July 2014 Division Activity Reports

Board of Trustees

Board Meeting

August 26, 2014

South Texas College

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Student Affairs and Enrollment Management

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MEMORANDUM

DATE: **August 26, 2014**

TO: Dr. Shirley A. Reed, President

FROM: Wanda Garza, Division of Student Affairs & Enrollment Management (SAEM)

SUBJECT: **July 2014 Activity Report**

Wanda Garza, Interim VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM)

- Participated in weekly President's Cabinet meetings, Administrative Staff meetings, Planning & Development Council Meetings, Coordinated Operations Council meeting and STC strategic Planning committee meetings
- Community meetings included McAllen EDC Board of Directors and Rio South Texas Economic Council Marketing Committee.
- My office conducted weekly Dean's meetings and Bi-weekly Division Leaders meetings to maintain communication within the division. Division leaders provide status on the department's workflow activities.
- Conducted the quarterly McAllen Economic Development Corporation (MEDC) Workforce and Education Committee meeting
- My Office participated in the following meetings:

  - Tom Logan on the JagExpress
  - Deans and Division Leaders Overtime meeting
  - Mary Elizondo, VP of Finance and Administrative Service
  - Dr. Anahid Petrosian, VP of Academic Affairs and Mr. Jose Cruz, VP of Information Services & Planning
  - Mike Carranza, Associate Dean of Student Financial, Testing, & Veteran Affairs
  - TSI Planning & Implementation Team meeting

- Held a several conference calls with Tom Logan, Director of the Valley Metro in developing a JagExpress District Inter-Campus Transit Plan for FY 2014-2015
- Project HIRE Cohort #3 Summer Training Graduation
- Met with Becky Cavazos and Larry Barroso on a Budget Proposal for purchasing Uniforms
- Met with Dr. Daniel King, Superintendent for Pharr-San Juan-Alamo ISD
- Met with Gloria Munoz
- Met with Dr. Daniel King and Dr. Martha Cantu
- Met with Felix Ortiz

Wanda Garza, Interim VICE-PRESIDENT FOR STUDENT AFFAIRS & ENROLLMENT MANAGEMENT (SAEM) cont.

- Met with Juan Carlos Aguirre on an Enrollment Plan thru 2020
- Conference call with Alma Colleli and the Public Relations Consultant
- Attended the Summer Leadership Institute Awards Ceremony
- Attended the TSI Data Discussions
- Attended the SureScore meeting with Representative Roy Nieto
- Attended the City of McAllen MEDC reception honoring "Dr. Gus Bailey"
- Attended the 2014 National Association of Councils on Developmental Disabilities (NACDD) in Washington, D.C.
- Attended the 2014 Texas Community College Teachers Association Conference (TCCTA) in Sugarland, Texas.
- Attended the RAND TSI Study

Matt Hebbard, Dean of Enrollment Services & Registrar

Admissions and Records

- Opened registration for Summer and Fall 2014 semesters on March 3; Summer II final enrollment on July 14 census date was 5,148 students; 16,378 students have registered for Fall 2014 semester, to date, after being cleared by OAR.
- Continued processing documents and clearing students to register for Fall 2014 semester.
- Worked on various projects, such as Business Impact Analysis Survey, enrollment, graduation, registration appeals, SIG Degree Works, test ApplyTexas for next cycle and THECB webinars.
- Dean of Enrollment Services and Registrar, Coordinator of Admissions and Records, Compliance Coordinator, and Records and Registration Specialist travelled to Austin, Texas to attend TACRAO Community College Meeting on July 17 – 18, 2014.
- Dean of Enrollment Services and Registrar attended regular meetings, such as President's Administrative Staff, Planning & Development Council and SAEM Division Leaders.
- Coordinator of Admissions and Records chaired the Search Committee for the vacant Admissions Technician position at Mid-Valley Campus in Weslaco and interviewed five applicants on July 30, 2014.
- Compliance Coordinator worked on CBM Reports required by the THECB.
- Residency Specialist personally assisted international students and reviewed the residency status of all new students, including dual enrollment high school students and Senate Bill students submitting an *Affidavit*.
- Sent daily electronic *Acceptance Letters*, *Missing Information Letters* and *JagNet Access Letters* to student's personal e-mail accounts, provided on their ApplyTexas application for admissions.
- Ran process in Banner and sent monthly electronic file to the National Student Clearinghouse for use with education/degree verifications and enrollment verifications.
- Processed *Schedule Change Forms* for 621 students prior to the deadline to withdraw from Summer II and Summer III sessions on July 30, 2014.

Admissions and Records cont.

- Processed *Reinstatement After Census Date Forms* for 69 students during July 2014.
- Processed *Change of Grades* for 136 students during July 2014.
- Downloaded, reviewed and verified 2,775 *Admission Applications* submitted online at ApplyTexas (dual enrollment high school students, entering freshmen, returning and transfer students) during July 2014.
- Processed 5,475 high school and 663 college/university transcripts during July 2014.
- Evaluated 369 transcripts from other colleges and universities during July 2014.
- Received requests via fax, JagNet and National Student Clearinghouse, processed and distributed 4,174 STC transcripts during July 2014.
- Scanned and indexed 9,389 documents submitted by students during July 2014.
- Processed 24 online *Course Substitution Forms* during July 2014.
- Graduation Analyst printed diplomas for May 2014 graduates and mailed 2,575 diplomas.
- Graduation Analyst continued to review potential August 2014 graduates.

Assessment Center

Student Assessment Center Activity Report July 01 through 31, 2014					
Campus	**Student Walk-Ins to Get Information**	**Market Place Total Reservations Placed**	**Examinees That Tested**	**Type of Exam**	**Exams YTD**
Pecan Campus	**542**	**881**	**818 (93% show)**	**TSI EXAM**	**3959**
Mid- Valley Campus	**373**	**276**	**255 (92% show)**	**TSI EXAM**	**1551**
Starr Campus	**148**	**126**	**122 (97% show)**	**TSI EXAM**	**1037**
Pecan Plaza	**123**	**121**	**116 (96% show)**	**GED EXAM**	**402**
TOTAL:	**1186**	**1404**	**1311**		**6949**

Cari Olea & Adrian Lozano:
Assisted with testing

Student Financial Services & Veterans Affairs (SFS/VA)

- SFS Associate Dean & Coordinators met weekly for updates on Federal regulations and deadlines
- SFS work-studies have all been moved to the Student Direct Wage pool for the Summer to assist the office with Fall registration
- SFS Director Miguel Galvan, Coordinator for State & 3rd Party programs Yesenia Garcia, & Specialist Indira Salinas met to go over the new process for TEOG and TX Grant for the FY15
- SFS Department held interviews for the vacant Specialist position on July 18th. Interview Committee: Miguel Galvan, Mike Carranza, Yesenia Garcia, Maria Palomo & Alejandra Cantu
- SFS Director Miguel Galvan, Coordinator for State & 3rd Party programs Yesenia Garcia, & Specialist Indira Salinas met to discuss the Exemptions & Waivers
- SFS Staff assisted with 3 events throughout the month of July

Outreach/Welcome Centers

The College Connections and Admissions activities for the month of July:

- Division Leader Meeting
- Call Center
  - Inbound Calls – 14,478 calls
  - Outbound Calls
    - Senior Clearance Event Follow Up – 807 calls
    - NAH Telemarking College Success for Healthcare – 60 calls
  - JagChats – 548 chats
- Campus Tours
  - Pecan – 20 Students
    - Big Brothers Big Sisters of South Texas – 7th grade students – TransformingU partnerhsip
  - Mid-Valley – No Tours
  - NAH – 80 Students
  - Technology – No Tours
  - Starr – No Tours
- Alegre Despertar TV Interview promoting UTeach
- Supervisory Leadership Academy
- Outreach/Student Information Center DISC Workshop
- Dual Enrollment Discussion of Billing Process
- Sales Management and Admissions Recruitment Training Workshop
- Enrollment Team Meeting
- Summer Leadership Institute Presentation – College Connections and Admissions
- Summer Leadership Institute Campus Tours – All Campuses
- HR EPAF Training: Terminating Direct Wage Assignments
- PSJA ISD Dual Enrollment Processes and Timelines Meeting
- Fall Dual Enrollment ECHS Planning Meeting
- Faculty Advising Training and Online Advising Tools

Outreach/Welcome Centers cont.

- Colleges Connecting with Students Planning Meeting
- Summer II Dual Enrollment
- Child Development Program Enrollment Orientation – 15 students
- Jaguar Academy
- Boys and Girls Club Table Setup with Jerry the Jaguar – 100+ 6-12 year olds
- McAllen ISD De Leon Middle School Summer Community Fair
- RGV College Connecting with Students Senior Bootcamp
- Student Financial Services Changes in Work Study Hiring Process Meeting
- College Connections and Admissions Technology Campus Updates/Meeting
- College Connections and Admissions Nursing Campus Updates/Meeting
- CPR Training
- Fall Dual Enrollment Planning

College Connections and Admissions Upcoming Events through the Fall 2014 Semester are as follows:

Upcoming Events

- August 1 – September 10 Fall Dual Enrollment Processing and Registration
- August 1 – Hidalgo ISD Back to School Community Rally
- August 4 – Hidalgo ISD Back to School Community Rally
- August 4 – City of McAllen & McAllen ISD 3rd Annual Back to School Fair
- August 6 – Principals' Summit
- August 11 – PSJA ISD Back to School Expo
- August 14 – Edinburg Housing Authority 12th Annual Back to School Bash
- August 15 – Big Brothers Big Sisters of South Texas Campus Tour – Group 3
- August 22 – Big Brothers Big Sisters of South Texas Campus Tour – Group 4
- August 25 – First Day of Class
- September 15 – September 19 TACRAO Week
- October 1 – Region One Apply Texas for Migrant Students Event
- October 9 – RGV Lead Education & Career Expo
- October 14 – Dual Enrollment IT Update
- November 11 – Dual Enrollment Counselors' Update

Paul Hernandez, Dean of STUDENT AFFAIRS

Career Planning & Employer Services

Reports:

JUNE MONTHLY- Career & Employer Services Activity	
Total Number	
292	Student & Employer Walk-ins
112	Student & Alumni Registered on CCN
77	Student & Alumni Resumes Revised/Uploaded on CCN
34	Employers Registered on CCN
61	Jobs posted to CCN
3,733	Total Students Registered to date
2,943	Total Alumni Registered to date
2,343	Total Employers Registered to date

Current & Upcoming Activities/ Events

- Resume Writing & Interviewing Skills Open Workshop-Pecan Campus
- Continue to Manage & Update Social Networking Pages
- On Campus Recruitment-Express Factory Outlet -Mid-valley Campus
- On Campus Recruitment-Mary Kay –Pecan Campus
- Attended Business & Technology Campus Program Chair Meeting
- Emailed job opportunity to recent Medical Coding Specialist graduates
- Outreach to Workforce Solutions and McAllen Chamber of Commerce to be added to contact list- Melody Portillo scheduling to present to McAllen Chamber of Commerce Power Networking Event
- Planning and coordinating Fall District Wide Career Meets Fashion Event
- Planning and coordinating Public Safety & First Responders Expo
- Serving on Strategic Leadership Team -Student On-Boarding Committee
- Serving on Re-enrollment –Stop Outs Task Force Committee
- Co-Chairing and participating with T-STEM Challenge Scholarship Program Committee with Miguel Carranza, Assoc. Dean Financial Aid & Veteran Affairs
- Celinda Palacios & Melody Portillo Presented at Summer Leadership Institute Event-Pecan Campus
- Staff- Olivia Rodriguez Coordination of “Suited for Success” At South Texas College - Launched Campaign for “District Wide Clothing Drive”(July)
- Open workshop for Resume writing and interviewing skills at Technology campus 7/15/2014.
- Working with Technology Program Chairs to present at upcoming Advisory Board meetings for various departments in upcoming Fall term.
- Job Development: McAllen Family Practice Clinic, SEKO Worldwide - MFE
- On Campus Recruitment- U.S. Navy- Pecan Campus
- Career Services Overview Presentation – Organizational Leadership for Faculty Rosemond Moore
- Open Resume and Interviewing Workshop- Pecan Campus

Career Planning & Employer Services cont.

- Staff attended IS&P Training – What's New in Microsoft Office 2013
- Staff- Olivia Rodriguez Coordination of "Suited for Success" At South Texas College New Initiative- Launched "District Wide Clothing Drive"(July)
- Continue to collect clothing for "Suited for Success Project" arranging pickups and deliveries; arranging closet/storage room.
- Created clothing tracking inventory spreadsheet for "Suited for Success Project"
- Staff -Registered and participated for Glassdoor webinar: career community where employees contribute salary information, company reviews, and interview questions for job seekers to use in their job search. This information can be very useful for students as they prepare for interviews and look for their first job.
- Fall Career Meets Fashion Planning-Meeting with Missy's Modeling Studio &
  - Meeting with DDS Productions for stage, lights, sound etc.
- Planning for Fall Events including BAT Orientations
- Planning for BAT – Career Readiness Seminar
- Setup of storage room with clothing racks for Suited for Success Initiative
- Hosted Resume Workshop- STAAR Campus
- Collected Clothing from STAAR campus and transported to Pecan Campus
- Hosted Resume Writing Workshop- Technology Campus
- Continue conducting Employer Survey
- Job development (IBC Bank, Star Channel Communications, Med Care Pharmacy, Senior Community Outreach, Laura and John Arnold Foundation, McAllen Family Practice Clinic, Packback, R Communications, Region Staffing, SMG Savor)
- Manage Social Networking Pages
- On Campus Recruitment-Allure Dermatology of South Texas-NAH Campus
- Outreached 149 Accounting students for employment opportunity
- Hosted Resume Writing & Interview Skills Workshop- Mid-valley Campus
- Met with Workforce Solutions- Planning Red, White, & You Job Fair for Veterans- Assisting with STC IT services- 30 laptops will be provided by STC for event- Nov. 13th. Promoting to STC Veterans.
- Job development (Altecor Engineering, Aviso Media Group, CVQ Land Surveyors, Idea Public Schools McAllen, Law Office of Ted Lopez, Martin Drug, Mountainside Investment Group, Sherwin-Williams, South Texas Manufacturers Association, South Texas Sandwich & Catering, Sports & Entertainment, Texas Alcoholic Beverage Commission, Walker Realty, Weslaco Area Chamber of Commerce Office of Ted Lopez, Lone Star National Bank, Idea Public Schools- McAllen
- Career & Employer Services Information Table- Pecan Campus
- Manage Social Networking Pages

Career Planning & Employer Services cont.

Office of Judicial Affairs and Conflict Resolution Center

- Mrs. Maria Alonso attended the Changes in Work Study Hiring Process for fiscal year2014-2015 at the Office of Student Financial Services
- Mrs. Erica Hansen presented on Conflict Resolution Center for the Summer Leadership Institute
- Mrs. Maria Alonso presented at for the Physical Therapist Assistant Program Orientation on Conflict Resolution Center and Sexual Misconduct
- Ms. Erica Hansen developing presentations for upcoming student academy
- Mr. Karey Barnes created and advertised through Faculty/Staff email upcoming dates for the Symposium on Student Rights & Responsibilities

Office of Judicial Affairs and Conflict Resolution Center cont.

CRC Total Cases for the month of July 2014	
Complaint	14
Grievance	4
Grade Appeal	7
Consultation	32
Mediation	2
Facilitated Dialog	2
Title IX	29
Total	**90**
Year to Date	**711**

CRC Total Cases per Campus for the month of July 2014	
Pecan	52
Nursing & Allied Health	33
Technology	1
Mid-Valley	4
Starr	0
Total	**90**
Year to Date	**711**

CRC Total Case Status for the month of July 2014	
Open	50
Closed	40
Total	**90**
Year to Date	**711**

- Placed Title IX and Eye Witness Report banners at Starr Campus and Mid-Valley Campus
- Placed Title IX and Eye Witness Report banners at Starr Campus and Technology Campus
- Mr. Karey Barnes conducted Behavioral Intervention Team Meeting
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended Behavioral Intervention Team Meeting

Office of Judicial Affairs and Conflict Resolution Center cont.

- Placed Title IX and Eye Witness Report banners at Starr Campus and Technology Campus
- Mr. Karey Barnes conducted Behavioral Intervention Team Meeting
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended Behavioral Intervention Team Meeting
- Mr. Josue De La Cruz and Mr. Karey Barnes presented on Office of Student Conduct for the Summer Leadership Institute
- Mrs. Maria Alonso and Mr. Karey Barnes presented on Title IX for the Summer Leadership Institute
- Mr. Paul Hernandez, Mr. Karey Barnes and Mrs. Maria Alonso met with Director of Convention And Sports Tourism Sales of the McAllen Convention & Visitor's Bureau for an overview for Title IX Investigator Training and update on possible dates.
- Mr. Karey Barnes conducted Behavioral Intervention Team Meeting
- Mr. Josue De La Cruz & Mrs. Maria Alonso attended Behavioral Intervention Team Meeting
- Mr. Josue De La Cruz is creating Probation Modules for students placed on probation by the Office of Student Conduct Administration
- Mr. Karey Barnes created and advertised through Faculty/Staff email upcoming dates for the Symposium on Student Rights & Responsibilities

Behavioral Intervention Team Status for the month of July 2014	
Reviewed	22
Not Reviewed	2
Total	**24**
Year to Date	**257**

Judicial Affairs Total Cases per Campus for the month of July 2014	
Pecan	15
Nursing & Allied Health	0
Technology	2
Mid-Valley	6
Starr	1
Total	**24**
Year to Date	**257**

Judicial Affairs Total Case Status for the month of July 2014	
Open	20
Closed	4
Total	**24**
Year to Date	**257**

Student Activities & Wellness

- First Year Connection Registration Rally (All Campuses)
- Basketball Skills Competition (TEC)
- Texas Hold'Em Poker Tournament (TEC)
- Learning 2 Lead Youth Leadership Experience Workshops(MID)
- Learning 2 Lead Community Involvement Fair (MID)
- Coed Volleyball Tournament (PCN) - 7 teams participated
- United Blood Services Blood Drive (STR)
- Push up Contest (TEC)
- Intramural Promotions(District Wide)
- Assisted Student Information Department with Presentations(PCN & STR)
- Staff Training
- Summer Beach Fun – Stress Free Zone (STR)
- Welcome Back Friday Events (District Wide)

First Year Connection Orientation Status

- Students Registered - 2100
- Guests Registered – 1899

Advisor Student Contacts

Campus	# of Students
Pecan	3744
Weslaco	953
Rio Grande	391
Total	**4600**

Student Success Specialist Contacts

Division	# Student Contacts
Bachelors of Applied Technology (Tech Mgmt.)	255
Bachelors of Applied Technology (CIT)	469
Business, Math, Science & Technology	404
Distance Learning	162
Liberal Arts & Social Science	184
Total	**1474**

Counselor Student Contacts

Campus	Advisement Telephone Contacts	Personal Counseling Referrals/ Consult.	Stu. Dis. Svcs.	Career/ Transfer Services	Workshops/ Presentations	Probation/ Suspension	Other Special Programs	Total
Pecan	**949**	**132**	**147**	**218**	**4**	**709**	**0**	**2159**
Weslaco	**77**	**4**	**19**	**26**	**0**	**365**	**0**	**491**
Rio Grande	**168**	**5**	**4**	**21**	**6**	**58**	**0**	**262**
Tech Ctr.	**9**	**16**	**25**	**1**	**5**	**6**	**0**	**62**
NAH	**2**	**7**	**4**	**8**	**20**	**1**	**0**	**42**
Total	**1205**	**164**	**199**	**274**	**35**	**1139**	**0**	**3016**

Meetings/Consultations

- Student Financial Services Work Study Program Meeting – NAH/Pecan/Tech/Starr
- HVAC-R Hiring Committee meeting – Tech
- Meeting with Continuing Education Coordinator/ADA Services – Tech
- PPN Meeting – Starr
- Meeting with Dr. Bischoff on new program by Viridis Company – Pecan
- Meeting with Mario Morin on College Fairs for STC Fall 2014 Semester– Pecan
- Becoming A Mom meeting – Pecan
- PCP Meeting for Project HIRE Students – Pecan
- Distance Education Symposium meeting – Pecan
- College Success for Health Care meeting – Pecan
- Academic Suspension Appeal Committee meeting – Pecan
- Business Department Chair meeting – Pecan

Workshops/Presentations

- "Time Management" Workshop – NAH
- Physical Therapy Assistant Program Orientation/Counseling Presentation – NAH
- "Improving Self-Esteem" Workshop – Tech
- "Problem-Solving & Decision-Making" Workshop – Tech
- "Test Taking Strategies" Workshop – Starr
- "Goal Setting" Workshop – Starr
- "Stress Management: Juggling Parenting, School and Work" Workshop – Pecan
- "Dealing with Grief & Loss" Workshop – Pecan
- "Tips for a Successful Transfer" Workshop - Pecan
- "It's More Than the Blues: Depression and Mental Health" Workshop – Pecan
- "Anger Management" Workshop – Pecan
- BAT Program Presentation at Summer Leadership Institute – Pecan
- Faculty Advising & Campus Coach Training – Pecan

Professional Development

- National Career Development Association Conference/Counseling – MVC/Pecan
- Distance Ed Blackboard Conference/Advising – Pecan
- SLA-OPD Academy – Pecan

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Finance and Administrative Services

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Office of the Vice President for Finance & Administrative Services

P. O. Box 9701 • McAllen, Texas 78502 Phone (956) 872-3558 Fax (956) 872-8304

TO: Dr. Shirley A. Reed
President

FROM: Mary G. Elizondo
Vice President for Finance & Administrative Services

DATE: August 12, 2014

SUBJECT: Activity Report for Finance & Administrative Services
July 01, 2014 through July 31, 2014

The following is a summary of activities from June 2, 2014 through June 30, 2014 for Finance & Administrative Services.

<u>The Vice President</u>

- The Vice President prepared for and attended the following meetings:
  - ⇒ President's Cabinet Meetings, Regular Board of Trustees Meeting, Finance & Human Resources Committee Meeting, Facilities Committee Meeting, Planning and Development Council Meeting.

- The Vice President prepared, reviewed, and revised agenda items and supporting documentation for the Board of Trustees Finance and Human Resources Committee meeting packets. The Vice President reviewed agenda items and supporting documentation for the Board of Trustees Facilities Committee meeting packets. Also, all requests for proposals and bids were reviewed and compared to tabulations.

