SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

July 2018

Board Meeting
August 28, 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:	AUGUST 28, 2018
SUBJECT:	ACTIVITY REPORT FOR JULY 1, 2018 THROUGH JULY 31, 2018

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- President's Cabinet meetings
- STC Board meeting
- STC Strategic Planning committee meeting
- STC Facilities committee meeting
- STC Planning & Development Council meeting
- Coordinated Operations Council meeting
- Conducted Division Leaders meeting
- Recruitment IIES in Reynosa, Tamaulipas
- Search Committee for the Associate Dean of Student Rights & Responsibilities & Title IX Student Support Services
- Welcome for the 2018 Summer Leadership Institute Interns
- Operational Plan Review Worksession
- Employment Law Compliance training (EEOC Training) Workshop #91201 and #91203
- Fall Enrollment Team Meeting

ATTENDED

- South Texas College Radius meeting
- Integrity School Reynosa College Transition Project
- Faculty Advisor in Enrollment Center and Call Center
- AL 360 Academy Grants meeting with Dr. Virginia Champion
- Talent Hubs Monthly Regional Team Meeting
- Educational Results Partnership Grant Meeting/Visit with Sierra College and American River College, Sacramento, CA

ENROLLMENT SERVICES AND REGISTRAR

- Opened online registration for Summer 2018 and Fall 2018 semesters on March 5, 2018; **18,084** students have registered for Fall 2018, to date, after required documents were processed.
- Official census date enrollment for Summer II 2018 on July 13, 2018 is **6,378** students.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Enrollment Management Team.
- Director/Registrar, Coordinator of Records, Compliance Coordinator and Admissions Specialist attended TACRAO ApplyTexas & Community College Issues Meeting held in Austin on July 18 – 20.
- Coordinator of Enrollment Services attended SACS-COC Institute on Quality Enhancement & Accreditation held in Atlanta, Georgia on July 22 – 24, 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, employment law compliance training, evaluation of quotes for outsourcing the printing & mailing of diplomas, Enrollment Appeals Committee, Grade Appeals Committee, Jagnet access for prospective students, Radius, SWOT analysis and student life cycle.
- Began training the new Records Technician at Pecan Campus, who started on July 16, 2018.
- Conducted interviews and made a recommendation for Records Technician at Mid-Valley Campus.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with Admissions Specialist who assists with related reports; Director/Registrar certified the CBM Reports.
- Transcript/Graduation Analysts began reviewing potential August 2018 graduates.
- Document Management Specialist downloaded, reviewed and verified **2,712** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during July 2018.
- Residency Specialist reviewed the residency status of all new students, including dual credit high school students and Senate Bill students submitting an *Affidavit*, and personally assisted international students with all aspects of admissions and registration.
- STC has **58** international students registered for Fall 2018 semester, to date.
- Processed **530** course substitutions and exceptions in Degree Works during July 2018.
- Processed *Change of Grade Forms* for **118** students during July 2018.
- Processed *Reinstatement After Census Date Forms* for **93** students during July 2018.
- Processed *Schedule Change Forms* for **713** students during July 2018.
- Processed **1,543** high school and **590** college/university transcripts during July 2018.
- Evaluated **565** transcripts from other colleges and universities during July 2018.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **3,731** STC transcripts during July 2018.
- Scanned and indexed **5,059** documents submitted by students during July 2018.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS Veterans department Claire Forrester, Manoella Leal, Melinda Garcia and Lauren Mendez attended the 2018 Western Association of Veterans Education Specialists conference in San Diego, CA
- SFS/VA worked Saturday July 14th & July 28th
- SFS Staff have been completing pending verification files for summer and fall
- SFS Outreach Specialist Jovelli De Leon and Carolina Miranda assisted with 3 FAFSA events in the month of July

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report July 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	**423**	**270**	**209 (77%show)**	**ACT**	**1221**
Mid- Valley	**250**	**174**	**161 (92% show)**	**TSI EXAM**	**1651**
Starr Campus	**182**	**135**	**122 (90% show)**	**TSI EXAM**	**716**
Pecan Plaza	83	**66**	**60 (90% show)**	**GED/ PEARSON**	**707**
Pecan Plaza		**415**	**377 (90% show)**	**TSI EXAM**	**3779**
Pecan Plaza		**59**	**57 (96% show)**	**HESI**	**681**
Pecan Plaza				**HiSET**	**4**
TOTAL:	**938**	**1119**	**986 (88% show)**		**8,759– All Campuses YTD**

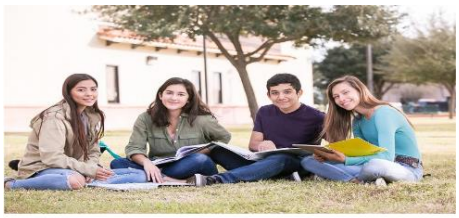
TSI Scores: by placement score July 2018			
READING		**READING**	
Monthly (07/01/18 - 07/31/18)		**Year To Date (09/01/17 – 07/31/2018)**	
College ready (351+)	138	**College Ready** (351+)	1080
Holistic Placement (349-350)	35	Holistic Placement (349-350)	276
Developmental Ed (342-348)	142	Developmental Ed (342-348)	1084
ABE Level 6 (Developmental Ed)	33	ABE Level 6 (Developmental Ed)	222
ABE Level 5 (Developmental Ed)	68	ABE Level 5 (Developmental Ed)	638
ABE Level 4	22	ABE Level 4	202
ABE Level 3	2	ABE Level 3	36
ABE Level 2	6	ABE Level 2	56
ABE Level 1	1	ABE Level 1	13
Total	**447**	**Total**	**3607**
MATH		**MATH**	
Monthly (07/01/18 – 07/31/18)		**Year To Date (09/01/17 – 07/31/2018)**	
College Ready (350+)	69	**College Ready** (350+)	627
Holistic Placement (348-349)	21	Holistic Placement (348-349)	233
Developmental Ed (336-347)	146	Developmental Ed (336-347)	1225
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	106	ABE Level 5 (Developmental Ed)	630
ABE Level 4	63	ABE Level 4	379
ABE Level 3	9	ABE Level 3	84
ABE Level 2	10	ABE Level 2	39
ABE Level 1	2	ABE Level 1	17
Total	**426**	**Total**	**3234**
Writing		**Writing**	
Monthly (07/01/18 - 07/31/18)		**Year To Date (09/01/17 – 07/31/2018)**	
College Ready (363 & 4+ Essay or 5+)	192	**College Ready** (363 & 4+ Essay or 5+)	1402
Developmental Ed (350-362 & 0-4 Essay)	58	Developmental Ed (350-362 & 0-4 Essay)	374
ABE Level 6 (Developmental Ed)	4	ABE Level 6 (Developmental Ed)	16
ABE Level 5 (Developmental Ed)	1	ABE Level 5 (Developmental Ed)	12
ABE Level 4	2	ABE Level 4	39
ABE Level 3	2	ABE Level 3	34
ABE Level 2	0	ABE Level 2	9
ABE Level 1	0	ABE Level 1	9
Total	**259**	**Total**	**1895**
Data retrieved from College Board Accuplacer			

IMPORTANT HIGHLIGHTS

- The Dual Credit enrollment headcount stands at 2521, which is a difference of 109% compared to 2018.

- Fall registration drives have been scheduled at high school sites through the month of August and Dual2Degree Specialists will be providing enrollment support with admission and registration.

- The Department finalized the 2018-2019 Dual Credit Program Enrollment Services Manual. The new document includes updates to policies, regulations, and processes relating to the Dual Credit Program.



Dual Credit Program
Enrollment and Support Services Manual

Division of Student Affairs & Enrollment Management

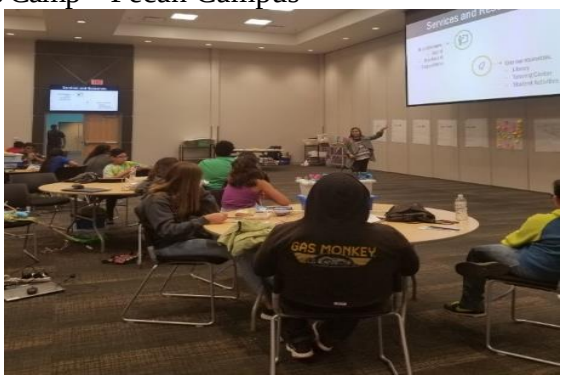
South Texas College

2018-2019 Academic Year | Dual2Degree Department

DEPARTMENTAL

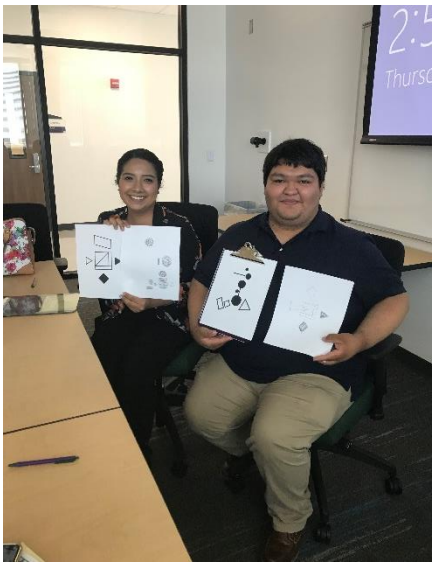
Dual Credit Presentation for Robotics Camp – Pecan Campus

Hidalgo ECHS - PCN



Edcouch Elsa - MVC

Dual2Degree Department Annual Retreat – NAH Campus



Dual Credit Information Session – Starr County Campus

ENROLLMENT SERVICES

STUDENT SERVICES

REGISTRATION

Event	High School Served	Date	Location	Total Served
Registration Drive	**Hidalgo ECHS**	**7/31**	**ISD**	**42**
Registration Drive	**Mercedes HS**	**7/31**	**ISD**	**31**
			Total:	**73**

SUPPORT SERVICES

ORIENTATION

Event	High School Served	Date	Location	Total Served
Student Presentation	**Robotics Camp**	**7/11**	**Pecan Campus Student Union**	**22**
			Total:	**22**

OTHER

Event	High School Served	Date	Location	Total Served
Dual Credit Information Session	**Starr County Schools: Roma HS, Rio Grande HS, Grulla HS**	**7/27**	**Starr County Campus**	**Dual Credit Information Session**
			Total:	

DUAL CREDIT REGISRTRATION RECONCILIATION – (July)

Request	Submitted	Approved	Denied	Under Review
Reconciliation	4	2	0	2
Appeals	9	1	1	7
Total	**13**	**3**	**1**	**9**

MEETINGS

EXTERNAL

Meeting	ISD	Purpose
Fall Enrollment Meeting	**Jimmy Carter ECHS** **Edinburg North ECHS** **Robert Vela ECHS** **PSJA ECHS** **Roma HS** **PSJA ECHS** **PSJA North ECHS** **PSJA SW ECHS** **PSJA Memorial ECHS** **Ballew ECHS** **Sotomayor ECHS** **PSJA CCTA** **PSJA ISD Central Office**	**Discuss Fall enrollment and timelines**

INTERNAL

Meeting	Department(s)	Purpose
OARC Focus Group Meeting	**Various**	**Review proposed changes to the board policy review process**
Bi- Annual Employee Appraisals	**Dual2Degree**	**To discuss employees performance, appraise past performance, and discuss areas that may require improvement**
Hiring Process	**Dual2Degree** **Human Resources**	**To clarify questions on hiring process in respect to Coordinator vacancy**
Final Student Lifecycle Process Map	**SAEM Departments** **Continuing Education**	**Review final mapping of Dual Credit Student Life Cycle**
Middle School Outreach Planning Meting	**Dual2Degree** **Continuing Education**	**Discussion on how we can collaborate to combine outreach efforts for middle school students for transition and matriculation**
Fall 2018 Scholastic Appeals Committee	**SAEM Departments**	**Review of Student Appeals for Fall 2018**
IE Success Story Meeting	**Institutional Effectiveness**	**Continuing draft of the Dual2Degree Department Success Story Highlight**
STC Radius Meeting	**SAEM Division**	**Discussed the reporting capabilities of Radius**
Event Request	**Dual2Degree, College Connections, Financial Aid, Infrastructure**	**Review of the Event Request Portal for SAEM and updates on the project**
STC SWOT Analysis	**SAEM Division**	**Participated in SWOT Analysis to provide collaborative feedback on strengths, weaknesses, opportunities, and threats**

Student Success Module Meeting	**Dual2Degree Distance Ed**	**Discussion of Soft chalk capabilities/ narration for student success module**
Student Success Module Meeting (Follow-up)	**Dual2Degree, Distance Education**	**Follow-up meeting for progress on the Student Success Module and capabilities of Softchalk**
Cabinet Meeting -Student Life Cycle Discussion	**Dual2Degree, Continuing Ed., High School Programs, Early College, Office of Strategic Initiatives**	**To provide information regarding the student life cycle**
PAS Meeting	**All Divisions**	**To provide information regarding the student life cycle and departmental updates**
Event Request Project Meeting	**Dual2Degree, College Connections**	**Follow-up meeting to draft the automated received, approved, and denied emails for the project**
Dual2Degree Weekly Staff Meeting	**Dual2Degree**	**To discuss departmental updates and progress on Fall enrollment drives and upcoming events**

PROFESSIONAL DEVELOPMENT

Activity	Purpose
D2D Annual Retreat	**D2D Staff participated in team building activities and received training on Career Coach, a presentation on transfer tracks from Vocational Nursing, EMT to Associate Degree Nursing to learn about the program and promote the opportunities to dual credit students. They also received a tour of the new simulation hospital.**
AA/FM Roundup	**Training to understand the Banner 9 Finance Navigation and Reconciliation process.**
EEOC Training, Attorney Natalie Rogeaux	**Director and Coordinator attended a supervisory training covering EEO Employment Law/Best Practices in Hiring Committees and Sex/Age Discrimination. The session was offered by the Office of Human Resources.**

Upcoming Events and Activities for August 2018:

- Provide enrollment support at high school sites with registration drives
- Continue to assist high schools in verifying student enrollment eligibility
- Continue to coordinate with high school registrars for the submittal of high school transcripts via TREx
- Communicate Fall enrollment deadlines to school district personnel

COLLEGE CONNECTIONS

- College Connections
  - Student Ambassador Program Meeting
  - Organizational Ethics Leadership Seminar 2018 - Table Set Up
  - TACRAO Apply Texas Meeting
  - TACRAO Summer 2018 Community College Issues Meeting
  - CIVITAS Training
  - CIVSA Region 2 Leadership Call
  - Bachelors Program Open House Planning Meeting
  - Student Ambassador Meeting - Starr County Campus
  - Presentations for 2018 Summer Leadership Institute
  - Student Ambassador Meeting - Starr County Campus
  - Boys & Girls Club of Edinburg College Leadership Program
- South Texas College
  - SWOT Analysis
  - La Joya Registration Round Up Meeting
  - Fall Registration TV Segment Recording
  - Organizational Ethics 2018 Leadership Seminar – Table Set Up
  - Business, Public Safety and Technology Program Chair Meeting
  - Starr County Dual Credit Information Session
- Partnerships/Events
  - RGV College Boot Camp
  - Leadership MidValley Meeting
  - STAR Network Meeting
- Recruitment
  - UTRGV Upward Bound – Student Presentation
  - Meeting with Prospective students – 13 appointments
  - Good Neighbor Community Outreach – Table Set Up
- Campus Tours
  - Pecan Campus
    - RGV College Boot Camp – 50 visitors
    - IDEA Public Schools – 15 visitors
    - Texas Tropical Behavioral Health – 5 visitors
    - Personal Tour – 15 visitors
    - Boys & Girls Club of Edinburg – 29 visitors
  - Starr Campus
    - Summer Leadership Institute – 21 visitors
  - Nursing Campus
    - Personal Tour – 3 visitors
    - Staff Tour – 14 visors
    - Boys & Girls Club of Edinburg– 29 visitors
  - Technology Campus
    - Boys & Girls Club of Edinburg– 29 visitors

Campus	# Visitors
Pecan	114 visitors
Mid-Valley	No Tours
Starr	21 visitors
NAH	46 visitors
Tech	29 visitors

- Call Center

Phone Calls	
Inbound Calls	12,564 Inbound Calls
JagChat	
Incoming Chats	494 Chats
Radius - CRM	
PASS Eligible Students – CTE Pell Awarded	3666 students emailed
Hidalgo County Stop Out	6017 students emailed
Starr County Stop Out	623 students emailed
Fall 2018 Unpaid List – No FAFSA	2144 students emailed
Student Ambassador Invitation	555 students emailed
2018 Bachelor Program Open House Invitation	2696 students emailed
Mongoose Texting	
Summer II Unpaid List – Payment Due	504 students reached/14 replies
Summer II Unpaid List – FAFSA Verification	90 students reached/6 replies
Summer II Unpaid List – Payment Due	54 students reached/3 replies
Summer II Unpaid List – Second Reminder	286 students reached/9 replies

Boys & Girls Club of Edinburg

The Boys & Girls Club of Edinburg Junior Leaders toured South Texas College to learn more about programs and how to be active Ambassadors with the younger students. The Boys & Girls Club of Edinburg plans to be more involved in promoting higher education to students in their programs. The Junior Camp Leaders engaged in interactive NAH and Tech Campus Tours.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
362	Student Contacts & Outreach
147	CTE Student Contacts
13	Student & Alumni Registered on CCN
4	Student & Alumni Resumes Revised/Uploaded on CCN
10	Employer Contact and New Employer Registered on CCN
22	Jobs posted to CCN
4, 341	Total Students Registered to date
8, 110	Total Alumni Registered to date
3, 183	Total Employers Registered to date
13	Workshops Presented
3	On Campus Recruitment
1, 405	EMSI Total Visits

CURRENT/UPCOMING ACTIVITIES & EVENT

On Campus Recruitment (OCR)

- US Marine Corp

WORKSHOP & PRESENTATION/ACTIVITIES

- CES Information Tables
- CES Team Summer Retreat Review Meetings

Job Development

1. Allstate Insurance – CES overview of services
2. Jesse H. Cantu – 2 job posts
3. Pharr Parks & Recreation – job post
4. Entravision Communication – job post
5. 1 job posting- Dexter Systems Inc.
6. 1 job posting- National Latina Institute for Reproductive Health
7. 1 job posting- Pulmonary & Sleep Center for the Valley
8. 1 job posting- PUIG Rehab LP
9. 1 job posting-Super Star International
10. 1 job posting-Vernon E Faulconer Inc.
11. 1 job posting- Dexter System Inc.
12. 1 job posting-Produce Connection
13. 1 job posting- MobilexUSA
14. CES overview of services/CCN registration – Keystone Healthcare
15. 1 job posting-Esperanza Project

Pecan Campus

- Bachelor of Applied Technology in Technology Management Mock Interviews – Benito Garza and Dr. Oscar Plaza
- Summer Leadership Institute, Career & Employer Services Overview
- D2D Retreat: CES Presentation

Nursing & Allied Health Campus

- Resume Writing Open Workshop, 23 students
- Interview Open Workshop, 22 students
- Information table
- Level 3 LVN Group Presentations: CES Overview Resume Writing: 7/16, 87 students.

Technology Campus

- Job Search Open Workshop, 6 CTE students
- Resume 101 Presentation, 7 CTE students
- Resume 101 Presentation, 7/10=10 CTE student

COORDINATION OF UPCOMING EVENTS

MEETINGS AND MISCELLANEOUS INFORMATION

- Continuation of Career Readiness/PASS Program workshops
- Preparation of Fall open workshop schedule
- Online workshops from Human Resources
- Scheduling Open Campus Workshop
- Promoting Career Coach to multiple students

- Scheduling On Campus Recruitment
- Sharing career events in collaboration with community partner – Workforce Solutions
- Mapping out NAH Fall Open Workshop schedule and topics.
- Requesting computer labs/classrooms reservations for Fall NAH workshops – confirmation will be sent after NAH Fall Class schedule is complete.
- Working in partnership with Technology Specialist on LVN Level 3 Career Readiness Presentations.
- Coordinating in class presentation for Phlebotomy classes.
- Open workshop schedule for Fall semester taking place every 1st Friday of the month
- Assisting NAH specialist with LVN/CTE students Presentation on 7/16/18
- Team Retreat trending best practices review, worksheets, websites, and resource pool.
- Requesting computer labs/classrooms reservations for Fall NAH workshops – confirmation will be sent after NAH Fall Class schedule is complete.
- Coordinating in class presentations for EMT program.
- Coordinating in class presentations for Health Information Systems program.
- Veterans & CES intake process/workshop in conjunction with CC
- Open workshop schedule for Fall semester taking place every 1st Friday of the month
- First Year Connection/ new student orientation coordinating CES overview and CES info table
- Open workshop schedule for Fall semester taking place every 1st Friday of the month
- Career & Employer Social Media – gathering materials to create content calendar.
- Coordinating in class presentations for Health Information Systems program.

