SOUTH TEXAS COLLEGE

December 2015 Division Activity Reports

Board of Trustees
Board Meeting
January 26, 2016

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Student Affairs and Enrollment Management

THIS PAGE LEFT
INTENTIONALLY BLANK

.

SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **January 26, 2016**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **December 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, STC Board of Trustees Public Hearing & Special meeting, STC Board meeting and STC strategic Planning committee meetings
- Community Board meetings included McAllen EDC Board of Directors and Rio South Texas Economic Council Marketing Committee, and Lower Rio Grande Valley Development Council Board meeting
- My office conducted weekly Dean's meetings and Bi-weekly Division Leaders meetings to maintain communication within the division. Division leaders provide status on the departments workflow activities.
- Conducted the quarterly McAllen Economic Development Corporation (MEDC) Workforce and Education Committee meeting
- My Office participated in the following meetings:

  - Dr. Anahid Petrosian, Interim VP for Academic Affairs
  - Serkan Celtak, Director of Research & Analytical Services
  - Larry Barroso, Director of College Connection & Admissions Traditional Students
  - Daniel Ramirez, Director of Public Relations & Marketing
  - Mary Elizondo, Vice President for Finance & Administrative Services

Attended:

- Texas Higher Education Coordinating Board Webinar for Texas Success Initiative
- i3 Early College Expansion Grant Interview Community College
- Weslaco Economic Development Council Board meeting
- Admissions Policy meeting
- Strategic Plan for Progress Committee meeting with Edinburg CISD
- South Texas College Fall Commencement Ceremony
- IME Becas signing ceremony at the Mexican Consulate office in McAllen, TX
- Holiday Dinner with Dr. Shirley Reed and Board Members of South Texas College
- Administrative Staff Holiday Luncheon

Participated:

- Search Committee for Director of Grant Development, Management & Compliance
- International Students club of South Texas College
- Selective Admissions Policy meeting
- Conference Call with Karla Lewis

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Spring 2016 semester on October 5, 2015; **28,649** students have registered for Spring 2016 semester, to date, after being cleared by OAR.
- Worked at the December 2015 Commencement Exercises held at State Farm Arena on December 12, 2015; two ceremonies were scheduled at 10:00 am and 2:00 pm; **1,844** graduates who completed requirements for a degree or certificate were eligible to participate; **871** graduates walked in the ceremonies.
- Worked during Winter Break on December 17 – 18, 2015 to assist students with admissions and registration.
- Director of Degree & Certificate Completion ("Director") attended regular meetings, such as President's Administrative Staff, SAEM Dean/Directors and Board of Trustees meetings.
- Director and Coordinator of Records worked together for the benefit of faculty, staff and students to provide guidance, assist with duties and resolve issues, regarding all aspects of admissions, registration, graduation and records.
- Attended various meetings/events to work on special projects, such as Admissions Policy Review, Data Standards Committee, Dual Enrollment Briefing, Enrollment Appeals Committee, Hobson's Assessment Report, Civitas and StrengthsFinder Training.
- Residency Specialist reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students; STC had **101** international students enrolled for the Fall 2015 semester.
- 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.
- Processed *Reinstatement After Census Date Forms* for **1** student during December 2015.
- Processed *Change of Grades* for **103** students during December 2015.
- Downloaded, reviewed and verified **4,220** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during December 2015.
- Processed **1,746** high school and **361** college/university transcripts during December 2015.
- Evaluated **187** transcripts from other colleges and universities during December 2015.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **3,198** STC transcripts during December 2015.
- Scanned and indexed **3,758** documents submitted by students during December 2015.
- Processed **68** online *Course Substitution Forms* during December 2015.
- Graduation Analyst began certifying December 2015 graduates after grades for the Fall 2015 semester were posted on December 14, 2015; there were **1,937** files to review.

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- Student Financial Services staff members were assigned to work December 17th & 18th for skeleton crew schedule
- SFS staff that was not assigned skeleton schedule were asked to work on Return of Title IV at the Pecan campus building M
- Scholarship Coordinator held a meeting for an update on the Scholarship Manager Demo
- SFS Director met with student regarding a Dependency Override appeal she had submitted
- SFS Coordinator attended the RGV Focus meeting held at the Mid-Valley campus
- SFS Staff assisted with 6 Financial Aid presentations throughout the month of December

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Activity Report December 1st – December 18th, 2015					
Campus	Student Walk-Ins to Get Information	Market Place Total Reservations Placed	Examinees That Tested	Type of Exam	Exams YTD as of Aug 24, 2015
Pecan Campus	243	565	396(70%show)	TSI EXAM	1680
Mid- Valley Campus	172	335	283(84%show)	TSI EXAM	1104
Starr Campus	95	217	176(81%show)	TSI EXAM	453
Pecan Plaza	216	59	50(85%show)	GED/ PEARSON	325
Pecan Plaza		514	365(71%show)	TSI EXAM	777
TOTAL:	726	1690	1270(75%show)		4339 – All Campuses YTD

- Testing Staff continued working on transferring TSI, GED, and ACT scores into banner; including TSI testing from ISD's
- Continue to work on TSI compliance enrollment reports
- 2 testing staff members participated in Fall Commencement ceremonies
- The SAC initiated process to gather info on becoming a HESI testing site.

Assessment Center cont.

TSI Compliance Report

TSI Enrollment Report Dec 1-Dec 30							
Campus	Number of Students on TSI Reports Weekly	YTD for Number of Students on TSI Reports as of 08/24/2015	Number of Students tagged as College Ready Weekly	YTD Number of Students tagged as College Ready as of 08/24/2015	YTD Number of Students not TSI Complete Weekly	Letters of Notification Before 1st Class Day	Letters of Notification After 1st Class Day
Pecan	89	380	35	128	30	218	0
Nursing	42	83	30	68	12	41	0
Technology	41	222	20	66	21	178	0
Starr	36	90	19	54	17	47	0
Mid-Valley	66	106	32	56	34	57	0
Total	274	881	136	372	114	541	0

Assessment Center cont.

TSI Placement Report

TSI Scores: by placement score December 2015			
READING			
Monthly (12/01/15 - 11/30/15)		**Year To Date (08/24/14 - 12/18/2015)**	
College ready (351+)	103	**College Ready** (351+)	2100
Holistic Placement (349-350)	18	Holistic Placement (349-350)	551
Developmental Ed (342-348)	86	Developmental Ed (342-348)	2222
ABE Level 6 (Developmental Ed)	18	ABE Level 6 (Developmental Ed)	612
ABE Level 5 (Developmental Ed)	53	ABE Level 5 (Developmental Ed)	1498
ABE Level 4	12	ABE Level 4	401
ABE Level 3	2	ABE Level 3	49
ABE Level 2	1	ABE Level 2	37
ABE Level 1	0	ABE Level 1	5
Total	**293**	**Total**	**7475**
MATH			
Monthly (12/01/15 - 11/30/15)		**Year To Date (08/24/14 - 12/18/2015)**	
College Ready (350+)	49	**College Ready** (350+)	1317
Holistsic Placement (348-349)	23	Holistic Placement (348-349)	473
Developmental Ed (336-347)	80	Developmental Ed (336-347)	2848
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	77	ABE Level 5 (Developmental Ed)	1743
ABE Level 4	44	ABE Level 4	1052
ABE Level 3	3	ABE Level 3	150
ABE Level 2	5	ABE Level 2	28
ABE Level 1	1	ABE Level 1	13
Total	**282**	**Total**	**7624**
Writing			
Monthly (12/01/15 - 11/30/15)		**Year To Date (08/24/14 - 12/18/2015)**	
College Ready (363 & 4+ Essay or 5+)	93	**College Ready** (363 & 4+ Essay or 5+)	2532
Holisitc Placement (361-362 & 4 Essay)	8	Holistic Placement (361-362 & 4 Essay)	145
Developmental Ed (350-362 & 0-4 Essay)	74	Developmental Ed (350-362 & 0-4 Essay)	1833
ABE Level 6 (Developmental Ed)	20	ABE Level 6 (Developmental Ed)	563
ABE Level 5 (Developmental Ed)	7	ABE Level 5 (Developmental Ed)	242
ABE Level 4	13	ABE Level 4	380
ABE Level 3	4	ABE Level 3	147
ABE Level 2	0	ABE Level 2	43
ABE Level 1	1	ABE Level 1	22
Total	**220**	**Total**	**5762**
Data retrieved from College Board Accuplacer			

Dual2Degree cont.

ADMISSION & REGISTRATION SUPPORT:

- **Spring 2016 Processing and Registration:**
  - All Schools
- **Fall 2015 Dual Enrollment Roster Reconciliation:**
  - All High School Sites

COLLEGE-BOUND EVENTS:

- **Events:**
  - Career Fair- Valley View HS
  - KLUJTV Channel 44 Interview Regarding STC Dual2Degree (December 13)

MEETINGS AND PRESENTATIONS:

- **Meetings with Schools/ISDs:**
  - PSJA North HS Spring 2016 Planning Meeting
- **Presentations:**
  - STC Counselors' Update at PSJA ISD (All HS and Middle School Counselors Attended)

DEPARTMENT SPECIAL PROJECTS:

- **Project Planning Meetings:**
  - Spring 2016 Dual Enrollment Planning Meeting (Dual2Degree, Admissions, Early College HS, and High School Programs & Services Meeting)
  - Dual2Degree Enrollment Redesign Planning Meeting (SAEM & IT)
  - Dual Enrollment Reconciliation Redesign Planning Meeting (Dual2Degree & Infrastructure Department)

STAFF PROFESSIONAL DEVELOPMENT:

- **Conferences/Staff Training & Development:**
  - Ambassadors Leadership Academy

The Dual2Degree Upcoming Events for January Include:

- Spring 2016 Dual Enrollment Processing & Registration

College Connections

- Call Center
  - Inbound Calls - 8,373 calls
  - JagChat - 439 chats
  - WebLeads – 86 emails
- RGV Focus Super Saturday Working Group Planning Meeting
- PSJA2STC Counselors Update
- Grant Initiation Meeting for BBVA Compass Adopted Elementary
- Ambassadors Leadership Academy
- Ambassadors Cross Training Academy
- Beacon Mentoring
- Health and Human Services Community Partner Navigator Training
- Nursing and Allied Health Campus Program Chair Meeting
- SAEM Holiday Extended Hours
- Fall Graduation
- BlackBoard Escalation Report Follow Up

College Connections cont.

- Campus Tours
  - Pecan Campus – 217 visitors
  - Mid-Valley Campus – visitors
  - Technology Campus – visitors
  - Nursing Campus – visitors
  - Starr Campus – visitors
- Community Event
  - Leadership Mid-Valley Class XI Presentation
- Spring Fast Track New Student Enrollment Orientation
  - Donna 3D Academy
- Parent Event
  - Weslaco High School
- Career/College Fair
  - Chacon Middle School

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
73	Student Contacts & Outreach
31	Student & Alumni Registered on CCN
37	Student & Alumni Resumes Revised/Uploaded on CCN
27	Employer Contact and New Employer Registered on CCN
24	Jobs posted to CCN
6,657	Total Students Registered to date
3,262	Total Alumni Registered to date
2,755	Total Employers Registered to date

Current/Upcoming Activities & Events:

- 2 Resume Writing workshops, Sign Language Interpreters, Jorge Solis
- Interviewing Skills workshop, Administrative Office Careers; Rosemary Hildebrant
- Resume Writing & Interviewing Skills presentation, SLA, Elizabeth Lopez
- Presented at College Advisor Training Program, Starr County Campus
- Beacon Mentoring
- Coordinating "Women in Technology" Runway Show
- Career & Employer Services Staff Meeting to discuss and plan future events
- Serving on one hiring committee
- Coordinating and planning for "2016 Spring Career Expos"; reservations for facilities and parking; request marketing material
- Continue coordinating and assisting with "Business Leadership Conference" with Mr. David Laurel and CMA Club President
- Coordination of SureScore-Campus2Career Implementation.
- Serving on "Career Discovery 2016" event committee
- Beacon Mentoring program

Career Planning & Employer Services cont.

Current/Upcoming Activities & Events:

- Job Development (Advanced Pain Relief Clinic; Dexter Systems Inc.; Edinburg ISD; Entravision Communications; Gilsa; ScribeAmerica; SMX Staffing; Lopez Monroy Customs House Brokers; Aegis Therapies; Course Hero, Inc.; Fort Worth Independent School District; L. M. Brokerage & Logistics; NBCUniversal/Telemundo Rio Grande Valley; SK Pacific; Higdon Law Firm, P.C.; Homeland Security Investigations; Live Music Tutor; Luis C. Orozco, CPA; Renaissance Casa De Palmas; With Community Services Inc.; Baptist Child and Family Services; Ambos Insurance; Dr. Johnson Pediatrics; RGV Retina; Tropical Texas Behavioral Health; Productive Properties).
- Developing Career & Employer Services video on networking with employers
- Manage Social Networking pages.

Office of Judicial Affairs and Conflict Resolution Center

CRC Student Cases for the month of December 2015				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		78	42	36
*Mediation		14	0	14
Title IX: Requesting Pregnancy Accommodation		119	117	2
Title IX: Victim Advocacy Support		14	11	3
Written Complaints/Maxient Referred to Human Resources Student to Employee		22	N/A	N/A
Written Complaint/Maxient Student to Student		0	0	0
Total Cases		**233**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of December 2015		
		YTD Cases
Pecan		113
Nursing & Allied Health		43
Technology		8
Mid Valley		36
Starr County		14
Internet		17
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		0
Total		**233**

Office of Judicial Affairs and Conflict Resolution Center cont.

Complaints Student Violating Student Code of Conduct for the week of month of December 2015			
New	**Active YTD Cases**	**Closed YTD Cases**	**YTD Cases**
	61	32	93

Student related complaints/concerns submitted by students and/or employee

Student Conduct Cases per Campus for the month of December 2015		
		YTD Cases
Pecan		46
Nursing & Allied Health		13
Technology		9
Mid Valley		18
Starr County		2
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
Internet		3
Total		**93**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of December 2015		
Student Affairs		**YTD**
Cases Reviewed		37

Student related complaints/concerns submitted by students and/or employee

Human Resources		**YTD**
Cases Reviewed		0

Police Department		**YTD**
Cases Reviewed		3

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**
Student Conduct	1	20	0	6	1	6	0	3	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0

Student Activities & Wellness

- Stress Free Zone (District Wide)
- 5 on5 Basketball League (Mid Valley)
- Ping Pong Tournament (Pecan)
- SGA Executive Board Meeting (Starr County)
- Chess Match Tournament (TECH)
- Starr County Foster Kid Student Leadership Academy Christmas Celebration
- First Year Connection Orientation student registration (District Wide)

Counseling and Advising

Advisor Student Contacts	
Campus	**# of Students**
Pecan	2351
Weslaco	830
Rio Grande	350
Total	**3531**

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	**417**	**64**	**84**	**142**	**29**	**301**	**6**	**1043**
Weslaco	**55**	**0**	**7**	**10**	**266**	**163**	**0**	**501**
Rio Grande	**36**	**1**	**3**	**21**	**0**	**18**	**99**	**178**
Tech Ctr.	**24**	**41**	**50**	**7**	**0**	**9**	**0**	**131**
NAH	**3**	**5**	**8**	**4**	**106**	**1**	**7**	**134**
Total	**535**	**111**	**152**	**184**	**401**	**492**	**112**	**1987**

Meetings/Consultations

- Project HIRE Monthly Meeting – Tech
- Counseling/Student Disability Services Meeting at Pecan – NAH/Starr/Tech/MVC
- NAH Division Meeting – NAH
- Laughter Yoga Club Meeting – Pecan
- Hope FHC Board Meeting – Pecan
- HCFVT Holiday Meeting – Pecan
- Individual Supervision of UTRGV Intern – Pecan
- UTRGV Interns Final Evaluation – Pecan
- Counselor Search Committee – Pecan
- Staffing of Cases at Pecan Campus – Pecan
- Faculty Advising Steering Committee – Pecan
- Search Committee Meetings – Pecan
- Title IX Meetings & Trainings (Comprehensive Advising)– Pecan
- Monitoring Carl Perkins – Pecan
    - Meetings with PASS Program Staff for review of program guidelines and practices
- Monitoring College Advising Training Program – Pecan
    - Coordinated new training cohort from Starr County High Schools (5 of 7 trainings have been conducted)

Counseling and Advising cont.

Meetings/Consultations

- Monitoring THECB Work Study Mentorship Grant – Pecan
  - Working on grant reports for the new 2015-17 biennium
- Monitoring Beacon Mentor Program – Pecan
  - Supervised Beacon Mentors and activities.

