SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

June 2018

Board Meeting
July 24, 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:	JULY 24, 2018
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2018 THROUGH JUNE 30, 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 Division Leaders meeting
- Recruitment IIES in Reynosa, Tamaulipas
- Walk through and Planning Session with Dr. Montiel at STARR County Campus
- Walk through of Enrollment Services for Mid-Valley Campus and Nursing and Allied Health
- Enrollment Audit Draft
- Testing for McAllen ISD Student Camp
- Discuss Student Appeal Process for J.M.
- ATD Grant Exit Interviews
- Employees Relations Case SAEM
- Meeting with Vanguard Academy
- Submitted Operational Plans for the SAEM Division
- Conference call with Dr. Luzelma Canales
- Fall Communication Plan Review

ATTENDED

- South Texas College Radius meeting
- Mental Health Awareness Grant
- CSA Human Resource Training
- Dual Credit Review of Requested Data Reports
- CIVITAS Nudge Campaigns
- South Texas College Pathways meeting
- Carl Perkins SAEMFY 2018 Local Plan Working meeting
- Education 1st/Gates Foundation meeting with Executive Team
- DREAMers Webpage
- Meet with Veteran Student and Spouse
- Integrity School Reynosa College Transition Project
- Texas Valley Sports meeting

ENROLLMENT SERVICES AND REGISTRAR

- Opened online registration for Summer 2018 and Fall 2018 semesters on March 5, 2018; **6,902** students have registered for Summer II 2018 and **13,447** students have registered for Fall 2018, as of July 9, 2018, after required documents were processed and they were cleared to register.
- Official census date enrollment for Summer I 2018 on June 7, 2018 is **12,088** students.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Enrollment Management Team.
- Coordinator of Enrollment Services went to IIES in Reynosa, Mexico on June 14, 2018 to recruit students for STC online programs/classes.
- Director/Registrar, Residency Specialist and Records/Registration Specialist attended International Education Forum held at Trinity University in San Antonio, Texas on June 28, 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 Banner 9, BUGS, CE & Dual2Degree student enrollment process, EEOC training, Enrollment Appeals Committee, Grade Appeals Committee, Radius and student life cycle.
- Transcript/Graduation Analyst position was filled, and the new employee started work on June 18, 2018.
- Conducted interviews and made recommendations for two Records Technicians at Pecan Campus.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB) and continued training the new Admissions Specialist, who assists with related reports; Director/Registrar certified the CBM Reports.
- Transcript/Graduation Analysts completed certification of **3,358** May 2018 graduates and awarded degrees, including **941** Certificates, **2,314** Associate Degrees and **137** Bachelor Degrees.
- Document Management Specialist downloaded, reviewed and verified **4,590** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during June 2018.
- Residency Specialist reviewed the residency status of all new students, including dual credit high school students and House Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration.
- STC has **31** international students registered for Summer 2018 semester and **37** international students registered for Fall 2018 semester, to date.
- Processed **400** course substitutions and exceptions in Degree Works during June 2018.

- Processed *Change of Grade Forms* for **190** students during June 2018.
- Processed *Reinstatement After Census Date Forms* for **95** students during June 2018.
- Processed *Schedule Change Forms* for **1,221** students prior to the last day to withdraw from Summer I session on June 28, 2018.
- Processed **8,267** high school and **906** college/university transcripts during June 2018.
- Evaluated **981** transcripts from other colleges and universities during June 2018.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,960** STC transcripts during June 2018.
- Scanned and indexed **5,666** documents submitted by students during June 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 June 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	**379**	**234**	**184 (79%show)**	**ACT**	**1012**
Mid- Valley	**200**	**137**	**134 (98% show)**	**TSI EXAM**	**1490**
Starr Campus	**207**	**134**	**131 (98% show)**	**TSI EXAM**	**594**
Pecan Plaza	**54**	**94**	**91 (97% show)**	**GED/ PEARSON**	**647**
Pecan Plaza		**314**	**280 (89% show)**	**TSI EXAM**	**3402**
Pecan Plaza		**69**	**63 (91% show)**	**HESI**	**624**
Pecan Plaza				**HiSET**	**4**
TOTAL:	**840**	**982**	**883 (90% show)**		**7,773– All Campuses YTD**

TSI Scores: by placement score June 2018			
READING		**READING**	
Monthly (06/01/18 - 06/30/18)		**Year To Date (09/01/17 – 06/30/2018)**	
College ready (351+)	115	**College Ready** (351+)	942
Holistic Placement (349-350)	23	Holistic Placement (349-350)	241
Developmental Ed (342-348)	100	Developmental Ed (342-348)	942
ABE Level 6 (Developmental Ed)	24	ABE Level 6 (Developmental Ed)	189
ABE Level 5 (Developmental Ed)	78	ABE Level 5 (Developmental Ed)	570
ABE Level 4	23	ABE Level 4	180
ABE Level 3	3	ABE Level 3	34
ABE Level 2	5	ABE Level 2	50
ABE Level 1	0	ABE Level 1	12
Total	**371**	**Total**	**3160**
MATH		**MATH**	
Monthly (06/01/18 – 06/30/18)		**Year To Date (09/01/17 – 06/30/2018)**	
College Ready (350+)	78	**College Ready** (350+)	558
Holistic Placement (348-349)	18	Holistic Placement (348-349)	212
Developmental Ed (336-347)	133	Developmental Ed (336-347)	1079
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	81	ABE Level 5 (Developmental Ed)	524
ABE Level 4	63	ABE Level 4	316
ABE Level 3	16	ABE Level 3	75
ABE Level 2	4	ABE Level 2	29
ABE Level 1	1	ABE Level 1	15
Total	**394**	**Total**	**2808**
Writing		**Writing**	
Monthly (06/01/18 - 06/30/18)		**Year To Date (09/01/17 – 06/30/2018)**	
College Ready (363 & 4+ Essay or 5+)	147	**College Ready** (363 & 4+ Essay or 5+)	1210
Developmental Ed (350-362 & 0-4 Essay)	56	Developmental Ed (350-362 & 0-4 Essay)	316
ABE Level 6 (Developmental Ed)	1	ABE Level 6 (Developmental Ed)	12
ABE Level 5 (Developmental Ed)	1	ABE Level 5 (Developmental Ed)	11
ABE Level 4	6	ABE Level 4	37
ABE Level 3	2	ABE Level 3	32
ABE Level 2	0	ABE Level 2	9
ABE Level 1	0	ABE Level 1	9
Total	**213**	**Total**	**1636**
Data retrieved from College Board Accuplacer			

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS department meet throughout the month of June for Banner 9 training
- Six SFS staff members attended the 2018 National Association of Student Financial Aid Administrators held in Austin, Texas
- SFS Staff have been completing pending verification files for summer and fall
- VA Certifying Official Lauren Matthews has finished her training and is now located at her home base (Mid-Valley)
- SFS Outreach Specialist Jovelli De Leon and Carolina Miranda assisted with 7 FAFSA events in the month of June

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- **The Dual2Degree Department held a total of 14 events and assisted approximately 900 students throughout the month of June**
- Staff continues to assist school districts in the determination of Fall 2018 eligibility for prospective and continuing Dual Credit students
- The Department is working with various offices, including College Connections and Continuing Education, to develop and implement a Dual Credit Outreach and Transition Plan to assist in meeting the Dual Credit Matriculation Task Force enrollment targets

DEPARTMENTAL SNAPSHOTS

Early College High School Summer Bridge

Economedes ECHS - PCN

Valley View ECHS- PCN

Hidalgo ECHS - PCN

Edcouch ECHS - MVC

ADMISSION

Event	High School Served	Date	Location	Total Served
Application Drive	Achieve ECHS	6/4	PCN	97
Application Drive	Sharyland A3 ECHS	6/5	PCN	38
Application Drive	Sharyland A3 ECHS	6/6	PCN	48
Application Drive	Weslaco CTE ECHS	6/6	MVC	30
Application Drive	Mission Collegiate	6/7	PCN	94
Application Drive	Mercedes ECHS	6/7	MVC	117
Application Drive	Economedes ECHS	6/11	PCN	82
Application Drive	Monte Alto ECHS	6/12	PCN	19
Application Drive	Weslaco East ECHS	6/13	PCN	35
Application Drive	Weslaco ECHS	6/14	MVC	32
Application Drive	Valley View ECHS	6/15	PCN	145
Application Drive	Hidalgo ECHS	6/18	PCN	71
Application Drive	Progresso ECHS	6/27	MVC	37
Application Drive	Edcouch Elsa ECHS	6/28	MVC	68
			Total	913

DUAL CREDIT REGISRTRATION RECONCILIATION – (JUNE)

Request	Submitted	Approved	Denied	Under Review
Reconciliation	31	29	1	1
Appeals	9	0	0	9
Total	**40**	**29**	**1**	**10**

MEETINGS

EXTERNAL

Meeting	ISD	Purpose
Fall Enrollment Planning Meeting	• Edcouch Elsa High School • Science Academy	Plan for Fall 2018 Dual Credit Registration

INTERNAL

Meeting	Purpose
Fall 2018 Scholastic Appeals Committee	Review of Student Appeals for Fall 2018
Carl Perkins F 19 Planning Workshop	Review FY 19 Target Measures and create local plan
Gates Foundation Visit	Visit by the Gates Foundation regarding STC Dual Credit Program; round-table discussion
Student Life Cycle Process Mapping (Meeting 7)	To discuss current life cycle of dual credit students
Personnel Committee Meeting	To discuss and plan the annual D2D retreat
ALA Extern Visit	Acquainted ALA Externs with department's operations and services
Civitas Nudge CRM Campaigns	Review of Civitas data and communication platform for Fall persistence campaign
Enrollment Process Discussion	Review of D2D Enrollment Process to assist Continuing Education Department in automating admission procedures
Review of Excess Hour Overload Process	To review the process for excess hours and discuss the Course Overload Form approval
Dual2Degree Monthly Department Meeting	Monthly department meeting to discuss departmental updates
Student Success Module Planning Meeting	Review migrating the Dual2Degree Student Success Module from Comevo to Softchalk via Blackboard
Student Life Cycle Process Mapping (Meeting 7)	To discuss current life cycle of dual credit students
NACEP Accreditation Steering Committee Meeting	Discuss progress in collecting evidence for NACEP Accreditation standards
Division Leaders Meeting	Fall Communication Plan Review
Personnel Committee Meeting	Discuss upcoming departmental retreat
Bi- Annual Employee Appraisals	To discuss employees performance, appraise past performance, and discuss areas that may require improvement
Supervisory Meeting	To discuss departmental updates and upcoming projects
Connection and Transition Committee Meeting	To discuss changes for student success module and migration from Comevo to Softchalk

PROFESSIONAL DEVELOPMENT

Activity	Purpose
Banner 9 Introduction For Administrative Assistants/Secretaries	Sponsored by the Purchasing Department this workshop is an introduction to creating requisitions and navigating through the pages of Banner 9
Professional Development System Workshop Creation	Sponsored by the Office of Professional and Organizational Development this workshop was designed for Participants to learn hands on how to create workshops and meetings in the Professional Development System
South Texas College Leadership Academy (STLA) for Staff - Escape Adulthood: Living and Working with Less Stress and More Success	Sponsored by the Office of Professional and Organizational Development and guest speaker JASON KOTECKI this workshop was designed for participants to turn stress into laughter, to live a richer, more balanced life while being more productive

Upcoming Events and Activities for July 2018:

- Host Annual Department Retreat (July 12, 2018 at NAH Campus)
- Continue Assisting ISDs with Verification Of Student Enrollment Eligibility
- Finalize Summer II and Continue Fall 2018 Dual Credit Registration
- Finalize Updates to Dual Credit Enrollment Services Manual for 18-19
- Finalize Development of Dual Credit Recruitment & Transition Plan for 18-19
- Work with College Connections to Finalize 18-19 Outreach Calendar
- Work with Distance Learning Office to migrate Student Success Module to New Platform (Blackboard)
- Finalize FY 2018 Annual Department Report
- Begin working on Spring 2019 Dual Credit Enrollment Posters and Flyers for Timely Publication of Timelines

COLLEGE CONNECTIONS

Due to College Closing and inclement weather, campus tours and the Summer Leadership Program for the Boys & Girls Club were rescheduled.

College Connections

- South Texas College
  - Dual Enrollment Student Life Cycle Meeting
  - Fall Communication Plan Review
  - Education First/Gates Foundation Meeting - Group B
  - Risk Assessment Training & Accessibility Training
  - ECHS Summer Bridge support
  - 1st Annual Career Training and Job Fair
  - Respiratory Program Orientation
- Partnerships/Events
  - CIVSA Conference
  - Academic Leadership Alliance
  - PSJA2STC Registration Event – 24 Students
  - EXPO Committee Meeting
  - Precinct 2 Community Recourse Center Meeting
  - 1st Annual Father's Day Event Weslaco Housing Authority
- Early College High Schools
  - Hidalgo ECHS Summer Bridge – 68 students
  - La Joya Jimmy Carter ECHS Summer Bridge – 31 students
  - Edcouch Elsa ECHS Summer Bridge – 68 students
  - Progreso ECHS Summer Bridge – 33 students
- Recruitment
  - All Campuses - Individual Student Appointments for Fall Registration
  - UTRGV Nursing Program – College Presentation
  - Mexican Consulate – Information Session
  - All Campuses - Individual Student Appointments for Fall Registration
  - Apply Texas Session – Roma High School
- Campus Tours
  - Pecan Campus
    - Hidalgo ECHS – 68 students
    - Jimmy Carter ECHS – 31 students
    - Johnny G. Economedes ECHS – 125 students

        - Academic Leadership Alliance – 2 students
        - Valley View ECHS – 210 students
        - Achieve ECHS – 120 students
        - Sharyland ECHS – 90 students
        - Mission Collegiate ECHS – 98 students
        - PSJA T-STEM ECHS – 25 students
        - Edcouch Elsa ECHS – 68 visitors
        - Progreso ECHS – 33 visitors
    - Technology Campus
        - PSJA Elvis J. Ballew Early College High School – 25 students
        - PSJA CCTA – 15 students
        - La Joya ISD Middle Schools Migrant Summer Program – 37 visitors
        - La Joya ISD Jose de Escandon Elementary Migrant Program – 80 visitors
    - Starr Campus
        - Roma High School DEMSA – 12 students
    - Mid-Valley Campus
        - Weslaco East ECHS – 32 students
        - Weslaco High ECHS – 30 Students
        - Monte Alto High School – 19 Students
        - Weslaco CTE EHS – 50 students
        - Mercedes ISD Afterschool Summer Program – 60 students
        - Mercedes Early College Academy – 100 students

Campus	# Visitors
Pecan	868 visitors
Mid-Valley	291 visitors
Starr	12 visitors
NAH	No Tours
Tech	157 visitors

- Call Center

Phone Calls	
Inbound Calls	11,795 Inbound Calls
JagChat	
Incoming Chats	435 Chats
Radius - CRM	
Students awarded Pell, but not registered	2816 students - emails sent
CIVITAS High Persistence	1400 students - emails sent
CIVITAS – Low to Mod. Persistence	1329 students - emails sent
Mongoose Texting	
Fall 2018 Students awarded Pell, but not registered	2,690 Student Texted
Final Payment Due Summer III	167 Student Texted
FAFSA Verification Summer I	98 Student Texted
Final Payment Due Summer I	469 Student Texted

CIVSA

Cristobal Benavides and Lazaro Barroso presented on South Texas College Campus Tours and Visitor Services at the CIVSA National Conference in Milwaukee. The session "Help, My Campus is overrun by Students" was well attended and praised for highlighting the importance of campus tours within higher education. South Texas College was recognized for our contribution to Campus Visits and Information Services within the Region. The College has been the only community college recognized to date.

Campus Tours

Academic Leadership Alliance interns from Palmview High School and Economedes High School visited the campus to learn about enrollment services and how to incorporate recruitment into their curriculum to help students connect with transition into higher education.

Campus Tours

Roma High School DEMSA students toured the Starr county campus.

Students from La Joya ISD Migrant Program took a tour of the Technology Campus

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
925	Student Contacts & Outreach
27	Student & Alumni Registered on CCN
12	Student & Alumni Resumes Revised/Uploaded on CCN
11	Employer Contact and New Employer Registered on CCN
34	Jobs posted to CCN
4, 336	Total Students Registered to date
8, 104	Total Alumni Registered to date
3, 172	Total Employers Registered to date
12	Workshops Presented
2	On Campus Recruitment
1, 776	EMSI Total Visits

CURRENT/UPCOMING ACTIVITIES & EVENT

On Campus Recruitment (OCR)

- US Customs & Border Protection
- Halliburton – Permian Basin & Southeast Area

WORKSHOP & PRESENTATION/ACTIVITIES

Workshop & Presentations / Activities

- **Job Development**
  1. LifeCheck Drug Pharmacy - 1 job posting
  2. PMG – 1 job posting
  3. Frost Bank – 1 job posting
  4. Skaggs & Guerra – job posting
  5. Esperanza Project – 1 job posting
  6. Community Council RGV
  7. International Paper 2 job posts
  8. Payne Auto Group 2 job posts
  9. Law Office of Roel Esquivel job post
  10. Riddle & Bloom job post
  11. Wonderful Citrus job post
- Campus-wide Summer Bridge Presentations—Career Exploration with Career Coach
  - Weslaco East ECHS, 33 students
  - Weslaco ECHS, 20 students
  - Economedes ECHS, 125 students
  - Valley View ECHS, 95
  - Valley View ECHS, 45
  - Hidalgo ECHS, 115 students
  - La Joya ECHS, 125
  - Edcouch Elsa ECHS, 66 students
  - Progresso ECHS, 37 students
- Continuing Education Career Job Fair
  - CES info table and event assistance
  - CES Overview & Resume Presentation
  - CES Overview & Interview Presentation
- Technology Campus
  - Job Search Open Workshop, 3 students
- Nursing & Allied Health PASS Open Workshops
  - Resume Writing Open Workshop, 8 students
  - Job Search Open Workshop, 22 students
  - Resume Writing Open Workshop, 26 students
  - Resume Writing Open Workshop, 2 students
  - Resume Writing Open Workshop, 5 students
  - Radiologic Technology In Class Presentations, 14 students

COORDINATION OF UPCOMING EVENTS

- Finalized schedule and emailed flyer to Faculty/Staff/General News on Summer Career Readiness Workshop (PASS PROGRAM)
- Preparation for Career Training & Job fair event such as Flyers, CES Info table, PowerPoint presentations
- Vocational Nursing Resume Writing & Interview Skills Presentation for district wide upcoming LVN Fall graduates
- Brainstorming proposal for New Student workshops with Advising aimed at FTIC students who needs assistance with best practices in enrollment process.
- NACE Session Reviews
- Continuing of Career Readiness/PASS Program workshops
- Mapping out Fall Open Workshop schedule in partnership with P.A.S.S. Program
- Promoting TECH campus workshop flyer through STC faculty/staff/general news, posting on bulletin boards across the campus
- Compiling sign in sheets, evaluations and flyers for each workshop presented

- Resume revisions on CCN
- Student walk-in Resume revision
- Student walk-in Mock interviewing skills
- Preparing Resume Writing & Interviewing Workshop for Spanish Presentation

MEETINGS AND MISCELLANEOUS INFORMATION

- Attended NACE Conference & Expo in New Orleans, LA. Present for several keynote speakers, breakout sessions, and networking luncheons
- Preparation for Pass program workshop presentations at Technology Campus (10 workshops in total)
- Sign in and evaluation forms completed for Summer Bridge 2018
- Continuing to promote TECH summer workshop flyers and contact information
- Began Career Readiness Summer Workshops at Nursing & Allied Health Campus.
- Provided an overview of Employers Services to LifeCheck Drug and shared information on pharmacy technician opportunities with pharmacy technology graduates.
- Presented Resume Writing and Interviewing Skills presentations for Continuing Education Career Fair.
- Updated Summer Bridge Calendar for staff with date/agenda changes on departmental shared drive.
- Continuing to promote Nursing & Allied Health Summer Workshop Schedule through STC email and posted calendar flyers on campus.
- Continuing to compile workshop evaluations and sign in sheets for Summer presentations
- Staff attendance at South Texas Leadership Academy at Region One ESC

EMSI ANALYTICS

JUNE PHOTOS

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

Ombuds Cases for the month of June 2018				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		110	21	90
Mediation		8	0	8
Conflict Coaching		2	2	0
Title IX: Requesting Pregnancy Accommodation		390	71	319
Title IX: Victim Advocacy Support		88	5	83
Written Complaints/Maxient Referred to Human Resources Student to Employee		72	N/A	N/A
Total Cases		**670**	**99**	**500**

Ombuds Cases per Campus for the month of June 2018		
		YTD Cases
Pecan		312
Nursing & Allied Health		43
Technology		20
Mid Valley		107
Starr County		19
Internet		153
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		14
Total		**670**

OFFICE OF STUDENT CONDUCT

Student Violating Student Code of Conduct for the month of June 2018			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	55	289	**344**

Student Conduct Cases per Campus for the month of June 2018		
		YTD Cases
Pecan		222
Nursing & Allied Health		24
Technology		14
Mid Valley		48
Starr County		22
La Joya Teaching Center		6
Pharr College & Career Teaching Center		4
Internet		5
Total		**344**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of June 2018		
Student Affairs		**YTD**
Cases Reviewed		99

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	41	0	19	0	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

- Ping Pong tournaments (Starr County, Mid Valley, TECH and Pecan)
- Chocolate Pudding Day (STR)

- World Cup Viewing Parties (PCN, MID, STR & TEC)

