SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

January 2016

Board Meeting

February 23, 2016

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STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **February 23, 2016**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **January 2016 Activity Report**

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

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

  - Mary Elizondo, Vice-President of Finance & Administrative Services
  - Larry Barroso, Director of College Connections

Attended:

- Weslaco EDC Board meeting
- Selective Admissions Policy meeting
- LRGVDC Board meeting
- Entrance and Exit Audit meeting with Mr. Mahoney, Compliance Specialist with the Texas Higher Education Coordinating Board of the Internal Audit & Compliance group
- Campus to Careers (Surescore) Briefing with Celinda Palacios & Dean Paul Hernandez
- Director of Library Public Services Retirement breakfast for Noemi Garza
- SACSCOC visit to Review off Campus Sites
- Student Bus Drop off construction project at Mid-Valley campus
- PSJA Ribbon cutting ceremony for Austin Middle School

Participated:

- Served on the Search committee & conducted interviews for Director of Facility, Planning & Construction
- Planning meeting with Dr. Narciso Garcia, Deputy Superintendent, and staff of Pharr-San Juan-Alamo ISD
- Campus to Career Inter Agency meeting at Region One

Matt Hebbard, Dean of Enrollment Services & Registrar

- Opened registration for Spring 2016 semester on October 5, 2015; **34,426** students registered for Spring 2016 semester, after their required documentation was processed and they were cleared to register by OAR.
- Director of Degree & Certificate Completion ("Director") attended regular meetings, such as President's Administrative Staff, SAEM Dean/Directors, Board of Trustees and BUGs 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.
- Director held an OAR staff meeting on January 27, 2016 to notify employees of their temporary locations during the renovation of Building K at the Pecan Campus, scheduled to begin on or about April 1, 2016.
- Attended various meetings/events to work on special projects, such as audit entrance/exit conferences, attendance rosters, Data Standards Committee, Dual Enrollment Data Team, Enrollment Appeals Committee, renovation of Building K, including plans for technology, and student grade appeals procedure.
- 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 has **113** international students enrolled for the Spring 2016 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 **18** students during January 2016.
- Processed *Change of Grades* for **264** students during January 2016.
- Processed *Schedule Change Forms* for **3,365** students during January 2016.
- Downloaded, reviewed and verified **5,447** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during January 2016.
- Processed **2,349** high school and **886** college/university transcripts during January 2016.
- Evaluated **582** transcripts from other colleges and universities during January 2016.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **6,106** STC transcripts during January 2016.
- Scanned and indexed **5,440** documents submitted by students during January 2016.
- Processed **71** online *Course Substitution Forms* during January 2016.
- Graduation Analyst completed certification of December 2015 graduates; a total of **1,442** graduates were awarded, including **496** certificates, **921** associate degrees and **91** bachelor degrees; diplomas were printed and mailed to all graduates, who did not have a hold.

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Activity Report January 4th – January 31st, 2016					
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	**538**	**324**	**295(91%show)**	**TSI EXAM**	**1975**
Mid- Valley Campus	**176**	**138**	**129(93%show)**	**TSI EXAM**	**1233**
Starr Campus	**128**	**75**	**72(96%show)**	**TSI EXAM**	**525**
Pecan Plaza	**229**	**93**	**85(91%show)**	**GED/ PEARSON**	**410**
Pecan Plaza		**131**	**118(90%show)**	**TSI EXAM**	**898**
TOTAL:	**1,071**	**761**	**699(92%show)**		**5041 – 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

TSI Compliance Report

TSI Enrollment Report Jan 4-Jan 31 2016							
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	**234**	**614**	**78**	**255**	**107**	**318**	**7**
Nursing	**31**	**114**	**13**	**89**	**10**	**51**	**0**
Technology	**33**	**255**	**8**	**81**	**18**	**196**	**0**
Starr	**58**	**148**	**12**	**76**	**35**	**82**	**0**
Mid-Valley	**96**	**202**	**28**	**96**	**56**	**110**	**3**
Total	**452**	**1333**	**139**	**597**	**226**	**757**	**10**

TSI Placement Report

TSI Scores: by placement score January 2016

READING			
Monthly (01/04/16 - 01/31/16)		**Year To Date (08/24/14 - 1/31/2016)**	
College ready (351+)	140	**College Ready** (351+)	2240
Holistic Placement (349-350)	34	Holistic Placement (349-350)	585
Developmental Ed (342-348)	115	Developmental Ed (342-348)	2337
ABE Level 6 (Developmental Ed)	44	ABE Level 6 (Developmental Ed)	656
ABE Level 5 (Developmental Ed)	60	ABE Level 5 (Developmental Ed)	1558
ABE Level 4	15	ABE Level 4	416
ABE Level 3	1	ABE Level 3	50
ABE Level 2	2	ABE Level 2	39
ABE Level 1	0	ABE Level 1	5
Total	**411**	**Total**	**7886**

MATH			
Monthly (01/04/16 - 01/31/16)		**Year To Date (08/24/14 - 01/31/2016)**	
College Ready (350+)	55	**College Ready** (350+)	1372
Holistsic Placement (348-349)	24	Holistic Placement (348-349)	497
Developmental Ed (336-347)	129	Developmental Ed (336-347)	2977
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	131	ABE Level 5 (Developmental Ed)	1874
ABE Level 4	64	ABE Level 4	1116
ABE Level 3	11	ABE Level 3	161
ABE Level 2	1	ABE Level 2	29
ABE Level 1	2	ABE Level 1	15
Total	**417**	**Total**	**8041**

Writing			
Monthly (1/04/16 - 01/31/16)		**Year To Date (08/24/14 - 01/31/2016)**	
College Ready (363 & 4+ Essay or 5+)	141	**College Ready** (363 & 4+ Essay or 5+)	2673
Holisitc Placement (361-362 & 4 Essay)	7	Holistic Placement (361-362 & 4 Essay)	152
Developmental Ed (350-362 & 0-4 Essay)	121	Developmental Ed (350-362 & 0-4 Essay)	1954
ABE Level 6 (Developmental Ed)	44	ABE Level 6 (Developmental Ed)	607
ABE Level 5 (Developmental Ed)	11	ABE Level 5 (Developmental Ed)	253
ABE Level 4	19	ABE Level 4	399
ABE Level 3	1	ABE Level 3	148
ABE Level 2	0	ABE Level 2	43
ABE Level 1	0	ABE Level 1	22
Total	**344**	**Total**	**6251**

Data retrieved from College Board Accuplacer

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 on Saturdays throughout the month of January to assist students and complete pending corrections
- SFS Administrative Assistant and Coordinators met to discuss the upcoming financial aid fairs and set-up
- SFS Administrative Assistant and Coordinator of Scholarships met with Public Relations to discuss our FA fair plans and how we can get students to come and apply for the new 2016-2017 FAFSA
- SFS Associate Dean, Testing Secretary Mariana Solis and SFS Administrative Assistant met to go over the Fiscal Year 2017 budget
- SFS Department had the THECB Auditor through the week of January 11th through the 15th

Dual2Degree

ADMISSION & REGISTRATION SUPPORT:

- **Spring 2016 Processing and Registration:**
  - All Schools
- **Admission Application Drive:**
  - Science Academy

SUPPORT SERVICES & ACTIVITIES:

- **Dual Enrollment Student Orientation:**
  - Mercedes ECHS

COLLEGE-BOUND EVENTS:

- **Events:**
  - Career Fair- Mission HS, Sharyland HS
  - College Etiquette Presentation – Mercedes ECHS

MEETINGS AND PRESENTATIONS:

- **Meetings with Schools/ISDs:**
  - La Joya ISD Spring 2016 Enrollment Planning Meeting
  - La Joya ISD Dual Enrollment Administrative Meeting
  - PSJA North HS Spring 2016 Enrollment Planning Meeting
- **Presentations:**
  - Academic Council Presentation on Dual2Degree Enrollment Redesign
  - STC Dual Enrollment Faculty Orientation Presentation

STAFF PROFESSIONAL DEVELOPMENT:

- **Conferences/Staff Training & Development:**
  - Project Management Fundamentals Training
  - Ambassadors Leadership Academy
  - Distinguished Leadership Academy

The Dual2Degree Upcoming Events for February Include:

- Spring 2016 Dual Enrollment Reconciliation
- Enrollment Documentation Retention
- Dual Enrollment Late Enrollment Fee Processing
- Student Success Workshops

Collection Connections

- Call Center

Phone Calls	
January 2016	22,441 Inbound Calls
JagChat	
January 2016	1078 Chats
Web Leads	
January 2016	90 Emails

- Campus Tours

Campus Tours	
Pecan Campus	33 visitors
Mid-Valley Campus	No Tours
Starr Campus	No Tours
Nursing & Allied Health Campus	30 visitors
Technology Campus	30 visitors

- SAEM Extended Hours
- Enrollment Team Meeting
- Building K Redesign Planning
- Hobsons CRM Implementation Planning
- Hidalgo County Community Partner Program Network Meeting
- Mission CISD Operation College Bound Planning Meeting
- NAH Division Meeting
- PR Marketing and Outreach
  - City of McAllen MCN Studio Show
- High School College/Career Fair
  - PSJA Memorial High School
  - Sharyland Pioneer High School
- Financial Aid Day/Night
  - Edcouch-Elsa
- Elementary and Middle School Events
  - Truman Price Elementary Career Fair
  - Evangelina Garza Elementary
  - Ringgold Middle School College Awareness Day
- Parent Night/Meeting
  - McAllen Memorial High School
  - Nikki Rowe High School
- NAH Orientation
  - Patient Care Assistant Program
  - Emergency Medical Technology
  - FYC Connection Campus Tours
- Dual Enrollment Support
  - La Joya High School
  - BETA
  - La Joya Teaching Center
  - Palmview High School
  - Science Academy
  - Juarez Lincoln High School

Collection Connections cont.

Upcoming Spring 2016 College Connection Events

- February 17 & February 19 – Mission CISD Operation College Bound
- May 20 – 3rd Annual Junior Jaguar Leadership Conference
- Financial Aid FAFSA Day/Night
    - February 11 – Donna High School
    - February 16 – La Villa High School
    - February 23 – Weslaco East High School
    - March 3 – Mid-Valley Academy
    - March 4 – Mercedes Academic Academy
- Fast Track New Student Enrollment Orientation & Registration
    - March 22 – Lamar Academy
    - March 23 – McAllen High School
    - March 23 – Mercedes Academic Academy
    - March 29 – McAllen Memorial High School
    - March 30 – La Villa High School
    - April 1 – Nikki Rowe High School
    - April 1 – Edcouch Elsa High School
    - April 7 – Monte Alto High School
    - April 8 – Donna High School
    - April 17 – Weslaco East High School
    - April 15 – Weslaco High School
    - April 19 – PSJA North High School
    - April 20 – PSJA Southwest High School
    - April 21 – PSJA Memorial High School
    - April 22 – Progreso High School
    - April 27 – PSJA Early College High School
    - April 29 – PSJA Thomas Jefferson Early College High School
    - May 2 – Donna North High School
    - May 4 – PSJA Southwest Early College High School
    - May 5 – PSJA Memorial High School
    - May 6 – PSJA Early College High School
    - May 17 – Mercedes ISD
    - May 17 – PSJA High School
    - May 20 – PSJA North High School

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

Monthly- Career & Employer Services Activity	
Total Number	
104	Student Contacts & Outreach
61	Student & Alumni Registered on CCN
35	Student & Alumni Resumes Revised/Uploaded on CCN
49	Employer Contact and New Employer Registered on CCN
39	Jobs posted to CCN
6,682	Total Students Registered to date
3,297	Total Alumni Registered to date
2,772	Total Employers Registered to date

Current/Upcoming Activities & Events:

- Coordinating BAT Career Readiness Seminar & Mock Interviews for Semester
- Presented at 5 First Year Connection orientations
- Career Services Overview, TMGT BAT program, Mr. Garza
- Presented Resume Writing, Interviewing Skills and How to Fill Out a Job Application, PTA Program, Diana Hernandez
- Resume Writing & Interviewing Skills presentation, Pass Program, 75 students
- Assisting South Texas Health System Welcome Back Breakfast at NAH Campus
- Assisting South Texas Health System Hiring Event, March 30th
- Coordinating "Women in Technology" Runway Show
- Coordinating and planning for "2016 Spring Career Expos"; meeting with Accounts Receivable; request marketing material; sending registrations for exhibitors
- 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
- Job Development (Azaria Financial; ACI Health; Catrillon Family Clinic; Course Hero Inc.; Dexter Systems Inc.; Frost Bank; iSoftStone; Kids Korner; Law Office of Mark Mitchell; Nordstrom; Packback LLC; The Sports Quotient; Abt SRBI, City of Hidalgo, Laura and John Arnold Foundation, Southern Stone LLC, Tomato House and Veggie Co., Uptrucking Services LLC, VSolvit, Univision, BCFS Health and Human Services; Primerica; Vector Marketing; Univision; Bert Ogden Motors Harlingen; Course Hero, Inc.; Elite Employment Services, LLC; Frost Bank; Buzzclan; CSM Companies, Inc.; Nordstrom The Shops at La Cantera; Packback, LLC; SolStar Network LLC).

- Manage Social Networking pages.
- **Please see Photos below**

Career Planning & Employer Services cont.

Office of Judicial Affairs: Conflict Resolution Center

CRC Student Cases for the month of January 2016				
	New Cases	**YTD Cases**	**Active Cases**	**Closed / Referred Cases**
Consultations		83	31	50
*Mediation		15	0	15
Title IX: Requesting Pregnancy Accommodation		137	64	72
Title IX: Victim Advocacy Support		14	7	7
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		**256**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of January 2016		
	New Cases	**YTD Cases**
Pecan		121
Nursing & Allied Health		49
Technology		8
Mid Valley		44
Starr County		14
Internet		18
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		0
Total		**256**

Office of Judicial Affairs: Conflict Resolution Center cont.

Complaints Student Violating Student Code of Conduct for the month of January 2016			
New	**Active YTD Cases**	**Closed YTD Cases**	**YTD Cases**
0	49	47	**96**

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

Student Conduct Cases per Campus for the month of January 2016		
	NEW Cases	**YTD Cases**
Pecan		47
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		**96**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of January 2016		
Student Affairs	**NEW**	**YTD**
Cases Reviewed	0	37

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

Human Resources	**NEW**	**YTD**
Cases Reviewed	0	0

Police Department	**NEW**	**YTD**
Cases Reviewed	0	3

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**
Student Conduct	0	20	0	6	0	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

Student Activities & Wellness cont.

- Welcome Tents (District Wide)

- Welcome Week Events (District Wide)

Student Activities & Wellness cont.

- Registration Drives (District Wide)

- Classroom Presentations to promote Student Activities and Wellness (Pecan)
- Basketball Tournament (Mid-Valley)

- Participation at the Career Fair at Carl C. Waitz

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	4982
Weslaco	1705
Rio Grande	536
Total	**7223**

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	**1414**	**176**	**335**	**48**	**0**	**1218**	**33**	**3224**
Weslaco	**10**	**11**	**68**	**60**	**0**	**416**	**0**	**565**
Rio Grande	**89**	**2**	**20**	**24**	**0**	**122**	**0**	**257**
Tech Ctr.	**48**	**54**	**102**	**4**	**1**	**20**	**0**	**229**
NAH	**8**	**11**	**16**	**4**	**37**	**9**	**27**	**112**
Total	**1569**	**254**	**541**	**140**	**38**	**1785**	**60**	**4287**

Meetings/Consultations

- Project HIRE Monthly and PCP Meetings – Tech
- Counseling/Student Disability Services Meeting at Pecan – NAH/Starr/Tech/MVC
- Departmental Meeting on Title IX "I" – NAH
- Met with TAMUCC Staff for Career Center Event – Pecan
- UNIDAD Coalition Meeting – Pecan
- HCFVT Meeting – Pecan
- Booth at Library to promote Counseling Center – Pecan
- Medicat Meeting – Pecan
- Counseling Center Meeting on Webpage with Public Relations – Pecan
- Meeting with Tobacco Prevention & Control Coalition – Pecan
- Staffing of Cases at Pecan Campus – Pecan
- Program Chair Meeting – Tech
- Meeting with UTRGV Recovery Center – Pecan

Counseling/Student Disability Services and Comprehensive Advising & Mentoring Services cont.

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: Listening Skills Strategies – Tech
- Workshop: Suicide-Let's Talk About It – Pecan
- Workshop: How Important is Your GPA – Pecan
- Laughter Yoga Session at UTRGV Spring Kick off – Pecan
- UTRGV Social Work Department Field Placement Orientation

PASS

Student Contacts:

- Provided services to the following # of students:

Campus	*# of Students*
PASS Program	**1543**
Total	*1543*

A. Meetings/Consultations:

- PASS Program Staff Meeting
- Sergio Corrales, Web Design Specialist

B. Participated in the Following:

- Student Automotive Orientation-Technology Campus

D. Coordinated the Following:

- Update students files degree plans/case notes
- Called/Emailed qualifying students to come by office to pickup books for Spring 2016
- Called/Emailed qualifying childcare students to come by office to fill out paper work and pick up books
- Lend out books to students as walk-in basis for Spring 2016
- Made book bundles for Spring 2016 participants

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

Office of the Vice President for Finance & Administrative Services

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

TO: Dr. Shirley A. Reed
President

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

DATE: February 17, 2016

SUBJECT: Activity Report for Finance & Administrative Services
January 1, 2016 through January 31, 2016

The following is a summary of activities from January 1, 2016 through January 31, 2016 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, Myriam Lopez, and Nicole Perez on 2016 Updates on budget and staffing plan
    - With Brenda Balderaz, Laura Requena, and Jose Guerrero on outstanding personnel case
  - Facilities Planning and Construction:
    - On a weekly basis with Broaddus & Associates and staff on bond construction projects, budgets, and activities
    - With Broaddus & Associates and Rick de la Garza on vendor invoice payments

- With Facilities Planning and Construction Staff on Non-Bond Equipment List, bond construction projects, budgets, and activities
- With Search Committee members for the Director of Facilities Planning and Construction to decide on applicants that will be interviewed
- With Rick de la Garza to review Facilities packet

- Business Office:
  - With Norma Jimenez, Alejandra Arredondo, and Debbie Morgado on Technology Projects status
  - With Myriam Lopez, Rick de la Garza, and Mary Jo Chapa on architect invoice payment
- Purchasing Office:
  - With Fernando Lamas on OCIP RFQ
- Accountability Department:
  - With Jason Gutierrez and Erika Rodriguez on out of district tuition and fees, lean process project, Carl Perkins desk review, childcare center, and timekeeping system upgrade
  - With Jason Gutierrez on Oz Principle Core Group
  - With TMAC/UTRGV Consultant and Jason Gutierrez to discuss Lean training requirements and Professional Development Day presentation on Lean methodology
- Department of Public Safety:
  - With Paul Varville to review Department of Public Safety PowerPoint for Finance Committee
- Operations and Maintenance:
  - With George McCaleb, Rick de la Garza, and Paul Varville on construction projects and open carry gun issues
- Risk Management:
  - With Ken Lyons on Title IX cases and Environmental Management Systems training per EPA requirements
  - With Ken Lyons to review pending items and Environmental Health & Safety Policies
- Other Meetings:
  - Attended the Board Appreciation Breakfast
  - With Paul Hernandez, Paul Varville, Brenda Balderaz, Laura Requena, and Ken Lyons on Title IX Retreat
  - Conducted Interviews for Internal Auditor Position
  - Attended the FAS Director's Meeting to discuss budget, staffing, and other issues
  - Attended the Community Colleges on Legal Issues Workshop
  - Attended a conference call with Legal Counsel and Rick de la Garza to review the Pharr Property Project agreements and transactions
  - With Debbie to review pending items
  - Attended the Victim Advocacy & Violence Prevention Training that was held by UTRGV in conjunction with Texas Association Against Sexual Assault on gender-based violence, new government regulations, and trauma-informed, researched-based responses to victims and survivors.
  - With Paul Hernandez, Karey Barnes, Paul Varville, Brenda Balderaz, Laura Requena, and Ken Lyons on Title IX Retreat
  - Attended 2 day training of UTRGV TMAC Lean Principles Training

- **Worked on the following items**:
  - Board Policies:
    - Policy #6322: Smoke/Tobacco Free Environment
    - Policy #6421: Skateboards, In-Line, Roller Skates, Bicycles, Motorized Scooters, and Similar Devices

- Budget and Financial:
  - Budget for FY 2016-2017
  - Staffing for FY 2016-2017
- Other:
  - Title IX Processes
  - Shuttle Bus Ridership
  - Unpaid Report
  - Registration Report
  - First Day of Class Status Report
  - Childcare Center Report
  - Fraud Survey Responses
  - SACS Accreditation Write-up
  - House Bill 1295 on Board approved contracts with vendors
  - 2015 Racial Profiling Report, as required by Texas state law
  - TSI testing fee for developmental studies
  - Professional Development Day agenda and activities
  - Exempt staff leave reporting

Accountability Services Department
Jason Gutierrez, Director of Accountability Service Department

- **Attended or held meetings as follows:**
  - With the Accountability department to discuss dual enrollment, child development center, CAL loan audit, Carl Perkins, Oz Principle Committee, and art exhibit.
  - Attended the President Administrative Staff meeting
  - With Grants & Contracts Compliance Officer to review and discuss Carl D. Perkins Desk Review requirements.
  - With President and VP for FAS to review and discuss cost rate recovery report.
  - With Administrator for High School Programs and VP for Academic Affairs to review and discuss cost rate recovery report.
  - With Comptroller to discuss reconciled reports from Child Development Center.
  - With Risk Manager and Risk Management Secretary to go over the Art Exhibit Insurance coverage.
  - With President and VP for FAS to discuss new projects.
  - With Child Development Secretary to go over questions regarding Pro Care report and Internal Control Questionnaire.
  - With the Accounting Group Manager and Comptroller to perform interviews for budget analyst position.
  - With Grants Compliance Officer, Accounting Group Manager, and Accountant regarding Carl D. Perkins Desk Review items.
  - With Shepard Walton King Senior Account Executive Assistant regarding questions on STC Art Exhibit Agreement and insurance coverage.
  - With the Art Department Chair and Assistant Chair regarding current Art Exhibit Agreement and procedures.
  - With VP for FAS, TMAC/UTRGV Consultant to discuss Lean training requirements and Professional Development Day presentation per Lean methodology.
  - With VP for FAS to discuss Professional Development Day, TMAC/UTRGV lean training, hiring workflow, and Oz Principle.

