SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

April 2017

Board Meeting

May 23, 2017

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

MEMORANDUM

DATE: **May 23, 2017**

TO: Dr. Shirley A. Reed, President

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

SUBJECT: **April 2017 Activity Report**

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:
  - Paul Hernandez, Dean of Student Affairs
  - Miguel Carranza, Interim Dean of Enrollment Management
  - Cynthia Blanco, Director of Student Records and Registrar
  - Dr. David Plummer, Vice-President for IS & P
  - Dr. Anahid Petrosian, Vice-President for Academic Affairs
  - Ms. Claudia Alvarado, Instituto Internacional de Estudios Superiores

Attended:

- Task Force Invite – DREAMERS meeting
- Radius Application Project
- Review of Civitas and Data
- Summit for College Readiness
- Instituto Internacional de Estudios Superiores tour
- La Joya Higher Education Center Advisory Board meeting
- Project HIRE Grant Ending Celebration
- GEAR UP meeting
- Annual Dual Credit Update conference
- Enrollment Team meeting
- QLess meeting
- South Texas College Career Expos
- Carl Perkins Planning meeting FY'18
- Career Coach meeting
- Recognition Ceremony for Retiring Faculty
- Constant Contact Knowledge Base meeting with Luis

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

Participated:

- Instituto Internacional de Estudios Superiores Dual Enrollment Recruitment meeting
- Gave the welcome on behalf of Dr. Shirley A. Reed for the Project HIRE meeting
- Meeting with Victoria Lopez on the Staffing Plan for FY '17-'18

Enrollment Services & Registrar

- Began registration for Summer 2017 and Fall 2017 semesters on March 1; to date, **7,546** students have registered for Summer I & III sessions, **3,468** students have registered for Summer II session and **6,769** students have registered for Fall 2017 semester.
- Processed documents required to complete admission files and cleared students to register.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff and SAEM Division Leaders & Enrollment Team.
- Director/Registrar 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/Registrar and/or Coordinator attended various meetings/events to work on special projects, such as academic calendar, BUGs, College Readiness Summit, commencement exercises, dual credit transition, DREAMers, Enrollment Appeals Committee, Fast Track, Grade Appeals Committee, JagNet portal, Radius (application feature), Starfish (attendance feature), and various search committees.
- All staff attended new Time Clock Plus orientation/training to prepare for May 1 transition date.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB) and Director/Registrar certified the CBM Reports.
- Transcript/Graduation Analysts began the distribution of caps and gowns on April 19, 2017 to graduates, who accepted the invitation via Marching Order to participate in Commencement Exercises scheduled at State Farm Arena in Hidalgo, Texas on May 12 & 13, 2017. Out of **3,053** prospective graduates, who were identified for May 2017 certification and received an invitation, **2,181** accepted the invitation to participate in Commencement Exercises, and **1,710** have picked up their regalia, to date.
- Document Management Specialist downloaded, reviewed and verified **5,866** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during April 2017.
- Residency Specialist reviewed the residency status of all new students, including dual enrollment high school students and House Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration. STC has **30** international students enrolled for Summer 2017 semester and **36** international students enrolled for Fall 2017 semester.
- Processed **289** course substitutions and exceptions in Degree Works during April 2017.
- Processed *Change of Grade Forms* for **29** students during April 2017.
- Processed *Reinstatement After Census Date Forms* for **24** students during April 2017.
- Processed *Schedule Change Forms* for **3,432** students prior to the deadline to withdraw from the Spring 2017 semester on April 18, 2017.
- Processed **1,198** high school and **898** college/university transcripts during April 2017.
- Evaluated **486** transcripts from other colleges and universities during April 2017.
- Received requests via mail, JagNet and National Student Clearinghouse, processed and distributed **3,160** STC transcripts during April 2017.
- Scanned and indexed **4,733** documents submitted by students during April 2017.
- 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 Staff Angela Cantu, Gilbert Hernandez and Gracie Garcia assisted with the STC2UTRGV event on Saturday April 1st
- SFS Outreach Specialist Jovelli De Leon and Gilbert Rios held a Work-Study training on FAFSA updates
- SFS Veteran Affairs staff held a Veteran Affairs Expo Fair from 1:00 p.m. to 5:00 p.m. at the Pecan Campus on April 11th
- Semester Break April 13th through April 16th
- SFS Outreach Specialists Gilbert Rios and Jovelli De Leon assisted with 24 FAFSA drives, SAP workshops, Fast Track events and College Success presentations throughout the month of April.

Assessment Center

Walk-ins and Testing Report

Student Assessment Center Monthly Activity Report April 2017					
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	**350**			**TSI EXAM**	**139**
		88	**66 (75%show)**	**CAAP**	**492**
		271	**215 (79%show)**	**ACT**	**1,096**
Mid- Valley	**300**	**393**	**294 (75%show)**	**TSI EXAM**	**1,715**
Starr Campus	**109**	**79**	**68 (86%show)**	**TSI EXAM**	**670**
Pecan Plaza	**146**	**61**	**52 (85%show)**	**GED/ PEARSON**	**369**
		1,078	**843 (78%show)**	**TSI EXAM**	**3,890**
TOTAL:	**905**	**1970**	**1538 (78%show)**		**8,371– All Campuses YTD**

- Director attended meetings with TR, BUGS meeting, presidents administrative staff meeting, RAND site meeting, and attended College Readiness Summit
- Continuous processing of TSI, ACT, SAT test scores into banner
- Conducted interviews to fill Testing Technician position at Pecan Campus

Assessment Center cont.

TSI Student Notifications Report

TSI Student Notifications Report
April 2017

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	Students not TSI Complete Weekly YTD	Letters of Notification Before 1st Class Day	Letters of Notification After 1st Class Day
Pecan	63	444	19	211	202	202	13
Nursing	2	10	2	7	3	3	0
Technology	4	10	1	2	9	9	0
Starr	4	74	2	30	37	39	6
Mid-Valley	35	134	14	56	84	69	14
Total	108	672	38	306	335	322	33

- Letters are sent to only the students whose file has been checked and have found they are not TSI complete. Meaning, they need to test and pass the TSI or sign up for a Developmental Course.
  - Letters are sent to inform students they need to meet with an advisor and register for appropriate developmental course or test for TSI exam and pass

Assessment Center cont.

TSI Placement Report

TSI Scores: by placement score April 2017			
READING		**READING**	
Monthly (04/01/17 - 04/30/17)		**Year To Date (08/29/16 - 04/30/2017)**	
College ready (351+)	139	**College Ready** (351+)	759
Holistic Placement (349-350)	37	Holistic Placement (349-350)	198
Developmental Ed (342-348)	150	Developmental Ed (342-348)	793
ABE Level 6 (Developmental Ed)	30	ABE Level 6 (Developmental Ed)	195
ABE Level 5 (Developmental Ed)	79	ABE Level 5 (Developmental Ed)	484
ABE Level 4	34	ABE Level 4	170
ABE Level 3	7	ABE Level 3	23
ABE Level 2	8	ABE Level 2	32
ABE Level 1	2	ABE Level 1	14
Total	**486**	**Total**	**2668**
MATH		**MATH**	
Monthly (04/01/17 - 04/30/17)		**Year To Date (08/29/16 - 04/30/2017)**	
College Ready (350+)	109	**College Ready** (350+)	567
Holistic Placement (348-349)	39	Holistic Placement (348-349)	225
Developmental Ed (336-347)	185	Developmental Ed (336-347)	1210
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	69	ABE Level 5 (Developmental Ed)	544
ABE Level 4	43	ABE Level 4	308
ABE Level 3	5	ABE Level 3	54
ABE Level 2	4	ABE Level 2	55
ABE Level 1	4	ABE Level 1	13
Total	**458**	**Total**	**2977**
Writing		**Writing**	
Monthly (04/01/17 - 04/30/17)		**Year To Date (08/29/16 - 04/30/2017)**	
College Ready (363 & 4+ Essay or 5+)	255	**College Ready** (363 & 4+ Essay or 5+)	960
Holistic Placement (361-362 & 4 Essay)	1	Holistic Placement (361-362 & 4 Essay)	37
Developmental Ed (350-362 & 0-4 Essay)	77	Developmental Ed (350-362 & 0-4 Essay)	457
ABE Level 6 (Developmental Ed)	26	ABE Level 6 (Developmental Ed)	137
ABE Level 5 (Developmental Ed)	15	ABE Level 5 (Developmental Ed)	69
ABE Level 4	30	ABE Level 4	111
ABE Level 3	15	ABE Level 3	52
ABE Level 2	7	ABE Level 2	8
ABE Level 1	4	ABE Level 1	13
Total	**430**	**Total**	**1844**
Data retrieved from College Board Accuplacer			

Assessment Center cont.

*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	

Dual2Degree

IMPORTANT HIGHLIGHTS:

- The Dual2Degree Department held/assisted with a total of 35 events and activities during the month of April and served a total of 1,139 students and parents.
- The Department hosted the 4th Annual Dual Credit Update on April 18th at the Cooper Center for school district administrators and staff. A total of 164 school district and STC staff attended the event.
- Marketing and outreach efforts continue in preparation for the upcoming *Dual2Degree High School Senior & Parent College Day*, scheduled for May 20th at the Pecan Campus.
- The Department held a College Exploration Day at the Starr County Campus for prospective Dual Credit Students.
- Several meetings were held with school district officials to implement the self-service advisement and registration enrollment model for Summer and Fall 2017.

Dual2Degree cont.

DUAL CREDIT ROSTER RECONCILIATON:

April Dual Credit Roster Reconciliation Requests:

Submitted	Approved	Denied	Pending Review
10	**10**	**0**	**0**

April Registration Appeals:

Submitted	Approved	Denied	Pending Review
8	**2**	**1**	**5**

STUDENT SUPPORT ACTIVITIES:

Student Success Workshops:

Dual2Degree Specialist meet once a semester with students placed on Academic Probation/Suspension to review their academic standing and provide necessary guidance.

High School Site	Number of Students Served
Valley View HS	52
Juarez-Lincoln	15
Total	**67**

College-Bound Events

Events include campus tours, presentations, and other departmental transition activities.

School Site	Number of Students Served
Rio Grande City HS Dual Credit Career Exploration Day	14
UTRGV Talent Search Freshman Day	120
Weslaco East HS Transition Orientation	89
Total	**223**

Dual Credit College Exploration Day

Dual2Degree cont.

The Dual2Degree Department held a College Exploration Day at the Starr County Campus for sophomore students from Rio Grande City HS who are interested in participating in STC certificate programs through the Dual Credit Program. The event included a meeting with Department chairs and faculty, a campus tour, a video game simulation activity. Students also received from College staff on academic advisement and time management.

Parent Meetings:

Dual2Degree Specialists provide Orientation to parents of prospective dual credit students, which covers enrollment and eligibility requirements, and student rights and responsibilities.

High School Site	Number of Parents Served
McAllen ISD District Dual Credit Meeting	80
Morris Middle School	15 (est.)
Science Academy	50
Total	**145**

New Student Orientations:

Dual2Degree Specialists provide Orientation to prospective dual credit students, which covers enrollment and eligibility requirements, student rights and responsibilities, and an overview of support services.

High School Site	Number of Students Served
Med High	80
Weslaco East	89
Science Academy	200
Total	**369**

Admission Application Drives:

Dual2Degree Specialists provide assistance with the enrollment process by assisting students with the submittal of the STC Admission Application via www.applytexas.org .

High School Site	Number of Students Served
Donna North HS	147
Donna HS	60
Donna HS	25
Total	**232**

Advisement and Registration Events:

Department staff provides group advising using Degree Works and assists with the JagNet self-registration process for enrollment in STC college courses.

High School Site	Number of Students Served
Edcouch-Elsa HS	96
Mercedes HS	7
Total	**103**

Dual2Degree cont.

College Connections Support:

Staff provides to the College Connections Department with transition events and activities.

Event	High School/ISD	Number of Students Served
Fast Track Event	PSJA Southwest HS	NR
Fast Track Event	Mission HS	NR
Fast Track Event	PSJA Memorial HS	NR
Fast Track Event	Monte Alto	NR
Fast Track Event	PSJA HS	NR
Fast Track Event	Donna North	NR
Fast Track Event	McAllen HS	NR
Fast Track Event	STAAR Campus	NR
Fast Track Event	Lamar Academy	NR
Fast Track Event	Weslaco HS	NR
Fast Track Event	STAAR Campus	NR
Fast Track Event	PSJA Memorial ECHS	NR
Fast Track Event	STAAR Campus	NR
Fast Track Event	PSJA North	NR
Fast Track Event	PSJA ECHS	NR
Fast Track Event	PSJA T-STEM	NR
Fast Track Event	PSJA Southwest	NR
Fast Track Event	La Villa HS	NR
Fast Track Event	Juarez-Lincoln	NR
	Total	**NR**

** Student participation in Fast Track Events are coordinated and reported by the College Connections Department.*

Dual Credit Update

The 4th Annual Dual Credit Update was held on April 18th from 9:00 am to 12:00 pm at the Pecan Campus Cooper Center. School district administrators and staff received updates on legislative and institutional policy changes and initiatives. Agenda topics included: Enrollment and Support Service Updates and Initiatives, STC Dual Credit Policy Changes, Legislative Updates, Dual2Degree Department Dual Credit Connection and Transition Plan, and STC's Academic Progress Standards. The event was attended by 164 people, including 139 school district and 25 STC administrators and staff.

Dual2Degree cont.

Dual2Degree High School Senior & Parent College Day

Dual2Degree cont.

Planning of the Annual Dual2Degree High School Senior & Parent College Day continues. The purpose of the event is to assist high school seniors who have participated in the College's Dual Credit Program in enrolling for summer and/or fall classes at South Texas College. This year, the event will be held at the Pecan Campus from 10:00 am to 12:00 pm on May 20th. Students will attend a brief Enrollment Orientation before visiting with the Admissions, Advisement, and Student Financial Services departments.

The communication plan for this event includes:

- Personalized parent letter, which will be mailed out to students' home address
- Use of Radius CRM to communicate to prospective FTIC students
- Postcard invitation/reminder, which will be mailed out to students' home address

Summer I and Summer II Dual Credit Registration

The Dual2Degree Department will provide advisement and registration support for the Summer I and Summer II 2017 terms at the following high school sites:

- Donna HS
- Edinburg North HS
- Edcouch-Elsa HS
- La Grulla HS
- La Joya Teaching Center
- Mercedes HS
- Nikki Rowe HS
- Rio Grande City HS
- Valley View HS
- Vanguard Academy
- Veterans Memorial HS

MEETINGS AND EVENTS WITH SCHOOL DISTRICTS:

- Edinburg North HS
- Palmview HS, Juarez-Lincoln HS, La Joya HS
- Weslaco East HS
- Director participated in the SACS/AdvancedEd Accreditation review process at Juarez-Lincoln HS and Palmview HS

Dual2Degree cont.

INTERNAL STC MEETINGS:

- Director presented on the Department's Self-Advisement and Registration Initiative the President's Administrative Staff (PAS) Meeting and the Planning and Development Council (PDC).
- The Director attended the bi-annual STC Dual Credit Task Force meeting and provided an update on the Admission and Registration Sub-Committee.
- Department was represented at the monthly Academic Council Meeting.
- A meeting was held with administrators from key STC student support service departments to discuss implementation of the Dual Credit Connection & Transition Plan. The meeting focused on identifying underutilized student support services = and working collaboratively with school districts to increase student awareness and use of such services.
- The Director attended the monthly SAEM Directors Meeting and provided updates on Departmental events and initiatives. Department leaders were informed of the date and time for the upcoming HS Senior & Parent College Day.

STAFF TRAININGS AND PROFESSIONAL DEVELOPMENT:

- Distinguished Leadership Academy

UPCOMING EVENTS AND ACTIVITIES FOR MAY 2017 INCLUDE:

- Meet with ISDs to scale up Self-Service Advisement/Registration Initiative for Fall 2017
- Summer I/II 2017 Dual Credit registration
- Conduct focus groups with STC administrators and faculty as well as school district staff and students to finalize the Dual Credit Connection and Transition Plan
- Conduct New Student Orientations for prospective dual credit students
- Continue to work with the Office of Public Relations to promote Dual2Degree HS Senior & Parent College Day
- Continue to provides assistance with registration at Senior Fast Track Events
- Work with PR & Marketing to finalize Dual Credit Program brochure
- Update SAEM Dual Credit Manual for 2017-2018 Academic Year
- Finalize Spring and Summer 2018 Dual Credit Enrollment Timelines

Collection Connections

- South Texas College
  - Mid-Valley Campus Don't Mess With Texas Campus Clean Up
  - Higher Education College Fair

- Partnerships/Events
  - STC2UTRV
  - TACAC RGV College Fair planning committee
  - RGV College Fair - Planning Committee Meeting
  - RGV Lead EXPO Planning Committee
  - The College Connection Experience Event
  - STAR Network Meeting
  - Dia Del Nino Rio Grande Public Library

Collection Connections cont.

- College & Career Fair
  - PJSA High School
  - Bryan Elementary
  - Santa Rosa High School
  - Lyford High School
  - Carmen Anaya Elementary School
  - Rio Grande Valley Regional Career Fair
  - 2nd Annual Student by Student Technology & Leadership Conference
- Decision Day
  - PSJA High School
  - PSJA Southwest High School
  - UTRGV
- Parent Night
  - Evangelina Garza Elementary
  - The Home School Social
- Recruitment
  - Weslaco East High School

- Fast Track

School	Attended	Registered
Sharyland Pioneer HS	8 Students	8 Registered
IDEA San Juan Fast Track	11 Students	10 Registered
PSJA Memorial High School	38 Students	35 Registered
Hidalgo Academy	29 Students	29 Registered
PSJA North	7 Students	7 Registered
Roma High School	62 Students	62 Registered
La Joya High School	42 Students	40 Registered
La Joya Academy	14 Students	13 Registered
PSJA Southwest HS	32 Students	32 Registered
PSJA Memorial HS	37 Students	34 Registered
IDEA Quest	7 Students	7 Registered
Palmview High School	62 Students	Pending counts
Donna North High School	50 Students	50 Registered
McAllen High School	10 Students	10 Registered
Lamar Academy	6 Students	6 Registered
PSJA High School	36 Students	29 Registered
Rio Grande High School	25 Students	23 Registered
Weslaco High School	45 Students	43 Registered
Nikki Rowe High School	38 Students	38 Registered
McAllen Memorial High School	4 Students	3 Registered
Grulla High School	34 Students	33 Registered
Valley View High School	19 Students	19 Registered
PSJA Southwest High School	26 Students	22 Registered
La Villa High School	16 Students	16 Registered
PSJA High Schools	43 Students	36 Registered
Juarez Lincoln High School	34 Students	34 Registered
PSJA High School	4 Students	4 Registered
PSJA TSTEM	18 Students	17 Registered
Fast Track Total Registered April 1 – April 30:		**Students**

Collection Connections

- Campus Tour
  - Nursing Campus – 220 visitors
    - La Joya ISD
    - McAllen ISD
    - Community
  - Technology Campus – 294 visitors
    - Mission CTE Early College
    - La Joya ISD
    - La Joya East Academy
    - McAllen ISD
    - Community
  - Starr Campus – 50 visitors
    - Teaching & Mentoring Community
    - Rio Grande City High School
  - Mid Valley Campus – 25 visitors
    - Weslaco High School
  - Pecan Campus – 192 visitors
    - PSJA Elvis J Ballew High School
    - McAllen ISD
    - Community
- Call Center

Phone Calls	
April 1 – April 30	**10283 Inbound Calls**
JagChat	
April 1 – April 30	**330 Chats**

Upcoming College Connection Events

- March – May – Fast Track: Senior Clearance Events

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Monthly- Career & Employer Services Activity	
Total Number	
315	Student Contacts & Outreach
148	Student & Alumni Registered on CCN
19	Student & Alumni Resumes Revised/Uploaded on CCN
19	Employer Contact and New Employer Registered on CCN
25	Jobs posted to CCN
3,930	Total Students Registered to date
8,011	Total Alumni Registered to date
3,041	Total Employers Registered to date

Career Planning & Employer Services cont.

Current/Upcoming Activities & Events:

(OCR) On Campus Recruitment

- Due to the Spring Career Expo and timelines, no employers were scheduled for OCR

Workshop & Presentations / Activities

Pecan Campus

- 2017 Spring Career Expo
- Mock Interviews: requested by Dr. William Santana for Medical and Health Services Management; 38 students
- National Library Week Open House
- 2 Backpack to Briefcase: Open Workshops
- Veterans Affairs Career Expo
- Mock Interviews: Culinary Art Students, 12 student contacts
- Resume Writing for Sign Language Interpreters – Instructor Jorge Solis
- Mock Interviews for Bachelor of Applied Technology in Technology Management capstone students – Benito Garza
- Webinar Personal Development Series: Introverts and Extroverts by National Association of Colleges and Employers
- Dual to Degree Counselor Update: Information Table

NAH

- Career & Employer Services Information Table
- Career Seminar: OTA Program; 15 students
- Resume Writing, Interviewing Skills & Backpack to Briefcase: requested by Laura Singleterry
- Resume Writing & Interviewing Skills: Open Workshop

Technology Campus

- Women in Technology Event
- Career & Employer Services Overview; Mission CTE; 29 students
- Provided campus tour to LogiCorp
- Resume Writing & Interviewing Skills presentation; 20 students
- Career & Employer Services Information Table
- Talent Connection Guest Speaker: Architectural drafting and Engineering Design Program.
- Information Table: IT program Expo, Angelita Teniente

Starr County Campus

- Career & Employer Services Information Table

Coordination of Upcoming Events

- Spring Career Expo: planning meeting, accepting registrations
- Culinary Arts Career Expo: visiting local employers, scheduling future visits

Meetings & Miscellaneous information

- Hiring committee for NAH Career & Placement Specialist position
- Spring 2017 Supervisory Symposium
- Nace Webinar for Professional online development: Introverts and Extroverts
- Job development (Entravision Communications; Frost Bank; Insurance by Billy Pastor; Mayan Design & Build)
- Serving on hiring committee for NAH Career & Placement Specialist position (Pending Hiring Proposal Approvals)
- Attended TimeClock Training
- Manage Social Networking Pages

Career Planning & Employer Services cont.

Student Activities & Wellness

- Flag Football League (Pecan)

- Dodgeball Tournament(Mid-Valley)
- Participation at the College Experience event with Dr. Vega

- Copa Del Valle (Pecan)

Student Activities & Wellness cont.

- Earth Day Events (District Wide)

Student Activities & Wellness cont.

- Participation of Student Leadership Academy students at the Adopt-A-Beach Cleanup (South Padre Island)

Student Activities & Wellness cont.

- Assisted with Week of the Young Child (Starr)

- Registration for First Year Connection during Fast Track Events

- Student Government Association Meetings (District Wide)
- Student Leadership Workshops (District Wide)
- Classroom presentations promoting Student Activities and Wellness programs(PCN)

Student Activities & Wellness cont.

- Facilitation/participation of student volunteers by Student Leadership Academy at the Weslaco Clean Sweep

- Ping Pong Tournaments (PCN, STR, MID and TEC)

Student Activities & Wellness cont.

- Collaboration/participation with the Advanced Manufacturing and Technology campus to promote programs and bachelor's degrees provided by STC (TEC)

- Assisted the Sociology Club with An Immigration Platica with Ana Maria Villegas

- Technology Campus Car Show

Student Activities & Wellness cont.

- National Grilled Cheese Sandwich Day Event (PCN)

- Sexual Assault Awareness/ Spring Bash Event (MID)

Student Activities & Wellness cont.

- Assisted the Student Occupational Therapy Association (SOTA) students with the Autism Awareness event (PCN)

- Mid-Valley Campus Clean –Up

Student Activities & Wellness cont.

- 4V4 Soccer Tournament (STR)

- Promotional/Interactive booth for Dodgeball

- World Health Fair (District Wide)

Student Activities & Wellness cont.

- 3V3 Basketball Tournament(PCN)

Student Activities & Wellness cont.

- Field Days (MID)

- Ultimate Frisbee Tournament

- National Ice Cream Cone Day Event (PCN)

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	**367**	**86**	**81**	**57**	**13**	**246**	**25**	**875**
Weslaco	**22**	**11**	**37**	**8**	**51**	**58**	**13**	**200**
Rio Grande	**27**	**5**	**0**	**17**	**56**	**20**	**0**	**125**
Tech Ctr.	**9**	**19**	**13**	**2**	**10**	**3**	**0**	**56**
NAH	**4**	**10**	**2**	**0**	**85**	**0**	**8**	**109**
Total	**429**	**131**	**133**	**84**	**215**	**327**	**46**	**1365**

Meetings/Consultations

- Counseling & SDS Staffing of Cases Meeting, Webinar, and Medicat Reports – Pecan/Tech/MVC/NAH
- STC Representation at ARD Meeting at PSJA – Pecan
- Meeting with Donna ISD on Student Disability Services procedures - MVC
- Project HIRE Monthly Meetings – Tech
- Project HIRE end of grant meeting – Tech
- Met with Faculty Advising Program Members on Counseling & Student Disability Services – Tech

Workshops/Presentations

- Workshop: Learn the Power of Mindfulness – Starr
- Workshop on Counseling & Student Disability Services - MVC
- Workshop: Cultural Diversity – MVC
- Workshop: Goal Setting – Pecan
- Workshop: Key Strategies for Academic Success – Pecan
- Workshop: Tips for a Successful Transfer – Pecan
- Workshop: How's Your Self-Esteem? – Pecan
- Workshop: Cyberbullying – Pecan
- Workshop: Coping with Anxiety & Depression – Starr
- Workshop: Dealing with Stress – Tech
- Workshop: Appreciating Our Diverse World – NAH
- Workshop: What's All the Buzz? - NAH
- National Alcohol Awareness Screening Day Information table – MVC/Starr/Tech/NAH
- Depression Screening - MVC
- Career Cruising Presentation – Starr
- PTA Intro – Diversity Presentation – NAH
- LVN-ADN Transition Program Orientation – NAH

Professional Development

- TimeClock Plus System Training – All Campuses
- Webinar entitled "Legal Updates and Compliance Issues on the Horizon" – Pecan

Comprehensive Advising & Mentoring Services

Advisor Student Contacts	
Campus	**# of Students**
Pecan	3126
Weslaco	788
Rio Grande	613
Tech	337
Total	4864

A. Programs/Activities/Meetings:

- **Monitoring College Advising Training Program-** Coordinated the scheduling of the training cohort for Area ISD High Schools in January, February, April &June ; training dates are scheduled for the week of June 5, 2017 through the 9th, 2017; presentations are scheduled for the cohort; campus visits are scheduled for June 9th 2017 at the Technology & NAH Campuses; cohort makeup LJISD, MISD,ECISD; are the districts to attend so far and STC Staff 4 participants scheduled for training in June; 26 participants attended in April, 2 carryovers from prior groups, 12 are tentative for June Cohort at this point; School district personnel were asking for other dates for training;
- **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; Visited the 3 High School Sites on the 18th ,20th and 25th of April ; Met with Student Mentors At Starr County Campus and reviewed polices with the mentors;
  Monitoring Beacon Mentor Program – Planning activities; Emails have been ongoing between Mentors and myself to plan for the semester; 12 sections are currently receiving services by mentors, Beacon Mentors are bringing classes to advising centers week of the March 27th, 2017 through April 7th; planning for 4th and final visit before final exams in May; early registration for students will be ongoing as semester comes to a close; Presented to the Math department on the 28th of April 28, 2017 to start the recruitment early of Math 1414 sections
- **Monitoring Carl Perkins/PASS -** participated in meetings with PASS Program staff to review program guidelines and practices; assisted with early registration for students March 1st and 2nd, 2017; assisted with fast track event on April 11th for schedule preparation, advising and registration; reviewed reports of CTE majors with Ms. Gracie Zamora, PASS Program Advising Specialist. Attended Carl Perkin Planning workshop with Ms. Gracie Zamora and Dr. Nancy Garcia to plan for 2017 & 2018 program year;

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; meeting was held on 4/25/2017
- **Search Committees** – participated in meetings for 2 search committees of new faculty and staff next meetings for April 7th and 28th , 2017; Scheduled for another on May 4th and 18th;
- **Traffic Appeals Committee** – Serving on committee for the year have met on April 12th to review appeals with fellow staff.