- Blood Drive (STR)
- Summer Bridge Presentations (MID)
- Video Game Tournament (TEC)
- Summer Bridge Presentations and team building activity – 8 presentations (PCN)
    - Hidalgo ECHS – 4 presentations
    - La Joya Jimmy Carter – 4 presentations
    - 3 others scheduled for Edinburg, Hidalgo and Boys & Girls clubs but canceled due to weather
- Staff members attended the South Texas College Academy (STLA) at Region One
- FIFA World Cup viewing parties (Pecan, Starr Co, and MV)
- 3v3 Basketball Tournament – (STR)

- National Picnic Day - (STR)

- NBA 2K18 Video game Tournament (MV, PCN, TECH, STARR)

- Madden 17 Video Game Tournament (MV, PCN, STARR)

- FIFA 18 Video Game Tournament (MV, PCN, TECH, STARR)

- Student Activities Updates;
- Student Activities & Wellness Department Presentation & Activity (ECHS Summer Bridge Program)
  - Edinburg Economedes - 4 sessions -125 students – (PCN)
  - Weslaco East ECHS - 4 sessions – 100 students – (MV)
  - Weslaco High ECHS - 4 sessions – 100 students - (MV)
  - Valley View ECHS - 7 sessions – 210 students - (PCN)
- FIFA World Cup Viewing Party with Popcorn (PCN, MV)
  - Four games Showed (1 Thursday & 3 Friday)
- Intramural Sports Promotion (District Wide)
- Bean Bag Toss Contest (NAH, PCN, MV & STRC)

- Frisbee Skills Contest (PCN, MV & STRC)

- Outdoor Basketball Hot Shot Contest (PCN, MV & STRC)
- Football Toss Contest (PCN)
- Darts 501 Contest (MV & STRC)

- Shuffleboard Knockout Contest (MV & STRC)

- Indoor Basketball Hot Shot Contest (MV & STRC)

- Baseball Toss Contest (PCN)
- Soccer Shootout Contest (PCN)
- Summer Bridge Presentations (11) - PCN
- CLE Summer Camp Presentation – PCN
- Dual Academies Summer Camp Presentations (4) – PCN
- Participation at the Continuing Education Job Fair - TEC

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**	**168**	**281**	**68**	**40**	**608**	**68**	**1450**
Mid-Valley	**36**	**5**	**20**	**3**	**26**	**135**	**65**	**290**
Starr Co.	**7**	**6**	**3**	**0**	**2**	**27**	**1**	**46**
Tech	**0**	**4**	**42**	**0**	**0**	**5**	**2**	**53**
NAH	**1**	**25**	**19**	**39**	**2**	**1**	**6**	**93**
Total	**261**	**208**	**365**	**110**	**70**	**776**	**142**	**1932**

MEETINGS/CONSULTATIONS

WORKSHOPS/PRESENTATIONS

- 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
- Carl Perkins FY19 SAEM Planning/Working Meeting
- Fall 2018 Scholastic Appeals Committee Meetings
- Counseling Process/Procedure Committee Meeting
- Decoding Dyslexia Planning Meeting
- Title IX Pregnant and Parenting Handbook Committee Meeting
- Food Pantry Determination and Referrals
- Sign Language Interpreter's Student Schedules
- LPC-S Supervision Meeting
- Title IX Pregnant and Parenting Handbook Committee Meeting

- Title IX Meeting
- On-Campus Associate Dean Forum
- Hope FHC Strategic Planning Meeting
- President Administrative Staff Meeting
- Student Services Walkthrough – NAH and Midvalley Campuses
- Search Committee for Counselor Position
- Interview for Counselor Position

Workshops/Presentations

- Presentation on CSDS to First Year Connection
- Workshop: Improving Self-Esteem – MidValley Campus
- Workshop: Adjusting to College Life – MidValley Campus
- Workshop: Counseling and Student Disability Services Information Session– MidValley Campus
- Workshop: Stress Management Tips – MidValley Campus
- Workshop: Discover Your Learning Style – MidValley Campus
- Workshop: Stranger Danger – NAH Campus
- Workshop: An Apple A Day – NAH Campus
- Workshop: The Great Balance – Pecan Campus
- Workshop: Disability Awareness Workshop – Pecan Campus
- Workshop: Choosing a Career – Pecan Campus
- Workshop: Managing Test Anxiety – Pecan Campus
- Workshop: How's Your Self-Esteem – Pecan Campus
- Workshop: Take Charge of Your Mental, Physical & Emotional Health– Pecan Campus
- Workshop: College and Community Resources – Pecan Campus
- Workshop: Miscommunication: Issues that can lead to anger, frustration, & other problems – Tech Campus
- Workshop: Distracted Driving Awareness – Tech Campus
- Workshop: Cyberbullying on Social Media and Online – Tech Campus

Professional Development

- 2018 Nation Alliance on Mental Illness Convention
- Professional Development System Workshop Creation
- EEOC Compliance Training

COMPREHENSIVE ADVISING

ADVISING STUDENT CONTACTS

- **Advising Student Contacts**

Advisor Student Contacts	
Campus	**# of Students**
Pecan	2,926
Mid-Valley	872
Starr	477
Technology	529
Total	4,804

PROGRAMS/ACTIVITIES/MEETINGS

- **Programs/Activities/Meetings:**
- **Academic Advising**
  - Provided 1st Contact of JagAdvise Case Management Program Services for Fall/Summer 2018 FTIC students
  - Provided advisement sessions for all students enrolling in Summer II and Fall 2018
  - **Mandatory Advising for First-time in College (FTIC) Students –** Director and Coordinator met with Institutional Effectiveness and Research & Analytical Services department to review the data regarding mandatory advisement for FTIC students and scheduled advisor interviews for qualitative data gathering and review;
  - Coordinator met/trained (two business days) Academic Leadership Alliance Educator (ALA) Externs on Student Services at South Texas College
- **Faculty Advising**
  - Ongoing communication with HSI Project Manager to discuss upcoming Annual Performance Report;
  - Trained new Faculty Advisor Coordinator;
  - Recruiting certified Faculty Advisors to conduct advisement out of the Pecan Enrollment Center during peak time (August);
  - Gathered and submitted data to the Grant Project Director for Year 3 Annual Performance Report
- **Mentoring Services**
  - **College Advising Training Program-** Training/speakers (28 presentations) rescheduled for September 2018 due to participant scheduling conflicts.
  - **THECB Work Study Mentorship Grant** – Compiled student mentors reports and activities for the month; planned training for mentors;
  - **Beacon Mentoring Program** – Recruiting Beacon Mentors and planning for Fall semester classes
- **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; distributed textbooks for the summer semesters; reviewed/updated handbook of operating procedures;
- **Carl Perkins –**
  - Held Carl Perkins FY2019 Planning/Working meeting with Student Affairs & Enrollment Management Directors/Leaders and completed the Local Plan;
  - Collaborated with Grants Office to review FY2019 SAEM application draft;

PARTICIPATED IN THE FOLLOWING

- **Academic Leadership Alliance Educator Externship**- Director attended the Academic Leadership Alliance Educator Externship Closing Luncheon
- **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 on 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; reviewed data for FTIC Mandatory Advisement and pending results from Research & Analytical Services study.

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:	JULY 18, 2018
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2018 THROUGH JUNE 30, 2018

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Board of Trustees Meeting, Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, 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.
- Accountability, Risk, and Compliance Department:
  - Held meeting with the Director of Accountability, Risk, and Compliance regarding Risk Assessment and PAS Presentation.
  - Held meeting with the Director of Accountability, Risk, and Compliance to discuss Business Continuity Plan.
- Business Office:
  - Held meeting with Bursar and Accounting Group Manager on VIDA third party sponsor awards and payments.
- Facilities Planning and Construction:
  - Attended 2013 Bond Construction Program weekly meeting with Broaddus & Associates and Director of Facilities Planning & Construction.
- Food Services:
  - Held meeting with Food Service Director regarding monthly reports and other issues.
- Human Resources:
  - Held meeting with Human Resources and Business System Analyst regarding FLAC and IT items.
- Purchasing and Distributional Services:
  - Held meeting with Purchasing Director regarding Policy 5211 Vendor Information File.
- Internal Auditor
  - Held meeting with Internal Auditor regarding July Finance items.
  - Held meeting with Internal Auditor to discuss Internal Audit Process and Protocols.

- Title IX:
  - Held and attended Title IX Retreat.
- Other Meetings:
  - Attended a meeting with Board Member and College President regarding several Finance agenda items and other matters.
  - Attended EEOC Training.
  - Attended meeting with vendor concerning personnel issue.
  - Held Conference call with Associate Dean of Industrial Trng & Econ Dev and Dean of Cont Prof & Workforce Education regarding the IIES Licensing Contract.
  - Held conference call with Legal Counsel regarding Non Profit Entity and Outsourced Vendor.
  - Held conference call with the NCHERM Group regarding Title IX issues.
  - Held Finance and Administrative Services Director's meeting.
  - Held meeting with FAS Project Manager regarding transitional duties.
  - Held office staff meeting on procedures and projects in progress.
  - Met with Administrative Specialist for Board Relations regarding Electronic Board Packets.
  - Held interviews for a Temporary Graphic Designer.
- Conferences/Workshops:
  - Attended SECC Conference Meeting in Austin, Texas on June 4th and June 5th.
  - Attended Texas Association of Community College Business Officers Annual Conference.

PROJECTS IN PROGRESS:

- Budget
  - Reviewed 85th Texas Legislative Matrix Announcement.
  - Reviewed Authority of STC to Create a Non-Profit Corporation.
  - Reviewed First Southwest Analysis for New Funding and tax rates.
  - Reviewed FY19 Projects and Beyond.
  - Reviewed GASB 75 Impact to financial statements.
  - Reviewed Projected Student Traffic on STC Campuses for Fall 2018.
- Committee packets
  - Reviewed and preparation of July Facilities Agenda.
  - Reviewed and preparation of July Finance, Audit, and Human Resources Agenda.
  - Reviewed and preparation of May Board Agenda Items and Facilities Agenda.
  - Reviewed and preparation of President's Cabinet Projects and Due Dates.
- Construction
  - Discussion of RCPSE Pending Change Orders.
  - Reviewed 2013 Bond Construction Program Building Plaques.
  - Reviewed South & STEM Buildings Restroom Retrofit (In-house).
  - Reviewed Update of Campus Maps and Parking.
  - Reviewed Water Damage Reports.
- Special Projects
  - Reviewed Banner 9 Issues.
  - Reviewed Draft Policy 4206: Discrimination in Employment Prohibited.
  - Reviewed EEO Notice to All Employees.
  - Reviewed Enterprise Risk Management (ERM) Plan.
  - Reviewed FLAC procedures.
  - Reviewed IIES Licensing Contract.
  - Reviewed Internal Announcement of Job Vacancies.
  - Reviewed Internal Audit Protocol.
  - Reviewed Procedures for sponsorship payments.
  - Reviewed Project Management Training.
  - Reviewed Red Flag Rules - Policy and Procedures.
  - Reviewed Sick Hours instead of Vacation – Disaster Pay Procedures.

- Reviewed TACCBO Notes.
- Reviewed Travel Recommendations.
- Reviewed Wage Scale Determination – Legal Counsel Recommendation.

- Trainings
  - Reviewed the EEOC Flyer Training Session, June 26, 2018.
  - Reviewed the HR New Online Training and Schedule.
- Title IX:
  - Reviewed New Procedures for Title IX.
  - Worked on the Title IX Retreat.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Bachelor Programs open house planning meeting scheduled for August 4, 2018 and August 11, 2018.
- Attended BBVA Merchant Services Meeting.
- Attended Board Meeting.
- Attended BUGS (Banner User Group) monthly meeting.
- Attended Disaster recovery planning meeting.
- Attended Finance Committee Meeting.
- Attended JagNet Content Committee to discuss JagMobile notifications.
- Attended meeting with Internal Auditor to discuss process of fuel card reconciliation.
- Attended PAS meeting.
- Attended the Knapp Medical grant initiation meeting.
- Attended the Nursing Shortage Reduction Program Grant initiation meeting.
- Attended Title V HSI grant Annual Program Report budget meeting.
- Attended Travel and Expense training session.
- Attended TWC Skills Development Fund 23 Phase II budget meeting.
- Conducted second interview for Accounting Manager position.
- Conducted interviews for Record Technician position.
- Coordinated and presented access form procedures to new part time employees.
- Hosted the Budget Transfer Pilot group training for College staff.
- Joined Student Services on walk through and planning session for the Starr County, Mid Valley and NAH campuses retrofit projects.
- Met and discussed College Closure procedures.
- Met and reviewed Business Office Handbook for new staff.
- Met to discuss Bond 2013 bond construction.
- Met to discuss Bond all-inclusive report.
- Met to discuss FY19 Unexpended Budget.
- Met to discuss the FY 2019 budget.
- Met with Accounts Payable staff to finalize the AP unclaimed property report.
- Met with Accounts Receivable and Information Technology to discuss concerns on the CRC project.
- Met with Cashier staff to discuss the 1098T action plan and new payment method of reporting for 2018.
- Met with Director of Public Relations/Marketing to discuss campaign for CRC (Campus Loan Receivable) and eRefund projects.
- Met with HR to discuss revisions to workflow in PeopleAdmin.
- Met with IT Risk & Security Manager to discuss testing of Disaster Recovery Starr Campus site.
- Met with staff and Financial Aid to discuss status on Year round Pell testing, unpaid reports and refunds.
- Participated in Conference call with HR to regarding TRS Reports Status.

- Participated in the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) initiation meeting (conference call).
- Participated in the weekly BBVA virtual card conference call.
- Participated in the weekly TCC/RTE 4148 conference call.
- Presented at the Banner 9 Navigation How To Session.
- Presented at the pilot group testing session for the budget transfer application.
- Presented Direct Deposit Form to Continuing Education Trainers.
- Presented the Banner Reconciliation Concepts at the AA Roundup hosted by the Business Office.
- Presented TimeClock Plus Non-Compliance Issues at Faculty Academic Council.
- Reviewed Accounting Assistant and Specialists (Grant) applications.
- Reviewed and updated Management Reports Status.
- Served on Interview Committee for HR Specialist Position.
- 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.
- Trainings/Webinars:
  - Attended AA Roundup for Banner 9 training.
  - Attended TACCBO Conference in The Woodlands, Texas.
  - Attended the 29th Annual ACFE Conference in Las Vegas, NV.
  - Attended the EEOC Unconscious Bias and Harassment Workshop.
  - Attended the STLA (South Texas Leadership Academy) workshop.
  - Attended Travel and Expense training session.
  - Word 2016 Advanced Tips & Tricks training.
- Accounts Payable/Grants and Contracts:
  - Completed the first AP Virtual Card payment file was uploaded and payments were electronically sent to 9 vendors.
  - Completed the Legislative Appropriation Request Base Reconciliation.
  - Completed the TWC Skills Development Fund 23 Phase I closeout report.
  - Completed the virtual card process testing.
  - Projected revenues and expenditures for the FY 2019 budget.
  - Submitted commercial card audit sample to internal auditors.
  - Updated the FY 2019 budget presentation with new graphics.
  - Granted access to new Travel and Expense training group.

Bank No.	17-Sep	17-Oct	17-Nov	17-Dec	18-Jan	18-Feb	18-Mar	18-Apr	18-May	18-Jun
01 E&G	598	642	856	418	573	576	685	663	869	695
01 Direct Deposit	105	157	168	104	96	111	1556	115	199	168
03 Student	12,521	1,685	311	107	17,677	2,559	1,140	239	1,977	4,048
12 I&S Taxes	-	2	-	-	-	1	1	-	-	-
16 I&S Bond	-	-	-	-	-	1	-	-	-	-
17 Plant	31	10	17	10	17	10	24	15	22	20
31 Virtual Card	-	-	-	-	-	-	-	-	9	9
32 AP Card	462	540	375	205	373	427	399	436	589	422
37 Unexp-LT Bond Series 2015	40	21	24	26	59	26	65	40	42	27
38 Unexp-LT Bond Series 2014	9	-	-	2	2	1	-	-	-	-

- Property Tax/Budget & Reporting/Cash Management/Special Projecs/Office Support:
  - Attended Conference Call with Financial Advisor regarding Nexbank MM ICS.
  - Completed Banner 9 navigation sessions.
  - Conducted Interviews for Accounting Assistant (Records Retention) position.
  - Continue training new direct wage employee on access forms.
  - Continued to work with Ellucian to resolve pending Banner 9 items and new issues as encountered.

- Met and discussed Self-authored Textbooks and conflicts with policy.
- Modified new summer camps marketplace store.
- Researching if proposed solution for the stop payment workflow is viable.
- Reviewed Management Reports.
- Revised GASB 75 Board Motion.
- Submitted information for BBVA ACH Audit.
- Updated Red Flags Rules Protocol in Business Office Employee Handbook.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	21	702
01 Direct Deposit	7	171
02 Payroll	10	492
02 Direct Deposit	3	1,947
03 Student	8	4808
12 I&S	0	0
16 I&S	0	0
17 Plant	5	20
37 Bond Series 2015	5	26
38 Bond Series 2014	0	0
Total	59	8,166

ACH Direct Deposit-payments to vendors, students & employees	12
Bank Transfers between Bank Accounts	26
Wire Transfers for Benefits	1

- <u>General Accounting/Construction/Fixed Assets:</u>
  - Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. Completed 140 monthly reports during the month of June 2018.

Duties	Total
Week ending	Total
Approval Queues	10
Bank Reconciliations	11
Cafeteria daily sales report	38
Cancelled checks provided to AP and/or verification and positive pay	36
Copies of booklets/journal entries requested	16
Deposits prepared	21
Returned mailed checks - Logged and Filed	78
Returned Mailed checks - Disbursement	45
Bond Construction Checks logged, filed and organized'	120
Bond Construction checks scanned	119
Errands to Inter-office deliveries	45
Financial manager changes	4

Duties	Total
FOAP created including activity codes	5
Hours used for scanning - estimated	61
Hours used to prepare documents for scanning	5
IDT's - telephone calls received	13
Interdepartmental Transactions reviewed	92
Invoices and encumbrances reviewed	104
Journal entries prepared	59
Journal entries processed including FUPLOAD	1590
Journal entries/documents scanned	1785
Journal Entries Logged	2212
Journal Entries Filed and Organized including creation of labels	2240
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	54
Record Retention - labeled boxes	5
Stale dated list prepared	3
Stale dated letters mailed	97
Stop payments processed (includes stale dated checks)	157
Stale dated stop payment verification	115
Training	15.45

General Journal Entry (Intra-Fund) (JE15)	145
General Journal Entry (Inter-Fund) (JE16)	72
Cash Receipts (CR05)	734
Encumbrance Liquidation (E032)	1
Encumbrance Liquidation (E020)	6
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	37
Misc. Receipt Payments (CA10)	0
General Journal Entry (STCJ)	0

- <u>The Cashiers/Accounts Receivable:</u>
  - Cashiers compiled an annual report of total credit card transactions for PCI compliance review.
  - Cashiers continue testing and revising processes, incorporating the year round Pell.
  - Cashiers extended hours to assist students with the Summer I/III (201830) final payment deadline of June 7, 2018.
  - Cashiers extended hours to assist students with the Summer III (201830) final payment deadline of June 12, 2018.
  - Cashiers extended hours to assist students with the upcoming due dates for Fall 2018 (201910) registration after deadline and the Summer II (201840) payment deadline of July 5, 2018.
  - Cashiers revised SI/III final refund process to incorporating the year round Pell.
  - Generated and contacted students on the Summer I 2018 unpaid reports for several part of term session starting before June 4, 2018, 1st class day for main academic term.
  - Generated and contacted students on the Summer I 2018 unpaid reports for minimester sessions D1, N14, N16, D3, M4, N5 and N7.
  - Generated and contacted students on the unpaid reports.

- Payroll and Position Control Departments:
  - Prepared TimeClock Plus presentation for Academic Council Meeting.
  - Worked on memo for overtime request.
  - Payroll processes for the month ending June 30, 2018:

Payroll Re-issue Processed	8
Payroll Cycles	9
Payroll Checks & DD	2725
TimeClock Plus Access Forms Processed	100
Number of Employees with OT reviewed for OT Memos	493
NOE's Approved	584
Salary Budget Transfer Forms Processed	10 with multiple transactions

- Business Office Performance Indicators – Payroll June 2018

Number of Employee		**Deposits Processed**	
Employees on Monthly Payroll	1673	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	747	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 05/16-5/31) SR11	317	Salaried	5
(Waged 06/01-06/15) SR12	462	Waged	3
(Salaried: May) MR06	2188		
		Void Checks Processed	
NOE's Approved		Salaried	5
Approve NOE's	584	Waged	3
NOE's Processed		**Replacement Checks Processed**	
(Additions, Deletions, Changes)	17	Salaried	5
Salaried	300	Waged	3
NOE's Processed		**Voided Direct Deposits**	
(Additions, Deletions, Changes)	24	Salaried	0
Waged	347	Waged	0
Payroll Adjustment Worksheets		**Salary Budget Transfer Forms Processed**	10
(Additions, Deletions, Changes)	5		
Salaried	62	**Hand Cut/PBK**	
Labor Distributions	0	Salaried	0
(Additions, Deletions, Changes)	0	Wages	0
Waged	0		
		Checks Processed	
Liabilities Processed		Salaried	192
ORP	11	Total Net	$ 398,938.29
Annuity	11		
Student Loans	3	Waged	292
United Way	1	Total Net	$ 82,765.77
Child Support	3		
IRS Levy	0	**Direct Deposit Processed**	
Withholding & FICA	3	Salaried	1751
Met Life	1	Total Net	$ 4,310,679.63

Number of Employee		Deposits Processed	
Legal Judgement	1		
Social Security Administration	0	Waged	490
		Total Net	$ 138,030.56
Reports Processed			
Compass Bank Direct Deposit File	3		
Void And Replacement Check Cycle File	0		
Overtime & Straight Time Mgmt. Report	1		

LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended EEOC training.
- Attended the Finance and Administrative Services Director's Meeting.
- Conducted conference call with Assistant Director of Purchasing concerning Pepsi contract.
- Met with Accountant and VP FAS on monthly Food Service Reports.
- Met with College staff on NAH Café space that will be combined with Student Activities to promote traffic and a place of congregation at the NAH A building for students.
- Met with Mid Valley Cafeteria Staff concerning daily operations.
- Met with numerous supervisor and VP SAEM on possible remodeling of the old NAH East building.
- Met with Pepsi Vendor concerning new products and give away for students this upcoming fall semester.
- Met with System Analyst on new "online pay/ordering system" in Market Place.
- Met with Training Specialist on Digital Signage on the digital menu boards at NAH and MVC.
- Met with VP FAS on Food Service FY19 Budget, Staffing, Forecasting, and Business Plan.
- Presented Food Service Department goals and participated in Q&A with speech class students over cafeteria concerns.

