SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

January 2018

Board Meeting
February 27, 2018

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	FEBRUARY 27, 2018
SUBJECT:	ACTIVITY REPORT FOR JANUARY 3, 2018 THROUGH JANUARY 31, 2018

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- President's Cabinet meetings
- STC Board meeting
- STC Strategic Planning committee meeting
- STC Facilities committee meeting
- STC Planning & Development Council Meeting
- Conducted weekly Dean's meetings
- Conducted Division Leaders meeting
- Valley View ISD meeting with Sandra Rodriguez and Vice President Dr. David Plummer
- Discussion of Internal Audit with Vice President Mary Elizondo
- Search Committee – Interim Dean of Dual Credit Programs and School Districts
- KURV Interviews
- CCCIE Innovations Initiatives that Support DACA students

ATTENDED

- South Texas College Radius meeting
- DREAMers Task meeting
- STC Board Appreciation luncheon
- 2013 Mobilization Team meeting
- La Joya Parent List Communication meeting
- Pharr State of the City Address
- Technology Campus Ribbon Cutting Ceremony
- General Cooperation Agreement with Tecnológico Nacional de México

ENROLLMENT SERVICES AND REGISTRAR

- Opened the Enrollment Center at Pecan Campus during Winter Break on January 2, 2018 to assist students with admissions, registration, transcript requests and other enrollment services.
- Contributed to the official census date enrollment for Spring 2018 semester on January 31 of **31,524** students by processing required documents and clearing students to register.
- Institutional Research Analyst prepared the *Enrollment Report* for the Board of Trustees.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Enrollment Management Team.
- Director/Registrar, Coordinator of Records ("Coordinator") and Coordinator of Enrollment Services ("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, transcript evaluations, graduation and records.
- Director/Registrar and/or Coordinators attended/held various meetings to work on special projects, such as BUGs, Bond Mobilization Team, Enrollment Appeals Committee, Grade Appeals Committee, Jag Mobile preview & testing, Radius (application feature) and hiring/search committees.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB) and Director/Registrar certified the CBM Reports.
- New Admissions Specialist was hired on January 16, 2018 and began training in the Enrollment Center; search committee made a recommendation for new Admissions Specialist to assist with CBM Reports; submitted online personnel request to HR to open the vacant Transcript/Graduation Analyst position.
- Transcript/Graduation Analyst certified a total of **1,837** degrees for December 2017, including **515** Certificates, **1,196** Associate Degrees and **126** Bachelor Degrees.
- Document Management Specialist downloaded, reviewed and verified **4,686** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during January 2018.
- Residency Specialist reviewed the residency status of all new students, including dual credit high school students and House Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration; STC has **88** international students enrolled for Spring 2018 semester.
- Processed **187** course substitutions and exceptions in Degree Works during January 2018.
- Processed *Schedule Change Forms* for **2,789** students since the Spring 2018 semester began on January 16, 2018.
- Processed *Change of Grade Forms* for **345** students during January 2018.
- Processed *Reinstatement After Census Date Forms* for **_34_** students during January 2018.
- Processed **1,891** high school and **838** college/university transcripts during January 2018.
- Evaluated **591** transcripts from other colleges and universities during January 2018.
- Received requests via mail, JagNet and National Student Clearinghouse, processed and distributed **5,314** STC transcripts during January 2018.
- Scanned and indexed **6,428** documents submitted by students during January 2018.
- 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 AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Coordinator Rebecca Cano met with her staff to go over FAFSA updates
- SFS Staff worked Saturday January 6th, 13th and 20th to assist with Spring registrations and complete pending verification corrections
- SFS Veteran Affairs Staff have registered to attend the March 2018 Texas Association of Collegiate Veteran Program Officials Conference in San Antonio, Texas
- SFS Outreach Specialist Jovelli De Leon assisted with 5 FAFSA events in the month of January

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report January 2018					
Campus	**Student Walk-Ins to Get Information**	**Market Place/ Pearson Vue/ACT Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD as of September 1, 2017**
Pecan Campus	**258**	**0**		**ACT**	**588**
Mid- Valley	**152**	**98**	**95 (96 % show)**	**TSI EXAM**	**983**
Starr Campus	**75**	**38**	**33 (87 % show)**	**TSI EXAM**	**293**
Pecan Plaza	**47**	**62**	**58 (94 % show)**	**GED/ PEARSON**	**349**
Pecan Plaza	**35**	**265**	**240 (91 % show)**	**TSI EXAM**	**2259**
Pecan Plaza		**59**	**56 (95 % show)**	**HESI**	**309**
Pecan Plaza		**2**	**1 (50 % show)**	**HiSet**	**1**
TOTAL:	**567**	**524**	**483 (92 % show)**		**4782– All Campuses YTD**

TSI Scores: by placement score January 2018			
READING		**READING**	
Monthly (01/01/18 - 01/31/18)		**Year To Date (09/01/17 – 01/31/2018)**	
College ready (351+)	71	**College Ready** (351+)	523
Holistic Placement (349-350)	20	Holistic Placement (349-350)	153
Developmental Ed (342-348)	64	Developmental Ed (342-348)	598
ABE Level 6 (Developmental Ed)	9	ABE Level 6 (Developmental Ed)	108
ABE Level 5 (Developmental Ed)	38	ABE Level 5 (Developmental Ed)	351
ABE Level 4	11	ABE Level 4	109
ABE Level 3	2	ABE Level 3	22
ABE Level 2	1	ABE Level 2	27
ABE Level 1	2	ABE Level 1	9
Total	**218**	**Total**	**1900**
MATH		**MATH**	
Monthly (01/01/18 - 01/31/18)		**Year To Date (09/01/17 – 01/31/2018)**	
College Ready (350+)	29	**College Ready** (350+)	263
Holistic Placement (348-349)	15	Holistic Placement (348-349)	113
Developmental Ed (336-347)	95	Developmental Ed (336-347)	495
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	65	ABE Level 5 (Developmental Ed)	271
ABE Level 4	39	ABE Level 4	149
ABE Level 3	7	ABE Level 3	32
ABE Level 2	2	ABE Level 2	13
ABE Level 1	2	ABE Level 1	9
Total	**254**	**Total**	**1345**
Writing		**Writing**	
Monthly (01/01/18 - 01/31/18)		**Year To Date (09/01/17 – 01/31/2018)**	
College Ready (363 & 4+ Essay or 5+)	83	**College Ready** (363 & 4+ Essay or 5+)	668
Developmental Ed (350-362 & 0-4 Essay)	40	Developmental Ed (350-362 & 0-4 Essay)	188
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	3
ABE Level 5 (Developmental Ed)	3	ABE Level 5 (Developmental Ed)	8
ABE Level 4	2	ABE Level 4	21
ABE Level 3	4	ABE Level 3	25
ABE Level 2	1	ABE Level 2	7
ABE Level 1	0	ABE Level 1	9
Total	**133**	**Total**	**929**
Data retrieved from College Board Accuplacer			

ENROLLMENT SERVICES

ADMISSION

Event	High School Served	Date	Location	Total Served
N/A				

REGISTRATION

Event	High School Served	Date	Location	Total Served
Registration Drive	Weslaco HS	01/09	ISD	50
Registration Drive	Donna HS	01/09	ISD	30
Registration Drive	Valley View HS	01/09	ISD	5
Registration Drive	Palmview HS	01/10	ISD	100
Registration Drive	Weslaco HS	01/10	ISD	60
Registration Drive	Veterans Memorial HS	01/10	ISD	30
Registration Drive	BETA HS	01/10	ISD	11
Registration Drive	Juarez-Lincoln HS	01/11	ISD	70
Registration Drive	La Joya HS	01/12	ISD	100
Registration Drive	Weslaco HS	01/12	ISD	20
Registration Drive	La Joya Higher Education Center	01/16	ISD	45
Registration Drive	La Joya Higher Education Center	01/17	ISD	45
Registration Drive	La Joya Higher Education Center	01/18	ISD	36
			Total	602

STUDENT SUPPORT SERVICES

ORIENTATION

Event	High School Served	Date	Location	Total Served
Student Orientation	Edinburg HS	1/30	ISD	50
			Total	50

OTHER SERVICES

Event	High School Served	Date	Location	Total Served
Parent Meeting	Home School	1/31	Pecan Campus	1
			Total	1

MEETINGS

EXTERNAL

Meeting	ISD	Purpose
Sharyland HS	Sharyland	Dual2Degree Specialist met with new dual credit high school contact to discuss spring enrollment status

INTERNAL

Meeting	Department(s)	Purpose
Weekly Supervisory Meeting	Dual2Degree	Weekly supervisors meeting to review tasks and project assignments
Personnel Committee Meeting	Dual2Degree	To discuss upcoming projects and events
Student Services Committee	Dual2Degree	To discuss upcoming projects and events
Enrollment Services Committee	Dual2Degree	To discuss upcoming projects and events
Advisory Group Meeting	Dual2Degree	To discuss strategies for upcoming dual credit enrollment services projects
Weekly Staff Meeting	Dual2Degree	Coordinator meeting with department staff for updates
Fast Track Planning Meeting	Dual2Degree & College Connections	To discuss upcoming fast track collaboration
Board Appreciation Luncheon	Various	Yearly STC and ISD board appreciation meeting
Spring 2018 Academic Standing	Admissions & Records, Counseling, Early College High Schools	Review Academic Progress Standards Action Plan for Spring 2018
Direct Wage – Job Description review	Human Resources	Meeting to discuss part-time job description for the Dual2Degree department

PROFESSIONAL DEVELOPMENT

Activity	Purpose
NACE Career Coach Certification	Completion of professional certification on Coaching Fundamentals
Ambassadors Cross Training Academy (ACTA)	To provide Dual2Degree specialist the opportunity to continually improve their knowledge of all aspects of the college and increase their ability to assist students and colleagues
Beacon Mentoring Information Session	To gain information on assisting students in gateway courses
2018 Adjunct & Dual Credit Faculty Professional Development Day	To provide dual credit faculty orientation on FERPA and Satisfactory Academic Progress Standards (SAP) for dual credit students
SchoolDude Training	Orientation on facilities reservation process for Dual2Degree Department Administrative Assistant
Budget Process Training (Dual2Degree)	Review process for inputting FY 18-19 budget

UPCOMING EVENTS AND ACTIVITIES FOR FEBRUARY 2018

- Finalize Fall 2018 Dual Credit Enrollment Timeline
- Work with PR & Marketing to Finalize Student and Parent Enrollment Marketing Materials for Fall 2018
- Continue to Coordinate Submittal of high school transcripts with ISD registrars for Spring 2018
- Host Meeting with School District Administrators for Summer and Fall 2018 Enrollment Planning (February 08, 2018)
- Continue Working with Distance Education to Migrate Student Success Orientation Module to SoftChalk
- Work with PR & Marketing to Redesign Dual2Degree Website to Meet Accessibility Standards
- Continue Planning of Annual Counselors Update (April 27, 2018) at the Technology Campus

DEPARTMENTAL SNAPSHOTS

"La Joya Teaching Center – Registration Drive"

"NACE Training"

"Weslaco High School – Registration Drive"

COLLEGE CONNECTIONS

- South Texas College
  - Welcome Week
  - EMT Basic & Advanced Program Orientation
  - Student Activities First Year Orientation
  - NAH Division Meeting
  - Patient Care Orientation
  - College Success for Health Care Program Orientation
  - NACE Career Certification
- Partnership/Events
  - McAllen Marathon
  - TIES Conference Region One
  - Dress for Success
  - STAR Network Meeting
  - TACAC RGV Fair Meeting
  - Region One I AM Conference
- College Connections
  - Student Ambassador Program Meeting
  - Valley View High School – Counselor Meeting
  - La Feria High School – Counselor Meeting
  - Mercedes ISD – Counselor Meeting
  - Edinburg High School – Counselor Meeting
  - Sharyland High School - Counselor Meeting
- Apply Texas Drive
  - Johnny G. Economedes High School
  - Edinburg High School
- College & Career Fair
  - Rafaela T. Barrera Elementary School
  - IDEA College Preparatory Mission
  - PSJA ISD District Wide Elementary Career Fair
  - Dr. Maria Palmira Mendiola Elementary School
- Recruitment
  - Mission Veterans High School – College Presentation
  - M. Rivas Elementary – College Presentation
  - Edinburg High School – College Presentation
  - Roma High School – College Presentation
  - Robert Vela High School – College Presentation
  - M. Rivas Elementary – College Presentation
  - Munoz Elementary – College Presentation
- Campus Tours
  - Mid-Valley
    - Monte Alto Early College High School
    - Donna High School

Campus	# Visitors
Pecan	No Visitors
Mid-Valley	137 Visitors
Starr	No Visitors
NAH	No Visitors
Tech	No Visitors

Call Center

Phone Calls	
Inbound Calls	19,610 Inbound Calls
JagChat	
Incoming Chats	704 Chats
Mongoose Text	
Campaign: Spring 2018 Registration	814 Students Texted

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
119	Student Contacts & Outreach
33	Student & Alumni Registered on CCN
40	Student & Alumni Resumes Revised/Uploaded on CCN
12	Employer Contact and New Employer Registered on CCN
50	Jobs posted to CCN
4,236	Total Students Registered to date
8,079	Total Alumni Registered to date
3,176	Total Employers Registered to date

CURRENT/UPCOMING ACTIVITIES & EVENTS

(OCR) On Campus Recruitment

- Coordinating future visits by U.S. Customs & Border Protection, PSA Healthcare, and Vector Marketing; following up on reservations.
- Job development (C.O.O.L Kidz Therapy Services; City Internships; City of Weslaco; CSI U.S. Military Maintenance, LLC.; Language Success; Marking Services Incorporated; Saenz Therapeutic Care PLLC; TeleTech; The Borgen Project)
- Job development (Aguirre Family Limited Partnership; Alpine Electronics of America, Inc.; Bar-B-Cutie Smokehouse; Dexter System Inc.; Entravision Communications; Export Distribution & Consulting Services, Inc.; R&D Personnel; VSolvit)
- Job development (Valley Telephone Cooperative, David Avila CPA, Ultra Body Fitness)
- VSolvit – 10 job/internship postings
- Entravision – 5 job postings
- Weslaco Pharmacy – 1 job posting

Workshop & Presentations / Activities

- Mid-Valley First Year Connection Student Orientation
- 2 Pecan Campus First Year Connection Student Orientations
- Graduation Ceremony handing out “Congratulations” signage
- Starr County Campus: First Year Connections: presentation and info table
- NACE Career Coach Certification

Coordination of Upcoming Events

- Coordinating future visits by U.S. Customs & Border Protection, PSA Healthcare, and Vector Marketing.
- Developing registrations for upcoming Career Expos; reached out to Business Office for payment process; making reservations designing invitation email/newsletter
- Coordinating future visits by U.S. Customs & Border Protection, PSA Healthcare, and Vector Marketing; following up on reservations.
- Developing registrations for upcoming Career Expos
- Planning and making reservations for NAH & TECH campus Spring workshops.
- Working on updating presentation information for Spring workshops.
- Staff attended Mission Veteran's Memorial High School Career Fair
- Presented Overview of Career & Employer Services Presentation to Automotive Technology students
- Planning, developing and setting reservations for NAH & TECH campus Spring workshops.
- Working on updating presentation information for Spring workshops
- Planning/Coordination of Women in Technology
- Planning/Coordination of Spring Career Expo

MEETINGS AND MISCELLANEOUS INFORMATION

- Attended SHRM Board Meeting
- Attend Student Affairs Directors Meeting
- Attend President's Administrative Staff Meeting
- Conference call with NACE trainer for upcoming training
- Created a reservation log for the Technology Campus Career Lab.
- Working on compiling Fall Business Breakfast information.
- Provided CES overview to registering students at NAH.
- Working on compiling open workshop and in class presentation sign-ins and evaluations.
- Updated event records for upcoming Carl Perkins reporting.
- Recruitment of resume reviewers for RGV Student Business Leadership & Networking Conference
- Promoting Career Coach to multiple students
- Meeting to discuss participation in Beacon Mentor Program for Spring 2018
- Scheduling Spring Semester workshops
- Preparation Workshop and Career Days Dates and Locations
- Sharing career events in collaboration with community partner – Workforce Solutions
- Beacon Meeting presentations
- Attended SHRM Chapter Meeting
- Attended Determine Your Direction-Goal Setting Workshop
- Planning Talking Circle for team members
- Following up on NAH office space for staff
- Attended NACE Career Coach Training.
- Attended Professional Workshop: Development Determine Your Direction - Goal Setting
- Reached out to Pharmacy alumni to promote an employment opportunity with Weslaco Pharmacy.
- Reached out to Occupational Therapy Assistant alumni to promote employment opportunities with Wiggles Children Rehab.
- Reached out to NAH graduates to promote upcoming Job Fair with South Texas Health System.

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

Ombuds Cases for the month of January 2018				
		YTD Cases	Active Cases	Closed / Referred Cases
Consultations		56	11	45
Mediation		4	0	4
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		284	71	213
Title IX: Victim Advocacy Support		53	5	48
Written Complaints/Maxient Referred to Human Resources Student to Employee		44	N/A	N/A
Total Cases		441	87	310

Ombuds Cases per Campus for the month of January 2018		
		YTD Cases
Pecan		206
Nursing & Allied Health		37
Technology		7
Mid Valley		83
Starr County		16
Internet		79
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		11
Total		441

February 2, 2018
Ombuds conducted the Student Academy Part I Session 2 at the Pecan Campus.
January 23, 2018
The Office of Student Rights & Responsibilities set up informational booths at the Starr Campus for Welcome week.
January 26, 2018
Ombuds conducted the Student Academy Part I Session I at the Pecan Campus.
January 13, 2018
Presentation conducted on Ombuds Services for Adjunct Faculty at Region One Educational Service Center.

OFFICE OF STUDENT CONDUCT

Student Violating Student Code of Conduct for the month of January 2018			
	Active YTD Cases	Closed YTD Cases	YTD Cases
	42	152	194

Student Conduct Cases per Campus for the month of January 2018		
		YTD Cases
Pecan		121
Nursing & Allied Health		17
Technology		8
Mid Valley		30
Starr County		12
La Joya Teaching Center		3
Pharr College & Career Teaching Center		0
Internet		3
Total		194

January 29, 2018
Conducted the Student Conduct Panelist Training: Conduct in the Classroom at the Pecan Campus.
January 31, 2018
Conducted the Student Conduct Panelist Training: Roles of the Participants at the Pecan Campus.
February 2, 2018
Conducted the Student Conduct Panelist Training: Conduct in the Classroom and Student Conduct Panelist Training: Roles of the Participants at the Pecan Campus.
January 22, 2018
Conducted the Student Conduct Panelist Training: Student Rights and Procedural at the Pecan Campus.
January 23, 2018
The Office of Student Rights & Responsibilities set up informational booths at the Starr Campus for Welcome week.
January 24, 2018
Conducted the Student Conduct Panelist Training: Terminology at the Pecan Campus.

January 26, 2018

Conducted the Student Conduct Panelist Training: Student Rights and Procedural and Student Conduct Panelist Training: Terminology at the Pecan Campus.

January 13, 2018

Presentation conducted on Student Conduct for Adjunct Faculty at Region One Educational Service Center.

STUDENT ACTIVITIES AND WELLNESS

- First Year Connection Spring 18 Orientation reminder phone calls
- First Year Connection Spring 18 Orientations at Starr County (1/9/18), Mid Valley (1/10/18) and Pecan (1/11/18)
- Welcome Tents (District Wide)
- Intramural Sports Promotion (Technology & Pecan)
- Welcome Week Events (District Wide)

- Club Fair Events (District Wide)

- Student Government Association (Starr, Mid-Valley & Pecan)

- Student Leadership Academy (Starr, Mid-Valley & Pecan)

- Jersey Day (Starr, Mid-Valley & Pecan)

- 5V5 Basketball League (Mid-Valley)

- Student Activities and Wellness staff participated in Carl C. Waitz Elementary Career Day

- Club Recruitment Fair (Mid-Valley & Technology campus)

COUNSELING AND STUDENT DISABILITY SERVICES

	Counselor Student Contacts							
Campus	**Advisement**	**Mental Health/ Academic Counseling**	**Stu. Dis. Svcs.**	**Title IX Svcs.**	**Career/ Transfer Svcs.**	**Academic Probation/ Suspension**	**Workshops/ Presentations Other**	**Total**
Pecan	**131**	**18**	**225**	**32**	**34**	**1071**	**779**	**2290**
Mid-Valley	**47**	**4**	**51**	**13**	**13**	**382**	**122**	**632**
Starr Co.	**39**	**1**	**23**	**11**	**2**	**95**	**20**	**191**
Tech	**2**	**1**	**39**	**1**	**0**	**15**	**12**	**70**
NAH	**0**	**4**	**17**	**38**	**0**	**7**	**44**	**110**
Total	**219**	**28**	**355**	**95**	**49**	**1570**	**977**	**3293**

MEETINGS/CONSULTATIONS

- Know Your Status (Mental Health, HIV/AIDS, and Substance Abuse) Coordination of Schedules Meeting
- Deaf/Hard of Hearing Student Orientation
- Sign Language Full/Part-Timers Orientation
- Work-Study Orientation
- Mental Health Counseling case staffing
- Food Pantry Determination and Referrals
- Sign Language Interpreter's Student Schedules
- LPC-S Supervision Meeting
- TAMUK Interns' Supervision Meeting
- Review work study applications & schedule interviews
- QPR Follow-Up Meeting, UTRGV School of Medicine
- Academic progress case management, academic advising, review and completion of Scholastic Success Plans, and Scholastic Appeals
- Coordination of semester events: academic & personal growth workshops, and counseling events
- Academic, Career, & Mental Health Counseling
- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Sign Language Interpreting Services Meeting
- BIT Case Management, Referrals and Staffing
- CARE Team Case Management
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing

WORKSHOPS/PRESENTATIONS

- Know Your Status Grant Outreach-All campuses (Pecan, Technology, Mid-Valley, Starr and NAH)
- English-Counseling and Student Disability Services Departmental Presentation
- CLE-Counseling and Student Disability Services Departmental Presentation
- First Year Connection CSDS Presentation

COMPREHENSIVE ADVISING

ADVISING STUDENT CONTACTS

Advisor Student Contacts	
Campus	**# of Students**
Pecan	4887
Weslaco	1361
Rio Grande	556
Tech	1423
Total	8,227

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising –** Advised students for the Spring 2018 semester enrollment; reviewed/completed student educational plan for First-Time-in-College (FTIC) students; reviewing FTIC Case Management Services and updating/preparing for Summer 2017 and Fall 2018 advising services commencing March 5th
- **Faculty Advising** – Ongoing communication with HSI Project Manager to discuss objectives, position budget changes and services for the semester; posting for Coordinator for Faculty Advising closed; reviewed applications for Coordinator of Faculty Advising;
- **College Advising Training Program-** Planning is underway for spring training dates; first training is scheduled for February 2018
- **THECB Work Study Mentorship Grant** – Compiled student mentors reports and activities for FY2018; communicated with mentor's; new NOEs were prepared by Student Financial Services; submitted quarterly Program report to THECB
- **Beacon Mentoring Program** – held spring term meetings with academic programs from January 8th – 10th to plan sections; Beacon Mentors conducted 1st visit to the classroom to introduce themselves to mentees and discuss program benefits and resources;
- **Carl Perkins –** gathering data for biannual report; completed reallocation application to request additional funds for textbook assistance
- **PASS Program –** met with PASS Program staff to plan for program redesign; setting up a committee to review and redesign PASS Program; finalized the distribution of textbooks for the Spring 2018 semester

PARTICIPATED IN THE FOLLOWING

- **Search Committees** – ongoing committee to replace two advisor vacancies, Coordinator of Faculty Advising and Administrative Assistant for Special Programs
- **College Wide Committees** – Director of Comprehensive Advising & Mentoring Services participating in Texas Pathways Project and PASS Program Redesign Committee; Director of Comprehensive Advising & Mentoring Services and Coordinator of Advising serving in Online College Catalog Committee and TSI/Developmental Education Plan Committee; Coordinator of Special Advising participating in Traffic Appeals Committee
- **Preliminary Forms:** Reviewed/Approved, time cards, other forms for advising staff, THECB work-study staff, and CATP & Beacon Mentor Programs related training documents; Submitted activity reports for programs
- **Follow-Up Status:** Review of documents for THECB work-study mentorship; CATP & Beacon Mentor schedules TBD, Carl Perkins/PASS programming guidelines for new program year were discussed and reviewed; scheduled committee meetings for PASS Program Re-design; requested data for FTIC Mandatory Advisement and pending review of the data.

