomayor High School
  - McAllen Memorial High School
  - PSJA North High School
  - Juarez-Lincoln High School
  - Ballew High School
  - Edinburg High School

Outreach/Welcome Centers cont.

- Nikki Rowe High School
- Mercedes Academic Academy
- Sharyland High School
- Edinburg North High School

- College Bound Presentation
  - Rio Grande City Ignite Public Schools
- College/Career Fair
  - Bryan Elementary
  - Valley View North Elementary
  - Fossum Middle School
  - Roosevelt Elementary
  - Rio Grande City High School
  - Bertha Palacios Elementary
  - Daniel Ramirez Elementary
  - Progreso North Elementary
  - La Grulla High School
  - Mercedes Jr High School
  - Rafael Cantu Jr High School
  - Emiliano Zapata Elementary
- Community Event
  - Donna Arbor Coves Family Home Community Fair
  - Evans Regional Juvenile Center Career Exploration Day
  - Workforce Solutions Career Conference
- Deep South Texas Financial Literacy Alliance Meeting
- South Texas College Graduation
- Ambassador Leadership Academy
- Ambassador Cross Training Academy
- VIDA Meeting
- RGV Lead College and Career EXPO Planning Meeting
- Fox & Univision Interview
- Ignite Charter School Senior Banquet

Dual2Degree

- Dual Enrollment Degree Audit/Advising Session
  - PSJA Memorial High School
  - Roma High School
- Dual Enrollment Orientation
  - Mercedes High School
  - Weslaco East High School
  - Donna High School
  - Thelma Salinas Early College High School
- Dual Enrollment Apply Texas
  - McAllen High School
  - Southwest High School
  - Juarez-Lincoln High School
  - Robert Vela High School
  - McAllen Memorial High School
  - Economedes High School

Outreach/Welcome Centers cont.

- South Texas College Graduation
- Dual2Degree Summer/Fall Planning
- Economedes High School TEA Meeting
- Dual Enrollment Course and Test Pre-requisite review
- Dual2Degree Leadership Academy Planning
- La Joya ISD College & Career Taskforce Meeting

College Connections and Dual2Degree Upcoming Events through the Summer Semester

Upcoming Events

- June/July – Summer Dual Enrollment Registration and Processing
- June – Early College High School Summer Bridge Campus Tours
- July – September – Fall Dual Enrollment Registration and Processing

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

WEEKLY- Career & Employer Services Activity	
Total Number	
333	**Student Contacts & Outreach**
55	**Student & Alumni Registered on CCN**
90	**Student & Alumni Resumes Revised/Uploaded on CCN**
95	**Employer Contact and New Employer Registered on CCN**
73	**Jobs posted to CCN**
5,880	**Total Students Registered to date**
3,134	**Total Alumni Registered to date**
2,616	**Total Employers Registered to date**

Current/Upcoming Activities & Events:

- District-Wide Mock Interview Days: Pecan, Mid Valley, Tech, NAH and Starr.
- Conducted in class workshop for Laura Singleterry at the NAH campus for 10 students of the Medical Technology Program on 05-05-2015.
- Attended Career Fair for Former Inmates and Parolees of the Texas Penal system at the request of Jaime Mora, rehabilitation officer for Segovia Unit. On 05-06-2015.
- Coordinated interviews for R & D Personnel for various job openings.
- Coordinated interviews for PSA Healthcare Services.

Career Planning & Employer Services

Current/Upcoming Activities & Events: cont.

- Collecting 2015 Spring Career Expo Exhibitor Surveys; issued invoices to all exhibitors and collecting payments.
- Conducted in class workshop for Laura Singleterry at the NAH campus for 10 students of the Medical Technology Program on 05-08-2015.
- Attended event Behind the Red Shield to learn more about Salvation Army services to the community and how they help the community on 5-14-2015.
- Attended training on RGV Salary Report with Liz Diaz, labor market reports.
- Working with Office Management Graduates.
- Attended STMA/STC IAM Advisory Committee Meeting; presented on Employer Services.
- Attended Behind the Red Shield Luncheon with Salvation Army.
- Assisted in commencement ceremony for spring 2015 on 05-15-2015 through 05-16-2015 to showcase graduates achievements to the community.
- Participated in Workforce solutions youth conference at McAllen Convention center on 05-20-2015 that was attended by approximately 1,000 high school students from various districts such as Sharyland ISD, Mission ISD, McAllen ISD, PSJA ISD, and the Gateway to College program of south Texas College.
- Coordinated interviews for an accounting assistant internship for Abundant Health Care.
- Participated at Career Fair at Alvarez Elementary School in McAllen.
- Attended Title 9 supervisor training to gain greater awareness of procedures and handling situations that involve title 9 in regards to student issues.
- Collecting 2015 Spring Career Expo Exhibitor Surveys; issued invoices to all exhibitors and collecting payments.
- Coordinated interviews for PSA Home Health.
- Participated at Career Fair at Navarro Elementary School.
- Attended meeting with United Blood Services.
- Co-Chairing and participating with T-STEM Challenge Scholarship Program Committee with Miguel Carranza, Associate Dean Financial Aid & Veteran Affairs.
- Coordination of SureScore-Campus2Career Implementation.
- Serving on STC & PSJA Dual2Degree Initiative Work Team 2.
- Serving on the Incumbent Worker Campaign committee.
- Serving on RGV FOCUS Dropout Prevention and Recovery action committee.
- Job Development (Adcap Network Systems, Appen, Bacon Commodities.Trading Group, Course Hero, Inc., De la Fuente & Solis PLLC, Forward Air Inc., Houston Independent School District, Legacy Home Health Agency Inc., Nestle Purina PetCare Company, Novus Polaris Inc., United Irrigation, Women's Center of Excellence, Appen, Course Hero Inc., CSM Companies Inc., Legacy Home Health Agency Inc., LensCrafters, Packback LLC, Prindav LLC, R Communications, Valley Baptist Health System, FedEx, UPS, Emu Plastics, Gift of Life Bone Marrow Foundation, Multiple Companies, Packback LLC, Proscribe LLC, theiPhoneclinic.com; United Irrigation, Abundant Health Care Services, AISYS Consulting LLC, Appen, Frost Bank, Hillsborough County Public Schools, LensCrafters, Mobile X-Rays, North Alamo Water Supply Corporation, Riverside EMS, ScribeAmerica, Texas Impact, Ticketmaster, United Irrigation.
- Outreach 34 students for Computer Maintenance position.
- Outreach 94 students for Pharmacy Technician position.
- Manage Social Networking pages.

Office of Judicial Affairs and Conflict Resolution Center

- Mr. Karey Barnes, Mr. Paul Hernandez & Ms. Brenda Balderaz attended a BIT Confidentiality Agreement meeting
  - May 4th, 2015
- Mr. Josue De La Cruz, Mr. Karey Barnes & Mrs. Maria Alonso attended an IE Plan Department meeting
  - May 6th, 2015
- Mr. Karey Barnes conducted a BIT Meeting
  - May 7th, 2015
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended the BIT Meeting
  - May 7th, 2015
- Ms. Maria Alonso & Ms. Olga Moran presented at Berta Palacios Elementary in Pharr for Career Day
  - May 13th, 2015
- Mr. Josue De La Cruz, Mr. Karey Barnes & Mrs. Maria Alonso attended an IE Plan Department meeting
  - May 15th, 2015
- Mr. Josue De La Cruz, Mr. Karey Barnes & Mrs. Maria Alonso attended an IE Plan Department meeting
  - May 20th, 2015
- Mr. Josue De La Cruz, Mr. Karey Barnes & Mrs. Maria Alonso attended Autism Awareness Skills - Webinar
  - May 21st, 2015
- Mr. Josue De La Cruz, Mr. Karey Barnes & Mrs. Maria Alonso attended Mandatory Training on Title IX - Discrimination, Harassment, Sexual Misconduct & Investigations at the Technology Campus
  - May 22nd, 2015
- Mr. Josue De La Cruz, Mr. Karey Barnes & Mrs. Maria Alonso attended a Department meeting
  - May 27th, 2015
- Ms. Olga Moran and Ms. Erica Hansen an IE Plan Department meeting
  - May 6th, 2015
- Ms. Olga Moran, Ms. Erica Hansen, Mrs. Maria Alonso, Mr. Paul Hernandez, Mr. Karey Barnes and Mr. Josue De La Cruz attended Conflict Resolution Center Ombudsperson Charter - Scope of Authority Committee meeting
  - May 13th, 2015
- Mrs. Maria Alonso, Ms. Erica Hansen & Ms. Olga Moran presented at Daniel Ramirez Elementary in Pharr for Career Day
  - May 14th, 2015
- Ms. Olga Moran and Ms. Erica Hansen attended an IE Plan Department meeting
  - May 15th, 2015
- Ms. Olga Moran and Ms. Erica Hansen attended an IE Plan Department meeting
  - May 20th, 2015
- Ms. Olga Moran and Ms. Erica Hansen attended Autism Awareness Skills - Webinar
  - May 21st, 2015
- Ms. Olga Moran and Ms. Erica Hansen attended Mandatory Training on Title IX - Discrimination, Harassment, Sexual Misconduct & Investigations at the Technology Campus
  - May 22nd, 2015
- Ms. Olga Moran and Ms. Erica Hansen a Department meeting
  - May 27th, 2015

Behavioral Intervention Team Status for the month of May	
Reviewed	29
Not Reviewed	18
Monthly Total	**47**
Year to Date	**321**

Judicial Affairs Total Cases per Campus for the month of May	
Pecan	29
Nursing & Allied Health	2
Technology	3
Mid-Valley	4
Internet	0
Starr	9
Monthly Total	**47**
Year to Date	**321**

Judicial Affairs Total Case Status for the month of May	
Open	27
Closed	20
Monthly Total	**47**
Year to Date	**321**

CRC Total Cases for the month of May	
Complaint	18
Grievance	0
Grade Appeal	15
Consultation	59
Mediation	0
Facilitated Dialog	0
Title IX	89
Monthly Total	**181**
Year to Date	**1305**

CRC Total Cases per Campus for the month of May	
Pecan	99
Nursing & Allied Health	47
Technology	4
Mid-Valley	23
Internet	6
Starr	2
Monthly Total	**181**
Year to Date	**1305**

CRC Total Case Status for the month of May	
Open	123
Closed	58
Monthly Total	**181**
Year to Date	**1305**

Student Activities & Wellness

- Student Government Association Executive Board Meetings (District Wide)
- Flag Football League Playoffs (Pecan)
- Soccer League Playoffs (Pecan)
- Softball Tournament (Pecan)
- Student Leadership Academy sessions for College Success (Pecan)
- First Year Experience sessions at Pecan Campus (405 students)
- First Year Experience session registration (District Wide)
- Commencement Ceremonies participation at State Farm Arena
- Stress Free Zone events (District Wide)
- Cinco de Mayo events (District Wide)
- Starr County Young Voters student organization hosted Rio Grande City Mayoral debate (Starr)
- 2015 Spring International Student Organization Talent Show (Pecan)

2015 Commencement Ceremonies

First Year Connection Summer Student Orientations – 405 students attended

Starr County Young Voters hosted the 2015 Rio Grande City Mayoral Debate

2015 Spring Soccer League

2015 Spring Coed Softball Tournament

2015 Spring Flag Footballs

Counseling and Advising

Advisor Student Contacts	
Campus	**# of Students**
Pecan	3228
Weslaco	1156
Rio Grande	535
Total	**4919**

Student Success Specialist Contacts	
Division	**# Student Contacts**
Bachelors of Applied Technology (Tech Mgmt.)	495
Bachelors of Applied Technology (CIT)	0
Business, Math, Science & Technology	163
Distance Learning	473
Liberal Arts & Social Science	0
Total	**1131**

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	**468**	**121**	**66**	**68**	**36**	**458**	**0**	**1217**
Weslaco	**59**	**24**	**24**	**26**	**59**	**137**	**0**	**329**
Rio Grande	**54**	**5**	**9**	**25**	**0**	**39**	**231**	**363**
Tech Ctr.	**13**	**15**	**29**	**2**	**5**	**5**	**0**	**69**
NAH	**1**	**1**	**13**	**10**	**70**	**0**	**1**	**96**
Total	**595**	**166**	**141**	**131**	**170**	**639**	**232**	**2074**

Meetings/Consultations

- Scholarship Meeting with VP Garza – Pecan
- Counseling Database Meeting – Pecan
- Staffing of cases at Pecan – Pecan/Starr/NAH/MVC/Tech
- Meeting with Mr. Gonzalez, Auto Instr. and an ADA student – Tech
- Counseling Meeting – Pecan/Tech/MVC/NAH/Starr
- ALA Project Team Meeting – Starr
- Meeting with Student Activities Specialist for ADA Awareness Day planning – Starr
- Social Work Club meeting – MVC
- ARD Meeting at Donna North HS – MVC
- UTPA Social Work Internship Final Meeting – Pecan
- World Laughter Day Event – NAH/Tech/MVC/Pecan/Starr
- Conflict Resolution Center Ombudsperson Charter Meeting – Pecan
- Conference call with Sera Bonds of Circle of Health International – Pecan
- Nurture Your Brain, Optimize Your Mood, Focus and Energy Informational Meeting – Pecan
- STPA monthly meeting – Pecan
- Campus Safety/Advisory Committee Meeting – Tech
- Open House at Behavioral Clinic of South Texas – Pecan

Meetings/Consultations

- New Mathways Project Meeting – Pecan
- CULA department meeting – Pecan
- Beacon Class Visit – Pecan
- Distance Education departmental meeting – Pecan
- Advising departmental meeting – Pecan
- Lead Faculty Advisors Meeting – Pecan
- Edinburg High and Edinburg North: One Stop Shop – Pecan
- Grand Canyon University Transfer Track – NAH
- A.D.N. Pinning Ceremony – NAH
- LVN Hiring Committee – NAH
- Meeting with SDS (ADA) Student/Guardians/EMT Faculty – NAH

Workshops/Presentations

- Attended Title IX presentation at the Tech Campus – Tech
- Stress Free Zone: Finals Week Relaxation Activities for students – NAH
- Presentation for Edcouch Elsa Students on Counseling Services – MVC
- Career Day Presentation at Farias Elementary in Pharr – Pecan
- Workshop: How Important is Your GPA? – Pecan
- Provided training to Celinda Palacios and staff on how to update the RGV salary list – Pecan
- Workshop: Dealing with Death and Grief – Pecan
- Workshop: Stress Management – MVC
- Workshop: Balancing College, School, & Family – MVC
- Workshop: Stress Free Zone – Starr
- Workshop: Setting Attainable Goals – Tech
- Workshop: Suicide: Let's Talk About It – Pecan
- Presentation on Understanding Depression & Anxiety at the Alamo Community Center – Pecan

Professional Development

- Autism Awareness Webinar – Starr/Pecan/
- Ambassadors Leadership Academy Meeting – Starr
- Mental Health Training: Anxious Kids, Anxious Parents; 7 Practical Strategies for Managing Anxiety – Pecan
- Mandatory Supervisory Training – Pecan/Tech
- Mandatory Supervisory Training – Title IX- Ken Lyons – NAH
- United Health Webinar – NAH

Student Contacts:

Provided services to the following # of students:

Campus	*# of Students*
PASS Program	**1283**
Total	***1283***

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Interview Committee Meeting Automotive/Diesel
- Welding Committee Meeting
- Advising Meeting

B. Participated in the Following:

- Distribution of books for Summer 2015 Participants
- Career Day at PSJA-Dan Ramirez Elementary

C. Coordinated the Following:

- Update students files degree plans/case notes
- Update students files degree plans/case notes
- Made book bundles for Summer 2015 I/III participants
- Setup dates for book return for Summer 2015 sessions
- Set up dates/for Fall 2015 applications for off-site visits
- Generated childcare contracts for Summer 2015 participants
- Generated book contracts for Summer 2015 participants
- Purchase pending books for Summer 2015 participants
- Called/Emailed qualified Summer I/III 2015 participants to pick-up books
- Called/Emailed qualified Summer I-III 2015 childcare participants to pick up contracts and attendance forms.

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Finance and Administrative Services

THIS PAGE LEFT
INTENTIONALLY BLANK

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: June 12, 2015

SUBJECT: Activity Report for Finance & Administrative Services
May 01, 2015 through May 31, 2015

The following is a summary of activities from May 01, 2015 through May 31, 2015 for the Division of 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, Facilities Committee Meeting, Finance and Human Resources Committee Meeting, Coordinated Operations Council Meeting, Finance, Finance and Administrative Services Director's Meeting and Planning and Development Council Meeting.

- 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 as follows:
  - Human Resources:
    - With Director of HR to discuss Licenses & Certificates, Exempt & Non Exempt, New Employee Appraisals System, Oz Principal, Service Awards, Retirees Appreciation, Disciplinary Procedures, and Key Results
    - With Director of HR, VP FAS Project Manager, and Risk Manager on Human Resources Policies and Title IX Presentation
    - With Director of HR for interviews for Assistant Director of Human Resources
    - With Title IX Committee on Title IX policies, procedures and cases

- Facilities Planning and Construction staff:
  - With Director, and Broaddus & Associates on bond construction projects and budgets
  - Mid Valley Campus and Technology Campus Site Tours with Facilities Planning and Construction Staff and Architects
  - With Director, Staff and Director of Operations and Maintenance to discuss Master Planning and Bond Construction Program Planning and Timeline
  - With Director, and Facilities Planning & Construction staff on Key Results and office transition plan
  - With Director, Director of Purchasing, and Accountability Staff regarding the Employee Moves College-Wide Process
- Business Office:
  - With Business Office staff on TimeForce2 Upgrade
  - With Comptroller for interviews for Associate Comptroller
  - With Comptroller, Chief of Police, and VP for Student Affairs and Enrollment Management on Shuttle Bus Options and Contract
  - With Business Office Staff and Chief of Police to discuss Shuttle Bus options and Contract
  - With Business Office Staff and Legal Counsel on Tax Abatement Guidelines and Criteria and Tax Revenue Implications
  - With Legal Counsel and Business Office Staff regarding Depository Contract
- Accountability Department:
  - With Staff to review the Oz Presentation and Dual Enrollment Cost Analysis
- Risk Manager:
  - With Risk Manager and Raul Cabaza, insurance consultant, on Student Insurances and OCIP insurance for bond program
  - With Risk Manager on All Hazards Emergency Plan

- Conferences:
  - Mandatory Supervisor training for Title IX – Discrimination, Harassment, Sexual Misconduct & Investigations presented by Scott Lewis from The National Center for Higher Education Risk Management
  - Texas Society of Certified Public Accountants School District Accounting
  - NACUA Title Coordinator On-line Training Course
- Other Meetings:
  - With Legal Counsel on Depository Agreement
  - With the VP for Student Affairs and Enrollment Management to review budget and staffing requests
  - Conference Call with Valley View, Investment Advisors, regarding cash flows and investments
  - With Duke Energy and Legal Counsel to discuss Los Vientos Wind Project in Starr County

- Worked on the following items:
  - Board Policies:
    - New Policy #4111: Volunteers
    - Policy 4118 Provision of Faculty Letter of Appointment and Faculty Letter
    - Policy 4205: Equal Employment Opportunity/Affirmative Action
    - Policy 4206: Persons with Disabilities
    - Policy 4207: Age Discrimination
    - Policy 4208: Racial Harassment
    - Policy 4212: Sexual Harassment
    - Policy #4214: Violence in the Workplace
    - Policy #4216: Freedom from Discrimination, Harassment, and Retaliation – NEW
  - Reports and Presentation:

    - Human Resources Policies Presentation
    - FY 2016 Budget Presentation
    - Vacancy Listings Report
    - Title IX Compliance Presentation
    - Workplace Answers
    - Unpaid Report
    - 2015 Junior College Audit Report
- Property Tax Related:
    - Tax Abatement
- Budget and Financial:
    - Budget for FY 2015-2016
- Bond:
    - Bond Structure Bond 2015 Issuance Action Item and Timeline Reports and Presentation
    - Preliminary Bond Issuance Debt Structure
    - Update on Municipal Bond Market and Bond Issuance Debt structure
- Personnel:
    - Vacancy Report
    - Licenses & Certifications
    - Exempt/Non-Exempt
    - New Employee Appraisals System
    - Staffing Requests for FY 2015-2016
    - Salary Adjustments for Faculty and Non Faculty Personnel for FY 2015-2016
- Facilities:
    - South Texas College 2013 Bond Program – Starr County Campus Site Tour
- Other:
    - Comprehensive Plan for FAS Division
    - Disposal of Donated Vehicles
    - Resolution Authorizing Investment Brokers, Dealers, Banks and Investment Pools
    - Resolution Electing to Participate in the TexPool Local Government Investment Pools
    - Resolution Authorizing Investment Bank Accounts

Accountability Services Department

- Attended or held meetings to discuss the following:
    - Brainstormed and highlighted deliverables/objectives of Dual Enrollment project with the Project Manager of Accountability Services.
    - With the Associate Professor of English to discuss LHE hours.
    - With the Professional Development Trainer to gather information on any cost related on dual enrollment.
    - With the Vice President of Finance and Administrative Service and Staff for presentation of The Oz Principle.
    - FAS Directors Meeting and presented The Oz Principle.
    - With the Director of Library Public Services to discuss dual enrollment and any cost associated
    - With the Human Resource Analyst to obtain report on overloads and "S" section professor monthly salary.
    - With the Administration Assistant for High School Programs and Services for clarification on pending items for opportunity cost calculation.
    - With an Oz Principle representative, Tom Himmer, to gather information regarding trainer certification.
    - With the Institutional Effectiveness Analyst to gain understanding of new IE portal Xitracs.

