SOUTH TEXAS COLLEGE

ACTIVITY REPORTS

OCTOBER 2019

Board Meeting
November 26, 2019

SOUTH TEXAS COLLEGE

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT

SOUTH TEXAS COLLEGE

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:	NOVEMBER 26, 2019
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2019 THROUGH OCTOBER 31, 2019

VICE PRESIDENT FOR STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT, MATHEW HEBBARD

PARTICIPATED

- South Texas College Board Committee and Regular Board meetings
- South Texas College President's Cabinet meetings
- South Texas College Strategic Planning Committee meeting
- South Texas College President's Administrative Staff meeting
- South Texas College Coordinated Operations Council meeting
- South Texas College Planning & Development Council meeting
- Vice-President conducted weekly Dean's meetings and a Division Leader's meeting to maintain communication within the Division.
- SACS Standards Review Meetings
- Review of Student Completion Specialist Applicants with Search Committee
- Meeting with SAEM Leadership Team: Spring Strategies to Re-Engage Stop Outs and Adult Students
- Meeting to review Graduation Policy 3342
- Culinary Arts Discussion with PSJA at Dr. King College and University Center in San Juan, TX
- Discussion of Support for TxDot Initiative
- Follow-up Meeting on Stop-Out and Returning Students Initiatives
- Integrated Communication Plan kick-off meeting
- South Texas College and Texas State Technical College Partnership opportunities discussion

ATTENDED

- Leadership Team meetings with Dr. David Plummer and Dr. Anahid Petrosian
- Night with the Stars at the Corinthian Banquet Center in Mission, TX
- College Retention Summit Executive Lunch
- College Retention and Persistence Summit
- SAEM Leadership Meeting to Review of Processes and Communication Plans for November 9th
- South Texas College & University of Texas at Rio Grande Valley Leadership Workgroup meeting
- Meeting to discuss TxDOT Student Enrollment Opportunity – TSI Testing Initiatives and Recruitment Process
- RGV Home School CO-OP Parent Meeting and Presentation
- Hebbronville Border Patrol Station Recruitment Visit
- Reaffirmation Leadership Update
- TxDOT Process Update

ENROLLMENT SERVICES AND REGISTRAR

- Opened registration for Spring 2020 semester on October 7, 2019; **6,800** students have registered online after the required documents were processed and they were cleared to register by OAR.
- Director of Student Records & Registrar ("Director/Registrar") attended regular meetings, such as President's Administrative Staff, SAEM Division Leaders, and Directors Meeting.
- 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 Academic Council, BUGS, Clearing House & NSLDS mapping, college-wide curriculum committee, December 2019 commencement, enrollment appeals, grade appeals, graduation policy review, Integrated Communication Plan kick-off, JagNet content, returning students/stop-out event, SACS standards review, student SSB9 testing, SSR testing, Spring 2020 semester strategies, THECB visit, and search committees.
- Director/Registrar participated in the Retention & Persistence Summit held at Pecan Campus on October 11, 2019.
- Director/Registrar attended Educause 2019 Conference held in Chicago, Illinois on October 13 – 18, 2019 as a presenter.
- Compliance Coordinator worked on CBM Reports required by the Texas Higher Education Coordinating Board (THECB), along with Admissions Specialist, who assists with related reports.
- Graduation Analysts continued to review potential December 2019 graduates.
- 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 **25** international students officially enrolled for Spring 2020 semester.
- Processed **300** course substitutions and exceptions in Degree Works during October 2019.
- Processed *Reinstatement After Census Date Forms* for **37** students during October 2019.
- Processed *Change of Grade Forms* for **36** students during October 2019.
- Processed *Schedule Change Forms* for **1,710** students during October 2019.
- Processed **4,441** high school and **334** college/university transcripts during October 2019.
- Evaluated **504** transcripts from other colleges and universities during October 2019.

- Received requests via mail, JagNet and National Student Clearinghouse, processed and distributed **5,325** STC transcripts during October 2019.
- Scanned and indexed **9,255** documents submitted by students during October 2019.
- Document Management Specialist downloaded, reviewed and verified **10,763** *Admission Applications* submitted online at ApplyTexas (dual credit high school students, entering freshmen, returning and transfer students) during October 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.

ASSESSMENT CENTER

WALK-INS AND TESTING REPORT

Student Assessment Center Monthly Activity Report October 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, 2019**
Pecan Campus	**386**			**ACT**	
Mid-Valley	**120**	**46**	**44 (%show)**	**TSI EXAM**	**75**
Starr Campus	**64**	**20**	**20 (100% show)**	**TSI EXAM**	**35**
Pecan Plaza	**68**	**162**	**148 (91%show)**	**GED/ PEARSON**	**233**
Pecan Plaza		**116**	**105 (91% show)**	**TSI EXAM**	**204**
Pecan Plaza		**163**	**154 (94% show)**	**HESI**	**218**
Pecan Plaza		**5**	**4 (80%show)**	**HiSET**	**17**
TOTAL:	**638**	**512**	**475 (93% show)**		**782– All Campuses YTD**

TSI Scores: by placement score October 2019			
READING		**READING**	
Monthly (10/01/19-10/31/19)		**Year To Date (09/01/19 – 10/31/19)**	
College ready (351+)	36	**College Ready** (351+)	74
Holistic Placement (349-350)	5	Holistic Placement (349-350)	13
Developmental Ed (342-348)	28	Developmental Ed (342-348)	56
ABE Level 6 (Developmental Ed)	8	ABE Level 6 (Developmental Ed)	16
ABE Level 5 (Developmental Ed)	16	ABE Level 5 (Developmental Ed)	28
ABE Level 4	7	ABE Level 4	9
ABE Level 3	0	ABE Level 3	0
ABE Level 2	3	ABE Level 2	3
ABE Level 1	2	ABE Level 1	2
Total	**105**	**Total**	**201**
MATH		**MATH**	
Monthly (10/01/19-10/31/19)		**Year To Date (09/01/19 – 10/31/19)**	
College Ready (350+)	12	**College Ready** (350+)	20
Holistic Placement (348-349)	4	Holistic Placement (348-349)	9
Developmental Ed (336-347)	43	Developmental Ed (336-347)	70
ABE Level 6 (Developmental Ed)	0	ABE Level 6 (Developmental Ed)	0
ABE Level 5 (Developmental Ed)	29	ABE Level 5 (Developmental Ed)	52
ABE Level 4	14	ABE Level 4	31
ABE Level 3	3	ABE Level 3	6
ABE Level 2	0	ABE Level 2	6
ABE Level 1	0	ABE Level 1	1
Total	**105**	**Total**	**195**
Writing		**Writing**	
Monthly (10/01/19-10/31/19)		**Year To Date (09/01/19 – 10/31/19)**	
College Ready (363 & 4+ Essay or 5+)	41	**College Ready** (363 & 4+ Essay or 5+)	85
Developmental Ed (350-362 & 0-4 Essay)	16	Developmental Ed (350-362 & 0-4 Essay)	32
ABE Level 6 (Developmental Ed)	1	ABE Level 6 (Developmental Ed)	1
ABE Level 5 (Developmental Ed)	2	ABE Level 5 (Developmental Ed)	3
ABE Level 4	3	ABE Level 4	4
ABE Level 3	0	ABE Level 3	1
ABE Level 2	0	ABE Level 2	0
ABE Level 1	1	ABE Level 1	1
Total	**64**	**Total**	**127**
Data retrieved from College Board Accuplacer			

STUDENT FINANCIAL SERVICES AND VETERANS AFFAIRS

- SFS Director & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS staff and VA Certifying Officials worked the Super Saturday event that was held at the Starr, Pecan and Mid-Valley campuses
- SFS Coordinators and Specialist have been attending registered NASFAA Webinars for updates on FAFSA and Verification
- FSA Conference travel request has been submitted for the assigned staff that will be attending the conference
- Student Financial Services FA Outreach Specialist and staff assisted with 70 events in the month of October

DUAL2DEGREE

IMPORTANT HIGHLIGHTS

- Department staff held **103** events and served **2,758** students and parents during the month of October.
- Department held the first Junior-Year matriculation initiative at the Pecan Campus. The initiative is designed for dual credit students of Junior standing who are not on track to complete an Associate's Degree and focuses on preparing students for their transition to South Texas College. All students participate in sessions centered on financial literacy, career planning, and leadership activities. The initiative is currently being piloted with Sharyland ISD, PSJA ISD, and Weslaco ISD.
- Department staff is working collaboratively with partnering ISDs to coordinate Dual Credit Fast Track events at STC campuses for the new cohort of entering freshmen at early college high schools. All students will participate in a New Student Convocation, Advising Session, Campus Tour, and Register for Spring 2020 courses at the Enrollment Centers. At least **40** events for the have been scheduled from November through January and more than **2,000** students are expected to participate in the initiative during the 2019-2020 academic year.
- Department staff is currently assisting partnering ISDs review the eligibility of dual credit students for the Spring 2020 term and processing enrollment documentation.

SNAPSHOTS

NACEP Accreditation
Interview in Salt Lake City, UT

NACEP Accreditation
Interview in Salt Lake City, UT

Jerry the Jaguar meeting with students from Sharyland HS during our Jaguar Connection Day

ENROLLMENT SERVICES

Event	High School Served	Date	Location	Total Served
Application Drive	Weslaco HS	10/2	ISD	33
Senior Application Drive	Economedes HS	10/3	ISD	5
Senior Application Drive	Science Academy	10/3	ISD	2
Senior Application Drive	McAllen Memorial HS	10/4	ISD	2
Application Drive	Weslaco CTE ECHS	10/4	ISD	37
Application Drive	PSJA T-STEM	10/7	ISD	65
Application Drive	PSJA T-STEM	10/8	ISD	102
Senior Application Drive	Rio Grande HS	10/9	ISD	9
Senior Application Drive	Donna North HS	10/9	ISD	31
Application Drive	PSJA Sotomayor	10/9	ISD	10
Senior Application Drive	Donna North HS	10/10	ISD	7
Application Drive (Fall Bridge)	Donna North HS	10/14	ISD	99
Application Drive (Fall Bridge)	La Villa HS	10/14	ISD	48
Application Drive (Fall Bridge)	Donna T-STEM	10/15	ISD	83
Application Drive	Grulla HS	10/15	ISD	39
Registration Drive	PSJA Ballew	10/17	ISD	5
Senior Application Drive	Jimmy Carter ECHS	10/18	ISD	3
Application Drive	World Scholars	10/23	ISD	17
Application Drive	World Scholars	10/24	ISD	15
Jaguar Connection Day	Sharyland HS	10/25	ISD	110
Application Drive	McAllen High School	10/29	ISD	5
Application Drive	Edcouch Elsa ECHS	10/29	ISD	17
Application Drive	Nikki Rowe HS	10/29	ISD	7
Application Drive	Roma HS	10/29	ISD	12
Application Drive	PSJA Ballew	10/30	ISD	11
Application Drive	PSJA Ballew	10/31	ISD	3
Total				**777**

STUDENT AND PARENT ENGAGEMENT

Event	High School Served	Date	Location	Total Served
Dual Credit Information Session (7 sessions)	Austin Middle School	10/1	ISD	189
Dual Credit Information Session (6 sessions)	Jaime Escalante Middle School	10/1	ISD	156
Dual Credit Information Session (9 sessions)	Kennedy Middle School	10/1	ISD	194
Dual Credit Information Session (7 sessions)	Raul Yzaguirre Middle School	10/1	ISD	133
Dual Credit Information Session (7 sessions)	Audie Murphy Middle School	10/2	ISD	140
Dual Credit Information Session (5 sessions)	Alamo Middle School	10/2	ISD	53
Dual Credit Information Session (5 sessions)	Liberty Middle School	10/2	ISD	100
Dual Credit Information Session (7 sessions)	LBJ Middle School	10/2	ISD	280
Be Kind to your Mind Conference: Table-Set up	Boys & Girls Club	10/5	Pharr	14
Dual Credit Student/Parent Information Session	Grulla HS	10/8	ISD	10
College Fair: Table Set-up	Edcouch-Elsa HS	10/8	ISD	18
Dual Credit Information Session	Mercedes HS	10/9	ISD	40
Dual Credit Information Session	PSJA ECHS	10/10	ISD	50
Dual Credit Information Session	PSJA Collegiate HS	10/10	ISD	5
Dual Credit Information Session	Economedes HS	10/10	ISD	50
Dual Credit Information Session	PSJA ISD	10/11	Alamo Bowie Community	100
Dual Credit Information Session	Rio Prep ECHS	10/15	ISD	15
Dual Credit Information Session	La Villa ECHS	10/15	ISD	15
Dual Credit Information Session	PSJA Ballew	10/16	ISD	25
Dual Credit Parent Information Session	PSJA Southwest ECHS	10/22	ISD	30
Dual Credit Information Session	Roma HS	10/23	ISD	34
Dual Credit Information Session	PSJA T-STEM	10/24	ISD	10
Dual Credit Information Session	PSJA Memorial ECHS	10/24	ISD	30
Dual Credit Parent Information Session	PSJA North ECHS	10/25	ISD	30
Dual Credit CTE Information Session	Weslaco East HS	10/28	ISD	71
Dual Credit Information Session	San Isidro HS	10/28	ISD	30
Dual Credit CTE Information Session	Weslaco East HS	10/29	ISD	65
CTE Program Showcase	J. Calvillo CTE Complex	10/29	ISD	4
Dual Credit Information Session	Palmview HS	10/29	ISD	25
Dual Credit Information Session	Valley View HS	10/29	ISD	30
Dual Credit Information Session	Mission HS	10/30	ISD	15
Dual Credit Information Session	Central Middle School	10/30	ISD	20
			Total	**1981**

MEETINGS WITH SCHOOL DISTRICTS (EXTERNAL)

- La Joya Success Metrics Meeting
- Edinburg CISD Fast Track Planning Meeting
- The following meetings with school district partners were held to plan for Spring Dual Credit Enrollment:
    - PSJA Ballew
    - Vanguard Mozart
    - Vanguard Beethoven
    - McAllen ISD
    - World Scholars
    - Weslaco ISD
    - Edcouch Elsa HS
    - PSJA ECHS

MEETINGS WITH STC DEPARTMENTS (INTERNAL)

- Dual2Degree Supervisor Meeting
- Dual2Degree Weekly Meeting
- Dual2Degree Monthly Meeting
- Adult Learners Initiative Planning Meeting
- Dual Credit Event Request Portal
- Texas 2036 Meeting
- Meeting with STC Police for ECHS Fast Track Logistics
- NACEP Core Team Meeting
- Dual2Degree Carl Perkins Planning Meeting
- Dual2Degree New Student Convocation Planning Meeting
- Dual2Degree Personnel Committee Meeting
- ECHS Fast Track Coordinator's Meeting
- Fall 2019 Commencement Planning Meeting
- Spring Enrollment Planning Meeting
- PR & Marketing Planning Meeting for ECHS Fast Track Support
- FAFSA4Caster Planning Sessions with Student Financial Services
- Integrated Communication Plan Kick-Off Meeting
- Retention & Persistence Submit
- JagNet Registration Error Review Meeting
- Marketing to Adult Learners Planning Call
- South Texas College CTE Summit Planning Meeting
- Returning Students/Stop-Out Planning Meeting
- Meeting with PR to discuss Fast Track Article
- Carl Perkins FY20 Review
- Dual2Degree TACRAO Presentation Review
- Rediscover Coordinators Planning Meeting
- Dual Credit Marketing Guidelines Meeting

PROFESSIONAL DEVELOPMENT

- Jaguar Academy
- Supervisory Skills for Success
- RGV Lead – Counselors' Network Meeting
- NACEP Accreditation Interview/Conference

COLLEGE CONNECTIONS

DEPARTMENT MEETINGS AND EVENTS

- La Joya Higher Education Center Advisory Board Meeting
- Border Patrol Meeting
- Jaguar Academy
- Student Ambassador Meetings
- Region One: Gear Up Meeting
- South Texas College: Financial Aid Super Saturday Event
- Consulado de México: Reunión del Comité Semana Binacional de Educación
- RGV Lead P16 Meeting
- South Texas Area Recruiter Network Meeting
- McAllen ISD 1st Annual Dyslexia Conference
- Fall Festival STARR County Campus
- Counselor's Academy Region One ESC
- TxDOT Process Update
- McAllen ISD Migrant Program Parent Info Session/Tour

RECRUITMENT

- Roma High School – College Presentation
- First Annual Teen Talk: Be Kind to Your Mind Conference – Table Set Up
- PSJA Southwest High School – College Presentation
- Ventanilla de Orientación Educativa (VOE) Consulado de México en McAllen
- Edcouch-Elsa High School – College and Career Fair
- San Isidro High School – College Presentation
- Donna High School – College Presentation
- Palmview High School – College Presentation
- Grulla High School – College Presentation
- Premier High School of Palmview – College Presentation
- Sharyland Advanced Academic Academy – College Presentation
- Meeting with Prospective Students – 5 student appointments
- Hidalgo County Community Resource Center San Juan – College Presentation

PARENTS

- South Texas Academy for Medical Professions – Parent Night

APPLY TEXAS

- McAllen Memorial High School
- Economedes High School
- South Texas Academy for Medical Professions
- Donna North High School
- Palmview High School
- Rio Grande City High School
- Robert Vela High School
- Grulla High School
- Jimmy Carter High School
- La Joya High School
- Nikki Rowe High School
- Edcouch-Elsa High School
- PSJA North High School
- McAllen High School
- Child Development Associate (CDA)

FINANCIAL AID

- Robert Vela High School – Senior Financial Aid Night
- Edinburg High School – TASFA Night
- Roma High School – Financial Aid & College Information Night
- La Feria High School – FASFA Drive
- Weslaco High School – FASFA Night
- Edinburg High School – FASFA Night
- Hidalgo County Community Resource Center San Juan – FASFA Drive

COMMUNITY EVENTS

- Trunk or Treat at H-E-B Park
- La Joya ISD College & Community Spook Fest
- Roma ISD's Halloween Bootacular

CAMPUS TOURS

- Pecan Campus
  - La Joya Early College / La Joya ISD – 130 visitors
  - Personal Tour – 3 visitors
  - Memorial MS Harlingen CISD – 86 visitors
  - Hidalgo Elementary – 48 visitors
  - Ida Diaz MS Hidalgo ISD – 36 visitors
  - La Joya ISD GearUp: Domingo T. Middle School – 183 visitors
  - South Texas College: Disability Awareness Day – 34 visitors
  - PSJA ISD Gear Up Kennedy Middle School – 28 visitors
  - La Joya ISD: T-STEM & Ford NGL – 72 visitors
- MidValley Campus
  - Mercedes ISD Gear Up – 80 visitors
- Starr County
  - Region One Education Service Center – 47 visitors
- Technology Campus
  - Coakley Middle School – 40 visitors
  - Personal Tour – 4 visitors
  - Edinburg ISD - Migrant Group – 58 visitors

- Ida Diaz MS Hidalgo ISD – 36 visitors
- La Joya ISD GearUp: Domingo T. Middle School – 183 visitors
- PSJA ISD Gear Up Kennedy Middle School – 28 visitors

- Nursing & Allied Health Campus
  - Coakley Middle School – 40 visitors
  - Edinburg ISD - Migrant Group – 58 visitors
  - La Joya ISD GearUp: Domingo T. Middle School – 183 visitors
  - PSJA ISD Gear Up Kennedy Middle School – 28 visitors

Campus	# Visitors
Pecan	620 visitors
Mid-Valley	80 visitors
Starr	47 visitors
NAH	309 visitors
Tech	349 visitors

CALL CENTER

Phone Calls	
Inbound Calls	8,137calls
JagChat	
Chats	208 chats
Radius	
2019 Career Expo Invitation Reminder	9,308 Emails Sent

EVENT PHOTOS

Campus Tours

La Joya Early College / La Joya ISD Campus toured South Texas College to learn about programs and enrollment services.

Community Events

South Texas College, College Connections Department attended Trunk or Treat at H-E-B Park. Outreach efforts to connect with the community and increase awareness of higher ed and South Texas College.

DEAN OF STUDENT AFFAIRS, PAUL HERNANDEZ

CAREER AND EMPLOYER SERVICES

CURRENT/UPCOMING ACTIVITIES & EVENTS

Reports:

Weekly- Career & Employer Services Activity	
Total Number	
571	Student walk-ins and visits
298	CTE Student Contacts
51	Student & Alumni Registered on CCN
26	Student & Alumni Resumes Revised/Uploaded on CCN
15	New Employer Registered on CCN
40	Jobs posted to CCN
6	Workshops Presented
6	On Campus Recruitment
2012	Career Coach Total Visits

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

CURRENT/UPCOMING ACTIVITIES & EVENTS

Workshop & Presentations / Activities

- **Job Development**
  - Ramapo for Children – 1 job post
  - Arrive Logistics – 1 job post
  - Ambright Education Group – 1 job post
  - CareerUp – 1 job post
  - Bridgestone Retail Operations, LLC – 6 job post
  - ORBCOMM – 1 job post
  - JC Media – 1 job post
  - Miki McCarthy – 1 job post
  - Esquivel's Forwarding Agency, Inc. – 1 job post
  - State Farm – Giorgio Agency – 1 job post
  - The Borgen Project – 9 job post
  - Savor/Payne Arena – 4 job post
  - J.V. Equipment, Inc. – 2 job post
  - Aztec Realty and Investments – 1 job post
  - PMG, Inc. – 3 job post
  - Entravision Communications - 3 job posts
  - McAllen Foreign Trade Zone, Inc. – 1 job post
  - Rio Valley Canning Co. – 1 job post
  - Arrive Logistics - 1 job posting
  - Benmar Electric, LLC - 1 job posting
- **Presentations/Workshops**
  - Hosted the STC 2019 Career Expo (87 exhibitors, >400 participants)
  - Perfect Pitch, NAH Workshop (3 CTE attendees)
  - Interview for Success, NAH Workshop (3 CTE attendees)
  - Creating Your Career Portfolio, OTA in class presentation (18 CTE attendees)
  - Creating Your Career Portfolio, NAH Workshop (16 CTE attendees)
  - Career Expo Etiquette Open Workshop- Tech Campus
  - Automotive in class presentation- 1 Hour Resume- Starr Campus (4 attendees)
  - Automotive in class presentation- 1 Hour Resume- Tech Campus (11 attendees)
  - Resume & Cover Letters Open Workshop- Tech Campus (14 attendees)
  - NAH Open Workshop: Creating Your Career Portfolio (5 CTE attendees)
  - Interview for Success Open Workshop- Tech Campus (4 CTE attendees)
  - Career Expo 101 (Let's talk business) Open Workshop- Tech Campus (1 attendee)
- **Employer Outreach**
  - Unalakleet Investments
  - U.S. Customs
  - IBC Bank
  - HEB
  - U.S. Army
  - Spectrum
  - PulseTeam
  - Toyota
  - Ford Motor Company
  - U.S. Border Patrol

    - Department of Public Safety
    - HEB
    - Spectrum
    - McAllen Chamber of Commerce
    - Risas Y Rayones Rehab Center
    - Burton, McCumber & Longoria
    - Weslaco Regional
- **Employer Registration**
    - AIM Media Texas/The Monitor
    - Aztec Realty and Investments
    - CentillonZ
    - Coogan Properties
    - Esquivel's Forwarding Agency, Inc.
    - J.V. Equipment, Inc.
    - JC Media
    - Jischke Gymnastics & Fitness
    - ORBCOMM
    - Promise Open Doors
    - Region Staff
    - Rio Valley Canning Co.
    - Ronald McDonald
    - State Farm-Giorgio Agency
    - The GEO Group – East Hidalgo

Coordination of Upcoming Events

- CES Director participated in Gates Foundation Workforce Panel
- Pre Expo CES information tables and Pop up Workshops – Tech Campus
- Pre Expo-Workshops & Information Table Weeks – NAH Campus
- Preparation of CES handouts and created new PowerPoints for Pop up Workshops gearing to get students prepared for 2019 Career Expo – Tech Campus
- Preparation/coordination of in class presentations for Automotive students in Tech and Starr Campuses
- Medical Coding capstone presentations
- Coordination of upcoming Construction Supervision in class presentations
- Departmental meeting pertaining to future initiative and upcoming Career Exploration Day events.
- NAH Open House
- NAH Harvest of Health
- Level 3 LVN Career Readiness Presentations
- Spring NAH Open Workshop schedule
- Preparation, coordination and conduct Construction Supervision in class presentations
- Phlebotomy in class presentations
- Fall First Friday Open Workshops-Tech Campus
- Scheduling upcoming Spring Open workshops calendar
- Coordination of upcoming Diesel in class presentations
- CES preparation for Career Exploration Day event

MEETINGS AND MISCELLANEOUS INFORMATION

- Conducted Career Expo messaging which was sent out to STC faculty and staff.
- Created scrolling power point in collaboration with Technology Specialist for the Career Expo.
- Continuing to promote Career Expo through social media platforms.
- Sent out Career Expo employer list student invite through College Central Network, reaching 3,545 students and 5,702 alumni.
- Manned pre-expo CES information tables promoting 2019 Career Expo - Tech campus
- Finalized exhibitor name tags and lanyards for Career Expo.
- Assisted in 2019 Career Expo preparation with event set up, manned welcome sign in table for community partners and attendees and event breakdown.
- Followed up with Career Expo exhibitors to coordinate NAH campus visits.
- Worked on social media posts to highlight Career Exploration Day.
- Departmental meeting pertaining to future initiative and upcoming Career Exploration Day event and preparation.
- Coordinated Phlebotomy program in class presentations.
- Reviewed Carl Perkins application, attended Carl Perkins update meeting and submitted NAH report for September 2019.
- Working on plans for NAH Harvest of Health event in partnership with NAH Student Services.
- Finalized student Career Exploration Day event student bags and event map of exhibitor tables.
- Promoted NASA Virtual Career Fair on social media pages and sent a mass email to promote and market event information to 5,000+ students and alumni contacts via College Central Network.
- Created signage and gathered program information to highlight CTE programs at upcoming community outreach event.
- 33 student/alumni appointments - NAH campus.
- Reviewed 20 student and 6 alumni resumes via CCN.
- 4 students walk in- 14 student outreach via email- Tech Campus
- 47 CCN Resume revisions
- Attended Technology Campus Advisory/ Safety Committee
- CES attended Diesel Program Advisory Committee meeting

Photos

STC 2019 Career Expo

STC 2019 Career Expo Industry Partners

Students receiving employment information at the STC 2019 Career Expo

Students receiving employment information at the STC 2019 Career Expo

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES

OFFICE OF THE OMBUDS

October 28 - November 1, 2019

- The Office of Student Rights and Responsibilities attended 4th Annual Conference: Coalition Against Violence and Exploitation at the Pecan Campus.
- The Office of the Ombuds conducted the Dispute Resolution Student Academy at the Starr Campus.

October 21-26, 2019

- The Office of Student Rights and Responsibilities held and Ombuds Services Expo at the Technology Campus
- The Office of the Ombuds attended the Texas Mediator Credentialing Association 15th Annual Symposium in Houston, TX

October 7-18, 2019

- The Office of the Ombuds conducted a Dispute Resolution Student Academy at the Mid-Valley Campus.
- The Office of Student Rights and Responsibilities held Ombuds Expos at the Starr, Mid-Valley, Pecan, and the Nursing and Allied Health campuses.
- The Office of Student Rights and Responsibilities attended the National Threat Assessment Center at the Regional Center for Public Safety Excellence – Pharr.
- The Office of the Ombuds conducted a Dispute Resolution Student Academy at the Pecan Campus.

September 30 – October 4, 2019

- The Office of Student Rights and Responsibilities interviewed for Work-study positions.

The Office of the Ombuds conducted a Dispute Resolution Student Academy at the Starr Campus.

OFFICE OF STUDENT CONDUCT

October 28 - November 1, 2019

- The Office of Student Rights and Responsibilities attended 4th Annual Conference: Coalition Against Violence and Exploitation at the Pecan Campus.

October 21-26, 2019

- The Office of Student Rights and Responsibilities held and Ombuds Services Expo at the Technology Campus
- The Office of the Ombuds attended the Texas Mediator Credentialing Association 15th Annual Symposium in Houston, TX

October 7-18, 2019

- Ms. Maria Alonso attended the 17th Annual Domestic Violence Training in Harlingen, TX.
- The Office of Student Rights and Responsibilities held Ombuds Expos at the Starr, Mid-Valley, Pecan, and the Nursing and Allied Health campuses.
- The Office of Student Rights and Responsibilities attended the National Threat Assessment Center at the Regional Center for Public Safety Excellence – Pharr.
- The Office of Student Conduct presented Student Conduct - Know the Code for the Comprehensive Advising and Mentoring Services at the Pecan Campus.

September 30 – October 4, 2019

- The he Office of Student Rights and Responsibilities interviewed for Work-study positions.

BEHAVIORAL INTERVENTION TEAM

October 28 - November 1, 2019

- The Behavioral Intervention Team held a meeting to review cases.

October 7-18, 2019

- The Behavioral Intervention Team meeting met to review cases.

September 30 – October 4, 2019

- The Behavioral Intervention Team meeting met to review cases.

STUDENT ACTIVITIES AND WELLNESS

- The Dating Game & The Best Friends Game (NAH)
- Indoor Volleyball League (Women's and Co-ed Divisions)
- Let's Puzzle Activity (NAH)
- National Coffee with a Cop (NAH)
- Hispanic Heritage Food Festivals (PCN and MID)
- Taco On Monday El mariachi Event - Hispanic Heritage Celebration (NAH)
- Student Government Association Retreat with officer from all campus at Pecan
- Coed Volleyball League Championship (MID)
- Madden '20 Tournament (District Wide)
- An afternoon of Mariachi Music – Hispanic Heritage Event (Pecan)
- Flag Football League - Men's, Women's & Coed (PCN)
- Soccer League - Men's, Women's & Coed (PCN)
- Student Leadership Academy Weekly Workshops (District Wide)
- Student Government Association Weekly Meetings (District Wide)
- Breast Cancer Awareness Day (PCN & STR)
- Domestic Violence Awareness Event with collaboration of the Counseling Department(PCN)
- Presented to the PSJA Professional Development Day at Pecan
- Color Against Depression (NAH)
- Spooky Cookie Decorating Contest (NAH)
- SharePoint Presentations (District Wide)
- Fall Festival (STR & MID)
- Presented at the Jaguar Connection Day sponsored by the Enrollment Services for Dual Credit (Pecan)
- Fall Festival at Pecan was cancelled due to heavy rain and strong winds
- Rio Reforestation at Sal Del Rey – San Manuel Lynn
  - Representatives from Student Government and other student organizations
- 17th Annual Valley Bowl – Flag Football Tournament at UTRGV vs regional colleges
  - Teams from UTRGV, TSC and TSTC
  - Men's (2), Women's and Coed Team
  - Men's and Coed teams won tournament (1st Place)
  - Women's team won 2nd place
- Assisted with the Physical Therapy Awareness Event sponsored by the PTA Department (Pecan)
- Showing of Toy Story (District Wide)
- Supported the MAT Department with their Medical Assistants Recognition Week events (NAH)
- Halloween Costume Contest (PCN & NAH)

- Giant Board Games Event(TEC)
- Super Smash Brothers Video Game Tournaments (District Wide)
- Fun at the Tech
- Pumpkin Coloring Contest-Activity (PCN & NAH)
- Presentation to La Joya Students (TEC)
- Football Challenge Event (TEC)
- Presentation to PSJA Middle School students (NAH)
- Participation in the Disability Awareness Day Health Fair (PCN)
- Ghouly Pop Creation – lollipop decorating (NAH)
- Jersey Day (NAH)
- Participation at the National Intramural Recreation Sports Association (NIRSA) Regional Flag Football Tournament at UT Austin
    - Men's, Women's and Coed Teams
    - Men's team reached semifinals

For images or media files visit www.facebook.com/stcsaw

COMPREHENSIVE ADVISING

A. Advising Student Contacts

Advisor Student Contacts	
Campus	**# of Contacts**
Pecan	3,491
Mid-Valley	1,067
Starr	441
Technology	373
Total	**5,372**

PROGRAMS/ACTIVITIES/MEETINGS

B. Programs/Activities/Meetings:

- **Academic Advising**
    - Provided advisement sessions for STC students
    - Providing Case Management (Academic Advisors) for Fall 2019 students (One contact before semester began, 3 contacts during semester to follow up with students); two of the contacts are focused on getting students to register for Spring 2020 semester
    - Provided Priority Advising for Registration for Developmental classes, Education including Learning Frameworks and CTE classes - carried out by academic advisors and PASS Program (Advising Department); Priority Advising for Registration began October 7th; During Priority Advising, students visited the Advising Center for individualized advising session during their class time;
- **Faculty Advising**
    - Met with faculty advisors individually and in group to train them on documenting advising sessions on Degree Works
    - Updated the New and Enhanced Faculty Advising (NEFA) Training materials to reflect updates and best practices and printed training manuals
    - Updated master roster of NEFA certified faculty advisors

- Coordinated with RAS to assess Faculty Advising Summer Initiative (Enrollment Center). This will begin as soon as the new Qualitative Researcher is on board. Results will be presented on at the Spring Guided Pathways meeting
- Worked on advising transition plan (i.e. recruited 63 faculty advisors and provided advising talking points etc.) so that they each advise 12 – 15 students they were assigned;
- Director and coordinator met with VP Petrosian and Yolonda Jaramillo to review faculty advisement plan and data collection for HSI grant

- **Mentoring Services**
  - **College Advising Training Program-** training is planned for first week of December;
  - **THECB Work Study Mentorship Grant** – Gathered data, updated Work Study Mentorship Program Reports as requested by THECB, contacted student mentors weekly; staff development training was provided on October 4th and 18th for professional growth and in compliance with the grant;
  - **Beacon Mentoring Program** – a total of 15 sections are participating in Beacon Mentoring this Fall 2019 semester; Beacon Mentors will visit with students at least four times for the fall term; presentations topics include financial aid, final exam preparation, early registration, connecting students to support services (i.e. tutoring, library etc.); students are scheduled to visit the advising centers the week of November 11th;
- **PASS Program**
  - Staff provided academic advisement for PASS Program participants and CTE students
  - Staff provided program outreach for spring term, and conducted inventory review of obsolete books inventory and storage coordination
  - Coordinated with Research and Analytical Services to assess PASS Program and services provided to CTE students. Survey will also be part of Comprehensive Local Needs Assessment required for Perkins V
- **Carl Perkins**
  - Director of Comprehensive Advisement serves as Student Affairs & Enrollment Management Liaison for Carl Perkins Grant
  - Met with SAEM key stakeholders to review the FY2020 Application, activities and evaluation plan and how to better serve CTE students utilizing Perkins funded staff