Workshops/Presentations

- A.D.N. Dual Enrollment Orientation – NAH
- World AIDS Day Event/Information Table – Tech/MVC/Starr/Pecan
- College Advisor Training Program Presentation - Starr
- Student Disability Services Presentation for Weslaco HS – MVC
- Workshop: Stress Free Zone – NAH/Starr
- Workshop: Suicide-Let's Talk About It – Pecan
- Workshop: How Important is Your GPA – Pecan

Professional Development

- Counseling Webinar on Documentation Standards for ADA – Pecan/MVC/Starr/Tech/NAH
- Strengths Finder Training by AAWCC – Pecan
- Self-Care & Laughter Yoga Presentation – Pecan
- Presentation at Santa Rosa ISD Parental Involvement Conference by UTRGV Intern – Pecan

PASS

Student Contacts:

Provided services to the following # of students:

Campus	*# of Students*
PCN PASS Program	1098
Total	*1098*

A. Meetings/Consultations:

PASS Program Staff Meeting
Departmental Meeting Dean Reyna

B. Participated in the Following:

- Priority Registration Technology Campus
- Presentation Starr Campus-Counselors

C. Coordinated the Following:

Update students files degree plans/case notes
Notified students via-email/about workshops for the Fall 2015
Posted information on Facebook regarding upcoming events/deadlines
Send out general email regarding PASS application dates and deadlines
Generated childcare contracts for the month of December for participants
Notified students via-email/about Spring 2016 Childcare assistance
Generate Booklist for purchase of Spring 2016 books

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Finance and Administrative Services

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

Office of the Vice President for Finance & Administrative Services

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

TO: Dr. Shirley A. Reed
President

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

DATE: January 12, 2016

SUBJECT: Activity Report for Finance & Administrative Services
December 1, 2015 through December 31, 2015

The following is a summary of activities from December 1, 2015 through December 31, 2015 for the Division of Finance & Administrative Services.

Finance & Administrative Service
Mary Elizondo, Vice President for Finance and Administrative Service

- 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, Finance and Administrative Services Director's Meeting, Planning and Development Council Meeting, and President's Administrative Staff Meeting.

- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees Finance and Human Resources Committee meeting 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 Balderaz and Laura Requena on Grievance Procedures, HR Policies and Licenses and Certifications for next year
    - With Laura Requena on personnel issues
    - With Brenda Balderaz, Nicole Perez, and Vicky Lopez on FY 2016 staffing plan and reports
  - Facilities Planning and Construction:
    - On a weekly basis with Broaddus & Associates and FPC staff on bond construction projects, budgets, and activities

- With Vice Presidents, site coordinators, Broaddus and Associates staff, FPC staff, and Architects to review schematics that will be presented for Board approval
- With Rick de la Garza to review Facilities Committee motions

- Business Office:
  - With Nicole Perez on FY 17 Budget and Staffing Plan
  - With Myriam Lopez and Nicole Perez on LBB Campus Reporting and Budget
  - With Texas Regional Bank on bank card signatures and bank depository agreement with Myriam Lopez and Dr. Reed
  - Conference call with Robert Peña and Myriam Lopez on Tax Abatement issues
  - With Myriam Lopez, Brenda Balderaz, and Nicole Perez on Staffing Plan
- Purchasing:
  - With Becky Cavazos to review Finance Purchasing Items and Audit items
- Accountability Department:
  - With Jason Gutierrez and Erika Rodriguez on Dual Enrollment Report and Presentation
  - With Brenda Balderaz, Lizette Moreno, Jason Gutierrez, and Erika Rodriguez on Human Resources Hiring Process to identify Efficiencies
- Department of Public Safety:
  - With Paul Varville on Campus lighting, police officers, and yellow line bus line
- Operations and Maintenance:
  - With George McCaleb, Rick de la Garza, and Paul Varville on Campus Lighting condition and Holiday Shutdown Preparation

- Other Meetings:
  - With Paul Hernandez, Karey Barnes, Paul Varville, Brenda Balderaz, Ken Lyons, and Laura Requena on Title IX policies, procedures and cases
  - With Dr. Reed, Gina Lobato and Jason Leal from BBVA Compass on bank contract and services
  - With external auditor on audit issues
  - With Ricky Longoria, internal auditor, on audit issues
  - With Juan Carlos Aguirre on Continuing Ed issues
  - FAS End of Year Meeting with Directors and office staff to review FY 2015 accomplishments, FY 2016 goals, and professional development exercise
  - December 12th Graduation Ceremonies

- **Worked on the following items**:
  - Board Policies:
    - New Policy #4112: Self-Reporting of Criminal Conduct
    - Revised Policy #3620: College Sanctioned Travel for Students
    - Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct
    - Policy #6322: Smoke/Tobacco Free Environment
    - Policy #6421: Skateboards, In-Line, Roller Skates, Bicycles, Motorized Scooters, and Similar Devices
  - Budget and Financial:
    - LBB Campus Reporting
    - Tuition and Fees Revenue
    - FY 16 Budget vs Actual Expenses by VP
    - Budget Timeline
    - Staffing Plan by VP
    - Budget Scenarios
    - Comprehensive Annual Financial Report
    - Budget Expenditures by VP, Org, and Budget Pool

- Other:
  - HR Title IX Cases
  - Police Department Title IX Cases
  - Campus Report
  - STC Public Auction
  - Capital improvement Projects (CIP)
  - Skateboard Ban
  - Fraud Survey by VP
  - Graduation ICS Plan
  - Workplace Answers
  - Licenses and Certifications
  - Student Travel Policy and Procedures
  - Art Damage Issue
  - Valley Metro Routes and Ridership
  - Shuttle Bus Yellow Line
  - Maps for Campus Lighting
  - STC Campuses Lighting Action Plan
  - STC Holiday Shutdown Preparations
  - STC Spring 2016 Construction Notes
  - Comprehensive Plan FAS Division Departments
  - Matrix of all South Texas College Policies
  - New and Revised Policies

- Worked on the following items for Committee and Board approval:
  - December Board Meeting
    - ⇒ Position Vacancy Report- FY 2015-2016
    - ⇒ Policy #3620: College Sanctioned Travel for Students
    - ⇒ New Policy #4112: Self-Reporting of Criminal Conduct
    - ⇒ Revise Policy #4216: Discrimination, Harassment, Retaliation, and Sexual Misconduct
    - ⇒ 2015 Tax Roll/Tax Levy for Hidalgo and Starr Counties
    - ⇒ Appraisal District Allocated Cost - Payments for Hidalgo County and Starr County
    - ⇒ Update on Status of Fiscal Year 2015 Financial Audit
    - ⇒ Hidalgo County Tax Resale Properties and Resolution Authorizing Tax Resale
    - ⇒ Disposal/Recycle of Technology Items with an Original Value of $1,000 and Over
    - ⇒ Presentation on Dual Enrollment Cost Study
  - January Board Meeting
    - ⇒ Revise Policy #6322: Smoke/ Tobacco/E-Cigarette Free Environment
    - ⇒ Position Vacancy Report- FY 2015-2016
    - ⇒ Award of Proposals, Purchases, and Renewals
    - ⇒ Presentation on Operations and Services of STC Department of Public Safety (Formerly Police Department)
  - February Board Meeting
    - ⇒ Policy #6421: Skateboards, In-Line, Roller Skates, Bicycles, Motorized Scooters, and Similar Devices
    - ⇒ Procurement Limits:
      - ♦ Revises Policy #5210: Purchasing
      - ♦ Renamed Policy #5120: Purchase of Goods and Services

Accountability Services Department
Jason Gutierrez, Director of Accountability Service Department

- **Attended or held meetings as follows:**
  - With Accountability department staff to discuss dual enrollment, child development center and College Access Loan (CAL) audit
  - With Vice President for FAS regarding Dual Enrollment report and Motion for Finance Committee
  - With Associate Dean Student Financial Services, Testing and Veterans Affairs regarding CAL audit
  - With Associate Dean for Financial Aid, IT and Human Resources to go over elements per CAL
  - With Coordinator for Student Financial Services to review CAL process.
  - With Financial Aid Specialist to perform CAL test work
  - Attended the Data Standards Committee
  - With Group Account Manager to review job applications
  - With Vice President for FAS and Director of Human Resources to review and discuss hiring process value stream map
  - With Vice President for Academic Affairs and Director of High School Programs to discuss cost analysis of Harlingen ISD dual students
  - Attended the FAS Division End of Year Meeting
  - Attended the President Administrative Staff meeting
  - Attended the Lamar University Doctorate Program open forum

- **Worked on the following items**:
  - Dual Enrollment Cost Analysis:
    - Reviewed and updated appendices
    - Revisions to report
    - Academy Cohort Appendix
    - Revisions to Dual Power Point
    - Complied Power Point Presentation for Finance Committee
  - Mid Valley Child Development Center:
    - Created internal control questionnaire
    - Revisions to internal control questionnaire
    - Reviewed staff responses per questionnaire
  - HR Hiring Process:
    - Created current state and future state swim lanes
  - College Access Loan Audit:
    - Reviewed CAL loan requirements
    - Prepared and performed test work
  - Cost Analysis Harlingen ISD:
    - Worked on cost analysis scenarios: providing dual enrollment services to Harlingen ISD
  - Fraud Survey 2015:
    - Made adjustments to survey

Risk Manager
Ken Lyons, Risk Manager

- **Attended or held meetings as follows:**
  - With Digital Services Manager (Public Relations) to discuss updating of FAS Division website(s)
  - With Title IX Committee
  - With Management, Legal Counsel and Faculty regarding Art Insurance Claim
  - With Title IX matters with Vice President for FAS Division
  - With Vice President for FAS Division to discuss Southern Association of Colleges & Schools Commission on Colleges (SACS COC) report

- **Worked on the following items:**
  - Other:
    - Miscellaneous tasks and requests from Vice President for FAS Division
    - Revised Student Travel Policy #3620
    - Revised Smoke / Tobacco Free Environment Policy #6322
    - Requested information from BBVA Compass regarding a line of credit for use in disaster situations
    - Requested legal work connected to Art Insurance Claim
    - Researched information for Police Department cell phone stipends for Vice President for FAS Division
    - Insurance invoice (TASB)
    - New Policy #6421: Skateboards, In-Line Skates, Roller Skates, Bicycles, Motorized Scooters, and Similar Devices
    - SACS-COC Report
    - Posted All Hazards Emergency Plan to Risk Management and Police Department websites
    - Submitted information for The Hartford Risk Engineering Audit
    - The Hartford Risk Engineering Audit
    - Reviewed Title IX Cases in Maxient and prepared reports for Title IX Coordinator
    - Researched Environmental Health and Safety for Vice President for FAS Division

Food Services
Patrick Woodin, Director of Food Services

- **Attended or held meetings as follows:**
  - With Business Office staff to update the Financial Reporting for the Food Services Department
  - Attended FAS End of Year Meeting
  - Attended the Administrative Holiday Luncheon
  - Participated in the Holiday Luncheon for the Food Services Department

Security & Police Department
Paul Varville, Chief of Police

- **Attended or held meetings as follows:**
  - With The Avigilon surveillance camera company to demonstrate new surveillance cameras for the new bond buildings. The cameras would seamlessly integrate with the current Avigilon software and be accessible to the police department dispatch office from all college campuses.
  - With College Cashiers to conduct Emergency Response Training which included defending against active shooters, responding to bomb threats and fires, and a table top exercise involving participation from the attendees. The upcoming Campus Carry law was also reviewed.

- **Worked on the following items:**
  - Scheduled Advocate Training for Police Officers in the role of advocates for victims of assault and the proper protocol for handling cases involving victim trauma.

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - With Planning and Construction to conduct a Pre-Qualification on RFQ 15-16-1046 Architectural Services, and RFQ 15-16-1047 Civil Engineering Services
  - With end-users to evaluate four proposals
  - With the Purchasing Department Staff to review the External Audit, TWC Federal Audit and Open Encumbrances
  - With the vendors to review and negotiate changes on twenty (26) agreements/contracts for various departments
  - With the new department secretary on Banner requisition training
  - Attended a meeting on RFP 15-16-1043, Purchase of Thermal Energy Plant chillers to discuss changes needed in order to prepare an addendum
  - Attended the December Finance Committee and Board Meetings
  - Completed the FY 2015 External Audit and FY 2015 Department of Labor-Texas Workforce Commission Audit with no finding or recommendations
  - Completed the purchasing items for the January 2016 Finance Committee meeting

- **Worked on the following items:**
  - List of the request for proposal worked on and public bid openings:
    - <u>Prepared RFP</u>:
      - ⇒ 15-16-1048 Insurance Agent and Administration Services for Owner Controlled Insurance Program
      - ⇒ 15-16-1049 Moving Services
      - ⇒ 15-16-1050 Digital Signage Upgrade
    - <u>Public Bid Openings:</u>
      - ⇒ 15-16-1042 Signs, Banners, and Related Products
      - ⇒ 15-16-1038 Online Registration System for Continuing Education
      - ⇒ 15-16-1046 Architectural Services

⇒ 15-16-1047 Civil Engineering Services

- The Purchasing Department processed in excess of three hundred forty one (341) purchase orders, approved three hundred forty (340) requisitions, disapproved one hundred three (103) requisitions, processed change orders for goods and services and completed eighteen (18) travel authorizations. A total of one hundred seventy two (172) new vendor W-9 forms were verified and entered into Banner Finance and twenty one (5) existing vendors were updated
- The Fixed Assets Department is currently reviewing all assets purchased since November 2015. The asset review process was completed as follows:
  - ⇒ Fixed Assets approved thirty four (38) assets through December 15, 2015
  - ⇒ Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed four hundred forty one (441) deliveries (purchase orders and complimentary books) and a total of three thousand five hundred seventy six (3,576) packages/boxes. A total of three hundred twenty one (321) purchase orders were posted received in Banner. A total of nine hundred fifty four (954) items were transferred/relocated as per move/set up request forms
- The Mail Services/Copy Center processed the following mail and copy request:
  - ⇒ Financial Aid - $3,151.82 and Cashiers - $417.73
  - ⇒ A total of eighty eight thousand four hundred nineteen (88,419) copies were completed at the copy center for the month of December
  - ⇒ A total of fifteen thousand one hundred ninety six (15,196) letters were mailed out and four hundred forty two (442) letters were returned to South Texas College due to bad addresses

Human Resources
Brenda Balderaz, Director of Human Resources

- **Attended or held meeting as follows:**
  - With Employee Relations Officer regarding various personnel matters
  - With Vice President for FAS Division regarding FY2015-16 Staffing Plan
  - With Associate Dean of Student Financial Services, Testing & Veteran's Affairs regarding review of State Audit requests
  - With Vice President for FAS Division regarding Human Resources hiring process
  - With Interim Vice President for Information Services, Planning & Strategic Initiatives/Assistant Vice President for Strategic Initiatives and Dean of Library & Instructional Technologies regarding staffing matters
  - With Human Resources Staff regarding End of Year meeting that included video presentation "The Anatomy of Trust" by Brené Brown
  - With TimeClock Plus Project team re: development of preliminary project plan
  - With Facility Operations and Maintenance regarding Supervisor Training
  - Attended Banner User Group Meeting, hosted by Director of Degree & Certificate Completion
  - Attended Data Standards Committee meeting, hosted by Associate Dean of Institutional Research & Effectiveness
  - Attended Title IX Meeting
  - Attended Finance and Administrative Services End of Year Meeting
  - Attended PeopleAdmin new SelectSuite Onboarding demonstration. Selected to be an 'Early Adopter' (alpha tester) of the module
  - Attended STC Project Manager introductory meeting. Decision was made to meet monthly and create Project Management standards

- Trainings:
  - Attended Ellucian Banner webinar "Stay Compliant"
  - Attended Jaguar Academy
  - Attended Employee Retirement System (ERS) Commuter Spending Account webinar
  - Attended Banner training regarding Affordable Care Act (ACA) data entry verification
  - Attended Training Webinar "Understanding the New Law on Unemployment Compensation Reimbursing Accounts: How to Protect Yours!"

