SOUTH TEXAS COLLEGE

# ACTIVITY REPORTS

*September 2016*

Board Meeting

**October 27, 2016**

# STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

# MEMORANDUM

**DATE:** **October 25, 2016**

**TO:** Dr. Shirley A. Reed, President

**FROM:** Matthew S. Hebbard, Division of Student Affairs & Enrollment Management

**SUBJECT:** **September 2016 Activity Report**

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## Matthew S. Hebbard, 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
- 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.
- My Office participated in the following meetings:
  - Dr. Bill Carter, History Professor
  - Dr. Anahid Petrosian, Vice-President for Student Affairs

**Attended:**

- ALA Steering Committee Invitation / ALA Selection meeting
- Lunch Meeting with Mrs. Garza at Rancho Viejo
- PSJA College for All Conference Planning meeting
- Review of College Wide Professional & Organizational Day Presentation with Dr. Shirley A. Reed
- 2016 South Texas Regional 60x30TX Workshop in Harlingen, Texas
- Pecan Campus Enrollment Center Furniture meeting
- ACBSP Re-Affirmation Visit
- Cost Breakdown with Diana Foose
- Apply Texas Advisory Committee meeting in Austin, Texas
- STC/PSJA Goals for Dual Enrollment meeting
- ESSI 2016: Homework Documents for South Texas College
- Dual Enrollment & ECHS Timelines and important dates for Spring and Fall meeting
- Texas Pathways Project meeting #1
- Training-Internal Investigations

**Participated:**

- Hobsons/South Texas Implementation
- South Texas INACTVREREG conference call
- Meeting to review Transition Notes with Paul Hernandez
- South Texas College Ellucian Mobile Demo
- Faculty Senate Retreat
- NASCO Membership Update Call
- TACC Post Census Survey

## Matthew S. Hebbard, VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM) cont.

**Participated:**

- Discussion on proposed study with Educational Results Partnership
- Board Enrollment Report
- Welcome for the Dual Credit School District Meeting
- TACC Post-Census Report

## Enrollment Services & Registrar

- Contributed greatly to Fall 2016 Semester census date enrollment on September 14, 2016 of **33,995** students by processing required documents and clearing their admissions file to allow registration.
- Staff assisted students with various issues since Fall 2016 Semester began on August 29, 2016.
- Director of Student Records and Registrar ("Director") attended regular meetings, such as President's Administrative Staff and SAEM Dean/Directors.
- Director and Coordinator of Records ("Coordinator") 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 and/or Coordinator attended various meetings/events to work on special projects, such as BUGs, CourseLeaf Catalog (online), Enrollment Appeals Committee, Grade Appeals Committee, JagNet registration pilot for dual enrollment high school students, JagNet portal redesign, TCC eCommunities training session, and Welcome Center renovation at Pecan Campus, Bldg. K, 1st floor.
- Staff attended and participated in college-wide Professional & Organizational Development Day held at the McAllen Convention Center and Pecan Campus on September 23, 2016.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board.
- Graduation Analyst completed certification of August 2016 graduates and awarded **745** degrees, including **219** Certificates, **476** Associates and **50** Bachelors.
- Printed and mailed diplomas to August 2016 graduates.
- Document Management Specialist downloaded, reviewed and verified **5,898** *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during September 2016.
- 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 **122** international students enrolled for Fall 2016 Semester.
- Processed **36** online *Course Substitution Forms* during September 2016.
- Processed *Schedule Change Forms* for **2,378** students since Fall 2016 Semester began on August 29.
- Processed *Change of Grade Forms* for **69** students during September 2016.
- Processed *Reinstatement After Census Date Forms* for **251** students during September 2016.
- Processed **2,121** high school and **227** college/university transcripts during September 2016.
- Evaluated **550** transcripts from other colleges and universities during September 2016.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed **3,008** STC transcripts during September 2016.
- Scanned and indexed **6,043** documents submitted by students during September 2016.
- 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.

## Student Financial Services & Veterans Affairs

- SFS Associate Dean, Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Department renewed all current contracts for the FY17 with Xerox, Maverick and memberships with NASFAA and TASFAA
- SFS Department staff continued working on completing Fall 2016 FAFSA's and verifications
- SFS Veteran Affairs work-studies have been fixing the space given at CLE-123, they bought items with the Home Depot funds to decorate the area
- SFS Department has been getting all student files needed for the auditor to review starting next month
- SFS Outreach Specialists Gilbert Rios and Jovelli De Leon assisted with 23 Parent night and College Success throughout the month of September

## Assessment Center

### Walk-ins and Testing Report

| Student Assessment Center<br>Monthly Activity Report<br>September 1st – September 30th, 2016 | | | | | |
|---|---|---|---|---|---|
| **Campus** | **Student Walk-Ins to Get Information** | **Market Place/ Pearson Vue/CAAP/ACT Total Reservations Placed** | **Examinees That Tested** | **Type of Exam** | **Exams YTD as of Aug 29, 2016** |
| **Pecan Campus** | **214** | **88** | **78 (87%show)** | **TSI EXAM** | **139** |
| | | | **(%show)** | **CAAP** | **0** |
| | | **238** | **216 (92%show)** | **ACT** | **216** |
| **Mid- Valley** | **128** | **44** | **42 (95%show)** | **TSI EXAM** | **47** |
| **Starr Campus** | **50** | **24** | **22 (92%show)** | **TSI EXAM** | **32** |
| **Pecan Plaza** | **68** | **21** | **21 (100%show)** | **GED/ PEARSON** | **21** |
| | | **64** | **56 (88%show)** | **TSI EXAM** | **56** |
| **TOTAL:** | **460** | **479** | **435 (91%show)** | | **511 – All Campuses YTD** |

- Director attended meetings with TR, BUGS meeting, presidents administrative staff meeting, RAND project meeting, SAEM Division Leaders Meeting, Nursing
- Completed THECB CBM 002 Reporting for Summer I and II
- Continuous processing of TSI, ACT, SAT test scores into banner
- All Testing at Pecan Campus has temporarily moved to Pecan Plaza due to construction in Bldg. K first floor

## Assessment Center cont.

| TSI Student Notifications Report<br>September 1st- September 30th 2016 | | | | | | | |
|---|---|---|---|---|---|---|---|
| Campus | Number of Students on TSI Reports Weekly | YTD for Number of Students on TSI Reports as of 08/29/2016 | Number of Students tagged as College Ready Weekly | YTD Number of Students tagged as College Ready as of 08/29/2016 | YTD Number of Students not TSI Complete Weekly for Month | Letters of Notification Before 1st Class Day | Letters of Notification After 1st Class Day |
| Pecan | 18 | 30 | 18 | 18 | 8 | 0 | 8 |
| Nursing | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Technology | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Starr | 3 | 7 | 3 | 3 | 3 | 0 | 11 |
| Mid-Valley | 3 | 3 | 1 | 1 | 2 | 0 | 6 |
| Total | 24 | 40 | 22 | 22 | 13 | 0 | 25 |

## TSI Placement Report Notes

| Reading | Placement |
|---|---|
| DE Diagnostic 349-350 | Holistic Placement Option |
| DE Diagnostic 342-348 | Developmental Education |
| ABE Diagnostic Level 5-6 | Developmental Education |
| ABE Diagnostic Level 1-4 | Developmental Education |
| **Note: Based on THECB Approved 1yr waiver** | |
| | |
| **Math** | **Placement** |
| DE Diagnostic 348-349 | Holistic Placement Option |
| DE Diagnostic 336-347 | Developmental Education |
| ABE Diagnostic Level 5-6 | Developmental Education |
| ABE Diagnostic Level 1-4 | Developmental Education |
| **Note: Based on THECB Approved 1yr waiver** | |
| | |
| **Writing** | **Placement** |
| DE Diagnostic 361-362 & 4 Essay | Holistic Placement Option |
| DE Diagnostic 350-362 & 0-4 Essay | Developmental Education |
| ABE Diagnostic Level 5-6 | Developmental Education |
| ABE Diagnostic Level 1-4 | Developmental Education |
| **Note: Based on THECB Approved 1yr waiver** | |

**Assessment Center cont.**

**TSI Placement Report**

| TSI Scores: by placement score August 2016 | | | |
|---|---|---|---|
| **READING** | | | |
| **Monthly (09/01/16 - 09/30/16)** | | **Year To Date (08/29/16 - 09/30/2016)** | |
| **College ready** (351+) | 44 | **College Ready** (351+) | 59 |
| Holistic Placement (349-350) | 11 | Holistic Placement (349-350) | 14 |
| Developmental Ed (342-348) | 27 | Developmental Ed (342-348) | 34 |
| ABE Level 6 (Developmental Ed) | 7 | ABE Level 6 (Developmental Ed) | 8 |
| ABE Level 5 (Developmental Ed) | 19 | ABE Level 5 (Developmental Ed) | 30 |
| ABE Level 4 | 5 | ABE Level 4 | 7 |
| ABE Level 3 | 0 | ABE Level 3 | 0 |
| ABE Level 2 | 3 | ABE Level 2 | 3 |
| ABE Level 1 | 2 | ABE Level 1 | 2 |
| **Total** | **118** | **Total** | **157** |
| | | | |
| **MATH** | | | |
| **Monthly (09/01/16 - 09/30/16)** | | **Year To Date (08/29/16 - 09/30/2016)** | |
| **College Ready** (350+) | 21 | **College Ready** (350+) | 27 |
| Holistic Placement (348-349) | 5 | Holistic Placement (348-349) | 7 |
| Developmental Ed (336-347) | 60 | Developmental Ed (336-347) | 74 |
| ABE Level 6 (Developmental Ed) | 0 | ABE Level 6 (Developmental Ed) | 0 |
| ABE Level 5 (Developmental Ed) | 25 | ABE Level 5 (Developmental Ed) | 36 |
| ABE Level 4 | 18 | ABE Level 4 | 25 |
| ABE Level 3 | 2 | ABE Level 3 | 3 |
| ABE Level 2 | 0 | ABE Level 2 | 0 |
| ABE Level 1 | 0 | ABE Level 1 | 0 |
| **Total** | **131** | **Total** | **172** |
| | | | |
| | | | |
| | | | |
| | | | |
| **Writing** | | | |
| **Monthly (09/01/16 - 09/30/16)** | | **Year To Date (08/29/16 - 09/30/2016)** | |
| **College Ready** (363 & 4+ Essay or 5+) | 39 | **College Ready** (363 & 4+ Essay or 5+) | 45 |
| Holistic Placement (361-362 & 4 Essay) | 1 | Holistic Placement (361-362 & 4 Essay) | 3 |
| Developmental Ed (350-362 & 0-4 Essay) | 41 | Developmental Ed (350-362 & 0-4 Essay) | 54 |
| ABE Level 6 (Developmental Ed) | 6 | ABE Level 6 (Developmental Ed) | 7 |
| ABE Level 5 (Developmental Ed) | 2 | ABE Level 5 (Developmental Ed) | 5 |
| ABE Level 4 | 6 | ABE Level 4 | 13 |
| ABE Level 3 | 1 | ABE Level 3 | 1 |
| ABE Level 2 | 0 | ABE Level 2 | 0 |
| ABE Level 1 | 0 | ABE Level 1 | 0 |
| **Total** | **96** | **Total** | **128** |
| **Data retrieved from College Board Accuplacer** | | | |

**Dual2Degree**

## DUAL ENROLLMENT ADMISSION & REGISTRATION:

- **Fall Dual Credit Student Admission and Registration:**
  - Dual2Degree Department staff facilitated enrollment of dual credit students at 44 traditional high schools, and provided support to the Early College High School Department with 3 early college high schools.

- **Fall Roster Validation and Reconciliation:**
  - Dual2Degree Specialists continue to work with high school faculty and staff to identify and correct roster errors.

**September 2016 Dual Credit Reconciliation Data**

| Reconciliation Requests Submitted | Approved | Denied | Pending Review |
|---|---|---|---|
| 147 | 110 | 1 | 36 |

- **Fall Dual Credit Student Document Retention:**
  - Staff has begun to finalize student enrollment documents for Fall 2016, in compliance with state records retention regulations.

## HIGH SCHOOL ACTIVITIES:

- **College Connections Support:**
  - Weslaco High School College Fair

## DEPARTMENT INITIATIVES:

- **Dual Credit Update with School Districts:**
  - The Dual2Degree Department held the first meeting with school district administrators and counselors of the 2016-2017 academic year. The purpose of the meetings is to discuss enrollment and advisement strategies for dual credit students. The first meeting provided an overview of changes to the Dual Credit Program enrollment process, effective Spring 2017. High school counselors from Sharyland HS, Sharyland Pioneer HS, and Weslaco East HS presented on enrollment best practices for dual credit students. A total of 87 high school officials attended, in addition to 20 STC administrators and staff.

## Dual2Degree cont.

- **Student Self-Service Advisement & Self-Service Registration Initiative:**
  - The Dual2Degree Department has met with school district officials to scale up the self-service advisement and registration initiative for dual credit students. The goal is to phase in the new enrollment and advisement model for Spring 2017 at the following high school sites: La Joya Teaching Center, Premier Charter School – Palmview/Mission, Premier Charter School – Edinburg, Juan Diego Academy, Oratory Athenaeum, Vanguard Academy, and Mid Valley Academy.
- **New Student Orientation Via Blackboard Collaborate:**
  - Planning for the upcoming implementation of the Virtual Orientation for new dual credit students continued. The purpose of the initiative is to provide orientation to prospective Dual Credit Students via Blackboard Collaborate, which will enhance the student orientation experience, and enable the Dual2Degree Department to reach a wider audience virtually when conducting New Student Orientations. Sharyland ISD has agreed to pilot this initiative for Fall 2016, and efforts are underway to scale the project to other ISDs by Spring 2017. The first orientation is scheduled at Sharyland Pioneer HS on September 23rd.

## IMPORTANT HIGHLIGHTS:

- **Regional Early College High School Convening:**
  - The Director of Dual2Degree High Schools attended a regional convening of early college high school professionals at the University of Texas – Rio Grande Valley Brownsville campus. The purpose of the meeting was to discuss strategies to successfully transition early college high school students to higher education.
- **Fall 2016 Dual Credit Enrollment Timeline:**
  - Director of Dual2Degree High Schools attended an institutional meeting to discuss a proposed Dual Credit Program admission and registration timeline for Fall 2016. The meeting also focused on further improving the enrollment process for Spring 2017. Important dates were tentatively agreed to. Those in attendance included: Vice President for Student Affairs & Enrollment Management, Vice President for Academic Affairs, Administrator for High School Programs, and the Director of Admissions & Registrar.
- **Texas Pathways Institutional Meeting #1:**
  - Director of Dual2Degree High Schools attended the first institutional meeting for the Texas Pathways Initiative, which will focus on implementing advisement strategies for traditional and dual credit students.

**Dual2Degree cont.**

## MEETINGS WITH ISDS:

- **STC College Advising Training Program:**
  - The Director of Dual2Degree High Schools delivered a presentation to school district counselors regarding the Dual Credit Program and Dual2Degree Department student support services.
- **Meetings with ISD Faculty, Staff, and Administrators:**
  - Several meetings with school district personnel were held throughout the month to plan for the successful implementation of the Spring 2017 enrollment timeline. These meetings included dual credit faculty, high school officials and central office administrators. The following is a list of high schools where meetings were held:

    - Juarez-Lincoln HS
    - La Joya HS
    - Palmview HS
    - PSJA ECHS
    - Rio Grande City HS

## STC MEETINGS:

- **Academic Council Meeting:**
  - Director of Dual2Degree High Schools attended an Academic Council Meeting and provided an update on the successful implementation of the self-service advisement and registration initiative at Weslaco East HS.
- **College-Wide Curriculum Meeting:**
  - The department attended a College-Wide Curriculum Meeting. Important changes to the 2017-2018 STC Curriculum include a proposal to require TSI Writing for GOVT 2305 and GOVT 2306. The Department will communicate these changes to high school officials once they have been approved.
- **ACTA Presentation:**
  - Coordinator of Dual2Degree High Schools presented to the STC Fall 2016 Ambassadors Cross Training Academy (ACTA) cohort on Dual2Degree Department services.

## STAFF PROFESSIONAL DEVELOPMENT:

- **Conferences/Staff Training & Development:**
  - Ambassadors Cross Training Academy (ACTA)
  - Distinguished Leadership Academy (DLA)
  - Monthly Dual2Degree Department staff meeting

**The Dual2Degree Upcoming Events for October Include:**

- Continue Fall 2016 Dual Credit Student Records Retention
- Continue Fall 2016 Roster Reconciliation
- Continue to Implement Dual Credit Enrollment & Advisement Blueprint at high school Sites for 2016-2017 Academic Year
- Continue Finalizing Implementation of New Student Orientation via Blackboard Collaborate
- Meet with High School Officials to Implement Enrollment Eligibility Verification Processes for Spring 2017, and to include STC Student Identification Numbers (A#s) on Dual Credit Rosters to Streamline Registration
- Begin Meeting with Potential High School Sites to Scale up Self-Service Advisement and Registration Initiative for Spring 2017 Implementation
- Continue to Finalize Dual Credit Parent Manual

## Dual2Degree cont.

- Monthly Dual2Degree Department Meeting
- Hold Student Success Workshops at High School Sites
- Update and Redesign Dual Credit Program Brochure
- Work with Public Relations & Marketing to Redesign Department Website

## Collection Connections

- Partnerships
  - STAR Network Meeting
  - RGV Lead EXPO Planning Meeting
  - Region One Gear Up Outreach Committee Meeting
- South Texas College
  - Ambassador Cross-Training Academy
  - Building Responder Training
- Parent Presentation/Meeting
  - Weslaco High School
  - McAllen Memorial High School
- Financial Aid Drive
  - Mission High School
  - Sharyland High School
- Apply Texas
  - Sharyland High School
  - Donna High School
  - Donna North High School
  - Edinburg High School
- College/Career Fair
  - RGV Lead College & Career EXPO
  - Mercedes High School
  - Rio Grande City CISD
  - La Joya ISD
  - McAllen ISD
  - Mission CISD
  - Donna ISD
  - PSJA ISD
  - Sharyland ISD
  - Weslaco ISD
  - Edinburg CISD
- Recruitment
  - Donna North High School
  - La Joya High School
  - Juarez Lincoln High School
  - La Grulla High School
  - Sharyland Pioneer
  - PSJA Southwest
- Campus Tours
  - Pecan Campus – 72 Students
    - La Joya ISD - EB Reyna Elementary
  - Mid-Valley Campus – No Tours
  - Starr Campus – No Tours

**Collection Connections cont.**

- NAH Campus – 80 Students
  - Edinburg CISD – Migrant Program
- Tech Campus – 80 Students
  - Edinburg CISD – Migrant Program

- Call Center

| Phone Calls | |
|---|---|
| August 1 – August 31 | 23,046 Inbound Calls |
| **JagChat** | |
| August 1 – August 31 | 871 Chats |
| **Web Leads** | |
| August 1 – August 31 | 444 Emails |

Upcoming College Connection Events:

- November 4 – Counselors' Update
- December 2 – Junior Jaguar Leadership Academy

**Paul Hernandez, Dean of STUDENT AFFAIRS**

**Career Planning & Employer Services**

**Reports:**

| Monthly- Career & Employer Services Activity | |
|---|---|
| **Total Number** | |
| **422** | Student Contacts & Outreach |
| **191** | Student & Alumni Registered on CCN |
| **64** | Student & Alumni Resumes Revised/Uploaded on CCN |
| **46** | Employer Contact and New Employer Registered on CCN |
| **35** | Jobs posted to CCN |
| **7,720** | Total Students Registered to date |
| **3,362** | Total Alumni Registered to date |
| **2,921** | Total Employers Registered to date |

**Current/Upcoming Activities & Events:**

- 10 On Campus Recruitment events, Vector Marketing, Pecan Campus
- 3 On Campus Recruitment event, South Texas Health System, Mid-Valley Campus, Pecan Campus & NAH Campus
- 1 On Camus Recruitment event, Raising Cane's Chicken Fingers, Pecan Campus
- 1 On Campus Recruitment event, IDEA Public Schools, Starr County Campus
- 1 On Campus Recruitment event, Jackson Hewitt Tax Service, Mid-Valley Campus
- 1 On Campus Recruitment event, Allstate, Pecan Campus
- 1 On Campus Recruitment event, Consolidated Electrical Distributors, Technology Campus
- 2 Backpack to Briefcase Workshops, Pecan Campus & Technology Campus, 7 students

- 3 Resume Writing & Interviewing Skills presentations, Speech

## Career Planning & Employer Services cont.

- 1 Resume Writing & Interviewing Skills presentations, Welding
- 2 Resume Writing & Interviewing Skills presentations, Automotive Technology
- Presented at HR Seminar for Dual Enrollment, 80 students
- 6 Resume Writing & Interviewing Skills presentations, College Success
- 1 Career & Employer Services Overview, College Advising Training Program
- 4 Career & Employer Services Tables, Technology Campus, Mid-Valley Campus, NAH Campus & Starr County Campus
- Serving on "Career Discovery 2016" event committee
- Job Development (Entravision Communications; State Auditor's Office; Univision; Dexter Systems Inc.; Fort Worth Independent School District; Gracia Hospice Care LLC.; Live Music Tutor; Lower Rio Grande Valley Development Council; Skaggs & Guerra; Am-Mex Manufacturing & Logistics; Dexter System Inc.; Entravision Communications; Gessner Engineering; MHP Salud; Auntie Anne's Pretzels; Macy's; SAMES, Inc.; TMC)
- Coordinating future on campus recruitment events
- Coordinating Mock Interviews for BAT
- Attended Professional Development Day
- Attended meeting with Procter & Gamble
- Attended meeting for Carl Perkins SAEM Working Group
- Attended meeting with Work-Study; finalizing paperwork
- Attended meeting with Police Academy & Fire Science Program Chairs-Public Safety & First Responders Expo
- Attended Glassdoor Summit Livestream
- Attended Lunch Meeting with Director of Career & Employer Services
- Coordinating employer classroom presentations; Criminal Justice (Jorge Fuentes
- Researching trainings for department
- Manage Social Networking pages.

## Office of Judicial Affairs and Conflict Resolution Center

| CRC Student Cases for the month of September 2016 | | | | |
|---|---|---|---|---|
| | | YTD Cases | Active Cases | Closed / Referred Cases |
| Consultations | | 10 | 6 | 4 |
| *Mediation | | 8 | 0 | 0 |
| Conflict Coaching | | 0 | 0 | 0 |
| Title IX: Requesting Pregnancy Accommodation | | 81 | 24 | 57 |
| Title IX: Victim Advocacy Support | | 0 | 0 | 0 |
| Written Complaints/Maxient Referred to Human Resources Student to Employee | | 5 | N/A | N/A |
| Written Complaint/Maxient Student to Student | | 0 | 0 | 0 |
| **Total Cases** | | **96** | | |

***Mediation Services are not included in the total cases calculations***

| CRC Student Cases per Campus for the month of September 2016 | | |
|---|---|---|
| | | YTD Cases |
| Pecan | | 44 |
| Nursing & Allied Health | | 3 |
| Technology | | 4 |
| Mid Valley | | 23 |
| Starr County | | 0 |
| Internet | | 22 |
| La Joya Teaching Center | | 0 |
| Pharr College & Career Teaching Center | | 0 |
| High School | | 0 |
| **Total** | | **96** |

| Complaints Student Violating Student Code of Conduct for the month of September 2016 | | | |
|---|---|---|---|
| | Active YTD Cases | Closed YTD Cases | YTD Cases |
| | 12 | 4 | **16** |

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

## Office of Judicial Affairs and Conflict Resolution Center cont.

| Student Conduct Cases per Campus for the month of September 2016 | | |
|---|---|---|
| | | **YTD Cases** |
| Pecan | | 14 |
| Nursing & Allied Health | | 0 |
| Technology | | 0 |
| Mid Valley | | 0 |
| Starr County | | 2 |
| La Joya Teaching Center | | 0 |
| Pharr College & Career Teaching Center | | 0 |
| Internet | | 0 |
| **Total** | | **16** |

## Behavioral Intervention Team

| Behavioral Intervention Team Institutional Report for the month of September 2016 | | |
|---|---|---|
| **Student Affairs** | **NEW** | **YTD** |
| Cases Reviewed | 0 | 8 |

***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 | 4 |

| | MILD | | MODERATE | | ELEVATED | | SEVERE | | EXTREME | |
|---|---|---|---|---|---|---|---|---|---|---|
| | **Current** | **YTD** | **Current** | **YTD** | **Current** | **YTD** | **Current** | **YTD** | **Current** | **YTD** |
| **Student Conduct** | 3 | 3 | 2 | 2 | 2 | 2 | 1 | 1 | 0 | 0 |
| **Human Resources** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| **Police & Security** | 0 | 0 | 2 | 2 | 0 | 0 | 2 | 2 | 0 | 0 |

## Student Activities & Wellness

- Welcome Week Events – 9 Events (District Wide)
- Voter Registration Rallies (District Wide)
- Classroom Presentations to promote Student Activities and Wellness (Pecan)
- Classroom Presentations to register students to vote (Pecan)
- 9/11 Remembrance Ceremonies (District Wide)
- Club Recruitment Fair (District Wide)
- Mexican Independence Day Celebrations (District Wide)
- Classroom Presentations to promote Student Activities and Wellness (Pecan)
- Classroom Presentations to register students to vote (District Wide)
- Frisbee Golf Tournaments (Mid-Valley & Starr)
- Student Leadership Academy Kickoff Events (District Wide)
- Student Government Association Kick off Events (District Wide)
- Presentation to Students from the Dual Enrollment Academies (Pecan)
- Team building exercise to dual enrollment students (Tech)
- Coed Softball Rainout (PCN)
- Fundraising presentation to Diagnostic Association in Radiology Excellence (DARE) students (NAHC)
- College Success Presentations (6) promoting Student Activities and Wellness Program (Pecan)
- Student Government Association Elections (District Wide)
- Student Leadership Academy Workshops (Pecan, Mid-Valley, Starr & Tech)
- Flag Football League – Tuesday & Thursday (Pecan)

## Counseling/Student Disability Services

| 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 | **304** | **105** | **243** | **203** | **6** | **132** | **63** | **1056** |
| Weslaco | **8** | **8** | **33** | **11** | **118** | **34** | **25** | **237** |
| Rio Grande | **10** | **7** | **13** | **3** | **115** | **5** | **12** | **165** |
| Tech Ctr. | **16** | **52** | **99** | **1** | **7** | **1** | **0** | **176** |
| NAH | **17** | **9** | **28** | **1** | **12** | **1** | **21** | **89** |
| **Total** | **355** | **181** | **416** | **219** | **258** | **173** | **121** | **1723** |

## Meetings/Consultations

- Counseling and SDS Meeting – Pecan
- UTRGV Counselor Update Meeting – Pecan
- Starr County Staff Meeting – Starr
- Carl Perkins Grant Meeting – Tech
- Project HIRE Monthly Meetings – Tech
- Staff Case Meeting - Pecan Campus
- Program Chair meeting – Tech
- Technology Campus Advisory/Safety Committee Meeting – Tech
- Search Committee Interviews for A.D.N. – NAH

## Counseling/Student Disability Services cont.

### Workshops/Presentations

- Career presentations to EDCS 0101 Courses for Dr. Lydia Bean – Pecan
- Career presentation for Mrs. Garcia – Starr
- What Do You Stand For? Event – Starr
- Counseling & Student Disability Services Presentation to Educational College Success Classes – MVC
- Cultural Awareness Presentation for Introduction to PTA– NAH
- Workshop: Time Management – Pecan
- Workshop: Anger Management – Pecan
- Workshop: Managing Time for College Success – Pecan
- Workshop: School/Work/Life Balance – Starr
- Workshop: How to Set Goals and Achieve Them – Starr
- Workshop: Conflict Resolution Skills – Tech
- Workshop: Problem-Solving & Decision Making – Tech
- Workshop: Appreciating our Diverse World – NAH
- Workshop: An Apple a Day (benefits of eating fruit) - NAH

## Comprehensive Advising & Mentoring Services

| Advisor Student Contacts | |
|---|---|
| **Campus** | **# of Students** |
| Pecan | 1734 |
| Weslaco | 391 |
| Rio Grande | 216 |
| Tech | 558 |
| **Total** | 2899 |

**A. Programs/Activities/Meetings:**

- **Monitoring College Advising Training Program-** Coordinated the scheduling of the training cohort for Area ISD High Schools in September, October , & November ; 5 training dates were scheduled and completed from September 19, 2016 through September 26th, 2016; 37 presentations were scheduled for the cohort; campus visits were held for September 26th at the Technology, NAH , Campuses; cohort makeup LJISD,VVISD,MCISD;PSJAISD, EEISD are the districts attending so far and STC DC Staff 6 participants for September training; 14 are signed for October , 15 are signed for November
- **Monitoring THECB Work Study Mentorship Grant** – supervised student mentors and activities; communicated with mentors site supervisors; mentors currently assigned to Starr Campus; programs reports have been submitted; Nancy conducted initial meeting for new mentees, three have been identified for new hires, working on references, High schools assignments pending for RGC High School, RGC Early College High School, La Grulla High, & Roma High School has (1); NOE's for rehires-mentors were completed they started working on September 1, 2016; 3 New hires are cleared to start, 2 are pending
  **Monitoring Beacon Mentor Program** – Planning activities; Emails have been ongoing between Mentors and myself to plan for fall term class cohort; 4 Mentors from last cohort are asking to be renewed for new academic year; (Fall 2016) able to recruit 10 new mentors for this term; 15 sections have been assigned mentors 5 pending due to scheduling and confirmation, Training was held on August 12th, 2016 11 faculty and staff attended
- **Monitoring Carl Perkins/PASS -** participated in meetings with PASS Program staff to review program guidelines and practices; assisted with book distribution, for students being served by program, reviewed data for last reporting period for FY 2015-2016 Carl Perkins program year; September 27th Carl Perkins Working Group Meeting was held to plan for reporting and activities for funding yr.2017

## Comprehensive Advising & Mentoring Services cont.

**B. Participated in the Following:**

- **Faculty Advising Steering Committee –** participated in meetings for development of implementation of current advising guidelines and strategies for new academic year, representing Nancy and the department; next meeting TBD
- **Search Committees –** participated in meetings for search committees of new faculty and staff (TBD) next meetings TBD for November

**C. Preliminary Forms:**

- Reviewed/Approved, time cards, other forms for THECB work-study staff; CATP & Beacon Mentor Programs related training documents;

**D. Follow Up Status:**

- Review of documents for THECB work-study reporting, CATP & Beacon Mentor schedules, Carl Perkins/PASS programming;

# 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: October 17, 2016

SUBJECT: Activity Report for Finance & Administrative Services
September 1, 2016 through September 30, 2016

The following is a summary of activities from September 1, 2016 through September 30, 2016 for the Division of Finance & Administrative Services.

***Finance & Administrative Service***
***Mary Elizondo, Vice President for Finance & Administrative Services***

- The Vice President prepared for and attended the following meetings:
  - President's Cabinet Meetings, Board of Trustees Meeting, Special Board of Trustees Meeting, Facilities Committee Meeting, Special Facilities Committee Meeting, Finance, Audit and Human Resources Committee Meeting, President's Administrative Staff Meeting, Coordinated Operations Council, 2nd Public Hearing, and Finance and Administrative Services Director's Meeting.

- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit 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:**
  - Accountability Department:
    - Met on Safety Committee with Director of Operations & Maintenance, Director of Accountability, Risk and Compliance, Risk Manager and Chief Administrator of Department of Public Safety
    - Met with Director of Accountability, Risk and Compliance and Purchasing Director on Fixed Assets
    - Met with Director of Accountability, Risk and Compliance and Risk Manager on Records Retention Plan

- Updated Job Descriptions for Compliance Manager and Coordinator with Director of Accountability, Risk and Compliance

- Business Office:
  - Discussed Board of Trustees items with Comptroller and Assistant Comptroller
  - Discussed increase in growth and direct expenses with Comptroller
  - Discussed Property Tax Exemptions with Comptroller and Accounting Group Manager
  - Revised Budget Transfers Policy with Accounting Group Manager
  - Worked on Registration Report and Unpaid Graph
  - Worked on Responses for Internal Audit on Cash Counts
  - Worked on Travel Committee Recommendation
- Department of Public Safety
  - Worked on Building Responders List
  - Worked on Online Clery Act Training
  - Worked on STC Department of Public Safety Title IX Report
  - Worked on Timeline on Campus Carry
- Facilities Planning and Construction:
  - Met on 2013 Bond Regional Center for Public Safety Excellence – Review of Schematic Design with College staff
  - Met on Bond Construction Program Status with Broaddus and Associates and College staff
  - Met on TimeClockPlus Digital Signage
- Facilities Operations and Maintenance:
  - Environmental, Health and Safety Meeting with Director of Operations & Maintenance, Director of Accountability, Risk and Compliance, and Risk Manager
  - Met on Cafeteria plan with Director of Operations & Maintenance and Director of Facilities Planning and Construction
  - Mid Valley Cafeteria with Director of Facilities Operations and Maintenance and Cafeteria staff
- Human Resources:
  - Discussed Policies Human Resources Director and Legal Counsel
  - Discussed status of Department of Labor (DOL) Overtime Rules Changes
  - Worked on Employee Relations Officer Title IX and other reports
  - Worked on HR Process Automation with Human Resources Director and Business System Analyst
  - Worked on Overtime Rules Change Status
  - Worked on Personnel Matters with Human Resources Director
- Internal Auditor:
  - Worked on Outstanding items with Internal Auditor
  - Worked on THECB Continuing Education Audit with President and Internal Auditor
- Purchasing:
  - Worked on Surplus Property Public Auction, September 17, 2016
- Other Meetings:
  - Attended a meeting with Dr. Reed and Moody's representatives
  - Attended I.T. items meeting with FAS Project Manager and staff
  - Attended Interviews for Business System Analyst
  - Attended Interviews for FAS Support Specialist
  - Attended the Society of Human Resource Management Conference
  - Attended the Title IX Committee Meeting
  - Conference call with Partners In Leadership Speaker on upcoming Professional Development Day
  - Expenses Dashboards with staff

- Met on Bond Budgets with FAS Support Specialist
- Met on Cardinal Tracking project status with Legal Counsel and College staff
- Met on Professional Development Day presentation with FAS Support Specialist
- Met on Space Management Demo with College leaders
- Met on Texas A&M's use of classroom space with staff
- Revised Fixed Assets Policy #5130

- **Worked on the following items**:
  - Board Policies:
    - Updated Personnel Policies and Flowchart
    - Revised
      - ⇒ Policy #5130: Fixed Assets
      - ⇒ Policy #5320: Preparation and Processing of Budget Changes
  - Budget and Financial:
    - Worked on Budget Reports
    - Worked on Budget Transfer Policy and Status of Automation
    - Worked on Budget Transfers Reports
    - Worked on FY 2018 Budget Calendar
  - Bond:
    - Worked on GMP Matrix
    - Worked on Groundbreaking Ceremonies Schedule
    - Worked on Timeframe of Hiring Bond Related Positions
  - Board Items:
    - Worked on Finance Committee Meetings – Action Items
  - Other:
    - Worked on FY 2016 – 2017 Employee Handbook Acknowledgement
    - Worked on Gantt Chart for Continuing Education Base Periods and Biennium Appropriations Payouts
    - Worked on Physical Inventory Certification Report
    - Worked on President's Cabinet Projects and Due Dates
    - Worked on Professional Development Presentation

***Business Office***
***Myriam Lopez, Comptroller***

- **Attended or held meetings as follows**:
  - Attended a Space Management Software Solution Demo with Directors
  - Attended and discussed backup documents for Board Meeting
  - Attended AP Closeout Process Meeting
  - Attended BBVA Compass Spend Net Payable WebEx Meeting
  - Attended Board of Trustees Public Hearing and Special Board Meeting
  - Attended BUGs/Banner Downtime Meeting
  - Attended Cal Perkins Grant initiation Meeting
  - Attended Finance, Audit, and Human Resources Committee Meeting
  - Attended Food Services Procedures Meeting
  - Attended Internal Audit Meeting on Cash Handling
  - Attended meeting on AR Reporting of Donations
  - Attended meeting on recording Land Donation
  - Attended meeting with Accounts Payable staff to discuss prepaid reconciliation status

- Attended meeting with Comptroller and VPFAS to discuss travel committee recommendations
- Attended meeting with grant staff to discuss the FY 2016 Carl Perkins final fiscal report
- Attended Texas Workforce Commission Skills 22 Grant Initiation Meeting
- Attended the Board of Trustees Meeting
- Attended the Jobs and Education for Texans (JET) initiation Meeting
- Attended the President's Administrative Staff Meeting
- Attended the Starr County Biennial Reappraisal Plan Public Hearing
- Attended the Texas Adult Completion and Skills Initiative Grant Leveraged Funds Meeting
- Interviewed a work-study
- Met for Interviews for Business System Analyst
- Met on Finance Dashboards
- Met to discuss ERS reconciliation
- Met to discuss status on FFE and possible reduction of the shortfall of approximately 750,000 with FPC and Furniture Consultant
- Met to discuss the history on tax exemption for homestead
- Met to review the Budget Transfer Application
- Met to update and to create bond construction reports with VP FAS Support Specialist
- Met with Business Administration Instructor to discuss the upcoming Accreditation Council for Business Schools and Programs Re-Affirmation visit
- Met with FAS Support Specialist and Broaddus & Associates on Bond 2013 projected cost
- Met with Financial Aid and Admissions staff to discuss process options for Dual Enrollment
- Met with Institutional Effectiveness and Assessment to discuss with preliminary Budget Planning Calendar for FY 2018
- Met with Public Relations to discuss the 100% Electronic Payroll initiative
- Met with the External Auditor to discuss the audit timeline for FY16
- Met with the Internal Auditor to discuss the fraud survey sample methodology
- Met with VP FAS and FAS Support Specialist on Bond 2013 budget
- Met with VP FAS on the Budget Transfer policy revisions and the Flat Rate Tuition motion
- Participated in a phone conference with curriculum staff to discuss if the setup of attributes on courses would impact them in any way
- Participated in the meeting with Wells Fargo representatives to discuss potential investment opportunities and bank depository services
- Presented Business Office Handbook to new employees
- Staff met with BBVA Compass to discuss the employee pay card
- With Bachelor of Organizational Leadership staff to discuss pending invoices for Pearson
- With curriculum staff to discuss their role in Dual Credit fee implementations for Spring 2017
- <u>Trainings:</u>
  - 2-Peat Consulting Training
  - Attended AP "Bite Size Training" – Topic: AP Card Reconciliation Process Using Argos
  - Attended Student Fee Assessment consultant training
  - Attended X-Peat follow up WebEx
  - Participated in the College-Wide Professional Development Day
  - Staff attended Webinar on Adobe DC Essentials on August 31, 2016
  - Student Fee Assessment 2 Day Training
  - Training: Organization Communication Fundamentals
  - Viewed Key Financial Metrics & Dashboard Reporting for Higher Education (CACUBO)

- **Worked on the following items:**
  - A summary comparing original and revised state appropriations for fiscal years 2016 and 2017 was created and forwarded to VP FAS

- Assisted with management response to Internal Audit drafts
- Attended meeting with AP staff to discuss Richards Carlberg account
- Business Office received confirmation to migrate AAWCC store to production
- Cashier call agents contacting students on the unpaid lists
- Cashiers extended hours of operation to assist students with Fall 2016 payment options for census, September 14, 2016
- Cashiers generating the Fall 2016 unpaid lists
- Cashiers trained on testing dual credit students and addressing discrepancies
- Completed and submitted application for Transparency Stars
- Completed journal voucher to record Carlisle Insurance (construction) as prepaid insurance
- Completed the Preliminary Federal & State Award Schedules
- Continued testing transactions in the Travel & Expense Module
- Continuing Education Revenue and Expense Allocation
- Discussed the Staffing need for Payroll and AP
- Met to discuss status on FFE and possible reduction of the shortfall of approximately 750,000 with FPC and Furniture Consultant
- Met to discuss the sources to finance the Bond 2013 projects with FPC Director, Comptroller and FAS Support Specialist
- Met to update and to create bond construction reports with FAS Support Specialist
- Prepared 104 monthly reports, board management reports, and continued to work on monthly reconciliations
- Prepared and provided the Professional Growth List
- Prepared hiring proposal for 3 staff positions
- Prepared Net Pension Liability footnote and journal entries
- Provided audit items to the external auditor in the areas of investments, payroll, accounts payable, and grants
- Provided FAS Project Manager with Travel & Expense project status
- Recalculate Indirect Cost Rate without Operations & Maintenance
- Researched and documented information for Private Business Use
- Researched and worked on Current Year Net Pension Liability Footnotes
- Researched Capitalized Interest
- Re-tested the Journal Vouchers application after receiving notice from Technology Resources, functionality issues seem to have been resolved
- Reviewed Alamo's JE template for FY16 Pension Liability
- Reviewed and Revised 2016 ERS Calculation and Reconciliation
- Reviewed and Revised the TRS Reconciliation
- Reviewed and submitted FY 2016 audit items
- Reviewed Land Donation Documentation
- Sent e-mail to Public Relations Director regarding Carlberg account status
- Staff continue to work and submit items required for the completion of the fiscal year 2016 audit
- Submitted mileage reimbursement sample to Internal Auditor for review
- Submitted updated memo to include only the increase to per diem rate
- Tested Travel Expense Transactions
- The tax abatement certificate prepared by Legal Counsel was reviewed and updated
- Updated LRGVDC Inter local Agreement for Fiscal Year 2017
- Updated the College's Investment Policy per the Investment Advisor and External Auditor's recommendations
- Uploaded FY 16 AP Check Register
- Worked on Current Year Net Pension Liability Journal Entries and schedules
- Worked on Fiscal Year Rollover process

- Budget
  - Met to discuss Bond 2013 budget and prepared construction reports binder with FAS Support Specialist
  - Met to discuss the history on tax exemption for homestead
  - Prepared and sent the FY 2018 Budget Planning Calendar to Institutional Effectiveness and Assessment for updating
  - Prepared supporting documentation in preparation for the property tax public hearing
  - Prepared the budget transfers to record the FY 2016 Budget Amendment in Banner
  - Prepared the FY 2016 Budget Amendment booklet and submitted to the Comptroller
  - Reviewed tax rate hearing motions and notices in preparation for the upcoming public hearings and meetings
  - Reviewed the Tax Abatement Certificate signed by Duke Energy
  - Revised Policy #5320: Preparation and Processing of Budget Changes for VP FAS
  - Revised Policy #5425: Ad Valorem Taxes
  - Updated the preliminary Budget Planning Calendar for FY 2018
- Board Agenda Items
  - Management Reports – The Business Office staff worked on the September board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports

- Checks Processed as of September 30, 2016:

| Bank No. | 9/16 |
|---|---|
| 01 E&G | 568 |
| 01 Direct Deposit | 120 |
| 03 Student | 13,075 |
| 12 I&S Taxes | - |
| 16 I&S Bond | - |
| 17 Plant | 14 |
| 32 AP Card | 448 |
| 38 Unexp-LT Bond Series 2014 | 12 |

- 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 | 13 | 574 |
| 01 Direct Deposit | 7 | 121 |
| 02 Payroll | 10 | 865 |
| 02 Direct Deposit | 4 | 2,083 |
| 03 Student | 7 | 13,075 |
| 12 I&S | 0 | 0 |
| 16 I&S | 0 | 0 |
| 17 Plant | 4 | 14 |
| 38 Bond Series 2014 | 3 | 12 |
| Total | 48 | 16,744 |

| EFT | Number of Approvals |
|---|---|
| ACH Direct Deposit-payments to vendors, students & employees | 13 |
| Bank Transfers between Bank Accounts | 27 |
| Wire Transfers for Benefits | 1 |

| Activity | Numbers |
|---|---|
| Approval Queues | 30 |
| Bank Reconciliations | 14 |
| Cafeteria daily sales report | 110 |
| Cancelled checks provided to AP and/or verification and positive pay | 28 |
| Copies of booklets/journal entries requested | 77 |
| Deposits prepared | 19 |
| Disbursement of returned mailed checks | 282 |
| Donations - telephone calls & emails received | 3 |
| Errands to Inter-office deliveries | 49 |
| Financial manager changes | 15 |
| FOAP created/inactivate | 64 |
| Hours assisting other departments | 2 |
| Hours filing and organizing of Journal Entries and boxing | 3 |
| Hours used for scanning - estimated | 68 |
| Hours used to log and file Positive Pay | 2 |
| Hours used to prepare documents for scanning | 1.25 |
| IDT's - telephone calls received | 21 |
| Interdepartmental Transactions reviewed | 33 |
| Invoices and encumbrances reviewed | 76 |
| Journal entries prepared | 60 |
| Journal entries processed including FUPLOAD | 1,914 |
| Journal entries processed - transactions including FUPLOAP | 5,939 |
| Journal entries/documents scanned - including daily's | 1,910 |
| Journal entries logged and file | 1,700 |
| Positive Pay submitted | 35 |
| Requisitions prepared | 1 |
| Stale dated list prepared | 3 |
| Stale dated letters prepared an mailed | 264 |
| Student's/FA – telephone calls received | 8 |
| Stop payments processed | 16 |
| Transactions removed from bank reconciliation | 89 |
| Training - Organization Communication Fundamentals- Hours | 1.5 |

- Payroll processes for the month ending September 30, 2016:

| Activity | Numbers |
|---|---|
| Payroll Re-Issue Processed | 5 |
| Payroll Cycles | 5 |
| Payroll Checks & DD | 3,228 |
| New Employee Setups For Timeforce | 58 |
| Timeforce Access Forms Processed | 82 |
| Number Of Employees With OT Reviewed For OT Memos | 442 |
| NOE's Approved | 119 |
| Salary Budget Transfer Forms Processed | 10 with multiple transactions |

Business Office Performance Indicators

**Payroll:**

| Number of Employees | | Deposits Processed | |
|---|---|---|---|
| Employees on Monthly Payroll | 2,090 | Internal Revenue Service | 5 |
| Employees on Semi-Monthly Payroll | 409 | Bank Transfers | 5 |
| | | | |
| **Timecards Processed** | | **Hand Cut/PBK** | |
| (Waged 08/16-08/31) SR17 | 419 | Salaried | 0 |
| (Waged 09/01-09/15) SR18 | 438 | Wages | 0 |
| Supplemental (Salaried: August) MS08 | 447 | | |
| Regular (Salaried: September) MR09 | 2,627 | | |
| | | **Stop Payment Processed** | |
| **NOE's Processed** | | Salaried | 2 |
| (Additions, Deletions, Changes) | 51 | Waged | 2 |
| Regular Salaried: August MR09 | 2,543 | | |
| MR08ADJ01 | 12 | | |
| Waged | 540 | | |
| | | | |
| **Payroll Adjustment Worksheets** | | **Void Checks Processed** | |
| (Additions, Deletions, Changes) | 27 | Salaried | 2 |
| Salaried | 95 | Waged | 2 |
| Regular (Salaried August) MR08ADJ03 | 9 | | |
| Labor Distributions (Nora) | 8 | **Replacement Checks Processed** | |
| (additions, deletions, changes) | 1 | Salaried | 2 |
| Waged | 7 | Waged | 3 |
| | | | |
| **Liabilities Processed** | | | |
| ORP | 11 | **Voided Direct Deposits** | |
| Annuity | 11 | Salaried | 0 |
| Student Loans | 3 | Waged | 0 |
| United Way | 1 | | |
| Child Support | 3 | **Direct Deposit Processed** | |
| IRS Levy | 1 | Salaried | 1,936 |
| Withholding & FICA | 5 | Total Net | $ 4,432,069.52 |

| | | | |
|---|---|---|---|
| Met Life | 1 | Waged | 432 |
| Legal Judgement | 1 | Total Net | $ 110,098.41 |
| U.S. Department of Treasury | 0 | | |
| TexFlex | 1 | **Checks Processed** | |
| Social Security Administration | 0 | Salaried | 412 |
| | | Total Net | $ 746,414.42 |
| **Reports Processed** | | | |
| Compass Bank Direct Deposit File | 4 | Waged | 448 |
| Void And Replacement Check Cycle File | 1 | Total Net | $ 117,615.91 |
| Overtime & Straight Time Mgmt. Report | 1 | | |

**General Accounting:**

| | |
|---|---|
| General Journal Entry (Intra-Fund) (JE 15) | 155 |
| General Journal Entry (Inter-Fund) (JE 16) | 122 |
| Cash Receipts (CR 05) | 1,109 |
| Encumbrance Liquidation (E032) | 10 |
| Encumbrance Liquidation (E020) | 16 |
| General Journal Beginning Balance (JE05) | 0 |
| General Journal Entry (IConstruction) (JE17) | 7 |

## *Food Services*

- **Attended or held meetings as follows:**
  - Cafeteria Sales and Meals Report
  - Started the process of hiring thirty work studies for Fall 2016. WS Breakdown:
    - Pecan 15
    - MV 7
    - Tech 5
    - Starr 3

## *Security & Police Department*
## *Paul Varville, Chief Administrator for Department of Public Safety*

- **Attended or held meetings as follows:**
  - Attended the Assistance to police academy Meeting
  - Attended the Behavioral Intervention Team Meeting
  - Attended the Board of Trustees Meeting
  - Attended the Building Responder Training Meeting
  - Attended the Business Office meeting re: rental lift overcharge
  - Attended the Campus Carry Meeting
  - Attended the Campus Security Authority Training Meeting
  - Attended the College Professional Development Day
  - Attended the Conference call with legal counsel concerning parking program
  - Attended the Coordinated Operations Council Meeting

- Attended the Emergency management presentation
- Attended the Finance Committee Meeting
- Attended the Human Resources Meeting
- Attended the McAllen Traffic Director Meeting
- Attended the Parking permit and citation software Meeting
- Attended the President's Administrative Staff Meeting
- Attended the Public Relations department meeting concerning Campus Carry website creation
- Attended the Research and Analysis department meeting regarding Campus Carry online survey
- Attended the Staff Meeting
- Attended the Title IX Meeting

- **Worked on the following items:**
  - Conducted building responder training at the Pecan Cooper Center
  - Conducted emergency management training for professional development ACTA session
  - Developed narrative for Campus Carry website
  - Developed questions for Campus Carry online survey
  - Met on a student complaint
  - Participated in two day JCTAWS Active Shooter/terrorism workshop at the convention center
  - Prepared Activity Report
  - Prepared and disseminated general email messages concerning building responder training
  - Prepared and disseminated general email messages concerning parking permits
  - Prepared Cabinet Updates
  - Prepared for building responder training
  - Provided assistance to Texas A&M police department re: Clery Act
  - Realigned school bus parking
  - Rental lift billing correction
  - Used drone at College campuses discussion
  - Worked on classroom door locks initiative
  - Worked on employee matter
  - Worked on internal and external event security planning
  - Worked on McAllen Traffic Director coordination of activities
  - Worked on parking program alternative issue
  - Worked on purchase order requests
  - Worked on Texas Attorney General Report
  - Worked on Title IX case investigations

***Purchasing and General Services***
***Becky Cavazos, Director of Purchasing***

- **Attended or held meetings as follows:**
  - Attended a staff meeting to review the beginning of the year requisitions/purchase orders
  - Attended the College-Wide Professional Development Day
  - Attended the NAEP TOAL Conference and ISM Timeline related to Public Education Purchasing
  - Conducted two (2) Banner Online Requisition Training for New Employee
  - Met with Grant Office to review the new JET Grant equipment purchases
  - Reviewed and negotiated changes to thirty-one contracts/agreements/amendments
  - Updated the Department Five and Ten Year Plan

- **Worked on the following items:**
  - Worked on the list of the request for proposal worked on and public bid openings:
    - Public Bid Openings:
      - ⇒ 16-17-1014 Technology Campus – GM Car Storage Area Upgrade
  - The Purchasing Department processed in excess of one thousand one hundred twenty three (1,123) purchase orders, approved one thousand one hundred eighty nine (1,189) requisitions, disapproved four hundred thirteen (413) requisitions, processed change orders for goods and services, scanned a total of two hundred forty two (242) documents, and completed seventy seven (77) travel authorizations. A total of one hundred fifty eight (158) new vendor W-9 forms were verified and entered into Banner Finance and twelve (12) existing vendors were updated
  - The Fixed Assets Department is currently reviewing all assets purchased since September 2016. The asset review process was completed as follows:
    - Fixed Assets approved two hundred twenty three (223) assets through September 30, 2016
    - Adjusted fifty two (52) assets in Banner for the month of August
    - Conducted the monthly inventory spot check for Library Books
  - The Receiving Department completed four hundred seventy three (473) deliveries (purchase orders and complimentary books) and a total of two thousand nine hundred fifty seven (2,957) packages/boxes. A total of two hundred five (205) purchase orders were posted received in Banner. A total of three thousand seven hundred (3,700) items were transferred/relocated as per move/set up request forms. A total of one hundred eighteen (118) faculty or staff moves were completed in September
  - The Mail Services/Copy Center processed the following mail and copy request:
    - Financial Aid Office - $13,245.30, Business Office/Cashiers - $2,301.57, and Valley Scholars - $1,238.87.
    - A total of two hundred thirty thousand four hundred five (230,405) copies were completed at the copy center for the month of September.
    - A total of sixty four thousand one hundred twenty seven (64,127) letters were mailed out and nine hundred fourteen (914) 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:**
  - Attended Academic Council Meeting and presented on Employee Relations report
  - Attended Cohesion HR Quarterly Meeting
  - Attended Comprehensive Plan Work Session
  - Attended grievance hearing on personnel matters
  - Attended HR Process Automation Meeting
  - Attended Jagnet Portal Team Meeting
  - Attended PeopleAdmin Onboarding Go Live Meeting
  - Attended the President's Administrative Staff meeting and presented on Employee Relations
  - Attended Title IX Meeting
  - Hosted Flu Vaccine Clinics for all five campuses with approximately 200 participants
  - Presented a report on NOE automation to VP FAS and Director Human Resources
  - Presented on Employee Relations at the Teaching & Learning Academy, Academic Affairs Council, President's Administrative Staff meeting, as well as the Starr Campus Cashier's Office
  - With Director of Accountability, Risk and Compliance regarding Banner's Faculty Load and Compensation (FLAC) module

- With Financial Managers from Counseling, Purchasing, Research & Analytics, Library & Learning Service, and HS Programs regarding impact of New FLSA requirements in their departments
- With Internal Auditor regarding review of I-9 Audit
- With IS&P staff regarding email creation process
- With Legal Counsel regarding personnel policies
- With Public Relations regarding promotion of TimeClock Plus during Professional Development
- With VP FAS on personnel policies, and Employee Relations report of common complaints
- Personnel matters:
  - Assistant VP for Strategic Initiatives
  - College President
  - Employee Relations Officers
  - Vice President for Finance and Administrative Services
- Trainings:
  - Attended 2016 Building Responder Training
  - Attended Professional Development Day
  - Attended the SHRM-RGV Annual Conference with Employee Relations Officers and Staffing and Compensation Manager
  - Presented on Human Resources at the Ambassador Cross-Training Academy

- **Worked on the following items:**
  - Prepared Form I-9 audit
  - Reviewed Employee Relations case files
  - Updated the website and uploaded:
    - Employee Handbook FY2016-2017
    - Cell Phone guideline updates and form
    - South Texas College Organization Chart
  - Worked on Acknowledgement of receipt of FY2016-2017 Employee Handbook
  - Worked on Acknowledgement of receipt of FY2016-2017 Faculty Handbook
  - Worked on Benefits Fall Activities
    - Annual FY16 Leave audits
    - 457 DCP Report
    - New Hire updates, Benefits terminations in Banner
    - Benefits eligibility reviews for 9/9, ERS Adjunct and One Semester (S4) Faculty.
  - Worked on Compensation setting for Staff hiring proposals
  - Worked on department handbook review for Accountability Services, Risk, and Compliance Management
  - Worked on Disciplinary Action Policies review with legal counsel
  - Worked on Employee Relations Investigation Summary Report
  - Worked on FY16 Optional Retirement Program Report due on October 1, 2016.
  - Worked on FY17 Optional Retirement Program Titles
  - Worked on Management responses to Faculty Credentials Review administered by Accountability, Risk and Compliance department
  - Worked on Motion Order for Board on FLSA Action Plan
  - Worked on Payroll Fall Activities
    - Processed annual FY17 Roll
    - Letters of Appointment (NOE's , Updates & Changes)
    - Faculty assignments (Full Time Regular, Full Time Temporary)
    - Special Summer Payroll (late NOE's)
  - Worked on Personnel policies for the Board

- Worked on Public Information Request
- Worked on Report development
  - FLSA Action Plan worksheet
  - Job Description template development
  - New Positions, for Human Resources
  - Individual salary for Faculty, for Human Resources
  - Microsoft license agreement FTE report, for Client Services Analyst
  - New Hire Staff, for Office of Professional & Organizational Development
  - Department of Labor Monthly Employee Count
  - Baylor Alumni, for Office of the President
  - Statistical Information on New Hire Faculty & Staff, for Office of the President
  - FY2015-2016 Posting statistical data, for Office of the President
  - Academic Roster Degree Level statistics, for Office of the President
- Worked on Staff hiring proposals

| **HR Staffing** | |
|---|---|
| Staff Position w/ Job Description Requests processed | 15 |
| Positions posted to HR Website | 19 |
| Canceled positions | 1 |
| Advertisement of Staff Positions placed | 5 |
| Search committees assigned/searched committee forms requested | 27 |
| Hiring Proposals reviewed and approved | 14 |
| Job offers/New Hire paperwork completed | 23 |
| Vacancy Reports completed | 3 |
| Staff resignations processed | 15 |
| Educational supplements processed | 5 |
| **Notices of Employment (NOE's) Processed** | |
| Direct Wage (DW) | 58 |
| Trainer (PT) | 81 |
| Work Study (WS) | 0 |
| **HR Faculty Staffing** | |
| Adjunct/Dual Enrollment Faculty Applications Processed | 5 |
| Intent to Hire/Adjunct process | 5 |
| Intent to Hire/Dual Enrollment | 3 |
| Full Time Temporary Faculty Hires Processed | 3 |
| **Transcript Reviews (PeopleAdmin)** | |
| Faculty | 0 |
| Staff | 10 |
| Transcripts Entered into Transcript Database | 35 |
| Positions posted to HR Website | 0 |
| Advertisement of Faculty Positions Placed | 0 |
| Search Committees Assigned/Search Committee Forms Requested | 0 |
| Hiring Proposals Reviewed and Approved | 0 |
| Job Offers/New Hire Paperwork Completed | 3 |
| Vacancy Reports Completed | 2 |
| Educational Supplements Processed | 5 |
| **Notices of Employment (NOE's) Processed** | |
| Adjunct | 187 |

| | |
|---|---|
| Overload | 572 |
| Dual Enrollment | 250 |
| **Benefits** | |
| New Hire Orientation | 49 |
| Internal Transfers | 3 |
| Benefits Credits/Collections | 7 |
| Tuition Reimbursement Applications | 0 |
| TRS Records Reported | 443 |
| TRS Prior Years of Service Verifications Completed | 187 |
| TexaSaver 457/403B Accounts Completed | 6 |
| **Benefits Eligibility Review (ACA)** | |
| Faculty (Adjunct, Temporary) | 422 |
| Staff (Direct Wage, Part Time) | 409 |
| **Exits** | |
| Full Time | 17 |
| Part Time | 0 |
| Retirees | 5 |
| **FMLA** | |
| New Claims | 7 |
| Closed Claims | 6 |
| **Workers Compensation** | |
| New Claims | 4 |
| Closed Claims | 1 |
| **Tuition Grant Applications** | |
| Employee | 4 |
| Dependent | 0 |
| **Leave Forms** | |
| Exempt | 300 |
| Non-Exempt | 2,000 |
| **Payroll** | |
| Direct Deposit Transactions | 67 |
| PDR Notifications | 154 |
| Cell Phone Stipends | 129 |
| Exits/Resignations | 17 |
| Garnishments | 46 |
| Texas Office of Attorney General (TXOAG) Reporting | 150 |
| Under Hours/DOC Worksheets | 40 |
| **Notice of Employment** | |
| Direct Wage (DW) | 436 |
| Work Study (WS) | 112 |
| Adjunct | 788 |
| Overload | 790 |
| Dual Enrollment | 701 |
| Trainers | 82 |
| Faculty Special Assignments or Other Stipends | 251 |
| Faculty Salary Retroactive Pay Adjustment | 0 |
| Faculty Base Salary Pay-Off | 0 |

| PeopleAdmin Requisitions/Transactions | |
|---|---|
| Approvals | 0 |
| Hiring Proposals | 0 |
| NOE/Staff/Faculty Payroll Worksheets | 2 |
| **HR Support** | |
| Application Processing | |
| Staff applications | 346 |
| Faculty applications | 0 |
| Part-Time applications (DW/PT/AD) | 97 |
| **Verification of Employment** | |
| Letters sent | 1 |
| Phone Calls made | 20 |
| New Hires/Rehires/Transfers processed | 94 |
| Temporary Agency Employee Requests | 3 |
| **Records Technician** | |
| Files Scanned & Indexed in XTENDER | 124 |
| New Hire/DW/WS files prepared | 140 |
| Termed files processed | 15 |
| **Employee Relations** | |
| DPS CCH Background Checks, Total FYTD | 142 |
| Fingerprints, Total FTYD | 126 |
| Fingerprints this month | 126 |
| DPS Driver's Eligibility Checks, Total FYTD | 50 |
| DPS Driver's Eligibility Checks, Total for month | 50 |
| TWC Claims, FYTD | 6 |
| TWC Claims this month | 6 |
| Open Records Request, Total FYTD | 3 |
| Open Records Requests this month | 3 |

***Facilities Planning & Construction***
***Ricardo De La Garza, Director of Facilities Planning and Construction***

- **Attended or held meetings as follows**:
  - 2013 Bond:
    - Attended meeting with Broaddus and Associates and D. Wilson Construction to review contractor concerns
    - Attended weekly update meeting with Broaddus and Associates
    - District Wide Bond – Attended meeting with furniture consultant to review layouts and budgets; attended meeting with OCIP consultant to provide answers concerning project information and CM@R operations
    - La Joya Jimmy Carter Teaching Site – Met with legal counsel and program manager to review draft lease agreement
    - Met with Business Office to review bond construction budgets

- Mid-Valley Campus Health Professions and Science Building - Attended color board presentation by the architect; attended construction progress meeting, attended meetings with CM@R and College staff to review access to athletic fields
- Mid-Valley Campus Projects – Attended the Chiller Line Orientation meeting and construction progress meeting
- Mid-Valley Campus Student Services Expansion - Attended color board presentation by the architect
- Mid-Valley Campus Thermal Plant - Attended concrete pour of foundation
- Nursing and Allied Health Campus Expansion – Attended construction meeting and performed site visit
- Pecan Campus North Academic Building – Attended meeting with contractor to discuss parking/staging areas for construction
- Pecan Campus Thermal Plant Expansion Building – Attended construction progress meeting and performed site visit
- Regional Center for Public Safety Excellence – Attended presentation of preliminary exterior elevations by PBK Architects
- Starr County Campus Health Professions and Science Building – Attended meeting to review GMP package
- Technology Campus Southwest Building Renovation – Attended revised color presentation by EGV Architects