PROJECTS IN PROGRESS:

- Budget:
  - Adjusted NOEs for DW employees.
  - Approved grease trap cleaning schedule for all food service locations.
  - Approved quote for security camera for purchase of MVC snack bar.
  - Approved the digital signage concerning food service information at MVC.
  - Forecasted budget for fall FY19 for all food service locations.
  - Inquired to financial aid office about FY19 work study applications.
  - Requested FY17 Revenues over Expenditures Report to begin forecasting for FY19.
  - Reviewed FY19 staffing plan.
  - Reviewed monthly profit/loss food service reports.
  - Reviewed NOEs for full-time temp employees for FY19.
  - Updated monthly sales tracker for the month of July.
  - Worked on forecast information for FY19.
  - Worked on pricing comparison between food vendors and Sam's Club.
- Others:
  - Created Organizational Flow Chart.
  - Reached out to Chef Guerra concerning her request of a partnership this upcoming fall where culinary students prep our proteins and food products.
  - Reorganized the old office at the Pecan H building cafeteria.
  - Requested assistance from the FAS graphic designer on a pamphlet for each food service location.
  - Requested fire extinguishers installation at the NAH cafeteria.
  - Requested more visible signage for the fire extinguishers in the MVC dining area.
  - Requested update of hours of operation from Cactus restaurant at Starr County.

- Requested work order for TouchNet Server issues for Technology Campus.
- Rescheduled two large caterings due to inclement weather.
- Resubmitted performance appraisal for FY18.
- Reviewed Department Policies information.
- Reviewed the list of items sent to auction from old Pecan Cafeteria in H building.
- Submitted the Peer Review responses from other colleges to FAS Project Manager.
- Tested chilled Pineapple/Chamoy aguas frescas at Pecan Cafeteria.
- Worked on editing the Food Services Procedures Manual.
- Worked on new order and inventory sheet for non-prepped/purchase ready items.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Finance and Administrative Director's meeting.
- Attended EEOC training.
- Attended meeting concerning grant request endangered species requirement.
- Attended meeting concerning Human Resources assistance.
- 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.
- Attended meeting to discuss Customs Border Protection training.
- Attended meeting to discuss department risk assessment.
- Attended meeting to discuss Texas Commission on Law Enforcement training.
- Attended meeting to discuss upcoming Active Shooter Defense training for faculty, staff, and students.
- Attended meeting to relocate security personnel.
- Attended meeting to update department procedures.
- Attended meetings to address issues with building surveillance cameras.
- 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 Title IX meeting.
- Attended the TLETS meeting.
- Attended the Transit Services meeting.
- Attended Title IX conference call with ATIXA re: departmental processes.

PROJECTS IN PROGRESS:

- <u>Bond:</u>
  - Worked on bond building surveillance camera issues.
  - Worked on budget transfer for equipment acquisition.
- <u>Reports:</u>
  - Reviewed police reports and procedures.
  - Worked on Campus Carry report required by the State.
  - Worked on department risk assessment.
  - Worked on grant request for Community Policing.

- Worked on hiring of an additional temporary bus driver.
- Worked on overtime authorization requests.
- Worked on parking citation appeals and parking permit issuance management.
- Worked on peer review analysis.
- Worked on preliminary acceptance of a grant request for a firing range.
- Worked on Safety & Security Audit results.
- Worked on the Behavioral Intervention Team threat assessment.
- Worked on training for Active Shooter Defense.
- Worked on updating campus maps with Board approved building names.
- Worked with IT to review issues with surveillance camera installations.
- Worked with Research and Analysis to prepare RCPSE letter and survey.

- Others:
  - Responded to faculty request for assistance.
  - Reviewed Title IX cases.
  - Worked on Customs Border Protection RCPSE training.
  - Worked on Human Resources online training sessions.
  - Worked on internal and external event security planning.
  - Worked on packet loss in the dispatch center monitors.
  - Worked on police academy license possibility.
  - Worked on police officer applications.
  - Worked on providing free parking at the Pecan Park & Ride facility.
  - Worked on Regional Center for Public Safety Excellence (RCPSE) courses.
  - Worked on survey invitation for RCPSE Counsel members.
  - Worked on the college parking issues.
  - Worked on the shuttle bus maintenance.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Staff meeting to updated staff on Banner 9 and conducted training for the Purchasing and Central Receiving staff.
- Review and negotiated changes to seventeen (17) vendor agreement/contracts.
- Conducted seven (7) trainings to introduce Banner 9 Finance – Requisitions to administrative assistants and secretaries district-wide.
- Conducted two (2) staff meeting to discuss the childcare services RFP and the year-end deadline for requisitions.
- Attended a two-hour EEOC training.
- Attended the TACCBO Conference held in Houston, TX on June 13th through June 15th.
- Attended the Coordinated Operations Council Meeting to review pending Bond Construction moves, purchases, and pending construction completions.
- Met with the Accountability staff to discuss the Status of the Move/Set-Up Online System.

PROJECTS IN PROGRESS:

- The Purchasing Department processed eight hundred four (804) purchase orders, approved three hundred twenty (320) requisitions, disapproved one hundred eight (108) requisitions, processed change orders for goods and services, completed fifty (50) travel authorizations, and one hundred eighty (180) new/exiting vendor W-9 forms which were created or updated in Banner.
- Prepared the following Request for Proposals (RFQ/RFP):
  - RFQ 19-1001 Printing and Mailing of Diploma Covers.
  - RFP 17-18-1046 Mid Valley Campus Building A and B Flooring Replacement.
  - RFP 17-18-1048 Purchase of Audio Visual Equipment.
  - RFP 18-19-1008 Custodial Supplies.

- RFP 18-19-1010 Printing Projects.

- Conducted Public Bid Openings for:
  - RFQ 18-013 Environmental Consulting Services.
  - RFQ 19-1001 Printing and Mailing of Diploma Covers.
  - RFQ 17-18-1043 Statement of Qualifications for Civil Engineering Services for Mid Valley Parking & Drive Resurfacing.
  - RFQ 17-18-1044 Statement of Qualifications for Architectural Services for Pecan Campus Buildings D & H Renovation.
  - RFP 17-18-1046 Mid Valley Campus Buildings A & B Flooring Replacement.
  - RFP 17-18-1047 Nursing and Allied Health Equipment and Supplies.
  - RFP 17-18-1048 Purchase of Audio Visual Equipment.
  - RFP 18-19-1007 Mail Services.
- The Fixed Assets Department is currently reviewing all assets purchased since June 1, 2018. The asset review process is as follows:
  - Approved two hundred eleven (211) assets through June 15, 2018.
  - Adjusted two hundred sixty (260) assets in Banner for the month of June.
  - Conducted the monthly inventory spot check for Library Books.
- The Receiving Department complete three hundred thirty five (335) deliveries (purchase orders and complimentary books) and seven thousand three hundred eight six (7,386) packages/boxes. Five hundred fifty nine (559) purchase orders were received and posted in Banner, eight thousand twenty two (8,522) items were transferred/relocated as per move/set up request forms, and twenty four (24) faculty/staff moves were completed in June.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Academic Excellence - $270.86, Administrative Office Careers - $600.47, Business Office - $1,605.50, Financial Aid Office - $1,393.35, and Purchasing - $971.50.
  - A total of seventy four thousand five hundred ninety one (74,591) copies were completed at the copy center for the month of June.
  - A total of twenty-three thousand three hundred seventeen (23,317) letters were mailed out and four hundred fifty three (453) 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 with the Director of Grant Development, Management, and Compliance to update department job descriptions.
- Attended a meeting with United Way of South Texas for the State Employee Charitable campaign.
- Attended Email and Workplace Answers Processes meeting with IT.
- Attended FLAC and other IT projects meeting with Vice President for Finance & Administrative Services.
- Attended Hire Pro (Recruit and Hire) HR Personnel Best Practices webinar.
- Attended JagNet Form migration meeting with IT.
- Attended June 2018 Board Meeting.
- Attended June 2018 Finance, Audit, and Human Resources Board Committee Meeting.
- Attended Presidents Administrative Staff Meetings.
- Attended Safety and Security Audit Meeting.
- Attended SHRM Presentation: Why is it Hard to be a Woman (at Work).
- Attended Summer Enrollment Training with Benefits Staff.
- Attended TACCHRP Summer Conference (Texas Association of Community College HR Professionals).
- Attended the Academic Council Meeting.
- Attended the BANNER Users Group Meeting.
- Attended the Benefits Specialist (Full Time Temp) Interviews.
- Attended the College Closure procedures review meeting.

- Attended the continued Banner 9 and Fiscal Year End Roll Testing.
- Attended the Disaster Recovery Meeting.
- Attended the EEOC Unconscious Bias & Harassment Training.
- Attended the Higher Education Compliance Conference-Austin, TX.
- Attended the JDXpert job description software kick-off meeting.
- Attended the NCHERM Conference Call meeting hosted by Title IX Team.
- Attended the Summer Enrollment Webinar.
- Attended the Title IX Meetings scheduled for June.
- Attended the web accessibility training with reference to the Intent to Hire/Re-hire forms.
- Attended weekly PeopleAdmin re-engineering meeting.
- Met with Assistant Director of Human Resources regarding personnel matters.
- Met with Benefits & Payroll Manager regarding TRS reports, Fiscal Year end Roll, and status of Banner 9 issues.
- Met with Dean of Nursing Allied Health, Vice President for Finance and Administrative Services, Vice President of Student Affairs & Enrollment Management, interim Vice President of Academic Affairs, and Director of Student Rights and Responsibilities regarding case discussion of student complaint process.
- Met with Director of Facilities, Operations & Maintenance for job descriptions review.
- Met with Employee Relations Officer regarding personnel matters.
- Met with HR Staffing Support, Business Systems Analyst, Grants staff, and Business Office staff for discussion of PeopleAdmin Workflow enhancement for grant funded positions.
- Met with interim Administrator for Curriculum and Student Learning regarding employee relations matters.
- Met with IS&P Staff regarding duplicate A#'s in Banner 9 Testing.
- Met with Staffing & Compensation Manager regarding salary surveys.
- Met with Systems and Networking Manager, and HR team to review email and online training processes and improvements.
- Met with the Payroll Staff and Faculty Evaluators on our internal timelines for the summer.
- Met with Title IX Team regarding update to procedures.
- Met with Vice President of Finance & Administrative Services and interim Vice President for Academic Affairs regarding EEOC notice.
- Teleconference with Accounting Manager, Associate Comptroller and Comptroller regarding status of TRS reports.

PROJECTS IN PROGRESS:

- <u>Reports:</u>
  - Conducted meeting with staffing to discuss new staffing procedures for resignation/termination notices.
  - Proctored Skills Test for Administrative Assistant position for the President's Office.
  - Worked on a count of Full-time employees for Employee Relations Officer.
  - Worked on compensation setting for staff and faculty hiring proposals.
  - Worked on Comprehensive Plan Status Report.
  - Worked on conciliation agreement requirements for posting of required notice regarding non-discrimination.
  - Worked on Engagement Letter for additional EEO trainings to be scheduled July 2018.
  - Worked on FLAC Statement of Work for SIG Consultants and the Board packet.
  - Worked on job announcement for internal college communication of current job vacancies.
  - Worked on job description for School District Partnership Relations Manager.
  - Worked on Nepotism Reviews of applications for employment.
  - Worked on notice and communication of new Policy 4206: Discrimination in Employment Prohibited.
  - Worked on OrgPublisher Organization software setup.
  - Worked on personnel portion of 2018 Safety and Security Audit.
  - Worked on position statement for EEOC notice of charge of discrimination.

- Worked on preparation of electronic issuance of the FY2019 Administrative and Executive Letters of Appointment.
- Worked on review of PeopleAdmin workflow process' for Grant Funded positions.
- Worked on submission of Veterans Workforce Summary Report for 3rd Quarter.
- Worked on update to the FY 18 Benefits Handbook and uploaded to HR website.

- IS&P Issues:
  - Opened 8 tickets.
  - Resolved 11 tickets.
- PeopleAdmin systems management:
  - Cases Opened: 4.
  - Cases Resolved: 3.
- Records management (Xtender scanning) project:
  - Currently scanning current faculty personnel/transcript files into BDMS.
  - Sixteen boxes that total 155 files have been scanned/indexed and audited for the month.
- Report Development
  - Internal
    - 457 Report.
    - Argos Earn code report and chart script.
    - Argos Organization Chart – Supervisors script.
    - Benefits Report for the medical code CDH/BCH and the plan (B1, B2, B3, etc.)
    - Current direct wages employee report – hourly rates.
    - Earning by fiscal year report.
    - ERS 1% Report.
    - ERS Retiree Medical Premium Report.
    - FAS Division Leave Report.
    - FTE Reports for FY16, FY17, FY18 for Business Office.
    - List of Supervisors for Benefits.
    - MR06 June Reconciliation Report.
    - New Hires Report.
    - Pay Plan booklets for FY2018-2019.
    - Spring 2018 Faculty report for CBM008.
    - Staffing Plan booklets for FY2018-2019.
    - Texas Saver Report.
    - TRS/TRW Report from June register for Benefits Staff.
  - External
    - Department of Labor employee count at the Pecan Campus in June.
    - Monthly Department of Labor total employees in June.
    - Veteran Workforce Summary Reports for third quarter.

Staffing & Recruiting (Staff/Faculty)	
Advertisements placed (Faculty & Staff combined)	20
Search Committees assigned/forms requested	43/ 2
Hiring Proposals reviewed & approved	31 /6
Job Offers	23 / 16
New Hire Notifications	21 / 31
Vacancy Reports completed	2 / 0
Educational Supplements	10 / 3

Staffing & Faculty Staffing/Evaluation			
Positions Filled	28	Positions Posted	6
Resignations	18	Positions Cancelled	0
PeopleAdmin Sys. User Maintenance	29	Adjunct/Dual Credit Applications	
Staff Email Accounts	30	Intent to Hire	
NOEs		*Adjunct*	8
Full Time Temporary	2	*Dual Credit*	4
Direct Wage	75	Lecturers	14
Trainer (PT)	91	Transcripts reviewed	165
Application Processing		Transcripts entered on database	165
Applications		NOE's	
Staff		*Adjunct*	150
Faculty		*Overload*	230
Part Time (DW/PT/AD)	9	*Dual Credit*	55
New Hires, Rehires, Transfers		Temporary Agency Employees	
Nepotism Review	48	*Request*	1
		Replacements	0
		Assignment Extensions	2

System/Staffing Support			
Position Requests w/ Job Descriptions	20	New Hire (E-Verify)	52
Positions		Audits *Accepted*	282
Posted	29	Audits *Rejected*	13
Re-Posted	0	Banner Updates (PEAEMPL)	49
Extended	17	Form I-9 Requests	1
Cancelled	4	Financial Aid Workstudy review	
		E-Verify TNC cases	
		Name Changes on I-9	3
		Form I-9 review	7
Records			
		Files scanned & indexed	364
		New Hire folders prepared	36
		Termed files prepared	9
		Boxes to Record Retention	2

Employee Relations					
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	849	79	TWC Claims	50	13
Fingerprints	331	15	Open Records Requests	18	4
DPS Driver Eligibility Checks	129	3			

Benefits & Payroll			
Benefits		Payroll	
New Hire Orientations	11	PDR Notifications	211
Internal Transfers	10	Direct Deposit Transactions	118
Benefits Credits/Collections	5	*Full Time*	
TRS Records reported	2792	*Direct Wage/Work Study*	20
TRS Prior Yrs of Svc Verifications	35	Resignations	
TexaSaver 457/403B Accounts		*Full Time*	13
Benefits Eligibility Review (ACA)		*Direct Wage/Work Study*	8
Faculty (Adjunct, Temporary)		Garnishments	66
Staff (Direct Wage, Part Time)	6	TXOAG Reporting	28
Exits		Under Hours/DOC Worksheets	8
Full Time	13	New Hires, Rehires, Transfers	110
Part Time	0	Name Changes	5
Retirees	2	Address Changes	21
FMLA Requests		Form W-4 Changes	11
New	10	Verification of Employment	
Closed	16	*Forms processed*	44
Workers Compensation Claims		*Letters sent*	2
New	1	*Phone Calls*	20
Closed	1	Cell Phone Stipends	
Tuition Reimbursement Applications	3	Adjunct Leave Forms	6
Tuition Grant Applications		NOEs	
Employee	4	*Faculty Full Time Regular*	
Dependent	7	*Lecturer*	6
Sick Leave Pool		*Direct Wage*	372
Enrollment		*Work Study*	11
Termed		*Adjunct*	120
Donations		*Overload*	494
SECC-State Charitable Deductions		*Dual Credit*	
Letter/Appointment FT Regular Staff	0	*Trainers*	112
NOE's Staff Full Time Temporary		*Fac. Special Assignments, Other*	20

Benefits & Payroll			
		Fac. Salary Retro-Pay Adj	0
Vacation Settlement worksheets	9	*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 weekly Bond Program progress meetings with Broaddus & Associates.
- Attended June Facilities Committee meeting.
- Attended June Board Meeting.
- Attended meeting with Administration to review Unexpended Plant Fund and Renewal & Replacement Fund.
- Attended meeting with staff to review recap of Board meeting.
- Attended meeting with Dr. Esmaeili to review furniture issues.
- Attended FPC Staff meeting.
- Attended Facilities Operation Council Meeting.
- Attended meeting with Purchasing and Legal Counsel to review procurement process for professional service.
- Attended CIP and R&R budget meetings with FPC and FAS staff.
- Attended meeting with Library staff to review assessment of proposed library by consultant.
- Attended meeting with College staff to review status of use of Pecan Campus Portable Building.
- Pecan Plaza 2601–C Testing Center: requested a proposal for Asbestos Consulting Services; received proposal and sent for signature.
- Attended meeting with Mid Valley Campus staff to discuss the renovation of the existing Student Services building.
- Mid Valley Campus Parking and Site Improvements-attended meeting with Broaddus & Associates, Skanska, O&M staff and landscape maintenance vendor to review status of irrigation and landscaping systems.
- Mid Valley Campus Building A & B-attended meeting with Operations and Maintenance staff to review flooring replacement scope due to flooding.
- Mid Valley Campus Covered Bus Drop off-attended meeting with maintenance department to review project scope.
- NAHC-attended meeting for Student Services space modification at existing cafeteria.

- Technology Campus Building B Sprinkler replacement-attended meeting with G&G Contractors for a pre-construction meeting.
- Starr County Emergency Generators-attended meeting with engineer to discuss board recommendation of change order.
- Attended meeting with College staff at the Starr County Campus Student Services building to review renovation scope.
- Attended bi-weekly AOC meetings for the Regional Center for Public Safety.
- Attended meeting with Chief Department of Public Safety to discuss CIP's for the Regional Center for Public Safety Excellence.
- Regional Center for Public Safety Building-attended above ceiling inspection meeting.
- District Wide Bond Buildings Information Desks-attended pre-construction meeting with contractor and issued Notice to Proceed.
- District Wide new bond buildings Student Services Information Desks-attended a pre-construction meeting with G&G Contractors.
- Attended Presidents Administrative Staff meeting.
- Attended meeting with O&M staff and landscape maintenance vendor to review status of irrigation and landscaping systems.
- Attended Coordinated Operations Council Meeting; presented CIP Power Point.
- Attended meeting with Xerox to revise and renew copier lease.
- Attended Banner 9 requisition training.
- Attended meeting with College staff to review development of transitioning Move/Set-up process to online system.
- Attended meeting with Pfluger Architects representative to introduce firm to the College.
- Attended meeting with Human Resources Department and Operations & Maintenance to discuss CIP request.
- Attended Sightlines Company presentation to discuss offered services.

PROJECTS IN PROGRESS:

- District-Wide:
  - Door Hardware Replacement-worked with O&M on invoicing requirements.
  - Worked on additional services request from Broaddus & Associates to update the Wage Rate Scale proposal.
- Mid Valley Campus:
  - Building A and B Flooring Replacement-worked on Request for Proposals.
  - Bus Drop Off-worked on developing construction drawings.
  - Parking and Drive Resurfacing-reviewed and evaluated request for qualifications for civil engineers.
  - Parking and Site and Site Improvements-worked with Broaddus & Associates on pending landscape and irrigation items by Skanska.
- Nursing and Allied Health Campus:
  - Worked on proposed signage drawings.
- Pecan Campus:
  - Sand Volleyball Courts-finalized Architect/Owner contracts.
  - STEM Building-worked with O&M for warranty requests due to rain event.
- Regional Center for Public Safety Excellence:
  - Worked on proposed signage drawings; followed up on lease agreement for Pharr Rifle and Pistol Club; researched tent/roof structures and developed cost estimates.
- Starr County Campus:
  - Building E & J Crisis Management Emergency Generator-worked on change order request for gas line service; worked with legal counsel on information needed for Board meeting.
- Technology Campus:
  - Fire Sprinkler Line Replacement-worked on providing documents to contractor.

