SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

May 2018

Board Meeting
June 20, 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:	JUNE 28, 2018
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2018 THROUGH MAY 31, 2018

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- President's Cabinet meetings
- STC Board meeting
- STC Special Board meeting
- STC Strategic Planning committee meeting
- STC Facilities committee meeting
- STC Planning & Development Council meeting
- Coordinated Operations Council meeting
- President's Administrative Staff meeting
- Conducted weekly Dean's meetings
- Conducted Division Leaders meeting
- Recruitment IIES in Reynosa, Tamaulipas

ATTENDED

- South Texas College Radius meeting
- HEAL2/Associate Degree Graduates
- RGV Focus 2017 Annual Report Unveiling
- Mental Health Awareness Grant
- CB Commissioner meeting with students
- CB Commissioner lunch
- ERP Concerns and Holistic Placement meeting
- Scholars and Honors Program Graduation Banquet

- Title IX with Mary Elizondo
- Nursing & Allied Health Ribbon Cutting Ceremony
- IME Becas 2018 Signing Ceremony
- Civitas Nudge Campaigns
- DHSI Supplemental
- Title V Funds
- Review of Task Force Reports
- Review of Audit Implementations
- South Texas College and IDEA meeting
- Board Graduation Presentation
- Veterans Upward Bound Planning
- Stop Out Planning meeting
- ATD Coach's meeting
- Annual Risk Assessment meeting
- Board Induction Ceremony
- 100 Dreams, 100 Degrees, 100 Lives IDEA – U

ENROLLMENT SERVICES AND REGISTRAR

- Opened online registration for Summer 2018 and Fall 2018 semesters on March 5, 2018; **12,601** students have registered for Summer I & III 2018, **5,981** students have registered for Summer II 2018 and **10,391** students have registered for Fall 2018, to date, after required documents were processed and they were cleared to register.
- Staff worked at Commencement Exercises held at State Farm Arena on May 11 - 12, 2018; a total of **2,623** potential graduates participated in the five ceremonies.
- 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, Compliance Coordinator and Admissions Specialist attended Texas Connection Consortium held in San Antonio, Texas on May 22 – 25, 2018.
- Director/Registrar, Coordinator of Records and Coordinator of Enrollment Services 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 automation of Continuing Education, Banner 9, BUGs, Enrollment Appeals Committee, Grade Appeals Committee, JagNet content, prior learning assessment and various hiring committees.
- Conducted interviews and made recommendations for two vacant positions – Transcript/Graduation Analyst and Records/Registration Specialist.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB) and continued training the new Admissions Specialist, who will assist with related reports; Director/Registrar certified the CBM Reports.
- Transcript/Graduation Analyst began certifying May 2018 graduates after grades for the Spring 2018 semester were posted on May 14, 2018.
- Document Management Specialist downloaded, reviewed and verified **5,293** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during May 2018.

- Residency Specialist and Admissions 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 **22** international students registered for Summer 2018 semester and **29** international students registered for Fall 2018 semester, to date.
- Processed **153** course substitutions and exceptions in Degree Works during May 2018.
- Processed *Change of Grade Forms* for **191** students during May 2018.
- Processed *Reinstatement After Census Date Forms* for **22** students during May 2018.
- Processed **2,160** high school and **1,092** college/university transcripts during May 2018.
- Evaluated **635** transcripts from other colleges and universities during May 2018.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **4,453** STC transcripts during May 2018.
- Scanned and indexed **6,669** documents submitted by students during May 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.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report May 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	**573**			**ACT**	**828**
Mid- Valley	**235**	**194**	**165 (85% show)**	**TSI EXAM**	**1356**
Starr Campus	**153**	**94**	**92 (98% show)**	**TSI EXAM**	**463**
Pecan Plaza	**80**	**80**	**71 (89% show)**	**GED/ PEARSON**	**556**
Pecan Plaza		**415**	**312 (73% show)**	**TSI EXAM**	**3122**
Pecan Plaza		**116**	**103 (89% show)**	**HESI**	**561**
Pecan Plaza				**HiSET**	**4**
TOTAL:	**1,041**	**899**	**743 (83% show)**		**6,890– All Campuses YTD**

TSI Scores: by placement score May 2018			
READING		**READING**	
Monthly (05/01/18 - 05/31/18)		**Year To Date (09/01/17 – 05/31/2018)**	
College ready (351+)	121	**College Ready** (351+)	827
Holistic Placement (349-350)	25	Holistic Placement (349-350)	218
Developmental Ed (342-348)	68	Developmental Ed (342-348)	842
ABE Level 6 (Developmental Ed)	20	ABE Level 6 (Developmental Ed)	165
ABE Level 5 (Developmental Ed)	37	ABE Level 5 (Developmental Ed)	492
ABE Level 4	9	ABE Level 4	157
ABE Level 3	5	ABE Level 3	31
ABE Level 2	4	ABE Level 2	45
ABE Level 1	1	ABE Level 1	12
Total	**290**	**Total**	**2789**
MATH		**MATH**	
Monthly (05/01/18 - 05/31/18)		**Year To Date (09/01/17 – 05/31/2018)**	
College Ready (350+)	81	**College Ready** (350+)	480
Holistic Placement (348-349)	28	Holistic Placement (348-349)	194
Developmental Ed (336-347)	177	Developmental Ed (336-347)	946
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	73	ABE Level 5 (Developmental Ed)	443
ABE Level 4	49	ABE Level 4	253
ABE Level 3	14	ABE Level 3	59
ABE Level 2	4	ABE Level 2	25
ABE Level 1	3	ABE Level 1	14
Total	**429**	**Total**	**2414**
Writing		**Writing**	
Monthly (05/01/18 - 05/31/18)		**Year To Date (09/01/17 – 05/31/2018)**	
College Ready (363 & 4+ Essay or 5+)	150	**College Ready** (363 & 4+ Essay or 5+)	1063
Developmental Ed (350-362 & 0-4 Essay)	30	Developmental Ed (350-362 & 0-4 Essay)	260
ABE Level 6 (Developmental Ed)	2	ABE Level 6 (Developmental Ed)	11
ABE Level 5 (Developmental Ed)	0	ABE Level 5 (Developmental Ed)	10
ABE Level 4	4	ABE Level 4	31
ABE Level 3	2	ABE Level 3	30
ABE Level 2	1	ABE Level 2	9
ABE Level 1	0	ABE Level 1	9
Total	**189**	**Total**	**1423**
Data retrieved from College Board Accuplacer			

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- Inventory for Student Financial Services was submitted
- SFS Staff Gustavo Garcia, Kayla Castillo, Maricela Tavarez and Javier Guajardo attended the 2018 New Aid Officer Workshop in Houston, TX
- SFS Staff Anna Barrera and Rene Medina attended the 2018 Texas Connection Consortium Conference in San Antonio, TX
- SFS Outreach Specialist Jovelli De Leon and Carolina Miranda assisted with 27 FAFSA events in the month of May

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- The Dual2Degree Department held a total of **39 events** and served approximately**1,650 students and parents** during the Month of May.
- Online Registration for the Summer I was successfully implemented at all partner high schools. A total of 3,137 dual credit students self-registered in courses via JagNet for Summer I 2018 compared to 375 students in Summer I 2017, which is an **increase of 736%.**
- Early registration of Dual Credit students for the Fall 2018 semester **has increased by 150%**. The Dual2Degree Department worked with partner school districts to register students earlier than the traditional August timeframe. In total, 15 high schools implemented priority registration, which included:

  - Achieve ECHS
  - Donna HS
  - Donna North HS
  - Edcouch-Elsa HS
  - Edcouch-Elsa ECHS
  - Edinburg HS
  - Grulla HS
  - Mercedes ECHS
  - Mission CTE ECHS
  - Monte Alto ECHS
  - Rio Grande City Preparatory ECHS
  - Progreso ECHS
  - Roma HS
  - Thelma Salinas ECHS
  - Valley View ECHS

DEPARTMENTAL SNAPSHOTS

Spring 2018 Graduation – State Farm Arena

Student Orientation – Joe Calvillo Career and Technology Complex

Application Drive – Weslaco HS

ADMISSION

Event	High School Served	Date	Location	Total Served
Application Drive	Weslaco HS	05/14	ISD	48
Application Drive	Weslaco HS	05/15	ISD	24
			Total	72

DUAL CREDIT REGISTRATION

Event	High School Served	Date	Location	Total Served
Registration Drive	Monte Alto ECHS	05/01	ISD	17
Registration Drive	Mercedes Early College Academy	05/02	ISD	34
Registration Drive	La Joya HS	05/02	ISD	68
Registration Drive	Palmview HS	05/03	ISD	32
Registration Drive	Mercedes Early College Academy	05/03	ISD	56
Registration Drive	Edcouch-Elsa HS	05/04	ISD	21
Registration Drive	Juarez-Lincoln HS	05/04	ISD	18
Registration Drive	Mercedes Early College Academy	05/16	ISD	99
Registration Drive	Donna North HS	05/16	ISD	79
Registration Drive	Mercedes Early College Academy	05/17	ISD	66
Registration Drive	Edinburg North HS	05/17	ISD	46
Registration Drive	Donna North HS	05/18	ISD	44
Registration Drive	Veterans Memorial HS	05/21	ISD	16
Registration Drive	Edcouch-Elsa HS	05/21	ISD	23
Registration Drive	Vanguard Mozart HS	05/21	ISD	31
Registration Drive	Grulla HS	05/21	ISD	35
Registration Drive	Med High	05/22	ISD	17
Registration Drive	Roma HS	05/23	ISD	31
Registration Drive	Edinburg North HS	05/23	ISD	64
Registration Drive	Roma HS	05/24	ISD	52
Registration Drive	Edcouch-Elsa HS	05/24	ISD	14
Registration Drive	Edinburg HS	05/25	ISD	23
			Total	886

DUAL CREDIT MATRICULATION

Event	Date	Location	Total Served
Family Day	05/05	STC Mid-Valley	24
Table Setup	5/7 5/8	Joe Calvillo Jr. CTE Complex – Weslaco	115
Finish@STC	05/16	STC Pecan	2
		Total	141

SUPPORT SERVICES

ORIENTATION

Event	High School Served	Date	Location	Total Served
Student/Parent	Rio Grande City HS	05/02	ISD	12
Student/Parent	Roma HS	05/02	ISD	12
Student	Hidalgo ECHS	05/02	ISD	20
Student	Joe Calvillo CTE Complex	05/7 05/8	ISD	30
Student	PSJA-TSTEM ECHS	05/14	ISD	80
Parent	PSJA-TSTEM ECHS	05/14	ISD	50
Student & Parent	PSJA North ECHS	05/21	ISD	30
Student	PSJA SW ECHS	05/22	ISD	160
Parent	PSJA SW ECHS	05/22	ISD	23
Student	PSJA ECHS	05/22	ISD	50
Student	PSJA Memorial ECHS	05/23	ISD	40
Student & Parent	Roma HS	05/25	ISD	50
			Total	557

MEETINGS

EXTERNAL

Meeting	ISD	Purpose
Fall Enrollment Planning Meetings	• Edinburg CISD • McAllen CISD • Premiere of Edinburg Charter High School	Plan for Fall 2018 dual credit enrollment
IDEA Matriculation Meeting	IDEA Public Schools	Review admission, financial aid, and transition activities for IDEA Public Schools
Dual Credit Update – Starr County Campus	• Rio Grande HS • Rio Grande City ECHS • Grulla HS	A second 5th Annual Dual Credit Update was held at the Starr County campus for administrators and staff from Starr County. The agenda included an Enrollment Services update, and peer-led activities.

INTERNAL

Meeting	Department(s)	Purpose
Dual Credit Task Force Meeting	Various	Annual Steering Group meeting to discuss updates on progress towards Committee goals
CTE Matriculation Event Planning	Dual2Degree, College Connections	Meeting to discuss collaborative approach to matriculating CTE students for the summer and fall semesters
Fall 2018 Academic Standing holds meeting	College Connections, Dual2Degree, ECHS, Counseling	Discuss processes and procedures for fall 2018 academic standing holds
Monthly Staff Meeting	Dual2Degree	Discuss institutional updates and enrollment plan for fall 2018
Dual Credit Enrollment Exception Review	Dual2Degree, ECHS, AHSP	Revisions to Dual Credit Overload Form and Approval Procedures
NAH Ribbon-Cutting Ceremony	Various	Opening of new NAH building
Supervisory Meeting	Dual2Degree	Discuss departmental updates and enrollment plan for fall 2018
Advisor Group Meeting	Dual2Degree	Discuss upcoming projects for the summer sessions
Carl Perkins F 19 Planning Workshop	SAEM Perkins Grant Recipient Departments	Plan and Develop FY 19 Target Measures
RGV Lead Meeting	Various	To discuss successful transition of students into higher education and the workforce
Dual Credit Enrollment Timeline Meeting	Dual2Degree, Academies, Admissions, Scheduling	To discuss preliminary dual credit enrollment timelines for Fall 2018 & Spring/Summer 2019
Student Life Cycle (Meeting 4)	Dual2Degree	To discuss current life cycle of dual credit students
CTE Dual Credit Program Ceremony	Various	Ceremony to honor CTE STC Faculty/Staff
Achieving The Dream (iPASS Grant) Meeting	Various	Annual meeting with ATD Coach to review STARFISH/Radius implementation
Fall 2018 Scholastic Appeals Committee	SAEM Departments	Review of Student Appeals for Fall 2018
FY 15-17 I.E. Success Story Spotlight	Institutional Effectiveness, Dual2Degree	Dual2Degree Department was chosen as a "Success Story" for the 2015-2017 Cycle for accomplishing its target measures
Transition Activities for FY 18-19	Dual2Degree, College Connections	To discuss how partnering together on events such as the Counselors' Update, Dual Credit Matriculation, and 10th/11th grade transition activities to help us avoid overlap and allow us to better support each other's enrollment initiatives.
Texas Higher Ed Commissioner STC Visit	Various	Round-table discussion with Texas Higher Education Commissioner regarding STC Dual Credit Program

Dual Credit ISD Data Request	Dual2Degree, High School Programs & Services, Early College High Schools, Research & Analytical Services, VP AA Office	Review processes for internal requests of Dual Credit data to Research & Analytical Services
Task Force Data Reporting	Dual2Degree, Research & Analytical Services, Institutional Research & Effectiveness	Review data- needs of Dual Credit Matriculation Task Force and scheduling of reports

PROFESSIONAL DEVELOPMENT

Activity
Information Security Training: To help ensure employees have a solid understanding of company security policy, procedures and best practices.
Building Trust as a Worthily Investment: Sponsored by the Office of Organizational Development, this workshop focused on building trust within the department through various activities

Upcoming Events and Activities for June 2018:

- Continue to Assist with Admission Application Process at Early College High School Summer Bridge Programs
- Continue Assisting ISDs with Verification Of Student Enrollment Eligibility
- Finalize Summer II and Fall 2018 Dual Credit Registration
- Finalize Updates to Dual Credit Enrollment Services Manual for 18-19
- Finalize Dual Credit Program Enrollment Timelines for 18-19
- Begin Development of Dual Credit Transition Plan for 18-19
- Began Planning STC Preview Day in Collaboration with College Connections Department
- Work with Distance Learning Office to migrate Student Success Module to New Platform (Softchalk).

COLLEGE CONNECTIONS

- South Texas College
  - NAH Program Chair Meeting
  - Graduation
  - EMT Orientation
  - Patient Care Program Orientation
  - Bachelor Programs Open House Planning Meeting
  - Matriculation/Transition Planning for AY18-19
- Partnerships/Events
  - Leadership Mid-Valley Meeting
  - I AM 2018 Conference
  - P-16 Council and Counselors' Network meeting
  - STAR Network Monthly Meeting
  - TIES Conference for Elementary Students

    - LJISD2STC Senior Expo
    - 2nd Annual Students vs Teachers Soccer Match
    - RGV College Boot Camp Planning
- Apply Texas
    - South Texas Business, Education & Technology Academy
    - Hidalgo Academy
- College Connections
    - Student Ambassador Program Meeting
- Community Engagement
    - Donna ISD – Cinco De Mayo Fiesta
    - Edinburg Housing Authority Family Career Night
- Elementary & Middle School Events
    - McAllen ISD - Bonham Elementary
    - Valley View ISD – Valley View Elementary – Career Fair
    - Weslaco ISD – Beatriz G Garza Middle School – Career Fair
    - Rio Grande City CISD – Grulla Elementary School – Career Day
- Recruitment
    - Sharyland High School – Decision Day
    - Texas Southmost College – Transfer Fair
    - Mission Veterans High School – College Presentation
    - Chance2Be Alternative Center – College Presentation
    - Palmview High School – Decision Day
    - Achieve ECHS – Decision Day
    - La Joya High School - Decision Day
    - Achieve Early College High School – STARN Junior College Fair
    - Juarez-Lincoln High School – College Decision Day
    - Donna 3D Academy – Registration Pre-Screening
    - Veterans Memorial High School – Senior Follow Up Visit
    - Weslaco High School – Registration Pre-Screening
    - South Texas Business, Education & Technology Academy – Outreach visit
    - Sharyland Pioneer High School – Commit 2 Complete Decision Day
    - Johnny G. Economedes High School – Outreach Visit
    - Roma High School – College Decision Day
    - Hidalgo High School – College Decision Day
    - Donna High School – Commit 2 Complete Decision Day
    - San Carlos Community Resource Center – College Night
    - Radius Communication launched to prospective students. Recruiters use Radius to email and communicate with prospective students who applied but have not registered for Summer/Fall semester.

Radius	
Campaign: FTIC Student Applied Not Registered	10,176 emails sent
Emails Not Delivered	544
Emails Viewed	3592
Emails Not Viewed	6040
URL Visits from Email	206
Opted Out	9

- Fast Track

School		Attended	Registered
McAllen Memorial High School	Pecan	33	33
Palmview High School	Pecan	55	47
Valley View High School	Pecan	22	21
Idea San Juan	Pecan	15	15
PSJA Southwest ECHS	Pecan	44	39
Mercedes Migrant Program	Mid-Valley	3	3
La Joya High School	Pecan	73	68
Hidalgo High School	Pecan	57	54
Edinburg High School	Pecan	63	44
IDEA Pharr	Pecan	18	18
Juarez-Lincoln High School	Pecan	34	32
PSJA TSTEM, Ballew, Sotomayor and CCTA	Pecan	34	16
Edinburg North High School	Pecan	38	36
PSJA ISD	Pecan	76	66
Mercedes ECHS	MidValley	18	14
PSJA2STC – PSJA ISD	PSJA ISD	50	Pending

- Campus Tours
  - Pecan Campus
    - Personal Tour
    - La Joya High School
    - Hidalgo High School
    - Marcell Elementary
    - Palmview High School
    - E.G. Salazar Elementary
    - Palmview High School AVID
  - Technology Campus
    - Los Fresnos United
    - Edinburg High School
  - NAH Campus
    - Personal Tour
  - MidValley Campus
    - Sullivan Elementary School
    - Santa Maria ISD
    - Monte Alto ECHS
    - Tony Gonzalez Elementary
    - La Villa Middle School

Campus	# Visitors
Pecan	440 Visitors
Mid-Valley	268 Visitors
Starr	No Visitors
NAH	3 Visitors
Tech	29 Visitors

- Call Center

Phone Calls	
Inbound Calls	16943 Inbound Calls
JagChat	
Incoming Chats	716 Chats
Mongoose Texting	
Ongoing texting – students continue to reply and communicate with representatives	

Attachments

- **Upcoming College Connections Events**
  - Fast Track Events – Senior Days on STC Campus to facilitate enrollment process (advising, registration, financial aid, FYC registration, picture id) for prospective graduating Seniors
  - Decision Days – events hosted by high schools to celebrate the students' acceptance and commitment to attend college. Students identify the college/university they have selected to attend.

College Decision Days

The College Connections department attended various High Schools "College Decision Days" to celebrate future South Texas College students. Students signed "College Bound" posters to show their commitment and pride to their decision to attend South Texas College.

Events

South Texas College sponsor the half time show at the 2nd Annual Student vs Teachers Soccer Match from Vanguard Academy. Jerry the Jaguar served as a goalie during halftime show and penalties shootouts. Participants who make the goal received an STC promotional item. STC representative promoted any STC initiatives for the upcoming summer and fall semesters.

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DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
1, 772	Student Contacts & Outreach
25	Student & Alumni Registered on CCN
15	Student & Alumni Resumes Revised/Uploaded on CCN
9	Employer Contact and New Employer Registered on CCN
29	Jobs posted to CCN
4, 310	Total Students Registered to date
8, 097	Total Alumni Registered to date
3, 161	Total Employers Registered to date
12	Workshops Presented
8*	On Campus Recruitment
2, 131	EMSI Total Visits

CURRENT/UPCOMING ACTIVITIES & EVENT

On Campus Recruitment (OCR)

WORKSHOP & PRESENTATION/ACTIVITIES

Workshop & Presentations / Activities

- Sotomayor HS College & Career Perspectives for Young Mothers, 8 students
- Pecan Campus
  - CES Department Overview: Resume/Job Hunt, 23 students
- Nursing & Allied Health Campus
  - Adulting 101 Open Workshop, 0 students
- Technology Campus
  - Phlebotomy – In Class Presentations
    - CES Overview, Resume, Cover Letter, and Interview Skills, 9 students
- Surveyed students at graduation ceremonies regarding CES, 346 students
- Nursing & Allied Health Campus
  - PTA Resume & Cover Letter Review Day, 13 students
  - Physical Therapy – In Class Presentations, 13 students
    - CES Overview, Job Search and Interview Skills
- PSJA Sotomayor
  - Career Coach/Resume Builder – 40 Students
- Nursing and Allied Health
  - Respiratory Therapy Resume Days – 12 Students
- FYC: La Joya ISD

- La Joya ECHS
  - Career Coach/Resume Builder – 8 Students
- Nursing and Allied Health
  - Rehab Career Day Information Table – 18 CTE Students
- IDEA Career Day
- Summer Bridge Academy
  - PSJA T-Stem Academy

COORDINATION OF UPCOMING EVENTS

- Shared OTA Program Career Fair invites with employers registered with CES.
- PTA In Class Presentation & Mock Interviews
- Created Job Search presentation
- Vocational Nursing July Graduates Presentations
- Summer Bridge Presentation and Schedule
- Setting dates for Technology Campus summer workshops schedule
- 1st annual training & job fair event (info table)
- Training & preparation on career coach for (off campus) Jimmy Carter ECHS presentation
- Preparation for summer bridge presentations
- PowerPoint Resume Builder/Career Coach preparation for PSJA Sotomayor ECHS
- Shared OTA Program Career Fair invites with students and alumni.
  - College Central Network contacts – 384 total
- Pass Program Summer Workshop schedule
- Employer Recruitment Events campus-wide
  - Texas Department of Criminal Justice Mobile Unit
  - US Border & Customs

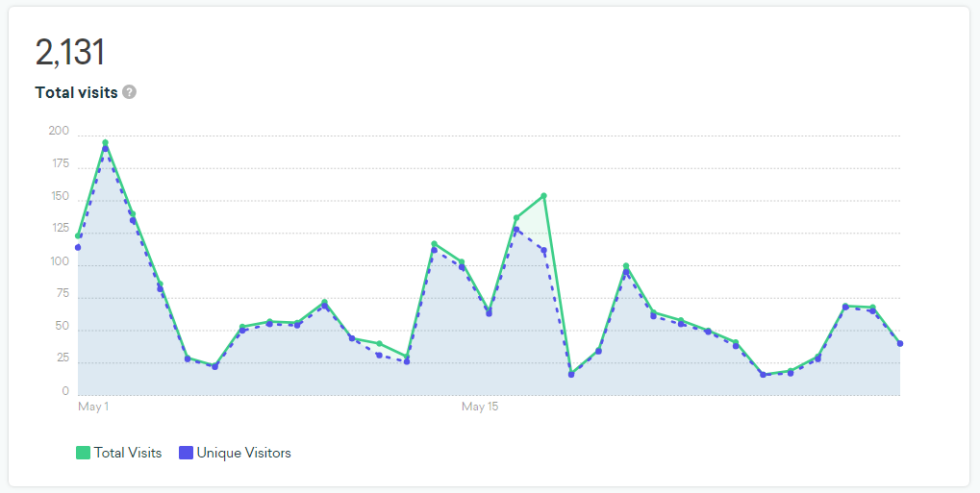
MEETINGS AND MISCELLANEOUS INFORMATION

- Staff meeting – updates/some training on Career Coach and assigned dates for future presentations/events for June
- Reviewed Resumes on CCN
- Approved CCN Employers
- Assisting graduating OTA students with resume writing and revisions.
- Shared OTA Program Career Fair invites with related network of employers registered with CES.
- Departmental meeting – covered 2018 Summer Bridge Program and Career Coach Presentation expectations.
- Student & Alumni walk-ins
- Contacted on CCN, 18 students and 176 alumni's about HVAC employment position opportunity
- Working in partnership with Technology Specialist to prepare for 2018 Summer Bridge Program and Career Coach Presentations.
- Provided an overview of services and resume revisions for students, alumni, and community members at OTA Department's 2018 Rehab Career Day.
- Completed Diversity Benefits and Respect & Inclusion trainings.
- Updated Carl Perkins/CTE binders.
- Provided overview of services for incoming students registering for Summer II and Fall NAH courses.
- Met with Mission CVS Pharmacy to discuss Pharmacy Technician opportunities and Employer Services.
- Contacted 134 Pharmacy students and alumni to promote Mission CVS Pharmacy job posting.
- Met with PASS Program to coordinate Summer Workshop schedule for CTE students.
- Prepared boxes for all staff participating in the 2018 Summer Bridge Program and Career Coach Presentations containing flyers, surveys, evaluations, and promotional items.
- Student & Alumni walk-ins

- Working in partnership with Technology Specialist to prepare for 2018 Summer Bridge Program and Career Coach Presentations.
- Reading trends for Career Professionals
- Requesting undeclared student data for career exploration outreach

EMSI ANALYTICS

Assessments Started	Assessments Completed
1220	1069
Resumés Started	**Resumés Downloaded**
149	178



MAY PHOTOS

OFFICE OF THE OMBUDS

Ombuds Cases for the month of May 2018				
		YTD Cases	Active Cases	Closed / Referred Cases
Consultations		95	14	81
Mediation		8	0	8
Conflict Coaching		2	1	1
Title IX: Requesting Pregnancy Accommodation		373	83	290
Title IX: Victim Advocacy Support		86	4	82
Written Complaints/Maxient Referred to Human Resources Student to Employee		64	N/A	N/A
Total Cases		**628**	**101**	**462**

Ombuds Cases per Campus for the month of May 2018		
		YTD Cases
Pecan		297
Nursing & Allied Health		42
Technology		17
Mid Valley		97
Starr County		18
Internet		142
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		13
Total		628

May 21 – 25, 2016

The Office of Student Rights and Responsibilities attended and obtained certifications for

1. **Certified Mediator and Trainer**
2. **Conflict Dynamics Profile**

May 8, 2018

The Ombuds held a monthly booth at Mid-Valley Campus and included a stress relief activity for students.

