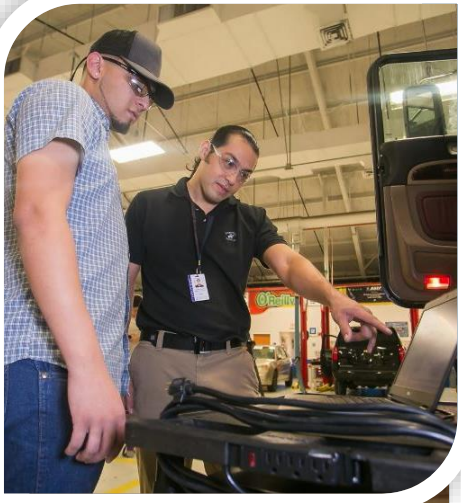


SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

January 2019

Board Meeting
February 26, 2019

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	MATHEW HEBBARD, VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
DATE:	FEBRUARY 26, 2019
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1, 2019 THROUGH JANUARY 31, 2019

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College President's Cabinet meeting
- South Texas College President's Administrative meeting
- South Texas College Board Finance Committee meeting
- South Texas College Planning & Development Council meeting
- Vice-President conducted weekly Dean's meetings and a Division Leaders meeting to maintain communication within the division. Division leaders provide status on the departments workflow activities.
- Joint Leadership meeting: South Texas College and University of Texas Rio Grande Valley
- Provost Dunn- Stark College and Seminary meeting

ATTENDED

- Continuing Education Law Enforcement Center meeting
- South Texas College Radius Integration meeting
- Perkins Reserve Grant meeting
- Lower Rio Regional Pathways meeting
- Board Appreciation Breakfast with the Board of Trustees for South Texas College
- Perkins Reserve Grant meeting
- General Cooperation Agreement with Universidad Tamaulipeca

ENROLLMENT SERVICES AND REGISTRAR

- **33,226** students are currently registered for Spring 2019 semester, which began on January 14, 2019, after the required documents were processed and they were cleared to register.
- 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 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 BUGS, College Ready, FAAR-Starfish, enrollment appeals, grade appeals, QEP, Radius integration, reinstatements, SACS-COC reaffirmation updates, and hiring/search committees.
- Compliance Coordinator attended Texas Co-requisite Project Conference held in Austin, Texas on January 25 – 26, 2019.
- 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.
- New Admissions Specialist started on January 2, 2019 and began training on all aspects of admissions and records, focusing on ApplyTexas *Admission Applications* and transcript evaluations.
- Graduation Analysts completed certification of December 2018 graduates and awarded degrees, including **544** Certificates, **1,250** Associate Degrees and **153** Bachelor Degrees.
- Document Management Specialist downloaded, reviewed and verified **4,092** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during January 2019.
- Residency Specialist and Admissions 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 **78** international students currently enrolled for Spring 2019 semester.
- Processed **509** course substitutions and exceptions in Degree Works during January 2019.
- Processed *Change of Grade Forms* for **430** students during January 2019.
- Processed *Reinstatement after Census Date Forms* for **25** students during January 2019.
- Processed *Schedule Change Forms* for **640** students since the second week of Spring 2019 semester.
- Processed **2,175** high school and **1,014** college/university transcripts during January 2019.
- Evaluated **799** transcripts from other colleges and universities during January 2019.
- Received requests via mail, Jagnet and National Student Clearinghouse, processed and distributed **5,336** STC transcripts during January 2019.
- Scanned and indexed **6,863** documents submitted by students during January 2019.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *Jagnet Access Letters* to students' personal e-mail accounts, provided on their ApplyTexas *Admission Application*.
- 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 and Veteran Affairs worked Saturdays in the month of January to help with registration and completing pending forms
- Veteran Affairs Department has signed up to attend the 2019 Texas Association of Collegiate Veteran Program Officials
- SFS Department submitted form to HR for vacant Financial Aid Specialist
- SFS staff attended a NASFAA Webinar on Professional Judgments
- 2019-2020 financial aid forms are being revised
- SFS Outreach Specialist Carolina Miranda assisted with 2 FAFSA/FA events in the month of January

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report January 2019					
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, 2018**
Pecan Campus	**502**			**ACT**	**607**
Mid- Valley	**212**	**93**	**91 (%show)**	**TSI EXAM**	**1,037**
Starr Campus	**106**	**70**	**70 (% show)**	**TSI EXAM**	**416**
Pecan Plaza	**100**	**45**	**40 (%show)**	**GED/ PEARSON**	**40**
Pecan Plaza		**453**	**413 (% show)**	**TSI EXAM**	**2,320**
Pecan Plaza		**157**	**150 (% show)**	**HESI**	**611**
Pecan Plaza				**HiSET**	**64**
TOTAL:	**920**	**818**	**764 (93% show)**		**5,095– All Campuses YTD**

IMPORTANT DEPARMENT UPDATES

*Updated 2000+ TSI student files needed to finalize CBM002

*6 staff members took the Pearson Vue certification exam and all passed. The certification exam is required on a yearly basis to all staff to continue to be able to administer any PV exams.

*Continuously planning with our Region One partners on the development of the 4th Annual TSI Update on March 1st 2019 at Region One Education Center.

TSI Scores: by placement score January 2019			
READING		**READING**	
Monthly (01/01/19 - 01/31/19)		**Year To Date (09/01/18 – 01/31/2019)**	
College ready (351+)	126	**College Ready** (351+)	520
Holistic Placement (349-350)	28	Holistic Placement (349-350)	121
Developmental Ed (342-348)	81	Developmental Ed (342-348)	533
ABE Level 6 (Developmental Ed)	23	ABE Level 6 (Developmental Ed)	110
ABE Level 5 (Developmental Ed)	63	ABE Level 5 (Developmental Ed)	296
ABE Level 4	6	ABE Level 4	123
ABE Level 3	6	ABE Level 3	26
ABE Level 2	11	ABE Level 2	50
ABE Level 1	0	ABE Level 1	15
Total	**344**	**Total**	**1794**
MATH		**MATH**	
Monthly (01/01/19 – 01/31/19)		**Year To Date (09/01/18 – 01/31/2019)**	
College Ready (350+)	62	**College Ready** (350+)	257
Holistic Placement (348-349)	18	Holistic Placement (348-349)	120
Developmental Ed (336-347)	119	Developmental Ed (336-347)	719
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	111	ABE Level 5 (Developmental Ed)	352
ABE Level 4	54	ABE Level 4	259
ABE Level 3	8	ABE Level 3	64
ABE Level 2	11	ABE Level 2	56
ABE Level 1	2	ABE Level 1	11
Total	**385**	**Total**	**1839**
Writing		**Writing**	
Monthly (01/01/19 - 01/31/19)		**Year To Date (09/01/18 – 01/31/2019)**	
College Ready (363 & 4+ Essay or 5+)	172	**College Ready** (363 & 4+ Essay or 5+)	674
Developmental Ed (350-362 & 0-4 Essay)	46	Developmental Ed (350-362 & 0-4 Essay)	150
ABE Level 6 (Developmental Ed)	2	ABE Level 6 (Developmental Ed)	5
ABE Level 5 (Developmental Ed)	1	ABE Level 5 (Developmental Ed)	4
ABE Level 4	3	ABE Level 4	19
ABE Level 3	3	ABE Level 3	29
ABE Level 2	3	ABE Level 2	10
ABE Level 1	2	ABE Level 1	4
Total	**232**	**Total**	**895**
Data retrieved from College Board Accuplacer			

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- The final Spring 2019 Dual Credit Program enrollment stands at **14,207** students, which is an increase of **1,358 (9.6%)** from last year
- More than **1,250** early college high school students participated in Dual Credit Fast Tracks at STC Campuses that were coordinated by the Dual2Degree Department for the Spring 2019 term. All students participated in a campus tour, advising session, registration drive and received a picture ID.
- Dual2Degree Department staff held a total of **70** dual credit registration drives for the Spring 2019 semester and served more than **3,250** students
- Dual2Degree Department has begun process mapping and establishing CRM communication campaigns to provide prospective and continuing dual credit students with information on the Dual Credit Program, institutional services and resources, progress towards completion and matriculation support.
- Department has begun coordinating STC campus visits for prospective dual credit students from La Joya ISD, Roma ISD, and Weslaco ISD during the Spring semester. All students will participate in a campus tour, advising session and student life activity.

SNAPSHOTS

Weslaco East High School
Registration Drive

Roma HS Student
Orientation

Robert Vela High School
Registration Drive

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Registration Drive	San Isidro HS	12/17	ISD	12
Registration Drive	Roma HS	1/8	ISD	12
Registration Drive	PSJA ECHS	1/8	ISD	15
Registration Drive	Robert Vela HS	1/9	ISD	26
Registration Drive	PSJA ECHS	1/9	ISD	10
Registration Drive	South Texas BETA	1/9	ISD	7
Registration Drive	Robert Vela HS	1/10	ISD	8
Registration Drive	Weslaco East HS	1/10	ISD	17
Registration Drive	Progreso ECHS	1/10	ISD	20
Registration Drive	Weslaco East HS	1/11	ISD	19
Fast Track	Weslaco CTE 21st Century	1/11	STC	52
Registration Drive	Edinburg North HS	1/14	ISD	33
Registration Drive	Juan Diego Academy	1/14	ISD	37
Registration Drive	PSJA Ballew	1/14	ISD	6
Fast Track	La Villa ECHS	1/14	ISD	11
Fast Track	Weslaco ECHS	1/15	ISD	42
Fast Track	Monte Alto ECHS	1/15	ISD	27
Registration Drive	La Joya HS	1/16	IS	21
Registration Drive	South Texas High School of Health Professionals	1/16	ISD	25
Registration Drive	Weslaco Calvillo Center	1/17	ISD	6
Fast Track	Achieve ECHS	1/17	ISD	111
Registration Drive	Academy of Health Science Professions & STEM	1/18	ISD	12
Registration Drive	Weslaco Calvillo Center	1/18	ISD	15
Fast Track	Mission CTE	1/24	STC	38
			Total	582

SUPPORT SERVICES

Event	High School Served	Date	Location	Total Served
Extended Hours	Hidalgo/Starr County	1/5	STC	10
Parent Information Session	Cesar Chavez Middle School	1/9	ISD	25
Dual Credit Program Presentation	Academy of Health Science Professional & STEM	1/11	ISD	60
Student Presentation	Weslaco Calvillo Center	1/15	ISD	75
Student Presentation	Weslaco Calvillo Center	1/16	ISD	75
Student/Parent Meeting	South Texas BETA	1/17	ISD	50
Student Meeting	Roma High School	1/18	ISD	500
Dual Enrollment Presentation	Edinburg High School	1/29	ISD	55
Dual Enrollment Student and Parent Presentation	Pharr Oratory Academy of St. Philip Neri	1/30	ISD	32
Dual Enrollment Presentation	Edinburg High School	1/31	ISD	38
			Total	**920**

MEETINGS WITH SCHOOL DISTRICTS (INTERNAL)

- Meeting with College Connections about Spring 2019 Dual Credit Transition Initiatives
- Dual2Degree monthly meeting
- Policy 3232 Update meeting with ECHS and Dean of Dual Credit
- Policy 3232 Update meeting with Cashiers
- Meeting with Advising Department for Jaguar Connection Day
- Bi-weekly meetings with Dean of Enrollment Services and Administrators
- Starr County Information Session Planning Meeting
- 2019 Carl Perkins Grant Planning Meeting
- Weekly Dual2Degree Department Supervisors Meetings

MEETINGS WITH STC DEPARTMENTS (EXTERNAL)

- Meeting with La Joya ISD about new Spring initiative, Jaguar Connection Day, for rising juniors at traditional high schools
- Meeting with Roma High School about new Spring initiative, Jaguar Connection Day, for rising juniors at traditional high schools
- Meeting with PSJA ISD for Summer/Fall registration planning
- Meeting with Weslaco ISD about new Spring initiative, Jaguar Connection Day, for rising juniors at traditional high schools

COLLEGE CONNECTIONS

SOUTH TEXAS COLLEGE EVENTS SUPPORT

- Emergency Medical Technology Program Orientation
- College Success for Healthcare Orientation
- Patient Care Assistant Program Orientation
- South Texas College Extended Hours

DEPARTMENT MEETINGS AND EVENTS

- NAH Division Meeting
- South Texas Area Recruiter Network Meeting
- Leadership MidValley Steering Committee Meeting
- I AM Conference Region One
- Talent Hub Meeting
- Recruitment Meeting

RECRUITMENT

- Robert Vela High School – College Presentation
- Mercedes High School – Table Set Up
- San Isidro High School – Table Set Up
- Acceso Total –TV Interview
- Mission High School – College Fair
- Grulla High School – College Fair
- Veterans Memorial High School – Career & College Readiness Workshop
- Meeting Prospective Students – 1 Student Appointment

APPLY TEXAS

- Nikki Rowe High School
- Progreso High School
- McAllen High School

FINANCIAL AID

- San Isidro High School

ELEMENTARY AND MIDDLE SCHOOL

- Donna ISD M.A.P. Munoz Elementary – College Awareness Presentation
- Donna ISD M. Rivas Elementary – College Presentation

CAMPUS TOURS

- Nursing Allied Health Campus
  - Orientation College Success for Healthcare – 131 visitors
- Starr Campus
  - First Year Connection – 35 visitors
- Technology Campus
  - Mission CTE Early College High School - 45 Students
- MidValley Campus
  - La Villa High School – 7 students
  - Donna ISD Special Education – 75 Students
  - Weslaco 21st Century CTE ECHS – 68 students

Campus	# Visitors
Pecan	No Tours
Mid-Valley	150 visitors
Starr	35 visitors
NAH	131 visitors
Tech	45 visitors

CALL CENTER

Phone Calls	
Inbound Calls	15002 calls
JagChat	
Chats	575 chats
Telemarketing	
Outbound Calls – Students Inquiries	273 calls
Enrolled Fall 2018 Not Registered Spring 2019	2391 Calls
Mongoose - Text Messages	
Region One Unpaid List	46 text sent
Spring 2019 Unpaid List –Students Missing Tax Transcript	99 texts sent

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

CURRENT/UPCOMING ACTIVITIES & EVENTS

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
550+	Student walk-ins and visits
170+	CTE Student Contacts
60	Student & Alumni Registered on CCN
31	Student & Alumni Resumes Revised/Uploaded on CCN
11	New Employer Registered on CCN
26	Jobs posted to CCN
12	Workshops Presented
1	On Campus Recruitment
1,610	Career Coach Total Visits

** Indicates, No Change since previous reporting period.*

CURRENT/UPCOMING ACTIVITIES & EVENTS

- Get to Know CES Open Workshops
- Dining Etiquette Reception

(OCR) On Campus Recruitment

- Embassy Suites - McAllen

Workshop & Presentations / Activities

- **Presentations**
  - New Student Orientations-Campus-wide
  - CES Overview - Phlebotomy in class presentation
  - New Student Orientations-Education Department
  - CES Overview - PTA in class presentation
  - Declare Your Major Day
  - Get To Know Career & Employer Services Open Workshop: Campus-wide
  - CES Overview-Automotive/Diesel Orientation
  - Resume, Cover Letters, and Interviewing Skills: Precision Manufacturing Presentation
- Job Development
  - RGV Nature – CCN registration
  - RxMLM – CCN registration
  - Boys & Girls Club of McAllen – 1 job posting
  - Opportune LP – 1 job posting
  - Boys & Girls Club of McAllen – 1 job posting

- Language Success – 4 job postings
- Infosys – 1 job posting
- Hidalgo County Head Start Program – CCN registration
- Roush – 1 job posting
- Hidalgo County Head Start – 4 job postings
- American Museum of Natural History- 1 job posting
- Bridgestone Retail Operations, LLC. - 1 job posting
- Five Door Network – 1 job posting
- Halliburton – 1 job posting
- South Texas Educational Technologies (Horizon Montessori Public Schools) - 1 internship posting
- All Day Realty – CCN registration
- PMG, Inc. – 2 job postings
- Bridgestone Retail Operations – 1 job posting
- Arrive Logistics – 1 job posting
- AS Inc. /Advance Services, Inc. – Employer Outreach
- Bridgestone – 1 job posting

Coordination of Upcoming Events

- Spring 2019 NAH Workshops in partnership with P.A.S.S. Program
- Mid Valley Campus Spring Orientation
- Physical Therapy Assistant in class presentation
- Mid Valley Campus College Success for Health Care in class presentations
- Partnered with Automotive program for future in class presentation(s)
- Scheduled dates for partnership with PASS Program for future Spring Open workshops
- Scheduled 1st Friday of every month CES open workshops
- Preparation of Declare your Major Day
- PTA in class presentation for mock interviews/job search and resume skills
- Preparation for Automotive/Diesel Technology Orientation
- Phlebotomy in class presentation
- Partnering with Student Activities for CES info table for Tech Campus
- Preparation for Orientation and CES info table
- Occupational Therapy Assistant Program in class presentations
- BAT Dining Etiquette: Reservations, menu, faculty outreach, etc.
- Medical Coding Career Readiness Presentations

MEETINGS AND MISCELLANEOUS INFORMATION

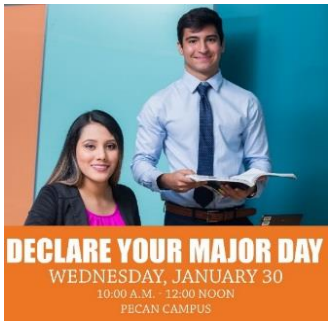
Meetings & Miscellaneous information

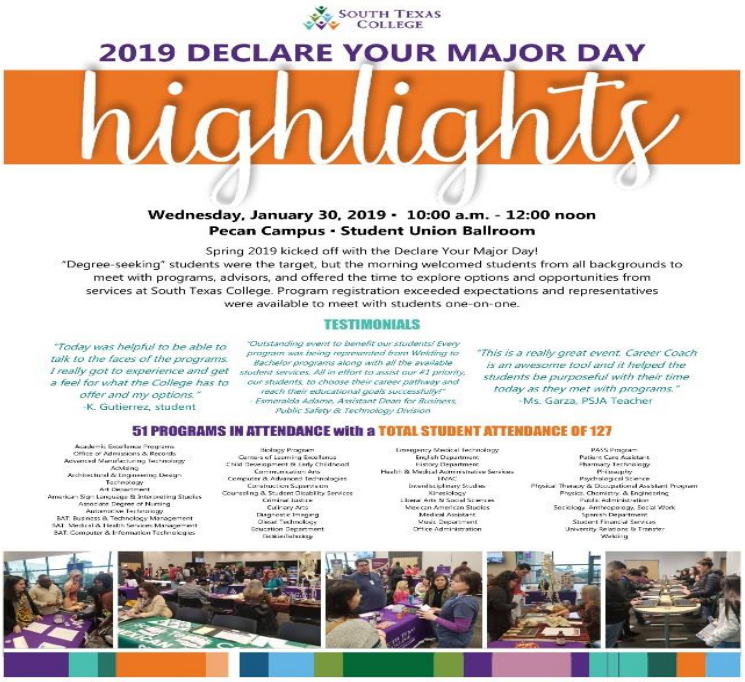
- DYM Event setup meeting
- Attended NAH division meeting.
- Completed campus security authority online training.
- Added NAH & Pecan workshop dates to College Central Network calendar of events.
- Finalized Spring 1st Friday NAH workshop calendar, topics, and lab reservations.
- Prepared tabletop items and handouts for upcoming presentations.
- Met with OTA Program chair for OTA Career Day.
- Updated presentation and prepared handouts for PTA in class presentation.
- Confirmed dates and lab reservations for spring workshop dates in partnership with P.A.S.S.
- Created flyers for NAH spring workshops.
- Added every 1st Friday open workshops for Technology Campus onto CCN

- Mid-valley Orientation presentation to 60+ students and CES info table
- Compiling presentation evaluations for IE bi-mid report
- Finalized Spring 2019 NAH workshop calendar, topics, and lab reservations.
- Created Spring 2019 1st Friday workshop flyer.
- Prepared tabletop items and handouts for upcoming presentations.
- Provided overview of department services and Career Coach assessment to community members visiting NAH campus.
- Met with OTA Program chair to coordinate in class presentations and mock interviews.
- Shared workshop calendars with Medical Coding and Information Technology capstone instructors.
- DYM Event setup meeting: Table assignments, confirmation emails, menu, program map, etc.
- DYM Highlight page-*see attachment*
- Enrolled & attended ACTA

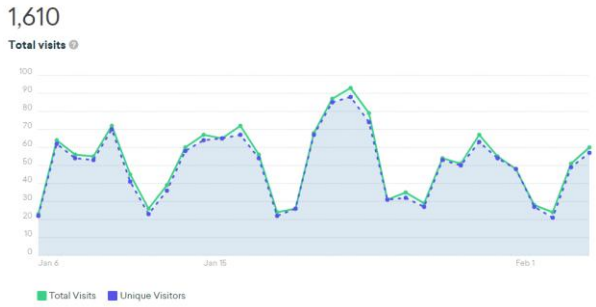
PHOTOS

Declare Your Major Social Media Posts

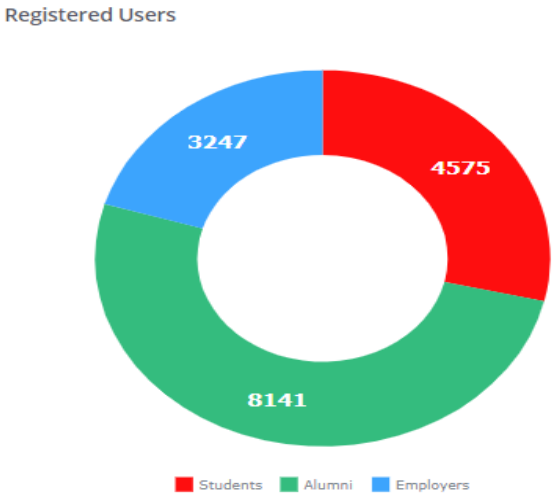


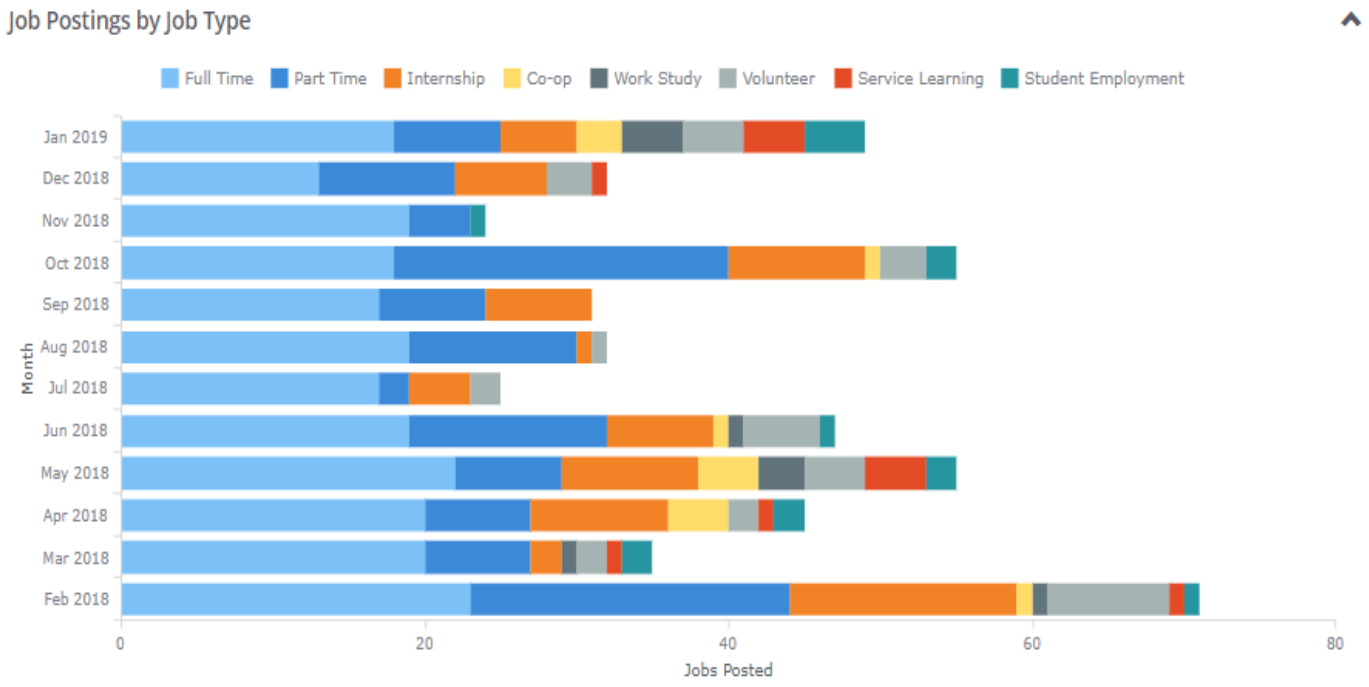


EMSI Total Visits



College Central Network





OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

Ombuds Cases for the month of January 2019				
		YTD Cases	**Active Cases**	**Closed / Referred Cases**
Consultations		39	6	33
Mediation		0	0	0
Conflict Coaching		0	0	0
Title IX: Requesting Pregnancy Accommodation		190	27	163
Title IX: Victim Advocacy Support		26	4	22
Written Complaints/Maxient Referred to Human Resources Student to Employee		31	N/A	N/A
Total Cases		**286**	**37**	**218**

Ombuds Cases per Campus for the month of January 2019		
		YTD Cases
Pecan		117
Nursing & Allied Health		17
Technology		10
Mid Valley		21
Starr County		6
Internet		111
La Joya Teaching Center		0
Pharr College & Career Teaching Center		1
High School		3
Total		**286**

January 16 - 17, 2019

The Ombuds attended the 16th Annual Conflict Resolution and Mediation Conference.

January 17 - 18, 2019

The Office of Student Rights & Responsibilities set up booths at the First Year Connection at the Starr and Mid-Valley Campuses.

January 23, 2019

The Office of Student Rights & Responsibilities set a booth at the Starr Co. welcome week event held by Student Activities.

January 24, 2019

The Ombuds held a presentation on Diversity Awareness, Intercultural Style Inventory, and Conflict Management Styles for the NAH PTA program students.

February 1, 2019

The Ombuds held the Student Academy at the Starr County Campus.