- Other:
  - Attended Coordinated Operations Council Meeting
  - Attended Facilities Committee and Board Meetings
  - Attended Facilities Operation Council Meeting
  - Attended Facilities Planning and Construction Staff Meetings
  - Attended Finance and Administrative Services Directors Meeting
  - Attended Presidents Administration Staff Meeting
  - Attended Professional Development Day
  - Attended Proposed CUBE software for FPC department Meeting
  - Attended Technology Campus Safety Advisory Committee Meeting
  - District Wide Marker Board Replacement – Attended meeting to review manufacturer products and installation
  - District Wide Move Process – Attended meeting with IT department to review data drop process request
  - Pecan Campus Arbor Brick Columns Replacement – Met with Operations and Maintenance department and contractor to coordinate work
  - Pecan Campus Building K Enrollment Center – Met with College staff to discuss proposed color selections and furniture; attended a pre-demolition meeting
  - Pecan Campus PB1 – Met with Purchasing to assist with coordination of removal of equipment and debris
  - Technology Campus Building D Metal Siding Repairs – Attended meeting with metal siding representative to review repair options

- **Worked on the following items:**
  - 2013 Bond
    - District Wide Bond Construction – Worked on issuing notices of campus construction areas traffic control plans to college staff and faculty
    - La Joya Teaching Site – Reviewed draft lease agreement from legal counsel
    - Mid Valley Campus Health Professions and Science - Reviewed 100% drawings

- Mid Valley Campus Projects – Reviewed CM@R pay applications; worked on relocating existing kitchen equipment and furniture; reviewed 60% drawings with Library staff; escorted OCIP consultant to inspect CM@R operations for on-going projects
- Mid Valley Campus Student Services Expansion – Worked on relocating existing kitchen equipment and furniture
- Nursing and Allied Health Campus Expansion – Worked on electrical and data issue with Broaddus and College staff
- Nursing and Allied Health Campus Projects - Reviewed CM@R pay applications
- Pecan Campus – Escorted OCIP consultant to inspect CM@R operations for on-going projects
- Pecan Campus North Academic Building – Performed site visits, progress of building pad
- Regional Center for Public Safety Excellence – Performed evaluations for CM@R proposals; reviewed preliminary schematic design and coordinated presentation meeting with Administration; received final draft master plan documents
- Reviewed invoices from various Architects, Engineers and other services
- Reviewed various proposals, agreements and additional services
- Starr County Campus – Performed site visit

- Other:
  - Conducted a presentation to the College's Construction Management Class
  - Hidalgo Border Training Center – Worked on quotes and coordinating removal of furniture and equipment
  - Nursing & Allied Health Campus Resurfacing of Lot #2 – Performed the final completion walk thru
  - Pecan Campus Arbor Brick Columns Replacement – Worked on quote provided by contractor
  - Pecan Campus Building G Fume Hoods – Reviewed filtered hood information with faculty; reviewed scope with engineers
  - Pecan Campus Building K Enrollment Center – Coordinated and removed existing furniture and equipment to allow for renovation to begin; conducted site visits; reviewed various construction submittals and furniture quotes
  - Pecan Campus PB1 Removal – Assisted with coordination of removal of portable building
  - Pecan Campus Sand Volleyball Courts – Created proposed site layout; worked on revised site layout
  - Pecan Campus Sports Fields - Assisted Student Activities staff with coordinating the installation of new scoreboards
  - Pecan Plaza Emergency Generator & Wiring, Starr County Building E & J Crisis Management Center Generator - Worked on the MEP professional services agreement
  - Space Management Software – Reviewed Qube references
  - Technology Campus Building B Domestic/Fire Sprinkler Lines – Attended RFQ proposal opening and performed evaluations
  - Technology Campus Building C New Conference Room and Building B Door & Frame Replacement - Attended a contract negotiation meeting with contractor and architect; architect provided Owner/Contractor Agreement for our review; reviewed and provided comments for the Owner/Contractor Agreement
  - Technology Campus GM Car Storage Area Upgrade – Attended bid opening
  - Technology Campus Replacement of Metal Panels on Building D – Sent price requests price to MBCI metal panel manufacturers
  - Worked on Coordinated Operations Council meeting agenda items
  - Worked on Facilities Committee agendas and packet
  - Worked on Move Requests

- Worked on Professional Development Day accomplishments and goals as requested
- Worked on reference check as requested by outside source
- Worked on Space Modification Requests
- Worked on Workplace Courses required by Human Resources

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

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Attended the Bond Construction Program Planning Meeting
    - Attended the Chilled Water Lines & Chiller Orientation Discussion for the new Thermal Plant
    - Attended the MVC - Construction Progress Meeting, Furniture Budget Review Meeting, Monthly Progress Meeting
    - Attended the MVC Student Services Building Expansion Preparation
    - Attended the MVC Wellness Center Construction Walk-Thru
    - Attended the Nursing & Allied Health Bldg. - Library Furniture Design and Cost Review Meeting
    - Attended the Nursing & Allied Health Expansion Progress Meeting
    - Attended the Nursing & Allied Health Site GMP - Cost & Scope discussion
    - Attended the Nursing & Allied Health Thermal Plant- 60% CD Drawings Review and Cost Estimate Discussion
    - Attended the Pecan Campus - North Academic Bldg. Meeting to discuss parking
    - Attended the Pecan Campus Thermal Plant Expansion Progress Meeting
    - Attended the Regional Center for Public Safety Excellence – Evaluation
    - Attended the Starr County Campus Health Professions and Science Building - Review GMP Package 2
    - Attended the Starr County Campus Library Furniture Design and Cost Review Meeting
    - Attended the Technology Campus - Building B Domestic - Fire Sprinkler Lines - Request for Qualifications Evaluation Meeting
    - Attended the Underground Rough In Pre-Con Meeting- Electrical/Plumbing
    - Met with MVC Fire Marshall to discuss the Thermal Plant Fire Riser Vault
  - Other:
    - Attended a meeting to discuss Texas A&M's use of classroom space
    - Attended the Behavioral Intervention Team Meeting
    - Attended the College Wide Professional Development Day
    - Attended the Coordinated Operations Council Meeting
    - Attended the Facilities Operations Council Meeting
    - Attended the Finance and Administrative Services Director's Meeting
    - Attended the President's Administrative Staff Meeting
    - Attended the Space Management Demo and Q&A Session
    - Held the Facilities Operations Managers' Meeting

- **Worked on the following items:**
  - Operations Contract Department
    - District Wide
      - ⇒ Approved several irrigation quotes district wide

- ⇒ Inspected each campus's landscaping on a weekly basis
- ⇒ Met with Siemens and AES about new fire protection monitoring using radio systems rather than phone lines. It is promising technology and we will be researching further
- ⇒ Received quotes for new maintenance supervisor uniforms; waiting for PR approval
- ⇒ Repaired several fire panels at Tech and Pecan

➢ NAH Campus
- ⇒ Repaired the west elevator

➢ Mid-Valley Campus
- ⇒ Reviewed quotes from Six Shooter Softwash to clean the exterior of several buildings

➢ Pecan Campus
- ⇒ Campus was treated for increased ant activity during September
- ⇒ Protection 1 spent two days on campus testing every single fire panel dialer. Repaired one and the rest were functioning normally. This service was completed at no cost to the College
- ⇒ Relocated Pepsi machines in Building K until renovation is complete

➢ Starr Campus
- ⇒ Reviewing quotes for new plants from Maldonado Landscaping

▪ Preventative Maintenance Scheduled (District-Wide)

| Classification | Work Orders Completed | Cost |
|---|---|---|
| Carpentry | 104 | $ 3,073.76 |
| Electrical | 115 | 2,976.24 |
| Energy | 64 | 454.08 |
| HVAC | 270 | 9,114.91 |
| Locksmith | 121 | 1,124.61 |
| Painting | 37 | 1,752.24 |
| Plumbing | 119 | 2,927.86 |
| Plant Services | 0 | 214.65 |
| Total Cost | | **$ 21,638.35** |
| General Preventative Maintenance | 659 | |
| Total Work Orders | **1,489** | |

▪ Maintenance Department Work Orders and Expenditures

| | |
|---|---|
| Work Orders Created | 1,237 |
| Work Orders Completed | 1,489 |

▪ Custodial Department

| | |
|---|---|
| Set-Ups | 346 |
| Moves/Relocations | 83 |

***Accountability, Risk and Compliance Department***
***Jason Gutierrez, Director of Accountability, Risk and Compliance Department***

- **Attended or held meetings as follows:**
  - Attended a meeting with Educational Resources, Professional & Organizational Development, and OVPFAS staff to plan arrangements for the Professional Development Day Oz Speaker
  - Attended a meeting with Pecan Campus Food Services Lead Cook regarding internal controls, procedures, and inventory process
  - Attended a meeting with the Director of Grants Development, Management, and Compliance and Grants Compliance Officer regarding mapping the current post-award process
  - Attended the "Getting to know you" meeting with Director of Accountability, Risk & Compliance
  - Attended the a tour of the Record Retention area with Risk Manager and Secretary
  - Attended the Accountability Department meeting to discuss Accounts Receivable module, collections guidelines, Food Services, contacting exempt and non-exempt employees after working hours, procedures for tracking purple/green tagged assets, Cash Handling Procedures Internal Audit Report, Child Care Development Follow-Up, Dual Credit Cost Analysis, HR Hiring Workflow test work, Lean Training, fixed assets, PDD Oz Speaker, compliance plan
  - Attended the Comprehensive Plan Work Session
  - Attended the Environmental meeting with VP FAS, Risk Manager, Director of FOM, and Chief Administrator of Public Safety
  - Attended the Finance and Administrative Services Director's Meeting
  - Attended the HRP Environmental Management Systems Training – Houston, TX
  - Attended the HRP Webinar "DOT Part 2"
  - Attended the Internal Investigations Training
  - Attended the President's Administrative Staff Meeting
  - Attended the Professional Development Day
  - Attended the Safety Committee Meeting with VP FAS, Director of Facilities Operations & Maintenance, Director of Accountability, Risk & Compliance and Chief Administrator of the Department of Public Safety
  - Attended the SWOT Analysis meetings with Interim Vice President for Information Services, Planning, and Strategic Initiatives, Associate Dean Professional & Organizational Development, Qualitative Researcher, Project Manager for Office of Strategic Initiatives, Professional Development Specialist, Director Institutional Effectiveness and Assessment, Assistant Chair of English to go over Professional Development day SWOT Validation exercise and goal-setting sessions
  - Discussion with Chief Administrator of Department of Public Safety regarding cell phone stipend requests
  - Discussion with Comptroller regarding GASB reports via TASB
  - Discussion with Dean of Student Affairs regarding Maxient training and reporting
  - Discussion with Director of Accountability, Risk, & Compliance, Risk Management Secretary and Creative Imaging personnel on Record Retention process, reporting, training and concerns
  - Discussion with Employee Relations Officer and NAH faculty regarding malpractice insurance
  - Discussion with Employee Relations Officer regarding Title IX case
  - Discussion with Faculty member regarding Records Retention process
  - Discussion with FAS Reporting Coordinator regarding shuttle bus accident
  - Discussion with Interim VP IS&P and Chief Information Officer on Risk Assessment tools
  - Discussion with Title IX Committee regarding changes to Complaint Process Flowchart

- Discussion with UTRGV, VP FAS & Associate Dean of Professional Development regarding Title IX training for Professional Development Day
- Discussion with VP FAS, Comptroller, Director of Accountability, Risk, & Compliance, Risk Management Secretary, Starr County Tax Assessor and Garza Insurance regarding Starr County Tax Assessor Bond
- Discussions regarding new shuttle bus insurance coverage with VP FAS, Director of Purchasing, TASB and Chief Administrator of Department of Public Safety
- Discussions with Business Office regarding Financial Manager change
- Discussions with FAS Reporting Specialist, VP FAS and Director of Accountability, Risk & Compliance regarding TASB Community College Policy Reference Manual subscription
- Discussions with Records Retention Vendor regarding re-boxing, destruction, and reporting
- Discussions with Starr County officials regarding payment for Tax Assessor bond
- Discussions with TASB regarding invoices
- Met with Alamo College Chief Records Officer and TSLAC representative on required forms
- Met with Director of Accountability, Risk & Compliance regarding Risk Assessment Tools
- Met with VP FAS to review Title IX Status Check Report and status of training from Maxient
- With Associate Comptroller regarding Cash Handling Procedures Internal Audit Report
- With Comptroller, Director Student Accounts & Bursar and Accounting Group Supervisor regarding Accounts Receivable module and collection efforts
- With Dean Library and Learning Support Services regarding Cash Handling Procedures Internal Audit report management responses
- With HR Analyst to discuss the FLAC module
- With Internal Auditor regarding internal audits and to discuss risk assessment tools
- With Risk Management Department to discuss record retention procedures and roadblocks with current vendor, functions, responsibilities, upcoming projects, aspirations, expectations, and recommendations regarding the position and department
- With VP FAS and Partners in Leadership to discuss presentation for Professional Development Day FAS session
- With VP FAS and Purchasing Director to review fixed assets policy and procedures
- With VP FAS to review job descriptions and program overview of Compliance department, review revisions to cellular stipend guidelines, and open records request procedures

- **Worked on the following items**:
  - Accountability, Risk, and Compliance Department Handbook
    - Created a department handbook for Accountability, Risk, & Compliance
    - Reviewed and edited department handbook
  - Accountability Services Webpage
    - Updated webpage to reflect the mission and services of the department
  - Accounts Receivable
    - Researched state and federal laws regarding debt collection
    - Researched procedures from other institutions regarding collection efforts on delinquent accounts
    - Created a summary of notes gathered from meeting with Cashier Director, A/R Supervisor, and Comptroller
  - Cash Handling Procedures Internal Audit Report
    - Reviewed internal auditor's audit report on cash handling and surprise cash counts
    - Prepared management responses
  - Compliance Management Department
    - Developed an overview of the department highlighting the purpose, functions, training/ education, and reporting of compliance and ethical concerns
    - Began working on draft compliance matrix focusing on applicable laws and regulations

- Began creating a framework for compliance plan; description of an overview, possible compliance risk focus areas, possible committee structure, and plan creation process

- Comprehensive Plan
  - Performed revisions to plan
- Dual Credit Cost Analysis – breakdown of the dual credit programs
  - Requested data from various departments per direct costs
  - Total cost per academies trips
  - DECA's faculty cost for Fall 2015
- External Auditor Requests
  - Prepared reports and provided to Accounting Group Manager as per external auditor request
- Faculty Credentials Review
  - Reviewed management responses submitted by departments
  - Subsequent to review, sent follow-up questions to departments for clarification
  - Updated report management response structure as per VPFAS
- Fixed Assets
  - Developed draft procedures for the physical inventory of purple/green tagged assets
  - Contacted several Texas colleges to inquire on their fixed assets tracking/inventory procedures
  - Updated tracking thresholds table to reflect additional information
- Food Services Procedures
  - Completed research on procedures from other institutions regarding internal controls, cash handling, inventory, reconciliation, deposits, petty cash, etc.
  - Summarized notes per meeting
  - Created draft of Food Services Operating Manual (internal controls)
  - Revisions made per second meeting
  - Performed revisions as per Associate Comptroller
  - Began mapping out food services deposit process
- Grants Compliance Process Map
  - Updated process map with revisions requested by Grants department
- HR Hiring Workflow Test Work
  - Created summary report based on improvements made by removing the first level of approvals
- Job Descriptions
  - Created job description for Accountability Services, Compliance, and Risk Support Specialist
  - Updated the Compliance Manager and Coordinator job descriptions for VPFAS review
- Lean Training
  - Researched trainings and workshops to attend this Fall semester
  - Began preparing a summary of expenses for trainings
- Online Mandatory Course
  - Unlawful Harassment Prevention for Higher Ed
- Open Records Request
  - Researched and compiled information regarding open records procedures from Texas colleges
- Performed Fixed Assets Inventory on purple tag assets per Risk Department
- Professional Development Day Oz Speaker
  - Worked with Partners in Leadership to finalize and approve an agreement for services
  - Communicated with Professional Development Department to reserve location for FAS training
  - Worked with Partners in Leadership and Educational Resources Representative to finalize equipment arrangements for PDD

- Made final preparations for Professional Development Day afternoon registration and presentation setup
- Request for Proposal Procedures
  - Researched information regarding RFP procedures related to software and evaluation team selection from external institutions
- SWOT Analysis – Adjunct/Dual Credit Professional Development Day
  - Compiled data gathered during a SWOT session conducted with attendees
  - Revised Power Point for Professional Development Day to include notes per President's Cabinet
  - Worked in collaboration with Interim VP IS&P, presented SWOT Validation Activity
- Prepared cover letters and ACORD forms for South Texas College affiliations (Professional Medical Liability Insurance)
- Prepared Environmental Management Systems (EMS) manual and EMS elements for Director of Accountability, Risk, & Compliance
- Prepared for upcoming Travel (EMS Training in Houston)
- Prepared Records Management training PowerPoint & demo boxes
- Prepared Risk Management FY 2016 Achievements, FY 2017 Goals and Mission Statement
- Prepared Student Insurance List for Student Assurance Services
- Prepared Title IX Status Check Report for VP FAS
- Researched Risk Assessment Tools from other Colleges & Universities
- Researched TASB CDC policy for VP FAS
- Reviewed and approved TASB insurance, Creative Imaging, HRP, and Maverick invoices
- Reviewed board policies related to Environmental Health & Safety Program, report recommendations to Committee
- Reviewed Records Retention Schedules JC and GR and report to Director of Accountability, Risk & Compliance
- Reviewed Safety Plans and compare to All Hazards Emergency Plan; sent recommendations to Committee
- Reviewed Title IX cases in Maxient
- Revised Risk Manager job description
- SACSCOC 5th year compliance report – Updated narrative & evidence items for Student Complaints section
- Sent out new auto ID cards to all appropriate personnel
- Student Insurance – Professional Liability invoice
- Title IX training webinars – Finalized at NAH and begin at Mid-Valley Campus; send attendance sheets to VP FAS & Director of Human Resources
- Title IX:
  - Prepared Agenda
  - Prepared Title IX Status Check Report
  - Minutes
  - Tracked Attendance
  - Tracked Action Items
- Updated Complaint Process Flowchart
- Updated Comprehensive Plan – Risk Management section
- Updated HR and Business Office websites with new Cell Phone Stipend procedures and guidelines
- Various tasks & requests from VP FAS
- Water Leak insurance claim – Starr County Campus
- Worker's Compensation Insurance invoice payment

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# ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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***Memo***

**Date:** October 18, 2016

**To:** Dr. Shirley A. Reed, President

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

**Subject:** **SEPTEMBER 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 October 23, 2016 Board of Trustees meeting.

## Academic Affairs Highlight September 2016

**Division:** Business and Technology
**Department:** Advanced Manufacturing Technology
**Highlight:** NIMS Level I Certification – Regal Graduation Ceremony

On **September 08, 2016**, the **Advanced Manufacturing Technology (AMT) and the Institute of Advanced Manufacturing (IAM)** hosted their **2nd Graduation Ceremony for Regal Beloit** students. Their efforts of more than a half year in the early mornings paid off, as they finalized the trainings and completed the NIMS Machining Level I Certification.

The seven credentials they received are the following:

- Measurement, Materials & Safety
- Job Planning, Benchwork & Layout
- Manual Milling Skills I
- Turning Operations: Turning Between Centers
- Grinding Skills I
- Drill Press Skills I
- Metalforming Skills Level I

Regal Beloit Corporation is a leading global manufacturer of air flow, motion control, power transmission and power generation solutions used in commercial, industrial and residential applications. Their McAllen manufacturing plant fabricates parts for electric motors.

The Reagal Beloit graduates are pictured: Arturo Loredo, Jose Gavier Bernal, CJ Martinez, Jesus Tanguma, Tito A. Rosas, and Luis Carlos Gutierrez.

## Academic Affairs Highlights September 2016

**Division:** Social and Behavioral Sciences
**Department:** Psychology
**Highlight:** 2nd Annual Starr County Campus Psychology Majors Orientation

On **September 14, 2016**, the **2nd Annual Starr County Campus Psychology Majors Orientation** took place from 4:00 p.m. - 5:20 p.m. at the auditorium in RGC. **The purpose of the event was to provide information about the field of psychology to those students majoring in it.** The orientation agenda covered topics such as: understanding your degree plan, career options, information on scholarships and college resources; presented by the Psychology Department faculty. Students learned about the benefits of joining the Starr County Campus Psychology Club. There were also some STC goodie bags raffled during the orientation and copies of the degree plan and psychology department program contacts were provided to the **over 80 students who attended**. Students also got meet the Dr. Arturo Montiel-Campus

Administrator and Ms. Rose Benavidez-STC Board Member.

## Academic Affairs Highlights September 2016

**Division:** Academic Advancement
**Department:** Distance Learning
**Highlight:** Customer Service Professional Development Training

On **September 15, 2016**, the **Distance Learning Department,** facilitated by Office of Professional and Organizational Development, held a **customer service professional development training**. The main purpose of the training was to enhance communication, reiterate the importance of listening to the customer (faculty/staff/students), problem-solving approaches, and the need to be organized. The training was also designed to boost the morale of Distance Learning Department staff to be more eager to serve students and faculty.
The Distance Learning Department strives to find new and innovative ways to tackle faculty and student support and other big issues faculty and students are facing in online teaching learning. It is hoped that the training will improve satisfaction for students, faculty and staff that use the services of the distance learning department.

## Academic Affairs Highlights September 2016

**Division:** Liberal Arts and Social Sciences
**Department:** Political Science
**Highlight:** Pecan Campus Political Science Department Host Panel Discussion on the US Constitution Day

On **Thursday, September 15, 2016**, the **Pecan Campus Political Science Department** hosted a **panel discussion on the United States Constitution** for faculty, staff, and students. The panel was moderated by various political science faculty and department chair. Each speaker **highlighted interesting issues around the prospects for change in the United States Constitution** such as;

- Originalist Interpretations Of The Constitution,
- The Second Amendment,
- Freedom Of Speech, and
- The Prospects Of A New Constitutional Convention

The panel discussion fulfilled an important component in making our student well rounded citizens who are actively engaged in community issues. A **total of 60-80 students, faculty, and staff were in attendance** and several asked interesting questions and expressed an interest in having more discussion on campus on issues that they find relevant.
As aside from the face to face panel discussion, a video recording of students reading the Constitution that was broadcast on Monday, September 19, 2016.

## Academic Affairs Highlights September 2016

**Division:** Liberal Arts and Social Sciences
**Department:** Political Science
**Highlight:** MidValley Political Science Club Celebrates Constitution Day

On **September 19, 2016**, the **Mid-Valley Political Science (MVPS) Club** celebrated **Constitution Day** by hosting a table in Building G at MVC. The table was manned by STC faculty and students. The MVPS Club members gave away free copies of the U.S. Constitution, which were provided by Congressman Filemon Vela's office. They also helped students to learn about Political Science and about the Club's past and forthcoming activities, as well as to sign up for notifications regarding future events.

SOUTH TEXAS
COLLEGE
POLITICAL SCIENCE
Potato Chips

SOUTH TEXAS
COLLEGE
POLITICAL SCIENCE

Potato Chips

**Division:** Liberal Arts and Social Sciences
**Department:** Political Science
**Highlight:** Presidential Debate "Watch Party"

On **September 26, 2016**, the **Mid-Valley Political Science (MVPS) Club** hosted a **Presidential Debate "Watch Party"** in Building G at the Mid-Valley Campus. The event was opened to all students, faculty, and staff. A total of over 60 faculty, staff, and students were in attendance that the MVPS Club had to have an overflow room. The MVPS Club members and faculty advisors brought food and drinks for the attendance, and helped students to sign up for notifications regarding future events.

**Division:** Business & Technology
**Department:** Advanced Manufacturing Technology
**Highlight:** Advanced Manufacturing Technology Open House Event

On **Wednesday, September 28, 2016**, the **Advanced Manufacturing Technology Department hosted an Open House Event** from 6:00 p.m. to 8:00 p.m. at the Technology Campus. The event was open to all parents and students from the program. The parents and students had the **opportunity to meet and interact with the department faculty** and lea**rn about manufacturing companies and opportunities** in the Valley area. Aside from getting to know the program, the Open House Event **included breakout sections** in the topics of Machine shop, Solid Works software and CNC Milling machine (with the guidance of STC instructors).

***Mario Reyna***
**Division Dean - Business & Technology**

- **Division Dean's Updates:**
  - Met with Dr. Petrosian to discuss Valley Scholars – Thursday, September 1st
  - Visited McAllen Chamber to discuss sponsorship for Valley Scholar Program – Thursday, September 1st
  - Attended the Advocacy Alliance Center of Texas 2016 Public Service announcement the "No Right to Complain!" in Edinburg – Thursday, September 1st
  - Met with Speaker Joaquin Spammer to discuss INNO 2016 scheduled for October 7th – Friday, September 2nd
  - Held the Business and Technology Program Chair Meeting to discuss enrollment, degree works, and beginning of semester issues – Friday, September 2nd
  - Met with Keith Patridge, MEDC President & CEO and Fumec, US-Mexico Science Foundation to discuss Makerspace opportunities at STC and Reynosa – Friday, September 2nd
  - Attended the President's Administrative Staff Meeting – Friday, September 2nd
  - Attended the Coordinated Operations Council Meeting held at the Pecan Campus – Tuesday, September 6th
  - Visited the Pharr Teaching Center to meet with Victor Fonseca, Fire Science Chair and Victor Valdez, Police Academy Chair, to see how their programs are doing – Tuesday, September 6th
  - Participated in the 2013 Bond Regional Center for Public Safety Excellence – Evaluation at the Pecan Campus with Facilities, Planning and Construction – Wednesday, September 7th
  - Visited with Eduardo Pastor, Business Administration Academics Program Chair and Ricardo Olivares, Business Administration Careers and Human Resources Specialist Program Chair to discuss updates on their programs – Thursday, September 8th
  - Met with Design & Building Technology (DBT) Program Chair to discuss program issues – Thursday, September 8th
  - Met with South Texas College Chief of Police & Director of Safety & Security, Police Academy Program Chair, and Campus Police Lieutenant to discuss Police Academy assignments – Thursday, September 8th
  - Attended the Dean's Meeting held at the Pecan Campus – Monday, September 12th
  - Met with President & CEO of McAllen Chamber of Commerce to discuss a grant opportunity – Monday, September 12th
  - Attended the lunch with Ron Garza, Executive Director, Lower Rio Grande Valley Development Council (LRGVDC) held at the Pecan Campus – Tuesday, September 13th
  - Visited with Ricardo Olivares, Business Administration Careers Program Chair and Eduardo Pastor, Business Administration Academics Program Chair for updates on their program – Tuesday, September 13th
  - Held the Business and Technology Program Chair Meeting to discuss advisory committee meetings, advertising for new positions, and information from administrative staff meetings previously attended – Thursday, September 15th
  - Attended a meeting at the Pharr Business Plaza to attend a ribbon cutting ceremony – Thursday, September 15th

- Participated in the ACBSP Re-Affirmation Visit held at the Pecan Campus Library to review the Self-Study Report for the Re-Affirmation of the accreditation for the Business Administration programs – Monday, September 19th
- Visited with Victor Fonseca, Fire Science Chair and Victor Valdez, Police Academy Chair, at the College and Career Teaching Center to see how their programs are doing – Tuesday, September 20th
- Attended the Industry Cluster Academy 2016-2018 Grant Meeting held at the Pecan Campus – Wednesday, September 21st
- Had an interview opportunity with the McAllen Cable Network to talk about the INNO Conference scheduled for October 7th at the Technology Campus – Thursday, September 22nd
- Held the Business and Technology Program Chair meeting to discuss the upcoming events, such as the Public Safety & First Responders Expo, Gold Collar Event and INNO'2016 and a presentation held by Director of Education Technologies – Thursday, September 22nd
- Held a meeting to discuss distance education in Reynosa with Dean of Distance Learning, Assistant CIO for Infrastructure, Associate Dean of Curriculum and Student Learning, and Associate Dean of Institutional Research & Effectiveness – Thursday, September 22nd
- The Division of Business and Technology attended Professional Development at the Convention Center – Friday, September 23rd
- Attended the CWPDD – Dual Credit Goal Setting Session held by Interim Vice President for Information Services, Planning, and Strategic Initiatives – Friday, September 23rd
- The Police Academy and Fire Science programs are planning their Public Safety & First Responders Expo scheduled for November 29th to be held at the Technology Campus
- INNO'2016 Conference is scheduled for October 7th at the Technology Campus
- Attended the 2013 Bond Regional Center for Public Safety Excellence – Review of Schematic Design held by Facilities, Planning and Construction – Monday, September 26th
- Attended the Academic Council Meeting held at the Pecan Campus – Monday, September 26th
- Met with Program Director from Texas A&M to find out how to process grant applications with Economic Development Agencies – Tuesday, September 27th
- Met with Pharr Chief of Police to discuss the Regional Center for Public Safety Excellence – Wednesday, September 28th
- Attended the AACT Board Meeting – Wednesday, September 28th
- Visited with Iris Jasso, Office Administration Program Chair, to see how the program is doing – Wednesday, September 28th
- Met with Distance Learning Media Manager to discuss what else can be done with distance learning – Thursday, September 29th
- Visited with Ricardo Olivares, Business Administration Careers Program Chair and Eduardo Pastor, Business Administration Academics Program Chair, to get updates on their program – Thursday, September 29th
- Attended the South Texas College Building Responder Mandatory Training held at the Cooper Center – Friday, September 30th
- The Police Academy and Fire Science programs are planning their Public Safety & First Responders Expo scheduled for November 29th to be held at the Technology Campus

**Business Area:**

**Business Administration:**

- Attended Business and Technology Program Chair meeting on September 2, 2016.
- Program Chair conducted the Fall 2016 Business Administration Orientation at the Pecan Campus, on September 2, 2016.
- Program Chair held a Department meeting on September 15, 2016 at the Pecan Library to discuss the upcoming events and discuss office hours and administrative hours.
- Program Chair participated in the ACBSP Re-Affirmation visit held at the Pecan Campus Library to review the Self-Study Report for the Re-Affirmation of the Business Administration programs' accreditation on Monday, September 19, 2016.
- Attended a Business and Technology Program Chair meeting on September 15, 2016.
- Attended the Career Expo. 2017 meeting on September 16, 2016 held at Pecan Plaza – Continuing Education.
- Attended INNO – Final preparation meeting at the Tech Campus on September 16, 2016.
- Attended dinner with ACSBP evaluators at 'El Callejon de Los Milagros', in McAllen, Texas on September 18, 2016.
- Attended ACSBP lunch with evaluators and faculty on September 19, 2016 at the Pecan campus.
- Visited with ACSBP evaluators and team on September 19, 2016 for review and feedback.
- Evaluation team meet with our advisory committee members for lunch at 12:00pm on Tuesday, September 20 at Pecan Campus, Bldg. H-216
- Visited with ACSBP evaluators and faculty on September 20, 2016 at the Pecan Library for feedback and updates on evaluation.
- Attended College wide Curriculum meeting on September 20, 2016 at the Pecan campus.
- Attended and conducted a presentation for the Dual Enrollment Academy on September 21, 2016 at the Pecan Campus.
- Dean, program chairs, and faculty met with ACSBP evaluators for review and final feedback from the ACSBP evaluators.
- Attended Business and Technology program Chair meeting on September 22, 2016 to discuss the upcoming events, such as INNO 2016' and a presentation held by Director of Education Technologies.
- Business Administration-Academics Program attended Professional Development at the Convention Center on Friday, September 23, 2016.
- Visited with Teo Sepulveda, Miguel Garcia, and Cynthia Sanchez, individually, to discuss faculty evaluations for fall 2016 and interview for Assistant Chair roles for the fall 2016 on September 29, 2016.
- Traveled to Starr Campus to meet with Dr. Montiel and his staff to discuss promoting the Business Administration Program on September 29, 2016.
- Program chair talked with practicum students and their progress on September 30, 2016.

**Information Technology**

- Held a department meeting on September 9th
- Four instructors attended the FOCUS Academy on September 9th
- An instructor is organizing a trip to UTSA to explore the possibilities of creating a new articulation agreement for the new Cybersecurity program.
- An instructor is meeting with Palmfest Coordinator at the Convention Center to discuss Palmfest Event for participation.