May 3, 2018

The Ombuds held a monthly booth at Pecan Campus and included a stress relief activity for students.

May 2, 2018

The Ombuds held a monthly booth at Technology Campus and included a stress relief activity for students.

May 1, 2018

The Ombuds held a monthly booth at Starr Co. Campus and included a stress relief activity for students.

April 30, 2018

The Ombuds conducted a presentation to the PTA Progam students on Conflict Management.

Student Violating Student Code of Conduct for the month of May 2018			
	Active YTD Cases	Closed YTD Cases	YTD Cases
	56	269	325

Student Conduct Cases per Campus for the month of May 2018		
		YTD Cases
Pecan		207
Nursing & Allied Health		21
Technology		14
Mid Valley		47
Starr County		22
La Joya Teaching Center		6
Pharr College & Career Teaching Center		4
Internet		4
Total		325

May 21 – 25, 2016

The Office of Student Rights and Responsibilities attended and obtained certifications for

1. **Certified Mediator and Trainer**
2. **Conflict Dynamics Profile**

April 30 – May 2, 2018

Mr. Karey Barnes, Mr. Josue De La Cruz, Mr. Paul Hernandez and Mrs. Maria Alonso attended Advanced Violence Risk Assessment Certification in Denver, CO.

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of May 2018		
Student Affairs		YTD
Cases Reviewed		97

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

Human Resources		YTD
Cases Reviewed		0

Police Department		YTD
Cases Reviewed		0

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	31	0	40	0	18	1	8	0	0
Human Resources	0	0	0	0	0	0	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0

STUDENT ACTIVITIES AND WELLNESS

- First year Connection Preparation
- La Joya Jimmy Carter ECHS Presentation
- First Year Connection – New Student Orientation for La Joya ISD Students (Pecan) – 157 students attended
- Edinburg HS Fast track – Student Activities & Wellness Presentation (TECH)

- Intramural Sports Summer Planning Meeting (PCN)
- Tour Presentations for Los Fresnos United High School (TECH)
- Assisted with STC Graduation Ceremonies (State Farm Arena)

- Participated in the Nurses Week Event (NAH)

- FIFA Video Game Tournaments (PCN, MV, STRC)
- Cashiers Department Leadership Training
- Stress Free Zones (District-wide)
- Cinco de Mayo Celebration (District-wide)
- Student Leadership Academy Graduation Ceremony

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	**217**	**170**	**281**	**129**	**40**	**539**	**68**	**1444**
Mid-Valley	**36**	**5**	**20**	**4**	**26**	**134**	**30**	**255**
Starr Co.	**7**	**6**	**3**	**0**	**2**	**27**	**1**	**46**
Tech	**0**	**4**	**44**	**1**	**0**	**4**	**2**	**55**
NAH	**1**	**25**	**19**	**39**	**2**	**1**	**6**	**93**
Total	**261**	**210**	**367**	**173**	**70**	**705**	**107**	**1893**

MEETINGS/CONSULTATIONS

- Know Your Status (Mental Health, HIV/AIDS, and Substance Abuse) Coordination of Schedules Meeting
- Mental Health Counseling case staffing
- 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
- National Day of Prayer Event
- Meeting with Dual Credit on Fall 2018 Academic Standing Holds
- Counselors Performance Appraisals Review Meetings
- National Association of Social Workers LRGV Branch Awards Ceremony
- American Association of Women in Community Colleges Monthly Meeting
- Planning Meeting for Spring Graduations
- Spring 2018 Graduations
- UTRGV Social Work BSW Student Interview
- CSDS Counseling Department Meeting
- Tropical Texas Behavioral Health Meeting/Training
- Carl Perkins FY19 SAEM Planning/Working Meeting
- Fall 2018 Scholastic Appeals Committee Meetings
- Oath of Office Ceremony for Victoria Cantu & Rene Guajardo, STC Board Members
- Counseling Process/Procedure Committee Meeting
- PSJA High School ARDs Meetings
- Donna High School ARDs Meetings
- Sharyland Pioneer High School ARDs Meetings
- Title IX Pregnant and Parenting Handbook Committee Meeting
- South Texas College Jaguar Academy
- Title IX Team- Climate Survey
- Food Pantry Determination and Referrals
- Sign Language Interpreter's Student Schedules
- LPC-S Supervision Meeting
- Mental Health Awareness Training Grant Meetings
- Title IX Pregnant and Parenting Handbook Committee Meeting
- Title IX Meeting
- President Administrative Staff Meeting
- Meeting with Public Relations on Academic Suspension Appeal Form
- Program Chair Meeting – NAH Campus
- NAH Ribbon Cutting Building B
- ADN Program Pinning Ceremony
- ADN Boot Camp
- ADN Faculty Interviews
- Meetings with Faculty to discuss Students' situations

WORKSHOPS/PRESENTATIONS

- Know Your Status Grant Outreach-All campuses (Pecan, Technology, Mid-Valley, Starr and NAH)
- Presentation on CSDS to Rio Grande City High School
- Laughter Yoga Presentation at McAllen ISD Mother's Day Event
- Presentation on CSDS to Learning Commons and Open Labs Staff
- Disability Sensitivity and CSDS Training for South Texas College Bus Drivers
- Campus Suicide Prevention Training: Question, Prevention, Referral Training for South Texas College Police Officers

- PTCA Summer Group Orientation
- Workshop: Mental Health Awareness – Pecan Campus
- Workshop: Stress Management – Pecan Campus
- Workshop: Dealing with Stress and Loss – Pecan Campus
- Workshop: Suicide: Lets Talk About It – Pecan Campus

PROFESSIONAL DEVELOPMENT

- Texas Association Against Sexual Assault Conference
- Kissing the Dragon by Robert Rhoton- Hope FHC Mental Health Conference 2018
- South Texas College Human Resources Online Trainings

INTERPRETER ACTIVITIES

- Meeting with Cindy Blanco about graduation set-up
- Meeting with SDS Coordinator about activity report
- April Interpreter monthly meeting
- Interpreter Training Program intern supervision meetings
- Online Training on Ethics
- Medical Interpreter Ethics Workshop in Weslaco, TX (DHHS approved for CEU's)
- Interpreted for CSDS Work-study meeting
- Civilian Active Shooter Training
- Interpret for Regional School for the Deaf (McAllen ISD) tour of Technology Campus

COMPREHENSIVE ADVISING

ADVISING STUDENT CONTACTS

Advisor Student Contacts	
Campus	**# of Students**
Pecan	3,850
Mid-Valley	939
Starr	494
Technology	1,112
Total	6,395

PROGRAMS/ACTIVITIES/MEETINGS

- **Academic Advising –**
  - Provided 1st Contact of JagAdvise Case Management Program Services for Fall/Summer 2018 FTIC students
  - Provided advisement during all scheduled Fast Track events
  - Provided advisement sessions for all students enrolling in Summer and Fall 2018
- **Faculty Advising** – Ongoing communication with HSI Project Manager to discuss objectives, position budget changes and services for the semester; trained new Faculty Advisor Coordinator; planned summer faculty advising activities;
- **College Advising Training Program-** Planned for next training scheduled for June 11th – 15th;
- **THECB Work Study Mentorship Grant** – Compiled student mentors reports and activities for the month; planned training for mentors; worked on report for THECB;
- **Beacon Mentoring Program** – Finalized Beacon Mentors Spring Cohort 2018. 17 sections participated overall;
- **Carl Perkins –** held Carl Perkins FY2019 Planning/Working meeting with Student Affairs & Enrollment Management Directors/Leaders and completed the Evaluation Plan; met with Grants Office to review FY2019 SAEM Evaluation Plan;
- **PASS Program –** met with PASS Program staff to plan for program redesign; ongoing meetings with PASS Program Redesign Committee with representation from academic affairs, business office, financial aid, and IT departments; collected textbooks for the Spring 2018 semester and distributed textbooks for the summer semesters; reviewed/updated handbook of operating procedures;

PARTICIPATED IN THE FOLLOWING

- **Achieving the Dream Coach's Meeting (iPASS Grant)** – Director participated in the exit interview for the iPASS Grant in regards to the Starfish Early Alert System and other Integrated Planning and Advising Systems;
- **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:	JUNE 12, 2018
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2018 THROUGH MAY 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, Special Board of Trustees Meetings, Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, Coordinated Operations Council, President's Administrative Staff Meeting, and Finance and Administrative Services Director's Meeting.
- 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.
- <u>Accountability, Risk, and Compliance Department:</u>
  - Attended LogicGate Risk Assessment Demo presentation with the Director of Accountability, Risk, and Compliance.
  - Conference Call with NCHERM Group and Compliance Manager to discuss Title IX procedures.
  - Held a meeting with Director of Accountability, Risk, and Compliance, to discuss risk assessment policy and presentation.
  - Held meeting with the Compliance Manager to discuss Title IX Compliant Procedures (online), Internal Procedures, and BIT Procedures.
  - Held meeting with the Director of Accountability, Risk, and Compliance regarding Property Insurance.
- <u>Business Office:</u>
  - Held meeting with Accounting Group Manager regarding budget items.
  - Held meeting with Comptroller and Associate Comptroller regarding review of the Finance items including Paycard, FY19 Budget, FY18 Budget Amendment and fund Balance Designation, Travel Procedures.
  - Held meeting with Comptroller and Associate Comptroller, Business Analyst, and Accounting Group Manager regarding various matters and reports.
  - Held meeting with Comptroller and Financial Analyst regarding institutional ratios and dashboards.
  - Held meeting with Comptroller to discuss classified percentage increase.
  - Held meeting with Comptroller, Accounting Group Supervisor, and VIDA representatives regarding discussion on VIDA Scholarship Fund.

- Facilities Planning and Construction:
  - Attended 2013 Bond Construction Program weekly meeting with Broaddus & Associates and Director of Facilities Planning & Construction.
  - Attended meeting with College President and Director of Facilities Planning & Construction regarding the FY19 Capital Improvement Projects.
  - Attended Mid Valley Campus Ribbon Cutting Ceremony.
  - Attended NAH Ribbon Cutting Ceremony.
  - Met with Director of Facilities Planning & Construction regarding furniture standards.
- Food Services:
  - Held meeting with Director of Food Service, Director of Accountability, Risk, and Compliance, and staff to conduct a business analysis for future implementation of Touchnet Dining OneCard.
- Human Resources:
  - Held meeting with HR Director regarding second interview with Employee Relations Officer candidate.
  - Interviewed Employee Relation Officer candidate.
  - Met with HR Staff regarding Title IX employee relations matter.
- Purchasing and Distributional Services:
  - Conference call with Purchasing Director, Legal Counsel, and Risk Management Consultant regarding Property Insurance.
  - Held meeting with Purchasing Director regarding Insurance timeline.
- Department of Public Safety
  - Held meeting with Chief Administrator of Department of Public Safety and staff to review parking citation process map.
- Title IX:
  - Attended Personnel Title IX Case reviews.
  - Held meeting with Compliance Manager regarding Title IX items.
  - Held Title IX meeting and presentation to open lab staff.
  - Held Title IX team meeting.
  - Met with Dean and HR staff to review Title IX case.
- Other Meetings:
  - Attended FLAC Process Mapping.
  - Attended meeting regarding the Target Range Grant.
  - Attended meeting with Board Members regarding Insurance.
  - Attended meeting with College President and Board members to discuss and review Classified Percentage Increase.
  - Attended meeting with College President, Legal Counsel, and Associate Dean Ind Trng & Econ Dev to discuss IIES Licensing Contract.
  - Attended Oath of Office of New Board Members Presentation.
  - Attended STC graduation ceremonies on Friday, May 11, 2018 and Saturday, May 12, 2018.
  - Attended Texas Higher Ed Co Board luncheon.
  - Held meeting with Dean of Cont Prof and Wkfce Ed regarding continuing education, issues and unexpended Plant Fund transfer.
  - Held meeting with Internal Auditor regarding Risk Assessment, Swimlane for Internal Audit Process and Protocols.
  - Held meeting with VP of Student Affairs and Enrollment Management regarding Title IX items.
  - Held Office Staff meeting on various matters.
  - Met with Legal Counsel regarding separate entity for international travel.

WORKED ON THE FOLLOWING ITEMS:

- Budget
  - Reviewed the Auxiliary Fund Budget.
  - Reviewed the Budget Amendment.
  - Reviewed the Classified Salary Increases 3% or 4% Analysis.

- Reviewed the FY19 Budget Summary.
- Reviewed the Pay Plan FY18-19.
- Reviewed the Revised Budget Calendar.
- Reviewed the Salary Savings Report.
- Worked the FY19 Staffing Plan.

- Committee packets
  - Reviewed the June Facilities Agenda.
  - Reviewed the June Finance Agenda.
  - Reviewed the May Board Agenda Items and Facilities Agenda.
  - Reviewed the President's Cabinet Projects and Due Dates.
- Construction
  - Reviewed the Furniture Standards, personal furniture, and other standard regarding office occupancy.
  - Reviewed the FY19 Proposed Non Bond Construction Projects, Renewal & Replacement Projects and Unexpended Plant Fund Projects.
  - Reviewed the Non-Bond, CIP, and Retrofit Projects.
  - Reviewed the Proposed Building Names.
  - Reviewed the Proposed Signage for the Regional Center for Public Safety Excellence.
  - Reviewed the Regional Center (3) Portable Request.
- Special Projects
  - Reviewed the Continuing Education Fund Balance.
  - Reviewed the Dual Credit EMT Non course.
  - Reviewed the Employee Pay Card Regulations.
  - Reviewed the Hourly Rate for Work-Study, Direct Wage, and Valley Scholars .
  - Reviewed the IME BECAS 2018.
  - Reviewed the Internal Audit Process and Protocols.
  - Reviewed the Legislative Summary Matrix Announcement.
  - Reviewed the Parking Permit exception for Park & Ride.
  - Reviewed the Payroll Direct Deposit and Pay Card Options.
  - Reviewed the Policy 6950 Environmental, Health, & Safety Program.
  - Reviewed the Policy Management Focus Group Confirmation and Program Gap Analysis.
  - Reviewed the Registration Report – Summer I – III 2018.
  - Reviewed the Risk Assessment Scoring Criteria.
  - Reviewed the Scholarship Funds.
  - Reviewed the TACCBO CFO Listserve Survey on Salary Increases.
  - Reviewed the Target Range Grant.
  - Reviewed the TimeClock Plus FAQ's and Non-Compliance Reports.
  - Reviewed the Title IX Determination Letter to Students.
  - Reviewed the Travel Guidelines.
  - Reviewed the VIDA Payment Plan Schedule.
- Trainings
  - Reviewed the EEOC Flyer Training Session, June 26, 2018.
  - Reviewed the HR New Online Training and Schedule.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Banner 9 Admin pages project status.
- Attended Direct Deposit Conference Call.
- Attended FAS Directors meeting.
- Attended meeting to discuss status of management reports and various other topics.
- Attended meeting with Drama Department staff to discuss AP payment procedures.
- Attended meeting with VPFAS and Comptroller to discuss various Travel Committee recommendations.

- Attended meeting with Workforce to discuss the training provider agreement and obligation letter.
- Attended Post Issuance Compliance Procedure meeting.
- Attended President's Administrative Staff Meeting.
- Attended Target Range Grant Proposal meeting held by Grant Management and Compliance Office.
- Attended Vision Mission and Values Committee Meeting.
- Conducted Employee Handbook training for new staff.
- Conducted follow up interviews for Payroll Assistant position.
- Interviewed Applicants for Accounting Specialist Position.
- Interviewed Applicants for Applications Analyst III Position.
- Interviewed applicants for the AP/Grant Accounting Manager Position.
- Met and assisted HR for TRS worksheets.
- Met and discussed items for 'How to Session'.
- Met and discussed New TRS Reporting regarding Grants Journal Entries.
- Met and discussed Peer Review Questions.
- Met and discussed Professional Development Software to track trainings.
- Met and discussed status of TRS TEAMS Portal Reporting Status.
- Met and discussed with HR Payroll Direct Deposit Project.
- Met to discuss Bond 2013 bond construction.
- Met to discuss Non Bond FY19 budget and Non-bond expenditures incurred for Bond 2013 construction projects.
- Met to discuss NSF transferred to CRC new process.
- Met to discuss the FY 2018 Budget Amendment and Fund Balance Designation.
- Met with Business Office System Analyst to discuss Xtender as part of the stop payment workflow small project.
- Met with Planning and Construction to discuss status of Cashier modifications.
- Met with selected AP staff to discuss accounts payable strategies.
- Met with Student Services to discuss TSI review process for cohort of students.
- Met with VPFAS to discuss Finance Committee Items.
- Participated in Ellucian TRS Conference Call.
- Participated in the weekly TCC/RTE 4148 conference call.
- Participated in weekly AP virtual card conference call with BBVA Compass.

TRAININGS OR WEBINARS:

- ACFE – Ethics webinar
- Attended Banner 9 Testing
- Attended Ellucian Travel & Expense Management System (Chrome River) Demo
- Attended GFOA - Government Wide Financial Statements and Conversations and Consolidations Webinar
- Attended Professional Development System Workshop Creation Training
- Attended TCC Conference in San Antonio
- Attended the Cashier's Superhero bite-size training
- Participated in IT Security Training

WORKED ON THE FOLLOWING ITEMS:

- Management Reports – The Business Office staff worked on the April 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:

- Conducted interviews for two Accounting Specialist Positions.

Bank No.	17-Sep	17-Oct	17-Nov	17-Dec	18-Jan	18-Feb	18-Mar	18-Apr	18-May
01 E&G	598	642	856	418	573	576	685	663	869
01 Direct Deposit	105	157	168	104	96	111	1556	115	199
03 Student	12,521	1,685	311	107	17,677	2,559	1,140	239	1,977
12 I&S Taxes	-	2	-	-	-	1	1	-	-
16 I&S Bond	-	-	-	-	-	1	-	-	-
17 Plant	31	10	17	10	17	10	24	15	22
32 AP Card	462	540	375	205	373	427	399	436	589
37 Unexp-LT Bond Series 2015	40	21	24	26	59	26	65	40	42
38 Unexp-LT Bond Series 2014	9	-	-	2	2	1	-	-	-

PROPERTY TAX / BUDGET & REPORTING:

- Prepared an analysis and scenario report of the FY 2019 proposed salary increases by employee classification.
- Projected FY 2019 Auxiliary revenue and expenditures.
- Provided the FY 2019 Restricted Salary Budgets to Human Resources.
- Revised the FY 2018 Budget Amendment motion.
- Revised the FY 2019 budget projections for the auxiliary fund.
- Revised the Proposed FY 2019 Salary Annual Salary Increases for Non-Faculty Personnel motion.
- Updated the FY 2019 motions for new positions and salary adjustments/reclassifications.
- Updated the Unrestricted Expenditures by Funding Source report.

CASH MANAGEMENT/SPECIAL PROJECTS/OFFICE SUPPORT:

- Assisted with CD Solicitation.
- Compiled Accounting Manager Questions for Interview.
- Conducted Reference Checks for Payroll Assistant and Accountant.
- Prepared Transparency Check Register.
- Researched Documentation for Internal Audit Request.
- Reviewed and trained to be back up on Sales and Use Tax Payment.
- Reviewed Mission, Vision and Values proposals.
- Reviewed Records Technician Applicants.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	17	880
01 Direct Deposit	7	200
02 Payroll	11	1,030
02 Direct Deposit	3	2,289
03 Student	5	1,217
12 I&S	0	0
16 I&S	0	0
17 Plant	5	22
37 Bond Series 2015	6	42
38 Bond Series 2014	0	0
Total	54	5,680

ACH Direct Deposit-payments to vendors, students & employees	10
Bank Transfers between Bank Accounts	16
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 132 monthly reports during the month of May 2018.

Duties	Total
Approval Queues	7
Bank Reconciliations	10
Cafeteria daily sales report	34
Cancelled checks provided to AP and/or verification and positive pay	25
Copies of booklets/journal entries requested	10
Deposits prepared	16
Returned mailed checks - Logged and Filed	17
Returned Mailed checks - Disbursement	48
Bond Construction Checks logged, filed and organized'	120
Bond Construction checks scanned	104
Errands to Inter-office deliveries	41
Financial manager changes	3
FOAP created including activity codes	2
Hours assisting other departments	0.5
Hours Filing and organizing of Journal Entries and boxing	3
Hours used for scanning - estimated	45
IDT's - telephone calls received	15
Interdepartmental Transactions reviewed	50
Invoices and encumbrances reviewed	87
Journal entries prepared	59
Journal entries processed including FUPLOAD	1342
Journal entries/documents scanned	1732
Journal Entries Logged	1050
Journal Entries Filed and Organized including creation of labels	1380
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	37
Positive Pay Exemption-Number of checks researched	2
Stale dated list prepared	273
Stale dated letters mailed	273
Stop payments processed (includes stale dated checks)	184

Duties	Total
Stale dated stop payment verification	151
Transactions removed from bank reconciliation	65
Special project -GASB - Banner 8 and 9 - hours	44
Special project -inactivating organization codes - hours	3

General Journal Entry (Intra-Fund) (JE15)	120
General Journal Entry (Inter-Fund) (JE16)	63
Cash Receipts (CR05)	829
Encumbrance Liquidation (E032)	1
Encumbrance Liquidation (E020)	1
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	15
Misc Receipt Payments (CA10)	0
General Journal Entry (STCJ)	0

THE CASHIERS/ACCOUNTS RECEIVABLE:

- Cashiers compiling "Peer Review Survey" questions to send out on the list serve.
- Cashiers completed all management reports and approvals through.
- Cashiers continue updating procedures.
- Cashiers preparing presentations and due date booklets for the May 4th Summer & Fall 2018 bite size training.
- Cashier completed the testing of Fall 2018 tuition tables and activated tables on May 10, 2018.
- Cashiers assisting student with the Summer I/III $60 after deadline due date of May 14, 2018.

PAYROLL AND POSITION CONTROL DEPARTMENTS:

- Implemented CRC/CWA UPay site in production.
- Prepared and submitted Hiring Proposal for Payroll Assistant Position.
- Prepared and updated Payroll Direct Deposit Project Action Plan.
- Reviewed and test TRS Reports for new TEAMS Reporting Portal.
- Revised TimeClock Plus Timecard verification process.
- Updated Payroll Direct Deposit Project and prepared reports of employees paid by checks.
- Worked on request form for overtime memo workflow.
- Payroll processes for the month ending May 31, 2018:

Payroll Re-issue Processed	8
Payroll Cycles	6
Payroll Checks & DD	3,620
TimeClock Plus Access Forms Processed	72
Number of Employees with OT reviewed for OT Memos	487
NOE's Approved	490
Salary Budget Transfer Forms Processed	15 with multiple transaction

Business Office Performance Indicators
Payroll May 2018

Number of Employee		**Deposits Processed**	
Employees on Monthly Payroll	2,158	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	1,144	Bank Transfers	3

Timecards Processed		**Stop Payment Processed**	
(Waged 04/16-4/30) SR09	573	Salaried	0
(Waged 05/01-5/15) SR10	666	Waged	7
(Salaried: May) MR05	3586		
		Void Checks Processed	
NOE's Approved		Salaried	0
Approve NOE's	490	Waged	7
NOE's Processed		**Replacement Checks Processed**	
(Additions, Deletions, Changes)		Salaried	1
Salaried	606	Waged	7
NOE's Processed	22		
(Additions, Deletions, Changes)	17	**Voided Direct Deposits**	
Waged	122	Salaried	0
		Waged	0
Payroll Adjustment Worksheets			
(Additions, Deletions, Changes)	15	**Salary Budget Transfer Forms Processed**	15
Salaried	74		
Labor Distributions	1		
(Additions, Deletions, Changes)	0		
Waged	0	**Hand Cut/PBK**	
Liabilities Processed		Salaried	0
ORP	11	Wages	0
Annuity	11		
Student Loans	3	**Checks Processed**	
United Way	1	Salaried	545
Child Support	3	Total Net	$ 771,124.45
IRS Levy	0		
Withholding & FICA	3	Waged	477
Met Life	1	Total Net	$ 127,309.88
Legal Judgement	1		
Social Security Administration	0	**Direct Deposit Processed**	
		Salaried	1890
Reports Processed		Total Net	$ 5,147,759.70
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	0	Waged	708
Overtime & Straight Time Mgmt. Report	1	Total Net	$ 191,646.92

LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Finance and Administrative Services Director's Meeting.
- Attended meeting with Employee Relations Officer at the Office of Human Resources.
- Attended Presidential Staff Meeting.
- Conducted a conference call with Director of Human Resources.
- Conducted a conference call with Mr. Dabrowski concerning a future survey amongst students to see if any interest is present in then obtaining a meal plan semester.
- Held End of Year Luncheon and Award Ceremony for entire Food Service Department.
- Met with Accounting Group Supervisor concerning FY18 budget.
- Met with Coordinator of Fixed Assets and Distribution in regards to physical asset inventory issues.