OFFICE OF STUDENT CONDUCT

Student Violating Student Code of Conduct for the month of January 2019			
	Active YTD Cases	**Closed YTD Cases**	**YTD Cases**
	31	109	**140**

Student Conduct Cases per Campus for the month of January 2019		
		YTD Cases
Pecan		80
Nursing & Allied Health		10
Technology		8
Mid Valley		24
Starr County		4
Regional Center for Public Safety Excellence		0
La Joya Teaching Center		0
Pharr College & Career Teaching Center		0
Internet		14
Total		**140**

January 23, 2019

The Office of Student Rights & Responsibilities set a booth at the Starr Co. welcome week event held by Student Activities.

January 17 - 18, 2019

The Office of Student Rights & Responsibilities set up booths at the First Year Connection at the Starr and Mid-Valley Campuses.

January 16 - 17, 2019

Mr. Karey Barnes attended and presented at the 16th Annual Conflict Resolution and Mediation Conference.

BEHAVIORAL INTERVENTION TEAM

Behavioral Intervention Team

Behavioral Intervention Team Institutional Report for the month of January 2019		
Student Affairs		**YTD**
Cases Reviewed		15

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

Human Resources		**YTD**
Cases Reviewed		2

Police Department		YTD
Cases Reviewed		0

Title IX		YTD
Cases Reviewed		0

	MILD		MODERATE		ELEVATED		SEVERE		EXTREME	
	Current	YTD	Current	YTD	Current	YTD	Current	YTD	Current	YTD
Student Conduct	0	2	0	5	0	7	0	1	0	0
Human Resources	0	0	0	0	0	2	0	0	0	0
Police & Security	0	0	0	0	0	0	0	0	0	0
Title IX	0	0	0	0	0	0	0	0	0	0

STUDENT ACTIVITIES AND WELLNESS

- Preparation for First Year Experience orientations
- First Year; Connection Sessions (Pecan, Mid Valley & Starr)
- Intramural Sport Promotion @ First Year Connection Orientation Sessions (Pecan, Starr & Mid Valley)
- Athletic Fields Fence Enclosure Pre Proposal Conference (Pecan)
- Food Handling Safety Training (Pecan)
- Welcome Week Tents and Tables (District Wide)
- Intramural Sports Promotion (Pecan, MV & Starr)
- Welcome Week Events (District Wide)

- Club Recruitment Fair (Pecan)

- Trip to Community College Day at the Capitol

- Game Day at the Tech
- High School Presentation (Tech)
- Super Bowl Tailgate Party (MV and Starr)
- Intramural Sports Promotion (District Wide)

COUNSELING AND STUDENT DISABILITY SERVICES

MEETINGS/CONSULTATIONS

	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	**234**	**35**	**314**	**58**	**19**	**1310**	**180**	**2150**
Mid-Valley	**60**	**0**	**70**	**36**	**34**	**390**	**6**	**596**
Starr Co.	**52**	**2**	**21**	**5**	**9**	**95**	**0**	**184**
Tech	**1**	**0**	**76**	**0**	**0**	**35**	**6**	**118**
NAH	**3**	**4**	**48**	**94**	**1**	**2**	**0**	**152**
Total	**350**	**41**	**529**	**193**	**63**	**1832**	**192**	**3200**

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
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- Carl Perkins FY19 SAEM Planning/Working Meeting
- Food Pantry Determination and Referrals
- Sign Language Interpreter's Student Schedules
- LPC-S Supervision Meeting
- Title IX Committee Meeting
- Title IX Emergency Case Review Meeting
- Title IX Retreat
- President Administrative Staff Meeting
- Individual Supervision Meetings with UTA and OLLU Social Work Interns
- Hope Family Health Center Board Meeting

- Counseling and Student Disability Services Department Meeting
- Meeting with CSDS Student Success Specialist
- BIT/CARE Meeting
- Meeting with South Texas College Police Officer on upcoming Crisis Intervention Trainings
- Provided January Saturday Extended Hours Coverage
- Spring 2019 Scholastic Appeals Committee Meetings
- RGV Veterans Coalition Meeting
- CSDS Meeting to review work-studies schedules
- Rio Grande Valley Anti-Human Trafficking Coalition Meeting
- Hidalgo County Family Violence Taskforce Meeting
- American Association of Women in Community Colleges Meeting
- Staff Performance Appraisals Reviews
- New CSDS Workstudy Orientation
- UNIDAD Coalition Meeting

WORKSHOPS/PRESENTATIONS

- CSDS Tabling Event at Declare Your Major
- Presentation on De-escalading Techniques at the South Texas College Regional Center for Public Safety Excellence
- Laughter Yoga Presentation to UTRGV Mathematics and Science Academy
- First Year Connection Presentation on CSDS – Pecan, Starr and Midvalley Campuses
- CSDS Presentation to Entering Freshman for the Education Majors

PROFESSIONAL DEVELOPMENT

- ATIXA – Title IX Coordinator Training and OCR Compliance

Sign Language Interpreting Services	
Type of Service	**Number of students contacts**
Number of Classes Interpreted	95
Interpreted for Admissions/Enrollment	9
Interpreted for General Advising	4
Interpreting for Financial Services	26
Interpreted for Testing/Exam Services	2
Interpreting for Counseling Services	14
Interpreting for Student Disability Services	2
Interpreted Orientation/Outreach	25
Interpreted for Title IX Preg. & Parenting	0
Interpreted for Tutoring Services	0
Telephone Contacts with students	5
Interpreter Hosted Workshops	1
Interpret student/instructor meeting	5
Other	11
Total	**199**

Student Success Specialist Activity Report	
Type of Service	**Number of students**
Interpreter requests	31
Interpreter requests filled	30
Interpreter requests denied/canceled	1
Contacts with SDS Students	51
Meeting with SDS Students	13
Additional Services	**Number of services/interns/interpreters**
Educational Coach supervision	0
Observing part-time Interpreters	2
Interpreter Feedback Session	2
Attended workshops	1
Hosted Workshops/Presentations	3
Assigning assignments to Interpreters	49
General Interpreter/community Meetings	7
Conducted Interpreter/workstudy Interviews	6
Total	**196**

Other Interpreting Services and Student Success Specialist (Disability Services) Activities:

1/10/2019	Interpreter schedules review meeting
1/11/2019	Workstudy schedules meeting
1/12/2019	Interpreting services on call and came in 10am to 12pm
1/15/2019	ITP Internship interviews all day
1/17/2019	Prepare presentation for Regional PD Officers
1/17/2019	Finalizing student orientation meeting
1/17/2019	Meeting with Independent Living Services, VAIL
1/18/2019	Spring 2019 Interpreter Orientation
1/18/2019	Spring 2019 Deaf Student Orientation
1/22/2019	Presentation to Cadets (Regional Center for Public Safety Excellence, Pharr)
1/24/19	Career & College Readiness Workshop
1/23/2019	Interpreter orientation (Part-time Interpreters)
1/29/2019	Observed Interpreter Ana M (Tech)
1/29/2019	Observed Interpreter Ariel L (Tech)
1/31/2019	Cont Prep for intern orientation
1/30/2019	Declare Your Major Tabling Event
1/31/2019	Ambassador Cross Training Academy
1/31/2019	Cont Prep for intern orientation
1/29/2019	Staffing of Cases (Counseling)

COMPREHENSIVE ADVISING

PROGRAMS/ACTIVITIES/MEETINGS

A. Advising Student Contacts

Advisor Student Contacts	
Campus	**# of Contacts**
Pecan	4,795
Mid-Valley	1,535
Starr	563
Technology	1,020
Total	**7,913**

B. Programs/Activities/Meetings:

- **Academic Advising**
  - Provided advisement sessions for students enrolling in Spring 2019 semester
  - Began scheduling of Priority Advising for Registration (Developmental Reading, Writing, Math, College Success, Education and some CTE courses)
- **Faculty Advising**
  - Ongoing communication with HSI Project Manager to prepare and plan for spring semester activities;
  - Held meeting with Lead Faculty Advisors to review programmatic activities for the semester and grant requirements (i.e. promote Declare Your Major Event)
  - Updated the New and Enhanced Faculty Advising (NEFA) Training materials to reflect updates and best practices and printed training manuals
  - Collaborated with OPOD to provide online registration for trainings
  - Completed the logistics for Spring 2019 trainings
  - Assisted volunteer faculty advisors at the Enrollment Center before the spring semester began
  - Updated master roster of NEFA certified faculty advisors
- **Mentoring Services**
  - **College Advising Training Program-** training focuses on providing holistic support and solid foundation of enrollment process including student support services that promote student access, persistence, completion, and job placement; next training scheduled for February 25th – March 1st, 2019; 32 presentations have been planned
  - **THECB Work Study Mentorship Grant** – Compiled student mentor report and activities for submission on February 1, 2019; contacted student mentor weekly during January on the 23rd and the 31st , had meeting and interviews with new student mentor applicants for the new semester; 4 have been selected, 2 are complete and the others still need references to complete; staff development training is planned for March 2019 at the Starr County Campus;
  - **Beacon Mentoring Program** – 10 sections assigned for Spring 2019 semester; four contacts with students focusing early registration for next semester, financial aid, final exam preparation and other related topics are scheduled for the spring term;

- **PASS Program**
    - Met with PASS staff to plan semester activities and marketing for the program
    - Staff reviewed student/program contracts and distributed textbooks to students for Spring 2019
    - Staff completed Purchase Orders for Spring 2019 textbooks for PASS Program participants
    - Staff reviewed Extended Limited Assistance applications and approved students who qualified for the Program based on eligibility criteria
- **Carl Perkins**
    - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
    - Reviewed finalized job descriptions for CTE Coordinator and Coach positions approved as part of the 2018-2019 grant; HR will be posting them in February and the hiring process will commence

PARTICIPATED IN THE FOLLOWING

Participated in the Following:

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson to review and finalize Action Plan for Pathways
- **College Wide Committees** – Director of Comprehensive Advising & Mentoring Services participating in Texas Pathways Project and PASS Program Redesign Committee and Faculty Advising Steering 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
- **Quality Enhance Plan (QEP)** – Attended meetings for preparing for the selection of the topic for the Quality Enhance Plan; researched and presented to team on assigned topic
- **Southern Association of Colleges and Schools Commission on Colleges** – Attended meeting on SACSCOC and compliance writing for the standards assigned to Director of Advising; submitted required documents on SharePoint system

C. Preliminary Forms

- Reviewed/approved time cards, reports, invoices, activity reports, grant forms, and other department/grant related items

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: FEBRUARY 20, 2019

SUBJECT: ACTIVITY REPORT FOR JANUARY 2, 2019 THROUGH JANUARY 31, 2019

MARY ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the President's Cabinet Meetings, Facilities Committee Meeting, Finance, Audit, and Human Resources Committee Meeting, Board of Trustees Meeting, and President's Administrative Staff 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.
- Business Office:
  - Attended meeting with Comptroller and Bursar to discuss government shutdown issues.
  - Held meeting with Comptroller and Budget Manager to review budget 2020.
  - Held follow-up meeting with Bursar and Comptroller to review and discuss payment strategies.
  - Held meeting with Comptroller, Associate Comptroller, Director of Purchasing, and Accounting Group Managers to review and discuss memberships, licenses, trainings and course expenditure procedures.
  - Held meeting with Bursar, Comptroller, Director of Accountability, Risk, and Compliance, Director of Student Financial Services, Director of Student Records & Registrar, Coordinator of Federal Programs, Data Management Coordinator, and Associate Dean of Student Financial Services, Testing & VA to discuss reinstatements and government shut-down procedures.
  - Held meeting with Comptroller and Associate Comptroller to discuss Finance Committee items.
  - Held meeting with Comptroller and Budget Manager to review the delinquent tax collection reports that will be presented at the Board Meeting.
  - Held meeting with Comptroller and Budget Manager to discuss the FY 2020 budget and calendar.
  - Held meeting with Comptroller, Accounting Group Manager, and Legal Counsel to review and discuss Investment Policy 5120.
  - Held Budget Retreat with Comptroller and Budget Manager to discuss Financial Forecasting presentation.
- Facilities, Planning, and Construction:
  - Held meetings every Tuesday with Director of Facilities Planning and Construction, Project Managers, and Director of Facilities Operations and Maintenance to discuss pending facilities projects and Facilities Committee packet items.

- Purchasing and Distribution Services:
  - Held meeting with Director of Purchasing, Associate Director of Purchasing, and Director of Facilities, Operations and Maintenance to discuss electric power services rates for the Board Meeting.
- Human Resources:
  - Held discussion with Director of Human Resources on occupational survey for bureau of labor statistics request for Starr County Campus.
- Accountability, Risk & Compliance
  - Held meeting with Director of Accountability, Risk & Compliance, Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence, Environmental Health & Safety Manager, and Director of Operations & Maintenance to discuss and add procedures on the proper disposing of hazardous materials (needles).
  - Held meeting with the Director of Accountability, Risk & Compliance to review the draft Banner Access procedures.
- Internal Auditor:
  - Attended entrance conference meeting with the Internal Auditor to discuss the Clery Act, Title IX, and VAWA Audits.
- Institutional Equity:
  - Attended meeting with Institutional Equity Manager to review the Access Esperance Clinic Agreement for the Finance, Audit, and Human Resources Committee Meeting.
  - Held meeting with Institutional Equity Manager on Title IX website updating.
- Title IX Committee:
  - Held several Title IX Meetings with all team members.
  - Held Title IX Retreat with Institutional Equity Manager.
- Executive Officer for External Relations
  - Held meeting with Executive Officer for External Relations to review the Target Range funding and the LAR Legislative Appropriation Request.
  - Held meeting with Executive Officer for External Relations to discuss the Texas Parks & Wildlife grant and the Target Range grant provisions.
  - Held meeting with Executive Officer for External Relations and Director of Grant Development and Compliance to discuss the Legal Counsel's background document for the Target Range grant project.
- Other Meetings:
  - Attended conference call with US Communities/National IPA Regional Manager for Higher Education to discuss roofing services option and bid questions.
  - Held Interviews for the Finance and Administrative Services Support Specialist positions.
  - Attended the Board Appreciation Breakfast with the South Texas College Board of Trustees.
  - Held meeting with Accounting Group Manager, Finance and Administrative Services Project Manager, Accountability and Compliance Manager, and the Financial Analyst to review the Regional Center for Public Safety Excellence business plan.
- Conferences/Workshops:
  - Attended ATIXA Training Conference & Certificate courses to obtain information related to Title IX, such as reducing the risk of OCR complaints or lawsuits and to be more informed in other Title IX related areas.
  - Attended Clery Act trainings.

PROJECTS IN PROGRESS:

- Budget
  - Worked on Long Term Financial Plan.
  - Worked on FY 20 Budget.
  - Worked on Banner Security Access Process Mapping.
  - Worked on Summary of Revenue and Expenditures – Estimated FY 2020.
- Committee packets
  - Worked on Facilities Committee Agenda items.

- Worked on Facilities Planning & Construction Projects Progress.
- Worked on Finance, Audit, and Human Resources Committee Agenda items.

- Construction
  - Worked on Facilities Use Policy.
- Regional Center for Public Safety Excellence:
  - Worked on Regional Center for Public Safety Excellence (RCPSE) Business Plan.
- Title IX:
  - Worked on Title IX Procedures and Resources.
  - Worked on Clery Act Trainings completion Status for 2018 and 2019.
  - Worked on the Maxient Training Schedule for February
- Policies and Procedures
  - Worked on Nepotism Policy.
  - Worked on Vendor File Policy.
  - Worked on Policy 4904 Draft Proposed Guidelines.
  - Worked on Student Activities Fee Procedures and Policy.
  - Worked on Red Flag Rule Policy and Guidelines.
  - Worked on Policy Management Program.
  - Worked on Lean Travel Procedures.
  - Worked on Recruitment Services Procedures.
- Reports and Presentations
  - Worked on FAS Departments Annual Reports.
  - Worked on Non-Compliant Supervisor Verification Reports by Division.
  - Worked on Registration Report for Spring 2019.
  - Worked on Fraud Presentation.
  - Worked on Internal Control Presentation.
- Special Projects
  - Worked on FLAC Implementation.
  - Worked on Faculty Credential Review.
  - Worked on Vending Revenue Analysis.
  - Worked on Summer Pell Process Mapping.
  - Worked on Enterprise Center Business Plan.
  - Worked on Hazardous Communication Plan.
  - Worked on 86th Legislative Session Update.
  - Worked on Open Record Request for Taxes.
  - Worked on Unpaid/Drops Process Mapping.
  - Worked on Government Shutdown Strategy.
  - Worked on Affirmative Action Program Summary.
  - Worked on Performance Measures by Department.
  - Worked on Emergency Disaster Plan and Resources.
  - Worked on Administrative/Executive Roster for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
  - Worked on Proposed Changes to Reinstatement Process.
  - Worked on Board Electronic Packet & Laptop Procedures.
  - Worked on State Employee Charitable Campaign (SECC).
  - Worked on Dates that W-2's and 1098-T's were completed and distributed.
  - Worked on Purchase and Implementation of Dashboard Presentation Software
  - Worked on Staff Handbook and Organizational Chart for Office of Vice President for Finance and Administrative Services.
  - Worked on Monitoring Assessment on Supervisor Time Clock Approvals that Office of Accountability, Risk, & Compliance is performing.
- Outstanding Tasks and Reminders to Vice Presidents:
  - Worked on Clery Act Trainings.

- Worked on Timecard Approval.
- Worked on Overtime Compliance Reports.
- Worked on Risk Assessments from Vice Presidents.
- Worked on Compliance with Human Resources Trainings.
- Worked on Fixed Asset Inventory Compliance Reports.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Accounts Payable Commercial Card Use Audit Exit Conference.
- Attended conference calls regarding contract worker.
- Attended Electronic Invoice Approval Demonstration from Docusign.
- Attended eRefund conference call with TouchNet and Information Technology.
- Attended meeting on general guidelines for Faculty/Staff email.
- Attended farewell for Dean of Continuing Professional and Workforce Education.
- Attended Financial Services meeting to discuss Spring 2019 rosters.
- Attended meeting with Ellucian Consultant on Electronic Personnel Action Form (EPAF) Project.
- Attended President's Administrative Staff meeting.
- Attended the Budget 2020 meeting.
- Attended the Chrome River Kickoff conference call meeting.
- Attended the Donations meeting with the Division of Business and Technology and General Accounting.
- Attended the Faculty Need Analysis meeting.
- Attended the monthly Banner User Group (BUGs) meeting.
- Conducted Accounting Assistant Interviews and Accounting Specialist Interviews.
- Participated in the Interviews for the Planning and Constructing Assistant Director.
- Participated in conference call with Information Technology for Electronic Time Adjustment Request Form (TARF) Project.
- Participated in conference meeting with Ellucian to discuss Teacher Retirement Services Reporting.
- Met and discussed Contract Employee and Tax Issues.
- Met and discussed Memberships/Licenses/Trainings, Courses and Uniforms.
- Met and discussed updating Transparency Award information on webpage.
- Met and drafted response to Internal Revenue Service letter.
- Met and reviewed Accounting Assistant applications with the Interview Committee.
- Met and reviewed Accounting Specialist applications with the Interview Committee.
- Met to assist on the Transportation Services Manager interviews.
- Met to discuss Accounts Payable and Travel processes.
- Met to discuss Governmental Accounting Standards Board (GASB) Reports outcome and possible solutions.
- Met to discuss Mentor Grant.
- Met to discuss student payment strategies.
- Met to discuss the activity codes missing from the Maintenance and Operations Fund Organization account and Program Codes.
- Met to discuss the additional information to be added to the Budget vs. Actual Unexpended and Renewal and Replacement Reports.
- Met to discuss the Fiscal Year 2020 budget.
- Met to discuss the linking of FY 18 Comprehensive Annual Financial Report footnotes, statements, schedules, and statistical tables.
- Met to discuss the Regional Center for Public Safety and Excellence Business Plan.
- Met with Accounts Payable Supervisor and Specialist on the1099 Miscellaneous reporting.
- Met with Accounts Payable Supervisor on department duties.

- Met with Associate Comptroller regarding the Community College Annual Reporting and Analysis Tool (CARAT) report.
- Met with BBVA Compass staff to discuss the Automated Clearing House (ACH) format for eRefunds.
- Met with City of McAllen staff, grants staff, Financial Manager, and Compliance Officer on new Compliance review to happen this award year.
- Met with Dual Credit departments to discuss dual credit approval process for enrolling in Non-S (independent) courses.
- Met with Ellucian Consultant to discuss Faculty Load and Compensation (FLAC).
- Met with Financial Aid staff to discuss the possible impact of the government shutdown may have on students and an alternative payment option for this group.
- Met with General Accounting and Construction staff regarding set up of Target Range fund.
- Met with Grant Compliance and financial manager on Target Range grant initiation.
- Met with Payroll and Grant Financial Manager on Work-study employee set up.
- Met with selected office staff to discuss performance evaluations.
- Met with Tax Consultant regarding Employee vs. Contractor issue.
- Participated in a meeting with Payroll and Human Resources in regards to an Internal Revenue Service letter.
- Participated in the work-study mentorship position meeting.
- Reviewed the Business Office handbook with new staff.
- Trainings/Webinars:
  - Attended the Disclosure Changes - Be Prepared for new Securities and Exchange Commission (SEC) Requirements Webinar.
  - Attended new Securities and Exchange Commission (SEC) requirements webinar.

WORKED ON THE FOLLOWING ITEMS:

- Management Reports:
  - The Business Office staff worked on the December board and management reports, including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations, and grants reports.
- Accounts Payable/Grants and Contracts:
  - Conducted Reference Checks for accounting assistant candidates and for accounting specialist candidate.
  - Reviewed invoices due to agencies.
  - Reviewed vendor statements.
  - Conducted training with new Grants Supervisor.
  - Worked on Accounts Payable check registers.
  - Worked on Bank 31 uploads, vendor maintenance.
  - Worked on Board checklists.
  - Worked on Board Report.
  - Worked on end of month processes.
  - Researched other colleges on shooting range.
  - Researched Unrelated Business Income Tax for Austin Community College.

Bank No.	18-Sep	18-Oct	18-Nov	18-Dec	19-Jan
01 E&G	371	553	728	411	640
01 Direct Deposit	83	148	255	136	222
03 Student	10,020	2,583	1,881	351	16719
12 I&S Taxes	-	-	-	-	1
16 I&S Bond	-	-	-	-	1
17 Plant	17	12	17	9	6
31 Virtual Card	271	602	434	254	501
32 AP Card	23	28	5	2	2

Bank No.	18-Sep	18-Oct	18-Nov	18-Dec	19-Jan
37 Unexp-LT Bond Series 2015	7	9	7	1	2
38 Unexp-LT Bond Series 2014	-	-	-	-	-

- Property Tax/Budget & Reporting:
  - Completed the Fiscal Year 2018 Report of Fundable Operating Expenses.
  - Created the Budgeting for Administrators Professional Development Day presentation.
  - Gathered information needed for the completion of the Report of Fundable Operating Expenses.
  - Gathered information needed for the FY 2020 Budget Strategies.
  - Provided additional information to the Legislative Budget Board regarding the Legislative Appropriations Request for FY 2020 - 2021.
  - Provided backup reports for the Delinquent Tax Attorney motion for the Finance, Audit, and Human Resources Committee Meeting.
  - Provided information needed for the completion of the Continuing Disclosure statement.
  - Researched Linebarger Delinquent Tax Collection reports for other entities.
  - Reviewed delinquent tax attorney motion with the Vice President for Finance and Administrative Services.
  - Submitted the 2018 Report of Fundable Operating Expenses.
- Cash Management/Special Projects/Office Support:
  - Worked on BBVA Net Cash System testing.
  - Compiled response to Government Finance Officer Association (GFOA) comments for Fiscal 2017 award.
  - Completed draft of new Certification/License Approval Form.
  - Prepared a Checklist and referenced Comprehensive Annual Financial Report (CAFR) to assist in FY19 CAFR completion and review.
  - Prepared Investment Advisory Services Summary.
  - Requested additional collateral ($7,000,000) from BBVA Compass.
  - Worked on matrix for Memberships/License/Training Materials.
  - Updated Transparency Award information on the College's website.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	16	656
01 Direct Deposit	8	224
02 Payroll	14	215
02 Direct Deposit	3	1,918
03 Student	7	16,719
12 I&S	1	1
16 I&S	1	1
17 Plant	3	6
37 Bond Series 2015	2	2
38 Bond Series 2014	0	0
Total	**55**	**19,742**

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	30
Bank Transfers between Bank Accounts	14
Wire Transfers for Benefits	1

- General Accounting/Construction/Fixed Assets:
  - Monthly Reports – Prepared board management reports and staff continued to work on monthly reconciliations and monthly reports. Completed 107 monthly reports during the month of January 2019.

