SOUTH TEXAS COLLEGE

July 2015 Division Activity Reports

Board of Trustees
Board Meeting
August 25, 2015

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Turning Hope Into Reality

Student Affairs and Enrollment Management

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **August 25, 2015**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **July 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
- Conducted our Annual Student Affairs & Enrollment Management Retreat at the Renaissance Casa de Palmas
- Conducted the Division Director's IE Planning workshop
- Conducted the first Superintendent's Coffee meeting
- My Office participated in the following meetings:

  - Dr. Daniel King, Superintendent for PSJA ISD
  - Miguel Carranza, Associate Dean for Student Financial Services, Testing & Veteran Affairs
  - Miriam Lopez, STC Comptroller
  - Tom Logan, Director of Valley Metro
  - Maribel, Assistant Director of Valley Metro, Delta Line meeting
  - Patrick Michels, Texas Observer Reporter
  - Daniel Ramirez, Director of Public Relations & Marketing

Attended:

- Summer Leadership Institute 2015 participants met with Cabinet
- Blackboard/STC: Review Strawman Presentation
- Lunch with the New Hires (Jaguar Academy)
- RSTEC Special meeting of the Board of Directors
- Honoring Students from Universidad Autonoma de Nuevo Leon
- South Texas College 2013 Bond Construction program Mid-Valley campus kitchen tour
- South Texas College 2013 Bond Construction STARR County meeting Student Services Building
- Charter Agreement meeting
- LRGVDC Board meeting

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

Attended:

- PSJA Arena Registration Update meeting
- Operation Lone Star VIP Day Luncheon
- The Future of Healthcare in the RGV with Dr. Gus Bailey at the Edinburg Conference Center at Renaissance

Participated:

- Mobile Go Center Discussion

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Summer and Fall 2015 semesters with Priority Registration on March 2; to date, **17,073** students are registered for Fall 2015.
- Continued processing incoming documents and clearing students to register for Fall 2015.
- Reported the official census date enrollment for Summer II on July 13, 2015; after dropping 375 students for non-payment, the final enrollment for Summer II 2015 is **5,567** students.
- Records and Registration Specialist attended AACRAO Summer Institute for International Admissions held in Washington, DC during the week of July 12 – 18, 2015.
- Compliance Coordinator attended THECB Manual Training held in Austin on July 15, 2015.
- Dean of Enrollment Services & Registrar, Director of Degree & Certificate Completion and Compliance Coordinator attended TACRAO Community College Issues Meeting held in Austin on July 16 – 17, 2015.
- Worked on various projects, such as FY15-16 budget, enrollment, House Bill 5/Banner, IE plans, TSI Block/Degree Works, 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 students 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.
- Assisted instructors with online grade submission for Summer I, which were due on July 2, 2015.
- Processed **779** *Schedule Change Forms* prior to the deadline to withdraw from Summer III on July 23, 2015 and Summer II on July 31, 2015.
- Processed *Reinstatement After Census Date Forms* for **91** students during July 2015.
- Processed *Change of Grades* for **101** students during July 2015.
- Downloaded, reviewed and verified **2,968** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during July 2015.
- Processed **3,945** high school and **785** college/university transcripts during July 2015.
- Evaluated **351** transcripts from other colleges and universities during July 2015.

Matt Hebbard, Dean of Enrollment Services & Registrar cont.

- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **4,703** STC transcripts during July 2015.
- Scanned and indexed **11,403** documents submitted by students during July 2015.
- Processed **39** online *Course Substitution Forms* during July 2015.
- Graduation Analyst printed **2,738** diplomas for May 2015 graduates and prepared **2,443** to be mailed via USPS; the other diplomas were either picked up as per the graduate's request or the graduate has a hold, which must be cleared before the diploma can be released as per the letter of notification.

Assessment Center

Student Assessment Center Activity Report July 01 through July 31, 2015				
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**
Pecan Campus	**618**	**560**	**491(88% show)**	**TSI EXAM**
Mid- Valley Campus	**240**	**374**	**344(92% show)**	**TSI EXAM**
Starr Campus	**210**	**248**	**244(98% show)**	**TSI EXAM**
Pecan Plaza	**227**	**108**	**102(94% show)**	**GED/PEARSON EXAM**
Pecan Plaza		**92**	**89(97% show)**	**TSI EXAM**
TOTAL:	**1295**	**1382**	**1270(92%show)**	**TSI/GED**

TSI Compliance ENROLLMENT REPORTS July 1-31, 2015			
Campus	**Number of students on TSI reports**	**Number of students tagged as college ready**	**Number of Compliance letters mailed out**
Pecan	**206**	**34**	**172**
Nursing	**10**	**4**	**6**
Technology	**109**	**26**	**83**
Starr	**71**	**8**	**100**
Mid-Valley	**91**	**33**	**58**
Total	**487**	**105**	**419**

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Dean, Coordinator Rebecca Cano, Specialist Rolando Solis and Indira Salinas attended the 2015 NASFAA Conference held at New Orleans, LA
- SFS Director and Aimee Green met deadline on Texas Grant & TEOG End of the Year reports
- Veteran Affairs Department continue to assist current and future VA students with Summer & Fall enrollment
- Staff was assigned to attend the Student Affairs and Enrollment Management Division Retreat
- SFS Outreach Specialist assisted with 2 Financial Aid events throughout the month of July
- SFS staff continue 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

Dual2Degree

- Summer II Dual Enrollment Registration
- Summer II Dual Enrollment Roster Verification and Reconciliation
- Fall 2015 Dual Enrollment Registration
- Dual2Degree Enrollment Redesign Planning Meeting
- Dual Enrollment Faculty SAEM Modules Planning Meeting

The Dual2Degree Upcoming Events through the Summer & Fall Semesters:

- July – Summer Dual Enrollment Registration and Processing
- July – September – Fall Dual Enrollment Registration and Processing
- August – September – Dual Enrollment Student and Parent Orientations

Collection Connections

- Call Center
  - Inbound Calls – 14,345 calls
  - JagChats – 572 chats
  - Web Leads – 102 emails
- Campus Tours
  - Pecan Campus – 239 students
  - Mid-Valley Campus – 61 students
  - Technology Campus – 222 students
  - Nursing Campus – students
  - Starr Campus – No Tours
- Blackboard Kickoff Call for Engagement Campaigns
- Mobile Go Center Planning Meeting
- Fox & Univision Morning Show TV Interview
- PSJA Arena Registration
- Summer Leadership Institute Presentations
- WebLead Planning Meeting
- DegreeWorks and Course Scheduler Testing
- Business Process Analysis Training
- ECHS Summer Bridge
- NAH Program Chair Meeting

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
252	Student Contacts & Outreach
50	Student & Alumni Registered on CCN
70	Student & Alumni Resumes Revised/Uploaded on CCN
65	Employer Contact and New Employer Registered on CCN
52	Jobs posted to CCN
5,948	Total Students Registered to date
3,188	Total Alumni Registered to date
2,659	Total Employers Registered to date

Current/Upcoming Activities & Events:

- 1 Resume Writing & Interview workshop; Pecan Campus; MET
- 2 Resume Writing & Interview Skills open workshops; Starr County Campus & Technology Campus
- 1 On Campus Recruitment presentation; EMT & Fire Science; Corpus Christi Fire Department
- 4 Resume Writing & Interview Skills workshops; Interpreter program; Giovani Delgado
- 5 Resume Writing & Interviewing Skills presentation; Vocational Nursing Program
- 1 Career & Employer Services overview presentation; Technology Campus

Current/Upcoming Activities & Events: cont.

- 1 Resume Writing & Interviewing Skills presentations; Technology Campus; Continuing Education; Elias Hernandez
- Collected clothing donations from community.
- Presented at Summer Leadership Institute; Counseling and Advising
- Serving on three hiring committees
- Served on Physical Therapy Assistant Re-Accreditation Student Services panel
- Served on "Ideator" team
- Development of Distance Education Symposium Workshop
- Completed IE Plan for department
- Attended SAEM Division Retreat
- Coordinating Fall BAT Career Readiness Seminar
- Continue coordinating and assisting with "Business Leadership Conference" with Mr. David Laurel and CMA Club President.
- 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 (Pink and Blue, CollegeFashionista, CSM Companies Inc., H&R Block, IDEA Public Schools, Packback LLC, Physician Laboratory Services, Proscribe LLC, United Irrigation, R & D Personnel; Complete Foot Care, MET, Appen, CSL Plasma, Dexter Systems Inc., Entravision Communications, Frost Bank, LensCrafters, Valley Care Clinics, Course Hero Inc., Hillsborough County Public Schools, Office of Injured Employee Counsel, Sewa International, Southern Trenchless Solutions, Merida Home Health Care, City of South Padre Island, Dunkin Donuts, Laura and John Arnold Foundation, Rio Grande Valley Mobile X-Rays, TeleTech, Univision).
- Manage Social Networking pages.

Student Activities & Wellness

- Summer Bridge – Monte Alto ECHS (PCN)
- Independence Day Celebration (District-wide)

- Student Activities & Wellness Department Planning Retreat (PCN)
- Summer Leadership Institute ROPES Training (PCN)

Student Activities & Wellness cont.

- Summer II Welcome Tents/Tables (District-wide)
- Ping pong Tournament (PCN)
- 3 on 3 Basketball Tournament (MV)

- Ping Pong Tournament (MV)

- Summer Bridge – Sharyland ECHS (PCN)
- Summer Bridge – Edinburg Economides ECHS (PCN)
- First Year Connection Registration & Phone Calls (District-wide)
- Texas Hold'em Poker Tournaments (Tech)
- Chess Matches (Tech)
- Madden Xbox Tournament (MV)
- Jaguar Academy Tours (Starr)
- Summer Leadership Institute Campus Tour (Starr)

Office of Judicial Affairs and Conflict Resolution Center

- Mr. Karey Barnes conducted a BIT Meeting
  - July 9th, 2015
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended the BIT Meeting
  - July 9th, 2015
- Mr. Karey Barnes & Mr. Paul Hernandez attended a meeting to discuss changes to complaint routing with Ms. Mary Elizondo
  - July 15, 2015
- Mr. Karey Barnes & Mr. Paul Hernandez attended a Title IX Case Review
  - July 17, 2015
- Mr. Karey Barnes attended a 2015-2017 IE Plan meeting
  - July 17, 2015
- Mr. Karey Barnes, Mr. Josue De La Cruz & Mrs. Maria Alonso attended the SAEM Retreat at the Casa De Palmas
  - July 23rd, 2015
- Mr. Karey Barnes conducted a BIT Meeting reviewed cases received from Thursday, July 9th, to July 23rd, 2015
  - July 23rd, 2015

Department	Cases Reviewed
Office of Human Resources	0
Police Department	0
Office of Student Conduct	6

- Mr. Josue De La Cruz & Mrs. Maria Alonso attended the BIT Meeting
  - July 23rd, 2015
- Mr. Karey Barnes & Mr. Paul Hernandez attended a Title IX Case Review
  - July 24th, 2015
- Mr. Karey Barnes attended Division Director's IE Planning Workshop
  - July 24th, 2015
- Mrs. Maria Alonso conducted a presentation on Student Conduct for the Physical Therapist Assistant Student Orientation
  - July 24th, 2015
- Mr. Paul Hernandez, Mr. Karey Barnes, Mr. Josue De La Cruz & Mrs. Maria Alonso attended the Title IX Forms – Brainstorming meeting
  - July 27th, 2015
- Mr. Paul Hernandez, Mr. Karey Barnes, Mr. Josue De La Cruz & Mrs. Maria Alonso attended Title IX Changes meeting with the Counseling Department
  - July 30th, 2015
- Ms. Erica Hansen & Ms. Olga Moran attended the SAEM Retreat at the Casa De Palmas
  - July 23rd, 2015
- Mrs. Maria Alonso conducted a presentation on Student Conduct for the Physical Therapist Assistant Student Orientation
  - July 24th, 2015
- Ms. Olga Moran & Ms. Erica Hansen attended the Title IX Forms – Brainstorming meeting
  - July 27th, 2015
- Ms. Erica Hansen & Ms. Olga Moran attended Title IX Changes meeting with the Counseling Department
  - July 30th, 2015

Office of Judicial Affairs and Conflict Resolution Center cont.

Behavioral Intervention Team Status for the month of July	
Reviewed	24
Not Reviewed	16
Weekly Total	**40**
Year to Date	**407**

Judicial Affairs Total Cases per Campus for the month of July	
Pecan	20
Nursing & Allied Health	2
Technology	3
Mid-Valley	14
Internet	0
Starr	1
Weekly Total	**40**
Year to Date	**407**

Judicial Affairs Total Case Status for the month of July	
Open	26
Closed	14
Weekly Total	**40**
Year to Date	**407**

CRC Total Cases for the month of July	
Complaint	5
Grievance	0
Grade Appeal	25
Consultation	57
Mediation	0
Facilitated Dialog	0
Title IX	38
Weekly Total	**125**
Year to Date	**1688**

CRC Total Cases per Campus for the month of July	
Pecan	90
Nursing & Allied Health	19
Technology	3
Mid-Valley	8
Internet	3
Starr	2
Weekly Total	**125**
Year to Date	**1688**

CRC Total Case Status for the month of July	
Open	68
Closed	57
Weekly Total	**125**
Year to Date	**1688**

Counseling and Advising

Advisor Student Contacts	
Campus	**# of Students**
Pecan	3652
Weslaco	1356
Rio Grande	658
Total	**5666**

Student Success Specialist Contacts	
Division	**# Student Contacts**
Bachelors of Applied Technology (Tech Mgmt.)	268
Bachelors of Applied Technology (CIT)	234
Business, Math, Science & Technology	395
Distance Learning	1270
Liberal Arts & Social Science	105
Total	**2272**

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	**787**	**133**	**165**	**114**	**48**	**623**	**0**	**1870**
Weslaco	**47**	**3**	**21**	**38**	**11**	**212**	**0**	**332**
Rio Grande	**66**	**7**	**14**	**22**	**4**	**41**	**0**	**154**
Tech Ctr.	**33**	**17**	**30**	**2**	**1**	**13**	**0**	**96**
NAH	**46**	**11**	**4**	**1**	**0**	**6**	**2**	**70**
Total	**979**	**171**	**234**	**177**	**64**	**895**	**2**	**2522**

Meetings/Consultations

- Academic Suspension Appeal Committee meeting – Pecan
- Plan Scheduler meeting – Pecan
- Grant Mentorship meeting – Pecan
- Program Chair meeting at Tech Campus – Pecan/Tech
- Distance Education Department meeting – Pecan
- Scholastic Appeals Committee Meeting – Pecan
- Title IX meeting to discuss changes – Pecan/Tech
- Maxient Case Creation Process/New BIT Meeting Format – Pecan
- HCFVT Meeting – Pecan
- RGV Human Trafficking Coalition – Pecan
- NASW LRGV Branch Steering Committee Meeting – Pecan
- Title IX meeting and changes with CRC – Pecan/NAH
- BIT Meeting – Pecan
- Project HIRE Cohort #4 Summer Training Graduation – Pecan
- UNIDAD Coalition Meeting – Pecan
- Staffing of cases at Pecan – Pecan/Starr/NAH/MVC/Tech
- Student Focus Group meeting- NAH
- Clinical Affairs Hiring Committee Meeting – NAH
- PTA Accreditation Board Meeting/Interview – NAH

Workshops/Presentations

- Workshop: Memory Skills – Pecan
- Career Cruising Presentation for the Summer Leadership Institute Interns – Pecan
- Division Directors IE Planning Workshop – Pecan
- Laughter Yoga Presentation at Deco Familia Hidalgo Funeral Home – Pecan
- Training on Asperger's and Autism – Pecan/MVC/Tech
- OTA Orientation Counseling Presentation – NAH
- PTA Orientation Counseling Presentation - NAH
- Presentation to SLI Interns on Counseling Services – Pecan
- Workshop: Tips for a Successful Transfer – Pecan
- Workshop: Wellness, Health and Nutrition – Pecan
- Workshop: It's More Than the Blues: Depression and Mental Health – Pecan
- Workshop: Resiliency: Finding Strength to Overcome Adversity - Pecan
- Workshop: Persistence: Seeing It Through to Success – Pecan
- Workshop: Test Taking Strategies – Starr

Professional Development

- Advising Training – Pecan
- Autism Awareness Training – Pecan/NAH
- Noel/Levitz-Ruffalo Conference (NCRR&M) – Pecan
- SAEM Division Retreat – Pecan
- Carl Perkins Grant Training Workshop – Pecan
- Degree Works & Course Schedule Training – Pecan
- Inspire by Advisor Training – Pecan
- Preventing Discrimination and Sexual Violence: Title IX VAWA and Clery Act (HR) – Pecan/Tech
- AHEAD Conference – MVC/NAH

PASS

Student Contacts:

Provided services to the following # of students:

Campus	*# of Students*
PASS Program	**723**
Total	***723***

A. Meetings/Consultations:

PASS Program Staff Meeting
Division Meeting Technology Campus- Mr. Mario Reyna

B. Professional Development:

- SAEM Retreat @ Casas De Palmas
- 2015 TCEC Summer Conference-Dallas, Texas
- Best Practices for Working with Students with Disabilities
- Career Counseling: A Response To HB5
- Maximize Your Guidance Effectiveness through Students Engagement
- Creating a Local Vision for Career Education

PASS cont.

C. Participated in the Following:

- Summer Leadership Institute (Counseling & Advising)
- ADN Orientation at Pecan Campus
- SAEM Campus "Ideator" Team of the Year Award

D. Coordinated the Following:

- Update students files degree plans/case notes
- Setup dates for book return for Fall 2015 semester
- Lend out book(s) to students as walk-in basis for Summer 2015
- Setup dates/emails for book distribution for Fall 2015
- Participants returning books for Summer 2015 sessions
- Process Fall 2015 applications for childcare services and lending library

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Finance and Administrative Services

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SOUTH TEXAS COLLEGE

Office of the Vice President for Finance & Administrative Services

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

TO: Dr. Shirley A. Reed
President

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

DATE: August 11, 2015

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

The following is a summary of activities from July 01, 2015 through July 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 Brenda Balderas, Laura Requena, Debbie Morgado, and Ken Lyons to discuss Employee Grievance and Complaint Procedures.
    - With Laura Requena on employee issues report.
    - With Randy Sweeten, External Auditor, Brenda Balderaz and Laura Requena to review project reports.
    - With Paul Hernandez, Karey Barnes, Paul Varville, Brenda Balderaz, and Laura Requena on Title IX policies, procedures, and cases.
    - With Human Resources, Business Office, and IT Staff on Salary Planner implementation.