PARTICIPATED IN THE FOLLOWING

- **Guided Pathways**- Director is serving as Co-Lead of Guided Pathways met with Co-Lead Dr. Cristopher Nelson; Completed homework for Institute I of Cadre 1+; planned activities for the upcoming terms and attendance to Institute in November
- **College Wide Committees** – Director of Comprehensive Advising & Mentoring Services, Coordinator of Advisement and Coordinator of Faculty Advisement are serving on Quality Enhancement Plan Committee, Director is serving in SACSCOC Committee and Starfish Committee, Director is also participating in Texas Pathways Project 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
- **STC & UTRGV Leadership Workgroup Meeting** – Participated in meeting with UTRGV to collaborate and create seamless transition for STC students into UTRGV
- **Quality Enhancement Plan (QEP)** – Director is serving as QEP Director; Held meetings with implementation team; assigned subcommittees (process mapping, Research & Assessment, Literature Review and Design, Marketing, Budget & Resources); Provided update presentation to President's Administrative Staff, Academic Council and Planning and Development Council

- **Southern Association of Colleges and Schools Commission on Colleges** – worked on standard 12.1 and 12.2
- **Retention and Persistence Summit** – Director served on panel and participated in all activities during the Summit

C. Preliminary Forms

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

COUNSELING AND STUDENT DISABILITY SERVICES

COUNSELOR STUDENT CONTACTS

Campus	Advisement	Mental Health/ Academic Counseling	Stu. Dis. Svcs.	Title IX Svcs.	Career/ Transfer Svcs.	Academic Probation/ Suspension	Workshops/ Presentations Other	Total
Mid-Valley	17	36	66	14	8	42	23	206
NAH	1	80	92	42	1	1	0	217
Pecan	83	305	403	70	50	175	56	1142
Starr Co.	10	28	61	5	22	42	5	173
Tech	0	10	56	0	2	14	2	84
Total	**111**	**459**	**678**	**131**	**83**	**274**	**86**	**1822**

MEETINGS/CONSULTATIONS

- Pecan, Mid-valley, NAH, Tech and Starr Campus Case Staffings
- Student Disability Services Case Management Case Reviews
- Mental Health Counseling/Case Management Case Weekly Reviews
- CARE Team Meeting
- BIT Meeting
- Sign Language Interpreter's Student Schedules Updates
- Note Taker, Reader, Scribe Schedules Updates
- Academic progress case management, academic advising, review and completion of academic improvement plans, and scholastic appeals
- Coordination of semester events: academic & personal growth workshops, and counseling events
- Academic, Career, & Mental Health Counseling
- BIT Case Management, Referrals and Staffing

- Student Disability Services case management: process intakes, update of student intake & records (medical/academic), coordinate classroom accommodations
- Sign Language Interpreting Services
- CARE Team Case Management
- Title IX Pregnant and Parenting Student Case Management, Forms Committee, Referrals and Staffing
- UNIDAD Coalition Meeting
- Review cases and other Title IX Related Items Meeting
- Hidalgo County Family Violence Taskforce Meeting
- Individual Supervision Meetings with TAMUK Social Work Interns
- Meeting with CDSD Coordinators
- 4th Annual CAVE Conference Planning Meeting
- 4th Annual CAVE Conference
- Meeting to review CSDS Job Descriptions
- Division Leaders Meeting
- President's Administrative Staff Meeting
- RGV Anti-Human Trafficking Coalition Meeting and Training
- Title IX Parent and Pregnant Procedures Meeting
- Meeting regarding the Food Pantry Updates
- Meeting regarding Work-study Changes and Updates

WORKSHOPS/PRESENTATIONS

Mid-Valley Workshops

Depression Screening
Tips and Tools: Semester Survival Kit
Building Healthy Relationships Screening
Discover Your Learning Style
Tips for Taking Online Classes
Healthy Relationships
Positive Parenting Skills
Choosing Your Major

Pecan Campus Workshops

National Domestic Violence Awareness Month
Managing Time Effectively
Time Management Skills
Transferring to a University
Communication Skills: For the Title IX Student
Wellness, Health and Nutrition
Stress and Anxiety
It's More Than the Blues: Depression & Mental Health
College Response's National Depression Screening Day
Veterans and the Veterans Family Support
Key Strategies for Academic Success
Title IX: Pregnant and Parenting Basics
How the ADA Impacts You
Disability Awareness Day & Health Fair
Self-Care
Memory Skills

Intimate Partner Violence (Purple Day)
How Does Title IX: Pregnant and Parenting Affect my Financial Aid?
Communication Skills

NAH Campus Workshops
Finding Your Funny Bone
Retrain Your Inner Critic
Domestic Violence Awareness
Starr County Campus
Depression & Anxiety Screening
Ways to Take Care of You Mental Health
Sleep Hygiene
Domestic Violence Awareness

Technology Campus Workshops
National Depression Screening Awareness Day
Cyberbullying on Social Media & Online

PROFESSIONAL DEVELOPMENT

- Coalition Against Violence & Exploitation Conference
- 2019 National Threat Assessment Workshop by the U.S. Secret Service
- Crisis Prevention Institute Non-Violent Crisis Intervention Program

SIGN LANGUAGE INTERPRETING SERVICES	
Type of Service	**Number of classes**
Number of Classes Interpreted	220
Additional Services	**Number of Students**
Interpreted for Admissions/Enrollment	6
Interpreted for General Advising	3
Interpreting for Financial Services	4
Interpreted for Testing/Exam Services	3
Interpreting for Counseling Services	5
Interpreting for Student Disability Services	6
Interpreted Orientation/Outreach	0
Interpreted for Title IX Preg. & Parenting	0
Interpreted for Tutoring Services	7
Telephone Contacts with students	2
Workshops	7
Interpret student/instructor meeting	0
Other	15

SOUTH TEXAS COLLEGE

FINANCE AND ADMINISTRATIVE SERVICES

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

TO: DR. SHIRLEY A. REED, PRESIDENT

FROM: MARY G. ELIZONDO, VICE PRESIDENT FOR FINANCE AND ADMINISTRATIVE SERVICES

DATE: NOVEMBER 21, 2019

SUBJECT: ACTIVITY REPORT FOR OCTOBER 1, 2019 THROUGH OCTOBER 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, Finance and Administrative Services (FAS) Director's Meeting, Planning and Development Council Meeting, President's Administrative Staff Meeting, and Coordinated Operations Council Meeting.
- Business Office:
  - Held meeting on Tax Abatement Project with Legal Counsel and Comptroller and also held conference call.
  - Held meeting on Tax Abatement Scenarios with Comptroller.
  - Held conference call on a current Public Records Request with Comptroller.
  - Held meeting on agenda items for Budget Committee Meeting with Comptroller and Budget Manager.
- Human Resources:
  - Held meeting on various matters with the Assistant Director of Human Resources.
  - Held meeting on Policy #4212: Employment and Supervisory Relationship of Close Relatives with Assistant Director of Human Resources and Accountability and Compliance Manager.
  - Held meeting on Human Resources policies with Assistant Director of Human Resources.
- 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 Facilities projects, Facilities Committee and Board packet items, and other outstanding items.
  - Held meeting on Portable Buildings Inventory list and the Regional Center for Public Safety Excellence (RCPSE) Site Drainage Improvements Memo with Director of Facilities Planning and Construction.
- Accountability, Risk, and Compliance:
  - Held meeting to discuss and review Enterprise Risk Management Risk Assessment Presentation for President's Administrative Staff October meeting with Director of Accountability, Risk, and Compliance and Risk Manager.

- Held meeting on possible accountability training for Finance and Administrative Services (FAS) Division with Director of Accountability, Risk, and Compliance.
- Held meeting on the Risk Assessment with Director of Accountability, Risk, and Compliance.
- Held meeting on safety policies with Director of Accountability, Risk, and Compliance and Police Lieutenant.
- Held meeting on Policy #3620: College Sanctioned Travel for Students with Director of Accountability, Risk, and Compliance and Risk Manager.
- Attended several meetings to discuss Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with Accountability and Compliance Manager on the following:
  - Policies with Assistant Director of Human Resources.
  - Policies pertaining to Facilities Planning and Construction.
  - Policies pertaining to Police Department.
  - Accreditation Narratives on Policies.

- Title IX:
  - Held meeting on Clery Act and Violence Against Women Act (VAWA) upcoming audit with Institutional Equity Manager, Police Lieutenant, and Department of Public Safety (DPS) staff.
  - Held meeting to review Title IX cases with Institutional Equity Manager and the Director of Counseling.
  - Attended The National Center for Higher Education Risk Management (NCHERM) Group, LLC campus visit with Title IX Committee.
  - Held Title IX Committee Meeting with Team to review cases.
  - Held conference call to review a student case with Legal Counsel.
- Other Meetings:
  - Held meeting on the National Incident-Based Reporting System (NIBRS) Project with the Police Lieutenant, Director of Accountability, Risk, and Compliance, Finance and Administrative Services (FAS) Project Manager, Information Security Analyst, and Department of Public Safety (DPS) staff and also met with Information Technology (IT) staff, and later held a follow-up meeting.
  - Held meeting to discuss Project Status Updates with Finance and Administrative Services (FAS) Project Managers.
  - Held meetings to review policies and the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Narrative with the Police Lieutenant, also with Assistant Director of Human Resources, and the Director of Facilities Planning and Construction.
  - Held Search Committee meeting to select Finance and Administrative Services (FAS) Support Specialist applicants for interviews.
  - Held meeting on the Parking Software System with Finance and Administrative Services (FAS) Project Managers.
  - Attended meeting on Sand Volleyball Courts at Pecan Campus with Legal Counsel, Director of Facilities Planning and Construction, and Facilities Planning and Construction Project Manager.
  - Held meeting to review the Finance and Administrative Services (FAS) Division IT Projects List with Vice President for Information Services and Planning, Finance and Administrative Services (FAS) Project Managers, Comptroller, Security Manager, Business System Analyst, Human Resources Information Systems (HRIS) Manager, Assistant Director of Human Resources, Purchasing staff, and Information Technology (IT) staff.
  - Held meeting to review Banner Access Draft Procedures with Comptroller, Director of Accountability, Risk and Compliance, Accountability and Compliance Manager, Human Resources Information Systems (HRIS) Manager, Business System Analyst, Finance and Administrative Services (FAS) Project Manager, and Assistant Director of Human Resources.
  - Attended Rio Grande Chapter of Certified Public Accountant Training on Internal Controls.
  - Held conference call with Energy Consultant to discuss the Tax Abatement Project Values.
  - Attended meeting with Valley View Consultant to discuss Quarterly Report and prepare for Board Meeting presentation.
  - Attended Texas Higher Education Coordinating Board (THECB) Community and Technical Colleges Formula Advisory Committee meeting.

- Attended conference call on Policy #4212: Employment and Supervisory Relationship of Close Relatives with Legal Counsel, Finance and Administrative Services (FAS) Project Manager, Assistant Director of Human Resources, and Administrative Specialist for Board Relations.

PROJECTS IN PROGRESS:

- 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.
- Staffing, Budget, and Student Enrollment:
  - Worked on Tuition and Fee Revenue Projections Report with Percentage History from FY 2019 to FY 2024.
  - Budget Enrollment Projections.
  - Headcount Term Percentages Report with Contact Hours.
  - Student Enrollment Report Update for Fall 2019.
  - Worked on Tuition and Fee Revenue Report.
- Construction:
  - Worked on progress of Facilities Planning and Construction Projects.
  - Worked on Plant Fund Budgets for FY 2020 – FY 2024.
- Title IX:
  - Reviewed Title IX Weekly Reports.
  - Worked on Title IX cases.
- Policies and Procedures:
  - Worked on and reviewed Policy #4212: Nepotism with Assistant Director of Human Resources and Accountability and Compliance Manager.
  - Worked on the following policies:
    - Policy #4212: Employment and Supervisory Relationship of Close Relatives.
    - Policy #1512: Nepotism: Public Officials.
    - Policy #6225: Safety.
    - Policy #6313: Vehicle and Body Cameras.
    - Policy #4204: Reporting and Investigation of Suspected or Known Fraud, Abuse, and Other Improprieties.
    - Policy #4904: Employee Complaint Procedure.
    - Policy #6322: Smoke/Tobacco/E-Cigarette Free Environment.
    - Policy #6110: Use of College Facilities.
    - Policy #4922: Separation of Employment and Re-Employment.
    - New Policy: Free Speech.
- Other:
  - Worked on Position Change Request for Director of Regional Center for Public Safety Excellence (RCPSE) TC and Administrative Assistant position.
  - Worked on Comprehensive Plan Information Technology (IT) Projects List.
  - Reviewed the National Incident-Based Reporting System (NIBRS) update.
  - Reviewed 2019 Campus Security Authority (CSA) Outstanding Report.
  - Worked on Jags@Work Guidelines.
  - Reviewed La Joya Sign Status Update.
  - Worked on Planning and Budget Calendar for FY 2020 – 2021.
  - Reviewed Budget Committee Attendee List.
  - Reviewed Pecan Campus Library Fees for October Board Draft.
  - Worked on College Career and Technology Academy Lease Agreement.
  - Worked on Additional Core Funds Budget for 2022 - 2023 Biennium
  - Reviewed Information Technology (IT) Projects update.
  - Reviewed Fraud Survey Data Analysis.
  - Worked on Memorial Garden Updated Guidelines.
  - Reviewed suggested Audit Procedures.

- Reviewed City of Weslaco – New World Systems Agreement.
- Reviewed Prioritization of Capital Improvement Projects (CIP) and Renewal and Replacement Projects (R&R).
- Reviewed Senate Bill 18 Synopsis.
- Worked on Texas Higher Education Coordinating Board (THECB) Community and Technical Colleges Formula Advisory Committee Recommendations.
- Reports provided monthly to President's Cabinet members:
  - Overtime Summary by Department and Employee.
  - Vacancy Report.
  - September 2019 Leave Report for Sick and Vacation Hours.
  - TimeClock Clock Plus Verification Reports by Employee and Supervisor for August.
  - September 2019 Salary Savings Report.
  - August 2019 Overtime Compliance Reports.

MYRIAM LOPEZ, COMPTROLLER, BUSINESS OFFICE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Conducted cash handling training for all Cafeteria staff utilizing blackboard collaborate.
- Met with Information Technology (IT) staff to discuss the progress and timeline for the Ellucian Campus Receivable Collector (CRC).
- Attended Accounts Receivable meeting on the status of CRC/CWA (Campus Receivable Collector/Customer Web Access) Project.
- Attended audit status calls with external auditor.
- Attended Finance and Administrative Services (FAS) Director's Meeting.
- Attended Human Resources and Business Office recap meeting.
- Attended kick-off meeting on the College's Integrated Communication Plan assisted by Interact Communications.
- Attended meeting to evaluate bids submitted for Merchant Services.
- Attended President's Administrative Staff meeting.
- Attended Banner User Group (BUGs) monthly meeting.
- Attended Residency Code Reasonableness meeting with External Auditor.
- Met and discussed the compensable absences footnote.
- Met and discussed Governmental Accounting Standards Board (GASB) 75 entries and account reconciliation.
- Met and discussed Governmental Accounting Standards Board (GASB) 75 journal entries with External Auditors.
- Met and discussed Human Resources audit request with Human Resources staff.
- Met and discussed Lecture Equivalent Hours (LHEs) Argos Reports with Human Resources staff.
- Met and discussed pending Human Resources items with Payroll staff.
- Met to discuss credit card settlements for Cafeteria with System Analyst and Accounting Assistant.
- Met to discuss construction receivable amount with Assistant Director of Facilities Planning and Construction and Construction Accountant.
- Met to discuss Tax Allowance Methodology with Business Office Staff.
- Met to discuss unexpended fund end of year budget transfers with Facilities Planning and Construction Coordinator and Construction Accountant.
- Met with Accounts Payable staff on hotel payment status and also on preparations for Family Medical Leave Act (FMLA) absence.
- Met with Auditor to test Texas Retirement System (TRS) and Employment Retirement System (ERS).
- Met with Grant Compliance and Financial Manager on initiation meeting for new grant.
- Met with Grant Specialists on the Rollover Purchase Order List.

- Met with Human Resources and Budget staff to discuss results of Ellucian visit for Banner Salary Planner Module.
- Met with Managers and External Auditor to discuss grant and contract testing.
- Met with System Analyst and Accounts Payable Accountant on Gomer Migration.
- Met with the Vice President for Finance and Administrative Services to discuss the Budget Committee meeting.
- Met with Travel Department to review end of year procedures for travel system.
- Participated in One Card WebEx with Information Technology (IT).
- Participated in Monarch conference call.
- Trained Accounts Receivable Accounting Group Supervisor on Audit - Subsequent Receipt Report.
- Attended all-day World Class Training on Supervisory Skills for Success.
- Attended COKALA Foreign Taxation Conference.
- Attended Ellucian Consultant Training on Banner Salary Planner Module.
- Attended Insider Higher Ed Webcast discussion on covering the top motivators for non-traditional students to return to school.
- Attended Public Funds Investment Training.
- Attended Retention and Persistence Summit.
- Attended Texas BUC$ Annual Conference.
- Attended two (2) Supervisory Skills for Success training sessions.
- Cashier Staff held an all-day Cashier "Bite Size" Training.

PROJECTS IN PROGRESS:

- Management Reports:
  - The Business Office staff worked on the September 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:
  - Assisted Travel office with email rules.
  - Assisted Accounts Payable staff on personnel matters.
  - Completed Industry Training and Economic Development (ITED) tuition transfers for July, August, and reconciled year.
  - Created Argos report for Travel Office.
  - Followed up with Compliance staff on awards presented to Board that were pending to be created.
  - Worked on Gomer migration for Payroll and Accounts Receivable.
  - Worked on testing of Travel and Expense by ChromeRiver.

Bank No.	19-Apr	19-May	19-June	19-July	19-Aug	19-Sept	19-Oct
01 E&G	598	755	582	597	755	342	580
01 Direct Deposit	195	233	204	275	368	121	249
03 Student	475	2,409	3,146	2,527	7,871	8,379	1,877
12 I&S Taxes	-	-	-	-	1	-	-
16 I&S Bond	-	-	-	-	1	1	-
17 Plant	17	16	9	27	37	21	11
31 Virtual Card	539	567	474	441	322	352	625
32 AP Card	5	4	3	4	6	3	4
37 Unexp-LT Bond Series 2015	2	2	-	1	1	-	-
38 Unexp-LT Bond Series 2014	-	-	-	-	-	-	-

- Property Tax/Budget and Reporting:
  - Addressed budget transfer restrictions impact on employee travel with Travel department-and Budget Maintenance department.
  - Created census headcount and contact hour graphs.
  - Gathered information needed for the Budget Committee Meeting presentation.
  - Prepared Summary of Projected Revenue Percentages for the Comprehensive Plan.
  - Provided Budget Committee List of Attendees to Vice President for Finance and Administrative Services.
  - Prepared and submitted items needed for the completion of the FY 2019 audit.
  - Prepared and reviewed items needed for completion of FY 2019 audit.
  - Submitted the FY 2020 Budget, FY 2020 Staffing Plan, and FY 2019 Budget Amendment to external agencies and College libraries.
  - Tested processes in Banner 9.
  - Trained Budget Maintenance Accounting Group Manager on reviewing and preparing Board reports.
  - Updated FY 2020 Budget Booklet with the revised Comprehensive Mission flyer.
  - Uploaded FY 2020 Budget and FY 2019 Budget Amendment to external agency websites.
- Cash Management/Special Projects/Office Support:
  - Worked on Gomer Migration User's Access Review.
  - Worked on new proxy access form and procedure for requisitions.
  - Worked on semi-automating Financial Manager Audit Reports.
  - Worked on testing Banner upgrades.
  - Worked on testing self-service upgrade.
  - Worked on troubleshooting Grants Macro.
  - Worked on yearly Financial Manager Audit Reports.
  - Attended audit status meeting call.
  - Prepared and reviewed audit and year end items, worked on audit reconciliations, and also provided audit items to external auditor.

Bank No.	#of Checks/DD Cycles	# of Checks/Direct Deposit
01 E&G	14	594
01 Direct Deposit	7	254
02 Payroll	8	404
02 Direct Deposit	3	2,474
03 Student	5	1,877
12 I&S	0	0
16 I&S	1	0
17 Plant	3	11
37 Bond Series 2015	0	0
38 Bond Series 2014	0	0
Total	40	5,614

Description	Number of Transactions
ACH Direct Deposit-payments to vendors, students & employees	15
Bank Transfers between Bank Accounts	26
Wire Transfers for Benefits and International	3

- General Accounting/Construction/Fixed Assets:
  - Monthly Reports-Prepared board management reports and staff continued to work on monthly reconciliations and monthly reports. Completed 162 monthly reports during October 2019.

- Updated Tax Abatement guidelines, agreements, and reports for Board meeting requested by Vice President for Finance and Administrative Services.
- Researched and prepared a new employee list to analyze and reconcile the finger printing credit card payments being worked on until adjustments are identified and corrected.

Duties	Total
ACH, wires, and Book Transferred Initiated and/or Approved	61
Approval Queues-Requisitions Approved	1
Cafeteria daily sales report	58
Cancelled checks provided to AP / Payroll	2
Check verification for AP / Payroll	27
Checks printed and/or send	1
Construction Checks - Retrieve for Auditor	52
Construction budget transfers reviewed and approved	6
Copies of booklets/journal entries requested	56
Deposits prepared	23
Download bank info, convert bank statements to PDF and download excel information for reconciliation	3.5
Download bank info, prepare daily reports for bank 01, 02, 04, 12, 39 and Same Day Report and email to specified group contacts	80
Returned mailed checks - Logged and Filed	29
Returned Mailed checks - Disbursement	52
Emails - answered, prepared, initiated	462
Financial manager changes	7
FOAP created including activity codes	34
Hours assisting other departments	0.75
Hours Filing and organizing of Journal Entries and boxing	4.5
Hours used for scanning - estimated	59.75
Hours used to log Scanned JE	31
Hours used to prepare documents for scanning	7
Hours used converting BOR and Management reports PDF	1.5
Hours used to compile and scanning LRGVDC backup	32
Donations - telephone calls received	23
Interdepartmental Transactions reviewed	39
Invoices and encumbrances reviewed	56
Journal entries prepared	81
Journal entries processed including FUPLOAD	1,829
Journal entries- transactions processes	6,965
Journal entries/documents scanned	1,649
Journal Entries Logged	1,490
Journal Entries reviewed	111
Positive Pay submitted/EFT Payment/Positive Pay Exemptions approved	22
Positive Pay Exemption-Number of checks researched/verification	18
Requisitions prepared	1
Stale dated list prepared	5

Duties	Total
Stale dated letters mailed	460
Stale dated letters returned and logged	73
Stop payments processed (includes stale dated checks)	186
Transactions removed from bank reconciliation	977
Special project - Scanning of FAOP forms - FY16	10.5
Special project - Tax abatement	24.25
Special Project - Donations - hours - meetings, FAQ's	3
Audit Reports prepared/working on audit	16
AGM/Departmental Meeting	2
Overtime - Hours and Task worked	91.25

Description	
General Journal Entry (Intra-Fund) (JE15)	129
General Journal Entry (Inter-Fund) (JE16)	73
Cash Receipts (CR05)	986
Encumbrance Liquidation (E032)	11
Encumbrance Liquidation (E020)	0
General Ledger Beginning Balance (JE05)	0
General Journal Entry (JE17)	14
Misc. Receipt Payments (CA10)	0
General Journal Entry (STCJ)	0

- Cashiers/Accounts Receivable:
  - Assisted students with cashiering needs for Fall 2019 and emergency loan due date of October 1, 2019.
  - Planned Cashier "Bite Size" Training-Moving the Needle to Exceptional.
  - Assisted students with cashiering needs for Fall 2019 installment due date of October 16, 2019.
  - Tested Spring 2020 tuition tables with target activation date of October 25, 2019.
  - Tested Spring 2020 tuition tables with revised target activation date of November 1, 2019.
- Payroll and Position Control Departments:
  - Participated in Search Committee for Human Resources position.
  - Reviewed FY 19 Texas Higher Education Coordinating Board (THECB) Annual Financial Reporting Requirements.

Payroll Processes for month October 31, 2019	
Payroll Re-issue Processed	5
Payroll Cycles	6
Payroll Checks & DD	3,226
TimeClock Plus Access Forms Processed	84
Number of Employees with OT reviewed for OT Memos	457
NOE's Approved	265
Salary Budget Transfer Forms Processed	20 with multiple transactions

- Business Office Performance Indicators:

Payroll October 2019			
Number of Employees		**Deposits Processed**	
Employees on Monthly Payroll	1,909	Internal Revenue Service	3
Employees on Semi-Monthly Payroll	963	Bank Transfers	3
Timecards Processed		**Stop Payment Processed**	
(Waged 08/16 - 08/31) SR19	471	Salaried	0
(Waged 09/01 - 09/15) SR20	493	Waged	4
Regular (Salaried: October) MR10	3,416		
		Void Checks Processed	
		Salaried	0
NOE's Approved		Waged	5
Approved NOE's	814		
		Replacement Checks/DD Processed	
NOE's Processed		Salaried	0
(Additions, Deletions, Changes)	27	Waged	5
Salaried	300		
FLAC (Additions, Deletions, Changes)	1	**Salary Budget Transfer Forms Processed**	10
FLAC	10		
NOE's Processed		**Voided Direct Deposits/Checks**	
(Additions, Deletions, Changes)	4	Salaried	0
Waged	87	Waged	0
Payroll Adjustment Worksheets		**Hand Cut/PBK**	
(Additions, Deletions, Changes)	13	Salaried	0
Salaried: MR10	65	Waged	0
(Salaried)	0		
(Salaried)	0	**Checks Processed**	
(Additions, Deletions, Changes)	0	Salaried	147
Waged	0	Total Net	$253,257.72
Liabilities Processed		Waged	252
ORP	11	Total Net	$73,150.95
Annuity	11		
Student Loans	2,SR-2	**Direct Deposit Processed**	
United Way	1	Salaried	2,077
Child Support	2	Total Net	$5,730,788.97
IRS Levy	0		
Withholding & FICA	3	Waged	750
Met Life	1	Total Net	$233,631.36
Legal Judgement	1		
Social Security Administration	0		
US Department of the Treasury	1		
Reports Processed			
Compass Bank Direct Deposit File	3		
Void & 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:

- Conducted meeting with Auxiliary Accounts Assistant.
- Attended Finance and Administrative Services Director's Meeting.
- Attended President's Administrative Staff Meeting.
- Attended Setup Review for UTRGV Leadership Meeting.
- Attended Food Services SharePoint Training.
- Attended Cash Handling Meeting.
- Attended Coalition Against Violence and Exploitation Planning Meeting.
- Attended Supervisory Skills for Success Training.
- Attended Career Expo Update Meeting.

PROJECTS IN PROGRESS:

- Finalized Food Services FY 2018 to FY 2019 Comparison Report.
- Finalized Food Services Presentation for President's Administrative Staff Meeting.
- Finalized and issued October budgets to all Cafeterias district-wide.
- Requested approval of new Food Services Logo for delivery boxes and coffee cups.
- Reviewed Food Services SharePoint website.
- Reviewed current baking pricing on the catering menu.
- Worked on menu for Vanguard Academy Campus Visit.
- Delivered all new Work Study Notice of Employment forms to Office of Human Resources.
- Requested meeting for SharePoint Site Training.
- Finalized Activity Report for September.
- Coordinated with Pepsi vendor and Public Relations for possible video shoot date.
- Approved TouchNet software update with Information Technology (IT).
- Requested more Food Services Department labels from Public Relations staff for consumable advertising.
- Revised October Budget for Pecan Campus Cafeteria.
- Reviewed staffing plan for Fall Festival and finalized menu for Pecan Campus Festival.
- Reviewed Search Committee applicants.
- Reviewed and revised job description for Director of Food Services.
- Launched Food Services SharePoint website.
- Reviewed and revised Banner Access for Food Services Department staff.
- Worked on preliminary November Budgets for all Cafeterias.
- Updated all menus in the Food Services SharePoint website.
- Approved digital signage advertisement for Food Services SharePoint website.
- Reviewed and edited External and Internal Facilities Use Guidelines with Director of Operations and Maintenance.
- Finalized September Budget for food service Cafeterias district-wide.
- Reviewed new Food Services Department logo for future catering events and delivery services.
- Held catering events for October 2019 as follows:
  - Student Activities Event.
  - Finance and Administrative Services (FAS) Director's Meeting.
  - Student Activities Taco Event.
  - Board of Trustees Meeting.
  - Career Expo Luncheon.
  - Cheer Academy.
  - Safety Expo Meeting.

- Adjunct/Dual Credit Academy.
- Financial Aid Event.
- Festo Robotics Events.
- Valley Scholars Delivery.
- Trainer Job Fair.
- President's Administrative Staff Meeting.
- Chair Academy Breakfast.
- Faculty Adjunct Training.
- Monthly Academic Affairs Meeting.
- UTRGV Leadership Meeting.
- Academic Council Meeting.
- Lunch 'n Learn Workshop.
- GMASO Graduation.
- Academic Council Meeting.
- Vanguard Academy Luncheon.
- 2nd Annual CTE Summit.
- INNO Conference.
- Child Development Conference.
- UTRGV Conference.
- Nursing and Allied Health Student Activities Event.
- Rotary Luncheon.

RUBEN SUAREZ, ACTING CHIEF OF POLICE, DEPARTMENT OF PUBLIC SAFETY

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended meeting on the National Incident-Based Reporting System (NIBRS) Project with Vice President for Finance and Administrative Services, Director of Accountability, Risk, and Compliance, Finance and Administrative Services (FAS) Project Manager, Information Security Analyst, and Department of Public Safety (DPS) staff and also a follow-up meeting.
- Attended meeting on upcoming audit for Clery Act and Violence Against Women Act (VAWA) with Institutional Equity Officer, Vice President for Finance and Administrative Services, and other Department of Public Safety (DPS) staff.
- Attended meeting with Vice President for Finance and Administrative Services and Institutional Equity Officer to review Clery Act and Violence Against Women Act (VAWA) Audit response for Internal Auditor.
- Attended meeting on Audit Response Review Audit for Clery Act and Violence Against Women Act with Coordinator for Emergency Preparedness and Training, Institutional Equity Officer, and Vice President for Finance and Administrative Services.
- Attended meeting to review policies and the narrative for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with Vice President for Finance and Administrative Services.
- Attended meeting on safety policies with Vice President for Finance and Administrative Services and Director of Accountability, Risk, and Compliance related to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Attended Finance and Administrative Services Director's Meeting.
- Attended Behavioral Intervention Team meeting on threat assessment.
- Attended McAllen Holiday Parade 2019 security planning with McAllen's Police Chief and other Law Enforcement Leaders.
- Attended Search Committee Meeting and also Interviews for Campus Administrator and Director of the Regional Center for Public Safety Excellence (RCPSE) vacant position.
- Attended meeting on McAllen Holiday Parade 2019 with City of McAllen Police Department Captain.
- Attended meeting on Parking Software System with Security Manager.
- Attended meeting on Security Guard selection with Security Manager.
- Attended Retention and Persistence Summit at Pecan Campus Student Union Building U.

- Attended Texas Commission on Law Enforcement (TCOLE) Conference.
- Attended Planning and Development Council meeting.
- Attended Environmental, Health, and Safety meeting with Director of Accountability, Risk, and Compliance, Director of Facilities Operations and Maintenance, and Environmental Health and Safety Manager.
- Attended President's Administrative Staff meeting.

PROJECTS IN PROGRESS:

- Police Reports, Incident Reports, and Other Requests for Information:
  - Worked on request for release of police information.
  - Worked on reviewing Automated Records Management System (ARMS) police reports.
  - Worked on notification of incidents involving students with Office of Student Rights and Responsibilities.
  - Worked on referrals for various College departments.
- Surveillance Cameras:
  - Worked on repair schedule for surveillance cameras.
  - Worked on camera replacements for each campus.
- Training:
  - Worked on required firearms qualifications for Police Officers.
  - Worked on Campus Security Authority training.
  - Worked on Emergency Management Training for College departments.
  - Worked on training schedule for police dispatchers.
  - Worked on identifying additional training for Police Officers.
  - Worked on obtaining training and travel approval for Department of Public Safety staff.
- Staffing Requests, Assignment of Duties, and Other Personnel Issues:
  - Worked on new Security Guard hires.
  - Worked on selection of security personnel.
  - Worked on applicant recommendations with Human Resources department.
  - Worked on People Admin system to process recommendations for hire of new employees.
  - Worked on personnel assignments.
  - Worked on police officer training equipment.
  - Worked on overtime authorization requests.
  - Worked on verifying time force entries for employees and supervisors.
  - Worked on police assignments for proper coverage at various Campuses.
- Purchases and Repairs:
  - Worked on equipment purchases.
  - Worked on funding for repairs of department vehicles.
  - Worked on emergency equipment needs for operations.
  - Worked on open purchase orders.
  - Worked on approving requisitions.
- Shuttle Buses and Parking:
  - Worked on shuttle bus maintenance.
  - Worked on shuttle bus inspection requirements.
  - Worked on parking plans.
  - Worked on parking for prospective students.
  - Worked on Student Transportation Services operation.
  - Worked on parking permit issuances for FY 2019 – 2020.
  - Worked on parking reservation request with Security Manager.
  - Worked on coordinating use of Pecan Campus parking lots for City of McAllen Holiday Parade 2019.
- Other:
  - Worked on issuance of Criminal Trespass Warnings.
  - Worked on request for new National Incident-Based Reporting System (NIBRS) software for filing State criminal incident reports.