- With TMAC/UTRGV consultant, HR Staffing Specialist to walk-through and discuss current hiring workflow.
- Attended the FAS Director's Meeting
- Attended the Data Standards Committee Meeting.
- With Institutional Effectiveness Analyst and Specialist to update department's IE plan via Xitracs.
- With TR PM Risk & Security Manger to review candidates.
- Attended Day 1 & 2 of TMAC/UTRGV Lean Enterprise Training

- **Worked on the following items**:
  - Mid Valley Child Development Center
    - Compile findings and recommendations
    - Appendices
    - Sample tracking template
    - Revisions and completion of first draft for internal review report
  - Cost Analysis Harlingen ISD
    - Revisions made and finalized report was completed.
  - Carl D. Perkins
    - Research statue/guidelines
    - Test work
    - Review completed
  - Accountability Assistant
    - 8 interviews
    - Performed reference checks and completed hiring proposal process
  - Art Exhibit
    - Review insurance coverage and agreement
    - Review current processes and procedures
  - Oz Principle
    - Committee charter and agenda
  - Lean Enterprise TMAC/UTRGV
    - Coordinated training event
    - Completed requirements per consultant, for training sessions
  - Department budget and Xitracs
    - Update and IE plan and completed FY 2017 budget
  - Information Security Analyst
    - Search committee member – 8 interviews
  - Internal Hire Reference Checks
    - Research performed on guidelines and policies

Risk Manager
Ken Lyons, Risk Manager

- **Attended or held meetings as follows:**
  - Met on Title IX matters with the Vice President for Finance and Administrative Services
  - Met with the Vice President for Finance and Administrative Services on Environmental Management Systems Training
  - Met with Title IX Committee
  - With Risk Management Secretary on Insurance RFP processes and procedures
  - With Associate Dean of Institutional Research & Effectiveness / RAS

- With the Vice President for Finance and Administrative Services on employee performance appraisal
- Discussed change to JagNet related to Title IX with IS&P
- Discussed changes to FAS website and Police Department website with Public Relations
- Met with Director of Accountability to discuss Art Exhibit processes and procedures
- With Legal counsel on Title IX Letter
- Discussed Nursing Mother's Rooms with Responsible Administrators at each campus
- With TASB and Legal counsel on a lawsuit and mediation
- Met with Dean of Student Services, the Director of Judicial Affairs, and the Vice President for Finance and Administrative Services regarding Maxient Reporting
- Participated in interviews for Information Security Analyst position
- With Comptroller & Risk Management Secretary on Bond for Starr County Tax Assessor
- With Director of Facilities Operations & Maintenance regarding malfunctioning elevators at Mid Valley Campus

- **Worked on the following items:**
  - Other:
    - Worked on miscellaneous tasks and requests from the Vice President for Finance and Administrative Services
    - Attended Environmental Management Systems Training sponsored by HRP in San Antonio, TX
    - Worked on the flowchart for Title IX Case Review Process
    - Reviewed Title IX cases in Maxient
    - Prepared Letter for the Vice President for Finance and Administrative Services on Title IX
    - Worked in connection with change of Public Official Bond – Starr County
    - Prepared for Insurance RFP process (Student Insurance & Property Insurance)
    - Worked on the Enrollment Graph – Spring 2016
    - Reviewed the Public Safety PowerPoint presentation for Vice President for Finance and Administrative Services
    - Worked on the Insurance RFPs (Student Insurance & Property Insurance)
    - Worked on SACS-COC Compliance Report – Facilities Narrative
    - Worked on the Risk Management - Duties & Responsibilities / Goals
    - Filed Eminent Domain Report online (TX Comptroller's Office) with Comptroller and Legal Counsel
    - Researched the Title IX Coordinator and Victim's Advocate positions for the Vice President for Finance and Administrative Services
    - Worked on the Insurance RFP processes and procedures

Food Services
Patrick Woodin, Director of Food Services

- **Attended or held meetings as follows:**
  - Met with Public Relations to discuss Board Appreciation Breakfast
  - Attended FAS Directors Meeting
  - Interviewed prospective employees for Pecan Cafeteria. Hired two Work Study for Pecan café
  - Met with Laura Requena to discuss employee issue

Security & Police Department
Paul Varville, Chief of Police

- **Attended or held meetings as follows:**
  - With instructors at the Nursing and Allied Health campus, as requested by the campus Dean, on the new Campus Carry Law. Subsequent to that session, the information was also provided to instructors in the BAT, Math, and Science programs during their spring session convocation.
  - Attended the Building Responder Training at the Cooper Center Auditorium. The training included response to active shooter situations, providing CPR and First Aid, use of evacuation chairs, and fire extinguishers.

- **Worked on the following items:**
  - Conducted an Analysis of Surveillance camera locations for the new bond buildings and notified Broaddus of needed changes to the plan.
  - Provided 24/7 security during the Holiday Break on the south side of the Pecan campus when power was disconnected due to construction work.
  - Increased the passenger ridership on the shuttle bus yellow line by 2,458 over the previous year.
  - Upgraded ARMS Computer Aided Dispatch software which allows the printing of reports required by the Federal Clery Act and the Texas Commission on Law Enforcement (TCOLE).

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Meet with the Business Office Accounts Payable staff to review the W9 process
  - Completed a webinar concerning contract management
  - Conducted a staff meeting to review the new House Bill 1295 and form with the Purchasing Department Staff
  - Reviewed and negotiated changes with the vendors on eighteen (18) agreements/contracts for various departments
  - Meet with Raul Cabaza to review the OCIP proposals and summary

- **Worked on the following items:**
  - List of the request for proposal worked on and public bid openings:
    - <u>Prepared RFP</u>:
      - ⇒ 15-16-1051 Online Continuing Education Services
      - ⇒ 15-16-1052 Printing of Business Forms
      - ⇒ 15-16-1053 Building Moving Services
      - ⇒ 15-16-1054 Records Management Services
      - ⇒ 15-16-1055 Food Services
    - <u>Public Bid Openings:</u>
      - ⇒ 15-16-1045 Internet Services Provider
      - ⇒ 15-16-1043 Purchase of Thermal Energy Plant Chillers
      - ⇒ 15-16-1048 Insurance Agent and Administration Services for Owner Controlled Insurance Program
      - ⇒ 15-16-1044 Parking Permit and Citation Management System

⇒ 15-16-1049 Moving Services
⇒ 15-16-1050 Digital Signage Upgrade

- The Purchasing Department processed in excess of three hundred forty one (341) purchase orders, approved five hundred ninety three (593) requisitions, disapproved one hundred seventy eight (178) requisitions, processed change orders for goods and services and completed eighteen (18) travel authorizations. A total of three hundred twenty two (322) new vendor W-9 forms were verified and entered into Banner Finance and fifteen (15) existing vendors were updated.
- The Fixed Assets Department is currently reviewing all assets purchased since December 2015. The asset review process was completed as follows:
  - Fixed Assets approved sixty seven (67) assets through January 15, 2016
  - Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed five hundred fifty eight (558) deliveries (purchase orders and complimentary books) and a total of three thousand eight hundred ninety five (3,895) packages/boxes. A total of four hundred twenty eight (428) purchase orders were posted received in Banner. A total of two thousand eight hundred five (2,805) items were transferred/relocated as per move/set up request forms. A total of fifteen (15) faculty or staff moves were completed this month.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Financial Aid - $1,780.40, Library - $123.59, Cashiers - $1,224.04, and Starr County Campus - $64.41.
  - A total of four hundred four thousand seven hundred eighteen (404,718) copies were completed at the copy center for the month of January.
  - A total of twenty one thousand four hundred ninety four (21,494) letters were mailed out and four hundred twenty two (422) 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 Vice President for Finance and Administrative Services regarding 2016 Updates
  - With legal counsel regarding personnel matters
  - With Employee Relations Officer regarding various personnel matters
  - With the President regarding staffing matters
  - With Infrastructure Applications Analyst regarding XITRACS data load progress
  - Attended the Title IX Retreat, hosted by VP Finance and Administrative Services
  - Attended the Staffing Plan and Budget Retreat, hosted by Vice President for Finance and Administrative Services
  - Attended a deposition
  - Attended a TWC Unemployment telephonic hearing
  - Attended a Title IX Meeting
  - Attended the Division of Math, Science & Bachelor Programs Convocation
  - Attended the Data Standards Committee Meeting, hosted by Associate Dean of Institutional Research and Effectiveness
  - Attended the Travel Committee Meeting, hosted by the Business Office
  - Attended the monthly SHRM Chapter meeting. Topic: "Designing a Performance Management Process"
  - Attended the Finance and Administrative Service Directors Meeting, hosted by Vice President for Finance Academic Services

- Attended PeopleAdmin Onboarding Early Adapter Testing kick-off meeting
- Attended WebFocus to Argos Conversion Meetings
- Attended TimeClock Pre-Board Meeting
- Attended TEAM Reporting Meeting, hosted by Teachers Retirement System
- Attended South Texas College BUGS Meeting
- Trainings:
  - Attended TAASA/OVAVP Training hosted by UTRGV
  - Attended Global Knowledge Management Fundamentals training
  - Attended X-tender Document Scanning training
  - Attended Building Responders Mandatory training

- **Worked on the following items:**
  - Worked on notice of Policy 4112 Self-Reporting of Criminal Conduct to Faculty and Staff via Faculty/Staff News
  - Completed TACC Administrative Salary Survey
  - Reviewed Exempt Leave forms for VP Finance and Administrative Services
  - Reviewed Faculty counts for Merritt Survey
  - Reviewed Faculty Renewals for IS&P/LIST
  - Completed the Budget Development for Fiscal Year 2016-2017
  - Completed and posted annual OSHA 300/300A Log
  - Worked on January 2016 Staffing Plan Changes Report
  - Tested WebFocus to Argos Conversion
  - Worked on the New Argos reports for Query Date Employee Head Count and Assignment List
  - Worked on the Annual Merritt Research Services Report
  - Worked on the Annual Texas Workforce Commission Information Request
  - Worked on CBM008 Faculty Information

HR Staffing	
Staff Position w/ Job Description Requests processed	14
Positions posted to HR Website	22
Advertisement of Staff Positions placed	3
Search committees assigned/searched committee forms requested	27
Hiring Proposals reviewed and approved	20
Job offers/New Hire paperwork completed	16
Vacancy Reports completed	6
Faculty/Staff resignations processed	6
Educational supplements processes	0
Direct Wage NOE's processed	97
Trainer NOE's processed	97
Transcripts entered into Transcript database	25
HR Faculty Staffing	
Faculty Applications processed	8
Dual Enrollment NOE's processed	26
Positions posted to HR Website	4
Advertisement of Faculty Placed	5
Job offers completed	28
Benefits	
New Hire Orientation	20

TRS Records reported	588
Internal Transfers	5
Benefits Credits/Collections	45
FMLA	
New Claims	11
Closed Claims	12
Workers Compensation	
New Claims	4
Closed Claims	0
Tuition Grant Applications	
Employee	37
Dependent	20
Tuition Reimbursement Applications	
Employee	18
Leave Forms	
Exempt	276
Non-Exempt	1,000
Payroll	
Notice of Employment	
Direct Wage (DW)	152
Work Study (WS)	141
Adjunct/Dual Enrollment/Overload	8
Trainers	96
PeopleAdmin Requisitions/Transactions	
Approvals	8
Hiring Proposals	12
Direct Deposit Transactions	43
PDR Notifications	153
Cell Phone Stipends	1
Exits/Resignations	14
Texas Office of Attorney General (TXOAG) Reporting	59
Under Hours/DOC Worksheets	19
HR Support	
Application Processing:	
Staff applications	523
Faculty applications	166
Part-Time applications (DW/PT/AD)	88
Employment Verification forms	17
Verification of Employment	
Forms processed	48
Letters sent	0
Phone Calls made	11
New Hires/Rehires/Transfers processed	80
Temporary Agency Employee Requests	1
Workplace Answers: New Hire registrations processed	74

Records Technician	
Termed files prepared for Xtender	45
New Hire/DW/WS files prepared	35
Termed files processed	10
Employee Relations/HR Specialist	
DPS CCH Background Checks, Total FYTD	385
Fingerprints, Total FTYD	132
Fingerprints this month	26
DPS Driver's Eligibility Checks, Total FYTD	180
DPS Driver's Eligibility Checks, Total for month	0
TWC Claims, FYTD	32
TWC Claims this month	9
Open Records Request, Total FYTD	1

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

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Attended weekly update meeting with Broaddus & Associates.
    - Pecan Campus Thermal Plant- attended on site meeting with project team and subcontractors- discussed process for closing streets, parking lots, etc.
    - Met STC Library staff to review possible library furniture for future projects.
    - Met college Library and Maintenance staff and vendor to review Speech Privacy Systems demo on site.
    - Pharr Regional Center for Public Safety - staff briefly participated in both the acceptance of SOQ's for architectural and civil/ site projects; Received RFQs for architectural services and civil engineering services; Met with FAS VP and legal counsel to review status of documents of proposed property for the project; Met with Halff Associates to request proposal for subdivision plat services.
    - Starr Campus Site Improvements - Attended a progress meeting with Melden and Hunt representative
    - Technology Campus Southwest – Met with the Architect, Contractor, Broaddus and college staff on site to confirm existing building material and equipment to remain
  - Other:
    - Attended January Facilities Committee meeting; met with FAS VP to review Facilities Committee meeting items. Attended Facilities Committee Meeting.
    - Attended FPC weekly staff meeting.
    - Attended and presented at the Math, Science and Bachelor Programs Spring 2016 Convocation.
    - Attended and presented at the Presidents Administrative Staff meeting.
    - Attended the Mandatory Building Responder Training.
    - Attended meeting with evaluation committee for FPC Space Management Technician vacant position.
    - Attended a meeting with Texas Gas Services, STC staff and Design Teams to review the status of the relocation of the existing gas line.
    - Attended and presented a workshop presentation to STC staff for the Non-bond Equipment List.

- Attended a meeting with Library staff to review the current CIP project for Library shelving at Pecan Campus.
- Met with Purchasing to acquire quote for AutoCAD licenses.
- Met with VP FAS to review Winter Break activities; met with VP FAS and directors from Public Safety and Operations & Maintenance departments to review construction and winter break updates.
- Pecan Campus Building "K" Student Services Enrollment Center – Attended site visit to locate VAV boxes above renovation areas; Met with architects and staff to review design development drawings. Met with staff to review design development drawings and met with staff to review technology equipment requirements.
- Pecan Campus Building "T" HVAC Improvements – met with ACR and staff to discuss options and schedules.
- Pecan Campus Infrastructure for the Relocation of Portable Buildings – met with contractors to determine status and schedule as well as City Fire Marshal inspection; attended meeting with contractor to review construction project status and met with portable building moving contractor to coordinate the remaining relocations of buildings. Met with contractors to coordinate salvage of switch gear.
- Pecan Campus Relocation of Electrical Power Lines – Attended a site meeting with contractor, engineer, Maintenance Staff & AEP; coordinated a meeting between Contractor and IT for the shutdown; Conducted various site visits to verity that the project was on schedule during the winter break
- Technology campus west academic Building Reroofing-attended a substantial completion walk thru

- **Worked on the following items:**
  - Various bond projects – received and reviewed design development drawings from architects and engineers. Also, sent out email to staff to review plans. Reviewed invoices from Architects and Engineers.
  - Worked with Maintenance department to determine which trees need to be trimmed at Mid Valley, Technology and Starr County Campuses before January 31, 2016 as required. Requested a proposal from Maldonado Landscaping.
  - Chiller Volume Procurement - Participated in the RFP evaluations of chillers for the Mid Valley, Nursing Allied Health, Pecan and Starr County Campuses.
  - Owner Controlled Insurance Program - Participated in the RFP evaluations of the OCIP proposals.
  - Worked on providing technology floor plans from the Bond projects to the Technology Resources Department.
  - Pecan Campus Thermal Plant - Conducted site visits with contractor, program manager and staff to verify progress of construction during the break; Received and reviewed submittals and reports.
  - Pharr Regional Center for Public Safety Excellence-Participated in the RFQ evaluations for architectural services and civil engineering services.
- Other:
  - Worked on January and February Facilities Committee agenda and motions as needed.
  - Worked on monthly and weekly activity reports
  - Worked on documentation for advertising of new project manager position and reviewed applicantions for the FPC Space Management Technician vacant position.
  - Worked on providing updates to staff.
  - Worked on updating FF& E list for construction projects to be sent to staff Worked on updating the Non-Bond Equipment and Furniture for New Facilities packet.

- Worked on presentation for the Math, Science and Bachelor Programs Spring 2016 Convocation.
- Worked on District Wide Traffic and Parking Guidance for Spring 2016 general college memorandum with FAS VP and staff.
- Worked on Bio as requested by FAS.
- Worked on Lean Process items.
- Worked on and completed IE plan with FPC and IE staff.
- Worked on District Wide Traffic and Parking Guidance for Spring 2016 general college memorandum to include maps.
- Reviewed invoices from Architects and Engineers.
- Reviewed SACS-COC compliance report.
- Assisted with the requisition for the new AutoCAD license.
- Worked with Technology Resources to have administrative staff access to the Furniture, Fixture & Equipment list for construction projects; email was sent with instructions how to access server.
- Pecan Campus Covered Area for Ceramic Kiln – Conducted a site visit and reviewed payment application; gas kiln was delivered and installed; Conducted a substantial completion walk thru with Architect and STC Faculty and Maintenance staff; assisted with ordering a few furniture items for the project; Conducted a final completion walk thru with Architect and STC Faculty and Maintenance staff.
- Pecan Campus Parking - Worked acquiring PO's for safety signage to be posted at construction areas. Installed safety signage at construction areas.
- Nursing Allied Health Campus Subdivision Plat - Worked on city required document; Received city required document for conveyance of water rights and forwarded for signature.
- Technology Campus West Academic Building Reroofing – substantial completion punch list items have been completed and ready to conduct final walk thru. Attended final completion walk thru with Architect, Contractor and STC staff. Received final acceptance letter from Architect all work has been completed, pending close-out documents.