- Title IV Training.

- Worked on the following:
  - Dual Enrollment:
    - Updated Preliminary Dual Enrollment Program Cost-Analysis Report.
    - Created a table displaying the revenue and expenses for Fall 2014 and Spring 2015 semesters.
    - Worked on Spring 2015 Dual Enrollment Course Agreement and reconciled to the Dual Enrollment Cost/Revenue Analysis.
    - Calculated opportunity cost for Fall 2014 and Spring 2015 semesters.
    - Determined Professional Development department dual enrollment orientation cost for Fall 2014 and Spring 2015.
    - Researched what other institutions have implemented to increase revenue and or decrease expenditures in relation to dual enrollment program.
    - Reconciled ISD reimbursement cost comparison against summary provided by Lupita Reyes.
    - Calculated Overload hours based on NOE Overload Form.
    - 1st Proposal to decrease dual enrollment expenditures: Aim of the proposal consists of charging a "fee per credit hour per dual enrollment student". Considered a 2/3 decrease in enrollment due to imposed fee and highlighted gains/losses.
    - 2nd Proposal to decrease costs. Shift the course instruction to be taught at ISDs
  - The Oz Principle
    - Reviewed and made modifications to power point presentation on The Oz Principle philosophy.
  - Other:
    - Began imputing the Department Detailed Assessment Report into Xitracs portal. Meeting has been scheduled with David Flores from Institutional Effectiveness to walk-through new portal.
    - Worked on goals, strategies, objectives, and tactics for the Institutional Effectiveness Biennium Plan.

Risk Manager

- Attended or held meetings as follows:
  - Ambassador's Cross Training Academy
  - Business Impact Analysis Phase 2
  - Title IX supervisor training
  - Title IX PowerPoint Presentation meeting with FAS Project Manager and Directors of HR & Police
  - Environmental and Health & Safety Compliance Webinar series registration
  - Student Insurance meeting with Raul Cabaza
  - HB 382 discussion with Amy Magee, Senior Attorney, TASB
  - Behavioral Intervention
  - Institutional Effectiveness Plans
  - ACTA Commissioning Ceremony
  - Identity Theft Prevention Program and Guidelines
  - VISTA (Volunteers In Service To America) research
- Worked on the following matters:
  - Business Impact Analysis:
    - Flowcharting Level 1 critical processes and manual workarounds:
      - ⇒ Business Office – Payroll (Monthly & Semi-Monthly)
      - ⇒ IS&P – Active Directory Account Maintenance
      - ⇒ Business Office – Preparation of Deposits

- Training:
  - Organize the Title IX supervisor training
- Insurance:
  - Student Insurance – review / edit Board motion
  - Insurance RFP – review
  - Review and approve the Insurance invoices
- Other:
  - Review / edit Board packet
  - Review / edit tax abatement guidelines, application, and related
  - HB 382 memo e-mail to VP-FAS regarding discussion with Amy Magee, Senior Attorney, TASB
  - All Hazards Emergency Plan
  - Miscellaneous tasks & requests from VP-FAS

Food Services

- Attended or held meetings as follows:
  - STC 2013 Bond:
    - Mid-Valley Campus Site Tour and Meeting
    - Pecan Campus Tour and Meeting
    - NAH Camus Meeting
- Worked on the following matters:
  - Training/Conference:
    - Title IX Training
    - Labatt Food and Equipment Show in San Antonio Texas
  - Other:
    - FAS Directors Meeting
    - Participated in South Texas Colleges' Employee Health Fair Sponsored by Human Resources

Security & Police Department

- Emergency Response Training for the Cashier's Office
  - Use of an Automated External Defibrillator
  - Use of Fire Extinguishers
  - Evacuation chair
  - Procedures for bomb threats
  - Procedures for Active shooters
- Avigilon Surveillance Camera Training
- Crimes on Campus
  - Arrest of Gateway Program Students
  - Issuance of No trespass Order to Former Instructor
  - Assault of a South Texas College Student
- South Texas College Graduation ceremonies
  - Search Arena prior to each Graduation Ceremonies
  - Searched handbags for any weapon, knives, and air horns
- Valley Metro Transit
  - Meet with Director of Valley Metro to discuss the transition for the management of the Pecan campus park and ride shuttle to the oversight of the college.
- Parking Management Software
  - Police department personnel viewed a demonstration of the Cardinal Tracking parking module that would replace the current JagNet and ARMS parking program.

Purchasing and General Services

- Attended or held meetings as follows:
  - The Purchasing/Distributional Services Department collaboration meetings:
    - Review and negotiated change to eighteen (18) vendor agreements
    - Conducted a staff meeting to review the process for the Childcare proposals
    - Mandatory training concerning Title IX – discrimination, harassment, sexual misconduct and investigations
    - Webcast for Grant Uniform Guidance offered through the Grants Office and a follow up meeting at the Grant Office to renew the Uniform Guidance
    - FAS Director's meeting requested by the Vice President
    - Meeting concerning the Banner Travel and Expense Workflow which was requested by Technology Resources
    - Travel committee meeting to review the procedures for documenting or presenting on information received at conferences
    - Meeting concerning the Bond Construction for the Technology campus which was requested by the Bond Program Manager
    - Review the Employee Moves College Wide which was requested by Mary Elizondo, VPFAS

- The following is a list of the request for proposal worked on and public bid openings:
  - Prepared RFP:
    - 14-15-1053 Pecan Campus – Building B Covered Area for Ceramic Lab Kiln
    - 14-15-1060 Pecan Campus Health & Kinesiology Sports Field Lighting Project
    - 14-15-1080 Nursing & Allied Health Campus Irrigation Improvements
    - 14-15-1082 Security Cameras
    - 15-16-1003 Custodial Supplies
    - 15-16-1004 Library Materials
    - 15-16-1005 Science Laboratory Supplies
    - 15-16-1006 Mail Services
    - 15-16-1001 Property, Casualty, Flood, and Workers' Compensation Insurance
  - Public Bid Openings:
    - 14-15-1076 District Wide – Carpet Replacement for HSI Tier I Classrooms
    - 14-15-1074 Front Loading Gas Kiln
    - 14-15-1077 Audiovisual Equipment and Parts VI
    - 14-15-1049 Call Center Services
    - 14-15-1079 External Auditor
    - 14-15-1060 Pecan Campus Health & Kinesiology Sports Field Lighting Project
    - 14-15-1080 Nursing & Allied Health Campus Irrigation Improvements
  - The Purchasing Department processed in excess of eight hundred forty four (844) purchase orders, approved seven hundred seventy eight (778) requisitions, disapproved two hundred eighty one (281) requisitions, processed change orders for goods and services and completed forty seven (47) travel authorizations. A total of two hundred seventy five (275) new vendor W-9 forms were verified and entered into Banner Finance and twenty six (26) existing vendors were updated.
  - The Fixed Assets Department is currently reviewing all assets purchased since March 2015. The asset review process was completed as follows:
    Fixed Assets approved one hundred thirty five (135) assets through May 15, 2015
    Conducted the monthly inventory spot check for Library Books

  - The Receiving Department completed eight hundred fifty five (855) deliveries (purchase orders and complimentary books) and a total of four thousand seven hundred forty eight

(4,748) packages/boxes. A total of five hundred twenty eight (528) purchase orders were posted received in Banner. A total of two thousand five hundred forty five (2,545) items were transferred/relocated as per move/set up request forms.

- The Mail Services department processed the following mail and copy request:
  - Student Financial Services - $2,921.63, Cashiers - $2,366.24, and Starr County Campus - $372.35;
  - A total of one hundred thirty six thousand three hundred seventy one (136,371) copies were completed at the copy center for the month of May.
  - A total of eighteen thousand three hundred seventy one letter were emailed out and four hundred forty two (442) letters were returned to South Texas College due to bad addresses.

Human Resources

- Human Resources Director attended the follows:
  - Training/Conferences:
    - Mandatory Supervisor training
      "Title IX - Discrimination, Harassment, Sexual Misconduct & Investigations", presented by Scott Lewis from The National Center for Higher Education Risk Management
  - Interviews:
    - HR Staffing Specialist
    - Assistant Director of HR
  - Personnel Issues:
    - Discussion with Director of Student Accounts & Bursar regarding personnel matters.
  - VP of Finance and Administrative Services:
    - Human Resource Policies
    - Licenses & Certificates, Exempt & Non-Exempt, and New Employee Appraisals System
    - Title IX Meeting
    - Key Results
  - Others:
    - Budget Committee Meeting
    - Faculty Stipends Meeting
    - Represented the Finance and Administrative Services Administration at the 2015 Liberal Arts and Social Sciences Graduation Ceremony
    - Meeting with the Vice President of Finance and Administrative Services, Director of Facilities, Planning & Construction, and Director of Purchasing regarding PeopleAdmin process/procedures, Travel procedures, and Move/Set-up procedures.
    - Meeting with Records Technician and Systems Analyst II-FAS to discuss Records Scanning Process.
    - Behavior Intervention Team meeting to review Confidentiality Agreement
    - Timeforce meeting at the Business Office
    - Human Resources Specialist & Employee Relations Officer to review Policy 4216 and draft procedures.
    - Travel Committee Meeting, hosted by the Accounts Payable Accountant
    - Financial and Administrative Services Director's meeting
    - May Finance Committee Meeting

- Departmental Items:
  - Hosted an Employee Health Fair at the Pecan Campus.
  - Presented a Benefits Overview to the Biology Department.
  - Attended The 33rd Congress Payroll Seminar.
  - Met with the Business Office regarding Staffing Pool Positions and Pay Cards.
  - Attended Title IX Supervisor Training.
  - Attended the Overview Draft of the ACA electronic file for the IRS.
  - Attended the Salary Planner Test Session.
  - 2015 Texas Connection Consortium.
  - Review of the Staffing Pool Positions mergers and title changes for Direct Wage.
  - Assisted Business Office with the Pay Card Survey.
  - Working with Business Office to release a time line for a new time keeping system.
  - Working with Payroll on the Salary Planner testing.
  - Working on ACA reporting and TRS reporting projects due to changes on both scheduled for this coming fiscal year.
  - Benefits Specialist manually processed over one hundred (100) SLP Enrollments/ Donations/ Cancellations in May.
  - Processed three (3) Workers Compensation claims.
  - Conducted New Hire Orientation for twenty-one (14) employees.
  - Processed seven (7) Retiree Exits.
  - Conducted five (4) Exit Interviews.
  - Processed one (53) Institutional Grant Tuition Dependent Waivers.
  - Processed five (63) Institutional Grant Tuition Employee Waivers.
  - Worked on April payroll assignments:
    - Processed approximately seventy-five (75) assignment set-ups
    - Reviewed/doubled-checked approximately one hundred ten (110) new assignments
  - Audited approximately three hundred fifty (350) Dual Enrollment assignments.
  - Processed approximately fifty (50) W-2 forms and address change forms.
  - Provided reports with supporting documentation to the Accountability Services Department.
  - Reviewed and heavily edited the HR Payroll Assistant job description.
  - The Payroll Department has continuously tested Salary Planner to ensure a paperless process.
  - Attended the 2015 PeopleConnect Conference
  - Worked on major changes to the PeopleAdmin Staff applicant training module.
  - Reviewed/updated STC Employee Manual.
  - Worked on obtaining authorization for online Driver's Records.
  - Continued work on institutionalizing letters and procedures.
  - Completed work on grievance and complaint procedure for both Title IX and Non-Title IX events.
  - Developing a Title IX Investigation and Non-Title IX Investigation Checklists.
  - Attended Title IX Supervisor Training
  - Assisted Employee Relations Officer with the closure of four (4) personnel cases.
    - Attended the following meetings
  - President's Administrative Staff Meeting
  - Finance and Human Resources Board Committee Meeting
  - Title IX Meeting
    - Attended Title IX Supervisor Training.
    - Hosted two (2) Mediation meetings.
    - Processed

        - One hundred ninety-two (192) online Staff applications
        - Eighty (80) hard copy applications
        - Four (4) online Faculty applications
        - Forty-three (43) Employment Verification forms
        - Eleven (11) New Hire packets
    - Attended training: "Mistake-free Grammar & Proofreading"
    - Assisted Staffing Specialist with the assignment of computer-based trainings for Direct Wage/Work Study employees.
    - Reviewed Direct Wage processes for possible revisions.
    - Assisted in implementing a tracking system for New Hires.
    - Created Performance Appraisal database and report spreadsheets.
    - Received and documented seventy-five (75) appraisals.
    - Processed two (2) new temporary employee requests.
    - Began processing Timeforce time adjustments for the department.
    - Received and processed:
        - Eighteen (18) recommendation packets
        - Four (4) resignation letters
    - Attended the 2015 PeopleConnect Conference

<u>Planning & Construction</u>

- Departmental report items
    - Performed the following:
        - 2013 Bond
            - Reviewed contracts for Architects and Civil engineer services and noted pending documents to Broaddus & Associates; Reviewed and commented on preliminary schematic plans; Prepared PowerPoint presentation on Building Information Modeling
- Departmental Items:
    - Started with removing furniture from the selected classrooms
    - Assisted legal counsel and appraiser with information related to hail damage settlement with Chubb insurance
    - City of McAllen provided the amendment for signature to the current easement on the south side
    - Prepared draft agenda and motions for May Board Facilities Committee meeting
    - Finalized Comprehensive plan for Department
    - Reviewed applications for FPC Construction Accounts Assistant
    - Completed evaluations and conducted interviews for FPC Accounts Assistant
    - Prepared staffing requests for FY 2015-2016
    - District Wide ADA Improvements – met various times with Engineer to review progress drawings
    - District Wide Carpet Replacement for H.S.I. Grant Tier 1 Classrooms - completed contractor evaluations; Board approved recommendation in May
    - Pecan Campus AECHS Service Drive and Sidewalk – completed contractor evaluations; Board approved recommendation in May
    - Pecan Campus Building X Hail Damage - skylight opening was repaired by contractor as a warranty request;
    - Pecan Campus Building B Ceramic Arts Covered Area – Worked with Architect to develop 3D renderings as requested; Board approved recommendation in May
    - Pecan Campus Building K Admissions/Welcome Center Entrance - BSGA provided preliminary design layout and interior renderings for STC review and comment
    - Pecan Campus Carpet Replacement for Building A – completed contractor evaluations; Board approved recommendation in May

- Pecan Campus Health & Wellness/Kinesiology Sports Field Lighting – Engineer completed plans and solicited for proposals in May
- Pecan Campus SAB Science Lab Exhaust Fan – exhaust fan installed; pending a Change Order for lighting protection
- Pecan Campus Student Services Carpet Replacement at 2nd Floor – carpet installation was completed
- Pecan Plaza Asphalt Resurfacing at Alley Side of Building – Board approved 5 Starr Construction at April meeting; Conducted a contract negotiations meeting with 5 Starr Construction; Provided draft construction agreement to contractor; Owner contractor agreement has been received.
- Pecan Plaza Emergency Generator and Wiring - reviewed 75% DD progress set and provided comments to engineer
- Nursing Allied and Health Campus Irrigation Improvements – Landscape architect completed plans; Solicited proposals in May
- Nursing Allied and Health Campus North Parking Lot Expansion – Performed a preliminary substantial completion walk thru with engineer and contractor
- Technology Campus Cooling Tower Replacement – piping infrastructure is in progress; Cooling tower piping connection to existing system is complete; Installation of cooling tower controls and site work continues. Contractor is behind schedule and is facing liquidated damages cost

- Attended or held meetings as follows:
  - <u>2013 Bond:</u>
    - Conducted weekly update meeting with Broaddus & Associates and design meetings with project architects and Broaddus & Associates
    - Met with Mr. Gurwitz to review process for selection of CMR contractors
    - Met with Broaddus & Associates and project architect to review space program questions for Pecan Campus STEM Building, Mid Valley Campus Health Professional Building, Student Services Building Expansion and Starr County Campus Health Professions and Science Building
    - Conducted tour of Mid Valley Campus and Pecan Campus to orient architects and engineers
    - Attended Pecan Campus Civil and Thermal Plant Design Kick Off meeting
- <u>General:</u>
    - Conference call with legal counsel and estimator for the hail damage insurance claim with Chubb
    - Presentation at Texas A&M Health Science Center on use of Building Information Modeling for Facilities Maintenance
    - Attended monthly April Board meeting, President's Admin. Staff Meeting, FAS Directors meeting, May Facilities Committee Meeting, Bond planning meeting with V.P. Elizondo and Title IX training
    - Presentation by furniture vendor and presentation on fire alarm technology and security systems
    - Met with Operations and Maintenance staff to update FY 15-16 Renewal and Replacement budget
    - Director attended graduation ceremony; Director began exit review meetings with staff.
    - Met with administrators to develop plan for future repurposing of Pecan Campus Building F
    - Pecan Campus Building K Admissions/Welcome Center/Main Entrance - Met with staff and BSGA to review preliminary design layout and its relation to the future building expansion
    - Pecan Campus SAB Science Lab Exhaust Fan – conducted a Pre-construction meeting with Architect and Contractor; work began on May 18; Electrical was installed for the exhaust fan; construction work completed
    - Pecan Plaza Emergency Generator and Wiring –Met with engineer to review 90% DD drawings
    - Pecan Campus Library Expansion - Met with Bob Simpson to review expansion limitations
    - Starr County Campus Building E Data Center Generator - met with engineer and staff to review project scope and requested professional services proposal