Meetings & Miscellaneous information

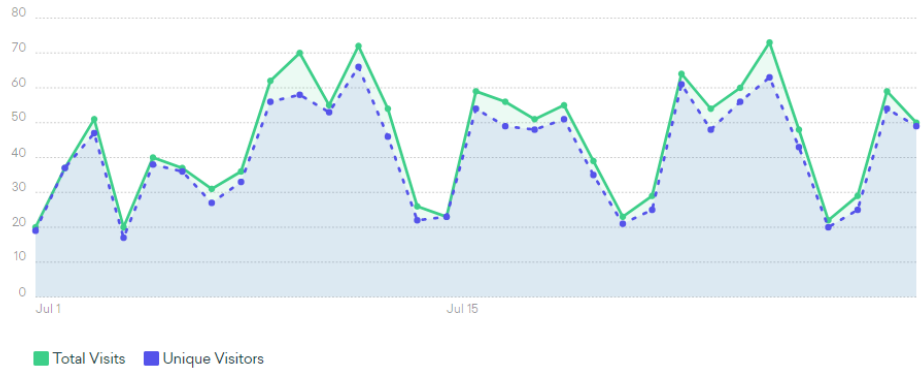
- 30 CCN Resume Revisions
- Student walk-ins
- Staff meeting 7/3/2018, coordination of future ideas and renovating new flyers and presentations
- Attended CES Department meeting to set plans for Fall workshop expectations and dates.
- Continuing to promote Nursing & Allied Health Summer Workshop Schedule through STC email and posted calendar flyers on campus.
- Continuing to compile workshop evaluations and sign in sheets for Summer presentations
- Met with Coordinator of Career Services to plan for Fall presentation topics, open workshop schedule, and departmental information tables.
- Developing an outline and presentation for NAH Fall Open Workshops.
- Working on an outline/calendar for departmental social media content and posting schedule.
- Created flyer templates for Fall, Spring, and Summer presentation/events.
- Created flyer templates for open workshops in partnership with P.A.S.S. for upcoming qualifying period.
- Scheduling dates for CES information tables at TECH Campus
- Creating information flyers for upcoming workshops
- Compiling sign in and evaluations for every workshop presented
- Continuing to promote summer Tech Career Readiness workshop on Faculty/Staff/General news
- Preparing presentation reading materials/calendars for team retreat
- Student appointment for Resume revision and Mock interviews
- Working in partnership with Technology Specialist to develop a posting and content calendar for departmental social media. Will be meeting to discuss, plan, and create content.
- Developing an outline and presentation for NAH Fall Open Workshops.
- Preparing Fall office supply order
- Provided and overview of CES to registering NAH students.
- Continuing to work on an outline and presentation for NAH Fall Open Workshops.
- Prepared presentation for in LAB presentation

EMSI ANALYTICS

Assessments Started	Assessments Completed
781	697
Resumés Started	**Resumés Downloaded**
30	52

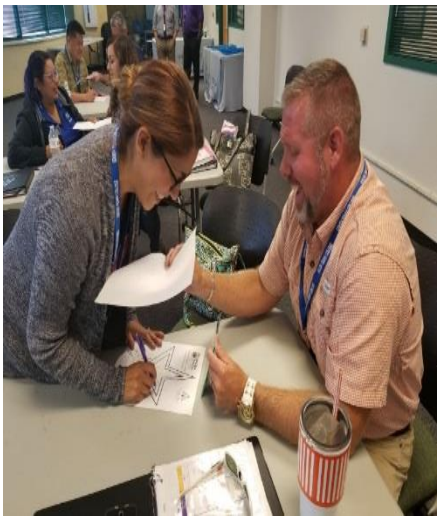
1,405

Total visits



JULY PHOTOS

Summer 2018 Leadership Institute



CES Team Retreat

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

Office of the Ombuds

Ombuds Cases for the month of July 2018				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		118	19	99
Mediation		8	0	8
Conflict Coaching		2	1	1
Title IX: Requesting Pregnancy Accommodation		393	57	336
Title IX: Victim Advocacy Support		96	4	92
Written Complaints/Maxient Referred to Human Resources Student to Employee		85	N/A	N/A
Total Cases		**702**	**81**	**536**

Ombuds Cases per Campus for the month of July 2018		
		YTD Cases
Pecan		333
Nursing & Allied Health		43
Technology		20
Mid Valley		110
Starr County		20
Internet		160
La Joya Teaching Center		1
Pharr College & Career Teaching Center		1
High School		14
Total		**702**

Office of Student Conduct

Student Violating Student Code of Conduct for the month of July 2018			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	48	305	**353**

Student Conduct Cases per Campus for the month of July 2018		
		YTD Cases
Pecan		227
Nursing & Allied Health		24
Technology		14
Mid Valley		48
Starr County		23
La Joya Teaching Center		6
Pharr College & Career Teaching Center		6
Internet		5
Total		**353**

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of July 2018		
Student Affairs		**YTD**
Cases Reviewed		104

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

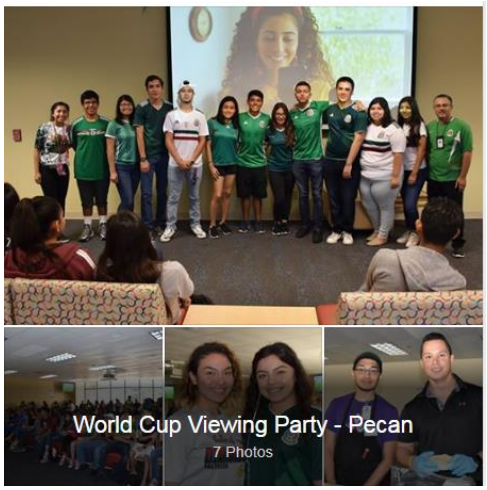
Human Resources		**YTD**
Cases Reviewed		0

Police Department		**YTD**
Cases Reviewed		0

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**	**Current**	**YTD**
Student Conduct	2	33	1	43	0	20	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

- World Cup Viewing Parties (District Wide)



- Independence Day Celebrations

- Presented at the Summer Leadership Institute (PCN)

- World Cup Viewing Parties (PCN)
- Gamers Anonymous (TEC)

- FIFA Video Game Soccer Tournament (PCN, MV, STR)
- Foosball Doubles Tournament (PCN)
- Triathlon Sports Event (Bean Bag Toss, Football Toss, Basketball hotshot Contest & Frisbee Toss) @ PCN, STRC & MV Campuses

- Gamers Anonymous(TECH)

- National Hot Dog Day (STR)

- Refreshment Day (STR)

- First Year Connection Phone Calls (District Wide)
    - Number of Students Registered
        - All Majors: 354 students
        - Math and Science: 204 students
        - NAH: 208 students
        - Technical and Vocational: 15 students
- Staff Planning/Training Meeting
- First Year Connection Calls

Pecan Campus				
			7/26	7/30
Mon, August 20	6:00PM	All Majors	391	391
Tue, August 21	12:00PM	NAH	314	330
Fri, August 24	2:00PM	Math and Science Education	286	288
Fri, August 24	6:00PM	All Majors	29	86
Technology Campus				
Tue, August 21	6:00PM	Technology and Vocational	101	190
Starr				
Wed, August 22	6:00PM	All Majors	74	89
Mid-Valley				
Thu, August 23	10:00AM	All Majors	73	86
Thu, August 23	12:00PM	All Majors	48	61
		Students Registered for FYC	**1,316**	**1,521**

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	**202**	**210**	**282**	**52**	**44**	**624**	**101**	**1515**
Mid-Valley	**32**	**2**	**25**	**7**	**38**	**141**	**23**	**268**
Starr Co.	**25**	**7**	**12**	**1**	**7**	**38**	**3**	**93**
Tech	**1**	**9**	**21**	**0**	**0**	**37**	**0**	**68**
NAH	**2**	**13**	**6**	**11**	**0**	**4**	**10**	**46**
Total	**262**	**241**	**346**	**71**	**89**	**844**	**137**	**1990**

MEETINGS/CONSULTATIONS

- 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
- Staffing of Cases at Pecan Campus
- 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
- Food Pantry Determination and Referrals
- Sign Language Interpreter's Student Schedules
- LPC-S Supervision Meeting
- Title IX Meeting
- President Administrative Staff Meeting
- Boys and Girls Clubs of The Rio Grande Valley Press Conference on Mental Health Services
- Meeting to review job duties for new CSDS Counselor
- Fall Enrollment Meeting
- CSDS Coordinators' Meeting
- Risk Assessment Meeting
- OCR Response Meeting
- Meeting with TWC on Job Readiness Camps
- Counseling and Advising Services Meeting
- REACH-RGV Board Meeting
- Search Committee Interviews at the Technology Campus

WORKSHOPS/PRESENTATIONS

- Workshop: Creative Visualization – MidValley Campus
- Workshop: Counseling and Student Disability Services Information Session – MidValley Campus
- Workshop: Goal Setting– MidValley Campus
- Workshop: Anger Management – MidValley Campus
- Workshop: Life After Loss: Dealing with Grief – MidValley Campus
- Workshop: Sun Safety – NAH Campus
- Workshop: Walking Does Wonders – NAH Campus
- Workshop: Suicide: Let's Talk About It – Pecan Campus
- Workshop: Anger Management – Pecan Campus
- Workshop: Overview of Counseling and Student Disability Services – Pecan Campus
- Workshop: Stress and Anxiety – Pecan Campus
- Workshop: Improving Self-Esteem – Pecan Campus
- Workshop: Disability Awareness Workshop – Pecan Campus
- Workshop: College and Community Resources – Pecan Campus
- Workshop: Memory Skills – Pecan Campus
- Workshop: Mental Health Awareness – Pecan Campus
- Workshop: Expressive Arts Session – Pecan Campus
- Workshop: Communication Skills – Pecan Campus
- Workshop: Tips for a Successful Transfer – Pecan Campus
- Workshop: High School to College Transition Workshop – Pecan Campus
- Workshop: Sexual Assault Awareness and Prevention – Tech Campus
- Workshop: College Money Management Information – Tech Campus
- Workshop: Self-care and Stress Management – Tech Campus
- Workshop: Effective Study Habits for Super Busy Students – Starr Campus
- Workshop: The Value of GPA for Future Success – Starr Campus
- Presentation on Understanding Depression and Anxiety for Cancer Support Group
- Presentation on Counseling and Student Disability Services for 2018 Summer Leadership Institute Interns
- Presentation on Laughter Yoga for 2018 Summer Leadership Institute Interns
- Presentation on Laughter Yoga for Texas A&M University Central Texas Social Work Students via Skype
- Presentation on Laughter Yoga for Behavioral Health Solutions of South Texas Staff
- Presentation on Counseling and Student Disability Services to Police Cadets at the Pharr Center
- Know Your Status Information Tabling Events

PROFESSIONAL DEVELOPMENT

- EEOC Compliance Trainings
- TAASA Cultural Resonance and Victim Services Webinar
- South Texas College Title IX Retreat
- AIM Demo Webinar
- AHEAD Conference

Sign Language Interpreting Services Activity-July 2018

Sign Language Interpreting Services		
Type of Service	**Number of students contacts**	**Number of Interpreter Assignments**
In-Class Sign Language Interpreting	22	36
Admissions/Enrollment Services	4	4
General Advising Services	2	2
Financial Services	8	8
Testing Services	0	0
Counseling Services	10	10
Student Disabilities Services	0	0
Orientation/Outreach Services	2	2
Case Management	1	1
Special Programs/ TITLE IX	1	1
Tutoring Services	0	0
Referrals/Consultation	0	0
Telephone Contacts	1	1
Workshops	25	25
Other	9	9
Total	**85**	**99**

Other Sign Language Interpreter Activities:

7/6/2018	Interpreter skill building workshop (internal)
7/12/2018	Interpreter Vocab Workshop
7/13/2018	Benefit Training 10-11:30 a.m.
7/26/2018	CDL Student Schedule Meeting 8-9 a.m.
7/28/2018	On Call Saturday 10 a.m.-2 p.m.

COMPREHENSIVE ADVISING

ADVISING STUDENT CONTACTS

Advisor Student Contacts	
Campus	**# of Students**
Pecan	3,544
Mid-Valley	1,127
Starr	443
Technology	606
Total	5,720

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 –** Advisors participated in interviews held by Institutional Effectiveness and Research & Analytical Services department as part of a research study/review regarding mandatory advisement for FTIC students;
  - Coordinator facilitated the two-week Summer Leadership Institute for K-12 partners
  - Director and coordinators presented on Academic Advising, Faculty Advising, and Mentoring Services
  - Advisor conducted NACADA Advising training for Summer Leadership Institute participants
- **Faculty Advising**
  - Submitted all pertinent data for Annual Performance Report to the Project Director;
  - Trained new Faculty Advisor Coordinator;
  - Recruited certified Faculty Advisors to conduct advisement out of the Pecan Enrollment Center during peak time (August);
- **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 15 Fall semester classes; presentations topics include financial aid, final exam preparations etc.;
- **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; recruited students for fall semester; 540 students have been accepted into the program and will get 100% assistance with textbooks
- **Carl Perkins –**
  - Final Draft submitted (FY19 SAEM Application Local Plan, Evaluation Plan, Performance Improvement Plan and Budget) for the SAEM Division

PARTICIPATED IN THE FOLLOWING

- Director and coordinators attended EEOC training;
- Attended meeting with Grants Office on Veterans Upward Bound Program
- **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:	AUGUST 20, 2018
SUBJECT:	ACTIVITY REPORT FOR JULY 1, 2018 THROUGH JULY 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, Special Board of Trustees Meeting, Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, 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.
- <u>Accountability, Risk, and Compliance Department:</u>
  - Attended the Accountability Monitoring Committee meeting.
  - Held a Focus Group Result for Policy Management Program meeting with Director of Accountability, Risk, & Compliance.
  - Held a meeting with Compliance Manager regarding Title IX Retreat Agenda.
  - Held a meeting with Director of Purchasing, Director of Facilities Planning & Construction, and Director of Accountability, Risk, & Compliance, to review and update the bond procedures for Professional Services.
  - Held meeting with Director of Accountability, Risk, and Compliance, Director of Purchasing and Comptroller regarding the Travel Process Improvement.
  - Held meeting with Director of Accountability, Risk, and Compliance to review ERM process and all Hazards Plan.
- <u>Business Office:</u>
  - Attended meeting with Comptroller, Associate Comptroller and Valley View Consultant to discuss investments program.
  - Held meeting to view software demo from Qlik with the HR and Business Office Business System Analyst.
  - Held meeting with Comptroller and Accounting Group Manager regarding discussion on Legislative Appropriation Request (LAR).
  - Held meeting with Comptroller and Director of Student Accounts & Bursar to discuss dual credit program.
  - Held meeting with Comptroller, Associate Comptroller, and Accounting Group Manager regarding Finance agenda items.
  - Met with Comptroller and Bursar on student issues.

- Facilities Planning and Construction:
  - Attended 2013 Bond Construction Program weekly meeting with Broaddus & Associates and Director of Facilities Planning & Construction.
  - Attended a meeting with Director for Facilities, Planning, and Construction, Interim Assistant Director for Facilities, Planning, and Construction, Executive Officer for External Affairs, and Director of Grant Development, Management and Compliance on Target Range.
- Food Services:
  - Held meeting with Food Service Director regarding monthly reports and other issues.
- Human Resources:
  - Meeting with Human Resources to discuss with vendor.
  - Met with Director of Human Resources on personnel issues.
- Purchasing and Distributional Services:
  - Met with Purchasing Assistant Director on affiliation agreements.
  - With Director of Purchasing on Policy 5211: Vendor Information File.
- Title IX:
  - Attended Title IX meeting.
  - Held meeting with Title IX team to discuss procedures and cases.
  - Held Title IX Retreat, Part 1 and 2.
  - Met with Title IX Coordinators to discuss procedures.
- Other Meetings:
  - Attended an EEOC Case meeting.
  - Attended Community College Policy Summit: A Convening for South Texas Legislation.
  - Attended evaluation meeting to review RFP for Professional Recruitment Services.
  - Attended meeting to discuss electronic board packets.
  - Attended meeting to view software demo from TASB Board Book.
  - Attended meeting with Board member, Legal Counsel, and College President regarding Construction Program Manager Contract closeout.
  - Attended OCR Response meeting.
  - Attended the Fall Enrollment meeting with Vice Presidents.
  - Discussions on Student concerns with College staff.
  - Held a FAS IT Projects meeting with Chief Information Officer and FAS Directors to discuss and review each IT project.
  - Held a Finance and Administrative Services Directors meeting to discuss Peer Review Survey Results.
  - Held conference call with Legal Counsel regarding Construction Program Manager Contract, flood insurance, and Starr County Campus Chillers.
  - Held meeting to discuss project closeout of Touchnet Dining POS systems and starting implementation of Phase II.
  - Held meeting to start discussion of STC Enterprise Center with Legal Counsel and others.
  - Held Office Staff meeting.
  - Held the Budget Manager interviews.
  - Met with College President to review Finance and Facilities packets.
  - Met with College staff on Lincoln Jr. High property.
  - Met with Legal Counsel on the Regional Center for Public Safety Excellence.
  - Met with TMAC representative and Director for Accountability, Risk, and Compliance on Project Manager training scope.
- Conferences/Workshops:
  - Attended a Project Manager Training from TMAC.
  - Attended Employment Law Compliance Training.
  - Met with TouchNet representatives and College staff on OneCard VIP Software Demo.
  - Met with TouchNet representatives and College staff on Parking Permit Software Demo.
  - Participated in webcast: Enterprise Risk Oversight: Global Challenges, Strategic Solutions.

PROJECTS IN PROGRESS:

- Budget
  - 85th Texas Legislative Matrix.
  - Budget and Budget Presentation.
  - Investment Program.
  - Scholarship Transfer Fund Request.
  - VIDA Payment.
- Committee packets
  - August's Preliminary Facilities Agenda.
  - August's Preliminary Finance Agenda.
- Construction
  - Broaddus & Associates Additional Scope.
  - Future Bond Issuance Options.
- Special Projects
  - Banner 9 Request from HR.
  - EEOC Case.
  - Electronic Board Packets.
  - FY17-18 Vacancy Report by VP.
  - Insurance Deductible for Flood Damage.
  - New Travel Guidelines.
  - Policy Inventory List.
  - Red Flag Rules - Policy and Procedures.
  - Regional Center for Public Safety Excellence lease and desist letter.
  - Risk Assessment.
  - Sponsorship Procedures.
  - STC Enterprise Center initiative.
  - TimeCard Verification Non-Compliance Reports as of June 2018.
  - Travel Recommendation Deadline.
- Title IX:
  - Title IX Updated Procedures.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended BBVA virtual card campaign weekly meeting.
- Attended BUGS (Banner User Group) meeting.
- Attended Business Office Management Meeting.
- Attended Carl Perkins monthly meeting with Compliance Officer.
- Attended conference call with external auditor.
- Attended FAS/IT projects meeting.
- Attended Financial Aid meeting to discuss "year round pell" concerns.
- Attended Internal auditor meeting.
- Attended Invoice Approval Process meeting.
- Attended Policy Management Program Focus Group meeting.
- Attended Qlik demo report meeting.
- Attended Spend Net Payables (CSI) presentation and conference call.
- Attended Student Panel Meeting.
- Attended SWOT Analysis meeting.
- Attended TASB Board Book Demo.
- Attended TCP Internal Audit.

- Attended the Finance and Administrative Services Director's meeting.
- Attended the TouchNet One Card VIP Demo.
- Attended the TouchNet Parking Permit Software Demo.
- Conducted Interviews for Accounting Assistant position.
- Hosted the Banner 9 Navigation and Reconciliation Q&A session.
- Met and discussed Accounting Assistant (Grants) applications with committee.
- Met and discussed Investment Strategies with the Investment Advisor.
- Met and reviewed Business Office Handbook with new staff.
- Met to assist on interview committee for a Police Officer position.
- Met to discuss Bond 2013 bond construction and furniture budget and expenses.
- Met to discuss Financial Analysis for Business Office.
- Met to discuss pending B&A invoices.
- Met to discuss the Legislative Appropriations Request for FY 2020 and FY 2021.
- Met to discuss upcoming audit.
- Met to review the FY 2019 budget supporting documentation.
- Met with AP staff to discuss duties and responsibilities and upcoming end-of-year processes.
- Met with Ellucian for TRS Reporting via Telephone Conference.
- Met with HR to discuss status of TRS Reports and the Payroll Direct Deposit initiative.
- Met with selected AP staff to discuss and compile external auditor requests.
- Met with IT staff to discuss Electronic TARF.
- Met with the Starr County Appraisal District to discuss the tax levy 2018 certified values.
- Met with travel staff to discuss work status and review internal audit fuel card narrative.
- Trainings/Webinars:
  - Attended EEOC Training.
  - Attended Online Accessibility Training.
  - Attended the Webinar for Professional Development Business Writing Fundamentals by Lynda.com.
- Accounts Payable/Grants and Contracts:
  - Completed July Collections report for board meeting.
  - Provided internal departmental training to AP Accountant and Accounting Group Manager – Banner processes, grant financial reporting, etc.
  - Reviewed and provided Auditor requested check packages.
  - Revised virtual card cancellation request form.
  - Worked on preliminary E&F schedule.

Bank No.	Sep 2017	Oct 2017	Nov 2017	Dec 2017	Jan 2018	Feb 2018	Mar 2018	Apr 2018	May 2018	Jun 2018	Jul 2018
01 E&G	598	642	856	418	573	576	685	663	869	695	642
01 Direct Deposit	105	157	168	104	96	111	1556	115	199	168	163
03 Student	12,521	1,685	311	107	17,677	2,559	1,140	239	1,977	4,048	3,381
12 I&S Taxes	-	2	-	-	-	1	1	-	-	-	1
16 I&S Bond	-	-	-	-	-	1	-	-	-	-	1
17 Plant	31	10	17	10	17	10	24	15	22	20	6
31 Virtual Card	-	-	-	-	-	-	-	-	9	9	124
32 AP Card	462	540	375	205	373	427	399	436	589	422	212
37 Unexp-LT Bond Series 2015	40	21	24	26	59	26	65	40	42	27	23
38 Unexp-LT Bond Series 2014	9	-	-	2	2	1	-	-	-	-	-

- Property Tax/Budget & Reporting:
  - Emailed the detailed instructions to the budget transfer pilot group.
  - Gathered and updated information to be included in the Administrator's Statement of the Legislative Appropriations Request.

- Provided bond information to the county tax offices in preparation for the calculation of the levy 2018 tax rate.
- Submitted the budget hearing ad to newspapers for publishing.
- Updated and printed the FY 2019 budget book for Board approval.
- Updated and submitted preliminary motions for the levy 2018 tax rate.