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MARY G. ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES
DATE:	JANUARY 19, 2018
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1, 2018 THROUGH JANUARY 31, 2018

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Board of Trustees Meeting, Facilities Committee Meeting, Finance, Audit and Human Resources Committee Meeting, Planning and Development Council Meeting, and President's Administrative Staff Meeting.
- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees, Finance, Audit and Human Resources Committee, and Facilities Committee Meeting packets. Also, all requests for proposals and bids were reviewed and compared to tabulations.
- Accountability Department:
  - Held meeting with Accountability Director regarding vacant position
  - Held meeting with Compliance Manager regarding Title IX updates, Access Esperanza Clinic, and other issues
  - Held meeting with Director of Accountability and Compliance Manager on Request for Information and Subpoenas
  - Held meeting with Director of Accountability and Project Manager to discuss Professional Development Plan Template, Internal Controls Checklist, and COSO template
- Facilities Planning and Construction:
  - Attended 2013 Bond Mobilization Team Meeting
  - Attended Bond Mobilization Team Meeting
  - Attended weekly Bond Construction Program progress meeting with Broaddus & Associates
  - Conference call with Broaddus & Associates and STC regarding the 2013 Bond Construction Program critical items
  - Conference call with legal counsel regarding Consultant Contract and Starr County Tax Issue
- Food Services:
  - Met with Director of Food Services on revenues and expenditures report and outstanding initiatives
- Business Office:
  - Held meeting with Business Office Comptroller, Accountant Group Supervisor, and FAS Project Manager regarding 2013 Bond Budget Reconciliation

- Held meeting with Comptroller and Accounting Group Supervisor regarding agenda items for the Finance Committee Meeting
- Met with Business Office Comptroller to review information on developmental fee change due to new house bill
- Held meeting with Bursar to discuss Dual Credit Students Tuition and Fees for FY19 and preparation of GAP Analysis

- Internal Auditor:
  - Held bi-weekly meeting with Internal Auditor on outstanding items
- Purchasing:
  - Held meeting with Purchasing Director regarding Vendor Service Agreement Questions
- Title IX:
  - Held Title IX Team Meeting and review cases
- Other Meetings:
  - Attended ATIXA Conference from January 22, 2017 – January 24, 2017
  - Attended City of Pharr's State of City Address
  - Conference Call with legal counsel regarding request for wage scale survey
  - Conference Call with NCHERM regarding Esperanza Clinic
  - Conference Call with TASB regarding policies for drones and demonstrations
  - Conference call with the Monitor reporter on Student Fees due to HB 2223 lower number of developmental course hours funded by state
  - Held interviews for Temp Agency Employees for Accounting Assistant Position
  - Held meeting with Academic Affairs and Comptroller regarding the Dual Credit Gap Analysis
  - Held meeting with Investment Adviser from Valley View Consultant, Comptroller, and Associate Comptroller to discuss Investment Strategy and Potential Solicitation
  - Held meeting with VP of IS&P, Chief Information Officer for IT, and Director of Human Resources regarding IT items
  - Held various meeting with FAS Project Manager, Security Supervisor, Police Compliance Coordinator, and Chief Administrator for Department Public Safety regarding the Parking Report
  - Met with VP of Student Affairs, Director of Student Activities, and Dean of Student Affairs to discuss audit report

WORKED ON THE FOLLOWING ITEMS:

- Researched on Higher Education Information Technology Consultants
- Reviewed and approved of Access Esperanza Clinic Marketing Flyer
- Reviewed FY 2017 Comprehensive Annual Financial Report (CAFR)
- Reviewed the Dual Credit Gap Analysis
- Reviewed the FAS Departments Peer College Benchmarks Survey
- Reviewed the LBB Administrative Accountability Report
- Reviewed the Policy Inventory List: Status Update
- Reviewed the Projected Revenue
- Reviewed the Public Information Request
- Reviewed the Tuition and Fees Schedule Proposal for FY19
- Worked on requested for information by Department of Public Safety
- Worked on the 2013 Bond Construction Program AV, IT, FFE Schedule, Program Building Completion, Occupancy Timelines, Projected Bond Balance and Additional Scope
- Worked on the Breakdown of Status for Continued Positions
- Worked on the Credit Card Convenience Fee Report
- Worked on the FY Proposed Tuition and Fees Rates
- Worked on the FY16-17 Staff Performance Appraisals
- Worked on the FY17-18 Online Training Schedule
- Worked on the FY19 Projected Revenue and Expenditure

- Worked on the Headcount Report
- Worked on the Parking and Transportation Report
- Worked on the Parking Services Study Report
- Worked on the Spring 2018 Registration Report
- Worked the Revenues and Expenditures for FY18 and FY19

MYRIAM LOPEZ, COMPTROLLER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended 1098T Argos report request meeting
- Attended Accessibility Training
- Attended Accountability checklist progress meeting
- Attended AP virtual card kickoff meeting with BBVA Compass
- Attended CRC meeting to discuss next steps in the CRC implementation
- Attended exit meeting for grant staff (A Montalvo)
- Attended Fee Defray Meeting
- Attended monthly Continuing Education update meeting
- Attended Planning and Development Council
- Attended President's Administrative Staff Meeting
- Attended President's Cabinet Meeting
- Attended Revenue Projections for Cabinet Meeting
- Attended Student Services internal audit findings meeting
- Attended the Banner 9 testing kick-off meeting
- Attended the Budget Transfers meeting
- Attended TWC Skills 23 grant monthly update meeting with DHR
- Conducted Interviews with Accounting Assistant Candidates
- Conducted Interviews with Payroll Specialist Candidates
- Met and discussed information for revised tuition approved in November board meeting
- Met and discussed investment strategies and potential solicitations
- Met to discuss Dual Credit Gap Analysis for review of FY2018-2019 board approved fees
- Met to discuss Bond 2013 bond construction
- Met to discuss FY 2019 tuition and fee revenues
- Met to discuss Parking permits and Violations.
- Met with Career and Employer Services to discuss the Career Expo
- Met with Comptroller on miscellaneous Cashiers items.
- Met with Institutional Effectiveness and Assessment to discuss the FY 2019 budget.
- Met with Student Services to discuss Spring 2018 attendance rosters.
- Met with the Director of Food Services to discuss the FY 2019 budget
- Organized and attended Dell account status meeting
- Participated in conference call with Skills 23 grant sub-grantee (DHR)

WORKED ON THE FOLLOWING ITEMS:

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

ACCOUNTS PAYABLE / GRANTS AND CONTRACTS:

- Completed Open Records Request – Skanska
- Completed and submitted the Audit Clearinghouse Data Collection Form
- Continue to test 1099's with accounts payable

Bank No.	17-Sep	17-Oct	17-Nov	17-Dec	18-Jan
01 E&G	598	642	856	418	573
01 Direct Deposit	105	157	168	104	96
03 Student	12,521	1,685	311	107	17,677
12 I&S Taxes	-	2	-	-	-
16 I&S Bond	-	-	-	-	-
17 Plant	31	10	17	10	17
32 AP Card	462	540	375	205	373
37 Unexp-LT Bond Series 2015	40	21	24	26	59
38 Unexp-LT Bond Series 2014	9	-	-	2	2

PROPERTY TAX / BUDGET & REPORTING:

- Completed the Report of Fundable Operating Expenses for FY 2017
- Contacted Starr County regarding questions on the calculation of the Levy 2017 tax roll
- Hosted the Budget Development Open Lab
- Prepared new revenue tuition and fee projections based on recommendations from PAS and Cabinet
- Prepared the Tax Roll for 2017 Levy-Starr County motion
- Projected tuition and fee revenue scenarios related to the fee defray project
- Projected tuition and fee revenues for FY 2019
- Provided information needed for the Continuing Disclosure request
- Scheduled open labs for the FY 2019 budget
- Staff contacted Starr County Tax Office with questions pertaining to the 2017 tax levy roll calculation
- Staff updated the delinquent tax attorney Finance Committee motions
- Updated the Delinquent Tax Attorney motions and backup for the Finance Committee meeting.
- Updated the Tuition and Fees Schedules for FY 2018-2019 motion according to recommendations from Cabinet

CASH MANAGEMENT/SPECIAL PROJECTS/OFFICE SUPPORT:

- Attended Lessons Learned in Online Financial Transparency webinar
- Compiled information for the Community College Annual Reporting and Analysis Tool
- Compiled information for THECB CARAT reporting
- Fee Defray Project
- Finalized the Backup for the Annual Investment Report
- Reviewed Accounting Assistant Candidates
- Reviewed our current Risk Assessment
- Reviewed Payroll Specialist Candidates

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	19	564
01 Direct Deposit	9	96
02 Payroll	11	410
02 Direct Deposit	3	1,697
03 Student	8	17679
12 I&S	0	0
16 I&S	0	0
17 Plant	2	12
37 Bond Series 2015	5	51
38 Bond Series 2014	2	2

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
Total	59	20,511

ACH Direct Deposit-payments to vendors, students & employees	13
Bank Transfers between Bank Accounts	30
Wire Transfers for Benefits	1

GENERAL ACCOUNTING/CONSTRUCTION/FIXED ASSETS:

- Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. Completed 114 monthly reports during the month of December 2017.

Duties	Total
ACH, wires, and Book Transferred Initiated and/or Approved	1
Approval Queues	14
Bank Reconciliations	12
Cafeteria daily sales report	5
Cancelled checks provided to AP and/or verification and positive pay	42
Construction Checks - Retrive for Auditor	21
Copies of booklets/journal entries requested	17
Deposits prepared	19
Returned mailed checks - Logged and Filed	123
Returned Mailed checks - Disbursement	99
Bond Construction checks scanned	19
Errands to Inter-office deliveries	5
Financial manager changes	9
FOAP created including activity codes	56
Hours assisting other departments	16
Hours Filing and organizing of Journal Entries and boxing	3.5
Hours used for scanning - estimated	56
Hours used printing, binding and scanning documents (not JE)	4
Hours used to log deleted checks	5
Interdepartmental Transactions reviewed	52
Invoices and encumbrances reviewed	162
Journal entries prepared	24
Journal entries processed including FUPLOAD	1274
Journal entries/documents scanned	1553
Journal Entries Logged	1480
Journal Entries Filed and Organized including creation of labels	490
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	47
Positive Pay Exemption-Number of checks researched	4
Record Retention - labeled boxes	6
Requisitions prepared	11
Stale dated list prepared	6
Stale dated letters mailed	148
Stop payments processed (includes stale dated checks)	245

Duties	Total
Stale dated stop payment verification	90
Transactions removed from bank reconciliation	295
Banner Testing-hours	1

General Journal Entry (Intra-Fund) (JE15)	90
General Journal Entry (Inter-Fund) (JE16)	50
Cash Receipts (CR05)	560
Encumbrance Liquidation (E032)	0
Encumbrance Liquidation (E020)	4
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	4

THE CASHIERS/ACCOUNTS RECEIVABLE:

- Cashiers extended hours of operation to assist students with payment options for the Spring 2018 payment deadline of January 10, 2018.
- Cashiers extended hours of operation to assist students with payment options for the Spring 2018 first class day, January 16, 2018.
- Cashiers generate Spring 2018 unpaid reports.
- Cashiers generating Spring 2018 unpaid reports including parts of term D1 and N5.
- Cashiers prepared action plan to set up, test and issue 1098Ts by the January 31, 2018 deadline
- Cashiers reviewed 1098T reports and prepared action plan for testing and completing 1098Ts by target date of 1-26-18

PAYROLL AND POSITION CONTROL DEPARTMENTS:

- Corrected W2's and implemented in production
- Payroll processes for the month ending January 31, 2018:

Payroll Re-issue Processed	12
Payroll Cycles	4
Payroll Checks & DD	2362
TimeClock Plus Access Forms Processed	83
Number of Employees with OT reviewed for OT Memos	543
NOE's Approved	619
Salary Budget Transfer Forms Processed	19 with multiple transactions

Business Office Performance Indicators
Payroll January 2018

Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,669	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	417	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 11/16-11/30) SR01	48	Salaried	5
(Waged 12/01-12/15) SR02	385	Waged	5
(Salaried: January) MR01	2111	**Void Checks Processed**	
NOE's Processed		Salaried	0

Number of Employees		**Deposits Processed**	
(Additions, Deletions, Changes)	5	Waged	0
Salaried	175	**Replacement Checks Processed**	
(Additions, Deletions, Changes)	32	Salaried	7
Waged	409	Waged	5
Payroll Adjustment Worksheets		**Voided Direct Deposits**	
(Additions, Deletions, Changes)	19	Salaried	0
Salaried	64	Waged	0
(Additions, Deletions, Changes)	0	**Hand Cut/PBK**	
Waged	9	Salaried	0
Liabilities Processed		Wages	0
ORP	11	**Checks Processed**	
Annuity	10	Salaried	220
Student Loans	3	Total Net	$ 508,671.84
United Way	1	Waged	177
Child Support	2	Total Net	30,593.94
IRS Levy	1	**Direct Deposit Processed**	
Withholding & FICA	3	Salaried	1706
Met Life	1	Total Net	4,367,207.31
Legal Judgement	1	Waged	259
Social Security Administration	0	Total Net	$44,530.47
Reports Processed			
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Bond Mobilization Meeting
- Attended the meeting with BBA Compass Rep for Petty Cash Increase
- Attended the meeting with Pepsi Vendor
- Attended the meeting with VP Finance & Administrative Services
- Attended the Petty Cash Meeting with Cashiers
- Attended the POS TouchNet Training
- Attended the Presidential Staff Meeting
- Attended the Technology Ribbon Cutting
- Conducted interviews for NAH Lead Cook

WORKED ON THE FOLLOWING ITEMS:

- Added new menu options to Pecan
- Collaborated with Food Service Managers for all purchases throughout the college district
- Continued work study interviews across district
- Finalized Assorted Display Rack order from Pepsi
- Finalized Golf Cart Purchase
- Finalized Work Flow forms for moving of equipment from old PCN cafeteria to NAH existing café
- Got certificate of occupancy for NAH East Café
- Got health permit for NAH East Café
- Inquired about the renting of turnstiles for all cafeterias (no one in the RGV rents them)
- Provided lunch at the MVC Child Care Center commenced for the department

- Requested emergency hand-cut checks from business office for NAH Café and Cafeteria
- Requested quote for new microwaves for all food service locations (purchased by Student Activities)
- Started work study interviews
- Submitted NOE's for Direct Wage employees for various food service locations
- Worked on solidifying new serving lay out at Pecan cafeteria

PAUL VARVILLE, CHIEF ADMINISTRATOR FOR DEPARTMENT OF PUBLIC SAFETY

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a draft policy for Protests and Demonstrations meeting
- Attended Board Facilities meeting to present a new policy for Unmanned Aerial Vehicles
- Attended Bond Mobilization meeting
- Attended meeting concerning the Texas Tropical Behavioral Health program
- Attended meeting for the development of a Title IX flyer to be distributed to students and employees
- Attended meeting to discuss a Racial Profiling Report required by the State
- Attended meeting to discuss budget transfer for equipment acquisition
- Attended meeting to discuss Clery Act statistics
- Attended meeting to discuss response to an Office of Civil Rights request
- Attended meeting to discuss the acquisition of a new shuttle bus with seating and air conditioning modifications
- Attended meeting to discuss the college Parking Report
- Attended meeting to discuss the Institutional Effectiveness plan for the department
- Attended meeting to discuss the Law Enforcement Management Institute of Texas training at the college
- Attended meeting to discuss the modification of a department position description
- Attended meeting to discuss the Texas Commission on Law enforcement regional conference at the college
- Attended meeting to prepare a PowerPoint presentation of the Parking Report
- Attended meetings pertaining to campus entrances surveillance cameras
- Attended meetings to review bond building surveillance camera installations
- Attended the Administrative Staff meeting
- Attended the ARMS software meeting
- Attended the Behavioral Intervention Team meeting
- Attended the Board Finance meeting to present a Parking Report
- Attended the Emergency management meeting
- Attended the Human Resources meeting
- Attended the IT assistance meeting
- Attended the Police patrol duty meeting
- Attended the Security meeting
- Attended the Staff meeting
- Attended the Temporary employees meeting
- Attended the Title IX meeting
- Attended the TLETS meeting
- Attended the Transit Services meeting
- Attended the Voting assistance for Hidalgo County

WORKED ON THE FOLLOWING ITEMS:

- Prepared a PowerPoint presentation of the Parking Report
- Prepared for Bond Mobilization meeting
- Responded to faculty request for assistance
- Reviewed police reports

- Reviewed Title IX cases
- Revised draft policy for Demonstrations and Protests
- Revised draft policy for Drones
- Revised police procedure
- Worked on a Racial Profiling Report required by the State
- Worked on acquisition of a new shuttle bus with seating and air conditioning modifications
- Worked on bond building surveillance camera installations
- Worked on budget transfer for equipment acquisition
- Worked on Clery Act database
- Worked on internal and external event security planning
- Worked on parking citation appeals
- Worked on parking concerns
- Worked on parking permit issuance management
- Worked on preparations for the Law Enforcement Management Institute of Texas training at the college
- Worked on preparations for the Texas Commission on Law enforcement regional conference at the college
- Worked on purchase order requests
- Worked on recommendations of the Texas Tropical Behavioral Health Department
- Worked on response to an Office of Civil Rights request
- Worked on the Behavioral Intervention Team threat assessment
- Worked on the Clery Act statistical analysis
- Worked on the college Parking Report
- Worked on the development of a Title IX flyer to be distributed to students and employees
- Worked on the Institutional Effectiveness plan for the department
- Worked on the investigations in inventory
- Worked on the office operations
- Worked on the position description review with Human Resources
- Worked on the shuttle bus maintenance
- Worked on the transportation services bus operation

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a meeting at the Technology Campus related to Carl Perkins grant funds that are available for various technical programs
- Attended the IT Banner Testing Guidelines meeting for the upcoming Banner 9 upgrade
- Attended the Texas Association of Community College Attorneys Conference legislative updates in the areas of Procurement
- Conducted three (3) Banner Online Requisition Training for three new employees
- Meet with the LASS Division Dean and Program Chairs to review the new guidelines for services agreements
- Participated in several meetings related to the purchases for the new bond libraries: Mid Valley Campus, Nursing and Allied Campus, and Starr County Campus
- Participated in the IT testing of the Workflows related to Fixed Assets processes of College assets
- Participated in the pre-qualifications meeting related to RFQ 17-18-1020 Architectural Services – Pecan Campus Sand Volleyball Courts
- Participated in three (3) Bond Mobilization meeting in the month of January
- Review and negotiated changes to eighteen (18) vendor agreement/contracts
- Working on updating the Purchasing Procedures Manual and the Receiving and Fixed Assets Manual

WORKED ON THE FOLLOWING ITEMS:

- The Purchasing Department processed six hundred ninety-nine (699) purchase orders, approved five hundred forty-five (545) requisitions, disapproved one hundred ninety-four (194) requisitions, processed change orders for goods and services, completed thirty-two (32) travel authorizations, and three hundred sixty (360) new/exiting vendor W-9 forms which were created or updated in Banner.
- The Receiving Department complete three hundred seventeen (317) deliveries (purchase orders and complimentary books) and six thousand five hundred fifty-eight (6,558) packages/boxes. Five hundred forty-two (542) purchase orders were received and posted in Banner, three thousand four hundred seventy-eight (3,478) items were transferred/relocated as per move/set up request forms, and twenty-one (21) faculty/staff moves were completed in January.
- Prepared the following Request for Proposals (RFP):
  - 17-18-1021 Architectural Services – Nursing and Allied Health Campus – Center for Learning Excellence Conversion
  - 17-18-1022 Medium Duty Truck and Cargo Van
  - 17-18-1023 Maintenance Department Vehicles
- Conducted Public Bid Openings for:
  - RFQ 17-18-1020 Architectural Services – Pecan Campus Sand Volleyball Courts
- The Fixed Assets Department is currently reviewing all assets purchased since January 1, 2018. The asset review process is as follows:
  - Approved one hundred fifty-five (155) assets through January 15, 2018
  - Adjusted twenty-six (26) assets in Banner for the month of January
  - Conducted the monthly inventory spot check for Library Books
- The Mail Services/Copy Center processed the following mail and copy request:
  - Financial Aid Office - $5,495.23, Business Office/Cashiers - $3,866.07, High School Programs - $28.34, and the Starr County Campus - $44.08
  - A total of three hundred sixty-nine thousand four hundred eighty-three (369,483) copies were completed at the copy center for the month of January.
  - A total of fifty-four thousand one hundred thirty-four (54,134) letters were mailed out and nine hundred sixty-six (966) letters were returned to South Texas College due to bad addresses

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Finance, Audit & Human Resources Board Committee Meeting
- Attended the BUG's Meeting
- Attended the President's Administrative Staff Meeting
- Attended the Title IX Meeting
- Met via teleconference English Instructor regarding administrative matters
- Met via teleconference for Job Descriptions Made Simple (JDMS) software demonstration
- Met via teleconference with Office of Civil Rights regarding Case# 0617-2052
- Met with Assistant Dean of BA Program-Organizational Leadership
- Met with Assistant Director of Human Resources, Dean for NAH
- Met with Business Systems Analyst regarding People Admin status
- Met with Employee Relations Officer regarding personnel issues
- Met with Legal Counsel to discuss EEOC claim.
- Met with Purchasing Director regarding staffing matters
- Met with VPFAS regarding IT items, including projects and resources
- Conducted interviews with Search Committees:
  - HR Payroll Assistant
  - HR Specialist/ERO
  - Employee Relations Officer