- Facilities Planning and Construction staff:
  - On a weekly basis with Broaddus & Associates and FPC staff on bond construction projects, budgets, and activities
  - With Rick de la Garza and Alma Church to review Comprehensive Plan, Facilities Agenda, and Bond Construction Budget
  - Campus visit by Director of FPC Candidate with Administrators
  - With Rick de la Garza on Board Items for Facilities Meeting
- Business Office:
  - With Myriam Lopez on Shuttle Bus Contract
  - With Alma Church and Rick de la Garza on Bond Contract Budget and Comprehensive Plan
  - Conference call with Chuy Ramirez, Myriam Lopez, and Gina Lobato on Bank Contract
- Accountability Department:
  - With Jason Gutierrez and Erika Rodriguez on ongoing assessments
- Risk Manager:
  - With Ken Lyons on all Hazards Emergency Plan and IE Plans
- Safety and Security
  - With Paul Varville on IT issues and Software
  - With Alicia Gomez, Paul Varville, and staff on Parking Citation Project and ARMS System

- Other Meetings:
  - Search Committee Meeting for Vice President for Student Affairs and Enrollment Management and Interviews
  - With Dr. Reed to review several issues
  - With Debbie Morgado to discuss status of projects
  - UT System & UTRGV Leadership meeting for Hidalgo & Starr Counties Key Leadership
  - With Chuy Ramirez and Paul Varville on personnel issues
  - With Summer Leadership Academy Participants
- Worked on the following items:
  - Board Policies:
    - Employee Arrest/Conviction Policy
  - Budget and Financial:
    - Renewals and Replacements Fund Schedule
    - Budget Cover
    - Proposed Budget Amendment for FY 2014-2015
    - Unrestricted Fund Balance Designation as of August 31, 2015
    - Summary of Projected Revenues and Expenditures for FY 2015-2016
    - Proposed Budget for FY 2015-2016
    - Budget Summary for FY 2015-2016
    - Capital Budget Carryover
    - Capital Budget by Department
    - Summary of Projected Expenditures by Fund and Classification
  - Bond:
    - Establish a Bank Account for Bond
  - Enrollment:
    - Enrollment Graphs
    - Instalment/Emergency Loan Analysis for Delinquent Accounts
    - Registration Report
    - Unpaid Report
    - Installment Plan Delinquency Analysis

- Vacancy Report FY 2014-2015
- New Staff Positions for FY 2015-2016
- Proposed Employee Salary Pay
- Proposed Staffing Plan for FY 2015-2016
- Executives/Administrators Letter of Appointment Template
- Grant for Employees & Dependents Application

- Facilities:
  - Portable Moves Timeline
  - CIP Schedule (including CIP, Retrofit and Additional Scope)
  - Disposal of Portable Buildings
  - Schematic Design of Bond Projects
- Other:
  - External Auditors board motion
  - Award of Proposals, Purchases, and Renewals
  - Disposal/Recycle of Technology Items with an Original Value of $1,000 and Over
  - Property, Casualty, Flood, and Workers Compensation Insurance
  - Agreement Extension for BBVA Compass-Visa Commercial Card Services Accounts Payable Card
  - South Texas College Proposed 2015 Tax Rate
  - McAllen Parade Request for Officers
  - Comprehensive Plan
  - Title IX Contacts
  - OCIP Insurance
  - Emergency Tuition Fee & Textbook Recovery
  - Notice of Budget Hearing for South Texas College
  - Summary of Projected Expenditures by Fund and Classification
  - FAS Retreat scheduled for July 31, 2015
  - Interlocal Agreement for Transportation Services between South Texas College and three Lower Rio Grande Valley Development Council
  - Shuttle Bus Contract and Budget

Accountability Services Department

- Attended or held meetings as follows:
  - Department meeting to discuss Regional Center for Public Safety Excellence and Dual Enrollment cost-analysis and Internal Review Assessment Process.
  - Jaguar Academy – Understanding HR Benefits
  - With President - Regional Center for Public Safety Excellence
  - With VP of FAS - Regional Center for Public Safety Excellence report.
  - With Laura Talbot - FTSE, Tuition, and State Appropriations calculations.
  - With VP of FAS and HR Director - Fraud Hotline Complaint.
  - With VP of Academic Affairs and Administrator for High School Programs - Dual Enrollment Cost-Analysis.
  - With Accounting Group Manager – over-time procedures.
  - Jaguar Academy – Service Area Tour
  - With Employee Relations Officer and Human Resource Specialist to discuss internal review assessment process and go over interview process. Also discussed findings/observations.
  - With Professor Dr. Brett Millan – Dual Enrollment Cost-Analysis
  - With Comptroller and Consultant, Matt Pasant, to discuss services of McGladrey LLP consulting firm.

- Performed internal assessment interviews – Pecan, Mid-Valley, Starr, and Technology campuses.
- Oz Principle Webinar
- With VP of FAS to discuss new internal review assignment.
- The Business Process Analysis Training.
- Jaguar Academy – Reflections of the STC Spirit.
- With Institutional Effectiveness Analyst to discuss and submit Accountability Services Department IE Plan for 2015-2017.
- FAS 2015 Retreat.

- Worked on the following:
  - Dual Enrollment:
    - Revision to Financial Highlights: Expenditures and Revenue
  - The Oz Principle
    - Power Point Presentation at the Directors Retreat
  - Internal Review Assessments
    - Created a Process Map Flowchart
    - Performed Test Work
    - Performed Interviews
    - Compiling Analysis and Constructing Finalized Draft
  - Other:
    - Reviewed and revised Regional Center for Public Safety Excellence Economic Impact Proposal.
    - Lean Methodology - Researched workshops/trainings.
    - TAC 202 - Generated audit reports from other educational institutions.
    - Department Achievements FY 14-15 for FAS Division Retreat.
    - Two-year Institutional Effectiveness Xitracs plan.
    - Completion of department Human Resources Workplace Answers Online Competency

Risk Manager

- Attended or held meetings as follows:
  - TACC Straw Poll
  - Disposal of portable buildings
  - EMS Webinar with Associate Director of Operations & Maintenance – "OSHA Programs You May Be Overlooking"
  - FAS Director's Retreat
  - Review All Hazards Emergency Plan with VP-FAS, Chief of Police and Director of Facilities Maintenance & Operation
  - Review / Prepare Institutional Effectiveness Plan with VP-FAS
  - Discuss Complaint Procedures Flowchart with Employee Relations Officer and Project Manager - FAS
  - Insurance
    - Review FY 2015-2016 recommendations with VP-FAS, Risk Management Consultant and Legal Counsel and Associate Director of Purchasing
    - Owner Controlled Insurance Program (OCIP) with VP-FAS and Risk Management Consultant
    - Compliance matters with Operations & Maintenance
    - Affiliation letter
    - Property Insurance Letter from Carlisle Insurance – review with Legal Counsel and response
    - A&S website links and Workforce PDF file for website
    - Discuss Cyber Liability coverage with TASB Legal Counsel

- Worked on the following matters:
  - Business Impact Analysis:
    - Business Impact Analysis Phase II
  - Insurance:
    - Owner Controlled Insurance Program (OCIP) Board Motion
    - Insurance FY 2015-2016 Board Motion
    - Insurance Management Report
    - Review Student Insurance draft brochures
  - Other:
    - Research policies related to skateboarding on campus and cigarette/e-cigarette bans; prepare corresponding report for VP-FAS
    - Summer I & II Enrollment Graphs
    - Research TASB policies related to employee discipline, dismissal, felony arrests, disciplinary documentation and termination
    - Review Finance Board packet
    - Complaint Procedures Flowchart
    - Legal Services Board Motion
    - Update Title IX website
    - Reformat / Update / Revise All Hazards Emergency Plan
    - All Hazards Emergency Plan PowerPoint presentation
    - Prepare Quick Facts, 5 Year Plan, and Achievements presentation for FAS Director's Retreat
    - Miscellaneous tasks & requests from VP-FAS

Food Services

- Attended or held meetings as follows:
  - STC 2013 Bond:
    - Pecan Campus Kitchen Tour
    - Met with MV Administrator and Colleagues to discuss the relocation of the MV Campus cafeteria while the permanent cafeteria undergoes construction and expansion. After Second meeting, it was decided to retrofit the Old Cafeteria Space on MV A-107 while New Cafeteria is completed.
    - Met with the Warren Group to discuss New Bond Cafeteria Layout
  - Other:
    - Met with Mary G Elizondo to Discuss Budget for Food Services
    - Met with Food Services Department Supervisors to discuss Goals and Implementation of new menus for FY 15-16.
    - Met with IT department to discuss ways to maximize the use of our current menu boards.
    - Met with Rick, Operation's Energy Manager, to discuss Variable Air Volume Kitchen Hoods & energy Conservation.

Security & Police Department

- Attended or held meetings as follows:
  - Meeting with Bond Building Consultant
    - Regarding Expensive Security Equipment for the New Bond Buildings
  - South Texas College Shuttle Buses
    - Three New Jag Express buses arrived at the LRGVDA Facility in Weslaco.
    - Public Relations Office is preparing the wrap design with the new college logo.

- Human Resources Department announced three bus driver vacancies that closed on July 17th to hire the personnel needed.

Purchasing and General Services

- Attended or held meetings as follows:
  - The Purchasing/Distributional Services Department collaboration meetings:
    - Attended several meetings to discuss the acquisition of a Mobile Go Center, which is composed of a truck and trailer that contains computers with Internet connections.
    - Reviewed and negotiated changes to fifteen (15) contracts/agreements
    - Conducted a pre-proposal conference for RFP 15-16-1008 Pecan Campus Electrical Improvements for Portable Buildings
    - Conducted two (2) New Employee Banner Requisition trainings
    - Participated in the Texas Higher Education Coordinating Board Training/Workshop hosted by the Office of Grant Compliance
    - Participated in the FAS VP Division Retreat
    - Attended the National Association of Community and University Business Officers (NACUBO) conference in Nashville, TN
- The following is a list of the request for proposal worked on and public bid openings:
  - Prepared RFP:
    - 15-16-1008 Pecan Campus Relocation of Electrical Power Lines
    - 15-16-1012 Lease of Storage Warehouse
    - 15-16-1013 Projector Lamps
    - 15-16-1014 Records Management Services
    - 15-16-1015 Statement of Qualifications for Mechanical, Electrical and Plumbing Engineering Services
    - 15-16-1016 Lumber and Building Materials
  - Public Bid Openings:
    - 15-16-1008 Pecan Campus Relocation of Electrical Power Lines
    - 15-16-1012 Lease of Storage Warehouse
    - 15-16-1013 Projector Lamps
    - 15-16-1014 Records Management Services
    - 15-16-1015 Statement of Qualifications for Mechanical, Electrical and Plumbing Engineering Services
    - 15-16-1016 Lumber and Building Materials
  - The Purchasing Department processed in excess of three hundred twenty two (322) purchase orders, approved three hundred three (303) requisitions, disapproved seventy nine (79) requisitions, processed change orders for goods and services and completed one hundred seventy two (172) travel authorizations. A total of one hundred ninety seven (197) new vendor W-9 forms were verified and entered into Banner Finance and ten (10) existing vendors were updated.
  - The Fixed Assets Department is currently reviewing all assets purchased since June 2015. The asset review process was completed as follows:
    - Fixed Assets approved one hundred fifty five (155) assets through July 15, 2015
    - Conducted the monthly inventory spot check for Library Books
  - The Receiving Department completed four hundred fifty one (451) deliveries (purchase orders and complimentary books) and a total of two thousand eight hundred seventy (2,870) packages/boxes. A total of three hundred fifty (350) purchase orders were posted received in Banner. A total of eight thousand four hundred seventy (8,470) items were transferred/relocated as per move/set up request forms.
  - The Mail Services department processed the following mail and copy request:

- Admissions & Records - $133.92, Financial Aid - $7,202.91, Business Office/Cashiers - $4,048.20, Administrative Office Careers - $417.15, Starr County Campus - $750.30, Public Relations - $105.65, and Business Office - $507.58;
- A total of one hundred thirty one thousand five hundred fifty two (131,552) copies were completed at the copy center for the month of July.
- A total of sixty five thousand forty nine thousand (65,049) letters were emailed out and eight hundred seventy three (873) letters were returned to South Texas College due to bad addresses.

Human Resources

- Human Resources Director worked on the following:
  - Training/Conferences:
    - Finance and Administrative Services Director's Retreat
  - Interviews:
    - Held second Interviews for the Assistant Director of Human Resources Position.
    - Held interviews for the Human Resources Payroll Assistant Position.
    - Participated in interviews for the Associate Dean of Curriculum and Student Learning Position
  - Processes and/or programs:
    - Electronic Letter of Appointment Demonstration
    - FY 16 Pay Plan Draft
    - FY 16 Staffing Plan
- Attended or held meeting as follows:
  - Met with VP of Finance and Administrative Services regarding complaint routing changes.
  - Title IX Meeting
  - Met with Business Office to discuss the temporary position set-up and implementation on People Admin.
  - Met with Business Office to discuss Human Resources/Payroll Rollover and Pools Recommendations.
  - Met with VP of Finance and Administrative Services regarding Salary Planner
  - Academic Affairs Council Meeting
- Departmental Items:
  - Mediation/Alternative Dispute Resolution Seminar (40 hour program) hosted by IAM Division
  - Business Process Analysis, Hosted by the UT-Austin Professional Development Center
  - Meeting with Business Office to discuss PeopleAdmin processes.
  - Meeting with Continuing Education Department Director and Coordinators to review/revise pay rate guidelines for Continuing Education Trainers.
  - Meeting at United Way of South Texas to discuss the 2015 State Employee Charitable Campaign.
  - Roll-over and Pool Position Recommendations meeting
  - Centers for Learning Excellence Pool Set-up meeting
  - Staffing Plan Pool Positions Set-up meeting
  - Gave a Human Resources overview presentation at Jaguar Academy.
  - TRS Reporting and Query System (TRAQS) weekly changes webinars
  - A Webinar on International Student Employment (F1) regulations compliance
  - SECC Meeting at United Way headquarters.
  - Provided training to new HR Staffing Specialist on the Direct Wage hiring procedures
  - Meeting with Business Office to discuss PeopleAdmin processes.

- Began the PeopleAdmin Certified Administer training program (will continue through mid-September).
- Submitted draft of Employee Handbook; final should be ready by Friday, June 7, 2015.
- Submitted second draft of the Title IX Investigation Checklist.
- Affordable Health Care Act meetings
  - Ellucian's End of Year Development Partner Group meeting to discuss end of year requirements.
  - Information webinars regarding 1094-C/1095-C tax form requirements

Facilities Planning & Construction

- 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
      - Worked with architects to modify presentation drawings for Facility Committee meeting
      - Worked on schematic design presentation for COC
      - Worked with Instructional staff to provide list of office space utilization
      - Received and reviewed draft of RFQ for NAHC Thermal Plant
      - Starr County Campus Student Activities Gym - Received revised preliminary project design to include weight room, office and storage from the architect
- Departmental Items:
  - Worked on draft of July Facilities Committee motions
  - Worked on portable building presentation for COC meeting
  - Returned City of McAllen agreement for the Partial release of easement
  - District Wide Carpet Replacement for H.S.I. Grant Tier 1 Classrooms – Carpet installation completed.
  - District Wide Design Standards and Guidelines - Reviewed and updated document as needed.
  - Pecan Campus AECHS Service Drive – Contracts have been signed; The contractor started construction; Worked with contractor and coordinated construction of the service drive and relocation of water meter
  - Pecan Campus Building B Ceramic & Art Renovations – Construction in progress
  - Pecan Campus Building K Admissions Welcome Center/Main Entrance – Construction estimate is being reviewed for cost saving options
  - Pecan Campus Carpet Replacement for Building A – Carpet has been received and coordinated with various departments; Re-carpeting of the first phase has been completed and remaining offices has been postponed until staff and faculty return
  - Pecan Campus Covered Area for Ceramic Art Kilns – Contractor has mobilized for construction
  - Pecan Campus Electrical Improvements for Portable Building for AECHS - Coordinated with MISD for relocation process
  - Pecan Campus Health and Wellness/Kinesiology Sports Field Lighting – DBR Engineering prepared contract.
  - Pecan Campus Infrastructure for the Relocation of Portable Buildings -Worked on revised plan for the relocation process; Construction in progress; Coordinate moving process for faculty Fall 2015 with FPC staff;
  - Pecan Campus Portable Buildings - Worked on revised plan for the relocation and auctioning of portable buildings

- Pecan Campus Relocation of Electrical Power Lines – attended the Pre-proposal conference for potential bidders
- Pecan Campus Student Services Improvements – Schematic design and construction estimate has been provided by the architect
- Pecan Plaza Asphalt Resurfacing Along Alley Side of Building – Construction in progress and existing fiber line has been lowered; Submittals are in progress while grease trap is being mitigated; Received additional requests from City of McAllen; A proposal to consolidate existing water meters has been requested
- Nursing and Allied Health Campus North Parking Lot Expansion – Performed walk-thru with engineer; Construction has been completed. The engineer has prepared a final change order draft and the engineer and contractor finalizing close-out documents;
- Starr County Building E Data Center Generator - set options are being considered for project continuation
- Technology Campus Cooling Tower Replacement –Contractor is still working on punchlist and provide close out documents, a draft change order for liquidated damages has been forwarded to contractor
- Technology Campus Flooring Replacement Phase II – daily correspondence with Manufacturer on material delay;
- Technology Campus West Academic Building Reroofing – Construction I progress; reviewed submittals;