- Cash Management/Special Projecs/Office Support:
  - Assisted with Budget projections.
  - Checked References for Accounting Assistant and Specialist Positions.
  - Completed set up for two marketplace sites.
  - Continue training new direct wage employees on access procedures.
  - Continues to work with Ellucian to resolve pending Banner 9 items and new issues as encountered.
  - Imported all Business Office forms into JagNet.
  - Modified new summer camps marketplace store.
  - Provided Projection Interest and sinking Investment Balances.
  - Reviewed and updated items for FY18 interim audit.
  - Submitted interim information to external auditor.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	13	646
01 Direct Deposit	6	163
02 Payroll	16	616
02 Direct Deposit	4	2,468
03 Student	7	3,381
12 I&S	1	1
16 I&S	1	1
17 Plant	3	6
37 Bond Series 2015	4	23
38 Bond Series 2014	0	0
Total	55	7,305

- General

ACH Direct Deposit-payments to vendors, students & employees	12
Bank Transfers between Bank Accounts	25
Wire Transfers for Benefits	1

Accounting/Construction/Fixed Assets:

- Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. Completed 89 monthly reports during the month of July 2018.
- Submitted the IRMA Letter to Systems Analyst to upload letter in the Business Office web page.
- Met to discuss Bond 2013 bond construction.

Duties	Total
ACH, wires, and Book Transferred Initiated and/or Approved	1
Bank Reconciliations	9
Board and Management Reports Prepared	89
Cafeteria daily sales report	24
Cancelled checks provided to AP and/or verification and positive pay	26

Duties	Total
Copies of booklets/journal entries requested	72
Deposits prepared	14
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	2
Returned mailed checks - Logged and Filed	79
Returned Mailed checks - Disbursement	51
Bond Construction Checks logged, filed and organized'	6
Errands to Inter-office deliveries	36
FOAP created including activity codes	10
Hours assisting other departments	10
Hours Filing and organizing of Journal Entries and boxing	4
Hours used for scanning - estimated	61
Hours used to prepare documents for scanning	4
IDT's - telephone calls received	8
Interdepartmental Transactions reviewed	23
Invoices and encumbrances reviewed	56
Journal entries prepared	81
Journal entries processed including FUPLOAD	1232
Journal entries/documents scanned	1903
Journal Entries Logged	1526
Journal Entries Filed and Organized including creation of labels	1260
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	33
Positive Pay Exemption-Number of checks researched	1
Record Retention - labeled boxes	6
Requisitions Approved	3
Stale dated list prepared	3
Stale dated letter mailed	201
Stop payments processed (includes stale dated checks)	90
Transactions removed from bank reconciliation	16
Training	9

General Journal Entry (Intra-Fund) (JE15)	144
General Journal Entry (Inter-Fund) (JE16)	67
Cash Receipts (CR05)	726
Encumbrance Liquidation (E032)	3
Encumbrance Liquidation (E020)	0
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	59
Misc. Receipt Payments (CA10)	0
General Journal Entry (STCJ)	0

- The Cashiers/Accounts Receivable:
  - Cashiers assisting students with the due dates for the Summer II (201840) payment deadline of July 5, 2018.
  - Cashiers extended hours of operation to assist students on the Summer II (201840) first class day, July 10, 2018 through census, July 13, 2018.
  - Generated and contacting students on unpaid lists for L2, N13 and N15 mini-mesters.
  - Met with External Auditor to select four (4) students and submit the Student Account Receivable Process detail.
- Payroll and Position Control Departments:
  - Worked on overtime request workflow.
  - Payroll processes for the month ending July 31, 2018:

Payroll Re-issue Processed	13
Payroll Cycles	6
Payroll Checks & DD	3457
TimeClock Plus Access Forms Processed	88
Number of Employees with OT reviewed for OT Memos	568
NOE's Approved	404
Salary Budget Transfer Forms Processed	8 with multiple transactions

- Business Office Performance Indicators – Payroll July 2018

Number of Employee		**Deposits Processed**	
Employees on Monthly Payroll	2,223	Internal Revenue Service	4
Employees on Semi-Monthly Payroll	841	Bank Transfers	4
Timecards Processed		**Stop Payment Processed**	
(Waged 06/16-06/30) SR13	436	Salaried	5
(Waged 07/01-07/15) SR14	408	Waged	8
(Salaried: July) MR07	2,287		
		Void Checks Processed	
NOE's Approved		Salaried	5
Approve NOE's	404	Waged	8
NOE's Processed		**Replacement Checks Processed**	
(Additions, Deletions, Changes)	51	Salaried	5
Salaried	875	Waged	8
NOE's Processed		**Voided Direct Deposits**	
(Additions, Deletions, Changes)	5	Salaried	1
Waged	77	Waged	0
Payroll Adjustment Worksheets		**Salary Budget Transfer Forms Processed**	8
(Additions, Deletions, Changes)	14		
Salaried	48	**Hand Cut/PBK**	
Labor Distributions	0	Salaried	0
(Additions, Deletions, Changes)	0	Wages	1
Waged	0		
		Checks Processed	
Liabilities Processed		Salaried	291

Number of Employee		Deposits Processed	
ORP	21	Total Net	$ 596,817.91
Annuity	11		
Student Loans	6	Waged	312
United Way	1	Total Net	$ 84,158.31
Child Support	2		
IRS Levy	0	**Direct Deposit Processed**	
Withholding & FICA	4	Salaried	2,283
Met Life	1	Total Net	$ 5,880,681.55
Legal Judgement	1		
Social Security Administration	0	Waged	571
		Total Net	$ 143,650.64
Reports Processed			
Compass Bank Direct Deposit File	4		
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 a Student Activities World Cup event.
- Attended FAS Director's Meeting concerning IT projects.
- Conducted meeting with MAH FSM concerning staffing plan.
- Attended meeting with VP Elizondo and Director of Human Resources concerning staff incident.
- Attended meeting with PR team concerning the digital menu board content.
- Attended Employment Law Compliance Training.
- Conducted meeting with NAH Lead Cook over summer financials, fall budget, and operational plan.
- Attended Dining POS Meeting.
- Attended FAH TMAC Project Management Training.
- Attended PCI Overview Training Session with Merchants.
- Attended Consultants Initial meeting with PCI Team.
- Attended FAS TMAC Project Management Training Day 2.
- Attended MVC Installation & Content Review Meeting.
- Attended a Student Activities July 4th Celebration event.

PROJECTS IN PROGRESS:

- Others:
  - Adjusted pricing to top product mix items.
  - Cash handling procedures.
  - Contacted applicants chosen for interviews for cashier vacancy at Pecan.
  - Delivery system menu options and descriptions of products for Pecan.
  - Digital menu content pricing and product descriptions.
  - Health permit renewal at Tech for City of McAllen.
  - Interviews for work study.
  - IT project action plan.
  - Market place questionnaire for delivery system.
  - Market Place Questionnaire for future online ordering/ delivery service.
  - New revenue account for the tracking of orders for delivery system for Pecan.
  - NOEs for full-time temporary staff for FY19.
  - Participated in Student Activities event.
  - Peer Review Report.

- Pest Control RFP items.
- POS at MVC Snack Bar.
- Quote for RGV Hackathon Event.
- Snap Chat content on all their social media outlets to inform students of cafeteria information.
- Summer budget for Technology Café.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended EEOC training.
- Attended FAS Directors meeting.
- Attended meeting concerning Human Resources assistance
- Attended meeting pertaining request for additional surveillance cameras
- Attended meeting pertaining to emergency management
- Attended meeting SWOT analysis meeting.
- Attended meeting to discuss Department of Education case.
- Attended meeting to discuss expenses for shuttle bus equipment.
- Attended meeting to discuss Leadership training at the RCPSE.
- Attended meeting to discuss Legislative report for Campus Carry.
- Attended meeting to discuss police officer applicants.
- Attended meeting to discuss power outage at the Pecan campus.
- Attended meeting to discuss RCPSE Council member survey responses.
- Attended meeting to discuss revision of policy 6326.
- Attended meeting to discuss security guard crosswalk safety procedures.
- Attended meeting to discuss Texas Commission on Law Enforcement training
- Attended meeting to discuss Title IX investigation.
- Attended meeting to discuss wrapping of buses.
- Attended meeting with Border Patrol to discuss MOU for Leadership Training.
- Attended meeting with Director of Continuing Education regarding RCPSE courses.
- Attended meeting with Internal Auditor to discuss gas credit card procedures.
- Attended meeting with Planning and Construction to discuss RCPSE entrance gate.
- Attended parking software presentation.
- 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 Retreat.

PROJECTS IN PROGRESS:

- <u>Bond:</u>
  - Bond building surveillance camera issues.
- <u>Reports:</u>

- Border Patrol to discuss MOU for Leadership Training.
- Customs Border Protection RCPSE training.
- Human Resources online training sessions.
- Leadership training at the RCPSE.
- Legislative Report for Campus Carry.
- Parking citation appeals.
- Parking permit issuance management.
- Peer review analysis.
- Police procedures.
- RCPSE academy licensure.
- Regional Center for Public Safety Excellence (RCPSE) courses.
- Security guard crosswalk safety procedures.
- Training for Active Shooter Defense.

- Others:
  - Behavioral Intervention Team threat assessment.
  - Border Patrol training plan.
  - Budget transfer for equipment acquisition.
  - Campus Carry report required by the State.
  - College parking issues.
  - Customs Border Protection training plan.
  - Department of Education case.
  - Department risk assessment.
  - Expenses for shuttle bus equipment.
  - Faculty request for assistance.
  - Internal and external event security planning.
  - Internal Auditor and submit gas credit card procedures.
  - IT to review issues with surveillance camera installations.
  - Operations plan.
  - Overtime authorization requests.
  - Peer Analysis for FAS Directors meeting.
  - Personnel assignments.
  - Planning and Construction to discuss RCPSE entrance gate.
  - Police chiefs to discuss training at the RCPSE.
  - Police officer applicant applications.
  - Police reports.
  - Power outage at the Pecan campus.
  - Purchase order requests.
  - RCPSE Council member survey responses.
  - Research and Analysis to prepare RCPSE letter and survey.
  - Revision of policy 6326.
  - Shuttle bus maintenance.
  - SWOT analysis.
  - Title IX cases.
  - Title IX investigation.
  - Title IX Retreat documents.
  - Transportation services bus operation.
  - Travel requests.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended an EEOC training.

- Attended the Business Office FY2018 year-end meeting.
- Attended the following meetings: FAS Directors meetings, Banner 9 Updates; IT Projects, Bond Furniture, SWOT Analysis.
- Conducted a Staff meeting to updated staff on Banner 9 and conducted training for the Purchasing and Central Receiving staff.
- Meet with the External Auditor to discuss the various samples requested.
- Participated in a 2-day TMAC Project Management training.
- Participated in two demos related to electronic board packets.
- Review and negotiated changes to twenty-one vendor agreement/contracts.
- Reviewing and updating as needed Department procedures.

PROJECTS IN PROGRESS:

- The Purchasing Department processed four hundred sixty one (461) purchase orders, approved two hundred seventy (270) requisitions, disapproved eighty seven (87) requisitions, processed change orders for goods and services, completed twenty eight (28) travel authorizations, and one hundred forty eight (148) new/exiting vendor W-9 forms which were created or updated in Banner.
- Prepared the following Request for Proposals (RFQ/RFP):
  - RFQ 18-015 Bond Construction Building Plaques
  - RFQ 18-016 NAHC Bldg A – CLE Flooring Replacement
  - RFQ 18-017 Pecan Plaza 2601 Asbestos Abatement
  - RFP 18-19-1013 Mid Valley Campus – Covered Bus Drop Off Improvements
  - RFP 18-19-1009 Pest Control Services
  - RFP 18-19-1011 Syllabus Management Software
- Conducted Public Bid Openings for:
  - RFQ 18-015 2013 Bond Construction Building Plaques
  - RFQ 18-016 NAHC Bldg A CLE Flooring Replacement
  - RFQ 18-017 Pecan Plaza 2601 Asbestos Abatement
- The Fixed Assets Department is currently reviewing all assets purchased since July 1, 2018. The asset review process is as follows:
  - Approved eight hundred forty two (842) assets through July 15, 2018
  - Adjusted two hundred twenty one (221) assets in Banner for the month of July
  - Conducted the monthly inventory spot check for Library Books
- The Receiving Department complete five hundred ninety nine (599) deliveries (purchase orders and complimentary books) and eleven thousand seven hundred sixty nine (11,769) packages/boxes. Three hundred fifty nine (359) purchase orders were received and posted in Banner, sixteen thousand one hundred three (16,103) assets and/or boxes were transferred/relocated as per move/set up request forms, and forty nine (49) faculty/staff moves were completed in July.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Business Office/Cashiers - $1,484.60, Financial Aid Office - $1,671.71, Starr County Campus - $96.44, and Vice President for Academic Affairs - $315.68
  - A total of one hundred nineteen thousand seven hundred seventy three (119,773) copies were completed at the copy center for the month of July.
  - A total of thirty two thousand six hundred forty five (30,645) letters were mailed out and six hundred eighty two (682) letters were returned to South Texas College due to bad addresses.

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Presidents Administrative Staff Meeting.
- Attended Title IX Meetings.
- Attended Title IX Retreats.

- Attended Employment Law Compliance Trainings.
- Attended Texas Workforce Commission Telephone Hearing.
- Attended the FAS Director's meeting on Peer Review Survey.
- Attended the weekly PeopleAdmin reimplementation meeting.
- Attended the JobElephant Procedures meeting with staffing.
- Attended meeting with IT regarding the Staff/Faculty email automation.
- Attended JDXpert software kickoff meeting for new job description database.
- Attended FAS TMAC Project Management training, day one.
- Attended Time Clock Plus Audit Meeting.
- Attended Banner Users Group (BUGS) Meeting.
- Attended the BIT (Behavioral Intervention Team) Meeting.
- Attended the SWOT Analysis meeting for FAS Division.
- Attended July 2018 Finance, Audit, and Human Resources Board Committee Meeting.
- Attended July 2018 Board of Trustees Meeting.
- Met with Dean of Continuing, Professional and Workforce Education regarding Dual Enrollment CTE compensation review.
- Met with Vice President for Finance & Administrative Services, Vice President for IS&P, Chief Information Officer, and FAS Directors regarding information technology projects and updates.
- Met with Associate Director of Purchasing for Request for Qualifications review process on Recruitment Services for Administrative and Executive positions.
- Met with Employment Law Attorney via teleconference regarding logistics of upcoming EEO training.
- Met with Focus Group regarding Policy Management process.
- Met with Comptroller regarding personnel matters.
- Met with Title IX team for discussion of Title IX procedures and case reviews.
- Met with HR Support Staffing on updates and new processes and procedures.
- Met with Benefits & Payroll Manager regarding TRS reports, Fiscal Year end Roll, and status of Banner 9 issues.
- Met with CLE staff regarding NOE and payroll processing.
- Met with Employee Relations Officer regarding personnel matters.
- Met with Assistant Director of Human Resources regarding personnel matters.
- Hosted Employment Law Compliance Training for EEO mandatory training for admin/exec/dept chairs.
- Hosted Summer Enrollment Campus Visits
  - STARR Campus
    - Assisted over 29 employees with benefits changes and 403b and Texas Saver information.
  - MID Valley Campus
    - Assisted over 31 employees with benefits changes and 403b and Texas Saver information.
  - Pecan Campus
    - Assisted over 61 employees with benefits changes and 403b and Texas Saver information.

PROJECTS IN PROGRESS:

- <u>Reports:</u>
  - Administrative/Executive 2018-2019 Letter of Appointment.
  - Agreement for Release of Driver Records with Texas Department of Public Safety.
  - Annuity Fair flyers and coordination of logistics for event.
  - Benefits Specialist (Full Time Temporary) Search Committee Interviews.
  - Compensation setting for staff and faculty hiring proposals.
  - Distribution lists, user access, IT requirements and other preparations for FLAC.
  - EEOC Notice of Charge of Discrimination.
  - Faculty Credentials Process with interim Vice President for Academic Affairs.
  - FY 2019 Faculty Handbook.
  - LAR's Administrator statement for Vice President for Finance & Administrative Services.

- Live stream logistics of additional EEO trainings.
- New staffing procedures for resignation/termination notices.
- TCCTA request for FY2017-2018 new hire faculty and administrators.
- Vacancy report for August Board Committee meeting packet.

- IS&P Issues:
  - Opened 3 tickets.
  - Resolved 6 tickets.
- PeopleAdmin systems management:
  - Cases Opened: 6.
  - Cases Resolved: 3.
- Records management (Xtender scanning) project:
  - Currently scanning current faculty personnel/transcript files into BDMS.
- Report Development
  - Internal
    - 457 Report
    - ACA Benefits Review Report
    - 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
    - List of Supervisors for Benefits
    - MR07 July Reconciliation Report
    - New Hires – Faculty and Staff from Sept 1, 2017 to July 2018 for OPOD
    - New Hires Report
    - Report for Adjunct hours eligibility for TRS
    - Report of IS&P split-funded positions to Staffing
    - Retirees Hours Report
    - Texas Saver Report
    - TRS/TRW Report from July register for Benefits Staff
  - External
    - Department of Labor employee count at the Pecan Campus in July
    - LAR detailed report with totals by Restricted and Unrestricted, Faculty/Admin and Non-Instructional – Employee insurance elections as of July 2018
    - Monthly Department of Labor total employees in July

Staffing & Recruiting (Staff/Faculty)	
Advertisements placed (Faculty & Staff combined)	
Search Committees assigned/forms requested	36
Hiring Proposals reviewed & approved	44
Job Offers	26
New Hire Notifications	47 / 59
Vacancy Reports completed	2 / 0
Educational Supplements	5

Staffing & Faculty Staffing/Evaluation			
Positions Filled	19	Positions Posted	

Staffing & Faculty Staffing/Evaluation			
Resignations	28	Positions Cancelled	1
PeopleAdmin Sys. User Maintenance	14	Adjunct/Dual Credit Applications	45
Staff Email Accounts	10	Intent to Hire	
NOEs		*Adjunct*	18
Full Time Temporary	0	*Dual Credit*	12
Direct Wage	119	Lecturers	47
Trainer (PT)	66	Transcripts reviewed	165
Application Processing		Transcripts entered on database	85
Applications		NOE's	
Staff		*Adjunct*	230
Faculty	45	*Overload*	400
Part Time (DW/PT/AD)		*Dual Credit*	200
New Hires, Rehires, Transfers		Temporary Agency Employees	
Nepotism Review	53	*Request*	1
		Replacements	1
		Assignment Extensions	1

System/Staffing Support			
Position Requests w/ Job Descriptions	25	New Hire (E-Verify)	62
Positions		Audits *Accepted*	128
Posted	21	Audits *Rejected*	11
Re-Posted	1	Banner Updates (PEAEMPL)	69
Extended	8	Form I-9 Requests	2
Cancelled	3	Financial Aid Workstudy review	
		E-Verify TNC cases	
		Name Changes on I-9	1
		Form I-9 review	2
Records			
		Records(by page)	6022
		Files scanned & indexed	597
		New Hire folders prepared	
		Termed files prepared	
		Boxes to Record Retention	7

Employee Relations					
	FYTD	MTD		FYTD	MTD

Employee Relations					
DPS CCH Background Checks	926	77	TWC Claims	59	9
Fingerprints	343	12	Open Records Requests	21	3
DPS Driver Eligibility Checks	306	177			

Benefits & Payroll			
Benefits		Payroll	
New Hire Orientations	10	PDR Notifications	203
Internal Transfers	7	Direct Deposit Transactions	
Benefits Credits/Collections	7	*Full Time*	153
TRS Records reported	2545	*Direct Wage/Work Study*	27
TRS Prior Yrs of Svc Verifications	33	Resignations	
TexaSaver 457/403B Accounts	95	*Full Time*	11
Benefits Eligibility Review (ACA)		*Direct Wage/Work Study*	21
Faculty (Adjunct, Temporary)		Garnishments	76
Staff (Direct Wage, Part Time)	14	TXOAG Reporting	20
Exits		Under Hours/DOC Worksheets	6
Full Time	10	New Hires, Rehires, Transfers	80
Part Time	0	Name Changes	1
Retirees	3	Address Changes	7
FMLA Requests		Form W-4 Changes	9
New	11	Verification of Employment	
Closed	23	*Forms processed*	30
Workers Compensation Claims		*Letters sent*	1
New	3	*Phone Calls*	15
Closed	1	Cell Phone Stipends	
Tuition Reimbursement Applications		Adjunct Leave Forms	
Tuition Grant Applications		NOEs	
Employee	16	*Full Time*	20
Dependent	15	*Lecturer*	
Sick Leave Pool		*Direct Wage*	207
Enrollment		*Work Study*	1
Termed		*Adjunct*	55
Donations		*Overload*	256
SECC-State Charitable Deductions		*Dual Credit*	2
Letter/Appointment FT Regular Staff		*Trainers*	62
NOE's Staff Full Time Temporary		*Fac. Special Assignments, Other*	41
		Fac. Salary Retro-Pay Adj	

Benefits & Payroll			
Vacation Settlement worksheets	8	*Fac. Base Salary Pay-Off*	
		Full-time Regular Faculty Pay-Off	
		New Temporary Lecturers	
		Substitute NOEs	
		Assistant Chairs	
		Dual Enrollment Faculty	
		Educational Increase	
		Mini-mesters	
		Certification Stipend	
		PeopleAdmin Transactions	
		Approvals	3
		Hiring Proposals	16
		Payroll Worksheets	18
		Move Request Updates	43

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- 2013 Bond Furniture–attended meeting with staff, Broaddus & Associates, and HPG to discuss all pending furniture items.
- Attended EEOC Training.
- Attended FAS Directors meeting to discuss IT Projects and Peer Review Surveys.
- Attended FAS IT Projects meeting with IS&P staff.
- Attended FPC Senior Project manager interviews.
- Attended FPC staff meetings.
- Attended meeting to discuss 2013 Bond Expenditures.
- Attended meeting to discuss SWOT Analysis for FAS.
- Attended meeting to review Board Effects Demo.
- Attended meeting to review TASB Board Book Demo.
- Attended meeting to review use of athletic facilities for the Lincoln Middle School.
- Attended meeting with Broaddus and College staff to review B&A invoices.
- Attended meeting with staff to discuss compilation of emergency evacuation plans for new bond buildings.
- Attended PAS meeting.
- Attended review meetings of R&R expenditures.
- Attended testing session for new Move/Set-Up software.
- Attended the Texas Accessibility Standards Conference in Austin, TX.
- Attended training for EEOC compliance.
- Attended weekly Bond Program progress meetings with Broaddus & Associates.
- Met with purchasing department to discuss additional non-bond M&O requests.
- Mid Valley Building B Flooring Replacement-Participated in evaluations of vendors.
- Pecan Library Assessment-attended meeting with College staff and consultant to review assessment of library renovation options.