- Assisted electrical department staff to review a possible storage mezzanine above their current wood structure in lab.

- Others:
  - Reviewed and processed final pay applications for various 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.
  - Worked on CIP and Renewal and Replacement construction budgets with staff.
  - Worked on contract for asbestos consulting services.
  - Worked on developing building plaque layouts to request pricing.
  - Worked on FPC staff job descriptions and interview questions.
  - Worked on issuing FPC Peer Review Survey to other Texas colleges.
  - Worked on July Facilities Committee Agenda and packet.
  - Worked on June Facilities Committee packet.
  - Worked on power point presentation for the locations of the construction projects as part of the FY18-19 construction budgets for Cabinet and Presidents Administrative Staff meetings.
  - Worked on Renewal and Replacement quotes from Operations and Maintenance.
  - Worked on sole source agreement for Owner-Insite software.
  - Worked on Space Modification Requests and Move Requests.
  - Worked on the PSJA Lease agreement and updated plan.
  - Worked on the Risk Assessment for the FPC Department.
  - Worked on the Wage Rate Study update agreement from Broaddus & Associates for use by Hidalgo County.
  - Worked on warranty requests for various bond projects.
  - Worked with engineer and O&M on flooding issues at Pecan Campus Park and Ride parking lot.
  - Worked with Operations and Maintenance to develop plans for flooring replacement projects.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended MVC Building A and B Flooring Replacement Bid Evaluation.
  - Attended MVC Building A Mitigation Meeting with Blackmon Mooring.
  - Attended MVC Building A Rebuild Meeting with Noble Texas Builders.
  - Attended MVC Building A Carpet Meeting with InterTech Flooring.
  - Attended MVC Irrigation Issues Meeting.
  - Attended MVC Irrigation and Landscape Walk Through with TLC Lawn Care.
  - Attended MVC Mitigation meeting with Blackmon Mooring.
  - Attended MVC Parking Drive Resurfacing Pre-Qualification Evaluation.
  - Attended MVC Site & Irrigation Walk Through & Discussion.
  - Attended MVC Walk Through with Campus Facility Manager.
  - Attended Siemens Meeting with James Knight.
  - Attended South Texas College 2013 Bond Construction Program Planning Meeting.
  - Attended the STC RCPSE OAC Meeting.
- Other Meetings:
  - Attended an EEOC Training.
  - Attended HR Meeting with Brenda Balderas.
  - Attended June Board of Trustees Meeting.
  - Attended the Coordinated Operations Council Meeting.
  - Attended the Facilities Committee Meeting.

- Attended the Finance Committee Meeting.
- Attended the President's Administrative Staff Meeting.
- Held FOM Support Staff Meeting.
- Held the FOM Managers' Meeting.

PROJECTS IN PROGRESS:

- Operations Contract Department
  - Pharr
    - Installed cellular monitoring system.
  - Tech
    - Approved quote for Ingersoll compressor. Scheduling in process.
  - Nursing & Allied Health
    - Received quote from Oracle Elevator for modernization of existing elevators.
    - Placed snack machine in new building, awaiting Pepsi machine installation.
  - District Wide
    - Attended 2018 Elevator U Conference at the University of Alabama for educational and network opportunities.
    - Completed annual palm tree trimming.
    - Repaired several sprinkler heads by TLC.
    - Completed typical pest control issues and equipment rentals.

- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	236	$15,796.80
Electrical	164	$52,201.17
Energy Management	134	$908.61
HVAC	567	$17,539.52
Locksmith	165	$5,520.83
Painting	61	$2.306.20
Plumbing	154	$7,625.73
Plant Services		$516.02
Total Cost		**$102,414.88**
General Maintenance	2	
Total Work Orders	**1,483**	

- Custodial Department

Set-Ups	214
Moves/Relocations	125

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended a webinar on enterprise risk management.
- Attended AA/FM Roundup regarding Banner 9 and account reconciliation.
- Attended the Board of Trustees meeting.
- Attended conference call with VPFAS, Employee Relations Officer, and the NCHERM Group, LLC attorney on case.
- Attended conference follow-up call with PowerDMS representative for online policy management.
- Attended the Finance, Audit, and Human Resources Committee meeting.
- Attended meeting with Administrative Specialist for Board Relations to discuss policy management program.

- Attended meeting with Compliance Manager to review compliant process map.
- Attended meeting with NAH professor to discuss risk assessment.
- Attended meeting with professor of English to discuss risk assessment and locations of Maverick shred bins.
- Attended meeting with Purchasing Director, Purchasing Associate Director, Risk Manager, and Legal Counsel to discuss insurance RFP.
- Attended meeting with VPFAS on Title IX items, procedures, and retreat.
- Attended meeting with VPFAS to discuss status of current departmental projects.
- Attended meeting with VPFAS, Legal Counsel, Director of Purchasing, Associate Director of Purchasing, and Risk Management Consultant regarding 2018-2019 Insurance Recommendations.
- Attended review of State Laws Matrix with Director of Accountability, Risk, and Compliance.
- Attended the COSO Based Internal Auditing training.
- Attended the EEOC Training.
- Attended the Finance and Administrative Services Director's meeting.
- Discussions with various departments regarding Maverick invoices/process going forward.
- Held discussions with Carlisle Insurance, Purchasing and Facilities Planning & Construction regarding Builder's Risk invoice.
- Held discussions with Systems and Networking Manager regarding hiring committee.
- Held meeting with ARC Specialist on Compliance items.
- Held meeting with Compliance Manager, ARC Specialist, and Project Manager – Info Tech on online policy management software (PowerDMS).
- Held meeting with Director of Student Activities & Wellness and Risk Manager to discuss Records Management.
- Held meeting with graphic designer for Title IX logo.
- Held meeting with Project Manager – Accountability regarding move/set up project.
- Held numerous discussions with Risk Management Consultant regarding insurance recommendations and finance committee/board meeting dates and times.
- Met with Facilities Planning & Construction personnel regarding to discuss bin locations.
- Participated in hiring committee for ECHS Administrative Assistant position.
- Presented the 85th Texas Legislative Matrix with the Director of Accountability, Risk, and Compliance at the Jagnet Content Committee.
- Various discussions with Hartford adjusters and inspector regarding insurance claim.
- Various discussions with Montalvo regarding insurance claim.
- Various discussions with STC personnel regarding potential damage to property due to weather.
- With Applications Analyst II regarding move/set up process.
- With College staff regarding testing of move/setup online system.
- With Director of ARC regarding audit protocols.
- With Maverick Shredding to discuss various items related to new contract.
- With various external/internal stakeholders regarding the Starr Campus, water heater disassembly and inspection.
- With VPFAS to discuss risk assessment process and insurance claim.

PROJECTS IN PROGRESS:

- <u>Insurances:</u>
  - Evaluations for 2018-2019 Insurance bids.
  - Reviewed and approved insurance and records destruction invoices.
  - Reviewed Builder's Risk (OCIP) invoice and corresponding documents.
  - Reviewed student insurance plan summaries and student handbook.
  - Reviewed the bid comparison spreadsheet.
  - Worked on the Board Motion and accompanying spreadsheets for Insurance.
  - Worked on various insurance items: spreadsheet, recap, management response, and board motion.

- Reports:
  - Completed draft template of Continuity of Operations Plan (COOP).
  - Completed online MS Office accessibility training and Workplace Answers training.
  - Continued working on Risk Management internal procedures.
  - Continued working on the Move/Set up Request Manual.
  - Developed a preliminary risk heat map.
  - Developed risk library spreadsheet for use in aggregating entity-wide risks.
  - Monitored Banner Workflow for Records Management related requests.
  - Prepared agenda and packets for focus group meeting.
  - Researched Red Flags Rule.
  - Researched Texas Legislature Alert System.
  - Researched the revision process via PowerDMS and updated guidelines accordingly.
  - Reviewed and worked on incoming Title IX case(s).
  - Revised internal account reconciliation template and began reconciling FY2018 financial records.
  - Revised recommendations for Travel PI.
  - Revised the internal audit protocols.
  - Sent out college-wide notice regarding 85th Legislative Summary matrix and user guidelines.
  - Updated Compliance Internal Procedures.
  - Updated Faculty/Staff Texas State Legislative News Announcement.
  - Updated Policy Management Program Gap Analysis, Guidelines, Flowchart, Policy Inventory List per meeting with key stakeholders.
  - Updated risk assessment template and instructions and sent to administrators.
  - Updated the Comprehensive Plan to include projects assigned in FY18.
  - Worked on Compliance website update.
  - Worked on Continuity of Operations Plan template.
  - Worked on developing draft capstone guidelines.
  - Worked on Letter of non-renewal to TASB.
  - Worked on Memorandum regarding Maverick Shred Bins.
  - Worked on Title IX audit action plan packet, committee packet, and pending items.

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:	7/19/18
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2018 THROUGH JUNE 29, 2018

ACADEMIC AFFAIRS HIGHLIGHTS

DIVISION: **ACADEMIC AFFAIRS**

DEPARTMENT: **OFFICE OF PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT**

HIGHLIGHT: **SOUTH TEXAS LEADERSHIP ACADEMY FOR STAFF**

On Friday, **June 20, 2018**, the **Office of Professional & Organizational Development** held the **2018 STLA for Staff Conference** at Region One ESC. This year's topic was Escape Adulthood: Living and Working with Less Stress and More Success. Darci Cather, OPOD Interim Associate Dean and Jessica Galloso, OPOD Instructional Coach welcomed 108 staff and faculty and completed a teambuilding activity in the morning. Keynote Speaker Jason Kotecki held two sessions, "Curing Adultitis: Your Prescription for Less Stress and More Success" and "The Art of Tinkering: Tiny Ways to Transform Everything." Three breakout sessions were held in the afternoon: "Bringing Magic to Life: Inspired Presentations" presented by Joel Garza; "When You Wish Upon A Star: Making Dreams a Reality" presented by Dalinda Gonzalez-Alcantar; and "It's A Small World: Personal Branding in the Digital Age" presented by Stephanie Gitkin Hawk.

DIVISION: ACADEMIC AFFAIRS

DEPARTMENT: ACADEMIC AFFAIRS DIVISION

HIGHLIGHT: ELGIN COMMUNITY COLLEGE CAMPUS VISIT

On **Friday, June 22, 2018**, the Academic Affairs Division hosted Elgin Community College Campus Visit. The visit was to provide an overview of South Texas College and the Dual Credit Programs offered.

In attendance from South Texas College were. Vice President for Academic Affairs, Dual Credit Programs team, and Academic Deans. Moreover, attendance from Elgin Community College were, Interim Dean for College Transitions & Developmental Education, Associate Dean of Sustainability, Business, & Career Technology Programs, Dean for MS, Engineering, & Health Professions, along with faculty from different areas.

The day's agenda consisted of an overview of South Texas College, overview of Dual Credit Programs, Cost Sustainability, Lessons Learned, and Best Practices.

SOUTH TEXAS COLLEGE

Elgin Community College

Elgin Community College Visit

Friday, June 22, 2018

Pecan Campus, Student Union Conference Room

8:00 a.m. – 3:00 p.m.

8:00 a.m.	**Sign in and Continental Breakfast**
8:30 a.m.	**Welcome and Introductions** *Dr. Anahid Petrosian, Interim Vice President for Academic Affairs*
9:00 a.m.	**South Texas College Presentation** *Dr. Anahid Petrosian, Interim Vice President for Academic Affairs*
9:40 a.m.	**Elgin Community College Presentation** *Dr. Mary Perkins, Interim Dean for College Transitions & Developmental Education*
10:00 a.m.	**Overview of Dual Credit Programs** *Dr. Rebecca De Leon, Interim Dean for Dual Credit Programs & School District Partnerships*
10:40 a.m.	***Networking Break***
10:50 a.m.	**Professional Development Opportunities for Dual Credit Faculty** *Darci Cather, Interim Dean for Professional & Organizational Development* *Carol Woods, Project Manager-High School Programs & Services*
11:20 a.m.	**Early College High Schools Overview** *Tony De La Cruz & Maria De Leon, Coordinators for ECHS*
12:00 noon	***Networking Lunch***
12:30 p.m.	**Dual Enrollment Academies Overview** *Dr. Rebecca De Leon, Interim Dean for Dual Credit Programs & School District Partnerships*
1:00 p.m.	**Dual Credit Administrative Policies** *Nick Gonzalez, Administrator for High School Programs & Services*
1:30 p.m.	**Dual Credit Program Assessment & Evaluation** *Dr. Anahid Petrosian, Interim Vice President for Academic Affairs*
2:00 p.m.	**Lessons Learned: Discussion with Dual Credit Faculty and Department Chairs**
2:30 p.m.	**Q&A Discussion** *Dr. Rebecca De Leon, Interim Dean for Dual Credit Programs & School District Partnerships*
3:00 p.m.	**Adjourn and Depart to Airport**

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

DIVISION DEAN'S UPDATE:

- Held the Business, Public Safety and Technology Program Chair meeting to discuss summer enrollment, renovations, faculty search committees, advisory committee meetings, and review information from administrative staff meetings on Friday, June 8, 2018.
- Attended the RGV to DC 2018 in Washington DC from June 11-15, 2018.
- Attended the South Texas Higher Education Regional Council Online Meeting held at the Pecan Campus on Monday, June 18, 2018.
- Attended the Elgin Community College Visit Luncheon held at the Pecan Campus. – Friday, June 22, 2018.
- Attended Curricula for Border Patrol and Border Protection meeting at Pecan Campus on Monday, June 25, 2018.
- Attended Unconscious Bias and Harassment (EEOC Training) held at Pecan Campus on Tuesday, June 26, 2018.
- Met with Executive Officer External Affairs to discuss Texas Wildlife Grant and RCPSE Retreat on Wednesday, June 27, 2018.
- Held the Business, Public Safety and Technology Program Chair meeting to discuss fundraising, AAS degrees-credit for math and science, construction grant, Unconscious Bias, and other information from administrative staff meetings on Friday, June 29, 2018.

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY PROGRAM CHAIR:

- Attended the Corporate Training to Higher Education Prior Learning Assessment on June 11, 2018.
- Attended the National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation meeting at Pecan campus. – Wednesday, June 20th
- Attended Cinch Connectors for a student tour, HR and engineering department provided a detail explanation on what are the company's procedures and hiring availability on Tuesday, June 29, 2018.
- Attended the EEOC mandatory training at Pecan campus on Tuesday, June 26, 2018.
- Meeting was in Houston at Lone Star College on June 11th

FACULTY AND PROGRAM CHAIRS ACTIVITIES
ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY:

- Summer Camp "ArchiAdventure" began on Monday, June 18, 2018. Students learn 3D modeling in AutoCAD
- AEDT Faculty and staff tested out the Virtual Reality/Augmented Reality headsets in preparation for use during the second week of the ArchiAdventure Camp.
- Associate Professor presented as a guest speaker for the GEM Camp in La Joya on Friday, June 22, 2018.
- Program Chair attended the Elgin Community College Visit at the Student Union on Friday, June 22, 2018 and answered questions regarding the Dual Credit for the AEDT Program.
- Attended the EEOC Training on Tuesday, June 26, 2018.
- Associate Professor and Instructor attended a meeting on Friday, June 29, 2018 for the planning committee of the LRGV-AIA's Building Communities Conference in September 2018.
- Summer Camp "ArchiAdventure" concluded on Friday, June 29, 2018 with an exhibit in which parents and administrators were invited to see the students present their completed work. Students were eager to see if a similar camp would be hosted next summer for the same students to continue.
- Summer Camp 2: "ArchiAdventure" will begin Monday, July 9, 2018.

AUTOMOTIVE/DIESEL TECHNOLOGY:

- Seven Girl Scouts and three Girl Scout leaders of Greater South Texas from McAllen, Edinburg, and PSJA areas visited South Texas College Automotive and Diesel department to help them obtain their Car Care Badge.
- The program hosted a tour of Technology Campus to 37 students from La Joya ISD Migrant Summer Program on Monday, June 25, 2018.
- Program Chair attended the Equal Employment Opportunity Commission Harassment/Unconscious Bias Training on Tuesday, June 26, 2018.

BUSINESS ADMINISTRATION:

- Program Chair (Careers) visited the City of McAllen to promote INNO Conference on Monday, June 25, 2018.
- Program Chair (Careers) visited Alamo and San Juan EDC to promote INNO Conference on Tuesday, June 26, 2018.
- Program Chairs attended EEOC mandatory training on June 26, 2018 at the pecan campus.
- Program Chair (Academics) attended Professional Development Conference Texas Bar CLE in San Antonio on June 27-29, 2018.

DESIGN & BUILDING TECHNOLOGY:

- Construction Supervision instructor hosted PSJA CCTA students a tour of Technology Campus on Wednesday, June 6, 2018.
- Construction Supervision attended Texas Workforce Commission Grant initiation meeting Friday, June 8, 2018.
- Interim Program Chair attended Business, Public Safety and Technology Program Chair meeting on Friday, June 8, 2018.
- Attended Architectural and Engineering Design Technology Summer Camps introduction on Monday, June 18, 2018.
- Attended Academic Council meeting on Monday, June 18, 2018.
- Attended Distance Education Applying the Quality Matters Rubric on Friday, June 22, 2018.
- Attended Architectural and Engineering Design Technology Summer Camps from June 25-29, 2018.
- Met with Starr County Campus Site Coordinator and Student Success Specialist to discuss the Electrician Technology lab relocation on Thursday, June 28, 2018.

POLICE ACADEMY:

- The 15th Police Academy (10 cadets) passed their Texas peace officer state exam on Monday, June 25, 2018.
- The 15th Police Academy hosted their completion ceremony at the Cooper Center on Tuesday, June 26, 2018. Family and friends attended as they celebrate the completion of their 21st week academy.
- Hosted a training by the Texas Rangers (Department of Public Safety) for local law enforcement personnel. Training was held at the Student Union Bldg. at Pecan Campus on June 25 & 27. Over 200 officers registered to attend the

DISTANCE LEARNING AND VIRTUAL CAMPUS
ANA PENA, DIRECTOR

DISTANCE LEARNING PROJECTS

- Course Development
    - The department presented the new Competency-Based Template that was developed to BASOL faculty so they could begin using it for their redesign projects.
    - Instructional designers transitioned 3 additional courses into the new Competency-Based Template, which included exercises, open-educational resources, assessments, etc.

- Risk Management
  - With the assistance of Dr. Brett Millán, from the Vice President for Academic Affairs' office, a risk management workshop was conducted to identify risks and the impacts involved in the college's Distance Learning initiatives. The compiled input form from all staff members was forwarded to the VPAA office on June 11th.
- Status Report for Division Deans
  - Continued working on developing status reports for Division Deans regarding the number of online faculty who have completed their online certifications. Reports are given each month regarding the number of faculty pending Online Teaching Certification.
- Lightboard Studio Project
  - A committee was set up to discuss a Lightboard/Virtual Classroom installation, as well as to discuss the purpose, intent, logistics and staffing requirements for possible installation.
  - On June 20th, Staff from Distance Learning visited Texas A&M University-College Station, where there were meetings with the Director of Library and his staff, faculty members, and Senior Instructional Designer from the College of Liberal Arts. A tour was set up to see and evaluate the Lightboard One Button Studio. Documentation regarding the equipment required and cost will be forwarded to create a proposed budget for the project.
- Blackboard Student Services
  - A service catalog for Blackboard support was created, which provides staff with additional instructions on how South Texas College deals with faculty/staff/student support requests. This will help with the implementation of the 24/7 Blackboard Help Desk.

DISTANCE LEARNING – TECHNOLOGIES

- **Blackboard Learn**
  - Crosslist requests for Summer I/III
    - 54 courses
- **Distance Learning Helpdesk**
  - Numbers for the month of April
    - Students/Faculty Chats: 134
    - Students/Faculty Tickets: 178
    - Helpdesk phone calls: 365
- **Trainings/Workshops**
  - Professional Development
    - On June 5th, the Office of Professional & Organization Development provided a workshop for the Distance Learning department. This workshop focused on different activities to strengthen, encourage communication, and allow for the development of teamwork within the department.
    - On June 8th, a New Student Orientation for DEMSA students was held in Starr Campus, to inform students of online degrees and to promote Distance Learning. Blackboard was demonstrated and students were exposed to how it is utilized and incorporated into South Texas College online courses.
    - On June 22nd, staff attended the STLA, where information regarding working with less stress and more success was provided. Real-world techniques that entertain and inspire to live a richer, more balanced life to accomplish a more productive working day was provided to all participants.

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

Type of Service	Number of Students
General Advising:	856
Distance Learning Walk-Ins:	10
Telephone Contacts:	312
Virtual Campus Advising Email:	350
Registration Emails	8,851
Total:	***10,379***

DISTANCE LEARNING UPDATES

- Meeting with Dual 2 Degree to provide an update on the implementation of the SoftChalk Orientation developed was given as well as a demonstration on how to the implementation within blackboard of the orientation, June 18.
- Meet with Computer science in order to begin the Quality Matters process to certify COSC 2425. When completed, similar class templates will be used for other courses, June 27.