- Attended or held meetings as follows:
  - 2013 Bond:
    - Attended weekly update meeting with Broaddus & Associates
    - Design meetings with project architects and Broaddus & Associates
    - Attended Mid Valley Bond Schematics meeting at the Mid Valley Campus
    - Met with FAS VP to review projects
    - Attended meeting to review schematic presentations by Architects to the VP's and President
    - Met with Student Services staff to review revised program for Starr Activities Building Expansion
    - Met with design team and Broaddus & Associates to review revised program for Starr Student Activities Building Expansion
    - Met with Wanda Garza to review Student Services project
    - Met with James Rodriguez (PSJA) and reviewed existing utilities of adjacent property in Pharr for the Pharr Center for Safety Excellence
    - Attended kitchen tours of the Pecan and Mid Valley campuses with project team and kitchen consultant
    - Met with design team and Broaddus & Associates to review revised design for Pecan STEM building
    - Attended MVC staff meeting to discuss kitchen / serving options during Bond Construction
    - Reviewed and commented on preliminary schematic elevations
- General Meetings:
  - Met with staff to review budgets for FY15-16 Capital Improvement Projects and FY16-17 Renewal and Replacement Projects
  - Met with FAS VP to review current and future project budgets and comprehensive plan
  - Attended meeting with TAMUK to discuss EPA grant opportunity
  - Met with Wanda Garza to review Pecan Student Enrollment Center Improvements
  - Attended COC meeting
  - Met with Business Office to review budgets
  - Attended Facilities Committee Meeting
  - Met with FPC project managers to review status of current and new projects

- Worked with architects to modify presentation drawings for Facility Committee meeting
- Worked with Instructional staff to provide list of office space utilization
- District wide ADA – met with Engineer to review design issues
- District Wide Wayfinding Signage - Met with Innerface to review various signage projects
- Pecan Campus Infrastructure for the Relocation of Portable Buildings -Met with contractor and engineer to review requirements to relocate two additional portables
- NAHC North Parking Lot Expansion - Met with project team to conduct the reconciliation of project costs
- Technology Campus West Academic Building Reroofing – Construction I progress; reviewed submittals; attended construction meeting;
- Received and reviewed draft of RFQ for NAHC Thermal Plant

Facilities Operations & Maintenance

- Attended or held meetings as follows:
  - STC 2013 Bond Program:
    - Starr Campus Thermal Plant Meeting
    - Pecan Campus - Kitchen Tour
    - Schematic Design Preview Presentation
    - Pecan Campus - Thermal Plant Meeting - Pre Bod Coordination Meeting
    - La Joya Teaching Site Meeting
    - Mid valley thermal plant Meeting
    - Pecan Campus STEM - Schematic Design Meeting
    - Elevations Studies
    - New Thermal Plant Location Meeting
    - Chiller Maintenance Services RFP Evaluation
  - Other:
    - Attended the AEP Texas Energy Management Best Practices seminar
    - Attended the Pre Proposal Pecan Campus Relocation of Electrical Power Lines Meeting
    - Attended the Pecan Plaza Asphalt Resurfacing Along Alley Side of Building B
    - Attended the MVC Temporary Relocation of Cafeteria Meeting
    - Attended the Pecan Campus Health/Kinesiology Sports Field Lighting-Spotting Utilities Meeting
    - Attended the Key Results Meeting with VP Mary Elizondo
    - Attended the FAS Director's Retreat
    - Held weekly FOM Manager's Meetings
    - Met with the Purchasing Department to review RFP 15-16-1009 Pest Control Services
    - Met with the Purchasing Department to review RFP 15-16-1010 Maintenance and Repairs Parts, Materials, and Supplies
    - Met with Laura Requena from HR Department
    - Met with the Purchasing Department to review RFP 15-16-1011 Chiller Maintenance Services
    - Met with the Search Committee for Director of FPC
- Operations Contract Department
  - Mid Valley Campus
    - Pepsi machine in H being moved to another location.
    - Snack machine in H already moved into hallway
    - Trees that were down will be removed
  - Pecan Campus
    - Chiller #3 – Johnson Controls is working and job should be complete this week.

- Met with Maldonado Nursery & Landscaping to discuss landscaping issues, and they will be going after flower bed weeds aggressively. Campus landscaping will be checked regularly by Operations Contract Manager.
- Maldonado Nursery & Landscaping will meet with Alex Olmea to check on sprinklers.
- Pepsi machine in Building G has been moved to Building M, 2nd floor.
- Snack and Pepsi machines in Building F are scheduled to be moved.
- Big wasp nest outside Building K.
- Fire safety questions were answered for insurance project.
- Experienced elevator trouble in Buildings H, M, F, and G. All elevators have been repaired.

- Tech Campus
  - McQuay Chiller #2 is down, problem with the starter. Service call placed with ProTech.
  - Vendor is continuing pest control for rats and mice.
  - Sprinklers have been tested
  - Starr Campus
  - McQuay Chiller compressor is down. We are waiting on repairs.
- Preventative Maintenance Scheduled for May (District-Wide)
  - Equipment has been ordered for parking lot clean up
  - RFPs for parts, pest control and chiller maintenance have been posted

Classification	Work Orders Completed	Cost
Carpentry	100	$983.12
Electrical	112	$5,315.50
Energy	35	$54.47
HVAC	83	$8,615.87
Locksmith	53	$1,258.60
Painting	36	$5,652.03
Plumbing	79	$1,350.09
Plant Services	2	$316.25
Total Cost		**$23,545.93**
General Preventative Maintenance	637	
Total Work Orders	**1,137**	

- Maintenance Department Work Orders and Expenditures

Work Orders	1147
Work Orders Completed	1137

- Custodial Department

Set-Ups	277
Moves/Relocations	67

Business Office

- Attended or held meetings as follows:
  - Attended the Salary Planner meeting with Human Resources and Technology Resources.
  - Interviews were conducted for the vacant Budget Accountant position.
  - Attended Technology Resource's meetings to discuss ARMS/JagParking processes and concerns.

- Monthly phone conference with U.S. Bank.
- Phone conference with iGrad Curriculum on financial literacy.
- Attended meeting with MET (Motivation Education & Training Inc.) to discuss billing concerns and unpaid invoices.
- Met with A/P Staff to discuss recurring payments
- Met with vendor Richards Carlberg & Public Relations to discuss payment
- Met with VP-FAS to discuss Non-Bond projected budget.
- Met with LRGVDC to discuss Shuttle Busses budget and documentation needed to support reports.
- Staff met with a TexPool representative to discuss the enrollment process and other necessary information.
- Study Abroad Marketplace
- File deletion script (ACH Audit)
- TimeForce I Patches
- Computer Security Incident Response Plan
- U.S Bank monthly meeting
- MEDA scholarship with Student Financial Services
- Unclaimed Tracker software implementation with TR
- Initiation Briefing for TexPREP UTSA, Roma Grant and VIDA College Prep Academy Grant
- Initiation Briefing for TexPREP Roma Grant
- Initiation Briefing for VIDA College Prep Academy Grant
- Initiation Briefing for Skills Development Fund 21 Grant
- Met with Financial Aid for the Gainful Employment webinar and to discuss testing timeline
- Met with Technology Resource on the test area closing process parameters

- Worked on the following:
  - Truth in Taxation process.
  - FY 2016 budget.
  - CLM upgrade timeline
  - Blackboard – Collaborate demonstration
  - Ellucian Elevate Module
  - BUGs meeting
  - FY16 HR/Payroll Rollover
  - TWC and 941 Reports with IT
  - Internal budget transfer meeting
  - IT pending items
  - Salary Planner Status
  - Dean's enrollment meeting
  - Planning and Construction to discuss Mid Valley Cashier plans
  - THECB Accelerate Texas Initiation Briefing
  - Staff met to discuss the review of Banner Finance classes for our staff
  - Met with the Internal Auditor to discuss the Starr tax freeze amount.
  - Participated in the Salary Planner Follow Up teleconference
  - Met with HR and TR to discuss Salary Planner reports
- Board Agenda Items
  - Management Reports – The Business Office staff worked on the May 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 May Board Management Reports and Regular Managements Reports.

- Trainings/Webinars:
  - Deterring Financial Fraud: What Else Can Be Done?
  - Business Process Analysis Training
  - Tracker Unclaimed Software Training
  - Truth In Taxation webinar
  - Telephone Consumer Protection Act (TCPA) webinar attended by Cashiers and Accounts Receivable staff.
  - AA Round-up
  - Select staff attended the FAS Retreat
  - Webinar on TouchNet Live
  - Staff attended the GASB 68 seminar
  - Checks Processed as of June 30, 2015:

Bank No.	11/14	12/14	1/15	02/15	03/15	04/15	05/14	06/15	07/15
01 E&G	532	571	472	594	737	637	519	686	760
01 Direct Deposit	71	59	59	99	142	95	116	117	113
03 Student	241	95	18,234	2,285	617	146	1,184	3,516	1,898
12 I&S Taxes	-	-	1	-	-	-	-	-	1
16 I&S Bond	-	-	1	-	-	-	-	-	1
17 Plant	8	6	18	15	10	7	11	12	11
32 AP Card	212	274	364	352	411	415	421	425	339
38 Unexp-LT Bond Series 2014	1	-	1	-	2	4	1	5	8

  - Processing Management and Board Reports
  - Carl Perkins (FY14) Desk Review - submitted documents requested by grantor
  - Received FY 2014 A-33 Evaluation and Desk Review Management Letter from THECB – No findings
  - Submitted AP Card Minute Order
  - Submitted Financial Profile and Indicators to The Southern Association of Colleges and Schools Commission.
  - Reports extracting FY 2016 salary data created by Technology Resources was reviewed for accuracy.
  - Updates to the projected revenues continue to be made based on historical trends and new year circumstances FY 2016 expenditure budgets were updated with changes requested by financial managers
  - Revisions to the FY 2015 Budget Amendment and Unrestricted Fund Balance Designation motions were made and forwarded to the Vice President for Finance and Administrative Services.
  - FY2016 revenue expectations for the Straw Poll were discussed with the Finance and Administrative Services Project Manager.
  - The FY 2016 Budget presentation was updated and forwarded to the Vice President for Finance and Administrative Services.
  - Updates to the projected revenues continue to be made based on historical trends and New Year circumstances.
  - FY 2015 federal program budget information was prepared for review by the President.
  - The FY 2016 budget hearing ad was updated and forwarded to the Vice President for Finance and Administrative Services for review.

- Preliminary values from Hidalgo and Starr County were used to project the FY 2016 tax rate in the Truth in Taxation application.

- Updated FY 2016 Budget presentation
- Prepared preliminary FY 2016 budgets for the Auxiliary and Restricted funds.
- Updated FY 2015 Budget Amendment motion and worksheets.
- The Comprehensive Plan was updated with projections for the Carryover Allocation revenue category.
- Researched guidelines on Truth in Taxation newspaper publications.
- Adjustments were made to FY 2016 unrestricted revenue and expenditure budgets.
- Information was gathered and requested from external departments for inclusion in the FY 2016 budget booklet.
- The budget transfer flow chart for the budget transfer automation project was reviewed.
- Preliminary restricted salary budgets were provided to Human Resources for the FY 2016 restricted staffing plan.
- Prepared August Finance committee motions and the FY 2016 tax planning calendar
- Preliminary tax rate calculations were forwarded to the Starr County Tax Assessor for review.
- Adjustments were made to FY 2016 unrestricted revenue and expenditure budgets, the projected summary of Revenues and Expenditures, and budget comparison reports by financial manager.
- The preliminary tax rate motions and notices were sent to the Vice President for Finance and Administrative Services.
- The preliminary FY 2016 Retirement of Indebtedness budget was calculated and sent to the Vice President for Finance and Administrative Services review.
- Public hearing dates for the Levy 2015 tax rate were revised and forwarded to the office of the Vice President for Finance and Administrative Services.
- The FY 2015 Budget Amendment budget transfer was prepared and forwarded for approval.
- 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	13	769
01 Direct Deposit	8	111
02 Payroll	18	2,001
02 Direct Deposit	3	765
03 Student	7	1,898 (US Bank)
12 I&S	1	1
16 I&S	1	1
17 Plant	4	11
38 Bond Series 2014	3	8
Total	58	5,565

- Staff prepared the July Finance Motion and Resolution for the new LT Bonds Series 2015 bank account.
- Projection for interest revenue for the Unrestricted, Auxiliary, Unexpended and Retirement of Indebtedness funds and Investment Advisor Fees for FY16.
- Staff reviewed the latest draft of the depository contract with the bank's revisions from July 13, 2015. A summary was provided to management for legal counsel's review.
- Held a conference call to discuss the depository contract. A revised version was provided by the bank. Staff reviewed the latest draft of the depository contract and discussed it with management. Staff analyzed the estimated bank interest revenue and charges. The investment advisor analyzed the minimum balance requirement and earnings income credit.

- Staff is working on the fraud surveys that will be mailed out to selected STC staff in August 2015.
- Electronic Fund Transfers – The following electronic fund transfers were approved:

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	12
Bank Transfers between Bank Accounts	18
Wire Transfers for Benefits	5

- Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 85 monthly reports were completed during the month of July.

Activity	Numbers
ACH and Book Transferred Initiated and/or Approved	11
Approval Queues	0
Bank Reconciliations	10
Banner Testing-hours	2
Board and Management Reports Prepared	84
Cafeteria daily sales report	92
Cancelled checks provided to AP and/or verification and positive pay	36
Checks printed and/or send	5
Copies of booklets/journal entries requested	179
Deposits prepared	15
Disbursement of returned mailed checks	14
Errands to Inter-office deliveries	44
Financial manager changes	0
FOAP created	141
Hours assisting other departments	9
Hours Filing and organizing of Journal Entries	9.5
Hours used for scanning - estimated	57
Hours used printing, binding and scanning documents (not JE)	16
Hours used to log deleted checks	4
Hours used to prepare documents for scanning	10.25
IDT's - telephone calls received	26
Interdepartmental Transactions reviewed	56
Invoices and encumbrances reviewed	55
Journal entries prepared	79
Journal entries processed including FUPLOAD	1,413
Journal entries processed - transactions including FUPLOAP	3,312
Journal entries/documents scanned - including daily's	1,217
Number of Batches removed from e-vison	340
Positive Pay submitted	37
Requisitions prepared	11

Stale dated letters mailed	32
Stop payments processed	22
Transactions removed from bank reconciliation	414
Hours working on Interest Rate Report	2

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

Activity	Numbers
Payroll Re-issue Processed	11
Payroll Cycles	6
Payroll Checks & DD	3,020
New Employee Setups for TimeForce	22
TimeForce Access Forms Processed	20
Number of Employees with OT reviewed for OT Memos	10
NOE's Approved	381
Salary Budget Transfer Forms Processed	11 with multiple transactions

- Cashiers generating and calling on the unpaid lists daily.
- Cashiers prepared installment delinquent analysis report.
- Extended hours of operation to assist students with Summer II 2015 due date and Summer I emergency loan due date
- Extended hours of operation to assist students with Summer II 2015 first class day and census day due date of July 13, 2015.
- Extended hours of operation to assist students with Fall early payment deadline of July 31, 2015.
- Cashiers continue testing the emergency online process.
- Online Emergency Loans testing
- Unclaimed property tracker
- Federal to Private fund reclassifications
- Finalized Student Hold Analysis
- Completed MET meeting notes
- Preparing presentation on the Coordinating Board Rule for Emergency Loan 1% Processing Fee
- Federal Fund reclassification Analysis
- CLM Upgrade timeline status
- A/R report

Business Office Performance Indicators

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,913	Salaried	361
Employees on Semi-Monthly Payroll	834	Total Net	680,898.44
		Waged	447
Timecards Processed		Total Net	140,285.75
(Waged 6/16-6/30 SR13	428		
(Waged 07/01-07/15) SR14	443	**Stop Payment Processed**	
(Salaried: June) MR06ADJ01	0	Salaried	5
(Salaried: June)SU01	598	Waged	6
(Salaried: June) MR06ADJ02	0		
(Salaried: June) SU01ADJ01	0		
Regular (Salaried: July) MR07	1,874		
Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	692	Salaried	5
Waged	109	Waged	6
Liabilities Processed	35	**Replacement Checks Processed**	
		Salaried	5
Reports Processed		Waged	6
Compass Bank Direct Deposit File	4		
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1	**Direct Deposit Processed**	
		Salaried	1,800
Deposits Processed		Total Net	4,343,613.35
Internal Revenue Service	6	Waged	412
Bank Transfers	6	Total Net	119,682.12

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	63
General Journal Entry (Inter-Fund) (JE 16)	59
Cash Receipts (CR 05)	512
Encumbrance Liquidation (E032)	4
Encumbrance Liquidation (E020)	5
General Ledger Beginning Balance (JE05)	0
General Journal Entry (IConstruction) (JE17)	2

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SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

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SOUTH TEXAS COLLEGE

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McAllen, Texas 78502- 9701

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Memo

Date: August 20, 2015

To: Dr. Shirley A. Reed, President

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

Subject: **JULY 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 August 25, 2015 Board meeting.

Division: **Math, Science & Bachelor Programs**
Department: **University Relations, Transfer and Articulation Center**
Highlight: **Articulation Signing Ceremony between Laredo Community College (LCC) and South Texas College**

On **July 31, 2015,** Dr. Anahid Petrosian, Dr. Ali Esmaeili, Dr. Kevin Peek, Dr. Oscar Plaza, and Dr. Kelli Davis attended the signing of an articulation agreement between **Laredo Community College (LCC) and South Texas College**. This agreement is significant, as it is the **first agreement where students of other community colleges can come to South Texas College to complete their baccalaureate degrees.** The articulation program pathways that are covered by this agreement are as follows:

SOUTH TEXAS COLLEGE

Articulation Signing Ceremony Agenda
Laredo Community College South Campus
Billy Hall Community Suite Room A-137

10:50 – 11:00 am – Gathering

11:00 am – 11:15 am – Welcoming remarks by Laredo Community College

- General Comments on the significance of articulation (student and institutional benefits) by Laredo Community College

11:15 – 11:30 am – General Comments on Bachelor degree programs at South Texas College

- Dr. Anahid Petrosian, Interim Vice President for Academic Affairs
- Dr. Ali Esmaeili, Dean of Math, Science and Bachelor Programs

11:30 – 11:45 am - Signing ceremony and pictures

11:45 – 12:00 pm - Question and Answers – Media Interviews

South Texas College Interim Vice President for Academic Affairs Dr. Anahid Petrosian (left), Laredo Community College Associate Vice President for Academic Instruction Dr. Fred Solis (middle) and STC Dean for Math, Science, and Bachelor Programs Dr. Ali Esmaeili (right) signed an articulation agreement between the two colleges during a special ceremony on Friday, July 31, 2015.