- Regional Center for Public Safety Excellence-attended meeting with College staff to review the Target Range grant status.
- Starr County Campus Health Professions and Sciences Building-attended meeting with staff, maintenance, and project designers to discuss departmental concerns.
- Starr County Campus HP&S Water Leak-attended disassembly/inspection of ruptured water heater.
- Starr County Campus Thermal Plant-attended conference call meeting with legal counsel to discuss chiller damages.
- Worked on revised fee adjustment information for Broaddus & Associates.

PROJECTS IN PROGRESS:

- District-Wide:
  - Building Plaques-worked on modifications to the plaque layouts; received proposals from four vendors.
  - College's DPS department on graphics for campus maps.
  - Furniture-reviewed pending furniture items, schedules, and punchlists.
  - Wage Scale Determination.
  - Wayfinding Signage-worked on updating plans for proposed sign locations.
- Mid Valley Campus:
  - Building A Rain Event-reviewed construction progress; prepared requisitions for remediation and repair work.
  - Covered Bus Drop Off-worked on final drawings.
  - Drawing files for new data lines provided to Esperanza Clinic.
  - Library-worked on additional data drops for computer labs.
  - Parking and Site Improvements-reviewed pending items on punchlist from Broaddus & Associates and pending landscape and irrigation items by Skanska.
  - Proposals for water damage remediation, rebuild, and carpet replacement.
  - Student Services Information Desks-worked on installation process.
  - Wayfinding signage as-builts on site.
- Nursing and Allied Health Campus:
  - CLE Area-flooring replacement; contract was executed; worked on Notice to Proceed.
  - Installation of the information desk.
- Pecan Campus:
  - Athletic Field Enclosure-attended meeting with engineer to review scope and request design proposal.
  - H&D Renovations–participated in the evaluations of the RFQ for Architectural Services.
  - Pecan Plaza GED Testing Center-worked on new layout and forwarded for review and comment.
  - SAB-worked on additional data drops for computer labs.
  - Thermal Plant-worked on documentation needed for chiller fire incident.
  - X Sign–New Logo sign installed.
- Regional Center for Public Safety Excellence:
  - Monument Sign–provided civil drawings; approved shop drawings, sent information to PR department for grand opening.
  - Site visit, furniture arrived this week.
  - Target Range–participated in the evaluations of the RFQ for Environmental Services.
  - Worked Grants Department on budget for possible gas training project.
- Starr County Campus:
  - Building E & J Crisis Management Emergency Generator-worked change order request for gas line service approved.
  - Student Services Building-worked on drawings for store front doors to the facility.
- Technology Campus:
  - Technology Campus Fire Sprinkler Replacement-worked on construction issues with project team.
- Others:
  - Additional M&O FFE requests.

- Building plaque layouts to request pricing.
- CIP, and Renewal and Replacement construction budgets with staff.
- Construction Material testing lab reports and invoices.
- Contract for asbestos consulting services.
- Develop plans for flooring replacement projects.
- Field reports from Garland Roofing for roof installation progress.
- Final pay applications for various projects.
- Flooding issues at Pecan Campus Park and Ride parking lot.
- FPC Peer Review Survey to other Texas colleges.
- FPC staff job descriptions.
- Invoices, proposals, agreements, and additional services from various Architects, Engineers, consultants, and CM@R companies.
- July Facilities Committee Agenda and packet.
- June Facilities Committee packet.
- Presentation for the locations of the construction projects as part of the FY18-19 construction budgets.
- PSJA Lease agreement and updated plan.
- Renewal and Replacement quotes from Operations and Maintenance.
- Risk Assessment for the FPC Department.
- Sole source agreement for Owner-Insite software.
- Space Modification Requests and Move Requests.
- Wage Rate Study update agreement from Broaddus & Associates for use by Hidalgo County.
- Warranty requests for various bond projects.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended MVC 1 Year Thermal Plant Warranty Walk Through.
  - Attended MVC Building A CLE and Construction Site Improvements Inspection.
  - Attended Johnson Controls Meeting with Mike.
  - Attended Siemens Meeting.
  - Attended South Texas College SWOT Analysis Meeting.
  - Attended South Texas College 2013 Bond Construction Program Planning Meeting.
  - Attended TECH 1 Year Warranty Walk through.
- Other Meetings:
  - Attended an EMS Follow Up Demo Meeting.
  - Attended Employee Law Compliance Training.
  - Attended Facility Maintenance & Information Technology Projects Review.
  - Attended FAS Directors' Meeting.
  - Attended FAS TMAC Project Management Training.
  - Attended meeting with Chuy Ramirez Law Firm.
  - Attended July Board of Trustees Meeting.
  - Attended the Facilities Committee Meeting.
  - Attended the Finance Committee Meeting.
  - Attended the President's Administrative Staff Meeting.
  - Attended TouchNet OneCard VIP Software Demo.
  - Conducted FPC Senior Project Manager Interviews.
  - Held Conference Call with Chuy Ramirez Law Firm Regarding Starr Chillers.
  - Held the FOM Managers' Meeting.

PROJECTS IN PROGRESS:

- Operations Contract Department

- Pecan
  - Assessment of buildings from roofing company after severe weather caused leaks.
  - Quotes for fire sprinkler and fire alarm devices for space modification.
  - Quotes from TLC for irrigation issues.
- Starr
  - Assessment of buildings from roofing company after severe weather caused leaks.
  - Fire panels to cellular monitoring.
  - Quotes from TLC for irrigation issues.
- Tech
  - Quote for irrigation main line leak.
  - Repaired fire suppression leak.
- Mid Valley
  - Soccer field by American Fencing.
- Nursing & Allied Health
  - Addition of the new building to grease trap service.
- District Wide
  - Pest control issues and equipment rentals.

- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	285	$21,076.74
Electrical	149	$14,321.50
Energy Management	134	$26,511.15
HVAC	563	$15,090.04
Locksmith	128	$8,776.97
Painting	29	$1,587.57
Plumbing	130	$1,395.76
Plant Services		$516.02
Total Cost		**$88,759.73**
General Maintenance	7	
Total Work Orders	**1,425**	

- Custodial Department

Set-Ups	197
Moves/Relocations	48

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Banner 9 training session held by the Purchasing Department.
- Attended EEOC workshop.
- Attended Employment Law Compliance Training.
- Attended FAS IT Project meeting.
- Attended Focus Group Meeting for Policy Management Program.
- Attended hiring committee for Dean of Institutional Research, Effectiveness, and Strategy.
- Attended IIA Root Cause Analysis seminar.
- Attended meeting with ARC Director regarding move/set up recommendations.
- Attended meeting with college staff regarding STC Enterprise Center.
- Attended meeting with Mid-Valley Campus Administrator to discuss and review risk assessment.
- Attended meeting with VPFAS and ARC Director to discuss ERM Committees and ERM Program.
- Attended meeting with VPFAS and staff to discuss and review bond procedures.

- Attended meeting with VPFAS to discuss Title IX Retreat agenda.
- Attended meeting with VPFAS, ARC Director, Compliance Manager, and ARC Support Specialist regarding Policy Management Program.
- Attended meeting with VPFAS, Comptroller, and Purchasing director to discuss Travel project.
- Attended President's Administrative Staff meeting.
- Attended the TouchNet Parking Permit Software Demo.
- Attended Title IX Meeting with Title IX Coordinator and Title IX Deputy Coordinator.
- Attended Title IX Retreat.
- Conducted interviews as member of hiring committee for EHS Manager position.
- Conference call with Academic Affairs in regards to the Policy Inventory List.
- Conference call with the Director of Facilities Operation and Maintenance on the Policy Inventory List.
- Held conference meeting with Compliance Manager, ARC Specialist, IT Department, and PowerDMS for policy management demo.
- Held discussions with Affinity Insurance and STC personnel regarding student insurance.
- Held discussions with Director and Assistant Director of Facilities Operations & Maintenance regarding safety issue on Pecan Campus.
- Held discussions with Facilities Planning & Construction regarding certificates of substantial completion.
- Held discussions with Human Resources and Facilities Planning & Construction regarding new space management software.
- Held discussions with Maverick and Academic Affairs personnel regarding new bins and location.
- Held discussions with Maverick regarding placement of new bins, locations, and invoicing.
- Held discussions with Montalvo Insurance regarding Mid-Valley Campus insurance claim.
- Held discussions with NAH, Workforce Training, and Business Office regarding student insurance enrollment.
- Held discussions with TASB Emergency Management & School Security Consultant regarding COOP Plan Template.
- Held meeting with Accountability Assistant to discuss and review red flag guidelines and requirements.
- Held meeting with ARC Specialist and Director of Grant Development, Management, and Compliance for Policy Inventory pending acknowledgement.
- Held meeting with ARC Specialist, Internal Audits, Student Financial Services, CPWE, and Academic Affairs for Policy Inventory pending acknowledgement.
- Held meeting with Associate Director of Purchasing on Power DMS.
- Held meeting with Client Services Analyst III regarding move/set up online system.
- Held meeting with Facilities Planning & Construction Project Manager regarding flood zones.
- Held meeting with Risk Manager to discuss various items pertaining to Maverick Shredding.
- Held meetings on various occasions with college staff regarding testing of move/setup online system.
- Held various discussions with Montalvo Insurance Agency regarding flood insurance claim.
- With Applications Analyst II regarding move/set up process.
- With College President to discuss and review risk assessment.
- With ECHS Coordinator to discuss departmental handbook and procedures.
- With VPFAS to discuss various items pertaining to insurance claim.

PROJECTS IN PROGRESS:

- <u>Insurances:</u>
  - Affiliate letters.
  - Flood deductibles for Mid Valley Campus Building A over the last 5 years.
  - Information for Hartford adjusters.
  - Insurance claim items for VPFAS and Legal Counsel.
  - Insurance information for July 2018 Board meeting.
  - Mid-Valley Campus insurance claim.

- Property Schedule with flood zones and associated flood deductibles.
- Student insurance link on STC website.
- TASB cancellation letter.

- <u>Policies:</u>
  - Policy Management Program Guidelines, worked on T-Chart Roles, worked on Policy Inventory List-Emailed Pending Policy Owners, worked on Next Focus Group Meeting, updated Future Flowchart, Worked on Gantt chart, and presentation.
- <u>Reports:</u>
  - Accountability, risk management, and compliance programs of other schools.
  - Banner Workflow for Records Management related requests.
  - Boxes to retention center.
  - Capstone guidelines.
  - Driving safety trainings via TASB for Police Department.
  - Dual credit update on guidelines.
  - ERM committees and Risk Appetite Statements.
  - FAS and IT project SharePoint action plans.
  - Focus Group Meeting Packets.
  - Maverick bin location list.
  - Move/Set up Request Manual.
  - Public Relations request to update guidelines.
  - Reconciling FY2018 financial records.
  - Red Flags Identity Theft Program, researched government sources, reviewed other Higher Ed programs, reviewed current guidelines to identity deficient areas, developed compliance checklist, and created outline for draft procedures.
  - Risk Management internal procedures.
  - Summary on STC Enterprise Center.
  - Title IX action plan, action plan packet, committee packet, pending items, and retreat packets.
  - Travel documents.

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	8/18/2018
SUBJECT:	ACTIVITY REPORT FOR JULY 1, 2018 THROUGH JULY 31, 2018

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

- Met with Royal Technologies, process engineer, to discuss shop needs for their shop and what is expected from our students. – Tuesday, July 10th
- Discussed Risk Assessment file with Project Manager from VPAA's office. – Wednesday, July 11th
- Attended meeting with Director for Institutional Effectiveness, Assessment & Accreditation and rest of the team at the Division to the Office of Institutional Research, Effectiveness and Strategic Planning to plan for the SACSCOC summer Institute and discussed which sessions the team needed to attend. – Wednesday, July 11th
- Visited Business Administration Careers Program Chair to get updates on the program – Monday, July 16th
- Met with HVAC instructor to review the Educational Partnership Contract with Daikin Company. Daikin will provide equipment for program to use. – Monday, July 16th
- Visited the Regional Center for Public Safety Excellence (RCPSE) – Monday, July 16th
- Attended the Community College Policy Summit: A Convening for South Texas Legislators. – Monday, July 16th
- Attended the Community College Policy Summit: A Convening for South Texas Legislators. – Monday, July 17th
- Participated in the Summer Leadership Institute Interns – Campus Tour of the Technology Campus – Wednesday, July 18th
- Attended the Employment Law Compliance Training held at Pecan Campus – Thursday, July 19th
- Attended meeting with Interim Administrator for Curriculum and Student Learning to discuss the "Credit from Non-Regionally Accredited Schools" and next steps. – Thursday, July 19th
- Attended the STC SWOT Analysis held at Pecan Campus. – Friday, July 20th
- Attended the Technology Association Planning Meeting (IT Sector Partnership). – Friday, July 20th
- Attended the President's Administrative Staff Meeting held at Pecan Campus. – Friday, July 20th
- Attended the STC Enterprise Center meeting held at Pecan Campus on Monday, July 23rd
- Attended the Comprehensive Plan Retreat held at Pecan Campus on Monday, July 23rd
- Participated in the Search Committee Meeting on Wednesday, July 25th
- Met with Dean of Continuing Professional and Workforce Education and Law Enforcement instructor to discuss Curriculum Development for new CE Law Enforcement courses on Thursday, July 26th

- Attended the meeting with Desi Holmes, Director – Apprenticeship Texas, TWC & Troy Johnson, DOL at the Technology Campus on Thursday, July 26th
- Held the Business, Public Safety & Technology Program Chair Meeting to discuss enrollment, advisory committee meetings, faculty hiring, JagPRIDE, apprenticeships and information from administrative staff meetings
- Attended the TWC Commissioner to visit STC Festo Lab at the Technology Campus on Friday, July 27th

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY PROGRAM CHAIR:

- Met with Royal Technologies, process engineer/plant manager to discuss shop needs for their shop, and what is expected from our students. – Tuesday, July 17th
- Attended the Employment Law Compliance Training at Pecan Campus. – Thursday, July 19th
- Attended the STC SWOT Analysis team, meeting to brainstorm ideas and create document. – Friday, July 20th
- Attended the SACSCOC summer institute from Monday, July 23-25th
- Attended PASS redesign meeting at Pecan Campus on Friday, July 27th
- Began planning for Manufacturing Days in October on Friday, July 27th

FACULTY AND PROGRAM CHAIRS ACTIVITIES
ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY:

- AEDT Summer Camp II, ArchiAdventure began for the Vanguard School District on Monday, July 9, 2018 and ran through Friday, July 20, 2018. About 32 middle school students attended and experienced 3D Printing, Laser Cutting, and Virtual/Augmented Reality.
- End of Camp Exhibit was held on Friday, July 20th
- Met with Chamber of Commerce for the Inventor Project on Thursday, July 12, 2018. AEDT Faculty worked on the prototype for the new project.

DESIGN & BUILDING TECHNOLOGY:

- Attended the McAllen Chamber of Commerce project development meeting. July 12, 2018.
- Instructor attended Habitat for Humanity Board meeting on Thursday, July 19, 2018 held in Weslaco, RGV Partnership Board Room.
- Interim Program Chair attended SWOT Analysis.
- HVAC instructor met with Perry Mechanical Reps. on Thursday July 17, 2018 to discuss spacing for new DAIKIN lab.
- Attended teleconference with Construction Supervision instructor, IAM Training Specialist, and Representative of TACCA to discuss HVAC&R symposium and discussion panel. Is tentatively set for September 28, 2018 from 9:00 am-4:00 pm.
- Construction Supervision instructor attended the EEOC training held on Thursday, July 19th
- Construction Supervision instructor attended the Habitat for Humanity Board meeting on Thursday, July 19th held at RGV Partnership Board Room in Weslaco.
- Met with HVACR Program Coordinator regarding potential of future Daikin lab. Followed up with representative of Daikin regarding clarification of contract items. – Tuesday, July 24-26th
- HVAC Program Coordinator is working with IAM for TACCA HVAC Seminar on October 19th

LIBERAL ARTS AND SOCIAL SCIENCES
DR. MARGARETHA BISCHOFF - DEAN

DIVISION DEAN UPDATES:

- Members of Ballet Folklórico South Texas College traveled to Orlando, Florida to perform at Walt Disney World on July 9, 2018. After being selected through a competitive process based on the quality of work and uniqueness, BFSTC represented the Rio Grande Valley, its community, and South Texas College in an energetic and radiant performance for spectators to enjoy. Our gratitude goes out to Dr. Juan Ramirez, who made himself available last minute to escort the group on this trip, and of course, Adolfo Salinas, who not only takes care all the logistics to get the group where they need to be, but he is also the Artistic Director, and a performer with the Ballet Folklórico. In addition, an honorable mention to Mr. Victor Gomez, Director of the Ballet, whose hard work does not go unnoticed, as his vision to expose the students and STC, allows for performances such as this one to be made possible.

- The Dean participated in Study Abroad in Salamanca from July 9 to July 20. This was an excellent opportunity to experience this well thought out and informative program, in which 30 participating faculty (dual enrollment and full time STC faculty) go through a comprehensive curriculum. Spanish is the only spoken language in the lectures and excursions, participants are exposed to many cultural, and language arts facts and artifacts, that can help them show our Mexican American students where the heritage of their language and culture originated.
- The University had their 800-year anniversary since it was established in 1218. Some of the classrooms we occupied still had an ancient feel, with stonewalls keeping the temperatures cool and technology affixed to 13th century structures. The first lectures were given in such a classroom and described upcoming excursions to some churches and monasteries with significance in the development of the Spanish language.
- The first excursion was a 2 hour afternoon trip into the Northern Spain mountains to a place called Miranda del Castañar where the group visited a 13th century church with authentic art.

- The next day, the group stayed in "town" and visited the "Casa de las Conchas", which contains the public library but a beautiful ceiling mural depicting the constellations.

- The two people without whom there would not be a successful program: Delia Magdaleno and Pattie Ballinger and the view from the restaurant on the old Salamanca cathedral during our "welcome dinner".
- For the Cuisine ad typical food segment, the University had chosen an excursion to a pig-processing farm, which showed how the traditional Iberian ham is processed and the many delicious sausages that the region delivers. While one needed a strong stomach initially, the conclusion buffet where we could all taste what we had seen produced made us all forget the not so attractive phases in the process.
- For the weekend, a culture filled trip was planned and the group travelled five hours north east to visit famous cities such as Valladolid (see monastery and ceiling and floor below), the monastery San Millan de la Cogolla, (where the first traces of the Spanish Language are stored) (see pictures of Queen Isabella), and the Santo Domingo de Silos cathedral in Burgos, where a hen and a rooster permanently occupy one of the rooms. This is based on a miracle on the road to Santiago de Compostela, a famous pilgrimage route still followed by many as evidenced by numerous backpacked travelers "on the way to Satiago de Compostela" from far destinations such as Paris.

- Ceilings and floors caught our eyes in this Valladolid monastery.

- A not well-known fact is that Queen Isabella of Spain was instrumental in emphasizing and cultivating the importance of the Spanish language as the plaque indicates.
- The church holds a hen house for a rooster and a hen in honor of a miracle that claims a chicken and a hen came to life after a hung man came to life, all accomplished by Santo Domingo.

- The following week was spent with other Study Abroad Groups and the group was introduced to the Rector of the University and attended a conference "Traces of Spanish in different countries. A very interesting lecture on the loss of some Spanish words to make way for others made us realize how time and generations change culture and even language. We also got a better understanding how certain words in Mexico are different than in Spain such as the word carro vs. coche. Research based projects are on the way to indicate this in dictionaries. Another lecture was on romantic poetry and several members of the group read aloud the emotional kind of poetry that seems to touch the heart. There was a conference with press members who discussed current matters in Spain, such as the recent failed attempt to separate the province Castille from Spain and there was a dinner in the courtyard of the building where the faculty for International Studies is housed. Overall, it was a very well filled and informative time for every participant. My sincere thanks go to the pillars of this program: Delia Magdaleno, Pattie Ballinger, Juan Silva, and Hector Villarreal, and my sincere admiration goes to the participants, who relentlessly listened, took notes, absorbed knowledge, and stayed positive throughout even when exhaustion must have hit from time to time. Thanks to the respect our Delia Magdaleno has built over the years with this ancient University, they offer a program that truly contributes to how and with what passion our communities will receive their education.
- Updating of the Mid Valley Child Development Center Employee Handbook.
- An upcoming presentation for CASP was discussed with Mr. Florinda Rodriguez, Chair of the Developmental English and Reading departments.
- A Fall enrollment meeting was organized showing us what courses were needed at what times and at what place because some of the offerings had closed.
- A farewell party was organized for Darcie Cather, who will move out of state to take on a position as Dean of Pathways. Ms. Cather has helped us tremendously with many Professional Development innovations such as an on-line track system of completed workshops and seminars.

- A Chair Leadership Meeting was held to inform the chairs of new developments such as Learning Objective result recording, statewide challenges brought upon us by the legislature, hiring procedures and paperwork needed, the HSI grant, etc.
- The LASS division received the bad news that our well-anticipated Personal Trainer certificate cannot be offered until Fall of 2019 because the appropriate approvals had not been obtained from the Board of Education and SACS. The new certificate was a potential successful degree with regards to graduation numbers and financial benefits, which will now not be realized until a year from now. The department fears a loss of reputation as well because after extensive marketing and recruiting efforts, about 30 students had to be approached to notify them that their 3 classes were canceled. While no one presently involved in Curriculum and Program Review can be held accountable, we are hoping that departments can be more involved in the decision on what approval (significant departure (prospectus needed) or new award (only notification needed)) is going to be requested as to avoid such disappointments in the future.
- El Norte De Castilla Newspaper in Salamanca featured the Study abroad group were faculty go through a comprehensive curriculum.