- Met with Director of Facilities Operations and Maintenance, and Operations Contract Support Manager in regards to state fire marshal findings at Pecan Cafeteria.
- Met with IT in regards to overhead security camera for MVC; quote, location, size.
- Met with NAH, MVC and PCN Food Service Managers concerning financials and summer 18 budget.
- Met with Pepsi Representative concerning new products for summer.
- Met with PR and Digital Signage team in regards to the video content for the cafeteria menu boards.
- Met with Project Manager for Academic Affairs and VP Dr. Petrosian concerning large breakfast catering.
- Met with VP Elizondo and team concerning the implementation of Phase II of the POS installation.

WORKED ON THE FOLLOWING ITEMS:

- Adjusted Direct Wage summer NOEs for Pecan and MVC.
- Approved all menus for month of June.
- Began screening applicants for Pecan Cashier position.
- Began updating monthly sales tracker to reflect prior year's sales to be tracked, daily, weekly, and monthly.
- Collaborated with Chef in regards to the old cafeteria equipment workflow.
- Constructed a Budget Analysis for each food service location across district.
- Constructed new operational hours during the time where no classes are in session.
- Continued working on Food Service Standard Operating Procedures.
- Coordinated service dates for Liquid Environmental Solutions.
- Created supply list for PR video shoot.
- Drafted two menus concerning the breakfast and lunch options for a summer program for students at NAH.
- Finalized award template for end of year luncheon.
- Had lead cook from NAH create new price list for newly approved vendor SAMs Club.
- Had new NOEs drafted of current DW staff.
- Installed all temporary menu signage across the college district.
- Mid Valley Campus staff participated in the Family Day.
- NAH Staff participated in first graduation banquet for the HMAS graduates.
- Notified Bursar that armored car pick-ups for deposit were not taking place at the Technology campus.
- Pecan Staff used new dining facilities on the second floor of the U building for a large sit-down breakfast catering for the ECHS Distinguished Scholars.
- Reached out to all FSMs concerning the adjusting of all part-time NOEs for summer operation hours.
- Reached out to Cactus Restaurant representative in regards to their payments that are delinquent.
- Requested a meeting with Accounting Group Supervisor concerning FY18 Budget.
- Requested Quote and approval for security camera installation for MVC snack bar.
- Requested that numerous items with silver tags that were not in workflow.
- Requested to increase change fund at MVC due to opening of Snack Bar in G building.
- Requested warranty request for malfunctioning safe at NAH.
- Responded to HE-District Facility/Safety & Security Audit Checklist.
- Reviewed all 2017 summer spending to conduct forecast report for summer 2018.
- Reviewed all employee timecards not manually approved via Time Clock.
- Reviewed mid-month spending for all locations.
- Reviewed profit and loss reports for month of April with Accountant.
- Rolled out new baked in-house goods at Pecan cafeteria.
- Sent out Peer Review College Survey to various colleges throughout the state.
- Submitted all potential Work Study Staff list to financial aid to check summer eligibility.
- Updated 3 Year Comprehensive Plan.
- Updated Board Oath of Office catering quote.
- Updated Daily Sales Tracker for the month of June.

- Updated justifications to M&O requests.
- Worked diligently on Physical Asset inventory with Food Service Managers.
- Worked on all auction equipment workflow.

PAUL VARVILLE, CHIEF ADMINISTRATOR OF DEPARTMENT OF PUBLIC SAFETY AND REGIONAL CENTER FOR PUBLIC SAFETY EXCELLENCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a swearing in ceremony for new Board members.
- Attended meeting concerning Human Resources assistance.
- Attended meeting concerning the Texas Tropical Behavioral Health program.
- Attended meeting discuss grant participation by Pharr, Weslaco and Rio Grande City.
- Attended meeting pertaining request for additional surveillance cameras.
- Attended meeting pertaining to emergency management.
- Attended meeting to discuss Border Patrol training.
- Attended meeting to discuss budget transfer for gas expenses.
- Attended meeting to discuss budget, timeline for training for the RCPSE.
- Attended meeting to discuss Customs Border Protection training.
- Attended meeting to discuss department risk assessment.
- Attended meeting to discuss school marshal training at the RCPSE.
- Attended meeting to discuss Texas Commission on Law Enforcement training.
- Attended meeting to discuss the need for additional temporary bus driver.
- Attended meeting to discuss upcoming Active Shooter Defense training for faculty, staff, and students.
- Attended meeting to prepare for the beginning of hurricane season.
- Attended meeting to review Title IX departmental procedures.
- Attended meeting to update campus maps with Board approved building names.
- Attended meeting to update department procedures.
- Attended meeting to write grant request for Community Policing and for Mental Health Training.
- Attended Staff meeting.
- Attended the Administrative Staff meeting.
- Attended the ARMS software meeting.
- Attended the Behavioral Intervention Team meeting.
- Attended the IT assistance meeting.
- Attended the Police patrol duty meeting.
- Attended the Security meeting.
- Attended the Temporary employees meeting.
- Attended the Title IX meeting.
- Attended the TLETS meeting.
- Attended the Transit Services meeting.

WORKED ON THE FOLLOWING ITEMS:

- Responded to faculty request for assistance.
- Reviewed police reports and procedures.
- Reviewed Title IX cases.
- Worked on bond building surveillance camera issues.
- Worked on Border Patrol RCPSE training.
- Worked on Border Patrol training plan.
- Worked on budget transfer for equipment acquisition.

- Worked on Campus Carry report required by the State.
- Worked on complaint regarding college vendor.
- Worked on Customs Border Protection RCPSE training.
- Worked on department risk assessment.
- Worked on grant participation by Pharr, Weslaco and Rio Grande City.
- Worked on grant request for Community Policing and for Mental Health Training.
- Worked on Human Resources online training sessions.
- Worked on internal and external event security planning.
- Worked on new budget for the RCPSE.
- Worked on overtime authorization requests.
- Worked on packet loss in the dispatch center monitors.
- Worked on parking citation appeals.
- Worked on parking permit issuance management.
- Worked on police officer applicant applications.
- Worked on preparations for security at the college graduation ceremonies.
- Worked on preparations for the beginning of hurricane season.
- Worked on providing parking for students without a permit at the Park & Ride lot.
- Worked on recommendations of the Texas Tropical Behavioral Health Department.
- Worked on Regional Center for Public Safety Excellence (RCPSE) courses.
- Worked on the Behavioral Intervention Team threat assessment.
- Worked on the college parking issues.
- Worked on the hiring of an additional temporary bus driver.
- Worked on the investigations in inventory.
- Worked on the shuttle bus maintenance.
- Worked on the transportation services bus operation.
- Worked on training for Active Shooter Defense.
- Worked on travel requests.
- Worked on updating campus maps with Board approved building names.
- Worked with area police chiefs to discuss training at the RCPSE.
- Worked with Research and Analysis to prepare RCPSE letter and survey.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the Banner 9 Admin Pages Project Status meeting conducted by IT.
- Completed the annual department physical inventory.
- Conducted a pre-proposal conference for RFP 17-18-1033 Professional Recruitment Services.
- Conducted a presentation on contracts to the staff of the Grant Management, Development, and Compliance Department.
- Conducted two (2) staff meeting to updated staff on Banner 9, one (1) staff meeting to discuss department procedures, dress code, and the RPF for childcare services and conducted five (5) Banner 9 trainings for the Purchasing Department staff and staff the has access to submit grant funded requisitions.
- Department staff attended and participated in the IT escape room activity.
- Participated in presentations for six (6) companies based on RPF 17-18-1032 Creative Agency Services.
- Participated in the Department Risk Assessment training conducted by the Accountability Office.
- Review and negotiated changes to twenty one (21) vendor agreement/contracts.

WORKED ON THE FOLLOWING ITEMS:

- The Purchasing Department processed one thousand sixty (1,060) purchase orders, approved one thousand forty three (1,043) requisitions, disapproved three hundred ninety five (395) requisitions, processed change orders for goods and services, completed sixty one (61) travel authorizations, and three hundred six (306) new/exiting vendor W-9 forms which were created or updated in Banner.
  Prepared the following Request for Proposals (RFQ/RFP):
  - RFP 18-013 Environmental Consulting Services.
  - RFQ 18-014 Cargo Van.
  - RFP 17-18-1040 Purchase of Vehicles.
  - RFP 17-18-1041 Medical Office Skills Training.
  - RFQ 17-18-1043 Statement of Qualifications for Civil Engineering Services for Mid Valley Parking and Drive Resurfacing.
  - RFQ 17-18-1044 Statement of Qualifications for Architectural Services for Pecan Campus Building D and H Renovation.
  - RFP 17-18-1045 Active Learning Classrooms Audio Visual Upgrade.
  - RFP 17-18-1047 Nursing and Allied Health Equipment and Supplies.
  - RFP 17-18-1042 Small Business Skills Training.
  - RFP 18-19-1001 Property and Casualty Insurance.
  - RFP 18-19-1003 Library Materials.
  - RFP 18-19-1004 Maintenance and Repair Parts, Materials, and Supplies.
  - RFP 18-19-1005 Science Laboratory Supplies.
  - RFP 18-19-1006 Rental of Storage Facilities.
  - RFP 18-19-1007 Mail Services.

  Conducted Public Bid Openings for:
  - RFQ 18-011 Records Destruction Services.
  - RFQ 18-012 Rebid-Recruitment Advertising Services.
  - RFP 17-18-1039 Audio Visual Rack Credenzas.
  - RFP 17-18-1041 Medical Office Skills Training.
  - RFP 17-18-1042 Small Business Skills Training.
  - RFP 18-19-1001 Property and Casualty Insurance.
  - RFP 18-19-1003 Library Materials.
- The Fixed Assets Department is currently reviewing all assets purchased since May 1, 2018. The asset review process is as follows:
  - Approved five hundred eight six (586) assets through May 15, 2018.
  - Adjusted three hundred sixty four (364) assets in Banner for the month of May.
  - Conducted the monthly inventory spot check for Library Books.
- The Receiving Department complete seven hundred eighteen (718) deliveries (purchase orders and complimentary books) and ten thousand one hundred eleven (10,111) packages/boxes. Six hundred thirteen (613) purchase orders were received and posted in Banner, thirteen thousand nine hundred eighty five (13,985) items were transferred/relocated as per move/set up request forms, and fifty two (52) faculty/staff moves were completed in May.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Business Office - $2,115.12, Financial Aid Office - $7,327.87, Library Services - $61.05, and Starr County Campus - $215.34.
  - A total of one hundred twenty two thousand nine hundred sixty eight (122,968) copies were completed at the copy center for the month of May.
  - A total of thirty seven thousand fifty six (37,056) letters were mailed out and one thousand ninteen (1,019) letters were returned to South Texas College due to bad addresses.

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a meeting Administrative Roster & to discuss the streamlining of the process for Adjuncts.
- Attended a meeting to discuss the reorganization of banner scanning and indexing.

- Attended a meeting with Glassdoor for an overview of services and demographics and analytics for South Texas College.
- Attended a meeting with IS&P for automating the Workplace Answers data export and to rewrite the direct wage/trainer applications database.
- Attended a meeting with Purchasing for RFQ review and evaluation of the job description software, the online employee training services, and advertising services.
- Attended a meeting Xtender (BDMS) reclassification and user access profiling.
- Attended and cohosted the Spring 2018 Adjunct Faculty Job Fair.
- Attended FAS SharePoint meeting.
- Attended FLAC SOW requirements meeting.
- Attended meeting for preparation of the FY2018-2019 Pay Plan.
- Attended meeting for the preparation of the Administrative/Executive Letters via Jagnet.
- Attended meeting with HR Staffing regarding the timeline for the internal process of staffing plan, letters of appointment and new hires during position roll in coordination with HR Payroll staff.
- Attended PeopleAdmin Records New & Next session at conference.
- Attended Texas Association for Human Resources Professionals (TACCHRP) annual conference regarding state and legislative updates within higher education.
- Attended the Accessibility workshop training.
- Attended the Banner 9 testing continuation meeting.
- Attended the Compensation Letters for Faculty Meeting.
- Attended the demo for Skill Survey reference check software.
- Attended the Direct Deposit campaign meeting with Business Office.
- Attended the Finance and Administrative Services Director's Meeting.
- Attended the Fiscal Year End Roll to FY19 meeting.
- Attended the IMAGE training for Form I-9 regarding policies and procedures .
- Attended the JagNet meeting.
- Attended the Job Fair set up at the Cooper Center.
- Attended the Living Security Escape Room training at IS&P.
- Attended the May 2018 Society of Human Resources Management chapter meeting, presentation on harassment topics #MeToo #YouToo .
- Attended the meeting for FY2018-2019 Faculty Notice of Letter of Appointment available via JAGNET.
- Attended the Procedures for Non-Rehire candidate/applicant Meeting.
- Attended the Professional Development Workshop #76993 Dealing with Difficult People.
- Attended the TASB Risk Management Conference in Austin from May 2-4, 2018.
- Attended the Texas A&M Health South Texas Conference, Kingsville, TX.
- Attended the timeline for Internal Process this Summer Meeting with Payroll.
- Attended the Title IX Meetings.
- Attended the TRS Weekly Meeting regarding TEAMS Reporting.
- Attended the weekly PeopleAdmin Re-engineering Project meeting.
- Met via teleconference with Accounting Group Manager, Benefits and Payroll Manager, Associate Comptroller, and Comptroller on TRS report status.
- Met with administrative Director regarding staffing and reorganization.
- Met with Applications Manager and IS&P staff to discuss HR custom rewrite of outdated support applications.
- Met with Assistant Dean for MSB regarding payroll matters.
- Met with Assistant Director of Human Resources regarding personnel matters.
- Met with Dean and Title IX Coordinator regarding Title IX case review.
- Met with Director of Distance Learning regarding payroll matters.
- Met with Employee Relations Officer regarding personnel matters.
- Met with FirstNet Learning Management System for review and demo of online training product.

- Met with HR Assistants for TexPrep and GSMP program hires review.
- Met with legal counsel regarding personnel matters and stipulations of EEOC Conciliation Agreement.
- Met with SkillSurvey for a demo of reference check product.
- Met with Title IX Team regarding Climate Survey action plan and update to complaint procedures.
- Met with Vice President for Finance and Administrative Services for second interview for administrative position in HR of Employee Relations Officer.

WORKED ON THE FOLLOWING ITEMS:

- Conducted a training with HR Assistants regarding the Form I-9 process.
- Conducted HR Staff Performance Evaluations.
- Conducted Human Resources Secretary Interviews.
- Conducted Human Resources Staffing Specialist Interviews.
- Conducted the HR Payroll Team meeting.
- Conducted Title IX Presentation at Rainbow Room for Learning Commons and Open Lab staff.
- Conducted training of new HR/Payroll Assistant regarding Payroll audit reports, Dual enrollment faculty payroll and processing of Summer NOEs.
- Worked on and compared Master Report - Including but not limited to: Faculty Count, Salary, Stipends, Extensions, Certificates, etc.
- Worked on Direct Deposit form conversion to fillable PDF and tested and modified accessibility.
- Worked on ERS Annual Enrollment Presentation and Fair for 2018.
- Worked on Faculty Load and Compensation Statement of Work.
- Worked on Faculty/Staff notice of New online trainings regarding diversity and respectful language.
- Worked on finalization of file a report webpage in collaboration with Title IX team.
- Worked on finalizing direct wage job descriptions for Purchasing, Fixed Assets, EMT, GSMP program, and Music.
- Worked on finalizing the Employment Reference Check forms – Part-time/Full-time Staff form to be ADA compliant for web accessibility.
- Worked on FLAC Statement of Work for engagement of consulting services.
- Worked on flyer for HR Extended Hours schedule for New Hire Faculty Clearance and Benefits Orientation.
- Worked on FY 2019 Administrative and Executive Letter of Appointment drafts.
- Worked on FY 2019 Classified staff budget scenarios.
- Worked on FY 2019 Direct wage staff cost analysis.
- Worked on FY 2019 Pay Plan drafts for final review.
- Worked on FY 2019 Staffing Plan request reviews.
- Worked on internal equity salary review at request of Director of Institutional Effectiveness, Assessment and Accreditation.
- Worked on nepotism reviews of applications for employment.
- Worked on non-inventory assets transfers for completion of certification of inventory.
- Worked on opened tickets to IS&P support for new HR hires, modify access to transferred staff and removal of access for termed staff.
- Worked on preliminary faculty letters work: regular faculty long titles in NBAPOSN.
- Worked on preliminary position roll work: budget roll rules, position ending dates.
- Worked on processing job offers to Lecturers for Fall 2018.
- Worked on providing access to SharePoint for FAS administrators.
- Worked on replacement of decommissioned Banner table from a list of Argos scripts.
- Worked on request for Clery Act employee data for Chief Administrator for Public Safety.
- Worked on request for production of documents for litigation claim.
- Worked on requests for public information.
- Worked on restricted & auxiliary report for staffing plan FY19.

- Worked on review of internal departmental procedures handbook for Student Activities and Wellness.
- Worked on review of Jagnet submissions of acceptance of FY2018-2019 Faculty Letter of Appointment.
- Worked on statistics on the Adjunct Job Fair for Interim VP for Academic Affairs.
- Worked on TCC response to Ellucian regarding position classes.
- Worked on the creation of a new child support payroll deduction code.
- Worked on the Faculty Vacancy Report.
- Worked on updating Intent to Hire/Re-hire forms for faculty requests.
- Worked on updating the Staff Hiring Manual on HR Website.
- Worked on updating the user profiles for BDMS Xtender and opened a support ticket.
- Worked on Workplace Answers new course launch set up and update to Administrator's access.
- IS&P Issues:
  - Opened 9 tickets.
  - Resolved 7 tickets.
- PeopleAdmin systems management:
  - Cases Opened: 4.
  - Cases Resolved: 2 (Some cases were moved to level 2).
- Records management (Xtender scanning) project:
  - Currently scanning current faculty personnel/transcript files into BDMS.
  - Sixteen boxes that total 866 files have been scanned/indexed and audited for the month.
- Report Development
  - Internal
    - Spring 2018 Faculty report for CBM008.
    - Staffing Plan First Draft Restricted, Auxiliary and Unrestricted.
    - Pay Plan drafts for FY2018-2019.
    - Benefits Report for the medical code CDH/BCH and the plan (B1, B2, B3, etc..).
    - FAS Division Leave Report.
    - MR03 Reconciliation Report.
    - New Hires Report.
    - ERS 1% Report.
    - ERS Retiree Medical Premium Report.
    - 457 Report.
    - Texas Saver Report.
    - List of Supervisors for Benefits.
    - Earning by fiscal year report.
    - Current direct wages employee report – hourly rates.
  - External
    - Department of Labor employee count at the Pecan Campus in May.
    - Veteran Workforce Summary Reports for third quarter.
    - Open records request - all employees for the year of 2017, (fiscal or calendar year).
    - Active employee's primary position report for the business office.

Staffing & Recruiting (Staff/Faculty)	
Advertisements placed (Faculty & Staff combined)	41
Search Committees assigned/forms requested	39/ 2
Hiring Proposals reviewed & approved	48 /3
Job Offers	30 / 12
New Hire Notifications	80 / 12
Vacancy Reports completed	3 / 0

Staffing & Recruiting (Staff/Faculty)	
Educational Supplements	1 / 3

Staffing & Faculty Staffing/Evaluation			
Positions Filled	21	Positions Posted	5
Resignations	21	Positions Cancelled	0
PeopleAdmin Sys. User Maintenance	22	Adjunct/Dual Credit Applications	100
Staff Email Accounts	9	Intent to Hire	
NOEs		*Adjunct*	20
Full Time Temporary	4	*Dual Credit*	12
Direct Wage	210	Lecturers	0
Trainer (PT)	110	Transcripts reviewed	140
Application Processing		Transcripts entered on database	85
Applications		NOE's	
Staff	813	*Adjunct*	160
Faculty	35	*Overload*	240
Part Time (DW/PT/AD)	240	*Dual Credit*	0
New Hires, Rehires, Transfers	55	Temporary Agency Employees	
Nepotism Review	41	*Request*	2
		Replacements	0
		Assignment Extensions	11

System/Staffing Support			
Position Requests w/ Job Descriptions	23	New Hire (E-Verify)	31
Positions		Audits *Accepted*	300
Posted	24	Audits *Rejected*	15
Re-Posted	4	Banner Updates (PEAEMPL)	47
Extended	9	Form I-9 Requests	9
Cancelled	8	Financial Aid Workstudy review	
		E-Verify TNC cases	
		Name Changes on I-9	
		For I-9 review	8
Records			
		Files scanned & indexed	866
		New Hire folders prepared	35
		Termed files prepared	17
		Boxes to Record Retention	0

Employee Relations					
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	661	64	TWC Claims	32	3
Fingerprints	293	39	Open Records Requests	10	3
DPS Driver Eligibility Checks	121	7			

Benefits & Payroll			
Benefits		Payroll	
New Hire Orientations	25	PDR Notifications	228
Internal Transfers		Direct Deposit Transactions	
Benefits Credits/Collections	9	*Full Time*	42
TRS Records reported	6670	*Direct Wage/Work Study*	10
TRS Prior Yrs of Svc Verifications	30	Resignations	
TexaSaver 457/403B Accounts	50	*Full Time*	8
Benefits Eligibility Review (ACA)	2	*Direct Wage/Work Study*	12
Faculty (Adjunct, Temporary)		Garnishments	63
Staff (Direct Wage, Part Time)	12	TXOAG Reporting	31
Exits		Under Hours/DOC Worksheets	6
Full Time	16	New Hires, Rehires, Transfers	67
Part Time	0	Name Changes	4
Retirees	8	Address Changes	24
FMLA Requests		Form W-4 Changes	11
New	13	Verification of Employment	
Closed	14	*Forms processed*	36
Workers Compensation Claims		*Letters sent*	2
New	12	*Phone Calls*	35
Closed	1	Cell Phone Stipends	5
Tuition Reimbursement Applications	1	Adjunct Leave Forms	5
Tuition Grant Applications		NOEs	
Employee	26	*Faculty Full Time Regular*	
Dependent	3	*Lecturer*	
Sick Leave Pool		*Direct Wage*	177
Enrollment		*Work Study*	77
Termed		*Adjunct*	11
Donations		*Overload*	78
SECC-State Charitable Deductions		*Dual Credit*	480
Letter/Appointment FT Regular Staff	0	*Trainers*	147
NOE's Staff Full Time Temporary	2	*Fac. Special Assignments, Other*	0

Benefits & Payroll			
		Fac. Salary Retro-Pay Adj	0
Vacation Settlement worksheets	*7*	*Fac. Base Salary Pay-Off*	0
		Full-time Regular Faculty Pay-Off	0
		New Temporary Lecturers	0
		Substitute NOEs	67
		Assistant Chairs	0
		Dual Enrollment Faculty	0
		Educational Increase	0
		Mini-mesters	0
		Certification Stipend	0
		PeopleAdmin Transactions	
		Approvals	3
		Hiring Proposals	23
		Payroll Worksheets	249
		Move Request Updates	39

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended CIP budget review meetings.
- Attended Coordinated Operations Council meeting.
- Attended FAS Directors meeting.
- Attended FOC Meeting.
- Attended FPC staff meetings.
- Attended M&O budget meeting.
- Attended May Board of Trustees Meeting.
- Attended May Facilities Committee meeting.
- Attended May Facilities Committee meeting.
- Attended meeting at Pharr Higher Education Center.
- Attended meeting to review existing Records Retention space and possible new storage space.
- Attended meeting to review Non-Bond Budget and Comprehensive Plan.
- Attended meeting to review options for using US Communities co-op to purchase roofing products and installation with Purchasing and FOM department staff.
- Attended meeting to review space modification request for the Pecan Campus Cashiers space.
- Attended meeting with College Administration and staff to visit Lincoln Middle School campus.
- Attended meeting with Library staff to review faculty/staff moves into new and existing buildings.
- Attended meeting with Maintenance staff to review fixed asset items demolished or removed during construction.
- Attended meeting with Qube staff.
- Attended meeting with staff and vendor to review preliminary cost proposal and scope for SC Logic software.
- Attended Mid Valley Campus Ribbon Cutting Ceremony.
- Attended NAHC Ribbon Cutting Ceremony.
- Attended OSHA Training Session held at Regional Center for Public Safety Excellence project site.