- An instructor assisted at the Dual Enrollment Cyber Security Analysts Club Hacking Competition (Mitre Stem CTF: Cyber Challenge 2016) on Sept 16th
- An instructor attended the College-Wide Curriculum Committee September 20th
- The assistant chair is organizing a trip to UTSA for October 10th to explore the possibilities of creating a new articulation agreement for the new Cybersecurity program.
- Held Advisory Committee Meeting - September 29th
- Meeting with Leigh Wooldridge - McAllen Convention Center - September 27th - Instructor met to discuss activities for Palmfest event, pick up wristbands and map.
- Palmfest Event scheduled for Saturday October 1st – faculty attended to promote IT programs
- Palmfest Event - Sunday October 2nd – faculty attended to promote IT programs
- Program Chair and faculty attended the FOCUS academy, September 30th at the Pecan Campus
- Instructor will be attending the Division Curriculum Meeting October 11th
- Meeting with UTSA - Glenn Dietrich on October 10, Program Chair and faculty will meet to discuss Information Technology Programs
- Faculty have been visiting high schools to conduct classroom observations
- Held meeting for South Texas College DECSA (Dual Enrollment Cyber Security Analyst) Club September 30th

**Office Administration:**

- Attend Program Chair Meeting – Friday, September 2nd
- Held Departmental Meeting – Thursday, September 15th
- Attend Program Chair Meeting – Thursday, September 15th
- Initial Meeting with BPA Sponsors for January 2017 Event
- Preparing for a "Night of Reading" – Mid Valley Campus
- Attend Program Chair Meetings – Thursday, September 22nd
- Faculty and staff attended College Wide Professional Development at the McAllen Convention Center – Friday, September 23rd
- Faculty have been advising students and preparing for registration of OA students
- Faculty have handling requirements for ADA students

## Technology Area:

### Faculty and Program Chair's Activities

**Advanced Manufacturing Technology:**

- Conference call with Edge Factor for walk through, Rock Kit to prepare for manufacturing Day. A. Barber assisted as well. Monday, September 12th http://www.mfgday
- Created CAD drawing for EMU proposal for outside employee area – Tuesday, September 13th
- Met with instructor and lab assistant to continue planning for MFG Day. Necessary seating and IT items have been confirmed. – Tuesday, September 13th
- Continue planning for Manufacturing Day, sent out request for tours to local companies and updated Tour Matrix for manufacturing day – Tuesday, September 13th
  Confirmed companies are:
  ABC Metals, Windsor Mold, Gear for Sports, Priority Tooling, Universal Metal Products, Alpha Mold XL, AEF Plating, Regal Beloit, EMU

- Added to Tour Matrix for MFG Day – Wednesday, September 14th
- Held Department Meeting – Friday, September 16th
- Events
  - PD Day 23rd
  - PSJA college night 27th
  - Open House 28th
  - MFG Day Oct 3 _STEM teachers tour
  - MFG Day Oct 5_PSJA Celebration
  - MFG Day Oct 7_Tech Campus
- Resend Manufacturing Day invite to high schools and manufacturers. Have registered about 150 attendees already. http://www.mfgday – Monday, September 19th
- Finalized AMT program presentation to present at NCCHC symposium – Monday, September 19th
- Traveled to attend the NCCHC Fellows program and National Symposium, worked on Spring schedule and planning for PSJA College Night – Tuesday, September 20th
- Continue planning for Manufacturing Day, sent out request for tours to local companies and updated Tour Matrix for manufacturing day – Wednesday, September 21st
- Attended Conference Sessions – Wednesday, September 21st

- Attended NCCHC symposium sessions and presented at the symposium 2 pm sessions – Friday, September 23rd
- Received an award from the NCCHC Fellows 2016 program – Friday, September 23rd

The National Community College Hispanic Council
2016 Leadership Fellows Program
presents this

Certificate of Completion
to

Esmeralda Adame

With Good Wishes for an Outstanding Career
as a Community College Leader

Maria Harper-Marinick, PhD
NCCHC President

Ted Martinez, Jr., PhD
Executive Director

- Faculty and Lab Assistant attended a College Night even for Valley View High School with a successful turn out more than 10 students and parents requested information about our AMT program – Thursday, September 22nd

- Resent Manufacturing Day invite to high schools and manufacturers. Have registered 252 attendees already. – Monday, September 26th
  http://www.mfgday
- Forwarded AMT program presentation presented at NCCHC symposium to several individuals requesting information on our program, Cuyahoga Community College in Ohio and to Steve Villa at GateWay Community College in Arizona. – Monday, September 26th
- Had Planning meeting #6 for MFG day with faculty and lab assistant to finalized details for our event. – Tuesday, September 27th
- Attended STMA meeting and promoting our Manufacturing Day Celebration, an instructor joined me. – Tuesday, September 27th
- Attended PSJA College Night at the Boggus Ford Arena to talk to students and parents from this district. – Tuesday, September 27th

- Continue planning for Manufacturing Day, sent out request for tours to local companies and updated Tour Matrix for manufacturing day – Wednesday, September 28th
  Confirmed companies are: ABC Metals, Windsor Mold, Gear for Sports, Priority Tooling, Universal Metal Products, Kings Eco Plastics, Regal Beloit Cinch Connectors
- Program Chair and Lab Assistant met with AEDT Program Chair and faculty to discuss Request forms for projects with both departments. – Wednesday, September 28th

- Assisting to plan a professional development day for AAWCC STC chapter for October 14th. – Wednesday, September 28th
- Celebrated our AMT Open House, it was a great night. Parents that attended were grateful to learn and of all the things their son/daughters are learning. – Wednesday, September 28th

- Attended the STC Chapter AAWCC Pinning Ceremony at Copper Center

- Met with Mike Willis to continue planning for MFG Day and Tours to local companies. – Thursday, September 29th
- PSJA plumbing crew came to install the air filter to CNC/Compressor/Dryer, it pending to test before we can proceed to call Haas representative for CNC calibration – Thursday, September 29th
- Attended the South Texas College Building Responder Training at the Cooper Center. Learned about emergency situations and how to respond. Will look into having a more detailed training for the entire department in the future. – Friday, September 30th
- Instructor finalized flyer for MFG Day with all company logos.
- Met with Priority Tooling, they will be designing and making 3-D print out to give away during MFG Day at PSJA on Wednesday and at Technology Campus on Friday. – Friday, September 30th

## Architectural & Engineering Design Technology (formerly Computer Aided Drafting and Design)

- Faculty met to discuss planning for the upcoming Advisory Committee Meeting. It is tentatively scheduled for Friday, October 13, 2016.
- Preparation for Building Communities Conference is underway. AEDT Faculty will attend this annual conference and have reserved a booth in

order to promote the program and highlight student work, changes to the degree plan, and the Intro to Architecture class. Assistant Professor Margarita Vanguelova will also be presenting during a break-out session at this conference. The conference is scheduled from Friday, September 30 – Sunday, October 2.

- Program Chair Sara Lozano along with Program Chair Esmeralda Adame and Dean Reyna met with President/CEO of the McAllen Chamber of Commerce, Mr. Steve Ahlenius to discuss collaboration efforts to assist aspiring entrepreneurs. Our programs will be responsible for assisting them in producing prototypes of their ideas. Future meetings will be scheduled and both programs plan to work collaboratively.
- Program Chair is working as the Lead Faculty Advisor for the Division of Business & Technology and is currently recruiting faculty to attend the trainings for the New and Enhanced Faculty Advising (NEFA) Certification. Program Chair presented at the first NEFA training on September 2, 2016 and will do so again on October 14, 21, and 28.
- Upcoming: On Thursday, September 22, 2016, Program Chair and available faculty will be presenting to the College Advising Training Program with Coordinator of Special Advising in an effort to reach out to the counselors and administrators and promote the AEDT program.
- AEDT faculty are working diligently to fulfill requests from local architecture and engineering firms for qualified students and/or graduates to be placed at their firms. So far, about 90% of students in the Cooperative Education class are working and about 75% of students in their last 2 semesters are also working or have submitted their resume to these firms as potential job opportunities.
- Faculty hosted the Art Department faculty for a Breakout Session during the College-Wide Professional & Organizational Development Day on Friday, September 23, 2016. Faculty presented on "3D Printing Basics" and introduced the Art Department to the process involved in designing, preparing, and printing a model. Participants were able to begin their own model and will return to print their model once the design process is complete.

- Program Chair Sara Lozano will attend the PSJA College Night Event on Tuesday, September 27, 2016 in an effort to promote the AEDT program to PSJA students.

- Esmeralda Adame and her team will join the AEDT faculty for a meeting to discuss Request Forms for our departments and the partnership with the McAllen Chamber of Commerce.
- Faculty will attend the Building Communities Conference at South Padre Island hosted by the LRGV-AIA Chapter. The conference is from Friday, September 30 – Sunday, October 2 and consists of local architects, engineers, contractors and builders. AEDT faculty have reserved a booth during the expo to promote our program and network with the community. Students from the AEDT program are also planning to attend the conference due to the sponsorship by local architecture firm, ERO Architects.
- Four engineering firms are currently looking to employ students, including Halff Associates, Melden & Hunt, Hinojosa Engineering, and AEC Engineering. Students have been in contact with these companies by sending their resumes and applications. They are in the process of scheduling interviews. Hugo Avila from Halff Associates will be conducting interviews for our students at our campus this week.
- Program Chair attended a Starfish training on Thursday, September 22, 2016 to set up a profile and begin working with the program.
- Program Chair presented for the College Advising Training Program with Ross Villagran on Thursday, September 22, 2016. This training was for high school counselors and college advisors. The presentation consisted of sharing information about the AEDT program and promoting the AEDT Certificate for high school juniors and seniors.

- Program Chair and Assistant Chair attended the PSJA College Night Event on Tuesday, September 27, 2016 in an effort to promote the AEDT program to PSJA students.
- AMT Program Chair and her team met with the AEDT faculty for a meeting to discuss Request Forms for our departments and the partnership with the McAllen Chamber of Commerce.
- Four engineering firms are currently looking to employ students, including Halff Associates, Melden & Hunt, Hinojosa Engineering, and AEC Engineering. Students have been in contact with these companies by sending their resumes and applications. Hugo Avila from Halff Associates used our classroom/labs to interview several of our students last week. One of the students has since been contacted for a second round of interviews at the company.
- AEDT Faculty attended the Building Communities Conference at South Padre Island hosted by the LRGV-AIA Chapter. The conference was from Friday, September 30 – Sunday, October 2 and consisted of local architects, engineers, contractors and builders. AEDT faculty reserved a booth during the expo to promote our program and network with the community. Students from the AEDT program also attended the conference due to the sponsorship by local architecture firm, ERO Architects.

- At the Building Communities Conference, Assistant Professor Margarita Vanguelova presented on AutoCAD 2017 and updated attendees of recent changes from previous versions of the software.

**Computer & Advanced Technologies**

- An instructor was present at the 2016 Education & Career Expo held on Thursday, September 22, 2016 at Casa de Amistad in Harlingen, TX to promote the program.
- The program has a Help Desk that consists of capstone students and club members. The responsibility of this help desk is to aid students, faculty and the general public with their technical issues. The help desk has saved clients hundreds to thousands in computer service with their expertise and knowledge. (Weekly basis) Benefits are for both the students manning the help desk and to the clients they aid.
- The department will receive training from a company called Watchguard. The training will be on a firewall that we will be incorporating into the cloud computing classes. Training will be Friday, September 30th.

**Design & Building Technology**

- Design & Building Technology Program Chair met with D. Wilson Construction and South Texas College Planning & Construction. Construction Progress Meeting for the Thermal Plan Expansion project at the Pecan Campus. Opportunities to take-part in construction supervision roles and assist with construction projects planned. Thursday, September 8, 2016.
- Department meetings for HVACR and Electrician Technology were conducted by HVAC Lead Instructor and Electrician Lead Instructor conducted the 2nd half of the meeting. Guest: Eli Nguma and Eric Zambrano presented to faculty on “Voting”. Friday, September 9, 2016.
- A follow up story, by South Texas College Public Relations and Marketing, will be highlighted on Jose Manuel De Leon HVACR Student, received the Rees Foundation Scholarship Foundation $2000 scholarship award. The purpose of the Clifford H. "Ted" Rees, Jr. Scholarship 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. September 10, 2016.

- HVACR – Daiken Training in Houston. Attendees: Lead Instructor and an Instructor. September 12- 15.
- Program Chair, met with Planning & Construction Project Manager to discuss possible job shadowing and internship options for students. Also, students from the Construction Supervision program were updated with all the construction at South Texas College. Meeting was held at Pecan Campus, Building N. Thursday, September 15, 2016.
- Construction Supervision (CNBT) Faculty, Electrician (ELPT) Faculty, Construction Supervision and Electrical Students participated in a photo/video shoot with South Texas College PR at Habitat for Humanity Alamo project site. South Texas College PR office will be running a story on the community service projects they have been participating during in pass semesters. Tuesday, September 12, 2016.

*CNBT and ELPT Students at Photo/Video Shoot with Habitat for Humanity*

- CNBT and ELPT Students at Photo/Video Shoot with Habitat for Humanity.
- Department meetings for the Construction Supervision program at Pharr Teaching Center. Tuesday, September 12, 2016.
- Program Chair: Attended the Rio Grande Valley Home Builder's Association monthly luncheon meeting at the McAllen County Club in efforts to promote the DBT Programs. Wednesday, September 13, 2016.
- Program Chair: Attended Career Expo Meeting in efforts to promote ALL specializations at South Texas College. Event will be postponed until further notice. Friday, September 14, 2016.
- Program Chair: Attended INNO Conference planning committee in efforts to coordinate a stage for event. The Construction Supervision students will be designing and building the stage for upcoming event. Friday, September 14, 2016.
- Efforts continue to educate and promote "Register to Vote" campaign. DBT faculty are scheduling a 5-8 presentation in their classes. Presentation is being conducted by Student Activities. September 12-17, 2016.
- CNBT Instructor and Program Chair are collaborating on couple of community projects for upcoming week with McAllen ISD (Lincoln Middle Schools), Habitat for Humanity, and Peñitas Rural Area. September, 13, 2016.
- HVACR faculty attended the Daiken Training in Houston. September 12- 15.
- HVACR, ELPT, and CNBT programs took part in the Harlingen Career Expo held on Thursday, September 22, 2016 at Casa de Amistad in Harlingen, TX. The expo attracted approximately 1500 students from various school districts from the Rio Grande Valley. Attending faculty members: HVACR- Guadalupe Hernandez, Rolando Noriega. ELPT- Felix Sandoval, Daniel Sanchez. CNBT – Israel Medrano, Irma Rosales, Rey Sanchez and Staff- Rick Ybarra, Sam Saldana – September 22, 2016.

- Efforts continue to educate and promote “Register to Vote” campaign. DBT faculty are scheduling a 5-8 presentation in their classes. Presentation is being conducted by Student Activities. September 18-24, 2016.
- Three students from the Construction Supervision programs were invited to attend the new Thermal Expansion Construction Project at Pecan Campus. The three students joined project managers, construction managers, sub-contractors, and superintendents to experience the construction dialog with professionals in the field. After the meeting, Facilities, Planning and Construction Project Manager for South Texas College, gave the students a tour of the new North Academic Building at South Texas College. September 22, 2016.
- DBT Program Chair: Presented at College Wide Professional Development titled, “Shadows in our Community”. Approximately 34 faculty/staff members attended both sessions. Friday, September 23, 2016.
- College Wide Professional Development Department meetings & training sessions were held on Friday, September 24, 2016. HVACR and ELPT had their own specialized training for each department. September 23, 2016.
- Provided a Technology Campus tour to 8 participants of the College Advising Training Program. Participants toured the various training program offered within our Business & Technology Division. Monday September 26, 2016.
- Design & Building Technology programs (HVACR, ELPT, and CNBT) attended Pharr Career Expo at the Boggus Ford Center in Pharr, Texas. September 28, 2016.
- Program Chair and ELPT Lab Assistant attended the Builder’s Responder Mandatory Meeting at South Texas College Cooper Center on September 30, 2016. The meeting provided updates on current safety initiatives.
- HVACR program together with Johnstone supply presented refrigeration training for local contractors and STC students. September 22, 2016.
- Construction Supervision instructor, planned a field experience trip with CNBT 1309 Basic Construction Management Class to Matt’s Cash & Carry. Students learned about the operation of the business and took a tour of the door/window manufacturing assembly plant. September 29, 2016.
- Kristi Taylor, ex-City of McAllen Assistant Director McAllen International Airport, was a guest speaker with CNBT 1309 Basic Construction Management Class. She shared her roll during the design and construction phase of the new & existing construction at the airport. September 27, 2016.

- Construction Supervision students assisting Habitat for Humanity for the Rio Grande Valley with an HEB Sponsored home in Alamo, Texas. October 1, 2016.
- Electrician Faculty will be attending TCCIL Conference in Austin, Texas from October 4-7th.

***Erasmus Addae***
**Dean – Distance Learning and Virtual Campus**

- Quality Matters
  - Quality Matters Peer Reviewer
    - Provided guidance on completing self-reviews to faculty
  - Trainings on Applying the Quality Matters Rubric
  - Creation of Model courses
    - Departments: Medical and Health Services Management, Technology Management BAT program, Computer Information Technology BAT-CIT and Human Resources.
    - Met with McGraw-Hill Implementation Manager to get access to course materials for HRPO-1302 Human Resources Training and Development.
    - Create an account with SAGE to get access to course materials for HRPO 1305 Management and Labor Relations.
    - Coordinate with the library and CLE to get textbooks required to develop HRPO-2304 Employee Relations.
    - Completion of English 1301 model course
- National Distance Learning Week
  - Committee
    - Campus Coordinator Meetings
      - Starr
      - Tech
  - Met with Distance Learning colleagues to discuss planning on Distance Learning Week.
  - Went to the 5 different campus to discuss the activities for the week.

**Projects:**

- Month of September
  - Phone/Email - contacted 1,777 students
- Distance Learning Sign-in Application – Testing Phase
  - Application that will take care of walk-ins to the office and phone calls to staff not using the helpdesk line. Both students, faculty and staff will log in and first person available will assist them as soon as possible.
  - Track traffic that walk in and office calls.
    - Reporting tool provided.
  - DL staff testing until October 14
  - Moved to production on October 28
- Distance Learning First Time Online Student - Orientation Pilot Course
  - List populated for Fall 2016 is around 2567 students
  - Content revised
  - Met with representative of SmarterMeasure for a quote and modification to the current online orientation.
- Distance Learning assisted with Hiring Committee for the following departments
  - Maintenance
  - Public Relations
  - Counseling
- Accessibility Compliance

        - Captioning of online instructional video has started, identifying instructional video with-in Blackboard
        - Video platform Ensemble Video has been picked as our STC new video platform. Educational Technology and Distance Learning have been working together for 6 months to find a solution video streaming and storage. We are hoping to have it ready to use for Spring 2017.
    - Updated certified faculy list for eTeach I and eTeach II
    - Dual Enrollment Online Orientation Pilot program
        - Sharyland Pioneer site visit
        - Sharyland Pioneer - technology setup and testing
        - Gizmolino De La Cruz, Sharyland ISD

**Distance Learning – Technologies**

- **Blackboard Learn**

  Blackboard Weekly call with Tiffany Kisker every Thursday at 10:30am has been on-going. Discuss about all the issues we have during the week with Blackboard.

    - Master courses (xlist)
        - Created 4 requests for Fall minimester.
    - BASOL courses
        - Contacted Pearson support for issues with their content not displaying properly.
    - Banner Integration – eLearning
        - Month of September – eLearning and BEP are not in functional state, after applying the streams to feed over which required a restart from the banner system.
            - Not picking up any drops from banner into Blackboard
                - Manual drops have been applied to the system.
                - Module added in Faculty tab with a manual for manual drops.
            - Errors with reinstated users into a Master Course.
            - Manual XML updates twice a day until eLearning gets resolved.
    - Building Blocks
        - Stage on Sept 15
            - Bb Mobile Web Services
            - Bb IM
            - Content Editor
            - Partner Cloud
            - Bb Collaborate (new)
        - Updated production server on Sept 24 with the same building blocks that were tested in staging first.
    - Data Clean-up
        - Deleted 16,846 developmental courses from production system.

- **Blackboard Analytics/Outcomes**

        - 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 Analytics weekly meeting with Lindsey Rutledge

        - Continue customizing dashboards for chair programs.
        - Reported the color scheme to be changed for our institution.
    - 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.
        - Blackboard Outcomes meeting with Dr. Laura Little from Blackboard.
            - Review and Planning for pilot group with Kristina Wilson and her department.
            - Getting ready for Dr. Little onsite 2 day training that will be held October 12 and 13.

- **Distance Learning Helpdesk/ Trainings**

    - Numbers for the month of September

        - Students/Faculty Chats: 809
        - Students Tickets: 358
        - Faculty Tickets: 167

    - Face to Face Trainings
        - Course Copies/Move/Copy Files Training
            - DL staff and helpdesk
        - Advance Gradebook Training
        - Faculty Senate
        - eTeach I - Diesel Department
            - Tech Campus
            - 15 faculty
        - Advance Training – Accessibility
            - Creating Accessible Online Course at South Texas College 9/30
            - 6 faculty members
    - Presentations
        - College Advisor Training
            - Blackboard Basics
        - Academies Online Courses
            - Blackboard Basics
        - Early College HS Blackboard/Jagnet Presentation
            - Mid-Valley Campus

- **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: | 895 |
| Distance Learning Walk-Ins: | 9 |
| Distance Learning Chats: | 3 |
| Telephone Contacts: | 324 |
| Virtual Campus Advising Email: | 546 |
| ***Total:*** | ***1,777*** |

- **Professional Development**
  - FOCUS Academy
    - What Is Collaboration?
    - What Research Has Discovered?
    - Collaboration in Connection With Employability Skills
    - Success Team Constitution
    - Working in Groups
    - Areas of Influence
    - Strategies for Collaboration
  - DL Customer Service Training Workshop
    - September 15
  - Ambassadors Leadership Academy Kickoff
    - Leadership Styles
    - Self-Assessment & Challenges
  - College Wide Professional Development
    - Starfish implementation to production
    - Training on Kayako Tickets given to College Connection Department
      - Manual created.
    - Training on Blackboard Basics for Diesel and Automotive Department
    - Training on Advance Gradebook for Nursing Department
  - Webinars
    - Grow Enrollment with Personalized Experiences
    - SAAS Deployment for Blackboard Learn: Top 20 Questions
    - Meeting Student Needs: Creating Quality Online Programs
  - Conference
    - Region One Accessibility Information Meeting
    - Customer Service Training
    - Read and Write Webinar (Assistive Technology)
- **Distance Learning Meetings**
  - Weekly Department Meetings
    - Every Monday at 10am
  - Monthly Department Meeting
  - Jagnet Portal
    - Meetings with Cohort for new Jagnet portal
    - Discussed features inside
    - Apps and resources link modified
    - Go live date Wednesday Oct. 26
  - StarFish Meetings

        - Every Thursday of every week at 11am.
        - Added production building block to Bb Learn.
        - Added Module Starfish single sign-on on our landing Institutional Blackboard page on August 26.
    - Blackboard Analytics Status meeting
        - Every Thursday of every week at 1:30pm
        - Fixed disable report to show grade column.
        - Fixed color scheme in reports.
    - Counseling Department bi-weekly meeting
    - Hobsons/South Texas Implementation
        - Software for recruiting
        - Every Tuesday of each week at 10am
    - Instructional Designers Meeting
        - Progress on model courses

**Margaretha Bischoff**
**Division Dean - Liberal Arts and Social Sciences**

- The RAND team had a brief meeting to discuss the new pilot for developmental ABE 1-3 students. Registration for the initiative did not live up to what is needed, so we need to start looking at options to get those who need help into the program.
- The main event of the week was the FEIPOL festival, a festival full of art, culture, and poetry. Several poets laureate from the USA and Latin American Countries presented and the event was an enormous success. The LASS division contributed greatly, by helping out with the Art displays of immigrant children and their shoes, lining the path to the Cooper Center. A fluid group that varied from 50 to 200 participants at any time during the two days visited. A wonderful success thanks to Assistant Dean Bill Buhidar who coordinated our STC team and the FEIPOL crew.
- The RAND team had a meeting to discuss the low enrollment of the pilot. Data collected on the number of ABE 1-3 presently in Developmental 0100 levels showed that at least 80 students should be approached because they were not told about the pilot or did not sign up for it. It was decided to take a poll after 5 weeks and refer those who are at risk of failing.
- The Wellness Center in Weslaco experienced difficulties, mainly due to a lack of communications, when bond construction led to their softball and football field being partially covered with dirt to accommodate the new air conditioning ducts. Mr. George McCaleb came to the rescue and explained what the following weeks would bring as far as closures and barred entrances and exits. The Kinesiology department will work around it as best as they can.
- A Psychology major orientation took place where students received a very clear explanation of the path to success in the field of Psychology. Faculty gave presentations, laced with humor and interesting information. A great job done by Dr. Janene Israel and her team.
- A Dean's meeting took place where a variety of issues were discussed such as faculty needs, the new buildings, and the comprehensive plans. The upcoming Career Expo would need to be discussed more to come up with a better logistical plan.
- The Child Development Center Oversight Committee met to discuss the start-up of the year and possible needs the Center has. The committee members witnessed a demo for a software program addressing accounting.
- The LASS chairs met for a brief meeting on technology issues in the classroom (Mary Evans presented), on graduation matters (Sara Gomez and Cynthia Blanco), and several logistical matters such as the need for all faculty to submit grades after the finals.
- A Psychology orientation was held for the Psychology majors in Starr County where both Dean and Psychology chair attended and presented.
- The tutoring intervention was discussed with the RAND folks, first via phone and then in a meeting at the Pecan Plaza.
- The Dean spent a day in Harlingen on the invitation of the THECB to brainstorm on ways to reach the 60x30TX targets on student retention, completion, and success.

- The Dean met with Dr. Petrosian and her staff to finalize the Division's Comprehensive plan for the coming year.
- A College-wide curriculum meeting was held and several Political Science course pre-requisites were approved.
- A meeting was held to discuss the AS in Interdisciplinary Studies. The original idea was that some students have all science field of study electives but graduate with an AA (in Interdisciplinary Studies). The discussion determined that without knowing how many of those students there actually are, it is hard to determine whether an AS is needed. The aspiring NAH majors who do not get accepted, usually graduate with a Biology degree. A follow up meeting will hopefully give us some data on the most popular field of study electives in interdisciplinary degrees. Perhaps we could sunset the Interdisciplinary degree and go towards Meta majors.

- During a RAND proposal meeting it was decided that the Developmental faculty will identify students who may benefit from the pilot. This should be determined in the week ending on September 30.
- A Memorial was held for Dr. Jack Carroll where the Dr. Margaretha Bischoff welcomed the guests. It turned out to be a powerful tribute to all he has done for South Texas College and the Drama program. His 95-year old mother attended as well as Dr. Marion Monta, who headed the UTPA Theater department at the time and has also been an integral part of the start of our Theater and its productions. Impressive musical performances by Jaime Garcia and Andy Lopez and speeches by Dr. Bischoff, Joseph Diaz, Laura Nunn, and Jason Rodriguez. The event was well attended and the atmosphere was just like Jack would have appreciated. His director's chair was put on stage, a nice "tableau" with his play script books around it. Very well organized by William Buhidar and his staff, Gilbert Cruz and Robert de Hoyos in particular.
- The College Wide Professional Development Day where powerful ""This I believe" videos and a powerful speech by Dr. Reed made us all realize what an excellent college we are and always will be. The morning was topped off with a goal setting SWOT session for the Dual Credit program.

- An academic council meeting was held to discuss proposed programs, a name change for the Psychology department, several taskforces that are going to be set up, CCESS Report key findings, Dual Credit Self-advisement. Enrollment matters, Comprehensive plans of the divisions, and a presentation on the most common complaints related to classroom issues.

- A personnel matter was discussed at Human Resources with all involved parties present.
- Weslaco held its bi-annual Psychology presentation, where Weslaco faculty presented on the Psychology curriculum and expectations. A huge crowd, filling room G191 showed up.
- The LASS area chair meeting for the Social and Behavioral Sciences was held to discuss the comprehensive plan, meta majors, and competency based classes and planned programs.
- A meeting was organized to discuss an AS in Interdisciplinary Studies to accommodate those who have an Interdisciplinary Degree with five science classes as the field of study electives.

# Social and Behavioral Sciences Area:

**From the Department of Political Science**

- Members of the Political Science Department worked with the staff of Student Activities and Information Technology to present a panel discussion about constitutional change as part of the College's Constitution Day activities.

**From the Criminal Justice**

- Oscar Garza is a new Criminal Justice faculty (Full Time Temp) at Starr County. The club he just formed will be participating in the 9/11 memorial ceremonies this week.
- The attached photo is of 32 students (and 5 family members) from Mid-Valley and Sociology Instructor Jenny Chamberlain who participated in the Boxing Out Hunger event at the Foodbank in Pharr on Saturday30 Mid-Valley students participated in Lo Poesia Une.

- The kickoff meeting for the Spain Study Abroad trip had a good turnout at the first meeting. Sociology Instructor Jenny Chamberlain will be teaching a Sociology class during this trip in Summer I 2017.
- Lisa B. Andre, Jenny L. Chamberlain, Rogelio Escaname, Jorge Fuentes, Nihan Kayaardi all completed NEFA faculty advising training.

- The Anthropology Association at South Texas College attended STC's annual club recruitment fair September 8th as did our mascot, the bonobo chimpanzee, "Bonnie." We received 27 signatures of students interested in joining the association or attending future anthropology classes. The association has met twice, and looks forward to organizing "Anthropology Days" tables and Weslaco and Pecan campuses.

- "The first meeting of the social work club was the highest attended first semester meeting ever. It was standing room only in the conference room in T. We got names of students seeking officer positions, and determined that the outgoing president would work with a president-elect for orientation to be ready to take the helm in the spring."
- Sociology faculty have started work on contacting all declared majors and connecting them with a faculty advisor.
- Oscar Garza organizing and mentoring the Starr County Campus Criminal Justice Club.

**From the Department of Psychology**

- The psychology Club @ Pecan held their first meeting of the semester. Thirty-seven students attended. There were elections for officers. The following students were elected:

  | | |
  |---|---|
  | **President** | Billy Joe Hernandez |
  | **VP** | Lizzie Hernandez |
  | **Sec/Treas** | Odette Aguirre |
  | **Historian** | Shawn Perla |

  We discussed future activities and goals of the club. Pizza was served, courtesy of the faculty advisors.
- Dr. Eric Reittinger was invited to be the guest speaker at the 2016 Annual Valley Scholars Banquet on Friday, September 9. In attendance were new Valley Scholars students and their guests (parents/family). The students are incoming freshman with different majors from every campus. The new students were welcomed and provided information about the program and South Texas College. Dr. Reittinger was supposed to provide motivation and encouragement to the students as they start their transition into college. Hopefully, the mission was accomplished. Only time will tell!!