- Attended or held meetings to discuss the following:
  - ⇒ Discuss Faculty Positions – with Dr. Anahid Petrosian, Myriam Lopez, Nicole Perez, and Rosie Rodriguez
  - ⇒ Compensation Study – with Wanda Garza
  - ⇒ Work Session - with Gerry Rodriguez and staff from Broaddus and Associates to finalize A/E RFQ for 2013 Bond Program
  - ⇒ Insurance proposal information - with Gerry Rodriguez and staff from Broaddus and Associates to finalize A/E RFQ for 2013 Bond Program
  - ⇒ AAWCC Meeting with members

- ⇒ To discuss the facilities board agenda and Architect RFQ – with Gerry Rodriguez
- ⇒ To discuss Bond Construction Budget – with Myriam Lopez, Gerry Rodriguez and Nereida Lopez
- ⇒ Accounts Receivables and Write-offs – with Myriam Lopez
- ⇒ Finance and Administrative Services Division Retreat "Next 10" Goals and Strategies on July 25, 2014 from 8:00 a.m. to 12 noon.
- ⇒ Property tax calculations – with Myriam Lopez and Alma Church
- ⇒ Insurance, organization charts, BIA, and TASB employee training – with Ken Lyons
- ⇒ Budget and 70% pools – with Business Office staff
- ⇒ Tax rate, notices and timelines – with Business Office staff
- ⇒ Investments and cashflow – with Myriam Lopez and Cynthia Villarreal
- ⇒ TPEG use proposal – with Juan Carlos Aguirre
- ⇒ Transportation Services Interlocal Agreement – with Wanda Garza
- ⇒ Conference call with legal counsel, Chuy Ramirez and VP Wanda Garza on Transportation Services Interlocal Agreement Changes
- ⇒ Bond issuances information – with Lizette Gamboa from Stifel Nicolus
- ⇒ Staffing plan and pay plan – with Human Resources staff
- ⇒ Unpaid list, emergency loan funds, payment arrangements, and early drop process – with Norma Jimenez

- Worked on the following matters
  - ⇒ FY 15 staffing plan and pay plan
  - ⇒ Economic Impact Study
  - ⇒ FY 2015 Frozen Positions
  - ⇒ Evergreen additional services agreement for FY 15
  - ⇒ Request for Cafeteria equipment purchase
  - ⇒ Compensation Study updates
  - ⇒ TASB legal services
  - ⇒ LAR Report
  - ⇒ Subpoena information
  - ⇒ 2014 Financial Profile and Indicators (SACS-COC)
  - ⇒ FAS Division Retreat
  - ⇒ Budget
  - ⇒ LRGVDC Interlocal Agreement
  - ⇒ FY 15 Letters of Appointments
  - ⇒ Richard Carlberg contract
  - ⇒ New tax notice requirement
  - ⇒ IRMA (Independent Registered Municipal Advisor) on the MAC (Municipal Advisory Council) website
  - ⇒ Leased bus insurance requirements
  - ⇒ Childcare Center budget and fund balance
  - ⇒ Adjunct Faculty Reserve methodology
  - ⇒ Tax Rate memo to Legal Counsel
  - ⇒ Del Mar College Grant
  - ⇒ Storage (warehouse) space close to Technology Center for furniture for bond projects
  - ⇒ On-site TASB training (October 9th & 10th)
  - ⇒ Fraud Survey cover letter
  - ⇒ BIA – Interviewed 31 employees

Project Manager

- Business Impact Analysis Project
  - ⇒ Presentation to committee on BIA
  - ⇒ Identified key personnel to be included in the BIA Project
  - ⇒ Organized & coordinated "Kickoff Lunch Meeting" with Executive Management, Department Leads & Dell representative
  - ⇒ Coordinated with Dept. Leads to properly fill out their respective BIA questionnaires and scheduled them for interviews with Dell representative
- Insurance
  - ⇒ Met with Raul Cabaza to discuss FY 2015-2016 options
  - ⇒ Met with VP-FAS to discuss FY 2015-2016 options
  - ⇒ Prepared a comparison matrix of the options
  - ⇒ Reviewed and revised the Board motion for Insurance
  - ⇒ Reviewed and revised the information provided by Raul Cabaza
  - ⇒ Coordinated with Montalvo Insurance to request the addition of Volunteers to Worker's Compensation policy
  - ⇒ Contacted Texas Association School of Boards (TASB) on clarification on legal issues pertaining to STC. Relayed my discussion with TASB back to VP Mary Elizondo.
- Other Projects
  - ⇒ Compensation Study
    - ➢ Assisted with the formatting and completion of several reports to committee
  - ⇒ Board Reports
    - ➢ Assisted with revising and eventual completion of several reports / motions to committee
  - ⇒ Organization Charts
    - ➢ Reviewed and reformatted the proposed FY 2015-2016 organization charts for the 7 departments under the VP-FAS
  - ⇒ Yearbook/Releases
    - ➢ Created a multimedia release form for employees to be included in the FAS yearbook. Coordinated with the various departments to obtain consent for inclusion in yearbook.
- Meetings
  - ⇒ Attended "New Hire Orientation" at Business Office conducted by Cynthia Villarreal
  - ⇒ Attended the Finance and Administrative Services Division Retreat "Next 10" Goals and Strategies

Food Service

- The Director for Food Services attended the following:
  - ⇒ Meetings
    - ➢ Finance and Administrative Services Division Retreat for "Next 10" Goals and Strategies.
    - ➢ Merchant Services Meeting to discuss Merchant Services RFP.
    - ➢ President's Administrative Staff Meeting.
  - ⇒ Trainings
    - ➢ AA/FM Roundup – on Notice of Employment procedures, Stipends and Special Assignments. Direct Wage and Work Study NOE's and Salary Budget Funding Approval.
    - ➢ EPAF training on how to terminate Direct Wage Assignments on-line. Presented by Human Resources Payroll Technician, Linda Ortiz.
  - ⇒ Food Service staff - prepared twenty one (21) caterings for the month of July.

Purchasing and General Services

- The Purchasing/Distributional Services Department collaboration meetings:
  - ⇒ Attended two (2) meetings to discuss the RFQ document to solicit architects for the Bond Construction Program
  - ⇒ Conducted a meeting with the Purchasing staff to review Receiving processes
  - ⇒ Attended the FAS Division Meeting conducted by Mrs. Mary Elizondo, Vice President for Finance and Administrative Services
  - ⇒ Meet twice to worked on and completed the Business Impact Analysis for Purchasing and Distributional Services
  - ⇒ Conducted a pre-proposal conference for the Operation of the College Bookstore
  - ⇒ Meet with Raul Cabaza of Shepard Walton King to go over the proposals for property and flood insurance
  - ⇒ Reviewed and negotiated changes to eighteen (18) agreements
  - ⇒ Worked with the STC Police Department on two (2) student incidents on campus
  - ⇒ Meet with VP Wanda Garza and VP Mary Elizondo to review the procurement of staff uniforms
  - ⇒ Meet with Instructional Technologies to review the transfer of assets from Cody Gregg to Marie Evans
  - ⇒ Attended the Financial Aid Work-study employment training session
  - ⇒ Meet with HR in reference to an unemployment claim
  - ⇒ Attended the Finance and Administrative Services Division Retreat "Next 10" Goals and Strategies.
- The following is a list of the request for proposals worked on and public bid openings:
  - ⇒ Prepared RFP:
    - ➢ 14-15-1012 Online Auction Services
    - ➢ 14-15-1016 Beverage Products
    - ➢ 14-15-1019 Management and Leadership Training Services
    - ➢ 14-15-1009 Nursing & Allied Health Campus North Parking lot Expansion
  - ⇒ Public Bid Openings:
    - ➢ 14-15-1012 Online Auction Services
- Purchasing Department processed in excess of three hundred seventy two (372) purchase orders, approved three hundred fourteen (314) requisitions, disapproved sixty nine (69) requisitions, processed change orders for goods and services and completed twenty three (23) travel authorizations. A total of one hundred sixty seven (167) new vendor W-9 forms were verified and entered into Banner Finance.
- The Fixed Assets Department is currently reviewing all assets purchased since June 30, 2014. The asset review process was completed as follows:
  - ⇒ Fixed Assets approved seventy four (74) assets through July 15, 2014
  - ⇒ Conducted the monthly inventory spot check for Library Books
  - ⇒ Prepared sixty nine (69) pallets for recycle/dispose and two hundred seven (207) pallets for online auction
- The Receiving Department completed five hundred ninety five (595) deliveries (purchase orders and complimentary books) and a total of four thousand two hundred eighty (4,280) packages/boxes. A total of five hundred ninety five (595) purchase orders were posted received in Banner. A total of five thousand one hundred thirty two (5,132) items were transferred/relocated as per move/set up request forms.
- The Mail Services department processed the following mail and copy request:

⇒ Financial Aid Office - $1,567.11, President's Office - $115.73, VP Academic Affairs - $289.66, Business Office - $17,114.10, Administrative Office Careers - $1,635.66, and Student Activities - $28.19;

⇒ A total of one hundred fifty five thousand seven hundred thirteen (155,713) copies were completed at the copy center for the month of July.

⇒ A total of three thousand sixty nine (3,069) letters were returned to STC due to invalid addresses.

Human Resources

- Interim Director of HR and VP for Finance and Administrative Services presented Compensation Study and Fair Labor Standards Act regulations on exemptions to Coordinated Operations Council.
- FAS Division pictures were rescheduled at Human Resources on July 3 and July 4 for the FAS staff who missed the first session; pictures will be used to create a FAS Division directory at VPFAS' division retreat.
- Interim Director worked with VP FAS to finalize reports for Compensation Study meetings and prepare orders for July board meeting.
- Interim Director met with Director of Safety and Security for investigation on incident reported.
- Interim Director worked on required payroll and insurance reports for Business Office.
- Letters of Appointment for Faculty were finalized for issuance July 7th with due date of August 1, 2014.
- Staffing personnel met to continue onboarding discussion and testing of staff application module on Peopleadmin.
- Interim Director attended FAS Director meeting to discuss goals for department for next five and ten years.
- Continued update and finalization of staffing plan and compensation study database.
- Annual Enrollment Fairs hosted by Benefits staff at all campus locations during July 14-26, 2014.
- Benefits staff coordinated the ERS Hosted Annual Enrollment Fair at Pecan Campus open to all faculty/staff and all state employees on July 16, 2014.
- Benefits staff attended a webinar hosted by TASB: Community Colleges and the Affordable Care Act on July 22, 2014.
- Benefits Specialist and Payroll Assistant continued testing of ERS Data File and Banner Upload crosswalk for summer enrollment file for 2014 week of July 11 – 14, 2014.
- Payroll Technician hosted a series of required trainings for Financial Managers and Administrative Assistants on Electronic Personnel Action Form (EPAF) regarding termination of direct wage assignments.
- HR Administrative Technician coordinated a job fair for all open staff positions to be held August 2, 2014.
- HR Director met with Dean of NAH and Chair of Vocational Nursing department to review proposed FY2015 summer schedule for faculty with 1.5 month extensions.
- HR staff attended the FAS Division Retreat "Next 10" Goals and Strategies.
- HR Director met with internal auditor for request for sample of I-9 population for internal audit.

Security & Police Department

- The Director for Security and Police Department prepared for the Governor and Members of Congress scheduled visit - The STC Technology Campus has been selected to host a U.S. House Committee on Homeland Security panel discussing the situation involving Unaccompanied Children and the state of border security in the region. It is expected that ten to fifteen members of Congress will participate in the two panels of witnesses. The STC police Department is coordinating with other agencies to provide security for the event.
- CBORD Proposal for the STC ID Card - The STC Campus Safety & Security Committee met with CBORD, a leading company in providing colleges and universities with ID card versatility to determine the incentives that the college could provide to students and employees who wear or carry the college ID card. Based upon input provided by college departments, CBORD will submit a proposal to enable college ID cards to be used for access to buildings & classrooms, student attendance documentation, cafeteria purchases, library checkouts and late payment fees. The cost proposals will be analyzed for possible recommendation to the college administration.
- STC Parking Permits – the sale of STC parking permits for fiscal year 2014-2015 is being coordinated with the Cashier's Office and the Campus Administrator Offices at the Mid Valley and Starr County Campuses. Reconciliation of the sales of fiscal year 2013-2014 parking permits will be conducted prior to the distribution of the new permits.
- End of Year FY 2013-2014 Parking Permit Issuance – Effective 07/18/14, STC Parking permits for FY 2013-2014 are no longer available for sale. Total sales for the fiscal year, not counting refunds, were as follows:
  - ⇒ Student Permits Issued – 13, 910
  - ⇒ Faculty Permits Issued – 759
  - ⇒ Staff Permits Issued – 949
  - ⇒ Totaled Permits Issued – 15,662
  - ⇒ Issuance of the new FY 2014-2015 permits will begin on 7/28/2014.
- CPR & First Aid Training – Additional CPR, use of Automated External Defibrillators (AEDs), and the administration of first aid training was provided to faculty and staff at the pecan campus. This training has also been scheduled at other campuses this summer and in the fall 2014.
- Security at the U.S. Homeland Security Congressional Committee Meeting - A Congressional 2014. The STC Police Department stopped a visitor with several long knives from entering the building, kept the protestors a safe distance from the building, prevented an attorney from questioning the Congressmen during the panel hearing, and stopped a visitor from his attempt to hand a Congressperson a question on a note when the hearing was in session. The Capital Police and the Governor's security detail commended the STC Police Department for providing a high level of security, deterring incidents during the session that was covered by CNN Panel with 14 Congresspersons and the Governor of Texas was held at the Tech campus on July 3, and other major media networks.
- Ambassadors Emergency Training - The Director of Security conducted emergency response training for new employees in the Ambassadors program. The training included defensive techniques to use against an active shooter, assisting incapacitated individuals, use of hands only CPR and an Automated External Defibrillator (AED) located in each campus building. Training was also provided in the operation of a fire extinguisher, and filing an Eye Report, identifying student behaviors of concern.
- CPR, AED, and First Aid Training - Additional CPR, use of Automated External Defibrillators

(AEDs) and the administration of first aid training were provided to staff from a number of college departments at the Pecan campus. This training continues to be scheduled at other campuses this summer and in the fall 2014.

- Qualification Exam for STC Dispatchers - Two newly hired STC police dispatchers were required to travel to San Antonio to take a Texas state mandated qualification examination, prior to receiving dispatcher training. Both employees passed the examination and will be scheduled tor required training and further examinations to receive certifications needed by all police dispatchers.

<u>Facilities Planning & Construction</u>

- Departmental report items
  - ⇒ Performed the following:
    - ➢ 2013 Bond
      - o Worked with legal counsel to finalize CPM contract.
      - o Worked on finalizing RFQ for solicitation of architects.
      - o Worked with B&A on PowerPoint presentation for Board work session.
      - o Worked with B&A on schedule and projected budget for FY 14-15.
    - ➢ Leases – Reviewed FY 2014-2015 lease renewals in preparation for Board approval in August.
    - ➢ District Wide - Worked with O&M Department on providing data for current energy audits
    - ➢ Pecan & Starr Buildings Exterior Stucco Painting - Substantial completion inspection and review of punch list work.
    - ➢ Pecan Campus 2012 Hail Damage Repairs
      - o Submitted final copies of payment applications & change orders to Chubb Insurance;
      - o Submitted Architect's invoices to Chubb Insurance;
      - o Submitted materials testing reports and invoices to Chubb Insurance.
    - ➢ Pecan Campus Building G & H offices carpet replacement – installation completed.
    - ➢ Pecan Campus Building G226 Astronomy Lab Improvements - Received electrical materials; Completed the electrical improvements to support computers.
    - ➢ Pecan Plaza Police Department - Coordinated furniture deliveries which began on July 7, 2014; preliminary Substantial Completion punch list; received a Temporary Certification of Occupancy; Architect issued Certificate of Substantial Completion
    - ➢ Fire evacuation route floor plans – work on plans for Pecan Campus Building F.
    - ➢ Mid Valley Campus SAB Art Lab - Board approved Final Completion
    - ➢ NAH Carpet Replacement – 57% of the west wing has been completed
    - ➢ NAH Expansion - Worked on letter to City of McAllen requesting approval to building a four story building in lieu of five stories.
    - ➢ NAH Subdivision Plat and Parking Lot Expansion - Worked with Perez Consulting Engineers on final details
    - ➢ Starr County Campus Additional Chiller- Board approved final completion.
    - ➢ Starr County Campus Parking Lot 5 and South Drive Lighting- Construction in progress.
    - ➢ Starr County Campus CLE- Received seating replacement furniture.
    - ➢ Technology Campus Building B Re-roofing – coordinated with architect to prepare scope of work and fee proposal.
  - ⇒ Attended the following:

- Coordinated Operations Council monthly meeting
- Conducted Facilities Operations Council meeting
- Pecan Campus G226 Computer Lab Renovations - construction progress meeting
- Pecan Campus Infrastructure for Relocation of Portable Buildings
- Pecan Campus Student Services Building-Conducted negotiations meeting with Bullard Construction and ERO Architects
- FPC staff met to work on Business Impact Analysis needs
- Conducted work session with Broaddus & Associates to finalize RFQ for architects solicitation
- Met with Purchasing Department and Raul Cabaza to discuss options for Bond construction Builder's Risk Insurance
- Met with David Plummer and Cody Gregg to begin defining detailed Library space program needs for Bond projects
- Met with Cody Gregg and B&A to convey Library space program needs for Bond projects
- Met with various vendors interested in STC construction projects
- Conducted meeting for final review of proposed Workflow process for moves; process will be tested and presented to Administration before implementation
- Met with representatives from TAMUK for update on grant equipment to be installed in parking lot storm water filtration basin; MOU has been drafted for partnership with STC
- Finance and Administrative Services Retreat for "Next 10" Goals and stratagies

<u>Operations & Maintenance</u>

- The Director of Operations & Maintenance attended the following:
  - ⇒ Meetings
    - The 3 Cent Tax Revenue Associated Cost Meeting
    - Finance and Administrative Services Directors Meeting
    - The Bookstore Services RFP Pre-Bid Conference Meeting
    - The July Finance Committee Meeting
    - The Business Impact Analysis Kickoff Meeting, to learn about Business Impact Analysis Project & the staff's role in said project
    - AEP Texas Energy Management Best Practices Seminar
    - Facilities Operations Council Meeting
    - The final Review and update on Move Workflow Meeting
    - Finance and Administrative Services Retreat "Next 10" Goals and Strategies
    - Personnel Meeting with Human Resources
    - Employee Relations Officer, Laura Requena on employee issues.
    - Raul Cabaza, from Shepard Walton King Insurance on STC Insurance Bid.
    - Operations and Maintenance Manager Meeting
    - Conference call w/ Tom Byrne from College Bookstore Consultant
  - ⇒ Trainings
    - Attended the Pecan Plaza Police Department – Owner Training for the Water Heater, Fire Alarm and Siemens HVAC Systems

- Participated in the conference call training for the New Texas General Land Office Web Portal

- Operations Contract Department
  - ⇒ Pecan Campus
    - Check generator in Building E (will not start) - Complete
    - Repair 5 domestic and irrigation backflows - Complete
    - Repair Fire Suppression Line Building C - Complete
  - ⇒ MVC Campus
    - Repair 3 domestic and irrigation backflows – In Progress
    - MVC Siemens Panel Upgrade Building F - Scheduled
  - ⇒ NAHC Campus
    - Convert A/C controls to Siemens – In Progress
  - ⇒ Starr Campus
    - Repair Irrigation System – In Progress
  - ⇒ STC District Wide
    - Install crushed granite around Chiller lines – In Progress
  - ⇒ District-Wide Scheduled PM's for July 2014
    - Maldonado Landscape: Lawn Care - Complete
    - Bug Works: Pest Control - Complete
    - Joe Fly: A/C Filters - Complete
  - ⇒ Scheduled Annual PM's for 2013 (District Wide)
    - Repair Elevator Phone Lines- In Progress

- Operations Procurement Department
  - ⇒ Maintenance

HVAC	$17,626.05
Carpentry	$11,850.31
Electrical	$3,502.01
E. Management	$2,239.98
Locksmith	$455.56
Plumbing	$2,165.75
Painting	$2,233.13
IDT	$288.42
Contract/Special Pr.	$3,383.44

  - ⇒ Custodial

Pecan Campus	$6,992.97
Mid Valley Campus	$1,626.93
Starr County	0
Nursing Allied Health Campus	$1,436.07
Technology Campus	0

- Maintenance Department

Work Orders Created	1157
Work Orders Completed	1167
Carpentry	110
Electrical	112
Energy	45
HVAC	112
HVAC/Electrical PM	612
Locksmith	75
Painting	36
Plumbing	65
Plant Services	0
General Maintenance	0

- Custodial Department

Set-Ups	312
Moves/Relocations	59

Business Office

- Board Agenda Items
  - ⇒ Management Reports – The Business Office staff worked on the June board and management reports including summary of revenues and expenses, investments, property taxes, auxiliary fund, state appropriations and grants reports.
- The Business Office worked on the following reports/projects:
  - ⇒ Compensation Study.
  - ⇒ Completed 2014 Financial Profile & Indicators on July 22, 2014.
  - ⇒ Legislative Appropriations Request.
  - ⇒ Provide responses to Economic Impact Study questions.
- Awards:
  - ⇒ Investment Policy Certificate from September 1, 2014 to August 31, 2016.
- Meetings:
  - ⇒ Projected construction expenses and investment of bonds meeting on July 31, 2014.
  - ⇒ Tax rate minute orders meeting on July 31, 2014.
  - ⇒ Gartner research meeting July 31 2014.
  - ⇒ AA/FM Roundup on July 31, 2014 to discuss the NOE Process and the funding approval. There were 30 attendees.
  - ⇒ CTE ECHGS Grant meeting on July 30, 2014.
  - ⇒ Business Impact Analysis meeting on July 28, 2014 to discuss the impact for each department and compiling a survey.
  - ⇒ Finance and Administrative Services Division Retreat held on July 25, 2014 were situational judgment tests, department's description and responsibilities, next ten plans information was shared with the division.
  - ⇒ Fiscal Year Rollover meeting on July 25, 2014.
  - ⇒ Business Impact Analysis meeting on July 24, 2014.
  - ⇒ Business Office Orientation on July 24, 2014.
  - ⇒ FY14-FY15 Budget meeting on July 22, 2014 with IAM department.
  - ⇒ Journal Vouchers Approval Process meeting on July 18, 2014.
  - ⇒ FY15 Academic Affairs salary budget changes meeting on July 16, 2014.
  - ⇒ Comptroller and Accounting Group Supervisors met on July 10, 2014 to discuss the organizational structure and department goals.