- Attended President's Advisory Council meeting for the Regional Center for Public Safety Excellence.
- Attended Presidents Administrative Staff meeting.
- Attended weekly Bond Program progress meetings with Broaddus & Associates.
- District Wide Flooring Replacement-attended a site visit to see the progress of the flooring replacement.
- District Wide Information desks–attended a contract negotiation meeting with successful contractor.
- Mid Valley Campus Bus Drop Off Area-attended meeting with maintenance to review scope.
- Mid Valley Campus Library-attended furniture punchlist walkthrough, Security Gates meeting, and Library and Maintenance staff to discuss information desks.
- Mid Valley Campus Parking and Site Improvements-attended meeting to review site conditions and irrigation.
- Mid-Valley Campus–attended furniture review walkthrough with Gateway to confirm status of receiving all furniture.
- NAHC CLE Conversion–met with Architects to review the scope of work.
- Pecan Building F Library Assessment-attended conference call meeting to with College staff and consultant.
- Pecan Buildings A and D Retrofits-attended walkthrough to verify project scope and site conditions.
- Pecan Campus Building H Cafeteria Repurpose-attended meeting with College staff to review use of existing building; attended meeting at site to review existing conditions with College staff.
- Pecan Campus Relocation of Information Booth to Mid-Valley Campus–met with contractor at site to discuss proposed location of booth.
- Pecan Campus-attended furniture review walkthrough with Gateway to confirm status of receiving all furniture.
- Pecan X Sign–attended a meeting with Maintenance staff to get access to the wall between the stone wall and stairs.
- Regional Center for Public Safety Excellence-attended bi-weekly AOC meeting; attended a site visit to the Pharr Center to review Shooting Simulation requirements, conference call meeting with College staff to discuss Target Range grant application with Texas Parks and Wildlife personnel, discuss Dannenbaum's fee in relation to flag pole design.
- Starr County Campus Parking and Site Improvements–attended substantial completion walkthrough.
- Starr County Campus-Building E and J Crisis Management Center Generator-Pecan Plaza-Emergency Generator and Wiring-attended meeting with McDonald Electric, DBR Engineering to discuss gas line issue.
- Technology Campus Building B Concrete Floor Replacement–attended a meeting with staff and Engineer to review scope of project.
- Technology Campus Building B Sprinkler Replacement-attended contract negotiation meeting with G&G Contractors, Halff and FPC Staff.

WORKED ON THE FOLLOWING ITEMS:

- District Wide Flooring Replacement-conducted a final walk thru of the flooring replacement for TC A211.
- District Wide-coordinated and received pending library furniture.
- Mid Valley Campus Parking Lot and Drive Re-surfacing-worked on Request for Qualifications and advertised.
- Mid Valley Campus Bus Drop Off-worked on developing construction drawings.
- Mid Valley Campus Child Care Development Canopy Replacement-worked on developing construction drawings.
- Mid Valley Campus Information Booth-completed relocation and installation.
- NAHC Basketball Courts-completed fence installation.
- Participated in an Interview Committee for FPC Coordinator of Accounts.
- Pecan Campus Athletic Field Fence-worked on developing construction document drawings.
- Pecan Campus Sand Volleyball Court-reviewed Owner/Architect agreement.
- Received and reviewed final completion letters from A/E teams.
- Regional Center for Public Safety Excellence Target Range-finalized Request for Quotes for Environmental Assessment Services; worked on the revised proposed project development floor plan, worked on design options for entrance sign; worked on draft lease agreement for the Pharr Rifle and Pistol Club, developing

options for new monument sign, lease agreement for use of the PRPC range, and costs for portable building infrastructure.

- Regional Center Target Range–worked on the RFP to solicit for Environmental Consultants.
- Reviewed and processed final pay applications for various projects.
- Reviewed and received various change orders to close out projects.
- Reviewed and worked on additional M&O FFE requests.
- Reviewed Construction Material testing lab reports and invoices.
- 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.
- Reviewed the submitted close out documents to verify completeness.
- Worked on acquiring furniture quotes.
- Worked on CIP and Renewal and Replacement construction budgets with staff.
- Worked on coordination of moving faculty/staff to Pecan STEM Building.
- Worked on developing May and June Facilities Committee packet.
- Worked on documents for FPC vacant positions and performed reference checks.
- Worked on electrical issues for Mid Valley Campus Library information desk.
- Worked on FPC Employee Appraisals.
- Worked on inventory asset verifications Pecan Campus Buildings D & H Renovation–worked on Request for Qualifications for Architectural Services.
- Worked on Non-Bond construction project budgets for FY18-19.
- Worked on power point presentation for the locations of the construction projects as part of the FY18-19 construction budgets.
- Worked on Renewal and Replacement quotes from Operations and Maintenance.
- Worked on renewing lease agreement with the Edinburg Fire Department Training Facility.
- Worked on revising documents and drawings for District Wide Building Names.
- Worked on Space Modification Requests and Move Requests.
- Worked on the facility report for the MISD Lincoln Middle School site.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended 2013 Bond Mobilization Team Meeting.
  - Attended AIG Risk Engineering Survey.
  - Attended MVC Health Professions & Science HVAC Meeting.
  - Attended MVC Irrigation Inspection.
  - Attended MVC Parking Lot Inspection .
  - Attended MVC Parking Resurfacing Pre-Qualification Meeting.
  - Attended MVC Site Irrigation Meeting.
  - Attended Pecan Building A & D Walk Through.
  - Attended Pecan Building F Facility Assessment Meeting.
  - Attended Pecan Chiller Fire Meeting with Legal Council.
  - Attended Pecan Loss Control Inspection with Montalvo Insurance Agency.
  - Attended Pecan Physical Plant Tour.
  - Attended South Texas College 2013 Bond Construction Program Planning Meeting.
  - Attended the Starr County Chiller Water Line Incidents Meeting.
  - Attended the STC RCPSE OAC Meeting.
- Other Meetings:
  - Attended a Review of FPC Senior Project Manager Candidates.

- Attended a Scene Shop Meeting.
- Attended Board Meeting.
- Attended Board of Trustees Oath of Office Ceremony.
- Attended HR Recommendation Meeting.
- Attended Spring 2018 Graduation.
- Attended the Coordinated Operations Council Meeting.
- Attended the Facilities Committee Meeting.
- Attended the Facilities Operations Council Meeting.
- Attended the Finance and Administrative Services Director's Meeting.
- Attended the Finance Committee Meeting.
- Attended the Office of Human Resources Meeting.
- Conducted Performance Appraisals.
- Held Operations Energy Manager Interviews.
- Held the Facilities Operations Managers' Meeting.

WORKED ON THE FOLLOWING ITEMS:

- Operations Contract Department
  - Pecan
    - Assisted the State Fire Marshall's Office with inspections.
    - Completed inspection by El Fire & Safety on the hood suppression system and cleared red tag in building U.
    - Moved vending machines into STEM building.
    - Removed large bee infestation on the exterior wall of building J by Bug Works.
  - District Wide
    - Attended a meeting with TLC regarding new landscaping maintenance.
    - Completed pick up and disposal of chemical waste by Terrabella.
    - Completed the annual palm tree trimming.
    - Completed typical pest control issues and equipment rentals.
    - Received quote for compressor maintenance from Ingersoll-Rand.

- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	242	$3,564.82
Electrical	197	$35,647.20
Energy Management	156	$1,725.21
HVAC	653	$13,181.72
Locksmith	177	$6,216.40
Painting	52	$2,476.97
Plumbing	127	$5,079.04
Plant Services	2	$16.14
Total Cost		**$67,907.49**
General Maintenance	5	
Total Work Orders	**1611**	

- Custodial Department

Set-Ups	210
Moves/Relocations	87

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended 2018 TASB Risk Management Fund Member's Conference in Austin, TX.
- Attended Board of Trustees Meeting.
- Attended demo with Logic Manager representative to discuss risk assessment software.
- Attended Finance and Administrative Services Directors' Meeting.
- Attended Finance Committee Meeting.
- Attended hiring search committee for HR Staffing Specialist position.
- Attended Lean Six Sigma Tools for Internal Audit Planning webinar.
- Attended meeting for Policy Management Demo by PowerDMS software.
- Attended meeting with College staff regarding dual credit cost per course structure, parking citation current and future state process map, POS Dining Menu Card.
- Attended meeting with Digital Services Manager for Title IX File, report homepage, and accessibility.
- Attended meeting with Director of Counseling for Pregnancy and Parenting Brochure.
- Attended meeting with Internal Auditor to review Team Mate risk assessment program.
- Attended meeting with Legal Counsel, Risk Manager, Director of Facilities Operations & Maintenance, and Director of Facilities Planning & Construction to discuss Starr Thermal Plant insurance.
- Attended meeting with Risk Manager to discuss Business Impact Analysis/Continuity of Operations Plan.
- Attended meeting with Title IX Committee for Climate Survey and Title IX Procedures final review.
- Attended meeting with VPFAS and NCHERM Group, LLC.
- Attended meeting with VPFAS for Title IX items.
- Attended meetings with Associate Director of Purchasing and Risk Manager to evaluate Records Destruction RFQ bids.
- Attended President's Administrative Staff meeting.
- Attended search committee meeting for the selection and interview of candidates for the Business Analyst position.
- Attended two risk assessment software demos.
- Discussions with Chief Administrator regarding Department of Public Safety regarding Law Enforcement insurance coverage application.
- Discussions with staff regarding Records Management.
- Discussions with TASB Emergency Management & School Security Consultant regarding Continuity of Operations Planning.
- Held conference call with Curriculum & Schedule Coordinator regarding FLAC current state process map.
- Held conference call with Resolver representative to discuss risk assessment software.
- Held conference call with TMAC/UTRGV Project Manager to discuss training proposal and curriculum.
- Held discussions with Carlisle Insurance and FPC Project Manager regarding Pharr Regional Center for Public Safety & Excellence event, OCIP coverage.
- Held discussions with Montalvo Insurance regarding new building values, endorsements, and invoices.
- Held discussions with TASB Senior Market Research Analyst and Business Office management regarding insurance coverages for part-time grant-funded employees and full-time temporary employees.
- Held meeting with Accountability, Risk, and Compliance Specialist on Compliance items.
- Held meeting with Risk staff to discuss ERM plan, insurance endorsements, and insurance invoices.
- Held meetings and discussions with Facilities Planning & Construction Project Manager regarding completion of new buildings and associated values.
- With Client Services Analysis III regarding process review for assigning a service ticket.
- With Director of Purchasing and staff to provide training and perform risk assessment.
- With FAS Project Manager regarding POS Dining Card and Parking Violations.
- With Project Manager for Accountability regarding Travel PI and Move/Set up request online system.
- With Purchasing Director, Associate Director, Dean of Business and Technology, and Legal Counsel to discuss target range agreement (Pharr Gun Club).
- With Receiving and Distribution Manager to discuss Banner Workflow system per records retention boxes.

WORKED ON THE FOLLOWING ITEMS:

- Analysis on placement and cost of Maverick bins per RFQ bids received.
- Assessed potential areas to relocate the Record Retention storage unit.
- Compiled a listing of available trainings on risk assessments.
- Compiled travel arrangements documents for COSO and Root Cause Analysis training and researched available ERM trainings.
- Completed and verified asset inventory.
- Completed policy inventory list for Student Affairs and Enrollment Management Division.
- Completed policy management focus group attendee list and team objectives, timeline updates, policy request research and policy request form.
- Continued working developing internal department procedures.
- Continued working on the move/set up manual.
- Continuity of Operations Plan template.
- Created and revised the current state process map from course creation to payment submitted in payroll.
- Created board motion for Project Management training.
- Created current state process map of course creation process.
- Created recommendations and the impact it will have for Travel PI.
- Created the future state map for Parking Violations.
- Finalized fishbone diagram for the disposal of records.
- Finalized request from College President for file a report homepage.
- Made travel arrangements for Higher Education Compliance Conference.
- May 2018 Builder's Risk Report.
- Monitored Banner Workflow for Records Management related requests.
- Performed property schedule cost/value analysis for new construction projects.
- Prepared Board Motion and accompanying information for Student Insurance.
- Prepared follow up correspondence to Records Management Training attendees.
- Prepared Insurance premium comparison matrix for VPFAS.
- Researched colleges with similar functions to submit peer survey.
- Reviewed and provided feedback to VPFAS regarding internal audit process map.
- Reviewed and worked on incoming Title IX cases, audit action plan items and internal procedures.
- Revised Risk Management internal procedures.
- Revised the current state process map for Parking Violations to include cashiers process steps.
- Screened applicants for Records Technician position (hiring committee).
- South Texas College Enterprise Risk Management Plan/Risk Assessment.
- Travel arrangements for upcoming conference.
- Updated Maverick bin locations & Proposed locations document.
- Updated Reference Check Guide to meet accessibility requirements.
- Updated the Accountability, Risk, and Compliance Departmental Employee Handbook.
- Worked on format for revised policies.
- Worked on Policy Management System action plan and proposal and prepared packets for meeting.
- Worked on providing info for new Title IX member.
- Worked on revising risk assessment scoring matrix.
- Worked on State – Legislative Summary Matrix and User Guide.
- Worked on the insurance board motion 2018 – 2019.
- Worked on Title IX Audit Action Plan items with committee members, procedure, Title IX Committee Packet, and risk assessment.
- Worked on Title IX climate survey timeline.
- Workplace Answers training.

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO: DR. SHIRLEY REED, PRESIDENT

FROM: DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

DATE: 6/14/18

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

ACADEMIC AFFAIRS HIGHLIGHTS

DIVISION: ACADEMIC AFFAIRS

DEPARTMENT: OFFICE OF PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

HIGHLIGHT: JAGUAR ACADEMY GRADUATION

On **May 4, 2018**, the **Office of Professional & Organizational Development** held the **Spring 2018 Jaguar Academy Graduation Ceremony** in Building H-216, Pecan Campus. This day marked the completion of a 7 week-long academy which consisted of 7 sessions which began on March 8, 2018. Throughout the Academy, participants were able to learn about the mission, philosophy, and history of South Texas College and write a brief statement on how they plan to commit to that mission. Participants were also able to spend an entire day visiting and learning about each of the campuses as well as learn and understand about their employee benefits, information and campus security, as well as taking care of our customers at South Texas College. During the final session of the Jaguar Academy, participants learned about future professional development opportunities and completed a brief reflection on what the spirit of South Texas College meant to them. The Office of Professional and Organizational Development was pleased to **graduate 37 new South Texas College employees** by awarding them with a certificate of completion.

DIVISION: SOCIAL AND BEHAVIORAL SCIENCES

DEPARTMENT: PSYCHOLOGICAL SCIENCE; STARR COUNTY CAMPUS PSYCHOLOGY CLUB

HIGHLIGHT: STARR PSYCH CLUB ATTENDED ROSE BENAVIDEZ'S OATH OF OFFICE

On **Thursday, May 24, 2018**, the **Starr County Campus Psychology Club attended Rose Benavidez's Oath of Office** at South Texas College Starr County Campus Building H Student Event Center at 6pm. Rose Benavidez was recently re-elected to serve her 3rd term as STC Board of Trustee representing Starr County (District 1). Many community leaders were present, including Starr County Judge Eloy Vera who presided over the Oath.

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

DIVISION DEAN'S UPDATE:

- Participated Attended the National Small Business Week Awards Ceremony on Tuesday, May 1st.
- Attended the Target Range Grant Debrief & Next Steps meeting held at the Pecan Campus to discuss assessment, budget, fees and use of existing classrooms at the Regional Center on Friday, May 4th.
- Participated in the STC Fire Academy Completion Ceremony on Wednesday, May 9th.
- Attended the COPS Grants Program meeting at the Pecan Campus on Monday, May 21st.
- Attended the Border Patrol recognition event held at the Technology Campus on Thursday, May 31st.
- Met with the President of ECO Plastics to discuss internship and continuing education possibilities on Thursday, May 31st.
- Met with the President from India CC at the Technology Campus to discuss a trip to meet with government officials in India to help them establish a community college there, and tell them how the community college system works on Thursday, May 31st.

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY PROGRAM CHAIR:

- Met with Dean to review an equipment list and tools needed for programs and to provide him with an update on the conversion to Competency Based Programs on Tuesday, May 1st.
- On Tuesday, May 1, Program Chair met with individual from Pharr International Bridge to discuss a professional development activity they are interested in with our program.
- Visited CCTA, met with faculty and attended a presentation given by a Capstone student on Wednesday, May 2nd.
- Visited Mission Veterans Memorial High School dual faculty and attended a presentation for one of the Capstone students currently working at Amaida Machine Shop on Thursday, May 3rd.
- On Thursday, May 3, Program Chair attended the Pharr Higher Education Center planning meeting where an update was provided on status of the center and class offerings.
- Attended the Division dual enrollment graduation and participated by calling out names for the first half of the graduates on Friday, May 11th.
- Attended the Graduation Ceremony on Saturday, May 12th.
- Attended the Technology Programs Certifications meeting at Pecan Campus on Thursday, May 17th.
- On Friday, May 18, Program Chair visited the Regional Center for Public Safety Excellence with Law Enforcement Program Chair for a walk through, and the engineer mentioned that the project is on schedule.
- Met with instructors to discuss the National Institute for Metalworking Skills (NIMS) Reaccreditation process on Wednesday, May 23rd.
- On Tuesday, May 29, I presented information at the conference about our program; and what our Advanced Manufacturing department is doing to close the skills gap, talked about the efforts and tactics to recruit females and shared marketing ideas.

Architectural & Engineering Design Technology

- Instructor attended a Career Day at Alton Elementary on Thursday, May 17, 2018.
- Program Chair gave a presentation to Vanguard Academy students and their parents on Friday, May 18, 2018 regarding upcoming Summer Camp.
- On Thursday, May 24, 2018, AEDT Program Chair, AEDT Assistant Chair and BPST Dean met with Chemistry Department Chair, STC Engineering Instructor, STC University Relations & Articulation Center Officer and Representative Texas A&M University - Kingsville Rio Grande Valley Engineering Initiative to discuss an articulation

agreement between the two institutions for the Architectural Engineering Program at TAMUK. Finalizing details for this articulation agreement will result in a signing within the next two weeks.

Automotive/Diesel Technology

- Program Chair spoke with Troop Support Specialist from Girl Scouts of Greater South Texas about the possibility of Girls Scouts coming to the Automotive Department to earn their Car Care badge. Program Chair agreed and offered breakout sessions on tire changing, fluid checking, wiper replacement and other necessities. – Monday, April 30th
- Automotive faculty attended the Edinburg Housing Authorities Family Career Night event. Students from 4th – 12th grade parents attended the career fair. – Friday, May 4th
- Program Chair met with representative from Tire Safety Training & Consulting from San Antonio, Texas to discuss the possibility of using STC's facilities for hands on training on tire safety. – Wednesday, May 9th
- Program Chair and automotive instructor visited Eagle's Auto Service to discuss the possibility of Automotive graduates getting hired. – Wednesday, May 9th
- Program Chair attended the Credit for Prior Learning Assessment Meeting to discuss procedures for internal exams and international and private universities. – Tuesday, May 22nd
- Program Chair was present during the GRAINGER's tools donation to the Automotive Technology program. – Thursday, May 24th

Design & Building Technology

- Program Chair and Construction Supervision instructor met with sales representative for Lab Resources to discuss future equipment for the new Technology Campus lab (Construction and Electrician programs) on May 3, 2018.
- Electrician Technology Faculty met with representatives from Habitat for Humanity Construction Team to volunteer electrical wiring work for Habitat Restore in Harlingen and Habitat home in Pharr on May 15, 2018.
- Attended meeting to discuss and plan for the Texas Workforce Labor Grant awarded to South Texas College and the Design & Building Technology programs. Total grant award: $122,000. May 18, 2018.
- Met with Construction Supervision instructors to go over on-going projects for the Construction Supervision program on Monday, May 21st
- On May 22, I Program Chair met with Construction Supervision instructor to discuss plan of action for the Grant recently awarded, Building Construction Trades Program. The grant proposal will be presented to South Texas College Board of Trustees for approval to proceed.
- Program Chair met with LEAD Coordinator to discuss the summer internship and job shadowing opportunities with La Joya, Mission, & Sharyland ISD on May 25, 2018.
- Met with Law Enforcement Program Chair to setup criteria for the Noble Charities Scholarship for upcoming Fall 2018 semester on May 25, 2018.
- Representatives from GRAINGER donated $6,000 in tools to South Texas College (Automotive, Electrician, & Construction Supervision programs) in effort to collaborate and assist with tools for students who cannot afford to purchase. South Texas College faculty were on hand to receive the tools from GRAINGER on Thursday, May 24, 2018.

DISTANCE LEARNING AND VIRTUAL CAMPUS

ANA PENA, DIRECTOR

DISTANCE LEARNING PROJECTS

- Course Development
  - BASOL, department presented to faculty on new Competency-Based Template developed.
  - Discussed with Nicolet College overall process on creating successful competency program and the building/design process required for a competency course.

- Transition 7 courses into the new Competency-Based Template, which included exercises, open-educational resources, assessments, etc.

- LDAP
  - Configuration for LDAP was accomplish, this will allow Ensemble Video (a storage and hosting solution for faculty using videos in their Blackboard courses) to assist in identifying videos that need assistance with Americans with Disability Act (ADA) requirements.
- Status Report for Division Deans
  - Worked on developing status report for Division Deans as to number of online faculty who have completed their only certification. Report is given each month to the number of faculty pending Online Teaching Certification in order to be able to teach online for the Fall 2018 semester.
- Nursing Department Perspective Student Online Orientation
  - Modifications and recommendations made to the orientation using SoftChalk.
- Light board Studio Project
  - A committee was set up in order to discuss a Lightboard/Virtual Classroom installation, as well as to discuss the purpose, intent, logistics and staffing requirements for possible installation.
  - A visit to Texas A&M University-College Station was set up for June 20, in order to evaluate and acquire further information in order to continue development of project.

DISTANCE LEARNING – TECHNOLOGIES

- **Blackboard Learn**
  - Cross list requests for Summer I/III
    - 54 courses

➢ **Distance Learning Helpdesk**
- Numbers for the month of April
  - Students/Faculty Chats: 250
  - Students/Faculty Tickets: 190
  - Helpdesk phone calls: 465

➢ **Trainings/Workshops**
- Professional Development
  - Knowbility Conference where Accessibility to mast class was provided which also assisted with How to Inject accessibility into the organization, and provided information on how to well design form which can be transfer from paper to web, May 14

➢ **Student Success Activities:**
- Below is a breakdown of student contacts and advisement activities for the period.

Type of Service	Number of Students
• General Advising:	584
• Distance Learning Walk-Ins:	7
• Telephone Contacts:	296
• Virtual Campus Advising Email:	424
• Registration Emails	9,843
Total:	***11,154***

DISTANCE LEARNING UPDATES

- Met with Computer Information Technology Program in order to submit 2 courses for Quality Matters Certification, May 29
- Met with the Mathematics and Biology department for internal review of four classes. In order to prepare a department template, faculty can use, May 3.
- Met with Department Chair of BASOL in order to finalize Competency Course Template, in order to present to the department, May 4.

LIBERAL ARTS AND SOCIAL SCIENCES DIVISION

DR. MARGARETHA BISCHOFF, DEAN

DIVISION DEAN UPDATES:

- A Catch the Next Board of Directors meeting was held to discuss the upcoming summer institute, the latest name changes, and newly selected Board members who will join us.

- The COC was held to discuss, names for the new Bond buildings, financial needs for non-bond projects, and status of present Bond projects. Policies were on the agenda as well.
- The Commissioner honored us with a visit together with his deputy Dr. Gardner. During the luncheon, the conversation evolved around our Dual Enrollment offerings and the Commissioner expressed his concerns. As it turned out, those concerns were more for others and the data need to be re-evaluated for South Texas College.
- Graduation took place on Friday and Saturday, as always with huge crowds and lots of positive energy from beaming students and their proud parents. The five ceremonies went smoothly thanks to the excellence and perfection exhibited by our Student Services division. It is always so great to see everybody actively involved no matter what rank.
- The Dean is working on a grant from the THECB to assist with Co-requisite requirement needs and attended the Grant Advisory Committee Meeting

- With the picture: Old and New: Catch the Next faculty Ramirez pose with a student who started in Starr County in 2014 in the former Puente program, now called Ascender. The picture shows the two different stoles.
- A grant opportunity was discussed with the Grants Office to get funds in support of the co-requisite courses in the Fall. Up to 100, 00 can be acquired, but it is going to be hard to fit within the very limited numbers the THECB had in mind when they came up with the logistics of the "completion" award of the grant after two years.
- The rest of the week was spent in Austin, first at the Summer Institute for the Catch the Next scholars, then to celebrate the NISOD medallion awardees and to attend a pre-conference workshop on diversity. The catch the next institute showed again how influential STC is with the organization, where two of our English Language Arts teachers put the agenda together and teach most of the workshops. The Dean was awarded with a "Luminaria Award" for STC's excellent Dreamcatcher/Ascender results and her willingness to keep providing guidance and advice to the program.

- "Alone, the luminaria can be fragile. Its soft light faintly glowing from a delicate paper lantern, but together with other luminaries, these torches lead the way. They become beacons illuminating a pathway, each doing their part to light a journey."
- As part of the institute, the dean outlined the processes and procedures necessary to implement the program to an audience of newly acquired CtN schools in Texas.

- The workshop on diversity did not bring many new ideas, except that our food pantry would be an excellent opportunity to market our other services to the less privileged students and how we need to keep focusing on not taking one service away while we add another. For instance, higher cafeteria prices may very well have a detrimental effect on students' access to food.

- Three of the four LASS awardees attended the ceremony: Dr. Juan Ramirez, Ms. Delia Magdaleno, and Dr. Beverly Smalzreid all received their medallions from the Dean and were personally thanked for their devotion to STC and student success in general.
- An initial risk assessment meeting was held to come up with items to put on our plan. With the help of Dr. Nelson and Ms. Jaramillo, we came up with a number of important tasks in the LASS office that will need to be recorded and found solutions.