C. Preliminary Forms:

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

D. Follow Up Status:

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

Office of Judicial Affairs and Conflict Resolution Center

CRC Student Cases for the month of April 2017				
	New Cases	**YTD Cases**	**Active Cases**	**Closed / Referred Cases**
Consultations	1	97	10	81
*Mediation	0	81	0	0
Conflict Coaching	1	2	1	0
Title IX: Requesting Pregnancy Accommodation	9	363	27	323
Title IX: Victim Advocacy Support	3	39	3	34
Written Complaints/Maxient Referred to Human Resources Student to Employee	3	55	N/A	N/A
Written Complaint/Maxient Student to Student	0	0	0	0
Total Cases	**17**	**556**		

Mediation Services are not included in the total cases calculations

CRC Student Cases per Campus for the month of April 2017		
	New Cases	**YTD Cases**
Pecan	10	252
Nursing & Allied Health	2	50
Technology	0	30
Mid Valley	0	71
Starr County	1	12
Internet	4	131
La Joya Teaching Center	0	0
Pharr College & Career Teaching Center	0	1
High School	0	9
Total	**17**	**556**

April 17, 18, 24 & 25 2017

The Office of Student Rights & Responsibilities offered Conflict Coaching sessions, Conflict Awareness and Title IX Awareness booths and activities were set up, and a Sexual Misconduct presentation was conducted at the Starr, Technology, Nursing Allied Health and Mid-Valley Campuses for all students.

Complaints Student Violating Student Code of Conduct for the month of April 2017			
New	**Active YTD Cases**	**Closed YTD Cases**	**YTD Cases**
11	10	163	**173**

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 April 2017		
	NEW Cases	YTD Cases
Pecan	7	110
Nursing & Allied Health	0	18
Technology	0	9
Mid Valley	4	14
Starr County	0	6
La Joya Teaching Center	0	0
Pharr College & Career Teaching Center	0	1
Internet	0	15
Total	**11**	**173**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of April 2017		
Student Conduct	**NEW**	**YTD**
Cases Reviewed	3	88

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

CARE (Collaboration, Assistance, Resource & Education	**NEW**	**YTD**
Cases Reviewed	0	5

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

Police Department	**NEW**	**YTD**
Cases Reviewed	0	6

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	22	3	35	0	25	0	5	0	1
CARE	0	0	0	2	0	1	0	1	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Police & Security	0	1	0	2	0	0	0	2	0	1

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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: May 17, 2017

SUBJECT: Activity Report for Finance & Administrative Services
April 1, 2017 through April 30, 2017

The following is a summary of activities from April 1, 2017 through April 30, 2017 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, Finance, Audit and Human Resources Committee Meeting, Finance and Administrative Services Director's Meeting, Planning and Development Council Meeting, and Coordinated Operations Council Meeting.

- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit and Human Resources Committee, 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:
    - Attended a meeting with College staff on the Process Map of Construction Payments
    - Attended a meeting with Director of Accountability, Risk and Compliance department on clubs with upcoming travel
    - Attended the Interviews for the Compliance Coordinator
    - Attended the Interviews for the Compliance Manager
  - Business Office:
    - Attended a meeting with Accounting Group Supervisor and Project Manager on Bond Budget

- Attended a meeting with Accounting Group Supervisor on Grant document retention
- Attended a meeting with Associate Comptroller on Reynosa classes
- Attended a meeting with Comptroller and Accounting Group Supervisor on Travel Policies
- Attended a meeting with Comptroller and Accounting Group Supervisor on Budget
- Attended a meeting with Comptroller on the Starr County Tax Assessor Info and STC Budget

- Facilities Planning and Construction:
  - Attended the Texas A&M agreement
  - Attended the 2013 Bond Construction Program Planning Meetings with Broaddus and Associates and College staff
- Internal Auditor:
  - Attended a meeting with the Internal Auditor on outstanding items
- Operations and Maintenance:
  - Attended a meeting with the Director for Operations and Maintenance on organizational chart changes
- Other Meetings:
  - Attended a conference call with College staff on Regional Center for Public Safety Excellence
  - Attended a Conference call with Legal Counsel
  - Attended a conference call with NCHERM representative to discuss details for the upcoming training
  - Attended a meeting at Starr County with Rose B and Tax Assessor, Maria Ameida Salinas
  - Attended a meeting with a Board Member
  - Attended a meeting with College President and HR staff
  - Attended a meeting with College President on Staffing Plan FY18
  - Attended a meeting with Director of Facilities, Planning and Construction and Project Manager on Board items
  - Attended a meeting with External Officer for External Affairs on the Regional Center Budget
  - Attended a meeting with Security Supervisor or DLA Mentoring
  - Attended a Satisfaction Surveys for FAS Division
  - Attended a Title IX Committee Meeting
  - Attended an interview on the Transparency Award with Public Relations staff
  - Attended the I.T. meeting
  - Attended the IIES meeting with College staff
  - Attended the Planning and Development Council Meeting
  - Attended the Project Distribution meeting with FAS staff
  - Attended the Recognition Ceremony for Retiring Faculty
  - Attended the Title IX Committee Meeting

- **Worked on the following items**:
  - Board Items:
    - Worked on Finance and Board of Trustees Committee Meetings and Action Items
  - Other:
    - Worked on Employee Relations Officer Report on Complaint Intake & Other Services
    - Worked on Facilities Planning and Construction Projects Pictures
    - Worked on Property Taxes Matrix
    - Worked on Scholarship Update
    - Worked on Staffing Plan
    - Worked on STC Department of Public Safety Title IX Report
    - Worked on Tax Projections

- Worked on the revised letter for Starr County

Business Office
Myriam Lopez, Comptroller

- **Attended or held meetings as follows**:
  - Attended Business Office IE Plan Workshop
  - Met with the Vice President of Finance and Administrative Services to discuss the April Finance Committee motions
  - Met with Human Resources to discuss the FY 2018 Budget timeline
  - Met to discuss Bond 2013 projects with FPC Department, Broaddus and Associate, FAS, and FAS Project Manager
  - Met to discuss changes done to the M&O FFE projected list
  - Met to discuss the FY2018 thru FY2020 I.E. Plan for Business Office & Cashier's
  - Met and discussed Reynosa classes
  - Met and discussed Tuition and Fee revenue calculation
  - Met to discuss updates to donation procedures
  - Attended the IT Items meeting
  - Met with Student Financial Services, Business Office and Human Resources to review the Restricted Scholarship Process
  - Met and Discussed FY18 Budget Items and timeline
  - Attended President's Administrative Staff Meeting
  - Held meeting with staff regarding management reports
  - Attended the budget transfer pilot group planning meeting
  - Met with the Vice President for Finance and Administrative Services to discuss the FY 2018 budget
  - Participated in conference call with VPFAS to discuss grant document retention.
  - Attended Skills Development Fund Grant status meeting with Doctor's Hospital at Renaissance (sub-grantee)
  - Attended monthly Texas Workforce Commission Accelerate Texas Grant leveraged funds meeting
  - Attended Skills Development Fund Grant meeting with Doctor's Hospital at Renaissance accounting staff to discuss outstanding billing (Nov – Mar)
  - Attended the Board Meeting
  - Met and discussed HR Trainings for the Business Office
  - Attended HR Need-to-know information about Complaints and Investigations
  - Attended Professional Development Session on Intelligence Analysis
  - Attended the TimeClock Plus meeting
  - Attended meeting with Starr County Tax Assessor/Collector to discuss proposed tax collection fee
  - <u>Trainings:</u>
    - Attended the 2017-2019 Business Office IE Plan Workshop
    - Efficient Time Management – Webinar by Lynda.com
    - Attended the Travel and Expense Training
    - Attended TimeClock Plus Training session
    - Attended Argos Training at STC
    - Attended the Office Safety and Ergonomics Training
    - Attended GFOA Webinar – Best Practices Update
    - Attended Ellucian WebEx

- HR – Employee Complaint Procedure
- Attended the Leading Change Webinar
- Attended the Workflow Training

- **Worked on the following items:**
  - Accounts Payable / Grants and Contracts
    - Completed financial information for Property/Casualty Insurance RFP.
    - Completed Business Office IE Plan 2017-2019 cycle.
    - Provided Travel & Expense Management System end-user training.
    - Presented at AA/FM Roundup.
    - Continued testing direct deposit process for construction vendors
    - Checks Processed – April 2017:

Bank No.	09/16	10/16	11/16	12/16	01/17	02/17	03/17	04/17
01 E&G	568	603	589	497	522	581	691	639
01 Direct Deposit	120	101	100	98	85	118	150	120
03 Student	13,075	1,202	508	89	17,634	2,061	571	1,796
12 I&S Taxes	-	-	-	-	1	-	-	-
16 I&S Bond	-	-	-	-	1	-	-	-
17 Plant	14	10	5	11	5	15	9	20
32 AP Card	448	555	355	239	374	428	447	426
38 Unexp-LT Bond Series 2014	12	10	17	16	8	16	10	22

  - Property Tax / Budget & Reporting
    - Created a summary proposed tax statute changes according to SB002.
    - Updated the Finance Committee tax assessment and collection motions.
    - Requested supporting documentation required for finance committee motions from Hidalgo and Starr County.
    - Submitted Integrated Postsecondary Education Data System survey.
    - Forwarded Starr County tax assessment and collection documentation for review by legal counsel.
    - Drafted letter to Starr County Tax Assessor-Collector of items needed in order to review the proposed tax assessment and collection fee.
    - Reviewed and calculated information for FY 2018 Budget.
    - Updated the FY 2018 appropriations worksheet.
    - Updated the Finance Committee budget amendment and fund balance designation motions.
    - Projected M&O tax revenue and expenditure for FY 2017 and FY 2018.
    - Created presentation for the FY 2017 Budget Amendment and Fund Balance Designations motions.
    - Projected FY 2018 headcount.
    - Began projecting tuition revenues for FY 2018.
    - Projected preliminary tuition and fee revenues for FY 2018.
    - Projected FY18 Budget Staffing and Salary.
    - Prepared FY18 Estimated Funding Sources and Expenses
  - Cash Management/Special Projects/Office Support
    - Updated Transparency Page with March Check Register.
    - Reviewed information for Procurement Transparency graphs.

- Compiled and reviewed various Statutes for the Business Office.
- Updated the Finance Motion for the MEDA Scholarship Fund Trust.
- Prepared a Question and Answers sheet for Reynosa Industry Partner Training Program.
- Updated the annual cost for the contract renewal for merchant services motion.
- Participated in the ACH Student Processing Ellucian Webex.
- Working on the Physical Inventory due May 2017.
- Completed procurement transparency report.
- Updated Status on FAS IT Items.
- Working on Marketplace store for Supervisor/Designee training for TimeClock plus.

Bank No	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	9	643
01 Direct Deposit	6	122
02 Payroll	10	904
02 Direct Deposit	3	1,928
03 Student	4	1,796
12 I&S	0	0
16 I&S	0	0
17 Plant	4	20
38 Bond Series 2014	4	22

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	11
Bank Transfers between Bank Accounts	18
Wire Transfers for Benefits	1

- General Accounting/Construction/Fixed Assets
  - Prepared a construction report log to identify all the management reports prepared by Construction Accountant. All the reports logged were boxed for record retention.
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 123 monthly reports were completed during the month of April 2017

Duties	Total
Approval Queues	15
Bank Reconciliations	10
Cafeteria daily sales report	45
Cancelled checks provided to AP and/or verification and positive pay	13
Checks scanned - bond -	30
Copies of booklets/journal entries requested	7
Deposits prepared	16
Donations - telephone calls & emails received	7
Errands to Inter-office deliveries	37
Filing and organizing Construction Checks FY14 thru FY16	1067
Financial manager changes	6
FOAP created/inactivate	58

Hours Filing and organizing of Journal Entries and boxing	1.75
Hours used for scanning - estimated	65
Hours used to prepare documents for scanning	1.75
IDT's - telephone calls received	5
Interdepartmental Transactions reviewed	85
Invoices and encumbrances reviewed	139
Journal entries prepared	35
Journal entries processed including FUPLOAD	1154
Journal entries processed - transactions including FUPLOAP	4136
Journal entries/documents scanned - including daily's	1731
Journal entries logged	1831
Journal entries file and organized	2010
Labeled Record Retention boxes for Storage	3
Positive Pay submitted	31
Returned Mail Checks Disbursing & filing	31
Returned Mail Checks Logging & filing	35
Requisitions prepared	2
Stale dated list prepared	15
Stale dated letters prepared and mailed	410
Student's/FA - telephone calls received	0
Stop payments processed including state dated checks	37
Transactions removed from bank reconciliation	224
Special project - Attended the Training Safety workshop	1

- Payroll, TimeForce and Position Control Departments
  - Conduct TimeClock Plus College-wide training
  - Participated in the new Timekeeping System project
  - Facilitated testing for Payroll processing
  - Presented college-wide training sessions on TimeKeeping system
  - Payroll processes for the month ending April 30, 2017:

Payroll Re-issue Processed	6
Payroll Cycles	3
Payroll Checks & DD	3086
New Employee Setups for TimeForce	16
TimeForce Access Forms Processed	13
Number of Employees with OT reviewed for OT Memos	444
NOE's Approved	134
Salary Budget Transfer Forms Processed	5 with multiple transactions

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

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	116
General Journal Entry (Inter-Fund) (JE 16)	54
Cash Receipts (CR 05)	851
Encumbrance Liquidation (E032)	16
Encumbrance Liquidation (E020)	6
General Ledger Beginning Balance (JE05)	7
General Journal Entry (IConstruction) (JE17)	2

Business Office Performance Indicators

Payroll:

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,672	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1,141	Bank Transfers	3
Timecards Processed		**Hand Cut/PBK**	
(Waged 3/16-3/31) SR07	572	Salaried	0
(Waged 04/01-04/15) SR08	569	Wages	0
Regular (Salaried: April) MR04	2,880		
NOE's Processed		**Stop Payment Processed**	
(Additions, Deletions, Changes)	4	Salaried	1
Salaried	233	Waged	5
Waged	37		
		Void Checks Processed	
Payroll Adjustment Worksheets		Salaried	1
(Additions, Deletions, Changes)	7	Waged	5
Salaried	60		
Labor Distributions (Ana Maria)	1	**Replacement Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	1
Waged	0	Waged	5
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	1,612
Withholding & FICA	4	Total Net	$ 4,306,990.95
Met Life	1	Waged	577
TexFlex	1	Total Net	$ 143,662.29
Legal Judgement	1		
Social Security Administration	0	**Checks Processed**	
Reports Processed		Salaried	303
Compass Bank Direct Deposit File	3	Total Net	$ 616,281.68
Void And Replacement Check Cycle File	1	Waged	594
Overtime & Straight Time Mgmt. Report	1	Total Net	$ 137,359.00

Food Services

- **Worked on the following items:**
  - Worked on the cafeteria sales and meals report

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

- **Attended or held meetings as follows:**
  - Attended the Behavioral Intervention Team meetings
  - Attended the Board of Trustees meeting
  - Attended the Bond equipment purchase meetings
  - Attended the Building Responder Emergency Response Training
  - Attended the Campus Carry meeting
  - Attended the Drug testing of transportation services employees meeting
  - Attended the Emergency Response training preparation meeting
  - Attended the Environmental Safety meeting
  - Attended the Facilities Committee meeting
  - Attended the FAS Director's meeting
  - Attended the Finance Committee meeting
  - Attended the Human Resources meeting
  - Attended the meeting with Avigilon representative
  - Attended the meeting with newly hired police officers
  - Attended the meeting with SERVPRO for emergency response continuity management
  - Attended the President's Administrative Staff meeting
  - Attended the Request for Proposal evaluation meeting
  - Attended the Staff meeting
  - Attended the Surveillance camera meeting with IT
  - Attended the Texas Law Enforcement Telecommunication System meetings
  - Attended the Title IX meetings

- **Worked on the following items:**
  - Prepared Activity Report
  - Prepared Board motion for an MOU with the Pharr police department
  - Prepared Cabinet Updates
  - Prepared for Emergency Response training for building responders and faculty/staff
  - Prepared for the Campus Security Authority training and examination
  - Prepared Memorandum of Understanding with the Pharr police department
  - Prepared the hiring packet for security guards for vacant positions
  - Prepared the orientation of newly hired police officers
  - Prepared the staffing requests for FY 2018
  - Reviewed case files
  - Reviewed Parking citation appeals
  - Reviewed policy revision for Prohibited Weapons
  - Reviewed the Environmental Health and Safety Gap Analysis
  - Reviewed the Jag Express operations
  - Reviewed the ranking of South Texas College; rated as the Safest College in Texas

- Worked on addressed parking concerns
- Worked on Clery Act database
- Worked on investigation reviews
- Worked on purchase order requests
- Worked on savings for the College, $527,709 through bidding out
- Worked on the internal and external event security planning

Purchasing and General Services
Becky Cavazos, Director of Purchasing

- **Attended or held meetings as follows:**
  - Attended a meeting to review and discuss the updated/draft ethical standards policy.
  - Attended a meeting with staff from Institutional Effectiveness & Assessment to update our IE plan.
  - Attended and participated in the Mid-Valley Meet the Buyer event hosted by the Weslaco EDC.
  - Conducted a meeting with the Associate Dean for Training & Economic Development and Interim Training Manager on the list of equipment that they will be purchasing for the Institute for Advanced Manufacturing under the 2013 Bond Construction Program (Technology Campus Southwest Building).
  - Conducted a meeting with the VN Program and Purchasing staff to review the purchases under the TWC Jet Grant.
  - Conducted a staff meeting to discuss purchases related to the bond construction for La Joya Teaching Center and Technology Campus.
  - Met with HR Staffing Specialist and Staffing & Compensations Manager on the possibility of using a vendor for the posting of advertisements for staff positions.
  - Participated in a meeting with Mooring Recovery Services, to discuss the possibility of entering into a contract with them to have them provide recovery services in the case of a disaster.
  - Participated in a negotiation meeting with Audio Visual Aids to go over the various AV installation projects they were awarded at the March meeting of the Board of Trustees.
  - Participated in the process mapping for bond purchases related to services and goods.
  - Participated in the process mapping of construction payments related to bond services and goods.
  - Reviewed and negotiated changes to ten (10) contracts/agreements.

- **Worked on the following items:**
  - Worked on the list of the request for proposal worked on and public bid openings:
    - <u>Prepared the following Request for Quote (RFQ):</u>
      - ⇒ RFQ 17-009 Training Services II
    - <u>Prepared the following Request for Proposals (RFP):</u>
      - ⇒ 16-17-1062 Security Cameras II
      - ⇒ 16-17-1064 Medical Manikins
      - ⇒ 16-17-1063 Hospital Beds
      - ⇒ 16-17-1065 Network Cabling Services
      - ⇒ 16-17-1066 Pecan Campus Active Learning Classrooms AV Installation
      - ⇒ 16-17-1067 District Wide Active Learning Classrooms AV Installation
      - ⇒ 16-17-1068 Pecan Campus Building G Analog to Digital Audio Visual Upgrade
      - ⇒ 16-17-1069 Audio Visual Equipment and Parts – I

- Public Bid Openings:
  - ⇒ 16-17-1060 Floor Care Equipment
  - ⇒ 16-17-1056 Student Insurance
  - ⇒ 16-17-1052 Telephone Services
  - ⇒ 16-17-1059 District Wide – Marker Boards Replacement – Mid Valley Campus
  - ⇒ 16-17-1058 Library Theft Detection Gates

- The Purchasing Department processed in excess of seven hundred seventy six (776) purchase orders, approved six hundred forty three (643) requisitions, disapproved two hundred twenty one (221) requisitions, processed change orders for goods and services, and completed sixty eight (68) travel authorizations. A total of one hundred twenty nine (129) new/exiting vendor W-9 forms which were created or updated in Banner.
- The Fixed Assets Department is currently reviewing all assets purchased since April 2017. The asset review process was completed as follows:
  - Approved one hundred (100) assets through April 15, 2017
  - Adjusted sixty four (64) assets in Banner for the month of April
  - Conducted the monthly inventory spot check for Library Books
- The Receiving Department completed four hundred twenty one (421) deliveries (purchase orders and complimentary books) and a total of three thousand three hundred forty five (3,345) packages/boxes. A total of three hundred sixty seven (367) purchase orders were posted received in Banner. A total of five thousand three hundred fifty eight (5,358) items were transferred/relocated as per move/set up request forms. A total of forty six (46) faculty/staff moves were completed in April
- The Mail Services/Copy Center processed the following mail and copy request:
  - Financial Aid Office - $5,569.43, President's Office - $1,662.01, VP Academic Affairs - $138.86, Cashiers - $503.50, and Starr County Campus - $232.58.
  - A total of one hundred forty five thousand three hundred eighty four (145,384) copies were completed at the copy center for the month of April.
  - A total of thirty nine thousand eight hundred eighty (39,880) letters were mailed out and seven hundred forty seven (747) 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 a Coordinated Operations Council meeting
  - Attended a meeting on Employee Relations policies and best practices for professionalism and employee expectations with the Custodial Department.
  - Attended a meeting regarding scholarship set-up.
  - Attended a meeting regarding the Policy 4001: Code of Professional Ethics for the Administration, Faculty & Staff, hosted by VP for Academic Affairs.
  - Attended a meeting with STC Police Department and Valley Metro representatives regarding Drug & Alcohol Policy compliance.
  - Attended a Title IX Meeting.
  - Attended an IT Items meeting with FAS division and CIO to discuss remaining IT projects.
  - Attended meetings with Business Office, HR Staffing & Compensation Manager, and HR Payroll staff regarding Staffing Plan.

- Attended software demonstrations for Softdocs and Informer Solutions.
- Attended the Adjunct Job Fairs at the Pecan & Starr Campus.
- Attended the Career Expo at Cooper Center.
- Attended the Lunch 'N Learn for supervisors, a new initiative meant to provide more in-depth information on a variety of topics. This first event focused on complaints and investigations.
- Attended the monthly SHRM-RGV chapter meeting with HR Staffing & Compensation manager and HR Assistants. Topic for the meeting was "Latest Immigration Updates".
- Attended the PeopleAdmin search committee chair training for Developmental Math Chair.
- Attended the President's Administrative Staff Meeting.
- Attended the Special Handling process training for HR Front Desk users.
- Attended the TimeClock Plus training and employee system set-up at all campuses.
- Attended the Trainer NOE process overview with CPWE Director and staff
- Coordinated the donation drive for Mujeres Unidas.
- Met with College legal counsel regarding Policy 4211 – Nepotism
- Met with Human Resources staff for a Department team meeting to discuss each division's activities, Policy 4001 proposed revisions and an overview of the Travel process.
- Met with Human Resources staff to review status of HR website revisions/revamping.
- Met with members of Research & Analytical Services, and the Director of Accountability, Risk and Compliance to discuss questions, timing and scheduling for the Employee Satisfaction Survey.
- Met with Purchasing regarding Job Elephant vacancy posting services.
- Participated in a conference call with Ellucian to prepare for the new TRS Reporting Portal with a go live date of September 2017
- Participated in Compliance Manager Interviews with search committee.
- <u>Personnel matters with:</u>
  - Employee Relations Officers and legal counsel
- <u>Trainings:</u>
  - Attended Argos training workshop with an Argos consultant on charts and OLAP cubes (Argos pivot tables).
  - Attended CUPA-HR webinar "Employee Essentials: Baylor's Onboarding Experience".
  - Attended People Admin Onboarding webinar with PA TalentEd team to go over forms and workflows
  - Attended PeopleAdmin New and Next webinar.
  - Attended the PeopleConnect 2017, the annual PeopleAdmin summit.
  - Attended the Texas Association of Staffing/ Texas Society for Human Resource Management Legislative Conference.
  - Attended Workflow Process Analysis, Development and Execution training sessions with Ellucian consultant.

- **Worked on the following items:**
  - Worked on the planning & agenda for Employee Health Fair, tentatively planned for May.
  - Organized campus visits for Annual Enrollment, tentatively planned for July.
  - Received and completed one (1) open records request.
  - Worked on the planning for Staff Retirement Ceremony.
  - Worked with Workplace Answers new course testing/review and roll-out timeline for FY17-18.
  - Worked on Federal and State Labor Law updated poster distribution to all campuses.
  - Worked on May Board Motions & Backup – FY18 Staffing Requests
  - Worked on hiring proposals for faculty and staff.
  - Updated to Employee Handbook Acknowledgement for Jagnet portal.
  - Worked on application matrix for Dr. Reed.