Operations & Maintenance

- Attended or held meetings as follows:
  - Weekly Facilities Operations & Maintenance Managers' Meeting
  - STC 2013 Bond Program Planning Meeting
  - STC 2013 Bond Program - Mid-Valley Campus Site Tour
  - STC 2013 Bond Program - STARR Campus - Health/Science Building - Science Department - Schematic Design Meeting
  - STC 2013 Bond Program - STARR Campus - Health/Science Building - Health Department - Schematic Design Meeting
  - SimplexGrinnell Presentation on recent fire alarm technology and security systems
  - May Facilities Committee Meeting
  - May Finance Committee Meeting
  - May Board Meeting
  - Budget Committee Meeting
  - RR Budget Meeting
  - FAS Directors Meeting
  - Graduation Ceremonies at the State Farm Arena
  - Master Planning and Bond Construction Planning Meeting
  - HSI Grant - Active Learning Classrooms
  - Search Committee for Director of Facilities Planning and Construction
  - Technology Campus Cooling Tower Replacement-Construction Meeting #10
  - STC 2013 Bond Program - Pecan Campus Civil and Thermal - Kick Off Meeting
  - STC 2013 Bond Program - Pecan Campus Tour
  - STC 2013 Bond Program - Pecan Student Activities/Cafeteria - Schematic Design Meeting
  - STC 2013 Bond Program - STARR Campus Student Services and Activities - Schematic Design Meeting
  - Title IX - Discrimination, Harassment, Sexual Misconduct & Investigations Mandatory Supervisor Training
  - STC 2013 Bond Program - Technology Campus - Schematic Design
  - STC 2013 Bond Program - Technology Site Tour
  - STC 2013 Bond Program - Nursing Allied Health - Nursing Schematic
  - Preliminary Design of Thermal plant expansion for MVC Meeting
  - STC 2013 Bond Program - Pecan Campus - South Academic Bldg - Schematic Design
  - With David Plummer to discuss Building F Data Room
- Departmental Plans
  - Energy Management Plan
  - 2013-2015 IE Plan
  - EPA Environmental Management System
- Operations Contract Department
  - Mid Valley Campus
    - Building G power washing – Complete
    - Fire alarm issues in Portables - EI Fire scheduled
  - Pecan Campus
    - Chiller #3 – Will schedule with York
    - Roofs – Meeting with vendor about Building B & K on 6/1/15
  - Tech Campus
    - Fire Line Backflow repair - Complete
    - Valve repair – PO will be done 6/1/15
  - Starr Campus

- Sprinklers - Complete
- Building E Roof – Roofer reports material defects. Coordinating with Garland on repairs, should still be under warranty

- Preventative Maintenance Scheduled for May (District-Wide)
  - Maldonado Landscape: Lawn Care - Complete
  - Bug Works: Pest Control - Complete
  - Joe Fly: A/C Filters – Complete
  - EI Fire (Kitchen Hood Cleanings) - Complete

- Custodial Department

Set-Ups	240
Moves/Relocations	119

- Maintenance Department Work Orders and Expenditures

Work Orders	752
Work Orders Completed	959

Classification	Work Orders Completed	Cost
Carpentry	108	$6,618.34
Electrical	76	$5,204.18
Energy	34	$660.81
HVAC	60	$17,939.22
Locksmith	71	$3,009.13
Painting	25	$1,595.79
Plumbing	50	$4,173.39
Plant Services	1	$933.69
Total Cost	**425**	**$40,134.55**
General Preventative Maintenance	534	
Total Work Orders	**959**	

Business Office

- Board Agenda Items
  - Management Reports – The Business Office staff worked on the March 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 April Board Management Reports and Regular Managements Reports.
- Attend or held meetings as follows:
  - Post JET Grant Execution Meeting
  - Tracker meeting.
  - Rubik Migration meeting.
  - Developmental Studies Fee meeting.
  - Faculty Pay Plan meeting
  - Met with Accountability department to discuss "Oz Principle" presentation.
  - Assisted with Interviews for temporary project manager
  - TWC Summer Merit Conference Call.

- With the Search Committee for Director of Grant Development and Management.
- Budget Committee Meeting
- Met to discuss the budget adjustments needed by the division
- Met with the Vice President for Academic Affairs to discuss Fiscal Year 2016 budget changes and reductions.
- Monthly U.S Bank meeting.
- How to manage priorities and time training.
- American Payroll Association Annual Conference.
- Spring 2015 Forum: The New EDGAR.
- Met with Technology Resources to begin initial discussions on installation of Tracker application used for unclaimed refunds
- Salary Planner meeting with Human Resources
- Salary Planner Testing Session
- Budget Transfers and Banner Finance Information was presented at the AA Roundup.
- Grant staff attended the Uniform Guidance Webcast
- Grant staff attended the South Texas College Procedures for New Grant Guidance meeting
- Business Office staff attended the Guidelines for Professional Development Travel Subcommittee.
- With Human Resources regarding changing organizations to campus identification.
- With Technology Resources to plan the testing of Banner A/R 8.5 upgrade.
- With Financial Aid to discuss efficient method of tracking MEDA scholarship students.
- Met to finalize the updating to tax abatement guidelines and criteria.
- The CE online registration and payment flowcharting process meeting.
- Graduation ceremony

- Trainings/Webinars:
  - Travel & Expenses End-User Training
  - Checks Processed as of May 31, 2015:

Bank No.	**09/14**	**10/14**	**11/14**	**12/14**	**01/15**	**02/15**	**03/14**	**04/15**	**05/15**
01 E&G	582	769	532	571	472	594	737	637	519
01 Direct Deposit	94	113	71	59	59	99	142	95	116
03 Student	10,906	1447	241	95	18,234	2,285	617	146	1,184
12 I&S Taxes	-	-	-	-	1	-	-	-	-
16 I&S Bond	-	-	-	-	1	-	-	-	-
17 Plant	19	6	8	6	18	15	10	7	11
32 AP Card	379	404	212	274	364	352	411	415	421
38 Unexp-LT Bond Series 2014	2	2	1	-	1	-	2	4	1

- Staff continues to make revisions to the Fiscal Year 2016 revenues and expenditures budget as requested by financial managers.
- Prepared proposed Budget 2016 reduction tables for each Vice President for discussion at Cabinet.
- The Frozen Position Substitution form was created and presented to the Vice Presidents at Cabinet for frozen position changes that will be made in Fiscal Year 2016.
- The College's eZ Audit was reviewed and submitted.
- Staff continues to update the Fiscal Year 2016 budget according to changes requested by the Vice President and Financial Managers.

- The Finance Committee motions regarding the status of the Fiscal Year 2016 Budget and the Proposed Salary Adjustments for Faculty and non- faculty were provided to the Vice President for Finance and Administrative Services.
- The Fiscal Year 2016 Preliminary Summary of Revenues and Expenditures was updated according to budget reductions made by each division.
- The proposed Fiscal Year 2016 Faculty Pay Plan scenarios were updated according to overall increase targets proposed by the Vice President for Finance and Administrative Services.
- A summary of the Faculty Pay Plan scenarios with comparison to the approved faculty pay plan for the Fiscal Year 2015 was prepared.
- Minutes from the Budget Committee Meeting were submitted.
- Tax and headcount information was added to the Preliminary Official Statement.
- Motions, narratives, and presentations for the Preliminary Summary of Revenues and Expenditures, the Faculty and Non- Faculty Salary Increases, and the Fiscal Year 2016 Budget Amendment were updated and forwarded to the Vice President for Finance and Administrative Services.
- Analysis were added to the proposed Faculty Salary Pay Plan.
- Reversal options of the Reduction Proposals for each division were prepared and projected revenues and expenditures for the Comprehensive Plan were forwarded to the Vice President for Finance and Administrative Services.
- Submitted updates on Preliminary Official Statement to First Southwest
- Information about homestead exemption was gathered and forwarded to the Vice President for Finance and Administrative Services.
- Marketplace research was conducted for the testing centers offering the TSI exam.
- Fiscal Year 2016 expense budgets continue to be calculated and adjusted.
- Fund balance and claim on cash reports for restricted funds in Fiscal Year 2016 were prepared and sent to Business Office staff for Fiscal Year 2016 budget projections.
- Motions for the Preliminary Summary of Revenues and Expenditures and the Faculty and Non-Faculty Salary Increases were updated.
- Projections were calculated for the Fiscal Year 2016 auxiliary budgets.
- Actual revenue and expense amounts were calculated for the Fiscal Year 2014, which will be included in the Fiscal Year 2016 budget booklet.
- Updates were made to the Fiscal Year 2016 state appropriation amounts according to the latest figures provided by the state.
- Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	14	671
01 Direct Deposit	6	116
02 Payroll	16	1,436
02 Direct Deposit	2	1,539
03 Student	6	1,184 (US Bank)
12 I&S		
16 I&S		
17 Plant	4	11
38 Bond Series 2014	1	1
Total	49	4,958

- Reviewed tax information contained in the Preliminary Official Statement from First Southwest.
- Staff provided information on investment balances for the bond preliminary official statement
- Revised Policy 5110 Comptrollership Function.
- Created TimeForce timeline of progress and events.

- TouchNet Mobile request has been sent to Technology Resources to add link from Jagmobile application.
- TouchNet Mobile has been tested and is currently live in production.
- Generated list of users/computers for Business office for Tracker implementation.
- Created three stores in Marketplace for testing services.
- Created test score for continuing education Marketplace.
- Worked on cashiers website updates.
- TouchNet Mobile version is now online.
- Created test score in Marketplace for continuing education.
- Prepared and installed TimeForce I patches.
- Electronic Fund Transfers – The following electronic fund transfers were approved:

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	10
Bank Transfers between Bank Accounts	13
Wire Transfers for Benefits	9

- Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 76 monthly reports were completed during the month of May.

Journal entries processed	1,129
Journal entries/documents scanned	3,055
Hours used for scanning - estimated	53
Hours used to prepare documents for scanning	6.5
Hours assisting other departments	31
ACH and Book Transferred Initiated and/or Approved	3
FOAP created	45
Positive Pay submitted	22
Disbursement of returned mailed checks	15
Stop payments processed	11
Journal entries prepared	37
Interdepartmental Transactions reviewed	16
Invoices and encumbrances reviewed	35
Deposits prepared	9
Stale dated letters mailed	69
Copies of booklets/journal entries requested	108
Cafeteria daily sales report	74
Transactions removed from bank reconciliation	248
Errands to Inter-office deliveries	34

- Payroll processes for the month ending May 31, 2015:

Payroll Re-issue Processed	10
Payroll Cycles	4
Payroll Checks & DD	3,183
New Employee Setups for TimeForce	22
TimeForce Access Forms Processed	16
Number of Employees with OT reviewed for OT Memos	15
NOE's Approved	280
Salary Budget Transfer Forms Processed	15 with multiple transactions

- Extended hours of operation to assist students with Summers 2015
- Fall 2015 tuition tables were activated.
- Tested A/R 8.7 patches scheduled for implementation.
- Extended hours of operations to assist students with Summers 2015 early payment deadline.
- Cashiers generating and calling on the unpaid lists daily
- Attended CE online registration and payment flowcharting process meeting.
- Attended graduation ceremony
- Extended hours of operation to assist students with Summers 2015 registration needs.
- Cashiers generating and calling on the unpaid lists daily.
- Extended hours of operation to assist students with Summers 2015
- Cashiers generating and calling on the unpaid lists daily.

Business Office Performance Indicators

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,856	Salaried	564
Employees on Semi-Monthly Payroll	1,098	Total Net	824,431.79
		Waged	632
Timecards Processed		Total Net	161,659.58
(Waged 3/16-3/31) SR07	563		
(Waged 04/01-04/15) SR08	580	**Stop Payment Processed**	
Regular (Salaried: April) MR04	3,067	Salaried	2
		Waged	8
Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	479	Salaried	2
Waged	75	Waged	8
Liabilities Processed	39	**Replacement Checks Processed**	
		Salaried	2
Reports Processed		Waged	8
Compass Bank Direct Deposit File	3		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1,491
Deposits Processed		Total Net	3,913,118.61
Internal Revenue Service	4	Waged	496
Bank Transfers	4	Total Net	136,908.67

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	121
General Journal Entry (Inter-Fund) (JE 16)	88
Cash Receipts (CR 05)	885
Encumbrance Liquidation (E032)	4
Encumbrance Liquidation (E020)	20
General Ledger Beginning Balance (JE05)	1
General Journal Entry (IConstruction) (JE17)	6

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

PO Box 9701
McAllen, Texas 78502- 9701

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

(956) 872-6790
Fax (956) 872-8388

Memo

Date: June 17, 2015

To: Dr. Shirley A. Reed, President

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

Subject: **MAY 2015 ACTIVITY REPORT**

I respectfully ask that you include the attached **Academic Affairs Highlights and Reports** of activities from the Office of the Vice President for Academic Affairs to our Board of Trustees for review at the June 23, 2015 Board meeting.

Division: **Math, Science & Bachelor Programs**
Department: **Biology**
Highlight: **Retirement Celebration for Doctors Max Abbassi and Luis Guerra**

On **May 01, 2015**, the STC **Biology Department** celebrated a legacy of learning by two of its distinguished faculty, **Dr. Max Abbassi** and **Dr. Luis Guerra**. Both of these faculty are retiring from STC this May 2015. The event was held on the Pecan Campus, in the Rainbow Room, from 1-3pm. Attendees included the biology department faculty as well as other faculty within STC, and our interim V.P. of Academic Affairs, Dr. Anahid Petrosian.

Doctor *Max Abbassi* was hired in 1997 and served as the Biology Department Program Chair from 1998-2009. Max received the Jaguar Excellence Award in 2002, the Instructor of the Year Award in 2003, and the Staying Connected Award in 2005.

Doctor *Luis Guerra* was hired in 2005 and is known for his dedication in tutoring biology students. Luis co-presented at the recent STC Professional Day, February 2015 on the topic "Are You a Good Listener?" as well as co-authored a paper on Fruit Fly Preferences of Different Kinds of Fruits in the Proceeding of the Association for Biology Laboratory Education. Dr. Guerra has also been nominated for the STC Distinguished Teaching & Learning Award (DTLA) for 2015.

The celebration included personal interaction, an award ceremony for the retirees which included an engraved acrylic plaque, as well as a "roast", other mementos in scrapbook, photos and graphic media, and cake. These trusted and knowledgeable colleagues will be missed by the biology department faculty as well as the entire college. We wish them a Happy Retirement!

Division: **Math, Science & Bachelor Programs**
Department: **Physical Science and Engineering**
Highlight: **STC STEM students participating in NASA Community College Aerospace Scholars**

South Texas College **Physical Science and Engineering Department** is proud to announce that two of their students have been accepted to participate in the **NASA Community College Aerospace Scholars** 2015 experience, **Matthew Amaro and Joey Then.** Matthew participated in the workshop in March while Joey will be participating at the end of May. They were chosen amongst community college students nationwide in a competitive selection process.

NASA Community College Aerospace Scholars (NCAS) is an opportunity for community college students interested in pursuing a NASA related STEM (Science, Technology, Engineering, and Mathematics) career.

NCAS gives community college STEM students an authentic NASA experience and encourages them to finish a 2-year degree or transfer to a 4-year university to pursue a NASA-related field or career.

NCAS occurs in two phases:

- Online learning experience
- Onsite workshop

The Online Learning Experience - A 5-week online learning experience designed to provide scholars with a foundation of knowledge about Mars exploration.

The Onsite Workshop- Scholars who complete the online session by passing all three module quizzes and scoring a 70% or higher are eligible for the onsite workshop. Top-scoring scholars receive invitations to attend a 3-day workshop at a NASA center. All travel expenses are paid.

Students have the opportunity to:

- Travel to a NASA field center
- Work in teams to create a fictitious company competing to win a NASA contract for the next Mars mission
- Access unique NASA people, missions, and facilities
- Work side-by-side with a NASA mentor and team of high-achieving community college students from across the nation
- Learn what it is like to work at NASA

Source: NASA Community College Aerospace Scholars website: http://ncas.aerospacescholars.org/

Division: **Liberal Arts**
Department: **Visual Arts**
Highlight: **2015 Academic Cooperative Student Exhibition**

On **April 30 and May 07, 2015**, the Visual Arts Department held an **Art Capstone Exhibition** in the Pecan Campus where Capstone art students along with family and friends came together to celebrate the completion of their studies in art at South Texas College.

ARTS 2389, Academic Cooperative is the "Capstone" experience that brings together all of the course work and experiences of the Art Program of Study for art and graphic art majors.

Dr. Ruth A. Keitz, art instructor for the Spring 2015 Capstone course, said: "This **course is designed to prepare South Texas College graduates for entry into upper level academic work, the workforce, and/or the 'art world.'**

Since January the students have:

- Developed their resumes
- Completed at least four hours of community service
- Developed a digital portfolio of their art, and completed other required assignments

STC Art Instructors

Each student individually met with assigned faculty members who then asked students to discuss the content, media, influences, and message of their Capstone Exhibition.

April 30 reception honorees include: Nia Chavez, Jade Garcia, Alyssa Neiro, Chris Arellano, Brett Millan, Anel Alderete, Jonathan Vera, and Abel Acosta.

May 7 reception honorees include: Noel Navarro, Clarissa Barajas, Alejandro Soto, Mujtaba Naqvi, Rebecca Millan, Audrey Reyes, Isabel Theis, and Ana Ortega.

April 30 – Art Capstone Student Honorees

May 07 – Art Capstone Student Honorees

Division: **Academic Advancement**
Department: **High School Programs & Services**
Highlight: **DEEA/DECSA/DECJA Trip**

The **Academic Excellence Office** celebrated Valley Scholars and Honors Program graduates on **Friday, May 08, 2015**. The **Graduation Banquet honored eighteen Valley Scholars and twelve Honors Program graduates**. Graduates were presented with special cords for their accomplishments.

Valley Scholars graduates received a purple cord and **Honors graduates** received a white cord and medallion. Many Valley Scholars students were also recognized for their outstanding participation and leadership within the Program.

South Texas College Coordinator of Innovative Instruction and Education Instructor, *Dr. Sandra Ledesma*, served as the keynote speaker for the evening.

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

Keynote Speaker
Dr. Sandra Ledesma

Division: **Social & Behavioral Sciences**
Department: **Psychology; Starr County Campus Psychology Club**
Highlight: **4th Annual Starr County Campus Psychology Club $1,000 Scholarship Recipient**

On **May 12, 2015**, Edgardo Ramirez Jr. – South Texas College student and Starr County Campus Psychology Club President – was presented with a *Certificate of Recognition* for being the **4th Annual Starr County Campus Psychology Club $1,000 Scholarship Recipient.**

Edgardo will **graduate from South Texas College this May 2015 with an Associate's Degree in Psychology** and has obtained all A's in his psychology courses at the college. He is actively involved in the college and community events via the psychology club. He plans to attend Texas A&M University-Kingsville while being part of the Senior Army ROTC program.

Edgardo's goal is to be commissioned as an officer in the United States Army and continue his education while serving his country via psychology programs in the Army to eventually receive a Masters and PhD degrees in Clinical Psychology.

He stated that he chose psychology as his major in order to better understand himself and other people by learning about aspects of human behavior that help in daily life, including interactions with others, learning and memory performance, ability to cope with pressure, and understand the causes of psychological disorders.

Edgardo works part-time at STC Starr Co. Campus, was recently selected as a Student of the Week, and is alumnus of Roma ISD.