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

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Attended the Bond Program Planning Meeting
    - Attended the Volume Purchase-Thermal Plant Chillers-RFP
    - Attended the RFQ No. 15-16-1047 Request for Statement of Qualifications Civil Engineering Services Bid Opening
    - Attended the Pecan Campus - Relocation of Electrical Power Lines Substantial Completion Walk thru
    - Attended the Regional Center for Public Safety Excellence - A/E evaluations
    - Attended the Chiller Proposal Evaluations
    - Attended the Building Pad Pre-Construction Meeting
    - Attended the meeting to discuss the Gas Line Connection to Build B
    - Attended the Pecan Campus Thermal Plant Expansion Progress Meeting
    - Attended the Tech Campus Re-Roofing Final Completion Walk Thru
    - Attended the Regional Center for Public Safety Excellence-Scope Budget Planning
    - Attended the Nursing and Allied Health Design Development Cost Review
    - Met with Broaddus & Associates to discuss the STC Central Thermal Plant

- Met with Broaddus & Associates to complete a walk-thru at the Technology Campus to determine demolition items
- Finalized the 2016-2018 FOM Bond and Non-bond Budget
- Finalized the 2016-2018 FOM additional staffing plan

- Other:
  - Attended the Risk Engineering Survey
  - Attended the Evaluation of the OCIP proposals at the Purchasing Department
  - Attended the Mandatory Building Responder Training
  - Attended the President's Administrative Staff Meeting
  - Attended the Non-Bond Equipment List Workshop
  - Attended the FAS Directors Meeting
  - Attended the STC Board of Trustees Meeting
  - Assisted with the Interviews for Director of FPC
  - Met with Vice President for Finance and Administrative Services to discuss 2016 Updates
  - Met with the Search Committee for Director of FPC
  - Met with Mr. Daniel Montez to discuss the Student Bus Drop off Construction Project
  - Met with Cody Gregg to discuss the Speech Privacy Systems Demo
  - Met with Tim Weldon from Broaddus & Associates to review Access Control Plan Reviews
  - Held the FOM Managers Meeting

- **Worked on the following items:**
  - Operations Contract Department
    - Pecan Campus
      - ⇒ Installed new fire panel at Pecan Building B. Still working on clearing two trouble signals
      - ⇒ Arranged new fire monitoring agreement for the relocated portables at Pecan. Monitoring should begin next week
      - ⇒ Oversaw repair of carpet in Pecan Building J class room by Intertech Flooring
      - ⇒ Oversaw replacement of expansion joint in Pecan Building K by Ontiveros Floor Covering. One office remains to be completed
    - MVC
      - ⇒ Got new fire panel installed and operational at MVC Child Development.
    - NAHC
      - ⇒ Met with All American Power Wash regarding NAH exterior. Review of quote in progress.
    - District Wide
      - ⇒ Finalized pending repairs from Winter Break inspections. All repairs have been completed.
      - ⇒ Met with Maldonado Nursery & Landscaping to discuss expectations for the new year and get updates on ongoing projects including mulch, Pecan soccer field, and replacement of dead bushes district wide.
      - ⇒ Met with owner of Bug Works pest control regarding increased rodent activity district wide.
      - ⇒ Visited MVC, Tech, Plaza, and NAH to check on any issues. Will visit Starr in early February

- Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	178	$5,052.76
Electrical	117	$5,271.93
Energy	80	$1,147.74
HVAC	458	$6,198.42
Locksmith	79	$2,417.00
Painting	39	$1,159.65
Plumbing	83	$2,819.86
Plant Services	0	-
Total Cost		**$24,067.36**
General Preventative Maintenance	500	
Total Work Orders	**1,534**	

- Maintenance Department Work Orders and Expenditures

Work Orders Created	1,562
Work Orders Completed	1,534

- Custodial Department

Set-Ups	155
Moves/Relocations	52

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Met with staff on response to IRS CP165 Notice
  - Met with Accounting Group Managers to discuss the FY15 audit, audit plan for FY16, management reports and internal controls
  - Met with the Vice President, Comptroller, and Director of Human Resources to discuss the FY 2017 budget and staffing plan
  - Attended Enrollment meeting to discuss the early drops for January 7, 2016
  - Conducted Budget Accountant interviews
  - Attended Continuing Education Registration System bids committee
  - Reviewed with Committee the two vendors for Continuing Education Registration System
  - Met with Technology Resources to discuss and train Cashier staff on automation of AR processes
  - Met with TAMUK to discuss their online short term loans
  - Attended Financial Aid Spring 2016 attendance rosters meeting
  - Attended PAS meeting
  - Met with THECB College Access Loan Entrance and Exit Audit
  - Met on Online Emergency Loan Detail Codes
  - Met on Salary savings and organization budget, financial manager reports online

- Met on TimeClock Plus
- Met on Teacher Retirement System reports
- Met with Culinary Arts
- Met with Accounts Payable Internal Controls
- Met with Accountability Staff on Carl Perkins Desk Review
- Met with Purchasing Staff on Vendor
- Met on W-9 Forms
- Met with Associate Dean for Student Financial Services, Testing and Veterans Affairs, and the Dean of Math, Science, and Bachelor Programs to discuss the Developmental Studies Fee and the TSI Exam fee.
- Met with Elsevier & NAH regarding SIM chart and exit exam transactions.
- Met with Student Financial Services regarding Workforce Investment Act funds with credit balances requiring research prior to processing payment.
- Met with Cashiers and Accounts Receivable staff to discuss making available a Spring 2016 online emergency loan pilot program to students
- Met with Data Standards Committee
- Attended the Finance and Administrative Services Directors' meeting
- Hosted the Budget Development Open Lab
- Met on Accelerate Texas Grant
- Met on Wagner Peyser Grant closeout
- Met on AP card reconciliation
- Attended the Travel Committee Meeting
- Attended the BUGs monthly meeting
- Trainings:
  - Attended the Project Management Fundamentals
  - Attended the WebFocus migration
  - Attended the GFOA Rating Agency Outlook for the year
  - Attended the Disclosure for Debt
  - Attended the NACUBO Conference – Select staff attended the Intermediate Accounting and Reporting Conference
  - Attended the Online training - Working with Upset Customers
  - Attended the training on accessing Williams and Fudge collection agency accounts

- **Worked on the following items:**
  - Worked with uploaded Carl Perkins desk audit documents to grantor's portal
  - Completed special project – travel transaction history
  - Provided Tax collection information as part of the Continuing Disclosure for fiscal year 2015 and fiscal year 2016
  - Worked on gathering information needed for the completion of the Integrated Fiscal Reporting System for Fiscal Year 2015.
  - Submitted the Integrated Fiscal Reporting System for Fiscal Year 2015.
  - Forwarded the preliminary delinquent tax attorney motion and resolution to the Vice President for Finance and Administrative Services for inclusion in the February Finance Committee Meeting.
  - Worked on a preliminary draft of the fiscal year 2017 staffing plan
  - Update the Continuing Disclosure survey with responses from the Starr County Tax Office.
  - Submitted the 2015 Report of Fundable Operating Expenses
  - Created a food expenditure report and forwarded to the Vice President for Finance and Administrative Services
  - Created new scenarios for the 2017 M&O Tax expenditures

- Worked on Internal Controls matrix
- Worked on Texas Comptroller Leadership CircleTransparency Award
- Reviewed the Culinary Art Process
- Submitted the investment information from October thru December 2015 to the Investment Advisor for reporting purposes.
- Prepared the GFOA application on the FY15 AFR
- Prepared the Annual Investment Report and Annual Financial Report as of August 31, 2015 for the CARAT.
- Compiled information requested for Bond Continuing Disclosure
- Worked with Technology Resources on Journal Vouchers (budget transfer)
- Tested continues on TWC wage reports
- Worked with Technology Resources on additional Dashboards – demo has been presented
- Worked on WebFocus migration – currently converting the reports to Argos
- Presented the demo on Dashboards
- Worked on Marketplace – 2016 Professional Development store completed
- Worked on Fiscal Year Closure
- Worked on the Timekeeping
- Extended hours of operation to assist students with the Drop Payment Due Date on January 7, 2016
- Generated and called daily on the unpaid lists
- Discussed and planned for an online emergency loan test pilot on Martin Luther King Day, January 18th.
- Met to test 1098T, Tuition Statements to make available to student via JAGNET before January 31, 2016
- Met on On-line Emergency Loans – reconciliation
- Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 101 monthly reports were completed during the month of January 2016.

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

- Checks Processed as of January 31, 2016:

Bank No.	**5/15**	**6/15**	**7/15**	**8/15**	**9/15**	**10/15**	**11/15**	**12/15**	**1/16**
01 E&G	519	686	760	670	543	725	682	538	627
01 Direct Deposit	116	117	113	84	93	98	89	60	85
03 Student	1,184	3,516	1,898	10,334	11,596	922	134	84	18,044
12 I&S Taxes	-	-	1	-	-	-	-	-	1
16 I&S Bond	-	-	1	-	-	-	-	-	1
17 Plant	11	12	11	19	24	8	15	11	11
32 AP Card	421	425	339	359	500	420	430	279	455
38 Unexp-LT Bond Series 2014	1	5	8	13	11	2	17	7	20

- 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	10	634
01 Direct Deposit	5	85
02 Payroll	14	446
02 Direct Deposit	3	1,458
03 Student	7	18,04484 (US Bank)
12 I&S	1	1
16 I&S	1	1
17 Plant	3	11
38 Bond Series 2014	4	20
Total	48	20,700

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	8
Bank Transfers between Bank Accounts	17
Wire Transfers for Benefits	5

Activity	Numbers
ACH/Wire and Book Transferred Initiated and/or Approved	2
Approval Queues	9
Bank Reconciliations	19
Cafeteria daily sales report	70
Cancelled checks provided to AP and/or verification and positive pay	83
Checks scanned - bond	6
Copies of booklets/journal entries requested	125
Deposits prepared	8
Disbursement of returned mailed checks	12
Donations - telephone calls & emails received	8
Errands to Inter-office deliveries	35
Financial manager changes	8
FOAP created/inactivate	11
Hours assisting other departments	21.5
Hours Filing and organizing of Journal Entries and boxing	46
Hours used for scanning - estimated	57
Hours used printing, binding and scanning documents (not JE)	19.5
Hours used to prepare documents for scanning	55
IDT's - telephone calls received	7
Interdepartmental Transactions reviewed	53
Invoices and encumbrances reviewed	64
Journal entries prepared	28
Journal entries processed including FUPLOAD	1,273

Activity	Numbers
Journal entries processed - transactions including FUPLOAP	3,151
Journal entries/documents scanned - including daily's	1,438
Journal entries logged and file	1,400
Positive Pay submitted	36
Requisitions prepared	13
Worked and Updated Forms	3
Stale dated list prepared	2
Stale dated letter prepared	29
Stale dated letters mailed	29
Stop payments processed	25
Transactions removed from bank reconciliation	431
Hours used verifying equipment inventory	0.5

- Payroll processes for the month ending January 31, 2016:

Activity	Numbers
Payroll Re-Issue Processed	9
Payroll Cycles	4
Payroll Checks & DD	2,120
New Employee Setups For Timeforce	28
Timeforce Access Forms Processed	42
Number Of Employees With OT Reviewed For OT Memos	414
Noe's Approved	344
Salary Budget Transfer Forms Processed	21 with multiple transactions

Business Office Performance Indicators

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	98
General Journal Entry (Inter-Fund) (JE 16)	58
Cash Receipts (CR 05)	588
Encumbrance Liquidation (E032)	0
Encumbrance Liquidation (E020)	7
General Ledger Beginning Balance (JE05)	3
General Journal Entry (IConstruction) (JE17)	5
General Journal Entry (STCJ)	0

Payroll:

Number of Employees		Deposits Processed	
Employees on Monthly Payroll	1,455	Internal Revenue Service	5
Employees on Semi-Monthly Payroll	428	Bank Transfers	4
Timecards Processed		**Checks Processed**	
(Waged 12/16-12/31 SR01	162	Salaried	216
(Waged 01/01-01/15) SR02	266	Total Net	$ 458,479.44
(Salaried: January) MR01	1,882	Waged	221
		Total Net	$ 35,839.92
Noes Processed			
(Additions, Deletions, Changes)	15	**Hand Cut/PBK**	
Salaried	168	Salaried	0
MR12 Adj	2	Wages	0
(Additions, Deletions, Changes)	0		
Waged	247	**Stop Payment Processed**	
		Salaried	3
Payroll Adjustment Worksheets		Waged	6
(Additions, Deletions, Changes)	9		
Salaried	43	**Void Checks Processed**	
MR12 Adj	2	Salaried	3
(Additions, Deletions, Changes)	0	Waged	6
Waged	1		
		Replacement Checks Processed	
Liabilities Processed		Salaried	4
ORP	11	Waged	6
Annuity	10		
Student Loan	6	**Voided Direct Deposits**	
United Way	1	Salaried	2
Child Support	3	Waged	0
IRS Levy	1		
Withholding & FICA	3	**Direct Deposit Processed**	
Met Life	1	Salaried	1,458
Legal Judgement	1	Total Net	$ 3,559,496.34
Social Security Administration	0	Waged	225
		Total Net	$ 36,899.65
Reports Processed			
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

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ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

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McAllen, Texas 78502- 9701

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

(956) 872-6790
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Memo

Date: January 20, 2016

To: Dr. Shirley A. Reed, President

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

Subject: **JANUARY 2016 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 February 23, 2016 Board of Trustees meeting.

Academic Affairs Highlight January 2016

Division: Math, Science, & Bachelor Programs
Department: Computer Science
Highlight: Top 30 Schools for an Online Computer Science Degree 2016

On **January 2016**, South Texas College's **Math, Science, & Bachelor Programs Division, in partnership with Distance Learning**, was named one of the **Top 30 Schools for an Online Computer Science Degree**.

Data for this ranking was gathered from **College Navigator** based on:

- School Graduation Rate
- Cost
- Student To Faculty Ratio, and
- Percentage Of Applicants Admitted

Best Choice Schools looked for schools offering online bachelor's in computer science, including online IT degrees, online software engineering degrees, online database development degrees, online web and application programming degrees, and online project management degrees.

From this group, Best Choice Schools applied a ranking criteria and came up with a list of the top 30 schools offering these programs. Where there are ties, the school with the lowest net cost was awarded a higher ranking.

Student to Faculty Ratio:
15:1 and under- 3 Points
16:1 to 20:1- 2 Points
More than 20:1- 1 Point

Net Cost
Less than $10,000/year- 3 Points
$10,001-$20,000/year- 2 Points
More than $20,000/year- 1 Point

Applicants Admitted
Less than 50%- 3 Points
More than 50%- 1 Point

Graduation Rate
50% or Greater- 3 Points
25%-49%- 2 Points
Less than 25%- 1 Point

Academic Affairs Highlight January 2016

Division: Business & Technology
Department: Office Administrative Program
Highlight: 5th Annual Business Professionals of America (BPA) Competition

On Thursday and Friday, **January 14-15, 2016**, the **Office Administrative Program** faculty and staff **hosted the 5th Annual Business Professionals of American (BPA) Competition**. The Business Professionals of America is a Career and Technical Student Organization for students pursuing careers in Office Administration, Business Management, Information Technology and other related career fields.

A **total of nine (9) ISDs** (a total of **900 students**) sent their students to South Texas College to compete in their area. Schools such as Laredo ISD, Roma ISD, Rio Grande ISD, Mission ISD, Sharyland ISD, McAllen ISD, Edinburg ISD, PSJA ISD, and Donna ISD had student representation.

Students who received first place at STC would be moving forward to State Competitions in Corpus Christi. Upon completion of all testing, **students attended an Awards Ceremony**.

On a side note: when all was said and done, 900 NEW students had come to STC. Some of the students were not aware that STC existed; some could not believe the types of buildings the Institution had. After seeing, roaming, and making themselves at home, they now know that STC is here for them.

Division: Business & Technology
Department: Kappa Beta Delta
Highlight: Honor Candidates Recognition Ceremony

On **Saturday, January 23, 2016**, the South Texas College **Kappa Beta Delta (KBD) – Gamma Chapter Business Honor Society** held their **recognition ceremony**. **Fifteen candidates** became full-pledged KBD members and celebrated with family and friends this life-time accomplishment.

Qualifications included academic excellence, attendance at the Fall 2015 monthly meetings and completion of four community service activities.

Business Administration Department Chair Rosemond Moore, Business Administration Assistant Professor Cynthia G. Sanchez CPA, Business Administration Professor Marcela Gonzalez MBA, Business Administration Professor Ana Valladarez, KBD President Diedra Flores, KBD Vice President Cristina Ibarra presented and honored the candidates. The guest speaker was Sandra Charles, STC Alumni and KBD member.

Academic Affairs Highlight January 2016

Division: Liberal Arts & Social Sciences
Department: Political Science
Highlight: MV Political Science Club Hosts "Watch Party for Republican Presidential Debate"

On **January 28, 2016**, the **Mid-Valley Political Science Club** hosted a **"Watch Party for the Republican Presidential Debate"**. The "Watch Party" helped students to be**tter understand the issues** involved in the election and the **position of the various candidates** related to those issues. A **total of 20 students**, along with faculty, participated during the "Watch Party".

Mario Reyna
Division Dean - Business & Technology

Division Dean's Updates:

- Participated in the Technology Campus GM Vehicle Storage Lot Upgrade Meeting with Planning and Construction – Wednesday, January 6th
- Participated in the Enrollment Team Meeting held by Matthew Hebbard at the Pecan Campus to review enrollment strategies and early drops for non-payment – Thursday, January 7th
- Met with Ruben Villescas, Chief of Police, City of Pharr to discuss the Police Academy Program – Monday, January 11th
- Held the Business and Technology Division Meeting – Monday, January 11th
- Participated in the Enrollment Team Meeting scheduled for Thursday, January 14th
- Attended the AACC WDI Conference in New Orleans, LA – Wednesday, January 20-23, 2016
- Attended the AACC WDI Conference in New Orleans, LA – Wednesday, January 20-23, 2016
- Will be attending the Academic Affairs Council Meeting held by Dr. Petrosian – Monday, January 25th
- Attended the Academic Affairs Council Meeting held by Dr. Petrosian – Monday, January 25th
- Visited Victor Fonseca, Fire Science Program Chair and Victor Valdez, Police Academy Program Chair, at the CCTA Center for updates on their programs – Tuesday, January 26th
- Met with Roberto Gonzalez, Texas Border Business, to write an article about the National Institute of Metalworking Skills (NIMS) - Wednesday, January 27th
- Visited Iris Jasso, Office Administration Program Chair and Ruben Lemus, Culinary Arts Program Chair for new updates – Wednesday, January 27th
- Visited the Culinary Arts Program to discuss inventory issues – Thursday, January 28th
- Bond 2013 – Regional Center for Public Safety Excellence Meeting at Pecan – Friday, January 29th
- Held the Business and Technology Program Chair Meeting. The agenda included incomplete grades, importance of substitute teaching, budget, faculty advisor training update, Student Networking and Leadership Conference, and the Volunteer Income Tax Assistance (VITA). – Friday, January 29th

Business Administration:

- On Monday, January 11, 2016 attended the Division Meeting
- On Monday, January 11, 2016 held the first Department Meeting for the term
- On Monday, January 11, 2016 held an ACBSP Review Meeting to go over comments from external reviewer Salvador Martinez
- On Thursday, January 14, 2016 held the joint Advisory Committee meetings for Accounting, Management, Import/Export/Logistics & Marketing
- On Saturday, January 23, 2016 Kappa Beta Delta held its annual recognition ceremony. 14 students were inducted into the organization
- Reviewed potential program changes to curriculum at Advisory Meetings on January 14, 2016
- Added three new Dual Enrollment Locations in the Spring 2016 term: Premier H.S., Sharyland Pioneer High School, and Juarez Lincoln High School
- On Friday, January 29, 2016 held Economics Book Review sessions with McGraw-Hill and Pearson representatives
- On Friday, January 29, 2016 held four hour training session for VITA. There were two faculty and eight student participants

Information Technology:

- Faculty attended Department & Division Meeting
- Instructors working on National Security Agency (NSA) Course Alignment Work for Centers of Academic Excellence Application (gathering coursework data to submit with application: CLOs, projects, etc.)
- Advising students
- Women in Technology/IT Expo Meeting with PR to go over logistics
- Instructor Met with Distance Education for shell creation
- Working on NSA documentation (including creating resume)
- Working on NSA final paperwork (CLOs and PLOs info)
- Instructor working on Women in Technology Activities (emails, met w/Mr. Reyna, set meeting, etc.)
- H S I Grant Activities (Met with Mr. Reyna, phone correspondence with Yolanda Jaramillo)
- Preparing HS Blackboard Course Shells
- Women in Technology Meeting January 29th
- Attended Program Chair Meeting January 29th
- Course Curriculum Meeting
- Dual Enrollment Teachers - Meeting to discuss Blackboard integration
- Faculty attended Pioneer High School Career Fair
- Present at the College-wide Curriculum Committee Meeting - Pecan campus - Adolfo Lozano and Patricia Pomares – January 28th
- Women in Technology committee meeting January 29, 2016 held by Angelita Teniente, Instructor
- Pioneer High School Career Day – Patricia Pomares and Norma Zaragoza attended – January 29th

Office Administration:

Committees/Taskforces/Meetings

- Attend Division Meeting (January 11, 2016)
- Hosted the 5th annual Business Professionals of America (BPA) Competition. Nine (9) school districts sent 500 students total on January 14th and 400 students January 15th
  - Schools such as Laredo ISD, Roma ISD, Rio Grande ISD, Mission ISD, Sharyland ISD, McAllen, ISD, Edinburg, ISD, PSJA ISD, and Donna ISD had student representation.
- Attend Program Chair Meeting (January 29, 2016)
- Attend Faculty Handbook Committee (January 12, 2016)
- Attend College Wide Curriculum Committee (January 28, 2016)
- Attend Faculty Senate (January 26, 2016)
- Advising/Registering Students
- Prepare Notice of Employment Forms (Overload)
- Finalize Faculty Schedules
- Collection of Course Syllabi
- Collection of Faculty Schedules
- Assist with BPA Event (January 14 & January 15, 2016)
- OA Instructor made Presentation to the High School Counselors with Ross Villagran
- Assisting with BPA Event (January 14 & 15, 2016)
- Recruiting at Pioneer High School (January 29, 2016)
- Volunteer Tutor at CLE
- OA Faculty Secretary assisted in recruiting at Pioneer High School (January 29, 2016**)**

Paralegal

- Program Chair volunteered for a Wills Clinic held at the Technology Campus, sponsored by Texas Rio Grande Legal Aid with the University of Texas at Austin law students assisting. The Wills Clinic prepared 63 wills. Monday, January 11th

Technology Area:
Automotive and Diesel Technology:

- Meeting for Automotive/Diesel brochures – January 21st
- Automotive Diesel Departmental Meeting – January 26th
- Instructor training in Automotive HVAC Solutions – January 27th
- Advisory Meeting at San Benito high school – January 28th
- Program Chair Meeting, PR Meeting with Jennifer Solis. Working on brochures and video testimonials for Texas Genuine Grant – January 29th
- Instructors participated at the Junior College Career Fair at Pioneer High School
- Instructor met with Weslaco ISD personnel to discuss equipment needs at the facility at Weslaco
- Conducted Weekly Diesel Department meeting on Thursdays at 11:30am.