- Worked on identifying additional building responders for all Campuses.
- Worked on weekly Cabinet Updates.
- Worked on Clery Act audit with Internal Auditor.
- Worked on assignment of security vehicles.
- Worked on request for Interlocal Agreement with City of Weslaco for National Incident-Based Reporting System (NIBRS).
- Worked on revisions to the audit report for Internal Auditor.
- Worked on Monthly Activity Report.
- Worked on staff reassignment timeline for personnel assigned to Regional Center for Public Safety Excellence (RCPSE) to return to Department of Public Safety.
- Prepared on outline of Texas Commission on Law Enforcement (TCOLE) Conference to present at Finance and Administrative Services (FAS) Director's meeting.
- Worked on final cost estimate request for Interlocal Agreement with City of Weslaco for National Incident-Based Reporting System (NIBRS).
- Worked on biography for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) report.
- Worked on Project Description for Automated Records Management System (ARMS).
- Reviewed Texas Senate Bills related to Board Policies.
- Reviewed applicants for Campus Administrator and Director of the Regional Center for Public Safety Excellence (RCPSE) vacant position.
- Worked on Clery Act and Violence Against Women Act (VAWA) Audit Report.
- Worked on reviewing laws for security guard license requirements.
- Worked on getting information from other departments that are connected through other agencies to the National Incident-Based Reporting System (NIBRS), such as Edinburg Police Department and Hidalgo Police Department.
- Worked on Policy #6313: Vehicle and Body Cameras and recommended revisions.
- Worked on and sent referrals to Risk Management and Office of Students Rights and Responsibilities.
- Reviewed five videotaped Interviews conducted by Search Committee.
- Worked on Finance and Administrative Services (FAS) Core Value feedback and Overarching Goals Strategies with department staff.

BECKY CAVAZOS, DIRECTOR OF PURCHASING AND DISTRIBUTION SERVICES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended the following meetings: Finance and Administrative Services Director's Meeting, Coordinated Operations Council Meeting, Board of Trustees Meeting, and Finance, Audit, and Human Resources Committee Meeting.
- Conducted two (2) staff meetings to review the discussions from the Coordinated Operations Council Meeting, Finance and Administrative Services Director's Meeting, College-wide Professional and Organizational Development Day, and to discuss the Legislative Budget Board contract reporting.
- Participated in Pre-Proposal Conference on Request for Qualifications for 19-20-1022 Mid-Valley Campus Center for Learning Excellence Building A Renovation of Space for Supplemental Learning and 19-20-1026 Starr County Campus – Welding Lab Expansion.
- Participated in the Purchasing Webinar for Diversity Spend Goals? How to Meet Them and Streamline Purchasing.
- Participated in the Purchasing Webinar for Leveraging the Procurement Function as a Key Tool to Advance Mission and Goals.

PROJECTS IN PROGRESS:

- <u>Purchasing Department:</u>
  - Processed one thousand two hundred sixty-four (1,264) purchase orders.
  - Approved six hundred ninety-nine (699) requisitions.

- Disapproved two hundred ninety-eight (298) requisitions.
- Processed change orders for goods and services.
- Completed seventy-nine (79) travel authorizations.
- Acknowledged twelve (12) Form 1295 vendor forms.
- Submitted eighty-eight (88) records to Legislative Budget Board.
- Created or updated two hundred twenty-five (225) new/exiting vendor W-9 forms, which were in Banner.
- Reviewed and negotiated changes to thirty-six (36) vendor agreement/contracts.
- Reviewed and updated department procedures.
- Prepared the following Request for Proposals/Quotes/Qualifications:
  - Request for Qualifications: 19-20-1025 Architectural Services for Pecan Plaza Kinesiology Renovation Phase I.
  - Request for Proposals: 19-20-1026 Starr County Campus Welding Lab Expansion.
- Conducted Public Bid Openings for the following:
  - Request for Quotes: 20-015 Audio Video Services for December Commencement.
  - Request for Proposals: 19-20-1020 Equipment Rental Services.
  - Request for Proposals: 19-20-1021 Pecan Campus Arbor Brick Columns Repair and Replacement.
  - Request for Proposals: 19-20-1023 In-Store Purchase of Materials and Supplies.
  - Request for Proposals: 19-20-1026 Starr County Campus Welding Lab Expansion.
  - Request for Qualifications: 19-20-1025 Architectural Services for Pecan Plaza Kinesiology Renovation Phase I.

- Fixed Assets Department:
  - Reviewed all assets purchased since October 1, 2019 as follows:
    - Approved forty-six (46) assets through October 15, 2019.
    - Adjusted twenty-five (25) assets in Banner for the month of October.
    - Conducted monthly inventory spot check for Library Books.
- Receiving Department:
  - Completed one thousand three hundred (1,300) deliveries (purchase orders and complimentary books) and twelve thousand seven hundred ninety-five (12,795) packages/boxes.
  - Received and posted six hundred twenty-eight (628) purchase orders in Banner.
  - Transferred/relocated twenty-eight thousand seven hundred seventy-one (28,771) assets and/or boxes as per move/set up request forms.
  - Completed thirty-five (35) faculty/staff moves in October.
- Mail Services/Copy Center:
  - Processed the following mail and copy requests:
    - Cashiers - $85.10, Continuing Education - $213.08, Financial Aid Office - $171.08, Division of Liberal Arts and Social Sciences - $64.59, President's Office - $189.75, Valley Scholars - $346.46, and Vice President for Student Affairs and Enrollment Management - $231.35.
  - Completed two hundred eighty-eight thousand five hundred fifty-five (288,555) copies at the copy center for the month of October.
  - Mailed out a total of ten thousand seventy-nine (10,079) letters and two hundred twelve (212) letters were returned to South Texas College due to bad addresses.

LAURA REQUENA, INTERIM DIRECTOR OF HUMAN RESOURCES

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Faculty Load and Compensation (FLAC) Meetings.
- Attended Society for Human Resource Management (SHRM) Mental Health Issues in Workplace Training.
- Attended Blue Cross Blue Shield Introduction and Materials Drop Off meeting.
- Attended Compensation Trainings.
- Attended Finance and Administrative Services Director's Meeting.
- Attended Employee Relations Meeting with Employee Relations Officer at Technology Campus.

- Attended Human Resources Departmental Meetings.
- Attended Immunization Clinic at different Campuses.
- Attended Work Study Workflow and Procedures Update meeting.
- Attended meeting on Policy #4213: Drug Free Workplace and Campus.
- Attended several meetings with the following departments to discuss job descriptions:
  - Business Office.
  - Distance Learning.
  - Educational Technologies.
  - Human Resources Staffing.
  - Information Technology.
- Attended President's Administrative Staff Meeting.
- Attended Retention and Persistence Summit.
- Attended retirement reception for a College Administrative Assistant.
- Attended Salary Planner meetings to discuss follows testing and findings.
- Attended meeting on Teacher Retirement System Reporting Legislative Updates.
- Attended Texas Workforce Commission Telephone Hearing.
- Attended The National Center for Higher Education Risk Management (NCHERM) Group, LLC campus visit with Title IX Committee.
- Attended Banner User Group (BUGs) Monthly Meeting.
- Attended Teacher Retirement System (TRS) Employer Advisory Group Meeting.
- Attended Title IX Committee Meeting.
- Conducted Employee Relations presentations at New Hire Orientation.
- Held Interviews for Temporary Agency Human Resources Assistant position and also for Secretary position.
- Hosted Employee Relations Tour on Policy Update, Texas Legislation, and Employee Handbook.
- Attended meeting to review Banner Access Draft Procedures.
- Attended meeting on Faculty Roster Review.
- Attended meeting to discuss Reference Forms and Guidelines.
- Attended meeting to review the Finance and Administrative Services (FAS) Division Information Technology (IT) Projects List.
- Attended meeting with Employee Relations Officer and Staffing and Compensation Manager on Compensation training.
- Attended meeting with Benefits and Payroll Manager and Human Resources Information Systems (HRIS) Manager on Work Studies.
- Attended meetings on review of policies and narratives for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).
- Attended meeting with Vice President for Finance and Administrative Services on various issues.
- Attended meetings with Vice President for Finance and Administrative Services and Accountability and Compliance Manager on Policy #4212: Employment and Supervisory Relationship of Close Relatives.
- Attended meeting with Vice President for Finance and Administrative Services on Human Resources policies and to review Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narratives.
- Attended meeting with Vice President for Finance and Administrative Services to review Talent and Learning Manager position vacancy.
- Attended meeting with Vice President for Finance and Administrative Services to work on and review several policies.
- Met with Facilities Planning and Construction Project Manager and also Assistant Director on Building letters for the front of Pecan Plaza.
- Met with Staffing Support Specialist on Staffing job descriptions.
- Presented Benefits Helping Hands overview to Cashier's department and also to Jag Academy.
- Presented Benefits Overview at Cashier Bite Size Training.

- Presented on Family Medical Leave Act (FMLA) to the Maintenance and Custodial Supervisors.
- Attended Sick Leave Donation Meeting with Employee Relations Officer and Benefits and Payroll Manager.

PROJECTS IN PROGRESS:

- Completed Leave Adjustment Request Form entries.
- Completed Teacher Retirement System (TRS) adjustments, including Employee Data 40's, and employee eligibility status and activated codes for new hires in Banner.
- Completed Teacher Retirement System (TRS) deduction worksheets for semi-monthly employees.
- Completed Teacher Retirement System (TRS) Weekend Report for October.
- Completed October Texas Saver 457 Report, Employee Retirement System (ERS) 1% Report, and Employee Retirement System (ERS) Retiree Report for October.
- Worked on adjustments for employees on Teacher Retirement System.
- Worked on conducting exit interviews for staff/faculty.
- Worked on coordinating the Ready, Set, Retire Event with Social Security Administration (SSA) and Teacher Retirement System (TRS).
- Worked on Finance and Administrative Services (FAS) Core Value feedback and Overarching Goals Strategies.
- Worked on detailed documentation for Worker's Compensation reports.
- Worked on Immunization Clinic Results for Pecan, Technology, Nursing and Allied Health, Starr County, and Mid-Valley Campuses.
- Worked on Direct Wage Interviews for Office staff.
- Worked on monthly DOCs for employees.
- Worked on Nepotism Reports.
- Worked on new hire orientation time schedule.
- Worked on October monthly and semi-monthly payroll.
- Worked on and completed October Monthly Activity Report.
- Worked on prior Teacher Retirement System Service Verification from employees.
- Worked on processing the Sick Leave Pool renewals and enrollment.
- Worked on processing Vacation Settlements worksheets for October.
- Worked on Promissory Notes for overpayments in September and October.
- Worked on requested list of retirees.
- Worked on retiree folders to file in office for self-auditing purposes.
- Reviewed employee relations investigations and case updates.
- Reviewed Notice of Employment Forms.
- Reviewed Human Resources Assistants' Weekly Report.
- Reviewed Adjunct hours eligibility for benefits.
- Reviewed and audited employee benefits deductions.
- Worked on daily revision of files, TexaSaver, and Employment Retirement System (ERS) changes for MR10.
- Worked on setting up new hires on Employee Retirement System.
- Worked on Texas Association of School Board Survey.
- Worked on Texas Community College Teachers Association Survey.
- Worked on Texas Department of Public Safety audit request of driver record information disclosed.
- Worked on the Divisions Leave Report.
- Worked on the September Reconciliation Report.
- Worked on Time Sheet Verifications.
- Updated employee's change of address on Employee Retirement System.
- Updated internal procedures for processing Texas Department of Public Safety driver records.
- Updated new hire information in SharePoint.

- Worked on Legal Counsel Log with Employee Relations Officer to document all calls and correspondence.
- Systems/Reporting:
  - Visio charts:
    - Updated FY 2019 – 2020 Administrative/Executive Organizational Chart.
  - Human Resources Website Updates:
    - Form HR-2030 - Institutional Grant Application for Employees.
    - Form HR-2035 - Institutional Tuition Grant Application for Dependents.
    - Form HR-6015 - Faculty Employment Reference Check.
    - Updated the Employee Handbook Employee Relations webpage section.
  - Information Services and Planning (IS&P) Issues:
    - Assigned: 16
    - Resolved: 15
    - Currently Open: 4
- Report Development:
  - Worked on the following Internal Reports:
    - FY 2019 Optional Retirement Program (ORP) Annual Report for Texas Higher Education Coordinating Board.
    - FY 2019 Vacation Settlement Report.
    - FY 2019 Leave Liability Report.
    - FY19 - FY20 Goals and Accomplishments.
    - Fall Faculty Report for Interim Vice President for Academic Affairs.
    - Current Employees with Teaching Assignment – Checks Faculty not cleared by Human Resources.
    - Compensation Extracted and Locked before PEPFCAP – Updates logic based on user input.
    - Faculty Load and Compensation (FLAC) Assignments (FD1) Employees with Non-Instructional – FLAC assignments including non-instructional assignments.
    - Southern Association of Colleges and Schools Commission on Colleges (SASCOC) Count – Report for information needed for SACSCOC.
    - Argos 2019 Staffing Plan – Displays all Vacant and Filled Positions.
    - Employee Benefit Eligible – Displays employees that are benefit eligible.
    - Faculty Handbook – Attempt at improving validation of acceptance of faculty handbook.
    - Lecture Equivalent Hours (LHEs) by Term- Includes Banded Report Project.
    - PEREHIS Report – Shows the peaempl history of an employee.
    - New Hire Report - Shows new hires during a set timeframe.
    - Apptrack Relatives – Displays relatives of applicants on apptrack.
    - Apptrack Notes – Displays notes on apptrack.
    - Apptrack Applicants – Displays applicants on apptrack database.
    - Apptrack Term Codes Table – Display term codes for apptrack.
    - Number of Instructors Report – Displays Instructors.
    - EPAF Tables – Displays more than 10+ EPAF affiliated tables.
    - Test Bpro – Tests and validates budget profiles.
    - Assignments with Dates – Displays all current assignments.
  - Worked on the following External Reports:
    - Faculty Load and Compensation (FLAC) Assignments Locked but NOT Acknowledged FAU8 Report- Completed Dual Credit Department request to add the contract type, location code, and description.
    - Faculty Load and Compensation (FLAC) Assignments Locked but NOT Acknowledged – Updated information displayed to user.
    - A# Course Section Workload – New procedures to display Lecture Equivalent Hours (LHEs) by employee.
    - Business Office Report – At the request of Business Office.
    - Report Union – Displays employee jobs by Job Creation Reason.
    - A# Course Section Workload Report– Updated banded report including requested information.

- Other:
  - Worked on the Department of Labor Employee Count October Report for Pecan Campus and the Total Employees October Report.
  - Worked on Faculty Handbook Acknowledgment Report.
  - Started FY 2019 Part-Time Staff application retention.

Faculty Staffing	**Count**
Position requests w/job descriptions	3
Positions posted	3
Positions reposted	0
Positions extended	1
Positions canceled	0
Search committees forms requested	5
Search committees assigned	2
Hiring proposals reviewed (HR Staffing Review workflow)	1
Job offers	0
Review Adjunct/Dual Credit applications	7
New Hire Email Notifications	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	3
Positions filled	2
PeopleAdmin user updates	3
Advertisements placed (Monitor, Town Crier, etc.)	0
Resignations/Terminations	
Faculty	0
Lecturers	0
Adjuncts/Dual Credit	0
Transcript	
Requested from Admissions	0
Reviewed in PeopleAdmin	26
Notices (1st, 2nd & Final notice)	34
Extension requests	60
Credential entered in credential database Faculty/Staff	80
Vacancy Reports completed	1
NOE course and Rate Review	145
Educational Supplements (Review, log, memo, send to payroll and faculty)	1
New hire/re-hire/transfer files (closing onboarding process) track transcripts	34
Purged Monthly Adjunct Applications	0
Purged Non-STC Employee Transcripts	0
SACSCOC Audit	0

Support	**Count**
E-Verify	
Cases submitted	63
TNC cases	0

Support	Count
Form I-9	
Banner entry/updates (PEAEMPL)	63
Requests	0
Name changes	0
Revisions	0
Updated employment authorization documents	0
Emails for expiring documents	2

Records	Count
Records filed (by page)	1,894
Files Scanned & Indexed	0
New Hire Personnel folders prepared	101
Termed Personnel files prepared	114
Boxes to Record Retention	0
Files Audited	65
Record Requests	130
Files moved back from storage room	0
Special File Requests (HR Director, auditor, etc)	13

Staffing/Staffing Support (Staff)	Count
Position requests w/job descriptions	35
Positions posted	26
Positions reposted	0
Positions extended	18
Positions canceled	1
Search committees forms requested	9
Search committees assigned	18
Hiring proposals reviewed (HR Staffing Review workflow)	21
Job offers	6
New Hire Email Notifications	
Full-time staff	60
Part-time staff	30
Trainers	0
Positions filled	8
PeopleAdmin user updates	18
Advertisements placed (Monitor, Town Crier, etc.)	5
Resignations/Terminations	
Full-time staff	17
Part-time staff	9
NOE's	
Full-time temporary staff	2
Part-time staff(DW)	32
Trainers	53

Staffing/Staffing Support (Staff)	Count
Temporary Agency Employees	
Request	5
Replacements	0
Assignment Extension	3

Employee Relations	Count			Count	
	FYTD	MTD		FYTD	MTD
DPS CCH Background Checks	209	130	TWC Claims	13	5
Fingerprints	60	27	Open Records Requests	3	2
DPS Driver Eligibility Checks	96	87			

Payroll - Faculty	Count
Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	55

Benefits & Payroll	Count		Count
Benefits		Payroll	
New Hire Orientations Full-Time	5	PDR Notifications	268
New Hire Orientation Part-Time	17		
Internal Transfers	0	Direct Deposit Transactions	154
Benefits Credits/Collections	70	*Full Time*	0
TRS ED Records reported	2,999	*Direct Wage/Work Study/Trainer*	0
TRS RR Records reported	21	Resignations	
TRS Prior Yrs of Svc Verifications	2	*Full Time*	9
TexaSaver 457/403B Accounts	5	*Direct Wage/Work Studies*	5
Faculty (Adjunct, Temporary)	3	Garnishments	0
Staff (Direct Wage, Part Time)	0	TXOAG Reporting	50
Exits		Payroll DOC/ADJ/SLP Worksheets	1
Full Time	9	New Hires, Rehires, Transfers	86
Retirees	1	Name Changes	3
FMLA Requests		Address Changes	13
New	9	Form W-4 Changes	5
On-Going Cases	9	Verification of Employment	
Closed	18	Forms processed	38
FMLA Intermittent Requests		Letters sent	1
New	5	Phone Calls	29
On-Going	12	Cell Phone Stipends	21
Closed	3	Adjunct Leave Forms	3
Approved Leave of Absence		NOE Staff Full Time Temp	4
New	2	Letters of Appt Verification and Matching	0
Closed	0	Direct Wage	53
Workers Compensation Claims		Work Study	69
New	13	Adjunct	21

Benefits & Payroll	Count		Count
On-Going Cases	10	Overload	116
Closed	3		
Tuition Reimbursement Applications Processed	2	FLAC CRNs	1,011
Tuition Reimbursement Applications ready for payment	1	Trainers	113
Tuition Grant Applications		Dual Enrollment	0
Employee	7	Fac. Salary Retro-Pay Adj	0
Dependent	6	Fac. Base Salary Pay-Off	0
Promissory Notes	3	Substitute NOEs	93
		Full-time Regular Faculty Pay-Off	0
Sick Leave Pool Enrollment	25		
Sick Leave Pool Termed	4	*Special Assignments*	2
Sick Leave Pool Donations	234	Course Based Compensation including Chair/Dean Stipends and approved Faculty Special Assignments	55
SECC-State Charitable Deductions	0	Large Class Payments	0
Letter/Appointment FT Regular Staff	0	Educational Increase	1
Medical Support Orders	0	Mini-mesters	18
ERS Changes	5	Certification Stipend	0
Vacation Settlement Worksheets	9	PeopleAdmin Transactions	
		Approvals	15
		Hiring Proposals	10
Staff Special Assignments	0	Payroll Worksheets	26
		Move Request Updates	26

RICARDO DE LA GARZA, DIRECTOR OF FACILITIES PLANNING AND CONSTRUCTION

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Facilities Planning and Construction staff meetings.
- Attended October Board of Trustees Meeting.
- Attended Coordinated Operations Council Meeting.
- Attended President's Administrative Staff Meeting.
- Attended the Finance and Administrative Services (FAS) Director's Meeting.
- Attended the American Institute of Architect Lower Rio Grande Valley (AIA-LRGV) Building Communities Conference.
- Attended a tour of the Pecan Campus Cooper Center for Performing Arts Building L with attendees from the American Institute of Architect Lower Rio Grande Valley (AIA-LRGV) Building Communities Conference.
- Attended meeting with Director of Career and Employer Services to review seating occupancies and requirements for the 2019 Career Expo.
- Attended the Integrated Communications Plan Kick-Off Meeting.
- Attended Retirement Party.
- Attended meeting with staff to review a proposed location for a food pantry for students.
- Attended a brief introduction of a new civil engineering firm.
- Attended meeting with Academic Affairs staff to review possible location for new Liberal Arts and Social Sciences Dean and also provided floor plan options.

- Attended the Texas Society of Architects Conference.
- Pecan Campus:
  - Renovation and Expansion of Existing Library Building F-attended meeting with architect to negotiate fees based on direction from the College's Board of Trustees.
  - Renovation and Expansion of Existing Library Building F-attended meeting with legal counsel and architect to review architect's fee proposal options.
  - Building H Renovation of Culinary Arts-attended bid opening.
  - Renovation and Expansion of Existing Library Building F-attended meeting with architect to review fee proposal options; attended meeting with legal counsel and Vice President for Finance and Administrative Services to review architectural fee proposal options.
  - Sand Volleyball Courts-attended meeting with legal counsel and Vice President for Finance and Administrative Services to discuss status of project issues.
  - Sand Volleyball Courts-attended meeting with architect of record to review current status of sand material issue.
- Mid Valley Campus:
  - Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction-attended the pre-qualifications conference call for architectural services.
- Nursing and Allied Health Campus:
  - West Entry Sign-met with City of McAllen Planning Department to discuss city requirements.
  - Student Services Renovation-attended meeting with staff to review the architect's schematic design drawings.
- Starr County Campus:
  - Student Services Renovation-attended meeting with staff to review the architect's schematic design drawings
- Technology Campus:
  - Buildings A and B Renovation-attended meeting with architect to review revised fee proposal for the Master Plan and Phase 1 Cafeteria and Atrium Project.
  - Buildings A and B Renovations-attended meeting with architect to continue to negotiate revised fee proposal for the Master Plan and Phase 1 Cafeteria and Atrium Project.
- Regional Center for Public Safety Excellence (RCPSE):
  - CityScape-attended meeting with representative from consultant firm and asphalt product vendor to review proposed remediation product.
  - Fire Training-attended meeting with staff to review consultant proposal and scope.
- District-Wide:
  - Repainting of Water Tower-met with City of McAllen Planning Department to discuss process for possible repainting of water tower
  - Exterior Signage Lettering-attended meeting with Facilities Planning and Construction Project Managers to review Request for Quotes documents; attended meeting with Maintenance staff and Facilities Planning and Construction staff to review scope of work.
  - Stucco Repainting-attended meeting with architect, contractor, paint supplier, and College staff to review and discuss status of exterior paint surface conditions.

PROJECTS IN PROGRESS:

- Updated construction expenditure budgets for FY 2018 - 2019 Capital Improvement Proposals and Renewal & Replacement Projects.
- Reviewed invoices and pay applications from various architects, engineers, and contractors.
- Reviewed material test reports for various projects.
- Worked on Space Modification Requests, Move Requests, and Furniture Requests.
- Worked on October Facilities Committee packet and on revisions to items for Board packet.
- Worked on November Facilities Committee draft agenda, write ups, and packet.
- Worked on the Facilities Planning and Construction Annual Report for FY 2018 - 2019.

- Worked on October Coordinated Operations Council meeting agenda items and backup information.
- Worked on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation narrative and backups.
- Worked on updating College policies and Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narratives on facilities for accreditation.
- Worked on project numbering for the Capital Improvement Proposal and Renewal & Replacement Projects.
- Worked on a seating layout for the 2019 Career Expo at Pecan Campus Student Union Building U.
- Worked on outlining the Prioritization Process for Facilities Planning and Construction projects.
- Held Online Move/Setup Trainings at Pecan and Starr County Campuses.
- Worked on response to building damage concerns at the Texas A&M Health Science Center in McAllen.
- Worked on Finance and Administrative Services (FAS) report for Capital Improvement Projects.
- Worked on monthly Legal Counsel Log.
- Updated building square footages district-wide.
- Developed changes to the Move/Setup Request Process.
- Worked on the Facilities Planning and Construction Handbook of Operating Procedures Manual and also updated department processes.
- Worked on November Coordinated Operations Council meeting agenda and backup information.
- Worked on Supplemental General Conditions of the Owner/Contractor Agreement for Legal Counsel's review.
- Worked on exterior building and wayfinding signage at Higher Education Center in La Joya.
- <u>Pecan Campus:</u>
  - Athletic Field Fence Enclosure-performed site visit to observe status of construction progress.
  - Sand Volleyball Courts-worked on obtaining sand product information at the request of Legal Counsel.
  - Sand Volleyball Courts-submitted geotechnical material testing company's letter on previous tests and discussion with sub-contractor.
  - Arbor Brick Columns Repair and Replacement-worked on project schedule, Request for Proposal (RFP) documents, and newspaper ad.
  - Building H Renovation for Culinary Arts-coordinated and conducted the Pre-Proposal Conference.
  - Building H Renovation of Culinary Arts-worked and participated in evaluation of construction proposals.
  - Renovation and Expansion of the Existing Library-worked on updating fee comparisons for previous library projects for the Facilities Committee meeting.
  - Renovation and Expansion of the Existing Library-provided College's Legal Counsel revisions to architect's fee proposal.
  - Thermal Plant-contacted consultant for assistance with contractor's incomplete room signage installation.
  - Building G Science Labs-worked with Academic Affairs staff on options for tables and cost differences.
  - Building J Flooring Replacement-worked on project schedule, Request for Proposal (RFP) documents, and newspaper ad.
  - Flooring Replacements-worked on Request for Quote documents.
- <u>Mid Valley Campus:</u>
  - Center for Learning Excellence Building A Renovation of Space for Supplemental Instruction:
    - Worked on project schedule, Request for Proposal (RFP) documents, and newspaper ad.
    - Worked on and conducted the Pre-Qualifications Conference presentation for architectural services.
    - Received and reviewed Qualification Statements from architects.
  - Student Service Renovation Thermal Plant Demolition-worked on responses to information at the request of architect.
- <u>Nursing and Allied Health Campus:</u>
  - Center for Learning Excellence Renovations-performed site visit to review status of punch list; reviewed final completion documents.
  - Resurfacing of Parking Lot #1-conducted final walk-through with project team.
  - Student Services Renovation-worked on redesign of layout with Facilities Planning and Construction staff.

- Technology Campus:
  - Building B Concrete Floor Repairs-attended walk-through with Maintenance staff to review interior renovation scope.
- Starr County Campus:
  - Electrical Lab Modification-worked on Request for Quotes documents to remove carpet in Room F1.602.
  - Welding Lab Expansion-worked on Request for Quotes (RFQ), newspaper ad, and pre-conference PowerPoint presentation; worked on floor plan layout and cost estimate.
  - Welding Lab Expansion-coordinated and conducted Pre-Qualifications Conference for architectural services.
  - Building H Flooring Replacements-worked on Request for Quote (RFQ) documents.
- Regional Center for Public Safety Excellence:
  - Portable Buildings-performed site visits to observe status of portable building infrastructure.
  - Site Drainage Improvements-worked on review of professional fee proposal from consulting engineers.
  - Site Drainage Improvements-worked on memo for consulting engineer's drainage improvements proposal; performed site visit to observe status of drainage ditch improvements performed by Hidalgo County.
  - Fire Training:
    - Worked on proposal for consulting services.
    - Worked with Purchasing staff to execute agreement with consultant.
    - Received and reviewed agreement from consultant.
- District-Wide:
  - Deferred Maintenance of District Wide Roofs-worked on review of Owner/Architect agreement drafts #3 and #4; submitted comments to architect for resubmittal.
  - Deferred Maintenance of District Wide Roofs-received and reviewed final agreement for Architect/Engineer fee services from architect for signature.
  - Exterior Signage Lettering-worked on project schedule and Request for Quotes (RFQ) documents.
  - Exterior Signage Lettering-worked on modifying Request for Quotes (RFQ) documents.
  - Exterior Wayfinding Signage-worked on updating campus map sign locations.
  - Interior Wayfinding Signage-worked on developing project, sign types, and sign locations.
  - Interior Signage-worked on drawings for location of signs.

GEORGE McCALEB, DIRECTOR OF FACILITIES OPERATIONS AND MAINTENANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Bond 2013 Construction
  - Attended District-Wide Exterior Building Wall Lettering-Material and Location Review Meeting.
  - Attended Mid Valley Campus Health Professions Heating Ventilation and Air Conditioning discussion.
  - Attended South Texas College and University of Texas Rio Grande Valley Water Tower-South McColl Road and K Center Meeting.

- Other Meetings:
  - Attended October Board of Trustees Meeting.
  - Attended President's Cabinet Meeting on behalf of Vice President for Finance and Administrative Services.
  - Attended Coordinated Operations Council Meeting.
  - Attended Finance and Administrative Services (FAS) Director's Meeting.
  - Attended Environmental Health and Safety Meeting.
  - Attended Facilities Committee Meeting.
  - Attended Finance and Administrative Services Facilities and Planning Meeting.
  - Attended Finance, Audit, and Human Resources Committee Meeting.
  - Attended International Facility Management Association Conference.
  - Attended Posting/Displays Collateral and Banners Meeting.

- Attended President's Administrative Staff Meeting.
- Attended Talent and Learning Manager Vacancy Review.
- Held Facilities Operations and Maintenance Managers' Meeting.
- Held Facilities Operations and Maintenance Support Staff Meeting.
- Participated in GoToWebinar on Lessons Learned in Measurement and Verification of C&I Projects.
- Participated in GoToWebinar on Real World Industrial Energy Efficiency – How McCormick Sustainability Produces Your Favorite Spices and Seasonings.

PROJECTS IN PROGRESS:

- Operations Contract Department:
  - Pecan Campus:
    - Began planting services.
    - Scheduled meeting with elevator vendor on ongoing issues in Buildings Y, V, and U.
  - Regional Center for Public Safety Excellence (RCPSE):
    - Assisted with fire extinguisher mapping.
  - Technology Campus:
    - Assisted with fire extinguisher mapping.
  - Mid Valley Campus:
    - Began repair of Fire Department Connection in Building G.
    - Assisted with fire extinguisher mapping.
  - Nursing and Allied Health Campus:
    - Began planting services.
    - Assisted with fire extinguisher mapping
  - District-Wide Campuses:
    - Approved Preventative Maintenance Agreement for generators.
    - Completed annual backflow inspections.
    - Completed annual pest control treatment.
    - Completed typical pest control issues.
    - Scheduled 2019 Winter Break fire inspections.
    - Submitted information to Purchasing Department on Fire Alarm Monitoring.
    - Submitted quote on annual elevator inspections.

- Maintenance Department Work Orders and Expenditures:

Classification	Work Orders Completed	Cost
Carpentry	210	$12,894.45
Electrical	156	$6,271.95
Energy Management	183	$2,090.10
HVAC	648	$21,944.88
Locksmith	163	$4,624.16
Painting	40	$1,361.12
Plumbing	211	$2,999.29
Plant Services		$8,896.54
Total Cost		**$ 61,082.49**
General Maintenance	2	
Total Work Orders	**1,613**	

- Custodial Department:

Duties	Number of Requests
Set-Ups	467
Moves/Relocations	68

JASON GUTIERREZ, DIRECTOR OF ACCOUNTABILITY, RISK, AND COMPLIANCE

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Insurance:
  - Held discussions on insurance claim with Business Office, Purchasing, and Library Services staff.
  - Held discussions on bonding for Tax Assessor with insurance vendor.
  - Held discussions on General Liability insurance claim with insurance adjuster.
  - Held discussions on Owner-Controlled Insurance Program insurance claim with insurance adjuster.
  - Held discussions on insurance quotes for the Regional Center for Public Safety Excellence (RCPSE) Target Range with insurance agent.
  - Held discussions on insurance requirements for grants with Resource Development, Management, and Compliance staff.
  - Held discussions on insurance claim with insurance vendor.
  - Held discussions with Business Office staff on insurance coverages for Fiscal Year 2018 - 2019.
- Office Staff:
  - Held meeting on various items with Accountability, Risk, and Compliance supervisor.
  - Held meeting on Accountability Assistant vacant position applicants with Accountability and Compliance Manager.
  - Held meeting on Move/Setup with Accountability and Compliance Manager.
  - Held meeting on risk items with Risk Manager.
  - Held weekly huddle meetings.
- Vice President for Finance and Administrative Services:
  - Attended meeting on safety policies with Vice President for Finance and Administrative Services.
  - Attended meeting on Policy #3620: College Sanctioned Travel for Students with Vice President for Finance and Administrative Services.
  - Attended meeting on Banner Access Draft Procedures with Vice President for Finance and Administrative Services.
  - Attended meeting on Policy #6313: Vehicle and Body Cameras with Vice President for Finance and Administrative Services.
  - Attended meeting to discuss and review Enterprise Risk Management/Risk Assessment presentation for President's Administrative Staff meeting with Vice President for Finance and Administrative Services.
  - Attended several meetings to discuss Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) with Vice President for Finance and Administrative Services as follows:
    - Policies with Assistant Director of Human Resources.
    - Policies pertaining to Facilities Planning and Construction.
    - Policies pertaining to Police Department.
    - Accreditation Narratives on Policies.
- Other:
  - Attended Finance and Administrative Services Director's meeting.
  - Attended Environmental, Health, and Safety meeting.
  - Attended National Incident-Based Reporting System (NIBRS) meeting.
  - Attended President's Administrative Staff meeting.
  - Attended risk management training.
  - Attended search committee for benefits specialist position.
  - Attended Supervisory Skills for Success Training.