Pictured above (left to right): STC Psychology Instructor and Club Advisor Eli Sarabia, Rose Benavidez—STC Board Member and Starr County Industrial Foundation President, student Edgardo Ramirez Jr., Dr. Arturo Montiel—STC Starr County Campus Administrator, and STC Psychology Instructor and Club Advisor Alex Sarabia.

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

On **May 29, 2015**, the Office of Professional & Organizational Development held its **16th Ambassadors Cross Training Academy Commissioning Ceremony** in the Cooper Center Theatre. During the event, Dr. Reed gave an inspiring welcome that addressed the importance of participating in the Ambassadors Cross Training Academy. In addition, three brave ACTA Ambassadors read their **'This I Believe'** essay to the audience that reflected on their core beliefs.

Each of the **31 ACTA Ambassadors** received a copy of the signed Proclamation certifying their completion of the Academy and their official status as an STC Ambassador. This ceremony now brings the **total number of commissioned Ambassadors to 506, since the program's inception in 2007.**

Mario Reyna
Division Dean - Business & Technology

- Attended the National Institute of Metalworking Skills (NIMS) Board Meeting in Santa Fe Springs, California on Wednesday, April 29th – May 1st. As a board member, I help establish and refine skill standards, vote on certification of individual skills and accreditation of training programs.

- The Paralegal Society at South Texas College hosted a Wills Clinic for students, faculty and staff on May 1st. The clinic offered will, power of attorney, medical power of attorney and advanced directive services.

PARALEGAL SOCIETY
at South Texas College

Attention Students, Faculty, and Staff!

The Paralegal Society at South Texas College will be hosting a Wills Clinic offering the following services:

- Will
- Power of Attorney
- Medical Power of Attorney
- Advanced Directive

Date: Friday, May 1, 2015
Time: 3:00 p.m.
Fee: $50 per person / $75 per couple
Location: South Texas College Technology Campus
3700 West Military Highway
McAllen, TX 78501

There is a limited availability. Call and make your appointment today!

To make your appointment contact:
Cindy Hernandez at 956.960.4457

APPROVED

Students, under the direction of advisors, are responsible for producing and publishing this document. Students bear the primary responsibility for this production and its contents do not necessarily reflect the opinions and beliefs of the South Texas College faculty, staff, administration and Board of Trustees.

- Met with Diesel Faculty Candidates, attended the Culinary Arts Columbian Food Event at the Pecan Campus, and participated in the Budget Committee Meeting to discuss the projected budget for FY 2015-2016 on Tuesday, May 5th.

- Met with Automotive Faculty Candidates, met with personnel from Tecnológico de Reynosa to discuss programs offered at South Texas College, and attended the Computer Aided Drafting and Design Recognition Ceremony on Wednesday, May 6th.

- Participated in the INNO 2015 Conference Planning Meeting held by Rosemond Moore, Business Administration Program Chair, to discuss what topics will be covered during the conference on Thursday, May 7th.

- Attended the Contact Hour Capacity Review held by Serkan Celtek, Director of Research & Analytical Services, to review Fall 2015 capacity of seats and contact hours, met with Human Resources personnel, and attended the Valley Scholars and Honors Graduation Banquet on Friday, May 8th.

- Met with program chairs individually to discuss plans for the program on Monday, May 11th.

- Attended the US Consulate Monterrey College Fair in Monterrey on Tuesday, May 12th to represent South Texas College.

- Met with program chair to discuss plans for the program and met Pharr-San Juan-Alamo ISD CTE personnel to review possible candidates for South Texas College dual credit teacher approval on Wednesday, May 13th.

- Met with program chairs individually to discuss plans for the program and attended the Education and Workforce Development Committee Meeting on Thursday, May 14th. An item on the agenda was the Voice and Data Technician Certificate for the Electronic and Computer Maintenance Program.

- Participated in the Graduation Ceremonies held at the State Farm Arena on Friday, May 15th & Saturday, May 16th.

- Attended the Public Hearing HB 1887 relating to the establishment of a regional center for public safety excellence in the Rio Grande Valley at the Public Safety Hearing in Austin, Texas on Tuesday, May 19-20th.

- The Universidad Autónoma de Nuevo León visited the Technology Campus on Tuesday, May 19th to meet with Culinary Arts, Computer Aided Drafting & Design, Administrative Office Careers, Business Administration, and Human Resources Specialist Program Chairs to obtain information from the programs.

- Attended the Asociación de Ciudades Hermanas de America on Friday, May 22-24th to present on the economic development in the Rio Grande Valley.

- The Business Administration Program distributed Institutional Award to students at PSJA on Monday, May 25th.

- The Hidalgo County Regional Mobility Authority (HCRMA) Public Hearing SH 365 was held at the Technology Campus on Tuesday, May 26th.

- Attended the Alba Energy Press Conference at McAllen Economic Development on Tuesday, May 27th.

- Participated in the STC 2013 Bond Program – Technology Site Tour for Building E on Wednesday, May 27th.

- Participated in the Academic Partnership Meeting to discuss market research, model requirements, and opportunity for LVN to RN Nursing Program and Online Programs on Thursday, May 28th.

- Attended the South Texas College Festo Certified Training Center Announcement Ceremony held at the Technology Campus by NAAMREI, and The Institute for Advanced Manufacturing. STC is now certified to offer globally recognized credentials in Robotics and Industrial Automation on Thursday, May 28th.

- Met with Robert Gonzalez, President at Texas Border Business, to establish 12 columnists to write articles for Texas Border Business once a year and participated in the Carl Perkins Planning Meeting for the Division of Business and Technology held at the Pecan Campus by Kristina Wilson, Academic Grants & Project Officer and Samantha Uriegas, Grant and Contract Compliance Officer on Friday, May 29th. We reviewed the activities/strategies and target measures.

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- On **May, 27 – 29, 2015**, the Distance Learning Department worked with Texas A & M Kingsville in preparation for summer engineering courses to be delivered via 2-way video conference between Kingsville and Mid Valley campus. The Distance Learning Department coordinated Instructional Technology and Technology Resources to have video conferencing room tested and ready for classes to be delivered on June 1, 2015. A media technologist from distance learning was dedicated and stationed at Mid Valley campus for the first week of classes to ensure smooth operation of the technology.
- Campus visit of Academic Partnership representatives took place at the Technology Campus conference room on May 28, 2015. In attendance were two representatives from AP, Dr. Anahid Petrosian, Mrs. Wanda Garza, Mathew Hebbard, Daniel Ramirez, Melba Trevino, Mario Reyna, Dr. Ali Esmaeili, Jayson Valerio, and Erasmus Addae. The discussion centered on expanding the LVN to RN program and International Honors Certificates program. Academic Partnerships works with universities and colleges to increase access to higher education and to grow enrollment.
- Had a meeting with Blackboard technical representative to discuss effective use of new features in Blackboard and Collaborate.
- Attended an Achieving The Dream webinar on Technology solutions and sustainable implementation of high impact practices of recruitment and enrollment.
- Had a meeting with Blackboard representatives to discuss budget constraints and strategies to reduce cost.
- Met with representatives of Upswing to discuss integration of Upswing tutoring services with Blackboard
- Provided course administrator access to department chairs to enable them monitor faculty engagement in Blackboard.
- Met with Distance Learning Advisory Council. The council discussed current training (professional development) provided for online faculty and made the recommendation to include non-technical training such as online pedagogy. The council also discussed and made guideline recommendations for contact hour requirements in online classes and online orientation for online students.
- Weekly meetings with the application development team has been on-going
- BASOL Gapware development project is now in the final testing phase. A tentative date for migration to production has been fixed for June.
- Participated in the regularly scheduled validation of institutional data for Cevitas Analytics. Purpose of the validation is 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.
- Had regularly scheduled weekly meetings with applications development team from IS&P to discuss Blackboard integration and technology needs of distance learning.
- Planning for 2016 Distance Learning Symposium has been on-going. Logistics for the symposium have been finalized.
- Had a conference call with Blackboard to discuss a timeline for clean-up of inactive users in Blackboard in order to bring our disk usage quota to normal. The plan is to have the clean-up in two phases: Back-ups of all inactive classes have been scheduled during the semester break. This will be followed by the clean-up of all students that have graduated. A list will be requested from student affairs to ensure accuracy of the purge.

- Met with the chair of BAS/OL programs to formulate a plan and timelines for developing BAS courses for online delivery.
- Attended the Competency Based Education for Community Colleges conference at Broomfield, CO from June 3-6, 2015

Johnny Gonzalez – Media Technologies

- General Blackboard Troubleshooting: 10 faculty
- Blackboard Collaborate & Multimedia Troubleshooting: 17 faculty & 9 staff
  - Blackboard Collaborate Trainings
    - Coordinated with Horacio Garza from Open Labs, to have employees attend a 1 hour training Collaborate training was conducted by Simon Rodriquez and myself, it was very successful with
  - Coordinated with Cynthia Sanchez from Business Administration, to have 2hr – 2Day faculty training on Blackboard Collaborate training.
- Blackboard Collaborate Requests outside of Blackboard shell
  - Request for conducting Communication Department's Position interview via Collaborate
  - Request for conducting Drama Department's Position interview via Collaborate
  - Request for conducting Art Department's Position interview via Collaborate
- Promotional Video for South Texas College ONLINE
  - Worked with PR on creating other promotion videos, we will be targeting for Fall semester roll-out.
- New Website for South Texas College ONLINE
  - Working with PR web team on specific part of the new website: Student & Faculty Support side, we are working on how best to structure existing content and new content.
- Training Video & Web Recourse Faculty & Students
  - Training video are in the process of being created and I have started to work with PR Web team on placement of videos on South Texas College ONLINE new website.
  - Web recourses have begun to be identified, especially for Blackboard and their link are also being place strategically on our new website.
- TAMUK Engineering Initiative Summer Course
  - Coordinate with Inst. Technologies and Tech Resources to have video conference room ready for June 1 target date.
  - Test was establish and we are ready to conduct class on June 1.
  - Meet with all stakeholders on the first week of June to discuss strategies for the upcoming Fall semester, they will be using classrooms out at the Mid-Valley campus.
- Streaming Servers
  - Technology Recourses are the process of virtualizing the servers to making maintenance and downtime very minimal

Simon J. Rodriquez – Media Technologies

- Projects
  - Blackboard Collaborate
    - Business Administration Department
      - Met with client to determine training deliverables May 6
      - Bb Collaborate in lab training May 20
      - Bb Collaborate online training May 21
    - Dr. Pooja Rishi - Online Student Review session May 1
    - Dr. Anahid Petrosian – STHERC online meeting May 22
    - Alda Punsalan – Course preparation May 29
    - Open Labs

            - Met with Lelia Salinas to determine training deliverables May 8
            - Bb Collaborate training for Open Labs staff May 18
    - FOCUS Academy Video
        - Met with OPOD staff to preview video concept May 12
        - Editing work on video
- Help Desk
    - Bb Collaborate
        - Faculty 6 calls
- Meetings
    - ART Department
        - Met with ART Department faculty to discuss online storage issue for students May 8
        - Conference call with ART Department faculty and Information Security Analyst to discuss possible solutions May 11
    - Distance Education Department
        - Website
            - May 6
            - May11
            - May 20
            - May 22
            - May 26
        - Met with DE Department staff for LMS demo webinar May 8
        - Met with DE Department staff to discuss next stage of trainings for Bb Collaborate May 8
        - Symposium
            - Met with OPOD staff to discuss artwork May 7
            - Met with DE staff May 22
    - Blackboard
        - Online meeting to preview new Blackboard Learn and Collaborate May 27
    - Distance Education
        - Web Design May 6
        - Met with DE Department staff to discuss next stage of trainings for Bb Collaborate May 8
        - Met with DE Department staff for LMS demo webinar May 8
- Professional Development
    - Blackboard Product Specialist Certification
        - Lab Submissions May 15
        - Exam May 26
        - Received Bb Collaborate Product Specialist Certification May 27

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.

Type of Service	Number of Students
General Advising:	19
Academic Advising	28
Career Advising	0
Transfer Advising	5
Degree Plans:	11

- Graduation: 81
- Distance Education Walk-Ins: 12
- Distance Education Chats: 10
- Telephone Contacts: 146
- Virtual Campus Advising Email 161
- Total: **473**

- May 15-16, 2015: Assisted with STC Graduation (State Farm Arena)
- Meetings:
  - Distance Education Departmental Meeting.– May 7, 2015
  - Advising Departmental Meeting-May 14, 2015
  - Distance Education Departmental Meeting- May 22, 2015

Aleida Hernandez- Distance Education Help Desk Specialist

- Completed projects / activities
  - Employee evaluation
  - New workstudy orientation
- In progress projects / activities
  - Managing par timers and work studies' work schedule with their school schedule.
  - New workstudy accounts setup process
  - Analyzing technical solutions mainly for students, but also for faculty and staff. Examined a variety of computer hardware and software related issues, by troubleshooting. Interacting via telephone calls, chats, emails and walk-ins with students, faculty and staff. Repairing and maintaining applicable and reliable sources in order for students to succeed in their Blackboard experience.
  - Assisting in the development of working solutions, carrying out tickets through the kayako system, by keeping the instructor well informed of the student's issue.
  - Prepare and provide Blackboard student orientations. Scheduling orientations, meetings, appointments, etc.
  - Check budget for part timers and work studies at the beginning of each semester.
- Tickets April 2015 Report – 179 total tickets
- Chats April 2015 Report – 201 total chats
  - Tickets and chats include walk-ins, phone calls, chats, emails, student and faculty forwards, with the following issues:

    - Access Codes
    - Grades
    - Advising
    - High School Students
    - Assessments
    - Incompletes
    - Assignments
    - Issues Resolved Prior to Contact
    - Attachments
    - JagNet / IS&P
    - Browse / Favorites / Bookmark
    - Java
    - Blackboard Orientation
    - Log In Problems
    - Discussions
    - Registration / Admissions / Transcripts
    - Email
    - Reset Passwords
    - Financial Aid
    - Unaware Minimester
    - Firewall / Security Software
    - Unknown Password
    - Unknown Username

Marisol Chavez – Distance Education Technologies Specialist

- Assisted both faculty and students by phone, email. Troubleshooting with both Technology and Course Design issues.

- Attended a web conference with the new features and look for Blackboard Lean and Collaborate for the next releases.
- Completed the Product Specialist Certification for Blackboard Collaborate.
- Processed 34 Crosslist requests for Summer I 2015 term.
- Registered to attend Bb World 2015 July 21-24 in Washington, D.C
- Demo D2L (Desire 2 Learn) to see a demonstration of LMS.
- Assisted Jessica Gonzalez with the first year connection Orientation May 21-22 for high school and first year students.
- Meetings:
  - Weekly Meetings to redesign South Texas College Online Website.
    - New online website was released Friday May 29, 2015 at 12 pm.

Jessica Gonzalez - Course Development Specialist

- Faculty Support – provide continuous support via phone, email, and walk-ins
- Developmental Shells – creating developmental shells for instructors.
- Attending webinars – gather resources/information to assist faculty (SoftChalk, Respondus)
- Distance Learning Symposium – (May 7 & 22) meeting with team to discuss 2015 Symposium and art work.
- Desire 2 learn (D2L) – attended (May 8) demonstration of platform. Gathered information and requested information on the benefits of this platform.
- Faculty No Logins Report – (May 14) audited faculty that have 4 or more no logins on their online courses.
- Degree Audits – semester audit on Distance Learning 30 online degree programs.
- Course Development – assisting faculty with the course development process (building their course) and the new online approval form.
- 1-year Connection Orientation – (May 21 & 22) presented in-coming students on Distance Learning online degrees and student help desk information. Participated in information booth
- Blackboard teleconference – Wade (rep. for Blackboard) provided an update on the “new” collaborate and the “new” cloud version Bb Learn

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 May. IS&P continues to do manual updates for Summer 1, 2, 3 and Fall terms, just to make sure we have the courses and enrollments up to date with banner.
- **Blackboard Mobile**
  Blackboard Mobile has been stable for the month of May and updates to the building block have been applied. No issues with the Mobile app for the month of May.
- **Kayako – Helpdesk/Chat**
  - Kayako has been stable for the month of May. IS&P is aware that Kayako needs to be upgraded to 4.69 which will fix improvements, security enhancements and including the following highlights:
    - Business hours SLA reporting - you can now run reports on your SLA metrics (such as your response times) with respect to your business hours, rather than just the 24 hour clock.
    - Improved search-as-you-type results in the support center (Instant Response System).
    - The latest security fixes and enhancements.
- **Blackboard Learn**
  - 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. In the meantime, Tiffany gave us a temp clone (from production) with the October Release installed. It couldn't be placed in our staging server due to the TAB project in there. The October 2014 release is schedule to get installed in our staging environment July 1 and on production August 10.
  - 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.
  - Building Blocks – most of the building blocks have been updated during the month of May which includes assessments, HTML editor, mobile, discussions, rubrics, grade center, retention and Pearson building blocks.

- Continue to go through 238 usernames in the system that don't match with the username that they have on their email. Cleaning up all users that have changed their username and is still not updated inside Blackboard.
- Modifications for the EBSCO building block that the library uses inside Blackboard with new settings and configurations.
- Continue to work with Blackboard with the global template which is a standardized left menu which is control by the Distance Education admin only so that it locks the menu for professors.
- Started a data clean-up on the system since we are over our quota. I will backup courses from the following terms: 201220,201230, 201240, 201310, 520132 and 520133. This will help reduce the size on the storage. A total of 9,566 courses will be removed from the system. Tiffany will archive the courses in those terms and send me a external hard drive with the information. Once I received the hard drive, she will remove the courses from the system. After completing this process, we were start with the user's cleanup since we have 89,239 users in the system. Removing users from the system will also help us with the storage.
  - An error occurred with saving the archive which is 1 terabyte of space and have to re-do the process to make sure it is completed successfully.

- **Distance Education WebPage – ONLINE - Virtual Campus**
  - Distance Education staff has been working with PR in the revamp of the Virtual Campus website. The rollout date is set for May 29. Distance learning has been working with PR to make sure we switch out all the links and any graphics that might still reflect the old design. We will place a South Texas College Online banner on the Blackboard homepage as well as the South Texas College landing page so that we could begin promoting the website rollout.

  - IS&P assisted us by creating a nicer and clean view of all online courses being offer by South Texas College. This course list is very user friendly, fast and reliable. A student now only selects the term and is able to quickly view all the online courses being offer by the college. It is refreshed with banner information every 24 hours, so it is not real time data. The course listing is for the student's convenience and does not guarantee availability if the course is full.

  - Since we display the course listing in our homepage, I followed up Laura Talbot in order to do house cleaning inside banner all online courses. Basically anything that

consist of “Internet” to be replaced with “Online”. She is checking on her side to see if it will be possible to do the switch.

- This way students can get used to looking for their online course the same way and be consistent about the naming scheme. We want everything to say Online instead of TBA or Internet.

- **Distance Education Symposium**
  - Meeting with the staff to discuss planning and schedule dates for August 20.
  - Contacted Wade Fields from Blackboard so that he can be a presenter for the sessions of the event.
  - Went over possible themes for the Symposium and agreed on “Rethink, Redesign, Refresh”
  - Michelle Sierra will be creating all the banners and brochures for the symposium.
  - Call for presentation form and registration form has been created already so that faculty members or presenters from other universities can start submitting their proposal.