LIBERAL ARTS AND SOCIAL SCIENCES DIVISION

DR. MARGARETHA BISCHOFF, DEAN

DIVISION DEAN UPDATES:

- A The Coordinated Operations Council treated us to a review of upcoming projects that need to be completed and provided a heads up for a risk assessment project that will be completed by all financial managers.
- A Board meeting took place with the Catch the Next Board where new Board members were inaugurated and plans for the future were approved and solidified.
- A grant-planning meeting was held to plan for a THECB co-requisite support grant and Dr. Champion informed us of all the items that need to be thought of or researched.
- The Planning and Development Council met to discuss enrollment, a report generated by Public Relations, key performance indicators, and a new Discrimination Policy.
- 30 students attended the Summer Motivational Conference at the University of Texas in Austin organized by Catch the Next organization. Six chaperones and a sign language interpreter participated and were delighted the keynote speaker was an STC Alumnus. We owe gratitude to Dr. Anna Alaniz for organizing the trip.
- After Dean Reyna had devoted a room in the technology center to LASS core courses, the LASS chair team put together a schedule that will hopefully allow the students in the technical AAS programs to get their English, Speech, Social and Behavioral Sciences electives, and even some Developmental classes out of the way.
- Much time was devoted to the writing of a THECB grant, to hopefully get some stipends for the co-requisite faculty once we are going to the 25, 50, and 75% HB2223 requirements. Especially the Developmental faculty will have to deal with extra work with regards to curricular alignment and individual support.

- The Dean did the support staff and professional and technical support performance appraisals in anticipation of their renewal notices June 20th.
- Dean Bischoff was presented with the First Edition of 100 Women, 100 Words to honor South Texas Women who have made an impact in the community. The participants are native and non-native to the RGV and include educators, business owners, community activists, and artists. Their contributions through their work, community service, and philanthropy positively influence literacy and education, the arts, social causes, and the environment in the Valley.
- The Academic Council was held to discuss several issues such as the EEOC required training, presentations on TimeClock Plus compliance procedures, our efforts to become accredited with NACEP, the National Alliance of Concurrent Enrollment Partnerships, the need for Risk Assessment activities sheets, and the report of the Prior Learning Assessment Committee.
- Halfway, the Dean had to leave for a bit to discuss an upcoming grant issued by the THECB to help us meet our requirements for the co-requisite models.
- Two candidates were interviewed as candidates for the Music department.
- A delegation from Elgin Community College visited to get informed on dual enrollment program implementation. The dean attended a luncheon, exchanged experiences with some of the liberal arts faculty/leadership, and Richard Buchli, Political Science faculty, happened to stop by and was able to give a comprehensive and positive report of his experiences as a dual enrollment faculty.
- A meeting took place to discuss the finalized version of the Self-authored textbook procedures for approval.

- The Dean provided guidance to several faculty who included her in future plans and requests for their services. It was brought to her attention that no venue exists to help the spouses of new faculty get settled in. This provides some inspiration to perhaps look at some initiatives for next year.

- The first EEOC training took place, which provided helpful hints on how to avoid unconscious and other bias.
- A long LASS chair meeting took place where issues such as the NACEP application, a reminder to look at students transcripts before they are granted over hours, and the importance to provide more detailed guidance to students instead of just telling them "go there". Now that we have two north academic buildings and two south academic buildings, this gets to be confusing. The chairs were asked to do performance appraisals on their staff, Chair Veronica Rodriguez provided some items on discipline that she had picked up during her conference. Chairs reported how they handle incoming lists of interested students. Almost all said that calling had no effect and that they felt some of the students did not seem to have been serious in their efforts to contact us. However, it was clear that all departments make an effort to contact the students. Furthermore, the chairs talked about prior learning assessment options, the program clusters, new programs that could be developed, and the importance of payroll direct deposit. They came up with 5 accomplishments and reviewed the LASS brochure.

- The Dean attended the Psychology Department meeting to hear faculty's view on textbook adoption and she quickly stopped by the Ascender meeting to make sure all was on track for the upcoming semester.
- It is with great sadness that one of our Art faculty, Daniel McInnis passed away on June 23rd. Services were held on June 28th at St. Joan of Arc in Weslaco. He was well respected and held a great position in our institute. His colleagues, staff and students will miss him.

Department of Humanities

- The Assistant Dean of Humanities, along with representatives from the Office of Professional and Organizational Development, the Office of Curriculum and Student Learning, and the Division of Student Affairs and Enrollment Management, met with representatives from Workforce Solutions, to begin mapping out some strategies for collaboration on the Texas Pathways Project.
- The Assistant Dean of Humanities facilitated the LASS Division Risk Management Assessment https://cache.legacy.net/legacy/images/cobrands/themonitor/photos/377699_20180625.jpgx?w=130&h=180&v=0x000000005fca78ad&option=1
- The Assistant Dean of Humanities co-facilitated the Dual Credit Programs Risk Management Assessment

Fine and Performing Arts

- The Art Gallery in building B on the Pecan Campus opened on Monday, with the Institutional Component Exhibition, in conjunction with the Annual Ceramics Summer Showdown.

NURSING AND ALLIED HEALTH

DR. JAYSON VALERIO, DEAN

DIVISION DEAN'S REPORT:

- The Nursing & Allied Health Division hosted students from Universidad Autonoma de Nuevo Leon for an internship through the Vocational Nursing Program. Students spent a total of three weeks at the NAH Buildings in McAllen and were taught skills for med-surge and clinical skills by our VN faculty.
- The NAH Division currently has 5 ongoing grants. We are excited about the opportunities that this offers to our students, and the Dean has been hard at work to provide adequate space for the increase in enrollment that this will entail.

PROJECT MANAGER REPORT

- Project Manager hosted tour for a visitor from India of the NAH building and the Simulation Center. He was impressed by the technology and curriculum that we offer students here in the Valley.

- Project Manager attended the Info Comm. Conference and was able to learn different approached to Project Management and how to successfully achieve milestones and deliverables.

MEDICAL ASSITANT TECHNOLOGY

- The MAT department faculty and staff held their weekly advising sessions throughout the month of June. They were able to provide interested students information regarding the curriculum and program requirements.
- The MAT department also attended the STC Career Training and Job Fair event held in the Technology Building.
- The MAT Department attended the SCWCA Micro-Regional Summer Symposium (presenters) Nana's Restaurant in Weslaco, Texas.
- Another way to reach potential students for the MAT program is through the HCSS course. The MAT program was able to conduct their semesterly presentation to the students in the College Success for Healthcare course and many were interested in the program.

DIAGNOSTIC IMAGING DEPARTMENT

- The RADT Program Pinning Ceremony for the Graduating Class of 2018 took place on Friday, July 13th, from 6:00 pm to 8:00 pm at the Student Union on Pecan Campus.
- The Diagnostic Imaging Department is in the process of adding six (6) courses to the department inventory to include Computed Tomography (CT) and Vascular Sonography. The addition of these courses will meet the needs of the growing needs for registered technologists in these modalities.
- The RADT Program has selected the next upcoming cohort of students who will begin in Fall of 2018. A total of 22 students were accepted!

PHARMACY TECHNOLOGY PROGRAM

- The Pharmacy Technology Program is now a Pharmacy Technician Certification Board Recognized Sterile Compounding Education/Training Program. This allows graduates to be eligible for the advanced Compounding Sterile Preparations Technician certified by PTCB after one year of work experience in sterile product preparation.
- The accrediting organization for Pharmacy Technology, ASHP/ACPE, published new education and accreditation standards in June which will be effective January 1, 2019. The education standards have been drastically altered and will require the program to complete a major curriculum overhaul during AY2018-2019 so new curriculum will be in place by Fall 2019.

OCCUPATIONAL THERAPY PROGRAM

- The OTA Program new cohort selection took place Wednesday July 18, 2018. Accepted candidates will be notified to ensure proper admission process is completed.
- Advisory Committee meeting will be held on Wednesday July 18, 2018, to discuss any updates within the OTA community.

MATH, SCIENCE, AND BACHELOR PROGRAMS

DR. ALI ESMAEILI, DEAN

DIVISION DEAN & ASSISTANT DEAN REPORT:

- Dean, Assistant Dean, Distance Learning Instructional Designer, and Course Review Committee met to review the progress of the SACSCOC Lumina grant TMGT course transition into Competency-Based, June
- Dean, Assistant Dean for Bachelor Programs, Program Chairs for TMGT, MHSM, and CITP, Academic Coaches for CITP & BASOL, Student Success Specialists for COSC and TMGT/MHSM, attended the Bachelor Programs Risk Management Training facilitated by the Academic Affairs Project Manager and Assistant Dean for MSB, June 8th
- Dean, Assistant Dean for Bachelor Programs, Assistant Dean for Math & Science, Math, TMGT, CITP Program Chairs met with Director of IE&A and IE&A Project Manager to review and discuss the MSB Division's SWOT Analysis Action Plan.

- Dean, Assistant Dean for Bachelor Programs, Assistant Dean for Math & Science, MHSM, TMGT, and CITP program chairs, Academic Affairs Project Manager, Academic Coaches, Student Success Specialists, and staff met to review the submitted Risk Assessment and held discussion.
- Attended Education First/Gates Foundation discussion with Executive Team
- Dean, Assistant Dean for Bachelor Programs, Assistant Dean for Math & Science, and Program Chairs met for the MSB Division Chair meeting, June 25th
- Dean, Assistant Dean for Bachelor Programs, Assistant Dean for Math & Science, and Program Chairs attended the EEOC Training, June 26th
- Dean, Assistant Dean for Bachelor Programs, and the Assistant Dean for Math & Science met to finalize the Division and Departments' Risk Assessments, due June 29th

Assistant Dean's Report

- Assistant Dean, University Relations Officer, Curriculum & Student Learning Manager, IE & Assessment Director had a phone conference with El Paso Community College to follow-up on questions regarding the articulation agreement, June 4th
- Assistant Dean attended the McAllen Chamber of Commerce ribbon cutting for Stefano's Pizza and promoted STC bachelor programs, June 6th
- Assistant Dean, Distance Learning Instructional Designer, and Course Review Committee met to review the progress of the SACSCOC Lumina grant TMGT course transition into Competency-Based, June 6th
- Assistant Dean for Bachelor Programs, Program Chairs from MHSM and TMGT, met to discuss the Final Risk Assessments for the Bachelor's programs, June 6th
- Assistant Dean for Bachelor Programs, University Relations Officer, Curriculum & Student Learning Manager, and Director of IE&A had a phone conference with Coastal Bend College to further discuss the details of signing an Articulation agreement, June 13th
- Assistant Dean for Bachelor Programs attended the monthly McAllen Chamber of Commerce Ambassador meeting held at Doctor's Hospital at Renaissance where they shared their history and future, June 14th
- Assistant Dean for Bachelor Programs attended the 2018 CBExchange Hospitality Committee web meeting, June 28th

Technology Management

- Faculty attended the 4th Annual Latino Franchise Symposium, Dallas, TX, June 26-27th
- Program Chair attended the Core Objectives Assessment Taskforce (COAT) on behalf of Assistant Dean for Bachelor Programs, June 28th
- Faculty held mock interviews for the Summer 2018 Capstone students, June 30th

Medical and Health Services Management

- MHSM Program Chair and Assistant Dean for Bachelor Programs met with the Dean of NAH to discuss course offerings for MHSM students. In addition, there was discussion on the promotion of the MHSM Bachelor program to their students, June 15th

Developmental Math

- Program Chair, Faculty Secretary, and Lab Technician attended Unconscious Bias and Harassment (EEOC Training) held at Student Union Center on Tuesday, June 26.

Math & Science Assistant Dean/Physical Sciences

- Assistant Dean for Math & Science worked with Project Manager for Office of Academic Affairs to finalize institutional moves into vacated offices in G and J Building; June 6 to June 9.
- Assistant Dean for Math & Science and Project Manager for Office of Academic Affairs provided Risk Assessment training for Division Dean, MS Program Chairs, Faculty Secretaries, and Administrative Assistants; June 7, 2018.
- Assistant Dean for Math & Science and Project Manager for Office of Academic Affairs provided Risk Assessment training for Division Dean, Bachelor Program Chairs, Faculty Secretaries, and Administrative Assistants; June 8, 2018.
- Assistant Dean and Lab Coordinator resolved issues related to first day of classes. The issues included lack of signage directing students to classrooms and labs; overhead projectors with no power, and directing students to available vending machines during break.
- Assistant Dean worked with program chairs to ensure faculty office windows remain clear.

- Assistant Dean for Math & Science and Project Manager for Office of Academic Affairs provided a second Risk Assessment training for NAH Program Chairs; June 12, 2018.
- Assistant Dean for Math & Science and Project Manager for Office of Academic Affairs provided a second Risk Assessment training for Division Dean, MS Program Chairs, Faculty Secretaries, University Relations and Transfer Center Officer and Administrative Assistants; June 14, 2018.
- Assistant Dean for Math & Science and Project Manager for Office of Academic Affairs second provided Risk Assessment training for Division Dean, Bachelor Program Chairs, Faculty Secretaries, and Administrative Assistants; June 15, 2018.
- Program Chair, Assistant Chair and Lab Coordinator attended Unconscious Bias and Harassment (EEOC Training) held at Student Union Center on Tuesday, June 26.
- Met with Dean and Bachelor Program Assistant Dean to finalize Risk Assessment Worksheets for the Division; Friday, June 29.

University Relations and Articulation Center

- UTRGV Transfer Admissions, Pecan Campus, June 4th
- Our Lady of the Lake University, Pecan Campus, June 5th
- UTRGV Transfer Admissions, Pecan Campus, June 5th
- UTRGV College of Education and P-16 Integration, Pecan Campus, June 5th
- University of Texas at San Antonio, Mid Valley Campus, June 5th
- University of Texas at San Antonio, Pecan Campus, June 6th
- UTRGV Transfer Admissions, Mid Valley Campus, June 6th
- Our Lady of the Lake University, Mid Valley Campus, June 6th
- Texas Tech University, Pecan Campus, June 7th
- Attended a follow-up conference call with El Paso Community College regarding articulation agreements for their students to matriculate into our bachelor's programs, June 4th
- Completed initial review of renewal agreement for Texas Tech University, June 5th
- Completed initial review and revision of agreements with UTGZ (renewal) and TAMU College of Pharmacy Co-op, and IDEA Public Schools. June 6th
- Met with IDEA-U about an articulation agreement, and contacted Southern New Hampshire University about the possibility of our three institutions to work together on a single agreement that would allow students to move between the three programs, June 8th
- Met Dean of Academics from Coastal Bend College about the possibilities of developing some new 2+2 articulation agreements to allow their students to matriculate into our bachelor's degree programs, June 8th
- College visits this week:
    - UTRGV Transfer Admissions, Pecan Campus, June 11th
    - Texas A&M University – Corpus Christi, Pecan Campus, June 11th
    - Texas Tech University, Pecan Campus, June 11th
    - UTRGV Transfer Admissions, Pecan Campus, June 12th
    - UTRGV College of Education and P-16 Integration, Pecan Campus, June 12th
    - Texas A&M University – Corpus Christi, Pecan Campus, June 12th
    - UTRGV Transfer Admissions, Mid Valley Campus, June 13th
    - Stephen F. Austin State University, Pecan Campus, June 13th
    - Texas A&M University – Kingsville, Pecan Campus, June 13th
    - Texas A&M University – Corpus Christi, Pecan Campus, June 13th
    - University of Texas at San Antonio, Starr County Campus, June 14th
    - Texas A&M University – Corpus Christi, Pecan Campus, June 14th
    - Texas A&M University – Kingsville Center for Educator Preparation Services, Pecan Campus, June 15th
    - Texas A&M University – Corpus Christi, Pecan Campus, June 15th

- Participated in conference call with Educate Texas, June 11th
- Completed a draft agreement and roadmaps for Coastal Bend A.A.S. degrees to the South Texas College Bachelor's Programs, June 12th

- Met with the Texas Regional STEM Degree Accelerator Team to get a status update on what has been going on and what the upcoming events should entail, June 13th
- Led a conference call with representatives from South Texas College and Coastal Bend College about a 2+2 articulation agreement between our two institutions, June 13th
- Attended the Math & Science Risk Management Training, June 14th
- College visits this week:

  Monday:
  - UTRGV Transfer Admissions, Pecan Campus

  Tuesday:
  - UTRGV Transfer Admissions, Pecan Campus
  - UTRGV College of Education and P-16 Integration, Pecan Campus

  Wednesday
  - Texas A&M University – Kingsville, Starr County Campus
  - UTRGV Transfer Admissions, Mid Valley Campus
  - University of Houston – Victoria, Pecan Campus
  - Texas Tech University, Mid Valley Campus

  Thursday
  - Texas A&M University – Corpus Christi, Mid Valley Campus
  - Texas A&M University – Corpus Christi, Pecan Campus
  - University of Houston – Victoria, Pecan Campus

  Friday
  - Texas A&M University – Corpus Christi, Pecan Campus
  - Texas A&M University – Kingsville Center for Educator Preparation Services, Pecan Campus

Articulation Agreements worked on:

- UTSA, University of Phoenix and Universidad Tamaulipeca sent to Vice President for Academic Affairs for review
- Texas Tech University, UTGZ, Coastal Bend College, El Paso Community College and TSTC approved
- Central Texas College complete and sent to CTC for review
- Texas A&M University – Corpus Christi in progress and awaiting word from TAMUCC on next steps; the same with Western Governor's University and Southern New Hampshire University
- Presented to the students in the TexPrep program at Pecan Campus on college opportunities, June 25th
- Completed the Risk Assessment documents and began work on the procedure handbook, June 26th
- Attended the EEOC training hosted by the Office of Human Relations, June 26th
- Reached out to TSTC, Western Governor's University, Seminole State College and Central Texas College for updates on articulation agreements that are in progress, June 27th
- Reached out to Financial Aid to set up a meeting about Financial Consortium Agreements, June 27th
- Reached out to Texas A&M University – Corpus Christi about articulation agreements; working with Texas A&M University – Kingsville to get MOU signed, June 28th
- Met with Texas A&M University – Kingsville's College of Business Administration about new initiatives, June 28th
- Coordinated a conference call with IT Sector Partnership Leads and Collaborative Economics about the next steps, June 29th
- Reached out to Industry Champions from both the IT and Healthcare Sector Partnerships about upcoming initiatives and the transition, June 29th

STC MID-VALLEY CAMPUS
DANIEL MONTEZ, ADMINISTRATOR

MAJOR MEETINGS

- AIA – LRGV Membership Meeting and "Architour" – Members toured new MVC buildings – Jun 28

CAMPUS ACTIVITIES

- University Relations Department scheduled the following colleges/universities to provide transfer information and assistance to students:
    - UTRGV – Jun 6, 20 & 27
    - Texas Tech University College Visit – Jun 20
    - OLLU – Jun 6
    - UTSA College Visit – Jun 5
    - Texas A&M University Kingsville – Jun 21
    - Texas A&M Corpus Christi – Jun 22 & 27
- Dual2Degree Department scheduled campus tours for local community schools to promote enrollment.
    - Weslaco ISD Summer Program Campus Tour – Jun 6
    - Weslaco ISD Campus Tour – Jun 7
- High School Programs and Services hosted 9th Grade Summer Bridge Program for Monte Alto students starting classes in Fall 2018.

STC STARR COUNTY CAMPUS
DR. ARTURO MONTIEL, ADMINISTRATOR

CAMPUS ACTIVITIES:

- Clean up and prepare conference room in J building to provide space for volunteers serve students Fall 2018
- Make connection with Roma ISD TexPrep faculty to serve students summer academy
- Outreach to community about grand opening new library and open lab
- Outreach to nursing community about new science/NAH building
- Outreach to community new services offered on campus & increased enrollment
- Reaching out to RGCCISD to serve on curriculum committee.
- Continue contract with Starr County Coalition student service.
- Reaching out to Starr County Housing Authority for volunteer hours.
- Arranging representation at bbq cook off Starr County.
- Coordinating with school districts find adjunct instructors for Fall 2018 semester.
- Reaching out to former Head Start employees to return to higher education.
- Reaching out to former Head Start administration gather list of employees for recruiting purposes.
- Coordinating with EDC to find job demands in Starr County.
- Reaching out to job sights to hire technology student graduates.
- Texas A&M Agrilife Extension Services 05/16
- Texas Retired Teacher Association 05/17
- 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
- Summer I Information Table 06/04
- Continuing Education "Youth Job Fair" 06/07

- National Chocolate Ice Cream Day 06/07
- TexPrep High School Program 06/11
- Student Activities and Wellness "National Elote Day" 06/11
- U.S. Customs & Border Protection 06/12-13
- Student Activities & Wellness "Summer, Sun & Sno-Cones" 06/13
- Student Activities & Wellness "National Picnic Day" 06/19
- Starr County Campus Psychology Club "3rd Annual Psychology Club Spirit Day" 06/20

ENROLLMENT ACTIVITIES

- First day summer 1 increase in enrollment smooth transition
- Building L repaired for use on first day of class summer 1 2018
- Campus representative stationed in each academic building to help students find classrooms
- Submitting MADISSAR update to Grant Management Office
- Preparing vacated space for J building
- Recruiting mail flyers sent out to graduating seniors auto mechanics program.
- Recruiting flyers sent out to graduating seniors Electrical Assistant Program.
- Getting list students currently enrolled summer 1 for recruiting mail out.
- Involving community in campus beautification initiative.
- Recruiting for NAH programs
- Start second round mail out to graduating high school seniors target Auto Mechanics and Electrician Program.
- Coordinating with UTRGV Starr County to recruit teacher program students with AAT.
- Working with public to advertise Cactus Restaurant hours.
- Distributing flyers to current students register now message.