    - Payroll Specialist
- Attended meeting to introduce IPEDS Solution from Evisions
- Attended the Banner 9 Testing guidelines meeting
- Met with Human Resources staff for monthly team meeting
    - Banner 9 Testing & Implementation information
    - HR Hiring workflow process
- Met with Administrative Assistant/Dual2Degree regarding job description
- Training/Events
    - ATIXA Title IX Training & Certification event
        - Title IX Administrator/Coordinator Level Five
        - Civil Rights Investigator Level Four
    - Accessibility Training for forms and content.
    - SHRM-RGV Monthly Presentation: "The Best Defense to Employment Law Claims: Good Investigation"
    - Employee Relations Presentation: "Fostering a Better Office", provided to Centers for Learning Excellence as the Pecan Campus
    - New Financial Aid Workflow testing
    - New PDR Training
    - Adjunct & Overload NOE Training
    - Webinar: "Ready, Set, Retire"
    - Coordinated Flu Clinic

WORKED ON THE FOLLOWING ITEMS:

- Worked on Hiring Proposals
- Worked on Faculty Renewal notices
- Worked on FY2018-2019 Recommendation for Renewal notice for faculty employed more than one year
- Worked on case reviews
    - Title IX
    - Employee Relations
    - Office of Civil Rights
- Worked on CUPA-HR Salary Surveys
    - Administrative
    - Faculty
    - Professional/Technical Support
- Worked on Administrative Accountability Report for LBB
- Worked on list of TWC/EEOC claims regarding prior full time temporary status
- Worked on Faculty Credentials report
- Worked on Network hotline investigations and updates
- Worked on Board motion for Vacancy Report
- Worked on preparations for February Flu Shot Clinic
- Worked on 'Get Fit Challenge' event
- Worked on preparations for the February Job Fair at the McAllen Public Library
- Worked on preparations for Adjunct Job Fair in April
- Worked on PeopleAdmin Reimplementation processes
- Worked on testing and updating HR forms on Jagnet
- Worked on ACA Form 1095c finalization process
- Worked on completing and posting OSHA 300 Log
- Worked on Texas Retirement System (TRS) Report testing – employee and deduction codes
- Worked on HR Payroll procedures review
- Worked on an update of HR Payroll Specialist procedures – Position Control & Position Number Scheme
- PeopleAdmin systems management:

- Cases Opened: 3
- Cases Resolved: 2

- Records management (Xtender scanning) project:
  - Currently scanning current faculty personnel/transcript files into BDMS.
    - Scanned a total of 624 files; 20 boxes and 22,610 pages
- Report Development
  - Internal
    - List of all Instructors teaching Computer Science for Employee Relations
    - Faculty renewal notice for faculty with more than one year of full time service, for HR Director
    - List of Secretaries (Secretary, Faculty Secretary, Staff Secretary, Administrative Assistant) for Benefits department
    - Employee count as of August 31, 2017 for HR Director
    - Employee count for period 09/01/2016 to 08/31/2017 for HR Director
    - December medical deductions report for Benefits
    - TSA - 403B report for Benefits
    - Employee hire date, for Time Clock Plus report
  - External
    - New Dual Credit and Adjunct faculty, Fall 2017 for Office of Professional Development
    - New Staff as of October 1, 2017 for Office of Professional Development
    - Employees List, FAS Division for Project Manager/VPFAS
    - Part-time employees report for Business Office
    - Employee count by location for VPFAS
    - Location list for Parking Permits
    - Merritt Research Services for Business Office
    - Department of Labor census reports
    - FY17 positions paid by instructional pools, Math Science & Bachelor Programs for Dean

Staffing & Recruiting (Staff/Faculty)	
Advertisements placed (Faculty & Staff combined)	9
Search Committees assigned/forms requested	91 / 1
Hiring Proposals reviewed & approved	46 / 4
Job Offers	21 / 7
New Hire Processing	19 / 0
Vacancy Reports completed	7 / 3
Educational Supplements	1 / 5

Staffing & Faculty Staffing/Evaluation			
Positions Filled	20	Positions Posted	2
Positions Cancelled	3	Positions Cancelled	2
Resignations		Adjunct/Dual Credit Applications	46
Staff/WS	21	Intent to Hire	
PeopleAdmin Sys. User Maintenance	29	*Adjunct*	12
Staff Email Accounts	17	*Dual Credit*	1
NOEs		Lecturers	6
Full Time Temporary	4	Transcripts reviewed	70

Staffing & Faculty Staffing/Evaluation			
Direct Wage	66	Transcripts entered on database	50
Trainer (PT)	60	NOE's	
		Adjunct	72
Application Processing		*Overload*	250
Applications		*Dual Credit*	1
Staff	565	*Lecturer*	6
Faculty	1	Temporary Agency Employees	
Part Time (DW/PT/AD)	151	*Requests*	3
New Hires, Rehires, Transfers	89	*Replacements*	1
Nepotism Review	42	*Assignment Extensions*	2

System/Staffing Support			
Position Requests w/ Job Descriptions	31	New Hire (E-Verify)	42
Positions		Audits *Accepted*	79
Posted	31	Audits *Rejected*	9
Re-Posted	4	Banner Updates (PEAMPLE)	*112*
Extended	8	Form I-9 Requests	3
Cancelled	3	Financial Aid Workstudy review	3
Employment Authorization Document (EAD; Form I-765) – New			1
Employment Authorization Document (EAD; Form I-765) – Updated			1
Status Change – Active to Terminated			116
Status Change – Past Retention			209
Records			
Files scanned & indexed			624
New Hire folders prepared			-
Termed files prepared			-
Boxes to Record Retention			-

Employee Relations					
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	462		TWC Claims	21	8
Fingerprints	212	21	Open Records Requests	1	0
DPS Driver Eligibility Checks	98	9			

Benefits & Payroll			
Benefits		Payroll	
New Hire Orientations	13	PDR Notifications	186
Internal Transfers	12	Direct Deposit Transactions	
Benefits Credits/Collections	3	*Full Time*	91
TRS Records reported	0	*Direct Wage/Work Study*	11
TRS Prior Yrs of Svc Verifications	41	Resignations	
TexaSaver 457/403B Accounts	5	*Full Time*	11
Benefits Eligibility Review (ACA)		*Direct Wage/Work Study*	11
Faculty (Adjunct, Temporary)	0	Garnishments	62
Staff (Direct Wage, Part Time)	5	TXOAG Reporting	69
Exits		Under Hours/DOC Worksheets	19
Full Time	11	New Hires, Rehires, Transfers	80
Part Time	0	Name Changes	2
Retirees	1	Address Changes	51
FMLA Requests		Form W-4 Changes	14
New	17	Verification of Employment	
Closed	20	*Forms processed*	39
Workers Compensation Claims		*Letters sent*	3
New	9	*Phone Calls*	45
Closed	0	Cell Phone Stipends	7
Tuition Reimbursement Applications	3	Adjunct Leave Forms	0
Tuition Grant Applications		NOEs	
Employee	37	*Faculty Full Time Regular*	8
Dependent	34	*Lecturer*	2
		Direct Wage	400
		Work Study	145
		Adjunct	0
		Overload	71
		Dual Credit	0
		Trainers	108
		Fac. Special Assignments, Other	2
		Fac. Salary Retro-Pay Adj	0
		Fac. Base Salary Pay-Off	0
		PeopleAdmin Transactions	
		Approvals	5
		Hiring Proposals	28
		Payroll Worksheets	6

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Bond Mobilization meetings with College staff
- Attended conference call to discuss furniture delivery status with Broaddus & Associates and The Lowe Group
- Attended conference calls with Broaddus & Associates, HPG, Gateway and College staff to review status of furniture deliveries
- Attended FPC staff meetings
- Attended meeting with College staff to re-prioritize Bond Buildings and Faculty Moves
- Attended meeting with FAS staff and legal counsel to discuss Broaddus contract
- Attended meeting with FPC staff to develop FY 1819 office budget
- Attended meeting with FPC staff to review change orders for the 2013 Bond Construction Program
- Attended meeting with interview committee for FPC Project Manager position
- Attended SC Logic conference call to discuss the college's current move process
- Attended the Critical Item Discussion meeting with Broaddus & Associates
- Attended the Facilities Operations Council meeting to review current projects
- Attended the January Facilities Committee meeting
- Attended the President's Administrative Staff meeting
- Attended weekly Bond Program progress meetings with Broaddus & Associates
- La Joya Teaching Center-coordinated meeting with security, IT, and La Joya ISD to discuss security camera requirements; attended the ribbon cutting ceremony
- Mid Valley Campus-attended bi-weekly AOC meetings and furniture punch walk through
- NAHC CLE Conversion-attended Request for Qualifications pre qualifications meeting; attended meeting with College staff to review budget and project scope
- Nursing & Allied Health Campus-attended furniture punch walkthroughs
- Pecan Campus Athletic Fields Fencing-coordinated meeting with Student Activities and Operations & Maintenance departments to discuss overall budget
- Pecan Campus Sand Volleyball Courts–conducted architectural pre-qualifications conference
- Pecan Campus South Academic Building-attended furniture punch walkthroughs
- Pecan Campus Student Activities Building-attended furniture punch walkthrough
- Regional Center for Public Safety Excellence-attended meeting with Department of Homeland Security representatives to discuss future needs at the facility
- Starr County Campus-attended final walk thru for Site Regrading and Sidewalk Replacement
- Technology Campus Expansion-attended furniture punch walkthrough

WORKED ON THE FOLLOWING ITEMS:

- District Wide-performed building punch lists for Pecan Campus, Mid Valley Campus, and Nursing Allied Health Campus buildings during the winter break
- District Wide-received furniture and performed furniture punch lists for Pecan Campus Mid Valley Campus, Nursing Allied Health Campus, and Starr County Campus buildings during winter break
- District Wide-reviewed security measures and processes for installation of Furniture, Fixture, and Equipment, updated the OCIP Builders Risk monthly report; worked on status of camera purchase orders, updating parking lot construction expenses and parking lot quantities for parking lot report
- Mid Valley Campus Child Care Development Center Covered Walkway-worked and coordinated issues with contractor
- Mid Valley Campus Esperanza Clinic-worked on relocation issues with College staff
- Mid Valley Campus Student Services Expansion-worked on punch list for furniture

- Mid Valley Health Professions-worked on punch list for furniture; worked on kitchen equipment issues; worked on warranty issues regarding the kitchen equipment
- NAHC CLE Retrofit-reviewed and worked on project scope and budget
- Nursing and Allied Health Campus Expansion-performed site visit to verify status of facility for Spring Semester occupation; coordinated to schedule faculty moves to the new expansion; coordinated Faculty moves to the new campus offices
- Pecan Building D-performed site visit to review flooring issue with Maintenance personnel
- Pecan Campus Relocation of Information Booths-held conference call with DBR Engineering to discuss change order documents
- Pecan Campus Sand Volleyball Courts-received Request for Qualifications for Architectural services
- Pecan Library Assessment-reviewed agreement with possible consultant as requested
- Pecan North Academic Building-assisted with Faculty moves; performed building walk through with LASS Division for equipment locations
- Pecan North Academic Building-coordinated classroom furniture to move to NAHC for Spring Semester; performed site visit to verify status of facility for Spring Semester occupation
- Pecan North Academic Building-coordinated to schedule Faculty moves the next two weeks; performed building walk through to verify status of FF&E installation
- Pecan North Academic Building-performed site visit to observe construction progress and furniture installation progress
- Pecan Plaza-Starr County Campus-Emergency Generators-worked on contracts for contractor.
- Pecan South Academic Building-performed building walk through to verify status of FF&E installation, site visit to observe construction progress and furniture installation progress
- Pecan South Academic Building-performed site visit to verify status of facility for Spring Semester occupation
- Pecan STEM Building-performed site visit to observe furniture installation progress; performed site visit to verify status of facility for Spring Semester occupation
- Pecan STEM Building-performed site visit; performed building walk through to verify status of FF&E installation
- Pecan Student Activities and Cafeteria-performed building walk through to verify status of FF&E installation
- Regional Center for Public Safety Excellence-performed site visit to observe construction progress; worked on the Pharr Gun Range lease agreement; worked on MVEC invoice issue
- Reviewed field reports from Garland Roofing for roof installation progress
- Reviewed invoices, proposals, agreements, and additional services from various Architects, Engineers, consultants, and CM@R companies; Construction Material testing lab reports and invoices
- Starr County Campus Emergency Generator & Pecan Plaza Emergency Generator-contracts signed and issued notice to proceed
- Starr County Campus Library-requested Broaddus & Associates to schedule the above ceiling punch list walkthroughs with the project team
- Starr County Campus-worked with Broaddus & Associates to address Owner concerns regarding construction issues
- Worked on budget transfers for M&O FF&E purchases
- Worked on February Facilities Committee packet
- Worked on FPC Office Budget development
- Worked on issues regarding usage of the Wage Scale Determination Survey
- Worked on January Facilities Committee meeting agenda and write ups
- Worked on OCIP Builders Risk adjustment invoice information as requested
- Worked on PAS presentation
- Worked on providing response regarding performance of CM@R for local bid evaluation as requested
- Worked on Space Modification Requests and Move Requests
- Worked on updating job descriptions as requested by HR
- Worked on vacancy positions for FPC office; performed reference checks for project manager position

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended 2013 Bond Mobilization Team Meeting
  - Attended Bi-Weekly Progress Meeting- STC Nursing & Allied Health Professions
  - Attended Bond Construction Program Planning Meeting
  - Attended MVC Construction Progress Meeting
  - Attended MVC Library Above Ceiling Inspection
  - Attended STC Parking & Site Improvements Walk-Through Inspection
  - Attended STC Starr Campus Construction Progress Meeting
  - Attended the STC RCPSE OAC Meeting – Pharr
- Attended the STC RCPSE OAC Meeting – McAllen
- Other Meetings:
  - Attended a meeting with Barnes & Noble representatives
  - Attended meeting at NAH for a book return walk through
  - Attended meeting at Starr new library to discuss location of outdoor book return
  - Attended meeting to discuss Esperanza Clinic - Agreement, Action Item, Confidentiality Agmt
  - Attended the Facilities Operations Council Meeting
  - Attended the Interview Committee Members Meeting
  - Attended the President's Administrative Staff Meeting
  - Held the Facilities Operations Managers' Meeting
  - Participated in a conference call to discuss Esperanza Clinic
  - Participated in a conference call to discuss STC Critical Item

WORKED ON THE FOLLOWING ITEMS:

- Operations Contract Department
  - Pecan
    - Ordered maintenance supervisor shirts
    - Rescheduled replacement section of HEB wall for February
    - Received approved TLC quotes for improvements at Building J and K
    - Completed winter inspections other than bldg. F which is pending
  - Starr
    - Received second quote for hydrant repair at Starr, third quote required
    - Completed winter inspections
  - Pharr
    - Scheduled shredding services for new Pharr Campus
  - Mid Valley
    - Completed winter inspections other than bldg. F & G which are pending
  - Nursing & Allied Health
    - Pending winter inspections
  - District Wide
    - Handled typical pest control issues and equipment rentals
- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	139	$3,324.13
Electrical	162	$4,588.92
Energy Management	165	$891.98
HVAC	630	$8,308.74
Locksmith	156	$4,685.08

Classification	Work Orders Completed	Cost
Painting	56	$4,611.19
Plumbing	100	$1,979.90
Plant Services		-
Total Cost		**$28,389.94**
General Maintenance	34	
Total Work Orders	**1442**	

- Custodial Department

Set-Ups	582
Moves/Relocations	71

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Budget Development Open Lab session
- Attended meeting for SCLogic Conference call
- Attended meeting regarding ECHS Administrative Assistant interviews
- Attended meeting with VP FAS for Title IX and Access Esperanza Clinics pending items
- Attended search Committee interviews for Interim Dean of Dual Credit Programs and School District Partnerships.
- Attended Title IX Committee meetings
- Attended Title IX meeting with VP FAS, Dean of Students, and Director of Student Rights and Responsibilities
- Held discussions with Carlisle Insurance, Legal Counsel, Director of Facilities Planning & Construction, Director of Facilities Operations & Maintenance, Accountability, Risk & Compliance and OCIP adjuster regarding Starr County OCIP claims and subsequent insurance reimbursement
- Held discussions with Chief Administrator – Department of Public Safety, Director of Facilities Operations & Maintenance, and IT Risk & Security Manager regarding 2018 All Hazards Emergency Plan
- Held discussions with TASB regarding reimbursable deductibles
- Held discussions with The Hartford regarding art insurance claim check
- Held meeting with Accountability Assistant regarding account reconciliations, to review goals/objective draft template, and review/walkthrough travel authorization process
- Held multiple discussions with Carlisle Insurance regarding Builder's Risk breakdowns and other OCIP matters
- Held multiple discussions with Montalvo Insurance and Facilities Planning & Construction Program Managers regarding substantial completion of various buildings/addition of buildings to Property Insurance policy
- Held weekly department huddles
- Met with Art Faculty regarding insurance claim check
- Multiple meetings regarding Access Esperanza Clinics
- Multiple meetings with Security Supervisor and Police Compliance Coordinator and to review parking permit and citation process
- President's Administrative Staff meeting
- With Accounting Group Manager regarding non-bond purchase procedures
- With Accounting Group Supervisor regarding parking citations report
- With Compliance Manager and Executive Assistant to the President on Subpoena and Public Records Information Requests
- With Director of Purchasing regarding bond procedures
- With Risk Manager to review All Hazards Emergency Plan 2018 revisions
- With Travel Accounting Assistant to discuss travel authorization and voucher process
- With VPFAS and Assistant Controller regarding COSO template
- With VPFAS regarding parking permits, citation process maps, and revisions to Public Information Requests

WORKED ON THE FOLLOWING ITEMS:

- Began developing an account reconciliation template
- Compiled weekly HR staffing metrics and updated cabinet report with new figures
- Created comparison of processed and unprocessed parking citation fees
- Created process map of parking permits and parking citations
- Created summary on parking citations
- Developed account reconciliation procedures to track direct and travel expenditures
- Developed draft FAS Division "Internal Procedures" template
- Finalized bond, non-bond purchase procedures, and bond services procedures for VPFAS review
- Monitored Banner Workflow for Records Management related requests
- Prepared Builder's Risk Report (OCIP)
- Researched and created Employee Development Plan
- Researched COSO Framework, created Internal Control Checklist template, and presented template for VPFAS review
- Researched insurance check from The Hartford (art insurance claim)
- Researched Texas higher education institutions core compliance operations
- Researched Top 10 Colleges with similar department for purposes of submitting survey
- Reviewed and provided information to VPFAS regarding information technology RFP
- Reviewed applications for Project Manager-Information Technology and worked on candidate template
- Reviewed invoice from Higginbotham Swantner Gordon (Hidalgo County Tax Assessor bond)
- Reviewed organization accounts to determine FY19 budget
- Reviewed the Travel & Expense Management system process and submitted "test" travel authorization
- Reviewed/Approved RCI invoice
- Revised and updated All Hazards Emergency Plan
- Revised Bond Construction Substantial Completion spreadsheet
- Revised Public Information Request process maps
- Revisions made to Policy Management Guidelines; updated Policy Inventory report and action plan; Created proposed timeline/completions
- Worked on 2018 mileage encumbrances for Risk Management personnel
- Worked on 2018-2019 Insurance RFP
- Worked on action items for Access Esperanza Clinics
- Worked on balancing of Risk Management accounts
- Worked on developing internal review procedures
- Worked on draft job descriptions per VPFAS
- Worked on OCR case
- Worked on pending Title IX action items per Title IX audit
- Worked on Title IX cases and prepared items for committee meeting

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	2/6/18
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1, 2018 THROUGH JANUARY 31, 2018

BUSINESS, PUBLIC SAFETY, & TECHNOLOGY DIVISION
MARIO REYNA, DEAN

DIVISION DEAN'S UPDATE:

- Held the Business, Public Safety and Technology Division meeting on Monday, January 8th.
- Participated in the Regional Center for Public Safety Excellence Meeting held at the Technology Campus to discuss the status of the Center and talk more about the potential for UTRGV to be part of the Center – Wednesday, January 10th
- Program Chairs and support staff attended the Accessibility in Word Training held at the Technology Campus – Thursday, January 11th
- Participated in the Interviews – Interim Dean for Dual Credit Programs and School District Partnerships held at the Pecan Campus. Thursday, January 11th & Friday, January 12th
- Attended a meeting for Homeland Security at the Pecan Campus – Friday, January 12th
- Participated in the meeting for AFG FEMA Grant: Possible Partnership with Fire Departments to Provide Training – Tuesday, January 16th
- Provided a Campus Tour to La Joya Elementary Schools students – Thursday, January 18th
- Attended The City of Pharr State of the City Address in Pharr – Thursday, January 18th
- Attended the Grant Development Advisory Committee Meeting – Thursday, January18th
- The Technology Campus held the Ribbon Cutting Ceremony – Friday, January 19th
- Attended the Manufacturing Leaders Meeting held at the Technology Campus – Friday, January 19th
- Attended the President's Administrative Staff Meeting – Friday, January 19th
- Participated in the General Cooperation Agreement with Tecnologico Nacional de Mexico held at the Pecan Campus– Monday, January 22th
- Attended the Graduation Requirements Meeting held at the Pecan Campus – Tuesday, January 23rd
- Attended the Perkins Basic Grant-Reallocation Amendment Requests – Thursday, January 25th
- Held the Business, Public Safety and Technology Program Chair meeting at the Technology Campus – Friday, January 26th
- Attended the Planning and Development Council Meeting held at the Pecan Campus – Friday, January 26th
- Attended the AACC Workforce Development Institute from January 30th – February 1st

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY PROGRAM CHAIR:

- Attended the Division Meeting on January 8th
- Manufacturers Leaders Meeting will be held January 19th
- Attended RGV Lead meeting. Committee is planning for an Award Ceremony for April to honor outstanding leaders. – Tuesday, January 9th
- HAAS send another check for student scholarships in the amount of $8,000. The application will open up in February and will be awarded in April 2018 for students to use on Fall 2018 and Spring 2019. – Wednesday, January 10th
- Attended the Accessibility in Word training – Thursday, January 11th
- Attended Blackboard Refresher Certification and successfully completed first part of course. Friday, January 12th
- Conducted tours for La Joya Kindergarten students for the entire Technology campus. Thursday, January 18th
- Received donation from Royal Technologies in the amount of $7,000 for student scholarships. These will be awarded during our High Competition in April.
- Attended the Technology Campus Building E, ribbon cutting celebration and provided tours to visitors that came to our shops. Friday, January 19th
- Attended the Leaders in manufacturing meeting. Dean provided update and manufacturing needs and we discussed the need to place over 20 students in capstone this spring. Manufacturing leaders present provided feedback on this and had questions on the matter.
- Attended a committee meeting for Graduation Requirements; a document will be created to be part of the STC catalogue. – Tuesday, January 23rd
- Attended a District wide Career Fair for McAllen district, Middle School Endorsement where close to 1,000 students grade 6th – 8th grade participated. – Wednesday, January 24th
- Attended Chair meeting with other program chairs. Will follow up with Student Activities coordinators on the Welcome Week for students that will be planned for the Technology Campus. – Friday, January 26th
- Attended a career fair at Escandon Elementary and presented on my career as well as the Manufacturing Program to 1st graders and some 5th graders who were interested in Engineering. – Friday, January 26th
- Attended the Academic Council Meeting at Pecan Campus – Monday, January 29th
- Girls in Technology (GIT) event scheduled for February 7, 2018

FACULTY AND PROGRAM CHAIRS ACTIVITIES
ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY:

- All AEDT Faculty and staff attended the Division Meeting on Monday, January 8, 2018.
- Program Chair Sara Lozano attended the Accessibility Training on Thursday, January 11, 2018.
- All AEDT Faculty attended a training for Quality Matters with Distance Education in an effort to add more online instruction. The training took place Friday, January 12, 2018 and will continue next Friday, January 19, 2018.