- Held conversation with Assistant Director of Human Resources on Policy #4904: Employee Complaint Procedures.
- Held discussion on search committee for the Accountability Assistant position with Dual Credit Programs Assistant.
- Held conversation on faculty cost studies with research vendor.
- Held conversation on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies with Institutional Equity Manager.
- Held conversation on account reconciliation with Nursing and Allied Health Administrative Assistant.
- Held conversation on Policy #6313: Vehicle and Body Cameras with Police Lieutenant.
- Held conversation on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy list with Institutional Research, Effectiveness and Strategic Planning Project Manager.
- Held conversation with Risk Manager on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) narrative.
- Held discussion with Dean of Institutional Research, Effectiveness and Strategic Planning on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy updates.
- Held discussions on Accountability, Risk, and Compliance website with Finance and Administrate Services (FAS) Graphic Designer.
- Held discussions on PowerPoint presentation for Policy #6313: Vehicle and Body Cameras with Finance and Administrative Services Graphic Designer.
- Held discussions on Policy #6313: Vehicle and Body Cameras with Police Lieutenant.
- Held discussions on several items with Police Lieutenant.
- Held discussions on updating procedures for the Accountability, Risk, and Compliance website with Public Relations staff.
- Held discussions on invoicing, online portal, and issues with secure shredding vendor.
- Held discussions on onsite training and Continuity of Operations Plan template with Texas Association of School Boards (TASB) staff.
- Held discussions on Senate Bill 11with Texas School Safety Center (TxSSC) staff.
- Held discussions on various records management questions with Texas State Library and Archives and Commission Analyst.
- Held interviews for Accountability Assistant vacant position.
- Held several discussions on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation narrative with Institutional Research, Effectiveness and Strategic Planning staff, and Finance and Administrative Services Division staff.
- Presented Risk Assessments Training at President's Administrative Staff meeting.
- Various correspondence with all Finance and Administrative Services Directors on departmental policies.

PROJECTS IN PROGRESS:

- <u>Insurance:</u>
  - Reviewed incident reports.
  - Worked on insurance claim for Nursing and Allied Health Campus book drop bin.
  - Worked on Insurance Claim Procedures and Property/Equipment Damage Incident Report.
  - Compiled and collected additional requested information for pollution insurance coverage for the Regional Center for Public Safety Excellence (RCPSE) Target Range.
- <u>Records Management:</u>
  - Coordinated destruction of boxes of records with records management vendor.
  - Monitored Banner Workflow for Records Management related requests.
  - Reconciled records retention account.
  - Reviewed and approved requests for boxes and transfer of boxes to the Retention Center.
  - Reviewed research located on the Electronic Records Retention Schedule.
  - Updated Record Management Procedures, Training, and comprehension questions.
  - Worked on Email and Electronic Records Retention Procedures.

- Risk Assessment:
  - Prepared college-wide draft notice on upcoming Risk Assessment Training(s).
  - Researched Gramm Leach Bliley Act on Risk Assessments requirements.
  - Researched Risk Assessments from 2018 - 2019 Risk Library.
  - Updated President's Administrative Staff Risk Assessment Presentation.
  - Updated the All Hazards Emergency Plan.
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC):
  - Reviewed and revised Policy #6225: Safety.
  - Coordinated the completion of Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policies and narratives with several department heads.
  - Facilitated policy review process in connection with the Commission on Colleges of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation.
  - Followed up on policy revisions with Director of Facilities Planning and Construction and Director of Facilities Operations and Maintenance.
  - Identified and reviewed narratives sections relating to the Office of Public Safety.
  - Reviewed Policy #6313: Vehicle and Body Cameras and also identified sections pertaining to Texas Commission on Law Enforcement and Texas Occupation Code 1701 Subchapter N.
  - Reviewed the Texas Occupation Code section 1701 on body worn cameras.
  - Edited and reviewed Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation narrative and also compared to the narrative.
  - Updated the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) policy review worksheet to include responses from the Finance and Administrative Services (FAS) Directors and standard per policy.
  - Worked on Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) accreditation policies and narratives for Vice President for Finance and Administrative Services.
- Texas Legislative Session:
  - Reviewed relevant Texas Senate Bills from the 86th Texas Legislative Session for:
    - Office of Human Resources.
    - Facilities Planning and Construction.
    - Police Department.
    - Instruction and Student Issues.
    - Facilities Operations and Maintenance.
    - Safety and Security.
  - Worked on report for relevant bills from the 86th Texas Legislative Session to create Matrix and also updated the User Guide.
  - Reviewed Texas Senate Bill 18 requirements.
- Other:
  - Completed Finance and Administrative Services Core Values Questionnaire.
  - Followed up with Finance and Administrative Services (FAS) Project Manager on the Faculty Cost Study Firms Project.
  - Followed up with Information Services, Planning, and Performance on Microsoft Software Visio 2016 and Office 2019 upgrade.
  - Researched Environmental and Safety Audit checklists for external colleges/universities/state agencies.
  - Researched safety policies, plan, and procedures.
  - Reviewed and updated the Finance and Administrative Services Policy Inventory List.
  - Reviewed and updated the internal policy management software Master Administrator Training Guide.
  - Reviewed applications for Accountability Assistant vacant position and also held Interviews.
  - Created PowerPoint presentation on Policy #6313: Vehicle and Body Cameras.
  - Reviewed the Dual Cost Study.
  - Reviewed insurance vendor sample reports for Faculty Cost Studies.
  - Reviewed move/setup action items.
  - Reviewed National Incident-Based Reporting System (NIBRS) spreadsheet.

- Reviewed Texas Association of School Boards (TASB) Policies on Master Plans for Facilities Planning and Construction.
- Setup Purchasing Director on policy management software as Master Administrator.
- Updated All Hazards Emergency Plan.
- Updated the Cashier Study Summary Report.
- Worked on and updated the Finance and Administrative Services Five Year Review Cycle Notification.
- Worked on account reconciliation reports for Accountability, Risk, and Compliance.
- Worked on Continuity of Operations Plan template.
- Worked on and prepared Faculty Cost Study follow-up questions.
- Worked on Internal Audit follow-up notifications email templates.
- Worked on Senate Bill 11 Gap Analysis.
- Completed Accountability, Risk, and Compliance monthly Activity Report.
- Worked on the weekly cabinet meeting reports.
- Worked on vendor order supply list for ink toner.

JANETTE GARCIA, INSTITUTIONAL EQUITY MANAGER

ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Held several meetings on Clery Act and Violence Against Women Act (VAWA) Audit Response Review for Internal Auditor with:
  - Coordinator for Emergency Preparedness and Training and Acting Chief of Police.
  - Vice President for Finance and Administrative Services, Coordinator for Emergency Preparedness and Training, and Acting Chief of Police.
  - Vice President for Finance and Administrative Services, Acting Chief of Police, and Police Sergeant.
- Held meeting on project updates and deadlines with Institutional Equity Support Specialist.
- Attended Finance and Administrative Services Director's Meeting.
- Attended debrief meeting with Vice President for Finance and Administrative Services on The National Center for Higher Education Risk Management (NCHERM) Group, LLC campus visit with Title IX Committee.
- Held meeting with Talent and Learning Search to discuss candidates and second interview.
- Held meeting with College Legal Counsel, Director of Counseling, and Counselor on student case.
- <u>Title IX:</u>
  - Held three meetings on Title IX Procedures with Institutional Equity Support Specialist.
  - Attended meeting to review Title IX student case with Vice President for Finance and Administrative Services and Director of Counseling.
  - Held five meetings on Title IX student cases with Director of Counseling.
  - Held three meetings on student case review with Director of Counseling to finalize Title IX Committee Meeting.
  - Attended meeting with Vice President for Finance and Administrative Services for Title IX student case review and other Title IX pending items.
  - Attended Title IX Committee Meeting.
  - Held Title IX Committee Meeting.
  - Held meeting with Title IX Committee (Part II of October 17, 2019 meeting).
  - Held The National Center for Higher Education Risk Management (NCHERM) Group, LLC campus visit with Title IX Committee members.

PROJECTS IN PROGRESS:

- <u>Title IX:</u>
  - Reviewed and worked on incoming case(s) and inquiries.
  - Worked on Title IX Committee Meeting packets.
  - Sent Ping Notifications to Title IX Committee.
  - Submitted Counseling Referral Forms to Office of Counseling and Student Disability Services as needed.
  - Prepared and submitted Title IX Weekly Reports for Cabinet meetings.

- Worked on agenda and meeting packets for The National Center for Higher Education Risk Management (NCHERM) Group, LLC campus visit.
- Worked on Title IX Procedures.
- Worked on research for peer university/colleges Title IX framework and also on Pregnancy and Parenting Process framework.
- Submitted request to create new group in case management software, Maxient.
- Sent email to Dean for training on Title IX Pregnancy and Parenting for the month of November.
- Worked on Title IX case report for Internal Auditor time scope.
- Worked on email for scope of items for audit and timeframe to Internal Auditor.
- Submitted request to Public Relations on Title IX webpage updates.
- Requested annual membership invoice for Association of Title IX Administrators (ATIXA) and submitted requisition for payment.
- Requested for The National Center for Higher Education Risk Management (NCHERM) Group, LLC to provide campus visit dates for 2020.

- Office of Institutional Equity:
  - Worked on and submitted weekly Cabinet Reports and monthly Activity Report for September 2019.
  - Worked on and submitted Legal Counsel Log Report for September 2019.
  - Prepared email on three (3) policies to be included in December 2019 Board meeting to the Assistant Director of Human Resources and the Director of Counseling to provide updates.
    - Policy #4216: Harassment, Discrimination, and Sexual Misconduct, update with new Senate Bills and House Bills.
    - Policy #4205: Equal Education and Employment Opportunities, update the Notice of Non-Discrimination.
    - New policy on Discrimination.
  - Sent email to review Medical Questionnaire to Assistant Director of Human Resources and Director of Counseling and also scheduled meeting.
  - Prepared and sent email on list of working items between Office of Human Resources and Office of Institutional Equity to Assistant Director of Human Resources.
  - Worked on and submitted Staff Search Committee Request for the Talent and Learning Manager vacant position and then updated committee members and requested meeting.
  - Submitted extension for temporary employee assignment through November 30, 2019.
  - Worked on and submitted pending documentation and/or information to Office of Institutional Research, Effectiveness and Strategic Planning for Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Section 12.4 narrative.
  - Updated Policy #4216: Harassment, Discrimination, and Sexual Misconduct for December 2019 Board meeting.

SOUTH TEXAS COLLEGE

ACADEMIC AFFAIRS

SOUTH TEXAS COLLEGE

OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS

TO:	DR. SHIRLEY REED, PRESIDENT
FROM:	DR. ANAHID PETROSIAN, INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS
DATE:	NOVEMBER 20, 2019
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2019 THROUGH OCTOBER 31, 2019

DR. ANAHID PETROSIAN
INTERIM VICE PRESIDENT FOR ACADEMIC AFFAIRS

IVPAA ATTENDED OR HELD MEETINGS AS FOLLOWS:

- Attended Coordinated Operations Council Meeting, Oct 1
- Attended President's Cabinet Meeting, Oct 2
- Met with Academic Affairs Project Manager to discuss Dual Credit Programs, Oct 3
- Met with Dean of BPST and Dean of NAH to discuss Continuing Education Programs, Oct 4
- Attended President's Administrative Staff Meeting, Oct 4
- Held conference call with Santa Maria ISD, Oct 7
- Met with Executive Vice President for Academic Affairs, Student Success, and P-16 Integration of UTRGV, Oct 8
- Met with Associate Dean of Organizational and Professional Development, Oct 8
- Attended EWDC Meeting, Oct 8
- Attended President's Cabinet Meeting, Oct 9
- Attended Integrated Communication Plan Kick-Off Meeting, Oct 9
- Hosted Annual A Night With the Stars Gala, Oct 10
- Attended Enrollment, Retention, and Persistence Summit, Oct 11
- Met with VPSAEM to discuss partnership opportunities with TSTC, Oct 14
- Attended Faculty Advising Meeting, Oct 16
- Held virtual interviews for vacant position, Oct 17
- Hosted the STC & UTRGV Joint Leadership Meeting, Oct 18
- Attended President's Administrative Staff Meeting, Oct 18
- Held Academic Council Meeting, Oct 21
- Attended Success Metrics Meeting, Oct 23
- Held interviews for vacant position, Oct 24
- Attended NCLEX Next Steps Meeting, Oct 25
- Attended PDC Meeting, Oct 25
- Held interviews for vacant position, Oct 28
- Met with Academic Affairs Project Manager to discuss Grade Distribution Report Requests

- Attended Board Meeting, Oct 29
- Attended President's Cabinet Meeting, Oct 30
- Attended Reaffirmation Leadership Update Meeting, Oct 31

PROJECTS IN PROGRESS:

- Enrollment Comparison
- Updating the Credential Review Manual for 2019-2020
- Developing a promotional information for CITP program showcasing cybersecurity courses
- Academic Affairs Risk Management Plan Taskforce
- Academic Affairs Comprehensive Plan
- Updating Faculty Qualification Manual and Handbook of Credentials by Discipline
- Updating all manuals and reports for the division
- Developing guidelines and templates for the division
- STEM Connection Report/Newsletter
- Guided Pathways Project
- STC Competency-Based Program Development Manual
- Classroom Inventory Report and Classroom Usage Report
- Working on scheduling dashboard
- Developing the Handbook of Operating Procedures Template
- SACSCOC reaffirmation
- New Program Development Proposals
- Working on Several Search Committees
- NACEP Accreditation
- Developing CTE Institute: Cohort Based Programs Designed for Participation by Students from Multiple School Districts within Hidalgo and Starr Counties
- Academic Affairs Taskforces

MARIO REYNA
DIVISION DEAN – BUSINESS & TECHNOLOGY

DIVISION DEAN'S REPORT:

- Attended Coordinated Operations Council meeting at Pecan Campus, Oct 1
- Visited the Regional Center for Public Safety Excellence to get updates, Oct 1
- Attended the Perkins Leadership (ACE-IT) Grant Initiation Meeting at Pecan Campus, Oct 2
- Held the BPST Program Chair meeting discuss dual credit faculty evaluations, program development, marketable skills flyers and provide information obtained from administrative staff meetings, Oct 4
- Attended the Continuing Ed Programs meeting at Pecan Campus, Oct 4
- Attended the President's Administrative Staff meeting at Pecan Campus, Oct 4
- Attended the Review of Graduation Policy 3342 at Pecan Campus, Oct 7
- Attended the Culinary Arts Discussion with PSJA to discuss offering culinary arts courses at the Dr. King College and University Center, Oct 7
- Attended the Safety Expo held at the Technology Campus, Oct 9
- Attended the Integrated Communication Plan Kick-Off Meeting at Pecan Campus, Oct 9
- Attended the Automotive Meeting at Dr. Daniel P. King PSJA College & University Center to discuss the pilot auto collision program, Oct 9
- Visited SUGAR International Culinary Institute in Pharr, Oct 16
- Met with Welding student regarding classroom issue, Oct 16
- Attended the STC & UTRGV Leadership Meeting at Pecan Campus, Oct 18

- Visited with Law Enforcement and Fire Science Program Chair at the RCPSE to get updates on the program, Oct 18
- Attended the Community & Technical College Law Enforcement Security Conference, Oct 21-23
- Participated in the search committee interviews at Pecan Campus, Oct 24-25
- Attended the Planning and Development Council meeting at Pecan Campus, Oct 25
- Participated in the search committee interviews at Pecan Campus, Oct 28
- Attended the Discussion of Proposed RCPSE Restrictions meeting at Pecan Campus, Oct 30

ASSISTANT DEAN/ADVANCED MANUFACTURING TECHNOLOGY:

- Attended the La Joya Higher Education Center Advisory Committee meeting and provided an update on some of our upcoming events, Oct 1
- Continued working on fall NCSLI meeting in December, Oct 2
- Met with Priscilla Duran, Texas Governor's representative on our upcoming events, Oct 2
- Met with Cambria Hotel's manager and their next fundraiser to raise funds for our students, Oct 3
- Attended a mock interview panel at Pecan Campus for the NACEP accreditation along with the rest of the committee, Oct 3
- Contacted Dr. Reed to confirmed for WIT and she confirmed as our guest speaker for 2020, Oct 3

- Attended National Manufacturing Day Celebration for the AMT department, Oct 4
- Attended program chair meeting, Oct 4
- Attended Blackboard meeting to obtain access to the Pronto App for the rest of the courses and information on Competency Based courses, Oct 4
- Met with IT Assistant Chair for their participation on Tech Week 2020, they will be having their IT Expo on the Thursday of that week, Oct 4
- Attended the NACEP conference and reviewed documentation for entire division to prepare for team's interview with the NACEP accreditation team, Oct 12-16

- Attended the NACEP Accreditation interview meeting along with the NACEP core team. The interview went well. The accreditation group provided us with feedback and requested more information from us which will be due by November 15th and provided us another day of December 18th for a phone conference with the core team, Oct 13
- Continued working on Tech Week 2020, flyer was reviewed by PR and sent back for some updates, Oct 15
- Continued working on fall NCSLI meeting in December, Oct 15
- Attended the QEP Implementation Kick-Off committee meeting at Pecan campus, Oct 17
- Attended meeting for the TECH for Toys planning for this semester, Oct 18
- Continued working on fall NCSLI meeting in December, Oct 18
- Provided a tour to our visitors from Universidad Tamaulipeca from Reynosa Tamaulipas, Oct 18
- Continued working on and finalized all details for the Speaker Panel series 2019, Oct 21

- Attended the Academic Council meeting, Oct 21
- Completed Distance Learning Course Approval forms and submitted to Distance Learning department, Oct 22
- Attended the October STMA monthly meeting, Oct 22
- Continued working on fall NCSLI meeting in December, 2 speakers have confirmed and 2 companies to exhibit, Oct 22

- Hosted our Speaker Panel Series 2019, and it was a great success! Our students were very attentive to Dr. Reed and all of the panel. Great things were said by the panel participants, the teachers and counselors present as well as our students, Oct 23
- Cambria Hotels provided students with their scholarship. Two- $400 for manufacturing students, Oct 23
- Attended the Retirement Celebration for Sylvia Valdez, Oct 23
- Continued working on Tech Week 2020, met with Public Administration Program Chair to plan an event for this week for her area, Oct 24
- Attended meeting at Pecan Campus for the NACEP committee. Worked with the team on the feedback that was provided. The team needs to prepare and gather data from program chairs to submit by the next November deadline, Oct 24
- Attended and conducted the program chair meeting for our division. Provided updates on several areas such as the TECH 4 TOYS event for December 6 and on the NACEP accreditation, Oct 25
- Began planning for Girls in Technology 2020, date will be March 11th, Oct 25
- Attended the Heroes 5K Run to support our Public Safety students, Oct 26
- Volunteered at Church for Garage Sale/Free Hair Cuts Day, Oct 26
- Attended meeting at Mid-Valley Campus on expanding Culinary Arts department at this campus for next year, Oct 28
- Meeting with Outreach on possible efforts to engage and have our students persist and graduate, Oct 29
- Continued working on NACEP information. Answered questions for some program chairs and provided them with the deadlines. Provided feedback to Dr. De Leon on write ups for the accreditation committee, Oct 29
- Meeting with our TECH 4 TOYS committee to follow up on this event for December, Oct 30
- Attended the STEM Summit Recap meeting at Pecan Campus, Oct 30

ARCHITECTURAL & ENGINEERING DESIGN TECHNOLOGY:

- Met with Assistant Dean regarding Women in Technology, Oct 1
- AEDT Departmental met to discuss the planning for Open House, STEM presentation and Family Reading Night, Oct 03
- AEDT student Esmeralda Leija was featured in story on Exceptional Students and Alumni from South Texas College.
- Attended the She Persists Meeting update with BPST Assistant Dean and Grant Management and Compliance Officer, Oct 8
- Attended Parent Presentation for La Joya STEM students and parents who were interested in the AEDT Program at La Joya High School, Oct 8
- AEDT hosted an Open House where students from Juarez-Lincoln High School, Edcouch-Elsa High School, and Weslaco CTE attended. Students were taken through workshops, were introduced to the faculty and current students as well as connected with alumni in a panel that included former students discussing their current jobs, Oct 10
- Celebrated AEDT Tutors for Tutor Appreciation Week, Oct 10
- Presented at the STEM summit at Pecan Campus along with AEDT Associate Professor. Presentation was for STEM students, and we presented in the Technology track, Oct 11
- Instructor attended the PRONTO – Instant Messenger at Pecan Campus, Oct 11
- Instructor attended the Concourse Training for Instructors workshop, Oct 12
- Attended Women in Technology Meeting, Oct 18
- Faculty participated in the Universidad Tamaulipeca Tour at the Technology Campus, Oct 18

- She Persists Meeting update with BPST Assistant Dean and Grant Management and Compliance Officer, Oct 21
- Program Chair and faculty participated in the Speaker's Panel at the Technology Campus, Oct 23
- Program chair and faculty participate in the STC Family Reading Night Mid-Valley Campus, Oct 23
- Instructor attended College Wide Curriculum Committee meeting, Oct 24
- Instructor attended the Faculty Advising Training, Oct 25
- Instructor assisted with the McAllen Migrant workshop held at the Technology Campus, Oct 25
- Program chair attended the DesignPlace meeting with Chamber of Commerce, Oct 29
- Program chair attended a meeting to discuss Kenedy Scholarship Grant, Oct 29
- Program chair attended the Appreciation Event for Vision, Mission, Values and Strategic Plan Committee, Oct 31
- Program Chair and faculty will attend the Autodesk University 2019 conference that includes workshops and trainings and possibilities of certifications over 3 days in Las Vegas, Nov 18-22

AUTOMOTIVE AND DIESEL TECHNOLOGY:

- Automotive and Diesel instructors attended the Edcouch-Elsa College Career day, Oct 8
- The Automotive Program hosted an Expo at the Technology Campus, Oct 11
- Program Chair met with PSJA CTE program to discuss the Auto Collison program, Oct 14
- Automotive Assistant Chair assisted on a walk-through tour for the Automotive program with a group of students from Universidad Tamaulipeca from Reynosa, Tamaulipas, Mexico, Oct 18
- Instructors attended the GMASEP conference in Detroit, MI, Oct 20-23
- Diesel instructor attended the Family Reading Night at the Mid Valley Campus, Oct 23
- Instructor attended PSJA Ballew CCTA High School Career Fair, Oct 24
- The GMASEP held their graduation ceremony for fourteen students and handed out GM plaques at the Pecan Campus, Student Union building, Oct 24

COMPUTER AND ADVANCED TECHNOLOGIES:

- Instructor visited Weslaco High School to promote program, Oct 4
- Instructor attended the Concourse Training at MVC, Oct 17
- Instructor attended the Creating Accessible Content w/Microsoft Office at Pecan Campus, Oct 18
- Instructor attended the Region One Cybersecurity F5 APM Lab Training, Oct 24
- The department hosted the McAllen Migrant workshop for 80 students to work on Minecraft Collaborative Building at the Technology Campus for 3rd, 4th, and 5th graders, Oct 25

CYBERSECURITY:

- Program Chair attended the 2019 Career Expo with some of his students at Pecan Campus, Oct 09
- Program Chair attended the Chairs Academy at Pecan Campus, Oct 11
- Lecturer attended the New Faculty Academy at Pecan Campus, Oct 11
- Program Chair met with Institutional Effectiveness Analyst to work on the IE Plan for the program, Oct 11
- Attended the Concourse training at Pecan Campus, Oct 14
- Attended a meeting with Vice President, Information Services, Planning and Strategic Initiatives to plan cybersecurity event, Oct 15
- Attended a meeting at PSJA for the Perkins Reserve Grant, Oct 17
- Attended the STC & UTRGV Leadership Meeting, Oct 18

DESIGN AND BUILDING TECHNOLOGIES:

- Program Chair and HVAC faculty attended the Hidalgo County Sheriff's National Night Out held in Edinburg, Texas, Oct 2
- Continued NCCER accreditation process, Sep 30-Oct 4
- Coordinated meeting between Luis Hess, Hess Air, IAM and DBT for potential apprenticeship opportunity, Oct 3
- Coordinated OSHA training for DBT students, Oct 3-4
- Attended Concourse Department Chair Training, Oct 4
- Attended BSPT Program Chair meeting, Oct 4
- HVAC instructor will participate in Developing Excellence in Learning and Teaching Academy (DELTA), Oct 21-Dec 2
- HVACR Student Association Club held its weekly meeting and discussed upcoming events
- Continued NCCER accreditation process, Oct 7-11
- Coordinated the potential issuing of scholarships to Construction Supervision student from the Associated General Contractors of America, Oct 7
- Construction Supervision program coordinator and Electrician Assistant lecturer attended the Edcouch Elsa Career Fair, Oct 7
- Met with IAM regarding HVAC Apprenticeship program, Oct 8
- Construction Supervision program coordinator attended the Osha training held at the Technology Campus, Oct 9
- HVAC lecturer attended with the class the Safety Expo at Tech Campus, Oct 9
- Construction Supervision program coordinator attended the Hiring Expo with our students at the Pecan Campus, Oct 9
- Attended AEDT Open House, Oct 10
- Attended Workshop, Chair Leadership Academy, Oct 11
- Attended Retention and Persistence Summit, Oct 11
- HVAC Student Association had a hands-on event at Our Lady of Perpetual Help Church installing a Mini-Split System, Oct 11
- Continued NCCER accreditation process, Oct 14-18
- Coordinated donation of plotting equipment to the Construction Supervision program, Oct 14
- Met with IAM regarding HVAC EPA Certification to be held November 8, 15, 22, & December 6, Oct 16
- HVAC lecturer met with the HVAC Student club to discuss upcoming activities, Oct 16
- Coordinated attendance of Electrician Technology program participation in Grulla High School career fair, Oct 17
- HVAC Program Coordinator attended the PASS Program Lunch and Learn Workshop, Oct 17
- HVAC Program Coordinator participated in the Universidad Tamaulipeca Tour at the Technology Campus, Oct 18
- Electrician Assistant instructor attended Tech for Toys meeting, Oct 18
- Attended Chair Leadership Academy workshop, Oct 18
- Attended Women in Technology planning meeting, Oct 18
- Program Chair and Construction Supervision Program Coordinator attended Associated General Contractors of America (ACG) Skeet Shoot, Oct 18
- Program Chair was approached by D. Wilson Construction at ACG Skeet Shoot expressing interesting in participating in the program advisory committee, hiring of students, and potential for hiring of instructor, Oct 18
- Continued NCCER accreditation process, Oct 21-25
- Program chair attended Speaker Panel at the Technology Campus, Oct 23
- Electrician Assistant lecturers attended the La Grulla High School Student Lunch Meet to promote the program, Oct 22
- Program chair, Electrician Assistant and HVAC faculty attended the Weslaco Campus Family Reading Night, Oct 23
- Program chair attended Workshop #124100: Time and Effort, Oct 24
- Electrician Assistant Program Coordinator attended PSJA Ballew Career Fair, Oct, 24
- Program chair attended AEDT departmental meeting to discuss substitutions which will be impacted by upcoming travel, Oct 24

- Coordinated hiring process to new Dual Credit Instructor from PSJA, Oct 25
- Program chair attended BPST Program Chair Meeting, Oct 25
- Program chair attended Faculty Advising Session, Oct 25
- Program chair attended DBT Program Coordinator Concourse Training, Oct 25
- Program chair attended Planning and Development Council. October 25
- Electrician Assistant Program Coordinator attended Concourse Training, Oct 25
- Electrician Assistant instructor attended the High-Impact Strategies for Teaching Online workshop, Oct 25
- Continued NCCER accreditation process, Oct 28-Nov 1
- Program chair met with McAllen Chamber of Commerce regarding Design Place, Oct 29
- Program chair met with AGC Director regarding scholarships for Construction Supervision students, Oct 30
- Construction Supervision Program Coordinator attended the Construction Supervision Club Meeting, Oct 30
- Program Chair will attend the Autodesk University 2019 in Las Vegas, Nov 18-22

INFORMATION TECHNOLOGY:

- Assistant program chair and faculty member attended the Cisco Instructor Conference at Region 11, Oct 3-4
- Program chair attended Program chair meeting, Oct 4
- Program Chair and Assistant Program chair attended Concourse Syllabi Department Chair Training, Oct 4
- Assistant program chair visited La Joya HS, La Grulla HS, and Rio Grande HS, Oct 10
- IT Faculty attended the Retention and Persistence Summit, Oct 11
- IT Faculty and Assistant Program chair attended Syllabi Instructor Training, Oct 11
- IT Program chair and assistant program chairs conducted Dual Enrollment interviews, Oct 11
- Assistant Program Chair attended a Tech 4 Toys meeting, Oct 18
- Assistant program chair held a Women in Technology meeting, Oct 18
- IT Faculty and assistant program chairs attended Women in Technology Meeting, Oct 18

- Assistant Program chair visited Weslaco High School and Weslaco East High School to conduct faculty observations, Oct 24
- Faculty attended High-Impact Strategies for Teaching Online Course at Pecan Campus, Oct 25
- Assistant program chairs and faculty attended the CyberSecurity Summit at Region One, Oct 25
- Assistant program chair attended Faculty Advising Plan Orientation at Pecan Campus, Oct 25
- Assistant Program Chair attended the Information Technology Association Meeting, Oct 25
- Assistant Program Chair attended the Information Technology Association Meeting, Oct 25
- Program chair and Assistant program chairs attended Information Technology Advisory Committee meeting, Oct 29

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

DIVISION DEAN'S REPORT:

- The Coordinated Operations Council was held to discuss a variety of facilities needs such as the procedures for external companies to use them, the upgrading of the memorial garden in front of building C, signage for the NAH buildings, and criteria for Capital Improvement Projects.
- The LASS division chairs met to talk about a variety of things such as the need for rehire forms, the need for travel paperwork from FY18/19 to be in before September 1, the common mistakes that are made in NOEs and a call to chairs to review NOEs going to the LASS office carefully. Chairs were made aware of the importance of the first day rosters, since we now have students who have been dropped from their developmental class but not from their academic class, which makes us out of compliance with the co-requisite rules. We talked about the MAS schedule and how it could look so students can finish in two years and we explained the graduation schedule. The meeting

ended with a demonstration by Bill Buhidar on how we could get the Berlin Philharmonic Orchestra in our classrooms.

- An Academic Coaching meeting was held with folks from a company called InsideTrack explaining how they do training for coaches. While the training looks interesting, it seems like this is nothing less or more than comprehensive advising training which we already have. I had hoped an academic coach was more of a supplemental instruction person, which is what would be needed for the reading and writing academic classes as the co-requisites expand into the 75%.
- The 2019 Noche de familia was held with about 60 people attending. The Ascender faculty did a fabulous job putting everything together, especially given the auxiliary funds we no longer get. Parents and students were a captive audience for presentation on her life towards success "do not accept labels". Students had an opportunity to discuss how the program had benefitted them. As always, Developmental Reading instructor was an excellent hostess/moc. Then there was a loteria with cute prizes such as the Ascender backpacks.
- The Dean and Assistant Dean visited the Sociology department meeting to discuss some recent personnel matters concerning adjunct and lecturer duties. Page 82 of the faculty handbook was presented so people are all on one line with what duties can and cannot be expected from adjuncts and lectures.
- The Child Development Early Childhood Advisory committee meeting took place with a discussion of marketable skills and the new efforts to articulate with UTRGV, a presentation on the progress we are making in the Center, and the Dean announcing her retirement and introducing Assistant Dean for Liberal Arts & Social Sciences is the contact in case the search would not be as fast as hoped. The CDEC leadership surprised the Dean with a beautiful retirement plant.
- The PAS meeting was about a number of policies on admissions criteria and graduation requirements that had to be reviewed due to the upcoming SACS visit. The STC Cafeteria presented us with delicious treats and a thorough presentation of the Cafeteria activities.
- The Ascender Fall Seminar Reception will be the Tenth Year Celebration of the founding of Catch the Next and is titled: "Empowering the Minds that will Lead the World." The event, which will be held on Friday, October 25 at 6:00 pm at the Hotel Indigo in San Antonio, has been opened to the public for a benefit fundraiser to support CTN's John Siceloff Internship and webinar series with Pulitzer Prize winner and former New York Times reporter, Julia Preston. Funding will also support program operations such as the Ascender Transfer Motivational Conference held in June at the University of Texas in Austin.

  The reception will feature Texas 2020 Poet Laureate, Emmy Perez, as the keynote speaker. Perez (at left) is a renowned poet, who received her bachelor's degree from the University of Southern California and her MFA from Columbia University. She has been a faculty member at the University of Texas – Rio Grande Valley since 2006. The CTN reception will begin with music by Mr. Juan Tejeda who taught Mexican American Studies at Palo Alto College, where he established and was the lead faculty for the Center for Mexican American Studies. Juan is a CTN alumni faculty from the cohort of 2013. There will be food and an opportunity for networking among participants before the presentation by Dr. Robert Garza, President of Palo Alto College and CTN board member, on the impact of the program at PAC. Participants will hear from a panel of alumni conducted by Dr. Amaury Nora, CTN Scholar Mentor and board member working with CTN on Research and Evaluation of Teaching Strategies. Dr. Nora is the former Co-Director of the

  Center for Research and Policy in Education, and Associate Dean for Research in the College of Education and Human Development at the University of Texas at San Antonio. He has served as Editor of The Review of Higher Education and the journal for the Association for the Study of Higher Education (ASHE).

  Dr. Rogelio Saenz, CTN board member will provide the closing. Dr. Saenz is Dean of the College of Public Policy and holds the Mark G. Yudof Endowed Chair at the University of Texas at San Antonio.

  Ms. Lisa Torres and Diane Lerma from PAC will introduce the speakers.
- The Reading Week in Weslaco concluded with a panel with our McAllen Poet Laureate, and well respected scholars from UTRGV. The Dean had the honor of offering the welcome and introduction and she was presented with a certificate of appreciation. This is a yearly event in Mid Valley that is well visited and appreciated. A highlight is on its way.
- The month of October is the month that chair evaluations take place, of which the Dean completed the first three of sixteen this week. Student evaluations, chair survey, self-evaluation, and class observations make up the review, which concludes with a conversation on needs, challenges, and plans for the future.

- Eight STC faculty and staff attended the Catch the Next Fall institute. We are one of the few colleges tha t faithfully participates in the trainings and we stand out because we now actively include academic fields such as Government, Math, and History in our Ascender offerings, therewith scaling the instructional method that has proven to be very effective. The Dean was surprised with a "Visional Leadership" award for her years with Catch the Next, on which Board she serves. The reading says:"
- "There are some people who live in a dream and there are some who face reality. And then there are those who turn one into the other". Desiderius Erasmus (Dutch Philosopher).