- **Worked on the following items:**
  - Created of the following reports:
    - Prepared a Staffing Plan Report for VP Finance and Administrative Services
      - ⇒ All teaching Employees: Highest Degree Report FY2015 for Business Office
      - ⇒ Testing of newly created WebFocus2Argos conversion project programs
    - Requested for Sick Leave donations
    - Prepared records for Xtender scanning processes
  - Testing of PeopleAdmin Classification changes and Performance Management program
  - Updated HR/TR progress chart
  - Various personnel matters
  - Processed the following:

HR Staffing	
Staff Position w/ Job Description Requests processed	12
Positions posted to HR Website	12
Advertisement of Staff Positions placed	3
Search committees assigned/searched committee forms requested	21
Hiring Proposals reviewed and approved	13
Job offers/New Hire paperwork completed	10
Vacancy Reports completed	4
Faculty/Staff resignations processed	5
Educational supplements processes	1
Direct Wage NOE's processed	192
Trainer NOE's processed	38
Transcripts entered into Transcript database	24
HR Faculty Staffing	
Faculty Applications processed	22
Dual Enrollment NOE's processed	8
Positions posted to HR Website	6
Advertisement of Faculty Placed	8
Job offers completed	9
Benefits	
New Hire Orientation	5
TRS Records reported	141
Internal Transfers	0
Benefits Credits/Collections	0
FMLA	
New Claims	7
Closed Claims	8
Workers Compensation	

New Claims	5
Closed Claims	1
Tuition Grant Applications	
Employee	68
Dependent	33
Leave Forms	
Exempt	207
Non-Exempt	1,000
Payroll	
Notice of Employment	
Direct Wage (DW)	83
Work Study (WS)	16
Adjunct/Dual Enrollment/Overload	426
Trainers	135
PeopleAdmin Requisitions/Transactions	
Approvals	13
Hiring Proposals	53
Direct Deposit Transactions	42
PDR Notifications	155
Cell Phone Stipends	0
Exits/Resignations	8
Texas Office of Attorney General (TXOAG) Reporting	31
Under Hours/DOC Worksheets	20
HR Support	
Application Processing:	
Staff applications	363
Faculty applications	77
Part-Time applications (DW/PT/AD)	23
Employment Verification forms	17
Verification of Employment letters	3
Phone Calls for Employment Verifications	7
New Hires/Rehires/Transfers processed	41
Temporary Agency Employee Requests	1
Workplace Answers: New Hire registrations processed	3
Records Technician	
Termed files prepared for Xtender	250
New Hire/DW/WS files prepared	35
Termed files processed	40
Employee Relations/HR Specialist	
DPS CCH Background Checks, Total FYTD	300
Fingerprints, Total FTYD	106
Fingerprints this month	12
DPS Driver's Eligibility Checks, Total FYTD	180
DPS Driver's Eligibility Checks, Total for month	14
TWC Claims, FYTD	23
TWC Claims this month	5
Open Records Request, Total FYTD	1

Facilities Planning & Construction
Ricardo De La Garza, Senior Facilities Planning and Construction Project Manager

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Attended weekly update meeting with Broaddus & Associates
    - Mid Valley Campus Library Expansion - Attended PDRI meeting with project team and college staff
    - Pecan Campus Student Activities and Cafeteria - Attended meeting with Broaddus, The Warren Group and D. Wilson to discuss estimated costs, materials, possible alternates and ways to reduce costs
    - Pecan Campus Thermal Plant - Attended Pre-construction meeting with project team and subcontractors; met with project team to discuss process for closing streets, parking lots, etc. Attended a coordination meeting with contractors and AEP regarding electrical underground
    - Pharr Regional Center for Public Safety Excellence - Attended pre-proposal conference for architectural services and civil engineering services
    - Nursing and Allied Health Campus - Attended meeting with Broaddus, D. Wilson, A/E team and college staff
    - Starr County Campus Library and Parking/ Site Improvements - Attended meeting to review status of schematic and presentation for Vice Presidents and Administrators. Attended PDRI project team and college staff
    - Starr County Campus Student Services and Student Activities - Attended PDRI project team and college staff
    - Technology Campus – Attended status meeting for site improvements with Broaddus and ECON. Met with geotechnical personnel to review boring locations
  - Other:
    - With Purchasing and IS&P for initial review regarding our current AutoCAD licenses. Follow up meeting to finalize compliance of AutoCAD licenses
    - With Facilities Planning and Construction (FPC) staff to review the FF&E lists for the Non-bond funds
    - With Vice President for FAS Division to review December Facilities Committee Meeting motions
    - Attended President's Administrative Staff meeting
    - Attended December Facilities Committee meeting
    - Attended FPC staff meeting
    - Attended FAS End of Year meeting
    - With FPC Project Managers to review construction projects
    - District Wide ADA Improvements Phase II – conducted a contract negotiation meeting with contractor & engineer
    - District Wide HSI Grant - Met with Purchasing, Business Office, Grant Department and staff to review furniture and equipment procurement coordination
    - Pecan Campus Relocation of Electrical Power Lines – Attended a construction meetings and site visit with contractor and engineer
    - Pecan Campus West Academic Building - Met with Maintenance staff to review status of HVAC issues
    - Technology Campus Cooling Tower Replacement - Met with legal counsel and staff to review status of tower operation

- Technology Campus West Academic Building Reroofing – Attended the construction meetings and site visit

- **Worked on the following items:**
  - 2013 Bond
    - Pecan Campus Thermal Plant Expansion – Reviewed of construction documents
    - Regional Center for Public Safety Excellence - Worked with Purchasing, Broaddus and staff on RFQ's for Architectural and Civil Engineering services; Worked on power point presentation for pre-proposal conference
    - Starr County Campus Library and Parking & Site Improvements – Uploaded schematic designs for distribution to administration
    - Furniture Fixture and Equipment Consultant RFP – Attended the bid proposal opening and performed evaluations of 4 proposals received
    - Various bond projects – Received and reviewing design development drawings from architects and engineers
  - Other:
    - December and January Facilities Committee agenda and motions
    - Notice of Department Clearance form for John de la Garza exit clearance
    - District Wide ADA Improvements Phase II – Worked with Engineer to finalize Owner/Contractor Agreement
    - District Wide Leases - Worked with various entities on lease issues and renewals as needed
    - Mid Valley Campus Child Development Center Playground Re-surfacing - Performed site visit to observed demolition, placement of bedding material and turf placement; Performed punch list walk through
    - Mid Valley Campus South Academic Building H Data Cabling Infrastructure - Received quotes for purchasing of IT equipment
    - Pecan Campus Covered Area for Ceramic Kiln – Conducted a site visit
    - Pecan Campus Health & Wellness /Kinesiology Sports Field Lighting – AEP installed the required transformer and a security fence was installed around the lighting control panel
    - Pecan Campus Infrastructure for the Relocation of Portable Buildings - Sixth and seventh of 12 buildings were relocated and eighth in progress; Met with contractors to inform them of FPC project manager transition
    - Pecan Campus Relocation of Electrical Power Lines – Construction of the transformer and pull box pads in progress and site visits with AEP, contractor, engineer, Facilities Operation & Maintenance and Planning & Construction staff
    - Pecan Campus Health & Wellness /Kinesiology Sports Field Lighting – Power was turned on and lights commissioned in preparation for substantial completion; performed a substantial completion punch list with contractor, engineer and staff
    - Pecan Plaza Parking Area for Police Vehicles – Requested geotechnical proposals. Proposals were received and are being reviewed. Provided the engineer information needed to prepare his proposal for professional services
    - Technology Campus Mechanical Room Concrete Floor Repair - An 'Agreement for Professional Services' was prepared for a structural engineer and under review
    - Technology Campus West Academic Building Reroofing – Conducted a site visit, skylights installed

Facilities Operations & Maintenance
George McCaleb, Director of Facilities Operations and Maintenance

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Attended the Meeting to review Schematics that will be presented for Board approval
    - Attended the Bond Program Planning Meeting
    - Attended the Technology Campus Cooling Tower Replacement
    - Attended the Technology Campus Renovation Design Development Coordinating Meeting
    - Attended the Nursing & Allied Health Project Site and Bldg.-DD Cost Review
    - Attended the RFQ No. 15-16-1046 Request for Statement of Qualifications Architectural Services Pre-Qualification Conference
    - Attended the RFQ No. 15-16-1047 Request for Statement of Qualifications Civil Engineering Services Pre-qualifications Conference
    - Attended the Pecan Campus Thermal Plant Expansion-Pre-Construction Meeting
    - Attended the Starr Student Activities & Library and Mid-Valley Library Expansion - PDRI Coordination Meeting
    - Attended the Relocation of Electrical Service - Construction Meeting
  - Other:
    - With the HR Employee Relations Officer
    - With Facilities Operations and Maintenance Managers Meeting
    - Attended the President's Administrative Staff meeting
    - Attended the Meeting to discuss ACR Recommendations
    - Attended the Pecan Campus Health & Wellness/Kinesiology Sports Field Lighting Walk-thru
    - Attended a Financial Meeting
    - Attended the FAS End of Year Meeting

- **Worked on the following items:**
  - Operations Contract Department
    - Pecan Campus
      - ⇒ With landscapers and Student Activities regarding the soccer field, we are working to get it ready for intramural season
    - District Wide
      - ⇒ Completed the usual landscaping, pest control and equipment rentals
      - ⇒ Poinsettias were planted at all campuses
      - ⇒ Finalized the schedule for Winter Break inspections
      - ⇒ During the winter break we got all inspections completed and there are only a few outstanding issues as of January 6, 2015:
        - Fire panels to be replaced in Pecan Building B and MVC Child Development
        - Technology Campus Shipping and Receiving and Police Department need inspection
        - Magnetic doors at Pecan M and Human Resources need to be serviced

  - Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	82	$1,456.98
Electrical	57	$5,150.11

Energy	48	$439.51
HVAC	288	$8,689.06
Locksmith	50	$1,025.67
Painting	28	$604.24
Plumbing	62	$1,850.33
Plant Services	0	-
Total Cost		**$19,215.90**
General Preventative Maintenance	316	
Total Work Orders	**931**	

- Maintenance Department Work Orders and Expenditures

Work Orders Created	886
Work Orders Completed	931

- Custodial Department

Set-Ups	286
Moves/Relocations	20

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - With Williams and Fudge collection agency to review and requests
  - With TR to discuss possible Campus Receivable Collector (CRC) 3.2 implementation, testing and training timeline
  - With the Vice President for FAS Division and the Director of Human Resources to discuss the FY 2017 Staffing Plan
  - With the Director of Food Services and budget staff to discuss the Food Services report
  - With Security staff to review process for usage of Voyager fleet card
  - Attended the WebFocus to Argos migration
  - Attended the President's Administrative Staff
  - Attended Tax Abatement teleconference
  - Attended interviews for Pecan Cashier position
  - Attended interviews for Pecan Business System Analyst position Starr Cashier position
  - Attended BUG (Banner User Group) meeting
  - Attended Data Standards Committee meeting
  - Attended Timekeeping system meeting
  - Attended Finance & HR Committee Meeting
  - Attended FAS End of Year Meeting
  - Attended CPWE to discuss MOU closing and collections
  - Attended Gateway to College status Meeting
  - Attended Texas Adults Completion and Skills Initiative Grant and Accelerate Texas Integrated Education and Training Grant monthly status meeting with Texas Workforce Commission
  - Attended BBVA Accept an Elementary Grant Initiation Briefing
  - Attended Interview Committee – Director of Grants Development, Management and Compliance

- Attended AP staff meeting
- Discussed Starr County Cafeteria receipts
- Discussed Net of Capital Assets

- **Worked on the following items:**
  - Completed Data Collection Form
  - Opened the Budget Development Application on December 1, 2015 for the entry of FY 2017 budget requests from financial managers
  - Created FY 2017 projected revenues and expenditures based on the preliminary staffing plan, proposed salary increase scenarios, and reduction initiatives
  - Prepared the Budget Development Application Deadline Extension alert notice and released it
  - Prepared AFR as of August 31, 2015 for the Finance Committee meeting
  - Provided information to the auditors such as various reports, reconciliations and backup support for cash, accounts receivable, property taxes, fixed assets, accounts payable, grants and payroll
  - Prepared AFR Final for Board
  - Submitted the Annual Investment Report, Investment Policy, and reporting requirements to several state agencies
  - Journal Vouchers with Technology Resources (budget transfer)
  - Continued testing on TWC wage reports
  - Presented Dashboards demo
  - Converted WebFocus migration to Argos
  - Completed Balance roll
  - Internal Controls
  - GASB 68
  - Tested the emergency loan on-line
  - Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 96 monthly reports were completed during the month of December
  - <u>Board Agenda Items</u>
    - Management Reports – The Business Office staff worked on the December board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
  - <u>Trainings/Webinars:</u>
    - Attended the Strategic Financial Planning & Analytics National Association of College and University Business Officers webinar
    - Attended the IE/Budget training
    - Attended the Cashier Spring 2016 Refresher training included South Texas College's Chief of Police presentation on "active shooters" and concealed handguns
    - Attended the Government Finance Officers Association's Building a Better Budget Document webinar

- Checks Processed as of December 31, 2015:

Bank No.	4/15	5/15	6/15	7/15	8/15	9/15	10/15	11/15	12/15
01 E&G	637	519	686	760	670	543	725	682	538
01 Direct Deposit	95	116	117	113	84	93	98	89	60
03 Student	146	1,184	3,516	1,898	10,334	11,596	922	134	84
12 I&S Taxes	-	-	-	1	-	-	-	-	-
16 I&S Bond	-	-	-	1	-	-	-	-	-
17 Plant	7	11	12	11	19	24	8	15	11
32 AP Card	415	421	425	339	359	500	420	430	279
38 Unexp-LT Bond Series 2014	4	1	5	8	13	11	2	17	7

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

Bank No.	No. of Check/ DD Cycles	No. of Checks/ Direct Deposit
01 E&G	7	548
01 Direct Deposit	5	60
02 Payroll	6	1,208
02 Direct Deposit	3	1,841
03 Student	3	84 (US Bank)
12 I&S	0	0
16 I&S	0	0
17 Plant	3	1
38 Bond Series 2014	2	7
Total	29	3,759

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	11
Bank Transfers between Bank Accounts	12
Wire Transfers for Benefits	4

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	5
Approval Queues	13
Bank Reconciliations	6
Cafeteria daily sales report	35
Cancelled checks provided to AP and/or verification and positive pay	40
Checks scanned - bond	451
Copies of booklets/journal entries requested	123
Deposits prepared	8

Disbursement of returned mailed checks	7
Donations - telephone calls & emails received	3
Errands to Inter-office deliveries	29
Financial manager changes	5
FOAP created	27
Hours assisting other departments	10.5
Hours Filing and organizing of Journal Entries and boxing	12
Hours used for scanning - estimated	40
Hours used printing, binding and scanning documents (not JE)	6
Hours used to prepare documents for scanning	65.5
IDT's - telephone calls received	5
Interdepartmental Transactions reviewed	39
Invoices and encumbrances reviewed	38
Journal entries prepared	50
Journal entries processed including FUPLOAD	790
Journal entries processed - transactions including FUPLOAP	2,561
Journal entries/documents scanned - including daily's	1,027
Journal entries logged and file	150
Positive Pay submitted	21
Stale dated list prepared	2
Stale dated letter prepared	32
Stale dated letters mailed	32
Stop payments processed	7
Transactions removed from bank reconciliation	232

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

Activity	Numbers
Payroll Re-Issue Processed	4
Payroll Cycles	3
Payroll Checks & DD	3,284
New Employee Setups For Timeforce	6
Timeforce Access Forms Processed	30
Number Of Employees With OT Reviewed For OT Memos	394
Noe's Approved	376
Salary Budget Transfer Forms Processed	18 with multiple transactions

Business Office Performance Indicators

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,934	Salaried	613
Employees on Semi-Monthly Payroll	554	Total Net	$ 866,336.39
		Waged	592
Timecards Processed		Total Net	$ 148,338.42
(Waged 11/16-11/30 SR23	560		
(Waged 12/01-12/15) SR24	580	**Hand Cut/PBK**	
(Salaried: December MR12	3,232	Salaried	1
		Wages	0
Noes Processed			
(Additions, Deletions, Changes)	30	**Stop Payment Processed**	
Salaried	533	Salaried	2
(Additions, Deletions, Changes)	0	Waged	2
Waged	46		
Payroll Adjustment Worksheets		**Void Checks Processed**	
(Additions, Deletions, Changes)	37	Salaried	1
Salaried	100	Waged	2
(Additions, Deletions, Changes)	0		
Waged	5	**Replacement Checks Processed**	
		Salaried	1
Liabilities Processed	38	Waged	2
Reports Processed		**Voided Direct Deposits**	
Compass Bank Direct Deposit File	3	Salaried	1
Void And Replacement Check Cycle File	1	Waged	0
Overtime & Straight Time Mgmt. Report	1		
		Direct Deposit Processed	
Deposits Processed		Salaried	1,541
Internal Revenue Service	3	Total Net	$ 4,087,409.66
Bank Transfers	3	Waged	538
		Total Net	$ 147,475.03

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	130
General Journal Entry (Inter-Fund) (JE 16)	72
Cash Receipts (CR 05)	630
Encumbrance Liquidation (E032)	1
Encumbrance Liquidation (E020)	3
General Ledger Beginning Balance (JE05)	0
General Journal Entry (IConstruction) (JE17)	2
General Journal Entry (STCJ)	1

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Academic Affairs

THIS PAGE LEFT
INTENTIONALLY BLANK

SOUTH TEXAS COLLEGE

PO Box 9701
McAllen, Texas 78502- 9701

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

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

Memo

Date: January 20, 2016

To: Dr. Shirley A. Reed, President

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

Subject: **DECEMBER 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 January 26, 2016 Board of Trustees meeting.