- Mid-Valley students participated in the FEIPOL event. They were utilized in registration, served as runners, and helped greet. We've attached some pictures.
- Starr Psych Club Meetings Information Flyer and 2nd Annual Starr County Campus Psychology Majors Orientation Flyer have been sent to PR to be displayed on Starr County Campus Plasma TVs for promotion. Starr Psych Club Meeting #1 Agenda was finalized, 2nd Annual Starr County Campus Psychology Majors Orientation Planning continued.
- Starr Psych Club hosted its 1st meeting of fall 2016 semester from 4:00-5:00 pm in Rm. E1-210. It was a huge success, 48 students attended! We will have to look for another venue to host the meeting to accommodate so many students. Agenda items included: Welcome, Purpose of Club & Introductions, Reviewed Member Code of Conduct and Members Filled out Member Information Form, those interested in becoming officers were asked to stay for about 15 minutes following the meeting, recap of spring 2016 & summer 2016 events/activities, reflection on club accomplishments and achievements of 2015-2016, 2nd Annual Social Media Campaign on Suicide Awareness was announced- as September is National Suicide Prevention Month- members were asked to promote awareness by posting suicide awareness posts and images on social media, members were asked to help out if possible during tomorrow's club recruitment fair, 2nd Annual Starr County Campus Psychology Majors Orientation was announced to take place next Wednesday, new psychology club shirt for 2016-2017 was unveiled and members signed up to order their club shirt. Those interested in becoming officers stayed, expectations for officers were reviewed, and then they filled out a form on different leadership questions and why they want to be officers.
- Starr Psych Club participated in Starr County Campus Club Recruitment Fair from 11am-1pm in Building E hallway (our table was next to our display case and bulletin board). We recruited 67 students to join the psych club, aside from the 48 who attended yesterday's meeting. Psychology Club brochures and candy were distributed, and our members showed our display case and bulletin board, as well as trifold posters with event pictures, as ways to recruit students to join.
- Alex Sarabia attended an all-day Ambassadors Leadership Academy (ALA) retreat at Quinta Mazatlan in McAllen (8:30am-4:00pm). After this, the sessions for Ambassadors Leadership Academy will be once a month at STC Pecan Campus, aside from a group leadership project and other assignments, with graduation to take place on June 2017 as it is an all-year academy.
- Psychology Club @ Pecan held its second meeting of the semester on Tuesday, September 19 at 4 pm. They played Interactive games, watched a couple of Psychology videos, planned the next “movie night” and discussed t-shirt design. 28 students attended
- Starr Psych Club hosted its 2nd regular meeting of fall 2016 semester from 4:00-5:30 pm at the auditorium; we had to change our meeting location to the auditorium as 50 members attended our 1st meeting and they didn't fit in the regular classroom. Agenda items included: Icebreaker Activity- Bingo to get to know each other, winner got a free psych club shirt; Recap of the last two weeks (1st Meeting, Starr Club Recruitment Fair, 2nd annual Starr Psych Majors Orientation); New Members- filled out member information form and read/signed member code of conduct; Psych Club shirts were distributed and members paid $10; members were told of psych club's

social media networks so that they could add or follow the club (Facebook, Instagram, Twitter); 2nd Annual Social Media Campaign on Suicide Awareness as September is National Suicide Prevention Awareness Month-- members will promote awareness by posting suicide awareness posts and images on social media; Volunteer Opportunity- Rose Benavidez, STC Board Member, invited the club to volunteer at UTRGV Starr County Community Health Fair to take place next Wednesday 9/28 from 3-7 pm where information on college and information will be distributed, along with developmental screenings, weight/height BMI calculations, etc.-- 20 members signed up to volunteer; a discussion and activity on communication, which is one of the core values of the Starr Psych Club-- members had to listen to another member for 2 minutes without talking, and vice-versa, to illustrate the importance of listening; STC Starr Fall Festival Costume Theme was decided based on discussion and vote-- Sports Athletes Theme.

- Fall Festival will take place on Thursday, October 20 from 5-9pm. Those members interested in becoming officers stayed to fill out a questionnaire on leadership-- so far only the President and Vice-President have been named (Somaiyra Salinas and Becky Sanchez), we still need to fill out the following positions: Secretary, Treasurer, and Social Media Manager.
- Starr Psych Club members posted the club's suicide awareness banner on Facebook as a cover picture to bring awareness to the community as September is National Suicide Prevention Awareness Month. Suicide Awareness banner is show below and attached as well.

- Mid-Valley Psychology Club had their first meeting of the semester. Faculty welcomed all new and returning students to the meeting. Faculty discussed upcoming events for the semester. The following events were discussed: Meet and Greet, Reading Week, Mental Awareness Week, Installation process for fire alarms in the neighboring community, coat drive, toy drive, and other future events. Faculty passed out an article on "Guns and Games" and was given out to discuss at the next meeting. Officers were elected and they stayed after to talk about the upcoming events and their roles in the club. Next meeting will be "Meet and Greet" on September 27
- Puente-Dream Catchers had their first Kick-off event on Sept 15. Faculty welcomed all new and returning students to the meeting. Faculty presented on past events and provided pictures for students to view. Past club members returned to present their testimony to future members and volunteered to help with ballots for the new officers. Faculty provided breakfast and snacks. Faculty gave out door prizes to close the event.

- The Starr County Campus Psychology Club volunteered at the Starr County Community Health Fair sponsored by UTRGV & Starr County in La Victoria Community Center from 3:00-7:00pm. The Starr Psych Club assisted with set-up and clean-up, as well as being in charge of the games the children who attended played. Many community leaders from Starr County, South Texas College, and University of Texas-Rio Grande Valley were present. The purpose of the event was to provide the attendees with information about college (admissions/financial aid), health (flu shots, developmental screenings, weight, height and BMI calculations, etc.), and many other services offered in Starr County. 30 members of the Starr Psych Club attended to help out and we are grateful at Ms. Rose Benavidez (STC Board Member) for her invitation to this event.

# Activity Report from the Assistant Dean of Humanities

- The team that is designing and implementing our pilot, RAND grant funded, initiative to support ABE 1-3 students met to investigate and discuss the low enrollment in the mandated TFFC (Tutor Facilitated Foundations Course); ad hoc solutions were designed to assist this semester's ABE 1-3 students in all READ-0100, ENGL-0100, and MATH-0100 courses, and a more strategic process will be designed to increase access and enrollment in the Spring 2017 semester
- Faculty training/demo sessions for the Starfish EAS pilot have been scheduled for Thursday 09/22 and Friday 09/23, and over 100 faculty in the targeted courses are being

enrolled/registered (mostly by department) into these sessions; the Assistant Dean of Humanities also briefed the President of the Faculty Senate on the pilot

- Once again, work on the redesigned Jagnet student portal looks to be 90-95% complete; students were brought in to test out the new portal, and with their feedback incorporated, we are thinking that we only need one more meeting (this week) before moving into production; the Office of University Relations will now be invited to this meeting as well
- The English Department is near to completing their 2+2 articulation with TAMUK
- The Assistant Dean of Humanities, the Associate Dean of Curriculum and Student Learning, and the VP-AA met to discuss and finalize the action plan for the Academic Challenge Taskforce, et al., which will be presented at Academic Council on Monday (today)
- The Assistant Dean of Humanities participated in a conference call with the Chair of History, a faculty member in History, the Mid-Valley Site Coordinator, and a representative from the Library, to discuss the proposal to assume responsibility for the Kika de la Garza collection; Mr. Montez indicated that he, along with a representative from the Humanities and a representative from the Library, would present the pros and cons of the proposal to Dr. Reed for her input and feedback, before the group moves any further (in accepting or declining the opportunity)
- The Assistant Dean of Humanities participated in the Pecan Campus Classroom Lock Sub Committee meeting, the consensus of which was for the College to pursue the most cost effective and intuitively operable lock-as-deterrent method of securing classroom doors from the inside
- The Assistant Dean of Humanities participated in the first college-wide discussion regarding the proposal to design and create an INDS A.S. degree plan, to be resumed as soon as the group has gathered current data on the patterns of course distribution in the existing INDS A.A. degree Field of Study, as well as best practices from any other institutions that offer both an A.A. and an A.S. in Interdisciplinary (or Multidisciplinary) Studies
- The Starfish Team conducted four sessions of training for pilot faculty on Thursday (09/22) and Friday (09/23), in which over 100 faculty participated, in preparation for the launch (today) of the Starfish EAS as well as the first of the semester's two "progress surveys" (open for the next two weeks)
- Several faculty and chairs from the Humanities Area disciplines – specifically English, History, Philosophy, and Spanish – participated in the Dual Credit Program Goal Setting sessions on Friday; after the fact reports indicated that the sessions were deemed substantial and, for that reason, relatively promising
- Department Chairs in English and History/Philosophy began planning and developing search and hiring timelines for new (2017) hires in their respective disciplines
- Faculty in Philosophy, led by the Assistant Chair in Philosophy, began putting together a new and improved brochure detailing the Philosophy major and A.A. degree for interested and/or potentially interested students
- Faculty in Developmental English convened to discuss revisions to the ENGL-0100 course textbook with representatives from the publisher
- Department Chairs of Developmental Reading and Developmental English collaborated with faculty in their departments, and staff from Advising, to direct students in danger of failing to the new pilot Tutor-Facilitated Foundations Course support for ABE 1-3 students

- The Department of History, assisted by the Office of Human Resources, began working on processes for the administration of the first Charles Robinson Memorial Scholarship in History
- Select faculty in History continued work on the pilot Blackboard Outcomes project – intended to facilitate a better and more efficient means of reporting and tracking learning outcomes submission data
- Chairs in the Humanities Area began working in earnest on 2016 (calendar year) faculty evaluations
- Faculty in World Languages began discussing the revision (i.e., addition) of pre-requisites to the SPAN-2313 course
- Faculty in World Languages, History, and Philosophy attended the inaugural Texas Pathways Project team meeting
- Department Chairs and Assistant Chairs in the Humanities met with the Assistant Dean of Humanities to discuss the melding of exploratory majors and guided pathways, and everyone is looking forward to taking the lead on these two initiatives
- The Assistant Dean of Humanities, along with the Dean of LASS and the Assistant Dean of Fine and Performing Arts, began completing the LASS Division roster of Academic Affairs Task Force membership for 2016-2017
- Discussions continued regarding the design of an A.S. INDS degree – a promising model (from Austin Community College) was identified
- The Starfish EAS pilot launched on Monday (09/26); snags and errors are being caught and addressed, thanks to some rich collaboration between AA, SAEM, and ISP team members
- The Jagnet Portal redesign team met and decided to push forward with the launch of the new Faculty and Staff portals along with the fully redesigned student portals – focus groups of faculty and staff have been scheduled over the coming three weeks, in anticipation of a go-live at the end of October

# Activity Report from the Assistant Dean of Fine & Performing Arts

**From the Department of Art**

- De-install and transport artwork from the Cooper center to the Rainbow Room. Then reinstall work there.
- Coordinate the cleanup of Cooper after the FEIPOL event.
- Assist students in registration and last minute schedule changes.
- Pack 200 bowls for the RGV Food Bank. Christopher Leonard with the help of students, staff and faculty were able to glaze and fire the bowls as a community service.
- Get quotes for requested supplies and equipment.
- Communicate due dates and status updates for required college reporting tools.
- Daniel McInnis is involved in a Knights of Columbus fundraiser on Sunday 9/11 that helped raise $7000.00.
- Mr. McInnis will be working with the Bi-Cultural museum, in Weslaco, to try and raise $20,000.00 at another fundraiser in October.
- Mr. Leonard has been working with the RGV food bank – Empty Bowls fundraiser for the past several years. He and a few students and staff have been able to glaze and fire 200 bowls this month for the luncheon and silent auction benefiting the Food Bank.

- FEIPOL – Artwork highlighting the refugees of immigration. Artwork in conjunction with FEIPOL poetry event at the Cooper Center. Artists- Oliver Contreras, Gabby Rico, Veronica Cardenas, and Raquel Hinojosa
- Artist Talk and Studio Visits – Anne Longo, an artist working in multimedia visited with students in their course, and discussed their work and direction. Anne also provided a formal Artist talk with presentation and question and answers session.
- Artist Exhibition – Mack Gingles from Baylor University is exhibiting in the Building B gallery on the Pecan Campus. Mr. Gingles is in no less than 4 juried exhibitions every year, and has just been accepted in an exhibition in London England. Mr. Gingles will be providing a formal artist talk on Thursday Sept 22 at 5:00pm in the gallery.

Anne Longo's work

- Gather information and data for monthly department meeting
- Prepare and distribute PR materials for the exhibition – Through Mud and Glass
- Assist students in advising and registration for mini-mester ARTS courses
- Research into more open source resources for online courses
- Redevelopment of Design I online course
- Faculty working with TASA
- Attend division chair meeting
- Prepare requisitions for purchases
- Plan for upcoming department safety meeting
- Supervise extended hours of studios for student access and success
- Host visiting artist, Mack Gingles, for an artist talk, studio visits, and reception connected to Through Mud and Glass

- Assist students in advising and registration for mini-mester ARTS courses
- Research into more open source resources for online courses
- Redevelopment of Design I online course
- Attend Professional Development Day. Several Faculty were hosting sessions for the college.
- Gather documents and research for the redesign of B-129 from a lecture into a Mac Lab.
- Plan for upcoming department safety meeting
- Supervise extended hours of studios for student access and success
- Write student letters of recommendation for transfer to Universities
- Prepare and submit documents to post Full time position in Graphic Arts, with Human resources.
- Assist students in advising and registration for mini-mester ARTS courses
- Research into utilizing current open source resources for online courses
- Continuous redevelopment of online ART Studio courses
- Supervise extended hours of studios for student access and success
- Write student letters of recommendation for transfer to Universities
- Investigate Adobe Creative Cloud license options for next year's budgeting of department funds
- De-installation of Oliver Contreras' artwork and ship back to the artist
- Attend the Building Responder training Friday Sept 30th 9-12 at the Cooper center
- Coordinate with Purchasing department to gain multiple quotes for equipment needed for the renovation of B-129 from a lecture room to a Mac lab for Graphics courses
- Process travel requests for faculty
- Organized a watercolor activity for professional development to benefit the Psychology Dept.
- Research into current software to use in courses
- Community service with the Weslaco Bicultural Museum, and Knights of Columbus in Weslaco

**Upcoming Events:**

*WILD (Writers In Literary Discussion) presents*

**The WILD**

*Pure Poetry Reading*

**Poetry unplugged! Poetry purrs where the live spoken word transforms into an actual existential experience. While ears hear the spoken word, eyes will devour poetic films by Jose Lopez made for the experience of listening to poetry feature for the first time. Open mic.**

7:00 PM-9:00 PM, Tuesday, September 27

Building H Student Lounge (across from the cafeteria) South Texas College, Pecan Campus, McAllen *Admission: FREE*

# The English Department Presents

**A Panel Discussion about**
**Journalism in the Rio Grande Valley**

**The Panel Includes:**

**Steve Taylor of the Rio Grande Guardian** (http://riograndeguardian.com/)
**Carlos Sanchez of The Monitor** (http://www.themonitor.com/)
**Alfredo Cuadros of KVEO**
(http://www.rgvproud.com/)
**Eric Benson of Texas Monthly** (http://www.texasmonthly.com/)

**Tuesday, October 11, at 10am**

**Pecan Campus Library--The Rainbow Room**

# All Students, Faculty, and Staff are Welcome!

**For more information, call Richard Coronado at 447-6651 or email him at: coronado@southtexascollege.edu**

PURPLE DAY

Tuesday, October 04, 2016 from 8 am- 12 noon

The Criminal District Attorney's Office, in partnership with the Hidalgo County Family Violence Task Force, will commemorate Domestic Violence Awareness Month with the second annual "Purple Day" informational fair held from 8 a.m. to 1 p.m., Tuesday, Oct. 4 outside the Hidalgo County Courthouse, located at 100 Closner Blvd. in Edinburg.

The fair will include booths from several domestic violence support organizations, including Mujeres Unidas, Nueva Luz Foundation, Angels of Love, CASA, South Texas Civil Rights Project, Texas Department of Criminal Justice-Victims Services Division, Starr County Crime Victims Unit, UT-RGV Police Department, Texas Victims Services Association, and the Hidalgo County Sheriff's Office Crime Victim Liaison, South Texas College Women's Studies. In addition, STC and UTRGV students will be participating by showcasing the Gravestone Project, to honor and remember all the victims that have lost their lives due to domestic violence.

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

## BIOLOGY

- Biology Club assembles at MVC. We have 51 students signed up! Activities for the year include awareness for cancer, diabetes, nature preservation, Earth Day, etc.

- Seminar promoting our Medical and Health Services Management program hosted by Dr Tamayo.

- Students prepared 18 decorative bras for Knapp Medical Center "Bras Ending Breast Cancer" program. We have participated every year and make a great contribution. The $10 fee for each bra submitted goes to woman who do not have insurance and cannot afford a mammogram.

- Set up display at MVC to enhance knowledge about breast cancer. Students, faculty and staff can stop by and read about the disease and walk away with pamphlets distributed by the American Cancer Society. The display is mobile for the entire month of October at the MVC.

- Appointed Vice president of the board for Weslaco's Valley Nature Center. Activities for the year include our grand opening, Feed the Hungry, Earth Day, Brew in the Woods, weekly seminars for the public, educational fieldtrips etc.

*Students paint and assemble a frame for the VNC*

- Club's Fair at Starr County campus. This event is designed to recruit new members to existing clubs.

September 17, 2016 - Location: PSJA Southwest High School – Pharr, Texas - 9:00am – 1:00pm Large Muscle Groups as Related to Basic Warm-Up in Dance. I volunteered in a Leadership Conference held by PSJA High School, PSJA North High School and PSJA Southwest High School. Officers of the Folkloric Dance groups of these high schools were introduced to basic warm-up techniques as related to large muscle groups and associated muscles. The students were introduced to the name of muscles in the eleven major muscle groups.

**COMPUTER SCIENCE**

- Every semester, students in the BAT in Computer & Information Technologies (CITP) attend the Mock interview to prepare them for future careers. The CITP Advisory Committee participates during the interviews and provide students with advice and tips to better prepare them.

- Ms. Jarice Cortez, Dr. Benito Garza and Mr. Saeed Molki from the Math and Science Division attend the PSJA ISD College Night 2016 event at the Boggus Ford Event Center in Pharr, TX from 3:00 p.m. to 8:00 p.m. It was so exciting speaking with PSJA students and their parents about South Texas College degrees and programs.

**PHYSICAL SCIENCES**

- The Physical Science and Engineering department showcased some of its equipment and demos at HESTEC Community Day held at UTRGV on Saturday, October 8, 2016. Dr. Avila, Mr. Lee, Daniel Martinez, Estella Flores and chemistry club members participated in this event. They showed off a 3 -D printer, the Van De Graaf generator, solar panels and more.

- On October 7, 2016, Dr. Avila and Dr. Studer attended the American Chemical Society Local section meeting at UTRGV. Members of the chemistry club and other STC students attended as well. The guest speaker was Dr. William Jones from the Department of Chemistry at the University of Rochester New York. His topic was "Why do weaker bonds lead to more stable complexes? What's going on?"

- Dr. Enriqueta Cortez served as a panelist for Latina Day at HESTEC on Wednesday, October 5th. She shared her life experiences in science and the STEM opportunities available at South Texas College. She encouraged the high school female students that attended to continue their education and stressed the importance of focusing on their educational endeavors.
- Dr. Ludivina Avila attended the RGVSA (Rio Grande Valley Science Association annual conference held at PSJA High School on Oct. 1, 2016. The RGVSA is for K-12 science teachers from across the valley. Teachers attend the conference to learn about science opportunities and learn teaching ideas and techniques from invited speakers and vendors. Dr. Avila set up a table to advertise the RGV Regional Science Olympiad and recruit teams from the valley.

- Dr. John Amend from MicroLab visited our department to demonstrate the new spectrophotometers that were purchased for the new labs that need to be incorporated for CHEM 1412 this semester. His workshop included how to set up the spectrophotometer and how to use the different features with

**UNIVERSITY RELATIONS**

- UTRGV Articulation Agreements Status Report:

| # | DEPARTMENT | PARTNERSHIP | STATUS | COMPLETION DATE |
|---|---|---|---|---|
| 1 | Drama | UTRGV | Complete | May 2016 * |
| 2 | Computer Science | UTRGV | Complete | June 2016 * |
| 3 | Philosophy | UTRGV | Complete | June 2016 * |
| 4 | Psychology | UTRGV | Complete | June 2016 * |
| 5 | Education | UTRGV | Complete | August 2016 * |
| 6 | Criminal Justice | UTRGV | Awaiting approval | Fall 2016 ** |
| 7 | English | UTRGV | Awaiting approval | Fall 2016 ** |
| 8 | Nursing | UTRGV | Awaiting approval | Fall 2016 ** |
| 9 | Political Science | UTRGV | Awaiting approval | Fall 2016 ** |
| 10 | Advertising – Public Relations | UTRGV | In process | Fall 2016 ** |
| 11 | Business Administration | UTRGV | In process | Fall 2016 ** |
| 12 | Chemistry | UTRGV | In process | Fall 2016 ** |
| 13 | Child Development | UTRGV | In process | Fall 2016 ** |
| 14 | Communication Arts | UTRGV | In process | Fall 2016 ** |
| 15 | Engineering | UTRGV | In process | Fall 2016 ** |
| 16 | History | UTRGV | In process | Fall 2016 ** |
| 17 | Mathematics | UTRGV | In process | Fall 2016 ** |
| 18 | Music | UTRGV | In process | Fall 2016 ** |
| 19 | Physics | UTRGV | In process | Fall 2016 ** |

| | | | | |
|---|---|---|---|---|
| 20 | Spanish | UTRGV | In process | Fall 2016 ** |
| 21 | Sign Language | UTRGV | In process | Fall 2016 ** |
| 22 | Visual Arts | UTRGV | In process | Fall 2016 ** |
| 23 | Honors Program | UTRGV | In process | Fall 2016** |
| 24 | Anthropology | UTRGV | Draft has been developed | Fall 2016 ** |
| 25 | Social Work | UTRGV | Draft has been developed | Fall 2016 ** |
| 26 | Biology | UTRGV | Curricular changes needed | Fall 2017 |
| 27 | Kinesiology | UTRGV | Curricular changes needed | Fall 2017 |
| 28 | Sociology | UTRGV | Curricular changes needed | Fall 2017 |
| 29 | Architectural & Engineering Design Technology | UTRGV | Not yet begun | Fall 2017 |
| 30 | Computer and Advanced Technologies and Information Technology | UTRGV | Not yet begun | Fall 2017 |
| 31 | Graphic Arts | UTRGV | Not yet begun | Fall 2017 |
| 32 | Mexican American Studies | UTRGV | Not yet begun | Fall 2017 |
| 33 | Precision Manufacturing Technology | UTRGV | Not yet begun | Fall 2017 |

- **Other in progress agreements:**

| # | DEPARTMENT | PARTNERSHIP | STATUS | COMPLETION DATE |
|---|---|---|---|---|
| 1 | ADN Program | Stephen F. Austin State University | Initial Discussion Phase | Spring 2017 |
| 2 | ADN Program | University of Phoenix | Draft Written | Fall 2016 |
| 3 | ADN Program | Chamberlain College of Nursing | Initial Discussion Phase | Spring 2017 |
| 4 | Social Work | TAMUK | Draft Written | Fall 2016 |
| 5 | General MOU | TAMUK | Draft Written | Fall 2016 |

| | | | | |
|---|---|---|---|---|
| 6 | Criminal Justice | TAMUK | Draft Written | Spring 2017 |
| 7 | Computer Science | TAMUK | Initial Discussion Phase | Spring 2017 |
| 8 | History | TAMUK | Initial Discussion Phase | Spring 2017 |
| 9 | General MOU | Baylor University | Draft Written | Fall 2016 |
| 10 | General MOU | TAMU | Initial Discussion Phase | Spring 2017 |
| 11 | Pharmacy | TAMU College of Pharmacy | Draft Written, this is a renewal | Fall 2016 |

  - Worked with Baylor University and Public Relations on coordinating the signing ceremony that will be held on October 24th.
  - Followed up with Texas A&M University regarding the establishment of an articulation agreement between our two institutions and connected with Carlos Margo who is serving on the advisory board for the new campus to brainstorm new ways that the two institutions could work together.
  - Completed an interview with the "Staying Connected" publication about the services that this center offers and the benefits of transfer to the students.
- Transfer Visits
  - **Pecan Campus:** National American University, UTRGV Education Program, UTRGV Accelerated Master's Programs, UTRGV Transfer Admissions, Our Lady of the Lake, Texas A&M University – Kingsville, TAMUK Rio Grande Valley Engineering Initiative, and Texas Tech University.
  - **Mid Valley Campus:** Our Lady of the Lake University, UTRGV Transfer Admissions, Texas Tech University and National American University.
  - **Starr County Campus:** Our Lady of the Lake University and UTRGV Transfer Admissions
  - Join the J-Team Texas A&M University – Kingsville On-the-Spot Admissions Event: Thursday September 8th. TAMUK gave **8 students on the spot admission decisions**.
- University Relations Activities
  - Presented to the New Enhanced Faculty Advising program about the purpose and function of the University Relations, Transfer and Articulation Center.
  - Had a lunch meeting with Dr. Olga Garcia, Dr. Ali Esmaeili and new faculty from Texas A&M University's School of Public Health here in McAllen.

- Attended the Our Lady of the Lake University Rio Grande Valley Campus Grand Opening/Ribbon Cutting Ceremony and toured their new facility.

- Met with Nelda Mier from the Texas A&M University School of Public Health to see how we could align our program offerings and encourage more students to transfer to their campus.
- Participated in a meeting with a representative of the Gates Foundation to discuss the work of the Texas Regional STEM Degree Accelerator. The purpose of the session would be to share the work that is being done to establish strong pathways from K-12 to Higher Education to Workforce in the Healthcare and IT sectors.

- <u>Special Projects</u>
  - Continued researching best practices to determine the most efficient format for a new webpage, and have been looking at schools around the country to see what services they offer that could be replicated at South Texas College.
  - Continued working on a Mission Statement, Vision Statement and Goals for the University Relations, Transfer and Articulation Center so that they can be published online and students and outside entities can understand the functions of this area.
  - Continued working on transfer guides for the schools that our students transfer to the most so that they can see how their courses should transfer.
  - Started working on concrete plans for Study Abroad in India and in the United Kingdom so that both programs could have a successful year.
  - Participated in a meeting regarding the development of the new JagNet portal.
  - Coordinated with Judy Anzaldua to create a scholarship to disperse that funds that we won with the inaugural HSI Excellence in Retention and Transition Award.
  - Attended the UTRGV Counselor Update to learn about new policies and procedures at UTRGV.
  - Served on the Pecan Campus Class Classroom Lock Sub-Committee Meeting to make recommendations about how we could secure classrooms in case of an emergency.
  - Participated in the STEM Accelerator Webinar Series from the Texas Regional STEM Degree Accelerator Grant. The topic of this webinar was “High Performing Industry Partnerships: What’s Different & What It Takes.”
  - Attended the Texas A&M University Corpus Christi Counselor Update to learn about new and exciting things happening at the Island University.

- Presented to the College Advising Training program about the services offered by the University Relations, Transfer and Articulation Center.
- Led two of the breakout sessions during the college-wide professional development day.
- Reached out to Advising and High School programs to see if they would like to be included in the "Train the Trainer" session that Texas A&M University (College Station) will be holding on Thursday October 6, 2016. Sofia Pena, Rebecca DeLeon and Liz Diaz all said that they would be joining me at this meeting so that we can better serve our students.
- Attended the Fall Convening of the Educate Texas Initiatives, which included groups from Texas College Access Network (TxCAN), STEM Degree Accelerator programs, and Statewide Collective Impact communities, which are the many initiatives that Educate Texas is involved in.
- 

- <u>Upcoming Events</u>
  - Conference call with Baylor University regarding the upcoming signing ceremony on October 3rd.
  - UTSA/Texas State University Counselor Update on Monday October 3rd.
  - **Fall 2016 College Fairs (all days 10:00 AM to 2:00 PM):**
    - **Mid Valley Campus: Monday October 3rd**
    - **Pecan Campus: Tuesday October 4th**
    - **Starr County Campus: Wednesday October 5th**
  - Presentation to the High School Counselors about URTAC on October 4th
  - Meeting with John Melville from Collaborative Economics on October 5th
  - Meeting with Texas A&M University College Station about transfer process on October 6th.
  - Participating in the Rio Grande Valley STEM Faculty Institute, part of the Texas Regional STEM Degree Accelerator Grant on October 7th
  - Aggie Days at South Texas College – October 13th from 9:00 AM to 12:00 PM in the Student Lounge at Pecan Campus
  - Baylor Bound Transfer Agreement signing ceremony on October 24th.
  - Attending the Stephen F. Austin State University Counselor Update at the DoubleTree by Hilton on October 27th.
  - Texas Pathways Project Institute: November 2nd to November 4th in Bastrop
  - Presentation about URTAC to NEFA on November 11, 2016.
  - Presenting about the University Relations, Transfer and Articulation Center to Academy Students:
    - Friday November 11, 2016 in Starr County
    - Friday November 18, 2016 at Pecan Campus

**Jayson Valerio**
**Division Dean – Nursing and Allied Health**

## NAH Division

- University of Texas Rio Grande Valley was on campus Monday September 26 from 10:30am-1:00pm. Ms. Ida Cavazos-Lindau was on hand informing students about the Online Nursing Degree offered.
- South Texas Health Systems was on campus Tuesday September 20, 2016 recruiting for current and future job opportunities.
- CHOC held its first meeting on Tuesday September 13, 2016. The committee decided for the Harvest of Health to be held on 11/10/16 from 4pm-7pm. This year's theme will be ***Heroes for Healthcare.***

## PTA

- The STC PTA Program hosted a Coastal Bend District Ethics Course and District Luncheon on Saturday September 24, 2016. Attendees included PTA Program faculty and students, as well as licensed physical therapists and physical therapist assistants.
- The 2 hour interactive course presented by Christina Cayce, Co-Chair of the Coastal Bend District Education Committee included the presentation of ethical theories, principles and definitions, followed by role-playing situations in conflict with ethical practice, and discussion of appropriate action.
- At the District lunch meeting the District Chair Luke Market, PTA and the Area/Valley PR Rep Aaron Cantu, DPT presented legislative updates and information on the Sunset Review and potential impact on the practice of physical therapy in Texas. As members of the American Physical Therapy Association, students attended this professional continuing education course for free.

## OTA

- On Thursday September 01, 2016, the OTA and PTA programs collaborated in a Medical Equipment Lab session. The learning objectives were:
  1. Identify the purpose and use of the pieces of medical equipment
  2. Determine the related costs of each piece of equipment
  3. Identify the type of patient who would best benefit from each particular piece of equipment
- While students from each program were encouraged to work together to achieve the learning objectives, the experience provided an opportunity for the students to meet and socialize with each other, as in the clinic the two disciplines frequently collaborate during patient care interventions/activities.
- OTA instructor Celina Casas and PTA instructor Arlene Garcia commented that the joint venture was a success, and are reviewing strategies to expand the event in the future.

- On September 8, 2016 the OTA program had an OT practitioner Dr. Eric Elizondo, OTD, OTR from a local school district attend our OTHA 1341 Occupational Performance Birth to Adolescence class to present on OT in the schools.

- The focuses of the presentation included:
    - Differentiating among of the Education Model vs. the Medical Model
    - Educating the students on the roles and responsibilities as a OT practitioner working in the schools
    - Discussing the OT process in schools regarding Referral, Evaluation, Individualized Education Plans, and Annual Review and Dismissal (ARD), Discontinuation, and Transitional Services
    - Stressing the importance of knowledge of current policies, public laws, and student/family rights when working in the public schools
    - Describing the differences among the different types of service delivery: Direct, Monitoring, and Consultation
    - Sharing Interventions Strategies with the students that are provided in the schools
    - Presenting the students with Assistive Technology and there use
    - Identifying different types of skills assessed in the schools and the assessments utilized
    - Providing examples of the type of documentation that is required when working in the schools
    - Discussing the billing process for the schools

- South Texas College Occupational Therapy Assistant Students had the pleasure to provide an in-service program to members of Cross Road Senior Center. Students discussed the importance of completing home modifications in their natural setting to continue to promote independence and decrease falls or recurring falls to happen. Also, students provided a Tai-Chi class to improve balance, stability, and endurance for members. Cross Road Senior members, responded well and enjoyed the wealth of information students had to share. Overall, it was a significant interaction among students and members to collaborate and promote fall prevention awareness.

- OTA Backpack Awareness Activity

**DMS/RADT**

- The RADT Program will be attending the Pioneer High School Career Day on Thursday, October 6th.
- The RADT and DMS students are preparing for the annual National Radiologic Technology Week (NRTW) presentations that will be held at the Nursing & Allied Health Campus on November 8th, 2016.
- The DMS Program faculty attended the 2016 SDMS Annual Conference in Orlando Florida September 29th through October 2nd.