ASSISTANT DEAN'S REPORT - HUMANITIES:

- Visited with several faculty from Sociology dealing with complaint, met with chair of Psyc Department several times and training of IE/Xitracs training and philosophy. Policy/practice of creating and reporting on IE plan
- Met with Department Chairs regarding discipline issues, met twice with faculty regarding Faculty Senate issues and to bring him up-to-date on meetings he missed, counseled with department chairs regarding 3 investigations into faculty complaints
- Attended Academic Council, PDC,
- STC-UTRGV working group meetings, took care of issues that came up during Dean's absence

EDUCATION/COLLEGE SUCCESS DEPARTMENT

- Education Instructor has joined and is an active member of the American Association of Women in Community Colleges, an organization that changes women's lives through education, service, and leadership development. In addition to personal and professional development, the group volunteers in the community and also raises funds for scholarships for STC students, Oct 14.
- The Coordinator of Career and Employer Services, offered to take a professional headshot of students in Dr. Bean's traditional and online classes in addition to students from across the campus. Dressed professionally, the students were able to connect and learn more about Career and Employer Services while also leaving with a useful product for both their class project and future job searches. Moreover, many participants commented on how the experience provided them with a sense of confidence and a renewed sense of purpose for their goals, Oct 18.
- The ATPE Mid-Valley Education Club, along with other educators from Region One, participated in the Bowling Event to raise funds for flood victims, Oct 15.
- Chair of Education/College Success met with Dr. Gina Garza-Reyna, TAMUK Assistant Professor, to discuss transfer questions and presentations in Education courses, Oct 14.
- Department Chair met online with Texas Association of Community College Teacher Education Programs (TACCTEP) to plan the Spring 2020 conference, Oct 14 and also attended the Behavior Intervention Team (BIT) meeting, Oct 16, 2019.
- Department Chair attended the STC & UTRGV Leadership meeting. During the meeting he met with UTRGV's of College of Education & P-16 Integration Dean and Associate Dean to discuss strategies to improve education majors transfer to UTRGV and program development, Oct 19.
- The Education Department met to discuss matter concerning enrollment, advising, book adoption, and evaluations, Oct 19.
- Education Instructors, along with their EDUC 2301 students facilitated the Special Education workshop for the exceptional students. During the Workshop Students played and learned how to accommodate the students learning process, Oct 14-15.

PSYCHOLOGICAL SCIENCE DEPARTMENT

- The Starr County Campus Psychology Club hosted its 4th meeting of fall 2019 semester from 4-5pm on Oct 1.
- The Starr County Campus Psychology Club hosted guest speaker Mara Garcia, LPC (STC Starr County Campus Counselor) to address the services the Counseling Department offers on Oct 1.
- The Starr County Campus Psychology Club volunteered at 11th Annual Rio Grande City National Night Out from 6-10pm on Oct 1.
- Psychology Instructor received a 2certificate for serving as Guest Speaker of STC/Roma ISD TexPrep Program on Oct 3 and 4.
- The Starr County Campus Psychology Club participated in its 9th Adopt-A-Highway Trash Pick-Up on Oct 4.

- Legendary Reporter from KRGV Channel 5 News Rick Diaz filmed Starr County Campus Psychology Club interviews and activities for his famous segment "Con Mi Gente" to highlight the 10 years of excellence of the Starr Psych Club on Oct 4.
- History and philosophy Department
- doing, and I believe the experience will help me the day I become a middle school teacher." The class assignment went from theoretical to assignment to real life application, September 20.
- The Starr County Campus Psychology Club hosted its 5th meeting of fall 2019 semester from 4-5pm on Oct 15.
- The Starr County Campus Psychology Club participated in the RGCCISD 1st Annual Mental Health Awareness Conference on Oct 16.
- Psychology Instructor served as panelist in the RGCCISD 1st Annual Mental Health Awareness Conference on Oct 16.
- The Starr County Campus Psychology Club attended Starr County's Domestic Violence Awareness Candlelight Vigil at the Roma ISD Performing Arts Center on Oct 16.
- The 4th edition of "Department of Psychological Science: Faculty Profile" organized by Eli Sarabia and Alex Sarabia was hosted at STC Starr County Campus Auditorium with guest speaker Dr. Orlando Rodriguez (Psychological Science Faculty from the Pecan Campus) from 11am-12 pm on Oct 17, 2019
- The Starr County Campus Psychology Club was featured on the "Con Mi Gente" Segment of KRGV Channel 5 News (both on the morning and afternoon news respectively, at 6am and 5pm) as well as on their website on Thursday, Oct 17.
- Psychology Instructor filmed the Episodes 8-10 of season 4 of his YouTube show "Talk The Talk Rio Grande Valley Stars" on Oct 18.
- The Starr County Campus Psychology Club participated at the 6th Annual Walk All Over Cancer in Roma, Texas for 6th consecutive year from 8:00-11:00 am.

POLITICAL SCIENCE DEPARTMENT

- The Department of Political Science along with the Philosophy faculty held colloquia in the Student Union Ballroom at the Pecan Campus. The discussion considered how the U.S. Constitution is interpreted as part of South Texas College's commemoration for Constitution Day.
- The Department of Political Science commemorated Constitution Day in the Student Union Ballroom at the Pecan Campus. The discussion considered several current constitutional issues. The event drew a crowd of around 45 and was viewed by another 37 people on the department's YouTube channel.

CRIMINAL JUSTICE DEPARTMENT

- Recruiters & Guest Speakers
  We hosted recruiters from the following agencies:
  DPS Sept 18th Pecan Campus
  Dallas PD Oct 2 Starr County Campus, Oct 3 Mid-Valley Campus
  Houston PD October 3 Pecan Campus
  Border Patrol scheduled later in October
- We will host Rene Valencia, Coordinator of the Juvenile First Offenders Program in Hidalgo County.
- We will be participating in the Career Expo on October 9
- Mid-Valley Campus faculty attended the Open House at the DPS Crime Lab in Weslaco on September 19th. This tour gave them insight into the capabilities of this regional asset, updating their knowledge to share with their students.
- Faculty will be attending the Southwestern Association of Criminal Justice (SWACJ) annual meeting in Houston to be held October 16-18.
- Guest Speaker from Starr County Sheriff's Office, Starr County District Attorney Omar Escobar, Narcotics Investigator
- Faculty from the Criminal Justice, Psychological Sciences, and Sociology, Anthropology, & Social Work Departments, assisted by LASS Division Student Success Specialist help students in Pecan Campus Building T with advising and Spring 2020 registration.

- Criminal Justice Faculty attended the Southwestern Association of Criminal Justice annual conference in Houston. They attended panels on several topics, including corrections, police use of force, and other updated research and topics of concern. The keynote speaker was former US Attorney General Sergio Olivares. October 16-18
- Criminal Justice Department Chair James Blair was awarded the Felix Fabian Founder's Award for SWACJ. The award citation:
  "The Felix Fabian Founder's Award is given annually to a SWACJ member who has gone above and beyond in their support of the organization and its members. The honor embodies the ideals of Felix Fabian, the SWACJ Founder and first SWACJ President – a scholar and practitioner who dedicated his professional life to the support and advancement of the field at both the national and regional levels. Many of his friends and family also remember him as a champion for students, which is especially fitting giving that this year's recipient of the Felix Fabian Founder's Award embodies these characteristics as a dedicated and tireless professor, an advocate for both students and the criminal justice system, and a scholar-practitioner who has worked to close the gap between research and practice. It is a great honor to award the 2019 Felix Fabian Founder's Award to Mr. James Blair."

HISTORY AND PHILOSOPHY DEPARTMENT

- The History and Philosophy Department along with the Mid Valley Campus Administration held a "Living History Festival" on Wednesday October 23rd. Estimated attendance was initially reported at 400 but sign in sheets and other information indicate more than 600 attended the event. The students brought family and friends and age of audience ranged from toddlers to senior citizens. Members of our community were able to see that our education goes beyond the classroom at South Texas College.

  The event is an educational and fun event that brings history to life and provides students opportunity to see period costume reenactors representing eras including Roman soldiers, American Revolution, Texas Revolution, Native American all the way up to World War II. Reenactors had exhibits including artifacts, bows and arrows, and other items of the eras they represented. Students had opportunity to construct a large tribal teepee with poles that were 30 feet in length. Students learned how to construct a teepee, learn why teepees had to face east, and why they had to be tied with a horse-hair rope.
  Students had opportunity to see history come to life and get to see items normally only seen in textbooks or movies. Most reenactors are either retired educators or military and bring excellent subject knowledge and are glad to share their knowledge and experience with students.

  Reenactors indicated they were impressed with student's level of interest and excellent questions.
  I have been approached by a school district and a public library wanting to learn about our event after seeing pictures of our event on social media. Obviously, this is a good indicator of the benefit to public relations and example of our commitment to community service.
  I have been coordinating Living History events for over 10 years and all the hard work is worthwhile when you hear the positive impact is has made on our students and members of the community we serve.

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

DIVISION DEAN'S REPORT:

- Attended Texas Association for Higher Ed Assessment Conference in San Antonio, Sep 30- Oct 2
- Attended Academic Coach and Student Success Specialist meeting, Oct 3, 10, 31
- Attended the AAAS SEA Change Meeting, Oct 3
- Attended President's Administrative Staff meeting, Oct 4
- Held MSB Division Chair meeting, Oct 7
- Participated in DCCCD Conference Call, Oct 7
- Attended MSB Division Curriculum Committee meeting, Oct 8
- Attended Articulation meeting with Texas A&M University Center, Oct 10
- Attended inauguration for Tyler Community College, Oct 11
- Attended meeting for Camp Code for Girls at the Technology Center, Oct 14
- Attended meeting regarding STC and TSTC Partnership Opportunity, Oct 14
- Attended Articulation agreement meeting with UTRGV, Oct 15
- Participated as a guest speaker at McAllen High School, Oct 16
- Attended Competency Based Review of Procedures meeting, Oct 16
- Attended STC and UTRGV Leadership Workgroup Meeting, Oct 18
- Attended the CB-Exchange 2019 conference, Palm Springs, Oct 21-25
- Attended the weekly meeting with Assistant Deans, Oct 28
- Participated in TSI Webinar, Oct 28
- Attended 2019 Sam Houston Elementary Minitropolis Grand Opening, Oct 30
- Attended STEM Summit Recap Luncheon, Oct 30
- Attended Reaffirmation Leadership Update, Oct 31
- Attended meeting regarding Geology Classroom conversion, Oct 31

ASSISTANT DEAN'S REPORT - BACHELOR PROGRAMS:

- Attended the Coordinated Operations Council, Oct 1
- Facilitated the weekly Academic Coach & Student Success Specialist meeting, Oct 3, 10, 17, 31
- Attended the InsideTrack information session for the Academic Coach Certification, Oct 3
- Attended the National Society of Leadership and Success Leadership New Executive Board Members, Oct 3
- Attended the Comprehensive Learner Record Workshop #3, Dallas, TX, Oct 7-8
- Attended the monthly McAllen Chamber of Commerce Ambassador Meeting, Oct 10
- Participated in the Retention & Persistence Summit, Oct 11
- Attended the weekly Assistant Deans & Dean meeting, Oct 14, 28
- Attended the STC and TSTC Partnership Opportunity, Oct 14
- Participated in the C-BEN New Board Member Orientation, Oct 15
- Conducted a one-on-one CBE training with Education Dept. faculty, Oct 15
- Participated in the National Society for Leadership and Success Speaker Broadcast, Oct 15
- Attended the CBE Review of Procedures meeting, Oct 16
- Participated in the bachelor's New Student Orientation, Oct 16
- Participated in the National Society for Leadership and Success Orientation and Leadership Training Makeup, Oct 19
- Participated in the Competency-Based Network Board of Directors meeting, Palm Springs, CA, Oct 21
- Attended the CB-Exchange 2019 conference, Palm Springs, Oct 22-25
- Participated in the FLAC Meeting #3, Oct 28

COMPUTER INFORMATION TECHNOLOGY:

- Attended the Academic Coach & Student Success Specialist Meeting, Oct 3, 17
- Attended the Concourse Syllabi – Department Chair Training, Oct 4
- Facilitated CIT Department Meeting to continue working on Core Objectives, Oct 4
- Attended the MSB Division Chair Meeting, Oct 7
- Program Chair and Academic Coach attended the T-Mobile Annual Benefit Fair to create awareness in our community about our Bachelor Programs, Oct 7
- Attended the MSB Division Curriculum Committee - October Meeting, Oct 8
- Attended the COSC 1436 Faculty Training, Oct 8
- Traveled to PSJA Memorial Early College High School for the Bachelor Programs Presentation, Oct 9
- CITP Faculty attended STEM Summit, Oct 11
- Traveled to Progreso Early College High School to observe Dual Credit Faculty and gave Bachelor Programs Presentation, Oct 15
- Program Chair and CS Faculty attended the Bachelor New Student Orientation, Oct 16
- Chair and faculty attended the CB-Exchange 2019 conference, Palm Springs, Oct 22-25
- Lab Assistant II from STRC traveled to Roma High School to market the CITP program, Oct 29
- Program Chair attended the STEM Summit Recap Luncheon, Oct 30

MEDICAL AND HEALTH SERVICES MANAGEMENT:

- Participated in the Council of Chairs meeting, Oct 1
- Participated in the Academic Coaches & Student Success Specialist meeting, Oct 3, 17, 31
- Attended the MSB Division Chair Meeting, Oct 7
- Participated at the T-Mobile Fair to promote the BAT Programs, Oct 7
- Met with NAH Dean to discuss MHSM Promotion, Oct 7
- Academic Coach participated in the Elsa/Edcouch event to promote the BAT programs on, Oct 8
- Participated in MSB Division Curriculum meeting, Oct 8
- Participated in Career Expo on Campus to promote the MHSM program and identify possible new sites for practicum students, Oct 10
- Attended and participated in the Academic Coach/Program Chairs meeting, Oct 10
- Participated in the Chair Leadership Academy, Oct 11
- Participated in the Retention and Persistence Summit, Oct 11
- Carried out a new promotion plan to increase awareness of the BAT/MHSM program at the NAH campus, Oct 15
- Attended the Regional Meeting of P16 Council with Regional Counselors' network, Weslaco, Oct 16
- Promoted the MHSM program at NAH campus building B to students, Oct 16
- Participated in the Chair Academy, Oct 18
- Presented as a guest speaker to the RGV Health Information Management Association (RGVHIMA) annual meeting, Harlingen, Oct 18
- Chair attended the CB-Exchange 2019 conference, Palm Springs, Oct 22-25
  Promoted the BAT/MHSM Program to NAH students in both buildings to increase enrollment, Oct 29-31

TECHNOLOGY MANAGEMENT:

- Participated in the Council of Chairs meeting, Oct 1
- Participated in the Academic Coaches & Student Success Specialist meeting, Oct 3, 10, 31
- Attended the InsideTrack information session for the Academic Coach Certification, Oct 3
- Attended the Business Professionals of America-STC Student Chapter Club Meeting, Oct 3
- Attended the MSB Division Chairs Meeting, Oct 7
- Participated in the T-Mobile (Mission, TX) Employee Benefits Fair, Oct 7
- Attended the MSB Division Curriculum Committee Meeting, Oct 8
- Participated in the STC Bachelor Programs Presentation at PSJA Memorial ECHS, Oct 9
- Attended the Business Professionals of America -STC Chapter Students Club Meeting, Oct 10

- Attended the Chairs Leadership Academy, Oct 11, 18
- Participated in the Retention & Persistence Summit, Oct 11
- Participated in the Business Professionals of America STC Student Chapter Special Meeting, Oct 14
- Attended the Bachelor Programs New Student Orientation, Oct 16
- Attended the P-16 Council & Counselors' Network Meeting by RGV Lead, Weslaco, Oct 16
- Participated in the Business Professionals of America STC Student Chapter Showcase Meeting, Oct 17
- Chair attended the CB-Exchange 2019 conference, Palm Springs, Oct 22-25

ASSISTANT DEAN'S REPORT - MATH & SCIENCE:

- Attended the Madissar Grant meeting, Oct 1
- Worked with STEM Connection Committee to finalize content for STEM Connection web content, Oct 2 - 4
- Attended the NACEP Core Meeting Final Review, Oct 3
- Attended the AAAS SEA Change Meeting, Oct 3
- Attended McGraw Hill ALEKS presentation, Oct 4
- Participated in reviewing Maddissar grants, Oct 7
- Attended MSB Division Curriculum Committee, Oct 8
- Met with Physical Science Department Chair and Dean to review CIP summary report. Met with Academic Affairs Project Manager to review proposal summary and finalized presentation, Oct 9, 18, 28, 31
- Participated in Chemical Hygiene Plan review and update committee meeting. The team includes EHS personnel as well as Physical Science and Biology Department Chairs and staff, Oct 10, 17, 22
- Worked with MS Student Success Specialist and STEM SUMMIT team to host the 3rd STEM SUMMIT at the Pecan campus. Approximately 400 students attended the event. The 400 attending students consisted of primarily STC STEM majors with approximately 80 high school students middle school students, Oct 11
- Attended afternoon session of the STC Retention and Persistence SUMMIT, Oct 11
- Participated in NACEP application interview held in Salt Lake City Utah, Oct 13
- Attend NACEP conference and participated in NACEP application interview, Oct 12 to 16
- Attended QEP Implementation meeting, Oct 17
- Attended STC & UTRGV Leadership meeting, Oct 18
- Attended Pathways Institute Advance Work meeting, Oct 18
- Attend Physical Science Department meeting, Oct 18
- Attended Academic Council meeting, Oct 21
- Met with VP Project Manager and Physical Science Department Chair to discuss proposed Geology Labs, Oct 23
- Met with NACEP core team to discuss supplemental documentation requested by NACEP, Oct 24
- Attended Planning & Development Committee meeting, Oct 25
- Attended Chemical Hygiene Plan meeting, Oct 29
- Hosted NACEP Division Chair meeting to review required evidence, Oct 30, 31
- Hosted appreciation luncheon for STEM Summit team, Oct 30
- Met with Director of Facilities and EHS Manager to discuss EPA Internal Peer Audit. Shared courtesy finding with Biology and Physical Science Department Chairs, Oct 30
- Developed checklist of best practices for chemical storage and shared with Biology and Physical Science Department Chairs and Lab Coordinators, Oct 30
- Met with Interim VP of Academic Affairs, Academic Affairs Project Manager, and Dean of Math, Science, & Bachelor Programs to review justification summary for proposed Geology labs, Oct 31

BIOLOGY:

- Biology Chair and Faculty met with the College President and Vice President for Interim Affairs to tour the Biology 1406 SEA PHAGE course, Oct 1
- Met with Director of Distance Learning, Project Manager of Academic Affairs, and Director of Educational Technologies to discuss the onboarding of Light Board technologies on campus, Oct 3
- Held monthly Faculty meeting and discussed implementation of PLO action plans, Oct 4
- Met with LASS faculty to discuss Bird deaths on campus and possible solutions and awareness activities, Oct 4

- Hosted the Biology Lab Workshop for all new faculty, adjunct and Dual Credit faculty to review lab setup, tips and techniques, Oct 5
- Attended MSB Division meeting, Oct 7
- Attended MSB Division Curriculum Committee, Oct 8
- Attended BIOMED Articulation Agreements meeting, Oct 9
- Attended Chemical Hygiene Plan meeting, Oct 10, 17, 29
- Attended Retention & Persistence Summit conference, Oct 11
- Attended SEA PHAGE meeting, Oct 11
- Attended meeting "New" Articulation at Edinburg ITTB bldg., Oct 15
- Attended meeting to discuss possible partnership with the Institute of Biotechnology and Genomic Center in Reynosa, Tamaulipas, Oct 21
- Attended meeting with UTRGV regarding possible partnership for an agriculture degree, Oct 24
- Met to discuss implementation of new labs with Biology Lab Committee, Oct 25
- Participated in the annual Spooky Science Fest at El Llano Estero Grande State Park, Oct 19.
- Participated in 7th Annual Step Up for Down Syndrome Awareness Walk and Fall Festival at the Edinburg Municipal Park, Oct 19
- Volunteered with Biology students for a beach cleanup followed by a visit to Sea Turtle Inc, Oct 19
- Biology faculty and biology students volunteered time and effort for the Rio Reforestation project at La Sal del Rey, Oct 19
- Hosted health seminar **"Keeping Your Youthful Vitality"**, Oct 25
- Biology Chair was interviewed for SEA-Phage video interview, Oct 30
- Attended STEM Summit Recap Luncheon, Oct 30

COMPUTER SCIENCE:

- Attended Council of Chairs Meeting, Oct 1
- Attended the Grant-Camp Code for Girls Meeting; the grant was created by CS faculty, Oct 2
- Program Chair traveled Sharyland Advanced Academic Academy to observe Mr. Ernesto Gonzalez's class and gave presentation about Bachelor Programs, Oct 2
- Attended the Weekly Academic Coach and Student Success Specialist Meeting, Oct 3
- Program Chair attended the Concourse Syllabi – Department Chair Training, Oct 4
- Attended the MSB Division Chair Meeting, Oct 7
- Attended the T-Mobile Annual Benefit Fair to create awareness in our community about our Bachelor Programs, Oct 7
- Observed instructor's class at La Joya Early College High School and presented on Bachelor Programs, Oct 8
- Attended the MSB Division Curriculum Committee Meeting, Oct 8
- Attended the COSC 1436 Faculty Training, Oct 8
- Presented on Bachelor Programs at PSJA Memorial Early College High School, Oct 9
- Attended the Texas Cyber Summit 2019 in San Antonio, TX, Oct 9-12
- Attended Fall 2019 STEM Summit, Oct 11
- Attended Grant Meeting at the Technology Campus, Oct 14
- Observed instructor's Dual Credit class at Progreso Early College High School, and presented on Bachelor Programs, Oct 15
- Attended Bachelor New Student Orientation, Oct 16
- Attended RGV LEAD's Council/Counselors' Network Meeting, Oct 16
- Attended Weekly Academic Coach & Student Success Specialist Meeting, Oct 17
- Presented on Computer Science, Computer Information Systems and BAT-CIT degrees at Roma High School, Oct 17
- Attended STC & UTRGV Leadership Meeting, Oct 18
- Attended CBExchange Conference in Palm Springs, California, Oct 22-25
- Lab Assistant II from STRC traveled to Roma High School to market the Computer Science, Computer Information Systems and BAT-CIT degrees, Oct 29

- Attended the NACEP Meeting, October 30th
- Attended the STEM Summit Recap Luncheon, Oct 30

DEVELOPMENTAL MATH:

- Chair attended council of chairs meeting, Oct 1
- Chair attended RAND meeting to discuss current status and future plans, Oct 3
- Attended Concourse Syllabi Training, Oct 14
- Attended QEP Implementation Team meeting, Oct 17
- Held a departmental meeting, Oct 18
- Met with Associate Dean of Curriculum and Student Learning Curriculum regarding completion of DEPS survey, Oct 21
- Met with Interdepartmental Co-Requisite Committee, Oct 25
- Held a departmental Distance Education committee meeting, Oct 30
- Hosted a Boo Bash Snack luncheon open to anyone interested, Oct 31

MATHEMATICS:

- Assistant Chair attended First Review for TAB grant with Child Development Department, Oct 3
- Mathematics Program Chair met with Program Chair of Sociology/Social Work/Anthropology to discuss mathematics course pathway options to be considered for their respective degree plans, Oct 7
- Assisted and attended the Fall 2019 STEM Summit as organized by the MSB Division, Oct 11
- Attended and participated in the Retention & Persistence Summit, Oct 11
- ASCENDer Mathematics students participated in the UTRGV Campus tour, Oct 11
- Attended Unidos Contra los Diabetes (UCD) Data Advisory Board via conference call regarding membership and data metrics/collection methodology, Oct 20
- Attended the Department of Research Development, Management & Compliance training on Time & Effort reporting, Oct 24
- Attended ASCENDer Fall Seminar in San Antonio, TX; 10/25-10/26
- Met with high school administrators regarding issues pertaining to scheduling, hiring, course offerings aligned to pathways, etc., Oct 21 & 23
- Participated in THECB webinar re: TSIA 2.0 (Texas Success Initiative Assessment), Oct 30
- Met with Dean of Dual Credit and Assistant Dean of Math & Science to receive final guidance for NACEP document submission, Oct 30
- Submitted Final Report and Data Summary to UTRGV for National Science Foundation STEP grant sub-award #131766: An Ecosystem for Success in Engineering and Computer Science in Rio South Texas, Oct 31

PHYSICAL SCIENCE:

- Attended the AAAS SEA Change Meeting, Oct 3
- Attended the Chair Academy, Oct 4
- Attended division chair meeting, Oct 7
- Attended MSB Division wide Curriculum Committee meeting. Presented on curricular changes, Oct 8
- Worked with Dean and Assistant Dean to develop CIP for modifying three Pecan classrooms into labs, Oct 9
- Met with Assistant Provost, Texas A& M and Professor and Director of Interdisciplinary Engineering, TAMU as well as South Texas College Engineering faculty, and Director of Transfer Center to discuss future institutional collaboration, Oct 9
- Met Physical Science and Biology Laboratory Coordinators, Chemistry Laboratory Specialist, Biology Chair, Environmental Health and Safety Manager, and Assistant Dean to revise first part of the Chemical Hygiene plan, Oct 10, 17, 22
- Attended STC STEM Summit, Oct 11
- Participated in the Chair Academy session “Course Scheduling and Faculty Credentials, Oct 11
- Participated in the afternoon session of the Retention and Persistence Summit, Oct 11

- Department Chair attended "New" Articulation October Meeting - UTRGV with STC. Chair discussed the Physics, Chemistry, and Engineering 2+2 degree plans and transfer agreements with the Science College Associate Dean and Engineering program chairs, Oct 15
- Attended ATE – NSF Project Grant Proposal Meeting, Oct 17
- Participated in the Chair Academy session "Program Management & Development Process" Oct 18
- Organized monthly department meeting, Oct 18
- Met with Assistant Dean and Academic Affairs Project Manager to reviewed CIP for conversion of G Building classrooms into laboratory rooms, Oct 23
- Attended College-wide Curriculum committee meeting, Oct 24
- Organized & Hosted October ACS South Texas Section Meeting. Dr. Kirk Schanze, University of Texas San Antonio presented his research on "Conjugated Polyelectrolytes in Biosensing and Disinfection", Oct 25
- Attended Planning & Development Council meeting, Oct 25

UNIVERSITY RELATIONS:

- College Visits with various universities Oct 1 -31
- Attended the UTSA and Texas State University Counselor Update, Oct 1
- Attended the University of Texas at Dallas Counselor Update, Oct 2
- Participated in the Texas Transfer Alliance conference call, Oct 2
- Met with Beacon Mentoring class, Oct 3
- Coordinated the Counselor Update for Texas A&M University – Corpus Christi that was hosted on our campus and the UTRGV One-Stop Shop, Oct 8
- Met with representatives from the Biology department about the articulation agreement with UTRGV for Biomedical Science, Oct 9
- Met with representatives from Texas A&M University College of Engineering about an articulation agreement for the Higher Education Center in McAllen, Oct 9
- Attended the Retention and Persistence Summit, Oct 11
- Participated in a meeting with representatives from South Texas College and the Provost of TSTC on ways for our institutions to partner together, Oct 14
- Attended the RGV Lead P-16 Council meeting, Oct 16
- Participated in a conference call with John Brockman regarding the Texas Transfer Alliance, Oct 17
- Attended the STC & UTRGV Leadership Workgroup Meeting, Oct 18
- Attended the Mathematics Department Meeting, Oct 18
- Attended the Founder's Day Festivities at the Texas A&M University McAllen Higher Education Center, Oct 21
- Attended Academic Council, Oct 21
- Participated in a conference call with representatives from Bellevue University regarding our partnership, Oct 22
- Met with representatives from the Social Work departments at South Texas College and Texas A&M University – Kingsville about working on a new articulation agreement, Oct 23
- Attended Society of Human Resource Management (SHRM) monthly meeting. Professional Development topic: "Mental Health Issues in the Workplace; Legal Issues/Pitfalls to Avoid When Accommodating, Disciplining or Terminating Employees with Mental Illness"
- Met with representatives from Grand Canyon University about our partnership, Oct 24
- Attended Planning and Development Council, Oct 25
- Coordinated in panel discussions for representatives from the Bill and Melinda Gates Foundation, Oct 29
- Participated in the STEM Summit Wrap Up Luncheon, Oct 30
- Participated in a conference call with representatives from Southern New Hampshire University about our articulation agreement, Oct 30
- Participated in a conference call with Boon Chew from Texas A&M University College of Agriculture and Life Sciences on ways that our institutions can partner together, Oct 31

DR. JAYSON VALERIO
DIVISION DEAN – NURSING AND ALLIED HEALTH

DIVISION DEAN'S REPORT:

- Attended Coordinated Operations Council, October 1
- Attended Carl Perkins Grant Meeting, October 2
- Attended Continuing Education Program Meeting, October 4
- Attended President's Administrative Staff Meeting, October 4
- Attended Review of Graduation Policy 3342, Oct 7
- Attended meeting with CBP to discuss EMT Proposal, Oct 8
- Attended Integrated Communication Plan Kick-Off Meeting, Oct 9
- Attended Truth Initiative Program Event National Day Campaign for Smoke Free Facility, Oct 10
- Attended Retention and Persistence Summit, Oct 11
- Attended "New" Articulation October Meeting-UTRGV and STC, Oct 15
- Held Program Chair meeting for the month of October, Oct 16

- Attended the Fall Texas Deans and Directors Professional Nursing Program in Austin and presented the Status of Nurse Educator in Texas. Along with the presentation, Dean provided an infographic one-page document that summarizes research work done by the Texas Team Coalition Advancing Health through Nursing, Oct 17-18
- Attended Academic Council Meeting, Oct 21
- Attended EMT recertification proposal for CBP meeting, Oct 22
- Clinical Simulation hosted MiniSun Conference, Oct 23
- Attended MAT week celebration at NAH-A, Oct 23

- Attended College-Wide Curriculum Committee Meeting, Oct 24
- Attended meeting with administrative stuff to discuss NCLEX, Oct 25
- Attended Planning and Development Council, Oct 25
- Attended Texas Team Advancing Education Committee Meeting via webinar, Oct 28
- Attended Public Relations meeting for BSN Event and Program Marketing, Oct 29
- Attended Cultivating a Climate of Data-Informed Decision Marking via webcast, Oct 29
- Attended ADN Leadership meeting, Oct 29
- Attended Board of Trustees Meeting, Oct 29
- Attended Reaffirmation Leadership Meeting, Oct 31

ASSOCIATE DEGREE NURSING:

- ADN Curriculum Meeting was attended by Level 1 and Level 3 student representatives and faculty members. Student concerns were addressed, and the committee also worked on formulating a new Vision and Mission for the ADN program that would align with the current STC Vision and Mission, Oct 2
- The ADN Admissions and Readmission Committee held a meeting. The committee revised the rubric for evaluation of binders of students seeking readmission to the program, Oct 9
- The ADN Evaluation and Examination Committee met and faculty were elected as Committee Chair and Co-Chair. The faculty members reviewed the roles of the committee and the policy on exam item challenge, Oct 9
- 40 Level 1 students and their respective Clinical faculty attended an education conference held by the Philippine Nurses Association South Texas Rio Grande Valley Chapter on "Making a Difference: Advocate" at the STC Student Union. The speakers for the conference were Kathy Dassler, CNO for Rio Grande Regional Hospital; Dr. Juan Rivera, who spoke about ARDS; and Dr. David Peres Hernandez, who spoke about Vital signs of Marriage, an advocacy to longevity, Oct 12

- The ADN Program received the official notification from ACEN that Initial Accreditation status was awarded to South Texas College Associate Nursing Program for achievement of quality and excellence in nursing education effective December 8, 2017 through Spring 2024.
- The ADN Student Affairs Committee met. The committee was graced with the presence of an ADN Alumni, Marlene Balotro, a 2013 graduate, who spoke to the committee members about Constructive Criticisms. The committee will also start the process of joining the National Student Nurses Association, Oct 16

- Program Coordinator and Assistant Program Chair, along with Division Dean, attended the Texas Association of Deans and Directors of Nursing Programs meeting in Austin, Oct 17-18
- The proposal to pilot the use of HURST Elevate starting November 5th for senior nursing students taking RNSG 2363 Clinical V Capstone course was approved. HURST Elevate is a supplemental companion course to the NURST NCLEX-RN 3-day review.
- 72 Level 1 students participated in a Diabetes Education Healthcare Project in collaboration with Mercedes and Donna ISDs, Oct 23, 25
- 10 Level 1 students participated in the College Success for Healthcare Programs Fair promoting the ADN program to prospective students, Oct 26
- The ADN faculty attended the ATI Nursing Education presentation provided by Brian Disbot, ATI Partner Specialist. Various assessments, student and faculty resources and bundles were discussed and how they can be integrated into the ADN curriculum, Oct 30

DIAGNOSTIC IMAGING DEPARTMENT:

- Department chair developed the Marketable Skills Flyer for the AAS-DMS and AAS-RADT programs
- Rio Grande Regional Hospital representatives from the Human Resources, Marketing, and Radiology Departments hosted a presentation for second-year RADT students. The presentation included information on the various HCA Healthcare locations within the nation, employment opportunities, career options and pathways for continued growth within the organization, Oct 9
- DMS Student, Velma Aguilar, was highlighted as STC Student of the Week, Oct 14

EMERGENCY MEDICAL TECHNOLOGY:

- EMT Department attended Customs and Border Protection meeting, Oct 8
- EMT Interim Program Chair attended Leadership Academy for Program Chairs, Oct 11
- EMT department hosted meeting with PSJA ISD CTE Director, Oct 21
- Interim Program Chair/Instructor attended EMT recertification proposal for CBP, Oct 22
- EMT department had Advisory Committee meeting, Oct 25
- EMT Interim Program Chair attended Board of Trustees meeting, Oct 29
- EMT instructor attended Cave Conference for Mental Health and Self-Care for 1st responders.

MEDICAL ASSISTANT TECHNOLOGY:

- MAT faculty attended Concourse Syllabus Training at Pecan Campus, Oct 12
- Program Chair and students reviewed MAT Pharmacology Lab administering topical meds, Oct 16

- Program Chair attended Concourse Syllabus Training, Oct 18
- MAR Week-student presentations on injections and nutrition at NAH-A, Oct 23-24
- MAT Department held Socks 4 Teens Drive at Doctor's Hospital at Renaissance along with MAT Student Club members, Oct 23

OCCUPATIONAL THERAPY PROGRAM:

- OTA program students instructed VN Program students on safe and effective patient transfer skills. Approximately 70 VN students were trained on patient handling and proper body mechanics to prevent injury when transferring patients. The VN students were instructed on the correct way to perform Stand-pivot, Bent-Pivot, and Total-Dependent transfers.
- OTA Program Chair conducted informational sessions about the OTA program to 2 sections of Mr. Ayala's CSFH courses. CSFH students were able to learn and participate in several assessments and intervention techniques taught in the OTA program to get a better understanding what occupational therapy practitioners do.