DESIGN & BUILDING TECHNOLOGY:

- Electrician Technology faculty and students attended free seminar at Magic Valley & Electric Cooperation. Topic: Electrical Updates. January 24, 2018.
- Career Fair at Veteran's Memorial High School in Mission. DBT representation: HVACR, Electrician, and Construction Supervision. January 23, 2018.
- DBT representation at the South Texas College Faculty Senate meeting. January 23, 2018.
- Article on the BEST Institute training was highlighted in a monthly website news. Program Chair and faculty participated in the training. https://www.ccontrols.com/enews/2018/0118story3.htm
- Training was held on Jan 3-6 in Oakland, California.
- ELPT and HVACR Faculty contacted Mission High School Career & Technology Counselor to schedule a Career Day event at Mission Veteran's and Mission High School on January 26th and Feb. 2, 2018. All DBT departments were represented at the events.
- HVAC Program Coordinator met with dual enrollment students from La Grulla High School at STARR County Campus. He presented on the benefits to continue and complete their course work. January 26, 2018.
- Program Chair attended Habitat for Humanity build on January 27, 2018 in San Manuel with the Catholic Daughters of the America's organization.
- HVACR faculty attended TACCA South Texas Expo on January 31, 2018. The conference was held in San Antonio, Texas and highlighted the latest HVACR practices and equipment in the industry.

DISTANCE LEARNING AND VIRTUAL CAMPUS

ANA PENA, DIRECTOR

PROJECTS

- Month of January– Spring orientation email
  - Phone/Email – 9,995 contacted students
- Distance Learning First Time Online Student - Orientation Pilot Course
  - Working with IT to get error resolve for minimesters.
- Course Development
  - BASOL
    - Instructional Designers assisted team leaders in the redesign of their courses.
      - 10 courses redesign completed
- Distance Learning Self-Service Portal
  - Develop and implement our section for Distance Learning in the IT software Footprints as college wide self-service tickets for students/faculty.
  - Discuss the possibility of having DL helpdesk until 9pm with IT helpdesk personnel.
- ILP & Mobile Project
  - New integration with banner and Blackboard so that we can have a two-way communication with Blackboard and banner.
    - Blackboard send final grades over to banner.
  - Met with core team to go over configurations and timeline
    - Pilot group needs to be created for testing for the summer.
  - ILP building block installed in production environment
    - Clean up all the future terms (201830, 201840 and 201910)
      - All courses need to get created with ILP integration in order for it to work properly in Blackboard.

DISTANCE LEARNING – TECHNOLOGIES

- **Blackboard Learn**
  - DELTA Program
    - Provided support for DELTA program.

        - Added all users to Blackboard course.
    - Blackboard Learn SaaS - Known Issues
        - Locking Left side Menu for standardization
            - Pending fix.
    - Cross list requests for Spring 2018
        - 159 courses

- **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.
            - Bb Analytics server is getting a major update which will be down for about two weeks.

- **Distance Learning Helpdesk**
    - Numbers for the month of January
        - Students/Faculty Chats: 407
        - Students/Faculty Tickets: 236
        - Helpdesk phone calls: 520

- **Trainings/Workshops**
    - Face to Face Trainings – Location: A -121
        - Blackboard Certification
            - 13 faculty/staff
        - Online Teaching Certification
            - 18 faculty/staff
        - Blackboard Re-Certification
            - 5 faculty/staff
    - Online Trainings
        - Blackboard Collaborate ULTRA
            - 5 faculty/staff
    - Workshops
        - First Year Connection
            - Promoted Distance Learning department
                - STARR, Mid-Valley and Pecan Campus
        - Welcome Back Week
            - Promoted Distance Learning department
                - Pecan Campus
        - Document Content Accessibility Training Workshop
            - Kinesiology Department
                - 8 faculty
            - Math and Science Department
                - 22 faculty
            - Music Department
                - 6 faculty
            - Administrators
                - 6 staff
            - HR Department and Business Office
                - 22 staff
            - LASS administration
                - 8 staff
            - Biology Department
                - 40 faulty
        - Adjunct/Dual Faculty Professional Development day

- Utilizing Blackboard
  - 102 adjuncts

- **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:	521
Distance Learning Walk-Ins:	4
Telephone Contacts:	272
Virtual Campus Advising Email:	369
Registration Emails	9,995
Total:	***11,161***

DISTANCE LEARNING MEETINGS

- Lumen Learning: Open Education Resources offerings for Organization Leadership Competency Courses.
- Banner User Group meeting to discuss patches, updates and errors for banner 9.
- ILP & Mobile Project Administrative Meeting.
  - Addressed all the errors and bugs from the integration.
  - Clean up all partnership codes
  - Clean up 201830, 201840 and 201910 terms in Blackboard
  - Admissions clean up banner screens
- Distance Learning Helpdesk – 24/7 Support
- BASOL department meeting
  - Distance Learning addressed questions faculty had about our Certifications.
- Civitas implementation to Blackboard Meeting
  - Assist civitas implementation team to be able to extract all data from Blackboard into Civitas.
- Concourse cloud-based syllabus meeting
  - Demo of product
- GoReact meeting to set up LTI in Blackboard for Nursing Department
- Meeting with Interim VP for Academic Affairs
  - Went over all faculty certify list and made recommendations on the layout of table to present to all deans and chairs.
- Academic Council
  - Presented the Distance Learning certified faculty list to the committee.

LIBERAL ARTS AND SOCIAL SCIENCES DIVISION

DR. MARGARETHA BISCHOFF, DEAN

DIVISION DEAN UPDATES:

- The week started with the Bond Mobilization Team Meeting, during which we were informed that North Academic Building and South Academic Building are as good as done, except for some tables that still need to be put together. This gave hope to the Dean that moves could still be performed on February 1, and 2. Kudos to the Planning and Construction team who delivered on their promise that the buildings would be done by the start of classes. Unfortunately, it then became clear that because the other buildings were not yet ready and deemed more important for the start of classes, focus for completion would shift from those buildings to NAH and other buildings. What a

disappointment for all those involved! The LASS departments who were set to move are still ready for immediate action as soon as we get the green light. How wonderful would it be if at least one building could be showcased to our communities and leaders!

- Interviews for the search for an Interim Dean for Dual Credit Programs and School District Partnerships were held with a successful outcome. The level of candidates was excellent and the committee members enjoyed hearing about different ideas on the future of the program.
- The LASS support staff completed their "accessibility" training so that word documents can also be available to those who need software programs to read them. Now they are ready to assists the faculty while we go for a 100% compliance with our syllabi by the beginning of Summer.
- A Dreamcatcher (now ASCENDer, which stands for Achieving Student Confidence, Encouraging New Dreams) luncheon meeting was held to discuss logistics and future of the program. In general, the devoted team was adamant to continue the program as it is with Noches, transfer visits, student clubs etc. included. Success data are still good and we will try another format for the Fall, where the whole program will be completed within one semester. Thus we can keep calling the model a co-requisite model.
- The week started with a Bond Mobilization Meeting where we were notified that two departments could move into North Academic Building by the end of the week. I wish Dr. Reed could have heard the cheers of happiness. A next batch of History faculty will move out of building A to the same building this upcoming Friday. Classrooms can hopefully soon follow, when we have heard from the students that they do not feel inconvenienced. The light, luxurious, and welcoming student environment in this building should be a great incentive for students to soon feel at home there. The parking is so much easier on that side too.
- A graduation environment meeting brought the challenging topic of double degrees on the table. While some felt it should be possible to obtain them, some of us also wondered whether we would do the students a disservice by keeping them at STC. Dr. Sanchez will need to help us iron out some accreditation matters with this issue.
- A most exciting opportunity can be found in the software that Concourse offers, which loads the syllabi that need to be accessible by the first week of classes in a cloud, which makes it much easier to structure the templates and make minor institutional changes. Hopefully we can move forward with this system which will mean hours and hours of support staff time now spent on this requirement, can be devoted elsewhere.
- Mr. Schermerhorn came to thank me for helping the Music Department acquire some necessary protective covers for when the music faculty go on the road to perform. I promised I would pass the thanks on to the higher administration.
- A walk through was needed through the North Academic building to find new spots for the copiers, since the planned spots were not big enough.
- During the CtN directors call, a number of matters were discussed such as dates for professional development and the new name to be used.
- The LASS department chairs met to discuss a variety of issues such as textbook guidelines, syllabi, retirement time line, dual enrollment mentoring, moves to North Academic, an interesting ADA matter, and Elizabeth Miller presented a webinar on portfolios.
- Another productive software was shown to us from Astra, which offers an ideal way to modify and plan your schedules according to student, facilities, and faculty needs.
- Another meeting was held on self-authored textbooks. Participation was light and it was hard to pick up from where we left off during the very productive meeting we had in December because it seems hard for some to understand that the policy as we have it now does not allow for faculty to benefit from their position at the college by requiring such textbooks. In a next attempt to resolve this matter, a form that was created will be adjusted and some reasonable criteria and a formula for royalties will be presented.
- Ms. Rebecca Cavazos explained the new procedures for service agreements, of which some were not new to us. A new proposal to ask for references may not always be possible because sometimes we deal with bands and multiple people. The suggestion was made to use CVs (performance and individual) to find out more about performers' reputation.
- Friday's Board appreciation meeting celebrated the accomplishments of not only our Board, but also those of the ISDs and our partnerships with the various school districts.
- The Planning and Development Council discussed several topics such as our enrollment and the various ways in which we could improve the present numbers and causes of the lower enrollment. If new schedules and time of day coursework would be offered, it would only be successful if followed by a marketing campaign targeting the populations that would be interested in such different hours. Tuition and fees differentiation was one way to reduce the budget, so we looked at that too. Mario received a well-deserved certificate for his successful metal ribbon cutting performance during the ribbon cutting ceremony at the Technology Center.
- Another Bond mobilization meeting was held to work on further moves that can be planned. Some glitches occurring during the first move were discussed and rectified for the following moves, which took place past Friday without any

significant difficulties. Kudos to Monica Perez, the VP, the movers, technology teams, George McCaleb, and Rik and his team for having planned this all so well.

- An academic council meeting was held to discuss enrollment, professional development activities, an adjunct fair, retiring faculty recognition, IE plans, and some instructional matters such as incomplete grades, the professor emeritus write up, faculty mentorship procedures and uniform class times. The dean presented with Ms. Delia Magdaleno on her desire to implement the SIELE exam at STC, which provides a funding opportunity by offering this Spanish TOEFL like test for Spanish Speaking job seekers, study abroad candidates, and other folks who would need to prove their Spanish skills.
- The Dean attended the Board meeting for an appreciation ceremony, an enrollment update, the acceptance of our comprehensive plan, and updates on the Bond building progress.
- On Wednesday the 31st, the Dean traveled to San Antonio for a "Co-requisite conference". She had the honor of presenting as one of four teams from groundbreaking institutions who had found solutions to the upcoming requirements to co-requisite our developmental classes: 25% Fall 2018, 50% Fall 2019, and 75% 2020. South Texas College has innovative ways to comply with the requirements as well as some promising data how it all could work. An added lucky feature was the promise by the THECB for a revisiting of the all TSI complete requirements for AAs, As's and AAS's. We may be relieved soon of a very debilitating requirement that forms a barrier for graduation rates. Other presentations were about academic coaching, supplemental instruction successes, and Math/INRW co-requisites. Catch the Next, which implemented Puente, then Dream Catcher, then ASCENDer at STC was present with a presentation on professional development in support of MATH/INRW/EDUC1300. In essence, the previously successful model of a combined INRW/EDUC in the Fall and the academic English in the Spring will have to be condensed to one semester to become a co-requisite model.

DEPARTMENT OF PSYCHOLOGIAL SCIENCE:

- The Starr County Campus Psychology Club volunteered at Rio Grande City Public Library's Storybook Christmas Event from 4:30-6:30pm at the Lopez-Tijerina Courtyard in Rio Grande City. About 20 psychology club members attended, quite impressive as it was during finals week. Starr Psych Club members were located at different stations—from passing out balloons and hot chocolate / cookies to coloring with children to helping with set-up and clean up. Children were able to take pictures with Santa Claus as well.
- The Starr County Campus Psychology Club attended the Starr County Industrial Foundation Talk (SCIF Talk) at STC Starr County Campus Auditorium from 2:00-3:30pm with Keynote Speaker STC President Dr. Shirley A. Reed. The topic was on "Higher Education: Collaborating for Access and Success." About 20 members attended and learned about the history of STC, how it has impacted the economy in Hidalgo and Starr Counties, and what can be done as an individual, family, and community so that more people can take advantage of earning a higher education degree.
- The Starr County Campus Psychology Club hosted its 9th Annual Holiday Posada at STC Starr County Campus Cafeteria from 5:00-7:00pm. The Top 25 Most Active Starr Psych Club members of fall 2017 semester were invited to this holiday posada as a reward for being the outstanding leaders that they were all semester long.
- Starr County Campus Psychology Club members graduated with an Associate's Degree from South Texas College. Since Starr Psych Club is open to any major, some majored in engineering, education, and other fields-but the majority obtained an Associate's Degree in Psychology
- STC Psychological Science Instructor participated at the bi-annual Career Day at Rio Grande City CISD Ringgold Elementary School from 8:00 am – 12:00 pm. Mr. Sarabia inspired the students to attend college, elaborated on the fields of psychological science and counseling, in particular his jobs as psychological science college instructor, and licensed professional counselor (LPC).
- STC Psychological Science Instructor participated at the bi-annual Career Day at Rio Grande City CISD Ringgold Elementary School from 8:00 am – 12:00 pm. Mr. Sarabia inspired the students to attend college, elaborated on the fields of psychological science and counseling, in particular his jobs as psychological science college instructor, and licensed professional counselor (LPC).
- Starr County Campus Psychology Club hosted its first meeting of the spring 2018 semester and nearly 50 members attended (some returning members, the remaining were new ones recruited from the new psychological science courses). Advisors and Officers welcomed new members to the club and introduced themselves.
- The Starr County Campus Psychology Club participated at the Starr County Campus Club Recruitment Fair from 11am-1pm. Each campus club had an informational table in the hallway of Building E (Academic Building). Starr Psych Club Members distributed brochures with club information, including psychological science courses offered at the campus, and recruited new students to join the club

DEPARTMENT OF CRIMINAL JUSTICE AND SOCIAL SCIENCE:

- Department Chair James Blair and Assistant Chairs Marc Hughes, Dr. Rolando Longoria and Wendy Branwell attended the Budget Training on Friday, January 19, Pecan Campus.
- Instructors Oscar Garza and Vanessa Mora volunteered to judge at the annual TPSA High School competitions on January 19 and 20, 2018.
- Dr. Bob Luckett traveled to Kingsville to meet TAMUK BSW faculty who in this photo are the bookends to three of the STC/TAMUK BSW Harlingen transfers. STC students also attended the meeting.

DEPARTMENT OF HUMANITIES

- Bond Mobilization work proceeding smoothly – Philosophy faculty preparing for moves next week.
- Program Clustering work proceeding smoothly – plans for College Wide POD Day have been developed, and materials are being constructed for both morning (intra-departmental) and afternoon (inter-departmental) activities.
- Financial Aid Attendance Roster (FAAR) Verification process has been launched and is underway in the Starfish EAS.
- Bond Mobilization work proceeding smoothly: all Philosophy faculty and one English faculty preparing for moves this week; History faculty set for moves in two weeks.
- Discussions for collaboration with a local community writers group have begun with the Department of English – specifically regarding a regional conference scheduled for the first week of March
- Materials for Pathways (program clustering) work on CW POD Day have been constructed and are being reviewed by members of the core pathways team
- The initial FAAR Verification in the Starfish EAS was conducted, with an 89% response rate from faculty

UPCOMING EVENTS:

- Bond Saturday, January 27 at the McAllen Performing Arts Center, Ballet Folklórico South Texas College presents its annual concert, Tradiciones 2018. Joined by musicians from across Mexico and STC's own Conjunto Jaguar, this two hour concert promises to be the best one yet. This is the 6th presentation of Tradiciones by STC's official dance company and is one that has gained good notoriety across the fine arts and dance world. Tickets currently on sale at the McAllen Convention Center box office. For more information call the Center for Mexican American Studies at South Texas College at 872.2071

  "Satan in Literature: Characterization and Interpretation."
  Presenter: Richard Coronado

  Tuesday, February 13, 2018 at 1:00 p.m.
  Pecan Campus
  The D Building Auditorium

  Join us and explore the figure of Satan in literature and how it impacts language and culture.
  The event is open to students, faculty, staff, and the general public. Attendance sheets will be available for instructors. See you there!

  For more information contact Richard Coronado
  (956) 872-2211 or coronado@southtexascollege.edu

- On Monday, February 12 at 10:00 am, at the Pecan Campus Library in F-102 we will be showing the documentary I AM NOT YOUR NEGRO. An Oscar-nominated documentary narrated by Samuel L. Jackson, I AM NOT YOUR NEGRO explores the continued peril America faces from institutionalized racism. I AM NOT YOUR NEGRO is a journey into black history that connects the past of the Civil Rights movement to the present of #BlackLivesMatter. It is a film that questions black representation in Hollywood and beyond. And, ultimately, by confronting the deeper connections between the lives and assassination of these three leaders, Baldwin and Peck have produced a work that challenges the very definition of what America stands for. There will be a second showing of I AM NOT YOUR NEGRO on Tuesday, February 13 at 1:00 pm at the Pecan Campus Library in F-102.
- On Thursday, February 15 at 6:00 pm, the Pecan Campus Auditorium in building D we will be showing Oscar Nominated film GET OUT. Now that Chris (Daniel Kaluuya) and his girlfriend, Rose (Allison Williams), have reached the meet-the-parents milestone of dating, she invites him for a weekend getaway upstate with Missy and Dean. At first,

Chris reads the family's overly accommodating behavior as nervous attempts to deal with their daughter's interracial relationship, but as the weekend progresses, a series of increasingly disturbing discoveries lead him to a truth that he never could have imagined. There will also be a brief introduction and a Q&A after the film.

- On Wednesday, February 21 at 10:00 am, the Starr Campus Library and at 6:00 pm at the Pecan Campus Library Rainbow Room, will be hosting Dr. Marcia Walker-McWilliams author of the book REVEREND ADDIE WYATT. Labor leader, civil rights activist, outspoken feminist, African American clergywoman–Reverend Addie Wyatt stood at the confluence of many rivers of change in twentieth century America. The first female president of a local chapter of the United Packinghouse Workers of America, Wyatt worked alongside Martin Luther King Jr. and Eleanor Roosevelt and appeared as one of Time magazine's Women of the Year in 1975.
- Wednesday, February 21 at 12:00pm, at the Mid-Valley Campus Library in A-105, we will be showing the documentary I AM NOT YOUR NEGRO. An Oscar-nominated documentary narrated by Samuel L. Jackson, I AM NOT YOUR NEGRO explores the continued peril America faces from institutionalized racism. I AM NOT YOUR NEGRO is a journey into black history that connects the past of the Civil Rights movement to the present of #BlackLivesMatter. It is a film that questions black representation in Hollywood and beyond. And, ultimately, by confronting the deeper connections between the lives and assassination of these three leaders, Baldwin and Peck have produced a work that challenges the very definition of what America stands for.
- On Tuesday, February 27 at 6:00 pm, the Pecan Campus Library Rainbow Room, we there will be a Round Table Debate: "Is Libertarianism Inherently Racist?" with John Terry, Dr. Aaron Wilson, William Greene and Dr. Andres Molina.

NURSING AND ALLIED HEALTH

DR. JAYSON VALERIO, DEAN

DIVISION DEAN'S REPORT:

- Dean Valerio has been working on multiple grants including the NSRP, Project Heal2 for the ADN and the Occupational Therapy programs, and the KNAPP Grant.
- Attended a Grant Development Advisory Committee Meeting.
- Submitted updated report to the BON regarding the ADN Pilot Program.

PROJECT MANAGER REPORT:

- Submitted Jet Grant Quarterly Report for the Vocational Nursing Program, which included updates on student enrollment, purchase of equipment, and invoice or payment concerns.
- Worked with purchasing to review the purchase of headwalls for the Simulation area in the Starr Campus.
- Collaborated with Planning and construction to ensure placement of headwalls for the Skills areas were being completed.
- Ensured that compliance with ADA request for the new Simulation Hospital Building was in progress for students who had submitted requests.
- Purchased items for the new Simulation Apartment which included the bedroom set, refrigerator, stove and other decorative items.
- Completed the purchase, delivery, and installation of a recliner, side table, and lamp for the Mother's room in the new building.
- Attended meeting with Planning and Construction to review budget available for the conversion of the CLE to the Student Success Center.
- During the month of January Project Manager has been working diligently with Planning & Construction, Deans and Directors of STC Departments, IT, and onsite Contractors to ensure to advocate for the NAH Division regarding the occupancy timeline for new buildings.
- Faculty and Staff have moved into the new NAH West Building in McAllen and have begun to settle into their new offices. Many have complemented the design and spaciousness of their new work space.

EMERGENCY MEDICAL TECHNOLOGY

- January 19, 2018 - Report Activity: Attendance and participation in the Trevino Middle School career fair held at Trevino Middle school at La Joya School District 301 N. Inspiration Rd, Mission, TX 78573

- January 26, 2018 - Report Activity: Attendance and participation in the Career Fair at McAuliffe Elementary - McAllen Texas. Through an invitation made to the EMT program, we were invited to attend the McAuliffe Elementary Career Fair on January 26, 2018. We presented to over 300 students about the EMS field and career opportunities as well as education available at South Texas College.
- January 31, 2018 - Report Activity: Attendance and participation in the Career Fair for PSJA ISD - Pharr, Texas. Through an invitation made to the EMT program, we were invited to attend the PSJA ISD Career Fair on January 31, 2018. We presented to over 500 students about the EMS field and career opportunities as well as education available at South Texas College.