**VN**

- Two Vocational Nursing faulty attended the Nation League for Nursing Education Summit in Orlando Florida September 20 through September 23.
- The Vocational Nursing Program and the Occupational Therapy Assistant program were involved in an interdisciplinary activity during the past week. The OTA students instructed VN students on correct body mechanics in transferring patients.

**HMAS**

- Health and Medical Administrative Services will be having their Advisory Committee Meeting on October 11, 2016 at NAH room 102 from 11:30am-1:00pm.
- HMAS Club held its first meeting on September 20th from 5:30pm-6:30pm at NAH room 401.

**Respiratory Therapy**

- Second year Respiratory Therapy students welcomed the incoming Respiratory Therapy students with hot dogs and refreshments at NAH.

**HCSS**

- Health Care Student Success held its first department meeting on Tuesday, September 13, 2016 at the NAH campus in room 3.210.
- Health Care Student Success will have their Saturday event on October 22, 2016.

**Daniel Montez**
**Site Coordinator – STC Mid-Valley Campus**

- **Student Activities and Wellness Department at the Mid-Valley Campus**
  Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.
  - Meet a Jaguar Event – Sept. 1st
  - Welcome Week – Sept. 7 & 8
  - 9/11 Remembrance/Flag Raising – Sept. 8
  - SLA Dual Enrollment Meetings – Every Friday at 1pm
  - SGA & SLA Kick Off Event – Sept. 13 & 14
  - SGA & SLA Information Tables – Sept. 13th
  - SLA Meetings – Every Wednesday at 3:00pm
  - Mexican Independence Day Celebration – Sept. 15th
  - Voter Registration Day – Sept. 15th & 19th
  - SGA Meetings – Every Thursday at 4:00pm
  - Constitution Day – Sept. 19th
  - Hispanic Heritage Celebration – Sept. 21st
  - SGA Student Elections – Sept. 28 & 29
  - Mortal Kombat XL Tourney – Sept. 29th

- **Mid Valley Campus Clubs and Organizations**
  Student Activities and Wellness Department and Faculty/Staff Advisors work together to guide students in promoting STC, Community and National Events to the student body and outside community.
  - Mid Valley Biology Club Meeting – Sept. 1st
  - Political Science Club Meeting – Every Wednesday at 4pm
    - Presidential Debate Watch – Sept. 26th
  - Mid Valley Spanish Club Meeting – Every Tuesday and Thursday at 2:30pm
  - Young Democrats Meeting – Every Tuesday at 2:30pm
  - Mid Valley Psychology Club Meeting – Sept. 13th
    - Meet and Greet – Sept. 27th
  - Photography Club Meeting – Every Monday and Wednesday at 4pm
    - Club Portraits – Sept. 29th
    - Button Sale Fundraiser – Sept. 27th
  - Social Work Club Meeting – Every Tuesday at 2:30pm
  - Mid Valley Criminal Justice Club Meeting– Every Monday and Wednesday at 1pm
  - Education Club Meeting – Every Wednesday at 4pm
  - Bible Study Fellowship – Every Tuesday and Thursday at 12pm

- **Dual Enrollment Academies Program**
  Every Friday, students enrolled in the Dual Enrollment Academies Program participate in a workshop, tutoring sessions and/or presentations set up by Mr. Leo Castaneda. Students gain valuable information from the workshops and presentations.
  - General Campus Information/Update Session – Sept. 2nd
  - Cyber Security Club Meetings – Every Friday at 1pm

- DEA Student Workshops – Every Friday at 1pm

- **Continuing Education at Mid Valley Campus**
  Coordinate with MET Corporation and IAM Department to offers classes for students in various fields so that they may be able to enhance their skills and find employment. This month Cont. Ed. in cooperation with MET Corporation held classes for:
    - Workplace Literacy – Every Saturday at 8am

- **STC Departmental Trainings and Workshops**
  **Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.**
    - University Relations –
        - UTRGV Representative Information Table – Sept. 2, 7, 14, 21, 28
        - TAMU School of Public Health Representative Information Table – Sept. 6, 7, 13, 19
        - OLLU Representative Information Table – Sept 7
        - National American University Representative Information Table – Sept. 8, 15, 22, 29
        - Texas Tech University Representative Information Table – Sept. 22
        - TAMUK-RGV Engineering Initiative Information Table – Sept. 19
    - Employee Services Department
        - Jackson Hewitt On Campus Recruitment – Sept. 22
        - South Texas Health Systems On Campus Recruitment – Sept. 28
    - Faculty Senate held monthly meeting on Sept. 27th.
    - Valley Scholars held monthly meeting on September 30.
    - Human Resources department scheduled a Campus Flu Vaccine Clinic on Sept. 8th.
    - Puente/Peer Mentor Event took place on Sept. 15th.
    - Philosophy Department hosts Ethics Discussions every Thursday evening at 7pm.
    - Biology Department set up Breast Cancer Awareness Information Table
    - Office of Student Rights held a Sexual Misconduct Awareness Presentation and set up and Information Table on Sept. 22nd.
    -

- **The STC Mid-Valley Campus -** Meeting location for many local organizations to host their events:
    - VIDA Counseling Sessions are held for Nursing Students throughout the semester.
    - Texas Association of Sports Officials held a TASO Football meeting – Sept. 7th
    - STAR Network monthly meeting was held on Sept. 1.
    - Young Invincibles Meeting was held on Sept. 1.
    - Mid Valley Home Buyer's Fair was held on Sept. 17th.
    - Educate Texas held their monthly Early College meeting on Sept. 26th.

**Arturo Montiel**
**Site Coordinator – STC Starr County Campus**

Community

- Coordinating with RGCCIDS district counselors to promote dual enrollment
- Coordinating with faith base community to promote Bldg. J student traffic
- Working with local newspaper to promote new construction on campus
- Working with Roma ISD to promote dual enrollment academies
- Collaborating with Food Pantry to establish a program on campus for students in need of assistance
- Presentation scheduled for RGCCISD School Board to present update on bond construction as well as new Jag Express bus routes
- Presentation scheduled with RGC Rotary Club to present update on bond construction and Jag Express new routes
- Working with Starr County Officials to present bond construction updates and Jag Express new routes
- Coordinating with community to present Jag Express expansion
- Working with school districts for football game schedules
- Establishing relationship with Zapata ISD for recruiting events
- Continue working with Faith-Based leaders to serve students building J
- Scheduling recruiting visits to Roma HS
- Scheduling recruiting visits to RGCHS
- Coordinating with TMC Head Start for ribbon cutting new center RGC
- Coordinating with RGCISD counselors for meeting attendance

Campus Events

- Welcome week 9/6-7
- Our Lady of the Lake University "Transfer Track" 9/6
- University of Texas at San Antonio 9/7
- Club Recruitment Fair 9/8
- Vaccine Clinic 9/8
- 911 Remembrance Ceremony 9/9
- Student Leadership Academy Kickoff event 9/12
- Texas A&M Agrilife Extension Service 9/12
- Student Government Association Kickoff Event 9/13
- Psychology department 2nd Annual Phycology Major orientation 9/14
- SLA Cultivating your vision
- Teacher retirement 9/15
- Frisbee Golf 9/15
- Mexican Independence Celebration 9/15
- Staff Meeting 9/16
- Region One 9/16
- Student Leadership Academy "Creative Thinking" 9/19

- Office of Students Rights Sexual Misconduct 9/20
- What do you stand for? 9/20
- Motivation: The Key to College Success 9/20
- Student Leadership Academy “Leadership Styles” 9/21
- IDEA Public School current Dash Future Job Opportunity 9/21
- What do you stand for? 9/21
- Hispanic Heritage Celebration Loteria 9/22
- Hill Country Child Care Provider Association 9/24
- Voter Registration Drive 9/27
- Madden Tournament 9/27
- School/Work/ Life Balance 9/28
- Student Leadership Academy “Strategic Thinking” 9/28
- University of Texas Rio Grande Valley (UTRGV) Transfer Track 9/29
- Valley Scholars Student Meeting 9/30

Facilities

- Completed work on Bldg. E roof leak
- Completed work on landscaping with contractor
- Made request for new vending machines on campus
- Project completed for Distance ED room
- Proposal to VPAA on KINE moving of work out equipment
- Presenting to faculty on campus door lock preference
- Request submitted to move heavy equipment from entrance to G building blocking door way
- Continue reviewing no smoking laws in RGC in efforts to get signs posted on campus
- Checking on electrical and ventilation to add two new welding stations in D building
- Building C technology installation completed
- Building C construction redesign of classroom doors in progress
- Building C AC work in progress
- Building D occupied two new computer labs to serve students
- Building E pest control serviced
- Work continues on C building expanded classroom
- Entrance pavement being repaired from heavy equipment damage
- New faculty lounge being prepared for J building
- Work order submitted for welding lab electricity drops
- Check on roof leak E building all ok

**Yvette Gonzalez and April Castaneda**
**Project Managers - Academic Affairs**

- **Academic Affairs Highlights**
  - Continued to email supervisors, department/program chairs to submit student/program successes.
  - Completed Highlights
    - 2016 Distance Learning Symposium
    - Distance Learning Customer Service Training
    - AMT NIMS Level 1 Certification
- **Projects (development, data compilation, design, publication)**
  - Continued to work with leadership team to update and finalize the 16-17 comprehensive plan
  - Continued to work on the Online ADN Information Session
  - Continued to work on the Fine & Performing Arts Information Booklet
  - Continued to work on the University Relations, Transfer, & Articulation Center Information Booklet
  - Assisted with coordination and planning the logistics of PSJA 2016 "College for All" Pre-Conference activities (campus tours)
  - Communicated with all STC presenters for PSJA 2016 "College for All" Pre-Conference to compile their presentation proposals.
  - Finalized CWPOD agenda program for OPOD
  - Created artwork design cover for Academies Alumni Booklet
  - Continued to update the Dual Credit Program Annual Report
  - Created a NAH Programs Fact Book for PSJA 2016 "College for All" Pre-Conference
  - Created a Technology Programs Fact Book for PSJA 2016 "College for All" Pre-Conference
- **Reports (development, data compilation, design, publication)**
  - Assisted Academic Affairs with compiling program data and information with the assistance of Research and Analytics Services for requested reports and presentations for the following programs:
    - Dual Credit Program
    - Bachelor Programs
    - Valley Scholars Program
    - PSJA ISD Dual Credit Student Performance Data Report
- **Student Course Evaluations**
  - Prepared evaluation schedule for Fall 2016 for Curriculum and Student Learning Dept. review and discussion for development of a reference guide for aforementioned activity.
  - Reviewed and finalize evaluation schedule for Fall 2016 with Curriculum and Student Learning Dept.
  - Communicated and submitted requests through Data Portal on behalf of Curriculum & Student Learning Dept. regarding scheduled student evaluation uploads/drop uploads, & related items for Fall 2016.
- **Honors Program**
  - Assist Academic Excellence office with collecting required Honors program documents from participating instructors (MOU, student contract, course syllabus)

- **Meetings**
  - Held a total of 11 meetings to revise 16-17 comprehensive plan
  - Met with Distance Learning Instructional Designer to review ADN Online Information Session: Sept. 7th
  - Attended a planning meeting regarding upcoming PSJA College for All Conference: Sept. 8th
  - Participated in a Hiring Search Committee for Student Affairs and Enrollment Management: Sept. 9th
  - Met with Honors Program Coordinator to review current honor students and other program activities: Sept. 14th
  - Met with OPOD to discuss CWPOD: Sept. 20th
  - Attended CWPOD at the McAllen Convention Center: Sept. 23rd
  - Attend Academic Council meeting: Sept. 26th
  - Met with Dean of Distance Learning for upcoming presentation development: Sept. 27th
  - Participated in monthly Distinguished Leadership Academy meeting: Sept. 30th

**Jessica S. Garcia**
**Coordinator – Academic Excellence Program**

**Honors Program Activities**

- Fall Semester 2016 Information
  - 6 students enrolled
  - Total of 7 sections
  - 6 faculty participating
  - NOE's for faculty to be sent to the faculty this week
- New Honors Program Coordinator preparing presentations for chairs, departments
- PR planned to increase numbers in spring, big push for Fall 2017
- Have arranged for Honors Program representative to be included in the new student orientation sessions

**Maricela Silva**
**Officer - Academic Grants and Projects**

**Grant Activity for the Month of September:**

- **13 Active Grants**
- **3 Grants were under development for consideration**
- **NOTE:** During the month of August – 11 grants were closed; one in September.

**Recently Awarded:**

- No new grants were awarded in the month of September.

**Grant Oversight**

- **IPAS2 Grant (Starfish)**
  - Attended weekly meetings to discuss and plan for upcoming pilot.
  - Logged on to Starfish to run test before piloting program.
  - Submitted request to offer training during College-Wide Professional Development Day.
  - Received confirmation from OPOD regarding training for Faculty during College-Wide Professional Development Day.
  - Reviewed and responded to various follow-up emails and phone calls from OPOD, staff and faculty regarding upcoming Starfish training.
  - Attended the Starfish training sessions, which were scheduled for September 22nd and 23rd (two session each afternoon).
    - Session One (Sept. 22nd) – 8 faculty participants;
    - Session Two (Sept. 22nd) – 6 faculty participants;
    - Session Three (Sept. 23rd) – Approximately 30 faculty participants;
    - Session Four (Sept. 23rd) – Over 65 faculty participants.

- **Carl Perkins Grant (2015-2016)**
  - Reviewed and Responded to emails from faculty/staff.
  - Follow-up emails sent to Deans, Chairs, and staff requesting updates/data for upcoming Biannual Final Report due September 7th.
  - Reviewed report, edited, and requested additional information from Deans, which is currently pending. Reviewed report again, edited, and submitted report to the Compliance Department by scheduled deadline of September 7th.
  - Additional information was forwarded to the Compliance Department as it was received from the respective departments for Final Report.

- **Carl Perkins Grant (2016-2017)**
  - Reviewed and responded to emails from the Compliance Department regarding new grant award.
  - Information was forwarded to Deans notifying them of new funding.

- **RAND Grant**
  - Read and responded to emails and doodle poll requests from RAND/THECB regarding monthly check-in calls.
  - Called Dr. S. Shan at RAND regarding concern Juan Carlos Aguirre has regarding recruitment issues and to request a change in ABE project start date (i.e. from September 6 to September 13.
  - Read and responded to emails regarding upcoming check-in call.
  - Participated in the monthly check-in call.

- Currently preparing for upcoming site-visit scheduled for the week of November 14th.
- Various emails were sent out to faculty/staff to begin preparations for site visit.
- A meeting was held for Monday, September 26th, to discuss topics for site visit and draft agenda for visit.
- Emailed Lindsay (RAND) to provide dates and suggested topics for agenda.

➢ **Texas Pathways Project Grant**
- Created PowerPoint presentation for upcoming Board meeting.
- Reviewed and responded to emails regarding Texas Pathways.
- Met with Kristina Wilson to brainstorm for upcoming meeting scheduled for Thursday, September 29th.
- Will be assisting Kristina Wilson in preparing for November meeting.

➢ **Texas Regional STEM Degree Accelerator Grant**
- Attended mandatory meeting in San Antonio on September 28th and 29th.
- Some of the sessions attended included:
  - Meeting with John Melville to discuss upcoming institute for Cohort 2.
  - A State Perspective on Education-Workforce Data.
  - Ed Talks
  - What's Math Got to do with it? Aligning Math Requirements to Workforce Needs.

**<u>Grant Development</u>**

➢ **Recently submitted: No grants were submitted in the month of September.**

➢ **In Preparation for Submission: 3 Potential Grants.**

1. **NSF- Louis Strokes Alliance for Minority Participation (LSAMP)**
   **Due Date: November 4, 2016**
   **Grant Amount: $1,075,000**
   - Follow-up emails will be sent out the week of September 26th to check if there is still interest in pursuing this grant.
   - Email sent to Martin Knecht and awaiting a response.

2. **CFAT- Texas Affordable Baccalaureate Expansion Grant Program**
   **Due Date: November 18, 2016**
   **Grant Amount: Approximately $170,000**
   - Reviewed email from CFAT and VP/Dean regarding grant opportunity.
   - Will be following up with Dr. Esmaeili during the week of September 19.
   - Met with Dr. Peek to discuss opportunity.
   - Dr. Peek and Dr. Esmaeili will be traveling to Austin to attend a grant meeting and learn more about the grant opportunity and requirements.
   - Currently being considered for grant proposal: expanding to a "Competency-Based" approach for all of the Bachelor programs.

3. **TWC – Texas Industry Cluster**
   **Due Date: November 1, 2016**
   **Grant Amount: $150,000 - $400,000**
   - Discussed opportunity with Rebecca De Leon from HS Programs.
   - It is my understanding, based on my conversation with Rebecca, that the grant is better aligned with the ECHS program, and ECHS Department is considering pursing this grant.

- Met with Grants Department, Dean Reyna, Sofia Pena, and Nick Gonzalez on September 21st to discuss grant.
- Grant requires that we either create or expand an existing program in one of our ECHS.
- A follow-up meeting will be scheduled for next week, and Dr. Esmaeili will be invited to attend.
- Attended a meeting on September 30, with the Grants Department, Sofia Pena, and Dalee Garcia (La Joya ISD) to review RFP and discuss grant opportunity.
- Concerns have been expressed about the CTE with Bachelor alignment and limitations in how the grant monies can be used (i.e. Curriculum development, teacher credentialing and equipment for year one; equipment and career counselor salary for year two.)
- A list of questions will be compiled by Sofia's team and presented to Dr. Champion so that she can follow-up with grantor for answers.
- A follow-up meeting will be scheduled for next week.

**Academic Projects:**

- **Miscellaneous**

**Degree Progress Report Assignment**:

- Follow-up emails sent to faculty/chairs who participated in the training:
- Formstack opened September 1st to begin collecting student information.
- Checked Formstack to review students submissions; report was prepared to be presented during Cabinet meeting after every week. The following were reported:
  - September 6 - 79 student reflections had been submitted.
  - September 12 - 133 unduplicated student reflection submissions.
  - September 23 - 503 unduplicated student reflection submissions had been received.
- A progress report containing data/graphs was created for VP and faculty participating in the assignment.
- Follow-up reminder and progress emails were sent to all faculty participating in the assignment.

**Meetings & Trainings**

- Attended the 60X30TX Workshop in Harlingen on September 15th
  - Some of the items discussed:
    - Alignment among institutions (K-12 through higher education and workforce – something we are already addressing through the TRSDA grant;
    - Data was presented and facilitation took place to share ideas that help address barriers, which are effecting student success/completion;
    - Panelists shared their concerns and best practices.
- Attended College-Wide Professional Development Day
  - Participated in the Dual Credit Goal Setting session
  - Held/attended Starfish training for faculty.
- Attended meeting with RGV FOCUS and Gates Foundation
  - Participated in a meeting to discuss current trends and possibly assisting in data collection for new college completion initiative.

- **Upcoming**
  - RAND/THECB scheduled site visit in November 17 - 18.

***Yolonda Jaramillo***
**Project Director-HSI Grant**

**Title V Grant & Projects**

***Component 1***

- **Active Learning Classrooms/Training Rooms**
  - Continued collaboration with faculty, program chairs and scheduling to efficiently schedule courses for the fall. Pecan G101 and T1.506 have the best utilization with Mid-Valley and Starr showing improvements from last Fall. NAH is better utilized eligible instructors, but has good amount of room for courses. Tech has one instructor scheduled Monday-Thursday morning.
  - Followed up with Purchasing and Facilities to check the status of incorrect upholstery on the 55 chairs. Facilities is handling the situation.
  - Followed up on the status of damaged furniture replacement. The quote for table top is complete with replacement and relocation pending.
  - Revised ALC calendar for each campus. An additional invitation to eligible parties will be extended to improve utilization. A visit to the Tech campus is planned for the upcoming week.
  - Proposed fixed tables to support the technology needs of Tier 2 ALCs. Other options were cost prohibitive and did not resolve all of the issues concerning C111. A quote will be requested based on the AV requirements.
  - Requested quotes for extra monitors to replace projectors in Tier 1 ALCs to eliminate the front of the room.
  - Received all of the AV equipment with an exception of the document cameras and supporting hardware. These items are expected to be delivered before the end of the September with installation to follow.
  - Requested the replacement of the laptops in C111 to towers to alleviate technology concerns. Installation is slated for September 27.
  - Redesigned ALC observation form to a condensed digital format to expedite the process.
  - Drafted an action plan for activity reporting for the Annual HIS Steering Committee and Annual Progress Report.
  - Proposed to keep the 55 chairs with the incorrect fabric and utilize in the Tier 2 ALCs. The color error was made by Facilities and the vendor is only giving the option to purchase the chairs again and not able to replace the fabric. This would be a waste of limited funding as the chairs are completely functional and only vary in color.
  - Shared the action plan for activity reporting for the Annual HIS Steering Committee and Annual Progress Report with Lee and Dr. Petrosian.

- **FOCUS Academy**
  - Coordinated second FOCUS Academy Kickoff with four participates from Business Technology.
  - Co-facilitated the FOCUS Academy with 36 total participants from the following divisions, BT=7, LASS=11, MSB=8 and NAH=10.
  - Began recruitment efforts for the spring semester with 12 potential participants.
  - Continued communication with participants to inform them on expectations, training schedule and additional questions they may have in regards to the professional development.
  - Provided participants with scanned copies of their completed Statement of Commitment forms.
  - Continued documentation of participant attendance.

- Continued recruiting effort for Spring 2017. There are 12 potential participants with the online registration opening mid-October. Continued collection of documentation to track activities and stipend eligibility.
- Drafted an action plan for activity reporting for the Annual HSII Steering Committee and Annual Progress Report.
- Met with Lee and Dr. Petrosian to discuss action plan and deadlines for data submission.

***Component 2***

- **Redesign and Expansion of Faculty Advising**
  - Revised the final drafts of the Fall Tracking Record, for the Lead Faculty Advisors to transition project from research/Implementation to implementation/mentoring. One of the five LFAs has a unique Tracking Record to dedicate their time to progress monitoring for faculty certification and recertification rather than training.
  - Drafted Statement of Commitments for both Tracking Records with Memorandums to follow.
  - Met with Dr. Laura Lopez to review documentation and planning.
  - Met with the Faculty Advising Steering Committee to revisit the transition plan. Selecting pilot groups and determining the documentation system is a foal of the Fall semester, with the first pilot groups launching spring 2017.
  - Identified evaluation plan concerns with off-track notifications that are no longer relevant to the institution. Modifications were proposed and accepted by Rick Gaona, Program Officer for the Department of Education. He praised the forward and adaptive thinking behind the solution.
  - Drafted a new evaluation plan objective and target based on the effect of faculty advising on student retention, specifically subsequent semester enrollment.
  - Met with Dr. Laura Lopez to review the progress of activities and update the number of faculty advising certifications. Year 2 of the grant concluded with 122 NEFA certifications, 157% of the original goal of 70.
  - Met with Dr. Petrosian and Dr. Addae to review project status.
  - Met with Nancy Garcia and Dr. Petrosian to discuss action plan and deadlines for data submission.
  - Drafted a new evaluation plan objective and target based on the effect of faculty advising on student retention, specifically subsequent semester enrollment.

***Component 3***

- **Enhancement of Technology Infrastructure**
  - Drafted an action plan for activity reporting for the Annual HIS Steering Committee and Annual Progress Report.
  - Planned a meeting with Dr. Petrosian, Dr. Valerio, Dr. Montiel and Dr. Addae to determine roles and Year 3 plan.
  - Met with Cody Gregg to review the status of Library Services and Blackboard Collaborate and the original proposed goals will not be met. Upswing replaced SmartThinking and there was not a reduction in remote tutoring expenses that would begin Year 3 of the grant. A status update with the Grant Office and Department of Education is planned.

**Management/Compliance**

- **Department of Education**
  - Approved proposal to modify Faculty Advising. Year 1 APR did not have concerns or need for medication.
  - Drafted timeline for APR items.
  - Prepared Personal Certification forms for 100% grant funded employees. The original copies will be submitted to the Grant Development, Management and Compliance office.

- **South Texas College**
  - Collaborated with Sylvia Valdez to complete the workflow for C115 and technology setup request.
  - Continued coordination of the Instructional Coach's Office set up in C115.
  - Met with Lee Grimes, Sandra Ledesma, and Erika Leal for the weekly HSI meeting.
  - Planned the 3rd Annual Title V: HSI Grant Steering Committee meeting for November 10th.
  - Continued efforts to revise and update the Steering Committee Booklet.
  - Revised budget to reflect changes in the bond timeline and align with the federal fiscal year, as well as revisions based on staffing.

**Other**

- **South Texas College**
  - Implemented training for new Faculty Development Trainer – Technology. Training will take place over the next few weeks to ensure grant compliance and confidence to complete essential tasks of the position.

- **Highlights.**
  - Second FOCUS Academy Kickoff – September 1.
  - FOCUS Academy – September 9.
  - FOCUS Academy Rounds Beginning - September 19.
  - Academic Affairs Council meeting – September 30.
  - FOCUS Academy – September 30.
  - Active Learning Classroom Observations – October – November.
  - Hispanic Alliance of College and Universities' (HACU) Conference Online Spring 2017 FOCUS Academy Registration – Tentative date, October 17.
  - Online Spring 2017 FOCUS Academy Registration – Tentative date October 17.
  - Annual HSI Steering Committee Meeting – Tentative date, November 10.

***Kristina M. Wilson***
**Associate Dean - Curriculum and Student Learning**

**Curriculum**

- Participated in the search committee interviews for the Dual2Degree department.
- Updated Gainful Employment Banner rules for changes in 2015-2016 certificates.
- Reviewed the Fall 2016 student evaluation schedule.
- Updated PowerPoint for College-Wide Professional Development Day curriculum & scheduling session.
- Updated department website with college-wide curriculum committee membership information.
- Composed email to be sent to program chairs regarding courses not matching ACGM/WECM and began emailing.
- Finished the list of emails to be sent out to Program Chairs and handling the ensuring correspondence.
- Followed up with program chairs regarding Summer 2017 schedule.
- Reviewed Fall Student Evaluation schedule to provide feedback to Project Manager.
- Worked on September College-Wide Minutes.
- Composed agenda and packet information for College-wide Curriculum Committee meeting.
- Banner training through Banner Training Website.
- Tested TSU Reading/Writing pre-requisite rules with Admissions.
- Emailed College-Wide Committee meeting minutes for September 20 to all members.
- Emailed WECM Fall 2017 changes to all Chairs.
- Worked on preparation for Personal Trainer meeting Dr. De los Santos.
- Worked on WECM Report for 2016.
- Reviewed 4 Diesel crosswalks for automotive instructors.
- Developed list of STC courses that are inconsistent with ACGM/WECM course descriptions and titles.
- Reviewed the WECM course audit meeting with the Curriculum team. Began Ellucian trainings.
- Completed Ellucian Training Basic Banner (SCADETL & SCACRSE).
- Worked on three revisions, completed one and second one is completed pending TSI score updates for SCAPREQ from Christina Cavazos.
- Contacted Department chairs regarding revisions for the 2017-2018 catalog.

➢ **Program Development**

- Worked on EMSI for Cybersecurity.
- Began to research for program development for the Personal Trainer/Physical Fitness Technician as well as the Deaf Support Specialist.
- Complied EMSI data and completed EMSI repost including occupational overview and program data.
- Finalized the checklist for the Personal Trainer Certificate.
- Researched the UTRGV continuing education certificate for Personal Trainer, as well as W.I.L.T. and how this program might affect the development of STC's Personal Trainer Certificate.
- Researched regarding Deaf Support Specialist, will need to meet with Delia Magdaleno for potential job titles and more information regarding occupational outcomes for this program.

➢ **Meetings attended and Trainings by the Curriculum staff**

- Attended meeting to discuss the Culinary-Arts – AAS Baking Program.
- Meet with Architectural and Engineering Design Technology department for discussion of possible certificate.
- Met with Curriculum Staff to discuss upcoming training and projects.
- Attended Banner User Group meeting.
- Met with Law Enforcement chair regarding CSI Specialization.
- Met with VA department to discuss a solution for charging schedules that impact VA Students and their benefits.

- Met with Cashier's office to assist with solutions for charging tuition fees for dual credit students.
- Coordinated Ellucian Training on prerequisite rules and formalized agenda for September 21-22 training.
- Attended Review of Program Development checklist for Academic Program meeting.
- Attended Interdisciplinary Science meeting.
- Met with Associate Dean to review curriculum revisions for College-Wide Curriculum Committee meeting.
- Attended and presented breakout session at College-Wide Professional Development Day.
- Attended Ellucian training for pre-requisites rules.
- Met with Curriculum staff to review changes published on WECM.
- Attended Interdisciplinary Science Program Development meeting.
- Met with Admissions and Financial Aid Department to discuss approval timeline of new programs and programs that change titles.
- Attended Academic Council meeting.
- Met with Automotive program char to modify crosswalks for VPAA approval.
- Met with program developer to continue discuss development of Personal Trainer certificate.

➢ **Curriculum Software**
- Audited programs in CourseLeaf online catalog.
- Sent notifications to program chairs regarding discrepancies in online catalog.

**<u>Student Learning Outcomes and Assessment</u>**
- Created a draft schedule for Fall 2016 trainings.
- Researched out to NAH, Starr, Mid-Valley, and Tech campus to reverse labs.
- Sent a PR web request to update our webpage with correct deadlines and update Esmer Eureste's title.
- Began Syncing new or name change programs and courses in JagPRIDE.
- Worked on updates for Fall 2016m in JagPRIDE. Entering updated curriculum maps.
- Finalized the schedule for Fall 2016 trainings.
- Worked with PR to update webpage with correct deadlines and Esmer's position title.
- Entered program maps for 2016 AY in JagPRIDE system.
- Contacted PR to work with publishing our Fall training dates and registration page.
- Completed entering Math and Science curriculum maps for Fall 2016.

➢ **Reporting**
- Created a deadline submission chart which detailed reporting deadlines for 16-17 AY.
- Followed up with Maggie from reporting. Provided a sample report that needs a few edits. Will continue to communicate to complete the rest of the JagPRIDE reports.
- Received Summer signature report from reporting team. Found an issue with canceled courses still appearing in report. Will continue to work with Maggie from reporting.
- Researched rubrics and best practices for PLO assessment.
- Followed up with Maggie on the final signature report for summer terms. Final numbers were: Summer I & III: 84% and Summer II: 80%.

➢ **Faculty Support**
- Answered JagPRIDE line and assisted faculty with reporting questions.

➢ **Meetings and Trainings**
- Participated in College-Wide Professional Development and assisted with preparing a JagPRIDE training session. Our Training was canceled however because courses are not yet available for instructors.
- Participated in a phone conference with TAKSTREAM to discuss options for data management resources.
- Participated in the BB outcomes meeting to discuss goals and agenda items for Dr. Laura Little's visit.

- Participated in the Texas Pathways Project meeting to discuss current practices and improvements for learning outcomes reporting.

**Course Scheduling**

- **Schedule Development**
  - The Scheduling Technicians worked on Spring 2017 scheduling update for final review. They verified that all Spring 201720 codes and schedules (SZASXRF) met the uniformed class time schedule. Also verified codes for the Summer 201730 schedule (SLASXRF). Processed schedule change requests, cleared TBAs, additions/cancelations submitted by department heads for Spring and Summer 2017 schedules. Collaborated with Facilities Planning & Construction regarding the status of portables PB28 and PB29 for the Spring term.

- **Schedule Maintenance**
  - The Scheduling Technicians processed Fall 2016 schedule change requests of cancellations, internal/external room reservations, adding and removing faculty's name on courses and reduced capacity on the restricted courses. Generated and submitted reports of scheduled weekend events to Facilities and Maintenance departments. Worked on running reports of Active Learning Classrooms for Yolonda Jaramillo, HSI Grant Director.