- Career Services conducted a Resume Writing Workshop to second year OTA Program Students in preparation for the Career Expo. Students were instructed on what should be placed on a resume formatting, what items to include and omit from a resume, and basic interviewing skills.
- Second year OTA students conducted a community educational training for senior citizens at the City of McAllen Las Palmas Community Center, Oct 10
- First year OTA Program students attended an educational training at Region 1 where they received hands-on training on assistive technology and how to apply that to elementary and secondary students, Oct 11
- Program Chair and faculty attended the American Occupational Therapy Association Academic Leadership Conference and Education Summit in Las Vegas, Nevada. The conference addressed accreditation, legislative, demographic, societal, and financial issues affecting occupational therapy and occupational therapy assistant programs across the nation. The conference also focused on new and innovative classroom instruction techniques to better prepare students for their future careers as OT practioners, Oct 17-19

- Department took part in a panel discussion on health careers at Sharyland High School for Health Professions.
- First and second year OTA students volunteered and participated in the annual Down Syndrome Awareness Walk at the Edinburg Municipal Park, Oct 19

PATIENT CARE DEPARTMENT:

- Program Chair participated in National Council of State Board of Nursing development of National Nurse Aide Assessment Program in Chicago.
- Program Chair participated in the National Alliance of Concurrent Enrollment Partnership accreditation review interview in Salt Lake City, Utah.
- Hidalgo High School students started rotations at McAllen Heart Hospital for clinical rotations

PHARMACY TECHNOLOGY:

- Pharmacy Technology Program Chair presented to students at Vanguard Academy who are interested in a Dual Enrollment Pathway for Pharmacy Technology, Oct 23
- Department ended Pharmacy Week with a lunch for all students after presenting on sterile compounding and immunizations for Pharmacy Week

PHYSICAL THERAPIST ASSISTANT:

- Rick Escobedo, PTA STC c/o 2007, from the Orthopedic Sports Therapy Institute at DHR presented to level 1 PTA students regarding the anatomy and biomechanics of the knee.
- Level 1 students had the opportunity to service our community in honor of Global PT Day of Service. Students volunteered at the Challenged Sportsmen of America Annual "Wing & Water Weekend".
- October is National PT Month but this year also marks the 50th anniversary of the PTA profession.
- Students provided education on proper fit and use of walkers, crutches, and canes, instruction on everyday body mechanics, and answered questions about the PTA program at STC Pecan campus, Oct 22
- Faculty and students participated in the Halloween Contest held by Student Activities at NAH-A and won 3 of the 4 awards at the NAH Student Activities and Wellness Annual Halloween Contest.
- PTA Lab Assistant provided "pet therapy" stress relief for PTA students.

VOCATIONAL NURSING:

- VN department made a Tree of Hope at Starr County Campus for Breast Cancer Awareness Month
- Faculty attended the Texas Association Vocational Nursing Educators Conference, Oct 29-Nov 1
- VN Students at Mid-Valley participated in the Spirit of Halloween and handed out candy to preschoolers, Oct 30
- VN Department hosted a guest speaker Florestela Delgado, Hospital and Community Relations Specialist San Antonio Eye Bank, Oct 31

DANIEL MONTEZ
ADMINISTRATOR – MID-VALLEY CAMPUS

COMMUNITY ENGAGEMENT:

- MVC welcomes many outside organizations to promote their businesses, job opportunities and services to students.
    - UTRGV Outreach Information table set up to inform students of transfer information, etc., Oct 3 & 24
    - Deployed Resources Job Recruitment Table set up to provide job opportunities students, Oct 7 & 14
    - UTRGV One Stop Shop hosted to assist students in every aspect of registration and transferring, Oct 10
    - Vector Marketing Recruitment Table to provide job opportunities to students, Oct 14 & 28
    - VIDA/BBVA Compass Financial Workshops held, Oct 19
    - U.S. Census Recruitment Table set up to provide job opportunities for students, Oct 22

ENROLLMENT ACTIVITIES:

- STC Departments promote courses and answer questions regarding degree plans and upcoming classes.
    - High School Programs Department
        - Donna North/La Villa Bridge Program, Oct 14
        - Donna HS Bridge Program, Oct 15
        - Mercedes GEAR UP Campus Tour, Oct 21 & 22
        - Weslaco GEAR UP Campus Tour, Oct 23
    - University Relations Transfer hosted information table, Oct 8 & 28
    - University Relations hosted College Fair, Oct 16
    - Mexican American Studies presentation on Day of the Dead; student recruitment opportunity., Oct 31

CAMPUS EVENTS:

- Spanish Dept./MVC Spanish Club hosted
- Counseling Department holds various workshops throughout the semester:
    - Depression Screening, Oct 3
    - Building Healthy Relationships Screening, Oct 9
    - Tips for Taking Online Classes, Oct 16
    - Healthy Relationships, Oct 18
- Psychology Department hosted Mental Illness Awareness Week and displayed student posters, Oct 7-11
- Several departments collaborated to host Annual Reading Week Event including Six Word Story Contest, Mexican American Literature Class Display, Author's Panel and Reader's Panel. MVC Library contributed to the event hosting their Annual Family Reading Night Event in which 650+ persons attended. History Department hosted Living History Festival which included many persons in costume depicting characters from different eras.

DR. ARTURO MONTIEL
ADMINISTRATOR – STARR CAMPUS

CAMPUS ENGAGEMENT ACTIVITIES:

- Continue work with Starr County to help with the U.S. Census count by providing facilities and computers for registration
- Reaching out state-wide to visit welding programs similar in size to expansion for ideas on equipment and facilities
- Prepared for veterans Day celebration community outreach
- Begin outreach to local businesses for Holiday donations.
- Attended Roma ISD School Board meeting September 26, 2019
- Representative attended RGCCISD Board meeting but canceled
- Elected Chairperson of the Starr County Community Coalition to serve for school year 2019-2020. The primary mission is to provide the community with resources to keep young children and adults off of drugs and alcohol.
- Met with Director of the Starr County Community Coalition to discuss South Texas College-Starr County Campus support regarding distribution of material and facilities for meetings.
- Coordinated with Library and Mexican-American Studies Program to offer a lecture series for Hispanic Heritage Month.
- Emailed local Veterans Group with invitation and outreach for campus participation.
- Prepared initially for Fall Festival campus event Fall 2019 semester.
- Continue arrangements for Veterans Day Event to be held in November on campus.
- Contacted RGC VFW for potential guest speaker for Veterans Day as well as attendance by local veterans
- Preparing for Fall Festival Event to be held in November 2019 through Student Activities.
- Invited Starr County Community Coalition for campus tour and selection of facilities for partnership
- Established newly renovated space for South Texas College Food Pantry to serve students on campus.
- Sought participation for Holiday festivities in Starr County.
- Sought more guest speaker for Veterans Day celebration.
- Continue coordination for Starr County Community Coalition.
- Continue work with Starr County census committee for count helpers.

CAMPUS EVENTS/ACTIVITIES:

- Office of Human Resources "Policy Update and Employee Handbook Tour" Oct 1
- Student Activities and Wellness "Student Organization SharePoint Training" Oct 1
- Biology Club Meeting Oct 2

- Continuing Education "RGCCISD CTE Department Meeting" Oct 7th
- Mayors Prayer Breakfast Oct 8th
- Faculty Meeting Oct 9th
- Counseling and Student Disability Services "Ways to Take Care of Your Mental Health" Oct 14th
- Office of Student Rights and Responsibilities "National Ombuds Week" Oct 14th
- University Relations, Transfer and Articulation Center "College Fair" Oct 15th
- Student Activities and Wellness "National LatinX AIDS Awareness Day" Oct 15th
- College Connections "Student Ambassador Program Meeting" Oct 15th
- Starr County Campus Psychology Club Meetings Oct 15th
- Counseling and Student Disability Services "Sleep Hygiene" Oct 16th
- Student Activities and Wellness "Student Government Association Meeting" Oct 16th
- LASS "Noche de Familia" Oct 16th
- Student Activities and Wellness "Breast Cancer Awareness Month Event" Oct 17th
- Counseling and Student Disability Services "Conceptual Accuracy" Oct 17th
- Department of Psychological Science Faculty Oct 17th
- Office Comprehensive of Advising & Mentoring Services "Student Mentor Training" Oct 18th
- Human Resource "Starr Campus Vaccination Clinic" Oct 18th
- LASS "Ascender Brisket Plate Sale" Oct 18th
- Priority Registration Oct 21st – 22nd
- Counseling & Student Disability Services "Domestic Violence Awareness" Oct 22nd
- Texas A&M Agrilife Extension CDC Coalition Wellness Oct 22nd
- CBP Career Information Booth Oct 23rd
- Computer Science Advertising Oct 24th
- Student Activities and Wellness "Fall Festival" Oct 24th
- Counseling and Student Disability Services "Study Habits to Reduce Anxiety" Oct 25th

ENROLLMENT ACTIVITIES:

- Completed Rack Card request from PR for recruiting purposes
- Completed flier request from PR for Spring/Fall 2019 recruiting
- Completed social media request from La Voz de Starr for Spring/Fall recruiting
- Requested roster from Spring 2019 students who did not return for Fall 2019
- Requested current roster for recruiting to Spring 2020 semester
- Requested meeting with RGCCISD Superintendent meet & greet, no response.
- Met with Executive VP to begin efforts to recruit for Spring & Fall 2020 enrollment.
- Gathered rosters from RAS of stop outs for contact to return for completion of credential.
- Gathered rosters of Fall 2019 current students to prepare for Spring 2020 registration.
- Met with UTRGV-Starr County Administrator to provide pathway for Education Department majors.
- Prepared and informed student veterans on participation of Veterans Day event.
- Finalizing recruitment rosters for Spring 2020 enrollment campaign
- Completed orders and received flyers "Register Now" for Spring 2020 registration
- Received quotes for recruitment flyers for Fall 2020 enrollment
- Priority Registration started for Spring 2020 enrollment
- Starrfish initiative in full swing for Spring 2019 semester.
- Working with SAEM to identify stop-outs for recruiting Spring 2020.
- Continue priority registration for Spring 2020 registration.
- Mail outs to May 2019 high school graduates.
- Focus on registering current students in core classes for Spring 2020 enrollment.

ANA PEÑA

DIRECTOR – DISTANCE LEARNING DEPARTMENT

DIRECTOR'S REPORT:

- Status Report for Division Deans
    - Continue 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.
- Develop Distance Learning department operation handbook and submitted to HR for review, Oct 4
- Worked on documentation used for the SACSCOC Compliance Writing Team and started the draft for the sections assigned to Distance Learning.
- Updated several job descriptions for the department
- Worked on budget and Blackboard contracts
- Presented for departmental meetings regarding assistance with course approval forms, Oct 11
    - Biology
    - Political Science
- Develop software/LTI implementation plan for Blackboard.
- Met Academic Affairs VP Assistant to go over guidelines for integrating software in Blackboard, Pilot for full-time online faculty, student orientation progress, campus continuity and updated faculty training list, Oct 1
- Met with program chair of Paralegal department for an update on online courses, Oct 3
- Met with program chair of Public Administration to discuss action plan to convert program fully online, Oct 1
- Met with Executive Vice President and Vice President for Student Affairs and Enrollment Management to discuss the support process for possible TxDOT online students, Oct 8
- Reviewed and rated 27 possible candidates for Dean of Distance Learning, Oct 7,8 and 9
- Met with the hiring committee for Dean of Distance Learning to discuss the rating of candidates to select to interview, Oct 10.
- Participated at the Retention & Persistence Summit and took part of the panel discussion, Oct 11
- Met with the hiring committee of Dean of Distance Learning for interviews, Oct 17
- Met with Project Manager of Office of Strategic Initiatives to discuss the TxDOT support, Oct 14
- Met with Executive Vice President and Vice President for Student Affairs and Enrollment Management to discuss TxDOT Landing/Splash Page, process and information for TxDOT employees to take online courses, Oct 18
- Met with Assistant Director of Human Resources to discuss Distance Learning vacant positions, Oct 23
- Met with Project Manager of Office of Strategic Initiatives to discuss the TxDOT Distance Learning mapping process, Oct 25
- Met with the hiring committee for Math Secretary to discuss interview dates, and evaluate applicants, Oct 29
- Met with Executive Vice President and Vice President for Student Affairs and Enrollment Management to discuss the updated process mapping for possible TxDOT online students, Oct 31

PROJECTS:

- Course Development
    - Updating DL Course Approval Form manual.
    - Reviewed 57 Distance Learning Course Approval Form submissions.
    - Completed 35 Distance Learning Course Approval Forms.
    - Develop an action plan to convert Law Enforcement and Public Administration courses fully online.
    - Met with Instructional Designers to discuss assigned department, upcoming trainings, training manuals and course approval forms, Oct 8, 15, 22 and 29.
- First Time Online Student Orientation
    - Distance Learning staff updated Blackboard Online Student Orientation course
    - Distance Learning Staff enrolled 3,018 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.

        - 16 students took and fail orientation
        - 1,747 students passed orientation
        - 1,255 students did not attempt orientation
    - Requested a survey to RAS department to improve the first time Online student orientation course.
    - Requested data request with RAS department for a control group data needed for random sampling to track success in their online courses based on the Fall 2019 cohort.
- Learning Management System (LMS) Implementation
    - Disabled 32,378 courses (FY 2016-2017) from Blackboard, Oct 1.
- Multimedia Support
    - Distance Learning staff assisted with Starfish videos.
    - Distance Learning staff assisting with STEM recordings and videos.

DISTANCE LEARNING TECHNOLOGIES:

- **Distance Learning Helpdesk**
    - Numbers for the month of June
        - Students/Faculty Chats: 39
        - Students/Faculty Tickets: 176
        - Helpdesk Phone Calls: 359
        - Afterhours Students/Faculty Chats: 39
        - Afterhours Helpdesk Calls: 77
        - **Total: 690**
- **Trainings/Workshops/Professional Development**
    - Trainings
        - Distance Learning staff certified 18 faculty/staff with Online Teaching Certification, Oct 12 and 25.
        - Distance Learning staff provided Pronto – Instant Messenger training, Oct 11.
        - Distance Learning staff provided Creating Accessible content with Microsoft Office training, Oct 11.
        - Distance Learning staff certified 19 faculty/staff with Blackboard Certification, Oct 18 and 22.
        - Distance Learning staff provided Accessibility training, Oct 18.
    - Workshops
        - Distance Learning staff provided Blackboard support at NAH campus, Oct 9, 16, 23 and 30.
        - Distance Learning staff hosted an Open Lab for Blackboard assistance and course approval forms, Oct 18
    - Events
        - Distance Learning staff provided registration support and served as Master of Ceremony for A Night With the Stars event, Oct 10
- **Student Success Activities:**

Type of Service	Number of Students
General Advising:	515
Distance Learning Walk-Ins:	2
Telephone Contacts:	163
Virtual Campus Advising Email:	350
Email Reminders:	8,430
Total:	***8,945***

DISTANCE LEARNING MEETINGS:

- Participated at the Lightboard Core Team on the discussion of the consultant assisting with the project and number of potential faculty, Oct 3
- Participated at the President's Administrative Staff Meeting, Oct 4
- Distance Learning staff met with the Office of Professional Development to discuss SPARK online, Oct 7
- Participated with VidGrid demo as a captaining solution for online videos, Oct 8
- Participated with the Integrated Communication Plan meeting, Oct 9
- Participated with the conference call with Search Consultants for Dean of Distance Learning, Oct 10
- Participated with the Radius Training meeting, Oct 18
- Distance Learning assisted Curriculum Manager with Blackboard Concourse video tutorial, Oct 15
- Distance Learning staff participated with the SPARK online meeting, Oct 14
- Held department meeting to address all upcoming trainings, streamline training process and course approval forms, Oct 16
- Held department meeting to address all upcoming trainings, streamline training process, discuss National Distance Learning week activities and course approval forms, Oct 21 and 22
- Participated and presented on the Starfish flags for online students and Course Approval Forms update for Academic Council meeting, Oct 21
- Distance Learning participated with the Cengage Meeting for all-inclusive access, Oct 22
- Distance Learning staff participated in the High-Impact Strategies for Teaching Online workshop, Oct 25
- Participated in the Supervisory Skills for Success training, Oct 24
- Participated with the Jagnet Content Committee meeting to go over new icons and updated content, Oct 22
- Distance Learning staff participated with the SPARK Online meeting to discuss timeline and responsibilities, Oct 28
- Held department meeting to address all upcoming trainings, streamline training process, discuss National Distance Learning week activities and course approval forms, Oct 28
- Participated in the Starfish Blackboard Flags Meeting to follow up the configuration and planning of system-raised flags targeted for online students, Oct 29
- Participated with the 2019-2024 Vision, Mission, Values and Strategic Plan appreciation event, Oct 31

DR. MARICELA SILVA
ACADEMIC GRANTS AND PROJECTS OFFICER

GRANTS:

- Perkins:
  - Ongoing – Attended meeting with NAH and RAS to discuss pre- and post-surveys.
  - Compiled a list of the BPST Perkins funded equipment which will be ordered, and submitted it to RAS; this information will be used to develop pre- and post-surveys for both NAH and BPST.
  - Emailed departments to ensure they have their quotes and have submitted the requisitions to order the equipment.
  - Follow up emails sent to departments requesting status of equipment orders.
  - Will begin revising Perkins training presentations to encompass the upcoming changes for next year's application.
- Starfish:
  - Ongoing - Progress Survey 1 closed on October 4th;

PROGRESS SURVEY 1 RESULTS	
Surveys Sent	4,693
Surveys Completed	2,619
Total	56%

FLAGS RAISED	
Attendance Concern (Traditional Class)	1,247
In Danger of Failing	4,689
Keep Up the Good Work	20,824
Participation Concern (Online Class)	720

  - Received several calls complaining about glitches - once you log on to JagNet and click on the Starfish icon, you have to log on again – working with IT to resolve this issue;
  - Worked on Flag report for Starr Campus and emailed the report to the specialists for follow-up.
  - Contacted Hobsons about glitches within Starfish;
  - Scheduled a follow-up conference call with Hobsons to discuss issues with Starfish and address questions that Financial Aid, Distance Learning, and I have regarding the configurations and reports;
  - Worked on creating a report of how many students have created or updated their profiles.
  - Contacted Hobsons to request a demo of the new features available through Starfish (i.e. What-If Analysis; Career Planner; Pathways; etc.);
  - A conference call was scheduled with Hobsons for October 30th, to discuss issues with Starfish and address questions that Financial Aid, Distance Learning, and I have regarding the configurations and reports.
  - Ongoing – Starfish representatives provided possible dates for the Starfish demo for November – a SAVE the DATE was sent for November 20th;
  - The 2nd Progress Survey was launched on October 28th. The following is the information that has been collected so far:
    - Surveys Sent - 4,708
    - Surveys Viewed - 1,009
    - Surveys Completed - 945
    - Flags Raised - 8,661
- CAEL Adult Learner 360 Academy 2019
  - Ongoing - Met with SAEM team to develop strategies to re-engage stop-outs and adult students.
  - A follow-up conference call is scheduled for November 20th.
- RAND Grant

- Met with the PI and Grants office to discuss status;
- Reviewed budget and discussed making amendments.
- Perkins Leadership (ACE-IT) Grant:
    - Attended the initiation meeting to discuss the objectives, review the budget, and next steps.
    - Budget paperwork was signed by the PI and FM and was directed to the VPAA for approval.

ONGOING PROJECTS & ACTIVITIES:

- QEP Implementation Team
    - Ongoing – Met with the Committee to discuss status and plan for next steps;
    - A topic was chosen, which would integrate the First Year Experience and Advising;
    - Committee discussed the need a writer for the QEP Research – either a faculty member or possibly hire someone;
    - We discussed designating a QEP Director.
    - Attended follow-up meeting to:
        - Review and choose team members – a team of 20 were identified;
        - Developed QEP timeline;
        - The QEP Implementation Kick-off was scheduled for October 17th.
- QEP Kick-Off Meeting
    - Attended the QEP Kick-Off meeting which was scheduled on October 17th;
    - The team of 20 were divided into 5 Sub-Committees as follows:
        - Process Mapping
        - Marketing
        - Research & Assessment
        - Literature/Best Practice Research
        - Budgeting & Resources
    - A Timeline has been developed;
    - The team will be meeting on a Bi-Weekly basis;
    - Focus groups of Faculty Advisors and students will be scheduled for November 1st.
    - Started the literature review;
    - The team will meet again on November 5th.
- Attended the AtD Summit:
    - The AtD Coach facilitated a conversation with Dr. Reed regarding the drop in enrollment;
    - This was followed by a panel discussion with representatives from Enrollment, Advising, Pathways, Faculty and others to address areas that may be the root of these drops in retention and persistence;
    - The afternoon was followed by table/group discussions and a report out on what was discussed.
- Excelencia in Education:
    - Met with Director for RAS to review and respond to Excelencia's 6-month Data Institute follow-up request; the responses were submitted on Friday, October 18th;
    - Attended the Excelencia in Education ALASS Institute;
    - Recipients of this year's Excelencia Award are as follows:
        - Associate Level – Center or Community College Partnerships (CCCP), Los Angeles, CA
        - Baccalaureate Level – Attract, Inspire, Mentor, and Support Students (AIMS^2) Program, Northridge, CA
        - Graduate level – Cal-Bridge Program, Pomona, CA
        - Community-Based Organization Level – YMCA of Middle Tennessee, Nashville, TN
    - Some of the sessions attended include but are not limited to:
        - *Faculty who Accelerate Latino Student Success and the Latino Faculty Pipeline* – the session explored the seminal role faculty play in the Latino college experience. Panelists discussed institutional capacities to engage faculty to create learning environments where all students have an opportunity to thrive.
        - *Higher Education Act and Federal Policy with a Latino Lens* – Panelists included Beatriz Ceja (HSI Division Director for the US Dept. of Ed); Jose Miranda (Legislative Assistant, Office of Congresswoman Lucille Roybal-Allard), and William Serrata. Panelists discussed the emerging

recommendations for the reauthorization of the federal higher education act and opportunities to accelerate Latino student success.

DR. CHRISTOPHER NELSON
ASSOCIATE DEAN – CURRICULUM AND STUDENT LEARNING

ASSOCIATE DEAN'S REPORT:

- Represented South Texas College at the Comprehensive Learner Record Workshop in Fort Worth October 7-8.
- Participated in the Integrated Communication Plan meeting with Interact.
- Participated in the second AAC&U "Strengthening Guide Pathways" Project webinar.
- Participated in the QEP Implementation Team planning meeting.
- Served as a panelist at the Retention and Persistence Summit with the College's Achieving the Dream coach.
- Represented the Department of Curriculum and Student Learning (as well as the LASS Division) at the College's project interview with our NACEP review team in Salt Lake City.
- Joined and met with the THECB ACGM Advisory Committee in Austin.
- Convened the College's AAC&U Strengthening Guided Pathways Project team to finalize details on the College's project.
- Met with representatives from the Engineering Programs at STC and UTRGV to discuss developing a proposal for an ATE-NSF Project Grant.
- Joined and met with College's QEP Implementation TEAM to discuss first steps.
- Presented on "Program Development and Review" (Including learning outcomes assessment and faculty evaluation) at Session 4 of the College's Chair Leadership Academy.
- Presented on learning outcomes assessment and course evaluations to the College's Political Science faculty.
- Convened the College's core traveling team, and completed the Advanced Work, for Institute #1 for the Texas Pathways Project, Round 2 in San Antonio on November 6-8.
- Completed and submitted the 2019 Developmental Education Program Survey to the THECB.
- Ushered the AA Dance Program brief through Academic Council.
- Coordinated with the IS&P Project Manager to continue detailing the Faculty Load and Compensation process maps for the third meeting for the FLAC Process Mapping Team.
- Met with the NACEP Core Team to review feedback from the NACEP review tram and plan our responses.
- Made final suggested revisions to the comprehensive "Guide to Student Completion" booklet, aligning High School Endorsements, Dual Credit course offering, and STC meta-majors, programs, and awards.
- Attended the "High Impact Practices for Online Courses" Professional Development sessions.
- Attended the Gates Foundation Panel on Pathways.
- Participated in the TSIA2 webinar and coordinated with the Dean of LASS and the Chair of IRW to begin planning for spring 2020 implementation.
- Attended the PSJA Mental Health and Human Services Institute Kick-off event, as a member of the Institute's Advisory Board.
- Assisted the Visual Arts Department with preparing curriculum revisions to accord with the ARTS Field of Study.

CURRICULUM & STUDENT LEARNING MANAGER REPORT – CHRISTINA CAVAZOS

- Audited reports for the dual credit FLAC records to determine pending acknowledgements and number of records.
- Met with Curriculum & Scheduling Coordinator to review curriculum revisions and Banner pages ensure accuracy of data entry. This was part of the training for the new Coordinator.
- Created master syllabi templates for the remaining CBE courses scheduled for spring 2020 in preparation for the Concourse Syllabi Management application.
- Provided Concourse Instructor training to the Communication Adjunct/Dual Credit Faculty. Total of 14 participants from the dual credit attended.

- Provided Concourse Syllabi Instructor training to 63 participants in the month of October at all five campuses, in preparation for the go-live data in spring 2020.
- Conducted Concourse Department Chair training in preparation for the go-live in spring 2020. All department chairs have attended training and are aware of the deadline for master syllabi completion at the end of the fall term.
- Attended meeting with Director of Admissions/Registrar, VP of SAEM and other constituents to review and revise Board Policy 3342.
- Met with the Digital Services Manager to discuss an action plan for promoting Concourse Syllabi to current students including using social media to create awareness for the students.
- Reached out to the Director of Student Activities to request representation at the new student orientations scheduled for spring 2020 to promote Concourse Syllabi to new students.
- Met with Distance Learning Media Manager to discuss the compilation of a Concourse tutorial video to assist faculty with linking course syllabi in Blackboard. Tutorial video has been completed and is pending upload to the STC webpage.
- Attended the NAF Project Grant meeting with representation from the STC Engineering department and UTRGV's Civil Engineering department to discuss possible curriculum options for a Water and Wastewater Technician Award.
- Attended the Chair Academy, hosted by OPOD, where the topic of program development, Advisory committees and outcomes was up for discussion.
- Attended October Academic Council meeting where the proposed AA in Dance was presented for discussion.
- Attended the 2nd session of the Supervisory Skills for Success workshop where the topics of "Managing your Emotions" and "Managing Generation Y" were discussed.
- Attended a phone conference with the Concourse Syllabi Management Director of Client Success to discuss the status of the spring 2020 implementation and upcoming changes.

CURRICULUM & SCHEDULING COORDINATOR – ESMERALDA EURESTE

- Attended cross training session held by the C&SL Manager cover the Concourse Syllabus Management System for scheduling and Curriculum Staff to obtain background and logistics of the application.
- Held Concourse training for adjunct/dual faculty and staff from the Communication department, Cybersecurity and Developmental Math Departments.
- Conducted Concourse Syllabi Instructor training to 175 faculty from all five campuses in preparation for the go-live in spring 2020.
- Held a meeting with both Curriculum Specialists to review the WECM 2019 reports and finding to determine impacted departments or programs.
- Attended the supervisory Skills for Success Training to obtain up-to-date information on Supervisory skills needed to manage employees more effectively.

DIRECTOR OF ACADEMIC ASSESSMENT REPORT – YOLONDA JARAMILLO

- Prepared ETS Post Assessment Presentation/Training for faculty members and Program Chairs.
- Met with English and Sociology faculty to discuss ETS Critical Thinking Skills Post Assessment details for ENGL 2331, ENGL 2326, and SOCI 1306.
- Met with Math Department Chair to discuss ETS Communication Thinking Skills Post Assessment details for MATH 1332.
- Initiated learning outcomes and department training for Learning Outcomes Specialist.
- Attended and participated in Human Resources new employee orientation.
- Compiled Argos signature reports for CO and PLO summer-2019 sessions.
- Developed summer 2019 PLO and CO signature audit reports and corresponding pivot table to share with Program Chairs and faculty.
- Attended "Ed Tech to Communicate and Connect with Students" professional development workshop.
- Met with Pharmacy Technology Program Chair to review JagPRIDE support options for Course Learning Outcomes (CLOs) and ASHP accreditation documentation.

- Met with Language & Culture Studies Program Chair to discuss ETS Post Communication Assessment for fall 2019 SGNL 2301 courses.
- Met with Education, Chemistry and Math Faculty to discuss ETS Assessment for fall 2019 courses.
- Collaborated with Curriculum and Student Learning Manager and Associate Dean to review learning outcomes documentation in Concourse.
- Attended and participated in "Retention & Persistence Summit" professional development.
- Compiled summer 2019 Argos Signature Reports for Program Learning Outcomes (PLOs) and Core Objectives (COs).
- Attended "Creating Accessible Content with Microsoft Office" professional development workshop.
- Met with Learning Outcomes to review status of pending ETS assessments and scheduling for October and November.
- Met with Math and Sociology faculty to discuss ETS Assessment for fall 2019 courses.
- Completed ETS pre-assessment with EDUC 1300 Students
    - Critical Thinking Skills – 311
    - Written Communication Skills - 275
- Proctored ETS assessment at the Pecan and Mid-Valley campus. All testing will be completed by November 25. Current number of students who have completed post assessments are as follows:
    - Critical Thinking Skills – 115
    - Written Communication Skills - 126
- Collaborated with ETS representative to review exam view options for students who are partially blind. The largest font size is 18, but the test navigation is limited and not accessible when the assessment is magnified. A one-on-one proctor was needed to assist the student and honor accommodations.
- Met with Counseling Office to ensure ADA compliance in administering ETS assessments.
- Presented ETS Assessment at Math Department meeting.
- Participated in Academic Council meeting, providing an update on learning outcomes, JagPRIDE summer 2019 data entry and CORE Objective Improvement Plans.
- Compiled summer 2019 Argos signature Reports for Program Learning Outcomes (PLO) and Core Objectives (COs).
- Assisted program chairs and faculty to submit summer 2019 data.
    - Summer 2019 Core Objective Data submission: 99%
    - Summer 2019 Program Learning Outcome submission:98%
- Participated in High Impact Strategies for Teaching Online workshop.
- Attended Planning and Development Council meeting.

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

DR. REBECCA DE LEON - DEAN'S REPORT:

- Dean represented South Texas College at the Gates Foundation P-16 Learning Community Convening with RGV Focus in Buffalo, New York on Oct 9-11
- Dean attended the National Alliance of Concurrent Enrollment Partnership (NACEP) Conference in Salt Lake City, Utah on Saturday, Oct 12-16
- Dean along with the Core Team attended the Accreditation Application Interview on Sunday, October 13th at 5pm which allowed the NACEP Commissioner and Review Team to discuss additional information and evidence required by Nov 19
- Dean and Director of Dual Credit Pathways conducted two separate presentations at the NACEP Conference: 1) Academic Advising Elevates Students: What Are You Doing About It?; And 2) The Good, the Bad, and the Things You Wished You Knew about Dual Credit!, Oct 14
- Dual Credit Programs hosted the 2019-2020 Dual Credit Data Success Metrics at La Joya ISD, Oct 23
- Dual Credit Programs in collaboration with the PSJA Perkins Reserve Grant hosted a Cybersecurity Awareness Event for approximately 70 students from PSJA and Valley View ISDs. The event included presentations from the Cybersecurity Department, STC Chief Information Office, and City of Pharr on potential careers and fields of study, Oct 29
- Dual Credit Programs in collaboration with Vanguard ISD hosted a Cybersecurity Awareness Event for approximately 25 students. The event included presentations from the Cybersecurity Department, STC Chief Information Office, and City of Pharr on potential careers and fields of study, Oct 29
- **Upcoming Events & Activities for November 2019**
    - Dual Credit Programs CTE Summit, Nov 1
    - PSJA College for All Conference Presentation, Nov 14-15
    - Collaborate and Collect Evidence for NACEP Response One, Nov 19
    - Fall Open House at Starr County Campus, Nov 20

LEONARDO CASTANEDA – DIRECTOR FOR ACADEMIES AND HIGH SCHOOL PROJECTS:

- The Governor's Summer Merit Program Grant Final Report was submitted to The Texas Workforce Commission prior to the deadline of Oct 10
- Coordinator of Academies & High School Projects attended the National Academic Advising Association (NACADA) Annual Conference in Louisville, Kentucky on Oct 20-23
- The Dual Enrollment Academy Programs held its Annual College Tour for the Business Administration, Teaching, Computer Science, and Criminal Justice Academies. Twenty-two (22) students had the opportunity to visit the University of Texas Rio Grande Valley, the University of Texas at Austin, and the University of Texas at San Antonio. Student received departmental presentations that focused on the admission requirements and timelines, financial aid and scholarship opportunities, transferability information, available programs, a tour of the dorms, and a campus tour. The college tours were held on Oct 17-18
- Academy staff attended Manufacturing Day 2019 at the Technology Campus and toured the Binary Technologies facility in McAllen, Oct 4
- Staff provided an evening parent/student information session for Sharyland High School, Pioneer High School, and Sharyland Advanced Academic Academy regarding dual credit opportunities and South Texas College policies associated, Oct 8
- Academy staff provided an overview of available Academy programs to La Grulla and Rio Grande City ISD staff in preparation for recruitment presentations, Oct 22
- Academy staff prescreened and registered the list of students participating in the recovery class with Donna 3D academy. The class is set to begin Oct 28
- Academy Programs recruitment/informational presentations were held at the following campuses:

Date	Location	Students Attended
October 2nd	Vanguard Mozart Secondary Academy	51
October 2nd	PSJA T-STEM ECHS	175
October 7th	Weslaco East	65
October 8th	Weslaco East	65
October 9th	World Scholars	40-50
October 9th	PSJA Memorial ECHS	102
October 9th	Progreso ECHS	65
October 10th	McAllen Memorial HS	300
October 10	The Science Academy of South Texas	15
October 11th	Academy of Health Science Professions & STEM	155
October 16th	La Joya HS	40
October 17th	Roma HS	103
October 18th	PSJA North ECHS	65
October 23rd	Mercedes HS	400
October 24th	Mission HS	100
October 24th	Edinburg Robert Vela HS	120
October 25th	Mercedes Early College Academy	120
October 28th	Edinburg HS	30
October 29th	Juarez Lincoln HS Main Academies	70
October 29th	Rio Grande City ISD	88
October 29th	La Grulla HS	5
October 29th	La Villa Early College HS	60
October 29th	Edinburg North HS	275
October 30th	McAllen Memorial HS (follow up)	10
October 30th	PSJA TSTEM ECHS (follow up)	35

- Academy staff produced interest form data reports, produced from the Radius Online Portal, and provided them to high school contacts. To date, over one thousand seven hundred eighty-three (1,783) interest forms were received.
- Parent/Student evening information sessions were held at the following campuses:

Date	Location	Attendance
October 3rd	The Science Academy of South Texas	50
October 22nd	Vanguard Rembrandt Secondary Academy	40
October 30th	McAllen Memorial HS	20

- Staff reviewed the Starfish Early Alert System notification and scheduled case management meetings with students. The following case management sessions were held at their respective campuses:

Location	Case Management Sessions
Pecan Campus	47
Mid Valley Campus	23
Starr County Campus	3

- The Academy Programs held is first Friday workshop of the fall 2019 semester for Dual Enrollment Academy students on Friday, October 4, 2019 at the Pecan, Starr County, and Mid Valley Campuses.
    - Pecan Campus: One hundred thirteen (113) Junior Academy students attended the Student Leadership Academy hosted by South Texas College Student Leadership staff and they received a Student Rights and Responsibilities presentation. Senior Academy students attended a workshop hosted by UTRGV, which discussed available programs, recruitment and admission requirements and timelines.