Duties	Total
Approval Queues	22
Bank Reconciliations	11
Cafeteria daily sales report	33
Cancelled checks provided to Accounts Payable / Payroll	2
Check verification for Accounts Payable / Payroll	17
Copies of booklets/journal entries requested	10
Deposits prepared	23
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	105
Returned mailed checks - Logged and Filed	78
Returned Mailed checks - Disbursement	22
Financial manager changes	12
FOAP created including activity codes	22
Hours Filing and organizing of Journal Entries and boxing	8
Hours used for scanning - estimated	65
Hours used to prepare documents for scanning	3.5
Hours used converting BOR and Management reports PDF	1
IDT's - telephone calls received	9
Interdepartmental Transactions reviewed	68
Invoices and encumbrances reviewed	64
Journal entries prepared	40
Journal entries processed including FUPLOAD	1,176
Journal entries- transactions processes	4,164
Journal entries/documents scanned	1,973
Journal Entries Logged	761
Positive Pay submitted / EFT Payment/Positive Pay Exemptions approved	37
Positive Pay Exemption-Number of checks researched	11
Requisitions prepared	8
Stale dated list prepared	5
Stale dated letters mailed	326
Stop payments processed (includes stale dated checks)	204
Transactions removed from bank reconciliation	79
ACTA and Workplace Answering training Hours	2
Banner Testing hours/training - Hours used	1

General Journal Entry (Intra-Fund) (JE15)	78
General Journal Entry (Inter-Fund) (JE16)	58
Cash Receipts (CR05)	588
Encumbrance Liquidation (E032)	0
Encumbrance Liquidation (E020)	0
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	3
Misc. Receipt Payments (CA10)	0
General Journal Entry (STCJ)	0

- The Cashiers/Accounts Receivable:
  - Assisted students with Spring 2019 questions and payments during the first week of class.
  - Assisted students with Spring 2019 questions and payments prior to the first week of class day, January 22, 2019.
  - Extended hours of operation on Saturday, January 19th to assist students, since college was closed on day prior to classes starting.
  - Conducted final testing of the new 1098T methodology change from reporting charges to reporting payment for year 2018. 1098Ts were available to students via their JagNet account on January 31, 2019.
  - Conducted testing of the new 1098T methodology change from reporting charges to reporting payment for 2018.
- Payroll and Position Control Departments:
  - Completed TimeClock Plus workflow in test, Information Technology to move over to production.
  - Reviewed Internal Revenue Service issue regarding insurance.
  - Reviewed tax calculation for contract worker.
  - Payroll processes for the month ending January 31, 2019 are:

Payroll Re-issue Processed	11
Payroll Cycles	5
Payroll Checks & DD	2,433
TimeClock Plus Access Forms Processed	61
Number of Employees with OT reviewed for OT Memos	466
NOE's Approved	685
Salary Budget Transfer Forms Processed	8 with multiple transactions

- Business Office Performance Indicators – Payroll January 2019

Number of Employee		**Deposits Processed**	
Employees on Monthly Payroll	1,759	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	362	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 12/16-12/31) SR01	42	Salaried	6
(Waged 01/01-01/15) SR02	323	Waged	2
(Salaried: January) MR01	2,204		
		Void Checks Processed	
		Salaried	6
NOE's Approved		Waged	5
Approve NOE's	685		
		Replacement Checks Processed	
NOE's Processed		Salaried	5
(Additions, Deletions, Changes)	18	Waged	5
Salaried	162		
		Voided Direct Deposits/Checks	
NOE's Processed		Salaried	0
(Additions, Deletions, Changes)	49	Waged	0
Waged	476		
		Salary Budget Transfer Forms Processed	8
Payroll Adjustment Worksheets			
(Additions, Deletions, Changes)	15	**Hand Cut/PBK**	

Number of Employee		**Deposits Processed**	
Salaried-MR01	37	Salaried	0
		Wages	0
		Checks Processed	
(Additions, Deletions, Changes)	0	Salaried	99
Waged	3	Total Net	$200,082.08
Liabilities Processed		Waged	103
ORP	11	Total Net	$22,092.25
Annuity	11		
Student Loans	3	**Direct Deposit Processed**	
United Way	1	Salaried	1,952
Child Support	2	Total Net	$4,956,232.73
IRS Levy	0		
Withholding & FICA	3	Waged	279
Met Life	1	Total Net	$64,664.02
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury	1		
Reports Processed			
Compass Bank Direct Deposit File	4		
Void And Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		

LUIS R. GUZMAN II, DIRECTOR OF FOOD SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Time Card Verification Meeting.
- Conducted meeting with Pecan Campus Food Service Manager.
- Conducted meeting with Mid Valley Campus Lead Cook.
- Attended meeting with Pepsi vendor concerning a bike give away for the Pecan Campus.
- Conducted large breakfast catering for Academic Affairs and UTRGV.
- Conducted meeting with Pepsi vendor to finalize sampling give-away when classes resume on January 23rd.
- Conducted meeting with Nursing and Allied Health Food Service Manager concerning scheduling of temporary employees.
- Conducted sampling with Pepsi vendor on new product offered.
- Attended President's Administrative Staff Meeting.

PROJECTS IN PROGRESS:

- Others:
  - Worked on adjusting menu items for Mid Valley Campus Cafeteria.
  - Worked on requesting Food Services Department to have a scheduled Cardiopulmonary Resuscitation (CPR) Training on Professional Development Day.
  - Worked on final set up for City of McAllen inspection on possible food cart area at Pecan Campus Building P.
  - Worked on and finalized returning work-study list for the Food Services Department.
  - Worked on finalizing requisitions to have all Health Permits renewed for all cafeterias.
  - Worked on work-study applications for Pecan Campus Cafeteria.
  - Assisted in operations at Pecan Campus to assist in the adjustment of work schedules to fit the flow of business.

- Worked on list of all full-time staff emails requested by the office of the Vice President for Finance and Administrative Services.
- Worked on and finalized FY 18 Annual Report for office of the Vice President for Finance and Administrative Services.
- Worked on and finalized menu for La Joya ISD caterings for every Saturday in February and the first Saturday in March.
- Worked on and updated all Daily Sales spreadsheets for the month of January to benchmark FY 18 sales to now.
- Finalized total number of staff attending Cardiopulmonary Resuscitation (CPR) training for Professional Development Day.
- Worked on finalizing quote for five consecutive Saturday's for La Joya ISD.
- Worked on finalizing quote for a two-day event with Student Activities and Wellness.
- Worked on updating weekly sales sheets and sent them out to Food Service Managers.
- Worked on acquiring more work-study students.

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

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Regional Center for Public Safety Excellence (RCPSE):
  - Attended a meeting to discuss the RCPSE conference with the Pharr Police Department.
  - Attended a meeting to discuss the process for contact hours for RCPSE training.
  - Attended a meeting for response to the action plan for the RCPSE Business Plan.
  - Attended a meeting to discuss legislative funding for the RCPSE.
  - Attended a meeting to obtain funds for the updating of RCPSE simulators.
  - Attended a meeting to discuss course development at the RCPSE.
  - Attended a meeting to update the RCPSE Business Plan.
  - Attended a meeting to identify payment procedures for RCPSE training.
  - Attended a meeting to discuss firearms simulator at the RCPSE.
  - Attended a meeting discuss synopsis for upcoming RCPSE training.
  - Attended a meeting with Director of Continuing Education regarding RCPSE courses.
  - Attended a meeting to discuss training schedules at the RCPSE.
  - Attended a meeting to determine space allocation at RCPSE.
- Other Meetings:
  - Attended a meeting to discuss traffic control for the first day of the spring semester.
  - Attended a meeting to discuss new security guard hires.
  - Attended a meeting to discuss the acquisition of new surveillance cameras.
  - Attended a meeting with Purchasing department and the Facilities, Planning and Construction department on acquisitions.
  - Attended a meeting to discuss membership in the FBI-LEEDA program.
  - Attended a meeting to respond to a camera repair needed at the Mid Valley Campus.
  - Attended a meeting to process the selection of a Transportation Services Manager.
  - Attended a meeting to review traffic control for the second day of the spring semester.
  - Attended a meeting to further distribute the procedure for other department requests.
  - Attended a meeting to review employee work assignments.
  - Attended a meeting to plan for the Rio Grande Valley (RGV) Legislative visit.
  - Attended a meeting with faculty to develop an active shooter table-top exercise.
  - Attended a meeting with the Institute for Advanced Manufacturing on continuing education.
  - Attended a meeting to review the target range at Austin Community College.
  - Attended a meeting conducted by the Avigilon Surveillance Camera Company.
  - Attended a meeting to update the Texas Commission on Law Enforcement (TCOLE) Contract request.
  - Attended a meeting to discuss equipment purchases.

- Attended a meeting to further discuss the Texas Commission on Law Enforcement (TCOLE) application for an academy contract.
- Attended a meeting to review request for assistance from Human Resources.
- Attended a meeting to review request for release of police reports.
- Attended a meeting to review process for interviewing job applicants.
- Attended a meeting to review an incident.
- Attended a presentation on Emergency Management for Professional Development.
- Attended a meeting to review police reports.
- Attended a meeting to review pre-application for Texas Commission on Law Enforcement (TCOLE) provider contract.
- Attended a meeting to review ARMS cases.
- Attended a meeting to review police training requests.
- Attended a meeting to discuss citation issuance.
- Attended a meeting to review Title IX cases.
- Attended a meeting to discuss Title IX investigation.
- Attended a meeting to discuss notification of incidents involving students.
- Attended a meeting to determine emergency equipment need for operations.
- Attended a meeting to discuss applicant recommendations with Human Resources.
- Attended a meeting to review requirements for Texas Commission on Law Enforcement (TCOLE) training at the Regional Center for Public Safety Excellence (RCPSE).
- Attended a meeting to discuss free parking at the Park and Ride.
- Attended a meeting to answer questions from a media outlet.
- Attended a meeting to discuss Customs Border Protection training.
- Attended a meeting to discuss extra patrol requested.
- Attended a meeting to review overtime authorization requests.
- Attended a meeting with Information Technology to review issues with surveillance camera installations.
- Attended a meeting to discuss mass notification messaging.
- Attended a meeting to discuss mandatory report tracking.
- Attended an Avigilon surveillance camera meeting.
- Attended a Transportation Services meeting.
- Attended a meeting to replace malfunctioning surveillance cameras.
- Attended a Lost and Found items meeting.
- Attended an ARMS police reports meeting.
- Attended an equipment acquisition meeting.
- Attended a meeting to discuss campus map printing.
- Attended a meeting to research a Human Resources issue.
- Attended a yellow line shuttle bus meeting.
- Attended an employee assignment meeting.
- Attended a meeting pertaining to parking spaces for students.
- Attended an equipment review meeting.
- Attended a meeting to discuss generator installation for the police building.

PROJECTS IN PROGRESS:

- <u>Regional Center for Public Safety Excellence (RCPSE):</u>
  - Worked on conference with the Pharr Police Department.
  - Worked on the process for contact hours for the RCPSE training.
  - Worked on the action plan for the RCPSE Business Plan.
  - Worked on legislative funding for the RCPSE.
  - Worked to obtain funds for the updating of RCPSE simulators.
  - Worked on course development at the RCPSE.
  - Worked on payment procedures for RCPSE training.
  - Worked on RCPSE course development.

- Worked on continuing education, registration, and course payments at the RCPSE.
- Worked on requirements for TCOLE training at the RCPSE.
- Worked on a process for the scheduling of training at the RCPSE.
- Worked on appropriation request for the RCPSE.
- Worked on fees for facility usage at the RCPSE.
- Worked on leased space cost at the RCPSE.
- Worked on Institutional Effectiveness Plan for the RCPSE.
- Worked with the Chair of the Public Safety and Fire Science at the RCPSE.
- Worked with Pharr Police Department & San Juan Police Department on instruction at the RCPSE.
- Worked with Educational Technologies to review the RCPSE audio-visual.
- Worked on RCPSE assignment of police sergeant.
- Worked with Planning and Construction on RCPSE opening.
- Worked on Leadership training at the RCPSE.
- Worked with Director of Continuing Education regarding RCPSE courses.
- Worked on RCPSE academy licensure.
- Worked with UTRGV concerning RCPSE training.
- Worked on office assignments and classroom assignments at the RCPSE.
- Worked on portable building needs at the RCPSE.
- Worked with area police chiefs to discuss training at the RCPSE.
- Worked on developing goals of the RCPSE.

- <u>Title IX:</u>
  - Prepared Cabinet Update and Title IX Case Report.
  - Worked on Department of Public Safety Title IX Case Report.
  - Worked on Title IX case.
  - Worked on review of Title IX cases.
  - Worked on Title IX investigation.
  - Worked on Title IX Case Report.
- <u>Police Reports, Incident Reports, and Other Requests for Information:</u>
  - Worked on request for assistance from Human Resources.
  - Worked on request for release of a police report.
  - Worked on an incident at the Pecan Campus.
  - Worked on police reports.
  - Worked on release of police reports.
  - Worked on notification of incidents involving students.
  - Worked on a college employee issue with Human Resources.
  - Worked with Human Resources on request for information.
  - Worked on employee incident report.
  - Worked on Human Resources investigation.
  - Worked on ARMS police reports.
  - Reviewed an ARMS case for release.
  - Worked on review of ARMS cases.
  - Worked on Behavioral Intervention Team threat assessments.
  - Worked on investigation reviews.
  - Worked on Department of Education case.
- <u>Surveillance Cameras:</u>
  - Worked on acquisition of new surveillance cameras.
  - Worked on camera repair needed at the Mid Valley Campus.
  - Worked with the Avigilon Surveillance Camera Company.
  - Worked on surveillance cameras at emergency beacon locations.
  - Worked on installation of surveillance cameras on shuttle buses.
  - Worked on request for surveillance cameras.
  - Worked with Information Technology to review issues with surveillance camera installations.

    - Reviewed issues with surveillance camera installations.
    - Worked on resolving issues with surveillance cameras.
- Trainings:
    - Worked on police training requests.
    - Worked on Campus Security Authority training.
    - Worked on Emergency Management Training for Professional Development.
    - Worked on readiness for the first leadership training session.
    - Worked on Hidalgo County Sheriffs School Alert program.
    - Worked on police academy training.
    - Worked on Customs Border Protection training plan.
    - Worked on Border Patrol training plan.
    - Worked with faculty to develop an active shooter tabletop exercise.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues
    - Worked on new security guard hires.
    - Worked on employee assignments.
    - Worked on process for interviewing job applicants.
    - Worked on applicant recommendations with Human Resources.
    - Worked on request to hire temporary employees for data input.
    - Worked on the drug testing procedure for police officers and dispatchers.
    - Worked on People Admin to process recommendation for hire.
    - Worked on the selection of a Transportation Services Manager.
    - Worked on personnel assignments.
    - Worked on position description of specialists with Human Resources.
    - Worked on the hiring of an additional temporary bus driver.
    - Worked on overtime authorization requests.
    - Reviewed overtime authorization requests.
- Events:
    - Worked on plan for the Rio Grande Valley (RGV) Legislative visit.
    - Worked with Executive Office for External Relations and Public Relations on Governor's visit.
- Purchases and Repairs:
    - Worked on expenditure for repair of police vehicles.
    - Worked on equipment purchases.
    - Worked on bid results for security all-terrain vehicles (ATVs).
    - Worked on emergency equipment need for operations.
    - Worked on purchase order requests.
    - Worked with Purchasing and Planning and Construction on acquisitions.
- Shuttle Busses and Parking
    - Worked on expenses for shuttle bus equipment.
    - Worked on wrapping of shuttle buses.
    - Worked on shuttle bus maintenance.
    - Worked on parking plans.
    - Worked on traffic control for the first day of the spring semester.
    - Worked on traffic control for the second day of the spring semester.
    - Worked on email message for free Park & Ride parking.
    - Worked on Student Transportation Services operation.
    - Worked on parking citation issuances.
- Others:
    - Worked on membership for the FBI-LEEDA program.
    - Worked on procedures for other department requests.
    - Worked with Institute for Advanced Manufacturing on continuing education.
    - Worked on the target range accoutrements at Austin Community College.
    - Worked on Texas Commission on Law Enforcement (TCOLE) application for an academy contract.

- Worked on building responder location assignments.
- Worked on Board approval of proposed target range grant Phase I.
- Worked on Texas Commission on Law Enforcement (TCOLE) application for an academy contract.
- Worked on emergency management website.
- Worked on Cabinet Updates.
- Worked with Director of Continuing Education on priority training.
- Worked with Internal Auditor on credit card procedures.
- Worked on operations plan.
- Worked on firearms qualification requirements.
- Worked on training issues at the police academy.
- Worked on budget transfer.
- Worked on procedure updates.
- Worked on an update to the police procedure manual.
- Worked on reviewing police activity.
- Worked on internal and external event security planning.
- Worked on time clock verifications.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Participated in an online Request for Proposals (RFP) system that will advertise, receive proposals, and tabulate the results.
- Conducted staff meetings on:
  - January 18th to discuss open encumbrances and changing employee password.
  - January 22nd to review the Request for Proposals (RFP) process.
  - January 23rd to review the Maintenance and Operations list of pending equipment with staff.
- Met with legal counsel concerning the re-roofing project and conferenced the representative from the vendor (Garland) and the Purchasing Cooperative.
- Reviewed and negotiated changes to twenty-five (25) vendor agreement/contracts.
- Attended the following meetings: FAS Directors meeting, President's Administrative Staff meeting, Board Finance, Audit, and Human Resources Committee Meeting, and Board of Trustees Monthly meeting.
- Participated with Facilities Planning and Construction in four (4) pre-proposal conferences for three (3) construction/renovation projects and one (1) for architectural services.
- Reviewed and updated Department procedures as needed.

PROJECTS IN PROGRESS:

- The Purchasing Department processed six hundred fifty-nine (659) purchase orders, approved six hundred eighteen (618) requisitions, disapproved two hundred thirty-six (236) requisitions, processed change orders for goods and services, completed fifty (50) travel authorizations, and six hundred thirty-seven (637) new/exiting vendor W-9 forms, which were created or updated in Banner.
- Prepared the following Request for Qualifications/Proposals (RFQ/RFP):
  - RFP 18-19-1034 Purchase of Medium Duty Trucks.
  - RFP 18-19-1038 Pecan Campus – Building D Renovation.
  - RFQ 18-19-1039 Statement of Qualifications for Architectural Services for Nursing and Allied Health and Starr County Campuses Student Services Renovation.
  - RFP 18-19-1040 Pecan Campus – Athletic Field Fence Enclosure II.
  - RFQ 18-19-1041 Architectural Services for Regional Center for Public Safety Excellence Target Range.
  - RFP 18-19-1042 Security Cameras.
  - RFP 18-19-1043 Nursing and Allied Health Campus Student Success Center Renovation.
  - RFP 18-19-1044 District Wide – Marker Board Replacement.
  - RFP 18-19-1045 Pecan Campus – Building J Analog to Digital Audiovisual Upgrade Phase II.
  - RFP 18-19-1046 Pecan Campus Demolition of Casso Property.

- RFP 18-19-1047 Network Cabling Services for Building Renovation Projects.
- RFQ 19-009 Rebid – Sink Covers for Science Labs.
- RFQ 19-1010 Moving Services.

- Conducted Public Bid Openings for the following:
  - RFQ 18-19-1031 Investment Advisory Services.
  - RFP 18-19-1038 Pecan Campus Building D Renovation.
  - RFQ 18-19-1039 Statement of Qualifications for Architectural Services for Nursing and Allied Health and Starr County Campuses Student Services Renovation.
  - RFP 18-19-1040 Pecan Campus Athletic Field Fence Enclosure II.
  - RFQ 18-19-1041 Architectural Services for Regional Center for Public Safety Excellence Target Range.
  - RFQ 19-009 Rebid – Sink Covers for Science Labs.
- The Fixed Assets Department is currently reviewing all assets purchased since December 1, 2018. The asset review process is as follows:
  - Approved two hundred twenty-three (223) assets through January 14, 2018.
  - Adjusted one hundred forty-three (143) assets in Banner for the month of January.
  - Conducted monthly inventory spot check for Library Books.
- The Receiving Department complete five hundred seventy-one (571) deliveries (purchase orders and complimentary books) and four thousand three hundred seventeen (4,317) packages/boxes. Five hundred thirty-seven (537) purchase orders were received and posted in Banner, seven thousand seventy-eight (7,078) assets and/or boxes were transferred/relocated as per move/set up request forms, and fifty-seven (57) faculty/staff moves were completed in January.
- The Mail Services/Copy Center processed the following mail and copy request:
  - Business Office - $2,827.02, Career and Employment - $150.87, Cashiers - $2,999.60, Distance Learning - $468.46, Education Program - $55.27, Financial Aid - $5,673.19, and the Starr County Campus - $124.86.
  - Four hundred seventy six thousand eighty-nine (476,089) copies were completed at the copy center for the month of January.
  - A total of sixty two thousand five hundred twenty-nine (62,529) letters were mailed out and six hundred eighty-six (686) letters were returned to South Texas College due to bad addresses.

BRENDA BALDERAZ, DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Affirmative Action Plan meetings.
- Attended President's Administrative Staff Meeting.
- Attended ATIXA Webinars (OCR Regs – Effective Commenting).
- Attended ATIXA Office of Civil Rights Compliant Training in Orlando, Florida
- Attended Academic Council Meeting to present notice of intent of letter of appointment renewals for full time faculty employed more than one year.
- Attended Texas Workforce Commission Telephone Hearing.
- Attended Clery Act, Title IX, and VAWA Audit Entrance Interview meeting.
- Attended Electronic Personnel Action Form (EPAF) training provided by SIG consultant.
- Attended Electronic Personnel Action Form (EPAF) demo presentation to the Center for Learning Excellence (CLE) staff for feedback.
- Attended PeopleAdmin Re-engineering weekly meetings.
- Attended Faculty Load and Compensation (FLAC) session Trip 5 consultant training.
- Attended JDExpert job description software trainings.
- Attended Faculty Load and Compensation (FLAC) Human Resources payroll reports training.
- Attended Faculty Load and Compensation Presentation at Adjunct Faculty Professional Development Day.
- Attended the Teacher Retirement Services (TRS) Employer Advisory Group Meeting.

- Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation Updates meeting for SACS Compliance report preparation.
- Attended Planning & Development Council (PDC) meeting for brief discussion of Policy 4901: Standards of Conduct.
- Attended the retirement celebration in honor of Maria Isabel Ornelas to present retirement recognition gift.
- Attended the retirement celebration in honor of Sylvia Bernal to present retirement recognition gift.
- Attended the retirement celebration in honor of Rafael Ochoa to present retirement recognition gift.
- Met with Juan Carlos Aguirre to present retirement recognition gift in honor of his retirement.
- Met with Vice President for Finance and Administrative Services and Title IX Team for Title IX Meeting.
- Met with Employee Relations Officer for review of cases.
- Met with Director of Facilities Operations and Maintenance regarding personnel matters.
- Met with Interim Vice President for Academic Affairs for review of Academic Affairs advertised positions.
- Met with Human Resources Support Specialist for review of returning Spring 2019 work-study personnel and onboarding status.
- Met with Staffing and Compensation Manager for review of compensation analysis for staff hiring proposals in process.
- Met with Faculty, Chairs, and Deans to demo the Faculty Load and Compensation pilot module.
- Met with Director of Accountability, Risk, and Compliance for review of special assignment on compliance assessment.
- Met with Faculty Load and Compensation (FLAC) core team for review of configuration and review of payroll calendar.
- Met with eight individual potential retirees regarding the retirement process.
- Met with Compliance Manager and Assistant Director of Human Resources for review of Affirmative Action plan consulting group.
- Met with Comptroller, Accounting Group Supervisor, and Assistant Comptroller for review of tax notice.
- Met with staffing personnel regarding re-organization of duties due to upcoming vacancy.
- Hosted the Annuity Fair 2019 for Faculty and Staff.

PROJECTS IN PROGRESS:

- Trainings and Other Events
  - Scheduled and prepared for upcoming Lunch N' Learn Series.
  - Scheduled and prepared for upcoming Supervisory Symposiums.
  - Coordinated Ready, Set, Retire event.
  - Coordinated Annuity Fair 2019.
- Others:
  - Conducted Work-Study interviews for Human Resources.
  - Notice of Employment (NOE's) for Compliance Assessment of Stipend and Special Assignments.
  - Veterans Summary Workforce Report for First Quarter.
  - Distribution of Notice of Employment (NOE) schedule of due dates for Vice President for Academic Affairs division.
  - Draft policy regarding staff performance evaluations.
  - Equal Employment Opportunity Commission Notice of Charge of Discrimination by applicant.
  - Review and approval of memo for special assignment for Office of Vice President for Academic Affairs for Bachelor of Science in Nursing application.
  - Response to faculty regarding interpretation of Policy 4216.
  - Compensation setting and Equal Employment Opportunity report review for Faculty Hiring Proposals for Spring 2019.
  - Compensation setting and Equal Employment Opportunity report reviews for staff hiring proposals.
  - Demo of online training course regarding Data Security and Payment Card Industry (PCI).
  - FY 2017 - 2018 Human Resources Departmental Annual Report requested by Vice President for Finance and Administrative Services.

- Occupational Safety and Health Association (OSHA) Report of Work Related Injuries and Illnesses.
- Affordable Care Act Information to generate the IRS 1095C forms.
- Part-time job description for Academic Excellence Programs (3) and the Paralegal (1) department.
- Updated Financial Disclosures Information regarding Staff Compensation on College website in collaboration with Public Relations and Business Office.
- Executive and Administrative Roster link validation and review.
- Texas Public Information Act request for information regarding employee data for Mid Valley and Nursing and Allied Health campuses.
- Review and update of Campus Security Authority designees for FY 2019 for Chief Administrator of Department of Public Safety and Regional Center for Public Safety Excellence (RCPSE).
- Review of internal procedures for Recruitment Services.
- Updated the veteran's employment preference procedures for Human Resources Assistants and Technicians.
- Updated the Human Resources portions of the "How to Hire a Work-study" guide from the Financial Aid department and provided additional recommendations.
- Credentials Database request to Information Services and Planning (IS&P) for modifications.
- Retirement appreciation awards for upcoming Spring retirees.
- Review of Executive and Administrative Roster and implementation on Production.
- Review and draft proposed revisions to Policy 4904: Employee Complaint Procedures.
- Review of Statement of Equal Opportunity and Title IX on postings.
- Alert reminders to Human Resources staff regarding phishing emails and security.
- Timecard compliance reporting for Accountability, Risk, and Compliance review for the Finance and Administrative Services division compliance.
- FY 2019 - 2020 Recommendation for Renewal of Letter of Appointment electronic notice in collaboration with Information Services and Planning (IS&P).
- Timekeeping System Compliance audit follow up management response in collaboration with Business Office.
- Faculty Load and Compensation-PTRFLCT set up of contract note language for faculty acknowledgement of assignments.
- College and University Professional Association (CUPA) for Human Resources administrative salary survey.
- Timekeeping Compliance Audit follow up management response in collaboration with Business Office.
- Data request reports for Banner Computer System Audit of Access for internal auditor.
- Review of Property Insurance Request for Proposals (RFP) application regarding Human Resources data.
- Preparation of Conference Attendance presentation for the Finance and Administrative Services (FAS) Directors meeting.
- Everfi online training vendor review of demos request for new platform.
- Reviewed and proposed update of Professional Conferences Promissory Note.
- Revised PeopleAdmin email notification templates.
- Created a new PeopleAdmin notification template for staff transcript accreditation.
- Researched a way to control Argos user access and discovered script on Evision co-op site resulting in requesting an open ticket with Information Services and Planning (IS&P) to allow use of the script for better internal controls of access.