LCC Applied Associate Degree	STC Applied Baccalaureate Degree
Applied Accounting	Technology Management Degree
Management	
Logistics	
Computer Drafting & Design Technology	
Culinary Arts	
Computer Technology	Computer Information Technologies
Telecommunications Technology	
Computer Networking Technology	
Biomedical Technology	
Personal Computer Software Specialist	
Media and Web Technology	
Network and Cyber Security Technology	
Nursing	Medical and Health Service Management
Medical Assistant	
EMS-Paramedic	
Radiologic Technology	
Physical Therapy Assistant	

Mario Reyna
Division Dean - Business & Technology

- Participated in the Search Committee update on the VP of Student Affairs and Enrollment Management candidates on Wednesday, July 1st
- Met with Mike Perez, City Manager, Weslaco to discuss opportunities with our fire program on Monday, July 6th
- Participated in the Faculty Needs Meeting held by Dr. Petrosian to discuss faculty needs and budget for Fall semester on Monday, July 6th
- Participated in the Coordinated Operations Council Meeting on Tuesday, July 7th
- Attended the Mobile Go Center Discussion held by April Castaneda, Specialist, Professional Development on Tuesday, July 7th
- Met with Precision Manufacturing Faculty Candidate, held the Strategy Meeting to discuss the classes to be offered in Reynosa , and held the International Online Students Meeting on Wednesday, July 8th
- Held the Business and Technology Program Chair Meeting to discuss overloads and low enrollment and information from administrative staff meetings on Thursday, July 9th
- Met with Precision Manufacturing Faculty Candidate on Friday, July 10th
- Met with Sergio Contreras, Interim Executive Director, Economic Development Corporation to discuss the Regional Center for Public Safety Excellence on Friday, June 12th
- Participated in the Dean's Enrollment Meeting held by Matthew Hebbard, Dean of Enrollment Services and Registrar to discuss enrollment and payment deadlines on Monday, July 13th
- Visited Colegio Mexicano in Reynosa Tamaulipas México to discuss articulation with South Texas College on Tuesday, July 14th
- Participated in the Tour for Summer Leadership Institute Interns at the Technology Campus and met with potential faculty for the Fire Science Program on Wednesday, July 15th
- Out on vacation from July 17 – 24th
- Visited Integrity School in Reynosa to discuss courses offered at South Texas College on Wednesday, July 29th
- Participated in the meeting with Juan Carlos Aguirre, Associate Dean of Continuing, Professional & Workforce Education, to discuss professional development to local police officers on Wednesday, July 29th
- Participated in the interviews for Assoc. Dean of Curriculum & Student Learning on Thursday, July 30th
- Met with three candidates for the Electrician Assistant Technology faculty positions and held the Business and Technology Program Chair meeting to discuss enrollment, full-time temporary instructors, IE Plan and search committees on Thursday, July 30th
- Met with Human Resources personnel on Friday, July 31st
- INNO 2015 Conference is scheduled for September 25, 2015 at the Technology Campus
- Program Chairs will be attending the STLA for Chairs Meeting on Friday, August 7th
- The Business and Technology Division Meeting will be held Monday, August 17th
- The Business Administration Program will hold an event at the McAllen Public Library to promote the program on Saturday, August 22nd

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- Attended Blackboard World conference in Washington DC from July 20-24.
- Evaluated Respondus Monitor, Verificient, and BioSig identity management software for online students. Since the college already has Respondus Lockdown browser, the decision has been made to select Respondus Monitor to manage identity in online classes.
- Participated in Illume (Cevitas) power user training. The Illume powers user training acts as a trainer of trainers' event.
- Faculty resources for Respondus Monitor are being developed for the fall 2015 pilot of identity verification in online classes. Sections have been selected from NAH, LASS and BAS for the pilot.
- Provided course development training for upper level BAS-OL faculty.
- Participated in a meeting to discuss international online students. All bottlenecks for enrolling international online students have been removed. Students can now enroll using a separately designed application form instead of Apply Texas.
- Participated in a telephone conference with THECB on lessons learned in the BAS-OL program implementation.
- Conducted training on the use of SmarterMeasure screening software for the BASOL program office. The goal is to use of SmarterMeasure to improve coaching and ultimately the success of students in the BASOL lower level competencies.
- Participated in the Dean's enrollment meeting.
- Provided course administrator access to the BASOL program office to enable them monitor and improve student engagement.
- Validated course/class schedule data with application development team which has resulted in a more user friendly web interface.

- Participated in the regularly scheduled validation of institutional data for Cevitas Analytics. The current validation is focuses on Blackboard data. A new version of building block was installed on Blackboard to facilitate data transfer to Civitas.
- Had regularly scheduled weekly meetings with applications development team from IS&P to discuss on-going technology needs of distance learning.
- Planning for 2016 Distance Learning Symposium has been on-going.
- Tested and approved automation of competency based BASOL course copy process for blackboard production.
- Clean-up of inactive users in Blackboard in order to bring our disk usage quota to normal has been initiated. The plan is to have the clean-up in two phases: Back-ups of all inactive classes and clean

Simon J. Rodriquez – Media Technologies

- Projects
  - Blackboard Collaborate

        - Individual trainings/meetings
            - Joana Cordova – Resolved Bb Collaborate Recording Issue July 31st
        - Online Training Sessions
            - Faculty and Staff
                - July 1st 10am
                - July 1st 2pm
                - July 16th 10am
                - July 16th 2pm
                - July 17th 10am
                - July 18th 2pm
            - Political Science Department – Interview Committee Applicants
                - July 21st 8am
                - July 21st 10:30 am
                - July 21st 11:30 am
                - July 22nd 2pm
                - July 23rd 2pm
                - July 23rd 4pm
                - July 23rd 6pm
    - FOCUS Academy Video
        - Editing work on video - ongoing
- Meetings
    - Distance Education
        - Symposium
            - July 30th
- Professional Development July 20th – 24th
    - Bb World Conference
        - Using Analytics to Improve Student Success
        - Drop-In Trainings: A Buffet Approach to Technology Training
        - Using Blackboard as Your Campus Training Platform
        - Blackboard Outcomes – The First 18 Months
        - The Blackboard Teaching and Learning Roadmap
        - Lights, Camera, Blackboard – Increasing Engagement with Video and Multimedia
        - Creating Courses that Pop! Redesigning (Not Reinventing) the Wheel
        - Best Practices for Ensuring Faculty and Institutional Adoption of Technology
        - Implementing Learning Analytics
        - Integrating Distance Learning into an Existing Blended Learning Programmer
- Using Analytics to Encourage Student Responsibility & Identify Effective Course Designs that Help

San Juanita Rios – Distance Education Student Success Specialist

- Participated in activities designed to create awareness and promote South Texas College online 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:	613
Academic Advising	131
Career Advising	78
Transfer Advising	0

- Degree Plans: 10
- Graduation: 0
- Distance Education Walk-Ins: 25
- Distance Education Chats: 8
- Telephone Contacts: 412
- Virtual Campus Advising Email 214
- Summer/Fall 15 Registration Emails 4,205
- **Total: 5,696**

- **Meetings:**
  - July 30, 2015: Scholastic Appeals Committee Meeting
  - July 30, 2015: Distance Education Department Symposium Meeting

- **Projects/Assignments:**
  - July 20, 2015: Attended Degree Works and Course Schedule Training
  - July 23, 2015: Attended SAEM Division Retreat at Casa de Palmas
  - July 28 2015: Attended Inspire by Advisor Training
  - July 28, 2015 Emailed 4,205 students (Reminder to register for Fall 2015)

Aleida Hernandez- Distance Education Help Desk Specialist

- Managing part timers and work studies' work schedule with their school schedule.
- Assist instructors with their Blackboard courses
- 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.
- Assisting in planning departments' 2015 symposium.
  - Tickets July 2015 Report – 193 total tickets
  - Chats July 2015 Report – 179 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 and walk-ins. Troubleshooting with both Technology and Course Design issues.
- Attended BB World Conference in Washington July 20-24
  - Networked with different vendors
  - Meeting with Blackboard Representatives
  - Took a tour to VA3 Managed Hosting Datacenter.
  - Attended sessions for different technologies and course design matters.
- Assisted Simon with Collaborate Training providing Technical support.
  - Assisted Instructors after training to incorporate collaborate into their courses.
- Attended webinar Introduction to LockDown Browser and Respondus Monitor with Jessica Gonzalez
- Meetings:
  - Symposium 2015 meeting

Jessica Gonzalez - Course Development Specialist

- Course Development – assisting faculty with the course development process (building their course) and the new online approval form.
  - Providing course review/recommendations once form has been division dean approved.
- Faculty Support – provide continuous support via phone, email, and walk-ins
- Developmental Shells – creating developmental shells for instructors.
- Attended Instructional Meeting – (July 9, 2015)
  - Went over goals and different projects
- eTeach 1
  - Took over the online course for two weeks
  - Provided guidance to instructors taking eTeach 1.
  - Graded submissions
  - Provided feedback.
- eTeach 2
  - Took over the online course for two weeks
  - Provided guidance to instructors taking eTeach 2
  - Graded submissions
  - Provided feed back
- Kayako Faculty Support – continuous support
  - Used to filter emails for Workshop Trainings
  - Used to email and receive faculty emails
- BASOL courses
  - Provide faculty support for BASOL instructors
- Symposium – (July 30, 2015)
  - Attended monthly symposium meeting. Discussed agenda, dress code, presentations etc.
- Incorporating social media in Online courses (July 31, 2015)
  - Assisting faculty in adding social media to their course
  - The different ways to incorporate or embed in course.

Ana Peña
Coordinator – Distance Education Technologies

- **Banner Integration for eLearning (Stephen Crum)**
  Banner Integration on the Blackboard was stable for the month of July. Student registration and withdrawals continue to be fully automated. Also, faculty updates are automated in Blackboard, creating new courses or un-assigning shells when a course gets cancelled.
  eLearning has been stable for the month of July. IS&P continues to do manual updates for Summer 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 July and updates to the building block have been applied. No issues with the Mobile app for the month of July.
- **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. After testing our Clone server on the upgrade October 2014 Release, all the issues with the Collaborate has been resolved; we installed the October 2014 Release in our staging server July 1 and then it will be installed August 15 on production.
  - 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. Through the integration, all courses and enrollments are now populating automatically through the Competency integration setup inside Blackboard which is being run every 4 hours for new updates. The BAS integration with Blackboard has been working successfully throughout the whole month of July with no downtime or errors.
  - Building Blocks – most of the building blocks have been updated during the month of July which includes assessments, HTML editor, mobile, discussions, rubrics, grade center, retention, mobile and Pearson building blocks.
  - Finished updating all 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.
  - 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 an 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.
  - On July 23, I received the external drive from Blackboard.
    - I need confirmation that the achieved backups do work properly in out test environment before deleting courses on production.

- Created ticket with Blackboard to start changing the DSK name from courses on our production so that we can make the courses unavailable before deleting.
  - Courses will be unavailable for 2 weeks before purging.
- Created a ticket to start the process on the username cleanup on production.

➢ **Distance Education WebPage – ONLINE - Virtual Campus (Ana R. Peña)**

- South Texas College Online website has been stable and a lot of inquiries have been requested through the contact forms.
- A new skin has been placed inside Blackboard to match our new South Texas College logo with the help of Andrew Mantle from the PR department.

New banners have been placed inside the "News" module in order to promote registration for the Fall and our Distance Learning Symposium. Also, modules were clean up and updated in all sections of landing page tab, student tab and faculty tab.

➢ **Distance Education Symposium**

- Meeting with the staff to discuss planning, dress code, sessions, presenters and schedule dates for August 20.
- Contacted Wade Fields to provide highlight and headshot for our program.
- Send Michelle new online artwork and session for Blackboard session.
- Michelle Sierra created a draft program and still working on the final draft.
- 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.
- Registration link has also been created so that faculty/staff can start signing up for the event.
- eFaculty of the Year link has been created as well using the above banner to send their submissions.
- Created a sponsor form link so that vendors can register the booth information.
- Contacted Respondus to send promotional items to our faculty.

➢ **Professional Development**

- Blackboard World Conference – July 21 through 23
  - Attended the Blackboard Host tour – got to see where our hosted servers are located, the type of environment and the data center facility.
    - Using Analytics to Improve Student Success
    - Using Blackboard as Your Campus Training Platform
    - Blackboard Outcomes – The First 18 Months
    - The Blackboard Teaching and Learning Roadmap
    - Creating Courses that Pop! Redesigning (Not Reinventing) the Wheel
    - Best Practices for Ensuring Faculty and Institutional Adoption of Technology
    - Implementing Learning Analytics

- **Distance Education Call Center**

Agents	June-2015	
	Calls Handled	Missed Calls
DL Students	256	52
DL FacultyTechnical	29	12
DL FacultyDesigners	27	21
Advisor	32	10
Collaborate	0	0
Total Per HelpDesk	344	95
Aleida (extension)	53	
- Through DL Students	32	25
- Through DL FacultyDesginers	3	3
Ana (extension)	30	
- Through DL FacultyTechnical	3	2
Jessica (extension)	39	
- Through DL FacultyDesigners	13	10
Johnny (extension)	0	
- Through DL Collaborate	0	0
Mike (extension)	35	
- Through DL FacultyDesginers	0	0
Simon (extension)	28	
- Through DL Collaborate	0	0
Marisol (Extension)	51	
- Through DL FacultyTechnical	26	9
-Through DL FacultyDesginers	11	8
San Juanita (extension)	349	
Total DE Per Agent	585	

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- A meeting with regards to the hiring of the VP for Student Services was held with some additional discussions on the candidates
- A Puente scheduling meeting was held to make sure Education Department, English Department, and INRW scheduler Florinda Rodriguez are all on one page.
- Weekly enrollment meetings were held to discuss non-paid and other deadline issues.
- A Dean's meeting was held to discuss faculty needs, overload restrictions, and other urgent matters
- During the COC meeting on the first Tuesday morning of the month, bond construction projects were discussed as well as ongoing capital improvement projects.
- The Dean met with and discussed student issues with several faculty with regards to one Title IX complaint and one Dual Enrollment adjustment issue.
- The Dean provided comments on the Title IX manual provided by HR. Among other things such as defining what is meant with certain terms, perhaps a short version on what faculty need to provide would improve clarity of the document.
- The Dean further provided data and arguments in support of the Kinesiology building the division dreams about for the far future.
- Meetings and interviews were held for the Director of Facilities and Planning and Construction department.
- A reception at the NAH was held to commemorate the 20-year existence of the Vocational Nursing program. With punch and cake we celebrated the excellence of students, leaders, and staff.

- AN Academic Affairs meeting was held to discuss matters concerning Title IX, enrollment, program outreach, and presentations of the Leadership Academy graduates, on a mobile ap for students so they can find things easier on campus.
- The Dean interviewed more Political Science candidates.
- The Dean met with new and relatively new chairs and gave them a binder full of chair information and forms beginning chairs would need to have.
- The Dean met with the two assistant deans to discuss their role for the upcoming academic year.
- Ongoing efforts are being made to update the Sign Language lab. Coordination between Facilities and IT and the department need to be monitored on a daily basis to make sure the lab is in place for Fall 2015.
- Review and interviews were held for the position of Associate Dean Curriculum and Student Learning.
- A studious delegation went to Salamanca Spain to enhance curriculum with culture. A group of South Texas College faculty, including dual enrollment faculty spent two knowledge filled weeks in Spain and came back safe with lots of enthusiasm to teach and ideas to improve student engagement.

From the English Department:

- The big event of the week for English was the launch party for the new issue of Interstice. Below is Colleen's account of the party, and I'm told there are pictures but I haven't been able to track those down yet:
  - Sending out a HUGE thank you to my colleagues who helped make last night's Launch Party for Interstice - A GREAT SUCCESS! - It Was A STANDING ROOM ONLY Event :
    An extra special thanks to Marisa and Lanesa for stepping in to help with the physical set up and break down of the event, as well as John, Rene, Liana, Robin, Juan, Laura and Erica for showing up (many with their class in-tow!) to show their support.
- We also had a nice meeting to plan the next year of Puente, which became a remarkably confusing series of scheduling discussions, but ended up with issues addressed and clarity for all.
- The other event is the ongoing interviewing and hiring. By the end of the summer I believe we will have done 19 or 20 interviews – 16 or 17 of which will be for dual enrollment, and the others for adjuncts.
- One of the new FTTs, Patrick Garcia, is working with our very own Dr. Nelson to assist in the 2015 Aqui Estamos Conference (http://www.aquiestamosrgv.org/index.php/conference-2015/). It's exciting to see new people dive in to activities like this!
- We have already set up four tutor training sessions with Belinda Torres at the Pecan CLE, and now we're going to do the same sessions with Rachel Groman at Mid Valley. We also had the sessions videotaped so they can help with future tutor training, and also serve as additional content for the department's online professional development system designed to serve as a place of learning and discussion not only for full timers, but for adjunct and dual instructors as well. Currently we plan to use Blackboard, but we hope to integrate other online platforms as well.

From the Child Development Department

- The Child Development Department articulated with Concordia University St. Paul, our STC students will have an opportunity to continue their AAS degree leading to a BA in Child Development on line.

From the Psychology Department –Starr Campus:

- Under the watchful eyes of Starr County Psychology faculty Alex and Wilfrido Sarabia, the new Mayor of Rio Grande City – (our own past Counselor and Psychology faculty) Mr. Joel Villarreal was sworn in. They work closely with city officials and look forward to working with him as well.

From the Music Department:

- The Music Department has a new love, which arrived last week in the Cooper Center. We look forward to many beautiful classy concerts and we would like to thank the Board, Dr. Reed, Mary Elizondo, and Dr. Petrosian for their generosity.

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

- Universidad de Salamanca
  - Visitors, led by members of the communication department at RAE, have a better understanding of the institution's operations. They visited various offices of the corporation including the board of directors, libraries, and auditorium. The institution has welcomed groups from other schools, Philosophy faculties and cultural associations from different parts of Spain.

Estudiantes de los cursos de la Universidad de Salamanca, en la RAE.