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

DIVISION DEAN & ASSISTANT DEAN REPORT:

- Dean, Math & Science Assistant Dean/Program Chair, Mid-Valley Site Coordinator, Biology Program Chair met to discuss office allocations for the Mid-Valley Campus; July 6th
- Dean, Math & Science Assistant Dean/Program Chair, Biology Program Chair, Administrator for High School Programs, Biology Lab Coordinator, and Hidalgo ISD staff met to discuss Dual Credit and Biology Program Equipment and Consumables needs at Hidalgo High School
- Dean, Assistant Dean for Bachelor Programs, IE Project Manager, and Academic Affairs Project Managers held interviews for the MSB Project Manager position, July 9th & 10th
- Dean, Assistant Dean for Bachelor Programs, Assistant Dean for Math & Science met with Public Relation's web designers to discuss the redesign of the Bachelor's, Math & Science, and Division websites, July 10th
- Dean attended TAMUK College of Engineering Leadership Board meeting in Kingsville, TX, July 11th
- Participated in conference call related to the Texas Regional STEM Degree Accelerator grant, July 13th
- Dean attended Community College Policy Summit Meeting and Reception, July 16th and 17th
- Dean, Math and Science Assistant Dean, and Bachelor Programs Assistant Dean participated in the SWOT meeting to help STC identify strengths, weaknesses, opportunities, and threats.
- Dean, Math and Science Assistant Dean, and Bachelor Programs Assistant Dean interviewed finalists for the Division Project Manager position, July 18th and 19th
- Dean, Math and Science Assistant Dean, and Bachelor Programs Assistant Dean attended EEOC training, July 18th
- Dean, Assistant Dean for Bachelor Programs attended the ribbon cutting for Pan de Vida Scholarship, July 18th
- Dean participated in the promotion recording for the upcoming Channel 4 Bachelors Open House to be held August 4, 2018, July 20th
- Dean attended in Technology Association Planning meeting regarding IT Sector Partnership, July 20th
- Dean, Math and Science Assistant Dean, and Bachelor Programs Assistant Dean participated in Comprehensive Plan Retreat. The Division accomplishments and 2018-2019 priorities were reviewed; July 23rd
- Dean met with University Relations Administrative Assistant to review articulation agreements, July 23rd

- Dean, Math and Science Assistant Dean, and Bachelor Programs Assistant Dean met to review the draft version of the Division Convocation PowerPoint. The data was reviewed and recommendations for changes were made; July 25th
- Dean, Assistant Dean for Bachelor Programs, MHSM Program Chair met with NAH faculty to discuss traditional courses (HITT-1255 Statistics & HITT-1305 Medical Terminology) being transitioned into Competency-Based, July 25th
- Dean participated in walk through of Sail Building in Edcouch Elsa, July 26th
- Dean, CITP Academic Coach attended the Starr County Campus Dual Credit Program Information Session, July 27th

BACHELOR PROGRAMS ASSISTANT DEAN/BASOL PROGRAM:

- Assistant Dean for Bachelor Programs and Program Chair – Technology Management attended the Technology Management Competency-Based Course review, July 2nd
- Assistant Dean for Bachelor Programs held adjunct faculty interviews, July 11th
- Assistant Dean for Bachelor Programs participated in the 2018 CBExchange Planning Committee meeting, July 11th
- Assistant Dean for Bachelor Programs participated in the Bachelor Open House planning meeting scheduled for August 4th, 2018, July 11th
- Assistant Dean for Bachelor Programs, MHSM Program Chair, Distance Learning Instructional Designers, and TAB Grant Director met to review the MHSM courses being converted into Competency-Based Education timeline, July 11th
- Assistant Dean for Bachelor Programs, TMGT Program Chair and faculty, Distance Learning Instructional Designers, and TAB grant director met to review the TMGT courses being converted into Competency-Based Education, July 11th
- Assistant Dean for Bachelor Programs attended and participated in the Competency-Based Education and AACRAO Collaboratory #3 Comprehensive Learner Record held in Washington, D.C., July 12th -13th
- Participated in the 2018 CBExchange Hospitality committee meeting, July 17th
- Conducted a one-on-one review of the Upper-Level ORGL4351 course transitioning into Competency-Based, July 18th
- Attended the pre-celebration graduation dinner with Summer I Capstone students, July 18th
- Attended the Prior Learning Assessment meeting, July 19th
- Meeting with Curriculum and Student Learning to discuss bachelor course naming, core courses, and the upcoming upper-level CBE courses, July 20th
- Meeting to discuss the design and access for the new Bachelor Program's shared drive, July 20th
- Conducted a one-on-one review of the BASOL Upper-Level course ORGL4342, July 23rd
- Participated in the Blackboard-JagNet Final Grades Integration Pilot, July 24th
- Conducted a one-on-one review of the BASOL Upper-Level course ORGL3311, July 24th
- Conducted a one-on-one review of the BASOL Upper-Level course ORGL4341, July 25th
- Assistant Dean for Bachelor Programs participated in the CollegeNet – Series 25 web demo, July 26th
- Assistant Dean for Bachelor Programs attended the COAT meeting, July 26th
- Conducted a one-on-one review of the BASOL Upper-Level course ORGL3331 & ORGL3321, July 27th
- Program Chair and Assistant Dean met to review the TMGT SACSCOC-Lumen Grant courses, July 24th

MATH & SCIENCE ASSISTANT DEAN/PHYSICAL SCIENCES:

- Meeting to discuss updates to the Chemical Hygiene Plan, July 3rd
- Completed and submitted the applications for Chemistry adjuncts for the Summer II term, July 2nd
- Summer II faculty assignments were completed, July 6th

- The Engineering Program collaborated with the McAllen Public Utility to conduct a week long Waterbotics Summer Camp at the Pecan Campus. The twenty (20) Waterbotics camp participants ranged in age from 11 to 15 years and were selected from 50 applicants. The participating students were assigned to teams that were challenged to design robots to complete a series of four missions each with increasing complexity. The missions included maneuvering robots on the surface and beneath the surface of the water complete challenging tasks. July 9 –July 13th

- Meeting with new adjunct faculty to discuss department expectations and to provide training on the use of OWL and Blackboard, July 9th
- Assistant Dean met with Division Senior Administrative Assistant and Bachelor Programs Administrative Assistant to finalize the Division Organizational Chart; July12th
- Assistant Dean participated in the Faculty of the Year Selection Committee, July 16th
- Program Chair, Chemistry Assistant Chair, and Education faculty interviewed prospective Robert Vela Dual Credit faculty, July 16th
- Submitted contact information updates for the Chemistry, Engineering, and Physics websites. Assistant Dean reviewed and analyzed Division enrollment, graduation, and retention numbers in preparation for Division Convocation, July 21st
- Attended the COAT meeting to review the process that would be used to measure CORE objectives beginning Fall 2018; July 26th
- Attended College Net Series 25 Online Demo reviewing the benefits of using their product for course scheduling.
- Continued to work on the Division Convocation PowerPoint. The final version is nearly complete.

UNIVERSITY RELATIONS AND ARTICULATION CENTER:

- Met with Adolfo Santos, Vice Provost of the Texas A&M University McAllen Higher Education Center, July 2nd
- Worked on materials for the updated University Relations webpage so that when we are trained on updating it they can be plugged in.
- Worked on gathering materials for the procedure manual.
- Participated in a training offered by Public Relations on how to update the University Relations website and its new format, July 10th
- Worked on uploading materials into the new University Relations website, July 11th to July 13th
- Participated in interview for the Culinary Arts department, July 11th
- Presented to the Summer Leadership Institute Interns about the services offered by the University Relations office, and provided answers to some of the frequently asked questions related to transfer, July 12th
- Attended conference calls and transition meetings related to the Texas Regional STEM Degree Accelerator grant
- Worked on Articulations and Memorandums of Understanding. Sent documents to Academic Grants and Project Manager for review.
- Participated in conference call regarding healthcare Hackathon event.
- Attended meeting with TRSDA IT Sector Partnership champions regarding Technology Association planning meeting

LA JOYA HIGHER EDUCATION CENTER
DR. RENE ZUNIGA – SITE COORDINATOR

CENTER ACTIVITIES:

- Coordinator met with April Castaneda and Larry Barroso to discuss details of the Registration Round-Up at La Joya, July 13th
- Dr. Petrosian, provided an update on the South Texas College Higher Education Center at La Joya to the Education and Workforce Development Committee Meeting, July 10th
- Coordinator met with STC staff and La Joya ISD to discuss details of the Registration Round-Up at La Joya, July 31st

HISPANIC SERVING INSTITUTE (HSI)
YOLONDA JARAMILLO - GRANT DIRECTOR/PRINCIPAL INVESTIGATOR

TITLE V GRANT & PROJECTS:

Component 1

➢ **Active Learning Classrooms/Training Rooms**

- Continued collaboration with Planning and Construction, Business Office, Purchasing, ET and IT to upgrade the following ALCs to the Tier 2 Design by the close of the Year 4 fiscal year, September 30, 2018:
  - Mid-Valley G121
  - Pecan T1.506
  - Starr E2.104
- Continued collaboration with Planning and Construction, Business Office, Purchasing, ET and IT to leverage M&O approved funding to upgrade the following Pecan bond classrooms:
  - Upgrade P1.114 from a Tier 1 ALC to a Tier 2 (AV expansion)
  - Upgrade Y2.101 from a Tier 1 ALC to a Tier 2 (AV expansion)
  - Fully upgrade P2.114 from a standard classroom to a Tier 2 ALC

  The original grant proposal detailed two types of Active Learning Classrooms (ALCs), but over the course of the grant, qualitative data indicated that both faculty and students preferred the Tier 2 design that offers better flexibility and technology options. Careful budgeting and planning will enable to college to utilize the remainder of grant and M&O funding to surpass the original goal and provide each campus the highest level active learning classrooms available at STC. In addition, these spaces when not scheduled for classes double as training rooms for students, staff and faculty, improving their efficiency of use.
- Completed ALC scheduling for summer courses and have started on fall 2018 courses.
- Planning Year 5 ALC upgrades to NAH A3.422 and two new ALCs at the Mid-Valley and Pecan Campuses.

➢ **FOCUS Academy**

- The total number of graduates thus far is 258, 90% of the Year 5 (October 1, 2018 – September 30, 2019) summative goal of 288. Fall 2018 FOCUS Academy will be held at the NAH campus on Wednesday mornings to accommodate the unique needs of that division. Currently there are 20 NAH faculty members registered.

Component 2

➢ **Redesign and Expansion of Faculty Advising**

- Collaborated with the Faculty Advising Coordinator to further organize documentation of Faculty Advising Certification for targeted recruitment efforts and Department of Education reporting. At this time, 342 faculty members are trained and certified. This is 22% above the Year 5 (October 1, 2018 – September 30, 2019) summative goal of 280. The Lead Faculty Advisors have been instrumental in the success of this program.
- Revising curriculum and online modules in preparation for fall training.
- Completed participant completion tracking by grant year for each division.
- Completed tracking of students receiving faculty advising for APR reporting.

Component 3

➢ **Enhancement of Technology Infrastructure**

- Developing faculty special assignment to improve enrollment in NAH remote delivery courses to the Starr County Campus. In addition, courses outside the NAH division will be offered in the areas of Business Administration and Philosophy. Historically, the selected courses have not met enrollment criteria and subsequently have not been offered. Coordination with Distance Learning and Educational Technology is underway to ensure high quality instruction and support.
- Met with the Starr County Administrator to review the progress of fall 2017 and spring 2018 remote delivery courses. The enrollment numbers are as follows:
  - Fall 2017
    - EMSP1371.GZ1 (8)
    - OTHA1305.GZ1 (5)
  - Spring 2018
    - OTHA1305.GZ1 (5)
    - PTHA1409.GZ1 (5)
  - Fall 2018
    - EMSP1371.GZ1 (0)
    - OTHA1305.GZ1 (0)
    - PTHA1409.GZ1 (0)
    - PHIL2306.GZ1 (3)
    - PHIL2303.GZ1 (1)
    - PHIL2307.GZ1 (1)
- The stipend faculty member tasked with remote course delivery was hired in June and is working to promote offering for fall 2018.
- Planning Blackboard Collaborate Training for Philosophy instructors.

MANAGEMENT/COMPLIANCE:

➢ **Department of Education**

- Pending response on the status of the DHSI Supplemental Grant Award proposal that was submitted in May. The DHSI Supplemental Grant Award aligns with the current Title V and focuses on student financial literacy education and training. If awarded, the college would receive an additional $115,722 to fund staffing to implement programming at each campus. The funding time frame is Year 5 (October 1, 2018 – September 30, 2019). This

was a collaborative effort between Financial Aid, Student Activities, and the Grant Development, Management and Compliance Office.

- Continued effort to complete the revised Annual Progress Report (APR). Technical concerns have been shared with DOE IT team. The ability to save and retrieve inputted data was resolved.
- In compliance with new Department of Education inventory documentation guidelines, all grant funded items are in the process of a physical inventory, improved reporting documentation, updating internal documentation systems, Banner and Argos. The process is 70% complete.
- Collaborating with RAS and contributing departments to further glean the APR data.
- Revised amendment for salary carryover funds in alignment with Business Office protocols.
- Planning a phone conference with Program Officer to review the grant status and amendment request.

➢ **South Texas College**

- Completed internal financial audit for the remainder of Year 4
- Revising inventory documentation to comply with updated DOE regulations.

HIGHLIGHTS

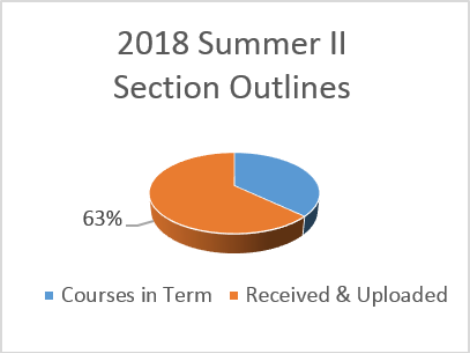
- Submitted the Annual Progress Report(APR) to the Department of Education on July 25th

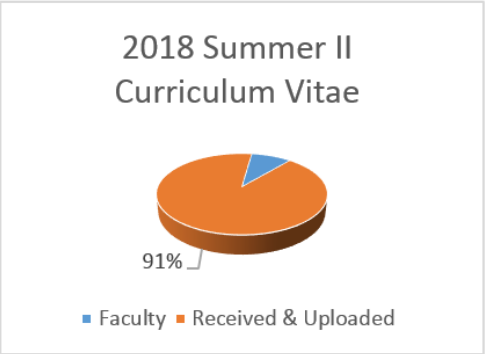
CURRICULUM AND STUDENT LEARNING
DR. MURAD ODEH - INTERIM ADMINISTRATOR

CURRICULUM INTERIM ADMINISTRATOR:

- Attended a Texas a Texas Completes Team Lead call with Jamie Posey from Lone Star College.
- Conference call with CollegeNet Series25 regarding schedule and space management. An online demo is being arrange to explore the advantages & disadvantages of the software.
- Meeting with academic leadership for discussion regarding Student Evaluation of Faculty and compliance with HB2504.
- Discussed the development of institutional process map for Core Objective Assessments.
- Discussion with academic leadership regarding credit from Non-regionally accredited Schools for Prior Learning Assessment purpose.
- Attended VPAA's student discussion meeting about student's concerns of interests in evaluating other areas of the college.
- Attended the Principal's Summit meeting to discuss the Pathways presentation and breakout sessions.
- Attended the Microsoft Excel Pivot Tables training for knowledge in generating useful reports requested by the Vice President and external departments.
- Attended the Employment Law Compliance Training that focused on employment law issues, best practices in hiring committees, and sex and age discrimination.
- Held a Prior Learning Assessment meeting to discuss Credit from Non-Regionally Accredited Schools and the next steps to take.
- Discussed with VP of AdAstra Software Company for possible use of their information system for better course offerings, classroom space management and efficiency in section addition or removal based on student demand.
- Initiated conversation with CollegeNet Company to look into their software Series 25. *Series25®* us the all-in-one, mobile-accessible solution for making administrative tasks faster, simpler and more effective for course and event scheduling, e-calendar publishing, events and resource management across campus.

- Participated in the Academic Affairs Leadership Team meeting. Discussed and presented major activates the curriculum and student-learning department to be accomplished during AY 2018-2019.
- Set up and guided the discussions regarding CollegeNet Series25 information system online demo for course offering, space management, and scheduling. Predictive analytics was discussed as it an essential component that must be available in any software.
- Arrangement/discussion of an online demo for Infosilem. A software that the curriculum office and the VPAA office is exploring for predictive class scheduling according to student demand, calendar and event management, and efficient classroom space management.
- Discussion and follow up with RAS office regarding the employee survey process and its timely administration in preparation for new program development.
- Held a Core Objective Assessment Taskforce meeting as institution core objectives new assessment and collection plan will be administered effective Fall 2018. A core leas assessment members were selected to help in overseeing the process and provide guidance for Cahors with faculty along the academic assessment team at the curriculum office.
- Deans and Department Chairs submitted Faculty Curriculum Vitae and Section Outlines for Summer II 2018 in the month of July to be compliant with House Bill 2504.





CURRICULUM & SCHEDULING COORDINATOR – CHRISTINA CAVAZOS:

- Assisted the PR & Marketing department with final review of the South Texas College print catalog for publishing.
- Provided oversight on the development and testing of the General Education courses block for workforce certificates to be applied in DegreeWorks production next week in response to the recent updates to Board Policy 3232 regarding dual credit students enrolling in academic courses leading to an AAS degree.
- Worked on draft Summer 2019 session calendar dates in preparation for the schedule Fall late July.
- Continued updates to the 2018-2019 Faculty Handbook including updating the uniform class times, ensuring ADA accessibility on all tables and charts, and reviewing and updating recently revised STC Board Policies.
- Developed logic and performed testing for the General Education course block for the DegreeWorks Audit tool. The logic for fifty-two certificates created and tested. Final changes will be applied to DegreeWorks production the week of July 9th.
- Completed updates to Summer II 2018 schedule due to the upcoming start of the term. Modifications included cancellation of courses, adding new sections and updating instructor information.
- Completed audits on courses to ensure online/hybrid courses and instructional methods were coded correctly to resolve errors and conflicts.
- Completed the Spring 2019 1st review for 3 BPST departments.
- Assisted with scheduling request for the TWC Grant-Building Construction Trades Training Project.
- Finalized review of the proposed AAS-Hotel Management program development checklist and sent to Dean for review.

- Finalized updates to the 2018-2019 Faculty Handbooks to include last minute changes from the VPAA's office and formatting the table of contents and index pages.
- Curriculum staff attended a Microsoft Pivot Table training to enhance knowledge in pivot table for department reports.
- Started working on the Classroom Inventory report at the request of the VPAA.
- Completed scheduling request for the Texas Workforce Commission Grant-Building Construction Trades Training Project.
- Completed online code verification for CBM reporting and classroom conflict report.
- Completed the Spring 2019 1st review for 6 departments: 2 from LASS and 4 from BPST division.
- Finalized draft session calendar for Summer 2019 and forwarded to the Director of Student Financial Services to review for compliance with federal regulations.
- Reviewed and updated the list of Instructional Programs for STC at the request of the VPAA's office.
- Processed additional linking of course sections to address House Bill 2223.
- Completed the Spring 2019 1st review for 10 departments: 3 LASS, 5 M&S, 1 BPST and 1 NAH.
- Provided guidance to program developers to gather documentation for the Fall approval process.
- Completed Fall 2018 schedule updates for 6 departments: 4 Math & Science and 2 in NAH.
- Completed the Hybrid & Internet Audit report and room conflicts report.
- Student evaluation periods were finalized for B1, S1, N16, D2, N11, N14, and SIII sessions for Summer I term .
- Met with Valley Scholars Coordinator to discuss stackable credentials audit completed by Curriculum staff to expand eligibility for Phi Theta Kapa.
- Met with Pharmacy Technology program chair to discuss revisions due to recent updates to the program's accreditation guidelines.
- Attended meeting to discuss HB 2504 and the extraction of student evaluation data for visibility on the South Texas College website.
- Scheduling staff attended a Microsoft Excel Pivot Table training to enhance knowledge in pivot tables for department report.
- Attended Employment Law Compliance Training for Hiring Managers.
- Met with Scheduling staff to discuss potential Schedule Audit Review project, progress of the Department Handbook of Operations and identification of corequisite courses for CBM reporting due to House Bill 2223.
- Met with Curriculum staff to discuss progress of the Department Handbook of operations and the corequisite Linking Course Report Audit to comply with CBM reporting for House Bill 2223.
- Attended Active Learning Classroom scheduling process meeting to discuss streamlining the approval process for department chair requests for active learning classrooms.
- Attended the Academic Council Comprehensive Plan Retreat where departments presented on yearly accomplishments and upcoming goals for their departments.
- Attended Banner User Group meeting to discuss HB 2223 and the updates for reporting on the corequisite courses for CMB Reporting.
- Attended the CollegeNet scheduling software demo to comply with purchasing policies in the department's efforts for securing a scheduling software that will improve efficiency and provide analysis for decision making.
- Attended conference call with SmartEvals, our student evaluation software vendor, to discuss the exporting of data to publish on the college website to comply with HB 2504.

DIRECTOR OF ACADEMIC ASSESSMENT – YOLONDA JARAMILLO:

- AY 2017 – 2018 PLO reporting- deadlines, template use and report access.