Computer Aided Drafting and Design:

- Instructor attended Lead Faculty Advising Committee meetings, including a Starfish Demo training. (January 12, January 14, January 27, January 29)
- CADD photo shoot. STC's PR department came to the CADD Department to get photos of students in action to put together a marketing campaign for the Department. 6 CADD students volunteered and all faculty were present for some photos. (January 28)
- CADD meetings to discuss semester projects/events. (January 13, January 22, January 28)
- Students from the ACD² Club received 15 tickets to Vipers Game in exchange for bringing in books to donate to the Little Free Library Project. Students will be given two more opportunities during this semester to donate books in exchange for Vipers tickets. Mr. Samuel Saldana, club advisor, attended the event with the students.
- Unofficial meetings have been held for the Little Free Library Project, in which the CADD Department faculty, English Department faculty, and the clubs from both departments will join forces to create a competition for libraries to be built and placed in the community. Official kickoff will be Thursday, February 11, 2016.
- CADD Department instructor and Lab Assistant attended the Sharyland Pioneer High School Career Day on Friday, January 29, 2016 to represent the CADD Department.
- CADD Instructor will go on two site visits to expose students to the requirements of testing materials before using them for built structures. This will be done February 2, and February 3, 2016.
- CADD Faculty will continue to have meetings for the Lead Faculty Advising Committee to finalize the fourth module and prepare to share the recommendations to all faculty in the Business and Technology Division.
- Monthly visits to existing Little Free Libraries to check on their placement, library book contributions, and general status to consider updating or adjusting existing structures. All are in good condition.

Design & Building Technologies: CADD, HVAC, ELPT and Construction Supervision:

- Program Chair. attended Habitat for Humanity monthly Executive Board Meeting Collaborating efforts to help with upcoming builds. January 21, 2016.
- As of January 25, 2016, Design & Building Technology program will consist of the following programs:
    - Construction Supervision
    - Electrician Technology
    - Heating Ventilation Air Conditioning & Refrigeration
- HVACR Student Orientation was held on January 19, 2016. Invitee guest: All HVAC Faculty, HVACR Industry Leaders, South Texas College Services (CLE, Advising, PASS, etc.)
- Planning is underway for "Honoring Women in Business & Technology". Met with planning committee. Event is scheduled for April 21 & 22, 2016. January 29, 2016.

- HVACR & ELPT faculty planned a day of "Black Board" Training. Training was provided by (HVACR Faculty) and ELPT Faculty.
  Part I Training: January 22, 2016 (HVACR)
  Part II Training: January 29, 2016 (HVACR)
  Part I Training: January 29, 2016 (ELPT)
- Construction Supervision students were invited to witness a concrete pour project in Alamo, Texas at 7:30am. January 31, 2016.
- Electrician Technology Program is planning a field/skill day at Proyecto Azteca on February 5, 2015 from 8am to 1:00pm.
- HVACR/ELPT/CNBT had a 100% 1st Day Attendance Roster Verification. Great Job!
- HVACR and ELPT specialized programs were recruiting and sharing their knowledge at Pioneer High Schools, Sharyland. HVACR and ELPT faculty were in attendance on January 29, 2016.
- HVACR Student, received the Rees Foundation Scholarship Foundation $2000 scholarship award. January 2016. Foundation is to assist with the recruitment and competency of future Heating, Ventilation, Air-Conditioning, Refrigeration, and Water Heating technicians by awarding scholarships to qualified students who are enrolled, or plan to enroll, in an institutionally accredited school. January 11, 2016.
- Construction Supervision volunteered their skill and time at Habitat for Humanity Build in Alamo, Texas.

South Texas College Construction Supervision student
Noe de la Cruz, at
RGV Habitat for Humanity
January 30, 2016

Note: Additional Black Board training is scheduled for February 12, 2016 during College Wide Professional Development Day.

Precision Manufacturing Technology:

- Faculty supported Weslaco Career Fair to present PMT program with an outstanding turn out. CNC machine were exhibited displaying the fabrication of a business card holder. January 11, 2016
- Program Chair attended Mission High School Career Fair where freshmen, sophomores, juniors and seniors were in attendance, over 600 students. January 12, 2016
- Faculty supported the Calvillo Weslaco School, which hosted tours for middle school students. These students were able to tour the machine shop and were exposed to the equipment and were able to see CNC machines in the works. January 13-14, 2016
- Club members attended Veterans Memorial High School Career Fair and spoke to over 600 students about our program. January 15, 2016
- Faculty continues working with Tooling Academy students on their NIMS projects. January 20, 2016
- Program Chair arranged Department Blackboard Training. January 22, 2016

- PMT Faculty met with Judy Martinez to define the Gene Haas Foundation Scholarship guidelines and drafted an initial proposal. January 25, 2016
- PMT Faculty finalized student tools list kit and submitted was submitted to Barnes and Noble to process and to make it available for students to buy it thru financial aid if necessary. January 25, 2016
- Program Chair attended the STMA meeting to learn about manufacturing opportunities for our students. January 26, 2016
- Program Chair and Faculty met with CCTA program coordinator to discuss program objectives, equipment and tools needed, facilities and installations, and material PO request process for current AMT classes. January 26, 2016
- PMT Faculty had around 1,300 8th grade students tour the AMT labs at Weslaco Early college High School in a total of four days. The response was outstanding, many of the students showed a great deal of interest in the program. January 27, 2016

- Program Chair met with Lisa Walters to discuss new building facility layout for Technology, STARR and Mid-Valley Campuses. January 28, 2016
- Program Chair attended College Wide Curriculum Review Committee meeting. January 28, 2016
- Program Chair attended Women in Technology Committee meeting. The two-day event will be in March. The department will set up on both days and will be having breakout sessions for the high school girls in attendance. January 29, 2016
- Faculty has begun working/organizing the 2016 High School Manufacturing Competition event, tentative day, early April. January 29, 2016
- PMT Faculty has created Manufacturing Career and Expo flyer and sent invite to current participating High Schools with AMT program. Event is scheduled for March 9, 2016. Flyer attached. January 29, 2016

MANUFACTURING CAREER AND EXPO

Come join us!

You are invited to join us for the 6th annual Manufacturing Career and Expo at South Texas College. Manufacturers and Vendors from all over Texas are gathering to discuss new products, current technology and have direct con- tact with students of the Precision Manufacturing Program.

Save the date

March 9th. 2016

From 8:00 am to 12:00 pm

STC Technology Campus, 3700 W. Military Hwy., McAllen TX, 78503

Contact Information:

Mario Olivera, molivera@southtexascollege.edu, 956-872-6304

"Manufacturing is not just a career, it is an everyday exciting ad- venture to create better ways to serve, produce, and achieve customer satisfaction based on knowledge, creativity, technology, and team- work."

- Mario A. Olivera

Erasmus Addae
Dean – Distance Learning and Virtual Campus

- The Distance Learning Department, Technology Resources, and consultants from Blackboard met to define Blackboard Learn Analytics project and requirements for implementation. Blackboard Analytics combines extensive data from Blackboard Learn with student and course attributes from your SIS/ERP to create comprehensive reports and dashboards for students, instructors, staff, and leaders.
- Met with the chair of Information Technology Department to discuss progress on eTeach I training for dual enrollment instructors from McAllen, Edinburg and Mission ISDs.
- The Distance Learning Department conducted an orientation for Early College High School online students. The orientation covered the basics of preparation required to be successful in online classes, technical and student services support provided by South Texas College Online.
- Distance Learning/IS&P Weekly Collaborative Meetings: met with the application development team of IS&P to discuss on-going projects
- Participated in NAH, LASS, and BM&S Division meetings to discuss new directions for improved instructional design services in support of online and hybrid faculty
- Attended the Visual Arts and Music department meeting to discuss the college's strategic mission of bringing higher and the role of online programs in fulfilling the mission
- Distance Learning/IS&P Weekly Collaborative Meetings: met with the application development team of IS&P to discuss on-going projects
- **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.
- **Met with the Director of Instructional Technology to discuss video-**conferencing solution for Faculty Senate meetings. Planning for purchase of new equipment have been initiated.
- Met with the Dean and Department Chairs of NAH to discuss the division's role in the implementation HSI Grant projects. One of the objectives of the HSI grant is to increase Starr County participation in NAH programs. This will be evaluated by number of students enrolled in NAH courses via Blackboard Collaborate. The meeting was necessary because information on this key component of the project needed to be disseminated to department chairs and for them to be aware of their roles in the project.
- Met with the Director of Instructional Technology to discuss plans for academic continuity plan. As part of business continuity planning, academic or instructional continuity is critical to the mission of South Texas College. A disaster may result in the official suspension of face-to-face classes at one or all of the South Texas College campuses.
- The Distance Learning and Technology Resources teams participated in Analytics for Blackboard Learn implementation workshop on February 2nd and 3rd. Analytics for Blackboard Learn 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. The workshop was to ensure that all baseline reports for Analytics for Blackboard Learn are available and can be assessed.

Projects:

- Blackboard Learn Analytics Implementation
- OCRA Academy scheduled for February 19 and March 4, 2015
- New Videos for Faculty and Students

Distance Education – Technologies

Banner Integration for eLearning

- eLearning has been stable for the month of January. IS&P continues to do manual updates for Spring 2016 semester and mini-mesters, 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.

Building Blocks

- The following building blocks were updated in staging environment first for testing and then installed on production environment January 30
    - Blackboard Mobile Web Services Building Block
    - NBC Content Integration
    - SafeAssign
    - WileyPLUS Integration by Blackboard
- 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.

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.
        - Successful connection has yet been established.

Distance Learning Helpdesk/ Trainings

- Numbers for the month of January
    - Students/Faculty Chats: 1,405
    - Students Tickets: 369
    - Faculty Tickets: 160
    - Online Trainings
        - Blackboard Collaborate
            - Business Computer Systems Faculty
            - NAH PTHC Program
            - Office of Curriculum and Learning
        - SI Leader Bb Training
    - Face to Face Student Training
        - eTeach
        - Dual/Adjunct PD Day Training
        - Blackboard Collaborate
        - Dual Enrollment eTeach I Training
            - Jan 11 and Jan 15
        - Blackboard Training at TECH Campus
            - Precision Manufacturing Department

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:	225
▪ Academic Advising:	20
▪ Career Advising:	119
▪ Transfer Advising:	0
▪ Degree Plans:	0
▪ Graduation:	0
▪ Distance Education Walk-Ins:	18
▪ Distance Education Chats:	3
▪ Telephone Contacts:	392
▪ Virtual Campus Advising Email:	267
Total:	***1,044***

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

Division Dean Updates:

- The semester started off with The Liberal Arts and Social Sciences Division meeting which highlights from 2015, Review Graduations Numbers, STC Enrollment, Dual Enrollment in Texas, Distance Learning and the Virtual Campus, Matriculation of Dual Enrollment Students, Pass Rates, Attendance and Assignment.
- A deposition took place with regards to a faculty complaint of non-renewal
- An enrollment meeting took place.
- Division Dean thanks STC cabinet and the Board for the new office furniture and the renovations to her office.
- Division Dean traveled to Valencia College Conference on Legal Issues. The conference offered an opportunity to present a team of community college experienced leaders and lawyers with case studies and training was provided for several legal-sensitive issues such as Do's and don'ts in hiring and firing, FERPA, Title IX, Study Abroad, What's new in the Courts and Congressional plans.
- Dean Bischoff attended the Board Appreciation Breakfast in the Rainbow Room

Pictured above: Nick Gonzalez, Administrator for High School Programs and Services; Mary Elizondo, Vice President for Finance and Administrative Services; Dr. Ali Esmaeili, Dean for Math Science and Bachelors Programs; Dr. Anahid Petrosian, Vice President for Academic Affairs; Dr. Margaretha E. Bischoff, Dean for Liberal Arts and Social Sciences; and Dr. Shirley A. Reed, College President.

Board of Trustees: Rose Benavidez, Member; Paul R. Rodriguez, Secretary; Graciela Farias, Member; Gary Gurwitz, Member; and Dr. Shirley A. Reed, College President.

- The academic Affairs meeting was held, where, among other things, the following was discussed: Spring 2016 Enrollment, Adjunct Faculty Job Fair, List of Faculty Retirees, Proposed Adjunct/Overload Pay Rate Change, and Academic Affairs Policy Review.
- Telephone interviews and face to face interviews started with prospective Political Science Instructors.
- The Dean attended the Board meeting where adjunct/overload pay increases were approved, a great feat for the Faculty Senate that was received with much gratitude from the faculty.
- A conference call was held to discuss the presentation that will be held during the League of Innovation yearly conference to highlight the experiences of deans who move up from the faculty ranks.
- The monthly LASS chair meeting was held to discuss First Day of school impressions, early alert data,mini mesters to accommodate nursing majors, mileage during the Summer Dual Enrollment progress reports, dual Enrollment Reporting Requirements, faculty evaluations, summer pay rules,coffee in the labs, the need for chair surveys, writing pre-requisites: impressions from those who have implemented it, the budget, attendance at Graduation, rehiring former and other Employees
- Several HR matters were discussed to follow up or resolve personnel matters
- A travel committee meeting discussed recommendations for travel procedure changes. Important matters such as adjuncts and mileage reimbursement, stipends for those who teach in Starr county, and changes in required paperwork upon return of a trip were discussed. Boarding passes, hotel bills, etc. were all a thing of the past. Yet we will need at least one form of proof that we actually made the trip.

Social and Behavioral Sciences:

Department of Political Science

- The chair of the Political Science Department worked with the site directors, the Office of Admissions and Records and the Dual Enrollment staff to ensure that the schedule met the needs of the students while also being efficient.
- Political Science faculty began implementing the PLO and Core Objective action plans in their classes.
- The department chair and departmental faculty worked with high school officials, Dual2Degree staff and the staff of the Office of Admissions and Records to correct errors on the transcripts of former dual enrollment students which were affecting those students' GPAs and their ability to register for other college classes.

- The departmental faculty at the Mid Valley Campus along with the Mid Valley Political Science Club worked with campus officials and staff to host a watch party for the Republican candidate debate that took place on Thursday, January 28. This event helped to educate students and community members about the Republican candidates and the issues in the election.

Department of Criminal Justice

- Criminal Justice Program Chair coordinated with Our Lady of the Lake University for upcoming recruiting visits.
- Criminal Justice Program Chair coordinated with TAMU-Kingsville for upcoming visit to update/finalized articulation agreement for Social Work which was left incomplete two years ago.
- Criminal Justice Program Chair coordinated with La Joya ISD Police Department to seek faculty and student volunteers for juvenile diversion program.

Department of Child Development

- Child Development Department Chair attended several meetings with Grants Office regarding a partnership grant with Region 1 Educational Service Center.
- Saturday, January 16th Department Chair held Adjunct orientation meeting to prepare them for the Spring 2016 term. #of adjuncts _7__.
- Child Development Conference planning : Speakers secured for March 5, 2016 (Spanish Conference) April 23, 2016 (Autism Conference); June 18 (Leadership Conference)
- Faculty will continue to review Program Learning Outcomes for changes for the 2016-2017 academic year.

Child Development Center:

- Child Development Center Staff attended Pre-service training during the week of January 1th for the Spring 2016 term.
- Child Development Center opened for services on the 19th . 4 toddler classrooms and 2 preschool classrooms 74 children enrolled.
- CCAMPIS grant currently supporting 54 children with subsidies for Spring Semester.

Department of Psychology

- Program currently is seeking to fill two positions for Early Childhood Educator I. Starr County Psychology Club Flier and meeting times

Department of Communication Arts

- Speech instructor attended Lead Faculty Advisor Meeting, planning spring assignments and conducted two breakout sessions during the Adjunct and Dual Enrollment faculty professional development day.
- Speech students worked on an assignment to introduce themselves to the class (Introduction Speech) using a cereal box. Students were to create a title and slogan for themselves, the "ingredients" were unique characteristics about them, the back of the box had their future plans/dreams, and the other side had long and short term goals. The students were very creative in decorating their boxes.

Assistant Dean of Humanities

- Department Chairs and Assistant Chairs worked like mad to accommodate student and faculty requests at the launch of the (enrollment record-breaking) Spring 2016 semester
- The Departments of English and History are both experimenting with the regular addition of M10 and M3 minimester offerings of their 1301/1302 courses – intended to accommodate both Nursing & Allied Health Division-bound students and to defray the requests of non-ORGL majors wanting to enroll in the "B" sections of these courses.
- Author David Bowles agreed to come give a talk in mid-February, sponsored by the English Department. He was recently given the Pura Belpré award from the American Library Association, who said of his book *Smoking Mirrors*, "Bowles creates an action-packed story based on Aztec and Mayan mythology while capturing the realities of life in contemporary South Texas and Mexico."
- History Instructor and Assistant Chair in History took a group of his Dual Enrollment Mexican-American History (HIST-2328) students to participate in the "Life and Death Along the Border 1910-1920" event at the Bullock Museum in Austin (01/22-01/24)
- The Chair of the World Languages Department met with a Telemundo reporter (working on a special program on the benefits of community colleges) for an interview

- The Chair of the World Languages Department continued to work with representatives from Robert Vela High School, to help them plan a visit to STC in which 30+ students came on January 22, and heard about our programs, our Division, and the importance of continuing with their education
- Program Chair met with ESL students from Robert Vela High School. The school contacted the department to help them plan a visit to the college and talk with the students about the programs. Rosangela Mancillas, Student Services Specialist helped them organize the tour.
- The Assistant Dean of Humanities and the Chairs of Developmental English and Developmental Reading participated in a conference call with the representatives from RAND (01/20/16), regarding our grant-funded proposed initiatives for increasing support and success for students testing into "ABE" levels 1-3
- The Assistant Dean of Humanities began a coordinated conversation regarding Field of Study requirements, for their respective A.A. degrees, with the Department Chairs of English, History, and World Languages, with the intention of facilitating both (A) multiple 2+2 style articulations with UTRGV, and (B) more clearly guided pathways for students who take their classes primarily at the Mid-Valley Campus
- The Department Chairs of Developmental English and Developmental Reading began reviewing the requirements for NADE re-certification/accreditation, and making plans for attendance at the annual NADE conference in California in March
- The Chair and Assistant Chair of History met several times with the Graduate Director in History from UTRGV to work on the Regional Dual Enrollment History conference scheduled for Feb. 26; at this point, the agenda, venue, schedule, and invited speakers have all been confirmed, and invitations are being extended to all of the stakeholders in this conversation from (and south of) Laredo to Corpus Christi
- The Coordinator for the Mexican American Studies Program (also our Qualitative Researcher) began working with the Department of History and Philosophy to plan and fund her travel to Austin to participate in the upcoming statewide review of the Mexican American Studies Degree Plan
- The Assistant Dean of Humanities presented the new proposed Guidelines for Issuing a Grade of "I" (Incomplete) to Academic Council
- The Assistant Dean of Humanities met and worked with the Director of Faculty Advising on the New Enhanced Faculty Advising plan and proposed a model (based on the notion of the "exploratory major") for a staffing plan that would detail the assignment of Lead Faculty Advisors, Faculty Advisors, and Student Success Specialists
- The Assistant Dean of Humanities (also a participant in the 2015-2016 DLA cohort) met with the Associate Dean of OPOD to discuss the design of the February session of the DLA, to be conducted by the Assistant Dean of Humanities
- The Assistant Dean of Humanities met with the Data Standards Committee and was invited to join the "Enrollment Data Subgroup" to assist in determining all of the kinds of data requests generated by faculty, chairs, and deans within Academic Affairs
- The Assistant Dean of Humanities presented the state-mandated course description revisions to the remainder of the Humanities courses to the College Wide Curriculum Committee, and the proposed revisions were all unanimously approved
- The Assistant Dean of Humanities met with the Travel Committee to assist in further delineating and revising policies and procedures governing both professional development travel and intercampus mileage reimbursements

Assistant Dean of Fine & Performing Arts

Department of Art

- Work orders for technology, safety and maintenance were submitted
- Met with adjunct/dual faculty on the Sat. PD Day

- Assistant Chair and Program Chair met with risk management to discuss the art exhibition process and possible revisions to the artist contract to address insurance and risk concerns
- Monitor Article on STC Art Exhibit:

http://www.themonitor.com/calendar/entertainment/out-of-style-geometric-abstractions-from-the-s/event_8d64a39a-ba15-11e5-bb03-101f742c6b0c.html

- Art faculty sub-committees met to discuss and assess new common assignments in core classes, and to make recommendations for master syllabi revisions for the fall. A few faculty have expressed that they do not want some of the existing art courses in the core, even if the removal will result in a significant loss of students in those courses.
- Program Chair had a teleconference with outgoing CAA Committee Chair to organize the new agenda for the College Art Association's Education Committee. Program Chair was elected the new Committee Chair for 2016 and will lead the national association in issues related to art education.
- Program Chair continued email communication with the CAA Taskforce on Advocacy and is preparing his presentation on the "Success Story" in Texas that he will discuss at the February National Conference in Washington D.C. The success story will include how South Texas College was able to reinstate studio art courses into the core, and how TASA has worked to unite Texas colleges and universities to advocate for the value of the creative arts in education.
- Program Chair spoke with the Art Curriculum Committee Chair at Dallas Community College regarding the scheduled deletion of several 2000 level art courses from the ACGM, and how it will negatively affect larger community colleges; in particular students with economical challenges. As the President Elect of the Texas Association of Schools of Art, Program Chair will draft a letter of support for DCCCD's submission to the THECB to reinstate these courses in Texas.
- Program Chair attended the Faculty Senate meeting because of an agenda item about online courses, and concerns of a possible anti-online program attitude among some Senators
- Program Chair discussed the upcoming forum on advocacy at the CAA national conference with the CAA Taskforce on Advocacy (Teleconference). Program Chair will be presenting in Washington DC next week.
- Assistant Chair continued working with the Risk Management Office regarding art exhibition contracts and insurance concerns
- Program Chair collaborated with current TASA (Texas Association of Schools of Art) President to draft a letter of support for DCCCD who will be formally requesting the reinstatement of scheduled for deletion 2000 level art courses back into the ACGM
- Program Chair communicated with contacts at Lone Star Community College, Dallas Community College and Houston Community College to request data on student enrollment decline, and the negative effects on art programs/staffing resulting from the studio art core exclusions in 2014. Some art faculty at STC are opposed to having certain studio courses in the core; however, other faculty believe it is in the best interest of the students and program that they remain in the core.
- Program Chair replied to a request for information from the University of British Columbia regarding his Fulbright experience in Canada. UBC is developing an artist in residence program and is interested in how artists collaborate across disciplines in shared research and creative activities.