- Convocation for faculty and staff on August 17.
- Signed Articulation Agreement with Laredo Community College- this agreement creates a Pathway to AAS at LCC to join our Bachelor of Applied Technology.
- Interviews for Associate Dean of Curriculum and Student Learning
- Participated in Competency Based Education conference call with Texas Higher Education Coordinating Board.
- There will be Memorandum of Understanding signing ceremony between South Texas College and UT RGV on August 10th.
- Review the final proposal for the Regional STEM Accelerator to Educate Texas.
- Continue the EPA grant with Texas A&M University-this grant is about removing the parking rain water and purify and reuse for irrigation purposes.

Bachelor Programs- Organizational Leadership ORGL

- Communicated with faculty and requested lists of students with academic issues or lack of participation
- Contacted prospective BAS-OL students via e-mail and/or telephone as well as those referred by faculty with academic or participation problems
- Assisted 112 students with registration, advisement, degree audits, and general admission requirements information
- Collaborated with Research and Analytical Services (RAS) to obtain an accurate and up-to-date number of students in the BAS-OL program Summer II 2015
- Participated and collaborated in the coordination and development of student and faculty orientation
- Assisted the Program Chair with the development, monitoring and updating of the upcoming semester course schedule and ensured all courses have been assigned an instructor
- Attended and participated in transcript analysis meeting for border patrol agents – prospective students for BAS-OL program. The following topics were discussed:
  - Reviewed current course offerings by border patrol (courses, academies, etc.)
  - Discussed equivalent programs that cover border patrol courses (program chair involvement)
  - Discussed possible course equivalencies
  - Discussed next steps
- Met with search committee to discuss the screening of applicants for BAS-OL faculty position
- Participated in meeting with Distance Learning staff on Smarter Measure

- Worked in partnership with Transcript/Graduation Analyst, Sara Gomez on graduation reports, including certification and course substitution (workflow) process
- Acted as liaison between student and faculty during the course completion process
- Executed student reports related to:
  - Incomplete courses
  - New term enrollment
  - Graduation
- Kept continuous communication with faculty via e-mail and telephone regarding student incompletes for Spring and Summer I 2015 semesters
- Corrected inconsistencies in student registration for upcoming term(s)
- Completed and submitted STC Pearson Term 10 Summer II 2015 Matrix
- Participated at the Texas Competency Based Education Consortium via conference call
- Researched and collected information regarding incomplete ("I") policy; will meet to discuss how BAS-OL program will implement this policy
- Kept ongoing communication with Distance Learning – Instructional Designer, Mike Ayala regarding student Blackboard access to incomplete courses
- Assisted with feedback on the newly designed BAS-OL webpage
- Collaborated with BAS-OL faculty secretary on emphasizing the importance of CAAP exam to students
- Joined the Texas Competency-Based Education Consortium conference call with BAS-OL colleagues and colleges and universities across the country interested in establishing an CBE program
- Attended an participated on search committee to fill a BAS-OL faculty position

University Relations, Transfer and Articulation Center – Dr. Kelli Davis

- The following schools had representatives present on campus during the last two weeks: Texas Tech University, Texas A&M University – Kingsville Engineering Department, Texas State University, and Texas A&M University – Kingsville Education Department.
- Activities on July 6, 2015
  - Met with Dr. Esmaeili regarding the UTRGV – South Texas College MOU signing ceremony.
  - Retyped the agreements with Our Lady of the Lake University and Midwestern University to prepare for the new University Relations website.
  - Coordinated a meeting between Ms. Veronica Rodriguez from Childcare and Development Department and Grand Canyon University to sign a formal articulation agreement.
- Activities on July 7, 2015
  - Worked on coordinating the visit from Dr. Panwar of the M.S. Panwar Community and Vocational College.
  - Retyped the articulation agreement from Texas A&M University in preparation for the new website.
  - Attended mathematics department meeting for Summer Session II.
  - Assisted students with transfer questions
- Activities on July 8, 2015
  - Assisted students with transfer questions.
  - Worked further on coordinating the visit from Dr. Panwar.
  - Contacted UTRGV regarding the signing ceremony scheduled for August 10.
  - Scheduled Summer Session II visits for UTSA.
  - Went to La Feria to visit the Our Lady of the Lake Campus and meet their staff.
- Activities on July 9, 2015
  - Hung Our Lady of the Lake picture gifted to Dr. Reed to South Texas College.
  - Continued to work on the visit from Dr. Panwar.
  - Coordinated a visit from the University of the Incarnate Word in August.

- At Dr. Esmaeili's request, reviewed the description of how to develop articulation agreements for the faculty handbook.
- Assisted students with transfer questions.
- Retyped the articulation agreements with Texas A&M University School of Public Health and Texas A&M University – Kingsville College of Business Administration.

- Activities on July 10, 2015
  - Retyped agreements with Texas A&M University – Kingsville Social Work Department and Engineering department to prepare them for the new website.
  - Attended the ceremony for students from Universidad Autonoma de Nuevo Leon at Nursing and Allied Health.
  - Attended STEM Accelerator Grant meeting.
- Activities on July 13, 2015
  - Worked on narrative for STEM accelerator grant.
  - Attended STEM accelerator grant meeting.
  - Attended a meeting between Kathy Gonzalez from Grand Canyon University and Veronica Rodriguez regarding the signed of an official articulation agreement.
  - Did research on how to write an IE plan.
  - Helped students with transfer questions
- Activities on July 14, 2015
  - Researched data requested for the STEM accelerator grant.
  - Attended STEM accelerator grant meeting.
- Activities on July 15, 2015
  - Worked on narrative for STEM accelerator grant.
  - Helped students get needed information for transfer.
  - Retyped agreements for Texas A&M University – Kingsville Math department articulation agreement.
- Activities on July 16, 2015
  - Attended STEM accelerator grant meeting.
  - Researched Data from other institutions for the STEM Accelerator grant
  - Assisted students with transfer questions
  - Retyped the agreement from Texas State University for the new website
- Activities on July 17, 2015
  - Continued to work on research for the STEM Accelerator grant.
  - Worked on details for a visit from National American University in August
  - Retyped agreements from Texas Tech University, Universidad Autonoma de Nuevo Leon and Universidad Autonoma de Nuevo Leon Escuela Y Prepatoria Medica Tecnica.
- On the agenda for this week:
  - Visits from Texas Tech University, the University of Texas – San Antonio, the University of Texas – Rio Grande Valley One Stop Shop, Texas A&M University – Kingsville Engineering Department, and Texas A&M University – Kingsville Education Department.
  - Continue planning the University of Texas – Rio Grande Valley and South Texas College MOU signing ceremony on August 10th.
  - Continue planning the visit from Dr. Panwar from India.
  - Continuing to format the articulation agreements in the form required for the new website.
  - Continue assisting students with transfer questions.
  - Continue reviewing agreements with new partners.

Physical Science, Chemistry, Engineering, Physics - (Dr. Enriqueta Cortez)
Engineering Program Activities

- Dr. Enriqueta Cortez and Mr. Daniel Martinez attended planning and design meetings for the proposed Pecan Campus STEM building.
- Mr. Martin Knecht work with the grant office to prepare STC's portion of the joint TAMUK grant proposal titled: U.S. Environmental Protection Agency - Low Impact Development Grant.

New Mathways Project - (Mario Morin, Celina Esparza)

- Meetings Attended
  - New Mathways Project Webinar-June 29
    - Reviewed scaling options for NMP & ways to increase enrollment
      - Connecting specific math courses to degree/programs of study
    - Reviewed role of NMP to create completion plan for students
      - Ways to increase retention rates
      - Collaboration among other initiatives i.e. Puente Project
  - Academic Mathematics Dept. Meeting-July 7
    - Discussed Summer II issues, objectives, and set goals for Fall semester.
    - re-introduced to department faculty & announced new roles and responsibilities as well as office location to faculty not present for SSI meeting.
- Assisted students (66) referred via web, phone and in person for NMP, Co-Requisite Math 1414 + Lab, MATH 1414 + SI & developmental math course enrollment.
- Assisted with all developmental math enrollment issues during V. Cervantes absence.
- Collaborated with M. Martinez, Developmental English & Reading SSS, on Puente Project/NMP initiatives for recruitment as per Dr. Bischoff's request.
- Contacted students referred by faculty at risk of not passing due to attendance issues for SSII.
- Begin preparing for Fall in-class presentations regarding study skills, note-taking skills, test-taking skills as well as college policies & deadlines for NMP courses.
- Rosters for NMP students were reviewed and students were contacted for enrollment into the Academic Statistics course for Fall 2015.
- Contacts to potential NMP students for Fall continued at all 3 campuses; Specifically those in currently enrolled in Math 80, Math 85, or Math 100/200 to inform them of the program and its benefits.
- Collaborated with developmental math faculty currently teaching to promote NMP & Co-Requisite courses in classes.
- Continued promoting current math department initiatives via flyers & ppt slides at all 3 campuses.
- Emailed MATH 80 & Starr Co. Campus students to inform them of upcoming deadlines.
- Continued monitoring of Academic Math- Fall 2015 course schedule numbers.
- Assisted students with adds/drops for SSII deadlines.
- Contacted students in low enrolled & cancelled sections to re-enroll them in other math sections for the Fall 2015 semester.
- Continued coordination efforts with Dr. Aparna Ganguli & Mr. Mario Morin as well as involved faculty members for Summer II & Fall 2015 math course schedule.

Mathematics Department - (Mario Morin)

- 45 Mathematics course sections were created and offered for the Summer II semester
- Held Summer II department meeting on Tuesday, July 7th to discuss preparations for the summer semester as well as to garner signatures for the Notices of Employment
- Scheduling for Fall 2015 is underway
- Mario Morin and Eric Garcia met with the Office of Institutional Effectiveness and Assessment to be trained on the Xitracs system and to begin work on the 2015-17 IE Plan for the Mathematics Department

- Currently collaborating with Dr. Virgil Pierce, Dean of Math Science at UTRGV, to propose an Research Experience for Undergraduates
- A planned joint departmental meeting with UTRGV Mathematics faculty is planned for the Fall
- Currently working with High School Services and Programs to schedule all Dual Enrollment classes
- Interviewed candidates for Dual Enrollment courses with Assistant Chair, Eric Garcia
- Met with Office of Professional and Organizational Development to plan a departmental training to create internal communication and strengthen team-building and collaboration. Possible implementation in Fall 2015
- Planning possible professional development trainings with Dual Enrollment faculty (including BlackBoard certification trainings, pedagogy workshops, and mentoring programs)
- Mario Morin attended the Rio Grande Valley Council of Teachers of Mathematics (RGVCTM) and will serve as a temporary Board member representing South Texas College. Mr. Morin will be filling-in for Dr. Ali Esmaeili
- Interviews for second Assistant Chair will be held during the last week of July. There are currently four candidates: Rosa Gutierrez, Jonathan Bell, Dr. Hanan Amro, and Nayef Shaath.
- Two new full-time faculty members were officially hired: Ms. Wei Yin (to be stationed at Pecan campus) and Mr. Daniel A. Montez (to be stationed at Mid-Valley campus)
- All computers and equipment has been moved from Pecan G-101 into J 1.404. The furniture is currently in-place in J 1.404, however, the computers have not yet been made operational.
- Mario Morin participated on the STEM Accelerator grant application to provide insight and guidance regarding aspects of the program that involve math (New Mathways Project) as well as overall structure and guidance.
- New Mathways Project classes are currently scheduled: Five (5) Foundations of Math Reasoning are planned (at all three major campuses) alongside two (2) NMP Statistics courses (Pecan & MVC)
- Currently scheduling Fall 2015 Supplemental Instruction courses as prescribed by the Vice President's Office
- Multiple departmental committees are being established for the Fall semester:
  - Budget,
  - Scheduling,
  - Travel,
  - Professional Development,
  - Social Media,
  - Student Advising,
  - Transfer and Student Engagement
- Next Mathematics Department is scheduled for Tuesday, August 19th at 10:00a.m.

Developmental Mathematics - (Dr. Aparna Ganguli)

- Worked with Continuing Education about serving students who are placed in ABE levels 3-4 in TSI test
- Wrote a proposal about creating a lower level NCBM course
- Worked on Summer II schedule
- Worked on Fall 2015 Schedule

Math & Science – Developmental Mathematics – Herlinda Medrano

- Academic Student Success
  - Assisted students with advising, degree plans and registration. Students are provided with mentoring and advice according to their individual academic needs. Each student receives a packet with all of the forms they received and information pamphlets.
  - Processed and mailed out letters to students who are enrolled in Math 0085 and Math 0100 to notify them of the College Algebra/lab option. Informed and enrolled students who qualified

and/or requested NMP-Math 0442/1442. Each student is advised in accordance with their scores and personal capabilities to help them complete their TSI mathematics component.
    - Compiled and reviewed the no-pre-requisite report. Students will be notified by phone, email or mail about their Fall semester schedules. This is an excellent opportunity to answer questions and assist students with any academic questions they have.
    - Contacted students who were referred by instructors as having excessive absences. Students were contacted by phone, mail and email. The purpose in contacting these students is to make them aware that class attendance is key for a successful course outcome. Students are also informed of drop policies pertaining to developmental studies. All information gathered was forwarded to the instructors. Instructor withdrew one students due to excessive absences for the summer II session.
    - Students were assisted in office and also answered questions by phone about their schedules for the Fall semester.
- Academic Probation
    - A steady stream of students came by for academic assistance, advice and registration. Students were informed of policies and procedures such as course repeater fees and financial aid suspension. Students will receive letters from counseling and advising to inform them of their probationary status. Students are then referred to me by counselors and advisors. I notify students to come back after the fall semester begins for the purpose of signing a "Plan for Success Contract". Students will receive comprehensive academic advice.
- Professional Service
    - Continued to communicate with advisors, counselors and student success specialists regarding TSI placement scores in Reading, Writing and Mathematics. Received calls from campus departments with questions regarding compliance issues as related to student's TSI scores and/or course completions. High school counselors are also seeking advice regarding the changing TSI placement scale.
    - Met with Mrs. San Roman regarding the changes being implanted in the LVN program. The new degree plan excludes any college level mathematics. However, students are still required to be TSI complete in Reading, Writing and Math.

TMGT – Dr. Oscar Plaza

- 06/26/15 Texas for Distance Learning Association (TxDLA) gathering
- 07/02/15 INNO Conference planning meeting
  TMGT accounting faculty meeting
- 07/07/15 Distance Education; TMGT online program planning
- 07/09/15 BAS-OL Search Committee applicants review
  Summer II student orientation
- 07/22/15 Bachelor Programs in Community Colleges; research interview
- 07/23/15 Economics Search Committee; interviews
- 07/24/15 BAS-OL Search Committee; interviews

Melba Treviño
Division Dean – Nursing and Allied Health

- **Dean's Activities:**
  - July 24, 2015 – **Nora** Martinez has been named new Assistant Chair for the A.D.N. Department.
  - July 14, 2015 – attended STEM Meeting
  - July 24, 2015 Interim Dean Jayson Valerio in partnership with PSJA and Doctor's Hospital defended the proposal for the Dual Enrollment A.D.N. Pilot Program to the Texas Board of Nursing. Approval for one cohort was given with close monitoring stipulations. Interim Dean Melba Trevino accompanied the group.

- **Division Activities**
  - July 2, 2015 - All of the second-year radiology students successfully completed the program. There were a total of 20 students A graduation luncheon was held for them at the Cooper Center on Wednesday, July 1st. (pictured right)
    July 2, 2015 - The Diagnostic Medical Sonography Program had a100% pass rate for the Summer I Session.
  - July 3, 2015 - The 2015-2016 application process is complete and a total of 18 students will be accepted into the Radiologic Technology Program for the Fall 2015 Semester.

  - July 2, 2015 - Respiratory Pinning Ceremony 2015 had a total of 28 graduates (pictured left). During the pinning ceremony a student read a dedication to a special person(s), which is typically a very emotional portion of the ceremony. The pinning ceremony more meaningful to the graduate because it is a true testament to their profession.
  - July 2, 2015 Five Respiratory Therapy students were inducted to the "Lambda Beta Respiratory Society" and the top 3 Respiratory Students were identified. The ceremony followed with a dinner that the Respiratory Club at STC organized.

  - July 12-15 – Program Chair, Gabriel Pena will attend the American Association of Respiratory Care Summer Forum- (Phoenix, Arizona) This conference for Respiratory Educators will serve to guide him on how to maintain a successful Respiratory Program and Curriculum. The National Board for Respiratory Care and The Commission on Accreditation for Respiratory Care will participate in the conference. An opportunity to meet other directors of Respiratory Care, attend classes for best practices including how to use clinical simulations in the classroom. An emphasis is placed on using technology in the classroom.
  - July 16, 2015 – Congratulations to the PTA Program! 100% of PTA graduates of 2015 passed their national licensure examination on the first attempt! (Pictured right)
  - July 17, 2015 – Nursing & Allied Health Division joined the Vocational Nursing Program in celebrating 20 years of continued success.