- JagPRIDE issues: missing courses, extra courses, extra students in roster, duplicate courses (around 30 individuals).
- Changes to previous associations in JagPRIDE (Chemistry/Radiology). Shared the revised AY Timeline with chairs, including a calendar reminder of due date.
- AY 2017-2018 PLO report-deadline July 31st and Aug 31 (NAH). Jag Pride Summer terms deadline Aug. 13th Ad/PT and Aug. 31st FT.
- Completed around 75 PLO templates – Deadline to email them out July 17.
- Followed up with IT to obtain more information regarding JagPRIDE updates for upcoming STLA for Chairs presentation.
- Provided PLO term Argos data reports to program chairs (by requests).
- Created two core curriculum assessment process charts, (pending approval).
- Nursing and Allied Health's aggregated Year 2017-2018 PLO Report Deadline September 3, 2018.
- Completed the User Guide for the PLO AY reporting template/use of JagPRIDE and submitted them to program chairs.
- Designing a process map that outlines the Core Objectives Assessment upcoming activities for implementation Fall 2018.
- JagPRIDE Rewrite meeting discuss phase 1 (faculty portion) and phase 3 (chair portion) deadlines.
- Met with learning outcomes team and director of instructional effectiveness, assessment & articulation to discuss preparations for upcoming sacs re-affirmation.
- Met with Interim Administrator of Curriculum & Student Learning to review COAT minutes/process map; points of accomplishments and items underway.
- Planning for an AY Assessment Plan Submissions meeting with Learning Outcomes team for closing the previous reporting cycle.
- Coordinated meeting with Office Administration Program Chair to finalize 18-19 assessment plan and discuss the 2017-2018 PLO reporting due Sept. 3rd.

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

- Interim Dean attended the Community College Policy Summit: A Convening for South Texas College Legislators on Monday, July 16th and Tuesday, July 17th
- Dual Credit meeting was held on Wednesday, July 18th with Sharyland ISD Administration to discuss the current state of their programs and Early College High School.
- On July 23-26, Interim Dean, Coordinator for Early College High Schools and Academies attended the Ruffalo Noel Levitz National Conference in Orlando, Florida. The session attended focused on working with Generation Z student population, transforming academic advising programs, refinement of a case management advising model, creating meaningful relationships with partnering high schools, women in higher education, benefits of conducting career assessments and development of mentoring programs.
- Interim Dean presented to students and parents at the Starr County Campus Dual Credit Program on Friday, July 27th for over three hundred (300) attendees from our partnering school districts. Students and parents attended an information session, visited information tables regarding our various programs, registered for TSI Exams and completed their ApplyTexas.
- TexPREP Program Portal full implementation was held in July 2018 for the students' data of contact information, pre/posttests, census and competition reporting.
- Schedule Dual Credit Meetings with Partnering School District Superintendents
- Planning of logistics for the Principal Summit and Superintendent Meeting in August 2018.

PROJECT MANAGER REPORT:

Carol Woods, Project Manager

- Project: National Alliance of Concurrent Enrollment Partnerships (NACEP) accreditation for the Dual Credit Programs
  - The standards sub-committees continued assessment and implementation plans for standards.
  - Revised Section II: Dual Credit Programs Policies & Procedures in the *Dual Credit Programs Instructional & Quality Standards Manual* to reflect NACEP Faculty standards. Revisions were reviewed and approved by instructional representatives on the NACEP Self-study Steering Committee.
  - An onboarding checklist reflecting NACEP Standards was developed for use by chairs with new DCF.
  - Prepared PPT to present on NACEP accreditation project at Chairs Leadership Meeting being held on August 3.
- MOU was finalized. Drafted a PPT to summarize MOU changes for ISD Superintendents meeting.
- Dual Credit textbook adoption cycle changed to four years for all partner schools as part of the MOU revisions. The exceptions continue to be as requested for technology based courses or with reasonable justification.
- Responding to requests for current textbook adoptions and other textbook issues as needed. STC department chairs are copied on responses to schools, so they are kept in the loop on textbook status at partner schools.
- Completed revisions to the *Dual Credit Programs Instructional and Quality Standards Manual*.
- In the process of revising the dual credit reference guides for DCF, STC faculty, and adjunct faculty.
- Participated in meeting with PR to begin developing DC Branding guidelines referred to in MOU.
- Met with OPOD to discuss discipline-specific training session focus for DCF Fall PD day.

ACADEMY AND HIGH SCHOOL PROJECTS

- The TexPREP Summer Program, which started on Monday, June 11th, held is Closing Ceremonies on Thursday, July 19th. Three hundred-twenty TexPREP students from the Mid Valley, Pecan, and Starr County Campus areas, participated in this academically intense, mathematics based summer program, giving participants the opportunity to earn a high school elective credit. Closing ceremonies from participating school districts were as follows:
  - Weslaco ISD Closing Ceremony at Mid Valley Campus: Sixty-seven TexPREP students were recognized, with over 200 guests in attendance.
  - PSJA ISD Closing Ceremony at Pecan Campus: Sixty-five TexPREP students were recognized, with over 250 guests in attendance.
  - Hidalgo ISD Closing Ceremony at Ida Diaz Junior High School: Ninety-nine TexPREP students were recognized, with over 275 guests in attendance.
  - Roma ISD Closing Ceremony at Roma Middle School: Eighty-nine TexPREP students were recognized, with over 350 in attendance.
- Staff completed degree audits and Fall 2018 registration for three hundred forty-nine Dual Enrollment Academy students from across the Mid Valley, Starr, and Pecan Campuses.
- Forty-five TexPREP Year IV Students traveled to San Antonio, TX on July 30th through July 31st to participate in the University of Texas-San Antonio TexPREP Year IV Research Symposium. Students had the opportunity to tour the UTSA campus, visit the Natural Bridge Caverns, and to present their research/projects to UTSA Faculty, stakeholders, and local businesses at SeaWorld.

ACADEMY PROGRAMS:

- Staff attended Student Life Cycle meetings and Cabinet discussion on Wednesday, July 18th.
- Staff personally collected progress reports from seventeen course sections and conducted case management as need with Academy students.
  - Staff attended the Dual Credit information session at Staff County Campus on July 27, 2018. Staff provided information about the opportunities available through the Academies Program.

- Staff prepared meals, reviewed attendance and grade reports for over three hundred TexPREP students across the Mid Valley, Starr, and Pecan Campuses throughout the six-week summer program, which ended on Thursday, July 19th.
- The TexPREP Summer Program held is weekly career awareness presentations, which consisted of dual credit information sessions, Creative Wellness, and engineers from the Texas Department of Transportation.
- Staff collected TexPREP final grades from all instructors, as well as taking inventory of all supplies, transporting items from the Starr County and Mid Valley Campuses to the Pecan Campus for storage.
- Academies staff attended the Ruffalo Noel Levitz Conference in Orlando, Florida from Monday, July 23rd, through Thursday, July 26th. Among topics covered, areas of focus were in student success, academic advisement, enrollment management, completion and retention.
- Annual Dual Enrollment Academies Program Summit
- Fall 2018 Workshop Schedule for Academies

INSTRUCTIONAL PATHWAYS
NICOLAS GONZALEZ - ADMINISTRATOR

ADMINISTRATOR REPORT:

- At the end of this spring semester and since then, we have had 21 Dual Credit Faculty (DCF) who left the program due to retirement and other reasons
- For fall '18, we received 72 new applicants to teach as DCF in many areas, but more so in academic courses. To date, only 42 have been approved
- We currently have 424 DCF scheduled to teach this coming fall; however 10 are pending final approval by the chair
- Our office had all the fall schedules completed at 90% as agreed with D2D by May, and since then, most have already completed their schedules at 100%. However, still have several schools pending finalizing their fall schedules. Most schools are presently closed for the summer.
- We have reported for Carl Perkins purposes that for fall 2017 we had 332 CTE sections with an enrollment of 2,368 students. This is a large change from fall 2016 when we had 4,350 students in 442 sections – almost half the student enrollment drop. At this time, we have only 322 CTE sections scheduled for this coming fall 2018.
- This morning I presented the Dual Credit Programs to the counselors/ISD personnel taking part in the Summer Institute.
- Our staff has helped clean up Independent enrollment for summer II when it was discovered student self-enrollment in restrictive courses such as Kinesiology and number of sections (4 or 3 courses) had occurred.
- We met with IT personnel to review the first stages of the scheduling portal that is being created to speed up and assure exactness of the high school/dual credit schedules. The system is not ready for the fall and may not be rolled out into the spring term in a pilot mode then.
- We will finalize the fall schedule early this week and be sending it to the D2D members so they can make plans to register the students next week.
- Project Manager and I will be presenting the NACEP accreditation requirements to the STLA for Chairs on Friday, August 3rd in the Rainbow Room.
- We are making plans for a CTE Directors and counselors' meeting to be held in October on the many programs offered at STC, what certificates and AAS Associates schools are offering as dual credit, and how that may be offered at their schools.

EARLY COLLEGE HIGH SCHOOL

- Coordinated as a department to create a consolidated SharePoint and to discuss improvements on interdepartmental protocol and forms.

- Monitored reports specific to Early College High School students taking courses outside of their major or that were taking courses over the 2 courses per summer session limit.
- Participated in compiling the Early College High School Department Handbook.
- Attended a Student Life Cycle Mapping session to discuss the roles and responsibilities each department has with a dual credit student's experience at South Texas College.
- Facilitated an ECHS Meeting to review the contents of the ECHS Share Drive, ECHS Cohort Lists, Monthly timelines, ECHS Data Tracker, PowerPoints, and the Individual Degree Audit process to discuss improvements on interdepartmental protocol and forms.
- Attended La Joya ISD STEM Academy MOU Review.
- Participated on a panel for the TexPREP Year Four Symposium Local Competition in Starr and Hidalgo Counties.
- Attended a meeting with Sharyland ISD Administration to review their Dual Credit progress.
- Facilitated an ECHS Meeting to review the necessary requirements for SACSCOC Policy and the NACEP Accreditation.
- Attended a Workshop on Employment law issues, best practices in hiring committees, sex and age discrimination-EEOC Training at the STC Pecan Campus.
- Assisted the TexPREP program with their TexPREP Closing Ceremony in Hidalgo ISD.
- Attended the Comprehensive Plan Retreat that was also combined with the Academic council meeting to discuss updates on the fiscal years 2018 to 2021.
- Participated in the Dean of Instructional Research, Effectiveness and Strategic Planning Hiring Committee.
- Reviewed the progress of the Early College High School Annual Report for 2017-2018.
- Attended the 2018 Ruffalo Noel Levitz National Conference in Orlando, Florida where ECHS Staff had access to industry experts and data-driven research to help inspire best practices about the student lifecycle, success and engagement.
- Dual Credit Program Information Session – Starr County Campus.
- An information session for the parents and students of Starr County to learn more about Dual Credit and attaining and associates degree by the time they graduate high school.

Early College High School Staff providing Dual Credit Information to parents at ECHS Table

Early College High School Staff presenting Early College and Dual Credit Information to Parents and Students of Starr County at Dual Credit Information Session.

- Early College High School – Individual Stakeholder Meetings
    - ECHS Individual Student meetings
        - Degree progress monitoring sessions one-on-one with an STC ECHS Coordinator.
    - ECHS Individual Parent meetings to discuss degree plans, student goals and pending ECHS business.

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- AVID Debrief Meeting – attended the meeting to debrief on the AVID conference attended in June
- Technologies for Active Learning– attended the meeting to ideas for October 2018 workshops
- CWPD Speaking Engagement Meeting – attended meeting with President to discuss possible speaker for CWPD
- EEOC Training – OPOD staff attended and assisted in set-up of EEOC training
- Reference Guides – review and re-organize the Dual Credit and STC New Faculty Reference Guides
- Discipline Specific Workshop – Assistant Dean- BASOLprogram discussed future workshop creation for Discipline Specific trainings

ACADEMIES AND TRAININGS:

- TECH Tidbit Workshop - Talking about class concepts and content is an important part of learning. How can you promote more discussion in your online or face-to-face classes? Join us for this interactive session on Padlet and Backchannel Chat. These free apps help promote student interaction for brainstorming, discussing videos, and exchanging and sharing resources and ideas.
- PD System Training –Provided Professional Development system training for Facilities and Operations
- Accessibility Starts with You Training- participants learned to create content that is accessible so that everyone has equivalent access to the content regardless of ability.
- It's A Matter of Perspective: Creating A Culture of Collaboration - This workshop was designed for CLE staff to help participants communicate effectively to team members as well as individuals outside the organization, within the team and outside the team, as they discover strategies to work with diverse thinking and personalities. Experiential activities throughout the session will foster self-awareness in addition to understanding the importance of embracing other perspectives. Participants will uncover how to make decisions collaboratively while creatively finding solutions to challenges and opportunities.
- Superhero Customer Service –OPOD hosted a two customer service workshops for Safety and Security Department. 15 security guards attended this workshop. In many ways a security guard job and customer service go hand in hand. Excellent customer service and effective communication can help one to get a sense of direction while resolving a dispute, developing insight into how other people think, and what motivates their actions, offering the right kind of assistance, and reassessing opinions to ensure a speedier resolution of conflicts. During this workshop, participants explored their personal philosophy regarding customer service, the importance of active listening and communicating effectively.
- Concept Mapping for Mastery- 13 faculty members attended this session presented by Instructional Coach. Session focused on how instructors can promote higher-order thinking and deeper connections with the course concepts. Concept mapping is a method to help students work individually or collaboratively and understand content at a deeper level. In this interactive session, instructors learned how to work with Goggle, a free app for concept mapping.

Major Events in August

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

Division: Academic Affairs Division

Department: Dual Credit Programs

Highlight: Dual Credit Programs **Information Session** at Starr County Campus

On **Friday, July 27, 2018,** the Dual Credit Programs Department hosted the Dual Credit Programs Information Session at the Starr County Campus from 5:30 pm to 8:30 pm. South Texas College President and the Board Vice Chair and representative of Starr County, gave a brief welcome to the parents, and Interim Dean of Dual Credit Programs and School District Partnerships presented on the information.

The event provided parents and their high school student with information regarding South Texas College's dual credit program options, free student services available to them (tutoring, library, etc), college clubs, and information tables showcasing the academic programs that can be completed at the Starr County Campus. Moreover, the high school students had the opportunity to sign up for TSI testing, free of charge, and were assisted with the admission process on Apply Texas.

Information Tables:

1. Dual Credit Academies Programs
2. Early College High School
3. Dual 2 Degree
4. NAH Division
5. Computer Science Department
6. AMT Program
7. Valley Scholars Programs
8. Psychology Club
9. Biology Club
10. Student Ambassadors Club
11. Student Activities
12. Library and Open Labs
13. Centers for Learning Excellence

Outreach Efforts: a total of 25 posters and 500 flyers were distributed around the Starr County area. In addition, 3,800 letters were mailed out to the parents of high school students attending Rio Grande City, La Grulla, and Roma high schools.

This event brought in over 300 parents and high school students; where, a total of 150 high school students signed up for the TSI testing, and 60 high school students completed their admission application. Additionally, because of the success of this event, a second event has been set up for Friday, August 3, 2018 at the Starr County Campus for those parents and high school students that missed the original event.

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:	AUGUST 13, 2018
SUBJECT:	ACTIVITY REPORT FOR JULY 1, 2018 THROUGH JULY 31, 2018

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER
INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER 9 UPGRADE – ADMIN PAGES

The Financial Aid Banner 9 screens went live as planned on July 14; no issues reported. The IT team continues to work on issues with several screens in the Finance, HR, and Purchasing modules; patches to fix some of the problems will be schedule between term sessions as necessary. The development team has also began to work on the single sign-on feature for the Xtender solution which will allow Banner 9 users to scan documents and store them digitally without having to sign-in twice. Once the Xtender single sign-on feature is complete, the team will begin working on the Student and Cashiers Banner 9 modules. These modules will be the last to convert to Banner 9 - they expect completion by December 2018. The Banner 9 Self-Service upgrade project will begin promptly in January 2019.

INTELIGENT LEARNING PLATFORM (ILP)

A group of selected Faculty tested the ILP grade-posting feature during the last week in July. The same group will continue to support IT during the ILP pilot to post summer II grades. The ILP pilot test will run in the test environment tandem with the production environment. They will also be the first group to post grades live when the ILP system deploys in fall. The Intelligent Learning Platform allows a seamless transferal of student and class data from Banner to Blackboard and vice versa; it improves the interaction of faculty and students with the Learning Management system, Blackboard.

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 met with the BO team to go over the proposed electronic TARF form. A follow-up meeting will be set up to continue to work on the time-adjustment automation process.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

IT is pending the Gas generators installation to coordinate a DR test. The generators installation will be complete in August or early September. 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 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 IT team began working on a project plan to deploy the SharePoint 365 implementation. The project plan will include migration of the current local SharePoint sites, governance for the new solution, and communication to the STC community. The IT team will set up a meeting in August with the Taskforce to share the project goals and expected timeline. Similar committees will form to approach other Office 365 solution deployments such as Forms, Teams and Video.

VIRTUALIZATION PHASE II

The IT team is reconsidering the additional student labs chosen to be part of the virtualization project. The team recently found that the requirements of the chosen computer labs, which used by the Testing department for proctor testing, interfere with the virtualization concept. There are100 additional virtual licenses that will be added to the current amount totaling 500 virtual computers.

WINDOWS 10 UPGRADE

The IT department continues to work on the Windows 10 operating system upgrade project expected to be complete by the end of September 2018. They already upgraded 4,700 computers out of 6,000 to the new OS.

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.

OFFICE 365 DATA LOSS PREVENTION

- We are testing data loss prevention policies in Office 365 to help protect the college's sensitive information and prevent its inadvertent disclosure outside of the organization.

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

- Completed security plan assessment quantitative data will be exported and formalized into a report to demonstrate the maturity of the security plan over the past 2 years.

EXPANDING VULNERABILITY SCANNING

- With the assistance of CampusGuard we have identified some network ports open on our network perimeter and we will be drafting an action plan to identify the risk and apply the proper mitigation.

PCI COMPLIANCE

- On-site assessment by CampusGuard took place Wednesday 08/01 & Thursday 08/02.
- The assessment included a training on the first day for all of the stakeholders & a walk-through of the Cashier's Office and Food Services PCI environment.
- A final report provided by CampusGuard will be used in creating an action plan to complete the attestation of PCI compliance.

INCIDENT RESPONSE TRAINING

- We are leveraging our security retainer with Dell SecureWorks by hosting a 6-hour training for 12 first responders from key IT areas to assist in identifying a security incident and to handle evidence of the incident through the proper chain of custody.

MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

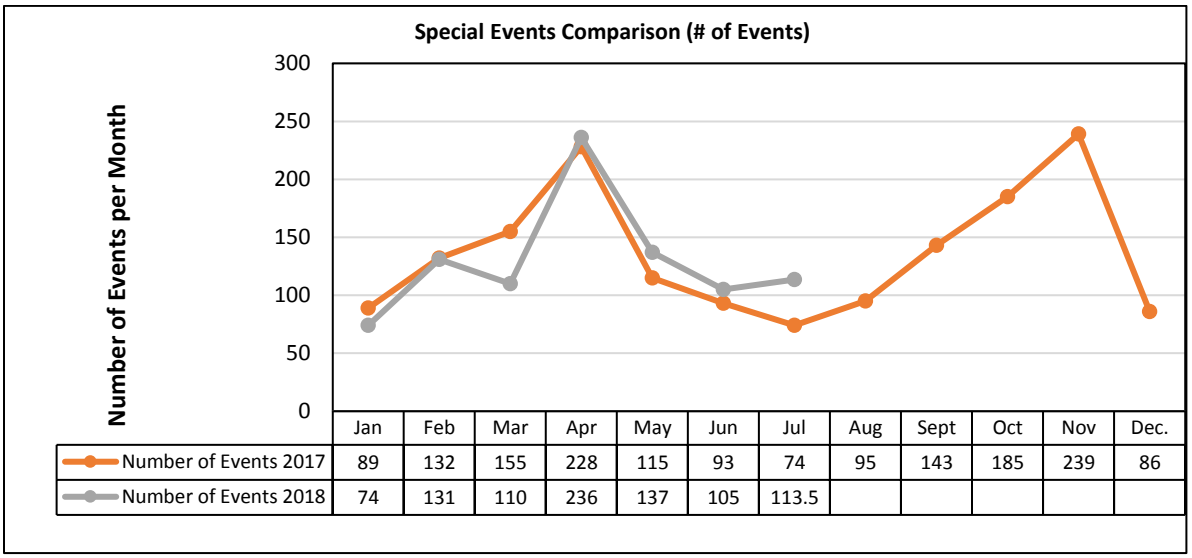
MEETINGS:

- 7/2/2018: ISPP & SI Leadership Meeting
- 7/3/2018: CCUMC PD meeting, NAH Meeting
- 7/5/2018: ISPP & SI Leadership Meeting, CCUMC PD meeting
- 7/10/2018: CCUMC PD meeting
- 7/11/2013: Web 2.0 Training OPOD Meeting
- 7/13/2018: Electronic Board Packet meeting, Director's Update Meeting
- 7/17/2018: CCUMC Webinar
- 7/18/2018: EEOC Training
- 7/19/2018: EEOC Training
- 7/23/2018: TASB Board Meeting, Distance Learning OPOD Meeting
- 7/24/2018: CCUMC Proposal Meeting
- 7/25/2018: ET Leadership Meeting
- 7/26/2018: ET Team Meeting
- 7/27/2018: L&LS Leadership Meeting
- 7/30/2018: Project Update Conference Call, Interviews
- 7/31/2018: Playposit Software Conference Call

Monthly Special Events by Comparison:

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

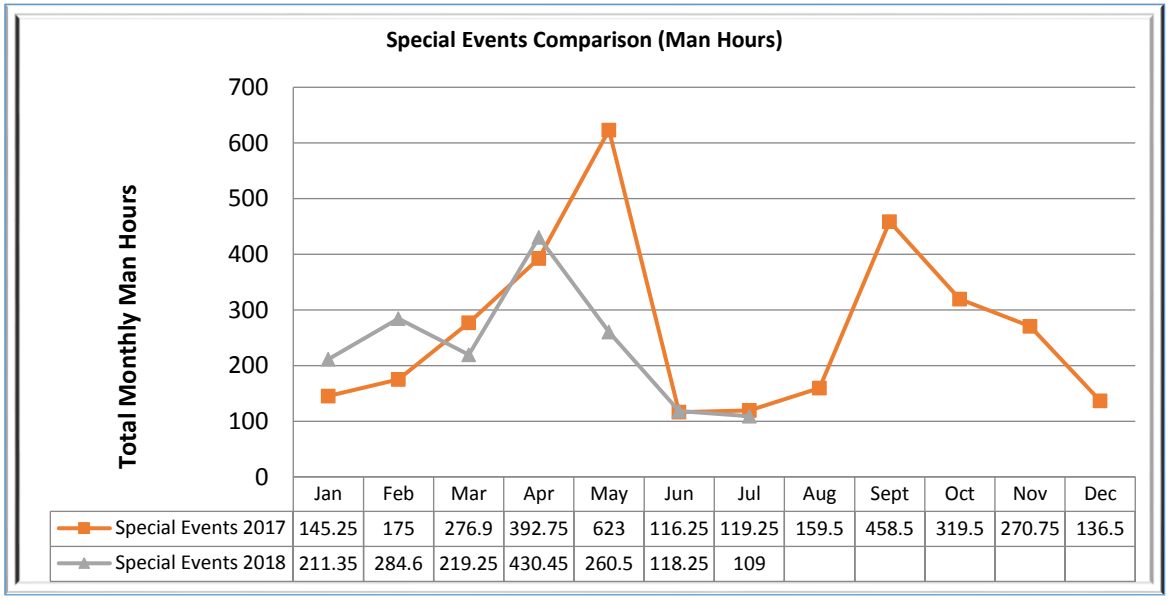
2018	
Jan	74
Feb	131
Mar	110
Apr	236
May	137
Jun	105
Jul	113.5
Aug	
Sept	
Oct	
Nov	
Dec.	