Department of Music

- Mandatory meeting for all Music Majors was held on Friday January 22, 2016. Topics that were discussed included recital attendance, degree plans, graduation on time, class attendance and punctuality, and daily music practice. In attendance were almost 50 students with all FT Faculty.
- UTRGV Piano Professor, conducted an afternoon Master Class for music students Friday January 22nd and a Piano Recital for the students and public.
- Assistant Dean attended a Board Appreciation Breakfast on Friday January 22nd where the college extended a special thank you to school district board members and superintendents.

- Music Faculty held its first meeting of the semester to discuss the drafting of a mission statement for the music program. Department faculty have been active in creating the first draft.
- Assistant Dean participated in the first walk through of the new Ceramic Art Kiln Building. Plans are underway for a special ribbon cutting activity. Tentative date is Tuesday March 8th. Details are being worked out.
- Assistant Dean participated in the Academic Affairs Council Meeting. Items of discussion included retirement awards, bond building update, and credential review procedures.
- Assistant Dean began the planning activity for the special April 22nd concert highlighting the new concert piano. The concert will highlight compositions for piano and orchestra.
- Assistant Dean participated as a member in the Region One Advisory Council on Alternative Certification bi-annual meeting. Discussions included updates on promotion tools and new guidelines for evaluation.

Department of Drama

- The Drama Department continued rehearsals and production work for Romeo and Juliet which will open February 25th.
- Department Chair attended the College Wide Curriculum Meeting and Faculty Senate.
- Department Chair has begun working on the departmental retreat scheduled for Professional Development Day. He will be leading the department in a mid year evaluation of their IE plan and identify what has been accomplished and what resources and action plans need to be place for the remainder of the semester.

Upcoming Events:

- Regional Dual Enrollment History conference scheduled: Feb. 26
- The 11th Annual Gathering of the People for Peace and Justice has been scheduled for Saturday, February 13th, at the Mid Valley Campus

FEBRUARY CONCERTS
Music Faculty Showcase
Albeza Barrera and David Vasquez Student Recitals

MARCH CONCERTS
Benjamin Coy, trombone recital

APRIL CONCERTS
Jacob Cuffman and Josiah Esquivel Student Recitals
Percussion Two-Day Event

OPUS Chamber Orchestra Concert

“OUT OF STYLE”

February 9 – March 10, 2016

“Annual Student Exhibition”

April 12 – 28, 2016

February 25-28, 2016

April 28-May 1, 2016

Academic Affairs Report **January 2016**

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

University Relations

Articulation Activities

- In January, we began conversations with Abilene Christian University to create an articulation agreement with the nursing program.
- A 2+2 articulation agreement with Texas A&M University – Kingsville in the area of Social Work was sent to me from TAMUK as an agreement that had never been used. We are now looking to update this agreement and re-sign it to aid transfer.
- The 2+2 agreement with Texas A&M University – Kingsville for Engineering is in its final stages of completion and will be signed more than likely within the next month.

Transfer Visits

- Representative from Texas State University was on campus on Friday January 8th and met with several students.
- Representative from Texas A&M University Health Science Center's School of Public Health was on campus on Monday January 19th, Tuesday January 20th, Thursday January 21st, Tuesday January 26th, and Wednesday January 27th.
- Representative Texas A&M University – Kingsville's Education Department began her week office hours on Wednesday January 20th, she will be here every Wednesday from 2:00 pm to 5:30 pm.
- Representative Texas Tech visited Pecan Campus on Thursday January 28th.
- David Torres from Texas A&M University – Kingsville's Rio Grande Valley Engineering Initiative began weekly visits to both the Pecan Campus and Mid-Valley campus. He will be on the MidValley campus on Thursday mornings from 8:30 am – 11:00 am and on Pecan campus on Thursdays as well from 11:00 am to 1:00 pm.
- On Thursday January 28th, Texas A&M University – Corpus Christi brought their roadshow to campus, which allowed the students to receive on the spot admission if they qualified.

University Relations Activities

- Continued planning for the Spring 2016 College Fairs, including meeting with PR regarding promotion and getting the webpage updated. Confirmed to attend so far are Texas A&M University, Ashford University, the University of Texas Austin, The University Center of Texas State Technical College, Texas A&M University – Kingsville, Texas A&M University – Corpus Christi, the University of Texas – Rio Grande Valley, the University of Texas at San Antonio, Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative, Texas State University, Texas Tech University, South Texas College Bachelor's Programs and Sam Houston State University.
- Currently planning a visit for Arineh Arzoumanian, a doctoral student from California, who had previously interviewed Dr. Ali Esmaeili for her dissertation, which is on Competency Based Education. She will be visiting campus on February 15th and 16th, and hope to meet with administration and observe classes.

Study Abroad Activities

- Currently reviewing and passing on the initial paperwork for students interested in London. We are trying to assure that enough students are interested and make the payments as it will soon be time to start purchasing the tickets.

Special Projects

- Currently drafting a paper for submission Mid Years Engineering Experience Conference in March 2016. They are looking for best practices for retention and transition from the "sophomore slump to the junior jump". Upon reflection on our programs, Dean for Math, Science, and Bachelor Programs and University Relations Specialist decided to feature the Dual Enrollment Academies as models of success. A draft will be ready on Monday February 1, 2016.
    - Texas Regional STEM Degree Accelerator Grant
        - On Wednesday January 13th, met with Assoc. Professor of Art, whom signed on to the Professional Development Coach for this project.
        - On Friday January 15th, presented to the Developmental Mathematics Department at their department meeting regarding the New Mathways Assurance of the grant and what it entails. A good conversation about New Mathways, pathways and changes to the mathematics curriculum at the state and national levels occurred.
        - Participated in several meetings regarding the Regional Press Event on February 10th. Including teleconferences with Educate Texas on January 8th, January 20th, and January 27th, and a separate meeting with the whole PR team on January 27th.
        - Participated in the Regional Lead Team check-in call with Educate Texas on January 21st, where we reviewed the agenda for the press events, the external evaluator visits, the meeting at the Texas Community College Teachers Association and had a presentation from Collaborative Economics.
        - On January 22nd and 29th, met with the steering team to start preparing for the Faculty Institute (the professional development aspect of the grant), where we developed an agenda for the two day session that will occur in April and started talking about the weeklong institute in the summer.

TRSDA Grant

- Met with Genius Team to review progress on Press Event and begin planning for RGV STEM Faculty Institute.
- Invited to Press Event:
    - UT Chancellor and Board of Regents (Regent Aliseda sent regrets)
    - Rep. Rene Oliveira (tentative)
    - Sen. Chuy Hinojosa (confirmed)
    - Dr. Guy Bailey, UTRGV (sent regrets, sending reps)
- Attended Academic Council mtg.
- Confirmed Ballet Folklorico, STC Guitarists, and with Chef Jennifer to attend Press Conf.
- Met w/Dean Math Science and Bachelor Programs re: Press Conf Agenda and future planning for TRSDA.

COSC

- Mid-Valley New Student Orientation An estimated 95 students attended the First Year Connection Orientation at the Mid-Valley Campus in Weslaco on the evening of January 13. Faculty represented the Computer Science Department and welcomed new students to STC.

- Computer Science Lab Assistant II and Computer Science Instructor actively recruiting students during orientation at Starr County Campus on January 12, 2016.

Physical Science Department

The department faculty and staff participate in a number of community service and student engagement projects. This activity report highlights only a portion of the contributions made by the department faculty and staff to facilitate student learning and student success at South Texas College

- Chemistry Instructor continued to work with public relations, facilities, and program chair to make preparations for Science Olympiad scheduled for February 27th. Faculty and lab specialist began preparations for Science Olympiad Events.

- Program Chair presented Engineering Program changes to the College Wide Curriculum Committee Meeting, held on Dec 3, 2015 PCNG 201: Requirement of ENGR2303 (Engineering Mechanics) or ENGR2302(Dynamics) for the Core Component Area Option under AS program was approved.

- Program chair hosted Physical Science Department First Connection Orientation on January 14, 2016. Chemistry Instructor presented information on Chemistry careers and potential salaries. Program Chair presented information on the Pre-Pharmacy program and the UH-STC Coop opportunity for students. Faculty presented information on the Engineering Program. Faculty presented information on the importance of Physics and conducted a visual concept demonstration. Physical Science Department Club advisors presented their club activities and promoted the benefits of club participations.

- Program Chair and Faculty met with architects designing the Pecan campus STEM building on Jan. 22nd to give input on design of the lab rooms, prep room and the chemical storage rooms.

- The first UH-STC School of Pharmacy Co-op applications were due on January 15, 2016. The partnership agreement between University of Houston and South Texas College was completed in 2015. Under this agreement, STC students completing between 12 to 30 hours at STC can apply for early admission to UH School of Pharmacy. One STC Dual Enrollment student submitted a completed application for the UH-STC School of Pharmacy Co-op to review.

- The Physical Science Department Faculty and Staff held several meetings to discuss the Spring enrollment and finalize faculty schedules. The faculty and staff agreed to work with program chair to develop flyers to promote our programs at each campus.

Chemistry Program

- Mission Elementary Science Fair Dec. 5, 2015
    - Mission CISD has their District Elementary Science Fair. The Chemistry club and faculty participated by showing students science demonstrations as they waited to compete. Parents and children had a blast as we showed them the demos.

- Solar Workshop-1-12-16--Dr. David Brown from Chula Vista, California presented a workshop on Project iLazer to Chemistry and Inventor & Entrepreneur club members. He showed the club members how to build solar panels using Indium tin oxide glass and fruit preserves. This workshop focused on training the club members on how to teach kids about solar energy and be able to show them demonstrations with the equipment he donated to the club from his NSF grant.

- Each year the local section of the American Chemical Society (ACS) requires each local section to submit yearly reports of activities and meetings held by the section. In December of 2015, Chair of the local ACS section, prepared the annual report of activities and meetings while Treasurer, completed the financial reports and filed the required tax forms. Both reports were reviewed by the section Counselor, Dr. Tom Hayes (Texas A&M University Kingsville) for accuracy before submitting. The ACS uses these reports to determine if the local section remains in compliance with its constitution and bylaws and to determine the allotment the section will receive.

- Chemistry Faculty attended the Active Shooter Training presented by Paul Varville and the STC Department of Public Safety on January 15th. The training included information on what to do when an active shooter is on campus as well as how to use the AED in case someone stops breathing and how to use the emergency chair to carry a disabled person down the stairs if the elevator is not responding. The proper procedures that should be used when there is an emergency such as a fire or bomb threat were also reviewed.

- Faculty participated in Lead faculty advisor training meetings on Dec. 14th, Jan. 14th, and Jan. 29th. The advisor meetings are necessary for the committee to agree to training methods and what content to include in the training modules. The committee also worked on developing on-line training modules. The committee is working closely with the advising office personnel to eliminate, or at least minimize, the gaps in advising students.

- Faculty participated Challenge Based Instruction (CBI) projecting meetings held by Faculty from the Math department on Jan. 29th to discuss the previous semester results and find new ways to modify the project so that student gain the most from the project. The team discussed joint assignments and deadline dates for students.

- Faculty attended the McAllen Chamber of Commerce's Inventors and Entrepreneurs Network on Thursday, January 28th from 6 PM to 8 PM. They networked with local innovators and learned about the process of bringing ideas to life. During this session, Lutz Blume talked about prototyping and injection molding. He showed the different stages of real prototypes. Lutz Blume is an expert on the field of design & manufacture plastic injection molds and parts. He has work with several prototypes from local inventors and entrepreneurs. He is housed in the incubator at the STC technology campus.

Engineering Program

- Meeting was held with Texas A&M University School of Engineering Dean, and Dr. Maria Oralia De los Reyes to review and finalize the 2+2 articulation agreement.

- Engineering faculty develop an Engineering Flyer to promote the program at local schools.

- Meeting with Texas A&M University was held to plan the LID project calendar and to discuss funds for student trip to conference in May. Faculty continued his efforts to recruit Engineering students to work on the LID parking lot project.

- Faculty continued participation in the Faculty Advisor Training & Certification Program. In Module #2, STC's Degree Works web-based academic advising and degree audit tool was introduced to participants. As a result of this training, faculty are more prepared to help students understand their degree plan, required coursework and prerequisites for their specified degree major.

Physics Program

- Mr. Mario Lopez continued his participation with the Texas State Technical College (Harlingen) Physics Advisory Committee Meeting. He learned about TSTC's procedure for assessing Core Learning Objectives; offered suggestions for TSTC's Associates Degree in Physics degree plan; made suggestions about articulation agreements

- Faculty attended the Weslaco ISD Secondary Science and Engineering District Fair on January 16th, and served as judges to rate Middle and High School students' Science and Engineering projects. The science coordinator of the district is appreciative of the contribution provided by South Texas College to the event to promote students success. Chemistry Faculty also served as a Judge at the Science Fair at Garza Elementary School on Dec. 4, 2015.

- Chemistry Faculty attended IPASS(2) Hobsons Starfish demo for Faculty discussion about the capabilities of Starfish software in helping faculty with online teaching and advising.

- The textbook search committee for Physical science textbook is constantly working to search the best possible text book for Physical Science courses (PHYS 1415 and PHYS 1417). In addition to going through the textbook individually, the search committee had a meeting with the Publisher McGraw Hill Education to learn the detailed information about the resources the publisher can offer to the instructors and students as well as if there is a way to reduce the price by making a custom edition. The committee is scheduled to meet with Pearson publisher on Feb. 12th to review Pearson Physical Science textbooks. The committee will review a few other textbooks before recommending a textbook to the Physical Science faculty for consideration.

- On Friday 1/22/2016 faculty hosted a mobile planetarium event at Diaz-Villarreal La Joya ISD. Shows were every twenty minutes with a ten minute intermissions. Student's grade levels from 3rd and 5th had the opportunity to learn about recognizable star patterns that occur during the winter months. The event went very well and the principle complimented South Texas College for doing outreach events.

BASOL

- Finished the process for launching the first all-online course option for BASOL students.
- Initiated weekly phone conference with NSLS Headquarters.
    - Identify students who qualify to be invited to join NSLS.
    - Develop an itinerary and strategy to complete the organization's goals this semester.
- Submitted the preliminary list of students to NSLS headquarters, who qualify for admittance into NSLS.
- Met with new instructors to show them the process for teaching BASOL Classes. (1/7)

- Met with Distance Education to discuss several technical and scheduling problems with the BASOL Classes.
    - Discussed the process for matching course content to a given shell and instructor with San Juanita Salinas.
    - Conferred with IT Department about how to improve the course approval process.
- Attended the Spring Convocation for the Department of Mathematics, Science, and Bachelor's Programs.
    - The BASOL program was mentioned by Dr. Esmaeili as one that is rapidly growing and improving.
- Hosted the new student orientation in collaboration with the academic coach in G-201 between 6:00 - 8:00.
    - This was the largest orientation that we have had yet and denotes growing interest in the program.
- Attended the NSLS retreat from 12:00 – 3:00
    - David Laurel attended in order to provide information about the upcoming leadership conference in McAllen.
    - The Club developed their itinerary and strategy for the upcoming semester.
- Meeting was held to discuss the program's official student statistics.
    - It was gratifying to see that the BASOL Program continue to grow. There are currently 215 students enrolled in classes.
- Met with HR Director – South Texas College to explain the class that she is currently teaching for the BASOL Program in Human Resources.
- Phone interview with Goldman Insights.
    - This study was commissioned by the Texas Public Policy Foundation to evaluate competency-based education in Texas.
- Texas A&M Commerce is also participating in similar interviews, which are approved by the Coordinating Board.
- Interviewed candidates for adjunct positions in our upper-division courses.
    - Both candidates were prompt, had filled-out their applications, and answered my questions appropriately.
- Initiated contact with all BASOL instructors to request their preferences for the summer class schedule.

Jayson Valerio
Division Dean – Nursing and Allied Health

Division Dean Updates:

- **January 12, 2016** Interim Dean for Nursing & Allied Health Division attended South Texas Health System work partnership meeting and discussed future job placement for all NAH majors.
- **January 22, 2016** Interim Dean for Nursing & Allied Health Division attended South Texas Organization for Nurse Executive (STONE) meeting and discussed about strategic plans of STONE and for more collaborative partnership with the NAH. The STONE organization will be planning to hold a consortium for all the graduating class of ADN Spring 2016 on April 16, 2016.
- **January 27, 2016** Interim Dean for Nursing & Allied Health Division together with Interim A.D.N. Program Chair attended the McAllen Workforce meeting and presented ADN program to all the local healthcare employers.

Division Activities:

- **January 11, 2016** Nursing & Allied Health Campus held their Spring Division Meeting where the faculty and staff where given important updates in regards to the facility security, updates on gun law, program highlight achievements, better partnership between STC Distance Education, and goals for the New Year.
- **January 12, 2016** Patient Care Assistant Program Chair and faculty conducted their orientation for the new cohort for Spring 2016.
- **January 14, 2016** NAH welcomed all students with NAH majors during their First-Time Year Connection event. Calendar planners and a grand tour of the facility were provided to the students.
- **January 26, 2016** South Texas Health System welcomed NAH faculty, staff and the students with free breakfast and provide them information about their different health care facilities and job opportunities.
- **January 26, 2016** STC Student Activities conducted their **Welcome Event** for all the students. Food, games, and recreational activities were provided to the students.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

Community Engagement:

- Participated in Search Committee interviews for Internal Auditor, Jan. 25
- Attended Academic Affairs Meeting, Jan. 25
- Participated in Welcome Week Activities, Jan. 26-27 (See Photos)
- Attended MV Advisory Committee Meeting, Jan. 28
- Attended Travel Committee Meeting, Jan. 29
- Met with students to get them into classes first day of class, Jan. 19-20
- Worked with various departments for students adding/dropping classes
- Met with Tom Logan, Wanda Garza, George McCaleb to move bus shelter, Jan. 21
- Attended Bond Equipment Furniture Meeting, Jan. 22
- Welcomed over 100 students during the Orientation for First Year Connection, Jan. 13
- Interviewed candidates for the FPC Director, Jan. 14
- Attended mandatory Building Responders Training, Jan. 15
- Attended PAS Meeting, Jan. 15
- Met with Saul from Raba Kistner Architects, January 04 to identify drilling spots
- Met with drillers to look at areas being drilled for foundation of new building at MV, Jan. 01
- Participated in Search Committee meeting for F&P Director, January 06

Campus Events/Activities:

- Hosted "Educate Texas" meeting, Jan. 25
- Hosted "Welcome Week" activities, Jan. 26-27
- Hosted Faculty Senate Meeting, E-121, Jan. 27
- Hosted MV Psychology Club meeting, Jan. 27
- Hosted Political Science Club meeting, Jan. 27
- Hosted VIDA Meeting, Jan. 28
- Held Voter Registration Drive with Welcome Week, Jan. 28
- Hosted Photography Club Meeting, Jan. 28
- Hosted Political Science "Debate Watch" Jan. 28
- Hosted Valley Scholars monthly meeting, Jan. 29
- Hosted SGA Executive Board Meeting, Jan. 29
- Hosted Dual Enrollment Academies workshop, Jan. 29
- Held OSHA training with Sid Ramos, Jan. 30
- Welcome tables set up in G Atrium for students/faculty, Jan. 19-20
- TAMUK Engineering School Rep. in G. Bldg. Jan. 20
- IM Sports Promo sponsored by Student Activities, Jan. 20
- COSC Software installation in G Labs. Jan. 21
- USMC Recruiter on campus, G Atrium, Jan. 21
- DECSA Cyber Security Club Meeting, Jan. 22
- Dual Enrollment Academies workshop, Jan. 22
- Child Care Center Parent workshop, Jan. 22
- Continuing Ed conducted welding classes, Jan. 11-Jan. 15
- Hosted First Year Connection activities, Jan. 13
- Hosted RGV Quilting Guild Group, Jan. 15

- Continuing Ed conducted welding classes, Jan. 04-Jan. 08
- Computer Science Dept. replaced an entire classroom of computers, Jan. 05-08
- Office of Admissions & Financial Aid assisted with student registration. Jan 05-Jan. 09.
- Parent Orientation by Child Care & Development for upcoming semester, Jan. 08

Enrollment Activities:

- Contacted English Faculty about ENGL 100 course openings
- Worked with Government Program Chair to make GOVT 2305 courses at M.V.
- Worked with Biology Faculty & Program Chair to make BIOL 2401 courses at M.V.