⇒ Testing FY15 Rollover on July 9, 2014.
⇒ Met with VP FAS, Purchasing, SAEM, College Connections and Admissions on July 9 to discuss proposed staff dress code policies.
⇒ VP FAS, HR and BO met on staffing plan and budget on July 8, 2014.
⇒ VIDA College Academy, WorkForce Solutions and School to Career ECHS Program Grants meeting.
⇒ Business Impact Analysis meeting.
⇒ FY15 projected tax revenue.
⇒ Early Drop planning meeting.
⇒ Revenue and expenses associated with additional 3 cent tax rate.
⇒ Cashiers met with STC Police Department to discuss issuance timeline of the 2015 parking permits.
⇒ Cashiers met with the Dual Enrollment Outreach Department to discuss the DE internal billing form process.
⇒ Cashiers met with Technology Resource and Financial Aid Departments on the Fall 2014 "early drop" parameters.
⇒ Cashiers met with the Space Management Technician on rearranging office space to accommodate new staff.
⇒ Competency-based Degrees in Community Colleges Seminar.
⇒ Met with Dean of Enrollment Services and Registrar to discuss unpaid list and payment options available for Summer II 2014.
⇒ Emergency loans for Summer II.

- Trainings/Webinars:
  ⇒ Travel & Expense Training on July 28, 2014.
  ⇒ EPAF Termination Process on July 16 and 18, 2014.
  ⇒ Attend Municipal Security Rulemaking Board webinar on EMMA on July 17, 2014.
  ⇒ PeopleAdmin Demo Payroll & HR on July 11, 2014.
  ⇒ Trainings – Staff is scheduling various trainings for Business Office staff on various topics such as excel, outlook, communication, payroll procedures, etc.
    ➢ Mastering Excel/Macros – Select staff attended this webinar on July 3, 2014.
  ⇒ Truth-in-Taxation webinar and training.
  ⇒ Hidalgo County tax collections training.
- Accounts Payable / Grants and Contracts
  ⇒ Checks Processed as of July 31, 2014:

Bank No.	9/13	10/13	11/13	12/13	1/14	2 /14	3/14	4/14	5/14	6/14	7/14
01 E&G	864	1,101	798	625	844	829	765	745	909	735	894
01 Direct Deposit	98	79	87	83	72	71	59	61	96	91	132
03 Student	11,573	1,428	252	581	18,108	1,469	2272	1,051	1197	2992	2244
12 I&S Taxes	-	-	-	-	1	-	-	-	-	-	1
16 I&S Bond	-	-	-	-	1	-	-	-	-	-	1
17 Plant	24	6	12	11	11	11	8	16	17	13	22

  ⇒ Travel and Expense users set up in Production.
  ⇒ Emergency Loan Policy update.
  ⇒ IE Plan mid-year update.
- Accounts Receivable / Budget & Reporting
  ⇒ Preliminary FY 2015 budget draft.

⇒ Finance Committee presentation.
⇒ Summary of Proposed Revenue and Expenditures was prepared.
⇒ Allowable procedures updates on the Food Purchases section to include policies about lunch meetings.
⇒ FY14 Budget Amendment.
⇒ Provide Refund Policy changes for College catalog.

- General Accounting & Construction
  ⇒ Monthly Reports – Prepared board management reports and staff continues to work on monthly reconciliations and monthly reports. 134 monthly reports were completed during the month of July.

Journal entries processed	64
Journal entries/documents scanned	311
Hours used for scanning - estimated	25
Hours used to prepare documents for scanning	16
Hours assisting other departments	14
Checks printed	2
Positive Pay submitted	18
Disbursement of returned mailed checks	8
Processed electronic payments	1
Processed book and wire/ach transfers	4
Stop payments processed	2,002
Journal entries and requisitions prepared	175
Interdepartmental Transactions reviewed	51
Invoices and encumbrances reviewed	29
Set-up FOAP codes	2
Deposits prepared	10
Stale dated letters mailed	448
Copies of booklets/journal entries requested	1,728
Cafeteria daily sales report	49
Transactions removed from bank reconciliation	0
Inter-office deliveries	29

⇒ IRS Clothing donations research
⇒ SEC Municipal Advisor Rule – Research requirements of new rule, prepared motion and STC's Independent Registered Municipal Advisor Certificate.
⇒ Hidalgo County Inter-local Collection Agreement was revised and legal counsel is pending.
⇒ Staff worked on STC Police & Security FY15 Budget with VP-FAS and Accounting Group Supervisor.
⇒ FY15 Plant budget.
⇒ Process payment for bond paying agent.
⇒ Record interest revenue.
⇒ Arbitrage documentation was submitted for approval.
⇒ Revised the Unexpended Plant budget by segregating the Bond Series 2014 funds available from the other unexpended plant funds.
⇒ Preliminary Truth-in-Taxation worksheet.
⇒ Minute orders for the discussion on proposed tax rate and tax vote on the public hearings.

⇒ Demographics statistical table from 1996 thru 2013 which include the unemployment rate.

- Payroll, TimeForce and Position Control Departments

  ⇒ Payroll processes for the month ending July 31, 2014:

Payroll Re-issue Processed	5
Payroll Cycles	5
Payroll Checks & DD	2,582
New Employee Setups for TimeForce	43
TimeForce Access Forms Processed	75
Number of Employees with OT reviewed for OT Memos	473
NOE's Approved	41
Salary Budget Transfer Forms Processed	1

  ⇒ EPAF terminations.

- Cash Management / Special Projects / Office Support

  ⇒ Check Cycles – The following check cycles were processed and the number of checks printed:

Bank No.	# of Check/DD Cycles	# of Checks/Direct Deposit
01 E&G	13	713
01 Direct Deposit	7	107
02 Payroll	10	909
02 Direct Deposit	4	1,824
03 Student	7	2,202
17 Plant	4	17

  ⇒ Replacement Check Approvals - Staff approved 12 replacement check requests for students, vendors and/or employees who lost their checks or did not receive them in the mail.

  ⇒ Electronic Fund Transfers – The following electronic fund transfers were approved:

EFT	Number of Approvals
ACH Direct Deposit-payments to vendors, students & employees	13
Bank Transfers between Bank Accounts	19
Wire Transfers for Benefits	8

  ⇒ Bank Depository Services- Staff evaluated the four bank responses. Completed summary of proposals, charges for services and prepared finance motion.

  ⇒ South Texas College Bonds Series 2014 Bank Account and Positive Pay File Update.

  ⇒ Updating procedures and processes for ACH Audit.

  ⇒ Working on the file format specification for the South Texas College Bonds Series 2014 Bank Account and Positive Pay File.

  ⇒ Annual fraud surveys were sent for internal and external auditors' review.

- System Analyst

  ⇒ U.S Bank check modifications – issues receiving new image

  ⇒ TouchNet mobile go-live coordination – application went live the week of June 30th. Reviewing options to bypass payment plans on mobile version.

  ⇒ BBVA Compass ACH self-audit – gathering supporting documentation

  ⇒ TimeForce data transfer.

- Cashiers
  - ⇒ Working on daily compilation of unpaid list for Summer II census.
  - ⇒ Prepare Summer II Census Tuition & Fee revenue reports.
  - ⇒ Extended hours to assist students with Summer II Due Dates of July 14 and 24, 2014.
  - ⇒ Compilation and research of one mini-mester with census day of July 24, 2014. Revisions to the Fall 2014 unpaid reports are also being reviewed.

Business Office Performance Indicators

Third Party Student Scholarships and Grants:

No.	Type	YTD Revenue
37	Federal	57,628,041.33
17	State	3,785,288.62
13	Local	739,083.93
38	Private	768,075.23
105	**Total**	**62,920,489.11**

Payroll:

Number of Employees		**Checks Processed**	
Employees on Monthly Payroll	1,838	Salaried	388
Employees on Semi-Monthly Payroll	881	Total Net	$ 762,158.94
		Waged	519
Timecards Processed		Total Net	$ 165,501.22
(Waged-06/16-06/30) SR13	481		
(Waged-07/01-07/15) SR14	457		
(Salaried: June) SU01	537	**Stop Payment Processed**	
Regular (Salaried: July) MR07	1,806	Salaried	0
(Salaried: June) SU01ADJ01	4	Waged	4
Worksheets Processed			
(additions, deletions, changes)		**Void checks Processed**	
Salaried	710	Salaried	0
Waged	131	Waged	4
Liabilities Processed	38		
		Replacement Checks Processed	
Reports Processed		Salaried	0
Compass Bank Direct Deposit File	4	Waged	5
Void and Replacement Check Cycle File	1		
Overtime & Straight Time Mgmt. Report	1		
		Direct Deposit Processed	
Deposits Processed		Salaried	1,675
Internal Revenue Service	5	Total Net	$ 4,014,756.62
Bank Transfers	5	Waged	383
		Total Net	$ 109,959.46

General Accounting:

General Journal Entry (Intra-Fund) (JE 15)	93
General Journal Entry (Inter-Fund) (JE 16)	78
Cash Receipts (CR 05)	604
Encumbrance Liquidation (E032)	9
Encumbrance Liquidation (E020)	6
General Journal Entry (IConstruction) (JE17)	4

Grants (Non-Student):

No.	Grant Type	YTD Revenue
15	Federal Grants	3,088,629.54
13	State Grants	2,267,588.22
13	Local/Private Grants	1,617,832.41
41	**Total**	**6,974,050.17**

Cashiers:

Description	Total
Calls over the phone by students	6,875
Calls made to students due to balances owed	1,252
Total Transactions	8,810
Payment Transactions	
Cash	**2,082**
Cash	2,080
NSF Cash	2
Wire Transfer Pmt	**2**
Check	**1,003**
Paper	578
Money Order	-
NSF Check Wire	-
Electronic	163
Web	262
Credit Card	**5,723**
ATM/Debit	**0**
Visa	1,860
Master Card	436
Discover	58
Web	3,369
Total	**8,810**

Accounts Payable:

Bank No./Description	Total Number of Checks/ Vouchers Issued	Total Dollar Amount
01 - E&G	1,026	3,158,669.63
02 - Payroll	0	-
03 – Student Funds	2,244	688,792.65
12 - PPFCO Interest & Sinking	1	9,868,475.00
16 - Interest & Sinking	1	351,400.00
17 - New Construction	22	222,710.47
32 – Credit Card Payments	376	318,052.19
22 – Bond 03 Construction	0	-
Grand Total	**3,670**	**14,608,099.94**
Process Travel Checks from Bank 01 (E&G) as follows:		
Travel Authorization	66	59,741.64
Travel Vouchers	156	7,150.39
Travel – In district	201	78,284.40
Grand Total	**423**	**145,176.43**

South Texas College

Changing Lives, Changing Communities

Academic Affairs

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South Texas College

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(956) 872-6790
Fax (956) 872-8388

Memo

Date: August 21, 2014

To: Dr. Shirley A. Reed, President

From: Dr. Anahid Petrosian, Interim Vice President for Academic Affairs

Subject: **JULY 2014 ACTIVITY REPORT**

I respectfully ask that you include the attached **Academic Affairs Highlights and Reports** of activities from the Office of the Interim Vice President for Academic Affairs to our Board of Trustees for review at the August 26, 2014 Board meeting.

Division: **Academic Affairs / Academic Advancement**
Department: **Various Programs**
Highlight: **South Texas College Program Awareness**

During the month of **July 2014**, South Texas College programs are reaching to the community to increase program awareness and services available to students at the college. The following programs and departments have been featured in the **South Texas College: Radio Spot** and in the local television station **Fox 2 Rio: Good Day Valley**.

South Texas College: Radio Spot

- **Centers for Learning Excellence (CLE)** – Interim Director for CLE - Jennifer Knecht
- **Valleys Scholars: 9th Annual "A Night with the Stars"** – Valley Scholars Coordinator - Jessica Garcia
- **Business & Technology: Public Administration** – Business and Technology Dean - Mario Reyna

Fox 2 Rio: Good Day Valley

- **Centers for Learning Excellence (CLE)** – Interim Director for CLE - Jennifer Knecht
- **Math Pathway Program** –Mathematics Instructor - Mario Morin

South Texas College Instructor Mario Morin

Interim Director for CLE Jennifer Knecht

Centers for Learning Excellence
South Texas College

Division: **South Texas College Technology Campus**
Department: **Technology Campus**
Highlight: **Congressional Field Hearing: "Crisis on the Texas Border: Surge of Unaccompanied Minors" in the Technology Campus**

On **Thursday, July 3, 2014,** The U.S. House Committee on Homeland Security held the Texas Congressional Field Hearing: "Crisis on the Texas Border: Surge of Unaccompanied Minors" at the Border at **South Texas College's Technology Campus**, Building B Auditorium, Room 193, 3700 W. Military Highway, McAllen, Texas.

Committee talks to Hidalgo County Official held Thursday, July 3, 2014 at South Texas College –Technology Campus. Source: yourvalleyvoice.com

It was one the largest congressional hearings conducted outside the U.S. Capitol. Up to 14 members of the House Homeland Security Committee met at South Texas College Technology Campus regarding the surge of Central American children coming into the state without any parents.

Participants to testify before the committee:

- **Governor Rick Perry**, R-Texas
- **Steve McCraw**, Director of the Texas Department of Public Safety
- **Kevin Oaks**, Chief patrol agent for the Rio Grande Valley Sector of the Border Patrol Customs and Border Protection
- **J.E. "Eddie" Guerra**, interim sheriff of Hidalgo County, Texas
- **Ramon Garcia**, Hidalgo County judge, Hidalgo County, Texas
- **Rev. Mark Seitz**, Bishop for the Catholic Diocese of El Paso, Texas, U.S. Conference of Catholic Bishops

Source: Fednews.com

Participants testifying at the Congressional Hearing. Source: yourvalleyvoice.com

Division: **Business & Technology**
Department: **Police Academy**
Highlight: **Police Academy Graduation**

On **Saturday, July 12, 2014,** South Texas College recognized its **4th cohort of cadets** to graduate from its Police Academy at Cooper Center for Communication Arts. **Fifteen cadets completed the academy**, and passed the *Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) exam* with a **first time pass rate.**

This event is a police academy graduation traditional event. The police department invited all their guests, and the students raised the money for the food that was served at the reception.

From the 15 cadets, 5 cadets were Pharr Police Department employees, 1 from San Juan Police Department, 1 from University of Texas - Pan American, 1 from the Texas Alcoholic Beverage Commission. These 8 graduates will be employed by their respective departments as police officers. The remaining 7cadets are open enrollment students who will get hired by a local, county or state agency.

Welcome

Dr. Anahid Petrosian, Vice President for Academic Affairs, South Texas College
Chief Ruben Villescas, Pharr Police Department

Presentation of Certificates and Badges

Robert Vela, Faculty, South Texas College
Chief Ruben Villescas, Pharr Police Department
Chief Juan Gonzalez, San Juan Police Department
Assistant Chief Dexter Jones, Texas Alcoholic Beverage Commission
Chief James Loya, University of Texas-Pan American Police Department

Oath of Office

Chief Ruben Villescas
Chief Juan Gonzalez
Assistant Chief Dexter Jones
Chief James Loya

"Pinning of the Badge"

Cadet Juan Alvarez, Pharr Police Department
Cadet Jose Andrade, Pharr Police Department
Cadet Lorenzo Andrade, San Juan Police Department
Cadet William Cerda, Pharr Police Department
Cadet Isaac De La Garza, University of Texas-Pan American Police Department
Cadet Cesar Maldonado, Pharr Police Department
Cadet Roberto D. Vergara, Pharr Police Department

Division: **Business & Technology**
Department: **Culinary Arts Club**
Highlight: **Culinary Arts Club and H-E-B Sampling Showcase Donation**

On **July 16, 2014**, South Texas College students, faculty and staff were invited to support the **STC Culinary Arts Club** at the **HEB Sampling Showcase** from 6:00 p.m. – 8 p.m. at the supermarket chain H-E-B #3 located at 900 S. 10th Street in McAllen, Texas.

For each sample flyer completed during the event, supermarket chain H-E-B donated $10 to the STC Culinary Arts Club. Overall, **$2,500** was donated to the Culinary Arts Club. It was a fun night learning about new and healthy food options, all prepared by South Texas College's own Culinary Team.

Division: **Liberal Arts & Social Sciences**
Department: **World Languages and Humanities**
Highlight: **Study Abroad Program: Professional Development in Salamanca, Spain**

South Texas College and Alamo Colleges collaborated in a Professional Development Opportunity abroad. **17 participants** traveled to **Salamanca, Spain**, from **July 5-19, 2014**.

The professional development offered **30 contact hours in Spanish Culture and Civilization**. Excursions to Madrid, Toledo, and Segovia were included into the program.

Community colleges have increased campus internationalization efforts in recent years. Consequently, these efforts entail having a more globally competent faculty on campus.
South Texas College and Alamo colleges explored a way to address this challenge and offered a professional development opportunity for their faculty in Salamanca, Spain.

Division: **Liberal Arts & Social Sciences**
Department: **World Languages and Humanities**
Highlight: **Study Abroad 2014: Seville, Spain**

In the **2014 Study Abroad Program** to Spain, students traveled to various historical sites and nearby destinations in the cities of Seville, Granada, Córdoba, and Madrid from **July 5-19, 2014**.

This gave the participating students an opportunity to ***experience first-hand the many traditions, customs, cuisine, artistic, and rich historical background*** that helped create the actual Spain.

Courses Offered:
SPAN 1311 – Spanish I Héctor Villarreal, Assistant Professor of Spanish
SPCH 1311 – Speech Moraima Cárdenas, Speech Instructor
MUSI 1192 – Guitar Jaime Garcia, Guitar Instructor

Each student registered for one or more courses during the program and they benefited from a Learning Community setting. This faculty-led program allowed students to acquire knowledge and skills beyond a traditional classroom setting.

Division: **Liberal Arts & Social Sciences**
Department: **Psychology: Starr County Campus**
Highlight: **6th Starr County Role Models Get Inspired Conference**

On **July 22, 2014**, the Starr County Campus Psychology Club hosted its **6th Starr County Role Models Get Inspired Conference** at the Starr County Campus Auditorium from 10:00-11:30 am.

The event was open to STC students, faculty, staff, and the community at large- free of charge. **Over 140 people were in attendance**, including Roma ISD 6th-8th grade students who are attending the Starr County Campus for a summer-long program.

The four featured panelists were:

- **Roma ISD Superintendent** Mr. Carlos Guzman
- **Executive Director of RGV Focus-Educate Texas** Dr. Luzelma G. Canales
- **Owner of Esco Spa and Salon** Mr. Alberto Esco
- **Roma ISD Choral Director** Dr. Adrian Guerra.

The panelists shared their achievements and obstacles they have faced and overcame. In addition, they offered college advice to the students and elaborated on their future professional goals—all with the intention of inspiring those present.

Mr. Eli Sarabia welcomed the audience and introduced Mr. Alex Sarabia, who served as Master of Ceremonies / Moderator of the role models conference. Dr. Arturo Montiel delivered opening remarks. Albeza Barrera, Psychology club member, sang the motivational song "You raise me up" to conclude a successful event.

Division: **Academic Affairs**
Department: **Nursing & Allied Health Campus**
Highlight: **UTRGV President visits Nursing & Allied Health Campus**

On July 29, 2014, Dr. Guy Bailey, president of UT Rio Grande Valley (UTRGV) was welcomed by Dr. Shirley A. Reed, president of South Texas College (STC) and Administrators at the STC Nursing & Allied Health Campus in McAllen.

During the visit, Dr. Bailey had the opportunity to speak to current STC Dual Enrollment Medical Science Academy (DEMSA) students and an alumna currently conducting research with Yale University.

STC President Dr. Shirley A. Reed, STC DEMSA Student Tania Vargas, STC DEMSA Student Marco Cruz, UTRGV President Dr. Guy Bailey, and STC Alumna Karina Cerda.

"We wanted to host this meeting at the Nursing and Allied Health Campus specifically because of **the need to have a strong relationship with the medical school** and to show Dr. Bailey the state-of-the-art technology we have." Commented Dr. Reed.

According to recently approved admissions criteria, *students with associate's degrees will have automatic admission into UTRGV*. "The programs that are going to be very focused with the new university are the ones that prepare students who are strong in science, technology, engineering and mathematics (STEM)," explained Dr. Reed.

Dr. Guy Bailey, President, UTRGV,
Lunch Meeting
Tuesday, July 29, 2014, 12:00 PM
South Texas College, Dr. Ramiro R. Casso
Nursing & Allied Health Campus, McAllen

STC South Texas College

AGENDA

- Welcome
- Introduction of South Texas College Leadership Team
- Introduction of Student Talent
- Lunch
- Presentation on South Texas College by Dr. Shirley A. Reed, President
- Comments by Dr. Guy Bailey, President, UTRGV
- Interaction with South Texas College Students and Leadership Team
- Discussion of commitments and opportunity to work collaboratively

Representing UTRGV:

- Dr. Guy Bailey, President

Representing South Texas College:

- Dr. Shirley A. Reed, President
- Dr. Anahid Petrosian, Interim VP for Academic Affairs
- Wanda Garza, Interim VP for Student Affairs
- Mary Elizondo, VP for Finance and Administrative Services
- Dr. David Plummer, Interim VP for Information Services, Planning and Strategic Initiatives
- Dr. Ali Esmaeili, Dean of Math, Science, and Bachelor Programs
- Dean Melba Trevino, Nursing & Allied Health
- Dr. Margaretha E. Bischoff, Dean of Social Sciences
- Mario Reyna, Dean for Business and Technology
- Dr. Erasmus Addae, Dean of Distance Learning
- Pablo Hernandez, Dean of Student Affairs
- Matthew Hebbard, Dean of Enrollment Services and Registrar

STC Students:

- Karina Cerda, 2013 Graduate from Bachelor's of Applied Technology in Medical and Health Services Management
- Tania Vargas, Member of the 2013-2015 Dual Enrollment Medical Science Academy
- Marco Cruz, Member of the 2013-2015 Dual Enrollment Medical Science Academy

Well prepared students from South Texas College are making great strides in their educational and professional careers.

"South Texas College students are already battle-tested, tried and true," said Dr. Bailey. "Those with associate's degrees will have automatic admission into UTRGV. I understand the role of community colleges and look forward to working with STC in the future."

South Texas College president, administrators, students, and UTRGV President at Nursing & Allied Health Campus.