- Reviewed five (5) postings for Policy 4211 - Nepotism/Relationship compliance.
- Worked on FY17-18 Staffing Requests and Job Descriptions.
- Worked on Employee Relations cases review.
- Worked on Title IX case review.
- Worked on Institutional Effectiveness plans for 2017 – 2019
- Worked on FY17-18 Faculty Renewal notifications for those employed less than one year.
- Worked on Nepotism policy review
- Reviewed and approval of NOE's, payroll worksheets, and educational supplements for payroll.
- Reviewed of online trainings demo for Security Basics and PCI-Point of Sale.
- Worked with departments on the Adjunct Leave form.
- Worked with PeopleAdmin to resolve corrupted field issues.
- Worked with testing of the new HR Applicant Reviewer role.
- Created of new HR Banner class for student forms security access, as well as clean-up of old/inactive/unused classes.
- Worked on planning, organizing and designing of folders and security class for Argos access.
- Worked with Faculty Organizational Employee count report for VP of Academic Affairs
- Updated to HR website forms.
- Modified multiple Argos scripts for HR Payroll to in the creation the Staffing Plan. Modified Argos scripts for Faculty Letter of Appointment processes.
- Worked on the Form I-9 Internal Audit (Retention Period)
- The Benefits Division sent out five hundred seventy-four (574) email notification for new April Sick Leave Pool eligibility, two hundred forty-two (242) email notifications for April Sick Leave Pool renewals, processed three (3) exits, received and processed a total of four hundred thirty-six (436) exempt/faculty leave forms, entered eleven (11) new hire employee on ERS for benefit election set-up, assisted in the review of seventy-two (72) records for 9/9 faculty for the purpose of verifying correct premiums were collected, closed two (2) Workers Compensation claims, opened three (3) Workers Compensation claims, opened one (1) FMLA claim and closed seventeen (17) FMLA claims.
- The Employee Relations Division processed twenty (20) fingerprint requests, requested sixteen (16) Driver's Eligibility Checks from the Texas Dept. of Public Safety, reviewed and processed five (5) Texas Workforce Commission claims this month.
- The Payroll Division processed forty-three (43) Direct Wage NOEs, fourteen (14) Work Study NOEs, processed six hundred ninety Overload NOEs, processed three (3) Adjunct Faculty Leave forms, processed seventy-eight Trainer NOEs, processed one (1) cell phone stipend, processed eighteen (18) Direct Deposit authorizations and seventy (70) Direct Deposit transactions, processed twenty-two resignations, received and informed HR and Business Office of one (1) Name Change, received and updated twenty-five (25) Change of Address requests, received and updated thirty (30) form W-4 changes, received and reported fifty-one new hires to the office of the Attorney General of Texas, processed two (2) overpayments and one (1) Overload FMLA, processed fifty-one new hires in Banner and 13 new hires into Test system, processed thirty-six Employment Verification forms, received twenty-two (22) Employment Verification calls, ended one hundred nine (109) positions and added Budget Profiles for forty-seven (47) positions during Position Clean-Up, sent one hundred sixty-one email notices were sent to PDR supervisors with sixty (60) follow-up emails, processed forty-one payroll transactions, nineteen (19) hiring proposals, eleven (11) payroll worksheets, processed five (5) staff educational supplements, processed three (3) staff resignations, forty-five (45) child support orders, ten (10) student loan orders, two (2) legal judgment orders reviewed for payroll, processed eighteen (18) move request updates (employee phone numbers, locations updates), processed eleven (11) online faculty directory review and updates.

- The Records Technician has scanned a total of thirteen (13) boxes with a total of four hundred and eighty-five (485) scanned/indexed and audited for the month of April. In addition, forty-five New Hire folders were prepared, forty (40) Termed files were prepared and twenty-four (24) boxes of records were labeled and moved to Record Retention for storage.
- HR Staffing Division processed thirty-eight (38) Staff Position requests with Job Descriptions, posted/reposted twenty (20) positions on HR website, canceled three (3) positions, placed seven (7) advertisements for Staff positions, assigned/requested thirty-three (33) Staff search committees, reviewed and approved ten (10) Hiring Proposals, processed nineteen (19) Job Offers, completed four (4) Staff Vacancy Reports. Processed four (4) Full-Time and twenty (20) Part-Time Staff Resignations, updated eighteen (18) users in PeopleAdmin, filled seventeen (17) Staff positions, processed thirty-three Direct Wage (DW) NOEs and seventy-three (73) Trainer (PT) NOEs
- HR Faculty Staffing processed fifty (50) Adjunct/Dual Enrollment Faculty applications, two (2) Intent to Hire/Dual Enrollments, performed three (3) Faculty transcript reviews in PeopleAdmin, entered forty-five (45) transcripts into Transcript Database, six (6) positions posted to HR website, thirty-five (35) Faculty vacancy advertisements posted, five (5) Faculty search committees requested or assigned, completed one (1) Job Offer/New Hire paperwork, one (1) Faculty Vacancy Report, one (1) Educational supplement processed; Thirty (30) Adjunct and eighty-eight (88) Overload NOE's were processed.
- HR Support Division processed six hundred thirty (630) Staff applications, two hundred two (202) Faculty applications, ninety-eight (98) Part-Time applications (DW/PT/AD); processed thirty-one (31) verifications of employment for New hires/Rehires/Transfers, seven (7) Temporary Agency Employee requests.

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

- **Attended or held meetings as follows**:
  - Attended AV/IT Budget meeting with staff
  - Attended bi-weekly AOC construction meetings with: Pecan Campus Projects and with project team to review window options for STEM and SAB's; and Mid Valley; Nursing Allied Health; Technology; Starr County; La Joya Jimmy CarterTeaching Center
  - Attended Board meeting
  - Attended conference call meeting with disaster recovery services company, Purchasing and Risk Management departments
  - Attended Coordinated Operations Council meeting
  - Attended Director's Meeting
  - Attended District Wide Marker Board Replacement – Mid Valley Campus - Pre-Proposal Conference
  - Attended Facilities Committee meeting
  - Attended Facilities Operations Council meeting with FPC and FOM staff
  - Attended meeting w/City of McAllen Permit department for clarification on Certificate of Occupancy vs Temporary Occupancy
  - Attended meeting with Administration to review board agenda items and review IT items.
  - Attended meeting with VP ISPP&SI to review next steps for hiring a library consultant
  - Attended meeting with FAS staff to review MOU agreement with Texas A&M
  - Attended meeting with IE staff to review and update FPC IE plan for FY2017-2018
  - Attended meeting with Purchasing to review AV with vendor

- Attended meeting with Purchasing, Public Safety, and Broaddus & Associates to review camera RFP; to review purchasing and fixed assets process for M&O FFE procurement
- Attended meeting with representative for Innerface to review district wide signage
- Attended meeting with representative from Price mechanical devices
- Attended Non-Bond Equipment List – meeting with College department representatives to review and update excel spreadsheets
- Attended Pecan Campus – Fume Hoods – Substantial Completion walkthrough; contractor is 22 days late; received Substantial Completion
- Attended Pecan Campus Building K Student Enrollment Center meeting with Boultinghouse Simpson Gates Architects to review final completion of project
- Attended Pecan North Academic & Student Activities projects cost review items meeting with project team
- Attended Pecan Plaza Parking Area for Police Vehicles – construction update meeting
- Attended Pharr Higher Education Center planning meeting
- Attended phone conversation w/Oliver Gunnel to discuss future parking garage options
- Attended pre-construction meeting.
- Attended Presidents Administrative Staff meeting
- Attended TAPPA Conference
- Attended Technology Campus – Advisory Committee meeting for AEDT Department; Domestic /Water lines Replacement – received final drawings and prepared bid package; attended Bid Opening
- Attended the Spring 2017 Supervisory Symposium
- Attended Time Clock Training
- Attended Travel & Expense Management Training
- Attended weekly Bond Program progress meeting with Broaddus & Associates to review library furniture; with College Administration, and D. Wilson to review construction schedules

- **Worked on the following items:**
  - Conducted Pecan Campus Building K Enrollment Center final completion walkthrough; reviewed an item with the Contractor that may or may not be pending; reviewed close out documents
  - Non-Bond Equipment List – updated excel spreadsheets
  - Participated in the District Wide evaluations of the Audio/Visual proposals
  - Pecan Plaza Parking Area for Police Vehicles – conducted site visit
  - Performed NAH Campus site visit to observe concrete pour; performed site visit to observe construction progress
  - Performed Pecan Campus site visit to observe concrete pour; construction progress; and status of construction
  - Reviewed A/E and Testing lab invoices
  - Reviewed invoices, proposals, agreements and additional services from various Architects, Engineers, consultants and CM@R companies
  - Reviewed Mid Valley Campus contractor pay applications; performed site visit to observe construction progress
  - Reviewed Starr County Campus contractor's pay applications; and sttus of construction
  - Reviewed Technology Campus GM Car Storage Area Upgrade close out documents
  - Worked on April Facilities Committee agenda and packet; and Board meeting agenda items
  - Worked on Coordinated Operations Council packet
  - Worked on District Wide Marker Board Replacement Request for Proposals
  - Worked on IT and Kitchen budgets
  - Worked on May Facilities Committee agenda

- Worked on review of FPC Administrative Assistant applicants with interview committee
- Worked on review of FPC secretary applicants with interview committee
- Worked on Space Modification Requests and Move Requests
- Worked on updating Non-Bond Equipment List master spreadsheet to include information provided by FM's

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

- **Attended or held meetings as follows**:
  - STC 2013 Bond Program:
    - Attended the AOC MTG Pecan Campus
    - Attended the Bi-Weekly Progress Meeting- STC Nursing & Allied Health Professions
    - Attended the Bond Construction Program Planning Meeting
    - Attended the meeting with Facilities Planning & Construction and Mr. Ken Gramm Mech Rep
    - Attended the MVC - Construction Progress Meeting
    - Attended the Pecan Campus Construction Tour with the Board of Trustees
    - Attended the Product Presentation with Mohawk Group
    - Attended the Starr Campus Construction Progress Meeting
    - Attended the STC - Flooring Coordination Meeting
    - Attended the STC Technology Campus Southwest Building Renovation Construction Progress Meetings
    - Met with Skanska for a Thermal Plant Above Ceiling Inspection (TP)

  - Other:
    - Attended the BIT Meeting
    - Attended the Coordinated Operations Council Meeting
    - Attended the Facilities Operations Council Meeting
    - Attended the FAS Director's Meeting
    - Attended the Presentation for Sustainable Recycling at South Texas College
    - Had a telephone conference call with Ken Lyons and Mooring USA regarding Disaster Recovery Services
    - Held the Facilities Operations Managers' meetings
    - Met with Dean for Library & Learning Support Services to Discuss Library Art Gallery
    - Met with VP FAS to discuss Facilities O&M Organizational Chart
    - Met with VP FAS to discuss Texas A&M Agreement
    - Met with MV Campus Administrator

- **Worked on the following items:**
  - Operations Contract Department
    - Pecan
      - ⇒ Met with Six Shooter Softwash about cleaning the memorial garden at Pecan.
      - ⇒ Met with Maldonado about palm tree replacement for Pecan. We are obtaining quotes to complete the relocation from MVC to Pecan
    - Pecan Plaza
      - ⇒ Space modification requests at HR completed with regard to fire suppression
    - NAH

⇒ Met with Otis elevator about modernization of NAH campus. We are reviewing the proposal

➢ District Wide

⇒ Palm tree trimming completed district wide.

⇒ Maldonado Landscaping performance has not improved significantly, we continue to monitor and address any issues with them.

⇒ Fresh mulch has been placed at Technology and Mid Valley Campus.

⇒ Several chemical disposal requests in progress for Starr and MVC.

⇒ Typical pest control issues district wide.

- Preventative Maintenance Scheduled (District-Wide)

Classification	Work Orders Completed	Cost
Carpentry	92	$ 3,887.70
Electrical	130	19,560.95
Energy	115	549.64
HVAC	578	7,978.00
Locksmith	94	995.69
Painting	19	1,965.11
Plumbing	111	10,054.93
Plant Services	1	2,582.91
Total Cost		**$ 47,574.93**
General Preventative Maintenance	3	
Total Work Orders	**1,143**	

- Custodial Department

Set-Ups	423
Moves/Relocations	61

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

- **Attended or held meetings as follows:**
  - Accountability meeting to discuss Hiring Workflow, Move/Set Up Request process, Onboarding, Child Care Follow-Up, Travel Process Improvement, and Internal Audit Reports Management.
  - Accountability staff attended Lean Kaizen: A Simplified Approach to Process Improvement webinar.
  - Argos Training Consulting Workshop.
  - ATSLAC Webinar: "Preserving Electronic Records Part 2".
  - Attended 2017 TASB Risk Management Fund Member's Conference (Austin, TX)
  - Attended ERS webinar
  - Attended Travel and Expense Management System Training.
  - Communicated with Facilities Planning & Construction to notify Risk Management when new buildings are at substantial completion.
  - Compliance Manager Interviews.
  - Conducted Compliance Coordinator interviews.

- Consulted with Chief Administrator for the Department of Public Safety and Director of Accountability, Risk & Compliance, and Director of Facilities Operations & Maintenance regarding Environmental Health & Safety Gap Analysis
- Consulted with Director of Facilities Planning & Construction and Broaddus & Associates regarding coverage of new water chillers for Starr County Campus.
- Consulted with Legal Counsel regarding Foreign Policy-Kidnapping/Extortion coverage
- Consulted with Risk Management Consultant regarding buildings in high hazard flood zones.
- Consulted with Risk Management Consultant, Associate Director of Purchasing and Vice President – IS&P regarding Data Breach / Cyber coverage and other Insurance Request For Proposal FY 2017-2018 matters.
- Discussed coverage with Carlisle Insurance.
- Discussed Refund Procedures with Director of Student Accounts & Bursar
- FAS Director's Meeting.
- Held several discussions with TASB personnel regarding invoicing.
- Hiring Committee interviews – Information Security Analyst position.
- HRP Webinar: "SPCC Plans and Compliance".
- Internal departmental meeting to discuss various items.
- IT Meeting to go over status of FAS projects involving IT.
- Met with Director of Accountability, Risk & Compliance and Risk Management Secretary to discuss Budget rental car student field trip incident; discussed same with Budget employees; requested incident reports from Chief Administrator of Public Safety.
- Met with RCI personnel at Records Retention center to discuss processing/destruction, storage capacity, etc.
- Organized and held phone conference with Mooring USA personnel and South Texas College personnel including Associate Director of Purchasing, Director of Facilities Operations & Maintenance, Director of Facilities Planning & Construction and Chief Administrator for the Department of Public Safety to discuss contingency agreement for disaster recovery services.
- President's Administrative Staff meeting.
- TSLAC Webinar: "Records Retention 101 for Local Governments".
- Weekly huddle meeting with Risk Management team.
- With Dean of Student Affairs to discuss and review interviews for compliance manager.
- With Director of Purchasing to discuss and review incident with Budget Rentals and to review bond purchases process maps
- With Director of Research and Analytical Studies, Director of Institutional Effectiveness, and Employee Relations Officer to discuss employee/supervisor survey (onboarding).
- With Financial Analyst regarding faculty class load report.
- With IT Risk and Security Manager, Database Analyst III, Information Security Analyst to interview selected applicants per Information Security Analyst position.
- With President, Special Assistant to President, Asst. Director of Marketing, Director of Grant Development, Management, and Compliance, Executive Administrative Assistant for SAEM, and Office Administration Instructor to review applications for Executive Administrative President position.
- With Risk Management team to discuss Budget rental car incident; discussed same with Budget employees; requested incident reports from Chief Administrator of the Department of Public Safety.
- With Risk Manager regarding Environmental Health & Safety Program – Gap Analysis, Records Management / RCI visit, Mooring USA conference call, Insurance Request for Proposal FY 2017-2018, and other issues
- With Technical Buyer to go over revisions made to the Special Instructional bond purchase process map.

- With VPFAS to discuss current and new projects/assignments.
- With VPFAS, Accounting Group Manager, Director of Purchasing, and Director for Facilities Planning & Construction to go over bond purchases process
- With VPFAS, Business Office, and Facilities Planning & Construction personnel to discuss and review bond construction payment process

- **Worked on the following items**:
  - Bond Construction Payments and Purchases
    - Reviewed notes on bond construction payment process.
    - Created process maps for bond related purchases: audio visual, CPM, A/E, CPM, IT equipment, kitchen equipment, special instructional equipment, surveillance cameras, and bond construction payment process map.
    - Created matrix on bond purchases process steps.
    - Included additional process steps as per meeting with Director of Purchasing.
  - Budget rental
    - Followed up with Budget regarding incident.
    - Requested incident reports from Chief Administrator of the Department of Public Safety.
  - Child Care Follow-Up
    - Coordinated meeting with Child Care and Business Office.
  - Compliance Coordinator Vacancy
    - Finalized interview schedule.
    - Finalized preparations with IT staff for video conference with applicant.
    - Revised interview questions.
  - Compliance Manager
    - Performed reference checks.
    - Finalized hiring packet.
    - Confirmed availability and agreement/payment deadlines for ethics speaker, Dr. Marianne Jennings.
    - Consulted with Montalvo Insurance regarding coverage of new water chillers for Starr County Campus.
    - Created info sheet for Records Retention Center (storage capacity)
    - Created new employee checklist of access, items, and actions which may need to be completed for a new hire.
    - Discussed disaster recovery services with Mooring USA personnel.
  - Dual Credit Cost Analysis
    - Reviewed mileage documents of claims submitted by faculty during Fall 2015 semester.
    - Logged direct mileage costs incurred by faculty traveling to high schools.
    - Calculate variance of mileage invoiced to ISD and mileage claimed by faculty.
    - Prepare memo (draft) based on analysis performed.
    - Create financial sheet summary
  - Environmental Health and Safety Program
    - Created draft EHS Gap Analysis.
    - Researched and consulted with other department heads to finalize draft EHS Gap Analysis.
    - Created EHS Organization Chart.
    - Revised Environmental Health & Safety Action Plan.
  - Faculty Course Load
    - Create test work matrix
  - Hiring Workflow PI
    - Performed test work to analyze improvement efforts.
    - Updated data collection formulas and workday exclusions.
    - Reviewed test work formulas.

- Created workflow, delay time, and sub process time charts.

- Institutional Effectiveness Plan
  - Combined the three functions – Accountability, Risk, and Compliance into one comprehensive plan.
- Internal Audit Reports Management Responses
  - Followed-up on revised acknowledgment form provided to employees
- Move/Set Up PI
  - Revised process map to include IS&P process and opportunities for improvement.
  - Scheduled meeting to review current process map.
  - Include wastes identified within the process map
- Onboarding PI
  - Researched and created onboarding questions.
  - Requested incident reports from Department of Public Safety
  - Researched trainings offered via TASB and TPS.
  - Reviewed and processed TASB and Maverick invoice.
  - Reviewed and revised Insurance Request for Proposal and attachments (appendices) FY 2017-2018
  - Reviewed police reports, estimates, etc. and approved invoice from Budget Rental Car Company
  - Revised Records Management Procedures.
  - Revised Risk Management Handbook
  - Revised TASB Policy Online access form.
- State Auditor's Office Follow-up Review
  - Revised test work matrix to include LHEs per term.
- Travel Occurrence
  - Reviewed occurrence.
  - Updated the ARC Departmental Handbook.
  - Updated and certified physical asset inventory.
  - Worked on flowcharting Student Refund procedure as part of Business Impact Analysis Phase II.

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

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SOUTH TEXAS COLLEGE

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Memo

Date: May 9, 2017

To: Dr. Shirley A. Reed, President

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

Subject: **APRIL 2017 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 May 23, 2017 Board of Trustees meeting.

Division: Business and Technology
Department: Business Administration
Highlight: Kappa Beta Delta Chapter Awards Scholarship Recipient

On Monday, **April 3, 2017**, the **Business Administration Program announced one student to be awarded the 2017 Kappa Beta Delta's Andrew V. Stevenson Merit Scholarship of $1,000 from Accreditation Council for Business Schools and Programs** (ACBSP).

The lucky recipient is working towards an Associate degree in Business Management. Mr. Garza is a member of the National Society of Leadership and Success and is heavily involved in community outreach, especially in the blind community where he is a board member of the National Federation of the Blind, Rio Grande Valley Chapter. Mr. Garza has attended many state and national conventions for the blind. His leadership roles embrace the full capacity of blind people and the determination to make their dreams into reality.

His leadership role and determination is an invaluable gift to others with disabilities. Mr. Garza's academic goals are to:

- Obtain an Associate's Degree in Business Management in May 2018
- Obtain an Associate's Degree in Marketing in December 2018
- Obtain a Bachelor's Degree in Business Administration from The University of Texas in Austin, TX

His ultimate community goal is to create and run a mentoring program for the blind in the RGV area.

Academic Affairs Highlight **April 2017**

Division: Liberal Arts and Social Sciences
Department: Political Science – Women's Studies
Highlight: 12th Annual Human Trafficking Conference

On Wednesday and Thursday, **April 5-6, 2017**, **The Women's Studies Committee hosted its 12th annual human trafficking conference entitled, "New Models in Human Trafficking in the Twenty-First Century"** in cooperation with Fuerza del Valle Workers' Center, the University of Texas Rio Grande Valley Criminal Justice Department and Alpha Phi Sigma (Criminal Justice Honor Society), the Instituto de Investigaciones Sociales, Universidad Autónoma de Nuevo León, Mexico, Hidalgo County's District Attorney's Office, and the Rio Grande Valley Human Trafficking Coalition.

The **event consisted of 40 speakers** from Germany, Mexico, El Salvador, and the United States. **Over 400 practitioners, law enforcement agencies and students from both South Texas College and the University of Texas-Rio Grande Valley attended the conference.** The conference was also live streamed to enable students and the community to attend remotely and to allow professors to stream the event in their classrooms.

Academic Affairs Highlight **April 2017**

Division: Math, Science and Bachelor Programs
Department: Texas Regional STEM Degree Accelerator (TRSDA)
Highlight: Cohort II TRSDA Rio Grande Valley STEM Faculty Institute, third component

On Thursday and Friday, **April 6-7, 2017**, the Te**xas Regional STEM Degree Accelerator (TRSDA) Grant** held the **Cohort II TRSDA Rio Grande Valley STEM Faculty Institute, third component** at the McAllen Convention Center. The objective of TRSDA Rio Grande Valley STEM Faculty Institute, third component is to provide faculty with more hands-on experience with Active Learning Lesson Plans and in-depth look at Guided Pathways.

At **total of 60 participating faculty representing 7 RGV ISDs and 4 IHEs** worked with their collaborative groups spanning DE/K-12, 2-year, and 4-year college; by location, academic discipline, experience in the field, teaching, and with online platform. Engagement in activities was very high, and virtually all faculty reported a positive experience with the two-day component.

The guest speaker, Empowering Minds consultant affiliated with Educate Texas, introduced and asked faculty participants to 'report out' regarding experience thus far in the Institute, including recent tours. **Participants were also introduced to 'Redesigning America's Community Colleges'** book with emphasis on improving, making more relevant, and updating curriculum.

Furthermore, **faculty participants took part in several active learning protocols featuring the six Common Instructional Framework components**. Based on input, the guest speaker focused on Scaffolding and Literacy Groups strategies; and on content regarding Pathways, Course re-design, and Rounds Process observations. The faculty participants presented their re-designed lesson plans on Friday, and demonstrated how they would employ active learning and career connections in these lessons.

Division: Division of Liberal Arts and Social Science
Department: Child Development Program
Highlight: Children's Play Day: Spring 2017

On Saturday, **April 8, 2017,** the **Child Development Department hosted** a **Children's Play Day** from 1 to 3 pm on the Pecan Campus in Building H in the Cafeteria and Student Lounge area. The event was sponsored by Child Development Club. The event was a success with **over 150 children and their families participating in an afternoon of fun filled floor and table activities**.

The students in the Child Development Program arranged and created their own homemade activities for young children. These activities were part of their course work for their classes in the child development program. **They provided an afternoon that was entertaining and gave children and families the opportunity to explore and have a great time.** Prior to the event student's prepared all activities and were available on Friday afternoon to set-up for Saturday the day of our event.

The event **provided floor games laid out over the student lounge and on tables in the cafeteria** from:

- dramatic corners,
- Candy Land,
- floor bingo,
- counting floor games,
- throwing games,
- hunting bugs,
- spin the dice floor games
- making slime,
- graphing with candy,
- playing with a marshmallow maze,
- making cotton ball rainbows,
- matching fossils
- miniature golf,
- hopscotch,
- walking of feely boxes,
- catching and numbering fish, and
- playing with large Jenga blocks

Children received prizes as they played games and as the children were leaving they were presented with a bag of prizes.

Division: Liberal Arts and Social Sciences
Department: Political Science – Women's Studies
Highlight: Professor Presents at University of Oklahoma on Mexican Migration

On Monday, **April 10, 2017**, Professor of Political Science and chair of Women's Studies at South Texas College was one of the keynote speakers at the University of Oklahoma's Humanities Forum. The Professor **talked about the perilous life of the migrants coming from Central America through Mexico at the Symposium on "Migrants in the U.S.: Racism and Social Change"**.

Division: Academic Affairs
Department: Academic Affairs
Highlight: Recognition Ceremony for Retiring Faculty

On Thursday, **April 27, 2017**, the **Academic Affairs Division** hosted the second College-Wide **Recognition Ceremony for Retiring Faculty**. A total of **8 retiring faculty** were recognized for their leadership, service, and contributions to the students and the community. Without a doubt, they are true champions of student success.

The event kicked off with a small reception, where guest enjoyed some light refreshments and music by one of South Texas College's music faculty. During the recognition ceremony, the Vice President of Academic Affairs, the College President, and the Division Deans gave some remarks. The retiring faculty **received a medallion** that resembled the STC logo on the Academic Mace and took photos with all that joined us to celebrate the bitter-sweet moment.