Instructional Designers – Distance Education

- Course Reviews (DECDC) On-going
- Course Audits (On-going)
- Office of Professional & Organizational Development
  - Course creation on Online Modules for Teaching Excellence: Expectations of Faculty Teaching Dual Enrollment Courses
- Student Orientation – created using Soft Chalk to replace REDI Survey. Was based off of current South Texas College orientation and TAMCCU.
- Providing one-to-one Instructional Design for May on new fully online course creations for Fall 2015
  - ARTC (2 total)
  - DFTG (3 total)
  - ARTS (2)
  - HIST (1)
- Campus Visits
  - Completed semester visits
  - Survey was created and distributed to all campus with great feedback.
- Course Revamp – redesigning online courses.
- Quality Matters training (On-going)
- BAS-OL- Development for first Summer (B1) shells have been created and both instructor and students enrolled.
- E-Teach I - Spring 2015 participants assignments have been graded and issues a certificate of completion.
- E-Teach II - Spring 2015 participants' assignments have been graded and issues a certificate of completion.
- On-going – Symposium gathering a distribution list for presenters, sponsorship opportunity and informational booth
- Webinar for Blackboard interface and collaborate updates.
- As Chief Information Officer, on-going TxDLA Board Member Duties
- As Regional Coordinator, on-going TxDLA Regional Coordinator Duties
- Advisory Committee – First Spring 2015 meeting.
  - On-going Support for Faculty with issues facing Blackboard via phone, email, phone, walk-ins, campus visits.Symposium 2015 meeting.

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

From the World Languages Department:

- Ms. Magdaleno is happy to announce that three South Texas College students were awarded The Benjamin A. Gilman International Scholarship to Study Abroad in Spain. I want to congratulate Héctor Villareal for helping the three students with the process. This is the first year the Guilman Scholarship awarded two week programs abroad. We learned about this opportunity one week before the closing date and Héctor took the leadership. I want to thank each of you for your support and for your leadership. Students received around $3,000 each.
- The Dean interviewed candidates for the Education, Kinesiology, and Senior Administrative Assistant positions.
- The Dean attended the toddler graduation at the Mid Valley Child Development Center. After speeches from Center Director Aida Lozano, and Campus Coordinator Danny Montez, the graduates performed two songs and one talented, now 9 year old, Emily Rodriguez, alumni and depicted on the image below 5 years ago, sang for the audience.

- The Dean attended a presentation on the Ballet Folklorico for the Board's EWAC Education and Workforce Advisory committee.
- The Dean attended a schematic design meeting for the Bond Election Academic Building. Choices were to be made for the shape and height of the building that will be shared by a variety of divisions. The need for computer labs was emphasized by all.
- The Dean attended a meeting from the Travel committee where items were the following items were discussed: Staff travel, the best comparison quotes car rental/airfare/own car, international travel document and signature needs
- The Dean continued her interviews, this time with aspiring Speech faculty.
- Graduation encompassed two days this May and almost a thousand LASS graduates paraded by on Friday. The ceremony was extremely well organized and all went home with a smile.

- The Dean met with the interim chairs for the Criminal Justice and Social Sciences department. A decision on a more permanent chair will be made in the Fall. Mr. Roy Escaname will serve as interim for the first Summer Session and Mr. James Blair will serve for Summer Session II.
- The Dean recruited one Sociology adjunct and finalized the search for a Criminal Justice faculty after the search committee did not come to an agreement on the selection of a candidate. Two Full Time Temporary will be recommended instead.
- The Dean interviewed eight Art faculty candidates, each with impressive resumes and work experience.
- The Dean attended the NISOD annual conference to see many of our STC staff awarded. This year the awards went to: Robin Bell, History faculty; Darcie Cather, English faculty; Christopher Marshall, Political Science faculty; Pauline Herron, Political Science staff, Cecilia Villagran, Child Care Services Developer; Terrence Miller, Education faculty, Rufino Garcia, Education

Pauline Herron and her husband Jim receive her medal.

faculty, Richard Lubben, Art Department chair, Aaron Wilson, History faculty; Rosalinda Cantu, Communication Arts chair; Daniel Cather, Music faculty.

- Angie Cerda and Juan Ramirez, both Puente faculty, presented on the Puente program in a poster session.

From the Education Department

- 5/2/15 Students in EDUC 2301 classes from Jimmy Carter Early College High School volunteered at the Special Olympics in Weslaco
- 5/7/15 Rene Zuniga conducted classroom observations at La Joya ISD
- 5/8/2015 Sandra Ledesma was the keynote speaker at the Valley Scholars & Phi Theta Kappa banquet
- 5/8/2015 Rene Zuniga attended the New Mathways Project meeting
- 5/13/15 Rene Zuniga met with TAMUK to finalize new degree plan articulation
- Various Dates
  - Sandra Ledesma & Liza Gonzalez participated in the Focus Academy
  - Sandra Ledesma was a motivational speaker at La Joya's Lorenzo de Zavala Middle School
  - Liza Gonzalez was a DTLA committee member
  - Search Committee members Ana Riojas, Sandra Ledesma, and Rene Zuniga interviewed candidates for two Education Instructor positions
  - The department is using Blackboard to promote going green as a department.
  - College Success Students in Dr. Bean's class won the STC Spring 2015 Softball Championship.

From the English Department:

- The Retention and Advising Committee held a year-end party for English majors:
  - The SKD English Honors Society held its induction on Friday (rumor has it there were pictures taken, but I don't have those yet)
  - The hiring committee and the Dean and VP all agreed to offer full-time status to the department's last full-time temps, Silvia Herrera and Joshua Chapa. I'm thrilled to have them on board, and thankful for the administrative support in this!
  - I finished collecting info from the department survey on Upswing vs. Smarthinking, the CLE, and the preferred tech platform for an online pedagogy/professional development space.
    - (I will survey the dual enrollment and adjunct faculty about this online space next, as the goal of this project is to more closely integrate them into the department.)

Academic Affairs Report **May 2015**

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

Computer and Information Technology Program / Computer Science

- PSJA high school students enrolled in the COSC 1301 conducted end of semester presentation.
- Gutierrez, Nicolas H.
  - May 8, 2015 – Presented "Programming Dojo" concept to the entire department, received feedback and a few Instructors want to help out. The Programming Dojo will be implemented at the start of September and will be held every Friday.

- Hernandez, Juan M.
  - Tuesday, May 19, 2015 @ 8:30 a.m.
    - Roma HS College Prep At South Texas College in Starr County Campus
    - Attended: Public Speaker, Instructor Juan Hernandez, Computer Science Department

- Hinojosa, Nicholas
  - Professional Development: Attended Mr. Gutierrez's COSC 2336 Programming Fundamentals III course on April 27th , April 29th, May 4th, May 6th

  - PSJA Thomas Jefferson TSTEM ECHS Presentation: I was a guest speaker along with Nicolas Gutierrez during this event on April 24th in the Building D Auditorium to promote Computer Science to high school sophomore students.
  - STC Bachelor Programs Recognition Ceremony: I was an alumni guest speaker during this event on Thursday, May 7th. The location was Pecan Campus, Building H.

May 11 to May 18
University Relations, Transfer and Articulation Center

- Mario Morin and Celina Esparza have been working-with and training Dr. Kelli Davis in preparation for Dr. Davis' take-over of the University Relations, Transfer and Articulation Center
- Summer scheduling has begun with university representatives and partners to accommodate their various requests and needs while visiting our college
- A meeting with Grand Canyon University representative, Kathy Gonzalez, took place to learn about a proposed Educational Alliance Participant Alliance contract between our institutions. The agreement would allow STC students to receive a 10% discount on the total price of admission to GCU. The college is primarily an online university located in Phoenix, AZ with over 50,000 students currently enrolled. The meeting was attended by Mario Morin, Dr. Ali Esmaeili and Dr. Kelli Davis
- A presentation by Amber Horsley from Apollo Education Group was attended by Mario Morin and Dr. Kelli Davis. The presentation focused on Western International University (WEST), a sister school of the University of Phoenix (both overseen by Apollo Education Group), and provided insight into their unique course offerings and delivery ($250/credit hour, 8 week semesters, primarily Business programs). Dr. Davis will be following-up on the possibility of signing an agreement to support STC programs

- Texas A&M University – Kingsville Dean of Education will be visiting Wednesday, May 13th to sign an update to the current articulation in the area of Education. Dr. Ali Esmaeili, Rene Zuniga, and Mario Morin will preside over this signing.
- Texas A&M University – Kingsville Education department representative, Dr. Gina Garza-Reyna, held her weekly office hours in the URTAC and met with Education Department Chair, Mr. Rene Zuniga to discuss transfer items
- A CABNET agreement with the University of Texas - Tyler is being reviewed by the STC Nursing department. This agreement is part of a state-wide grant initiative to have all Nursing programs in Texas aligned by program offerings and transfer pathways
- The Universidad Autonoma de Nuevo Leon is inquiring into the possibility of having six (6) students visit this summer to shadow some of our Nursing courses over the course of three weeks. Mario Morin, Dean Melba Trevino, Jayson Valerio and Dean Mario Reyna are coordinating these logistics

New Mathways Project

- Faculty are currently being recruited to participate in the summer workshops provided by the Charles A. Dana Center to prepare them to teach NMP courses in the Fall. The Dana Center will provide full reimbursement for these travels and at the moment, one Developmental Math faculty and three Academic Math faculty are expressing interest
- The official MDRC study of the New Mathways Project has recently been released and provides insight into the state-wide initiative and implementation
- Mario Morin will submit the recent request for a Math Pathways Success Rubric and Survey from the Texas Success Center to address STC's New Mathways Project implementation
- CCSSE surveys will now be administered and included in this year's study. STC's Research and Analytical Services department has been in-contact with the UT Dana Center and the University of Texas at Austin to review the full protocol of dissemination
- Classes are currently scheduled for the fall 2015 semester and recruitment, advising and assistance with registration are all being initiated. Both the Developmental Math and Academic Math classes, as well as, the Education Learning Frameworks class offerings
- Celina Esparza has created and is currently sending-out postcards to prospective NMP students to garner interest and provide information about the program to potential students
- Communication with the UT Dana Center is on-going as is communication amongst the STC faculty and staff working-on this program

May 8 to May 12, 2015

- Two South Texas College STEM students have applied and accepted for the NASA Community College Aerospace Scholars. Students will commit to 12-14 weeks of working with NASA Engineers, Educators, and Scientists. NASA gives community college STEM students an authentic experience and encourages them to finish a 2-year degree and transfer to a 4-year university to pursue a NASA-related field or career.
- Four former graduates from Medical and Health Services Management program will graduate with their Master's Degree in Public Health from Texas A & M University Health Science Center on Wednesday, May 6th at Texas A & M Campus in McAllen.
- Retirement farewell event was held for two Biology Instructor, Dr. Max Abbassi, and Dr. Luis Guerra on Friday, May 1st at the building F, Rainbow room. The event was well attended. Dr. Petrosian and many other colleagues visited with both faculty and wish them the best.

May 18 to May 22, 2015

- Attended spring graduation Commencement on Friday evening and Saturday. Math, Science, and Bachelor program graduated 151 students in Associate of Science in Biology, 19 students in Chemistry, 12 students in Computer Information, 37 students in Computer Science, 42 students in Engineering, 29 students in Mathematics, 9 students in Physics, and 5 students in Pre-Pharmacy.

- In addition, 28 students graduated in BAS in Organizational Leadership, 32 students in BAT in Computer and Information Technologies, 55 students in Medical and Health Services Management, and 39 students in Technology Management.
- Met with a team from Universidad Autonoma de Nuevo Leon to exchange expansion of collaboration in several programs such as Technologies and Bachelor Programs.
- Mr. Stephen Crum and I had telephone conference with Mr. Shawn Gaide, Vice President of Operation Civitas Learning to discuss success and challenges of Institutionalize the program

Technology Management Program

- Attended APICS RGV/McAllen-Brownsville Professional Development meeting on May 21, 2015 at South Texas College. Bea Quintanilla (APICS-RGV Treasurer) also warehouses manager at Rich Products Corporation in Brownsville, Texas presented the company's shared vision that has led to satisfied employees and a successful company. All STC APICS students were invited to participate.
- Attended National Society of Leadership and Success STC Chapter Induction Ceremony on March 8, 2015. Kathryn Salazar (Student President) recognized on behalf of NSLS Board of Officers 47 STC-NSLS students who were eligible to be induced into the society.
- Attended Medical and Health Services Management Graduation Reception on May 14, 2015. All Medical and Health Services Management graduates from the program were invited to participate in this reception celebrating their achievement. Also, students had the opportunity to take photographs with Dr. Santana (MHSM program chair) and instructors of the MHSM program.

Developmental Math

- The department held a farewell party for long time faculty member Ms. Merrie Van Loy on May 8.
- Mr. Frank Diaz Jr. and Mr. David Gonzalez participated in NISOD Conference 2015: International Conference on Teaching and Leadership Excellence during May 23 – 26 in Austin, Texas. The theme of the conference was to improve student learning through innovation of teaching. Some of the sessions that they attended are, "Accelerating College Readiness and Student Completion", "Shattering Traditional Approaches to Developmental Education", "Developmental Math Students Can Be STEM-Ready in One Semester", "Reevaluating Readiness and Redesigning Remediation: One Florida College's Journey", etc. Although the weather was treacherous at times, spirits weren't hampered during the conference and both faculty members had excellent learning experience in the conference.

Melba Treviño
Division Dean – Nursing and Allied Health

Division Activities:

- May 1st: Health & Medical Administrative Services held their Pinning Ceremony where a guest of honor was Vice President for Academic Affairs, Dr. Anahid Petrosian (pictured left). 33 students were honored for completion of their Certificate and Associates Degrees in this Program.
- May 4th & 5th: Students were invited to our annual stress free zone that takes place during finals, as a form of students to relax before taking finals. Students could choose to relax through a variety of activities like painting, playing a board game aroma therapy, stress relieving techniques, or simply sip on a hot cup of tea! (Pictured left: artwork from our students, students enjoying a cup of tea)

- May 20, 2015 – Meetings for the new buildings are well underway and this was proven on May 20th when another meeting with the architects for the new NAH building was successful.
- May 20, 2015 – Patient Care Program held their semester advisory meeting where many important updates were discussed and more efficient ways to help students reach their career goals were established.

- May 26, 2015 – Mr. Ruben Torres, Simulation Lab Specialist (featured left) was recognized at the NISOD Conference for his extraordinary achievements in the simulation mannequin area.
- May 26, 2015 – after only a short semester break. A.D.N. students are back to school! An orientation was held to help them understand the new challenges they will be facing as they move forward to completing their degree, and the many resources available to them. Orientation also covered clinic dress code, proper behavior, and proper patient treatment.

- May 27, 2015 – Nursing & Allied Health is very proud to have one of our own students from our Radiology Technology Program Ms. Devanee Gonzalez be a recipient of the Royce Osborn Minority Student scholarship! This scholarship is issued by the ASRT Foundation for the 2015-2016 academic year and is valued at $4,000.
- May 28, 2015 – EMT will be hosting an orientation for 40 students for the Basic and the Intermediate programs. This will help them prepare for their summer classes and be on their way to yet another successful semester.

- May 30, 2015 - Ms. Sharon Rice attended NISOD where she presented critical thinking across the curriculum engaging faculty to meditate on how students need critical thinking skills to survive in the work place. Topics include standards, elements and intellectual traits of critical thinking, websites, active learning styles, and promoting teamwork, as well as problems and successes.

Daniel Montez
Site Coordinator – STC Mid-Valley 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 – May 7th
  - Student Leadership Academy – May 6th
  - SGA Meeting – May 5th
  - Hoop It Up – May 7th
  - Gamer's Day – May 4th & 5th

- **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 – May 6th @ 1pm
  - Literary Arts Society – May 7th @ 4pm
  - Latinas Club Meeting – May 7th at 4pm
  - Brazilian Jiu Jitsu Club – May 4th, 6th, & 8th
  - Social Work Club – May 5th at 1:00pm
  - Pop Culture Club Video Game Tournament – May 1st
  - Psychology Dept. Active Student's Meeting - May 5th @ 4pm

- **Dual Enrollment Academies Program**
  Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop, tutoring sessions and/or presentations set up by Ms. Rebecca De Leon and Mr. Leo Castaneda. Students gain valuable information from the workshops and presentations.
  - DECSA Tutoring Session – May 1st
  - Dual Enrollment Academies Cord Ceremony – May 5th

- **Counseling and Center For Learning Excellence Departments**
  Throughout the month, both departments organize a variety of workshops and tutorial sessions for students in different areas of disciplines.

- **Continuing Education at Mid Valley Campus**
  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 Cont. Ed. in cooperation with MET Corporation held classes for:
  - Customer Service
  - Welding.
  - Entrepreneur Program Skills
  - Farm Labor Skill Training

- **Library Services**
  - Capstone Student Art Exhibition Reception – May 5th

- **Student Outreach Department**

Elementary, Middle and High School Students from different districts come to tour the different areas/departments at our campus. Student Information and Student Life/Wellness assist Outreach dept. in engaging students in activities that show what the campus has to offer. Outreach also assists in complete student registration process.

- Weslaco East Clearance Events I & II– May 1st
- Presentation and Tour for Edcouch Elsa HS Seniors – May 5th
- Presentation and Tour for Edcouch Elsa HS Seniors Cont. – May 6th
- Mercedes HS Clearance Event – May 8th
- Ruben Hinojosa Elementary Tour – May 19th
- Mercedes Academic Academy Fast Track – May 22nd
- Presentation and Tour for Rio Hondo HS Seniors – May 26th
- Mercedes ECHS Clearance Event – May 27th

➢ **STC Departmental Trainings and Workshops**
Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.