Academic Affairs Report **January 2016**

Arturo Montiel
Site Coordinator – STC Starr County Campus

Community Engagement

- Request submitted to present updates to Roma ISD & RGCCISD
- Meet with Catholic Regional Administration to increase support for Campus Ministries Club
- Meet with ISD Principals to develop recruiting strategy for Fall 2016 enrollment
- Meet with ISD counselors to develop plan for Dual Enrollment
- Produced presentation of bond construction developments for community
- Meet with Faith Based leaders to offer meetings and snacks in J building twice per week.
- All departments participated in helping students on first day of class week.
- Scheduled staff meeting fort enrollment campaign celebration
- Meet and greet for new faculty teaching on campus
- All departments preparing for presentations on services offered to students
- Working w Roma ISD to present bond construction progress to school board
- Working w RGCCISD to improve dual enrollment sections
- Working w RGCCISD to increase awareness of courses offered on campus for dual enrollment
- Working w city leaders RGC to plan activities on campus
- Coordinating w ISDs to schedule high school re4cruiting visits for Fall 2016 enrollment
- Planning staff meeting to include ISD for recognition

Campus Events

- Starr County Campus "First year Experience" orientation for new semester
- State of the City event - auditorium 1-20-2016
- Retired Teacher Association – monthly meeting 1-21-2016
- Industrial Foundation event hosting the Office of Henry Cuellar 1-21-2016
- College Advisor Training 1/25-26/16
- Faculty Senate meeting 1/26/16
- Welcome week 1/26-27/16
- Voter Registration Drive 1/26-27/16

Facilities Related

- Submitted work order to repair and paint wooden structure center of campus
- Submit request for new Book store sign
- Preparing work order for maintenance of storage shed
- Preparing work order for maintenance of book store signage
- Maintenance requested for golf cart and gator on campus
- Preparing work order to move smoking tent on campus
- Checking all equipment technical and mechanical on campus for working order
- Coordinating w Maintenance Department to relocate smoking tent to different part of campus
- Work order to fix/repair storage fence center of campus
- Coordinating w Maintenance Department to schedule pest control all over campus
- Working w Maintenance Department to fix/replace sprinkler system
- Coordinating with Construction/Facilities to replace furniture in H building Student Activities

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:
    - Roma ISD TexPREP Students take STEM-based trip: Dec. 10-12, 2015
    - Ranked Top 30 for Online Computer Science Degree: Jan. 2016
- Continue to email supervisors, department/program chairs to submit student/program successes

Projects (development, data compilation, design, publication)

- Submit PR request to update Academic Affairs webpage to include 2015 highlights
- Submit PR request to update Academic Affairs webpage to include a new link for Dual Enrollment
- Assisting with compilation and updating documents for NAH ADN prospective student guide
- Create a flowchart that symbolizes the ADN prospective student guide
- Format the NAH Selective Programs Matrix
- Continue working on BAT Booklet
- Create design work for Applied Baccalaureate Programs Summary page

Reports (development, data compilation, design, publication)

- Complied Comprehensive Plan FY2016-2017 (year two**)** status report that was submitted by the AA Leadership team
- Complied Academic Affairs monthly activity report for Presidents Office
- Emailed Leadership team to submit updates on their FY 2016-2017 (year two**)** status report for the 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.
- Assist with preparation of presentations for January 12 EWDC and Finance Committee Meeting presentations: Distance Learning and Revision of Adjunct & Overload Pay Rate Scale
- Bachelor Program Data request follow-up – Fall 2015 end of term enrollment, graduates, and persistence
- Updated Child Development Center presentation for review in preparation for an upcoming EWDC request
- Assist with develop of presentation for HSPS Administrators for Achieving The Dream (ATD) Conference in February 2016 Title: Dual Enrollment: The Pathway to Career Readiness & Completion
- Assist PR with compiling Dual Enrollment data
- Assist CADD department with updating their webpage
- Follow-up with RAS and BAS-OL Department regarding program data as of Fall 2015.
- Update Applied Baccalaureate Programs Summary program data

Grant Project

- Perkins Grant – Assist with emailing the Perkins Grant owners to submit bi-annual report

Student Course Evaluations

- Assist Curriculum and Student Learning Department prepare Course Evaluation Period for Spring 2016 semester and communicated with Reporting Team the upload schedule for the semester.

Meetings

- Meeting with NAH Dean and VP of Academic Affairs to review status of ADN Guide
- Participated in Project Management Fundamentals Training by Global Knowledge Jan 5-7
- Meeting with Curriculum & Student Learning regarding course evaluation schedule for Spring 2016: Jan. 11
- Attended the iPASS Grant: Starfish Demo Meeting: Jan. 12
- Attended EWDC Board Meeting: Jan. 12
- Attended the Retiree Medallion Meeting: Jan. 13
- Attended the iPASS Grant Webinar: Jan. 14
- Attended the Beacon Mentoring Information Session: Jan. 14
- Attended ALA Session: Jan. 15
- Meeting with Curriculum & Student Learning and PR to review existing Course Eval. webpage for modifications: Jan. 19
- Meeting with NAH Team to review ADN Application and Guide: Jan. 20
- Attended Academic Affairs Council Meeting: Jan. 25
- Retiree Faculty Ceremony Meeting with OPOD: Jan. 25
- STLA for Staff Committee Meeting: Jan. 26
- Hiring Committee Meeting for Math Faculty Secretary: Jan. 29

Jessica S. Garcia
Coordinator – Academic Excellence Program

Valley Scholars Program

- **Fundraising** – Followed up with sponsors pending payment for the 10th Annual ANWTS. Began researching color schemes, venues, and dates for 11th ANWTS.
- **Retention** - Held Valley Scholars meeting at each campus on Jan. 29, 2016 to update students on upcoming events and opportunities. Finalized details for the 2016 College Tour scheduled for March 30th – April 1st. The tour includes visits to UTSA, UT Austin, Texas A&M, Texas A&M University Corpus Christi, and Texas A&M University Kingsville. Drafted probation/termination letters to VS students in need of academic assistance. Met with UTRGV to discuss new application process for VS transfer scholarship.
- **Scholarships/Awards** – Awarded scholarship funds to all VS students based on enrollment hrs.
- Submitted student nominations for Who's Who Among Students in American Universities & Colleges.

Phi Theta Kappa

- **Meetings** –Held Honors in Action meetings to finalize project for the Chapter. Held the January General Meeting on Jan. 25th with guest presenter, Teresa Villareal, Scholarship Coordinator from UTRGV. She presented information on the PTK transfer scholarship to members and distributed informational packets. Held an online meeting with Laredo Community College on Jan. 22nd to network and learn from each other.
- **Hallmark Awards** –Beta Epsilon Mu submitted entries for the College Project, Honors in Action, and Distinguished Officer Team to help the Chapter achieve five star status.
- **Community Service** – Phi Theta Kappa students volunteered on Saturday, January 23, 2016 at Quinta Mazatlán to help preserve McAllen's natural environment. The event was part of the honor society's Honors in Action project which focuses on the effects of invasive species on the natural environment.
- **Awards** - Submitted student nominations for Who's Who Among Students in American Universities & Colleges.

Honors Program (Yvette Gonzalez)

- Assisted Academic Excellence office submit honors split section requests for Spring 2016.
- Answered student questions concerning Honors Program requirements.

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1
Active Learning Classrooms/Training Rooms

- Continued research on technology for Tier 2 ALCs.
- Continued communication with Tim Weldon of Broadus and Associates and Eddie Diaz concerning Tier 2 AV infrastructure for new construction.
- Submitted furniture quotes for T1.506 and NAH 4.426.
- Collaborative work with Planning & Construction and Nursing & Allied Health Division staff to select a Tier 2 ALC at NAH.
- Follow up on status of white Boards for the ALCs.
- Checked the Status of the student focus groups to satisfy the evaluation plan.
- Working with facilities and Teach Campus on a future Tier 2 ALC in the Tech Expansion.
- Follow up on status of white boards for the ALCs. They will be delivered January 26th. Coordinated distribution.
- Reviewed the ALC schedules. Working with faculty to have the space used efficiently with FOCUS Academy graduates under the grant.
- Furniture quotes were requested for NAH 4.426 and PCN T1.506.
- Worked with Distance Ed and Planning and Construction personnel to designate B316 in the Tech Expansion for a Tier 2.
- Working with Starr Campus and Mid-Valley to designate rooms for a Tier 2 ALC in existing construction.
- Coordinating courses for each ALC.
- Meeting with Broaddus and Associates to review AV infrastructure for Tier 1 and Tier 2 ALCs.

FOCUS Academy

- Continued work on recruitment efforts for the spring cohort. Currently there are 7 from BT, 18 from LASS, 6 from MSB and 7 from NAH.
- Revised tacking system to include the Rounds Process, Rounds Observation form, Memorandum and Statement of Commitment. All forms have been approved by the Grant Department.
- Worked with Grants Department Personnel on NOEs. Plan has been put into place for participants who did not complete observations. NOEs for those individuals will be processed upon completion.
- Presentation for MSB to discuss the program and promote recruitment.
- Worked with registered faculty to resolve schedule conflicts.
- Follow up on the status of FOCUS Academy faculty surveys. The Deadline may need to be extended to have greater than 30% complete the survey.
- Continued working on recruitment efforts for the Spring cohort. Currently all seats are filled, with two faculty on the waiting list.
- Continued communication with participants. Worked with registered faculty to resolve schedule conflicts and other concerns.
- Reviewed needs and ordered supplies for the new cohort.

Component 2

Redesign and Expansion of Faculty Advising

- Revised the Lead Faculty Advisor tracking records, memorandum and statement of commitment. The MOU was replaced by the statement of commitment forms have been approved by the Grant Department.
- Arranged meeting for LFAs upon their return to review changes to the program.
- Hosted meeting with LFAs to discuss changes and expectations for the Spring Semester. All four LFAs to discuss changes and expectations for the spring semester and new faculty member to represent NAH has been added to the team.
- Participated in the Starfish Demo.
- Sent Statement of Commitment forms to Program Chairs for Signature and Memorandums to Division Deans for signature. LFAs were sent a pdf copy of each form when it was completed.

Component 3

Enhancement of Technology Infrastructure

- Meeting with Instructional Technologies Specialist to review concerns with the laptops in C111.
- Review of technology options for tier 2 ALCs.
- Met with Associate Dean for Curriculum and Student Learning to review the funding allocation for data drops and axis points in the previous ALCs.
- Continued research on technology for Tier 2 ALCs. Meeting was held to review options and needs for Tier 2 ALCs. Waiting for quotes from IT on data drops and axis points for the Year 2 remodeling projects.
- Continued communication with Broadus and Associates and Instructional Technologies Specialist concerning Tier 2 AV infrastructure for new construction.

Management/Compliance

Department of Education

- Request sent to the business office to verify Year 1 expenditures for the Annual Progress Report (APR).
- Collaborated with David Passero to review the APR and am actively working on completing the report for review before submitting to the Department of Education.

South Texas College

- Attended Academic Affairs Council Meeting.

Highlights

- Department of Education APR due February 1st.

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

Curriculum

- Worked on Spring 2016 hybrid tuition fee report.
- Participated in Curriculum process mapping to document workflows and processes.
- Compiled Curriculum Annual Task List.
- Worked on Banner Training Guide for course management.
- Conducted Banner Training for staff on entering curriculum revisions.
- Assisted with the AP Survey for the THECB.
- Assisted with the Property/Casualty Insurance RFP survey.
- Reviewed applications for two search committees.
- Worked on program development structure for discussion at Academic Council.
- Assisted the Coordinator of Advising with the 15-16 Spanish curriculum in Degree Works and re-scribed file to minimize confusion for students.
- Completed last hybrid report for Spring 2016 – regular semester.
- Worked with Scheduling Technician to compile section report for technical programs at the request of the VPAA.
- Assisted the Cashier's department with removal of tuition attributes for NAH sections.
- Finalized Faculty Handbook outline and made edits based on recommendations from the taskforce.
- Completed 3 upper-level course request forms for submission to the THECB.
- Compiled list of programs scheduled for deactivation in the next 3 years.
- Completed agenda and prepared materials for CWCC Meeting.
- Assisted Dual2Degree Specialist with correction for ACNT 1311 pre-requisites.
- Completed Hybrid Report to capture additional hybrid minimester courses.
- Coordinating testing group for the Degree Works 4.1.4 version scheduled for implementation in February 2016.

Curriculum Changes

- Finalized the 16-17 Music curriculum for the catalog.
- Completed 2016-2017 Associate Degree Nursing degree plans for submission to the Office of the Vice President for Academic Affairs.

Meetings attended by the Curriculum staff

- Online catalog management software meeting with Public Relations.
- Scheduling meeting regarding the relocation of portable buildings for Spring 2016.
- Distinguished Learning Academy monthly session.
- HB 2504 – Section Outline and CVs training.
- Meeting to review Program Development process for technical programs.
- RAND conference call meeting.
- January College-Wide Curriculum Committee Meeting
- Academic Affairs Council to address Program Development process and Faculty Credential Review process.
- Faculty Handbook Outline review meeting.
- Welding AAS Program Development meeting.
- Data Standards Committee Meeting to address Program Code process.

Faculty Credentials

- Reviewed and assisted with the recommendations for the Credential Review Process

Student Learning Outcomes and Assessment

- Coordinated with the Learning Outcomes Technician on upcoming deadlines.
- Coordinated with the Learning Outcomes Technician and conducted an audit of all chair reports in the system to review whether the entries were sufficient or invalid.
- Assisted faculty via phone line and email with correct course section list in JagPride.
- Reviewed submitted reports from Chairs and conducted an audit of possible edits to those items in reports that need enhancement.
- Submitted possible edits to reports to Learning Outcomes technician for further review and suggestions.
- Updated the Learning Outcomes webpage with new reporting deadlines.
- Contacted the reporting team to review errors identified on a program report. The issue is being corrected, and a meeting will be scheduled to review the changes and other reports.
- Continued to review Spring 2013 reports in Argos and saved the PDF files of the reports that will be used for upcoming SACS review.
- Assisted in reviewing the AY program activities and action plans submitted by the department chairs. Made modifications and organized files for the upcoming SACSCOC review.

Reporting

- Contacted Dept. Chairs with proposed edits to their original PLO reports for review.
- Made changes to PLO reports that have been authorized by Dept. Chairs.
- Assisted faculty who are completing reporting items in the JagPride system.
- Attended meeting with Associate Dean and Associate Dean IR & E to review finalized reports for SACS
- Continuing to review spring 2013 PLO reports in Argos and saving as PDF files.

Technology Resources

- Completed learning outcome timeline, will review with Associate Dean and Specialist before finalizing with TR dept.
- Assisted faculty with Fall assessment questions, and canceled courses that are still appearing on some faculty course lists. The issue has be identified and the Technology Resources team will be correcting it.

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 the Associate Dean and the Learning Outcomes Technician to go over upcoming semester activities and deadlines for the Learning Outcomes area.
- Attended meeting with Associate Dean and Specialist to review AY program reporting audit, reviewed pending items and SLO timeline
- Met with the Associate Dean to review upcoming reporting deadlines, future trainings, and priority items for the semester.
- Met with Simon Rodriguez from Distance Education to discuss possibility of using Blackboard as a tool to provide JagPride Trainings.

Course Scheduling

- Worked with Human Resources regarding the hiring status of new faculty. Upon approval the new faculty will be created and assigned to the course schedule.
- Entered incoming Fall 2016 schedules to meet PR Tabloid deadline of January 18th
- Generated a Scheduling report for Custodial and Maintenance Department which consists of Friday and Saturday classes offered on Pecan Campus (Spring 2016).
- Processed Spring 2016 schedule change requests
- Verified that all of the Spring 2016 courses have the correct code/SPAN/FLEX marks
- Finalized portable room relocations with Planning and Construction. Making adjustments to the Classroom Distribution to update new department designations and contacting department chairs of new room assignments
- Designated Supplemental Instruction (SI) to select courses as per Coordinator of Supplemental Instruction for Spring courses.
- Reviewed Spring 2016 schedule for TBAs, unassigned courses, and no enrollment.
- Contacted the Program Chairs regarding Spring courses that are currently open and have no enrollment. Processed cancellations upon request.
- Worked with the Custodial Department regarding changes to portable availability and updated existing schedules to accommodate classes and students.
- Created room reservations for Supplemental Instruction courses and updated SI designation for Spring courses
- Processed cancellations, faculty assignments and room assignments for the Spring 2016 schedule as requested by Department Chairs
- Handled incoming room reservation requests from outside organizations and coordinating requests with custodial and maintenance departments
- Worked with HSI Grant Director and Program Chairs to accommodate existing courses into Active Learning Classrooms for Spring 2016 semester
- Spring 201620

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 was 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.

Associate Dean

- Met with the Administrative Assistant to discuss and plan for the FY 2017 budget
- Met with the Curriculum Specialist to discuss pending items and projects

- Attended the Selective Admissions Policy and Process meeting
- Participated in the Curriculum Process Mapping with the department staff
- Met with the Learning Outcomes staff to discuss pending items and projects
- Met with the Curriculum Specialist to review the credential review process in People Admin
- Conference call with the Course Leaf vendor to discuss pricing overview for the Curriculum Management software
- Met with the Scheduling Technicians to discuss pending items and projects
- Attended and participated in the Online Catalog Management Software Meeting with the department and Public Relations staff
- Met with the Curriculum staff to go over the curriculum revision process in Banner.
- Reviewed the SmartEvals Spring session schedule with the Academic Affairs Project Manager.
- Discussed the new layout for the portable building numbering with the Scheduling staff.
- Met with the Faculty Handbook Committee to discuss the changes to the faculty handbook.
- Attended the Hobson's Starfish demo to discuss how the program will be utilized for faculty advising.
- Attended the Education and Workforce Development Committee meeting on January 12, 2016.
- Met with the SACS Liaison and Learning Outcomes staff to review the Program Learning Outcomes reports that will be used for the SACSCOC 5th Year Report
- Facilitated the RAND grant meeting to discuss support for ABE students.
- Met with the HSI director to discuss current projects and budget items.
- Submitted the Advanced Placement (AP) Course Credit Survey as required by the Coordinating Board.
- Met with the Learning Outcomes staff to discuss learning outcomes and SACSCOC
- Met with the Public Relations department to discuss changes to the faculty and student resources on the course evaluation page.
- Participated in a conference call for Texas Regional STEM Degree Accelerator Press Event Planning.
- Met with the Curriculum staff to review the new program development procedures.
- Facilitated the call with the RAND staff to discuss ESOL, data transfer, and the logistics for the upcoming visit.
- Attended the HB 2504 section outline and curriculum vitae training.
- Attended the planning meeting with the new Professional Development coach for the Texas STEM Accelerator Grant to start the planning process for the grant activities.
- Met with the Planning & Construction staff to review the space in D-104 and discuss the possibility of cubicles.
- Presented at the Academic Affairs Council Meeting
- Met with the Faculty Handbook Committee to discuss the outline review and recommendations
- Met with the former Associate Dean and the Curriculum staff to discuss program development for the Welding AAS
- Attended the Data Standards Committee Meeting
- Met with the Interim VP of Academic Affairs to discuss program development procedures
- Attended the College Wide Curriculum Committee Meeting
- Attended the Faculty Advisor Steering Committee Meeting

Travel by Associate Dean

- Texas Block Scheduling Workshop in Austin, TX – February 7-9

Nicolas Gonzalez
High School Programs and Services Administrator

- Finalized latest and very few changes and adjustments to the spring dual enrollment schedule, as we head towards Census day tomorrow.
- Department will send an email to all the partnering dual enrollment contacts to distribute to their DEF the process for completing 12th day roster verification.
- Department will be transforming the Dual Enrollment Web System to eliminate the electronically drop requests menu from the system, and require that the official "Schedule Change Form" be utilized and submitted to Admissions from now on. Heretofore, the schools were to complete the form and file it at their site, but this is no longer sustainable with the huge growth, and personnel changes that occur. Notices will be sent this week.
- Department is still going through the process of cancelling and adding new Dual Enrollment sections for spring 2016 schedule, but we are ahead of the usual timeframe, and will have all completed by end of this week – days before Census.
- Most of the major time is working with PSJA CTE Department on finalizing the Automotive courses and sections for this spring, which seems to be a continuance problem with the CTE department at that school district.
- Department with the IT and Dual to Degree Department on adding a drop feature on the Dual Enrollment Web System, that would require that an official STC "change of schedule" form, be completed, signed by students and submitted to Admissions by either attaching to email, attaching to the web system drop system, or delivered to Admissions.
- Department is working on the Spring schedule and almost finished with all the new sections and DEF to be approved.
- Met with PSJA Superintendent concerning ECHS on underperforming listing. Interesting meeting.
- Department is communicating with HR the need to expedite the hiring process for three vacant positions under the Director of Academies and High School Projects, Rebecca Marie De Leon. Hopefully, the Coordinator, Specialist and Secretary positions will soon be posted and advertised.