MATH, SCIENCE, AND BACHELOR PROGRAM DIVISION

DR. ALI ESMAEILI, DEAN

DIVISION DEAN'S REPORT:

- Dean, Math & Science Assistant Dean, and Bachelor Programs Assistant Dean attended the SWOT training sessions held by Dean of Office of Institutional Research & Effectiveness on January 5, 2018.
- Dean, Math & Science Assistant Dean, and Bachelor Programs Assistant Dean, & Division participated in the SWOT Analysis session facilitated by Dean of Office of Institutional Research & Effectiveness on January 8.
- Dean, MSB program chairs and faculty attended the STEM Day organizational meeting hosted by Math & Science Assistant Dean on January 9. The Team determined the goal of the event, defined duties, and proposed potential activities. The STEM Day event is scheduled for April 14.
- Dean, Math & Science Assistant Dean, and Bachelor Programs Assistant Dean, MSB & BAT department secretaries and Program Chairs attended the Web Accessibility training facilitated by the Digital Services Manager on January 11.
- Dean, Bachelor Programs Assistant Dean, MSB Program Chairs and Division Grant Team, and selected faculty attended the NSF Grant Opportunity discussion hosted by Math& Science Assistant Dean on January 10. The team decided to pursue a Track 2 proposal and focus on priorities 2 and 3.
- Dean, Math & Science Assistant Dean, and Biology Program Chair attended a January 11 meeting with McAllen ISD personnel to discuss adding dual enrollment Biology and Chemistry classes.
- Dean, Math Science Assistant Dean, Biology Program Chair, Physical Science Lab Coordinator, Biology Lab Coordinator attend the Mobilization meeting organized by Academic Affairs Project Manager to discuss reprioritizing building and faculty moves.
- Dean, MS Assistant Chair, Biology Program Chair, and Physical Science Lab Coordinator attended the Facilities Board Committee Meeting held on January 16.
- Dean, Assistant Dean for Bachelor Programs, BASOL and TMGT faculty attended a web demonstration on Portfolium. Portfolium is an electronic e-portfolio that is currently being used within the Nursing program. Portfolium is being evaluated to see if it should also be implemented in the Bachelor Practicum/Capstone courses, January 24th.
- Dean, attended the Co-Requisite Conference in San Antonio, January 31-February 2nd.

ASSISTANT DEAN'S REPORT

- Contacted Acting Dean for the Division of Humanities, with Texas Southmost College to discuss the possibility of collaborating on a new TAB grant opportunity. THECB TAB grant will be to convert South Texas College's Technology Management program and Texas Southmost College's Business Management and Technology program into Competency-Based. This opportunity will provide TSC students a pathway to their Baccalaureate in Technology Management at South Texas College. We will be scheduling a meeting in the coming week(s), January 4th.
- Program Chair, Academic Coach, Dean attended the BASOL new student orientation. Approximately 50 students attended the orientation, January 8th.
- Contacted Acting Dean for the Division of Humanities, with Texas Southmost College to arrange a time to meet regarding the new TAB grant opportunity. THECB TAB grant will convert South Texas College's Technology Management program and Texas Southmost College's Business Management and Technology program into Competency-Based. This opportunity will provide TSC students a pathway to their Baccalaureate in Technology Management at South Texas College. Dr. Kevin Peek will now begin to coordinate all meetings and begin the process of the TAB grant application, January 11th & 12th.

- Program Chair attended the McAllen Chamber of Commerce Ambassador's meeting held at the Birdie restaurant. Ambassador's promote McAllen Chamber members' businesses and welcome new business in the community. South Texas College is a Chamber member, January 11th.
- Program Chair held the Spring General Faculty Meeting with BASOL's full-time and adjunct faculty. Among the topics discussed were web accessibility, Incompletes, CBE course development, and Study Abroad, January 12th.
- Assistant Dean met with Dr. Sylvia Flores to begin the discussion on a campus-wide Research Symposium to be held in the fall of 2018. The Research Symposium will be plat-form for students, faculty, and staff to present their research. This event will be held on an annual basis, January 12th.
- Program Chair attended the bi-weekly National Society of Leadership and Success Executive Board meeting held at Dunkin Doughnut, January 13th.
- Assistant Dean chaired the Academic Coach position
- Program Chair coordinated with the National Society of Leadership and Success in the distribution of t-shirts and certificates for past members, January 18.
- Assistant Dean attended Graduation Requirements, January 23.
- Assistant Dean attended the Concourse cloud-based Syllabus presentation organized by the Office of Curriculum Development, January 23rd.
- Assistant Dean attended the Ad Astra meeting arranged by the Office of Curriculum. The presenter described the scheduling software and the many features it provides to streamline the scheduling process, January 25th.
- Assistant Dean attended FOCUS Academy that focused on Scaffolding, January 26th.
- Assistant Dean attended Planning and Development Council, January 26th.
- Assistant Dean continues to work with Distance Learning and BASOL Competency-Based faculty on their redesigned courses, January 24-25th.

BASOL

- Faculty continued marketing with the Hidalgo Country, Mercedes ISD, and Weslaco ISD, January 10th.
- Faculty from BASOL, TMGT, and MHSM presented at the South Texas College New Student Orientation held at the Pecan Campus Cafeteria to promote the BASOL program, January 11th.
- Faculty presented to high school students at the Business Professionals of America Conference held at South Texas College, January 11th & 12th.
- Faculty continued marketing with the Hidalgo Country, Mercedes ISD, and Weslaco ISD, January 10th
- Faculty from BASOL, TMGT, and MHSM presented at the South Texas College New Student Orientation held at the Pecan Campus Cafeteria to promote the BASOL program, January 11th.
- Faculty presented to high school students at the Business Professionals of America Conference held at South Texas College, January 11 & 12.
- Faculty attended Focus Academy as part of the TLA project, January 26th.

TECHNOLOGY MANAGEMENT

- Technology Management held its faculty Spring meeting and discussed policies, grades, syllabi, and assessment reports, January 10th
- Technology Management held its new student orientation, January 11th.
- Technology Management held its faculty Spring meeting and discussed policies, grades, syllabi, and assessment reports, January 10.
- Technology Management held its new student orientation, January 11.
- Faculty attended the Business Administration Department, Careers', meeting
- Coordination of Law and Accounting courses in Bachelor Programs
- Coordination of Import/Export/Logistics Associate Degree and BAT-TMGT degree, January 25th.
- Program Chair attended the Math Department meeting on Coordination of Statistics courses in Bachelor Programs, January 26th.
- Program Chair attended the Budget 2019 report session Coordination of Budget 2018-2019 reporting with IE 2017-2019 cycle reporting for BAT-TMGT program, January 26th.

COMPUTER INFORMATION TECHNOLOGIES PROGRAM

- Faculty met with Solara Hospital's Chief Nursing Officer (CNO) for MHSM Practicum students' rotation to continue this Semester at their location, January 25th.
- Faculty attended Focus Academy as part of the TLA project, January 26th.

BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP, COMPUTER & INFORMATION TECHNOLOGY PROGRAM, MEDICAL AND HEALTH SERVICES MANAGEMENT, AND TECHNOLOGY MANAGEMENT PROGRAM

- Program Chairs and faculty presented on the BAT/BAS programs at the Hidalgo County Commissioners Courtroom 100 E. Cano, 1st Floor, Edinburg, Texas 78539, January 22nd, January 24th and January 26th.

BIOLOGY

- Biology Dept. Academic Classification Committee meeting Jan. 19, discussed strategy to include more biology dept. faculty in the process of applying for Classification
- Faculty Credentials and Qualifications Manual meeting, review updated revision with FS committee and administration Jan. 26.
- STEP 2 committee meeting to plan for student recruitment and spring semester event was held on 12th January 2018
- Some Biology Faculty members attended the McAllen Marathon Race 21st January 2018 to provide moral support to Dr. Urbain Tchoua who was

COMPUTER SCIENCE

- Assistant Program Chair for the Computer Science & BAT in CITP gave a brief presentation on the BAT in Computer & Information Technologies to the City of Edinburg employees along with other Bachelor Program representatives at the Dustin Michael Sekula Memorial Library. During the presentation, he covered the establishment of CITP, the CITP curriculum, cost, requirements, course delivery methods, job opportunities, and average salaries after graduation, January 16.
- Instructor for Computer Science and BAT in CITP gave a brief presentation on the BAT in Computer & Information Technologies at the City of Edinburg City Hall, January 19.

- Computer Science Instructors attended the Faculty Senate monthly meeting on Tuesday, January 23, 2018 from 4:00pm - 5:30pm at the Pecan - F102. Topics discussed were: Procedures for STC Policy 4151 (faculty qualifications) revisions, time between classes on Pecan campus (only) extended to 15 minutes from 10 minutes, faculty authored textbooks, DC accreditation, upcoming faculty senate elections, and others.

- Computer Science instructor attended the Faculty Credentials Review Committee Meeting at the Pecan Campus, D-106 on Friday, January 26, 2018 from 9:00 a.m. – 10:00 a.m. Committee members of the Faculty Senate 4151 Ad Hoc Committee and Dr. Anahid Petrosian and certain of her staff met. The following was discussed and reviewed:
  - Current credential review process
  - Historical data of faculty reviews from 2006-2018
  - Review of Faculty Credentials and Qualifications: Guidelines and Procedures to include updated material from Faculty Senate recommendations.

DEVELOPMENTAL MATH

- Program Chair and Assistant Program Chair met with Robert Anzaldua on January 18th to discuss a new initiative by the THECB to offer a BASE NCBO to prepare students for the TSI exam.
- Faculty members of the Developmental Math Department met to create a common departmental final exam for students in the MATL 0020 portion of the Math 1414 co-requisite courses.

MATHEMATICS

- Mathematics faculty have been attending the NSF grant writing proposal team meetings in an effort to complete an NSF grant proposal for submission before March 6, 2018.

MATH & SCIENCE ASSISTANT DEAN/PHYSICAL SCIENCES

- Assistant Dean of Math & Science participated in the HSI Program Technical Assistance Webinar held on Thursday, January 4th.
- Assistant Dean provided Budget development training for program chairs in the Math & Science programs on January 11. The Biology Program Chair, Biology Assistant Chairs, Physical Science Assistant Chairs, Engineering Coordinator, and Math Program Chair attended the training.
- Program Chair held a meeting on January 12th and 13th to facilitate Web Accessibility training for Physical Science Department Faculty and Dual Enrollment faculty. Physical Science Assistant Chair led the training.
- Program Chair attended Bond Mobilization Meeting on January 8 to discuss move in dates to new facilities.
- The Program Chair completed the paperwork for a Chemistry Lecturer and an Engineering Lecturer. An Engineering full time faculty position will be posted for the 2018-2019 academic year.
- MS Assistant Dean, Biology Program Chair, and University Relations Officer participated in the Region One I AM Conference. The purpose was for STEM professionals to mentor high school female student interested in STEM careers, January 18.
- MS Assistant Dean hosted a STEM Day organizational meeting. The purpose of the meeting was to finalize the date for STEM Day and to begin the process of determining the activities for the day. The Math Program Chair, Math Student Success Specialist, MS Student Success Specialist, Dev. Math Assistant Chair, and MS Outreach committee chair attended the meeting, January 19.
- MS Assistant Dean hosted an NSF HSI team meeting.. TAB Grant Director, Grant Office Personnel, Math Program Chair, Physical Science Assistant Chair, University Relations, Transfer and Articulation Center Officer and Engineering Coordinator attended the meeting. The purpose of the meeting was to review STEM Accelerator Grant Data, MS Retention, Success, and Transfer data as well as to discuss the focus of the pending proposal, January 19.
- Chemistry faculty reviewed and modified CLOs for the proposed CHEM 1405/1407/1409 courses on January 24, 2018. The number of sections to be offered for each was also discussed during this meeting. Assignments were made to have faculty contact publishers to begin the process of selecting textbooks for the new courses.
- MS Assistant Dean, Biology Program Chair, and Physical Science Lab Coordinated attended the weekly mobilization meeting. Based on the discussion, the Chemistry and Biology programs decided to begin moving equipment and materials to the Mid-Valley Health Science Building to prepare for a March move, January 22.
- MS Assistant Dean, attended the Concourse cloud-based Syllabus presentation organized by the Office of Curriculum Development, January 23rd.
- MS Assistant Dean attended the Graduation Requirement meeting host by the Office of Admissions to review proposed changes. The participants considered proposals to allow students to double major, January 23rd.
- MS Assistant Dean attended the Ad Astra meeting arranged by the Office of Curriculum. The presenter described the scheduling software and the many features it provides to streamline the scheduling process, January 25th.
- Physical Science Program Chair/MS Assistant Dean met with Chemistry faculty to finalize the CLO's for the new courses and to finalize the Core Justification forms, January 24th.

- Chemistry faculty attended the Inventors and Entrepreneurs Network at the McAllen Chamber of Commerce on January 25, 2018. The meeting involved an educational presentation reviewing 3D printing and other resources from the Advanced Manufacturing Technology department of South Texas College to available to local entrepreneurial enterprises. The presentation was very informative with a number of insights into the world of local vendors with resources available to local entrepreneurs.
- MS Assistant Dean, Engineering Coordinator, Computer Science Program Chair and Assistant Chair, and the University Relations Officer met with UTRGV Engineering Team to discuss a proposed Computer Science Engineering Track with the STC Engineering AS degree and to review existing articulation agreements. A tentative agreement was reached for the C.S. Engineering track and changes to the existing articulation agreements were proposed, January 26th.
- Physical Science Lab Coordinator visited Nicki Rowe High School to review their available Chemistry glassware and equipment. Nicki Rowe is interested in adding DC Chemistry in the Fall, January 26th.

UNIVERSITY RELATIONS AND ARTICULATION CENTER

- Between January 3rd to January 5th, the University Relations Office completed Transfer maps for ten academic programs, comprising of over 70 maps created.
- Between January 3rd to January 5th, the University Relations Officer reached out to the administrations of the University of Texas – Rio Grande Valley and Texas A&M University – Kingsville to find good dates for the Inaugural Transfer Summit.
- Between January 3rd to January 5th, the University Relations Officer started planning for the formation of the Texas Community College Baccalaureate Association and its first meeting.
- University Relations Officer participated in a brainstorming session for new National Science Foundation grant that South Texas College is interested in pursuing, January 10th
- University Relations Officer participated in the Texas Regional STEM Degree Accelerator Regional Lead Check-In Call where the regions and Educate Texas shared updates and upcoming events, January 10.
- University Relations Officer participated in the Student Conduct Panelist Training sessions on "Intro to the Conduct Policy" and "The Standard of Proof Used" on January 10.
- The University Relations, Transfer and Articulation Center Officer participated in a General Collaboration Agreement Signing Ceremony between South Texas College and Tecnologico Nacional de Mexico. January 22
- The University Relations, Transfer and Articulation Center Officer met with Dr. Murad Odeh to review the suggested changes to the Biology Field of Study. January 22nd
- The University Relations, Transfer and Articulation Center Officer is participating in the Beacon Mentoring program and met with her assigned Beacon Mentoring class. January 24th
- The University Relations, Transfer and Articulation Center Officer held office hours on the Mid Valley Campus and met with 16 students who had questions and concerns about transfer. January 25th
- The University Relations, Transfer and Articulation Center Officer attended Student Conduct Panelist Trainings. January 26th.
- The University Relations, Transfer and Articulation Center Officer attended an Articulation Meeting between the Engineering Departments at South Texas College and UTRGV. January 26th

STC MID-VALLEY CAMPUS
DANIEL MONTEZ, ADMINISTRATOR

CAMPUS EVENTS

- First Year Connection Orientation – Jan 10
- Business Professionals Association Competition Event – Jan 11-12
- Welcome Tables for New Students – Jan 16-17

- Page Turners Club Meeting – Every Thursday at 4pm
- Welcome Week – Jan 22-23
- Faculty Senate – Jan 23
- RGV TASO Football Meeting – Jan 23
- STAR Network Monthly Meeting – Jan 24
- Criminal Justice Club
- Shirt Sale – Jan 24
- Meeting – Jan 29
- Vector Marketing – Jan 29 & 31
- Teddy Bear Donation Box Drive
- MVC Spanish Club Meeting – Jan 29
- SGA Academy Kickoff – Jan 29
- Psychology Club Meeting – Jan 29
- Student Activities Club Recruitment – Jan 30 & 31
- Intramural Sports – Jan 30
- USMC Info Table – Jan 31
- Social Work Club Meeting – Jan 31

STC DEPARTMENTAL TRAININGS AND WORKSHOPS

Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.

- Custodial Department Interviews – Jan 10
- Child Development Center
  - Parent Orientation – Jan 12
- Vocational Nursing Orientation – Jan 16
- University Relations
  - UTRGV - Every Wednesday at 9am
  - TAMUK – Jan 24
  - University Relations Info – Jan 25
- Student Activities Interviews – Jan 19
- Dual Enrollment Academies
  - Senior Meeting – Jan 19
  - Orientation Workshops & Physical Therapy Assistant Presentation
  - Parent College Tour Meeting – Jan 25
- Basic Excel & Intermediate Excel Workshops – Jan 22-31
- Dual2Degree Department
  - Monte Alto HS Campus Tour – Jan 24
  - Donna HS Campus Tour – Jan 30
- Career & Employer Services
  - OCR Customs & Border Protection – Jan 24 & 29
  - OCR PSA Healthcare – Jan 30
- Political Science Department Movie Series
  - "An Inconvenient Truth" – Jan 24
  - "The Global Warming Swindle" – Jan 31
- Continuing Education
  - MET Billing and Coding
  - Region One Gear UP Collaboration
- Counseling & Advising
  - Note Taking Tips Workshop w/CLE Staff – Jan 26

STC STARR COUNTY CAMPUS

DR. ARTURO MONTIEL, ADMINISTRATOR

COMMUNITY ENGAGEMENT:

- Working with Rotary Club to update new bond construction.
- Working with county officials to update on bond construction.
- Working with ISD superintendents to discuss expansion of dual credit.
- Working DPS to plan semester facilities meeting.
- Working with county to participate in county fair.
- Working with ISD to include in art gallery.
- Scheduling participation meeting with school district counselors.
- Working with Starr County Coalition to promote drug free campus.
- Preparing proposal for presence at Starr County Fair in February.
- Preparing art exhibit for community involvement.
- Community volunteers in bldg. J to serve students in Campus Ministry.

CAMPUS EVENTS

- HEB Grocery Calibration Business Meeting 01/29
- Student Leadership Academy Kickoff Events 01/30
- Gear up Students Training 1/31
- Texas Retired Teacher Association 01/18
- GED Orientation 01/22-23
- Faculty Senate Meeting 01/23
- Welcome Week/Voter Registration 01/23-25
- Texas Agrilife Extension Service "Walk Across Texas Kickoff"
- Psychology Club Meeting 01/24
- City of Rio Grande City "Regional Natural Hazard" 01/25
- Substitute Teacher Course 01/27

ENROLLMENT ACTIVITIES

- Working to finalize list of unpaid students.
- Email blast to students who have not enroll yet but who were enroll in fall.
- Confirm schedules for technology programs.
- Confirm financial aid for students in technology programs.
- Meeting with faculty and staff to prepare for Fall 2018 enrollment campaign.
- Working with student activities in retention efforts.
- Staff present in bldg. E first week of class to help students find classes.
- Directing students to student's services to enroll or change schedule.
- New flyers for technology programs purchased.
- Coordinate with recruiter to promote technology programs on campus.
- Calling student who did not enroll in spring 2018.
- Continue working on financial aid rosters.
- Continue work with PR ordering promotion flyers.
- Working with psychology department to promote psychology 100.
- Continue work-transferring student who have been drop.
- Working financial aid nonpayment roster.
- Continue work with campus clubs to promote enrollment.
- Working with ISDs counselors to promote developmental studies.

PROJECT MANAGERS

ACADEMIC AFFAIRS HIGHLIGHTS

- Continue to email supervisors, department/program chairs to submit student/program successes.

PROJECTS: HIGHILIGHTS, DESIGN, AND ANNUAL REPORTS

- Continue working on the DCF Interview Notification Outcome Forms
- Finalized the updated Starfish training materials and posted to website
- Reformat Bachelors and Dual Credit Annual Report to be in compliance with web accessibility
- Finalized the Spring 2018 Dual Credit Course Schedule
- Continue working on the Dual Credit brochure for marketing to junior high students
- Working on updating the Partnership Booklet for ISD Board Breakfast (artwork and content)
- Continue working on the Faculty Credentials & Qualifications Manual
- Start working the 2018 Night with the Stars Gala (brainstormed ideas, color concepts, and design concepts)

REPORTS: DATA COMPILATION AND PRESENTATIONS

- Assist Academic Affairs with compiling program data and information with the assistance of Research & Analytical Services and respective program administrators for requested reports, activities, & presentations in the following areas:
    - Finalized Adjunct/Dual Credit PD Day presentation for Academic Affairs address
    - Assist with reviewing Dual Credit annual report content for accessibility
    - Updated content for Academic Affairs presentation for OPODs ACTA training
    - Prepared presentation slides for EWDC – Starfish early alert system
    - Continue working on information compilation for EWDC Developmental Education presentation
    - Working on Dual Credit Partnership workshop Reports and Presentation for Edinburg ISD, and sending requests to Dual Credit Program administrators
    - Preparing, communicating with RAS for Chair evaluation timeline for Spring 2018
    - Prepared presentation template for event host to highlight: 100 Women, 100 Words

PROJECTS: INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES)

- BOND Construction
    - Continue working on assignment of classrooms, offices, labs, etc. for new buildings
    - Continue working on Move/Setup Requests for office relocations
    - Working on obtaining class schedules for Spring 2018 for all buildings across Hidalgo and Starr County
    - Finalized the Institutional Move list for the STEM, MV Health Professions, and Starr County Health Professions Buildings
    - Finalized the Institutional Move list for the North Academic Building 1st and 2nd floor and the NAH Expansion
    - Institutional Moves for the North Academic Building 2nd floor and the NAH Expansion, 4th floor took place on January 25 and 26
    - Continued working with Facilities, Planning & Construction on office space in Portables for Pecan Campus
- Continue working with Facilities, Planning & Construction on office space in Portables for Pecan Campus
- Working on identifying and moving Direct Expenditures/Capital division funds
- Continue working on identifying and moving funds within Instructional Pools
- HR
    - Continue working with HR on Faculty Load and Compensation (FLAC)
    - Begin working with FY 18-19 Staffing Plan
- Finalizing the Policy Inventory List for Academic Affairs Division
- Working with Travel Office to propose removal of 7.02 Reimbursement for Moving Expenses
- Begin working on Master Plan for the Pharr Regional Center for Public Safety Excellence

MEETINGS

- Assisted with facilitation for MSB Division's SWOT Analysis: January 8
- Attended the 2013 Bond Mobilization Team Meeting, January 8
- Participated in the LASS Faculty Search Committee meeting to review candidates, January 9-10
- Participated in the LASS Faculty Search Committee meeting to review candidates, January 9
- Met with OPOD Associate Dean to review Adjunct/Dual Credit PD Day presentation: January 9
- Meet with OPOD Associate Dean to brainstorm breakout sessions for Spring 2018 CWPOD: January 9
- Met with PR Digital Service Manager to review accessibility pdfs and timeline: January 10
- Participated in the LASS Faculty Search Committee meeting, January 11
- Participated in the Student Conduct Panelist Training, January 12
- Attended the 2013 Bond Mobilization Team Meeting, January 15
- Attended the Broaddus Meeting to discuss the bond projects, January 16
- Attended the Faculty Credentials meeting: January 16
- Participated in hiring committee for office of Strategic Initiatives: January 16
- Held meeting to discuss the reprioritization of the bond buildings and faculty moves, January 17
- Assisted PR with Technology Campus Ribbon Cutting Ceremony: January 19
- Attended the 2013 Bond Mobilization Team Meeting, January 22
- Met with PR Digital Service Manager to train on Accessibility documents: January 24
- Participated in the Search Committee Meeting for the LASS Faculty Secretary position, January 25
- Attended the Student Conduct Panelist Training, January 26
- Participated in the Online Teaching Certification, January 26
- Attended the Faculty Credentials & Qualifications Manual Meeting, January 26
- Attended the 2013 Bond Mobilization Team Meeting, January 29
- Attended the monthly Academic Council meeting, January 29
- Attended the weekly Broaddus Meeting, January 30
- Participated in the STC 25th Anniversary Committee meeting, January 31
- Attended the Competency-Based Education Webinar, by A&M Commerce, January 31

ACADEMIC EXCELLENCE PROGRAM
JESSICA GARCIA, COORDINATOR

VALLEY SCHOLARS PROGRAM:

- Fundraising – Started planning process for 13th Annual "A Night with the Stars".
- Retention – Finalized details for the 2018 College Tour scheduled for April 12-13, 2018. The tour includes visits to UTSA, UT Austin, Texas State University, and Texas A&M University Kingsville.Recruitment – Student Success Specialist participated in the Valley View College and Career Day to recruit new students into the Valley Scholars Program for Fall 2018.
- Recruitment- Reviewed Valley Scholars Applications and notified eligible students of acceptance. Scheduled presentations and recruitment events for Spring semester.
- Scholarships/Awards – Awarded scholarship funds to all VS students based on enrollment hrs.
- Administrative- Completed Budget Approval Process. Attended accessibility training and screened website for compliance.