No.	Department	Faculty Name
Math, Science, Bachelor Programs		
1	Chemistry	Alberto Alvarez
Liberal Arts & Social Sciences		
2	English	Dr. Melvin Clark Heller
3	Developmental Reading	Ruth Wessling
4	Developmental Reading	Blanca Gonzalez
5	Child Development	Jacqueline B. Worley
Business & Technology		
6	Office Administration	Rosemary Reich-Hildebrandt
7	Computer & Advanced Technologies	Jorge Saenz
8	HVACR	Guadalupe Hernandez

Mario Reyna
Division Dean - Business & Technology

- **Division Dean's Updates:**
  - Attended the Coordinated Operations Council meeting held at the Pecan Campus – Tuesday, April 4th
  - The Women in Technology event was held – Thursday, April 6th. The Women in Technology event is an initiative to build the education and motivation of women to explore opportunities for careers in various technology fields offered at the STC Technology Campus.
  - The Women in Technology event continues the next morning with high school students attending workshops. Approximately 300 high school students attended a series of workshops on Friday, April 7th. As part of a larger Women in Technology event, the workshops were aimed at motivating female students to explore professional opportunities in the technology field.
  - Held the Business and Technology Program Chair meeting to discuss meta-majors of the pathways projects and information from administrative staff meetings – Friday, April 7th
  - Attended the Board Meeting – Tuesday, April 11th
  - Met with Design and Building Technology Program Chair to discuss a meeting that took place in Starr County – Wednesday, April 12th
  - Met with the Senator to discuss the Regional Center for Public Safety Excellence – Wednesday, April 12th
  - Participated in the meeting with the Congressman on April 17th at the Starr County South Texas College Campus. The meeting was focused on briefing the Congressman on expanding training opportunities at the upcoming Regional Public Safety facility.
  - Met with Director of Public Relations to review some of the PR procedures and next steps moving forward – Tuesday, April 18th
  - Participated in the Enrollment Team Meeting to review numbers and strategies for the Summer and Fall enrollment push. – Tuesday, April 18th
  - Met with program chairs to review schedules – Wednesday, April 19th
  - Attended the AACT Board Meeting – Wednesday, April 19th
  - Met with PR for bond project photo shoot at the Technology Campus – Wednesday, April 19th
  - Attended the Higher Education Center – Pharr Planning Meeting held by Pharr Teaching Center Site Coordinator – Wednesday, April 19th
  - Meeting with McAllen Traffic Commission and as appointed Commissioner, the purpose of the meeting was to review traffic patterns of McAllen to recommend changes – Thursday, April 20th
  - Director of Educational Technologies visited the Technology Campus to find out how things were going. Suggested to install more computes in the cafeteria area – Thursday, April 20th
  - Participated in the Prior Learning Assessment Taskforce Meeting held by Associate Dean of Curriculum and Student Learning – Thursday, April 20th
  - The Division held a recognition ceremony for retiring faculty at the Technology Campus to honor the Division's retiring faculty and their dedication to South Texas College – Thursday, April 20th
  - Held the Business, Public Safety and Technology Chair Meeting to discuss Student Learning Outcome Assessment Process and SACSCOC requirements – Friday, April 21st
  - Attended the President's Administrative Staff Meeting – Friday, April 21st
  - Attended the FESTO-Hannover Messe 2017 in Germany April 24-28th
  - The Diesel department held their open house. The number of students, family and employers that attended were 222. – Wednesday, April 26th
  - The Fire Science Academy have scheduled a completion ceremony for May 10th at the Pecan Campus, Cooper Center.

<u>Technology Area:</u>

Advanced Manufacturing Technology:

- Planning for Women in Technology event – Monday, April 3rd
- Communicating with Grant's office on summer internships for faculty – Tuesday, April 4th
- Planning for the advisory committee meeting, it's scheduled for May. – Tuesday, April 4th
- Attended meeting at Mission High school to discuss summer and fall schedules. Classes for fall were finalized. – Tuesday, April 4th
- Attended the TACTE Conference and received an award for the outstanding job we are doing in our department – April 6-7th

- Faculty continue planning for HS Competition, followed up with donation request from vendors.
- Faculty participated in the Women in Technology Community Event from beginning, set up, volunteered at booth, and gave tours to potential recruits. Thursday, April 6th
- Planning for the advisory committee meeting, it's scheduled for May 3rd. Tuesday, April 11th
- Worked on Excelencia Award application, gathered information form a factulty member and RAS department to compile all and submit complete application – Wednesday, April 12th
- Attended a Jet Grant partnership meeting at Pecan Campus with Director of Grant Development, Management & Compliance and PSJA to discuss updates on grant and equipment that will be bought with the grant award – Wednesday, April 12th
- Program Chair contacted UTRGV Edinburg to plan student tours for our graduating Associate students – Monday, April 17th
- Reviewing HAAS scholarships with committee, also remaining funds will be distributed to students attending summer courses – Monday, April 17th
- Registered to attend the NISOD conference in May. I nominated an instructor for the teaching award, and he will be receiving it. – Wednesday, April 19th
- Conducted 2 interviews for department Faculty positions – Wednesday, April 19th
- Conducted 2 more interviews for department faculty positions – Thursday, April 20th

- Attended the 2nd Annual NEFA Certificate Ceremony, for completing the faculty advising and our department was recognized for being one of the few whose all faculty have completed the training – Thursday, April 20th
- Conducted the last 4 interviews for department faculty positions – Friday, April 21st
- Held department meeting to provide updates on tours, competition, and many others aspects needed before the end of the semester – Friday, April 21st

- Took students on a tour to UTRGV Edinburg to visit the engineering labs – Monday, April 24th
- Took another class to visit Humanetics to show them the metal stamping process done at this facility – Monday, April 24th

- Will be attending NISOD conference in May
- Planning a tour at GE for next week – Wednesday, April 26th
- Traveled to STARR campus to present to high school sophomores on a stackable credentials event. Lab assistant went with me and Mr. Rhea was also available to present – Thursday, April 27th
- Planning a visit to General Electric with students – Monday, May 1st

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

- On Tuesday, April 4, 2017, AEDT faculty participated in a Webinar Meeting with EdgeMakers and began conversations about incorporating the lessons from the Essentials Course and creating Innovative learners.
- On Wednesday, April 5, 2017, Assistant Professor took her students to the construction site at the Technology Campus to take architectural photographs.
- All AEDT faculty and staff participated in the annual "Women in Technology" event on Thursday, April 6, 2017 and Friday, April 7, 2017.
- On Monday, April 17, 2017, AEDT Program, including faculty, staff and students participated in the Talent Connection Guest Speaker Series hosted by the Career & Employer Services department. STC's facilitates department presented information for the students who may be preparing to enter the workforce.
- AEDT Instructor was recognized for his participation in the RGV Mentors Program, through which he mentored 2 high school students from January 2017 – April 2017.
- On Wednesday, April 19, 2019, AEDT Faculty met with staff from the Open Labs department to discuss options for 3D printers that they are currently wanting to purchase.
- On Thursday, April 20, 2017, AEDT Faculty and Staff celebrated the two work studies for Work Study Appreciation Week.
- On Thursday, April 20, 2017, AEDT Faculty participated in the NEFA Certificate Ceremony for Faculty Advisors. The AEDT Program was recognized as an "Honor Roll" Program because all full-time faculty are now Certified Faculty Advisors
- Program Chair attended the Faculty Advising Subcommittee Meeting to wrap up the semester of work for the Faculty Advising program.
- AEDT Assistant Professor attended the Adjunct Job Fair and spoke with two potential adjunct candidates.
- AEDT Faculty hosted the 2017 Sketcharrette at the Mid-Valley Campus. Students from the Architectural Illustration class were tasked with designing a dog or cat house for their selected "client" (dog/cat). The concept for the cat or dog house was inspired by the work of an architect that was assigned to each group and researched for the last 2 weeks. For the most part, students used recycled materials that they collected over the past couple of weeks. There were eight teams of 2-3 students from the AEDT program and they had an hour and a half to bring their designs to life.
- The cat and dog houses will be on display for the public at the AEDT's End of Year Exhibit on Wednesday, May 10, 2017 from 4 – 8pm at the Technology Campus Atrium. After the Exhibit, the houses will be donated to Recycled Rovers & Friends, a local no kill rescue center. The shelter is planning to sell these houses, with 100% of the proceeds to benefit their organization.

http://www.recycledrovers.org/. Recycled Rovers volunteers (and their furry friends) were also on hand during the Sketcharrette competition to raise awareness about the work they do.

Design & Building Technology

- Program Chair and Instructor attended the RGV Lead Meeting at the Cimarron Country Club in Mission, Texas. Meeting update on initiatives and further collaborations on RGV Lead Mentorship program. April 26, 2017
- Program Chair and Instructor attended the 8th Focus Academy Session at the Pecan Campus. April 28, 2017.
- RGV LEAD Students will be job shadowing faculty during scheduled lab hours. Continue to meet and discuss logistics. February 24, 2015.
- Program Chair and Program Coordinator – attended 5P Perkins Indicators Discussion meeting with members from the South Texas College Grant's Office and faculty from Texas State Technical College – Harlingen.
- Construction Supervision faculty attended South Texas College Career and Readiness Career Fair Expo at the Cooper Center. April 26, 2017.
- Program Chair attend the Adjunct Faculty Job Fair Expo at South Texas College Pecan Campus on Saturday, April 29, 2017.
- Program Chair attended the Higher Education Coordinating Board sub-committee for Construction in Austin, Texas on May 4, 2017.
- Program Chair and Instructor attended the Texas Path Update and Learning Outcome Assessment Meeting at the Pecan Campus on May 5, 2017.
- Program Coordinator took a group of student's on a Field Experience Trip to UTRGV Maintenance Department. Experience allowed the students to learn on the HVAC System at the university.
- Program Chair attended Habitat for Humanity for the Rio Grande Valley fundraising committee meeting for upcoming fundraiser to raise money for future builds. April 25, 2017.

Information Technology

- An instructor had a phone meeting with reviewer for the NSA Center for Academic Excellence on April 11th
- An instructor attended meeting with the FBI to discuss Cybersecurity issues.
- An instructor had an interview with Public Relations to discuss jobs in Cybersecurity.
- An instructor visited PSJA North High School Dual Enrollment teacher on April 12th
- IT Career Expo was held April 20th
    - Workshop: "Becoming a Computer Specialist"
        - Number of attendees: 138
- 6 students taking the ITDF1405 course this semester passed the industry certification exam from Blackbag Technologies. These students are now certified in Mobile Forensics
- Instructor went to represent the IT department at the annual Adjunct Faculty Job Fair at Pecan Campus on April 29th.

Vacant

Dean – Distance Learning and Virtual Campus

- Course Development
  - Computer Information Technology
    - Assist team leaders building their courses.
  - QM Peer Reviewer
    - 2 courses reviewed
  - Computer Information Technology Competency Program
    - Assisting 22 model courses
      - Assigned Instructional Designer to each section

Projects:

- Month of April
  - Phone/Email – 11,258 contacted students
- Online Course Revision Academy / Course Revision Process
  - Developing new workshop that will facilitate instructors with a step by step Course Revision Process using a Course Design Storyboard as well as meeting with Instructional Designers.
- Online Course Revisions
  - In progress course revisions
  - Workshop for course revisions
- FOCUS Academy
  - Recruitment Videos
- DL Annual Symposium 2017
  - Meeting: Theme needs to be selected.
  - Updated forms for nomination and proposal.
  - Email sent out to online faculty.
  - Pending Sponsorship form and booklet.
- Distance Learning First Time Online Student - Orientation Pilot Course
  - 850 first time online students for the semester added.
  - Emailed all students about mandatory orientation for minimester courses.
- Distance Learning assisted with Hiring Committee for the following departments
  - Instructional Technology
- Curriculum and Student Learning – Blackboard Collaborate Ultra
  - Implementation of Bb Collaborate Ultra use for online delivery of JagPride trainings.
- Full Time Online Faculty Program
  - QM Peer Reviewer
    - 3 course reviewed
- Accessibility
  - Quality Matters standard
    - Working on checklist for online faculty in order to provide guide for accessibility.
  - Assisted HR department with medical accommodations
  - Disability Office
    - Develop request form for proctoring.
    - Develop workshops for students and faculty.
  - Ensemble Video
    - Assist the purchasing department on clarification on the need for such services.

        - Blackboard Accessibility Course
            - Create awareness
            - Enroll faculty to course.
        - Captioning
            - Working with Educational Technologies on purchasing captioning software Rev.com.
            - Assisted HR with TimeClock Plus video tutorials to be captioned.
            - Pending captioned for Spanish videos.
- Distance Learning Self-Service Portal
    - Meetings with Instructional Technologies about support for Distance Learning
    - Building our section for Distance Learning in the IT software Footprints as college wide self-service tickets for students/faculty.
- Distance Learning IE Plan
    - Updated 2017-2019 for the department.

Distance Learning – Technologies

- **Blackboard Learn**

  Blackboard Weekly call to discuss about all the issues we have during the week with Blackboard.
  - Cross List (master courses)
    - Created 3 courses requests for Spring 2017 minimester.
  - STEM Program
    - Updated users for new cohort.
  - BASOL courses
    - Courses extended end date for incomplete students.
    - Updated the creation of BASOL template used as model course for program.
    - Provided department with technical and course assistance on any issues.
  - Banner Integration – eLearning
    - Month of April
        - Still not picking up any previous drops from the semester but all new drops are currently working through the integration.
        - Errors with reinstated users into a Master Course
            - Manual course extracts for just several courses have run manually through integration to get the correct enrollments.
  - Blackboard Learn SaaS - Known Issues
    - Theme CSS errors
        - Navigation was hard to read due to error on the theme for Blackboard.
    - Locking Left side Menu for standardization
        - Pending fix.
    - Blackboard slow
        - Added additional application servers to reduce slowness on the environment.
- **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
        - Continue customizing dashboards for chair programs.
        - Discuss known issues with SaaS and Analytics; team working on resolving the issues.

- 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.
    - Started evaluation process with core team.

Started evaluator training to pilot group.

- **Distance Learning Helpdesk**
    - Numbers for the month of April
        - Students/Faculty Chats: 252
        - Students Tickets: 125
        - Faculty Tickets: 46
- **Trainings/Workshops**
    - Online Trainings
        - eTeach I
            - 12 faculty/staff
        - eTeach II (Quality Matters)
            - Applying the Quality Matters Rubric
                - 18 faculty/staff
    - Face to Face Trainings – Location: A-121
        - eTeach I
            - 19 faculty/staff
        - eTeach II (Quality Matters)
            - Applying the Quality Matters Rubric
                - 26 faculty/staff
        - Advance Training
            - Testing Tools/Respondus
                - 2 faculty/staff
            - Creating Accessible Online Course Content
                - 3 faculty/staff
            - Video Tools
                - 4 faculty/staff
            - Blackboard Collaborate Ultra
                - 2 faculty/staff
    - Workshops
        - College Advisor Training
            - DL presentation
        - Women in Technology Event
            - Recruiting
        - The 5th Annual Pursuing Higher Education Fair
            - Recruiting
        - Lumen Learning Onsite Workshop
            - 15 faculty attended.
        - Faculty Senate
            - Monitored monthly meetings
- **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:	640
▪ Distance Learning Walk-Ins:	8
▪ Telephone Contacts:	341
▪ Virtual Campus Advising Email:	274
▪ Early Registration Emails	9,995
Total:	***11,258***

- **Professional Development**
  - TimeClock Plus Training
    - All staff attended workshop
  - Ambassadors Leadership Academy
    - Impact of State Legislature and THECB on Community Colleges.
  - Master Reviewer
- **Distance Learning Meetings**
  - Weekly Department Meetings
    - Every Monday at 10am
  - Austin Community College
    - Virtual Meeting to discuss competency based courses for Computer & Information Technology
    - Onsite meeting to demonstrate courses, finalized planning, future meetings and timelines.
  - Instructional Designers Meeting
    - Progress on model courses
    - Summer training dates
  - Blackboard meeting with their product Ally
    - Tool to gain greater insight into the accessibility of their digital course content.
  - Meeting with Curriculum & Student Learning department and core team to discuss evaluation process on Blackboard Outcomes.
  - Academic Council meeting
  - Presented on Distance Learning Training Certification Meeting with BASOL program to discuss about redesigning the competency based courses.
  - Course Design Planning Meeting
  - CIT Instructional Designers meeting with team leaders on progress on competency based course.
  - Meeting with Bachelor Programs Coordinator and Computer Science to discuss progress on the CIT competencies based courses.
  - DL Symposium Meeting
    - Discuss agenda and title
  - Banner User Group meeting to discuss patches and downtime for banner.
  - Enrollment Team Meeting
    - Promote summer and fall registration.
  - Distance Learning IE meeting with Institutional Effectiveness and Assessment department.

Dr. Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- **Division Dean's Updates:**

- The College Readiness Summit was well visited and many more participants stayed the whole day, as compared to previous years. The Dean conducted a workshop presentation with the Developmental Chairs on how to help students improve their TSI scores if needed. Hand-outs reflected particular exercises matching the different categories that the TSI test covers in Reading, Writing and Math. While participants listened attentively and contributed greatly, there is more work to be done to make the TSI knowledge requirements part of the high school curriculum, which strictly adheres to the Texas Essential Knowledge and Skills guidelines. For the coming year until the next Summit, perhaps we can have a team look at where they different and where they overlap.
- The Coordinated Operation Council discussed a variety of new building concerns and expectations.
- Chair of Psychology stopped by for a discussion on perhaps creating a Psychology Lab. This would be a good addition for out Psychology majors. We will try to get a presentation together on needs and numbers. Perhaps a lab can be found after the new buildings are completed. It would be a regular computer lab with some extra equipment such as mazes, skinner boxes, and perceptual experimental equipment.
- The Dean attended the Acceleration institute where familiar concepts of retention, student success, and scaling of initiatives were discussed.
- E-teach II training was completed by the Dean.
- Interviews were held for the Political Science, Music, and Psychology Departments.
- The Puente peer team visited and commented on our Puente faculty's progress. They visited the Weslaco and Pecan campus and admired our creative interventions to engage the students and make the program a success.
- The EWDC approved the Personal Trainer Certificate that is anticipated to become a great success. Reason the more to start working on adequate facilities for the Kinesiology department, which is often denied critical access to major facilities needs such as the McAllen City Pool and the McAllen high school tennis courts.
- The Dean conducted interviews with Visual Arts, Music, Developmental English, Political Science, and Psychology faculty candidates, sometimes in person, sometimes by phone.
- The Visual Arts and Performing Arts and Music leadership from UT Austin visited to discuss transfer matters with our Music, Art, and Drama departments. It seems they are extremely interested in creating a liaison so our students feel comfortable transferring there.
- The LASS chair meeting was held with a few announcement and presentations on the upcoming Learning Outcome reporting needs and TimeClock+ training.
- The RAND leadership visited with extremely interesting information on our CLE, our ABE levels pilot, and needs for the future. They shared how other colleges were doing in certain areas and provided helpful guidance for future projects. Photo on the right.

- The Mid Valley Child Development Center Oversight committee was held to discuss several challenges with the CCAMPIS grant, food program, staffing needs, and upcoming activities.
- The 2nd annual NEFA Certificate Ceremony was held and the Dean graduated with the faculty who completed the training.
- The Prior Learning Assessment team met to further discuss needs to make the process and opportunities clear to our students. It was decided that procedures would have to be created and the policy may have to change somewhat.

- Several leaders met to discuss a request from the FEIPOL organization to use the Cooper Center one more time. After several glitches during last year's event, a number of matters need to be discussed before we enter into a contract with them, such as the nature of support they can expect and strict adherence to our facilities usage rules.

Social and Behavioral Sciences Area:

Criminal Justice

- Criminal Justice faculty at Pecan campus hosted guest speakers from DEA in their classes on Thursday.
- The Pecan Campus Sociology Club will be sponsoring a Courageous Dialogue event on the topic of immigration on April 25th.
- Assistant Professor of Social Work and Social Work Instructor hosted representatives from Texas A&M Kingsville for an information meeting with STC Social Work students regarding a transfer program that would allow STC students to work towards a Bachelor's degree in Social Work with TAMU-K at locations in the immediate area. There were 16 students in attendance at this meeting on Pecan Campus, and a follow up meeting is being scheduled for the Mid-Valley Campus.
- The Hiring Committee conducted faculty search interviews April 21, 22, and 28 for two Criminal Justice and one Sociology faculty position. The Assistant Chairs are involved by guiding campus tours for the candidates.
- Anthropology Instructor attended the American Physical Anthropological Association conference this week
- Two Criminal Justice Instructors received their New Enhanced Faculty Advising training certificates at a ceremony April 20th. The Criminal Justice faculty as a whole were part of the NEFA Spring pilot study, with all faculty taking the training and reaching out to students most in need of faculty advising. Preliminary reports show that these efforts have made a difference in retention and future graduate.
- Criminal Justice Associate Professor hosted CSI with the Hidalgo County Sheriff's department in his Criminal Investigation class. Monday of next week, he has invited the McAllen Police Department who will talk about the Citizens Police Academy to my Police Systems & Practices class.
- Criminal Justice faculty member hosted guest speakers from DEA in his classes this week.
- Criminal justice Instructor hosted Texas Ranger Reid Rackley, who spoke to students on the duties, roles, and responsibilities of a Texas Ranger.
- The Alpha Delta Sociological Society inducted their first members in a ceremony on April 8th. Photo to the right.

- The Social Work Club members volunteered at the Capable Kids Foundation Champions League tee ball tournament April 6th.
- Assistant Professor of Social Work and Social Work Instructor continue their coordination efforts with Texas A&M Kingsville. The latest information.

Psychological Science

- On Wednesday, April 5, 2017, the Starr County Campus Psychology Club attended a "Social Media Basics" Workshop at STC Starr County Campus sponsored by UTRGV Small Business Development Center and Starr County Industrial Foundation. STC Board Member & Starr County Industrial Foundation President provided opening remarks and introduced the speakers, representatives from UTRGV Small Business Development Center. They provided statistics about those who use social media and which social networks are most popular among different age groups. An overview was also provided about what businesses and organizations can do to effectively reach people via social networks such as Facebook, Instagram,

YouTube, SnapChat, Twitter, and so forth. Starr Psych Club Advisors and Members will take what they learned from this workshop to improve the club's social networking profile.

- On Saturday April 8, 2017 the Psychology Club and Puente Club joined forces to be part of the Don't Mess with Texas campaign on campus. Event was from 8 am to 12 pm. approximately over 20 bags of trash were collected to beautify the campus. Students displayed team work across club leadership and had a successful outcome. Photo to the right.

- APA tutoring sessions at the Mid-Valley Campus have occurred the last Saturday morning of each month throughout Spring semester. The training teaches students how to obtain references from STC's database, helps them produce outlines, literature reviews, and abstracts. Approximately, 40 students have been in attendance at each tutoring session. Students have expressed appreciation and gratitude for the help and guidance. Photo to the right.
- On Tuesday, April 11, 2017, the Starr County Campus Psychology Club volunteered at the 9th Annual Starr County Child Abuse Prevention Vigil at Rio Grande City Kiosko by the Courthouse. April is National Child Abuse Prevention Month. Photo to the right.

- On Tuesday, April 18, 2017, the Starr County Campus Psychology Club hosted its Orientation and Rehearsal for Starr County's Got Talent 11 to take place next Friday, April 28th. Starr County residents of all ages and talents had the opportunity to attend to sign up to participate in the talent show, receive a copy of the guidelines/rules, turn in music on CD/USB, rehearse, and ask any questions they had about the event. Singers, dancers, dance groups all signed up!

- On Wednesday, April 19, 2017, Starr County Campus Psychology Club Vice-President – was presented with a Certificate of Recognition for being the 6th Annual Starr County Campus Psychology Club $1,000 Scholarship Recipient.

- On Wednesday, April 19, 2017, the Starr County Campus Psychology Club invited guest speaker during the club's meeting for her to elaborate on the services provided by APC Homemaker Services.
- Wednesday, April 19, 2017 Starr Psych Club hosted its 7th meeting of spring 2017 semester. Members were reminded of the 8th Annual trip to South Padre Island in mid-May to reward Top 20 Most Active Members of spring 2017 and were provided an update of the club point system rankings; members got the opportunity to sign up for upcoming community service projects; member roles were assigned for Starr County's Got Talent 11; 2nd Annual Psych Club Spirit Day (and shirt sale) will be on Thursday, May 4th.
- On Thursday, April 20, 2017, All NEFA graduates received a certificate of appreciation presented by STC President. Photo to the right.

- On Saturday, April 22, 2017, the Starr County Campus Psychology Club volunteered in City of Roma's 2nd Annual Tire Recycling Round-Up in honor of Earth Day. The purpose was to pick up tires in various locations of Roma in order to recycle them, as tires accumulate mosquitos that are not good for the environment. This Earth Day initiative on behalf of City of Roma's Parks and Recreation Committee was a great experience according to our club members. Several community leaders were present, including representatives from City of

Roma & Parks and Recreations Department. This is the club's second annual effort at the annual tire recycling round-up.

- On Saturday, April 22, 2017, the Starr County Campus Psychology Club volunteered at the 2nd Annual Rio Grande City Color Rain Dash. Psychology club members volunteered in different capacities- throwing powered paint at the runners, directing traffic, setting up, cleaning, and so forth.
- Psychological Science Department, Pecan Campus accepting applications for annual scholarship.
- Psi Beta honor society members began data analysis of their recent Grit Study using SPSS.
- Because April is National Child Abuse Prevention Month, the Starr County Campus Psychology Club hosted a Social Media Awareness Campaign on "Child Abuse Prevention" during the Week of April 24-28, 2017. The flyer below was posted on the Starr Psych Club's official Facebook and Instagram social media networks to help bring awareness to the community on the importance of child abuse prevention. Starr Psych Club members also posted and distributed the flyer below created by the psychology club.
- Starr County Campus Psychology Club picked up and distributed the following shirts: Core Values, Back-to-Back Club Olympics Champions, and Starr County's Got Talent 11).

- On Wednesday, April 26, 2017, South Texas College's Annual Career Expo at Pecan Campus Cooper Center Theater.
- On Friday, April 28, 2017, the Starr County Campus Psychology Club hosted Starr County's Got Talent 11 from 6-8 PM at the campus auditorium. It was completely sold out with over 180 people in attendance and over $600 raised from admission fees to benefit the annual $1,000 Starr Psych Club Scholarship. There were 15 performances by singers, dancers, and dance groups from all over Starr County. Each participant or group received a certificate of appreciation for their performance. Photo to the right.

Child Education

- The Child Development Department hosted a Children's Play Day from 1 to 3 pm on the Pecan Campus in Building H in the Cafeteria and Student Lounge area. The event was sponsored by Child Development Club. The event was a success with over 150 children and their families participating in an afternoon of fun filled floor and table activities.

- The students arranged and created their own homemade activities for young children. These activities were part of their course work for their classes in the child development program. They provided an afternoon that was entertaining and gave children and families the opportunity to explore and have a great time.
- The Week of the Young Child Event was held at the South Texas College Rio Grande Starr Campus. Over 300 children and their parents attended.

Education/College Success

- The Starr County campus Education club, in conjunction with the Starr County campus Catholic Ministry, hosted a "Donation Drive." This activity was a good way to motivate students to donate and support a good cause.
- The Education Department hosted ATPE's annual convention at the Cooper Center. Local educator, local ATPE leaders and Austin come together to discuss that state of the Region 1 ESC ATPE chapter.

- The MVC Educ. ATPE Club held its final meeting for this academic year. Guest Speaker was Bilingual Education Director for Weslaco ISD. He encouraged our Education Majors to get the Bilingual endorsement when they graduate.
- The Education Department participated in the 4th Annual Dual Credit Update sponsored by the Dual2Degree Department. Over 150 high school counselor and administrators attended the event. Participants had the opportunity to learn about our department and its programs.