Dual Enrollment Planning and Scheduling Manager
Workshops/Meetings

- Meet with CTE Director from Donna North to discuss the culinary schedule.
- Attended Meeting with the IT Department to discuss the drop feature on the Dual Enrollment Web System.
- Met with Assistant Dean for Humanities and Administrator for High School Programs and Services on Brainstorming on a standard pathway for all Dual enrollment students.

DE Scheduling and Planning

- Activated a new web operator for Thomas Jefferson.
- Create a new RSTO 1204 classes for Donna and Donna North, due to a change on the degree plan.
- Request overloads for psychology section at Monte Alto, ECHS. Chair approved the overload.
- Switched two courses for the computer applications certificate at Weslaco Hs.
- Cancel a Govt 2305 for Jimmy Carter and request an online mini semester instead. Chair approved the section.
- Spoke to the Dean of instructions at Palmview HS to discuss spring schedule. Added a new Math 2413 and two new courses for the computer applications certificate.
- Due to contraction, changed classrooms for Spanish courses for Achieve ECHs.
- Per program chair, changed a couple of faculty names for the PSJA Nursing program.
- Thomas Jefferson STEM requested changes on their math sections.
- Created a new Math 1442 for La Joya HS.
- Requested a new English 1301 for La Joya ECHS as a mini semester. Chair approved the class.
- Deleted two English 2321 and one Math 1350 for Jimmy Carter ECHS.
- Switched two math courses at Thelma Salinas ECHS.
- Math Instructor had a time conflict for his section at Vanguard. Chair approved the time change.
- Spoke to Assistant Principal at Science Academy to change the time on a couple of spring courses.

- Cancel an Education course for La Joya ECHS. Program chair rearranged faculty to compensate the cancelled class.
- Changed faculty names for two Business courses at the pecan campus for Mission Collegiate.
- Switched ITSE 1411 to ITSW 2434 at Edinburg HS. Removed
- Cancelled COSC 1436 at PSJA North and created a new COSC 1301.
- Changed the times for Accounting courses at PSJA North
- Created a new ITSC 1409 at PSJA North.
- Deleted Govt 2305 S22 at Southwest ECHS.
- Switched two automotive courses for PSJA ISD.
- Cancelled an AUMT 1201 for OSJA HS
- Deleted a Criminal Justice class at PSJA Memorial and switched a course for the computer application certificate.
- Switched a Spanish course for Economedes ECHS.
- Per, Ms. Moore, switched economics faculty for Academies.
- Switched an economics course for Academies from tradition to hybrid to accommodate the faculty schedule.
- Worked with IT to correcting an error on the web system. Error was resolved.
- Changed days and times for POMT courses at Donna North.

Dual Enrollment Program Specialist

- Dual Enrollment Faculty - One candidate for dual enrollment faculty was interviewed for the spring 2016 semester in the month of January. The pending candidate was approved and nine dual enrollment faculty were processed in January pending official transcripts.
- Dual Enrollment Academies, College Tours - Assisted in the preparations for dual enrollment academy student college tours. Made arrangements and agendas for two sets of college tours. Each college tour will be specific to the academy. Students will receive relevant information for their field of study.
- Dual Enrollment Academies, Friday Workshops - Scheduled and conducted Friday workshops for dual enrollment academy students. Workshops began the first week classes resumed. Arrangements were made and presenters scheduled for the remaining spring 2016 semester workshops.
- Dual Enrollment Academies, Recruitment - Recruited at Juan Diego Academy. Answered student and parent questions and provided information regarding the Dual Enrollment Academy Program.

Dual Enrollment Workforce Program Specialist

- Conference/Workshops/Meetings
    - Meeting with SCADE Program
    - Meeting with various Program Chairs
- 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.

Dual Enrollment Faculty Liaison

- Attended Faculty Senate meeting on Tuesday, January 26, 2016. The only dual enrollment issue that came was that STC faculty are wondering why they are being contacted by the high school counselors with 504 information, but not by STC Disability Services. I have emailed Counseling and Disability Services to ask where the procedure for this is documented.
- Will follow up on subcommittees for the Dual Enrollment Taskforce Steering Committee for spring after census day.
- Responding 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/collaborate dual enrollment faculty. Participating in mentoring/collaboration program for DEF in the History Department.
- Participating in developing with Trinidad Gonzales 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 plan identify best practices and common issues. Will start meeting 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. The DEF rights and responsibilities draft developed by Administrator for High School Programs and Services and Dual Enrollment Faculty Liaison forwarded to Assistant Dean for Humanities and Associate Dean for Professional & Organizational Development.
- 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:
    - FAQs have been revised according to STC guidelines on HB 505 and have been posted on the HSPS webpages.
    - Principals' Summit link for August 4, 2015, posted at HSPS website now has updated versions of all documents. Information is current.
      http://academicaffairs.southtexascollege.edu/highschool/summit.html

Academic Affairs Report **January 2016**

Sofia M. Peña
Director - Early College High Schools

- ECHS Director and staff welcomed Spring 2016 semester with many new classes to register from all thirty Early College High Schools.
- ECHS staff successfully registered all ECHS campuses in conjunction with the Student Enrollment and Affairs Dual2Degree Staff. 16,000 plus students were registered between all parties including the Academies staff.
- Coordinators are conducting degree audits for all seniors to verify graduation candidates. Degree audits are essential to the early college student because they provide a status to the students so that they are aware of where they stand academically and whether they will be able to participate in commencement and complete their degrees.
- ECHS Coordinators and Director attended meeting with a TEA assigned Leadership Coach to go over new semester, cohort benchmarking and future accomplishments. These meetings occur once a semester and are usually the entire day long to accommodate for data sharing and explanation.
- ECHS Coordinator attended Parking Ticket appeals committee. In lieu of the Director's participation an ECHS Coordinator attends in her place and helps make appeals decisions on parking violations that are ticketed.
- ECHS Director serves on Dual Enrollment Appeals committee. The Dual Enrollment Committee is made up of representatives from Admissions, Early College and Dual2Degree staff and is tasked with review and approval or disapproval of requests that range from grade appeals to withdrawal from a course without penalty to the students. The process of appealing a grade requires that the student initiate a request to drop a class, change a grade, or withdraw from a class for extenuating circumstances, instructors and students must sign paperwork when necessary and the committee decides to grant or deny the appeal. The student is then notified of the decision.
- ECHS Program has redistributed school assignments. All ECHS Coordinators have five or six schools assigned to them for case management of students enrolled in college coursework. The schools were re-assigned amongst staff to include assignments of traditional ECHS for Coordinator for ECHS who had previously been assigned 100% to the two CTE ECHS campuses the South Texas College partners with.
- The ECHS Director attends bi-monthly President's Staff meetings where administrative and programmatic matters are discussed. The ECHS Director shares information with the staff after the meetings and at departmental staff meetings.
- The ECHS Director attends monthly Academic Council Meetings with the V.P. for Academic affairs administrative team meets to discuss topics that range from curriculum to planned activities related to academic affairs.
- Communication with ECHS Partners (ECHS Coordinators & Director) daily Communication with ECHS Partners via email, phone, text and personal visits is continuous and essential to the success of the program.

Academic Affairs Report **January 2016**

Rebecca De Leon
Director – Academies and HS Projects

Completed: Projects / Activities

- Fall 2015 final grades submitted to school districts for Academy students.
- Workshop Spring 2016 Schedules for each site was finalized focusing on career awareness speakers, college resources, university admission and counseling presentations.
- Dual Enrollment Engineering, Computer Science and Criminal Justice College Tours are scheduled for March 3-4, 2016. Academy students will visit the University of Texas A&M at Kingsville, University of Texas at San Antonio, Sam Houston State and Texas A&M University during their two day tour.

TexPREP:

- TexPREP Program Summer 2016 returners' applications were mailed out with a deadline to apply by February 26, 2016.
- Meetings with participating districts were held to discuss timeline and application deadlines for year one participants.
- Parent and Student recruitment meetings were also planned in February and March with each district for new recruits. The deadline for year one applications has been scheduled for April 1, 2016.

Academy Programs:

- Recruitment presentations were held at Mercedes Early College High School, Mercedes High School, Edcouch Elsa High School, La Joya High School, and Economedes High School.
- Dual Enrollment Academy Workshops held at Mid-Valley Campus:
    - Welcome Back Workshop held on Friday, January 22nd provided students information regarding resources and services on campus, hours of operations for services, College Tour, Senior Tour, as well as information regarding the upcoming construction this spring.
    - Distance Education Workshop was held for the juniors on January 29, 2016 providing students information on how to navigate Blackboard.
- Dual Enrollment Academy Workshops held at Starr County Campus:
    - South Texas College Distance Education Workshop was held for the juniors on January 22, 2016 providing students information on how to navigate Blackboard.
    - Financial Aid/FASFA Workshop was held on January 29th to assist students in submitting their FAFSA and answer questions about the submission process.
- Dual Enrollment Academy Workshops held at Pecan Campus:
    - Welcome Back Workshop held on Friday, January 22nd began with a team building activity, provided students information regarding resources and services on campus, changes on degree plans and updates on upcoming college tours.
        - Dual Enrollment Academy students were provided a Financial Aid/FASFA Workshop on Friday, January 29th.

Professional Development/Continued Learning:

- Director of Academies and High School Projects, Rebecca De Leon attended the University Of Texas- Rio Grande Valley's Office of Victim Advocacy & Violence Prevention training.

In Progress: Projects and Major Activities

- Planning of DEMSA College Tour for April 2016.
- Planning of Senior Trip for April 2016.
- Graduation Cord Ceremony for May 2016
- Exit Interview Process for DEA Students

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

Events Coordinated:

- Division/Department Meetings
- Adjunct and Dual Enrollment Faculty Professional Development Day
- Math Department Retreat – Strengths Finder 2.0 Training Delivered on Tuesday, January 12th

Academies Held:

- Ambassadors Leadership Academy (ALA)
    - Richard Moore, Executive Director of TCCTA, led a session discussing how the State Legislature impacts community colleges and showcased several pathway initiatives around the state.

- Distinguished Leadership Academy (DLA)

    - Leadership Coach, Pam Bergeron, facilitated an all-day session of the DLA as well as held individual coaching sessions with each participant to check for progress on all the projects underway.

Preparation Underway for the Following:

- ACTA Kickoff
- TLA (Completion of Faculty Advising Certification)
- DELTA Online Academy Preparation
- FOCUS Academy Kickoff
- College-Wide Organizational Development Day
- ALA Session on Behavioral Styles
- College-Wide Sessions on The Fundamentals of Leadership and Using Behavioral Styles to Create Powerful Teams
- STEM Grant Press Event, Evaluation Plan and Spring Institute Planning
- Budget Development
- Philosophy Department Conference Planning
- DLA Session on Reimagining Community Colleges Planning

Academic Affairs Report **January 2016**

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

Pharr Teaching Center

- Coordinated assignment of classroom media carts in preparation for first day of class.
- Acquired PSJA network faculty profiles and passwords for all current STC-PTC faculty.
- Set up of additional furniture for new faculty office area continued with request for chairs and other office furniture available.
- Received additional desks for set-up of HVAC program faculty offices.
- Installation of printer in classroom 144 has been completed.
- Helped students with course cancellations, advisement and classroom locations.
- Helped new faculty with classroom access and classroom preparations.
- Held college orientation sessions with new DE PSJA ISD students attending the PCCTC this spring.
- Acquired special access to on-line resources for STC faculty.
- Coordinating dual enrollment STC instructor access to PSJA ISD daily attendance and grade reporting screens.
- Met with CCTA administrators to discuss implementation of a first day college orientation to address expected collegial behaviors required of all students attending classes at the PCCTC.

La Joya Teaching Center

- Acquired student list of La Joya area students currently attending classes at STC for analysis of programs of study and future course offering opportunities.
- Received delivery of replacement computers for computer lab 238.
- Began inventory of old computers to implement requests for removal from current storage areas.
- Extra computer remaining from computer lab 238 setup was returned to Pecan campus and acquired one for set up of STC administrative working office.
- Request to have phone and data line installed at the La Joya Teaching Center administrative office submitted to facilities office for approval.
- Request made to have JagPrint installed on computers located in computer lab 238.

Other Activities:

- Continued to monitor and review enrollment progress reports for Teaching Centers
- Attended Dual Enrollment Data Team meeting for updates on projects with PSJA and McAllen ISD's.
- Met with Construction Supervision Association students.
- Attended Building and Technology departmental meeting.
- Attended the January Academic Affairs Council meeting.
- Lead a Blackboard training session for the Electrician Technology faculty and staff to be followed by additional working sessions.
- Prepared to teach evening Construction Supervision classes.

INFORMATION SERVICES, PLANNING AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

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Information Services, Planning & Strategic Initiatives

Dr. David Plummer
Interim VP

Monthly Activity Report for January 2016

Alicia Gomez, CIO
Technology Resources

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
The CRM implementation team continues to work on the business process and mapping. Student Enrollment Services has been working on the Student Application template redesign. The Technology Resources task to begin working on the system configuration and connectivity to Banner has been delayed. The Radius project is expected to go live March 2016.

Early Alerts – Starfish by Hobsons
The Early Alert system implementation project was officially kicked off in January. The implementation team which consists of Faculty and Advisor stakeholders will be meeting during Professional Development Day on February. They will begin to work on system implementation specs and business process design. A project pilot is expected to be completed May 2016.

Continued Education Enrollment system
The committee reviewed the vendor responses received for a new CE enrollment online system. The main project stakeholder which is the Continued Education department requested product demonstrations from the two bids received. The demonstrations will be conducted early February, when the committee expects to make a recommendation. The recommendation is expected to go for Board approval in the month of March. Even though the acquisition process has been delayed, the project go live date is still fall 2016.

NOE Automation
A representative from the Technology Resources department will attend the LEAN training provided by the Finance department early February. The technical and functional teams will be trained in project management, business process mapping and other general accountability concepts before moving forward with the NOE automation project.

Safety and Security Parking and Citation system
All the vendor responses for a new Parking and Citation online system were reviewed in January. A recommendation to purchase Cardinal Parking was submitted by the evaluation committee and approved by the Board on the same month. This project is expected to be completed and rolled out to production in the summer.

Luminis 5 upgrade - JagNet
The Technology Resources team together with Ellucian consultants began working on the Luminis 5 upgrade project preparations. The teams have been reviewing engagement dates and resources allocation. Once these items are finalized they will begin working on the project plan. The new Luminis version will allow the TR team to transform JagNet to a better and improved student portal.

Banner XE upgrade
The dates for conducting the Banner survey with South Texas College stakeholders has been finalized. The electronic survey will remain open for a month starting February 15th. A follow up visit with Ellucian will be scheduled after the survey period is complete to meeting with the different stakeholders. The survey and follow up visits with STC stakeholders will highlight opportunities for improvement before the new Banner XE transformation project begins next Fiscal Year.

Timekeeping System
The new Time keeping system, Time Clock Plus, was approved by the Board in January. The Finance and Technology Resources teams will begin working on mapping the current process and formalize a project plan. Implementation and go live dates have been set for spring 2017.

Infrastructure

STARR Data Center for Disaster Preparedness/Recovery Planning
The Technology Resources technical support team will begin planning the room size UPS installation and testing at the new Rio Grande data center while the rest of the 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 in Pecan Campus to the new data center in Rio Grande in order to provide continued services in case of a disaster. Other projects such as the Office 365 migration of Faulty and Staff email accounts will continue in support of the Institutional Disaster Recovery plan. All DR related projects are expected to be completed by May 2016 prior to hurricane season.

Virtualization Phase II – Podiums
The Virtualization project scope has been grown to include virtual thin clients for the new remodeled Student Enrollment Services area which is expected to be complete by the spring. The Technology Resources department will continue to work on a project plan to virtualize 300 podiums and the additional 100 thin clients. The team will work on the additional equipment and license acquisitions to submit for Board approval tentatively in March.

Victor M. Gonzalez, CISO
Information Security

- **In-house vulnerability management program**
  Update: Implementation of internal vulnerability management program has been setup and completed. This program will continue to run and be maintained.
  Summary: We are developing our in-house vulnerability management program, covering both server and application vulnerabilities.

- **Center for Internet Security Membership**
  Update: Training has be given to several TR members. The training included how to use CIS, why it is important to use a benchmark to create a baseline and finally how and when to follow the implementation of a baseline. Team members have been given access to CIS and our vulnerability scanner, which can check for compliance based on those benchmarks.
  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.

- **Hardening Training for TR staff**
  Update: Aaron and Victor performed the internal Hardening Training for TR, around 10 key personnel were given the training and examples on how to use the products. Access to vulnerability scanning has been requested and will be granted.
  Summary: We are preparing a training on securing information resources to give out to TR staff. The purpose is to highlight the resources that are available and how they can help in this effort.

- **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 already started the configuration of Duo Security. The InfoSec team will use this product for 2 factor authentication for VPN access and access to important consoles within the college. The InfoSec and TR teams will work together to secure anything that needs 2 factor authentication.
  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.

- **TAC 202 Security Plan**
  Update: We completed the Agency Security Plan. Our next step will be to create some charts that visually represent our security posture according to this document.
  Summary: We are working on implementing the Texas Cybersecurity Framework at the College.

- **Capital expenditures to maintain/improve our security posture**
  Update: We requested pricing information for our Web Gateway replacement. We are just pending the intrusion prevention/detection system.
  Summary: We are going to use our capital spending to replace our McAfee Web Gateway, which will become unsupported this year and an intrusion detection/prevention system that can analyze 10 GB traffic.

Marie Evans, Director

Instructional Technologies Department

Monthly Activity Report for January 2016

Meetings:

- 1/4/2016: IS&P Leadership Team Meeting
- 1/5/2016: Starr Campus Meeting
- 1/7/2016: Library Directors Meeting
- 1/11/2016: New Budget Meeting
- 1/12/2016: Campus Leads & Specialists meeting
- 1/13/2016: Budget & Staffing Meeting
- 1/14/2016: Mid Valley Campus Meeting
- 1/15/2016: President's Administrative Staff Meeting
- 1/19/2016: Project Update Conference Call
- 1/20/2016: Learning Support Service Meeting
- 1/21/2016: Proof of Concept Room Meeting
- 1/27/2016: Nursing Campus Meeting

Monthly Special Events by Comparison:

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

2016	
Jan	74
Feb	
March	
April	
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec.	

SOUTH TEXAS COLLEGE

Total Man Hours

2015	
Jan	186.5
Feb	239.25
March	307
April	306.25
May	156.75
June	197
July	119.5
August	249.75
Sept	158.25
Oct	244.75
Nov	185
Dec	83

2016	
Jan	100
Feb	
March	
April	
May	
June	
July	
August	
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus: **January 2016**

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	3	28	0	28	0
Data Projector	4	0	0	4	0
Laptop	19	0	1	3	0
PA System	0	2	2	3	0
CD Player	0	0	0	3	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	1	0	0	0
TV	0	0	0	3	0
Microphone	44	4	4	5	1
Direct Box	0	0	2	0	0
Digital Camera	0	0	0	0	0
Speakers	0	28	0	28	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	2	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	5	0	0	2	0
Document Camera	18	2	41	1	0
DVD/VCR Player	0	0	0	0	1
Wireless Lab	0	3	0	0	0
Keyboard/Mouse	9	0	0	0	0
Sympodium	4	0	5	0	0
Hard Drive	0	0	0	0	0
USB Hub	1	0	0	0	0
CPS	0	0	0	0	0
Mixer	3	0	0	1	0
Tripod	0	1	0	0	0
WebCam	2	0	0	2	0
Computer	0	0	0	2	0
Portable Table	6	0	0	1	0
Microphone Stand	0	2	0	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	1	0	0	0	1
Stooges (switcher)	0	0	0	0	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	10	16	0	0	0
TOTAL	*129*	*87*	*55*	*88*	*3*

Institutional Effectiveness & Assessment

IE Related Activities:

- Uploaded IE Analyst Hiring Packet to PeopleAdmin system
- Set up Xitracs access for Facilities Planning & Construction
- Completed and sent audit of 2015-2017 IE Plans containing a Professional Development component to the Office of Professional and Organizational Development
- Trained IE Specialist to produce Continuous Quality Improvement (CQI) IE Reports
- Trained IE Specialist to complete 2013-2015 IE Reports
- Worked for training on Findings and Actions Plans for the Academic Affairs and Business & Technology Department's 2013-2015 IE Report.
- Met with Facilities Planning & Construction department to update and revised recommendations for 2015-2017 IE Plan
- Met with Criminal Justice & Social Sciences department to train new IE Plan Writers

IEA Reporting Analyst's Activities:

- Updated the IEA website
- Worked with RAS for the BAS-OL data request for Office of Enrollment Services and Registrar
- Worked with RAS for the data request for Division of Business and Technology
- Worked on the Department-Program-Major list update

Factbook Related Activities:

- Edited and posted the Graduates With and Without Developmental History (AY2010-AY2015) for STC Factbook
- Coordinated with RAS for Fact book report updating
- Updated and posted the Academic Success after Developmental Studies (With Dual-Enrollment) report and the Academic Success after Developmental Studies (Without Dual-Enrollment) report for the STC Interactive Factbook
- Updated and posted the Fall to Fall FTIC Retention report for internal and external STC Factbooks
- Posted the 2015 Comprehensive Annual Financial Report (CAFR) for STC Fact book
- Updated the Data Release Timeline
- Updated the STC Fact book webpage
- Coordinated with RAS for Factbook report updating
- Worked on the STC Factbook update notification recipient list
- Modified and posted the Enrollment by Major report for both internal and external STC Factbooks
- Modified and Posted the Graduate Awards by Major report for external STC Fact book
- Worked on the Fall to Fall Retention report script update
- Requested data for Factbooks reports through DRP

Meetings and trainings:

- Participated in Systems Analyst I Hiring Committee meeting and applicants interviews
- Reviewed SACS COC conference Presentations
- Observed the THECB Meetings:
  - Committee on Academic & Workforce Success (CAWS)
  - Committee on Affordability, Accountability and Planning (CAAP)
- Continued work on the Recommended Training for Security Awareness Training
- Observed the THECB Agency Operations Committee Meeting
- Observed the THECB Board Meeting
- Registered the ACTA training

Cody Gregg, Dean
Library Services and Information Commons

Dean's Meetings:

- 1/5/16: Bond Program Planning Meeting.
- 1/6/16: Move/Set Up Process for MV Library Move to A building; Search Committee Meeting; CLE Usage Reports Meeting; Staffing Meeting.
- 1/7/16: Bi-monthly meetings with Directors; Directors' Meeting; LibQual+ Deployment Meeting; Sound DB Sound Masking Meeting.
- 1/8/16: Transition Meeting at Starr County.
- 1/12/16: Library Public Services Transition Meeting; Bond Program Planning Meeting; Board Committee Meetings.
- 1/13/16: Proposal for RAND Grant Meeting; Library Public Services Transition Meeting.
- 1/14/15: Library Public Services Transition Meeting; CLE Meeting.
- 1/15/16: Retirement event for Director of Public Services; Meeting at H.R.; President's Administrative Staff Meeting.
- 1/19/16: Bond Program Planning Meeting; CCUMC Board Meeting Conference Call; Budget Meeting.
- 1/20/16: Learning Support Services Group Meeting; Furniture Viewing.
- 1/21/16: Pecan Library CIP Meeting; Public Services Transition Meeting; Budget & Staffing Review Meeting; Meeting at H.R.
- 1/22/16: Soft DB Demo; DLA Mentor Meeting; Non-Bond Equipment List Workshop.
- 1/25/16: Plan Reviews; Library Bond Furniture Kickoff Meeting.
- 1/26/16: Programming Meeting.
- 1/27/16: AV Plan Reviews.
- 1/28/16: LAG Status Meeting; Transition Meetings; Active Learning Classroom Meeting.
- 1/29/16: Travel Committee Meeting.