PHI THETA KAPPA

- Meetings – Held Jan. general meeting on Jan. 25, 2018.
- Hallmark Awards – The Beta Epsilon Mu Chapter submitted entries for Hallmark Awards including the College Project and Honors in Action Project.
- Recruitment – Answered emails, phone calls, and met with students to provide more information about the benefits of joining Phi Theta Kappa. Hosted a PTK information table at the Club Recruitment Fair on the Pecan and Starr Campuses.

- Administrative – Completed Budget Approval Process. Presented information about PTK to administrators at the Academic Council Meeting on Jan. 29, 2018.

HONORS PROGRAM

- Assisted incoming students with inquiries about the Honors Program and referred students to new Honors Program Director, Dr. Eric Reittinger.
- Completed Budget Approval Process.

GRANTS AND PROJECTS

DR. MARICELA SILVA-OFFICER

ACADEMIC GRANTS AND PROJECTS

Grants:

- Active/Open = 22
- Amount (overall): $5,262,908.50

RECENTLY AWARDED GRANTS

TWC's Governor Merit Grant
Supports: Academies Program
Amount: $49,263
Grant Dates: 6/1/2018 – 8/31/2018

Knapp Medical – Community Health Project
Supports: Nursing Program
Amount: $50,000
Grant Dates: 2/1/2018 – 2/31/2020

SWOT TRAINING

- Participated in facilitator training for Math, Science, and BA Division Convocation;
- Will be facilitating SWOT Analysis on Monday, January 8, 2018.

iPASS (STARFISH) GRANT

- Met with Isaac Garza and Sofia Peña to plan for expansion of Starfish to ECHS Program.
- Set up Sofia Peña as an administrator on Starfish to help her monitor ECHS student progress.
- First Week Attendance Roster Verification was launched.
- Week Two Attendance Roster Verification is scheduled for following week (Jan. 24-Census day).
- Starfish Student Assignments were performed in class.
- Set up Progress Surveys to launch between weeks 4-6 and weeks 10-12.
- Created final report of the Attendance Roster Verification surveys.
- Progress Surveys are scheduled to launch next week, starting February 7th.

TAB GRANT

- Met with Director for grant to collect information needed to create a summary of the Industry Partnership meetings.
- Compiled information to create a summary for the VPAA.

TRSDA GRANT

- Followed up with the Grant Director regarding report, which was due on February 1st.
- Corrected report was submitted to the THECB.

CHAIR ACADEMY

- Received notification that the Starfish Team had been selected for the Chair Academy International Exemplary Leadership Award.
- Received notification that Dr. Ali Esmaeili was selected for the Chair Academy International Exemplary Leadership Award. The ceremony is scheduled in April 4th.

UPCOMING:

- February 10-13, 2018: 37th Annual Conference on The First Year Experience (I will be presenting)
- February 19-23: iPASS (Starfish) mandatory meeting and Achieving the Dream Conference, Nashville, TN
- February 28-March 3, Excelencia Semi-Annual Meeting, Phoenix, AZ
- April 3rd - 6th – Idahlynn Karre International Exemplary Leader Award Ceremony, Denver, CO.

HISPANIC SERVING INSTITUTE (HSI)
YOLONDA JARAMILLO-GRANT DIRECTOR

TITLE V GRANT & PROJECTS

COMPONENT 1

ACTIVE LEARNING CLASSROOMS/TRAINING ROOMS

- Continued ALC one-on-one trainings for faculty and AV troubleshooting at the Mid-Valley, NAH, Pecan and Starr Campuses. No training requests or AV concerns have been reported at the other campuses.
- Collaboration with Educational and Information Technology to improve usability of the technology in the ALCs. Work orders to address the Wi-Fi concerns at Pecan C111 were placed and completed. Continuing to monitor connectivity issues.
- Continued collaboration with faculty, chairs and Curriculum and Instruction to efficiently schedule each learning space. The current number of courses scheduled at each campus are as follows:
  - Mid-Valley
    - G121 – 9
    - G169 – 8
  - NAH
    - 3.422 – 4
    - Pecan
    - C111 – 9
  - G101 – 11
    - T1.506 – 6
  - Starr
    - E1.204 – 3
    - E2.104 – 10
  - Tech
    - A119 – 3
- Higher numbers of requests and usage noted at the Mid-Valley, Pecan and Starr campuses. The Tech ALC received an upgrade to a Tier 2 design in time for fall 2017 courses. The NAH ALC is scheduled for the same upgrade in Year 5 (2018-2019). Neither campus warrants the need for a second ALC. Specialized lab spaces are required for the programming on these campuses and the ALCs are not a natural fit.
- The trend of higher number of ALC requests and usage is attributed to the Tier 2 design with expanded technology capabilities.
- Preparing the Capital Improvement Plan for Year 5 projects. The projects are based on efficiency of use and need.

- Collaborating with the Mid-Valley campus for a new location for a Tier 1 ALC. Educational Technology upgraded the previous designated location, G108, to a Proof of Concept room.
- Received glass boards, chairs and AV equipment for the following bond projects.
  - North Academic
    - Tier 1 - 1.114
    - Tier 2 - 3.131
  - South Academic
    - Tier 1 – 2.101
    - Tier 2 – 1.101

- The mobile tables are scheduled for delivery and installation on January 30th.
- Began ALC observations at the Pecan Campus per grant evaluation plan.
- Workflows submitted for electrical concerns at Pecan G101 and chair cleaning.
- Workflow drafted to move a mobile podium donated by the vendor to the Starr Campus.
- Collaborated with IVPAA and Education Department Chair to relocate a classroom in Building P to allow for needed Business Office space.

FOCUS ACADEMY

- Pilot of FOCUS Academy integration into the Teaching & Learning Academy is underway with the largest number of faculty participating in a single semester under the grant. Currently 56 out the 58 registered faculty have attended and participated in the first two training sessions.
- Receiving Statement of Commitments from participants and chairs in preparation for NOE stipends.
- Updating tracking records and division memorandums.

COMPONENT 2

REDESIGN AND EXPANSION OF FACULTY ADVISING

- Met with the Lead Faculty Advisors to plan spring training sessions and discuss the progress of the program.
- Faculty favor one-day training hybrid sessions are rather than online options and multiple training sessions. Statement of Commitments and division Memorandums are complete. The tracking records have been updated.
- Screening applicants for the Coordinator of Faculty Advising with interviews planned for the second week of February.
- Developing a faculty-advising plan in collaboration with Director of Advising and Mentoring Services that is in alignment with pathways to provide consistency.
- Screening applicants for the Coordinator of Faculty Advising with interviews planned for the third week of February.
- Seeking a replacement Lead Faculty Advisor to represent the MSB division.
- Received most of the Memorandums and Statement of Commitments from the Lead Faculty Advisors.
- Reserved the Rainbow Room for the Faculty Advising Certification Ceremony.

COMPONENT 3

ENHANCEMENT OF TECHNOLOGY INFRASTRUCTURE

- Two NAH courses were offered for the spring 2018 semester from the Physical and Occupational Therapy programs.
- Continued effort to improve the overall standing of this initiative.
- Drafting an improvement plan focused on increasing course offerings and promotion efforts.
- The limited progress of this initiative may make the institution vulnerable to a review and/or audit from the Department of Education.

MANAGEMENT/COMPLIANCE

DEPARTMENT OF EDUCATION

- Preparing data and documentation for the Annual Progress Report. The template is under revision by DOE.

- Screened HSI Grant Specialist applicants with interviews scheduled Friday, February 2, 2018.
- Collaborated with the Business Office and IVPAA to update Instructional Coach NOE to comply with new State regulations regarding ERS documentation.
- Collaborated with the Director of Advising and Mentoring Services to prepare for this change when the new Coordinator of Faculty Advising is hired.
- Interviewed HSI Grant Specialist candidates and completed reference checks. The hiring packet will be completed and uploaded to PeopleAdmin.
- Reserved the Rainbow Room for the Annual HSI Steering Committee Meeting.

HIGHLIGHTS

- FOCUS Academy – 3rd Training – February 16th
- Title III & V Annual Conference – March 25 - 28
  - Tenative Dates:
    - Annual HSI Steering Committee Meeting – April 19th

CURRICULUM AND STUDENT LEARNING
DR. MURAD ODEH-INTERIM ADMINISTRATOR

CURRICULUM

- Reviewed curriculum revisions from Curriculum Specialists for accuracy.
- Worked on Employer Survey Summary for Public Services Assistant certificate.
- Served on Texas Higher Education Coordinating Board – Biology Field of Study Advisory Committee in Austin, TX on January 8-9, 2018.
- Attended the 2013 Bond Mobilization Team meeting to discuss all bond projects.
- Met with PSJA ISD to discuss course scheduling for prospectus review for a new dual credit-offering site at PSJA ISD.
- Attended meeting with Vice President of Academic Affairs and Dean of Institutional Research and Effectiveness to discuss faculty credentials.
- Attended the College-Wide Curriculum Committee meeting.
- Held a Pathways Meeting for College-Wide Professional Development.
- Met with Dean of Institutional Research and Effectiveness to discuss Dr. Cleary's campus visit with the Core Objectives Assessment Taskforce.
- Met with program developer for Retail Management Certificate Program and the Coordinator of Curriculum & Scheduling to discuss developments.
- Attended the President's Administrative Staff meeting.
- Met with University Relations Officer to discuss the Field of Study for Biology update.
- Held a meeting to discuss Graduation Requirements comments from members to compile and update.
- Hosted a Concourse Platform Cloud-Based Syllabus live demo for Deans, Chairs, and selected staff.
- Hosted an AdAstra live demonstration for information system using the higher education Scheduling Index (HESI) Dashboards with Consultative Services.
- Attended Planning and Development Council Preparation meeting and Council meeting.
- Attended a Faculty Credentials & Qualifications Manual meeting with the Vice President of Academic Affairs.
- Attended Academic Council meeting.
- Held a Field of Study-Biology meeting to discuss public comment information and updates.
- Met with Curriculum & Scheduling coordinator and the BASOL Chair for follow up meeting regarding Ad-Astra. In process of filing an IT report.
- Facilitated focus group for faculty orientation.
- Attended Accessibility Training for updates and information on new policies for documents on website.

- Attended demos for Concourse Syllabus Software and Ad Astra Scheduling Software.
- Updated and finalized Personal Trainer Certificate packet for Education Workforce Development Committee.

STUDENT LEARNING OUTCOMES AND ASSESMENT

- Create a draft template for core objective rubrics.
- Finalized assessment plans and filed in zip folders according to selected reporting options.
- Participated in the COAT meeting and wrote pending questions for Dr. Cleary's visit.
- Assisted faculty with completing their JagPride semester reporting.
- Assisted faculty with resolving technical errors in JagPride, such as duplicate courses appearing.
- Completed a second audit for Learning Outcomes Consultant regarding completed assessment plans and option selections.

COURSE SCHEDULING

- Worked on schedule requests, updated codes on SZASXRF, and removed all cancelled courses for Fall 2018.
- Worked on Fall 2018 schedule, deadline is February 2, 2018.
- Entered Fall 2018 1st review schedules that were due January 12, 2018. The Department Chair received a 2nd review to make additional changes before finagling the Fall schedule.

UPCOMING EVENTS

- Learning Outcomes Consultant campus visit February 23, 2018.

DUAL CREDIT PROGRAMS & SCHOOL DISTRICT PARTNERSHIPS
DR. REBECCA DE LEON- INTERIM DEAN

COMPLETED PROJECTS/ACTIVITES:

- Notice of Award for the Governor's Summer Merit Program was given and contracts were routed for signature to host the GSMP Robotics and Automation Summer Camp in June 2018 for 60 students from Mission CISD, La Joya ISD and Roma ISD.
- In partnership with a nonprofit organization, Code/Interactive, a grant application received official notice of acceptance from the University of Texas at Austin, Computer Science WeTeach_CS. The grant will provide twenty partnering school district teachers with training to enhance Computer Science classroom instruction for students in the RGV. A faculty member from Computer Science was included to assist in professional development activities.
- Academies Program tabled the Region One Together in Education for Success (T.I.E.S.) Conference on Tuesday, January 23. The target audience was male high school students who were seeking post-secondary exploration and transition.

High School Projects:

- TexPREP returning student applications for years 2-4 were printed and sent out via postal mail. Deadline to be returned is February 16, 2018.
- TexPREP interviews for faculty and part-time staff have begun taking place at the Pecan Campus.
- TexPREP Memorandum of Understanding have been provided to partnering school district Superintendents for signatures for summer 2018. Two major changes were included, which are teacher certifications are required in specific STEM fields and the program duration will only be for six weeks.
- A meeting was held with WeTeach_CS non-profit partner, Code/Interactive on Wednesday, January 17th to determine recruitment for the twenty teachers participating in the June 2018 trainings.
- A meeting was held on Tuesday, January 16th in Roma ISD to discuss recruitment for Summer 2018. Visits were conducted at each middle school to provide Year 1 applications and converse on potential dates for parent meetings.

- Weslaco TexPREP Meeting was held on Friday, January 19th with Administration to discuss the 2018 summer program. The meeting focused on program logistics, parent meeting, recruitment for Year 1, and student recruitment presentations
- PSJA ISD and Weslaco ISD Superintendents signed Memorandum of Understandings for the summer 2018 TexPREP Program.
- A meeting was held on Wednesday, January 24th with PSJA ISD to discuss recruitment for Summer 2018. TexPREP staff will be hosting recruitment presentations for rising 7th grade students and parents during February to discuss requirements and application deadline.
- Weslaco ISD hosted TexPREP student sessions on Friday, January 26th where staff provided insight on the program requirements, application process and an upcoming parent meeting.

ACADEMIES PROGRAM

- On January 11th, McAllen ISD hosted a departmental meeting to discuss the admission of an Associate's of Arts in Teaching as a pilot program for fall 2018.
- Recruitment presentation was conducted at partnering a high school for rising 10th grade students. The following campuses were visited and the following number of students submitted interest forms:
- Interest form data input into Radius for students to receive the online application link to complete requirements by March 9, 2018 deadline.
- Application Drive Events were held at the following partnering school districts:
- A meeting was held on Tuesday, January 16th with Starr County Junior Academy cohort to poll their availability for summer 2018 internships at Starr Memorial Hospital.
- Academies Staff conducted walk-throughs during the first week of classes to ensure that students are present, introduce themselves to Faculty, and remind students of the upcoming mandatory workshop submission of their applications.
  - On Monday, January 22nd, a meeting was held regarding the DE Business Administration Academy Agreement with Business Department Chair. The agreement was sent to Farmers Insurance Representative for review prior to routing for signatures.
  - PSJA ISD College Readiness Director hosted a meeting on Tuesday, January 23rd to discuss the Collegiate Academy offerings of our Dual Enrollment Academy Program.
  - Academies Staff attended a training on the RADIUS software as they prepare for their application deadline of March 9, 2018.

- Academies Staff conducted recruitment at the following partnering high schools recruiting rising 10th grade students:
  - January 18th: Sharyland High School
  - January 22nd: McAllen Memorial High School
  - January 24th: South Texas ISD- BETA
  - January 25th: Nikki Rowe HS and Edcouch Elsa HS
  - January 26th: South Texas ISD- The Science Academy
- Academies Staff hosted workshops on Friday, January 19th at the Pecan, Mid Valley and Starr County Campus. The following presentation was held:
  - Welcome Back Workshops
    - Starr County Campus: Twenty Academy students received the spring 2018 workshop schedule, textbook updates, semester expectations and STEM trip updates.
    - Mid Valley Campus: Seventy-Nine Academy students were provided an overview of DEA Program expectations, academic calendar, Center for Learning Excellence services, spring semester workshop schedule, as well as information on services/resources available to them and campus updates. Additionally, South Texas College Faculty provided students with an overview of the Physical Therapy Assistant Program, its requirements, and career opportunities.
    - Pecan Campus: Ninty-Four Seniors and Seventy Five Juniors were provided a presentation by Alumni who spoke about their Academies experience and provided advice on what they have learned since graduation. Students received the semester workshop schedule; assessment was conducted on textbooks received by districts, and College Tour update regarding parent meeting.

- Academies Staff hosted workshops on Friday, January 26th at the Pecan and Mid Valley Campus. The following presentation was held:
  - Mid Valley Campus: Note Taking Workshop
    - Center for Learning Excellence staff provided fifty senior and thirty-one junior students with tips and best practices for taking notes in class, in an effort to further increase student's academic performance.
  - Pecan Campus: Goal Achievement and Housing 101
    - Eighty-two junior students reflected on their first semester in the Academies Program, students wrote down and discussed their experiences. In turn, they selected areas of improvement and discussed how each would achieve their future goals in the program. Students saw commonalities in areas of improvement such as studying, time management, procrastination and note taking skills.
    - Sixty-eight senior students listened to a presentation by the Director of Academies shared with students her personal experience of living and working in residence life. Students were provided insight on room and board costs, roommates, regulations and application processes.
    - Juniors and Senior Academy students learned about the Physical Therapist Assistant program at South Texas College. They were not only provided the requirements and prerequisites but also increased their knowledge on the requirements, experience of working in the medical field and the benefits of assisting our communities.

NICOLAS GONZALEZ
HIGH SCHOOL PROGRAMS AND SERVICES ADMINISTRATOR

ADMINISTRATOR REPORT

- Notices have been sent to all the DCF who have a dual credit student enrollment of less than 5, informing them of the policy that their stipend for those sections will be determined at a $70 per student rate. We have given them until Census noon to notify my office of whether to keep the section or cancel it.
- Working on the cost agreement that will be sent to the schools starting after Census for the cost of STC faculty. We anticipate that we will charge more than in the fall when 1.9 Million was collected.
- The ECHS and traditional school assignments for the Coordinators and specialists has been finalized. All the staff have been assigned responsibility for helping the schools determine their dual credit schedules for summer and fall. This will help with meet the schedule deadlines.
- All schools received an email with the deadline of April 2nd for new DCF approval this morning. We anticipate a drop in applicants.
- McAllen ISD has requested an Academy in teaching. We are making plans to pilot this academy with them, titled DETA (Dual Enrollment Teaching Academy), to start this coming fall. They are responsible for helping recruit 25 interested students.
- We have requested from Robert Hernandez, a listing of all "S" sections with less than 5 students for this spring term. We will only pay $70 per student when under 5, so we will send that info to the schools to share with the DCF teaching these sections for affirmation whether to keep the section or cancel the section(s).

- We have requested a run of the average number of students in this spring's "S" section vs last year's average number enrolled. We will provide that info next week and again after Census.
- We received approval from the Education chair, Dr. Rene Zuniga, and Dr. Petrosian to create a new Academy for students interested in teaching. This will be a pilot program with McAllen ISD, and will be named as DETA (Dual Enrollment Teaching Academy). Dr. Ibarra with McAllen ISD requested this academy as a way to transition the students once finished on to UTRGV.

MEETINGS

- Met with PSJA College Readiness Administrator and Dr. Sanchez to develop a prospectus for new site.
- Attended meeting on Banner 9 to discuss testing guidelines.
- Met with Rebecca De Leon and Dr. Zuniga on the new Education Academy starting summer 2018 (DETA)
- Attended ECHS meeting to discuss distribution of schools. ECHS Coordinators will be assisting with summer and fall schedules.

PROJECT MANAGER
ALEJANDRA CANTU

Prospective Dual Credit Faculty Candidate Chart		
Reactivated DCF	Prospective DCF Candidates	Did Not Qualify
2	**22**	**1**

- Attended the a meeting in regards to the DCF approval process with Dr. Petrosian, Program Chairs and HSPS
- Presented at the Adjunct/Dual Credit Faculty Professional Development Day
- Filtered and edited the Spring and Fall DCF Spreadsheet
- Accepted and still accepting DCF applications
- Filtered and revised DCF Candidates and Approvals Spreadsheet
- Assisted Scheduling and Planning Manager drop students
- Assisted Scheduling and Planning Manager create classes
- Created Spreadsheets for the following categories: DCF Deactivated Email Accounts, DCF New Hires and DCF Approval Data and Counts
- Assisted with Academies Workshops
- Contacted Program Chairs about eligibility for Prospective Dual Credit Faculty
- Assisted Dual Credit Faculty with questions about STC accounts and rosters
- Contacted HR to reactivate DCF accounts
- Created summer and Fall courses for new Education Academy
- Switched Web Operators for Sharyland HS.
- Worked on faculty changes for the psychology department
- Creating a welding section at Mission CTE ECHS for spring 2018.
- Created a new Web Operator for new Site, Vanguard Mozart
- Cancelled courses with zero enrollment at Valley View, Jimmy Carter and Med Hi for spring 2018.
- Created a new computer course for Thomas Jefferson under the M0 session.
- Per program chair, switched an online history course at Weslaco East to face-to-face.
- Due to room conflict, changed the course numbers of the two HVAC classes for La Grulla and Rio Grande HS at the STARR campus for spring 2018.
- Created a new medical term course for Donna 3D Academy as a mini semester.
- Worked on Robert Vela ECHS summer I schedule. Added seven new courses on their summer schedule.