- Visio charts:
  - Modified the college organizational chart on Human Resources website.
  - Modified the applicant tracking staff workflow.
  - Created and modified the applicant tracking faculty workflow.
- Information Services and Planning (IS&P) Issues:
  - Opened 16
  - Resolved 13
- PeopleAdmin Systems Management:
  - Opened: 6
  - Resolved: 5

- Records Management:
  - Total of 4,138 files were worked on
    - 42 – Transcripts filed away.
    - 234 – Transcript folder was created and filed.
    - 1,151 – Loose leaf paperwork filed away.
    - 222 – Personnel created or audited (new hires, transfers, returns).
    - 25 – New hired personnel.
    - 105 – Personnel file requests.
    - 24 – Transcripts request.
    - 1,785 – Files audited: transcripts and credential evaluations.
    - 550 – File folders created.
- Report Development
  - Internal
    - Summer II 2018 CBM008 Faculty Report.
    - Legislative Administrative Schedule 3c Report for December 2018.
    - Report for payroll to review Faculty Load and Compensation (FLAC) data.
    - Monthly benefit deductions report.
    - Full-time faculty report for letters of appointment renewal.
    - List of current administrators and executives.
    - Report listing schools Staff and Faculty applicants attended.
    - List of Administrative Assistants and Secretaries report for Business Office.
    - Employee Class and Lecture Hour Equivalent Rate report for Accountability, Risk, and Compliance.
    - Vacancy report for Finance and Administrative Services (FAS) division.
    - Faculty credential statistics for Interim Vice President for Academic Advancement.
    - Racial profiling report for Department of Public Safety & Regional Center for Public Safety Excellence.
    - Report for all Faculty Load and Compensation (FLAC) tables reviewed by FLAC administrators.
    - Applicant tracking statistics: FY 2018 - Applicant Statistics and FY 2018 - Posting Statistics.
    - PeopleAdmin vs Banner classifications report for Employee Relations Officer.
  - External
    - Texas Workforce Commission (TWC) report of all current employees with location and salary information.
    - Veteran Workforce Statistics report for 1st quarter FY 2018 reporting.
    - Report – Department of Labor employee count at the Pecan Campus in December.
    - Report – Monthly Department of Labor total employees in December.

Staffing & Recruiting (Staff/Faculty)	
Advertisements placed (Faculty & Staff combined)	24
Search Committees assigned/forms requested	2 (Faculty) 32(Staff)
Hiring Proposals reviewed & approved	15 (Staff)/31 (Faculty)
Job Offers	11(Staff)/31 (Faculty)
New Hire Notifications	10(Staff)13 (DW)/50 (Faculty)
Vacancy Reports completed	1
Educational Supplements	12 (Faculty)

Staffing & Faculty Staffing/Evaluation			
Positions Filled	19(S)/1(F)	Positions Posted	7 (F)
Resignations	5 (F)/ 13 (DW)/ 13 (S)	Positions Cancelled	0 (F)

Staffing & Faculty Staffing/Evaluation			
PeopleAdmin Sys. User Maintenance	8/5(F)	Adjunct/Dual Credit Applications	19
Staff Email Accounts	IT	Intent to Hire	19
Notice of Employment (NOEs)	380 (F)	Adjunct	29
Full Time Temporary	29 (F) / 1 (S)	Dual Credit	0
Direct Wage	65	Lecturers	29
Trainer (PT)	86	Transcripts reviewed – People Admin	45
Application Processing		Transcripts entered on the database	165
Applications		NOE's	29 (F)
Staff		Adjunct	---
Faculty	---	Overload	---
Part-Time (DW/PT/AD)		Dual Credit	0
New Hires, Rehires, Transfers		Temporary Agency Employees	
Nepotism Review	71	Request	4
		Replacements	2
		Assignment Extensions	1

System/Staffing Support			
Position Requests w/ Job Descriptions	19	New Hire (E-Verify)	42
Positions		Audits Accepted	37
Posted	19	Audits Rejected	5
Re-Posted	0	Banner Updates (PEAEMPL)	7
Extended	10	Form I-9 Requests	1
Canceled	6	Financial Aid Work-study review	1
		E-Verify TNC cases	
		Name Changes on I-9	
		Form I-9 review	
Records			
		Records(by page)	
		Files scanned & indexed	0
		New Hire folders prepared	25
		Termed files prepared	na
		Boxes to Record Retention	na

Employee Relations					
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	405	80	TWC Claims	27	8
Fingerprints	126	16	Open Records Requests	9	1
DPS Driver Eligibility Checks	61	7			

Benefits & Payroll			
Benefits		Payroll	
New Hire Orientations (FT/PT)	17/5	PDR Notifications	225
Internal Transfers	7	Direct Deposit Transactions	
Benefits Credits/Collections	13	*Full Time*	90
TRS Records reported	1,199	*Direct Wage/Work Study*	11
TRS Prior Yrs of Svc Verifications	8	Resignations	
TexaSaver 457/403B Accounts	70	*Full Time*	13
Benefits Eligibility Review (ACA)		*Direct Wage/Work Study*	16
Faculty (Adjunct, Temporary)		Garnishments	50
Staff (Direct Wage, Part Time)		TXOAG Reporting	35
Exits		Under Hours/DOC Worksheets	9
Full Time	7	New Hires, Rehires, Transfers	92
Part Time	1	Name Changes	7
Retirees	3	Address Changes	8
FMLA Requests		Form W-4 Changes	13
New	16	Verification of Employment	
Closed	15	*Forms processed*	36
Workers Compensation Claims		*Letters sent*	4
New	6	*Phone Calls*	20
Closed	1	Cell Phone Stipends	2
Tuition Reimbursement Applications		Adjunct Leave Forms	1
Tuition Grant Applications		NOEs	
Employee	20	*Staff-Full Time Temp*	4
Dependent	18	*Lecturer*	29
Sick Leave Pool		*Direct Wage*	412
Enrollment	0	*Work Study*	156
Termed	0	*Adjunct*	2
Donations	0	*Overload*	14
SECC-State Charitable Deductions	117	*Dual Credit*	
Letter/Appointment FT Regular Staff	1	*Trainers*	72
		Special Assignments, Other	2
		Fac. Salary Retro-Pay Adj	
Vacation Settlement worksheets	9	*Fac. Base Salary Pay-Off*	
		Full-time Regular Faculty Pay-Off	1
		New Temporary Lecturers	
		Substitute NOEs	12
		Assistant Chairs	

Benefits & Payroll			
		Dual Enrollment Faculty	
		Educational Increase	
		Mini-mesters	
		Certification Stipend	
		PeopleAdmin Transactions	
		Approvals	4
		Hiring Proposals	20
		Payroll Worksheets	20
		Move Request Updates	143

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Facilities Planning and Construction staff meetings.
- Attended January Facilities Committee meeting.
- Attended FAS Facilities & Planning meetings.
- Attended the following for Pecan Campus:
  - Pecan Campus Library-attended project meeting with staff to discuss proposed spaces and adjacencies.
  - Pecan Campus Student Activities H Renovation-attended meeting with staff to review kitchen layout.
  - Pecan Campus Student Activities H Renovation-reviewed schematic design layout; sent drawings to Maintenance and Operations Department for comments.
  - Pecan Campus New Library–attended meeting with College staff to discuss schematic design and program.
  - Pecan Campus Athletic Field Fence Enclosure II-attended and conducted pre-proposal conference.
  - Pecan Campus Athletic Field Fence Enclosure II-attended bid opening; received eight proposals.
  - Pecan D Renovation-attended and conducted Pre-Proposal Conference.
  - Pecan Campus Building D Renovations-attended bid opening; received twelve proposals.
  - Pecan Campus Parking & Site Improvements-conducted a one-year walk thru with Program Manager, Contractor, Maintenance staff, and Engineer.
  - Pecan Campus Parking & Site Improvements-coordinated a one-year walk thru with Program Management and Engineer.
  - Pecan Plaza Emergency Generator-attended emergency generator shutdown, startup, and training.
- Attended the following for Mid Valley Campus:
  - Mid Valley Campus Drainage Study-attended meeting with PCE Consulting Engineers on the status of the drainage study.
- Attended the following for Nursing and Allied Health Campus:
  - Nursing and Allied Health Campus Expansion-attended one-year walk thru.
  - Nursing and Allied Health Campus Resurfacing of Parking Lot #1-conducted contract negotiations meeting with the awarded Engineer and staff.
  - Nursing and Allied Health Campus Resurfacing of Parking Lot #1-met with Engineer of Record and staff at the site to discuss scope of work.
- Attended the following for Technology Campus:
  - Technology Campus Sprinkler Replacement-attended meeting with Fire Marshal to discuss project finalization.

- Technology Campus Building B Concrete Floor Repairs-conducted pre-construction meeting; issued Notice to Proceed to contractor.
- Technology Campus Sprinkler Replacement-attended meeting with Fire Marshal to discuss project finalization.

- Attended the following for Starr County Campus:
  - Starr County Campus-attended emergency generator startup, shutdown, and training.
  - Starr County Campus Library-attended the one-year walk thru with entire design team.
- Attended the following for the Higher Education Center in La Joya:
  - Higher Education Center La Joya-met with staff and La Joya ISD to discuss library furniture relocation.
  - Higher Education Center at La Joya-attended meeting with La Joya ISD and College staff to discuss the library furniture relocation.
  - Higher Education Center at La Joya-attended meeting at site to review relocation of furniture.
- Attended the following for the Regional Center:
  - Regional Center-attended a substantial completion walk through for the mechanical courtyard and aluminum fence gate with Contractor and Engineer.
  - Regional Center for Public Safety Excellence Target Range-attended and conducted the pre-Qualification Conference for Architectural Services for the design phase.
- Attended the following for the District Wide Projects:
  - District Wide Wayfinding Signs-attended a meeting to discuss pre-payment options with vendor and staff; review of shop drawings.
  - District Wide Deferred Maintenance on Roofs-attended conference call with vendor, legal counsel, and College staff to discuss procurement process.
  - District Wide Automatic Door Openers-attended construction progress meeting.
  - District Wide Basketball Court Repainting-attended meeting to negotiate the construction contract.
  - District Wide Outdoor Furniture-attended meeting with NM Contractors to designate outdoor furniture placement and installation.
  - District Wide Camera Replacement-attended meeting to discuss funding with Purchasing staff and Chief Administrator of Department of Public Safety and RCPSE.
- Attended meetings with Purchasing staff, Maintenance staff, and Legal Counsel to review District Wide Roof Recoating procurement process.
- Attended meeting with Administration to review Phase I Planning for Regional Center for Public Safety Excellence (RCPSE) Target Range.
- Attended Facilities Planning and Construction meeting to review upcoming schedule of projects.
- Attended Target Range Initiation meeting with Grant Department to review Phase I Planning for Regional Center for Public Safety Excellence (RCPSE) Target Range.
- Attended space modification prioritization meeting with Facilities Planning and Construction staff.
- Attended Target Range Initiation meeting with Business Office staff to review Phase I Planning for Regional Center for Public Safety Excellence (RCPSE) Target Range.
- Attended the Facilities Operations Council meeting with College staff.
- Attended conference call with Owner-Insite representative and Facilities Planning and Construction staff for additional training of software program.
- Attended meeting with College staff to review the outcomes of the new Move/Setup Process.
- Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation Update meeting with College staff.

PROJECTS IN PROGRESS:

- <u>Mid Valley Campus:</u>
  - Mid Valley Campus Covered Bus Drop off-performed site visits; reviewed submittals; worked on proposal request.
  - Mid Valley Campus Canopy Replacement-reviewed shop drawings and requested construction proposals for revised locations.

- Mid Valley Campus Child Care Development Center Canopy Replacement-performed site visits and developed punch list.
- Mid Valley Campus Child Care Development Center Canopy Replacement-performed site visits to review punch list status.
- Mid Valley Campus Covered Bus Drop Off-performed site visits and developed punch list.
- Mid Valley Campus Building K Rm 1.803 Space Modifications-worked on drawings to modify desk to allow for more workspace at Nursing and Allied Health Campus and Starr County Campus Student Services Renovation-advertised for Request for Qualifications (RFQ).
- Mid Valley Campus Building F Renovation and Thermal Plant Renovation-worked on Owner-Architect contract revisions.
- Mid Valley Campus Building F Renovation and Thermal Plant Renovation-worked on Owner-Architect Agreement revisions.

- Pecan Campus:
  - Pecan Campus Thermal Plant Chiller Fire-worked on reviewing information from Legal Counsel.
  - Pecan Campus D Renovation-reviewed design development drawings; sent drawings to Operations & Maintenance staff for comments.
  - Pecan Campus Building D Renovation-reviewed 95% CD drawings; sent drawings to Operations & Maintenance staff for comments.
  - Pecan Campus Building D Renovation-construction drawings issued and advertised for bidding.
  - Pecan Campus Building D Renovation-worked on Request for Qualifications (RFQ) newspaper ad.
  - Pecan Campus Building D Renovation-worked on presentation for pre-proposal conference.
  - Pecan Campus Arbor Brick Columns Repairs and Replacement-met with engineer to discuss proposal.
  - Pecan Campus Arbor Brick Columns Repair and Replacement-worked on preparing engineering contract to begin evaluation of columns.
  - Pecan Campus Demolition of Dr. Casso Property- coordinated survey of tree removal with engineer.
  - Pecan Campus Demolition of Dr. Casso Property-coordinated removal of tree proposal with landscape contractor.
  - Pecan Campus Building M Office and Work Space Renovation – Coordinated request for proposal/scope of work meeting with architects.
  - Pecan Campus Building M Office and Work Space Renovation-attended meeting to request a proposal for professional architectural services from Architect.
  - Pecan Campus H Renovation-reviewed items being sent to auction with Shipping & Receiving staff.
  - Pecan Campus H Renovation-reviewed schematic plans; submitted to Maintenance and Operations staff and staff for comments.
  - Pecan Campus Student Activities Building H Renovation-received and reviewed schematic plans from Architect.
  - Pecan Campus Sand Volleyball Courts–conducted the contract negotiations meeting with Contractor and Architect.
- Technology Campus:
  - Technology Campus Building B Domestic/Fire Sprinkler Replacement-performed site visits to observe status of construction; received Substantial Completion punchlist from Engineer.
  - Technology Campus Building B Concrete Floor Repairs-attended Pre-Construction Meeting.
  - Technology Campus Building B Concrete Floor Repairs-conducted site visit with geotechnical testing company to review boring locations.
- Nursing Allied Health Campus:
  - Nursing and Allied Health Campus Center for Learning Excellence (CLE) Conversion-reviewed and provided preliminary design layout changes to Architect.
  - Nursing and Allied Health Campus Center for Learning Excellence (CLE) Conversion-reviewed and provided final design layout changes to Architect.
  - Nursing and Allied Health Campus and Starr County Campus Student Services Renovation – worked on REQ newspaper ad.
  - Nursing and Allied Health Campus Center for Learning Excellence (CLE) Conversion-worked with Architect on modifying construction plans and specifications.

- Nursing and Allied Health Campus and Starr County Campus Student Services Renovations-worked on presentation and other documents for pre-proposal conference.
- Nursing and Allied Health Campus Center for Learning Excellence (CLE) Conversion-worked with Architect on modifying construction plans and specifications.
- Nursing and Allied Health Campus and Starr County Campus Student Services Renovations-conducted the Pre-qualifications Conference; received nine Statements of Qualifications for Architectural Services.

- Starr Campus:
  - Starr County Campus Thermal Plant-reviewed additional information from Legal Counsel.
- Regional Center for Public Safety Excellence (RCPSE):
  - Regional Center for Public Safety Excellence (RCPSE) Target Range-worked on Request for Qualifications (RFQ) for Architectural Services.
  - Regional Center for Public Safety Excellence (RCPSE) Monument Sign-electrical for exterior lights installed.
  - Regional Center for Public Safety Excellence (RCPSE) Target Range-worked with Purchasing staff to advertise Request for Qualifications for Architectural Services.
  - Regional Center for Public Safety Excellence (RCPSE)-contacted Legal Counsel to review contractor's request to conduct a 3rd party evaluation of the existing Cityscape conditions.
  - Regional Center for Public Safety Excellence (RCPSE) Target Range-received six Statements of Qualifications for Architectural Services.
- District-Wide:
  - District Wide Outdoor Furniture-performed punchlists for Mid Valley Campus, Pecan Campus, Nursing and Allied Health Campus, and Starr County Campus.
  - District Wide Basketball Court Repainting-reviewed construction contract and other documents to start construction.
  - District Wide Automatic Door Openers-received a Request for Proposal from engineer to include door at Technology Campus Building E; worked with Engineer on Engineers Supplemental Instructions to relocate the door operators and push plates at Mid Valley Campus Building E; and performed site visit to take pictures of possible locations for push plates.
  - District Wide Automatic Door Openers–worked with engineer on Engineers Supplemental Instructions to relocate the door operators and push plates at Mid Valley Campus Building E.
  - District Wide Automatic Door Openers–performed site visit to take pictures of possible locations for push plates.
  - District Wide Marker Board Replacement-worked on marker board replacement drawings for Technology Campus and Starr County Campus.
  - District Wide Wayfinding Signs-worked on drawings for Request for Proposals (RFP) to install new signs and sign faceplates.
  - District Wide Wayfinding Signs-worked on drawings to install new signs and sign face plates.
  - District Wide Wayfinding Signs-visited Mid Valley Campus, Technology Campus, and Nursing and Allied Health Campus to review shop drawings prior to sign production.
  - District Wide Evacuation Plans-worked on evacuation plans for Pecan Campus, Nursing and Allied Health Campus, and Starr County Campus.
  - District Wide-met with NM Contractors to designate outdoor furniture placement and installation.
  - District Wide Basketball Court Repainting-Coordinated contract negotiations meeting with contractor.
  - District Wide Basketball Court Repainting-worked on preparing construction contract and other documents to start construction.
- Others:
  - Reviewed invoices, proposals, agreements, pay applications, and additional services from various Architects, Engineers, Consultants, and Construction Manager at Risk companies.
  - Reviewed and worked on pending FY 2018 invoices from consultants.
  - Reviewed invoices and pay applications from various Architects, Engineers, and Contractors.
  - Worked on Space Modification Requests and Move Requests.
  - Worked on review of new Standard Form of Agreement Between Owner and Architect and Agreement Between Owner and Contractor with legal counsel.

- Worked on developing schematic layouts of Feldman's building for use by Facilities Planning and Construction and Distance Learning departments.
- Evaluated applicants for Facilities Planning and Construction staff vacancies.
- Reviewed and worked on pending FY 2018 invoices from consultants.
- Evaluated applicants for Facilities Planning and Construction staff vacancies.
- Conducted interviews for vacant Facilities Planning and Construction position.
- Worked on January Facilities Committee packet.
- Worked on February Facilities Committee agenda and write-ups.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended Conference Call with US Communities/National IPA.
  - Attended Hazardous Materials Procedures Meeting with the Vice President for Finance and Administrative Services.
  - Attended Mid Valley Campus Partial Bond Site Improvements 1year Walk Through.
  - Attended Nursing and Allied Health Campus Resurfacing Parking Lot #1 Site Visit.
  - Attended Pecan Campus Athletic Field Fence Enclosure Pre-proposal Meeting.
  - Attended Pecan Campus Building H Renovation Meeting.
  - Attended Risk Engineering Survey Meeting.
  - Attended Regional Center for Public Safety and Excellence (RCPSE) Evaluation of Architect and Engineer (A/E) Services for Target Range.
  - Attended Technology Campus Sprinkler Replacement Fire Riser Training.
- Other Meetings:
  - Attended Facilities Committee Meeting.
  - Attended Finance, Audit, and Human Resources Committee Meeting.
  - Attended FAS Facilities & Planning Meeting.
  - Attended Facilities Operations and Custodial Meeting.
  - Attended Human Resources Meeting with Assistant Director of Human Resources.
  - Attended January Board of Trustees Meeting.
  - Attended Pecan Campus Chiller fire depositions.
  - Attended two Pecan Campus Chiller Fire Legal Counsel meetings.
  - Attended Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation Updates meeting.
  - Held Custodial Services work orders meeting.
  - Held Facilities Operations and Maintenance Managers' Meeting.
  - Held Free Speech Zone meeting.
  - Held Gulf Coast Paper vendor meeting.

PROJECTS IN PROGRESS:

- Operations Contract Department
  - Pecan Campus
    - Completed final inspection of fire alarm cellular communicators.
  - District Wide
    - Attended meeting with Total Lawn Care to discuss landscaping expectations for 2019 and to address outstanding issues.
    - Completed typical pest control issued and equipment rentals.
    - Completed winter break inspections of fire alarms, fire sprinklers, and other fire suppression systems.
    - Initiated several equipment rentals for ongoing projects.
    - Received quotes for fire sprinkler and device work for a number of space modification projects.

- Maintenance Department Work Orders and Expenditures

Classification	Work Orders Completed	Cost
Carpentry	230	$ 14,165.45
Electrical	182	$ 7,533.96
Energy Management	119	$2,518.00
HVAC	438	$ 14,446.70
Locksmith	229	$ 7,740.64
Painting	24	$ 2,496.51
Plumbing	173	$ 4,160.34
Plant Services		
Total Cost		$ 53,061.60
General Maintenance	4	
Total Work Orders	**1,399**	

- Custodial Department

Set-Ups	244
Moves/Relocations	83

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Finance and Administrative Services (FAS) Directors meeting.
- Attended Human Resources benefit seminar.
- Attended insurance audit – Technology Campus with Director of Facilities Operations & Maintenance, Environmental Health and Safety Manager, and Hartford personnel.
- Attended interviews for office staff position.
- Attended meeting for Chief Information Security Officer vacant position.
- Attended meeting held by the Vice President for Finance and Administrative Services to discuss re-instatement procedures and process.
- Attended meeting with Finance and Administrative Services Project Manager and Accounting Group Manager regarding Regional Center for Public Safety Excellence (RCPSE) Business Plan.
- Attended meeting with Finance and Administrative Services Reporting Coordinator regarding the Finance and Administrative Services (FAS) Organizational Chart.
- Attended meeting with the Project Manager for Finance and Administrative Services in regards to the Electronic Board Packet Procedures.
- Attended meeting with Vice President for Finance and Administrative Services and Accountability, Risk, and Compliance Director regarding Banner granting and revoking access procedures and form.
- Attended meeting with Vice President for Finance and Administrative Services, Project Manager for Finance and Administrative Services, and Accounting Group Manager regarding Regional Center for Public Safety Excellence (RCPSE) Business Plan.
- Attended meeting with Vice President for Finance and Administrative Services, Director of Facilities Operations and Maintenance, and Director of Department of Public Safety to discuss appropriate disposal of hazardous materials.
- Attended President's Administrative Staff meeting.
- Attended the PowerDMS University webinar.
- Attended various search committee meetings.
- Held a departmental meeting.
- Held a meeting with the Bursar to discuss and develop draft re-instatement procedures.

- Held conference call with Director of Purchasing and the Receiving and Distribution Manager on the asset only move request type, custodian, and location asset update.
- Held discussion with Accountability and Compliance Manager on the move/setup future state process map and custodian and location update.
- Held discussion with Director of Accountability, Risk, and Compliance on employee stipends.
- Held discussion with Service Delivery Manager on move/setup process.
- Held discussions with Assistant Comptroller on reporting of building values.
- Held discussions with Assistant Director of Purchasing on Maverick Agreement, Risk Management Consultant Agreement, and other matters.
- Held discussions with Carlisle Insurance and adjuster on potential Owner Controlled Insurance (OCIP) claim.
- Held discussions with Carlisle Insurance, Director of Facilities Planning and Construction, and Vice President for Finance and Administrative Services regarding Owner Controlled Insurance (OCIP) General Liability Audit and accompanying invoice.
- Held discussions with college staff on funding for the target range market analysis report.
- Held discussions with Facilities Planning & Construction Administrative Assistant regarding request for information on buildings.
- Held discussions with Legal Counsel on past insurance claim.
- Held discussions with Maverick on various matters.
- Held discussions with Montalvo Insurance on various insurance matters.
- Held discussions with Owner Controlled Insurance (OCIP) auditor.
- Held discussions with Texas Southmost College Coordinator of Records and Contract Management regarding Records Management.
- Held meeting with Accountability, Risk, and Compliance Support Specialist and Accountability and Compliance Manager regarding Texas Legislature subject alerts.
- Held meeting with college staff on the online move/setup system and the current pains and gains.
- Held meeting with Director of Food Services to review employee timecards.
- Held meeting with Director of Human Resources to review Notice of Employment (NOEs) per special assignment.
- Held meeting with Music faculty on potential new insurance coverage for instruments.
- Held meeting with Receiving and Distribution Manager on the move/setup process and email notifications.
- Held meeting with vendor representative on target range project.
- Held various discussions with the Facilities Planning and Construction Space Management Specialist on the online move/setup system.
- Held weekly department huddles.

PROJECTS IN PROGRESS:

- <u>Insurances:</u>
  - Requested information for the Insurance FY 2018 - 2019 Request for Proposals (RFP).
  - Researched and provided information requested by Montalvo Insurance.
  - Reviewed and approved Worker's Compensation insurance invoice.
  - Reviewed and processed auto insurance claim.
  - Reviewed Foreign Insurance application for additional coverage.
  - Reviewed FY 2019 insurance policies.
  - Worked on auto insurance claim.
  - Reviewed FY 2018 - 2019 Request for Proposals (RFP) insurance Owner Controlled Insurance (OCIP) policies.
- <u>Policies and Procedures:</u>
  - Completed alcoholic beverages procedures draft for culinary courses.
  - Researched various Colleges/Universities and Texas Association of School Boards (TASB) alcohol policies.

- Updated Finance and Administrative Services Policy Owners and Designees list.
- Worked on the draft policy for Board Members Information Resources.
- Updated Alcoholic Beverages Procedures.
- Updated draft of procedures for the Culinary Arts Program.
- Researched internal procedures for TimeClock Plus.
- Researched internal reinstatement procedures.
- Worked on the Texas Legislature Procedures.
- Worked on draft of procedures for the electronic board packets.