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

Projects: Highlights, Design, and Annual Reports

- Worked on the FY1718 Comprehensive Plan Status Update (compile information from Academic Affairs Leadership Team)
- Continued working on logistics for Superintendents Meeting in August
- Continued working on logistics for Principals Meeting in August
- Assisted and finalized logistics for the Eglin Community College Visit (logistics, material, etc)
- Assisted Interim Dean of DCP&SDP with Dual Credit Program offerings brochure
- Created artwork for OPOD's reference guides (Chair Reference Guide, Adjunct/DC Faculty Reference Guide, STC Faculty Teaching DC Reference Guide, and New Faculty Reference Guide)
- Created and worked on the STLA for Staff program agenda (artwork and program development)
- Updated the Law Enforcement Crosswalks spreadsheets
- Continued working on 2018 Faculty Spotlight Booklet (booklet development)
- Updated NAH and ADN program flowcharts
- Assisted Interim Dean of DCP&SDP with Starr County Campus DCP Information Session (logistics, brochure, letter, flyer)
- Created artwork for La Joya Activities report and ISD Metrics Reports

Reports: Data Compilation and Presentations

- Assisted Academic Affairs with compiling program data and information with the assistance of Research & Analytical Services and respective program administrators for requested reports, activities, & presentations in the following areas:
    - Updated Faculty Status and count report for VPAA
    - Prepared presentation outline, content and following up with STC presenters for Elgin Community College visit

- Continued to communicate with Dean of Dual Credit Programs & School District Partnerships and ECHS staff regarding dual credit count reports to update upcoming presentations
- Followed up with PSJA ISD College for All Director regarding college promotional requests for the 5th Annual College for All Conference in October
- Ongoing communication Dean of Dual Credit Programs & School District Partnerships and ECHS staff regarding dual credit counts and submission of data requests in preparation for upcoming presentations in summer
- Continued working on updating sections of Dual Credit ISDs Status reports in preparation for Superintendents meeting in July

Projects: Instructional Efficiency Reports (Budgets and Facilities)

- BOND Construction
  - Continued working on assignment of classrooms, offices, labs, etc. for new buildings
  - Worked on obtaining class schedules for Summer 2018 for all buildings across Hidalgo and Starr County
  - Continued working with FPC and Purchasing regarding the FREDs/GPUs and computer lab tables needed Cybersecurity Lab in STEM 1.202
  - Worked with FPC and Purchasing regarding M&O Fund requests across all divisions
  - Worked on Move/Setup Requests for existing office relocations
    - Curriculum & Student Learning department temporary move into Portable PB27A
- HSI Grant
  - Continued working with Project Director on obtaining all equipment to convert Tier 1 to Tier 2 Active Learning Classroom and upgrade existing Tier 2 Active Learning Classroom
- Institutional Moves for the following existing buildings will take place:
  - BPST and MSB division moves, June 22 (tentative)
- RCPSE
  - Worked on Master Plan and Action Plan for the Pharr Regional Center for Public Safety Excellence
  - Worked on Partnership Memos
- Curriculum & Scheduling
  - Reviewed/edited Faculty Handbook for FY 18-19
- Portables
  - Continued working on office space for Pecan Campus
- Accountability, Risk & Compliance
  - Pending response from Director of Accountability, Risk & Compliance on final approval for shred stations needed for instructional buildings
- HR
  - Continued working with HR on Faculty Load and Compensation (FLAC)
  - Finalized the FY 18-19 Staffing Plan
  - Finalized the FY 18-19 Pay Plan
- Policies
  - Reviewed the Policy Inventory List for Academic Affairs Division
  - Worked on reviewing Policy #5212, #3830, and #4901 regarding self-authored resources
- Advanced Educational Technologies
  - Worked on Light Board Project. Team scheduled for site visit at Texas A&M on June 20
  - Worked on Virtual Classroom Project
- Worked with Maintenance and Facilities on the following:
  - A-104 additional office space
  - A-127 office conversion
  - D-100 and D101 suite redesign
  - 1.202 STEM lab conversion
  - 1.114 NAB Tier 2 upgrade

- 2.114 NAB Classroom conversion to Tier 2
- 2.101 SAB Tier 2 upgrade
- Building H- 1st Floor Re-design for Culinary Arts

Meetings

- Met with HR Director and Interim Dean for DCP & SDP to review and discuss the job description for the School District Partnership Relations Manager, June 6
- Facilitated the Risk Assessment process for Professional & Organizational Development department, June 7
- Facilitated the Risk Assessment process for the Math & Science Division, June 7
- Meet with Interim Dean of DCP&SDP to review the NACEP accreditation, June 7
- Facilitated the Risk Assessment process for the Bachelors Program, June 8
- Participated in the Search Committee for the Administrative Assistant for the Office of the President, June 11
- Facilitated the Risk Assessment process, phase I, for the Nursing & Allied Health Division, June 12
- Met with Dean and Assistant Dean for MSB to review the Math & Science division Risk Assessment spreadsheet, June 13
- Met with Director of Facilities, Planning & Construction to discuss the portables, renovations, upcoming faculty/staff moves, and bond construction, June 13
- Facilitated the VPAA Office meeting to discuss upcoming events, June 13
- Met with Interim Dean of DCP&SDP to review the Dual Credit Brochure, June 14
- Met with Custodial, ET, Cafeteria, and PR to finalize logistics for Elgin Community College Visit, June 14
- Met with PR photograph for Faculty Spotlight photos, June 14
- Facilitated the Risk Assessment process, phase II, for the combined Math & Science Risk Assessment spreadsheet, June 14
- Conference call with Diagnostic Imaging Program Chair to review and discuss department Risk Assessment, June 14
- Facilitated the Risk Assessment process, phase II, for the combined Bachelor Programs Risk Assessment spreadsheet, June 14
- Attended the monthly Academic Council meeting, June 18
- Met with Pathways leads to discuss SAEM Division Guided Pathways Meeting, June 18
- Facilitated the Risk Assessment process, phase II, for the Nursing & Allied Health Division, June 19
- Attended the Facilities Committee and Finance, Audit, and HR Committee meeting, June 19
- Facilitated the Risk Assessment process for Curriculum and Student Learning Department, June 19
- Attended the VPAA Office meeting to discuss upcoming events, June 20
- Hosted Elgin Community College Visit regarding Dual Credit Program at South Texas College, June 22
- Met with Medical Assistant Technology Program Chair to discuss department Risk Assessment, June 25
- Met with NAH division dean, ADN program chair, VPAA, and VPAA Special Assignee to discuss flowcharts, June 26
- Attended the weekly 2013 Bond Construction Program Planning Meeting, June 26
- Met with VPAA to discuss upcoming projects for summer 2018, June 27
- Attended the 25th Anniversary Review meeting, June 27
- Met with Director of Research & Analytical Services, Associate Dean of Student Financial Services and staff to discuss dual credit (9th grade) aggregate data request for Academic Affairs, June 28
- Met with VPAA, Interim Dean of DCP&SCP to discuss Starr County Campus DCP Information Session, June 29
- Held meeting to recap the Texas A&M Visit regarding the Light Board Project, June 29

GRANTS AND PROJECTS

DR. MARICELA SILVA-OFFICER

ACADEMIC GRANTS AND PROJECTS

- Met with Division Dean of Liberal Arts and Social Sciences and Director of Grant Development Management to review THECB's CRSM Grant proposal, which will provide funding support to develop and expand Co-Requisite courses being offered at the college. These courses will help to meet the requirements of HB2223. The proposal submission is due June 22nd.
- Worked on the drafts for the Perkins application. Requested quotes from those programs who are requesting funding to purchase equipment.
- Attended a meeting to discuss upcoming IE Biennium Report and QEP training. The IE Department and I will be working together to ensure the Plan and Report are in order.
- The THECB's CRSM Grant proposal, which will provide funding support to develop and expand Co-Requisite courses being offered at the college was submitted on June 22nd, requesting $165,000 in grant support. The funding will be used to pay faculty stipends for developing the Co-Requisite courses and travel costs for professional development. These courses will help to meet the requirements of HB2223.
- Perkins grant application drafts were sent to the LASS and NAH Departments for review and edits. The draft for Technology Campus is pending equipment quotes.
- Communications with RAND have been ongoing as we need to schedule a final site visit before we close out the grant. Additionally, Pablo Cortez is developing a plan for utilizing the remaining $10,000 from the grant to either offer students a Summer Bridge program and/or develop additional Co-Requisite courses

CURRICULUM AND STUDENT LEARNING

DR. MURAD ODEH-INTERIM ADMINISTRATOR

- Held an EPCC Follow-up meeting with BASOL Chair for a discussion of Computer & Information Technology & Fire Technology.
- Met with Texas Work Force representatives to provide up-to date information regarding STC current status of Texas Pathway Project.
- Attended Corporate Training to Higher Education – Prior Learning Assessment Initiative meeting at Lone Star College University Park Campus. Discussions regarding "Earn While You Learn" with the focus of the meeting session with Tracey Armstrong, Director of Innovation and Policy Development, THECB. Discussions regarding Registered Apprenticeship programs and their role in preparing workers through specialized on-the-job training that provided employers with a high quality trained workforce were addressed. The second session was dedicated for credit for prior learning Map and Portal Review.
- Attended a conference call with Costal Bend College (CBC). The purpose of the meeting to ensure all details regarding STC articulation agreement. Specific emphasis where focused where focused on credit transfer for CBC students with only 3 credits from Sciences as nearly all of their degrees require three credit of science to fulfill the core curriculum requirements of the A.A.S. degree.
- Discussion, planning and providing an overview of the Guided Pathways Model, Progress to Date, and Next Steps with VP of Academic Affairs, Associate Dean of OPOD and the Assistant Dean of LASS regarding the SAEM Staff members and their expected role in the Guided Pathways.
- Attended the South Texas Higher Education Regional Council meeting.
- Presented at the Academic Council meeting an updated timelines regarding the Curriculum Revisions and Program Development. Major focus of the information to discuss the extreme necessity of program Dena and Program Developers to provide requested information on time. Also, new time lines for curriculum revisions were addressed to meet the internal college deadlines for Banner, Catalog and Degree Works as well as the external approvals from SACSCOC, THECB, and Department of Education.

- Presented at the Academic Council Affairs meeting an updated Prior Learning Assessment progress status. Guidelines and Procedures for academic credit for Prior Life experiences outside classrooms were highlighted though multiple Prior Learning Assessment options.
- Co-Chaired with Dean of High School Programs to develop of student evaluation of faculty for online, face-to-face courses and faculty section outlines as part of our efforts to collect and provide documented evidence as part of STC compliance of the National Alliance of Concurrent Enrollment Partnerships Accreditation initiative.
- Attended meeting with IT Department to discuss the JagPRIDE Rewrite Project.
- Held a Core Objectives Assessment Taskforce meeting which discussed institutional process descriptions, rubrics, and AY reporting.
- Deans and Department Chairs submitted Faculty Curriculum Vitae and Section Outlines for Summer I/III 2018 in the month of June to be compliant with House Bill 2504.

CURRICULUM & SCHEDULING

- Assisted scheduling staff with the Projected Student Traffic Report for Fall 2018, at the request of the Interim Vice President for Academic Affairs.
- Curriculum staff updated Courseleaf Online catalog and Degree Works/SEP with updates due to the THECB approval of the 2018-2019 Core Curriculum.
- Worked on two public information requests for student evaluations for the Human Resources department and President's Office.
- Worked on Audit the coursework for the certificates and their corresponding AAS degrees to determine which courses do not transfer to the AAS.
- Provided the Occupational Skills Award and Institutional Awards inventory and curriculum to the admissions office distribute certificates to eligible students.
- Updated the Uniform class times on the STC website to comply with ADA accessibility ad for inclusion in the Faculty Handbook.
- Completed the General Education requirements block for CTE Certificates and is currently being tested in Degree Works before applying in production.

MEETINGS ATTENDED AND TRAININGS BY THE CURRICULUM STAFF

- Attended College Readiness and Success Models for 60X30TX THECB Grant meeting to discuss identification of course section in the co-requisite model to address reporting requirements for the grant.
- Attended Disaster Recovery Committee meeting to discuss testing of Banner processes for critical areas at the designed remote location.
- Attended EMSI webinar for a new Program Development & Review Report available that would aid in Program Development and possibly Program Review.
- Attended South Texas Leadership Academy for Staff at the Region One Education Service Center where they emphasized on reducing stress to be more successful.

- Attended the Unconscious Bias and Harassment EEOC training workshop mandatory for all supervisors involved in hiring staff for their department.

- Held conference call with Diagnostic Imaging Program chair to discuss the proposed development of the Associate of Applied Science in Diagnostic Sonography.
- Worked with Architectural and Engineering Design Technology Program Chair to update program revisions for Fall 2018 due to THECB not approving a core curriculum course essential for the program's curriculum.

- Projected Student Traffic Report-Breakdown by campus (PivotChart) – The report gives an estimate of the student traffic at different class time and campuses.
- Generated Reports several reports for Summer 2018, Spring 201920 & Summer II to make sure all courses were flagged (session calendar) & code correctly, checked for room conflicts, room assignments, etc.

DIRECTOR OF ACADEMIC ASSESSMENT- YOLONDA JARAMILLO

- Sent out deadline reminders to faculty about submissions of their assessment plans, submissions due May 14 (dual/adjunct) and May 31 (full-time).
- Received 124 program assessments out of the 127 degrees. These plans include strengthen PLOs, methodologies, proficiencies, and PLO targets. All option 2 program assessment reports have been emailed to Learning Outcomes Consultant, Dr. Thomas Cleary for his final review.

MEETINGS ATTENDED AND TRAININGS BY THE LEARNING OUTCOMES STAFF

- Academic Assessment Director met with Learning Outcomes Specialists to discuss and complete the Risk Assessment worksheet for Spring 2018.

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

COMPLETED PROJECTS/ACTIVITES:

- On June 4, 2018, Governor's Summer Merit Program Robotics and Automation Camp hosted their first week camp for Roma ISD with 20 participants in attendance. The second camp was held on June 11, 2018, for La Joya ISD with 10 participants in attendance. The final camp began the week of June 18th for 29 participants from Mission CISD, however due to inclement weather and campus closure only attended two days at the Technology Campus. Due to not completing the required guidelines, Texas Workforce Commission has been contacted to discuss the procedures and next steps of the grant.
- WeTeach_Collaborative Scratch participant training was held from Monday, June 4-Wednesday, June 13th with ten teachers from partnering school districts. All participants completed the required sixty hours as required by the grant.
- On June 15, 2018, Interim Dean attended the 2018 CTE 6th Annual Summer Conference at Region One in Edinburg, Texas. Early College High Schools Coordinator presented on the South Texas College: Monitoring Student Dual Enrollment Courses.
- Dual Credit Program Meeting was held with the Superintendents of Mercedes ISD and Hidalgo ISD to discuss the current state and future plans within their districts. Furthermore, the first visit was held with partnering school district administrators and counselors on Thursday, June 7th to gain insight on the current state of our Dual Credit Program.
- On June 20th, National Alliance of Concurrent Enrollment Partnership (NACEP) Steering Committee Meeting was held for members to report on their findings of the required standards.
- Risk Management Session was held on June 20th for Dual Credit Programs and School District Partnership departments.
- On June 25-27, 2018, Interim Dean and Coordinator for Early College High Schools attended the College and Career Readiness Models Leadership Summit in Dallas. The event specifically discussed the ECHS, T-STEM Academies and P-TECH Blueprint. In addition, Industry Tours were provided to each participant with insight on how to expand opportunities for internships and/or volunteering with local businesses.

- WeTeach_Collaborative Grant Report #2 with University of Texas at Austin Center for STEM Education and Governor's Summer Merit Program quarterly report were submitted to meet grant requirements.

IN PROGRESS: PROJECTS AND MAJOR ACTIVITIES

- Schedule Dual Credit Meetings with Partnering School District Superintendents
- Planning of logistics for the Principal Summit and Superintendent Meeting in August 2018
- Host TexPREP Summer Program from June 11-July 19th.
- Attended and presented at the Elgin Community College Visit on Thursday, June 21st and Friday, June 22nd

ACADEMIES AND HIGH SCHOOL PROJECTS

PROJECTS/ACTIVITIES:

- Staff conducted TexPREP Parent Meetings/Orientations at the following Campus:
  - Weslaco ISD at Mid Valley Campus on Monday, June 4, 2018
  - Roma ISD at Central Office Manuel Guerra Building on Tuesday, June 5, 2018
  - PSJA ISD PSJA Southwest ECHS at on Wednesday, June 6, 2018
  - Hidalgo ISD at Ida Diaz Jr. High School on Thursday, June 7, 2018
- Academies Staff conducted New Student Orientations at the following Campuses:
  - Pecan Campus on June 6 & 7, 2018
  - Mid Valley Campus on June 8, 2018
- The Governor's Summer Merit Program was held at the Technology Campus for Roma ISD on Monday, June 4th through Friday, June 7th La Joya ISD Students from Monday, June 11th through Friday, June 15th. Twenty Roma ISD students were selected to participate in this five-day camp, in which STC Faculty exposed students to robotics and automation, while incorporating STEM concepts from areas such as engineering, physics, and mathematics.
- The TexPREP Summer Program kicked off its Opening Day on Monday, June 11th at the Pecan, Starr County, and Mid Valley Campuses. Year 1 students will be introduced to engineering, logic, and applications to mathematics. Year 2 students will learn algebraic structures and receive and introduction to physics. Year 3 students will be introduced to probability and statistics, as well as technical writing. Year 4 students will be introduced to computer and water science. All students will be exposed to problem solving, career awareness speakers, research, and a field trip. Opening Day speakers welcomed students and provided them motivational messages that encouraged them to further their knowledge in the fields of STEM. Attendance was as follows at their respective campuses:
  - Pecan Campus: 172 TexPREP Students
  - Starr County Campus: 69 TexPREP Students
  - Weslaco Campus: 69 TexPREP Students

ACADEMIES PROGRAMS:

- Staff provided Mission CISD SCADE Welding Program Students a new student orientation and campus tour at the Pecan Campus on Tuesday, June 5, 2018.
- Academies Staff submitted progress report request to instructors for fifteen courses across three campuses. Arrangements were made to collect physical copies of progress reports for all sections. Case management/academic progress meetings were conducted on an as needed basis. Meetings consist of time management and test taking strategies, as well as providing information about campus resources and services that are specific to each student's particular need.
- Staff participated in a Hobsons WebEx meeting regarding Starfish Early Alert System to further discuss implementation and use among Academies Staff.
- Fall 2018 registration for 221 Pecan Campus Academy students was completed.

HIGH SCHOOL PROJECTS:

- Staff coordinated parent meetings for TexPREP summer program at the Mid Valley and Pecan Campus, and Roma ISD Central Office for Starr County Campus, consisting of facilities and educational technology requests, printing program handbooks and other required documents.
- TexPREP new hires received orientation and training during their first week.
- Staff prepared backpacks with school supplies for over 300 TexPREP students.
- Staff coordinated the TexPREP Year 4 Research Symposium to San Antonio, TX for forty-three Year IV TexPREP students from Roma, Hidalgo, and PSJA ISD. TexPREP students from across the State of Texas will gather to present their work/project to an audience of community stakeholders, representatives from UTSA, local businesses and their fellow peers. The symposium serves as a capstone experience in their terminal year of TexPREP.
- Due to inclement weather from June 20th through June 22nd, staff contacted all parents of 336 TexPREP students from Roma, Hidalgo, PSJA, and Weslaco ISD via phone calls to inform them of campus closures and schedule adjustments.
- TexPREP attendance sheets were submitted on a weekly basis and are audited for all TexPREP classes (336 students) at Mid Valley, Pecan, and Roma ISD. Calls to parents as needed.
- TexPREP course grades were submitted and reviewed for over 300 students; calls made to parents on an as needed basis if students have a "B" or lower.
- Staff receive and prepare meals daily for over 300 TexPREP students at the Mid Valley and Pecan Campuses. Staff are required to document meals received, meals served, and temperature of meals.
- The TexPREP Summer Program held its weekly Monday Career Awareness Presentation at the following campuses on Monday, June 18th:
- Pecan Campus: Farmers Insurance Representatives provided a career awareness presentation to 173 TexPREP Students.
- Mid Valley Campus: South Texas College University Transfer and Articulation Center Staff provided 64 TexPREP students an information session on university transfer. Staff discussed STEM opportunities at South Texas College and other universities in Texas.
- Starr County Campus: UTRGV Clinical Assistant Professor for Physician Studies provided 94 TexPREP students information about available medical programs.
- The TexPREP Summer Program held is weekly Career Awareness Presentations at the Mid Valley, Pecan, and Starr County Campus.
- Pecan Campus: South Texas College University Relations, Transfer and Articulation Center representative visited with 170 TexPREP students from Hidalgo and PSJA ISD to discuss university opportunities, engineering programs, and programs at South Texas College.
- Mid Valley Campus: South Texas College Faculty introduced subject of ethics to 67 TexPREP students from Weslaco ISD. Faculty discussed the importance of ethics as it relates to everyday life and the STEM related fields.
- Starr County: 95 Roma ISD Texas Pre-freshman Engineering students attended a presentation on FBI careers. FBI Special Agent informed students about the process of becoming a special agent and about career opportunities as a special agent.
- TexPREP Students at the Mid Valley Campus conducted their egg drop experiment as they learned about the laws of motion, as it relates to gravity, force, and acceleration. Students designed a container that will allow their egg to safely fall without breaking.

PROFESSIONAL DEVELOPMENT/CONTINUE LEARNING:

- Academies Staff participated in the Dual Credit Programs-Risk Management Assessment session on Wednesday, June 20, 2018.

IN PROGRESS: PROJECTS AND MAJOR ACTIVITIES:

- Fall 2018 Registration for Mid Valley and Starr County Campus Students.
- Academies Staff have begun coordinating the fall 2018 Workshop Schedule. Staff contact STC Faculty, Community businesses/organizations to provide career awareness presentations, personal/professional development opportunities for Dual Enrollment Academy students.