Division: **Academic Advancement**
Department: **High School Programs & Services**
Highlight: **Closing Ceremony for TexPrep Students**

On July 31, 2014, the High School Programs and Services Department **hosted three closing ceremonies** to conclude the **Summer 2014 TexPREP Program.**

Parents and families of the students were invited to attend. Also in attendance were superintendents, board members, district personnel and state representatives.

Summer 2014 TexPREP Program had **over 213 participants** from Hidalgo, Roma, and PSJA school districts of which 202 students completed the summer program.

Participants attended class in South Texas College campus Monday-Thursday for **seven weeks**. Students who successfully completed the summer will be **eligible to earn a high school elective credit** for their involvement.

This STEM focused program included many hands- on activities and curriculum as well as a trip to Quinta Mazatlán.

***In attendance**: Representative Ryan Guillen for Roma Closing Ceremony; Representative Sergio Munoz Jr. attended the Hidalgo Closing Ceremony. In addition, Hidalgo County Commission and PSJA graduate spoke at our PSJA Closing Ceremony.*

Mario Reyna
Division Dean - Business & Technology

- Met with Diana Llamas for CTE - Early College High School Meeting and participated in a virtual Final Start Consortium Grant Planning Meeting Tuesday, July 1st.
- Attended the Strategic Leadership Team – Focus Area Update held by David Plummer at the Pecan Campus on Wednesday, July 2nd.
- Met with Miguel Sahuan, visited Pecan Campus and attended the Academic Council Meeting at the Pecan Campus on Monday, July 7th.
- Met with Roy Rodriguez, visited Ruben Villescas Chief of Police, Pharr Police Department, met with Diana Llamas and Sofia Peña for CTE – Early College High School Meeting, and met with Lizette Garza – Administrative Office Careers Faculty Secretary candidate on Tuesday, July 8th.
- Held the Business and Technology Program Chair Meeting at the Technology Campus, met with two Public Safety Faculty candidates, met with three Paralegal Faculty candidates and attended the La Joya – Bond Improvement on Wednesday, July 9th.
- Participated in the INNO 2014 Bi-national Innovation Conference Meeting and interviewed with STC Radio on Thursday, July 10th.
- Visited Pharr Police Academy and Pecan Campus on Tuesday, July 22nd.
- Participated in the CTE ECHS Coordinator (Grant position) at the Pecan Campus and met with Adolfo Lozano, BCS Program Chair and Dr. Erasmus Addae, Dean of Distance Learning on Wednesday, July 23rd.
- Met with Victor Fonseca, Fire Science Program Chair, for program updates, met with Robert Vela, Public Safety Instructor, to discuss new programs, held meeting with Rey Sanchez, DBT Program Chair, Jorge Martinez and Arnold Perez, Heating, Ventilation, Air Conditioning and Refrigeration (HVAC) Instructors, for new faculty position and met with Mario Palacios, Computer Maintenance, Weslaco ISD and Minnie Rodgers, District Director, Skills USA on Thursday, July 24th.
- Met with Richard Ingram, Welding Program Chair and Juan Carlos Aguirre, Associate Dean, Continuing Professional & Workforce Education for update on Starr County Campus welding program and attended the Planning and Development Council meeting on Friday, July 25th.
- Attended the Travel & Expense Training, met with two HVAC faculty candidates and attended the Academic Affairs Council Meeting on Monday, July 28th.
- Met with Eduardo Millet, McAllen Chamber of Commerce and Dr. Ali Esmaeili on Tuesday, July 29th.
- Met with Victor Fonseca, Fire Science Program Chair, Victor Valdez, Public Safety Instructor, and Juan Carlos Aguirre, Associate Dean, Continuing Professional & Workforce Education on Wednesday, July 30th.

Upcoming:

- Will be visiting Universidad Tecnologico de Monterrey on August 13th – 15th.
- Will be attending the NAFTA – The Mexican Reforms Remaining Competitive on the US-MEX Border on Thursday, August 28th.

Erasmus Addae
Dean – Distance Learning

- Distance learning course for Summer II got off to a good start. This followed a new initiative to check course readiness 3 days prior to the start date. We will continue with this initiative to ensure our online courses are ready for the semester.
- Attended the Blackboard World Conference from July 14-18. The conference brought thousands of industry leaders from around the world to explore new models of learning, and through technology, change the way education is delivered and experienced. Some of the interesting sessions I attended were: World Class Student Support Services; Student Success: What does it mean and how does it happen? and The Economics of Growing Online: Applying the basic principles of supply and demand to achieve enrollment goals.
- Met with Blackboard representative to discuss support services.
- Worked with instructional designers to develop a common navigation template for online courses.
- Worked on generating a weekly reporting system to identify potential at-risk students in Blackboard. This will enable the online counselor reach out and help them get back on track.
- eTeach training on July 25th
- Met with Iris Jasso of Administrative office careers to work on developing courses for online delivery
- Had a meeting to review and adopt a common course template for online courses
- Completed initial extraction of qualitative data from summer students survey
- Preparing for Distance Education Symposium
- The Distance Education Symposium link for registration has been activated
- Provided update on Blackboard World 2014 Conference at Academic Affairs Council Meeting
- Participated in luncheon for Dr. Guy Bailey
- Attended Gartner On-site visit meeting. The meeting was to demonstrate the Gartner Report portal and its use in educational research.
- Met with Dr. Ali Esmaeili, Ali Kolahdouz, Jacob Guerra, and Veronica De Hoyos to discuss solutions for Pearson and Blackboard compatibility issues. Pearson's content for competency based courses are loaded into Blackboard manually. The meeting was to discuss ways to automate the process.
- Met with Pearson representative, Iris Jasso, Mike Ayala, and two other para-legal instructors to select materials for the development of online courses for the para-legal program.

Ana Peña
Coordinator – Distance Education Technologies

- **Banner Integration for eLearning (Stephen Crum)**
  - Banner Integration on the Blackboard side it complete. The integration is already working on both the Blackboard and Banner staging/production servers. Benefits of integration are that student registration and withdrawals will be fully automatic to Blackboard. Also, faculty updates will be automatic to Blackboard, creating new courses or un-assigning shells when a course gets cancelled.
  - eLearning has been stable for the whole month of July with no downtime or errors. IS&P have been doing patches to banner but now they have included eLearning to be restarted as well which makes everything stable with no errors.
- **Blackboard Mobile**
  Updates for Blackboard mobile were performed in order to have full functionality of the service this month. We continue to monitor the services to make sure it is running smoothly.
- **Kayako**
  Kayako has been stable for the month of July. The only thing that needed to be upgraded was the Kayako Client desktop application.
- **Blackboard Learn**
  - Blackboard Weekly call with Tiffany Kisker every Thursday at 11am. Discuss about all the issues we have during the week with Blackboard.
  - Tiffany installed CP 4 on our production server on Saturday, July 12 at 3AM EST.
  - **ISSUES RESOLVED**
    Cumulative Update 4 for Learn, Release 9.1, and Service Pack 14 includes resolutions to the following issues:
    - Poor performance is experienced when students are taking exams loaded from a learning module
    - Pages rendering without intended styles after upgrading to SP14
    - Overdue notification sent after timely submission
    - User with enrollment in disabled course that contains blogs encounters "Error getting notifications" when loading What's New module
    - Manage Module Settings page does not list unavailable courses
    - Global Navigation Menu and Course to Course Navigation shows courses under Recently Viewed that user has never accessed
    - To: field is set to Course Name in Send Email instead of to Course ID
    - HTML files uploaded in Learning Module content areas become stretched
    - Recently navigated courses are shown through Course to Course navigation even if disabled or unavailable
    - SIS: too many Buffer Gets against DATA_INTGR_ID_MAP_TMP during snapshot complete refresh has imported
    - New Course Copy feature includes files from all content areas, not just the content areas selected
    - JAWS issue: when using up/down/right/left arrows after attaching a file does not work as expected
    - Page hangs/freezes when selecting questions to reuse, in both IE and Chrome
    - Default course quota is doubled when a course is copied
    - A course role containing a hyphen causes an error when personalizing Course Module settings

- Test and Pools: advancing to see additional pages causes IE and Chrome browsers to stop responding
- Performance Dashboard associates anonymous posts with users
- "A valid numeric value must be entered: Points Possible" pop-up is displayed when enter 4 digits in the grade center
- IE11 browser crashes when accessing a course as an instructor when Edit Mode is enabled
- Performance issues due to heat exhaustion
- When using IE11, "false" is displayed when trying to delete a course menu item in a course
- Load balanced environments display the IP address of the load balancer under the access logs
- Prior update causes Class Path issues in Cengage building block

  - Active directory IP address changed on Friday, June 13 at 5am. This issue caused every account not to work on the Blackboard login page. After working with IS&P and Blackboard, they were able to get the new IP to Blackboard so that it could be modify. Tiffany recommended to work with IS&P to have a publicly resolvable DNS name to replace .local.
  - Action: STC will provide a public DNS to Blackboard in the month of August when Tiffany's staff explains to IS&P the importance of having a public DNS.
  - Tiffany will perform the Apache Struts Vulnerability- Audit will be applied weekend of August 2nd with a rolling restart to production server.
  - Blackboard performed maintenance/updates on July 11, 12 and 25; as a matter of day-to-day operations, updates fixing bugs that arise specifically the assessment update patch and the discussions/journals patch have been applied. Blackboard applied patches and updates to the system and updated all the building blocks to fix all the bugs with the tools within Blackboard.

- **Blackboard World 2014 Conference**
  - Held in Las Vegas, NV. Attended from July 14 through July 18.
- **Distance Education Webpage - Virtual Campus**

  Modifications on the Virtual Campus have been done throughout the month. New faculty members added to the intranet faculty list and started creating cross list courses for the summer. Created the symposium proposal form and registration form for the symposium with the software IS&P purchased called Formstack. Distance Education is working to migrate all the workshops, trainings and xList forms into Formstack so that we no longer have to use the intranet.

Instructional Designers – Distance Education

- **Blackboard Conference**
  Instructional Designer Jacob Guerra and Course Development Specialist Jessica Gonzalez attended the Blackboard Conference in Las Vegas, Nevada, from July 15 to the 18th.
- **Special Projects:**
  Instructional Designer: Assitance with BASOL Degree
  Meetings will now be held to see if a solution can be developed in house in regards to how courses are being populated.
- **Instructional Designer: Development of New Online Programs**
  Instructional Designers are working with the Adminstrative Office Careers Department to develop online courses for their degrees and certificates.
- **Development of Common Course Navigation Page**
  Instructional Designers and Course Development Specialist have been working on a Common Course Navigation Blackboard Shell that faculty can utilize during the development of their online courses. The purpose is to provide a common means of navigation to help ease the frustration of online students.
- **Symposium Preparation**
  Symposium preparation continues. All Instructional Staff have submitted their descriptions for the sessions they will present. Also, the deadline for faculty/staff proposals has ended. In total, 8 proposals were submitted, bringing the total of presentations to 15.

Ongoing:

- **Training and Support**
  eTeach face-to-face trainings have been completed. eTeach Online trainings will finish on August 5th. Support continues for those seeking assistance from Instructional Staff via walk-ins, phone calls, and emails.

Course Reviews

- Course Reviews continue for new Online Courses as DECDC's are submitted.

Margaretha Bischoff
Division Dean - Liberal Arts and Social Sciences

- A Coordinating Operations Council was held on July 1. Points of discussion were the Compensation study, Classified and Technical Support staff in particular, the PB moves in preparation of the new academic/STEM buildings, and ongoing renovation projects.
- A congressional field hearing was held at the Technology Center where Governor Perry spoke on the importance of border security and the humanitarian crisis caused by a constant flow of young and old illegal aliens from Central and South America. Various congress members expressed their opinion on the topic and listened to a group of law enforcement and church officials explaining their particular side of this phenomenon.
- An Academic Affairs meeting was held where the discussion evolved around the early drop date, a call to consider the Viridis software, a dual enrollment faculty approval assessment form, the need to stick to common hour, FTT recommendations, Professional Development events, and the CLE survey report. Cody Gregg presented on the new learning environment technology and furniture, which Professional Development will introduce and present for its focus academies if faculty are in support.
- The Kinesiology department, which took over the Wellness Centers, will make efforts to have temporary staff available district-wide so the Wellness Centers can at least be open for a few hours.
- The LASS division office in building G was painted and carpeted and we would like to express our sincere gratitude to the Offices of Maintenance and Operations and Facilities Planning and Construction for a job well done. It took them only one day to finish everything and we received much support from Mr. John de la Garza and Mr. Luis de la Garza leading up to the event.
- Seven STC dual enrollment teachers, 3 McAllen ISD teachers, 1 Dean from Alamo Colleges, 1 VP from Alamo Colleges and 3 Alamo College faculty are part of a group to study Spanish Instruction at Universidad de Salamanca. An architect from Mexico also joined. The trip was organized by LASS chair Delia Magdaleno with the objective to support a Humanities focus on Spanish courses taught in the High Schools and at STC. After a successful two weeks of instruction in Spanish Civilization, the group is confident that they will be able to use the information for student engagement in Spanish courses, which are also Humanities electives, and incorporating culture in their work and teachings.
- The Dean attended the "Leading from the Middle Conference" in Houston. This is an outstanding conference that covers topics such as legal issues, motivating faculty, ethics in leadership, student success from the administrative perspective, Coordinating Board updates, SACS logistics, HR advice and procedures, and upcoming issues in the legislature. Excellent information was provided.
- A web meeting was organized with Viridis CEO Felix Ortiz. This company partners with Community Colleges, especially when they have set up pathways and stackable credentials towards career or transfer like we have. They offer a comprehensive software program that links students via their specific information from Student Information Systems to career services and beyond. He briefly explained his system and invitees asked questions after. An evaluation survey that was passed out showed that most of the people present were interested in learning more. In spite of concerns, advantages warrant that we keep looking into ways to incorporate the program. All agreed STC needs something like this. A follow-up discussion and comparison of available programs and their functions and prices is deemed useful.
- A meeting was organized to help the Food Bank organize an Empty Bowl event. It was decided to hold the event in the Cafeteria, hopefully with the help of Chris Leonard, who teaches

Ceramics At STC. It is believed that 500 to 800 people from the community may show up to learn more about the creation of ceramic bowls, which will be used to benefit the yearly Empty Bowl event to be held on September 27. More details will follow.

- The Dean and support staff went to another automation training. this time it was direct wage status change, obviously a precursor of NOEs on line. As wonderful as this all may sound, concerns keep increasing over the amount of work that is passed on to the support staff with every automation that takes place. A redistribution of position needs may be needed college-wide.
- A Puente Phone call took place with Martha Chavez and Author Mentor Sergio Troncoso. Several Puente faculty participated while Mr. Troncoso discussed how Mexican American works of literature can be incorporated in the curriculum.
- The folks from Pearson lead representatives from STC through the different functions of My Foundation Lab, an on line support system for students who test into Developmental and ABE 4,5,6. This system allows students who have tested to obtain access codes to an on-line practice and refresher curriculum that they can purchase for $12. Developmental departments will be able to use this tool for their NCBOs, which is a one credit option for students who almost score College Ready, and it can be used in the various levels of Developmental courses as well as a support system.
- The Academic Affairs Council met to discuss, among other things:
    - A reduction in Auxiliary funds that will affect our ability to fund student success initiatives
    - A well-received re-structuring for the Curriculum Committee
    - The new TSI rules for Mathways
    - An informative presentation on the BASOL
- TMC-Head Start of Starr, Zapata, and Webb counties agreed to accept our AAS-Child Development articulated to our BAT-Technology Management or the new Organizational Leadership BAS as published by South Texas College for teacher qualification. This was negotiated by Dr. Art Montiel, who spoke with the Head Start corporate office in Laredo. A Professional Development event is organized for August 16, where CDEC and BAT/BAS programs will present.
- Two events were organized where Deans and VPs could meet and greet the new UTRGV president Guy Baily. One was a luncheon at our own NAH. Dr. Baily was interested in working with STC and anticipated that our relationship would continue to thrive. He spoke about his background and STC representatives asked questions on articulation agreements, plans for expansion, and student athletics programs. The other event was a reception organized by the McAllen Chamber of Commerce.
- A TSI Planning and Implementation Team Meeting was held to discuss how STC will handle the placement of students with the new TSI test. It was decided that the team, which is a collaboration between the offices of Admissions, RAS, and Instruction, would have three subgroups: One to address placement of students in the lower ABE levels, one to address holistic placement, and one to discuss how students are going to be made aware of all the opportunities. The team will meet bi-monthly and also form the basis for the upcoming RAND study.
- In addition: The Dean discussed, facilitated and resolved various student/faculty/personnel issues for the LASS division which manages 22 programs, 13 departments, 230 Faculty 150 Adjunct faculty, 45,000 students per semester and includes a Mid Valley Campus Childhood Development Center, which has 16 staff and serves 60 clients, a Theater with an active event calendar and a Ballet Folkorico.

LASS events:

- March with WILD in McAllen's July 4th Parade! Tom Fuschetto's Comedy Crew with WILD's Comedy Marching Band will perform their version of “Yankee Doodle.”

- In Starr County, the Psychology Club organized a "6th Starr County Role Models event with Roma ISD Superintendent, Carlos Guzman and Executive Director of RGV Focus: Dr. Luzelma Canales. Also, the Owner of ESCO Spa and Salon, Alberto Esco and Roma ISD Charal Director, Dr. Adrian Guerra. As always, the event was a huge success.

Ali Esmaeili
Division Dean – Math, Science, and Bachelor Programs

- Participated in a meeting with Dr. Bailey, President of UTRGV
- Participated at the TSI Planning and Implementation Team Meeting
- Represented our college at Competency Based Educational Network in Washington DC. STC is among 18 Colleges and Universities which has been selected to participate in Competency Based Research
- Participated in New Mathways Project Leadership meeting
- Met with Dr. Gandy, Provost and Vice President for Academic Affairs, and Dr. Nix Dean of College of Engineering at TAMUK to discuss future expansion of articulation and collaboration
- Participated in the Planning and Development Council
- STEP Collaborative Grant with TAMUK has received one additional year extension. This grant provides financial support for students interested in research with TAMUK Scientists
- July 10 – Attended the upper level curriculum development meeting for BAS in Organizational Leadership Degree program in Austin.
- July 11 – Attended the Symposium for Higher Education Instruction and Learning in the 21st Century in Austin.
- July 15-16 – Attended Student Success Summit in Austin. This Summit was sponsored by The Texas Higher Education Coordinating Board.
- July 17- Attended a meeting with the Ameritas Hispanic Pathway team in Dallas. Ameritas Model of Instruction has been designed to improve Hispanic College Graduation rates by providing a model to help Hispanic Working Adults.
- Attended Business Impact Analysis Kickoff meeting sponsored by the Vice President of Finance and Administrative Services and Vice President of Information Services and Planning.
- Met with representatives from Texas A & M University- Kingsville and Coastal Bend College to discuss South Texas University-Community College-Craft Training Institution-Employer Partnership (ST-UCEP) for Job-Ready Shale Development Workforce Training. South Texas College is collaborating with the above institutions for $10M grant from Department of Labor.
- Participated in the Degreeworks Overview presentation,
- Participated in the weekly Standing Texas Affordable Baccalaureate conference call.
- Participated in the BAS-OL Implementation weekly team meeting.

Mario Morin
University Relations, Transfer and Articulation Center

University Relations, Transfer and Articulation Center

- Assisted with TableTop set-up for National American University and the University of Phoenix (7/1)
- Coordinated a conference call with University of Houston College of Pharmacy Department Chair, Paige Pitman, to discuss current work to create a 2+2 articulation agreement in Pre-Pharmacy along with Dr. Enriqueta Cortez (7/2)
- Coordinated visit from Texas A&M University-Kingsville Education department at the University Relations Center to provide advising to current STC Education majors (7/9 & 7/23)
- Coordinated visit from Texas Tech representative Jessica Andis to both the Pecan campus and the Mid-Valley campus (7/10, 11)
- Met with Texas A&M Health Science Center Associate Dean for Public Health, Dr. Marlynn May, along with Dean Melba Trevino and Dean Ety Bischoff to discuss potential articulation agreement in the area of Public Health (7/22)
- Met with Our Lady of the Lake University representative, Bianca Reeves, to discuss possible work to inform and recruit students (7/22)
- Coordinated visit from Texas A&M University-Kingsville Provost and Vice President for Academic Affairs, Dr. Rex Gandy, and Dean of College of Engineering, Dr. Stephan J. Nix, to meet with STC Administrative team to discuss possible collaboration in the area of Engineering. TAMUK will possibly be offering upper-level classes at the TAMUK Citrus Center located in Weslaco for complete programs such as: Chemical Engineering, Natural Gas Engineering, and Environmental Engineering (7/25)
- Met with Dr. Stephan J. Nix, Dean of the College of Engineering, and Dr. Esmaeili to discuss potential dates in the Fall semester to host office hours and class presentations at the Pecan campus (7/28)
- Met with Dr. Ali Esmaeili and Mario Reyna to plan agenda and discuss upcoming signing ceremony with the Universidad Tecnologica de Gutierrez Zamora on August 12, 2014 (7/29)
- Met with Liz Diaz to plan for potential College Fair in October 2014 (7/29)

New Mathways Project:

- Coordinated and hosted conference call with MDRC representatives to discuss updates regarding NMP implementation (7/2 & 7/16)
- Participated on MDRC follow-up call to specifically discuss details regarding the Random Assignment Study with Nancy Garcia, Willie Johnson, Velma Cervantes and Celina Esparza (7/7)
- Attended the Charles A. Dana Center New Faculty Workshop in Austin, TX to learn about techniques for teaching the Foundations of Mathematical Reasoning course (7/9, 10, 11)
- Presented on the FOX News2 Good Day Valley Morning News Show to discuss details about the New Mathways Project and who could benefit from these courses (7/17)
- Coordinated and hosted NMP Leadership Team meeting with invited guests Evan Weissman and Elena Seran-Wallender from MDRC and Amy Getz from the Charles A. Dana Center. The meeting focused on recruitment efforts and dissemination of information to the larger group regarding benefits of the program to students (7/24)
- Visited the Starr Co. and Mid-Valley campuses with Celina Esparza to speak with advisors, specialists, and counselors at each respective campus to disseminate information and provide up-to-date information (7/30)

Melba Treviño
Division Dean – Nursing & Allied Health

- We had three groups of elementary children attend Kids College for two weeks each during the months of June and July. There have been many positive comments from faculty, staff and students regarding the experience. Handmaid projects are on display throughout the NAH building.
- Approximately 35 new staff for STC toured NAH. The Dean gave the group an overview of all NAH Programs, demonstrated some of the high fidelity equipment students utilize in the simulation labs and allowed time for Q&A. The group went away more knowledgeable about what NAH has to offer to our students and the community, July 10.
- Irma Rodriguez, HMAS Program Chair, attended an AHIMA Symposium in Chicago at the end of the month.
- Robert Gonzalez, EMT Program Chair, attended the July ClinCon Conference in Florida designed to create an educational experience to help Emergency Department and EMS personnel obtain information and skills to better assess and manage their patients and scenes. Robert also STC represented as a member of the expert panel.
- On July 11, the Dean attended El Milagros Clinic Advisory Board Meeting.
- On July 14, the Dean attended the BIA Kickoff to learn how to use the BIA Tool for answering the survey.
- On July 15, the Dean hosted a meeting to meet and greet TX A&M Associate Dean for the New Bachelor's of Science Public Health degree. Dr. Marlynn May met Paul Hernandez and Dr. Geller.
- On July 17, the Dean attended TX A&M Asthma meeting with representatives from Tx A&M, CDC, EPA and local hospitals.
- On July 17, the Dean attended the presentation by the Viridis Company via web. This company partners with Community Colleges to offer a comprehensive software program that links students via their specific information from Student Information Systems to career services and beyond.
- On July 16, the Dean gave a presentation and tour to the Summer Leadership Institute group.
- On July 16, the Dean attended EPAF Training.
- On July 18, the Dean attended the RGV Border Donor Advisory Committee meeting at McAllen Medical Center.
- On July 22, the Dean hosted a meeting to meet and greet TX A&M Associate Dean for the New Bachelors of Science Public Health degree. Dr. Marlynn May and Olga Gabriel met Dr. Ety Bischoff, Mario Morin and Sofia Pena.
- On July 22, the Dean met with VN Program Chair and HR Director to discuss plans for the 11 month faculty schedule.
- On July 24, the Dean attended the Summer Leadership Institute Intern Presentations.
- On July 24, the Dean attended the New Mathways Project meeting.
- The Dean and the Program Chairs reviewed the Standards and Procedures for Clinical Clearance for the 2014-2015 school year. The document will be revised and brought for final review to the Program Chairs next meeting.
- The Deans and the Chairs reviewed the Student Handbook; revisions will be made and brought to Program Chairs for final review at the next meeting.
- Twenty Radiologic Technology Program students started and graduated from the program this 2014 Summer Session

I. In addition, 100% of these students passed their national exam.

- NAH hosted a meet and greet luncheon meeting for Dr. Guy Bailey, President for the new UTRGV. STC Administrators, two dual enrollment students and alumni were in attendance.