Assistant Dean of Humanities

- The Assistant Dean of Humanities, along with the Chairs and Assistant Chairs in English and History, began in earnest the conversation about the possibility of transitioning to a "co-requisite" model of Developmental Reading and Writing courses in conjunction with First Year College Level Reading (History) and Writing (English) courses. The challenges will be manifold, but all parties to the conversation are able and willing to entertain models that will be more conducive to student success in college level reading and writing. To be continued …
- Poetry Week activities abound at the Mid-Valley Campus: "Local Poet Readings" from five published poets on Tuesday morning, followed by a five-faculty panel-led discussion on "Poetry & Politics" Tuesday afternoon
- WILD screened the classic detective movie, Kansas City Confidential
- After several delays and rescheduling, the 12th Annual "People for Peace and Justice Gathering" was held at the Mid-Valley Campus on Saturday
- The Chairs of Developmental Reading and Developmental English joined the Dean of LASS and the Chair of Developmental Math, to present on TSI interpretation, and related issues, at the College Readiness Summit
- The Assistant Dean of Humanities presented informational sessions on meta-majors to the Council of Chairs (on Tuesday), to the Humanities Area Chairs and Assistant Chairs (on Wednesday), and to the Business and Technology Chairs (on Friday)
- The Assistant Dean of Humanities, along with chairs, assistant chairs, and faculty from the various Humanities Area disciplines, took part in the new time clock training for full time faculty; several implementation related questions were noted by the Assistant Dean of Humanities, who will be raising them with the appropriate personnel in HR for clarification
- The 12th Annual Pursuing Higher Ed. Fair was held at the Mid-Valley Campus (04/11)
- The Assistant Dean of Humanities met with a host of others at an informational meeting with our Office of PR&M (04/18/17)
- The Assistant Dean of Humanities participated in interviews as part of the HSI Instructional Coach search committee (04/17/17, 04/20/17)
- WILD held its "Poetry and Puppetry" event (04/18/17)
- English Department Faculty began reviewing feedback from three essay evaluation services being considered for use by the CLE
- The Assistant Dean of Humanities and the Chairs from Developmental English and Developmental Reading participated in multiple meetings with the RAND Foundation team on their two day site visit (04/20/17, 04/21/17)

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

- **Divison Dean's Update**

Biology

- Step-2 Biotech Workshops: The STEP 2 Grant program had 22 Biology Major Students attend the Biotech workshops. These workshops prepare students for summer research internships with USDA researchers and UTRGV faculty. (see photo to the right)

- Bacterial Transformation April 7, 2017: This was a session to begin familiarizing the STEP2 applicants with some of the techniques they are likely to use if they are chosen to participate in the summer research program associated with this grant. In this workshop, we have students doing a procedure to introduce a jellyfish gene into bacterial cells. The presence of the jellyfish gene makes the bacterium glow. The technique used to do this procedure is a very common one done in all molecular biology research labs. (see photo to the right)
- Plasmid Miniprep Isolation- April 21, 2017: This was a session to begin familiarizing the STEP2 applicants with some of the techniques they are likely to use if they are chosen to participate in the summer research program associated with this grant. In this workshop, we have students doing a procedure to isolate DNA from bacterial cells. They analyze the results of the procedure using a technique called gel electrophoresis, which allows them to see the isolated DNA, which glows under ultraviolet light in the presence of a particular dye. The technique used to do this procedure is a very common one done in all molecular biology labs.
- Biology 1406/1407 Committee met on April 7th and 21st to make a new schedule for 1406/1407 for Fall 2017, making it easier for instructors to follow and making lectures and labs match. The attending faculty discussed the outline schedule of Biology 1407 lecture.
- On 4/26/2017 faculty attended and represented the Biology Department at the Starr Adjunct Fair to recruit new adjunct faculty at the Starr Campus.

- On 4/29/2017, faculty manned the table at the adjunct fair to recruit new adjunct faculty for the biology department.
- On 4/06/2017- 04/07/2017 faculty attended the Texas Regional STEM Degree Accelerator. This two-day event to complete the STEM program that took place in the McAllen Convention Center. (see photo to the right)

- On 4/27/2017 faculty member attended the Cub Scout Troop 222 Earth Day Event on How to Compost. In Celebration of Earth Day the Cub Scout Troop 222 asked the fauclty member to teach the them about the importance of composting and demonstrate how composting can be done. (photo to the right)
- On April 22, 2017 faculty member and students participated in the Earth Day Neighborhood Cleanup with Our Lady of Sorrows School. This neighborhood cleanup was organized by Our Lady of Sorrows School for Earth Day. This event directly benefits STC students because the students are reminded of the responsibility that we all have to protect our environment. This week, April 23-29, 2017, is National Environmental Education Week. Participation in this cleanup event reinforced the influence that climate change has on our health in general. For example, I used the experience from this event to explain to my Anatomy & Physiology students that climate change will increase the risk of many infectious diseases, including malaria, West Nile virus, Lyme disease, and Zika, just to name a few.
- Faculty members attended the NEFA Training to learn how to advise many of their students who have been taking courses they do not need or are not prepared for.

- Faculty member attended 'The Cool City Event' in Edinburg on April 22 to celebrate Earth Day. At this event, faculty member was able to talk and get the interest of local foresters in working alongside STC. Other than networking, he was able to help plant the trees on McIntyre Street. (see photo to the right)

- The Healthy Lifestyle Seminar conducted on April 23rd by 3 faculty members had about 35 students, some STC faculty, and members of the community. This community service event sponsored by STC is to promote good health in the RGV, build community ties and to encourage our students to apply their nutrition and health education toward helping others. The events included an introduction and concluding remarks by faculty member and seminar by another faculty member called "Knock out Cancer Naturally" On April 28th one faculty member held a seminar for a " Seamless Transition to Vegan Diet".
- During the month of March and April 2017 ten of our Biology department faculty members plus some from other departments participated in the Walk Across Texas Program. This is a research-based educational program delivered by Texas A&M Agrilife Extension since 1996. Walk Across Texas is an eight-week program to help people of all ages support one another to establish the habit of regular physical activity. (see photo to the right)

- Faculty members class participated in the Environmental Concern Semester Project on 17 April, 2017 (1407.SP3), and 20 April, 2017 (1407.P01) Poster Presentation, which was attended by one faculty member and 56 student Participants. The environmental concerns activity took place during Earth Day week. (see photo to the right)

- Biology Club and Biology Students' Earth Day Celebration Poster Presentations: Topics included: Global Warming, Oil Spills, Fracking, Liquefied Natural Gas (LNG), Water Pollution, Plastic Pollution, Sustainable Energy Sources, Eco-Friendly Green Roofs and Green walls, Toxic Effects of Herbicides and Pesticides, Benefits of Organic Food, Endangered Species: Panda and Sea Turtles (see photos to the right)

- Faculty members partook in the engagement of the Biology Club Earth Day Celebration Hands-on Activity Presentations: Pecan Campus Courtyard, April 20th 2017: Making Recycled Paper Showing how CO_2 Pollution Can Impact Ocean Acidity and Aquatic Organisms; Decorating Fabric tote Bags. While some of the biology club members and biology students celebrated the Earth Day by presenting educational and informative posters that they made focusing on the main challenges that our planet is facing, and the eco-friendly approaches that can help overcome those challenges, some other students promoted eco-friendly habits such as recycling (showing how to make recycled paper for the arts and crafts projects), and using fabric shopping tote bags instead of plastic bags.

- Biology Club Earth Day Celebration Guest Speaker Seminar: Raising Awareness about Endangered Sea Turtle Species, and How We Can Help Sea Turtle Conservation. This year's Earth Day Celebration in Pecan Campus was mainly organized through collaboration between the STC's Student Activities Center and the Biology Club at Pecan. In order to raise awareness about the endangered sea turtle species Biology Club hosted an educational curator from the Sea Turtle Inc., a nonprofit institution aiming at conservation and rehabilitation of the endangered sea turtle species in our coastal environment at South Padre Island. The speaker event was promoted throughout the Earth Day Celebrations in the courtyard poster presentations as well as other exhibition tables. The guest speaker, informed the audience about the history of the Sea Turtle Inc., the challenges facing endangered sea turtle populations, and how we can help conserve and protect these wonderful species. Throughout the Earth Day Celebrations the Biology Club members helped raising funds for the Sea

Turtle Inc. by collecting donations in a donation jar which was presented to the speaker at the end of the event.

- Biology Club Members at the "Adopt-A-Beach" Annual Beach Cleanup Event at the Beach Access #3 Cleanup Site: South Padre Island, April 22nd (Earth Day), 2017 (see photo to the right)
- On April 7, 2017, faculty member volunteered at La Casita Community Garden, Rio Grande City, TX. This is one of several community gardens set up by Texas A&M AgriLife Extension Service. The objective is to provide a healthier alternative for food in these communities. This particular garden is located in the premises of an adult day care in the community of La Casita (see photo to the right)

- Biology Dept. Faculty members participate on a weekly basis with CLE tutorials for Microbiology, A&P, Biology. These instructors coordinate with their campus CLE, and have sessions outside of their office to help tutor in Biology, A&P, and Microbiology courses. Tutors are asked to participate in each sessions to help them review some of the course materials. They are open for any student. The sessions are completely volunteer tutoring by faculty. The time frame is selected by majority of votes. One instructor uses a Jeopardy like questionnaire approach to review points that are discussed for a minimum of an hour and half at each session.
- Faculty member along with other cohorts of the committee attended on April 5th, 12th, and 17th the DEMSA Mid Valley Search Committee.
- Some of the Biology faculty attended the STC CPR & First Aide certification training. This training is essential for many faculty and their classrooms. Many times the faculty are the only adults in the room for most of the time.
- Faculty members and a few STC Students participated in this event to raise awareness about students with disabilities. The Biology club is present every year to promote recruitment to our club and also to promote careers in Biology.

Math

- Attended the CITP re-design course meeting with Austin Community College. This was the group's first face-to-face meeting to discuss the status of both institutions in terms of the CITP re-design from a traditional semester to a Competency-Based Education program.
- The Fast-Track to Success 2017 Conference Steering Committee also informally met to discuss the upcoming conference on June 2, 2017 in Austin. The committee also discussed who would be hosting next year's conference and STC volunteered and suggested it be held on South Padre Island
- National American University (NAU) came by classes to help students finalize their registration into the Master's program. Approximately 6-7 students signed up with NAU and will be continuing their Graduate education.
- Attending the South Texas College Faculty Retirement celebration at the Rainbow room and had the opportunity to meet with the retirees and hear the great stories.
- Texas Southmost College setup a meeting for us to present to their faculty and students with information on our BAT programs. The presentations were well received and have been requested to return and provide additional presentations to specific groups such as STEM, Emergency Medical Science, and Accounting. We look forward to setting up those additional meetings and the signing of the articulation agreement between our institutions.
- April 30, 2017 program chair traveled to attend the Competency-Based Education Network (CBEN) Conference in Nashville, TN.

Technology Management

- CS/CIT Faculty Search Committee
- BAS-OL Faculty Search Committee
- BAT – TMGT Faculty Search Committee
- FOCUS Academy
    - STC Strategic instructional framework
    - Training for Active Learning Classroom

Training session for updated instruction technology: Integrating Content, Technology with Interactive Classroom Furniture

- FOCUS Academy
  Round Observation
  Classroom application of FOCUS Academy instructional methodology
- Laredo Community College
  Career Pathways Workshop/College and Career Fair
- FOCUS Academy
  STC Strategic instructional framework
  Training for Active Learning Classroom
  Training for updated instruction technology: Round Process Reflection
- BAT-TMGT Recruitment at STC Technology Campus
  Encounter with A.A.S. students
- CAREER EXPO
  STC Spring 2017 Career and Employer Services, Cooper Center. Representing BAT-
- FOCUS Academy
  Graduation Certification
- Adjunct Faculty Fair
  STC Spring 2017 Adjunct Faculty Fair, Cooper Center

University Relations

- Transfer Visits
  - Pecan Campus: National American University, Concordia University, University of Texas – Rio Grande Valley Transfer Admissions, University of Texas – Rio Grande Valley Education Program, Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative, University of Texas – Rio Grande Valley One-Stop Shop, Texas A&M University – Kingsville Education Program (Weslaco Campus), Texas A&M International University, University of Texas at San Antonio, Texas A&M University – Kingsville Join the J-Team, University of Houston – Victoria, Wayland Baptist University, UTRGV Education Program, Texas A&M University – Kingsville Education (Kingsville Team), Texas A&M International University Online MBA Program
  - Mid Valley Campus: University of Texas – Rio Grande Valley One-Stop Shop, University of Texas – Rio Grande Valley Transfer Admissions, Texas A&M University – Corpus Christ, Texas A&M University – Kingsville Transfer Admissions
  - Starr County Campus**:** Texas A&M University – Corpus Christi, Texas A&M International University, Texas A&M University – Kingsville Education Program (Kingsville Team), Texas A&M University – Corpus Christi and University of Texas – Rio Grande Valley Transfer Admissions
  - Technology Center Campus: National American University
  - Nursing and Allied Health Campus: Concordia University and National American University
- University Relations Activities
  - Approached by Business Administration department chair to talk to Our Lady of the Lake University to see if they would be willing to have a South Texas College cohort for their doctoral program.
  - Continued planning and coordinating with UT-Austin about their visit of April 18th
  - April 18: Met with a team from the University of Texas at Austin regarding the possibility of an articulation agreement between their College of Fine Arts and the Drama, Art and Music programs here at South Texas College. The team went on tours, met with faculty and observed classes.

- April 21: Attended a meeting with Texas A&M University – College Station regarding the request that Texas A&M University has for use of our space in the fall semester.
- April 26th: Assisted with getting the students from National American University parking permits for their Master's level courses that are being offered on our campuses.
- April 27th: Met with Texas A&M University College of Pharmacy regarding how we can better work together in relation to our pre-pharmacy students.

- Articulation Activities
  - in progress agreements

#	DEPARTMENT	PARTNERSHIP	STATUS	COMPLETION DATE
1	ADN Program	Stephen F. Austin State University	Draft Written	Spring 2017
2	ADN Program	University of Phoenix	Draft Written	Fall 2017
3	ADN Program	Chamberlain College of Nursing	Initial Discussion Phase	Fall 2017
4	Social Work	TAMUK	Draft Written	Spring 2017
5	General MOU	TAMUK	Draft Written	Spring 2017
6	Criminal Justice	TAMUK	Draft Written	Spring 2017
7	Computer Science	TAMUK	Draft Written	Spring 2017
8	History	TAMUK	Initial Discussion Phase	Spring 2017
10	General MOU	TAMU	Initial Discussion Phase	Spring 2017
11	Information Technology	Seminole State College	Draft Written	Spring 2017
12	Digital Forensics	Seminole State College	Draft Written	Spring 2017
13	Computer Maintenance Technology	Seminole State College	Draft Written	Spring 2017
14	Computer Specialist	Seminole State College	Draft Written	Spring 2017
15	Computer and Advanced Technology	Seminole State College	Draft Written	Spring 2017
16	Communication	TAMUK	Initial Discussion Phase	Fall 2017
17	Communication	UTSA	Initial Discussion Phase	Fall 2017
18	Communication	TAMUCC	Initial Discussion Phase	Fall 2017
19	Drama	UT-Austin	Initial Discussion Phase	Fall 2017
20	Drama	TAMUK	Initial Discussion Phase	Spring 2017
21	Drama	Sam Houston State University	Initial Discussion Phase	Fall 2017
22	Drama	TAMUCC	Draft Written	Fall 2017
23	Bachelor's Program	Texas Southmost College	Initial Discussion Phase	Spring 2017
24	Bachelor's Programs	Austin Community College	Initial Discussion Phase	Summer 2017
25	Art	TAMUK	Draft being written	Fall 2017
26	Biology	TAMUK	Draft being written	Fall 2017
27	Chemistry	TAMUK	Draft being written	Fall 2017
28	American Sign Language (to Communication Sciences and Disorders)	TAMUK	Draft being written	Fall 2017
29	History	TAMUK	Draft being written	Fall 2017
30	Sociology	TAMUK	Draft being written	Fall 2017
31	English	TAMUK	Draft being written	Fall 2017
32	Spanish	TAMUK	Draft being written	Fall 2017
33	Mathematics	TAMUK	Renewal being worked on	Fall 2017
34	Music	TAMUK	Draft being written	Fall 2017
35	Physics	TAMUK	Draft being written	Fall 2017
36	Architectural & Engineering Design Technology	TAMUK	Initial discussion phase	Spring 2018
37	Pre-Pharmacy	TAMU	Renewal	Fall 2017

  - Assisted with the development of a student panel for the Summit on College and Career Readiness. I worked with our partners at UTRGV and TAMUK to identify students who

would be willing to share their stories. We have 2 students from the Texas A&M University – Kingsville Education Program in Weslaco and 2 students from UTRGV participate.

- April 4th: Had a follow-up call with Concordia University – Texas about the next steps in creating a partnership between our two institutions and how which students we need to target. He will be visiting our campus later on this month.
- April 4th - 5th: Assisted in determining available classroom space for the classes that Texas A&M University will be offering on Pecan Campus in the fall and participated in a meeting between South Texas College and representatives of the new Texas A&M University Campus regarding this issue
- April 17: Met with child development department chair regarding issues that UTRGV has with articulating with her program. Together with VPAA we are working on a letter with all of these issues to bring to the administration at UTRGV so that we can start to tackle these issues
- April 19: Attended a webinar hosted by Austin Community College regarding the development of the Competency-Based Computer and Information Technology Program that is being developed. We will be writing an articulation agreement that will allow their students to matriculate into our program.
- April 21: BASOL program chair and I met with Texas Southmost College about the possibility of entering into an articulation agreement with them for their AAS degree seekers to enter into our Bachelor's Programs. They were very enthusiastic about this opportunity and we are planning to develop an agreement asap with the hopes of the first students enrolling for the fall semester.
- April 28th: Hosted the College of Arts and Sciences from Texas A&M University – Kingsville to begin writing articulation agreements with all of their departments.

- Projects
  - Texas Regional STEM Degree Accelerator
    - April 5th – 6th: Attended the fifth and sixth days of the Texas Regional STEM Degree Accelerator STEM Faculty Institute as a participant at the McAllen Convention Center. Over the past several weeks I have been working with my team on a lesson plan that can be used at both the high school and the college level and encompasses both mathematics and healthcare material.
    - April 12th: STEM Accelerator Regional Lead Check-In Call
    - April 25th: Attended a conference call about the development of an Information Technology Showcase leading to the development of an Information Technology Regional Advisory Council to provide a forum for educators and employers to come together and learn about the regional Information Technology needs.
  - April 3rd: Attended the South Texas College Summit to learn about the initiatives going on in our area regarding college and career readiness.
  - April 5th: Presented to the high school counselors participating in the College Advisor Training Program that is run by the Counseling Office here at South Texas College. I shared with them what the function of my office is and how I serve both the students and the faculty and staff. I answered their questions related to transfer and provided my contact information should they have more questions, need further information or if their students need assistance.
  - April 5th: Met with IEA and developed an IE Plan for the University Relations, Transfer and Articulation Center for the next biennium.
  - April 5th: Met with the College Algebra students that I am working with through the Beacon Mentoring program.
  - April 6th: Participated in the Office of Professional and Organizational Development Advisory Committee Meeting.

- April 11th: Participated in the Pursuing Higher Education Fair at Mid Valley Campus
- April 19: Attended the Monthly AA/FM Round-Up to learn more about Business Office policies and procedures.
- April 19: Worked with ISP Helpdesk to learn about new initiatives that the Information Services & Planning Department are testing and launching. I have been added to TraxAdmin so that when guests visit our campus I will be able to generate access codes for the South Texas College Wi-Fi.
- April 20: Assisted with sorting out some issues that students who are attending UTRGV are having. Two would like their field of study for their AA degree to be changed so that the articulation agreement that exists between our two institutions can be honored.
- April 20: Continued working with my Beacon Mentoring students to ensure their successful completion of College Algebra.
- April 26th: Participated in the Spring 2017 Career Expo to assist students with questions about transfer.
- April 27th: Attended a Professional Development program sponsored by the American Association of Women in Community Colleges given by a Supervisory Intelligence Analyst from the Federal Bureau of Investigation
- April 27th: Attended the ceremony honoring the retiring faculty.
- April 28th: Attended the mathematics department meeting.

Dr. Jayson Valerio
Division Dean – Nursing and Allied Health

Dean's Report

- April 3, 2017 – Attended the College's Summit on College and Career Readiness: Pathways Must be Intentional for Student Success at Region One
- April 4, 2017 – Attended the Coordinated Operations Council Meeting
- April 6, 2017 – Held the NAH Progressions Committee Meeting
- April 7, 2017 – Attended the Wellness Workshop held by OTA Faculty in collaboration with.
- April 18, 2017 – Attended meeting with Public Relations alongside NAH Project Manager to discuss current procedures of communication with this department. It was agreed that a Public Relations Advisory Committee should be formed to create a closer collaboration through Division Representatives and the Public Relations Department.
- April 20, 1017 – Held a meeting with representatives from the Educational Technologies department to discuss technology needs for the NAH Division.
- April 22, 2017 – Attended the 2017 Nursing Symposium to discuss with different hospitals in this RGV on how to collaborate to bridge the nursing shortage.
- April 25, 2017 – Attended the 5P Perkins Indicators Discussion meeting
- April 26, 2017 – Held NAH Progressions Committee Meeting
- April 27, 2017 – Held NAH Program Chair meeting to discuss adjunct job fair, updates on new Bond Building Projects

Occupational Therapy Assistant Program

- 04/11/2017 OT Month activity on Pecan Campus: The OTA Program conducted 3 hands-on activities on the Pecan campus to create awareness of Occupational Therapy and some of the interventions an occupational therapist would engage in with clients.
    a. Wheelchair Mobility
    b. Low Vision
    c. Sensory Awareness

Emergency Medical Technology Program

- April 6th – 7th, 2017 – the Emergency Medical Technology attended the 2017 Texas Ambulance Association Meeting at South Padre Island Texas. This meeting was designed for First Responders, EMS Administrators and EMS Educators. This statewide forum allowed the attendees to discuss the new EMS State Rules governing the EMS Industry as well as an onsite question and answer session with a representative of the Department of State Health Services.

Pharmacy Technology Program

- Advisory Committee met for the Spring Meeting on Thursday, April 20th.
- The PHRA Faculty will attend the Texas Society of Health-Systems Pharmacists in Galveston, TX April 27th-30th.
- Program Chair, completed the Spring 2017 FOCUS Academy.

Diagnostic Imaging Department

- The RADT and DMS Programs participated in a photoshoot with the Public Relations/Marketing Department in the development of an STC commercial to be aired in local movie theaters.
- The first-year RADT students attended a field trip to the DHR Cancer Center on April 18th as an introduction to the field of radiation therapy.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- **MVC Administrator's Office**
  - MVC Faculty Advisory Meeting was held on Thursday, April 27th. .
- **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.
  - Student Government Association Meetings held every Thursday at 4pm
  - Field Days
  - Student Leadership Academy is held every Tuesday at 3pm.
  - World Health Day Fair – April 6th
  - Sexual Awareness Day – April 12th
  - Earth Day Celebration – April 20th
  - Club Olympics Meeting – April 20th
  - Dodgeball – April 20th
  - Karaoke – April 26th
  - Lip Sync Battle – April 27th
  - Club Olympics – April 28th
  - Campus Clean Up – April 8th
- **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.
  - Political Science Club Meeting
    - Careers in Politics Seminar- April 1st
  - Mid-Valley Spanish Club Meeting – Every Tuesday and Thursay at 2:30pm
  - Page Turners Club Meeting-Every Wednesday and Thursday at 12pm
    - Poetry Week – April 3, 4, 5 & 6
    - Poetry Week Button Give Away – April 4th
    - Read for a Raspa – April 20th
  - United Methodist Student Movement Meeting – Every Wednesday and Thursday at 12pm
  - Nurse's Club –
    - Spring Sale Fundraiser – April 5th
  - Young Democrats Club Meeting – Every Tuesday and Thursday at 4pm
  - Social Work Club – Every Tuesday at 2:30 pm
    - Popcorn Sale/Distribution
  - Psychology Club Meeting – Every Thursday at 4pm
  - Education Club Meeting – April 26th
- **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 Acadmies Specialist. Students gain valuable information from the workshops and presentations.
  - DEA Student Workshops – Every Friday at 1pm
  - DEA Cyber Security Club – Every Friday at 1pm

- **Counseling and Advising Department**
  Hold workshops and events for students throughout the semester that bring awareness of many issues that are relevant to the student population.
  - Counseling and Disability Services Information Session – April 3rd & April 18th
  - Tips for Taking Tests on Line – April 6th
  - Diversity Awareness – April 11th
  - Alcohol Awareness Screening & Information Table – April 12th
- **MVC Library Department**
  The Library celebrated Woment's History Month.
- Library Open House – April 12th
- Movie Series "Sing" – April 12th
- **MVC College Connections Department**
  Throughout the semester, campus tours are scheduled for local and surrounding high schools.
  - Donna North HS Fast Track Event – April 7th
  - Weslaco HS Fast Track Event – April 12th
  - IDEA San Juan Fast Track Event – April 18th
  - Weslaco HS Campus Tour – April 20th
  - La Villa Fast Track Event – April 27th
- **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:
  - Precision Tools & Manufacturing
  - GED Computer Literacy Program
  - Alternative Certification Training Review – April 1st
  - ATCP Tutoring – April 1st
- **STC Departmental Trainings and Workshops**
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - University Relations –
    - TAMUK Engineering Initiative Information Table- Every Monday 11am
    - UTRGV Information Booth-April 5th
    - TAMUK Representative Information Table- April 12th
    - TAMMUCC Representative Information Table- April 17th
    - UTRGV One Stop Shop-April 19th
    - UTRGV Application Drive-April 26th
  - Career and Employee Services Department
    - Career Services Information Booth- April 5th
    - PSA Healthcare on Campus Recruitment- April 10
    - Back Pack to Briefcase Workshop- April 12th
  - Reading Committee held a meeting on April 28th
  - Pass Program Summer 2017 Application Drive-April 3rd
  - Human Resources hosted several training sessions for Time Clock Plus.
  - Philosophy Instructor, hosted the 12th Annual Peace and Justice Gathering-April 8th
  - Psychology Club held a Human Sexuality Conference April 15-18th
  - Veterans Fair was held on April 26th
  - Business/Technology Department hosted AEDT Sketcharette on April 26th.
- **The STC Mid-Valley Campus** - Meeting location for many local organizations to host their events:
  - STAR Network monthly meeting was held on April 27th .

- VIDA holds counseling sessions for NAH students on Tuesdays at 3pm.
- United Blood Services brought in their mobile blood unit for student donations on April 6th.
- Colonial Dames of the 17th Century held their meeting on April 22nd.
- Texas Association of Sports Officials held a meeting on April 12th.
- Chik-Fil-A Talent Recruitment Table – April 20th
- RGV Council Math Board Meeting was held on April 26th.