Psychological Science

- The Starr County Campus Psychology Club attended the South Texas College Board of Trustees District 1 (Starr County Representative) Candidate Forum hosted by the Student Government Association at 6pm at the campus auditorium. Political candidates, both addressed the audience and answered questions—including on their vision and future for STC if elected. Many Starr County Community Leaders were in attendance, as well as STC President and Starr County Campus Administrator Dr. Arturo Montiel.

- STC Psychological Science Instructor, was invited to a local radio station in Rio Grande City (La Pistolera 95.1 FM) and interviewed live to promote Starr County's Got Talent 12 during the radio morning show. Mr. Sarabia elaborated on the purpose of the talent show: to highlight the local talent in Starr County, unite families and the community, and fundraise for a good cause—7th annual $1,000 Starr Psych Club Scholarship. He also mentioned the judges, special performances, and contestants who will participate.
- The Starr County Campus Psychology Club participated in the annual STC Starr County Campus Club Olympics 2018 from 11am-3:30pm. This is a friendly competition among the Starr County Campus Clubs that included Psychology Club, Criminal Justice Club, Ambassadors Club, Gamers Club, Biology Club, and Valley Scholars. The clubs participated in basketball, soccer, golf, and obstacle course as part of the competition. It was a fun event with lunch provided at the end.
- The Starr County Campus Psychology Club volunteered at 1st Annual Autism Living Fest in Rio Grande City at the Basilio Villarreal Park from 9am-4pm. Alex Sarabia, STC Psychological Science Faculty, was invited to serve as Master of Ceremonies of the formal ceremony where he delivered a speech on autism awareness sharing information on symptoms, diagnosis, statistics, and treatment/resources. Mr. Sarabia also introduced several speakers, including children with autism who said the pledge of allegiance and sang the national anthem, Rio Grande City Mayor Joel Villarreal who read a proclamation, and a grandmother of a boy with autism. There was also a walk in honor of autism awareness, special performances by dancers and singers, music, entertainment, and food. Starr Psych Club members volunteered and helped with setup, cleanup, and throughout the event in anything else they needed.

- Dr. Janene Israel and Mr. Alex Sarabia, faculty from the Psychological Science Department, attended a meeting along other selected faculty with the commissioner and deputy commissioner of The Texas Higher Education Coordinating Board (THECB) from 10:00 to 11:30 am at Pecan Campus. Important dialogue took place, with the vision of 60 x 30 TX where THECB's overarching goal is that by 2030, at least 60% of Texans ages 25-34 will have a certificate or degree. The second goal is completion: by 2030, at least 550,000 students in that year will complete a certificate, associate, bachelors, or masters from an institution of higher education in Texas. The third goal is marketable skills: by 2030, all graduates from Texas public institutions of higher education will have completed programs with identified marketable skills. The fourth goal is student debt: by 2030, undergraduate student loan debt will not exceed 60% of first-year wages for graduates of Texas public institutions.

- Psychological Science Department is pleased to offer its majors an opportunity to be awarded a $500 scholarship that is funded by the Psychological Science faculty.

Department of Criminal Justice and Social Science

- The Department of Criminal Justice and Social Science awarded to three CJ/SS students. Students were each awarded $500.00 with additional matching funds of $500.00 from Financial Aid, approval pending. Congratulations to our hard-working students!
- The students of the Mid-Valley Criminal Justice Club wanted more responsibility than a usual "club." Hence, they are now officially part of the American Criminal Justice Association (ACJA) as Sigma Theta Chi. This chapter will award students with GPA's above 2.9, will require all students to maintain a 2.0 GPA each semester, and will require 10 hours of community service each semester. The organization has raised over $800 during the months of the spring semester.

Department of Child Development

- The Week of the Young Child Event was held at the South Texas College Rio Grande Starr Campus. Over 100 children and their parents attended.
- In observance of Autism Awareness Month, the Child Development Department held its annual Child Care and Early Childhood Autism Seminar on Saturday, April 21, 2018. The Department was host to 65 participants from across the Rio Grande Valley. STC Child Development Department brought in two experts in the field of Autism. This year the training focused on the "Understanding the Young Child with Autism (0-4 years)" participants can address issues as they relate to children on a day-to-day bases.

Department of Humanities

- The Assistant Dean of Humanities, as faculty lead on the IPASS-2 Grant project, along with a number of other key stakeholders from across the College, met with both the College's Achieving the Dream (ATD) Coach and the College's Hobsons consultant, to mark, celebrate, and wrap up the third year of the Grant and its impact on the College's ATD efforts to date

NURSING AND ALLIED HEALTH

DR. JAYSON VALERIO, DEAN

DIVISION DEAN'S REPORT:

- The Dean held NAH Simulation Committee Meeting and the discussion to begin the design of operation standards for the Simulation Center is beginning to take form. The committee will meet once a month and will continue to discuss operating procedures, grant initiatives, and accreditation of the simulation hospital.
- Discussed the opportunity to host a 2nd Nursing Pilot for Dual Enrollment Students.
- Meeting with Board of Nursing to discuss previous report submitted.
- The Nursing & Allied Health Dean attended the following program pinning ceremonies for the Division: HMAS, DMS, ADN, and EMT.
- Students from Visit from Universidad Autonoma de Nuevo Leon are conducting their annual visit to the ADN & LVN programs to learn different skills from each career.
- A big congratulation's to the Dean of NAH who was nominated for the 2018 NISOD award!

PROJECT MANAGER REPORT

- OTA Job Fair – Project Manager in collaboration with Department Chair and Career Affairs was able to formulate the 1st Annual OTA Job fair and invite different employers from the region to meet with program alumni's and recent graduates to discuss employment opportunities.
- Project Manager attended the EMT Pinning Ceremony
- Project Manager collaborated with the Division Programs and different STC departments to host the ribbon cutting ceremony for the Nursing & Allied Health Building in McAllen.
- Project Manager conducted tour for visitors from India and discussed the different cultural needs regarding healthcare for each region.

- The NAH Project Manager was nominated and awarded for the NISOD Excellence Award. This award is an opportunity to recognize individuals doing extraordinary work on their campuses. Congratulations!

MATH, SCIENCE, AND BACHELOR PROGRAMS
DR. ALI ESMAEILI, DEAN

DIVISION DEAN & ASSISTANT DEAN REPORT:

- Dean, Dean attended the American Association of Community Colleges, April 29th – May 2nd
- Dean and Assistant Deans attended luncheon with Texas Commissioner of Higher Education, May 4th.

- Dean, Assistant Dean for Bachelor Programs, University Relations Officer, Dr. Sanchez, Coordinator of Enrollment Services, and Program Chairs for CITP had a phone conference with Texas State Technical College to potentially partner with them via an articulation agreement and provide a pathway to their students to obtain a bachelor degree, May 8th
- Assistant Dean and University Relations, Transfer and Articulation Center Officer accompanied the Dean to a meeting with UTRGV Engineering Interim Dean to discuss strengthening our partnerships and seek more opportunities to work together to help student transfer more readily May 14th.
- Participated in a conference call with Educate Texas in regard to additional funding for Regional STEM Accelerator initiatives.

- Assistant Dean, Philosophy faculty met to discuss the re-designing of the two upper level Ethics courses in the BASOL program into competency-based, May 1st
- Assistant Dean, Officer for University Relations, and CITP Program Chair had a phone conference with El Paso Community College to discuss the articulation agreement for this program as well as Fire Science, May 2nd
- Assistant Dean, Program Chair for TMGT, and Project Manager for IE & Strategic Planning had a webinar with Nicolet College to assist them with their Competency-Based questions as they move towards implementing CBE.
- Assistant Dean, Project Manager for IE & Strategic Planning, BASOL Academic Coach, and Distance Learning Instructional Designers met to finalize the Quality Matters Competency-Based Education Template to be used in all current and future CBE courses across campus.

- Assistant Dean participated in the National Society of Leadership and Success Induction Ceremony, May 5th

Bachelor of Applied Science in Organizational Leadership Program

- Program Chair met with her Capstone II students to pre-celebrate their success in completing their BASOL program, May 10t

Biology

- Biology Department faculty volunteered and created fun instructional booths while participation at the MidValley Campus Family Day on May 5, 2018.

Developmental Math

- Program Chair met with Continuing Education pertaining to TSI Base Non-Course Based Mathematics held on Monday, April 30.
- Program Chair participated in a meeting with the Texas Higher Education Coordinating Board Commissioner of Higher Education, on Friday, May 4 at the South Texas College Student Union Building.
- Program Chair attended the Spring College-Wide Faculty Academic Classification Committee (CWACC) Meeting held on Friday, May 4.

Mathematics

- Assistant Chair completed a competency based traditional stats course this semester. This course was a pilot course to possibly be adopted by the bachelors program.
- Four math faculty will participate in an NSF STEP grant workshop hosted by UTRGV on May 15th focused on STEM education and calculus.
- Math 1332 Contemporary Math class for the Bachelors Program using OER and a competency based design. The class is planned to be offered Summer II 2018.
- Assistant Chair created a MATH 1442 – Elementary Statistical Methods course for the BASOL program specific to the programmatic design and expectations for our STC Bachelors Program

Math & Science Assistant Dean/Physical Sciences

- Assistant Dean/Physical Science program chair and department faculty attended graduation ceremonies held on Friday and Saturday; May 12 and May 13.
- Assistant Dean participated in UTRGV International Center for Sustainability Across the Curriculum (ICSAC) conference. The presenters shared their expertise in integrating sustainability into the syllabus and course units; May 18 & 19th.
- Assistant Dean, Engineering Coordinator, Chemistry, Physics, and Math Faculty participated in UTRGV's one-day workshop on Identifying At Risk Students in the classroom. The presenters shared their experiences with identifying at risk students in STEM courses and developing interventions. UTRGV engineering and chemistry courses participating using this approach have observed an increase in success; May 15.
- The department leadership team (Physics Assistant Chair, Chemistry Assistant Chair, Science Olympiad Director, Lab Coordinator, and Program Chair) met to review 2017-2018 success and plan for the 2018-2019 academic year. The meeting was lead by Physics Assistant Chair who will become the department Chair beginning Fall 2018; May 16th.
- Chemistry Dual Credit faculty participated in OWL online homework workshop organized by the Chemistry Assistant Chair in collaboration with Cengage. Chemistry Dual Credit faculty are expected to incorporate online homework into their classes beginning Fall 2018; May 18th.

- Assistant Dean, Engineering Coordinator, University Relations, Transfer & Articulation Center Officer, Dean of Technology Division, and Program Chair for Architectural and Design Engineering participated in a conference call with representatives from Texas A&M University – Kingsville and South Texas College about the possibility of a 2+2 agreement for Architectural Engineering, May 24
- Fifteen South Texas College engineering students attended the 2018 Water Quality Management and Planning Conference held on May 14 – 19 at South Padre Island, Texas. The students consisted of four teams that presented research posters that they developed during the 2018 Spring semester. The posters presented experimental designs addressing water quality issues in the RGV area. In addition, the students acted a conference volunteers by leading high school tours during two days of the conference.

University Relations and Articulation Center

- Completed transfer guides for Texas Southmost College and half of the transfer maps for Texas Southmost College.
- Attended a meeting with TAMUK Center for Educator Preparation Services and other initiatives that we can partner on, May 1
- Attended a meeting with representatives from South Texas College and Texas State Technical College about the possibility of an articulation agreement, May 8
- Met with Texas A&M University – Kingsville College of Education to determine ways that the partnership can be strengthened, May 8
- Met with representatives from the Engineering department and the Architectural and Engineering Design Technology department about an articulation agreement with Texas A&M University – Kingsville Rio Grande Valley Engineering Initiative, May 9
- Met with Texas A&M University – Kingsville College of Education about the renewal of the articulation agreement, May 10
- Met with a representative from Southern New Hampshire University about the possibility of an articulation agreement, May 11
- Conducted a conference call with a representative from Texas A&M University – San Antonio about the possibility of an articulation agreement, May 14.
- Participated in a conference call with Texas Tech University about the possibility of updating our MOU and the development of 2+2 agreements, May 24

STC MID-VALLEY CAMPUS

DANIEL MONTEZ, ADMINISTRATOR

CAMPUS ACTIVITIES

- STC Family Day held to allow students and families to come on campus and become acquainted with new buildings, faculty, departments and other resources. – May 5
- University Relations Department scheduled the following colleges/universities to provide transfer information and assistance to students:
  - UTRGV – May 9
  - TAMU Educational Opportunities Presentation – May 9
  - OLLU – May 10
- Dual2Degree Department scheduled campus tours for local community schools to promote enrollment.
  - Mercedes Migrant Fast Track to facilitate student enrollment for upcoming semester. – May 4
  - Sullivan Elementary (San Benito) – May 18
  - Monte Alto Early College HS – May 23
  - Santa Maria HS – May 23
  - Tony Gonzalez Elementary School (Santa Maria) – May 21
  - Santa Maria Early Childhood Pre-School – May 23
  - La Villa ISD – May 30
  - La Villa MS – May 31
- Respiratory Therapy Department hosted Pinning Ceremony for graduating students. – May 10
- Capstone ART Reception show cased the art of two MV students. – May 3
- Child Development Center Graduation for graduating students. – May 4

STC STARR COUNTY CAMPUS
DR. ARTURO MONTIEL, ADMINISTRATOR

CAMPUS ACTIVITIES:

- Wrapping-up Campus Ministries volunteer project on campus to serve students in J building
- Volunteers helping with clean-up of election campaign yard signage and voting polls
- Seeking support from community to start food bank for students on campus
- Acknowledgement to Grulla High School for providing entertainment for ribbon cutting ceremony
- Reaching out to RGC Food Pantry to partner for student assistance
- Working with Roma ISD to offer more technology programs for students at Starr Campus
- Confirm with RGCCISD superintendent to participate in May 2018 graduation ceremony
- Student Activities DnD Club Meeting 05/07
- Gear up Student Training 05/09-10
- History Department Final Exam 05/10
- Texas A&M Agrilife Extension Services 05/16
- Texas Retired Teacher Association 05/17
- CPR Training 05/18
- Rio Grande City Rotary District Grant Training 05/19
- Texas Department of public safety "Drug Interdiction Course" 05/21-25
- RGCCISD "Award Banquet" 05/21
- High School Programs Dual Enrollment Academy Parent Orientation 05/22

ENROLLMENT ACTIVITIES

- Drilling for more data on demographics on campus to help direct marketing efforts
- Evening priority registration complete for summer/fall enrollment
- Final mail flier sent to Spring 2018 students "Register Now"
- Final email blast sent out to Spring 2018 students "Register Now"
- Reached out to Distance Education students encourage to "Register Now" via email and on email
- Preparing for Summer 2018 enrollment campaign recruiting for Fall 2018
- Requested roster for all students taking courses online Spring 2018 for recruiting
- Requested roster all traditional students attending spring 2018 for recruiting
- Seeking roster from clearinghouse high school students not enrolled in college from high school

YVETTE GONZALEZ, APRIL CASTANEDA, AND MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

- Finalized logistics and hosted the ECHS Distinguished Scholars Breakfast (certificate design and logistics)
- Worked on the FY1718 Comprehensive Plan Status Update (compile information from Academic Affairs Leadership Team)
- Worked with Presidents Office to collect and compile information
- Compiled information for the Fall 2018 course offerings for the Regional Center
- Updated the Pathway Program Crosswalks for Law Enforcement and Fire Science

- Worked on artwork (flyer and program design) for the 2018 STLA for Staff event
- Finalized Dual Credit Program presentation for Texas Pathway Institute #4
- Worked on updating Dual Credit Status and Success metrics Report for La Joya ISD
- Continue communicating with RAS regarding data requests for Higher Education Center – Pharr presentation and Technology program booklet
- Prepared power point slides with Police and Fire Science programs' enrollment and graduate data for RCSPE meeting
- Finalized the Higher Education Center – Pharr presentation and handouts with Coordinator of Higher Education Center and VPAA, May 3
- Communicated with RAS regarding recent data requests for Higher Education Center and Technology Campus
- Submitted data request to RAS regarding Fall 2017 Dual Credit Program Success Metrics Indicators for participating Dual Credit ISDs to prepare reports for Superintendents meeting in August
- Assisted Distance Learning Director review for online teaching certification presentation
- Worked on preparing academic core tables for participating ISDs Success Metrics report for Fall 2017 & Spring 2018
- Communicate with ECHS Director and Interim Dean of Dual Credit Programs & School District Partnerships regarding ECHS graduate counts by ISD to prepare for upcoming reports/presentations
- Assisted with updating Dual Credit Charts for STC School District Partnerships: Summary of College and School District Collaborative Initiatives booklet
- Worked on program profile for Information Technology Cybersecurity Specialist Program for review; submitted PR request to interview program alumni
- Worked with FPC and Purchasing regarding M&O Fund requests across all divisions
- Worked with HSI Grant Project Director on obtaining all equipment to convert Tier 1 to Tier 2 Active Learning Classroom and upgrade existing Tier 2 Active Learning Classroom
- Worked on Master Plan and Action Plan for the Pharr Regional Center for Public Safety Excellence and Partnership Memos
- Reviewed/edited Faculty Handbook for upcoming FY18-19 academic year
- Worked with Director of Accountability, Risk & Compliance on final approval for shred stations needed for instructional buildings
- Worked with HR on Faculty Load and Compensation (FLAC), FY18-19 Staffing Plan, and FY18-19 Pay Plan
- Reviewed the Policy Inventory List for Academic Affairs Division
- Worked on projects pertaining to advanced educational technologies for classrooms: Light Board and Virtual Classroom
- Attended the NAH Expansion Ribbon Cutting Ceremony, May 8
- Met with Interim VP, Director of Distance Learning, and Biology Program Chair to discuss advanced educational technologies for the Biology department, May 16
- Met with Technology Program Chairs to discuss Industry Certifications alignment, May 17
- Met with Noble Contractors, FPC, and Law Enforcement Program Chair to scope out the shooting simulation and driving simulation equipment that will be transferred to the Regional Center for Public Safety Excellence, May 17
- Met with the Director of Distance Learning, Biology Program Chair, Educational Technologies, IT Project Manager, and DL Media Manager to discuss the logistics on the Light Board and Virtual Classroom projects, May 22
- Facilitated the Risk Assessment process for BPST Division, May 23
- Attended STC Oath ceremony for new Board members, May 29

GRANTS AND PROJECTS

DR. MARICELA SILVA-OFFICER

ACADEMIC GRANTS AND PROJECTS

Grants:

- Active/Open = 21
- Amount (overall): $5,309,752.50
    - Recently Awarded:
      TWC – Building Construction Trades Training Project
      Amount: $122,544

    - Recently Submitted:
      Perkins Leadership Grant – Women in Technology Project
      Amount Requested: $45,000

- Attended meeting to discuss and plan to apply for THECB's CRSM grant opportunity for funding to support Dr. Bischoff's department in the development of Co-Requisite courses to meet the HB2223 requirements. A Notice of Intent to Apply email was submitted to the Coordinating Board.
- Attended the South Texas Healthcare Sector Partnership meeting held on May 22nd in Harlingen, Texas. Healthcare partners shared that these conversations/partnership need to continue. There is a growing demand for talent in other areas of healthcare (not just Nurses), such as Sonographers, etc.
- Attended the AtD Coach meeting/Starfish monthly webinar. Discussions centered around what works, what were some challenges, and how we are planning to sustain and grow the Starfish Early Alert System. During AY16-17 30.7% of faculty used Starfish. During AY17-18 that number increased to 52.6%. Starfish features that were not used, but the committee will be meeting to discuss, were the "Referrals" and "To-Dos".
- Drafted the Perkins Improvement Plan Summary using information that has been provided by the Deans thus far.
- Reviewed/edited MOU between STC and Texas Tech University for the University Relations Department.

iPASS (Starfish) Grant

- Met with the CLE Department to discuss granting permissions to CLE Coaches to download reports and provide tutoring services to students who have been flagged as "in danger of failing".

TRSDA Grant

- Attended the mandatory Spring Convening.
- Topics for Discussion:
    - Lessons Learned from the Field (teams shared ideas and strategies for developing partnerships and continuing the work);
    - Lightening Round Discussions (regional teams engaged in rounds of discussions to learn from each other);
    - Communicating Impact: The Power of Storytelling (marketing strategies were shared to help teams strategize to frame partnerships and maximize the overall impact of our initiative);
    - Sustaining Our partnership: Insights and Philanthropy (sources for additional funding were shared with the teams).

HISPANIC SERVING INSTITUTE (HSI)

YOLONDA JARAMILLO- GRANT DIRECTOR

TITLE V GRANT & PROJECTS

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Collaborated with Planning and Construction, Business Office, Purchasing, ET and IT to upgrade the following ALCs to the Tier 2 Design by the close of the Year 4 fiscal year, September 30, 2018:
    - Mid-Valley G121
    - Pecan T1.506
    - Starr E2.104
  - Met with Interim Associate Dean of OPOD and HSI Instructional Coach to develop further faculty training before the fall semester begins to train faculty on the usage of the AV equipment in the ALCs. In the past the HSI Grant Director, ET and IT collaborated to troubleshoot technology concerns and many rooted in faculty needing a refresher training to build their confidence and increase technology use. The curriculum development is underway.
  - Collaborated with Planning and Construction, Business Office, Purchasing, ET and IT to leverage M&O approved funding to upgrade the following Pecan bond classrooms:
    - Upgrade P1.114 from a Tier 1 ALC to a Tier 2 (AV expansion)
    - Upgrade Y2.101 from a Tier 1 ALC to a Tier 2 (AV expansion)
    - Fully upgrade P2.114 from a standard classroom to a Tier 2 ALC

  The original grant proposal detailed two types of Active Learning Classrooms (ALCs), but over the course of the grant, qualitative data indicated that both faculty and students preferred the Tier 2 design that offers better flexibility and technology options. Careful budgeting and planning will enable to college to utilize the remainder of grant and M&O funding to surpass the original goal and provide each campus the highest level active learning classrooms available at STC. In addition, these spaces when not scheduled for classes double as training rooms for students, staff and faculty, improving their efficiency of use.
  - Completed ALC scheduling for summer courses. Plan to meet with program chairs at NAH and BPST to improve ALC utilization for fall 2018 and spring 2019 courses.
- **FOCUS Academy**
  - The total number of graduates thus far is 258, 90% of the Year 5 (October 1, 2018 – September 30, 2019) summative goal of 288. Fall 2018 is planned at the NAH campus on Wednesday mornings to accommodate the unique needs of that division.

Component 2

- **Redesign and Expansion of Faculty Advising**
  - Collaborated with the Faculty Advising Coordinator to further organize documentation of Faculty Advising Certification for targeted recruitment efforts and Department of Education reporting. At this time, 342 faculty members are trained and certified. This is 22% above the Year 5 (October 1, 2018 – September 30, 2019) summative goal of 280. The Lead Faculty Advisors have been instrumental in the success of this program.

Component 3

- **Enhancement of Technology Infrastructure**
  - Developing faculty special assignment to improve enrollment in NAH remote delivery courses to the Starr County Campus. In addition, courses outside the NAH division will also be offered in the areas of Business Administration and Philosophy. Historically, the selected courses have not met enrollment criteria and subsequently have not been offered. Coordination with Distance Learning and Educational Technology is underway to ensure high quality instruction and support.

MANAGEMENT/COMPLIANCE

- **Department of Education**
  - Submitted the DHSI Supplemental Grant Award proposal that aligns with the current Title V and focuses on student financial literacy education and training. If awarded, the college would receive an additional $115,722 to fund staffing to implement programming at each campus. The funding time frame is Year 5 (October 1, 2018 – September 30, 2019). Award notifications are expected by August 2018. This was a collaborative effort between Financial Aid, Student Activities, and the Grant Development, Management and Compliance Office.
  - In compliance with new Department of Education inventory documentation guidelines, all grant funded items are in the process of a physical inventory, improved reporting documentation, updating internal documentation systems, Banner and Argos. The process is 70% complete.
- **South Texas College**
  - Collaborated with the RAS team to review the scope of the grant as it has evolved and the best practices to collect data and ensure clean controls for comparison. Existing data requests were deleted and new qualitative and quantitative requests will be submitted to reflect the new direction for the evaluation plan.

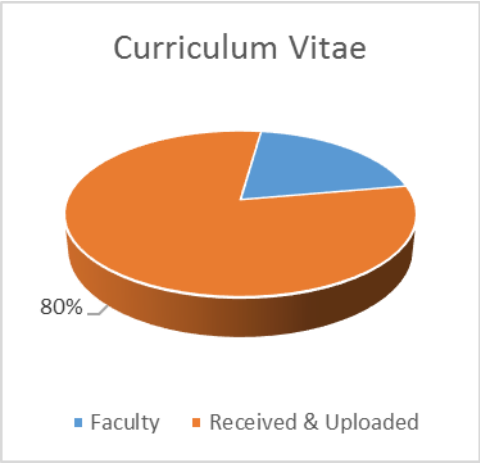
HIGHLIGHTS

- Posting for the HSI Grant Director position closes June 17, 2018
- Department of Education Annual Progress Report (APR) Due – July 25, 2018

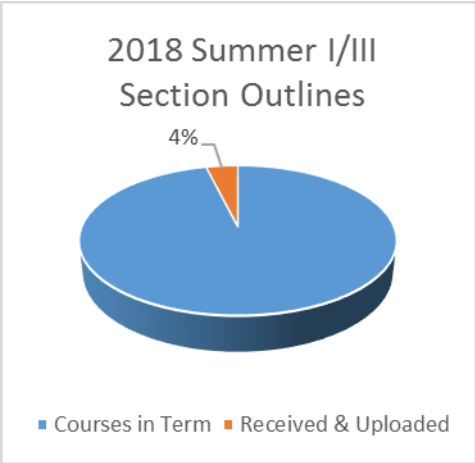
CURRICULUM AND STUDENT LEARNING
DR. MURAD ODEH-INTERIM ADMINISTRATOR

CURRICULUM INTERIM ADMINISTRATOR

- Attended TSTC Partnership meeting to discuss Articulation Agreement for our Bachelor of Applied Technology Program.
- Met with Vice President of Academic Affairs to discuss employer surveys from program IE review and alignment with employer surveys for new program development.
- Discussion with program developer for AAS – Court Reporter about the process and expectations.
- Received 124 program assessments out of the 127 degrees. These plans include strengthen PLOs, methodologies, proficiencies, and PLO targets
- Attended the American Association for Community College Annual Convention April 28 – May 1. The 2018 AACC Convention provided latest trends and promising practices with leadership and professional development sessions.
- Attended College-Wide Curriculum Committee meeting to discuss, review and vote on proposed Institutional Project Pathways model for the Texas Pathways Project.
- Presented The Pathways Project at the Child Development Department Advisory Committee meeting.