Dr. Reed and Dean Trevino joined the OTA 2014 Graduates for a picture.

Daniel Montez
Site Coordinator – STC Mid-Valley Campus

- Mid Valley Campus Administrator's Office
  - Hosted STC New Staff Tour – July 10th at 11:00am
  - Hosted Tour for Summer Leadership Institute – July 16th at 12:00pm
- Office of Student Life at the Mid-Valley Campus
  Sponsors many events during each month for the benefit of students. Events can range from promotional Student Government events to fun events for the students.
  - World Cup Soccer July 1st -11th – Monday through Friday from 11:00am-5:00pm
  - Student Activities Staff Training – July 9th
  - "Learning to Lead" Leadership Academy – every Tues. and Thurs. from July 15-July 31st
  - Involvement Fair – Several community organizations came to offer students volunteer opportunities - July 23rd
  - Foosball Tournament – July 28th
  - Dance Off Contest – July 30th
  - Basketball Tournament – July 31st
- Dual Enrollment Academies Program
  Students enrolled in the Dual Enrollment Academies Program participate in a workshop and/or presentations set up by Mr. Rickey Banda throughout the Summer sessions. Students gain valuable information from the workshops and presentations.
  - Tex-PREP Program – Instructors from STC and UTPA teach an Summer Engineering Program – July 9th through July 24th
  - Tex-PREP Program Parent/Student Meeting – July 15th at 5:00pm
- Counseling and Center For Learning Excellence Departments
  Throughout the month, both departments organize a variety of workshops and tutorial sessions for students in different areas of disciplines.
- Continuing Education at Mid Valley Campus
  Offers classes for students in various fields so that they may be able to enhance their skills and find employment. This month, Cont. Ed. held Retrofitting classes in association with the MET Corporation.
- STC Departmental Trainings and Workshops
  Various departments host trainings, meetings, lectures and information tables for Faculty, Staff and students.
  - Technology Resources – Holds Microsoft Office Training – July 9th
  - Career, Planning and Emp. Serv. – Holds resume writing & interviewing skills workshops- July 21st
  - MV Veterans Association – July 24th
    - Peer to Peer Counseling
  - Office of Human Resources – Annual Enrollment Campus Lab – July 18th
  - Center For Learning Excellence – Held Training for their tutors from July 16th through July 26th
  - Political Science Department – Current Affairs Speaker to discuss U.S. Immigration Crisis in the RGV.
- The STC Mid-Valley Campus
  Meeting location for many local organizations to host their events:

- Valley area Girls Scouts Troop #327 meet various times throughout the month to discuss new fundraisers and events.
- RGV Quilt Guild meets for quilt exhibitions and classes.
- Texas Dept. Of Family and Protective Services Meetings for individuals who are interested in fostering or adopting.
- Express Factory Outlet had recruitment tables for students several times throughout the month.
- UT Health Science Center-San Antonio held a Science Camp in which students received hands on learning on various skills required in the health care profession.
- Rodeo Dental held trainings for their employees and received instruction on how to better deal with clients/patients.
- RGV Focus-Culture of Attending College held their monthly meeting in our Mid Valley Campus Conference Room (G288) – July 24th.
- Omniphasic Institute's Dr. Linda Tussay held vocational evaluations for potential STC students with disabilities.

Arturo Montiel
Site Coordinator – STC Starr County Campus / La Joya Teaching Center

Community Engagement

- Contacting Roma & RGC Fire Department and EMS to promote cohort for Fall 2014 semester. Scheduling meeting to determine needs and coordinate with NAH to continue classes needed for training.
- Discussion with Nelda Saenz and Veronica Rodriguez for feasibility of transitioning AAS students to BAT for teacher qualification in Head Start. Federal guidelines require that 50% of all Head Start Center teachers have a bachelor degree related to early childhood education.
- Meeting with Starr County TMC-Head Start to determine how many teachers currently have AAS-Child Development that can transition to BAT to qualify for teaching positions in Head Start.
- Meeting with TMC-Head Start Corporate Office in Laredo, Teacher Qualification Director, to present and discuss AAS-Child Development and transition to BAT to satisfy federal mandates for teacher education and qualifications is Starr County. The proposal was accepted as published in the South Texas College Course Catalog.
- Campus Coordinator pulled all Starr County TMC-Head Start employees transcripts to determine how many have college credit hours to continue working on AAS or transition into BAT/BAS. The information will be presented at the annual TMC-Head Start Professional Development Day held at the Starr County Campus-Auditorium on August 13 2014 where representatives from the Child Development Department and BAT/BAS will present information on application and enrollment. The Dean of TAMUK COE is also participating to provide candidates with a clear track from AAS-BAT-M.Ed by sending a representative from their early childhood department to speak at TMC-Head Start Professional Development Day event.
- Meeting with Facilities, Planning & Construction to discuss and plan with contractors timeline and policies for installing lighting in lot 5 and south side drive. Meetings continued weekly for quality control.
- Meeting with Facilities, Planning & Construction to order and replace over 100 chairs in the CLE. The chairs were delivered and the decision was made through a request to replace carpeting in buildings A,B,C to begin in Fall 2014. Also administrator's office and AA office was remodeled and reorganized for better working conditions.

Marketing and Promotional Activities

- Coordinate with Roma ISD PR to participate in "Meet the Superintendent" Tuesday August 12 at the School District Administration Building.
- Roma ISD is holding a special Back to School Bash on Thursday, August 14, 2014 from 9 a.m. to noon. It's a free and open community event to get families back into thinking about school. Roma ISD will have a variety of special activities going on to share information and highlight our offerings. We would like to invite South Texas College to bring Jerry the Jaguar out to the event to interact with kids, as well as to have a booth for your Jerry the Jaguar club.
- Two Town Crier newspaper ads scheduled to be released the month of August call to action "Register Now". The graphic was also placed on plasmas. 2000 call to action mail outs sent to May 2014 school district graduating seniors from Starr County.

- Campus Administrator set to address TMC-Head Start professional development day to present information on AAS-Child Development and BAT articulation to obtain bachelor degree for state compliance teacher qualifications.
- Worked with Counseling & Advising to get part-time academic advisor for final push to Fall 2014 enrollment. Sent Dean sign in sheet for justification to bring extra advisor over for three weeks.

Facilities Related

- Tex Prep Awareness presentation guest speaker – July 14
- ERS Annual Enrollment for health care changes – July 15
- Welcome Summer students free popcorn Student Activities – July 15
- Summer Leadership Institute Campus Tour – July 16
- Open resume Writing & Interviewing Skills – July 17
- Superior Health Provider Orientation – July 18
- Blood drive recruiting – July 21
- 6th Starr County Role Models Event – July 22
- Texas agrilife Youth Event – July 23
- United Blood Drive Services Event – July 26
- DFPS Child care Licensing – July 26
- RGV Valley Empowerment Zone – July 29

Yvette Gonzalez
Project Manager - Academic Advancement

GOT Program

- **Program Steering Committee Presentation –** Assisted with presentation development for the GOT Program Steering Committee Presentation July 18, 2014.
- **Program Website –** GOT home webpage has a "Contact Us" feature form. Feature allows students to contact GOT Program and submit questions/concerns pertaining to their education at STC.
- **Communication Portals** (JagNet –GOT Channel, GOT Facebook page) periodically updated to inform GOT students about available resources, contact information to office for assistance and encouraging for upcoming semesters via JagNet and GOT Facebook page currently has 85 "page likes".
- **Student Communication –** As needed basis, GOT students communicate to office by phone, e-mail, in-person regarding resources available, degree plan, and course selection.

Academic Affairs Highlights

- Assist with preparation of Academic Affairs highlights for current and upcoming month. Highlights recognize academic division/program/campus events and accomplishments which are presented to Cabinet and included in the Academic Affairs website.
- Assist with presentation development for proposed presentations in Academic Affairs Council and Education and Workforce Development Committee meetings.
- Assist with High School Programs and Services Department annual booklet development.

Course Evaluations

- Assisted Director of Curriculum and Student Learning with e-mail distribution for scheduled Summer 2014 course evaluations through online service provider. Communication with Reporting Team regarding upload registrations and other matters related to online course evaluations is ongoing.

Honors Program

- **Program Application –** Online application available to students interested in participating in the Honors Program.
- **Student Communication –** Assist walk-in and current students with program eligibility, Honor course selection (Fall 2014), and their status with the program.
- **Program Website –** Course availability for Fall 2014 updated in website in June 16, 2014. Course availability is subject to changes based on course removal and additions.
- **Program Eligibility –** Current Honors students who do not meet program eligibility requirements will be notified of probation status with program in August.
- **Program Recruitment –** Followed-up with Public relations regarding request to feature updated flier to promote program. Program information will be featured in STC News in August.
  Volunteer Honors Faculty – Request for list of volunteer Honors faculty complete for LASS division and MSB division.

Jessica S. Garcia
Coordinators – Academic Excellence Program

Academic Excellence Office

- **Valley Scholars Program**
  - **Fundraising** — Follow up phone calls and emails were sent to past donors to request a renewal sponsorship. Worked on updating mail out list for the 9th Annual "A Night with the Stars" event brochure. Coordinated with McAllen Chamber to schedule printing dates. Worked with Michelle to finalize Event Brochure. Visited businesses to seek silent auction donations. 9th ANWTS Donations received in July: Cash - $30,400; In-Kind – $17,288; Pledged - $6,000.
  - **Recruitment –** Program is accepting online applications for Class 18 Valley Scholars until July 31, 2014. Sent emails and letters to online applicants. Ran a second recruitment report of STC students who qualify for the program who are registered for Fall 2014 and contacted each student through emails, letters, and phone calls.
  - **Trainings –** Two staff members are enrolled in the Jaguar Academy and Customer Service Academy.
  - **Marketing –** VS Program was featured on the STC radio show to discuss the 9th ANWTS. Worked with PR to create a new VS Program video to play at the 9th ANWTS. Met with PR to discuss a media schedule for the 9th ANWTS. Presented at the July 29, 2014 Board Meeting to promote the 9th ANWTS.
- **Phi Theta Kappa**
  - **Meetings –** Held Officer meeting on July 8 to discuss the College Project and Honors in Action project. Held General meeting for all members on July 15 to discuss upcoming events and deadlines.
  - **Conventions –** Six officers registered to attend the Phi Theta Kappa Texas Honors Institute in Georgetown, TX from July 25th- 27th.
- **Honors Program (Yvette Gonzalez)**
  - **Program Application –** Online application available to students interested in participating in the Honors Program.
  - **Student Communication –** Assist walk-in and current students with program eligibility, Honor course selection (Fall 2014), and their status with the program.
  - **Program Website –** Course availability for Fall 2014 updated on monthly basis. Course availability is subject to changes based on course removal and additions.
  - **Program eligibility** – Current Honors students who do not meet program eligibility requirements will be notified of probation status with program in August.
  - **Program recruitment –** – Followed-up with Public relations regarding request to feature updated flier to promote program. Program information will be featured in STC News in August.
  - **Volunteer Honors Faculty –** Request for list of volunteer Honors faculty complete for LASS & MSB division.

Kristina Wilson
Officer - Academic Grants and Projects

Grant Implementation (FY13-14)

- There are 25 active grants lead by Academic Affairs, amount awarded totaling $1,976,865.79.

Division	Active Grants FY 13-14	Newly Awarded Grants FY 14-15	Applications Recently Submitted
LASS	7		1
Math & Science	6	1	2
Business & Technology	5*	2	6*
NAH	1*	1	4*
Academic Advancement	8*	1	5*
TOTAL**	**25**	**5**	**16**

*Includes Carl Perkins Grant
**Duplications due to Carl Perkins Grant are removed from the total calculations

Grant Activities

- **THECB Title III - Carl D. Perkins grant**
  - Additional edits to the 14-15 plan were requested by the grants department. Changes were submitted on July 2.
  - Provided clarification on items within the 14-15 plan.
- **Miscellaneous**
  - Review updated information submitted by the Business Office & Grants Department. Updated grant amounts awarded and expended for May 2014.
  - Created a Grant Manager Update form draft in order to collect regular information on grant implementation progress within Academic Affairs. Awaiting feedback.
  - Reviewed STC's Summary of Grant Revenues & Expenditures for May 2014 to determine how this information can be adapted for use by the Academic Affairs division.

Grant Development

- **Recently Awarded: 5 Grants**
  - CTE Early College High School Grant (THECB)
    - Funding for the development of 2 new ECHSs, in partnership with Mission ISD & Weslaco ISD.
  - Trade Adjustment Assistance Community College and Career Training (TAACCT) Grant (DOL)
    - Round 1 funding has been awarded to STC by Del Mar College.
    - STC will receive $63K to promote GIS (geographic information systems) programs. A career coach and instructor would be hired on a part-time basis. An MOU is currently in negotiation.
  - Caterpillar Dealer Excellence Funds
    - $4,000 awarded for professional development in support of STC's technical skills programs, a CAT diesel engine will also be purchased.
  - JET Grant
    - STC was awarded conditionally, based on the remainder of grant funds. Five projects were chosen for the award and STC was awarded the 5th one.
    - Funding for an ambulance was pursued, which can be utilized by both NAH and Fire Science students.

- TAMUK-STEP UP (Science, Technology, and Environmental Programs for Undergraduate Preparation to Career Services)
    - Grant funding extended through August 2015
    - An additional $88K awarded to STC

- **Grants Not Funded: 1 Grant**
  - Moon Buggy Competition (Stripes)
    - $19,000 of funding requested for participation in the annual NASA Moon Buggy Race in Huntsville, Alabama for 15 students. Martin Knecht serves as the lead.
    - No response received, assumed that there will be no funding at this time.
- **Recently Submitted: 16 Grants** (As of January 2014)
  - Carl Perkins FY 14-15 (THECB)
    - Application submitted on July 15.
    - $ 617,772 was budgeted for Academic
  - Skills Development Fund – Dual Credit Program (TWC)
    - Up to $225K in funding for the creating and expansion of dual credit career and technical education programs in high-skill, high-demand, high-wage industries
    - STC will be requesting equipment to support the two new CTE ECHSs.
    - Sofia Pena is serving as the lead. Submitted July 11.
  - Trade Adjustment Assistance Community College and Career Training (TAACCT) Grant (DOL), submitted July 5.
    - Consortiums:
      - South Texas Energy / Advanced Manufacturing (STEAM) Consortium, led by Houston CC. Would address the workforce training needs of the oil and gas industry.
      - South Texas Regional Area Technology (START) Consortium, led by Del Mar College. Would expand & enhance geospatial technology (GIS & Surveying) education throughout S. TX.
      - South Texas University-Community College-Craft Training Institution-Employer Partnership (ST-UCEP), led by Texas A&M Kingsville. Development of career pathways from Cont. Ed., to STC credit programs, to TAMUK
  - Gear Up (USDOE)
    - STC partnered with Region One on two grant applications.
    - STC commits to promoting a college-going culture by assigning 3 advisors to serve 30 high schools and assign one coordinator to provide training to high school counselors.
    - Institutional funding commitment forms submitted for both grants, Sofia Pena is listed as point of contact. Submitted July 3.
  - First in the World Grant (Dept. of Ed)
    - $2-4 million in funding over 4 years, submitted June 30.
    - STC applied in support of Absolute Priority 1: Increasing Access & Completion for Underrepresented, Underprepared, or Low-Income Students.
    - Funding for Active Learning Classrooms and the FOCUS Academy was pursued.
    - Consortiums:
      - America's Future 2+1 Fast Track Teacher Ed. Program, led by Texas Tech Univ., would allow students to complete 2 years of coursework at STC and 1 year at TTU via distance education in order for them to get a BA in 3 years. $383,000 for STC

        - Civitas, led by Austin CC with El Paso CC, would seek funding for the implementation of Civitas. Kristina W. would serve as the lead at STC. $614,000 for STC
- Fast Track Grant (TWC)
    - $228,835 in funding to reduce Computer Maintenance program from 2 semesters and when stacked results in AAS in 18 months. Submitted June 27.
- Transforming Health Through Communities (UHF)
    - Partnership with UTRGV Consortium to provide communities in RGV access to health care. STC will provide 2 cohorts of Promotoras through Continuing Education; NAH programs will be included into grant design after award is finalized. Submitted June 2014.
- Ready to Work Grant (DOL)
    - Targets the long-term unemployed, funding to train for higher skilled labor. STC partnered with MET (Motivation, Education and Training Inc.), who will be leading the project. Submitted June 19.
- Project PATH (Partnership Transition into Healthcare): NAH Grant (THECB)
    - Partnership with UTPA (lead), $372K requested to implement PATH program – a student engagement model that includes increasing awareness of career opportunities and providing culturally-sensitive individualized guidance & support over a 2 year period. Prerequisite course completion rates and transfer-eligibility rates will be measured.
    - Submitted May 9.
- HSI Title V grant (Department of Education)
    - Funding of up to $525K/year for 5 years. Submitted May 8.
    - 3 Projects:
        - 14 active learning classrooms (furniture, technology, & staffing for professional development)
        - A strengthened faculty advising program (coordinator position & stipends for lead advisors)
        - Technology infrastructure & Blackboard collaborate software.
- Jerry's Read a Book Club - Early Reading Development (Target & Build-a-Bear Foundation)
    - $2,000 (Target) and $4,000 (Build-a-Bear) of funding requested to provide books for children who attend the Child Development Center in order to promote early literacy at home.
    - Submitted on April 30 (Target) & May (Build-a-Bear). Cecilia Villagran to serve as the lead
- Connection to College Through YouthBuild (DOL)
    - Partnership with PSJA (lead), Workforce Solutions, and Proyecta Azteca
    - Targets at-risk youth, students work on construction projects while completing high school degree and gaining college credit
    - $100,000 in funding. Rey Sanchez is serving as the lead for STC. Submitted on April 22.
- Perkins Leadership Grant (THECB)
    - St. Philip's College (lead) has asked us to participate; would award $4,000 to STC to replicate its Women in Non-Traditional Occupations (WINTO) student conference
    - Mario Reyna will serve as the lead & has confirmed STC's participation. Submitted April 2014.
- BUILD grant (Texas A&M)

        - Will provide summer internships to students pursuing behavioral health science with the option to transfer to Texas A&M with strong financial support. STC submitted a letter of support. If awarded, Texas A&M will begin recruiting for the program at STC during Fall 2014.
        - Submitted March 2014
    - Improving STEM Education (NSF)
        - Funding requested to upgrade chemistry, biology, and physics labs; provide prof. dev. for faculty, and partner with a STEM ECHS to strengthen STEM education
        - $1.8 million in funding. Submitted February 5.
    - Nursing Workforce Diversity (NWD) Program (HRSA)
        - Funding to increase nursing education opportunities for people from disadvantaged backgrounds by providing student stipends, scholarships, and mentorships. STC has proposed a dual enrollment program for nursing students.
        - $173,000 requested. Submitted January 2014
- **In Preparation for Submission: 3 Grants**
    - RAND & THECB TSI Study (US DOE – Institute of Education Sciences)
        - RAND & THECB are partnering to study the implementation of TSI.
        - STC will participate in the ABE portion of the study. Letter of commitment has been submitted.
        - Information regarding STC's TSI placement scale and current practices for students placing into ABE levels was submitted to RAND.
        - Funding available for STC for travel and training.
        - RAND to submit grant application by August 7.
    - Mentor Connect (NSF)
        - STC is paired with Del Mar College for 9 months for assistance in developing an Advancing Technological Education (ATE) Project proposal.
        - Proposal will focus on developing a project within the Manufacturing fields with the goal of eventually developing the Project into an ATE Center.
        - Due October 2014. RFP has not been released.
    - Child Development Educator Training in Spanish (Sid Richardson Foundation)
        - A letter of inquiry in support of STC's intention to apply for a grant has been submitted
        - Final application due January 2015. Veronica Rodriguez is leading the project.
- **Currently In-Review for Application: 1 Grant**
    - TRIO Student Support Services (DOE)
        - RFP projected to be released in December
        - Key areas of focus: tutoring, financial literacy for students, transfer to 4 yr. institutions, retention. Plan will be developed ahead of RFP release.