Dr. Arturo Montiel
Site Coordinator – STC Starr County Campus

- **Community Engagement**
  - Continue working faith-based community in j building
  - Working with Roma ISD to recruit students for fall 2017
  - Working with Rio Grande City ISD to recruit students for fall 2017
  - Working with La Joya ISD to recruit students for fall 2017
  - Continue preparation for the week of young child event
  - Working with student government to promote campus activities
  - Working with Technology Campus Dean to discuss promotion of the Pharr Regional Center for Public Safety Excellence
  - Working with RGCCISD to fund raise for annual scholarship
  - Contact community leaders for support of student food bank
  - Contact Rotary Club to present new programs from Technology Campus
  - Industrial Foundation meeting with Congressional leaders to discuss new programs
  - Reaching out to county law enforcement to draw guest speakers for Criminal Justice majors
- **Campus Events**
  - University Relations University of Texas Rio Grande Valley 4/4
  - World Health Day Fair 4/4
  - College Connections La Joya Academy Fast Track 4/5
  - Starr County Industrial Foundation Workshop 4/5
  - College Connections Roma MC Campus Tour 4/6
  - National Alcohol Screening Day 4/6
  - PASS Program 4/7
  - 4V4 Soccer Tournament 4/7
  - Office of students Rights 4/17
  - Industrial Foundation Meeting 4/17
  - Starr County Campus Psychology Club "Orientation/ Rehearsal for Starr County Got Talent" 4/18
  - Week of the Young Child Planning Committee Meeting 4/18
  - Fast Track College Connection 4/18 & 19 & 20
  - Counseling and Student Disability Services "Coping with Anxiety" 4/19
  - Texas A&M Agrilife WOW Coalition 4/19
  - Student Activities "Earth Day" 4/20
  - Texas Retired Teachers Association 4/20
  - Week of the Young Child 4/22
- **Facilities Related**
  - Placing a bench under smoking tent
  - Personal tour of construction side
  - Submitting work orders to remove willow trees
  - Submitting work orders to replace glass in a building
  - Continue to follow progress on bond construction
  - Irrigation water leak reported and being checked
  - Working with Dean of Technology to modify D building to add Automotive Technology
  - Arranging two classrooms in building C for HVAC & Electrician programs
  - Proposing removal of Dessert Willow trees in the construction areas.

Yvette Gonzalez and April Castaneda
Project Managers - Academic Affairs

- **Academic Affairs Highlights**
  - Continue to email supervisors, department/program chairs to submit student/program successes.
  - Completed Highlights:
    - Kappa Beta Delta Chapter Awards Recipient with Scholarship
    - Human Trafficking Conference
    - Cohort II TRSDA RGV STEM Faculty Institute Meeting
    - Children's Play Day
    - Professor Presents at University of Oklahoma on Mexican Migration
    - Recognition Ceremony for Retiring Faculty
- **Projects (development, data compilation, design, publication)**
  - Collaborated with HR to finalize the Adjunct Fair flyer for advertising the Spring Adjunct Fair at Pecan and Starr County
  - Assisted Academic Excellence with artwork for Night with the Stars booklet
  - Assisted OPOD with artwork for STLA for Staff
  - Assisted with collecting names and coordinating the Faculty Retirement Ceremony
  - Created artwork for Pharr Teaching Center Booklet
  - Assisted with preparing packets for Pharr Teaching Center Meeting
  - Continued working on NAH Division Booklet
  - Assist Presidents Office with printing 600 copies of 2 different booklets for the College Summit
  - Assisted with photoshoot for faculty spotlight booklet
- **Reports (development, data compilation, design, publication)**
  - Assist Academic Affairs with compiling program data and information with the assistance of RAS and respective program administrators for requested reports & presentations in the following areas:
    - Higher Education Center - Pharr
    - Dual Credit Partnership Report- PSJA ISD
    - Baccalaureate – Organizational Leadership
    - Distance Learning
    - University Relations, Transfer and Articulation Center
- **Student Course Evaluations**
  - Met with Curriculum & Student Learning Staff weekly during month of April. Meetings with staff will be throughout the semester to assist and train with transition of activity Smart Eval portal process for submission.
- **Meetings**
  - Attended Time Clock Training: April 3rd
  - Attended Distance Learning Meeting: April 3rd
  - Met with HSPS PM to discuss HSPS website: April 4th
  - Met with BASOL Program Chair to review program information: April 3rd
  - Met with Distance Learning Manager to review information for upcoming report: April 3rd
  - Held meeting to discuss Principals' Summit: April 6th
  - Met with BASOL Team to prepare for April EWDC: April 7th and April 10th
  - Attended Education & Workforce Development Committee Meeting: April 11th

- Attended meeting with VP Academic Affairs and Organizational Leadership Team to review for EWD presentation: Apr. 10th
- Attended Education & Workforce Development (EWD) meeting Apr. 11th
- Met with Public Relations Web manager and team to review HSPS website structure: April 18th
- Attended meeting with Academic Affairs Leadership Team to review PR procedures and processes: April 18th
- Met with OPOD to discuss faculty spotlight booklet: April 19th
- Met with University Relations officer to review presentation development for Academic Affairs: April 25th
- Met with TX Pathways lead to discuss website: April 26th
- Attended Dual Credit Taskforce Meeting: April 27th
- Participated in hiring search committee review for Academic Affairs: April 27th
- Attended Recognition Ceremony for Retiring Faculty: April 27th
- Participated in monthly Distinguished Leadership Academy (DLA) training: April 28th

Jessica S. Garcia
Coordinator – Academic Excellence Program

- **Valley Scholars Program**
  - Fundraising – Followed up with sponsors pending payment for the 11th Annual ANWTS. Continued meeting with venues to finalize details on quotes. Requested updated vendor list from Business Office. Worked on compiling data for online sponsorship requests. Donations received in April: Cash - $10,500.00; In-Kind - $0; Silent Auction - $397; Pledged - $1,000.00.
  - Retention – Held Valley Scholars meetings at each campus on April 21st to update students on upcoming events and opportunities. Continued contacting students flagged as "in need of academic assistance" from the Early Alerts sent to faculty and discussed support services available at South Texas College.
  - Community Service – Valley Scholars students volunteered at the RGV Food Bank on May 28th and at the STC Career Fair on May 26th.
  - Recruitment – Evaluated Valley Scholars applications that were submitted by the priority deadline. Worked with PR on article highlighting the Valley Scholars College Tour.
  - Administrative – Staff attended TimeClock training for new HR timekeeping system. Attended Academic Affairs meeting with Public Relations. Attended Recognition Ceremony for Retiring STC Faculty. Worked on organizing the Valley Scholars and Honors Program Graduation Banquet scheduled for May 6th.
- **Phi Theta Kappa**
  - Meetings – Attended the Phi Theta Kappa International Convention in Nashville, TN from April 6th – 9th with one officer and one advisor. Held April officer and general meeting on Apr. 19, 2017.
  - Recruitment – Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa. Recruitment period ends on May 13, 2017.
- **Honors Program**
  - Assisted Academic Excellence Dept. with incoming student inquiries about program and referred students to new Honors Program Director.

Dr. Maricela Silva
Officer - Academic Grants and Projects

- **Grant Activity for the Month of April:**
  - 18 Active Grants

Overall Awarded		
Academic Affairs Divisions		4,357,540.87
Carl D. Perkins		$ 1,458,375.00
*Carl Perkins funding is included in this total		
Grants Awarded By Division*		
LASS		990,698.00
M&S		685,348.00
B&T		1,500.00
NAH		1,132,896.87
Academic Advancement		
All Divisions		1,547,098.00
*Carryover funds from prior years are included		
Total	(AA plus CP)	$5,815,915.87

Recently Awarded:
- none

- **Grant Oversight**
  - **CIBER Grant**
    - Provided update to Grants office regarding request for an extension submitted to the grantor.
    - A meeting was to be scheduled for April with the Grants office to discuss next steps; however, this meeting did not take place.
  - **Carl Perkins Grant**
    - Reviewed emails received from Grants office and responded with information regarding faculty summer internships for CTE programs.
    - Reviewed emails and followed up with Grants office regarding upcoming grant funded travel for CTE programs and Sign Language Department.
    - Reviewed emails and followed up with Grants office regarding TSTC's request to visit campus to learn about 5P1 and 5P2.
    - A meeting was scheduled for April 25th with TSTC.
    - Met with TSTC to discuss 5P1 and 5P2 indicators.
    - Reviewed and revised Carl Perkins 2018 application summary sent by the Grants office and forwarded to VPAA for review and approval.
    - Attended Grant planning meeting to review information and develop strategies for applying for 2018 Perkins funding.
    - Disseminated information to LASS and Business & Technology deans, who were unable to attend the Perkins Planning meeting.
  - **RAND Grant**
    - Reviewed and responded to various emails and phone calls regarding upcoming RAND site visit.
    - Meeting rooms were reserved and preparations were made for site visit.
    - Follow-up emails and draft agendas were sent regarding upcoming site visit.
    - Worked on edits and finalized agenda.
    - Participated in RAND 2-day site visit.
    - RAND will be sending a debrief report regarding the April site visit.

- **TAB Grant**
    - Met with Dean to discuss grant, outcome of visit with ACC, and budget.
- **iPASS Starfish Grant**
    - Reviewed and responded to emails regarding Starfish program/survey issues to help resolve the problem.
    - Committee meetings were postponed until April 20th.
- **TRSDA Grant**
    - Met with Project Director-STEM to discuss grant.
    - Attended TRSDA STEM Faculty Institute to provide support
        - Faculty seemed very engaged in the activities.
        - Received positive feedback from participants.
    - Reviewed and responded to emails from Educate Texas regarding grant.
    - Reviewed and responded to emails from Grants office regarding upcoming grant and budget report.
    - Participated in Regional Lead Check-In Call.
    - Met with Grants office regarding status of grant and address concerns regarding budget.
    - An IT Regional Advisory Team meeting was held in April.
    - Met with Dean to discuss grant.
    - A follow-up meeting will be scheduled with the Grant Compliance office

Grant Development

- Recently submitted: **AETNA Foundation - Healthy Communities Grant Project**
    - Submitted on April 12th
    - Amount: $100,000
- Grants being considered for Development/ Preparation:

AETNA Foundation- Healthy Communities Grant Project

- Deadline: April 14th
- Amount: $100,000

DHSI Grant:

- Deadline: April 24th
- Amount: $500,000
- A meeting is scheduled for Monday, April 10th.
- Participated in meetings with Grants office;
- Requested data for grant;
- Reviewed RFP and researched information;
- A follow-up meeting is scheduled for Tuesday, April 18th.
- Reviewed data provided by the RAS Dept. for grant;
- Reviewed and responded to emails regarding grant.
- Per Grants office, this grant was **not submitted**.

Academic Projects:

- **Miscellaneous**

Excelencia in Education – ALCC Meeting:

- Reviewed and responded to emails from Excelencia requesting information.
- Check in telephone conference held with Excelencia.
- Forwarded updates regarding recap and "next steps" to team and VP.
- Followed-up with Bachelor Programs, NAH, and Business Administration to provide support for Excelencia Award Application.
- Provided edits/feedback to Business Administration Program on their application.
- Requested information for Valencia College's Collegiate Academy.
- Follow-up email sent regarding STC Profile updates.

IE Reporting:

- Draft sent out to respective departments for review and feedback with a deadline of Friday, April 7th, to respond.
- Met with the IE Department to review and get feedback.
- Draft sent to VP for review and feedback.
- Met with Associate Dean of Curriclum and Student Learning to review IE Plan.
- Revised draft and sent to VP for review and feedback.
- Requested extension from IE Department.
- Met with Distance Learning to review and revise IE Plan for their department.
- Reviewed Distance Learning IE Plan draft with VP.
- Made revisions to Distance Learning IE Plan, based on VP feedback.
- Follow-up emails from IE department were reviewed regarding new program

Upcoming

- May 27th – 30th – NISOD Conference.
- June 29th – P-16 Statewide Professional Development Conference.
- October 4 – 7 – Excelencia in Education ALASS Institute.

Yolonda Jaramillo
Project Director-HSI Grant

Title V Grant & Projects

Component 1

- **Active Learning Classrooms/Training Rooms**

- Submitted the justification for board approval on CIP projects to Purchasing. The bond items will be submitted later when the timeline on North Academic and South Academic are updated.
- Researched alternatives to the mobile chair upolstry as the standard mosaic pattern has been discontinued. Researching other options specifically for the bond projects to compliment the approved color scheme.
- Collaborated with the Criminal Justice department to add their active learning furniture requests to the board submission with split funding. The goal is to have another Tier 1 ALC furnished by fall 2017. Like the Patient Care Assistant Program this ALC will be funded by the department and not the grant. To protect the integrity of the data both rooms are a part of the evaluation plan.
- Placed requisition requests for the AV equipment for the the CIP projects. Still pending quotes for the bond projects. There are 9 projects planned for this summer, including three Tier 2 upgrades at Starr, Mid-Valley and Tech. These projects may need to be completed in steps and carried over to Year 4 of the grant depending on the overall expense of the bond projects. The next step is to modify the existing Tier 1 ALCs by removing the projector and replacing with 4 wall mounted displays. This plan of action would alleviate the front of room design.
- Observations per the grant evaluation plan are in progress and will be completed by mid-April.
- Evaluated applications to begin interview process for the HSI Instructional Coach position.
- Pending quotes for north and south academic bond projects and board approval.
- Board approved the furnishings for the CIP ALC projects at Mid-Valley and Starr. Requisitions are in process. The active learning furniture for the Criminal Justice department is pending approval in May. Per purchasing the department funds have been encumbered and are not in risk of being lost at the end of April.
- Collaborated with the Vice President of Academic Affairs, Educational Technology, Planning and Construction and IT to revise the ALC timeline in efforts to spend down carry over intended for bond projects. With the changes to the bond time line these expenses align with Year 4 of the grant rather than Year 3. The new summer 2017 ALC projects are as follows:
    - CIP Modified Tier 1 ALCs
        - Mid-Valley G121 (36 capacity)
        - Starr E1.204 (36 capacity)
    - Modifed Tier 1 ALCs
        - Pecan G101 (42 capacity)
        - Pecan T1.506 (36 capacity)
        - NAH 3.422 (36 capacity)
    - Tier 2 ALC Upgrades
        - Mid-Valley G169 (42 capacity)
        - Pecan C111 – AV credenzas only (36 capacity)
        - Starr E2.104 (36 capacity)
        - Tech A119 (increase to 36 capacity
- Collaborated with Curriculum and Instruction to close all grant funded ALCs during Summer II for impending upgrades.
- Completed ALC observations for the grant evaluation.

- Interviewed last candidate for the HSI Instructional Coach position. The goal is have this position filled by June 1, 2017.
- Planning new training for ALC instructors for fall 2017 to familiarize them with the rooms and grant evaluation plan.
- **FOCUS Academy**
- Continued efforts to monitor participant attendance and eligibility for completion. Of the 37 participants 35 are on target to complete the training.
- Collected fall registration data. Currently there are 15 registrations, all from the 2016-2017 TLA cohort. BT has 5 (63%), LASS 7 (50%), MSB 3 (38%) and NAH 1 (20%). Additional emails will be sent to the TLA cohort to improve enrollment numbers.
- Rounds for participants are in process and will be completed by the first week of April.
- Continued efforts to monitor participant attendance and eligibility for completion. Of the 37 participants 34 are on target to complete the training April 28th, with one to complete fall 2017. NOEs are in process for May payroll.
- Collaborated with RAS to initiate online summative survey for the grant evaluation plan. Will progress monitor the number of completions and encourage faculty to complete the survey. Last semester's cohort had a 97% survey completion rate.
- Collected fall registration data. Currently there are 19 registrations, all from the 2016-2017 TLA cohort. BT has 8 (100%), LASS 7 (50%), MSB 3 (38%) and NAH 1 (20%). Additional emails will be sent to the TLA cohort to improve enrollment numbers.
- Rounds for participants have been completed.
- ***Component 2***

➢ **Redesign and Expansion of Faculty Advising**

- Presented at the 2nd Annual NEFA certification ceremony.
- Met the Year 5 goal of 280 faculty advising certifications with 281 completions so far.
- Proposed institutionalizing the Faculty Advising Coordinator position to sustain the project beyond the scope of the grant. Pending additional position from HR.
- ***Component 3***

➢ **Enhancement of Technology Infrastructure**

- Pending program chair requests to be submitted to Curriculum and Instruction to change the section codes to GZ1 for the following courses:
    1. OTHA 1305, Principles of Occupational Therapy
    2. ESMP 1371, EMS Documentation
    3. VNSG 2331, Advanced Nursing Skills
    4. VNSG 1234, Pediatrics

    Other potential courses:
    5. PTHA 1409, Introduction to Physical Therapy
    6. Respiratory Therapy, courses currently undesignated
- The Researching remote delivery courses within different divisions to support this initiative.
- Pending program chair requests to be submitted to Curriculum and Instruction to change the section codes to the approved GZ#. Currenlty only the Vocational Nursing program have made this request.
- Requested plan of action to promote courses at the Starr Campus within the next few weeks to improve student enrollment.
- Continued research of remote delivery courses within divisions other than NAH to support this initiative.
- Collaborating with Distance Learning to research methods to improve online course engagement to support the distance learning initiative.
-

Management/Compliance

- **South Texas College**
- Completed the inventory of specified items for internal grant compliance review.
- **Department of Education**
  - Attended the AHSIE Conference and met with Title III and V Directors to receive HSI grant updates regarding the Department of Education and the current administration.
  - Met with DOE program officer, to review the status of the grant and changes in scope.
  - Reviewed grant regulations and best practices.
  - Drafting a proposal to change the institutionalized position on the grant from Grant Director to Faculty Advising Coordinator.
  - Pending a proposal to reallocate funding for summer ALC projects. Waiting for AV quotes to determine amounts needed and whether a proposal is necessary of falls under the expanded authority clause.
  - Planning a phone meeting with DOE program officer to review the status of the grant projects and proposed changes.

<u>Other</u>

- **South Texas College**
- Evaluated applications to begin interview process for the HSI Instructional Coach position.
- **Highlights**
- FOCUS Academy- April 7, 2017
- FOCUS Academy Graduation – April 28th

Kristina M. Wilson
Associate Dean - Curriculum and Student Learning

- **Associate Dean**
  - Attended the Summit on College & Career Readiness at Region on and lad a presentation on the Core Curriculum.
  - Attended the TACTE Conference in Austin, TX from April 4-7.
  - Met with Curriculum and Scheduling Coordinator to roll the Spring 2018 schedule.
  - Attended a conference call with Digital Measures.
  - Attended the IE Planning meeting with Academic Grants Officer.
  - Attended the EWDC Board Committee meeting and presented on the proposed Personal Trainer Certificate.
  - Held an Academic Calendar Committee meeting.
  - Attended the Program Development meeting regarding the proposed Dental Assisting Program.
  - Attended the Timeclock Training.
  - Attended the Special Board meeting.
  - Attended and presented at the Dual Credit Update.
  - Met with Curriculum and Scheduling Coordinator to discuss the IE Plan.
  - Attended the Lone Star College Program Development webinar to discuss steps 3 &4.
  - Attended and presented for the RAND Site Visit.
  - Attended the 2nd Annual NEFA Certificate for Faculty Advising Program.
  - Held a Prior Learning Assessment Taskforce meeting.
  - Attended the 2nd day of the RAND visit meeting.
  - Attended and presented at the Program chair meeting for the MSB, LASS, Business and Technology and NAH Divisions to discuss the SACS Learning Outcomes.
  - Attended the President's Administrative Staff meeting.
  - Met with Professional Liason and Project manager to discuss the TX Pathways Project website.
  - Met with the Vice President of Academic Affairs to discuss TX Pathways Project website.
  - Attended the Bb Outcomes meeting.
  - Held a conference call with Learning Outcomes Specialists and Dr. Cleary from Alamo Colleges to discuss Learning Outcomes for STC.
  - Attended the Planning and Development Council meeting.

<u>Curriculum</u>

- Worked on Faculty Credentials Flow Chart.
- Corrected Uniform Class Time errors and submitted for upload to the STX webpage.
- Audited CIP codes for workforce programs against THECB inventory to ensure accuracy.
- Sent out Spring 2018 schedules for first review.
- Worked on ownership list and email drafts and content.
- Worked on audit of Student Education Planners for 2017 - 2018.
- Assisted with correction of session dates for Fall 2017 minimester.
- Worked on requests from the Cashier's Department to add fee attributes.

- **Program Development**
  - Submitted THECB nominations for Architecture and Construction program of study subcommittees.
  - Worked on EMSI reports.
  - Program Development research for Family Studies and Computer Engineering.

- Rolled the Spring 2018 Schedule.
- Worked on EMSI report and checklist for Public Administration and Dental Assistant.
- Reviewed Department IE Plan.

➢ **Meetings attended and Trainings by the Curriculum staff**
- Attended 12th Annual Summit at Region One.
- Attended HR Timeclock plus training.
- Attended SmartEval meeting with Yvette and Sarah to send out emails and reminders for course evaluations.
- Attended the Banner User Group meeting.
- Met with Associate Dean to review academic calendar feedback from divisions.
- Attended the Academic Calendar Committee meeting,
- Met with Program Developers for Dental Assistant Program.
- Training Curriculum Specialist on overseeing Faculty Handbook for 2017-2018.
- Attended Perkins Leadership Grant Webinar on Program Development – Part II.
- Met with Project Manager and Administrative Assistant to send course evaluation email reminders and requests.
- Met with Curriculum and Scheduling Coordinator regarding Faculty Handbook.
- Teleconference with Lone Star Community College for program development.
- Attended phone conference regarding Degree Works implementation.

➢ **Curriculum Software**
- Completed Hybrid request for Summer and Fall 2017.
- Started working on curriculum training manual for CBM reporting errors and procedures.

<u>Student Learning Outcomes and Assessment</u>
- Collected and archived confirmed maps. Completed Fall 2017 curriculum maps and sent out to department chairs. First deadline is April 28th.
- Followed up with DE staff to check on status of rubrics and evaluators for next week's meeting.
- Updated confirmed maps in the share drive and audit list.
- Worked with Bb Outcomes team to finalize list of evaluators and process for evaluation in Bb Outcomes system.
- Updated audit list as maps were submitted.
- Practiced Bb Collaborate JagPRIDE trainings with other Learning Outcomes Specialist.
- Created evaluation sessions in Bb Outcomes and sent out to evaluators.
- Updated Curriculum maps for Business Administration, Two courses were missing recent learning outcomes changes.
- Working curriculum map for new Culinary Arts AAS degree Baking.
- Followed up with individuals that attended Friday's JagPRIDE training.
- Beginning to review Fall 2017 curriculum maps that are being submitted from Dept. Chairs.

➢ **Faculty Support**
- Assisted Dept. Chair with questions regarding his curriculum map.
- Assisted several faculty with questions and activities in JagPRIDE.
- Assisted Sociology instructor, teaching SOCI courses in the BASOL program with aligning the course learning outcomes for reporting.
- Assisted faculty with completing program maps.

➢ **Meetings and Trainings**
- Participated a test session with office staff for our first online training.
- Conducted our first online training, however ran into some difficulties with the audio.
- Attended Human Resource Timeclock training.
- Provided a demo of Bb Collaborate to our Associate Dean.

- Conducted a JagPRIDE Training on April 21 at 10 AM where were we had 1 faculty member participate.
- Hosted a face to face training with dual

➢ **Technology**
- Practiced on BB collaborate to familiarize ourselves with the system for our upcoming Spring trainings.
- Coordinated with Anna from DE to set a meeting with Bb outcomes pilot group to review pending items and next steps for the spring semester.
- Contacted TR to set up a date for Spring data rollover for JagPRIDE. Made Spring visible but not active in JagPRIDE.

➢ **Reporting**
- Worked with DL team and Bb Outcomes Consultant to discuss pilot and timeline for completion.
- Assisted BASOL faculty with aligning her BASOL outcomes and standalone SOCI outcomes.
- Reviewed current SACS report in Argos to prepare for meeting.

Course Scheduling
- Provided HSI Grant Project Director the Active Learning Classroom Schedule report.
- Generated Pecan campus utilization reports for Facilities Department.
- Updated Active Learning Schedules for all upcoming terms for HSI Director

➢ **Schedule Development**
- The Scheduling Technicians worked on created new courses for Summer 2017 and Fall 2017. Worked on schedule changes, added classrooms, and faculty names for Fall 2017 schedule. Also they worked on Fall 201810 TBA reports. Technicians verified that all the internet and Hybrid courses were coded correctly in the Section Cross Reference (SZASXRF). They Reviewed 1 schedule to send to Deans and Program Chairs. The capacity of all the exception courses were increased. Deleted of all the cancelled courses for Spring 2018. Emailed Maday regards the Spring 201820 and inputted summer and Fall scheduling changes as requested by department chairs.

➢ **Schedule Maintenance**
- The Scheduling Technicians worked on updating scheduling manual for Spring 2017 schedule and made room reservations for Spring and Summer 2017. Worked on adding faculty name assignments, cancelled courses, and created new courses for Summer 2017 and for Fall 2017. Made some time changes on the schedule according to the Uniform class time schedule.

Nicolas Gonzalez
High School Programs and Services Administrator

- The Summer schedule will be send to the ECHS Coordinators, and Dual2Degree staff this afternoon.
- I presented this morning at the Counselor meeting organized by Dual2Degree. Large number of mainly counselors were in attendance. They were very respective to the policy changes and Pathways initiative.
- Please see the attached contact hour reimbursement that may be received by STC for this past based year at the current average amount of $2.64 per. Even if the state were to cut the higher education reimbursement by 4%, as we have heard will happen, the amount would still be $10,341,366, or $1,027,109 over the last base year figure.
- Also attached are the projected graduates this May with Associate degrees by the ECHS. Number of graduate on the far last column will be counted with the Academies numbers.

DE Planning and Scheduling Manager

Workshops/Meetings

- Attended the SUMMIT at Region One.
- Met with 6 history dual credit faculty candidates before their interview with program chair.
- Met with Electrician program chair at CCTC to discuss contact hours.
- Met with Principal from Mission CTE to discuss summer and fall schedules.
- Attended Woman in Technology at the Tech Campus.
- Met with Principal at Ballew ECHS to discuss fall schedule.
- Met with dual two biology dual credit faculty candidates before their interview with program chair.
- Attended Dual 2 Degree update at the Copper Center.
- Attended a two day Conference at South Padre Island for Early College High Schools.