- Held a webinar demo for a new syllabus management software from the Simple System Group. Discussion on what the system management software is capable of, inquired the differences between their tool and competitors and how it will benefit South Texas College. Key Highlights for the software were brought to light such as usability, confirmability and reporting.
- Meeting was held with Vice President of Academic Affairs to discuss employer surveys from program IE review and alignment with employer surveys for new program development.
- Held several Prior Learning Assessment meetings with key faculty members/administrators to discuss and finalize all possible options for credit for prior learning outside classroom. Procedures and guidelines have been reviewed.
- Discussions were held with RAS personal regarding employer, student and graduate surveys for existing and new programs. There is now a standardized rubric for these surveys. It has been designed to apply specifically to the two-year, HSI and (as applicable) STEM contexts, and to provide comparability across programs.



- Meeting with all Curriculum & Student Learning staff to identify, address, and implement solutions as part of risk assessment and management task. Staff has been actively engaged and worked collaboratively in identifying these risks in our area. A risk assessment worksheets were completed.
- Deans and Department chairs follow up regarding Faculty Curriculum Vitae and Section Outlines submissions for Summer I/III 2018, due Monday, June 11 to be compliant with House Bill 2504.

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

COMPLETED PROJECTS/ACTIVITES:

- Conference Governor's Summer Merit Program Application selection was completed on Friday, April 30th with letters mailed to participants who were accepted for the program in June 2018 from Roma, Mission and La Joya Independent School Districts. In addition, met with food vendors for the five day camps which will provide participants lunch and breakfast.
- WeTeach_Collaborative Grant Directors Meeting was held in Austin in preparation for Summer 2018. The University of Texas Center for STEM Education covered various topics including project reports, reporting, invoicing, Girls Who Code Project, upcoming participant required events, evaluation update, and TEA changes.
- La Joya ISD Assistant Superintendent of Student Support hosted a meeting regarding CTE initiatives specifically welding for fall 2018. The initiative is focused on introducing students who dropped out and are close to completing their high school degree to return to the district and register for Welding courses which will lead to a Certificate through South Texas College.
- Attended the Education and Workforce Development Committee meeting on May 8th as they reviewed and recommended action for the Policy #3232: Dual Credit Student Eligibility Requirements.
- Early College High School hosted their 1st Annual ECHS Distinguished Scholar Breakfast on Tuesday, May 15th. The top two graduating scholars of each partnering high school were invited to attend the celebration along with Superintendents, Principals, Counselors and Parents.
- Interim Dean attended the Academies and High School Projects hosted their New Student and Parent Orientation at the Pecan Campus which consisted of approximately 350 attendees who received the handbook of the program, degree audits, and required forms to complete prior to beginning the upcoming semester.

- A meeting was held with the Dean of Library and Learning Support Services on Wednesday, May 16th to discuss a request from La Joya ISD Superintendent to expand Library Services at the Higher Education Center in La Joya.
- Attended the 2018-2019 Dual Credit Enrollment Timelines Meeting on Thursday, May 17th with the Director of Dual2Degree, Administrator for High School Programs and Registrar to plan for upcoming academic semesters.
- On May 17th, Interim Dean attended the Academies and High School Projects hosted their New Student and Parent Orientation at the Mid Valley Campus which consisted of approximately 100 attendees who received the handbook of the program, degree audits, and required forms to complete prior to beginning the upcoming semester.
- Interim Dean presented at the Rio Grande City Rotary Club Meeting which provided the opportunity to share our Dual Credit Program successes and opportunities for their county. The members shared their amazement in the program growth and the positive impact Dual Credit has made within the community.
- On May 31st, a meeting was held with the Dual Credit Leadership Team of SAEM, Academic Affairs, and Research and Analytical Services to identify key areas related to Dual Credit Data Requests. Members in attendance will review and begin making recommendations on how to process with resolving internal concerns to Dual Credit Data.

ACADEMIES AND HIGH SCHOOL PROJECTS

PROJECTS/ACTIVITIES:

- For Academic Year 2017-2018, the Academies Program graduated approximately 120 students with Associate's Degrees in Biology, Engineering, Computer Science and Criminal Justice.
- The Dual Enrollment Academies sent notifications of selections for the New 2018-2020 cohort via the New Online Radius Application Portal on Friday, May 4, 2018. The following data reflects the number of participants selected and confirmed by site:
    - Pecan Campus: 149 Students
    - Mid Valley: 53 Students
    - Starr County: 13 Students

- The Dual Enrollment Academies held is Cord Ceremony for 79 Prospective Graduates at the Pecan Campus on Tuesday, May 1, 2018. Academy students presented a certificate of recognition and their corresponding Academy cord.
- Academies Staff conducted parent meetings for students accepted for the New 2018-2020 Cohort. Parent meetings were held at the Pecan, Mid Valley, and Starr County campuses. New students were accompanied by family, with an estimated attendance at each of:
    - Pecan Campus: 350 in Attendance
    - Mid Valley: 125 in Attendance
    - Starr County: 40 in Attendances

ACADEMIES PROGRAMS:

- Academies completed review of 276 applications for the New 2018-2020 Cohort. The selection committee consisted of Academies Staff and Faculty from the Biology, Computer Science, Engineering, Business Administration, and Criminal Justice Departments. Faculty and Staff were able to review applications for selection through the Online AppReview Portal.

- On May 4th, Academies Program hosted Graduation Group pictures for their Pecan Campus Seniors at the new Student Union Facility. Students dressed in their cap and gowns in addition to, the university shirt they have selected to attend in Fall 2018.
- Coordinator of Academies and High School Projects coordinated a new student orientation for Mission CISD SCADE students on Tuesday, June 5th. The orientation will consist of a presentation by the Financial Aid Department and the Information Commons and Open Labs. Students will be able to receive and overview of Blackboard, Jagnet, STC Jagmail Set Up, and a Campus Tour.
- Academies Staff confirmed participation of 215 students for the new 2018-2020 students through the Radius Online Application Portal, and additional communication with both students and high school counselors.
- Staff coordinated the new student orientations for the New 2018-2020 Cohort at Mid Valley, Pecan, and Starr Campus. The orientations are held to introduce students to campus resources such as the Center for Learning Excellence, Blackboard, Library, Open Labs, campus tours, accessing JagNet, setting up STC Jagmail, printing out schedule, and taking their student identification pictures.
- Academies Staff conducted degree Audits of new 2018-2020 students, current students, and prospective graduates.
- A meeting was held on May 21st with Academies Staff, Farmer's Company and the Chair of the Business Department where a decision was made to host the Dual Enrollment Business Administration Program Internship in Summer 2019 which will allow time to finalize the logistics, student insurance and agreements.

HIGH SCHOOL PROJECTS:

- Staff confirmed approximately 350 selected TexPREP students from Roma, Weslaco, Hidalgo and PSJA ISDs who will begin classes on Monday, June 11th- Thursday, July 19th.
- TexPREP Staff finalized student rosters for the TexPREP Program and provided them to Business Office to route invoices to partnering school districts.
- TexPREP Staff ordered each student supplies which included backpacks, notebooks, pencils, rulers and erasers in preparation for the TexPREP Summer Program.
- Coordinator for Academies and High School Projects met and coordinated weekly TexPREP field trips on four consecutive Fridays at the University of Texas- Rio Grande Valley which will include visits to the Engineering Department, Planetarium and STEM activities for approximately 350 students.
- TexPREP Staff coordinated training for staff during the week of June 4-8th. The training will include a presentation by the Interim Dean on the requirements and procedures of the program. In addition, Instructors must prepare and complete lesson plans, curriculum and syllabuses. The Program Assistants are responsible for working closely with their assigned Instructor in preparation of weekly projects as part of the hands-on learning curriculum throughout the six week program.

NICOLAS GONZALEZ
HIGH SCHOOL PROGRAMS AND SERVICES ADMINISTRATOR

ADMINISTRATOR REPORT

- Notices were sent to schools where grades for the regular session were not submitted by the teacher, or no grade was submitted for some individual students.
- Summer schedule has finally been completed by the schools – primarily PSJA, which holds the largest number of sections -, and enrollment in most sections have been completed, or will be by the end of the week.
- We worked with high school administrators and program chair on finalizing the Edcouch Elsa and Edcouch Elsa ECHS fall schedules to meet the deadline for early registration.

- Ale attended a meeting with McAllen Memorial this morning along with D2D. It was decided that because the schedule of the students will not be ready until late July/August, that the students will be enrolled during the first week of classes. This will be done by the DCF, who will be trained by D2D.
- All Dual Cost Agreements have been collected for the spring, and new ones for summer use of STC Faculty will start to be sent to schools next week.

Abigail Guzman, DE Specialist

Prospective Dual Credit Faculty Candidate Chart			
Prospective DCF Candidates (Total)	**Approved**	**Denied**	**Pending**
67	36	24	4

- Last minute DCF replacement applications were accepted
- DE Specialist assisted in collecting student applications for the Governor's Summer Merit Program (GSMP)

Alejandra Cantu, DE Planning and Scheduling Manager

Meetings/Trainings

- Met with La Joya Administrator and Welding program chair on offering new welding courses for La Joya students and Recovery program.
- NACEP committee agreed to assign different segments of the applications to committee members experts in that field.

PROJECT MANAGER REPORT:

Carol Woods, Project Manager

- 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 concurrent enrollment standards are being met by South Texas College's Dual Credit Program.
  - The plan was revised for the general timeline and major deadlines to be met on a semester basis. It was adapted to the 2020-2021 accreditation cycle that the College will apply in, which represents an extension by one year from the original plan.
  - A detailed action plan format was developed and will be used by the standards work groups to track action plans and actions accomplished. It is organized by semester for the one to two-year process of self-study, submitting an application, and the subsequent review process done by NACEP.
  - The committee structure of Steering Committee and Standards sub-committees will assess current practices to identify what standards the College needs to improve upon as well as to develop implementation plans for any standards not yet in place. Required evidence needs to demonstrate that all practices described in the standards have been in place for the school year preceding the application.
- Met with fellow lead on Faculty Standards work group to review standards and required evidence, and then to begin developing plans to verify what evidence is being routinely collected and ensure systematic collection.
- Incorporating College-wide suggestions for revisions into the Dual Credit general MOU. OVPAA team met to go over suggested revisions and wording before further review by instructional leadership.
- Developing a way of communicating an explanation of textbook adoption policies and procedures to be distributed to partner school districts and STC chairs summarizing Dual Credit textbook adoption guidelines and how to avoid and resolve textbook issues. Members of the Dual Credit Task Force Textbook Sub-committee and HSPS staff will collaborate on this communication before distribution later in the summer.
- Participating in the Dual Credit Matriculation Task Force, which met on May 1, to review updated goals and strategies as part of finalizing the recommendations to increase matriculation of dual credit students to post-secondary education and to South Texas College.

- Met with Cengage representatives to discuss pricing options that could help accommodate purchasing needs of partner school districts.

EARLY COLLEGE HIGH SCHOOL

- Attended the Architectural Engineering & Design Technology Exhibit and Ceremony to view dual credit and early college high school student work on display.
- Participated in a Panelist Briefing Conference Call with Jobs for the Future and Educate Texas to discuss the Early College Expansion Partnership that challenges redesigning middle and high school learning experiences supplemented with college credit before high school graduation.
- Facilitated an Early College High School staff meeting to discuss Dual Credit Graduation Ceremonies on Friday, May 10th and the Distinguished Scholars Ceremony the following week.
- Participated on Friday May 11th in the Dual Credit Graduation Ceremonies at the Hidalgo, Texas State Farm Arena.
- Attended meeting to discuss Dual Credit Program Enrollment Timelines for the upcoming academic year to allow us to include key enrollment dates in the Academic Affairs and Student Advising and Enrollment Management division manuals.
- Participated in multiple Student Life Cycle Mapping sessions to discuss the roles and responsibilities each department has with a dual credit students experience at South Texas College.
- Invited Distinguished Early College High School Class of 2018 students to celebrate their accomplishment with their administrators, parents and South Texas College at the first annual ECHS Distinguished Scholar Breakfast.
- Attended Dual Credit Data Request meeting to discuss our High School Partner's request for better data engagement.

MAJOR ACTIVITIES

- Early College High School Staff conducted one-on-one **Student Degree Audit Evaluations** with the Junior Class of 2019 across our 29 High School partner sites.

ECHS Student Degree Audit Evaluations		
School District	**Early College High School Partner**	**Student Attendance**
Edcouch-Elsa ISD	Edcouch-Elsa ECHS	45 Students
Progreso ISD	Progreso ECHS	30 Students
PSJA ISD	PSJA Elvis J. Ballew ECHS	20 Students

EXTERNAL VISITS

- ECHS departmental staff attended graduation ceremonies and celebrations across the Rio Grande Valley to support the early college high school students during this time of celebration.

External ECHS Graduation Ceremonies and Celebrations		
Dual Credit District	Early College High School Partner	External Meeting Purpose
Rio Grande City CISD	*Preparatory for ECHS*	Early College High School representative attended an Early College High School Graduation Ceremony.
Edinburg CISD	*Edinburg Collegiate Preparatory Academy*	
PSJA ISD	*Thomas Jefferson* *T-STEM Early College High School*	Early College High School representative attended an honors banquet for distinguished Class of 2018 students.
Sharyland ISD	*Sharyland Advanced Academic Academy*	

- ECHS Student and Parent informational sessions meant to inform students and parents of the different options their students have for ECHS and Associate Degree Pathways.

- ECHS Student Tours of Pecan campus to familiarize students with South Texas College Campus for upcoming summer session.

Early College High School Student and Parent Events			
School District Event		Early College High School Partner	Event Attendance
EDINBURG CISD	*Student Tour of Pecan Campus*	Edinburg North Early College High School	*40 to 60 ECHS Students per Event*
		Robert Vela Early College High School	
		J. Economedes Early College High School	
	Dual Credit Information Session	Edinburg North Early College High School	
		Edinburg Collegiate Preparatory Academy	
		Robert Vela Early College High School	
	ECHS Parent Meetings	Edinburg Collegiate Preparatory Academy	*40-70 ECHS Parents per Meeting*
PSJA ISD		PSJA Southwest Early College High School	

- Early College HS Staff attended TEA Leadership Coaching Meetings across the 29 High School partner sites across the Rio Grande Valley.
- ECHS Coordinators 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
PSJA ISD	PSJA Elvis J. Ballew ECHS	8-10 Leadership Meeting Attendees Leadership Team: High School Administrator, Counselor, STC ECHS Coordinator, STC Director of ECHS and TEA Leadership Coach
	PSJA Southwest ECHS	
	PSJA Sonia Sotomayor ECHS	
	PSJA Memorial ECHS	
Mercedes ISD	Mercedes Early College Academy	
Weslaco ISD	Weslaco Early College High School T-STEM	

ACADEMIC EXCELLENCE PROGRAMS

VALLEY SCHOLARS PROGRAM:

- Finalized design for Silent Auction Sponsorship Request booklet. Submitted multiple online donation applications for ANWTS sponsorships. Donations received in May: Cash - $10,500; Pledged - $5,000. Total 2018 ANWTS sponsorships through end of May: Monetary - $23,500, In-Kind - $622.
- The Academic Excellence Office honored Valley Scholars graduates Friday, May 4th at the 2018 Academic Excellence Graduation Banquet. Thirty-two Valley Scholars from academic year 2017-2018 were recognized for their accomplishments. Students were presented with Valley Scholars graduation cords and awards were presented to

distinguished members for outstanding participation. STC Vice President of Student Affairs & Enrollment Management, Matthew S. Hebbard, served as the guest speaker for the evening.

- Current VS students met with the Student Success Specialist for Summer and Fall enrollment. Finalized summer employment for eligible Valley Scholars students.
- Student Success Specialist visited sixteen Hidalgo and Starr County high schools to recruit students for Class 22. Reviewed Valley Scholars applications and sent notification letters to all applicants regarding acceptance status and/or missing documents needed. Student Success Specialist met with students accepted into the program to go over program procedures and advising for Fall 2018.
- Valley Scholars Bachelor Program students submitted their Mentorship Activity Report and were awarded Spring 2018 scholarships.
- Reviewed budgets to meet closing of fiscal year Banner requisition deadlines. Submitted updates to Comprehensive Plan. Evaluated Valley Scholars scholarship awarding for possible summer funding as option for early graduates.

PHI THETA KAPPA

- The Beta Epsilon Mu Chapter of Phi Theta Kappa held an End of Semester Celebration on Thursday, May 3rd to promote fellowship among members and celebrate graduates.
- Met with students to provide information about the benefits of joining Phi Theta Kappa.

HONORS PROGRAM

- The Academic Excellence Office celebrated Honors Program graduates Friday, May 4th at the 2018 Academic Excellence Graduation Banquet. Three Honors Program students from academic year 2017-2018 were recognized for their accomplishments. Students were presented with the Honors Program graduation cord and medallion. STC Vice President of Student Affairs & Enrollment Management, Matthew S. Hebbard, served as the guest speaker for the evening.
- Assisted incoming students with inquiries about the Honors Program and referred students to Honors Program Director.

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT
DARCI CATHER-INTERIM ASSOCIATE DEAN

EVENTS

- 37 STC Jaguar participants graduated from the Jaguar Academy. Participants were asked to "Reflect on their STC Spirit" and certificates were handed out to each participant.
- 19 DELTA participants graduated from the 6 week training academy. The training consisted of examining the role of community colleges, current challenges, and national and state goals in higher education, and to determine how South Texas College's philosophy and mission addresses the issues and contributes to higher education.

- 45 STC staff participants attended the workshops in learning how to recognize the patterns some people use to develop concrete techniques and responses needed to deal with difficult people more effectively and productively. Also, participants examined their professional communication styles and determine if the right message is being sent and how to capitalize on the potential impact of communication.

- Faculty learned how to apply Writing to Learn, Inquiry, Collaboration, and Reading to learning strategies in an online course, with an emphasis on collaboration and inquiry. There were two workshops offered in the AM and PM, each workshop had 36-40 participants.
- Facilitated a one-hour training for Cashiers office, featuring what excellent customer service looks like, how people communicate, gaps in customer service, and how to take a problem-solving approach.
- 38 participants explored Stephen Covey's 4 cornerstones of building trust and identify 13 behaviors of trust leaders. They also discovered how building trust and credibility with co-workers lead to quicker decisions, better teamwork, and more positive outcomes.

PROGRAMS IN DEVELOPMENT

South Texas Leadership Academy for Staff

- The 12th Annual South Texas Leadership Academy for Staff is in development. The event will be held on Friday, June 22nd for an audience of 150 STC Staff Members. The agenda will feature a presentation by Jason Kotecki, Keynote Speaker on the topic of Curing Adultitis: You Prescription for Less Stress and More Success and a breakout session on the topic of The Art of Tinkering: Tiny Ways to Transform Everything

Design & Publications:

- STLA for Chairs Handbook
- STLA for Staff Agenda Booklet
- Full-Time Dual Credit Handbook
- Adjunct/Dual Credit Handbook
- Academic Affairs Convocation on Monday, August 20th
- Faculty Professional Development Week, August 20-224th
- Adjunct/Dual Credit Professional Development Day, August 25th
- College Wide Professional Development Day, September 21st

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

SITE COORDINATOR REPORT:

- Attended RGVLead appreciation luncheon held at the Cimarron Country Club on May 4, 2018, 11:30am-1:00pm. Held brief discussion on summer internship collaborations.

- Participated at the Mid-Valley STC Campus Family Day held on May 5, 2018, 9:00am-2:00pm. Hosted Children's Building Activity event and promoted Design & Building Technology programs.
- Met with RGVLead Coordinator on Friday, May 25, 2018, to discuss and plan for student summer internships in varied technical programs.
- SpawGlass Construction Summer Camp Meet and Greet to be held at the HCISD Administration Building on May 7, 2018 from 6:00-7:00pm.
- Continuing, Professional, & Workforce Education Career Training & Job Fair to be held on May 8, 2018 from 9:00am-2:00pm at the STC Technology Campus.

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:	JUNE 6, 2018
SUBJECT:	ACTIVITY REPORT FOR MAY 1, 2018 THROUGH MAY 31, 2018

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

JAGNET REDESIGN – PHASE II

After rolling the new Student Progress Meter to the JagNet portal, no issues were reported. The new progress meter displays DegreeWorks student data towards degree completion in a graphical mode on the JagNet login page.

The HR forms will be move from the external website to JagNet the last week in May. This will conclude the second phase of the JagNet redesign project and this item will be remove from the report next month.

BANNER 9 UPGRADE – ADMIN PAGES

The IT team continues to work on the Banner 9 upgrade project using a phased approach. This project will expand until December 31, 2018 and will be followed by the Self Service Banner 9 upgrade. The Finance and Purchasing Banner 9 screens went live as planned on May 21; no major issues were reported other than slow performance related to the IE browser that gets resolved by using the Firefox or Chrome browsers. The new Banner 9 screens are available only to the Finance and Purchasing offices; Admin Assistants from other departments will not be able to use the new screens until they receive training. The IT team will begin working on a test environment to download the Financial Aid Banner 9 screens and expects to begin testing the week of June 4. The Financial Aid Banner 9 screens are expected to go live the second or third week in July. The last phase of the Banner 9 project, which consists of the Student and Cashiers module, will begin in mid-September.

INTELLIGENT LEARNING PLATFORM (ILP)

The Applications Development team continues to work with the Distance Learning team on the Intelligent Learning Platform implementation deployment. ILP allows a seamless transferal of data such as grades and homework between Banner and Blackboard improving the interaction of students and faculty with the Learning Management system, Blackboard. After configuring the ILP module, summer and fall student data continues to flow successfully between Blackboard and Banner. The IT team tested the Gradebook functionality for the upcoming faculty pilot group. A selected group of faculty will use ILP's Gradebook to post summer grades. The ILP module will be fully implemented in the fall when all faculty are expected to use ILP's Gradebook to post grades.

JAGMOBILE

The IT team continues to collect data on JagMobile downloads and usage after publishing the app to the Apple and Google stores. JagMobile is a lightweight student registration app with additional functionality for student services and connection activities. The data collected will be used to improve the next app version and provide more student relevant functionality.

TIME CLOCK PLUS PHASE II

The Applications Development team worked on re-creating the TARF paper form into an electronic form. The technical and functional teams will work on automating the time adjustment process next.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The IT and Facilities team will coordinate a shut-down process for the Rio Grande Data Center the weekend of June 2 to install a gas generator that will provide power to the Data Center in building E. The Data Center in building E acts as the technology DR site for basic Banner services in the event of a disaster. IT will coordinate a drill scenario to test the DR plan following the generator installation.

The CIP process to replace the generator in building M is on hold due to Bond construction priorities. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies.

OFFICE 365 MIGRATION

The OneDrive project went live the first week in May. The communication on the OneDrive new features went out to the faculty-staff general e-mail aside from presentations in Faculty Senate, Academic Council, PAS and PDC meetings. The IT team is now working with the taskforce to approach other Office 365 solution deployments such as SharePoint, Forms, Teams and Video chat.

VIRTUALIZATION PHASE II

The Information Technology department gathered data on the usage of the existing 400 virtual licenses in order to scale up the virtualization project; it will virtualize 100 additional computers to use the concurrent licenses and continue to monitor performance. Based on the performance results, it will also estimate the acquisition of additional licenses for next year.

WINDOWS 10 UPGRADE

The IT department continues to work on the Windows 10 operating system upgrade; they have upgraded 2,536 computers out of 6,000 computers District wide. This project is expected to be complete by the end of September 2018.

VICTOR M. GONZALEZ, CISO
INFORMATION SECURITY

INFORMATION SECURITY PROGRAM METRICS

- We are preparing a metric where we document our progress with the completion of the governance documents that are missing from our information security program.
- We are getting familiar with the database that is storing the information regarding encrypted systems. Our goal is to pull data automatically to track progress.

TEXAS DEPARTMENT OF INFORMATION RESOURCES – SHARED SERVICES

- We contacted Cap Gemini regarding the onboarding process. Cap Gemini is the company that will act as the multi-sourcing services integration (MSI). They also manage the portal used to request services.

INFORMATION SECURITY GOVERNANCE

- We are revising the privacy statement to include a section on GDPR (General Data Protection Regulation).
- We are also reviewing board policy 4712.
- The media protection standard is still under development.

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

- We are going to begin use of this resource next month to perform a risk assessment. This should give us an idea if it meets our needs or not.

EXPANDING VULNERABILITY SCANNING PRACTICES TO INTERNAL SERVERS

- We are still pending scanning Linux systems with credentials.

PCI COMPLIANCE

- We are compiling information to obtain quotes on a PCI Assessment. We have not performed one in over 4 years and our PCI environment has changed since the last assessment. We also have made some security improvements that could benefit from an independent verification.