- Mid Valley Campus: Forty-three (43) Junior Academy students attended the STC Student Leadership Academy. Thirty (30) Senior Academy students attended a career awareness workshop hosted by United Launch Alliance (ULA) Tool Development Engineer. ULA is a launch service provided that manufactures and operates space rockets.
- Starr County Campus: Seven (7) Juniors and Twelve (12) Seniors attended a workshop titled *Succeed in the Corporate Work by Sharpening your Soft Skills,* hosted by South Texas College Faculty.

- The Dual Enrollment Academy Programs held workshops at the Pecan Campus on Friday, October 11, 2019:
  - Pecan Campus: Seventy-three (73) Academy Senior students attended a FASFA drive workshop hosted by South Texas College student financial services. Students who did not complete their FAFSA were able to have the opportunity to do it in the lab and start on applying for scholarships.
  - Pecan Campus: Eighty-four (84) Academy Junior students attended a Transfer Service/Volunteer Opportunities Workshop hosted Dr. Kelli Davis and a Boys and Girls Club Representative. Students received information to transfer from different universities and a brief overview of what each academy courses transfer outside of South Texas College. Dr. Davis showed different degree works from other universities and explain detail of each degree plan. The second presentation was held by a Boys and Girls Club Representative who gave the requirements of what is needed to volunteer for the boys and girls club.
  - Mid Valley Campus: Forty-three (43) Junior Academy attended the Student Leadership workshop, titled *Taking Responsibility.* Thirty (30) Senior Academy students attended a workshop hosted by STC Faculty which focused on Writing and Academic Dishonesty.
  - Starr County Campus: Twelve (12) Seniors attended a workshop hosted by BBVA Compass Bank which provided an overview of Banking Basics. Seven (7) Juniors attended a workshop which the topic of *An Engaging Hour of Power for Your Financial Well-Being* hosted by South Texas College Coordinator of Financial Literacy.
- The Dual Enrollment Academy Programs held workshops at the Mid Valley, Pecan, and Starr County Campuses on Friday, Oct 25:
  - Pecan Campus: Twenty-four (24) Engineering Academy Juniors and Seniors attended a career awareness presentation hosted by United Launch Alliance (ULA) Engineer and Tool Developer. ULA is located in Harlingen, TX and build parts for spaceships. The ULA representative discussed the educational requirements, his personal experiences in education and the profession, as well as internship opportunities available with their organization.
  - Pecan Campus: Seventy (70) Medical Science and Pharmacy Academy Juniors and Seniors attended an information session on the Joint Admission Medical Program (JAMP) that is provided at the University of Texas-Rio Grande Valley for students that are interested in pursuing a pathway to medical school. One of the presenters, who is also a student in the JAMP, is a Dual Enrollment Medical Science Academy Alumni. Students learned about the admission requirements, deadlines, program benefits, and internships.
  - Pecan Campus: Sixty-six (66) Academy Juniors attended the Student Leadership Academy which focused on team building and further developing their critical thinking skills.
  - Mid Valley Campus: Thirty (30) Academy Seniors attended a Basic Research Skills workshop hosted by South Texas College Faculty. This workshop focused on giving students the foundational knowledge to conduct research appropriately so that they know where and how to locate resources.
  - Mid Valley Campus: Forty (40) Academy Juniors attend the Student Leadership Academy, which focused on building healthy relationships and the benefits associated.
  - Starr County Campus: Eleven (11) DEMSA Seniors attended a Time Management and Note Taking workshop hosted by Center for Learning Excellence Staff.
  - Starr County Campus: Seven (7) DEMSA Juniors attended the Student Leadership Academy hosted by Student Activities Staff titled “Modeling the Way” which focused on the impact of being good role models in their community and the consequences of their behavior and actions.

RELATIONS MANAGERS' REPORT: APRIL CASTANEDA

- Relations Manager working on logistics for the following events to be held in October and November:
  - McAllen ISD Financial Aid Night, Oct 22
  - Cybersecurity Awareness Event, Oct 29
    - 9am – 11am: 3 ISDs will participate, held at the Regional Center for Public Safety Excellence
    - 1pm – 3pm: 5 ISDs will participate and event will be open to traditional students, held at the Technology Campus
  - CTE Summit, Nov 1
    - 8am – 12noon, held at the NAH Campus
    - As of date, 24 school district personnel have signed up
  - Career Exploration Day, Nov 6
    - Over 1,075 students will be attending (from 21 schools; 10 ISDs). Registration is still open till early October
  - PSJA Conference, Nov 14-15
    - Collecting PowerPoints and promo items
  - Starr County Open House (in collaboration with SAEM), Nov 20
    - 9am – 1pm, 3 ISDs will participate
  - Vanguard Academy Parent College Knowledge Night, Dec 9
  - Lone Star College External Visit, Dec11
- Relations Manager working and coordinating logistics for events held in 2020:
  - Sharyland A3 Parent College Knowledge Night, Jan 8
  - ISD Board Breakfast, January 24, 2020
  - Summit on College & Career Readiness, April 6, 2020
- Relations Manager working on Pathways Booklet
- Relations Manager working on CTE Institute Booklet

DUAL CREDIT PROGRAMS SCHEDULING:

- Planning and Scheduling Manager hosted Dual Credit Scheduling Portal Training at the Mid-Valley Campus, October 2
- Planning and Scheduling Manager hosted two Dual Credit Scheduling Portal Trainings at the Pecan Campus, October 3
- Planning and Scheduling Manager hosted Dual Credit Scheduling Portal Training at the Starr Campus, Oct 4
- Scheduling Manager met with PSJA College Readiness Coordinator to work on Presentation for the PSJA Conference, Oct 8
- Planning and Scheduling Manager met with Academies' Director to discuss spring schedule, Oct 14
- Planning and Scheduling Manager sent request to the IT department to add the EOC pre-requisite (STRE 4000) for Spring 2020 dual courses that require it
- Planning and Scheduling Manager attended meeting with McAllen ISD administrators to discuss scheduling options to offer dual sections after school at Achieve ECHS for the whole district, Oct 17
- Scheduling Manager attended meeting with McAllen ISD CTE administration to discuss timelines for early registration, Oct 17
- Planning and Scheduling Manager continuously working with program chairs on faculty assignments and room changes for dual credit courses.
- Planning and Scheduling Manager met with Sociology Program Chair to discuss scheduling option to offer new sociology courses to our partnering high school districts, Oct 25
- Planning and Scheduling Manager has processed 571 schedule changes for Spring 2020

ANTONIO DE LA CRUZ – DUAL CREDIT PATHWAYS DIRECTOR:

- The Dual Credit Pathways Director and Dean attended a NACEP Review Tea interview along with other STC administrators and department chairs in Salt Lake City, Utah. The interview seemed positive and the sessions were very enlightening.

- The DCP staff began to attend leadership meetings with TEA designated staff. This academic year, new leadership coaches have been assigned or reassigned to different schools. Concerns from partners include meeting TEA blueprint metrics, degree completion and overall quality.
- As of November, the DCP staff has seen over 4000 students in various settings that include registration support, degree audits and group advising. In addition, the DCP staff continues to support registration drives at assigned high schools.
- The DCP Director has met with Sociology and Mexican American studies department chairs to discuss how to introduce and allow respective degree pathways at the high schools. The DCP director provided instructions and considerations in facilitating the introduction of these subjects.
- The DCP staff has continued to promote usage of the FTDC Advising Module. In addition, the DCP team setup meetings with partners to help create Starfish profiles for 9th graders. Issues setting up the profiles arose from the system not letting student's setup unless students are enrolled a course already. DCP team will have to reschedule The DCP staff attended a meeting with Enrollment Services to plan, staff and execute Enrollment Fast Track program.
- The DCP team was notified that Mercedes ECHS will be moving to another facility due to capacity and school condition issues. The Dean notified Dean Inst'l Rsrch, Eff & SP to begin the process of assessing the new facility.

JESSICA GALLOSO

ASSOCIATE DEAN – PROFESSIONAL & ORGANIZATIONAL DEVELOPMENT

MEETINGS:

- OPOD Meeting- OPOD team met to discuss the upcoming Academies. Upcoming Jaguar Academy, Chair Academy and Adjunct/Dual Credit Focus Academy. Reviewed previous week CWPOD, Oct 2
- HSI Grant Team Meeting – Instructional Coach met with HSI Grant Team and faculty to coordinate special assignment for active learning classroom, Oct 3
- OPOD Meeting- OPOD team met to discuss the upcoming Academies. Upcoming Jaguar Academy, Chair Academy and Adjunct/Dual Credit Focus Academy, Oct 7
- Spark Online Meeting – Instructional Coach met with Distance Learning team to discuss progress of Spark Online, Oct 7
- ACL Classroom Observations Meeting – Instructional Coach met with Faculty to give orientation for active learning classroom observations, Oct 11
- Chair Academy Meeting – OPOD Associate Dean met with Dean of Instructional Research and Effectiveness to discuss assignment for Chair Academy, presentation and deadlines. – October 14
- Spark Online – Instructional Coach met with Distance Learning to discuss progress of Fall 2019 Spark Online Course, Oct 14
- OPOD Meeting- OPOD team met to plan and check progress on upcoming sessions of Jaguar Academy, Chair Academy and Adjunct/Dual Credit Focus Academy, Oct 15
- ALA Planning Session – Associate Dean met with Instructional Coach to discuss curriculum for Ambassador Leadership Academy topics, Oct 15
- Instructional Coaching – Instructional Coach met with a history instructor to discuss retention strategies to implement in the classroom, Oct 15
- Academic Council Meeting – Associate Dean attended monthly council meeting where presenters gathered ideas for breakout sessions for Dual and Adjunct PD Events, Oct 21
- OPOD Team Meeting – Team discussed events to prepare for upcoming workshops and academies - Jaguar Academy and Supervisory Training, Oct 22
- Instructional Coaching – Instructional Coach met with a history instructor to discuss retention strategies to implement in the classroom, Oct 15

- Team discussed events to prepare for upcoming workshops and academies - Jaguar Academy and Supervisory Training, Oct 28
- Associate Dean and Instructional Coach discussed future ALA planning sessions, Oct 29
- Associate Dean, Manager and Instructional Coach met with Culinary Arts Instructor to plan out details for upcoming book club meeting and luncheon with Faculty and Students, Oct 29
- Instructional Coach attended a phone meeting with Avid member to discuss an upcoming training session, Oct 31

ACADEMIES AND TRAININGS:

- DELTA Session #6- participants need to have complete all modules and assessments and have an average score of 80% in the course to earn a DELTA course certificate. – October 1-4
- ALC Observation – Instructional Coach observed five active learning classrooms at Pecan, Tech and NAH Campuses, Oct 2-4
- Jaguar Academy Kick off – Approximately 27 STC new staff employees attended the Jaguar Academy held at the Pecan Campus, Building H216. Associate Dean for OPOD welcomed the new staff members. The new staff employees introduced themselves, followed by a power point presentation *on Exploring the Office of Professional and Organizational Development.* The academy participants were taken on a Pecan Campus tour, Oct 3
- SPARK Training –Approximately 14 people attended. This training consisted of how to build videos online through Adobe Spark, Oct 4
- Ed Tech Communicate and Connect with Students Training – Attended by STC Faculty and Staff. This training consisted of how to efficiently communicate through Reminder App. This app allows instructors to send updates on any upcoming assignments, Oct 4
- Power Up: Professional Development System – OPOD Specialist provided training to the Starr Campus staff on the PD system, Oct 4
- DELTA Graduation – Twenty participants graduated from the First cohort of Fall 2019. Participants completed all modules and assessments with an average score of 80% in the course to earn a DELTA course certificate after completing their course evaluation. Continuing professional and workforce education certificate of completion for this course were emailed to the participants and program chair and originals were sent via inter campus mail, Oct 7
- ALC Observation – Instructional Coach observed two active learning classrooms at Pecan, Tech and NAH Campuses, Oct 9-10
- Jaguar Academy Session 2 – Approximately 27 STC participants attended the Jaguar Academy. Interim Vice President presented information on the history and core values of STC, Oct 10
- Supervisory Training – Approximately 35 participants registered for this four-week training held from 8am – 5pm at the Pecan Campus. This training will provide Supervisory Skills for Success, Develop and refine the skills you need to manage employees more effectively. This training consists of four separate sessions between October and November. Session One held on October 10th consisted of Lesson One – *Supervisor Roles and Responsibilities*. Followed by Lesson Two – *Working with your Boss*, Oct 10
- SPARK Session –Participants for the Spark online course developed online learning activities for blended course, Oct 11
- Retention and Persistence Summit – Attended by STC Faculty. A guest speaker from Achieving the Dream discussed best-practices for student retention and students persisting in completing their college goals, Oct 11
- Interactive Questions with Poll Everywhere - Attended by STC Faculty and Staff. Attendees were able to create polls that would invite students to interact. The session showed different options of responses to questions created through Poll Everywhere, and how to link those responses to their blackboard for grading purposes, Oct 11
- Chair Academy – Chair Academy participants worked on scheduling scenarios. Faculty credentials and qualifications, credentialing scenarios. Review of upcoming sessions, Oct 11
- Focus Academy – Participants were given a presentation from the Librarian Outreach and Instruction on the programs they offer to assist instructors with student's instruction. Instructional Coach then presented the GANAG lesson plan method to help instructors understand their own teaching goals, Oct 12
- ALC Observation – Instructional Coach observed two active learning classrooms at Pecan and NAH Campuses, Oct 14-17

- Jaguar Academy Session #3 –OPOD Associate Dean presented on Customer Service and Business Etiquette, Oct 17
- TLA/Focus Academy – Participants attended Part II of Blackboard Certification. – October 18
- Chair Academy – Associate Dean of Curriculum and Student Learning lead Session #4 of the Chair Academy. Participants learned Program Management and Development processes, including the roles of advisory committees, learning outcomes assessments and faculty evaluations, Oct 18
- ALC Observation – Instructional Coach observed three active learning classrooms at Pecan, Tech and NAH Campuses, Oct 21-24
- DELTA, Kick Off - Registered participants will be provided with support and guidance as well as information on faculty expectations, resources, policies, procedures, and creating a college environment, Oct 21
- Jaguar Academy Session #4 –OPOD Specialist facilitated the event. Participants learned the advantages of Laughter Yoga. Benefits and Payroll Manger also presented information regarding various employee leave options, Oct 17
- Supervisory Skills for Success – Professional Development Manager facilitated the workshop. Participants learned supervisory skills such as Managing Emotions, Oct 24
- High-Impact Strategies for Teaching Online Courses – Instructional Coach facilitated the workshop. The Director of Online Learning for Nash College shared several new high-impact strategies to teaching online courses, Oct 25
- Instructional Coach observed 4 Active Learning Classrooms (ALC) at Pecan and NAH Campuses, Oct 28-31
- DELTA Session 2 Registered participants will explore how to create a college learning space regardless of the environment. A review of the South Texas College policies and STC's academic calendar. The measures of learning and expectations of students and faculty, Oct 21
- OPOD Team met with Systems Analyst to obtain information on a Microsoft Teams, Oct 30
- Participants of the Jaguar Academy (session #5) were presented information from Administrative Assistant for Continuing Education regarding the variety of non-credit courses they offer, Oct 31
- Professional Development Manager facilitated the Supervisory Skills Training where participants learned techniques on how to manage emotions in a supervisory role, Oct 24

PROGRAMS IN DEVELOPMENT:

- Trainings and Meetings for Teaching and Learning Academy, DELTA, Spark, FOCUS Academy for Dual and Adjunct Faculty and Chair Academy, Sep-Dec 2019
- Preparing for Jaguar Academy, Nov 2019
- Preparing for Supervisory Training, Oct – Nov 2019
- Preparing for Faculty PD Week, Jan 2020
- Preparing for Adjunct/Dual Credit PD Day, Jan 2020
- Ambassadors Leadership Academy curriculum update, Jan 2020

LISA ALEMAN, YVETTE GONZALEZ, AND MONICA PEREZ
PROJECT MANAGERS – ACADEMIC AFFAIRS

PROJECTS – BOOKLETS, EVENTS, AND HIGHLIGHTS:

- Continued to assist the Academic Excellence Office
  - "A Night with the Stars" Gala event and Wrap-Up
  - Bachelor Program Student Scholarships
- Continued to assist the Division of Math, Science & Bachelor Programs with the STEM Connection Newsletter
- Assisted the Office of Professional and Organizational Development
  - College-Wide Wrap-Up
  - Yearly activities summary
- Assisted with STC & UTRGV Collaborative Initiative
  - List of collaborative events
  - Status reports for Work Groups
  - Meeting Wrap-Up
- Assisted with Starr County Leadership Meeting Wrap-Up
- Finalized Comprehensive Plan updates and Status Report
- Continued to assist with coordination of Retirement Recognition Events
  - Dean Margaretha Bischoff
  - Sylvia Valdez
- Continued review/edits of PLA Guidelines and Procedures Manual and work with Digital Services to make available online
- Continued coordinating Academic Affairs Highlights
- Continued coordinating List of Upcoming Events for Academic Affairs
- Continued to review and edit booklets, documents, manuals, and presentations
- Begin requesting and reviewing Division/Department Handbook of Operating Procedures for review
- Continue to assist with coordination of Dean of Distance Learning Candidate Forums and Campus Visits
- Begin review of Division/Department Handbook of Operating Procedures
- Continue to review of Program Development Packet – Dance
- Assist Dual Credit Programs with CTE Institute booklet and NACEP documentation

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, and presentations
- Worked with graphic designer regarding in progress and upcoming design projects/booklets/reports/fliers
- Assisted OVPAA with meeting preparation items (presentation, handouts, logistics) and logistics for STC & UTRGV Work Group Meeting in October 18
- Continued to assist with compiling STC & UTRGV work group meeting updates
- Assisted OVPAA with the following report and presentation development:
  - Starr County Leadership Meeting
  - Dual Credit Programs CTE Summit presentation for November 01
  - High School Endorsement to STC Pathway handout for CTE Summit
  - Dual Credit Programs Student Performance Report Success Metrics
  - Presentation design elements and organization for Chair Academy
  - Top enrolled Dual Credit Courses for Fall 2018 and Spring 2019 report for OER taskforce
  - Enrollment Projections for Dual and Distance Learning report
  - Success metric report updates for La Joya ISD workshop
  - Daily Enrollment Summary Report for Fall 2019
  - Faculty Count Report for Fall 2019
- Assisted Associate Dean of Curriculum and Student Learning with template for proposed new program development briefs

- Assist Mid-Valley Campus administrator recruit STC representatives to attend Delta area Fall community event

DESIGN WORK – CONTENT AND/OR UPDATES:

- Assisted OVPAA with the following academic related design projects and requests:
    - Assist with retirement recognition e-letter design
    - Assist with retirement recognition design materials for Dean Bischoff
    - Cover design for academic highlights booklet
    - Update/create eleven NAH Programs Logo patches
    - Update Public Administration course flyer for Spring 2020
    - Continued working on the STEM booklet
- Assisted Academic Excellence Office with "A Night with Stars" with the following projects:
    - Event program, table tents, and silent auction bidding cards
- Assisted Distance Learning with the following design projects:
    - Blackboard Training Flier for Fall 2019
    - Create course Banners to be used in Blackboard portal
    - Cover designs for training manuals
    - Online Learning Flier
    - Online Teaching Certification Cover
    - Re-Certification Cover
    - Web banner design for new/additional courses in Blackboard portal

PROJECTS – INSTRUCTIONAL EFFICIENCY REPORTS (BUDGETS AND FACILITIES):

- Continued working on office space for Pecan Campus, includes existing buildings and portables
    - Working on identifying office space for relocating existing Lecturers and new Lecturers
    - Space Modification and floor plans submitted for office for the Dean for SBS and staff
- Continued working with Maintenance and Facilities on office space/building renovations/moves across all campuses
- Continued working with HR on Faculty Load and Compensation (FLAC) pilot implementation for upcoming trainings
    - Address technical issues regarding the process
    - Sponsors and project leaders met to reflect, discuss, and determine how to move forward regarding the project
    - Process mapping of the project will take place on October 28
- Continued working on the Light Board project pertaining to advanced educational technologies for classrooms
- Continued updating the Academic Affairs Committee Membership spreadsheet
- Worked with Administration on creating Memorial Garden guidelines
- Worked with Ballet Folklorico regarding Mission Even Center floor incidence
- Worked with SAEM Division Academic Affairs Programs to remove program promotional materials from building K, 1st floor and Shipping and Receiving to removed display cases from building K, 1st floor to PCN J and PCN V buildings
- Continued working with the Grant Office and the NAH Division on the Knapp Community Care Foundation grant
    - Conduct at-risk for diabetes and obesity assessments at the following ISDs:
        - Mercedes Early College- October 18
        - Donna High School- October 23
        - Donna North High School- October 25
- Continued working with DL Media Manager on video highlighting first cohort of SEA-PHAGE STC students
    - Interviewed students- October 22
    - Interviewed Faculty- October 23
    - Interviewed Faculty and staff - October 28 and October 30
- Continue working with the MSB division on the summary for the Geology classroom to lab conversion CIP request
- Working with the Office of Student Rights & Responsibilities regarding student appeal process and procedures

MEETINGS:

- Attended Coordinated Operations Council meeting, October 1
- Met with Director of Distance Learning, Biology Chair, and Director of Educational Technologies to discuss Lightboard project, October 3
- Attended the Pecan Campus Building H Culinary Arts Renovation Proposal Submittal Conference, October 3
- Attended meeting with VPAA, RAS, and Dual Credit to discuss program data, October 3
- Attended OVPAA staff meeting, October 4
- Assisted DL Media Manager on recording interviews with HHMI cohort students regarding SEA-PHAGE research, October 8
- Attended the Facilities committee meeting, October 8
- Attended planning meeting for Fall 2019 Commencement, October 8
- Attended EWDC monthly meeting, October 8
- Met with Assistant Dean for Math & Science regarding information needed to justify the need for the Building G - classroom to lab conversion for Geology, October 9
- Attended "A Night with the Stars" Gala, October 10
- Participated in virtual meeting with Biology Chair, Faculty, and SEA staff regarding success and challenges from the first term, October 11
- Met with Knapp Grant Core Team to discuss ISD assessment logistics, October 11, 2019
- Assisted DL Media Manager on recording interviews with HHMI cohort students regarding SEA-PHAGE research, October 11
- Attended logistics meeting for STC & UTRGV Collaborative Leadership Meeting, October 14
- Met with Dean for NAH, PI, and NAH PM on Knapp grant to review assessment logistics for Mercedes Early College, October 15
- Met with NAH PM to work assessment items related to the Knapp grant for Mercedes Early College, October 16
- Attended STC & UTRGV Collaborative Leadership Meeting, October 18
- Attended Academic Council Meeting, October 21
- Conducted 3 student interviews for the Biology SEA-PHAGE program, October 22
- Met with MSB Assistant Dean and Physics Chair to review summary report regarding the classroom to lab conversion for Geology, October 23
- Conducted faculty interview for the Biology SEA-PHAGE program, October 23
- Met with Facilities to discuss Starr County Welding Lab Expansion pre-conference, offices, and space modifications, October 23
- Conducted faculty and staff interviews for the Biology SEA-PHAGE program, October 28 and 30
- Participated in the FLAC process mapping meeting, October 28
- Met with BPST Assistant Dean and AMT Chair to discuss potential lab expansion at the Starr County Campus, October 31
- Met with Interim VPAA, MSB Dean, Assistant Dean, Physics Chair, and Special Assistant to the Interim VP to review and discuss Geology classroom to lab conversion, October 31

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:	NOVEMBER 18, 2019
SUBJECT:	ACTIVITY REPORT FOR OCTOBER 1, 2019 THROUGH OCTOBER 31, 2019

ALICIA R. GOMEZ, CHIEF INFORMATION OFFICER INFORMATION TECHNOLOGY

APPLICATIONS DEVELOPMENT

BANNER SELF-SERVICE 9 MIGRATION

The second phase of the Oracle database upgrade was completed in early October. Additionally, the IT team worked on the test set up and configuration for the SSB 9 project. The different client offices began testing the screens in the test environment. This project includes converting all the Self-Service Banner modules to version 9 including Student, Financial Aid, Cashiers, Finance, and Human Resources which are expected to go live in January 2020.

CONCOURSE (SYLLABUS)

The Academic Affairs department has been conducting Concourse training sessions for faculty. The implementation will be complete the spring of 2020 when all academic departments will be using Concourse. This syllabus application is a cloud-based collaboration application that allows the Academic division administrative staff and faculty to create and share standard course-related information and specific instructor syllabus information as students register for classes.

JAGMOBILE

The IT team began working on the JagMobile project second phase. Before adding any additional modules or services to the mobile application, the IT team will conduct student focus groups to learn from the students the features they like and dislike. The decisions for what to include in the next version of the JagMobile application will be based on feedback from the students.

CHROME RIVER (TRAVEL)

The Chrome River solution is a new cloud-based travel software that interfaces with Banner. After completing the single sign-on configurations to allow faculty and staff to use the same username and password to login to Chrome River, the IT team found issues with the connections. However, the issues have been addressed and the go live has been scheduled for the month of November.

TIME CLOCK PLUS PHASE II

No update

The new electronic time adjustment form and workflow process is now complete and will be launched using the Business Office staff as a pilot group. The IT team will go over the Power Apps governance and storage for the electronic adjustment forms.

INFRASTRUCTURE

DISASTER PREPAREDNESS/RECOVERY PLANNING – STARR DATA CENTER

After visiting with the Tyler Junior College IT team, the STC IT team will host a meeting in the month of November to discuss more details regarding the possibility of collaborating in a long-term plan for storing and recovering data in the event of a disaster. The vision is to install equipment at the TJC data center to backup STC Banner data and vice versa.

A new date is yet to be decided for testing the Banner and equipment functionality at STARR County. After the failed early summer attempt to test the new gas generator that powers the Data Center at STARR County, the Facilities team confirmed the generator is now functional.

The CIP process and budget associated with the generator replacement in building M has been included in the plans for this fiscal year. The current generator runs for only 16 consecutive hours and the fueling services are not reliable during weather contingencies; a gas generator will replace it.

OFFICE 365 MIGRATION

After completing the SharePoint implementation, training, and migration of active SharePoint sites to the new cloud environment, the IT team will begin to plan the local SharePoint server decommission. The old server, which is at the end of its life cycle, will be disconnected by January 2020. The Office 365 implementation team will continue to work at launching the "Teams" application, which plays an important part in the communication/collaboration among SharePoint users. Other 365 application implementations such as the Power App and Flow will follow.

VIRTUALIZATION PHASE II

The IT Department followed up with the vendor on the additional VDI assessment request to monitor virtual machine usage and performance during pick times will provide the necessary data to scale up the VDI infrastructure in the future, vendor is working on some licensing issues. As soon as that is done the team will draft a plan to scale up the virtual infrastructure. The IT Department continues to work on some of the issues that the assessment showed, these changes will help mitigate any issues with communication between computers and the servers.

WINDOWS 10 UPGRADE

The IT Department continues to work on the institutional-wide Windows 10 operating system upgrade project. The amount of computer upgrades at this time totals 7,360. This number includes student labs in all STC campuses, as well as new faculty and staff computer acquisitions.

JOSE LUIS GONZALEZ, CISO
INFORMATION SECURITY

OFFICE 365 EMAIL SECURITY

- Advanced Threat Protection Plan 1 for Office365 will be purchased in the upcoming renewal of the Microsoft contract leveraging new pricing models made available for state agencies through DIR contracts.
- The new service will verify the validity of code within email attachments that may be disguised as legitimate correspondence from external parties and provide anti-phishing protection to detect attempts to impersonate our users.
- Additionally, the advanced threat protection service provides additional security across our full Office365 environment (SharePoint, OneDrive, Microsoft Teams).

GOVERNANCE

- A "business email compromise" awareness presentation was provided for the Division of Liberal Arts & Social Sciences.
- The focus of the presentation was the raise awareness on phishing campaigns that have affected departments across the college and to mitigate the risk of the phishing campaigns.
- The presentation provided some common red flags for users to look out for and some best practice solutions to prevent becoming a victim to the phishing campaigns.

RISK MANAGEMENT

- An online secure file drop has been implemented for the Financial Aid Office using our Secure Share service.
- The file drop allows students to securely submit income documents required for financial aid verification.
- The solution mitigates the risk of storing sensitive PII in our cloud email tenant, allows for automatic purging of the sensitive PII after 20 days for retention purposes, and maintains an audit trail of the documents.

PCI COMPLIANCE

- We have updated the digital certificates used by our payment gateway systems to secure credit card transactions.
- The update was done for the Cashiers Office's payment gateway systems located at each of the campuses.
- Verification of the update was provided by our credit card merchant (First Data) and payment gateway vendor (Touchnet).

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.