<u>Academic Projects</u>

- **Degree Progress Report Assignment – Faculty/Student Engagement**
    - Met with IEA staff to develop an evaluation plan for this initiative.
    - Met with Curriculum and Student Learning to discuss the use of the Smart Eval system to capture assignment data
    - The deans will be asked to identify faculty members who can participate in the project pilot.
    - Faculty participants in the pilot were confirmed for several departments. Assignment planning materials were shared. A training meeting will be scheduled for the week before Fall classes begin.
    - A presentation for the STLA for Chairs meeting on August 1 was developed.

- **New Mathways Project**

- Participated in a conference call with MDRC on July 2. Enrollment within the NMP courses remains very low. MDRC set an enrollment target for STC's NMP courses which STC must meet in order to continue participating in the MDRC study.
- Participated in the Leadership Team meeting with guests from MDRC and the Dana Center on July 24. Status of project and recruitment efforts for Fall 2014 classes were discussed.

- **Mid-Bi IE Report**
  - Compiled information needed to complete the report for the Academic Affairs division.
  - Reviewed information collected with Vice President; additional information will be added to the report and plan outcomes/measures will be added.
  - Made changes to the report as discussed with the IVPAA.
  - Requested status update on completion of Mid-Bi IE reports within the Academic Affairs division.
- **Distinguished Staff Award (DSA)**
  - Communicated with leadership regarding nomination requirements and deadline.
  - Developed a rubric for award nominee selection.
  - Participated in the selection process for the 2014 DSA awards.
- **Dual Enrollment Principal's Summit – August 6**
  - Participated in a planning meeting for the Summit and began the development of a presentation on Degree Works
- **TSI Planning & Implementation Committee**
  - Participated in a meeting regarding first steps of the team and the implementation of non-course based options for developmental reading and writing on July 23.
  - Participated in the first full meeting of the committee on July 29 and identified next steps.
- **Academic Affairs Convocation – August 18**
  - Discussed "Faculty Champion" activity with Faculty Senate President. Edits will be made based on feedback received.
  - Met with Serkan Celtek and Stephen Crum regarding data that can be presented on the Graduation Progress Meter, Degree Progress Report, and Off-Track notifications as part of the planned presentation on Degree Works.
- **Miscellaneous**
  - Attended the Strategic Leadership Team meeting on July 2.
  - Developed a presentation on Active Learning Classrooms and shared with Academic Council on July 7.
  - Attended the PTK Honor Society meeting to discuss the Graduation Progress Meter and Degree Works on July 8.
  - Presented information on Active Learning Classrooms to department chairs within the Division of Business & Technology on July 9.
  - Participated in a conference call with RAND on July 11.
  - Attended the Student Success Summit hosted by the THECB in Austin, TX July 15-16. Gained information regarding active learning techniques in the classroom.
  - Participated in the GOT Steering Committee Meeting on July 18.
  - Participated in a meeting with representations with TAMUK regarding the expansion of programs offered in the RGV.
  - Developed presentation drafts on the UTeach project and the New Mathways project in preparation for upcoming Board meetings.

Cody Gregg
Interim Director- Centers for Learning Excellence

Fall Tutor/Lab Staff Training and SI

- The SI trainings will be held Monday, August 18th and Tuesday, August 19th and will be held at the Pecan Campus. Topics will include: Wait Time and Redirecting Questions, Attendance, Session Plans, Session Summaries, Scenario Training, Six Myths of SI, Mock SI and Collaborative Learning.
- Tuesday, August 19th, the lab assistants and testing technicians will hold an all-day training at the Pecan Campus CLE. Ramiro Martinez and Issac Garza will lead the training. The topics will cover customer service development, policies and procedures and a refresher on basic computer service troubleshooting. The staff will become more familiar with the new Office 2013 software that is being deployed district-wide. This will allow them to better assist students who may have questions with the new software.
- Wednesday, August 20th, the Nursing, Tech, and Pecan Campuses will hold their all-day tutor training at the Pecan Campus CLE. Topics will include: Tutor Panel with Veteran Tutors, Tutor Role, STC WiFi setup, MS Office 2013, Empathetic Phraseology, Veteran Students, Customer Service, Fostering Independent Learners, Mathways Project Information/Statistics, and Working with Deaf/Hard of Hearing Students.
- Mid-Valley and Starr Campuses will be holding their Fall TTD on August 21st at the MVCampus. It will be an all-day training focusing on a 'return to basics' that will provide the new tutor staff with a guide to fundamental tutoring, the basic 'dos and don'ts', and provide a chance for our veteran tutors to introduce topics they have mastered while also serving as a 'refresher' course. Training sessions will include the Socratic Method and Removing Co-Dependency, the Tutor Role, Common Communication Errors and Non-Verbal Communication Reading and Creative Wellness.

CLE Staff Updates/Additions:

- Mid –Valley Campus
  - Dr. Rachel Groman earned College Learning and Reading Association (CRLA) Level I Tutor Certification in July 2014.
  - Cassandra Gutierrez earned College Learning and Reading Association (CRLA) Level I Tutor Certification in July 2014.
  - Margarita Cavazos earned College Learning and Reading Association (CRLA) Level I Tutor Certification in July 2014.
  - Nicholas Martinez earned his Bachelor of Science—Biology from UTPA during Summer 2014.
- Nursing Campus
  - In the process of hiring two new staff members who will be able to assist with the RADT, EMT and PTCA programs.
- Pecan Campus
  - Saul Garza will be assisting with the humanities side of the Pecan CLE two days a week until the Specialist position is filled.
  - Hiring of Coordinator of SI and Learning Excellence Specialist in process.
- Starr Campus
  - Saul hired two new employees one for Math and English, which brought his total staff up to 25 employees.
  - Hiring of FT Lab Technician in process.
- Tech Campus

- Crystal Chavez (CADD) earned College Learning and Reading Association (CRLA) Level I Tutor Certification in July 2014.
- Saul Reyes (BCS/BAT-CIT) earned College Learning and Reading Association (CRLA) Level I Tutor Certification in July 2014.
- Edward Garza (ELPT) earned College Learning and Reading Association (CRLA) Level III Tutor Certification in July 2014
- Cheng Li (Math) earned her Bachelor of Science (Double Major) — Mathematics/Psychology from UTPA during Summer 2014.
- The Technology CLE worked with the HVAC department to identify student Jaime Rodriguez as the next tutor to join the HVAC tutoring team. Jaime will be able to help all first and second semester HVAC students, especially in the Air Condition Systems Design (HART 2445) and Basic Electricity for HVAC (HART 1401) courses. Jaime joined our staff in July and is shadowing lead HVAC tutor Miguel Medeles both in the CLE and as in-class tutor in preparation for the Fall 2014 semester.
- The Technology CLE worked with the CADD department to identify Architectural Drafting student Jesus Villalobos Tapia as the next tutor to join the CADD tutoring team. Jesus will be able to assist students with all the of the Architectural Drafting Autodesk software used in the CADD curriculum (and found in the Tech CLE lab), especially AutoCAD and Microstations. New hire paperwork was prepared and submitted in July and Jesus will be joining the Technology CLE staff for the Fall 2014 semester.
- The Technology CLE worked with the CADD department to identify Design and Technical Graphics student Marcela Longoria de Moreno as the next tutor to join the CADD tutoring team. Marcela will be able to assist students with all of the Adobe Creative Suite software used in the CADD curriculum (and found in the Tech CLE lab), including: Photoshop, InDesign, Illustrator, Dreamweaver, Premier Pro, and AutoCAD. New hire paperwork was prepared and submitted in July and Marcela will be joining the Technology CLE staff for the Fall 2014 semester.

<u>CLE Campus Updates:</u>

- Mid Valley
  - Online Writing Tutoring at the MVC CLE: All MVC CLE English tutors received update/refresher training on Smarthinking and will provide online writing tutoring to all STC students during Fall Semester 2014. The MVC CLE currently employs twelve writing tutors who provide online tutoring. As we anticipate growth in this service, efforts are underway to recruit and hire 6 additional writing tutors specifically for purpose of providing online writing tutoring.
  - MVC CLE will begin providing whole-class and individual proctoring beginning Fall 2014. MVC faculty currently using CLE proctoring services have been notified. Additionally, MVC Testing Technicians have created 3 new proctoring brochures—2 brochures for students and 1 brochure for faculty—that explains how to use the MVC CLE Proctoring Service, as well as proctoring policies and procedures. Additional marketing for this service is planned for Fall 2014.
  - MVC CLE will begin offering menu-based, on-demand workshops (Student Success, Content Specific, and TSI) beginning Fall 2014. Faculty members who have traditionally used the MVC CLE workshop service have been notified. Additional marketing for this service is planned for Fall 2014.
  - MVC Specialist and Technician have contacted MVC faculty members about 'promising students' who can be recruited and hired as tutors and lab assistants. Additionally, the MVC CLE Specialist has reached out to UTPA in an effort to recruit and hire promising undergrad and graduate students majoring in math and the sciences.
- Nursing
  - Gave a tour/CLE presentation to the new cohort of PTAs on July 25th.

- Created presentations on Professionalism in Healthcare and Time Management.
- Began offering 'requested workshops' (a workshop Menu).

- Pecan
  - At Mr. Gregg's request, Dr. Torres presented to a group of public school counselors, teachers and principals about CLE services and data.
  - Offers two types of TSI prep workshops: comprehensive review of 12 math topics, and 7 review/writing topics, and quick reviews which cover all math TSI topics in 4 (2hour) presentations – reading in 1 (2 hour), and writing in 1 (2 hour) presentation. Students can choose to participate in the comprehensive reviews and/or the quick reviews.
- Starr
  - Received new furniture (a total of 96 chairs).
- Tech – Resource additions:
  - The Technology Campus CLE acquired and installed Right Suite Universal 2013 and MasterCAM X7 for the HVAC and Precision Manufacturing Technology students respectively. Our HVAC tutors participated in a private two day training in October of 2013 along with HVAC faculty in preparation for a curriculum shift from manual load calculations to software based load calculations using the Right Suite program. At the moment, the Technology CLE is the only lab, besides department specific classrooms, where students will have the opportunity to use the Right Suite Universal and MasterCAM software.
  - The Technology Campus CLE acquired a comprehensive set of the Automotive and Diesel Technology Textbooks (total of sixteen textbooks).
  - The Technology Campus CLE acquired the ASE Test Prep DVD set to assist the Automotive Technology students who are studying for vital industry certifications.
  - The Technology Campus CLE acquired a comprehensive set of networking hardware to provide students with a hands-on lab environment to simulate networking troubleshooting/programming for both real world experience and classroom assignments. Technology CLE BCS tutors will be able to guide students through practice and test preparation exercises.
  - The Technology Campus CLE worked with HVAC instructor Jorge Martinez to acquire a set of resistors for students in the Advanced Electricity for HVAC (HART 2431) course to practice in the CLE under the guidance of HVAC tutors.
- In-Class Tutoring (HVAC, CADD, ELPT):
  - The Technology Campus CLE continued our in-class tutoring initiative with the HVAC department. For the Summer III semester, HVAC tutors provided in-class support for the Refrigeration Principles (HART 1407) and Air Conditioning Systems Design (HART 2445) courses at the request of the instructors. The Technology CLE and HVAC faculty have already begun preliminary discussions for Fall 2014 courses in which in-class tutoring support may be requested.
  - The Technology Campus CLE continued our in-class tutoring initiative with the ELPT department. For the Summer III semester, ELPT tutors provided in-class support for the Commercial Wiring (ELPT 1445) and National Electrical Code II (ELPT 2325) courses at the request of the instructors. The Technology CLE and ELPT faculty have already begun preliminary discussions for Fall 2014 courses in which in-class tutoring support may be requested.
  - CADD in-class tutoring will resume in the Fall 2014 semester. Preliminary conversations with the CADD faculty point to the following courses that will likely request in-class tutoring support for the Fall 2014 semester: Basic Computer Aided Drafting (DFTG 1309) sections T01 and T02, Intermediate Computer Aided Drafting (DFTG 2319) section T01, Topographical Drafting (DFTG2321) section T01, and Digital Imaging I (ARTC 1302) section T01.

Laura Talbot
Director - Curriculum and Student Learning

Curriculum

- **Faculty Handbook**
  The Faculty handbook was for 2014-2015 by the Curriculum Specialists, reviewed by the Vice President for Academic Affair and we are currently awaiting the quote from PR for printing.
- **Curriculum Updates**
  The Curriculum Specialist and the Director met with the program 14 department chairs from in July to discuss the 60 hour rule implementation for Fall 2015.
- **Program Development**
  Three new Certificates are proposed for Fall 2014, Payroll Assistant, Employee and Labor Relations Assistant, and Recruiter Assistant. These three certificates 1 semester and are under the umbrella of the Human Resources AAS program. These Certificates are have been approved by the Curriculum and Program Review Committee and Academic Council, PDC and the EWD Committee approved by the Board in July. They have been submitted to Financial Aid for submission to the DOE for approval.
- **Labor Market Reports**
  Labor market reports were requested by the Dean of Business and Technology for Fire Science occupations.
- **Online Student Evaluations**
  The evaluations were completed for Summer I, II and II terms. The response rate for Summer I term was 41%, Summer II 32% and Summer III, 37%. The Summer I response rate was 20% higher than the same summer term in 2013.process.

Student Learning Outcomes and Assessment

- **PRIDE Redesign**
  A redesign of the PRIDE system is underway in Partnership with IS&P. Minimal technical issues continue to be resolved quickly with the support of IS&P. The Chair view was completed and presented at the STLA for Chairs, with a very positive response. The Chair View will be fully operational by the beginning of the Fall term.
- **Data Submission**
  The new PRIDE systems was made available on May 12, 2014. The Spring 2014 reporting deadline for adjunct faculty was June 11, 2014 and was June 30th for full-time faculty. The data submission rate for Spring 2014 was 65%. Summer I, II and III have been made available to faculty. The deadline for Adjunct to submit was July 31 for Summer I and is September 1st for full-time faculty. The Deadline to submit Summer II & II data is August 11th for adjunct faculty and September 30th for full-time faculty.
- **PRIDE Learning Outcomes Updates for Fall 2014**
  The Learning Outcomes Specialist and the Director met with the program 12 department chairs from in July to discuss review and update the program learning outcomes maps for Fall 2014.

Accreditation

- **SACS Accreditation**
  Prospectuses Robert Vela High School was submitted in June for Fall 2014 and a response is still pending. A response to the Fall 2014 notification letter that was received in July and all notifications were approved without further reporting, including the approval of 3 new certificates in the Human Resources program.

Institutional Activities

- **Degreeworks Implementation**
  The Degree works Implementation team, including the Director of Curriculum and Student Learning and the Curriculum Specialists, met weekly during may to coordinate the activities of the Degree

Works roll-out. The Curriculum Staff are developing draft scripts and screen shot help guides that will be utilized to develop TV spots and tutorials for students.
The Curriculum staff has been entering all course prerequisites and course descriptions in Banner to support the view in Degree Works.

- **TSI Implementation**
  The Director of Curriculum and Student Learning is participating on a cross-functional TSI Implementation Team that is charged with developing a final implementation plan for the State-recommended Development/TSI plan that will be in effect for Fall 2015.
- **RGV Focus: HB5 Compliance**
  HB 5 requires that each ISD partner with a local Higher Education Institution to design college preparatory courses in mathematics and English language arts for students in the 12th grade who are not meeting college readiness standards. RGV Focus, a non-profit organization, is coordinating an effort to assist ISD's and the IHE's to comply with this requirement with a regional approach. The Director of Curriculum and Student Learning is serving on the College & Career Readiness workgroup of RGV focus to assist with these efforts. Additional meetings took place in June to complete the course development and finalize the MOU's.
- **Early Drops**
  Laura Talbot, Director of Curriculum and Student Learning, is serving on the team coordinating the messaging and processes for the Early Drop for the Fall Semester.
- **Graduation Committee**
  Laura Talbot, Director of Curriculum and Student Learning, is serving on the Graduation Committee. She attended a walk-through for the first December Graduation at the McAllen Convention Center.
- **Presentations**
  The Director of Curriculum and Student Learning made the following presentations during the month of July:
  - presented Full-time Temporary Taskforce recommendations, Uniform Class Times revisions and TSI revised rules at Academic Council
  - Presented the Program Approval Process at PDC
  - Presented on TSI and Dual Enrollment Participation requirements to the Summer Leadership Institute participants
  - Presented on the HB5 College Readiness Course to the EWD Board Committee

Statewide Activities

- **Texas Association of College Technical Educators (TACTE)**
  Laura Talbot, Director of Curriculum and Student Learning, was elected to serve as Treasurer for TACTE. Responsibilities include managing the finances of the organization, managing membership dues and payments, and managing conference registration and payments. The Director began processing registrations for the Fall 2014 TCCIL conference in July. This conference will take place in Austin in October. Approximately 220 attendees are expected. In addition membership renewals for the 2014-2015 year for the TACTE association have begun to be submitted for processing.

Professional Development

- **SACSCOC Summer Institute on Quality Enhancement**
  The Director, Curriculum Specialist, and Learning Outcomes Specialist attended the SACSCOC Summer Institute on Quality Enhancement to receive professional development related to SACSCOC accreditation issues, 5th year reporting requirement, and learning outcomes assessment best practices.
- **Customer Service Academy**
  One Scheduling Technician and the Learning Outcomes Technician completed the Customer Service Academy through the Office of Professional and Organizational Development in July.

Nicolas Gonzalez
High School Programs and Services Administrator

- **Dual Enrollment**
  - A parent meeting for the new CTE ECHS at Weslaco was held this week. All students that were selected and their parents were in attendance. The ECHS staff answered many questions, but all present were very enthusiastic about the program and what it would bring to their student. South Texas College banners and logos decorated the room.
  - Mission CISD is holding their student/parent meeting next week.
  - A task committee that includes members from our office and Admissions, is meeting to make a recommendation on the South Texas College banners, signs, etc. that will be placed at all ECHS and major high school sites to enhance our presence and announce our partnership with the college dual credits earn by the students.
  - We have over 100 applicants wanting to become Dual Enrollment Faculty (DEF) for this coming year. Only 42 have been approved as of this date. Thirteen (13) DEF who were teaching dual classes this past year, will not continue in the program due to retirement, moving from the area or to another school, etc.
  - Irma Rosales, new site Coordinator for La Joya Teaching Center, and I met with a team of Administrator last week that included Dr. Benavidez, three central administrators, and the ECHS principals. Ms. Rosales did an excellent job of sharing her service oriented approach, and her vision in increasing the enrollment of traditional students.
  - Olga Rodriguez, Postdoctoral Research Associate from the Community College Research Center at Teachers College, Columbia University, will be interviewing Kim Crawford and myself, separately, on the Recovery program and other programs that target Hispanic dropouts. She will also be visiting PSJA ISD. This was initiated by the Ford Foundation "Corridors of College Success Research Study".
  - The Academy program has been selected to present at the NACEP Conference in October. See below.

  - Diana Llamas, CTE Dual Enrollment Specialist, has been selected to be the treasurer of the South Texas Career and Technical Education Association CTAT Area IX. She recently attended a conference on increasing female participation in all Workforce programs.
  - Summer II sessions started well. We have approximately 62 more students in the dual program for this term than last year.
  - We have advertised for the new CTE ECHS Coordinator and will conducting interviews late this week or next so that whomever is selected will be in place before the end of this summer as dictated by the grant.
  - To date, we have gained 45 new DEF to the program, with 24 leaving the program due to retirement, leaving area, etc., for a net gain of 20. We have some late resignations, which could increase those lost from the program, but not increase the total number if approved by the chairs. Our office received over 100 applications.
  - We have notified the principals and counselors about our annual Principal's Summit for August 6th, by sending a registration notice.
  - The fall schedule is almost complete with only a handful of schools needing confirmation. Most will start returning during this week or next.

- **Academies and HS Special project:**
  - Dr. Rudy Reyna from UTSA is visiting the TexPREP program this Monday through Thursday.
  - Progreso TexPREP graduates (have finished the four years of the summer program) will be traveling to Chicago for a STEM camp on July 31st. Funds are provided by the program.

- **ECHS Program:**
  - This Wednesday, a committee comprised of five members will interview the applicants for the new ECHS CTE Coordinator position.
  - All ECHS have completed some summer bridge activities with their incoming 9th grade students.

- **Meetings/Events/Conference Phone Calls**
  - July 2, 2014 – Strategic Leadership Team – Focus Area Update
  - July 14, 2014 – Business Impact Analysis Kickoff Meeting
  - July 15, 2014 – HSPS Booklet Meeting
  - July 16, 2014 – EPAF Information - Training
  - July 17, 2014 – Dual Enrollment Meeting
  - July 21, 2014 – Dr. Reyna - TexPREP Meeting
  - July 21, 2014 – Dual Enrollment Principals Summit Meeting
  - July 23, 2014 – Interviews for CTE Coordinator (Grant Position)
  - July 25, 2014 – Texas A&M University – Kingsville Visit

- **Dual Enrollment**
  Alejandra Cantu:
  Workshops/Meetings
  - Meet with PSJA North HS principal to discuss Schedule and Rosters for fall.
  - Meet with IT Department on changes on the WebCT for Dual Enrollment Contacts.
  - Meet with Mr. Gonzalez and DE staff on status of DEF for the fall semester.
  - Participates in hiring committee for Financial Aid Specialist
  - Participates in hiring committee for Coordinator of CTE ECHS.
  - Meet with the De Textbook committee. Discussed the new spreadsheet to keep track of inventory of text books by school.

- **DE Scheduling and Planning**
  - Added extra criminal justice classes at PSJA HS for fall.
  - Made modifications on summer II schedule for PSJA North. Cancelled two sections and changed a speech course to online.
  - Per Counselor at Hidalgo HS, changes were made to fall schedule.
  - Cancelled a Class for Juan Diego Academy for fall.
  - Received the new schedule for Thelma Salinas ECHS and made all the changes requested by principal.
  - Worked on changes on all Edinburg Schools for spring semester.
  - Per math program chair, changed times on two academy sections for summer II.
  - PSJA memorial was offering the wrong course for summer II. Changed ITSE 2434 to POSI 2431.