- Preparation for TexPREP Closing Ceremonies for Roma ISD, Weslaco ISD, Hidalgo ISD, and PSJA ISD: facilities and educational technologies request, preparation of student certificates, creation of agendas.

NICOLAS GONZALEZ
HIGH SCHOOL PROGRAMS AND SERVICES ADMINISTRATOR

ADMINISTRATOR REPORT

- The enrollment of dual credit students for the summer sessions grew from last year's totals, even though the number of "S" sections had relatively, a minimal increase.
- It was found that the increase is basically for a large number of dual students enrolling as Independents in non-S sections. The enrollment of Independents increased from 1,399 for summer I last year to 2,213 this year, a difference of 814 more students.
- This increase is at all campuses but more so at Pecan and for online classes, which had an increase of 1,450 more students taking online courses an during summer I from last year to this, and 779 more for summer II.
- In Fall 2017, we had 1,469 sections (excluding Academies). At this time for fall 2018, we have 1,563 sections for an increase of 110 new sections.
- 39 of this increase is attributed to CTE new sections that some schools have decided to offer given the change in our policy.
- The rest of the increase of sections is at the Weslaco ECHS which increased from 8 sections last year to 22 this coming fall.
- Other increases are due to more students being TSI and/or EOC complete this year than last year.
- Between now and the start of the fall term, there could be more cancellations of sections, rather than additional sections created, which is what usually happens.
- Enrollment at the schools in "S" sections is at 1,217 for the fall. Only 23 schools show enrollment in "S" sections with 15 schools showing at least 18 students enrolled, and 1 with 9, and the rest with just 1 student enrolled. Many other schools and sections would have to be enrolled in August to reach the numbers we had last year. Please see attachment.

Alejandra Cantu, DE Planning and Scheduling Manager

- Met with director and scheduler from PSJA HS to discuss fall schedule.
- Attended a BUG's meeting to discuss campus codes.
- Met with EMT Program Chair, to discuss program guidelines for Edinburg ISD and PSJA.
- Met with Risk Management Assessment Team with ECHS department to assess a dual credit risk assessment
- Met with the NACEP Accreditation Steering Committee to follow up on appointed tasks.
- In the process of working with the Program Chairs to finalize Dual Credit Summer and Fall Schedules
- In the process of finalizing Summer and Fall schedules for all partnering school districts

PROJECT MANAGER REPORT:

Carol Woods, Project Manager

- Accreditation Project: College pursuing accreditation from the National Alliance of Concurrent Enrollment Partnerships (NACEP) for the Dual Credit Programs.
    - A detailed action plan format by semester was developed and is being used by the work groups to track action plans and actions accomplished.
    - The NACEP Steering Committee held its third meeting on June 20, 2018, and leads for each NACEP Standard provided progress reports on their assigned standard(s).
    - The standards sub-committees are assessing 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. Evidence needs to demonstrate that all practices described in the standards have been in place for the school year preceding filing of the application.
    - Reviewed standards and required evidence for Faculty Standards and made revisions to Section II: Dual Credit Programs Policies & Procedures of the Dual Credit Programs Instructional & Quality Standards Manual. These revisions are being reviewed by instructional representatives on the Steering Committee to verify that these procedures are being performed and systematically documented.

- Incorporated College-wide suggestions for revisions into the Dual Credit general MOU. OVPAA team met to go over suggested revisions and wording, and MOU is now in final round of review.
- The review of the entire Textbook Adoption List was finalized on May 31; however, a few departments have had subsequent minor revisions and further updates to their adoption information.
- Dual Credit textbook adoption cycle discussions are underway with instructional divisions as part of the MOU review.
- Responding to requests for current textbook adoptions and other textbook issues as needed. STC department chairs are copied on responses to schools regarding textbook adoptions, so they are kept in the loop on textbook status at partner schools.
- Drafted 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. Needs to be approved by Interim Dean before distribution later in the summer.
- In the process of revising the *Dual Credit Programs Instructional and Quality Standards Manual* and the dual credit reference guides for faculty.
- Presented information on the DELTA Online course to the group from Elgin Community College that was visiting the College's dual credit program on June 22, 2018.

EARLY COLLEGE HIGH SCHOOL

MEETINGS

- Dual Credit Review of Requested Data Reports for our Early College High School Partners.
- Debriefing session on the operation of the Early College High School Summer Bridge events being held across Pecan and Mid-Valley campuses for incoming 9th grade ECHS Students.
- Attended Student Life Cycle Sessions to discuss the ongoing points of contact and responsibilities our department has with its dual credit students.
- Attended an Education First and Gates Foundation meeting to discuss the status of Dual Credit and Early College High Schools at South Texas College.
- Review of Dual Credit Overview forms and the excess hour's process involved with the Early College High Schools.
- Attended a National Alliance of Concurrent Enrollment Partnerships (NACEP) Accreditation steering committee meeting to discuss upcoming application for accreditation.
- Attended a Risk Management Assessment Session with the members of the High School programs and services department.
- Presented an Early College High School Overview of our South Texas College Dual Credit program to Elgin Community College.

MAJOR ACTIVITIES

- ECHS Staff facilitate rising 9th grade student summer sessions that are comprised of Career Coach, Student Activities, Apply Texas and Early College Information Sessions, as well as a Campus Tour

ECHS Summer Bridge Events		
School District	**Early College High School Partner**	**Student Attendance**
Edcouch-Elsa ISD	Edcouch-Elsa Early College High School	66 Students
Edinburg CISD	J. Economedes Early College High School	121 Students
	Robert Vela Early College High School	135 Students
Hidalgo ISD	Hidalgo Early College High School	74 Students
La Joya ISD	Jimmy Carter Early College High School	32 Students
McAllen ISD	Achieve Early College High School	120 Students
Mercedes ISD	Mercedes Early College High School	116 Students
Mission CISD	Mission Collegiate High School	98 Students

ECHS Summer Bridge Events		
Monte Alto ISD	Monte Alto Early College High School	20 Students
PSJA ISD	PSJA Thomas Jefferson T-STEM ECHS	18 Students
Progreso ISD	Progreso Early College High School	40 Students
Sharyland ISD	Sharyland Advanced Academic Academy	88 Students
Valley View	Valley View T-STEM ECHS	168 Students
Weslaco ISD	21st Century CTE Early College High School	30 Students
	Weslaco T-STEM Early College High School	30 Students
	Weslaco East T-STEM ECHS	32 Students
		1,188 ECHS Students

EXTERNAL VISITS

- The Early College High School department staff attended and presented at ECHS and Dual Credit affiliated Conferences across the state of Texas.

Early College High School Affiliated Conferences		
External Conference	**External Conference Purpose**	**Attendance**
6th Annual Career & Technical Education Summer Conference *Edinburg, Texas*	The Sixth Annual Career & Technical Education Summer Conference was held to encourage dialogue regarding best practices in Career Technical Education. **South Texas College ECHS Presentation:** • *South Texas College: Monitoring Student Dual Enrollment Courses*	*ECHS Department Staff*
2018 College and Career Readiness Models Leadership Summit *Dallas, Texas*	Summit on College and Career Readiness provided a forum for our department to interact, create a dialogue, and learn more about best T-STEM and ECHS practices to implement with our Dual Credit partners.	*ECHS Department Staff*

ACADEMIC EXCELLENCE PROGRAMS- JESSIC GARCIA, PROGRAM OFFICER

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Mailed Silent Auction Brochures to over 450 businesses. Sent out follow-up emails to past sponsors inviting them to renew their sponsorships. Donations received in June: Cash - $7,500; Pledged - $4,500, In-Kind - $17,565. Total 2018 ANWTS sponsorships through end of June: Monetary (including Pledges) - $30,500; In-Kind - $18,187.
- **Retention** – Current VS students met with AE Student Success Specialist for Summer and Fall enrollment. Finalized Summer II employment for eligible Valley Scholars students.
- **Recruitment** – 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.

- **Scholarship/Awarding** – Reviewed Summer Funding Request Forms and awarded eligible Valley Scholars students based on verified enrollment for Summer I.
- **Administrative** – Academic Excellence staff participated in a Risk Assessment Meeting evaluating department goals/objectives on 6/1/18. AE Staff attended the South Texas Leadership Academy for Staff on 6/28/18. Coordinator attended Academic Council Meeting, met with potential donors to Valley Scholars Program, and attended the Human Resources Department's EEOC Training.

PHI THETA KAPPA

- **Meetings** – The Beta Epsilon Mu Chapter of Phi Theta Kappa held a New Officer Orientation on 6/1/18. Officer meeting was held on 6/15/18 and Chapter General Meeting was held on 6/27/18.
- **Recruitment** – Sent Summer Recruitment invitation letters to eligible students enrolled in Summer I/III courses. Answered emails, phone calls, and met with students to provide information about the benefits of joining Phi Theta Kappa.
- **PTK Events** – Finalized travel arrangements for advisor and two student officers to attend the Texas Honors Institute in July to learn more about PTK programs, events, and opportunities for students.

HONORS PROGRAM

- Assisted incoming students with inquiries about the Honors Program and referred students to Honors Program Director, Dr. Eric Reittinger.

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT
DARCI CATHER-INTERIM ASSOCIATE DEAN

EVENTS

- Distance Learning Seminar – All day seminar with the Distance Learning staff focusing on Public Speaking, Communication and Finding Your Way.
- Professional Development System Workshop Creation for AA's - Participants learned how to create workshops and meetings in the Professional Development System. Participants also learned how to print reports such as attendance, evaluation, participant information; rosters for each workshop created and learned how to upload out of STC certificates
- Tech Tidbit: Collaborating with Google – 10 participants learned how to use Google Docs and Google Slides to create assignments that will promote collaboration among students as well as help instructors track students' individual contributions
- South Texas Leadership for Staff – 108 participants attended the Annual STLA for Staff held at Region One – Edinburg. Jason Kotecki, Keynote Speaker presented the morning general session on "Curing Adultitis": Your Prescription for Less Stress and More Success. Mr. Kotecki shared how recapturing wisdom from childhood can help you reignite your passion, turn stress into laughter, and get more done while having more fun. He also did an afternoon breakout session, which was also attended by the 125 participants on "The Art of Tinkering: Tiny Ways to Transform Everything. Mr. Kotecki presentation focused on how good news most of the time can drive innovation, achieve new levels of happiness, and uncover hidden opportunities just by being open to the art of tinkering. This session was followed by 3

more breakouts with speakers presenting on Bringing Magic to Life: Inspired Presentations; When You Wish Upon a Star: Making Dreams a Reality and It's A Small World: Personal Branding in the Digital Age

- Tech Tidbit Assessment with Google – 16 participants attended the workshop focusing on learning about a digital tool for creating student quizzes and more. Participants used Google Forms to create surveys or formative assessments for their classes
- Customer Service for Dept. of Public Safety – 15 participants from the Public Safety department attended a Customer Service training, focus on the training were on: Characteristics of A Customer Service Super Hero; Moments of Truth, Win As A Team,; Create An Action Plan; Customer Service is about Achieving the Right State of Mind, and Methods of Communication

PROGRAMS IN DEVELOPMENT

The OPOD is currently working on reserving and updating marketing materials for all major events held in August.

- Department Chair Leadership
- New Faculty Orientation
- New Faculty Bus Campus Tour
- Academic Affairs Convocation
- Division/Department Meetings
- STC Full Time Dual Credit Faculty Training
- Adjunct/Dual Credit Professional Development Day

Design & Publications:

OPOD worked on and is working on the following design projects during the month of May:

- Department Chair Reference Guide
- Dual Credit and Adjunct Handbook
- New Faculty Handbook

The OPOD is Preparing for:

- Academic Affairs Convocation on Monday, August 20th
- Faculty Professional Development Week, August 20-24th
- Adjunct/Dual Credit Professional Development Day, August 25th
- College Wide Professional Development Day, September 21st

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:	JULY 2, 2018
SUBJECT:	ACTIVITY REPORT FOR JUNE 1, 2018 THROUGH JUNE 30, 2018

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

JAGNET REDESIGN – PHASE II

No issues were reported after the new Student Progress Meter rolled out to the JagNet Portal. The Progress Meter displays DegreeWorks student data towards completion in a graphical mode on the JagNet login page.

After updating the administrative rights for the BO and HR Business Analysts, they were able to move the HR and BO forms from the external website to JagNet. This item will be remove from the report next month.

BANNER 9 UPGRADE – ADMIN PAGES

The Banner 9 Finance and Purchasing modules reported some issue with performance after going live late May. The issues were address by changing to the Chrome browser. The IT team worked on setting up the Banner 9 environment to migrate the Financial Aid module and the functional team has been testing the new screens with minor issues. The Fin Aid module will go live the weekend of July 14. The Student and Cashiers modules will be the last to convert to Banner 9. The Banner 9 Admin page upgrade project will be complete by the end of the 2018 calendar year; followed by the Banner 9 Self Service upgrade project in January 2019.

INTELIGENT LEARNING PLATFORM (ILP)

The Intelligent Learning Platform allows a seamless transferal of student and class data from Banner to Blackboard and vice versa and it improves the interaction of faculty and students with the Learning Management system, Blackboard. The IT team has been working with the Distance Learning staff to create a testing plan for the ILP project. A group of selected Faculty will post summer grades in the ILP test environment in parallel with the production environment. They will also be the first group to post grades live when the ILP system deploys in fall.

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 IT team will work on the electronic form that will replace the TARF paper form. They will call a meeting with the BO and Payroll office to continue to work on the time-adjustment automation process.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

The gas generator installation in the Rio Grande campus is on target to be complete by August. One of the two generators will provide power to the Data Center in building E that acts as the technology DR site for basic Banner services in the event of a disaster. The IT team will test the equipment functionality and perform a DR test after the installation is complete in August.

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 on schedule; however, the IT team will continue to work on the communication piece and provide additional training to faculty and staff until the entire STC community is aware of the new storage features in OneDrive. At the same time, a similar committee will be formed to approach other Office 365 solution deployments such SharePoint, Forms, Teams and Video.

VIRTUALIZATION PHASE II

The Information Technology team gathered data on the usage of the current virtual licenses in order to scale the virtualization project for the next phase; as a result, an additional three student labs in building T will be virtualize by the fall semester. The total number of virtual licenses will increase by 100 making the total number of virtual computers 500.

WINDOWS 10 UPGRADE

The IT department continues to work on the Windows 10 operating system upgrade project that is expected to be complete by the end of September 2018. The Team has already upgraded 2,785 computers out of 6,000 to the new OS. The next step in the project plan is to upgrade lab computers across the district.

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.
- We are evaluating solutions for tracking the progress over a time period to demonstrate progress and forecasting.

TEXAS DEPARTMENT OF INFORMATION RESOURCES – SHARED SERVICES

- We have been granted access to the shared services portal and we will be using the site to obtain pricing for renewal of our incident response hours and additionally for forensic analysis 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 have set up an internal meeting for the week of July 9th to conduct an assessment of our information security framework using SPECTRIM (Statewide Portal for cybersecurity Threat, Risk and Incident).

EXPANDING VULNERABILITY SCANNING PRACTICES TO INTERNAL SERVERS

- We are still pending scanning Linux systems with credentials.

PCI COMPLIANCE

- CampusGuard has been contracted to complete the PCI assessment. We have received the SOW (Statement of Work) and MSA (Merchant Service Agreement). The vendor will be on-site the week of August 7th to complete the work.

INFORMATION RESOURCES DISPOSAL

- We have contacted the correctional facilities that dispose of our resources to obtain updated information about their current procedures that are related to the safe disposal of data and any new documents related to the agreement of services.

MEETINGS:

- 6/1/2018: Lightboard Meeting, President Admin. Staff Meeting
- 6/4/2018 – 6/8/2018: InfoComm Conference at Las Vegas
- 6/12/2018: ISPP & SI Leadership Meeting, CCUMC PD meeting
- 6/24/2018- 6/28/2019: ISTE Conference in Chicago, IL.

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	105
Jul	
Aug	
Sept	
Oct	
Nov	
Dec.	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec.
Number of Events 2017	89	132	155	228	115	93	74	95	143	185	239	86
Number of Events 2018	74	131	110	236	137	105						

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	118.25
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Special Events 2017	145.25	175	276.9	392.75	623	116.25	119.25	159.5	458.5	319.5	270.75	136.5
Special Events 2018	211.35	284.6	219.25	430.45	260.5	118.25						

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	1	1	3	0	0
Data Projector	33	0	0	1	6
Laptop	0	1	3	0	4
PA System	1	11	1	1	0
CD Player	3	0	0	0	1
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	0	0	0	0
TV	0	0	2	0	6
Microphone	35	0	8	6	4
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	0	0	0	0	2
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	2	0	0
HH Voice Recorder	0	0	0	0	0
Screen	0	0	0	1	0
Document Camera	18	0	14	0	0
DVD/VCR Player	0	0	0	0	0
Wireless Lab	0	0	0	0	0
Keyboard/Mouse	5	3	2	0	0
Sympodium	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	0	0	0	1	0
Tripod	0	0	0	0	0
WebCam	0	0	0	0	0
Computer	33	0	0	0	4
Portable Table	0	0	0	2	1
Microphone Stand	0	0	1	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	1	0	0	0	0
Tabletop Mic Stands	0	0	0	0	0
IPad	0	0	0	0	0
Interactive Display	5	0	0	1	5
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	0	0	2	1	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	8	0	1	1	1
TOTAL	***144***	***16***	***39***	***15***	***34***

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- Contacting IE Plan Writers for surveys in 2017-2019 IE Plans
- CQI 2015-2017 IE Reports
- High School Programs - Success Story
- IE Plans and Reports Archive for last three IE Cycles
- IE Plans and Reports Archive for 2011-2013 Cycle and Earlier
- Office of the President 2015-2017 IE Report
- 2015-2017 IE Report - GDMC
- 2015-2017 Success Story-Dual Credit Program
- 2015-2017 Success Story- Dual2Degree
- 2017-2019 Mid Bi Trainings
- IE Plans and Reports Archive for last 3 IE Cycles

ASSESSMENT

- FTIC Mandatory Advising Assessment Brief
- GDMC - Carl Perkins
- Illume Impact - CLE
- Student Achievement - CCSSE/SENSE

DATA REQUEST

- KPIs Baseline Recalculating
- Retrieved data for Office of the President 2015-2017 IE Report
- ST-1924: INRW - ENGL Co-Requisite
- ST-1944: HSI Title V Grant
- ST-1945: HSI Title V Grant
- ST-1947: HSI Title V Grant
- ST-1948: HSI Title V Grant
- ST-1955: HSI Title V Grant
- ST-1956: HSI Title V Grant

ACCREDITATION

- Achieve Early College High School Notification to SACSCOC
- FACTBOOKS
- Financial Profile SACSCOC Submission
- Pharr College & University Center Substantive Change Prospectus Submission to SACSCOC
- STC KPIS Targets Update

FACTBOOKS

- Enrollment: Headcount and Course Section Count by Instructional Mode
- Enrollment: Headcount and Number of Sections by Division, by Department, and by Course
- Enrollment: Headcount and Number of Sections by Division, by Department, by Course, and by Time Frame
- New version of STC Internal Factbook published
- Pass Rates and Grade Distribution by Enrollment Type, Course Type, Program, and Division (Fall 2010 - Spring 2018)
- Repeater Rate for Developmental Courses
- STC KPIs Matrix update - Data source update
- STC KPIs Targets Comparison
- STC KPIs update

MEETINGS / TRAINING

- CBE Report Automation and Dashboards
- Civitas Nudge Campaign Training - Dual2Degree
- Core requisite Grant Meeting

- High School Programs and Services Success Story
- IE Data Audit
- IEA Risk Assessment
- Illume Impact Session 2: Features and Functionality
- PROJECT MANAGEMENT FUNDAMENTALS Training
- Review of Occupational Therapy Assistant Strategic Plan submission for ACOTE report
- STC KPI Meeting
- SWOT Analysis Action Planning - Division of Math & Science
- 2015-2017 CQI Report

PROJECTS

- Civitas Nudge Campaign - Enrollment Services
- Developed Data Requests and Tracking Templates
- Strategic Planning Research
- STC SWOT and Environmental Scan Proposal

MISCELLANEOUS

- IEA Administrative Assistant Hiring
- IEA Operational Plan Updates
- 60X30 Institutional Targets

LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

Activity Highlights:

- Visited each Grand Opening of Libraries for Mid Valley, Nursing & Allied Health, and Starr County Campuses.
- Participated in Search Committee for Librarian I of Library Public Services.
- Worked on recommendation for Senior Administrative Assistant of Library & Learning Support Services.
- Met with IT staff to review status of Library & Learning Support Services projects.
- Visited CLE TSIA Boot Camp at Pecan Campus.
- Met with Facilities Planning and Construction space specialist and CLE Director to discuss schedule to reconfigure former NAH library space into a CLE.
- Participated in the Texas Library Association (TALL Texans) Leadership Institute.
- Participated in Noble Charities event.
- Participated in 2013 Bond Construction Planning meeting to review status of opening and furnishing of facilities.
- Participated in phone conference review of proposals by consultant assessing feasibility of expanding Pecan Building F for an increase in square footage of Pecan Campus Library.
- Met with CLE and Open Labs Directors to coordinate temporary move of CLE operation into Mid-Valley Library while Building A remediation proceeds.
- Met with Dean of Learning Support and librarians from Del Mar College Library to tour and discuss planning and establishment of new and renovated library facilities at Mid-Valley, NAH, and Starr County campuses.
- Participated in a meeting with consultant for Pecan Campus Library facilities assessment and with staff members from Library & Learning Support Services, Facilities Planning & Construction, and VP for ISPP & SI.
- Submitted Status of Comprehensive Operational Plan for FY2018.
- Library & Learning Support Services supervisors and professional staff participated in EEOC training on harassment and unconscious bias.