- Move/Setup Online System:
  - Created a list of the move/setup online system pains.
  - Assessed the new online move setup request system to determine continued process improvement points and refinements.
  - Created draft of potential new workflow to include in the online move/set up request process (asset updates).
  - Performed testing on modifications made to the move/setup online system.
  - Researched move/setup requests framework from various Colleges/Universities.
  - Reviewed move/setup Argos report.
  - Updated the Move/Setup Request Manual.
  - Reviewed and addressed minor issues with the new online move/setup request system.
  - Reviewed and provided feedback on Move Request Manual.
- Others:
  - Analyzed a breakdown of items by restricted and unrestricted, type of stipend, amount, and count.
  - Assisted in completing the Organizational Chart requested by the Vice President for Finance and Administrative Services.
  - Completed Monthly Activity Report.
  - Completed the Texas Legislature Monthly Update.
  - Completed unpacking and setting up from relocation move from Building N to Building A.
  - Created a future state process map on the custodian information update.
  - Created a summary of items analyzed for the employee stipend and special assignments.
  - Created an action plan for Regional Center for Public Safety Excellence (RCPSE) and revised the Business Plan.
  - Created and revised the Texas Legislature Subject Alerts excel.
  - Monitored Banner Workflow for Records Management related requests.
  - Prepared questions for employee stipend and special assignments review.
  - Processed Xerox Equipment Move Relocation Agreement.
  - Requested employee class report.
  - Researched Code of Federal Regulations guidelines regarding grant payment and time and effort.
  - Researched House and Senate Bills from the 86th Regular Session of the Texas Legislature.
  - Researched Starr County Owner Controlled Insurance (OCIP) claim items for Legal Counsel.
  - Researched various Colleges/Universities in Texas on electronic board packets.
  - Reviewed and approved Maverick invoice and Maverick Agreement.
  - Reviewed and performed test work on special assignment and stipend Notice of Employment (NOEs).
  - Reviewed Regional Center for Public Safety Excellence (RCPSE) report and consultant information for the target range market analysis.
  - Reviewed Risk Management Consultant Agreement.
  - Reviewed special assignment and stipend Notice of Employment (NOEs).
  - Reviewed the Music Inventory Report.
  - Revised the Banner Access Guide.
  - Updated Electronic Board Packet Guidelines.
  - Visited and inspected the Retention Center and reported.
  - Worked on creating draft flowchart for requesting, revising, and terminating Banner access through Banner Workflow.
  - Worked on Employee Stipends compliance assessment.

- Worked on PowerDMS checklist and PowerDMS Training Guide.
- Worked on timecard verification compliance assessment.
- Finalized draft Faculty Credentials compliance assessment.

JANETTE GARCIA, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended two (2) Title IX Committee Meetings.
- Attended two (2) Title IX Emergency Case Meetings.
- Attended meeting with Distance Learning Assistive Tech Specialist for Accessibility.
- Attended meeting with Vice President for Finance and Administrative Services to discuss Access Esperanza Clinics.
- Held meeting with Assistant Director of Human Resources for Affirmative Action Program (AAP).
- Attended meeting with Assistant Director of Human Resources and Director of Human Resources for Affirmative Action Program (AAP).
- Held meeting with Director of Human Resources, Assistant Director of Human Resources, and consulting firm, Biddle Group Consulting, for Affirmative Action Program (AAP).
- Attended meeting with Distance Learning Assistive Tech Specialist, Digital Services Manager, and AD Ed Tech Specialist for Accessibility.
- Held conference call meeting with Maxient software representative for the two-day in house training.
- Attended ATIXA Webinar on Office of Civil Rights (OCR) Regulations Overview.
- Attended ATIXA Webinar on Effective Commenting.
- Attended meeting with Internal Auditor, Vice President for Finance and Administrative Services, Director of Human Resources, Assistant Director of Human Resources, Director of Counseling, and Chief Administrator for Department of Public Safety and Regional Center for Public Safety Excellence for Entrance Conference – Clery Act, Title IX, and VAWA Audit Meeting.
- Held meetings with internal staff to assist on Title IX research for Audit.
- Attended ATIXA Office of Civil Rights (OCR) Compliant Procedures Training in Orlando, Florida.
- Attended Civil Rights Investigator Training and Certification Level One Course in Orlando, Florida.
- Attended ATIXA Title IX Coordinator and Administrator Training and Certification Level Three Course in Orlando, Florida.
- Declined meeting for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Reaffirmation Updates and Deadlines due to conflicting trainings in Orlando, Florida.

PROJECTS IN PROGRESS:

- <u>Title IX:</u>
  - Reviewed and worked on incoming case(s).
  - Worked on Title IX Committee Meeting packets.
  - Worked on Title IX Emergency Case Meeting packets.
  - Worked on Title IX Action agenda and items for meeting with Vice President for Finance and Administrative Services.
  - Worked on Title IX Action Plan items.
  - Submitted request to Police Department for update on Title IX contact information for D. Stafford and Associates.
  - Worked on Title IX presentation for Board of Trustees.
  - Worked on and submitted web request to Public Relations for update to the Vision and Mission statement for Title IX.
  - Worked with Public Relations on the File a Report South Texas College website.
  - Reached out to The NCHERM Group, LLC on pending hours, agreement, and possible projects.
- <u>Affirmative Action Program:</u>
  - Worked on research.

- Other:
  - Completed South Texas College Federal Clery Act Campus Security Authority (CSA) online training.
  - Access Esperanza Clinics:
    - Worked on renewal items for board packet.
    - Once board approved sent agreement to Dr. Reed for signature.
    - Met with Mr. Patricio Gonzalez for signature on agreement.
    - Sent original copy of agreement to Purchasing department.
  - Worked on and submitted December Activity Report.
  - Worked on travel paperwork for Society of Human Resources Management (SHRM) Employment Law and Legislative Updates conference for March 2019.
  - Worked on travel expense report for Association for Title IX Administrators (ATIXA) for trainings attended January 21-25, 2019.
  - Worked on office supply order.

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:	FEBRUARY 20, 2019
SUBJECT:	ACTIVITY REPORT FOR JANUARY 1, 2019 THROUGH JANUARY 31, 2019

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

PROJECTS IN PROGRESS:

- Coordinating Faculty Retirement Ceremony
- Facilitating Academic Calendar Taskforce
- Coordinating the Adjunct Fair
- Working on NAH Handbook – Review of Student Discipline Process
- Finalizing the Program Review (Enrollment, Graduates, Placement, Licenses Pass Rates)
- Updating and documenting NOE Procedures and Process Workflows – (including revising guidelines for processing, due dates, and required backup documentation
- Developing standardization template for Special Assignments and Stipends by category (including guidelines for backup documentation)
- Continuing with Guided Pathways Project
- Working on Prior Learning Procedures Manual
- Creating Classroom Inventory Report and Classroom Usage Report
- Finalizing Academic Affairs Comprehensive Plan
- Working on Dual Credit Portal for Course Development
- Updating all manuals and reports for the division
- Creating Evaluation and Criteria for Competency-Based courses
- Development of Partnership Agreement with FLETC, Border Patrol, ad Customs
- Finalizing the Summer Camps program for Summer 2019
- Development of Law Enforcement Educational Pathway Brochure

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Monitored Spring 2019 courses and enrollment
- Continued working on the developing partnership agreements with CBP
- Worked on hosting UTRGV Academic Leadership team at STC, Jan 11
- Made arrangements for the Curriculum & Student Learning Department oversight
- Finalized the Program Profile for Cybersecurity
- Finalized the Message to ISD regarding Dual Credit Faculty Rights and Responsibilities
- Finalized the Message to ISD regarding the updated Dual Credit Policy 3232

- Finalized Workforce Program (Alignment with Industry Certifications)
- Finalized Program Review and Development of Action Plans for program to be monitored
- Hosted UTRGV Academic Leadership team at STC, Jan 11
- Monitored the Pilot group meetings for implementation of FLAC for Spring 2019
- Reviewed the THECB BSN application and the Board of Nursing BSN Application
- Facilitated Faculty Load and Compensation Presentation for all four academic divisions, Jan 14
- Attended meeting to discuss semester course schedules with PR, Jan 9
- Perkins Reserve Grant Meeting, Jan 10
- Attended Lower Rio Grande Regional Pathways, Jan 10
- Coordinated Adjunct and Dual Credit PD Day, Jan 20
- Worked on Press Release for the Leadership Meeting STC and UTRGV
- Worked on the Carl Perkins Addition Funds requests
- Worked on Law Enforcement Educational Pathway Brochure
- Preparation for EWDC meeting
- Worked on College-Wide PD Day
- Held meeting to plan the Signing Ceremony for Law Enforcement Educational Pathways
- Finalized the Summer Camp Brochure
- Hosted the General Cooperation Agreement with Universidad Tamaulipeca, Jan 24
- Hosted the Campus visit: Our Lady of the Lake Vice President of Academic Affairs, Jan 24
- Presented for Adjunct and Dual Credit PD Day, Jan 21
- Chief Academic Officer Association meeting TACC – phone conference
- Participated in 2019 Educational Legislative Tour of the RGV, Jan 25
- Hosted the Academic Council Meeting
- STC and UTRGV Leadership meeting – follow up meeting, Jan 29

MARIO REYNA
DIVISION DEAN – BUSINESS & TECHNOLOGY

DIVISION DEAN'S REPORT:

- Met with Pharr Chief of Police to discuss the MOU, Police Academy & Curriculum Committee, Jan 7
- Attended meeting at Pecan Campus with Foodbank CEO to discuss partnership and to seek their support for the new pantry in the Mid Valley, Jan 8
- Attended the Faculty Load and Compensation: Demo presentation held at Pecan Campus, Jan 9
- Attended the Lower Rio Regional Pathways, Jan 10
- Attended the Leadership Meeting between STC and UTRGV held at Pecan Campus, Jan 11
- Attended the Police Academy Application Review held at Pecan Campus, Jan 11
- Held the BPST Division Meeting at the Regional Center for Public Safety Excellence, Jan 14
- Visited with Law Enforcement Program Chair to receive updates on the program at the Regional Center for Public Safety Excellence, Jan 15
- Met with Director of Professional and Workforce Education and Associate Dean, Industry Training and Economic Development to discuss the usage of empty seats for Cont. Ed students at the Technology Campus, Jan 17

- Attended the Board Appreciation Breakfast with the STC Board of Trustees at Pecan Campus, Jan 18
- Attended the President's Administrative Staff Meeting held at Pecan Campus, Jan 18
- Attended meeting with Mission Economic Development Council, Jan 22
- Held meeting to discuss workforce training options for the Bert Ogden Group, Jan 22
- Attended the RGV Legislative Tour and RGV – Technology Association General Meeting, Jan 23
- Attended the Perkins Reserve Grant Meeting held at Pecan Campus, Jan 24
- Participated in the General Cooperation Agreement with Universidad Tamaulipeca at Pecan Campus, Jan 24
- Attended the Perkins Reserve/Cybersecurity grant meeting held at the Regional Center for Public Safety Excellence, Jan 24
- Attended meeting at the Universidad Autonoma De Nuevo Leon in Monterrey, Nuevo Leon, Mexico to present certificates to students who participated in the Summer 2018 academic exchange, Jan 25
- Participated in the meeting to discuss seats available for credit on CEUs held at the Pecan Campus, Jan 28
- Attended the Academic Council Meeting held at the Pecan Campus, Jan 28
- Met with Public Administration instructor and Business Administration Careers Program Chair to discuss the Public Administration program, Jan 29

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY:

- Attended the Mission High School Career Fair and met with CATE director, Jan 18
- Attended the South Texas Manufacturers Association meeting at McAllen Country Club, Jan 22
- Attended the IBC Conversations of Texas at IBC bank in McAllen to listen to the Topic: Public Education from Representatives Ken King and Donna Howard, Jan 23
- Attended the Planning and Development Council meeting at Pecan campus, Jan 25
- Attended the QEP Leadership team committee meeting at Pecan campus to move forward on narrowing down on the topic, Jan 28
- Attended the Academic Council meeting at Pecan campus, Jan 28
- Attended Career Fair at Bentsen Elementary in La Joya and met with career counselor to plan for 5th and 4th grade student tours at Technology Campus, Jan 30
- Attended the Declare Your Major event at Pecan Campus, Jan 30
- Met with Welding faculty to continue planning Welding Expo to be held in March, Jan 30
- Continued planning for the Wonder Women in the Making event in February, confirmed second speaker, Jan 31

ADVANCED MANUFACTURING TECHNOLOGY:

- Instructor met with representative from Regal Beloit to re-establish the NIMS certification courses, Jan 30
- Program Chair attended Bentsen Elementary career fair to help promote the program to elementary children. Took the 3D printer and had giveaways for students, Jan 30
- Attended the declare your major day at the Pecan Campus to promote the program and discuss what opportunities the career path has to offer, Jan 30

ARCHITECTURAL AND ENGINEERING DESIGN TECHNOLOGY:

- Held Lead Faculty Advisor Meeting, Jan 17
- Held Adjunct and Dual Credit Faculty Professional Development Day and AEDT Departmental meeting on Saturday, January 19. Adjunct and DC faculty attended the meeting and were given an update on information for Spring 2019 semester. Additional trainings and meetings will be needed to ensure all faculty are familiar with Blackboard, departmental standards, and JagPRIDE.
- Attended CWACC Meeting, Jan 25

- Attended meetings with the Dual Credit instructors who were not in attendance on Saturday, Jan 19. The individuals met with Program Chair and Assistant Chair, Jan 25
- Program Chair met with BPST Dean, Welding Technology Program Chair, and Edinburg Chief of Police to discuss a collaborative project between several of our departments in order to fix the City of Edinburg's SWAT vehicle. The initial meeting was held on Monday, Jan 28. A follow up meeting with Welding Technology, Automotive and Advanced Manufacturing Technology Program Chairs was held Jan 30 to determine everyone's role and a timeline for the project.
- Program Chair attended the "Declare your Major Day", Jan 30

AUTOMOTIVE AND DIESEL TECHNOLOGY:

- Program Chair participated in an interview for Pueblo Tire for the Automotive Program to inform the community and viewers what the programs have to offer. Interview took place at the Technology Campus, Jan 24
- Diesel faculty attended the T-Stem Career Day in PSJA High School, Jan 28
- Diesel faculty attended the Career Day at CCTA High School in Pharr, Jan 29
- Automotive instructor attended PSJA Southwest High School for a Career Fair, Jan 29
- Diesel faculty attended the PSJA North Career Day, Jan 30
- Program Chair, Automotive faculty, and Diesel instructor attended the Declare Your Major Event at the Pecan Campus, Jan 30
- Automotive faculty attended Special Purpose Event at PSJA High School, Jan 30
- Program Chair met with Architectural and Engineering Design Technology along with Welding Technology Program Chairs to discuss the redesigning of the Edinburg SWAT truck, Jan 30
- Diesel faculty attended Audie Murphy School Middle School Career Fair in Alamo, TX, Jan 31

BUSINESS ADMINISTRATION ACADEMICS AND CAREERS:

- Program Chair and faculty attended the Division Meeting at the Regional Center for Public Safety Excellence (RCPSE), Jan 14
- Attended 2019 Economic Forecast Luncheon meeting at Mission Center, Jan 18
- Faculty attended Professional Development Adjunct/Dual Enrollment Orientation meeting, Jan 19
- Instructor attended a Career Fair at the PSJA High School to promote the Business Administration Programs and recruit students, Jan 30

CYBERSECURITY:

- Program Chair met with PSJA CTE Director to discuss a grant PSJA will be applying to called Perkins Reserve Grant, Jan 17
- Program Chair met with administrators from PSJA, Valley View and Hidalgo ISD to discuss the possibility of offering cybersecurity dual-enrollment courses for their students, Jan 24
- The Cybersecurity department collaborated with EC-Council to bring more opportunities to students following the Cybersecurity associates.

DESIGN & BUILDING TECHNOLOGY:

- Attended DBT Department meeting. Topic of discussion was Spring 2019 DBT Expo/Open House tentatively scheduled for March 7, 2019. Each program will develop a workshop, which will be utilized as a recruitment tool for prospective high school students. Program Coordinators and Chair will begin inviting prospective high schools in the coming week, Jan 25
- Attended TLA Part I, FOCUS Academy, Jan 25
- Faculty participated at PSJA College Fair, Jan 28
- Construction Supervision instructor attended a recruitment event at PSJA Southwest High School, Jan 29
- Program Chair and Construction Supervision, HVAC and Electrician Technology faculty attended Declare Your Major Day at STC Pecan Campus, Jan 30
- Attended Audie Murphy Middle School Career Fair, Jan 31

INFORMATION TECHNOLOGY:

- Program Chair and faculty attended Dual Enrollment meeting, Jan 19
- IT Faculty attended Information Technology Career Expo meeting, Jan 24
- Program Chairs attended meeting with Business Office regarding donations and sponsorships on Tuesday, Jan 29
- Assistant Program chair attended Faculty Senate Meeting on Tuesday, Jan 29

WELDING:

- Program Chair attended meeting with Weslaco CTE to discuss JET Grant, Jan 24
- Program Chair attended meeting with Progreso CTE Director to establish dual enrollment courses Fall 2019, Jan 24
- Program Chair attended the "Declare your Major Day", Jan 30

DR. MARGARETHA BISCHOFF
DIVISION DEAN – LIBERAL ARTS AND SOCIAL SCIENCES

DIVISION DEAN'S REPORT:

- The Dean attended the "Joint Leadership" meeting with UTRGV, where we rekindled our relationships with corresponding UTRGV departments and made new acquaintances because UTRGV seem to have acquired many "Assistant VPs". Goals were set to start communicating again about our degree plans and our students' needs.
- Meetings were held and resolution memos created for a variety of student complaints.
- The FLAC experts held an informative session on how to use the system for chairs and deans. Some of it seems to be signal progress and we sincerely hope this will be an improvement on the hard copy system.
- The Dean attended the Psychological Science department meeting where Dr. Reittinger just took over. A number of items were discussed such as textbooks, outreach events, and necessary paperwork.
- The first week of classes went off to a good start. Very few issues arose. Most of the Dean's time was spent handling complaints from disgruntled students who were not satisfied with their Fall grades.
- The Planning and Development Council discussed several important matters such as enrollment and concerns with traditional enrollment. We briefly discussed whether mini mesters were not counterproductive since they do not count towards our reimbursement funding. Yet, more and more departments switch to offering them because they are popular with the students. The Policy on conduct came up again and legislative funding recommendations. Dr. Nelson gave an update on Guided Pathways and we received an update on Financial Aid verification. Several ways in which students struggle with this were discussed.
- Dr. Darrial Reynolds and Dr. Ana Alaniz had the honor of presenting during the Co-requisite conference. Many more participants wanted to attend, but we were limited as to how many of STC could go.
- An Academic Affairs Council meeting was held where the Dean presented on the progress of the CRM grant and explained the complicated but potentially very beneficial calculations by which STC can obtain grant funds through "making" students in developmental studies successful. Other items evolved around the QEP, Learning Outcome Assessment, and the need for a marketable skills committee.
- The Dean handled a number of grievances and grade appeal requests, realizing once more that they often go together and perhaps students should be advised to do one or the other first, rather than both at the same time.
- The LASS Program Chair meeting marked the beginning of the New Year. We said goodbye as a chair to Janene Israel, the chairs were handed out a list of UTRGV chairs in anticipation of further articulation negotiations. The chairs were given their faculty's evaluations of students to perhaps pinpoint those who need to be made aware of needed improvements. Several administrative forms and needs were communicated and the NISOD nominees were announced so chairs could free up travel monies.
- A meeting was held to discuss plans for the CRM grant and the stakeholders were updated on what specific actions are needed every semester so we stay in compliance with the grant.
- A Mid Valley Center oversight meeting was held were several issues concerning the Center were discussed: great results of the Creative Curriculum assessment with scores above the 90s for almost all items, the budget, the need for a health inspection, and staffing matters.

- The Planning and Development council was held to discuss a variety of matters such as Policy 4904, a presentation on surveys, number of students on the drop list, an update on the quality enhancement plan, and the student re-instatement process.

PSYCHOLOGICAL SCIENCE DEPARTMENT:

- An instructor from the Psychological Science department was invited to the taping of the Spanish television show "Noches con Sandra" that airs Sunday nights at 10:30 pm on channel Televisa/Las Estrellas to be interviewed on the topic of "Happiness" on Tuesday, Jan 8, 2019. The show aired on Sunday, Jan 13, 2019 and can also be found on YouTube—pictured below is Alex with TV Host Sandra Mercado.
- A representative from the Psychological Science Department was invited to be co-host of the new show "Talk The Talk" on YouTube. The purpose of the show is to interview and showcase talented and successful people from the Rio Grande Valley, and at the same time, to motivate and inspire the viewers. On the first episode, local actor and model Antonio Villarreal was the featured guest, and on the second one, professional boxer from Weslaco Brandon Figueroa and his father and trainer Omar Figueroa Sr. were the guests interviewed.
- The Psychological Science Department participated in *Declare Your Major* event at Pecan Campus
- The Starr County Campus Psychology Club hosted its first meeting of Spring 2019 semester, 41 members attended, many were new members and others were veteran/returning members.

- STC Psychological Science participated at the bi-annual Career Day at Rio Grande City CISD Ringgold Elementary School. The students were inspired to attend college and elaborated on the fields of psychological science and counseling.
- The Starr County Campus Psychology Club members worked on assembling furniture for the Starr Psych Club Office and Storage Room They assembled a big storage unit, office desk and chair, bookshelf, filing cabinet, and supplies. The furniture was paid for with club funds. The members also decorated the office by placing club trifold posters (of pictures) on the walls, as well as club calendars and psychology-related posters.

- A Psychological Science instructor was invited to serve as Judge of the 2019 Starr County Youth Fair Pageant that took place at the Rio Grande City CISD Auditorium. The categories that he judged included Precious Princess, Petite Princess, Cowboy, Pre-Teen Princess, Teen Princess, and Starr County Fair Queen.

EDUCATION/COLLEGE SUCCESS DEPARTMENT:

- The Education Department held its first Education Majors Orientation. Education majors were provided with information about the courses in the department, textbooks used, the Substitute Teaching and Teaching Assistant Certificates, degree plans, articulation agreements, Field Experience Guidelines, and Blackboard Guidelines. Several information tables were also available for students to visit. Nearly 150 students attended the event. Pizza was served and several door prizes were awarded to the students.
- The Education Department participated in the Declare Your Major Day event. Students were encouraged to select an appropriate major and to contact the department's chair and/or faculty for additional advice. Students were also exposes to several activities the depicted exceptional characters.

CRIMINAL JUSTICE & SOCIAL SCIENCES DEPARTMENT:

- Chair and Assistant Chairs attended "Declare Your Major Day" in U building on Jan 30
- Social Work Instructor and the Mid-Valley Social Work Club had their first club meeting. Officer and membership recruitment: Spring semester agenda, T-shirt orders for new members, Banner for the social work club, Food Bank fund raiser (sell coffee & pastries), Donations for the fund raiser

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

DIVISION DEAN'S REPORT:

- Participated in SACSCOC Webinar, Jan 7
- Attended Faculty Load and Compensation (FLAC) demonstration hosted by the Office of the Vice President for Academic Affairs, Jan 9
- Attended Joint Leadership Meeting with UTRGV; both institutions met and developed a vision for collaboration and synergistic opportunities, Jan 11
- Held Division Chair meeting to discuss division issues and updates for upcoming spring semester, Jan 14 & 15
- Held Division Convocation which included presentations by Dr. Charla Long regarding Competency-Based Education (CBE presentation), Dean of Dual Credit Programs on the NACEP certification process, Dean of Library and Learning Support Services regarding Open Educational Services, and Office of Academic Affairs on Faculty Load and Compensation Pilot, Jan 14
- Attended Grant Committee Meeting to discuss the NSF-HSI grant and the NSF-STEM request for proposals, Jan 15
- Attended Educational Workforce Development Committee meeting, Jan 15
- Attended Mathematics Department meeting, Jan 16
- Attended Bachelor Programs new student orientation, Jan 16
- Participated in Fast Track to Success Steering Committee meeting via Webinar, Jan 17
- Attended State of City of Pharr at Pharr Event Center, Jan 17
- Attended appreciation Breakfast with STC Board of Trustees, Jan 18
- Attended Biology Department meeting, Jan 18
- Attended President's Administrative Staff meeting, Jan 18
- Attended Adjunct and Dual Credit Faculty Professional Development Day, Jan 19
- Met with Assistant Dean for Math and Science, Academic Math Program Chair, and Development Math Program Chair to discuss First College Level Math topic proposed by the QEP committee., Jan 23 and 25
- Attended signing ceremony of a Collaborative Agreement between South Texas College and Universidad Tamaulipeca in Reynosa, Jan 24
- Met with Director of Grant Development, Management, and Compliance regarding the TAB Grant, Jan 25
- Attended the Motivis Learning Presentation "Go Beyond the LMS," Jan 25
- Attended the Planning and Development Council Meeting, Jan 25
- Attended Academic Council meeting, Jan 28
- Attended Academic Coach Orientation & Workshop, Jan 29
- Participated in GoTo Webinar Steps for Successful Implementation, Jan 29
- Attended Board meeting, Jan 29
- Finalized Employee Performance Appraisals for Division staff, Jan 30
- Attended meeting regarding UTRGV and TAB grant, Jan 30
- Attended meeting regarding Compliance Certification update, Jan 30
- Attended Straighterline phone meeting to discuss pathway and success approaches in helping students complete classes, Jan 31

ASSISTANT DEAN'S REPORT - BACHELOR PROGRAMS:

- Attended Faculty Load and Compensation (FLAC) sessions, Jan 8 – 10
- Met with OPOD to discuss department meeting details, Jan 8
- Participated in conference call with Dr. Charla Long and Dean for Math, Science, and Bachelor Programs to discuss upcoming division convocation, Jan 9
- Attended Joint Leadership Meeting with UTRGV; both institutions met and developed a vision for collaboration and synergistic opportunities, Jan 11
- Attended the Spring Convocation for MSB Division, Jan 14

- Participated in the BAT/BAS New Student Orientation, Jan 16
- Attended the Fast-Track to Success Steering Committee Meeting, Jan 17
- Conducted the BASOL Spring 2019 department meeting, Jan 17
- Attended the Intellus Platform Kick-off Meeting, Jan 22
- Faculty presented to the Starr County employees and to the City of McAllen regarding our Bachelor programs, Jan 22
- Collaborated with the Dean on the Institute for CBE Webinar Presentation, Jan 23
- Met with Manager for Curriculum and VPAA Project manager to discuss FLAC issues, Jan 24
- Met with MSB Senior AA and Assistant Dean for Math and Science to review the MHSM and TMGT Paper NOEs for Spring 2019, Jan 24
- Attended the Our Lady of the Lake University Meeting, Jan 24
- Attended the Motivis Learning Presentation "Go Beyond the LMS", Jan 25
- Attended the Planning and Development Council Meeting, Jan 25
- Attended Academic Council, Jan 28
- Conducted the Academic Coach Orientation & Workshop, Jan 29
- Presented at the Institute for Competency-Based Education Webinar series "Success for Successful Implementation of a CBE Program", Jan 29
- Participated in the CBE Curriculum Review Committee Meeting, Jan 30

COMPUTER & INFORMATION TECHNOLGY:

- Attended the Division Chairs Meeting, Jan 14 & 15
- Attended the Spring Convocation for MSB Division, Jan 14
- Conducted the CITP Spring 2019 department Meeting, Jan 15
- Participated in the BAT/BAS New Student Orientation, Jan 16
- Attended the Motivis Learning Presentation "Go Beyond the LMS", Jan 25
- Program Chair met with the Curriculum Specialist, Student Success Specialist and CS/CIT Instructor to discuss BAT in CITP revisions - Jan 28
- Participated in the Academic Coach Orientation & Workshop, Jan 29
- Faculty participated in the STC "Declare Your Major Day", Jan 30
- Program Chair attended the Spring STEM Summit Planning Meeting - Jan 31

MEDICAL AND HEALTH SERVICES MANAGEMENT:

- Attended the Division Chairs Meeting, Jan 14 & 15
- Attended the Spring Convocation for MSB Division, Jan 14
- Conducted the MHSM Spring 2019 department Meeting, Jan 15
- Participated in the BAT/BAS New Student Orientation, Jan 16
- Faculty presented to the Starr County employees regarding our Bachelor programs, Jan 22
- Attended the Motivis Learning Presentation "Go Beyond the LMS," Jan 25
- Presented to the Physical Therapy Assistant Students at NAH regarding the MHSM program, Jan 23
- Participated in the Academic Coach Orientation & Workshop, Jan 29
- Faculty participated in the Starr County Courthouse employee presentation of bachelor programs, Jan 29
- Faculty participated in the STC "Declare Your Major Day", Jan 30

TECHNOLOGY MANAGEMENT:

- Attended the Division Chairs Meeting, Jan 14 & 15
- Attended the Spring Convocation for MSB Division, Jan 14
- Chair and faculty participated in the STC Career & Employment Services Office planning meeting, Jan 15
- Conducted the TMGT Spring 2019 department meeting, Jan 16
- Participated in the BAT/BAS New Student Orientation, Jan 16
- Conducted Capstone Student Orientation, Jan 23
- Attended the Motivis Learning Presentation "Go Beyond the LMS", Jan 25

- Coordinated with the Office of Curriculum & Student Learning regarding the online Catalog review, Jan 25
- Participated in the Academic Coach Orientation & Workshop, Jan 29
- Faculty participated in the STC "Declare Your Major Day", Jan 30

ASSISTANT DEAN'S REPORT - MATH & SCIENCE:

- Attended Vanguard Academy CTE Advisory Council Meeting held at Mission CEED center on behalf of the Dean. Participated in the IT work team to identify areas where STC could provide support to Vanguard students; Jan 8.
- Reviewed Division SWOT analysis results and worked to develop Division Online course development guidelines and requirements; Jan 9 – Jan 11
- Attended FLAC Demonstration meeting hosted by Office of Academic Affairs, Jan 9
- Organized Division Math and Science Grant Team meeting for Jan 15; Jan 10
- Attended Joint Leadership Meeting between STC and UTRGV hosted by STC's Office of Academic Affairs; Jan 11
- Reviewed final draft of the proposed TAMU-STC COP (Pre-pharmacy); Jan 11
- Attended MSB Division Chairs meeting to discuss FLAC procedures, Handbook of Operating Procedures, and Faculty Credentials, Jan 14 & 15
- Attended MSB Convocation which included presentations by Dr. Charla Long on the benefits of Competency Based Education (CBE presentation), by the Dean of Dual Credit Programs on the NACEP certification process, and by the Office of Academic Affairs on the FLAC, Jan 14
- Held MSB Division Grant Committee Meeting to discuss the NSF-HSI grant RFP and the NSF-STEM RFP. The committee recommended submitting two NSF-HSI grant proposals and one NSF-STEM grant proposal, Jan 15
- Attended QEP Team Meeting. The committee identified 10 areas to consider for QEP and committee members were assigned topics to research, Jan 16
- Attend COAT teaming to review the COAT process, Jan 17
- Attended Physical Science Department Meeting, Jan 18
- Attended the Intellus Platform Kick-off Meeting. The purpose of the meeting was to review the benefits of the platform for compiling Library resources and Open Education Resources. Of particular interest for MS is the availability of online Geology and Chemistry online labs, Jan 22
- Met with Dean, Academic Math Program Chair, and Development Math Program Chair to discuss First College Level Math topic proposed by the QEP committee. Completed the Research topic template, Jan 23 & Jan 25
- Attended the Our Lady of the Lake University Meeting, Jan 24
- Met with MS grant team to review grant opportunities and determine which grant proposal to pursue. The faculty decided to focus on the NSF S-TEM RFP, Jan 24
- Completed and submitted the Distance Learning Research Topic Template for the QEP committee, Jan 25
- Attended the Motivis Learning Presentation "Go Beyond the LMS". The meeting focused on the benefits the Motivis Learning platform will bring to obtaining analytical data for CBE courses, Jan 25
- Attended the Planning and Development Council Meeting, Jan 25
- Attended QEP meeting to review the rationale for the 10 topics under consideration as QEP topics. Presented the Distance Learning and College Level Math topics; Jan 28
- Attended "Declare Your Major Event" held at Student Union, Jan 30
- Met with STEM Summit planning committee to discuss this event with different members of this initiative and identify potential speakers, Jan 31
- Attended Core Objective Assessment Taskforce meeting. The members of the taskforce reviewed the results of Fall 2018 Core Objective Assessment and deliberated on the format to be used for the College Wide PD COAT breakout sessions. The members also discussed about JAGPRIDE system functionality, Fall2018 Data Entry completion, Adjunct and DE faculty training and the Direct National Assessment test to assess Critical Thinking and Communication objectives, Jan 31
- Attended University of Incarnate Word-Feik School of Pharmacy meeting to discuss STC's Pre-Pharmacy program, the proposed Dual Credit Pre-Pharmacy Academy, and potential opportunities for STC students at Incarnate Word; Jan 31

- Attended Straighterline phone meeting to discuss the their Pathway and Success approaches to helping students complete classes; Jan 31

BIOLOGY:

- Held Biology Department meeting, Jan 18
- Department held a Blackboard gradebook workshop for Biology Faculty, Jan 18
- Attended Division Convocation, Jan 14
- Attended Grants meeting with the MSB Assistant Dean, Jan 15
- Attended Sea Phage meeting regarding grants application comments, Jan 15 & 16
- Held Dual Credit and Adjunct meeting and a Blackboard gradebook workshop, Jan 19
- Attended Grants meeting with the MSB Assistant Dean, Jan 23
- Biology instructors met for the Best online practices for Microbiology and Environmental Biology Meeting, Jan 24
- Department Chair attended a webinar on Leveraging Technologies to Scale Student Success, Jan 30
- Spring STEM Summit planning meeting was held to discuss this event with different members of this initiative here at STC, Jan 31
- Biology Club held their first Spring meeting and had a very large turnout, Jan 31

COMPUTER SCIENCE:

- Met with the Curriculum Specialist, Student Success Specialist and CS/CIT Instructor to discuss BAT in CITP revisions, Jan 28
- Attended the Academic Coach Orientation and Workshop, Jan 29
- Reviewed the Computer Science and Computer Information Systems catalog for revisions, Jan 30
- Attended the Spring STEM Summit Planning Meeting, Jan 31

DEVELOPMENTAL MATH:

- Attended Division Chair Meeting, Jan 14
- Attended Spring Convocation for MSB Division at Student Union Ballroom, Jan 14
- Attended Spring Department Meeting, Jan 16
- Conducted a Developmental Mathematics SWOT Analysis Workshop hosted by Developmental Mathematics Program Chair, Jan 18
- Met with Dean, Assistant Dean for Math & Science, and Academic Math Program Chair to discuss First College Level Math topic proposed by the QEP committee, Jan 23 – 25
- Attended Planning and Development Council Meeting accompanied by Assistant Chair, Jan 25
- Attended QEP Leadership Team Meeting, Jan 28
- Attended meeting to discuss PRIDE, Jan 28
- Met with Academic Math Program Chair to discuss future Co-Requisite courses, Jan 30

MATHEMATICS:

- Attended and participated in the MSB Division Convocation, Jan 14
- Attended and participated in the MSB Division Chairs' meeting, Jan 14 &15
- Attended and participated in MSB Grant development meeting, Jan 15
- Attended first Spring 2019 department meeting, Jan 16
- Participated in departmental professional development, Jan 18
- Attended the Adjunct & Dual Credit Faculty meeting and departmental Mathematics meeting, Jan 19
- Attended grant meeting to discuss possible role as coordinator of trainings for grant activities
- Assistant Professor attended College Wide Academic Classification Committee, Jan 25
- Attended the Planning & Development Council meeting, Jan 25
- Assistant chairs attended STEM Summit committee meeting to plan on the upcoming event in March 29, Jan 31
- Faculty attended CBE meeting and working with upcoming grant to evaluate and review the upper level courses for BASOL/TMGT, Jan 30

- Faculty attended CBE curriculum Meeting, Jan 30
- Math Faculty and senate representative attended Faculty Senate meeting, Jan 29

PHYSICAL SCIENCE:

- Attended Division Chairs meeting; during the meeting credential review process and handbook of procedures were discussed among other important topics, Jan 14
- Attended Faculty Load and Compensation Presentation by Academic Affairs; During the presentation the details of electronic NOE process was discussed, Jan 14
- Program Chair, Assistant Chair, and Engineering program Coordinator attended M&S Grant Committee meeting, Jan 15
- Program Chair met with Program Learning Outcome and Program Success Department Task Forces. The task forces reviewed Fall 2018 PLO results, Fall 2018 declared majors, retention-graduation-and-transfer rates, Spring 2019 enrollment trends. The task forces deliberated ideas to address the affecting factors and documented their findings, Jan 18
- Physical Science Program Chair and Physical Science and Engineering Adjunct and Dual Credit Faculty participated in South Texas College's Adjunct and Dual Credit Faculty Professional Development Day. During the meeting NACEP accreditation requirements and the strategies the college has been implementing were discussed among other pertinent topics, Jan 19
- Physical Science Program Chair, Assistant Chair, and Engineering Program Coordinator met with the Physical Science and Engineering Adjunct and Dual Credit Faculty during a department meeting. Program Chair presented the departmental requirements and policies for course rigor, learning outcome assessment procedures, faculty evaluation, student support services among other pertinent topics. Program Chair presented the details he included on the department website for Adjunct and Dual Credit Faculty, Jan 19
- Physics faculty attended the American Astronomical Society Conference held at Seattle, Washington. The AAS Meeting is an annual Astronomy conference where thousands of Astronomers, Educators, and researchers from different Universities, Observatories and research centers around the globe share their groundbreaking research in Astronomy, Astrophysics and Science Education. Physical Science Faculty presented a poster about the neutral hydrogen structures in nearby dwarf galaxies, Jan 6 – 10
- Geology faculty attended the Conference for Undergraduate Women in Physics (CUWiP) held at Corpus Christi, Texas, Jan 18 – Jan 20
- Department Chair and Physics laboratory specialist developed strategies to establish a second geology laboratory facility in Room PCN G111. Physics laboratory specialist presented a tentative timeline for the completion of geology laboratory setup in G111, Jan 21 – 25

- Department Chair, Assistant Chair, Lead Faculty, and Engineering Coordinator reviewed the faculty spring 2019 section outlines, updated them for web accessibility, and submitted them to STC Curriculum office, Jan 19 – 22
- Department Chair and Assistant Dean for Math & Science discussed Physics and Chemistry program transfer issues with the University of Texas at Rio Grande Valley. Department Chair discussed the transfer issues with the Physics Program faculty representatives. Jan 29

- Department Chair and Laboratory Specialists participated in the Declare Your Major Day outreach event. The department's booth was setup with the department's tablecloth, program brochures, and physics, chemistry, and engineering demonstration equipment. Laboratory Specialists interacted with the student visitors and involved them in the demonstrations. Department Chair enquired about their academic interests, and promoted and advised for the department programs. Jan 30
- Department Chair attended Spring STEM Summit committee meeting, Jan 31
- Department Chair attended Core Objective Assessment Taskforce meeting, Jan 31

UNIVERSITY RELATIONS:

- Participated in a meeting with representatives from Stark College and Seminary and South Texas College representatives on ways that the two institutions can partner together, Jan 8
- Participated in a follow-up conference call with Patti Moore from Bellevue College about the possibility of entering into a partnership agreement, Jan 9
- Began working on the second annual Transfer Summit to be held in March or April, Jan 10
- Attended the Joint Leadership Meeting for South Texas College and UTRGV administrators, Jan 11
- Participated in a meeting regarding the upcoming College Credit Partnership Agreement Signing Ceremony with the Federal Law Enforcement Training Center, Customs and Border Protection and Field Operations tentatively scheduled for February 20, Jan 15
- Attended the Mathematics Department Meeting to present on the Transfer Center webpage and how to advise students who are looking to transfer, Jan 16
- Participated in the Mission Statement Writing workshop held by the mathematics department, Jan 18
- Participated in the Welcome Week activities at the Starr County Campus to showcase the services of the University Relations, Transfer and Articulation Center and answer student questions about transfer, Jan 23
- Helped coordinate the signing ceremony of a Collaborative Agreement between South Texas College and Universidad Tamaulipeca in Reynosa, Jan 24
- Attended the Declare Your Major Day to answer student questions, Jan 29
- Attended the Texas A&M University – San Antonio Counselor Update, Jan 29
- Participated in a meeting with Bachelor Programs and Public Relations about placing the articulation agreements for the Bachelor's Program on the South Texas College webpage, Jan 30
- Participated in a call with University of the Incarnate Word about the potential of an agreement between South Texas College and University of the Incarnate Word for Pharmacy, Jan 31
- Participated in a conference call with representatives of South Texas College and StraighterLine about a potential partnership, Jan 31

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- South Texas Health System presented a scholarship check for $49,000 to assist Nursing and Allied Health program students, Jan 11
- Presented BSN Application to the STC Board of Trustees, Jan 15
- Attended FLAC demo presentation, Jan 9
- NAH Division was represented by the following departments at Declare your Major Day at STC Student Union: Vocational Nursing, Emergency Medical Technology, Medical Assistant Technology, Diagnostic Imaging Department, Pharmacy Technology, Occupational Therapy Assistant, and Physical Therapy, Jan 30
- NAH Division was represented by several departments at various career fairs at PSJA, Jan 28 – 30
- Attended Texas Deans and Directors of Professional Nursing Program Conference in Austin, Jan 31 – Feb 1

SIMULATION DEPARTMENT:

- Orientations were held for the following programs: four level of A.D.N., VN, and EMT
- College Success conducted tours of the Simulation Hospital.
- Simulation department attended the SSH (Society of Simulation in Healthcare) conference in San Antonio, Jan 25 – 30

UPCOMING MAJOR EVENTS:

- ACEN Site Visit to be conducted in Mid-Valley and McAllen Campuses, February 20-22
- CSHC Program Fair, March 2
- NAH Open House, March 30

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

COMMUNITY ENGAGEMENT:

- MVC welcomed many outside organizations to promote their businesses, job opportunities and services to students.
    - US Army Recruitment Table, Jan 23
    - UTRGV Transfer Information and Admissions Outreach Table, Jan 22
    - University of Texas – Austin Steve Hicks School of Social Work hosted a Transition for Youth with Special Healthcare Needs Workshop for local social workers, Jan 14 & 15

ENROLLMENT ACTIVITIES:

- College Connections and Dual2 Degree Departments collaborated with local school districts to schedule campus tours for students interested STC.
    - La Villa ECHS Fast Track, Jan 14
    - Weslaco ECHS Fast Track, Jan 15
    - Donna ISD Campus Tour, Jan 16
    - Veterans Middle School Campus Tour, Jan 25
- STC Departments promoted courses and answer questions regarding degree plans and transfer opportunities.

CAMPUS EVENTS:

- Child Development Center hosted a Parent Orientation, Jan 10
- First Year Connection Orientation was hosted by Student Activities and Wellness Department, Jan 18

HIGHLIGHTS:

- Student Activities and Wellness Department set up Welcome Tables at various locations on campus to provide assistance with direction, promote their services, and answer questions for students during the first days of classes for Spring 2019.

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR CAMPUS

COMMUNITY ENGAGEMENT:

- Reviewed and scheduled attendance RGCCISD school board meetings for Spring 2019
- Reviewed and scheduled attendance Roma ISD school board meetings for Spring 2019
- Scheduled for attendance RGC Rotary Club meetings for Spring 2019
- Attended Roma town meeting in conjunction with Starr County Industrial Foundation
- Attended City of Escobares town meeting in conjunction with Starr County Industrial Foundation
- Attended annual Rio Grande Valley Legislator visit
- Participated in tour of Duke Energy Wind Farm
- Opened Catholic Campus Ministries volunteer service to students in J building for Spring Semester
- Met with Roma ISD to discuss nursing programs
- Gathered t-shirts for Grulla HS college week

ENROLLMENT ACTIVITIES:

- Collaborated with SAEM for outreach recruiting at Fast Track events on campus
- Picked up "register now' flyers for summer & Fall 2019 semesters
- Submitted newsprint ads for "register now" runs for Summer & Fall semesters
- Ordered flyers for Technology Programs promotion and distribution
- Final mailout "register now" for Spring 2019 semester
- Preparing Dual Credit/Traditional information session scheduled for March 2019
- Completed "unpaid list" phone calls to students for Spring 2019 registration
- Continue working financial aid unpaid list prior to census date
- Preparing for Fall 2019 recruiting. Working with Dial Credit to hold an information session for parents
- Register now fliers ready to mail out when list becomes available
- Technology Programs promotion fliers ready for mail out when list becomes available

CAMPUS EVENTS:

- Student Activities and Wellness Information Tables, Jan 22 – 23
- Student Activities and Wellness Welcome Week, Jan 22 – 24
- CDI Head Start, Jan 22 – 25
- Dual Enrollment Academy Workshop, Jan 25
- Texas A&M Agrilife Extension Service, Jan 28
- Office of Student Rights & Responsibilities, Jan 29
- Psychology Club Meeting, Jan 30
- Student Activities and Wellness IM Sports Tailgate Party, Jan 31

ANA PEÑA

DIRECTOR – DISTANCE LEARNING DEPARTMENT

DIRECTOR'S REPORT:

- Status Report for Division Deans
  - Continued working on developing status report for Division Deans as to number of online faculty who have completed their online certification. An updated list has been emailed to all division Deans for awareness of their pending online faculty who need to complete their certification.
- Developing Distance Learning department handbook.
  - The Department Handbook provides employees with guidance on general procedures and practices of the Distance Learning Department. It is the purpose of this manual to establish and maintain a uniform system for managing personnel matters. Employees are expected to familiarize themselves with the contents of this manual to maintain effective performance and proper personal conduct.
- Worked on documentation used for the SACSCOC Compliance Writing Team, Jan 18

PROJECTS

- Course Development
  - Distance Learning Staff and the Office of Professional and Organizational Development continued working with the design and development of the new SPARK I Academy by creating videos, creating syllabi, rubrics and adjusting assignments.
  - Distance Learning Staff met with IS&P department to work on the Distance Learning Course Approval form to modify and change the current process into Sharepoint or workflow.
- Frist Time Online Student Orientation
  - Distance Learning Staff enrolled 1,976 students to the new mandatory student orientation which new first time online students will become familiarized with Blackboard prior to the first day of class and 876 took and passed orientation, Jan 18

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
  - Numbers for the month of January
    - Students/Faculty Chats: 302
    - Students/Faculty Tickets: 263
    - Helpdesk Phone Calls: 896
    - **Total 1,461**

- **Distance Learning Helpdesk- Afterhours**
  - Numbers for the month of January
    - Students/Faculty Chats: 20
    - Students/Faculty Calls: 26
    - **Total 46**

- **Trainings/Workshops**
  - Trainings
    - Blackboard Fundamentals
      - 121 adjuncts/dual faculty certified
    - Online Teaching Certification
      - 7 faculty certified
  - Workshops
    - Advance Gradebook
      - 48 faculty/adjuncts
- **Student Success Activities:**
  - Below is a breakdown of student contacts and advisement activities for the period.

Type of Service	Number of Students
General Advising:	576
Distance Learning Walk-Ins:	3
Telephone Contacts:	391
Virtual Campus Advising Email:	372
Registration Emails	10,000
First-Time Online Student Orientation	2,521
Total:	***11,161***

DISTANCE LEARNING MEETINGS:

- Met with Director of Student Activities and Wellness and, assisted webinar from Advantage Design Group for online orientations, Jan 23
- Participated at the SACSCOC Reaffirmation updates meeting, Jan 25
- Participated with the Intellus Platform kick-off meeting with Dean of Library & Lrng Supp Svcs and staff, Jan 22
- Participated at the Banner User's Group committee, Jan 15
- Participated at the President's Administrative Staff Meeting, Jan 18
- Participated at the Academic Council meeting, Jan 28
- Met with Department Chair of Associate Degree of Nursing Program to discuss model courses for the entire program (LVN, RN, and BSN), discuss Examsoft issues and provided recommendations for their incomplete students, Jan 30
- Met with Department Chair of College success for Healthcare Program to discuss model course for the program, Jan 30

JESSICA SANDOVAL GARCIA

ACADEMIC EXCELLENCE PROGRAM OFFICER

VALLEY SCHOLARS PROGRAM:

- **Fundraising** – Continued sending invoices to all sponsors pending payment. Started planning process for 14th Annual "A Night with the Stars." Met with VAMOS Director on January 10, 2019 to discuss support to the Valley Scholars Program. A tentative STC/VAMOS Valley Scholars Scholarship Proposal was created and presented to leadership for review.
- **Retention** – Finalized details for the 2019 College Tour scheduled for March 28-29, 2019. The tour includes visits to University of Houston, UT Austin, Texas State University, and UTSA. Reviewed Spring 2019 enrollment for Valley Scholars and awarded scholarship based on registered hrs.
- **Recruitment** – AE Student Success Specialist visited Mission High School and Roma High School to recruit members for Class 23. AE Student Success Specialist presented Valley Scholars Program information at the Valley View High School Career Day and Lorenzo de Zavala Career Fair. Reviewed Valley Scholars Applications and notified eligible students of acceptance. Scheduled presentations and recruitment events for Spring semester.
- **Administrative** – AE Programs Officer attended STC and UTRGV Joint Leadership Meeting held on January 11, 2019. AE Programs Officer attended Academic Council Meeting on January 28, 2019. Held retirement celebration for AE Administrative Assistant, Sylvia Bernal, on January 30, 2019. AE Student Success Specialist attended the Counselor Update on January 29, 2019.

PHI THETA KAPPA:

- **Meetings** – Held PTK January General Meeting, Jan 31
- **Hallmark Awards** – The Beta Epsilon Mu Chapter submitted entries for Hallmark Awards including the College Project and Honors in Action Project.
- **Recruitment** – Answered emails, phone calls, and met with students interested in joining Phi Theta Kappa. Hosted a PTK information table at the Club Recruitment Fair at the Pecan, Starr, and Mid-Valley Campuses

HONORS PROGRAM:

- Assisted incoming students with inquiries about the Honors Program and referred students to Honors Program Director, Dr. Eric Reittinger
- Submitted Honors Faculty NOEs to Human Resources
- Promoted Honors Program at the Club Recruitment Fair at the Pecan, Starr, and Mid-Valley Campuses

YOLONDA JARAMILLO
PROJECT DIRECTOR – HSI GRANT

TITLE V GRANT & PROJECTS:

Component 1

- **Active Learning Classrooms/Training Rooms**
  - Continued collaboration with Purchasing, ET, and Maintenance Departments to upgrade the following classrooms:
    - Upgrade NAH 3.422 from a Tier 1 ALC to a Tier 2 (AV expansion)
    - Fully upgrade Mid-Valley G174 from a standard classroom to a Tier 2 ALC. Collaboration with the IVPAA and VPIS to reallocate ALC C111 furnishings to MVC G174, as C111 will return to accommodate the CLE Campus to Campus livestream tutoring initiatives. Upgrade will be finalized during the summer 2019 session.
    - Fully upgrade P2.114 from a standard classroom to a Tier 2 ALC.
      - All data drop installations have been completed.
      - The board has approved the AV Bid.
- **FOCUS Academy**
    - First session of the spring 2019 cohort of FOCUS Academy was held on Jan 25, 2019.
    - Statements of Commitments were signed by each of the FOCUS Academy participants. SOC's have been routed to each respective department chair for signature. The Memorandums of Understanding will be routed to their respective deans.

Component 2

- **Redesign and Expansion of Faculty Advising**
    - Held the Lead Faculty Meeting for spring 2019. Statements of Commitments were signed by each of the LFAs and routed to their program chairs for signatures. All Statements of Commitments have been completed. The Memorandums of Understanding were also routed to their respective deans and are pending to be signed by the VP of Academic Affairs. First session of the Pecan Campus Faculty Advising Training will be held on February 1, 2019.

Component 3

- **Enhancement of Technology Infrastructure/ Remote Delivery Courses**
    - Verified social media posting and digital display of Starr County campus GZ course offerings.
    - Continued to track GZ course enrollment for the spring 2019 semester.
    - Received MAT software CD from NAH faculty and delivered to Starr Campus. Met with Starr Campus IT and ET staff in discussion of software installation.

Component 4

- **Financial Literacy**
    - FOAPAL has been set up in the Banner system. Requisition of 450 financial literacy books has been created.
    - Financial Literacy Coordinator finalist was selected. Monitoring status of position through People Admin.

South Texas College/ Department of Education

- Continued to collaborate with RAS to complete Year 4 data requests for the APR. When all data is received, it will allow a better analysis of the project. Year 4 Annual Progress Report (APR) link is available and due March 11, 2019.
- Attended Title V APR meeting to go over the year 4 budget portion of the APR.
- Met with the Business Office to review encumbrances and carryover funding for year 5.

DR. REBECCA DE LEON
DEAN – DUAL CREDIT PROGRAMS & HIGH SCHOOL DISTRICT PARTNERSHIPS

DEAN'S REPORT:

- Dean and Director of Early College High School attended the 1st Annual PHARM2TABLE Conference hosted by the Feik School of Pharmacy-University of the Incarnate Word. The event was hosted through a five-year grant received by the institution to increase the percentage of Hispanics who complete their degree. The Dean met with the Assistant Dean for the Pharmacy School and discussed establishing an agreement for dual credit and traditional students to attend. Event held on Jan 4.
- The Dean along with the Dual Credit Project Manager finalized and submitted the NACEP Pre-Application on Jan 17. The application included nine of the sixteen required coversheets, data, and expectations by the College.
- The Dean attended the Board Appreciation Breakfast with the STC Board of Trustees and presented to attendees on Dual Credit Programs: 20 Years of Success, Jan 18
- Dean presented at the Adjunct and Dual Credit Faculty Professional Development Day general session on the requirements and process of obtaining accreditation for the Dual Credit Programs from the National Alliance of Concurrent Enrollment Partnerships. Over 200 Dual Credit faculty members were in attendance. In addition, the Dean, Director of Academies and High School Projects and Assistant Dean of Humanities presented a breakout session titled, "Starfish in the Adjunct and Dual Credit Environment," Jan 22
- Interim Vice President of Academic Affairs and Dean attended the 2019 Legislative Tour of the Rio Grande Valley at PSJA Southwest ECHS, Jan 25.