- Created new history sections for PSJA HS. Mr. R. Perez was approved to teach History for fall semester.
- Meet with Asst. Principal at Southwest to finalize the fall Schedule.
- Sociology DEF was approved by Dr. Bischoff for PSJA HS. Two sections were created for fall.
- Emailed and called Principals from Southwest and PJS North to request schedules for fall and any additional changes. Schedules were received and changes were made.
- Deleted DFTG and MCHN courses at PSJA HS. Teacher was approved by chair and resigned with the district.

➢ **Diana Llamas:**

Conference/Workshops/Meetings

- Women in Trades Conference
- Meeting with STC Grants Compliance on CTE ECHS Grant
- Business and Technology Program Chair Meeting
- High School Programs and Services Meeting
- Weslaco CTE ECHS Meeting
- Mission CTE ECHS Meeting

Activities

- Registered CTE students for summer courses
- Planning with Mission and Weslaco for the new CTE ECHS
- Creating the course sequence with the program chairs for the Associates in Welding, PMT and Diesel Technology
- On-going communication with the Department Chairs: Business, Welding, Administrative office Careers, Automotive Technology, Business Computer Systems, Computer Aided Drafting, Construction Supervision, Culinary Arts, Diesel Technology, Electrician Technology, Electronic Computer Maintenance Technology, HVAC, Human Resources, Precision Manufacturing, Paralegal, EMT, Electronic Health Records, Medical Office Specialist, Patient Care and Nursing Chairs.
- On-going communication with The Institute for Advance Manufacturing, Outreach, Admissions, Academies, Early College High School and Director of Curriculum
- On-going communication with ISD's in regards to CTE courses
- Screening Dual Enrollment Instructor's for Fall 2014.
- Degree audits for CTE students
- Escrow student grades and Reconciliation
- Provide career and degree plan guidance to CTE students in Welding and Electronic Health Records

Kimberly P. Crawford
Director - High School Programs

- **Completed: Projects/Activities**
  - DEMSA and DEEA students began classes at all sites
  - Met with grant office on DOD/UTPA grant
  - Submitted all revisions for the HSPS booklet for the academies, MCCCTI, Recovery, TexPREP, and summer programs
  - Presented at the summer leadership institute on the Academies and other high school programs
  - Director and Coordinator attended employee engagement conference in Seattle Washington
  - ECHS Director and Coordinators in conjunction with Scheduling manager met to prepare for initial meeting with newly designated ECHS campuses as well as existing ECHS campuses.
  - Specialist and Coordinator attended the Noel Levitz conference on student recruitment, marketing, and retention
  - Completed fall booklist for academy participants
  - McCCTI program grant approved for 2014-2015
- **Workshops:**
  - Tutoring sessions for students

  TexPREP:
  - Took all TexPREP students on a field trip to Quinta Mazatlan
  - Hosted several Career awareness speakers for the TexPREP students
  - Sent invitations to all parents, students, and district personnel for the TexPREP closing ceremony
  - Hosted closing ceremonies for Roma, Hidalgo, and PSJA
  - Met with the Executive Director, Dr. Rudy Reyna, about the TexPREP program
- **Academy Programs:**
  - All DEMSA and DEEA students began classes during the summer two session
  - All Academy students are registered for fall semester
  - Specialists are working on workshop calendars for fall and spring to include career speakers, internships opportunities, etc.
- **In Progress: Projects and Mayor Activities**
  - Send counselors lists of all students participating in the academy program
  - Send booklist to any district contacts
  - Continue to contact career awareness speakers for the fall workshops
  - Working to reach all Recovery school district participants in order to obtain data of graduates and pictures

Sofia M. Peña
Director - Early College High Schools

- **ECHS Director & Coordinators** continue to work with the assigned ECHS's to make sure students are registered prior to the first day of class and that textbooks are purchased.

- **ECHS Director & Coordinators** continue to work with processing of test scores and other data to ensure seamless registration for Fall Semester.

- **ECHS Director** worked with Grants Director to submit CTE related grants for Skills Development funds.

- **ECHS Director** gave presentation to EWDC on CTE ECHS.

- **ECHS Director and Coordinators** continue to discuss Principal's Summit and send reminders and event invitations to respective schools.

- **ECHS Director and Committee** met to screen and interview candidates for CTE ECHS Coordinator. A prospective candidate has been recommended for hire.

- **ECHS Director** met with Mission CTE ECHS and Weslaco CTE ECHS to prepare for opening of newly designated campuses in Fall.

- **ECHS Director and Coordinator** continue to work with Dual 2 Degree staff to ensure processing of Fall student registration.

- **ECHS Director** attended President's Administrative Staff meetings and Academic Council meetings.

- **ECHS Director and Coordinators** in conjunction with Scheduling manager met to prepare for initial meeting with newly designated ECHS campuses as well as existing ECHS campuses.

- **ECHS Director and Coordinators** met with respective dual enrollment task force committees.

- **ECHS Director and Coordinators** are working closely to train the newly hired Coordinator and have introduced him formerly to the staff at his assigned campuses.

- **Communication with ECHS Partners (ECHS Coordinators & Director)**
  Daily Communication with ECHS Partners via email, phone, text and personal visits is continuous and essential to the success of the program.

Lee Grimes Etheridge
Director - Office of Professional and Organizational Development

Academies:

- **Supervisory Leadership Academy: Level I (SLA)**
  The OPOD graduated the second cohort for supervisory training on Friday, July 25th. Feedback has all been extremely positive throughout each session as well as for the overall evaluation of the Academy. A total of 16 out of 23 participants received their certificate for completion. Three sessions were held in the month of July:
  - Session 5 – Counseling for Improvement
  - Session 6 – Appraising Performance
  - Session 7 – Continuing Your Growth as a Supervisor
- **Customer Service Academy (CSA)**
  The OPOD graduated the second cohort for customer service training on Friday, July 25th. Feedback has all been extremely positive throughout each session as well as for the overall evaluation of the Academy. A total of 17 participants received their certificate for completion. Three sessions were held in the month of July:
  - Session 5 – Dealing With the Angry Customer
  - Session 6 – Professional Service Over the Telephone
  - Session 7 – Continuing Your Growth
- **Jaguar Academy (New Employee Onboarding)**
  The OPOD graduated the very first cohort of its brand new Onboarding Academy on July 18th. Feedback from each session has been extremely positive. Three sessions were held in the month of July:
  - Session 4 – Business Etiquette & Customer Service
  - Session 5 – STC Service Area Tour
  - Session 6 – Reflections of the STC Spirit

  Sessions four, five, and six were presented by the O.P.O.D. staff which consisted of delivering a presentation of good etiquette practices in the workplace, the importance of quality customer service, and an all-day tour throughout the different STC campuses so that participants can become familiar with what each one has to offer students. The final session entailed each participant reflecting and sharing what working/being part of South Texas College means to them. A total of 33 participants received their certificate of completion.

Design Projects:

- **The OPOD Designer worked on the following design projects during the month of July.**
  - STLA for Chairs Booklet
  - Dual Enrollment Principals' Summit Binder

Programs in Development:

- **Academic Affairs Employee Recognition**
  The OPOD is in process of coordinating the Distinguished Teaching and Learning (DTLA) Awards for Faculty, the new Faculty of the Year Award and the Distinguished Staff Awards (DSA). All awards will be presented at Academic Convocation on Monday, August 18th.
- **Ambassadors Leadership Academy**
  The OPOD office is in the process of collecting ALA applications and setting a meeting with the ALA steering committee for the selection process of the 3rd cohort.
- **Distinguished Leadership Academy**
  The OPOD office is in the process of selecting the DLA participants for the 2014-2015 cohort.

Reference Guides in Development:

- New Faculty Reference Guide
- Dual Enrollment Principals' Summit
- STC Faculty Teaching Dual Enrollment Courses Reference Guide
- Adjunct/Dual Enrollment Reference Guide

The OPOD is preparing for the following Upcoming Events:

- STLA for Chairs – August 1st
- Dual Enrollment Principals' Summit – August 6th
- New Faculty Orientation and Service Area Tour – August 14-15th
- Academic Affairs Convocation – August 18th
- Proving Support for the Virtual Campus Symposium – August 19th
- STC Faculty Teaching Dual Enrollment PD Day – August 20th
- Making the Most of the First Class Day: Embedding Student Success Skills – August 21st
- Distinguished Leadership Academy Kickoff – August 21st
- FOCUS Academy Kickoff – August 22nd

Adjunct and Dual Enrollment Faculty PD Day – August 23rd

Irma Rosales
Site Coordinator – STC-Pharr College & Career Teaching Center

STC-La Joya Teaching Center

- Monitored ongoing second summer dual enrollment courses. Verified room assignments and instructional technology availability. La Joya ISD personnel are currently on summer vacation.
- Meeting held with VP Dr. Petrosian, Jerry Rodriguez, Dean's Dr. Esmaeili and Mario Reyna to discuss the La Joya-Bond Improvement targeted to fund Welding, limited Culinary Arts, Biology, Chemistry, Physics and Engineering programs. Additionally, Active Learning training rooms for professional development use by STC and Dual Enrollment faculty will be established. Will compile a list of equipment and costs for targeted programs to be offered at the La Joya Teaching Center.
- Met with High School Counselors on Thursday, July 16, 2014, who toured the Technology Campus and visited our various programs.
- Met with STC-IT technician in delivery of replacement laptops and status report on additional media for proposed computer labs.
- Made contact with La Joya ISD personnel to disseminate current fall 2014 LJJC course offerings.

STC-Pharr Teaching Center

- Met with PCCTA Librarian, Mrs. Hernandez whom has received crates of books and is in the process of shelving and preparing library. She anticipates having library ready for the start of the fall 2014 semester. Discussion was held on the possibility to have special sessions for all STC attending classes at the PCCTC on the use of the library facility and resources. Mrs. Hernandez has further offered to provide an STC faculty development day, prior to the beginning of the fall semester, in which she would present on the proper research methods to be utilized by students in the completion of assigned reports as required by instructors.
- STC letter of support was requested by PSJA ISD, Assistant Deputy Superintendent, Narciso Garcia, in efforts to show continued support and collaboration between STC and PSJA-ISD in our efforts in training a skilled workforce, decrease student dropout rates, increase graduation rates and generally preparing PSJA students to meet college requirements. PSJA-ISD is currently looking at ways to fund the development and expansion of STEM's programs and is looking to match in kind what South Texas College has already contributed in training equipment at the Pharr Teaching Center and other off site classrooms supporting academic programs throughout the PSJA school district.
- Development of informational fliers, fall schedule posting and dissemination to web site links for both Teaching Centers is ongoing.
- Met with James Rodriguez for renovation project update:
  - Board to approve and award contract on Monday, July 28, 2014.
  - Contractor to begin renovations by August 1, 2014 and will have 90 days to complete.
  - Anticipated completion date is to be October 20-24, 2014.
  - Initial phase will begin with expansion of welding lab. This however, will require relocation of both CCTA and traditional classes. Welding Program Chair, Rick Ingram will temporarily accommodate STC students at the Technology Campus facilities while PSJA ISD will relocate CCTA students to another high school.
  - Entire building will be re-roofed.
  - Renovation of east side of building will begin as soon as welding lab is complete.

Other Activities

- Met with High School counselors and STC staff at the Technology Campus. Toured the various technology departments and highlighted our state-of-the-art training equipment, labs and classrooms. Also spent time explaining program offerings, pathways, and possible job opportunities available for STC graduates in addition to showcasing the various student support services available at the Technology Campus ranging from our advising office, financial aid, CLE, library facilities, open labs and Student Activities offices. All were very impressed with the extent of our Campus.
- Attended meeting hosted by Dr. Bischoff presenting VIRIDIS system software which offers a comprehensive program in tracking student pathways, course completion, illustrative stacking of credentials with comparative wages, followed by career services and certification opportunities in construction related fields and energy management. It is my opinion this company with its ties and backing from community partners in YouthBuild organizations, builders associations and foundations and community colleges together with ASE-NATEF certifying organization, BOMI-Independent Institute for Property and Facility Management Education opportunities, and connections with various nationally recognized work partners would enhance the employability of our STC graduates.
- Attended Habitat for Humanity build and collaborated with college interns and youth group volunteers in the varied tasks of home construction. This presented a great opportunity to share STC fields of study and program information to attending volunteers.
- Chaired and finalized hiring process for the Electrician Technology program Lab Technician position.
- Met with STC Information Specialists team, led by Tech Campus Information Specialist, Perla Andrade, to tour the STC Technology Campus facilities and to discuss the varied technical programs and degrees. Also provided team with information for the Pharr and La Joya Teaching Center program and course offerings.
- Attended Summer Leadership Institute interns project presentations.
- Met with Groves Insurance representatives in documenting damaged PMT equipment at Ridge Road facilities.
- Attended Campus Technology Conference in Boston Massachusetts, July 27 – 31, 2014.

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South Texas College

Changing Lives, Changing Communities

Information Services and Planning

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José Cruz, Jr., VP

Information Services & Planning/Strategic Initiatives

Monthly Activity Report
July 2014

Alicia Gomez, CIO
Technology Resources

Applications Development

- **HR Process Redesign and Automation**
  The Applications team finalized the intent to rehire module of the electronic letters application and migrated to production. HR reported no issues gathering data from financial managers and the team has begun development on the next module. A fully online automated system for faculty, administrators and executive acknowledgment appointment letters will be develop and test for next FY. HR has approved the proposed on-site consultant visits for Salary Planner implementation, tentatively scheduled for March 2015 go-live.
- **Texas Completes**
  The implementation team continues to work with Advising, Academic Instruction and SIG consultants on preparing DegreeWorks for go-live, scheduled for mid-October 2014. The implementation team has developed a website to host a series of videos highlighting the DegreeWorks tools and how to use them and is working with PR to create videos for the October go-live.
  The Graduation Meter, developed in-house, is being modified to use DegreeWorks data and will provide web-based based academic advising, degree audit, and transfer articulation technology solutions to support students on successful education pathways. The modification is scheduled to coincide with the DegreeWorks October 2014 go-live.
- **JagMobile/Phase III**
  The Applications team continued efforts to migrate the Jagmobile platform to the new ModoLabs environment. ModoLabs is a platform that integrates data and content using a shopping cart style. The complete migration is expected by the end of August 2014. The team has submitted update requests to the Google Play and Apple App stores to coincide with migration completion.

IT Risk and Security

- **PCI/DIR/IT Assessment Action Plan Updates**
  The Technology Resources and Information Security office staff continued working and making progress on addressing recommendations from the IT Whitely Penn, PCI and DIR assessments. An estimated completion date for all changes has been set for August 31st, 2014.

- **Business Impact Analysis and Disaster Preparedness/Recovery Planning**
  The Technology Resources staff worked with Dell consultants conducting a Business Impact Analysis to assess the TR's technical profile and business processes. Dell will analyze the information provided and deliver and analysis and recommendations that will be used to develop a College-wide disaster recovery plan.

- **Gartner Research Portal**
  The College recently purchased research and analyst services from Gartner, Inc., which included Gartner portal access for all students, faculty, and staff. Technology Resources hosted a kick-off event for College staff during which a Gartner representative provided an overview of the Gartner site and discussed best practices for using the site. TR worked with Library staff to make the Gartner portal link available via the Library website for all students, faculty, and staff.

Technology Support and Client Services

- **Infrastructure Improvements**
  Technology Resources staff worked with Insight and AT&T to successfully move the College's demarcation point (DMARC) from the Annex to the Building M datacenter. The DMARC is the College's connection point to internet services and the relocation to the datacenter will allow greater uptime by being located in an area with backup power.
  Technology Resources will conduct a network assessment the first week of fall 2014 to analyze bandwidth availability and traffic during peak times. The results of this assessment will be used to calculate how much bandwidth is needed to meet current needs and how for future growth.

- **Mobile Device Management (MDM)**
  The governance and usage policies document draft to monitor STC owned devices is under review. Institutional Security policies created by the Sec. Office on best practice, usage and data/application downloads in STC owned equip are sited in the document in order to keep consistency.

- **Computer Replacement**
  The Technology Support Services team has continued replacing computers as part of the 2014 district-wide replacement cycle, most recently including labs at Technology Campus. The team will continue to replace computers district-wide and is scheduled to setup several labs (G226 and T.1702) at the Pecan campus before the begging of the new fall semester.

- **Pharr and La Joya Teaching Centers (CCTA) – (Lucio Gonzalez)**
  Due to scheduling modifications imposed by AT&T, internet and telephone service availability for the Pharr and La Joya teaching sites will be delayed until mid-October 2014. The team is working closely with Pharr and La Joya sites to ensure equipment and locations are prepared for the delivery of services.

Steven Bourdon, CISO
Information Security

- **BBVA Compass ACH Self Audit**
  Both the Business office and Technology Resources have completed the review of the annual ACH Audit. All responses by the teams have gone through a verification process to ensure yearly reviews and documentation updates have been performed as a precursor to a 3rd party verification later in the spring semester. The InfoSec team reviewed the exhibits and supporting documents that will accompany the questionnaire when sent back to BBVA Compass. The final audit will be returned to BBVA in August.

- **Action Plans – PCI, IT Assessment, 2012 Assessments**
  The InfoSec and Technology Resources teams have met to review the current progress on the Whitley-Penn and PCI action plans. After several delays due to scheduling conflicts, it was found that verification procedures must be performed in the areas that are considered to be complete. Several remaining items on these action plans are still lacking completion with target dates approaching. A status update for the IT Assessment action plan needs to be scheduled for review of the progress and verification.

- **Incident Response Activities**
  The engagement with Dell SecureWorks for the Incident Response plan has been complete. The final report received by the InfoSec team was acceptable but minor formatting and organization of the document were performed in house to meet the needs of the Technology Resources and InfoSec teams. Completion of the plan will be August.

- **Vulnerability Assessment**
  A final report was received from SLAIT consulting ending the engagement for the vulnerability assessment. Included in the report was an external vulnerability scan as well as an inventory of externally accessible web applications.

- **Business Continuity- Business Impact Analysis (BIA)**
  All business areas have completed the impact templates and have conducted one on one interviews with Mr. Yarborough to finalize data collection. The SecureWorks team is now beginning analysis and reports of the data and will be presenting to the executive level at the end of August.

- **InfoSec Related Activities**

- Aaron met with Business office to discuss the ACH Audit on 7/1.
- Aaron and Ken held a conference call with Martin Yarborough on 7/7.
- Aaron held a conference call with David England regarding the IR plan on 7/8.
- Aaron attended meetings with TR teams on 7/10 and 7/11.
- Aaron and Ken Lyons presented to the PAS on the BIA plan on 7/11.
- Aaron, Steve and Ken held the kickoff meeting lunch for the BIA project on 7/14.
- Aaron and Steve held several conference calls for budget renewals on 7/14, 7/15 and 7/17.
- Aaron also worked with TR on several renewals for FY 14-15 on 7/15.
- Steve submitted to VP Cruz for review a revised position description for the CISO.
- Steve and Aaron attended the InfoSec Group meeting with VP Cruz on 07/22.
- Steve attended the Technology Services Group meeting with VP Cruz on 07/22.
- Aaron met with TR leadership on 07/25 to review the BIA technology assessment questionnaire.

Dr. Paul T. Henley, Director
Institutional Effectiveness & Assessment

Success Stories:

- Completed IE Success Story for the Purchasing department and the Office of Human Resources

IE Related Activities:

- Exited Jon Herrin from the IEA team; transitional plan information gathering
- Factbook discussion in preparation of meeting with Reporting Team
- Completed posting of IEA analyst job description
- Supervised completion of departmental IE report
- Completed the Institutional Effectiveness & Assessment Mid-Bi 2014 IE Report
- Uploaded the following 2013-2015 IE Plans to the IEA website:
  - Division of Student Affairs & Enrollment Management
  - Division of Math & Science
- Assisted the Patient Care Assistant IE Plan Writer to complete the 2014 Mid-Biennium Report
- Discussions at SACS-COC Summer Institute with David Flores regarding IEA's role in accreditation

Assessment Related Activities:

- Posted Assessment plan for Human Resources
- Met with Academic Affairs staff to begin assessment plan for Degree Progress Report
- Developed added area of DegreeWorks assessment

IEA Reporting Analyst's Activities:

- Worked on the IEA Wednesday Research Summaries
- Worked on the Puente Project data retrieving
- Worked on the PISA data retrieving
- Studied about Leaning Analytics
- Retrieved data from THECB – Texas Higher Education

Factbook Related Activities:

- Coordinated with RAS for report updating for STC Factbook
- Updated and posted the 2014 IE Mid-Bi Report Training for STC Interactive Factbook
- Edited, updated, and posted reports for external STC Factbook listed below:

  2012-2013 Licensure Exam Pass Rates

  Academic Success after Developmental Studies (With Dual-Enrollment)

  Academic Success after Developmental Studies (Without Dual-Enrollment)

- Updated the Data Release Timeline (3)
- Scheduled the Summer II census day data retrieving
- Updated and posted the Enrollment: Headcount and Course Section Count by Instructional Mode, the Enrollment: Headcount and Number of Sections by Division, by Department, by Course, and by Time Frame, and the Repeater Rate for Developmental Courses for STC Interactive Factbook
- Updated and posted the Transfer Success of STC Students at UTPA for 2012-2013 for STC Interactive Factbook

IEA Website Related Activities:

- Uploaded, posted the HR - Applicant Tracking System Assessment
- Reorganized IEA website, created and published the Assessment Plans and Reports and the Intervention webpages
- Updated IEA website

Meetings and Conferences:

- SSG
- SLT
- IEA staff meeting
- Attended the Build Predictive Models Faster with Rapid Insight QuickStart for Banner Webinar
- Attended Work-Study Supervisor orientation with Financial Aid Department
- Attended the Institute on Best Practices in Institutional Effectiveness - 2014 Annual IE Institute
- Attended the Learner Analytics Summit
- Attended SACS COC Summer Institute in New Orleans, LA

Miscellaneous:

- Weekly article/research summaries for IEA Office
- House Committee on Homeland Security
- Completed review of Job Characteristics Among Working Parents report
- Compiled media blurbs to share with IEA staff (4)
- Composed Twitter posts for @IEA_STC (4)
- Created IS&P data request audit sheet for FY 2014
- Shared STC Factbook with peer in the Learner Analytics Summit

Cody Gregg, Dean
Library Services and Information Commons

Dean of Library Services and Instructional Technologies:

Meetings:

- 7/1/14: Coordinated Operations Council; Technology Services Group Meeting; Employee Evaluation.
- 7/2/14: Meeting re: Virtual Librarian Services for Pharr & La Joya; CCUMC SPTF Follow Up Meeting; AMX Call; Strategic Leadership Team - Focus Area Update.
- 7/3/14: ALC Presentation Meeting; CBORD College ID Project Meeting.
- 7/7/14: McAllen Convention Center Graduation Meeting; Academic Council Meeting.
- 7/8/14: Technology Services Group Meeting.
- 7/9/14: Update on Inventory Meeting.
- 7/10/14: Inventory Meeting; IS&P Admin Team Meeting.
- 7/11/14: Winnova C Box Demo; President's Administrative Staff Meeting.
- 7/14/14: CCUMC SPTF Meeting; Business Impact Analysis Kickoff Meeting / Luncheon.
- 7/15/14: Directors' Meeting; Library Services Group Meeting.
- 7/16/14: Coordination of AV services for December Graduation.
- 7/17/14: Bi-monthly meetings with directors.
- 7/18/14: Library & Active Learning Classrooms Meeting; Farewall Event for Josh Wallace.
- 7/21/14: CLE Meeting.
- 7/22/14: CLE Meetings at Mid-Valley, Tech, and NAH campuses.
- 7/23/14: AMX Technology Solutions Meeting; CLE Meeting at Starr.
- 7/24/14: Planning meeting to develop options for Library design objectives; Library Services Directors' Meeting.
- 7/25/14: CLE Meeting.
- 7/28 – 7/30/14: CCUMC Summer Board Meeting.
- 7/31 – 8/1/14: Vacation.