**Associate Dean**

- Met with April Castañeda, Academic Affairs Project Manager to discuss the 2016-2017 Comprehensive plan.
- Attended an interview with Channel 4 regarding the Texas Pathways Project.
- Attended an AEDT meeting at the Technology Campus.
- Met with Ruben Lemus, Seth Watkins, and Kandee Wickboldt to discuss the AAS Baking degree.
- Prepared a Program Development timeline for AY 17 and AY 18.
- Finalized Faculty Credentials Review Report.
- Had a conference call with Lindsay Daugherty for ABE check-in call.
- Attended the BUGs /Banner Downtime meeting with Cynthia Blanco.
- Met with Victor Valdez and Christina Cavazos to discuss the Law Enforcement CSI Program.
- Met with Dr. Odeh, Ivan Camara, Dr. Esmaeili and Dr. Cortez to discuss and answer any questions on the proposal for an AS Interdisciplinary Science Program.
- Held a meeting to review of Program Development Checklist for Academic Programs.
- Attended the President's Administrative Staff meeting.
- Met with Vice President Anahid Petrosian about the Academic Challenge initiative.
- Met with Curriculum team to review the revision items that were submitted for the CWCC.
- Met with Laura Sanchez and visitors from ACBSP for our Self-Study Report for Re-Affirmation of our accreditation for Business Administration Programs.
- Met with Learning Outcomes team to touch base on pending items like Bb Outcomes Pilot, Learning Outcomes Committee, CWPD Day session, Program Maps, and Submission Report for Summer 2016.
- Attended the College-Wide Curriculum Committee meeting.
- Attended the College Advising Training Program with Ross Villagran.
- Attended the Blackboards Outcomes meeting with Laura Little.
- Held a meeting to discuss the Associate of Science in Interdisciplinary Studies to be offered in Fall 2017.
- Attended the meeting with Dean Reyna to discuss Distance Education in Reynosa.
- Attended College-Wide Professional Development Day.
- Attended the RAND Planning meeting for site visit.
- Attended the Academic Council meeting.
- Met with Lee Grimes to discuss the Pathways meeting.

- Met with Rebecca De los Santos and Brent Angangan to discuss the Personal Trainer Certificate.
- Had a conference call with Colleen Arrey and the Learning Outcomes team to discuss TaskStream.
- Attended the South Texas Outcomes meeting with Ana Pena.
- Attended an Active Learning Classroom Technology Tutorial with Andrea Clark for Texas Pathways meeting activity.
- Held an AA and AS Interdisciplinary Studies Degree meeting with the LASS and MSB divisions.
- Held the first of two Institutional planning sessions for the Texas Pathways Project

***Nicolas Gonzalez***
**High School Programs and Services Administrator**

- The Recovery schedule is almost completed. It will be pretty much what was scheduled last year. PSJA adopted the strategy of starting on a mini semester two weeks after the start of the fall term, unlike the others (Donna, Mercedes, Edinburg and La Joya) who are due to start on Oct. 31st.
- We have started to revise as needed, and send the spring schedule to the schools for review and changes as needed.
- We are still working on the cost analysis, which should be ready by next week's Cabinet.
- We are in clean-up mode with the dual credit schedule up until Census Day with very little change in the number of sections, and mainly cancelling or deleting sections.
- Total dual credit enrollment may not reach 14,000 this fall. This is a drop of over 2,000 students from the spring, and over 3,000 from target.
- We will start working on the Recovery schedule next week. Classes for this program start in late October.
- We hosted Delaware Community College. They are very interested in our total dual enrollment program, and in particular with our ECHS and Academy program. Part of the presentation was a visit to Sharyland 3A ECHS.
- We are busy with preparing the spring dual enrollment schedule and should have this mostly completed by the end of the week.
- Dual Enrollment Course Agreements, that is used to charge the schools where we send STC faculty, this week. Next week, we will report an analysis of the dual enrollment program, with number of sections, cost of stipends to the DEF, and amount to be collected from the schools.

***Sofia M. Peña***
**Director - Early College High Schools**

- ECHS Team hosted a group from Pennsylvania at Delaware Community College on a learning tour. They presented on the South Texas College partnership and took them on a tour of Sharyland ECHS.

- ECHS Director was asked to partake in a Panel of ECHS experts at an Institute of Higher Education Policy (IHEP) Learning Lab in Buffalo, New York on Sept. 27-29, 2016.

- ECHS Staff have been working diligently on registering students for the first day of class. I am happy to report that approximately 90 % of our ECHS students were registered on the first day of class. The remaining students left to register have minor issues that we need to work through. I think we did very well for the first time holding schools accountable for first day registration.
- ECHS staff made time to attend Faculty Convocation where one of our own, Maria De Leon was honored with the Distinguished Staff Award.

- ECHS team welcomed a small contingent from Pennsylvania for a Learning Tour of South Texas College and an Early College High School Partner (Sharyland). The group left with a better sense of how to run a successful ECHS and some ideas on how to better prepare their students for success.

- ECHS Director participated in an expert panel discussion in Buffalo New York for a Learning Lab sponsored by the Institute of Higher Education Policy. As part of the panel, Ms. Pena was able to share all the successes, lessons learned and best practices. It was an honor to represent South Texas College at this event which had participants from across the country.

**DE Workforce Specialist**

- **Conference/Workshops/Meetings**
    - Attended HR Seminar Meetings
    - Participated in HR Seminar with PSJA CTE Students
    - Presented in La Joya in regards to CTE College Pathways
    - Attended Business and Technology Staff Meetings
    - Had a meeting with Lupe Chavez from La Joya (Ford NGL Program) in regards to CTE Courses
    - Registered CTE Students
    - SCADE Meeting with Rebecca and Mariztel

- Screening Dual Enrollment Instructors for Spring ’17.

- 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.

**DE Faculty Liaison**

- Most of the month of September has been spent on contacting school district superintendent's offices to follow-up on obtaining required signatures on the revised MOU that was sent to them on August 11, 2016. The only MOUs not received back by STC by the end of September are from two districts who are in the process of mailing them in.

- Responding to faculty and/or chairs as needed on dual enrollment issues such as textbooks, general dual enrollment issues, and access issues. Main issues for fall semester have been class interruptions and lack of textbooks when classes started.

- Attended Faculty Senate meeting on Saturday, September 10, 2016. The first meeting of the year was held on a Saturday after the Faculty Senate Retreat to allow more faculty participation. The Faculty Senate spoke positively of the work done by the College over the summer on Dual Credit.

- Met with Faculty Senate President to discuss Faculty Senate representation on Dual Credit Taskforce.

- Participated in dual credit activities at College Wide Professional Development Day on September 23 including morning activities and the goal setting activity for faculty in the afternoon.

**Rebecca De Leon**
**Director – Academies and HS Projects**

**Completed: Projects / Activities**

- TexPREP Final Reports including budget were submitted by the September 15, 2016 deadline to UTSA PREP Office.
- The Academies Program hosted their 11th Anniversary Summit on Wednesday, September 21st at the STC Pecan Campus. Over 45 Partnering District Counselors and Administrators attended the event to learn about changes and initiatives within the program.
- Dr. Rudy Reyna, Executive Director of PREP USA visited partnering school districts, Weslaco, Hidalgo, and PSJA ISD on September 26th and September 27th to discuss future initiatives and the increase of participants at our three sites.

**TexPREP:**

- Permission slips for Fall Follow-up event to UTRGV HESTEC Middle School Challenge on Friday, October 7th were distributed and returned to office. 165 students from Weslaco, Hidalgo, Roma and PSJA ISD submitted slips to attend the event and continue to lunch at Peter Piper Pizza.
- Paperwork along with Travel Vouchers has been submitted to the Business Office for admission of HESTEC and lunch at Peter Piper Pizza.
- Discussion with Program Chair, Mr. Molki concerning the offering of COSC 1301 for Year 4 TexPREP students effective Summer 2017.
- Business Office meeting was held on Thursday, September 22nd to discuss the TexPREP accounts and conduct necessary amendments.

**Academies Programs:**

- Case Management occurred with students who were below “B” averages in their courses.
- Recruitment presentations are in process of being scheduled for October and November with partnering high school for our application deadline of Friday, March 31st.
- Meeting was held with the STC Barnes and Noble Bookstore representatives to discuss options on initiatives to provide for the partnering school districts to ensure students have textbooks by the first day of classes.
- DEMSA College Tour will be held on October 13th and October 14th, 2016 where students are scheduled to visit University of Texas- San Antonio, University of Texas at Austin, Baylor University and Texas A&M University at College Station. Notification to be sent to faculty and partnering school districts with the final list of students during the first week of October.
- Paperwork along with Travel Vouchers has been submitted to the Business Office for college tour for 81 students and 7 STC chaperones.
- Meeting was held with McAllen ISD Superintendent, Dr. Gonzalez on Monday, September 26th to discuss recruitment tactics for the Academy Program with plans of incorporating Public Relations to enhance enrollment and completion numbers for the district.
- Our first workshops were held at each site on Friday, September 2nd to discuss the logistics of Blackboard through presentations from Distance Learning staff and overview of program for juniors.

- On Friday, September 9th, the following workshops were held:
    - Pecan Campus: STC Student Rights and Responsibilities Representatives met with juniors and seniors to discuss the policies and procedures at the institution.
    - Mid Valley Campus: Student Leadership Kick-Off Event was held by Student Activities with juniors and seniors where students worked together in team building activities.
    - Starr Campus: UTRGV Cooperative Pharmacy, Daniela Bazan discussed the acceptance requirements for the program.
- Workshop on Friday, September 16th included the following:
    - Pecan Campus: Student Activities Staff met with juniors and seniors on involvement opportunities at the College, strategic thinking activity, and End of the World Game.
    - Mid Valley Campus: Student Leadership Kick-Off Event was held by Student Activities with juniors and seniors where students learned and analyzed their styles. In addition, a presentation was held by Texas State University Representative, Mr. Cunningham who provided insight into the institution such as deadlines and answered questions by students.
    - Starr Campus: Student Leadership Academy Program hosted a workshop on personal growth for juniors. In addition, a session was held for seniors on college applications and scholarships.
- On Friday, September 30th, the following workshops were held:
    - Pecan Campus: FBI McAllen Training Coordinator, Mr. Adolfo Baesa presented along with additional support staff from various fields within the agency.
    - Mid Valley Campus: Student Leadership Academy Program was held by the Student Activities staff focusing on the Marshmallow Tower where students utilized strategies and innovation to create a function model that tested durability.
    - Starr Campus: Student Leadership Academy Program hosted a workshop on creative thinking for juniors and seniors.

**Professional Development/Continued Learning:**

- Academies and High School Projects Director, Rebecca De Leon attended the South Texas Regional 60X30TX Workshop on Thursday, September 15th at the Texas State Technology College in Harlingen.
- Presentations were conducted for the first class of the College Advising Training Program on Thursday, September 22nd at 8am.
- Academies and High School Projects Coordinator, Mariztel Pena and Academies Specialist, Monica Ramos represented the department for the McAllen ISD College and Career Night with an Exhibit Booth on September 26th at the McAllen Convention Center.
- Academies Specialist, Leonardo Castaneda and Monica Ramos attended the College Advising Training Program.
- Academies and High School Project Staff attended the UTRGV Counselor Update on Thursday, September 15th.

**In Progress: Projects and Major Activities**

- Parent Meetings for the 80 students will be held the first week of October for DEMSA College Tour on October 13-14, 2016.

- TexPREP Fall Follow-up event on October 7, 2016 at UTRGV HESTEC Middle School Challenge. Paperwork to be completed which includes lunch at Peter Piper Pizza and admission payment for the event.
- Collection of information from Alumni in our Academies Program to compose a PR advertisement on “Where are they now?”
- TexPREP Year 4 Trip for
- Work with IT to create an online Academy Program Application for recruitment class 2018-2019.
- Scheduling of Recruitment for Academies Program with partnering high schools.

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

# Events

**College-Wide Professional and Organizational Development Day**

The OPOD coordinated the 2016 Fall CWPOD Day at the McAllen Convention Center on Friday, September 23rd. More than 1155 Faculty, Staff and Administrators were in attendance. This I Believe videos showcased the core values and beliefs of the faculty and staff at South Texas College. Dr. Reed shared her State of the College Address, and then Dr. David Plumber and Frank Jason Gutierrez presented and lead the Dual Credit Program Discussion and Activity.

All faculty and staff attended one or two of the afternoon breakout sessions at South Texas College in the Pecan Campus in the afternoon.

# Academies:

**Teaching and Learning Academy (TLA)**

The Office of Professional and Organizational Development kicked off its 2016-2017 Teaching and Learning Academy on September 2, 2016. A total of three sessions were held in the month of September. The first session covered Faculty Senate and Safety and Security. The second session covered Blackboard basics by the Distance Education department. The last month session was the first installment in the Faculty Advising (NEFA) Module 1: Degree and Curriculum Basics. There are currently 53 active participants.

**Ambassadors Cross-Training Academy (ACTA)**

The Office of Professional and Organizational Development kicked off its Fall 2016 class of the Ambassadors Cross-Training Academy on September 15, 2015. A total of two sessions were held with 18 active participants.

- **Session 1 – September 15, 2016**
  Office of Professional and Organizational Development – Darci Cather
- **Session 2 – September 29, 2016**
  STC Police Department – Paul B. Varville, Director of Safety and Security
  College Connections & Admissions- Traditional – Larry Barroso, Director
  College Connections & Admissions – Dual Enrollment – Tony Matamoros, Director
  Office of Human Resources – Karina Garza, Benefits and Payroll Manager

**Ambassadors Leadership Academy (ALA)**

The Office of Professional and Organizational Development welcomed a new cohort of ALAers on Friday, September 9th for a day-long orientation at Quinta Mazatlán in McAllen, TX. In accordance with the Academy mission of cultivating leadership at every level, twenty faculty, staff and administrators joined the ranks of the academy. The discussion with the Academy Facilitator and the ALA Steering Committee centered around the expectations of the Academy and its participants, the Complex Role of Leaders, and finally, broke into teams to discuss their year-long team project.

**Distinguished Leadership Academy (DLA)**

The Office of Professional and Organizational Development held the second DLA session on September 30th. Dr. Lee Grimes presented on the topic of Keys to Productivity incorporating project management and time management with a scenario using Wossamatta University. The participants where engaged and provided positive feedback to their mentor Pamela Mauro.

**FOCUS Academy**
FOCUS Academy was facilitated by Dr. Ledesma. A module binder for Collaborative Group Work was created for each participant. An overview was provided and group activities were conducted to create FOCUS success teams among faculty and model what they would do in their classrooms to organize students into groups. Faculty discussed how to empower students to employ collaboration, what research has discovered, the critical skills required for the workforce, and the impact this has on creating a collaborative environment in the classroom.

**Customer Service Training**
The Office of OPOD provided a Customer Service Training for the Distance Learning Department on September 15th. There were 11 staff members that took the DISC Assessment prior to the training. They learned the different characteristics and behavioral styles of each individual. They also learned how to understand every individual and how to deal with them in the workplace.

## Programs in Development:

**DELTA Academy**
The Academy had their Kick Off session on September 28th lead by Dr. Annie Liss with the help of the Distance Education Department. The Dual Enrollment Learning and Teaching Academy (DELTA) has help Dual Enrollment Faculty. DELTA Online has provided participants with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment.

**Jaguar Academy: Onboard for Success**
The OPOD Office continues to collaborate with the Office of Human Resources to obtain monthly new-hire reports in order to identify potential participants. Materials and agenda are in development. The next cohort is scheduled to begin on October 6th.

**Implementation of the STC in FOCUS: FOCUS on Learning portion of the HSI grant**
Ongoing work with:

- Offering the FOCUS Academy and preparing for the Rounds process
- Monitoring faculty progress with the ALCs
- Working on plan for future ALCs (furniture, technology, budget, etc)
- HSI Evaluation plan monitoring

**Global Perspectives Academy (GPA): Internationalizing the Curriculum Proposal**

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

- Coordinated room preparation of office area for new incoming faculty.
- Reviewed and revised 2016-2017 comprehensive plan.
- Met with faculty requesting accessibility to Wi-Fi or internet connectivity.
- Coordinated meeting with STC and PSJA ISD IT personnel to discuss internet connectivity issues.
- Submitted IT work order request for computer repair in PTC computer lab 144.
- Met with Technology Resources, Lucio Gonzalez and PSJA ISD MIS Director, Hector Rodriguez to plan for installation of Wi-Fi connectivity hardware. STC Technology Resources will contract to have hardware installed with expected project start time of early October 2016.
- Met with Priscilla Cuellar to review instructional areas to receive transfer of furniture from former teaching center. Delivery scheduled for Tuesday, September 20, 2016.
- Met with PR Specialist, Joey Garza, for an interview and informational on the Pharr Teaching Center's programs and services for upcoming newspaper highlight.
- Met with College Connections Director, Larry Barroso, and Dr. Zuniga to plan College Connection event s and registration rounds in preparation for the spring 2017 semester. FAFSA Updates Workshop is scheduled for October 27, 2016 from 6:00-7:00 pm with a Registration Round-Up scheduled for November 17, 2016, from 6:00-8:00pm.
- Advised Walk-in's interested in program offerings at the Pharr Teaching Center.
- Attended the Harlingen Education and Career Expo in support of the Building Technology department that included the Construction Supervision, Electrician, and HVAC&R programs. Approximately 1500 high school students from throughout the RGV were in attendance and engaged with our participating faculty.
- Participated in the Professional Development workshops as a co-presenter for the *Shadows in Our Community-Volunteerism & Student Learning***.**
- Coordinated distribution of furniture transported to Pharr Teaching Center from the former Hidalgo teaching center. Furniture was relocated to Police Academy, Fire Science and HVAC&R programs.
- Attended the PSJA College Night Career Expo held at the Boggus Ford Event Center on Tuesday, September 27, 2016, from 6:00-8:00pm that included the participation of various Business and Technology programs including the Construction Supervision, Electrician, and HVAC&R programs. Students, parents, and visitors from throughout the district were in attendance.
- Attended the 2016 Building Responder Training on Friday September 30, 2016 from 9:00-12:00pm at the Cooper Center Auditorium.
- Attended the Blackboard advanced training session demonstrating Bb Accessibility features.
- Met with and attended the Construction Supervision Association student group recruitment meeting held at the Pharr Teaching Center's Starr conference room.

**Other:**

- Attended the Business & Technology program chair meetings.
- Attended DBT department meetings.

**Rene Zuniga**
**Site Coordinator – La Joya Teaching Center**

- Met with Joey Gomez, PR, for interview about events in La Joya Teaching Center, September 12, 2016.
- Coordinated LJTC staff (clerk, library and computer labs) for the courses at La Joya Teaching Center, throughout September, 2016.
- Contacted chairs and encouraged them to provide Spring 2016 schedule, September 13, 2016.
- Met with Tony Matamoros and LJISD administrators to discuss registration updates and availability of computer labs for Spring 2017 registration, September 13, 2016.
- Met with Larry Barroso to discuss registration activities for La Joya Teaching Center, September 15, 2016.
- Met with Juan Miguel Galvan to discuss new financial aid changes and how we can target La Joya Teaching Center students, September 15, 2016.
- Planned meeting of La Joya Teaching Center Advisory Board, September 19, 2016.
- Coordinated Texas A&M University – Kingsville visit for Education majors at La Joya Teaching Center, September 28, 2016
- Completed Spring 2017 Schedule for La Joya Teaching Center, September 30, 2016.
- Completed documents for October Advisory Board Meeting, September 30, 2016
- Contacted chairs and encouraged them to begin promoting Spring 2017 schedule, September 30, 2016.

# INFORMATION SERVICES, PLANNING AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

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# Dr. David Plummer
# Interim VP

# Information Services, Planning & Strategic Initiatives

## Monthly Activity Report
## September, 2016

**Alicia Gomez, CIO**
**Information Technology**

**Applications Development**

**Constituent Relationships Management system (CRM) – Radius by Hobson's**
The Applications team began the Radius system configuration and connectivity to Banner in August. The team installed a connector which will allow students data to flow from Banner to Radius and backwards. The connector and data extracts will be tested the first week of September in preparation for go live which is expected during the fall. Radius is a hosted solution that will be used to create communication campaigns for prospects students as well as targeted communication for current students.

**Early Alerts system – Starfish by Hobson's**
The Applications team continued to work with Starfish consultants in the system administration tool to load student data. The core data sets which include faculty and course information were finalized and the student files will be tested next in preparation for the Pilot go live date in late September. The pilot consists of pre-selected group of Faculty who teach developmental courses. Additional courses will be added to the pilot for subsequent terms until the Starfish Early Alerts system is fully deployed.

**Continued Education Enrollment system**
The selection committee has reviewed Ellucian's solution for the CE program named Elevate. A follow up conference call was set up with Tylor Jr. College to find out their experiences with the application. This project has been carried-over to Fiscal Year 2016-2017.

**Safety and Security Parking and Citation system - Cardinal**
The module that integrates Cardinal and Banner to post charges and payments for permits and citations in Banner AR was installed and tested. However; due to technical issues with the Cardinal hosted application and the Cardinal authentication piece to STC's AD, the in-house Jag-parking application to sell permits was opened in August 29. The Finance department together with Legal council will be reviewing the contract with Cardinal in order to amend it and consider alternatives to the delayed deployment.

**Luminis 5 upgrade - JagNet**
The Applications team continues to work on the issues encountered while interfacing e-mail to the new JagNet portal. The JagNet content committee along with students have been reviewing the new links and functionality of JagNet. The content will be completed by the end of September in order for the technical Luminis 5 upgrade to take effect in production. This project will be piloted with a small number of students in early November for the Spring term registration.

**Banner XE transformation**

The Ellucian Action Plan report was presented during a visit to STC Pecan campus in late August. Ellucian's representatives met with Cabinet and Administrators in two separate meetings to go over the report highlights which included opportunities for system improvement, as well as, recommendations for a Banner XE rollout plan. Cabinet will go over institutional priorities and budget allocation to decide which of the recommendations will be address FY 2016-2017.

**Timekeeping System - TimeClock Plus**

The TimeClock Plus implementation project remains in the planning phase, no new developments have been made in the technical area due to other priorities. IT will begin setting up servers and staging the technical environment in December 2016 in preparation for the project kick off on January 9, 2017. This project is expected to go live on May 1, 2017. The functional team will continue working on documenting and mapping the current process in Timeforce in order to stream line it in the new system.

## Infrastructure

**Disaster Preparedness/Recovery Planning**

**STARR Data Center**

The UPS electrical power connection for the Star Data Center was completed in August. The Applications team worked on the INB server set up and continues to test the equipment that will allow connectivity to Banner in Rio Grande in case of disaster. This project is part of the master DR and contingency plan for the institution which includes a gas generator to provide energy to the Rio Grande Data center and building J. A complete DR test will be performed once the generator is purchased and installed.

**Office 365 Migration**

After migrating selected IT email accounts to the cloud, the Systems team continues to monitor for issues related to the new environment. The rest of the faculty and staff accounts will be migrated by department after census day. This project is part of the DR institutional plan to provide a means of communication between STC faculty and staff in case of disaster.

**Virtualization Phase I – Podiums**

A total of 265 virtual licenses for Instructional podiums were configured and deployed before the beginning of the fall term; some podiums were not virtualized due to specialized software residing in them. The remaining 35 licenses will be used to virtualize a student lab instead. The next phase of the virtualization project includes 100 virtual licenses for the tin clients that will be installed in the Student Services renovated area.

**Victor M. Gonzalez, CISO**
**Information Security**

- **Information Security Program Metrics**
  Update: We received a service account that we will use to extract configuration information from our Windows endpoints. We also realized that we need to create patch metrics in order to track our improvement.
  Summary: We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.

- **Virtual Private Network (VPN) / Secure Mobile Access (SMA)**
  Update: The system has already replaced the old VPN. We are just pending two-factor authentication, which should be ready next month.
  Summary: We are transitioning to a new remote access vendor solution.

- **Texas Cybersecurity Framework and TAC 202 compliance**
  Update: We are postponing the search for a vendor for the TAC 202 assessment. The consultants will be at the College from October 11-14 to perform the on-site portion of the assessment.
  Summary: We are starting to implement the Texas Cybersecurity Framework. We are also aligning our existing standards and guidelines to the security control families defined in the framework.

- **VMware Host**
  Update: The server is ready. We are going to be moving the virtual machines from the old environment to the new and then decommission the old server.
  Summary: InfoSec and Systems are working together to install the new hardware that will run all the virtual appliances for the Security team.

- **2016 Security Incident Retainer Engagement**
  Update: We removed the appliance and shipped it back to the vendor. We are waiting for the final report.
  Summary: We are preparing to obtain services from Dell SecureWorks to utilize our retainer. We are having a Compromise Screening Assessment this year.

- **InfoSec Advisory 16-02: Standards for Encrypted Web Communications**
  Update: We have 3 applications behind the Web Application Firewall that have a better configuration for encrypted web communications.
  Summary: We created an advisory to IT informing them that we need to adopt web communication encryption protocols that are considered secure by today's standards.

- **Secret Server Implementation**
  Update: The system is installed, we are just planning the strategy on how to approach using the tool to manage our passwords.
  Summary: We acquired a perpetual license of Thycotic Secret Server to help us manage shared passwords used on college resources.

- **Hiring new Information Security Analyst**
  Update: HR approved the submission. We are waiting for president approval.
  Summary: We are hiring an Information Security Analyst to fill an existing position.

- **Intrusion detection from MS-ISAC**
  Update: We are submitting a requisition for the hardware and preparing the contract next month to begin the service.
  Summary: One of our weaknesses is our limited capabilities for intrusion detection. We are planning on leveraging a service offered by MS-ISAC to provide us with improved detection with minimal investment.

- **McAfee Web Gateway replacement**
  Update: We experienced network issues related by a combination of the web gateways and the existing configuration in the network. We managed to remove the issue and we are now operating under normal conditions. We are going to create another initiative next month for improving the configuration of these resources.
  Summary: We replaced our McAfee Web Gateway equipment with two new resources on Friday.

**Marie Evans, Director**
**Educational Technologies Department**

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**Meetings:**

- 9/2/2016: Library Director's Meeting
- 9/2/2016: President's Administrative Staff Meeting
- 9/6/2016: CWPD Meeting
- 9/8/2016: Faculty & Senate Meeting with President & Lucio Gonzalez
- 9/9/2016: Focus Academy
- 9/10/2016: Faculty & Senate Meeting
- 9/12/2016: Learning Support Services Meeting
- 9/14/2016: Starr Campus visit, Program Chair Meeting
- 9/16/2016: CWPD Presentation, President's Administrative Staff Meeting
- 9/20/2016: Video Storage Meeting
- 9/22/2016: Business and Technology Program Chair Meeting
- 9/23/2016: College Wide Professional Development
- 9/28/2016: Leadership Staff Meeting
- 9/29/2016: September Team Meeting
- 9/30/2016: 5th Friday Meeting, Math Department Meeting, and Focus Academy

**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 | 165 |
| March | 142 |
| April | 219 |
| May | 100 |
| June | 104 |
| July | 105 |
| August | 132 |
| Sept | 148 |
| Oct | |
| Nov | |
| Dec. | |

| | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Number of Events 2015 | 99 | 156 | 141 | 219 | 125 | 126 | 117 | 118 | 114 | 187 | 263 | 70 |
| Number of Events 2016 | 74 | 165 | 142 | 219 | 100 | 104 | 105 | 132 | 148 | | | |

SOUTH TEXAS COLLEGE

**Total Man Hours**

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

| 2016 | |
|---|---|
| Jan | 100 |
| Feb | 225 |
| Mar | 179.25 |
| Apr | 458.50 |
| May | 524.25 |
| June | 119.25 |
| July | 148.75 |
| Aug | 260.75 |
| Sept | 236.25 |
| Oct | |
| Nov | |
| Dec | |

SOUTH TEXAS COLLEGE

| Reservations by Campus: | Pecan | Starr | Mid-Valley | Tech | NAH |
|---|---|---|---|---|---|
| Projector/Laptop | 121 | 40 | 0 | 129 | 0 |
| Data Projector | 11 | 3 | 5 | 2 | 0 |
| Laptop | 11 | 12 | 1 | 3 | 111 |
| PA System | 3 | 4 | 0 | 3 | 0 |
| CD Player | 0 | 0 | 0 | 0 | 0 |
| VCR's Only | 0 | 0 | 0 | 0 | 0 |
| Smart Board | 0 | 0 | 0 | 0 | 0 |
| Video Camera | 4 | 2 | 0 | 0 | 0 |
| TV | 2 | 1 | 0 | 0 | 0 |
| Microphone | 68 | 6 | 1 | 2 | 7 |
| Direct Box | 0 | 0 | 0 | 0 | 0 |
| Digital Camera | 0 | 0 | 0 | 0 | 1 |
| Speakers | 91 | 32 | 0 | 128 | 0 |
| Overhead Projector | 0 | 0 | 0 | 0 | 0 |
| Remote | 24 | 0 | 0 | 0 | 0 |
| Headphones | 0 | 0 | 0 | 0 | 0 |
| HH Voice Recorder | 0 | 0 | 0 | 0 | 0 |
| Screen | 0 | 3 | 1 | 1 | 0 |
| Document Camera | 136 | 0 | 105 | 0 | 3 |
| DVD/VCR Player | 25 | 16 | 41 | 0 | 3 |
| Wireless Lab | 0 | 0 | 0 | 0 | 0 |
| Keyboard/Mouse | 0 | 3 | 1 | 0 | 0 |
| Sympodium | 0 | 0 | 22 | 0 | 0 |
| Hard Drive | 0 | 0 | 0 | 0 | 0 |
| USB Hub | 0 | 0 | 0 | 0 | 0 |
| CPS | 0 | 0 | 0 | 0 | 1 |
| Mixer | 3 | 1 | 0 | 0 | 0 |
| Tripod | 4 | 2 | 0 | 0 | 0 |
| WebCam | 6 | 0 | 1 | 0 | 1 |
| Computer | 28 | 0 | 4 | 3 | 0 |
| Portable Table | 2 | 0 | 0 | 3 | 0 |
| Microphone Stand | 2 | 4 | 0 | 0 | 0 |
| HD Video Streamer | 0 | 0 | 0 | 0 | 0 |
| Polycom Phone | 5 | 0 | 0 | 0 | 0 |
| Stooges (switcher) | 1 | 0 | 0 | 0 | 0 |
| LANC Controller | 4 | 2 | 0 | 0 | 0 |
| Exposure Meter | 0 | 0 | 0 | 0 | 0 |
| Camera Stabelizer | 0 | 0 | 0 | 0 | 0 |
| Comm. Headset | 0 | 0 | 0 | 0 | 0 |
| PTZ Camera | 3 | 0 | 0 | 0 | 0 |
| Mac Adaptor | 2 | 1 | 0 | 0 | 0 |
| TableTop Mic Stands | 0 | 0 | 0 | 0 | 0 |
| Ipad | 0 | 1 | 0 | 0 | 0 |
| PTZ Joystick | 0 | 0 | 0 | 0 | 0 |
| Gooseneck Mic | 16 | 0 | 0 | 1 | 0 |
| Blue-Ray Player | 0 | 0 | 0 | 0 | 0 |
| Remote Mouse/Clickers | 24 | 0 | 0 | 2 | 7 |
| *TOTAL* | *596* | *133* | *182* | *277* | *134* |

Dr. Fernando Chapa, Director
Institutional Effectiveness & Assessment

**IE Related Activities:**

- Archiving all WEAVE IE reports to SharePoint and IEA Website (in progress)
- 2013-2015 IE Reporting
  - Compiling 2013-2015 IE Reports for posting to IEA website – in progress
  - Reports Completed:
    - Office of Student Conduct
  - Office of the President 2013-2015 IE Report (in progress)
  - Success Stories (in progress)
- 2015-17 Plan Audit
  - Office of the President (in progress)
  - SAEM Division (in progress)
  - Grants Management, Development and Compliance (in progress)
  - Division of Student Affairs & Enrollment Management Plan Draft – in progress
- All 2013-2015 IE Reports compiled and uploaded to IEA SharePoint site
- Division of Student Affairs & Enrollment Management 2015-2017 IE Plan draft – in progress
- Grant Development 2015-2017 IE Plan draft – in progress
- Training new IE Analyst – ongoing
- Learning WordPress software in order to update the IEA website – in progress
- Data request:
  - Work in Progress – Retention, Graduation rates for Puente Cohorts 2012 – 2016 by Faculty team
  - Work in Progress - Pass Rate and Grade Distribution by Campus (2014-2016)
- Supported the 2013-2015 IE plan completing
- Interviewed the Computer Science department for IE Success Story
- Division of Student Affairs & Enrollment Management 2015-2017 IE Plan draft – in progress
- Review of SACS 5th Year Report documents
- Scheduled meetings with a few of the academic departments for the IE Success Stories.
- IE Success Story for the Computer Science Department – in progress
- IE Success Story for the Biology Department-in progress
- Contacted the PR department to discuss possible formats and printing options for the IE Success Stories.
- Reviewed SACS 5th year review documents.
- Learning the organizational structure – ongoing
- Learning the IE Report input procedures, format and content- ongoing
- Draft of 2015-2015 Xitracs Mid-Biennium Guide
- Added new users into the Xitracs system
- Constructed a template for the IE Success Story report
- Xitracs training - ongoing

**Reporting:**

- Entering Student Success Initiative (ESSI) Pre-Homework - ongoing
- Factbook
  - External - Student Achievement Goals/STC Key Performance Indicators (complete)
  - Internal – Restructuring (in progress)
- Data requests:
  - Pass Rate and Grade Distribution by Campus (2014-2016) – In progress
  - Puente Cohort Retention and Graduation Rates – In progress
    Retention, Graduation rates for Puente Cohorts 2012 – 2016 by Faculty team

**Factbook Related Activities:**

- Continued work on the reports/charts crating and updating for STC Factbooks according to the new Student Achievement Goals /STC Key Performance Indicators
- Continued work on the STC Factbook websites restructuring
- Worked on the updating for 'Enrollment', 'College Readiness', and 'Progress' sections for external STC Fact book
- Updated the **Data Release Timeline**

**IEA Website Related Activities:**

- Continued convert 2013-2015 IE report in PDF files format.
- Verified the Design and Building Technology Department has submitted 2015-2017 IE report on Xitracs.
- Provided Facilities Planning & Construction, Finance & Administrative Services, Food Services and Office of Human Resources 2013-2015 IE report on PDF files to department director.
- Worked with Graciela on success stories from Academic Affairs.
- Updated and maintained IEA SharePoint site / IEA shared network drive
- Updated the IEA website
- Updated the IEA website
- Reviewed and find all academic 2013-2015 IE report for success stories.
- Reviewed the SharePoint website.
- Obtained access to WordPress for departmental web design
- Worked on departmental website to link 2011-2013 and 2013-2015 IE reports on pdf file format.
- Converted from Word to pdf the office of student conduct.
- Met with Public Relations & Marketing to discuss future web projects
- Judicial Affairs & Conflict Resolution Center 2013-2015 IE Report – in progress
- Mid-Cycle Findings field added to 2015-2017 IE Plan structure in Xitracs
- Sent reminders to the Mathematics and Developmental Math departments to schedule a meeting for the IE Success Stories.
- Contacted the Student Affairs and Enrollment Management department to discuss possible formats and printing options for the IE Success Stories.
- Spoke to the Project Manager for Academic Division in reference to the printing process of their booklets.
- Reviewed SACS 5th year review documents.
- Continuing work on departmental website by uploading pending IE reports and link on appropriate departments.
    - Finished Mid-Biennium IE Report for our departmental website
    - Finished editing Student Conduct 2013-2015 on PDF format.
    - Upload Student Conduct 2013-2015 IE report PDF on our website
    - Creating a list of all departmental contacts from 2015-2015 cycle on excel.