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Held the Business and Technology Program Chair Luncheon Meeting at the Pecan Campus – December 1st
  - Held International call with Economics Faculty Candidate – December 2nd
  - Met with Economics Faculty Candidate – December 2nd
  - Met with Diesel Faculty Candidate – December 2nd
  - Attended the McAllen Economic Development Corporation Holiday Celebration – December 2nd
  - Participated the Women In Technology Meeting to continue the planning process for the event to be held in April 2016 – December 4th
  - Attended in the President's Administrative Staff Meeting – December 4th
  - Attended the Development Corporation Meeting with City of McAllen – December 7th
  - Visited with Ruben Lemus, Culinary Arts Program Chair and Iris Jasso, Office Administration Program Chair for updates on programs – December 8th
  - Participated in the Tech Campus – Building B Roofing – Construction Meeting with Robert Cuellar, Facilities, Planning and Construction Project Manager – December 9th
  - Attended the RFQ No. 15-16-1046 Request for Statement of Qualifications Architectural Services Pre-Qualification Conference – December 9th
  - Attended the NAAMREI Leadership Meeting at the UTRGV – December 10th
  - Attended the Planning and Development Council Meeting – December 11th
  - Participated in the Fall semester Commencement Exercises – December 12th
  - Met with Sergio Contreras, Executive Director, Pharr Economic Development, attended the IME Becas Signing Ceremony at the Consulate in McAllen and participated in the Academic Affairs Council Meeting – December 14th
  - Participated in the Grant Opportunity Meeting held by Maricela Silva at the Technology Campus – December 15th
  - Participated in the 8th Police Academy Completion Ceremony held at the Cooper Center – December 16th
- **Business Area:**

  Business Administration:
  - Attend Cashier Training December 1st
  - Defend Dissertation at UTRGV December 2nd
  - AAWCC Fall Bazaar at Pecan Campus December 3rd
  - Meeting with Counselor and Business Administration Coordinator at Sharyland Pioneer High School December 4th
  - Discuss development of Customs Broker Exam with Continuing Education department December 7th
  - Meeting to discuss and finalize the department budget December 9th
  - Mentoring session with Becky Owens (Leadership Academy) December 10th
  - Attend Active Learning Classroom (ALC) Meeting to schedule Classroom for the Spring 2016 schedule December 11th
  - Attend the Planning & Development Council Meeting December 12th
  - Attend Strengths Finder Training Session (AAWCC) December 14th
  - Attend Dual Enrollment Meeting with Pamela Lang at McAllen Memorial High School December 15th
  - Meet with new Dual Enrollment instructor for Premier High School Amadita Zamora December 16th

  Information Technology:

- Held Tech for Toys Walk/Run December 5th
- December 1st – instructor had a National Security Agency (NSA) alignment phone conference with Bryan. The phone was to discuss the items that needed to be submitted to align our courses with the NSA. He was giving tips of the items that need to be done to have a better chance of getting our program approved by NSA.
- Tech for Toys Meeting and prep for Women in Technology Meeting – December 4th
- Cybersecurity Tech Talks - Tech Talks are presentations instructor has been participating in since last December. These tech talks are open for all universities and colleges nationwide that are aligning or have already aligned their programs with the NSA. There is a presentation every month and two or three people get to present. According to the person in charge, Instructor Francisco Salinas' turn to present will be this Fall 2016.
- Instructor Pomares attended the College Wide Curriculum Meeting – Cybersecurity Meeting with Ms. Cavazos to review curriculum.
- Instructor participated in Dual Enrollment Teachers – Training December 4th
- Meeting to discuss section outlines for Dual Enrollment Teachers – December 9th
- Program Development Council Meeting – Cybersecurity – December 11th
- Held Department Meeting – December 11th
- Advising and Catalog Degree changed with Sara Gomez for student – December 14th

<u>Office Administration:</u>

- Attend Program Chair Christmas Luncheon December 1, 2015
- Attend Faculty Advising Steering Committee December 4, 2015
- Held a final meeting with 5 Capstone Students December 9, 2015
- Last minute preparations for BPA Event December 14, 2015

➢ **Technology Area:**

<u>Design & Building Technologies: CADD, HVAC, ELPT and Construction Supervision:</u>

- Program Chair annual celebration meeting at the Pecan Campus with Dean Reyna, BT Chairs, Dr. Petrosian, and BT support staff. December 1, 2015.
- Laura Salas, Margarita Vanguelova, Alex Orozco attended Women in Technology Planning Committee meeting to discuss event, ternary scheduled for April 21 & 22, 2016. December 4, 2015.
- Rey Sanchez, presented to New Faculty Academy at Pecan Campus on Collaborate Efforts within department, division and community. December 4, 2015.
- HVACR Faculty, grading and prepping for final exams. Mr. Noriega has been working on possible employment needs for current HVACR Students. (All Week)
- Met with Mac Garcia, Construction Manager with Alonzo Cantu, on possible internship positions with Cantu Construction. December 3, 2015.
- Attended New Construction Planning meeting to discuss new educational space for Electrician Technology and Construction Supervision. December 4, 2015.
- Samuel Solis, graduated from Ambassadors Cross Training Academy. December 1, 2015.
- Construction Supervision and Electrician Technology faculty/staff/&students continue to participate in field and volunteer experiences with Proyecto Azteca and US Army Veteran Project. December 5th & 6th 2015.
- Sara Lozano attended AutoDesk University in Las Vegas in efforts to keep up with the latest equipment/hardware/software in the industry. November 30 – December 4, 2015.

<u>Precision Manufacturing Technology:</u>

- 12/2/15 Students from Regal Beloit completed the NIMS level I training, expected to achieve the 7 credentials NIMS Special Merit certificate next week

- NCSLI meeting December 2nd
- 12/3/15 Organization and completion of the manufacturing tour for PSJA students (3 cohorts); we visited Cinch Connectors aerospace manufacturer, the plant manager showed them the operations, from raw material, machines setup, quality, and aerospace specific requirements, the students were exposed to the real manufacturing environment.

- 12/4/15 Organization and completion of the manufacturing tour for Donna students (2 cohorts); we visited UMP (Universal Metal Products) manufacturer specializing in high volume appliance, automotive and industrial metal stampings, the plant manager showed us the operations; they enjoyed the tour and most important they learned and were exposed to the real manufacturing environment.
- 12/4/15 Regal Students achieved the 7th NIMS credential, so they achieved the NIMS Special Merit Machining Level I.
- The manufacturing club toured the U.S.S. Lexington on Dec. 4th
- 12/9/15 Students from Regal Beloit completed the NIMS special merit level I, they achieved the 7 credentials and we had a graduation ceremony with Regal students, Regal Managers, IAM team and PMT team.

- 12/9/15 three students of Advance manufacturing class achieved the NIMS special merit level I.

Police Academy

- DPS hosting a law enforcement seminar in the Cooper Center. Law Enforcement Program assisted in setting up the venue. Local law enforcement officers will be in attendance. Seventy law enforcement officers have already registered to attend. December 14th
- 8th Police Academy Cadets will take state peace officer licensing exam in Brownsville, TX. Thirteen students will attempt the exam. December 15th
- 8th Police Academy Class will hold their Completion Ceremony at the Cooper Center. December 16th

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- **Dean's Updates:**
  - ATD/ Inspark Curriculum & Training: The Distance Learning and Biology Departments were involved in ATD/Inspark Curriculum training designed for Biology for Non-Science majors. The training involved three faculty from the Biology Department, Dean of Math & Science, Chair of Physical Science and an instructional designer responsible for Math & Science. Course content developed by Inspark was reviewed and integrated into Blackboard.
  - Had a meeting with Representatives from Blackboard to discuss how they can help the distance learning department and the college to leverage the functionalities in Blackboard in support of student success and retention. Following that, a conference call was initiated with the technical team of Blackboard to discuss the next steps in Blackboard Analytics for Learn implementation project. We hope that the Blackboard Analytics for Learn will support and improve student persistence in online learning by providing real time actionable data
  - Implemented a new Associate Degree that became available fully online: Graphic Arts.
  - A new Distance Learning Orientation Video was created for students to allow them to get familiarized with the website and log in procedures. More orientation videos are being created to improve student success.

  - College Fair in Doral Florida: The Distance Learning Student Development Specialist participated in a Career and Education Fair sponsored by the Joint Education Services of United States Army Garrison – Miami where our 30 Online Programs were advertised and showcased to the military community. (picture to the right)
  - The collaborative effort between Distance Learning, Instructional Technology, and ADA Office to strengthen support for students with disabilities in both online and traditional face-to-face classes continued with meeting between the collaborating departments and Facilities Planning and Construction. The purpose of the meeting was to discuss the extent to which current classroom furniture are ADA compliant.
  - Had a meeting with SmarterMeasure representative to discuss renewal plans for South Texas College subscription. SmarterMeasure is an assessment that quantifies and identifies a student's levels of readiness to take an online or technology rich course. The tool is currently being used for advising in the BASOL program
  - Participated in the Harvest of Health Event in the NAH Campus, in order to promote the new BASOL program as well as the other online programs available in the Distance Learning Department.
  - Visited Integrity School in Reynosa to discuss areas of partnerships between the school and South Texas College. Through its College Connection initiative, Integrity School is seeking to establish a partnership with South Texas College that will enable high school students from the school to enroll in college courses. The school is also in discussion with Dallas Baptist University to establish similar partnership.
  - Quality Matters Conference: was attended by both Instructional Designers
  - Had regularly scheduled weekly meetings with applications development team from IS&P to discuss on-going technology needs of distance learning.
- **Projects:**
  - Blackboard Learn Analytics Implementation
  - Organizing OCRA Academy for Spring Semester
  - eTeach revamp and recertification
  - New Videos for Faculty and Students

- **Distance Education – Technologies**
  - Banner Integration for eLearning
    - eLearning has been stable for the month of November. IS&P continues to do manual updates for Spring 2016 semester, just to make sure we have the courses and enrollments up to date with banner.
  - Blackboard Learn
    - Blackboard Weekly call with Tiffany Kisker every Thursday at 11am has been on-going. Discuss about all the issues we have during the week with Blackboard. On November 27, we installed new CP 3 (cumulative patch) to the production server and updated all building blocks listed below. It required a 2 hour downtime for the upgrade.
    - Building Blocks: The following building blocks were updated in staging environment to review and test before installing to production
      - Assessments
      - Assignment
      - Authentication Provider – LDAP
      - Blackboard Core
      - Blackboard Mobile Web Services Building Block
      - Blogs and Journals
      - Discussions
      - Portal
      - Portfolios
      - Retention Center
      - SafeAssign
      - Wikis
    - Added Blackboard Analytics building block on production.
    - Started a data clean-up on the system since we are over our quota. DL will backup courses from the following terms: 201220, 201230, 201240, 201310, 520132 and 520133. This will help reduce the size on the storage.
      - All courses are still unavailable for the month of November.
    - Started a user clean-up on the system as well. Any user that has not log in to the system for more than a year and a half will get their account purged. 89,534 users will be disable from the system in the month of November.
  - Downtime
    - Tuesday, November 3 at 11:07am Blackboard lost connection to the authentication LDAP server due to an in-house expire certificate.
    - TR provided a new certificate to Blackboard and got resolved at 2:45pm.
- **Blackboard Analytics**
  - Blackboard Analytics: tool that combines the extensive data from Blackboard Learn with student and course attributes from Banner to create comprehensive reports and dashboards for your students, instructors, staff and leadership.
  - Blackboard Outcomes: comprehensive assessment solution to support your institution's need to systematize and automate the collection of student work for evaluation and reporting related to your accreditation and improvement efforts.
    - Throughout the month of November, TR department has been working closely with Blackboard managed hosting to set up the VPN tunnel and requirements that are needed for Blackboard Analytics.
      - No successful connection has yet been established.
- **South Texas College Online – Website**
  - New Bachelor's program added to the list.
    - Medical and Health Services Management which makes a total of 30 fully online degrees.

    - Updated the website, Blackboard News feed and distance learning fliers.
- Updated Distance Learning Welcome letter for all online students.
    - As a reminder, a second letter is being sent for all online mini-mester students; 7 days prior to the start date.

➢ **Distance Learning Helpdesk**

Agents	August-2015	
	Calls Handled	**Missed Calls**
DL Students	**318**	**27**
DL Faculty	**105**	**75**
Advisor	**15**	**8**
Total Per HelpDesk	**438**	**120**

- Numbers for the month of December
    - Chats: 160
    - Tickets: 178
    - Online Trainings
    - Blackboard Collaborate

• DATE	• FACULTY	• ADJUNCT	• STAFF
• Dec. 4, 5 6	• 9	•	• 2

- Face to Face Student Training
    - Blackboard Collaborate
    - Nov. 9 and 10 – 48 Vocational Nursing Students.

➢ **Student Success Activities:**

- Below is a break-down of student contacts and advisement activities for the period.

Type of Service	**Number of Students**
• General Advising:	122
• Academic Advising:	0
• Career Advising:	30
• Transfer Advising:	0
• Degree Plans:	0
• Graduation:	0
• Distance Education Walk-Ins:	18
• Distance Education Chats:	12
• Telephone Contacts:	532
• Virtual Campus Advising Email:	122
• Spring 16 Registration Emails:	8,953
Total:	**9,789**

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- **Division Dean's Updates:**
  - The Dean spent the last few days at the SACS annual convention. Among other things, she attended an interesting work shop on retention where a variety of initiatives were discussed and recommended. Another of the workshops covered competency based learning, increasingly more popular way to accelerate our more mature students, and she attended also workshops on legal issues. The usual FERPA and personnel issues were discussed. It seems that it gets harder and harder to address issues such as academic freedom, sharing of records, and those requiring disciplinary action. Other workshops covered effective use of data and ways to count the full time faculty ratios.
  - Two English faculty were interviewed for a full time position, both are now Full Time Temporary employees.
  - The Dean met with Juan Carlos Acquire to come up with a proposal to submit to RAND. The proposal entails that ABE 1 and 2 level students are provided with guidance to sign up at Continuing Ed for a 10 week lasting semester of 2 hours per week My Foundation Lab support. At the same time, students will be encouraged to take a one-year certificate level course or a college success course. The 20,000 that will be made available, will suffice to give 240 students the course for free as well as access to my foundation lab. The proposal has been submitted to Kristina Wilson for further discussion.
  - The Dean had a meeting with HR to discuss several personnel matters (the chairs and the TFA)
  - The LASS support staff holiday get together was held at Olive Garden, where the staff got together to celebrate yet another year of greatness.
  - The Planning and Development Council had several items on the agenda pertaining to Dual Enrollment retention, the Kinesiology had an opportunity to present their Personal Trainer Brief, which will be re-submitted once a more appropriate title and further survey material is available to indicate more accurate earning potential.
  - The December 2015 graduation was held again with an enthusiastic crowd and lots of happy faces. The organization by the VP for Student Services team was impeccable as usual. What a great accomplishment by students, faculty, and staff alike. What a blessing that our cabinet is willing to give this event so much importance and resources. (picture to the right)

- **Social and Behavioral Sciences Area:**

  Political Science Department
  - The department chair and assistant chair met with individual faculty, including adjunct and dual enrollment faculty, to explore how the results of their student evaluations and teaching observations could be used to improve student learning and student success in their classes.
  - The department chair worked on the departmental budgets for 2016 – 2017 to ensure efficient budgeting and to check whether any budget items needed to be aligned with the departmental IE plan.
  - The department chair worked with the dual enrollment office to ensure that dual enrollment classes have the proper textbook at the start of the spring semester to help ensure that these students can succeed in their classes.
  - The department chair worked with the scheduling technicians and the dual enrollment office to ensure that the schedule for Political Science and Public Administration classes meets the needs of the students

  Kinesiology Department

- The Personal Trainer Certificate proposal was introduced at Academic Council and was met with much admiration and encouragement. It is the start of an effort by the Social Sciences division to start offering more and more one year certificates.
- The Kinesiology department then submitted a personal trainer certificate proposal to the Planning and Development Council where the plan was met with mixed reactions. They will keep obtaining some more input from surrounding gyms on salaries and from chairs of other similar programs in other institutions.

Criminal Justice Department

- The Social Work Club participated/concluded the following activities this week:
  - Toy Drive: We have reached 21% of our goal. The Social Work Club is sponsoring 140 low-income children for the holidays and have received donations of 47 toys so far.
  - Festival of Lights 5K Event: volunteers were needed to cover the following areas; same day registration, water stations (handing out water), water stations (picking up coolers and setting up stations-hours before the race), cocoa station, finish line, awards ceremony. (flyer to the right)

- The Rio Grande City Chamber of Commerce asked Marcie De La Cruz to find 5 STC faculty from outside of Starr County to judge the parade. She asked 3 instructors from the CJSS department, and Dr. Paul Gonzalez from Psychology.
- Rogelio Escaname attended the La Joya Middle School Career Day to represent STC and discuss Law Enforcement careers.

Psychology Department

- Dr. Jose Sanchez, faculty member, recently announced the release of a Lifespan Growth and Development textbook that he co-authored.

Starr County Psychology Club:

- A video from the Telemundo TV morning show "Acceso Total" where Starr County's Got Talent 8 sponsored by Starr Psych Club was mentioned. The TV Host Mayra Galvan as one of the six judges to this talent show. The clip aired Monday, November 30th, 2015 at 9:00 am.
- Starr Psych Club presented Certificates of Appreciation to key STC Starr County Campus staff members who attend/assist during our signature events (Starr County Mental Health Awareness Conferences, Starr County Role Models Conferences, Starr County Got Talent shows, Crossing Disciplines, 1st Starr Psych Majors Orientation, STC/UTPA Presidents Conference)---- Dr. Montiel, Student Activities Department, Media Department, Custodial Department. We presented Certificates of Appreciation to those who have supported / assisted during our Starr County Campus Psychology Club's Signature Events (e.g., Starr County Mental Health Awareness Conferences, Starr County Role Models Conference, Starr County Got Talent Shows, Crossing Disciplines, 1st Starr County Psych Majors Orientation, STC/UTPA Presidents Conference, etc.).