DE Scheduling and Planning

- Created a list with all the current and new government sections for next school year for the political science department.
- Requested three economic section for Sharyland SA3 for this summer. Program chair approved all three sections.
- Made summer faculty changes for the psychology department
- Created new web operator for Weslaco ECHS.
- Made Faculty changes for the Biology department.
- Arranged dual credit faculty interviews for all 6 history candidates.
- Changed times for welding classes at Weslaco CTE ECHS for next fall.
- Requested new math courses for Weslaco ECHS this summer. Chair approved the request.
- Arranged dual credit faculty interviews for the two biology candidates.
- Created two new sociology sections for PSJA ISD this summer.
- Checked all the computer science courses.
- Made faculty changes for the music department on summer schedule.
- Switched all the summer computer science courses to web enhanced.
- Collected and arranged all the dual credit application packets to distribute to program chairs. Received a total of 75 applicants.

DE Workforce Specialist

- Conference/Workshops/Meetings
- Attended TACTE Conference in Austin
- Meeting for ELPT Dual Credit
- Attended meeting for recognition ceremony

- Meeting with various Program Chairs
- Attended new Time Clock training
- Attended Perkins Planning Meeting
- Attended the Dual2Degree Update
- Attended Business & Technology Program Chair Meeting
- Screening Dual Enrollment Instructors for Summer & Fall ’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.

Dual Enrollment Faculty Liaison, HSPS

- All partner schools have returned a signed Principal Agreement.
- Continued to respond as needed to faculty and/or chairs on dual credit issues.
- Continue to work on revisions to DC textbook adoption list with updates from STC chairs. Responding to requests from schools asking for current textbook adoptions for courses.
- Facilitating two spring 2017 DELTA courses and making updates and corrections to course materials. Completed eTeachI and eTeachII training to learn more about managing features of online courses.
- Continued to work with Continuing Education and OPOD to provide DELTA course materials and information, document procedures needed to award continuing professional education credits to participants who successfully complete the course, and develop guidelines for facilitating DELTA courses.
- Continue to review general Dual Credit MOU, Principal Agreement, and Dual Credit Programs Instructional and Quality Standards Manual for possible revisions/updates. Tracking revisions and maintaining a master version of the general Dual Credit MOU.
- Participated in meeting on April 5, 2017, to suggest revisions to Policy 4001 “Code of Professional Ethics for the Administration, Faculty and Staff”.
- Met with Project Managers for Academic Affairs and with web services to plan revisions to webpages for High School Programs and Services. We will continue to follow-up with Web specialists to plan revisions.
- Reviewed RETENTION SCHEDULE OF RECORDS COMMON TO ALL LOCAL GOVERNMENTS (Fifth Edition, Effective April 17, 2016) - 13 TAC §7.125(a)(1) to identify rules that relate to Academic Affairs instructional divisions. This included grade submission records, faculty and staff evaluations, and observation of faculty classes.
- Dual Credit Task Force meeting was held on April 27, 2016. Revisions to policies and procedures that were made from summer 2016 to spring 2017 were reviewed as was the Task Force Status Report sub-committee activities. The President of Faculty Senate and the President of the Council of Chairs went over issues that have been brought to their attention.
- Continue to **help with review** of various Academic Affairs PPTs, reports, and documents before dissemination.

Dr. Rebecca De Leon
Director – Academies and HS Projects

Completed: Projects / Activities

- Director and Coordinator of Academies and High School Projects attended the annual Spring Site Director Meeting in San Antonio on April 20-21, 2017.
- 2017-2019 Academies Program Cohort Selection was completed by April 19th. 200 students were accepted to the Academies Program for the Pecan, Mid Valley and Starr County Campuses.
- Dual Enrollment Academies Program mailed selection decision letters to the 250 students who completed applications for the 2017-2019 cohorts. The deadline to accept slots was set for Friday, May 5, 2017.
- Academy Program Starr County Campus Cord Ceremony was held on Thursday, April 27th for the 13 DEMSA students and families. Keynote Speaker was DEMSA Alumni, who is a third year PhD Student at Texas A&M University.

TexPREP:

- TexPREP Year 1 Application deadline was set for April 21, 2017 for Weslaco ISD. A parent meeting was held on Tuesday, April 4th to discuss the details of the program and the four year commitment.
- Applications have been received from Human Resources for the TexPREP Program Assistants and Instructors positions. Interviews started for the hiring of 28 staff members.
- PSJA ISD parent and student meetings were held for each district where presentations were held on the logistics and requirements of the program.
- PSJA ISD Selection Committee met on April 28th to make selection for the 80 applications received for the 2017 Summer Program.
- Our Departmental Secretary called all pending acceptance Year 2-4 students to confirm receipt of their letters for Summer 2017.

Academies Program:

- 2017-2018 Academies Program application Selection Committees met from April 5-19th to review 250 completed applications.
- Academies Specialists sent Acceptance Rosters to partnering districts and campuses on Friday, April 21st to make them aware of the selection decisions.
- Progress Report Request 3 was sent to faculty following case management with students below a 'B' average. Parents were also contacted to update them on student progress in courses.
- Workshop was held on Friday, April 21st included the following:
    - Pecan Campus: Awareness of Underage Drinking Presentation was held by a Graduate Student from the STC Counseling Department. Students learned the dangers of underage drinking with some group activities that involved drunk goggles.
    - Mid Valley Campus: DEA Junior students attended a career awareness presentation provided by Cruise Control Entertainment, a video game design studio in the Rio Grande Valley. Students learned that video game design is a $16 Billion industry. Additionally, students learned about the various software that is available online to assist them in pursuing this field.
    - Mid Valley Campus: Assisted Senior DEA Students in completing their Marching Orders Online. Students submitted their Senior Checklist and completed their Senior Exit Interview.
    - Starr County Campus: Student Leadership Academy presented on Service Leadership to the Academy students.

    - Mid Valley Campus: Student Activities Staff prepared student for completion of the SLA Program.
    - Starr County Campus: Student Leadership Academy presented a make-up workshop to fulfill the necessary requirements to graduate from the program.
- Academies Staff sent the Summer 2017 Booklist and Summer Course Schedule/Registered Courses to partnering school districts.
- A Meeting Update was held on April 19, 2017 for the Academies Online RADIUS Application.

Professional Development/Continued Learning:

- Academies Staff attended the South Texas College, College and Career Readiness Summit at Region One on Monday, April 3, 2017.
- Academies Specialist, participated in the Dual2Degree Search Committee for the Mid Valley Specialist Position on April 21 and April 28, 2017.
- The Academies Director and Academies Specialists attended the Preparate: Educating Latinos for the Future of American Conference in Orlando, Florida on April 24-26, 2017. The conference focused on the awareness and the need of expanding the access of higher education courses to high school students. Focused on data and different programs they are working around the nation to help students achieve higher academic success.
- Academies Staff attended the Human Resources TimeClock Plus Training throughout the month of April.
- Academies Specialist, attended the Mid Valley Campus Advisory Meeting on April 27, 2017 which discussed the progress of construction at the MV Campus. An update on campus events/activities was provided. Educational Technologies provided updated information about their process to request media/equipment.
- Academies Specialists attended the Emotional Intelligence Conference in Corpus Christi on April 5-7, 2017. Staff was introduced on how emotions can apply to everyday life and skills. In addition, were taught about emotional awareness; the ability to harness emotions and apply them to tasks like thinking and problem solving; and the ability to manage emotions.
- Coordinator of Academies and High School Projects, Mariztel Pena attended the Dual2Degree Counselor Update on Tuesday, April 18th.

In Progress: Projects and Major Activities

- Finalizing logistics for the Pecan and Mid Valley Campuses Cord Ceremonies.
- Academies Specialists finalizing the 2015-2017 Cohorts University Scholarship Reports.
- Finalize Selection for TexPREP Year 1 Application for Weslaco and PSJA ISDs.
- Finalizing of paperwork for Academies Staff who will attend the Retention 2017 Conference on May 23-24, 2017 in St. Louis, Missouri.
- Finalizing of paperwork for Academies Staff who will visit Brooklyn, New York on April 7-9th. The Director of the Program coordinated visits with Brooklyn College Administration, Brooklyn Middle College Academy and STEM Early College High School.

Sofia Pena
Director – Early College High School

- ECHS staff are done with graduation information but continue to work on some remaining issues with students who registered late.
- ECHS Staff have been working on Summer I registration.
- ECHS Director attended a meeting in Austin on Thursday, April 13, 2017 to participate in the initial meeting of the redesign team for the ECHS Blueprint. The new blueprint will impact, ECHS Accountability, Designation and Redesignation. More information will be forthcoming in the following weeks.
- ECHS staff are visiting with students who will not complete a degree to encourage them to return to STC to continue their journey.
- ECHS Staff attended the Summit for College and Career Readiness.
- ECHS staff will be registering students for Summer I session for the next few weeks.
- ECHS team is diligently working on Jr. degree audits for Summer I and Fall Registration purposes.
- ECHS Director has been meeting with schools to review MOU and also prepare for Summer and Fall registration.
- ECHS team has also been meeting with students who have SAP holds so that they can clear them up in time for registration.

Vacant

Associate Dean – Professional & Organizatonal Development

- **Academies/Trainings:**
  - Ambassadors Leadership Academy (ALA)
  - ALA met on Friday, April 7th with 13 participants in attendance. Participants learned about setting goals and being more productive.
  - FOCUS Academy Kickoff
  - FOCUS met on April 7th, 21st, and 28th with 37 participants in attendance. FOCUS Academy Learned about round reflections and collaborative team projects.
  - Distinguished Leadership Academy (DLA)
  - DLA met on April 28th, with 13 Participants in attendance. Participants learned about unconscious bias.
  - Customer Service Training
  - Conducted training for 19 staff members of the Maintenance and Custodial department on Customer Service Training, April 20th
- **Special Events**

  DELTA

  DELTA had their last online session 6 and graduation on April 10th There were 19 participants that graduated this cohort.
- **Programs in Development:**
  - Fall 2017 College Wide Professional & Organizational Development
  - The OPOD continues on with the CWPOD breakout session by division to be emailed out to faculty and staff, September 22nd.
- **Upcoming Academies**

  Preparation is underway for FOCUS, TLA, DLA, and ALA sessions.

  South Texas Leadership Academy

  OPOD is currently working on planning for STLA for Staff scheduled June 16th at Region One ESC.

  Recognition Efforts including:
  - NISOD
  - DTLA
  - DSA
  - Faculty Spotlight
  - Faculty of the Year

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

- Coordinated ELPT program meeting with PSJA ISD DC coordinators to discuss ongoing issues with student attendance, contact hours and student preparedness. DC coordinators to address college course expectations and alternatives for contact hour recovery. DC students to be addressed regarding discussion. Decision was made to have only juniors and seniors in DC classes.
- Attended media promotional for the Women of Technology event held Thursday, April 6, 2017.
- Participated in Women of Technology evening event to promote Building Technology programs.
- Continued to assist Academic Affairs team in preparation of first STC-Pharr Teaching Center advisory committee meeting held on April 19, 2017.
- Summarized the minutes for the STC Higher Education Center advisory committee meeting and updated the advisory committee list. Sent recap to all members of the advisory committee.
- Assisted with coordination of Retirement Recognition ceremony held for Business & Technology faculty on April 20, 2017.
- Prepared for and presented lesson for FOCUS Academy observations.
- Attended remainder of FOCUS Academy sessions and graduation.
- Participated as a member of the Advanc-ED accreditation committee in review of Palmview High School on April 24-25, 2017.

Dr. Rene R. Zuniga
Site Coordinator – STC-La Joya Teaching Center

- Site Coordinator met with the La Joya Higher Education Center Advisory Board to provide recruitment/outreach activities. He also provided an update of the higher education center computer labs. Two computers with a printer were added in the library. Any STC student may use these computers and printer.
- Vice President of Information Services and Planning provided La Joya Community Survey update. He mentioned that the survey indicated that the most popular majors were business, criminal justice, and education. He also mentioned that the survey indicated that morning classes as well as afternoon and evening courses were listed as preferred
- Vice President of Student Affairs commented that all FTIC students must attend mandatory advising.
- Dean of Student Financial Services discussed the new financial deadlines. He encouraged the district to notify their students.

INFORMATION SERVICES, PLANNING AND STRATEGIC INITIATIVES

SOUTH TEXAS COLLEGE

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Dr. David Plummer
Vice President for

Information Services, Planning, Performance & Strategic Initiatives

Monthly Activity Report
April 2017

Alicia Gomez, CIO

Applications Development

Constituent Relationships Management system (CRM) – Radius by Hobson's
The STC functional team met with Hobson's consultants to review the specifications for a new Radius Registration application for the DE academy. The team plans to launch the new application in November 2017. The technical team will follow up on the creation of an interface between the new Radius application and the Banner system to export the student information once he/she completes the admission requirements to become an STC student.

Early Alerts system – Starfish by Hobson's
The STC implementation team will meet the first week in May to discuss the Starfish system administration and maintenance moving forward. The functional team will continue to deploy other Starfish functionalities such as the Fin Aid attendance rosters and will add more faulty groups to use the system. The technical team will close the Early Alerts system project and stop reporting on it since the student, faculty, and course load information from Banner to Starfish was completed. Any future changes to the data extracts from Banner to Starfish will be consider system maintenance tickets.

Luminis 5 upgrade - JagNet
The IT team continues to work on the second JagNet re-design phase and related projects. This phase includes the relocation of the BO and HR forms from the external STC web page to JagNet, as well as, a new Progress meter that will pull up-to-date data from Degree Works. Other IT technical projects will have to be complete in order for the new JagNet features to be release in August; those projects include the JagNet scalability and Ellucian Identity System authentication for email and a software upgrade for the Degree Works system.

Student Registration Self Service upgrade
The Student Self Service Registration module will be upgrade to improve its feel and look as students register via mobile devices. The IT team will upgrade the Banner database to 9.6 and implement the Ellucian Management and Application Navigator solutions by early August as a pre-requisite to complete the project and the first step towards the Banner XE transformation.

Banner XE transformation
The IT team began planning the Banner XE transformation project that consists of the implementation of the Banner 9 Finance, Human Resources and Student INB modules. As soon as the project plan is complete it will be release for Cabinet's approval. The project will begin in September 2017 and it will expand until December 31, 2018 when Oracle forms will be unsupported.

Intelligent Learning Platform and Mobile
The ILP and Mobile projects will kick off early summer and should be complete by the spring. These projects will improve the interaction of students and faculty with the Blackboard and Banner systems. ILP allows data to be transfer seamlessly between the two systems and the new mobile application will provide a new registration experience for students.

Timekeeping System - TimeClock Plus
The new TimeClock system will go live May 1, 2017 without any major issues. The IT team will continue to work closely with the client on monitoring system performance and addressing issues as they arise.

Infrastructure

Disaster Preparedness/Recovery Planning - STARR Data Center
The IT team finished the new equipment connectivity tests at the Data Center facility in Rio Grande. Together with the Accountability office and other STC' departments they will perform a more thorough test including Banner functionality in the months to come in preparation for hurricane season. This project is part of STC's Business Continuity & Disaster Recovery plan that is pending the installation of a power generator.

Office 365 Migration
The Systems team will create a project plan in order to address Office 365 migration issues and the local email server service will be unsupported. The next project phase includes enabling the OneDrive feature for email 365 storage and it will begin once all issues are resolved. In the mid time, IT began drafting guidelines for OneDrive usage.

Virtualization
This new virtualization project includes the deployment of 400 new licenses to different Instructional labs across the STC district. The selection of new lab computers to be virtualize will be according to the current software needs and services they provide and whether those are compatible with virtualized environments or not.

Victor M. Gonzalez, CISO
Information Security

- **Information Security Program Metrics**
  Update: The employee metric should be ready soon. We discussed the feasibility of obtaining a feed from Banner asset inventory to reconcile inventory with the devices that we are currently managing.
  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)**
  No update.
  Summary: We are transitioning to a new remote access vendor solution.

- **Texas Cybersecurity Framework and TAC 202 compliance**
  Update: We had the kick-off meeting with the TAC 202 assessment vendor. We are now compiling the documents that they need to review.
  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.

- **InfoSec Advisory 16-02: Standards for Encrypted Web Communications**
  No update.
  Summary: We created an advisory for IT informing them that we need to adopt a web communication, encryption protocol. Which are considered secure by today's standards.

- **Secret Server Implementation**
  Update: We only have a couple of IT areas needing access and trained to use the resource.
  We are on-schedule to meeting our July 2017 deadline.
  Summary: We acquired a perpetual license of Thycotic Secret Server to help us manage shared passwords used on college resources.

- **Access to GRC (governance, risk, and compliance) software used by Texas Department of Information Resources**
  No update.
  Summary: The Texas Department of Information Resources granted the college an instance of Archer (GRC software) to be used to help manage the risk to our information resources and facilitate compliance with TAC 202.

- **Information Security Governance**
  Update: Received some feedback from IT on the data classification standard. We also presented a proposed new policy for Acceptable Use of Information Resources.
  Summary: We are transitioning to a new remote access vendor solution.

- **Cyber Insurance**

  Update: We requested that they include this into the general college insurance coverage.

  Summary: We are going through the application process to obtain cyber insurance for the College.

- **CJIS Audit by Texas DPS**

  Update: We are going to bring the data back to our network from the cloud. We are coordinating with the vendor to meet the hard deadline of May 24, 2017.

  Summary: We are assisting our police department undergo a CJIS compliance audit.

- **Secure File Sharing Evaluation**

Update: The evaluation extended for a few more weeks.

Summary: We are evaluating a resource to license for the college to secure files securely.

- **Bitdefender Evaluation**

Update: We scheduled a POC with the vendor to begin on May 9.

Summary: We are evaluating a new endpoint protection software called Bitdefender.

Marie Evans, Director

Educational Technologies Department

Meetings:

- 4/3/2017: Project Conference Call, ISPP&SI Leadership Team
- 4/4/2017: Council of Chairs Meeting
- 4/5/2017: Library and Learning Support Meeting
- 4/7/2017: Presidents Admin. Staff Meeting
- 4/10/2017: Project Conference Call, Learning Support Meeting
- 4/11/2017: IE Plan Meeting, Audio Video Installations Mtg.
- 4/18/2017: Managed Service Specialist Interviews
- 4/19/2017: Higher Education Center Meeting
- 4/20/2017: Technologies meeting
- 4/21/2017: HIS ALC Summer Projects Meetings, PAS Meeting
- 4/24/2017: Project Conference Call, Board Meeting
- 4/25/2017: April Team Department Meeting
- 4/27/2017: Director Of Ed. Tech. Meeting, Dean's Meeting, Bond AV Meeting
- 4/28/2017: NAH Campus Visit

Monthly Special Events by Comparison:

2016	
Jan	74
Feb	165
Mar	142
Apr	219
May	100
Jun	104
Jul	105
Aug	132
ept	148
Oct	192
Nov	166
Dec	119

2017	
Jan	89
Feb	132
Mar	155
Apr	228
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	

SOUTH TEXAS COLLEGE

Total Man Hours

2016	
Jan	100
Feb	225
Mar	179.25
Apr	458.5
May	524.25
Jun	119.25
Jul	148.75
Aug	260.75
Sept	236.25
Oct	307.5
Nov	254
Dec	189

2017	
Jan	145.25
Feb	175
Mar	279.9
Apr	392.75
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

SOUTH TEXAS COLLEGE

Reservations by Campus	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	13	45	1	116	0
Data Projector	0	0	14	7	1
Laptop	348	0	72	6	50
PA System	6	3	4	7	0
CD Player	0	0	1	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	4	3	0	0	0
TV	46	0	1	1	0
Microphone	91	10	15	11	19
Direct Box	2	2	0	0	0
Digital Camera	0	0	0	0	1
Speakers	14	10	0	117	1
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	4	0	0	0	0
HH Voice Recorder	0	0	0	0	7
Screen	2	0	0	0	1
Document Camera	54	20	135	0	0
DVD/VCR Player	9	0	0	1	9
Wireless Lab	0	20	0	0	0
Keyboard/Mouse	19	0	2	3	3
Sympodium	0	0	16	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	3
CPS	0	0	0	0	0
Mixer	18	2	0	3	3
Tripod	4	0	0	5	0
WebCam	8	1	0	0	3
Computer	0	0	12	6	0
Portable Table	6	0	1	3	0
Microphone Stand	14	3	0	0	0
HD Video Streamer	4	0	3	0	0
Polycom Phone	4	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	2	0	3	0	0
Mac Adaptor	5	0	0	0	0
TableTop Mic Stands	4	1	1	0	0
Ipad	0	0	0	0	0
PTZ Joystick	0	0	3	0	0
Gooseneck Mic	21	0	3	1	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	51	5	8	2	9
TOTAL	***753***	***125***	***295***	***289***	***110***

Dr. Fernando Chapa, Director
Institutional Effectiveness & Assessment

- **Institutional Effectiveness**
  - Received training to add new department (The Mexican American Studies) IE plan for the cycle of 2017-2019.
  - Provided access on Xitracs for Mr. Victor Gomez from Mexican American Studies.
  - Provided assistance via email to Mr. Victor Gomez from the Mexican American Studies about Xitracs and the 2017-2019 IE Plan.
  - Arranged an appointment to Mr. Victor Gomez from Mexican American Studies.
  - Update Plan Writer List by adding Mr. Victor Gomez from Mexican American Studies.
  - Provided assistances to the Library and Learning Support Services IE Planning Workshop.
  - Arranged an appointment with Mr. Jesus Campos from the Office of Library and Learning Support Services.
  - Currently working on report about current status of 2017-2019 IE Plans. *(Status: Process)*
  - Met with Public Relations & Marketing to work on 2017-2019 IE Plan – IE Plan in progress
  - Met with Division of Bachelor Programs and University Relations to work on 2017-2019 IE Plan – IE Plan complete
  - Met with Division of Math and Science to work on 2017-2019 IE Plan – IE Plan complete
  - Met with University Relations, Transfer, and Articulation Center to create a 2017-2019 IE Plan – IE Plan in progress
  - Met with Division of Academic Affairs to work on 2017-2019 IE Plan – IE Plan in progress
  - Individual follow up training regarding the 2017-2019 IE cycle provided to the Academic Grants and Projects Officer
  - Individual follow up training regarding the 2017-2019 IE cycle provided to the Business Administration plan writer
  - 2017-2019 Office of the President IE Plan
  - Provided update completion list to the Analyst to update the 2017-2019 IE Plan completion list.
  - Review and assisted for completion to the 2017-2019 Psychological Sciences IE Plan
  - Emailed to all IE Plan Writers under “Not Stared” status completion for the 2017-2019 IE reports.
  - Provided assistances via email to Ms. Magdaleno for the 2017-2019 World Languages IE plan to update IE plan information.
  - Scheduled and meet the following departments for the 2017-2019 IE Plan completion:
    - Dr. James Blair from the Criminal Justice and Social Sciences department.
    - Mr. Jaime Morales from the Paralegal department.
    - Provided assistances via phone to Dr. Rosalinda Cantu from Developing Reading department.
    - Dr. Iris Rios from Office Management department.
  - Sent friendly remainder emails for the 2017-2019 completion to the following departments:
    - Dr. Bischoff from the Office of the Social Science.
    - Ms. Alicia Gomez from the Office of the Chief Information Officer.
    - Mr. Lucio Gonzalez from the Assistance CIO of Infrastructure.
    - Mr. Cody Gregg from the Office of the Library and Learning Support Services
    - Ms. Jessica Sandoval from the Honors Program.
  - College Connections & Admissions IE Plan complete
  - Bachelor of Applied Science: Organizational Leadership IE Plan complete
  - Student Records & Registrar IE Plan complete
  - Interdisciplinary Studies of Science IE Plan in progress
  - Counseling IE Plan in progress
  - Dual2Degree High Schools IE Plan in progress

- Bachelor of Applied Technology: Medical & Health Services Management IE Plan in progress
- Ms. John Santana from the Bachelor of Applied Technology: Medical and Health Service Individual follow up training regarding the 2017-2019 IE cycle provided to the Kinesiology Department
- Individual follow up training regarding the 2017-2019 IE cycle provided to the Student Records and Registrar Department.
- 2017-2019 Office of the President IE Plan
- Emailed to all IE Plan Writers under "Not Stared" status completion for the 2017-2019 IE reports.
- Meeting with Darnell Miller at NAH campus to review the Occupational Therapy Assistant IE Plan
- Meeting with Diana Hernandez at NAH campus to review the Physical Therapist Assistant IE Plan
- Phone/email discussion with Sean Kennedy to review the History & Philosophy IE Plan
- Meeting with Victor Gomez to review the Mexican-American Studies IE Plan – IE Plan draft submitted to Mr. Gomez and Dr. Nelson for review
- Meeting with Richard Wade and Raul de la Pena to complete the Automotive Technology IE Plan
- Review of Respiratory Therapy IE Plan
- Review of Academies & High School Projects IE Plan
- Review of Early College High Schools IE Plan
- Review of Division of Business, Public Safety and Technology IE Plan
- Meetings with IEA Department staff to complete the IEA IE Plan
- Meeting with Sara Lozano to complete the Architectural and Engineering Design Technology IE Plan.
- Individual follow up training regarding the 2017-2019 IE cycle provided to the Human Resources plan writer
- Provided assistances for the World Language 2017-2019 IE Report to Ms. Delia Magdaleno.
- Provided assistance to Mr. Jesus Campus from Associate Dean Library Service to enter the 2017-2019 IE plan from Excel to Xitracs.
- IEA IE 2017-2019 Planning meeting.
- Provided assistance via phone for 2017-2019 IE Report completion to Mr. Daniel Montez from Mid-Valley Campus.
- Provided assistance and arrange appointment with Ms. Teresa Garcia from Centers for Learning Excellence department.
- Currently working on report about current status of 2017-2019 IE Plans. *(Status: Process)*
- Reviewing updated and created status notes for the 2017-2019 IE Plan report.
- Contacted via email to all 2017-2019 IE Plan writers under <u>not started</u> status to grant an extension for submission.
- Placed phone calls to 2017-2019 IE Plan writers from Division of Academic Affairs, Division of Student and Enrollment Management and Division of Finance and Administrative Services under incomplete status.
- Provided assistance for the 2017-2019 IE Plan to the following following departments:
  - Dr. Sharon Rice from the Patient Care Assistant department.
  - Dr. Robert Gonzalez from the Emergency Medical Technology
  - Ms. Brenda Balderaz from the Office of Human Resources
  - Dr. Leila Salinas from the Information Commons and Open Labs
  - Mr. Hector Cavazos from the Welding Technology – Combination Welding
  - Mr. De La Garza from the Facilities Planning and Construction department.
  - Dr. Christine Cadelaria from the Associate Degree Nursing department.
- Purchasing & General Services IE Plan - complete
- Distance Learning IE Plan - in progress
- Public Relations & Marketing IE Plan – complete
- Professional and Organizational Development IE Plan – complete
- Curriculum & Student Learning IE Plan – complete
- Physical Therapist Assistant IE Plan – complete
- College Success for Healthcare IE Plan – complete