**Meetings and Conferences:**

- Attended the IEA weekly meeting
- Attended and completed the Unlawful Harassment Prevention for Higher Education Staff training
- Meeting with VP SAEM Division 2015-2017 IE Plan
- Grant Management, Development and Compliance 2015-2017 IE Plan
- Ambassadors Leadership Academy Steering Committee Applicant Evaluations
- Presidents Administrative Staff Meeting
- Provided assistance by entering 2013-2015 IE report excel from the following department in WEAVEonline:
    - Ms. Lee Grimes – Professional Development
- Meeting with Computer Science for Success Story
- Attended the IEA weekly meeting
- Observed Education Research Center Informational Webinar

- Attended appointment with Mr. Molki from Computer Science department to elaborate their success story.
- Attended the IEA department web design meeting
- Attended the IEA weekly meeting
- Contacted via email Mr. Sergio Corrales from Public Relations to change my status as administration for departmental website.
- Contacted via email Mr. Willie Collins from Public Relations to request a new photo STC logo for Xitracs and departmental website account status for administrator access.
- Contacted Help Desk to install MovieMaker 2012
- Attended College Wide Professional & Organizational Development Day

**Miscellaneous:**

- Travel arrangement for SACSCOC Conference
- Unlawful Harassment Prevention for Higher Education Staff training module
- Review of SACS 5th Year Report
- Review of SACS Off Site Visit

**Cody Gregg, Dean**
**Library and Learning Support Services**

## Dean's Meetings:

- 9/1/16: Directors' Meeting; Bi-weekly meetings with Directors.
- 9/2/16: Vacation Day.
- 9/6/16: Coordinated Operations Council; Starr County Library Review Meeting.
- 9/7/16: Outreach & Instruction Weekly Meeting; Reference & Circulation Weekly Meeting; CCUMC Program Committee Conference Call.
- 9/8/16: Meeting with VP-ISP&SI; Directors' Meeting; Bi-monthly Meetings with Directors; Presentation Preparation Meeting.
- 9/9/16: Personnel Meeting.
- 9/12 – 13/16: TCAL Conference in Austin.
- 9/14/16: Review of 60% Documents for the Starr and Mid-Valley libraries.
- 9/15/16: Bi-monthly meetings with directors; CLE Leadership Meeting; Meeting with Library Consultant; NAH Library Furniture Design and Cost Review Meeting; Starr Library Furniture Design and Cost Review Meeting; Mid-Valley Library Furniture Design and Cost Review Meeting.
- 9/16/16: Meeting to Review Library Service Desks, Fabrics Selections; President's Administrative Staff Meeting.
- 9/19/16: CCUMC Board Meeting Conference Call; Nursing Accreditation Survey Responses Meeting.
- 9/17 – 9/22/16: CCUMC EOMC Meeting in Bloomington, IN.
- 9/23/16: CWPD.
- 9/26/16: Meeting to discuss DOL changes for employees.
- 9/27/16: Bond Construction Program Planning Meeting; Board Meetings.
- 9/28/16: Outreach and Instruction Weekly Meeting; La Joya Meeting.
- 9/29/16: Bi-weekly meetings with Directors; Meeting to review AA applications; personnel meeting.
- 9/30/16: IS&P 5th Friday.

## Technical Services

**Key Ongoing Projects of Technical Services Personnel:**

- Coordinated with Lelia and Terrie on narrative response to Dean Valerio's request for information on student satisfaction surveys for the Texas Board of Nursing visit.
- Worked on a presentation for the Library Collection Development Advisory Committee.
- Reviewed draft of cash handling procedures.
- Reviewed Library consultant's proposal for Pecan 2nd Floor study area furniture.
- Consulted with purchasing office regarding serials agreement.
- Began planning directional signage for the Pecan library.
- Continued working with Information Technology to set up correct access and email accounts for Supplemental Instruction Leaders.
- Began researching Symphony 3.5.2 documentation and working with SirsiDynix and Information Technology to schedule the test environment upgrade.
- Began researching documentation concerning automating Symphony item record exports to EBSCO.
- Began researching documentation and configuring Proficio Elements.
- Continued working on style updates to the library website.
- Began testing LexisNexis, Naxos Music Library, and NewsBank to see how their results display on Discovery searches.

- Continued working on the student, faculty/staff, and community user rack cards.
- Began modifying the Symphony statistics report for the new fiscal year.
- Continued working with EBSCO concerning shadowed records appearing in search results.
- Began working with Science Direct concerning usage report and data discrepancies between the old and new platform.
- Continued working on tutoring topics covered reports for faculty.
- Continued working with Information Technology concerning JagTrax errors.
- Continued working on the online Test Proctoring Request form within FormStack.
- Began updating the subject list by campus in JagTrax.

**Collection Development Balances:**

- Library Acquisition…… $ 200,861.00
- BAT & BAS/ Materials- …… $ 33,784.00

## Information Commons and Open Labs:

**Highlights:** Issues with the internet and the wireless were being reported district wide. Work orders were submitted for each location and the issues were resolved.

**September 2016 Attendance Statistics:**

**Open Labs**

| Campus | Number of Students | Number of Logins | Gate Counts |
|---|---|---|---|
| Pecan F-130 Open Lab | 3,165 | 11,347 | 23,729 |
| Pecan F-134 Internet Café | 972 | 2,595 | 8,238 |
| Pecan T1.706 Info. Commons | 708 | 1,490 | 5,537 |
| Mid-Valley E-118, E-119 | 1,277 | 5,429 | |
| Mid-Valley E-117 Open Area | 652 | 1,595 | |
| Mid-Valley G-144 | 687 | 1,772 | |
| Starr J-108, J-109 | 655 | 2,699 | |
| NAH 1.208J | 1,247 | 6,094 | |
| Technology B-141 | 751 | 3,157 | |
| Technology B-160 Internet Café | 238 | 620 | |
| **District Total:** | **10,352** | **36,798** | **37,504** |

**Libraries and Information Commons**

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan F-122 Learning Commons | 4,137 | 12,656 |
| Pecan F-222 | 79 | 128 |
| **Mid-Valley Learining Commons*** | 0 | 0 |
| Starr 1500 Library | 723 | 3,515 |
| Technology A-136 Library | 291 | 923 |
| **District Total:** | **5,230** | **17,222** |

***Mid-Valley Learning Commons was closed due to the Library move. They are currently located in MV A-101A.**

**Group Stations**

| Campus | Number of Groups | Number of Logins |
|---|---|---|
| Pecan Library Group Stations | 715 | 1,011 |
| Pecan F-130 Group Stations | 51 | 72 |
| Mid-Valley Library Group Stations | 0 | 0 |
| Mid-Valley Open Lab Group Stations | 7 | 23 |
| NAH Group Stations | 848 | 2,201 |
| **District Total:** | **1,621** | **3,307** |

**CLE Open Labs**

| Campus | Number of Students | Number of Logins |
|---|---|---|
| Pecan C-129 CLE Open Labs | 3,316 | 12,501 |
| Mid-Valley A101A Open Labs | 1,080 | 3,923 |
| Mid-Valley G-270 CLE Open Labs | 1,180 | 4,874 |
| NAH CLE Open Lab | 683 | 3,039 |
| Starr CLE Open Labs | 388 | 1,546 |
| Tech CLE Open Labs | 291 | 958 |
| **District Total:** | **6,938** | **26,841** |

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

- 09/01/16: Bi-weekly meeting with Dean; Library and Learning Support Services Administrative Staff meeting.
- 09/06/16: Starr County Library Drawing Review meeting.
- 09/08/16: Learning Commons and Open Labs Leadership meeting; meeting to discuss the Library, CLE and Open Labs' survey data for the nursing accreditation.
- 09/09/16: Blackboard training; Library Leadership meeting.
- 09/13/16: Presented to the Board regarding our annual report.
- 09/14/16: Work-study interviews.
- 09/15/16: Bi-weekly meeting with the Dean; meeting to review the NAH, Starr and Mid-Valley Library furniture designs and cost.
- 09/16/16: Meeting to review Library Services desk, fabrics, and selections; President's Administrative Staff meeting; interviews for a work-study position; Starr County Staff meeting.
- 09/19/16: Meeting to review the Nursing Accreditation Survey responses.
- 09/21/16: Meeting about Open Labs' Student Satisfaction Survey results.
- 09/23/16: South Texas College Professional Development Day.
- 09/26/16: Meeting to discuss upcoming DOL changes for employees.
- 09/29/16: Meeting to discuss updates within the department.

**Public Services Data:**

| Library Services Data: 9/1/2016 -9/30/2016 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Information Commons: Laptops** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | n/a | 2 | 0 | 158 | n/a | 0 | 0 | 160 |
| | | | | | | | | |
| **Library visitors this month:** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | 406 | 4,400 | 18,272 | 55,777 | 1,727 | 7516 | 3016 | 91,114 |
| **Library group stations/media stations/study rooms this week:** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | n/a | 2 | 288 | 1407 | n/a | 144 | 35 | 1876 |
| **Library checkouts this month:** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | n/a | 378 | 552 | 3138 | n/a | 311 | 252 | 4631 |
| **Community Users new/renewed this month:** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | 0 | 18 | 5 | 57 | n/a | 7 | 1 | 88 |
| **Community Users total this month:** | **La Joya** | **Mid-Valley** | **Nursing** | **Pecan** | **Pharr** | **Starr** | **Tech** | **Total** |
| | n/a | 525 | 65 | 855 | n/a | 293 | 26 | 1764 |

## Centers for Learning Excellence

### Mid-Valley:

**Meetings and Events**:

- Manager and master tutor attended Dual Enrollment Workshop
- Planning meeting with manager and specialist
- Manager attended committee meeting with United Way to learn more about volunteer opportunities for the Mid-Valley CLE
- Attended CLE staff meeting
- Manager attended Building Responder training
- Attended ISP&SI meeting

### NAH:

**Meetings and Events:** Delivered 2 presentations on the LSI for a CSFH class.

### Pecan:

**Meetings and Events:**

- Liberal Arts Tutoring Staff has changed location to library

- Met to discuss branding and promoting of new CLE Writing Center Plus
- Conducted 28 in class presentations and tours reaching over 700 students.
- Met with ASL instructors to begin planning ASL tutoring strategies for future.
- Conducted interviews for SLA and CSC position openings
- ECHS outreach event 9/16
- Conducted 12 in-class presentations and tours reaching approximately 240 students.
- Met with ASL instructors to begin planning ASL tutoring strategies for future. 9/16
- Conducted interviews for SLA and CSC position openings
- CLE meeting to discuss art for CLE Writing Center Plus 9/15
- Conducted 4 in-class presentations and tours reaching approximately 120 students.
- Met with ASL instructors to begin planning ASL tutoring strategies for future.
- Conducted interviews for SLA and CSC position openings
- Met with Director of Veterans Affairs discussing Veterans Office
- Attended meeting discussing for Nursing Accreditation
- Presented training for College Advisors
- Visited NAH Tech and MVC Campuses
- Met to discuss RAND Grant Project
- Met with search committee to discuss applicants for FT SLA position

**Workshops:**

- TSI Workshop Sentence Structure 9/1
- TSI Workshop Algebraic Expressions 9/13
- TSI Workshop  Word Problems and Applications 9/14
- TSI Workshop Literary Analysis 9/22

**Tutor Trainings:** Tutor Training *Initial Value Problems* 9/24

**STARR:**

**Meetings and Events:**

- The Starr CLE SLA and SI staff presented to over 25 classes including six tours.
- Coordinated with Student Activities for an event on September 27, 2016.
- Interviewed two possible SLA candidates.
- Meeting with Director at the Starr CLE on Tuesday, September 13, 2016.
- Staff meeting for the Starr county campus employees on Friday, September 16, 2016.
- Hired new Testing Technician for the Starr CLE.  Employee start day Thursday, September 15, 2016.
- Continued promoting the Starr CLE in other departments and in classes.
- Attended College wide Professional Development on Friday September 26, 2016.
- Observed Starr county SI Leader's Session on Thursday September 25, 2016.
- Presented to STC Accounting Supervisor College Success courses on the CLE services currently being offered in Starr.
- Building Responders Training at Pecan Campus
- CLE Staff meeting at Pecan Campus
- Promoted the CLE at the voter registration event

**TECH:**

**Meetings and Events:**

- Fall semester kicked off by welcoming back CLE staff.

- Specialist and staff presented at the Heating, Ventilation, and Air Conditioning (HVAC) and Automotive fall student orientations.
- Informational CLE presentations were delivered to numerous classes from all programs at the Technology Campus.
- Currently 15 classes with embedded tutoring.
- Carl Perkins Grant reporting was competed for the spring and summer semesters.
- Technology Campus CLE was aesthetically updated with an accent wall.
- Conducted interviews for IT/BAT-CIT tutor
- conducted new tutor orientation for new HVAC Tutor
- Attended Professional & Organizational Development Day
- Sent unused chairs to Mid-Valley CLE to replace old worn out chairs
- Specialist submitted hire packet for new IT tutor
- Attended CLE Staff meeting
- Attended ISP&SI meeting

Tutor Trainings:

- Introduction to Tutoring for new HVAC tutor
- Do's and Don'ts of Tutoring
- The Tutoring Cycle

**CLE Data:**

| Jagtrax Data (September 2016) | | | | | | | |
|---|---|---|---|---|---|---|---|
| | **All Campuses** | **MVC** | **NAH** | **PCN** | **PWC** | **STR** | **TCH** |
| Tutoring Contact Hours | 2578 | 324 | 204 | 1273 | 263 | 347 | 167 |
| Tutoring Visits/Sessions (U) | 2391 | 335 | 531 | 841 | 453 | 166 | 65 |
| Tutoring Visits/Sessions (D) | 4949 | 717 | 671 | 2403 | 656 | 344 | 158 |
| Tutoring Visits (Students Enrolled)(D) | 4881 | 709 | 662 | 2367 | 651 | 337 | 155 |
| Tutoring Visits (Students Non-Enrolled)(D) | 55 | 8 | 7 | 25 | 5 | 7 | 3 |
| Tutoring Visits (Community Users)(D) | 13 | | 2 | 11 | | | |
| Student Departures (Tutoring) | 447 | 52 | 7 | 371 | | 9 | 8 |
| Independent Study (Unduplicated) | 833 | 230 | 339 | 127 | 30 | 31 | 76 |
| Independent Study (Duplicated) | 2659 | 535 | 1502 | 325 | 44 | 48 | 205 |
| Proctoring | 84 | | | | | | |
| Workshops Hosted | 56 | | 6 | 22 | | 28 | |
| Workshop Attendance | 1281 | | 182 | 480 | | 619 | |

| **Total Sessions by Profile** | **All Campuses** | **MVC** | **NAH** | **PCN** | **PWC** | **STR** | **TCH** |
|---|---|---|---|---|---|---|---|
| Tutoring Visits (Students Enrolled)(D) | 4881 | 709 | 662 | 2367 | 651 | 337 | 155 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Tutoring Visits (Students Non-Enrolled)(D) | 55 | 8 | 7 | 25 | 5 | 7 | 3 |
| Tutoring Visits (Community Users)(D) | 13 | | 2 | 11 | | | |

| Sessions v Departures | All Campuses | MVC | NAH | PCN | PWC | STR | TCH |
|---|---|---|---|---|---|---|---|
| Tutoring Visits/Sessions (D) | 4949 | 717 | 671 | 2403 | 656 | 344 | 158 |
| Student Departures (Tutoring) | 529 | 52 | 7 | 371 | 82 | 9 | 8 |

| Tutoring Visits by Day (Duplicated) | All Campuses | MVC | NAH | PCN | PWC | STR | TEC | TEC-ET |
|---|---|---|---|---|---|---|---|---|
| Monday | 1079 | 117 | 117 | 374 | 170 | 76 | 22 | 203 |
| Tuesday | 1595 | 135 | 119 | 562 | 190 | 81 | 40 | 468 |
| Wednesday | 1246 | 175 | 154 | 495 | 135 | 85 | 25 | 177 |
| Thursday | 1650 | 196 | 172 | 660 | 115 | 86 | 55 | 366 |
| Friday | 378 | 74 | 109 | 149 | 16 | 16 | 14 | |
| Saturday | 215 | 20 | | 163 | 30 | | 2 | |
| **Total** | **6163** | **717** | **671** | **2403** | **656** | **344** | **158** | **1214** |

| Online Tutoring | Sept (Hrs) | YTD (Hrs) | Total Hours Purchased | Remaining (Hrs) |
|---|---|---|---|---|
| Upswing | 85 | 90 | 1413 | 1323 |
| Smarthinking | 125 | 133 | 1500 | 1367 |

| Subjects Tutored (Top 15) | Total Sessions (Duplicated) | Percent of all Sessions |
|---|---|---|
| Math | 1809 | 41.41% |
| ENGL | 918 | 21.01% |
| CHEM | 260 | 5.95% |

| | | |
|---|---|---|
| CSFH | 248 | 5.68% |
| RNSG | 242 | 5.54% |
| READ | 221 | 5.06% |
| BIOL | 174 | 3.98% |
| PHYS | 99 | 2.27% |
| ENGR | 79 | 1.81% |
| MDCA | 72 | 1.65% |
| DFTG | 59 | 1.35% |
| INRW | 58 | 1.33% |
| ACCT | 46 | 1.05% |
| RSPT | 42 | 0.96% |
| CITP | 42 | 0.96% |

| Door Counts | MVCCLE | NAHCLE | PCNCLE | STRCLE | TCHCLE |
|---|---|---|---|---|---|
| 8:00 AM | 997 | 739 | 1503 | 127 | 261 |
| 9:00 AM | 1056 | 731 | 2913 | 194 | 224 |
| 10:00 AM | 844 | 891 | 2028 | 166 | 285 |
| 11:00 AM | 1378 | 1447 | 3152 | 206 | 388 |
| 12:00 PM | 1468 | 1499 | 3520 | 212 | 374 |
| 1:00 PM | 1184 | 983 | 2430 | 199 | 284 |
| 2:00 PM | 1004 | 1203 | 2115 | 217 | 259 |
| 3:00 PM | 940 | 1038 | 2010 | 169 | 302 |
| 4:00 PM | 719 | 1153 | 1336 | 135 | 229 |
| 5:00 PM | 619 | 741 | 1090 | 179 | 249 |
| 6:00 PM | 430 | 426 | 588 | 183 | 236 |
| 7:00 PM | 353 | 235 | 513 | 44 | 436 |
| **Total** | **10992** | **11086** | **23198** | **2031** | **3527** |

**Serkan Celtek, Director**
**Research & Analytical Services**

## Institutional Projects

- ACBSP Re-affirmation
- Course Type for VIDA Cohort
- IPEDS Fall Survey
- IPEDS Institutional Characteristics
- TACC Contact Hours and Enrollment
- Unduplicated Traditional Calendar Enrollment

## Surveys

- 2016 First Year Orientation for Psychology Survey
- Art Gallery Survey Form Qualtrics Survey
- Campus Carry Survey
- Checkbox data transfer Survey
- Child Development Observation Survey
- CLE DATA Survey
- CLE New survey form Survey
- eSTC Web Survey
- Evaluation and Business Survey
- La Joya Surveys
- Open Labs Survey
- PAS Survey
- Puente Survey
- Puente Pre Fall Form 2016 Survey
- Qualtric Library Survey
- STC Teacher and Course Eval Continuing Ed Survey
- Student Drop Survey
- TRSDA October Survey

## Qualitative Studies

- HSI Grant Evaluation - Focus Groups
- La Joya Teaching Center Study - Qualitative portion
- MVC-CDC Spring 2016

## Data Requests

- ABE w/ course information
- Adjunct hours report for 201710
- Bachelor Programs - Enrollment Fall 2016
- BASOL Fall 2016 enrollment
- BAS-OL marketing rosters
- BAT/BAS fall 15 to 16 persistence
- CFSH - Major Composition
- Child Development transfer rates
- CWPOD data
- CWPD slide updates
- Dual Funded Contact Hours Base Year 14-15
- ESSI cohorts

- Fall 2016 Enrollment Composition
- Fall 2016 FTE
- First Generation Rate for Traditional
- FTIC counts, Spring 2014 - Fall 2016
- HB5 request
- HR program dual students
- LibQUAL data for Nursing Accreditation
- LibQUAL report for Nursing accreditation
- Online-only counts
- Math & science division retention rates
- Math & science rosters
- McAllen ISD dual earned credit counts
- MHSM, CITP, TMGT Fall 2016 enrollment
- Non-registrants w/ Starr County addresses roster
- PCA Graduates - Admission into NAH Programs
- Physics department counts
- Pre-Pharmacy majors roster
- PSJA College For All - Preconference
- PSJA Fall 2016 undeclared dual students
- PSYCH majors roster for honor society
- Puente survey data, de-identified
- Rio Grande City CISD Summer 2016 Dual
- SOCI honors society
- Starr County Campus INDS majors roster
- Stop-out rosters
- roster
- Texas Pathways Project KPI
- Veteran's' Benefit Enrollment Historic
- Weslaco psych majors roster
- 2016 Fall and Spring Art Courses by Major Type
- 2016 BAT/BAS graduates

## Data Analysis

- Analyze Upswing Data
- ECHS 2016 graduates and hours

## Meetings

- ABE check-in call
- Conference call - immigrant survey
- FERPA Biology department meeting
- HSI Annual Report meeting
- iData conference call
- ISP&SI meeting
- Library Data for Nursing Accreditation
- RAS weekly
- RGV Focus Data Support Council

## Other Research/Support

- Staff Satisfaction Survey - researching alternatives
- Research Agenda 16-17

**Isaac Garza, Project Manager**
**Office of Strategic Initiatives**

## MEETINGS

08/30/2016: Luminis Weekly
08/30/2016: SWOT Meeting
08/30/2016: Radius Weekly
09/01/2016: Texas Completes
09/01/2016: Starfish Weekly
09/01/2016: League of Innovations Planning Meeting
09/02/2016: JagNet Portal Content Team Meeting Part 1
09/02/2016: JagNet Portal Content Team Meeting Part 2
09/06/2016: Luminis Weekly
09/06/2016: Radius Weekly
09/08/2016: League of Innovations
09/08/2016: Starfish Weekly
09/08/2016: Ellucian Mobile Demo
09/09/2016: JagNet Portal Content
09/13/2016: Jagnet Portal Content Team
09/13/2016: Hobsons
09/14/2016: NAH Project Manager Selection Committee
09/15/2016: Ellucian ILP Technical Call
09/15/2016: Starfish 21st Weekly Meeting
09/15/2016: Ellucian JagNet Patching Meeting
09/16/2016: Ellucian JagNet Hotfix Meeting
09/19/2016: DC Goal Setting
09/20/2016: Radius Weekly Technical Meeting
09/20/2016: Radius Weekly
09/20/2016: Luminis Hot Fix Meeting
09/21/2016: ILP Contract Review Meeting
09/22/2016: Final Walk through DC Goal Setting
09/22/2016: Starfish Consultant Meeting
09/22/2016: Starfish Training Session 1
09/22/2016: Starfish Training Session 2
09/23/2016: Starfish Training Session 3
09/23/2016: Starfish Training Session 4
09/23/2016: STC Staff Development: AM Session
09/23/2016: STC Staff Development: PM: DC Goal Setting (Staff) Session
09/26/2016: 5th Friday Planning
09/27/2016: Luminis Weekly
09/27/2016: Radius Weekly
09/27/2016: Luminis Patch
09/29/2016: 5th Friday Final Meeting
09/29/2016: Starfish Weekly
09/29/2016: JagNet Portal
09/29/2016: Luminis Patch
09/30//2016: Building First Responder Training
09/30/2016: Divisional 5th Friday

| Project Name | Description | On Time | Within Budget | Meet Expectations | Status |
|---|---|---|---|---|---|
| H_Radius | Enrollment System | ✓ | ✓ | ✓ | Technical Build Ongoing. |
| H_Starfish | Early Alert | ✓ | ✓ | ✓ | Pilot has Initiated. 1st Progress Survey is in progress. |
| TimeClock+ | Time Keeping System | ✓ | ✓ | ✓ | Business and Process Mapping by HR |
| Luminis Upgrade | JagNet Portal | ✓ | ✓ | ✓ | Compress Schedule: Faculty/Staff Focus Groups meetings in progress. |
| Cardinal | Parking/Ticketing System | ✓ | ✓ | ✓ | Initiation of Project Closure, pending. |
| ILP | Intelligent Learning Platform | | | | Board Purchase Approval. Begin Initiation. |

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

**Leadership Activities:**

- Attended Ellucian Action Plan Presentation
- Attended Farewell celebration for Wanda Garza
- Participated in mentorship meeting with a DLA participant
- Participated in President's Administrative Staff meeting
- Participated in weekly meeting with Vice-President to review current and upcoming projects.

**Accreditation Related Activities:**

- SACSCOC Activities:
  - Participated in phone conference with XITRACS support to finalize publishing check-off items for the 5th year report
  - Continued drafting report for the off-campus site visit scheduled for Nov. 1-3, 2016. The Report is due to be mailed to the site-visiting team on September 22nd, 2016.
  - Continued final edits and proofreading for the 5ty year report.
  - Continued drafting report of the off-campus site visit.

**IE Related Activities:**

- Participated in welcome event for the new IEA Analyst.
- Finalized the Student Success Goals webpage with the IEA Reporting Analyst and the Director of IEA.
- Coordinated with the Director of IEA on ongoing projects.

**RAS Related Activities:**

- Coordinated with the Director of RAS on ongoing data requests and projects.
- Participated with the Director of IEA in a webinar on data governance principles hosted by Collibra software developers.
- Reviewed draft Research Agenda proposed by the Director of RAS and made suggestions for additions.
- Participated in webinar/conference call with Colibra and IDATA, data governance software vendors, to review their products and services related to implementing data governance/standard processes.

**State-wide Leadership Activities:**

- Participated in a conference call with the President of TACE regarding current audits from the THECB on CE offerings.
- Assisted with conference registration marketing activities for the TCCIL Conference.
- Participated in conference call with the Presidents of TACE and TCCIA to select the winner for the 2016 TCCIL Leadership award.
- Participated in conference planning committee conference call for the TCCIL Conference.

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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
Associate Dean for Industry Training and Economic Development

**Date:** October 19, 2016

**Subject:** September 2016 Activity Report

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The major activities of my office this month were:

1) Conducted MEDC check presentation for Salt Project 2) Held conference call with NASCO 3) Attended BiNED committee meeting at TSTC Harlingen 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5). Presented at DARS staff meeting 6) Attended RSTEC Board meeting 7) Continued Engineering Tooling Academy activities with UTRGV 8) Traveled to Japan to visit ALPS corporate headquarters and regional production facilities. 9) Assisted in planning of long-term robotics program 10) Further developed and planned Manufacturing Seminars Series Program 11) 11) Continued development of Partnership Agreement draft between South Texas College and IIES. 12) Met with UTRGV Assoc VP of Research to discuss training initiatives 13). Participated in video shoot with STC PR Department 14) Attended RGV Day meeting in Weslaco City Hall.

**Summary of Activities for September 2016:**

- Conducted MEDC check presentation for Salt Project. MEDC presented a check for $5,000 to two STC IAM trainees who completed building of the mold for the Salt Shaker project. These funds were incentive funds for the innovative initiative that created the tool needed to commercialize the Salt Shaker (Dressit) product.
- Held conference call with NASCO—North American Strategy for Competitiveness. STC IAM recently became a member of this supply chain organization.
- Attended BiNED committee meeting at TSTC Harlingen. I am a member of that committee and represent South Texas College.
- Presented at a DARS staff meeting in McAllen to inform them of our growing robotics and automation training programs.
- Attended RSTEC Board meeting in Weslaco.
- Worked on fall robotics program development.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Traveled to Japan to visit ALPS corporate headquarters and regional production facilities. I participated in multiple presentations and discussed partnership initiatives with company executives.
- Participated in video production shoot with STC PR Department to as part of the development of a promotional robotics and automation video.
- Attended RGV Day meeting in Weslaco City Hall. I am a member of this committee and am leading the write-up activity for the workforce agenda item.
- Continued Engineering Tooling Academy planning with UTRGV.

- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Further worked on Partnership Agreement draft between South Texas College and IIES. This includes researching and identifying legal and operational aspects of proposed project.
- Assisted the IAM Department in implementing Texas Workforce Commission Skills Development Fund grant projects.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives.
- 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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