- Phi Theta Kappa
  - Teleconference Meeting – May 6th
- Distance Learning – Blackboard Training – May 6th
- Career & Employer Services Dept. –
  - District Wide Mock Interviews – May 6th
- University Relations Dept. –
  - UTRGV Transfer Information – May 6th
- Arts Dept. – Online Textbook Resource Discussion – May 26th
- Office of Judicial Affairs –Information Table – April 6th
- MVC Child Development Center –
  - Parent Workshop – May 1st
  - Graduation 2015 – May 8th
- Security Dept. Meeting – May 1st & May 6th
- Custodial Dept. Meeting – May 18th & 19th

➢ **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:

- RGV Quilt Guild meets for quilt exhibitions and classes.
- VIDA Counseling Sessions for Nursing students– Every Monday 10am-5pm, Wednesday at 12pm, Tuesdays at 12pm
- Hidalgo County Sheriff's Office Tactical Medical Training – April 20th through May 8th
- STAR Counselors Meeting – May 13th
- South Texas Education Technologies District Wide Spelling Bee – May 2nd
- MET Training/Orientation Class – May 18th & 21st
- 8th Annual long-Term Care Conference – May 20th & 21st
- Weslaco Head Start #1 Graduation Ceremony – May 20th
- Texas Taxpayer Assistance Project Information Table – May 27th

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Coordinate w RGCCISD Assistant superintendent to reserve stage guest at annual graduation
- Coordinate w Roma ISD to reserve guest pass for annual graduation
- Work w public library for Business Loans meeting
- Work w RGCCISD to get graduation roster for mail outs
- Work w Roma ISD to get graduation roster for mail outs
- Work with business owners to donate scholarship awards
- Work w faith-based leaders for events in J building
- Arranging meeting w RGCCISD administration discuss Dual Enrollment
- Confirm stage guest RGCCISD graduation night
- Confirm approval mayoral candidates debate on campus – Student Activities
- Arrange meeting Roma ISD HB5 issues
- Attend Roma ISD Board meeting
- Visit with Grulla HS principal
- Visit RGC Principal
- Arrange for stage guest RGCCISD
- Work with Student Activities for Mayoral Debate event
- Meeting with Valley Metro new facilities needed parking & Office
- Submit request for updates to RGCCISD & Roma ISD board meeting Fall 2015
- Meet w Region 1 for non-renewal of rent space C building

Campus Events

- Resume writing day workforce education 5-4
- Cinco de Mayo celebration and events on campus 5-5
- Stress free zone for final exam week 5-6
- Phi Theta Kappa event 5-6
- Stress Free Zone for finals week 5-7
- Cord Ceremony for Dual Enrollment Academy 5-7
- Texas Retired Teachers Association meeting 5-7
- Mock Interview Day – Career & Placement Office 5-11
- Student Activities – Stress Free Zone all week
- Dual2Degree event Roma ISD auditorium 5-19
- Wellness Coalition Event D116 5-20
- Student Activities Young Voters auditorium 5-21
- Safety Training Custodial Maintenance 5-21
- RSTEC Board of Directors Meeting D116 5-26
- Safety Training Custodian & Maintenance E1.516 5-27
- RGC Boys & Girls Club Advisory Board Meeting E2.602 5-27
- Region 1 Awards Ceremony Auditorium 5-29

Facilities Related

- Recharge batteries for gold cart after repair
- Develop document for custodial check facilities
- Develop document for maintenance check facilities
- Develop document for security check facilities
- Inspect welding lab for machine function stations
- Inspect welding lab for material and torch function
- Propose new faculty/staff parking spaces
- Work Order for roof leaks building E
- Work Order for roof leaks building H
- Work Order for roof leaks building F
- Power outage restored 5-12
- Request repaint for parking lot spaces
- Maintenance technician away for training three days
- Request approved new lobby furniture Administration building
- Request to improve vending machine equipment
- Standing by for roofer to inspect E building water leaks
- Lawn maintenance skip due to bad weather
- Develop plan w custodial manager for Fall 2015 cleaning prep

Yvette Gonzalez
Project Manager - Academic Advancement

Academic Affairs Highlights

- Assist with presentation development for the following proposed presentations in Academic Affairs, conferences, and Education & Workforce Development Committee meetings:
  - EWDC: Pathway to Baccalaureate Degree; Women In Technology; Center for Mexican American Studies;
- Academic/Campus Booklet Development - Assist with booklet development for following areas:
  - Academic Affairs Comprehensive Plan; Nursing and Allied Health Division.
- Assist with development of Academic Affairs related 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.

Course Evaluations

- Assist Associate Dean of Curriculum and Student Learning with email distribution for scheduled course evaluations for Spring 2015 through online service provider. Last evaluation period for Spring 2015 ended May 27, 2015.
- Communicate with Reporting Team regarding Spring 2015 course evaluation period schedule and other matters related to online course evaluations.
- Summer I, II, III 2015 course evaluation schedule will follow and began after Summer I session begins.

Meetings/Trainings/Communication with programs

- Attended Biology Department Farewell May 01, 2015.
- Attended Art Department Capstone Student Exhibition Part II May 07, 2015.
- Met with Project Manager from Office of Strategic Initiatives to discuss GOT Program May11-12, 2015.
- Attended May Graduation Ceremony Friday, May 15, 2015.
- Met with Professional Development Specialist to review HSPS webpage and submit request to update links May 26, 2015.

Honors Program

- Submitted one honor section request on student's behalf (approved) for Summer I, 2015, and registered student in Honors course. Accepting applications for Fall 2015.
- Verified 5 Honors Program graduates for spring 2015, and 7 Honor Program Graduates for Fall 2014.
- Attended Valleys Scholars & Honors Graduation Banquet May 08, 2015.

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising** – Continued working with PR to update ANWTS website. Updated list of contacts for Sponsorship Brochure Request. Presented to STC Board of Trustees on May 26, 2015 to promote the 10th Annual ANWTS. Presented at the BAT Recognition Ceremony to solicit donations from graduates to fund Bachelor Program expansion of Valley Scholars. Met with Dr. Plummer to discuss possible Chess Tournament for club account fundraiser. ANWTS Donations received in April: Cash - $7,000.00; In-Kind - $0; Pledged - $500.00.
  - **Recruitment –** Sent follow up email to high school counselors with Program information and application details. Reviewed submitted Valley Scholars applications and sent notification letters to all applicants regarding acceptance status and/or missing documents needed.
  - **Retention –** Students met with the Student Success Specialist for advisement, registration and to make sure they are on track to graduate. Submitted completed Valley Scholars Transfer Scholarship applications to UTRGV.
  - **Graduation –** The Academic Excellence Office honored Valley Scholars graduates Friday, May 8, 2015 at the 2015 Academic Excellence Graduation Banquet. Eighteen Valley Scholars were recognized for their accomplishments. Students were presented with their graduation cords and awards were presented to distinguished Valley Scholars for outstanding leadership and participation. Dr. Sandra Ledesma served as guest speaker for the evening. Attended STC graduation to support VS students.
  - **Trainings –** Continued attending the Distinguished Leadership Academy. Attended Title IX Training for supervisors.
- **Phi Theta Kappa**
  - **Meetings –** Held May General Meeting and Officer Meeting on May 6, 2015. Distributed StrenghtsFinder book to new officers for future leadership workshop.
  - **Recruitment–** Sent emails to all eligible students about program benefits and membership deadline. Continued answering emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa. Recruitment period ended on May 8, 2015. A total of 153 new members joining Beta Epsilon Mu.
  - **Retention** – Students met with the Student Success Specialist for advisement, early registration for Spring 2015, and to make sure they are on track to graduate.
- **Honors Program (Yvette Gonzalez)**
  - Submitted one hour section request on student's behalf (approved) for Summer I 2015, and registered student in Honors course. Accepting applications for Fall 2015
  - Verified 5 Honors Program graduates for Spring 2015, and 7 Honor Program Graduates for Fall 2014.
  - Attended Academic Excellence Graduation Banquet May 08, 2015 for Valley Scholars and Honors Program graduates. 12 Honors Program graduates were honored with their graduation regalia.

Kristina Wilson
Officer - Academic Grants and Projects

Grant Oversight

- **Carl Perkins Grant**
  - Met with the Grant Compliance team to discuss the planning process for the upcoming year's Perkins activities. Planning meetings will be held with the divisions (NAH, B&T, LASS) individually during the last two weeks in May.
  - Followed up with requisitions for the Perkins Promotional funding.
  - Met with the Grants Compliance team and CLE leadership on May 6 to discuss transitions of Perkins funding for CLE from Academic Affairs to IS&P.
  - Followed up with requisitions for the Perkins Promotional funding.
  - Met with the Grants Compliance team on May 20 to discuss plan for Perkins Planning meetings with all areas of Academic Affairs have been scheduled.
- **HSI Title V Grant (Department of Ed.)**
  - The Program Officer approved an additional Lead Faculty Advisor, reallocating funding for Instructional Coaches, and providing stipends to participants in the FOCUS Academy.
  - Drafted a survey for FOUCUS Academy graduates. It is currently pending review and approval by RAS.
  - Met with Antonio Santiago Nuñez regarding faculty advising at the NAH campus on May 1.
  - Met with Lead Faculty Advisors on May 4 to discuss assignments for training modules and to create a draft for assessment that will be given to new faculty advisors during TLA.
  - Met with Department Chairs that will be coordinating the scheduling of active learning classrooms on May 6.
  - Received templates for the HSI annual report, due May 30. Began drafting the narrative portions.
  - Began recruitment efforts for the new FOCUS Academy cohort, beginning Fall 2015.
  - Met with Nancy Garcia to determine the next steps of the Lead Faculty Advisors and the new advising model on May 18.
  - Completed a draft of the HSI annual report, due May 30. Sent draft to Grant Compliance on May 26 for review. Budget section is pending information from the Business Office.
  - Led meeting on May 19 regarding preparations for the Active Learning Classrooms. Preparations are on track for Fall 2015 launch of Tier 1 ALCs.
- **Texas Regional STEM Degree Accelerator – Phase 1**
  - Met with Maricela Silva on May 7 & 8 to review and finalize grant application for submission on Monday, May 11, 2015.
  - Sent draft of application to key partners for their review and feedback.
  - Developed portions of the grant application.
  - The application for Phase 2 was submitted on Monday, May 11, 2015.
  - The Narrative and Budget Report for Phase 1 of the grant is due on May 26. Kristina is leading the writing on the Narrative.
  - STC received an extension on the grant through June 1, with final reports due June 15.

Grant Development

- **Recently Submitted: 3 Grants**

  Latino Americans: 500 Years of History (NEH)
  - Grant seeks to engage communities about history of Latinos in the United States; Partnership between STC's Library Services and Mexican American Studies program.
  - Grant awards up to $10,000.

- Due May 1.

Texas Regional STEM Degree Accelerator – Phase 2

- STC hosted a regional meeting on March 2 in partnership with Educate Texas and other grant partners. Regional workforce data was reviewed and the participants identified idea for student success strategies.
- Grants of up to $1 million will be awarded to fund initiatives over the three year grant term.
- Submitted on **May 11**.

NSF Supplement (Sub-Award Agreement with UTPA)

- UTPA has asked STC to partner with them to offer the following services at STC: 1.) Bridge to Calculus 2.) SI for Engineering and Computer Science 3.) Peer Mentoring
- A letter of commitment and a budget were submitted to UTPA on May 15. Approximately $20,000 was be allocated for STC if awarded.

- **In Preparation for Submission: 1 Grants**

  Integrated Planning & Advising Services (IPAS) 2 – (EDUCSUSE)

  - A continuation of IPAS 1 grant, goal is to strengthen current initiatives. STC had previously purchased and implemented Degree WORKS under IPAS 1.
  - $225,000 to be awarded over three years. STC will pursue purchase of Hobsons CRM & Starfish.
  - Due June 17.

- **Not Submitted: 1 Grant**

  Building Strong Pathways to Retail Careers Initiative (ATD)

  - Met with Roz Moore, Juan Carlos Aguirre, and grant development team to develop a plan an application. Team was unable to meet the May 5 deadline.

<u>Academic Projects</u>

- **TSI Committee**
  - Facilitated the TSI Planning and Implementation Committee meeting on May 4 to review any changes of the Developmental Education Plan and provided a re-cap on the webinar with THECB on April 24. The RAND Study and TSI testing fees were also discussed.
  - Submitted an updated letter of commitment to RAND.
  - Updated the Dev. Ed. Plan based on feedback received at the last PDC meeting.
  - Met with Serkan and Laura on April 30 to begin work on the THECB Developmental Education Program Survey (DEPS) which is due May 15.
  - Finalized STC's submission for the DEPS survey.
  - Updated the Developmental Education plan to reflect final changes.
  - Participated in a conference call with Lindsay from RAND regarding the ABE study on May 12. Conference calls will take place once per month with a site visit by Lindsay taking place this fall. Lindsay will develop a logic model based on STC's initiatives for ABE students. We will then determine how to effectively measure our activities. The logic model and measurement plan will need to be in place by August 1.
  - Was informed that the TSI Standards (cut scores) have been updated. Only the Writing score has been significantly impacted. College readiness now requires a placement score of 350 and an essay score of at least a 5. Previously a student could be considered college ready with an essay score of 5, regardless of the multiple choice score. A meeting will take place this week to discuss impact on TSI placement scale.

- **Miscellaneous**
  - Facilitated Submissions for the Examples of Excelencia Awards.
  - Attended the IE Hiring Committee Meeting on May 7.
  - Attended the ATD Yearly Report Meeting on May 8.
  - Attended jury duty on May 11.
  - Participated in the IE Specialist position on May 13.

- Participated in the hiring committee for the Technology & Clients Services Manager positions on May 14 and 15
- Participated in the final session of the Distinguished Leadership Academy on May 21.
- Participated in Mandatory Supervisor Training on May 22.
- Lead search committee for the Project Manager – Academic Affairs position.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Mid-Valley
  - Provided 24 hours of TSI Review opportunities for students attending Mid-Valley Campus from April 27 thru May 1, 2015.
  - Manager wrote/submitted summer 2015 NOEs for signatures.
  - Manager completed spring 2015 Staff Performance Evaluations.
  - Manager meeting with Interim CLE Director.
  - SLA staff conducted Dosage Calculations Review Workshop for Nursing Students.
  - Conducted three whole-class proctoring sessions.
  - Part-time staff assisted with Academies Cord Ceremony at the Mid-Valley Campus.
  - Met with Developmental Math faculty at Mid-Valley.
  - Provided 20 hours of TSE Review opportunities for students attending Mid-Valley Campus from May 4 thru May 7, 2015.
  - Provided fifteen hours of TSI review opportunities for students attending Mid-Valley Campus the week of May 4.
  - Proctored two whole-class sessions and a total of sixty-four students from May 4 to May 8, 2015
  - Manager submitted Academies Students MVC CLE usage report to Academies Director.
  - Testing Techs proctored one whole-class session.
  - Prepared Mid-Valley CLE for Summer I.
- Nursing
  - Worked on developing a workshop on APA formatting at the request of an instructor.
- Pecan Campus
  - Participated in an English department meeting and facilitated a live tutoring demonstration for Upswing online tutoring.
  - Interviewed several candidates for Student Learning Assistant positions.
  - Met to plan for in-class tutoring for College Algebra class and lab combination courses for the summer semester.
  - Provided a tour for Ignite Charter School students.
  - Prepared for fall Tutor Training Day to be held in August.
  - CLE Staff is building a training to improve and continue offering excellent customer service skills at the CLE.
  - Met to discuss CLE Lab Assistant position 5/6.
  - Tutor Training Webinar to Cover Tutor Training Best Practices and Cultivating Community Learners 5/6.
  - Upswing Webinar and Mock Tutoring Session introduction for the Math Dept. 5/8.
  - Pre-Finals/ End of the Semester Potluck to celebrate CLE Staff accomplishments for the semester.
  - 5 Staff members graduating with Associates or Bachelors' Degrees.
  - 4 Staff members becoming eligible for CLE and CRLA Level Up.
  - 1 Staff member acquiring a full time position in the field of Engineering in Dallas, Tx
  - Met to discuss plans for Fall 2015 Tutor Training Day 5/9
  - Began making preparations for a second meeting to address a humanities tutor session summary sheet.
  - Meeting to discuss summer promotional event: "Pop! Into the CLE" and "Light Up Study Night"
  - Meeting to Discuss summer Projects and Initiatives and SLAMS Preparation.

- Participated in a follow-up conference call with Upswing representatives to discuss Math department meeting.
- Participated in a conference call with UTPA regarding NSF Grant.
- Participated in an IT meeting with STC staff and Upswing representatives.
- Presented at First Year Connections Orientations.

➢ Starr
- The Starr County Center for Learning Excellence Student Learning Assistants prepared for the start of finals week. Gathering final exam reviews from classes given at the campus.
- The Starr County Center for Learning Excellence has continued to distribute brochures and flyers to students around the campus.
- During the week of finals, the Starr County Campus Center for Learning Excellence opened an additional hour in the evening. It was beneficial to many of the Starr students as many did take advantage of the additional hour.

➢ Tech
- CLE HVAC tutors accepted the HVAC faculty's invitation to join them at a private Air Conditioning Contractors of America (ACCA) training on Tuesday, May 5th. The full-day training was held at the Technology Campus and was provided to prepare faculty for the inclusion of Manual D (Duct Design) and Manual S (Equipment Summary) into the HVAC curriculum.
- This is the second time that CLE HVAC tutors have been extended an invitation to join the HVAC faculty for professional development regarding new material entering the curriculum. CLE HVAC tutors previously joined the faculty for a Right Suite Universal 2012 training in October 2013, the topic of which was Manual J load calculations using the Right Suite software.

Jagtrax Data (May 2015)

	All Campuses	**Pecan**	**MVC**	**Starr**	**NAH**	**TC**
Total Student Hours Delivered	5341:57:00	1794:44:00	1146:50:00	335:32:00	984:50:00	1080:00:00
Independent Study (**D**uplicated)	943	88	362	16	440	37
Independent Study (**U**nduplicated)	456	65	173	12	182	24
Lab Visits(**D**)	13076	8103	1284	624	2726	339
Lab Visits (**U**)	3999	2585	402	192	664	156
Proctoring	293	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	1113:55:00	239:10:00	523:33:00	197:11:00	36:43:00	117:18:00
Tutoring Visits/Sessions (**D**)	2829	1645	421	187	95	481
Tutoring Visits/Sessions (**U**)	1367	723	242	110	83	209
Workshop Attendance	104	25	51	28	0	0
Workshops Hosted	15	1	9	5	0	0

- Director's Meetings:
  - 5/1/15: Upswing Meeting; PAS.
  - 5/4/15: CLE Tutoring Meeting; ISP&SI Leadership Team Update Meeting.
  - 5/5/15: Building F Redesign Meeting; Budget Committee Meeting.
  - 5/6/15: DW Lab Assistant Position Meeting; CLE Meeting.
  - 5/7/15: Bi-monthly Meetings with Directors; Directors' Meeting; Meeting at H.R.; Meeting with Furniture Reps.
  - 5/8/15: Staffing Request Review; Meeting to Discuss Open Labs and CLE.
  - 5/11/15: Library Services Group Meeting.
  - 5/12/15: Bond Program Planning Meeting; Perkins Request Meeting; Graduation Meeting.
  - 5/13/15: Travel Committee Meeting.
  - 5/14/15: Upswing Meetings; CLE English/History Study Meeting; First Year Connections Summer Orientations; Facilities Committee Meeting; May Finance Committee Meeting.
  - 5/15/15: Graduation Ceremonies.
  - 5/18/15: Personnel Performance Evaluations; CLE Meeting.
  - 5/19/15: Bond Program Planning Meeting; Personnel Performance Evaluations; Perkins Grant Meeting; Search Committee Meeting.
  - 5/20/15: Staffing Review Meeting; Steering Committee Meeting;
  - 5/21/15: Xytracs Meeting; Meeting regarding Data Room.
  - 5/22/15: Supervisor Training; Project Director HSI Grant Meeting.
  - 5/26/15: Bond Program Planning Meeting; Board Meeting.
  - 5/27/15: Employee Performance Evaluations.
  - 5/28/15: CLE Meeting; Guidelines for Professional Development Travel-Staff – Subcommittee.
  - 5/29/15: Perkins Meeting.

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Curriculum Revisions**
  The Curriculum Specialist are currently revising the Faculty Handbook for 2015-2016 to be more streamlined and to ensure it contains the most pertinent information for our faculty. All sections were sent out to the respective department for review in May.
- **THECB Submissions**
  Submitted the Pharmacy Technician and Medical Assisting Certificate Revision for conversion from Level I to Level II Certificates as per new GIPWE guidelines.
- **Program Development**
  The Voice and Data Technician Certificate was approved by EWD and the Board of Trustees in May. Approval is still pending from SACSCOC.
- **Online Student Evaluations**
  Evaluation period for the long Spring Term ended May 8th. The response rate was 43%, which exceeded the Fall 2014 response rate by 1%.

Student Learning Outcomes and Assessment

- **Users Guides**
  A Department Chair User Guide is being developed to assist Chairs with reviewed Program Learning Outcome Data and reporting departmental action plans in JagPride.
- **Curriculum Maps**
  Curriculum maps (documents that show associations between courses learning outcomes and program learning outcomes) were sent to all departments for review for Fall 2015. The Learning Outcomes Specialist has been reviewing the updated maps and working with department chairs on the updates.
- **JagPride Reporting**
  The Associate Dean and Learning Outcomes Staff met in May with the IS&P Reporting team assigned to JagPRide to review the new report formats that have been developed. These new reports will assist with documenting compliance with the SACSCOC requirements for Learning Outcomes Assessment.