PROJECT MANAGER
CAROL WOODS

- Accreditation Project: College to pursue accreditation from the National Alliance of Concurrent Enrollment Partnerships (NACEP) for the Dual Credit Program. Accreditation will provide national recognition that dual enrollment standards are being met by South Texas College's Dual Credit Program.
  - Developed plan for general deadlines to be met on a semester basis and presented at December 7, 2017, Academic Council meeting.
  - A detailed timeline and action plan format has been developed for each standard by semester for the one to two-year process of surveys, submitting an application, and the subsequent review process done by the Accreditation Commission of the National Alliance of Concurrent Enrollment Partnerships (NACEP).
  - The self-study committee needs to be formed in early spring 2018 to assess current practices as well as identify what standards the College needs to improve upon. The self-study committee will develop implementation plans for any standards not yet in place and document that all practices described in the standards are in place for the school year preceding the application.
- Worked on revisions to the Prospective Dual Credit Faculty Review and Approval Process notification forms. This developed into a means of formalizing and documenting faculty mentoring practices. It also specifies how many clock hours the mentoring of a faculty is equivalent to. Faculty mentors can be credited with College service hours or depending on circumstances can be paid one (1) LHE per faculty mentee per semester.
  - Interview outcome and mentoring forms were drafted for use by departmental interviewing committees and were presented at the December 5, 2017, Council of Chairs meeting as well as distributed by email to all department/program chairs for feedback.
  - Met with HSPS Administrator and Assistant Dean of Humanities on December 5 to go over feedback from Council of Chairs.
  - A meeting was held with chairs on January 5, 2018, to review and discuss the forms and procedures. Additional feedback was collected and revisions made.
  - Forms will be reviewed again at Council of Chairs meeting scheduled for February 6.
- Continue to respond as needed to faculty and/or chairs on dual credit issues.
- Requests sent in late January 2018 to Department/Program Chairs for review and updates to the Dual Credit Textbook Adoption List. March 1 was set as the deadline for responses to be received in HSPS. Reminders will be sent every two to three weeks to those chairs who do not respond with a review of the department adoptions.
- Responding to requests from schools asking for current textbook adoptions for courses and other textbook issues as needed.

EARLY COLLEGE HIGH SCHOOL
SOFIA PENA-DIRECTOR

MEETINGS

- Attended Dual Credit Starfish Meeting.
- Participated in the Scholastic Appeals Committee meeting for the spring 2018 semester.
- Presented Early College High School Blueprint information at Best Practices PSJA ECHS Conference to internal staff, teachers and counselors of the PSJA ISD District.
- Attended PSJA ISD Scheduling Meeting to discuss course scheduling for fall 2018, spring 2019, fall 2019 and spring 2020 to prepare for a prospectus dual credit offering site at PSJA.
- Presented Early College High School information to Adjunct/Dual Enrollment Faculty at their Professional Development Day.
- Attended the Pharr State of the City Address as a representative of South Texas College and our Early College High School Program.
- Attended President's Administrative Staff Meeting.
- Participated in a meeting with Achieve ECHS to facilitate memorandum of understanding.
- Facilitated Early College High School Department Meeting to discuss Traditional Dual Credit Scheduling Assignments and data analysis.
- Attended Board Appreciation Luncheon at the Cooper Center
- Attended Academic Affairs Council Meeting.
- Attended College Success for Early College High School Students facilitated by the Education Department.

MAJOR ACTIVITIES

- Early College High School Staff conducted one-on-one Student Degree Audit Evaluations with the senior graduating classes of 2018 across our 29 High School partner sites.

ECHS Student Degree Audit Evaluations		
School District	**Early College High School Partner**	**Student Attendance**
La Joya ISD	Jimmy Carter ECHS	60 Students
Weslaco ISD	Weslaco T-STEM ECHS	60 Students

EXTERNAL VISITS

- Early College HS Staff attended **TEA Leadership Coaching Meetings** across the 29 High School partner sites across the Rio Grande Valley.
- Discussed College and Career Readiness Model, Success Metrics and TSI Overview with ECHS High School Administration at the TEA Leadership Coaching Meetings.

ECHS TEA Leadership Meetings		
School District	Early College High School Partner	Leadership Meeting Attendance
Edcouch-Elsa ISD	Edcouch-Elsa ECHS	**8-10** Leadership Meeting Attendees **Leadership Team:** High School Administrator, Counselor, STC ECHS Coordinator, STC Director of ECHS and TEA Leadership Coach
PSJA ISD	PSJA Elvis J. Ballew ECHS	
	PSJA Sonia Sotomayor ECHS	
	PSJA Memorial ECHS	
	PSJA Southwest ECHS	
McAllen ISD	Achieve ECHS	
La Joya ISD	Jimmy Carter ECHS	
Mission CISD	Mission CTE	
Mercedes ISD	Mercedes Early College Academy	
La Villa ISD	La Villa ECHS	
Rio Grande City ISD	Preparatory for ECHS	
Sharyland ISD	Sharyland Advanced Academic Academy	
Weslaco ISD	Weslaco T-STEM ECHS	
	Weslaco East ECHS	

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

DARCI CATHER-INTERIM ASSISTANT DEAN

MEETINGS

- AVID Champions Training- Jan. 9th - Interim Assoc. Dean attended the training along with staff from CLE.
- Leadership Award Nomination Meeting – Jan. 10th – Interim Assoc. Dean attended the meeting to discuss and review nominations
- HSI Grant Overview –Jan. 10th – Interim Assoc. Dean attended meeting along with the Instructional Coach and HSI Grant Director to review HSI Grant
- Poll Everywhere Meeting – Jan. 10th – Interim Assoc. Dean met with the Director for Educational Technologies to review presentation for Poll Everywhere session for Adjunct/Dual Credit PD Day held on Saturday, January 13, 2018
- FOCUS Academy Review – Jan. 11th –Reviewed materials for the FOCUS Academy – Spring 2018
- Pathways Meeting for CWPD- Jan. 18th - Determined the plan for CWPD Pathways Cluster meetings to occur during Spring 2018 CWPD.
- Applicant Review- OPOD Manager- Jan. 25th. - Interim Assoc. Dean and interview committee members met to review applications for the OPOD Manager
- Interview for Part-time Graphic Designer – Jan. 25th. – Interim Assoc. Dean interviewed several applicants for the position of Part-time OPOD Graphic Designer
- Planning and Development Council – Jan. 26th. – Interim Assoc. Dean attended the PDC meeting
- Academic Council Meeting- Jan. 29th - Interim Assoc. Dean presented CWPD booklet and discussed spring workshop offerings at the monthly Academic Council Meeting.
- Budget Review Meeting– Jan. 30th –Reviewed upcoming budget for FY 18-19.
- Mentorship Meeting-Leadership Study– Jan. 30th – Discussed Chapters 1 & 2 of "How Successful People Think."
- 25th Anniversary Committee Meeting – Jan. 31st – Steering Committee met to review previous anniversary celebrations, collect ideas for the upcoming 25th celebration as well as determine a meeting schedule

ACADEMIES AND TRAININGS

- Faculty Professional Development Week – Jan. 8th – 12th – Division/Department meetings/trainings were held all week
- Math & Science Division Meeting, Jan. 8th – Presented Labor Market Data at division meeting.
- SWOT Analysis Facilitation – Jan. 8th - Interim Assoc. Dean helped facilitate the SWOT Analysis Foundation to the Math and Science Division
- FOCUS ACADEMY Kick-Off – Jan. 12th – Two separate FOCUS Academy Kick-Offs were held on Friday, Jan. 12th, one held in C-111 and the other held in G-101. Due to the high enrollment, FOCUS needed to be split into two separate classrooms. Each academy had 29 participants.
- Adjunct/Dual Credit Professional Development Day – Jan. 13th – facilitated the Adjunct/Dual Credit Professional Development Day with approximately 240 people attending the General Session. OPOD also offered seven 40-minute breakout sessions starting at 10:00am to 10:40am and 10:50am – 11:30am. Individual department meetings were held at the Pecan Campus from 1pm – 4pm
- New Year, New You: Health Session –Jan. 18th – Training for faculty and staff on Modern Diet and Lifestyle: How do they affect your Health
- New Year, New You: Goal Setting –Jan. 24th – Approximately 13 faculty and staff attended the Goal Setting training on Thursday, Jan. 24. Training focused on achieving personal and professional goals. Learning and developing key aspects of goal setting in order to increase chances of success in every area of life
- FOCUS Academy – Session 2 – Jan. 26th. – 2-simultlaneous FOCUS trainings were held in C-111 and G-101 each providing training to STC faculty on Scaffolding and Rounds Process
- New Year, New You! Picture This! Session, January 31st – Interim Associate Dean lead 14 participants on the importance of developing a vision and how participants can contribute to the South Texas College vision. Based on principles of John Maxwell's big-picture thinking, this workshop examined principles of big-picture thinking and strategies for application. Participants also had the opportunity to design their own vision boards.

PROGRAMS IN DEVELOPMENT

- Preparation for Major Events in January & February

- Ambassadors Cross Training Academy Kick-Off- February 1, 2018
- Mind Set and Sense of Belonging Training – February 2, 2018
- DELTA Academy Kick-Off –February 5, 2018
- Photoshop Series – February 5, 2018
- College Wide PD Day – February 9, 2018

STC-PHARR COLLEGE & CAREER TEACHING CENTER
IRMA ROSALES-COORDINATOR

SITE COORDINATOR REPORT:

- Attended the Business, Public Safety and Technology Division meeting on January 8, 2018.
- Assisted with contacting students identified as having attended in the fall semester but not enrolled for the spring semester.
- Assisted in contacting and enrolling students for classes in the Building Technology programs.
- Coordinated media cart maintenance and laptop Wi-Fi set up in preparation for the start of the spring semester.
- Prepared HEC-Pharr classrooms for the first day of class
- Attended Veteran's High School Career Day event on Friday, January 26, 2018. Led students in spaghetti tower building competition and awarded STC promotional items to all competitors.
- Assisted with coordination of upcoming PSJA student tours of the Technology Campus programs.
- Approved HEC-P promotional fliers.
- Upcoming Events:
- Mission High School Career Fair scheduled for February 2, 2018.
- CPR and First Aid Training scheduled for Friday, February 16, 2018

STC-LA JOYA TEACHING CENTER
DR. RENE ZUNIGA-COORDINATOR

- Coordinator met with Graphic Designer, Eunice Colón, to design a flyer for the La Joya Higher Education Center.
- Facilitated La Joya Higher Education Center Spring 2018 enrollment with program chairs
- Coordinated dual credit classrooms/registration/computer labs for evening classes
- Contacted program chairs to evaluate Fall 2018 courses at La Joya Higher Education Center
- Coordinated evening Dual Credit registration at La Joya Teaching Center

SOUTH TEXAS COLLEGE

INFORMATION SERVICES, PLANNING, AND STRATEGIC INITIATIVES

VICE PRESIDENT OF INFORMATION SERVICES, PLANNING, PERFORMANCE, & STRATEGIC INITIATIVES

TO: DR. SHIRLEY REED, PRESIDENT

FROM: DR. PLUMMER, VP-ISPP & SI

DATE:

SUBJECT: ACTIVITY REPORT FOR JANUARY 1, 2018 THROUGH JANUARY 31, 2018

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

CONSTITUENT RELATIONSHIPS MANAGEMENT SYSTEM (CRM) – RADIUS BY HOBSON'S

The interface created to export student information from Banner to Radius has been working without any issues. The High School Academy team is using the information to approve academy applicants on Radius. This project is officially complete and will be removed from the report for next month.

JAGNET REDESIGN – PHASE II

The JagNet Redesign Phase II to relocate the HR and BO departmental forms from the external website to JagNet is still in the testing/debugging phase along with the development of a new graphic design for the Student Progress Meter that helps students track their progress toward graduation in JagNet. The new JagNet features will go live during the spring term.

STUDENT REGISTRATION SELF SERVICE (SS) UPGRADE

Students used the new Student Self-Service Registration module for spring registration without any issues. The IT team will begin planning the next phase of the Self Service Registration module. The next phase includes features that interfaces Self-Service Registration Banner with DegreeWorks to help students stay on track with their degree plans by preventing them from enrolling in the wrong courses. This project is officially complete and will be replaced with the second phase as a different project in the upcoming months.

BANNER 9 UPGRADE – ADMIN PAGES

After downloading the new Banner 9 screens in the test environment, the IT and HR teams began the testing phase. The General and Human Resources Banner 9 admin pages are scheduled to go live before the spring break. The Finance and Purchasing migration will be next in the deployment plan followed by Financial Aid and Student and Cashiers last. The Banner 9 upgrade project will expand until December 31, 2018.

As part of the pre-requisites for the Banner 9 project, the team continues to work on a separate project to upgrade WorkFlow.

INTELLIGENT LEARNING PLATFORM (ILP)

The Intelligent Learning Platform allows data to transfer seamlessly between Banner and Blackboard to improve the interaction of students and faculty with the Learning Management system, Blackboard. The IT team completed the installation of the ILP module; they will schedule testing with the Distance Learning and Faculty teams. The implementation pilot roll out date is planned for the last week in February when the module will begin loading data for the summer; full deployment is scheduled in the fall.

JAGMOBILE

The Applications Development team completed the JagMobile Student registration configuration and demoed the new app to the Student Affairs and JagNet content committee. The teams will continue to test the app and prepare for production deployment in March. JagMobile will be available in the Apple and Google stores for students to download to their phones.

TIME CLOCK PLUS PHASE II

This project is on hold due to other priorities. IT will continue to work on an electronic form that will replace the TARF paper form and automate the time adjustment process.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

After confirming the building M generator runs for only 16 consecutive hours and the unreliability of the fueling services, the Information Technology Department started a Construction Improvement Process request to replace it with a gas generator. The Rio Grande DR site is also pending a generator installation to provide power for building E in the event of disaster. The two projects are part of the South Texas College Disaster and Preparedness Plan.

OFFICE 365 MIGRATION

The IT team created a functional and technical taskforce committee composed of faculty and staff to review and assess all the features the Office 365 offers; they will implement the OneDrive solution for file storage first - followed by other apps of interest such as SharePoint, Forms, Teams and Video chat. The taskforce committee will work on the implementation and communication plan including usage guidelines.

VIRTUALIZATION PHASE II

This project includes the virtualization of 400 lab computers around the district. Six (6) labs in STARR, six (6) in Pecan, two (2) in Mid-Valley and one (1) in the Technology Center have been virtualize. The Information Technology team will continue to work on other labs until all 400 virtual licenses are used.

MICROSOFT 2013 TO 2016 UPGRADE

A total of 1,541 faculty and staff computers were upgraded to Microsoft 2016. The Microsoft Office 2016 version includes a new look and features for Outlook, Excel, PowerPoint, and Word; it was installed in Instructional Open and CLE Labs initially as a requirement for the fall 2017course curriculum. This project is officially complete and will be removed from the report for next month.

WINDOWS 10 UPGRADE

This project is on hold due to other priorities. The IT department will continue to deploy the new Windows 10 operating system for recently purchased computers. Starting in January 2018, they will begin deploying the new Windows 10 to existing Faculty and Staff computers. The team is expecting to upgrade 6,000 computers by the end of September 2018.

VICTOR M. GONZALEZ, CISO
INFORMATION SECURITY

INFORMATION SECURITY PROGRAM METRICS

- Computer encryption: We located the table where encryption status can be determined; the report will be ready soon.
- We are pending a service account to pull the data from the reporting application.

VIRTUAL PRIVATE NETWORK (VPN) / SECURE MOBILE ACCESS (SMA)

- We completed the two-factor authentication initiative. All VPN accounts are currently using two-factor authentication.

INFORMATION SECURITY GOVERNANCE

- We received feedback on the privacy statement. It will be updated on our website very soon.
- We met with HR to finalize the Acceptable Use Policy draft, which will be taken to cabinet next.
- We are remediating one system for compliance with remote access standard.

CYBER LEGAL ADVICE

- We received the lead. We will have an update next month.

ACCESS TO GRC (GOVERNANCE, RISK, AND COMPLIANCE) SOFTWARE USED BY TEXAS DEPARTMENT OF INFORMATION RESOURCES

- We have access to this resource. We just need to find some time to see how to leverage this resource to help us improve our program.
- We will put this initiative on hold until we are done with other projects.

EXPANDING VULNERABILITY SCANNING PRACTICES TO INTERNAL SERVERS

- We submit a request to receive access, but we have not seen any action.
- We will organize a meeting to see how we can move forward.

INTRUSION DETECTION

- We received the network tap that we requisitioned.
- The TAP will be installed next month.

INFOSEC NEWSLETTER

- We are developing a quarterly newsletter to distribute to college employees.

PCI COMPLIANCE

- We are remediating a few items that were identified from our self-assessment.
- We are going to reach out to our vendor to verify that we are performing the proper self-assessment.

MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

MEETINGS:

- 1/2/2018: Bond Construction Meeting
- 1/5/2018: Professional Development Discussion
- 1/9/2018: Bond Construction Meeting; CCUMC Board Meeting Conference Call
- 1/10/2018: Poll Everywhere Meeting
- 1/11/2018: Staffing Plan Meeting
- 1/16/2018: Bond Construction Meeting
- 1/19/2018: President's Administrative Staff Meeting
- 1/22/2018: ET Leadership Meeting
- 1/23/2018: Bond Construction Meeting; ET Department Meeting; CCUMC PD meeting
- 1/25/2018: Interviews for ET Assistant 1
- 1/26/2018: Tech Update Meeting
- 1/29/2018: NAH Campus visit

Monthly Special Events by Comparison:

2017	
Jan	**89**
Feb	**132**
Mar	**155**
Apr	**228**
May	**115**
Jun	**93**
Jul	**74**
Aug	**95**
Sept	**143**
Oct	**185**
Nov	**239**
Dec	**86**

2018	
Jan	**74**
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

Total Man Hours

2017	
Jan	**145.25**
Feb	**175**
Mar	**276.9**
Apr	**392.75**
May	**623**
Jun	**116.25**
Jul	**119.25**
Aug	**159.5**
Sept	**458.5**
Oct	**319.5**
Nov	**270.75**
Dec	**136.5**

2018	
Jan	**211.35**
Feb	
Mar	
Apr	
May	
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	8	0	0	32	0
Data Projector	33	4	12	2	0
Laptop	189	4	2	2	0
PA System	6	6	3	2	2
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	14	0	0	0	0
TV	5	0	0	2	0
Microphone	53	0	12	7	6
Direct Box	0	4	0	2	0
Digital Camera	0	0	0	0	0
Speakers	11	0	0	32	2
Overhead Projector	0	0	0	0	0
Remote	0	0	1	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	10	0	0	2	0
Document Camera	0	8	39	0	0
DVD/VCR Player	0	1	0	0	3
Wireless Lab	3	0	0	0	0
Keyboard/Mouse	3	3	3	1	0
Sympodium	0	0	15	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	6	0	1	2	1
Tripod	0	0	0	0	0
WebCam	1	1	1	0	1
Computer	21	0	15	0	0
Portable Table	12	0	2	4	1
Microphone Stand	0	4	4	0	2
HD Video Streamer	0	0	0	0	0
Polycom Phone	1	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	2	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	0	0	0
Mac Adaptor	1	0	0	0	0
Tabletop Mic Stands	0	0	0	0	0
IPad	0	0	1	2	0
Interactive Display	0	0	0	1	0
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	0	0	2	2	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	10	4	15	2	8
TOTAL	***389***	***39***	***128***	***97***	***26***

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- Reviewed and provided assistance to plan writer for the 2015-2017 Office of Bachelor Programs and University Relations IE Final Report.
- Reviewed and attempted requesting pending items completion via email and phone to plan writer from Welding Technology – Combination Welding department.
- Met with the plan writer for Office Management to begin working on the 2015-2017 IE Report
- Continuous Quality Improvement (CQI) Report linking 2013-2015 IE Report Action Plans to 2015-2017 IE Plan Goals/Strategies – in progress
- 2015-2017 IE Reports
  - Office of the President 2015-2017 Report – in progress
- Contacted Information Technology Department to assist with 2015-2017 IE Report
- 2015-2017 IE Report review
  - Contacting IE Plan writers to seek clarification on Findings or Action Plans provided in 2015-2017 IE Reports
- Created Xitracs profile for Diana Navarro from the Office of the Associate Dean for Library Services 2017-2019 IE Plan
- Added Enedelia Cantu to Xitracs for the Associate Dean of Library Services 2017-2019 IE Plan
- Revised 2015-2017 IE Reports, and sent out emails to plan writers to request clarification of different items on their IE Report– Level II – ongoing
- Gathered information for the 2015-2017 IE Reports - Level I – ongoing
- Provided data support for IE reports
- Updating departmental website.
- Currently, transferring 2015-2017 to current IE plans to new SharePoint website.
- Currently revising and assisting plan writers via email and phone for 2015-2017 IE Final report auditing.
- Contacted Information Technology Department to assist with 2015-2017 IE Report
- Met with BAT: Technology Management IE Plan Writer to clarify 2015-2017 IE Report – IE Report updated and completed
- 2015-2017 IE Report review
- 2018-2019 IE Budget Planning Presentation - PAS

ACCREDITATION

- Regional Center for Public Safety SACSCOC Prospectus Report in Completed and submitted to SACSCOC
- SACSCOC Standards Training with Dean IRE and Director IEA
  - Sections 2.3, 2.6, 2.7.4
- SACSCOC Reaffirmation Timeline & Planning Completion

ASSESSMENT/EVALUATION

- Assessed the 2017-2019 IE Plan for the Office of Math and Science
- Assessed the 2017-2019 IE Plan for the Bachelor Program and University Relations Division
- Continued word on assessment brief - Micro Grant initiative
- Carl Perkins Data Planning – Grants
- FTIC Mandatory Advisement
- NIGP Nursing Simulation Grant Survey Development
- Starfish Evaluation Focus Group Planning
- Worked on assessment brief - Micro Grant initiative
- Illume Impact
  - Finishing Micro Grant project
- Survey Design for NIGP Nursing Simulations Evaluation – Grant
- Veterans Survey Update – Grants

REPORTING

FACT BOOKS

- Fact Books
  - Modified and posted the Non-Traditional Enrollment by Workforce Programs (Fall 2013 - Fall 2017) report for Internal Factbook and Internal Factbook Beta
  - Continued work on the external STC Factbook website for accessibility improving
    - STC Comprehensive Mission – '*About South Texas College*'

- Fact Sheet
- Data Release Timeline
- Glossary of Terms
- Closing the Gaps Final Progress Report – '*Enrollment*'
- Continued work on IE plans/reports transfer and publish to new Factbook
- Updated and published the Enrollment by Major, Pass Rates and Grade Distribution by Enrollment Type, Course Type, Program, and Division, Academic Success after Developmental Studies (With Dual-Enrollment), and Academic Success after Developmental Studies (Without Dual-Enrollment) reports
- Continued work on IE plans/reports transfer and publish to new Factbook
- Updated and published the Retention by Major: Fall to Fall (2014-2017) report
- Published the Retention by Major: Fall to Spring (2014-2017) report
- Continued work on the external STC Factbook website for accessibility improving
- Worked on IE plans/reports transfer and publish to new Factbook

➢ Data Request
  - Provided the Dream Catcher Spring cohort success report for the Dean of Liberal Arts & Social Sciences
  - Completed – Service Ticket # (1712) - Grade Distribution for Distance Learning
  - Collected HSI data request for the evaluation plan

➢ Worked on Carl Perkins Data preparation
➢ Historical Enrollment by Major – Dr. Plummer
➢ Continued work on Carl Perkins Data preparation for the meeting with Grant Office

OTHER

➢ Updated the 2015-2017 IE Plan Writer List
➢ Updated the 2017-2019 Plan Writer List
➢ HTML fixes – ongoing
➢ 60x30 Data Presentation Preparation
➢ IE 2018 Budget Development
➢ Provided support for SharePoint setup for co-worker for IE plans/reports relocate
➢ Texas Association for Institutional Research (TAIR) Conference Travel Preparation

MEETINGS / TRAININGS

➢ Starfish Focus Group Planning Meeting
➢ Idata Data Management Demo
➢ Facilitator SWOT Training
➢ Budget Request Training Open Lab in conjunction with Business Office
➢ Team meeting
➢ 2015-2017 IE Report Audit Meeting – Level II
➢ Attended Carl Perkins data and HSI assessment preparation meeting with IEA director
➢ Planning & Development Council
➢ President's Administrative Staff

LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

The Dean's position is vacant at this time.