- July 19 – 22, 2015 – PTA Accreditation visit took place. Results will be shared in October.
- July 21-23, 2015 The Blackboard World Conference was held in Washington, D.C.. This conference provided Crystal Bird and Gabriel Pena an opportunity to learn about Blackboard Learn and Blackboard Collaborate for classroom delivery.
- July 18-25, 2015 – Program Chair Irma Rodriguez, HMAS will attend the 2015 Faculty Development Institute/Assembly on Education (FDI/AOE) to maintain a successful Health & Medical Administrative Services (HMAS) Program and Curriculum structure. It is the premier health information education event offering key information on curricula design, accreditation, and leadership skills. In addition, she will be able to explore the innovation, research, and best practice that academic professionals are using to shape HIM education. AHIMA ICD-10 Academy: Building Expertise in Coding. It is a dynamic program that provides interactive training in both ICD-10-CM and ICD-10-PCS to build expertise in these coding systems. In addition, it will also provide a well-rounded base of knowledge as well as exposure to cases in ICD-10-CM/PCS.
- July 21, 2015 - The South Texas College Pharmacy Technology program may now display BOTH the ASHP logo (American Society of Health-Systems Pharmacists currently accredits us) AND the ACPE logo (Accreditation Council for Pharmacy Education). The ACPE logo is more widely known among pharmacists since it is the accrediting body for pharmacy schools and continuing education. Effective this fall, Pharmacy Technology will use the new South Texas College logo in addition to the accreditation logos for all outreach communications and display banners.
- July 28, 2015 - The Radiology Program had a 100% pass rate for our graduating class of 2015. There were a total of 20 students and they all passed on their first attempt. Many thanks for your continued support.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **MVC Administrators Office**
  Hosted the STC Board meeting – July 2nd at 3:00pm
- **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.
  - Independence Day Celebration – July 1
  - Helped with ECHS Summer Bridge Program providing outdoor field activities for the students – July 1st
  - Welcome Day –assisting students locating their classes– July 8th
  - 3 on 3 Basketball – July 15th , 21st, & 23rd
  - Hoop it Up – July 16th , 20th , 23rd & 30th
  - End of Summer Cook-Out – July 30th
- **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.
  - Anger Awareness and Management – July 15th
  - Appreciating a Diverse World – July 20th
  - Career Choices and You – July 21st
  - Building Blocks of Healthy Relationships – July 22nd
- **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:
- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - Career Placement & Services Dept. – Resume Writing & Interviewing Skills – July 14th
  - Security Dept. – Held interviews in G288 – July 15th
  - Accountability Services Dept. Meeting – July 15th
  - IAM Department – Held excel training for continuing education students – July 15th through July 29th
  - Human Resources – Employee Annual Enrollment for Benefits – July 16th
  - NAH Department – NCLEX Live Review for nursing students – July 20th
  - Cashiers Dept. – Held interviews in G288 – July
- **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:
  - RGV Quilt Guild meets for quilt exhibitions and classes.
  - MET Billing Meeting – July 2nd
  - UT Health Science Center San Antonio held it Ignite Science Hands on Health Science Camp – ended July 2nd
  - TAMUK RGV Engineering Initiative-Engineering classes were held throughout the summer I and II sessions.

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Reestablishing MOU for partnership with TMC Head Start of Starr County
- Visiting Lone Starr College to tour Welding shop and other technical programs
- Working with Rio Grande City to recruit for Business Administration Program Fall 2015
- Working with Workforce Solutions to establish partnership for recruiting purposes

Campus Events

- DFPS Childcare Licensing workshop – D116

Facilities Related

- Installing carpet for Active Learning classes E2.104
- Working on menu for cafeteria offerings
- Monitoring roof leaks building E
- Monitoring bookstore availability for summer II
- Monitoring window leaks building F
- Water fountain repaired and working

Yvette Gonzalez
Project Manager - Academic Advancement

Academic Affairs Highlights

- Assist with development of proposed/scheduled presentations and reports for Academic Affairs and Education & Workforce Development Committee August meetings:
  - EWDC: Development of Essential Qualities of STC Faculty, Academic Classification, Puente Program, and Valley Scholars Program.
  - Academic Affairs Comprehensive Plan – communicated and compiled Academic Deans, Campus Administrators, and Academic Advancement area leaders regarding their five year plan.
  - Dual Enrollment Taskforce, Dual Enrollment Principals Summit.
  - Daily Enrollment Progress Report for Fall 2015
- 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 & included in the Academic Affairs website.
- Submit data request to Research and Analytical Services (RAS) in the month of July in preparation for Dual Enrollment Taskforce, Dual Enrollment Principals Summit.

Course Evaluations

- Assist Associate Dean of Curriculum and Student Learning with email distribution for scheduled course evaluations for Summer I, II, III 2015 through online service provider. Will prepare evaluation session schedule for Fall 2015 next month.
- Communicating with Reporting Team regarding scheduled uploads, and other items related to the online course evaluation process and timeline.

Honors Program

- Received updated instructions from Distance Learning regarding cross list course content for Instructors who teach an online Honors course in preparation for Fall 2015.
- Reviewed two student applications submitted online for month of July 2015 and sent follow-up communication.
- Replied to two student emails inquiring about Honors program and eligibility requirements.
- Assisted with completion of IE Plan 2015-2017 for Honors Program.
- Reviewed Honors Program activities (advisement, communication, registration, instructor stipend, technical components) with Academic Excellence Specialist and Valley Scholars Coordinator on July 08, 2015.
- Plan to communicate with Spring 2015 Honors program participants next month regarding available honors courses and submission of new requests for Fall 2015.
- Plan to submit updated list of honor course availability for Fall 2015 to Public Relations as needed.

Meetings

- Attended Advising Hiring Committee Review – July 14, 2015
- Attended Business Process Analysis Training - July 21-22, 2015
- Academic Affairs Council Meeting - July 27, 2015

Jessica S. Garcia
Coordinator – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising –** Sent follow up emails to past sponsors soliciting renewals for the 10th ANWTS. Finalized music and culinary arts entertainment for the 10th ANWTS. Donations received in May: Cash - $100.00; In-Kind - $4,270.00; Pledged - $23,100.00. Continued planning details for K-12 Chess Tournament for VS club account fundraiser.
  - **Recruitment** – Reviewed submitted Valley Scholars applications and sent notification letters to all applicants regarding acceptance status and/or missing documents needed. Sent letters to eligible students enrolled for Fall 2015 inviting them to apply to the Valley Scholars Program. Made follow up phone calls to all eligible students.
  - **Retention –** Students met with the Student Success Specialist for advisement and registration. Sent probation and termination letters to continuing Valley Scholars students concerning academic performance. Awarded Fall scholarships to all eligible students.
  - **Trainings –** Participated in Blackboard Collaborate Training on July 1, 2015. Held Academic Excellence Staff Retreat on July 29, 2015 to discuss goals for the upcoming academic year and recap past events.
  - **Reports –** Completed 2015-2017 IE Plan for Valley Scholars Program.
- **Phi Theta Kappa**
  - **Meetings –** Held June General Meeting on July 17, 2015 and New Officer Orientation on July 2, 2015.
  - **Trainings –** Two student officers and two advisors attended the Phi Theta Kappa Texas Honors Institute at The University of North Texas from July 24, 2015 – July 26, 2015 to learn about the Honors Study Topics for Hallmark Awards.
  - **Reports** – Completed 2015-2017 IE Plan for Phi Theta Kappa
- **Honors Program (Yvette Gonzalez)**
  - Received updated instructions from Distance Learning regarding cross list course content for Instructions who teach an online Honors course in preparation for Fall 2015.
  - Reviewed two student applications submitted online for the month of July 2015 and sent follow-up communication.
  - Replied to student emails inquiring about Honors program and eligibility requirements.
  - Assisted with completion of IE Plan 2015-2017 for Honors Program
  - Reviewed Honors Program activities (advisement, communication, registration, instructor stipend, technical components) with Academic Excellence Specialist and Valley Scholars Coordinator on July 8, 2015.
  - Plan to communicate with Spring 2015. Honors program participants next month regarding available honors coursed and submission of new requests for Fall 2015.
  - Plan to submit updated list of honor course availability for Fall 2015 to Public Relations as needed.

Kristina Wilson
Officer - Academic Grants and Projects

Grant Oversight

- **Carl Perkins Grant**
  - Edited budget request for the upcoming year that were submitted by the Deans. Requested edits by the Deans. Added budget information to the Local Plan and Performance Improvement Plan. An updated plan will be submitted to the Grants Office by July 6.
  - Submitted additional information that was requested by the Grants Compliance team for the upcoming year's plan. Edited budget as necessary.
- **HSI Title V Grant (Department of Ed.)**
  - Met with Roz Moore regarding the Tier 1 ALC at the Technology Campus and the assignment of FOCUS graduates to teach in the ALC in the fall. Only one ALC may be needed at the Technology Campus as most of the lecture-based courses are offered at the Pecan Campus.
  - Followed up with department chairs regarding the assignment of FOCUS graduates to teach in ALCs this fall semester.
  - The Faculty Advising Coordinator, Laura Lopez, will be working at STC on July 6.
  - Met with OPOD to discuss the integration of Faculty Advising Training into the Teaching & Learning Academy.
  - Visited the ALC spaces on the Technology and Pecan Campuses to observe progress made.
  - Met with new Faculty Advising Coordinator Laura Lopez to discuss revised Faculty Advising Training program and integration into the Teaching and Learning Academy (TLA) on July 14.
  - Met with Marie Evans and Lee Grimes on July 16 to discuss the integration of technology instruction into the FOCUS Academy. Marie will develop short, 20-minute lessons that can be offered at the end of each FOCUS session. She will also develop extensive training for FOCUS graduates.
  - Met with Mario Morin and Chris Nelson on July 17 regarding assignment of FOCUS graduates to ALC classroom during the fall 2015 semester. We reviewed the list of FOCUs graduates and identified who could be assigned to which campus.
  - Hosted a meeting to discuss the curriculum component of the new Faculty Advising training model on July 19.
  - Attended a meeting on July 24 with Technology Resources and advising to discuss the process that Faculty Advisors will use to capture advising notes.
  - Held a meeting on July 29 to discuss the Faculty Advising Training Modules. The schedule for Faculty Advising sessions within TLA was finalized. Dr. Kelli Davis was asked to share plans for providing information on articulation and transfer agreements via the STC website.
  - Sarah Solis visited each campus to receive the new furniture for the active learning classrooms. Technology installation also began.
  - The HIS Project Director, Yolanda Jaramillo, reports for work on August 3.
- **Texas Regional STEM Degree Accelerator – Phase 1**
  - Educate Texas requested additional information regarding STC's application. Several planning meetings were held to identify the information needed, seek employer partners, and develop a more detailed plan for professional development.
  - Submitted request to Educate Texas to allow the use of Phase 1 grant funds to cover the costs of the Bb World Conference. The request was approved. All Phase 1grant funds will be expended.
  - STC requested an extension for the submission of the Negotiation Notes. The notes are due to Educate Texas by August 7 and will include feedback provided by Dr. Luzelma Canales and Dr. Shirley Reed.

- The grant plan was edited and strengthened based on the feedback received from Dr. Shirley Reed, Dr. Luzelma Canales, and Educate Texas. An Executive summary was created and submitted to Dr. Canales for further review.
- A meeting with Dr. Canales took place on July 31. Additional feedback was given to strengthen the grant draft.

➢ **Knapp Community Care Grant**
- Participated in a meeting on July 30 with Continuing Education and NAH leadership to brainstorm ideas for funding.

Grant Development

- **In preparation of Submission: 1 Grant**

  Texas Regional STEM Degree Accelerator (Educate Texas)
  - Additional information was requested by educate Texas regarding the original grant submission.
  - STC requested an extension for the submission of the Negotiation Notes. The notes are due to Educate Texas by August 7 and will include feedback provided by Dr. Luzelma Canales and Dr. Shirley Reed.

➢ **In Review for Submission: 1 Grant**

Knapp Community Care Foundation
- Attended a Funding Forum hosted by the Foundation to learn about upcoming funding opportunities.
- Will meet with Juan Carlos Aguirre and Jayson Valerio on July 30 to determine if STC will submit a grant proposal.
- The Letter of intent process will open on August 3 and will close on August 31. Subsequently, the deadline to submit an application is September 18.

➢ **Recently Submitted: 1 Grant**

Low Impact Development (LID) EPA Grant
- Partnership with TAMUK, STC provided a letter of commitment regarding the installation of LID project such as a bio retention system permeable pavements, and water gardens. STC currently has an LID system installed in the parking lot north of Pecan and 29th street in McAllen. Grant was submitted on July 2.

➢ **Recently Awarded: 1 Grant**

Integrated Planning & Advising Services (IPAS)2 – (EDUCAUSE)
- A continuation of IPAS 1 Grant, goals to strengthen current initiatives. STC had previously purchased and implemented DegreeWorks under IPAS 1.
- $225,000 to be awarded over three years. STC will pursue purchase of the Hobsons CRM & Starfish.
- A grantee convening will take place in October 2015 during the Educause Conference.

Academic Projects

➢ **Persistence Activities**
- Requested updated information from project leaders on the progress of persistence plan.
- Presented information on the Degree Progress Report Assignment to Academic Council on July 27. The Deans will decide which courses will implement the activity in the fall 2015 semester.

➢ **TSI Committee**
- Participated in a conference call with Lindsay from RAND and Serkan on July 16. Lindsay provided a list of suggested reporting measured and timelines, which we reviewed. Initial plans were made for the site visit to take place in the fall.
- Followed up on $50 Development fee assessed from students and the possibility waving TSI fees for developmental students.
- TSI Planning & Implementation Committee meeting scheduled for August 3 was postponed until after fall census day.

- A meeting regarding the TSI Block in DegreeWorks will take place on August 3. The block is currently displaying information from an outdated TSI placement scale. A recommendation was made to remove the block until a sustainable solution could be found.

- **Persistence Activities**
  - Reviewed submissions for the Degree Progress Report Assignment for Fall 2015 and Spring 2015. Sarah Removed duplications from the submissions and prepared summaries of the data.
- **Miscellaneous**
  - Participated in the Comprehensive Planning Meeting for Academic Affairs on June 29.
  - Participated in a search committee for the Coordinator of Dual Enrollment.
  - Continued developing the 2015-2017 IE Plan for Academic Affairs.
  - Participated in a planning meeting for Academic Convocation on July 7.
  - Attended Business Process Analysis Training hosted by UT Austin on July 21-22.
  - Attended the THECB Training Workshop (webinar) on July 28.
  - Assisted with the preparation of the Bright Spots in Education Submission for the Early College High Schools.
  - Completed the 2015-2014 IE Plan for Academic Affairs. Sent to Dr. Petrosian for final review.
  - Participated in a meeting with Laura Talbot and Christina Cavazos on July 31 regarding the modifications to the minimester schedule for spring 2016.

Cody Gregg
Interim Director- Centers for Learning Excellence

CLE Campus Highlights:

- Mid-Valley
  - MV Interim Manager met with new Direct Wage Specialists Linda Braune and Dr. Rachel Groman to discuss end of fiscal year planning, MVC Fall Tutor Training Day, and training on new format for NOE's – July 16th
  - Meeting to discuss DW Specialist duties – July 17th
  - MVC Staff met to discuss 2016-17 allocations and understand hiring needs and availability for the coming fiscal year. – July 22nd
  - MV Campus Relocation Meeting to discuss CLE involvement possibilities with the plans to move the MVC cafeteria to a new location temporarily. – July 23rd
  - CLE Tutors have begun creating a training for MVC Fall Tutor Training Day.
- Nursing
  - Spoke at the ADN, PTA and OTA new cohort orientations about the services we have available to the students.
  - The OTA program chair requested the same workshop series for their incoming Fall cohort that we conducted for the new PTA cohort. The PTA series was scheduled for the last week in July and the OTA has scheduled for the following week (the first week in August). Examples of topics covered are: Professionalism, Fixed vs. Growth Mindset, Time Management, Stress/anxiety Management, Self-directed learning, Learning Styles, Note-taking and Test-taking skills
  - Created and presented a workshop on APA formatting to some level 4 ADN students at the request of the instructor, who has expressed interest in continuing to offer this and possibly making it mandatory for students as they finish the program in future semesters.
  - Met with PTA faculty and the Commission on Accreditation in Physical Therapy Education to highlight the services we offer the students in the PTA program as a part of their re-accreditation visit
- Pecan Campus
  - Staff participated in Jagtrax testing for latest updates.
  - Pecan staff participated in a NetTutor demonstration of their online tutoring platform.
  - PCN staff held various meetings with Jagtrax programmer, Adrian Izaguirre, regarding Jagtrax updates.
  - PCN staff participated in an IE plan meeting on July 8.
  - PCN Center Manager participated in a meeting regarding campus budget allocations for next fiscal year.
  - Direct Wage Specialists, Robert Godinez, Carolyn Hannah, and Alfonso Bernal, began their assignments on July 16.
  - Meeting with DW Specialists to discuss their duties.
  - Evaluated several presentations that are being prepared for Tutor Training Day.
  - Workshops:
  - Transformations and Symmetry-July 8
  - Author's Use of Language-July 9
  - Geometry and Measurement-July 10
  - Essay Revision-July 13
  - Interpreting Data-July 14
  - TSI Reading Quick Review-July 17
  - Statistical Measures-July 20
- Starr

- Finalizing NOE's for the end of the fiscal year. A total of 15 employee's will be returning for the fall 2015 semester.
- Started to budget the amount of hours each employee will be able to work for the fall 2015 semester depending on the budget given for the Starr CLE Campus.
- CLE employees went around campus distributing book marks and flyers to students attending the Starr campus.

➢ Tech
- Manual J Workshop Series: The Technology CLE completed the summer 2015 edition of our Manual J Workshop Series with the fourth and final workshop held on Wednesday, July 15th. The Manual J Workshop Series is hosted by the CLE's HVAC tutors every fall, spring, and summer semester to assist HVAC students with the residential load calculation process.

Jagtrax Data (July 2015)

	All Campuses	**Pecan**	**MVC**	**Starr**	**NAH**	**TC**
Total Student Hours Delivered	4981:22:00	2143:34:00	441:54:00	206:53:00	824:32:00	1364:28:00
Independent Study (**D**uplicated)	611	81	157	7	357	9
Independent Study (**U**nduplicated)	265	52	61	6	141	9
Lab Visits(**D**)	7586	4409	1068	432	1483	194
Lab Visits (**U**)	1775	1110	202	84	335	44
Proctoring	119	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	1694:05:00	1091:27:00	251:50:00	132:39:00	57:29:00	160:40:00
Tutoring Visits/Sessions (**D**)	2734	1638	366	79	165	486
Tutoring Visits/Sessions (**U**)	773	476	115	39	100	62
Workshop Attendance	80	28	0	0	10	42
Workshops Hosted	20	11	0	0	1	8

➢ Director's Meetings:
- 7/1/15: NetTutor Demo; Meeting to Discuss Wage Allocations.
- 7/2/15: Bond Construction Program Meeting.
- 7/7/15: Coordinated Operations Council; Bond Program Planning Meeting.
- 7/8/15: IEP Meeting.
- 7/9/15: One on One Meeting; Meeting to Discuss Wage Allocations.
- 7/10/15: Directors' Meeting; CLE Campus Allocations Meeting.
- 7/13/15: Board Committee Meetings.
- 7/14/15: Bond Program Planning Meeting; Interviews for Director of CLE.
- 7/15/15: Art Collection Management System Demo.
- 7/16/15: Interviews for Director of CLE; CLE FY16 Pools Setup.
- 7/17/15: CLE Meeting.
- 7/21/15: Meeting to Discuss Library Services' Professional Development Day.