Course Scheduling

- **Schedule Development**
  The Spring 2016 schedule was created in Banner and send to the Department Chairs for their first review, due back on May 11th. The schedules are being entered as they are submitted by the Chairs and send back out for second review.
- **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 Fall semester. They are also producing ad hoc room utilization reports for Planning and Construction and the Maintenance Departments as requested.

Academic Affairs Activities

- **Meetings/Presentations**

The Associate Dean of Curriculum and Student Learning made the following presentations during the month of May:

- Presented the Academic Calendar and Department Chair JagPride reporting to Council of Chairs on May 5th.
- Presented the Academic Calendars to the Planning & Development Council in May.
- Presented the Voice and Data Technician Certificate to the EWD Board Committee on May 15th.
- Participated in a search committee for a specialist position for the IS&P Division.

Institutional Activities

- **Accreditation Activities**
  The Associate Dean continued work on a Substantive Change Prospectus for McAllen Memorial High School and Mission Collegiate Early College High School for submission in June.
- **TSI Planning and Information Committee**
  The Associate Dean of Curriculum and Student Learning participated in the TSI Planning an Information Committee on May 4th. The Committee reviewed the TSI Placement Scale and the revised Developmental Plan.
- **Degreeworks Implementation**
  The Curriculum Staff continue to support Degree Works with continued Scribing and testing.
- **Attendance Rosters**
  The Associate Dean participated in a meeting of cross-functional representative to discuss the process for verifying attendance for minimesters and summer sessions on May 6th.
- **Developmental Education Program Survey**
  The Associate Dean worked with the Director of Research and Analytical Services and the Academic Grants and Projects Officer to complete the THECB Developmental Education Program Survey, a yearly survey required by the THECB to gather data about the developmental education initiatives across the State.
- **RAND ABE Study**
  The Associate Dean participated in a core team conference call in preparation for the RAND Adult Basic Education Study that South Texas College was selected to participate in. This study in being conducted by the RAND Corporation in conjunction with the THECB to study best practices for Adult Basic Education level students.

Statewide Activities

- **Texas Association of College Technical Educators (TACTE)**
  In preparation for the June Board meeting, the Associate Dean prepared financial records and training materials for the incoming TACTE Treasurer in order to transition the duties. The Associate Dean also participated in a TCCIL Conference Planning Committee meeting in May.

Professional Development

- **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 seventh meeting in April. Each individual continued to meet with a smaller team of participants within the Academy to plan an institution project as part of the Academy to be presented in June to a group of institutional evaluators.

Nicolas Gonzalez
High School Programs and Services Administrator

- **High School Programs:**
  - Anahid and I are traveling to West Virginia Tuesday through Thursday, and presenting on our dual enrollment program.
  - 997 dual enrollment Independents were enrolled in the spring term – 196 were regular dual students, and 781 were ECHS students. The biggest participants were Achieve ECHS with 220 and Valley View with 112, and PSJA schools with good numbers after that. Please see the attached chart.
  - Most all dual enrollment sections for the summer I session have student enrollment completed.
  - Last Friday, we met via web cam with the Regional Council members and Kingsville on the yearly dual enrollment course offerings.
  - Anahid and I will be meeting with PSJA ISD on the dual offerings they have with us and TAMUK this week.
  - There are still several sections changes and additions being made to the summer 2015 schedule, but student enrollment has started for most.
  - We have a total of 276 sections for all three summer session. 235 are scheduled for summer I (including 5 in summer III), with 142 sections taught by STC faculty. 41 sections are scheduled for summer II, with 29 sections taught by STC faculty.
  - Total fund expenditures and revenues for the summer schedule will be finalized and sent later.

- **Academies:**
  - Academy Specialists attended the 2015 NISOD International Conference on Teaching and Leadership Excellence on May 23-26, 2015 in Austin, Texas.
  - Dual Enrollment Engineering Academy students attended the 17th Annual Lower Rio Grande Valley Water Quality Management and Planning Conference hosted by the Texas A &M University-Kingsville on Thursday, May 21st. Students in attendance learned about different systems in water and waste management. In addition, students were informed on the various majors offered within the Department of Engineering at the Texas A &M University-Kingsville.
  - Dual Enrollment Academy Program: 179 incoming juniors were selected.
  - Dual Enrollment Academy Program: New Student/Parent orientations will be held the week of June 1-5, 2015.
  - TexPREP Program: 171 students will attend classes at the Pecan Campus from PSJA and Hidalgo ISD; 79 students from Roma ISD will attend at our Starr County Campus.
  - TexPREP Program will host their Student/Parent Orientation the week of June 8-12, 2015
  - The Director is on FMLA, and the Coordinator, Rebecca Marie De Leon is handling the finishing touches on new student Academy applicants.
  - The TexPREP schedule has been finalized with sites and instructors ready to start. Participating school districts include, PSJA, Hidalgo and Roma.
  - The seniors to be DEEA students will attend the Lower Rio Grande Valley 17th Annual Water Quality Management & Planning Conference at South Padre Island on May 21st
  - The Dual Enrollment Academies Specialists, two who are new to the program, will attend the NISOD conference this coming weekend.
  - Supervisor training to be attended at the Tech Campus by the director and coordinator.
  - New baby is expected later this week or next. Good luck to the new Mom, Kim Crawford. Nevertheless, all the necessary logistics have been set, and the instructors for the summer

TexPREP program have been hired and scheduled. Coordinator, Rebecca Marie De Leon, will handle all duties in the absence of Kim.

- **Early College High Schools:**
  - ECHS staff is registering students for Summer sessions that start June 1st.
  - ECHS staff has scheduled Summer Bridge Activities with all ECHS campuses (See attached schedule) to start June 4th
  - ECHS staff will be attending a South Texas Early College Consortium Meeting at Del Mar College on June 16th representing South Texas College.
  - ECHS staff have completed their Fall degree audits and will be working on registration after Summer Bridge.
  - The Director is on FMLA, and the Coordinator, Rebecca Marie De Leon is handling the finishing touches on new student Academy applicants.
  - The TexPREP schedule has been finalized with sites and instructors ready to start. Participating school districts include, PSJA, Hidalgo and Roma.
  - The ECHS Staff attended and assisted with the graduation ceremonies where their students were involved.
  - The ECHS staff is meeting with all of their school administrators to ensure that Summer Bridge activities are scheduled.
  - The ECHS Director received an invitation to sit on the State ACT Board. Details will be sent soon.

- **Meetings/Events/Conference Phone Calls**
  - 5/01/2015 – President's Administrative Staff Meeting
  - 5/04/2015 – TSI Planning & Implementation Committee Meeting
  - 5/05/2015 – Cording of Academy Students
  - 5/07/2015 – PTCA Dual
  - 5/07/2015 – Meeting with STCV Ref MOU for Achieve ECHS
  - 5/15/2015 – Graduation B&T, Liberal Arts, Social Science.
  - 5/16/2015 – Graduation BACH, M&S, B&T, NAH
  - 5/21/2015 – Director of Grant Development, Management and Compliance Interviews
  - 5/22/2015 – Mandatory Supervisor Training
  - 5/22/2015 – STHERC Meeting
  - 5/26/2015 – PSJA i3 Leadership Cabinet Meeting
  - 5/27/2015 – Meeting with Science Academy to go over logistics of Academy Program
  - 5/28/2015 – Visit new campus with Mr. Farias and Mrs. Acevedo
  - 5/28/2015 – Carl Perkins Planning -HSPS
  - 5/28/2015 – Meeting with Texas A&M University-Kingsville Administrative Team

<u>Dual Enrollment: Alejandra Cantu</u>

- **Workshops/Meetings**
  - Interviewed six potential History DEF from different school districts. Only 3 got approved by chair and committee.
  - Meet with Principal at Economedes ECHS to discuss summer schedule.
  - Attended the STC graduations.
  - Meet with Dual to Degree planning meeting.
  - Attended the Supervisor training at the tech campus.

- **DE Scheduling and Planning**
  - Changed instructor for Government section at Vanguard Academy.

- Spoke to Computer Science program chair on offering a course for summer I at Lamar. School decided not to offer the course.
- Created a new Dual Enrollment Faculty in Banner for Edcouch Elsa, (J. Cardenas)
- Spoke to Sociology program chair on changing times for a couple of sociology section to facilitate the staffing.
- Created a second sections of music for Thomas Jefferson ECHS.
- Worked on creating all the IMED 1445 and ITSC 2409 for Fall 2015.
- Called the counselor at Edcouch Elsa to discuss the possibility of changing the time for the psychology section to the afternoon in order to staff it.
- Switched the times of two section at Vanguard to staff one of the psychology sections.
- Created a new medical term class for PSJA ISD.
- Worked with Dr. Cortez on finding labs and instructors for two sections of Chem 1411 summer I for Thelma Salinas.
- Created a second math 1414 section for summer I at Edinburg HS.
- Checked and added all the independent courses to the web system.
- Registered students to BMGT 1301 for the recovery school in Mercedes for summer I.
- Sent rosters added new a student to the SCADE Academy in Mission.
-

Dual Enrollment: Clarissa Torres

- **Dual Enrollment Faculty Candidates**
  Our department currently has 44 candidates pending approval for the upcoming Fall 2015 semester.
- **Dual Enrollment Faculty Interviews**
  Eight candidates for Dual Enrollment Faculty met with Department/Program chairs for an interview and teaching demonstrations. I met with each of the candidates before their interview to review the guidelines and expectations of a Dual Enrollment Faculty Member. Of those eight a total of four were approved. In the coming month interviews for Chemistry, English, and Math will take place.
- **DEMSA Senior Trip**
  Assisted our Dual Enrollment Academies staff in Houston, TX. DEMSA seniors visited the San Jacinto battlegrounds and the Health Museum.
- **Spring 2015 Commencement Ceremony**
  On Friday May 15, 2015, as a Department of High School Programs and Services staff member, I attended and assisted at graduation by passing out programs and directing traffic flow inside the State Farm Arena.
- **NISOD 2015 Conference**
  Attended NISOD in Austin, Texas from May 23rd – May 26th.
- **Mission CTE ECHS**
  Junior high students from Mission CISD visited our Technology Campus and participated in a campus tour led by me and a few other staff members. Students were provided with information regarding our CTE Early College High School.
- **Textbooks for Dual Enrollment Courses**
  High schools offering new courses for the summer session have been given textbook information. Updates to our textbook list are being made for the upcoming fall 2015 semester.

Carol Woods – Dual Enrollment Faculty Liaison

- Reviewing and updating the dual enrollment reference guides for faculty in preparation for the August professional development events.
- Attended the last Faculty Senate meeting of this academic year held on April 28, 2015. Meetings will resume in the fall.
- Meeting scheduled for June 1, 2015, by the subcommittee planning the Principals' Summit (Tuesday, August 4, 2015).

- Help coordinate Dual Enrollment Taskforce subcommittee activities such as updating action plans, following up with subcommittee chairs, and updating subcommittee membership as subcommittees hold meetings.
- Updated the 2014-2015 DE Taskforce Charges/Action Plan with input from the Dual Enrollment Taskforce steering meeting that was held on April 16, 2015. The final report on Action Items will be due in July 2015.
- Responded to faculty and/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 fall 2015 dual enrollment classes.
- Serving on STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment. Attend meetings as scheduled.
- Continued follow up with HSPS on updates needed to webpages:
- Requested that OPOD update door sign and STC "Partnership Sign" with new STC logo and font. HSPS will then post updated signs on webpages. http://academicaffairs.southtexascollege.edu/highschool/guides.html
- The current 2014-2015 version of the Reference Guide for Adjunct & Dual Enrollment Faculty is posted at the High School Programs website. http://academicaffairs.southtexascollege.edu/highschool/guides.html
- The current 2014-2015 Reference Guide for STC Faculty Teaching Dual Enrollment courses is posted at the HSPS website. In the future the online version of the guide will include the ISD calendars for faculty convenience.
- HSPS has the current 2014-2015 Dual 2 Degree manuals posted on the "Manuals/Reference Guides Page" at http://academicaffairs.southtexascollege.edu/highschool/guides.html
- Principals' Summit 2015 date of August 4, 2015, is posted at HSPS website. Updated summit information will be posted when available. http://academicaffairs.southtexascollege.edu/highschool/pdf/summit/Web_Form_Contact%20information%20%20High%20School%20Programs.pdf
- All programs under HSPS will be reviewing and updating their webpages again this summer with new partner schools added, updated activities and information.

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - Help host and put together cord ceremony for all graduating DEA Seniors.
  - Finalized all junior summer schedules
- **Workshops:**
  - Took DEEA students to 17th Annual lower Rio Grande Water Quality and Planning conferences
  - Attended the NISOD conference in Austin.
- **Set up Parent Student**
  - Rebecca De Leon will be hosting the parent orientation on June 1st for all incoming DEA students. As well as a student orientation on Jun 23
- **Academy Programs:**
  - Sent updated copy of DECAS
- **Updated Degree Plans:**
  - Updated degree plans for all students
  - Sent final grades and summer booklist to all HS counselors
- **Conflict Management:**
  - Help students who did not pass and figure out schedules for summer 1 & 2 sessions
- **Assisted in STC Graduation**
  - Door greeter for both Friday and Saturday graduations
- **In Progress: Projects and Major Activities**
  - Assisted in selecting all incoming DEA students for all campus's

Sofia M. Peña
Director - Early College High Schools

- ECHS Director and Coordinators attended and assisted with graduation ceremonies.
- Summer Bridge has been planned and is scheduled for the entire month of June.
- Summer ECHS has been completed.
- Fall Registration is underway.
- ECHS Director and Staff (Coordinators and Specialists) have been present at all ECHS recruitment meetings with parents and students.
- Coordinators are conducting degree audits for rising Juniors to ensure they are on track to complete coursework on their degree plan.
- ECHS Specialists are assisting with Summer Academies activities and TexPREP.
- ECHS Director and Coordinators attended meetings with TEA Coaches and their respective schools to ensure compliance with TEA Blueprint.
- ECHS Director attended President's Administrative Staff and Academic Council meetings.
- ECHS Director read and scored several applications for ECHS from around the State for ECHS Designation.
- 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 commissioned 31 STC Ambassadors on Friday, May 29th in a ceremony at the Cooper Center. This brings the total of ACTA graduates under 500 since Fall of 2007 when the program began.
- **Distinguished Leadership Academy (DLA)**
  The DLA concluded with a full-day session with Academy Coach, Pam Bergeron. Each participant presented their individual project that they had been working on throughout the year. It was a very positive experience. The official DLA graduation will take place on Friday, June 26th.
- **Ambassadors Leadership Academy (ALA)**
  ALA met on Friday, May 1st. The session included two Profiles in Leadership: IVPAA Anahid Petrosian and VPIS&P David Plummer. The participants were very excited to hear two different approaches to leadership and have an opportunity to ask questions about the future of leadership at community colleges. The official ALA graduation will take place on Friday, June 26th.

Programs in Development:

- **Online Modules for Dual Enrollment Faculty**
  The OPOD is partnering with Distance Education and Assistant Dean of LASS (Dr. Chris Nelson) to create online modules for dual enrollment faculty.
- **Customer Service Training**
  The OPOD is currently working on a customized Customer Service Training for the Cashiers Department.
- **Academies for Academic Year 2015-2016**
  Marketing material is currently being updated to promote all OPOD academies.
- **Major Events in August**
  The OPOD is currently working on reserving and updating marketing material for all major events held in August.
- **Jaguar Academy: Onboard for Success**
  Recruitment for the Jaguar Academy is currently underway and will be rolled out on Thursday, June 11th. The Academy will engage new full-time staff beyond the standard first day orientation as well as to help them connect to South Texas College's Comprehensive Mission. This academy is designed for new members of the STC family who have been hired within the last six months. The participants will meet the STC President, learn about STC Points of Pride, engage in customer service training, learn about campus resources, and take a full-day service area tour.
- **STLA for Staff**
  The 9th Annual South Texas Leadership Academy for Staff is in development. The event will be held on Friday, June 19th for an audience of 200 STC Staff Members. The agenda will feature a presentation by Michael Daggs on the topic of Connecting with millennials.
- **Academic Affairs Employee Recognition**
  The OPOD is in process of coordinating the Distinguished Teaching and Learning (DTLA) Awards for Faculty, the new Faculty of the Year Award and the Distinguished Staff Awards (DSA). All awards will be presented at Academic Convocation on Monday, August 18th.

Design & Publications

The OPOD Designer worked on the following design projects during the month of May:

- Child Development Conference Marketing Materials
- Great Teachers Retreat Wrap-up Booklet
- Reconstructing department photo catalog
- Re-designing website banners for web pages
- Junior Jaguars Leadership Conference Cover Design
- Emergency Response Training Event Flyer
- FOCUS Academy Certificate Re-design
- Updated all reference guides for August events
- Distance Education Symposium banner, e-vite, program cover

HSI Grant: STC in FOCUS Implementation

- Staffing
  - Hiring of Assistant Director for Innovative Instruction has been placed on hold
  - Faculty Advising Coordinator Position in progress
  - Faculty Development Trainer has been re-posted and closes on May 1st.
- Tier 1, Year 1 Active Learning Classrooms have been identified at all 5 campuses and are currently being designed
- Tier 1, Year 1 Active Learning Classrooms furniture requisitions have been submitted to the Purchasing Department for Board approval
- Faculty Advising Steering Committee is on track for the development of a revised and updated program.

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

STC-La Joya Teaching Center

- Met with Michael Wilson, Director of Gateway program to consider moving program to La Joya Teaching Center. Was considered and decided to remain at Technology Campus for now.
- Met with CCC Director, Ronny Cabrera, STC Continuing Education Project Coordinators, Liz Hernandez and Isaias Ledezma, to present Career Pathway programs, student services, and funding options.

STC-Pharr Teaching Center

- Met with CCTA Principal, Yolanda Gomez, CTE Director Saenz, and PJSA project coordinators to discuss room availability to house additional summer dual enrollment course offerings in Information Security-Digital Forensics. New cohorts have started taking classes this summer to continue to the fall semester.
- Dual Enrollment HVAC&R classes continue with first semester course offerings.
- Welding program DE enrollment has increased and is expected to remain strong.
- STC IT and inventory specialists reviewed computer equipment and media technology.
- Coordinated faculty and staff member moves to Pharr Teaching Center area.
- Attended RGV Focus Dropout Prevention & Recovery Symposium.

Other Activities

- Continued to assisting with curriculum development of this year's Kids College-The World of CSI and Technology with the first session scheduled to be held the Technology Campus on June 6.
- Attended Business & Technology PC meeting.
- Attended Business & Technology Division graduation ceremony.
- Attended DTL and presentation wrap-up.
- Met with Pam Bergeron to discuss DLA and future development opportunities.
- Attended Chamber of Commerce and Women's Business Center Luncheon.

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Information Services and Planning

THIS PAGE LEFT
INTENTIONALLY BLANK

Dr. David Plummer
Interim VP

Information Services, Planning & Strategic Initiatives

Monthly Activity Report for May 2015

Alicia Gomez, CIO
Technology Resources

Applications Development
HR Process Redesign and Automation
The Electronic appointment letter module for posting and approving annual appointment letters for Faculty on JagNet went live May 4, 2015. There were no issues reported regarding the deployment. The application was well received by Faculty who reported no issues with the new module and provided excellent feedback. The Technology Resources team will continue working on the next phase of the project which consists of a similar module for staff to approve/acknowledge appointment letters via JagNet.