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Continued planning work for the temporary relocation of the library at the Mid-Valley campus.
- Continued correspondence with Acadoodle about a possible subscription to this online resource for the NAH programs.
- Worked on professional development planning.
- Participated in discussions with Southwest Solutions about a compact shelving solution for the Pecan campus.
- Continued work on the evaluation of TexShare information resource bids for the State Library and Archives Commission Electronic Resources Information Working Group.
- Continued working through the mobile device tutorials to find issues with the devices or the tutorials.
- Continued working with Systems staff to restrict unauthorized Internet access on the catalog search stations.
- Continued working with IT and Library Services staff to correctly configure and test the Jabber laptops for the teaching centers.
- Continued configuring EBSCO Full Text Finder and reviewing the holdings to identify exactly which resources are in our collection.
- Continued working with staff scheduling software vendors to understand how each system can be customized to meet our needs and to obtain information for a product comparison document.

- Began working with EBSCO concerning incorrect metadata for records in Discovery Search.
- Continued working on a large project to implement bibliographic record validation in Symphony.
- Continued working with Upswing to monitor and block students who have exceeded their allotted hours.
- Continued evaluating Upswing data to determine which reports might provide useful information for faculty.
- Continued updating the JagTrax subject lists for each campus.
- Staffed the virtual reference chat services.
- Continued working on the Searching for Books tutorial in Articulate Storyline.
- Continued researching various teaching approaches for library instruction.
- Continued editing the 2016 Elections guide and made it public on the Special Guides section of the Subject Guides homepage.
- Began building a Jabber subject guide with instructions and troubleshooting for staff.
- Continued entering data to the Budget spreadsheet from the orders that were received which includes invoice amount and number of items received.
- Cataloged books and DVDs.
- Continued to work on the LibQual Survey Design.

Collection Development Balances:

- Library Acquisition…… $ 98,934.00
- BAT & BAS/ Materials …… $ 22,603.00

Information Commons and Open Labs:

Highlights:

- 01/04/16: One employee attended the New Hire Orientation at Human Resources.
- The Learning Commons and Open Labs took part in the First Year Connection Orientation.
- Software and hardware inventories are underway district-wide.
- Cleaning and maintenance was performed district-wide.
- 01/14/16: TSI Testing took place in the PCN F-130 Open Lab.

January 2016 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	1,902	4,721	4,712	10,387
Pecan Internet Café	744	1,627	1,687	5,927
Pecan T. Info. Commons	475	796	455	3,047
Mid-Valley Open Lab	1,098	3,039	2,379	
Mid-Valley Open Area E-117	590	1,044	528	
Mid-Valley G-144	252	442	326	
Starr County Open Lab	391	1,072	3,891	
NAH Open Lab	1,078	3,697	2,225	
Technology Open Lab	698	1,906	968	
Technology Internet Café	218	397	549	
District Total:	**7,446**	**18,741**	**17,720**	**19,361**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	3,017	6,544	4,643
Pecan F-222	13	18	19
Mid-Valley Info. Commons	1,017	2,196	2,226
Starr County Library	505	1,386	1,732
Technology Library	236	560	563
District Total:	**4,788**	**10,704**	**9,183**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	151	220	134
Pecan F-130 Group Stations	13	19	27
Mid-Valley Library Group Stations	37	50	47
Mid-Valley Open Lab Group Stations	6	10	14
NAH Group Stations	631	1,308	1,522
District Total:	**838**	**1,607**	**1,744**

CLE Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan CLE Open Labs	2,316	5,842	3,805
Mid-Valley CLE Open Labs	293	936	1,239
NAH CLE Open Labs	622	2,029	1,824
Starr CLE Open Labs	152	539	564
Tech CLE Open Labs	252	579	750
District Total:	**3,635**	**9,925**	**8,182**

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

- 01/04/16: One employee attended the New Hire Orientation at Human Resources. He is the new Open Lab Technician for the Mid-Valley Campus; Attended an ISP&SI Leadership team meeting.
- 01/06/16: Traveled to the Mid-Valley Campus to attend a Move/Set Up Process meeting for the MV Library move to the A building; held interviews for an open work-study position.
- 01/07/16: Met for a bi-weekly meeting; attended a Library and Learning Support Directors meeting; held interviews for an open work-study position; traveled to Starr County for an Open Lab Leadership meeting.
- 01/08/16: Traveled to the Mid-Valley Campus to see the new proposed layout of the MV CLE.
- 01/13/16: Attended a meeting to view the Agati Pod furniture; met to discuss the needs of the Open Labs for the Bond Construction at the Mid-Valley Campus.
- 01/15/16: One employee attended the First Year Connection Orientation at the Pecan Campus; attended the President's Administrative Staff meeting.
- 01/20/16: Attended a furniture viewing meeting.
- 01/22/16: Held interviews for the Open Lab Supervisor position and a recommendation was made.
- 01/25/16/: Attended a Library Bond Furniture Kickoff meeting.
- 01/27/16: Held interviews for a work-study position at the Pecan Campus.

Library Services Public Services

Meetings: Attended all regularly scheduled meetings.

Library Services Data:

Library Services Data: 1/1/2016 -1/31/2016								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	13	0	43	n/a	15	0	71
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	376	7,035	9,724	23,593	858	3512	1731	46,829
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	308	118	348	n/a	11	26	811
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	22	3	48	n/a	3	1	77
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	514	63	876	n/a	345	37	1835

Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- CRLA Recertification Meeting Jan 22nd.
- Interviewing Applicants for SLA, Customer Service Clerk, and Testing Technician vacancies, Jan 19th – 21st.
- Announcement of new MV CLE Manager expected arrival early February.
- CLE conducted 3 in-class Presentations and tours with approximately 40 students.
- CRLA Recertification Meeting Jan 29th.
- Interviewing Applicants for Vacancies Jan 25-29th.
- CLE began conducted in-class Presentations and tours Jan 28th.
- CLE Participated in Welcome Week 27-28th.

Workshops: none held.

Staff Trainings: Welcome Back Training Tutor Forum Jan 22nd.

NAH:

Meetings and Events: data unavailable.

Pecan:

Workshops:

- CRLA Recertification Meeting Jan 22nd
- Interviewing Applicants for Customer Service Clerk, and Testing Technician Vacancies Jan 21st
- Meeting to discuss Advanced Chemistry Training Series for Tutors Jan 20th
- CLE began conducting in-class Presentations and tours.
- CRLA Recertification Meeting Jan 29th
- Interviewing Applicants for SLA Vacancies Jan 25-29th.
- Meeting to discuss Advanced Chemistry Training Series for Tutors Jan 20th
- CLE began conducted in-class Presentations and tours Jan 28th.
- CLE Participated in Welcome Week Jan 26-27th.

Tutor Trainings:

- Welcome Back Training Tutor Forum Jan 22nd
- Saturday Chemistry Workshop for Select Staff Jan 30th.

STARR:

Meetings and Events:

- Finalized all schedules and materials with the start of the spring 2016 semester.
- The Starr CLE distributed flyers to students in the Academic building E.
- Presented on the CLE services that are offered at the Starr County Campus. In addition, CLE tours were also given to classes.
- Distributed flyers for welcome week at the Student Activities building from January 26-28, 2016.

TECH:

Meetings and Events:

- Worked with multiple department chairs and faculty to complete the In-Class Tutoring assignments for the spring 2016 semester. The Technology CLE will have embedded tutors in the Architectural Drafting, Design and Technical Graphics, HVAC, Electrician, and Manufacturing Technology programs.
- The Technology CLE completed 31 informational presentations during first week outreach initiatives at the Technology Campus. The presentations were a mixture of CLE Tours, Student Orientations (HVAC and Automotive), and In-Class presentations. In total, there were 680 student attendees at the presentations.

JagTrax Data (January 2016)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	20	30	31	58	54	4
NAH	71	100	158	112	182	0
PCN	83	118	131	134	34	73
STR	15	12	6	13	0	0
TEC	8	14	10	13	18	0

Sessions v Departures
700
600
500
400
300
200
100
0
197
523
573
46
63
MVC
NAH
Pecan
Starr
TC
Tutoring Visits/Sessions (D)

Online Tutoring Usage
Smarthinking
514.2
985.80
10.50
Upswing
463
537
40.45
0.00
200.00
400.00
600.00
800.00
1000.00
1200.00
Remaining (Hrs)
YTD (Hrs)
January (Hrs)

Jagtrax Data (January 2016)

	All Campuses	MVC	NAH	Pecan	Starr	TC
Tutoring Contact Hours	694	53	145	379	67	50
Tutoring Visits/Sessions (U)	804	110	318	309	31	36
Tutoring Visits/Sessions (D)	1407	198	523	577	46	63
Tutoring Visits (Students Enrolled)(D)	1377	196	514	559	45	63
Tutoring Visits (Students Non-Enrolled)(D)	20	1	9	10	0	0

Tutoring Visits (Community Users)(D)	5	0	0	4	1	0
Student Departures (Tutoring)	103	15	5	75	1	7
Independent Study (Unduplicated)	360	62	232	28	4	34
Independent Study (Duplicated)	1024	103	830	40	6	45
Proctoring	60					
Workshops Hosted	35	11	9	1	14	0
Workshop Attendance	557	137	191	19	210	0

Total Sessions by Profile	**All Campuses**	**MVC**	**NAH**	**Pecan**	**Starr**	**TC**
Tutoring Visits (Students Enrolled)(D)	1377	196	514	559	45	63
Tutoring Visits (Students Non-Enrolled)(D)	20	1	9	10	0	0
Tutoring Visits (Community Users)(D)	5	0	0	4	1	0

Sessions v Departures	All Campuses	MVC	NAH	Pecan	Starr	TC
Tutoring Visits/Sessions (D)	1402	197	523	573	46	63
Student Departures (Tutoring)	103	15	5	75	1	7

Tutoring Visits by Day (Duplicated)	MVC	NAH	PCN	STR	TEC
Monday	20	71	83	15	8
Tuesday	30	100	118	12	14
Wednesday	31	158	131	6	10
Thursday	58	112	134	13	13
Friday	54	182	34	0	18
Saturday	4	0	73	0	0

Online Tutoring	January (Hrs)	YTD (Hrs)	Total Hours Purchased	Remaining (Hrs)
Upswing	40.45	537	1000	463
Smarthinking	10.50	985.80	1500	514.2

Subjects Tutored (Top 10)	Total Sessions (Duplicated)	Percent of all Sessions
Math	392	32.21%
RNSG	246	20.21%
BIOL	126	10.35%
Learning Styles Inventory	117	9.61%
ENGL	74	6.08%
CHEM	47	3.86%
NURA	42	3.45%
DFTG	27	2.22%
Nursing	25	2.05%
PHYS	24	1.97%
Remediation	22	1.81%
READ	22	1.81%
ECRD	21	1.73%
ENGR	17	1.40%
M4Q test-taking	15	1.23%

Serkan Celtek, Director
Research & Analytical Services

Institutional Projects

- ATD data via Clearinghouse
- IPEDS Spring Surveys
- IPEDS Winter Surveys
- KPI List (review, edits)
- NPSAS
- SACSCOC 4.1 write-up
- Success Points

Surveys

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

Qualitative Studies

- MVC-CDC Fall 2015

Data Requests

- A.D.N. Analysis
- AY 2010-2015 awards by dual/traditional
- Awards by Major - Factbook Report
- Bachelor or Associate Students above 3.2
- BAS-OL lower level enrollment by term by major
- BAT Fact Sheet Data
- Continuing Ed. AY 2015 Program Enrollment
- Civitas data verification
- Dissertation data
- Fall to Fall Retention FTIC Dev. Non-Dev
- Fall 2014 to Spring 2015 persistence
- Fall 2015 enrollment by major, excluding dual
- Fall 2015 Enrolled in Dev Courses
- Freshman Orientation Contact Lists
- Gainful Employment
- Gender/Ethnicity Breakdown Pop. 2015`
- Historical NAH Campus Enrollment
- Math Majors over Two Academic Years
- Merritt Research Survey
- Non-Traditional Enrollment by Gender
- Population Projections STC Service Area
- Property/Casualty Insurance RFP
- Fall 2015 dual matriculation by hours

- Enrollment by Major - Factbook Report
- Non-Traditional Enrollment by Gender
- SACS Data Request
- Spring 2015 Dual Senior Matriculation Fall
- Supplemental Instruction List
- 2016 Estimated Population areas served

Data Analysis

- BAT CAAP Data Analysis
- Fall Drops
- FOCUS Academy student success rates

Meetings

- Advance Manufacturing Trainings
- BAS-OL persistence review
- Campus to Career Inter Agency
- Checkbox Update
- Civitas data verification call
- Civitas next steps call
- Data Standards Committee
- Distinguished Leadership Academy
- January ABE Study call
- Qualtrics call
- RAS weekly

Isaac Garza, Project Manager
Office of Strategic Initiatives

MEETINGS

1/12/2016: Starfish Demonstration
1/13/2016: Hobsons Weekly
1/14/2016: IPASS (2) Grantor Web Ex
ISP&SI Leadership Team Update Meeting
1/19/2016: Hobson's weekly
1/22/2016: Time Clock + (Pre-Board Meeting)
1/26/2016: CIVITAS Meeting
1/29/2016: Hobson's weekly

ONGOING PROJECTS

1. HOBSONS (Radius): Inquiry form has been finalized and submitted to Hobson's.

>>>Next Step(s) Complete Inquiry form Communication Plan and move to Creation of Cases, Tasks and Appointments.

1A. HOBSONS (Starfish): Starfish kick off scheduled for 2/4/2016.
Faculty/Staff Demonstration and Planning Workshop Schedule for 2/12/16

>>>Next Step(s): Establish project teams for weekly meetings.

1B. IPASS (2): IPASS (2) Action Plan Template due 2/12/16
Have read the Kotter Event Book: *Our Iceberg is Melting*

>>>Next Step(s): Finalize and submit IPASS (2) Action Plan Template by 2/12/16
Distribute Kotter Even pre-work (Book and Pre-Session Assessment) to participants two weeks prior to event.

2. HESMA: Board formally rejected the RFP bids.

>>> Next Step(s): RFP has been revised and is ready for approval to re-release.

3. TRAINING RFP: A+ participants have successfully taken their completion exam and a majority have passed.
Participants are awaiting their formal certificates from Global Knowledge.

>>Need to plan celebration/recognition for those who passed.

February training dates are being coordinated.
February trainings: A. ILIL Intermediate: 2/16-2/18
B. N+: 2/22/16 to 2/26/16

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

Begin Assessing Year 2 Training needs.

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:

- Met with the Director of RAS to review the 2016-2017 budget recommendations for the RAS, IEA, Accreditation and Associate Dean Accounts.
- Met with the Vice president to review the budget recommendations for the RAS, IEA, Accreditation and Associate Dean Accounts.

Accreditation Related Activities:

- 5th Year Report Activities:
  - Continued editing 4.1 and 3.3.1.1. Finalized draft of 4.9.
  - Finalized draft of 4.9.
  - Met with FAS assigned writer regarding 3.11.3
  - Continued reviewing submissions from other writers, followed up with those who had not submitted.
  - Participated in conference call with SACSCOC Liaison to finalized dates for the off-campus site review in Fall of 2016.
  - Met with the Associate Dean of Curriculum and Student Learning to review draft PLO reports and make recommendations for enhancements and to provide guidance on the action plans submitted by department chairs.
  - Prepared a summary for leadership review of the conference call with SACSCOC Liaison to finalized dates for the off-campus site review in Fall of 2016.

IE Related Activities:

- Coordinated with department Administrative Assistance on travel for IEA Reporting Analyst travel and other upcoming conferences

RAS Related Activities:

- Participated in meeting of the RGV LEAD Data Initiatives Committee.
- Participated in meeting with Assistant Superintendent of PSJA ISD regarding upcoming priorities and data needs.
- Participated in weekly department meeting to review ongoing an upcoming projects.
- Participated in conference call with Rob Robinson from Civitas to plan joint ATD Proposal.

Institutional Projects/Activities:

- Participated in meeting with cross-divisional representatives to review the deadlines and process for First-Week Attendance Rosters.
- Coordinated with the Assistant Chief Information Officer regarding the work of the Data Standards Committee.

Meetings and Conferences:

- Attended the quarterly Board meeting of the Texas Association of College Technical Educators.

Statewide Leadership Activities:

- TACTE Board President: Finalized the agenda for the January 22nd meeting. Coordinated with the Treasurer on preparation of the financial report. Also, participated in an online meeting support staff of the TACTE Treasurer to prepare the quarterly financial report

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INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

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MEMO

To: Dr. Shirley A. Reed
President

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

Date: February 16, 2015

Subject: January 2016 Activity Report

The major activities of my office this month were:

1) Attended economic development meeting at UTRGV. 2) Attended mandatory building responder training. 3) Attended the RSTEC Meeting 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5). Attended the STMA monthly meeting 6) Conducted NAAMREI strategic planning workshop 7) Continued Corporate Training initiative with Regal, McAllen 8) Met with and provided tour to members of FUMEC Mexico 9) Assisted in implementation of high school robotics program 10) Further developed and planned Manufacturing Seminars Series Program 11) Attended Texas A&M University and RGV Community Leadership dialogue meeting and dinner. 12) Participated in STC Travel Committee meeting. 13) Met with representatives from IIES Reynosa to further develop the STC Maquiladora training project. 14) Had dinner and discussion with ALPS Japan representatives.

Summary of Activities for January 2016:

- Met with McAllen Economic Development Corporation and ALPS Japan executives. In response to Alps request, I joined the group for dinner and discussion. I shared information pertaining to South Texas College and our manufacturing initiatives.
- Conducted NAAMREI strategic planning workshop with members from economic development, universities and private industry.
- Attended economic development meeting at UTRGV to discuss NAAMREI's role.
- Attended mandatory building responder training at South Texas College Cooper Center.
- Met with community stakeholders to discuss economic and workforce development issues.
- Attended the RSTEC Meeting held at the Rio Grande Valley Partnership in Weslaco. Primary item for discussion and vote included the selection of the RSTEC Director position.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Attended Texas A&M University and RGV Community Leadership dialogue meeting and dinner. Discussions included the new TAMU branch in McAllen and STC's potential partnership with the branch.
- Attended the STMA monthly meeting. Executive Director Mike Willis introduced STC's IAM Professional Seminar Series workshops.
- 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 and provided tour to members of FUMEC Mexico—a binational manufacturing and economic development organization based in Mexico.
- Met with staff to get updates on progress for Maquiladora training projects. My office is promoting customized training to Reynosa maquiladora employees.
- Met with representatives from the Instituto Internacional de Estudios Superiores (IIES) IIES Reynosa to further develop the STC Maquiladora training project.
- 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.
- 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 monitored IAM enrollment and contact hour reports.

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