- 7/22 – 7/24/15: CCUMC Board Meeting.
- 7/27/15: SI Planning Meeting; Academic Affairs Council Meeting.
- 7/28/15: Bond Program Planning Meeting; Texas Higher Education Coordinating Board Training/Workshop; Board Meeting.
- 7/29/15: NAH Student Focus Group; Starr County Student Focus Group; Starr County Faculty/Staff Focus Group.
- 7/30/15: Mid-Valley Student Focus Group; Mid-Valley Faculty/Staff Focus Group; NAH Faculty/Staff Focus Group.

Laura Talbot
Associate Dean - Curriculum and Student Learning

Curriculum

- **Faculty Handbook**
  The Curriculum Specialist collaborated with the Associate Dean and the Vice President for academic affairs to complete the final draft of the 2015-2016 faculty handbook. The handbook was turned in to Public Relations on August 3rd, and is expected to be delivered before August 31st.
- **THECB Submissions**
  No curriculum items were submitted during the month of July.
- **Program Development**
  Approval is still pending from SACSCOC for the Voice and Data Technician and the Fast Start Manufacturing Certificate.
- **Online Student Evaluations**
  The Evaluation periods for Summer II and III are in session and will be completed August 6th. The current response rates are 22% for Summer II and 20% for Summer III. Notification reminders to faculty and students are being sent out to increase participation rates.
- **Training**
  Laura B. Sanchez trained the Curriculum Specialists on creating field of study, AAS, and certificate programs.

Student Learning Outcomes and Assessment

- **Users Guides**
  The action plan chair guide has been finalized and will be provided to the Department Chairs during the fall professional development academy for Chairs scheduled in August.
- **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 held individual meetings with department chairs during July to provide individualized assistance.
- **JagPride Enhancements**
  Fall 2015 publishing dates, deadlines, and items pending have been established. Reminders were sent to chairs and adjuncts to remind them of the summer reporting deadlines for JagPride. Technical glitches in the reporting were identified and resolved.
- **Faculty Support**
  The Learning Outcomes Specialist and Technician assisted faculty with their assessment in JagPride; review of activities, signatures, missing students, and any other technical issues via telephone and email.

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 were entered and sent back out for second review. The majority of second reviews have been completed and entered. The Scheduling Technicians communicated with the Office of Human Resources to verify the hiring status of new faculty and make the appropriate updates. TBA for the Fall 2015 schedule were cleared.
- **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 Public Relations/Marketing to update the fall 2015 minimester on the STC homepage. They also continued to produce ad hoc room utilization reports for Planning and Construction and the Maintenance Departments as requested.

Institutional Activities

- **Human Resources**
  The Associate Dean completed all required employee appraisals for FY 2015.
  The Curriculum & Student Learning staff completed the Title IX compliance training required for all South Texas College faculty and staff.
- **Institutional Effectiveness**
  The Curriculum & Student Learning staff completed the 2015-2017 Institutional Effectiveness plan at the departmental retreat.
- **CBM Reporting**
  The Curriculum Specialist and the Scheduling Technicians met with the CBM reporting official from the Registrar's Office to review changes to CBM reporting for Developmental Education Courses. The coding was updated for developmental courses scheduled in summer, fall, and spring 2016.
- **QEP Lab Setup**
  A new QEP lab located in MV – A103 is in the process of being setup. The new lab tables will be delivered August 14th, and the setup will be completed in time for fall 2015 courses.

Professional Development

- **Ambassadors Leadership Academy**
  Three staff from the Curriculum and Student Learning Department, graduates of the Ambassadors Leadership Academy, presented their group projects at the July Academic Council meeting.

Nicolas Gonzalez
High School Programs and Services Administrator

- **High School Programs:**
  - We are finalizing the fall schedule and have most sections staffed as need.
  - Up to date, we had 73 applicants to become DEF in the academic area. Only 46 had the credentials to be interviewed, and 32 have been approved with 17 pending final decision.
  - On the CTE side, 43 applied, only 28 met initial credentials for interview, and 28 have been approved – 2 pending final completion.
  - A total of 116 applicants, 74 interviewed, and 60 approved, with 19 pending final decision or interview.
  - The first installment of the fall 2015 dual enrollment schedule has been sent to the Director of Dual2Degree office.
  - At this time, there is an increase of approximately 343 additional sections from last fall, mostly, attributed to the growth in the ECHS program.
  - We had a total of 122 candidates interested in teaching dual enrollment courses this fall. Out of those 122, 85 were interviewed with the prospective department. 69 got approved to teach dual courses this fall semester. 42 candidates were approved to teach Academic courses and 27 for Career and Technology courses.
- **Academies:**
  - High School Programs and Services Coordinator, Rebecca De Leon along with Dual Enrollment Program Specialist, Clarissa Torres presented at the Summer Leadership Institute on Tuesday, July 14th regarding services offered by the department.
  - TexPREP Program hosted Executive Director of San Antonio Prefreshman Engineering Program (PREP), Dr. Rudy Reyna on Thursday, July 9th at the Pecan Campus. Dr. Reyna spoke to PSJA and Hidalgo ISD participants about his background, career path and the positive impact the program has on their future.
  - TexPREP Program had 45 participants from Roma ISD attend a field Trip on Friday, July 10th to visit the Valley Nature Center. The students attended a two part presentation through an interpretive trail walk with a naturalist and a live animal presentation.
  - TexPREP Engineering Program held Closing Ceremonies on Thursday, July 30th for the three participating districts: Hidalgo, PSJA, and Roma Independent School Districts. Students along with families and district administration were invited to the celebration for the 215 students who successfully completed this summer. Keynote speakers, Mr. Carlos Margo and Dr. Luzelma Canales were invited to speak to the audience focusing on Minorities in Leadership.
  - Governor's Summer Merit Program will begin on August 3, 2015 at the STC Starr County Campus with 46 participants. The five day hands-on program will focus on STEM related activities with field trips to the University of Texas-Pan American, STC Technology Campus and Royal Manufacturing Plant.
  - TexPREP Program had 45 participants from PSJA ISD attend a field Trip on Friday, July 24th to visit the Valley Nature Center. The students attended a two part presentation through an interpretive trail walk with a naturalist and a live animal presentation.
  - Fall registration for the Dual Enrollment Academy Program has been completed.
- **Early College High Schools:**
  - The ECHS Director received word from the Examples in Excelencia organization that our ECHS was chosen as a finalist for this year's award.
  - ECHS Team has been accepted to present at the ECHS Best Practices Conferences in Austin on August 5th – 7th.

- ECHS team submitted a proposal for the 2015 STAR Award.
- ECHS team has one more week of summer bridge activities and the project is complete for 2015.
- Fall registration continues for all ECHS.
- The South Texas College ECHS Program has been selected as the 2015 Excelencia in Education winner in awarding of Associate Degrees. This recognition comes with a $5000 donation to the college, The following is directly from our notification:
- Dear Ms. Peña:
- Congratulations! A committee of national experts convened by Excelencia in Education has chosen to recognize your program, South Texas College Early College High Schools Program, as the 2015 Example of Excelencia, in the Associate category, for your program's work to accelerate Latino student success in higher education.
- As a 2015 Example of Excelencia:
- Your program will be recognized and awarded a $5,000 check at the 10th annual Celebración de Excelencia to be held on Tuesday, September 22nd, 2015 from 6:00 PM to 8:00 PM at the Mayflower Hotel, 1127 Connecticut Ave., NW, Washington, DC 20036; • Your program's profile will be included in the 2015 edition of What Works for Latino Students in Higher Education compendium and will be widely distributed online to Excelencia in Education's more than 12,000 constituents, including key educational organizations and policy leaders; • Your program will be included in our Growing What Works online database, and shared with the Excelencia community to promote effective institutional practices increasing Latino students success in higher education and, Excelencia in Education will support your registration to participate in the ALASS workshop and Celebración de Excelencia Celebración de Excelencia, offered in part by the Congressional Hispanic Caucus, is the annual capstone of Examples of Excelencia. Last year, hundreds of Latino leaders in education, policy, government, and philanthropy from across the country attended.
- ECHS Staff has officially competed Summer Bridge activities and are pleased to announce that approximately 1800 students participated and were on our campus for tours and informational sessions...THE ECHS TEAM DID AN OUTSTANDING JOB!

- **Meetings**
  - 7/6/2015 – Met with Dr. Rudy Reyna from UTSA on the TexPREP program
  - 7/16/2015 – Met with McAllen ISD office to collect the DECAs for the summer classes
  - 7/20/2015 – Met with David Flores, Rebecca and Sofia on the IE plan
  - 7/20/2015 – Submitted new Web Operators on line with IT
  - 7/22/2015 – Rebecca and Sofia attended the Textbook subcommittee taskforce meeting
  - 7/22/2015 – Met with Alejandra on approval of off-sites
  - 7/27/2015 – Academic Affairs Council Meeting
  - 7/30/2015 – Attended the TexPrep closing ceremonies at Hidalgo
  - 7/30/2015 – Held meeting with staff on the upcoming Principals' Summit

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - TexPREP Engineering Program held Closing Ceremonies on Thursday, July 30th for the three participating districts: Hidalgo, PSJA, and Roma Independent School Districts.
  - Fall registration for the Dual Enrollment Academy Program has been completed.
  - Requested Progress Reports from Faculty members for Summer II.
  - Governor's Summer Merit Program Opening Ceremony held on July 28, 2015 at the Starr County Campus.
- **TexPREP:**
  - Closing Day Ceremony Speakers: Mr. Carlos Margo, STC Interim Associate Dean of Industry Training & Economic Development; Dr. Luzelma Canales, Executive Director of RGV Focus for Pecan and Dr. Arturo Montiel, Campus Administrator presented at the Starr County Sites on June 15, 2015
  - Roma ISD and Hidalgo ISD students attended a field Trip to visit the Valley Nature Center and Peter Piper Pizza.
  - Career Awareness Speakers at Pecan Campus: Peggy Ramon, Owner of PR Nutrition Consulting; Leonardo Castaneda, STC Academies Specialist
  - Career Awareness Speakers at Starr County Campus: Dr. Ruben Garces, STC Biology Professor; Dr. Juan Carlos Guerra, Guerra Family Dentistry; Leticia Alvarez, Pediatric Care Center
- **Academy Programs:**
  - Compiled Summer I Final Grades and distributed to assigned high schools
  - Case Management with Summer II students.
  - Required tutoring for students earning below 80 in classes.
  - Request for Progress Reports.
- **Governor's Merit Program:**
  - Hiring of Instructors and Program Assistants completed.
  - Finalized Food Service Provider for Program.
  - Instructor orientation held on July 26-31, 2015 at Starr County Campus.
  - Confirmed UTPA, STC Technology Campus and Manufacturing Plant for fieldtrips during camp.
  - Finalize Governor's Merit Program camp schedule with Lead Faculty Member.
- **Professional Development/Continued Learning:**
  - Completion of Online Training: Preventing Discrimination and Sexual Violence
- **In Progress: Projects and Major Activities**
  - Planning Fall 2015 Academy Workshop Schedule
  - Governor's Merit Program Camp on August 3-7, 2015
  - Submission of TexPREP and Governor's Summer Merit Program Reports.

Sofia M. Peña
Director - Early College High Schools

- ECHS Director and Coordinators completed all summer registration.
- Summer Bridge has been planned and is scheduled for the entire month of July.
- ECHS Team presented at the TEA/THECB ECHS Best Practices Summit on both days of the meeting
- Fall Registration is underway.
- ECHS Director completed screening and interviews for CTE ECHS Coordinators and has made a recommendation
- ECHS 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.
- 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:

- **Jaguar Academy (New Employee Onboarding)**
  Three sessions were held in the month of July and 19 new staff members graduated. They are all looking forward to participating in ACTA in the Fall.

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.
- **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.
- **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 17th.
- **Virtual Campus Symposium**
  OPOD is assisting the Distance Education Department by coordinating the logistics, creating the artwork for promotion of the symposium and developing the program.

Design & Publications

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

- Child Development Conference Marketing Materials
- Reconstructing department photo catalog
- Re-designing website banners for web pages
- Updated all reference guides for August events
- Distance Education Symposium banner, e-vite, program cover

Reference Guides in Development

- New Faculty Reference Guide
- Dual Enrollment Principals' Summit
- STC Faculty Teaching Dual Enrollment Courses Reference Guide
- Adjunct/Dual Enrollment Reference Guide
- Department Chair Handbook

The OPOD is preparing for the following Upcoming Events:

- STLA for Chairs – August 7th
- Dual Enrollment Principals Summit – August 4th
- Distinguished Leadership Academy Kickoff – August 10-11th
- New Faculty Orientation and Service Area Tour – August 13 -14th
- Academic Affairs Convocation – August 17th
- FOCUS Academy Kickoff – August 19th
- Providing Support for the Virtual Campus Symposium – August 20th
- STC Faculty Teaching Dual Enrollment PD Day – August 20th
- Making the Most of the First Class Day: Embedding Student Success Skills – August 21st
- Adjunct and Dual Enrollment Faculty PD Day – August 22nd

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

STC-La Joya Teaching Center

- La Joya Jimmy Carter Teaching Center was closed for second half of summer.
- Visited La Joya Teaching Center where custodial and maintenance crews perform yearly maintenance in preparation for start of fall semester.
- Equipment Move and Setup approvals continue for full-time dual enrollment faculty in preparation for fall semester start.

STC-Pharr Teaching Center

- Police Academy and dual enrollment classes continued at the Pharr Teaching Center.
- Roof renovations and AC work continue at the Pharr Teaching Center along with yearly maintenance performed by PSJA custodial and maintenance crews.
- New PSJA ISD administrators have been assigned to the PSJA ISD-CCTA. Ms. Darcy Cuellar is now CCTA Principal, joined by Mr. JJ Saenz who will take on the CCTA Assistant Principal assignment.
- The STC & PSJA Dual2Degree Initiative *Creating Model for Systematic Change* follow-up meetings have been rescheduled for September and pending approval of the following tentative dates:
    - Taskforce #3-Scaling Up, September 2, 2015, 10:00am-11:30am
    - Taskforce #4-Dual Enrollment Planning & Alignment, September 8, 2015, 1:00pm-2:30pm
    - Taskforce #5-Transforming High School into College, September 9, 2015, 10:00am-11:30pm

Other Activities

- Attended Business & Technology Program Chair meetings for the month of July 2015.
- Attended Academic Affairs Council meeting on Tuesday, July 27, 2015.
- Attended meeting to discuss proposed 5-year plan for the purchase and maintenance of a Mobile-Go Center unit, July 7, 2015.
- Participated in Campus Technology Webcast on Information ROI: How UMass Get Value from Its Data.
- Attended Hispanic Women's Network Meeting and social.
- Monitored enrollment progress for all teaching sites.

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Information Services and Planning

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Information Services, Planning & Strategic Initiatives

Dr. David Plummer
Interim VP

Monthly Activity Report for July 2015

Alicia Gomez, CIO
Technology Resources

Applications Development

HR Process Redesign and Automation

The Technology Resources team worked on the second phase of the Electronic appointment letter project which consists of creating a module that allows Executive and Administrative staff annual approval of appointment letters via JagNet. The expected go-live date for this new module is August 15, 2015.

Civitas, Illume and Inspire by Advisor

Illume and Inspire by Advisor applications provide predictive analytics to help faculty understand which interventions have made a measurable difference in specific students' success. These applications have been rolled to production and are running live for all stakeholders to access data on demand. Training as the last phase of this project implementation was provided to administrators, advisors, and faculty advisors the week of July 27, 2015.

Safety and Security Parking and Citation system

The Applications team continues to work on an in-house solution for providing reports in compliance with the Clery Act. Parking citation hold placement from ARMS system to Banner is also being automated. The two modifications are part of a short-term solution while a new Parking Citation system is chosen for implementation.

Continued Education Enrollment system

Technology Resources continues to research the possibility of implementing an online enrollment system for the Continued Education program. A Business Process Analysis will be conducted to capture the program processes and identify the gaps within each process. The Business Process Analysis will determine if the Elevate product will support the College's Continuing Education needs or if other options need to be evaluated.

Business Impact Analysis and Disaster Preparedness/Recovery Planning

The Technology Resources team continues to work on the Office 365 email migration for faculty and staff as part of the Disaster Recovery plan. The Office 365 project plan has been tested and 100 pre-selected staff and faculty email accounts continue to be migrated. The rest of the accounts will be migrated in several phases throughout next year.

The team is pending Board approval on a new gas generator acquisition for Rio Grande. The generator will provide power to the proposed Data center (building D) and Incident Response command center (building J) in Rio Grande for Disaster Recovery purposes.

Technology Support and Client Services

Infrastructure Improvements

The Networking team continues to work on configuration settings as recommended by the Network assessment performed by Insight consultants. Additionally, they have been replacing and reconfiguring network switches at the Technology, NAH and Starr campuses.

Next Generation Firewall

The Information Security and Networking teams continue to prepare for the deployment of the new firewall. All firewall rules have been reviewed and verified; the firewall deployment has been scheduled for August 2015.

Computer Replacement

The Desk Top Support team continues to work on the last batch of 150 computers which will be imaged and deployed before the end of the Fiscal Year. A total of 650 computers will be deployed as part of the 2015 computer replacement cycle before the end of August.

Victor M. Gonzalez, CISO
Information Security

BBVA Compass ACH Audit
The ACH Audit has been completed and reviewed by VP of IS&P. The document will be submitted the first week of August, 2015.

Dell SecureWorks – Web Application Firewall Improvement Project
We have scheduled an on-site visit during the week of August 3rd, 2015. The SOW was finalized and submitted.

Replacement Firewall
We are working at configuring the new firewall and testing it prior to going live. The router that was required to continue with the deployment was received and is already in production. We will continue improving the configuration of the device. The expected date to have the new firewall online is August 15, 2015.

Virtual Private Network (VPN) / Secure Remote Access (SRA)
We received the appliance and it is installed in our data center. We configured the device with our common configuration. We are going to schedule professional services to help with the more complex parts of the setup during the first week of August, 2015.