INFORMATION RESOURCES DISPOSAL

- We are pending contacting the correctional facilities that dispose our resources to obtain updated information about their current procedures that are related to the safe disposal of data.

MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

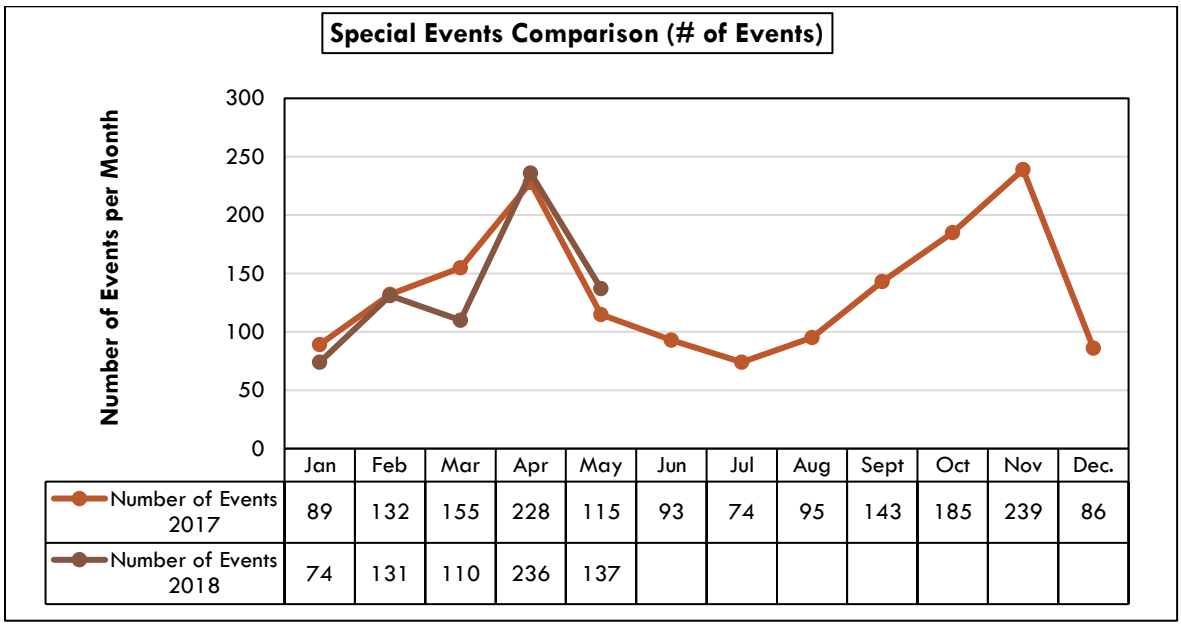
MEETINGS:

- 5/1/2018: Operations Council Meeting
- 5/3/2018: E-Colors Training
- 5/4/2018: Educational Technologies update Meeting with Dean
- 5/7/2018: ISPP-SI Leadership Meeting
- 5/8/2018: CCUMC PD Meeting
- 5/10/2018: Graduation Setup
- 5/11/2018: Graduation Ceremonies
- 5/12/2018: Graduation Ceremonies
- 5/14/2018: Library and Support Services Meeting
- 5/16/2018-5/18/2018: Technology Conference South Padre Island
- 5/21/2018: Project update conference call
- 5/24/2018: Library Services Interviews (1st group)
- 5/25/2018: Library Services Interviews (2nd group)
- 5/28/2018: Project update conference call

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

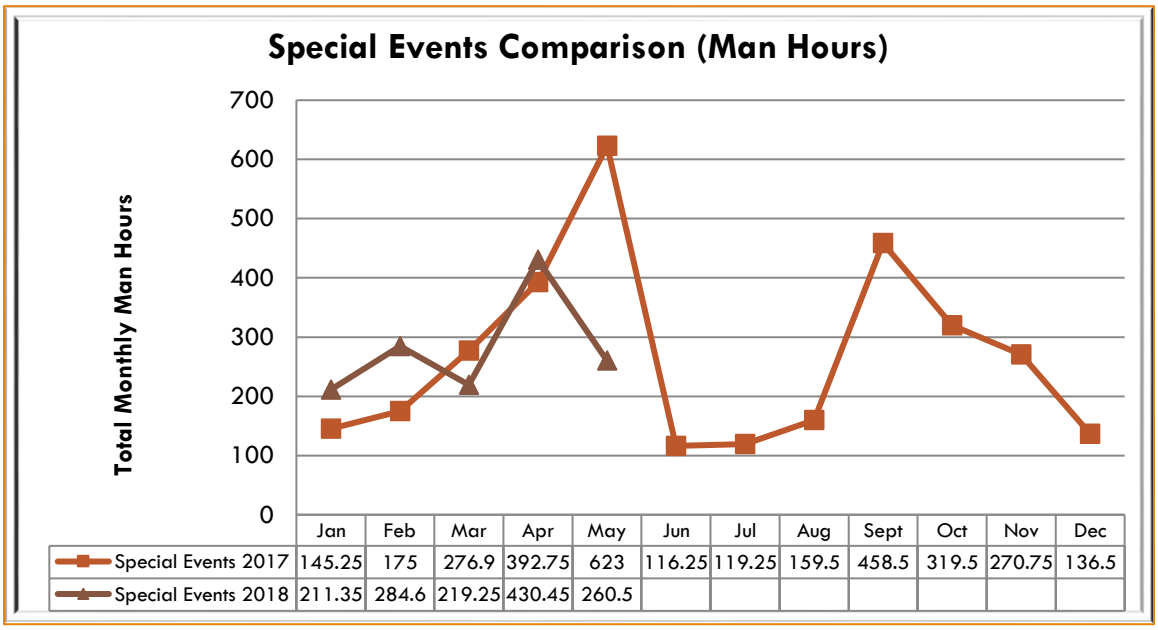
2018	
Jan	74
Feb	131
Mar	110
Apr	236
May	137
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	



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	284.6
Mar	219.25
Apr	430.45
May	260.5
Jun	
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	



	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	11	2	4	0
Data Projector	50	0	2	0	0
Laptop	26	11	4	2	1
PA System	4	2	2	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	2	0	0	0	1
TV	0	0	0	0	0
Microphone	75	8	9	6	4
Direct Box	0	0	1	2	1
Digital Camera	0	0	0	0	1
Speakers	7	4	3	4	1
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	0	1	0	2	0
Document Camera	0	0	13	0	0
DVD/VCR Player	0	0	0	0	0
Wireless Lab	0	0	0	0	0
Keyboard/Mouse	5	3	5	0	0
Sympodium	1	0	1	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	0	3	1	2	1
Tripod	0	0	0	0	1
WebCam	5	1	1	0	2
Computer	50	0	0	0	1
Portable Table	0	0	2	4	0
Microphone Stand	0	0	3	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	1	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	0	0	0	0	0
Mac Adaptor	0	0	0	0	0
Tabletop Mic Stands	0	1	1	0	0
IPad	1	0	1	2	1
Interactive Display	11	0	0	0	1
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	4	0	3	2	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	21	0	5	0	2
TOTAL	***263***	***45***	***59***	***32***	***20***

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- Archiving IE Plans and Reports for 2013-2015, 2015-2017 and 2017-2019 IE Cycles:
  - 2013-2015 IE Cycle - in progress
  - 2015-2017 IE Cycle – not started
  - 2017-2019 IE Cycle – not started
  - IEA Shared Folder – complete
  - Updating FactBook beta website – in progress
  - Updating IEA website – in progress
- Arranged an appointment and meet with High School Programs department to discuss for success story.
- BAS-OL IE Plan Programmatic KPI Development
- Compiled a list of plan writers who have completed the Budget Notes – ongoing
- Completed 'Enrollment' section
- Continued work on 2017 – 2019 IE Data Audit
  - 'Completion' and 'Enrollment'
- Contacted Xitracs' help desk requesting assistance to add STC logo on IE Plans. STC logo has been placed on IE reports.
- Contacted Xitracs' help desk requesting assistance to add STC logo on IE Plans. STC logo was already sent over to Xitracs help desk and still pending to see results. Will follow up on next week.
- Continued work on the FTIC Mandatory Advising data analyzing – Illume Impact and Performance analyze
- Created a report for missing files for 2013-2015 IE cycle and forwarded this information to Analyst.
- Created an outline and questions for High School programs success story.
- what
- Currently working on CQI report for 2015-2017 – (In Progress).
- Currently working on High School Programs success story.
- Currently working on success story for High School Programs.
- Finalized all 2015-2017 IE Reports
- Find and created a report from 2017-2019 IE cycle indicating an employer or graduate survey.
- Finished archiving 2015-2017 IE Cycle on SharePoint website. Currently, revising all information has been place appropriate.
- IE/Budget Audit – complete
- IE Data Audit - ongoing
- IE Success Story: CLE – published
- IE Success Story: VP for Academic Affairs – finalized
- Organizing IEA Share Drive – in progress
- Organizing IEA SharePoint site – in progress
- Meeting with Advanced Manufacturing to revise 2017-2019 IE plan – complete
- Meeting with High School Programs and Services to discuss IE Success Story
- Meeting with World Languages to revise 2015-2017 IE Report – complete
- Provided assistances by adding new user to Office of Industry Training and Economic Development 2015-2017 IE Report.
- Provided assistances to The Office of Finance and Administrative Services.
- Received a training for CQI.
- Reloaded with most update information the 2015-2017 Human Resources Department IE Final Report on SharePoint and Factbook website along with Library.
- Updated the Office of Finance and Administrative Services 2015-2017 IE Final Report on Factbook Beta website
- Uploaded two success stories on departmental website: Psychological Science and Centers for Learning Excellence.
- Worked with the plan writers for the Business Administration Department on the Budget Notes for the Accounting and Economics accounts
- Worked with the plan writer for the Dual2Degree Department on the Budget Notes for the Dual2Degree account
- Worked with the plan writers for the Emergency Medical Technology Department on the Budget Notes for the EMT account
- Worked with the plan writer for the Human Resources Department on the Budget Notes for the Business Administration account

ACCREDITATION

- Standards Training with Dean
- Substantive Change Prospectus PSJA New Site

ASSESSMENT/EVALUATION

- Carl Perkins Leadership Grant Evaluation Design – Dr. Champion
- Continued work on the Advanced CTE Planning – Progress report for Carl Perkins follow up and data requests
- Continued work on the FTIC Mandatory Advising data analyzing – Illume Impact and Performance analyze
- Continued on the Carl Perkins Planning for FY 2019
- CRSM THECB Grant Evaluation – Dr. Virginia Champion
- Worked on the FTIC Mandatory Advising data analyzing work

REPORTING

- Data Request
  - Provided ST-1910 Female Degree Awards by Ay and by Enrollment Type
  - Provided ST-1910-PII Business and Technology Degree Awards for Dual Credit Female by High School report
  - Provided the STC KPIs Comparison data (vs. 'Statewide' and 'Very Large Colleges') for FT-FTIC Persistence, Graduation Rate, Development education completion within one year, and Placement
  - Shared report scripts and methodologies with reporting team for the Dashboard development
- Factbook
  - College Readiness
  - Enrollment
  - Graduation Rate
  - Modified and posted the Fall to Fall Graduation, Retention, or Transfer by Total Enrollment (Single View) report
  - Post-Graduation Success – Graduate Placement Rate
  - Posted SENSE Key Findings for STC - 2017
  - Progress – Persistence/Credits Earned/Successful Course Completion
  - Provided the Internal STC Factbook Site Top Visitors & Top Designations Reports
  - Retrieved and updated STC KPIs for Internal Factbook Beta
  - Updated and posted the Fall to Fall Graduation, Retention, or Transfer by Total Enrollment (Multiple Views) report
  - Worked on the new version of STC KPIs data release timeline
- FTIC Mandatory Advising Impact Analysis
- Illume Impact - CLE – ongoing
- Key Performance Indicator's Updates

OTHER

- AIR Conference registration and hotel confirmed
- Business Office – IE Budget records update
- Business Office – IE Budget records update
- GDMC- Carl Perkins – Logic Model - ongoing
- Published the 2015-2017 IE Success Story for the Centers for Learning Excellence Department - complete
- Published the 2015-2017 IE Success Story for Psychological Science Department – complete
- Uploaded STC logo banner to Xitracs IE pdf files
- Worked on the Budget Notes to determine percent completion – ongoing
- Worked on the candidates screening and interviewing for Institutional Research Analyst for RAS
- Worked on the Data Audit to analyze the type of recurrent data requests – ongoing
- Worked on the Grants Development, Management, and Compliance Department on target measure examples for grant writing
- Worked on the SI participants list for the Centers for Learning Excellence - ongoing

MEETINGS / TRAINING

- Association for Institutional Research (AIR) Conference in Orlando, FL
- Biology Faculty Search Committee
- Carl Perkins Planning meeting Factbook KPIs update meeting
- College Wide Curriculum Meeting
- Data Audit
- HR Trainings – Diversity and Respect
- Illume
- iPASS ATD Coach's Meeting
- IE Success Story training with IE Specialist
- IEA Team Meeting

- Institutional Researcher Hiring Committee
- IRE Administrative Assistant Applicant Screening
- IE Plans data audit meeting
- Institutional Research Analyst interview meeting
- IRE Dean/Directors Meeting
- IRE Professional Development
- SACSCOC Training with Dean
- Success Story – Academic Affairs
- Success Story – Dual2Degree
- Success Story – High School Programs and Services
- SWOT Follow-Up – Dr. Esmaeli
- Workplace Answers training: Diversity Benefits for Higher Education Employees
- Workplace Answers training: Respect and Inclusion Series – The Power of Respectful Language
- 2017-2019 IE Plan Data Audit meeting

LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

Activity Highlights:

- Participated in Library Team Bond Mobilization Meeting.
- Participated in Perkins Grant Planning meeting.
- Participated in consultant meeting to assess feasibility of expanding Pecan Building F for an increase in square footage of Pecan Campus Library.
- Attended STC Board of Trustees Finance committee meeting.
- Participated in Centers for Learning Excellence meeting to review data collection and Perkins application.
- Visited State Farm Arena to review Educational Technologies graduation support.
- Visited Mid-Valley to review status of furniture and equipment installations.
- Met with IT staff to review status of Library & Learning Support Services projects.
- Met with the Vice President, ISPP & SI and the Director of the CLE regarding possible TSIA prep session for high school students in Weslaco.
- Attended STC Board of Trustees Finance committee meeting.
- Visited Mid-Valley to discuss option for rewiring area around Mid-Valley Renovation Library help desk to enable completion of desk installation.
- Met with the Director of Academies and High School Projects to discuss current library services at the Higher Education Center at La Joya and a possible meeting with La Joya ISD administration regarding the scope of library services.
- Participated in 2013 Bond Construction Planning meeting.
- Participated in Search Committee interviews for Senior Library & Learning Support Services Administrative Assistant.
- Visited Starr County Campus Library and CLE with VP for ISPP & SI to monitor and guide preparations for bond construction moves.
- Met with La Joya ISD Superintendent to discuss library resources and services at the Higher Education Center at La Joya.
- Worked on Search Committee interviews for Senior Library & Learning Support Services Administrative Assistant.
- Visited Mid-Valley County Campus Library and CLE with VP for ISPP & SI to monitor and guide preparations for bond construction moves.
- Reviewed and finalized Risk Assessment Matrices for Library & Learning Support Services.
- Participated in Perkins Grant planning meeting to discuss CLE submission.
- Attended Board Meeting.

Key On-Going Projects:

- Reviewed data collection with library leadership team.
- Corresponded with HPG and vendors regarding status of furniture deliveries and other issues relating to completion of libraries.
- Corresponded with Innerface Architectural Signage regarding proposal for directional signage inside new Starr Campus Library.
- Reviewed and revised Risk Assessment Matrices.
- Corresponded with HPG and vendors regarding status of furniture deliveries and other issues relating to library completion.
- Corresponded with consultant re assessing feasibility of expanding Pecan Building F for an increase in square footage of Pecan Campus Library
- Reviewed and revised Risk Assessment Matrices.

- Reviewed and revised Comprehensive Operational Plans.
- Reviewed and revised MOU for CLE TSIA Boot Camp for Vanguard Academy.
- Corresponded with Director of Facilities Planning & Construction and consultant assessing feasibility of expanding Pecan Building F for an increase in square footage of Pecan Campus Library.

ASSOCIATE DEAN OF LIBRARY SERVICES

PUBLIC SERVICES DATA

Library Services Data: 5/1/2018 - 5/31/2018								
Information Commons laptops used this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	1	0	47	n/a	2	1	51
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	7038	3,094	10,459	31,888	1,436	5,996	2,892	62,803
Library group stations/media stations/study rooms this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	86	246	n/a	79	17	428
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	5429	1368	4899	44,745	1214	2617	1784	62,056
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	2	0	29	0	2	2	35
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	167	45	542	n/a	109	66	929

TECHNICAL SERVICES

KEY ONGOING PROJECTS OF TECHNICAL SERVICES PERSONNEL:

- Began updating several interfaces to reflect changes with Discovery Search and the website.
- Began gathering information on the new computer equipment in the new libraries.
- Began reviewing applicants as a search committee member for an IT position.
- Began redesigning the Library Art Gallery and Library Events pages, to improve the layout and blog posting displays.
- Began updating WordPress plugins and investigating issues with table queries.
- Continued designing the 2017 Library Services Annual Report.
- Continued creating directional and vinyl signs for the new library locations.
- Continued configuring the study room reservation system.
- Continued testing features and layouts on the new staging website as part of the CLE website redesign.
- Began working with library staff to film footage of the new libraries for a welcome video.
- Began testing the new Academic Coaching features in JagTrax.
- Reviewing options for a possible rearrangement of Technical Services. Including possible discarded furniture from Open Labs.

COLLECTION DEVELOPMENT BALANCES:

- Library Acquisition..... $ 13,806.00
- BAT & BAS/ Materials- ..... $ 3,707.00

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

HIGHLIGHTS:

- The new Starr County Information Commons area and the new Mid-Valley Information Commons and Open Labs area officially opened on Monday, May 7, 2018.
- The Learning Commons and Open Labs staff attended their End of the Semester meeting. Open Labs staff were trained on the Acceptable Use of Information Resources, Title IX, and an ADA Counselors Session.
- Three staff members attended the LabMan 2018 Conference.
- Mid-Valley, Nursing, and Starr County Campus Open Labs opened new areas in their respective library areas.

May 2018 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,651	3,732	11,394
Pecan F-134 Internet Café	424	868	6,411
Pecan P 3.102 Open Lab	90	157	
Mid-Valley E 1.316 Open Lab	25	235	
Mid-Valley G-144	553	911	
Mid-Valley K 2.801	9	14	
Starr J-108, J-109	319	797	
NAH 1.208J	647	1,730	
Technology B-141	317	753	
Technology B-160 Internet Café	175	303	
District Total:	**4,210**	**9,500**	**17,805**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	2,025	4,045
Pecan F-183 Community User Corner	61	185
Pecan F-222	177	340
NAH B Library Open Lab	22	139
Mid-Valley Quiet Study E 1.200	14	44
Starr 1500 Library	402	1,012
Starr K 1.300 Library	24	301
Starr Library After Hours K 1.102	0	0
Technology A-136 Library	161	334
District Total:	**2,886**	**6,400**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	112	174
Pecan F-130 Group Stations	36	90
Mid-Valley Library Group Stations	0	0
Mid-Valley Open Lab Group Stations	0	0
NAH Group Stations	629	1,285
District Total:	**777**	**1,549**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	1,704	4,449
Mid-Valley A101A Open Labs	667	1,509
Mid-Valley G-270 CLE Open Labs	1,006	2,489
NAH CLE Open Lab	388	1,005
Starr CLE Open Labs	190	672
Tech CLE Open Labs	194	401
District Total:	**4,149**	**10,525**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	399	555	2,476
Pecan P2.102 Info. Commons	60	75	
Pecan V1.111 Info. Commons			
Pecan Y1.107 Info. Commons	20	39	
Mid-Valley K1.801 Info. Commons	11	20	
Starr L2.102 Info. Commons.	16	26	
District Total:	**506**	**715**	**2,476**

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

- 05-01-2018 - Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 05-03-2018 - Director met with Dr. Jesus Campos for their bi-weekly meeting.
- 05-03-2018 - Director held a Learning Commons & Open Labs Leadership meeting.
- 05-03-2018 - The Learning Commons & Open Labs Leadership Team attended a Library and Learning Support Services Management training.
- 05-04-2018 - Director attended a meeting at the Mid-Valley Campus to discuss hours of operation for the new areas.
- 05-07-2018 - Director attended a Library Mobilization Team meeting.
- 05-07-2018 - Director attended an ISPP&SI Leadership Team meeting.
- 05-08-2018 - Director attended a Pecan Campus Building F Library Facility Assessment meeting.
- 05-10-2018 - Director held a Learning Commons and Open Labs End of the Semester meeting. Open Labs staff were trained on the Acceptable Use of Information Resources, Title IX, and an ADA Counselors Session.
- 05-14-2018 - Director attended a Library Mobilization Team meeting.
- 05-14-2018 - Director met with a search committee.
- 05-15-2018 - Director attended a South Texas College 2013 Bond Construction Program meeting.
- 05-17-2018 - Director attended a Living Security Escape Room training.
- 05-18-2018 - Director attended the President's Administrative Staff meeting.
- 05-22-2018 - Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 05-23-2018 - Director traveled to the Mid-Valley and Starr County campuses to oversee the area moves.
- 05-24-2018 - Director and a hiring committee held interviews for the vacant Senior Administrative Assistant position in the Library.
- 05-25-2018 - Director attended the Library and Learning Support Services Leadership Team Update meeting.
- 05-25-2018 – Director and a hiring committee held interviews for the vacant Senior Administrative Assistant position in the Library.
- 05-29-2018 - Director attended the South Texas College 2013 Bond Construction Program Planning meeting.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

MID-VALLEY

Meetings and Events

- Coordinator, Director, and Sociology Instructor arranged for thank you letters and certificates of appreciation to be sent to all participants and/or sponsors of Family Day at STC.
- Coordinator and Specialist interviewed candidate for student learning assistant position.
- Coordinator and Learning Support Manager met with SLA's to discuss TSIA Boot Camp presentation topics and AVID strategies.
- Coordinator and Specialists hosted Wake Up Wednesday—coffee and snack give-away.
- Coordinator, Specialist, and SLA attended WICOR AVID for Online training.

- Coordinator and Specialist met with representative of Workforce Solutions to assist with recruiting efforts for part-time positions.
- Coordinator and Specialist met to discuss CRLA leveling status of SLA's.
- Coordinator attended *Building Trust as a Worthy Investment* workshop.
- Coordinator attended Formstack updates leadership meeting.
- Coordinator and Specialist attended Emergency Protocols meeting.
- Coordinator and Specialist attended AVID Summer Institute attendees meeting.
- Coordinator, Specialist, and SLA attended end-of-semester luncheon hosted by Campus Administrator.
- Coordinator and Specialist interviewed candidate for part-time SLA position.
- Coordinator and Learning Support Manager met with SLA's to finalize presentations for TSIA Boot Camp.
- Coordinator and Specialist prepared and delivered TSIA Boot Camp information packets to local school districts.

Workshops/Class Presentations

- "Who moved my cheese?" workshop.