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Meetings:

- 10/1/2019: Coordinated Operations Council Meeting, Council of Chairs
- 10/3/2019: Light Board Consultation Meeting
- 10/4/2019: President's Administrative Staff Meeting
- 10/7/2019: ET Update Conference Call, ISPP&SI Leadership Team Meeting
- 10/8/2019: ET Leadership Meeting, South Texas Playposit Standing Meeting
- 10/9/2019: L&LSS Supervisors Training Discussion Meeting, Integrated Communication Plan Kick-Off Meeting
- 10/10/2019: ET Director One-on-One Meeting
- 10/11/2019: Retention & Persistence Summit
- 10/14/2019: HR Meeting, ET Update Conference Call
- 10/15/2019: ET Team Meeting
- 10/21/2019: ET Update Conference Call
- 10/22/2019: Professional & Organizational Development Training, Boardroom Upgrade Walkthrough
- 10/24/2019: ET Director One-on-One Meeting, Job Descriptions Meeting with HR
- 10/28/2019: ET Update Conference Call
- 10/30/2019: HR Meeting
- 10/31/2019: Employee Meeting

Monthly Special Events Comparison

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

2019	
Jan	90
Feb	160
Mar	169
Apr	216
May	126
Jun	178
Jul	133
Aug	137
Sept	173
Oct	238
Nov	
Dec.	

Total Man Hours

2018	
Jan	279.5
Feb	262.75
Mar	219.25
Apr	430.45
May	895.5
Jun	119.5
Jul	109
Aug	228.25
Sept	648.5
Oct	355
Nov	433.25
Dec	350.5

2019	
Jan	117.25
Feb	269.75
Mar	269.25
Apr	432.50
May	944.25
Jun	268.00
Jul	334.50
Aug	315.25
Sept	536.25
Oct	475.75
Nov	
Dec	

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	0	0	0	0	0
Data Projector	113	0	32	15	6
Laptop	3	5	10	4	5
PA System	6	7	6	5	1
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	0	0	0	0	2
TV	55	6	0	0	3
Microphone	131	10	29	8	25
Direct Box	0	0	0	0	3
Digital Camera	0	2	0	0	0
Speakers	5	7	1	8	8
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	113	0	0	7	2
Document Camera	1	1	0	10	9
DVD/VCR Player	2	0	0	2	0
Wireless Lab	0	3	0	0	0
Keyboard/Mouse	28	5	19	0	1
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	2	5	1	4	7
Tripod	0	1	0	0	3
Webcam	5	0	0	3	2
Computer	84	0	31	0	5
Portable Table	0	0	2	9	5
Microphone Stand	23	2	8	0	9
HD Video Streamer	1	0	0	0	0
Polycom Phone	0	0	0	0	0
Stooges (switcher)	0	0	0	0	0
LANC Controller	0	0	0	0	2
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	3	0	0	5	0
iPad	0	0	1	4	1
Interactive Display	7	0	6	5	2
PTZ Joystick	1	0	0	0	0
Gooseneck Mic	0	0	4	0	0
Blue-Ray Player	0	0	0	0	0
Remote Clickers	66	13	5	3	2
TOTAL	***650***	***67***	***155***	***92***	***103***

DR. FERNANDO CHAPA, DIRECTOR
INSTITUTIONAL EFFECTIVENESS, ASSESSMENT & ACCREDITATION

INSTITUTIONAL EFFECTIVENESS

- ✓ Xitracs – Field sets for 2019-2021 IE Cycles Created and Activated. Currently Assigning Portal Users.
- ✓ 2017-2019 IE Report
  - Office of the President – File Reviewed
  - Rubrics – Created a Template to Document IE Reports' Grade Level. Assigned a Letter Grade to the Administrative Departments Under the Office of the President, Academic Affairs, Financial and Administrative Services, and Student Affairs and Enrollment Services
- ✓ 2017-2019 IE Report Audit - Administrative Units under the Office of the President, Academic Affairs, Financial and Administrative Services and Student Affairs and Enrollment Services Completed
- ✓ 2017-2019 CQI Report – Requested Backup Information to Plan Writers
- ✓ IE Report Documentation for SACSCOC – 7.1 – New Evidence Received
- ✓ IE Report Documentation for SACSCOC – 7.3 – New Evidence Received
- ✓ IE Report Documentation for SACSCOC – 8.2.c – Reviewing CQI Reports to Obtain Evidence
- ✓ Strategic Plan – Creating Field Sets on Xitracs (Testing)

ACCREDITATION

- ✓ QEP Implementation Team Logistics
- ✓ SACSCOC Standard Board Policy Audits/Development – Policy Sent to Owners for Review
- ✓ SACSCOC Standard 8.1 – Working on Narrative and Evidence. Data Input – FTIC Persistence Disaggregated Data and the Course Pass Rate by Gender and by Instructional Mode
- ✓ SACSCOC Standard Updates - Compliance Certification – Working on Section 2, 3, and 9. Met with VP's to Review Standards
- ✓ External Consultant– Prepared Standards 7.1, 7.3, 11.1, 11.2 and 11.3 for Review
- ✓ Core Writing Team –Reviewed Standards 7.1, 11.1, 11.2, 11.3
- ✓ SACSCOC Observer – Dr. Chapa Served as Observer for Tri County Community College in Murphy, GA

PROJECTS

- ✓ Strategic Planning Directions – Schedule Meeting with VP and Dean for Next Steps
- ✓ CWPD Strategic Planning Activity
- ✓ NAH Matrix of Accreditation – Pending to Receive Dr. Garza's Update
- ✓ IRE&SP Website – Final Touches to Mock-Up Site are Being Done. Will be Ready for Review and Feedback Soon

MEETINGS / TRAININGS

- ✓ SharePoint Governance Committee – Working with IRE&SP in Preparation to the Migration
- ✓ IRE, RAS and IEA Weekly Meeting w/ Dean of IRE & SP on Project Updates
- ✓ Retention and Persistence Summit
- ✓ UTRGV – Met to Discuss Updates with Data Sharing
- ✓ AACU Pathways – Met to Discuss Next Steps in Collecting Gen Ed Learning Assessment
- ✓ Pathways Institute Pre-Homework - Submitted
- ✓ Board Manual – Submitted to Dean for Review
- ✓ Academic Council – QEP Update
- ✓ College Wide Development Day
- ✓ Reaffirmation Preparation – Public Relations – Standard 10.2 – PR will Provide Evidence
- ✓ Resource Development, Management, and Compliance Departments – Attended First Session of a Two-Day Training Regarding Grant Development Provided by the RDMC Department
- ✓ President's Administrative Staff
- ✓ Cybersecurity 2019-2021 IE Plan – Draft of Department IE Plan
- ✓ Internal Auditor – CNT Investigation
- ✓ Conference Call with Dr. Marty S. Sharpe, Consultant for the Compliance Certification factbooks
- ✓ Fact Book Update – Site Navigation and Page Layout. Progress, Completion, Stakeholder Satisfaction, and Finance
- ✓ Fall Enrollment Composition
- ✓ Fall to Fall FTIC 1 Year Persistence Rates

DATA REQUESTS

- ✓ STC SACSCOC Standard 8.1 - Student Success by Disaggregating Data
- ✓ STC SACSCOC Standard 9.2 – Degree Programs Offered/Awarded and the Semester Credit Hour Requirements for Each Program
- ✓ ST-2704 Micro Grant Data – FY 2017-2018 / 2018-2019

ASSESSMENT

- ✓ STC SACSCOC Standard 9.2 – Degree Programs Offered/Awarded and the Semester Credit Hour Requirements for Each Program
- ✓ Micro Grant (MG) Initiative – Need to Revise/Update the Evaluation Plan

DR. JESUS CAMPOS, DEAN

LIBRARY AND LEARNING SUPPORT SERVICES

Project Highlights

Pecan Campus Library Renovation Plan	**Progress:** 15%	**End Date:** December 2019
Administration issued RFQ/RFP for architectural services to analyze options and develop a renovation plan. The RFQ was issued, a Pre-Proposal Conference was held to answer questions. Proposals were due May 24, 2019. Proposals were reviewed and a recommendation was made to the Facilities Committee, which approved making a recommendation to the Board. Board approved the recommendation. Discussed space requirements for continuing operations during renovation with Coordinated Operations Council and submitted details of requirements to Facilities Dept. Continued space planning with staff. College agreement with selected architect is under review by the Board. Participated in workshop to brief architect on work of previous consultants. Prepared briefing for Board on work of previous consultants.		
Library Interior Directional Signage – MV, NAH, & Starr Campuses **Procurement** **Starr Signage Deployment** **Mid-Valley Signage Deployment** **NAH Signage Deployment**	 **Progress:** 100% **Progress:** 10% **Progress:** 10% **Progress:** 10%	 **End Date:** December 2019
Purchasing Office recommended an RFQ be prepared in consultation with Facilities Planning and Construction for the directional signage at Mid-Valley and NAH Campus libraries. Work on RFQ draft is proceeding. Presentation was made to Coordinated Operations Council. FPC, M&O, and Library Services staff met to finalize details of signage for RFQ to include Mid-Valley, NAH, and Starr Campus Libraries. RFQ was issued, submissions received and were evaluated by Purchasing Office and FPC. A recommendation was made and a PO was issued by the Purchasing Office. Library Staff reviewed and commented on mock-up of Starr County Signage. Approved mockups were sent to vendor to proceed.		

Activity Highlights

- Participated in Consortium of College and University Media Centers (CCUMC) Conference.
- Compiled documentary evidence in support of SACSCOC Standard 11 narrative.
- Presented OER Overview as a break-out session at College-Wide Professional and Organizational development Day.
- Worked on staffing issues in consultation with HR staff.
- Participated in International Symposium on Academic Makerspaces Conference.
- Participated in Cengage presentation on Cengage Unlimited.
- Participated in walkthrough of newly installed Board Room technology.
- Participated in Texas Library Association District 4 Meeting.

Meeting Highlights

- Presented an update on STC library services at La Joya to the La Joya Advisory Committee.
- Consulted with History Department chair on collaboration proposal involving CLE, Library, and History faculty to support student passing rates for HIST 1301.
- Met with HR staff to discuss position descriptions pending posting for Library and Learning Support Services.
- Participated in College-Wide Curriculum Committee meeting.
- Participated in SACSCOC Reaffirmation Leadership meeting.

ASSOCIATE DEAN OF LIBRARY SERVICES

Monthly Statistics

- Visitors # 94,806
- Reference Questions # 41
- Art Gallery Events # 7
- Attendance # 411
- Programming Events # 11
- Attendance # 365
- Active Community Users # 245

Events and Library Art Gallery Highlights

VIACRUCIS		
Verónica Gabriela Cárdenas	**Pecan Library 2nd floor**	**Exhibition:** August 27 – October 3, 2019

Verónica Gabriela Cárdenas is a documentary photographer and former South Texas College Architectural Drafting and Language Arts student. Cárdenas' work can be seen in *New York Times*, *The Texas Tribune*, and *TIME* exploring themes of migration and social justice.

PENTIMENTO		
Pedro Perez	**Pecan Library 1st floor**	**Exhibition:** August 27 – October 3, 2019

This exhibition comes after STC Art Instructor Pedro Perez's half- year sabbatical in Spain, Italy and France. Perez modernizes religious iconography by having his friends sit in as a saint or apostle for each of the paintings, a historical process and theme in art.

FACETS: A GROUP JEWELRY SHOW		
Metalworking Artist	**Technology Library**	**Exhibition:** September 3–December 6, 2019

"Facets" is an exhibit featuring a group of artists who work in wearable art and petite sculpture. The artwork in this show is made from diverse materials and moves away from the idea of commercial jewelry and pushes towards an investigation of contemporary art.

FRAGMENTOS Y SUTURAS		
José Villalobos	**Mid-Valley Library Art Gallery**	**Exhibition:** September 5-October 21, 2019

José Villalobos grew up in El Paso, Texas. In his artwork, Villalobos transforms seemingly everyday objects into artwork that traverses gender and orientation as it exists living between two cultures.

STC Alumni

José Suarez	**Starr Art Gallery**	**Exhibition:** September 10-December 6, 2019

José attended South Texas College after graduation from Abraham Lincoln High School in La Joya and is currently pursuing a Bachelor of Fine Arts degree. In a baroque style that is rich in realism and dramatic lighting, Suarez paints theatrical scenes inspired by his life in the Rio Grande Valley. Art talk and reception held for Starr Campus Library Art Gallery exhibit, "STC Alumni: Jose Suarez."

Latinx Comic Book Poster Exhibit

José Alaniz	**Pecan Campus Rainbow Room**	**Exhibition:** September 15-December 6, 2019

As part of South Texas College's Hispanic Heritage Month celebration, STC's Center for Mexican American Studies, along with the college's History Department and Library Art Gallery present a Latinx Comic Book Poster Exhibit featuring the work of five artists. Art talk and reception held at Rainbow Room exhibit.

Hispanic Heritage Documentary "Altar"

Priscilla Celina Suarez	**Pecan Campus Rainbow Room, Mid-Valley Campus, & Starr Campus Libraries**	**Exhibition:** October 8-10, 2019

A documentary film directed by Paola Zaccaria and Daniele Basilio (2009). Research, script and executive production: Paola Zaccaria. Produced by Università di Bari and Regione Puglia. Assessorato al Mediterraneo. In this documentary on Gloria Anzaldúa, the effort has been to document how her creative mind worked visually, how she was interested in art, and consequently her influence on women artists.
The film will be introduced by founding member of the Gloria Anzaldua Legacy Project, and past Poet Laureate of McAllen, Priscilla Celina Suarez. "Altar" was shown at Pecan, Mid-Valley, and Starr Campuses Libraries. Attendance was 200+ combined at all showings.

Borderígena: Many Times Over

Jesus De La Rosa	**Pecan Campus Library Art Gallery**	**Exhibition:** October 17, 2019 – December 12, 2019

South Texas College's Library Art Gallery proudly presents Borderígena, an exhibit with layered mixed-media paintings by Jesus De La Rosa. De La Rosa was raised in the Rio Grande Valley and Nuevo Progreso, Mexico. His borderland experience plays a pivotal role in his art practice. Held art talk by "Borderigena" exhibit artist Jesus de la Rosa, approximately 50 in attendance.

Our Lady of Guadalupe		
Community Exhibit	**Pecan Campus Library Art Gallery**	**Exhibition:** October 17, 2019 – December 12, 2019

Also running concurrently at Pecan is Our Lady of Guadalupe Community Exhibit. The group exhibit will feature 55 artwork depictions inspired by La Virgen de Guadalupe. The purpose of this exhibition is to allow the community to share their artistic vision of La Virgen de Guadalupe as a cultural icon for her day of apparition on December 12. Held art talk by Patricia Ballinger, faculty member and co-coordinator of the "Our Lady of Guadalupe" community exhibit, on "Christian Art Through the Ages" 55 in attendance.

Cybersecurity Awareness Month		
Escape Rooms Activity	**Pecan & Technology Campuses**	**Date:** October 28, 30-31, 2019

As part of National CyberSecurity Awareness Month, the library has partnered with the Office of Information Security to provide Escape Room programs for students, faculty and staff. Groups of 2-8 will face challenges and search for clues, gaining understanding of critical CyberSecurity Issues. The Sessions took place at each campus. Pecan Campus had 7 groups totaling 38 participants attended. Technology Campus had 5 groups totaling 22 participants attended. Escape room events took place at Mid-Valley, Starr and Nursing campuses. At Mid-Valley 6 groups totaling 12 participants attended the event. At Starr, 6 groups totaling 36 participants attended the event and At Nursing, 6 groups totaling 23 participants.

Family Reading Night		
	Mid-Valley Campus	**Date:** October 23, 2019

Mid-Valley Campus Library had Family Reading Night, they had over 600 attendees.

Project Highlights

Serials Framework & Implementation	**Progress:**	**End Date:** October 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 – 100% Phase IV – 100%	

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. Phase III involved working with multiple vendors to set up access through the EBSCO journal management system. Phase IV involved configuring Discovery Search and Journal Locator to provide easy user access. The benefits reaped include expanded access to online users and a savings of over $50,000. All phases of the project have been completed.

BLUEcloud Circ	**Progress:** 95%	**End Date:** November 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. This project cannot move forward until SirsiDynix is able to resolve multiple issues between the BLUEcloud servers and the new Symphony server.

Library Website Improvements	**Progress:** Phase I – 14% Phase II – 0%	**End Date:** March 2020

Update the library website to improve usability, accessibility, and mobile compatibility, as well as provide a more modern design that aligns with other college websites. Phase I includes updates to the style and navigation of pages, with minimal change to the actual content. Phase II involves the reorganization of pages and content that have expanded over time, such as the Open Labs subsite, in order to help users, find information more efficiently. The team is currently discussing layouts and designs and building pages in the test environment.

Inventory of Furniture at MVC, NAH, & STRC	**Progress:** 99%	**End Date:** October 2019
Inventory of Bond and Non-Bond new furniture and equipment. Nursing & Allied Health Campus Library received grommets from Cultural Surroundings. Pending end panel and installation at Starr County Campus Library and the missing bottom shelf has arrived at the Nursing and Allied Health Campus Library.		
Technology Campus Library Renovation Planning	**Progress:** 20%	**End Date:** March 2020
Continuous planning of square footage for Library, Centers of Learning Excellence and Open Labs.		
Pecan Campus Library Renovation Planning	**Progress:** 30%	**End Date:** February 2020
Continue planning of essential services provided, equipment, furniture, square footage for CLE, Educational Technologies, Learning Commons & Open Labs, and Library Services.		

Activity Highlights

- Sent contracts to Purchasing for revision and finalized contract renewals.
- Placed book orders and approved lists submitted by liaisons.
- Created new weeding schedule for the Pecan campus.
- New keyboard kits were catalogued for Pecan circulation.
- Part-time staff applicants were interviewed.
- Outreach presentation on Library Services was given to College Advising staff.
- Architectural & Engineering Design Technology program hosted an event for the Dual Enrollment students. Library assisted with popcorn and tour at the Technology Campus Library.
- Placed book orders and approved lists submitted by liaisons.
- The Team is processing and cataloging new books.
- Continued weeding the business collection at the Pecan campus.
- Renewed newspaper and database subscriptions.
- The online serials shelving project was completed.
- Outreach presentation on Library Services was given to College Advising staff.
- Architectural & Engineering Design Technology program hosted an event for the Dual Enrollment students. Library assisted with popcorn and tour at the Technology Campus Library.
- NAH Library staff participated in interviews for Student Success Specialist.
- Prepared for Family Reading Night event.
- Renewed newspaper and database subscriptions.
- Deinstalled "Fragmentos y Suturas" exhibit from Mid-Valley.
- Library Art Gallery Coordinator conducted press interview with Progress Times about the "Our Lady of Guadalupe" exhibit at Pecan Campus.
- Library Instruction presentations given to Dual Credit students at Sharyland Pioneer, Valley View, Mission Collegiate, and Rio Grande City Early College High Schools. Over 120 students total were in attendance.
- Coordinated the Focus Group of Staff/Faculty and Students. Preparing visual materials for the groups.
- Continued coordinating the Focus Group of Staff/Faculty and Students. Preparing visual materials for the groups.
- Mid-Valley Campus Library & Starr County Campus Library hosted "Día de los Muertos" presentation by Gilberto Reyes Jr.
- Starr County Campus Library staff members supported Student Activities Costume Contest.

Meeting Highlights

- Library Staff met with Art Faculty.
- Nursing & Allied Health Campus Library staff attended 1st CHOC meeting to discuss logistics for Harvest of Health event to be held on November the 14th from 4 - 7 p.m.
- Mid-Valley Campus Library staff attended the Team Building meeting conducted by CLE Coordinator.
- Technology Library staff met with AEDT program in regards to participating in their Open House.
- Technology Library staff participated for the interview committee for the position of Secretary at the Technology Campus.
- Technology Library staff attended the Business, Public Safety and Technology Program Chair meeting.
- Reading Committee Meeting
- Met with Search Committee for the Librarian I position.
- Met with Dual Credit faculty member regarding upcoming high school presentations.
- Met with colleague from HR department.
- Staff member met with art faculty about upcoming exhibit logistics.
- Mid-Valley Campus library staff attended the Mid-Valley Operations Coordination meeting.
- Technology Campus library staff attended the Business Public Safety and Technology meeting.
- Staff members attended Library Marketing Meeting.
- Staff member attended a meeting with Keep McAllen Beautiful.
- Nursing & Allied Health library staff met with Open Labs and Centers of Learning Excellence.

Training Highlights

- Library staff attended the Jaguar Academy.
- Library staff members attended Policy Update, Texas Legislation, and Employee Handbook Tour.
- Starr Library staff members attended the Power Up: Professional Development System with the Office of Professional and Organizational Development.
- Library staff members attend the FOCUS Academy on Saturday.
- Attended webinar, titled: Optimizing Your Instruction for the Online Learner.
- Library staff attended Grant Writing Workshop.
- Library staff attended Workshop – What's new with MS Office 2019.
- Starr library staff attended Grant Writing Workshop.
- Technology library staff attended the Lunch-N-Learn Pass Program Workshop.
- Two Automation Team members attended the EBSCO User Group conference.
- Library staff members attended the Jaguar Academy.
- Library staff members attended Supervisory Skills training.
- Staff member attended training presentation about Enterprise Query.
- Staff member attended the MLA: Critical Librarianship Webinar.
- Library staff members attended the District 4 Fall Meeting.

DIRECTOR OF INFORMATION COMMONS AND OPEN LABS

Meeting Highlights

All regularly scheduled departmental meetings were attended by Dr. Lelia Salinas as well as the following:

- 10/4/19 – The Director attended the President's Administrative Staff Meeting.
- 10/7/19 – The Director attended the ISPP&SI Leadership Team.
- 10/9/19 – The Director met with the Logistics Managers.
- 10/9/19 – The Director attended the L&LSS Supervisors Training discussion meeting.
- 10/10/19 –The Director held Work-Study Interviews.
- 10/11/19 –The Director attended the Retention and persistence summit.
- 10/14/19 –The Director attended an HR Meeting.
- 10/15/19 to10/18/19 – The Director attended the International Symposium on Academic Makerspaces Conference.
- 10/29/19 –The Director attended a Marketing Meeting.
- 10/30/19 –The Director met with the Logistics Managers.
- 10/30/19 –The Director met with the Dean of Library & Learning Support Services for their Bi-Weekly meeting.
- 10/30/19 –The Director attended an HR Meeting.

District Total of Unduplicated Students Served: October 2019 Attendance Statistics: 12,580

District Grand Totals

	Number of Students	Number of Logins	Gate Counts (Where Available)
District Totals:	**22,804**	**70,469**	**58,540**

Open Labs

Campus	Number of Students	Number of Logins	Gate Counts
Pecan F-130 Open Lab	1,737	5,406	14,518
Pecan F-134 Internet Café	746	2,179	12,030
Pecan P 3.102 Open Lab	566	1,462	2,728
Mid-Valley E 1.316 Open Lab	1,537	6,120	
Mid-Valley E 1.304 Vestibule	333	747	
Mid-Valley E 1.102 Ext. Hours	227	723	
Mid-Valley G-144 Lab	998	2,835	
Mid-Valley G-270 Open Lab	806	2,992	
Mid-Valley K 2.801 Open Lab	391	1,259	2,170
Technology B-141 Open Lab	443	1,835	
Technology B-160 Internet Café	416	1,605	
District Total:	**8,200**	**27,163**	**31,446**

Libraries

Campus	Number of Students	Number of Logins
Pecan F-122 Learning Commons	3,032	8,611
Pecan F-117 Community User Corner	49	205
Pecan F-222	245	637
NAH B Library Open Lab	801	2,815
NAH B Library Cyber Café	490	1,078
Mid-Valley Quiet Study E 1.200	518	1,553
Starr K 1.300 Library	790	3,447
Starr Library Extended Hours K 1.102	436	1,065
Technology A-136 Library	211	649
District Total:	**6,572**	**20,060**

CLE Open Labs

Campus	Number of Students	Number of Logins
Pecan C-129 CLE Open Labs	1,944	8,034
Mid-Valley A101A Open Labs	337	946
NAH CLE Open Lab	930	2,719
NAH CLE Lab Lobby	789	1,990
Starr CLE Open Labs B 201	80	260
Starr CLE Open Labs B 208	190	724
Tech CLE Open Labs	247	849
District Total:	**4,517**	**15,522**

Group Stations

Campus	Number of Groups	Number of Logins
Pecan Library Group Stations	153	186
Pecan F-130 Group Stations	8	15
NAH CLE Lab Group Stations	315	770
District Total:	**476**	**971**

Study Rooms

Campus	Number of Groups	Number of Logins
NAH B-Library Study Rooms	98	208
Mid-Valley E-Library Study Rooms	271	673
Starr K-Library Study Rooms	89	146
District Total:	**458**	**1,027**

Veteran Rooms

Campus	Number of Groups	Number of Logins
Pecan C-123 Veteran's Room	40	159
Mid-Valley E 1.222 Veteran's Room	13	95
Starr K 1.322 Veteran's Room	1	3
District Total:	**54**	**257**

Information Commons

Campus	Number of Students	Number of Logins	Gate Counts
Pecan T1.706 Info. Commons	595	1,336	3,744
Pecan P2.102 Info. Commons	230	492	2,909
Pecan V1.111 Info. Commons	469	932	7,179
Pecan Y1.107 Info. Commons	469	932	7,179
Mid-Valley K1.801 Info. Commons	121	230	2,249
Starr L2.102 Info. Commons.	145	483	1,550
Technology E 1.503 Info. Commons	127	336	1,856
La Joya Teaching Center	62	123	
District Total:	**2,218**	**4,864**	**26,666**

DIRECTOR OF CENTERS FOR LEARNING EXCELLENCE

Monthly Statistics **October 2019**

- Visitors: 47,244
- Tutoring Sessions: 6,228
- Workshops: 26
- Workshops Attendance: 244
- JagTrax Totals: 10,376

Events Highlights

College Reading & Learning Association Conference **Event Dates: Oct. 30-Nov 2, 2019**

The Centers for Learning Excellence sent representatives to the CRLA 52nd Annual Conference. The conference concentrated on celebrating student success.

College Academic Support Programs Conference **Event Dates: Oct. 20-Oct 22, 2019**

The Centers for Learning Excellence sent representatives to the 2019 CASP Conference. The conference concentrated on building bridges for stronger communities.

National Tutor Appreciation Week **Event Dates: Oct. 7-Oct 12, 2019**

The Centers for Learning Excellence celebrated and recognized their hard working tutors throughout the week with various activities.

CLE TECH Expo **Event Dates: Oct 12, 2019**

The Centers for Learning Excellence tutors presented workshops on 3D Modeling. Tutors also partcipated on an Alumni Panel and answered questions from the Dual Enrollment students about the Architectural Engineering and Drafting Technologies Program.

MVC Family Reading Night **Event Dates: October 23, 2019**

The Centers for Learning Excellence participated at the MVC Reading Night event. The event brough in 639 attendees from across the Rio Grande Valley.

Project Highlights

Academic Resource Handouts	**Progress: 20%**	**End Date: January 2020**
The Academic Coaches have begun to create academic resource handouts that outline a variety of study skills and strategies. A meeting took place on September 23 to revise the current handouts. The coaches will edit the current handouts and concentrate on creating Test Strategy resource handouts.		
TSI Workshop Videos	**Progress: 93%**	**End Date: December 2020**
Currently the CLE staff is working on the highest requested workshop, "Probability" "Measurements" "Exponents". Workshops are expected to be completed by December		
CLE Tutor Training Day	**Progress: 35%**	**End Date: January 2020**
The Centers for Learning Excellence will be working on district wide Tutor Training Day for all part-time and full-time staff. The theme and date (Jan. 16th) for tutor training day has been chosen. The next meeting to finalize the agenda is scheduled for November 22nd.		
Floor Plan Redesign: Mid-Valley Campus	**Progress: 65%**	**End Date: December 2019**
Capital Improvement Proposal form submitted to redesign the MVC room. Facilities planning and construction is creating a plan for Mid-Valley SI Plan. The CIP will go before the board on September 24. A committee has been formed to select the architect proposals.		
Virtual tutoring	**Progress: 85%**	**End Date: May 2020**
The CLE is currently piloting a two-semester Virtual Tutoring program for four Math 1414 courses. A reporting system has been developed to gauge the success of virtual tutoring.		
Marketing and Promotions Taskforce	**Progress: 85%**	**End Date: December 2019**
The CLE will create a strategic marketing and promotions team and plan to promote CLE services district wide. CLEs are preparing for our Finals Countdown Event at all campuses.		
Floor Plan Redesign: Pecan Campus	**Progress: 100%**	**End Date: September 2019**
Transition into the new office space has been completed.		

Meeting Highlights

- STARR Coordinator met with the Facilities, Planning, and Construction to discuss updated furniture.
- Business Public Safety and Technology program chair meeting took place.
- Pecan and Technology Campus met to plan tutor appreciation week.
- STARR Coordinator met with staff to plan embedded tutoring.
- Met with ASL faculty to discuss guidelines for ASL tutoring.
- NAH coordinator met with ADN Academic Coach remediation measures.
- Pecan Coordinator met with History faculty for the possibility of Academic Coach.
- Pecan staff meeting to plan for Library Renovation.
- TSI Workshops Videos Meeting.
- Meeting with Speech Instructor at Mid-Valley.
- Meeting with PSJA both at Mid-Valley and Pecan Campuses.
- Meeting with Library for Focus Groups at Technology.
- Meeting with part-time and full-time Specialist at Pecan.
- Met with Pharmacy Tech chair to discuss CLE Requirements.
- Met with Academic Coach for Heal 2.
- Tutoring Cycle overview meeting at Mid-Valley.
- Tutor Training Agenda meeting.
- Meeting with Math faculty to discuss Embedded Tutoring for Statistics.
- Pre-Qualification Conference for MVC CLE Renovation.
- Meeting with Library Technical Services.
- Meeting with Tech Specialist.
- Meeting with Speech Instructor.
- Disabilities Awareness HS Transition Update Meeting.
- Meeting PSJA HS.
- Meeting SI Mentors.
- Planning meeting to plan Tutor Training took place.
- Met for Perkins goal check-in.
- Met with open labs to discuss employee consistency.
- Met to assist with OTA presentation.
- Meeting with English department occurred for mid-term check in.
- Attended BPST program chair meeting.
- Employee performance check-in at MVC.
- CRLA check-in at Pecan meeting took place.
- Attended MVC operation coordination meeting.
- NAH met with Pharmacy Tech chair to discuss writing requirements.
- Meeting with the testing department took place to discuss the Stop Out event.
- Met with Library Technical Services to discuss making TSIA workshops available on our Website.
- Meeting with Chemistry Department to discuss roaming tutoring.
- Meeting took place with Library Services for Marketing Taskforce updates.
- PSJA Early College HS Meeting.
- Focus Group Protocol Review Meeting with RAS.
- Business Public Safety and Technology Meeting.
- ISPP & SI Division Administration Meeting.
- Met with ADN Advisor regarding Dosage Calc. Workshops.
- Met with Library and Open Labs.

Training Highlights

- ADN Academic Coach trained NAH tutor on testing.
- Mid-Valley coordinator provided a training for the Library staff.
- Policy update HR training.
- Student Success Workshop for Note Taking Skills.
- Creative SI Sessions Training.
- Attended Creating Accessible Content with Microsoft Office.
- Concourse Training.
- Supervisory Skills for Success.
- Grant, Time & Effort Training.
- Attended Online Teaching Certificate.
- SI Finals training.
- Supervisory Meeting.
- Coordinator attended Coalition Against Violence and Exploitation training.
- CRLA trainings on Ethics, Moral Code, and Harassment were conducted.
- Specialists attended CASP Conference.
- Coordinators attended CRLA Annual National Conference.
- Library Services and Learning Support Supervisory Training.
- CRLA Collaborative Learning Training.
- Assessing Study Behaviors SI Training.
- Cross Training ADN Tutors for Writing.
- Supervisor Training at MVC.

Activity Highlights

- Presenting CLE Services with the Library.
- Tutor Appreciation Week.
- OTA Movement Gallery walk for freshmen.
- Roaming Tutoring at PCN.
- Participating with DEMSA training event.
- Presented and tabled at Disability Awareness and Transition Fair.
- Holding Intro to Computer Science Workshops.
- Student Success workshops at MVC.
- MVC is participating with the Library for Reading Night.
- Hosting PSJA Dual Enrollment Students for tutoring.
- New Library Focus Group for Faculty at TECH Campus.
- Stop Out Student Event.
- Participating in Counseling Disability Awareness Event.

SERKAN CELTEK, DIRECTOR
RESEARCH & ANALYTICAL SERVICES

INSTITUTIONAL PROJECTS

- Campus Enrollment Report
- IPEDS-Completions 19-20

SURVEYS

- ADN fall simulation surveys x3
- Ascender pre-survey
- Blackboard orientation survey
- CDC parent evals for Fall 2019 (SmartEvals
- College-Wide Strategic Analysis
- College-Wide Strategic Planning activity survey
- Collision new program employer survey
- Dental employer survey
- Embedded tutoring evals for Fall 2019 (SmartEvals)
- Fire chiefs survey
- OPOD faculty survey
- PASS survey
- Prep for 2020 HEDS graduate survey

QUALITATIVE STUDIES

- QEP student focus groups
- Welcome Center faculty perceptions study

DATA REQUESTS

- AL360 baseline data and goals Fall 2019 Contact & Credit Hours by Dept. Course & Campus
- Average Credit hours for Fall 2018 non-matriculating High School Seniors
- AY18-19 Pass Rate by Faculty
- ChatBot Student List
- DEPS 2019 Corequisite percentages
- Dual Indicators Fall 2018
- Dual students in academic probation or suspension count by high schools and grade level. List provided by the client.
- ECHS AY2017-2018 Graduate List
- ECHS Table, Hours, Core, Certificate, Associates Degree attainment countsTAB grants funded programs Spring 2019
- Enrollment headcount Fall 2019 census
- EMT Basic Certification Pass Rate Fall 2019 demographics
- Fall 2019 census enrollment by race/ethnicity
- Fall 2019 FTE
- Fall 2019 HB2223 CTC IRW Calculation Summary
- Fall 2019 High School Dual Matriculation Rates
- Fall 2019 Online Student Enrollment
- Fall 2018 FT and PT students (for SACSCOC)
- Fall 2017 Matriculation and Persistence Rates for Prior Dual Spring Graduates
- Fall enrollment from THECB 2008-2018 (for SACSCOC)
- Fire Science Enrollment
- Fiscal Year 2018-19 Appropriations
- First Year Female Fall 2019 Pecan Campus Enrollment
- Geology schedule
- HB223 Summer Data
- Incomplete Applicant Subsequent Enrollment
- List of dual students who both in Fall 2018 and Spring 2019 earned less than 67% of their attempted hours. Then list the top failed and top withdrawn courses separately based on these students.
- Pass and Drop Rate for Dual Courses
- Pharr Higher Education Center Fall 2019 schedule
- PRES IE Plan Measures: FTIC TSI and Dual Seniors' Associates
- PRES IE Plan Measure: Prior Dual Awards Historic
- Program Level Courses Unduplicated Counts AY 18-19
- SACS Institutional Summary 2019

- Starr Campus Enrollment and Dual Students Historical Data
- Starr County Campus Enrollment and Persistence, Spring 2019 and Summer 2019
- Starr County Persistence Rates Fall 2017, Fall 2018 by Major and student type.
- Stop Out, Applied Not Enrolled, and Dual Senior Subsequent Enrollment
- Stop Outs' Subsequent Enrollment
- Students enrolled somewhere after leaving STC
- Summer and Fall 2019 Leads
- Spring and Fall 2019 Leads
- Spring and Summer 2019 grade distribution reports
- Texas Board of Nursing NEPIS Survey 2018
- TSI and ABE score

MEETINGS

- Child Development Advisory Council presentation on HEDS
- Coordinating Board visit - GradTX
- Council of Chairs presentation on HEDS
- Discuss QEP Implementation Team
- Excelencia's data institute questionnaire
- Integrated Communication Plan Kick-Off Meeting
- IRESP Updates
- Meeting to discuss Dual Credit Data
- NCLEX Next Steps
- NSF-ATE Grant Planning
- PAS
- PDC
- Perkins survey meeting
- QEP Implementation Kick-Off
- QEP Research & Assessment Subcommittee
- RAS weekly
- Retention & Persistence Summit
- STC & UTRGV Leadership Workgroup
- TACC Metrics Task Force (dial in)

OTHER RESEARCH/SUPPORT

- ATD Summit - review slides and feedback
- Garcia Reyna IRB
- iPass and Pathways data for ATD Summit
- QEP focus groups sampling
- Review of DEPS
- Review ATD 2019 Leader College of Distinction Application
- Review of NAH metrics for accreditation
- SACSCOC 12.1 SENSE and CCSSE data
- SACSCOC 8.1 disaggregation options
- Small further HEDS reporting
- Talking points for Panel on Pathways by Gates Foundation
- UTRGV/STC Date Template - draft

MISCELLANEOUS

- Excel Pivot Table for Data Analysis
- Exploratory Data Analysis
- Key Request form new employee
- Learning Data Analytics
- Processed New Employee Move Request online
- Processed a Move Request for new employee
- Processed requisition for offices supplies
- Review and recode Campus Enrollment Script for DEH Students
- Review Saturn Tables and Banner Forms
- SPSS Statistics Essential Training
- Travel online 2019 SACS
- Workshop: Basic Advising Skills Training for Staff

ISAAC GARZA, PROJECT MANAGER
OFFICE OF STRATEGIC INITIATIVES

Current Project(s)

Project Name	**Description**	**Owner**	**Project Notes**
Regional Center for Public Safety Excellence	Scope: Redesign of RCPSE Website	Director of Regional Center for Public Safety Excellence	1st Viewing of Proposed Re-Designed Web Page is scheduled for 12/11/2019.
AWS	STC will pursue the development of three American Welding Society Testing site on Rio Grande City, Tech, and Mid-Valley Campuses	Continuing Education	Project team will select Auditor the week of 11/4/2019.
HDI Training	Procurement of HDI Customer Service Representative Training for IT And SAEM staff.	Executive VP For Educational Programming and Student Achievement	Confirmation of secured training. The HDI training date is set for 12/04/2019.
FLAC	Business Process Mapping for the Faculty Load and Compensation (FLAC)	To Be Determined	Final edits of proposed workflow drawing are set for 11/20/2019
Distance Learning TxDOT Support	Assist Distance Leaning with Business Mapping in their support of the TxDOT Contract.	Distance Learning	Final Edits for the Process flow are pending.
QEP	Assist SACSCOC with Mapping of FTIC Advising Process.	Director of Advising	Three mapping sessions have been scheduled 11/11/2019, 11/15/2019 and 11/20/2019