Library Services Data:

Library Services Data: 7/1/2014 -7/31/2014							
Information Commons: Laptops	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Starr**	**Tech**	**Total**
	n/a	17	0	80	6	0	103
Library visitors this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Starr**	**Tech**	**Total**
	295	6380	6941	25137	4074	1049	43876
Library group stations/media stations/study rooms this week:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Starr**	**Tech**	**Total**
	0	244	187	586	37	1	1055

Library checkouts this month:	La Joya	Mid-Valley	Nursing	Pecan	Starr	Tech	Total
	n/a	588	377	1390	131	55	2541
Community Users new/renewed this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Starr**	**Tech**	**Total**
	0	25	3	40	6	2	76
Community Users total this month:	**La Joya**	**Mid-Valley**	**Nursing**	**Pecan**	**Starr**	**Tech**	**Total**
	1	492	46	967	174	91	1771

Technical Services

Director of Technical Services:

Key Ongoing Projects of Technical Services Personnel:

- Continued coordinating to set up a trial of Cisco Jabber as a possible remote reference solution.
- Continued working on an acquisitions analysis in preparation for library materials acquisitions for the upcoming fiscal year.
- Reviewed options for integrating PhilPapers resources to the Library's electronic resource offerings.
- Worked with IT staff to deploy and test the new EZproxy server.
- Worked with SirsiDynix to upgrade the Symphony test environment application and web servers.
- Continued planning the layout and content of the new Subject Guides, including the landing page.
- Continued researching Symphony's lost item policies and associated processes.
- Continued preparing an Information Security training for library staff.
- Continued working with EBSCO to determine the cause of errors with off-campus access to certain e-books through Discovery Search.
- Worked with IT staff on several issues with Internet Explorer 10 blocking access to library resources.
- Worked with several staff members to test functionality of frequently used Symphony features following an upgrade in the test environment.
- Continued researching and developing features for the new Subject Guides, including designing a new homepage, modifying guide URLs to match the current URLs so they do not break for users with bookmarks or links in Blackboard, and building Research Starters links.
- Finished researching Symphony's offline module to determine its functionality and limitations.
- Implemented and tested Symphony email receipts in the test environment.
- Researched and configured WorldCat Discovery.
- Investigated and corrected issues with record importing and database errors.
- Updated the website to reflect several library liaison changes.
- Worked on the deselection list that has the titles of books that will be removed from the shelves at the other libraries.
- Moved content over from the old system into the new for the special guides and worked on inserting content into the templates for the regular guides.
- Completed the library maintenance banner for the library website.
- Completed the library maintenance flier for library.
- Completed the network down, library closure banner for website.
- Worked on a website banner for Encyclopedia Britannica.

Collection Development Balances:

- Library Acquisition…… $ 2,791.80
- BAT & BAS/OL Materials- …….. $ 1,287.99

Information Commons and Open Labs

Director of Information Commons and Open Labs:

Highlights:

- Microsoft Office 2013 has been fully deployed in the Open Labs and Information Commons areas district wide.
- 07/17/14 Human Resources conducted their annual Open Enrollment event in the Pecan F-130 Open Lab.

July 2014 Attendance Statistics:

Open Labs

Campus	Unduplicated Count	Duplicated Count	Total Hours	Gate Counts
Pecan	1,913	6,016	4,827	15,073
Pecan Internet Café	520	1,539	1,711	6,686
Pecan T. Info. Commons	219	684	333	2,865
Mid-Valley Open Lab	672	2,273	2,034	
Mid-Valley Open Area	411	1,089	674	
Starr County Open Lab	191	1,130	996	
NAH Open Lab	781	2,974	2,115	
Technology Open Lab	234	945	338	
Technology Internet Café	123	392	249	
District Total:	**5,064**	**17,042**	**13,277**	**24,624**

Libraries and Information Commons

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Info. Commons	2,197	7,181	6,997
Pecan Testing Room F-228	24	51	70
Mid-Valley Info. Commons	667	2,157	2,084
Starr County Library	281	1,289	1,224
Technology Library	87	225	137
District Total:	**3,256**	**10,903**	**10,512**

Group Stations

Campus	Unduplicated Count	Duplicated Count	Total Hours
Pecan Library Group Stations	182	275	245
Pecan F-130 Group Stations	16	24	21
Mid-Valley Library Group Stations	42	61	79
Mid-Valley Open Lab Group Stations	11	19	9
NAH Group Stations	198	393	241
District Total:	**449**	**772**	**595**

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

- 07/08/14: Met with David Rojas for their bi-weekly JagPrint meeting.
- 07/08/14: Traveled to the Mid-Valley campus to conduct employee evaluations; attended a meeting to discuss Lynda.com trainings.
- 07/09/14: Traveled to the Starr County campus to conduct employee evaluations; met with a hiring committee to review applications.
- 07/10/14: Held a Library PR & Marketing Committee meeting; attended the IS&P Administrative Staff meeting.
- 07/14/14: Attended a meeting at Human Resources.
- 07/15/14: Attended a Library Services Directors' meeting; attended a Library meeting with Mr. Cruz.

- 07/16/14: Traveled to the Nursing and Allied Health campus to conduct employee evaluations.
- 07/17/14: Traveled to the Technology Campus to conduct employee evaluations; held an Open Labs Leadership meeting.
- 07/18/14: Was part of a hiring committee that held interviews.
- 07/22/14: Met with David Rojas for their bi-weekly meeting.
- 07/24/14: Attended the Library Services Directors' meeting.
- 07/27/14 – 8/01/14: Traveled to Boston, MA for the Campus Technology Conference.

Library Services Public Services

Director of Public Services:

Meetings:

- 7/2/14: Meeting re: Virtual Librarian Services for Pharr & La Joya.
- 7/10/14: LAG meeting.
- 7/14/14: Business Impact Analysis
- 7/16/14: LAG Follow-up Meeting
- 7/18/14: Business Impact Analysis; LAG Follow-up Meeting
- 7/28/14: Briefing Meeting.

Library Art Gallery Current Exhibits:

- Calculated Efforts: A South Texas Showdown
  An invitational ceramic exhibition featuring collaborative construction
  by regional colleges and universities with Fred Spaulding and Jennifer Quarles.
  June 2, 2014 through August 8, 2014.

- Roma Annual Art Exhibit 2014
  June 12 - August 8, 2014
  Starr County Campus Library

- Vaquero: Genesis of the Texas Cowboy
  June 16 - July 28, 2014
  Pecan Campus Library Rainbow Room

- 2013 Additions: Newly Acquired Pieces
  June 19 - August 8, 2014
  Technology Campus Art Gallery

- Harmony
  June 19 - August 8, 2014
  Nursing & Allied Health Library

- Bit by Bit: A Student Digital Art Exhibition
  June 19 - August 8, 2014
  Pecan Campus Library Art Gallery

- Mexican American Women 2014
  June 19 - August 8, 2014
  Mid-Valley Campus Library Art Gallery

Marie Evans, Director
Instructional Technologies Department

Meetings:

- 7/1/2014: Technology Services Group.
- 7/07/2014: Project Update Conference Call, McAllen Convention Center Graduating Meeting
- 7/8/2014: Simon Rodriguez Evaluation, Technology Services Group, Lynda.com campus subscription
- 7/9/2014: ALC Presentation, Business & Technology Program Chair Meeting, Application Reviews, Update on 2014 Physical Inventory Report
- 7/10/2014: Inventory, Cody-Meeting on job descriptions, ISP Admin Team Meeting
- 7/11/2014: Winnov C Box Demo, D106: Marie's Office, President's Administrative Staff Meeting
- 7/14/2014: Project Update Conference Call, Business Impact Analysis Kickoff Meeting/ Luncheon
- 7/15/2014: Director's Meeting, Library Services Group
- 7/16/2014: Coordination of AV services for December graduations, Appointment w/ Dr. Flores
- 7/17/2014: Enrollment for Benefits Presentation, Coordination of AV services for December graduation
- 7/18/2014: Alfredo Vargas Interview, Francisco Villarreal Interview, Darryn English Interview, Raul Rios Interview, Ezequiel Garza Interview, Caleb Belshe Interview
- 7/21/2014: Start New Diss Class, Project Update Conference Call
- 7/22/2014: Specialists Meeting, Aisys, Check Banner, Technology Services Group
- 7/23/2014: AMX Technology Solutions, Summer Social Committee
- 7/24/2014: Tidbits Blurb!, Library Services Directors' Meeting
- 7/28/2014: Project Update Conference Call, Network Test for Streaming, Library Services Group
- 7/29/2014: Technology Services Group
- 7/30/2014: Gartner On-Site Visit, Meet with Fred Rodriguez

.

Monthly Special Events by Comparison:

2013	
Jan	54
Feb	116
March	145
April	175
May	107
June	107
July	96
Aug	113
Sept	122
Oct	215
Nov	168
Dec	73

2014	
Jan	70
Feb	142
March	112
April	162
May	120
June	154
July	87
August	
Sept	
Oct	
Nov	
Dec.	

Total Man Hours

2013	
Jan	46.25
Feb	283.75
March	181.75
April	286.75
May	566.5
June	137.5
July	102
August	210.5
Sept	361.75
Oct	336.5
Nov	210.5
Dec	96.75

2014	
Jan	105.5
Feb	373.75
March	174.75
April	363.5
May	75.25
June	82.75
July	103
August	
Sept	
Oct	
Nov	
Dec	

Reservations by Campus: July-14

	Pecan	Starr	Mid-Valley	Tech	NAH
Projector/Laptop	13	20	2	0	2
Data Projector	0	0	0	4	2
Laptop	329	0	4	1	2
PA System	0	1	4	1	0
CD Player	0	0	0	0	0
VCR's Only	0	0	0	0	0
Smart Board	0	0	0	0	0
Video Camera	2	1	0	13	0
TV	1	0	3	0	1
Microphone	27	3	2	30	0
Direct Box	1	0	1	0	0
Digital Camera	0	1	0	0	1
Speakers	11	18	6	0	0
Overhead Projector	0	0	0	0	0
Remote	14	0	0	0	0
Headphones	0	0	0	0	0
HH Voice Recorder	0	0	0	0	0
Screen	0	2	2	4	1
Document Camera	40	22	21	0	1
DVD/VCR Player	0	0	0	0	0
Wireless Lab	0	0	0	0	0
Keyboard/Mouse	0	0	1	0	0
Sympodium	0	22	0	0	0
Hard Drive	0	0	0	0	0
USB Hub	0	0	0	0	0
CPS	0	0	0	0	0
Mixer	0	2	2	11	0
Tripod	2	1	0	13	1
WebCam	0	0	0	0	0
Computer	0	0	0	0	1
Portable Table	6	1	2	4	0
Microphone Stand	1	1	1	13	0
HD Video Streamer	2	0	0	0	0
Polycom Phone	2	0	0	0	0
Stooges (switcher)	0	0	0	1	0
LANC Controller	2	0	0	0	0
Exposure Meter	0	0	0	0	0
Camera Stabelizer	0	0	0	0	0
Comm. Headset	0	0	0	0	0
TOTAL	453	95	51	95	12

Serkan Celtek, Director

Research & Analytical Services

Research Studies:

- Art 1301 Dual Performance
  - Report on course performance by Dual type in Arts 1301, TSI in math, English, reading, and writing, high school placement, STC GPA, and age for Spring 2013, Fall 2014, and Spring 2014
- **CAAP data analysis**
  - Reviewing Collegiate Assessment of Academic Proficiency data on BAT students for analysis
- **CCSSE**
  - Received the list and is currently working on sending the messages
  - The President has sent the memo, our follow up survey will be sent next week
- **Checkbox & Teleform**
  - Worked on updating our Checkbox and Teleform to a new survey
- **CLE Nursing Campus Performance**
  - Course Performance of Remediated nursing students as function of number of remediation sessions attended
- **CLE Survey**
  - Sent Report to Christopher Woods, with just the comments for this Spring Semester
  - Currently verified and is waiting for more packets to work on the summer report
  - Created a new online student survey
  - Tested the online form
    - Ran reports and merge the data with paper surveys, the result had a great turn out, the survey was sent to CLE team
  - Currently scanning all the surveys for the Spring 2014
    - Report will be created as soon as all the data is in the P Drive
- **Data & Decisions Academy**
  - Foundational Statistics for Decision Support and Data Management Course
- **DE Taskforce**
  - Fall 2013 pass rate comparisons between dual high school faculty and dual STC faculty
- **Distance Enrollment Data**
  - Fall 2012 and Fall 2013 course grade data set
- **Dual Enrollment Data**
  - Total Dual enrollment by high school, number of sections offered by high school
- **Educate Texas Data Sharing Workshop (ISD-IHE Data Sharing for ECHS's)**
  - Reviewed FERPA guidelines
  - Filled out data sharing template
- **EMSI Economic Impact study**
  - Provided data explanations and assumptions
- **GPM and Off-Track Notifications**
  - Created an assessment plan
- **GOT Retention**
  - Persistence and graduation of first two cohorts
  - Other updates for Dr. Petrosian's presentation to the GOT Steering Committee

- GPA reports for each of the three cohorts
- Reviewed the data with Yvette
- Third cohort's persistence and graduation report
- Expected number of May/August 2014 graduates
- GOT-CSI-FTIC GPA comparisons
- Fall 2006, Fall 2007 GOT-like cohorts' 3-year graduation rates
- Updated Spring 2014 retention patterns for GOT, CSI, FTIC cohorts for Fall 2011, Fall 2012, and Fall 2013 cohorts
- Number of GOT students enrolled in summer terms
- Reviewed evaluation data

➢ **IPEDS**
- Forwarded the Academic Libraries survey information

➢ **Library Events**
- Created a yearly report regarding those that had attended to a previous event.
- Comprehensive reports for all campuses, students and other reports
  - Starr, Mid-Valley, Pecan, Student and Outside Visitor (These reports contained data from Fall 2013- Spring 2014)

➢ Library Evaluations
- Scanned, verified and sent report to Library Evaluation

➢ **Math and Science Fall 2014 Enrollment**
- List of student enrolled in Fall 2014 in STEM Fields

➢ **New Mathways Project Recruiting List**
- Sent list of students and contact information for NMP based on enrollment in developmental math courses and recruiting based on TSI scores

➢ **Open Labs**
- Created an account, and gave access to the Open Labs Checkbox Survey

➢ **RAND TSI Study**
- Communicated with MDRC and RAND to discuss possible study interference
- Met to review options and make a decision
- Decision recommendation: to participate in the ABE study

➢ **Report Training**
- Trained, on creating Reports using Checkbox for (Library Online Evaluations)

➢ **SENSE**
- Appended and resent Course Schedule File for SENSE administration procedure
- The memo was sent from Dr. Reed's office to faculty, staff, and administrators
- Verified the final sample sent by CCSSE
- Emailed Deans and Campus Administrators for volunteers to help RAS administer the surveys

➢ **Student Success Points - PDC**
- Prepared to present the FY 2013 data

➢ **Summer Leadership Institute RAS Presentation**
- Gave presentation to SLI Interns

➢ **Supplemental Instruction Spring 2014 Course Performance**
- Edited report

➢ **Teleform**
- Worked on updating our checkbox and Teleform to a new survey

➢ **Three-year Enrollment Patterns**

- Enrollment patterns as countdown to Census for comparison for Fall 2012, Fall 2013, and Fall 2014

Data Requests

- **Affordable Care Act -** Calculate the Actual Schedule Hours of Temporary/Adjunct Faculty Spring 2014 **(Complete)**
- Business Administration Department Faculty Satisfaction Survey **(Complete)**
- Campus Enrollment Comparisons Fall 2013 and 2014 by Day **(Ongoing)**
- **CSFH Allied Health Majors Enrolled in ORIN Fall 2014 Contact List Weekly Update (EDC 08252014)**
- **ECHS Data**
  - Reports will show counts of students with associates, certificates, core, 30 hours, 12 hours (with Reporting Team)
- **ECHS Tentative Report (from Reporting Team)**
- **Fall and Spring AY 2013 Certified Credit Hours, Contact Hours, Enrollment, and Sections (Complete)**
- **IDEA Data**
  - FY 2013 IDEA graduates enrolled in Texas higher education in Fall 2013 (THECB report)
  - IDEA Student Enrollment History (Complete)
- **IPAS Business Model data**
  - Data for Statistics and KPIs tabs of the model
- **New Mathways Project CBM Submissions (Complete)**
- **New Mathways Project – CBM0E1, 002, AND 00S Excluding Opt-outs and Dual Spring 2014 (Complete)**
- Recent Dual High School Graduate Immediate Fall Enrollment at STC or UTPA Update **(Complete)**
- **Special Course Fee Cost Accounting Data (Complete**)
- **Top 10 Distance Learning courses by enrollment numbers for Fall 2013**
- Transfer Success of STC Students at UTPA for 2012-2013 **(Complete)**
- **TSI Placement (Complete)**

Meetings Attended:

- Best Practices in IE Conference
- Data Workshop Educate Texas at TSTC
- GPM/Off-track Notifications Assessment Meeting
- GOT evaluation data review Meeting
- GOT Steering Committee Meeting
- ISP Admin Team Meeting
- Library Events Data Meeting
- New Mathways Project - Leadership Team Meeting
- PAS Meeting
- PDC (Student Success Points presentation)
- RAND-MDRC-STC phone call
- RAND TSI study Meeting
- RAS staff Meeting
- SLI Presentation
- SSG Meeting
- Strategic Leadership Team - Focus Area Update
- Summer Leadership Institute Presentation
- TSI data review phone call with SAEM
- UT study phone call
- Webinar: How Technology Empowers Student Success
- Weekly JagLunch Meeting

South Texas College

Changing Lives, Changing Communities

North American Advanced Manufacturing Research & Education Initiative (NAAMREI)

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STC
South Texas College

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McAllen, TX 78502-9701

Office of Executive Director for North American Advanced Manufacturing Research and Education Initiative
3700 W. Military Hwy. • McAllen, TX 78503

(956) 872-6166
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MEMO

To: Dr. Shirley A. Reed
President

CM

From: Carlos Margo
Interim Executive Director for NAAMREI

Date: August 20, 2014

Subject: July 2014 Activity Report

The major activities of my office this month were: 1) Worked on planning entrepreneurial tooling project 2) Met with MEDC to form strategy for maquila training program 3)Met with South Texas Manufacturers Association Executive Director to discuss various manufacturing and local business topics 4) Met with multiple community stakeholders to discuss economic and workforce development issues. 5) Worked with multiple manufacturing companies in implementing TWC Skills Development Fund and other corporate training projects. 6) Met with Laredo Chamber personnel 7) Developed strategies to expand NAAMREI/IAM training activities 8) Attended RSTEC Board Meeting

Summary of Activities for July 2014:

- Attended the Rio South Texas Economic Council (RSTEC) Board meeting.
- Traveled to Laredo to meet with Laredo Chamber of Commerce representatives to discuss and promote NAAMREI
- Served on a committee to develop a prototype for an entrepreneurial tooling project for a local business owner. The project will give STC and opportunity to provide real-time, hands-on tool making training to qualified students.
- Attended the McAllen City Commission meeting.

- Attended reception in honor of Dr. Guy Bailey at McAllen Convention Center.

- Met with MEDC and Project Green, and manufacturing business prospect that is considering opening a manufacturing facility in McAllen. Provided tour of Technology Campus to prospect.

- Visited STC Starr County Campus to plan for future manufacturing related projects.

- Completed contract negotiations with TWC approval for new Skills Development Fund Grant (Skills 20)

- Worked on the USDOL TAACCCT grant proposals with STC grants office and submitted it to DOL

- Met with STMA Executive Director to the state of the local manufacturing sector—it's employment, trends, training needs, and growth forecasts.

- Attended the STC Board of Trustees meeting.

- Met with hospitality industry representatives to discuss NAAMREI initiatives and partnerships—specifically the Regal Corporate Training Center initiatives.

- Collaborated with STC PR and Marketing Department to promote the video production process for promoting NAAMREI and the IAM training and labs. Primary focus is on the Festo Automation Technology Lab.

- Met with Dr. Miguel Gonzalez to discuss NAAMREI initiatives, in particular the development of the Tooling Academy and Research Park goals.

- Assisted Priority Tooling Solutions in their STC training/production lab. Continued the process of developing course outlines and OJT schedules that will be utilized by Priority as they provide training.

- Met with Leticia Flores, The Governor's Regional Representative, to discuss economic development trends, workforce topics, NAAMREI initiatives, and other business and industry initiatives.

- Collaborated with McAllen Economic Development Corporation regarding meetings with business prospects and existing manufacturing companies.

- Continued working with IAM staff FESTO company executives to further develop the proposal to have STC become a FESTO Authorized Training Facility.

- Provided oversight to major Festo train-the-trainer program for IAM instructors.
- Met with multiple business and industry representatives to discuss NAAMREI and IAM initiatives
- Continued writing/developing the proposal for the next Skills Development Fund (21) project.
- Worked with IAM staff in the development of curricula and implementation plan for the Cell Manufacturing and Automation Technology Lab.
- Worked with STC PMT Department on collaborative training activities.
- Monitored and reconciled NAAMREI and IAM revenue and expense accounts
- Created staffing plan and departmental budgets for FY 15