Total Man Hours

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

2018	
Jan	211.35
Feb	284.6
Mar	219.25
Apr	430.45
May	260.5
Jun	118.25
Jul	
Aug	
Sept	
Oct	
Nov	
Dec	



	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	0	1	0	0
Data Projector	49	0	4	3	4
Laptop	3	0	2	0	0
PA System	1	7	0	0	0
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	1	0	0	0	0
TV	0	0	1	0	2
Microphone	44	4	5	5	0
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	2	0	3	0	0
Overhead Projector	0	0	0	0	0
Remote	0	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	0	0	0	0	0
Document Camera	25	0	22	0	2
DVD/VCR Player	2	0	1	0	0
Wireless Lab	0	0	0	0	4
Keyboard/Mouse	3	4	3	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	0	0
Tripod	0	0	0	0	2
WebCam	2	0	0	0	0
Computer	49	0	4	3	0
Portable Table	0	0	0	0	0
Microphone Stand	0	3	0	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	0	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	2
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	3	0	1	0	0
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	2	0	2	0	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	12	0	5	2	0
TOTAL	***199***	***18***	***54***	***13***	***13***

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- Contacting IE Plan Writers for Data Requests in 2017-2019 IE Plans
- Contacting IE Plan Writers for surveys in 2017-2019 IE Plans
- CQI 2015-2017 IE Reports
- CQI 2013-IE Plans and Reports Archive for 2011-2013 Cycle and Earlier
- Dual Credit Institutional Pathways 2017-2019 IE Plan
- High School Programs - Success Story
- IE Plans and Reports Archive for 2011-2013 Cycle and Earlier
- Office of the President 2015-2017 IE Report
- 2017-2019 Mid Bi Trainings
- 2015-2017 Success Story- Dual2Degree2015 IE Reports

ASSESSMENT

- CLE SI - Assessment Brief
- FTIC Mandatory Advising Assessment Brief
- Illume Impact – CLE
- Student Achievement - CCSSE/SENSE

DATA REQUEST

- Retrieved data for Office of the President 2015-2017 IE Report
- 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
- STC KPIs update - Developmental Graduation Rate and Baccalaureate Degree Awards
- Traditional enrollment projection - STC KPIs update

ACCREDITATION

- Achieve Early College High School Notification to SACSCOC
- Dual Credit Policy Discussion
- Financial Profile SACSCOC Submission
- Pharr College & University Center Substantive Change Prospectus Submission to SACSCOC

FACTBOOKS

- Enrollment: Headcount and Course Section Count by Instructional Mode
- Enrollment: Headcount and Number of Sections by Division, by Department, by Course, and by Time Frame
- Enrollment: Major and by Enrollment Type report published on Internal Factbook
- Perkins Data: Program Completer Placement Rate - External STC Factbook
- STC KPIs - Developmental Students Graduation Rate
- STC KPIS Target Update - Baccalaureate Degree Awards
- STC KPIs updates - 'Student Achievement Goals', 'Progress', 'Completion', 'Transfer', and 'Post - Graduation Success'

MEETINGS / TRAINING

- Adult Learners Grant Meeting
- Argos Dashboard Meeting
- Civitas Nudge Campaign
- Discussion Dual Credit Policy
- Enrollment Projection Meeting
- Illume Impact Session 2: Features and Functionality
- ISPPSI Leadership Meeting
- ISPPSI SWOT Discussion
- SACSCOC QEP Topic Selection Committee Meeting

- SACSCOC Summer Institute
- Summer Leadership Institute

PROJECTS

- Argos Dashboard Development
- Civitas Nudge Campaign Evaluations
- Developed Data Requests and Tracking Templates
- STC SWOT and Environmental Scan Proposal
- Strategic Planning Research
- SWOT Analysis for STC Strategic Plan

MISCELLANEOUS

- 60X30 Institutional Targets

LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights

Completing and furnishing Bond Construction Libraries	**Progress: 95%**	**End Date: October 2018**
Corresponded with HPG and vendors regarding status of furniture deliveries and other issues relating to completion of libraries. Met with Purchasing and Facilities, Planning & Construction staff, Broaddus & Associates representatives, HPG, and Gateway to review status of pending furniture and to develop a timeline to finalize pending deliveries and installations.		
Mid Valley Campus Building A **Centers of Learning Excellence**	**Progress: 10%**	**End Date: December 2018**
Corresponded with Maintenance & Operations regarding remediation and renovation work on Building A CLE. Participated in a CLE-Learning Commons & Open Labs-Library coordination meeting to plan and streamline joint operations at the Mid-Valley Library while the CLE space is repaired.		

Activity Highlights

- Initiated hiring process to replace Library Technician – FTT for La Joya.
- Participated in the Texas Library Association Annual Assembly in Austin.
- Monday, 7/16/18 through Friday, 7/20/18 – Dean out of Office – Vacation.
- Coordinated August 17th Library & Learning Support Services training day among departments.
- Set up a free library bookshelf at the Humanitarian Respite Center.
- Prepared and submitted hiring proposal for Librarian III – Outreach and Instruction.
- Visited Tech Library Building E to develop a proposal to provide open computers and a printer for the Student Collaboration room.
- Planned CLE project to support students completing TSIA testing in the two-week interim period to provide tutoring assistance to those close to passing the TSIA.

Meeting Highlights

- Visited with staff from CLE regarding library and CLE temporary integration at Mid-Valley.
- Met with NAH Campus Coordinator and Director of Educational Technologies to review procedures and plans involving library facilities and special event equipment at NAH Campus.
- Coordinated August 17th Library & Learning Support Services training day among departments.
- Participated in search committees for Dean of Institutional Research, Effectiveness and Strategic Planning and for Librarian III – Outreach and Instruction.
- Participated in conference call meeting with Intellus regarding OER platform and related services.
- Participated in Search Committee meeting for Librarian II – Campus Librarian.
- Met with Innerface Architectural Signage to discuss internal directional signage for the Mid-Valley Campus Library.

- Met with staff and faculty member stakeholders to discuss learning support issues relating to existing and expected district-wide use of open educational resources (OER).

ASSOCIATE DEAN OF LIBRARY SERVICES

PUBLIC SERVICES DATA

Library Services Data: 7/1/2018 - 7/31/2018								
Information Commons laptops used this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	25	n/a	0	0	25
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	6,578	4,782	20,939	401	5,956	1,207	39,863
Library group stations/media stations/study rooms this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	0	0	275	n/a	0	0	275
Library checkouts this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	0	260	112	1,155	0	48	24	1,599
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	22	2	45	0	5	2	76
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Pharr**	**Starr**	**Tech**	**Total**
	n/a	163	42	484	0	98	57	844

Events and Library Art Gallery Highlights

South Texas Ceramic Showdown
Benjie Heu & Ron Fondaw **Pecan Library** **Exhibition:** June 4 – August 8

The twelfth annual ceramics exhibition and conference, "Continued Connections. Variable Directions" is on view from June 4 to August 8, 2018, at the college's Pecan Library. The event includes a full display of ceramic work by distinguished ceramicists Benjie Heu and Ron Fondaw in the library as well as ceramic work in the Art Department from 15 universities and community colleges across the U.S, including STC and UTRGV students.

Sabor a Mí
Various Artists **Pecan Library** **Exhibition:** June 1 – July 12

The exhibition *Sabor a Mí* is on view from June 1 to July 12, 2018, at the Pecan Library. The event includes artwork from contemporary local artists: Macarena Peña, Monica Ramirez, Ana Marie Sanchez Varela, Ruby Avila, Irma Garza Garcia, Fany Mares, Benjamin Varela, and Diana Montemayor.

Ansaros: The Beginnings of a World
Alexis Garza **Technology Library** **Exhibition:** June 28 – August 10

Alexis Garza is an illustrator and author of several zines and comic books and is currently majoring in Studio Art at the University of Texas Rio Grande Valley. The exhibit *Ansaros: The Beginnings of a World* will feature a new concept using rich and diverse watercolors, pen & ink.

Project Highlights

Nature Photography for Information Commons	**Progress:** 90%	**End Date:** August 2018
Install photographs for local wildlife in new North & South Academic buildings for students. Photos have been printed and currently being framed for installation.		
Photograph the Permanent Art Collection	**Progress:** 90%	**End Date**: August 2018
Take high-resolution photos of entire collection —189 works of art.		
Fall 2018 Preparation for Programming Events	**Progress:** 16%	**End Date:** November 2018
Guest Speaker Contract and backup documents from Daniel Chacon have been delivered. Corresponded with Campus Librarians regarding possible documentaries for Hispanic Heritage Month.		
Lesson Plans **Core Classes**	**Progress:** 1%	**End Date:** May 2019
Began discussing lesson planning in other areas of the core curriculum.		
Articulate Rise Video Tutorials	**Progress:** 53%	**End Date:** December 2018
Edited and updated Articulate Rise Video Tutorials.		
Nursing and Allied Health Campus Library **Inventory of Book Collection**	**Progress:** 100%	**End Date:** August 2018
Complete.		

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 – 85%	
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. The links in the Subject Guides and EBSCO Discovery search have been migrated to the new site. We are working on display issues and improving search features.		
CLE Website Redesign	**Progress:** 65%	**End Date:** August 2018
Redesign the CLE website to improve content quality, organization, accessibility, and overall usability. This involves close coordination with PR and Marketing and CLE staff, who are re-writing or creating content. Automation Team has completed most of the design and is working to add content, build forms, and integrate CLE events into the college calendar.		
People Counters	**Progress**: 70%	**End Date:** August 2018
Install and configure laser people counters at several new library and Open Labs locations. All power drops have been installed, but some data drops are still pending. Three new devices were added to the project, which need to be installed. All installed devices are configured, but several are awaiting IT staff to place on the correct network.		
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 (MV, NAH) Phase IV – Process Discard Items (ST) Phase V – Auction all discarded Items (ST)	Phase I – 100% Phase II – 95% Phase III – 0% Phase IV – 10% Phase V – 0%	
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 90% complete with 100% of items from Mid-Valley		

complete and Nursing 90% complete. Phase III ♦ Phase IV has started with approximately 60% of the items unpacked. Work is continuing.		
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 – 99% Phase III – 75%	
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 is ready for printing. A quote for the printed brochure has been received and the purchase order process has started. Phase III is in progress.		
Rearrangement of Technical Services F105	**Progress:** 20%	**End Date:** September 2018
Cleanup continues. Heather and Frank of FP&C were expected last week to measure, etc. but they did not visit. Contacted Heather and Frank via email asking for a status was made but did not receive a response. We were told that data cabling could not be installed until FP&C approved the request. The request has been made to FP&C. We are on hold until they make the next step. Heather visited TS Friday and measured the area in preparation of the drawings. She was not aware there were pillars in the area and needs to add them to the floor plan.		

Activity Highlights

- Reviewed applications for Open Lab Logistics Manager in preparation for interviews.
- Worked on Serials order. Have identified items for renewal, deletion, change or add to Flipster, and move from print to online.
- Participated in the Dual Credit Programs Information Session at Starr County Campus.
- Corresponded with artists about potential future exhibits.
- Met with OT & ADN chairs to review & confirm selection of current journals at the NAH Library.
- Participated in the STC SWOT Analysis.
- Participated in interviews for Librarian III – Outreach & Instruction position.
- Reviewed applications for Project Manager for Educational Technology.
- Participated in discussion regarding Open Lab Logistics Manager interviews.
- A complete serials list for Flipster was sent to EBSCO for a quote. All liaisons had the opportunity to provide suggestions with several responding. Research in the availability and cost of online access to journals, especially for nursing, is underway. The print serials list is complete until more is known about the online options.
- Connected McAllen Public Library with art students to design new South Texas Book Festival logo.
- Met with Chair of Diesel Program regarding options of book collection and library services for students.

Meeting Highlights

- Attend Library Bond Mobilization Team Meeting.
- Attended meeting with CLE Data Review Taskforce.
- Lynda.com meeting.
- Mid Valley Operations Coordination meeting.
- Mid Valley Campus Library met with Gateway regarding furniture items pending on punch list.
- Starr County Campus Library met with Gateway regarding furniture items pending on punch list.
- Met with UTSA Ceramics Instructor regarding Ceramic Showdown.
- Participated in the Framing Information Literacy meeting.
- Participated in the Community User Guidelines meeting.
- Participated in the Circulation Manual Update meeting.
- Mid Valley Operations Coordination meeting.
- Mid Valley Campus Library met with Gateway regarding furniture items pending on punch list.
- Starr Campus Library participated in SWOT Analysis for upcoming strategic planning project.
- Participated in the Dual Credit Programs Information Session at Starr County Campus.
- Corresponded with artists about potential future exhibits.
- Met with OT & ADN chairs to review & confirm selection of current journals at the NAH Library.
- Participated in the STC SWOT Analysis.
- Participated in interviews for Librarian III – Outreach & Instruction position.

- Reviewed applications for Project Manager for Educational Technology.
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- Connected McAllen Public Library with art students to design new South Texas Book Festival logo.
- Met with Chair of Diesel Program regarding options of book collection and library services for students.

Training Highlights

- Completed EEOC Mandatory HR Training

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

HIGHLIGHTS:

- Four staff members attended the New Hire Orientation at Human Resources. They all began positions as Open Lab Customer Service Clerks at the Pecan, Mid-Valley and Starr County Campuses.
- Several employees completed Lynda.com trainings district-wide.
- Preparations are underway to upgrade the lab computers to the Windows 10 operating system.
- Door counters are being installed and tested in the new Information Commons areas district-wide.

July 2018 Attendance Statistics:

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,080	3,719	9,384
Pecan F-134 Internet Café	362	977	6,017
Pecan P 3.102 Open Lab	240	530	
Mid-Valley E 1.316 Open Lab	599	2,099	
Mid-Valley G-144	395	1,048	
Mid-Valley K 2.801	106	431	
Technology B-141	98	360	
Technology B-160 Internet Café	70	157	
District Total:	**2,950**	**9,321**	**15,401**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	1,767	4,752
Pecan F-183 Community User Corner	72	254
Pecan F-222	77	224
NAH B Library Open Lab	334	1,367
Mid-Valley Quiet Study E 1.200	122	350
Starr K 1.300 Library	462	2,451
Starr Library After Hours K 1.102	109	306
Technology A-136 Library	42	173
District Total:	**2,985**	**9,877**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	983	4,137
Mid-Valley A101A Open Labs*	0	0
Mid-Valley G-270 CLE Open Labs	436	1,637
NAH CLE Open Lab	590	2,023
Starr CLE Open Labs	112	748
Tech CLE Open Labs	46	145
District Total:	**2,167**	**8,690**

***Mid-Valley A101A was closed due to extensive water damage to the building.**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	80	128
Pecan F-130 Group Stations	17	79
NAH Group Stations	491	1,042
District Total:	**588**	**1,249**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	38	70
Mid-Valley E-Library Study Rooms	66	222
Starr K-Library Study Rooms	65	143
District Total:	**169**	**435**

Veteran's Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	27	123
Mid-Valley E 1.222 Veteran's Room	4	11
Starr K 1.322 Veteran's Room	1	3
District Total:	**32**	**137**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	291	568	3,306
Pecan P2.102 Info. Commons	90	196	
Pecan V1.111 Info. Commons	303	872	
Pecan Y1.107 Info. Commons	143	395	
Mid-Valley K1.801 Info. Commons	58	134	
Starr L2.102 Info. Commons.	57	162	
District Total:	**942**	**2,327**	**3,306**

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

- 07-02-2018 -- Director attended the 2013 Bond Library Coordination meeting.
- 07-02-2018 -- Director attended the ISPP&SI Leadership Team meeting.
- 07-03-2018 -- Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 07-03-2018 -- Director traveled to the Mid-Valley Campus to conduct interviews for part time employees.
- 07-09-2018 -- Director traveled with Dean, Library and Learning Support Services to the Mid-Valley Campus for a MV Operations Coordination meeting.
- 07-09-2018 -- Director met with Dean, Library and Learning Support Services and the Research and Analytical Services department to discuss existing and possible surveys involving the RAS department.
- 07-10-2018 -- Director attended the STC SWOT Analysis meeting.
- 07-11-2018 -- Director met with staff member to discuss employee evaluations.
- 07-12-2018 -- Director met with staff member to update him on items that were discussed at her bi-weekly meeting with the Dean.
- 07-13-2018 -- Director held interviews for a direct wage position.
- 07-13-2018 -- Director joined a conference call to review the furniture that was ordered for the bond.
- 07-16-2018 -- Director held a Learning Commons & Open Labs Leadership meeting.
- 07-17-2018 -- Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 07-18 & 19-2018 -- Several employees attended the EEOC training that was provided by the Office of Professional and Organizational development.

- 07-19-2018 -- Director met with four staff members to discuss the Windows 10 upgrade.
- 07-20-2018 -- Director traveled to the Mid-Valley Campus for a Mid-Valley Valley Operations Coordination meeting.
- 07-24-2018 -- Director attended the South Texas College 2013 Bond Construction Program Planning meeting.
- 07-26-2018 -- Director attended a preliminary coordination meeting for the CLE to stay in the New Library at the Nursing and Allied Health Campus.
- 07-26-2018 -- Director met with a hiring committee that held interviews.

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

MID-VALLEY

Normal daily activities plus the following:

Meetings and Events

- Coordinator, Specialist and Director met with Dean of Library Services to discuss CLE's temporary relocation due to flood.
- Coordinator and Specialist attended leadership meeting to discuss upcoming TSIA summer camps.
- Coordinator attended SWOT Analysis meeting.
- Coordinator and Director conducted interviews for full-time SLA position.
- Coordinator attended **Increasing Engagement with Plickers** workshop.
- Coordinator met with SLAs to review TSI boot camp presentations.
- Coordinator and Specialist attended MVC Operations Meeting with Open Labs and Library Services to discuss workflow and additional needs of CLE in its temporary location.
- Coordinator met with SLA's in preparation for upcoming TSIA boot camp.
- Test proctoring staff was temporarily relocated to the Pecan CLE.
- Coordinator and Specialist attended MVC Operations Meeting with Open Labs and Library Services to discuss workflow and additional needs of CLE in its temporary location.
- Coordinator and Specialist attended EEOC: Employment Law Compliance training.
- Coordinator and Specialist hosted annual CLE Retreat.

Workshops/Class Presentations

- One-in-class presentation was given.

NAH:

Normal daily activities plus the following:

Meetings and Events

- Learning support manager attended data gathering task force meeting. 07/02
- Learning support manager, Director, and OPOD team met to debrief on AVID summer institute.07/03
- Learning Support Manager, Director, Pecan and Mid-Valley Coordinator met to discuss future TSI Math camps. 07/06
- Learning Support Manager met with Dr. Campos to discuss Learning support services. 07/06
- Learning support manager, Director, and Tech Coordinator discussed Perkins proposal. 7/10
- Learning support manager and Director attended the SWOT analysis meeting. 7/10
- Learning support manager and Tech Coordinator met to review Perkins goals. 7/11
- Learning Support Manager interviewed possible OTA tutor. 7/13
- Coordinator and Specialist attended MVC Operations Meeting with Open Labs and Library Services to discuss workflow and additional needs of CLE in its temporary location.
- Coordinator and Specialist attended EEOC: Employment Law Compliance training.
- Coordinator and Specialist hosted annual CLE Retreat.
- New NAH Coordinator of Campus CLE was on-boarded.
- Learning Support Manager and Coordinator met with Region 1 representatives to discuss services for HEAL 2 students.
- Coordinator met with RN, OTA, and PT faculty to schedule presentations and student workshops.