ACADEMIES AND HIGH SCHOOL PROJECTS:

- Staff conducted degree audits for over three hundred Academy students, which assisted in review of fall 2018 final grades and ensured degree progress
- Academy staff created Starfish Early Alert system by integrating cohorts, course numbers, and progress survey timelines for spring 2019
- Academy staff continued to conduct recruitment presentations, follow up visits, and parent information sessions in the evening. Staff held the following Recruitment meetings at the following campuses:

Date	Location	Student Count
January 10th	Mission Veteran's Memorial HS	450
January 11th	La Joya Academy Health Science	50
January 14th	PSJA Memorial ECHS	95
January 15th	Sharyland HS	85
January 15th	Edcouch-Elsa ECHS	15
January 16th	Mission Collegiate HS	21
January 18th	Achieve ECHS	100
January 23rd	Weslaco HS	70
January 24th	La Joya HS	60
January 25th	Progreso ECHS	50
January 28th	PSJA Memorial ECHS	55
January 29th	Benito Juarez Lincoln HS	40
January 29th	Palmview HS	15
January 30th	Sharyland Advanced Academics	20
January 31st	Edinburg HS	40
January 31st	Weslaco HS	30

Date	Location	Student Count
January 31st	Monte Alto ECHS	40

- Staff are working with Hobson Radius Consultants to integrate TSI scores and High School transcripts into the Academy Program's Online application system. This requires staff to develop new fields within the Radius system and to allow for integration of TSI scores and HS transcripts from Banner.
- Academy staff are coordinating the DEMSA Junior's Annual College Tours and the Annual STEM Senior Trip. This consists of securing charter buses, hotels, developing agenda and rooming assignments, distributing and collecting permission slips, and coordinating visits to universities or STEM related facilities.
- Staff are currently conducting hiring of TexPREP Summer Program staff and have conducted interviews with 7 instructors and 2 program assistants in preparation for summer 2019.
- Staff held TexPREP Year IV Parent Meetings and Year I recruitment presentations at Hidalgo, Weslaco, and PSJA ISD. Staff provided an overview of the program, as well as the benefits associated with support provided by the Governor's Summer Merit Program Grant. Attendance was as follows:

Date	Location	Student Count
January 24th	Weslaco ISD	70
January 29th	Hidalgo ISD	11
January 29th	PSJA ISD	4

- Staff served as chair of hiring committee for secretary position for the Academies & High School Projects.
- Academy staff attended the Adjunct and Dual Credit Faculty Professional Development day to provide a presentation titled "Starfish in the Adjunct and Dual Credit Environment". The presentation provided an overview of the Starfish Early Alert system, benefits, uses, and instruction on how to set up profile. Event held on Jan 19, 2019.
- Academy staff held Friday workshops for over two hundred ninety students across the Mid Valley, Starr, and Pecan Campuses. Workshops consisted of updating students on campus resources and services, having DEMSA Alumni provide a presentation, tracking textbooks, scholarship and university admissions.

PROJECT MANAGER'S REPORT:

- Dean and Project Manager wrote and revised coversheets for nine out of the sixteen National Alliance of Concurrent Enrollment Partnerships (NACEP) standards for the pre-application, which was due by January 21 and submitted on Jan 17.
- Continuing to focus on working with STC chairs who have Dual Credit Faculty, to develop each discipline's NACEP Statement of Equivalency. Full application due in August 2019.
- Continued to follow up with Dual Credit Faculty not completing the Developing Excellence in Learning & Teaching Academy (DELTA) Online course, as is required in the DC MOU. Of the total 48 new Dual Credit Faculty approved to teach in fall 2018 and spring 2019, there are 20 who have not yet completed the course.
- Conducting the full review of the DC textbook adoption list for distribution to partner schools by early April 2019.
- Participating in work group to develop an online listing of Dual Credit textbook adoptions for partner schools to access. Related to this is exploring the possibility of creating a database of DC textbook inventory at partner schools. These initiatives developed from discussions with chairs and school partners.
- Assisted with follow up on DCF who did not submit JagPRIDE reports for Fall 2018. Working on identifying ways that the DCP can help ensure that DCF are submitting required learning outcomes assessment reports to meet the deadlines set by the College.
- Finalized the Dual Credit Websites merger and went live on Wednesday, Jan 16, 2019.
- Finalized the 2019 Summer Camps booklet
- Started to work on logistics for the Starr County Campus Information Session in March
- Assisted OVPAA with coordinating STC and UTRGV Partnership Meeting
- Started to work on the Dual Credit Annual Report and a Dual Credit Student Handbook

NICOLAS GONZALEZ – DUAL CREDIT PROGRAM INSTRUCTIONAL PATHWAYS ADMINISTRATOR:

- DCP Instructional Pathways Administrator monitored the number of "S" sections with zero enrollment. It dropped from over 150 sections to 89.
- Number of Independents enrolled are at least 1,863 unduplicated dual students enrolled in at least one non-S section, and 3,116 duplicated.
- In addition, we have 529 dual students enrolled only in non-S sections. This is up from the fall number of 442.
- Changes were made on the spring schedule, but most are starting as scheduled.
- Information on the new SACSCOC policy dropping the requirement that all Dual Credit sections at the HS should only have dual enrolled students, was sent to all school principals, counselors, Deans and program chairs.
- The Dual Credit Web System was rolled over to the spring term. Schools were notified.
- Information on finding the grades of the Academies students via the "All Students" menu, was shared with the schools. Unlike all other "S" sections, which are electronically assigned to the school site where scheduled, Academy sections are assigned to the STC campus.
- Pathways office has received inquiries on the Dual Web System throughout the years, but most recently from Coastal Bend College. The office refers them to the Application Development Manager.
- D2D and ECHS personnel were informed that 139 Dual Credit sections had zero enrollment.
- Attended the JET grant presentation. Made plans with Assistant Professor of Information Technology Program to discuss further the cybersecurity degrees, as a possible dual credit offering.

ANTONIO DE LA CRUZ – EARLY COLLEGE HIGH SCHOOL DIRECTOR:

- Began the month with a welcome back and 2019 regrouping of staff priorities. Discussed expectations and initiatives for the upcoming semester. Advising and improved student tracking is core activity. Created system to track all interaction with schools.
- Onboarding of new ECHS Specialist: provided training sessions and introductions to assigned schools and work assignments. Included participation in school meetings and personnel introductions. The new Specialist is assigned to Mid-Valley to support ECHS servicing.
- Finalizing First Time Dual Credit Student Advising Module. It has been improved by School District Partnership Relations Manager. Expecting to launch the module Spring 2018. Staff will work with Distance Learning to gage participation rate.
- Received calendared dates to Leadership Meetings with Educate Texas coaches for most of the ECHS schools. Staff is expected to participate and attend meetings in support of their assigned school.
- Supported Policy 3232 revision and registration trial/testing. Work with the team to create Policy 3232 documents.
- Supported NACEP accreditation process. Meetings with RAS to create and implement counselor and student (alumni) surveys that will gage dual credit perceptions on success and outcomes.
- Staff participated in several Fast Track events to support Enrollment Services and degree audits. Since Fall 2018, staff has advised up to 3800 students in various settings.
- Began the review and updating of all ECHS and TSTEM Mou's. Will begin to email them to high school partners by early February.
- Lost one employee due to attrition. Has been hired by TEA-Austin, Texas
- Began an initiative with the Dean of Dual Credit Programs & High School Partnerships to understand scale and scope of TSTEM schools. TEA requires that each school have a liaison assigned to provide IHE support like support provided to ECHS partners. Currently have identified seven more TSTEM schools that ECHS staff needs to service and support.

ERIKA LEAL

PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- Vision for FY 19-20 Meeting — OPOD staff met to identify new initiatives based on college needs and trends in higher education. Brainstorming session for OPOD vision, Jan 9
- Faculty PD Week Dept. Meetings – STC faculty returned on Jan 14 and held department meetings throughout the week, Jan 14 – 18
- Adjunct/Dual Credit PD Day Dept. Meeting – faculty attended their perspective department meetings, Jan 19
- Compliance Certification Update Meeting – Instructional Coach met with Institutional Research, Effectiveness and Strategic Planning to review and update any information needed for Compliance Certification, Jan 25
- Fall 2019 College-Wide Venue – OPOD staff met with Interim VP to discuss and review for CWPD scheduled for September 2019, Jan 31

ACADEMIES AND TRAININGS:

- PD System Workshop Creation Training — Participants learned how to print reports such as attendance, evaluation, participant information, rosters for each workshop created and learned how to upload STC Certificates, Jan 11
- Active Learning Classroom Panel Training – participants were taught how to operate the technology panel and pucks in active learning classrooms. Participants also learned how to activate the document camera and how to toggle between individual group modes, Jan 16
- Adjunct/Dual Credit Faculty Professional Development Day Trainings – over 375 participants attended the Adjunct/DC PD Day. Participants heard different speakers with titles such as "*Teaching Strategies and Growth Mindset" and "National Alliance of Concurrent Enrollment Partnerships."* Participants also attended and provided with a variety of breakout sessions such as *"Dynamic Lecturing and Creating Engaging Powerpoint Presentations;" "JagPRIDE" The Reflective Educator; "Integrating Technology in the Classroom"* among other variety of breakout sessions, Jan 19
- FOCUS Academy Kick-Off – approximately 33 faculty attended the kick-off academy and participants heard about HSI Grant Overview and FOCUS Academy Overview along with "Who is in Your Classroom and Andragogy" and Instructional Planning, Jan 25
- Ambassadors Cross Training Academy Kick-Off – participants attended the kick-off academy, participants heard presentations from Academic Affairs, College Connections and Admissions departments, Jan 31

YVETTE GONZALEZ AND MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

PROJECTS: HIGHILIGHTS, DESIGN, AND ANNUAL REPORTS:

- Continued to email supervisors, department/program chairs to submit student/program successes.
- Artwork Design and Updates
  - Continued working on updating Cybersecurity Program Booklet
  - Created Cybersecurity Course Offerings Flier for Fall 2019
  - Continued to assist DCP with design and content layout for Summer Camp Booklet
  - Assisted VPAA with design of Student Success Pillars
  - Assisted Academic Excellence Program with Valley Scholars Scholarship Poster and Flier
  - Assisted Distance Learning Department with Blackboard Fundamentals flier and Blackboard Complete a Course flier
  - Assisted with design and content layout for Law Enforcement brochures/fliers for
    - Uniformed Police Program, Criminal Investigation Program, Land Management Program
  - Designed University Relations, Transfer and Articulation Center banner for documents
  - Designed "A Night with the Stars" covers for Academic Excellence Program
  - Designed preliminary draft of Computer Maintenance Technology Booklet
  - Designed 2019 Faculty Retirement Ceremony invitation and flier
  - Designed University Relations, Transfer and Articulation Center banner for documents
  - Assisted VPAA with design of Program Development Cycle graphic

REPORTS: DATA COMPILATION AND PRESENTATIONS:

- Assisted Academic Affairs with compiling program data and information with the assistance of Research & Analytical Services and respective program administrators for requested reports, activities, & presentations in the following areas in January:
  - Worked with graphic designer regarding upcoming booklets/reports
  - Assisted with content review for Cybersecurity Program Booklet and flier
  - Assisted with timeline activities for 4th Faculty Retirement Ceremony
  - Assisted with timeline activities for Chair Evaluation for Spring 2019
  - Assisted with STC & UTRGV Leadership Meeting presentation, handouts, event logistics
  - Assisted with content review and presentation design for Dual Credit Programs Board appreciation meeting
  - Assisted with updating Faculty Status report for review
  - Assisted OPOD with Academic Affairs overview presentation for ACTA
  - Assisted with preparation for Adjunct & Dual Credit Faculty PD Day presentation
  - Assisted with content preparation for Educational Pathways – Law Enforcement booklet
  - Assisted with updating content for Police and Fire Science presentation
  - Assisted with review and design for Program Review Process presentation

PROJECTS: INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- BOND Construction
  - Continued working with FPC and Purchasing regarding M&O Fund requests across all divisions
- Continued working on Master Plan and Action Plan for the Pharr Regional Center for Public Safety Excellence and Partnership Memos
- Finalized the Academic Affairs FY1819 Standing Committees/Taskforces Sheet
- Continued working on information packet for the Educational Pathways – Law Enforcement
- Continued working on Educational Pathways for Law Enforcement presentation
- Continued working with HR on Faculty Load and Compensation (FLAC) project
- Continued working with Maintenance and Facilities on office/building renovations across all campuses
- Continued working on office space for Pecan Campus, includes existing buildings and portables
- Continued working on information packet for the Educational Pathways – Law Enforcement
- Continued reviewing the Policy Inventory List for Academic Affairs Division

- Continued working with Maintenance and Facilities on office/building renovations across all campuses
- Continued assisting with development of trifold brochures for FLETC's three training programs
- Finalized list of attendees, agenda, and invitation for STC-UTRGV Leadership meeting scheduled for January
- Emailed candidates to be interviewed for Project Manager-Academic Affairs position. Interviews are scheduled for January 22, 2019.
- Continued working on projects pertaining to advanced educational technologies for classrooms: Light Board and Virtual Classroom.
- Worked on the Carl Perkins Application Reallocation of Funds for the Academic Affairs Division
- Assisted with development of trifold brochures for FLETC's three training programs

MEETINGS:

- Held meeting with FLAC Pilot Group to discuss and work on items needed for upcoming FLAC Training, Jan 7
- Attended the Faculty Load and Compensation (FLAC) training Jan 8 – 10
- Presented on Faculty Load and Compensation (FLAC) Demo to Deans/Program Chairs, Jan 9
- Attended meeting with VP and PR/Marketing to discuss the Semester Course Schedules, Jan 9
- Attended the Joint Leadership Meeting: STC and UTRGV Meeting, Jan 11
- Presented on Faculty Load and Compensation (FLAC) to the divisions of NAH, BPST, and MSB, Jan 14
- Attended January monthly EWDC meeting regarding proposed Bachelor of Science in Nursing Program presentation, Jan 15
- Met with interim VPAA and Executive Office for External Relations regarding the logistics on the FLETC MOU Signing Ceremony, Jan 15
- Met with Academic Excellence Programs Officer to discuss upcoming "A Night with the Stars" design, Jan 16
- Met with Director of Distance Learning to discuss Blackboard Complete flier, Jan 16
- Met with Grant Management and Compliance Officer to discuss the reallocation of funds for the Carl Perkins Grant Application, Jan 16
- Met with Culinary Arts department chair to discuss Building H renovation floor plan, Jan 16
- Attended the Building D Renovation Pre-Proposal Conference, Jan 17
- Met with Dean for DCP & SDP to review DC Programs board presentation, Jan 18
- Presented on Faculty Load and Compensation (FLAC) to the Adjunct and Dual Credit Faculty, Jan 19
- Chaired the interview for the Project Manager-Academic Affairs position, Jan 22
- Met with FPC and Culinary Arts Department Chair to discuss the floor plans for the 1st floor building H renovation, Jan 23
- Met with BASOL Chair to discuss FLAC feedback, Jan 24
- Attended the Pecan Campus Building D Renovation Bid Opening, Jan 24
- Participated in the Search Committee meeting to review and discuss the candidates for the Information Security Analyst and Project Management Analyst positions, Jan 25
- Held meeting with FLAC pilot group to discuss concerns and feedback regarding Spring pilot implementation, Jan 25
- Met with FPC to conduct a walk-through of the Pecan Portables, Jan 25
- Attended the monthly Academic Council meeting, Jan 28
- Presented on Faculty Load and Compensation (FLAC) at the monthly Academic Council meeting, Jan 28
- Site meeting with FPC and City of McAllen Plumbing Inspector to review floor plans and potential grease trap, Jan 29
- Met with VITA Program to discuss the portable usage for Free Income Tax Services to the community, Jan 29
- Participated in the search committee for the Information Security Analyst and Project Management Analyst positions within the ISPP&SI division, Jan 30
- Met with Dean for DCP & SDP to review presentations NACEP and NY Conference, Jan 30

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:	FEBRUARY 13, 2019
SUBJECT:	ACTIVITY REPORT FOR JANURARY 1, 2019 THROUGH JANUARY 31, 2019

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

INTELIGENT LEARNING PLATFORM (ILP)

The IT portion of this project is complete. The IT team will be on standby for any technical issues encountered. The Distance Learning team is working on the project communication and training plans to roll out ILP for all faculty use. The ILP module is expected to go live by the end of the fall term. The Intelligent Learning Platform allows a seamless transferal of student and class data including grades from Blackboard to Banner and vice versa. The new ILP grading module is an alternative to Self-Service Banner grade posting and not a replacement. The Distance Learning team will be presenting ILP at the next college-wide professional development day.

JAGMOBILE

There is no update on this item; while monitoring JagMobile traffic and performance, the IT team discovered issues with slowness in the JagMobile registration module in early November. After fixing the issue, the IT team continued monitoring JagMobile performance in preparation for the spring term. A meeting is scheduled for February 28 with representatives from the PR, Student, BO, and HR departments to finalize the process that allows personalized messages to students who have downloaded the app, as well as, training for the JagNet administrators.

TIME CLOCK PLUS PHASE II

The forms are now in the production environment and the IT team will start the testing with the pilot group. This testing will continue to the end of February.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING (DR) – STARR DATA CENTER

There is no update on this item; the new gas generator at the STARR Data Center and Pecan Plaza were shut down for additional work/test. A full DR test is expected to happen after the winter break, when IT will be conducting a tabletop exercise with clients. The DR test and tabletop exercise will include power supply to building E that acts as the technology DR site for basic Banner services in the event of a disaster, as well as, power to building J.

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

OFFICE 365 MIGRATION

The SharePoint 365 draft project timeline and goals, which include migration of the current local SharePoint sites, governance for the new solution, and communication to the STC community, are complete. The IT team met with the Taskforce and identify the completion date to be by the end of July 2019. The Team will have a training session in February 2019 during Professional Development Day and at the end of February with the main stakeholders.

VIRTUALIZATION PHASE II

The IT team will start the upgrade of the VMware servers and endpoints the last week in February. This upgrade is needed in order to continue to support more virtual computers in our environment. The next project phase consisted of the deployment of 100 additional virtual computers that will be upgraded along with the existing 400 virtual podiums in order to be compatible with Windows 10.

WINDOWS 10 UPGRADE

The IT Department continues to work on the institutional-wide Windows 10 operating system upgrade project. The computers in the student labs in all STC campuses have been upgraded to Windows 10. In addition, any new faculty and staff computer acquisitions are being upgraded at the time they are received. The amount of computer upgrades at this time total 5,800. The Desktop Support team is working on a communication plan to inform the remaining faculty and staff about the plan to upgrade their computers.

VACANT, CISO
INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- We meet with IT Risk & Security to assign all of the tasks for the O365 MFA implementation project.
- Project implementation phases will prioritize email accounts with access to confidential data and/or information resources and prevent its inadvertent disclosure.
- The project focuses on managing the college's high-risk areas in a phased approach to mitigate email breaches and assure a low-risk tolerance.

GOVERNANCE

- Data Privacy Day (January 28) email was distributed to Faculty/Staff News on Wednesday (01/23), Friday (01/25) & Monday the 28.
- Data Privacy Day focuses on educating individuals on being privacy aware and shows organizations how privacy is good for business.
- The event aligns with the College's current information security awareness campaign and the focus is to create a culture of respecting privacy, safeguarding data and enabling trust within the organization.

RISK MANAGEMENT

- The Texas Department of Information Resources granted the college access to SPECTRIM (GRC software) to use in helping manage the risk to our information resources and facilitate compliance with TAC 202.
- We meet with IT Risk & Security and Risk Management to go over the tools available in the SPECTRIM portal to assess risk from an organizational perspective.
- The system will allow us to consolidate all of the risk data into a single location, propagate risk data from many locations, and access to the risk data is role-based controlled.

PCI COMPLIANCE

- We have completed the action plan for implementing the recommendations highlighted by the PCI assessment report.
- The action plan will include PCI training for each stakeholder for device tampering and confidential data handling.
- The timeline of the action plan will focus on minimizing our PCI scope to facilitate compliance requirements.

INFORMATION SECURITY PROGRAM METRICS

- We are creating information security metrics that will help us track the progress of our initiatives and the performance of our security controls.
- We will be leveraging an enterprise security log solution for analytics-driven security and advanced threat detection.
- A standard success plan is being coordinated with IT Risk & Security to expand our current use case.

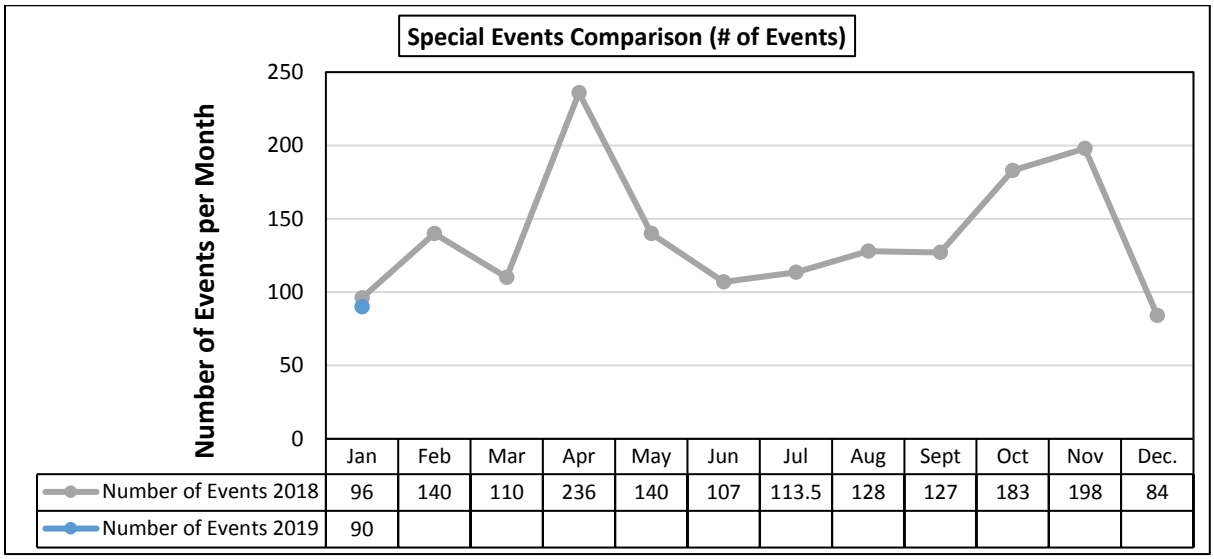
MARIE EVANS, DIRECTOR
EDUCATIONAL TECHNOLOGIES DEPARTMENT

MEETINGS:

- 1/4/2019 -1/31/2019:FMLA

Monthly Special Events Comparison

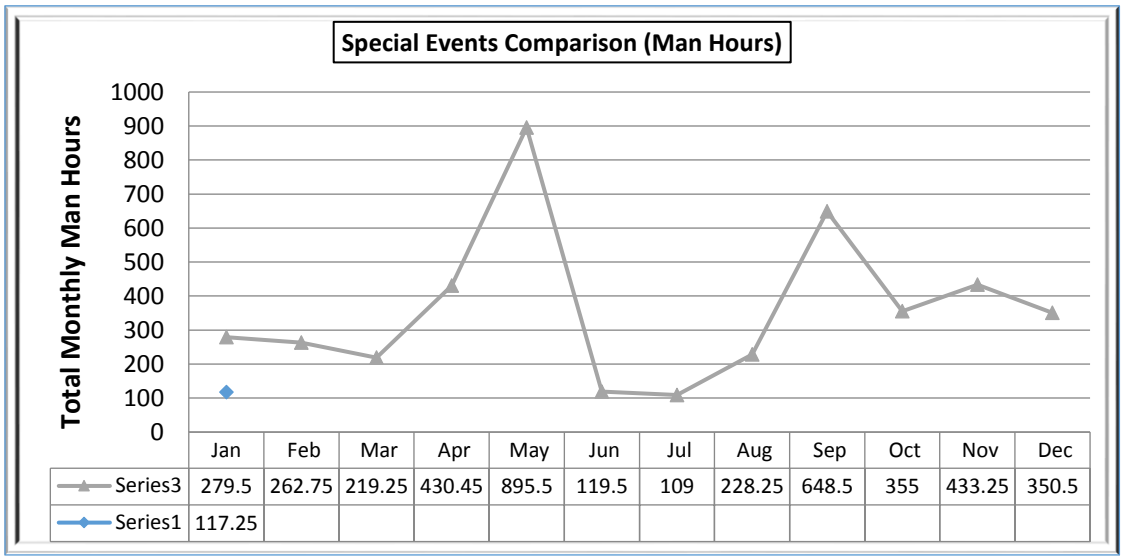
2018		2019	
Jan	96	Jan	90
Feb	140	Feb	
Mar	110	Mar	
Apr	236	Apr	
May	140	May	
Jun	107	Jun	
Jul	113.5	Jul	
Aug	128	Aug	
Sept	127	Sept	
Oct	183	Oct	
Nov	198	Nov	
Dec.	84	Dec.	