Key Ongoing Projects:

- Reviewed and revised Comprehensive Operational Plans.
- Corresponded with HPG and vendors regarding status of furniture deliveries and other issues relating to completion of libraries.
- Corresponded with Innerface regarding proposal for directional signage of Libraries (Non-Bond & Bond Projects).
- 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 and scheduled a phone conference to discuss revisions to presentation.
- Corresponded with HR staff regarding various Library positions and postings.
- Corresponded with Maintenance & Operations regarding timeline for remediation and refresh of Mid-Valley Campus Building A (CLE).

ASSOCIATE DEAN OF LIBRARY SERVICES

PUBLIC SERVICES DATA

Library Services Data: 6/1/2018 - 6/30/2018								
Information Commons laptops used this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	36	n/a	2	0	38
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	49	6,372	1,000	20,502	815	8,610	1,113	38,461
Library group stations/media stations/study rooms this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	279	n/a	0	0	279
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**

	0	283	105	1,274	0	97	31	1,790
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	15	14	62	0	14	2	107
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	148	51	453	0	93	55	800

TECHNICAL SERVICE

PROJECT HIGHLIGHTS

SirsiDynix Enterprise	**Progress:**	**End Date:** August 2018
Phase I – Configure and go live with Enterprise Phase II – Develop customizations and integrate with several library products	Phase I – 100% Phase II – 10%	
Implement a product that allows users to search the library collection and online databases through a single interface. Phase I involved the initial configuration and the product went live on May 30. Phase II involves customizations to improve the product's usability and integration with other library products, such as EBSCO Discovery Search and the Subject Guides.		
CLE Website Redesign	**Progress:** 10%	**End Date:** August 2018
Redesign the CLE website to improve content quality, organization, accessibility, and overall usability. This involves close coordination with CLE staff, who are re-writing or creating content.		
People Counters	**Progress:** 10%	**End Date:** August 2018
Install and configure laser people counters at several new library and Open Labs locations. All data and power drops have been installed. We are working with Maintenance to install devices and determine if additional products, such as cable and device protectors, need to be purchased.		

Weed Pecan VHS Tape Collection	**Progress: 5%**	**End Date: September 2018**
This project is to remove all VHS tapes from the Pecan Campus Collection, as equipment needed to play the tapes and the content is aging. Replacing the equipment is cost prohibitive. The Automation Team created a list of all VHS tapes with corresponding circulation statists to use to determine if any faculty might have interest.		
Weed Collection	**Progress:**	**End Date:** November 2018
Phase I – Identify and Remove Items to Discard Phase II – Process Discard Items Phase III – Auction all Discarded Items	Phase I – 100% Phase II – 35% Phase III – 10%	
This project is to identify and remove outdated resources from the collections of Mid-Valley, Nursing Allied Health and Starr campuses. Phase I ♦ Is 100% complete with all identified items being received by Technical Services. Phase II ♦ Work continues and is approximately 35% complete. Phase III ♦ Is 0% complete. A list will be prepared for Dr. Reed's final approval.		
Annual Report	**Progress:** 65%	**End Date:** September 2018
Phase I – Compile and review data Phase II – Write, format, and print a tri-fold brochure Phase III – Write and publish a full report	Phase I – 100% Phase II – 80% Phase III – 60%	
This project is to produce an annual report for the STC Community. The information will be disseminated via a printed brochure and a full report on the library website. Phase I is 100% complete with Phase II and III in progress.		
Rearrangement of Technical Services F105	**Progress:** 20%	**End Date:** September 2018
Cleanup continues. Heather and Frank of FP&C were expected this week to measure, etc. but they did not visit. We are on hold until they make the next step.		

MEETING HIGHLIGHTS

- Attended meeting with consultant to discuss the Pecan library facilities.
- Participated in interview for Systems Analyst I for IT
- Participated in conversation with Godfrey Consultants and other stakeholders

TRAINING HIGHLIGHTS

- Participated in mandatory EEOC training

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

HIGHLIGHTS:

- The equipment for the collaboration stations in the new Information Commons areas have been installed at the Pecan South Academic Building, STEM building, Mid-Valley Library, Mid-Valley Health and Science building and Starr County Information Commons.
- 06-18-2018 – New staff member began his assignment as an Open Lab Technician for the Learning Commons and Open Labs at the Pecan Campus.

June 2018 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	941	2,820	9,194
Pecan F-134 Internet Café	350	1,135	6,044
Pecan P 3.102 Open Lab	247	834	
Mid-Valley E 1.316 Open Lab	527	2,103	
Mid-Valley G-144	435	1,375	
Mid-Valley K 2.801	75	266	
Technology B-141	106	440	
Technology B-160 Internet Café	80	232	
District Total:	**2,761**	**9,205**	**15,238**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	1,726	5,487
Pecan F-183 Community User Corner	68	246
Pecan F-222	76	287
NAH B Library Open Lab	297	1,265
Mid-Valley Quiet Study E 1.200	108	270
Starr K 1.300 Library	505	3,637
Starr Library After Hours K 1.102	35	60
Technology A-136 Library	42	81
District Total:	**2,857**	**11,333**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	941	4,485
Mid-Valley A101A Open Labs	225	556
Mid-Valley G-270 CLE Open Labs	466	2,268
NAH CLE Open Lab	536	1,553
Starr CLE Open Labs	103	621
Tech CLE Open Labs	55	235
District Total:	**2,326**	**9,718**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	48	72
Pecan F-130 Group Stations	20	78
NAH Group Stations	468	1,281
District Total:	**536**	**1,431**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	39	59
Mid-Valley E-Library Study Rooms	50	176
Starr K-Library Study Rooms	73	148
District Total:	**162**	**383**

Veteran's Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	7	16
Mid-Valley E 1.222 Veteran's Room	2	5
Starr K 1.322 Veteran's Room	2	4
District Total:	**11**	**25**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	325	890	3,796
Pecan P2.102 Info. Commons	126	332	
Pecan V1.111 Info. Commons	229	805	
Pecan Y1.107 Info. Commons	134	442	
Mid-Valley K1.801 Info. Commons	93	265	
Starr L2.102 Info. Commons.	84	353	
District Total:	**991**	**3,087**	**3,796**

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

- 06-04-2018 – 06-06-2018 -- Director, and two staff members went to the UB Tech Conference in Las Vegas, NV.
- 06-12-2018 -- Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 06-12-2018 -- Director attended the ISPP&SI Leadership Team meeting.
- 06-12-2018 – 06-14-2018 – Two staff members attended a Global Knowledge Project Management Training.
- 06-19-2018 -- Director attended a South Texas College 2013 Bond Construction Program Planning meeting.
- 06-20-2018 -- Mid-Valley and Technology Campuses were closed due to inclement weather.
- 06-20-2018 -- Director and Administrative Assistant attended the Business Office AA Roundup meeting.
- 06-21-2018 -- All campuses were closed due to inclement weather.
- 06-22-2018 -- Technology Campus remained closed due to flooding on access roads.
- 06-22-2018 -- Director attended a Library and Learning Support Services Leadership meeting.
- 06-25-2018 -- Director attended a 2013 Bond Library Coordination meeting.
- 06-26-2018 -- Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 06-26-2018 -- The Open Labs Leadership team attended an EEOC training.
- 06-28-2018 -- Director traveled to Mid-Valley and Nursing and Allied Health Campus Libraries.
- 06-28-2018 -- Director attended a meeting for a Library Consultant Phone Conference to discuss the consultant's findings and proposals.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Meetings and Events

- Coordinator presented at and assisted with the TSIA Boot Camp.
- Specialist assisted with TSIA Boot Camp.
- Specialist welcomed and on-boarded new SLA.
- Specialist met with SLA's to discuss CRLA status and opportunities to level up.
- Coordinator and Specialist attended AVID Summer Institute in Denver, CO.
- Coordinator and Specialist relocated CLE to the Library due to extensive rain damage to the building.
- Coordinator met with Campus Administrator to assess damage and discuss action plan for flood damage clean-up of the building.

- Coordinator and Specialist informed faculty members about interruption of test proctoring services due to rain damage to the building.
- Coordinator and Specialist attended EEOC: Unconscious Bias training.
- Coordinator met with VP of ISPP&SI and Dean of Library and Learning Support Services to expedite relocation of CLE due to flooding.
- Coordinator met with Director of CLE to discuss hiring committee for full-time SLA position.
- Specialist met with insurance adjuster and Campus Administrator to report CLE Damage/Losses.
- Coordinator and Specialist continued with temporary flood relocation and locating CLE inventory.
- Specialist assisted SI Manager by performing observation of Math SI for evaluation purposes.
- Coordinator and Specialist participated in Del Mar College campus tour.
- Coordinator and Specialist interviewed applicant for science/nursing SLA.

Workshops/Class Presentations

- Basic Study Skills

Tutor Trainings

- CRLA Goal Setting

NAH:

Meetings and Events

- CLE Learning Support Manager held Math TSIA Summer Camp for McAllen ISD. 6/4 – 6/7
- CLE Learning Support Manager helped table at the annual Career and Training Job Fair at Technology Campus. 6/8
- CLE Learning Support Manager attended AVID summer institute. 06/11-06/15
- NAH CLE held tutor-training day 6/18
- CLE staff met to discuss test proctoring at the Pecan Campus 6/19
- CLE Learning Support Manager attended webinar meeting with Tutor Me at the Pecan Campus 6/19
- Learning Support Manager, Director, and OTA program chair debriefed on AVID SI- 6/25
- Learning Support Manager attended Associate Dean for Student Rights and Responsibilities open forum-6/26
- Learning Support Manager attended EOC training at Pecan - 6/26
- Learning Support Manager attended NAH program chair meeting- 6/27
- Learning Support Manager met with OPOD coach to plan a training for CLE staff- 6/28
- Learning Support Manager attended Library Consultant Phone Conference in place of Director-6/28
- CLE staff met with tech support to discuss website redesign- 6/29

Tutor Training

- Tutor training day – content trainings 6/18

Workshops/Class Presentations

- Learning Styles for Heal 2 project 6/4
- Study Skills for Heal 2 project 6/5
- Time Management for Heal 2 project 6/6
- Professionalism for Heal 2 project 6/7
- CLE Services for Heal 2 project 6/7

PECAN:

Meetings and Events

- Campus Coordinator and SI Manager interviewed candidate for Student Learning Assistant
- Campus Coordinator, Specialists, and select staff hosted students from McAllen ISD at TSI Math Camp – May 29-June 3
- CLE Staff Participated in AVID Summer Institute June 11-14
- CLE Staff Presented Findings of First TSI Summer Camp June-13
- Meeting with Math Dept Chair to discuss Statistics Tutoring Availability June 14
- CLE Coordinator Participated in NAH CLE Tutor Training Day - June 18
- CLE Coordinator met with Physical Science Instructor to discuss tutor recruitment & training with faculty - June 18
- CLE Met to finalize proctoring policies - June 19
- CLE Coordinator attended STLA at Region 1 - June 22
- CLE Met to Discuss Tutor Training Day June 26th
- CLE Participated in EEOC Discrimination and Harassment Awareness Training June 26th
- CLE Conducted interviews for Fall Hiring June 27th – 28th
- CLE continues to expand incorporation of AVID strategies into tutoring and CRLA trainings June 25th – 29th
- CLE had weekly supervisors meeting June 27th

Workshops/Class Presentations

- TSI Workshop – Algebraic Expressions – June 11
- TSI Workshop – Main Idea – June 11
- TSI Workshop – Geometry – June 12
- TSI Workshop – Sentence Structure June 13
- TSI Workshop – Measurements June 14
- TSI Workshop- Essay Revision- June 18
- TSI Workshop – Statistics – June 19
- TSI Workshop – Probability – June 20
- TSI Workshop – Authors Use of Language June 25th
- TSI Workshop- Expressions and Equations June 26th
- TSI Workshop – Factoring Polynomials June 27th
- TSI Workshop – Polynomial Equations June 28th

Trainings

- CRLA Level 0 – Communication Skills Training June 26th

STARR:

Meetings and Events

- Coordinator assisted TSI Summer Camp Pecan campus
- SLA and Coordinator met to discuss CRLA Trainings
- SCWCA Micro-Regional Summer Symposium Weslaco Texas 4/15/18
- Coordinator attended Starr PR Customer Service Inquiry Training
- Coordinator attended Test Proctoring Policy Agreement through blackboard collaborate. 6/19/2018
- Coordinator attended South Texas College Leadership Academy at Region One Edinburg. 6/22/18
- College Closed due to inclement weather June 21, 2018 Coordinator met with SLA to discuss Fall tutor Training Day 6/25/2018
- Coordinator assisted SI Manager with SI Leader observation 6/26/2018
- SLA and Coordinator attended EEOC Training on 6/26/2018
- Coordinator on Vacation 6/27-29/2018
- Regular Supervisory Duties

TECHNOLOGY CENTER:

Meetings and Events

- Coordinator presented a Technology Enrichment Workshop for the Pecan CLE TSI Boot Camp
- Coordinator and staff conducted in-class presentations advertising CLE services
- New HVAC tutor attended HR and CLE orientation
- Coordinator and staff participated in the 1st Annual Career Training & Job Fair at the Technology Campus
- Coordinator assisted the Learning Support Manager and CLE Director at the NAH CLE while Manager was out at AVID Conference
- Coordinator contacted the Continuing Education department to offer math tutoring for their GED and TSI prep courses
- Coordinator and staff will conducted in-class presentations advertising CLE services
- Coordinator attended SCWCA Micro-Regional Summer Symposium
- Coordinator presented Microsoft Office Essentials training at NAH tutor training day
- Coordinator met with CLE staff to discuss Test Proctoring policy
- Coordinator attended Workshop #86103: South Texas College Leadership Academy (STLA) for Staff
- Technology CLE was closed Wednesday 6/20 – Friday 6/22
- Coordinator met with Pecan CLE staff to discuss Fall Tutor Training Day
- Coordinator attended mandatory EEOC compliance training
- CLE Website redesign committee met with Library Technical Services to discuss potential updates
- Coordinator met with CLE Website redesign committee to discuss content and language for the website
- Technology CLE assisted the AEDT department with their Architecture Summer Camp

CLE DATA:

CLE Usage Data (June 2018)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	57	38	50	50	32	28
NAH	35	36	29	24	9	
PCN	197	339	312	214	120	117
PWC	44	40	68	71	36	30
STR	20	19	24	25	9	
TEC	5	8	10	6	4	
TEC-ET	48	48	24	24	24	

Sessions v Departures
1400
1200
1000
800
600
400
200
0
255
6
133
0
1299
91
289
3
97
4
33
1
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)

Online Tutoring Usage
Smarthinking
Upswing
320
1600
71
1045
505
33
0
200
400
600
800
1000
1200
1400
1600
1800
Remaining (Hrs)
YTD (Hrs)
Month (Hrs)

Top 15 Tutored Subjects
1200
1000
800
600
400
200
0
50.00%
45.00%
40.00%
35.00%
30.00%
25.00%
20.00%
15.00%
10.00%
5.00%
0.00%
MATH
CHEM
ENGL
RNSG
ENGR
PHYS
HIST
SPCH
READ
OTHA
INRW
COSC
CITP
GOVT
BIOL
PSYC
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	295	277	171	222	210	229	168	137	123	152	0	0
NAHCLE	554	658	660	858	932	804	700	463	580	134	104	16
PCNCLE	1136	1240	1062	1502	1650	1161	1010	708	677	218	68	186
STRCLE	279	364	260	408	332	331	194	208	222	238	27	2
TCHCLE	168	113	101	118	192	176	100	107	95	98	118	22

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Bi-Weekly Campus Enrollment - Summer One
- 2016-2017 Licensure Data

SURVEYS

- Child Development Links
- Employer surveys first round
- FOCUS Academy
- Graduate Survey QUALITATIVE STUDIES
- HSI Grant
- Library Art Gallery
- List of Survey FY17-18
- MVC-CDC
- NGIP End of Semester survey
- RCPSE surveys

QUALITATIVE STUDIES

- HSI Grant
- McAllen ISD short notes
- MVC-CDC

DATA REQUESTS

- Active Learning Classroom
- AP Fall 2017 FTIC
- Assistance with Bachelor programs' graduate targets
- AY 1718 Contact and Semester Credit Hours & Enrollment
- Campus enrollment
- Core requisite courses success
- Dissertations of College Employees List
- Distance education Spring 2018
- Dual Credit Students in Traditional Sections
- Faculty Advising
- Fall 2017 Dual Credit Program Success Indicators
- Fall 2017 Dual Credit Students Counts by High School
- GED students, September 2016 - April 2018; students in GED courses and taking additional courses while completing GED. GED students who enrolled in academic courses.
- Interdisciplinary and Undeclared Majors' Contact (FY1718)
- La Joya Enrollment by Area, Type, & Building
- La Joya Teaching Center Enrollment 201810 & 201820
- Leads Project
- McAllen ISD Dual Seniors 17-18 earned hours
- PTK Candidate Lists - Academic & Technical
- Spring 2016&2017 Enrollment for Business Administration at census
- Summer Comparisons Unduplicated Enrollment of Dual in Non-S Section
- Three Term Comparison of Overall Dual Credit Success Metrics
- 2017 Gainful Employment

MEETINGS

- AALHE Conference
- Academic Council
- AIR Annual Conference
- BUGS

- Competency Based Programs Report Automation
- Dual credit data request meeting
- Dual Data Review and Discussion
- Dual Financial Aid Data
- Dual matriculation taskforce data reporting meeting
- Feedback meeting - Matt & Serkan
- FTIC Mandatory Advising Evaluation Results ISPP&SI Leadership Team
- KPI Targets meeting
- Master Plan review
- McAllen ISD counselors
- Qualitative Research Team
- RAS weekly
- RCPSE Survey Edits
- Transition meeting

OTHER RESEARCH/SUPPORT

- Review and update of IPEDS Comparison Group
- Survey list rentals/incentives purchase process

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name	Description	PMBOK Project Phase	Project Notes
Student Life Cycle Mapping	Business Process Mapping	N/A	Joint Business Owners & Cabinet Presentation set for 7/18/18
ATD	Leader College Application	N/A	Postponed until later in the summer due to process changes by ATD.
Mission, Vision, Values	6 Year Strategic Planning Process	Planning	SWOT & Environmental Scans have commenced.
Hobsons®	Contract Renewal Process	N/A	Current Hobsons® Contract Expires the end of September 2018. Three Year Contract Renewal Process for the Starfish Early Alert System has commenced.

SOUTH TEXAS COLLEGE

INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

SOUTH TEXAS COLLEGE

OFFICE OF INDUSTRY TRAINING AND ECONOMIC DEVELOPMENT

MEMO

To: Dr. Shirley A. Reed
President

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

Date: July 18, 2018

Subject: June 2018 Activity Report

The major activities of my office this month were:

1) Meeting with Sylvia Garcia from NU-Co Tool, Inc. 2) Attended City Grant and Youth Apprenticeship Meeting with Mr. Roy Rodriguez 3) Meeting with Edinburg EECISD (Apprenticeship Program) 4) Attended RSTEC Dinner: Danish Consulate Visit 5) 1st Annual Career Training & Job Fair 7) Attended Education First/Gates Foundation Meeting – Group B at Cooper Center 8) Present to counselors – Interagency contract – TWC – Explore STEM 9) Coordinated Effective Communication Course with Keith Patridge and MEDC 10) Attended RSTEC Board of Directors Meeting 11) Presented at MISD Board Meeting 12) Attended Swearing-In Ceremony for Mayor Dr. Armando O'cana 13) Attended IAM Social Media Meeting with STC Public Relations 14) Meeting with Dr. Barbara Baggerly-Hinojosa regarding MEDC Customer Service Training 16) Attended meeting with Rebecca from Denso 10 17) Conference call – IIES Licensing Contract 17) Attending EEOC Training Session 18)

Summary of Activities for June 2018:

- Attended RSTEC Board Meeting. I serve on the RSTEC Board of Directors and Marketing Committee.
- Meeting with Sylvia Garcia from NU-Co Tool, Inc to discuss youth apprenticeship program.
- Attended City Grant and Youth Apprenticeship Meeting with Mr. Roy Rodriguez to discuss additional funding for both programs.
- Meeting with Edinburg CISD (Apprenticeship Program)
- Attended Education First/Gates Foundation Meeting – Group B at Cooper Center
- Present to Texas Rehabilitation Services counselors – Interagency contract – TWC – Explore STEM
- Coordinated Effective Communication Course to be offered to McAllen Economic Development Corporation.
- Presented Youth Apprenticeship program to McAllen ISD Board Members.
- Attended Swearing-In Ceremony for Mayor Dr. Armando O'cana
- Attended meeting with Rebecca from Denso 10 to discuss training opportunities.
- Attended Conference call with STC Counsel and VP for Finance – IIES Licensing Contract

- Met with Texas A&M University to discuss training and development in the RGV.

  A&M and STC are proposing to partner in an initiative to provide Supply Chain Management training to maquiladoras.

- Spoke with multiple manufacturing companies in expediting TWC Skills Development Fund training and other corporate training projects.

- Developed marketing materials for the department.
- Assisted the IAM Department and TWC in developing new Texas Workforce Commission Skills Development Fund 26 grant project.

- Met with IAM staff to develop strategies for expansion of IAM training services and to increase enrollment.

- Implemented new and innovative strategies to increase revenue for the IAM.

- Monitored and reconciled ITED revenue and expense accounts

- Reviewed and monitored ITED budgets, financial and programmatic reports.

- Reviewed and monitored IAM enrollment and contact hour reports.