After a two-week Salary Planner training the implementation and testing phases for this project were completed. The functional HR team will begin using the module features for the Staff rollover process; however, the limitations of the module to calculate salary based on percentages and/or salary steps prevents the functional team from using it for the Faculty salary rollover.

College Scheduler
The College Scheduler go-live date has been postponed until the DegreeWorks dependencies are resolved. The DegreeWorks Student Education Plans (SEP) must be completed by students/advisors in order for the data to be available for College Scheduler to populate course availability for registration.

JagMobile 3.0
The Applications team resolved all AR in-house issues that were preventing the TouchNet upgrade completion. The team will now proceed with the TouchNet emergency loans and mobile application implementations.

Business Impact Analysis (BIA) and Disaster Preparedness/Recovery Planning
The Technology Resources team continues researching the possibility of creating a datacenter in Rio Grande for Disaster Recovery purposes. A second meeting with STC designers/engineers, TR and Facilities and Construction staff was rescheduled due to schedule conflicts. The teams will reconvene to go over alternatives to provide a gas generator to power up the server room in Rio Grande building D, as well as, labs, office space and building J. The TR team began researching other Disaster Recovery options such as Amazon Cloud Services and is awaiting response from vendor on cloud service options.
As recommended by the BIA assessment, faculty and staff email need to be migrated to the cloud. The TR team acquired a total of 100 licenses to work on the first phase of the Office 365 migration project and began testing the plan with sample email accounts. Once the testing is completed, a total of 100

pre-selected staff and faculty email accounts will be migrated during the summer. The rest of the accounts will be migrated in several phases throughout next year.

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 switches at the Technology, NAH and Starr campuses will be replaced and reconfigured throughout the summer.

Computer Replacement

The May batch of 100 computers was received by the Technology Support Services team and will be imaged and deployed as planned. A total of 650 computers will be deployed as part of the 2015 computer replacement cycle. The process will continue throughout the rest of the fiscal year - configuring and deploying 100 computers per month and should be completed by August 2015.

Pharr and La Joya Teaching Centers (CCTA)

Internet and wireless connections are ready and functional at La Joya teaching site.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 5/4/2015: Project Update Conference Call
- 5/7/2015: Digital Signage Survey Meeting, STC Bond Program Meeting
- 5/11/15: Instructional Technologies Team Meeting, Library Services Group Meeting
- 5/14/2015: May Finance Committee Meeting; Graduation Setup
- 5/15/2015: 5/16/2015: Graduations
- 5/18/2015: Graduation Debrief Meeting, Project Update Conference Call, AISYS meeting
- 5/19/2015: HIS Grant Active Learning Meeting
- 5/20/2015 – 5/22/2015: Region One Technology Conference

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	141
April	219
May	125
June	
July	
August	
Sept	
Oct	
Nov	
Dec.	

SOUTH TEXAS COLLEGE

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	307
Apr	306.25
May	156.75
June	
July	
Aug	
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus:	May-2015				
	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	15	10	3	22	4
Data Projector	5	1	6	4	0
Laptop	54	0	9	0	122
PA System	2	2	0	1	0
CD Player	0	0	1	0	0
VCR's Only	0	0	0	0	2
Smart Board	0	0	0	0	0
Video Camera	1	2	1	1	0
TV	1	0	0	0	1
Microphone	73	5	3	14	4
Direct Box	4	0	0	0	0
Digital Camera	1	0	0	0	2
Speakers	0	8	3	0	0
Overhead Projector	0	0	0	0	0
Remote	16	0	0	0	0
Headphones	0	0	0	0	4
HH Voice Recorder	0	0	0	0	0
Screen	6	2	3	1	0
Document Camera	46	8	15	0	0
DVD/VCR Player	6	0	0	0	0
Wireless Lab	0	4	0	0	0
Keyboard/Mouse	10	0	5	1	4
Sympodium	10	8	6	0	0
Hard Drive	0	0	0	0	2
USB Hub	5	12	0	0	2
CPS	0	0	0	0	8
Mixer	12	2	0	5	0
Tripod	0	2	1	0	0
WebCam	5	0	0	0	8
Computer	0	0	0	0	0
Portable Table	8	2	0	3	2
Microphone Stand	5	4	0	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	5	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	1	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
Remote Mouse/Clickers	0	33	0	0	0
TOTAL	**290**	**105**	**57**	**52**	**165**

Victor M. Gonzalez, CISO
Information Security

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

IE Related Activities:

- Hiring committee for IE Specialist
- IE Specialist hiring committee - selected candidates to interview
- IE Specialist applicant interviews
- IE Specialist processing via PeopleAdmin (complete)
- Updated Business Office/IEA calendar and sent to VP Elizondo
- 2015-2017 IE Plan training:
    - Information Commons & Open Labs
    - Information Security
    - Division of Library Services
    - Information Commons & Open Labs
    - Library Public Services
    - Library Technical Services
    - Centers for Learning Excellence
    - Information Security

IEA Reporting Analyst's Activities:

- Worked on the ATD Annual Reflection data/ATD Intervention data
- Worked on the new version of STC Factbook data collecting
- Worked on the new STC Placement Scale
- Worked on the IEA Five Year Operational Plan
- Worked on the Rubik Migration
- Data Requests:
    - DPRA evaluation plan
    - Facilities Inventory by Campus by FTE Student
    - Fall to Fall Graduation, Retention, or Transfer by Total Enrollment (Multiple Views)

Factbook Related Activities:

- Worked on the data cleanup for the High School Graduates Enrolling in STC report
- Worked on the Texas Annual Licensure data, updated and posted the 2013 - 2014 Licensure Exam Pass Rates report for both internal and external STC Factbooks
- Updated and posted the Enrollment: County, District, Campus High School Graduates Enrolling in Texas Higher Ed (Fall 2005 - Fall 2014) report for internal STC Factbook
- Updated the Data Release Timeline
- Worked on the new version of STC Factbook data collecting
- Updated and posted the Fall to Spring FTIC Retention (2010-2014) report for internal STC Factbook
- Updated the 'College Profile' for external STC Factbook
- Coordinated with the Curriculum and Student Learning and the PR for STC Factbook website updating
- Coordinated with the RAS for the STC Factbook updating
- Updated and posted the Transfer Success of STC Students at UTPA for 2013-2014 and Fall to Spring FTIC Retention (2010-2014) reports for internal STC Factbook
- Worked with RAS for the Non-Traditional Enrollment by Workforce Programs report updating
- Continued work on the new version of STC Factbook data collecting

Meetings and Trainings:

- New Debates About Accountability webinar
- IEA 5-Year Operational Plan meeting
- IEA-RAS Meeting
- IE Specialist Hiring meeting
- Appeals Meeting
- 4DX – Franklin Covey's webcast
- CTN-Puente Conference Call

Miscellaneous:

- IEA Five-Year Operational Plan completed
- Achieving the Dream status update meeting
- IEA shared drive backup
- Supported the equipment installation for IEA director's office

Cody Gregg, Dean
Library Services and Information Commons

Meetings:

- 5/1/15: Upswing Meeting; PAS.
- 5/4/15: CLE Tutoring Meeting; ISP&SI Leadership Team Update Meeting.
- 5/5/15: Building F Redesign Meeting; Budget Committee Meeting.
- 5/6/15: DW Lab Assistant Position Meeting; CLE Meeting.
- 5/7/15: Bi-monthly Meetings with Directors; Directors' Meeting; Meeting at H.R.; Meeting with Furniture Reps.
- 5/8/15: Staffing Request Review; Meeting to Discuss Open Labs and CLE.
- 5/11/15: Library Services Group Meeting.
- 5/12/15: Bond Program Planning Meeting; Perkins Request Meeting; Graduation Meeting.
- 5/13/15: Travel Committee Meeting.
- 5/14/15: Upswing Meetings; CLE English/History Study Meeting; First Year Connections Summer Orientations; Facilities Committee Meeting; May Finance Committee Meeting.
- 5/15/15: Graduation Ceremonies.
- 5/18/15: Personnel Performance Evaluations; CLE Meeting.
- 5/19/15: Bond Program Planning Meeting; Personnel Performance Evaluations; Perkins Grant Meeting; Search Committee Meeting.
- 5/20/15: Staffing Review Meeting; Steering Committee Meeting;
- 5/21/15: Xytracs Meeting; Meeting regarding Data Room.
- 5/22/15: Supervisor Training; Project Director HSI Grant Meeting.
- 5/26/15: Bond Program Planning Meeting; Board Meeting.
- 5/27/15: Employee Performance Evaluations.
- 5/28/15: CLE Meeting; Guidelines for Professional Development Travel-Staff – Subcommittee.
- 5/29/15: Perkins Meeting.

Library Services Data:

Library Services Data: 5/1/2015 -5/31/2015								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	17	0	98	n/a	9	0	124
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	2219	7468	7348	24427	639	3934	1792	47827
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	475	147	752	n/a	28	16	1418
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**

	n/a	718	291	1361	n/a	150	79	2599
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	9	1	19	n/a	5	1	35
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	478	52	865	n/a	315	45	1755

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Reviewed material identified for deselection from collection.
- Evaluated ProQuest Reference Companion and corresponded with ProQuest representative regarding Flow and RefWorks 3 products.
- Set up a meeting for a demonstration of PastPerfect, an art collection management software for possible use by the Library Art Gallery.
- Automation Team continued researching and creating reports to identify custom settings for the authority control processing project.
- Continued researching AccuTrack documentation.
- Began working on an error in Symphony concerning multiple records sharing fixed assets fields.
- Began working with IT staff concerning errors obtaining Banner user reports for Symphony.
- Began working with CLE staff at each campus to determine their unique checkout and scheduling needs and practices.
- Continued working with EBSCO concerning issues with JSTOR results in Discovery Search.
- Began testing Symphony reports to determine which settings will correctly import MARC records so they do not overwrite information related to fixed assets.
- Began putting together information about EBSCO Curriculum Builder to begin developing a bookmark and flyer to market the tool to faculty.
- Continued building a LibGuide with training resources for staff on the use of the mobile devices the library is acquiring for staff to support students and faculty.
- Began going through back issues (archives) and re-alphabetizing and printing labels reflecting new dates range labels on bins that were misplaced and out of order.
- Continued working on the Annual Report.
- Continued working on the Library logo redesign.
- Searched 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…… $ 14,463.00
- BAT & BAS/TMGT Materials- …… $ 611.00
- BAT & BAS/CIT Materials- …… $(363.00)
- BAT & BAS/MHSM Materials- …… $ 3,768.00
- BAT & BAS/OL Materials- …… $ 68.00

Information Commons and Open Labs:

Highlights:

- Lynda.com trainings are being completed by several employees.
- All computers were cleaned and work orders were submitted to have the carpets cleaned and the floors waxed.
- Testing Adobe Cloud Licensing.
- 05/18/2015: The Information Commons and Open Labs staff attended an End of Semester meeting. All staff were trained in Customer Service by Martha Valdez of World Class Training. Full time staff were also trained in Blackboard Collaborate while the part time and work-study staff were trained in Excel 2013 Part II.
- Computer Replacements for May:
  - 36 computers were replaced in the Starr Open Lab.
  - 1 release station was replaced in the Starr Library.
  - 2 computers were replaced in the NAH Open Lab.
  - 13 computers were replaced by TSS in the Pecan Internet Café.

April 2015 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	2,553	6,376	6,969	15,291
Pecan Internet Café	670	1,399	1,843	6,033
Pecan T. Info. Commons	583	1,033	671	3,622
Mid-Valley Open Lab	1,253	3,239	3,862	
Mid-Valley Open Area	447	730	708	
Mid-Valley G-144	194	296	213	
Starr County Open Lab	358	1,117	1,242	
NAH Open Lab	917	2,523	1,372	
Technology Open Lab	431	1,059	704	
Technology Internet Café	157	371	918	
District Total:	**7,563**	**18,143**	**18,502**	**24,946**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	2,577	5,802	6,675
Pecan Testing Room F-228	39	58	104
Mid-Valley Info. Commons	944	1,930	1,930
Starr County Library	359	862	954
Technology Library	247	562	1,220
District Total:	**4,166**	**9,214**	**10,883**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	306	389	621
Pecan F-130 Group Stations	68	88	149
Mid-Valley Library Group Stations	129	163	181
Mid-Valley Open Lab Group Stations	12	13	15
NAH Group Stations	479	912	560
District Total:	**994**	**1,565**	**1,526**

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

- 05/04/15: Attended an IS&P Leadership Team meeting.
- 05/05/15: Met to discuss the summer schedules.
- 05/06/15: Met to discuss the direct wage Lab Assistant positions.
- 05/08/15: Meeting to discuss the Open Lab and CLE Labs.
- 05/11/15: Attended a Library Services meeting.
- 05/12/15: Met to discuss the Information Commons and Open Labs' IE Plan.
- 05/13/15: Met with 2 hiring committees to review applicants.
- 05/15/15: Held an Open Lab Leadership meeting.
- 05/18/15: The Information Commons and Open Labs staff attended an End of Semester meeting. All staff were trained in Customer Service. Full time staff were also trained in Blackboard Collaborate while the part time staff were trained in Excel 2013 Part II; Attended a CLE End of Semester meeting.
- 05/22/15: The Open Labs Leadership staff attended the Mandatory Supervisors Training at the Technology Campus.

Library Services Public Services

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

- 5/6/15: Architect Meeting at Mid Valley.
- 5/7/15: Director's Meeting; meeting regarding dual enrollment; meeting to review fabrics for Pecan Library furniture.
- 5/14/15: Meeting regarding Pecan furniture.
- 5/18/15: CLE Meeting.
- 5/20/15: Art Steering Committee.
- 5/21/15: Director's Meeting.
- 5/25 – 5/29/15: Harwood Institute Workshop in Houston.

Exhibits in May:

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

- ATD Data Submission
- ATD Annual Reflection Data Section
- CBM002
- Developmental Education Program Survey (DEPS)
- Licensure Report
- Texas Completed KPI Update

Survey

- CCSSE Survey
- Chair Evaluations Surveys
- Digital Signage Survey
- Faculty Climate Survey
- Focus Academy Survey
- Gender Studies Program Interest Survey
- IAM Survey
- OER Pilot Survey Online
- Pay Card Survey
- Physical Therapist Grad Follow Up Survey
- SOSE pilot (Online Student survey from (CCSSE)
- Student Needs Assessment
- 5th Grade Leadership Camp Survey

Qualitative Studies

- AAWCC Focus Group
- Digital Signage Study
- Orientation Focus Groups

Data Request

- BAT Organizational Leadership Dup and Updup and Contact Info
- CCCIE Data Metrics Definitions Template
- Dual Drop Report – Fall 2014 Term
- Development Math Student Count Separated by Ethnicity
- Engineering and Chemistry Spring 2015 Enrollment
- Enrollment Trend (Summer 2014-Fall 2015)
- Fall 2014 STC to UTPA Transfer Success
- Fall to Fall Success
- Fall to Fall Transfer
- FTIC Fall to Spring Retention
- Music Enrollment
- New Mathways Projects Recruit List
- Non-Traditional Enrollment by CIP/Program Fall
- PSJA High School Senior Dual
- Top Ten Failure Courses
- UTPA transfer and GPA

- Valley Scholars Persistence and Graduation
- 2005-2014 Enrollment (Traditional, Dual, Total)

Data Analysis

- Dual Enrollment Data Analysis
- High School to Higher Education Flow Chart

Meetings

- ABE Study Monthly Call
- CBM002 Meeting
- CCCIE Data Metrics Conference Call (Immigrant Data)
- CCRC Dropout Prevention and Recovery Study Meeting
- Contact Hours Capacity Review
- DEPS Meeting
- Immigration Data Metrics Call
- ISP&SI Leadership Team
- NMP Meeting
- RAS Weekly Meeting
- SSG Meeting
- Texas Completes Data Leads Call
- TSI Planning & Implementation Committee
- TSI Update Webinar

Other Research/Support

- ALA/NEH Latino American Grant

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

- Strategic Services
- Bond Meeting
- ISP Leadership
- Starr County Campus
- Texas Completes Scan Call
- Pegasus Planning & Development
- Achieving the Dream
- 60X30TX Webinar
- Webinar: Enrollment, Retention and Student Success Dashboards at CSUSB
- ATD: Webinar
- Global Knowledge Training Discussion: IT Project Management
- Purchasing

ACTIVITIES

- Continued work on ATD Annual Reflection Narrative
- Continued work on ATD Leader College Re-Certification Application
- ATD Executive Summary
- ATD Shared with Panel for Review/Feedback
- Completed 60x30TX Assignment
- Submitted Texas Completes Best Practice
- Assumptions Document Updated
- The University of Texas Professional Development Center (Business Process Analysis)
- The University of Texas Professional Development Center (Principles of Project Management)
- Lynda.com: Review of Project Management Fundamentals On line Training
- Responded to ATD shared initiative request from Onondaga Community College, as it relates to Fast Pass to the First Day Class initiative.
- Building F (Old Data Room) Plan

TRAININGS

- PMP_PDU Status: A total of 52.75 of 60 hours required for PMP-PMI Re-Certification have been completed. Current certification Expires 12/10/2016.

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

North American Advanced Manufacturing Research & Education Initiative (NAAMREI)

THIS PAGE LEFT
INTENTIONALLY BLANK

MEMO

To: Dr. Shirley A. Reed
President

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

Date: June 17, 2015

Subject: May 2015 Activity Report

The major activities of my office this month were: 1) Met with South Texas Manufacturers Association Executive Director 2) Met with Knife Glider project team 3) Participated in conference call with Texas Workforce Commission 4) Met with IAM Summer Camp Committee 5) Conducted Festo Announcement Ceremony6) Met with ALPS Automotive Chairman and CEO 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) Met with STC Facilities and Planning Department regarding Technology Campus expansion. 10) Attended Supervisor Training 11) Met with Summer Robotics Summer Camp Committee 12) Attended STMA monthly meeting.

Summary of Activities for May 2015:

- Met with Mike Willis, South Texas Manufacturers Association Executive Director, to discuss trends in manufacturing, ongoing STMA surveys and related STC projects. We meet every first Monday of the month to discuss topics relevant to regional manufacturing.
- Attended conference call with Texas Workforce Commission regarding my TWC Workforce Commission SDF Regional Representative position.

- Had dinner with Mr. Kataoka, Chairman and CEO for ALPS Automotive. Members of Alps McAllen and Reynosa were present along with McAllen Economic Development Corporation members.
- Met with working committee to plan first-annual IAM Summer Robotics and Automation Camp.
- Met with McAllen Economic Development Corporation and Priority Tooling Solutions to further execute Knife Glider project.
- Met with STC Planning and Facilities department to discuss design of Technology Campus expansion to West Building.
- Hosted the Festo representatives from the US and Germany while they in town for the Festo Certified Training Center (FCTC) announcement ceremony.
- Met with staff to advance progress for Maquiladora training projects. My office is promoting customized training to Reynosa maquiladora employees.
- Met with Dr. Miguel Gonzalez, Dean of College of Engineering, UTPA, to discuss manufacturing initiatives, NAAMREI plans and grant opportunities.
- Met with Leticia Flores, The Governor's Regional Representative, to discuss economic development trends, workforce topics, NAAMREI initiatives, and other business and industry initiatives.
- 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
- Monitored and reconciled NAAMREI and IAM revenue and expense accounts
- Reviewed and monitored NAAMREI and IAM budgets, financial and programmatic reports.
- Reviewed and monitors IAM enrollment and contact hour reports.
- Requested for conference account to be created for summer camps.
- Met with IAM staff to develop strategies for expansion of IAM training services and to increase enrollment.