Total Man Hours

2018		2019	
Jan	279.5	Jan	117.25
Feb	262.75	Feb	
Mar	219.25	Mar	
Apr	430.45	Apr	
May	895.5	May	
Jun	119.5	Jun	

2018		2019	
Jul	109	Jul	
Aug	228.25	Aug	
Sept	648.5	Sept	
Oct	355	Oct	
Nov	433.25	Nov	
Dec	350.5	Dec	



	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	4	12	0	0
Data Projector	34	0	0	3	0
Laptop	13	2	0	0	0
PA System	2	1	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	2	1	0	0	0
TV	2	0	0	11	0
Microphone	66	0	9	1	5
Direct Box	0	0	0	0	0
Digital Camera	0	0	0	0	0
Speakers	1	0	0	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	2	0	0	0	0
DVD/VCR Player	1	0	1	0	0
Wireless Lab	0	0	0	0	0
Keyboard/Mouse	0	0	6	0	0
Sympodium	0	0	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	0	0	0	1	1
Tripod	0	0	0	0	0
WebCam	2	0	0	0	4
Computer	39	0	12	4	0
Portable Table	4	0	0	0	0
Microphone Stand	1	0	0	0	0
HD Video Streamer	0	0	0	0	0
Polycom Phone	1	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabilizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
PTZ Camera	1	0	0	0	0
Mac Adaptor	0	0	0	0	0
Tabletop Mic Stands	0	0	0	0	0
IPad	0	0	0	0	0
Interactive Display	4	0	6	1	0
PTZ Joystick	0	0	0	0	0
Gooseneck Mic	0	0	0	0	0
Blue-Ray Player	0	0	0	0	0
Remote Mouse/Clickers	29	0	0	0	7
TOTAL	***204***	***8***	***46***	***21***	***17***

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS & ASSESSMENT

INSITUTIONAL EFFECTIVENESS

- ✓ 2015-2017 IE Final Reports Grade Level - Comparison to 2017-2019 Mid-Bi Reports – Tracking
- ✓ 2017-2019 Mid-Bi - PDF Tracking of Selected IE Mid-Bi and IE Plans
- ✓ 2017-2019 Mid-Bi Completion Tracking
- ✓ Academic Affairs - IE Mid-Bi Reports
- ✓ Academic Affairs - IE Plans
- ✓ Audit of Mid-Biennium Report pdf files for spacing, HTML for the Office of Student Affairs and Enrollment Management
- ✓ Audit of Mid-Biennium Report pdf files for spacing, HTML for: Design and Building Technology, Academic Advancement, Division of Bachelor Programs, and Math and Science
- ✓ Audit of Mid-Biennium Reports - Academic Affairs
- ✓ Audit of Mid-Biennium Reports - Division of Office of the President
- ✓ Audit of Mid-Biennium Reports – FAS
- ✓ Audit of Mid-Biennium Reports – ISPPSI
- ✓ Audit of Mid-Biennium Reports - Office of the President; FAS; ISPPSI; SAEM
- ✓ Audit of Mid-Biennium Reports – SAEM
- ✓ CQI
- ✓ Create 2017-2019 IE Plans on PDF files
- ✓ Division of Office of the President - IE Mid-Bi Reports
- ✓ Division of the Office of the President - IE Plans
- ✓ FAS - IE Mid-Bi Reports
- ✓ FAS - IE Plans
- ✓ Grade Level Rubrics
- ✓ IE Plan Template
- ✓ ISPPSI - IE Mid-Bi Reports
- ✓ ISPPSI - IE Plans
- ✓ Office of the President 2017-2019 Mid-Bi IE Report
- ✓ Review of 2017-2019 Mid-Bi IE Reports
- ✓ Review of 2017-2019 Mid-Bi IE Reports - Done PDF
- ✓ SAEM - IE Mid-Bi Reports
- ✓ SAEM - IE Plans
- ✓ Task Force
- ✓ Updating 2017-2019 Mid-Bi Reports with Fall-to-Fall Persistence Reports from FactBook
- ✓ Updating IEA website with updated IE Calendar
- ✓ Uploading 2017-2019 IE Plans for SACS/COC Standard 8.2 documentation
- ✓ Uploading Mid-Bi IE Reports for SACS/COC Standard 8.2 documentation

ACCREDITATION

- ✓ BSN Prospectus
- ✓ Health Information Technology Program (CAHIIIM) Annual Assessment Review
- ✓ Personal Trainer Certificate Prospectus
- ✓ QEP Meeting and Planning – Ongoing
- ✓ Reaffirmation - Executive Leadership Team – Update
- ✓ SACSCOC - 2002-2003 IE Report – Analysis
- ✓ SACSCOC Institutional Summary Form
- ✓ SACSCOC Orientation Survey
- ✓ 2002-2003, 2003-2005, and 2005-2008 IE Final Reports
- ✓ Dual NACEP Accreditation Review
- ✓ DUAL Off-site Monitoring
- ✓ Reaffirmation - Executive Leadership Team – Update
- ✓ SACSCOC Institutional Profile
- ✓ SACSCOC Standard Board Policy Audits

ASSESSMENT/EVALUATION

- ✓ CLE - Research Brief

PROJECT

- ✓ Strategic Planning
- ✓ Argos Dashboard Development
- ✓ Civitas Updates
- ✓ Graphics - STC KPIs Goals/Minimum Standards
- ✓ IRE&SP Website
- ✓ New FTIC Retention Reports
- ✓ Program Review

MISCELLANEOUS

- ✓ Staff Performance Appraisals
- ✓ PDC Meeting Notes
- ✓ Interviewed the System Specialist Candidates
- ✓ Interviewed the Network Specialist Candidates
- ✓ Reviewed and Evaluate the Systems Specialist Applicants
- ✓ Adult Learner 360 Academy Grant

DATA REQUESTS

- ✓ CtN - Ascender Student Success report - Spring 2018
- ✓ ST-2161_Incompletes Report
- ✓ ST-2228_Placement Rates for EMT
- ✓ Census Course Enrollment - Evening/Online Spring 2015 - Spring 2019
- ✓ CtN Course Success Reporting - Fall 2018
- ✓ Gatekeeper Course Success Reports - Spring Terms
- ✓ Pass Rates for Gatekeeper Courses report (Fall 2013 – Fall 2018)
- ✓ Retrieved Daily Enrollment Reports
- ✓ ST-2374_Ascenders and Co-Requisite Course Success
- ✓ Updated Gatekeeper Course Success Reports - Fall Terms

FACTBOOKS

- ✓ New FTIC Retention reports
- ✓ Comprehensive Annual Financial Report (CAFR) – 2018
- ✓ Fall Enrollment by Major
- ✓ New FTIC Retention Report
- ✓ Pass Rates and Grade Distribution by Enrollment Type, Course Type, Program, and Division (Fall 2010 - Fall 2018)
- ✓ STC KPIs Update
- ✓ THECB Fall Enrollment

MEETINGS / TRAININGS

- ✓ Academic Council
- ✓ Compliance Writing Team Meeting – Ongoing
- ✓ Core Objective Assessment Taskforce
- ✓ CQI – Ongoing
- ✓ CtN - Ascender Site Visit Data and Survey Discussion
- ✓ Guided Pathways
- ✓ IEA weekly meeting with Dean of IRE & SP – ongoing
- ✓ Key Performance Indicator
- ✓ MADISSAR Grant Review
- ✓ Planning & Development Council
- ✓ SACSCOC Compliance Certification – Ongoing
- ✓ SACSCOC Compliance Requirements Review – Ongoing
- ✓ Task Force – Ongoing
- ✓ UTRGV Joint Leadership

DR. JESUS CAMPOS-DEAN,
LIBRARY AND LEARNING SUPPORT SERVICES

DEAN OF LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights:

Pecan Campus Library Assessment	**Progress: 83%**	**End Date:** February 2019
Continued developing programming and space requirements for Pecan Campus Library renovation proposal. Renovation layout planning meetings continue. Adjacency sketches are being considered.		
Completing and furnishing Bond Construction Libraries	**Progress:** 99%	**End Date:** October 2018
Installation of Interior Signage	**Progress:** 50%	**End Date:** May 2019
Corresponded with Vendor, Purchasing and Facilities Planning & Construction staff regarding remaining installation issues, including finalizing the installation of a wall shelf at the Starr Campus Library and processing a quote for shelf end panels at the Nursing and Allied Health Library. Signage quotes were revised as part of the process of exploring possible M&O funding.		

Activity Highlights

- Worked on Budget Planning.
- Responded to Texas Library Association information request.
- Reviewed and revised Library Annual Report.
- Completed memorandum and letter of findings for CLE matter referred by HR.
- Prepared for upcoming Open Educational Resources presentation.
- Coordinated marketing for TSI One-Stop Testing and Support Project
- Presented OER Overview presentation to Division of Math, Science, and Bachelors Programs Convocation.
- Presented on OER resources and library subscription support services at Medical Health Services Management program faculty sessions.
- Travelled to Starr County Library for operational update meeting with staff.
- Travelled to Higher Education Center at La Joya to meet with staff, La Joya site librarian, and principal to discuss status of project to reconfigure library service area for use by STC students at that site.
- Arranged for specified stored property at Pecan Plaza to be examined by Library staff to identify library materials and arrange for proper disposition.
- Reviewed and updated ACRL/IPEDS report.
- Developed documentation for CIP project proposal for Mid-Valley Campus Library event room.

Meeting Highlights

- Met with the VP of ISPP&SI, Library Staff, and Library Staff to explore options for an initiative to expand learning support for gateway courses with lowest passing rates.
- Visited Mid-Valley and met with staff and with Campus Coordinator to arrange Library and Learning Support Services presentation at February Campus Advisory Committee meeting.
- Met with two Music Department faculty members to discuss considerations relating to possible circulation of musical instruments to students by the Music Department.
- Met with staff from Library, Distance Education, and faculty members for kick-off conference call to plan configuration and deployment of Intellus Learning Platform for OER course development.
- Participated in SACSCOC Reaffirmation writer's update meeting.
- Participated in meeting with Intellus Learning representative and Systems and Applications Librarian to discuss Single Sign-on configuration for deployment of Intellus Learning Platform for OER course development.
- Participated in College task force meeting to review and revise Policy 4901: Standards of Conduct.

Training Highlights

- Prepared and led a training for Library and Learning Support Services Supervisors on Objectives and Key Results.

ASSOCIATE DEAN OF LIBRARY SERVICES

Monthly Statistics

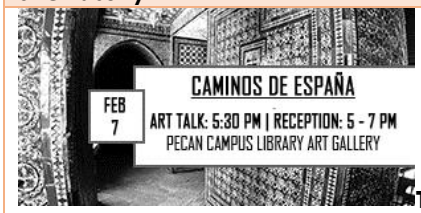
- Visitors # ___47,707____

Monthly Statistics

- Reference Questions # __9____
- Active Community Users # __326_____

Events and Library Art Gallery Highlights

Caminos de España		
STC Faculty	**Pecan Library**	**Exhibition:** January 22- February 28



The works in this exhibition were created by ten South Texas College faculty members who participated in Study Abroad trips to Spain during the summer of 2018. Each artist found artistic inspiration in the experience and brought back with them unique creative perspectives on what it means to travel in Spain.

STC Alumni		
Carmen Castillo & Gabriela Cantú	**Technology Library**	**Exhibition:** January 29 – May 9

This show celebrates Castillo and Cantu who both began their education at South Texas College and continue to contribute to the visual arts community in the Rio Grande Valley.

Project Highlights

Serials Framework & Implementation	**Progress:**	**End Date: April 2019**
Phase I - Analyze usage and format options Phase II - Research and select titles and formats Phase III - Develop journal management system Phase IV - Improve access	Phase I – 100% Phase II – 100% Phase III – 40% Phase IV – 0%	
Develop and implement a framework for serials selection, management, access, and reporting. Phase I involved analyzing usage and format options. Phase II involved a decrease in the number of print serials, the transition of titles from print to online, and the addition of several online leisure titles. The benefits reaped include expanded access to online users and a savings of over $50,000. Currently, the team is working with individual providers to obtain access and with EBSCO to set up the journal management system to consolidate titles, access, and reporting.		
BLUEcloud Circ	**Progress:** 45%	**End Date:** February 2019
Configure and deploy a cloud-based SirsiDynix product that allows staff to perform user management and transaction tasks in Symphony through a web interface. This product is expected to provide new functionality that improves staff efficiency and reduces licensing costs. Currently, the team is in the process of configuring system settings in the test environment.		
Articulate Rise Video Tutorials	Progress: 67%	End Date: August 2019
The Jag Prints tutorial has been updated.		
Active Learning Classroom Utilization	Progress: 40%	End Date: August 2019
Work orders are in progress for fine-tuning the classroom at MVC library.		
Library Instruction Working Group	Progress: 22%	End Date: May 2019
Implemented system for communicating instruction sessions for this semester for all campus libraries.		
Nursing and Allied Health Campus Library Inventory of Furniture at NAH	**Progress:** 95%	**End Date:** February 2019
Inventory of new furniture and equipment.		

Activity Highlights

- Maintenance continue working on Library Art Gallery area at Mid Valley.
- Finalized spring 2019 Library Art Gallery exhibits brochure.
- Installation began for Pecan LAG exhibit "Caminos de Espana".
- Work continued to finalize contracts for LAG and spring 2019 speakers.
- Website was updated with info for Library Instruction Sessions and the mission of the LAG.
- Installation complete for "Caminos de Espana" at Pecan Campus gallery.
- Maintenance continue to work on Library Art Gallery about 80% complete at the Mid Valley Campus Library.
- Nursing Library Librarian presented at NAH Health Division meeting.
- Starr Campus Librarian presented at spring 2019 New Student Orientation.
- Library staff presented at the Pharr Regional Center for Public Safety Excellence.

- Track lighting installation took place for renovated gallery space at Mid Valley Library.
- Installation complete for "STC Alumni" at Technology Library.
- Worked on Capital Improvement Proposal for the Mid Valley Library Portico.
- Completed new tutorial on Filtering Search Results.
- Library Art Gallery renovations at Mid Valley Campus are complete.
- Provided outreach services to Weslaco CTE High School.

Meetings:

- Attend the Nursing and Allied Health Check Presentation at NAH.
- Staff member attended the MHSM meetings to assist with OER course preparations.
- Library Instruction Working Group meeting was held at Mid-Valley Campus.
- Attended a meeting with Distance Learning, faculty, and the vendor to discuss using the Intellus Learning platform to support the use of Open Educational Resources (OER) and library resources in courses.
- Attended Intellus platform kick-off meeting.
- Met with colleague at Pecan regarding library instruction reports from RAS.
- Met with colleague at Pecan regarding upcoming presentation to A.C.T.A. group.
- Staff member presented overview to colleagues on Blackboard Collaborate for the online library instruction.
- Mid Valley Library staff member attended Reading Committee meeting.

Training Highlights

- Multiple staff attended a training on the Office of Professional and Organizational Development training tracking system
- Attend workshop 104721: Professional Development System Workshop Creation on Friday at Pecan Campus.
- Mandatory Building Responders Training.
- Staff member attended training on how to configure the sound masking system for each of the libraries.
- Staff member attended STC Art Faculty Exhibition reception on 1/24.
- Staff members attended training on Objectives and Key Results.
- Staff members attended the Ambassadors Cross Training Academy

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

- The Learning Commons and Open Labs participated in the South Texas College First Year Connection Orientations at the Mid-Valley and Pecan Campuses.
- TSI Testing took place in the Learning Commons and Open Labs at the Pecan Campus CLE.
- Move requests and work orders have been submitted in order to relocate the Pecan Community User Corner to another area of the library in order to make room for a 3D Printer room in PCN F-183.

January 2019 Attendance Statistics:
District Grand Totals

	Number of Unduplicated Students	Number of Student Visits	Gate Counts (Where Available)
District Totals:	**9,360**	**33,433**	**24,643**

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,284	2,958	7,872
Pecan F-134 Internet Café	461	1,011	4,932
Pecan P 3.102 Open Lab	291	492	1,199
Mid-Valley E 1.316 Open Lab	1,095	2,737	
Mid-Valley E 1.304 Vestibule	215	366	
Mid-Valley E 1.100 Ext. Hours	65	105	
Mid-Valley G-144 Lab	459	681	
Mid-Valley G-270 Open Lab	723	1,608	
Mid-Valley K 2.801 Open Lab	191	381	1,164
Technology B-141 Open Lab	426	1,024	
Technology B-160 Internet Café	352	918	
District Total:	**4,335**	**12,281**	**15,167**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	2,078	4,038
Pecan F-183 Community User Corner	36	107
Pecan F-222	110	197
NAH B Library Open Lab	616	1,726
NAH B Library Cyber Café	302	501
Mid-Valley Quiet Study E 1.200	282	615
Starr K 1.300 Library	605	1,744
Starr Library Extended Hours K 1.102	262	486
Technology A-136 Library	174	366
District Total:	**3,902**	**9,780**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	1,257	3,748
Mid-Valley A101A Open Labs	189	479
NAH CLE Open Lab	818	2,426
NAH CLE Lab Lobby	618	1,142
Starr CLE Open Labs	134	587
Tech CLE Open Labs	176	526
District Total:	**2,740**	**8,908**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	56	116
Pecan F-130 Group Stations	8	17
NAH CLE Lab Group Stations	99	196
District Total:	**159**	**329**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	47	68
Mid-Valley E-Library Study Rooms	82	169
Starr K-Library Study Rooms	14	22
District Total:	**143**	**259**

Veteran's Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	27	51
Mid-Valley E 1.222 Veteran's Room	6	25
Starr K 1.322 Veteran's Room	1	1
District Total:	**34**	**77**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	365	550	1,826
Pecan P2.102 Info. Commons	106	165	1,208
Pecan V1.111 Info. Commons	207	311	2,369
Pecan Y1.107 Info. Commons	199	312	1,292
Mid-Valley K1.801 Info. Commons	75	113	885
Starr L2.102 Info. Commons.	90	223	911
Technology E 1.503 Info. Commons	74	125	985
District Total:	**1,038**	**1,799**	**9,476**

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

- 01-04-2019/The Director and the Open Labs Logistic Manager traveled to Starr County to oversee the operations of the Learning Commons and Open Labs as well as to plan for the installation of new charging stations for the Information Commons area.
- 01-07-2019/ The Director and the Open Labs Logistic Manager traveled to the Mid-Valley Campus to oversee the operations of the Learning Commons and Open Labs.
- 01-08-2019/The Director held a Learning Commons and Open Labs Leadership meeting.
- 01-11-2019/Designated Open Lab Supervisors and Lab Specialist attended the Building First Responders training at the Pecan Campus.
- 01-11-2019/The Administrative Assistant attended a Professional Development System Workshop Creation training provided by the Office of Professional Development.
- 01-14-2019/The Director attended a Pecan Campus Library Renovations meeting.
- 01-15-2019/The technician from Tech Labs came to conduct a 3D Printer training at the Pecan Campus. Designated Lab Specialist, Technology Specialist, Lab Supervisor, and Open Lab Technicians attended the training.
- 01-15-2019/The Director and Lab Specialist conducted interviews for several work-study Open Lab Customer Service Clerk positions for the Mid-Valley Campus areas.
- 01-18-2019/The Director attended a Library and Learning Support Services Administrator meeting.
- 01-23-2019/The Director traveled to the Mid-Valley Campus to interview prospective work-study employees for several vacant Open Lab Customer Service Clerk positions (work-study).
- 01-24-2019/The Director met with the Dean of Library and Learning Support Services for their bi-weekly meeting.
- 01-24-2019/The Administrative Assistant attended a Direct Wage Rehiring EPAF Show and Tell meeting at Human Resources.
- 01-25-2019/The Administrative Assistant attended an ISPP&SI Administrative Assistant meeting.
- 01-25-2019/A work-study Open Lab Customer Service Clerk attended New Hire Orientation at the Office of Human Resources. She began her assignment in the Mid-Valley Campus.
- 01-30-2019/The Director held an interview for a work-study Open Lab Customer Service Clerk for the Nursing and Allied Health Campus.
- 01-30-2019/ The Director and designated Lab Supervisors, Lab Specialists, and Open Labs Logistic Manager attended a Library and Learning Support Services Supervisors and Designated Staff Training.

Monthly Statistics	January 2019
▪ Visitors: 23, 975 ▪ Tutoring Sessions: 2724 ▪ Workshops: 147 ▪ Workshops Attendance #: 528	

Event Highlights

Tutor / SI Training Day	Event Dates: Jan. 17-18

The Center for Learning Excellence conducted its Spring 2019 Tutor Training Day at the Pecan Campus for about 200 part-time staff across the district. Guest speakers from AVID had interactive training on Peer-Mentoring and Socratic Tutorial Methods.

Declare Your Major	Event Dates: Jan. 30

The CLE staff participated in "Declare Your Major Day". Academic Coaches promoted CLE services to all STC students through tabling. Students had an opportunity to sign up for Academic Coaching at event.

Hosted TSI Testing		Event Date: Dec. 1-14

The Center for Learning Excellence hosted the TSI Testing for the month of January for all incoming students. Once students tested, TSI workshops were available for students to improve their content knowledge.

Project Highlights

TSI Boot Camps & Collaboration Team	Progress: 30%	End Date: May 2019

The CLE will conduct TSI boot camps at various campuses. Students from several high schools will attend the boot camps. The Collaboration Team will plan and develop TSI strategies to improve enrollment and outreach for potential STC students. Satisfaction surveys will be conducted after completion. Advertisement have been sent to public schools through dual enrollment. January 2019 workshops were conducted; results are being tabulated for distribution.

TSI Workshop Videos	Progress: 50%	End Date: July 2019

CLE is beginning the process to have all TSI workshops recorded into interactive video workshops that can be accessed by students via the CLE website. Currently, staff is working on the highest requested workshop, "Statistics and Probability". Recording began during November 2018. Staff has been trained on Play posit to incorporate into TSI video workshops.

NAH Writing Center	Progress: 15%	End Date: August 2019

TSI Boot Camps & Collaboration Team	Progress: 30%	End Date: May 2019
NAH CLE will establish a writing center. Eleven writing workshops will be developed and executed throughout the academic year. Staff will be trained to present workshops specializing in HESI, APA, brainstorming strategies, etc. Building workshops with active components.		
Shared Drive Redesign	**Progress: 30%**	**End Date: June 2019**
The CLE will redesign the unrestricted and restricted sections of the shared drive. The shared drive will be re-organized with folders for district use and campus use. Team will begin meeting again in February.		
Floor Plan Redesign for PCN and MVC	**Progress: 40%**	**End Date: December 2019**
The CLE will re-design two rooms at PCN and MVC to utilize for SI collaboration sessions. Floor plans are developed and furniture will be identified. Space Modification forms to redesign has been submitted.		
CLE Employee Handbook	**Progress: 15%**	**End Date: December 2019**
The CLE will create an employee handbook for the staff across the district that states the policies and procedures for our centers throughout the district. A table of contents has been created for the handbook. Committee will be meeting February 6 to continue the development of the handbook.		

Meeting Highlights

- Attended Facilities Pecan Library Renovation Meetings.
- Attended QEP Meetings.
- Attended GPA Meeting.
- Attended Automotive Orientation Technology Campus.
- Attended Declare your Major Day Tabling at Pecan Campus.
- Attended Mandatory Building Responders Meeting
- Met with NAH Program Specialist to assist in developing Jag Advise.
- Met with Human Resources for electronic NOE process.

Training Highlights

- Training calendar is being developed for spring.
- Solution Focus Training for Academic Coaches.
- TSI Workshop Trainings.
- Hosting TSI Testing at the Pecan CLE.
- AVID Tutor Training Day.
- SI Training Day.
- Professional Development System Training.
- Staff members attended training on Objectives and Key Results.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- IPEDS Financial Aid
- IPEDS Outcomes Survey
- IPEDS Graduation Rate
- Spring 2019 Campus Enrollment Report
- THECB Institutional Input

SURVEYS

- ADN simulation surveys Spring 2019
- BUSA student satisfaction
- Continuing Ed evals
- Corequisite Survey Faculty
- Dual Credit counselor-side
- Dual Credit student-side
- Ed Tech. faculty podium eval
- EMT employer survey
- EMT graduates survey
- Enrollment Plan employee survey
- Faculty Satisfaction Survey
- FOCUS ACADEMY SPRING 2018 REPORT
- Hotel employer survey
- Library Instruction survey
- NAH simulation surveys, Fall 2018
- New program student surveys 2019
- NIG Pre and Post Survey
- NIG SDS
- Proof of Concept Room Faculty

QUALITATIVE STUDIES

- HSI: ALC
- MVC-CDC
- QEP: Student Input

DATA REQUESTS

- Add TIER 1 Courses
- Dual Matriculation counts at ISD level for SACSCOC
- Dual Matriculation for Roma and RGC
- Dual Spring Courses With Zero Enrollment This Week
- Fall 2018 Census Date Enrollment Online Students
- Fall 2018 Dual Matriculation Rates for 2017 – 2018 Prior Dual.
- Fill Rates Spring Over Spring Courses for a Week
- HB2223 Fall 2018 Data
- HSI Faculty Advising
- Independent Dual in Non S Sections
- Missing Grades in "S" Section 201910
- Merritt Research Survey
- Non-Traditional Enrollment by Workforce Program for Fall 2018 data
- Online Students' Profile
- Persistence comparison for students advised v. not advised
- Persistence of Starfish Alert recipients (Fall 2017-Spring 2018)
- Persistence of Starfish Alert recipients (Spring 2018-Fall2018)
- Persistence of Starfish Alert recipients (Fall2018-Spring 2019)

- "Projected District Population
- Regional Center Enrollment Continuing Education"
- SACSCOC Profile
- The Health Information Technology program major -enrolled, FT, PT and graduates from August 1, 2017 - July 31, 2018
- UTRGV Denied List Enrolled in STC During AY 2017-18
- 2018 CCSSE data update - weighted means

MEETINGS

- ADN survey meeting
- BUGs
- Building M Office and Work Space Renovation Review
- Continuing Ed on course evals
- Duals/NACEP survey meeting
- Gatekeeper Pass Rates
- IRE&SP Updates
- PAS
- QEP Leadership Team
- Qual Weekly
- RAS Weekly
- THECB Institutional Input
- SACSCOC Compliance Certification

OTHER RESEARCH/SUPPORT

- Catch The Next data transfer to THECB
- HEDS materials for January survey
- Planning schedule for Qual team

MISCELLANEOUS

- Computer Installation - Ticket 99899
- Enterprise Car Rental Purchase Order R0097996
- IMB Licenses Requisition R0098008
- KPI updates from THECB Accountability
- Narrative on Research Agenda and Research Briefs
- Nvivo certification
- Performance Appraisals
- Qualtrics certifications
- Research Agenda 18-19
- TAIR Membership & Conference 2/25 to 2/28

Project Name	**Description**	**PMBOK Project Phase**	**Project Notes**
Divisional Meeting Event	Professional Development Day 2/15/2019		4 Week Planning Meeting Completed.
Distance Learning	Journey Mapping		Student Experience Journey Map has been completed. First draft of Business Process Analysis edits have been completed. Next meeting scheduled for 1/31/2019
Assumptions Document	Assumptions Document		2019 Shared/Discussed at PDC Meeting on January 17, 2019.
Recruitment	Business Process Mapping of K-12 Recruitment for College Connections		3rd Mapping Session Scheduled for 2/18/2019.