Mid-Valley Psychology Club

- Mid-Valley Psych held its annual Toy and Coat drive to much success. This year students collected over 200 coats and over 120 toys for donation to local charity organizations. (picture to the right)

Communication Arts Department

- Networking Opportunity for Andrea Fuentes' Ad/PR Students. Their final project for my Advertising course is for students, in groups, to create a Campaign Plans Book for a city in the RGV. One group chose South Padre Island and presented a polished, professional campaign to the class.
- Jason Chapa's student Valerie Garcia was offered a permanent position with the Museum of South Texas History: Valerie Garcia interned this semester at the Museum of South Texas History. After 100+ hours of completed service, she was offered a permanent position with the Museum

Education Department

- The department chair met with Dr. Gina L. Garza-Reyna, Assistant Professor, Texas A&M University-Kingsville (TAMUK), Department of Teacher and Bilingual Education and with Dr. Gerri Maxwell, Associate Professor, TAMUK to discuss Education majors transfer issues and recruiting initiatives for Spring 2016 and Fall 2016.
- The department chair (UTRGV Educator Preparation Advisory Committee member) met with the rest of the advisory committee, which includes several area district superintendents, Dr. Patricia McHatton, Dean, UTRGV's College of Education & P-16 Integration, other UTRGV faculty, and community leaders, to discuss Education Preparation issues, characteristics of highly prepared first year teachers, how to prepare preservice teachers, how to support preservice teachers, and how to work together to meet the needs of the RGV schools and students.
- Student Leadership Academy students from Dr. Bean's class dropping of donations for prospective pet adoptees. The class held a donation drive for pet supplies, food and blankets for the Palm Valley Animal Center. While at the center they also had a chance to care for the pets for the rest of the afternoon. (picture to the right)

- College Success instructor, Michael Polinard, donated $100 for the Palm Valley Animal Center. (picture to the right)

Child Development Department

- CCAMPIS Coordinator Cecilia Villagran conducted semester meetings with CCAMPIS participants. Students provided progress reports on their academic status as well as completed applications for CCAMPIS assistance for Spring 2015.
- The department chair attended monthly Child Development Center Oversight Committee meeting held on Thursday December 3rd at the MidValley Campus CDC.
- The Child Development Club, under the advisor Dr. Jaqueline Worley, provided a literacy festival for children and families in Building H on the Pecan Campus from 3pm -5pm. Over 130 children participated in activities that followed a country theme, including Reading in the Pumpkin Path, Language Development in Old Western Town, and Social Interaction Down on the Farm.
    - Over one hundred Child Development students, coordinated by the Club President, Anthony Garcia, worked for two weeks to make the decorations, pumpkins, old west buildings, barn, animals, games and riding toys that were crafted from recycled cardboard boxes. Also, each student selected a children's story book to read to a child while sitting in the pumpkin path, then rotated among the, old west town, farm, games and riding toys. (pictures to the right)

- **Assistant Dean for Humanities**
    - The Assistant Dean of Humanities assisted the Chair of World Languages to get the new HUMA-1301/1302 course sequence (including revised course descriptions and titles) approved at College Wide Curriculum Committee (12/04)
    - Chairs in English, History, and Spanish submitted DEF observation data to Office of HSPS
    - Chairs continued to work on staffing Spring classes and combining/eliminating low-enrolled sections in an effort to maximize efficiency
    - The Chair of World Languages prepared the ITP Advisory Committee meeting for 12/10, worked on the on the Deaf Support Specialist Certificate, and met with high school teachers interested in the professional development abroad, as well as developed an emergency plan for the Study Abroad in Spain, including how to prepare for a cancellation or postpone the trip in case of a travel alert.
    - The Literary Arts Society Page Turners English club had their last club meeting where they worked on their last project for the semester, a book donation on 12-11 to a daycare in Santa Rosa

- WILD held its award show in on December 1st in the building D auditorium. (flyer to the right)

- Assistant Dean of Humanities participated on the search committee for the new OPOD Trainer positon (12/08, 12/09)
- Assistant Dean of Humanities presented to the Board on Academic Classification (12/08)
- Assistant Dean of Humanities met with the Data Standards Committee and worked on resolving an issue regarding program name changes and program codes (12/10)
- Assistant Dean of Humanities met with the HSI Grant Project Director to finalize strategies for scheduling classes in the Active Learning Classroom's (12/11)

➢ **Assistant Dean of Fine & Performing Arts**

- The department chair for arts contacted Dean of Distance Learning to list the AA GART program as a fully online program (list on VCT) and STC is the first public institution in Texas that will offer the degree fully online
- The department chair for arts presented an art course description change to the college-wide curriculum committee
- Art faculty attended the art major's Capstone exhibition reception
- Assistant Dean of FPA attended the Construction Meeting for the Ceramic Arts Kiln Building. Progress continues to be made and construction should be completed in time for the Spring semester courses.

- The Music Department held its end of semester Concert Week with performances of the Fantasia Flamenca, the STC Jazz Ensemble, the Percussion Ensemble and the STC Choir. (picture to the right)
- The Capstone Reception drew a nice crowd of supporters. Art work by graduating Art students could be found in Building A and B.

- The Annual Christmas Tree Lighting Ceremony was held in the Cooper Center Lobby with music provided by STC music students. (picture to the right)
- Marcela Garza led auditions for the Spring main stage production of Romeo and Juliet. The department counted a total of 50 auditioning for a part.
- The department chair for drama submitted a workshop proposal to present at AATE's national conference in July. If accepted, he will be co-presenting with Applied Theatre Collective on their collaborative devising project "We're Here Now".

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

- **University Relations**

Articulation Activities

- On December 2nd, met with Dr. Stephan Nix and Dr. Maria De Los Reyes from Texas A&M University – Kingsville and Martin Knecht, Dr. Enriqueta Cortez and Dr. Ali Esmaeili regarding an articulation agreement between South Texas College and TAMUK for engineering students. This would include at least one semester when the students would be co-enrolled at both institutions.

Transfer Visits

- On Tuesday December 1, representatives from the Texas A&M University Rio Grande Valley Engineering Initiative visited Mid Valley Campus.
- On Wednesday December 2, Dr. Gina Garza-Reyna from Texas A&M University's Education program held her weekly office hours on Pecan Campus.
- On Thursday December 3, representatives from the Texas A&M University Rio Grande Valley Engineering Initiative visited Pecan Campus.
- On Thursday December 10, representatives from the University of Texas – Rio Grande Valley held a One-Stop Shop.

University Relations Activities

- On Tuesday December 15, hosted Dean Bob Spina and Dr. George Saltsman from Lamar University's Educational Leadership Graduate Programs. Their visit had four parts:
- A meeting with Dr. Esmaeili and myself to discuss institutional needs.
- A meeting with Dean, Assistant Deans, Chairs and ISD representatives to discuss the need for qualified Dual Enrollment Teachers and what could be done to create degree programs that would qualify high school teachers to teach those classes.
- Recruiting for the next PhD cohort.
- A lunch meeting with the members of the current cohort to get feedback and check in on how they are doing.

Study Abroad Activities

- Received the initial paperwork for the trip.
- Marketplace established to make payment processing easier.

Special Projects

- On Tuesday December 1, attended a webinar on the Texas 60 x 30 Initiative
- On Friday December 4, attended Module 2 of the New Enhanced Faculty Advising Training.
- Texas Regional STEM Degree Accelerator Grant:
- On Tuesday December 1, met with Lupita Castillo from Public Relations to give an update about the Regional Press Event.
- On Thursday December 3, attended a conference call with Educate Texas to receive updates and further information on how to progress with the grant activities.
- On Monday December 7, attended a webinar on the New Mathways Project.
- On Wednesday December 9, attended a conference call with Educate Texas about the planning for the Regional Press Event.
- On Friday December 11, attended a conference call with Educate Texas regarding communications for the Regional Press Event.

Jayson Valerio
Division Dean – Nursing and Allied Health

- **Division Dean's Updates:**
  - December 2, 2015 – the Medical Assistant Technology Program (MAT) attended a career fair at Valley View High School. Current MAT students interacted with potential students and answered questions about the program. (picture to the right)

  - December 4, 2015 – The MAT Program celebrated their Pinning ceremony in conjunction with Continuing Education (Phlebotomy Course). (Pictured right)

  - December 5, 2015 - The University of the Incarnate Word and the Ila Faye Miller School of Nursing & Health Professions in San Antonio, Texas awarded a Doctorate of Nursing Practice on December 6, 2015 to Dr. Nora E. Martinez, Dr. Edmundo E. Garcia, and Dr. Estela G. Cedillo, all faculty of the ADN department at South Texas College, Nursing and Allied Health. Congratulation to them for this major accomplishment! (Picture to the right)

  - December 7, 2015 – The Counseling Center in collaboration with Student Life provided the students with a Stress Free Zone offered to students to kick off "finals week"! Students (picture below)
  - December 9, 2015 – During the second annual City of McAllen Holiday, the city of McAllen established the first aid stations throughout the parade route, at the park and also the stadium. EMT Students participated in providing first aid during this event.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **Mid Valley Campus Administrator's Office:**
  - Meets the fourth Thursday of every month to discuss valuable information about the campus. Faculty and staff discuss issues concerning the campus.
- **Office of Student Life at the Mid-Valley Campus**
  - Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.
    - SGA Club Meetings – Tuesdays and Thursdays at 4pm
    - SGA Executive Board Meeting – December 4th
    - 3-om-3 Basketball – December 1st
    - Stress Free Zone – December 2nd
    - Hoop it Up – December 2nd
    - Mobile Blood Drive – December 1st
- **Active student organizations at Mid-Valley Campus**
  - Student clubs meet weekly or bi-monthly to discuss upcoming club events. The student clubs also host other events which are listed below.
    - Psychology Club Meeting –
    - Page Turners Club Meeting – Every Thursday at 4pm
    - Political Science Club Meeting – December 1st
    - Fundraiser – December 7th & 8th
    - Criminal Justice Club Meeting – Every Wednesday at 1pm
    - Photography Club Meeting – Every Tuesday at 1pm
    - Mid Valley Campus Spanish Club Meeting – Every Thursday at 3:30pm
    - United Methodist Student Movement – Every Wednesday at 12:00pm
    - Social Work Club Meeting – Every other Tuesday at 4pm
    - Pop Culture Club Meeting – Every Wednesday at 12pm
    - Club Socials – Every Friday at 11am
- **Dual Enrollment Academies Program**
  - Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop, tutoring sessions and/or presentations set up by Ms. Rebecca De Leon. Students gain valuable information from the workshops and presentations.
    - Computer Science Cyber Security Club – December 4th, 11th
- **Counseling Department**
  - Throughout the month, counseling department organize a variety of workshops for students in different areas of disciplines.
    - World AIDS Day Information Table – December 1st
- **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:
    - Forklift Technology Program
    - Metal Arc Welding
- **STC Departmental Trainings and Workshops**
  - Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
    - Distance Learning Dept. – eTeach Training – December 3rd
    - Child Development Center – Parent Workshop – December 4th

    - ELCT Department – Help Desk Troubleshooting – every Wednesday at 8:30am
    - Curriculum and Student Learning Dept. – Jag Pride Training for Dual Enrollment FT Instructors – December 9th

- **The STC Mid-Valley Campus**
  - Meeting location for many local organizations to host their events:
    - VIDA- Hosts counseling sessions for NAH students several times a week.
    - RGV Quilt Guild holds their classes and organization meetings several times throughout the month.
    - Texas A&M Kingsville Engineering Initiative Information Table – December 1st
    - South Texas Literacy Conference – December 5th
    - General Dynamics Information Technology Interviews – December 8 & 10
    - ASCE Meeting for Local Civil Engineers – December 9th
    - Leadership Mid Valley Class XI member hold an annual workshop including local community leaders – December 10th
    - STAR Network Gathering – December 10th
    - RGVID General Meeting – December 12th
    - RGV Focus Meeting – December 14th

Arturo Montiel
Site Coordinator – STC Starr County Campus

- **Community Engagement**
  - Waiting for response from Roma ISD regarding spot on school board meeting for January 2016
  - Preparing for presentation RGCCISD counselor meeting second week in December
  - Preparing gifts for Head Start children RGC for the Holiday
  - Continue work with Enlace and Town Crier for "register now" advertising
  - Working with faith-based community members to offer snacks for students in J building
  - Posting banners on lawn building G call to action "register now" for community to see from highway
  - Coordinating with city officials to participate in holiday events
  - Working with Enlace newspaper for advertising
  - Working with Town Crier to include insert in newsprint
  - Working with school district to adopt elementary school for community service
  - Coordinating with RGCCISD Counselors to schedule DE sections
  - Working with RGCCISD for new food bank distribution
  - Continue RGCCISD academic advisor training for DE
  - Delivered Christmas Gifts to TMC Head Start program
  - Continue mail outs for traditional enrollment
  - Continue news print for traditional enrollment recruiting
- **Campus Events**
  - Student Leadership Academy 12/2
  - TMC Staff Meeting 12/2
  - College Advising Training 12/2
  - Stress Free Zone 12/3
  - Student Activities Stress Free Zone 12/7 & 12/8
  - College Advisor Training 12/8
  - Christmas Luncheon 12/12
  - Teacher Retirement SCRSEA 12/15
  - Texas A&M Agrilife services 2015 Starr County Volunteer Recognition 12/16
- **Facilities Related**
  - Working with Maintenance Department to monitor landscaping contract
  - Attended meetings for construction projects
  - Work continues on building E water leaks
  - Discussions with Student Government leaders to relocate smoking area
  - Lawn maintenance checklist complete
  - Continue work on updates for campus decorations
  - Holiday plants distributed throughout departments
  - Attended all bond construction meetings
  - Coordinating with SGA to move smoking tent to more convenient location
  - Coordinate w Maintenance Department to increase irrigation
  - Continue landscaping projections for Spring 1016 w Maintenance Department
  - Attended all bond construction meetings
  - Met with Student Government to update campus map publication.

Yvette Gonzalez and April Castaneda
Project Managers - Academic Affairs

- **Academic Affairs Highlights**
  - Emailed program chairs and faculty about submitting Highlights on student/program successes. Completed highlights:
    - Psychology Instructor co-authors textbook: Dec. 1st
    - Psych Club volunteers at 6th Annual Winter Wonderland: Dec. 5th
  - Continue to email supervisors, department/program chairs to submit student/program successes
- **Projects (development, data compilation, design, publication)**
  - Create cover design for NAH Student Information Packet
  - Submit PR request to update HSPS webpage to include updated booklets/manual
  - Assisting with compilation and updating document for NAH regarding ADN perspective applicant packet
- **Reports (development, data compilation, design, publication)**
  - Emailed Leadership team to submit their FY 2016-2017 (year two) status report on Comprehensive Plan
  - Submitted to RAS the following data requests: Academic vs. Technical Student Profile report and NAH Campus Enrollment for Fall 2015 (end of term). Follow-up on requests will be received after winter break.
- **Student Course Evaluations**
  - Communicate with Reporting Team and Curriculum & Student Learning Dept. regarding scheduled uploads, drop uploads, & other items related to the Smart Evals site for Fall 2015.
  - Facilitate with email distribution for scheduled Fall 2015 course evaluations and send updates for ongoing evaluation periods to Curriculum & Student Learning Dept for the week. The last evaluation period for Fall 2015 ends Wednesday, December 9th.
- **Meetings**
  - Meeting with NAH Dean, ADN Program Chair, and Advisor to review program admission and process documents: Dec. 1st
  - ALA group and monthly meeting: Dec. 2nd and 4th
  - Attended EWDC meeting Dec. 8th
  - Meeting with PR to review Academic Affairs website updates/re-organization Dec. 9th
  - Advisor Search Committee Dec. 12th

Jessica S. Garcia
Coordinator – Academic Excellence Program

- **Valley Scholars Program**
  - Fundraising – Followed up with sponsors pending payment for the 10th Annual ANWTS.
  - Recruitment/Marketing – Visited La Joya Palmview High School to present about the Valley Schoalrs Program and drop off updated brochures and applications. Presented at Gorona Elementary Career Day to talk about South Texas College and the Valley Scholars Program.
  - Community Service – Valley Scholars students volunteered at McAllen PD's annual Christmas for Kids event on Sat. Dec. 19, 2015. Students also volunteered to help the City of McAllen with their parade cleanup on Sun. Dec. 6, 2015.
  - Trainings – Attended IE Training training on Wed. Dec. 2, 2015.
- **Phi Theta Kappa**
  - Meetings –Met with chapter officers to discuss upcoming events and prepare for College Project and discuss Honors in Action.
  - Hallmark Awards – Officers held a training on CollegeFish on the Pecan Campus student lounge on Thurs. Dec. 3, 2015 to inform students about the online transfer tool. The presentation was a part of the Chapter's College Project.
  - Community Service – Members volunteered with the City of McAllen to help with the parade cleanup on Sun. Dec. 6, 2015 as part of the Keep McAllen Beautiful Initiative.
- **Honors Program (Yvette Gonzalez-Project Manager)**
  - Answered student questions concerning Honors Program requirements.