Workshops/Class Presentations

- 1 CLE presentation/promotion.
- 4 Math Dosage Calculation workshops at the CLE.
- 1 Writing workshop at the Police Academy.
- CLE services for ADN at the Pecan Campus -7/13
- 6 - Math Dosage workshop

Tutor Trainings

- 4 CRLA trainings were conducted.
- Learning Styles Level 0 to 1
- Active Listening Level 0 to 1
- How tutor writing – content training

PECAN:

Normal daily activities plus the following:

Meetings and Events

- CLE Confirmed plans to train Statistics Tutor for Summer 2 and Fall July 3rd
- CLE met to plan follow up for upcoming summer camps – July 6th
- CLE Continues to incorporate AVID in CRLA Trainings July 1st -8th
- CLE Begins Training AVID into TSI Workshops July 1st -8th
- CLE Met with Business Administration Dept. Chair to discuss improving CLE support. July 16th
- CLE Attended EEOC Discrimination Awareness Training July 18th
- CLE Attended 2nd Annual CLE Retreat July 19th
- CLE completed Supporting PR review of the AP Style Guide for STC July 16th TSI Workshop –Main Idea July 17th
- CLE Attended Plickers Workshop July 25
- CLE Met to discuss incorporating AVID into CRLA Multilanguage Learner's Training July25
- CLE Met to Brainstorm Expanding Tutor Content Knowledge July 26
- CLE conducted interviews for work-study applications July 27 to present
- CLE began organizing move of writing center service desk with Library. July 24
- CLE Prepares for TSI Summer Camp 2 July 23- 30

Trainings

- Content Training Shell Disk Washer Method in Calculus 2 July 6th
- How to - tutor writing – content training
- Learning Styles Level 0 to 1
- Active Listening Level 0 to 1

Workshops/Class Presentations

- TSI Workshop – Functions July 2nd
- TSI Workshop- Literary Analysis July 3rd
- TSI Workshop – Graphing July 5th
- TSI Workshop – Equations July 10
- TSI Workshop – Word Problems and Application July 12
- TSI Workshop- Algebraic Functions July 17th
- TSI Workshop – Geometry July 18th
- TSI Workshop – Sentence Structure July 19th
- TSI Workshop –Essay Revision July 23
- TSI Workshop - Measurements July 23
- TSI Workshop – Agreements July 24
- TSI Workshop – Statistics July 25
- TSI Workshop – Probability July 26

STARR:

Normal daily activities plus the following:

Meeting and Events

- Taskforce Data Reporting meeting 7/2
- SI Manager and Coordinator interviewed SLA 7/3
- Resubmitted Hire NOE for SLA 7/10
- Taskforce final draft presentation sent to group 7/11
- Completed AVID Integration to CRLA Trainings. 7/12
- Full time SLA Out on Vacation 7-11/7-20
- Coordinator attended SWOT Analysis for STARR County Campus 7/16/2018
- SLA and Coordinator attended EEOC Training 7/18/2018
- Coordinator presented CLE Data Taskforce report on 7/19/2018
- CLE Retreat 7/19/2018
- Worked on fall 2018 NOE's
- Coordinator attended Dual Credit Program Information Session 7/27/2018

TECHNOLOGY CENTER:

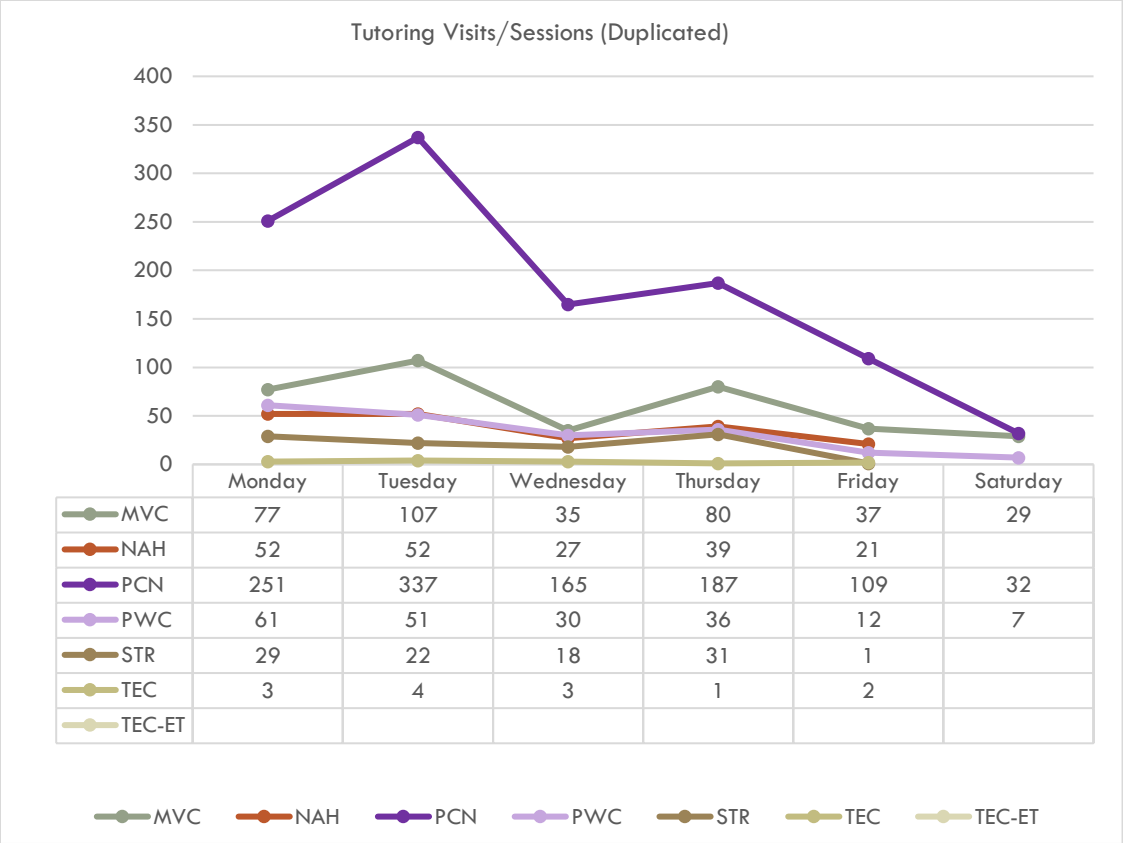
Normal daily activities plus the following:

Meetings and Events

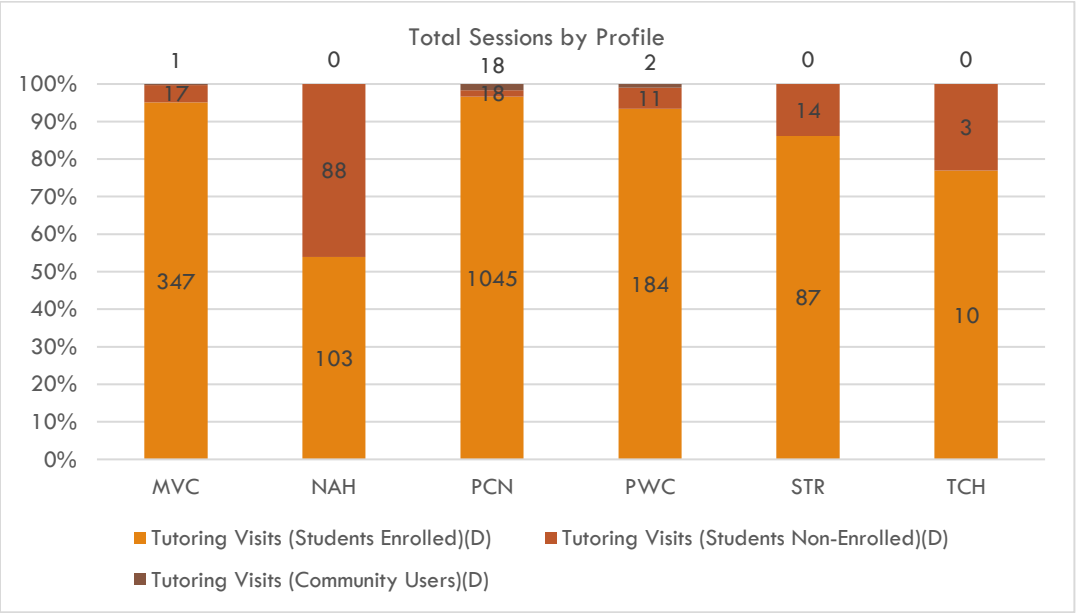
- Coordinator met with CLE Director and Learning Support Manager to discuss the upcoming FY18-19 Perkins submittal deadline
- Coordinator submitted research based recommendations on the Perkins measures and goals for the requested CTE Academic Coach Position
- Coordinator worked with the CLE Director to update the language for the Test Proctoring Policy
- Coordinator began working on fall staff hiring paperwork, i.e. NOEs and Budget Inventory
- Coordinator was out on vacation 7/20 – 7/30
- Coordinator attended mandatory Employment Law Compliance Training
- Coordinator continued to work on implementing AVID strategies into assigned CRLA trainings
- Coordinator attended the CLE staff retreat at the Mid-Valley Campus
- The Online Tutoring Appeal Committee will meet to discuss requests for additional tutoring hours

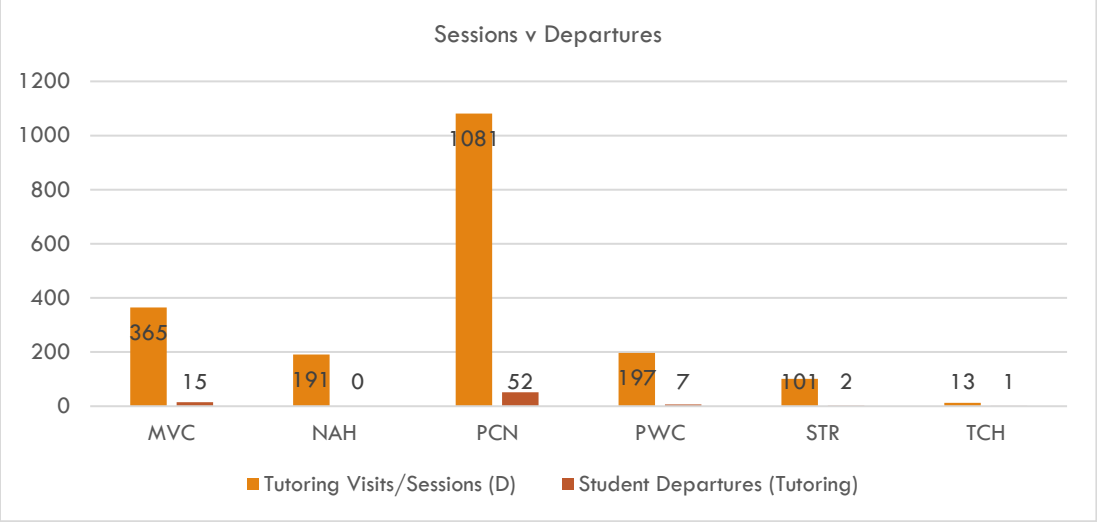
CLE DATA:

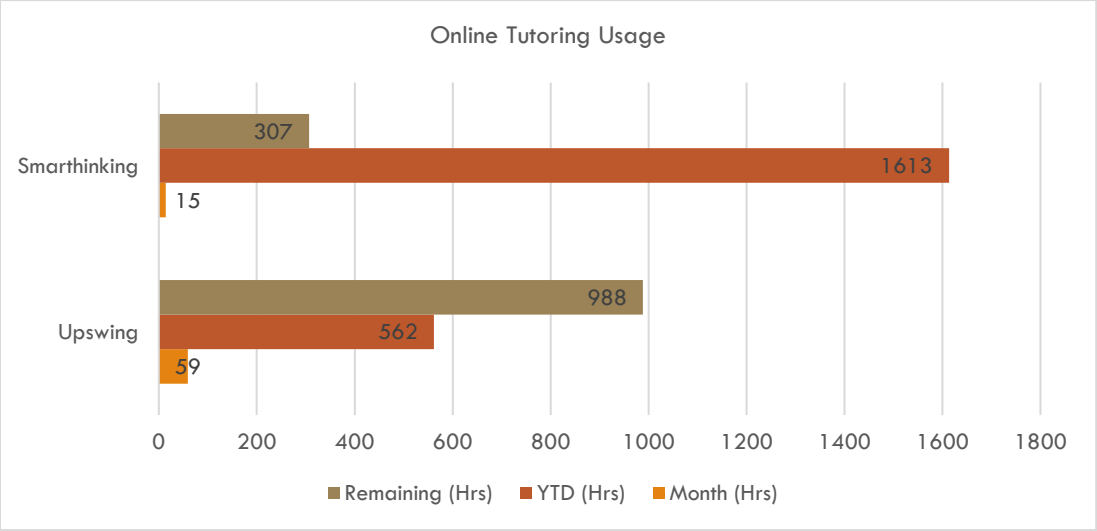
CLE Usage Data (July 2018)

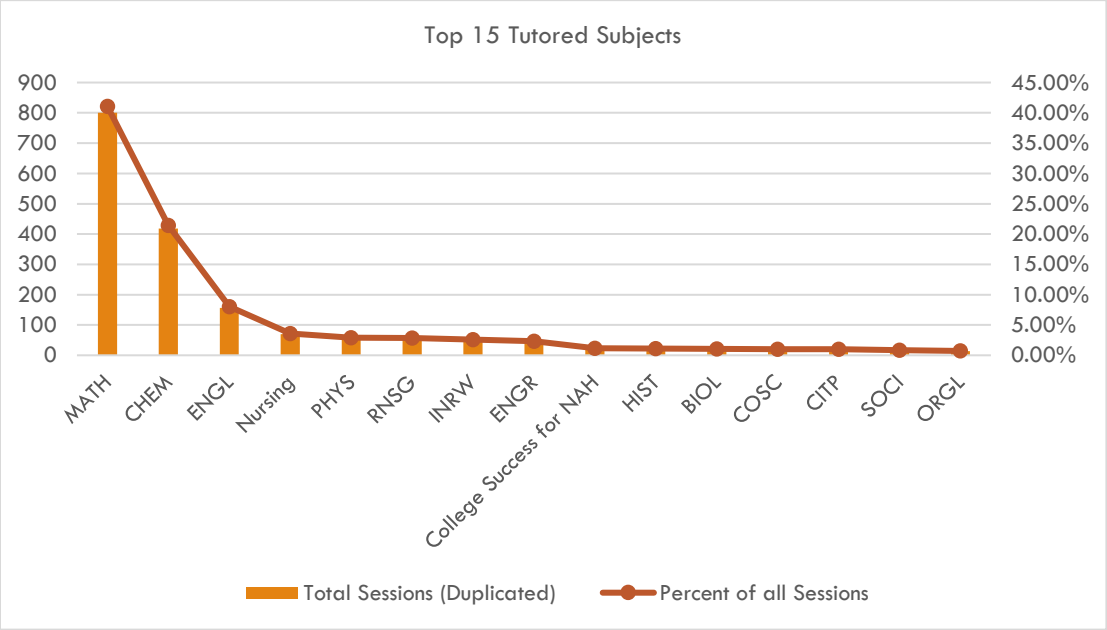


	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MVC	77	107	35	80	37	29
NAH	52	52	27	39	21	
PCN	251	337	165	187	109	32
PWC	61	51	30	36	12	7
STR	29	22	18	31	1	
TEC	3	4	3	1	2	
TEC-ET						

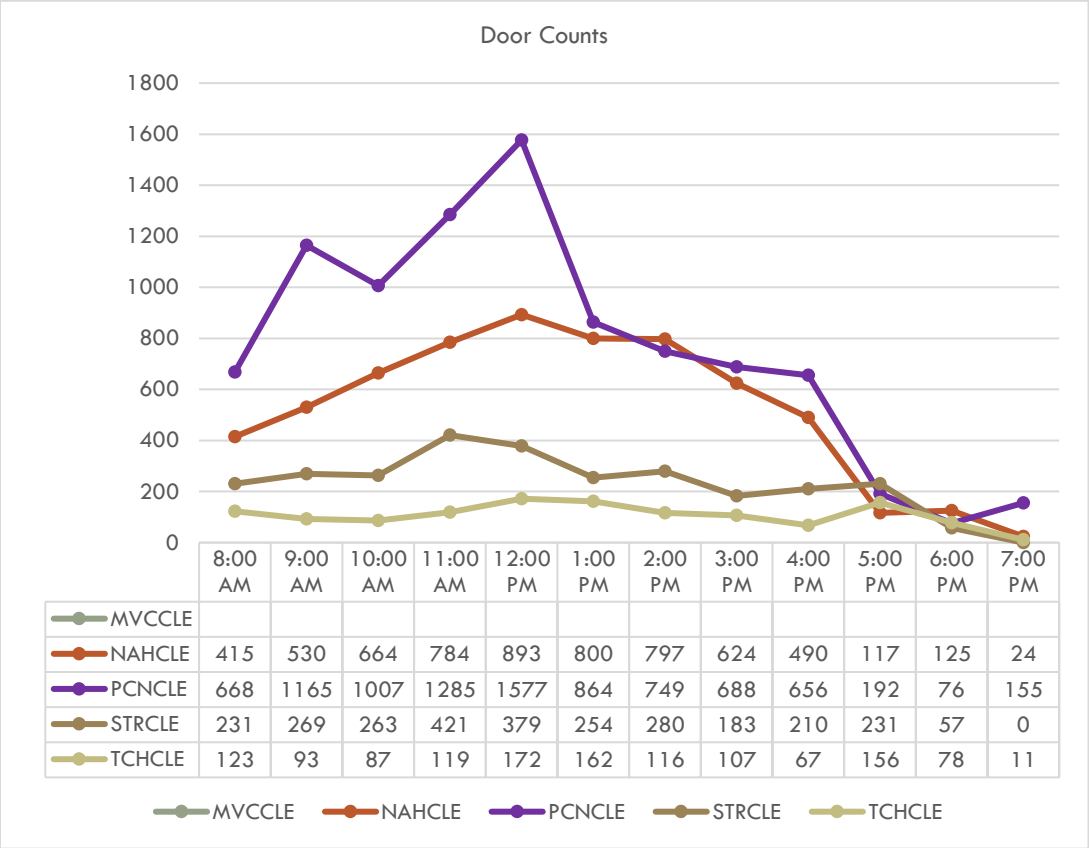



Sessions v Departures
1200
1000
800
600
400
200
0
365
15
191
0
1081
52
197
7
101
2
13
1
MVC
NAH
PCN
PWC
STR
TCH
Tutoring Visits/Sessions (D)
Student Departures (Tutoring)


Online Tutoring Usage
Smarthinking
307
1613
15
Upswing
988
562
59
0
200
400
600
800
1000
1200
1400
1600
1800
Remaining (Hrs)
YTD (Hrs)
Month (Hrs)


Top 15 Tutored Subjects
900
800
700
600
500
400
300
200
100
0
45.00%
40.00%
35.00%
30.00%
25.00%
20.00%
15.00%
10.00%
5.00%
0.00%
MATH
CHEM
ENGL
Nursing
PHYS
RNSG
INRW
ENGR
College Success for NAH
HIST
BIOL
COSC
CITP
SOCI
ORGL
Total Sessions (Duplicated)
Percent of all Sessions

Due to flooding, MCV CLE has been relocated to MVC Library Building until CLE repairs are completed



	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												
NAHCLE	415	530	664	784	893	800	797	624	490	117	125	24
PCNCLE	668	1165	1007	1285	1577	864	749	688	656	192	76	155
STRCLE	231	269	263	421	379	254	280	183	210	231	57	0
TCHCLE	123	93	87	119	172	162	116	107	67	156	78	11

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Bi-Weekly Campus Enrollment - Summer One
- Bi-Weekly Campus Enrollment - Summer II
- Bi-Weekly Campus Enrollment - Fall 2018
- Financial Aid Survey

SURVEYS

- Child Development Links
- Child Development Transfer to SmartEvals
- FOCUS Academy
- Employer surveys first round
- Graduate Survey
- Library Art Gallery
- New program student surveys
- NIG Grant Open-Ended Analysis
- Pharmacy employer survey
- RCPSE survey
- Western Hidalgo Business Survey Presentation

QUALITATIVE STUDIES

- FTIC
- College Wide SWOT Analysis
- HSI Grant
- McAllen ISD observation session piece

DATA REQUESTS

- A report on the Health Information Technology program (HITT) majors and another report showing which students are full-time, part-time, and graduates
- BASOL Program Enrollment
- Comparison of Traditional Nursing students vs. Dual Students: Spring 2016 - Spring 2017
- Counts for GED and ESL students receiving an "S" grade
- Course success rates factbook report
- Directory Information Spring 2018
- Dual ADN data
- Enrollment from McAllen
- Fall to fall retention factbook report
- Fall 2016 and Fall 2017 comparison of dual credit success metric.
- Fall 2017 Dual Credit Students Counts by High School
- Fall 2017 enrollment by major
- For AY1415, 15616 and 1617 the total number of students enrolled in continuing education that enrolled the subsequent academic year into a credit-bearing program.
- Hispanic Enrollment
- MATH 1425 Non-Passing List
- Pass rate for various courses and a comparison rate for overall pass rates for each course for the respective semester. Fall to Spring Retention rates for fall 2017 courses.
- Student Demographic Data
- Total Number of students completing ESL program, AY1415, 1516, and 1617
- TSI Distributions
- Unduplicated student enrollment in ESL CE and GED courses, Fall 2014, Fall 2016, Fall 2016, and Fall 2017

MEETINGS

- ADN survey research agenda meeting
- Attorney survey (Bar Association) w/ Gary Gurwitz
- Attorney survey (new programs) w/ Patricia Pomares
- CDC meeting for AY18-19 research needs
- Discussion on Student Concerns
- Enrollment Targets
- EWDC
- FTIC Advisors Interview planning
- Grant meeting
- ISPP&SI Leadership team
- Library research agenda meeting
- MSB SWOT Discussion
- PAS
- Pharmacy employer survey
- Phone call with HEDS
- Risk Assessment Review
- RAS weekly
- SWOT session ISPP&SI
- Qual Team weekly
- Review of EMSI Environmental Scan Draft
- TACC Metrics Task Force (conference call)
- TAIR Summer Workshops
- Weekly meetings (overall & qual side)
- Workshop 91201 EEOC Training

OTHER RESEARCH/SUPPORT

- Assigned section narratives for AL 360 Excelencia Grant
- Enrollment Projections Update
- Eternal Environment Scan research
- Pecan Campus Enrollment Projections
- Population Growth Chart request

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Project Name	Description	PMBOK Project Phase	Project Notes
Traditional Dual Credit Student Advising Life Cycle Mapping	Business Process Mapping	N/A	Mapping and Edits in Progress. Draft will be completed by 8/24/2018.
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	Sole Source document approved by purchasing. Will be presented to Board in September for approval.