ASSOCIATE DEAN OF LIBRARY SERVICES

PUBLIC SERVICES DATA

Library Services Data: 1/1/2018 - 1/31/2018								
Information Commons laptops used this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	4	0	31	n/a	0	1	36
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	5360	2,499	8,290	24,754	798	3,661	2,671	48,033
Library group stations/media stations/study rooms this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	150	191	n/a	121	40	502
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	226	311	1,356	n/a	230	188	2,311
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	11	3	39	n/a	7	4	64
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	146	35	473	n/a	97	60	811

TECHNICAL SERVICES

KEY ONGOING PROJECTS OF TECHNICAL SERVICES PERSONNEL:

- Corresponded with furniture consultant regarding furniture requirements for new libraries.
- Met to plan budget.
- Continued working with a CIT Capstone student who will create the user interface for the new Supplemental Instruction lesson plan system.
- Continued working with the vendor concerning errors in the Proficio Elements system.
- Began working with IT staff concerning TraxAdmin renewal issues for community users.
- Continued creating sign templates and guidelines for a proposal to CLE and library administrators.
- Continued working on images and video to place on the wayfinding screen saver.
- Continued working with staff on the Symphony inventory for the Pecan CLE, library, and Open Labs.
- Continued working on the computer equipment audit for the Pecan CLE and library.
- Continued gathering statistics for the IPEDS survey.
- Continued testing webpage layouts, which will be used when the library website homepage is updated.
- Continued working on style proposals for Enterprise.
- Continued testing Formstack integrations, such as Google Sheets, to identify tools that may improve our processes.
- Continued working on a report to break down proctoring sessions by department, instructor, class format, etc.
- Began creating a mockup of the CLE homepage, which would increase accessibility and more closely align to other webpages.

COLLECTION DEVELOPMENT BALANCES:

- Library Acquisition.....$ 91,160.00
- BAT & BAS/ Materials- ..... $ 22,769.00

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

HIGHLIGHTS:

- Several employees participated in the First Year Connection student orientations district-wide.
- 01-23-2018 – Starr County Open Lab employees participated in the Starr County Welcome Week event.

January 2018 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,853	4,555	10,993
Pecan F-134 Internet Café	599	1,426	7,759
Pecan T1.706 Info. Commons	509	863	2,518
Mid-Valley E-118, E-119*	0	0	
Mid-Valley E-117 Open Area*	0	0	
Mid-Valley G-144	774	1,490	
Starr J-108, J-109	511	1,509	
NAH 1.208J	1,046	3,744	
Technology B-141	759	3,023	
Technology B-160 Internet Café	228	532	
District Total:	**6,279**	**17,142**	**21,270**

***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	2,966	6,871
Pecan F-183 Community User Corner	43	139
Pecan F-222	230	429
Mid-Valley Learining Commons*	0	0
Starr 1500 Library	532	1,645
Technology A-136 Library	236	594
District Total:	**4,007**	**9,678**

***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	79	111
Pecan F-130 Group Stations	14	20
Mid-Valley Library Group Stations	0	0
Mid-Valley Open Lab Group Stations	0	0
NAH Group Stations	776	1,744
District Total:	**869**	**1,875**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	2,053	6,236
Mid-Valley A101A Open Labs	816	2,489
Mid-Valley G-270 CLE Open Labs	1,464	4,678
NAH CLE Open Lab	591	1,917
Starr CLE Open Labs	208	874
Tech CLE Open Labs	261	669
District Total:	**5,393**	**16,863**

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

- 01-05-2018 -- Director met with the ISPP&SI Leadership to discuss Professional Development Day activities.
- 01-08-2018 -- Director attended a 2013 Bond Mobilization Team meeting.
- 01-09-2018 -- Director attended a South Texas College 2013 Bond Construction Program meeting.
- 01-11-2018 -- Director met with staff member for their weekly Logistics Manager meeting.
- 01-11-2018 -- Director met with Associate Dean of Library Services for their bi-weekly meeting.
- 01-11-2018 -- Director met with two staff members to discuss signage for the new Learning Commons and Open Labs areas in the new buildings.
- 01-11-2018 -- Director met with the Associate Dean, the Purchasing Director and purchasing staff member to go over the list of instructional equipment orders for Libraries.
- 01-16-2018 -- Director attended a South Texas College 2013 Bond Construction Program meeting.
- 01-17-2018 -- Director traveled to the Technology Campus to oversee operations and to meet with employees.
- 01-18-2018 -- Director met with staff member for their weekly Logistics Manager meeting.
- 01-18-2018 -- Director held a Learning Commons and Open Labs Leadership meeting.

- 01-22-2018 -- Director attended a 2013 Bond Mobilization Team meeting.
- 01-23-2018 -- Two staff members presented for the following five College Success classes
- 01-23-2018 -- Director attended the South Texas College 2013 Bond Construction Program meeting.
- 01-23-2018 -- Director met with the Director of Educational Technologies to discuss Library projects.
- 01-24-2018 -- A staff member presented for a College Success class.
- 01-24-2018 -- Director traveled to the Mid-Valley and Nursing and Allied Health Campuses to walkthrough the new areas to assess pending items, including furniture, equipment, data and power drops.
- 01-25-2018 -- Director met with Associate Dean of Library Services for a conference call to review and discuss status of Library furniture quotes.
- 01-25-2018 -- Director met with staff member for their weekly Logistic Manager meeting.
- 01-25-2018 -- Director traveled to Starr County with staff member to walkthrough the new areas to assess pending items, including furniture, equipment, data and power drops.
- 01-26-2018 -- Director met with Associate Dean of Library Services to review audio/visual plans for the Library Services Bond Construction projects.
- 01-29-2018 -- Director attended a 2013 Bond Mobilization Team meeting.
- 01-30-2018 -- Director attended a South Texas College 2013 Bond Construction Program meeting.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

MID-VALLEY

Meetings and Events

- Wake-Up Wednesday coffee and snacks give-away.
- Director and Coordinator presented to Mid-Valley Leadership group.
- Coordinator met with Counseling Office to discuss test proctoring services for students with accommodations.
- Coordinator and SI Manager interviewed SI candidate for Anatomy and Physiology.
- Coordinator and Specialist met with Student Disabilities Office to discuss new hours of operation and test proctoring for students with accommodations.
- Coordinator and Specialists attended AVID Academic Reading of Technical Texts and Professional Technical Education: Critical Thinking/Problem Solving training.
- Coordinator and Specialists attended AVID (WICOR) Champions training.
- Facilitated test-proctoring lab to CPWE department.
- Specialist met with Mathematics and Sociology faculty to promote CLE services.

Workshops/Class Presentations

- Information booth and presentation at First Year Connection.

Tutor Trainings

- CRLA Team Building Activity for CLE staff.
- Tutor Training Day

NAH:

Meetings and Events

- CLE Learning Support Manager met with CLE Director.
- CLE Learning Support Manager attended CLE staff luncheon.
- CLE Learning Support Manager and SI Leader met with ADN Chair and Instructors to discuss the future implementation of SI.
- CLE Learning Support Manager met with OTA chair to discuss boot camp for OTA students on 1/9/18
- Interviewed four candidates for the Academic Coach Position at Pecan.
- CLE Learning Support Manager attended AVID training
- CLE Learning Support Manager attended AVID training for Site Team
- CLE Learning Support Manager attended Student Conduct Training: Introduction to Student Conduct
- CLE Learning Support Manager attended Student Conduct Training: The Standard of Proof
- CLE Learning Support Manager attended MAT presentation at NAH conducted by CLE Director
- CLE Learning Support Manager presented CLE Services for New Enhanced Faculty Advisors at Pecan
- CLE Learning Support Manager and Coordinators met to discuss Friday Tutor Training Day

Workshops/Class Presentations

- 2 Learning Styles Presentations for ADN Program
- CLE Services presentation was conducted for Patient Care Program
- CLE Services presentation was conducted for College Success for HealthCare
- Vital Sign Presentation was conducted for OTA Programs

Tutor Training

- Level 0 to Level 1- Introduction to Tutoring
- Level 0 to Level 1 – Empathetic Phraseology
- CLE Presentation Training
- Tutor Training Day at Pecan for all campuses

PECAN:

Meetings and Events

- CLE Supervisory Training – Team Building December 14
- Plans for Tutor Training Day Spring 2018 Continues
- CLE Staff testing uses of Humanity Scheduling Software December 11- January 10
- CLE Begins Finals Countdown Prizes and Final Review Sessions December 11- December 16
- CLE Coordinators Met with Ram to discuss possible website updates January 5
- CLE Met with HR to Plan Training for Tutor Training Day January 5
- CLE Began Check Out Sirsi Inventory
- Meeting with Full Time Specialists to Plan for Spring Semester Improvements January 8
- Meeting with Part-Time Specialists to meet expectations and Q&A for Spring January 8
- AVID Meeting with Faculty: Reading Technical Texts and Professional Technical Education: Critical Thinking/Problem Solving. January 8
- CLE Staff Presented at Math Department Meeting January 9
- CLE Staff attend WICOR Champions Training January 9
- CLE Presented at New Student Connections with Student Outreach January 11
- CLE Staff Attended SI Training Day and Tutor Training Day

Trainings

- Tutor Training Day Series
- SI Training Day

STARR:

Meetings and Events

- Met with Student activities coordinator for Spring 2018 orientation.
- Phone Conference Meeting for CLE website possible updates.
- Met with search committee for Student Activities specialist position
- Organize and prepare for spring 2018 semester.
- Met with Hiring committee for Student Activities Specialist position at Starr county campus
- Attended AVID Critical Thinking/ Problem solving Training on Monday, January 8, 2018 at Pecan Campus
- Attended AVID WICOR Champions Training on Tuesday, January 9, 2018
- First Year connection orientation at the Starr County Campus Tuesday, January 9, 2018.
- Spring 2018 Tutor Training day Friday, January 12, 2018.

TECHNOLOGY CENTER:

Meetings and Events

- Tech & Pecan Coordinators met with HR Employee Relation Officers to discuss tutor training on Conflict Resolution
- CLE Coordinators met with Library Technical services to discuss updates to the CLE Website
- Upcoming Events
- Coordinator will attend AVID Academic Reading of Technical Texts and Professional Technical Education: Critical Thinking/Problem Solving
- Coordinator will attend AVID (WICOR) Champions training
- Tutor Training Day for all Campuses at the Pecan CLE
- Coordinator will prepare the Spring tutoring schedules
- Coordinator attended the Business and Technology Division meeting
- Coordinator attended the AVID (WICOR) Champions Training
- Coordinator attended a meeting with Campus Coordinators & Managers to discuss the requirements for the Master Tutor Research Project
- Coordinator finalized the Technology Campus CLE Tutoring schedule
- CLE Tutor Training Day
    - Coordinator Presented: Developing Professionals: Tutoring as a Transferable Skill & CRLA Training on requirements for the Tutor Research Project
    - DW – Specialist Presented: CRLA Training – Developing Professionals

CLE DATA:

CLE Usage Data (January 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	29	41	50	22	5	2
NAH	48	95	62	79	53	
PCN	154	199	208	88	35	50
PWC	67	61	69	84	5	43
STR	8	24	17	19	2	
TEC	14	16	24	8	5	
TEC-ET	140	57	226	81		

Total Sessions by Profile
100%
98%
96%
94%
92%
90%
88%
86%
84%
0
5
144
1
6
330
1
28
705
4
25
300
2
5
63
2
0
65
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits (Students Enrolled)(D)
Tutoring Visits (Students Non-Enrolled)(D)
Tutoring Visits (Community Users)(D)

Sessions v Departures
800
700
600
500
400
300
200
100
0
149
9
337
0
734
56
329
6
70
2
67
0
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
667
833
10
Upswing
1301
249
11
0
200
400
600
800
1000
1200
1400
Remaining (Hrs)
YTD (Hrs)
Month (Hrs)

	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	417	531	522	763	820	742	573	594	442	302	172	200
NAHCLE	552	303	505	716	909	630	573	609	616	434	165	121
PCNCLE	847	1624	979	1642	1967	1232	1174	1288	802	657	335	309
STRCLE	240	222	309	382	263	333	377	205	233	176	126	158
TCHCLE	227	254	211	251	259	202	206	208	168	124	186	134

INSTITUTIONAL PROJECTS

- Bi-Weekly Campus Enrollment
- CCSSE Course Master File for Sampling
- Faculty FT PT Demos and Student Enrollment & Performance
- IPASS Course Enrollments
- IPEDS Financial Aid 2016-17 Survey
- IPEDS Graduation Rates/Graduation Rates 200 Surveys
- IPEDS Outcome Measures
- IPEDS Spring 2018 Data Collection/Survey: Outcome Measures
- SACS FTE Profile
- THECB Accountability Institutional Input
- 60x30 STC Targets

SURVEYS

- BUSA Employer Survey
- Public Administration Program Survey
- NGIP Surveys
- BUSA Employer Survey
- Dental Assistant Program Survey report
- Dental Survey
- Library Evaluations Qualtrics
- NGIP End of semester form
- NGIP Surveys
- Police Academy Survey
- Pre and Post NAH Form
- Public Administration Program Survey
- Public Assistant Program Survey report
- STC Events
- Yolanda Jaramillo Focus Academy
- Veterans Survey
- Western Hidalgo Business Owners Survey - Report
- Yolanda Jaramillo Focus Academy

QUALITATIVE STUDIES

- CCAMPIS Grant
- HSI Grant
- Online Tutoring Platform Evaluation
- Starfish
- SWOT Analysis

DATA REQUESTS

- AVID questionnaire
- Bus & Tech Retention by Department/Program
- Bus & Tech Retention by Major
- Course Fill Rates - Electrician, HVAC, Construction
- Developmental Enrollment Data
- Excelsior College open records request
- Fall 2017 FTE
- FTE Allied Health Department - Student and Faculty
- FYC contact rosters
- Head account for 520181 by Institute
- Low Enrollment Sections in Fall 2017
- Math Pass Rates
- NAH dual-trade counts
- Office Management employment rates 2015 and 2016
- Retention of Tech Majors by Degree Type
- Service Area Estimated Population
- S-sections class size
- S-sections With Zero Enrollment Spring 2018
- Usernames of students in courses
- TAMUC public information request
- Top 10 majors Fall 2017
- Update Fall 2017 Non-Traditional Enrollment

MEETINGS

- SWOT Analysis Facilitation
- NGIP Surveys Planning and Design
- Dean/Directors
- Facilitator SWOT Training
- NGIP Surveys Planning and Design
- RGV Focus Data Support Council Conference Call
- SWOT Analysis Facilitation
- TACC Metrics Committee

OTHER RESEARCH/SUPPORT

- GOVERNMENT_NEXT_TERM SQL view
- Research Agenda

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVE

Project Name	Description	PMBOK Project Phase	Project Notes
iPASS(2): Radius	Enrollment System	Execution: Monitoring & Controlling	Verification of Banner Integration continues
ERP	Educational Results Partnership Grant	Execution	ERP is currently working with all 5 school districts to share data. Closing meeting scheduled for March 6, 2018.
2017 Enrollment Assumptions Planning	Enrollment Planning	Planning	Draft shared with Dr. Reed. Pending Final Approval.

Upcoming Action Items

Project Name	Description	PMBOK Project Phase	Project Notes
2019-2024 Strategic Plan	STC's 6 Year Strategic Plan	Planning	Proposed Strategic Committee members and process flow has been prepared for cabinet's approval.
iPASS(2)	Year 3 of 3 Year Grant	Monitoring	Mandatory iPASS Convening Scheduled for February 20-21, 2018. Nashville, Tennessee. Final report is due June 2018.
ATD	Annual Report & Leader College Application	N/A	Both are Due July 2018.
RGV Focus Grant	Grant Narrative	Closing	RGV Focus Grant Final Report is due the end of February 2018.

DR. LAURA B. SANCHEZ, DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

LEADERSHIP ACTIVITIES

- Participated in Division Leadership Meeting to plan February 9th Professional Development Day.
- Attended SCUP Strategic Planning Institute III, Jan. 18th – 21st.
- Met with the President of AAWCC STC Chapter to discuss leadership training options for Spring 2018.
- Secured keynote speaker for the Spring Texas Association of College Technical Educators (TACTE) Conference
- Provided feedback to the Curriculum Coordinator on the Procedures for approving escrowed credit for federal agents in the Law Enforcement program.
- Began development of materials for Feb. 9th Division leadership training workshop.
- Attended President's Planning and Development Council.
- Met with the President of AAWCC STC Chapter to discuss leadership training options for Spring 2018.
- Conducted monthly Mentorship meeting with DLA graduate.
- Participated in training on "Everyone Communicates-Few Connect" in preparation for Feb. 9th leadership training.
- Began development of materials for Feb. 9th Division leadership training workshop.
- Conducted Leadership training with the Director of RAS and the Director of IEA on the topic "The Power of Your Leadership."
- Participated in AdAstra scheduling suite demo.
- Attended the Board Appreciation Lunch.

ACCREDITATION RELATED ACTIVITIES:

- Prepared SACSCOC Compliance Certification training materials for the Director of IEA.
- Met with the Director of IEA to plan SACSCOC Compliance Certification training for the semester and review preparation materials for the training.
- Met with Academic Affairs leadership to review updated Faculty Credentials Procedures guide.
- Prepared SACSCOC Compliance Certification training materials for the Director of IEA.
- Submitted the data for the Fall 2017 General Enrollment Profile for SACSCOC.
- Met with the Curriculum and Student Learning Administrator to review the upcoming activities for the learning outcomes assessment activities and make recommendations for faculty training by the consultant.
- Provided SACSCOC Compliance Certification training for the Director of IEA.
- Participated in demo of TASKSTREAM learning outcomes software with the Administrator of Curriculum and Student Learning.

RAS/IEA RELATED ACTIVITIES

- Conducted training for 23 SWOT analysis facilitators for the Division of Business, Math, Science & Bachelor's Programs scheduled for January 8th, 2018.
- Met with the Associate Dean of Professional and Organizational Development to review and modify a labor market presentation for the Division of Business, Math, Science a& Bachelor's Programs meeting on January 8th, 2018.
- Participated in conference call with Grants Development Team and Education Results Partnership (ERP) to review final draft of a Letter of Intent for a Dell Foundation grant.
- Reviewed one IRB submission.
- Coordinated with the Director of IEA to provide enrollment trend data by program for leadership review.
- Assisted with the development of Strategic Planning slides for presentation to the Board.
- Participated in weekly coordination call with Civitas Partner Success representative and discussed pending evaluation results for the Spring 2017 campaigns, Blackboard integration technical issues, and the upcoming Civitas Summit.
- Reviewed IRB proposal and issued response. Sent study proposal to the department chair and division dean for approval to conduct the study in the classrooms as proposed by the researcher.

SOUTH TEXAS COLLEGE

INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

OFFICE OF INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	CARLOS MARGO, ASSOCIATE DEAN FOR INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT
DATE:	FEBRUARY 8, 2018
SUBJECT:	JANUARY 2018 ACTIVITY REPORT

THE MAJOR ACTIVITIES OF MY OFFICE THIS MONTH WERE:

1) Attended RSTEC Board Meeting 2) Presented at Governor's Office Lunch and Learn 3) Attended McAllen Chamber event 4) Spoke with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 5) Worked on apprenticeship registration 6) Worked on Workforce Solutions High Demand Job Training Grant 7) Attended SDF Tools meeting 8) Continued planning of long-term robotics camps 9) Attended Index Fresh Ribbon Cutting Event 10) Attended State of Congress Address in Weslaco 11) Met with IIES to discuss Partnership Agreement draft between South Texas College and IIES. 12) Attended Pharr State of the City Address 13) Conducted staff meeting. 14) Attended STC Technology Campus Ribbon Cutting 15) Met with STC Attorney regarding maquila training 16) Met with Texas Southmost College to discuss SDF grant 17) Attended conference call with Texas A&M to discuss maquila training 18) Conducted phone radio interview 19) Met with UTRGV to plan Tooling Academy Training

SUMMARY OF ACTIVITIES FOR JANUARY 2018:

- Attended RSTEC Board Meeting. I serve on the RSTEC Board of Directors and Marketing Committee.
- Presented in at the Governor's Lunch and Learn meeting in Austin. The Governor's Economic Development and Tourism Office invited me to present information regarding STC's workforce training initiatives.
- Continued planning organizing with staff for 2018 Long-term and Summer Robotics Camps.

- Worked with Priority Tooling Solutions to register them as the first apprenticeship sponsor and employer for fiscal year 2018.
- Attended Skills Development Fund Tools meeting. Meeting was to discuss new methods in data collection and grant development.
- As a guest of Pharr Economic Development Corporation, I was invited to attend the Index Fresh Ribbon Cutting Event.
- Worked on High Demand Job Training Grant. Proposed training will focus on Industrial Maintenance and Industrial Automation.
- Attended the Senator John Cornyn State of Congress Address in Weslaco.
- Attended Pharr State of the City Address.
- Attended STC Technology Campus Ribbon Cutting ceremony.
- Met with Texas Southmost College in Brownsville to discuss SDF grant. TSC has contracted with STC to serve as a training provider for a TWC SDF grant received by TSC.
- Attended conference call with Texas A&M to discuss maquila training. A&M and STC are proposing to partner in an initiative to provide Supply Chain Management training to maquiladoras.
- Spoke with multiple manufacturing companies in expediting TWC Skills Development Fund training and other corporate training projects.
- Developed marketing materials for the department.
- Participated in live radio interview with KURV to discuss the Festo training lab expansion.
- Assisted the IAM Department and TWC in developing new Texas Workforce Commission Skills Development Fund 26 grant project.
- 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 ITED revenue and expense accounts
- Reviewed and monitored ITED budgets, financial and programmatic reports.
- Reviewed and monitored IAM enrollment and contact hour reports.