Tutor Trainings

- Learning Styles Inventory

NAH:

Meetings and Events

- CLE Learning Support Manager and Mid-Valley Coordinator trained tutors at Pecan for TSI summer camp. 5/8
- CLE Learning Support Manager attended NAH ribbon cutting. 5/8
- CLE Learning Support Manager, Director, and Tech Coordinator attended Perkins meeting. 5/10
- CLE Learning Support Manager met with Academic Coaches to plan for summer workshops. 5/10
- CLE Learning Support Manager, Director, and SI Manager met with Dean for a data survey meeting. 5/11
- CLE Learning Support Manager, Director, and Academic Coaches met to discuss the future implementation of starfish. 5/14
- CLE Learning Support Manager and Academic Coaches attended blackboard training. 5/15
- CLE Learning Support Manager attended AVID-WICOR online training. 5/17
- CLE Learning Support Manager and NAH staff began to move to their new site. 5/18
- CLE Learning Support Manager, Director, and Technology Coordinator met to discuss Perkins. 5/23
- CLE Learning Support Manager attended OPOD training on Building Trust. 5/23
- CLE Learning Support Manager conducted Pre-AVID summer institute meeting at Pecan. 5/24
- CLE Learning Support Manager met with Academic coaches to begin the MADISSAR grant report. 5/24
- CLE Learning Support Manager and CLE staff attended CLE emergency protocol meeting. 5/24
- CLE Learning Support Manager attending Vanguard partnership meeting for TSI prep meeting. 5/25
- CLE Learning Support Manager, and NAH Librarian did a walk thru of old space for inventory. 5/29
- CLE Learning Support Manager attended Data Gathering meeting with the CLE task force. 5/30
- CLE Learning Support Manager attended Perkins Division meeting. 5/31
- CLE Learning Support Manager and Mid-Valley Coordinator met to finalize TSI Math Summer Camp. 5/31
- NAH CLE moved in to the new space. 06/01

PECAN:

Meetings and Events

- TSI Summer Camp Meeting with Tutors 5/8
- CLE Completed Staff Evaluations 5/7-5/11
- CLE Director attended STC Graduation 5/12
- Meeting to Discuss Fall Tutor Training Day 5/15
- CLE Attended Workshop for Dealing with Difficult People Hosted by OPOD 5/16
- CLE Participated in WICOR in an Online Environment with AVID Training 5/17
- CLE Met to discuss implementing AVID in CRLA trainings 5/17
- CLE Participated in STC Campus Connections 5/18
- CLE Began Conducting Interviews to Fill Vacant SLA Positions for Fall.
- CLE Met to continue planning STC TSI Summer Math Camp
- Campus Coordinator and Specialists interviewed candidates for Student Learning Assistant
- Full-time Supervisors Meeting – May 21st
- Campus Coordinator attended AVID Summer Institute meeting – May 24th
- Campus Coordinator attended Form Stack Meeting – May 24th
- Campus Coordinator and Specialists attended CLE emergency protocol meeting – May 24th
- Campus Coordinator and Specialists interviewed candidates for Student Learning Assistant

- Campus Coordinator presented at First Year Connection – June 1
- Campus Coordinator, Specialists, and select staff prepared for TSI Math Camp – May 29-June 3

Workshops/Class Presentations

- TSI Workshop – Sentence Structure 5/7

STARR:

Meeting and Events

- End of Semester SLA Luncheon/Meeting for Tutor appreciation
- Attended WICOR Online Environment training
- Coordinator Met with campus administrator for summer camp
- Coordinator Attended Starr County campus Staff Meeting May 22, 2018
- Coordinator Attended CLE Form Stack Meeting May 22, 2018
- Full Time SLA and Coordinator attended CLE Emergency Protocol Meeting May 24, 2018
- Full Time SLA finalized Summer I Tutor and Clerk Schedule

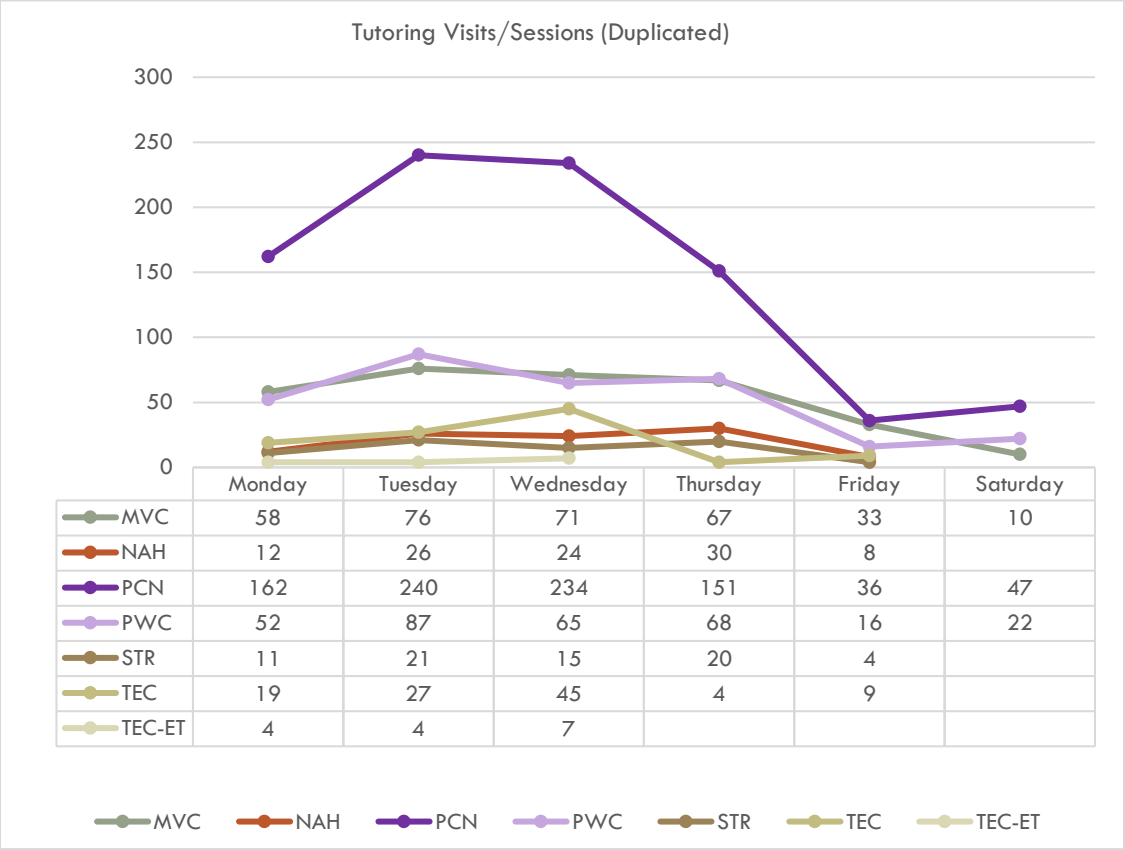
TECHNOLOGY CENTER:

Meetings and Events

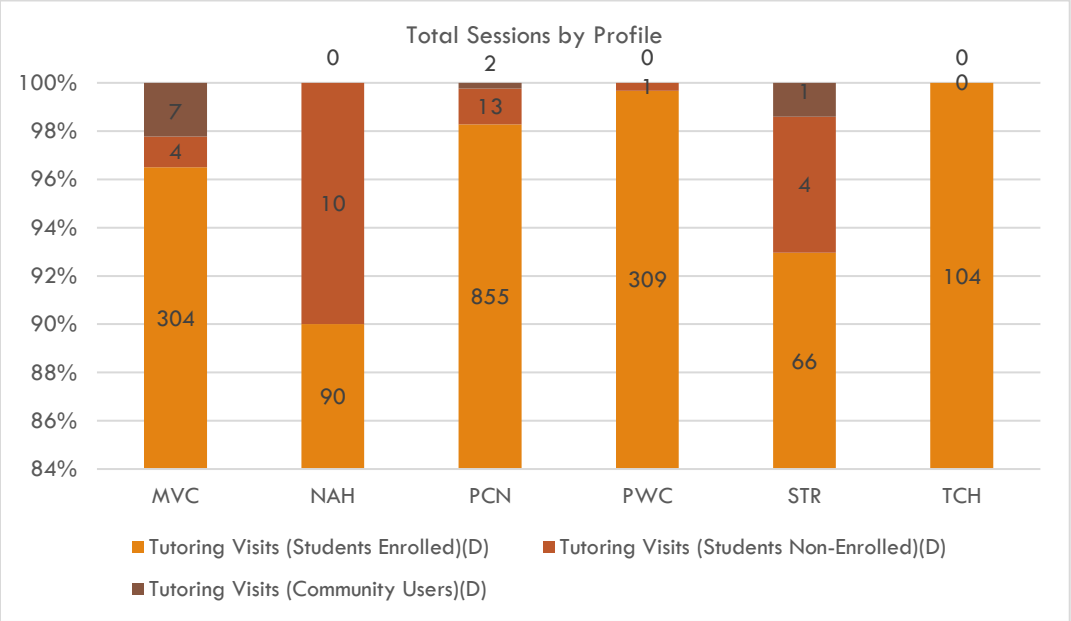
- Technology Campus CLE Team meeting
- Coordinator attended the Perkins Planning meeting
- Technology CLE Embedded Tutoring Evaluation (complete)
- Qualtrics online student survey
- The Online Tutoring Appeal Committee met to discuss requests for additional tutoring hours
- Coordinator trained new customer service clerks on how to inventory new books into Symphony Workflows
- Coordinator completed the schedules for the summer semester
- Coordinator attended staff meeting to discuss fall tutor training day
- Coordinator attended Avid WICOR Strategies for Online courses
- Coordinator met with Pecan CLE staff to discuss implementing Avid strategies into tutor trainings
- Coordinator attended OPOD training: Building Trust as a Worthy Investment
- Coordinator met with CLE director and Learning Support Manager to discuss Perkins requisition requests and goals
- Coordinator completed HR trainings: *Diversity Benefits for Higher Education Employees* and *Respect and Inclusion Series: The Power of Respect.*
- Coordinator and Specialist updated all summer online schedules
- New math SLA started working at the Technology CLE
- Coordinator attended Division Team Perkins meeting
- Coordinator assisted with the NAH CLE move to new location
- Coordinator prepared for a Technology Enrichment Workshop for the Pecan CLE TSI Boot camp

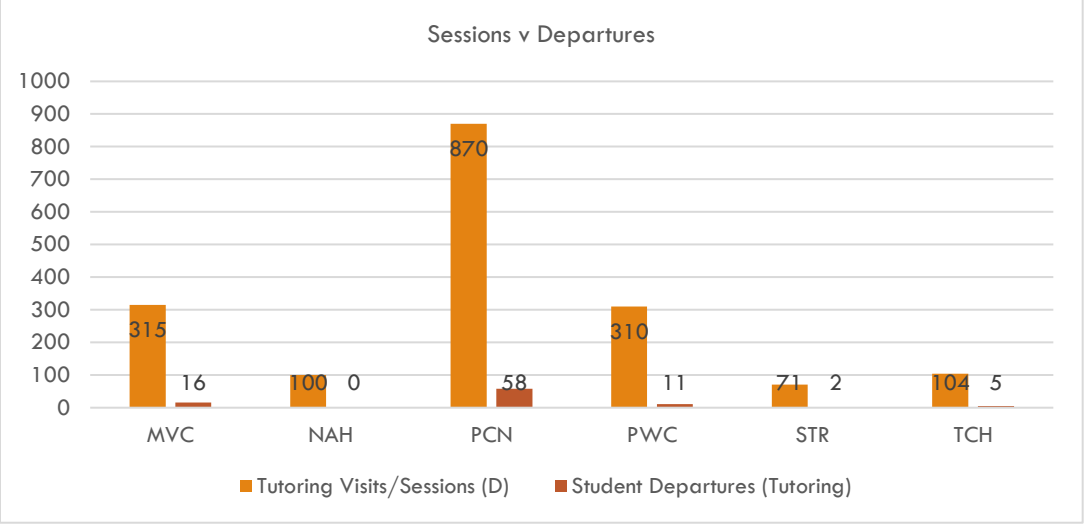
CLE DATA:

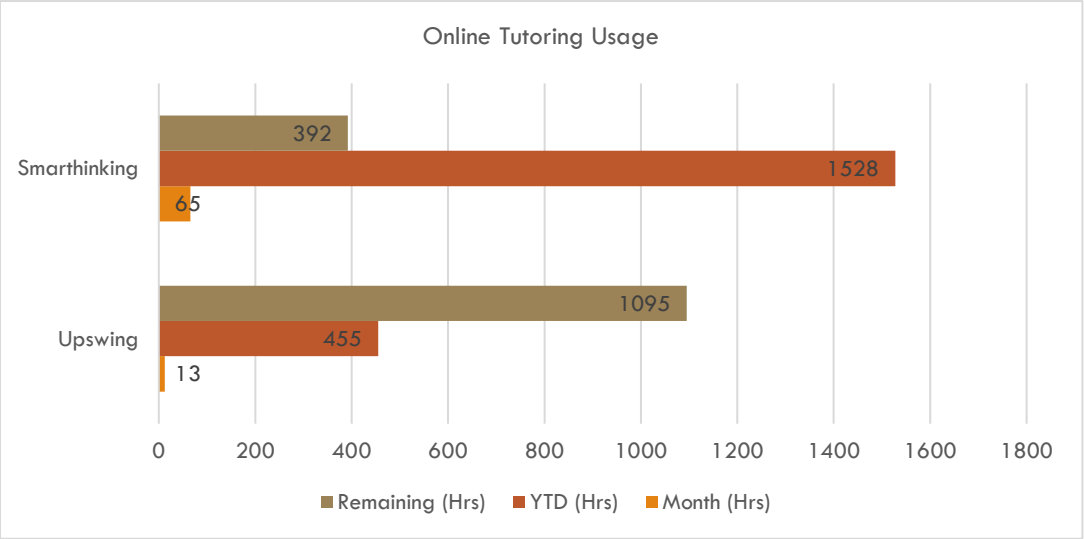
CLE Usage Data (May 2018)

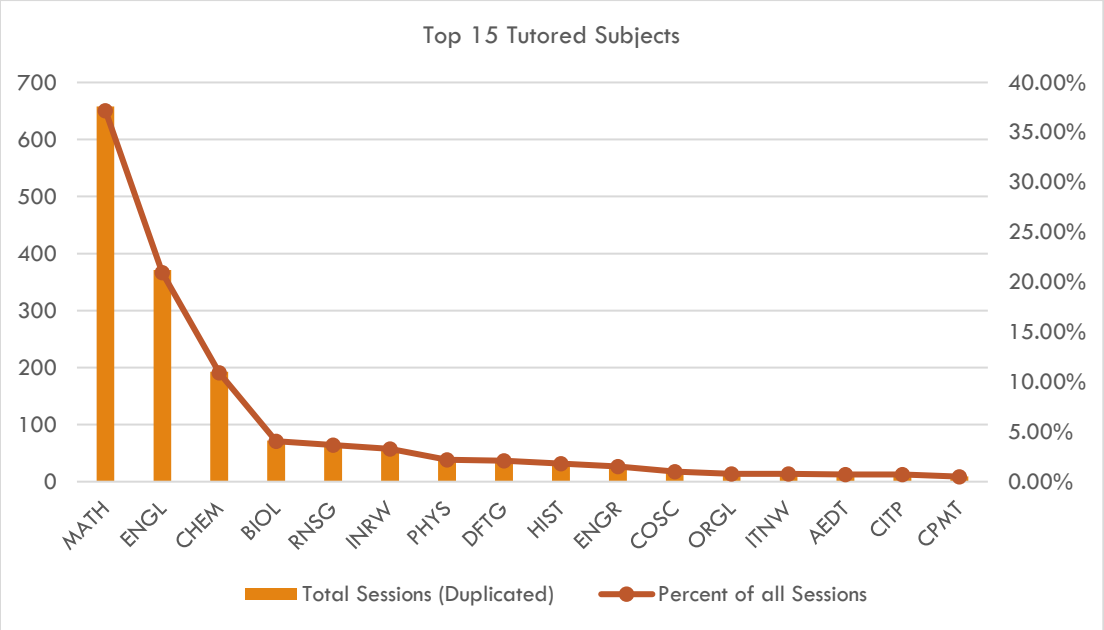


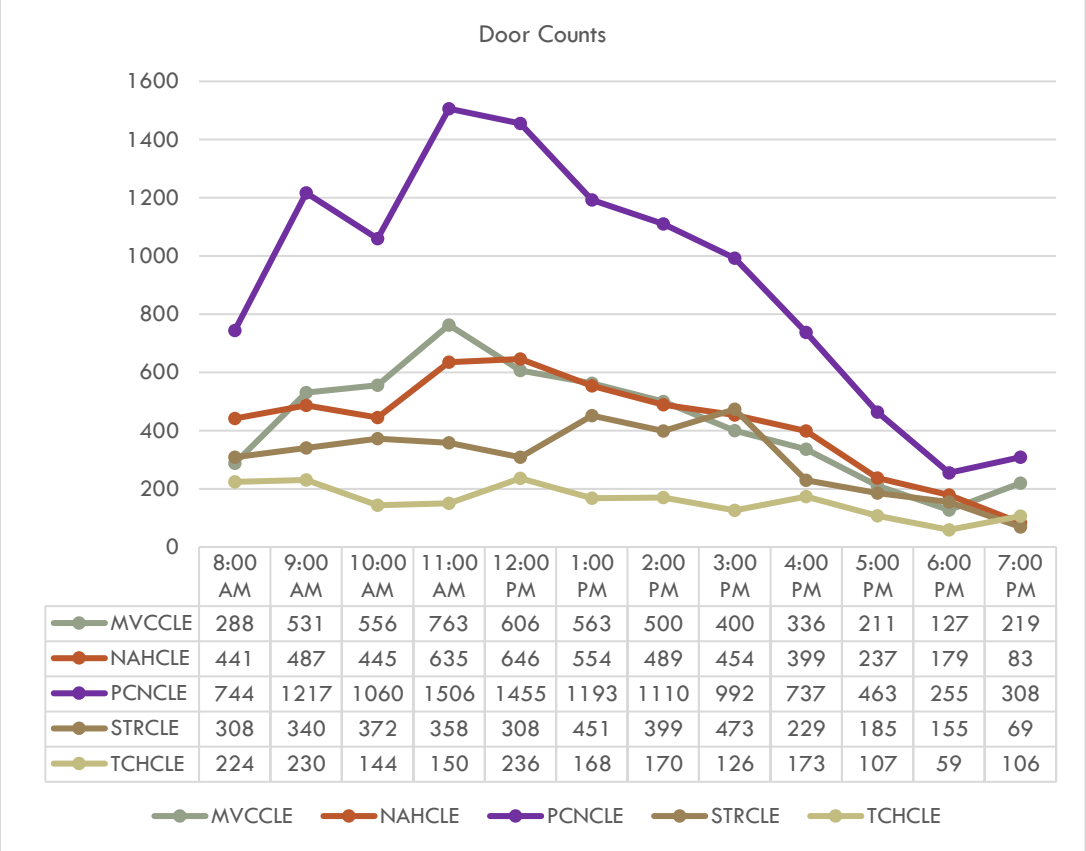
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	58	76	71	67	33	10
NAH	12	26	24	30	8	
PCN	162	240	234	151	36	47
PWC	52	87	65	68	16	22
STR	11	21	15	20	4	
TEC	19	27	45	4	9	
TEC-ET	4	4	7			




Sessions v Departures
1000
900
800
700
600
500
400
300
200
100
0
315
16
100
0
870
58
310
11
71
2
104
5
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)


Online Tutoring Usage
Smarthinking
392
1528
65
Upswing
1095
455
13
0
200
400
600
800
1000
1200
1400
1600
1800
Remaining (Hrs)
YTD (Hrs)
Month (Hrs)


Top 15 Tutored Subjects
700
600
500
400
300
200
100
0
40.00%
35.00%
30.00%
25.00%
20.00%
15.00%
10.00%
5.00%
0.00%
MATH
ENGL
CHEM
BIOL
RNSG
INRW
PHYS
DFTG
HIST
ENGR
COSC
ORGL
ITNW
AEDT
CITP
CPMT
Total Sessions (Duplicated)
Percent of all Sessions



	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	288	531	556	763	606	563	500	400	336	211	127	219
NAHCLE	441	487	445	635	646	554	489	454	399	237	179	83
PCNCLE	744	1217	1060	1506	1455	1193	1110	992	737	463	255	308
STRCLE	308	340	372	358	308	451	399	473	229	185	155	69
TCHCLE	224	230	144	150	236	168	170	126	173	107	59	106

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Bi-Weekly Campus Enrollment - Summer One

SURVEYS

- CCSSE
- Chair Evaluation
- CLE embedded tutors survey - Tech
- Dream Catchers survey
- Dual Academies
- Dual Credit Update eval survey
- Employer surveys first round
- Faculty/Staff News survey
- FOCUS Academy
- Grant workshop eval survey
- JagExpress survey
- NGIP End of Semester survey
- Psyc 2317 survey
- RCPSE surveys

QUALITATIVE STUDIES

- HSI Grant
- MVC-CDC

DATA REQUESTS

- Almanac review
- Core requisite courses success

- Demographic Information for Valley Scholars
- Distance education Spring 2018
- Factbook
- Fall 2017 enrollment count at Census
- Fall Lead
- Full time Part time Student Counts Fal 2017
- GED students, September 2016 - April 2018; students in GED courses and taking additional courses while completing GED. GED students who enrolled in academic courses.
- Integrity High School Codes and Recent Grads Contact
- Geology courses enrollment
- La Joya ISD Dual Indicators Fall 2017
- ORGL Incomplete Grades Students & Faculty 201810-201820
- Post Report NGIp
- Pre Report NGIp
- PSJA Area AY 2016 - 2017 Enrollment, Demographic, and Graduate Information
- SDS Report
- Spring Enrollment
- Spring 2018 students from Edcouch, La Villa, and Monte Alto
- Student contact information for students receiving passing grade Math 100
- Student Enrollment by Campus for Edcouch, Monte Alto, and La Villa
- Technology Campus Enrollment
- Veterans and Dependents Current
- Welding program data

MEETINGS

- AACC Conference
- Academic Affairs Surveys
- BUGS
- Civitas Nudge Campaigns
- Dean/Directors
- Dual credit campus codes
- IER Template Review
- IRE Prof. Dev. Training and Pathways Evaluation Meeting
- ISPP&SI Leadership Team
- Living Security Escape Room RCPSE Survey
- Phone call with Tim Beckett - Evasions for IPEDS reporting
- Review of KPIs
- RGV LEAD Data Initiatives Committee
- TACC Metrics Committee

OTHER RESEARCH/SUPPORT

- IRB for Tina Atkins
- IRB for Shannon Dosh
- Omnibus pilot survey
- Program demand (student & employer) survey re-writes
- Program enrollment, course enrollment, graduates reports
- Report branding templates
- Review and update of IPEDS Comparison Group
- Review of first draft of metrics report by TACC
- Survey list rentals/incentives purchase process
- Whitelisting/SPF for Qualtrics system

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

I. Project Name	Description	PMBOK Project Phase	Project Notes
iPASS(2):	Enrollment System	Execution: Monitoring & Controlling	ATD Coach (Virtual Meeting) Scheduled for 5/24/2018.
2019-2024 Strategic Plan	STC's 6 Year Strategic Plan	Execution: Monitoring & Controlling	Vision Statement Draft is currently being circulated for review and feedback.
Training RFP	3 Year Training Plan	Execution: Monitoring & Controlling	Project Management Fundamentals Training Scheduled for June 2018. The training course is full.
Student Life Cycle Mapping	Business Process Mapping	N/A	9th Grade Spring Term Mapping In Progress 9th Grade School Year Mapping In Progress Mapping in Progress: 9th and 10th edits pending.
Dual Credit Portal Requirements Mapping	Business Analyst	N/A	1st Requirements Draft has been completed and has been shared for feedback.

Upcoming Action Items

Project Name	Description	PMBOK Project Phase	Project Notes
iPASS	Grant: Starfish & Radius	Execution: Monitoring & Controlling	Final Narrative Report Due 6/15/2018.
ATD	Annual Report & Leader College Application	N/A	Due August or September 2018. Annual reflection due 6/1/15. Documents have been submitted to committee for edits.
ATD	Leader College Application	NA	Postponed until later summer due to process changes by ATD.

VACANT - DEAN
INSTITUTIONAL RESEARCH, EFFECTIVENESS AND STRATEGIC PLANNING

LEADERSHIP ACTIVITIES

- Attended graduation for the LASS Division and the Business, Technology and Public Safety Division.
- Conducted a Mastermind class on "Good Leaders Ask Great Questions" by John Maxwell.
- Met with department staff to announce my last day and transition planning.
- Met with the Interim Administrator for Curriculum and Student Learning to review AAS curriculum guide provided for additional training.
- Met with the Vice President of ISPPSI to discuss the transition plan until new Dean is hired.
- Participated in ISPP&SI Leadership Team meeting.
- Participated in leadership luncheon and discussion with the Commissioner of Higher Education.
- Participated in Pharr Higher Education Center planning meeting.
- Participated in President's Administrative Staff meeting.
- Provided mentorship to staff person taking new administrative position.

ACCREDITATION RELATED ACTIVITIES:

- SACSCOC Accreditation Activities:
  - Conducted additional SACSCOC training with the Director of IEA.
  - Conducted SACSCOC standards training with the Director of IEA.
  - Drafted budget section for the Prospectus.
  - Met with the Director if IEA to review the scheduled analysis and coordinate the remaining work for the PSJA Collegiate Academy Prospectus.
  - Met with the VP of Finance and Administrative Services and the Associate Dean of Industry Training to review the proposed IIES Licensing Contract for any potential SACSCOC issues.
  - Participated in phone conference with El Paso Community College related to articulation agreements into the BASOL and BAT programs.
  - Participated in phone conference with TSTC related to articulation agreements into the BASOL and BAT programs.
  - Reviewed first draft of the PSJA Collegiate Academy Prospectus.
  - Submitted change in liaison information to SACSCOC.
  - Submitted Request for the Annual Financial Profile to the VP of Finance and Administrative services for completion. Due date is July 16th.

RAS/IEA RELATED ACTIVITIES

- Conducted performance evaluations for the Director of RAS and the Director of IEA.
- Continued coordination with Civitas representative on upcoming projects including set up of the "Courses" module; phone conference regarding Nudge campaigns for summer; pending validation items for financial aid data and training of the Project Manager on Civitas Illume.
- Coordinated with HR to finalize the search committee for the AA position. Coordinated with the Qualitative Researcher on pending IRB submissions.
-
- Facilitated seventh meeting of the Mission, Vision, and Core Values Taskforce to review feedback received from the college on the proposed Mission, Vision and Core Values.
- Facilitated meeting with the VP of SAEM, the Dean of Enrollment, and the Civitas Partner Success representative to review the new content in the Nudge Hub and determine plans for summer nudge campaigns.
- Facilitated sixth meeting of the Mission, Vision, and Core Values Taskforce to finalize first draft.
- Finalized IRB responses for two IRB applications and sent responses to the researchers.
- Met with the Director if IEA and the Associate Dean for Professional and Organizational Development to discuss an evaluation plan for the Pathways Project.
- Met with Director of RAS and Director of IEA to coordinate transition activities, coordinate ongoing and upcoming activities.
- Met with Pathways Co-leads and the VP of ISPPSI to discuss future needs for tracking students for the Pathways initiative.
- Met with the President and the VP of ISPPSI for feedback on the Mission, Vision, and Values taskforce drafts
- Met with the Project Manager to coordinate ongoing and upcoming activities.
- Met with the Project Manager to review Strategic Planning resources in development.
- Met with RAS staff and Academic Affairs staff to discuss strategy for conducting employer surveys and student interest surveys for program development proposals and other academic affairs needs.