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Participated in Faculty Development Trainer interviews and candidate selection.
  - Continued research on technology for Tier 2 ALCs.
  - Met with Tim Weldon and Rolando Garcia from Broaddus and Associates to designate ALCs in the new construction.
  - Reviewed the office space in C115 and C116 for the Faculty Development Trainer and Instructional Coach.
  - Reviewed applications for the Instructional Coach position.
  - The inventory for each campus was completed.
  - Review of furniture and technology needs for the three ALCs planned for this summer.
- **FOCUS Academy**
  - Continued work on recruitment efforts for the spring cohort. Currently there are 3 from BT, 8 from LASS, 2 from MSB and 3 from NAH.
  - NOEs for graduates are in process for the 34 graduates.
  - Continued work on recruitment efforts for the spring cohort.
  - Reviewed rounds observation forms with Dr. Ledesma to determine which participants were stipend eligible. Contacted faculty who were missing paperwork.
  - Began modifying program structure as well as the statement of commitment, rounds observation form and tracking forms. Worked with David Passero on revisions.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Working with Laura Lopez to use FOCUS Academy to promote Faculty Advising and Faculty Advising to promote FOCUS Academy. Assisted with the Faculty Advising training for Degree Works.
  - Participated in Faculty Advising Meeting.
  - Met with Laura Lopez to review the progress of Lead Faculty Advisors and shared this with David Passero.
  - Reviewed the current MOU and NOE process for LFAs and modifying how this implemented.
  - Began modifying and the program structure for the LFAs as well as the statement of commitment and tracking forms. Worked with David Passero and Dr. Lopez on revisions.

Component 3

- **Enhancement of Technology Infrastructure**
  - Quotes were received for interactive monitors for Tier 2 ALCs. TR support for these units is still pending.
  - Continued work with Tim Weldon of Broaddus and Associates and Eddie Diaz on the AV infrastructure for ALCs in the bond.
  - Research on the pricing of data for the ALCs.

Management/Compliance

- **Department of Education**
  - Sent another email to Jeffrey Hartman to review the direction and progress of the grant.
- **South Texas College**
  - Participated in Jaguar Academy Graduation and Academic Affairs Council.
  - Participation in the Academic Affairs Council. Review of the grant.

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

- **Curriculum Changes**
  - The Curriculum Specialists finalized the College-Wide Agenda and attended the December meeting to facilitate and answer curriculum questions.
  - Curriculum revisions were completed for the Visual Arts, BAT-CITP, BAT-MHSM, BAT-TMGT, and Information Technology programs.
  - Modifications to the Curriculum & Student Learning department website were finalized. The changes went live on November 30th.
- **Meetings attended by the Curriculum staff**
  - Pell Grant eligibility for non-credit programs
  - TSI Webinar
  - Curriculog/Acalog curriculum management demo
  - Attended Data Standards Committee Meeting on behalf of Associate Dean of Curriculum & Student Learning.
- **Faculty Credentials**
  - The Curriculum Specialist approved four faculty postings from People Admin and credential review approval.
- **Program Development**
  - The Curriculum Specialists and Associate Dean worked with the following departments to support their program development:
  - New Program Development for Deaf Support
  - Produced labor market report to Sign Language Interpreter department chair for implementation of Deaf Support Specialist certificate
  - Associate of Science in Pre-Nursing
  - Associate of Applied Science in Welding
  - Associate of Applied Science in Information Technology – Specialization: Cybersecurity Specialist
  - Crime Scene Investigation Certificate
  - Personal Trainer Certificate
  - Automotive Chassis Service Technician Certificate
- **College-Wide Committee Meetings for Fall 2015**
  - The College-Wide Curriculum meeting was held on December 3, 2015. 2016-2017 catalog revisions were suggested at the meeting and later updated by the Curriculum Specialists. The deadline to submit curriculum changes for Fall 2016 was November 15, 2015. The January College-Wide Curriculum meeting is scheduled on January 28, 2016.

<u>Student Learning Outcomes and Assessment</u>

JagPride Reporting Deadline for Fall 2015: December 14 (Adjuncts & Dual Enrollment Faculty) & January 29 (Full-Time faculty)

- **Reporting**
  - The Learning Outcomes staff conducted an additional JagPride PLO & CO Chair reporting AY 2014-2015 audit to update the list and provide department chairs and deans with the update. The Learning Outcomes staff assisted department chairs in completing their program reporting. Chairs who have not completed their PLO reporting were sent reminders.
- **Technology Resources**
  - The Learning Outcomes staff worked with the Technology Resources team throughout the month to add new chairs for the 2015 AY, run reports using Argos, clear up technical issued being

encountered, and plan future modifications to the system. The group met to start a skeleton framework for a JagPride Administrative Manual.

- **Faculty Support**
  - The Learning Outcomes Specialist and Technician assisted faculty with their assessment in JagPride, registering for trainings, AY data analysis assessment, correcting courses that should be appearing for the 2015 semester, finalizing curriculum maps, PLO reporting, and with general questions. They also provided feedback to chairs who submitted reporting items in the system with helpful tips for improving their explanations of activities and action plans.
- **Meetings and Trainings**
  - Met with Greg England, Art faculty, for an individual JagPride training.
  - Worked with English department chair in reference to departmental mass activities; will upload the revised activities
  - Worked with Dr. Cortez, Physical Sciences department chair, in reference to departmental mass activities; no changes needed will rollover the current activities.
  - Met with new PMT faculty, Erika Guerra for a one on one JagPride training
  - Conducted two Pride Trainings in December for Dual Enrollment and full-time faculty
  - Met with Dr. Garza from Child Development to review Fall 2015 assessment.
  - Worked with Mr. Roy Trevino, Automotive department chair, in reference to modifying PLOs for Fall 2016 and adding departmental mass activities for the Automotive and Diesel programs.
- **Technical Updates**
  - Ran a data load update for Fall 2015 for any changes; Deadlines for Fall 2015 are Dec. 14 and Jan. 29th
  - Continued to create PDF reports of old JagPride reports from Argos; currently on Spring 2013
  - Processed a mass activity insert for the Chemistry department in JagPride.

<u>Course Scheduling</u>

- **Schedule Development**
  - The Scheduling Technicians input Spring and Fall 2016 scheduling changes as requested by department chairs, and schedule was reviewed for accuracy on room capacities. A select list of mini-mester courses were combined into other existing terms in order to eliminate duplicate dates. The Summer 2016 schedule was finalized and submitted to Public Relations for the tabloid. The Scheduling Technicians also entered the first and second reviews of the Fall 2016 schedule. The Public Relations deadline to extract the Fall 2016 schedule for the tabloid is Jan 18, 2016.
- **Schedule Maintenance**
  - The Scheduling Technicians continued to process changes to Spring and Summer 2016 schedules, process classroom reservation requests, and update information 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 process room reservations for outside organizations. They also continued to produce ad hoc room utilization reports for Planning and Construction, the Maintenance Departments, and the VPs for Academic Affairs and Finance as requested. The Scheduling Technicians relocated courses assigned to PB18 & PB19. As per Planning and Construction, the two portables will not be in service by the beginning of the Spring 2016 semester.

<u>Associate Dean</u>

- **Institutional Meetings**
  - Attended Academic Affairs Council meeting at the Technology Campus
  - Participated in the TSI Webinar provided by the Texas Higher Education Coordinating Board
  - Attended and moderated the December College-Wide Curriculum meeting
  - Met with the Admissions department to discuss the Office Management A.A.S.

- Attended the Planning and Development Council
- Attended the Selective Admissions Policy meeting with the VP for Student Affairs and Enrollment Management
- Participated in an ABE webinar provided by THECB staff.
- Participated in interviews for three different search committees.

➢ **Departmental Meetings**

- Meetings with Curriculum Specialists:
- Finalized the agenda for the December College-Wide Curriculum meeting
- Discussed the DOE submission for non-credit certificate – Basic Peace Officer.
- Met with Learning Outcomes and TR staff to begin process mapping and working on the JagPride Administrator Manual.
- Met with the department staff to review and finalize the documentation for the SACSCOC 5-Year report.

➢ **Departmental Activities**

- Department Meeting took place on December 11, 2015 to discuss pending projects, deadlines, and address any pending issues or questions.

➢ **Online Evaluations**

- The Fall 2015 Regular Session ended on Friday, December 4th.
    - Total Evals: 78,306
    - Responded: 33,577
    - Response Rate: 43%

➢ **SACS 5th Year Report**

- The Curriculum and Student Learning staff finalized documentation required for the SACS 5th Year Report - 1st Draft Deadline – December 2015. The Associate Dean submitted the documentation in Xitracs as requested by the SACSCOC Liaison.

➢ **Travel by Associate Dean**

- SACSCOC Annual Meeting in Houston, TX – December 4-8, 2015

Nicolas Gonzalez
High School Programs and Services Administrator

- **High School Programs**
  - The rollover schedule that we designed to expedite the enrollment of students who have received a grade of at least a "C" this fall into the spring follow up sections, has been created and completed. We expect to rollover 1,223 sections to be run after grades are posted for the fall. Because some instructors may not submit grades on the due date, we will run the first rollover the 18th of December and a subsequent one after the new year.
  - Approximately 584 sections are new to the spring and students will be enrolled manually by Admissions and ECHS Coordinators for these section. This makes for a total of 1,807 dual sections for this coming spring.
  - Last year we rollover 1,054 from fall '14 to spring '15, had 449 sections that needed manual enrollment, for a total of 1,503 sections. These amounts to an increase of 304 sections form spring '15 to spring '16. Due to fall drops, we anticipate dual enrollment to be equal to or slightly higher than the fall '15 total of 15,267.

    <u>Dual Enrollment Planning and Scheduling Manager</u>
    - Workshops/Meetings
      - Meet with Dual to Degree Department on enrollment distribution for spring 2016.
      - Attended Meeting at the Tech Campus for Women and Technology.
      - Attended the Title IX Counseling training at the Rainbow room.
      - Meet with Mr. Sean Kennedy and Mr. Warden, DEF from Med High, to discuss some concerns on his fall evaluation.
    - DE Scheduling and Planning
      - Canceled a Drafting section at Mission Hs for spring 2016.
      - Asst. Principal from PSJA HS sent a revised spring schedule. Created new ITSC course and requested new Biology instructor.
      - Requested three new Sociology sections for Rio Grande ECHS. Chair approved three online sections.
      - Worked with Hidalgo Academy on offering a new Spanish course for spring. Hidalgo Academy Students will take classes at Hidalgo HS.
      - Had a Phone conversation with Weslaco HS administrator to discuss possible course options for spring. Requested two Art sections but chair didn't have instructors to staff them.
      - Political Science program chair sent faculty names for all the S sections at the High Schools.
      - Valley View requested an extra sections of History 1301. Chair approved sections
      - Hidalgo High School Spanish teacher requested FMLA for spring. Replaced all four sections to online with STC instructors.
      - Art program chair sent changes on faculty names for spring.
      - Edcouch Elsa ECHS requested ANTH 2301 for spring. Chair approved the section. Sent book information to Principal and counselor.
      - Requested Organic Chemistry for Thelma Salinas at Pecan Campus. Dr. Cortez approved the section.

    <u>Dual Enrollment Program Specialist</u>
    - Dual Enrollment Faculty
      - Six candidates for dual enrollment faculty were interviewed for the spring 2016 semester. All six were approved by the department chair
    - Professional Development

    - Participation in the Ambassador's cross training academy was completed on December 4th. Participated in commissioning ceremony.
- Dual Enrollment Academies, Case Management
    - Met with dual enrollment academy students throughout the entire month of November. Arranged meetings with students who were below the expectations of the program. Met with each student for an average of 15 minutes to discuss problems and areas of concern. In addition, met with dual enrollment academy course instructors regarding grades and student concerns.
- Dual Enrollment Academies, Friday Workshops
    - Every Friday dual enrollment academy students participate in one hour workshops. I assisted with arrangements for the workshops as well as presented to 100 dual enrollment academy students on two different occasions.
- Dual Enrollment Academies, Recruitment
    - Recruited at Robert Vela HS month of December. Answered student and parent questions and provided information regarding the Dual Enrollment Academy Program.

<u>Dual Enrollment Workforce Program Specialist</u>

- Conference/Workshops/Meetings
    - Attended Career Day – BL Gray JR High
    - Meeting with Dual2Degree
    - Meeting with various Program Chairs
    - Attended ACTA Commissioning Ceremony
- Screening Dual Enrollment Instructors for Spring '16.
- On-going communication with the Department Chairs: Business, Welding, Administrative office Careers, Automotive Technology, Business Computer Systems, Computer Aided Drafting, Construction Supervision, Culinary Arts, Diesel Technology, Electrician Technology, Electronic Computer Maintenance Technology, HVAC, Human Resources, Precision Manufacturing, Paralegal, EMT, Electronic Health Records, Medical Office Specialist, Patient Care and Nursing Chairs.
- On-going communication with Outreach, Admissions, Academies, Early College High School and The Institute for Advance Manufacturing.
- On-going communication with ISD's in regards to CTE courses.

<u>Dual Enrollment Faculty Liaison</u>

- Attended Faculty Senate meeting.
- Developed 2015-2016 Charges/Action Plan for the Dual Enrollment Taskforce Steering Committee and will follow up on planning subcommittee meetings in spring.
- Respond to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues.
- Gathering basic guidelines for STC faculty to mentor dual enrollment faculty. Participating in mentoring/collaboration program for DEF in the History Department.
- Participated in developing what will initially be an informal mechanism for assistant chairs assigned to supervise dual enrollment to meet to discuss practices by their respective departments. The departments in the LASS Division with the most DE sections are History, English, and Spanish; so these three will meet to identify some best practices. Trini Gonzales and I will set up a meeting for these three departments once the spring semester is underway.
- Working on draft of dual enrollment faculty rights and responsibilities and provided input on FERPA rights guidelines for faculty.
- Serving on STC & PSJA Creating a Model for Systematic Change Taskforce Work Team #4: Dual Enrollment Planning & Alignment. Attend meetings as scheduled.
- Continue follow up with HSPS on updates needed to webpages:

Sofia M. Peña
Director - Early College High Schools

- **Early College High School**
  - The ECHS Staff attended a meeting with several school districts in preparation for the submission of new designation applications. As part of the designation process the schools must meet as a team with the higher education partner in filling out the application.
  - The ECHS Staff hosted Sharyland Advanced Academic Academy (A3) for their Fall Bridge which included a tour of the campus and presentations from student life, student affairs, financial aid and the CLE.
  - ECHS Staff attended the Ribbon Cutting ceremony at Mission Collegiate Early College High School. Mission CISD built a brand new school for the early college and it was formally presented to the community along with tours and student presentations. This is the first Early College Campus that has a new facility built for them from the ground up. Very exciting for the entire community.

Rebecca De Leon
Director – Academies and HS Projects

- **Completed: Projects / Activities**

Completed: Projects / Activities

- Spring 2016 Registration for DE Academy students has been completed.
- High School Programs Administrator, Mr. Nick Gonzalez and Director of Academies and High School Projects, Rebecca De Leon met with representatives from Doctors Hospital at Renaissance to discuss internship opportunities for DEMSA students.

TexPREP:

- TexPREP Program traveled with Roma ISD to Houston for a STEM trip on December 10-12, 2015 with fifteen students who successfully completed all four years of the program. The participants visited the University of Houston, NASA Johnson Space Center, Houston Downtown Aquarium, and the Health Museum. (picture to the right)

Academy Programs:

- Case Management was completed at the three sites with Academy students.
- Required tutoring for students earning below 80 in classes.
- Recruitment presentations were held at Veterans Memorial High School, Robert Vela High School, Science Academy, and Weslaco High School.

Professional Development/Continued Learning:

- Director of Academies and High School Projects, Rebecca De Leon presented at the College Advisor Training Program Presentation on Dual Enrollment Academy Program for Starr County counselors on Wednesday, December 2nd.

In Progress: Projects and Major Activities

- Submission of final grades to school districts for Academy students.
- Planning of College Tours for Spring 2016.
- Completion of Dual Enrollment Academy Program Workshop schedule at each site.
- TexPREP logistics and application process for Summer 2016.