- Bachelor of Applied Technology: Technology Management IE Plan – complete
- Biology IE Plan – complete
- Mexican-American Studies IE Plan – complete
- VP for Academic Affairs IE Plan – complete
- Starr County Campus IE Plan – complete
- Computer and Advanced Technology IE Plan – complete
- Psychological Science – complete
- IEA – Complete
- RAS – Complete
- Dean of Institutional Research & Effectiveness – in progress

- **Reporting**
  - Factbook Related Activities:
    - Received, modified, and posted the updated the Non-Traditional Enrollment by Workforce Programs (Fall 2012 - Fall 2016)
    - Updated and posted the Enrollment by Campus (Fall 2013 - Fall 2016) and the Enrollment by Campus (Spring 2014 - Spring 2017)
    - Updated the Data Release Timeline
    - Worked on the STC Fact Book – Bata
  - Data request:
    - Worked on the ENGL 1301 Course Success Comparison report
    - 'Pending Client Response' – ST-1194, Completion Rate Success Rate and Grade Distribution by Student Type
      - 'Closed' – ST-1151/1152,
      - 'Closed' – ST-1020, CtN-PUENTE Persistence Rate (Fall 2016 – Spring 2017)
      - Created, updated, and posted the Pass Rates and Grade Distribution by Enrollment Type, Course Type, Program, and Division (Fall 2014 - Fall 2016) report for Factbook Beta
      - Updated the Factbook report script
      - Worked on the ST-1194, Completion Rate Success Rate and Grade Distribution by Student Type
      - Data Request # 1189 Complete – Maricela Silva/Virginia Champion

- **IEA Departmental Duties**
  - Finished auditing all divisions, and updated the 2017-2019 IE completion status spreadsheet
  - Updated the 2017-2019 IE Entity Tree
  - Prepared spreadsheet for the Office of the Chief Information Officer
  - Prepared spreadsheet for the Assistant CIO of Infrastructure
  - Prepared spreadsheet for the Office of Library and Learning Support Services
  - Contacted the plan writer for the Office of Dean of Enrollment Services and the Office of the Associate Dean for Student Financial Services, Testing, and Veterans
  - Revised the Business, Public Safety and Technology 2017-2019 IE Plan
  - Added Dr. Maricela Silva to all 2017-2019 IE Plans within the Academic Affairs Division
  - Updated the 2017-2019 Plan Writer List to include new plan writers, format, and contact information

- Added users into the Xitracs system
- Review/audit of 2017-2019 completion for Academic Affairs Division

- **Other**
  - Analyzed and compared 2017-2019 IE Plans from the Human Resources (Academic) and Business Administration departments to develop a detailed report which demonstrates similar initiatives between the two departments
  - Worked on the candidates screening for the Institutional Research Analyst position
  - Audited and updated the 2017-2019 IE completion status spreadsheet
  - Audited and updated the 2017-2019 IE Entity Tree
  - Audited and compiled the 2017-2019 IE completion status spreadsheets into one worksheet

- **Meetings/Trainings**
  - IEA weekly team meeting
  - TimeClock Plus Training
  - Planning and Development Council
  - Lunch N Learn Human Resources Employee Relations
  - 2017-2019 IE Plan for the IE&A department
  - Attended the Dream Catchers PUENTE Research and Evaluation team conference call
  - President's Administrative Staff
  - Meeting to discuss Staff Satisfaction Survey – Jim Navarro

Cody Gregg, Dean

Library and Learning Support Services

Dean of Library and Learning Support Services

- 4/3/17: Meeting with HR; Conference call to discuss UBTech Presentation; ISPP&SI Leadership Team Meeting.
- 4/4/17: Coordinated Operations Council Meeting; Bond Construction Program Planning Meeting.
- 4/5/17: Outreach & Instruction Weekly Meeting; CCUMC Conference Coordination call; LLSS IE Planning Workshop.
- 4/6/17: Biweekly meetings with directors; LLSS Administrative Staff Meeting; LLSS Management Training.
- 4/7/17: Meeting to discuss Library Art Gallery; meeting to review staffing plan.
- 4/10/17: LLSS Group Meeting.
- 4/11/17: Bond Construction Program Planning Meeting; Starr Library Open House; meeting to discuss audio video installations; Board Committee Meetings.
- 4/12/17: Bond Program Library Furniture meeting; CCUMC conference call; meeting to review applications for Instructional Coach position.
- 4/13 – 4/14/17: Easter break.
- 4/17/17: Meeting to discuss Request for Proposal to hire a consultant; HR meeting.
- 4/18/17: Bond Construction Program Planning Meeting; CCUMC Program Committee Meeting.
- 4/19 – 4/21/17: TLA Conference in San Antonio.
- 4/24/17 – 4/25/17: Vacation.
- 4/26/17: CCUMC Conference Call; IE Planning Meeting; meeting to discuss Pecan Library RFP.
- 4/27/17: Perkins Planning Meeting; EOMC Meeting; Bond AV Schedule Coordination Meeting.
- 4/28/17: IT Coordination Meeting; CCUMC Conference Program Meeting.

Associate Dean of Library Services

Public Services Data

Library Services Data: 4/1/2017 -4/30/2017								
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	112	n/a	4	14	130
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	624	2,963	11,902	37,392	1,099	5,399	2,380	61,759
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	2	238	1380	n/a	184	50	1,854
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	253	435	2841	n/a	308	311	4,148

Community Users new/renewed this month:	La Joya	Mid-Valley	Nursing	Pecan	Pharr	Starr	Tech	Total
	n/a	13	3	33	n/a	10	2	61
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	471	56	848	n/a	192	40	1,607

Technical Services

Key Ongoing Projects of Technical Services Personnel:

- Corresponded with Facilities Planning and Construction staff on the Non-Bond items specifications list for the Bond Construction library projects.
- Continued coordination with Facilities Planning & Construction, Purchasing Office, and Soft dB regarding RFP for library sound masking systems for Bond Construction library projects.
- Corresponded with vendor representatives from SirsiDynix, Credo Reference, Rittenhouse, and the State Library and Archives Commission.
- Continued configuring LibCal.
- Continued working with Library and Open Labs staff to audit Banner roles and users.
- Began working to correct an error in the furniture database.
- Continued creating library signage print and digital templates.
- Continued working on the 2016 Annual Report.
- Began creating posters and postcards for a Library Art Gallery event.
- Continued working on the Pecan computer equipment inventory.
- Continued analyzing available data and working with CLE staff to determine which reports might be most useful for the online tutoring assessment project.
- Continued evaluating ShiftPlanning and began preparing a training for Pecan CLE managers.
- Continued creating the fall 2016 topics covered reports for faculty and CLE staff.
- Continued to work on the assets recording for the fiscal year 2016.

Collection Development Balances:

- Library Acquisition…… $ 38,642.00
- BAT & BAS/ Materials- …… $ 1,637.00

Director of Information Commons and Open Labs

Highlights:

- Furniture and equipment were moved to the Pecan J Lobby for a print release station. The computer has been configured and the release station is up and running for student use.
- Seven employees attended a CPR and First Aid Certification course.
- All employees attended the TimeClock Plus trainings at their designated campuses.

April 2017 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	2,484	8,498	16,858
Pecan F-134 Internet Café	776	2,355	11,557
Pecan T1.706 Info. Commons	808	1,516	2,810
Mid-Valley E-118, E-119*	0	0	
Mid-Valley E-117 Open Area*	0	0	
Mid-Valley G-144	696	1,609	
Starr J-108, J-109	502	1,894	
NAH 1.208J	970	3,454	
Technology B-141	602	2,258	
Technology B-160 Internet Café	195	394	
District Total:	**7,033**	**21,978**	**31,225**

***Mid-Valley Open Lab and Open Area were closed due to the new bond construction.**

Libraries and Information Commons

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	3,223	9,460
Pecan F-183 Community User Corner	49	128
Pecan F-222	171	410
Mid-Valley Learining Commons*	0	0
Starr 1500 Library	522	2,107
Technology A-136 Library	265	720
District Total:	**4,230**	**12,825**

***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	361	566
Pecan F-130 Group Stations	64	113
Mid-Valley Library Group Stations	0	0
Mid-Valley Open Lab Group Stations	0	0
NAH Group Stations	671	1,665
District Total:	**1,096**	**2,344**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,895	11,568
Mid-Valley A101A Open Labs	954	3,107
Mid-Valley G-270 CLE Open Labs	1,532	6,523
NAH CLE Open Lab	554	2,353
Starr CLE Open Labs	260	1,363
Tech CLE Open Labs	240	809
District Total:	**6,435**	**25,723**

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

- 04/03/17: ISPP&SI Leadership Team meeting.
- 04/05/17: Library and Learning Support Services IE Planning workshop.
- 04/06/17: Bi-weekly meeting with the Dean; Library and Learning Support Services Administrative Staff meeting; Library and Learning Support Services Management Training.
- 04/07/17: Seven staff members attended a CPR and First Aid Certification course.
- 04/10/17: Director attended a meeting to discuss an initiative that a student is leading to increase awareness and practice of recycling at South Texas College; Director attended a meeting with the Learning Support Services group.
- 04/11/17: Administrative Assistant attended the TimeClock Plus training at the Cooper Center.
- 04/12/17: Director attended the STC Bond Program Library Furniture meeting; Administrative Assistant attended an ISPP&SI Administrative Assistant meeting; Director held a Learning Commons and Open Labs Leadership meeting.
- 04/19/17: 3D Printer demonstration at the Technology Campus.
- 04/20/17: Attended the TimeClock Plus Training; met to discuss the Learning Commons and Open Labs' IE Plan.
- 04/21/17: President's Administrative Staff meeting.
- 04/26/17: Employee meeting.

Director of Centers for Learning Excellence

Mid-Valley:

Meetings and Events:

- CLE planning meeting.
- Met with Tech CLE Manager to plan and submit conference presentation proposals and to continue working on in-class tutoring evaluation project.
- Met with NAH Manager, CLE Director, and the Dean to discuss updates to ADN Remediation processes at the CLEs.
- Attended South Texas College Ethical Standards Policy meeting.
- Attended CLE Manager and Coordinator meeting.
- Attended Library and Learning Support Services Management Training.
- Attended the Mid-Valley Campus Higher Education Fair.
- Hosted the MVC Campus Library Open House.
- Attended a meeting with RAS representative, CLE Director, and the Tech CLE Manager to discuss the in-class tutoring evaluation project.

- Attended Starr County and Tech Campus CLEs tour.
- Attended a conference call to learn more about AVID programs.
- Attended RAND presentation on CLE tutoring data.
- Attended Sketcharrette, the Mid-Valley Architectural Illustration class drawing competition.
- Attended the Mid-Valley Advisory Committee meeting.
- Attended TimeClock Plus training.
- Attended CPR/First Aid training with STC DPS.
- Hosted CLE Director and NAH Manager's tour and visit to Mid-Valley Campus.

Workshops: Dr. Tufa, Anatomy and Physiology professor, held study session for students and CLE staff.

Tutor Trainings:

- Master tutor presented *Tutoring in the Sciences* tutor training.
- Math instructor presented the first installment of a *Calculus 2 Refresher* tutoring training.
- Master tutor presented Working with Multilingual Students.
- Math tutor presented Fundamentals of Math Refresher.
- Master tutor presented *Chemistry II Refresher*.
- A team of math tutors presented *Pre-Cal Refresher*.
- Math faculty member presented a tutor training on Calculus III.

NAH:

Meetings and Events:

- Met with CLE Dean, Director, and Mid Valley Manager to discuss ADN remediation process.
- Attended Manager/Coordinator Meeting at Pecan
- Attended Library & Learning Support Services Management Training
- Interviewed possible tutor candidate
- Presented to LVN-RN Transitional Program
- Conducted staff meeting and facilitated tutor trainings
- Completed NOE's
- Attended Time Clock Training
- Attended an AVID Conference Call
- Managers from NAH, Mid-Valley and Tech visited Starr and Tech campus with CLE Director
- Met with Librarian and Library Automated Systems and Applied Technician for Workflow Symphony training
- CLE Manager met with ADN Level 4 instructor to schedule a presentation and talk about CLE services
- Visited Mid-Valley Campus with CLE Director
- Attended Perkins Planning meeting at Pecan
- Attended Program Chair Meeting at NAH
- Met with EMT Chair to talk about the possibility of embedded tutoring
- Attended CPR/First Aid training

Workshops:

- Dosage Calculation Workshops for Intro to Nursing
- M4Q Presentations for College Success
- Class presentations on CLE services for LVN to RN transitional program
- Implementation Plan presentations for College Success
- Stress Management workshops for College Success classes

Tutor Training:

- JagTrax Training for Level 1 continuation
- Tutor Training on *Implementation Plans*
- Tutor Training on *Dosage Calculation*
- Tutor Training on *Learning Styles Part 1 & 2*
- Level 2 – *Goal Setting*
- Level 2- *Critical Thinking*
- Grandfathered Level 1 Clerk Training- Time Management

Pecan:

Meetings and Events:

- Met with PR to plan filming for CLE Promotional Videos
- Participated in Business Office Time Clock Plus Training
- Participated in CLE Manager/Coordinator Training
- Participated in Library and Learning support services Management Training
- Completed observations of newly hired staff to gauge new tutor orientation effectiveness
- Continued Tutor of the Week Highlights--CLE Staff selects a tutor at random to highlight to promote student tutor interaction.
- Conducted internal review of online tutoring platforms
- Participated in LLSS Leadership Meeting
- Presented at the New College Advisors Training
- Participated in the National Library Week Open House
- Attended Timeclock Plus Trainings
- CLE Specialist meeting
- Tutor of the Week Highlights continued
- Participated in Dual Credit Connection Planning Meeting
- Participated in Learning Support Services Meeting
- Presented Professor Williams at NAH campus
- Participated in Imbedded Tutoring Research IRB Approval Meeting
- "Tutor of the Week" highlights continued
- Participated NESA meeting
- Participated in RAND meeting
- Participated in President's and administrators meeting
- Participated in AVID meeting
- Participated in Dual Credit Student Meeting
- Met with PR to plan filming for CLE Promotional Videos
- Participated in Business Office Time Clock Plus Training
- Participated in CLE Manager/Coordinator Training
- Participated in Library and Learning support services Management Training
- Completed observations of newly hired staff to gauge new tutor orientation effectiveness
- Continued Tutor of the Week Highlights--CLE Staff selects a tutor at random to highlight to promote student tutor interaction.
- Conducted internal review of online tutoring platforms
- Participated in LLSS Leadership Meeting
- Presented at the New College Advisors Training

Workshops:

- TSI Assessment Workshop *Expression and Equations with Radicals*
- TSI Assessment Workshop *Factoring with Polynomials*
- TSI Workshop *Literary Analysis*
- TSI Assessment Workshop *Polynomial Expressions*
- TSI Assessment Workshop *Functions*

Tutor Trainings:

- TimeClock Plus Training
- CRLA Training *Modeling and Problem Solving*
- CRLA Training *Questioning Skills and Socratic Method*
- CRLA Training *Fixed vs. Growth Mindset*
- CRLA Training *Jagtrax and Record Keeping*

STARR:

Meetings and Events:

- Trained new hire Student Learning Assistant.
- Attended CLE Coordinators and Manager meeting at the Pecan Campus
- Attended a Library & Learning Support Services Management Training at the Pecan Campus
- Attended Starr County Campus Library Open House
- Hosted Starr Campus visit and tour for CLE Director and managers from Mid-Valley, Technology, and Nursing and Allied Health Center.

TECH:

Meetings and Events:

- Attended a Center for Learning Excellence Manager and Coordinator meeting.
- Attended the Library and Learning Support Services Management Training
- Met with Mid-Valley Center Manager to discuss the implementation/pilot of our in-class tutoring evaluation
- Presented an overview of CLE services at a Faculty Advising Training
- Attended an Embedded Tutoring Research Approval meeting with the CLE Director, Mid-Valley CLE Manager, and the Associate Dean of Research and Institutional Effectiveness
- Presented to Mission High School freshman students on CLE services and conducted a tutoring scenario activity.
- Finalized part-time employee NOEs for the summer semester.
- Attended a Time Clock Plus Training
- Visited the Starr Campus CLE with the Director and the Managers from MVC and NAH
- Preparing for curriculum changes in the fall
- Met with the Online Tutoring Appeal Committee to discuss requests for additional tutoring hours
- Attended First Aid Training
- Attended Perkins Grant Planning meeting
- CLE Director and Manager presented *Implementation Plans* to two classes at the Technology Campus

Tutor Trainings:

- *Communication Skills: Empathetic Phraseology*
- *Learning Styles Inventory Training*
- *Assessing and Changing Study Behaviors*
- *Questioning Skills/ Socratic Method*

CLE Data:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	184	150	144	106	35	43
NAH	126	56	46	29	23	
PCN	423	407	462	278	69	157
PWC	300	245	231	189	44	47
STR	46	87	37	52	6	
TEC	36	52	27	30	11	
TEC-ET	235	542	259	289		

Total Sessions by Profile
100%
99%
98%
97%
96%
95%
94%
93%
92%
MVC
NAH
PCN
PWC
STR
TCH
0
0
2
0
0
5
657
6
274
3
1791
9
10
1037
12
216
0
156
Tutoring Visits (Students Enrolled)(D)
Tutoring Visits (Students Non-Enrolled)(D)
Tutoring Visits (Community Users)(D)

Sessions v Departures
2000
1800
1600
1400
1200
1000
800
600
400
200
0
MVC
NAH
PCN
PWC
STR
TCH
662
25
280
0
1796
148
1056
23
228
9
156
1
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

	8:00 AM	9:00 AM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM
MVCCLE	610	781	902	1066	1063	987	742	888	473	421	288	313
NAHCLE	663	503	648	805	871	796	736	821	752	558	360	260
PCNCLE	1488	2981	2093	3157	3270	2268	1981	1883	1202	1063	662	500
STRCLE	200	372	359	421	463	339	345	275	248	224	245	66
TCHCLE	258	224	235	359	352	324	220	236	267	476	290	496

Serkan Celtek, Director

Research & Analytical Services

Institutional Projects

- AACC Conference
- Bi-Weekly Campus Enrollment
- IPEDS - Spring
- IPEDS - Spring NCES studies
- NCES studies
- Search Committee - PM for VPAA
- THECB 2015-2016 Licensure/Certification Report
- THECB Accountability Updates

Surveys

- BUSA graduate and employer surveys
- Campus Carry
- Chair Survey
- Child Development Observation Survey
- DELTA Survey
- Dr. Millan EQ Survey
- Dual Credit Survey
- Evaluation and Business Survey
- FOCUS ACADEMY Survey
- Graduate Exit Surveys
- La Joya Survey Open Ended Response Summary
- Non Matriculated Student Survey
- Puente Pre Survey
- Puente Post Survey
- STC Current Student
- Secure Share Survey

Qualitative Studies

- HSI Grant Evaluation - Focus Groups

Data Requests

- AAT transfers to TAMUK
- Accounting AAS majors
- Arts majors transfers
- BAS-OL Fall 2016 graduates
- Civitas student lists
- Civitas update of student lists
- Course fill rates, three preceding Falls
- C-requisite dev ed enrollment percentage
- Education transfers to Kingsville
- Employment rates for ADN program
- Factbook transfers update
- Graduating seniors roster
- HB5 waiver
- HB5 math waiver

- Historical graduates and awards
- KPI updates
- Latest graduation rate
- Latest persistence rate
- PSJA ISD Fall 2016 S-sections' pass rate
- PSJA Fall 2016 dual students' academic/technical
- RNSG core completion
- SI study for Fall 2015
- SI study for Fall 2016
- Valley scholar program
- Vocational Nursing Graduates from 2015

Data Analysis

- GOT data

Qualitative Analysis

- MVC-CDC Analysis and Report

Meetings

- AACC Conference
- BUSA surveys
- Data sharing Gates grant meeting
- Dean/Directors
- ERP Call
- Higher Education Center - Pharr Planning Meeting
- ISD data requests meeting
- ISP&SI Leadership Team
- Learning Outcomes
- Meeting for HR surveys
- PAS
- Pathways Project
- Puente Conference Call
- Search Committee - PM for VPAA
- STC Summit

Isaac Garza, Project Manager
Office of Strategic Initiatives

Meetings:

04/03/2017: Radius Phase 2
04/03/2017: Banner (Weekly #1)
04/03/2017: ISP Leadership
04/05/2017: Global Knowledge
04/10/2017: Banner 9 Status Meeting
04/11/2017: Time Clock+ Training
04/12/2017: ISPP&SI
04/13/2017: STC Closed
04/17/2017: Banner 9 (SSR)
04/19/2017: SCUP Session 2 (Day 1)
04/21/2017: SCUP Travel Return Day
04/24/2017: Starfish Launch
04/24/2017: Banner 9 Weekly
04/25/2017: Harper College(Degreeworks)
04/27/2017: EEI Meeting

04/03/2017: Division Meeting
04/03/2017: Radius Phase 2 (2nd Call)
04/04/2017: Degree Works Upgrade
04/10/2017: Radius Application
04/11/2017: Degree Works Planning
04/12/2017: Banner (Risk)
04/14/2017: STC Closed
04/18/2017: SCUP Training Travel Day
04/20/2017: SCUP Session 2 (Day 2)
04/24/2017: JagNet Portal Content Team Meeting
04/25/2017: HDI Training RFQ Scoring (Purchasing)
04/28/2017: EEI Meeting

Project Name	Description	On Time	Within Budget	Meet Expectations	Status
H_Radius	Enrollment System	✓	✓	✓	Phase 2: Consultant has initiated build of Dual Credit Application
H_Starfish	Early Alert	✓	✓	✓	Term Progress Survey Data has been compiled and shared with team. Preparing for formal May 16,2017 Operationalization of Starfish (IPASS Phase Close Out)
Banner 9: Student Self Service Registration	Student Self Service Registration	✓	✓	✓	Project is in Execution Phase. Weekly Status Meetings Continue: 1st Executive Update Scheduled for May 8, 2017.

Dr. Laura Sanchez, Associate Dean for IRE
Institutional Research and Effectiveness

Leadership Activities

- Held leadership meeting with the Director of RAS and IEA to discuss current and upcoming projects.
- Participated in meetings with the ATD coaches regarding Dual Credit metrics and goals, and the KPI's.
- Attended the College Readiness Summit
- Participated in ISPP&SI Leadership meeting

Accreditation Related Activities:

- SACSCOC Activities:
  - Finalized materials for the response report due in April for the two recommendations from the On-Site Substantive Change Committee report.
  - Continued coordinating with the Associate Dean of Curriculum and Student Learning on the upcoming consultants visit.

RAS Related Activities:

- Participated in weekly session with CIVITAS representative to finalize presentation on opportunities to impact persistence for Fall 2017
- Participated in search committee for an open position.
- Presented opportunities to impact persistence from Civitas findings to the VP of Student Services and Enrollment management and the Dean of Enrollment.

IEA Related Activities:

- Continued coordinating with HSI Grant Assistant Director on scheduling of upcoming focus groups and faculty interviews for the HSI Evaluation Plan.

Statewide Leadership Activities:

- Coordinated with TACTE conference planning committee members on preparations for the upcoming conference scheduled for April 5-7, 2017.
- Developed agendas for the Annual TACTE Business Meeting and the April TACTE Board meeting.
- Led the TACTE quarterly Board Meeting
- Attended the Spring 2017 TACTE Conference
  - Served as the MC for the conference on day 1, welcoming attendees and introducing keynote speakers
  - Led the TACTE Annual Business meeting on Day 3
    - Provided recognitions for outgoing board members
    - Provided remarks as the outgoing president.
  - Served at the MC on day 3, introducing the speakers from the THECB and TACC.
  - Provided overall logistical support throughout the event.

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: May 18, 2016

Subject: April 2017 Activity Report

The major activities of my office this month were:

1) Attended RSTEC Board Meeting 2) Presented at La Joya ISD 3) Attended the MEDC Maquila Spring Picnic 4) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5) Met with STC attorney and Dr. Reed to discuss Maquila training program 6) Attended and conducted NAAMREI Leadership quarterly meeting 7) Continued Engineering Tooling Academy activities with UTRGV 8) Continued the planning of the summer robotics camps 9) Attended Sharyland High School CTE advisory meeting 10) Further developed and planned Manufacturing Seminars Series Program 11) Continued development of Partnership Agreement draft between South Texas College and IIES. 12) Worked with STC Grants Office to develop Skills for Veterans grant program 13). Conducted staff meeting. 14) Attended STC Board Facilities Committee Meeting. 15)

Met with Priority Tooling Solutions to discuss transfer to UTRGV Tooling Center. 16) Traveled to Germany to attend the Hannover Messe, and visit with companies and vocational schools 17) Met with Texas A&M and Dr. Ali Esmaeili to discuss facilities use lease.

Summary of Activities for April 2017:

- Attended RSTEC Board Meeting
- Continued with ongoing effort to plan the summer robotics camps. Enrollment is expected to exceed 400 students.
- Presented the Festo Robotics and Automation programs to administrators at La Joya ISD. The school has committed to registering 140 students in the IAM Robotics summer camp.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Continued Engineering Tooling Academy activities with UTRGV. I visited with Dr. Miguel Gonzalez to further develop the commencement of the next cohort of students scheduled to start in June 2017.
- Met with STC and other attorneys and Dr. Reed to discuss the proposed Maquila training program.
- Attended the MEDC Index Reynosa Maquila Spring Picnic at the McAllen Municipal part and pool.
- Attended STC Board Facilities Committee Meeting where STC's lease with Texas A&M was on the agenda.
- Met with Dr. James Nelson from Texas A&M and Dr. Ali Esmaeili to discuss facilities use lease and space availability.
- Traveled to Germany to attend the Hannover Messe, Industrial Fair and to visit with companies such as Volkswagen, Festo and vocational schools.
- Worked with STC Grants Office to develop Skills for Veterans grant program
- Further developed and planned Manufacturing Seminars Series Program. Next seminar planned is in the Automation field.

- Continued development of Partnership Agreement draft between South Texas College and IIES.
- Attended Sharyland High School CTE advisory meeting. I serve as a member of this committee.
- Met with Priority Tooling Solutions to discuss transfer to UTRGV Tooling Center and the proposed lease terms with the University.
- Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects.
- Assisted the IAM Department in developing Texas Workforce Commission Skills Development Fund grant projects.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM workforce training initiatives.
- Met with IAM staff to develop strategies for expansion of IAM training services and to increase enrollment.
- Implemented new and innovative strategies to increase revenue for the IAM.
- 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.

SOUTH TEXAS COLLEGE

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