InfoSec Scorecard
The scorecard was finalized. We are writing an executive summary before distributing the results to the stakeholders.

Security Awareness Training / Campaign
We will begin advertising the portal once we communicate our plan to other administrators. We expect to begin by the time the fall semester begins.

Incident Response Table Top Exercise
The table top exercise was performed during the scheduled time. Everything went very well. We will be receiving a report in a few weeks.

Information Security Program Metrics
The database request has been completed. We now have a database that we can begin using for this initiative.

In-house vulnerability management program
We discussed the remediation of Urgent vulnerabilities for applications that are exposed to the Internet with Technology Resources. We agreed on a 72 hour period for remediation after the vulnerability was identified.

Incident Response Lessons Learned: Phishing using spoofed email addresses
We have made some significant improvement to our email security. As of July 25th, 2015, our email system is rejecting spoofed messages. We also configured our system to help other email systems identify potential spoofed messages coming from a South Texas College email address.

Update on Information Security Advisory 15-01: Risk in Disabled Host Firewalls

We received a response from TR regarding a security advisory that was submitted to them. We are going to address this issue in a two-phased approach. In phase 1, starting August 31st, 2015, we will enable the firewall of laptops when they are connected to untrusted networks. Phase 2, which will enable the firewall of clients connected to our network, will take effect on January 29th, 2015.
Summary: This advisory communicates the risk of not securing our laptops properly when they connect to untrusted networks by having the client firewall disabled. It also communicates our inability to protect our client computers effectively from malware that spreads over the network.

Created Information Security Advisory 15-02: Mailer Security Risk

This risk was mitigated by on July 25th, 2015. Email communications now rely on an encrypted channel and our environment is now ready to support our email encryption service.
Summary: This advisory was submitted on June 4, 2015 to TR. It communicates an insecure configuration in our email routing. Some of the devices that route inbound and outbound email for the College are not encrypting the communication, which is current best practice. In the meantime, we should discontinue using the encryption feature within our email system to send sensitive information, since the data is not transmitted securely. We are still pending a response from TR.

SharePoint site development
The Information Security Office will leverage SharePoint as a medium to communicate with staff and faculty. We are still working on preparing the site.

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 7/1/2015- 7/3/2015: ISTE Conference in Philadelphia, PA.
- 7/6/2015: Project Update Conference call.
- 7/9/2015: Meeting with department Part Timers.
- 7/13/2015: Project Update Conference call.
- 7/14/2015- Accessibility Presentation
- 7/16/2015 – Focus & Technology Meeting, Mid Valley Campus Visit
- 7/20/2015 – Mid Valley Campus Visit, Tech Campus Visit
- 7/21/2015-7/22/2015: Business Process Analysis Meeting
- 7/23/2015- Starr Campus Visit.
- 7/27/2015- 7/31/2015 – Technology Conference in Boston, MA.

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	126
July	117
Aug	
Sept	
Oct	
Nov	
Dec.	

Total Man Hours

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

2015	
Jan	186.5
Feb	239.25
Mar	307
Apr	306.25
May	156.75
June	197
July	119.5
Aug	
Sept	
Oct	
Nov	
Dec	

Reservations by Campus:	Jul-2015				
	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	16	24	0	0	1
Data Projector	0	0	0	0	0
Laptop	60	1	0	0	0
PA System	0	1	1	0	0
CD Player	0	0	1	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	5	1	0	0	8
TV	0	0	0	0	2
Microphone	39	6	6	0	2
Direct Box	0	0	0	0	0
Digital Camera	0	1	0	0	0
Speakers	17	24	0	0	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	5	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	1	1	0	0	0
Document Camera	16	24	4	0	8
DVD/VCR Player	1	0	0	0	1
Wireless Lab	0	5	0	0	0
Keyboard/Mouse	5	0	1	0	0
Sympodium	0	24	0	0	0
Hard Drive	0	0	0	0	2
USB Hub	4	24	0	0	8
CPS	0	0	0	0	8
Mixer	5	0	0	0	0
Tripod	5	1	0	0	8
WebCam	4	0	0	0	8
Computer	0	0	0	0	0
Portable Table	0	0	1	0	0
Microphone Stand	0	1	0	0	8
HD Video Streamer	0	0	0	0	0
Polycom Phone	4	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
Remote Mouse/Clickers	13	74	0	0	0
TOTAL	200	212	14	0	64

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

IE Related Activities:

- Met with the following departments to work on the 2015-2017 IE Plan:
  - Healthcare Student Success
  - Vocational Nursing
  - Student Activities & Wellness
  - Kinesiology
  - Biology
  - Criminal Justice & Social Sciences
  - Radiologic Technology
  - Student Affairs & Enrollment Management
  - Dual2Degree
  - Center for Student Rights & Responsibilities
  - Career & Employer Services
  - Special Programs
  - Counseling
  - Student Assessment Center
  - High School Programs & Services
  - Dual Enrollment Academies
  - Early College High Schools
  - Computer & Advanced Technologies (formerly Electronics & Computer Maintenance)
  - Mathematics
  - History & Philosophy
  - Professional Development
  - Accountability Services
  - Library Public Services
  - Continuing, Professional & Workforce education
  - Automotive & Diesel Technology
  - Developmental Mathematics
  - Child Development Center
  - Business Administration

IE Specialist Activities:

- Attended all IE Plan Writers meetings with David Flores – training ongoing

IEA Reporting Analyst's Activities:

- Continued Work with RAS on the Data Request: Assessment Plan – DPRA Assessment
- Worked on the 2015-2017 IE Entity Tree/Department list update
- Updated the IEA Data Release Calendar
- Worked on the Student Migration Report data retrieve
- Worked on the data retrieve for the Summer II census day
- Coordinated with SAEM for the census day data request for reporting team
- Coordinated for the IE plan adjustments request for LASS
- Worked on the program list update

Factbook Related Activities:

- Worked on the Pass Rates and Grade Distribution reports
- Worked on the script update for STC Factbook reports
- Updated the Data Release Timeline
- Continued work on the new version of STC Factbook data collecting
- Updated the reports for internal STC Factbook:
  Enrollment: Headcount and Course Section Count by Instructional Mode
  Enrollment: Headcount and Number of Sections by Division, by Department, by Course, and by Time Frame
  Enrollment: Headcount and Number of Sections by Division, by Department, and by Course

Meetings and Trainings:

- ISP&SI Leadership Team meeting
- Achieving the Dream Data Collection webinar (Laura, David & Angela)
- Staff Meeting with Dean of Institutional Research and Effectiveness (All)
- Attended the Appeals Meeting
- Attended the One to One meeting with Laura B. Sanchez (David, Patrick)

Miscellaneous:

- Orientation for new Employee
- Training IE Specialist – ongoing
- New employee training with IE Website and other Community Colleges:
  - Retention Rates
  - IE what is a Retention?
  - Student as a costumer
  - Principles of Retention
  - Acronyms and other road blocks for Students
  - Retention Strategies
- Corrected display configuration for the IEA director's office
- New Employee finished Mandatory Trainings from Human Resource
  - Child Molestation Awareness and Prevention in Texas
  - Code of Conduct for Higher Education
  - Preventing Discrimination and Sexual Violence, Title IX, VAMA and Cleary Act for Faculty and Staff
  - Unlawful Harassment Prevention for Higher Education Staff
- MS-SharePoint and SQL online trainings at Lynda.com
- Attended the THECB - CBM Training webinar
- Observed the THECB – Board Meeting
- Observed the THECB – Agency Operations Committee

Cody Gregg, Dean
Library Services and Information Commons

Director's Meetings:

- 7/1/15: NetTutor Demo; Meeting to Discuss Wage Allocations.
- 7/2/15: Bond Construction Program Meeting.
- 7/7/15: Coordinated Operations Council; Bond Program Planning Meeting.
- 7/8/15: IEP Meeting.
- 7/9/15: One on One Meeting; Meeting to Discuss Wage Allocations.
- 7/10/15: Directors' Meeting; CLE Campus Allocations Meeting.
- 7/13/15: Board Committee Meetings.
- 7/14/15: Bond Program Planning Meeting; Interviews for Director of CLE.
- 7/15/15: Art Collection Management System Demo.
- 7/16/15: Interviews for Director of CLE; CLE FY16 Pools Setup.
- 7/17/15: CLE Meeting.
- 7/21/15: Meeting to Discuss Library Services' Professional Development Day.
- 7/22 – 7/24/15: CCUMC Board Meeting.
- 7/27/15: SI Planning Meeting; Academic Affairs Council Meeting.
- 7/28/15: Bond Program Planning Meeting; Texas Higher Education Coordinating Board Training/Workshop; Board Meeting.
- 7/29/15: NAH Student Focus Group; Starr County Student Focus Group; Starr County Faculty/Staff Focus Group.
- 7/30/15: Mid-Valley Student Focus Group; Mid-Valley Faculty/Staff Focus Group; NAH Faculty/Staff Focus Group.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Corresponded with Credo and Salem customer services representatives to discuss their products.
- Continued analyzing collection use indicators as part of collection development planning for the upcoming fiscal year.
- Automation Team continued investigating and consolidating duplicate user records in Symphony.
- Continued working with Sheila McGee to enter records for CLE items in Symphony and create barcodes for each campus.
- Continued working with IT staff to set up SirsiDynix's BLUEcloud Suite for the Symphony test environment.
- Began working with IT staff to determine how to modify CLE special use accounts so that staff can work more efficiently.
- Began working with IT staff to implement Active Directory authentication for the Upswing online tutoring service.
- Continued researching ADA compliance information for web interfaces and modifying the library website and subject guides.
- Continued researching catalog field indicators so that records can be validated correctly.
- Continued working adapting current versions of the tutorials for downloading eBooks in EBSCO and Ebrary in Articulate Storyline.
- Continued working on the Library logo redesign.
- Continued working on the list of bibliographic records that need to be checked for errors.
- Continued working on list for Starr campus reflecting recent deletions.
- Continued to work on serials procedures presentation.

- Searched and imported records for newly received items using WorkFlows, LC, and OCLC and assigned item barcodes to MARC records in WorkFlows.
- Continued worked through a list of cataloging corrections.

Collection Development Balances:

- Library Acquisition…… $ 7,329.00
- BAT & BAS/ Materials- …… $ 1,304.00

Information Commons and Open Labs:

Highlights: Lynda.com trainings are being completed by several employees.

July 2015 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	1,594	5,083	4,970	14,309
Pecan Internet Café	573	1,669	1,548	7,925
Pecan T. Info. Commons	270	705	552	3,155
Mid-Valley Open Lab	593	1,860	2,207	
Mid-Valley Open Area	400	926	627	
Mid-Valley G-144	123	227	156	
Starr County Open Lab	203	1,009	1,127	
NAH Open Lab	653	2,398	1,638	
Technology Open Lab	206	594	1,020	
Technology Internet Café	90	318	305	
District Total:	**4,705**	**14,789**	**14,150**	**25,389**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	1,925	5,744	5,143
Pecan Testing Room F-228	12	12	16
Mid-Valley Info. Commons	602	1,618	1,424
Starr County Library	273	1,139	811
Technology Library	79	197	164
District Total:	**2,891**	**8,710**	**7,558**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	127	195	1,379
Pecan F-130 Group Stations	20	32	40
Mid-Valley Library Group Stations	49	77	83
Mid-Valley Open Lab Group Stations	12	33	25
NAH Group Stations	292	598	288
District Total:	**500**	**935**	**1,815**

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

- 07/07/15: Met to discuss future wireless printing and color printing. These will be set up as 2 separate projects.
- 07/08/15: Attended an ISP&SI Leadership Team meeting.
- 07/14-15/15: Met with a hiring committee to discuss applicants.
- 07/17/15: Held a Learning Commons and Open Labs Leadership meeting.
- 07/20/15: Held work study interviews; held interviews for the Open Lab Technician positions.
- 07/21/15: Met to discuss August 13th Professional Development day.
- 07/28/15: Was part of a hiring committee that held interviews.
- 07/29/15: Was part of a hiring committee that held interviews.
- 07/30/15: Held a Learning Commons and Open Labs Leadership meeting.

Library Services Public Services

Meetings: Attended all regularly scheduled meetings.

Library Services Data:

Library Services Data: 7/1/2015 -7/31/2015								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	7	0	46	n/a	0	0	53
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	6058	7561	24870	n/a	3208	1083	42780
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	412	177	540	n/a	9	5	1143
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	566	289	1363	n/a	49	46	2313
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	29	5	44	n/a	8	0	86
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	493	55	851	n/a	321	44	1764

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- ATD data via Clearinghouse
- CCRC study (Recovery programs at PSJA and La Joya)

Surveys

- BAT Graduate Follow-Up Survey
- Faculty Satisfaction Survey
- Focus Academy Survey
- Gender Studies Program Interest Survey
- IAM Survey
- OER Survey
- 5th Grade Leadership Camp Survey

Qualitative Studies

- Digital Signage
- MVC-CDC

Data Request

- Administrative Office Careers students, AY14, AY15, Fall 2015
- Affordable Healthcare Act - Faculty Actual Scheduled Hours Summer 1 and 2
- BAT Graduate Follow-Up
- BAT Organizational Leadership Enrollment Dup and Undupped Upper and Lower Division
- BAT program data updates
- Business and Technology data (enrollment, graduates, grades)
- College Wide Prof. Dev. Data
- Dual Enrollment Analysis PSJA Majors, Tech. Campus Enrollment and Overall
- Dual Enrollment Data
- Dual Students by Type
- Engineering Graduate Trends - 4 years
- Fall 2014 and Spring 2015 Emergency Loan or Installment Student Success
- Fall 2015 Enrollment by Campus Report
- Fall 2015 students enrolled to developmental courses
- Interdisciplinary and Undeclared Students, Fall 2015
- Kinesiology Contact Hours by Campus
- Kinesiology Data
- Library Event Reports
- List of students with CLE-relevant majors and GPA 3.00 or higher
- MATH-ENGL-HIST fail students List
- MATH majors graduation and enrollment trends
- McAllen dual data
- Supplemental Instruction Summer 2015 Analysis
- Valley Scholars Fall 2013 & Fall 2014 Demographics
- Valley Scholars Fall 2013 & Fall 2014 Pell Recipients

- 3-yr Enrollment Trends

Data Analysis

- Degree Progress Assignment Assessment
- Dual Enrollment Data Analysis
- ECHS May 2015 graduates, dual hours
- Supplemental Instruction Analysis

Meetings

- AAWCC Meeting
- ABE study monthly call
- Advising placement & DegreeWorks
- CCRC phone call (recovery students data set)
- Dean Meetings
- FTIC Case Management & DegreeWorks Meeting
- Illume Power Training
- Immigrant data phone call (Juan Carlos)
- ISP&SI Leadership Team Meeting
- Meeting with CCRC (Recovery Program Data)
- Mobile Go Center Taskforce Meeting
- Phone call with Carol Lincoln (Dr. Reed, ATD)
- RAS weekly Meeting
- SCUP, Chicago
- Texas Completes Workshop, Woodlands, TX

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

- 07/08/2015: IS,P&SI Leadership Team Update Meeting
- 07/09/2015: Strategic Initiatives
- 07/10/2015: SCUP Conference
- 07/16/2015: Strategic Initiatives
- 07/17/2015: Starr County Campus Meeting
- 07/23/2015: Strategic Initiatives
- 07/23/2015: Mid Valley Campus
- 07/30/2015: Strategic Initiatives
- 07/30/2015: ERO Library Meeting

ACTIVITIES

- Continued work on Strategic Planning Model
- Administered IT Project Management Training Survey to 10 participants.
- Administered Business Process Analysis Training Survey to 27 participants.
- Submitted RFP for training services to procurement department.
- Submitted RFP for Higher Education Strategic Market Study to procurement department.
- Submitted application for STC's Ambassador's Leadership Academy
- Contacted RGV Hispanic Chamber of Commerce to coordinate attendance to their RGV Energy Summit

TRAININGS

- ✓ SCUP Conference
- ✓ Business Process Analysis Training
- ✓ PMP Certification status: A total of 75.75 of 60 hours required for PMP-PMI Re-Certification have been completed. Current certification will expire on 12/10/2016 and will be renewed.

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

North American Advanced Manufacturing Research & Education Initiative (NAAMREI)

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: August 17, 2015

Subject: July 2015 Activity Report

The major activities of my office this month were: 1) Met with South Texas Manufacturers Association Executive Director 2) Began Corporate Training initiative with Regal, McAllen 3) STC PMT Dept and STMA 4) Met with President of Alps, Inc. 5) 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). Worked with UTPA Engineering Dept. 10) Conducted advanced Summer Robotics Camps 11). Attended Alternative Dispute Resolution Training 12). Attended RSTEC board meeting. 13) Presented at McAllen Dev Corp meeting 14) Served as keynote speaker for STC TexPREP graduation 15) Met with Harlingen Economic Development Corporation. 16) Met with Governor's Representative

Summary of Activities for July 2015:

- Met with Mike Willis, South Texas Manufacturers Association Executive Director, to discuss trends in manufacturing, ongoing STMA STC projects.

- Went to Regal to meet with managers to begin discussions on developing a long term training strategy for their tooling workforce.
- Met with Texas Workforce Commission SDF Regional Representative to discuss
- Conducted first-annual Advanced IAM Summer Robotics and Automation Camp.
- 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.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with MEDC (Adrienne Downy) regarding STC training initiatives.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives
- Met with IAM staff to develop strategies for expansion of IAM training services and to increase enrollment.
- Met with Harlingen Economic Development Corporation to update them on NAAMREI initiatives.
- Presented the City of McAllen grant proposal to the City Development Corporation meeting.
- Attended the Rio South Texas Economic Council Board meeting in Weslaco.
- Served as the keynote speaker for the STC TexPREP graduation program for Hidalgo ISD students.
- Met with Governor's Representative, Leticia Flores, to discuss project updates and regional economic development activities.
- Attended the Alternative Dispute Resolution/Mediation training seminar. IAM now has staff who have met the minimum qualifications to provide such services to industry representatives.
- Met with the President & CEO of Alpine (a subsidiary of Alps) at the Technology Campus. I provided him a tour of the campus and specifically, the tooling labs.
- 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.