Lee Grimes Etheridge
Associate Dean - Office of Professional and Organizational Development

- **Events**
  - AAWCC StrengthsFinder 2.0 Training
    On Monday, January 14th, the Office of Professional & Organizational Development conducted a StrengthsFinder 2.0 training to the American Association of Women in Community Colleges from 8:30 a.m. to 11:30 a.m. There were a total of 25 participants.
- **Academies:**
  - Teaching and Learning Academy (TLA): The Office of Professional and Organizational Development held one session for new faculty participating in the Teaching and Learning Academy in the month of October. There are currently 52 active participants.
    - Session 7 – December 4, 2015: Creative Wellness – Rachel Brown
  - Jaguar Academy: On Thursday, December 3rd the Office of Professional and Organizational Development awarded a total of 16 certificates of completion to the Fall 2015 cohort of the Jaguar Academy: Onboard for Success.
    - Session 7 – December 3, 2015: Reflections of the STC Spirit
  - Ambassadors Cross-Training Academy (ACTA): The Office of Professional and Organizational Development commissioned a total of 29 South Texas College Ambassadors on Thursday, December 3rd in a ceremony held in the Building D Theater at the Pecan Campus. To date, OPOD has commissioned a total of 529 graduates since the academy's inception in Fall 2007.
  - Ambassadors Leadership Academy (ALA): On Friday, December 4th, OPOD conducted its 4th session of the 2015-2016 Ambassadors Leadership Academy. For this session, participants presented on their assigned chapters (qualities) from the assigned text A New Breed of Leader by Dr. Sheila Bethel.
- **Programs in Development:**
  - DELTA Academy: The OPOD is working with Dr. Annie Liss, Dr. Christopher Nelson and the Distance Education Department to prepare the first fully online academy. The Dual Enrollment Learning and Teaching Academy (DELTA) will help Dual Enrollment Faculty to become part of the South Texas College family. DELTA Online will provide participants with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment. DELTA will be ready to launch by February 2016. Registration will begin in January 2016. A presentation regarding DELTA requirements will be provided during the Spring 2016 Adjunct & Dual Enrollment Faculty Professional Development Day.
  - Adjunct & Dual Enrollment Faculty Professional Development Day: The OPOD is currently preparing for the Spring 2016 Adjunct and Dual Enrollment PD Day. OPOD is currently seeking volunteers to provide breakout sessions throughout the morning. An agenda is currently being designed. This event will be held on the Pecan Campus from 8:30 a.m. to 12 noon.
  - College-Wide Organizational Development: The OPOD is currently preparing a plan of action for the Spring 2016 College-wide Organizational Development Day which will be held on the Pecan Campus.

Irma Rosales

Site Coordinator – STC-Pharr College & Career Teaching Center

- **Pharr Teaching Center**
  - Accepted transfer of office desks for set up of additional office space, Room 116.
  - Continued to monitor enrollment, analyze course sequencing for technical programs.
  - Provided information and advising of potential students.
  - Coordinated instructional technology media cart maintenance.
- **La Joya Teaching Center**
  - Requested list of students from STC retention specialist to identify La Joya area program majors for future class sequencing and offerings.
  - Pending removal of old computers from storage areas.
- **Other Activities:**
  - Attended Business & Technology PC meetings.
  - Attended Academic Affairs Council luncheon meeting.
  - Presented to new faculty group regarding community service projects.
  - Attended College Advisor training program.
  - Participated in Professional Development hiring selection committee.
  - Attended Hispanic Chamber of Commerce networking event.
  - Attended the La Joya Memorial Middle School Career Fair.

Division: Liberal Arts & Social Sciences
Department: Psychology
Highlight: Professor co-author Lifespan Growth and Development Textbook

Dr. Jose Sanchez, Associate Professor of Psychology, recently announced the release of **Human Lifespan Growth & Development Path,** a **textbook that he co-authored.** The textbook will be used for Lifespan Growth and Development courses. The text was written in a style that focuses on Bilingual/ESL students, and is available through BVT Publishers, as a loose leaf textbook and downloadable eBook.

The textbook chapters cover the following:

- Research Methods and Statistics
- Conception to Newborn
- Early, Middle, Late Psychophysiological Development
- Early, Middle, Late Cognitive Development
- Early, Middle, Late Intra and Interpersonal Development
- Death and Dying

Academic Affairs Highlight December 2015

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

On Thursday, **December 3, 2015**, the **Office of Professional & Organizational Development** held its **17th Cohort Ambassadors Cross Training Academy Commissioning Ceremony** held at Pecan Campus. During the event, Dr. Reed gave an inspiring welcome that addressed the importance of participating in the Ambassadors Cross Training Academy. In addition, we selected **three brave ACTA Ambassadors to read their 'This I Believe' essay** to the audience that reflected on their core beliefs. Each of the **29 ACTA Ambassadors received a copy of the signed Proclamation** certifying their completion of the Academy and their official status as an STC Ambassador. This ceremony now brings the total number of commissioned Ambassadors to 535, since the program's inception in 2007.

Academic Affairs Highlight December 2015

Division: Academic Affairs
Department: Office of Professional & Organizational Development
Highlight: Graduation Ceremony for Fall 2015 Jaguar Academy

On Thursday, **December 3, 2015**, the **Office of Professional & Organizational Development** (OPOD) hosted a **graduation ceremony** for the **5th cohort of the Jaguar Academy**. This semester's graduation was held in the OPOD's Training Room at the Pecan Campus.

This day marked the completion of a 7 week-long academy which consisted of 7 sessions which began on October 8, 2015. Throughout the Academy, **participants learned and engaged in the following:**

- Understanding the **mission, philosophy, and history of South Texas College** and write a brief statement on how they plan to commit to that mission.
- **Visiting and learning about each of the campuses**
- Understanding their **employee benefits**
- **Information Security**
- **Campus security**
- **Relationship Management**
- **Reflection of the STC Spirit**

During the final session of the Jaguar Academy participants also learned about future professional development opportunities. OPOD was pleased to **graduate a total of 16** South Texas College participants which included two new faculty members by awarding them with a certificate of completion.

Academic Affairs Highlights December 2015

Division: Academic Advancement
Department: Academic Excellence Office
Highlight: College Fish Information Session presented by Phi Theta Kappa

On Thursday, **December 3, 2015** the **Beta Epsilon Mu Chapter of the Phi Theta Kappa Honor Society** hosted an **information session about the online transfer tool**, College Fish. Student officers led the presentation in the Pecan Campus Student Lounge.

College Fish is a free service available to all students at South Texas College. The online transfer tool provides access to over 2000 colleges and universities, transfer support resources, degree planning, and scholarships.

PHI THETA KAPPA
HONOR SOCIETY

Academic Affairs Highlight December 2015

Division: Business and Technology
Department: Information Technology Program
Highlight: 3rd Annual Tech 4 Toys

On Saturday, **December 5, 2015**, the **Information Technology Program** sponsored the **3rd Annual Tech 4 Toys 1 mile run/walk** at 8:30 am at the Technology Campus. The goal of the event is to **gather toys to donate** to less fortunate children in the Valley, and this is done by asking for toy donations as the fee for participating in the run/walk. Of course, we have such great students that they are willing to donate even if they will not be participating in the run/walk.

Another **goal of the event is to give back to the community**. The participants in this cause vary from young children to our older adult students; it's a great family event! In the end, the goal and cause behind the event is what makes it all worth it as many under privileged children in the Valley will have something to look forward to during these upcoming holidays.

Academic Affairs Highlights December 2015

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr County Campus Psychology Club
Highlight: 6th Annual Winter Wonderland in Rio Grande City, Texas

On Saturday, **December 5, 2015**, the **Starr County Campus Psychology Club** volunteered at the **6th Annual Winter Wonderland** in Rio Grande City Fairgrounds, sponsored by Dr. B's The Pediatric Care Center from 4:30 – 10:00 PM. Starr Psych Club members **helped passing out thousands of shirts and tickets** to the over 10,000 attendees, **helped out at the information booth, directed traffic / guided attendees**, were in charge of the picture contest voting ballots, and assisted in any other way they could. Many community leaders were present at this spectacular event. There was also entertainment, games/rides/carnival, food – and the musical performance of the famous and charismatic "Ramon Ayala y Sus Bravos Del Norte."

Academic Affairs Highlight December 2015

Division: Academic Excellence
Department: Valley Scholars and Phi Theta Kappa
Highlight: Academic Excellence Programs volunteer for Holiday Parade Cleanup

On Sunday, **December 6, 2015**, the **Valley Scholar and Phi Theta Kappa** students volunteered with the **City of McAllen's Holiday Parade Cleanup**. The event was part of the Keep McAllen Beautiful Initiative. Students volunteered to **clean up litter along the Holiday Parade Route** the morning after the parade.

Academic Affairs Highlight December 2015

Division: Liberal Arts and Social Sciences
Department: Child Development; Child Development Club
Highlight: Books to the Children's Hospital

On Friday, **December 11, 2015**, the **Child Development Department** hosted a **book drive that benefited the Edinburg Children's Hospital**. Dr. Jacqueline Worley and officers of the Child Development Club **delivered over one hundred books** to the Edinburg Children's Hospital. The books will be given to children who are sick and staying in the hospital.

Each book was individually wrapped in a red bandana as a gift to be given to a child. Although this is the first time books have been given to the children in the hospital, the experience was so rewarding that it is slated to become an annual event.

This event culminates the various activities for children the Child Development Club has sponsored during the semester in order to **uphold their mission to promote literacy** in the Rio Grande Valley.

Left to right: Crystal Hinojosa-Club Member; Brittney Horden-Child Life Specialist, Dr. Jacque Worley-STC Faculty, Maria Leea Cepeda-Club Member

EDINBURG CHILDREN'S HOSPITAL
A South Texas Health System Facility

South Texas College

Academic Affairs Highlight December 2015

Division: Academic Excellence
Department: Valley Scholars Program
Highlight: Valley Scholars volunteer at the 14th Annual Christmas for Kids Event

On Saturday, **December 19, 2015**, the **Valley Scholars students** volunteered at the City of McAllen and McAllen Police Department's **14th Annual Christmas for Kids Event**. The event provides a brighter Christmas for children in need in McAllen and surrounding areas. The event began at 8:30am with a parade, music and a visit from Santa. Each child received healthy snacks and a toy.

Valley Scholars students volunteer with the community as part of the program's service leadership. It also provides an opportunity for the students to help local businesses and organizations who generously donate to the Valley Scholars Program each year.

Academic Affairs Highlight December 2015

Division: Liberal Arts & Social Sciences
Department: Psychology; Starr Psych Club
Highlight: 2015 Year in Review: Psych Club

Throughout the year 2015, the **Starr County Campus Psych Club** participated and contributed in various events. Below are just some of the events that Psych Club partook:

Signature Events & Guest Speakers:
- 9 Signature Events
- 2 Role Models Conferences
- 2 Talent Shows
- 2 Mental Health Conferences
- 2 Crossing Disciplines
- Psych Majors Orientation

Community Service Events:
- Starr County Fair
- Manuel Benavidez Walk
- Autism Walk
- Domestic Violence Awareness Candlelight Vigils
- National Night Outs
- Paranormal Activity At La Borde House Film Viewing
- Crime Victims Unit Film Viewing
- RGC Halloween Monster Mash
- RGC-CISD Anti-Bullying And Drug Free Rally
- Starr County Relay For Life
- Roma's Walk All Over Cancer
- RGC's Winter Wonderland
- Participated in STC Starr Campus Fall Festival – 7th Consecutive Year

Recognitions & Appreciations
- Certificate of Appreciation to Most Active Members
- Awarded the 4th Annual $1,000 Starr Psych Club Scholarship
- 6th Annual Psych Club Trip To San Antonio
- 7th Annual Psych Club Christmas Dinner & Gift Exchange
- Honorable Mention Medal for Relay For Life - Best Campsite
- Awarded the Top 15 Most Active Members with a “Fun Day” at the Main Event

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

Information Services and Planning

THIS PAGE LEFT
INTENTIONALLY BLANK

Information Services, Planning & Strategic Initiatives

Dr. David Plummer
Interim VP

Monthly Activity Report for December 2015

Alicia Gomez, CIO
Technology Resources

Applications Development
Constituent Relationships Management system (CRM) – Radius by Hobson's
The CRM implementation team will begin working on the next project steps which include business process and mapping sessions with all STC stakeholders. The Radius project is expected to go live March 2016.

Early Alerts – Starfish by Hobsons
The Early Alert system implementation will kick off early January 2016. Starfish is a web based application that collects student performance data. It creates red flags and connects support staff that can engage with the students to keep them on the path to completion/success. The project is expected to be completed by May 2016.

Continued Education Enrollment system
All the vendor responses for a new CE enrollment online system will be reviewed by the committee early January and once a recommendation is made it will be sent to Board for approval. This project is expected to go live fall 2016.

NOE Automation
This project has been postponed to a later date per Cabinet recommendation. The STC technical and functional teams will be trained on business process mapping, project management, and other general accountability concepts before moving forward.

Safety and Security Parking and Citation system
All the vendor responses for a new Parking and Citation online system will be reviewed by the committee early January and once a recommendation is made it will be sent to Board for approval. This project is expected to be completed and rolled out to production in the summer.

Luminis 5 upgrade - JagNet
The current platform solution, Luminis, will be upgraded to the next version starting January 2016. The new Luminis version will allow the TR team to transform JagNet to a better and improved student portal with the support of Ellucian consultants. The services have been approved by the Board and the team will begin working on the project plan January 2016.

Banner XE upgrade
The TR team together with Ellucian consultants are planning a Banner assessment project for February 2016. Ellucian experts will lead the Banner assessment which will consist of electronic surveys and follow up visits with STC Banner stakeholders to find opportunities for improvement before the new Banner XE transformation project begins next Fiscal Year.

Timekeeping System
The Finance and Technology Resources teams continue working on a plan to migrate the current Time Force Keeping system to a new system. The STC implementation team began to map the current process and formalize a project plan before the new system acquisition. Implementation and go live dates have been set for spring 2017.

Infrastructure:

STARR Data Center for Disaster Preparedness/Recovery Planning
The request to purchase a room size UPS to provide power to the new Rio Grande data center was approved in the December 2015 Board while the Systems team continues to work on the Golden Gate software implementation. The Golden Gate software will mirror critical services such as Banner from the main data center to the new data center in Rio Grande in order to provide continued services in case of a disaster.

Virtualization Phase II – Podiums
The Technology Resources department continues to work on a project plan to virtualize 300 podiums. The equipment and license acquisition proposals for a scalable solution have been completed and will be included in the January 2016 Board agenda for approval.

Victor M. Gonzalez, CISO
Information Security

- **In-house vulnerability management program**
  Update: Access has been granted by systems team to the requested user groups, Aaron will begin testing authentication methods to the applications for scheduled scans for Acunetix Web App scanner.
  Summary: We are developing our in-house vulnerability management program, covering both server and application vulnerabilities.

- **Center for Internet Security Membership**
  Update: We are creating training material for the upcoming training on January 2016.
  Summary: We joined the Center for Internet Security. The membership will provide several resources that can help our effort to harden our systems with the most secure configuration and other tools to verify the secure configuration.

- **Information Security Program Metrics**
  Update: TR provided access to the metrics database and finished setting up the first metric to be captured in a monthly basis. The first metric is the total number of unique records with SSNs that are currently being stored in our ERP system.
  Summary: We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls. Database was requested and is now ready.

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  Update: We acquired a vendor solution, Duo Security, which will allow us to perform two-factor authentication and satisfy a PCI requirement that we are missing to better secure remote access to the environment.
  Summary: We are addressing the action items that were identified from the 3 different assessments.

- **Virtual Private Network (VPN) / Secure Remote Access (SRA)**
  Update: The SRA VPN access is still being tested, the access control portion has delayed the implementation. Further testing of access must be done by the end users to ensure proper accessibility to the network is granted.
  Summary: We are changing our technology to enable secure remote access to our network. The new technology that we are adopting is a SonicWALL SRA appliance.

- **Information Security Advisory 15-03: Risk of exposing unauthorized services to the Internet**
  Summary: The CISO submitted an advisory to Technology Resources describing a risk in our current processes to close firewall access to unauthorized services. We worked together to create expectations to follow so that these issues get addressed with the proper priority in the future.

Marie Evans, Director

Instructional Technologies Department

Monthly Activity Report for December 2015

Meetings:

- 12/1/2015: Lynda.com Meeting
- 12/2/2015: December Commencement Meeting, CWPD meeting, Budget Meeting
- 112/3/2015: ACTA Ceremony
- 12/4/2015: Budget Training Meeting
- 12/7/2015: Spring STC Teaching sites
- 12/8/2015: Staff Budget Meeting
- 12/9/2015: December Team Meeting
- 12/7/2015-12/31/2015: College closed

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	118
Sept	114
Oct	187
Nov	263
Dec.	70

SOUTH TEXAS COLLEGE

Total Man Hours

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

2015	
Jan	186.5
Feb	239.25
Mar	307
Apr	306.25
May	156.75
June	197
July	119.5
Aug	249.75
Sept	158.25
Oct	244.75
Nov	185
Dec	83

SOUTH TEXAS COLLEGE

Reservations by Campus: **December 2015**

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	27	6	0	11	0
Data Projector	0	0	4	0	0
Laptop	77	2	14	0	68
PA System	6	2	0	1	0
CD Player	0	5	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	5	0	0	1
TV	1	0	2	0	0
Microphone	38	0	4	2	2
Direct Box	6	0	0	0	0
Digital Camera	0	0	0	0	1
Speakers	20	0	4	10	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	7	2	0	1	0
Document Camera	9	0	40	0	6
DVD/VCR Player	4	0	0	0	0
Wireless Lab	0	6	0	0	0
Keyboard/Mouse	5	0	6	0	0
Sympodium	0	0	1	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	8	0	0	0
CPS	0	5	0	0	0
Mixer	6	0	0	1	0
Tripod	0	5	0	0	0
WebCam	0	0	0	0	0
Computer	0	0	0	0	0
Portable Table	13	2	0	3	0
Microphone Stand	4	2	0	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	3	0	0	0	1
Stooges (switcher)	0	0	0	2	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
Remote Mouse/Clickers	6	25	0	1	0
TOTAL	*232*	*75*	*75*	*32*	*79*

SOUTH TEXAS COLLEGE

Institutional Effectiveness & Assessment

IE Related Activities:

- IE Analyst Hiring Committee meetings
- IE/Budget Training
- Conducted Job interviews for the IE Analyst
- IE Analyst Hiring Packet

IEA Reporting Analyst's Activities:

- Worked on the SACSCOC Annual Meeting attending preparation

Factbook Related Activities:

- Worked on the employment rate/placement rate reports updating
- Updated the Data Release Timeline
- Worked on the 'College Profile' updating preparation for STC Fact book
- Coordinated with RAS for Fact book report updating and crated data request
- Worked on the data visualization for the Fact book reports
- Worked on the 'College Profile' updating for STC Fact book
- Worked on the Fact book report scripts updating

Meetings and Trainings:

- Attended the Institutional Effectiveness Analyst Hiring Committee meeting
- Observed the THECB meetings
  - Community and Technical Colleges Formula Advisory Committee
  - Community & Technical College Leadership Council
  - Learning Technology Advisory committee
- Attended the SACSCOC 2015 Annual Meeting (David, Peng Lu, Angela)
- Observed the THECB Financial Aid Advisory Committee Quarterly Meeting

Miscellaneous:

- Attended and provided budget training assistance for faculty and staff.
- ACTA Commissioning Ceremony
- Job Interview meeting

Cody Gregg, Dean
Library Services and Information Commons

Dean's Meetings:

- 12/1/15: Bond Program Planning Meeting; Bond Meeting; Meeting for Proposed Reorg of Library Services.
- 12/2/15: Pecan Campus Staff Meeting; Mid-Valley CLE Staff Meeting.
- 12/3/15: Library Services Directors' Meeting; NAH CLE Staff Meeting.
- 12/4/15: President's Administrative Staff Meeting.
- 12/7/15: Reference Desk Scheduling Meeting; Tech Campus Staff Meeting.
- 12/8/15: Bond Program Planning Meeting; Civitas/Upswing Call; Board Committee Meetings.
- 12/9/15: IT Departmental Meeting.
- 12/10/15: One on One Meeting; ISP Leadership Team Building Meeting.
- 12/11/15: Meeting to Discuss Proposed Reorganization of Library Services.
- 12/14 – 12/16/15: vacation.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Continued working to post Library Technical Services Technician and Library Technical Services Specialist – Serials positions.
- Continued working on collection development for assigned areas and reviewing collection development selection lists from library liaisons.
- Continued looking at requirements and capabilities of staff scheduling software.
- Continued configuring the BLUEcloud Suite in the Symphony test environment and preparing to set up BLUEcloud access for the production environment.
- Continued researching the feasibility of adding a phone number field to the holds screen of the online catalog.
- Began testing user permissions on the Microsoft Surface tablets.
- Began testing printing to lab printers from wireless devices.
- Continued creating proposed CLE usage reports.
- Continued identifying students who have exceeded the 8 hour allocation for online tutoring and working with Upswing to block access or grant additional hours.
- Continued working with CLE staff to test new JagTrax features and work to correct errors before they go live.
- Began working on new updates for the CLE website.
- Continued working on adapting the Searching Library Databases tutorial in Articulate Storyline.
- Continued to work on the Library Art Gallery flyer and banners.

Collection Development Balances:

- Library Acquisition…… $ 114,353.00
- BAT & BAS/ Materials- …… $ 23,775.00

Information Commons and Open Labs:

Highlights:

- The Learning Commons and Open Labs staff attended an End of the Semester meeting where Ms. Paola Garza presented on the new WebPrint option in JagPrint that will allow students to be able to print from their mobile devices. This option will be piloted at the Pecan Campus.
- 12-14-2015/The Learning Commons and Open Labs staff attended a PowerPoint III training with the IS&P Help Desk.

December 2015 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	2,356	5,349	5,106	11,613
Pecan Internet Café	663	1,256	2,660	6,083
Pecan T. Info. Commons	572	920	510	3,010
Mid-Valley Open Lab	1,222	3,124	3,593	
Mid-Valley Open Area E-117	478	770	786	
Mid-Valley G-144	246	418	287	
Starr County Open Lab	398	1,112	2,537	
NAH Open Lab	975	2,301	1,321	
Technology Open Lab	417	877	471	
Technology Internet Café	144	259	181	
District Total:	**7,471**	**16,386**	**17,452**	**20,706**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	2,684	5,459	4,569
Pecan F-222	26	35	21
Mid-Valley Info. Commons	947	1,876	2,829
Starr County Library	455	1,149	3,402
Technology Library	212	461	819
District Total:	**4,324**	**8,980**	**11,640**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	371	475	697
Pecan F-130 Group Stations	80	100	118
Mid-Valley Library Group Stations	124	156	168
Mid-Valley Open Lab Group Stations	15	20	41
NAH Group Stations	533	874	442
District Total:	**1,123**	**1,625**	**1,466**

CLE Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan CLE Open Labs	2,785	7,192	6,579
Mid-Valley CLE Open Labs	435	1,074	941
NAH CLE Open Labs	286	498	748
Starr CLE Open Labs	252	605	1,453
Tech CLE Open Labs	143	358	457
District Total:	**3,901**	**9,727**	**10,178**

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

- 12/03/15: Met with the Dean of Library and Learning Support Services for their bi-weekly meeting; met with Technical Services librarian; attended a Library Services Directors' meeting; held a Learning Commons & Open Labs Leadership meeting.
- 12/04/15: Attended a meeting to discuss Library computer use accounts; attended the President's Administrative Staff meeting.
- 12/08/15: Attended a meeting to assess scheduling software requirements.
- 12/11/15: Coordinated an End of the Semester meeting. Ms. Paola Garza presented on the new WebPrint option in JagPrint that will allow students to be able to print from their mobile devices. This option will be piloted in the spring at the Pecan Campus.
- 12/14/15: The Learning Commons and Open Labs staff attended a PowerPoint III Training with the IS&P Help Desk.

Library Services Public Services

Meetings:

Attended all regularly scheduled meetings including the following:

- 12/3/15: Directors' Meeting.
- 12/7/15: Reference Meeting; Software Meeting.

Library Services Data:

Library Services Data: 12/1/2015 -12/31/2015								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	31	0	67	n/a	15	0	113
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	924	7,191	7,082	21,422	1077	3222	1451	42,369
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	480	115	689	n/a	35	23	1342
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	742	242	1505	n/a	112	127	2728
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	11	0	17	n/a	2	1	31
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	501	61	862	n/a	346	38	1808

Centers for Learning Excellence

Mid-Valley:

Meetings and Events: data unavailable.

Workshops: none held.

Staff Trainings: none held.

NAH:

Meetings and Events: data unavailable.

Pecan:

Workshops:

- Proctored exams for 11 instructors during the week of November 30- December 5.
- CLE Staff participated in Webinar for Texas Success Initiative (12/1)
- Pecan CLE supervisors met to be introduced to new CLE Director Teresa Garcia (12/2)
- Director Garcia met with MidValley, NAH, and Pecan campus to discuss future initiatives. (12/2)

- CLE Staff had a conference call with Upswing representatives to discuss needs for online tutoring (12/3)
- Two employees graduated from ACTA (12/3)
- One employee participated in Ambassadors Leadership Academy meeting (12/4)
- CLE staff met to discuss plans for updated CRLA application (12/4)
- CLE Staff continues to interview for potential tutor candidates for Spring semester

Tutor Trainings: no tutor trainings were held.

STARR:

Meetings and Events: The Starr County campus CLE proctored 40 exams in a single week of finals. The total count of Proctored exams for the semester was 120.

TECH:

Meetings and Events: data unavailable.

Jagtrax Data (December 2015)						
	All Campuses	**Pecan**	**MVC**	**Starr**	**NAH**	**TC**
Total Student Hours Delivered	5092:47:00	1750:18:00	1108:41:00	379:56:00	1007:01:00	846:49:00
Independent Study (Duplicated)	764	107	232	25	376	24
Independent Study (Unduplicated)	421	79	131	19	176	17
Proctoring	582	*Note: Proctoring Requests can be placed for multiple campuses				
Tutoring Contact Hours	1312:16:00	824:45:00	175:24:00	135:42:00	48:52:00	127:33:00
Tutoring Visits/Sessions (D)	2508	1494	395	139	149	331
Tutoring Visits/Sessions (U)	1291	709	198	112	77	199
Workshop Attendance	1	0	0	0	0	1
Workshops Hosted	1	0	0	0	0	1

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- ATD data via Clearinghouse
- Gainful Employment
- IPEDS Spring Surveys
- KPI List (review, edits)
- PACE-VIDA Cohort Tracking
- SACSCOC 4.1 write-up

Surveys

- Library Evaluations
- Library Events
- NAAMREI Survey
- Training assessment survey
- 5th Grade Leadership Camp Survey

Qualitative Studies

- MVC-CDC Fall 2015

Data Requests

- AY 2015 Continuing Ed. Program Enrollment
- AY 2015 Graduates, Business Administration Programs
- BAT Fact Sheet Data
- Department of Ed. Financial Aid Application
- DOE Title 3 and 5 Application Based on Fall 2013
- Fall 2015 FTIC Contact List
- Manufacturing/Machining Programs Grant
- Math and Science Contact List
- Math 200, ENGL 100 and Read 200 Students
- NAH Majors in Student Success Courses
- New Students for Spring 2016 - FYC
- Spring 2015 Withdrawals for ENGL0100 and Read0100
- TSI Waiver Data
- Tutoring Overlap: Custom function
- 2014 Placement Rates (from THECB Gainful Employment)

Data Analysis

- BAS-OL persistence template
- BAT CAAP Data Analysis
- CCSSE Analysis
- CLE Fall 2014-Spring 2015 Analysis
- College-going rate
- Fall Drops
- Puente Data Template formats

Meetings

- ABE study presentation webinar
- Data Standards Committee
- ISP&SI Leadership Team Building
- LibQual Survey
- Meeting with ALA group
- Meeting with VP Garza
- NAAMREI Survey
- National Post-secondary Student Aid Study NPSAS
- PDC
- RAS weekly
- SACSCOC Houston

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

11/30/2015: Hobsons Weekly Meeting
12/2/2015: EDUCAUSE RTA Meeting
12/3/2015: ACTA Graduation
12/3/2015: Texas Completes
12/4/2015: ALA
12/4/2015: Hobsons
12/7/2015: ALA Project Meeting
12/8/2015: Hobsons Weekly
12/10/2015: HESMA Bids Review Committee
12/10/2015: TimeClock Plus
12/10/2015: ISP&SI Leadership Team Building Event
12/14/2016: Civitas
12/14/2016: TimeClock Plus
12/15/2016: Hobsons Weekly

ONGOING PROJECTS

1. HOBSONS: Draft Data Catalog form has been completed and has been submitted.

>>>Next Step(s): Finalize Data Catalog and being work on Lifecycle Template.

2. HESMA: RFP Bids were reviewed and committed recommended that the Board reject bids.

>>> Next Step(s): Review feasibility of the project and determine if the RFP will re-released.

3. TRAINING: After Board approval was received, the first 6 trainings have been scheduled for January, February and April. The Final 4 trainings will be scheduled for May-August.

>>>Next Step(s): Schedule/Finalize May-August Trainings.

4. IPI-KPI: All preliminary work has been completed. Document has moved to draft stage.

>>>Next Step(s): Obtain feedback on draft document and revised as needed.

5. TimeClock Plus: First Initiation Meeting held.

>>>Next Step(s): Meet with project team to complete stakeholder analysis, project timeline, and plan BPA.

ACTIVITIES

ALA Project Team: Inactive at this time.

TRAININGS

PMP Certification status: A total of 60 hours required for PMP-PMI Re-Certification have been completed. Current certification will expire on 12/10/2016 and will be renewed.

Laura B. Sanchez, Assoc. Dean
Institutional Research and Effectiveness

Leadership Activities:

- Departmental Coordination:
  - Participated in weekly meeting with Vice President to discuss ongoing and future projects.
  - Represented IEA/RAS at Academic Affairs Council.
- Participated in team building exercise with the IS&P Leadership team.

Accreditation Related Activities:

- 5th Year Report Activities:
  - Continued editing 4.1 and 3.3.1.1.
  - Drafted 4.9 response for Definition of the Credit hour.
  - Uploaded response for 4.6 drafted by Larry Barroso.
  - Continued reviewing submissions from other writers, followed up with those who had not submitted.

IE Related Activities:

- IEA Analyst Hiring: Developed interview questions for IEA Analyst Position Interviews. Participated in interviews. Followed up with the committee chair for the IEA Analyst position regarding the remaining steps to complete the hiring proposal.
- IE/Budget Training: Provided training on the IE/Budget process alignment to the LASS Dean and Department Chairs.

RAS Related Activities:

- Faculty Satisfaction Survey: Participated in meeting with VP of Academic Affairs and the Faculty Senate Executive Committee to determine process for analysis of the quantitative and qualitative data from the Faculty Satisfaction Survey.
- Online survey tools: Participated in demo of Qualtrics, an online survey delivery platform.
- RAND ABE Study: Participated in webinar to preview the Rand ABE Study presentation for the Texas Higher Education Coordinating Board (THECB). The purpose of the webinar was to give institutions participating in the study the opportunity to provide feedback on the presentation prior to the presentation at the THECB.
- CCSSE: Presented a breakdown of findings within the Community College Survey of Student Engagement (CCSSEE) for the indicators of Faculty/Student Interaction and Academic Challenge.
- Research Agenda: Reviewed the report produced related to High School Graduate College going rates in preparation for PDC.

Institutional Projects/Activities:

- TSI Implementation Team: Participated in THECB Webinar on TSI Updates.
- DOE Approval: Participated in meeting with Associate Dean of Curriculum and Student Learning and Dr. Brenda Cole regarding the process to submit the Basic Peace Officer non-credit Certificate for Financial Aid eligibility.
- Data Standards Committee: Facilitated a meeting of the Data Standards Committee to review develop a recommendation regarding the issue of revision of degree titles and related issues regarding program codes. Members will review the recommendation with staff and a final decision will be made at the next scheduled meeting in early February. The Enrollment workgroup will meet again the first week of February prior to the Committee meeting for finalize IPEDS definitions and review standards and methodologies for all of the standard enrollment reports.

Meetings and Conferences:

- Attended the SACSCOC Annual Conference.

Miscellaneous:

- TACTE Board: Developed and distributed the agenda for the January 22, 2016 meeting of the TACTE Board. Coordinated with THECB Staff and WECM Committee members to gather feedback from the board on key workforce education issues.

SOUTH TEXAS COLLEGE

Turning Hope Into Reality

North American Advanced Manufacturing Research & Education Initiative (NAAMREI)

THIS PAGE LEFT
INTENTIONALLY BLANK

MEMO

To: Dr. Shirley A. Reed
President

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

Date: January 16, 2015

Subject: December 2015 Activity Report

The major activities of my office this month were:

1) Conducted quarterly NAAMREI Core leadership team meeting. 2) Attended and presented at the Regal Tooling Academy training graduation ceremony. 3) Attended the Knife Glider Grand Opening Ceremony 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5). Met with TWC Auditors 6) Attended Data Standards Committee meeting 7) Continued Corporate Training initiative with Regal, McAllen 8) Met with STMA executive director 9) Assisted in implementation of high school robotics program 10) Further developed Manufacturing Seminars Series Program

Summary of Activities for December 2015:

- Conducted quarterly NAAMREI Core leadership team meeting.

- Attended and presented at the Regal Tooling Academy training graduation ceremony.
- Met with community stakeholders to discuss economic and workforce development issues.
- Attended the Knife Glider Grand Opening Ceremony
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Met with TWC Auditors
- Attended Data Standards Committee meeting
- Met with staff and continued to develop proposed IAM Manufacturing Seminars Series.
- Assisted in the implementation of the high school robotics program initiative. This effort is a result of our department's Festo Robotics and Industrial Automation certification.
- Met with Leticia Flores, regional representative for Governor Abbott, to discuss trends in industry, economic development, and ongoing STC projects.
- Met with staff to get updates on 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, UTRGV 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 regarding STC training initiatives.
- Spoke with representatives of the Instituto Internacional de Estudios Superiores (IIES) in Reynosa to discuss the possibility of IAM establishing a presence at their campus in order to provide training to maquiladora employees. Meeting took place at STC Technology Camus.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives
- Conducted monthly staff meeting to develop strategies for expansion of IAM training services and to increase enrollment.
- 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.

SOUTH TEXAS COLLEGE

Office of the President
3201 W. Pecan Blvd.
McAllen, TX 78501
t 956-872-8366
f 956-872-8368